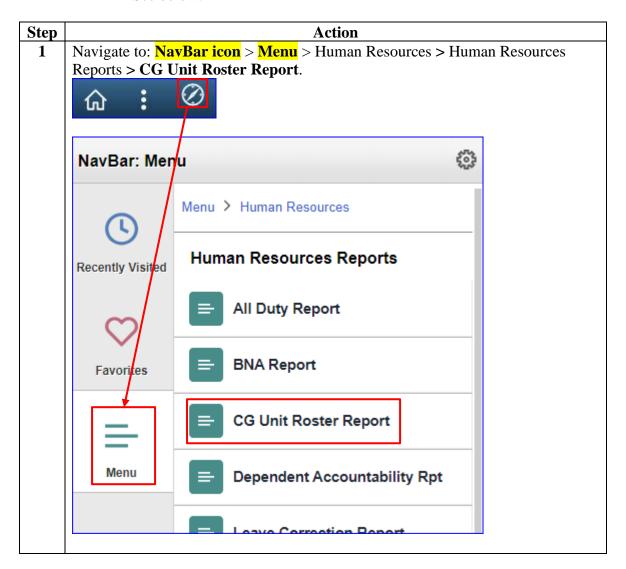
Unit Roster Report

Introduction This guide provides the procedures to run a Unit Roster Report in Direct

Access (DA).

Procedures See below.



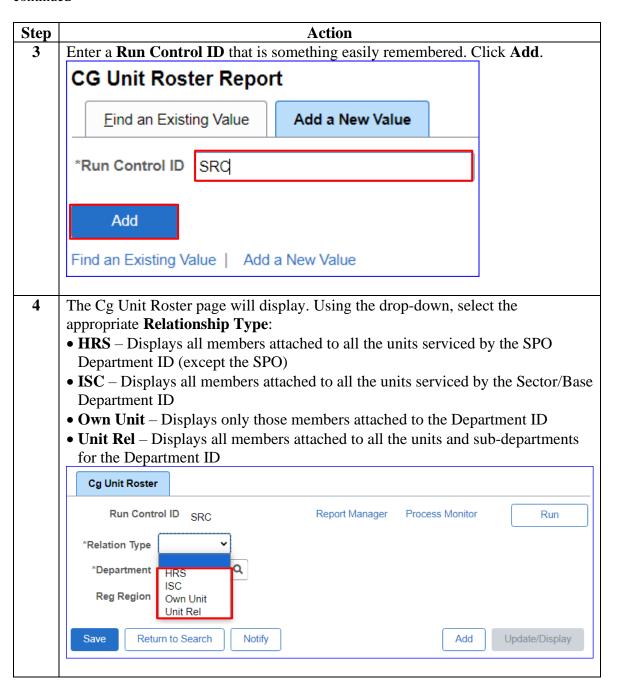
Procedures,

continued

Step		Action											
2	A Run Control ID must be established before the report can be run. Once												
	established, this Run Control I	D can be used for rur	nning future Unit Roster										
	Reports.												
	To add a new Run Control ID, select the Add a New Value tab.												
	CG Unit Roster Report Enter any information you have and click Search. Leave fields blank for a list of all values.												
	Find an Existing Value	Add a New Value											
		_											
	▼ Search Criteria												
	Search by: Run Control ID begins with												
	☐ Case Sensitive												
	Search Advanced Search												
	Find an Existing Value Add a	Now Value											
	Find an Existing Value Add a	new value											

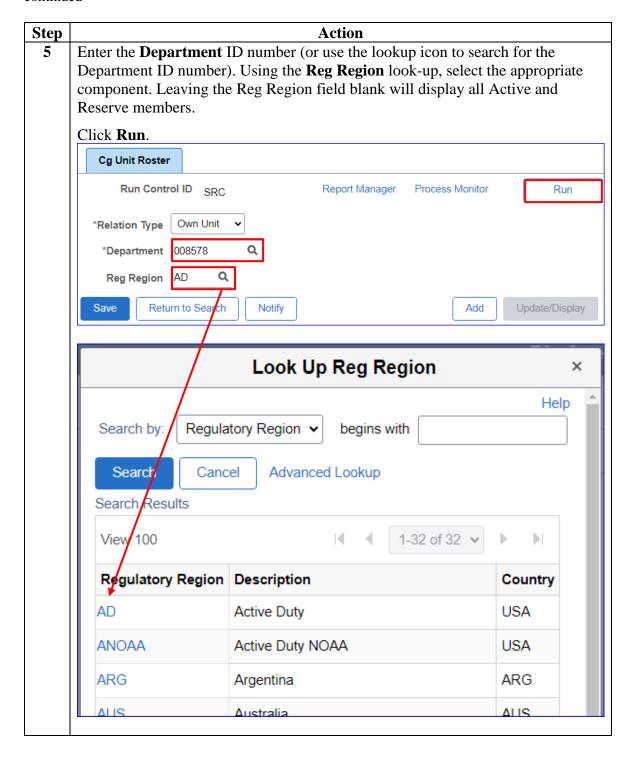
Procedures,

continued



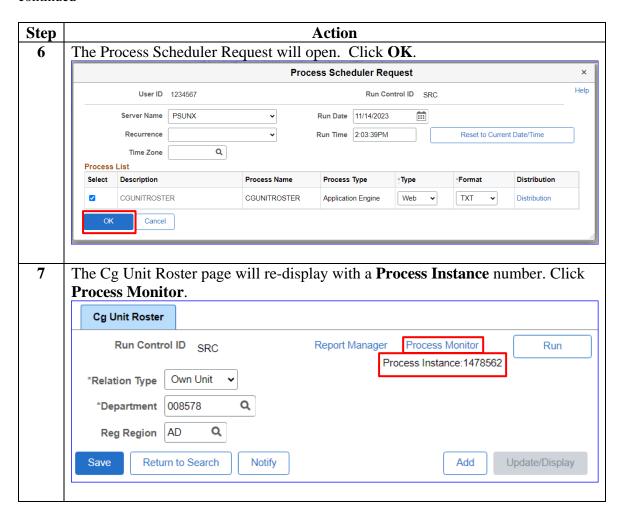
Procedures,

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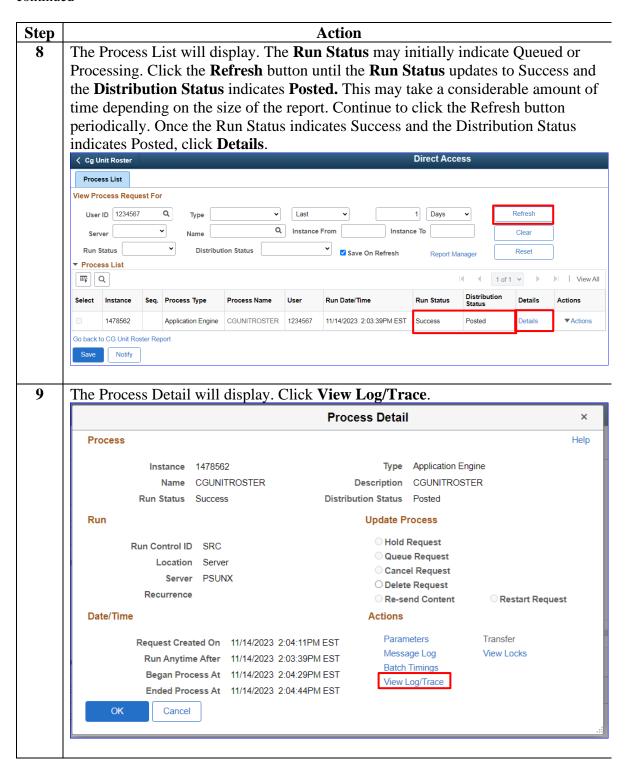
Procedures,

continued



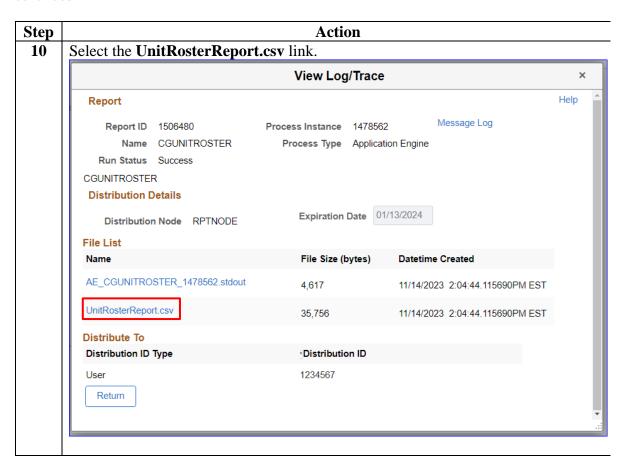
Procedures,

continued



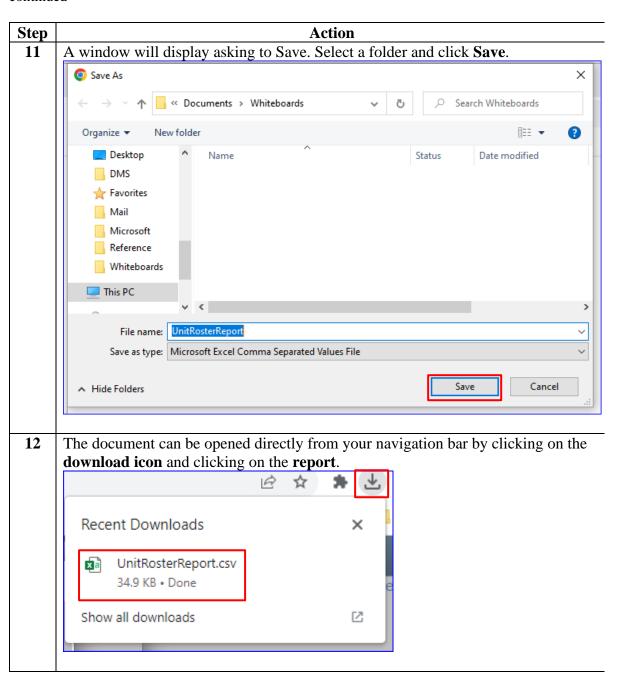
Procedures,

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Procedures,

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Procedures,

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								Ac	tion								
The file will open in an Excel Spreadsheet that may be sorted according to																	
pici	CICII	ee, sa	vea,	ı -		HIII	cu.					•	٧		-		
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