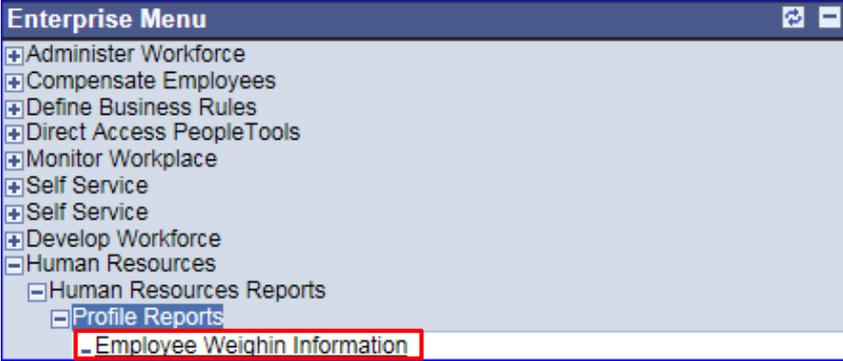
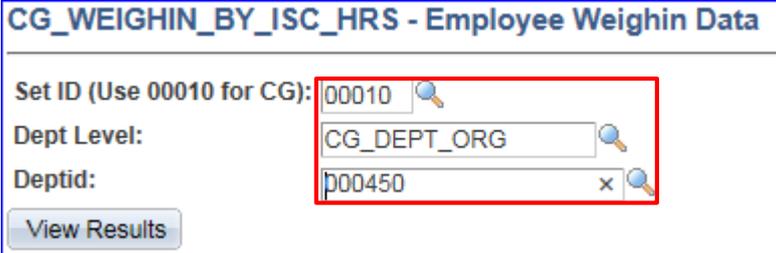


# Member Weigh Report

**Introduction** This guide provides the procedures to run the Weigh-In Report in Direct Access.

**Procedures** See below.

Step	Action
1	<p>Using the Enterprise Menu, navigate to the Weigh-In Report. Human Resources&gt;Human Resources Reports&gt;Profile Reports&gt;Employee Weighin Information.</p> 
2	<p>The <b>CG_Weighin_By_ISC_HRS – Employee Weighin Data</b> page will display.</p>  <p><b>Set ID</b> - Use Set ID to 00010 (Coast Guard)  <b>Dept Level</b> – Click the look-up and make a selection.</p>  <ul style="list-style-type: none"> <li>• CG_DEPT_ORG – Results for unit ID entered only</li> <li>• CG_ISC – Results for units serviced by the base department ID.</li> <li>• CG_SPO – Results for units serviced by the SPO department ID entered.</li> </ul>

## Member Weigh Report, Continued

Procedures,  
continued

Step	Action																																																												
<p><b>2</b> <b>(cont)</b></p>	<div data-bbox="352 524 1128 781" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data</b></p> <hr/> <p>Set ID (Use 00010 for CG): <input style="border: 1px solid red;" type="text" value="00010"/></p> <p>Dept Level: <input style="border: 1px solid red;" type="text" value="CG_DEPT_ORG"/></p> <p>Deptid: <input style="border: 1px solid red;" type="text" value="000450"/></p> <p><input style="border: 1px solid red;" type="button" value="View Results"/></p> </div> <p><b>Deptid</b> – Click the look-up or enter the Department ID to report on (if using the CG_ISC or CG_SPO relationship, you must enter the ID of a base or SPO).</p> <p>Click the <b>View Results</b> button.</p>																																																												
<p><b>3</b></p>	<p>The results will display all Weigh-In Data for each member. The report may be downloaded into several formats for editing/sorting.</p> <div data-bbox="352 1041 1331 1088" style="border: 1px solid blue; padding: 2px;"> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (191 kb)</a></p> </div> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (191 kb)</a></p> <p><small>View All</small></p> <table border="1" data-bbox="352 1160 1369 1294"> <thead> <tr> <th></th> <th>Dept ID</th> <th>Dept Name</th> <th>ATU</th> <th>OPFAC</th> <th>Rank</th> <th>Birthdate</th> <th>Emplid</th> <th>Empl Record</th> <th>First Name</th> <th>Last</th> <th>Empl Class</th> <th>Height (inch)</th> <th>Weight (lb)</th> <th>Weigh in Date</th> <th>Weigh Over</th> <th>Max Allowable Weight</th> <th>Body Fat%</th> <th>Max Allowed Body Fat%</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>79</td> <td>47400</td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>SEL</td> <td>68</td> <td>175</td> <td>10/08/2015</td> <td></td> <td>180</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>79</td> <td>47400</td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>SEL</td> <td>64</td> <td>180</td> <td>10/30/2015</td> <td>20</td> <td>160</td> <td>37</td> <td>36</td> <td>semi annual, not in compliance.</td> </tr> </tbody> </table>		Dept ID	Dept Name	ATU	OPFAC	Rank	Birthdate	Emplid	Empl Record	First Name	Last	Empl Class	Height (inch)	Weight (lb)	Weigh in Date	Weigh Over	Max Allowable Weight	Body Fat%	Max Allowed Body Fat%	Remarks	1	000450	CG PAY AND PERSONNEL CENTER	79	47400				0			SEL	68	175	10/08/2015		180	0	0		2	000450	CG PAY AND PERSONNEL CENTER	79	47400				0			SEL	64	180	10/30/2015	20	160	37	36	semi annual, not in compliance.
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