

# Mass Award Update

## Overview

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### 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.**

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### 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.

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### 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 [Honors and Awards](#) (in DA from the Person Profile pagelet: select Person Profiles > Qualifications tab > Add New Honors and Awards > Honors and Awards lookup).

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## Overview, Continued

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### 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.
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## Creating a Text File for Mass Update

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

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**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 CGAWD1234567C, an **entirely new Text document** would need to be created with the File name, Header name, and Mass Update ID of CGAWD1234567D.

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.

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**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.

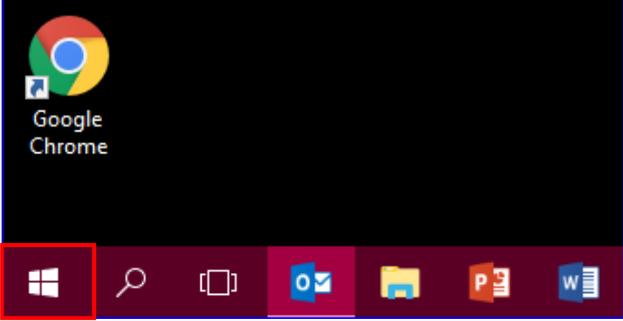
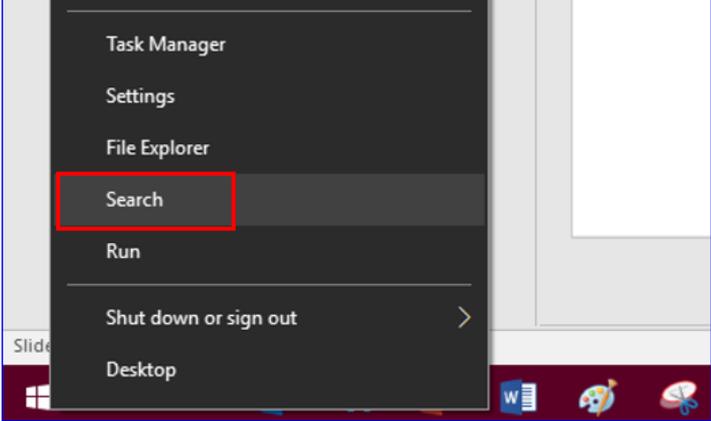
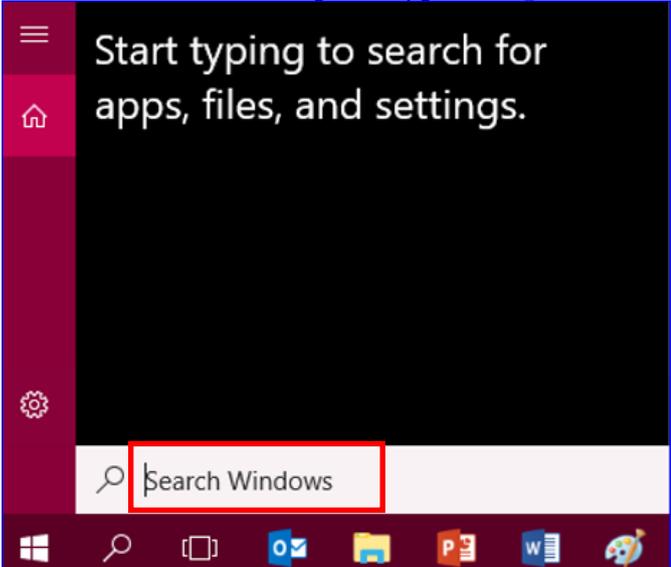
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## Creating a Text File for Mass Update, Continued

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**Procedures** See below.

Step	Action
1	<p>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.</p> 
2	<p>Right click on the <b>Windows</b> icon and select <b>Search</b>.</p> 
3	<p>A Search window will open. Type <b>Notepad</b> in the Search field.</p> 

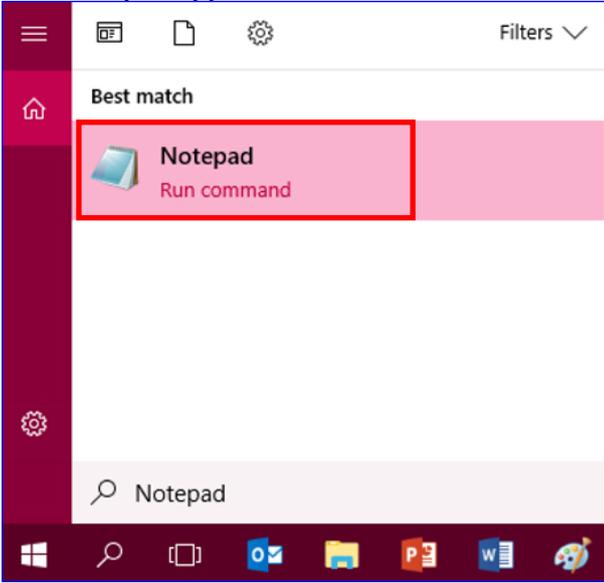
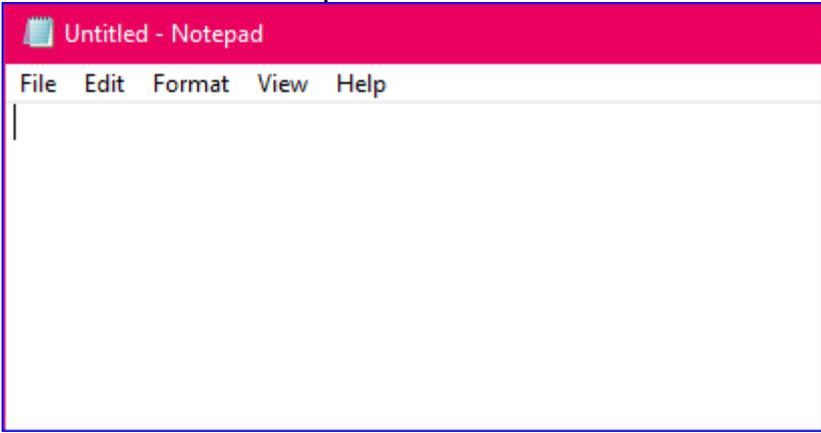
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## Creating a Text File for Mass Update, Continued

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Procedures,  
continued

Step	Action
4	<p>The Notepad application will be listed. Click on <b>Notepad</b>.</p>  A screenshot of the Windows search interface. The search bar at the top contains the text "Notepad". Below the search bar, under the heading "Best match", there is a search result for "Notepad" with a blue icon and the text "Run command". This result is highlighted with a red rectangular box. The Windows taskbar is visible at the bottom of the screenshot, showing icons for the Start menu, search, task view, and several open applications including Outlook, File Explorer, PowerPoint, Word, and Paint.
5	<p>A blank document will open.</p>  A screenshot of a blank Notepad application window. The title bar at the top reads "Untitled - Notepad". Below the title bar is a menu bar with the options "File", "Edit", "Format", "View", and "Help". The main area of the window is a large, empty white space with a vertical cursor at the beginning of the first line.

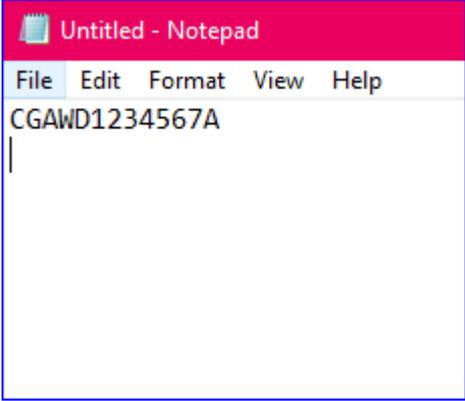
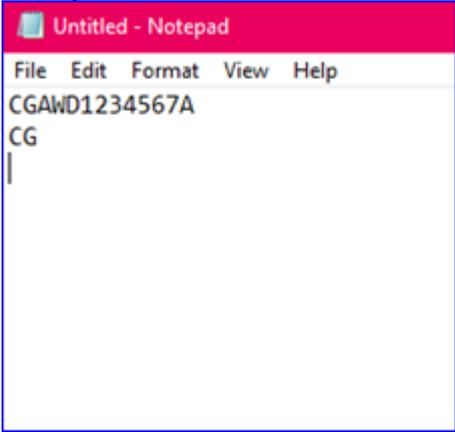
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## Creating a Text File for Mass Update, Continued

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Procedures,  
continued

Step	Action
6	<p>On the first line, enter the Header name. This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, <b>CGAWD1234567A</b> or <b>CGAWD9876543B</b> (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).</p> <p>Hit <b>Enter</b>, leaving <b>NO</b> spaces after the header name.</p> <p><b>NOTE:</b> 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 <b>NOT</b> been used before.</p> 
7	<p>The second line of the file must contain <b>CG</b>. Hit <b>Enter</b> after typing CG, leaving <b>NO</b> spaces.</p> 

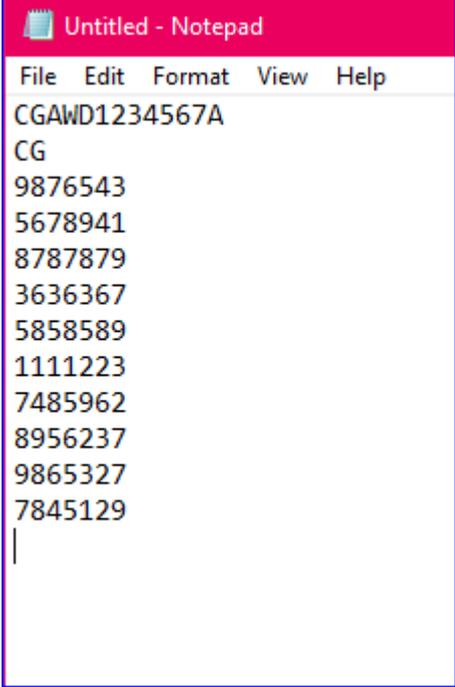
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## Creating a Text File for Mass Update, Continued

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Procedures,  
continued

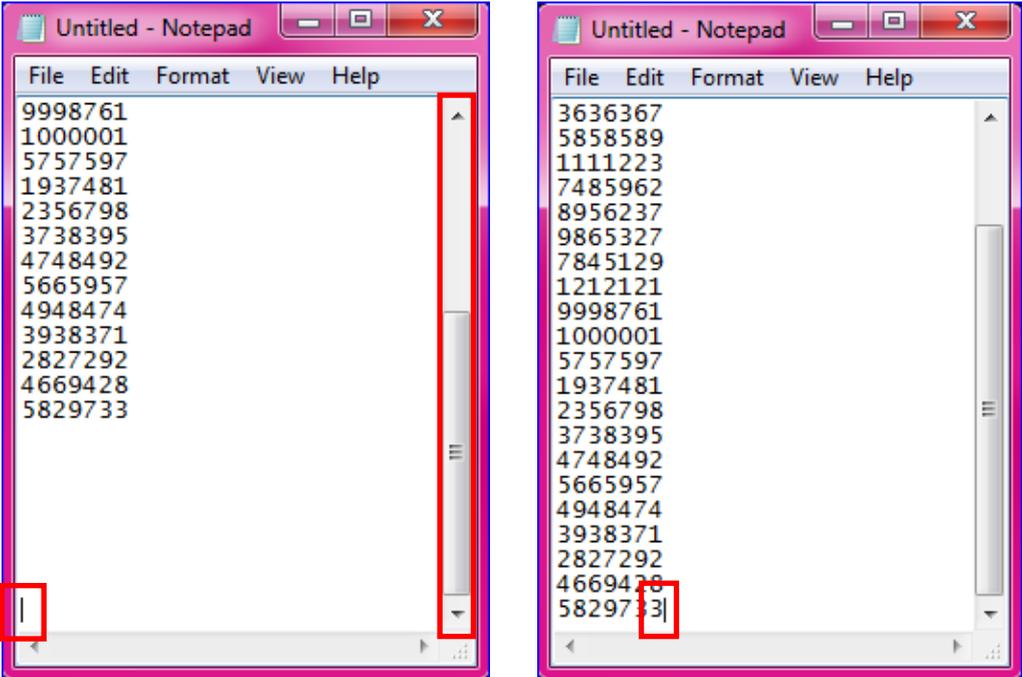
Step	Action
8	<p>Add each Emplid authorized to receive the award, <b>hitting enter after each entry</b>, leaving <b>NO</b> spaces at the end of each line.</p>  <p>The screenshot shows a Notepad window titled "Untitled - Notepad" with a menu bar containing "File", "Edit", "Format", "View", and "Help". The text content of the Notepad is as follows:</p> <pre>CGAWD1234567A CG 9876543 5678941 8787879 3636367 5858589 1111223 7485962 8956237 9865327 7845129  </pre>

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## Creating a Text File for Mass Update, Continued

Procedures,  
continued

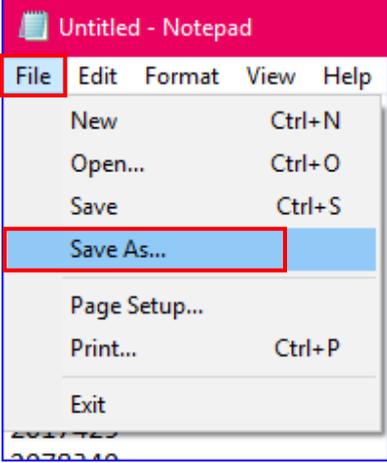
Step	Action
9	<p>After the final Emplid has been entered, <b>review</b> the document to ensure each Emplid was entered correctly and there are <b>NO</b> additional spaces or extra lines at the end of the file. If the scroll bar allows you to scroll past the last Emplid, the document has extra lines. <b>Scroll</b> to the bottom of the document, and place the cursor on the last line available. <b>Hit the backspace</b> key until the cursor is sitting directly next to the last Emplid in the list.</p> <p><b>IMPORTANT:</b> It is <b>extremely important</b> 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 CGAWD1234567C, a new Text file will need to be created with the Mass Update ID/File name/Header name of CGAWD1234567D.</p> 

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## Creating a Text File for Mass Update, Continued

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Procedures,  
continued

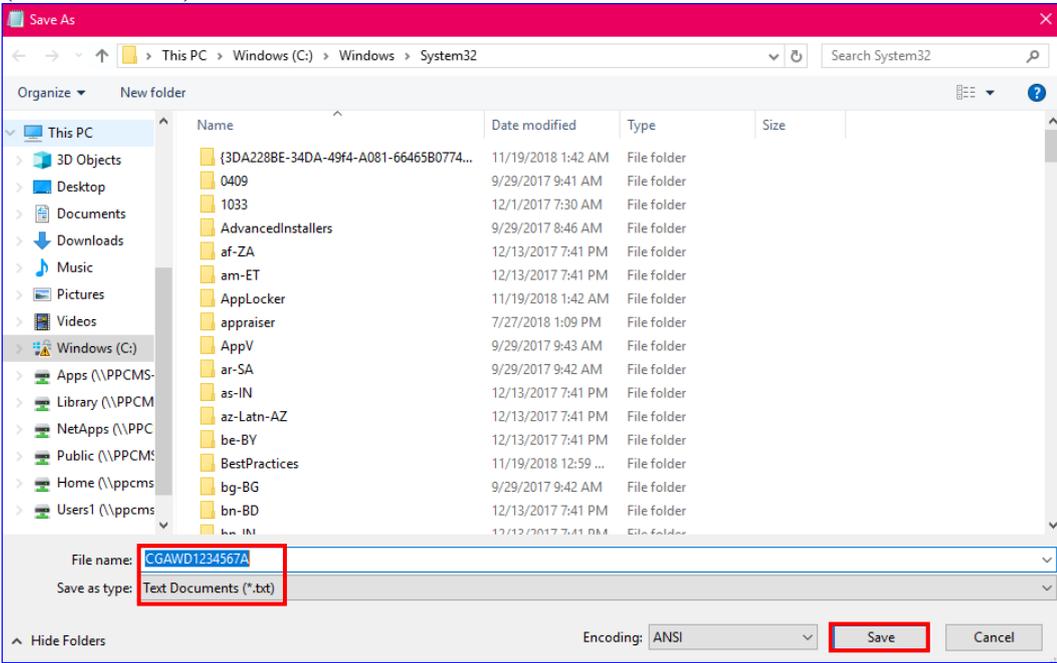
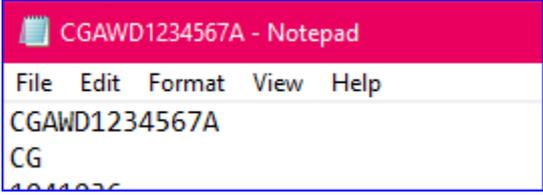
Step	Action
10	<p>Once the Header name, CG row, and Emplids have been added, and any additional spaces and lines have been removed; click <b>File</b>, then <b>Save As</b>.</p>  <p>The screenshot shows the 'File' menu of Notepad. The menu items are: File, Edit, Format, View, and Help. Below these are: New (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), Save As... (highlighted with a red box), Page Setup..., Print... (Ctrl+P), and Exit. The window title bar reads 'Untitled - Notepad'.</p>

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## Creating a Text File for Mass Update, Continued

Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>Select a location for the file (i.e. desktop, documents folder, etc.), then <b>enter a File name</b>. It is recommended the File name be entered the same as the Header name entered in Step 6. Ensure the file saves as a <b>Text Document</b>. Click <b>Save</b>.</p> <p><b>NOTE:</b> 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 <b>NOT</b> been used before.</p> 
<p><b>12</b></p>	<p>The Text file will now indicate a file name. Close out of the Text document. The next stage of the Mass Update (<a href="#">Define Mass Update</a>) is ready to be started.</p> 

# Formatting and Converting an Excel Spreadsheet to a Text File

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**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.

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**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](#)).

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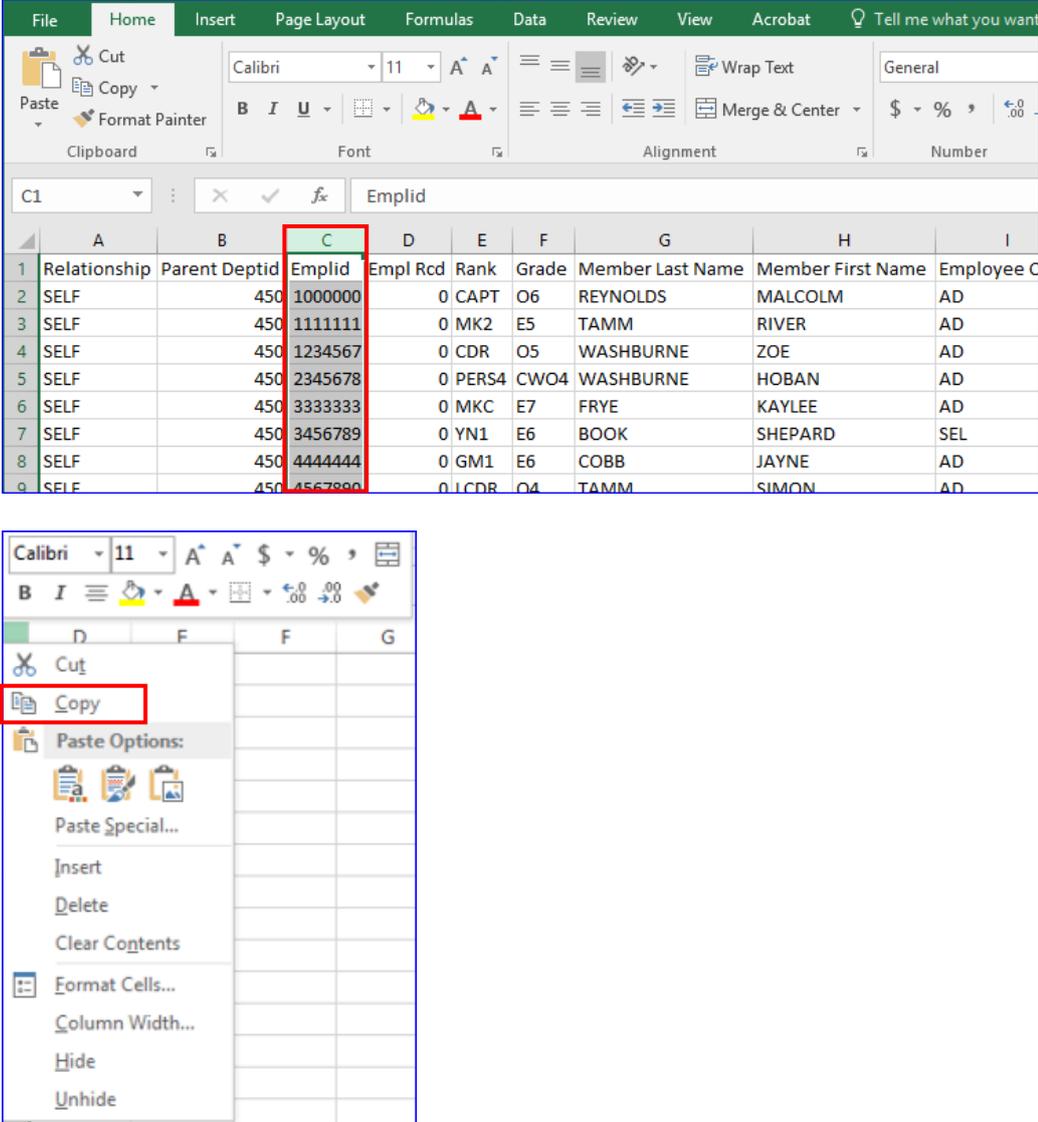
**Exception:** Some Civilian employees may have two profiles within Direct Access (employee is also a CG Reservist or CG Retiree). In these cases, if the employee is authorized an award for their service as a Reservist or a Retiree, their Emplid may be entered into the Text file for the Mass Update.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

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

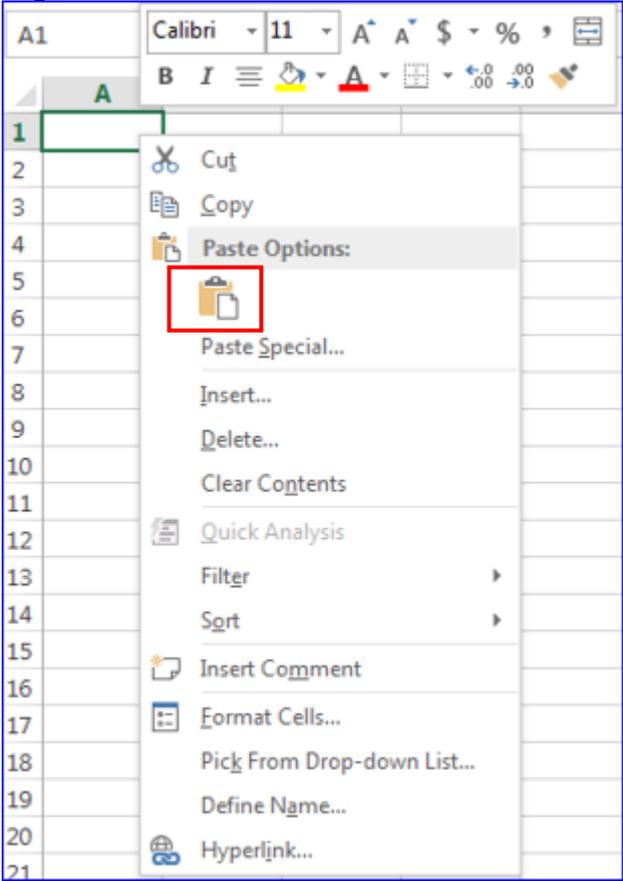
Procedures See below.

Step	Action																																																																																																				
1	<p>However, the P&amp;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.</p> <p>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 <a href="#">Exception on previous page</a>).</p> <p>Once any invalid Emplids have been removed, right click on the column containing the Emplids and select <b>Copy</b>.</p>  <table border="1" data-bbox="336 768 1374 1261"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Relationship</td> <td>Parent Deptid</td> <td>Emplid</td> <td>Empl Rcd</td> <td>Rank</td> <td>Grade</td> <td>Member Last Name</td> <td>Member First Name</td> <td>Employee C</td> </tr> <tr> <td>2</td> <td>SELF</td> <td>450</td> <td>1000000</td> <td>0</td> <td>CAPT</td> <td>O6</td> <td>REYNOLDS</td> <td>MALCOLM</td> <td>AD</td> </tr> <tr> <td>3</td> <td>SELF</td> <td>450</td> <td>1111111</td> <td>0</td> <td>MK2</td> <td>E5</td> <td>TAMM</td> <td>RIVER</td> <td>AD</td> </tr> <tr> <td>4</td> <td>SELF</td> <td>450</td> <td>1234567</td> <td>0</td> <td>CDR</td> <td>O5</td> <td>WASHBURNE</td> <td>ZOE</td> <td>AD</td> </tr> <tr> <td>5</td> <td>SELF</td> <td>450</td> <td>2345678</td> <td>0</td> <td>PERS4</td> <td>CWO4</td> <td>WASHBURNE</td> <td>HOBAN</td> <td>AD</td> </tr> <tr> <td>6</td> <td>SELF</td> <td>450</td> <td>3333333</td> <td>0</td> <td>MKC</td> <td>E7</td> <td>FRYE</td> <td>KAYLEE</td> <td>AD</td> </tr> <tr> <td>7</td> <td>SELF</td> <td>450</td> <td>3456789</td> <td>0</td> <td>YN1</td> <td>E6</td> <td>BOOK</td> <td>SHEPARD</td> <td>SEL</td> </tr> <tr> <td>8</td> <td>SELF</td> <td>450</td> <td>4444444</td> <td>0</td> <td>GM1</td> <td>E6</td> <td>COBB</td> <td>JAYNE</td> <td>AD</td> </tr> <tr> <td>9</td> <td>SELF</td> <td>450</td> <td>4567890</td> <td>0</td> <td>LCDR</td> <td>O4</td> <td>TAMM</td> <td>SIMON</td> <td>AD</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	1	Relationship	Parent Deptid	Emplid	Empl Rcd	Rank	Grade	Member Last Name	Member First Name	Employee C	2	SELF	450	1000000	0	CAPT	O6	REYNOLDS	MALCOLM	AD	3	SELF	450	1111111	0	MK2	E5	TAMM	RIVER	AD	4	SELF	450	1234567	0	CDR	O5	WASHBURNE	ZOE	AD	5	SELF	450	2345678	0	PERS4	CWO4	WASHBURNE	HOBAN	AD	6	SELF	450	3333333	0	MKC	E7	FRYE	KAYLEE	AD	7	SELF	450	3456789	0	YN1	E6	BOOK	SHEPARD	SEL	8	SELF	450	4444444	0	GM1	E6	COBB	JAYNE	AD	9	SELF	450	4567890	0	LCDR	O4	TAMM	SIMON	AD
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## Formatting and Converting an Excel Spreadsheet to a Text File, Continued

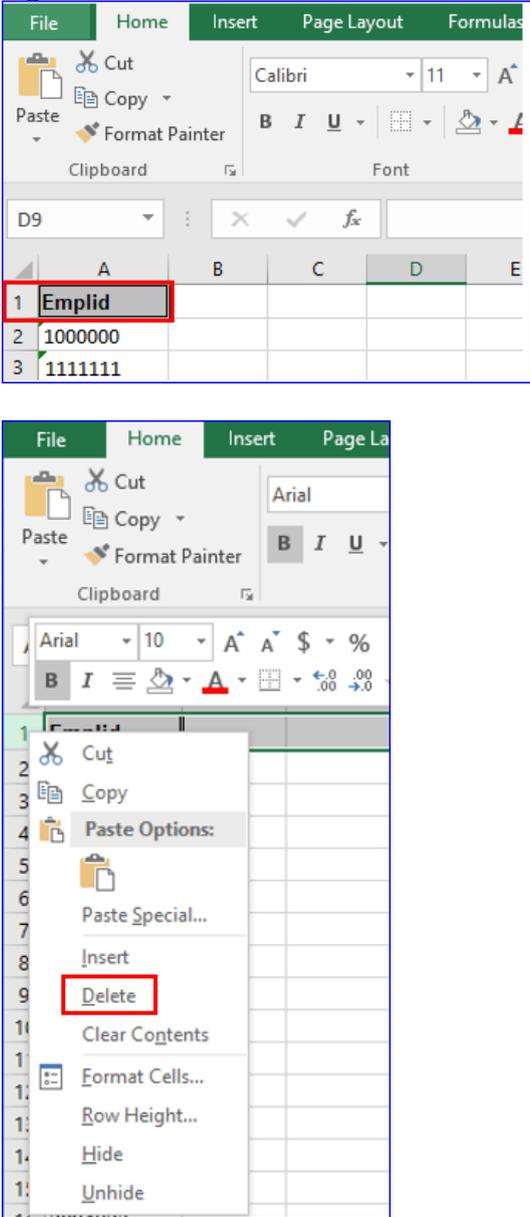
Procedures,  
continued

Step	Action
2	<p>Open a <b>NEW</b> Excel spreadsheet (do not create a new worksheet – this <b>MUST</b> be a completely <b>NEW</b> file). Place the cursor in first cell of the first column. Right click in the cell and select <b>Paste</b>.</p>  <p>The screenshot shows the Excel ribbon at the top with the 'Home' tab selected. The ribbon includes options for font (Calibri, size 11), bold (B), italic (I), text color, background color, and alignment. The spreadsheet grid shows column A selected, with row 1 highlighted. A right-click context menu is open over cell A1, listing options: Cut, Copy, Paste Options (highlighted), Paste Special..., Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Hyperlink... The 'Paste Options' option is highlighted with a red box.</p>

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

Procedures,  
continued

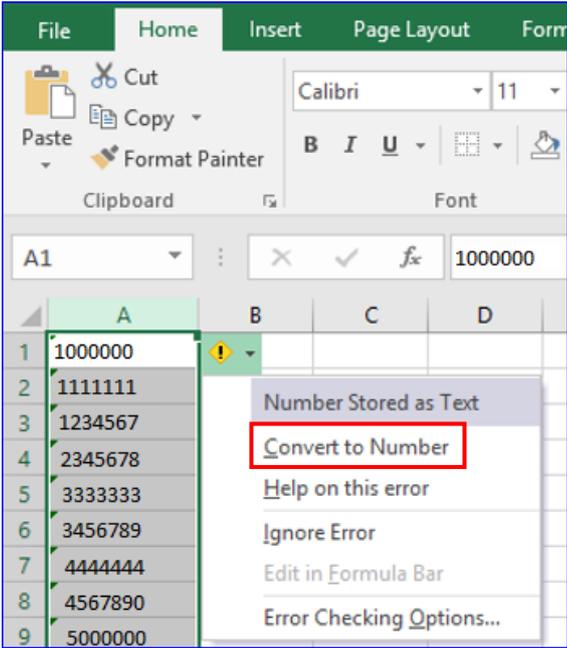
Step	Action																								
3	<p>The Emplids will populate into the NEW spreadsheet. If a column header was copied over: <b>Highlight</b> the row to be deleted by clicking on the row number, <b>right-click</b> and select <b>Delete</b>.</p>  <p>The first screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Emplid</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>1000000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>1111111</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The second screenshot shows the context menu for row 1, with the 'Delete' option highlighted.</p>		A	B	C	D	E	1	Emplid					2	1000000					3	1111111				
	A	B	C	D	E																				
1	Emplid																								
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## Formatting and Converting an Excel Spreadsheet to a Text File, Continued

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Procedures,  
continued

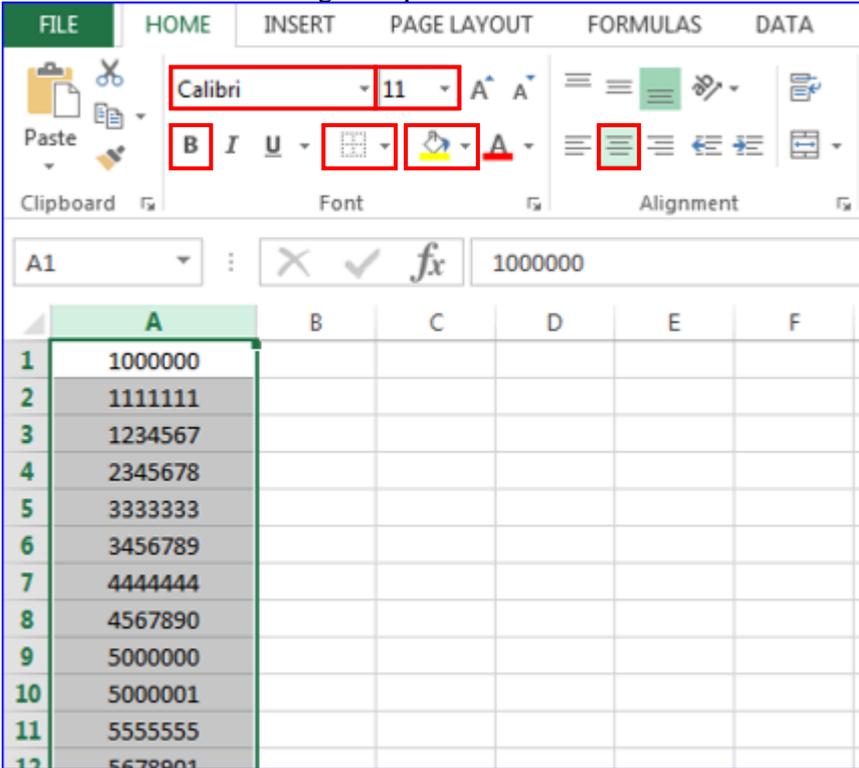
Step	Action
4	<p>Depending on where the Emplids are copied from, it may be necessary to convert the Emplids to a Number. If there is a formatting message attached to the Emplids, <b>highlight</b> the Column A, <b>click</b> on the drop-down arrow, and select <b>Convert to Number</b>.</p>  <p>The screenshot shows the Excel ribbon with the 'Home' tab selected. The 'Clipboard' group contains 'Cut', 'Copy', 'Paste', and 'Format Painter'. The 'Font' group shows 'Calibri' font and '11' size. The formula bar shows '1000000'. The spreadsheet shows column A selected, with a yellow warning icon in cell B1. The error message 'Number Stored as Text' is displayed, with 'Convert to Number' highlighted in a red box. Other options include 'Help on this error', 'Ignore Error', 'Edit in Formula Bar', and 'Error Checking Options...'.</p>

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

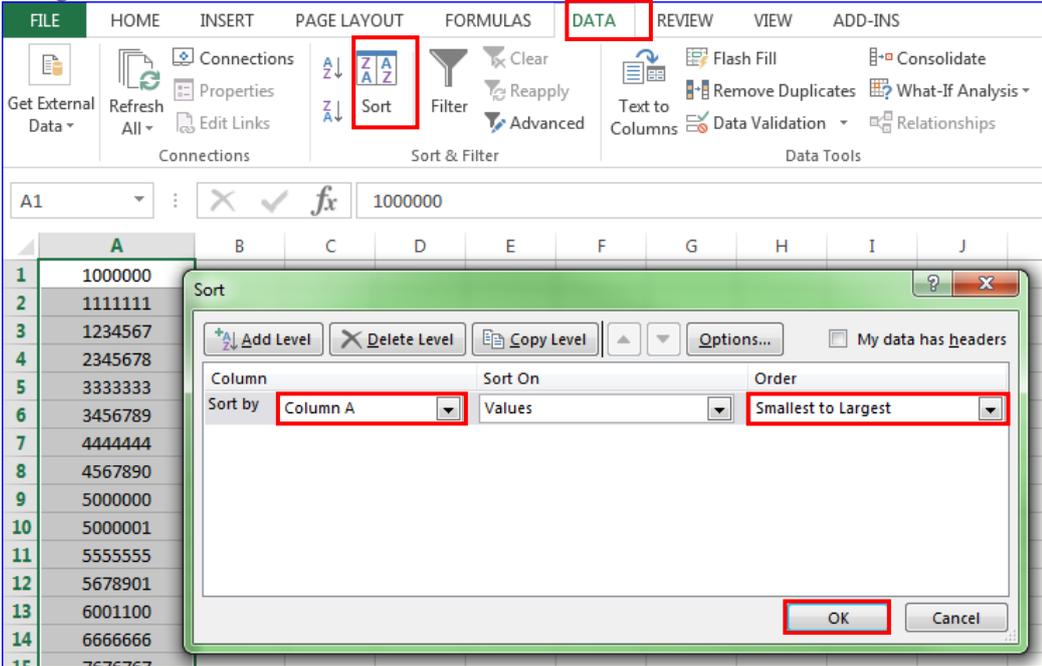
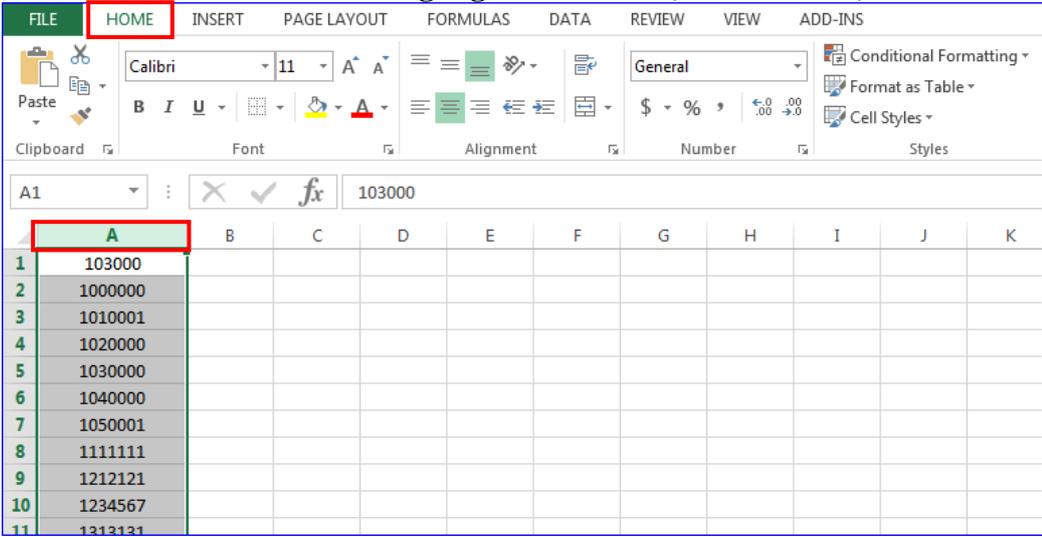
Procedures,  
continued

Step	Action
5	<p><b>Highlight</b> Column A and complete the following:</p> <ul style="list-style-type: none"> <li>• Change the <b>Font</b> from the default (Calibri) to another font and then back to the default (Calibri).</li> <li>• Change the <b>Font Size</b> from the default (11) to another font size and then back to the default (11).</li> <li>• Select <b>Bold</b> and then un-bold.</li> <li>• Select <b>No Borders</b>.</li> <li>• Select <b>No Fill</b>.</li> <li>• Select the <b>Center</b> Alignment.</li> </ul> <p>These steps are necessary to remove any background formatting that may have carried over from the original spreadsheet.</p> 

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

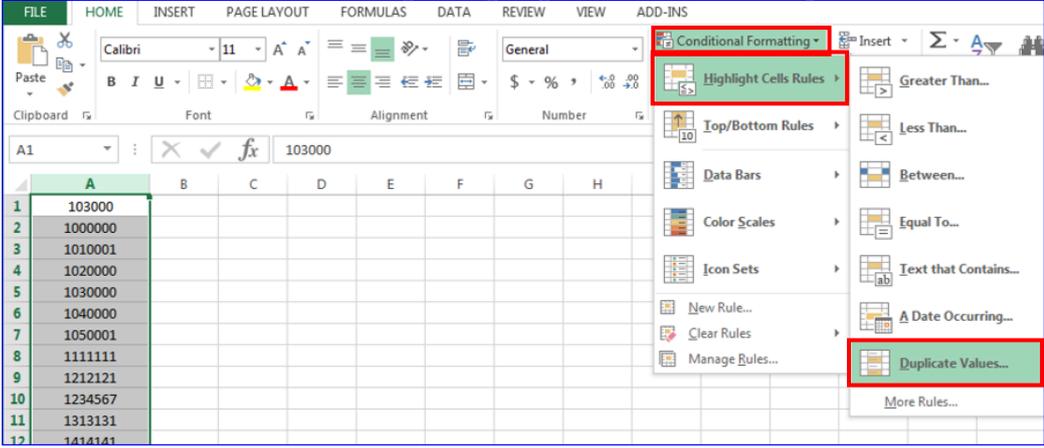
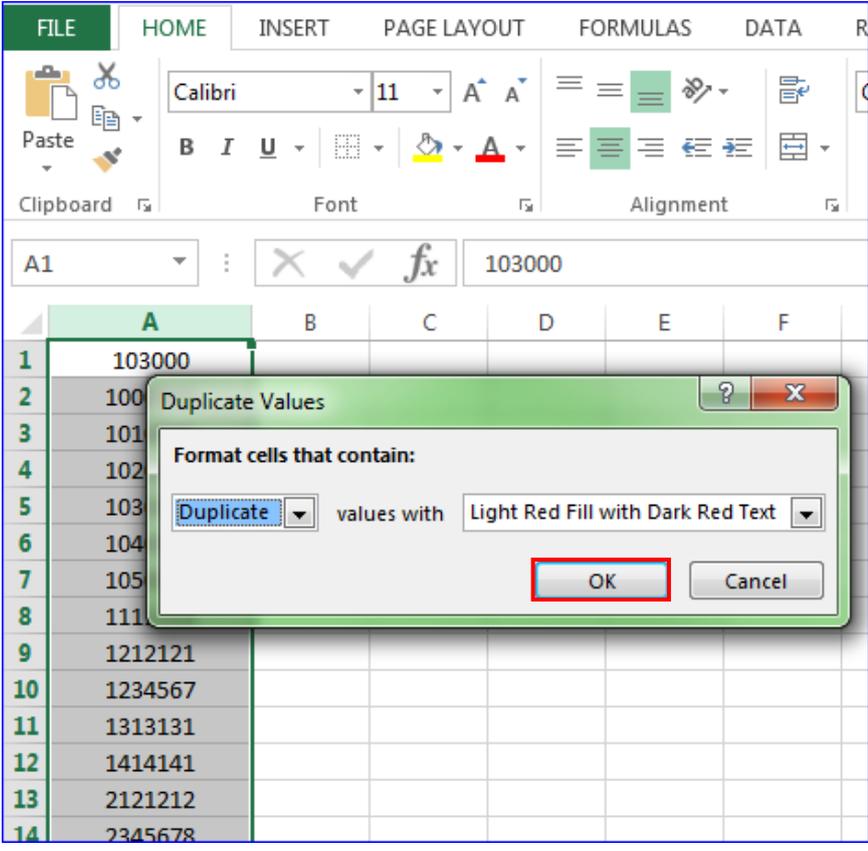
Procedures,  
continued

Step	Action
6	<p>Once all the Emplids have been populated and formatted, they will need to be sorted into numerical order. To do this, <b>highlight</b> Column A and select <b>Data &gt; Sort</b>. Ensure the Sort by field indicates <b>Column A</b> and Order is <b>Smallest to Largest</b>. Click <b>OK</b>.</p> 
7	<p>Now the spreadsheet will need to be reviewed for any duplicates. To do this, return to the <b>Home</b> menu and <b>highlight</b> Column A (click on the A).</p> 

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

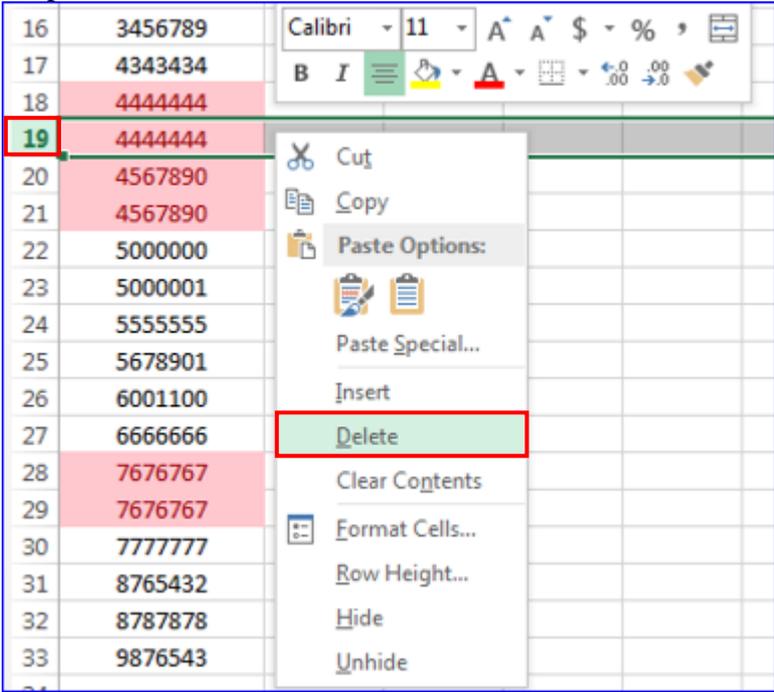
Procedures,  
continued

Step	Action
8	<p>Select <b>Conditional Formatting &gt; Highlight Cell Rules &gt; Duplicate Values</b>.</p> 
9	<p>The format parameters will display with the default highlight color of Light Red Fill with Dark Red Text, click <b>OK</b>.</p> 

*Continued on next page*

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

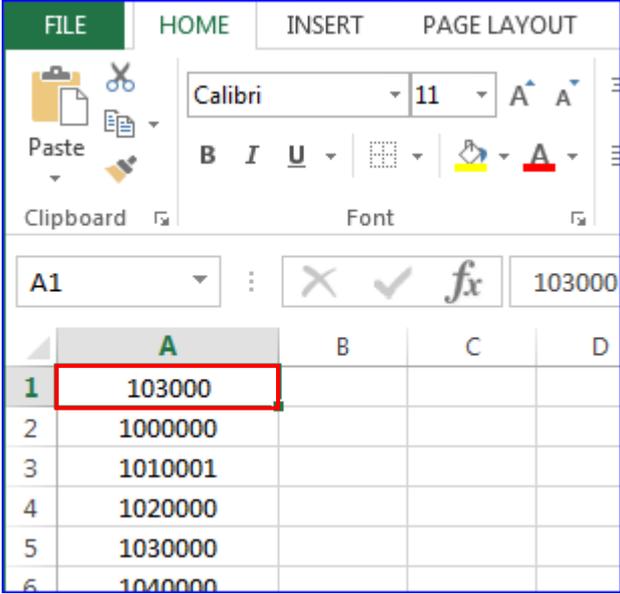
Procedures,  
continued

Step	Action
10	All duplicate Emplids will be highlighted in red. Scroll through the spreadsheet to locate any duplicate Emplids. If duplicates are found, <b>right click</b> on the row number of the row to be deleted and select <b>Delete</b> . Repeat for each duplicate Emplid.
 <p>The screenshot shows an Excel spreadsheet with a list of Emplid values. Rows 17, 18, 19, 20, 21, 28, and 29 contain duplicate values (4343434, 4444444, 4567890, 7676767) and are highlighted in red. A context menu is open over row 19, with the 'Delete' option highlighted in green. The spreadsheet also shows a ribbon with the 'Home' tab selected, displaying various formatting options like font size, bold, italic, and text color.</p>	

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

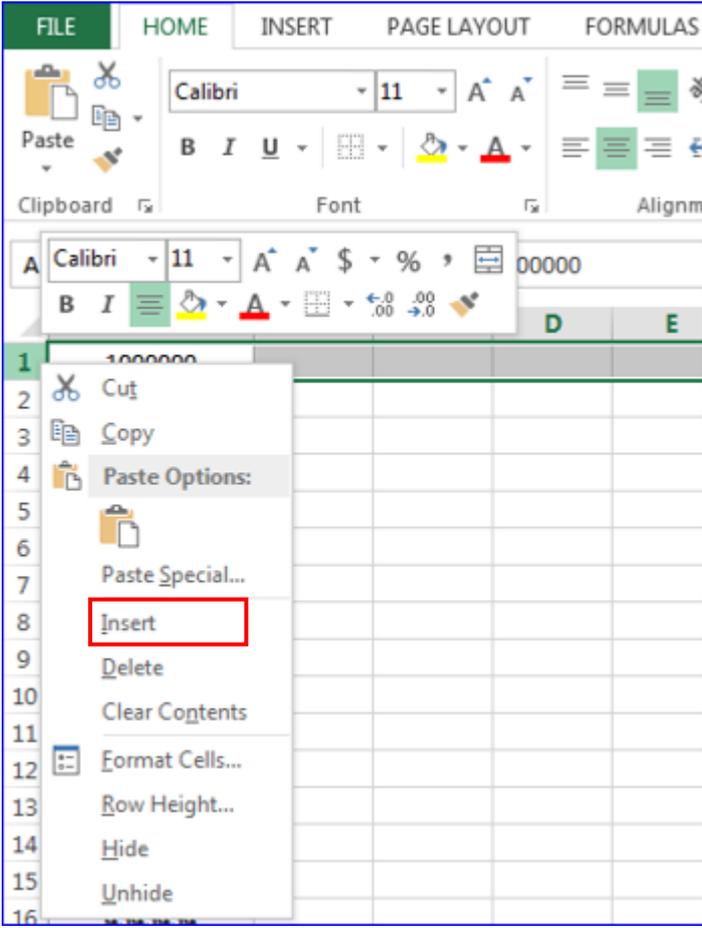
Procedures,  
continued

Step	Action																																			
11	<p>Once any duplicates have been deleted, it is important to <b>review</b> the list of Emplids to ensure they are formatted correctly. Scroll through the entire list of remaining Emplids and <b>correct</b> or <b>delete</b> 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.</p> <p><b>NOTE:</b> 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.</p>  <p>The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The font is 'Calibri' and the size is '11'. The spreadsheet grid shows columns A, B, C, and D, and rows 1 through 6. The value '103000' is entered in cell A1 and is highlighted with a red box. The formula bar shows '103000'.</p> <table border="1" data-bbox="336 1160 956 1429"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>103000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>1000000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>1010001</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>1020000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>1030000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>1040000</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	103000				2	1000000				3	1010001				4	1020000				5	1030000				6	1040000			
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# Formatting and Converting an Excel Spreadsheet to a Text File, Continued

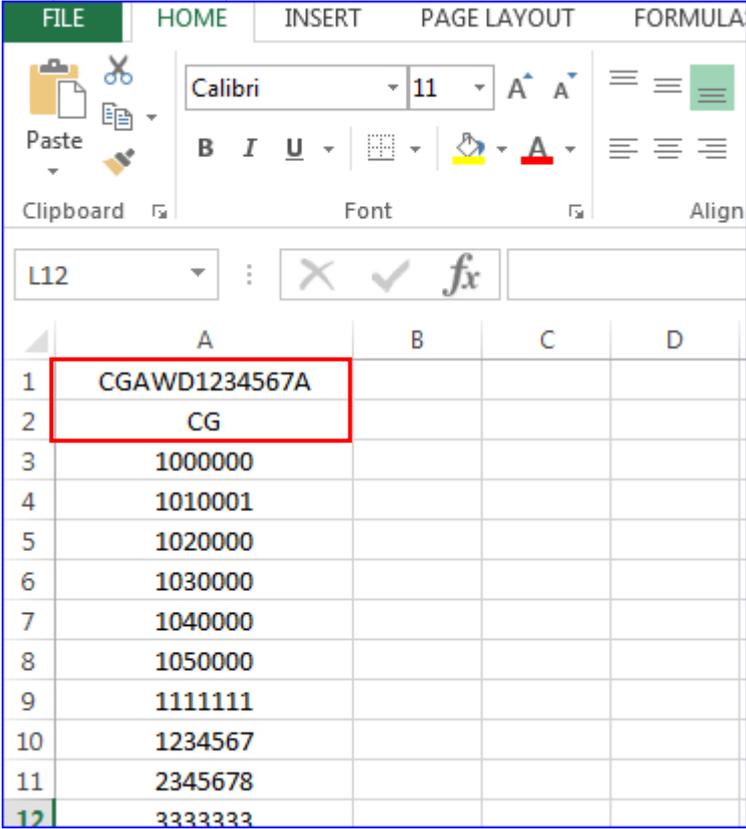
Procedures,  
continued

Step	Action
12	<p>Once the spreadsheet has been reviewed to ensure all Emplids listed are valid and in numerical order, <b>two rows</b> need to be added to the beginning of the list. <b>Highlight</b> Row 1, <b>right click</b>, and select <b>Insert</b>. <b>Repeat</b> this process to insert a second row.</p>  <p>The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The font is 'Calibri' and the size is '11'. The 'Clipboard' group shows 'Paste' options. The 'Font' group shows 'B', 'I', 'U', and 'A' (color) options. The 'Align' group shows alignment options. The spreadsheet grid shows row 1 selected. A context menu is open over row 1, with the 'Insert' option highlighted by a red rectangle. Other options in the menu include Cut, Copy, Paste Options, Paste Special..., Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide.</p>

*Continued on next page*

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

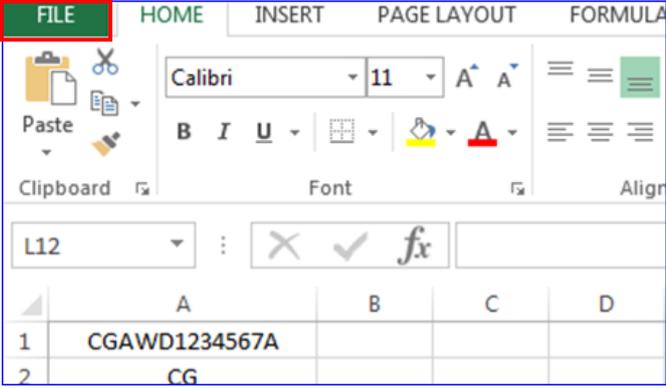
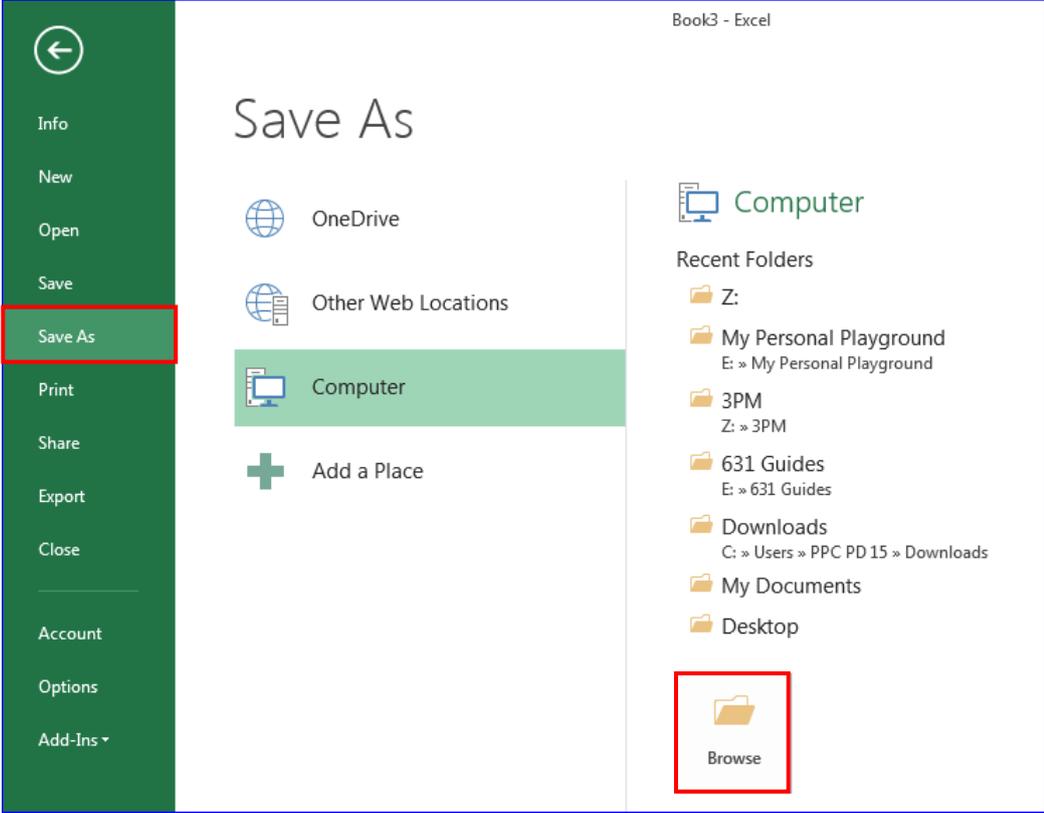
Procedures,  
continued

Step	Action																																																																	
13	<p>In <b>Row 1</b>: Enter a <b>Mass Update ID</b> (Header name). This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, <b>CGAWD1234567A</b> or <b>CGAWD9876543B</b> (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).</p> <p>In <b>Row 2</b>: Enter <b>CG</b>.</p> <p><b>NOTE:</b> 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 <b>NOT</b> been used before.</p>  <table border="1" data-bbox="336 907 1082 1736"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CGAWD1234567A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>CG</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>1000000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>1010001</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>1020000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>1030000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>1040000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>1050000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>1111111</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>1234567</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>2345678</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>3333333</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	CGAWD1234567A				2	CG				3	1000000				4	1010001				5	1020000				6	1030000				7	1040000				8	1050000				9	1111111				10	1234567				11	2345678				12	3333333			
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# Formatting and Converting an Excel Spreadsheet to a Text File, Continued

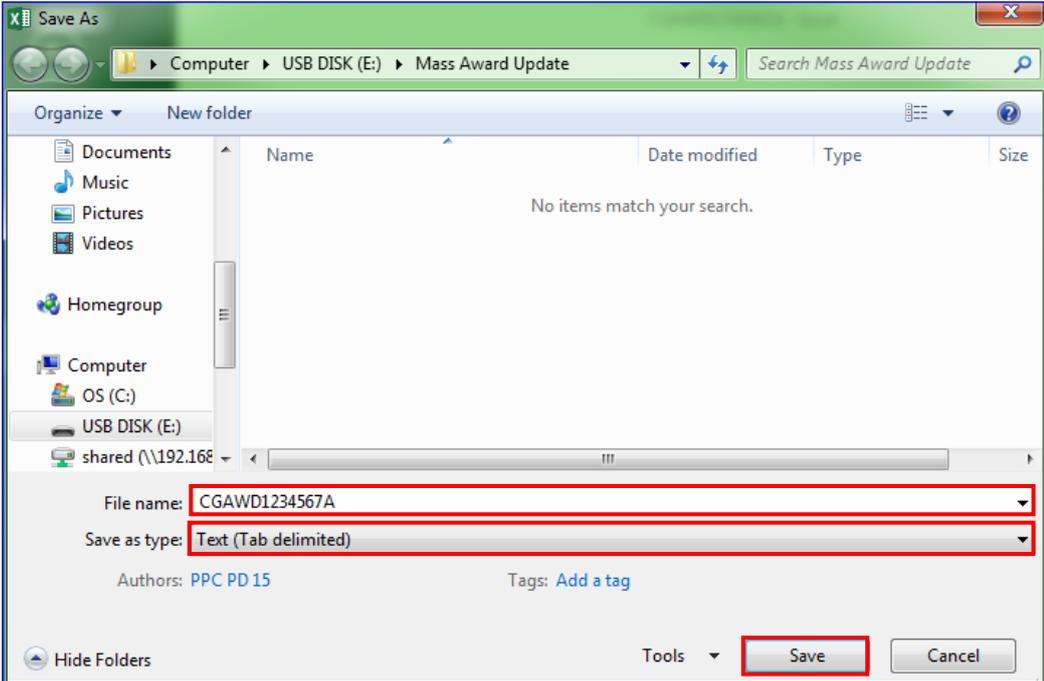
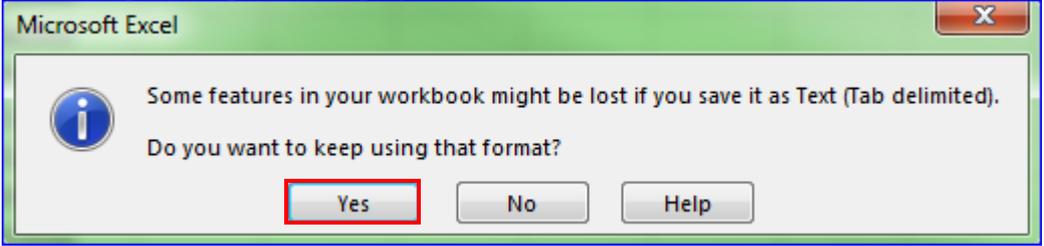
Procedures,  
continued

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

*Continued on next page*

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

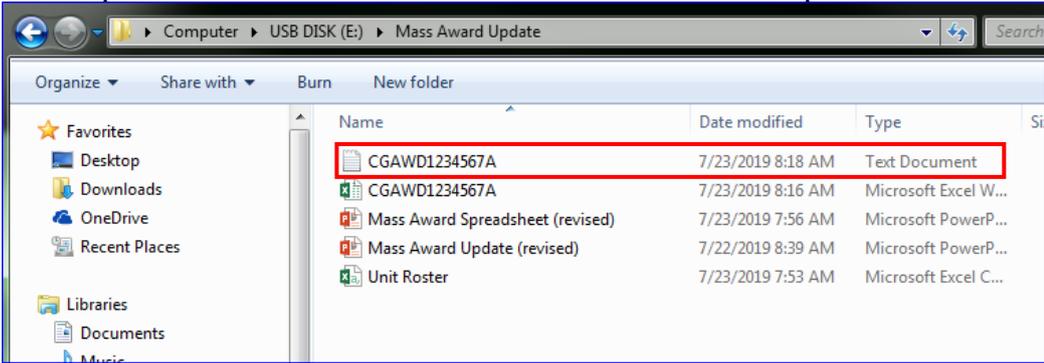
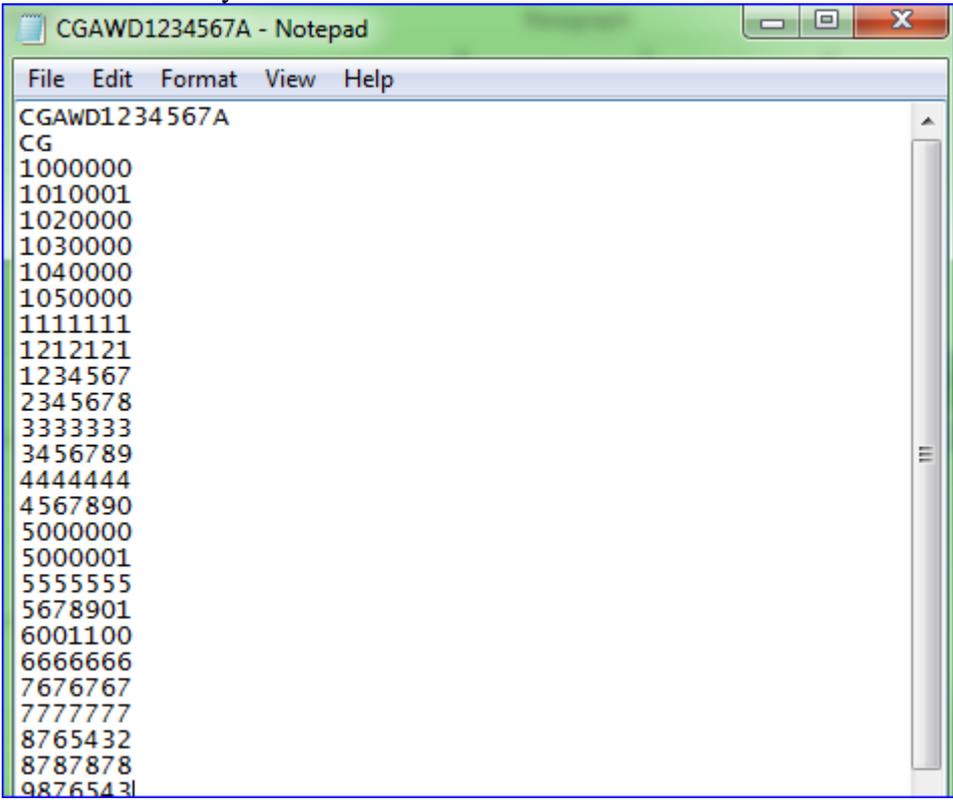
Procedures,  
continued

Step	Action
<p><b>16</b></p>	<p>Enter a <b>File Name</b>. 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 <b>Save as type</b> drop-down, select Text (Tab delimited) and click <b>Save</b>.</p> 
<p><b>17</b></p>	<p>A warning message will display. Click <b>Yes</b>.</p> 

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

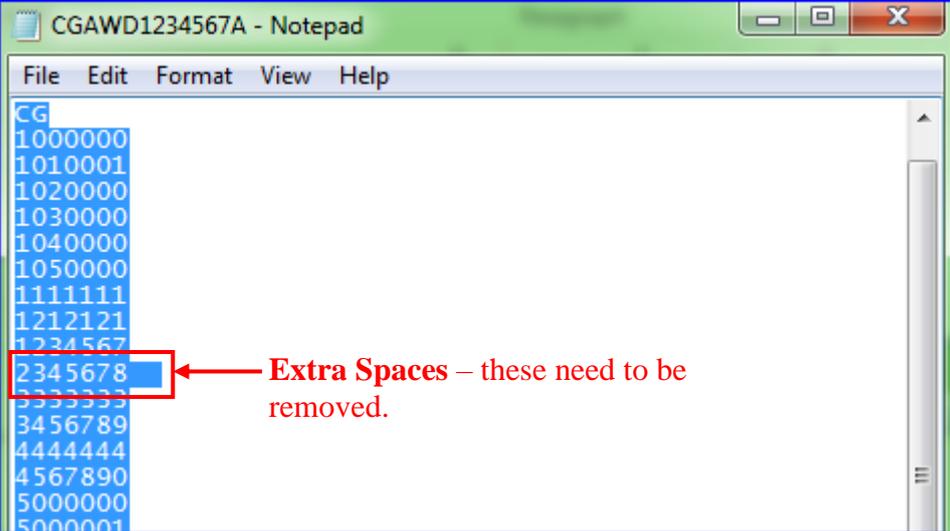
Procedures,  
continued

Step	Action
18	<p>A Text file will be saved to the location selected in Step 15. Close out of the Excel Spreadsheet. Locate the Text file and <b>double-click</b> to open.</p> 
19	<p>Ensure the information and format established in the Excel spreadsheet carried over in its entirety to the Text file.</p> 

*Continued on next page*

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

Procedures,  
continued

Step	Action
<p><b>19</b> (cont.)</p>	<p>While the procedures directed in Step 3 should've ensured all background formatting and extra spaces were removed, it is always best to <b>review the Text file</b> for any formatting errors prior to moving onto the next phase of the Mass Update.</p> <p>One way to ensure there are no extra spaces in the Text file: <b>Highlight</b> 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 <b>except</b> the last Emplid). The cursor should sit directly next to the last Emplid in the list (see Step 9 of <a href="#">Creating a Text File for Mass Update</a> for proper formatting of a Text file).</p> <p><b>IMPORTANT:</b> It is <b>extremely important</b> 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 <b>NEW</b> 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 CGAWD1234567C, the new Mass Update ID/Header/Text file name will be CGAWD1234567D.</p> 
<p><b>20</b></p>	<p>Save any changes made and exit out of the Text file. The next stage of the Mass Update (<a href="#">Define Mass Update</a>) is ready to be started.</p>

# Define Mass Update

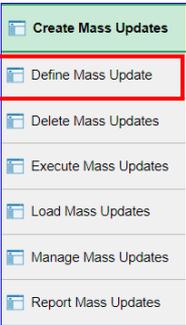
**Introduction** This section of the guide provides the procedures for a P&A Office to define the parameters for a Mass Update in Direct Access (DA). This is the **first stage** of the Mass Update process.

**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	<p>Click on the <b>Mass Updates</b> tile.</p> 
2	<p>Select the <b>Define Mass Update</b> option.</p> 

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## Define Mass Update, Continued

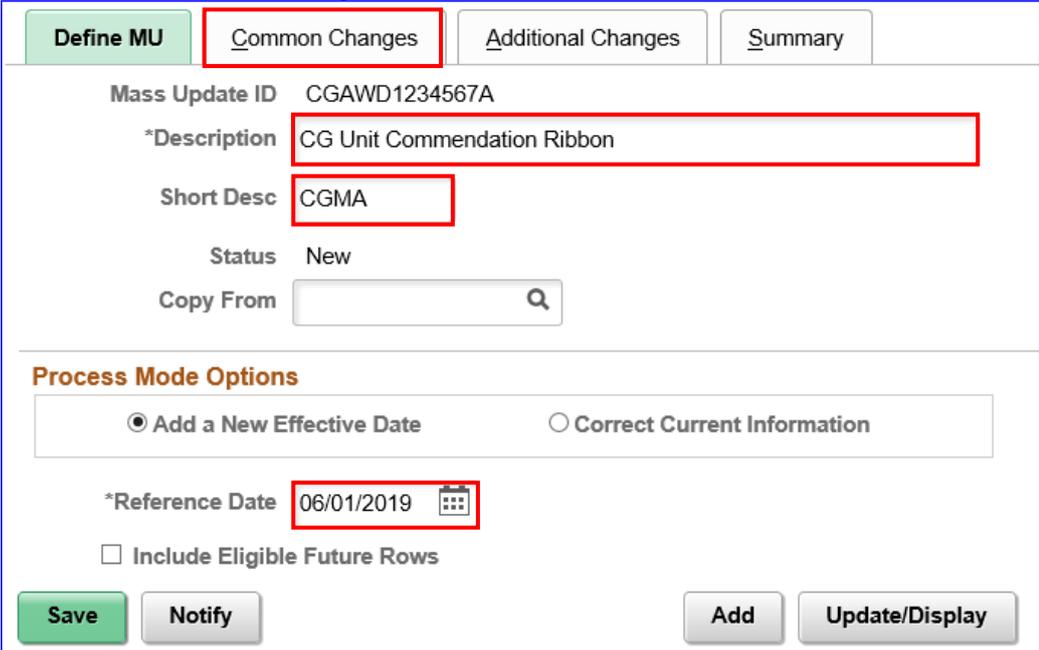
Procedures,  
continued

Step	Action
3	<p>The Define Mass Update page will display. Click <b>Add a New Value</b> tab.</p> <div data-bbox="328 488 1177 1003" style="border: 1px solid blue; padding: 5px;"> <p><b>Define Mass Update</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Mass Update ID begins with <input type="text"/></p> <p>Description begins with <input type="text"/></p> <p>Mass Update Status = <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> </div>
4	<p>Enter the <b>Mass Update ID</b> (this was the header name entered in row 1 of the Text file created in the <a href="#">Formatting a Text File</a> section of this guide). Click <b>Add</b>.</p> <p><b>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Define Mass Update process.</b> 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.</p> <div data-bbox="336 1368 970 1697" style="border: 1px solid blue; padding: 5px;"> <p><b>Define Mass Update</b></p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #c8e6c9;" type="button" value="Add a New Value"/> </p> <p>Mass Update ID <input style="border: 2px solid red;" type="text" value="CGAWD1234567A"/></p> <p><input style="border: 2px solid red; background-color: #c8e6c9;" type="button" value="Add"/></p> </div>

*Continued on next page*

## Define Mass Update, Continued

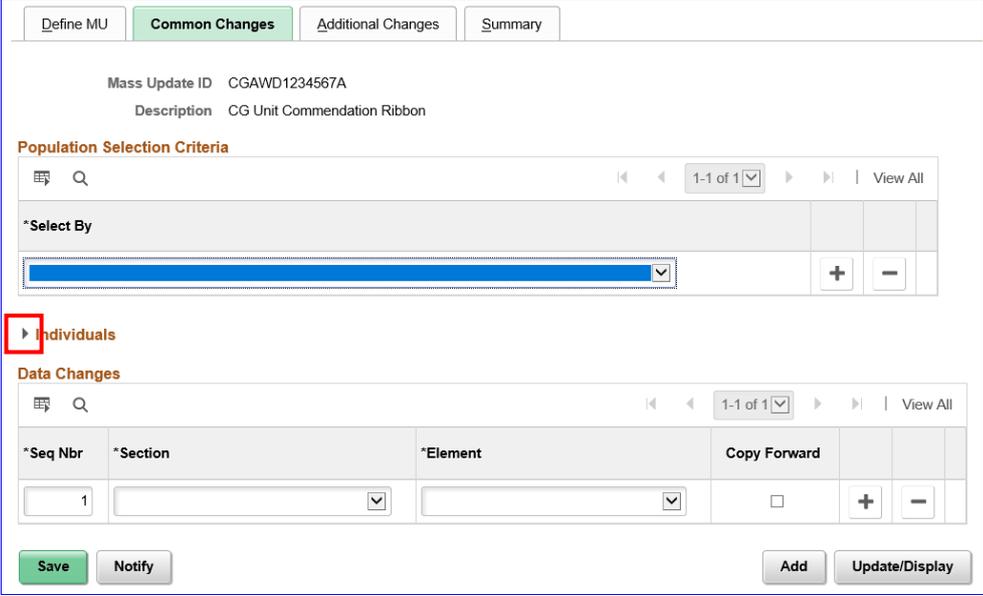
Procedures,  
continued

Step	Action
5	<p>Enter the long title of the award in the <b>Description</b> field. Enter the award code in the <b>Short Desc</b> field (see <a href="#">Before You Begin</a> 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 <b>Reference Date</b> field.</p> <p>Click the <b>Common Changes</b> tab.</p>  <p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> <li>Four tabs: <b>Define MU</b> (highlighted in green), <b>Common Changes</b> (highlighted with a red box), <b>Additional Changes</b>, and <b>Summary</b>.</li> <li>Form fields: <ul style="list-style-type: none"> <li>Mass Update ID: CGAWD1234567A</li> <li>*Description: CG Unit Commendation Ribbon (highlighted with a red box)</li> <li>Short Desc: CGMA (highlighted with a red box)</li> <li>Status: New</li> <li>Copy From: [Search box]</li> </ul> </li> <li>Process Mode Options: <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Add a New Effective Date</li> <li><input type="radio"/> Correct Current Information</li> </ul> </li> <li>*Reference Date: 06/01/2019 (highlighted with a red box and a calendar icon)</li> <li><input type="checkbox"/> Include Eligible Future Rows</li> <li>Buttons: <b>Save</b> (green), <b>Notify</b>, <b>Add</b>, and <b>Update/Display</b>.</li> </ul>

*Continued on next page*

# Define Mass Update, Continued

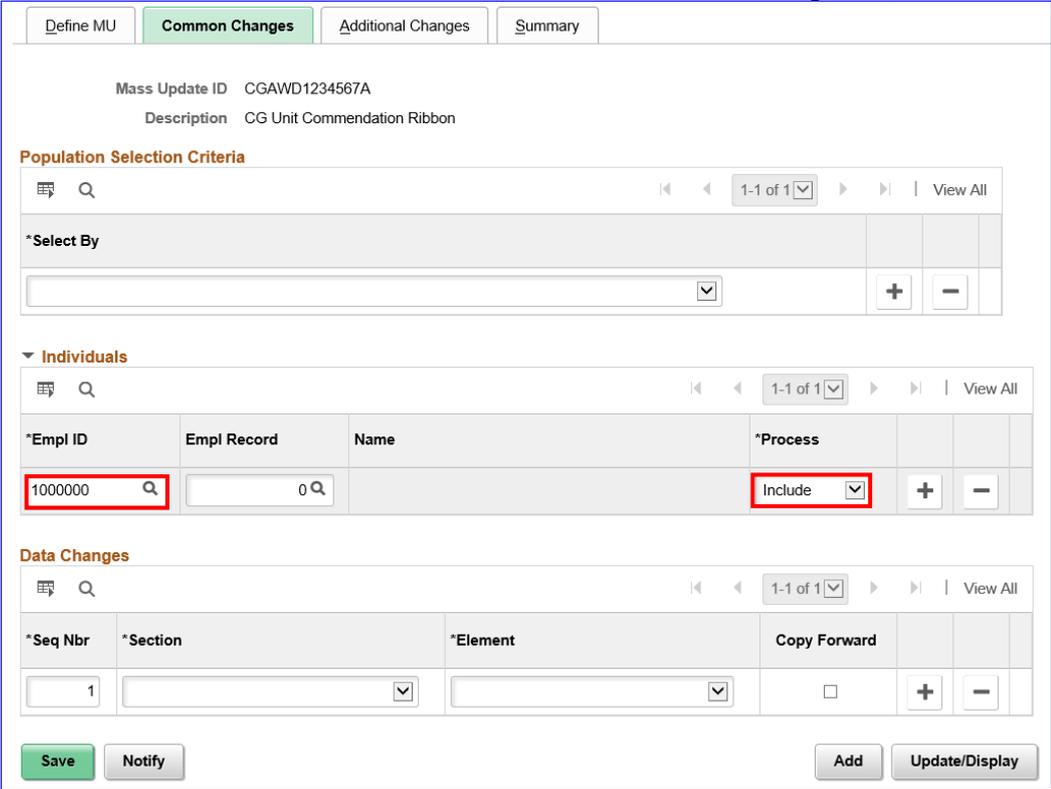
**Procedures,**  
continued

Step	Action
6	<p>Leave the Select By field blank. Expand the <b>Individuals</b> section by clicking the arrow.</p>  <p>The screenshot shows the 'Define Mass Update' interface with the following details:</p> <ul style="list-style-type: none"> <li><b>Tabs:</b> Define MU, <b>Common Changes</b>, Additional Changes, Summary</li> <li><b>Mass Update ID:</b> CGAWD1234567A</li> <li><b>Description:</b> CG Unit Commendation Ribbon</li> <li><b>Population Selection Criteria:</b> Includes a search bar, pagination (1-1 of 1), and a table with a '*Select By' column.</li> <li><b>Individuals:</b> A red box highlights the expand arrow next to the 'Individuals' section header.</li> <li><b>Data Changes:</b> Includes a search bar, pagination (1-1 of 1), and a table with columns: '*Seq Nbr' (value: 1), '*Section', '*Element', and 'Copy Forward'.</li> <li><b>Buttons:</b> Save, Notify, Add, Update/Display</li> </ul>

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# Define Mass Update, Continued

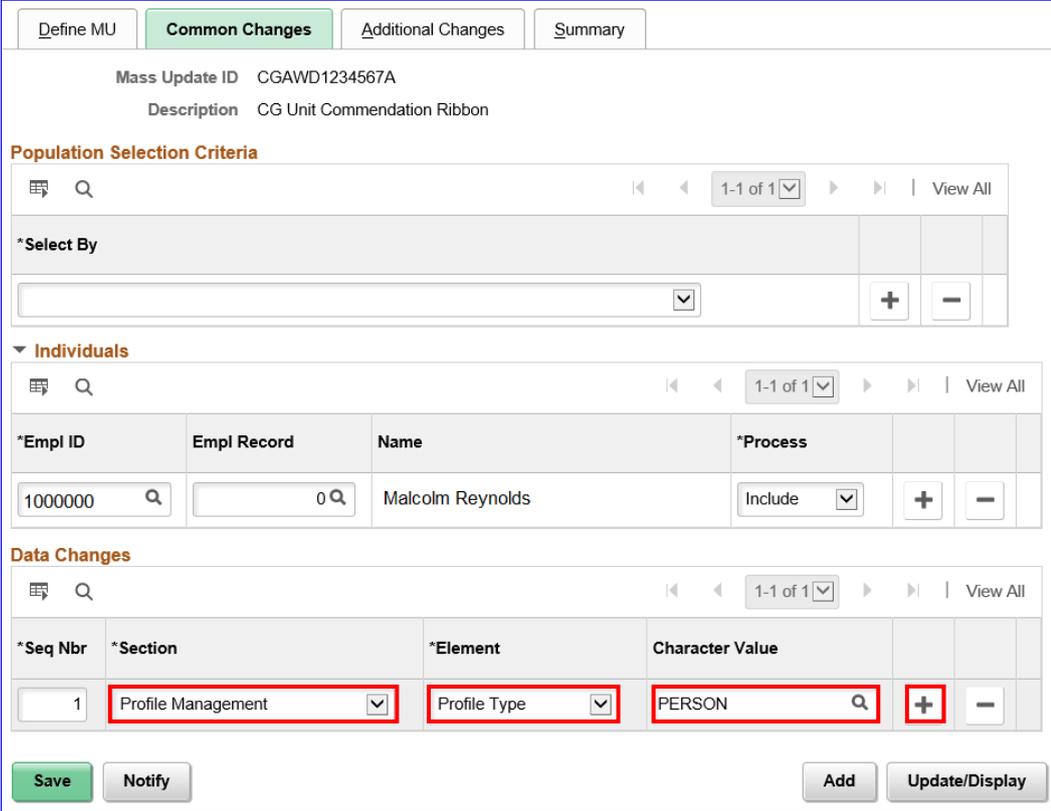
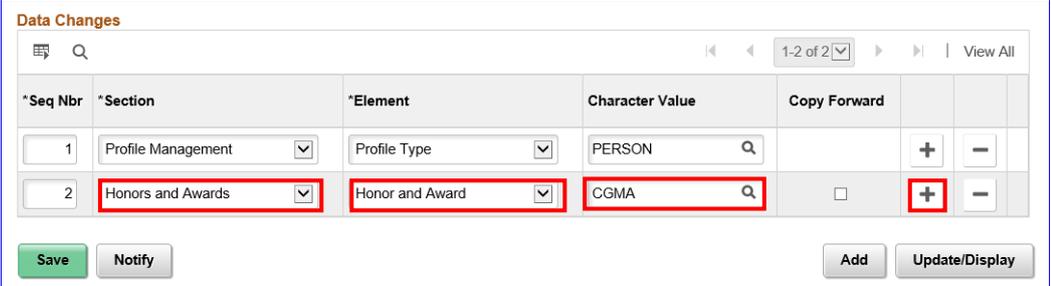
Procedures,  
continued

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

*Continued on next page*

## Define Mass Update, Continued

Procedures,  
continued

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

Continued on next page

# Define Mass Update, Continued

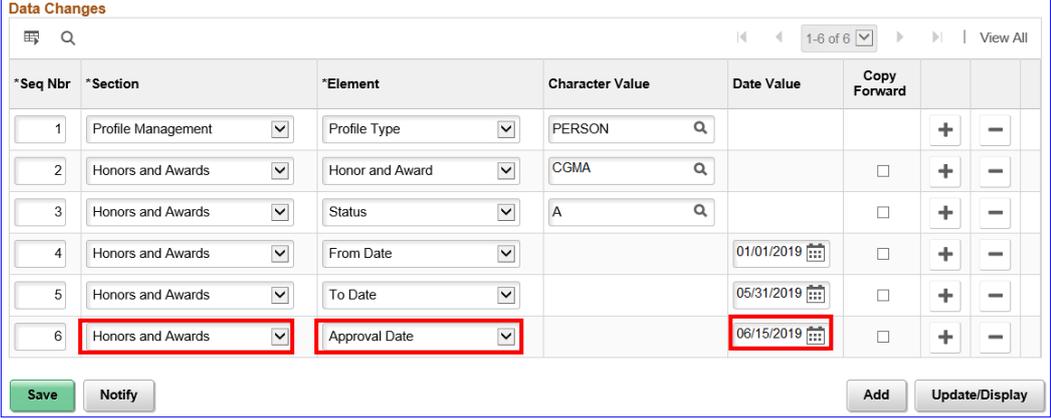
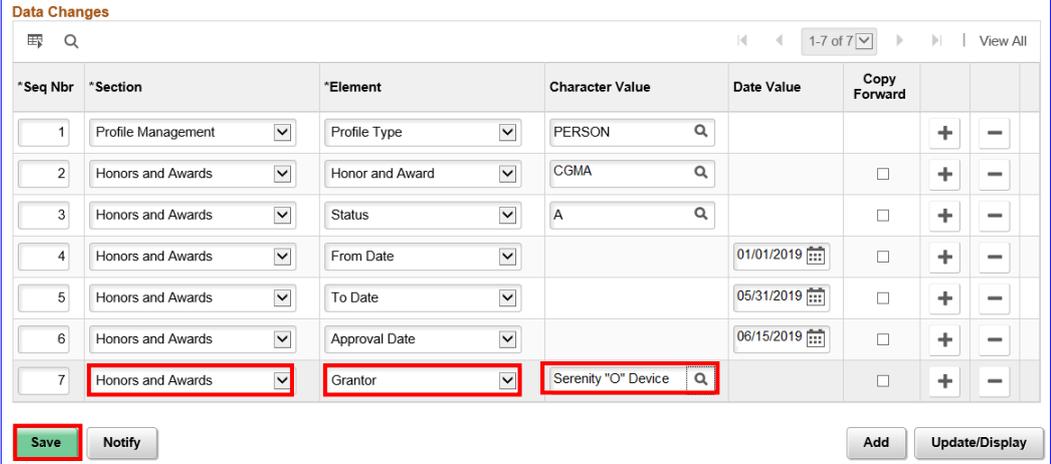
Procedures,  
continued

Step	Action																																																
<p><b>10</b></p>	<p><b>Seq Nbr 3:</b> Using the *Section drop-down, select <b>Honors and Awards</b>. Using the *Element drop-down, select <b>Status</b>. Under Character Value, enter <b>A</b> (for Active). Click the (+) button to add an additional row.</p> <div data-bbox="327 528 1380 864" style="border: 1px solid black; padding: 5px;"> <p><b>Data Changes</b></p> <table border="1"> <thead> <tr> <th>*Seq Nbr</th> <th>*Section</th> <th>*Element</th> <th>Character Value</th> <th>Copy Forward</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Profile Management</td> <td>Profile Type</td> <td>PERSON</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Honors and Awards</td> <td>Honor and Award</td> <td>CGMA</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Honors and Awards</td> <td>Status</td> <td>A</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save Notify Add Update/Display</p> </div>	*Seq Nbr	*Section	*Element	Character Value	Copy Forward			1	Profile Management	Profile Type	PERSON		<input type="checkbox"/>	<input type="checkbox"/>	2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	<input type="checkbox"/>	3	Honors and Awards	Status	A		<input type="checkbox"/>	<input type="checkbox"/>																				
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2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	<input type="checkbox"/>																																											
3	Honors and Awards	Status	A		<input type="checkbox"/>	<input type="checkbox"/>																																											
<p><b>11</b></p>	<p><b>Seq Nbr 4:</b> Using the *Section drop-down, select <b>Honors and Awards</b>. Using the *Element drop-down, select <b>From Date</b>. Under Date Value, enter the <b>date the award period began</b> (if the award only has an issue date, leave blank). Click the (+) button to add an additional row.</p> <div data-bbox="327 1043 1380 1379" style="border: 1px solid black; padding: 5px;"> <p><b>Data Changes</b></p> <table border="1"> <thead> <tr> <th>*Seq Nbr</th> <th>*Section</th> <th>*Element</th> <th>Character Value</th> <th>Date Value</th> <th>Copy Forward</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Profile Management</td> <td>Profile Type</td> <td>PERSON</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Honors and Awards</td> <td>Honor and Award</td> <td>CGMA</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Honors and Awards</td> <td>Status</td> <td>A</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Honors and Awards</td> <td>From Date</td> <td></td> <td>01/01/2019</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save Notify Add Update/Display</p> </div>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			<input type="checkbox"/>	<input type="checkbox"/>	2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Honors and Awards	Status	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Honors and Awards	From Date		01/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
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<p><b>12</b></p>	<p><b>Seq Nbr 5:</b> Using the *Section drop-down, select <b>Honors and Awards</b>. Using the *Element drop-down, select <b>To Date</b>. Under Date Value, enter the <b>date the award period ended</b> (if the From Date value was left blank, leave the To Date field blank). Click the (+) button to add an additional row.</p> <div data-bbox="327 1559 1380 1939" style="border: 1px solid black; padding: 5px;"> <p><b>Data Changes</b></p> <table border="1"> <thead> <tr> <th>*Seq Nbr</th> <th>*Section</th> <th>*Element</th> <th>Character Value</th> <th>Date Value</th> <th>Copy Forward</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Profile Management</td> <td>Profile Type</td> <td>PERSON</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Honors and Awards</td> <td>Honor and Award</td> <td>CGMA</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Honors and Awards</td> <td>Status</td> <td>A</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Honors and Awards</td> <td>From Date</td> <td></td> <td>01/01/2019</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>Honors and Awards</td> <td>To Date</td> <td></td> <td>05/31/2019</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save Notify Add Update/Display</p> </div>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			<input type="checkbox"/>	<input type="checkbox"/>	2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Honors and Awards	Status	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Honors and Awards	From Date		01/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Honors and Awards	To Date		05/31/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Define Mass Update, Continued

Procedures,  
continued

Step	Action																																																																
<p><b>13</b></p>	<p><b>Seq Nbr 6:</b> Using the *Section drop-down, select <b>Honors and Awards</b>. Using the *Element drop-down, select <b>Approval Date</b>. Under Date Value, enter the <b>date</b> the award was signed by the authorization authority.</p>  <p>The screenshot shows a table with the following data for row 6:</p> <table border="1"> <thead> <tr> <th>*Seq Nbr</th> <th>*Section</th> <th>*Element</th> <th>Character Value</th> <th>Date Value</th> <th>Copy Forward</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Profile Management</td> <td>Profile Type</td> <td>PERSON</td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>Honors and Awards</td> <td>Honor and Award</td> <td>CGMA</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>Honors and Awards</td> <td>Status</td> <td>A</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>4</td> <td>Honors and Awards</td> <td>From Date</td> <td></td> <td>01/01/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>5</td> <td>Honors and Awards</td> <td>To Date</td> <td></td> <td>05/31/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>6</td> <td>Honors and Awards</td> <td>Approval Date</td> <td></td> <td>06/15/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			+	-	2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	+	-	3	Honors and Awards	Status	A		<input type="checkbox"/>	+	-	4	Honors and Awards	From Date		01/01/2019	<input type="checkbox"/>	+	-	5	Honors and Awards	To Date		05/31/2019	<input type="checkbox"/>	+	-	6	Honors and Awards	Approval Date		06/15/2019	<input type="checkbox"/>	+	-								
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6	Honors and Awards	Approval Date		06/15/2019	<input type="checkbox"/>	+	-																																																										
<p><b>14</b></p>	<p><b>Seq Nbr 7:</b> Using the *Section drop-down, select <b>Honors and Awards</b>. Using the *Element drop-down, select <b>Grantor</b>. Under Character Value, enter the <b>authority authorizing the award</b> or <b>leave blank</b> (this field is limited to 20 characters).</p> <p>Click <b>Save</b>.</p> <p><b>NOTE:</b> Do <b>not</b> 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.</p>  <p>The screenshot shows a table with the following data for row 7:</p> <table border="1"> <thead> <tr> <th>*Seq Nbr</th> <th>*Section</th> <th>*Element</th> <th>Character Value</th> <th>Date Value</th> <th>Copy Forward</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Profile Management</td> <td>Profile Type</td> <td>PERSON</td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>Honors and Awards</td> <td>Honor and Award</td> <td>CGMA</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>Honors and Awards</td> <td>Status</td> <td>A</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>4</td> <td>Honors and Awards</td> <td>From Date</td> <td></td> <td>01/01/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>5</td> <td>Honors and Awards</td> <td>To Date</td> <td></td> <td>05/31/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>6</td> <td>Honors and Awards</td> <td>Approval Date</td> <td></td> <td>06/15/2019</td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>7</td> <td>Honors and Awards</td> <td>Grantor</td> <td>Serenity "O" Device</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			+	-	2	Honors and Awards	Honor and Award	CGMA		<input type="checkbox"/>	+	-	3	Honors and Awards	Status	A		<input type="checkbox"/>	+	-	4	Honors and Awards	From Date		01/01/2019	<input type="checkbox"/>	+	-	5	Honors and Awards	To Date		05/31/2019	<input type="checkbox"/>	+	-	6	Honors and Awards	Approval Date		06/15/2019	<input type="checkbox"/>	+	-	7	Honors and Awards	Grantor	Serenity "O" Device		<input type="checkbox"/>	+	-
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7	Honors and Awards	Grantor	Serenity "O" Device		<input type="checkbox"/>	+	-																																																										
<p><b>15</b></p>	<p>Once the data has been saved, return to the DA Home screen. Continue with the next section of this guide: <a href="#">Load Mass Update</a>.</p>																																																																

# Load Mass Update

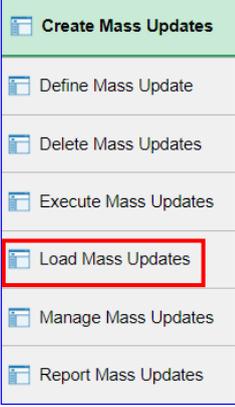
**Introduction** This section of the guide provides the procedures for a P&A Office to run the **second stage** of the Mass Update in Direct Access (DA). This stage loads the Text file of Emplids for the Mass Award Update.

**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.

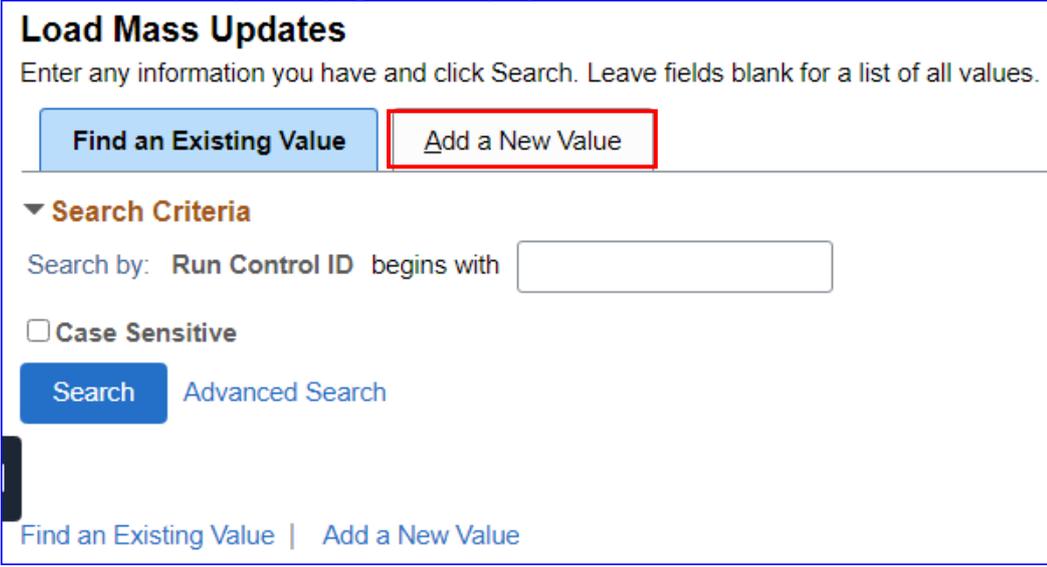
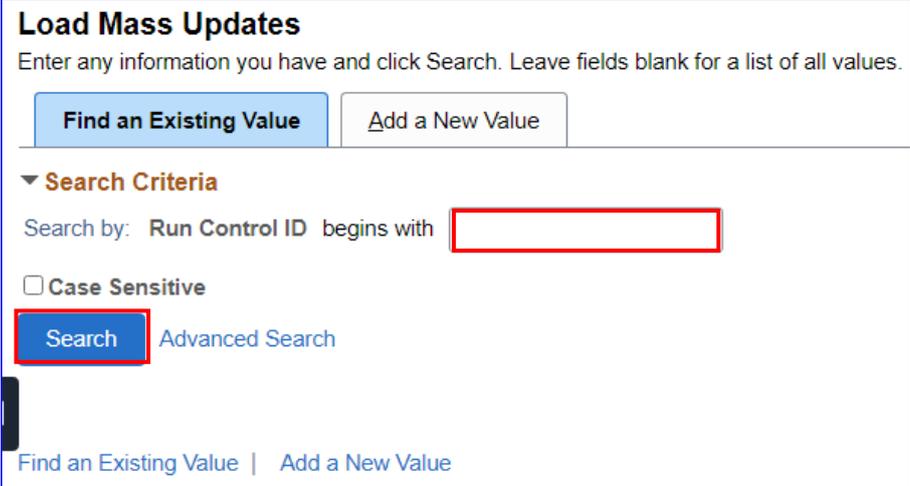
**Procedures** See below.

Step	Action
1	Click on the <b>Mass Updates</b> tile. 
2	Select the <b>Load Mass Updates</b> option. 

*Continued on next page*

# Load Mass Update, Continued

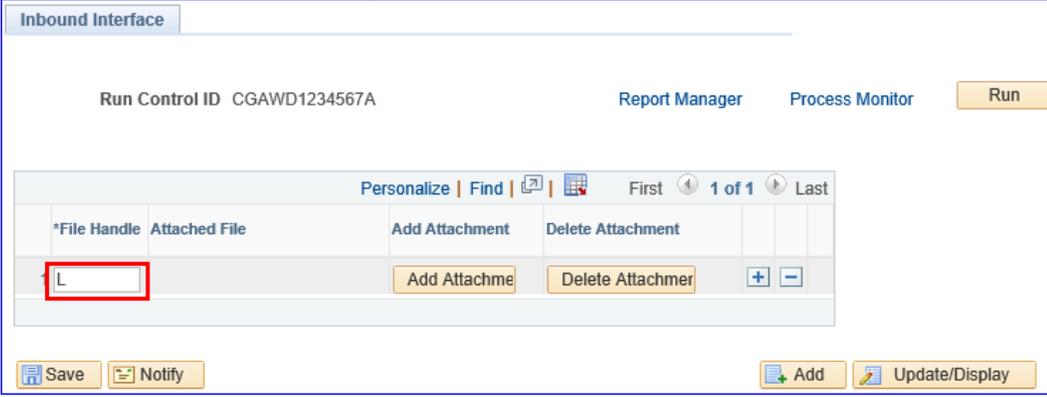
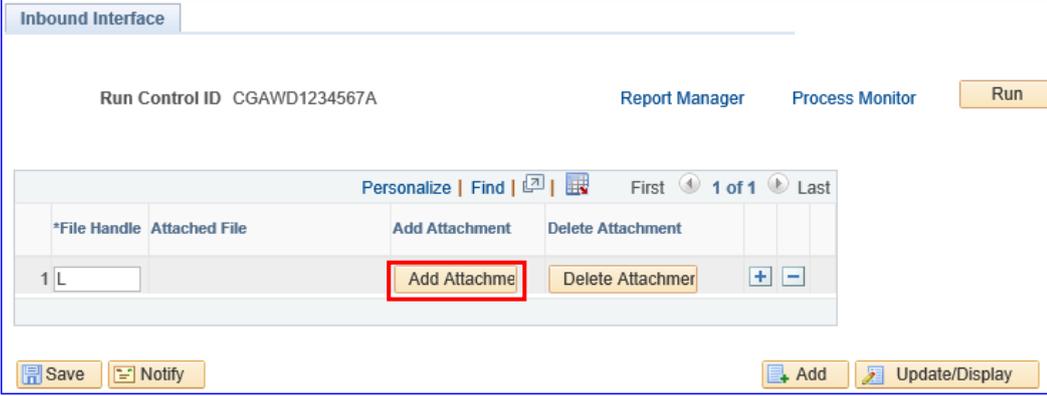
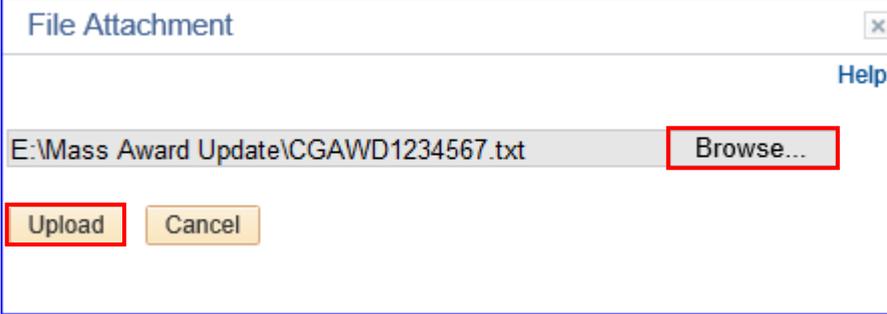
Procedures,  
continued

Step	Action
3	<p>The Load Mass Updates page will display. Select the <b>Add a New Value</b> tab.</p>  <p><b>Load Mass Updates</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>▼ <b>Search Criteria</b> 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>
4	<p>Enter a <b>Run Control ID</b> (this will be the Mass Update ID used during the Define Mass Update process and established in the Text file). Click <b>Add</b>.</p> <p><b>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Load Mass Update process.</b> 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.</p>  <p><b>Load Mass Updates</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>▼ <b>Search Criteria</b> Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b>   Advanced Search</p> <p>Find an Existing Value   Add a New Value</p>

*Continued on next page*

# Load Mass Update, Continued

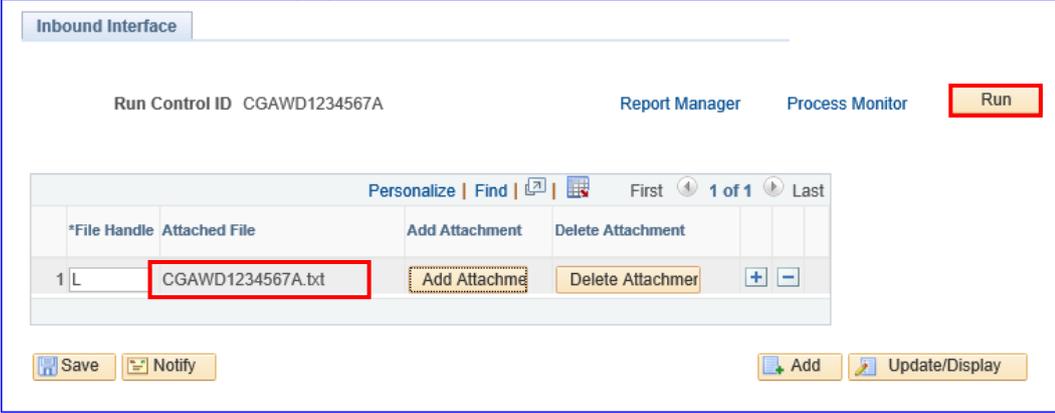
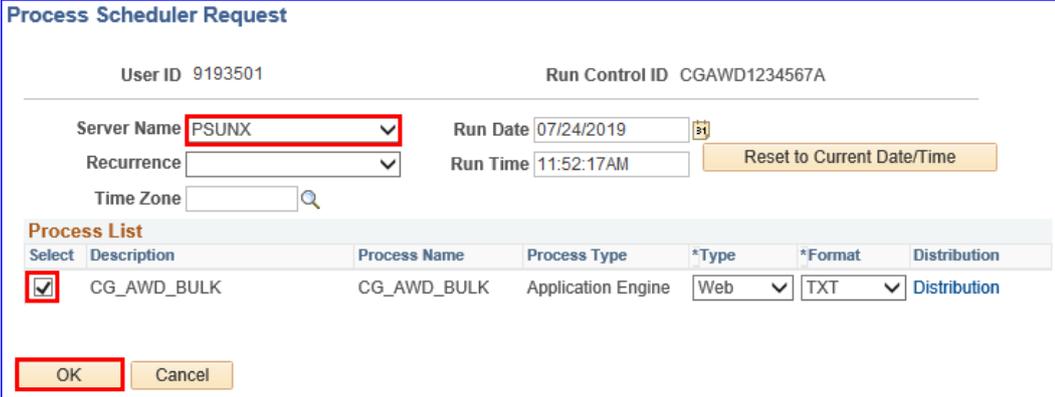
Procedures,  
continued

Step	Action
5	<p>The Inbound Interface will open. In the *File Handle field, enter L.</p>  <p>The screenshot shows the 'Inbound Interface' window. At the top, it displays 'Run Control ID CGAWD1234567A' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a table with columns for '*File Handle' and 'Attached File'. The first row has 'L' in the '*File Handle' column, which is highlighted with a red box. There are 'Add Attachment' and 'Delete Attachment' buttons for each row. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.</p>
6	<p>Click <b>Add Attachment</b>.</p>  <p>This screenshot is similar to the previous one, but the 'Add Attachment' button for the first row is highlighted with a red box. The '*File Handle' field now contains '1 L'.</p>
7	<p>Using the <b>Browse</b> button, locate the Text file of Emplids for this Mass Update (created in the first section of this guide). Click <b>Upload</b>.</p>  <p>The screenshot shows a 'File Attachment' dialog box. It contains a text field with the file path 'E:\Mass Award Update\CGAWD1234567.txt'. The 'Browse...' button is highlighted with a red box. At the bottom, there are 'Upload' and 'Cancel' buttons, with 'Upload' also highlighted with a red box.</p>

*Continued on next page*

# Load Mass Update, Continued

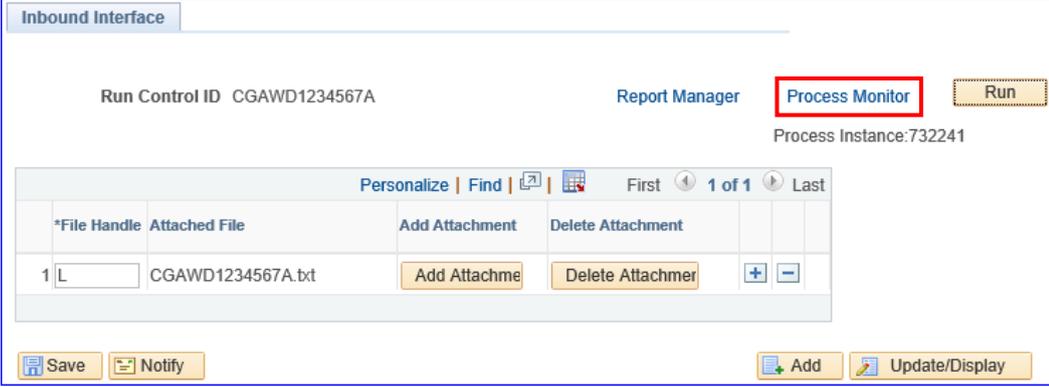
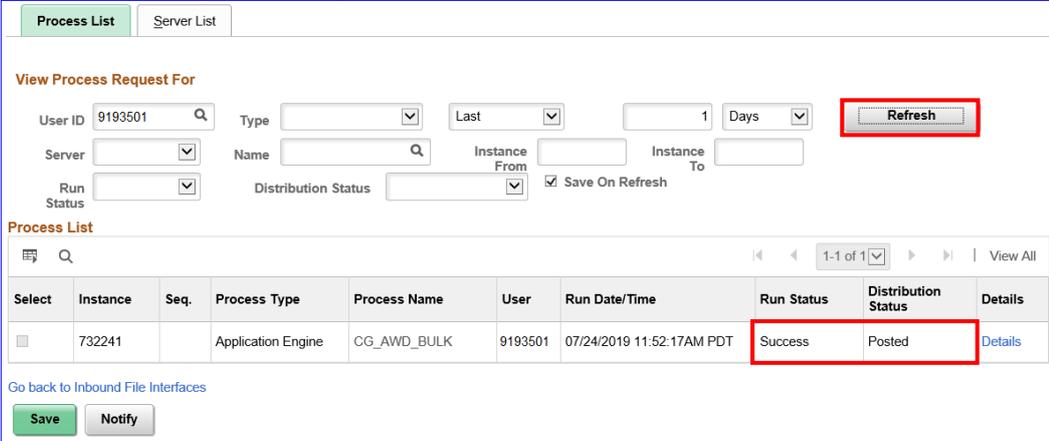
Procedures,  
continued

Step	Action														
8	<p>Ensure the correct file populated. Click <b>Run</b>.</p>  <p>The screenshot shows the 'Inbound Interface' with a 'Run Control ID' of CGAWD1234567A. A table lists attached files, with 'CGAWD1234567A.txt' highlighted. A red box highlights the 'Run' button in the top right corner.</p>														
9	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select <b>PSUNX</b>. Ensure the <b>CG_AWD_BULK</b> process is checked. Click <b>OK</b>.</p>  <p>The screenshot shows the 'Process Scheduler Request' page. The 'Server Name' dropdown is set to 'PSUNX'. In the 'Process List' table, the 'CG_AWD_BULK' process is checked. A red box highlights the 'OK' button at the bottom left.</p> <table border="1" data-bbox="347 1234 1369 1317"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CG_AWD_BULK</td> <td>CG_AWD_BULK</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CG_AWD_BULK	CG_AWD_BULK	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	CG_AWD_BULK	CG_AWD_BULK	Application Engine	Web	TXT	Distribution									

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# Load Mass Update, Continued

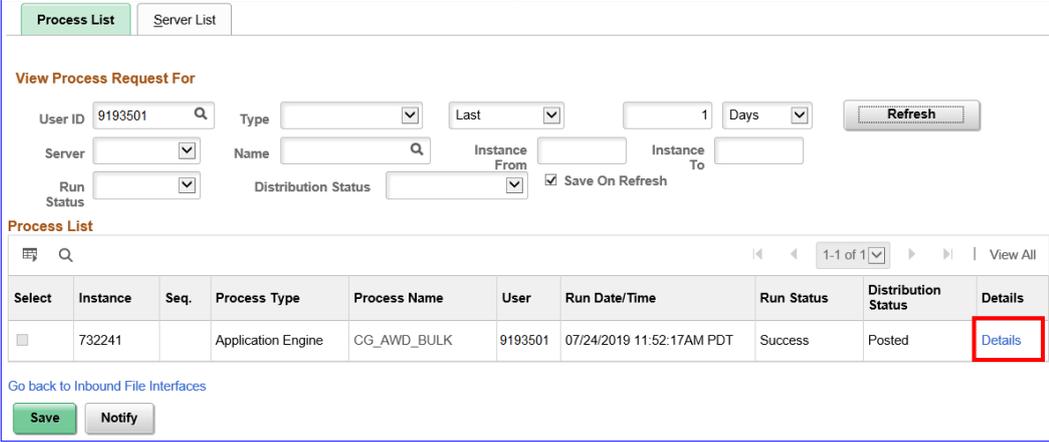
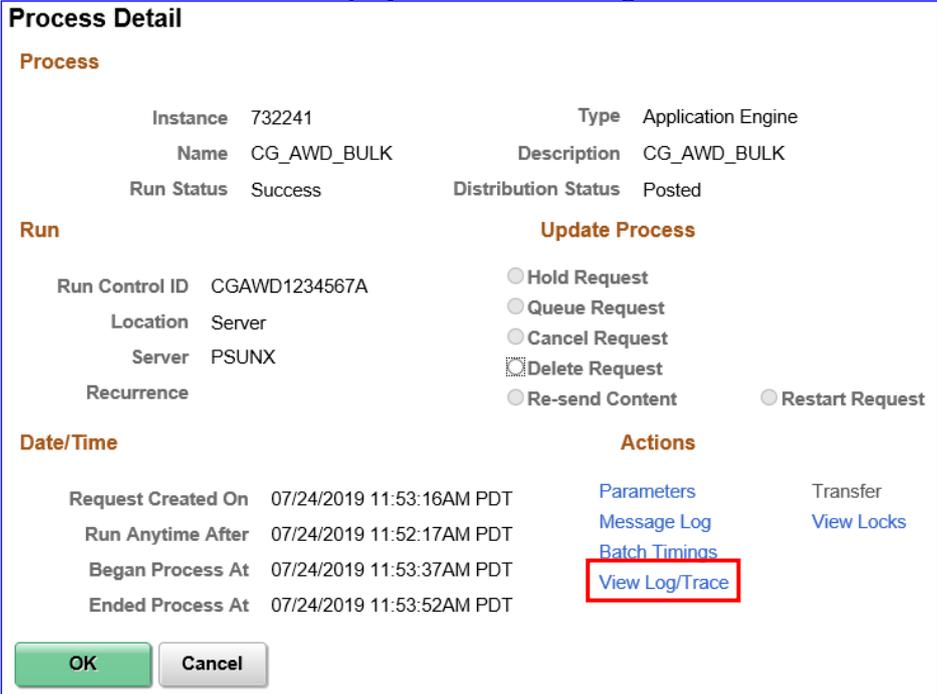
Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>The Inbound Interface will re-display with a Process Instance number. Select <b>Process Monitor</b>.</p>  <p>The screenshot shows the 'Inbound Interface' with 'Run Control ID CGAWD1234567A'. The 'Process Monitor' button is highlighted with a red box. Below it is a table with one row containing 'CGAWD1234567A.txt' and 'Process Instance:732241'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>
<p><b>11</b></p>	<p>The Process List will display. The Run Status may initially indicate <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button until the Run Status updates to <b>Success</b> and the Distribution Status indicates <b>Posted</b>. This may take a considerable amount of time depending on the size of the Text file. Continue to click the Refresh button periodically.</p>  <p>The screenshot shows the 'Process List' interface. A 'Refresh' button is highlighted in red. Below it is a table with one row: Instance 732241, Process Type Application Engine, Process Name CG_AWD_BULK, User 9193501, Run Date/Time 07/24/2019 11:52:17AM PDT, Run Status Success, and Distribution Status Posted. The 'Success' and 'Posted' cells are highlighted in red.</p>

*Continued on next page*

# Load Mass Update, Continued

Procedures,  
continued

Step	Action
<p><b>12</b></p>	<p>Once the process has posted successfully, click <b>Details</b>.</p>  <p>The screenshot shows a 'Process List' interface with a search bar and a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. A row is visible with Instance 732241, Process Type Application Engine, Process Name CG_AWD_BULK, User 9193501, Run Date/Time 07/24/2019 11:52:17AM PDT, Run Status Success, and Distribution Status Posted. The 'Details' link in the last column of this row is highlighted with a red box.</p>
<p><b>13</b></p>	<p>The Process Detail will display. Click <b>View Log/Trace</b>.</p>  <p>The screenshot shows a 'Process Detail' interface with several sections: Process, Run, Date/Time, and Actions. The 'Process' section shows Instance 732241, Name CG_AWD_BULK, Type Application Engine, Run Status Success, and Distribution Status Posted. The 'Run' section shows Run Control ID CGAWD1234567A, Location Server, and Server PSUNX. The 'Date/Time' section shows Request Created On, Run Anytime After, Began Process At, and Ended Process At. The 'Actions' section includes links for Parameters, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' link is highlighted with a red box.</p>

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# Load Mass Update, Continued

Procedures,  
continued

Step	Action																													
14	<p>Click the <b>AE_CG_AWD_BULK_#####.stdout</b> file. This file will list all the Emplids processed and their status.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>727941</td> <td>Process Instance</td> <td>732241</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name</td> <td>CG_AWD_BULK</td> <td>Process Type</td> <td colspan="2">Application Engine</td> </tr> <tr> <td>Run Status</td> <td colspan="4">Success</td> </tr> </table> <p>CG_AWD_BULK</p> <p><b>Distribution Details</b></p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td><input type="text" value="07/31/2019"/></td> </tr> </table> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_CG_AWD_BULK_732241.stdout</a></td> <td>2,033</td> <td>07/24/2019 11:53:52.114783AM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>-Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>9193501</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	727941	Process Instance	732241	<a href="#">Message Log</a>	Name	CG_AWD_BULK	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	<input type="text" value="07/31/2019"/>	Name	File Size (bytes)	Datetime Created	<a href="#">AE_CG_AWD_BULK_732241.stdout</a>	2,033	07/24/2019 11:53:52.114783AM PDT	Distribution ID Type	-Distribution ID	User	9193501
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Distribution ID Type	-Distribution ID																													
User	9193501																													

*Continued on next page*

## Load Mass Update, Continued

Procedures,  
continued

Step	Action
<p><b>15</b></p>	<p>The file will open in a new window. <b>Review</b> 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 <a href="#">Honors and Awards</a> guide. Make a note of all ‘failed’ Emplids and ‘X’ out of page to return to DA.</p> <p><b>IMPORTANT:</b> When the Award Bulk Load runs correctly, the first Emplid (entered in Step 6 of the <a href="#">Define Mass Update</a> 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 <a href="#">Manage Mass Update</a> stage.</p> <p><b>Reasons an Emplid will fail:</b></p> <ul style="list-style-type: none"> <li>• Emplid is a duplicate entry</li> <li>• Emplid is formatted incorrectly</li> <li>• Emplid does not exist</li> <li>• Emplid belongs to a Civilian/Auxilliariist/Retiree</li> </ul> <div style="border: 1px solid blue; padding: 5px;"> <pre> 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                     </pre> </div>
<p><b>16</b></p>	<p>Return to the Home page and continue with the next section of this guide: <a href="#">Create Mass Update</a>.</p>

# Create Mass Update

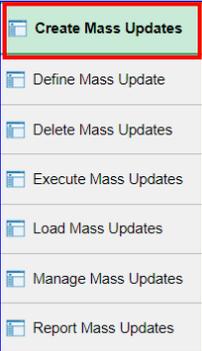
**Introduction** This section of the guide provides the procedures for the P&A Office to create a Mass Update in Direct Access (DA) using the parameters outlined in the Create Mass Update and Load Mass Update sections of this guide. This is the **third stage** of the Mass Update process.

**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.

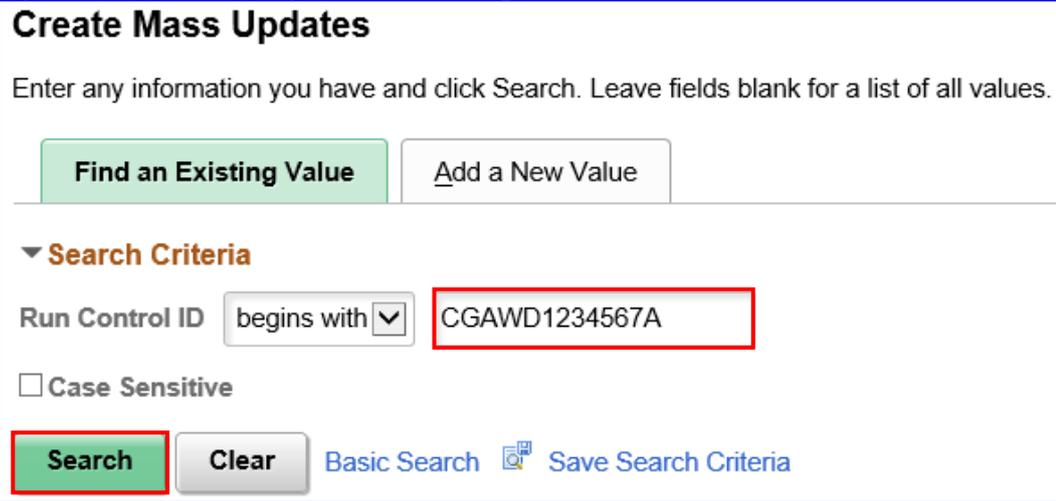
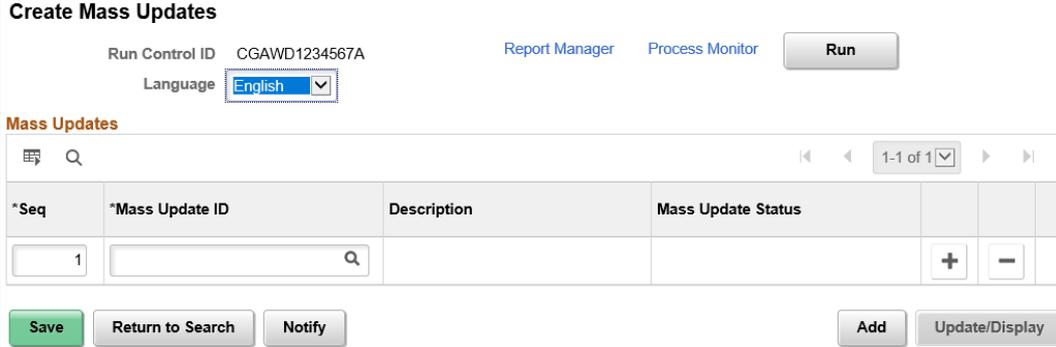
**Procedures** See below.

Step	Action
1	Click on the <b>Mass Updates</b> tile. 
2	The <b>Create Mass Updates</b> option will automatically display. 

*Continued on next page*

## Create Mass Update, Continued

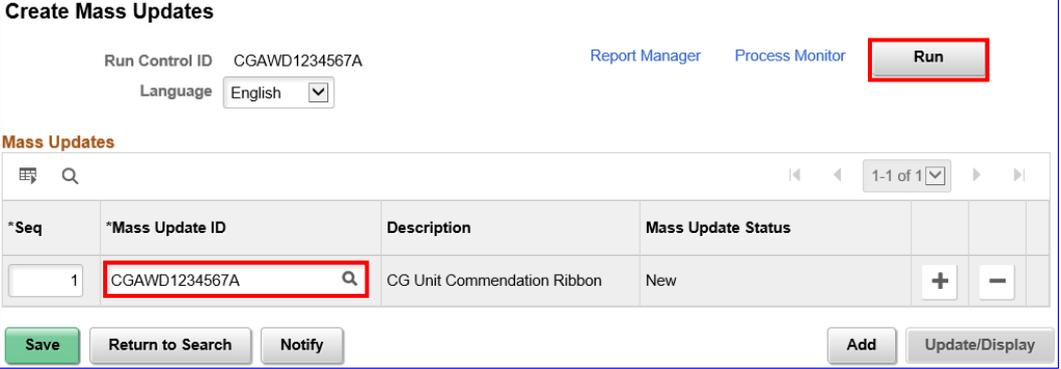
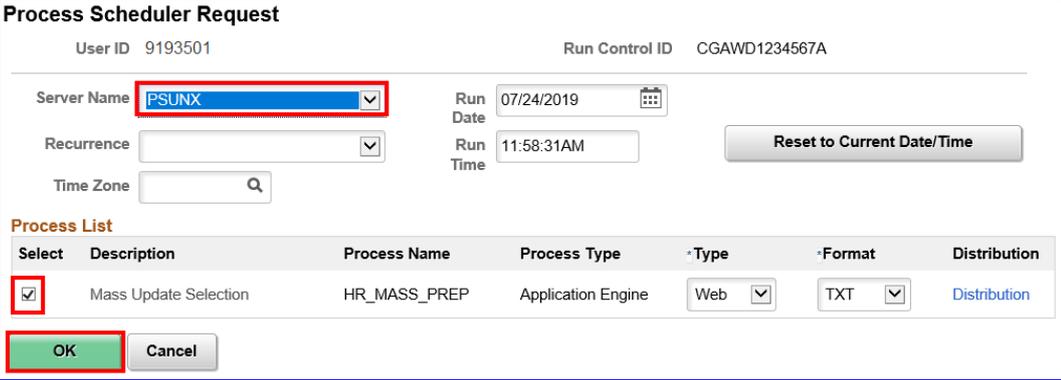
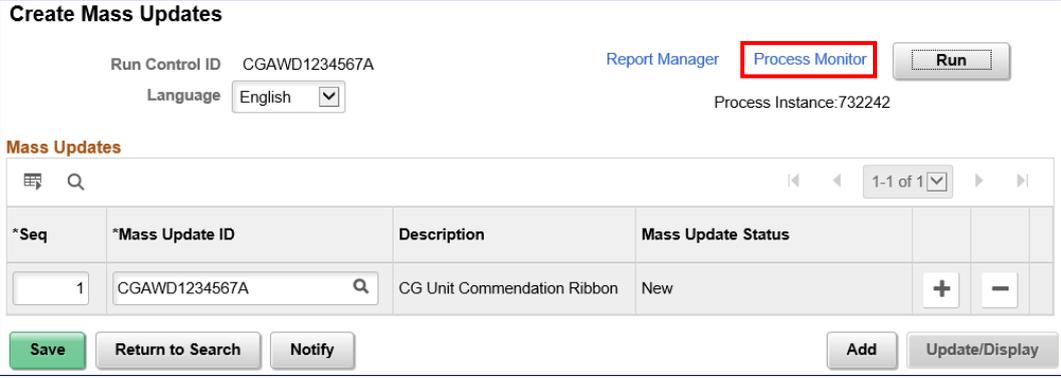
Procedures,  
continued

Step	Action								
3	<p>On the <b>Find an Existing Value</b> tab, enter the <b>Run Control ID</b> (enter the Mass Update ID used in the previous two stages). Click <b>Search</b>.</p>  <p><b>Create Mass Updates</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b> <b>Add a New Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Run Control ID begins with <input type="text" value="CGAWD1234567A"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>								
4	<p>The Create Mass Updates action page will display.</p>  <p><b>Create Mass Updates</b></p> <p>Run Control ID CGAWD1234567A <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <b>Run</b></p> <p>Language <input type="text" value="English"/></p> <p><b>Mass Updates</b></p> <table border="1"> <thead> <tr> <th>*Seq</th> <th>*Mass Update ID</th> <th>Description</th> <th>Mass Update Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><b>Save</b> <b>Return to Search</b> <b>Notify</b> <b>Add</b> <b>Update/Display</b></p>	*Seq	*Mass Update ID	Description	Mass Update Status	1	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>
*Seq	*Mass Update ID	Description	Mass Update Status						
1	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>						

*Continued on next page*

# Create Mass Update, Continued

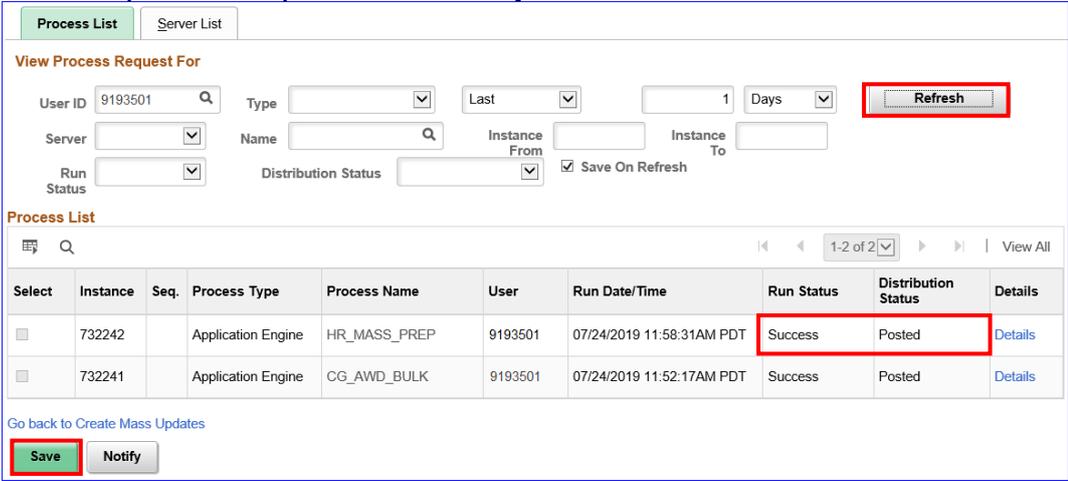
Procedures,  
continued

Step	Action														
5	<p>Using the lookup, select the <b>Mass Update ID</b> from the search results or type in the Mass Update ID in the *Mass Update ID field. Click <b>Run</b>.</p>  <p><b>Create Mass Updates</b></p> <p>Run Control ID: CGAWD1234567A    Report Manager    Process Monitor    <b>Run</b></p> <p>Language: English</p> <p><b>Mass Updates</b></p> <table border="1"> <thead> <tr> <th>*Seq</th> <th>*Mass Update ID</th> <th>Description</th> <th>Mass Update Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CGAWD1234567A</td> <td>CG Unit Commendation Ribbon</td> <td>New</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Add, Update/Display</p>	*Seq	*Mass Update ID	Description	Mass Update Status	1	CGAWD1234567A	CG Unit Commendation Ribbon	New						
*Seq	*Mass Update ID	Description	Mass Update Status												
1	CGAWD1234567A	CG Unit Commendation Ribbon	New												
6	<p>The Process Scheduler Request will display. Ensure the Server Name is set at <b>PSUNX</b> and Mass Update Selection is <b>checked</b>. Click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID: 9193501    Run Control ID: CGAWD1234567A</p> <p>Server Name: <b>PSUNX</b>    Run Date: 07/24/2019</p> <p>Recurrence:    Run Time: 11:58:31AM    <b>Reset to Current Date/Time</b></p> <p>Time Zone:    <b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Mass Update Selection</td> <td>HR_MASS_PREP</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>Buttons: <b>OK</b>, Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Mass Update Selection	HR_MASS_PREP	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Mass Update Selection	HR_MASS_PREP	Application Engine	Web	TXT	Distribution									
7	<p>The report parameters page will re-display. A Process Instance number will populate. Click <b>Process Monitor</b>.</p>  <p><b>Create Mass Updates</b></p> <p>Run Control ID: CGAWD1234567A    Report Manager    <b>Process Monitor</b>    Run</p> <p>Language: English    Process Instance: 732242</p> <p><b>Mass Updates</b></p> <table border="1"> <thead> <tr> <th>*Seq</th> <th>*Mass Update ID</th> <th>Description</th> <th>Mass Update Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CGAWD1234567A</td> <td>CG Unit Commendation Ribbon</td> <td>New</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Add, Update/Display</p>	*Seq	*Mass Update ID	Description	Mass Update Status	1	CGAWD1234567A	CG Unit Commendation Ribbon	New						
*Seq	*Mass Update ID	Description	Mass Update Status												
1	CGAWD1234567A	CG Unit Commendation Ribbon	New												

*Continued on next page*

## Create Mass Update, Continued

Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>The Process List will display. The Run Status may initially indicate <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button until the Run Status updates to <b>Success</b> and the Distribution Status indicates <b>Posted</b>. This may take a considerable amount of time depending on the size of the original Text file. Continue to click the Refresh button periodically.</p> <p>Once the process has posted successfully, click <b>Save</b>.</p>  <p>The screenshot shows a web interface with a 'Process List' tab selected. Under 'View Process Request For', there are search and filter fields for User ID (9193501), Type, Last, Days (1), Server, Name, Instance From/To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below this is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. Two rows are visible: one for 'HR_MASS_PREP' and one for 'CG_AWD_BULK'. The 'Run Status' and 'Distribution Status' for the first row are highlighted with a red box. At the bottom, there is a link 'Go back to Create Mass Updates' and two buttons: 'Save' (highlighted with a red box) and 'Notify'.</p>
<p><b>9</b></p>	<p>At this stage, the Mass Update has been created. Return to the Home page and continue with the next section of this guide: <a href="#">Manage Mass Update</a>.</p>

# Manage Mass Update

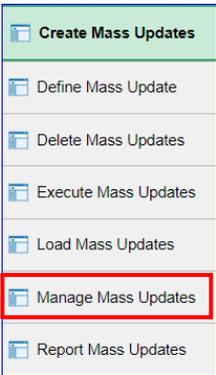
**Introduction** This section of the guide provides the procedures for a P&A Office to manage the Mass Update in Direct Access (DA) to ensure it has loaded correctly. This is the **fourth stage** of the Mass Update process.

**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 <b>Mass Updates</b> tile. 
2	Select the <b>Manage Mass Updates</b> option. 

*Continued on next page*

# Manage Mass Update, Continued

Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>The Manage Mass Updates page will display. Using the lookup, select the <b>Mass Update ID</b> from the search results or type in the Mass Update ID (this is the same Mass Update ID used in the previous stages).</p> <div data-bbox="312 562 1347 1048" style="border: 1px solid blue; padding: 5px;"> <p><b>Manage Mass Updates</b> </p> <p>▶ <b>Running Instances</b></p> <p><b>Search Criteria</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Mass Update ID <input style="border: 2px solid red;" type="text" value=""/> <input type="button" value="Q"/></p> <p>Section <input type="text" value=""/> <input type="button" value="v"/></p> <p>Element <input type="text" value=""/> <input type="button" value="v"/></p> <p>Empl ID <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Transaction Status <input type="text" value=""/> <input type="button" value="v"/></p> <p style="text-align: right;"><input type="button" value="Search"/></p> </div> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>
<p><b>4</b></p>	<p>Click <b>Search</b>.</p> <p><b>NOTE:</b> If the Names and Emplids do not populate immediately, click <b>Search</b> again. Do <b>not</b> click Save until the Names and Emplids populate (see Step 4 for an example).</p> <div data-bbox="312 1256 1347 1742" style="border: 1px solid blue; padding: 5px;"> <p><b>Manage Mass Updates</b> </p> <p>▶ <b>Running Instances</b></p> <p><b>Search Criteria</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Mass Update ID <input type="text" value="CGAWD1234567A"/> <input type="button" value="Q"/> CG Unit Commendation Ribbon      Initiated</p> <p>Section <input type="text" value=""/> <input type="button" value="v"/></p> <p>Element <input type="text" value=""/> <input type="button" value="v"/></p> <p>Empl ID <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Transaction Status <input type="text" value=""/> <input type="button" value="v"/></p> <p style="text-align: right;"><input style="border: 2px solid red;" type="button" value="Search"/></p> </div> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>

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# Manage Mass Update, Continued

Procedures,  
continued

Step	Action																																																							
5	<p>A list of members scheduled to receive the award will be listed. <b>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.</b> If any members (Emplids) are missing, they will need to be entered individually in DA (see the <a href="#">Honors and Awards guide</a>).</p> <p>Regardless of how the Emplids are listed in the Text file, the <b>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</b> (see below) in this phase. Review the entire list to ensure each Emplid indicates a Transaction Status of <b>Ready</b>.</p> <div data-bbox="336 819 1374 1552" style="border: 1px solid black; padding: 5px;"> <p><b>Manage Mass Updates</b></p> <p>▶ Running Instances</p> <p><b>Search Criteria</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Mass Update ID</td> <td style="width: 30%;">CGAWD1234567A</td> <td style="width: 20%;">CG Unit Commendation Ribbon</td> <td style="width: 30%;">Initiated</td> </tr> <tr> <td>Section</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Element</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Empl ID</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Transaction Status</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Search"/></p> <p>▶ Total Transactions per Status</p> <p>1 to 25 on 67</p> <p><b>Mass Update Transactions</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mass Update ID</th> <th>Person ID</th> <th>Empl Record</th> <th>Name</th> <th>*Transaction Status</th> <th>Details</th> <th>Execute</th> </tr> </thead> <tbody> <tr> <td>CGAWD1234567A</td> <td>1010001</td> <td>0</td> <td>Inara Serra</td> <td>Ready</td> <td></td> <td><input type="button" value="Execute"/></td> </tr> <tr> <td>CGAWD1234567A</td> <td>1020000</td> <td>0</td> <td>Saffron</td> <td>Ready</td> <td></td> <td><input type="button" value="Execute"/></td> </tr> <tr> <td>CGAWD1234567A</td> <td>1030000</td> <td>0</td> <td>Mr. Universe</td> <td>Ready</td> <td></td> <td><input type="button" value="Execute"/></td> </tr> <tr> <td>CGAWD1234567A</td> <td>1040000</td> <td>0</td> <td>Cinnamon</td> <td>Ready</td> <td></td> <td><input type="button" value="Execute"/></td> </tr> </tbody> </table> </div>	Mass Update ID	CGAWD1234567A	CG Unit Commendation Ribbon	Initiated	Section	<input type="text"/>			Element	<input type="text"/>			Empl ID	<input type="text"/>			Transaction Status	<input type="text"/>			Mass Update ID	Person ID	Empl Record	Name	*Transaction Status	Details	Execute	CGAWD1234567A	1010001	0	Inara Serra	Ready		<input type="button" value="Execute"/>	CGAWD1234567A	1020000	0	Saffron	Ready		<input type="button" value="Execute"/>	CGAWD1234567A	1030000	0	Mr. Universe	Ready		<input type="button" value="Execute"/>	CGAWD1234567A	1040000	0	Cinnamon	Ready		<input type="button" value="Execute"/>
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## Manage Mass Update, Continued

Procedures,  
continued

Step	Action																												
<p><b>5</b> (cont.)</p>	<p><b>IMPORTANT:</b> When the Mass Update runs correctly, the first Emplid (entered in Step 6 of the <a href="#">Define Mass Update</a> stage) will state ‘Insert Failed’ in the review conducted at the end of the <a href="#">Load Mass Update</a> stage, Step 15. However, the <b>Emplid should appear last within the list of Emplids ready for execution in this stage.</b></p> <p><b>For example:</b> 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 <a href="#">Load Mass Update</a> review Step 15) processed correctly when reviewing the Emplids in this stage.</p> <p>After review is complete, click <b>Save</b>.</p> <p><b>NOTE:</b> 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.</p> <div data-bbox="347 1003 1380 1350" style="border: 1px solid black; padding: 5px;"> <p>▶ Total Transactions per Status</p> <p>42 to 67 on 67</p> <p>Mass Update Transactions</p> <table border="1"> <thead> <tr> <th>Mass Update ID</th> <th>Person ID</th> <th>Empl Record</th> <th>Name</th> <th>*Transaction Status</th> <th>Details</th> <th>Execute</th> </tr> </thead> <tbody> <tr> <td>CGAWD1234567A</td> <td>8787878</td> <td>0</td> <td>Badger</td> <td>Ready</td> <td></td> <td>Execute <span style="border: 1px solid red; padding: 2px;">-</span></td> </tr> <tr> <td>CGAWD1234567A</td> <td>9876543</td> <td>0</td> <td>The Operative</td> <td>Ready</td> <td></td> <td>Execute <span style="border: 1px solid red; padding: 2px;">-</span></td> </tr> <tr> <td>CGAWD1234567A</td> <td style="border: 1px solid red;">1000000</td> <td>0</td> <td>Malcolm Reynolds</td> <td>Ready</td> <td></td> <td>Execute <span style="border: 1px solid red; padding: 2px;">-</span></td> </tr> </tbody> </table> <p><span style="border: 1px solid red; padding: 2px;">Save</span> <span>Notify</span></p> </div>	Mass Update ID	Person ID	Empl Record	Name	*Transaction Status	Details	Execute	CGAWD1234567A	8787878	0	Badger	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>	CGAWD1234567A	9876543	0	The Operative	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>	CGAWD1234567A	1000000	0	Malcolm Reynolds	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>
Mass Update ID	Person ID	Empl Record	Name	*Transaction Status	Details	Execute																							
CGAWD1234567A	8787878	0	Badger	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>																							
CGAWD1234567A	9876543	0	The Operative	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>																							
CGAWD1234567A	1000000	0	Malcolm Reynolds	Ready		Execute <span style="border: 1px solid red; padding: 2px;">-</span>																							
<p><b>6</b></p>	<p>Upon saving, the Mass Update is ready to be executed. Return to the Home page and continue with the next section of this guide: <a href="#">Execute Mass Update</a>.</p>																												

# Execute Mass Update

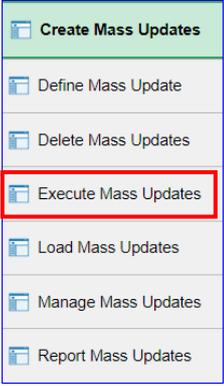
**Introduction** This section of the guide provides the procedures for a P&A Office to execute a Mass Update in Direct Access (DA) which will apply the award to each member’s Person Profile. This is the **final stage** of the Mass Update process.

**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 <b>Mass Updates</b> tile.  A screenshot of a software interface showing a tile labeled "Mass Updates". The tile contains an icon of a document with a checklist and three stylized human figures below it. The entire tile is enclosed in a blue rectangular border.
2	Select the <b>Execute Mass Updates</b> option.  A screenshot of a vertical menu with several options. The options are: "Create Mass Updates", "Define Mass Update", "Delete Mass Updates", "Execute Mass Updates", "Load Mass Updates", "Manage Mass Updates", and "Report Mass Updates". The "Execute Mass Updates" option is highlighted with a red rectangular border.

*Continued on next page*

## Execute Mass Update, Continued

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Procedures,  
continued

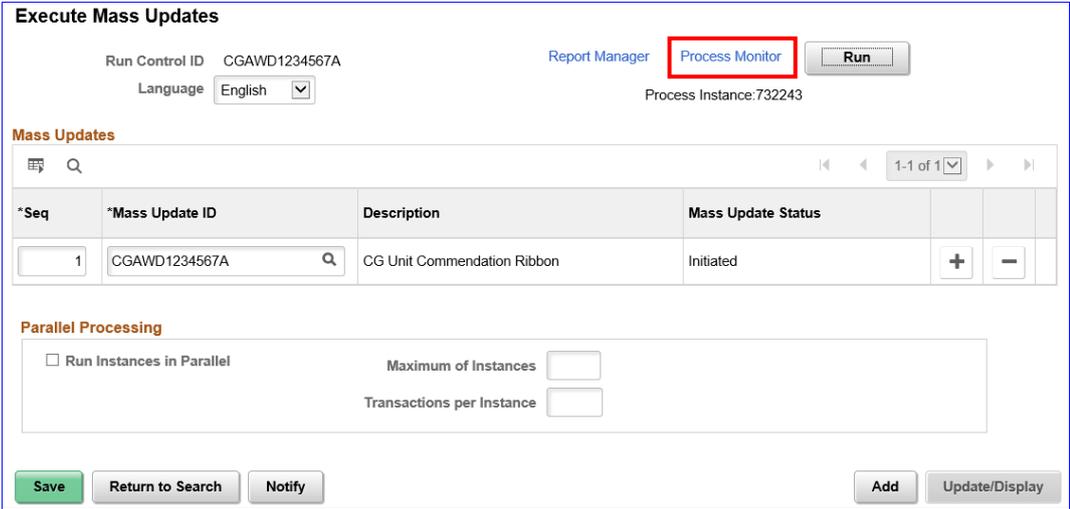
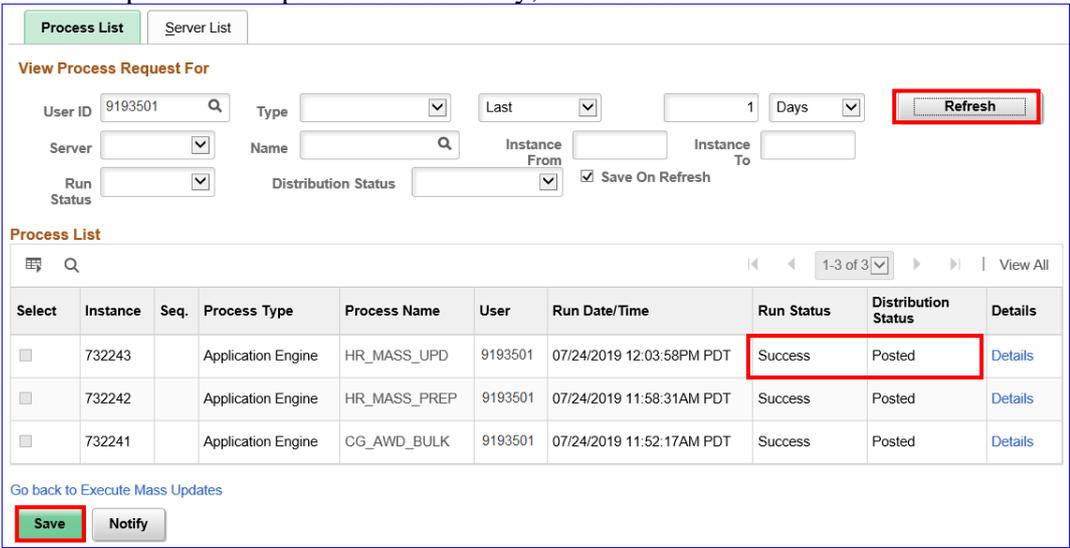
Step	Action
3	<p>The Execute Mass Updates page will display. Under the Find an Existing Value tab, enter the <b>Mass Update ID</b> (established and used in the previous stages of this Mass Award Update) in the Run Control ID field. Click <b>Search</b>.</p> <p><b>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Execute Mass Update process.</b> 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.</p> <div data-bbox="312 817 1364 1400" style="border: 1px solid blue; padding: 10px;"> <p><b>Execute Mass Updates</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid green; padding: 5px 15px;">Find an Existing Value</span> <span style="border: 1px solid gray; padding: 5px 15px;">Add a New Value</span> </div> <p>▼ <b>Search Criteria</b></p> <p>Run Control ID <span style="border: 1px solid gray; padding: 2px 5px;">begins with ▼</span> <span style="border: 2px solid red; padding: 2px 10px;">CGAWD1234567A</span></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px;">Search</span> <span style="border: 1px solid gray; padding: 5px 15px;">Clear</span> <span style="color: blue; font-size: small;">Basic Search  Save Search Criteria</span> </div> </div>

*Continued on next page*



# Execute Mass Update, Continued

Procedures,  
continued

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