

# Unit Roster Report

**Introduction** This guide provides the procedures to run a Unit Roster Report in Direct Access (DA).

**Procedures** See below.

Step	Action
1	<p>Navigate to: <b>NavBar icon</b> &gt; <b>Menu</b> &gt; Human Resources &gt; Human Resources Reports &gt; <b>CG Unit Roster Report</b>.</p> <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'NavBar icon' (a circle with a diagonal slash) in the top right corner. A red arrow points from this icon to the 'Menu' icon (three horizontal lines) in the left sidebar. Another red box highlights the 'Menu' icon, and a red arrow points from it to the 'Human Resources' menu item in the main list. The 'Human Resources' item is also highlighted with a red box. The main list includes items like Benefits, Career Management, Change My Password, Enterprise Components, Enterprise Learning, Global Payroll &amp; Absence Mgmt, Human Resources, Mobilization, My Feeds, My Preferences, and My System Profile. On the right side of the screen, there is a vertical list of other application areas including Orders, PeopleTools, Recruiting, Reporting Tools, Reserve Activities, Schedule a Query, Self Service, Separations, Set Up HCM, Test Usage Monitoring, Workforce Administration, Workforce Development, and Worklist.</p>

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## Unit Roster Report, Continued

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Procedures,  
continued


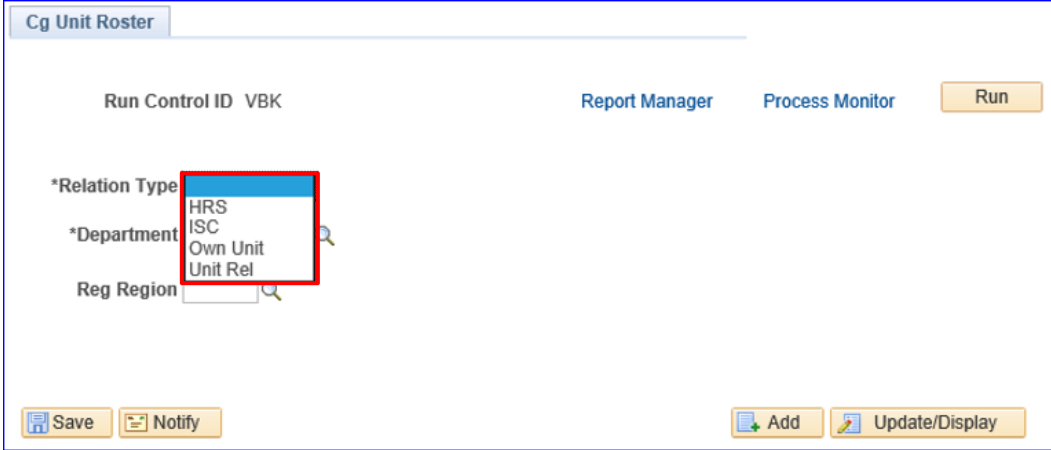
Step	Action
2	<p>A Run Control ID must be established before the report can be run. Once established, this Run Control ID can be used for running future Unit Roster Reports. To add a new Run Control ID, click <b>Add a New Value</b>.</p> <div data-bbox="312 562 1182 1010" style="border: 1px solid blue; padding: 5px;"> <p><b>CG Unit Roster Report</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-between; margin-bottom: 10px;"> <span>Find an Existing Value</span> <span style="border: 2px solid red; padding: 2px;">Add a New Value</span> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <p>▼ Search Criteria</p> </div> <p>Search by: Run Control ID begins with <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Search</span> <span>Advanced Search</span> </div> </div>

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## Unit Roster Report, Continued

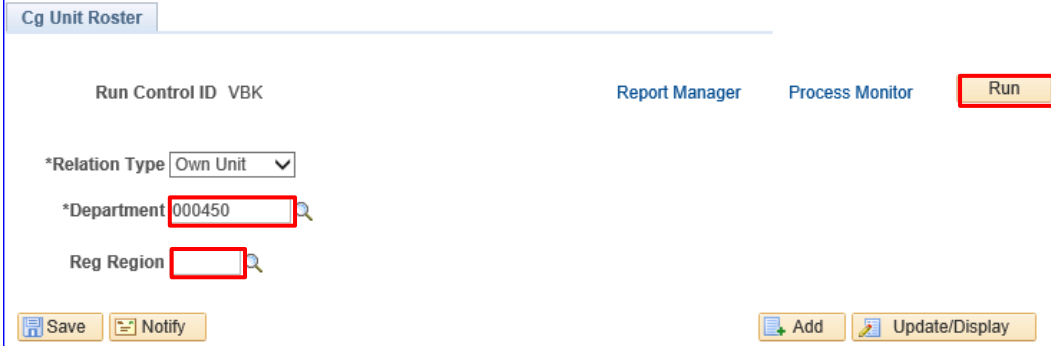
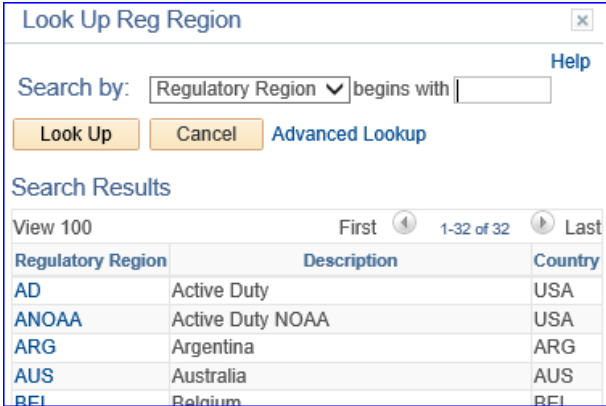
Procedures,  
continued

Step	Action
3	<p>Enter a <b>Run Control ID</b>. This can be anything, but should be something easily remembered. Click <b>Add</b>.</p> 
4	<p>The Cg Unit Roster page will display. Using the drop-down, select the appropriate <b>Relationship Type</b>:</p> <ul style="list-style-type: none"> <li>• <b>HRS</b> – Displays all members attached to all of the units serviced by the SPO Department ID (except the SPO)</li> <li>• <b>ISC</b> – Displays all members attached to all of the units serviced by the Sector/Base Department ID</li> <li>• <b>Own Unit</b> – Displays only those members attached to the Department ID</li> <li>• <b>Unit Rel</b> – Displays all members attached to all of the units and sub-departments for the Department ID</li> </ul> 

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## Unit Roster Report, Continued

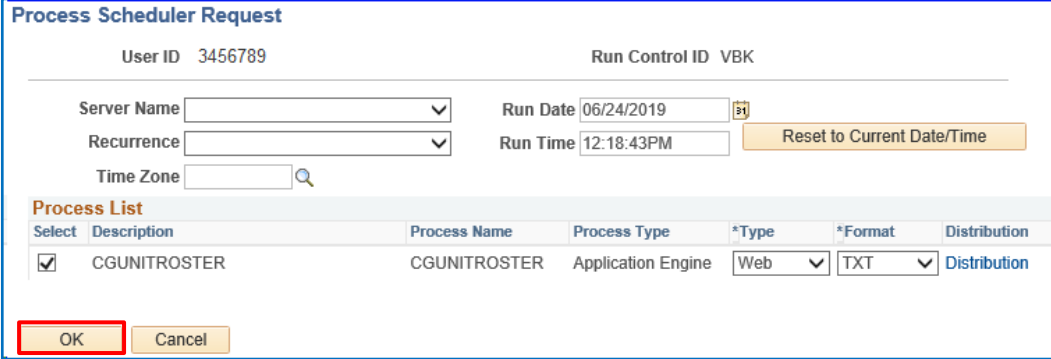
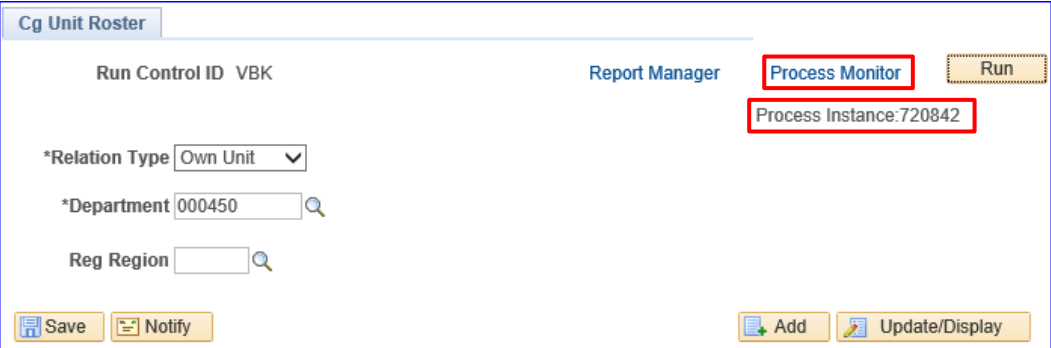
Procedures,  
continued

Step	Action																		
5	<p>Enter the <b>Department</b> ID number (or use the lookup icon to search for the Department ID number). Using the <b>Reg Region</b> lookup, select the appropriate component. Leaving the Reg Region field blank will display all Active and Reserve members.</p> <p>Click <b>Run</b>.</p>   <table border="1" data-bbox="312 1285 919 1447"> <thead> <tr> <th>Regulatory Region</th> <th>Description</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Active Duty</td> <td>USA</td> </tr> <tr> <td>ANOOA</td> <td>Active Duty NOAA</td> <td>USA</td> </tr> <tr> <td>ARG</td> <td>Argentina</td> <td>ARG</td> </tr> <tr> <td>AUS</td> <td>Australia</td> <td>AUS</td> </tr> <tr> <td>BEI</td> <td>Belgium</td> <td>BEI</td> </tr> </tbody> </table>	Regulatory Region	Description	Country	AD	Active Duty	USA	ANOOA	Active Duty NOAA	USA	ARG	Argentina	ARG	AUS	Australia	AUS	BEI	Belgium	BEI
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## Unit Roster Report, Continued

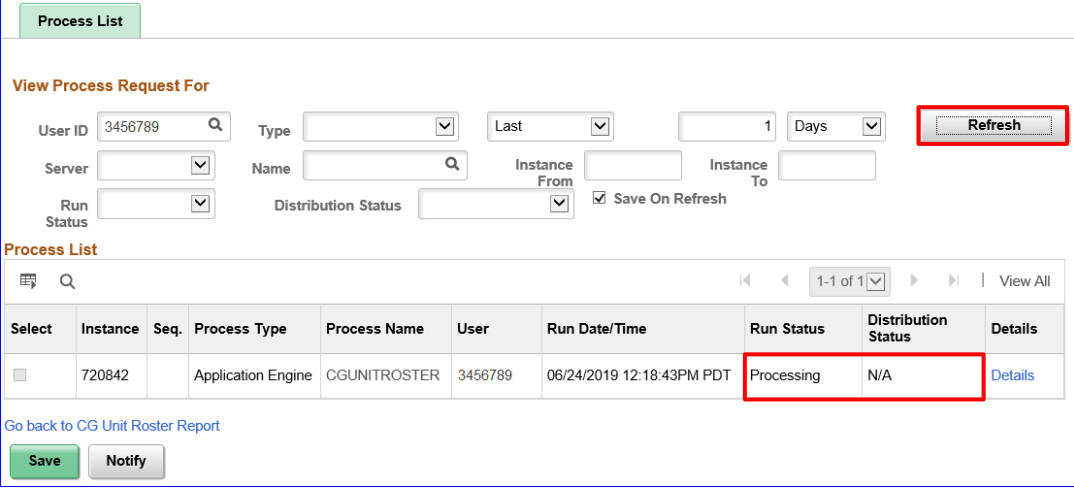
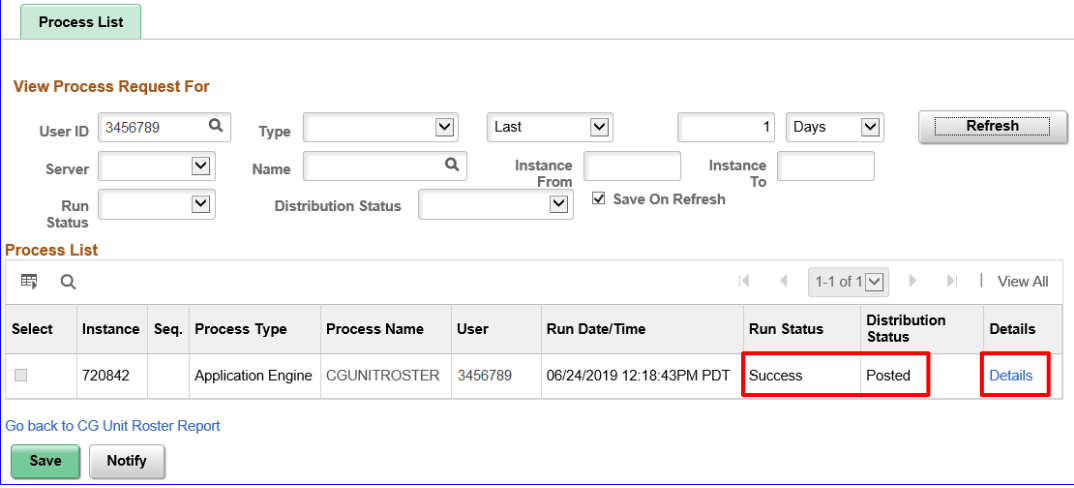
Procedures,  
continued

Step	Action														
6	<p>The Process Scheduler Request will open. Click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID 3456789 Run Control ID VBK</p> <p>Server Name [dropdown] Run Date 06/24/2019 [calendar icon]</p> <p>Recurrence [dropdown] Run Time 12:18:43PM [Reset to Current Date/Time]</p> <p>Time Zone [dropdown]</p> <p><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>CGUNITROSTER</td> <td>CGUNITROSTER</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	CGUNITROSTER	CGUNITROSTER	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	CGUNITROSTER	CGUNITROSTER	Application Engine	Web	TXT	Distribution									
7	<p>The Cg Unit Roster page will re-display with a <b>Process Instance</b> number. Select <b>Process Monitor</b>.</p>  <p><b>Cg Unit Roster</b></p> <p>Run Control ID VBK Report Manager <b>Process Monitor</b> Run</p> <p><b>Process Instance:720842</b></p> <p>*Relation Type Own Unit [dropdown]</p> <p>*Department 000450 [search icon]</p> <p>Reg Region [search icon]</p> <p>Save Notify Add Update/Display</p>														

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# Unit Roster Report, 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 report. Continue to click the Refresh button periodically.</p>  <p>The screenshot shows the 'Process List' interface. At the top, there is a 'View Process Request For' section with various filters: User ID (3456789), Type, Last, 1 Days, Refresh button, Server, Name, Instance From, Instance To, Run Status, Distribution Status, and a checked 'Save On Refresh' option. Below this is a table with the following data:</p> <table border="1"> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>720842</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>3456789</td> <td>06/24/2019 12:18:43PM PDT</td> <td>Processing</td> <td>N/A</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are 'Save' and 'Notify' buttons, and a link to 'Go back to CG Unit Roster Report'.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720842		Application Engine	CGUNITROSTER	3456789	06/24/2019 12:18:43PM PDT	Processing	N/A	<a href="#">Details</a>
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<p><b>9</b></p>	<p>Once the Run Status indicates <b>Success</b> and the Distribution Status indicates <b>Posted</b>, click <b>Details</b>.</p>  <p>The screenshot shows the 'Process List' interface with the same filters as above. The 'Run Status' is now 'Success' and the 'Distribution Status' is 'Posted'. The 'Details' link is also highlighted.</p> <table border="1"> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>720842</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>3456789</td> <td>06/24/2019 12:18:43PM PDT</td> <td>Success</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p>The 'Save' and 'Notify' buttons and the 'Go back to CG Unit Roster Report' link are also present at the bottom.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	720842		Application Engine	CGUNITROSTER	3456789	06/24/2019 12:18:43PM PDT	Success	Posted	<a href="#">Details</a>
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# Unit Roster Report, Continued

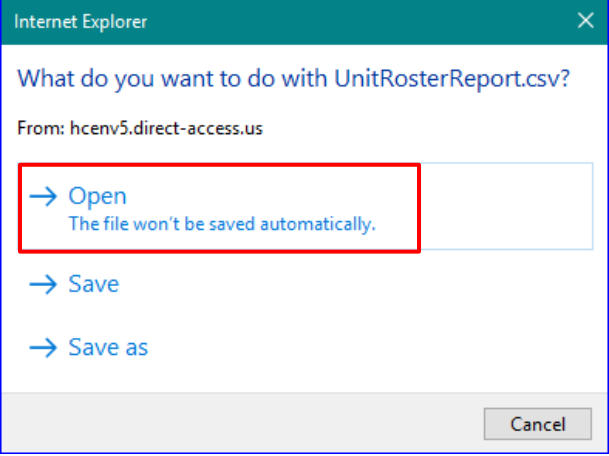

Procedures,  
continued

Step	Action																																																				
<p><b>10</b></p>	<p>The Process Detail will display. Click <b>View Log/Trace</b>.</p> <div data-bbox="316 481 1243 1093" style="border: 1px solid black; padding: 5px;"> <p><b>Process Detail</b></p> <p><b>Process</b></p> <table border="0"> <tr> <td>Instance</td> <td>720842</td> <td>Type</td> <td>Application Engine</td> </tr> <tr> <td>Name</td> <td>CGUNITROSTER</td> <td>Description</td> <td>CGUNITROSTER</td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td>Distribution Status</td> <td>Posted</td> </tr> </table> <p><b>Run</b></p> <table border="0"> <tr> <td>Run Control ID</td> <td>VBK</td> <td colspan="2"><b>Update Process</b></td> </tr> <tr> <td>Location</td> <td>Server</td> <td><input type="radio"/> Hold Request</td> <td></td> </tr> <tr> <td>Server</td> <td></td> <td><input type="radio"/> Queue Request</td> <td></td> </tr> <tr> <td>Recurrence</td> <td></td> <td><input type="radio"/> Cancel Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Delete Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> Re-send Content</td> <td><input type="radio"/> Restart Request</td> </tr> </table> <p><b>Date/Time</b></p> <table border="0"> <tr> <td>Request Created On</td> <td>06/24/2019 12:19:13PM PDT</td> <td><a href="#">Parameters</a></td> <td><a href="#">Transfer</a></td> </tr> <tr> <td>Run Anytime After</td> <td>06/24/2019 12:18:43PM PDT</td> <td><a href="#">Message Log</a></td> <td><a href="#">View Locks</a></td> </tr> <tr> <td>Began Process At</td> <td>06/24/2019 12:19:32PM PDT</td> <td><a href="#">Batch Timings</a></td> <td></td> </tr> <tr> <td>Ended Process At</td> <td>06/24/2019 12:34:35PM PDT</td> <td><a href="#">View Log/Trace</a></td> <td></td> </tr> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	Instance	720842	Type	Application Engine	Name	CGUNITROSTER	Description	CGUNITROSTER	Run Status	Success	Distribution Status	Posted	Run Control ID	VBK	<b>Update Process</b>		Location	Server	<input type="radio"/> Hold Request		Server		<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input type="checkbox"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	06/24/2019 12:19:13PM PDT	<a href="#">Parameters</a>	<a href="#">Transfer</a>	Run Anytime After	06/24/2019 12:18:43PM PDT	<a href="#">Message Log</a>	<a href="#">View Locks</a>	Began Process At	06/24/2019 12:19:32PM PDT	<a href="#">Batch Timings</a>		Ended Process At	06/24/2019 12:34:35PM PDT	<a href="#">View Log/Trace</a>	
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<p><b>11</b></p>	<p>Select <b>UnitRosterReport.csv</b>.</p> <div data-bbox="316 1160 1243 1888" style="border: 1px solid black; padding: 5px;"> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>715987</td> <td>Process Instance</td> <td>720842</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name</td> <td>CGUNITROSTER</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>CGUNITROSTER</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="07/01/2019"/></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_CGUNITROSTER_720842.stdout</a></td> <td>86,260</td> <td>06/24/2019 12:34:35.798331PM PDT</td> </tr> <tr> <td><a href="#">UnitRosterReport.csv</a></td> <td>656,189</td> <td>06/24/2019 12:34:35.798331PM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Return"/> 3456789</p> </div>	Report ID	715987	Process Instance	720842	<a href="#">Message Log</a>	Name	CGUNITROSTER	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	<input type="text" value="07/01/2019"/>	Name	File Size (bytes)	Datetime Created	<a href="#">AE_CGUNITROSTER_720842.stdout</a>	86,260	06/24/2019 12:34:35.798331PM PDT	<a href="#">UnitRosterReport.csv</a>	656,189	06/24/2019 12:34:35.798331PM PDT	Distribution ID	Type	Distribution ID	User																				
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# Unit Roster Report, Continued

Procedures,  
continued

Step	Action
<p><b>12</b></p>	<p>A prompt will appear asking to Open, Save, or Save As. Select <b>Open</b>.</p> 
<p><b>13</b></p>	<p>The file will open in an Excel Spreadsheet that may be sorted according to preference, saved, and/or printed.</p> 

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# Unit Roster Report, Continued

Procedures,  
continued

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