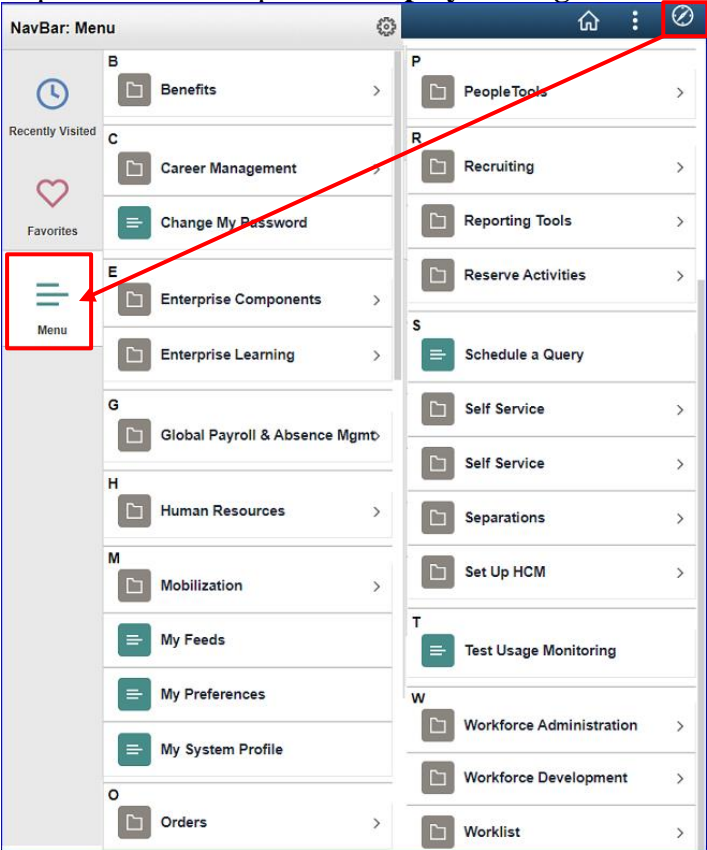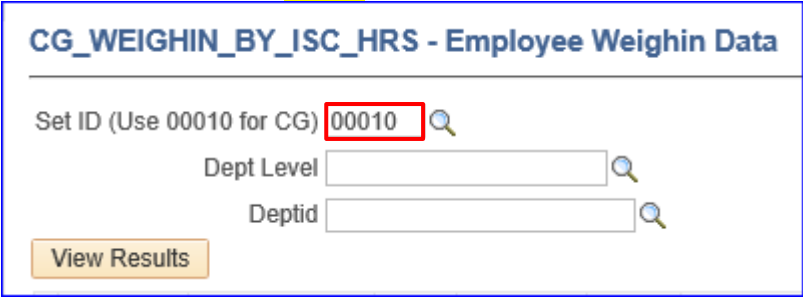# Member Weigh In Report

Introduction   This guide provides the procedures to run the Member Weigh In Report in Direct Access (DA).

Procedures   See below.

Step	Action
1	Navigate to: <mark>NavBar icon</mark> > <mark>Menu</mark> > Human Resources > Human Resource Reports> Profile Reports > **Employee WeighIn Information**.
2	The CG_WEIGHIN_BY_ISC_HRS – Employee Weighin Data will display. If the **Set ID** is blank, enter <mark>00010</mark>.

Member Weigh In Report, Continued

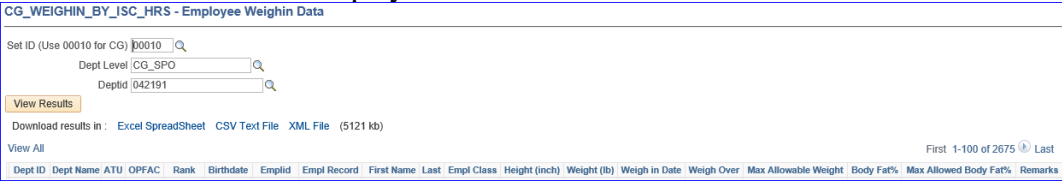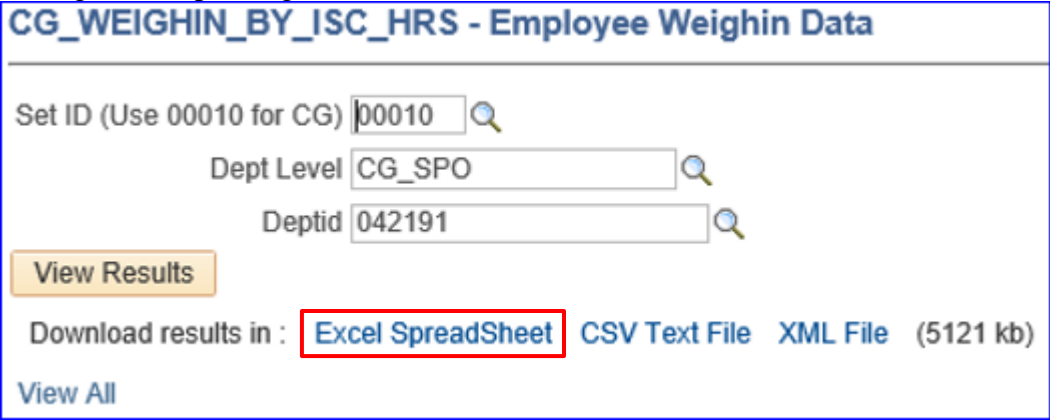**Procedures**,
continued

Step	Action
3	Using the lookup, select the appropriate **Dept Level**. • **CG_DEPT_ORG** – Displays only those members attached to the Department ID • **CG_ISC** – Displays all members attached to all of the units serviced by the Sector/Base Department ID • **CG_SPO** – Displays all members attached to all of the units serviced by the SPO Department ID **CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data** Set ID (Use 00010 for CG) 00010 Dept Level CG_SPO Deptid View Results **Query** Search by: Tree Name begins with Look Up Cancel Advanced Lookup Search Results View 100 First 1-3 of 3 Last | Tree Name	Description
CG_DEPT_ORG	Official CG Org Structure
CG_ISC	ISC/Sector/Base Tree
CG_SPO	SPO	
4	Enter the **Deptid** (Department ID number) or use the lookup to locate and select the Department ID. Click **View Results**. **CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data** Set ID (Use 00010 for CG) 00010 Dept Level CG_SPO Deptid 042191 View Results

Member Weigh In Report, Continued

Procedures,
continued

Step	Action
5	The Search Results will display. CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data Set ID (Use 00010 for CG) 00010 Dept Level CG_SPO Deptid 042191 View Results Download results in : Excel SpreadSheet CSV Text File XML File (5121 kb) View All First 1-100 of 2675 Last 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
6	The results may be downloaded to an **Excel Spreadsheet** for easier viewing, sorting, and/or printing. **CG_WEIGHIN_BY_ISC_HRS - Employee Weighin Data** Set ID (Use 00010 for CG) 00010 Dept Level CG_SPO Deptid 042191 View Results Download results in : Excel SpreadSheet CSV Text File XML File (5121 kb) View All
7	Here is a closer look at the spreadsheet:

Step 7 spreadsheet (columns A–L)

Dept ID	Dept Name	ATU	OPFAC	Rank	Birthdate	Emplid	Empl Record	First Name	Last	Empl Class	Height (inch)
000018	CG STA FIREFLY	12	30415	CAPT	4/10/1965	1234567	0	Malcolm	Reynolds	AD	72
000018	CG STA FIREFLY	12	30415	MKC	4/3/1983	2345678	0	Kaylee	Frye	AD	67
000018	CG STA FIREFLY	12	30415	GM1	8/13/1984	9876543	0	Jayne	Cobb	AD	72
000018	CG STA FIREFLY	12	30415	CDR	4/28/1984	8765945	0	Zoe	Washburne	AD	69
000018	CG STA FIREFLY	12	30415	LT	9/19/1978	1212125	0	Inara	Serra	AD	67
000018	CG STA FIREFLY	12	30415	CWO3	11/16/1985	7585956	0	Hoban	Washburne	AD	70
000018	CG STA FIREFLY	12	30415	SK1	5/11/1988	8596743	0	Shepard	Book	SEL	72
000018	CG STA FIREFLY	12	30415	LCDR	8/15/1978	4578962	0	Tamm	Simon	AD	69
000018	CG STA FIREFLY	12	30415	SN	7/29/1983	9638527	0	Tamm	River	AD	63

Step 7 spreadsheet (columns M–S)

Weight (lb)	Weigh in Date	Weigh Over	Max Allowable Weight	Body Fat%	Max Allowed Body Fat%	Remarks
178	4/13/2019		202	0	0	semi annual weight in. mbr compliant
142	4/13/2019		175	0	0	semi annual weight in. mbr compliant
181	4/29/2019	0	202	0	0	in compliance
151	4/29/2019	7	186	0	0	In compliance
141	4/19/2019	0	175	0	0	in compliance
171	4/18/2019	0	191	0	0	in compliance
176	4/13/2019		202	0	0	semi annual weigh in, mbr compliant
186	4/13/2019		186	0	0	semi annual weigh in, mbr compliant
124	4/19/2019	0	155	0	0	in compliance