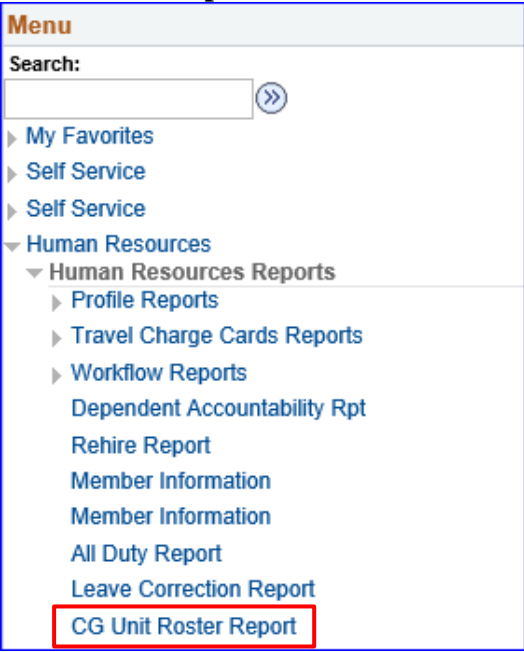
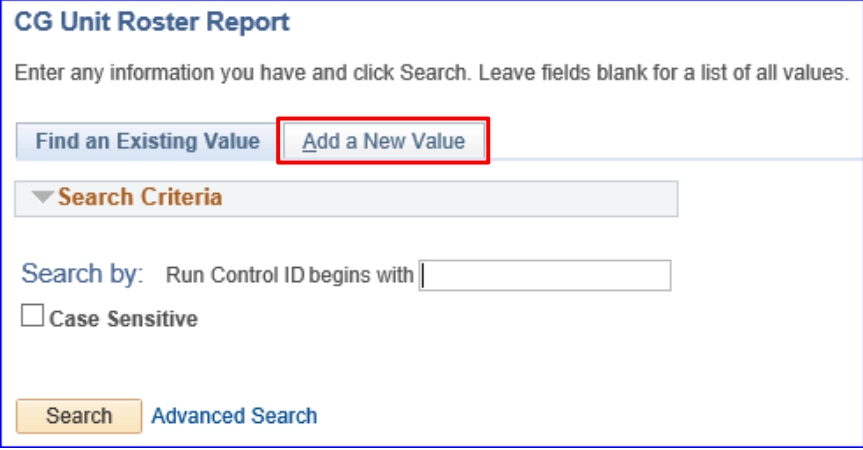


Unit Roster Report

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


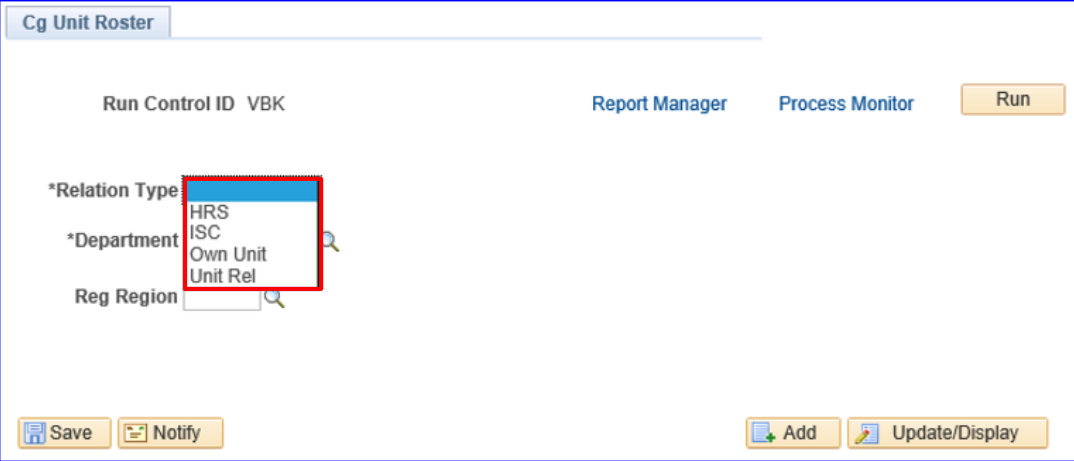
Procedures See below.

Step	Action
1	<p>From the Menu, select Human Resources > Human Resources Reports > CG Unit Roster Report.</p>  <p>The screenshot shows a menu with a search bar and several categories. Under 'Human Resources', the 'Human Resources Reports' sub-menu is expanded, showing options like 'Profile Reports', 'Travel Charge Cards Reports', 'Workflow Reports', 'Dependent Accountability Rpt', 'Rehire Report', 'Member Information', 'All Duty Report', 'Leave Correction Report', and 'CG Unit Roster Report'. The 'CG Unit Roster Report' option 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 Add a New Value.</p>  <p>The screenshot shows the 'CG Unit Roster Report' search page. It includes a search bar with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar are 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, a 'Search by:' field with a text input, and a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Advanced Search' buttons.</p>

Continued on next page

Unit Roster Report, Continued


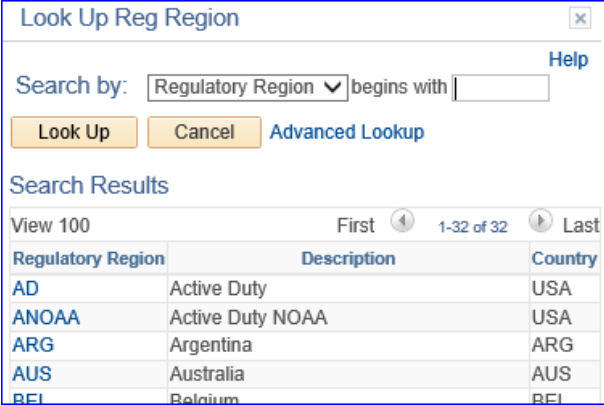
Procedures,
continued

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

Continued on next page

Unit Roster Report, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Department ID number (or use the lookup icon to search for the Department ID number). Using the Reg Region lookup, select the appropriate component. Leaving the Reg Region field blank will display all Active and Reserve members.</p> <p>Click Run.</p>  

Continued on next page

Unit Roster Report, Continued

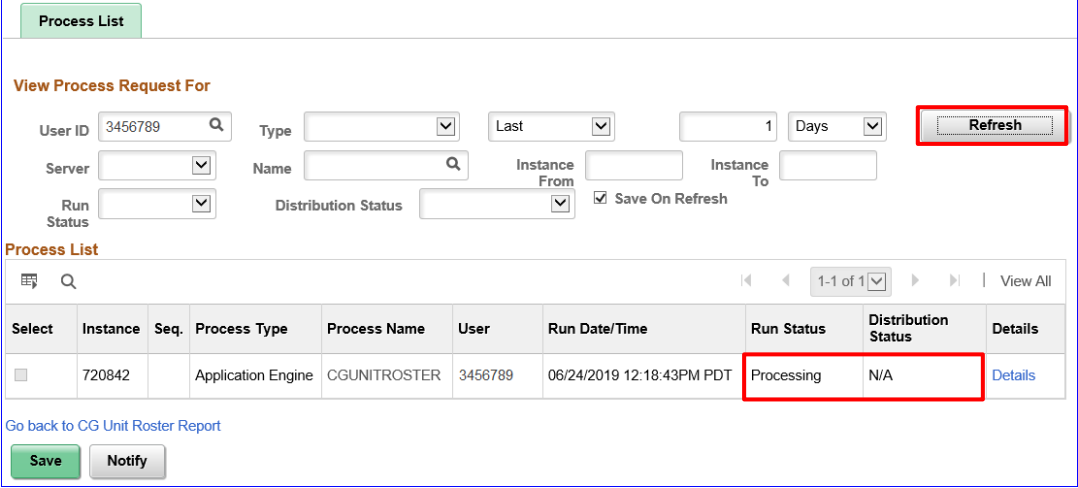
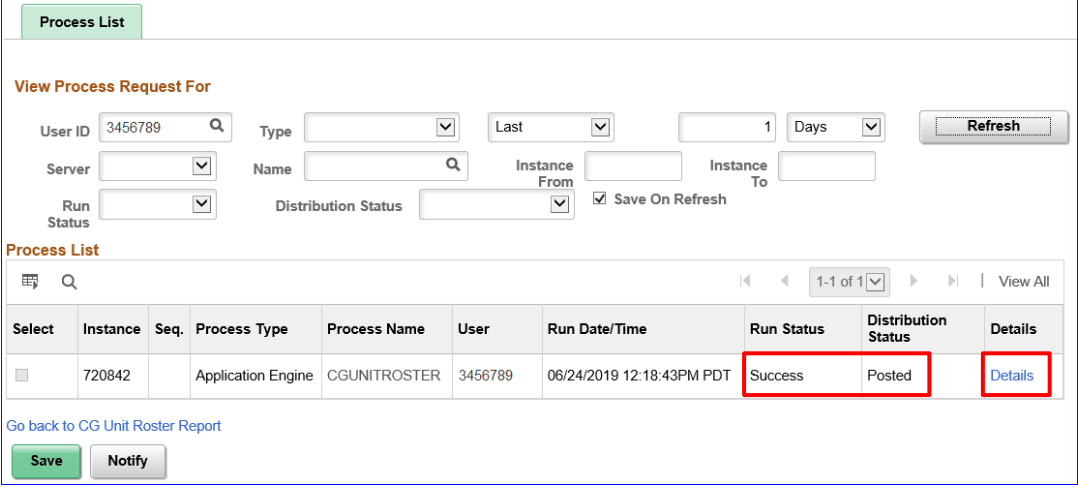
Procedures,
continued

Step	Action														
6	<p>The Process Scheduler Request will open. Using the Server Name drop-down, select PSUNX. Click OK.</p> <div data-bbox="316 562 1396 920" style="border: 1px solid blue; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID 3456789 Run Control ID VBK</p> <hr/> <p>Server Name PSUNX Run Date 06/24/2019</p> <p>Recurrence Run Time 12:18:43PM Reset to Current Date/Time</p> <p>Time Zone</p> <p>Process List</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>OK Cancel</p> </div>	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									
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7	<p>The Cg Unit Roster page will re-display with a Process Instance number. Select Process Monitor.</p> <div data-bbox="316 1032 1396 1391" style="border: 1px solid blue; padding: 5px;"> <p>Cg Unit Roster</p> <p>Run Control ID VBK Report Manager Process Monitor Run</p> <p>Process Instance:720842</p> <p>*Relation Type Own Unit</p> <p>*Department 000450</p> <p>Reg Region</p> <p>Save Notify Add Update/Display</p> </div>														

Continued on next page

Unit Roster Report, Continued

Procedures,
continued

Step	Action																				
<p>8</p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted. 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, a 'Refresh' button, Server, Name, Instance From/To, Run Status, and Distribution Status. 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>Details</td> </tr> </tbody> </table> <p>Buttons for 'Save' and 'Notify' are at the bottom left. A 'Go back to CG Unit Roster Report' link is also present.</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	Details
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<p>9</p>	<p>Once the Run Status indicates Success and the Distribution Status indicates Posted, click Details.</p>  <p>The screenshot shows the 'Process List' interface after a refresh. The 'Run Status' is now 'Success' and the 'Distribution Status' is 'Posted'. The 'Details' link is highlighted in blue. The table data is 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>Details</td> </tr> </tbody> </table> <p>The 'Refresh' button is now disabled. The 'Save' and 'Notify' buttons remain at the bottom left.</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	Details
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Unit Roster Report, Continued

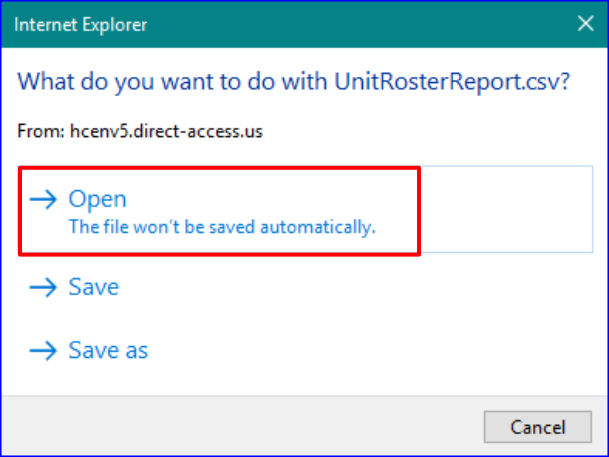
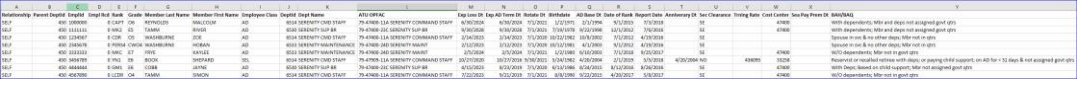
Procedures,
continued

Step	Action																																																				
<p>10</p>	<p>The Process Detail will open. Click View Log/Trace.</p> <div data-bbox="316 501 1246 1115" style="border: 1px solid blue; padding: 5px;"> <p>Process Detail</p> <p>Process</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>Run</p> <table border="0"> <tr> <td>Run Control ID</td> <td>VBK</td> <td colspan="2">Update Process</td> </tr> <tr> <td>Location</td> <td>Server</td> <td><input type="radio"/> Hold Request</td> <td></td> </tr> <tr> <td>Server</td> <td>PSUNX</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 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>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td> <td>06/24/2019 12:19:13PM PDT</td> <td>Parameters</td> <td>Transfer</td> </tr> <tr> <td>Run Anytime After</td> <td>06/24/2019 12:18:43PM PDT</td> <td>Message Log</td> <td>View Locks</td> </tr> <tr> <td>Began Process At</td> <td>06/24/2019 12:19:32PM PDT</td> <td>Batch Timings</td> <td></td> </tr> <tr> <td>Ended Process At</td> <td>06/24/2019 12:34:35PM PDT</td> <td>View Log/Trace</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	Update Process		Location	Server	<input type="radio"/> Hold Request		Server	PSUNX	<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input 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	Parameters	Transfer	Run Anytime After	06/24/2019 12:18:43PM PDT	Message Log	View Locks	Began Process At	06/24/2019 12:19:32PM PDT	Batch Timings		Ended Process At	06/24/2019 12:34:35PM PDT	View Log/Trace	
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Unit Roster Report, Continued

Procedures,
continued

Step	Action
12	<p>A prompt will appear asking to Open, Save, or Save As. Select Open.</p> 
13	<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																																																																																																																																																																
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