

CAPPMIS - Reports Module Instructions

As of 12 February 2007

Assumptions:

1. General – Depending on your level of access, you may not see all the Command, UIC and Org Structure Code options for each report.
2. Step 1 - Assumes you have successfully logged into CAPPMIS and then click the “Reports” tab.
3. Step 3, 4 & 5 - The system will only return Command, UIC and Org Structure code results where there are active individual(s) in a current position with that selected Command, UIC and Org Structure Code listed in the top line of Section 9 (ACRB). If there are no individuals in the selected Command, UIC and Org Structure Codes, then the system will tell you that there are no filters available for the selected item.
4. Step 3, 4 & 5 – Individuals that do not have a Command and/or UIC listed on their current assignment will not appear on the selected reports.
5. Step 4 & 5 - The OAPs only have access to their designated population, specified on the approved delegation memos. However, you may see more or less UICs and Org Structure Codes that may not fall under a particular command. Additional UICs may appear but do necessarily belong to that command selected because the system will return other UIC(s) listed in a person’s current position that has the selected command listed. The same applies for the Org Structure Codes. Other Org Structure Codes will return for the UIC(s) selected because the system will return Org Structure Codes listed in a person’s current position that also has the selected UIC(s) listed.
6. Step 6 - All download files are in excel format with an extension of ".cvs". Please convert the excel file to the correct extension of “.xls”.

* Please see assumptions for clarification.

***Step 1:** After you click on the “Reports” tab, you will come to a welcome screen, any updates or changes to this module will be displayed here. Click on the “*Workforce Reports*” link to continue to the reports module.

The screenshot shows the 'Workforce Reports' module interface. At the top, there is a yellow header with the text 'Workforce Reports'. Below the header, there are two main sections: 'Reports' on the left and 'News' on the right. The 'Reports' section contains the text 'Welcome to the Reporting module.' The 'News' section contains the text 'Currently there is no news to report.' Below these sections is a navigation bar with several links: 'Security/Privacy', 'System Requirements', 'DOD Computer User', 'Text Links', and 'CAPPMIS Help'. There are also two circular logos on the navigation bar.

Step 2: Select a report by clicking on the check box () next to the desired report and click the “*Next*” button at the end of the page. You may select more than one report to generate or if you want to select all the reports, then click on the “*Select All*” in the top, right-hand corner of this page. When a report is selected, a check will be denoted in the checkbox ().

Note: Since network speed varies from one location to another, it is highly recommended that you generate one report at a time.

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Workforce Reports	
Workforce Reports <input type="checkbox"/> Select All	
Report Title	Report Description
<input checked="" type="checkbox"/> Current Assignments	This report provides current assignment information for all active personnel by command to include military, civilian, National Guard and reservist. Only shows individuals with current assignment information. Only list individuals with an Acquisition Position Category (APC) and Acquisition Career Level (ACL) code. It lists some generic personal and position information. The highest degree (bachelors, masters, and doctorate) and highest education achieved is listed.
<input checked="" type="checkbox"/> Certification Review	Report includes all employees within the selected filter criteria with certifications achieved and also includes individuals without certification. Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification.
<input type="checkbox"/> Education Review	This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will produce multiple rows of data for that person. Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree). For example an individual that only has one year of college will not have a high degree type because that person does not have a degree. Only includes individuals that have completed their undergraduate or graduate degrees. Provide the level of education an individual has, regardless of one year of college or high school graduate. Lists the completed achieved major and the institution the person received their education.
<input type="checkbox"/> Workforce Review	This report will only contain a single row per person because it will only list the highest degree achieved. Personal, highest education, highest certification and total achieved continuous learning points within the current continuous learning cycle.
<input type="checkbox"/> Certification Delinquency	This report will display one person per row. This report will match the highest certification achieved versus the required certification. If the Acquisition Position Category (APC) is populated with "C", and Acquisition Career Levels (ACL) is 2 and the person only achieved Contracting, Level 1 then this individual will fall on this report as not meeting their required certification and level for their current position. This report does not take into account the 24 months window allocated for one to be certified in their current position.
<input type="checkbox"/> Corps Membership Discrepancy	This report contains the highest degree and highest certification per career field so you may have multiple rows per person. This report will only display those that are coded, Acquisition but not an Acquisition Corp Member. Under the "WF Status" column, "C" is Corp Eligible and "W" are Workforce Members.

***Step 3:** The reports you select from Step 2 are shown below. Select the command you desire to run the report(s). More than one command may be selected for each report. Select command(s) by:

- For one command, left-click on a desired command and release.
 - For multiple commands, press the **"Control"** or **"Ctrl"** key and hold. Scroll through the list using a left-click to select the discrete items you require. Each item should become highlighted in as you select it. When all the desired elements are selected, then release the **"Control"** or **"Ctrl"** key. All items will remain selected.
 - **PLEASE NOTE:** Previously selected items will be lost if an item is selected without the **"Control"** or **"Ctrl"** key pressed.
- If you are only interested in viewing the command(s) selected and all the UICs and Org Structure Codes that fall under it, click the **"Finish"** button. Skip to **Step 6** to finish generating the report.
 - If you want to go back to the list of Reports, click the **"Back"** button.
 - If you want to filter by further down to the UIC level then click the **"Next"** button and continue to **Step 4**.

Workforce Reports			
Report Title	Command Filter	UIC Filter	Org Structure Code Filter
Current Assignments	<ul style="list-style-type: none"> 99 - USAF - USAF COMMAND 99 - USN - USN COMMAND AC - ACA - US ARMY CONTRACTING AGENCY AE - ASC - Acquisition Support Command AJ - USASOC - US ARMY SPECIAL OPERATIONS CO AR - USARC - US ARMY RESERVE COMMAND AS - INSCOM - US Army Intelligence and Security Com 		
Certification Review	<ul style="list-style-type: none"> 99 - USN - USN COMMAND AC - ACA - US ARMY CONTRACTING AGENCY AE - ASC - Acquisition Support Command AJ - USASOC - US ARMY SPECIAL OPERATIONS CO AR - USARC - US ARMY RESERVE COMMAND AS - INSCOM - US Army Intelligence and Security Com AT - ATEC - US Army Test & Evaluation CMD 		

***Step 4:** The system will only return UICs that fall under the command(s) selected.

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Select UIC(s) by:

- For one UIC, left-click on a desired UIC and release.
 - For multiple UICs, press the **"Control"** or **"Ctrl"** key and hold. Scroll through the list using a left-click to select the discrete items you require. Each item should become highlighted as you select it. When all the desired elements are selected, then release the **"Control"** or **"Ctrl"** key. All items will remain selected.
 - **PLEASE NOTE:** Previously selected items will be lost if an item is selected without the **"Control"** or **"Ctrl"** key pressed.
- If you are only interested in viewing the UIC(s) selected and all the Org Structure Codes that fall under it then click the **"Finish"** button. Skip to **Step 6** to finish generating report.
- If you want to go back to the filter by command, click the **"Back"** button.
- If you want to filter further down to the Org Structure Code level then click the **"Next"** button and continue to **Step 5**.

Workforce Reports			
Report Title	Command Filter	UIC Filter	Org Structure Code Filter
Current Assignments	<input type="radio"/> ACA - US ARMY CONTRACTING AGENCY <input type="radio"/> ASC - Acquisition Support Command	W3P2AA - US ARMY ELEMENT US SPECIA W46907 - ABNSOTD W4FH10 - SEC BELVOIR W4G828 - DIR NIGHT VISION W4G8AA - US ARMY COMM & ELCTRS RDEC W4NJAA - OFC OF DIR INFO SYS CCC W6BA07 - ACA FORT LEE	
Certification Review	<input type="radio"/> ACA - US ARMY CONTRACTING AGENCY <input type="radio"/> ASC - Acquisition Support Command	W00T08 - MISSILE AND SPACE IN W05RAA - USA ELEMENT SPECIAL OPERA W11BTAA - U.S. ARMY ELEMENT AIR FORC W1D2T0 - HHB 6TH ADA BDE W1E1AA - COLLEGE USA LOG MGMT W1HS05 - DCMA TEL AVIV IS W1JRAA - USAE DEFENSE ACQUISITION	

***Step 5:** The system will only return Org Structure Code(s) that fall under the UIC(s) selected. Select the Org Structure Code by:

- For one org structure code, left-click on a desired org structure code and release
- For multiple org structure codes, press the **"Control"** or **"Ctrl"** key and hold. Scroll through the list using a left-click to select the discrete items you require. Each item should become highlighted as you select it. When all the desired elements are selected, and then release the **"Control"** or **"Ctrl"** key. All items will remain selected.
- **PLEASE NOTE:** Previously selected items will be lost if an item is selected without the **"Control"** or **"Ctrl"** key pressed.

View the results by clicking on the **"Finish"** button. If you want to go back to the filter by UIC, click the **"Back"** button.

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Workforce Reports

Report Title	Command Filter	UIC Filter	Org Structure Code Filter
Current Assignments	<ul style="list-style-type: none"> ACA - US ARMY CONTRACTING AGENCY ASC - Acquisition Support Command 	<ul style="list-style-type: none"> W27PAA - ASC FORT BELVOIR W3P2AA - US ARMY ELEMENT US SPECIA W4G8AA - US ARMY COMM & ELCTRS RDEC 	<ul style="list-style-type: none"> D1F1 D1F1A D1F1B D1F1C D1F1D1 D1F1D1A D1F1D1B
Certification Review	<ul style="list-style-type: none"> ACA - US ARMY CONTRACTING AGENCY ASC - Acquisition Support Command 	<ul style="list-style-type: none"> W05RAA - USA ELEMENT SPECIAL OPERA W00T08 - MISSILE AND SPACE IN W1BTAA - U S ARMY ELEMENT AIR FORC 	no org structure code filters

***Step 6:** After you click the **“Finish”** button, the report will be generated. Follow the download instructions to save the file as an excel spreadsheet:

a) Right-click on the **“Save Report”** link and select **“Save Target As”**

Workforce Reports

Individual Reports						
Report Title	Command Filter	UIC Filter	Org Structure Filter	Records	File Size	
Current Assignments	<ul style="list-style-type: none"> ACA - US ARMY CONTRACTING AGENCY ASC - Acquisition Support Command 	<ul style="list-style-type: none"> W27PAA - ASC FORT BELVOIR W3P2AA - US ARMY ELEMENT US SPECIA W4G8AA - US ARMY COMM & ELCTRS RDEC 		118	28.0 KB	Save Report
Certification Review	<ul style="list-style-type: none"> ACA - US ARMY CONTRACTING AGENCY ASC - Acquisition Support Command 	<ul style="list-style-type: none"> W05RAA - USA ELEMENT SPECIAL OPERA W00T08 - MISSILE AND SPACE IN W1BTAA - U S ARMY ELEMENT AIR FORC 		5	0.54 KB	Save Report

Zippered Reports

Total Files	File Size	
2	8.92 KB	Save Zip File

b) A **“Save As”** dialog box will appear. In the **“File name:”** field, change the **“.csv”** extension to **“.xls”** (without the quotes). Change the **“Save as type:”** field to all files. Save your new file on to your Desktop or My Documents. If you decide to save the file elsewhere, just remember where you save it.

Save As

Save in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

My Network

File name: New Report.xls

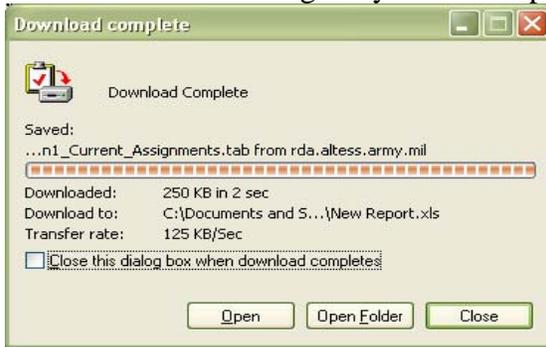
Save as type: Text Document

Save Cancel

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- c) After the report completes saving, click “**Open**” to view the report in excel format or “**Close**” and go to your Desktop or My document and open the report.



Step 6.1: When there are more than one report generated, you may open all the reports at one time via the Zip file. Select the “**Save Zip File**” button and follow the steps below in downloading the reports:

- a) A “**Save As**” dialog box will appear. Save the zip file on your Desktop or My Documents folder and click “**Save**”.

Workforce Reports

Summary of Reports

Individual Reports

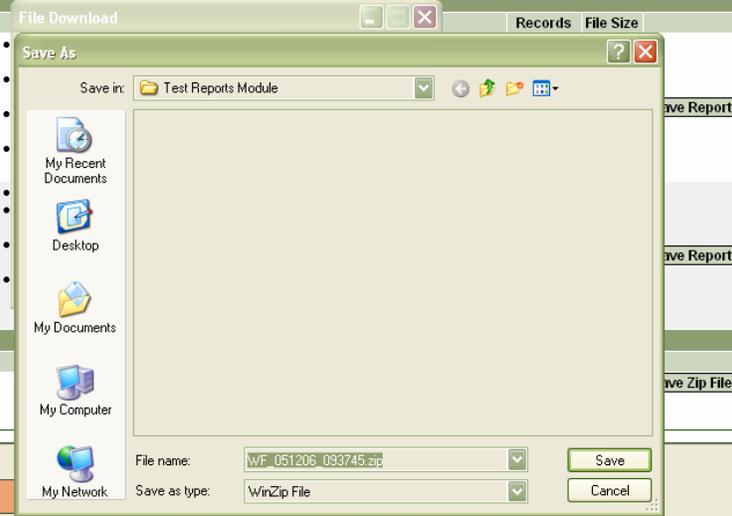
Report Title	Command Filter
Current Assignments	• ASC - Acquisition Support Command

Current Assignments

Certification Review	• ASC - Acquisition Support Command
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Certification Review

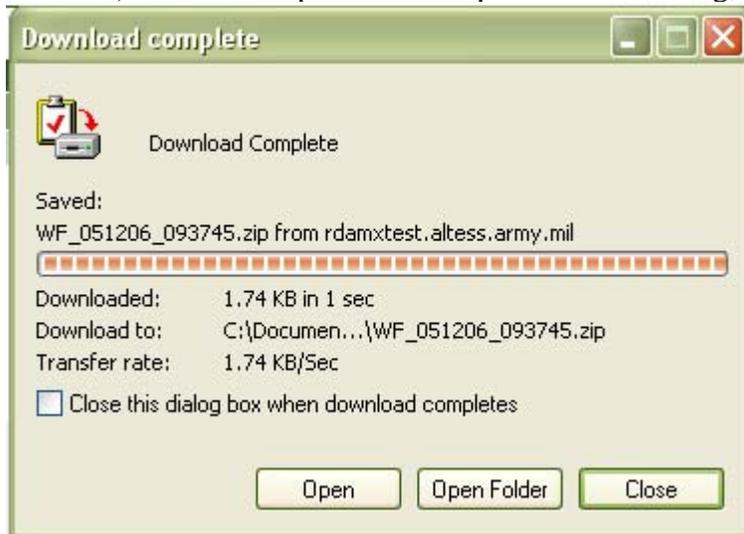
Typed Reports



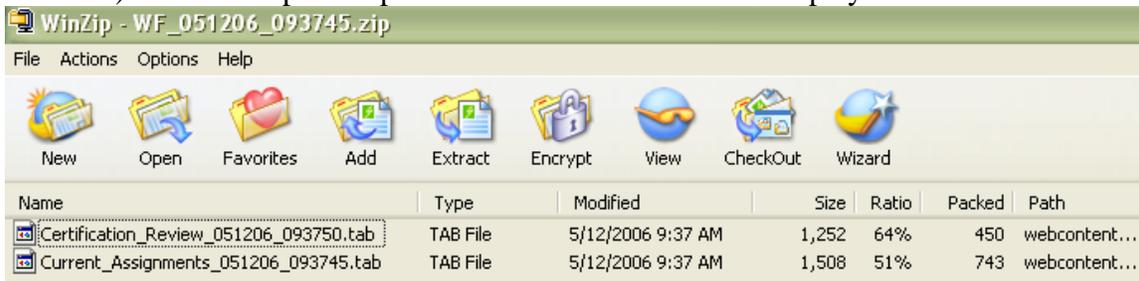
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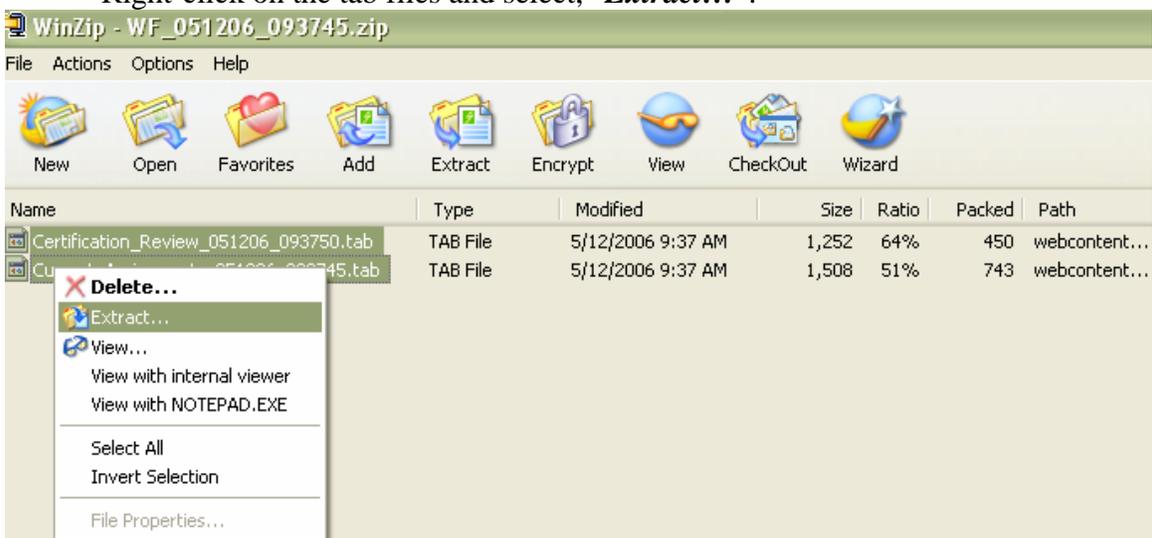
b) When the zip file has completed downloading, click on **“Open”**.



c) The WinZip will open with the downloaded files displayed.



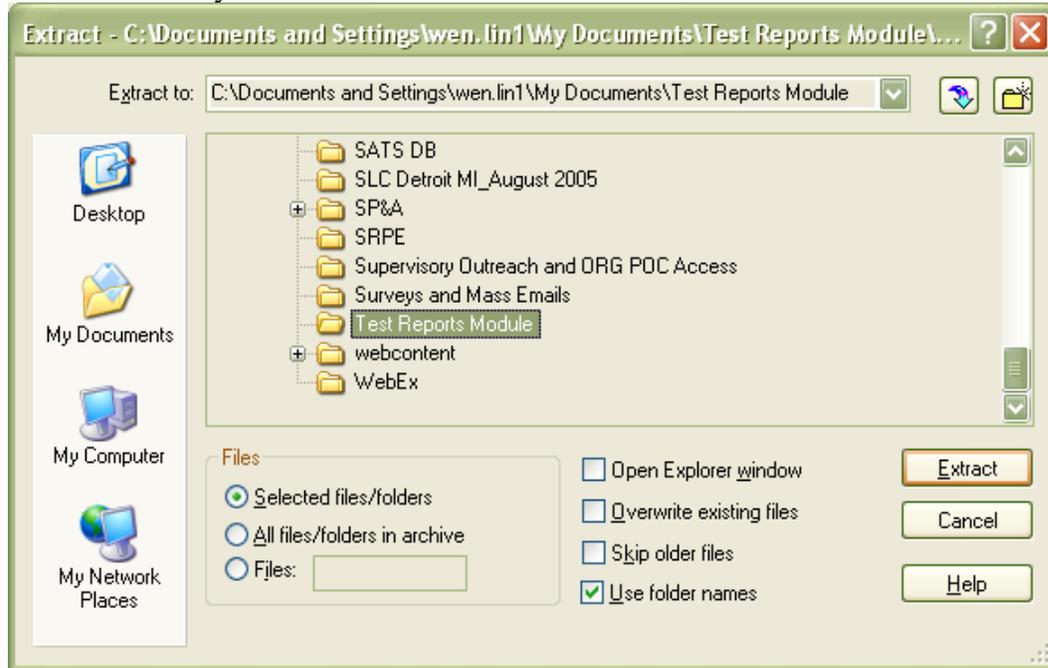
d) You will need to extract the files to your Desktop or My Documents folder. Right-click on the tab files and select, **“Extract...”**.



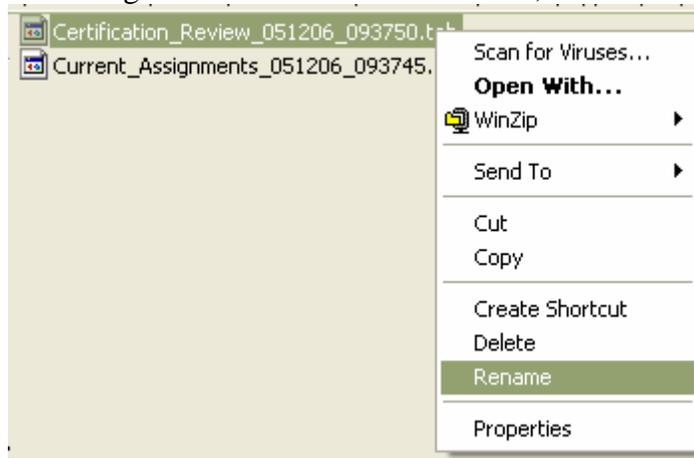
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e) Extract to the folder of your choice, recommend you extract to your Desktop or the My Documents folder.



f) Locate where you extracted your file. To convert to an excel spreadsheet, right-click on the .cvs file. Select, “**Rename**”.



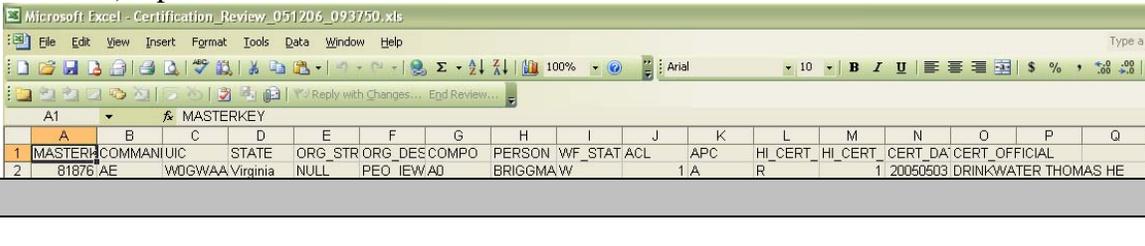
g) Rename the “.cvs” extension to “.xls” (without the quotes). The file will convert to excel.



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h) Open the excel file.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	MASTERKEY	COMMUNI	UIC	STATE	ORG_STR	ORG_DES	COMPO	PERSON	WF_STAT	ACL	APC	HI_CERT	HI_CERT	CERT_DA	CERT_OFFICIAL		
2	81876	AE	WGWAA	Virginia	NULL	PEO	IEW	AD	BRIGGMA	W	1	A	R	1	20050503	DRINKWATER	THOMAS HE

* Please see assumptions for clarification.