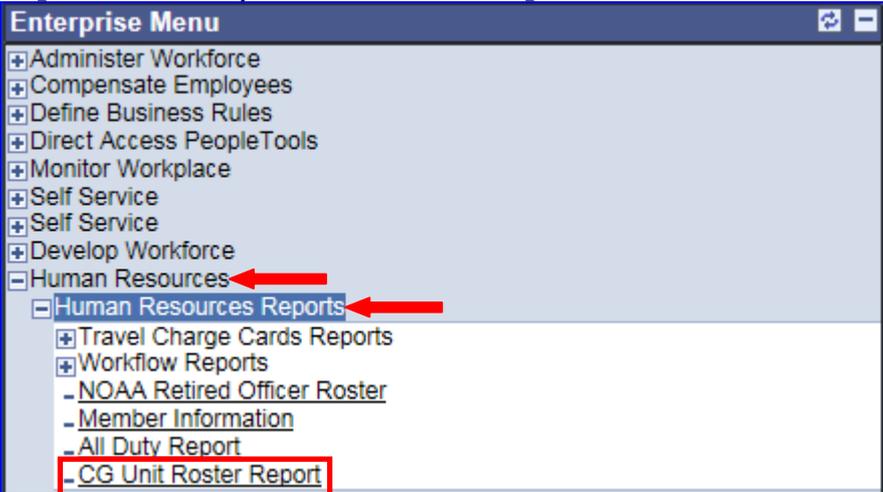
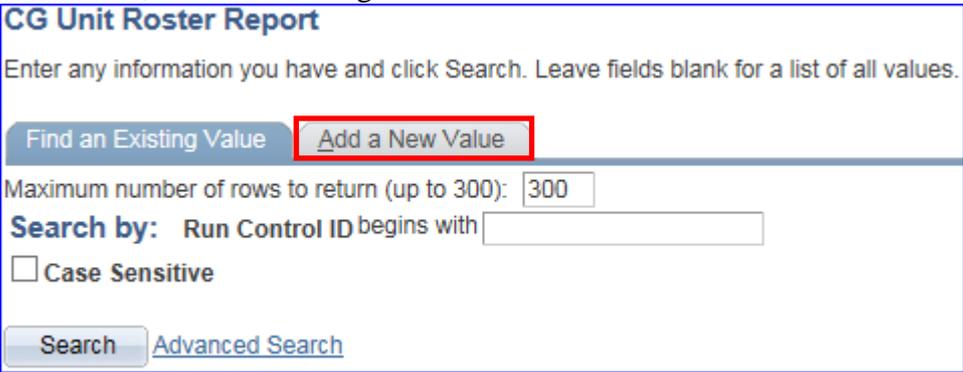


# Unit Roster

**Introduction** This guide provides the procedures for running a Unit Roster in Direct Access.

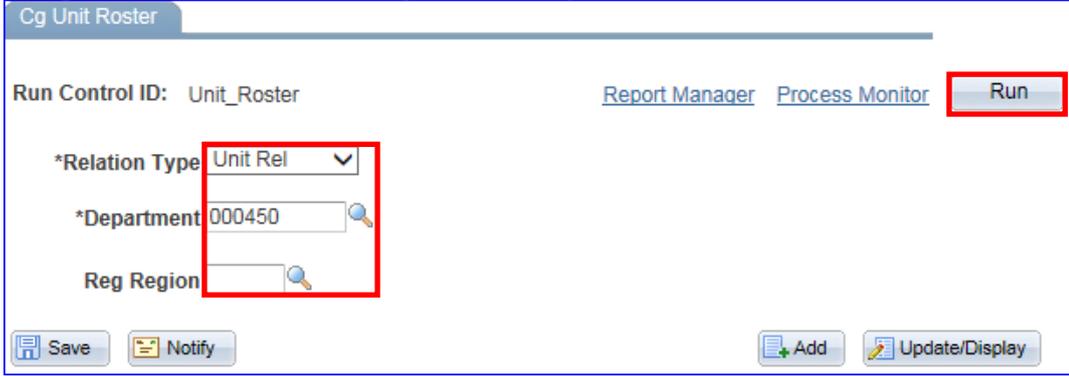
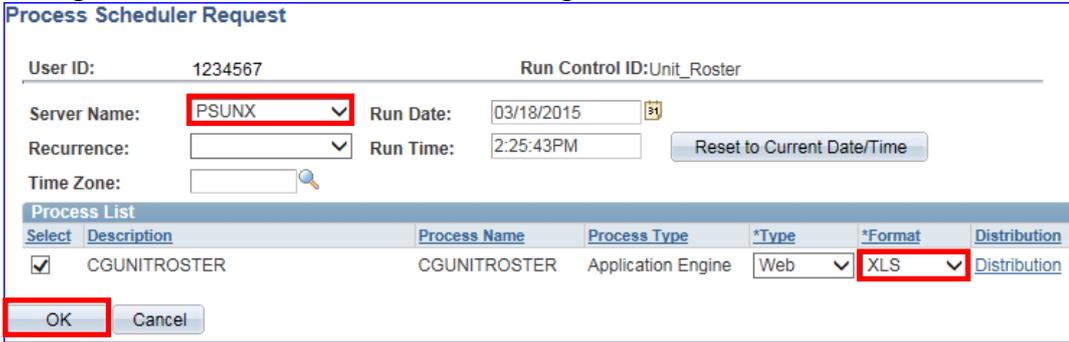
**Procedures** See below.

Step	Action
1	<p>From the <b>Enterprise Menu</b>, select <b>Human Resources</b>, then <b>Human Resources Reports</b> and finally <b>CG Unit Roster Report</b>.</p> 
2	<p>A Run Control ID must be established before the report can run. Once it is established, it can be used again in the future. Select the <b>Add a New Value</b> tab.</p> 

*Continued on next page*

# Unit Roster, Continued

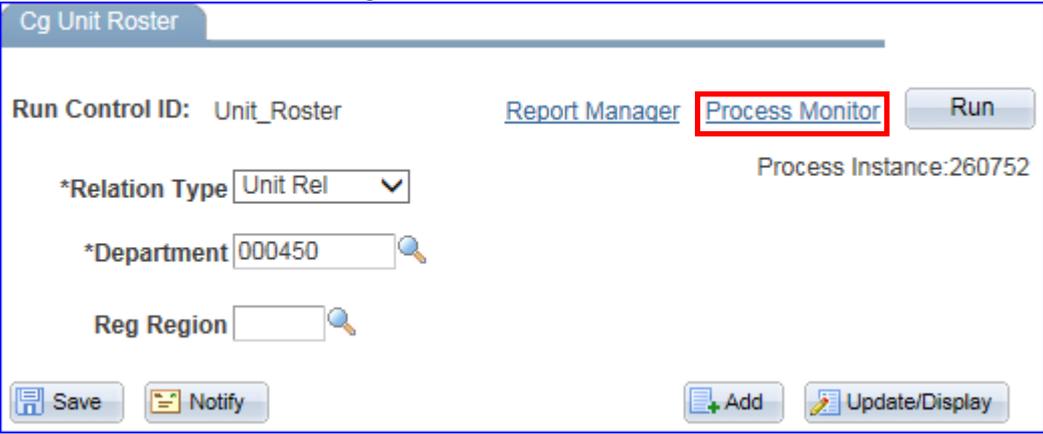
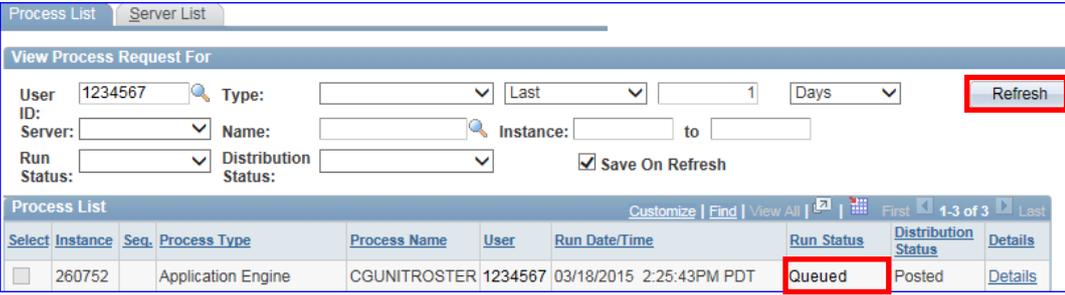
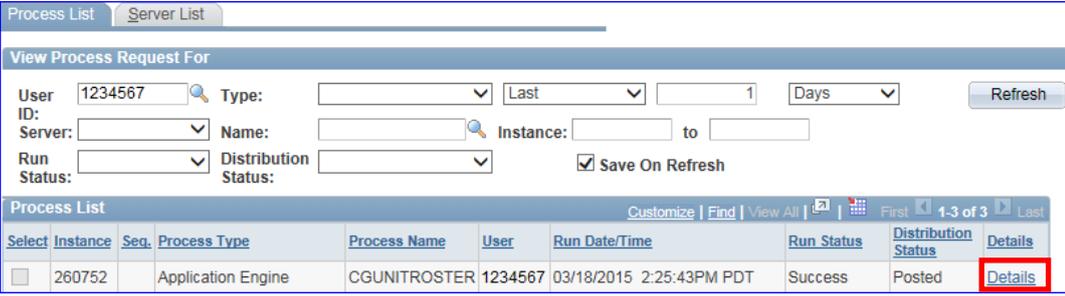
Procedures,  
continued

Step	Action
3	<p>Enter a <b>Run Control ID</b> and click <b>Add</b>.</p> 
4	<p>Select a <b>Relation Type</b> from the drop-down, enter the <b>Department ID</b> and either select a <b>Reg Region</b> or leave that field blank. Leaving the Reg Region field blank will pull all members, including Active Duty and Reservists. Now click <b>Run</b>.</p> 
5	<p>Change the <b>Server Name</b> to PSUNX, change the <b>Format</b> to XLS and click <b>OK</b>.</p> 

*Continued on next page*

# Unit Roster, Continued

Procedures,  
continued

Step	Action																				
6	<p>A Process Instance will be generated. Click on <b>Process Monitor</b>.</p> 																				
7	<p>Click the <b>Refresh</b> button until the <b>Run Status</b> changes from “Queued” to “Success”.</p>  <table border="1" data-bbox="304 1263 1369 1361"> <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>260752</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>1234567</td> <td>03/18/2015 2:25:43PM PDT</td> <td>Queued</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	260752		Application Engine	CGUNITROSTER	1234567	03/18/2015 2:25:43PM PDT	Queued	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	260752		Application Engine	CGUNITROSTER	1234567	03/18/2015 2:25:43PM PDT	Queued	Posted	Details												
8	<p>Once it updates to <b>Success</b>, click on the <b>Details</b> link.</p>  <table border="1" data-bbox="304 1630 1369 1729"> <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>260752</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>1234567</td> <td>03/18/2015 2:25:43PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	260752		Application Engine	CGUNITROSTER	1234567	03/18/2015 2:25:43PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	260752		Application Engine	CGUNITROSTER	1234567	03/18/2015 2:25:43PM PDT	Success	Posted	Details												

Continued on next page

## Unit Roster, Continued

Procedures,  
continued

Step	Action																																					
9	<p>Click on the <b>View Log/Trace</b> link.</p> <div data-bbox="300 499 1284 1281" style="border: 1px solid blue; padding: 5px;"> <p><b>Process Detail</b></p> <table border="1"> <thead> <tr> <th colspan="2">Process</th> </tr> </thead> <tbody> <tr> <td>Instance:</td> <td>260752</td> </tr> <tr> <td>Type:</td> <td>Application Engine</td> </tr> <tr> <td>Name:</td> <td>CGUNITROSTER</td> </tr> <tr> <td>Description:</td> <td>CGUNITROSTER</td> </tr> <tr> <td>Run Status:</td> <td>Success</td> </tr> <tr> <td>Distribution Status:</td> <td>Posted</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Run</th> <th>Update Process</th> </tr> </thead> <tbody> <tr> <td>Run Control ID: Unit_Roster</td> <td><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location: Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server: PSUNX</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence:</td> <td><input type="checkbox"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 03/18/2015 2:29:42PM PDT</td> <td><a href="#">Parameters</a> Transfer</td> </tr> <tr> <td>Run Anytime After: 03/18/2015 2:25:43PM PDT</td> <td><a href="#">Message Log</a> <a href="#">View Locks</a></td> </tr> <tr> <td>Began Process At: 03/18/2015 2:30:00PM PDT</td> <td><a href="#">Batch Timings</a></td> </tr> <tr> <td>Ended Process At: 03/18/2015 2:31:16PM PDT</td> <td><a href="#">View Log/Trace</a></td> </tr> </tbody> </table> </div>	Process		Instance:	260752	Type:	Application Engine	Name:	CGUNITROSTER	Description:	CGUNITROSTER	Run Status:	Success	Distribution Status:	Posted	Run	Update Process	Run Control ID: Unit_Roster	<input type="radio"/> Hold Request	Location: Server	<input type="radio"/> Queue Request	Server: PSUNX	<input type="radio"/> Cancel Request	Recurrence:	<input type="checkbox"/> Delete Request		<input type="radio"/> Restart Request	Date/Time	Actions	Request Created On: 03/18/2015 2:29:42PM PDT	<a href="#">Parameters</a> Transfer	Run Anytime After: 03/18/2015 2:25:43PM PDT	<a href="#">Message Log</a> <a href="#">View Locks</a>	Began Process At: 03/18/2015 2:30:00PM PDT	<a href="#">Batch Timings</a>	Ended Process At: 03/18/2015 2:31:16PM PDT	<a href="#">View Log/Trace</a>	
Process																																						
Instance:	260752																																					
Type:	Application Engine																																					
Name:	CGUNITROSTER																																					
Description:	CGUNITROSTER																																					
Run Status:	Success																																					
Distribution Status:	Posted																																					
Run	Update Process																																					
Run Control ID: Unit_Roster	<input type="radio"/> Hold Request																																					
Location: Server	<input type="radio"/> Queue Request																																					
Server: PSUNX	<input type="radio"/> Cancel Request																																					
Recurrence:	<input type="checkbox"/> Delete Request																																					
	<input type="radio"/> Restart Request																																					
Date/Time	Actions																																					
Request Created On: 03/18/2015 2:29:42PM PDT	<a href="#">Parameters</a> Transfer																																					
Run Anytime After: 03/18/2015 2:25:43PM PDT	<a href="#">Message Log</a> <a href="#">View Locks</a>																																					
Began Process At: 03/18/2015 2:30:00PM PDT	<a href="#">Batch Timings</a>																																					
Ended Process At: 03/18/2015 2:31:16PM PDT	<a href="#">View Log/Trace</a>																																					
10	<p>Click on the <b>UnitRosterReport.csv</b> link.</p> <div data-bbox="300 1339 1310 1921" style="border: 1px solid blue; padding: 5px;"> <p><b>View Log/Trace</b></p> <table border="1"> <thead> <tr> <th colspan="3">Report</th> </tr> </thead> <tbody> <tr> <td>Report ID: 215883</td> <td>Process Instance: 260752</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name: CGUNITROSTER</td> <td>Process Type: Application Engine</td> <td></td> </tr> <tr> <td>Run Status: Success</td> <td></td> <td></td> </tr> <tr> <td colspan="3">CGUNITROSTER</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Distribution Details</th> </tr> </thead> <tbody> <tr> <td>Distribution Node: RPTNODE</td> <td>Expiration Date: 03/25/2015</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_CGUNITROSTER_260752.stdout</a></td> <td>84,459</td> <td>03/18/2015 2:31:16.742571PM PDT</td> </tr> <tr> <td><a href="#">UnitRosterReport.csv</a></td> <td>617,171</td> <td>03/18/2015 2:31:16.742571PM PDT</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> </div>	Report			Report ID: 215883	Process Instance: 260752	<a href="#">Message Log</a>	Name: CGUNITROSTER	Process Type: Application Engine		Run Status: Success			CGUNITROSTER			Distribution Details		Distribution Node: RPTNODE	Expiration Date: 03/25/2015	File List			Name	File Size (bytes)	Datetime Created	<a href="#">AE_CGUNITROSTER_260752.stdout</a>	84,459	03/18/2015 2:31:16.742571PM PDT	<a href="#">UnitRosterReport.csv</a>	617,171	03/18/2015 2:31:16.742571PM PDT	Distribute To		Distribution ID Type	*Distribution ID	User	1234567
Report																																						
Report ID: 215883	Process Instance: 260752	<a href="#">Message Log</a>																																				
Name: CGUNITROSTER	Process Type: Application Engine																																					
Run Status: Success																																						
CGUNITROSTER																																						
Distribution Details																																						
Distribution Node: RPTNODE	Expiration Date: 03/25/2015																																					
File List																																						
Name	File Size (bytes)	Datetime Created																																				
<a href="#">AE_CGUNITROSTER_260752.stdout</a>	84,459	03/18/2015 2:31:16.742571PM PDT																																				
<a href="#">UnitRosterReport.csv</a>	617,171	03/18/2015 2:31:16.742571PM PDT																																				
Distribute To																																						
Distribution ID Type	*Distribution ID																																					
User	1234567																																					

Continued on next page

## Unit Roster, Continued

---

### Procedures, continued

Step	Action																																																
11	An error message will appear asking to open the file. Click yes or OK, depending on the message. Sometimes having other Excel documents open will prevent the file from loading. Close them and open the Unit Roster link again.																																																
12	The Unit Roster will display in Excel. <table border="1" data-bbox="300 636 1370 824"> <thead> <tr> <th>Relationship</th> <th>Parent Deptid</th> <th>Emplid</th> <th>Empl Rcd</th> <th>Rank</th> <th>Grade</th> <th>Member</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>UNIT</td> <td>000450</td> <td></td> <td>0</td> <td>PERS3</td> <td>W3</td> <td>Haley</td> <td>Mills</td> </tr> <tr> <td>UNIT</td> <td>000450</td> <td></td> <td>0</td> <td>IT2</td> <td>E5</td> <td>Matthew</td> <td>McConaughy</td> </tr> <tr> <td>UNIT</td> <td>000450</td> <td></td> <td>0</td> <td>SK2</td> <td>E5</td> <td>Ellen</td> <td>Degeneres</td> </tr> <tr> <td>UNIT</td> <td>000450</td> <td></td> <td>0</td> <td>YN2</td> <td>E5</td> <td>Viola</td> <td>Davis</td> </tr> <tr> <td>UNIT</td> <td>000450</td> <td></td> <td>0</td> <td>YNC</td> <td>E7</td> <td>Kathleen</td> <td>Turner</td> </tr> </tbody> </table>	Relationship	Parent Deptid	Emplid	Empl Rcd	Rank	Grade	Member	Name	UNIT	000450		0	PERS3	W3	Haley	Mills	UNIT	000450		0	IT2	E5	Matthew	McConaughy	UNIT	000450		0	SK2	E5	Ellen	Degeneres	UNIT	000450		0	YN2	E5	Viola	Davis	UNIT	000450		0	YNC	E7	Kathleen	Turner
Relationship	Parent Deptid	Emplid	Empl Rcd	Rank	Grade	Member	Name																																										
UNIT	000450		0	PERS3	W3	Haley	Mills																																										
UNIT	000450		0	IT2	E5	Matthew	McConaughy																																										
UNIT	000450		0	SK2	E5	Ellen	Degeneres																																										
UNIT	000450		0	YN2	E5	Viola	Davis																																										
UNIT	000450		0	YNC	E7	Kathleen	Turner																																										

### Known Issues:

- The "BAH Description" runs into the next column (RES Screen Dt.) if the description has a comma in it. This affects the alignment of the remaining columns for the person. To correct, right-click in the cell that has the 2nd part of the BAH Description (The RES Screen Dt. column) and delete it. Select "shift cells left" and then, click OK.

BAH/BAQ	RES Screen Dt
W/O deps or spouse in svc & no other deps	assigned CG-owned single qtrs
With dependents; Mbr and deps not assigned govt qtrs	
W/O dependents; Mbr not in govt qtrs	
W/O dependents; Mbr not in govt qtrs	
With dependents; Mbr and deps not assigned govt qtrs	
W/O dependents; Mbr not in govt qtrs	
W/O dependents; Mbr not in govt qtrs	
With dependents; Mbr and deps not assigned govt qtrs	
W/O dependents; Mbr not in govt qtrs	
W/O deps or spouse in svc & no other deps	assign

