

**Self Service for Command  
Servicewide Exam Profile Letters  
by Department**

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# Servicewide Exam Profile Letters by Department

## Introduction

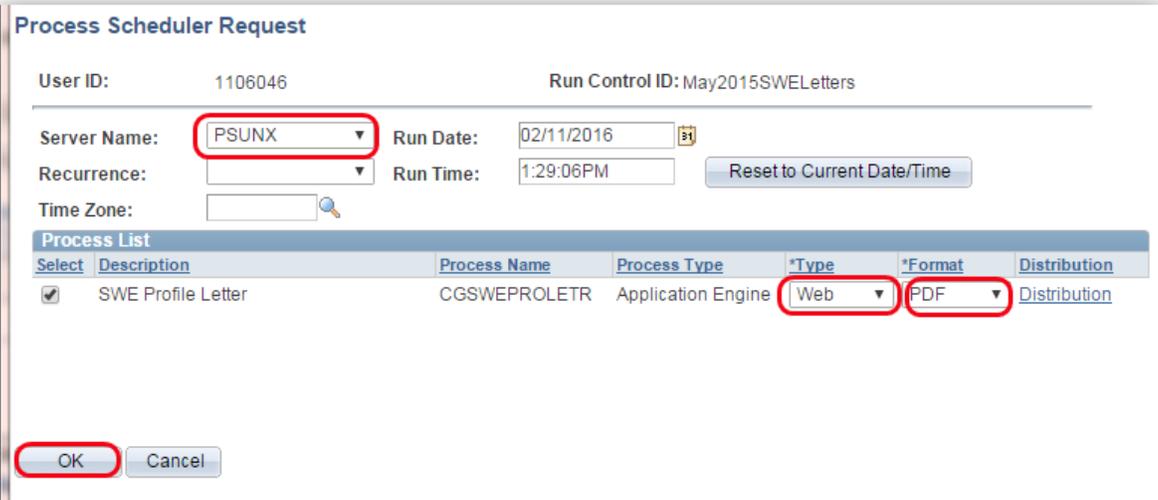
This topic provides the CG Command User (CGSSCMD) with step-by-step procedures to generate Servicewide Exam Profile Letters by Department.

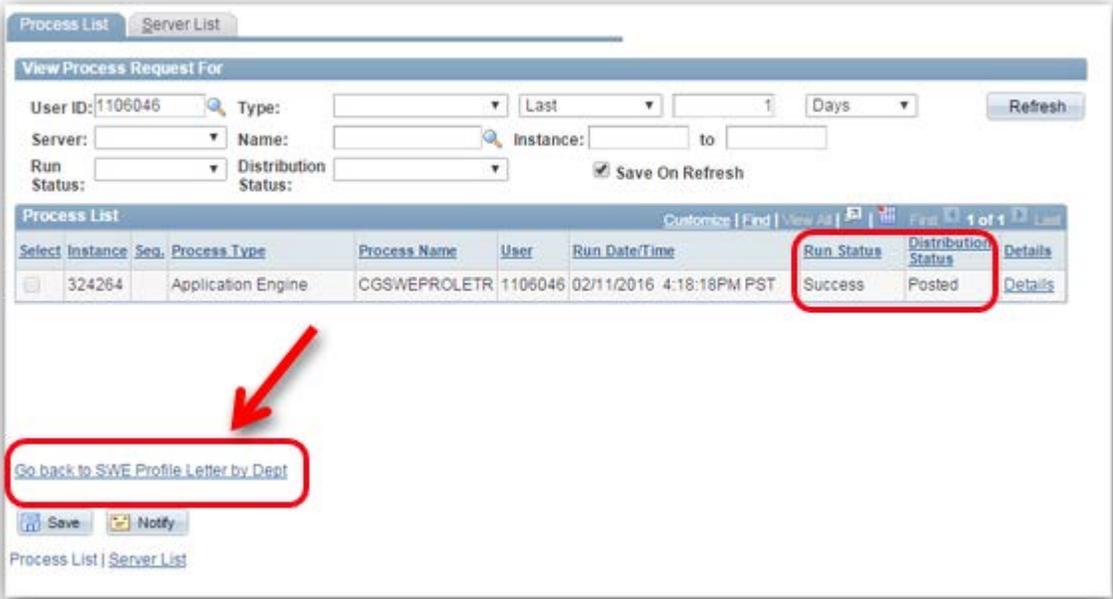
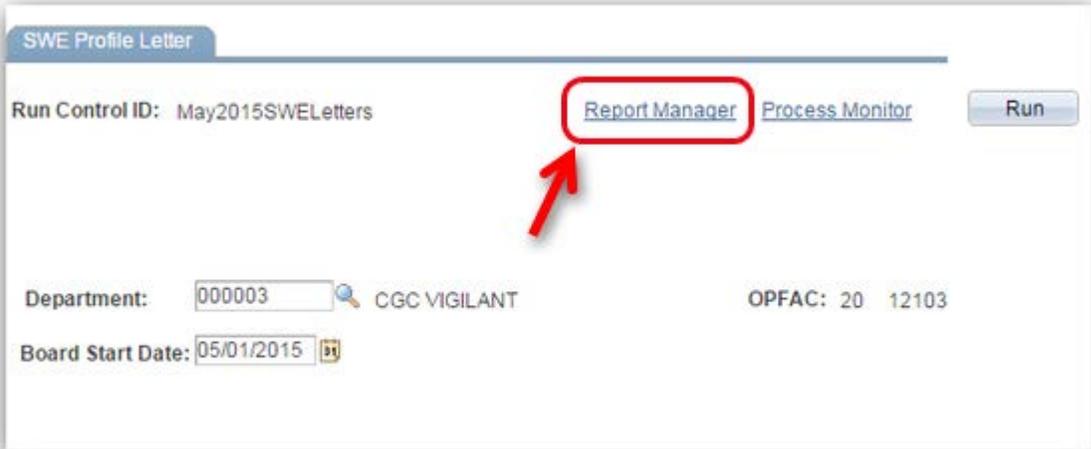
## Direct Access Procedures for Command Users

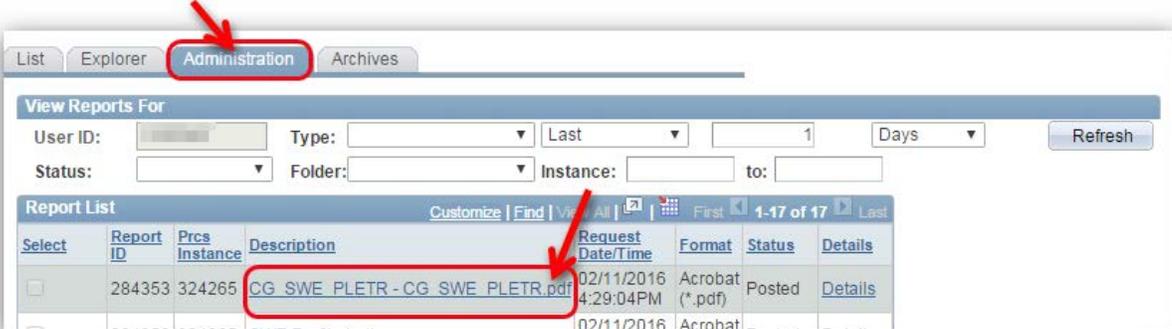
Follow these steps to generate SWE profile letters by:

Step	Action
1	Select the SWE Profile Letter by Dept link from the Self Service for Commands pagelet. 
2	<p>Search for an existing Run Control or add a new one. A Run Control ID is a container that hold the report parameters should you desire to run the report again.</p> <p>For this procedure we will create a new Run Control. If you have already created one, just click the Search button on the Find and Existing Value tab.</p> <p><b>Creating a Run Control:</b></p> <p>Click the "Add a New Value" tab title</p>

Step	Action
	<div data-bbox="321 281 889 730" data-label="Image"> </div> <p data-bbox="261 793 787 863">Enter a <b>name</b> for the Run Control ID. Click the <b>Add</b> button.</p>
3	<p data-bbox="261 873 760 909">The Report parameters page will open.</p> <p data-bbox="261 947 1456 1052">Enter the department ID. Enter the board start date (always 1 May, 1 October, or 1 November and the year of the exam cycle). Example: 01/05/2015 for SWE letters for the May 2015 exam.</p> <div data-bbox="305 1094 1458 1801" data-label="Image"> </div> <p data-bbox="261 1850 558 1883">Click the <b>Save</b> button.</p>

Step	Action
4	<p>Click the <b>Run</b> button.</p>  <p>The screenshot shows a web interface for 'SWE Profile Letter'. At the top, there's a header 'SWE Profile Letter'. Below it, the text 'Run Control ID: May2015SWELetters' is displayed. To the right of this text are two links: 'Report Manager' and 'Process Monitor'. Further right is a button labeled 'Run', which is circled in red.</p>
5	<p>The Process Scheduler Request will open.</p> <p>Select "PSUNX" for the Server Name  Set <b>Type</b> to Web.  Set <b>Format</b> to PDF.  Click the OK button.</p>  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: 1106046' and 'Run Control ID: May2015SWELetters'. Below this, there are several fields: 'Server Name' with a dropdown menu showing 'PSUNX' (circled in red), 'Run Date' set to '02/11/2016', 'Recurrence' set to a blank dropdown, and 'Run Time' set to '1:29:06PM'. There is also a 'Time Zone' field with a search icon and a 'Reset to Current Date/Time' button. Below these fields is a table titled 'Process List' with columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The table contains one row: a checked checkbox, 'SWE Profile Letter', 'CGSWEPROLETR', 'Application Engine', 'Web' (circled in red), 'PDF' (circled in red), and 'Distribution'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, with 'OK' circled in red.</p>
6	<p>The Report Parameters page will display again. Notice that a "Process Instance" number now appears below the run button. This means the report has been sent to the server for processing.</p>  <p>The screenshot shows the 'SWE Profile Letter' page again. The 'Run Control ID: May2015SWELetters' is visible. The 'Process Monitor' link is circled in red. Below the 'Process Monitor' link, the text 'Process Instance:324243' is displayed, with a red arrow pointing to it from below.</p> <p>Click the "<b>Process Monitor</b>" link to access the report.</p>

Step	Action
7	<p>The Process List will open.</p> <ol style="list-style-type: none"> <li>Depending on the complexity of the query &amp; amount of data being brought determines how long it will take to post results. You can occasionally click the Refresh button.</li> <li>You are now waiting for the Run Status to change from Processing to “Success” and the Distribution Status to show “Posted”.</li> </ol>  <p>Click on the <b>Go Back to SWE Profile Letter by Dept</b> hyperlink</p>
8	<p>Click on the <b>Report Manager</b> link.</p> 

Step	Action
9	<p>The Report Manager page will display.</p> <p>Click on the <b>Administration</b> tab.</p> <p>Select the link that ends with <b>.PDF</b> from the Administration tab.</p> 
10	<p>The SWE letters for the department will open in Adobe Acrobat (PDF) format, print and/or save the files as desired.</p>

**Known Issues**

The following are known issues with Servicewide Exam Profile Letters by Department and Direct Access:

1. By department only works for units with a single department ID. Large units with sub-departments will have to run the report for each sub-department.

**Frequently Asked Questions (FAQ)**

**Feedback**

Contact the Pay & Personnel Center, Procedures & Development Branch, via e-mail to [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil), with comments or questions about the content of this topic or the linked procedural guides.