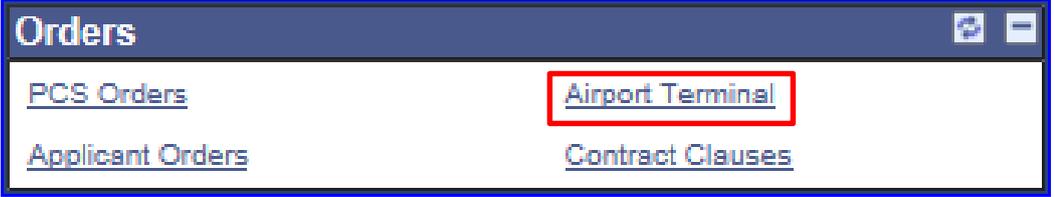
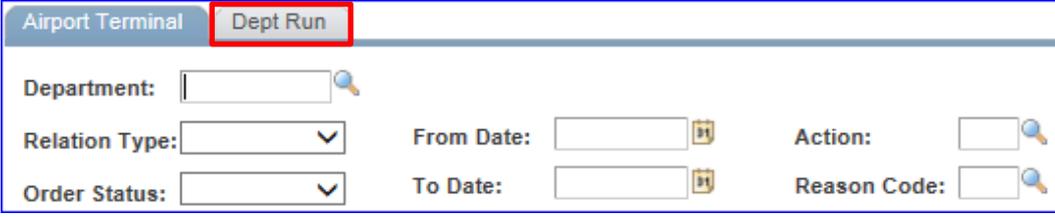


CG Department Run

Introduction This guide provides the procedures for running the Department Run report in Direct Access.

Procedures See below.

Step	Action
1	Select the Airport Terminal link from the Orders pagelet. 
2	Click the Dept Run tab. 

Continued on next page

CG Department Run, Continued

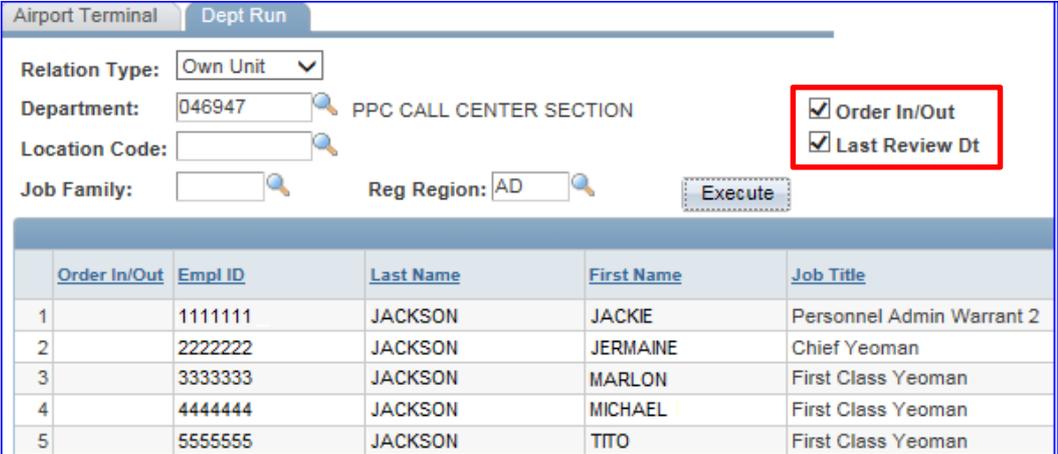
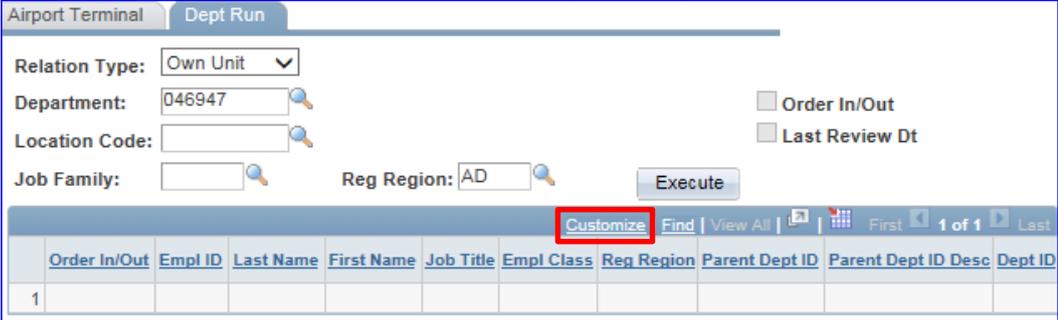
Procedures,
continued

Step	Action										
3	<p>Update the following fields:</p> <ul style="list-style-type: none"> Relation Type: <table border="1" data-bbox="327 562 1382 902"> <thead> <tr> <th data-bbox="327 562 496 600">Type</th> <th data-bbox="496 562 1382 600">Includes</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 600 496 712">ISC</td> <td data-bbox="496 600 1382 712">All units services by that unit (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).</td> </tr> <tr> <td data-bbox="327 712 496 824">HRS</td> <td data-bbox="496 712 1382 824">All units serviced by that SPO (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).</td> </tr> <tr> <td data-bbox="327 824 496 862">Own Unit</td> <td data-bbox="496 824 1382 862">Only for that specific Department ID.</td> </tr> <tr> <td data-bbox="327 862 496 902">Unit Rel</td> <td data-bbox="496 862 1382 902">Anything falling under that Parent ID.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Department: Enter a Department ID or click the lookup icon to use the search option. Location Code: To limit results to only a specific location (optional). Job Family: To limit results to only a specific job family (optional). Reg Region: Used to specify Active, Reserve or Officer (optional). <p>Click the Execute button.</p>  	Type	Includes	ISC	All units services by that unit (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).	HRS	All units serviced by that SPO (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).	Own Unit	Only for that specific Department ID.	Unit Rel	Anything falling under that Parent ID.
Type	Includes										
ISC	All units services by that unit (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).										
HRS	All units serviced by that SPO (but not personnel assigned to the unit Department ID. Use “own unit” to see data for those personnel).										
Own Unit	Only for that specific Department ID.										
Unit Rel	Anything falling under that Parent ID.										

Continued on next page

CG Department Run, Continued

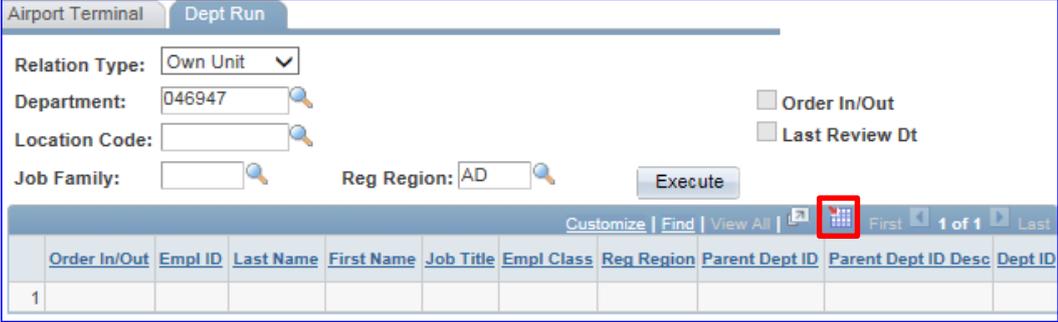
Procedures,
continued

Step	Action
4	<p>The results will display except for the Order In/Out and Review Date columns. Check the:</p> <ul style="list-style-type: none"> • Order In/Out box to update results with the status of the orders. • Last Review Dt box to view the members' last EER date in the Review Date column. <p>Do NOT click Execute again. This will clear those updated columns.</p>  <p>The screenshot shows the 'Dept Run' interface with the following details: <ul style="list-style-type: none"> Relation Type: Own Unit Department: 046947 (PPC CALL CENTER SECTION) Location Code: (empty) Job Family: (empty) Reg Region: AD Execute button Checkboxes: <input checked="" type="checkbox"/> Order In/Out, <input checked="" type="checkbox"/> Last Review Dt (highlighted in red) Table with 6 columns: Order In/Out, Empl ID, Last Name, First Name, Job Title. Data rows include JACKIE, JERMAINE, MARLON, MICHAEL, and TITO. </p>
5	<p>The Dept Run query results may be sorted by clicking the Customize link.</p>  <p>The screenshot shows the 'Dept Run' interface with the following details: <ul style="list-style-type: none"> Relation Type: Own Unit Department: 046947 Location Code: (empty) Job Family: (empty) Reg Region: AD Execute button Checkboxes: <input type="checkbox"/> Order In/Out, <input type="checkbox"/> Last Review Dt Buttons: Customize (highlighted in red), Find, View All, First, 1 of 1, Last Table with 10 columns: Order In/Out, Empl ID, Last Name, First Name, Job Title, Empl Class, Reg Region, Parent Dept ID, Parent Dept ID Desc, Dept ID. Only one row is visible. </p>

Continued on next page

CG Department Run, Continued

Procedures,
continued

Step	Action																																																																																										
6	<p>Click the Download icon to export the data into an Excel spreadsheet. See the Working with Grids topic in the Knowledge Base to learn more about sorting and downloading data.</p>  <p>The screenshot shows the 'Dept Run' interface with the following fields: Relation Type: Own Unit, Department: 046947, Location Code: (empty), Job Family: (empty), Reg Region: AD. There are checkboxes for 'Order In/Out' and 'Last Review Dt', and an 'Execute' button. Below the form is a data grid with columns: Order In/Out, Empl ID, Last Name, First Name, Job Title, Empl Class, Reg Region, Parent Dept ID, Parent Dept ID Desc, Dept ID. The grid shows one row with the number '1' in the first column. A red box highlights the download icon in the top right corner of the grid.</p> <p>Sample:</p> <table border="1"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Reg Region</th> <th>Job Code</th> <th>Posn #</th> <th>Posn Entry Date</th> <th>AD Base Dt</th> <th>Rotation Dt</th> <th>Exp Loss Dt</th> <th>Exp AD Term Dt</th> <th>Review Date</th> <th>Num Days</th> </tr> </thead> <tbody> <tr> <td></td> <td>1111111</td> <td>JACKSON</td> <td>JACKIE</td> <td>CWO2</td> <td>AD</td> <td>201895</td> <td>13476</td> <td>7/15/2013</td> <td>9/24/1990</td> <td>7/1/2017</td> <td>11/30/2020</td> <td>11/30/2020</td> <td>6/30/2016</td> <td>149</td> </tr> <tr> <td></td> <td>2222222</td> <td>JACKSON</td> <td>JERMAINE</td> <td>YNC</td> <td>AD</td> <td>436092</td> <td>7296</td> <td>6/29/2015</td> <td>8/21/1999</td> <td>7/1/2020</td> <td>8/31/2029</td> <td>8/31/2029</td> <td>9/30/2016</td> <td>59</td> </tr> <tr> <td></td> <td>3333333</td> <td>JACKSON</td> <td>MARLON</td> <td>YN1</td> <td>AD</td> <td>436093</td> <td>12047</td> <td>10/18/2016</td> <td>6/16/2001</td> <td>7/1/2017</td> <td>4/23/2017</td> <td>4/23/2017</td> <td>5/31/2016</td> <td>179</td> </tr> <tr> <td></td> <td>4444444</td> <td>JACKSON</td> <td>MICHAEL</td> <td>YN1</td> <td>AD</td> <td>436093</td> <td>17355</td> <td>7/27/2015</td> <td>7/22/2002</td> <td>7/1/2019</td> <td>11/25/2019</td> <td>11/25/2019</td> <td>5/31/2016</td> <td>179</td> </tr> <tr> <td></td> <td>5555555</td> <td>JACKSON</td> <td>TITO</td> <td>YN1</td> <td>AD</td> <td>436093</td> <td>12050</td> <td>7/10/2015</td> <td>10/8/2002</td> <td>7/1/2020</td> <td>2/18/2017</td> <td>2/18/2017</td> <td>5/31/2016</td> <td>179</td> </tr> </tbody> </table>	Order In/Out	Empl ID	Last Name	First Name	Job Title	Reg Region	Job Code	Posn #	Posn Entry Date	AD Base Dt	Rotation Dt	Exp Loss Dt	Exp AD Term Dt	Review Date	Num Days		1111111	JACKSON	JACKIE	CWO2	AD	201895	13476	7/15/2013	9/24/1990	7/1/2017	11/30/2020	11/30/2020	6/30/2016	149		2222222	JACKSON	JERMAINE	YNC	AD	436092	7296	6/29/2015	8/21/1999	7/1/2020	8/31/2029	8/31/2029	9/30/2016	59		3333333	JACKSON	MARLON	YN1	AD	436093	12047	10/18/2016	6/16/2001	7/1/2017	4/23/2017	4/23/2017	5/31/2016	179		4444444	JACKSON	MICHAEL	YN1	AD	436093	17355	7/27/2015	7/22/2002	7/1/2019	11/25/2019	11/25/2019	5/31/2016	179		5555555	JACKSON	TITO	YN1	AD	436093	12050	7/10/2015	10/8/2002	7/1/2020	2/18/2017	2/18/2017	5/31/2016	179
Order In/Out	Empl ID	Last Name	First Name	Job Title	Reg Region	Job Code	Posn #	Posn Entry Date	AD Base Dt	Rotation Dt	Exp Loss Dt	Exp AD Term Dt	Review Date	Num Days																																																																													
	1111111	JACKSON	JACKIE	CWO2	AD	201895	13476	7/15/2013	9/24/1990	7/1/2017	11/30/2020	11/30/2020	6/30/2016	149																																																																													
	2222222	JACKSON	JERMAINE	YNC	AD	436092	7296	6/29/2015	8/21/1999	7/1/2020	8/31/2029	8/31/2029	9/30/2016	59																																																																													
	3333333	JACKSON	MARLON	YN1	AD	436093	12047	10/18/2016	6/16/2001	7/1/2017	4/23/2017	4/23/2017	5/31/2016	179																																																																													
	4444444	JACKSON	MICHAEL	YN1	AD	436093	17355	7/27/2015	7/22/2002	7/1/2019	11/25/2019	11/25/2019	5/31/2016	179																																																																													
	5555555	JACKSON	TITO	YN1	AD	436093	12050	7/10/2015	10/8/2002	7/1/2020	2/18/2017	2/18/2017	5/31/2016	179																																																																													