### **Prior Unit History Report**

Introduction	This guide provides the procedures to run the Prior Unit History Report in Direct Access (DA). This report will list all personnel attached to the Unit during a specified time frame.
KNOWN ISSUE *NEW*	Currently and for the foreseeable future, the <b>Prior Unit History Report</b> is down in Direct Access. This Report runs to success but doesn't post. We've requested a CRQ to fix this but in the meantime, anyone needing a Prior Unit History Report run will need to submit a ticket for an ADHOC – for the ADHOC, the requestor <b>MUST</b> provide the date parameters (this report can <b>NOT</b> be future dated) and they <b>MUST</b> provide <b>ALL</b> DEPTIDs to be captured on the report.

Procedures

See below.



Continued on next page

### Procedures,

Step	Action									
2	Select the Add a New Valu	ie tab.								
	Prior Unit History Report									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find an Existing Value	<u>A</u> dd a New Value								
	▼ Search Criteria									
	Search by: Run Control ID begin	ns with								
	□ Case Sensitive									
	Search Advanced Search									
	Find an Existing Value   Add a Ne	ew Value								
3	Enter a <b>Run Control ID</b> (the <b>Add</b> .	nis may be anything easily remembered) and click								
	Prior Unit History	Report								
	Eind an Existing Value	e Add a New Value								
	*Run Control ID SRC									
	Add									
	Find an Existing Value   Add a New Value									
4	Using the drop-down, selec	t the appropriate <b>Search Type</b> .								
	• SPO Level – Will pull da	ta for all units serviced by that SPO.								
	• Unit Level – Will pull da	ta for all sub-departments at or below the selected								
	Dept ID.									
	Prior Unit Hist.									
	Run Control ID	Report Manager Process Monitor Pun								
	SRC									
	Search Parameters									
	Search Type	~								
	SPO Le	vel								
	Save Notify Save	vel Add Update/Display								
	· · · · · · · · · · · · · · · · · · ·									

#### **Procedures**,

continued

Step		Action						
5	<ul> <li>Once the Search Type has been selected, additional Search Parameter fields will display:</li> <li>Set ID – Enter 00010.</li> <li>Department – Enter the Department ID or use the Lookup to locate the appropriate Department ID.</li> <li>Bagin Data – Enter the Bagin Data for the report period.</li> </ul>							
	• End Date – Enter the End	Date for the repo	ort period.	Ju.				
		Dute for the repe	ne perioa.					
	Click <b>Run.</b>							
	Prior Unit Hist.							
	Run Control ID SRC	Report	Manager Pr	ocess Monitor	Run			
	Search Parameters							
	Search Type Sector Le	evel 🗸						
	Set ID 00010	Shared Coast Gua	rd					
	Department 007712	Q SECTOR NE	WORLEANS					
	Begin Date 05/01/2023	3 💼						
	End Date 11/01/2023	3 💼						
	Save Notify			Add	Jpdate/Display			
6	The Process Scheduler Requ	lest page will dis	play with th	ne Process L	ist. Verify			
	PSUNX is displayed in Serv	ver Name. Ensur	e the <b>Prio</b>	r Unit Histo	ry Report			
	process is checked.							
	Click <b>OK</b> .							
		Process Scheduler	Request		×			
	User ID 1234567	Ru	n Control ID SRC		Help			
	Server Name PSUNX	✓ Run Date 1	1/14/2023					
	Recurrence	▼ Run Time 2	:21:27PM	Reset to Current	Date/Time			
	Time Zone Q Process List							
	Select Description	Process Name Process	Туре Туре	*Format	Distribution			
	Prior Unit History Report	CG_PU_HSTRPT Applicatio	n Engine Web	• TXT •	Distribution			
	OK Cancel							
	<u>L</u>				3			

Continued on next page

### Procedures,

Step	Action
7	The Prior Unit Hist. Search Parameter page will re-display with a Process
	Instance number. Select Process Monitor.
	Prior Unit Hist.
	Run Control ID SRC Report Manager Process Monitor Run
	Search Parameters Process Instance:1478563
	Search Type Sector Level
	Set ID 00010 Q Shared Coast Guard
	Department 007/12 Q SECTOR NEW ORLEANS
	Begin Date 05/01/2023 ::::
	End Date 11/01/2023
	Save Notify Add Update/Display
8	The Process List will display. The Run Status may initially display <b>Ouened</b> or
	<b>Processing</b> . Click the <b>Refresh</b> button until the Run Status indicates <b>Success</b> and
	the Distribution Status updates to <b>Posted</b> . This may take a considerable amount
	of time depending on the size of the report. Continue to click the Refresh button
	Periodically.
	Process List
	View Process Request For
	User ID 1234567 Q Type V Last V 1 Days V Refresh
	Server Name Q Instance From Instance To Clear
	Run Status Distribution Status Save On Refresh Report Manager Reset
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details Actions
	Image: 1478563         Application Engine         CG_PU_HSTRPT         1234567         11/14/2023 2:21:27PM EST         Success         Posted         Details         ▼Actions
	Go back to Prior Unit History Report
	Save Notify

Continued on next page

### Procedures,

Step	Action										
9	Once the Run Status updates to Success and the Distribution Status indicates										
	Posted, click <b>Details</b> .										
	< Prior Unit Hist. Direct Access										
	Process List										
	View Process Request For										
	User ID 1234567 Q Type Last v 1 Days v Refresh										
	Server Vame Q Instance From Instance To Clear										
	Run Status     Distribution Status     Save On Refresh     Report Manager     Reset										
	▼ Process List										
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details Actions										
	1478563 Application Engine CG PU HSTRPT 1234567 11/4/2023 2:21:27PM EST Surgess Posted Details VArians										
	Go back to Prior Unit History Report										
	Save Notify										
10	The Process Details will open Click <b>View Log/Trace</b>										
10	Deces Details will open. Chek View Log/Trace.										
	Process Detail ×										
	Process Help										
	Instance 1478563 Type Application Engine										
	Name CG_PU_HSTRPT Description Prior Unit History Report										
	Run Status Success Distribution Status Posted										
	Run Update Process										
	Run Control ID SRC OHold Request										
	Location Server Queue Request										
	Server PSUNX ORDERequest										
	Recurrence Resend Content Restart Request										
	Date/Time Actions										
	Permeters Transfer										
	Request created on 11/14/2023 2:21:32FM EST Message Log View Locks										
	Began Process At 11/14/2023 2:22:00PM EST										
	Ended Process At 11/14/2023 2:22:30PM EST										

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### 7 April 2025

# Prior Unit History Report, Continued

### Procedures,

	View Log/Trace	
Report		
Report ID 1506481	Process Instance 1478563	Message Log
Name CG_PU_HSTRPT	Process Type Application E	ingine
Run Status Success		
Prior Unit History Report		
Distribution Details		
	Expiration Date 01/13/2	2024
File List	File Size (hytes)	Datetime Created
		Dateline Orcated
AE_CG_PU_HSTRPT_1478563.stdout	458	11/14/2023 2:22:30.986023PM EST
CG PriorUnitHistoryReport_1478563_202	31114.csv 237,007	11/14/2023 2:22:30.986023PM EST
Distribute To		
Distribution ID Type	*Distribution ID	
User	1234567	

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#### 7 April 2025

## Prior Unit History Report, Continued

### Procedures,



Continued on next page

### Procedures,

Upon saving the file, the View Trac	e/Log will re-	display. Click Return
Vie	w Log/Trace	
Benet		
Report ID 1506481 Process Ir Name CG_PU_HSTRPT Proces Run Status Success Prior Unit History Report	nstance 1478563 ss Type Application E	Message Log
Distribution Details Distribution Node RPTNODE	piration Date 01/13/2	2024
File List		
Name	File Size (bytes)	Datetime Created
AE_CG_PU_HSTRPT_1478563.stdout	458	11/14/2023 2:22:30.986023PM EST
CG PriorUnitHistoryReport_1478563_20231114.csv	237,007	11/14/2023 2:22:30.986023PM EST
Distribute To		
Distribution ID Type *D	istribution ID	
Return You can locate the file in your folder	er or open it by	v clicking the <b>download</b>
Recent Downloads	×	1
CG PriorUnitHistoryReport_147856 Csv 231 KB • Done	53_20231114.	ei
CG PriorUnitHistoryReport_147850 csv 231 KB • Done Show all downloads	53_20231114. [2]	ei 

### 7 April 2025

# Prior Unit History Report, Continued

#### Procedures,

continued

Action															
See Step 16 for field descriptions.															
EMPLID	LAST NAME	FIRST_ NAME	MIDDLE_	EMPL_	RATE	GRADE	GENDER	POSI- TION	POS TITLE	HIRE DT	PREV_UNIT BEGIN DT	PREV_UNIT	PREV_ DEPTID	PREV_	PREV_
1234567	Pritchit	Gloria	А	AD	MK1	E6	м	23174	EPO/ENG	11/29/2005	6/24/2021	11/14/2023	227	8	41966
1122334	Dunphy	Claire	N	AD	BMCS	E8	M	23172	OIC/ATON CO	1/24/2006	6/15/2020	11/14/2023	227	8	41966
1112223	Tucker	Cameron	E	AD	BMC	E7	м	23171	XPO/ATON CO	4/6/2010	8/15/2022	11/14/2023	227	8	41966
1111222	Bailey	Andy	N	AD	SA	E2	М	23173	ATON BCM	1/5/2015	3/15/2015	11/14/2023	227	8	41966
1111123	Thorpe	Gil		AD	FA	E2	M	23175	ATON BCM	12/8/2015	3/7/2016	11/14/2023	227	8	41966
	LaFontaine	Ronnie	F	AD	FN	E3	M	23173	ATON BCM	9/27/2016	11/26/2016	11/14/2023	227	8	41966
	Q	F	R	S	Т		U		V	w	x	Y	Z		AA
	Q	F	2	S	т		U		V	w	X	Y	Z		AA
	Q	DEPT_I	R ENTRY C	S	T	NT CUP	U		V	NUM_	X REG_	HR_	EMPL	BU	AA
PREV_U	Q NIT_NAME	DEPT_I DT	ENTRY C	S CURRENT DEPTID	T CURREN _ATU	NT CUP	U RRENT PFAC (	CURREN	V IT_UNIT_NA	NUM_ ME MONT	REG_ HS REGIC	HR_ N STATUS	EMPL STAT	BU USU	AA SINESS NIT
PREV_UI	Q NIT_NAME DULAC	DEPT_1 _DT _6/24	ENTRY C 	S CURRENT DEPTID 227	T CURREN _ATU		U RRENT PFAC ( 41966 C	CURREN CG ANT	V IT_UNIT_NA DULAC	NUM_ ME MONT 28	REG_ HS REGIC 6.69 AD	HR_ N STATUS	EMPL STATU A	BU US _U EN	AA SINESS NIT LCG
PREV_U CG ANT I CG ANT I	Q NIT_NAME DULAC DULAC	DEPT_0 _DT _6/24 _6/15	ENTRY C 	S CURRENT DEPTID 227 227	T CURREI _ATU	NT CUP	U RRENT PFAC ( 41966 ( 41966 (	CURREN CG ANT	V IT_UNIT_NA DULAC DULAC	NUM_ ME MONT 28 40	REG_ HS REGIC 3.69 AD	HR_ IN STATUS A A	EMPL STATI A A	BU US _U EN	AA SINESS NIT LCG LCG
PREV_U CG ANT I CG ANT I CG ANT I	Q NIT_NAME DULAC DULAC DULAC	DEPT_1 _DT _6/22 _6/15 _8/15	ENTRY C 4/2021 5/2020 5/2022	S CURRENT DEPTID 227 227 227	T CURREM _ATU	NT CUF _OF 8 8 8	U RRENT PFAC ( 41966 ( 41966 ( 41966 (	CURREN CG ANT CG ANT	V IT_UNIT_NA DULAC DULAC DULAC	NUM_ ME MONT 28 40 14	REG_ HS REGIC 3.69 AD 0.98 AD	HR_ IN STATUS A A A	EMPL STATI A A A	BU US _U EN EN	AA SINESS NIT LCG LCG LCG
PREV_UI CG ANT I CG ANT I CG ANT I CG ANT I	Q NIT_NAME DULAC DULAC DULAC DULAC	DEPT_1 _DT _6/24 _6/15 _8/15 _3/15	ENTRY C 4/2021 5/2020 5/2022 5/2015	S CURRENT DEPTID 227 227 227 227 227	T CURREN _ATU	NT CUP _OP 8 8 8 8	U RRENT PFAC ( 41966 C 41966 C 41966 C 41966 C	CURREN 2G ANT 2G ANT 2G ANT 2G ANT	V IT_UNIT_NA DULAC DULAC DULAC DULAC	NUM_ ME MONT 28 40 14	REG_ HS REGIC 3.69 AD 9.98 AD 9.98 AD	HR_ N STATUS A A A A A	EMPL STATI A A A A	BU USU EN EN EN	AA SINESS NIT LCG LCG LCG LCG
PREV_UI CG ANT I CG ANT I CG ANT I CG ANT I CG ANT I	Q NIT_NAME DULAC DULAC DULAC DULAC DULAC	DEPT_1 _DT 6/24 6/15 8/15 3/15 3/15	ENTRY C 4/2021 5/2020 5/2022 5/2015 7/2016	S CURRENT DEPTID 227 227 227 227 227 227	T CURREI _ATU	NT CUE _OE 8 8 8 8 8 8	U RRENT PFAC ( 41966 C 41966 C 41966 C 41966 C 41966 C	CURREN CG ANT CG ANT CG ANT CG ANT	V IT_UNIT_NA DULAC DULAC DULAC DULAC DULAC	NUM_ ME MONT 28 40 14 103 92	REG_ HS REGIC 3.69 AD 3.98 AD 3.98 AD 3.98 AD 2.24 AD	HR_ N STATUS A A A A A A	EMPL STATU A A A A A A	BU USU EN EN EN EN	AA SINESS NIT LCG LCG LCG LCG LCG
PREV_UU CG ANT I CG ANT I CG ANT I CG ANT I CG ANT I	Q NIT_NAME DULAC DULAC DULAC DULAC DULAC DULAC	DEPT_1 _DT 6/22 6/15 8/15 3/15 3/15 3/15	ENTRY C 4/2021 5/2020 5/2022 5/2015 7/2016 5/2016	S CURRENT DEPTID 227 227 227 227 227 227 227 227 227	T CURRE! _ATU	NT CUF _OF 8 8 8 8 8 8 8 8 8	U RRENT PFAC ( 41966 C 41966 C 41966 C 41966 C 41966 C	CURREN CG ANT CG ANT CG ANT CG ANT CG ANT	V IT_UNIT_NA DULAC DULAC DULAC DULAC DULAC DULAC	NUM_ ME MONT 28 40 14 103 92 83	REG_ HS REGIC 5.69 AD 1.98 AD 1.98 AD 1.98 AD 1.98 AD 1.24 AD 5.63 AD	HR_ IN STATUS A A A A A A A A	EMPL STATI A A A A A A A A	BU USU EN EN EN EN EN	AA SINESS NIT LCG LCG LCG LCG LCG LCG

Continued on next page

### Procedures,

Step	Action					
16						
	<b>Field (27)</b>	Description				
	EMPLID	Member's Employee ID number				
	LAST NAME	Member's last name				
	FIRST NAME	Member's first name				
	MIDDLE NAME	Member's middle name				
	EMPL_CLASS	Member's employee classification				
	RATE	Member's rate				
	GRADE	Member's paygrade				
	GENDER	Member's gender				
	POSITION	Member's position number				
	POS_TITLE	Member's position title				
	HIRE DATE	Member's hire date				
	PREV_UNIT_BEGIN_DT	Date member assigned to previous unit				
	PREV_UNIT_END_DT	Date member departed previous unit				
	PREV_DEPTID	Member's previous unit Department ID				
	PREV_ATU	Member's previous unit ATU				
	PREV_OPFAC	Member's previous unit OPFAC				
	PREV_UNIT	Member's previous unit name				
	DEPT_ENTRY_DT	Date member assigned to current unit				
	CURRENT_DEPTID	Member's current unit Department ID				
	CURRENT_ATU	Member's current unit ATU				
	CURRENT_OPFAC	Member's current unit OPFAC				
	CURRENT_UNIT_NAME	Member's current unit name				
	NUM_MONTHS	Number of months member was at previous unit				
	REG_REGION	AD or RSV or NOMIL				
	HR_STATUS	Active or Inactive				
	EMPL_STATUS	Active or Terminated				
	BUSINESS_UNIT	Enlisted, Warrant, Officer or Civilian				