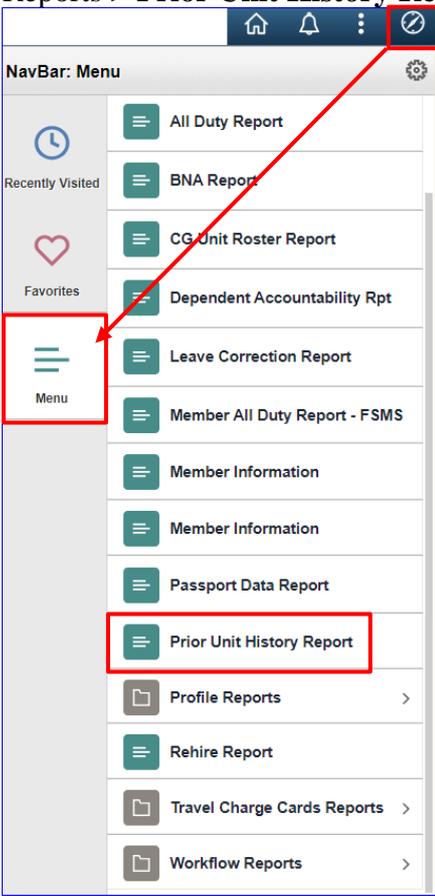


Prior Unit History Report

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

KNOWN ISSUE
NEW Currently and for the foreseeable future, the **Prior Unit History Report** is down in Direct Access. This Report runs to success but doesn't post. We've requested a CRQ to fix this but in the meantime, anyone needing a Prior Unit History Report run will need to submit a ticket for an ADHOC – for the ADHOC, the requestor **MUST** provide the date parameters (this report can **NOT** be future dated) and they **MUST** provide **ALL** DEPTIDs to be captured on the report.

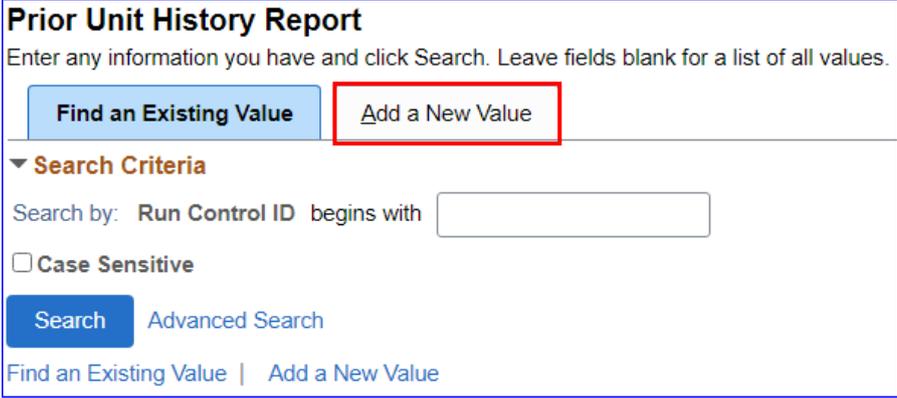
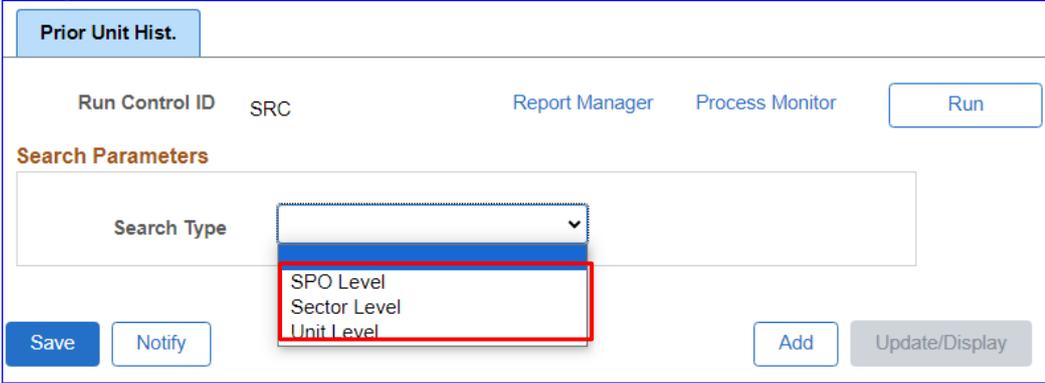
Procedures See below.

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

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Prior Unit History Report, Continued

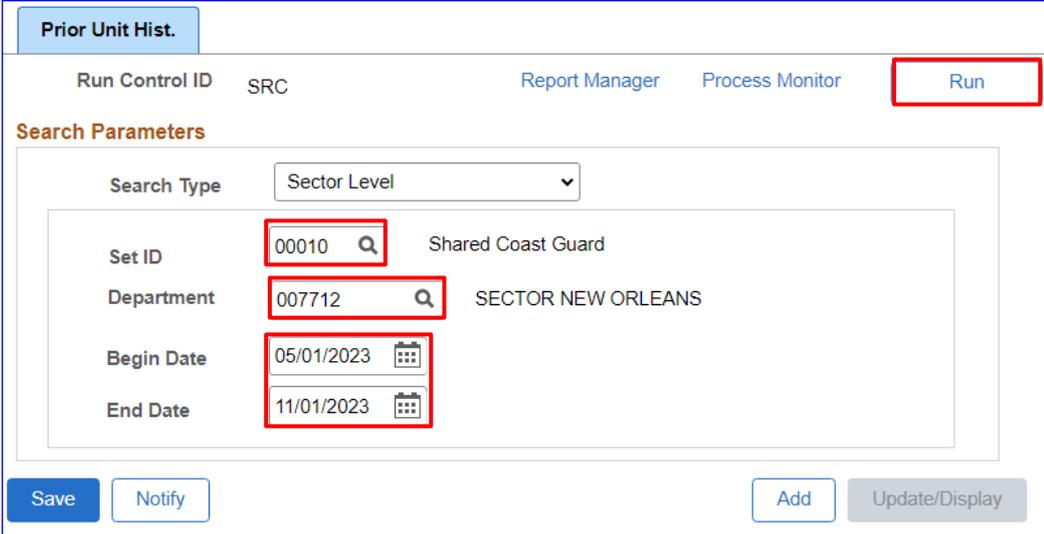
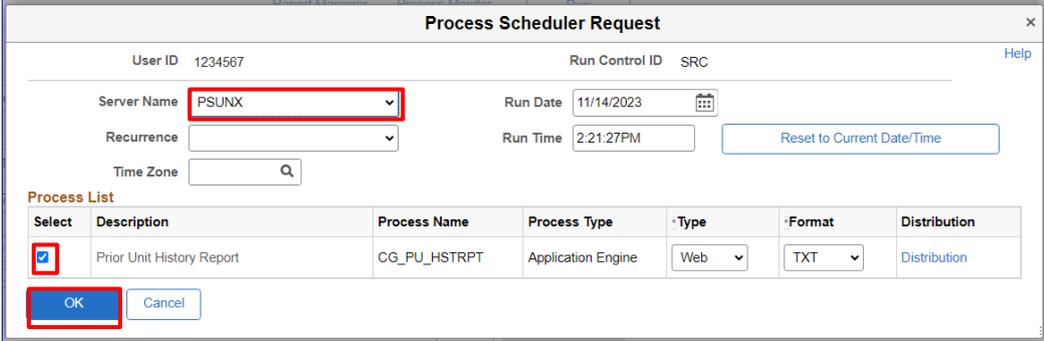
Procedures,
continued

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

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Prior Unit History Report, Continued

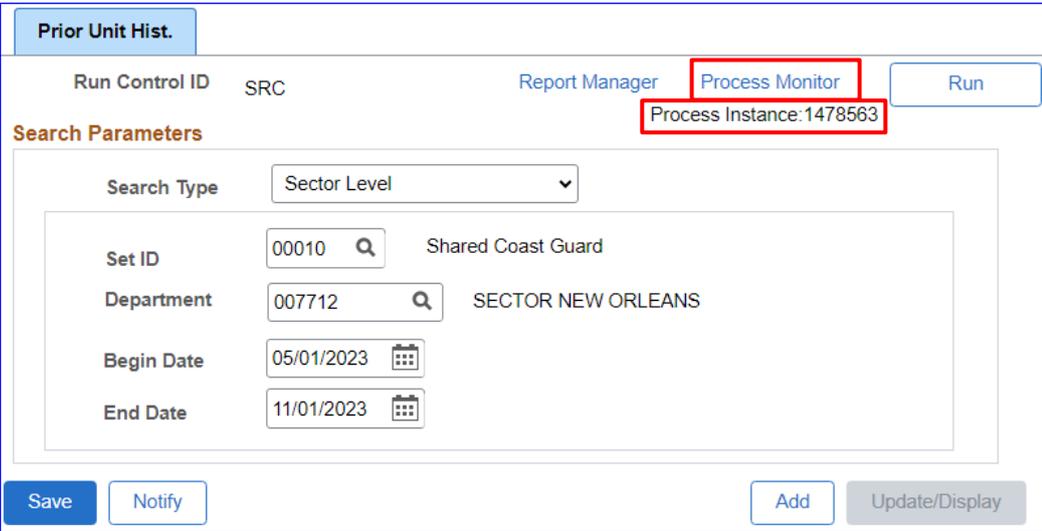
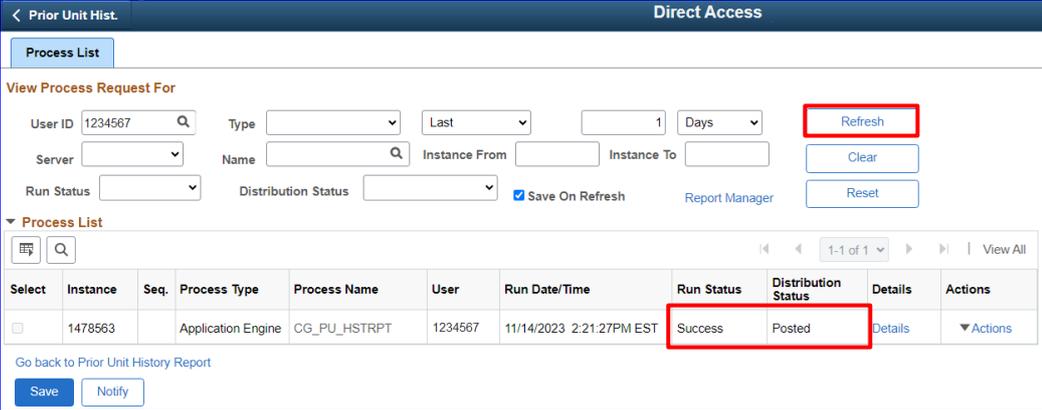
Procedures,
continued

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

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Prior Unit History Report, Continued

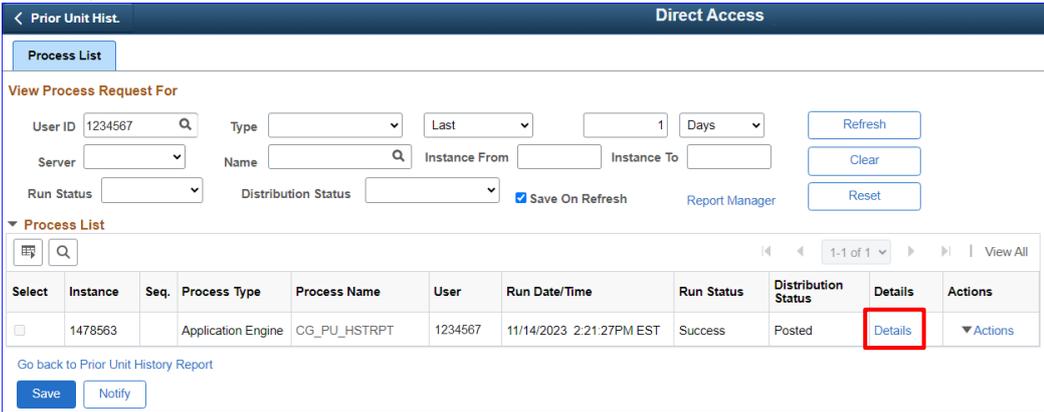
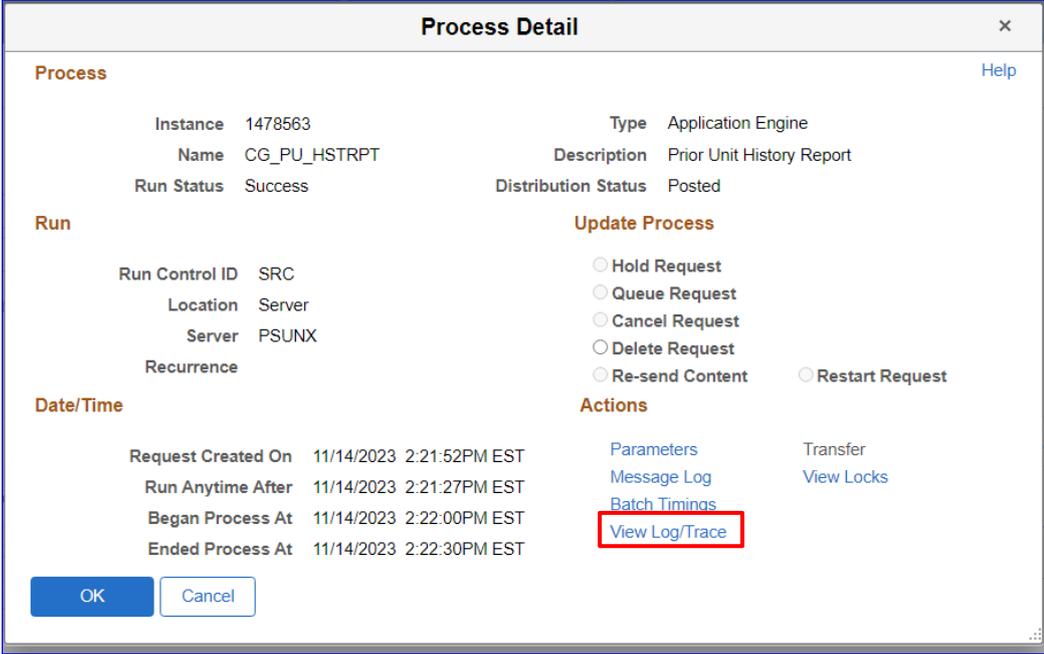
Procedures,
continued

Step	Action																						
7	<p>The Prior Unit Hist. Search Parameter page will re-display with a Process Instance number. Select Process Monitor.</p> 																						
8	<p>The Process List will display. The Run Status may initially display Queued or Processing. Click the Refresh button until the Run Status indicates Success and the Distribution Status updates to Posted. This may take a considerable amount of time depending on the size of the report. Continue to click the Refresh button periodically.</p>  <table border="1" data-bbox="327 1534 1369 1612"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1478563</td> <td></td> <td>Application Engine</td> <td>CG_PU_HSTRPT</td> <td>1234567</td> <td>11/14/2023 2:21:27PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1478563		Application Engine	CG_PU_HSTRPT	1234567	11/14/2023 2:21:27PM EST	Success	Posted	Details	▼ Actions
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Prior Unit History Report, Continued

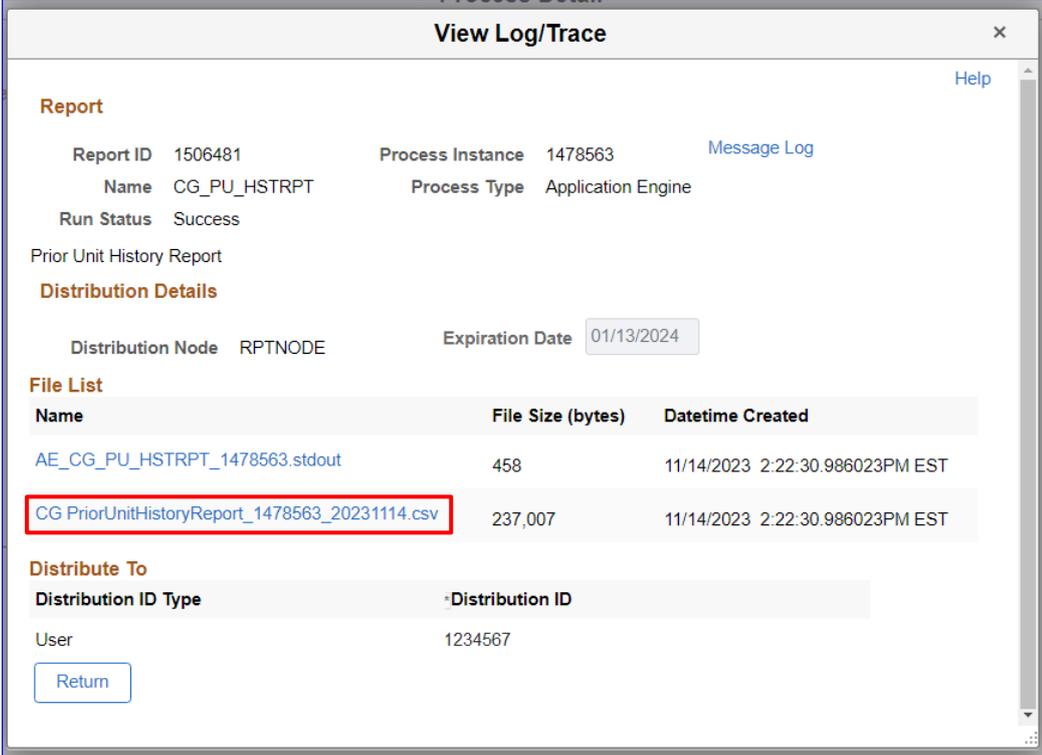
Procedures,
continued

Step	Action
<p>9</p>	<p>Once the Run Status updates to Success and the Distribution Status indicates Posted, click Details.</p>  <p>The screenshot shows the 'Prior Unit Hist.' interface with a 'Process List' table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row shows Instance 1478563, Process Name CG_PU_HSTRPT, User 1234567, Run Date/Time 11/14/2023 2:21:27PM EST, Run Status Success, and Distribution Status Posted. The 'Details' link in this row is highlighted with a red box.</p>
<p>10</p>	<p>The Process Details will open. Click View Log/Trace.</p>  <p>The screenshot shows the 'Process Detail' dialog box. It contains sections for 'Process', 'Run', 'Date/Time', and 'Actions'. The 'View Log/Trace' link under the 'Actions' section is highlighted with a red box.</p>

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Prior Unit History Report, Continued

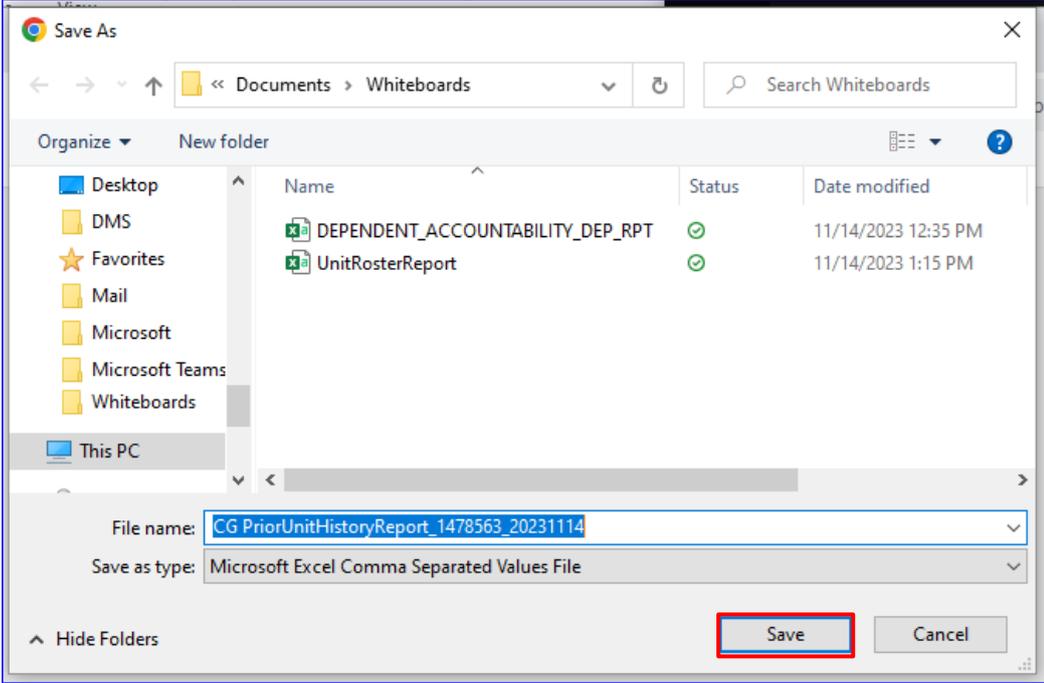
Procedures,
continued

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

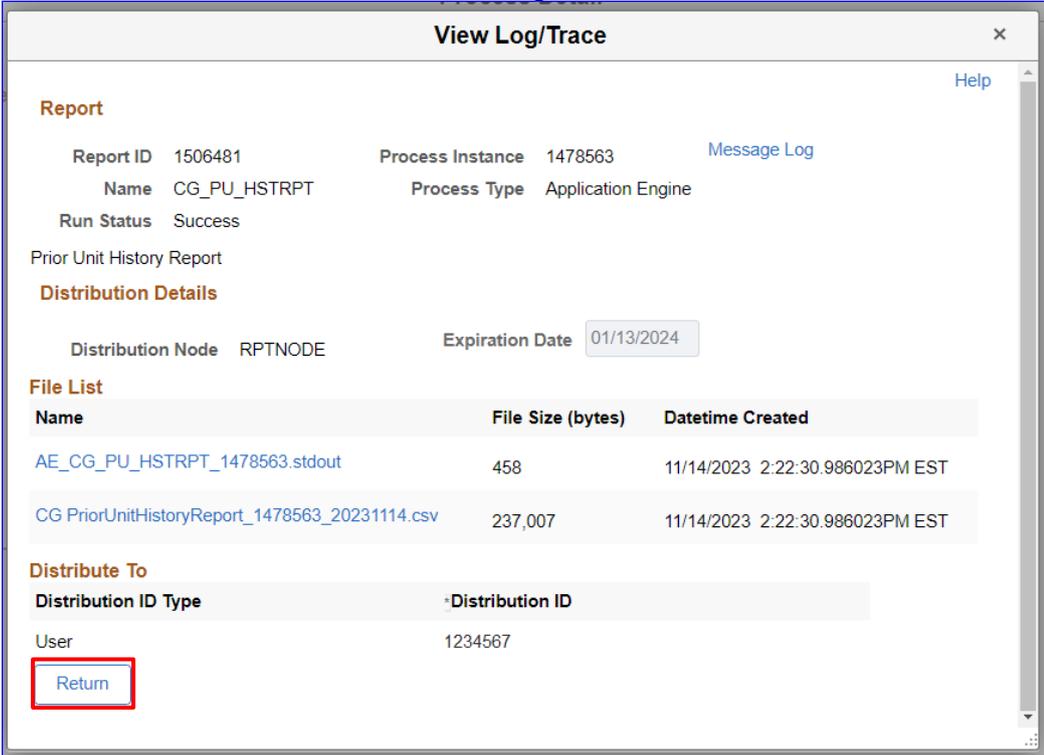
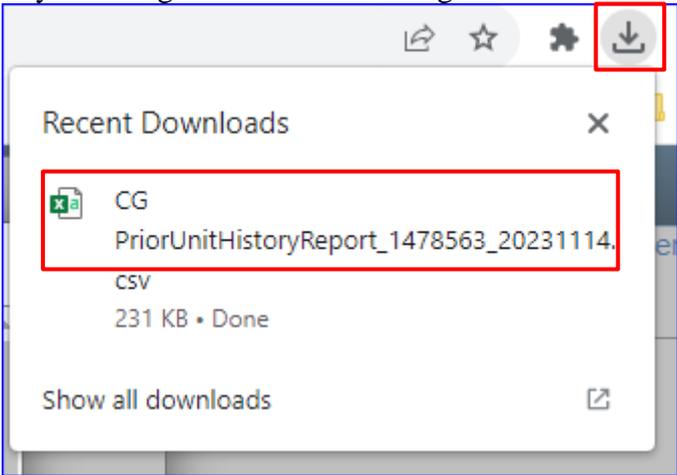
Procedures,
continued

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

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

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

Continued on next page

Prior Unit History Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																			
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16	<table border="1"> <thead> <tr> <th data-bbox="328 479 711 517">Field (27)</th> <th data-bbox="711 479 1378 517">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 517 711 555">EMPLID</td> <td data-bbox="711 517 1378 555">Member's Employee ID number</td> </tr> <tr> <td data-bbox="328 555 711 593">LAST NAME</td> <td data-bbox="711 555 1378 593">Member's last name</td> </tr> <tr> <td data-bbox="328 593 711 631">FIRST NAME</td> <td data-bbox="711 593 1378 631">Member's first name</td> </tr> <tr> <td data-bbox="328 631 711 669">MIDDLE NAME</td> <td data-bbox="711 631 1378 669">Member's middle name</td> </tr> <tr> <td data-bbox="328 669 711 707">EMPL_CLASS</td> <td data-bbox="711 669 1378 707">Member's employee classification</td> </tr> <tr> <td data-bbox="328 707 711 745">RATE</td> <td data-bbox="711 707 1378 745">Member's rate</td> </tr> <tr> <td data-bbox="328 745 711 784">GRADE</td> <td data-bbox="711 745 1378 784">Member's paygrade</td> </tr> <tr> <td data-bbox="328 784 711 822">GENDER</td> <td data-bbox="711 784 1378 822">Member's gender</td> </tr> <tr> <td data-bbox="328 822 711 860">POSITION</td> <td data-bbox="711 822 1378 860">Member's position number</td> </tr> <tr> <td data-bbox="328 860 711 898">POS_TITLE</td> <td data-bbox="711 860 1378 898">Member's position title</td> </tr> <tr> <td data-bbox="328 898 711 936">HIRE DATE</td> <td data-bbox="711 898 1378 936">Member's hire date</td> </tr> <tr> <td data-bbox="328 936 711 974">PREV_UNIT_BEGIN_DT</td> <td data-bbox="711 936 1378 974">Date member assigned to previous unit</td> </tr> <tr> <td data-bbox="328 974 711 1012">PREV_UNIT_END_DT</td> <td data-bbox="711 974 1378 1012">Date member departed previous unit</td> </tr> <tr> <td data-bbox="328 1012 711 1050">PREV_DEPTID</td> <td data-bbox="711 1012 1378 1050">Member's previous unit Department ID</td> </tr> <tr> <td data-bbox="328 1050 711 1088">PREV_ATU</td> <td data-bbox="711 1050 1378 1088">Member's previous unit ATU</td> </tr> <tr> <td data-bbox="328 1088 711 1126">PREV_OPFAC</td> <td data-bbox="711 1088 1378 1126">Member's previous unit OPFAC</td> </tr> <tr> <td data-bbox="328 1126 711 1164">PREV_UNIT</td> <td data-bbox="711 1126 1378 1164">Member's previous unit name</td> </tr> <tr> <td data-bbox="328 1164 711 1202">DEPT_ENTRY_DT</td> <td data-bbox="711 1164 1378 1202">Date member assigned to current unit</td> </tr> <tr> <td data-bbox="328 1202 711 1240">CURRENT_DEPTID</td> <td data-bbox="711 1202 1378 1240">Member's current unit Department ID</td> </tr> <tr> <td data-bbox="328 1240 711 1279">CURRENT_ATU</td> <td data-bbox="711 1240 1378 1279">Member's current unit ATU</td> </tr> <tr> <td data-bbox="328 1279 711 1317">CURRENT_OPFAC</td> <td data-bbox="711 1279 1378 1317">Member's current unit OPFAC</td> </tr> <tr> <td data-bbox="328 1317 711 1355">CURRENT_UNIT_NAME</td> <td data-bbox="711 1317 1378 1355">Member's current unit name</td> </tr> <tr> <td data-bbox="328 1355 711 1393">NUM_MONTHS</td> <td data-bbox="711 1355 1378 1393">Number of months member was at previous unit</td> </tr> <tr> <td data-bbox="328 1393 711 1431">REG_REGION</td> <td data-bbox="711 1393 1378 1431">AD or RSV or NOMIL</td> </tr> <tr> <td data-bbox="328 1431 711 1469">HR_STATUS</td> <td data-bbox="711 1431 1378 1469">Active or Inactive</td> </tr> <tr> <td data-bbox="328 1469 711 1507">EMPL_STATUS</td> <td data-bbox="711 1469 1378 1507">Active or Terminated</td> </tr> <tr> <td data-bbox="328 1507 711 1545">BUSINESS_UNIT</td> <td data-bbox="711 1507 1378 1545">Enlisted, Warrant, Officer or Civilian</td> </tr> </tbody> </table>		Field (27)	Description	EMPLID	Member's Employee ID number	LAST NAME	Member's last name	FIRST NAME	Member's first name	MIDDLE NAME	Member's middle name	EMPL_CLASS	Member's employee classification	RATE	Member's rate	GRADE	Member's paygrade	GENDER	Member's gender	POSITION	Member's position number	POS_TITLE	Member's position title	HIRE DATE	Member's hire date	PREV_UNIT_BEGIN_DT	Date member assigned to previous unit	PREV_UNIT_END_DT	Date member departed previous unit	PREV_DEPTID	Member's previous unit Department ID	PREV_ATU	Member's previous unit ATU	PREV_OPFAC	Member's previous unit OPFAC	PREV_UNIT	Member's previous unit name	DEPT_ENTRY_DT	Date member assigned to current unit	CURRENT_DEPTID	Member's current unit Department ID	CURRENT_ATU	Member's current unit ATU	CURRENT_OPFAC	Member's current unit OPFAC	CURRENT_UNIT_NAME	Member's current unit name	NUM_MONTHS	Number of months member was at previous unit	REG_REGION	AD or RSV or NOMIL	HR_STATUS	Active or Inactive	EMPL_STATUS	Active or Terminated	BUSINESS_UNIT	Enlisted, Warrant, Officer or Civilian
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