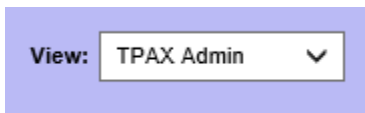
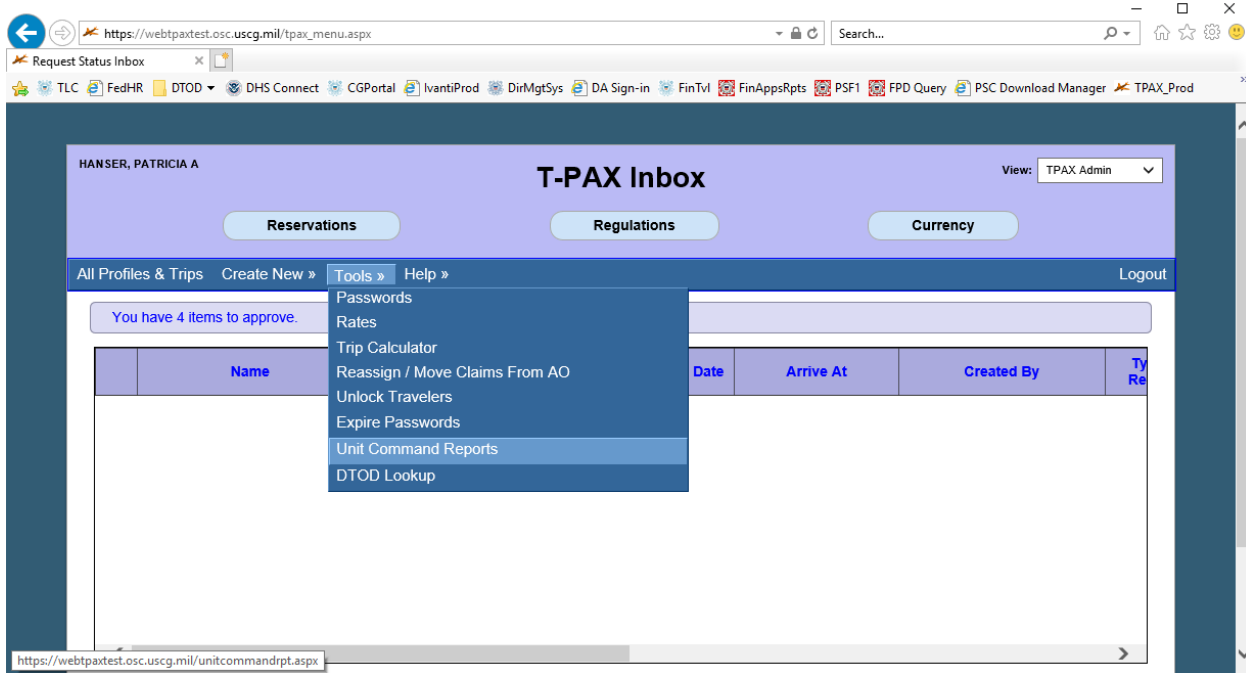


TPAX UNIT COMMAND REPORTS

1. TPAX user MUST have either Unit command rep, customer service, or system admin permissions to run the report function.
2. Log into TPAX and change view to one of the above roles.



3. Click on TOOLS & Command Unit Reports



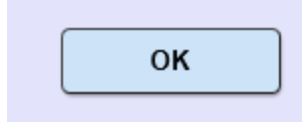
4. Select the report in the drop down that you would like to run

Report Name

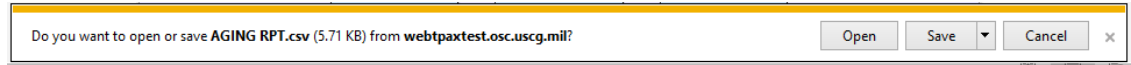
5. AGING RPT – Report run to identify claims that are assigned to an AO that are aging due to not approving or returning the claim
 - a. Input the unit ATU/OPFAC such as 5347400

First Unit Cmnd parameter:

- b. Click OK



- c. A popup will appear at the bottom of the screen to either OPEN, SAVE or Cancel the report. Chose the button of action you wish to perform. If you OPEN or SAVE it will be in Excel format



VUNIT	VLASTNAME	VFIRSTNAME	TONO	PENDING	DATEOFSTATUS	DATEFWD2AO	DATEENTERED	TVLBEGIN	TVLEND	VAOFIRST	VAOLASTNAI	CA
5347400	POPPINS	MARY CINDER	1120G89TRVL60000	14	7/14/2020 0:00	7/14/2020 0:00	7/14/2020 0:00	2/26/2020 0:00	2/27/2020 0:00	LAST	BASTEON	
5347400	POPPINS	MARY CINDER	1120G89TRVL59000	14	7/14/2020 0:00	7/14/2020 0:00	7/14/2020 0:00	2/21/2020 0:00	2/21/2020 0:00	LAST	BASTEON	
5347400	POPPINS	MARY CINDER	1120G89TRVL55000	14	7/14/2020 0:00	7/14/2020 0:00	7/14/2020 0:00	2/17/2020 0:00	2/17/2020 0:00	LAST	BASTEON	
5347400	HULK	THE	1119G89HULK16000	14	6/18/2020 0:00	6/18/2020 0:00	2/24/2020 0:00	5/12/2019 0:00	5/18/2019 0:00	LAST	BASTEON	

- d. Click Cancel to back out of the reporting tool and go back to main screen.

6. SPECIFIC AO STATISTICS – Report showing the number of claims and dollar value that a specific AO approved

- a. Select the report

Report Name

- b. Input the value fields as follows: begin date in the format of YYYY-MM-DD, end date in the format of YYYY-MM-DD, Last Name of AO (no more than 5 characters for the search using % as a wild card in front or back), First name of AO (no more than 5 characters for the search using % as a wild card in front or back)

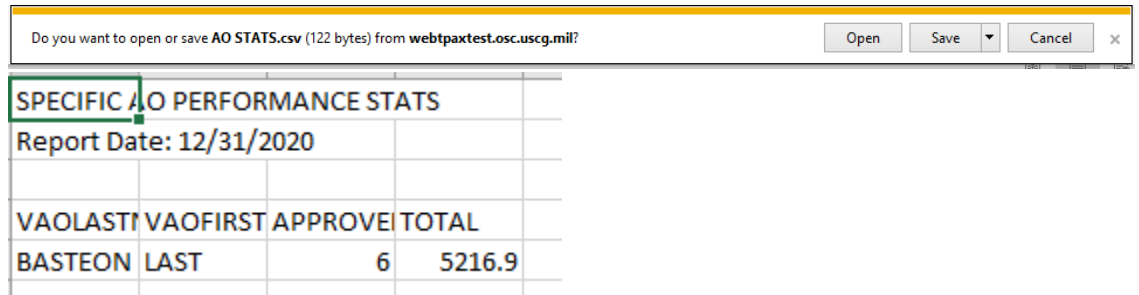
First Date parameter:

Second Date parameter:

First Unit Cmnd parameter:

Second Unit Cmnd parameter:

- c. A popup will appear at the bottom of the screen to open the report. It will open in Excel format



- d. Click Cancel to back out of the reporting tool and go back to main screen.

7. CMDUNITRPT – Report showing the members with access to run unit reports within a specific OPFAC

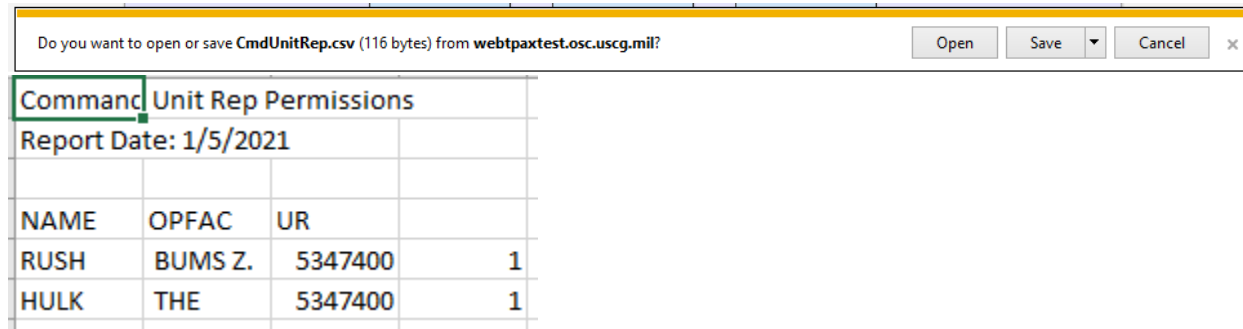
- a. Select the report

Report Name

- b. Enter in the unit ATUOPFAC for the FIRST UNIT CMND PARAMETER

First Unit Cmnd parameter:

- c. A popup will appear at the bottom of the screen to open the report. It will open in Excel format



- d. Click Cancel to back out of the reporting tool and go back to main screen.

8. CURRENT AO – Report showing all the AOs within a specific unit by

- a. Select the report

Report Name

- b. Input the unit ATUOPFAC in the First Unit Cmnd parameter

First Unit Cmnd parameter:

5347400 x

- c. A popup will appear at the bottom of the screen to open the report. It will open in Excel format

Do you want to open or save Current AOs.csv (438 bytes) from webtpaxtest.osc.uscg.mil? Open Save Cancel x

LOGONID	VLASTNAME	VFIRSTNAME	VUNIT	BISAOPRIVILEGE
9999141	BUBBLEHE	BINKYLEE	5347400	1
9999146	SPIRIT	KINDRED	5347400	1
9999111	MCQUEEN	FLASHY	5347400	1
9999668	RUSH	BUMS	5347400	1
9999156	JINXS	CAPTAIN	5347400	1
9999123	DUCK	DONALD	5347400	1
9999653	WILLOW	WEEPING	5347400	1
9999125	LOOPHOLE	FINDA	5347400	1
8888159	HULK	THE	5347400	1
9999700	BASTEON	LAST	5347400	1

- d. Click Cancel to back out of the reporting tool and go back to main screen.

9. UNIT AO STATS – Report showing all the AOs TPAX number of approved claims with the total dollar value for each AO within a specific unit and between specific dates

- a. Select the report

Report Name

UNIT AO STAT

- b. Input the:

- Begin date using the format YYYY-MM-DD
- End date using the format YYYY-MM-DD
- unit ATUOPFAC in the First Unit Cmnd parameter

First Date parameter:

2020-01-01

Second Date parameter:

2020-12-31

First Unit Cmnd parameter:

5347400 x

- c. A popup will appear at the bottom of the screen to open the report. It will open in Excel format

Do you want to save UNIT AO STAT.csv (145 bytes) from webtpaxtest.osc.uscg.mil? Save Cancel x

AO STATS BY OPFAC			
Report Date: 1/5/2021			
VAOLAST	VAOFIRST	COUNT(D.	SUM(D.NETAMT)
BASTEON	LAST	6	5216.9
HULK	THE	1	838.77

d. Click Cancel to back out of the reporting tool and go back to main screen.

10. USED TONO LOOKUP – Report showing all the travel order numbers (TONOs) that match a specific set of requirements showing whose traveler account that TONO was input into

a. Select the report

Report Name TONO LOOKUP

b. Input part of the known TONO using wild card characters in the First Unit Cmnd parameter. Wildcard character is % and you can use no more than 8 characters in this field. Try to use the first 2 digits of the TONO and part/all of the Program element of the TONO.

First Unit Cmnd parameter: 112%TES%

c. A popup will appear at the bottom of the screen to open the report. It will open in Excel format

Do you want to open or save TONO LOOKUP.csv (533 bytes) from webtpaxtest.osc.uscg.mil? Open Save Cancel x

WHO ENTERED SPECIFIC TONO			
Report Date: 1/6/2021			
VORDERNO	VUNIT	VFULLNAME	
1120G89TES341000	937240		
1120G89TESS05000	5347400	SKYNARD	LEONARD B.
1120G89TEST00000	5347400	MCQUEEN	FLASHY
1120G89TEST08000	5347400	WILLOW	WEEPING
1120G89TEST18000	5347400	SKYNARD	LEONARD B.
1120G89TEST30000	5347400	HULK	THE

d. Click Cancel to back out of the reporting tool and go back to main screen.