



# CG Department Run

**Introduction** This guide provides the procedures for running the Department Run report in Direct Access (DA).



**Procedures** See below.

Step	Action
1	Select the <b>Airport Terminal</b> link from the Orders pagelet. 
2	Click the <b>Dept Run</b> tab. 

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# CG Department Run, Continued

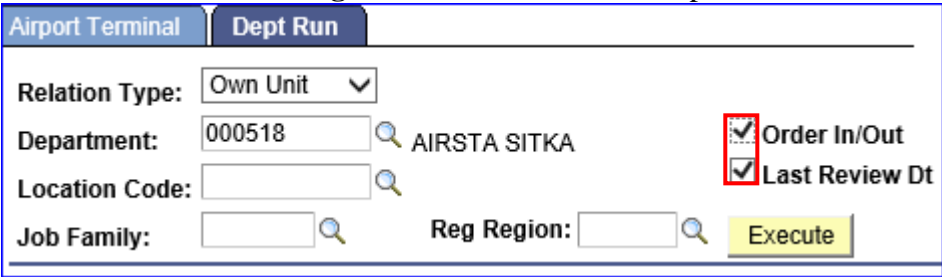
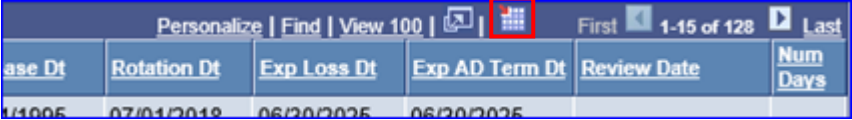
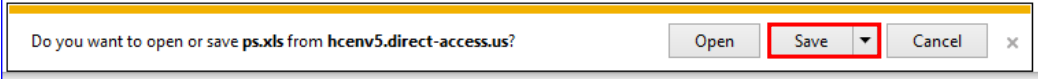
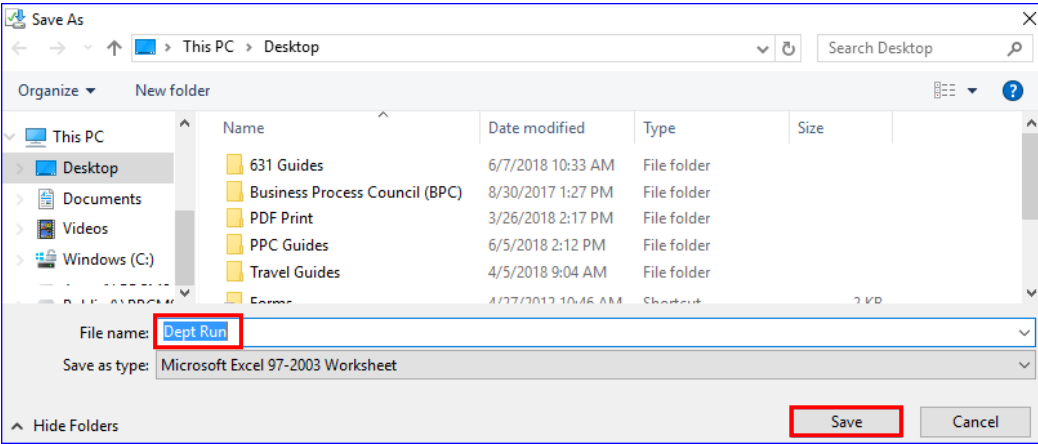
Procedures,  
continued

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3	<p>Update the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Relation Type:</b></li> </ul> <table border="1" data-bbox="327 566 1374 909"> <thead> <tr> <th>Type</th> <th>Will Include</th> </tr> </thead> <tbody> <tr> <td>ISC</td> <td>All units serviced by that unit (but not personnel assigned to the unit department ID). Use "Own unit" to see data for those personnel.</td> </tr> <tr> <td>HRS</td> <td>All units serviced by that SPO (but not personnel assigned to the SPO Department ID). Use "Own unit" to see data for those personnel.</td> </tr> <tr> <td>Own Unit</td> <td>Only for that specific Department ID</td> </tr> <tr> <td>Unit Rel</td> <td>Anything falling under that Parent ID</td> </tr> </tbody> </table>  <ul style="list-style-type: none"> <li>• <b>Department</b> – Enter a department ID number or click the lookup icon to use the search option.</li> <li>• <b>Location Code</b> – To limit results to only a specific location (optional).</li> <li>• <b>Job Family</b> – To limit results to only a specific job family (optional).</li> <li>• <b>Reg Region</b> – Used to specify active, reserve or officer (optional).</li> </ul> <p>Click the <b>Execute</b> button.</p> 	Type	Will Include	ISC	All units serviced by that unit (but not personnel assigned to the unit department ID). Use "Own unit" to see data for those personnel.	HRS	All units serviced by that SPO (but not personnel assigned to the SPO Department ID). Use "Own unit" to see data for those personnel.	Own Unit	Only for that specific Department ID	Unit Rel	Anything falling under that Parent ID
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## CG Department Run, Continued

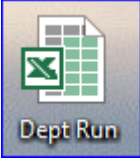
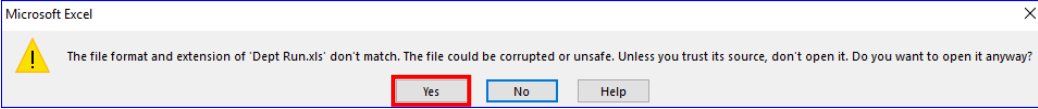
Procedures,  
continued

Step	Action
4	<p>The results will display except for the Order In/Out and Review Date columns. Check the:</p> <ul style="list-style-type: none"> <li>• <b>Order In/Out</b> box to update results with the status of the orders.</li> <li>• <b>Last Review Dt</b> box to view the members' last EER date in the Review Date column.</li> </ul> <p><b>Do NOT click Execute again.</b> This will clear those updated columns.</p> 
5	<p>Click the <b>download</b> link to export the data to an Excel spreadsheet. See the <a href="#">Working with Grids</a> topic in the Knowledge Base to learn more on sorting and downloading data.</p> 
6	<p>Select the Save As option from the <b>Save</b> drop-down.</p> 
7	<p>Pick a convenient location and <b>name the file</b>. Click <b>Save</b>.</p> 

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# CG Department Run, Continued

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Sort the spreadsheet according to your needs. <table border="1" data-bbox="327 981 1369 1196"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>O</th> <th>P</th> <th>S</th> <th>V</th> <th>W</th> <th>AA</th> <th>AB</th> <th>AC</th> <th>AD</th> <th>AE</th> <th>AF</th> </tr> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Job Code</th> <th>Po Number</th> <th>Business Unit</th> <th>Po Entry Date</th> <th>Job Family</th> <th>AD Base Dt</th> <th>Rotation Dt</th> <th>Exp Loss Dt</th> <th>Exp AD Term Dt</th> <th>Review Date</th> <th>Num Days</th> </tr> </thead> <tbody> <tr> <td></td> <td>NO PERSON</td> <td></td> <td></td> <td></td> <td>415096</td> <td>55184</td> <td>ENLCG</td> <td></td> <td>SN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2078048</td> <td>JACKSON</td> <td>REBBIE</td> <td>Third Class Aviation Mainten</td> <td>452595</td> <td>23818</td> <td>ENLCG</td> 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