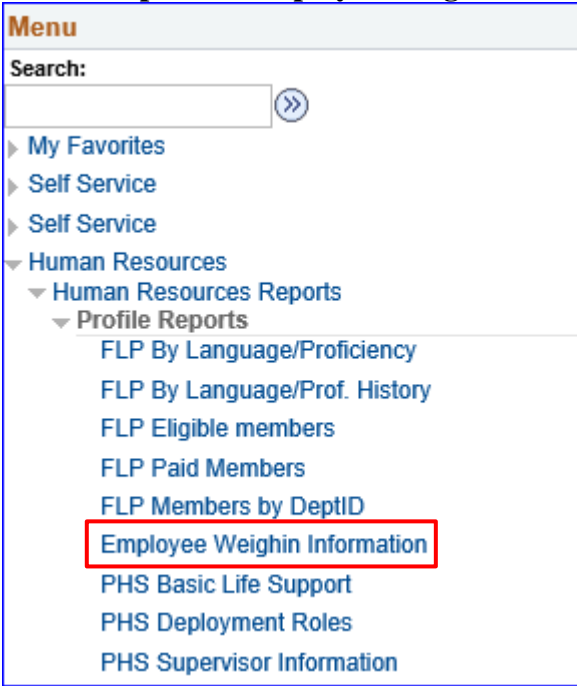
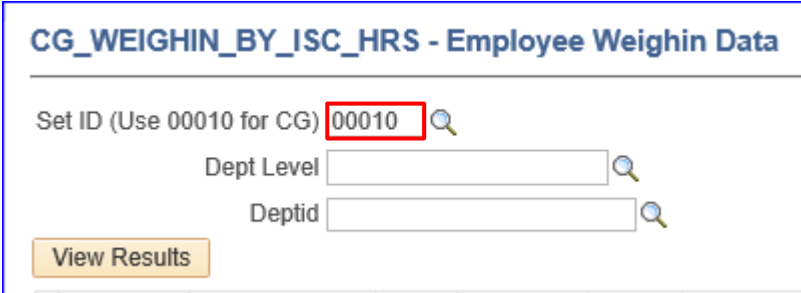


Member Weigh In Report

Introduction This guide provides the procedures to run the Member Weigh In Report in Direct Access (DA).

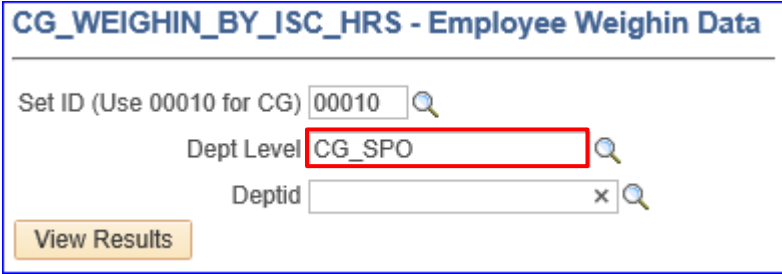
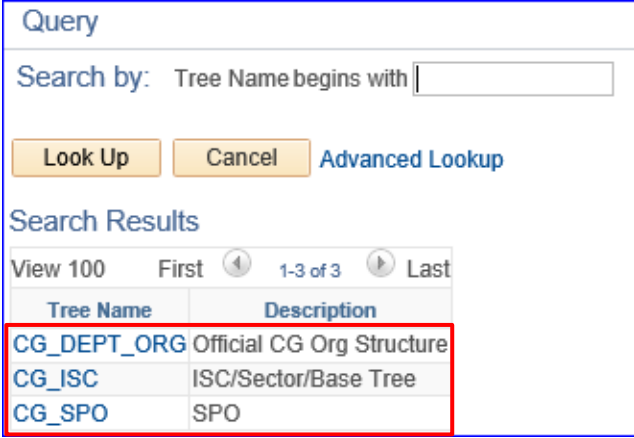
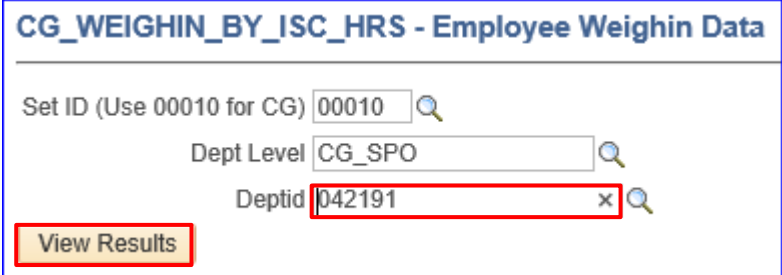
Procedures See below.

Step	Action
<p>1</p>	<p>Under the Menu, select Human Resources > Human Resources Reports > Profile Reports > Employee WeighIn Information.</p>  <p>The screenshot shows a menu with a search bar at the top. Below the search bar are several categories: My Favorites, Self Service, and Human Resources. Under Human Resources, there is a sub-menu for Human Resources Reports, which includes Profile Reports. Under Profile Reports, the following options are listed: FLP By Language/Proficiency, FLP By Language/Prof. History, FLP Eligible members, FLP Paid Members, FLP Members by DeptID, Employee Weighin Information (highlighted with a red box), PHS Basic Life Support, PHS Deployment Roles, and PHS Supervisor Information.</p>
<p>2</p>	<p>The CG_WEIGHIN_BY_ISC_HRS – Employee Weighin Data will display. If the Set ID is blank, enter 00010.</p>  <p>The screenshot shows a form titled 'CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data'. It has three input fields: 'Set ID (Use 00010 for CG)' with the value '00010' (highlighted with a red box), 'Dept Level', and 'Deptid'. Each input field has a magnifying glass icon to its right. At the bottom left of the form is a 'View Results' button.</p>

Continued on next page

Member Weigh In Report, Continued

Procedures,
continued

Step	Action
3	<p>Using the lookup, select the appropriate Dept Level.</p> <ul style="list-style-type: none"> • CG_DEPT_ORG – Displays only those members attached to the Department ID • CG_ISC – Displays all members attached to all of the units serviced by the Sector/Base Department ID • CG_SPO – Displays all members attached to all of the units serviced by the SPO Department ID  
4	<p>Enter the Deptid (Department ID number) or use the lookup to locate and select the Department ID. Click View Results.</p> 

Continued on next page

Member Weigh In Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																	
5	<p>The Search Results will display.</p>																																																																																																																																																																																																																	
6	<p>The results may be downloaded to an Excel Spreadsheet for easier viewing, sorting, and/or printing.</p>																																																																																																																																																																																																																	
7	<p>Here is a closer look at the spreadsheet:</p> <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th></tr> <tr> <th>Dept ID</th><th>Dept Name</th><th>ATU</th><th>OPFAC</th><th>Rank</th><th>Birthdate</th><th>Emplid</th><th>Empl Record</th><th>First Name</th><th>Last</th><th>Empl Class</th><th>Height (inch)</th></tr> </thead> <tbody> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>CAPT</td><td>4/10/1965</td><td>1234567</td><td>0</td><td>Malcolm</td><td>Reynolds</td><td>AD</td><td>72</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>MKC</td><td>4/3/1983</td><td>2345678</td><td>0</td><td>Kaylee</td><td>Frye</td><td>AD</td><td>67</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>GM1</td><td>8/13/1984</td><td>9876543</td><td>0</td><td>Jayne</td><td>Cobb</td><td>AD</td><td>72</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>CDR</td><td>4/28/1984</td><td>8765945</td><td>0</td><td>Zoe</td><td>Washburne</td><td>AD</td><td>69</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>LT</td><td>9/19/1978</td><td>1212125</td><td>0</td><td>Inara</td><td>Serra</td><td>AD</td><td>67</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>CWO3</td><td>11/16/1985</td><td>7585956</td><td>0</td><td>Hoban</td><td>Washburne</td><td>AD</td><td>70</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>SK1</td><td>5/11/1988</td><td>8596743</td><td>0</td><td>Shepard</td><td>Book</td><td>SEL</td><td>72</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>LCDR</td><td>8/15/1978</td><td>4578962</td><td>0</td><td>Tamm</td><td>Simon</td><td>AD</td><td>69</td></tr> <tr><td>000018</td><td>CG STA FIREFLY</td><td>12</td><td>30415</td><td>SN</td><td>7/29/1983</td><td>9638527</td><td>0</td><td>Tamm</td><td>River</td><td>AD</td><td>63</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>M</th><th>N</th><th>O</th><th>P</th><th>Q</th><th>R</th><th>S</th></tr> <tr> <th>Weight (lb)</th><th>Weigh in Date</th><th>Weigh Over</th><th>Max Allowable Weight</th><th>Body Fat%</th><th>Max Allowed Body Fat%</th><th>Remarks</th></tr> </thead> <tbody> <tr><td>178</td><td>4/13/2019</td><td></td><td>202</td><td>0</td><td></td><td>0 semi annual weight in. mbr compliant</td></tr> <tr><td>142</td><td>4/13/2019</td><td></td><td>175</td><td>0</td><td></td><td>0 semi annual weigh in. mbr compliant</td></tr> <tr><td>181</td><td>4/29/2019</td><td>0</td><td>202</td><td>0</td><td></td><td>0 in compliance</td></tr> <tr><td>151</td><td>4/29/2019</td><td>7</td><td>186</td><td>0</td><td></td><td>0 In compliance</td></tr> <tr><td>141</td><td>4/19/2019</td><td>0</td><td>175</td><td>0</td><td></td><td>0 in compliance</td></tr> <tr><td>171</td><td>4/18/2019</td><td>0</td><td>191</td><td>0</td><td></td><td>0 in compliance</td></tr> <tr><td>176</td><td>4/13/2019</td><td></td><td>202</td><td>0</td><td></td><td>0 semi annual weigh in, mbr compliant</td></tr> <tr><td>186</td><td>4/13/2019</td><td></td><td>186</td><td>0</td><td></td><td>0 semi annual weigh in, mbr compliant</td></tr> <tr><td>124</td><td>4/19/2019</td><td>0</td><td>155</td><td>0</td><td></td><td>0 in compliance</td></tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	J	K	L	Dept ID	Dept Name	ATU	OPFAC	Rank	Birthdate	Emplid	Empl Record	First Name	Last	Empl Class	Height (inch)	000018	CG STA FIREFLY	12	30415	CAPT	4/10/1965	1234567	0	Malcolm	Reynolds	AD	72	000018	CG STA FIREFLY	12	30415	MKC	4/3/1983	2345678	0	Kaylee	Frye	AD	67	000018	CG STA FIREFLY	12	30415	GM1	8/13/1984	9876543	0	Jayne	Cobb	AD	72	000018	CG STA FIREFLY	12	30415	CDR	4/28/1984	8765945	0	Zoe	Washburne	AD	69	000018	CG STA FIREFLY	12	30415	LT	9/19/1978	1212125	0	Inara	Serra	AD	67	000018	CG STA FIREFLY	12	30415	CWO3	11/16/1985	7585956	0	Hoban	Washburne	AD	70	000018	CG STA FIREFLY	12	30415	SK1	5/11/1988	8596743	0	Shepard	Book	SEL	72	000018	CG STA FIREFLY	12	30415	LCDR	8/15/1978	4578962	0	Tamm	Simon	AD	69	000018	CG STA FIREFLY	12	30415	SN	7/29/1983	9638527	0	Tamm	River	AD	63	M	N	O	P	Q	R	S	Weight (lb)	Weigh in Date	Weigh Over	Max Allowable Weight	Body Fat%	Max Allowed Body Fat%	Remarks	178	4/13/2019		202	0		0 semi annual weight in. mbr compliant	142	4/13/2019		175	0		0 semi annual weigh in. mbr compliant	181	4/29/2019	0	202	0		0 in compliance	151	4/29/2019	7	186	0		0 In compliance	141	4/19/2019	0	175	0		0 in compliance	171	4/18/2019	0	191	0		0 in compliance	176	4/13/2019		202	0		0 semi annual weigh in, mbr compliant	186	4/13/2019		186	0		0 semi annual weigh in, mbr compliant	124	4/19/2019	0	155	0		0 in compliance
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