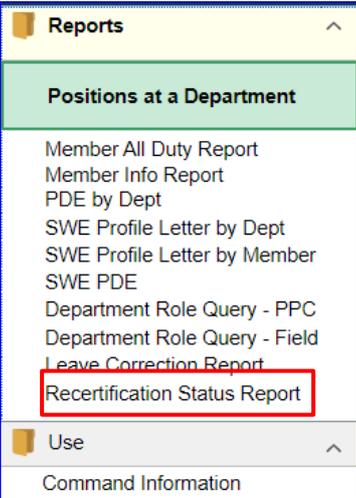


Recertification Status Report

Introduction This guide provides the procedures for accessing the Recertification Status Report in Direct Access (DA).

- Information**
- Users with **CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)** functional role can run this report.
 - ALCOAST 448/22 announced that DA will set user roles to Self-Service if members **do not recertify within the specified time periods.**
 - This is a totally automated process in DA.
 - This report may be used to manage user accounts at the unit level and help Commands to proactively reach out to their members that will be losing roles.
 - This report lists all members that have received 90, 60, and 30 Day Alerts.

Procedures See below.

Step	Action
1	<p>Click on the Self Service for Commands Tile.</p> 
2	<p>Select the Recertification Status Report option from the Reports drop-down.</p> 

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Recertification Status Report, Continued

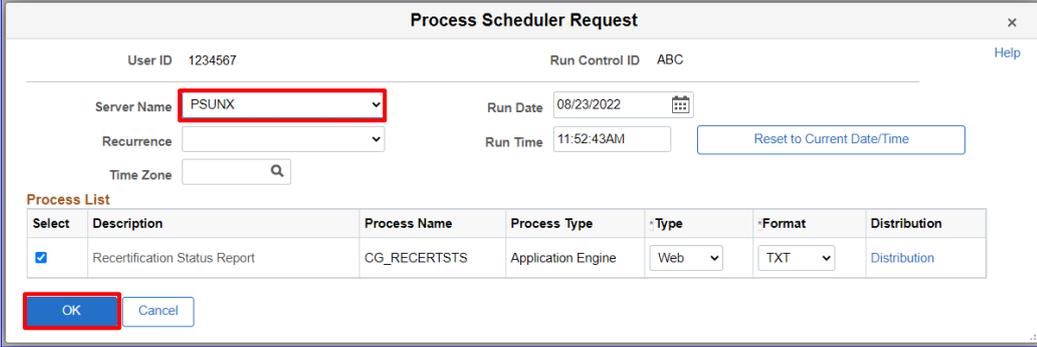
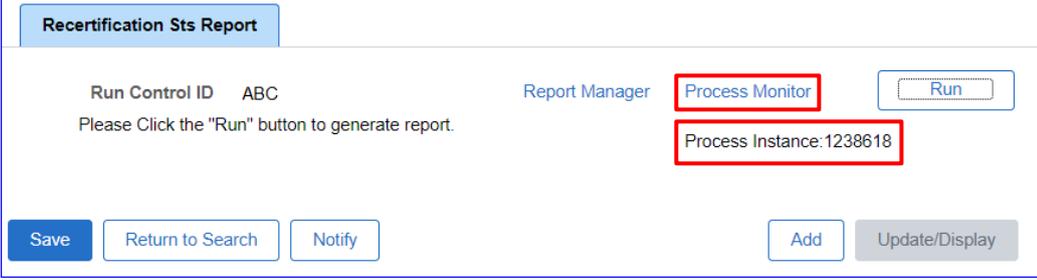
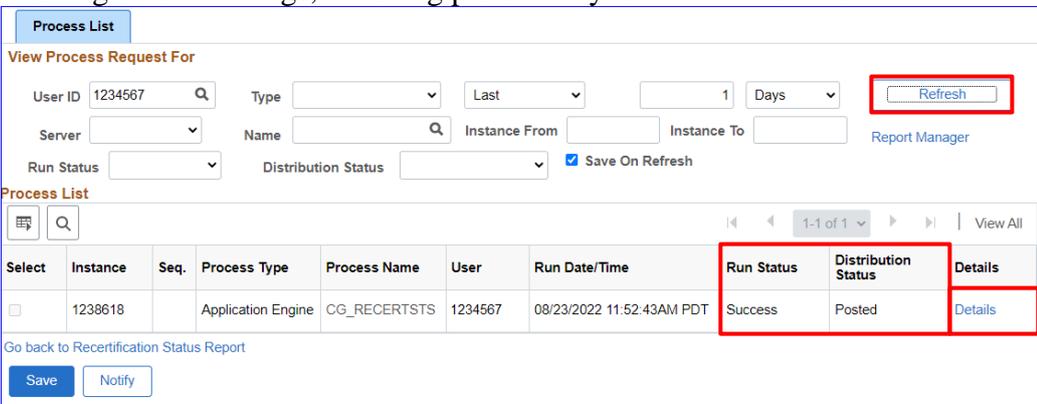
Procedures,
continued

Step	Action
3	<p>Select the Add a New Value tab.</p> <div data-bbox="328 524 1370 1010" style="border: 1px solid blue; padding: 5px;"> <p>Recertification Status Report</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;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; margin-top: 10px;"> Search Advanced Search </div> </div>
4	<p>Enter a Run Control ID that you will remember and click Add.</p> <div data-bbox="328 1079 1158 1458" style="border: 1px solid blue; padding: 5px;"> <p>Recertification Status Report</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>*Run Control ID <input style="width: 150px; border: 2px solid red;" type="text" value="ABC"/></p> <div style="margin-top: 10px;"> Add </div> </div>
5	<p>Click Run.</p> <div data-bbox="328 1532 1370 1821" style="border: 1px solid blue; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Recertification Sts Report</div> <p>Run Control ID ABC Report Manager Process Monitor Run</p> <p>Please Click the "Run" button to generate report.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Notify Add Update/Display </div> </div>

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Recertification Status Report, Continued

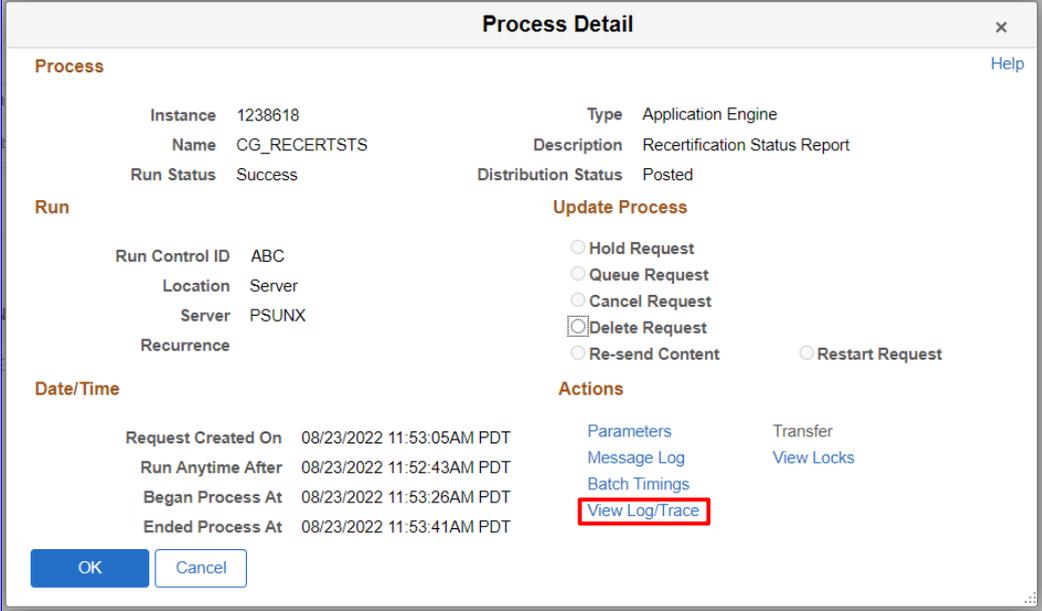
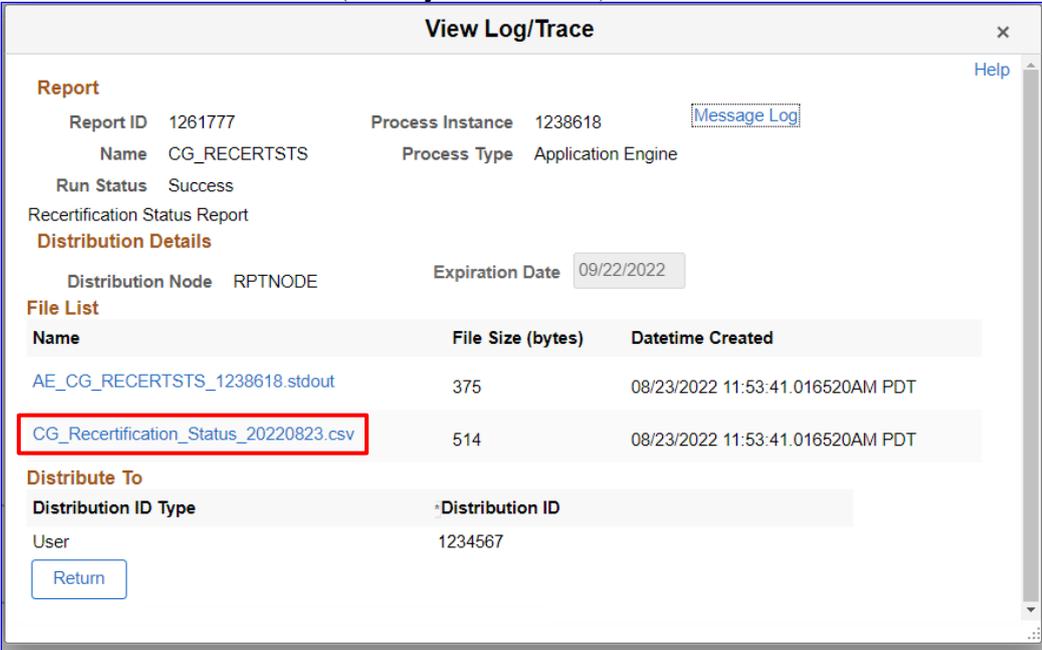
Procedures,
continued

Step	Action
6	<p>Select PSUNX from the Server Name drop-down and click OK.</p> 
7	<p>The Process Instance will display. Click the Process Monitor link.</p> 
8	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted. Click the Details link.</p> <p>NOTE: This is a large report and could take a long time. Feel free to continue working on other things, returning periodically to check the status.</p> 

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Recertification Status Report, Continued

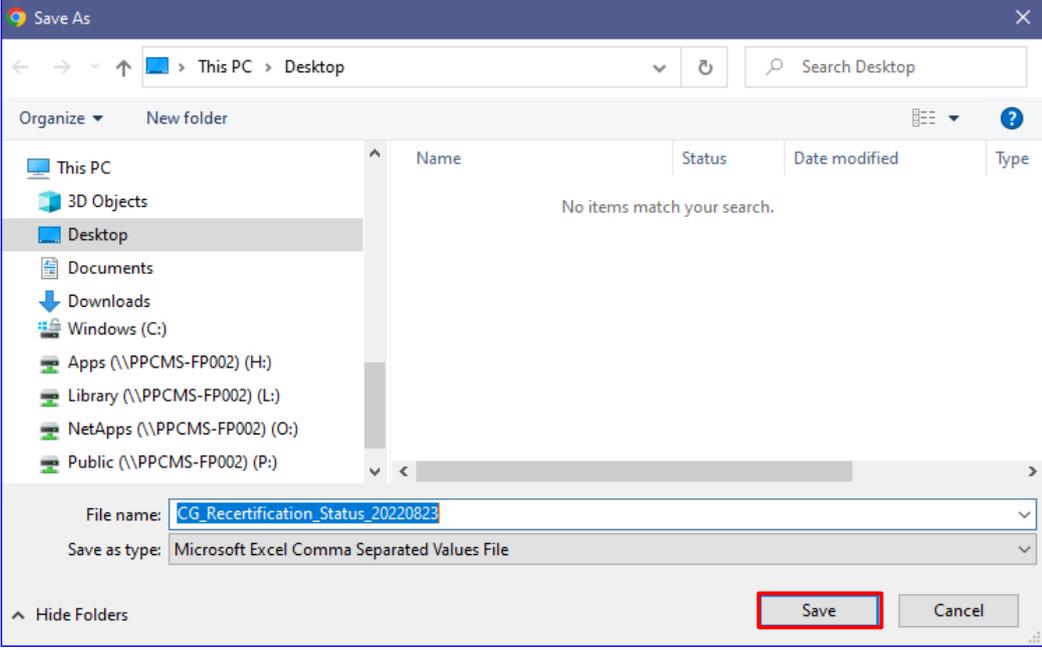
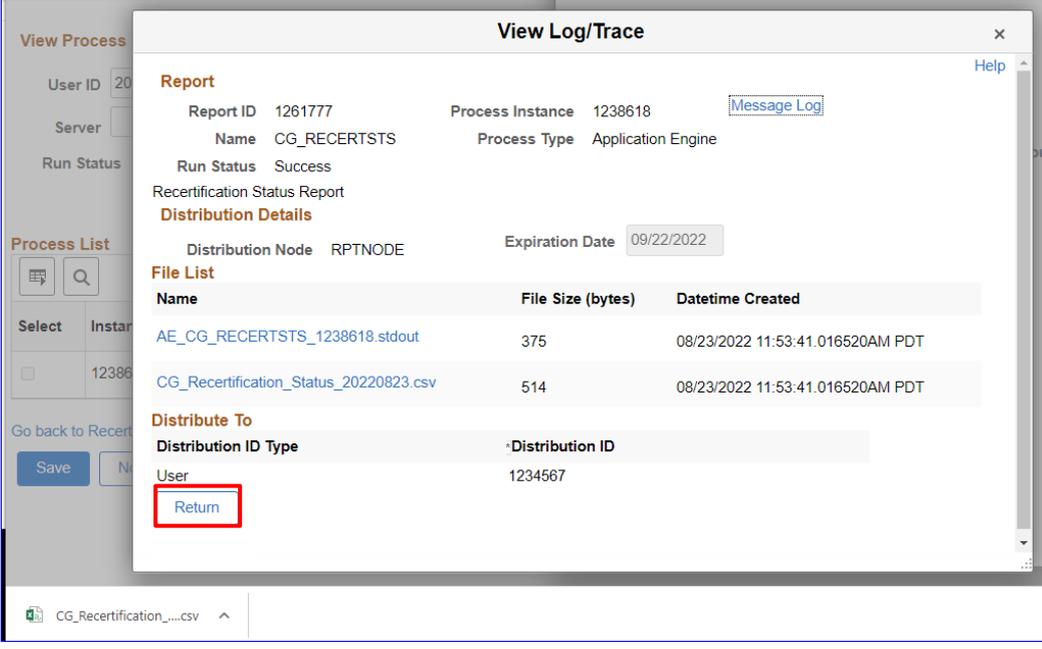
Procedures,
continued

Step	Action									
<p>9</p>	<p>Click View Log/Trace.</p>  <p>Process Detail</p> <p>Process</p> <p>Instance 1238618 Type Application Engine Name CG_RECERTSTS Description Recertification Status Report Run Status Success Distribution Status Posted</p> <p>Run</p> <p>Run Control ID ABC Location Server Server PSUNX Recurrence</p> <p>Date/Time</p> <p>Request Created On 08/23/2022 11:53:05AM PDT Run Anytime After 08/23/2022 11:52:43AM PDT Began Process At 08/23/2022 11:53:26AM PDT Ended Process At 08/23/2022 11:53:41AM PDT</p> <p>Update Process</p> <p><input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request</p> <p>Actions</p> <p>Parameters Transfer Message Log View Locks Batch Timings View Log/Trace</p> <p>OK Cancel</p>									
<p>10</p>	<p>Click the File List Name (usually ends in .csv) link.</p>  <p>View Log/Trace</p> <p>Report</p> <p>Report ID 1261777 Process Instance 1238618 Message Log Name CG_RECERTSTS Process Type Application Engine Run Status Success Recertification Status Report</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 09/22/2022</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_RECERTSTS_1238618_stdout</td> <td>375</td> <td>08/23/2022 11:53:41.016520AM PDT</td> </tr> <tr> <td>CG_Recertification_Status_20220823.csv</td> <td>514</td> <td>08/23/2022 11:53:41.016520AM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p>Distribution ID Type Distribution ID User 1234567</p> <p>Return</p>	Name	File Size (bytes)	Datetime Created	AE_CG_RECERTSTS_1238618_stdout	375	08/23/2022 11:53:41.016520AM PDT	CG_Recertification_Status_20220823.csv	514	08/23/2022 11:53:41.016520AM PDT
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Recertification Status Report, Continued

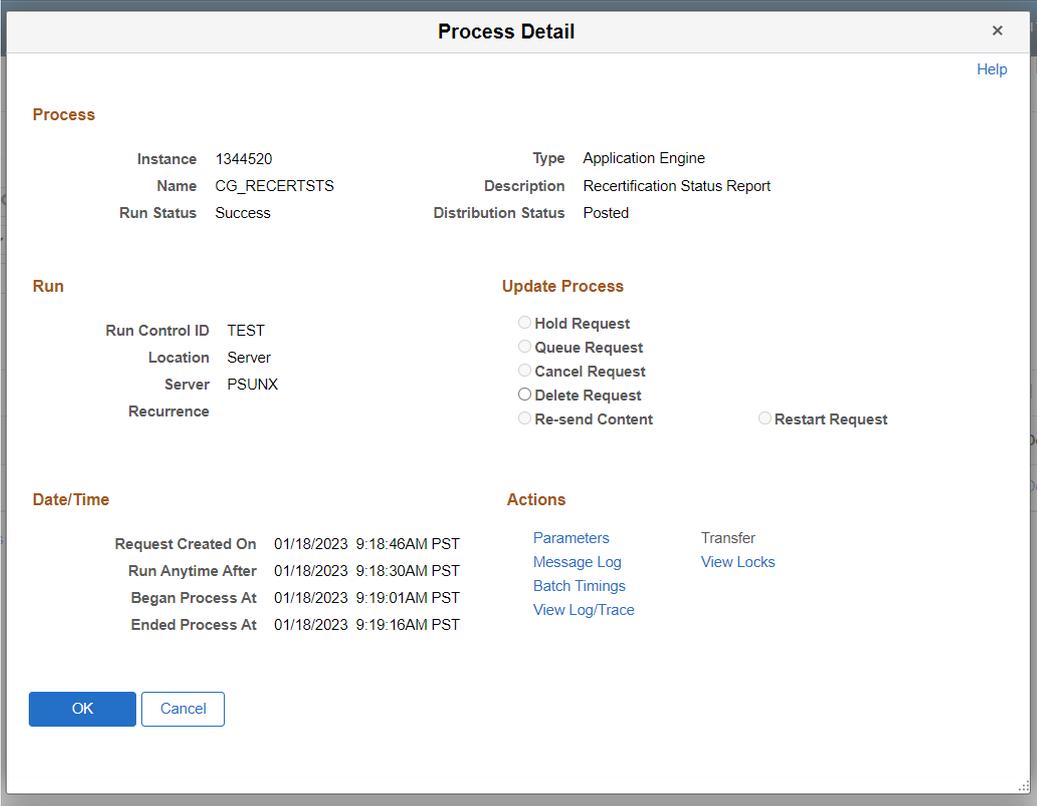
Procedures,
continued

Step	Action
11	<p>Save the report to a file/folder on your computer.</p> 
12	<p>After clicking save, you'll be returned to the View Log/Trace screen. Click Return.</p> 

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Recertification Status Report, Continued

Procedures,
continued

Step	Action																																																				
<p>13</p>	<p>Click OK.</p> 																																																				
<p>14</p>	<p>The Results of the query will display in an Excel spreadsheet format for viewing/sorting (broken down into the 3 sections shown below).</p> <table border="1" data-bbox="327 1444 1364 1512"> <thead> <tr> <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><th>J</th><th>K</th><th>L</th><th>M</th> </tr> </thead> <tbody> <tr> <td>User ID</td><td>User Name</td><td>Employee ID</td><td>Employee Status</td><td>Recertification Status</td><td>Grade</td><td>Rank</td><td>Department ID</td><td>Region</td><td>Business Unit</td><td>GAL Email ID</td><td>Preferred Email ID</td><td>90 Day Alert Date</td> </tr> </tbody> </table> <table border="1" data-bbox="327 1556 1364 1624"> <thead> <tr> <th>N</th><th>O</th><th>P</th><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th> </tr> </thead> <tbody> <tr> <td>60 Day Alert Date</td><td>30 Day Alert Date</td><td>Role Removal Date</td><td>eUSER Form Request Date</td><td>eUSER Form Status</td><td>eUSER Form Pending Days</td><td>eUSER Form Submitter</td><td>eUSER Form First Level Approver</td> </tr> </tbody> </table> <table border="1" data-bbox="327 1668 1364 1780"> <thead> <tr> <th>V</th><th>W</th><th>X</th><th>Y</th><th>Z</th> </tr> </thead> <tbody> <tr> <td>eUSER Form First Level Approved Date</td><td>eUSER Form Final Approver</td><td>eUSER Form Final Approved Date</td><td>Notification Status</td><td>User Type</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	J	K	L	M	User ID	User Name	Employee ID	Employee Status	Recertification Status	Grade	Rank	Department ID	Region	Business Unit	GAL Email ID	Preferred Email ID	90 Day Alert Date	N	O	P	Q	R	S	T	U	60 Day Alert Date	30 Day Alert Date	Role Removal Date	eUSER Form Request Date	eUSER Form Status	eUSER Form Pending Days	eUSER Form Submitter	eUSER Form First Level Approver	V	W	X	Y	Z	eUSER Form First Level Approved Date	eUSER Form Final Approver	eUSER Form Final Approved Date	Notification Status	User Type
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Recertification Status Report, Continued

Procedures,
continued

Step	Action				
15	<p>Suggestions for sorting are:</p> <ul style="list-style-type: none">• Department ID (Column H)• 30 Day Alert Date (Column O) <p>If applicable, use these dates to let the member know that in 31 days past that date in Column O, they will lose all of their current roles in DA automatically.</p> <p>Example:</p> <table border="1" data-bbox="328 680 815 763"><thead><tr><th data-bbox="328 680 560 719">30 Day Alert Date</th><th data-bbox="560 680 815 719">Role Removal Date</th></tr></thead><tbody><tr><td data-bbox="328 719 560 763">10/31/2022</td><td data-bbox="560 719 815 763">12/2/2022</td></tr></tbody></table>	30 Day Alert Date	Role Removal Date	10/31/2022	12/2/2022
30 Day Alert Date	Role Removal Date				
10/31/2022	12/2/2022				
