

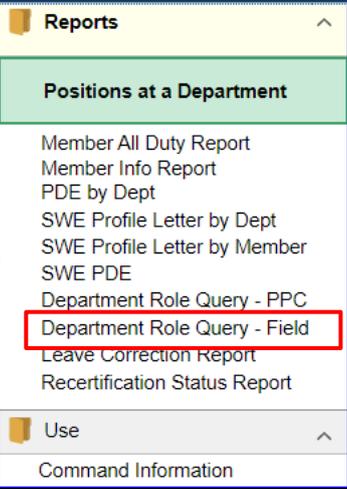
Department Role Query - Field

Introduction This guide provides the procedures to run the Department Role Query – Field in Direct Access (DA).

This query provides a report of all DA users at a department or departments serviced by a Servicing Personnel Office (SPO) or Base. This query allows the SPO or Base to check for availability of a staff member to perform a needed function.

Do NOT use the Department Role Query – PPC.

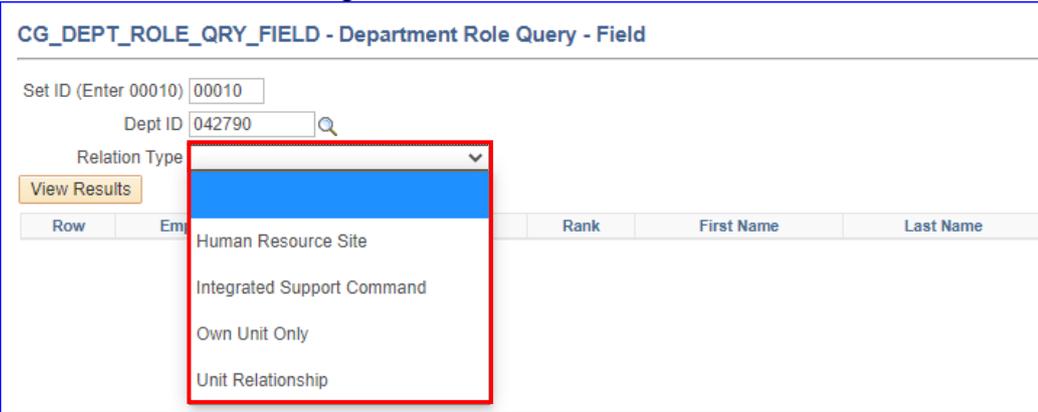
Procedures See below.

Step	Action
<p>1</p>	<p>Click on Self Service for Commands from the My Homepage drop-down.</p> 
<p>1.5</p>	<p>Select the Department Role Query – Field option.</p> 
<p>2</p>	<p>Enter the Set ID of 00010 for Coast Guard.</p> 

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Department Role Query - Field Department Role Query - Field, Continued, Continued

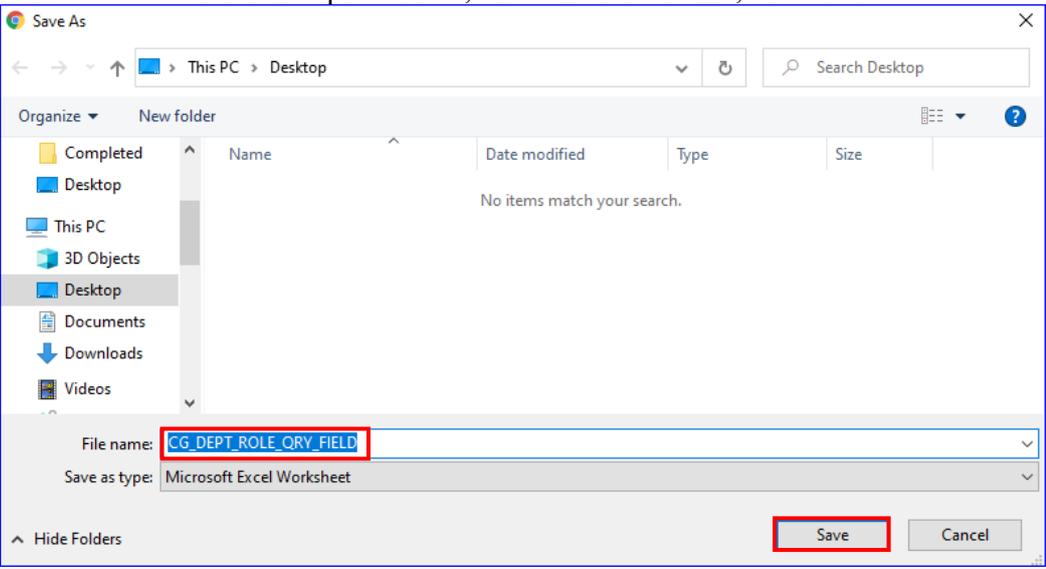
Procedures,
continued

Step	Action
3	<p>Enter the Dept ID or use the Lookup to locate the appropriate Department ID.</p> 
4	<p>Using the drop-down, select the appropriate Relation Type:</p> <ul style="list-style-type: none"> • Human Resources Site – All users attached to all units serviced by the SPO Department ID (but does not include the SPO personnel – use Own Unit Only to view the data for the SPO personnel). • Integrated Support Command – All users attached to all units serviced by the Base Department ID. • Own Unit Only – All users assigned to that Department ID. • Unit Relationship – All users at all units and sub-departments for the Department ID. <p>NOTE: Human Resources Site and Integrated Support Command may yield large amounts of data and may take a significant amount of time to run. It is recommended to use Own Unit Only and Unit Relationship to allow the query to run faster with more manageable amounts of data.</p> 

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Department Role Query - Field, Continued

Procedures,
continued

Step	Action																								
5	<p>Click View Results.</p>  <p>The screenshot shows a web interface with the following fields: 'Set ID (Enter 00010)' with value '00010', 'Dept ID' with value '042790', and 'Relation Type' set to 'Integrated Support Command'. A red box highlights the 'View Results' button.</p>																								
6	<p>The query results will populate (see Step 10 for more information on each field of the query).</p> <p>Select Excel Spreadsheet to export the query results to a spreadsheet for easier sorting and organizing.</p>  <p>The screenshot shows the same interface as Step 5, but now with a table of results. The 'Excel Spreadsheet' option is highlighted with a red box. Below the options, there is a table with the following data:</p> <table border="1" data-bbox="328 1227 1374 1317"> <thead> <tr> <th>Row</th> <th>Emplid</th> <th>User LOGIN ID</th> <th>Rank</th> <th>First Name</th> <th>Last Name</th> <th>Empl Class</th> <th>Departm</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8529637</td> <td>8529637</td> <td>Master Chief Gunner's Mate</td> <td>BRUCE</td> <td>BANNER</td> <td>AD</td> <td>BASE BOSTO</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>1234567</td> <td>Commander</td> <td>TONY</td> <td>STARK</td> <td>AD</td> <td>BASE BOSTO</td> </tr> </tbody> </table>	Row	Emplid	User LOGIN ID	Rank	First Name	Last Name	Empl Class	Departm	1	8529637	8529637	Master Chief Gunner's Mate	BRUCE	BANNER	AD	BASE BOSTO	2	1234567	1234567	Commander	TONY	STARK	AD	BASE BOSTO
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7	<p>Select a location for the spreadsheet, enter the File name, and click Save.</p>  <p>The screenshot shows a Windows 'Save As' dialog box. The file name 'CG_DEPT_ROLE_QRY_FIELD' is entered in the 'File name' field and highlighted with a red box. The 'Save' button is also highlighted with a red box.</p>																								

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Department Role Query - Field, Continued

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8	<p>Locate and open the saved spreadsheet.</p> 																																																																																																																								
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