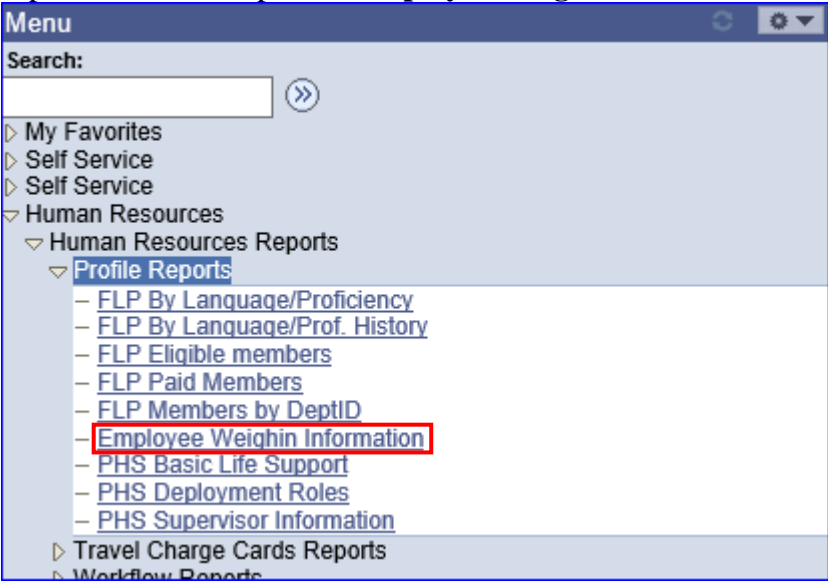
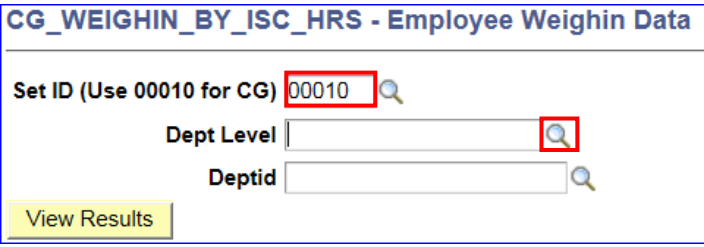


# Member Weigh In Report

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


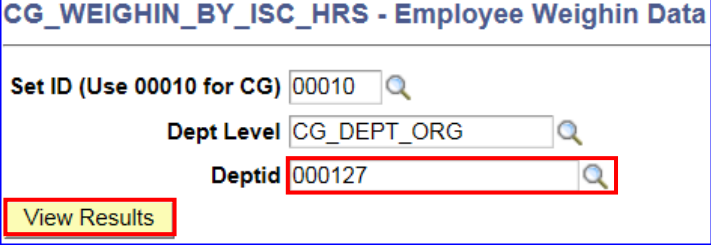
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Using the Menu, navigate to the report. Human Resources &gt; Human Resources Reports &gt; Profile Reports &gt; <b>Employee Weighin Information</b>.</p> 
<p><b>2</b></p>	<p>The <b>CG_WEIGHIN_BY_ISC_HRS – Employee Weighin Data</b> page will display. Enter 00010 for the <b>Set ID</b> and click the lookup icon for the <b>Dept Level</b>.</p> 

*Continued on next page*

## Member Weigh In Report, Continued

Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Make the following Tree Name selection:</p> <ul style="list-style-type: none"> <li>• <b>CG DEPT ORG</b> – Results for the unit ID entered only</li> <li>• <b>CG ISC</b> – Results for units serviced by the base department ID</li> <li>• <b>CG SPO</b> – Results for units serviced by the SPO department ID</li> </ul> 
<p><b>4</b></p>	<p>Enter the <b>Deptid</b> – Click the lookup icon or enter the Department ID (if using the <b>CG ISC</b> or <b>CG SPO</b> relationship, you must enter the ID of a base or SPO). Click <b>View Results</b>.</p> 
<p><b>5</b></p>	<p>The results will display all data for each member. The report may be downloaded into several <b>formats</b> for editing/sorting.</p> 