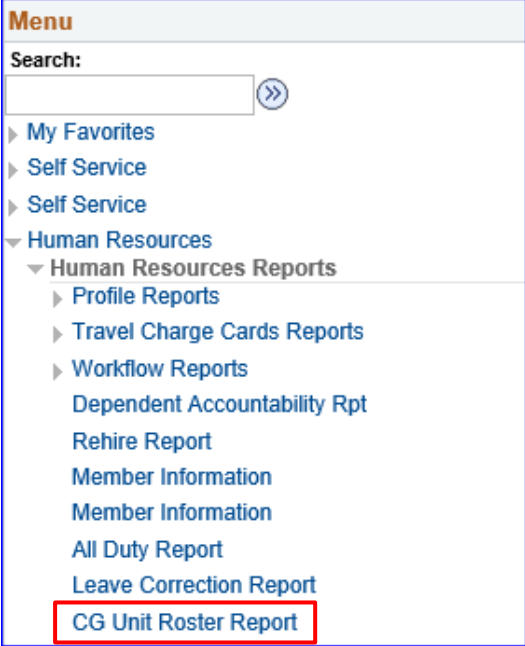
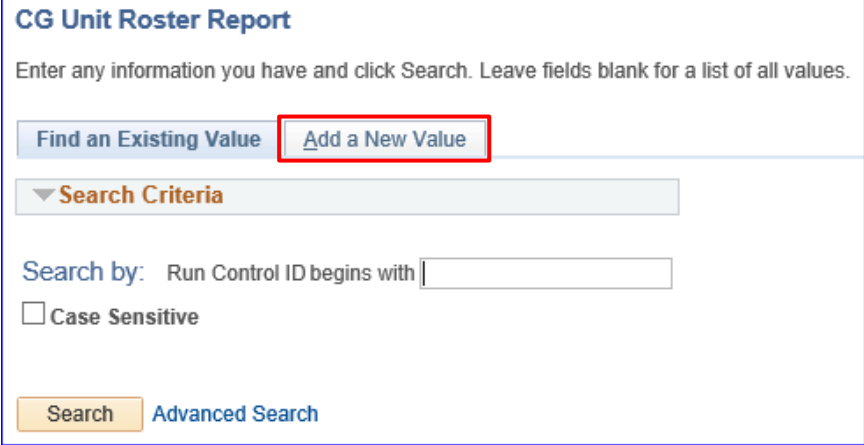


# Unit Roster Report

**Introduction** This guide provides the procedures to run a Unit Roster Report in Direct Access (DA).


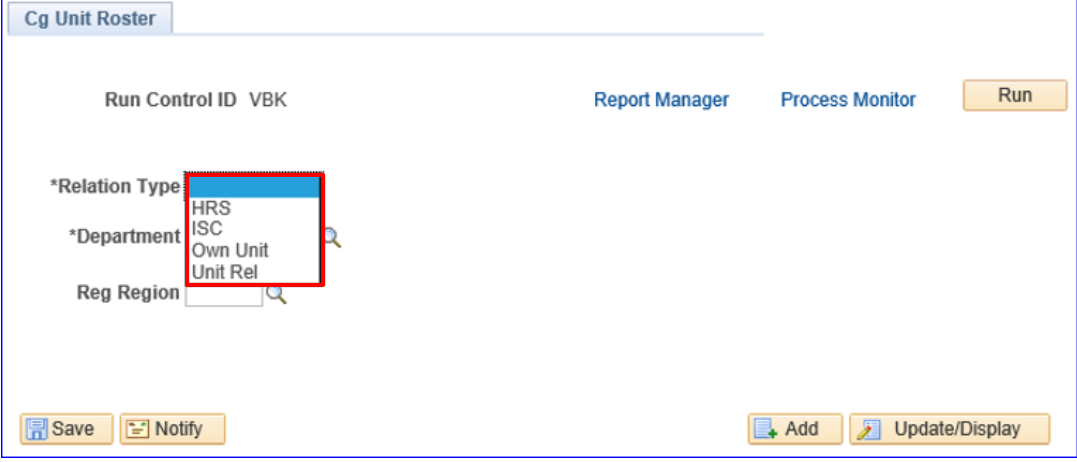
**Procedures** See below.

Step	Action
1	<p>From the Menu, select <b>Human Resources &gt; Human Resources Reports &gt; CG Unit Roster Report</b>.</p>  <p>The screenshot shows a menu with a search bar and a list of options. Under 'Human Resources', the 'Human Resources Reports' sub-menu is expanded. Within this sub-menu, 'CG Unit Roster Report' is highlighted with a red rectangular box.</p>
2	<p>A Run Control ID must be established before the report can be run. Once established, this Run Control ID can be used for running future Unit Roster Reports. To add a new Run Control ID, click <b>Add a New Value</b>.</p>  <p>The screenshot shows the 'CG Unit Roster Report' form. It includes a search bar and two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangular box. Below the buttons is a 'Search Criteria' dropdown menu and a search field with the text 'Search by: Run Control ID begins with'. There is also a 'Case Sensitive' checkbox and 'Search' and 'Advanced Search' buttons at the bottom.</p>

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## Unit Roster Report, Continued

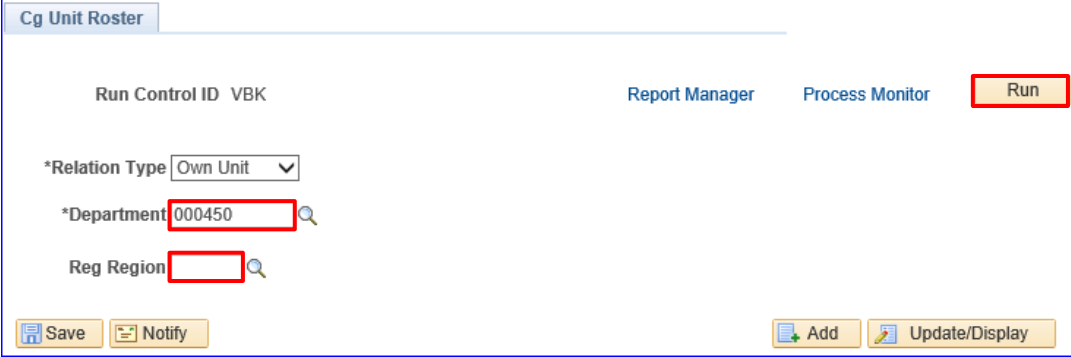
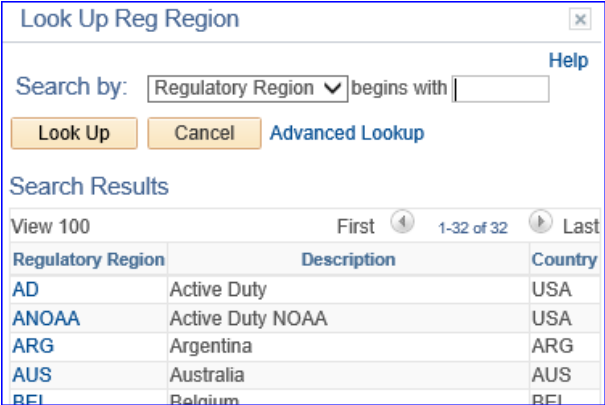
Procedures,  
continued

Step	Action
3	<p>Enter a <b>Run Control ID</b>. This can be anything, but should be something easily remembered. Click <b>Add</b>.</p> 
4	<p>The Cg Unit Roster page will display. Using the drop-down, select the appropriate <b>Relationship Type</b>:</p> <ul style="list-style-type: none"> <li>• <b>HRS</b> – Displays all members attached to all of the units serviced by the SPO Department ID (except the SPO)</li> <li>• <b>ISC</b> – Displays all members attached to all of the units serviced by the Sector/Base Department ID</li> <li>• <b>Own Unit</b> – Displays only those members attached to the Department ID</li> <li>• <b>Unit Rel</b> – Displays all members attached to all of the units and sub-departments for the Department ID</li> </ul> 

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## Unit Roster Report, Continued

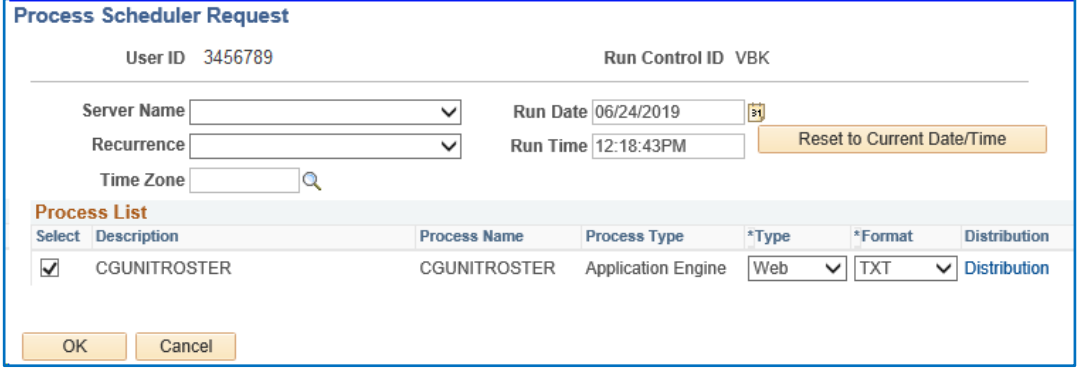
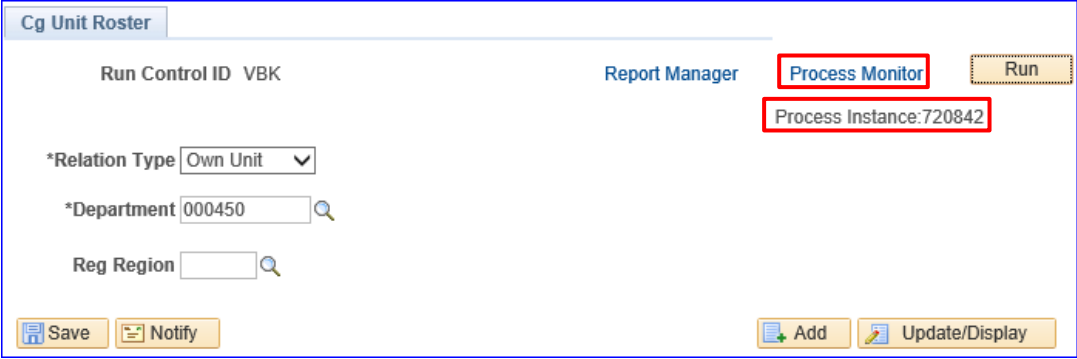
Procedures,  
continued

Step	Action																		
5	<p>Enter the <b>Department</b> ID number (or use the lookup icon to search for the Department ID number). Using the <b>Reg Region</b> lookup, select the appropriate component. Leaving the Reg Region field blank will display all Active and Reserve members.</p> <p>Click <b>Run</b>.</p>   <table border="1" data-bbox="316 1294 922 1453"> <thead> <tr> <th>Regulatory Region</th> <th>Description</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Active Duty</td> <td>USA</td> </tr> <tr> <td>ANOOA</td> <td>Active Duty NOAA</td> <td>USA</td> </tr> <tr> <td>ARG</td> <td>Argentina</td> <td>ARG</td> </tr> <tr> <td>AUS</td> <td>Australia</td> <td>AUS</td> </tr> <tr> <td>BEI</td> <td>Belgium</td> <td>BEI</td> </tr> </tbody> </table>	Regulatory Region	Description	Country	AD	Active Duty	USA	ANOOA	Active Duty NOAA	USA	ARG	Argentina	ARG	AUS	Australia	AUS	BEI	Belgium	BEI
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# Unit Roster Report, Continued

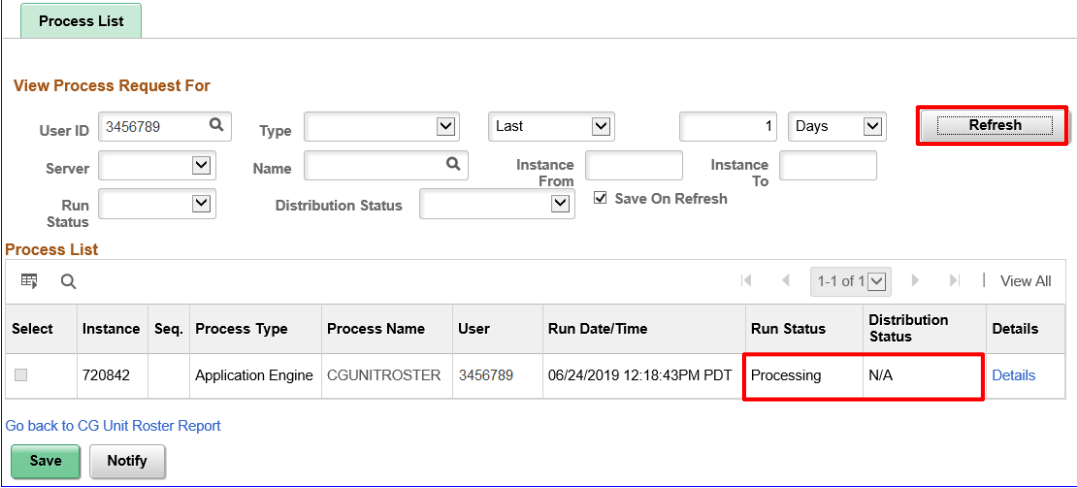
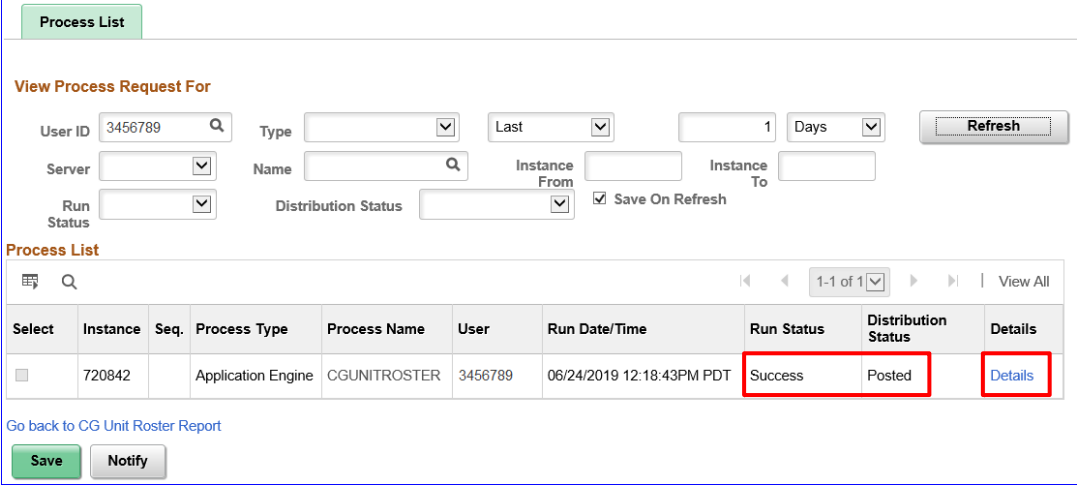
Procedures,  
continued

Step	Action														
6	<p>The Process Scheduler Request will open. Click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID 3456789 Run Control ID VBK</p> <p>Server Name <input type="text"/> Run Date 06/24/2019</p> <p>Recurrence <input type="text"/> Run Time 12:18:43PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CGUNITROSTER</td> <td>CGUNITROSTER</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CGUNITROSTER	CGUNITROSTER	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	CGUNITROSTER	CGUNITROSTER	Application Engine	Web	TXT	Distribution									
7	<p>The Cg Unit Roster page will re-display with a <b>Process Instance</b> number. Select <b>Process Monitor</b>.</p>  <p><b>Cg Unit Roster</b></p> <p>Run Control ID VBK Report Manager <input type="button" value="Process Monitor"/> <input type="button" value="Run"/></p> <p>Process Instance: 720842</p> <p>*Relation Type <input type="text" value="Own Unit"/></p> <p>*Department <input type="text" value="000450"/></p> <p>Reg Region <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>														

*Continued on next page*

# Unit Roster Report, Continued

Procedures,  
continued

Step	Action																				
<p><b>8</b></p>	<p>The Process List will display. The Run Status may initially indicate <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button until the Run Status updates to <b>Success</b> and the Distribution Status indicates <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.</p>  <p>The screenshot shows the 'Process List' interface. At the top, there is a 'View Process Request For' section with various filters: User ID (3456789), Type, Last, 1 Days, and a 'Refresh' button (highlighted in red). Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>720842</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>3456789</td> <td>06/24/2019 12:18:43PM PDT</td> <td>Processing</td> <td>N/A</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are 'Save' and 'Notify' buttons, and a link to 'Go back to CG Unit Roster Report'.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720842		Application Engine	CGUNITROSTER	3456789	06/24/2019 12:18:43PM PDT	Processing	N/A	<a href="#">Details</a>
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<p><b>9</b></p>	<p>Once the Run Status indicates <b>Success</b> and the Distribution Status indicates <b>Posted</b>, click <b>Details</b>.</p>  <p>The screenshot shows the 'Process List' interface after a refresh. The 'Refresh' button is now disabled. The table data is updated as follows:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>720842</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>3456789</td> <td>06/24/2019 12:18:43PM PDT</td> <td>Success</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p>The 'Success' and 'Posted' status fields, and the 'Details' link are highlighted with red boxes in the original image.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720842		Application Engine	CGUNITROSTER	3456789	06/24/2019 12:18:43PM PDT	Success	Posted	<a href="#">Details</a>
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# Unit Roster Report, Continued

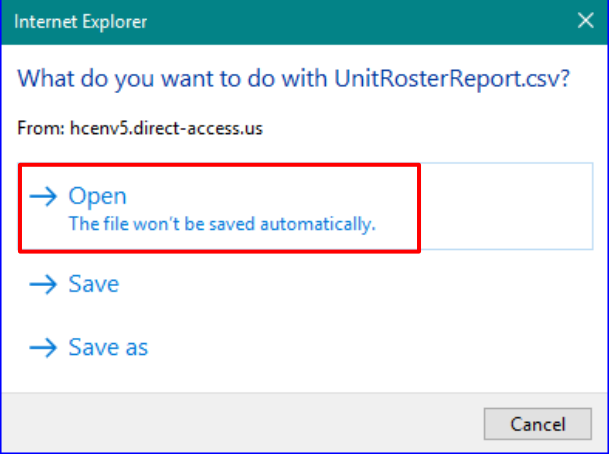

Procedures,  
continued

Step	Action																																																				
<p><b>10</b></p>	<p>The Process Detail will open. Click <b>View Log/Trace</b>.</p> <div data-bbox="316 481 1246 1093" style="border: 1px solid black; padding: 5px;"> <p><b>Process Detail</b></p> <p><b>Process</b></p> <table border="0"> <tr> <td>Instance</td> <td>720842</td> <td>Type</td> <td>Application Engine</td> </tr> <tr> <td>Name</td> <td>CGUNITROSTER</td> <td>Description</td> <td>CGUNITROSTER</td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td>Distribution Status</td> <td>Posted</td> </tr> </table> <p><b>Run</b></p> <table border="0"> <tr> <td>Run Control ID</td> <td>VBK</td> <td colspan="2"><b>Update Process</b></td> </tr> <tr> <td>Location</td> <td>Server</td> <td><input type="radio"/> Hold Request</td> <td></td> </tr> <tr> <td>Server</td> <td></td> <td><input type="radio"/> Queue Request</td> <td></td> </tr> <tr> <td>Recurrence</td> <td></td> <td><input type="radio"/> Cancel Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/> Delete Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> Re-send Content</td> <td><input type="radio"/> Restart Request</td> </tr> </table> <p><b>Date/Time</b></p> <table border="0"> <tr> <td>Request Created On</td> <td>06/24/2019 12:19:13PM PDT</td> <td><a href="#">Parameters</a></td> <td><a href="#">Transfer</a></td> </tr> <tr> <td>Run Anytime After</td> <td>06/24/2019 12:18:43PM PDT</td> <td><a href="#">Message Log</a></td> <td><a href="#">View Locks</a></td> </tr> <tr> <td>Began Process At</td> <td>06/24/2019 12:19:32PM PDT</td> <td><a href="#">Batch Timings</a></td> <td></td> </tr> <tr> <td>Ended Process At</td> <td>06/24/2019 12:34:35PM PDT</td> <td><a href="#">View Log/Trace</a></td> <td></td> </tr> </table> <p>OK Cancel</p> </div>	Instance	720842	Type	Application Engine	Name	CGUNITROSTER	Description	CGUNITROSTER	Run Status	Success	Distribution Status	Posted	Run Control ID	VBK	<b>Update Process</b>		Location	Server	<input type="radio"/> Hold Request		Server		<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input checked="" type="checkbox"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	06/24/2019 12:19:13PM PDT	<a href="#">Parameters</a>	<a href="#">Transfer</a>	Run Anytime After	06/24/2019 12:18:43PM PDT	<a href="#">Message Log</a>	<a href="#">View Locks</a>	Began Process At	06/24/2019 12:19:32PM PDT	<a href="#">Batch Timings</a>		Ended Process At	06/24/2019 12:34:35PM PDT	<a href="#">View Log/Trace</a>	
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<p><b>11</b></p>	<p>Select <b>UnitRosterReport.csv</b>.</p> <div data-bbox="316 1160 1246 1888" style="border: 1px solid black; padding: 5px;"> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>715987</td> <td>Process Instance</td> <td>720842</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name</td> <td>CGUNITROSTER</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>CGUNITROSTER</p> <p><b>Distribution Details</b></p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td>07/01/2019</td> </tr> </table> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_CGUNITROSTER_720842.stdout</a></td> <td>86,260</td> <td>06/24/2019 12:34:35.798331PM PDT</td> </tr> <tr> <td><a href="#">UnitRosterReport.csv</a></td> <td>656,189</td> <td>06/24/2019 12:34:35.798331PM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> <td></td> </tr> </tbody> </table> <p>Return 3456789</p> </div>	Report ID	715987	Process Instance	720842	<a href="#">Message Log</a>	Name	CGUNITROSTER	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	07/01/2019	Name	File Size (bytes)	Datetime Created	<a href="#">AE_CGUNITROSTER_720842.stdout</a>	86,260	06/24/2019 12:34:35.798331PM PDT	<a href="#">UnitRosterReport.csv</a>	656,189	06/24/2019 12:34:35.798331PM PDT	Distribution ID	Type	Distribution ID	User																				
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# Unit Roster Report, Continued

Procedures,  
continued

Step	Action
<p><b>12</b></p>	<p>A prompt will appear asking to Open, Save, or Save As. Select <b>Open</b>.</p> 
<p><b>13</b></p>	<p>The file will open in an Excel Spreadsheet that may be sorted according to preference, saved, and/or printed.</p> 

*Continued on next page*

# Unit Roster Report, Continued

Procedures,  
continued

Step	Action																																																																																																																																																																
14	Here is a closer look at the report:																																																																																																																																																																
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