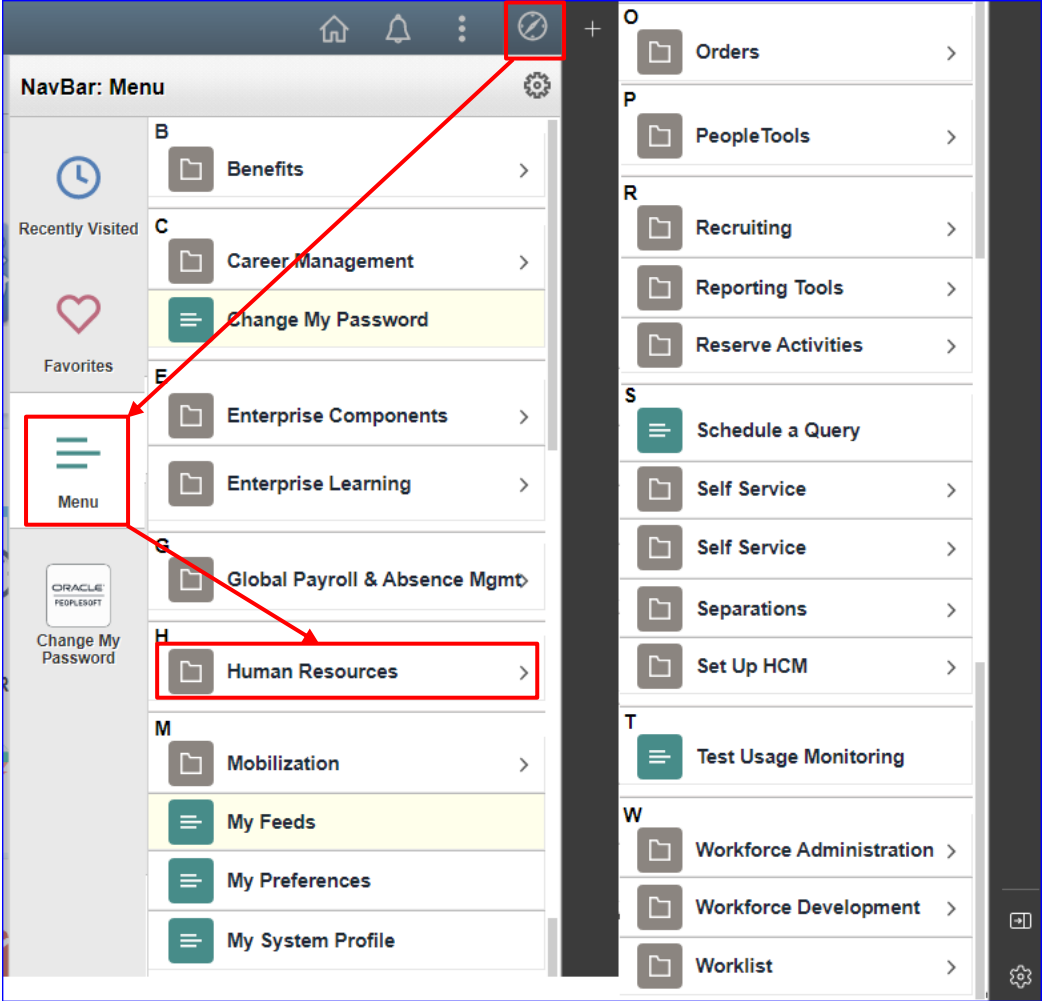
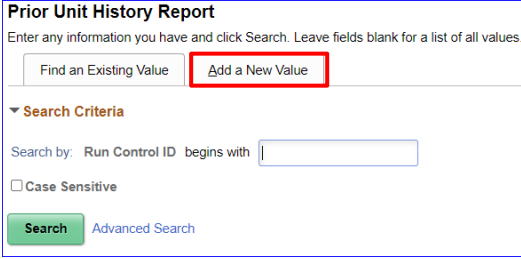


Prior Unit History Report

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.

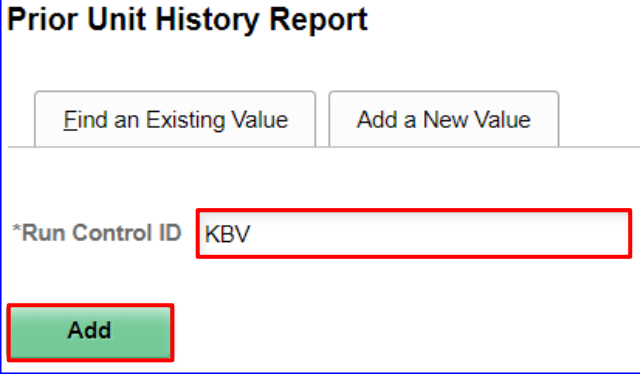
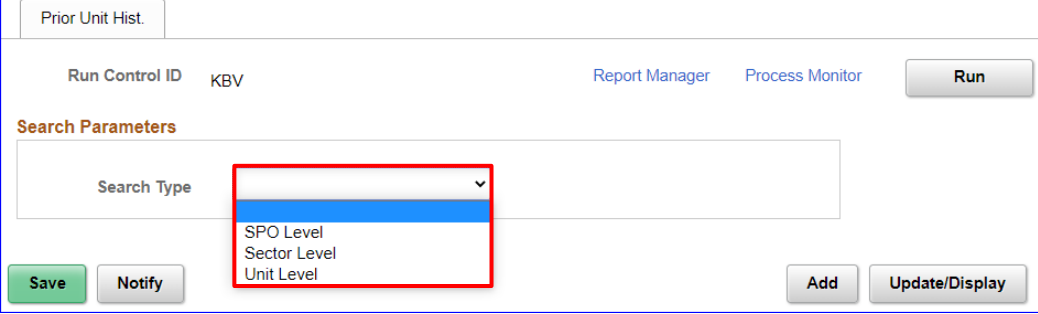
Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Human Resources > Human Resources Reports > Prior Unit History Report.</p> 
<p>2</p>	<p>Select the Add a New Value tab.</p> 

Continued on next page

Prior Unit History Report, Continued

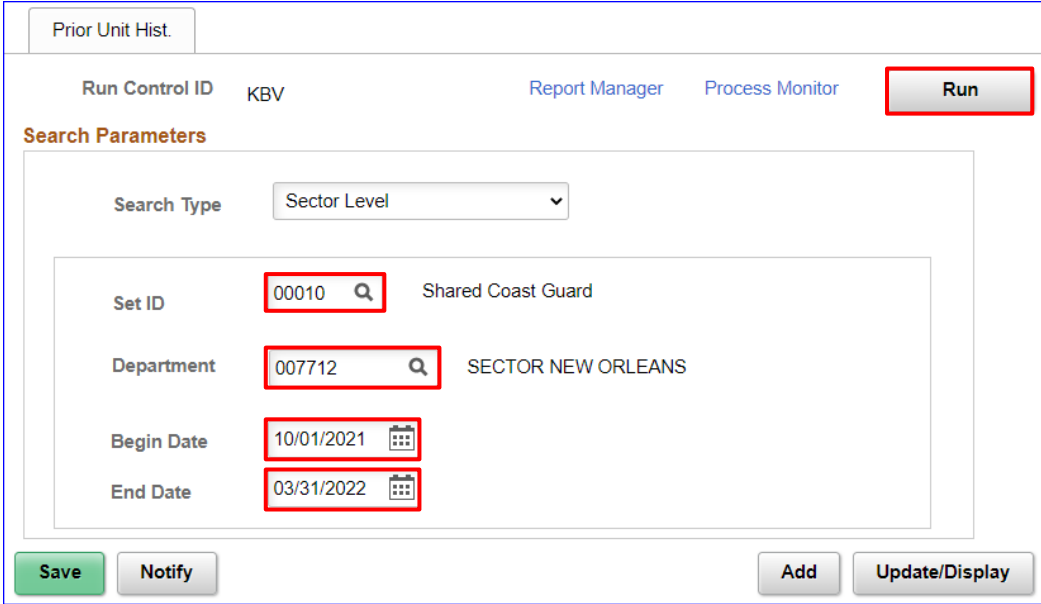
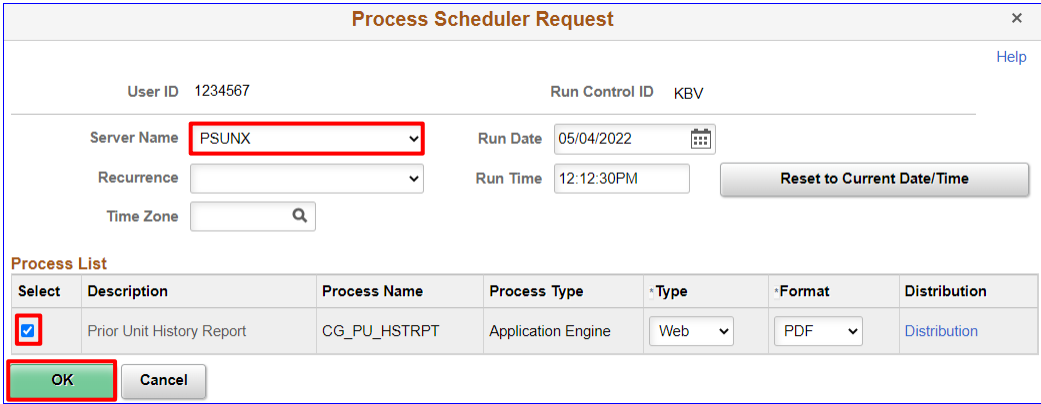
Procedures,
continued

Step	Action
3	<p>Enter a Run Control ID (this may be anything easily remembered) and click Add.</p>  <p>The screenshot shows a form titled "Prior Unit History Report". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a field labeled "*Run Control ID" with the value "KBV" entered. A green "Add" button is located at the bottom left of the form.</p>
4	<p>Using the drop-down, select the appropriate Search Type.</p> <ul style="list-style-type: none"> • SPO Level – Will pull data for all units serviced by that SPO. • Sector Level – Will pull data for all units managed under that Sector. • Unit Level – Will pull data for all sub-departments at or below the selected Dept ID.  <p>The screenshot shows the "Search Parameters" section of the form. It includes a "Search Type" dropdown menu which is currently open, displaying three options: "SPO Level", "Sector Level", and "Unit Level". Other visible elements include a "Run Control ID" field with "KBV", a "Run" button, and "Save", "Notify", "Add", and "Update/Display" buttons at the bottom.</p>

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Prior Unit History Report, Continued

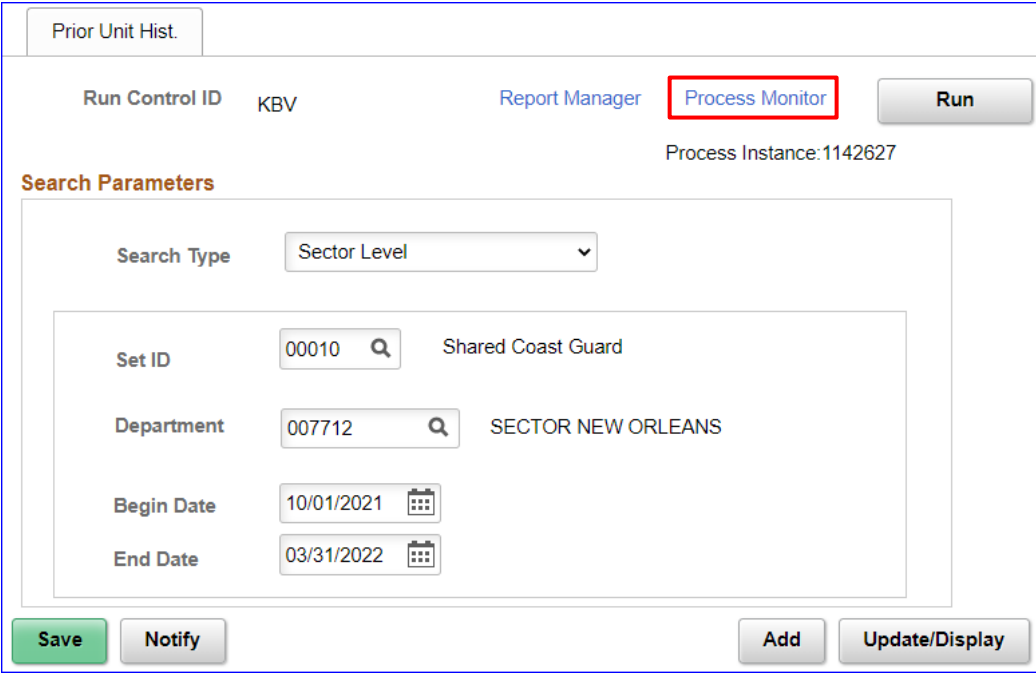
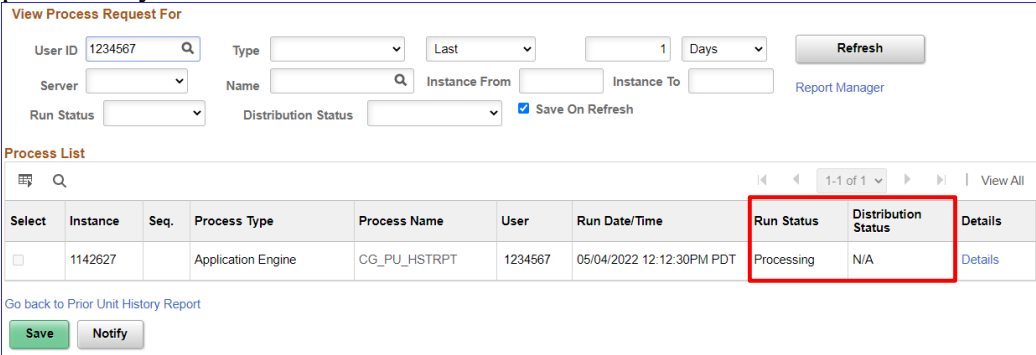
Procedures,
continued

Step	Action
5	<p>Once the Search Type has been selected, additional Search Parameter fields will display:</p> <ul style="list-style-type: none"> • Set ID – Enter 00010. • Department – Enter the Department ID or use the Lookup to locate the appropriate Department ID. • Begin Date – Enter the Begin Date for the report period. • End Date – Enter the End Date for the report period. <p>Click Run.</p> 
6	<p>The Process Scheduler Request page will display with the Process List. Using the Server Name drop-down, select PSUNX. Ensure the Prior Unit History Report process is checked.</p> <p>Click OK.</p> 

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Prior Unit History Report, Continued

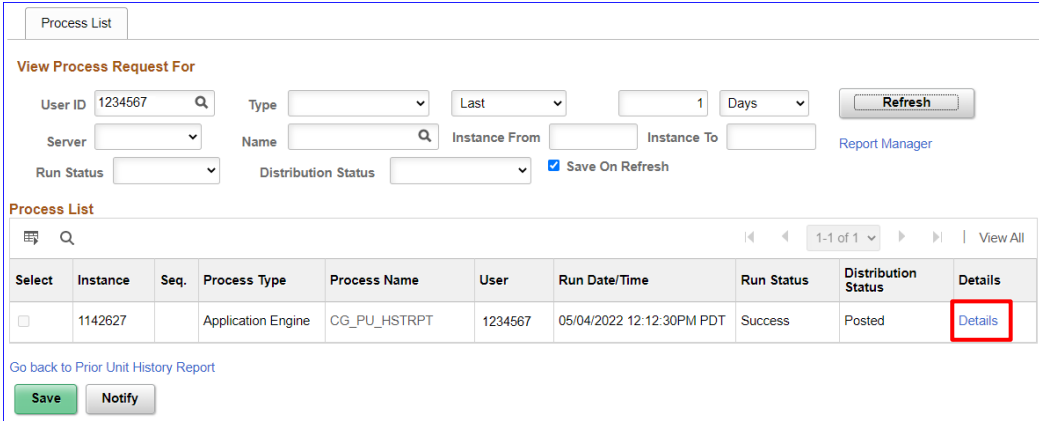
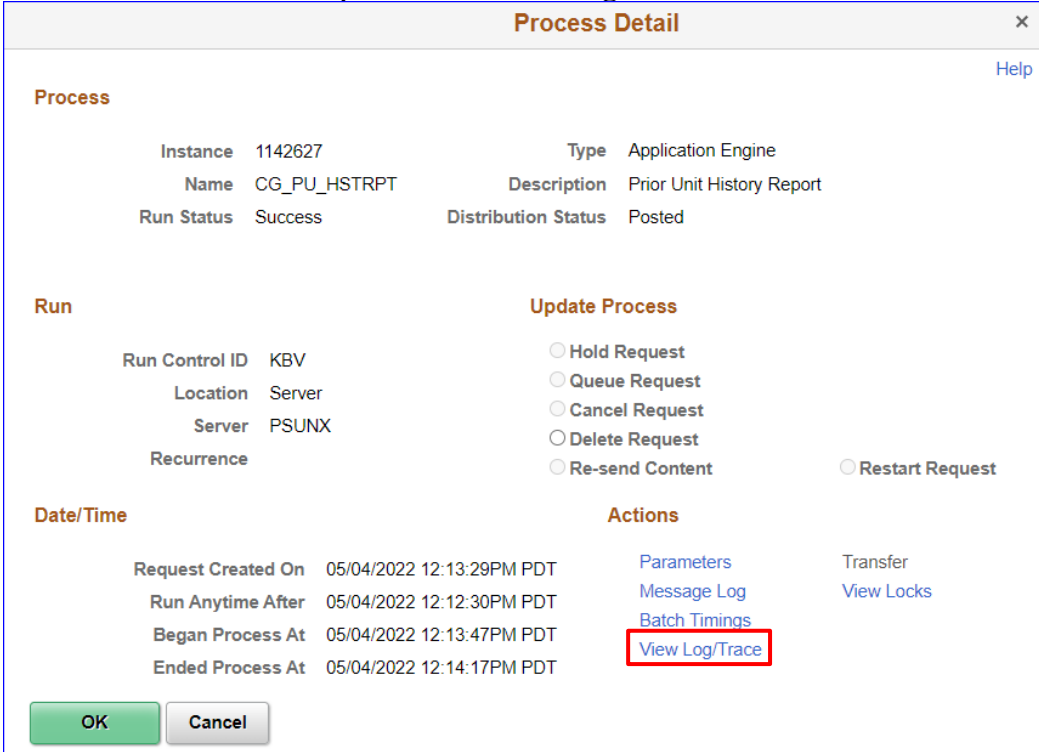
Procedures,
continued

Step	Action
7	<p>The Prior Unit Hist. Search Parameter page will re-display with a Process Instance number. Select Process Monitor.</p> 
8	<p>The Process List will display. The Run Status may initially display Queued or Processing. Click the Refresh button until the Run Status indicates Success and the Distribution Status updates to Posted. This may take a considerable amount of time depending on the size of the report. Continue to click the Refresh button periodically.</p> 

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Once the Run Status updates to Success and the Distribution Status indicates Posted, click Details.</p>  <p>The screenshot shows a 'Process List' window with search filters and a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The row for Instance 1142627 has Run Status 'Success' and Distribution Status 'Posted'. The 'Details' link in this row is highlighted with a red box.</p>
<p>10</p>	<p>The Process Details will open. Click View Log/Trace.</p>  <p>The screenshot shows a 'Process Detail' window with sections for Process, Run, Date/Time, and Actions. In the Actions section, the 'View Log/Trace' link is highlighted with a red box.</p>

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Prior Unit History Report, Continued

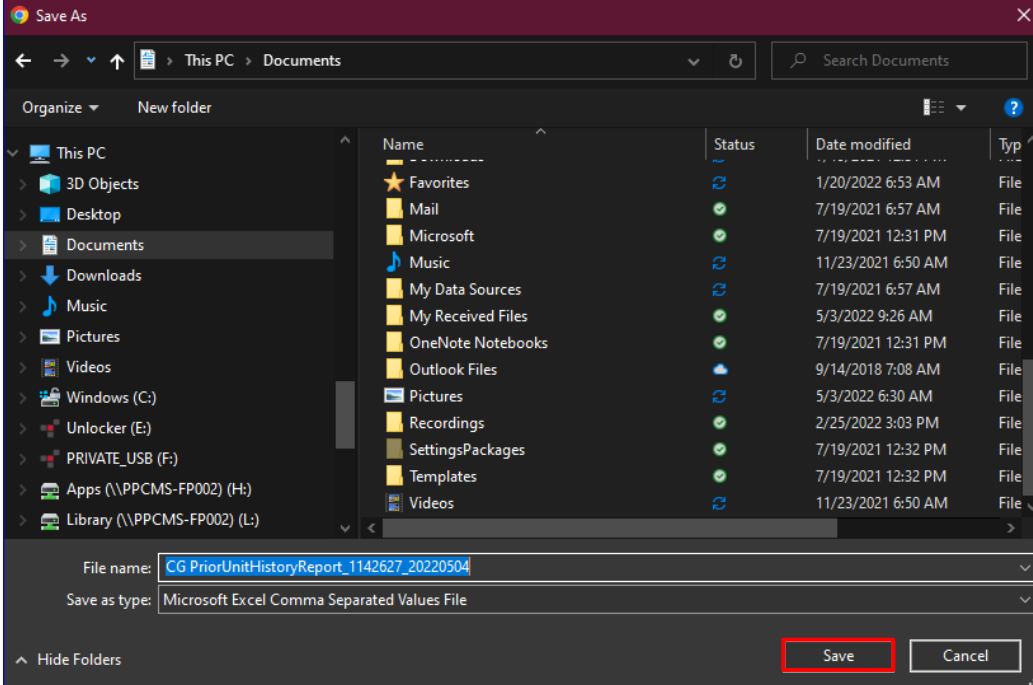
Procedures,
continued

Step	Action																																
11	<p>Select the CG PriorUnitHistoryReport.csv file.</p> <div data-bbox="325 472 1370 1312" style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;">View Log/Trace x</div> <div style="text-align: right; padding-right: 5px;">Help</div> <p>Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Report ID</td> <td style="width: 20%;">1164212</td> <td style="width: 20%;">Process Instance</td> <td style="width: 20%;">1142627</td> <td style="width: 20%; text-align: right;">Message Log</td> </tr> <tr> <td>Name</td> <td>CG_PU_HSTRPT</td> <td>Process Type</td> <td colspan="2">Application Engine</td> </tr> <tr> <td>Run Status</td> <td colspan="4">Success</td> </tr> </table> <p>Prior Unit History Report</p> <p>Distribution Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Distribution Node</td> <td style="width: 20%;">RPTNODE</td> <td style="width: 20%;">Expiration Date</td> <td style="width: 20%;">05/11/2022</td> </tr> </table> <p>File List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">File Size (bytes)</th> <th style="width: 30%;">Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_PU_HSTRPT_1142627.stdout</td> <td style="text-align: center;">458</td> <td style="text-align: center;">05/04/2022 12:14:17.067292PM PDT</td> </tr> <tr style="border: 2px solid red;"> <td>CG PriorUnitHistoryReport_1142627_20220504.csv</td> <td style="text-align: center;">262,586</td> <td style="text-align: center;">05/04/2022 12:14:17.067292PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Distribution ID Type</th> <th style="width: 50%;">Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td style="text-align: center;">1234567</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Return"/> </div> </div>	Report ID	1164212	Process Instance	1142627	Message Log	Name	CG_PU_HSTRPT	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	05/11/2022	Name	File Size (bytes)	Datetime Created	AE_CG_PU_HSTRPT_1142627.stdout	458	05/04/2022 12:14:17.067292PM PDT	CG PriorUnitHistoryReport_1142627_20220504.csv	262,586	05/04/2022 12:14:17.067292PM PDT	Distribution ID Type	Distribution ID	User	1234567
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Prior Unit History Report, Continued

Procedures,
continued

Step	Action
12	<p>You will be prompted to save the report. Select a location and click Save.</p> 

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																																						
<p>13</p>	<p>Upon saving the file, the View Trace/Log will re-display. Click Return to return to the Process List. This ends this process.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">View Log/Trace x</p> <p style="text-align: right;">Help</p> <p>Report</p> <p>Report ID 1164212 Process Instance 1142627 Message Log</p> <p>Name CG_PU_HSTRPT Process Type Application Engine</p> <p>Run Status Success</p> <p>Prior Unit History Report</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 05/11/2022</p> <p>File List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_PU_HSTRPT_1142627.stdout</td> <td>458</td> <td>05/04/2022 12:14:17.067292PM PDT</td> </tr> <tr> <td>CG PriorUnitHistoryReport_1142627_20220504.csv</td> <td>262,586</td> <td>05/04/2022 12:14:17.067292PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p style="text-align: center; border: 2px solid red; padding: 5px; display: inline-block;">Return</p> </div>	Name	File Size (bytes)	Datetime Created	AE_CG_PU_HSTRPT_1142627.stdout	458	05/04/2022 12:14:17.067292PM PDT	CG PriorUnitHistoryReport_1142627_20220504.csv	262,586	05/04/2022 12:14:17.067292PM PDT	Distribution ID Type	Distribution ID	User	1234567																																																																																																																																																																																																																									
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<p>14</p>	<p>Locate and open the file. See Step 15 for field descriptions.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>EMPLID</th> <th>LAST_NAME</th> <th>FIRST_NAME</th> <th>MIDDLE_NAME</th> <th>EMPL_CLASS</th> <th>RATE</th> <th>GRADE</th> <th>GENDER</th> <th>POSITION</th> <th>POS_TITLE</th> <th>HIRE_DT</th> <th>PREV_UNIT_BEGIN_DT</th> </tr> </thead> <tbody> <tr><td>1234567</td><td>Reynolds</td><td>Malcolm</td><td>J</td><td>AD</td><td>BM1</td><td>E6</td><td>M</td><td>23171 XPO/ATON COXSWAIN</td><td></td><td>3/21/2005</td><td>2/3/2020</td></tr> <tr><td>7418526</td><td>Washburne</td><td>Hoban</td><td>Nicholas</td><td>AD</td><td>SA</td><td>E2</td><td>M</td><td>23173 ATON BCM</td><td></td><td>1/5/2015</td><td>3/15/2015</td></tr> <tr><td>3218548</td><td>Tam</td><td>Simon</td><td>J</td><td>AD</td><td>FA</td><td>E2</td><td>M</td><td>23175 ATON BCM</td><td></td><td>12/8/2015</td><td>3/7/2016</td></tr> <tr><td>6543218</td><td>Tam</td><td>River</td><td>F</td><td>AD</td><td>FN</td><td>E3</td><td>M</td><td>23173 ATON BCM</td><td></td><td>9/27/2016</td><td>11/26/2016</td></tr> <tr><td>4567892</td><td>Washburne</td><td>Zoe</td><td>A</td><td>AD</td><td>SA</td><td>E2</td><td>M</td><td>23173 ATON BCM</td><td></td><td>10/17/2016</td><td>12/27/2016</td></tr> <tr><td>9516237</td><td>Frye</td><td>Kaylee</td><td>L</td><td>SEL</td><td>MK2</td><td>E5</td><td>M</td><td>46304 NF-RESERVE BCM</td><td></td><td>6/23/1997</td><td>9/2/2016</td></tr> <tr><td>5827416</td><td>Shepard</td><td>Book</td><td></td><td>RT2</td><td>MK1</td><td>E6</td><td>M</td><td>54484 RESERVE UNBUDGETED POSITION</td><td></td><td>8/15/2000</td><td>7/12/2012</td></tr> <tr><td>8529634</td><td>Serra</td><td>Inara</td><td>A</td><td>CIV</td><td>GS-12</td><td>11</td><td>M</td><td>94834 MARINE INSP/PSCO-APPRENTICE</td><td></td><td>10/4/2017</td><td>4/17/2019</td></tr> <tr><td>7654321</td><td>Badger</td><td></td><td></td><td>IRR</td><td>BM3</td><td>E4</td><td>M</td><td>62025 RESERVE UNBUDGETED POSITION</td><td></td><td>10/3/2017</td><td>3/30/2019</td></tr> </tbody> </table> <table border="1" style="width: 100%; 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Prior Unit History Report, Continued

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15	<table border="1"> <thead> <tr> <th data-bbox="328 479 711 517">Field</th> <th data-bbox="711 479 1366 517">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 517 711 555">EMPLID</td> <td data-bbox="711 517 1366 555">Member's Employee ID number</td> </tr> <tr> <td data-bbox="328 555 711 593">LAST NAME</td> <td data-bbox="711 555 1366 593">Member's last name</td> </tr> <tr> <td data-bbox="328 593 711 631">FIRST NAME</td> <td data-bbox="711 593 1366 631">Member's first name</td> </tr> <tr> <td data-bbox="328 631 711 669">MIDDLE NAME</td> <td data-bbox="711 631 1366 669">Member's middle name</td> </tr> <tr> <td data-bbox="328 669 711 707">EMPL_CLASS</td> <td data-bbox="711 669 1366 707">Member's employee classification</td> </tr> <tr> <td data-bbox="328 707 711 745">RATE</td> <td data-bbox="711 707 1366 745">Member's rate</td> </tr> <tr> <td data-bbox="328 745 711 784">GRADE</td> <td data-bbox="711 745 1366 784">Member's paygrade</td> </tr> <tr> <td data-bbox="328 784 711 822">GENDER</td> <td data-bbox="711 784 1366 822">Member's gender</td> </tr> <tr> <td data-bbox="328 822 711 860">POSITION</td> <td data-bbox="711 822 1366 860">Member's position number</td> </tr> <tr> <td data-bbox="328 860 711 898">POS_TITLE</td> <td data-bbox="711 860 1366 898">Member's position title</td> </tr> <tr> <td data-bbox="328 898 711 936">HIRE DATE</td> <td data-bbox="711 898 1366 936">Member's hire date</td> </tr> <tr> <td data-bbox="328 936 711 974">PREV_UNIT_BEGIN_DT</td> <td data-bbox="711 936 1366 974">Date member assigned to previous unit</td> </tr> <tr> <td data-bbox="328 974 711 1012">PREV_UNIT_END_DT</td> <td data-bbox="711 974 1366 1012">Date member departed previous unit</td> </tr> <tr> <td data-bbox="328 1012 711 1050">PREV_DEPTID</td> <td data-bbox="711 1012 1366 1050">Member's previous unit Department ID</td> </tr> <tr> <td data-bbox="328 1050 711 1088">PREV_ATU</td> <td data-bbox="711 1050 1366 1088">Member's previous unit ATU</td> </tr> <tr> <td data-bbox="328 1088 711 1126">PREV_OPFAC</td> <td data-bbox="711 1088 1366 1126">Member's previous unit OPFAC</td> </tr> <tr> <td data-bbox="328 1126 711 1164">PREV_UNIT</td> <td data-bbox="711 1126 1366 1164">Member's previous unit name</td> </tr> <tr> <td data-bbox="328 1164 711 1202">DEPT_ENTRY_DT</td> <td data-bbox="711 1164 1366 1202">Date member assigned to current unit</td> </tr> <tr> <td data-bbox="328 1202 711 1240">CURRENT_DEPTID</td> <td data-bbox="711 1202 1366 1240">Member's current unit Department ID</td> </tr> <tr> <td data-bbox="328 1240 711 1279">CURRENT_ATU</td> <td data-bbox="711 1240 1366 1279">Member's current unit ATU</td> </tr> <tr> <td data-bbox="328 1279 711 1317">CURRENT_OPFAC</td> <td data-bbox="711 1279 1366 1317">Member's current unit OPFAC</td> </tr> <tr> <td data-bbox="328 1317 711 1355">CURRENT_UNIT_NAME</td> <td data-bbox="711 1317 1366 1355">Member's current unit name</td> </tr> <tr> <td data-bbox="328 1355 711 1393">NUM_MONTHS</td> <td data-bbox="711 1355 1366 1393">Number of months member at previous unit</td> </tr> </tbody> </table>		Field	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 at previous unit
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