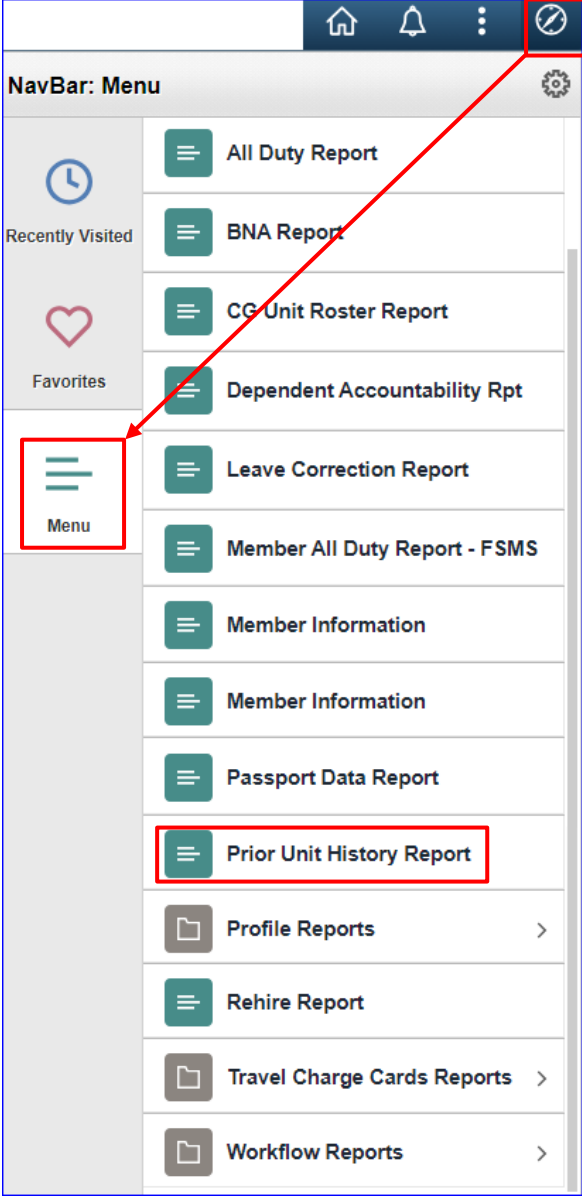


Prior Unit History Report

Introduction This guide provides the procedures to run the Prior Unit History Report in Direct Access (DA). This report will list all personnel attached to the Unit during a specified time frame.

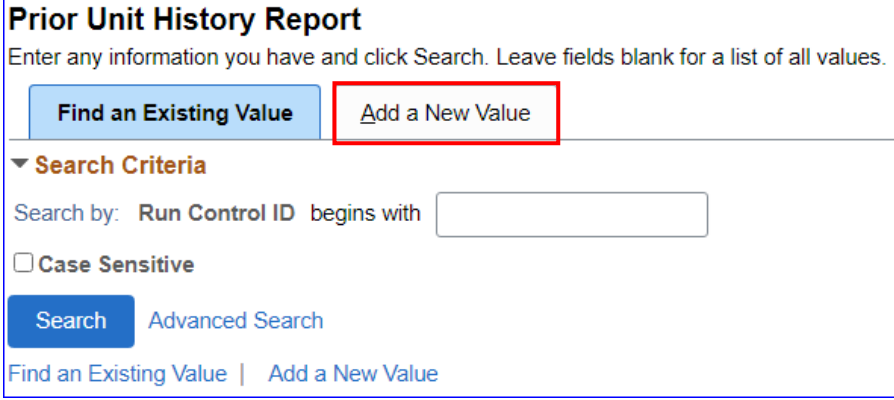
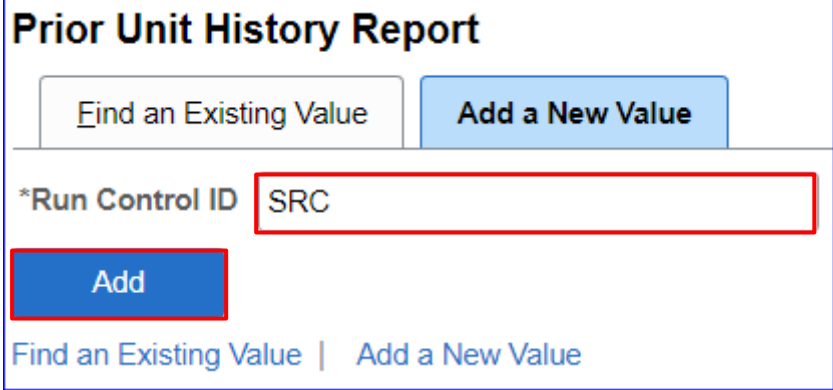
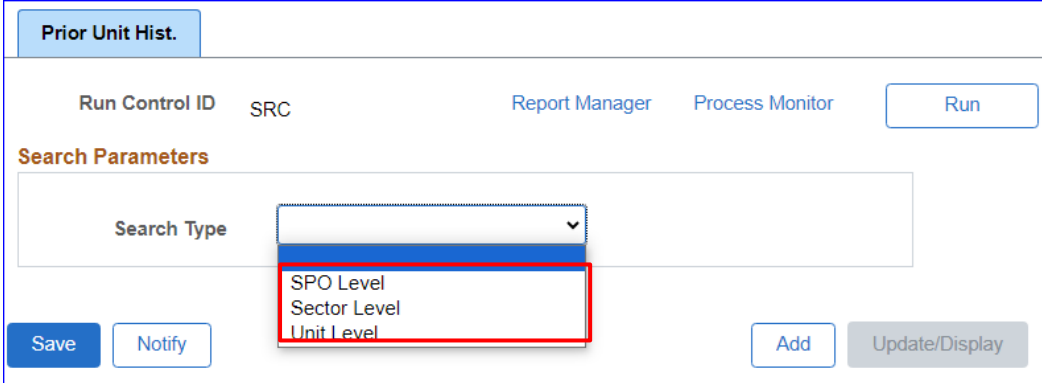
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Human Resources > Human Resources Reports > Prior Unit History Report.</p> 

Continued on next page

Prior Unit History Report, Continued

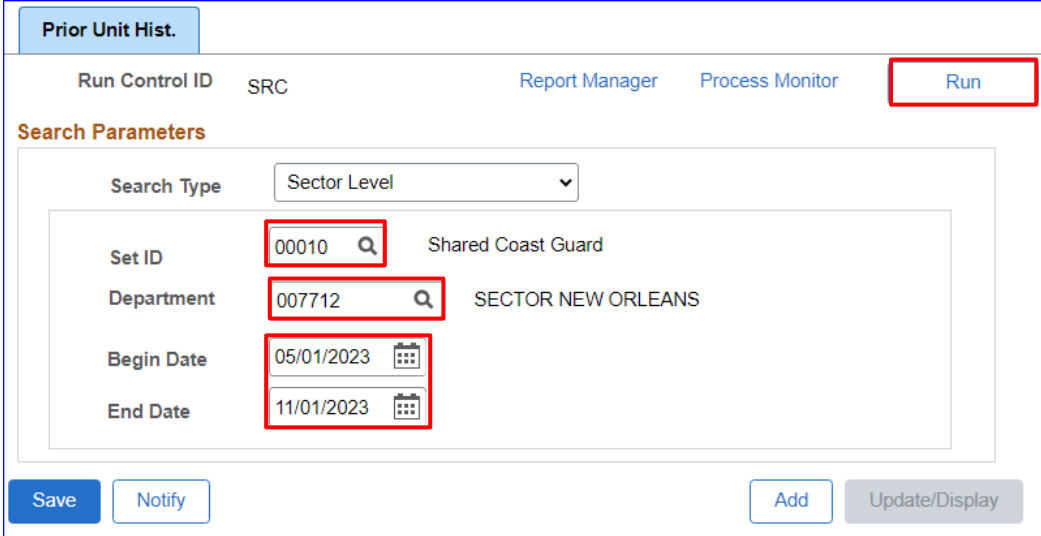
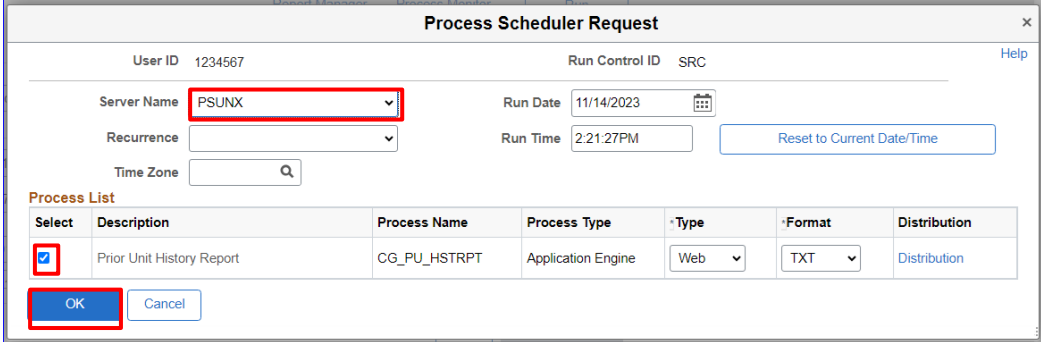
Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</p>  <p>Prior Unit History Report Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
3	<p>Enter a Run Control ID (this may be anything easily remembered) and click Add.</p>  <p>Prior Unit History Report</p> <p>Find an Existing Value Add a New Value</p> <p>*Run Control ID <input type="text" value="SRC"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
4	<p>Using the drop-down, select the appropriate Search Type.</p> <ul style="list-style-type: none"> • SPO Level – Will pull data for all units serviced by that SPO. • Sector Level – Will pull data for all units managed under that Sector. • Unit Level – Will pull data for all sub-departments at or below the selected Dept ID.  <p>Prior Unit Hist.</p> <p>Run Control ID SRC Report Manager Process Monitor Run</p> <p>Search Parameters</p> <p>Search Type <input type="text" value="SPO Level"/></p> <p>Save Notify Add Update/Display</p>

Continued on next page

Prior Unit History Report, Continued

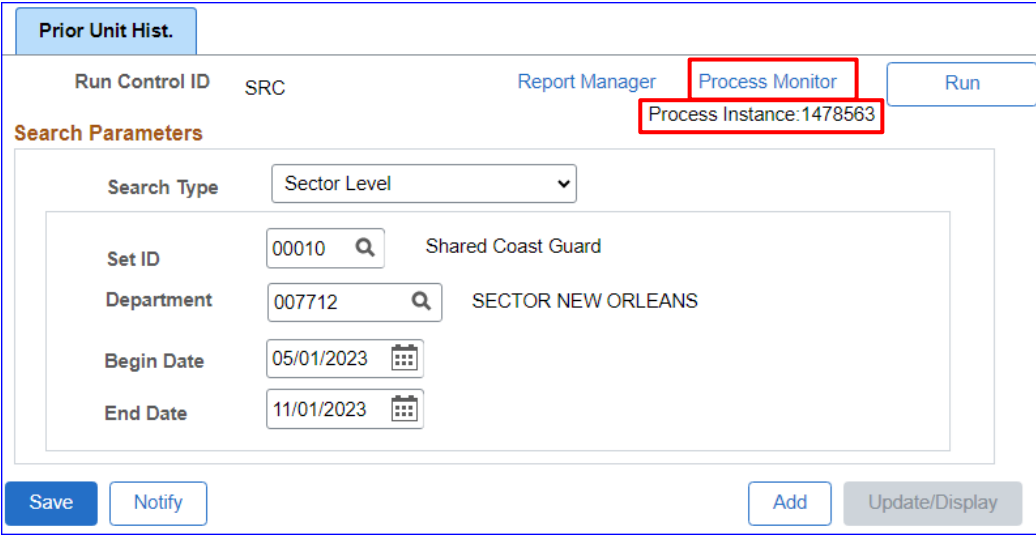
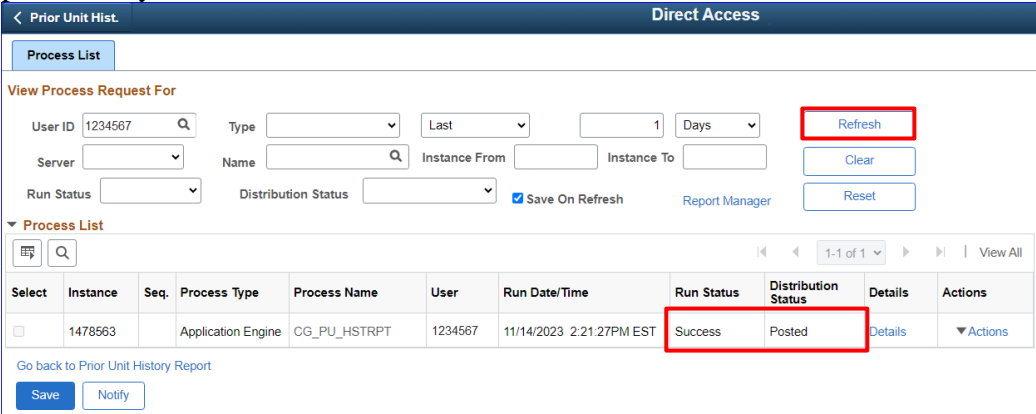
Procedures,
continued

Step	Action
5	<p>Once the Search Type has been selected, additional Search Parameter fields will display:</p> <ul style="list-style-type: none"> • Set ID – Enter 00010. • Department – Enter the Department ID or use the Lookup to locate the appropriate Department ID. • Begin Date – Enter the Begin Date for the report period. • End Date – Enter the End Date for the report period. <p>Click Run.</p> 
6	<p>The Process Scheduler Request page will display with the Process List. Verify PSUNX is displayed in Server Name. Ensure the Prior Unit History Report process is checked.</p> <p>Click OK.</p> 

Continued on next page

Prior Unit History Report, Continued

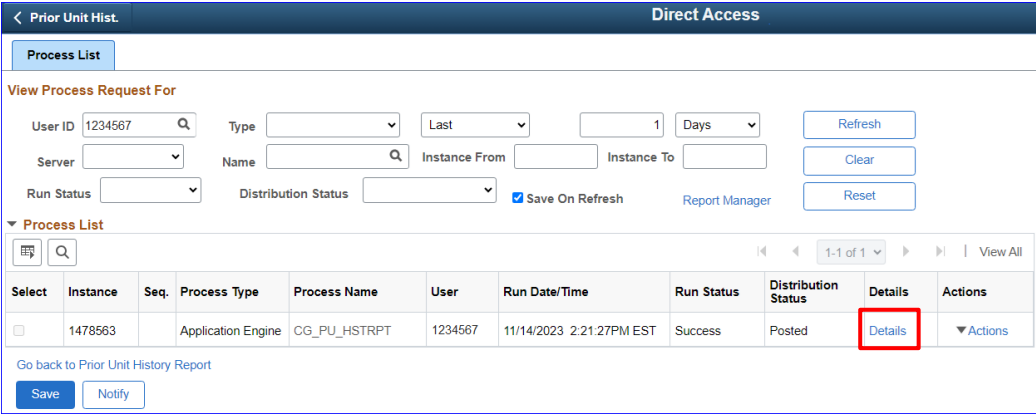
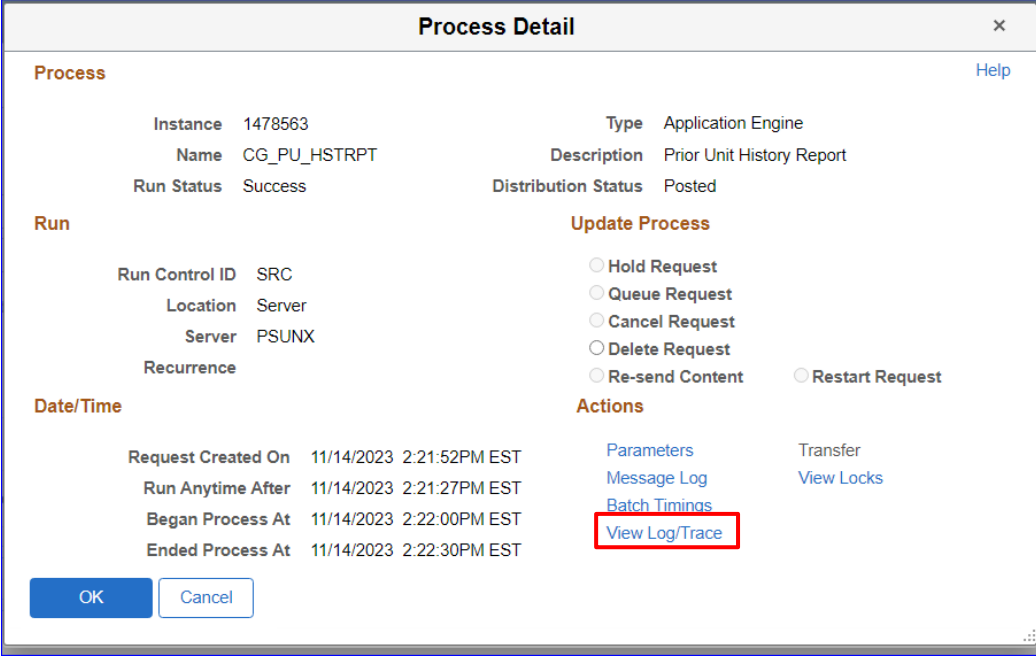
Procedures,
continued

Step	Action
7	<p>The Prior Unit Hist. Search Parameter page will re-display with a Process Instance number. Select Process Monitor.</p> 
8	<p>The Process List will display. The Run Status may initially display Queued or Processing. Click the Refresh button until the Run Status indicates Success and the Distribution Status updates to Posted. This may take a considerable amount of time depending on the size of the report. Continue to click the Refresh button periodically.</p> 

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Once the Run Status updates to Success and the Distribution Status indicates Posted, click Details.</p>  <p>The screenshot shows a web interface titled 'Prior Unit Hist.' with a 'Direct Access' header. Below the header is a 'Process List' section with search filters for User ID (1234567), Type, Last, Days (1), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A table below shows one process with Instance 1478563, Process Name CG_PU_HSTRPT, Run Status Success, and Distribution Status Posted. The 'Details' link in the table is highlighted with a red box.</p>
<p>10</p>	<p>The Process Details will open. Click View Log/Trace.</p>  <p>The screenshot shows a 'Process Detail' dialog box with the following information:</p> <ul style="list-style-type: none"> Process: Instance 1478563, Name CG_PU_HSTRPT, Type Application Engine, Description Prior Unit History Report, Run Status Success, Distribution Status Posted. Run: Run Control ID SRC, Location Server, Server PSUNX, Recurrence. Date/Time: Request Created On 11/14/2023 2:21:52PM EST, Run Anytime After 11/14/2023 2:21:27PM EST, Began Process At 11/14/2023 2:22:00PM EST, Ended Process At 11/14/2023 2:22:30PM EST. Update Process: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request. Actions: Parameters, Transfer, Message Log, View Locks, Batch Timings, View Log/Trace (highlighted with a red box).

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Prior Unit History Report, Continued

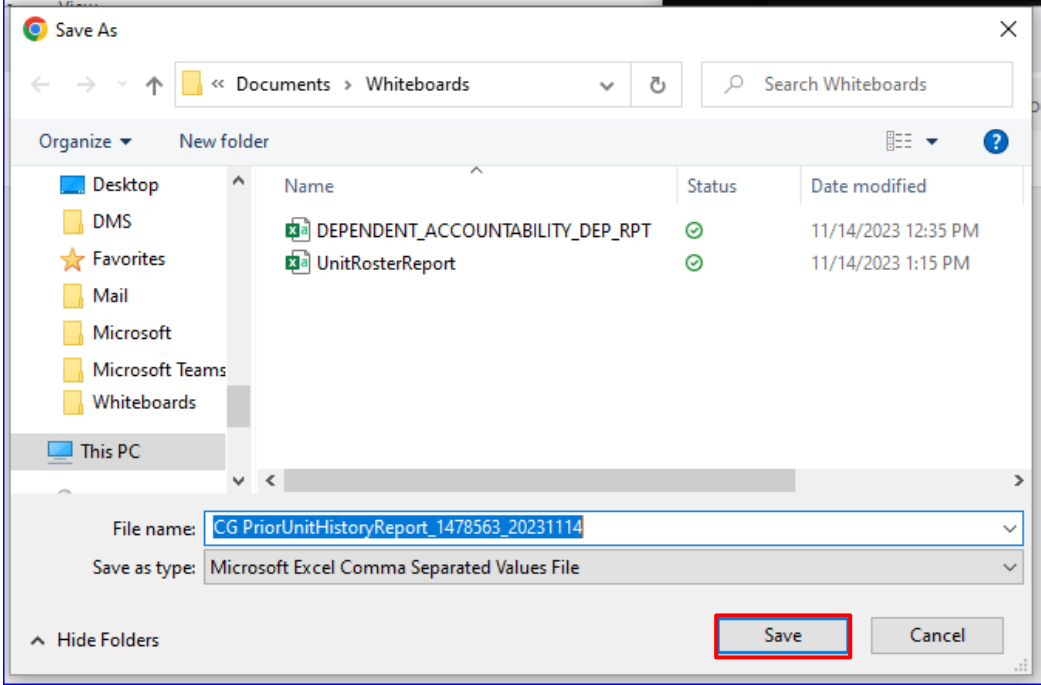
Procedures,
continued

Step	Action													
11	<p>Select the CG PriorUnitHistoryReport.csv file.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following content:</p> <p>Report</p> <p>Report ID: 1506481 Process Instance: 1478563 Message Log Name: CG_PU_HSTRPT Process Type: Application Engine Run Status: Success</p> <p>Prior Unit History Report</p> <p>Distribution Details</p> <p>Distribution Node: RPTNODE Expiration Date: 01/13/2024</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_PU_HSTRPT_1478563.stdout</td> <td>458</td> <td>11/14/2023 2:22:30.986023PM EST</td> </tr> <tr> <td>CG PriorUnitHistoryReport_1478563_20231114.csv</td> <td>237,007</td> <td>11/14/2023 2:22:30.986023PM EST</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p>Return</p>	Name	File Size (bytes)	Datetime Created	AE_CG_PU_HSTRPT_1478563.stdout	458	11/14/2023 2:22:30.986023PM EST	CG PriorUnitHistoryReport_1478563_20231114.csv	237,007	11/14/2023 2:22:30.986023PM EST	Distribution ID Type	Distribution ID	User	1234567
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User	1234567													

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Prior Unit History Report, Continued

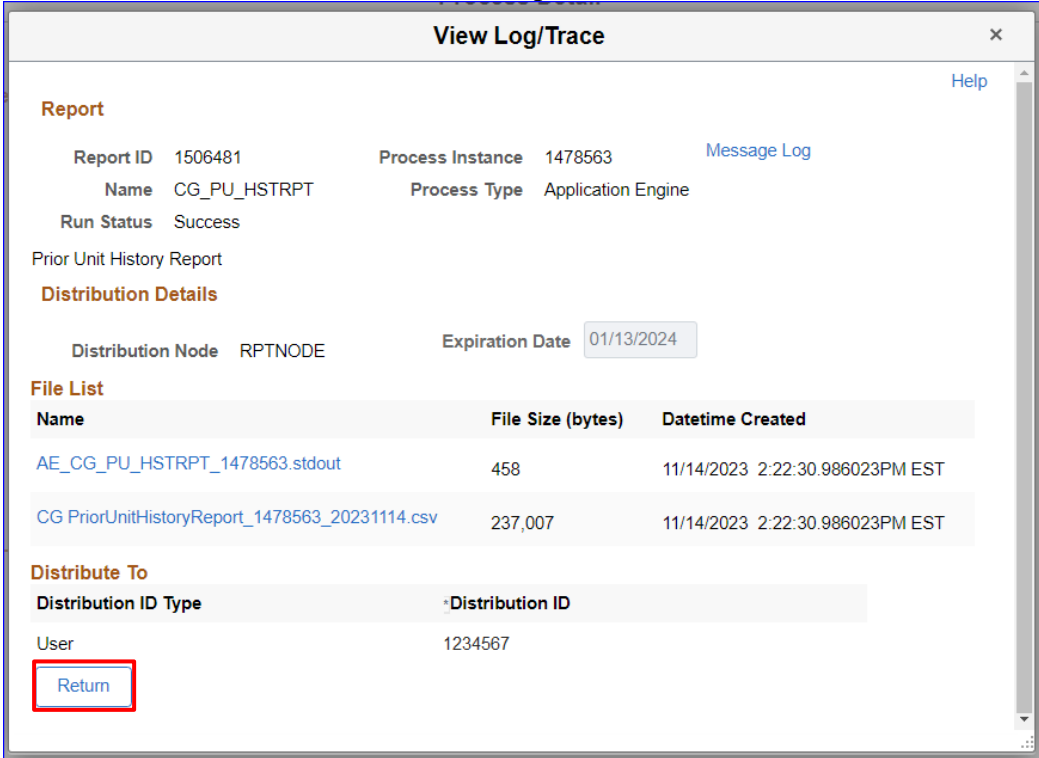
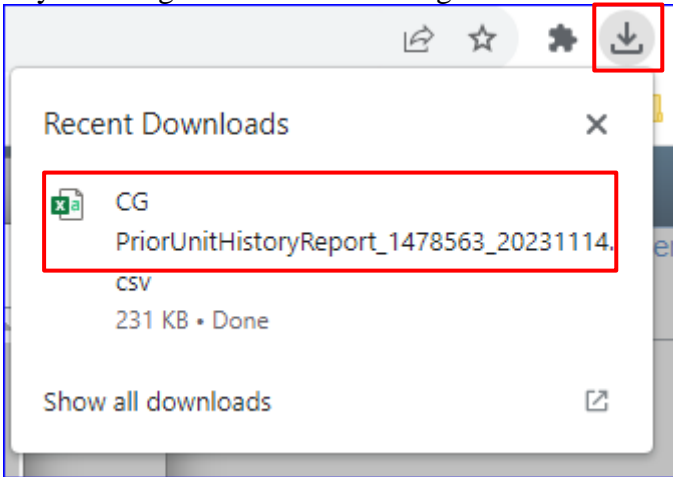
Procedures,
continued

Step	Action
12	<p>You will be prompted to save the report. Select a location and click Save.</p> 

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>Upon saving the file, the View Trace/Log will re-display. Click Return to return to the Process List. This ends this process.</p> 
<p>14</p>	<p>You can locate the file in your folder or open it by clicking the download icon in your navigation bar and clicking on the file name.</p> 

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																			
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Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action	
16	Field (27)	Description
	EMPLID	Member's Employee ID number
	LAST NAME	Member's last name
	FIRST NAME	Member's first name
	MIDDLE NAME	Member's middle name
	EMPL_CLASS	Member's employee classification
	RATE	Member's rate
	GRADE	Member's paygrade
	GENDER	Member's gender
	POSITION	Member's position number
	POS_TITLE	Member's position title
	HIRE DATE	Member's hire date
	PREV_UNIT_BEGIN_DT	Date member assigned to previous unit
	PREV_UNIT_END_DT	Date member departed previous unit
	PREV_DEPTID	Member's previous unit Department ID
	PREV_ATU	Member's previous unit ATU
	PREV_OPFAC	Member's previous unit OPFAC
	PREV_UNIT	Member's previous unit name
	DEPT_ENTRY_DT	Date member assigned to current unit
	CURRENT_DEPTID	Member's current unit Department ID
	CURRENT_ATU	Member's current unit ATU
	CURRENT_OPFAC	Member's current unit OPFAC
	CURRENT_UNIT_NAME	Member's current unit name
	NUM_MONTHS	Number of months member was at previous unit
	REG_REGION	AD or RSV or NOMIL
	HR_STATUS	Active or Inactive
	EMPL_STATUS	Active or Terminated
	BUSINESS_UNIT	Enlisted, Warrant, Officer or Civilian
