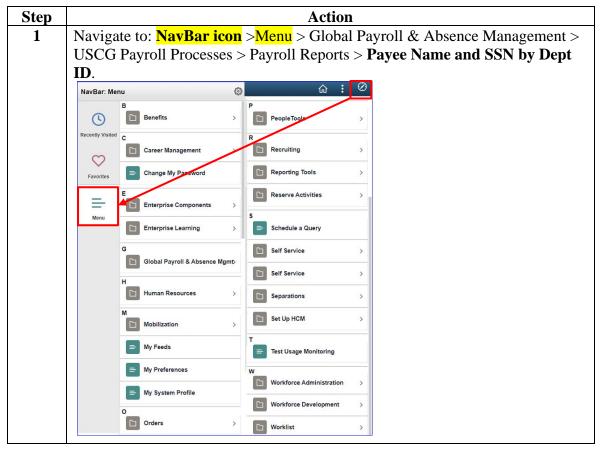
Urinalysis Report

Introduction	This guide provides the procedures for Urinalysis (UA) Coordinators to run a Urinalysis Report in Direct Access (DA).
References	(a) <u>Urinalysis Tactics, Techniques and Procedures (TTP)</u> (b) CG Drug and Alcohol Abuse Program, COMDTINST M1000.10
Information	 Permissions needed to run this report: CG_UA_COORDINATOR CGHRS CGHRSUP CGHIRSIC CGHRSICSUP This report does not use SSNs. Badge Numbers = DODID numbers





Continued on next page

Urinalysis Report, Continued

Procedures,

continued

Step	Action
2	Enter the report parameters:
	• Set ID (Use 00010 for CG) – Enter 00010.
	• Enter a Department ID in ONE of the following fields:
	- SPO (Parent) DeptID (Optional) – the department ID of the responsible
	SPO to view the results for ALL units in the SPO's AOR, but it will NOT include the SPO Personnel.
	 This is the recommended option to ensure the report will display
	personnel from all sub-departments.
	• To include SPO personnel, run the report a second time entering the SPO
	(Parent) DeptID in the Dept ID (Optional) field and add it to the master
	list.
	– Dept ID (Optional) – the department ID for the unit
	• This option only shows personnel assigned to that department. Sub-
	departments are not joined so leave this field blank if using the SPO
	(Parent) DeptID.
	• Use this option to run a second report as discussed above.
	- NOTE: You cannot fill in both fields at the same time.
	Click View Results.
	CG_NAME_SSN_BY_DEPARTMENT - Name and SSN by Department
	*Set ID (Use 00010 for CG) 00010
	SPO (Parent) DeptID (Optional) 045431
	Dept ID (Optional)
	View Results
	Row First Name Last Name Middle Name Badge Number Rank Gender Phone
3	The results can be downloaded into several formats for editing/sorting.
	Download results in Excel SpreadSheet CSV Text File XML File (1847 kb) View All First 1-100 of 3695 () Last
	View All Row First Name Last Name Middle Name Badge Number Rank Gender Phone Dept Name Company SPO (Parent) Deptid Dept 10 Empl Class Grade Location EMPLID
	1 Harry Dunne 123456789 MKC M CG STA GLOUCESTER ACG 045431 000007 AD E7 MA0001 1234567
	2 Lyoyd Christmas V. '987654321 BM1 M CG STA GLOUCESTER ACG 045431 000007 AD E6 MA0001 98765433 3 Mary Swanson M 123123123 BOSN4 F CG STA GLOUCESTER ACG 045431 000007 AD W4 MA0001 1231234
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