

Department Role Query – Field

Overview

Introduction This query provides a report of all Direct Access users at a department, or departments serviced by a Servicing Personnel Office or Base.

Note: The procedures herein also apply to the *Department Role Query – PPC*. The “PPC” query includes dynamic roles assigned by the system. It is not intended for use by field units. Units, SPOs, Bases, etc, should run the – “Field” query not the – “PPC” query.

Field/Description The query shows the following information:

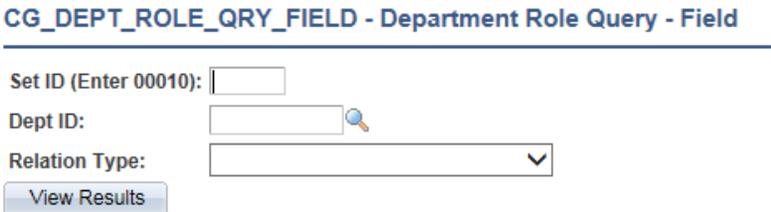
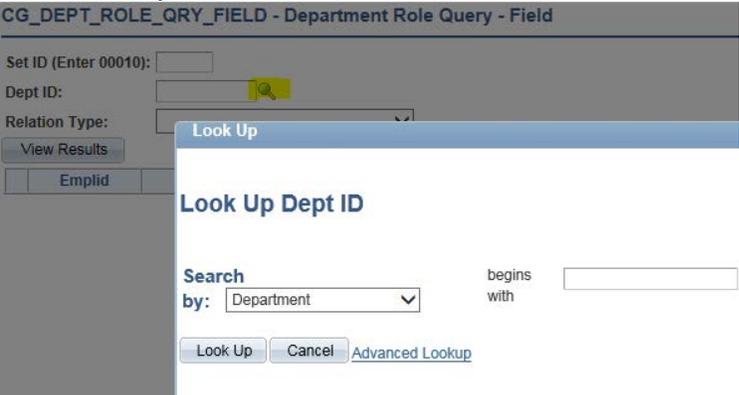
Field	Description
Emplid	User's employee ID number
User LOGIN ID	Id the user logs on with
Rank	Rank, Rate, or Civilian grade
First Name	User's first name
Last Name	User's last name
Empl Class	User's employee class (Active, SELRES, Civilian)
Department	Name of user's sub-department assignment (branch/section)
Sub DeptID	Department ID for the user's assigned sub-department
Position	Description of position.
Role Name	Short title for the user roles assigned.
Role Description	Description of the user roles assigned.
Last Updated By	User ID of the person who last updated the user's account.

Removing Roles If you want to remove command access, or any other role from a user's account, have the user submit a new access form. Each new access form supersedes the previous form, so if a member has Self Service for Commands (CGSSCMD) access and submits a new form without that access requested, it will be removed). If you want to remove all roles with the exception of Self-Service, notify PPC Customer Care.

Department Role Query – Field

Procedure

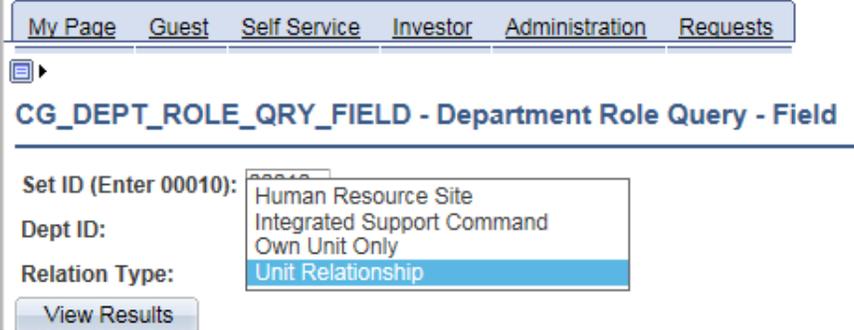
Step /Action Follow these steps to execute the Department Role Query.

Step	Action
1	<p>Click on the “Department Role Query – Field” link in the Self Service for Commands page.</p>  <p>The screenshot shows a web page titled "Self Service for Commands". Under the "Reports" section, there are several links: "Positions at a Department", "Member All Duty Report", "Member Info Report", "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", and "Department Role Query - PPC". The link "Department Role Query - Field" is highlighted in yellow.</p>
2	<p>The query parameters page will display. Complete the Set ID field with “00010”.</p>  <p>The screenshot shows a page titled "CG_DEPT_ROLE_QRY_FIELD - Department Role Query - Field". It contains several input fields: "Set ID (Enter 00010):" with a text box, "Dept ID:" with a text box and a magnifying glass icon, and "Relation Type:" with a dropdown menu. A "View Results" button is at the bottom.</p>
3	<p>Enter the Department ID. You can use the lookup icon to search for the ID if you do not know it.</p>  <p>The screenshot shows the same query parameters page as in step 2, but with a "Look Up Dept ID" dialog box open. The dialog box has a "Search by:" dropdown menu set to "Department" and a "begins with" text box. There are "Look Up", "Cancel", and "Advanced Lookup" buttons at the bottom of the dialog.</p>

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Procedure, Continued

Step /Action (**continued**)

Step	Action										
4	<p>Select a Relationship Type from the drop-down menu.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%; text-align: center;">Relation Type</th> <th style="text-align: center;">Returns</th> </tr> </thead> <tbody> <tr> <td>Human Resource Site</td> <td>All users attached to all units serviced by the SPO department ID entered in step 3</td> </tr> <tr> <td>Integrated Support Command</td> <td>All users attached to all units service by the Base department ID entered in step 3</td> </tr> <tr> <td>Own Unit Only*</td> <td>All users at the unit, and its sub-departments, for the department ID entered in step 3.</td> </tr> <tr> <td>Unit Relationship*</td> <td>All users at all units and sub-departments for the department ID entered in step 3.</td> </tr> </tbody> </table> <p>Note: For most users the “Own Unit Only” or the “Unit Relationship” relation type will be satisfactory. The SPO and Base options will return a very large data set and should not be used. The data will be more manageable broken down by individual units.</p> 	Relation Type	Returns	Human Resource Site	All users attached to all units serviced by the SPO department ID entered in step 3	Integrated Support Command	All users attached to all units service by the Base department ID entered in step 3	Own Unit Only*	All users at the unit, and its sub-departments, for the department ID entered in step 3.	Unit Relationship*	All users at all units and sub-departments for the department ID entered in step 3.
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Department Role Query – Field

Procedure, Continued

Step /Action (continued)

Step	Action				
5	<p>Click the “View Results” button.</p> <p>CG_DEPT_ROLE_QRY_FIELD - Department Role Query - Field</p> <p>Set ID (Enter 00010): <input type="text" value="00010"/></p> <p>Dept ID: <input type="text" value="000721"/> </p> <p>Relation Type: <input type="text" value="Unit Relationship"/> </p> <p>View Results</p> <table border="1"><thead><tr><th>Emplid</th><th>User LOGIN ID</th><th>Rank</th><th>First Nam</th></tr></thead></table>	Emplid	User LOGIN ID	Rank	First Nam
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6	<p>The query results will populate the table. You will need to download the results if you want to sort or filter the data.</p> <p>Click the “Excel Spreadsheet” link to download the results in MS Excel file format.</p> <p>CG_DEPT_ROLE_QRY_FIELD - Department Role Query - Field</p> <p>Set ID (Enter 00010): <input type="text" value="00010"/></p> <p>Dept ID: <input type="text" value="000721"/> </p> <p>Relation Type: <input type="text" value="Unit Relationship"/> </p> <p><input type="button" value="View Results"/></p> <p>Download results in : Excel SpreadSheet CSV Text File XML File (41 kb)</p> <p>View All</p> <table border="1"><thead><tr><th>Emplid</th><th>User LOGIN ID</th><th>Rank</th><th>First Name</th></tr></thead></table>	Emplid	User LOGIN ID	Rank	First Name
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Procedure, Continued

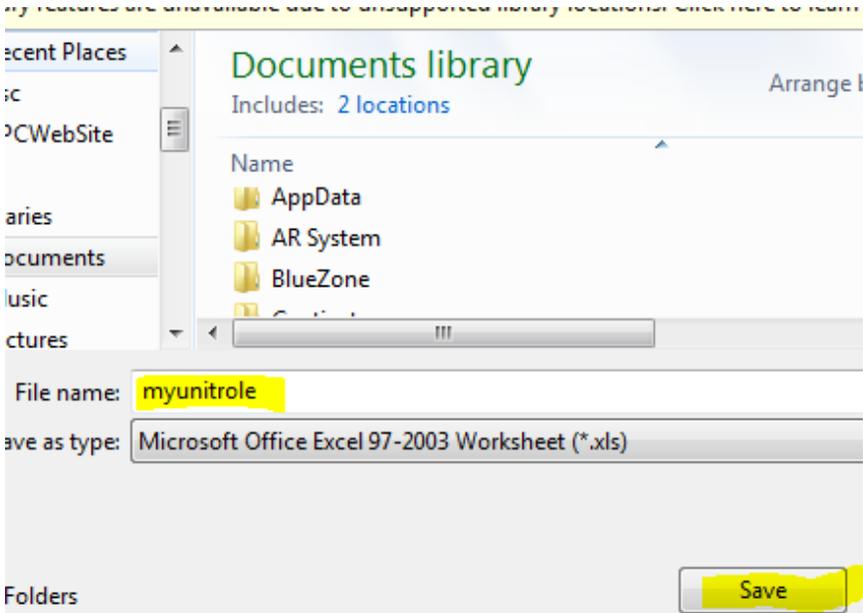
Step /Action (continued)

Step	Action
7	<p>Select “Save As” when prompted.</p> <p>CG_DEPT_ROLE_QRY_FIELD - Department Role Query - Field</p> <p>Set ID (Enter 00010): <input type="text" value="00010"/></p> <p>Dept ID: <input type="text" value="000721"/> </p> <p>Relation Type: <input type="text" value="Unit Relationship"/> </p> <p><input type="button" value="View Results"/></p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (41</p> <p>Internet Explorer</p> <p>What do you want to do with q.xls?</p> <p>Size: 21.0 KB From: hcenv5.direct-access.us</p> <p> Open The file won't be saved automatically.</p> <p> Save</p> <p> Save as</p> <p><input type="button" value="Cancel"/></p>

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Procedure, Continued

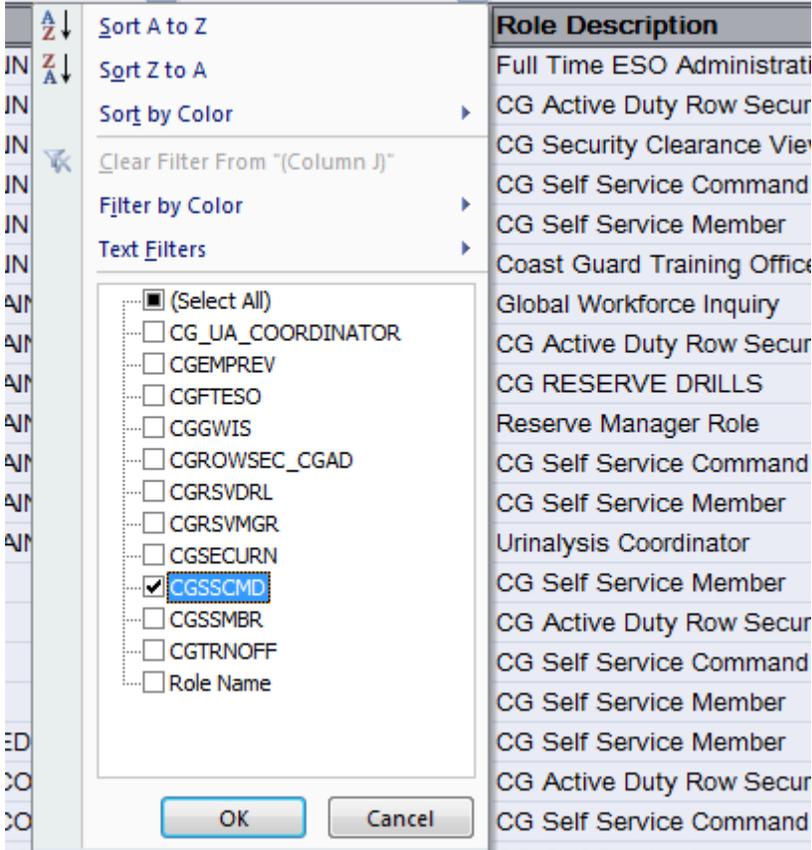
Step /Action (continued)

Step	Action
8	<p>Assign a file name and location for the file and click “Save”.</p> 
9	<p>After the download is complete, open the file.</p> 

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Procedure, Continued

Step /Action (continued)

Step	Action
10	<p>Use Excel's data sorting and filtering tools to narrow down the information to specific roles or users.</p>  <p>The screenshot shows an Excel spreadsheet with a filter menu open over a column. The menu options include 'Sort A to Z', 'Sort Z to A', 'Sort by Color', 'Clear Filter From "(Column J)"', 'Filter by Color', and 'Text Filters'. The 'Text Filters' option is expanded, showing a list of roles with checkboxes. The role 'CGSSCMD' is checked and highlighted in blue. The spreadsheet background shows a table with a 'Role Description' column and various role names.</p>