Mass Award Update

Overview

Introduction

This guide provides the procedures for a Personnel & Admin (P&A) Office to enter and execute an award for a large group of members who are authorized the same award on the same date (Mass Update) in Direct Access (DA). The user must have the **CG Admin Technician/Supervisor** functional role to enter Mass Award Update entries in DA.

Upon the creation or receipt of the Text file, there are **5 stages** of a Mass Update that **MUST** be completed in order; otherwise, the entire Mass Update process will fail. These stages are: **1)** Define Mass Update, **2)** Load Mass Update, **3)** Create Mass Update, **4)** Manage Mass Update, and **5)** Execute Mass Update.

Important Information

Do NOT run a Mass Award Update during Finalization. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Before You Begin

It is important to obtain the award code for the award being entered through the Mass Update. If the award code is unknown, it can be found by using the lookup function in <u>Honors and Awards</u> (in DA from the Person Profile pagelet: select Person Profiles > Qualifications tab > Add New Honors and Awards > Honors and Awards lookup).

Overview, Continued

Data Source File

Processing a Mass Update requires a **Text file**. The Text file may be created from scratch or converted from an Excel spreadsheet. Regardless of how the Text file is created, it is important to follow the formatting guidelines to prevent catastrophic errors when executing the Mass Update.

- To create a Text file from scratch, see Creating a Text File to ensure specific formatting requirements are met.

- To create a Text file by converting an excel spreadsheet, see Converting a Text File to ensure duplicate or invalid Emplids are removed from the file prior to conversion and the specific formatting requirements are met.

Contents

Creating a Text File for Mass Update

Introduction

This section of the guide provides the procedures for creating and properly formatting a Text file from scratch for a Mass Award Update.

Important Information

It is **extremely important** to ensure the format of the Text file is correct. If the Mass Award Update process fails, the Text file will need to be recreated from scratch. A NEW Text file, Header name, and Mass Update ID will need to be created. For example, if the original Mass Update ID and Text file were named CGAWD1234567**C**, an **entirely new Text document** would need to be created with the File name, Header name, and Mass Update ID of CGAWD1234567**D**.

In addition, do **NOT** duplicate or reuse File names, Header names, or Mass Update IDs. While the Text document may be different, Direct Access will view the file as a duplicate and will not process. The **ONLY** way to correct this, is to create an **entirely new Text document** with a new File name, Header name, and Mass Update ID.

Things to Note when creating the Text file

The Text file must contain:
• A Header row (this will be the File name and Mass Update ID)
• A CG row
• Valid Emplids
• No Civilian or Auxiliarist Emplids (**see Exception below**)
• Properly formatted Emplids
• No duplicate Emplids
• No added spaces after Header row, CG row, or each Emplid
• No added lines after last Emplid

Exception: Some Civilian employees may have two profiles within Direct Access (employee is also a CG Reservist or CG Retiree). In these cases, if the employee is authorized an award for their service as a Reservist or a Retiree, their Emplid may be entered into the Text file for the Mass Update. The Mass Award Update will update the employee's Reserve or Retiree profile with the award.

Creating a Text File for Mass Update, Continued

Procedures   See below.

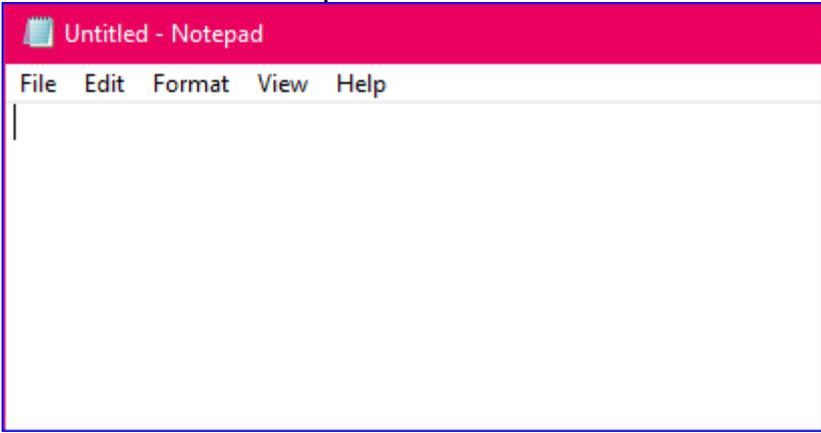| Step	Action
1	Before running a Mass Update, a Text file must be created. To create the Text file, open the Notepad application by locating the Windows icon on the task bar.
2	Right click on the **Windows** icon and select **Search**.
3	A Search window will open. Type **Notepad** in the Search field.
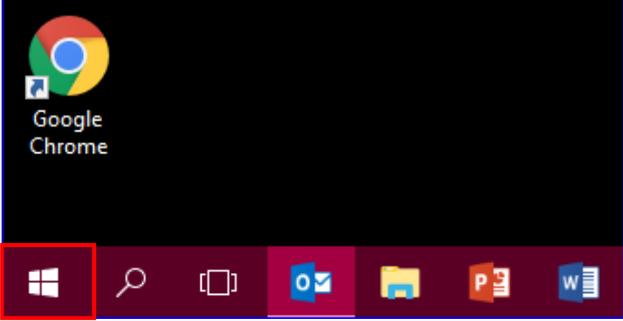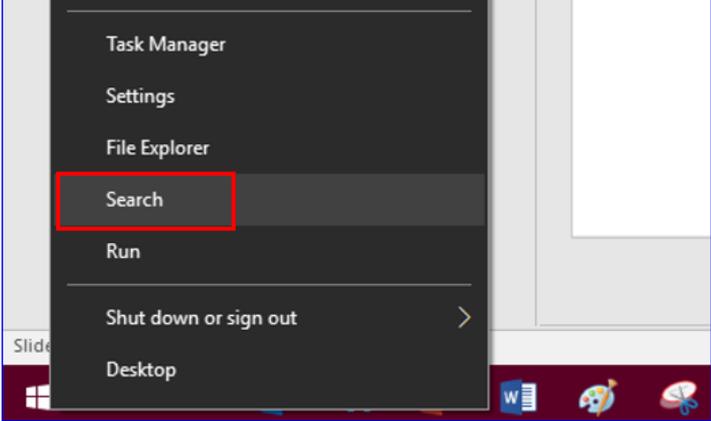
Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
4	The Notepad application will be listed. Click on **Notepad**.
5	A blank document will open.
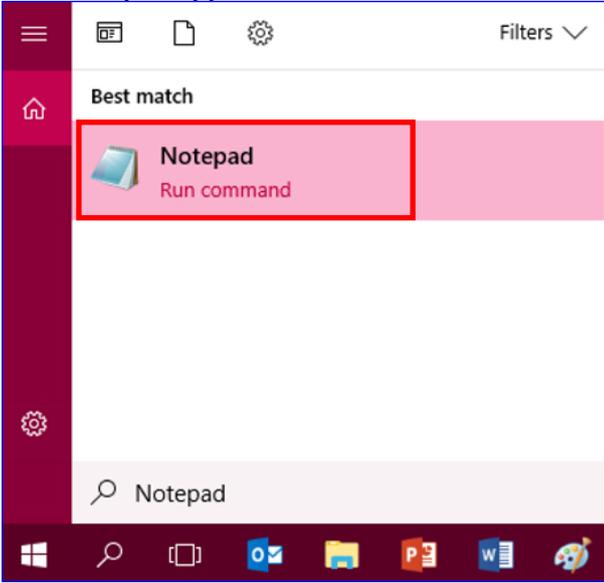
Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
6	On the first line, enter the Header name. This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, **CGAWD1234567A** or **CGAWD9876543B** (It is recommended to utilize the Emplid of the technician processing the Mass Award and add a different letter to the end of each header name to prevent duplicate Mass Award entries and aid in identification of each Mass Update). Hit **Enter**, leaving **NO** spaces after the header name. **NOTE:** If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has **NOT** been used before. Untitled - Notepad File Edit Format View Help CGAWD1234567A
7	The second line of the file must contain **CG**. Hit **Enter** after typing CG, leaving **NO** spaces. Untitled - Notepad File Edit Format View Help CGAWD1234567A CG
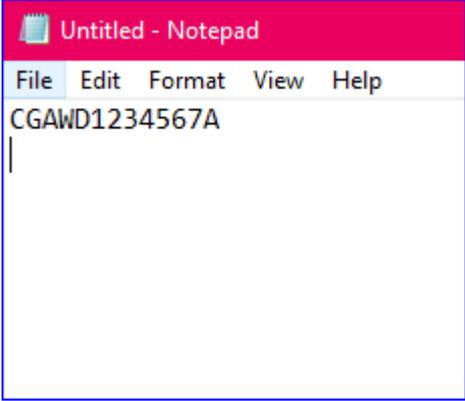
Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
8	Add each Emplid authorized to receive the award, **hitting enter after each entry**, leaving **NO** spaces at the end of each line. **Untitled - Notepad** File Edit Format View Help CGAWD1234567A CG 9876543 5678941 8787879 3636367 5858589 1111223 7485962 8956237 9865327 7845129
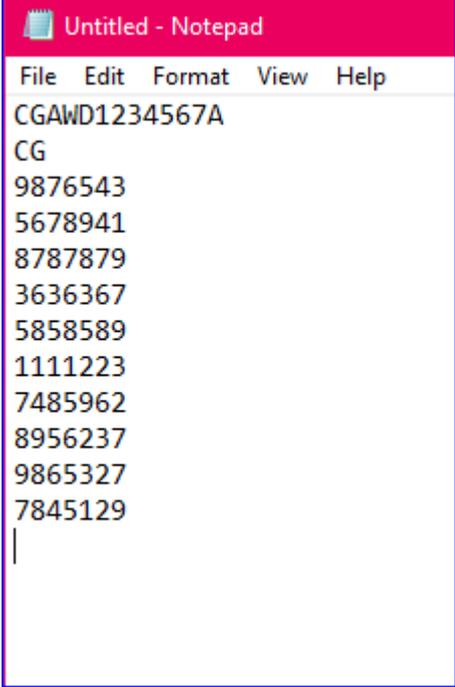
Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
9	After the final Emplid has been entered, **review** the document to ensure each Emplid was entered correctly and there are **NO** additional spaces or extra lines at the end of the file. If the scroll bar allows you to scroll past the last Emplid, the document has extra lines. **Scroll** to the bottom of the document, and place the cursor on the last line available. **Hit the backspace** key until the cursor is sitting directly next to the last Emplid in the list. **IMPORTANT:** It is **extremely important** to ensure the format of the Text file is correct. If the Mass Update process fails, the Text file will need to be reviewed for any errors/incorrect formatting. An entirely new Text file will need to be created with a new Mass Update ID, File name, and Header name. For example, if the original Mass Update ID/File name/Header name was CGAWD1234567**C**, a new Text file will need to be created with the Mass Update ID/File name/Header name of CGAWD1234567**D**.

Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
10	Once the Header name, CG row, and Emplids have been added, and any additional spaces and lines have been removed; click **File**, then **Save As**.

Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
11	Select a location for the file (i.e. desktop, documents folder, etc.), then **enter a File name**. It is recommended the File name be entered the same as the Header name entered in Step 6. Ensure the file saves as a **Text Document**. Click **Save**. **NOTE:** If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has **NOT** been used before.
12	The Text file will now indicate a file name. Close out of the Text document. The next stage of the Mass Update (Define Mass Update) is ready to be started.
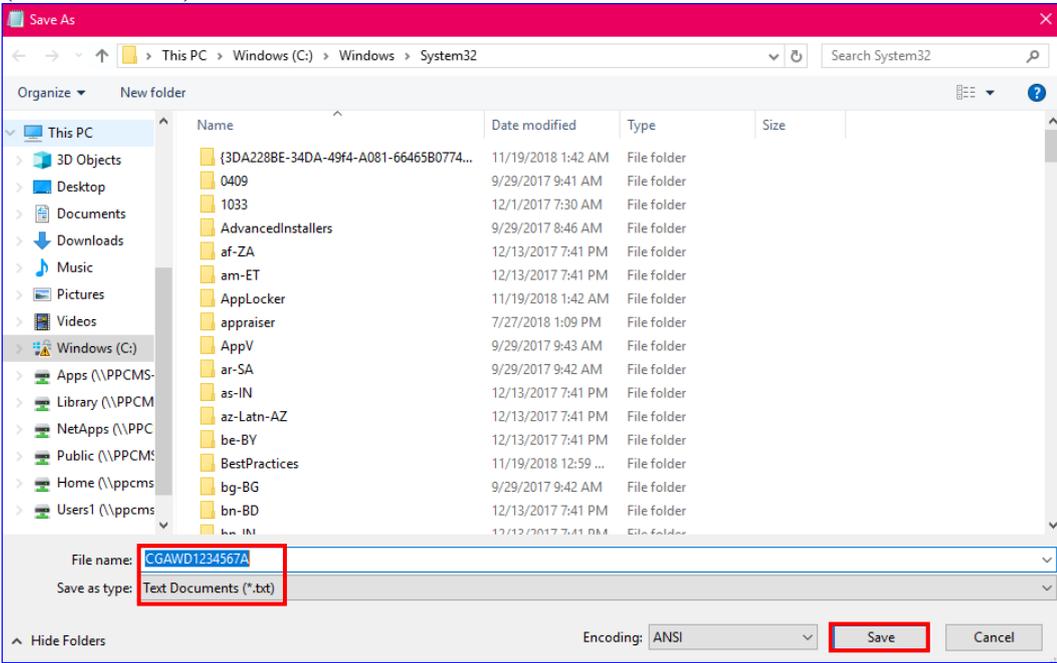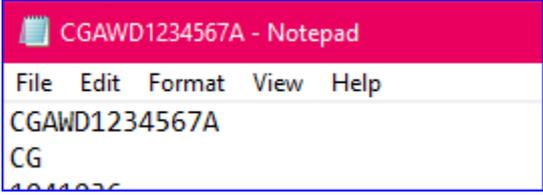
Formatting and Converting an Excel Spreadsheet to a Text File

Introduction	This section of the guide provides the procedures to convert an Excel spreadsheet to a Text file required for a Mass Award Update. It also provides guidance on removing duplicate and invalid Emplids from the file.

IMPORTANT	It is important to create the text file from a **NEW** Excel spreadsheet. It has been found that if the information from the original Excel spreadsheet received by the requestor is copied and pasted into a Text file incorrectly, without clearing the background formatting, it interferes with the Mass Update process and leads to catastrophic errors.

Please follow the procedures provided in this section to ensure all formatting requirements are met. If an error is incurred during the Mass Update process, a new Text file will need to be created with a new Mass Update ID and Header name with each Emplid manually entered into the Text file (see Creating a Text File for Mass Update).

Things to Note when Creating a Text File	The Text file must contain: • A Header row (this will be the File name and Mass Update ID) • A CG row • Valid Emplids • No Civilian or Auxiliarist Emplids (**see Exception below**) • Properly formatted Emplids • No duplicate Emplids • No added spaces after Header row, CG row, or each Emplid • No added lines after last Emplid

Exception: Some Civilian employees may have two profiles within Direct Access (employee is also a CG Reservist or CG Retiree). In these cases, if the employee is authorized an award for their service as a Reservist or a Retiree, their Emplid may be entered into the Text file for the Mass Update. The Mass Award Update will update the employee's Reserve or Retiree profile with the award.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures   See below.

Step	Action
1	However, the P&A Office receives the list of members authorized the mass award (DA generated roster, unit roster, etc.), each member's Emplid will need to be entered into a new Excel spreadsheet. Review the roster/spreadsheet and remove all Auxiliarist and Civilian Emplids. The roster/spreadsheet should only include those members who are current or prior Active Duty or Reserve (see the <u>Exception on previous page</u>). Once any invalid Emplids have been removed, right click on the column containing the Emplids and select **Copy**.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
2	Open a **NEW** Excel spreadsheet (do not create a new worksheet – this **MUST** be a completely NEW file). Place the cursor in first cell of the first column. Right click in the cell and select **Paste**.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
3	The Emplids will populate into the NEW spreadsheet. If a column header was copied over: **Highlight** the row to be deleted by clicking on the row number, **right-click** and select **Delete**.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
4	Depending on where the Emplids are copied from, it may be necessary to convert the Emplids to a Number. If there is a formatting message attached to the Emplids, **highlight** the Column A, **click** on the drop-down arrow, and select **Convert to Number**.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures,
continued

Step	Action
5	**Highlight** Column A and complete the following: • Change the **Font** from the default (Calibri) to another font and then back to the default (Calibri). • Change the **Font Size** from the default (11) to another font size and then back to the default (11). • Select **Bold** and then un-bold. • Select **No Borders**. • Select **No Fill**. • Select the **Center** Alignment. These steps are necessary to remove any background formatting that may have carried over from the original spreadsheet.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
6	Once all the Emplids have been populated and formatted, they will need to be sorted into numerical order. To do this, **highlight** Column A and select **Data > Sort**. Ensure the Sort by field indicates **Column A** and Order is **Smallest to Largest**. Click **OK**.
7	Now the spreadsheet will need to be reviewed for any duplicates. To do this, return to the **Home** menu and **highlight** Column A (click on the A).
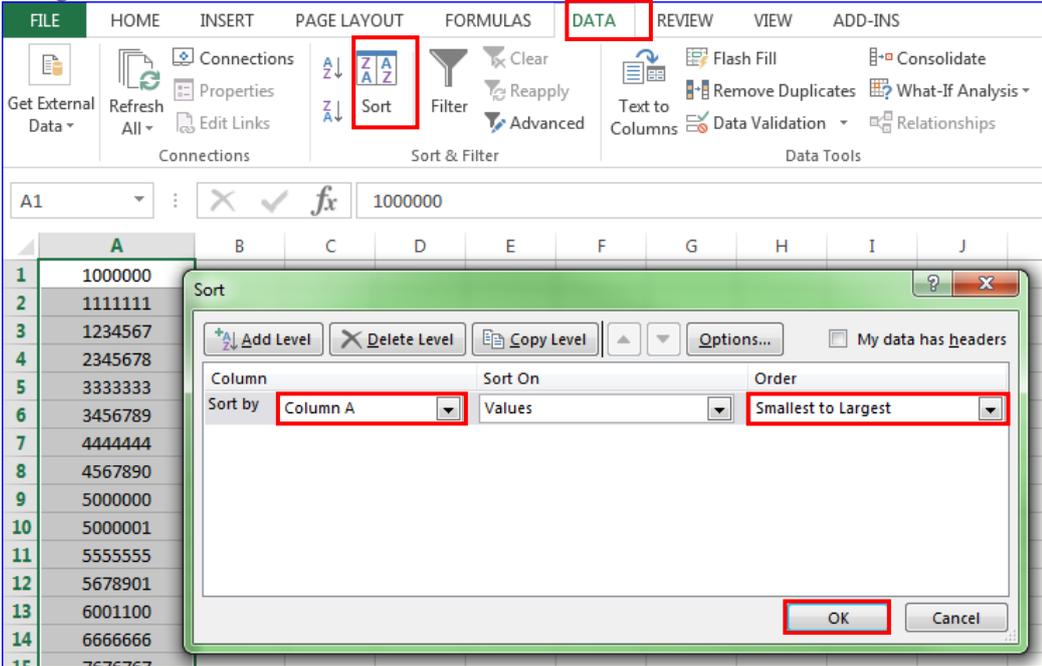
Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures,
continued

Step	Action
8	Select **Conditional Formatting > Highlight Cell Rules > Duplicate Values**.
9	The format parameters will display with the default highlight color of Light Red Fill with Dark Red Text, click **OK**.
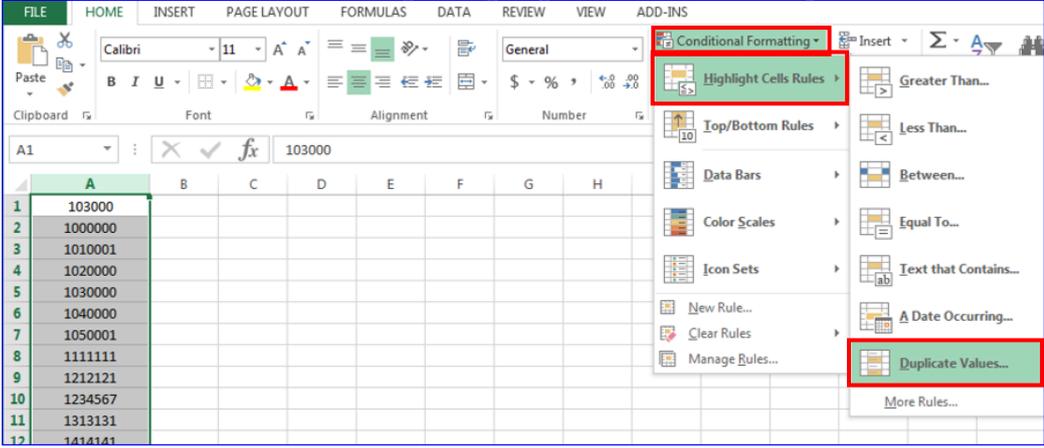
Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
10	All duplicate Emplids will be highlighted in red. Scroll through the spreadsheet to locate any duplicate Emplids. If duplicates are found, **right click** on the row number of the row to be deleted and select **Delete**. Repeat for each duplicate Emplid.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
11	Once any duplicates have been deleted, it is important to **review** the list of Emplids to ensure they are formatted correctly. Scroll through the entire list of remaining Emplids and **correct** or **delete** any that are formatted incorrectly (i.e. too many characters, too few characters, special characters or letters). Refer to Step 8 for instructions on deleting a row. **NOTE:** Any invalid Emplids will need to be researched to determine what they should be and if they should be issued the award. To avoid delays in running the Mass Award Update, it is recommended that awards for these Emplids be entered individually upon completion of the research.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
12	Once the spreadsheet has been reviewed to ensure all Emplids listed are valid and in numerical order, **two rows** need to be added to the beginning of the list. **Highlight** Row 1, **right click**, and select **Insert**. **Repeat** this process to insert a second row.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
13	In **Row 1**: Enter a **Mass Update ID** (Header name). This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, **CGAWD1234567A** or **CGAWD9876543B** (It is recommended to utilize the Emplid of the technician processing the Mass Award and add a different letter to the end of each header name to prevent duplicate Mass Award entries and aid in identification of each Mass Update). In **Row 2**: Enter **CG**. **NOTE:** If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has **NOT** been used before.

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
14	Once the spreadsheet is populated with all the Emplids to be awarded and Rows 1 & 2 have been populated, the spreadsheet is ready to be saved as a Text file. To do this, select **File**.
15	Select **Save As**. Click **Browse** and select a location to save the file.
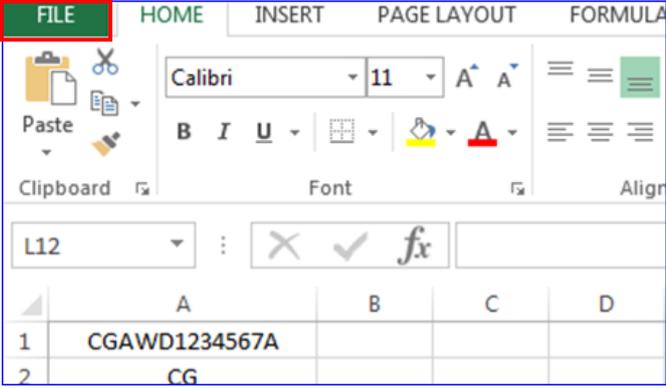
23

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
16	Enter a **File Name.** It is recommended the file name be the Mass Update ID. For example, the Mass Update ID is CGAWD1234567A so the File name entered is CGAWD1234567A. Using the **Save as type** drop-down, select Text (Tab delimited) and click **Save**.
17	A warning message will display. Click **Yes**.
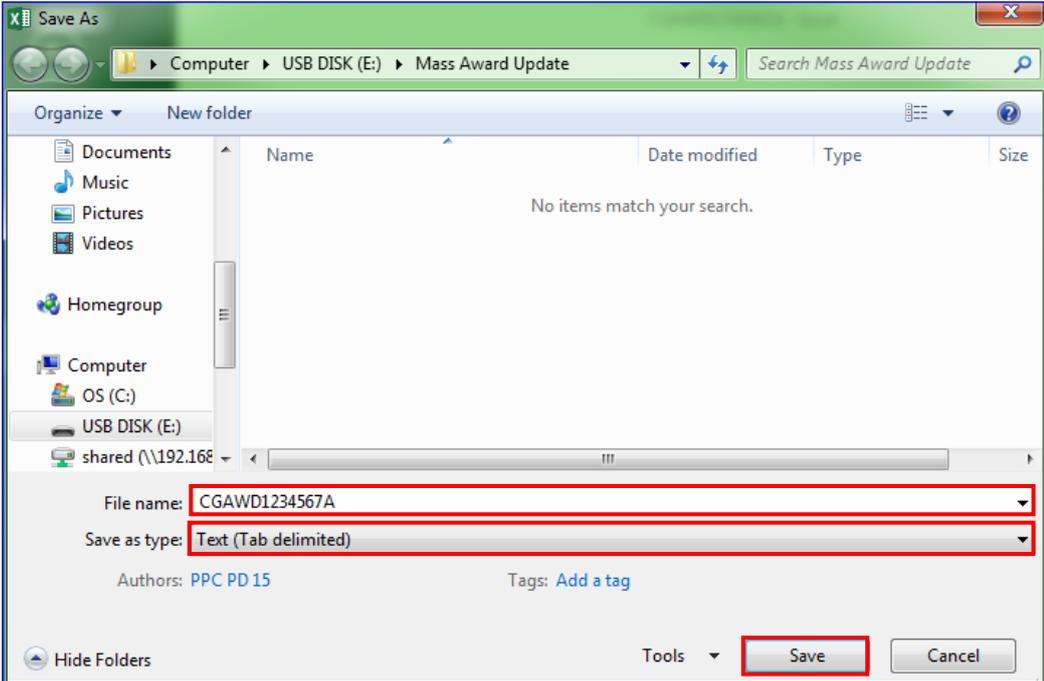
Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures,
continued

Step	Action
18	A Text file will be saved to the location selected in Step 15. Close out of the Excel Spreadsheet. Locate the Text file and **double-click** to open.
19	Ensure the information and format established in the Excel spreadsheet carried over in its entirety to the Text file.
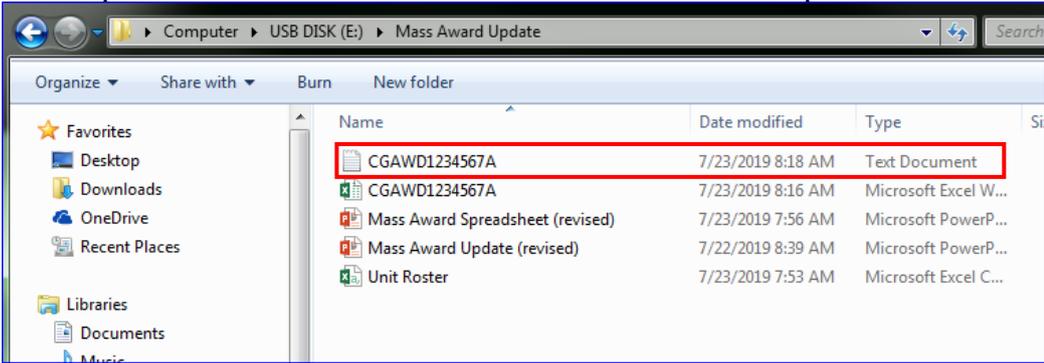
Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures, continued

Step	Action
19 (cont.)	While the procedures directed in Step 3 should've ensured all background formatting and extra spaces were removed, it is always best to **review the Text file** for any formatting errors prior to moving onto the next phase of the Mass Update. One way to ensure there are no extra spaces in the Text file: **Highlight** the entire list of Emplids, then scroll through the list to ensure there are no extra spaces at the end of each row. Delete any extra spaces found (there should be a hard return after each Emplid **except** the last Emplid). The cursor should sit directly next to the last Emplid in the list (see Step 9 of Creating a Text File for Mass Update for proper formatting of a Text file). **IMPORTANT:** It is **extremely important** to ensure the format of the Text file is correct. If the Mass Update process fails, the Text file will need to be reviewed for any errors/incorrect formatting. A **NEW** Mass Update ID/ Header name and Text file name will need to be created. For example, if the original Mass Update ID/Header/Text file name was CGAWD1234567**C**, the new Mass Update ID/Header/Text file name will be CGAWD1234567**D**. ![Notepad window titled CGAWD1234567A showing a highlighted list of Emplids: CG, 1000000, 1010001, 1020000, 1030000, 1040000, 1050000, 1111111, 1212121, 1234567, 2345678 (with Extra Spaces callout), 3333333, 3456789, 4444444, 4567890, 5000000, 5000001. Red box points to "2345678" with annotation: **Extra Spaces** – these need to be removed.]
20	Save any changes made and exit out of the Text file. The next stage of the Mass Update (Define Mass Update) is ready to be started.
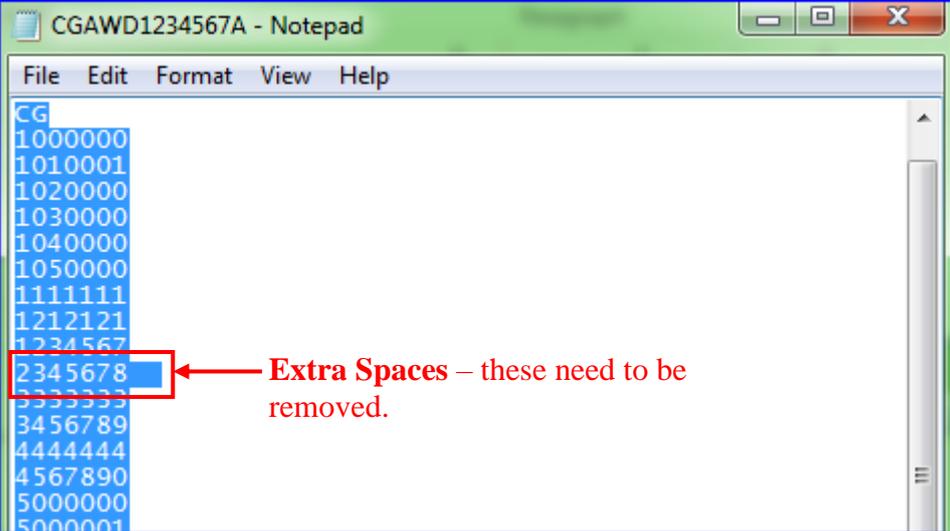
Define Mass Update

Introduction   This section of the guide provides the procedures for a P&A Office to define the parameters for a Mass Update in Direct Access (DA). This is the **first stage** of the Mass Update process.

Important Information   **Do NOT run a Mass Award Update during Finalization**. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures   See below.

Step	Action
1	Click on the **Mass Updates** tile. **Mass Updates**
2	Select the **Define Mass Update** option. Create Mass Updates Define Mass Update Delete Mass Updates Execute Mass Updates Load Mass Updates Manage Mass Updates Report Mass Updates

Define Mass Update, Continued

Procedures,
continued

Step	Action
3	The Define Mass Update page will display. Click **Add a New Value** tab. **Define Mass Update** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value [Add a New Value] ▼ Search Criteria Mass Update ID begins with ☑ [_____] Description begins with ☑ [_____] Mass Update Status = ☑ [_____ ☑] ☐ Case Sensitive [Search] [Clear] Basic Search 🔍 Save Search Criteria
4	Enter the **Mass Update ID** (this was the header name entered in row 1 of the Text file created in the <u>Formatting a Text File</u> section of this guide). Click **Add**. **REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Define Mass Update process.** Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted, including the creation of a new Text file with a new File name, Header name, and Mass Update ID. **Define Mass Update** Find an Existing Value **Add a New Value** Mass Update ID [CGAWD1234567A] [Add]

Define Mass Update, Continued

Procedures,
continued

Step	Action
5	Enter the long title of the award in the **Description** field. Enter the award code in the **Short Desc** field (see Before You Begin section of this guide for information on obtaining the award code). The Reference Date will default to the current date. This may be left as is or enter the issue date of the award in the **Reference Date** field. Click the **Common Changes** tab.
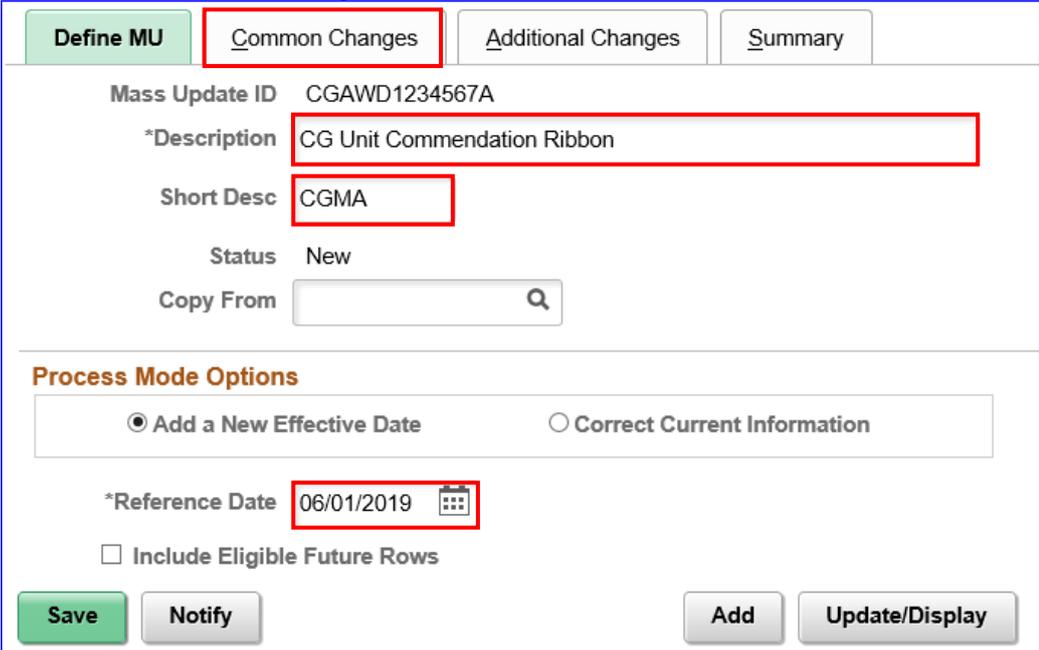
Process Mode Options screen content:

Tabs: Define MU | Common Changes | Additional Changes | Summary

Mass Update ID CGAWD1234567A
*Description CG Unit Commendation Ribbon
Short Desc CGMA
Status New
Copy From [   ]

Process Mode Options
◉ Add a New Effective Date   ○ Correct Current Information

*Reference Date 06/01/2019
☐ Include Eligible Future Rows

Save   Notify   Add   Update/Display |

Define Mass Update, Continued

Procedures,
continued

Step	Action
6	Leave the Select By field blank. Expand the **Individuals** section by clicking the arrow.

Define Mass Update, Continued

Procedures,
continued

Step	Action
7	From the Text file of Emplids for the Mass Update, **enter the first Emplid** in the list (immediately under CG row). Leave the *Process field at **Include** (this will ensure that member will be included in the Mass Award Update).

Define Mass Update, Continued

Procedures, continued

Step	Action
8	**Seq Nbr 1:** Under Data Changes, using the *Section drop-down, select **Profile Management**. Using the *Element drop-down, select **Profile Type**. Under Character Value, enter **Person** or use the lookup and select Person. Click the **(+)** button to add an additional row.
9	**Seq Nbr 2:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **Honor and Award**. Under Character Value, enter the **Short Desc** (award code) from Step 5 or use the lookup to search for the Character Value. Click the **(+)** button to add an additional row.
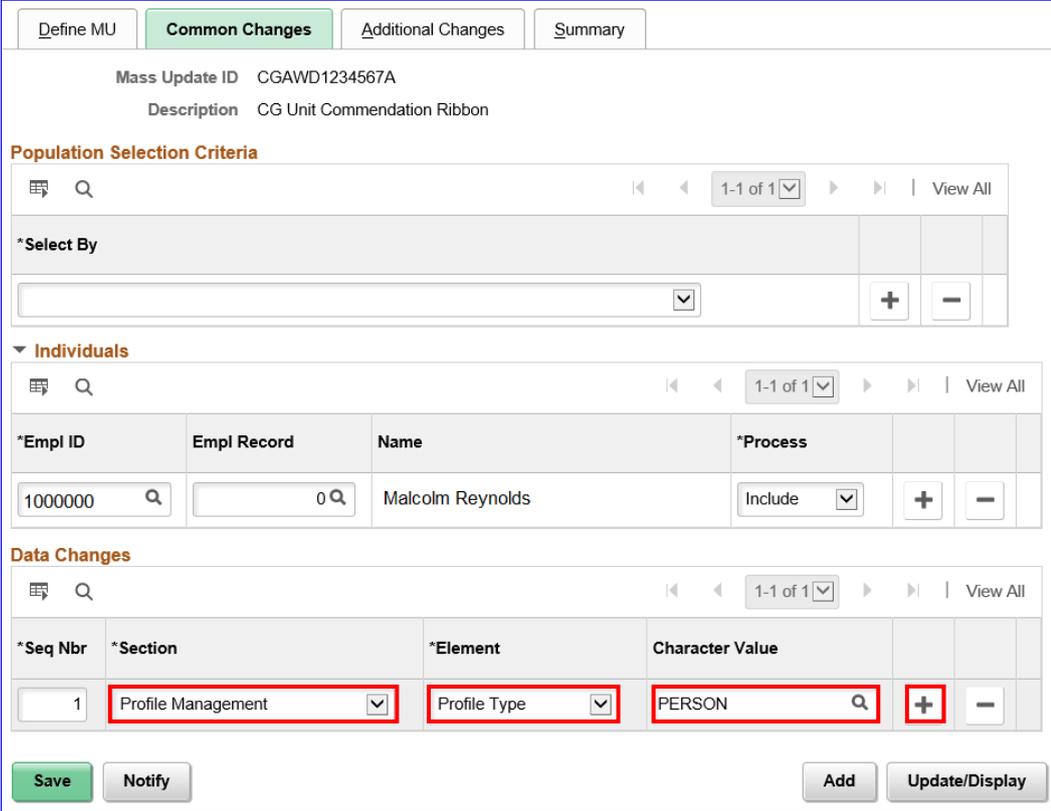
Define Mass Update, Continued

Procedures,
continued

Step	Action
10	**Seq Nbr 3:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **Status**. Under Character Value, enter **A** (for Active). Click the **(+)** button to add an additional row.
11	**Seq Nbr 4:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **From Date**. Under Date Value, enter the **date the award period began** (if the award only has an issue date, leave blank). Click the **(+)** button to add an additional row.
12	**Seq Nbr 5:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **To Date**. Under Date Value, enter the **date the award period ended** (if the From Date value was left blank, leave the To Date field blank). Click the **(+)** button to add an additional row.

Define Mass Update, Continued

Procedures,
continued

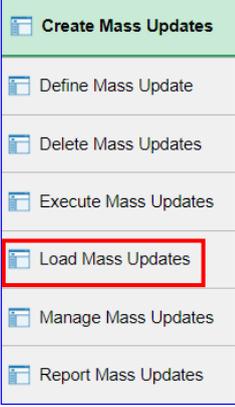| Step	Action
13	**Seq Nbr 6:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **Approval Date**. Under Date Value, enter the **date** the award was signed by the authorization authority.
14	**Seq Nbr 7:** Using the *Section drop-down, select **Honors and Awards**. Using the *Element drop-down, select **Grantor**. Under Character Value, enter the **authority authorizing the award** or **leave blank** (this field is limited to 20 characters). Click **Save**. **NOTE:** Do **not** use any special characters other than quotations. For example, LANTAREA **"O"** DEV is acceptable. All other special characters will result in an error. Ensure the Character Value field does not exceed 20 characters (includes spaces) or the Mass Update will result in an error that won't present itself until the final Execute phase.
15	Once the data has been saved, return to the DA Home screen. Continue with the next section of this guide: **Load Mass Update**.

Load Mass Update

Introduction	This section of the guide provides the procedures for a P&A Office to run the **second stage** of the Mass Update in Direct Access (DA). This stage loads the Text file of Emplids for the Mass Award Update.

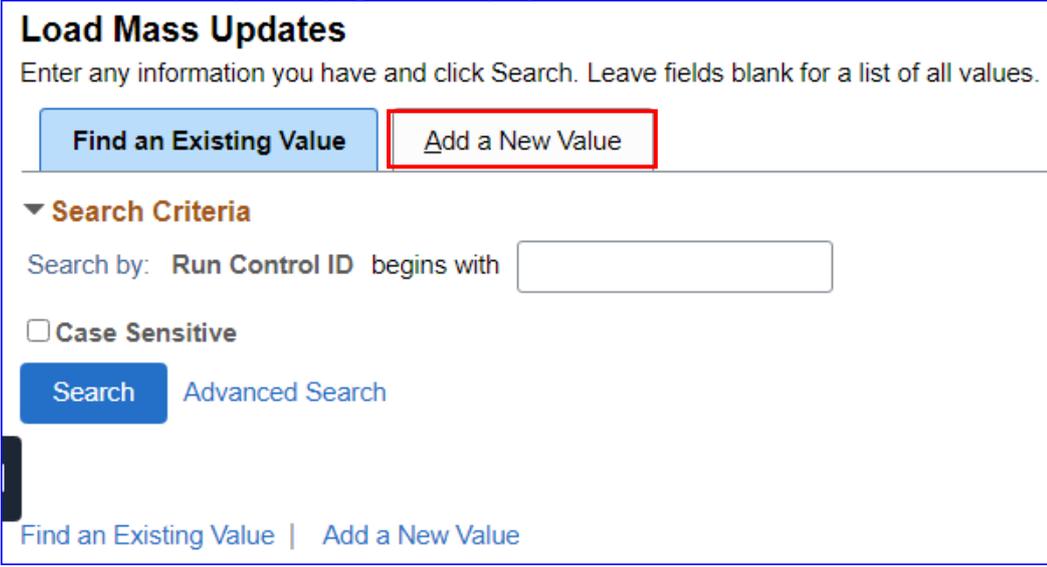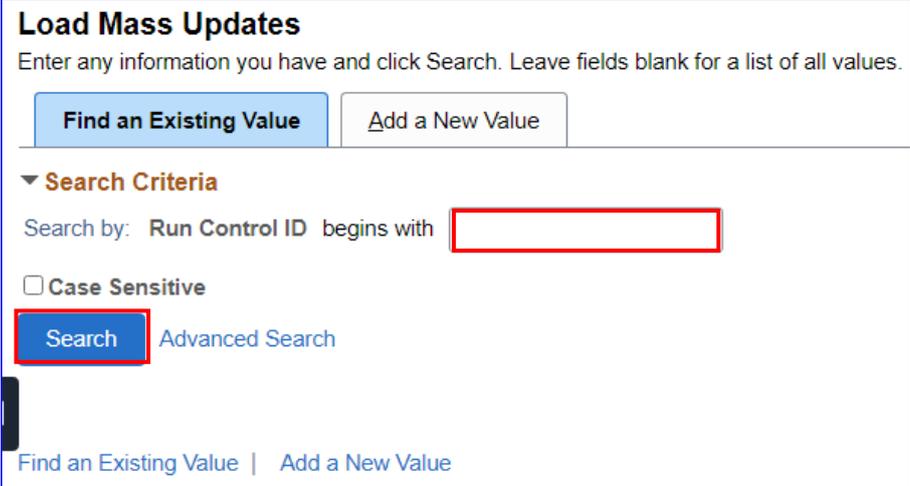|	
Important Information	**Do NOT run a Mass Award Update during Finalization**. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors. **Do NOT run a Mass Award Update while running any other applications in the background**. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID. **It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update**. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures	See below.

Step	Action
1	Click on the **Mass Updates** tile.
2	Select the **Load Mass Updates** option.

Load Mass Update, Continued

Procedures,
continued

Step	Action
3	The Load Mass Updates page will display. Select the **Add a New Value** tab.
4	Enter a **Run Control ID** (this will be the Mass Update ID used during the Define Mass Update process and established in the Text file). Click **Add**. **REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Load Mass Update process.** Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted at the Define Mass Update stage, including the creation of a new Text file with a new File name, Header name, and Mass Update ID.

Load Mass Update, Continued

Procedures,
continued

Step	Action
5	The Inbound Interface will open. In the *File Handle field, enter **L**.
6	Click **Add Attachment**.
7	Using the **Browse** button, locate the Text file of Emplids for this Mass Update (created in the first section of this guide). Click **Upload**.
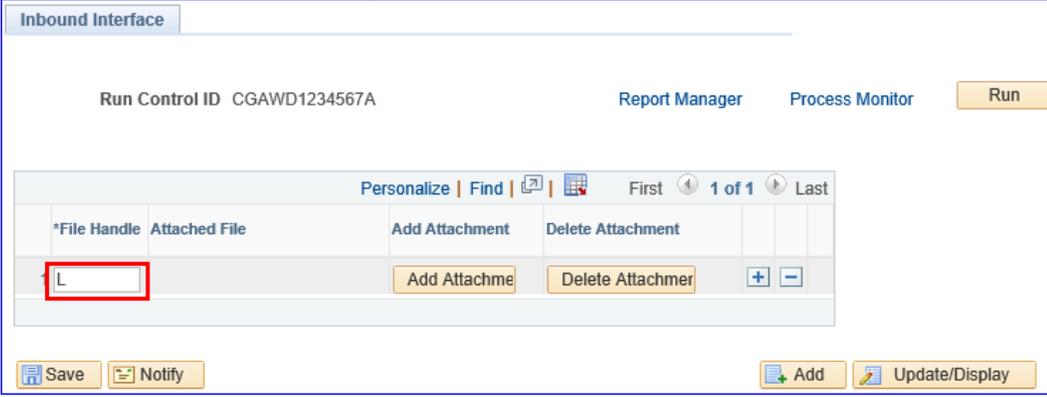
Load Mass Update, Continued

Procedures, continued

Step	Action
8	Ensure the correct file populated. Click **Run**. **Inbound Interface** Run Control ID CGAWD1234567A Report Manager Process Monitor Run Personalize | Find | ⧉ | ⊞ First ① 1 of 1 ① Last *File Handle Attached File Add Attachment Delete Attachment 1 L CGAWD1234567A.txt Add Attachme Delete Attachmer ⊞ ⊟ 💾 Save 🖅 Notify 📥 Add 🗐 Update/Display
9	The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select **PSUNX**. Ensure the **CG_AWD_BULK** process is checked. Click **OK**. **Process Scheduler Request** User ID 9193501 Run Control ID CGAWD1234567A Server Name PSUNX ⌄ Run Date 07/24/2019 🗓 Recurrence ⌄ Run Time 11:52:17AM Reset to Current Date/Time Time Zone 🔍 **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution | |---|---|---|---|---|---|---| | ☑ | CG_AWD_BULK | CG_AWD_BULK | Application Engine | Web ⌄ | TXT ⌄ | Distribution | OK Cancel

Load Mass Update, Continued

Procedures,
continued

Step	Action
10	The Inbound Interface will re-display with a Process Instance number. Select **Process Monitor**.
11	The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**. This may take a considerable amount of time depending on the size of the Text file. Continue to click the Refresh button periodically.
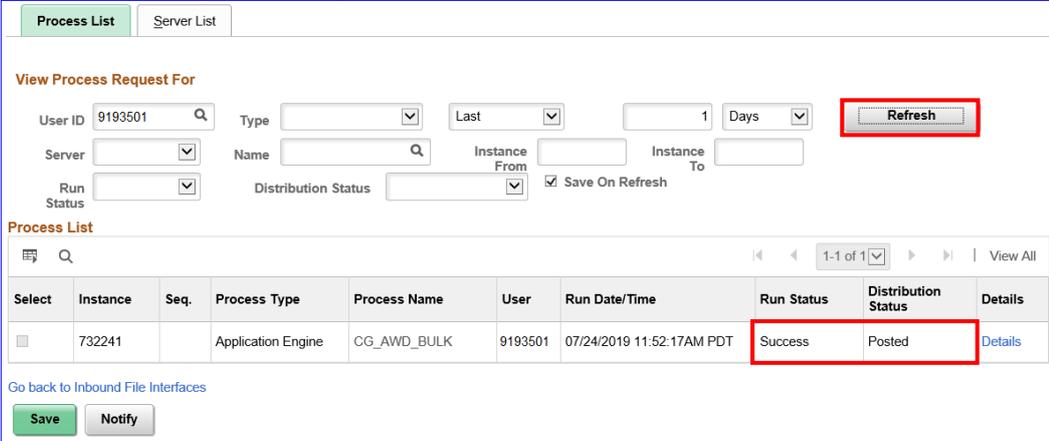
Load Mass Update, Continued

Procedures,
continued

Step	Action
12	Once the process has posted successfully, click **Details**. Process List Server List **View Process Request For** User ID 9193501 Type [ ] Last [ ] 1 Days [ ] Refresh Server [ ] Name [ ] Instance From [ ] Instance To [ ] Run Status [ ] Distribution Status [ ] ☑ Save On Refresh **Process List** | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
---	---	---	---	---	---	---	---	---	---
☐	732241		Application Engine	CG_AWD_BULK	9193501	07/24/2019 11:52:17AM PDT	Success	Posted	Details	 Go back to Inbound File Interfaces Save Notify
13	The Process Detail will display. Click **View Log/Trace**. **Process Detail** **Process** Instance 732241 Type Application Engine Name CG_AWD_BULK Description CG_AWD_BULK Run Status Success Distribution Status Posted **Run** **Update Process** Run Control ID CGAWD1234567A ◯ Hold Request Location Server ◯ Queue Request Server PSUNX ◯ Cancel Request Recurrence ☐ Delete Request ◯ Re-send Content ◯ Restart Request **Date/Time** **Actions** Request Created On 07/24/2019 11:53:16AM PDT Parameters Transfer Run Anytime After 07/24/2019 11:52:17AM PDT Message Log View Locks Began Process At 07/24/2019 11:53:37AM PDT Batch Timings Ended Process At 07/24/2019 11:53:52AM PDT View Log/Trace OK Cancel
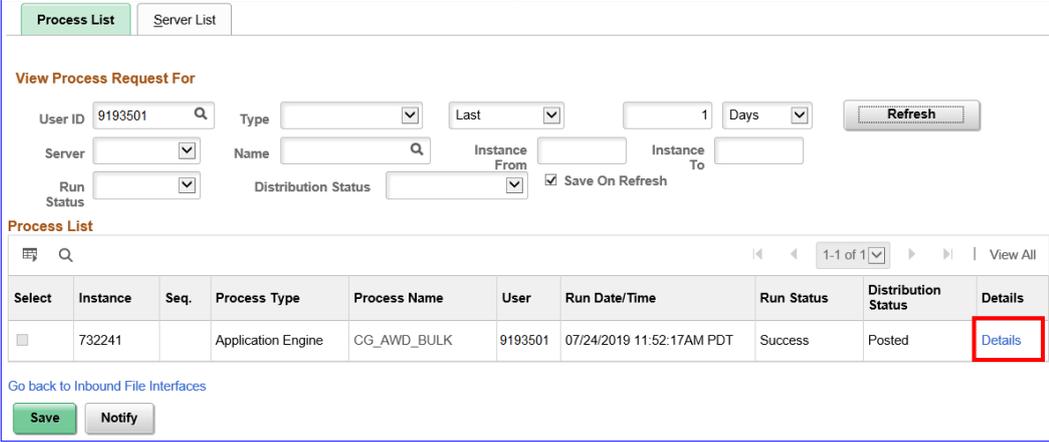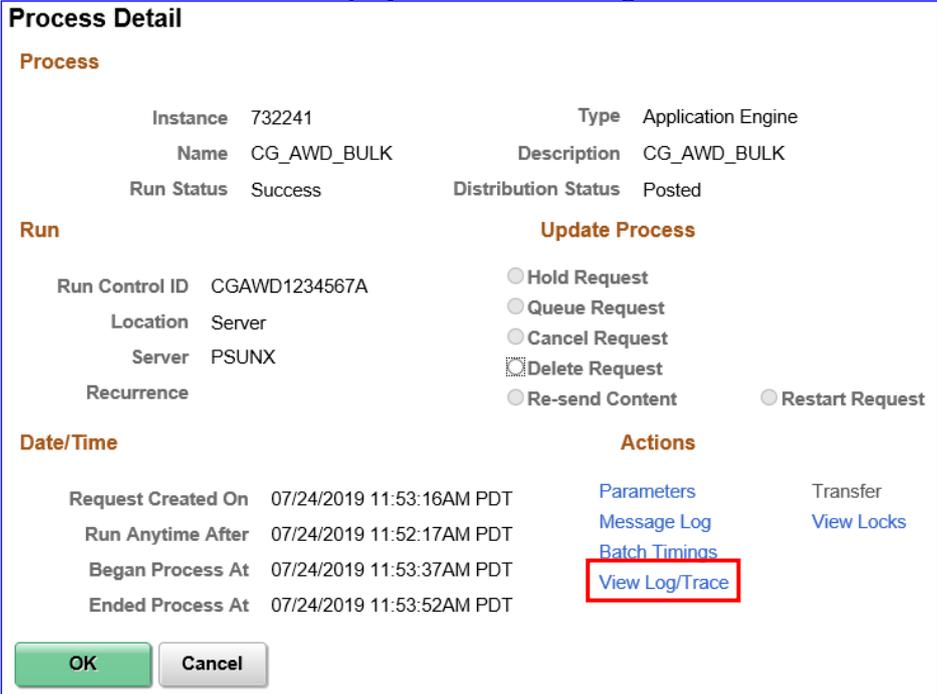
Load Mass Update, Continued

Procedures,
continued

Step	Action
14	Click the **AE_CG_AWD_BULK_######.stdout** file. This file will list all the Emplids processed and their status.

Load Mass Update, Continued

Procedures,
continued

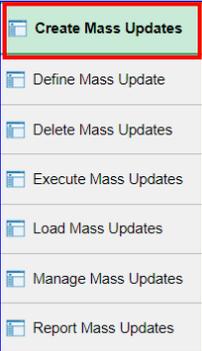| Step	Action
15	The file will open in a new window. **Review** the list to determine if any Emplids failed to process. All 'failed' Emplid(s) will need to be researched for validity. If the 'failed' Emplid(s) is determined to be valid, it will need to be entered into DA individually using the Honors and Awards guide. Make a note of all 'failed' Emplids and 'X' out of page to return to DA. **IMPORTANT:** When the Award Bulk Load runs correctly, the first Emplid (entered in Step 6 of the Define Mass Update stage, pulled from the Text file) will state 'Insert Failed'. However, the Emplid should appear in numerical order within the list of Emplids ready for execution in the Manage Mass Update stage. **Reasons an Emplid will fail:** • Emplid is a duplicate entry • Emplid is formatted incorrectly • Emplid does not exist • Emplid belongs to a Civilian/Auxilliarist/Retiree ``` PeopleTools 8.56.12 - Application Engine Server Copyright (c) 1988-2019 Oracle and/or its affiliates. All Rights Reserved PSAESRV started service request at 11.53.37 2019-07-24 Award Bulk Load Process Started - 2019-07-24-11.53.38.000000 (0,0) Insert Failed for - 1000000 (0,0) → See IMPORTANT 1010001 - Loaded (0,0) 1020000 - Loaded (0,0) 1030000 - Loaded (0,0) 1040000 - Loaded (0,0) 1050000 - Loaded (0,0) 1111111 - Loaded (0,0) Emplid does not exist in the system - 1212121 (0,0) 1234567 - Loaded (0,0) 2345678 - Loaded (0,0) 8787878 - Loaded (0,0) 9876543 - Loaded (0,0) Application Engine program CG_AWD_BULK ended normally PSAESRV completed service request at 11.53.38 2019-07-24 ```
16	Return to the Home page and continue with the next section of this guide: **Create Mass Update**.

Create Mass Update

Introduction	This section of the guide provides the procedures for the P&A Office to create a Mass Update in Direct Access (DA) using the parameters outlined in the Create Mass Update and Load Mass Update sections of this guide. This is the **third stage** of the Mass Update process.

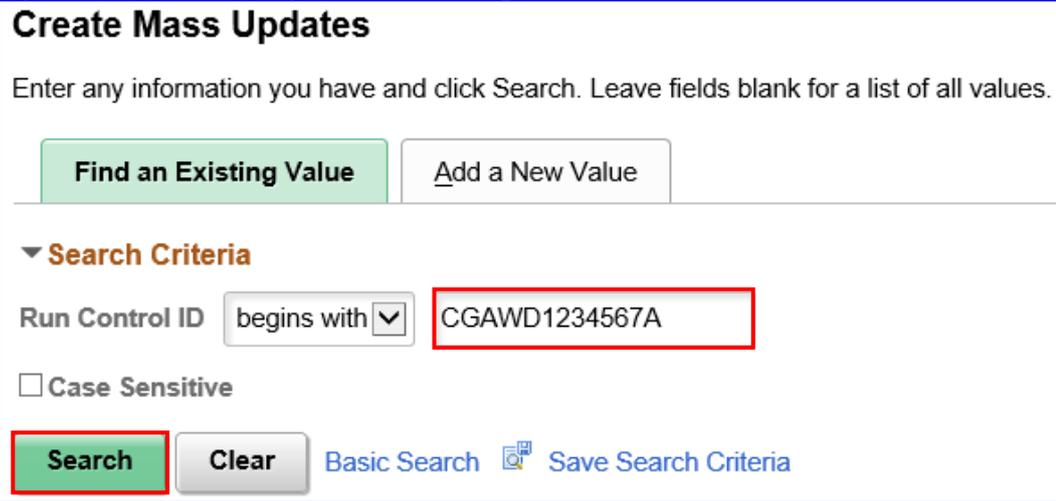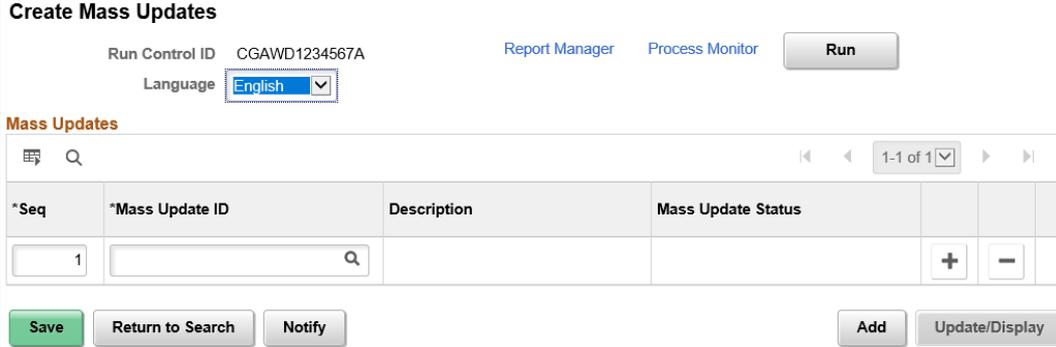|	
Important Information	**Do NOT run a Mass Award Update during Finalization**. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors. **Do NOT run a Mass Award Update while running any other applications in the background**. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID. **It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update**. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures   See below.

Step	Action
1	Click on the **Mass Updates** tile. **Mass Updates**
2	The **Create Mass Updates** option will automatically display. Create Mass Updates Define Mass Update Delete Mass Updates Execute Mass Updates Load Mass Updates Manage Mass Updates Report Mass Updates

Create Mass Update, Continued

Procedures, continued

Step	Action
3	On the **Find an Existing Value** tab, enter the **Run Control ID** (enter the Mass Update ID used in the previous two stages). Click **Search**.
4	The Create Mass Updates action page will display.

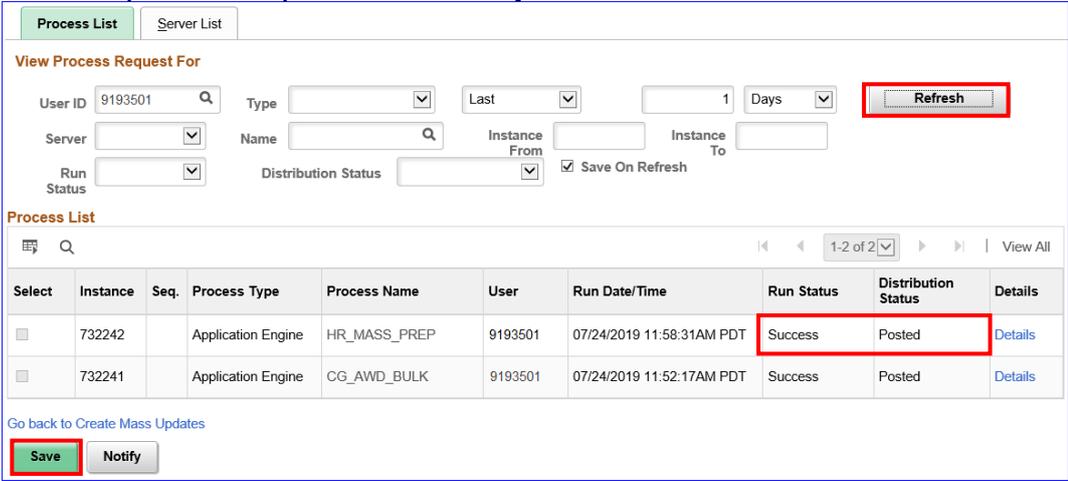# Create Mass Update, Continued

Procedures,
continued

Step	Action
5	Using the lookup, select the **Mass Update ID** from the search results or type in the Mass Update ID in the *Mass Update ID field. Click **Run**.
6	The Process Scheduler Request will display. Ensure the Server Name is set at **PSUNX** and Mass Update Selection is **checked**. Click **OK**.
7	The report parameters page will re-display. A Process Instance number will populate. Click **Process Monitor**.

Create Mass Update, Continued

Procedures,
continued

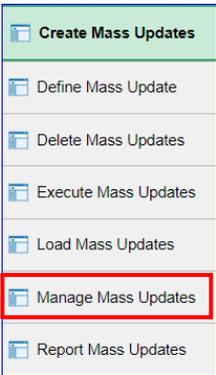| Step	Action
8	The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**. This may take a considerable amount of time depending on the size of the original Text file. Continue to click the Refresh button periodically. Once the process has posted successfully, click **Save**.
9	At this stage, the Mass Update has been created. Return to the Home page and continue with the next section of this guide: **Manage Mass Update**.

Manage Mass Update

Introduction   This section of the guide provides the procedures for a P&A Office to manage the Mass Update in Direct Access (DA) to ensure it has loaded correctly. This is the **fourth stage** of the Mass Update process.

Important Information   **Do NOT run a Mass Award Update during Finalization**. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures   See below.

Step	Action
1	Click on the **Mass Updates** tile.
2	Select the **Manage Mass Updates** option.

Manage Mass Update, Continued

Procedures,
continued

Step	Action
3	The Manage Mass Updates page will display. Using the lookup, select the **Mass Update ID** from the search results or type in the Mass Update ID (this is the same Mass Update ID used in the previous stages). **Manage Mass Updates** ▶ Running Instances Search Criteria Mass Update ID [🔍] Section [▼] Element [▼] Empl ID [🔍] Transaction Status [▼] Search Save Notify
4	Click **Search**. **NOTE:** If the Names and Emplids do not populate immediately, click **Search** again. Do **not** click Save until the Names and Emplids populate (see Step 4 for an example). **Manage Mass Updates** ▶ Running Instances Search Criteria Mass Update ID [CGAWD1234567A 🔍] CG Unit Commendation Ribbon Initiated Section [▼] Element [▼] Empl ID [🔍] Transaction Status [▼] Search Save Notify

Manage Mass Update, Continued

Procedures,
continued

Step	Action
5	A list of members scheduled to receive the award will be listed. **Ensure the number of members receiving the award as listed in the original Text file matches the number of members listed under Total Transactions per Status**. If any members (Emplids) are missing, they will need to be entered individually in DA (see the <u>Honors and Awards guide</u>). Regardless of how the Emplids are listed in the Text file, the **Emplids will be listed in numerical order from smallest to largest with the exception of the smallest Emplid, which will be listed last in the list** (see below) in this phase. Review the entire list to ensure each Emplid indicates a Transaction Status of **Ready**.

Manage Mass Update, Continued

Procedures,
continued

Step	Action
5 (cont.)	**IMPORTANT:** When the Mass Update runs correctly, the first Emplid (entered in Step 6 of the Define Mass Update stage) will state 'Insert Failed' in the review conducted at the end of the Load Mass Update stage, Step 15. However, the **Emplid should appear last within the list of Emplids ready for execution in this stage**. **For example**: This Mass Update processed 67 members. The Emplid, '1000000' (entered in Step 6 of the Define Mass Update stage and indicated 'Insert Failed' in the Load Mass Update review Step 15) processed correctly when reviewing the Emplids in this stage. After review is complete, click **Save**. **NOTE:** If it is discovered a member is ineligible for the award prior to the completion of the final phase, click the **(-)** button for that Emplid and it will be removed from the Mass Update. ▸ Total Transactions per Status ⏮ ◀◀ ▶▶ ⏭ 42 to 67 on 67 Mass Update Transactions | Mass Update ID	Person ID	Empl Record	Name	*Transaction Status	Details	Execute	
---	---	---	---	---	---	---	---
CGAWD1234567A	8787878	0	Badger	Ready	📄	Execute	—
CGAWD1234567A	9876543	0	The Operative	Ready	📄	Execute	—
CGAWD1234567A	1000000	0	Malcolm Reynolds	Ready	📄	Execute	—	 Save Notify
6	Upon saving, the Mass Update is ready to be executed. Return to the Home page and continue with the next section of this guide: **Execute Mass Update**.

Execute Mass Update

Introduction   This section of the guide provides the procedures for a P&A Office to execute a Mass Update in Direct Access (DA) which will apply the award to each member's Person Profile. This is the **final stage** of the Mass Update process.

Important Information   **Do NOT run a Mass Award Update during Finalization**. It can be a very time-consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures   See below.

Step	Action
1	Click on the **Mass Updates** tile. Mass Updates
2	Select the **Execute Mass Updates** option. Create Mass Updates Define Mass Update Delete Mass Updates Execute Mass Updates Load Mass Updates Manage Mass Updates Report Mass Updates

Execute Mass Update, Continued

Procedures,
continued

Step	Action
3	The Execute Mass Updates page will display. Under the Find an Existing Value tab, enter the **Mass Update ID** (established and used in the previous stages of this Mass Award Update) in the Run Control ID field. Click **Search**. **REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Execute Mass Update process**. Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted at the Define Mass Update stage, including the creation of a new Text file with a new File name, Header name, and Mass Update ID. **Execute Mass Updates** Enter any information you have and click Search. Leave fields blank for a list of all values. [Find an Existing Value] [Add a New Value] ▼ Search Criteria Run Control ID [begins with ▾] CGAWD1234567A ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria

Execute Mass Update, Continued

Procedures, continued

Step	Action
4	The Execute Mass Updates page will display. Enter the **Mass Update ID** (established and used in the previous stages of this Mass Award Update). Click **Run**. NOTE: The Mass Update ID may auto-populate. If it does, ensure it is the **correct** Mass Update ID before continuing. If it is incorrect, use the lookup and select the correct Mass Update ID.
5	The Process Scheduler Request will display. Using the drop-down, change the Server Name to **PSUNX**. Ensure the **Mass Update** process is selected. Click **OK**.

Continued on next page

Execute Mass Update, Continued

Procedures, continued

Step	Action
6	The report parameters page will re-display with a Process Instance number. Click **Process Monitor**.
7	The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**. This may take a considerable amount of time depending on the size of the original Text file. Continue to click the Refresh button periodically. Once the process has posted successfully, click **Save**.
8	The Mass Award Update has now been completed. To verify the award data populated correctly, review the members' Person Profile (Viewing an Honor/Award guide).