
Director's Personnel Readiness Overview (DPRO) User Guide

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1 What's New in DPRO

DPRO V5.6.0 (Released 2016/02/09)

New Features

1. Published the following new reports and dashboards:
 - a. The *Potential Overdue APFT* report under *Strength Readiness*, which provides information about Soldiers who are potentially overdue for taking their Army Physical Fitness Test (APFT) based on data recorded in TAPDB-G. The report displays M-Day Soldiers more than 12 months overdue, AGR Soldiers more than 6 months overdue, and those who failed their last APFT and are more than 3 months overdue.
 - b. The *Non-Transferred Federal Awards (Soldiers)* report under *SIDPERS/Interstate Transfer Reports*, which provides information on the total number of Soldiers with Federal Awards that were not transferred to a Soldier's new state after an Interstate Transfer.
 - c. The *Service Treatment Record Transmission* report under *Medical/Assigned Strength*, which identifies Soldiers projected to separate from military service. These Soldiers' Health Readiness Record (HRR) medical documentation requires validation for the AMEDD Record Processing Center (ARPC). The documentation must be validated no later than 30 calendar days after the date of separation.
 - d. The *SRIP Overdue Payments Report (RCMS-IMI)* report under *Education Management*, which contains information on Selected Reserve Incentive Program (SRIP) bonus payments that are considered overdue for processing using data from the Guard Incentive Management System (GIMS) and Defense Finance and Accounting Services (DFAS). This report is currently only available to Pilot users.
2. Published the following new rosters:
 - a. The *Reenlistment Eligible* roster under *Entity Toolset/Roster Builder/Reenlistment Eligible*, which provides for ad-hoc querying of the population of Enlisted Soldiers who are within their reenlistment window.

Enhancements

1. Added a new Report Tool available to all applicable metric-level base reports that provides direct access to Formation View in a pop-up window.
2. Added new functionality to refresh the basic dashboard upon a change in command, eliminating the requirement for the user to reselect the metric being reviewed.
3. Relaxed a system constraint in the Daily Dashboard to provide access to several thousand additional Time Series metrics.
4. Implemented a feature which saves one's command with a Dashboard in his or her Rucksack, but allows the user toggle to his or her current command under the filter tab.

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5. Implemented the capability to export multiple Ranking Reports to Excel, similar to the feature currently in place for exporting multiple State Top 10 Reports to PowerPoint.
6. Implemented the capability to re-edit base reports that are queued up due to excessive report generation prior to re-submission.
7. Implemented automatic queuing for all Parent + Child PowerPoint exports in all presentations (excluding report cards), thereby eliminating sporadic abends resulting from system time-outs.
8. Implemented the tracking infrastructure necessary to enable auto-cleanup of Rucksack Dashboards and Presentations after 15 months on non-use (similar to the current restrictions on Rucksack Reports). This change will have no immediate impact on the users, but will begin gathering the usage data necessary to allow for activation of this function in FY 2017.
9. Increased the default aggregate and base reports record display from 100 to 500 rows.
10. Enhanced the CPSR presentation to display no data (empty cells) for all state-selected metrics that are not applicable at a given command level (e.g., Ship Rate).
11. Updated the Incentive Management Index with a new SRIP Overdue Payment metric.
12. Updated the control table used to identify invalid position titles. This update will result in an increased number of discrepancies.
13. Implemented the following business logic changes:
 - a. Altered the Negative End Strength algorithm to include Officers who remain in strength beyond their Extended Mandatory Retirement Date.
 - b. Altered Pay-Per City Discrepancies algorithm to account for different field lengths in the Pay and Personnel systems. The new algorithm is a heuristic that now flags only obvious disconnects. This change will result in a decreased number of discrepancies.
 - c. Expanded the criteria used to define 'Unemployed' Soldiers from the CEI data.
 - d. Exempted General Officers from CEI Compliance Requirements.
 - e. Modified the course reservation data displayed in Soldier Locator to include all open training reservations (regardless of course redundancy and alternative output statuses.)
 - f. Modified the Training Pay Category algorithm to account for invalid select codes in some 'OSUT' course data.
 - g. Refined the logic used to establish SRIP Overdue Payment metrics.
 - h. Modified the Ship Rate computations to use adjusted cancellation dates, resulting in improved Ship Rates.
 - i. Implemented a Soldier override capability for Ship Rate computations.
 - j. Modified to DOR discrepancy metrics to implement more precise duration computations.

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14. Upgraded to UMT Version 3.6.0, which provides the following features:
 - a. Implements a new requirement to certify that Soldiers have DD 2785 (SAAR) documentation in place as part of the approval process.
 - b. Implements a new recertification requirement that (1) requires annual recertification, and (2) requires administrators to certify that they have reviewed the required System Authorization Access Request. Users will be given 90 days notice to submit the required documentation. Access suspensions will begin at the end of May.
 - c. Implements a new rule to automatically suspend access to any Soldier who leaves the active force.
 - d. Implements a new rule to automatically alter the user role to 'State User' for any Soldier whose registered command is no longer valid due to inactivation. State Users do not have access to Soldier-Level data, and users who still need this level of access in their new organization will be required to submit an upgrade request.
 - e. Implements several minor cosmetic changes.
15. Implemented approximately 50 new metrics in the areas of: MILED Requirements for Promotion Eligibility, Projected Losses, Enlistments, Overdue APFT, BOLC Completion, Paid Strength, Expired/Extended MRD, ASCO Assignments, Record Brief Discrepancies, and Overdue SRIP Payments.
16. Updated Unit Explorer to the latest version of Formation View.

Resolved Issues

1. Resolved an issue causing drill-down dimensions not to be preserved when editing Basic Reports.
2. Resolved several 'Export to PowerPoint' issues.
3. Resolved an issue that was causing PRM base reports not to launch.
4. Resolved an issue resulting in application exceptions in the Ranking Report.
5. Resolved time-out issues with cross-tab reports.
6. Resolved several minor defects in the User Management Tool.
7. Resolved sorting issues in base reports that are auto-derived from multiple base reports.
8. Resolved performance issues associated with expanding and collapsing metric boxes within a given multi-metric dashboard.
9. Addressed an issue causing invalid Last Access Dates to be displayed in UMT reports.

DPRO V5.5.0 (Released 2015/12/09)

New Features

1. Published the following new reports and dashboards:
 - a. The *Same-Unit Vacancy Management* report under *Vacancy Management/Excess Management Tool*, which provides information on vacancies that can be filled by excess personnel within that same unit. This information is generated nightly by a new SEMTO (Same-Unit

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- Excess Management Tool Optimization) model.
 - b. The *Security Clearance - Trained Strength Discrepancies* report under *SIDPERS/Discrepancy Reports*, which identifies Trained Strength Soldiers with security clearance issues.
2. Published the following new rosters:
 - a. The *Soldier Employment* roster, which provides ad-hoc access to DMDC Civilian Employment data. (Released in Pilot Mode).
 - b. The *Table 10-20-30 Table Roster*, which provides ad-hoc access to SIDPERS transaction data. (Released in Pilot Mode.)
 3. Published the following new tabs in Soldier Locator:
 - a. The *Qualified to Fill* tab, which provides re-assignment suggestions for excess personnel. For Primary Slot Holders, this tab is non-selectable.

Enhancements

1. Implemented the following changes to the Roster Builder tool:
 - a. Implemented new "Aggregate Function" options that appear when the user selects the 'Group Box' option. The new functions available are dependent upon the data type, but include Minimum value, Maximum value, Average Value, and Sum. This expands the analytic capability of the tool. Counts for all grouped dimensions are still provided by default.
 - b. Implemented a new "Advanced Filter" that allows users to more easily find relevant fields. This filter expands the search functionality to look at additional labels. It also includes the implementation of data tags, which provides access to alternative representations of these labels.
 - c. Implemented a new "Field Information" pop-up, which provides users with clarification regarding the content of the available fields.
 - d. Addressed several additional minor cosmetic enhancements and corrective maintenance tasks.
2. Updated all metrics in the *Incentive Management Index*, revised the FAQ, and released the index from Pilot Mode.
3. Implemented the following report modifications:
 - a. Modified the *ASCO Summary* report under *SIDPERS/Miscellaneous* to add new codes that now appear in SIDPERS.
 - b. Modified the *Influenza Vaccination* report under *Medical/Assigned Strength* to add new and revised metrics (see Business Logic changes below).
 - c. Modified the *Enlisted Training Availability (HRR)* report under *IET Management* to use a new seat minus reservation metric requested by the user community.
4. Implemented a new nightly maintenance job to remove Rucksack Reports that have not been referenced in the past 15 months.
5. Implemented an enhancement to allow scale pop-up grids to display additional clarifying comments.

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6. Implemented the following Business Logic changes:
 - a. Modified the Warrant Officer DMOSQ calculation to consider 'XY' values in the Local Remarks.
 - b. Converted the computation of the overdue influenza percent values to allow credit for exemptions (versus excluding them from the equation). The end result is a slight increase in compliance.
 - c. Modified the Mobilized M-Day No Pay Discrepancy Metric to consider MARRS deployment data as an alternative to Pay.
7. Implemented more than 80 new metrics in the areas of LRP and SRIP incentives, Vaccinations, and Training Seat Availability.

Resolved Issues

1. Addressed issues displaying values in the Ranking Report for Report Sequence Code Hierarchies.
2. Altered aggregate reports to allow negative values to be drillable to the base report level. This is particularly relevant to budget reports.
3. Resolved issues exporting data to PowerPoint from the Director's Personnel Readiness Reports (when the "Current and Child Command" option is chosen.)
4. Addressed an issue causing redundant rows to appear in the EMTO Candidate Report.
5. Addressed issues with filters not being correctly applied in certain queued reports.
6. Addressed historical reenlistment and deployment data issues.
7. Resolved an issue causing the Mission Letters to not launch.
8. Resolved a drill-down issue with the State Personnel Status Report.
9. Corrected a view feeding the User Permission Report to remove redundant rows.
10. Resolved several issues with the text in UMT messages linked to user suspensions and revocations.
11. Addressed an issue causing the "Remove Dashboard" function in "Basic Dashboard" to not work properly.
12. Resolved a problem causing subscriptions and rucksack reports to contain no data when their underlying command structure changed.
13. Resolved a drop-down issue in the Advanced Report Editor.

DPRO V5.4.0 (Released 2015/09/21)

New Features

1. Published the following new reports and dashboards:
 - a. The SSD Level 5 report under Training, which displays ATRRS enrollment and graduation data for Level 5 Structured Self Development courses.
 - b. The Retention Management report under Retention, which displays all Month-to-Date and Fiscal-Year-to-Date ETS changes, and relates these activities to retention accounting metrics.

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- c. The DEERS Medical Benefits Datamart report under Medical, which displays data for Soldiers indicating the current level of medical benefits a Soldier is receiving, including benefit type and benefit plan. These data are based on the duty status of a Soldier or direct enrollment into a coverage plan as recorded in DEERS.
- d. The EDIPI report (in Pilot mode) under Soldier Management, which displays a Soldier's Electronic Data Interchange Personal Identifier (EDIPI) and Enterprise Email address.
- e. The Flight Paramedic report under Medical, which displays the total number of days and cost of Annual Training (AT) and the total number of days and cost of Inactive Duty Training (IDT) for Soldiers who were mobilized at some point during a given fiscal year.
- f. The RCMS Data Processing Overview FAQ under Help/FAQ/Data FAQ, which outlines the flow of data into RCMS, and explains where bottlenecks can occur.
- g. The Recruiting Mission Report Card presentation, which highlights key enlistment and reenlistment metrics.
- h. The DJMS-RC Monthly Execution By MDEP report under Resource Management, which contains information on voucher payment amounts, and types of Active Duty (AD), Inactive Duty for Training (IDT), or other costs from payment vouchers in the Defense Joint Military Pay System - Reserve Component (DJMS-RC). This report is aggregated by the various management decision packages (MDEP) that fund managers use to manage the execution of funds.
- i. The DJMS-AC Monthly Execution By MDEP report under Resource Management, which contains information about active duty payments to Soldiers in the Army National Guard (ARNG).
- j. The PAID/PROI Detailed Paytape report under Resource Management, which contains information about the Soldiers that were paid DJMS-RC Voucher disbursements in a given fiscal year from AMSCOs within the PAID and PROI Management Decision Package Codes. PAID is the Management Decision Package (MDEP) for Enlisted Incentive Programs, and PROI is the MDEP for Officer and Warrant Officer Incentive Programs.
- k. The IDT Participation Rate By State report under Resource Management, which contains information regarding the Pay group A Strength, participation rates, and number of Unit Training Assemblies (UTA) that have been paid or are forecasted for future funding goals, drillable by State.
- l. The IDT Participation Rates By Grade report under Resource Management, which is similar to the IDT Participation Rate By State report, but drillable by grade.

Enhancements

1. Upgraded to UMT Version 3.5. This new version includes the following enhancements: (refer to the UMT User Guide, available in the User Management module) for more information about these enhancements)
 - a. Users' access to TAPDB Viewer is now automatically revoked every year. To maintain access, users must request revalidation and be approved by an administrator. Several new status values with associated actions (e.g., suspended, pending revalidation, and temporary

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- revalidation) have been added in conjunction with this change.
 - b. The Upgrade Request function now limits permission requests to the confines of the user's given role.
 - c. More extensive logging information is now available for administrative oversight.
 - d. Minor cosmetic/usability enhancements were put into place.
 - e. Minor corrective maintenance items were put into place.
2. Converted the Recruiting and Retention Area Command (RRAC) hierarchy to a new Strength Maintenance Advisory Council (SMAC) hierarchy, and altered the region mappings.
 3. Altered the Daily Dashboard to display a rolling three months of data (as opposed to two months).
 4. Implemented the following report modifications:
 - a. Added Report Sequence Codes (RSC) to all RSC drill-down reports, and changed the default sort order to key on this code.
 - b. Modified the End Strength and Enlistment Report presentation to add strength, gain, and loss metrics for WO1-CW3.
 - c. Modified the RRNCO Enlistment Average report under Enlistments to use a new Man Months (FYTD) metric.
 - d. Removed all JPAS-based metrics from the Security Clearance Discrepancies report under SIDPERS/Discrepancy Reports.
 - e. Updated metrics in the TAPDBG - SIHOL Loss Timeliness report under SIDPERS/TAPDBG Reports.
 5. Implemented new access restrictions to all resource management reports.
 6. Added a Privacy Act statement to all View exports.
 7. Added additional processing icons to several BI Suite report functions.
 8. Increased the maximum limit on viewable aggregate report output from 2,000 to 5,000 records, making this consistent with base reports.
 9. Reengineered Quick Filter to use operators consistent with those used in Basic Report.
 10. Altered dashboards to provide focus to the most recent data point where overlaps exist.
 11. Redefined the default font for all maps created through Advanced Dashboard.
 12. Added procedure to create indexes for all temporary tables created to support base reports.
 13. Altered the formation view user interface to disable various links and icons as appropriate.
 14. Implemented the following Business Logic changes:
 - a. Modified Potential NOVAL Pay to add a 10-day lag.
 - b. Enhanced the Officer Training Pipeline Logic to expand the Final Phase Course List and consider OAC enrollments.
 - c. Modified the Airborne exemption in TPC code to include additional courses.
 - d. Modified ATRRS Reservation data to preserve course graduations dropped from the ATRRS feed.
 - e. Revised the logic used in RCMS to create POD descriptions.
 - f. Modified Email address display procedures to use DEERS data.
 - g. Modified the business logic used to generate LRP and SRIP metrics to support IMI.
 - h. Modified the Soldier Evaluation load logic to include Soldiers not in IPERMS or SEPS.

1 What's New in DPRO

15. Implemented more than 120 new metrics in the areas of LRP and SRIP incentives, DEERS Medical Benefits, Flight Paramedics, SSD Training, Resource Management, and Warrant Officer Strength, Gain, and Loss accounting.

Resolved Issues

1. Resolved a table join issue causing blank fields to appear in the Assigned Strength Medical Readiness Report.
2. Corrected a database issue causing redundant records to appear in the EMTO Candidate Report due to the absence of a newly created Position Group Slot ID.
3. Resolved an application exception scenario causing dashboards to not load when attempting to display measurements that are no longer active.
4. Resolved an issue with Roster Builder subscriptions not appearing in the DPRO Subscription list, meaning users could not alter or unsubscribe from these products.
5. Resolve the miscoded display of 'Dual-Slotted (D)' Soldiers in Formation View. All were appearing as 'Excess (E)'.
6. Resolved a sporadic issue where 'Basic Report' was displaying an 'Internal Error' message.
7. Resolved an issue calculating gauge breakpoints, and altered the descriptions to be more generic and intuitive - e.g., Red (Over) instead of Red 2.
8. Resolved an application exception scenario causing Leadership Reports to not load when selected via the Search G1 menu.
9. Resolved Roster Builder access issues (i.e., an 'Insufficient Permissions' error message.)
10. Resolved an issue causing the Measurement Info tab to expand below the heading upon entering base report.
11. Resolved an issue causing saved reports to not correctly display their base report filter info.
12. Resolved an issue displaying subscribed reports resulting from an issue in the retrieval of dimensions used in the filtering function.
13. Resolved an issue causing the loading bar for State Mission Letters not to close.
14. Resolved an issue impacting the user ability to save subscriptions to the Keystone Enlistment Report.
15. Resolved an issue impacting the export of data to Excel for all Views.
16. Resolved display (field alignment) issues in the Views.
17. Resolved drop-down display issues when setting Default Groups under 'My Settings.'
18. Resolved an issue where existing queries with multiple filters referencing the same field are being joined with AND conditions, instead of ORs, which is the new default value.
19. Resolved an issue with Index display option to only display non-zero rows, and made this the default option. Also, altered the non-zero option to display all organizations, even if they do not have any issues. For these organizations, the software simply does not allow the bar to expand.
20. Resolved an issue causing the CPSR report not to allow drill-down
21. Resolved Export to Excel issues in the Retention Report.
22. Resolved an issue with Min/Max behavior with large dashboards that scroll.

1 What's New in DPRO

23. Resolved a missing day value from the UMT notifications of pending suspension for inactivity.
24. Resolved date icon display and flyover text issues for reports when the filter section had been opened two or more times.
25. Resolved a basic report filter issue resulting in lookup values not being shown for coded filter dimensions when the "Not In" operator was selected.
26. Resolved an issue causing certain subscriptions not to be sent.
27. Resolved a reporting issue impacting the display of 'Education Level' metrics under 'Advanced Edit.'
28. Resolved an issue causing the display of extraneous PODs in the Index tool.
29. Resolved a table join issue impacting the Held Loss Report.
30. Resolved a table join issue in the Federal Awards Data Mart.
31. Resolved an issue causing Help icons to not be displayed in the Views.
32. Resolved a deployment issue tracked to a missing view.
33. Resolved a deployment issue tracked to an altered path for retrieving data.
34. Resolved a deployment issue tracked to a missing stored procedure which listed the available base reports for Ad Hoc reports.
35. Resolved a deployment issue tracked to an outdated scheme from user preferences.
36. Restored the State of the State presentation into pilot mode, thereby resolving an application exception caused by the removal of this tool. However, the data is not currently being updated.
37. Resolved an issue testing date fields in numeric form when building report SQL queries.
38. Resolved an application exception caused by non-unique column names.
39. Resolved an issue displaying certain vacancy metrics in the Formation View.
40. Resolved an application exception in the RSP Performance Report.
41. Resolved a sporadic problem impacting the generation of cross-datamart reports.
42. Resolved Export to CSV issues in the Excess Management Tool.
43. Resolved sporadic syntax errors introduced into table join statements.
44. Resolved sporadic issues retrieving element data names.
45. Addressed 508 compliance issues.

2 G1 Portal

The G1 Portal houses a suite of products to support National Guard G1 strength readiness, strength management, and Soldier services missions.

2.1 Accessing Director's Personnel Readiness Overview (DPRO)

Access to the G1 Portal and DPRO is Common Access Card (CAC) authenticated through AKO. Thus, you must first have a CAC Card reader and register your CAC with AKO.

Tip: CAC Card readers can be obtained through your state DOIMS, your Armory, or personal purchase. Software for CAC readers is available for download with installation instructions on AKO at **AKO Home, AKO/DKO CAC Resources, CAC Configuration and Installation**. If you have any further questions, contact the help desk at ng.ncr.arng.mbx.rcms-g@mail.mil and/or telephone 1-800-339-0473.

Warning: The G1 Portal is a DOD web site. The security accreditation level of this site is classified as FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DOD web sites may be monitored for all lawful purposes, including ensuring their use is authorized, managing the system, facilitating protection against unauthorized access, and verifying security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

2.2 Register CAC with AKO

1. Navigate to <https://www.us.army.mil>.
2. Log in.
3. Use the menu to navigate to **Quick Links, CAC, My CAC Information**.
4. Follow the instructions to register your CAC card with your account.

2.3 Logging on to the G1 Portal

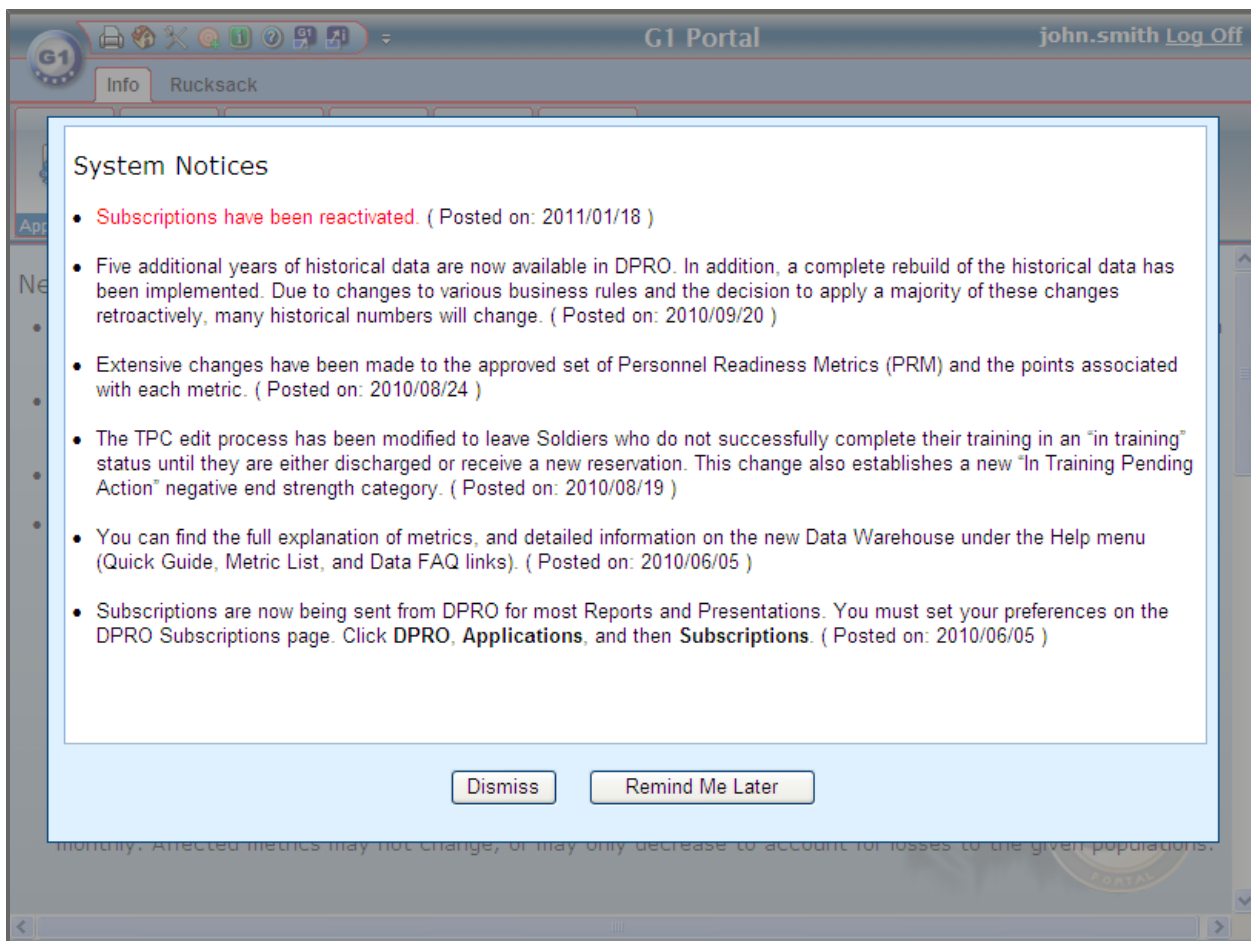
1. In order to access the G1 Portal, and all of the available products, navigate to <https://arngg1.ngb.army.mil>.

2. Insert your CAC card into the reader attached to your computer.
3. Select the appropriate certificate, and enter your CAC Pin.

The G1 Portal opens.

Note: Upon first logging into the G1 Portal, you will be asked to read and accept the Acceptable Use Policy.

4. When you log on, if there are any active system notices, they appear in a pop-up window.



5. Click **Dismiss** after reviewing the message, or click **Remind Me Later** to view the message again the next time you log in to the G1 Portal.

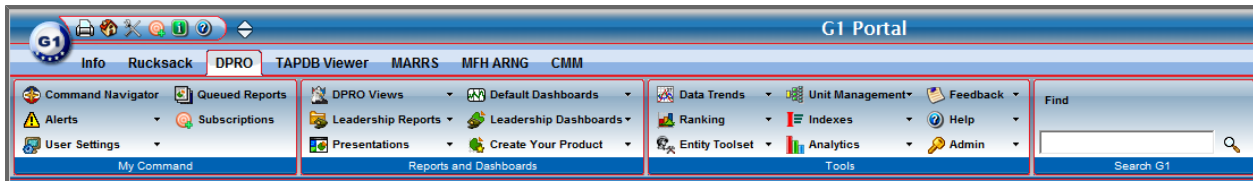
2.4 Navigation

There are several ways to navigate the G1 Portal.

- Navigate using the tabs in the Ribbon Toolbar. (See [The Ribbon Toolbar](#) on next page.)
- Navigate using the G1 Orb. (See [The G1 Orb](#) on next page.)


- Navigate from the products page of the Site Information tab. (See [Site Information](#) on next page.)
- Access tools and functionality from the Quick Access bar. (See [Quick Access Bar](#) on next page.)

2.4.1 The Ribbon Toolbar



The Ribbon Toolbar contains several tabs. It contains a tab for the product that you currently have open and active, even if it is not one of your five most frequently accessed products. By default, the first tab is *Info* tab. The remaining tabs include your most frequently accessed products, with a maximum of five tabs showing on the screen, enabling you navigate to your work faster. If you have accessed fewer than five products, there will be fewer tabs available.


Navigate to any of the products on the Ribbon Toolbar by simply selecting a product name. Both the product's customized Ribbon Toolbar and home page appear.

Note: You can minimize the Ribbon Toolbar in order to view more of the product by clicking the arrow button. 

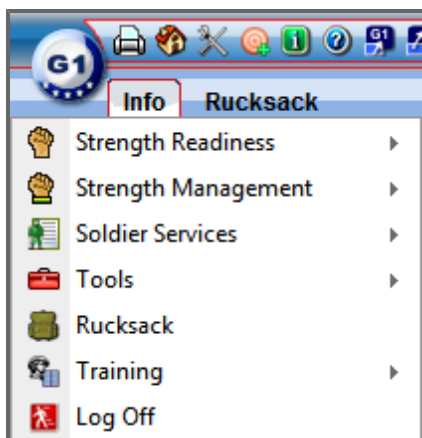
2.4.2 The G1 Orb






The G1 Orb gives you access to a list of all products available in the G1 Portal—whether or not you have been approved for access. You can use the G1 Orb to access any product that is not available in the Ribbon Toolbar and to log off of the G1 Portal.

1. Click the G1 Orb. 

A menu opens, displaying a list of products and product groups. Products are grouped by functional area.



Note: The G1 Portal contains products for different divisions in the Army National Guard, including *Strength Readiness* , *Strength Management* , and *Soldier Services* . The products are grouped by division in the G1 Orb menu. Other products that are used for multiple divisions are available in other groups.

2. If necessary, point to a product group.
3. Select a product.
The product opens.

2.4.3 Site Information








The default home page is the *Products* page of the *Info* tab. You can change your default home page by using the *Customize Options* feature (see [Customize Options](#) on next page). This page is designed to help new users familiarize themselves with the site, learn about the available products, and navigate to the products where they can request access. The *Products* page contains two sections:

- **New Users:** Information for new users of the G1 Portal.
- **Product Groups:** A list of all products available in the G1 Portal. This includes links to the release notes, which detail changes made to the modules or products, including bug fixes, enhancements, or new features. Click the link on the name to access the product or to request access.

2.4.4 Quick Access Bar



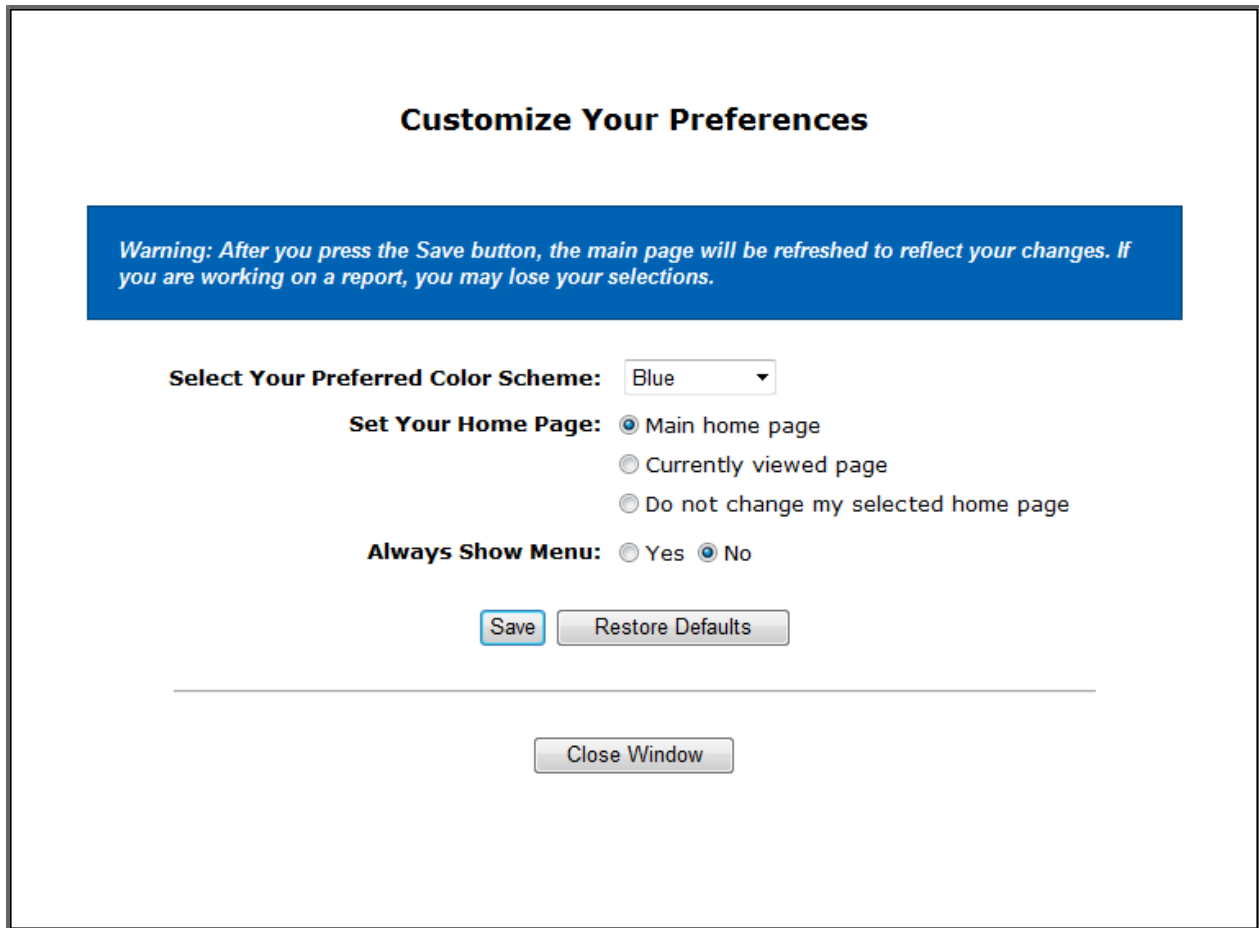
The Quick Access bar gives you access to many tools available to products throughout the G1 Portal. They are visible no matter which product you are accessing and can be clicked at any time.

-  **Print:** Click to send the current page to the printer.
-  **Home:** Click to return to your home page.
Tip: You can define a personal home page by clicking *Customize Options* .
-  **Customize Options:** Click to customize your view of the G1 Portal. (See [Customize Options](#) below for more information.)
-  **Subscriptions:** Click to manage subscriptions to dashboards, reports, and presentations from all products in the G1 Portal.
-  **Site Information:** Click to access the Info tab. (See [Site Information](#) on previous page for more information.)
-  **Help:** Click to access general G1 Portal WebHelp.

2.5 Customize Options


In the G1 Portal you can customize your color scheme, set a custom home page, and choose whether or not to always show the Ribbon Toolbar.

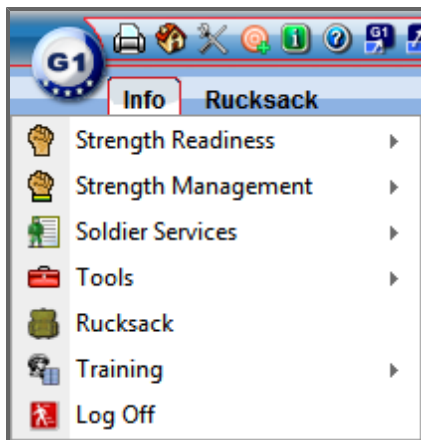
1. Click the **Customize Options** button  to customize your view of the G1 Portal. The *Customize Your Preferences* screen opens.



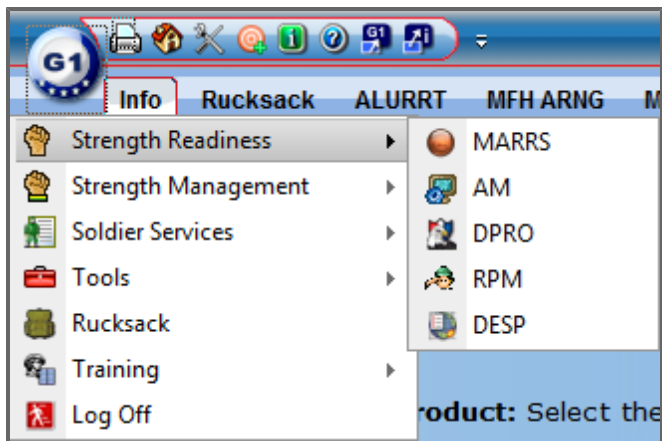
2. Change any selections and click either **Save**, **Restore Defaults**, or **Close Window**.


2.6 Requesting Access to DPRO

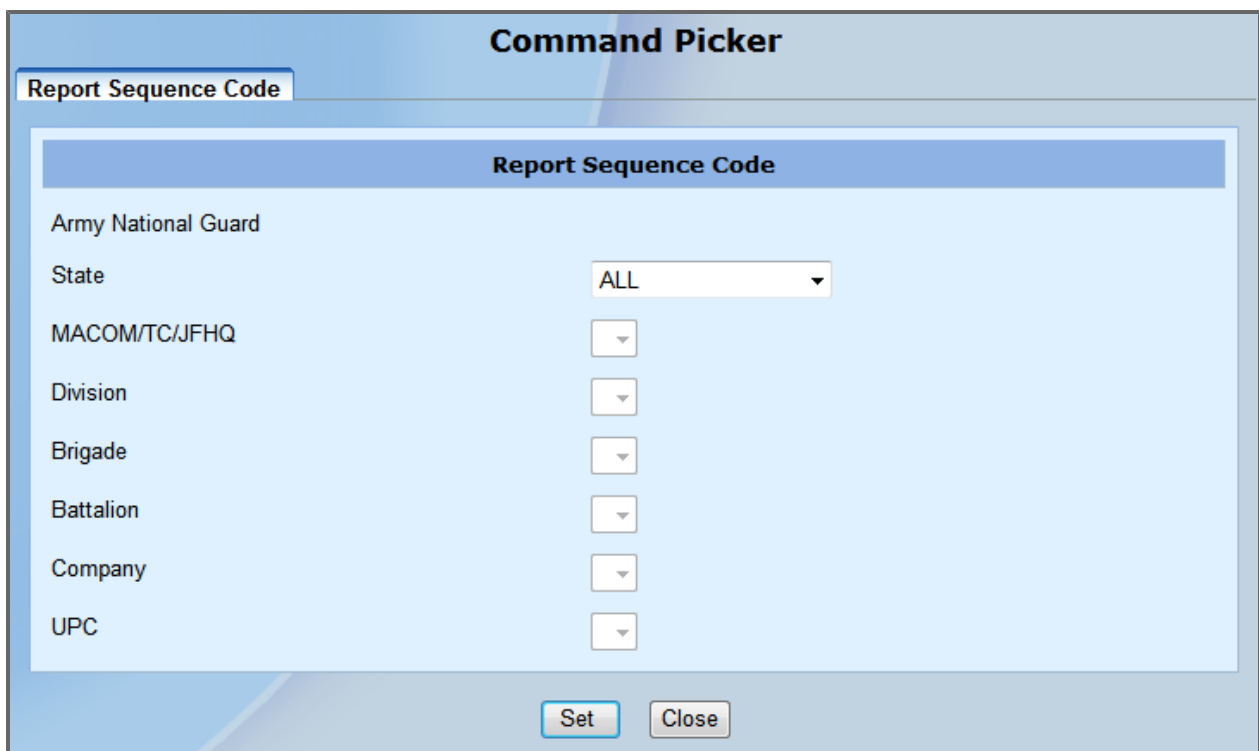
1. Click the G1 Orb. 
A menu opens, displaying a list of products and product groups.



2. Point to the **Strength Readiness** group.
A list of products opens.



3. Select **DPRO**.
The product opens.
4. Click the **Request Access** button. 
The *Request Access* page opens.
5. Complete any required fields.
Tip: Required fields are designated with a red asterisk.
6. Click **Select Command**.
The available commands open in a pop-up window.



7. Select your command, and click **Set**.
The pop-up window closes, and your selected command is populated.
8. Upload a completed DD Form 2875, System Authorization Access Request (SAAR).
Note: An approved SAAR remains in effect for a period of no longer than one year. A new SAAR will need to be resubmitted before the expiration date.
9. Describe the reason you need access to the product.
Note: This information is reviewed by the administrator to verify you actually require access to the product. Be sure to describe your requirement thoroughly so the request can be approved and the appropriate permissions can be granted.
10. Click **Submit Request**.
Your request is submitted. After your request is addressed, you will receive an email notification.

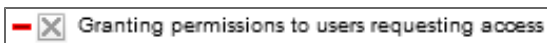
Note: Upon receiving access to DPRO, you are also granted access to the Entity Tool suite (Soldier Locator, Unit Explorer, and Roster Builder).

Note: If you do not log on to DPRO every 120 days, your access will be revoked. After 90 days of your account's inactivity, the system sends a warning email stating that your access will be revoked. After 30 additional days of account inactivity, the system revokes your permissions.

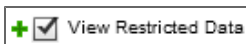
2.7 Upgrade Access Request

The *Upgrade Access Request* section of DPRO allows you to view the permissions you currently have in DPRO and request access to additional permissions.

1. Click **Upgrade Access Request** in the *User Settings* drop-down menu in the *My Command* section of the Ribbon Toolbar.
The *Change Access to DPRO* page opens.
2. Upload any relevant documents as necessary.
3. Enter a reason for changing your current access in the *Reason for Changing Access* text box.
4. If desired, select a new role from the *Request Role* list.
All permissions available with the selected role appear in the box below the role selection.
5. Select the checkboxes next to any additional permissions you would like within DPRO.
Note: If you chose a new role with fewer permissions, each missing permission will also appear in the list with a red minus (-) sign to its left, but it will not be selectable. If you want the permission, you will need to change your request to a role that includes the permission.



Note: If you select a new permissions from the list, it will have a green plus (+) sign to its left.



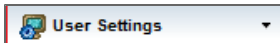
6. Click **Submit Request**.

The request is submitted to the product administrators, who will then either approve or deny your request.

2.8 Setting the Default Metric Group

The *My Settings* allows you to define the default metric group for the tools that pre-filter metrics by group, such as Ranking Report and Formation View.

1. Open the *User Settings* drop-down menu.



2. Click **My Settings**.



3. Select the desired metric group from the drop-down list.



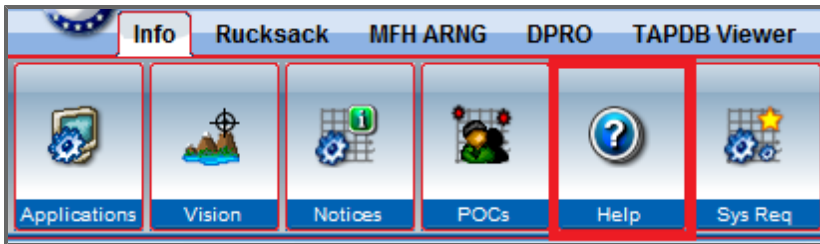
4. Click **Save**.

2.9 Requesting Training

Users can request training on using various products in the G1 Portal or the G1 Portal itself. Training can also be offered in various increments (for certain products) and several people at once.

1. Log on to the G1 Portal. See [Accessing Director's Personnel Readiness Overview \(DPRO\)](#) on page 23.

2. Click **Help** from the *Info* tab.



The *Help/Support* page loads.



3. Click **G1 Training Request**.

The *Request for Accessions System Branch Training* form appears.

NATIONAL GUARD Army National Guard
Request for Accessions Systems Branch Training

MTI Use Only
Course Number

Thank you for your interest in Accessions Systems Training.
Please fill out this form and click on the "Submit" button.

Today's Date: 11/19/14 RSID: State:
 POC Name: Rank: Position:
 POC Office Phone: POC Cell Phone:
 Fax Number: Email:
 Alternate POC Name: Rank: RSID:
 Position: Alt. POC Office Phone:
 POC Cell Phone:

Type of Training
(Position cursor over button for additional information)

Director's Personnel Readiness Overview (DPRO)

DPRO - 4 Hour Training AUVS - Automated Unit Vacancy System
 DPRO - 1 Day Training RCMS - Reserve Component Manpower System
 DPRO - 2 Day Training Other
 DPRO - 3 Day Training

Number of Attendees:

Full Physical Address of Training Site:

Address:
 City: State: Zip Code:

Training requests outside a rolling 90-day window are considered tentative and may be cancelled or renegotiated based on mission requirements. Requests that fall inside the 90-day rolling window are considered locked-in when the requestor receives an approval message.

Requested Start Date: Requested End Date:

Additional Comments:

Print Form Submit Reset Form

Please click on the "SUBMIT" button to electronically send your Request for Training to the Accessions Systems Branch Training Team. If you are having problems sending this request, please save the form and send it as an attachment to: Mr. Mike Eckerd, Program Manager (Michael.E.Eckerd@cnrmail.mil)

4. Complete the form.

Note: The Alternate POC should be another person who can be contacted if you are not available.

5. Click **Submit**.

The form is submitted.

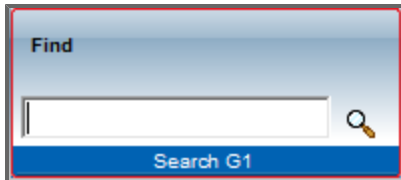
Tip: Contact Mr. Mike Eckerd for more information or questions.


3 Common Features Throughout DPRO

This section describes features accessible throughout DPRO.

3.1 DPRO Search Function

With the embedded search engine, found on the far-right end of the DPRO Ribbon Toolbar, you can search throughout DPRO for a term or phrase.



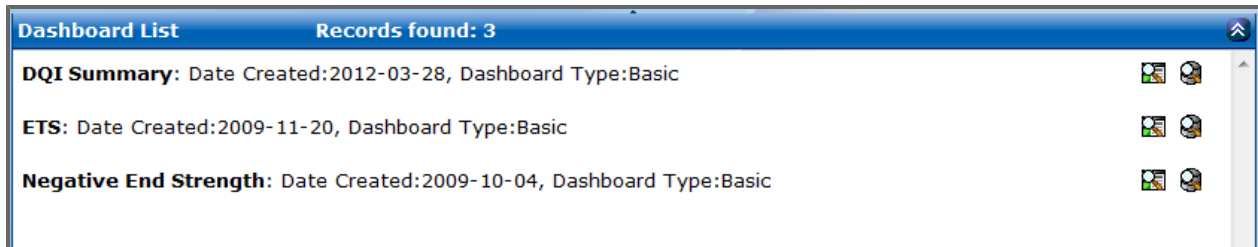
1. Enter text in the *Search G1* text box, and then click the **Search** button  or press **Enter**. Results appear onscreen, grouped by where in DPRO the term was found.


Search results based on your search string: ETS			
Report List	Records found: 14	Rucksack Report List	Records found: 5
Dashboard List	Records found: 3	Rucksack Dashboard List	Records found: 21
Presentation List	Records found: 2	Rucksack Presentation List	Records found: 1
Dimension List	Records found: 12	Measurement List	Records found: 385

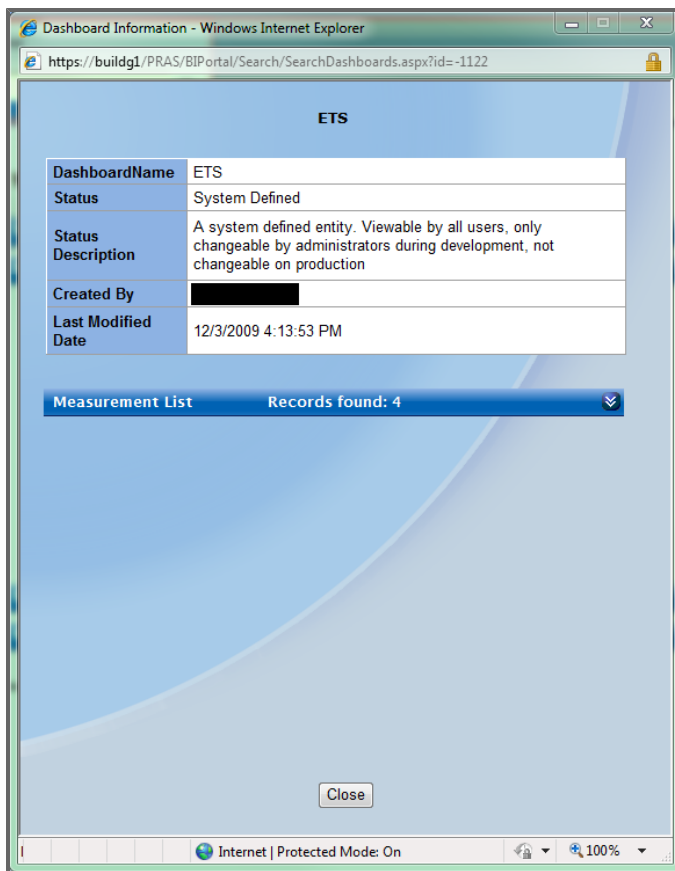
3 Common Features Throughout DPRO

2. Search results are displayed in categories. Select any of the categories to display results. The items containing your search term appear, with options for further actions.


Note: Not all buttons are available for all panels.



- a. Click **View More Information**  to open a window that displays further information about the data. This will open a new window with detailed information.




Tip: Click the blue drop-down at the bottom of the table to view even more information.

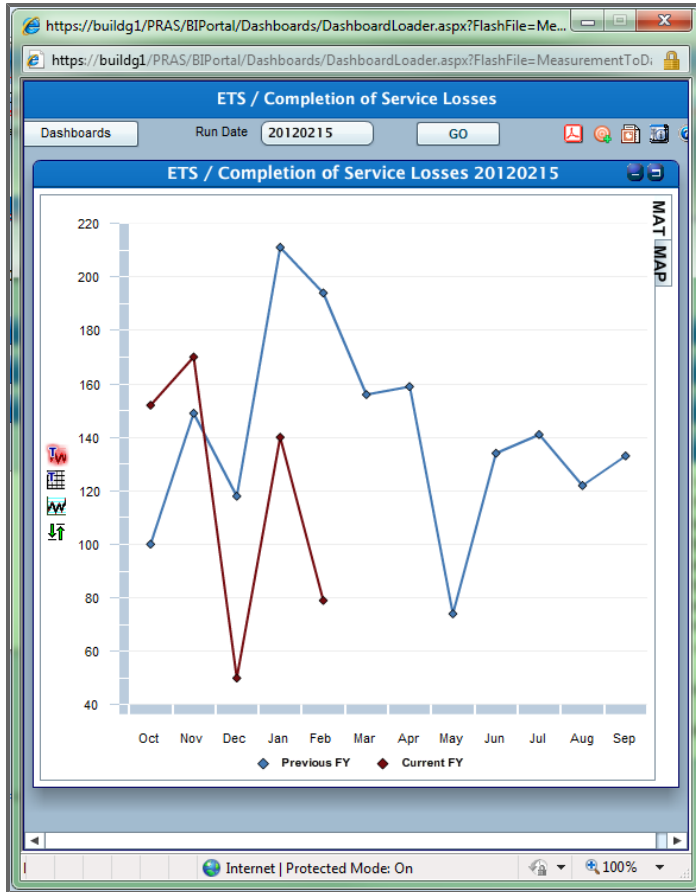
- b. Click **View the Report**  to view a report, dashboard, or presentation of the data from the current panel.

Tip: To return to your search results, click the Back button in your browser window once.

Note: The icon will be different for dashboards and presentations.


3 Common Features Throughout DPRO

- c. From the *Measurements List* tab only, click **View Measurement as Dashboard**  to view the measurement as a dashboard. This will open a new window with the measurement displayed on a dashboard.



3.2 Date Picker

The Date Picker allows you to view data on specific days to either compare data or view data from a specific date that may have already passed. The Date Picker is available within reports, dashboards, and presentations throughout DPRO. There are three ways to access this feature.

1. Click the **Change Run Date** button. 
A calendar appears.

3 Common Features Throughout DPRO

Success Path	End FY	Past 12 Months	Prev Month	Category	End Strength	Percent	Goal	
?	↓	↓	↓	End Strength FY Ceiling		100.2%	=100%	
?	↑	↓	↓	End Strength FYTD Objective		99.8%	=100%	
?	↑	↓	↓	Enlisted Strength	315,792	316,824	99.7%	=100%
?	↓	↓	↓	Total Officer Strength	43,269	42,989	100.7%	=100%
?	↑	↑	↑	Field Grade Strength	11,822	13,823	85.5%	=100%
?	↑	↑	↑	Major Strength	6,422	8,802	72.1%	=100%

2. Select a date that has no background, or click the arrows next to the month to view available data from a previous month or year.

Once you have clicked on a different date, the data automatically refreshes.

Note: You can also click on the center of the month and year label to quickly navigate through years.

OR

1. When viewing a presentation (see [Presentations](#) on page 139), click the drop-down menu to the right of *Run Date* and choose a specific date for which to view data.

Note: You can only choose dates that are highlighted.

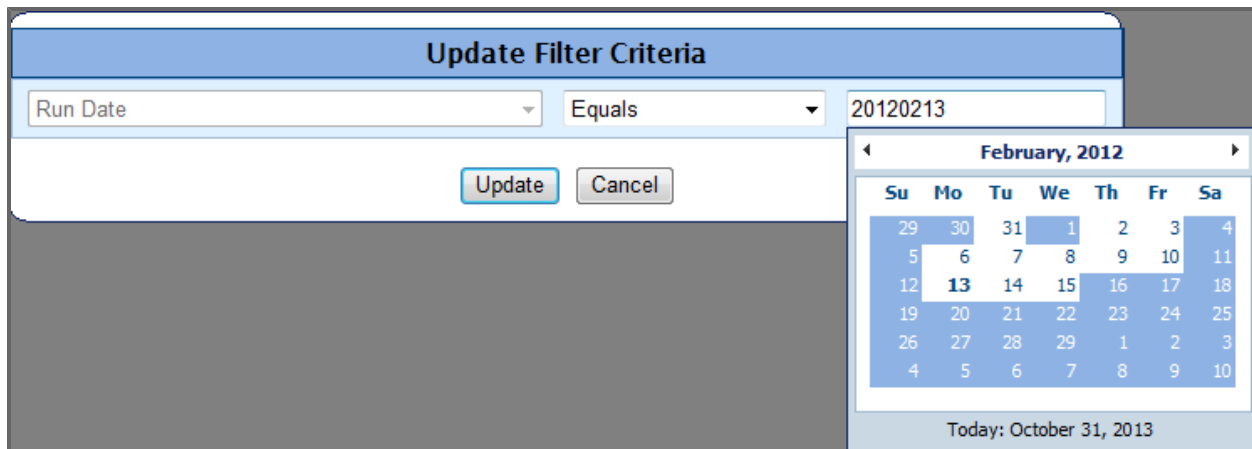
OR

1. Within a report, click **Edit Filter**  next to *Run Date* in the *Filter Criteria* section at the top of the page.

The *Update Filter Criteria* window appears.

3 Common Features Throughout DPRO

2. Click the date box on the far right. A calendar will drop down.



3. Click a date with no background.
Note: You can also change the date by typing a new one (if you know a valid date) and pressing **Enter**.
4. Click **Update**.

3.3 Subscriptions in DPRO

DPRO provides access to many products and presentations through a subscription service that automatically sends the selected item(s) to your Army Knowledge Online (AKO) email account.

Daily subscriptions are sent out every day between 8 p.m. and 6 a.m.


Weekly subscriptions are sent Monday through Friday between 6 p.m. and 6 a.m. (Monday's subscription email contains Friday data). If there are still weekly subscriptions in the queue after 6 a.m., they will be sent the following day(s) until all jobs have processed.

Monthly subscriptions are sent to the users beginning the first of each month and continue until all subscriptions are sent (meaning some users may receive their subscription on the second or third of the month or later). Monthly subscriptions contain end of month data for the previous month. If a user creates this type of subscription in the middle of the month they will receive one subscription immediately containing the data for the previous month. The job will then be scheduled as a normal Monthly subscription.

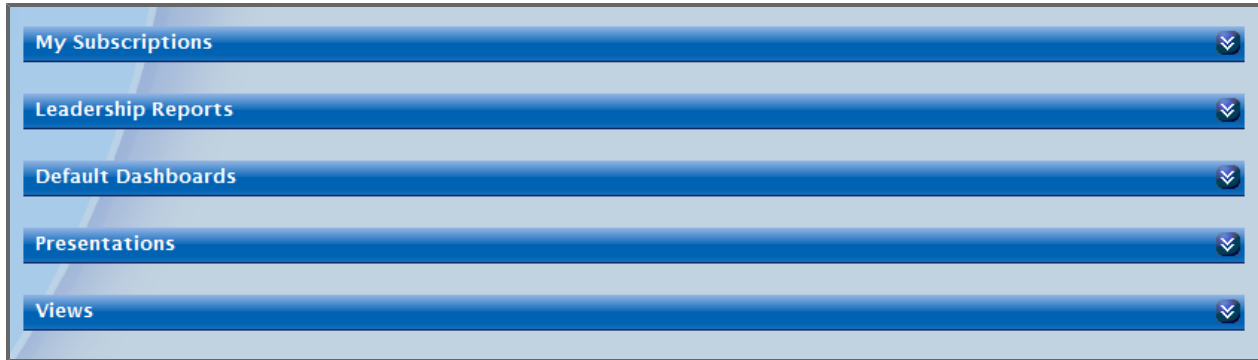
Note: No new subscriptions will be generated on holidays and/or weekends, but any subscriptions that are still pending from the previous day will be sent out.

There are several different methods to set up subscriptions:

Setting up Subscriptions from the Ribbon Toolbar

1. To ensure you receive the correct subscriptions, click the **Your Subscriptions** button  in the *Navigational Toolbar* to the right of the G1 orb, or click **Subscriptions** under the *My Command* section in the Ribbon Toolbar.

A screen showing your subscriptions appears.



3 Common Features Throughout DPRO

- Click the **My Subscriptions** bar. The bar will expand so you can view the subscriptions you currently receive.

Edit	Delete	View	Name	Type	Frequency	Last Send Date	Last Run Date	Is Active
Edit	Delete	View	State Top 10 Report	StateTop10Report	Daily	8/1/2013 10:30:22 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>
Edit	Delete	View	End Strength	Product and Presentation	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Directors Personnel Readiness Overview - Basic	View	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Keystone Enlistment Report-2	Keystone Enlistment Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Keystone Enlistment Report-1	Keystone Enlistment Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Commander's Personnel Status Report	Score Card	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Keystone Enlistment Report -TEST	Keystone Enlistment Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Keystone Enlistment Report	Keystone Enlistment Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	State Top 10 Report123	StateTop10Report	Daily	5/17/2013 10:30:14 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>
Edit	Delete	View	State Top 10 Report1234	StateTop10Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	State Top 10 Report Dan	StateTop10Report	Daily			<input checked="" type="checkbox"/>
Edit	Delete	View	Soldier Management Index 123	Indexes	Daily	5/16/2013 11:20:35 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>
Edit	Delete	View	Personnel Readiness Index (PRI)123	Indexes	Daily	5/16/2013 11:20:03 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>
Edit	Delete	View	Data Quality Index (DQI) 123	Indexes	Daily	5/16/2013 11:19:36 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>
Edit	Delete	View	daily dash	Product and Presentation	Daily	5/16/2013 10:59:20 AM	2/15/2012 12:00:00 AM	<input checked="" type="checkbox"/>


- Click **Delete** to unsubscribe from any subscriptions you no longer wish to receive.

Note: The screen will reload after you confirm your deletion and display a "Your subscription has been deleted" message at the top.
 - Click **Edit** to change the subscription's name, frequency, output format, and whether or not you want to keep it active.


Note: You can change the *Is Active* status of a subscription from the *My Subscriptions* panel without clicking *Edit*.
 - Click **View** to view the report, dashboard, or presentation to which you are subscribed.
- Click the **Leadership Reports, Default Dashboards, Views, or Presentations** tabs to view the various reports, dashboards, views, or presentations that you can subscribe to.
 - Click **Subscribe** to subscribe to any report, dashboard, view, or presentation. From the resulting pop-up window, you can change the name of the report, dashboard, or presentation and select the frequency and format of the subscription.
 - Click **Save**.

Note: If you subscribe to something you already are subscribed to, the window will inform you and ask if you want to override or cancel.
 - After saving, the page will reload and your new subscription will be located in the *My Subscriptions* panel.


Setting up Subscriptions from Views

1. Select the desired *DPRO Views* category from the *DPRO Views* drop-down menu.
2. Click the **Subscriptions** button  next to *Export to Excel* to open a pop-up menu.
3. Change the name, frequency, and output format of the subscription as necessary.
4. Click **Save**.


Subscribing from Presentations

1. Select the desired presentation.
2. Click the **Subscriptions** button  in the top right-hand corner of the presentation to open a *Subscriptions* menu.
3. Change the name, frequency, and output format of the subscription as necessary.
4. Click **Save**.


Subscribing from Reports

1. Select the desired report.
2. Drill down to the necessary level of detail, or click the **Go to Base Report** button  to view Soldier-level data.

Tip: Click the **Report Home Page** button  to return to the unfiltered report.

3. Click the **Subscriptions** button  in the *Report Tools* section to open a *Subscriptions* menu.
4. Change the name, frequency, and output format of the subscription as necessary.
5. Click **Save**.

Subscribing from Dashboards

1. Select the desired Leadership Dashboard or created dashboard.
2. Click the **Subscriptions** button  in the top right-hand corner of the dashboard to open a *Subscription Configuration* menu.
3. Change the name, frequency, and output format of the subscription as necessary.
4. Click **Save**.

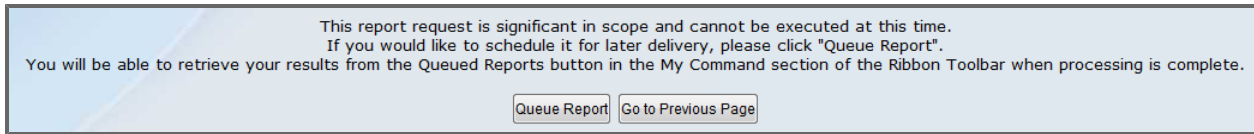
3.4 Viewing Queued Reports

DPRO provides an option to batch process a report if it meets certain criteria. If your report is queued, you can view it from the *Queued Reports* option under the *My Command* section of the Ribbon Toolbar. Queued reports will be available for 30 calendar days (as noted in the *Expiration Date* column).

To queue a report:

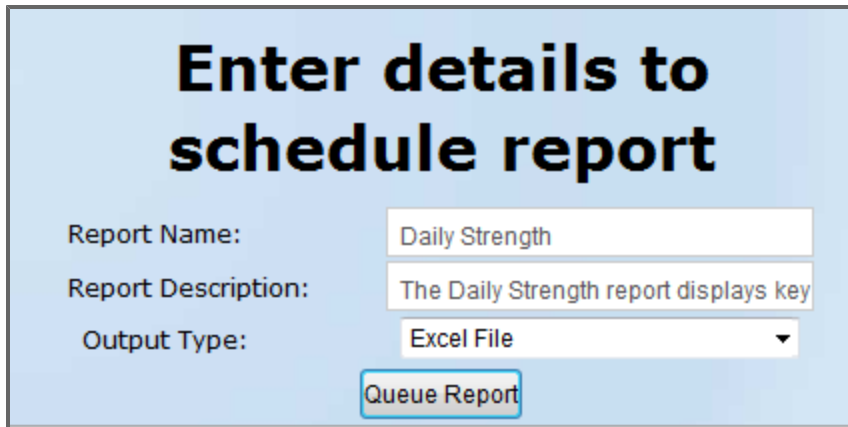
3 Common Features Throughout DPRO

If a report is unable to load because processing would take longer than 30 seconds, you will have the option to queue the report or return to the previous page.



1. Click **Queue Report**.

A window appears to enter details.



Enter details to schedule report

Report Name:

Report Description:

Output Type:

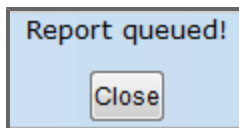
Queue Report

2. Optionally, edit the report's name and description in the provided fields.

Note: The *Output Type* of all queued reports is Excel.

3. Click **Queue Report**.

A confirmation message appears.



4. Click **Close**.

The report is sent to your queue. Batched reports are typically processed every few hours.

3 Common Features Throughout DPRO

View Queued Report Results and Status										
<input type="checkbox"/> Hide Page Information Rows 1 - 10 of 10 Select Page Size: All										
<input type="checkbox"/> Hide Grid Data										
Report Name	Report Description	Specs	Queue Date	Last Generated On	Expiration Date	Run Date	Download Type	View	Refresh	Delete
Accessions Datamart	1		3/28/2015 2:20:53 PM	3/26/2015 10:34:02 AM	04/25/2015	02/15/2012	Excel File	View	<input type="button" value="In Queue"/>	<input type="button" value="Delete"/>
Medical Datamart			3/25/2015 11:27:23 AM	3/26/2015 10:31:41 AM	04/25/2015	02/15/2012	Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Strength using Roster Builder	rewrwrwe		3/25/2015 11:20:06 AM	3/26/2015 10:32:05 AM	04/25/2015		Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Strength			3/25/2015 11:16:56 AM	3/26/2015 10:35:00 AM	04/25/2015		Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Dental Readiness	test		3/25/2015 11:14:57 AM	3/26/2015 10:35:02 AM	04/25/2015	02/15/2012	Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Negative End Strength	testing regular report as edit spec		3/25/2015 10:48:37 AM	3/26/2015 10:35:10 AM	04/25/2015	02/15/2012	Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Attrition Loss Rate	Test Queue Report with filters		3/23/2015 8:01:09 AM				Excel File		<input type="button" value="In Queue"/>	<input type="button" value="Delete"/>
Accessions Datamart	TEST		9/19/2014 9:47:18 AM	3/26/2015 10:33:05 AM	04/25/2015	02/15/2012	Excel File	View	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Current Strength Datamart	Testing again12333		9/3/2014 10:37:08 PM	1/22/2015 10:31:56 AM	03/09/2015	02/15/2012	Excel File	Expired	<input type="button" value="Add to queue"/>	<input type="button" value="Delete"/>
Current Strength Datamart Test	Test		9/3/2014 10:19:05 PM				Excel File		<input type="button" value="Futile"/>	<input type="button" value="Delete"/>

From here, you have several options:

- Click the icon in the *Specs* column to change the specifications of the report. For , See [Advanced Edit](#) on page 277; for , see [Basic Report](#) on page 70; or for , see [Selected Fields and Filters](#) from [Creating Rosters](#) on page 240.
Tip: After you make your edits and click **Generate Report**, the report will automatically be placed in queue again.
- Click **View** to open the report in your selected download type.
- Click **Delete** to delete the report from your queued reports.
- Click **Add to queue** to generate the report again.

Note: If a queued report fails to generate during the day, it will be re-run at night when there's minimal processing. If it fails to run during the night, it will read as *Futile* in the *Refresh* column. You should update the specifications of the report and attempt generating it again.

Note: Queued Reports are not searchable as they are user-specific and can only be accessed via the *Queued Reports* menu option.

4 Views

DPRO views show metrics and trend data from a collection of metrics organized around a theme. The views available in DPRO are: Basic, Diversity, Extended, High Payoff Target, Month-To-Date, Personnel Readiness, Retention/Unit, and Street Journal. To access DPRO views, click **DPRO Views** in the Ribbon Toolbar under the *Reports and Dashboards* section, and then select any option from the resulting drop-down menu. From within a view, you can also access other views using the drop-down box in the *Views* section above the view data.

Success Path	End FY	Past 12 Months	Prev Month	Category	Actual	Target	Percent	Goal
End Strength								
				End Strength FY Ceiling	359,061	358,200	100.2%	=100%
				End Strength FYTD Objective	359,061	359,813	99.8%	=100%
				Enlisted Strength	315,792	316,824	99.7%	=100%
				Total Officer Strength	43,269	42,989	100.7%	=100%
				Field Grade Strength	11,822	13,823	85.5%	=100%
				Major Strength	6,432	8,802	73.1%	=100%
				Company Grade Strength	23,016	22,525	102.2%	=100%
				Captain Strength	9,832	13,166	74.7%	=100%
				Lieutenant Strength	13,184	9,359	140.9%	=100%
				Warrant Officer Strength	8,206	8,151	100.7%	=100%
				ING	3,374			
				Total DMOSQ	308,869	359,061	86.0%	>=85%
				Skill Level 1 Trained Strength DMOSQ	139,404	151,090	92.3%	>=85%
				Total MOSQ	325,717	359,061	90.7%	>=85%
				NOVAL Pay	3,910	359,061	1.1%	<=1%
				Long-Term NOVAL Pay	1,514	359,061	0.42%	<=1%
				Expired ETS	667	315,792	0.2%	<=1%

4.1 Interpreting View Data

Views present information primarily about goal-based metrics. The right section of a report contains columns that compare actual data to ARNG targets. The left section of the screen contains trend data about the given metric. The *Category* column divides the two sides of the view. The below table gives an explanation of the meaning of each column in the *Basic View*. Other views have different columns, but the general principle remains the same.

Column Name	Meaning
<i>Success Path</i>	These arrows display the desired direction representing success for the chosen metric over time. Arrows shown in black are static and will never change direction. Arrows shown in gold are dynamic and will change direction depending upon where the metric is relative to the goal. For example, the success path for Negative End Strength will be black and always point down, while the success path for End Strength Percent will point up if you are currently below target and down if you are currently above target.
<i>End FY</i>	An up-arrow indicates that the cohort has improved its performance on this metric in comparison to the same time in the previous fiscal year. A down-arrow indicates the opposite. The color of the arrow, green or red, indicates whether the cohort is meeting the goal value for the metric (green) or not (red).

Column Name	Meaning
<i>Past 12 Months</i>	An up-arrow indicates that the cohort has improved its performance on this metric in the last year, as compared to the previous year. A down-arrow indicates the opposite. The color of the arrow, green or red, indicates whether the cohort is meeting the goal value for the metric (green) or not (red).
<i>Prev Month</i>	An up-arrow indicates that the cohort has improved its performance on this metric in the last month as compared to the previous month. A down-arrow indicates the opposite. The color of the arrow, green or red, indicates whether the cohort is meeting the goal value for the metric (green) or not (red).
<i>Category</i>	The metric that is being measured.
<i>Actual</i>	The cohort's actual value for the metric as of the run date.
<i>Target</i>	The target value for the metric.
<i>Percent</i>	The actual value divided by the target value.
<i>Goal</i>	The percent of the target value set as the goal value for the current cohort.


4.2 Generating Reports from Views

- To drill down, click the a link in the *Category* column.



A report on the selected metric opens. See [Reports](#) on page 48 for more information about using reports.

Tip: To return quickly to your view, click the Back button in your browser once.

4.3 Finding Descriptions of View Metrics

- Pause over a question mark  on the far left of the table to see that row's metric explained in a tooltip. Click the question mark to view a pop-up window with an in-depth explanation of the metric.

4.4 Other View Icons

 <i>Blue Lock</i>	Indicates that the metric is updated at the end-of-month only using data for complete month or year periods of time.	 <i>Question Mark with Back- ground</i>	Indicates that the metric is an evaluation category.
---	--	---	--

4.5 DPRO Views

There are several views available in DPRO. To access these views, click the **DPRO Views** menu in the *Reports and Dashboards* section of the Ribbon Toolbar.

4.5.1 Basic View

The *Basic* view gives an overall picture of ARNG readiness. The view includes metrics in areas such as *End Strength*, *RSP/IET Management*, *Gains to Strength*, *Attrition Management*, and *Retention Management*.

4.5.2 Data Quality View

The *Data Quality* view provides drillable access to more than 225 data quality metrics and relative red-amber-green comparisons for all child level commands.

4.5.3 Diversity View

The *Diversity* view gives a more detailed look at strength numbers as broken down by gender, race, and ethnicity in the areas of *End Strength*, *Gains to Strength*, and *Attrition Losses*.

4.5.4 Extended View

The *Extended* view includes metrics in many of the same categories that are contained within the *Basic View*, along with *Split Training Option*, *Through Ticket*, *Officer Strength Indicators*, and *Specialty Branches* areas. In effect, it gives you a more in-depth look at the metrics than what is available from the *Basic View*.

4.5.5 High Payoff Target View

High Payoff Target view provides access to readiness metrics tracked over time. For example, within the *Current NOVAL Pay* category, you can view the breakdown for <= 30 days, 31-60 days, 61-90 days, and > 90 days.

4.5.6 Month-to-Date View

The *Month-to-Date* view is based on transactional data and provides information about current trends on a month-to-month basis, rather than outputting general information based on the previous twelve months in a given category. With the *Month-to-Date* view, you can view the previous month's data for officer accessions, for example, compared with the previous month's mission to see whether the goal was met or not. You can also view the number of officer accessions made in the current month to see whether the accessions are on track to meet the goal. The *Month-to-Date* view gives you accurate information on a daily basis to help you take action to meet monthly goals.

4.5.7 Personnel Readiness View

The *Personnel Readiness* view is a collection of approximately four dozen measurements that the NGB has deemed critical to determining unit readiness. The PRM are grouped into four functional areas: *Enlistment/Accession Management*, *Loss Management*, *Personnel Management*, and *Available Strength*. The data you see in this view can also be seen in a graphical, interactive format. For more about the graphical version of this view, see [PRM Graphical View](#) on page 204 [PRM Graphical View](#) on page 204.

4.5.8 Retention/Unit View

This view contains mobilization metrics, allowing you to see the percentage of Soldiers in the overall strength that have been mobilized compared to the overall strength. This view also contains annualized metrics that afford you the chance to see values for metrics extrapolated over the course of a year.

4.5.9 Street Journal View

The *Street Journal* view provides metrics that are important to the Army National Guard's Strength Maintenance Division. It contains specific metrics in sections on *Recruiting Production* and *Retention*, among other categories.

5 Reports

Reports are a central tool in DPRO. They display data in a tabular format and provide many options for customization. In general, reports allow you to view information tailored to your needs at the scope that makes sense for your subject of interest. They provide a user-friendly way to access detailed information on nearly any data used in DPRO.

Moreover, reports can be found throughout DPRO. Reports can be created ad hoc from views (see [Views](#) on page 44), dashboards (see [Dashboards](#) on page 79), and other reports. You can also create customized reports from scratch using the *Report Builder* and *Basic Report* (see [Report Builder](#) on page 58 and [Basic Report](#) on page 70). Finally, you can access pre-configured reports from the Leadership Reports menu (see [Leadership Reports](#) on page 78).

This section of the user guide explains how to navigate and work within a report. The functions described here are available for all reports, regardless of how they were generated.

5.1 The Reports Screen

Report Information | **Measurements Info** | **Dimensions Info** | **Source Data Info** | **Applied Filter Criteria** | **Report Tools**

Report: Daily Strength
Description: The Daily Strength report displays key strength, accession, and attrition loss metrics for the current date.

Filter Criteria
 Run Date = 20120215

Report Tools

Daily Strength

Hide Page Information
 Rows 1 - 54 of 54
 Select Page Size: 100
 Jump To Page: 1

Hide Grid Data

Unit State	Unit State - Desc	Asgn Str	Co Grd Asgn	Enl Acc (MTD)	Enl Loss (MTD)	Enl Attr Loss (MTD)	Enl TP Loss (MTD)	Enl TP Attr Loss (MTD)	Comm Off Acc (MTD)	Comm Off Loss (MTD)	Comm Off Attr Loss (MTD)	WO Acc (MTD)	WO Loss (MTD)	WO Attr Loss (MTD)	Enl NPS Acc (MTD)	Enl NPS Acc (FYTD)	Enl NPS I-III Acc (MTD)	Enl NPS I-III Acc % (MTD)
AK	Alaska	1,917	140	9	15	12	2	2	0	1	1	0	0	0	7	52	7	100.0%
AL	Alabama	10,993	727	50	109	104	7	7	1	4	2	1	0	0	37	325	15	40.5%
AR	Arkansas	7,429	410	56	93	79	9	9	2	4	4	1	1	1	42	392	24	57.1%
AZ	Arizona	5,186	331	38	17	17	1	1	1	3	3	0	1	1	23	196	15	65.2%
CA	California	16,493	1,059	132	97	76	9	7	9	7	7	0	1	1	77	477	48	62.3%

In any report screen, three panels occupy the top part of the screen: *Report Information*, *Applied Filter Criteria*, and *Report Tools*. These panels give information about the report and options for modifying it. The report itself uses the remainder of the screen.

5.2 Data Marts

Reports can run directly against a data mart or can link directly to a data mart. All reports either represent a portion or portions of data mart data. A data mart is a central source for data pertaining to a certain focus. Each data mart defines the dimensions and measurements available to you as well as the roll-up definitions (table joins) that derive the information. Data marts pull their data from select source tables, which define how a user or report queries against them.

5.3 Report Information Panel

The panel on the far left of the screen contains report information, as well as measurements and dimensions information. The *Report Information* tab provides the title of the report and a short description of the information contained therein. The *Measurements Info* tab describes the numeric values being presented (e.g., Assigned Strength), usually as columns in the report. The *Dimensions Info* tab identifies the other field elements being displayed in the report, often grouped as row values (e.g., Unit State) and/or filters (e.g., Run Date).

Tip: See [Measurements](#) below or [Dimensions](#) on next page for more information.

Report Information	Measurements Info	Dimensions Info
Report:	Deployments	
Description:	The Deployments Report categorizes Soldiers by their total number of deployments. Subcategories are defined as Never Deployed, Deployed Once, Deployed Twice, and Deployed Three or More Times. The percentage each category is of the total assigned strength is also provided. Deployments are defined as distinct periods of continuous hostile fire pay in DFAS since FY 2001.	

Report Information	Measurements Info	Dimensions Info
Asgn Str:	The total number of assigned Soldiers (not ING).	
Never Dep:	The total number of Soldiers in the assigned strength that have never served in a combat theatre of operations (identified as those who have never drawn hostile fire pay).	
Never Dep %:	The percentage of Soldiers in the assigned strength that have never deployed.	
Dep Once:	The total number of Soldiers in the assigned strength that have deployed once.	

Report Information	Measurements Info	Dimensions Info
Unit State:	The RCMS-edited code for any of the fifty-four states and territories.	
Run Date:	The date indicator for the record.	

5.3.1 Measurements

Measurements are fields that represent a numeric count (e.g., a sum total) or mathematical function (e.g., an average value or the percentage of a population) of something being analyzed. They are typically derived from information stored as binary (yes/no) values in the Data Store at the individual record level-of-detail.

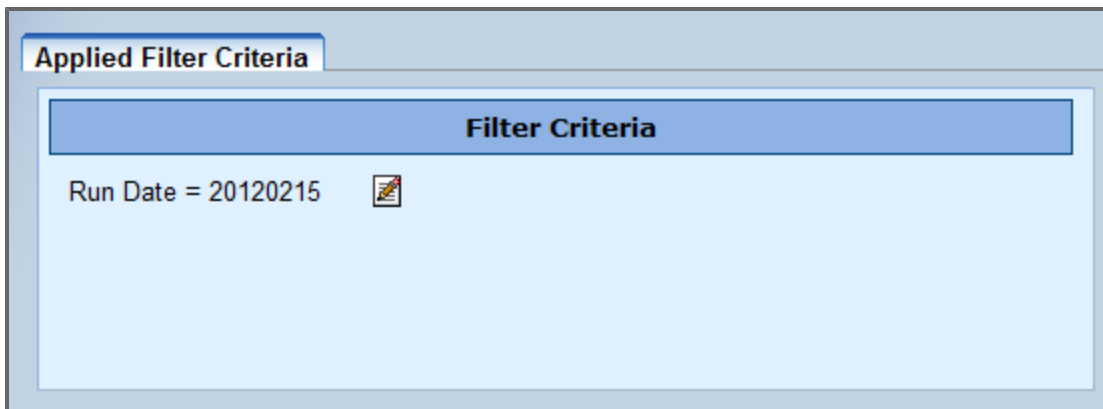
Examples of data stored as measurements include total assigned strength, total gains over a given period of time, MOS-qualified personnel, average age, and an organization's loss rate.

5.3.2 Dimensions


Dimensions are fields with values that are typically grouped to form a basis of comparison (e.g., male vs. female), or are used to filter or parse data (e.g., unit state = Virginia). Since they are not typically represented with binary "Yes/No" values, dimensions cannot be directly summed; rather, they are used in combination with various measurements (e.g., assigned strength, attrition losses, etc.) to produce your result matrix. For example, consider "gains" (measurement) by "unit state", or "assigned strength" (measurement) by "gender" (dimension). Dimension values are typically represented as rows in a given report, although they can also appear as columns in a cross-tab report.

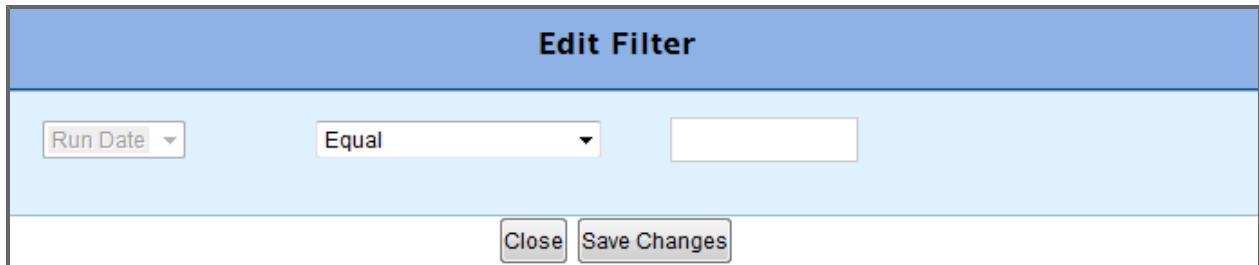
5.4 Applied Filter Criteria Panel

The panel in the middle of the screen, *Applied Filter Criteria*, displays the current filter on the report. Any additional filters you apply appear in this panel, as do any drill-down criteria you add.




5.4.1 Editing a Filter

1. Click the **Edit Filter** button  to change the parameters of one of the filters. The *Edit Filter* screen appears.



2. To update the filter, select an operator from the drop-down list.
3. Next, select the value upon which to filter the report.
4. Click **Save Changes** to confirm your selections.
The updated report appears.

5.4.2 Deleting a Filter

1. Click the **Delete** button .
The updated report appears.






Note: This option is not available for the *Run Date* filter, which must appear on all reports.

5.5 Report Tools Panel














The Report Tools panel displays various options for editing, saving, and viewing a report.



The following table explains each of the buttons in the *Reports Tools* panel in order, beginning with the one furthest to the left. Buttons with complex functions are explained in greater depth in their own section of the user guide.

But- ton	Result
	The default (home) page of the report appears.
	View the available options for sorting the report. See Sort the Report on page 280.
	A <i>Save Report Options</i> dialogue screen appears. For more about saving reports, see Save the Report on page 64. For information on how to access and use saved reports, see Rucksack Reports on page 224.
	The report is emailed to your Enterprise email account.
	A pop-up appears with options for subscribing to the report. For more about subscriptions, see Subscriptions in DPRO on page 38.


5 Reports

But- ton	Result
	A pop-up appears with basic options for editing an aggregate report.
	A pop-up appears with in-depth options for editing an aggregate report.
	The base report appears. See Aggregate and Base Reports on page 68.
	A pop-up window appears with instructions for exporting the report data to a Microsoft Excel spreadsheet.
	A pop-up window appears with instructions for exporting the aggregate and base reports as separate tabs in a Microsoft Excel spreadsheet.
	A pop-up window appears with instructions for exporting the report data to a Microsoft Excel Comma Separated Values File.
	The <i>Report Builder</i> screen appears. It allows you to select specific measurements, dimensions, and filters to include within the base report.
	Print the report. Note: Your computer must be connected to a printer for this button to function.
	The previous page of the report appears.
	A pop-up window appears providing access to explanations of relevant business logic when any metrics displayed in the report are linked to one or more Data FAQ. For more about Data FAQs, see FAQ on page 260
	A pop-up window appears with <i>Dimensions</i> and <i>Measurements</i> panels explaining the data in your report.
	A pop-up window showing the Reports section of the user guide appears.
	A pop-up window appears with an email to send to all Soldiers returned by a base report. For more, see Report Email Notification on page 65. This icon is only available to specific users.

5.5.1 Basic Edit

The Basic Edit tool allows you to create customized reports from only the specific dimensions you select, in the order you set.

Using Basic Edit

1. In the *Report Tools* panel, click the **Basic Edit** button .
2. The *Basic Edit* menu opens.

Basic Edit

Select Dimensions

Select General Dimensions

Current Procurement Date Grade

Military Personnel Class

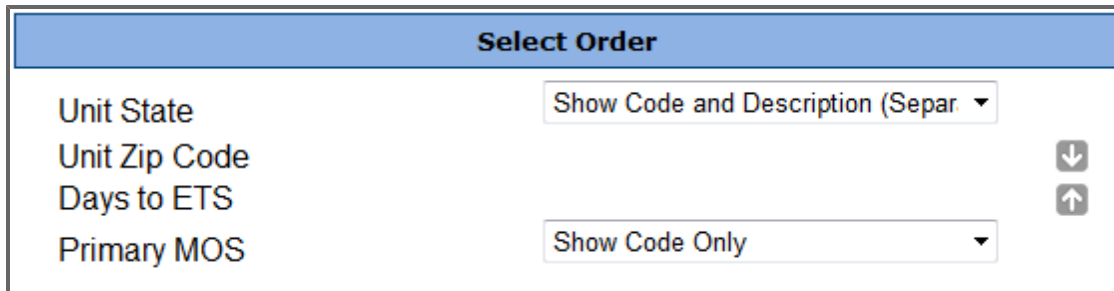
Select Command Hierarchy

<input type="checkbox"/> ARFORGEN Cycle	<input type="checkbox"/> Battalion
<input type="checkbox"/> Battalion Name	<input type="checkbox"/> BCT Deployed Configuration
<input type="checkbox"/> BCT Name Deployed Configuration	<input type="checkbox"/> Brigade
<input type="checkbox"/> Brigade Combat Team	<input type="checkbox"/> Brigade Combat Team Name
<input type="checkbox"/> Brigade Name	<input type="checkbox"/> BrigadeGroup
<input type="checkbox"/> Company	<input type="checkbox"/> Company Name
<input type="checkbox"/> Deployed ARFORGEN Cycle	<input type="checkbox"/> Division
<input type="checkbox"/> Division Description	<input type="checkbox"/> Force State Structure
<input type="checkbox"/> Force State Structure Description	<input type="checkbox"/> MACOM
<input type="checkbox"/> MACOM Name	<input type="checkbox"/> POD

5 Reports

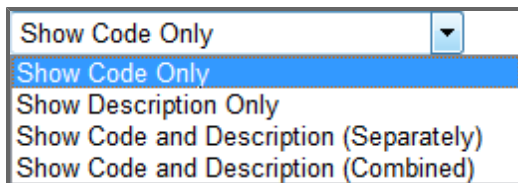
3. Add dimensions to your report by selecting one or more of the check boxes adjacent to the applicable dimensions. Scroll down to view all available dimensions.

The dimensions appear in the *Select Order* box at the bottom of the window.



Note: The default dimension is usually state—it is pre-selected in the *Select Order* box.

Tip: Select display options for coded fields.




4. Use the up/down arrows next to the *Select Order* box to indicate the preferred sort order of the report.
5. Click the **Update** button to view the report with the newly added dimensions.

Note: In cases where a resulting report has more than 5,000 records, the report will not be displayed on the screen. Instead, a notification will appear stating that the report has more than 5,000 records. Click **Download Report** to download a copy of the report.

**The report has more than 5000 records. Please download the file.
To download, click the 'Download Report' link.** [Download Report](#)

5.5.2 Advanced Edit

The Advanced Edit tool provides more customization options than Basic Edit. In addition to selecting dimensions and the order in which they appear on your report, you can add a cross tab dimension, select filter criteria for dimensions, limit the measurements to display in the report, and filter the report on one or more of the selected measurements.

1. In the *Report Tools* panel, click the **Advanced Edit** button.  Seven new panels appear; each panel can be expanded or collapsed by clicking it. The first panel, *Report Customization*, offers basic instructions for running a report with advanced edits. Note that steps 2, 3 and 5 are optional. At any point of the report editing, click the **Continue** button in *Step 6: Actions panel* to view the results of the editing performed so far.

5 Reports

Report Customization (Instructions) [v]

Step 1: Select Dimensions [v]

Step 2: Select Cross Tab Dimension (Optional) [v]

Step 3: Select Filter Criteria for Dimensions (Optional) [v]

Step 4: Select Display Measurements [v]

Step 5: Select Filter Criteria for Measurements (Optional) [v]

Step 6: Select Other Actions [v]

Show Rows with Zero as Values

Continue Cancel

2. Click the *Step 1: Select Dimensions* bar.

This panel expands and features dimensions that can be added to your report.

Step 1: Select Dimensions [v]

Select Dimensions

Select General Dimensions

Current Procurement Date Grade

Military Personnel Class

Select Command Hierarchy

ARFORGEN Cycle Battalion

Battalion Name BCT Deployed Configuration

BCT Name Deployed Configuration Brigade

Brigade Combat Team Brigade Combat Team Name

3. Select dimensions from the menu and the order in which they should be displayed on the resulting report. (For more details on how to select dimensions and order them, see [Basic Edit](#) on page 276).
4. Next, optionally expand *Step 2: Select Cross Tab Dimension* and choose one of the items from the drop-down list. After you select a dimension, select whether to view data in a *Dimension by Measurements(s)* or *Measurements(s) by Dimensions* format.

Step 2: Select Cross Tab Dimension (Optional) [v]

Cross Tab Dimension: [v]

Cross Tab Display Mode: [v]

5 Reports

5. Expand *Step 3: Select Filter Criteria for Dimensions* to see any default filters. From here, you can change the currently selected filters, filter operators, and filter values.


The screenshot shows a dialog box titled "Step 3: Select Filter Criteria for Dimensions (Optional)". At the top, it says "Multiple Filter Type: And Or". Below this is an "Add Filter" button. The main area contains a table with filter criteria:

Dimension	Operator	Value	Action
Run Date	Equals	20120215	
--Select A Dimension--	--Select An Operator--		X

- Check either the *And* or the *Or* radio button to choose how to filter your report.
- Type the value without quotes.
- Click **Add Filter** to add a filter.

The *Add Filter Criteria* window appears.

The screenshot shows a dialog box titled "Add Filter Criteria". It contains a dropdown menu for dimension selection, currently showing "--Select A Dimension--", and another dropdown menu for operator selection, currently showing "Equals". At the bottom are "Save" and "Cancel" buttons.

- Delete a created filter by clicking the **Delete** button .
6. Expand *Step 4: Select Display Measurements* to the current measurements that are displayed.

The screenshot shows a dialog box titled "Step 4: Select Display Measurements". It contains a table with checkboxes for selecting measurements and totals:

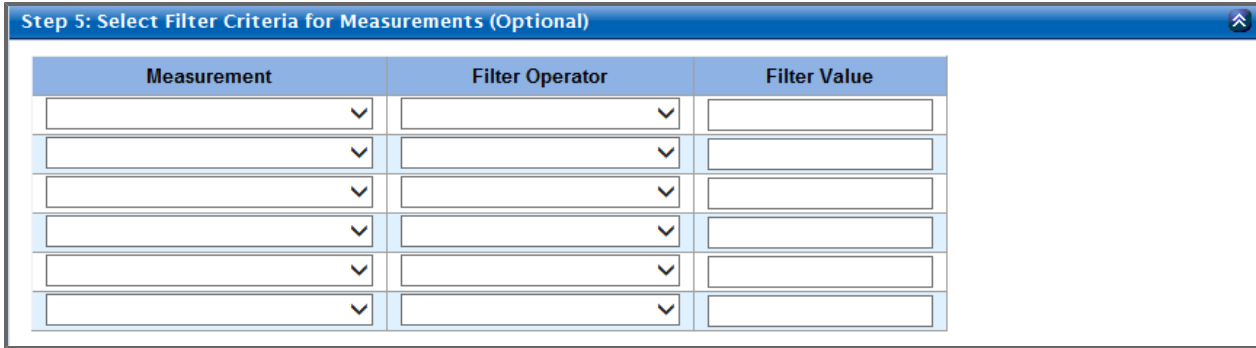
Measurement Name	Column Totals?	Row Totals?
<input type="checkbox"/> Measurement Name	<input type="checkbox"/> Column Totals?	<input type="checkbox"/> Row Totals?
<input checked="" type="checkbox"/> AGR and MILTECH Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> AGR Type Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> RCC Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: *Column Totals* are displayed by default.

Tip: Select the column header check box to select or deselect the entire column.

5 Reports

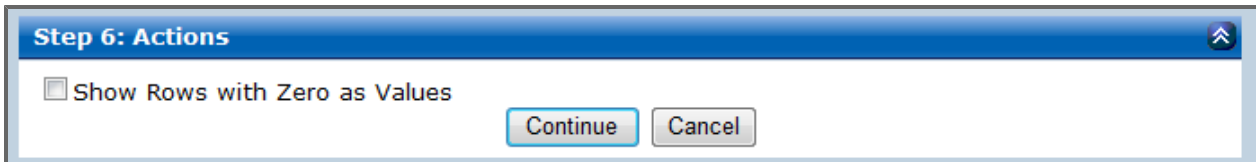
7. If desired, expand the *Step 5* panel to select filter criteria for measurements. This step allows you to filter the report on one or more of the currently selected measurements. Notice that measurements listed in the *Measurement* drop-down menu represent columns of the report being edited.



The screenshot shows a dialog box titled "Step 5: Select Filter Criteria for Measurements (Optional)". It contains a table with three columns: "Measurement", "Filter Operator", and "Filter Value". Each column has a drop-down menu and a text input field. The table has six rows, each with a light blue background.

Measurement	Filter Operator	Filter Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. Use the drop-down lists to select the measurements and filter operators.
 - b. Input filter values in the third column.
8. Optionally, expand *Step 6: Select Other Actions* to elect to show all rows in your reports.
Note: Rows with zero values are suppressed by default.



The screenshot shows a dialog box titled "Step 6: Actions". It contains a checkbox labeled "Show Rows with Zero as Values". Below the checkbox are two buttons: "Continue" and "Cancel".

9. After all desired selections have been made, click **Continue** to view the edited report.

5.5.3 Report Builder

The *Report Builder* tool allows you to modify base reports (see [Aggregate and Base Reports](#) on page 68) with customized dimensions, measurements, and filters.

Note: In DPR0, dimensions, measurements, and filters determine what data you see and how it is configured in any given report, dashboard, or view.

5.5.3.1 Building a Report with Report Builder

1. From within a base report, click the **Report Builder** button  under the *Report Tools Panel*. The *Report Builder* appears.

5 Reports

Daily Strength Base Report - Gains - Army National Guard

Field(s): Displaying 480 Fields (Total Fields: 480)

Advanced Filter: Multiple Items

	{Search Table}	{Search Field}
	Table	Field
#	Date	Calendar Month
#	Date	Calendar Quarter
#	Date	Calendar Week
#	Date	Calendar Year
g	Date	Calendar Year Month
o	Date	Day Name
#	Date	EOFY Date Flag
o	Date	EOM Date Flag
#	Date	EOY Date Flag
#	Date	Federal Holiday Flag
g	Date	First Day of Month
g	Date	Fiscal Month Abbreviation
#	Date	Fiscal Year
#	Date	Fiscal Year Month

Selected Field(s): Please select at least one field. Group Field(s)

Field	Display	Sort
Unit State	Show Code and ...	1 Asc
Parent Organization Designator		2 Asc
Unit Processing Code		3 Asc
Unit Name		None
Soldier Name		4 Asc
Social Security Number		None

Selected Filter(s):

Run Date: Equals 02/15/2012

AND

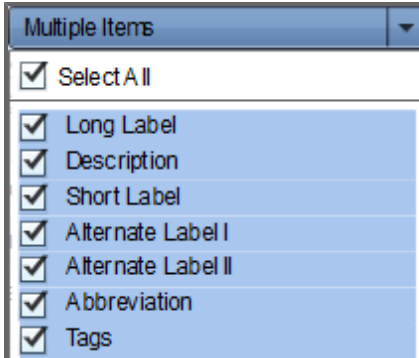
Unit State: Equals CA : California






Generate Report
Cancel

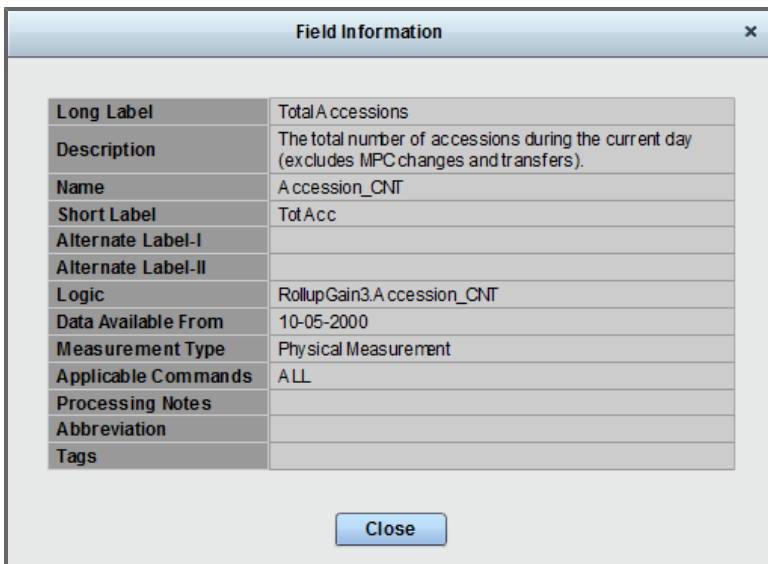
5 Reports

2. Optionally, view more information and filter the metrics and dimensions displayed in the *Field(s)* panel.

- Enter text in the *Advanced Filter* text box and select fields from the drop-down list to limit or expand your search.





- The icons in the first column indicate the data type: String , Numeric , Date/Time , Boolean (True/False) , or Other .
- Click the data type icon to open the *Field Information* window.



- Enter the metric or dimension name into the *Search Field* text box.

5 Reports

3. Add any element from the *Field(s)* panel to the *Selected Field(s)* panel to add it as a column in your report.
 - Pause your mouse on an element in the *Field(s)* panel to view the + icon . Click the + icon or drag and drop the element to add it to the *Selected Field(s)* panel.
 - Pause your mouse on an element in the *Selected Field(s)* panel to view the x icon . Click the x icon or drag and drop the element to remove it.
 - Change the *Sort* order of any field to ascending, descending, or none.
 - Drag and drop the fields to the order you wish the columns to display in your report.
 - Change the primary, secondary, and additional sorts as needed by adjusting the number fields in the *Sort* column.
 - Select the **Group Fields** check box to view the *Aggregate Function* column, which displays a drop-down list for every data element. Available options depend on the data type and may include Min, Max, Sum, and Average.
4. Drag any element from the *Field(s)* list to the *Selected Filter(s)* panel to use it to filter which results are returned in the report.

The *Select Operation* menu appears.

 - Choose an option from the *Select Operation* menu.
 - If applicable, type a value in the text field that appears to complete adding this filter.
5. Repeat steps two through four as necessary.

Tip: Click **Preview** to preview the report within Report Builder.
6. Click **Generate Report**.

The report appears.

5.5.3.2 Grouping Filters

Adding a second filter groups the two filters together with a single operator (*And/Or*). Additional filters can be added to the group or dropped onto another filter to create a subgroup with a separate operator.

Note: The *Run Date* filter is not grouped with any other filters.

5 Reports

- Drop an additional filter at the bottom of the *Selected Filter(s)* panel to add it to the group.

Selected Filter(s): Please select at least one filter.

Run Date Equals 02/15/2012

AND

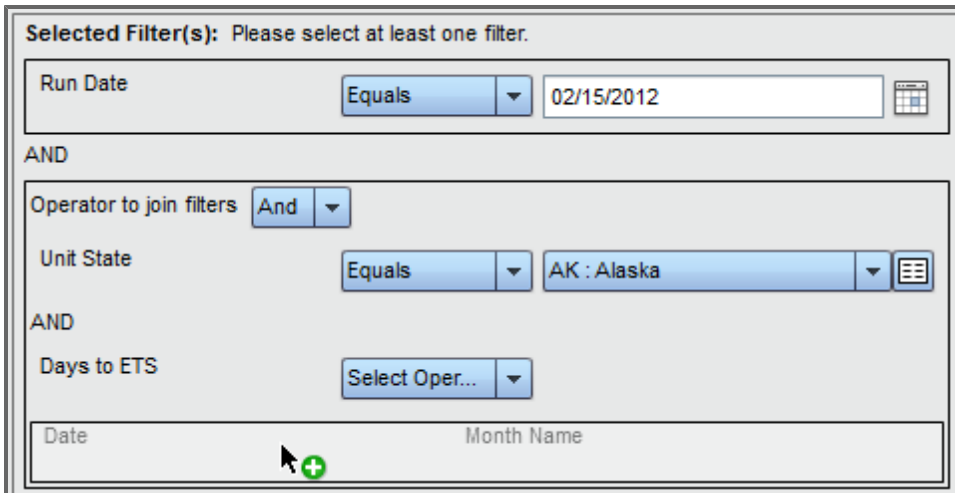
Operator to join filters And

Unit State Equals AK : Alaska

AND

Days to ETS Select Oper...

Date Month Name



The filters are grouped with a single operator.

Selected Filter(s): Please select at least one filter.

Run Date Equals 02/15/2012

AND

Operator to join filters And

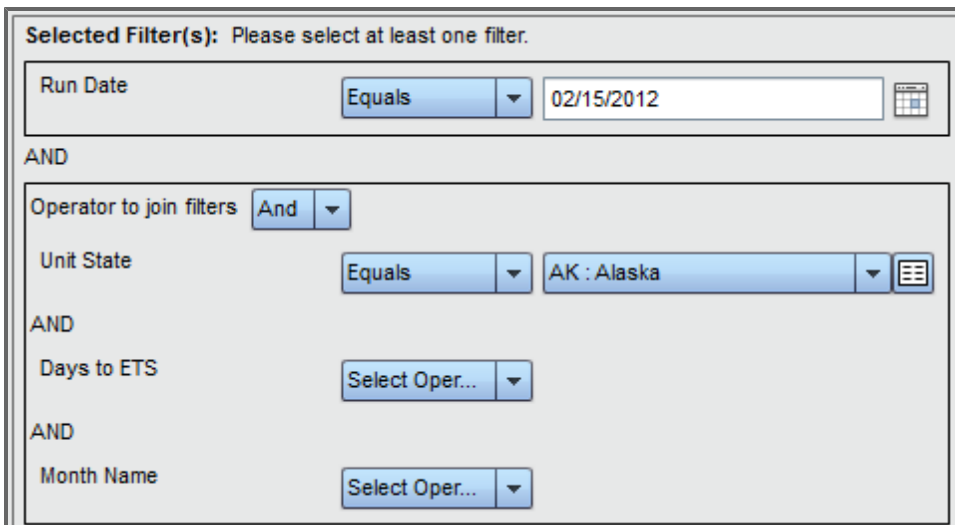
Unit State Equals AK : Alaska

AND

Days to ETS Select Oper...

AND

Month Name Select Oper...



5 Reports

- Drop an additional filter on top of another filter to create a subgroup.

Selected Filter(s): Please select at least one filter.

Run Date Equals 02/15/2012

AND

Operator to join filters And

Unit State Equals AK : Alaska

AND

Days to ETS Select Oper... Battalion

AND

Month Name Select Oper...

The subgroup is created with a separate operator.

Selected Filter(s): Please select at least one filter.

Run Date Equals 02/15/2012

AND

Operator to join filters And

Unit State Equals AK : Alaska

AND

Operator to join filters Or

Days to ETS Select Oper...

OR

Battalion Select Oper...


AND

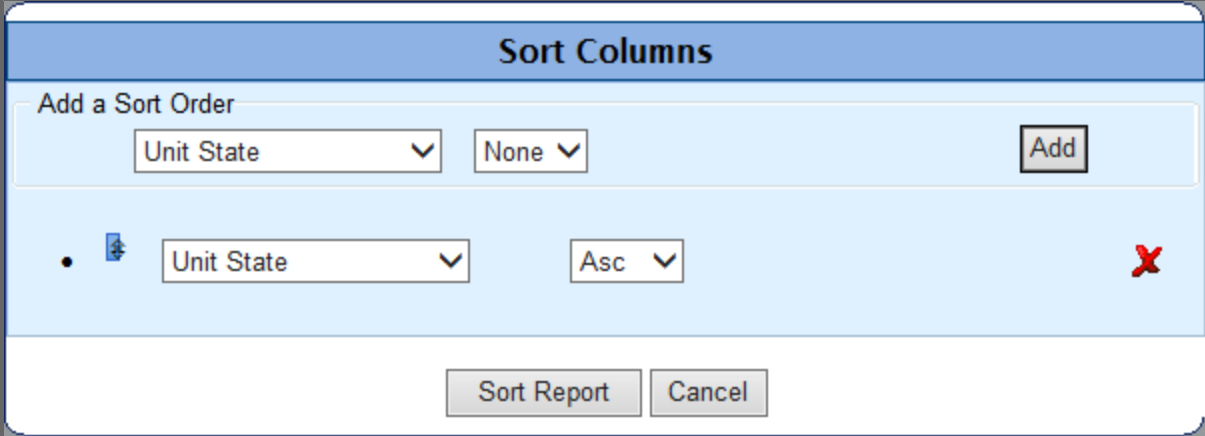
Month Name Select Oper...

5.5.3.3 Other Report Builder Actions

Task	Action
Delete an element from the <i>Selected Field(s)</i> or <i>Selected Filter(s)</i> panel	Double-click the element or drag it back to the <i>Field(s)</i> panel.
Exit <i>Report Builder</i>	Click Cancel .


5.5.4 Sort the Report

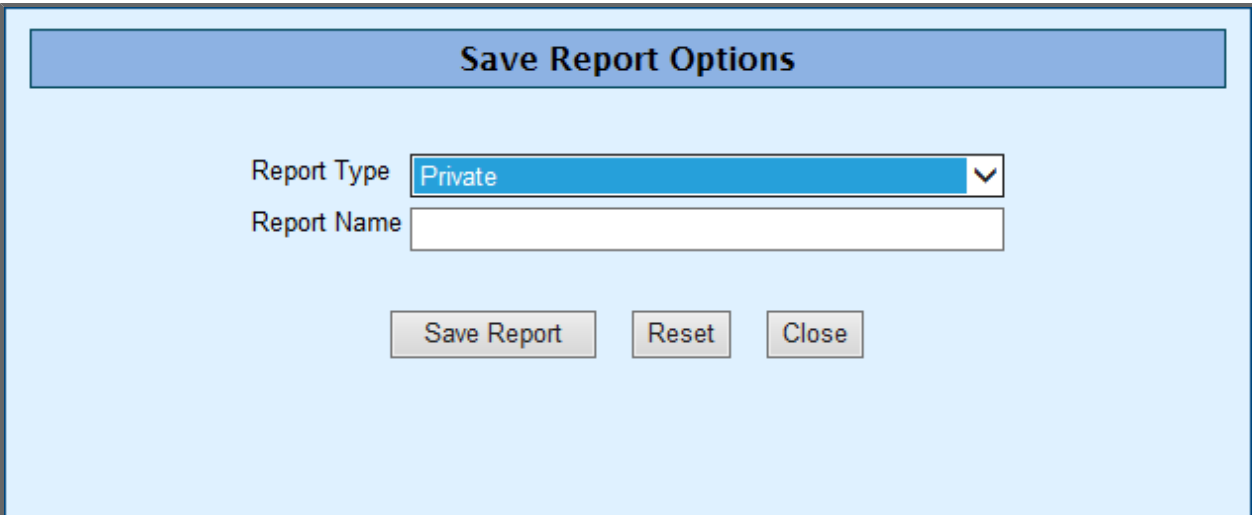
- From within a report, click the **Sort the Report** button  in the *Report Tools Panel*. A pop-up window showing the current sort order appears.



- The left-hand drop-down menus change what criteria you use to sort your report information. The right-hand drop-down menus change whether the report sorts the criteria in ascending or descending order. Change any already available criteria using these menus.
- To add a new criterion, use the *Add a Sort Order* section drop-down menus as described in step two, then click **Add**.
- Click **Sort Report**.
Your report appears, sorted according to the updated criteria.

5.5.5 Save the Report

- Click the **Save the Report** button  in the *Report Tools* panel. The *Save Report Options* window opens.



5 Reports

Tip: Saving a report saves the report specifications, including any preferences or filters you set for the report. When a saved report is opened, the report is populated with the latest data available.

2. In the *Report Type* drop-down list, select either **Private** or **Shared**. *Private* is for reports that only you can see and *Shared* are reports that everyone can see.
3. Enter a name in the *Report Name* text box and click **Save Report** to save the report.


Tip: Click **Reset** to reset the fields to their default state.

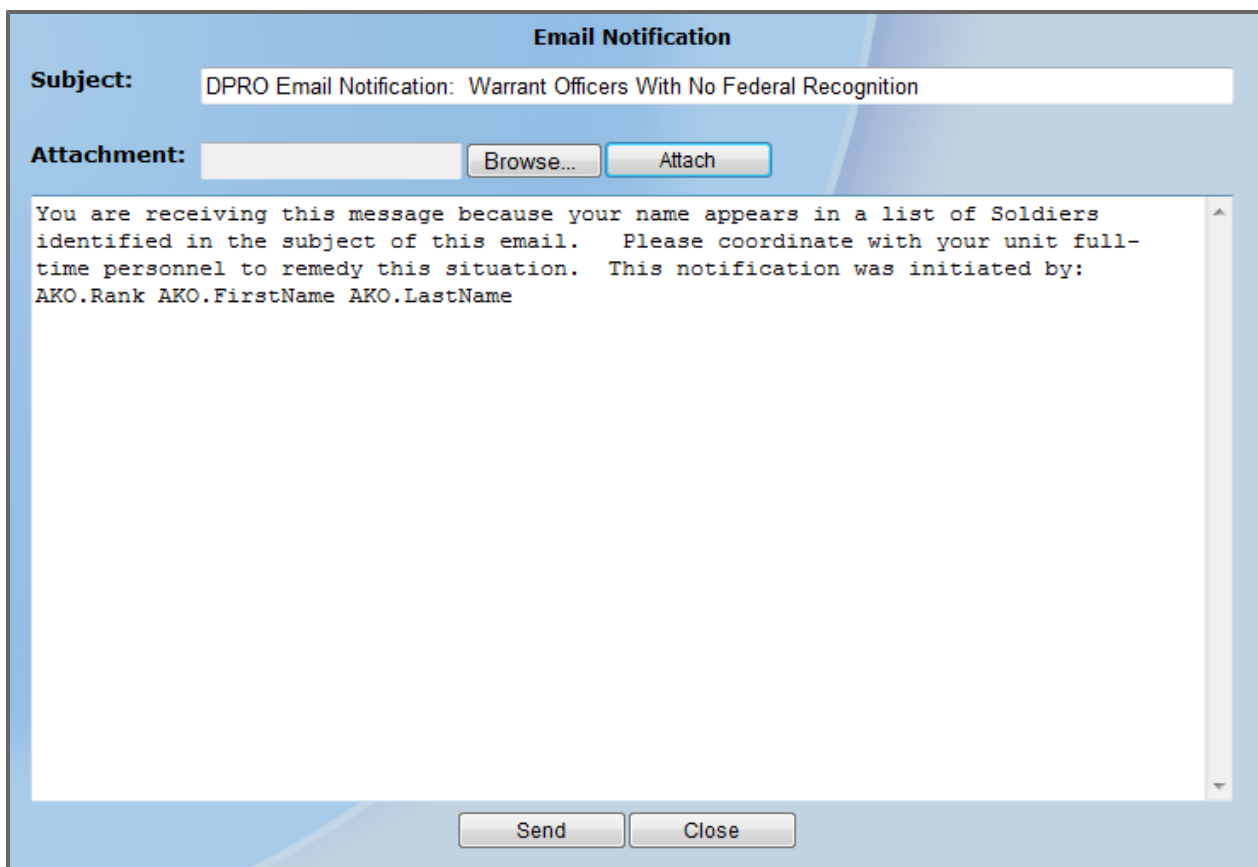
Note: Reports saved to your Rucksack are purged automatically after 15 months if they are not accessed.

5.5.6 Report Email Notification

This feature allows you to send an email to all Soldiers returned by a base report.

Note: Only certain users have access to this functionality. Access is controlled separately for medical metrics and non-medical metrics. If you need to request access to this feature, see [Upgrade Access Request](#) on page 30.

1. From any base report, click the **Email Notification** button  under the *Report Tools Panel*. A pop-up window appears with a default subject and body for an email.



Email Notification

Subject: DPRO Email Notification: Warrant Officers With No Federal Recognition

Attachment:

You are receiving this message because your name appears in a list of Soldiers identified in the subject of this email. Please coordinate with your unit full-time personnel to remedy this situation. This notification was initiated by:
AKO.Rank AKO.FirstName AKO.LastName

Note: The above image shows the default template that appears for most metrics. Emails for some metrics will have customized message subjects or bodies.

2. As necessary, edit the information in the header and the body of the email.
3. Optionally, click Browse to search your computer for files to attach to the message. After selecting a file, click **Attach** to attach it to the email.

The attached file appears attached to the message. You may attach any number of files in this way.

4. Click **Send**.

An email is sent to the AKO email addresses of all Soldiers returned by the base report, provided their email addresses are registered in the AKO system.

5.5.7 Security Awareness

The Privacy Act of 1974 applies to Department of Defense sites and any material printed, exported or saved from DOD sites. Implement the security considerations from the DOD Cyber Awareness Challenge annual training when working with reports and ensure you meet the following requirements:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DOD approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DOD application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

5.6 Drilling Down

Drilling down in a report allows you to view information at any scope, from the NGB to the Soldier level.

An example of drilling down in a report is below.

1. From any non-base report (see [Aggregate and Base Reports](#) on next page) click a state link from the left-most column to drill down one level.
The report reloads, filtered to show data for the selected state grouped by POD.
2. From here, click a specific POD to drill into information about the UPCs in the chosen POD.
The report reloads, filtered to show data for the selected POD grouped by UPC.
3. Continue to drill down in this way until the report is a roster of Soldiers.
The report is now a base report. For more information about base reports, see [Aggregate and Base Reports](#) on next page.

Note: Not all reports have the same drilling order. The order depends on how the current report is configured. This general procedure, however, is accurate for drilling on any report.

5.7 Aggregate and Base Reports

Aggregate Reports


Aggregate reports are created when a set of values has a mathematical operation performed against it. Any report level above a Base Report is an aggregate report, particularly marked by multiple rows of data combined into a single row on a report, thus providing counts. Raw counts may represent a minimum, maximum or average. You see aggregated data as you drill down through the levels of a report until you arrive at the base report, at which point one row of data in the base report corresponds to one row of data in the database.

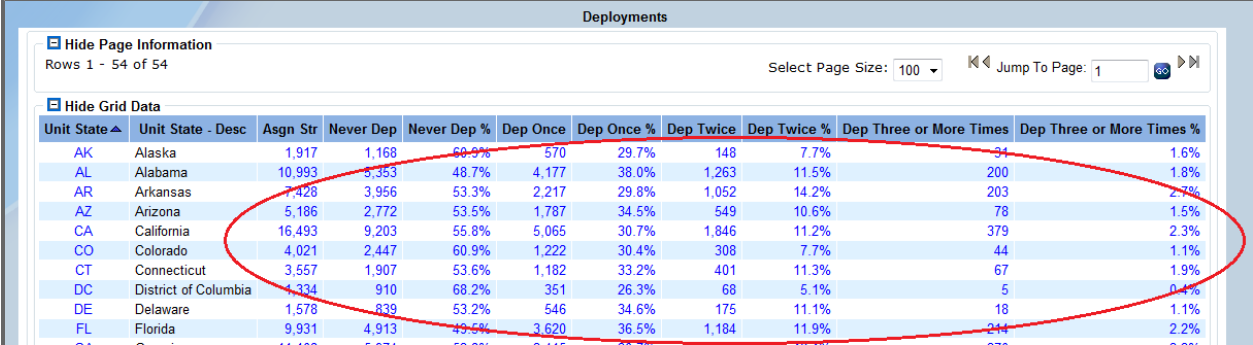
Resource Management Strength		
Hide Page Information		
Rows 1 - 54 of 54	Select Page Size: 100	Jump To Page: 1
Hide Grid Data		
Unit State ▲	Unit State - Desc	Assigned Strength
AK	Alaska	1,877
AL	Alabama	10,625
AR	Arkansas	6,975
AZ	Arizona	4,995
CA	California	16,007
CO	Colorado	3,900
CT	Connecticut	3,232
DC	District of Columbia	1,272
DE	Delaware	1,547

Base Reports

A base report, the lowest drilling level for any report, is a roster of the individual Soldiers that make up the aggregate counts for all higher level reports. There are two ways to access base reports directly from any report where you have permission to access it:

5 Reports


- Click the **Go To Base Report** button .
- Click any of the blue numbers to the right of the column listing states (circled in the sample report below).



The screenshot shows a report titled "Deployments" with a table of state deployment statistics. A red circle highlights the "Dep Three or More Times" column, which contains blue numbers representing counts for each state.

Unit State	Unit State - Desc	Asgn Str	Never Dep	Never Dep %	Dep Once	Dep Once %	Dep Twice	Dep Twice %	Dep Three or More Times	Dep Three or More Times %
AK	Alaska	1,917	1,168	60.9%	570	29.7%	148	7.7%	31	1.6%
AL	Alabama	10,993	5,353	48.7%	4,177	38.0%	1,263	11.5%	200	1.8%
AR	Arkansas	7,428	3,956	53.3%	2,217	29.8%	1,052	14.2%	203	2.7%
AZ	Arizona	5,186	2,772	53.5%	1,787	34.5%	549	10.6%	78	1.5%
CA	California	16,493	9,203	55.8%	5,065	30.7%	1,846	11.2%	379	2.3%
CO	Colorado	4,021	2,447	60.9%	1,222	30.4%	308	7.7%	44	1.1%
CT	Connecticut	3,557	1,907	53.6%	1,182	33.2%	401	11.3%	67	1.9%
DC	District of Columbia	1,334	910	68.2%	351	26.3%	68	5.1%	5	0.4%
DE	Delaware	1,578	839	53.2%	546	34.6%	175	11.1%	18	1.1%
FL	Florida	9,931	4,913	49.5%	3,620	36.5%	1,184	11.9%	214	2.2%



From a base report, you can click a Soldier or unit name to open the *Soldier Details* and *Unit Details* pages, respectively. These pages can also be found in *Soldier Locator* and *Unit Explorer*, and allow users to more easily access a variety of information about Soldiers while looking at reports. To view more information about the functionality of these pages, view the sections on [Soldier Locator](#) on page 228 and [Unit Explorer](#) on page 233.

From within a base report, the *Report Tools Panel* features a *Report Builder* button  instead of the standard *Basic Edit* and *Advanced Edit* buttons.

6 Basic Report

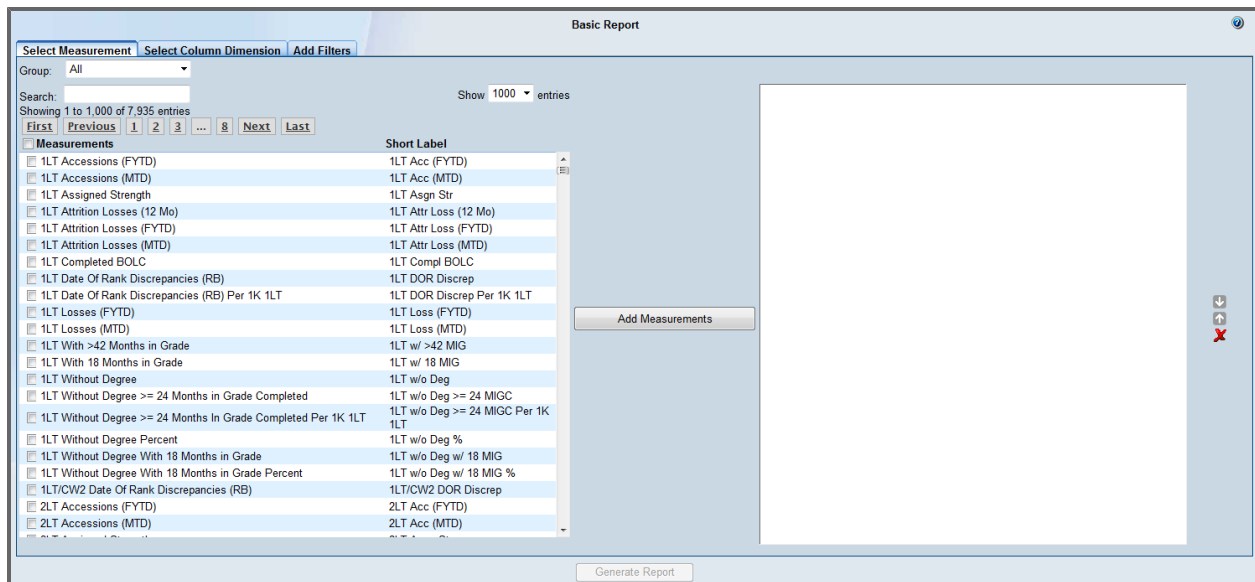
The *Basic Report* tool allows you to create reports with customized measurements, dimensions, and filters. It allows you to combine data from multiple sources in permutations of your choosing.

6.1 Creating a Report

From within the *Create Your Product* menu  in the *Reports and Dashboards* section of the Ribbon Toolbar, click **Basic Report** .

6.2 Select Measurements

When the *Basic Report* screen opens, it displays the *Select Measurement* tab. This tab displays a list of all available measurements.

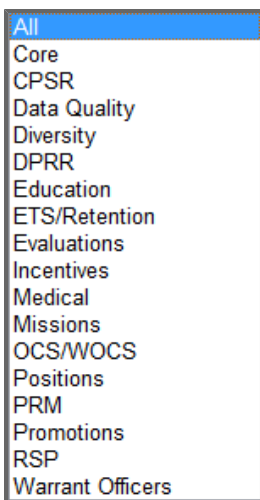


To add Measurements to your report:

1. Optionally, type a measurement into the *Search* text field. The measurements list is filtered as you type.

Tip: Select a datamart from the *Group* drop-down menu to search within a set group of data.

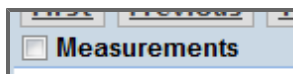
6 Basic Report

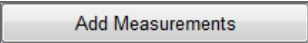


2. Select one or more measurements from the list by selecting the check box next to the measurement name.

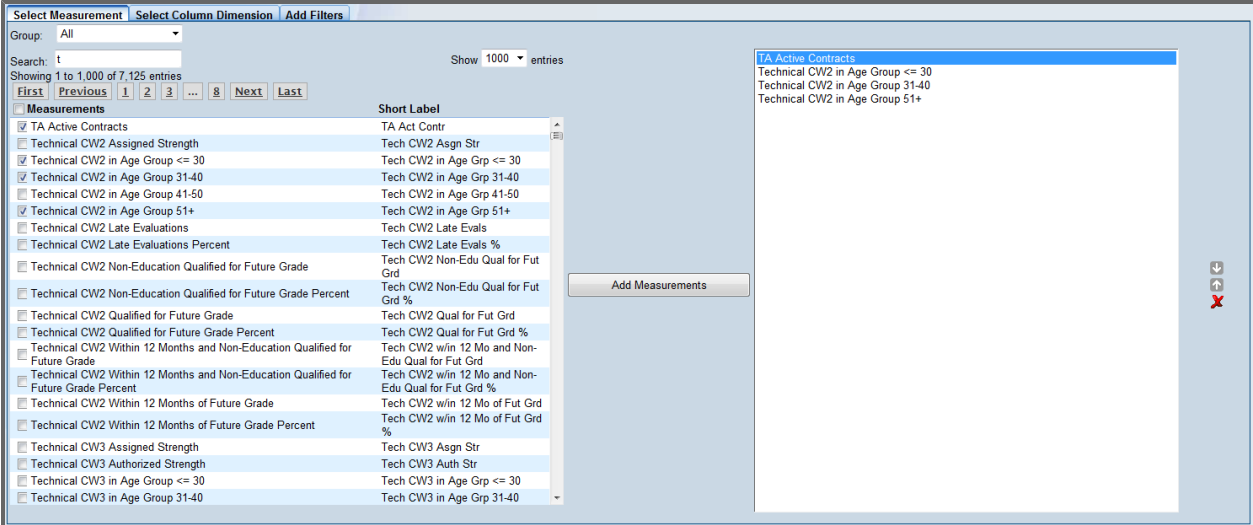


Tip: Select the check box next to *Measurements* above the measurements list to select all measurements displayed in the list.



3. Click **Add Measurements**.


Measurements appear in the list on the right.




The screenshot shows the 'Select Measurement' tab in the Basic Report tool. The interface includes a search bar, a list of measurements with checkboxes, and a preview window on the right. The 'Add Measurements' button is highlighted.

Measurements	Short Label
<input checked="" type="checkbox"/> TA Active Contracts	TA Act Contr
<input type="checkbox"/> Technical CW2 Assigned Strength	Tech CW2 Asgn Str
<input checked="" type="checkbox"/> Technical CW2 in Age Group <= 30	Tech CW2 in Age Grp <= 30
<input checked="" type="checkbox"/> Technical CW2 in Age Group 31-40	Tech CW2 in Age Grp 31-40
<input type="checkbox"/> Technical CW2 in Age Group 41-50	Tech CW2 in Age Grp 41-50
<input checked="" type="checkbox"/> Technical CW2 in Age Group 51+	Tech CW2 in Age Grp 51+
<input type="checkbox"/> Technical CW2 Late Evaluations	Tech CW2 Late Evals
<input type="checkbox"/> Technical CW2 Late Evaluations Percent	Tech CW2 Late Evals %
<input type="checkbox"/> Technical CW2 Non-Education Qualified for Future Grade	Tech CW2 Non-Edu Qual for Fut Grd
<input type="checkbox"/> Technical CW2 Non-Education Qualified for Future Grade Percent	Tech CW2 Non-Edu Qual for Fut Grd %
<input type="checkbox"/> Technical CW2 Qualified for Future Grade	Tech CW2 Qual for Fut Grd
<input type="checkbox"/> Technical CW2 Qualified for Future Grade Percent	Tech CW2 Qual for Fut Grd %
<input type="checkbox"/> Technical CW2 Within 12 Months and Non-Education Qualified for Future Grade	Tech CW2 win 12 Mo and Non-Edu Qual for Fut Grd
<input type="checkbox"/> Technical CW2 Within 12 Months and Non-Education Qualified for Future Grade Percent	Tech CW2 win 12 Mo and Non-Edu Qual for Fut Grd %
<input type="checkbox"/> Technical CW2 Within 12 Months of Future Grade	Tech CW2 win 12 Mo of Fut Grd
<input type="checkbox"/> Technical CW2 Within 12 Months of Future Grade Percent	Tech CW2 win 12 Mo of Fut Grd %
<input type="checkbox"/> Technical CW3 Assigned Strength	Tech CW3 Asgn Str
<input type="checkbox"/> Technical CW3 Authorized Strength	Tech CW3 Auth Str
<input type="checkbox"/> Technical CW3 in Age Group <= 30	Tech CW3 in Age Grp <= 30
<input type="checkbox"/> Technical CW3 in Age Group 31-40	Tech CW3 in Age Grp 31-40


The preview window on the right shows the following measurements:

- TA Active Contracts
- Technical CW2 in Age Group <= 30
- Technical CW2 in Age Group 31-40
- Technical CW2 in Age Group 51+

Note: The order in which the measurements appear in the list is the order in which they appear as columns in the created report.

Tip: To reorder the selected measurements, select a measurement and click **Move Up**  or

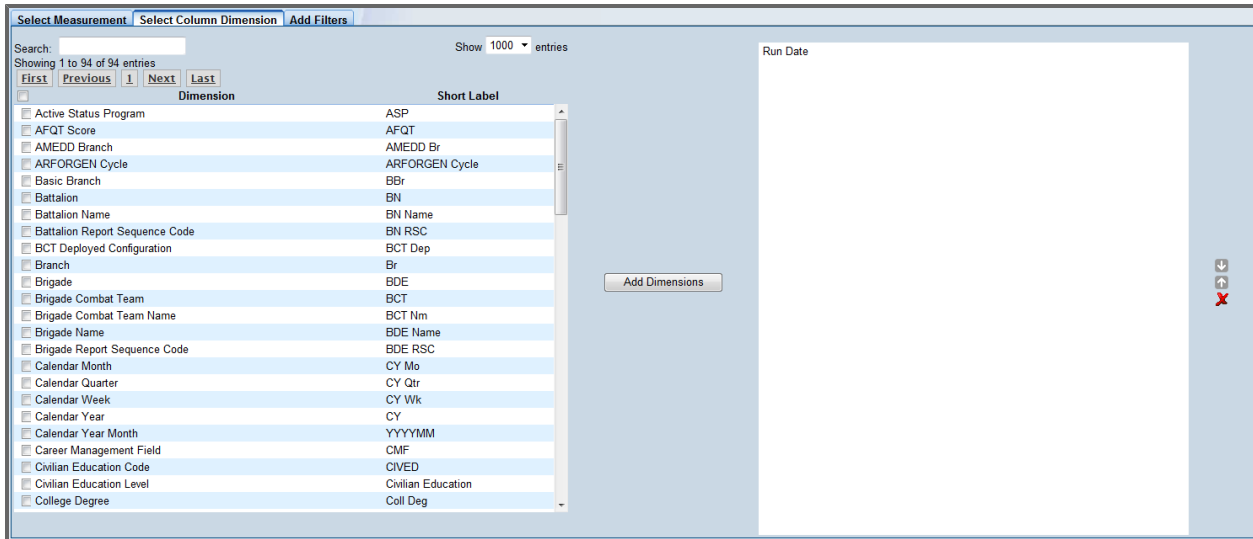
Move Down  next to the list. To delete a measurement, select the measurement and click

Delete  next to the list.

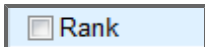
6.3 Select Column Dimensions

This is the second tab in the *Basic Report* tool. From within *Basic Report*, click the **Select Column Dimensions** tab to display this screen.

6 Basic Report

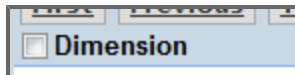


1. Optionally, type a dimension into the *Search* text field.
The dimensions list is filtered as you type.
2. Select one or more dimensions from the list by selecting the checkbox next to the dimension name.



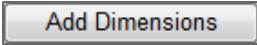
Note: *Run Date* is automatically selected.

Tip: Select the checkbox next to *Dimension* above the dimensions list to select all dimensions displayed in the list.

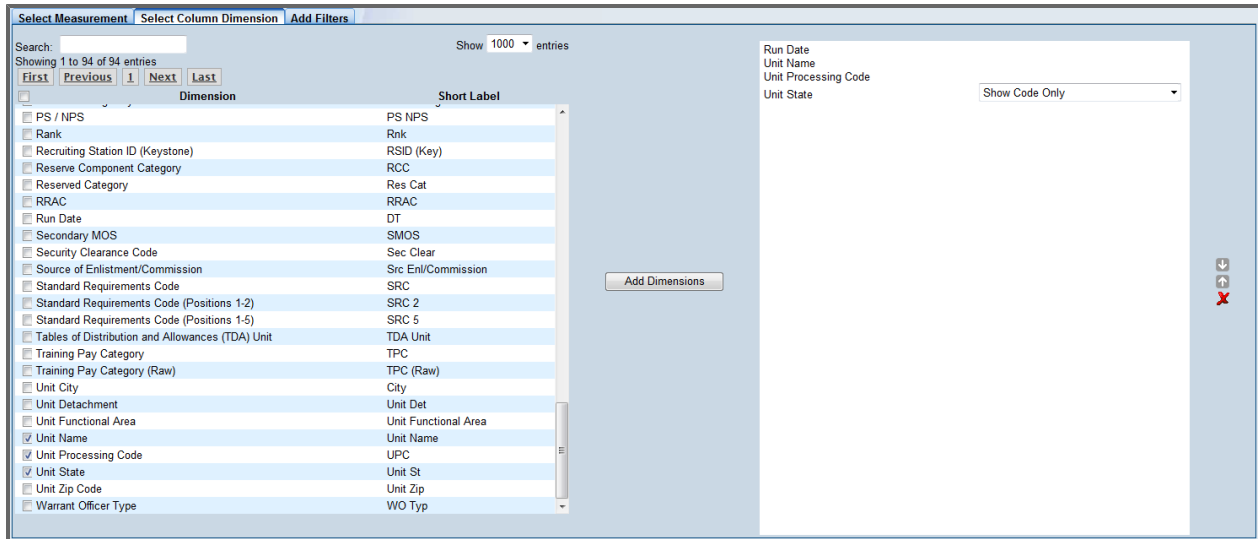


6 Basic Report




3. Click **Add Dimensions**.



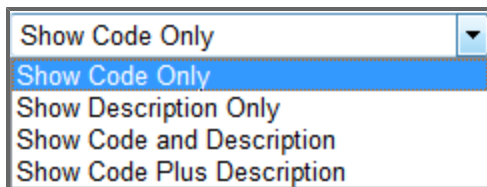
The selected dimensions appear in the list to the right.



Note: The order in which the dimensions appear in the list is the order in which they appear as columns in the created report.

Tip: To reorder the selected dimensions, select a dimension and click **Move Up**  or **Move Down**  next to the list. To delete a dimension, select the dimension and click **Delete**  next to the list.

Note: Some dimensions allow you to display the code and/or description of the dimension in the report.



6.4 Add Filters

This is the third tab in the *Basic Report* tool. From within *Basic Report*, click the **Add Filters** tab to display this screen.

6 Basic Report

Select Measurements | Select Column Dimensions | **Add Filters**

Run Date Equal 20120215

Add a Filter

Choose the operator that will be applied to all optional filters at this level: And Or

Generate Report

Note: *Run Date* is automatically added as a filter; it is non-removable in cases where the Run Date applies to the selected measurement. If you set your command via the Command Navigator, the command will show as a filter as well.

1. Click **Add a Filter**.

A filter appears below the operator option buttons.

Choose the operator that will be applied to all optional filters at this level: And Or


AC to RC Accession Equal AC-RC:Gain from Active Compor

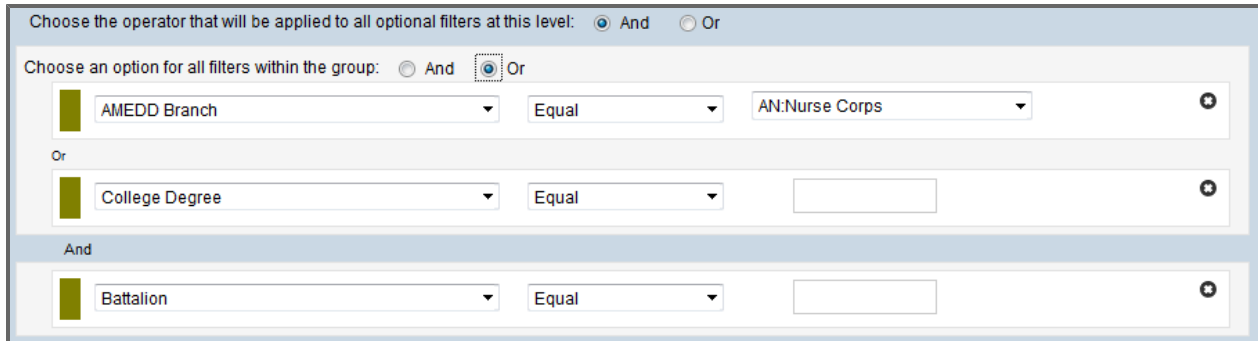
2. Select your filter from the first drop-down list from the left.
3. Select an operator from the middle drop-down list.
4. Specify your desired filter into the third column text field as necessary.

Note: Depending on your filter and operator, a third drop-down list could be available, allowing you to choose from a set of codes or values. Otherwise, the third field is a blank text field.

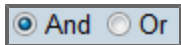
5. Repeat steps 1 through 4 as necessary.

Tip: Click **Delete**  next to a filter to delete it.

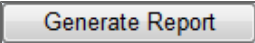
Tip: Click and hold the bar next to a filter  and then drag the filter to reorder or group filters. For grouped filters, you can select a separate boolean operator.




Note: Be sure to select the boolean operator above your added filters. This operator will apply to all filters added to the list with two exceptions: the first filter that appears after the mandatory *Run Date* filter, which will always be an *And*; all redundant filters, which will always be an *Or*.



6.5 Generating, Viewing, and Editing Reports in Basic Report

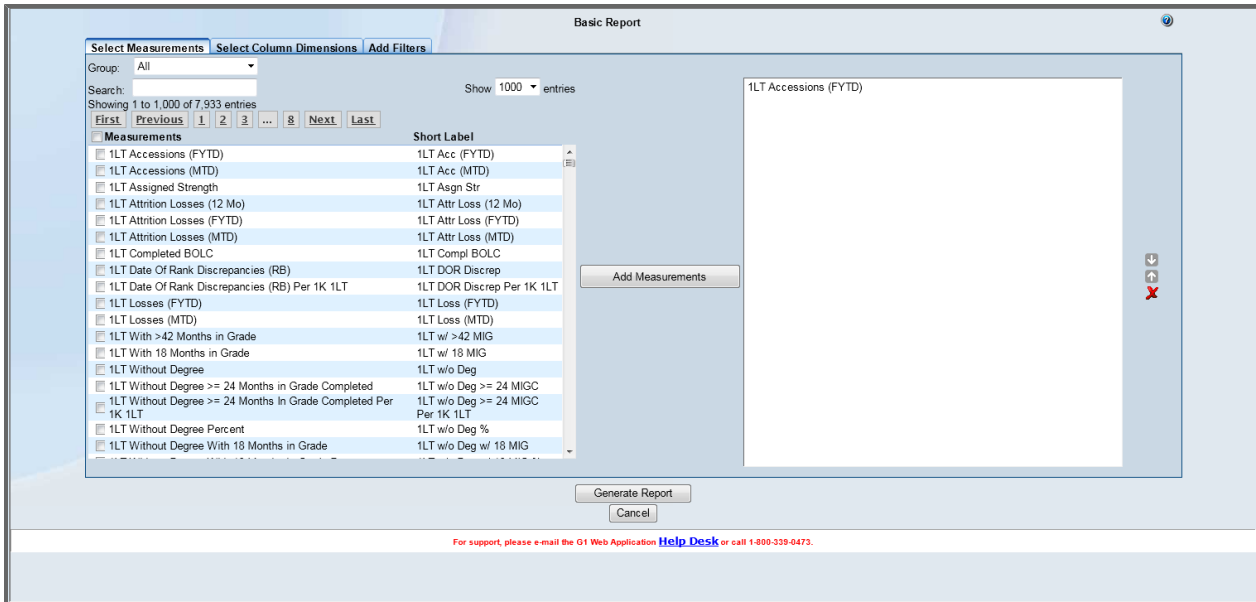
- Once you have made your selections for measurements, dimensions, and, optionally, filters, click the **Generate Report** button. 
The generated report is shown on the screen.

6 Basic Report

2. Add or remove measurements by clicking the  in the *Report Tools* section of the screen.



The *Basic Report* window appears.



3. Add or remove measurements, dimensions, or filters as necessary.
 4. Click **Generate Report**.
- The report reloads.

Note: From the *Report Tools Panel*, you can also save the report, email the report, subscribe to the report, export the report to Excel, print the report, or view help documentation about the metrics and dimensions contained within the report or about the Basic Report tool itself. See [Report Tools Panel](#) on page 52.

6.6 Accessing and Editing a Saved Basic Report

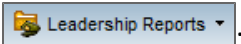
- See [Rucksack Reports](#) on page 224 for information on accessing saved reports.
- The process for editing a report created in the basic report tool is described in [Generating, Viewing, and Editing Reports in Basic Report](#) on previous page.

7 Leadership Reports

Leadership Reports are pre-configured reports accessible to all DPRO users. These reports provide you quick and easy access to the reports that the average DPRO user will most frequently use. For more info on reports in general, see [Reports](#) on page 48.

7.1 Accessing Reports from the Leadership Reports Menu

To access Leadership Reports, select an available report from the *Leadership Reports* menu, found in the *Reports and Dashboards* section of the Ribbon Toolbar.

1. Under the *Reports and Dashboards* group of the Ribbon Toolbar, click the **Leadership Reports** menu . A drop-down menu of report categories appears.
2. Select a report category from the list on the menu. A list of reports appears.
3. Select a report from the list. The report appears.

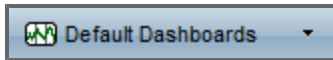
8 Dashboards

8.1 Dashboards

Dashboards are visual collections of one or more measurements that can be locked to display data for any point in time or can be configured to automatically update on a regular basis. The Basic Dashboard tool allows you to create dashboards quickly and easily. The Advanced Dashboard tool is available for experienced users who want more control over the details of style and formatting.

Dashboards are located on the main DPRO page within the *Reports and Dashboards* section. Note there are three dashboard options: *Leadership Dashboards*, *Default Dashboards*, and *Create Your Product* (which contains *Basic Dashboard* and *Advanced Dashboard*). While this example is taken from one of the *Default Dashboards* (Enlisted Accessions), the functionality of all other dashboards remains basically the same throughout the product.

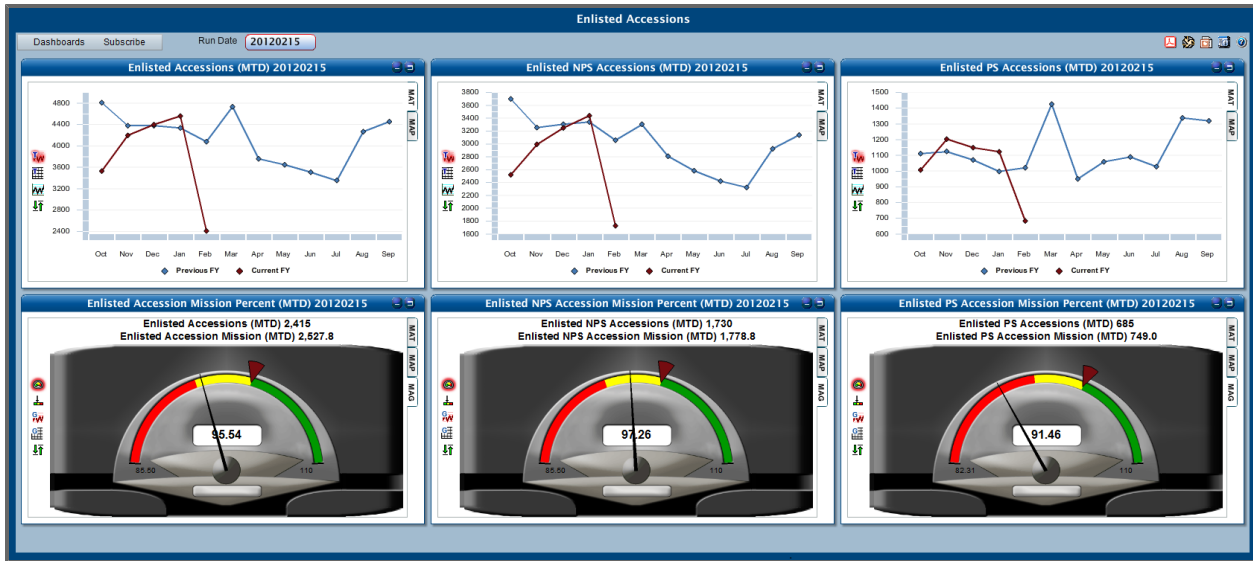
Click the **Default Dashboards** button to see the drop-down list of available pre-set dashboards.




The selectable dashboards include Enlisted Accessions, ETS, Officer Attrition, and RCC Strength, among others. Note that as you mouse over the list each item highlights in red. For this demonstration, select **Enlisted Accessions**.

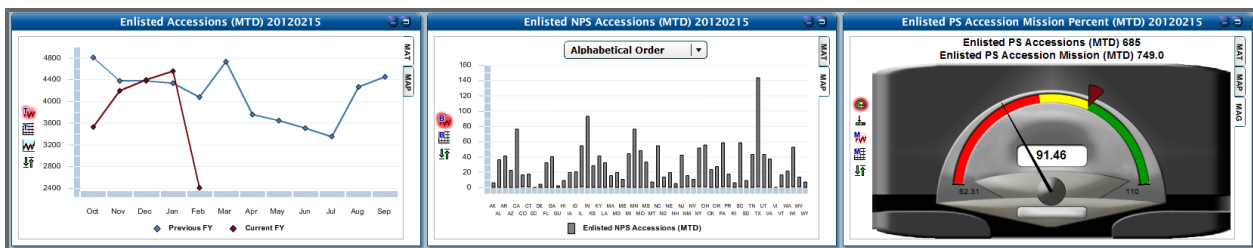
8.1.1 Common Elements within Dashboards

A dashboard is a collection of one or more metric boxes. Here the dashboard is composed of six metric boxes. The title of each metric box appears in the title bar. A metric box is a container for a metric box element. A metric box element is any of several visual representations used to display a measurement.



To read a description of each metric box within a given dashboard, click the **Metric Information** button located on the upper-right corner of a dashboard. 

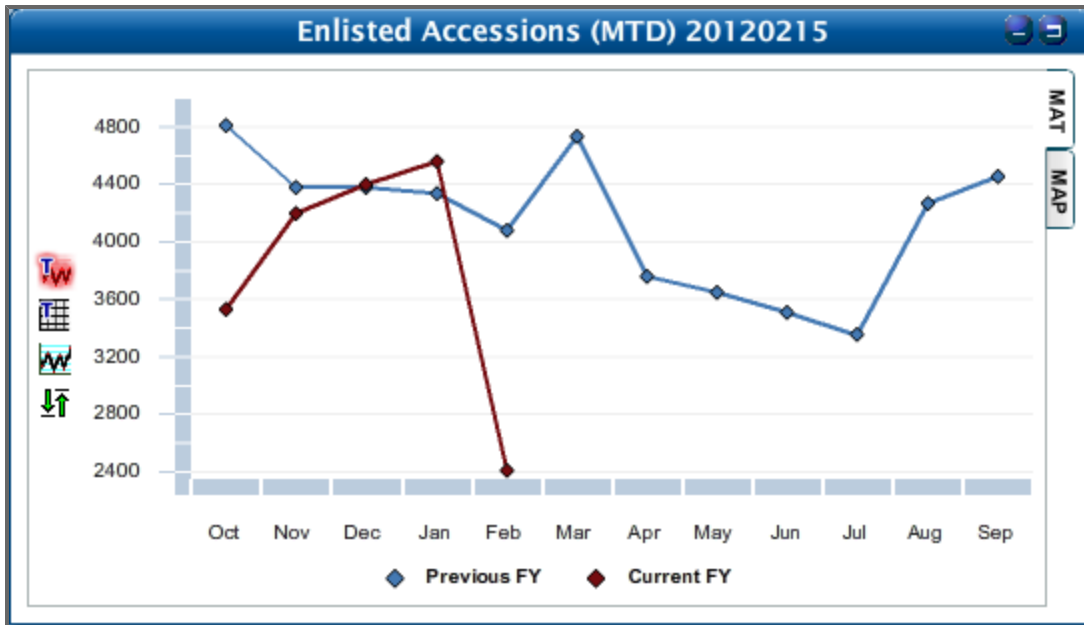
There are a number of ways metrics can be displayed on a dashboard. First, notice that clicking *MAT*, *MAP*, and *MAG* tabs show different metric views.



- The *MAT* tab represents *Metric Across Time*. This tab displays the current data point plus previous EOM data points for the current and previous fiscal year.
- The *MAP* tab represents *Metric Against Peers*. This tab displays the current data point for all hierarchical child units within the selected command.
- The *MAG* tab represents *Metric Against Goal*. This tab is displayed when an NGB-defined goal exists for the selected metric and compares this goal against the metric's current value.

Further, metrics within each tab can also be viewed in a number of ways.

For example, look at the Enlisted Accessions (MTD) 20120215 graph in a MAT tab.

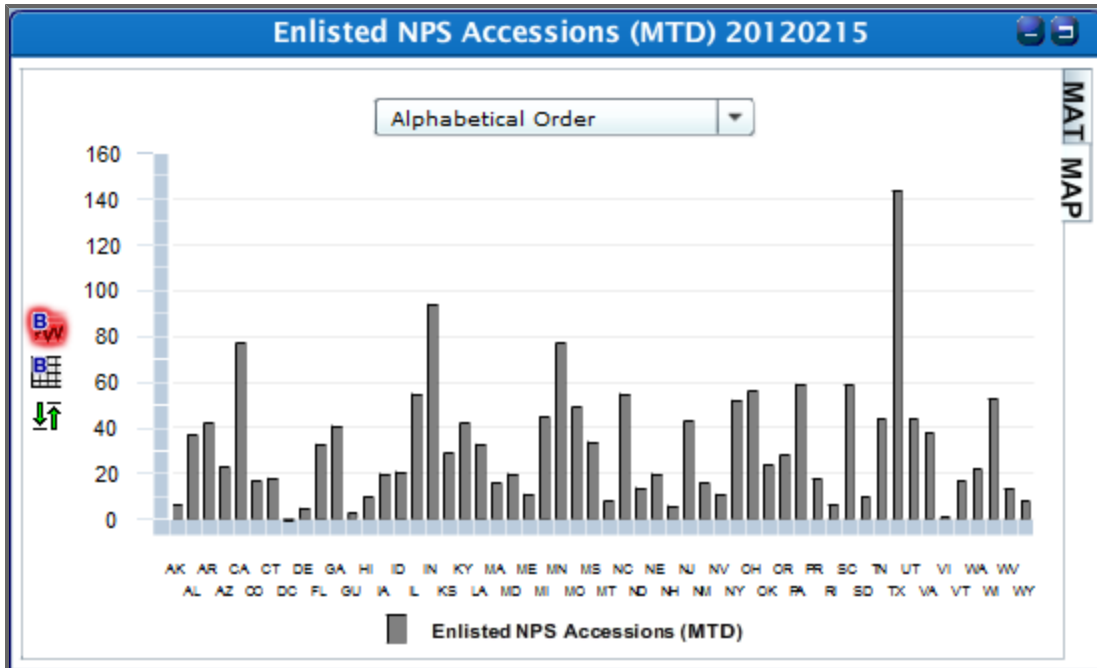


Next to the graph are a number of metric box element buttons.




Available views are:

- Comparative Trend Chart 
- Comparative Trend 
- Historical Trend Chart 
- Drill Down Report 

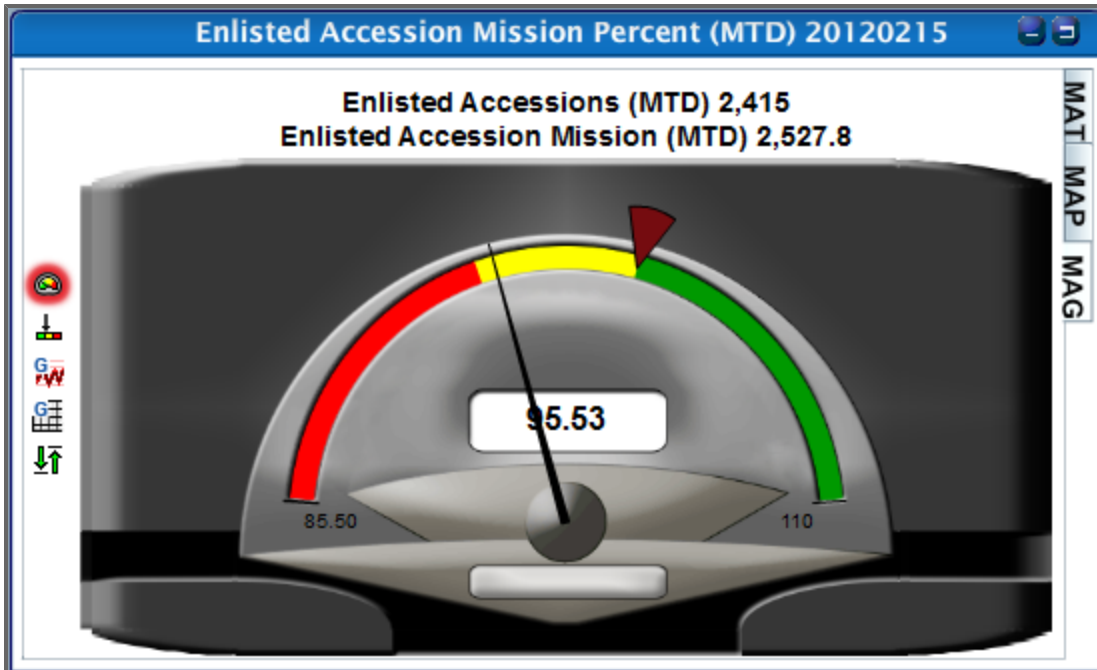
The same Enlisted Accessions graph in the *MAP* tab looks like this.



The *MAG* tab has the following metric box element buttons:






- Benchmark Chart 
- Benchmark Data 
- Drill-Down Report. 

The Enlisted Accession Mission Percent (MTD) 20120215 graph defaults to the *MAG* tab and looks like



this.

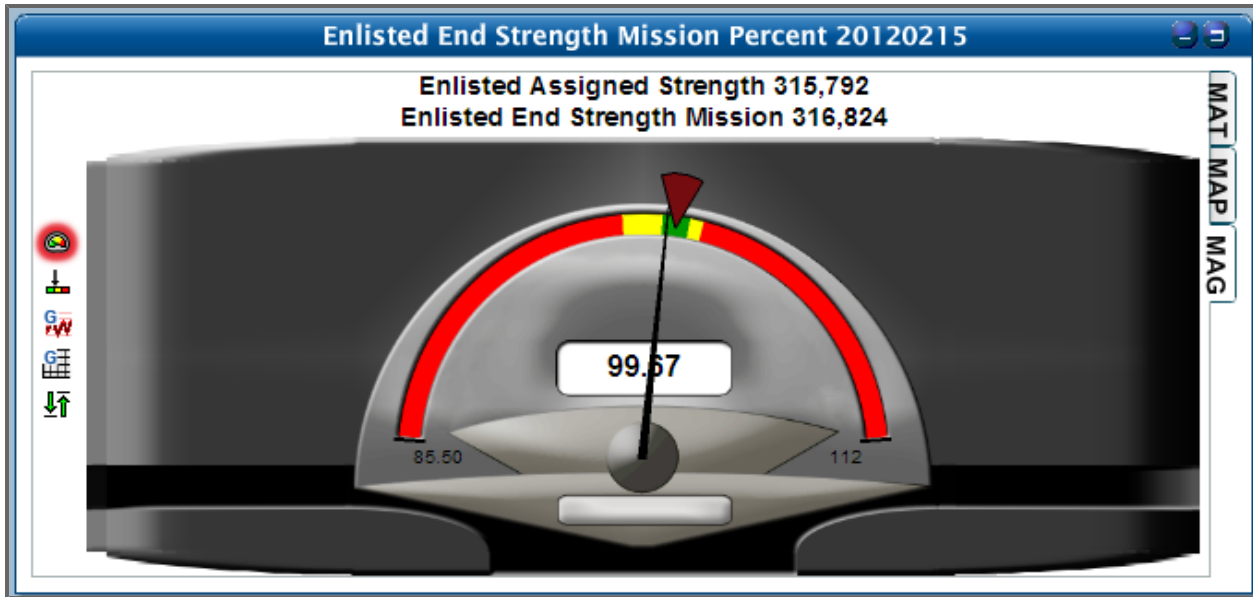
The *MAG* tab has the following metric box element buttons:

- Gauge 
- Horizontal Slide Scale 
- Mission Chart 
- Mission Data 
- Drill Down Report 

Note: Double-clicking the metric box opens a new window with the report information used to build the measurement. See Base Reports ([Aggregate and Base Reports](#) on page 68) for more information.

8.1.1.1 Gauge View

Look at one of the metric boxes (for example, Enlisted Accession Mission Percent (MTD)) located on the right side of the dashboard (*MAG* tab). The metric box element displayed here is a Gauge.



The numerical value in the center of the meter is the value of what is listed in the gauge's title. In the following example, for instance, the measurement is Enlisted Accession Mission Percent (MTD) as of 15 February 2012, and the numerical value in the meter is 95.54. The red portion of the meter represents "Bad scale" of this measurement, the amber portion represents "Fair scale", and green portion represents "Good scale." As you can see in the following meter, the current value corresponds to a "Fair scale" range. If you pause on the numerical value of the meter, you can see the range of the scale the value resides in.

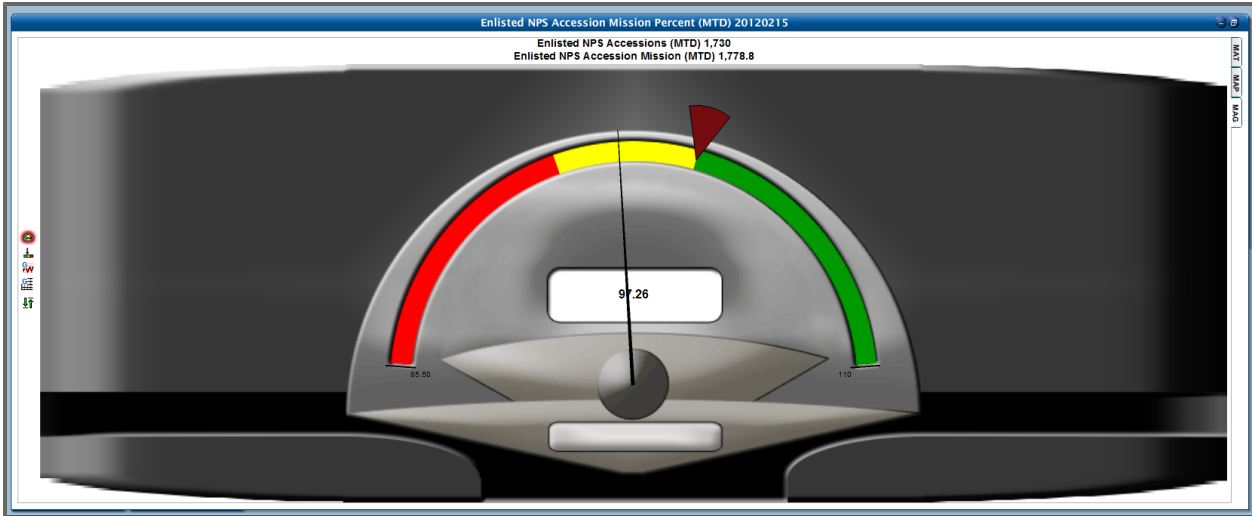
Note the two small buttons in the upper-right corner of the title bar.



These are minimize and maximize buttons. Click the left (**Minimize**) button: the metric box shrinks and relocates as a title bar to the lower-left corner of the screen. The remaining metric boxes expand to fill the dashboard. To restore the box, simply click the title bar of the minimized metric box.

8 Dashboards

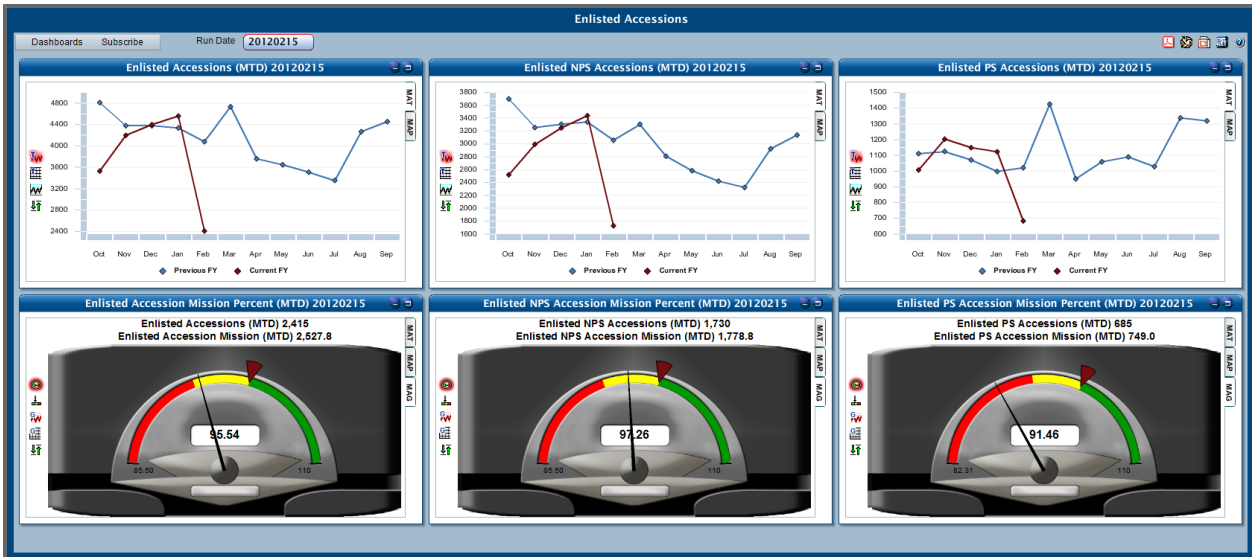
Click the **Maximize** button to enlarge the gauge – the resulting maximized gauge expands to fill the screen.



Notice that the second button in the upper-right corner has changed from the *Maximize* button to the *Restore Down* button.

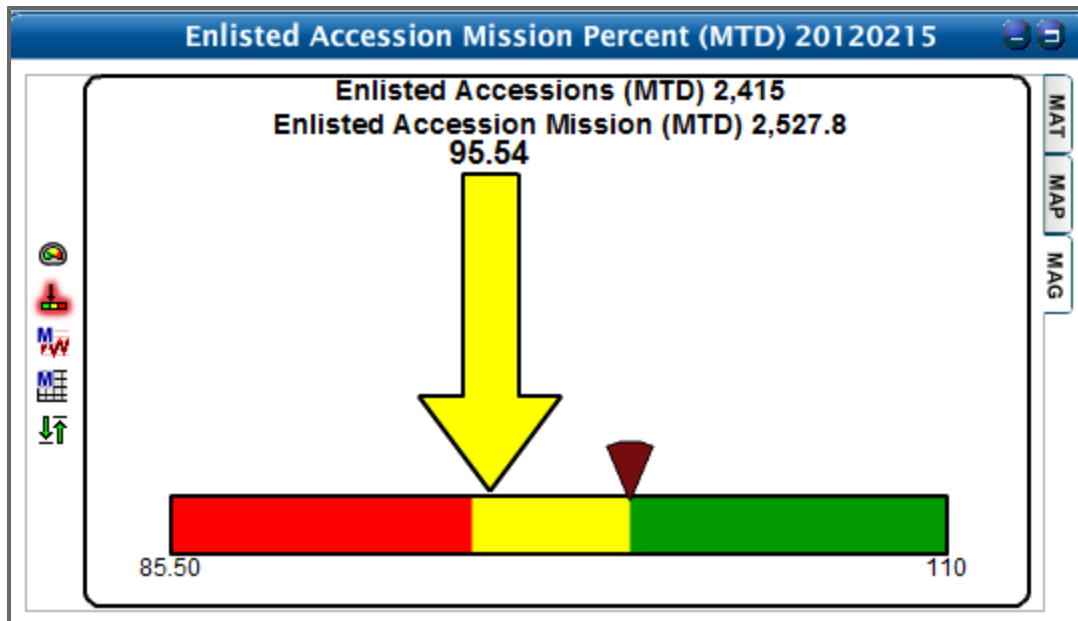


Click this button to restore the metric box to its original size.



8.1.1.2 Horizontal Slide Scale View

Click the **Horizontal Slide Scale View**—it is available within the *MAG* tab. As with the Colored Gauge view, the red portion of the slide scale represents “Bad scale” of the metric, yellow portion represents “Fair scale” and green portion represents “Good scale”. As you move your mouse through the colors you see the numerical values range of each portion of the scale.

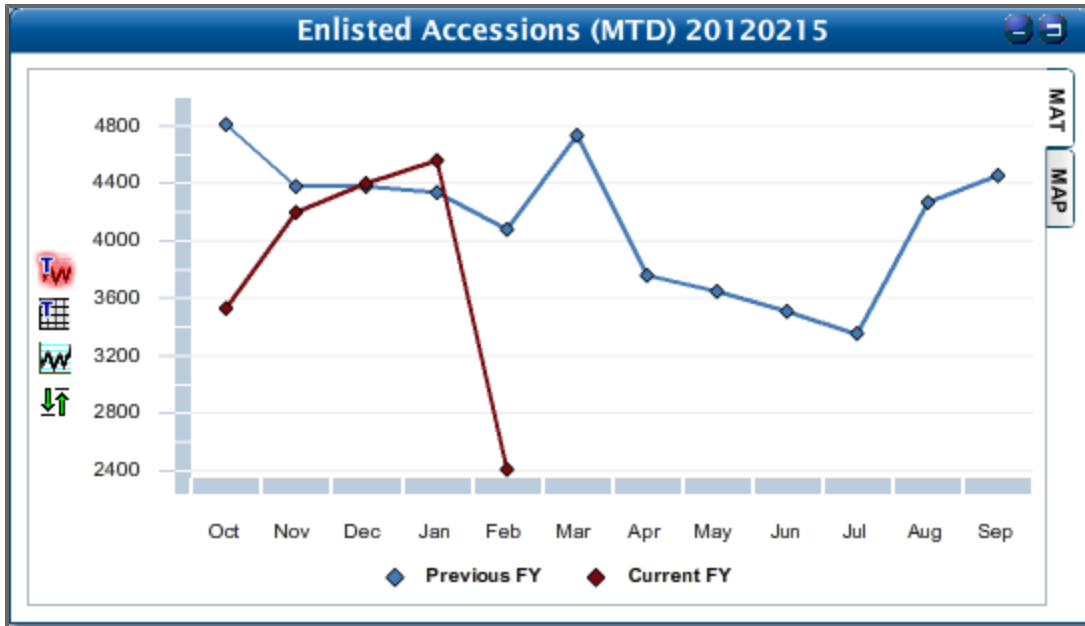


The value in the Horizontal Slide Scale (104.21) corresponds to a “Good scale” range.

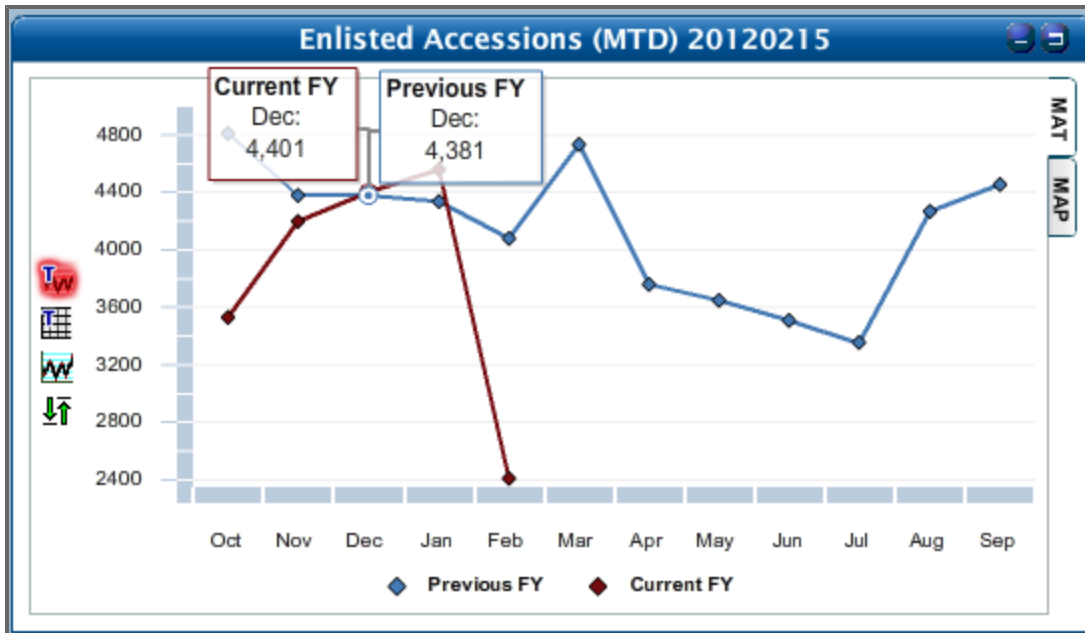
As with the Colored Gauge view, the brown triangle indicates mission data. Point your mouse towards the triangle to see the numerical value of the mission.

8.1.1.3 Comparative Trend Chart View

Select the **Comparative Trend Chart View**. This view is available within the *MAT* tab. The red line represents the current fiscal year, while the blue line represents the previous fiscal year.

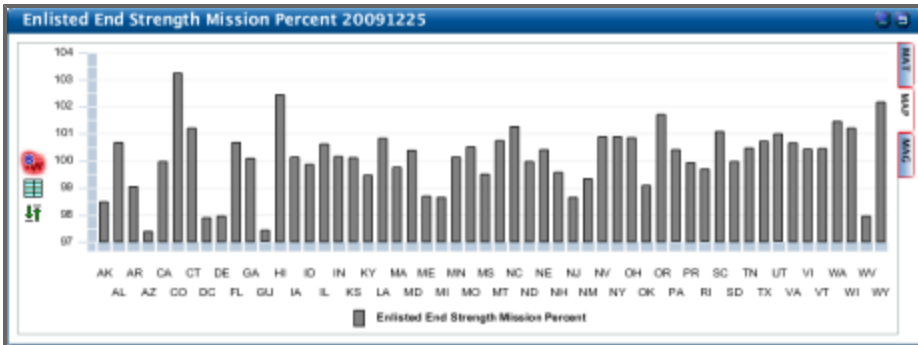


Pause on a point on either of the two trends to see the count for that month and fiscal year.

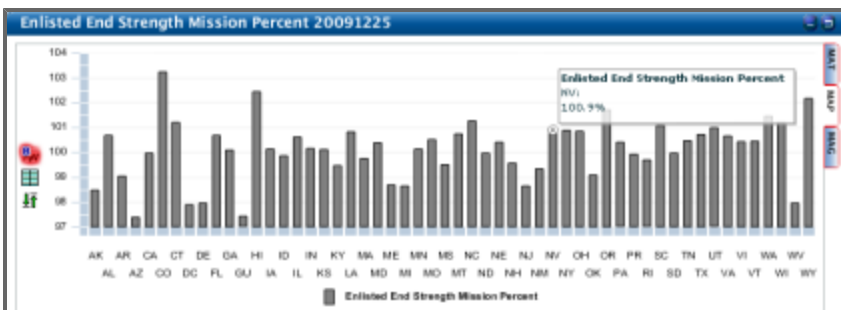


8.1.1.4 Benchmark Chart View

Next, select **Benchmark Chart View**. This view is available within the *MAP* tab.



The above image shows the contributions by individual states to the overall measurement. Pause on a state's "bar" to see the specific value.



8.1.1.5 Data Grid Views

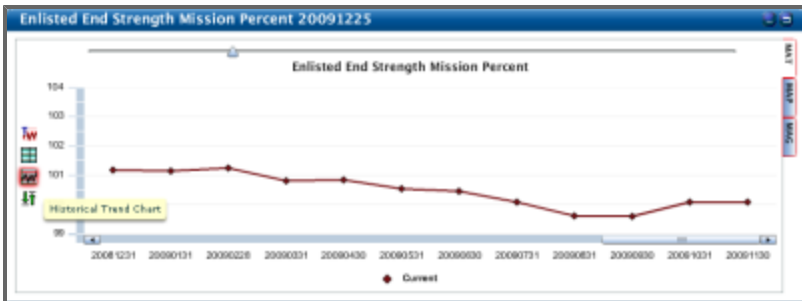
Data grid views are available as *Trend Data* in the *MAT* tab, *Benchmark Data* in the *MAP* tab, and *Drill-Down Report* in the *MAG* tab (*Trend Data* is shown below).

Month	Previous FY	Current FY
Oct	4,813	3,532
Nov	4,382	4,200
Dec	4,381	4,401
Jan	4,339	4,563
Feb	4,079	2,415
Mar	4,732	0
Apr	3,762	0
May	3,649	0
Jun	3,513	0
Jul	3,354	0
Aug	4,268	0

The table contains the data used to build the *Comparative Trend Chart*. Specifically, the *Comparative Trend Chart* shows graphs for the current fiscal year and for the previous fiscal year. The data supporting those graphs is here. These are the numbers used to build the graphs in the *Benchmark Chart*. *Drill-Down Report* supports the *Metric Against Goal* view.

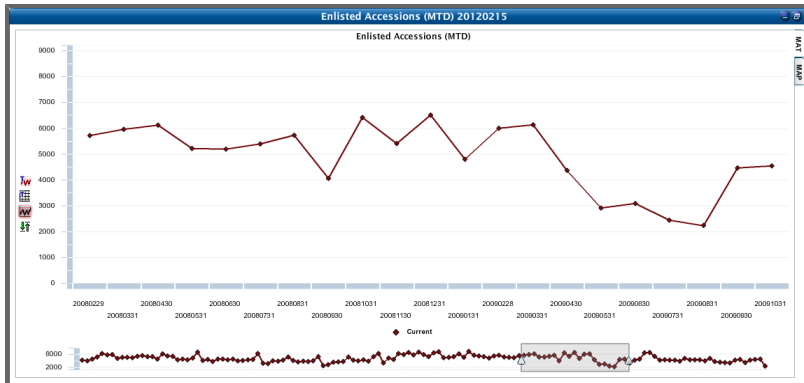
8.1.1.6 Historical Trend Chart

Historical Trend Chart is available in the *MAT* tab. This chart shows all historical trend data available.



8 Dashboards

Along the bottom of the chart is another graph that allows you to choose a sub-section of the graph. Move the two triangles at the ends of the field to show a different range of data within the chart.



8.1.2 Metrics Panels

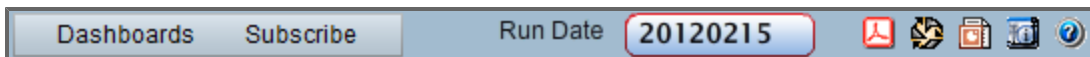
Dashboards have their own toolbar along the top of the metric boxes. The options in this toolbar allow for quick access to useful functions like exporting your dashboard to a PDF file, saving the current dashboard, loading a new one, and more.

On the left side of the toolbar are the *Dashboard* drop-down menu and *Run Date* filter.



Click the **Dashboards** drop-down for a menu of options, including *Save Dashboard*, *Load Dashboard*, *New Dashboard*, and *Metric Boxes*.

On the right side of the toolbar are the Generate PDF, Subscriptions, Export to PowerPoint, Metric Information, and Help buttons.



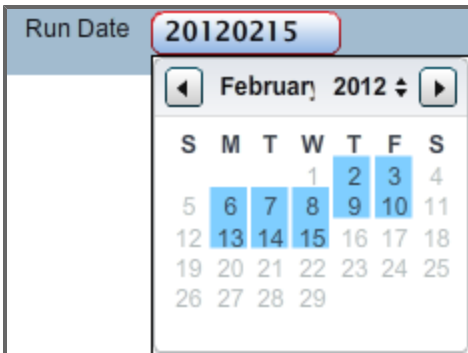
Click the **Subscribe** tab to subscribe to this particular dashboard.

Click the **Descriptions** button to see a short description of the metrics currently displayed on the dashboards.

Dashboards displayed on screen can be exported in a PDF format. **Generate PDF** serves this purpose.

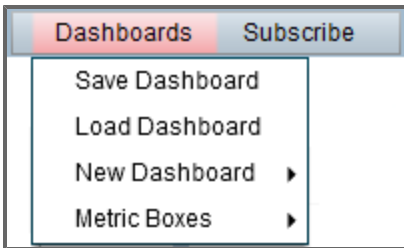
Dashboards displayed on the screen can be exported to PowerPoint to create a presentation. **Export to PowerPoint** serves this purpose.

The *Run Date Filter* defaults to the latest available date. You can, however, specify a run date by clicking the black inverted triangle in the *Run Date* box and selecting an available month and day. Note that only highlighted calendar dates can be selected.

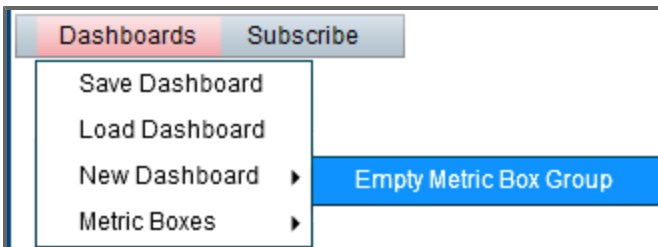


Select a date and click the **Refresh Metrics** button to view updated data on the dashboard.

Click the **Dashboards** tab to open the drop-down list.

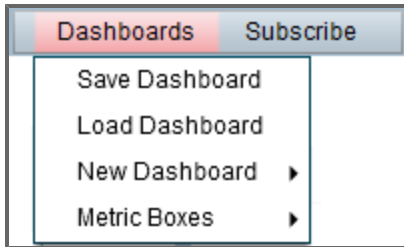


8.1.2.1 New Dashboard



Note that *New Dashboard* has its sub-menu. Click **Empty Metric Box Group** to remove the metric boxes from the dashboard panel.

To restore the dashboard of your choice, select **Load Dashboard** from the *Dashboards* drop-down list.



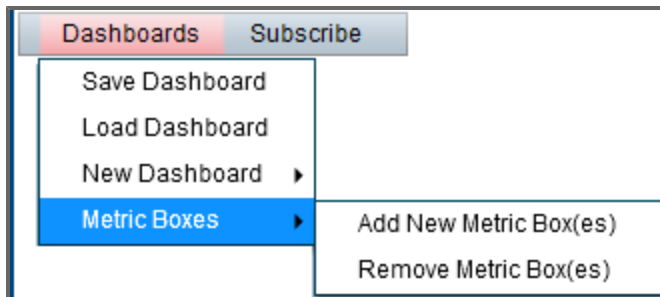
Select one of the available dashboards from the list and click **Confirm**.

Note: You can also load a saved dashboard from the [Rucksack Dashboards](#) on page 221. For more information about accessing a saved dashboard, see [Rucksack Dashboards](#) on page 221.

8.1.2.2 Adding Metric Boxes

1. Click the **Dashboards** button.

A drop-down list opens.



2. Click **Metric Boxes | Add Metric Box(es)**.

A pop-up window appears containing a list of available metrics.

3. Choose a metric from the list and click **Confirm**.

A metric box appears on the screen.

Note: Metric boxes automatically resize as you continue to add more of them.

Tip: To rearrange a metric box that has been added, click its title and drag it to a different position.

8.1.2.3 Removing Metric Boxes

1. Click **Metric Boxes | Remove Metric Box(es)**.

The arrow cursor now appears as a delete cursor .

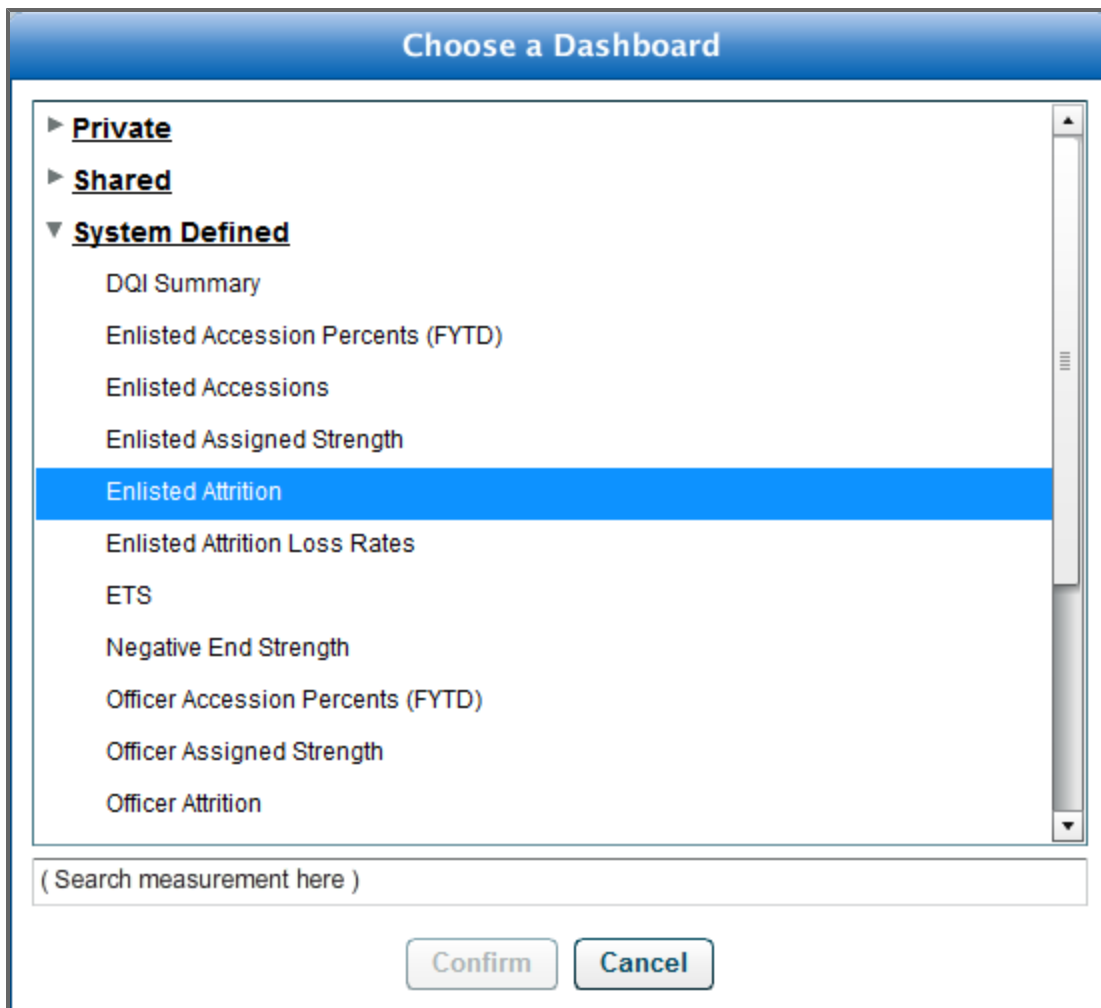
2. Click the title of the metric box.

The metric box is removed.

3. Click **Metric Boxes | Remove Metric Box(es)** again.
The delete cursor again becomes an arrow cursor.

8.1.2.4 Replacing One Metric Box with Another

1. Right-click the title bar of the metric that is currently visible.
A menu opens with a few different options available.
2. Click **Select a Different Metric Box**.
This opens the *Choose a Measurement* box that appears upon first opening *Basic Dashboard*.
3. Select a new measurement, click **Confirm**.
The new metric box replaces the currently visible one.



8.1.3 Basic Dashboards

The Basic Dashboard tool allows you to create your own dashboards quickly and easily by giving you the ability to add pre-formatted metric boxes for with preset style, color, and graphics. As you add metric boxes to a basic dashboard, other metric boxes automatically resize and snap to a grid that fills the available space in your browser.

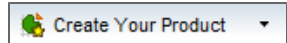
Tip: Click the **Collapse Ribbon Toolbar** button  to increase the onscreen workspace.

Explore any of the following topics to learn more:

8.1.3.1 Accessing Basic Dashboard	94
8.1.3.2 Saving Basic Dashboards	95
8.1.3.3 Loading Basic Dashboards	96
8.1.3.4 Subscribing to a Basic Dashboard	97
8.1.3.5 Exporting a Basic Dashboard to PowerPoint	98

8.1.3.1 Accessing Basic Dashboard

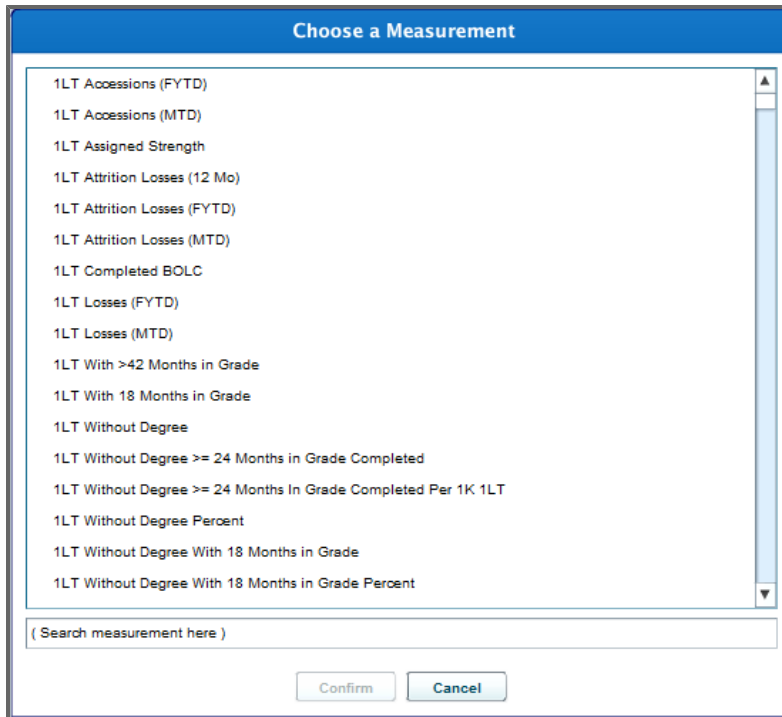
1. Within the *Reports and Dashboards* section, under **Create Your Product**



, click **Basic Dashboard**.

The Basic Dashboard screen appears, with a pop-up window displaying available measurements.

8 Dashboards



2. Select a measurement, and click **Confirm**.
The selected metric box appears on the screen.

8.1.3.2 Saving Basic Dashboards

1. From within the Basic Dashboard tool, click **Dashboards**.
A drop-down menu appears.

2. Click **Save Dashboard**.

The *Save Dashboard* screen appears.

3. Choose whether to save the dashboard as **Private** (viewable only by you) or **Shared** (viewable by anyone).

Note: A private dashboard may be viewed only by the user who first creates and saves it; a shared dashboard may be viewed by any user with access to the product.
4. If *Save As New* and *Overwrite Existing* are available, you have chosen a dashboard name that you were already using. Either change the name or click **Overwrite Existing** to replace the old dashboard with the same name.
5. Choose whether to **Keep My Current Run Date** or **Show the Latest Available Date**.

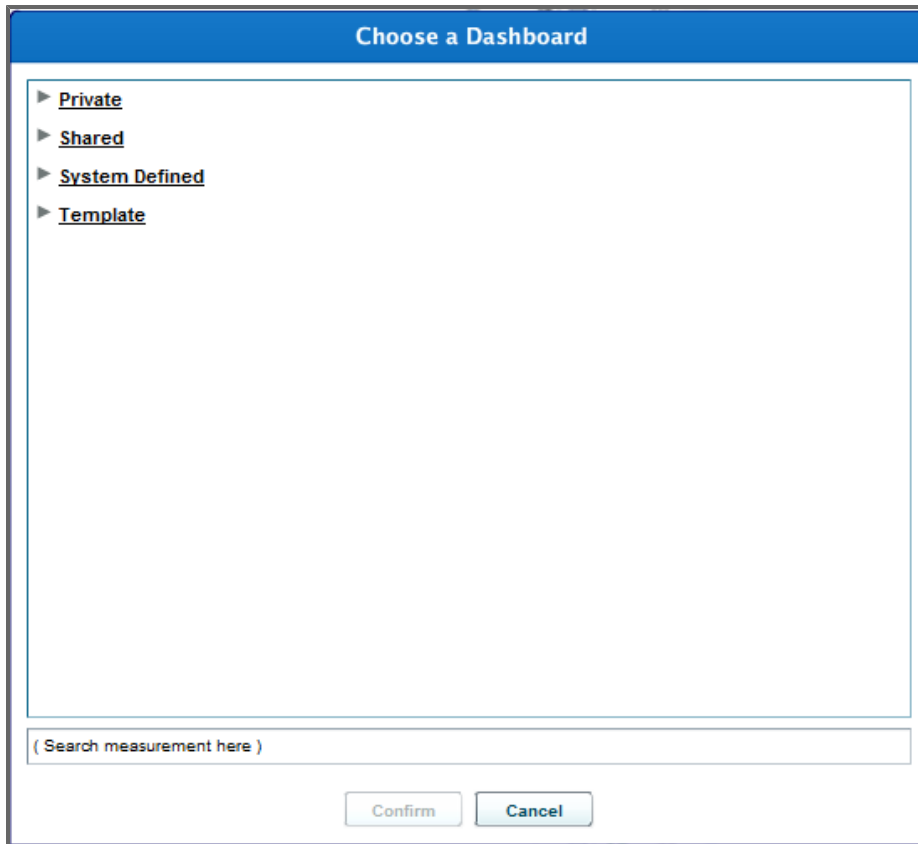
Note: Regardless of your choice here, the run date can still be changed when you next view the dashboard.
6. Click **Confirm**.

Your dashboard is now saved and can be accessed from the rucksack (see [Rucksack Dashboards](#) on page 221).

8.1.3.3 Loading Basic Dashboards

1. Under the *Dashboard* menu, click **Load Dashboard**.

A screen appears with a list of previously saved shared and private dashboards.



2. Select the dashboard you want to load and click **Confirm**.

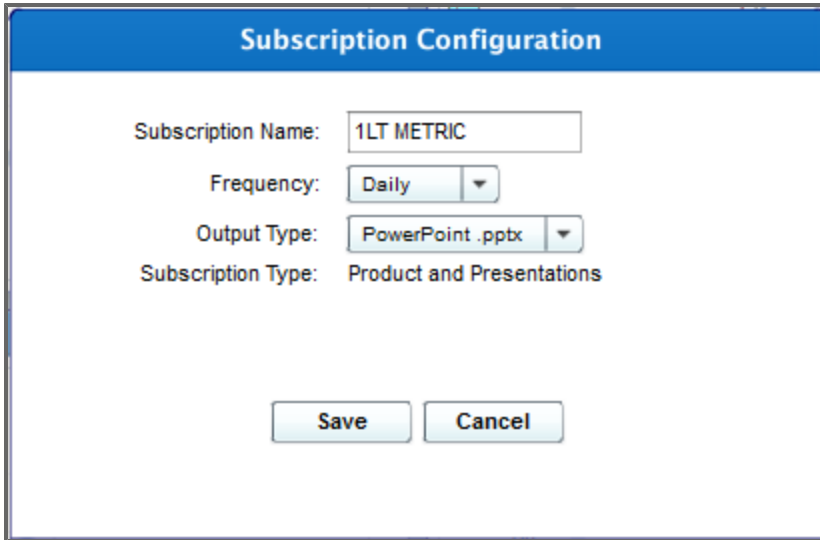
The dashboard is now loaded on the screen.

Note: You can also load a saved dashboard from the rucksack (see [Rucksack Dashboards](#) on page 221). Look again at the main menu which runs across the top of the screen. The item labeled *Rucksack* has a drop-down menu for accessing dashboards and reports. Note that a choice can be made between private and shared dashboards; and between private and shared reports. A saved dashboard can be retrieved from the menu.

8.1.3.4 Subscribing to a Basic Dashboard


1. Click **Subscribe**.

The *Subscription* pop-up window appears.



2. Enter a name for the subscription.
3. Choose to subscribe to the dashboard on a daily, weekly, or monthly basis.
4. Click **Save**.
You have now subscribed to the current dashboard.

8.1.3.5 Exporting a Basic Dashboard to PowerPoint

- Click **Export to PowerPoint** .
The Dashboard is exported to PowerPoint.

8.1.4 Daily Dashboards

The Daily Dashboard tool provides access to metric boxes with data for all days in the previous month and current month-to-date. Daily dashboards can be created for any metric available in the data warehouse, including daily transactional metrics (such as daily Gains), which are not available in other reports and dashboards. Since daily data for older dates are not available, the run date cannot be changed for daily dashboards. By default, daily dashboards show metrics against time in the form of bar charts with one column representing the metric on each day in the reporting period.

Tip: Click the **Collapse Ribbon Toolbar** button  to increase the onscreen workspace.

Explore any of the following topics to learn more:

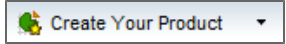
8.1.4.1 Accessing Daily Dashboard	99
8.1.4.2 Saving Daily Dashboards	99
8.1.4.3 Loading Daily Dashboards	100

8.1.4.4 Subscribing to a Daily Dashboard101

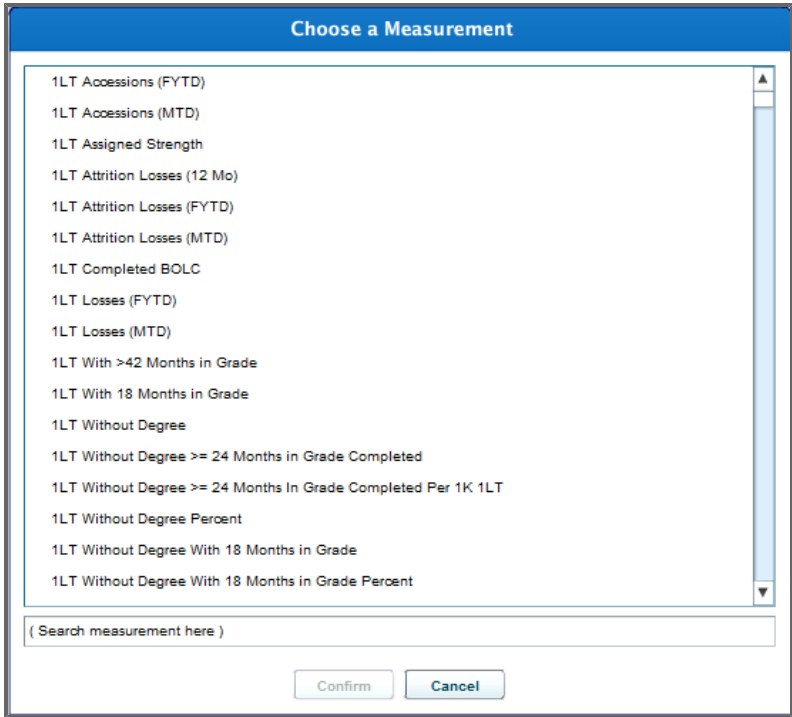
8.1.4.5 Exporting a Daily Dashboard to PowerPoint 102

8.1.4.6 Differences between Basic and Daily Dashboards102

8.1.4.1 Accessing Daily Dashboard

1. Within the *Reports and Dashboards* section, under **Create Your Product**  , click **Daily Dashboard**.

The Daily Dashboard screen appears, with a pop-up window displaying available measurements.



2. Select a measurement, and click **Confirm**.
The selected metric box appears on the screen

8.1.4.2 Saving Daily Dashboards

1. From within the Daily Dashboard tool, click **Dashboards**.
A drop-down menu appears.

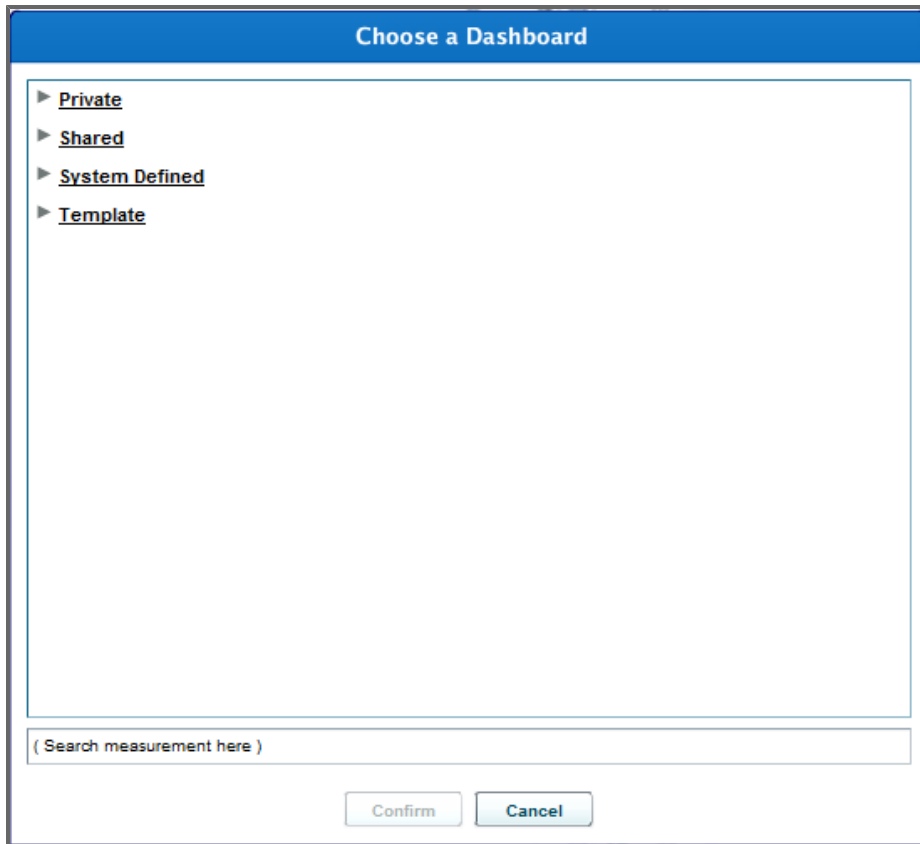
2. Click **Save Dashboard**.

The *Save Dashboard* screen appears.

3. Choose whether to save the dashboard as **Private** (viewable only by you), **Shared** (viewable by anyone), **Template** (viewable by anyone, can be used as a template dashboard under *Load Dashboard*), and **System Defined** (viewable by anyone, becomes a system defined dashboard).
Note: A private dashboard may be viewed only by the user who first creates and saves it; a shared dashboard may be viewed by any user with access to the product.
4. If *Save As New* and *Overwrite Existing* are available, you have chosen a dashboard name that you were already using. Either change the name or click **Overwrite Existing** to replace the old dashboard with the same name.
5. Click **Confirm**.
Your dashboard is now saved and can be accessed from the rucksack (see [Rucksack Dashboards](#) on page 221).

8.1.4.3 Loading Daily Dashboards

1. Under the *Dashboard* menu, click **Load Dashboard**.
A screen appears with a list of previously saved shared, system defined, template, and private dashboards.




2. Select the dashboard you want to load and click **Confirm**.

The dashboard is now loaded on the screen.

Note: You can also load a saved dashboard from the rucksack (see [Rucksack Dashboards](#) on page 221). Look again at the main menu which runs across the top of the screen. The item labeled *Rucksack* has a drop-down menu for accessing dashboards and reports. Note that a choice can be made between private and shared dashboards; and between private and shared reports. A saved dashboard can be retrieved from the menu.


8.1.4.4 Subscribing to a Daily Dashboard

1. Click **Subscriptions** in the top right-hand corner of the dashboard screen. 
The *Subscription Configuration* pop-up window appears.

2. Enter a name for the subscription.
3. Choose to subscribe to the dashboard on a daily, weekly, or monthly basis.
4. Click **Save**.

You have now subscribed to the current dashboard.

8.1.4.5 Exporting a Daily Dashboard to PowerPoint

- Click **Export to PowerPoint** . The Dashboard is exported to PowerPoint.

8.1.4.6 Differences between Basic and Daily Dashboards

The Basic Dashboard and Daily Dashboard tools provide broadly similar functionality. Both allow you to quickly create customized dashboards and feature similar metric-box based interfaces. The central difference is that basic dashboards report on end-of-month and month-to-date data, while daily dashboards report on daily data. This underlying difference leads to the following differences between these tools:

- Daily dashboards do not allow you to change the run date. The reporting period for all daily dashboards is the entire previous month and the current month-to-date.
- Daily dashboards display data for all days in the reporting period, including days for which there is no data available for the metric. Basic dashboards only display end-of-month data for previous months and month-to-date data for the current month.
- Daily dashboards include daily transactional data that are not reported by basic dashboards.
- In daily dashboards, the metric against time (MAT) tab defaults to show a bar chart with one column for each day in the reporting period. In basic dashboard, the default setting shows a line chart with end-of-month and month-to-date data points.

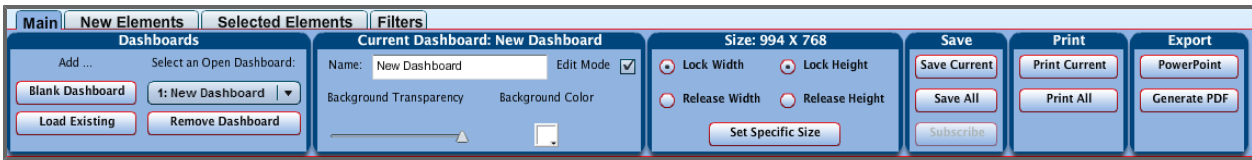
8.1.5 Advanced Dashboard

The Advanced Dashboard tool affords more control on the layout and design of the measurements than the Basic Dashboard tool does. You can also use the Advanced Dashboard tool to create presentation slides of a multiple measurements and customizable images.

The *Advanced Dashboard* functionality is accessible via DPRO. From within the *Reports and Dashboards Create Your Product* menu in the *Reports and Dashboards* section, click **Advanced Dashboard**. With this tool, you can generate customized gauges, charts, and grids. These metric types will be described in detail in the following sections.

Tip: Click the **Collapse Ribbon Toolbar** button  to increase the onscreen workspace.

The user is initially presented with a free-form layout screen.



The layout area is where you select elements to create a dashboard tailored to your daily work and mission. For more details see:

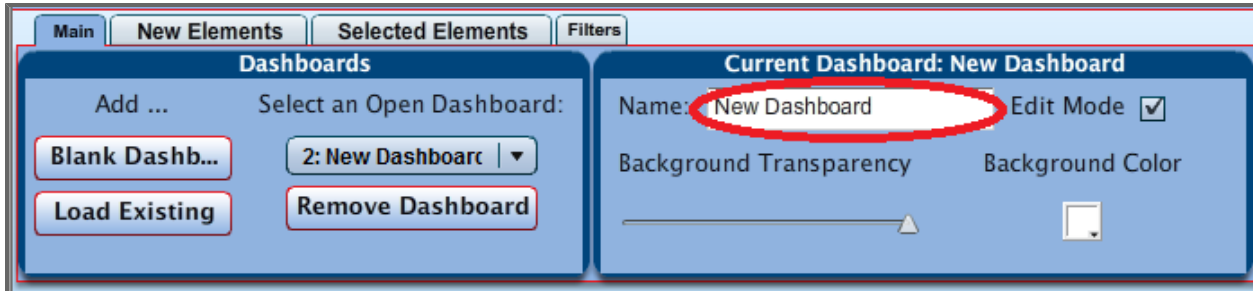
8.1.5.1 Main Tab	103
8.1.5.2 New Elements Tab	107
8.1.5.3 Selected Elements Tab	137
8.1.5.4 Filters Tab	138

8.1.5.1 Main Tab

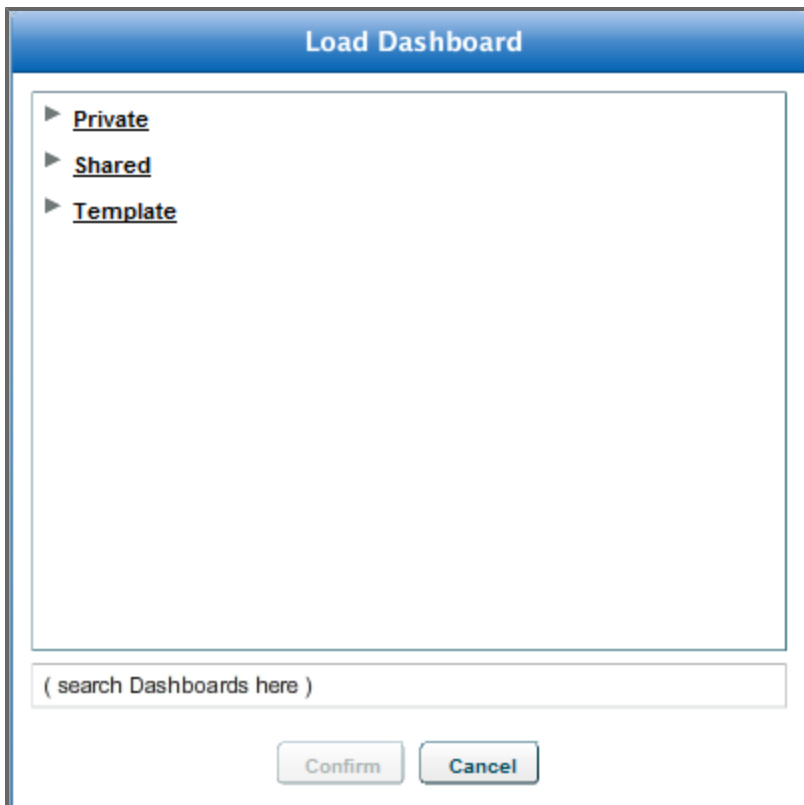
The *Main* tab allows you to start building a dashboard by adding a blank dashboard or loading an existing one.

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To add a blank dashboard, click the **Blank Dashboard** button. You can give your new dashboard a name in the *Name* text box in the *Current Dashboard* section. Make sure the *Edit Mode* checkbox is selected.

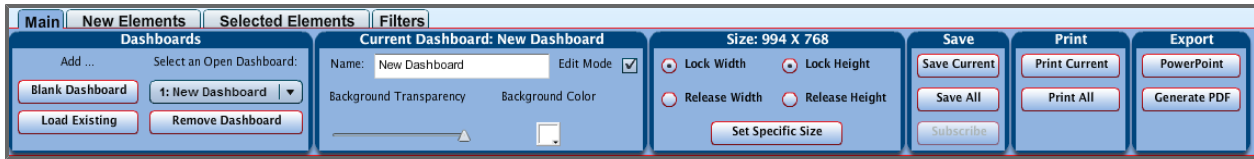


To load an existing dashboard, click the **Load Existing** button. You are presented with a pop-up menu allowing you to select from the list of available dashboards. Click the name of the dashboard you want to load (it is highlighted in red at this point) and click the **Confirm** button. The dashboard loads on the screen.

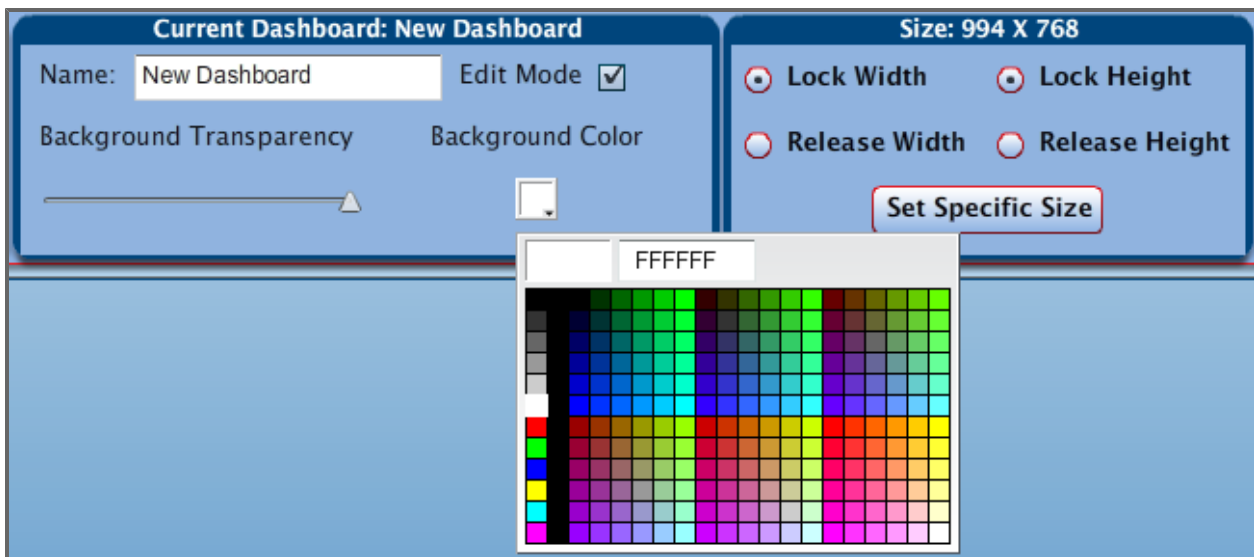


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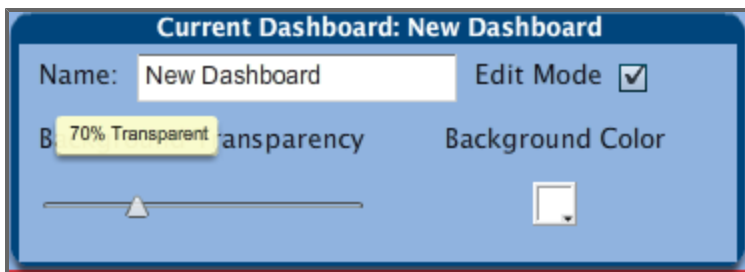
Once the dashboard is loaded, you can customize the view by modifying the background transparency or color, and changing the size of the dashboard.



Clicking the **Background Color** box brings up a menu of colors that can be chosen as a background of the dashboard.

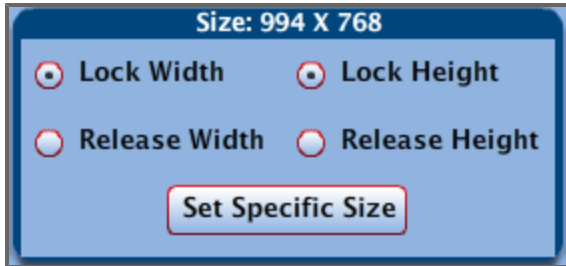


Moving the triangle on the *Background Transparency* line changes the transparency of the staging area.

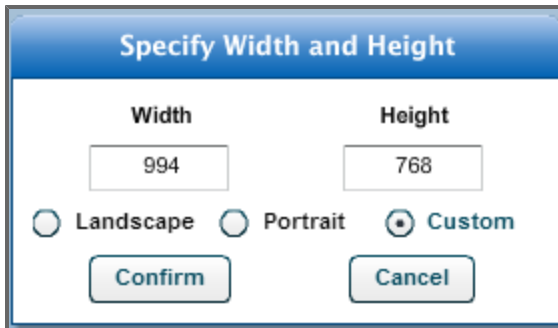


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You can customize the size of an image on the dashboard manually by clicking and dragging with your mouse after you release the lock on either the width or the height of the dashboard using the radio buttons.

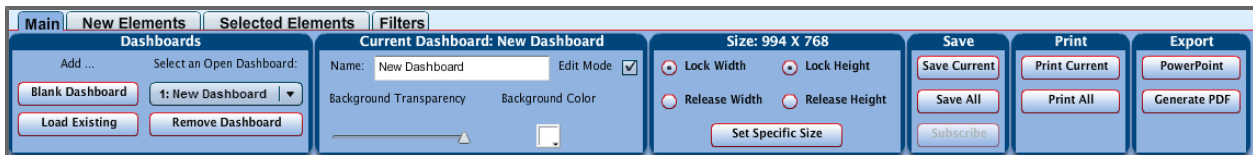


You can also resize the dashboard by clicking the **Set Specific Size** button. Click the **Set Specific Size** button to open a pop-up window. The **Landscape** and **Portrait** radio buttons automatically select dashboard dimensions. Select **Custom** to unlock the width and height text boxes for manual editing.

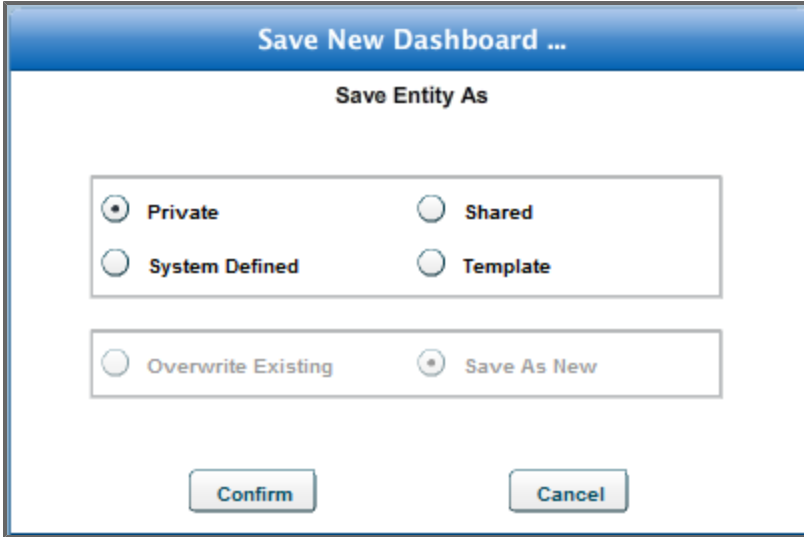


Note: The *Portrait* and *Landscape* radio buttons dictate the orientation of the page when it is printed and change the size of the dashboard, regardless of anything that you input into the *Width* and *Height* boxes. Selecting *Portrait* resizes the dashboard to 768 x 994, whereas selecting *Landscape* resizes the dashboard to 994 x 768.

Once you have customized an image on your dashboard you can **Save**, **Print**, **Subscribe to**, or **Export** the dashboard by clicking one of the corresponding buttons.



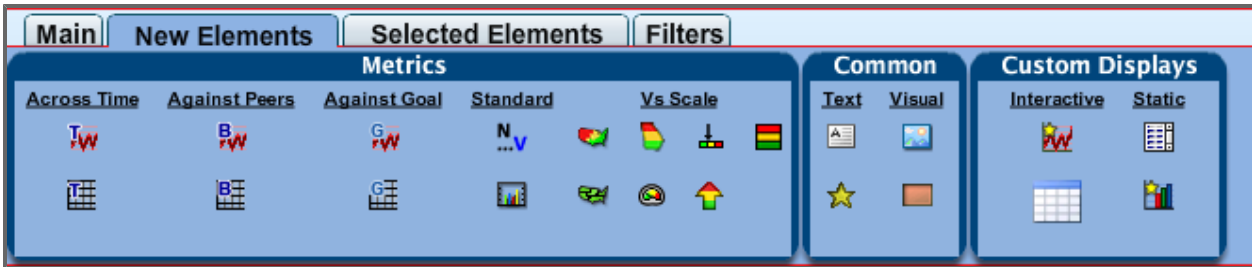
Clicking the **Save Current** (or **Save All**) button brings up a pop-up window allowing you to save the dashboard as private or shared. It also provides an option to overwrite the existing dashboard, or save the current dashboard as new.





Click **Confirm** to save your selections.

8.1.5.2 New Elements Tab

The *New Elements* tab provides a menu of metrics, common elements, and custom displays that you can select when creating a new dashboard. Pause over any icon to see a description of the associated element.





The following elements are available in the *Metrics* section:

 <i>Gauge</i>	A colored speedometer type gauge for displaying a metric value on its ranged scale.
 <i>Horizontal Slide Scale</i>	A colored horizontal bar for displaying a metric value on its ranged scale.



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 <i>Mission Chart</i>	A bar and line chart plotting actual vs. mission data.
 <i>Mission Data</i>	A row/column data grid for displaying all the mission data for a given metric.
 <i>Comparative Trend Chart</i>	A line graph displaying historical trend data for a given metric.
 <i>Comparative Trend Data</i>	A row/column data grid for displaying all the trend data for a given metric.
 <i>Benchmark Chart</i>	A vertical line graph displaying the benchmark data of a given metric.
 <i>Benchmark Data</i>	A row/column data grid for displaying all the benchmark data for a given metric.
 <i>Metric Box</i>	An interactive component displaying many associated element types for a given metric.
 <i>Name and Value</i>	Bold text of the metric's name and value.
 <i>Evaluative Map</i>	An image of a state, colored based on the scale of the metric.
 <i>Monthly Evaluative Arrow</i>	An image of an arrow colored based on the ranges scale of the metric, and pointing in the direction of the metric's change.
 <i>Evaluative Box</i>	A full block colored based on the ranges scale of the metric with value displayed at its center.
 <i>USA Map</i>	An evaluative USA map colored green, amber, or red based on the scales provided.
 <i>USA Regional Break-down Map</i>	An image of the USA broken down into regions and colored based on the ranges scale of the metric.






The following common elements are available in the *Common* section:

 <i>Text Area</i>	A text box that supports formatted text as well as date and metric variables.
 <i>Text Star</i>	A drawn star component with a text box inside.

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 <i>Empty Block</i>	A customizable empty box for creating borders, sectioned background colors, overlays, etc.
 <i>Image</i>	An image loaded from a provided URL.

The following custom display elements are available in the *Custom Displays* section:

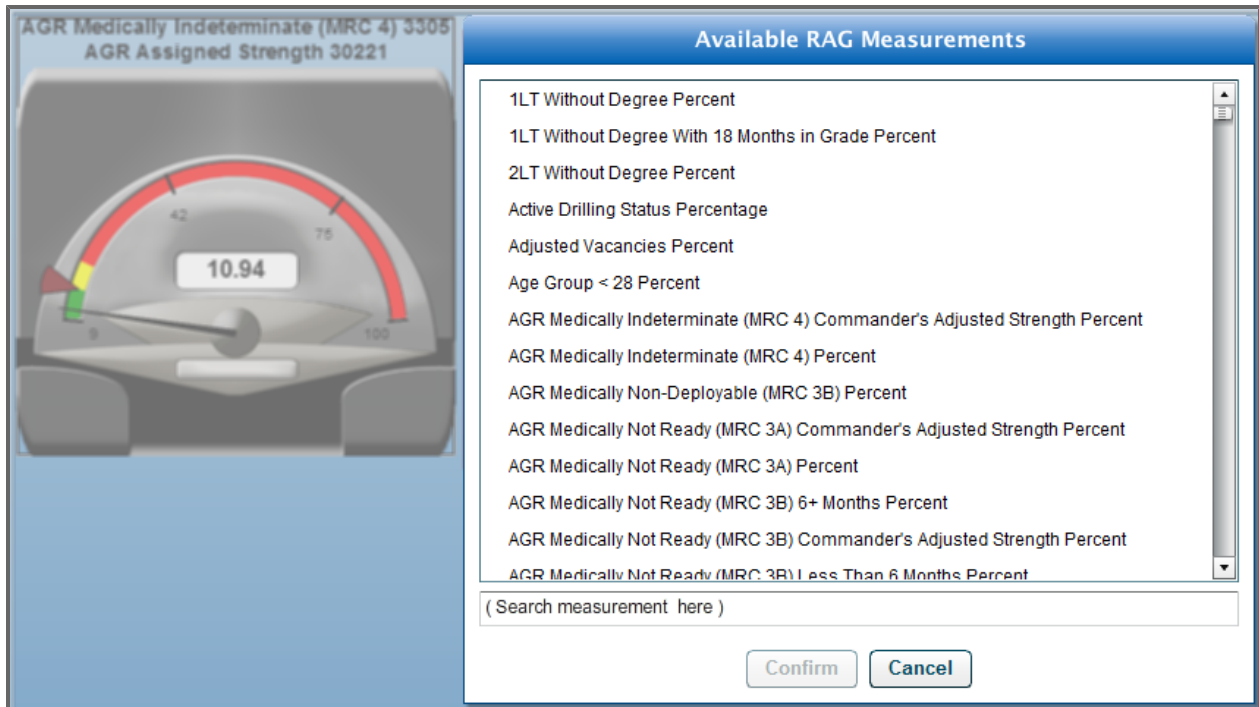
 <i>Table</i>	A table with user-defined rows and columns.
 <i>Custom Chart</i>	A fully customizable chart component.
 <i>Chart Wizard</i>	An interactive question-based wizard for generating charts.
 <i>Data Grid Wizard</i>	An interactive question-based wizard used for generating a row/column data grid.
 <i>Venn Charts</i>	A chart that diagrams the interactions between at least two and no more than three measurements.

8.1.5.2.1 Metrics Elements

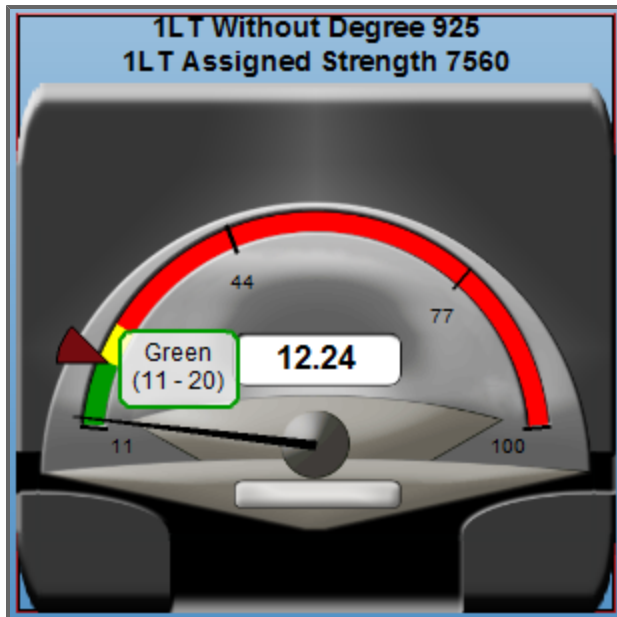
Now we will look at placing a metrics element on the dashboard layout, using a *Colored Gauge* as an example. All of the metrics elements are handled in the same way. Therefore, this section can be referenced for handling any metrics element that you may wish to place in your new dashboard layout.

1. Double click the **Gauge** button in the *Metrics* section under *Vs Scale*, or drag the button toward the dashboard layout area and release.
The available measurements window appears.

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2. Select measurement data from the pop-up list to be displayed on the gauge and click **Confirm**. The data appear on the gauge.




Note: As you pause on the numerical values shown on the gauge, you see a small pop-up window describing what the numerical value represents.

Note: To move the gauge within the layout, simply click the gauge and drag it to the desired position. To change the size of the image on the screen, move your mouse towards one of the corners of the image. A little two-sided pointed arrow appears. Moving the arrow allows you to modify the size of the image.

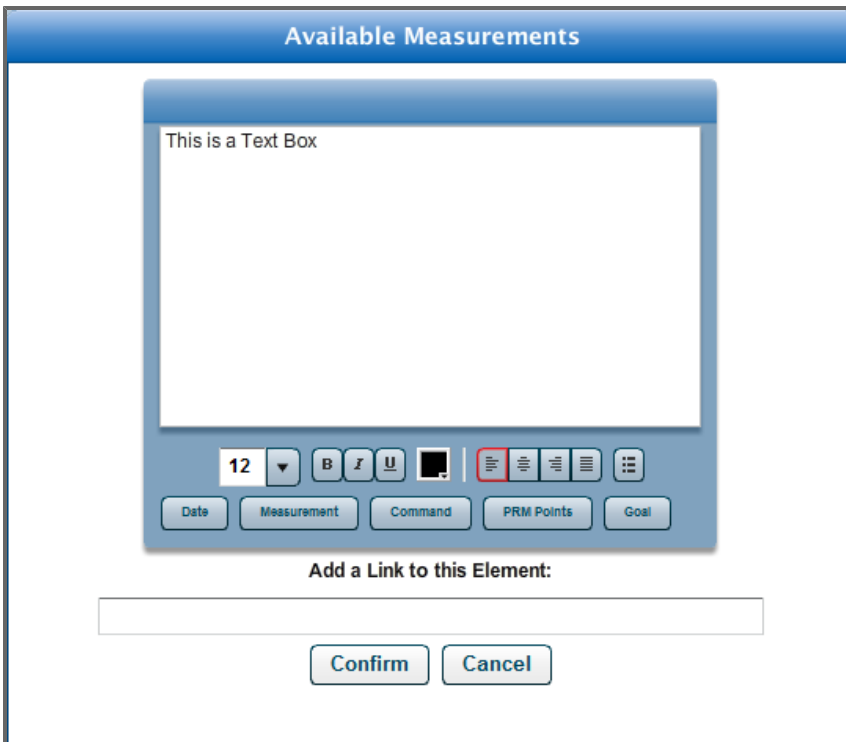
8.1.5.2.2 Common Elements

8.1.5.2.2.1 Text Area

The *Text Area* element  allows users to input and format text, as well as dates and some calculated values.



Drag and drop the *Text Area* icon onto the dashboard; enter some text into the empty field of a pop-up screen and highlight it.



Now you can format the text as desired: changing color, size, justification, and numbers or bullet points.

1. Click the **Date** button to add and format a date.
A pop-up window deploys to format the date.
2. From here, you can select the *End of Current Date* check box to show data for the current day, or select any other day, month, or year (up to five previous fiscal years). You are then able to select a format in which the date will appear on the screen. Click the **Insert Tag** button, and then click **Done**.

Select Date and Format

End of Current Date

Month

Enter how you would like your date(s) to be formatted. Use the drop down list to select a pre-defined format for, or a portion of, your date and press the 'Insert Tag' button to add that tag to your input. As you change the input, a preview will appear to show you how your date will appear.

Formatting with date 20120930

Four Digit Year

Insert Tag

Done

8 Dashboards

Click **Measurement**; select a measurement, and choose to have the measurement reflect either the current day's value by selecting the *End of Current Date* check box, or any other day, month, or year (up to five previous fiscal years). Click **Confirm**.

The screenshot shows a dialog box titled "Specify Measurement and Run Date or Constant Value". It has two tabs: "Measurement and Run Date" (selected) and "Constant Value". Under the "Measurement and Run Date" tab, there is a list of measurements: "1LT Accessions (FYTD)", "1LT Accessions (MTD)", "1LT Assigned Strength", "1LT Attrition Losses (12 Mo)", "1LT Attrition Losses (FYTD)", "1LT Attrition Losses (MTD)", "1LT Completed BOLC", "1LT Losses (FYTD)", "1LT Losses (MTD)", and "1LT With >42 Months in Grade". Below the list is a search box containing the text "(Search measurement here)". To the right of the list, there is a checked checkbox labeled "End of Current Date". Below this checkbox is a dropdown menu currently showing "Day". At the bottom of the dialog are two buttons: "Confirm" and "Cancel".


Click **Command** to select to show either the command level, such as NGB, or the command value, such as NG.

Click **PRM Points** to open a window displaying a list of all evaluative metrics in the product.

The *Text Box* will also be either red, amber, or green, representing how well your selected command level is achieving its goal for that specific measurement.

8.1.5.2.2 Text Star

The Text Star element allows you to input and format text, as well as dates and some calculated values.

Select the **Text Star** icon  from the New Elements menu and position it on the dashboard as desired. The Define Your Element pop-up menu allows you to input and format text, enter dates and calculate values. (For more details on how to format and edit text, see [Text Area](#) on page 111 of this manual.)

Further, you can configure the image of the Text Star: change the border type, the number of points displayed, the size of points, and the color of the star and its border. Numerous combinations are possible.

Click **Confirm** to save and view your selections.

8.1.5.2.2.3 Empty Block

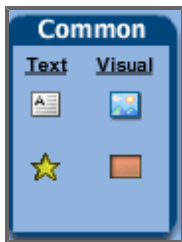
The Empty Block element can be used to create borders, background color, overlays, etc.


Drag and drop the Empty Block onto the dashboard. Click the **Selected Elements Tab**, and then the **Specify Element Style** button.

The following pop-up menu appears, allowing you to select the Background and Border style and colors.

8.1.5.2.2.4 Image

The Image element allows you to insert an image loaded from a provided URL.




Select the **Image** icon  from the New Elements menu, double click it (or drag it onto the dashboard), and position it as desired. The Define Your Image pop-up menu allows you to select an image from the list of available images in Default Image Directory, or load an image from a specified URL.

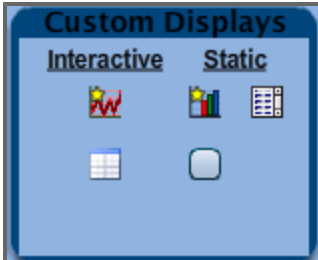
Click Confirm to see the image added to the dashboard layout.

8.1.5.2.3 Custom Displays

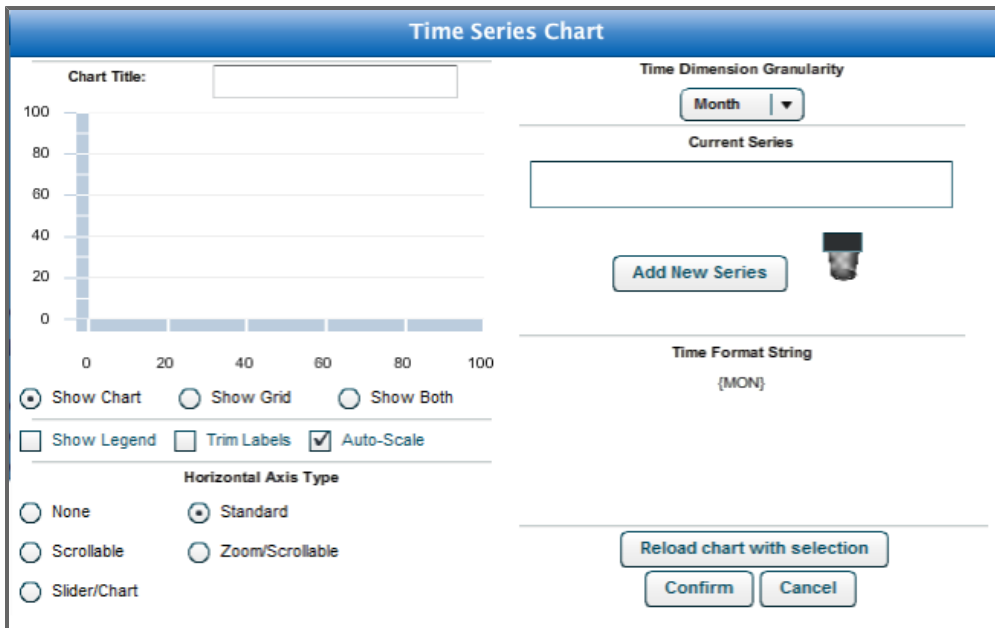
The *Custom Displays* section of *New Elements* allows you to create various charts and tables based on your defined measurements.

8.1.5.2.3.1 Custom Chart


Locate and drag the **Custom Chart** button  onto the dashboard layout and position it as desired.



The resulting pop-up window allows you to customize your chart. You can name the chart, select the Horizontal Axis Type, and choose to Auto-Scale the chart and Trim labels, among many other choices.



8.1.5.2.3.2 Time Series Chart

1. Click the **Custom Chart** button . The *Time Series Chart* window appears.

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The screenshot shows the 'Time Series Chart' configuration interface. On the left is a bar chart with a vertical axis from 0 to 100 and a horizontal axis. The chart title is empty. To the right of the chart are various settings:

- Time Dimension Granularity:** A dropdown menu set to 'Month'.
- Current Series:** An empty text input field.
- Add New Series:** A red-bordered button with a trash can icon.
- Time Format String:** A text field containing '(MON)'.
- Horizontal Axis Type:** Radio buttons for 'None', 'Standard' (selected), and 'Scrollable'. Below these are 'Zoom/Scrollable' and 'Slider/Chart' options.
- Display Options:** Checkboxes for 'Show Chart' (selected), 'Show Grid', 'Show Both', 'Show Legend', 'Trim Labels', and 'Auto-Scale' (checked).
- Buttons:** 'Reload chart with selection', 'Confirm', and 'Cancel'.

2. Click **Add New Series**.

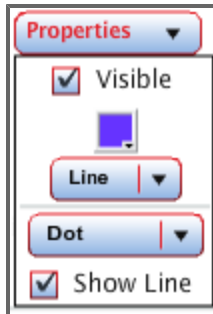
The *Create your Series* window appears

The screenshot shows the 'Create your Series' configuration window. It features a list of 'Available Measurements' on the left and configuration options on the right:

- Available Measurements:** A scrollable list containing various metrics such as '1LT Accessions (FYTD)', '1LT Attrition Losses (12 Mo)', and '1LT Without Degree'.
- New Series 03:** A text input field at the top right.
- Properties:** A red-bordered button.
- Start Date:** A dropdown menu set to 'Start of Current Fiscal Year'.
- End Date:** A dropdown menu set to 'End of Current Fiscal Year'.
- End of Current Date:** An unchecked checkbox.
- Fiscal Year:** A dropdown menu set to 'Fiscal Year'.
- Visual Aids:** A horizontal line with a green downward-pointing triangle and a red upward-pointing triangle.
- Buttons:** 'Confirm' and 'Cancel' at the bottom.

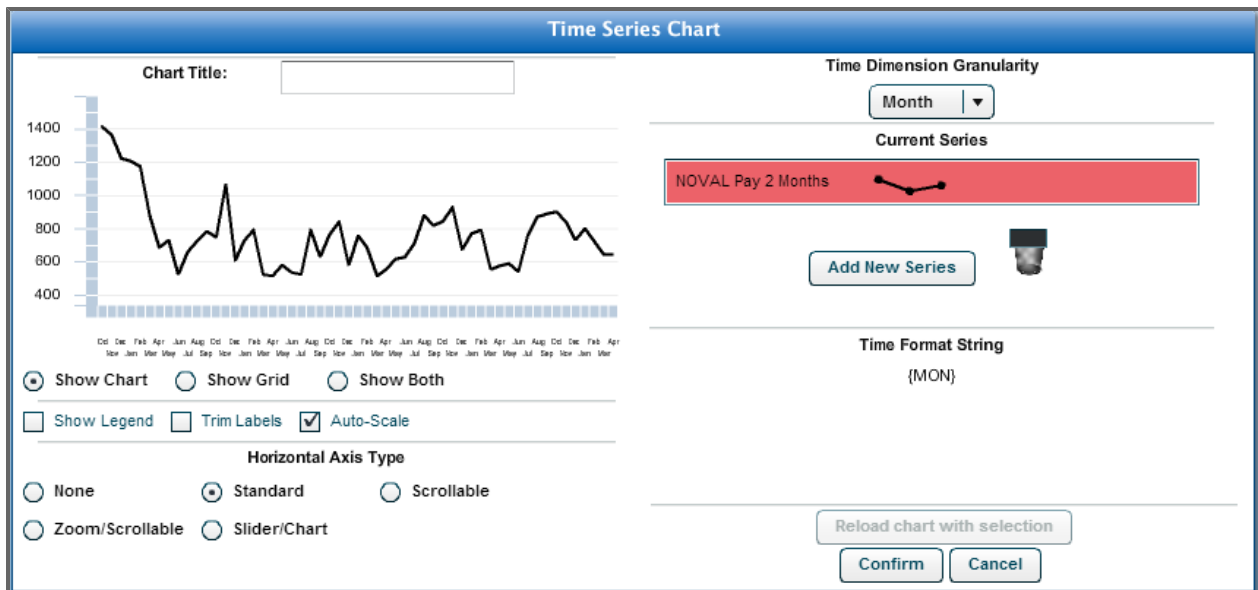
8 Dashboards


3. Click the **Properties** button to view a full list of the customization options.
Properties of the chart can be displayed as a bar, a line, or an area. The type of line can be further customized. You can select a color of the line, bar, or area, and its visibility in the dashboard layout.




4. You can then select the start date and end date of the chart to be static or dynamic. You can also check the *End of Current Date* box to ensure that the data in the chart is updated regularly.
5. After all necessary selections are complete, click **Confirm**.
6. The customize time series screen reappears.
7. Click the **Reload Chart with Selection** button.

The newly created time series chart appears on the screen.



8. As necessary, add new series by clicking the **Add New Series** button and following the above steps.
9. If you need to delete a series, click the title of the series and drag it to the recycle bin .
10. From the Time Series Chart Screen, you can change the *Time Dimension Granularity* using the provided drop-down list. Your selection is represented on the horizontal axis of the chart.
11. After you have finalized your selections, click **Confirm** to load the chart on the dashboard.
The dashboard appears with the new time series chart added.

8.1.5.2.4 Chart Wizard

1. Drag the **Chart Wizard** button  onto the dashboard layout and position as desired.
2. The Wizard will guide you through the *Measurement Selection*, *Time Period*, *Data Range*, *Group*, *Series*, and *X-Axis Setup*.
3. Select a measurement by clicking the **Search** button.
4. Type in the measurement you are searching for (Total Losses (12 Mo) in our example), and click the **Search** button.
The search engine will bring up a list of Measurements that have Total Losses (12 Mo) in the Measurement description.
5. Click one of the Measurements to select it.
6. Click the **Add Selected Measurements** button.
Your selected measurement is now listed on the Chart Wizard Setup Measurement Selection screen. To delete a Measurement, click the red X.
7. Change the Output Results Filter to “Top” or “Bottom” to show only the top or bottom “n” number of values, e.g. show the top 5 values for Assigned Strength.
8. Click the **Next** button to view the Time Period Setup screen.
9. Using the radio buttons, choose a time period to be displayed on a horizontal axis of the chart. Click **Next**.
Note: You can return to a previous page by clicking the **Previous** button.
10. Select how much data you would like to display on the chart. You can set a number of months, days, or years.
11. Choose to group the measurement you have chosen by a specific category, such as Grade Group.
12. Click **Next**.
13. Choose the Chart Type, Marker Style, Color, and whether or not to show this information in the chart’s Legend.
Note: The [Chart Types](#) on next page details what each chart looks like.
14. Click **Next**.
15. Customize the data that is shown on the X-Axis (horizontal axis) of your chart, and click **Next**.
16. Make changes to the Y-axis Scale, Chart Background, or Y-Axis and X-Axis colors.
17. Make any changes in the Chart Preview screen.
18. Expand the **Summary** panel to see what the chart represents, or view a description of each icon located in the toolbar above the chart preview.

The following buttons are available (from left to right):

- Select Chart Type
- Select Color Palette
- Toggle Chart Legend

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- Toggle 3D View
- Properties

Using these buttons, you can further modify the style, color, and properties of the chart. The Properties button offers the most customization, enabling you to show the values represented in the graph, turn on or off the y-axis and x-axis gridlines, changing the background color of the chart, and even making the graph semi-transparent.

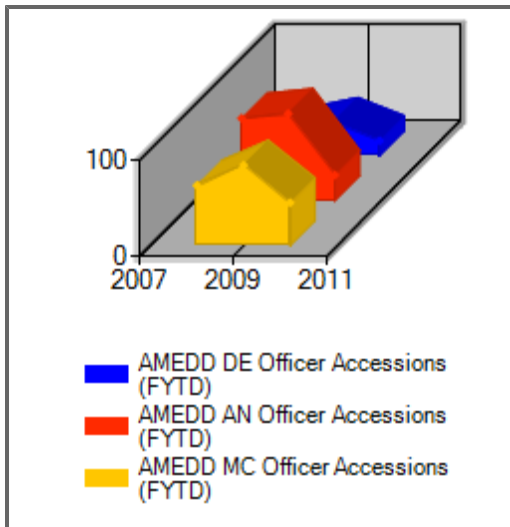
You can also resize the chart from this screen by choosing a height and width and clicking **Resize Chart**.

19. After all modifications are complete, click the **Finish** button.
The chart is placed on the dashboard layout.

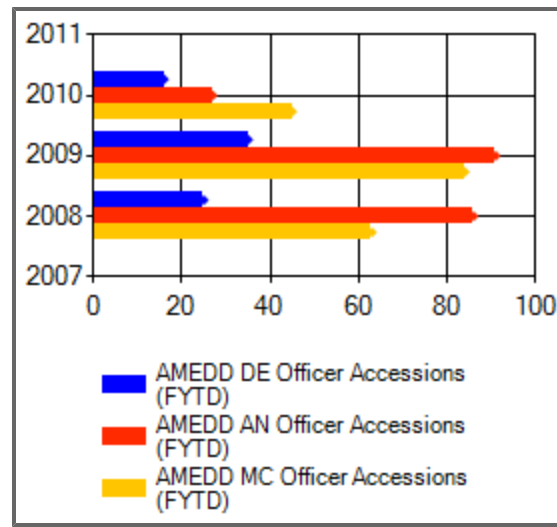
8.1.5.2.4.1 Chart Types

The following are available for use in the Chart Wizard. Each chart type is accompanied by an example of the chart.

Area



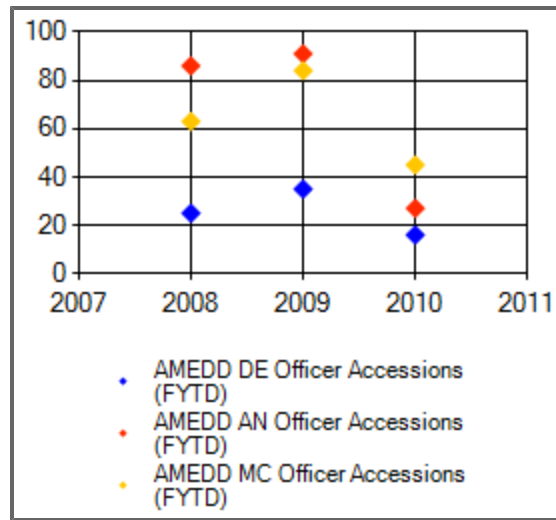
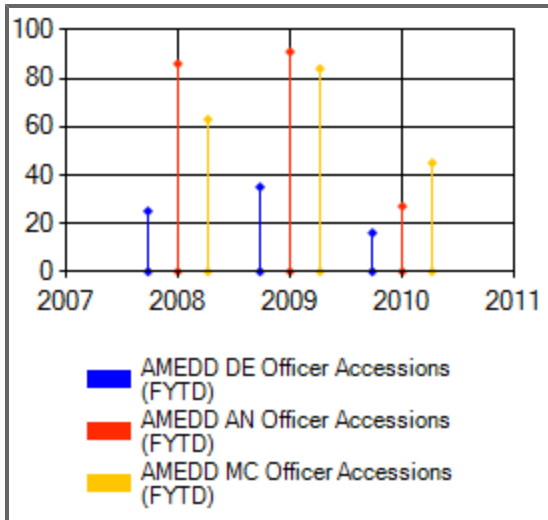
Bar



Box Plot

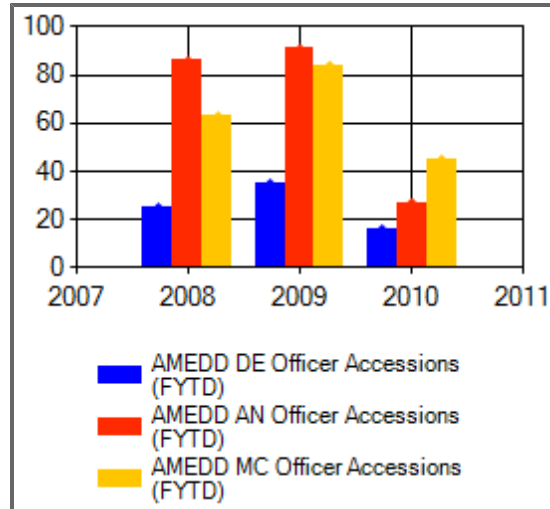
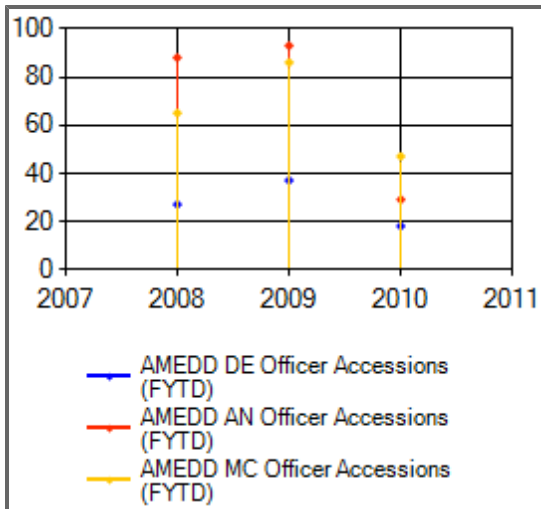
Bubble
- 120 -

8 Dashboards



Candlestick

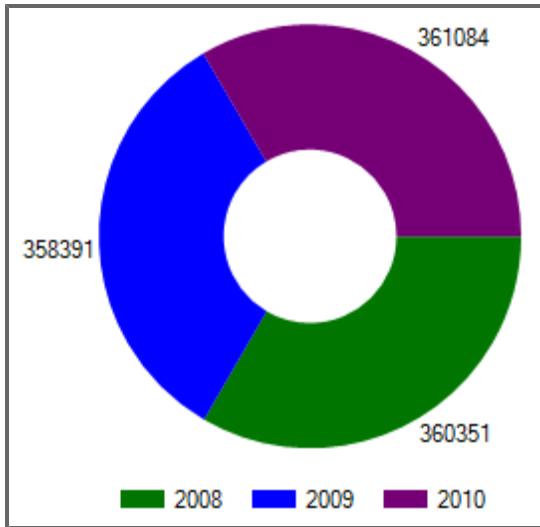
Column



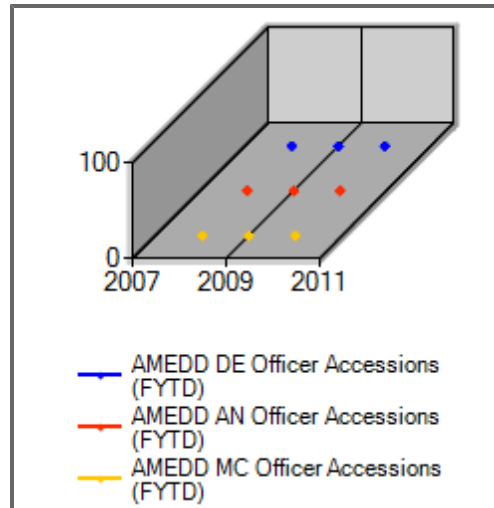
Doughnut

Error Bar

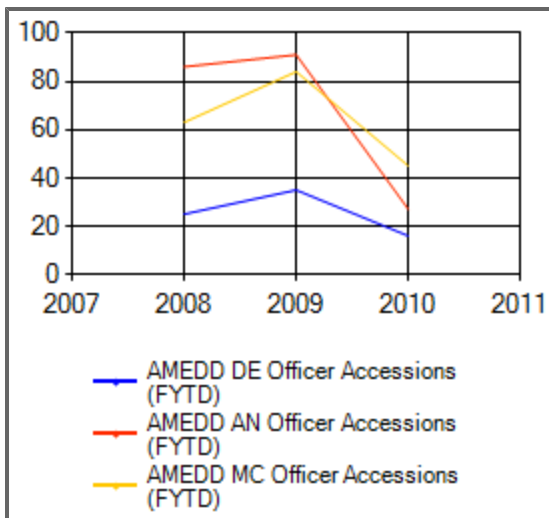
8 Dashboards



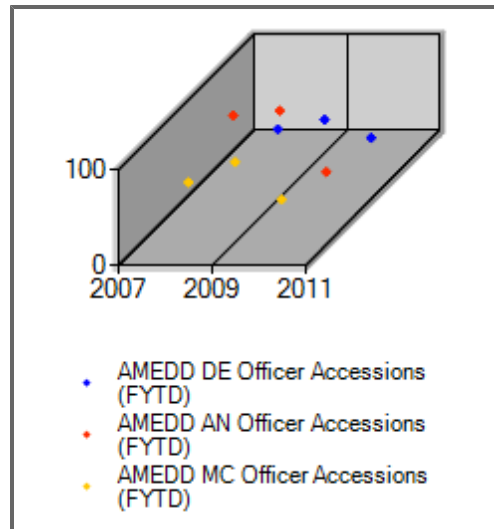
Fast Line



Fast Point

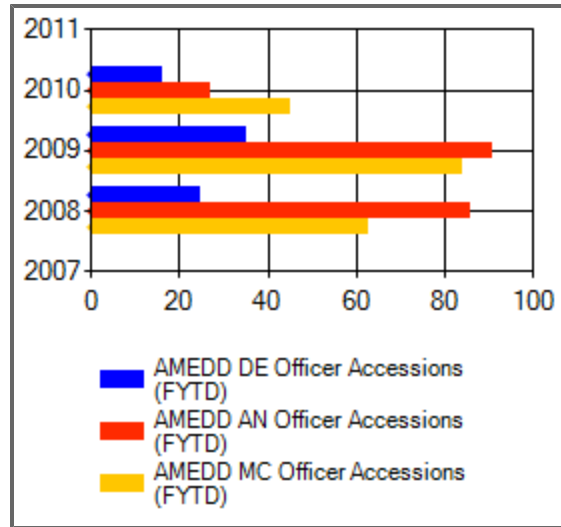
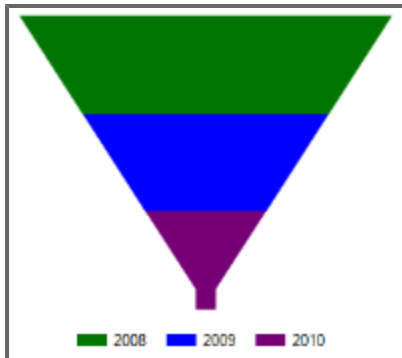


Funnel



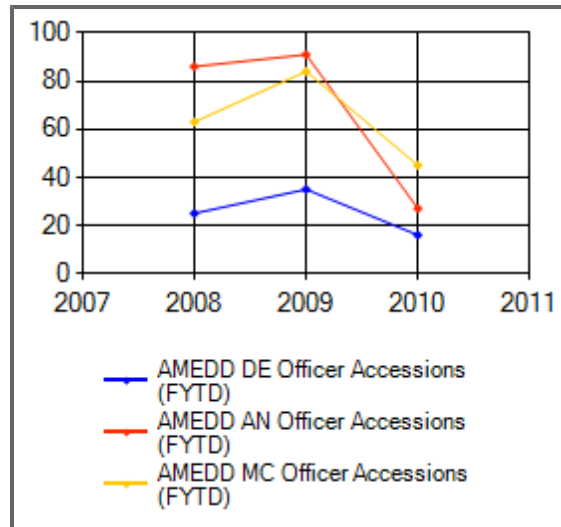
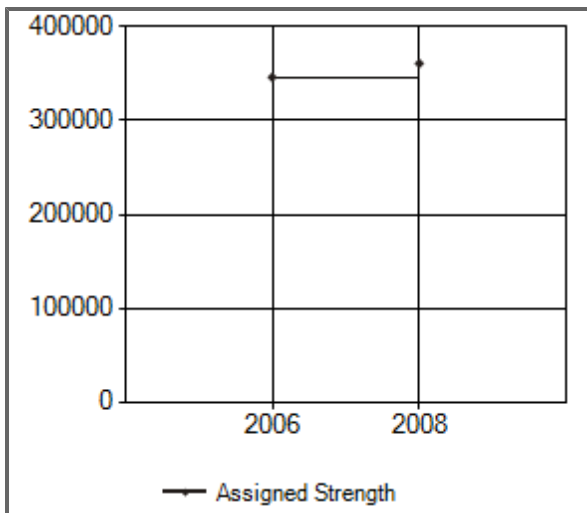
Gantt

8 Dashboards



Kagi

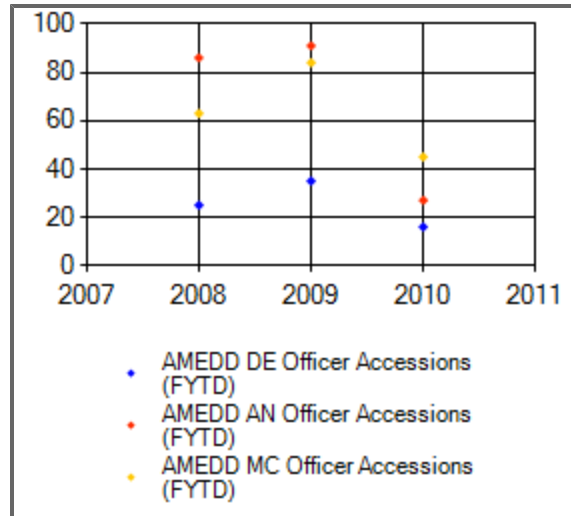
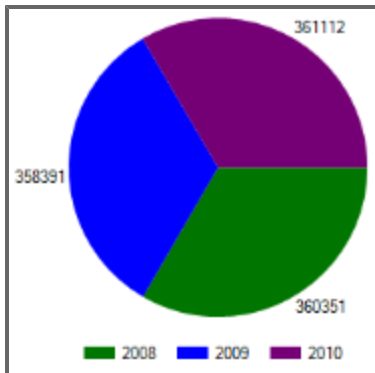
Line



Pie

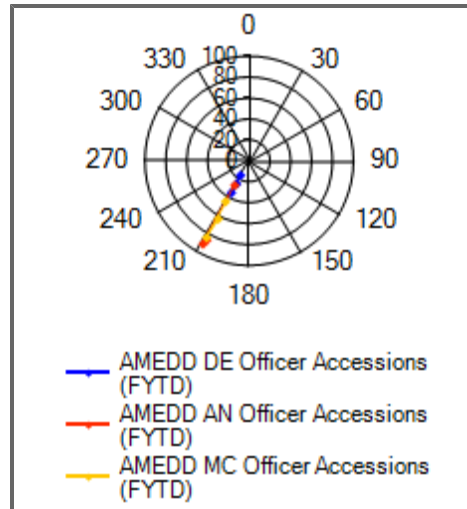
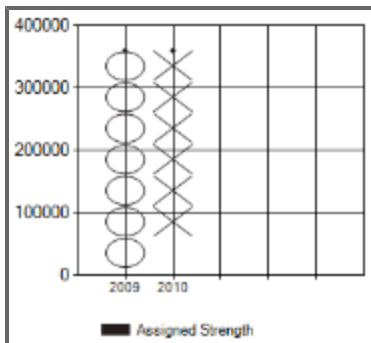
Point

8 Dashboards

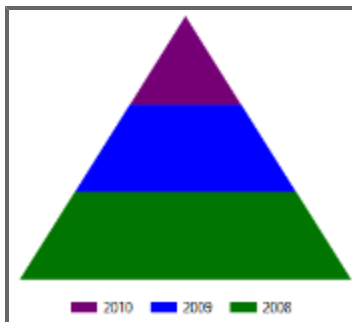


Polar

Point and Figure

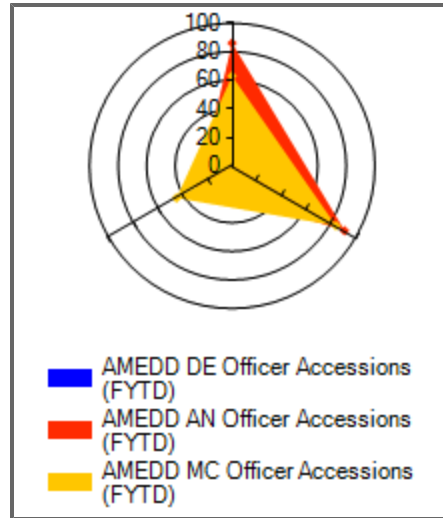


Pyramid



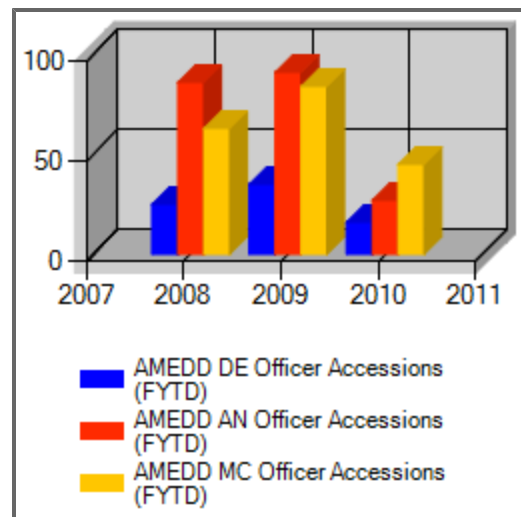
Radar

8 Dashboards



Range Column

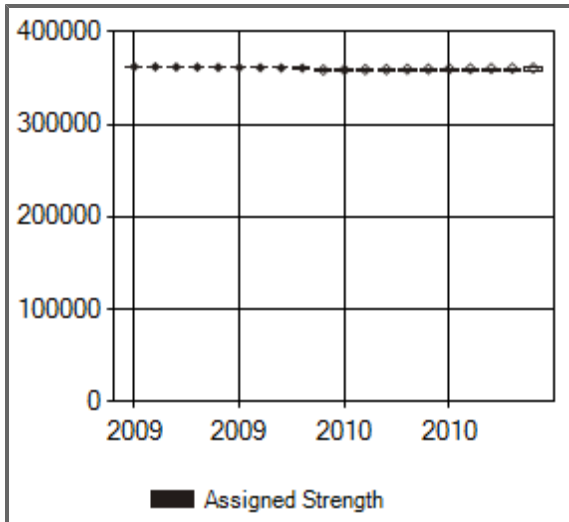
Range



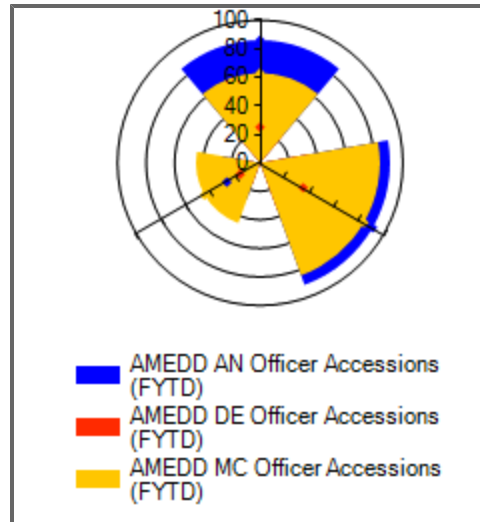
Renko

Rose

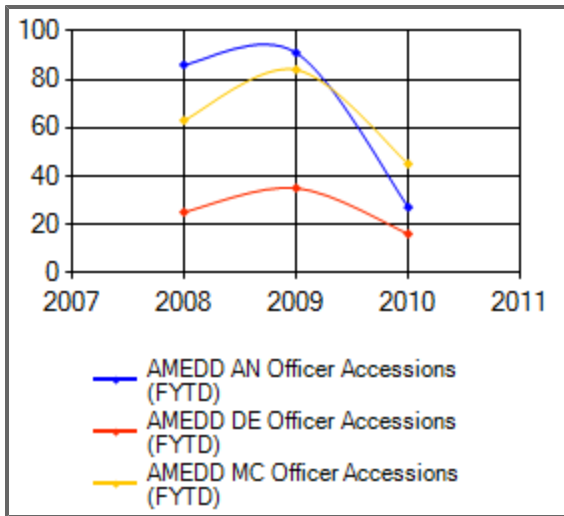
8 Dashboards



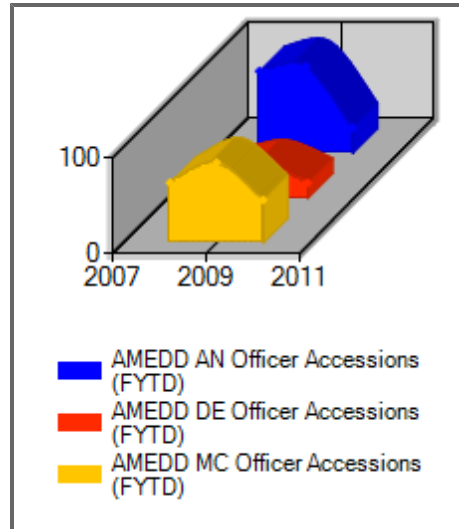
Spline



Spline Area

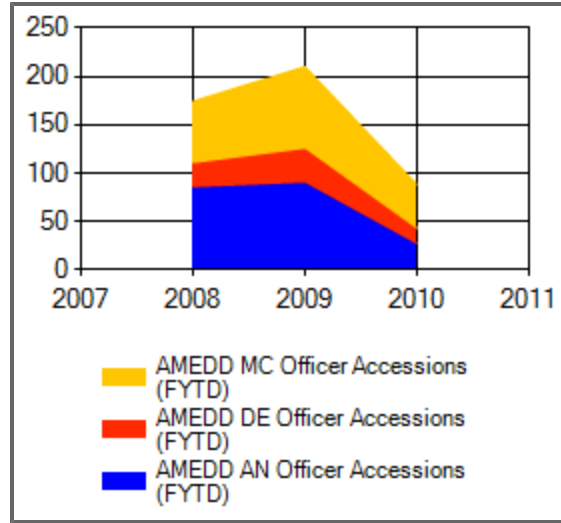
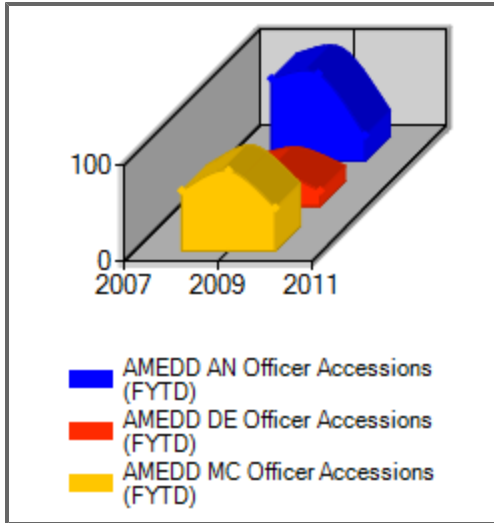


Spline Range



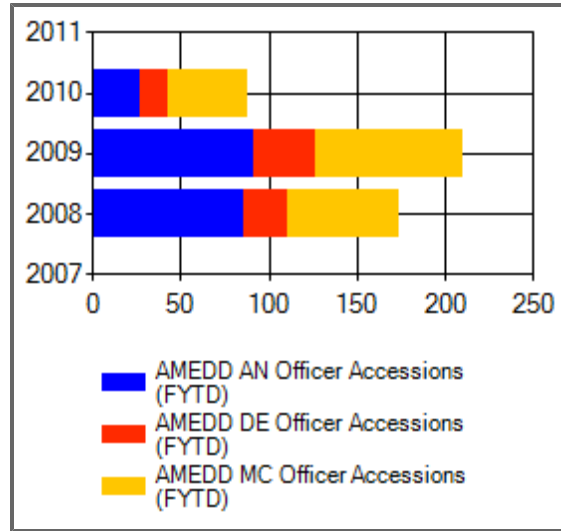
Stacked Area

8 Dashboards

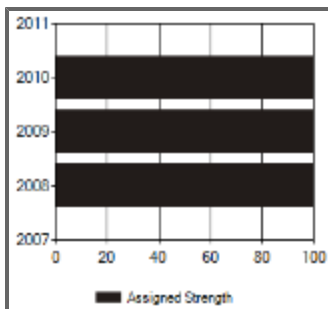


Stacked Bar

Stacked Area 100

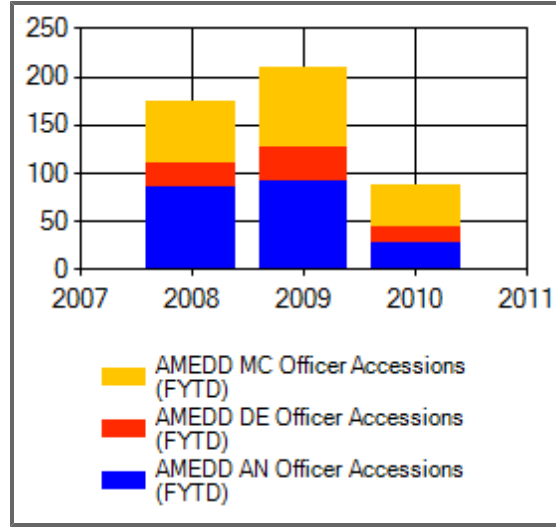


Stacked Bar 100

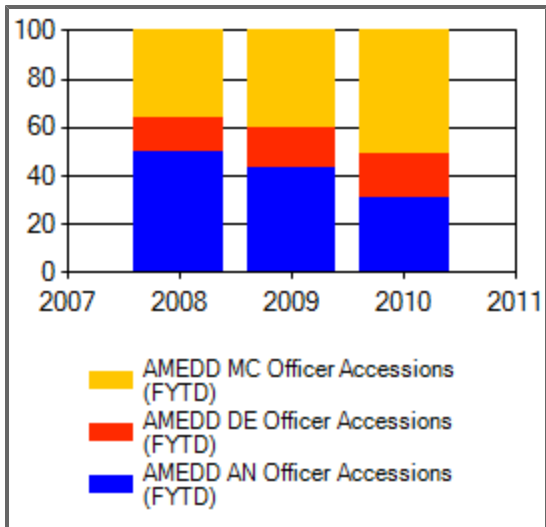


Stacked Column

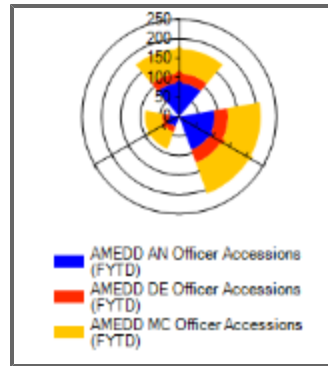
8 Dashboards



Stacked Column 100



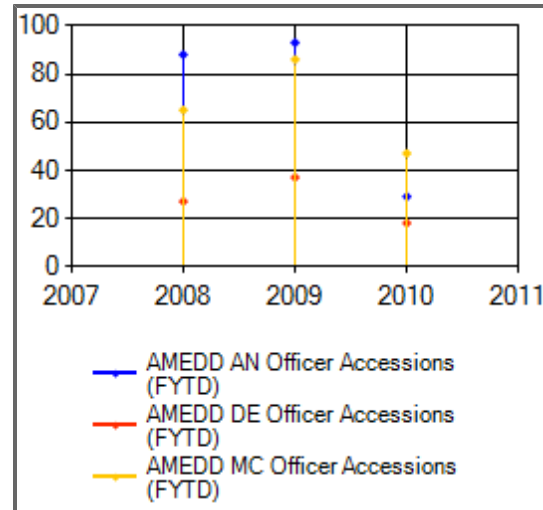
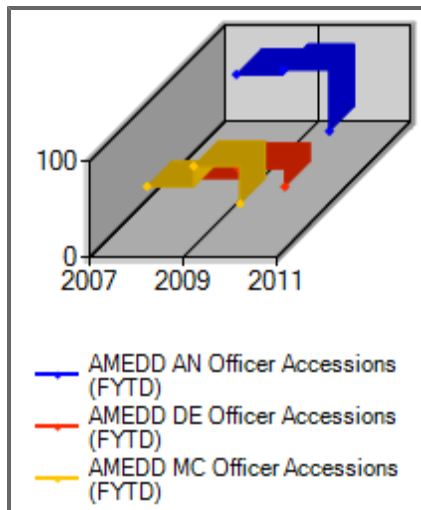
Stacked Rose



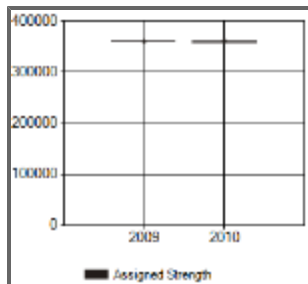
Step Line

Stock

8 Dashboards




Three Line Break



8.1.5.2.5 Table

The Table functionality allows you to insert a table of a defined size and customize the information that it contains. Using this feature, you can include measurements in different cells of the table, insert standard text, add and delete rows and columns, and resize the table to fit your needs.

8.1.5.2.5.1 Creating A New Table

1. Click the **Table** button ()
The following screen appears.

8 Dashboards

The image shows a dialog box for creating a table. It has three radio buttons at the top: "Create a New Table" (selected), "Add Rows or Columns", and "Set Selected Cell Value". Below these are two sets of "row" and "column" spinners. The first set is for "Create a New Table" with row and column values set to 3. The second set is for "Add Rows or Columns" with row and column values set to 1. In the center is a large empty rectangular area representing the table. Below this area is a toolbar with a font size dropdown set to 10, and buttons for Bold (B), Italic (I), Underline (U), and a black square. To the right of these are four alignment buttons (left, center, right, justified) and a list-style button. Below the toolbar are two buttons: "Date" and "Calculated Value". At the bottom are three radio buttons: "My Command" (selected), "My Parent", and "NG". Finally, there are "Confirm" and "Cancel" buttons.

2. Select the *Create a New Table* radio button.
 3. Modify the number of rows and columns the table will include.
 4. Click **Confirm**.
- The table appears on your Dashboard.

8.1.5.2.5.2 Inserting Dates Into Cells

1. Select a cell in the table and click **Edit Element Data**.
2. Click **Date**.

The following screen appears.

3. Click the **Month** drop-down menu to change the period of time.

Drag the red triangle to a specific point in time.

Note: To view the most recent data available, select the *End of Current Date* check box.

4. Choose how to format the date string you have selected by clicking the **Four Digit Year** drop-down menu.
5. After choosing how to format the date string, click **Insert Tag**.
6. Click **Done**.

The date string you have chosen appears in the selected cell of your table.

8.1.5.2.5.3 Inserting Measurements Into Cells

1. Select a cell in your table and click **Edit Element Data**.
2. Click **Measurement**.
3. Choose a measurement from the available list.
4. Select a run date for the measurement you have chosen.
5. Click **Confirm**.

The following screen appears.

Select Measurement Formula

Generate a formula of Measurement Values and / or Constant Values. The result is calculated top down, there is no operational order of precedence imposed. Change the last operation from "End" to a mathematical operation to add more calculations. Format your result display with the controls on the right.

Show '+' sign when positive
 Standard Number
 Percentage Value
 Length Constrained Integer

Round to decimal places
 123.456 would display as 123.456

1LT Without Degree
 58c82b92-d58b-46f3-8eec-6f3097e1a870
 at End of Current Day

END ▾

Confirm Cancel

6. Choose how many decimal places you would like to show, whether you want to show a percentage, or if you'd like to show a '+' when the value is positive.
7. Click the **End** drop-down menu to choose a function—addition, subtraction, multiplication, or division—to apply to another measurement.
8. When you are finished, click **Confirm**.
9. Customize how you would like the measurement to appear by changing the color, size, and location of the measurement.
10. Click **Confirm**.

8.1.5.2.5.4 Changing The Command Value For A Measurement


1. Select a cell in your table and click **Edit Element Data**.

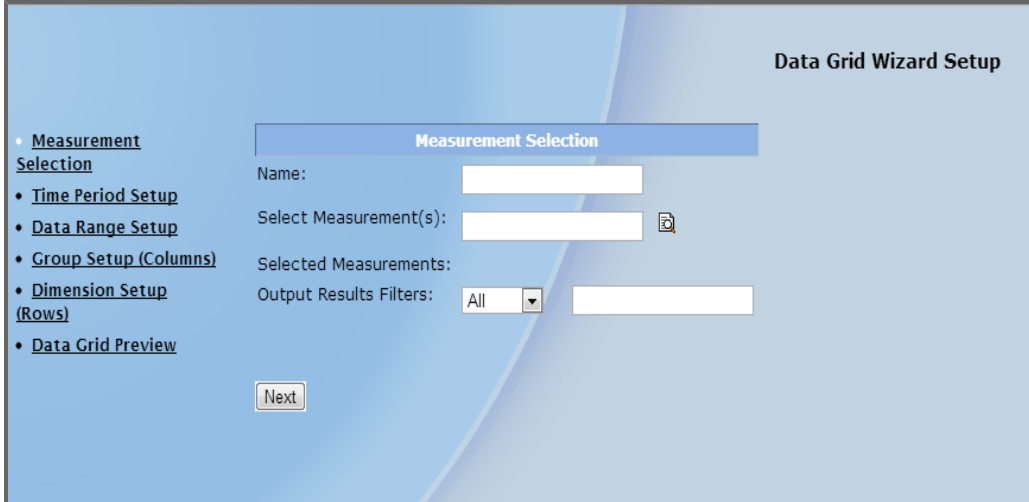
Note: The cell you select could either contain no data or a previously selected measurement.

2. Highlight the measurement, or select one if there isn't one already in the cell.
3. Select the radio button—*My Command*, *My Parent*, or *NG*—for which you wish to view data.
4. Click **Confirm**.

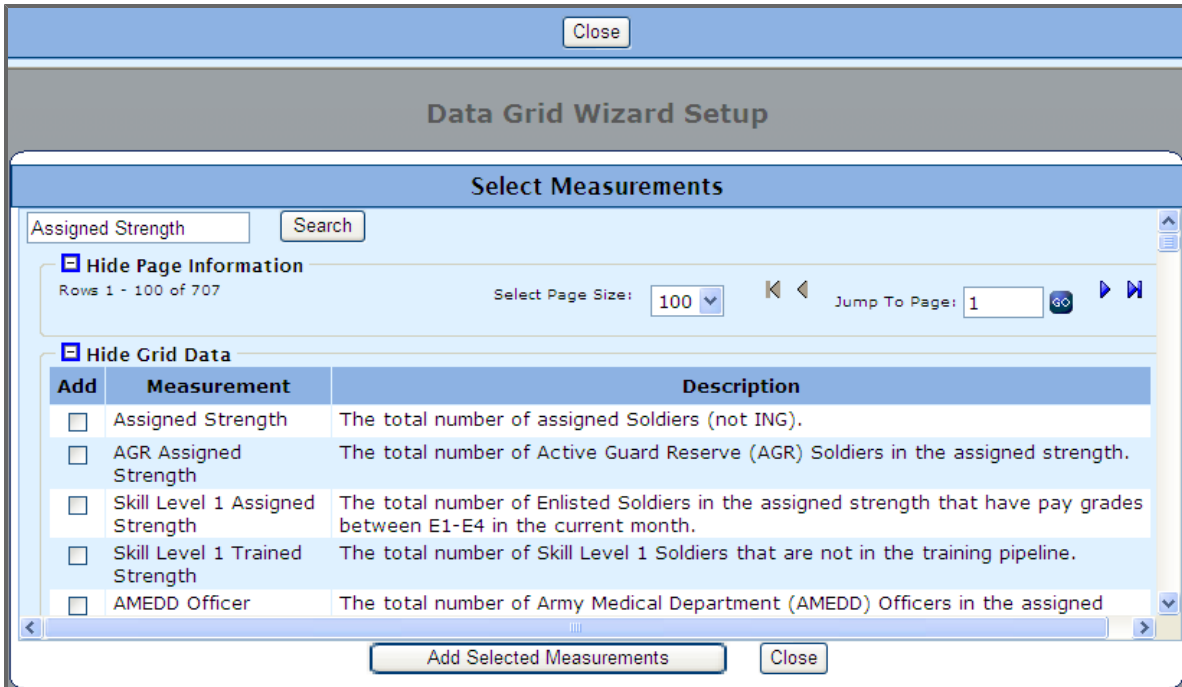
- The data in the selected cell now shows values for the command level you chose, either *My Command*, *My Parent*, or *NG*.

8.1.5.2.6 Data Grid Wizard

- Click the **Data Grid Wizard** button . The following screen appears.



- Type Assigned Strength into the text field next to *Select Measurement(s)* and click the magnifying glass button. The following screen appears.



8 Dashboards

3. Select a measurement.

The window closes and shows your selected measurement.

The screenshot shows the 'Data Grid Wizard Setup' window. On the left, a navigation menu lists: Measurement Selection (highlighted), Time Period Setup, Data Range Setup, Group Setup (Columns), Dimension Setup (Rows), and Data Grid Preview. The main area is titled 'Measurement Selection' and contains the following fields: 'Name:' with an empty text box; 'Select Measurement(s):' with a text box containing 'Assigned Strength' and a magnifying glass icon; 'Selected Measurements:' with a red 'X' icon and the text 'Assigned Strength'; and 'Output Results Filters:' with a dropdown menu set to 'All' and an empty text box. A 'Next' button is located at the bottom left.

4. Click **Next**.

5. Choose to view current data, plot data for each month, or plot a single data point for a specific number of years. For this demonstration, select the second radio button, *Monthly Data Points*.

The screenshot shows the 'Data Grid Wizard Setup' window with a 'Close' button at the top. The navigation menu on the left now highlights 'Time Period Setup'. The main area is titled 'Time Period Setup' and contains the question 'What period of time?' followed by three radio button options: 'Current Data Point' (selected), 'Monthly Data Points', and 'Yearly Data Points'. 'Previous' and 'Next' buttons are located at the bottom right.

6. Click **Next**.

- Decide how much data you would like to view, and whether you want to view data for Months, Years, or the Previous Year.

Note: If you select Year or Previous Year, you are then asked to select between Fiscal Year, Rolling Year, or Calendar Year.

- Click **Next**.
- Decide whether or not you'd like to group the metric by a specific value, and if you'd like to order the data from greatest to least, or vice versa.

Note: When selecting two or more measurements or an option other than showing the current data, you are unable to sort the data from greatest to least or vice versa.

- Select a sorting option. For this demonstration, select **Dimension Value High to Low**.

8 Dashboards

11. Click **Next**.
12. Select the dimension you would like to view in the *Data Grid*.

The screenshot shows the 'Data Grid Wizard Setup' window with the 'Dimension Setup' step active. On the left, a navigation pane lists several steps: Measurement Selection, Time Period Setup, Data Range Setup, Group Setup (Columns), Dimension Setup (Rows), and Data Grid Preview. The 'Dimension Setup' section includes a 'Selected Dimension' dropdown menu set to 'Grade'. Below this is a list of military ranks with checkboxes: Private 1 (E1) is unchecked, while Private 2 (E2) through Sergeant Major/Command Sergeant Major (E9) are all checked. A 'Sorting Option' section contains radio buttons for 'Alphabetical Order' (selected), 'Dimension Display Order Low to High', 'Metric Value Low to High', 'Metric Value High to Low', and 'System Applied Sort'. At the bottom, there are 'Exclude Zero Values' and 'Display Descriptions as X-Axis Values' checkboxes, both unchecked. 'Previous' and 'Next' buttons are visible at the bottom.

13. Click **Next**.
You are shown a preview of what your created *Data Grid* looks like.

The screenshot shows the 'Data Grid Wizard Setup' window with the 'Data Grid Preview' step active. The navigation pane on the left now highlights 'Data Grid Preview'. A 'Data Grid Preview' table is displayed, showing data for 'Apr 2013' across various grades. Below the table is a 'Summary' box with the following information: Data Grid Name, Selected Dimension: Grade, Columns: Month / Year Abbreviation, and Assigned Strength. 'Previous' and 'Finish' buttons are visible at the bottom.

Grade	Apr 2013
E2	19,641
E3	41,024
E4	97,677
E5	65,024
E6	40,124
E7	22,437
E8	7,713
E9	2,118

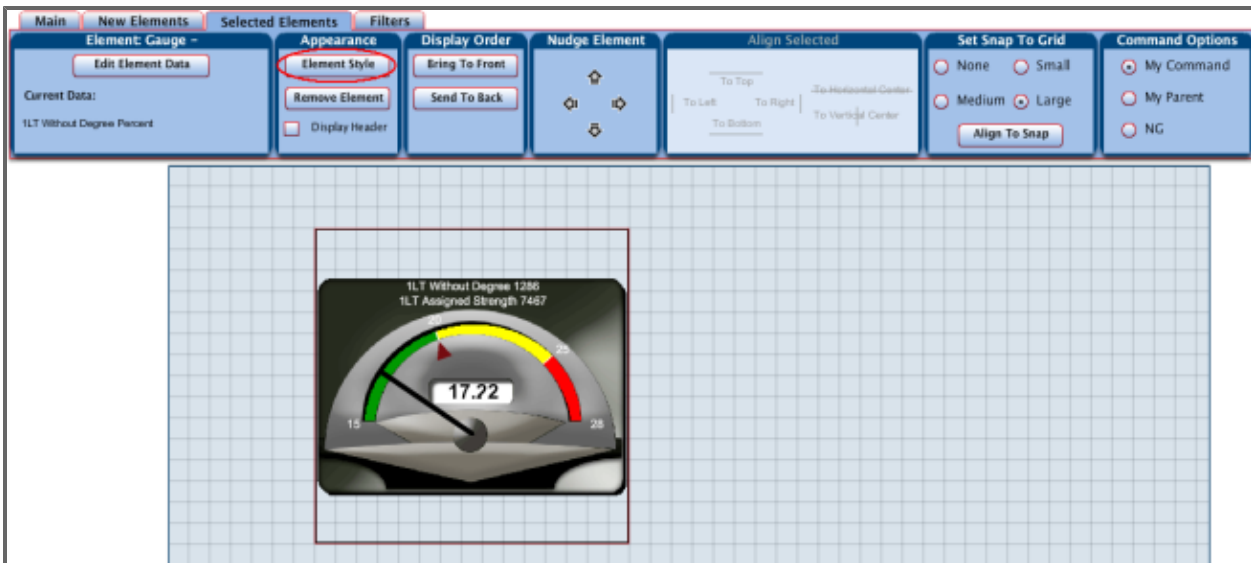
14. Click **Previous** or any tab on the left side of the screen to modify any of your selections, including measurement, dimension, and the time period for which you are viewing data.
15. Click **Finish** to show the completed *Data Grid* on your dashboard.

8.1.5.3 Selected Elements Tab

Once you have added an element into the dashboard, you can change the data, align the image with a variety of grids, and change the style and border of the image, among other things. To change the position of an element, such as a gauge, use the options provided in the *Element Position* section of the *Selected Elements* tab. You can set a grid of a desired size by choosing one of the **Set Snap to Grid** radio buttons and moving the *Gauge* within the grid by either clicking one of the **Nudge Element** arrows or by clicking the **Align To Snap** button.

If there is more than one element displayed on the layout and the images overlap, you can bring a desired image to the front of the overlap, or send it to the back of the overlap by clicking the **Bring to Front** and **Send to Back** buttons.

Click the **Element Style** button to change the appearance of the gauge.



The pop-up menu that appears allows you to select the color and style of the background and border of the gauge image.



There is an option to display a title of the measurement currently shown on the gauge (in this example 1LT Without Degree Percent) on the screen. To do this, select the *Display Header* check box.

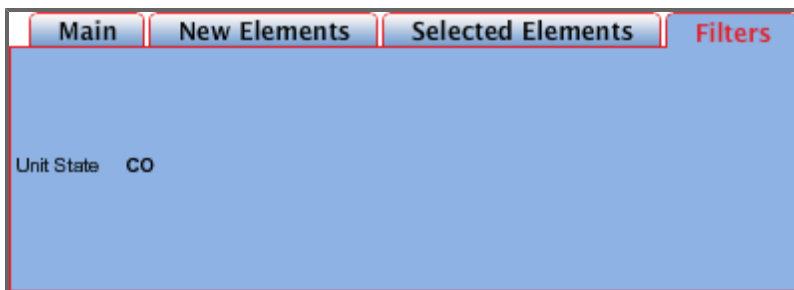
Notice that the gauge data (the title of the metric currently displayed on the gauge, in this example) is shown in the *Element Data Section*.

To change the measurement displayed on the gauge, click the **Edit Element Data** button. The resulting pop-up menu lets you select the new measurement.

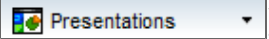
Click the **Remove Element** button to remove the gauge from the display.

8.1.5.4 Filters Tab

This tab shows you any current filters selected in the product. For example, if the Command Navigator is set to the state of Colorado, this setting will appear in the *Filters* tab.



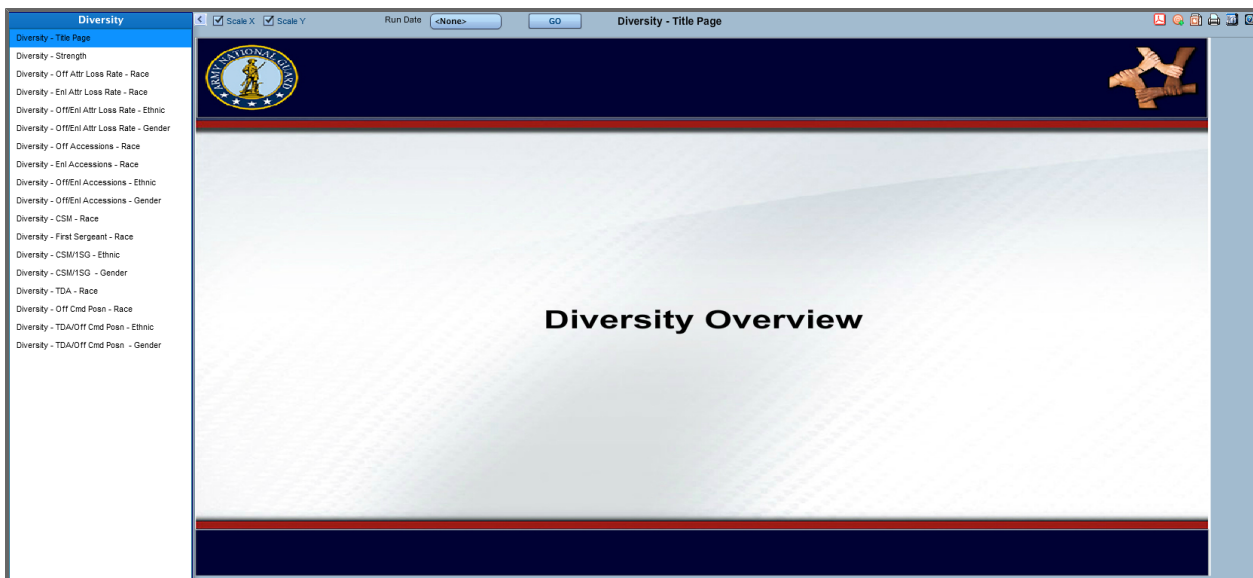
9 Presentations

The *Presentations* menu () contains a collection of slides and slide presentations.

9.1 Accessing Presentations



Click the title of any presentation from the menu.

The selected presentation appears.



9.1.1 Navigating Presentations

In any DPRO presentation, the screen is divided into three areas: the *Preview* area is located in the center of the screen, screen controls are located at the top of the screen, and a *Presentation Menu* is located on the left portion of the screen (the left panel). Items in the *Presentation Menu* represent individual slides in the presentation. For a list of icons used in presentations, see [Glossary of Icons](#) on page 287.

Button	Result
	The left panel disappears.
	The left panel reappears.
<i>Scale X</i> check box	The presentation is resized to fit the width of the screen.
<i>Scale Y</i> check box	The presentation is resized to fit the height of the screen.





9.2 Trend Arrows

Each metric available within the report shows a trend arrow pointing up, down, or right. These arrows represent the trend of the metric's value.








9.3 Trend Color Scale

For metrics with a goal, a color is also included within the *Trend* column. These colors can be white, red, amber, or green. The following table explains the meaning of each color within this column:

Color	Definition
White 	No associated goal value for metric.
Red 	Metric not meeting goal value.
Amber 	Metric is in goal value range.
Green 	Metric is exceeding goal value range.





9.4 Current Percent Color Scales

Click the number included within any box in the *Current Percent* column in order to view a table explaining the color scale for the selected metric.

	Scale Start		Scale End	Color
>=	0	<	95.00	
>=	95.00	<	99.00	
>=	99.00	<	101.50	
>=	101.50	<	102.00	
>=	102.00			

9.5 Additional Actions



Button/Action	Result
Click date next to <i>Run Date</i>	A calendar appears. Choose a date and click GO to view information for a new date.
Command menu	A menu with options for selecting a command level. Choose a level and click GO to change what information is visible.
	The presentation is exported as a PDF.
	The presentation is exported to Microsoft PowerPoint.
	The presentation is sent to the printer.
	A pop-up window appears with options for subscribing to the presentation.

10 Command Navigator

The *Command Navigator* allows you to easily filter most reports and dashboards to focus on data for only a specific command. Any changes to the settings take place immediately, and the applicable displays throughout DPRO change accordingly. For example, after you set the *Command Navigator* to a specific state or POD, all reports, charts, gauges, graphs, etc., display data only for that level of the hierarchy. *Command Navigator* settings last for the duration of a session and can be reset to their defaults at any time by clicking **Reset** in the *Command Navigator* window. Users can also set a new default hierarchy level by clicking **Save as Default**. This will keep the selected hierarchy level until you change it again, even after you log out of the session.

Command Navigator applies to the following:

- Reports and Dashboards
- Data Trends (HDT)
- Ranking Report
- Formation View
- Personnel Readiness Manager (PRM)

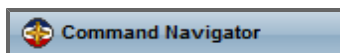
Command Navigator does not apply to the following:

- Entity Search
- Indexes
- User Management Tool (UMT)
- Excess Management Tool (EMT)

10.1 Accessing the Command Navigator/Picker

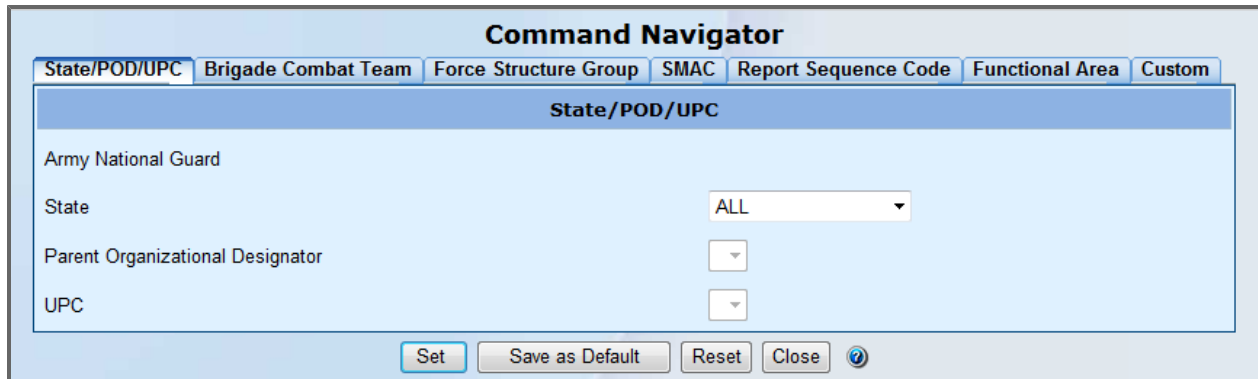
To access the Command Navigator:

1. Click **Command Navigator** in the *My Command* section of the Ribbon Toolbar.



10 Command Navigator

The *Command Navigator* window appears.




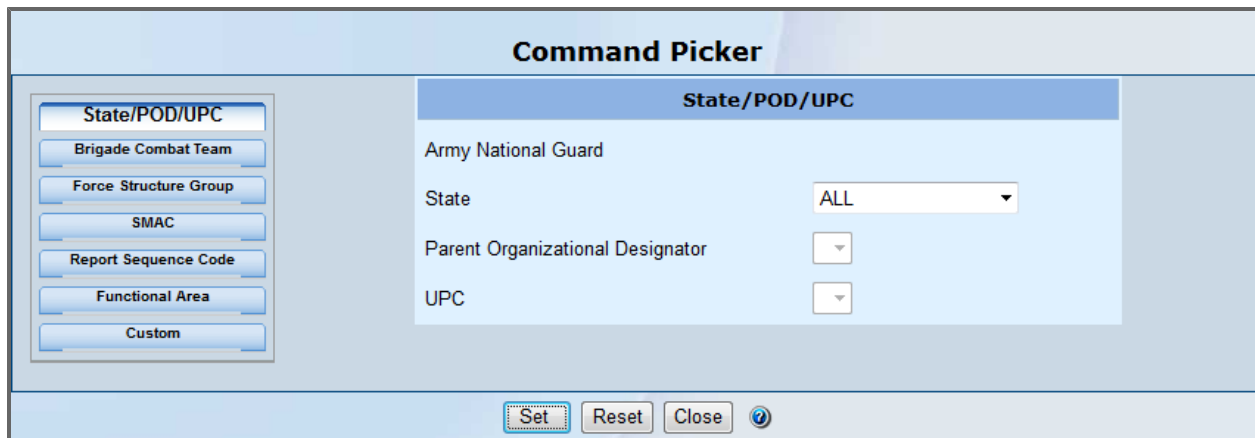
The screenshot shows the **Command Navigator** window. At the top, there are several tabs: **State/POD/UPC**, **Brigade Combat Team**, **Force Structure Group**, **SMAC**, **Report Sequence Code**, **Functional Area**, and **Custom**. The **State/POD/UPC** tab is selected. Below the tabs, the window displays the following fields:

- State/POD/UPC** (Section Header)
- Army National Guard
- State: ALL (dropdown menu)
- Parent Organizational Designator: (dropdown menu)
- UPC: (dropdown menu)

At the bottom of the window, there are four buttons: **Set**, **Save as Default**, **Reset**, and **Close**, along with a help icon.

To access the Command Picker:

Some reports and tools use the Command Picker. The Command Picker and Command Navigator have similar functionality but are accessed differently. The Command Picker is accessed using the  icon at the top of a report, where applicable.



The screenshot shows the **Command Picker** window. On the left side, there is a vertical list of tabs: **State/POD/UPC**, **Brigade Combat Team**, **Force Structure Group**, **SMAC**, **Report Sequence Code**, **Functional Area**, and **Custom**. The **State/POD/UPC** tab is selected. The main area of the window displays the following fields:

- State/POD/UPC** (Section Header)
- Army National Guard
- State: ALL (dropdown menu)
- Parent Organizational Designator: (dropdown menu)
- UPC: (dropdown menu)

At the bottom of the window, there are three buttons: **Set**, **Reset**, and **Close**, along with a help icon.

Note: While the *Command Navigator* allows you to adjust all data you view in DPRO, States or Parent Organization Designators selected in the *Command Picker* window only adjust the information on the current screen.

The Command Picker is available in the following reports/tools:

- Data Trends
- S-Report
- Delta Report
- Ranking Report

10.2 Using the Command Navigator and Command Picker

The *Command Navigator* and *Command Picker* windows offer access to several hierarchies through tabs. Select one of the tabs and set the hierarchy to specify a command hierarchy perspective from which to view data.

Each tab displays a parameter box with one or more drop-down lists. While there are several options available, some are unavailable until a choice has been made from the previous lists.

Once you have selected parameters, click one of the available options:

- **Set** to deploy those parameters in all reports and displays.
- **Save as Default** to save the currently selected command values as your default view. (Command Navigator only)
- **Reset** to make new selections.
- **Close** to close the *Command Navigator/Picker* window.

Note: Any parameters selected in *Command Navigator* affect the information you see throughout DPRO.

Note: Using the Command Picker is similar to using the Command Navigator, but you cannot save a command as your default for the Command Picker only affects information on the current screen.

Using The Custom Tab

The Command Navigator and Command Picker allow users to build a custom command via the *Custom* tab.

1. Select a State from the *Unit State* drop-down list.

Note: You must select a State.

2. Type as many PODs and UPCs into the *POD/UPC List* text field as desired.

Note: Each POD or UPC must be separated by a comma.

3. Click an available option:
 - a. **Set** to deploy parameters in all reports and displays.
 - b. **Save as Default** to save the currently selected command values as your default view. (Command Navigator only)
 - c. **Reset** to make new selections.
 - d. **Close** to close the *Command Navigator/Picker* window.

10.3 Important Command Navigator Caveats

Note the following restrictions on the Command Navigator window:

- You can only choose parameters on one tab at a time; for example, it is not possible to reconfigure displayed data for both State/POD and SMAC tabs in a single session.
- You must click **Set** (or **Save as Default**) in the *Command Navigator* window for parameter changes to take effect.

10.3.1 Warning for Retrieving Unit Information Using the Command Navigator

The DPRO Command Navigator offers a convenient method for searching for units at the UPC level by navigating downward through the unit hierarchy by State, Brigade Command Team, Force Structure Group, Report Sequence Code, etc. A given UPC can be located using several drill-down strategies.

These different drill-downs can impose slightly different conditions on the value of metrics for the units in question, however, and the user must be aware of these differences. These differences are related to the type of metric being used: transactional or strength-based.

Strength-based metrics measure entities at points in time. For example, today's *Assigned Strength* is measured by the data version of a head count at one point in time, namely "today". It isn't necessary to know yesterday's *Assigned Strength* or last Tuesday's *Assigned Strength* to determine today's *Assigned Strength*. Similar metrics include Authorized Positions, Mobilized Soldiers, etc.

In contrast, Transactional metrics measure entities that occur daily and are typically measured by aggregating daily occurrences over time. Examples include *Gains*, *Losses*, and *Reenlistments*, which are usually reported as Month-to-Date (MTD) or Year-to-Date (YTD) rather than as "Today's Losses" or "Today's Reenlistments".

Strength-based metrics present no difficulty because at a particular point in time, the hierarchy is a constant; on that day at that moment, the hierarchy is what it is.

However, when transactional metrics are used in conjunction with hierarchies, it is important to understand that over the time period used by the metric, the hierarchy may have changed. In that case, the results reported by DPRO are not the total metric value for the entire time period as you would expect. Instead, DPRO only reports the metric value for days that the unit's hierarchy was identical to its hierarchy on the current date. On days where the unit's hierarchy differed from the unit's current hierarchy, metric data is not reported. This means that if the unit's hierarchy changed during the time period of the metric, the value reported may be smaller than expected.

This issue is easier to illustrate than to explain. Using a specific example, we show two drill-down versions of the Personnel Readiness Management Report for the 100th QM Water Purification & Distribution Company (UPC P6YAA) for the Run Date 19 Mar 2014.

10.3.1.1 Comparing Strength-based Metrics

State/POD/UPC Approach

First, the Personnel Management data for P6YAA using the State/POD/UPC approach in Command Navigator.

Personnel Management Data for P6YAA using State/POD/UPC

Metric	Actual	Target	Percent
Enlisted Authorized Percent Fill	191	190	100.5%
Warrant Officer Authorized Percent Fill	0	0	0.0%
Commissioned Officer Authorized Percent Fill	7	6	116.7%
CPT-MAJ Authorized Percent Fill	1	1	100.0%

Report Sequence Code (RSC) Approach

The screenshot shows the 'Command Navigator' application with the 'Report Sequence Code' tab selected. The configuration is for the 'Army National Guard' in 'Nevada'. The selected values are:

- MACOM/TC/JFHQ: NVMAC:MACOM ROLLUP (MAC-UPS)(32AA)
- Division: NVDIV:DIVISION ROLLUP (DIV-UPS)(32AAA)
- Brigade: PDNYY : RECAP 17TH SUSTAINMENT BRIGADE
- Battalion: PUQAA:RECAP 757TH CSSB(32AAABCA)
- Company: P6YAA:100TH QM WTR PURIF & DISTRO CO(32AAABBC)
- UPC: (empty)

Buttons at the bottom include 'Set', 'Save as Default', 'Reset', and 'Close'.

Next, the same Personnel Management data for P6YAA using the RSC approach in Command Navigator.

Personnel Management Data for P6YAA using RSC

Metric	Actual	Target	Percent
Enlisted Authorized Percent Fill	191	190	100.5%
Warrant Officer Authorized Percent Fill	0	0	0.0%
Commissioned Officer Authorized Percent Fill	7	6	116.7%
CPT-MAJ Authorized Percent Fill	1	1	100.0%

Because these are all strength-based metrics, the two approaches yield identical results.

10.3.1.2 Comparing Transactional Metrics

Now consider metric data that is transactional rather than strength-based.

First, the Retention data for P6YAA using the State/POC/UPC approach in Command Navigator.

Retention Data for P6YAA using State/POD/UPC

Metric	Actual	Target	Percent
Total Reenlistment Mission Percent (FYTD)	12	14.84	80.85%
Total Reenlistment Success Rate (FYTD)	12	29	41.38%

Next, the same Retention data for P6YAA using the RSC approach in Command Navigator.

Retention Data for P6YAA using RSC

Metric	Actual	Target	Percent
Total Reenlistment Mission Percent (FYTD)	8	14.84	53.90%
Total Reenlistment Success Rate	8	21	38.10%

These metric values are obviously not identical. The difference is due to the values in the first column, which are actual reenlistments, fiscal year to date (FYTD).

Why are these reenlistment actuals different? This is due to the hierarchy imposed by the Command Navigator.

In the case of the State/POD/UPC approach, FYTD actual reenlistments are measured for the current fiscal year for UPC P6YAA while it was affiliated with POD P6Y and the state of Nevada. UPC P6YAA was affiliated with the State of Nevada for the entire fiscal year, and the POD of P6YAA is always P6Y by definition.

In the case of the RSC approach, there are additional levels of unit hierarchy specified. This causes the data conditions to be more restrictive. For this particular unit, the RSC approach limits FYTD reenlistments for the current fiscal year in the following manner: for UPC P6YAA only while it was affiliated with Battalion PUQAA, Brigade PDNYY, Division NVIDV, MACOM NVMAC, and the State of Nevada.

These additional hierarchy restrictions are important in this particular case because UPC P6YAA changed Battalion affiliation during the fiscal year. Between 1 Oct 2013 and 6 Dec 2013 P6YAA was affiliated with Battalion PDNAA but from 7 Dec 2013 through 19 Mar 2014, it was affiliated with Battalion PDNAB, and it is now (as of 7 September 2015) associated with Battalion PUQAA.

Thus, when counting FYTD actual reenlistments for P6YAA, DPRO is counting only those reenlistments that occurred between 7 Dec 2013 and 19 Mar 2014, not all enlistments for the entire fiscal year. This accounts for the difference in counts: 12 reenlistments for the fiscal year using the State/POD/UPC hierarchy but only 8 reenlistments for the fiscal year using the RSC (State/MACOM/Division/Brigade/Battalion/Company/UPC) hierarchy.

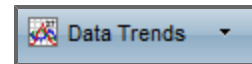
In conclusion, when historical data is sought (i.e., month-to-date, fiscal-year-to-date, etc.), if you lack detailed knowledge of a UPC's hierarchical affiliation over the entire time period of a metric, it is safest to use the State/POD/UPC approach to select the desired UPC in the Command Navigator. Using the more restrictive RSC approach may yield unexpected results.

11 Data Trends (Menu)

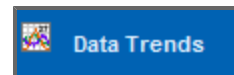
Data Trends in DPRO are preconfigured charts and reports that track the value of selected metrics over time. They provide you with the ability to quickly see how the value of key metrics has changed over a time-frame of your choosing.

11.1 Accessing Data Trends

1. Click the **Data Trends** button in the *Tools* section of the Ribbon Toolbar.

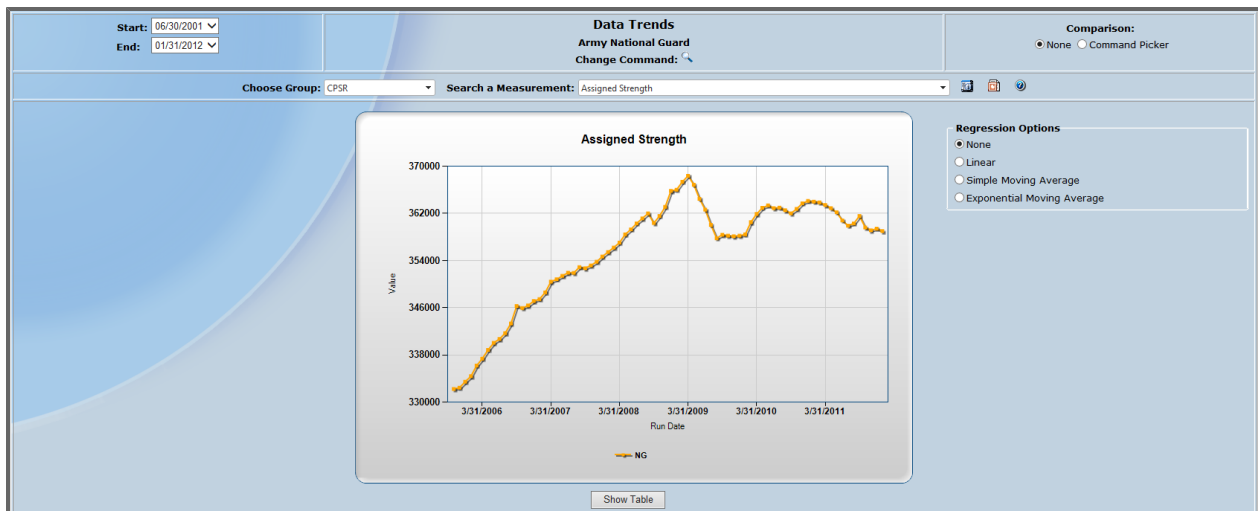


2. Select **Data Trends** from the drop-down menu that appears.




11.2 Creating Graphs in Data Trends

1. Optionally, change your command. See [Accessing the Command Navigator/Picker](#) on page 142. **Note:** If you do not use *Command Picker*, you will see data trends for your default *Command Navigator* level.
 2. Use the *Start* and *End* drop-down menus to choose a date range, allowing you to view multiple years of information.
 3. Select an option from the *Choose Group* drop-down menu to populate the adjacent *Select a Measurement* drop-down menu with relevant metrics.
 4. Select an option from the *Select a Measurement* drop-down menu.
- A graph based on the selected parameters appears.



5. Optionally, click the **Command Picker** radio button in the *Comparison* section to compare data between command groups.

Note: You will have to click the  icon in the *Comparison* section and select a command to compare to.

Other actions:

- Point to a data point in the graph to see its exact value.
- Add a regression line to the graph using one of the *Regression Options* radio buttons.
- View the data from your graph as a table by clicking **Show Table**. The table that appears also allows you to export the data to Microsoft Excel.

Note: If you select a report that describes a very small population, use the *Regression Line* to interpret the results (rather than using the data points on the graph).

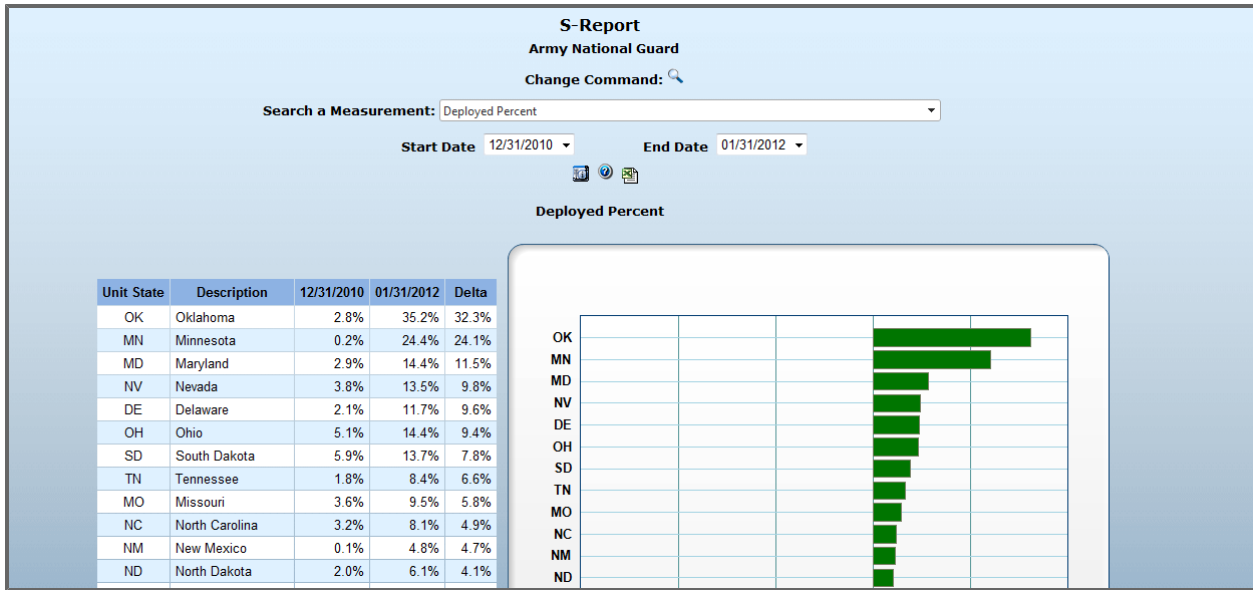
Tip: If you want to export this data trend to a PowerPoint, click the Export to PowerPoint icon .

11.3 S-Report

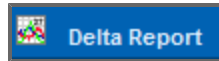
S-Report gives you the ability to view a variety of reports and compare them to different start and end dates to see trends over a selected timeframe. To access *S-Report*, click **S-Report** under the *Data Trends* menu in the *Tools* group of the Ribbon Toolbar.

With the Command Picker (See [Accessing the Command Navigator/Picker](#) on page 142), you also have the ability to look for any patterns among different states. To change the report or timeframe that is currently being viewed, select a different measurement, start date, or end date from the appropriate drop-down menu.

11 Data Trends (Menu)

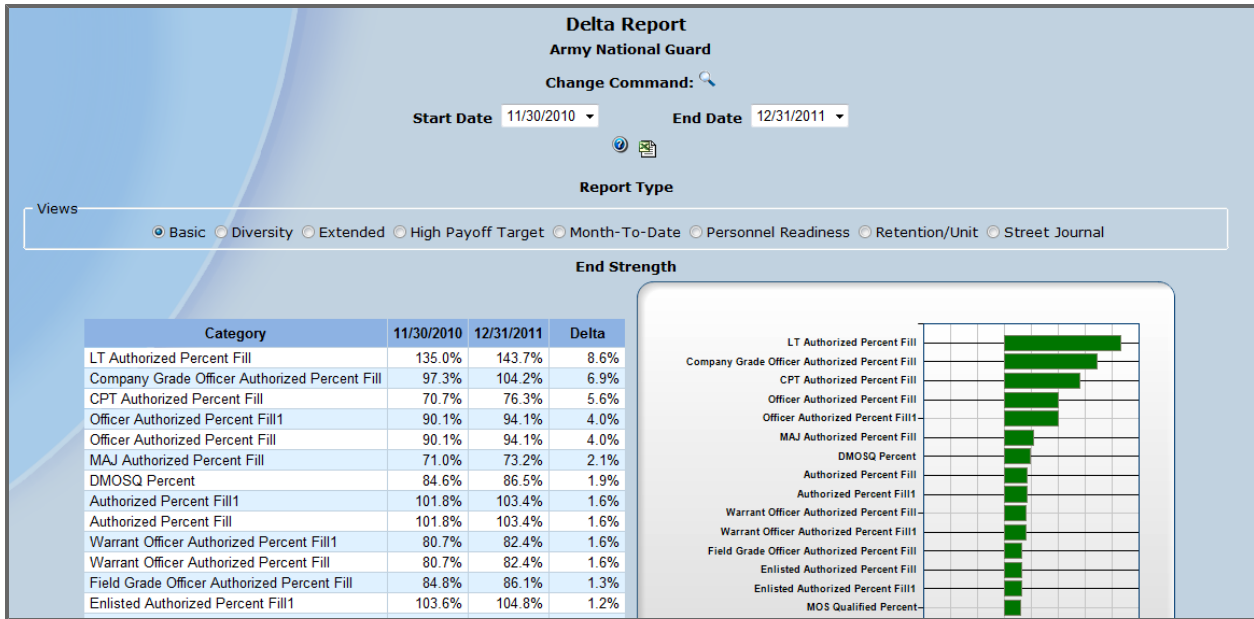


11.4 Delta Report



1. Under *Data Trends*, click **Delta Report**.
2. Use the *Command Picker* (see [Accessing the Command Navigator/Picker](#) on page 142) to select a population for your report to describe.
3. Use the appropriate drop-down menus to select a time period for your report to describe.
4. Select the radio button for the *Report Type* that you would like to view.
The report appears on screen, broken down into several S-Reports (see [S-Report](#) on previous page) pertinent to the category that you have selected.

11 Data Trends (Menu)



12 Ranking Report

The *Ranking Report* allows you to use the *Command Picker* (see [Accessing the Command Navigator/Picker](#) on page 142) to select a particular overview, view it from any command level, and view the ranking of different levels of command based on all available evaluative metrics. The rankings are presented as a single list of commands sorted in descending order.

Ranking Report
Army National Guard
 Change Command:
 Rank As Of: 05/26/2011
 Choose Group: PRM Search a Measurement: Authorized Percent Fill
 Evaluation Criteria
 PRM: Authorized Percent Fill

Rank	Level	Actual	Target	Value	Points	Evaluation
1	NC	10,247	10,215	100.3%	N/A	Green
2	FL	10,115	10,092	100.2%	N/A	Green
3	LA	9,683	9,700	99.8%	N/A	Green
4	KY	7,267	7,285	99.8%	N/A	Green
5	TN	10,574	10,618	99.6%	N/A	Green
6	IL	10,103	9,997	101.1%	N/A	Amber

12.1 Accessing Ranking Report

- To access *Ranking Report*, click the **Ranking Report** menu, under the *Tools* section, and then select **Ranking Report**.

12.2 Customizing a Ranking Report

- From within *Ranking Report*, use the *Choose Group* list to choose a metric group.
 The *Search a Measurement* list is populated with all evaluative metrics in the selected group.
- Select a measurement from the *Search a Measurement* list.
 The report appears with data for the selected measurement.
- If you wish to change the date for which the data are pulled, use the **Select a Date** button (for more about choosing a date, see [Date Picker](#) on page 36).
 The report refreshes with data as of the selected date.
- If you wish to change the command level for which you view data, use the **Command Picker** button (for more about choosing a command, see [Using the Command Navigator and Command Picker](#) on page 144).
 The report refreshes with data for the selected command.

12.3 Explanation of Points in Ranking Report

In the *Ranking Report*, you can select any number of metrics to compare against various command levels. You can also view an overall ranking, showing all accumulated points for specific command levels and ranking them in order from best to worst. These points are then colored green, amber, or red based on the scales dictated by the NGB, which can be found in the Evaluation Criteria drop-down menu.

Evaluation Criteria					
	Scale Start		Scale End	Color	Points
>=	0	<	60.00	Red	0.00
>=	60.00	<	65.00	Red	2.00
>=	65.00	<	70.00	Red	3.00
>=	70.00	<	80.00	Yellow	4.00
>=	80.00	<	85.00	Green	6.00
>=	85.00			Green	8.00

Certain metrics, however, may show “N/A” in the Points column. This is because the metric you are viewing is not a point-based metric, and therefore does not have a point value associated with it. These metrics are still colored green, amber, or red based on their value, however. Find the criteria used in assigning a color to each metric in the Evaluation Criteria drop-down menu.

13 State Top 10 Report


The *State Top 10 Report* allows you to select a particular overview and view the ranking of different states based on all available evaluative metrics. The rankings are presented as three lists of states, one for the top ten, one for the bottom ten, and one for the middle thirty-four. Each list is sorted in descending order.

State Top 10 Report																																																																																																																						
As of: 02/15/2012																																																																																																																						
Choose Group: All Search a Measurement: 1LT Without Degree Percent																																																																																																																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Top Ten</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>ST</th> <th>Num</th> <th>Den</th> <th>Pct</th> <th>Eval</th> </tr> </thead> <tbody> <tr><td>1</td><td>VI</td><td>0</td><td>16</td><td>0.0%</td><td>Green</td></tr> <tr><td>2</td><td>NH</td><td>1</td><td>39</td><td>2.6%</td><td>Green</td></tr> <tr><td>3</td><td>UT</td><td>5</td><td>107</td><td>4.7%</td><td>Green</td></tr> <tr><td>4</td><td>NC</td><td>9</td><td>190</td><td>4.7%</td><td>Green</td></tr> <tr><td>5</td><td>MT</td><td>3</td><td>62</td><td>4.8%</td><td>Green</td></tr> </tbody> </table> </div> <div style="width: 45%;"> <p>Middle 34</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>ST</th> <th>Num</th> <th>Den</th> <th>Pct</th> <th>Eval</th> </tr> </thead> <tbody> <tr><td>11</td><td>VA</td><td>15</td><td>210</td><td>7.1%</td><td>Green</td></tr> <tr><td>12</td><td>GU</td><td>2</td><td>27</td><td>7.4%</td><td>Green</td></tr> <tr><td>13</td><td>ME</td><td>3</td><td>38</td><td>7.9%</td><td>Green</td></tr> <tr><td>14</td><td>RI</td><td>4</td><td>47</td><td>8.5%</td><td>Green</td></tr> <tr><td>15</td><td>MD</td><td>10</td><td>115</td><td>8.7%</td><td>Green</td></tr> <tr><td>28</td><td>SD</td><td>7</td><td>63</td><td>11.1%</td><td>Green</td></tr> <tr><td>29</td><td>OH</td><td>24</td><td>214</td><td>11.2%</td><td>Green</td></tr> <tr><td>30</td><td>WA</td><td>17</td><td>148</td><td>11.5%</td><td>Green</td></tr> <tr><td>31</td><td>ND</td><td>8</td><td>65</td><td>12.3%</td><td>Green</td></tr> <tr><td>32</td><td>IN</td><td>27</td><td>210</td><td>12.9%</td><td>Green</td></tr> </tbody> </table> </div> </div>																	Rank	ST	Num	Den	Pct	Eval	1	VI	0	16	0.0%	Green	2	NH	1	39	2.6%	Green	3	UT	5	107	4.7%	Green	4	NC	9	190	4.7%	Green	5	MT	3	62	4.8%	Green	Rank	ST	Num	Den	Pct	Eval	11	VA	15	210	7.1%	Green	12	GU	2	27	7.4%	Green	13	ME	3	38	7.9%	Green	14	RI	4	47	8.5%	Green	15	MD	10	115	8.7%	Green	28	SD	7	63	11.1%	Green	29	OH	24	214	11.2%	Green	30	WA	17	148	11.5%	Green	31	ND	8	65	12.3%	Green	32	IN	27	210	12.9%	Green
Rank	ST	Num	Den	Pct	Eval																																																																																																																	
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32	IN	27	210	12.9%	Green																																																																																																																	


13.1 Accessing State Top 10 Report

- To access *State Top 10 Report*, click the **Ranking Report** menu, under the *Tools* section, and then select **State Top 10 Report**.


13.2 Customizing a State Top 10 Report

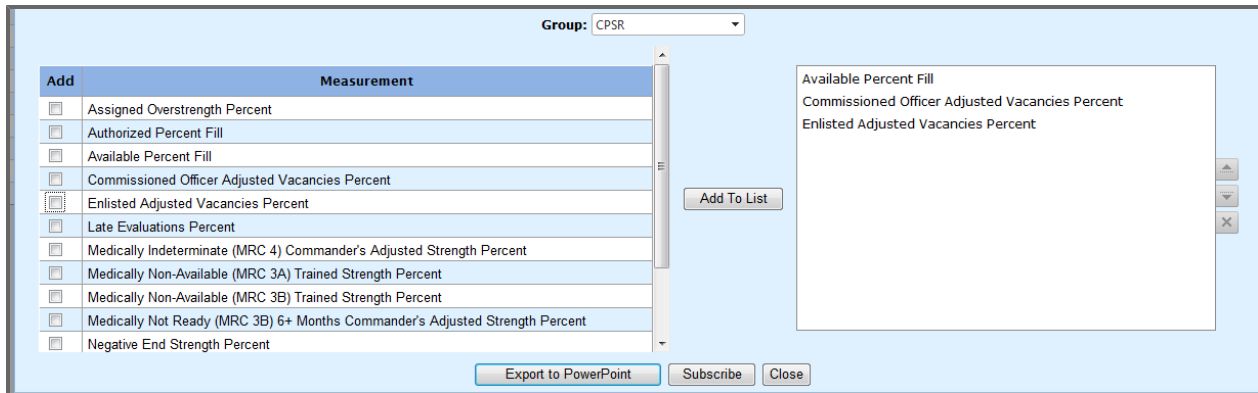
- From within *State Top 10 Report*, use the *Choose Group* list to choose a metric group. The *Search a Measurement* list is populated with all evaluative metrics in the selected group.
- Select a measurement from the *Search a Measurement* list. The report appears with data for the selected measurement.
- If you wish to change the date for which the data are pulled, use the **Select a Date** button  (for more about choosing a date, see [Date Picker](#) on page 36). The report refreshes with data as of the selected date.

13.3 Exporting the Report to PowerPoint

- To export the *State Top 10 Report* as a PowerPoint slide, click the **Export Top 10 to Powerpoint** button .


13.4 Creating a Top 10 Report PowerPoint Deck

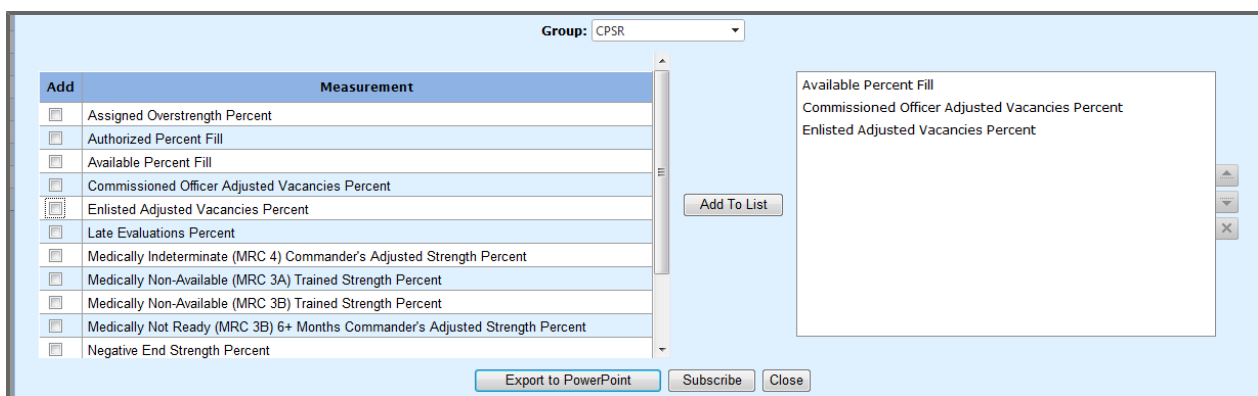
1. Click the **Export Multiple Top 10 Reports to PowerPoint** button . A window appears with a list of measurements.



2. Select check boxes in the *Add* column, and then click **Add To List**. The selected measurements appear in the box on at the right-hand side of the window.
Tip: To see a different measurement group, change your selection from the *Group* list.
3. When you have selected all desired measurements, click **Export to PowerPoint**. Your computer downloads a PowerPoint presentation with one slide for each selected metric. The State Top 10 Report window reappears.

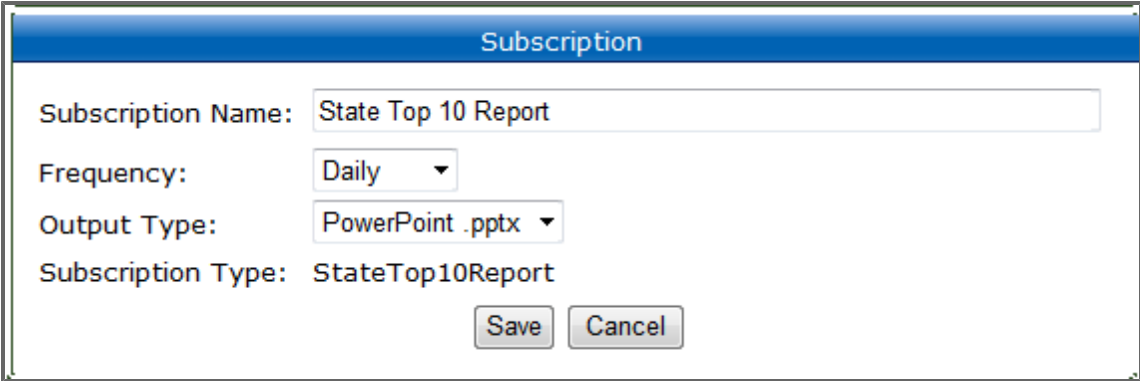
13.5 Subscribing to a Top 10 Report PowerPoint Deck

1. Click the **Export Multiple Top 10 Reports to PowerPoint** button . A window appears with a list of measurements.



2. Select check boxes in the *Add* column, and then click **Add To List**. The selected measurements appear in the box on at the right-hand side of the window.
Tip: To see a different measurement group, change your selection from the *Group* list.

3. When you have selected all desired measurements, click **Subscribe**.
The *Subscription* window appears.



Subscription

Subscription Name: State Top 10 Report

Frequency: Daily

Output Type: PowerPoint .pptx

Subscription Type: StateTop10Report

Save Cancel

4. Enter a name, frequency, and output type, and then click **Save**.
You are now subscribed to the report.
Note: To manage your subscription, click **Subscriptions** in the *My Command* section of the Ribbon Toolbar.

14 Correlation Tool

The Correlation Tool can evaluate the strength of relationships between dimensions for a measurement.

14.1 Understanding the Correlation Tool

The Correlation Tool relies on three pieces of information for a given search: the measurements, dimensions and filters. Select a measurement to determine which population you will be using. Only dimensions relevant to that population will be available for comparison, while filters are used to refine the population selected by the measurement.

The Correlation Tool can evaluate the strength of relationships between dimensions for a measurement.

14.1.1 Measurements

The measurement you select defines the population of Soldiers to be analyzed. You can select a large population (e.g. Assigned Strength) or a small population (e.g. ARNG Soldier Suicides). A measurement is a snapshot or time series that represents a subset of the Data Warehouse and, therefore, of the Army National Guard. By selecting a defined measurement, you select a group of Soldiers with common characteristics for which you want to determine if certain attributes—defined by dimensions—affect their membership in the population subset.

For example, you can select Assigned Strength as a measurement to see if two dimensions have a relationship to each other for all Army National Guard Soldiers in the Assigned Strength. You can also select an at-risk population to see if two dimensions affect the Soldier's membership in the at-risk population.

14.1.2 Dimensions

The strength of the relationship between dimensions you select will be evaluated by the Correlation Tool. Only dimensions related to the selected measurement will be available.

Example dimensions include age, gender, civilian education level, grade, rank, and years in service.

14.1.3 Filters

Filters provide a way to further refine the populations selected through the measurement. You could select a measurement for a large population, like Assigned Strength, and then refine the population by applying a filter like age.

14.2 Understanding the Correlation Report Analysis

Once you have defined a correlation report with a measurement, two dimensions, and, optionally, filters, a statistical test (Pearson's chi-square test) is performed to measure the correlation, or strength of association, between the two dimensions. The data are returned in a table, with one dimension displayed as rows and the other as columns. The resultant relationship strength is rated on a scale of 1 to 100 and displayed on screen in a colored gauge. The mathematical results are detailed in the Contingency Table and ANOVA Table tabs.

14.2.1 The Results

Using several metrics, the Correlation Tool answers whether the dimensions are independent of each other or if they are significantly correlated. It also provides a numerical value for the strength of the relationship.

14.2.1.1 Contingency Table

Contingency Table		ANOVA Table	Strength
Rows		11	
Columns		5	
Total Cases		173858	
Pearson's Chi-Square		5678.3367	
p-value <		.0005	
Degrees of Freedom		40	
Significant		True	
Contingency Coefficient		0.1778	
Cramer's V		0.0808	

The Chi-square data addresses the question:

- Is there a systematic relationship (correlation) between the row dimension and the column dimension or are they independent?

The Pearson' chi-square test, a widely used statistical tool, is used to gauge the strength of the relationship, if any, between the two dimensions. This test compares the observed pattern of entries in the returned table with the pattern one would expect if the two dimensions are independent. It then reports whether the two dimensions are correlated (Significant is *True*) or independent (Significant is *False*). The entry *p-value* < is an informal measure of evidence against the hypothesis that the two dimensions are independent. If the test finds that the two dimensions are correlated (Significant = *True*) then, combined with other user knowledge of the date, small p-values (e.g., .0005) can be considered stronger evidence that the dimensions are correlated than larger values (e.g., .0025).

The metric's *Contingency Coefficient* and *Cramer's V* are measures of correlation strength. Each metric varies between 0 (uncorrelated) and 1 (very strongly correlated) and is used to build the Relationship Strength gauge metric.

14.2.1.2 ANOVA Table

2-Way ANOVA (p < 0.05 sig)					
Source	Sum of Squares	df	Mean Square	F	Significant
Columns	1.251711e+009	4	3.129278e+008	83.5172	True
Rows	6.605543e+007	10	6.605543e+006	1.763	False
Error	1.498747e+008	40	3.746869e+006		
Total	1.467641e+009	54	2.717854e+007		

The analysis of variance (ANOVA) table displays the correlation between the dimensions and the measurement and whether that correlation is statistically significant.

The ANOVA Table addresses the questions:

- Does the dimension displayed in the rows of the table systematically affect the measurement? That is, is the mean measurement the same for each value of the first dimension?
- Does the dimension displayed in the columns of the table systematically affect the measurement? That is, is the mean measurement the same for each value of the second dimension?

ANOVA is a widely known statistical tool for answering these questions. Displayed in the ANOVA Table are the common elements in an ANOVA test. The *Source* column lists the ANOVA model terms (the *Rows* dimension, the *Columns* dimension, and the *Error* term), the *Sum of Squares* column displays the sum of squares for each model term, the *df* column displays the degrees of freedom for each model term, and the *Mean Square* column displays the mean squares for each model element. The *F* column displays the F-statistic value for the column dimension and the row dimension.

The key result is displayed in the right-most column of the ANOVA Table display, labeled *Significant*. In the top row (the *Cols* row, representing the column dimension) it displays *True* if the ANOVA Table analysis finds a statistically significant relationship (at the $p = 0.05$ level of significance) between the column dimension and the measurement, and *False* if no such relationship can be found. The second row of the ANOVA Table display shows the corresponding results for the row dimension (again at the $p = 0.05$ level of significance).

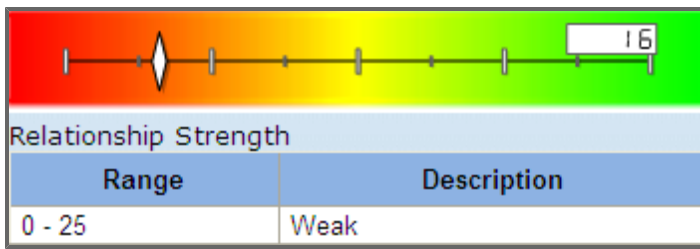
14.2.1.3 Strength

Contingency Table	ANOVA Table	Strength
Contingency Coefficient		0.1778
Cramer's V		0.0808
Total		0.2586
Average		0.1293
ANOVA Row Significance Multiplier		1.0
Strength		12.93

The Strength table displays the various metrics used in constructing the Strength metric.

As mentioned previously in the discussion of the *Contingency Table*, the *Contingency Coefficient* and *Cramer's V* statistics are measures of correlation strength. Each may assume values between 0 and 1, with smaller values signifying weaker correlation than larger values. To compute the *Strength* metric, these two statistics are first totaled and then averaged. If the *ANOVA Rows* dimension significance was found to be true, this average is multiplied by 1.2 to reflect this additional evidence of correlation and then multiplied by 100 to scale it to the range between 0 and 100. Otherwise, the average is simply multiplied by 100. This is the final *Strength* metric.

14.2.1.4 Relationship Strength Gauge



The Relationship Strength Gauge graphically represents the Strength metric.

The *Strength* metric is displayed on the *Relationship Strength* gauge. As previously discussed, the *Strength* metric can vary between 0 and 100, smaller values indicating weaker correlation and larger values indicating stronger correlation. 0 is shown to the left in the red region, and 100 to the right in the green region. The exact metric value is shown in the embedded display box, and a white diamond shows the value on the gauge scale. Just below the gauge a table interprets the result in qualitative terms.

14.2.2 What the Results Mean

Interpreting the correlation tool results is a sequential process.

1. In the *Contingency Table*, examine the *Significant* row under the *Pearson's Chi-Square* row. If it is *False*, there is no statistically meaningful correlation between the row dimension and the column dimension, and the *ANOVA Table* and the *Strength Table* have no meaning. Only if the entry on the *Significant* row is *True* should the *ANOVA Table* and *Strength Table* be considered.
2. Assuming that the *Contingency Table* *Pearson's Chi-Square* test *Significance* is *True*, examine the value shown in the row *p-value* <. This value provides a sense of how much confidence should be placed in this result. Small values, like .0005, provide more confidence than larger values, like 0.0025. This confidence must be combined with knowledge about the data itself to reach a final judgment on accepting or rejecting the conclusion that the correlation between the dimensions is due to something other than chance.
3. If the existence of correlation is accepted, next consider the *ANOVA Table*. The *ANOVA* analysis determines whether or not there is a statistically meaningful relationship between the row dimension and the measurement, and between the column dimension and the measurement. The column *Significant* reports the result of this analysis for each dimension. A *True* in the *Rows* row means that there is a statistically significant relationship between the row dimension and the measurement and similarly for the *Columns* row. It is possible for both dimensions to be *True*, both to be *False*, or for one to be *True* and the other *False*.

4. If neither of the dimensions has a statistically meaningful relationship with the measurement (i.e., if both display a *False*), the *Strength Table* and the *Relationship Gauge* should be ignored since there is no relationship to consider. However, if either or both dimensions have a statistically meaningful relationship with the measurement, the *Strength Table* displays the *Strength Score* and the statistics (Cramer's V, Contingency Coefficient and ANOVA Row Significant) used to calculate it. The *Strength* metric assumes a value between 0 and 100. Small values mean that the relationship strength is weak; large values mean that it is strong.

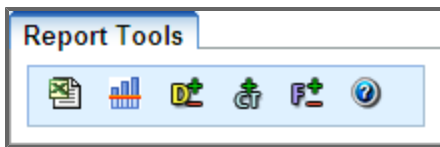
14.3 Using the Correlation Tool

14.3.1 Creating a Correlation Report

After saving a new mission, the data are editable.

1. Select **Analytics** from the Tools menu, and click **Correlation Tool**.
The *Correlation Builder* screen opens.
2. From the *Select Measurement* tab, search for and select a measurement—a population to be analyzed.
Note: To learn more about Measurements, see [Measurements](#).
After your selection of a measurement, the page automatically advances to the Select Column Dimension tab.
3. From the *Select Column Dimension* tab, search for and select a dimension to be displayed in the columns of the Correlation Report.
Note: To learn more about Dimensions, see [Dimensions](#).
After you select a column dimension, the page automatically advances to the *Select Row Dimension* tab.
4. From the *Select Row Dimension* tab, search for and select a dimension to be displayed in the rows of their *Correlation Report*.
Note: To learn more about Dimensions, see [Dimensions](#).
After you select a row dimension, the page automatically advances to the *Add Filters* tab.
5. Optionally, search for, select, and define one or more filters.
Note: To learn more about Filters, see [Filters](#).
6. Click the **Generate Report** button.
The *Correlation Report* opens.
7. Carefully review and analyze the results. (See [What the Results Mean](#) for detailed analysis instructions.)

14.3.2 Editing the Correlation Report



Use the Report Tools to export, edit, and get help on the *Correlation Report* once it has been created.

- **Export Report Data to Excel:** Click this button to open the *Correlation Report* in an Excel document.
- **Create New Report:** Click this button to create a new *Correlation Report*.
- **Change Column Dimension:** Click this button to change the dimension that is displayed in the report columns.
- **Change Row Dimension:** Click this button to change the dimension that is displayed in the report rows.
- **Add/Remove Filters:** Click this button to add, remove, or modify filters on the report measurement.
- **Help:** Click this button to view documentation on how to use the *Correlation Tool* and other DPRO documentation.

15 Cohort Builder

The *Cohort Builder* allows users to build cohorts, or military units, from a number of available dimensions and filters and then track how many Soldiers remain in that particular cohort over time.

Note: The *Cohort Builder* only considers attrition values. Attrition is a subset of losses that does not include MPC Transfers or Interstate Transfers which include a break in service. For more information, view the Data FAQ on Gain/Loss Accounting, located in the Help menu.

15.1 Accessing Cohort Builder

- Click **Cohort Builder** under **Analytics** in the *Tools* menu.

The *Cohort Builder* screen appears.

15.2 Selecting a Time Period

- Choose a *Start Date* and *End Date* by clicking the calendar buttons at the top of the screen.
- Choose to show data for *Fiscal Year*, *Fiscal Year and Quarter*, or just *Month* by selecting the appropriate radio button.

Note: This selection determines the format of the columns in the generated table.

15.3 Adding or Removing Dimensions

- Either select a dimension from the available or type the name of the dimension into the search box above the *Dimensions* list.
- Drag the desired dimension to the *Add Filters* section.

Note: Additional dimensions may be added in the same way.

Note: To remove dimensions, drag the dimension from the *Add Filters* section back to the

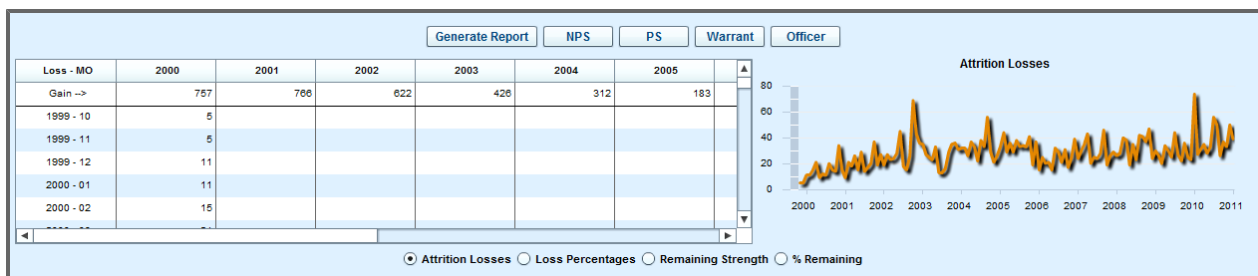
Dimensions list.

The screenshot shows the 'Cohort Builder' application window. At the top, there are date selection fields for 'Start Date' (10/01/2000) and 'End Date' (12/06/2010), along with radio buttons for 'Fiscal Year', 'Fiscal Year and Quarter', and 'Month'. Below this is a 'Dimensions:' list with a search box and several items: Active Status Program, Additional Additional Skill Identifier, Additional MOS, Additional MOS (Raw), Additional SQI, Advanced Rank Reason, AMEDD Branch, and Basic Branch - Position. To the right is an empty 'Add Filters:' box. At the bottom center is a 'Generate Report' button.

15.4 Adding Filters

1. Click the **Select Operator** drop-down menu and select either **Equals** or **Included In**.
Note: *Equals* allows you to select only one value for the chosen dimension. "Included In" presents you with a checkbox list, from which you can select multiple values for the chosen dimension.
2. After selecting an operator, click the resulting drop-down menu to choose the value(s) for the dimension that will be shown in the generated report.
3. Click **Generate Report**.

A table and graph appear, showing data for the time period and dimension values specified.



15.5 Viewing the Generated Report

1. Click the radio buttons below the table (*Attrition Losses, Remaining Strength, or % Remaining*) to view different data for the report you generated.
2. Right-click the table of data, and select **Copy Data to Clipboard**.
A pop-up message appears.
3. Open a target application, e.g., Excel, and paste the copied data into the desired cell.
All of the data from the table are now contained in an Excel spreadsheet.

16 Unit Management

16.1 Excess Management Tool (EMT)

The Excess Management Tool allows users to find matches between adjusted vacancies and potentially excess Soldiers and tag those vacancies for later action. To support these objectives, the Excess Management Tool provides searches by vacancy and by Soldier, the ability to tag Soldier-position matches for alter reference, and a configurable optimization algorithm for identifying the best available Soldier-position matches.

The Excess Management Tool only shows adjusted vacancies if there is at least one potentially excess Soldier in the same state who could fill that position. For reports about all adjusted vacancies, see the *Vacancy Management* section of *Leadership Reports* (for more on Leadership Reports, see [Leadership Reports](#) on page 78).

16.1.1 Accessing the Excess Management Tool

1. Click **Excess Management Tool** from the *Unit Management* drop-down menu in the *Tools* section of the ribbon toolbar. 

The *Excess Management Tool* appears.

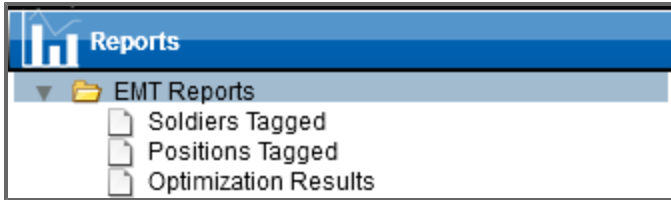


16.1.2 Accessing Reports

1. Click **Reports** from the *Command Center*.
2. Click **EMT Reports**.



A list of reports appears.



For more about options for editing and working with reports, see [Report Tools Panel](#) on page 52

16.1.3 Searching and Viewing Soldiers/Positions

16.1.3.1 Searching for Soldiers/Positions

1. Click the **Search** menu on the left-hand side of the screen.



The search panel expands.

 A screenshot of a search panel. It contains several sections:

- Search Type:** A dropdown menu with "Soldier Candidates" selected.
- Saved Searches:** A dropdown menu with "Select a Saved Search" selected.
- Recent Searches:** A dropdown menu with "Select a Recent Search" selected.
- Unit State:** A dropdown menu.
- POD:** A text input field.
- UPC:** A text input field.
- MPC:** A dropdown menu.
- Grade:** A dropdown menu.
- POSN:** A dropdown menu.
- Name:** A text input field.
- SSN:** A text input field.
- Primary MOS:** A text input field.

 At the bottom of the panel are four buttons: "Search" (with a magnifying glass icon), "Reset" (with a circular arrow icon), "Save" (with a floppy disk icon), and "Delete" (with an 'X' icon).

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2. Enter as much information as possible into the provided fields.

Tip: To change your search type, select an option from the *Search Type* drop-down menu. The menu defaults to *Soldier Candidates*.


Tip: You can view and select recent search criteria using the *Recent Searches* drop-down menu.

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3. Click **Search**.  **Search**

Results appear in the second panel.

Tagged	Soldier Name	SSN4	Grade	Soldier POD	Unit Processing Code	Soldier Para	Soldier Line	Dual Slotted	Mobilized	POSN	AGR Type	PMOS	DMOS	SMOS	AMOS	Potential Positions	MRC
	AALA SHAMEL	2250	W2	NG1	NG1GB	302	02	No	No	YYYY		151A	151A				2 2
	AALA SHAMEL	3025	E4	TM4	TM4HD	104	03	No	No	YYYY		31B	31B				110 2
	ABDALLAH CORINA	2753	E6	XBK	XBKA1	111	02	Yes	No	YYYY		91B	91B	82A			13 2
	ABDALLAH CORINA	5963	E5	PRZ	PRZHD	102	03	No	No	998M		92G	92G				10 3B
	ABDALLAH CORINA	7772	E5	84F	84FAA	011	33	Yes	No	YYYY		25B	00F	92A			13 1
	ACUNAVICTORIO ALFREDO	4833	E8	PRZ	PRZHD	104	01	No	No	YYYY		92F	92F				4 1
	ADORNETTO TRINESHA	0876	E4	PRZ	PRZHD	105	03	No	No	YYYY		88M	88M				79 4
	AGPACA AMADO	4656	E4	TPC	TPCDD	510	06	Yes	No	YYYY		92Y	92Y				18 2
	ANTIPORDA ODESSA	6146	E4	TM4	TM4AA	104	04	Yes	No	YYYY		31B	31B				110 2
	ANTOINE CAROLINE	2652	E4	NG1	NG1GB	301	07	No	No	YYYY		92Y	92Y				13 1
	ARCHDEKIN WEA	4829	E5	PVC	PVCCD	318	03	No	No	999M		25S	25S	25F			4 3B
	ARPS KAINOA	7179	E4	PKP	PKPAD	203	06	No	No	YYYY		11B	11B				118 2
	ASCANO STEVEN	3248	E6	PKP	PKPBD	203	01	No	No	YYYY		11B	11B	12C			14 2
	ASENJO LARYSSA	3646	E3	XBE	XBEAA	104	03	Yes	No	9993		31B	31B				77 2
	AVDULOV MARTINA	9158	E5	90A	90AAA	010B	03	Yes	No	YYYY	32	25U	79T				6 2
	AYALA DANATO	3544	E3	NG1	NG1GB	301	08	No	No	YYYY		92Y	92Y				8 2
	BABCOCK ADEBAYO	1401	E8	8AS	8ASAA	998E	03	No	No	9982	10	79T	00F	26W			2 2
	BAHADOOR JERRYLEE	6198	E5	90A	90AAA	010B	03	Yes	No	YYYY	32	88N	79T				9 2
	BAHUN KIMO	8252	E4	XBE	XBEA1	104	04	Yes	No	YYYY		31B	31B				110 1
	BASTIANSAN JANELL	8286	E3	PUV	PUVCO	310	03	Yes	No	YYYY		11B	11B				88 2
	BEDALOW WAYNE	4248	E7	7Y4	7Y405	201	07	Yes	No	YYYY	32	15P	15P				1 1
	BEEGLE JESSE	0961	E5	90A	90AAA	010B	03	Yes	No	YYYY	32	79T	00F	42R			3 3A
	BELGROVE MARKEITH	0078	O4	8AS	8ASAA	998E	01	No	No	9982	10	90A	01A	42H	88A		10 1
	BENTOW OTHA	4812	O5	8AS	8ASAA	998E	01	No	No	9982		90A	01A	92A	42B		1 1
	BENZEL DIONICIO	7740	W4	8AS	8ASAA	998E	02	No	No	998M	10	155E	011A	153D	153D		3 3B
	BERBERENA VALENTIN	3678	E4	YDD	YDDTD	102	06	No	No	YYYY		42A	42A				23 2
	BERRIER MALIKA	8619	E7	TPC	TPCDD	504	01	Yes	No	9993		35M	35M	19D			3 2
	BEW ROZARION	2166	E7	YLL	YLLAA	114	01	Yes	Yes	YYYY	32	79T	42A	11B			9 2
	BEWICK BENIGNO	9304	E4	PKP	PKPAD	203	07	No	No	YYYY		11B	11B				116 4
	BIBB LAURENCE	9635	O3	8AS	8ASAA	998E	01	No	No	YYYY	10	11A	01A				2 1
	BIN ALIRASHEED	2471	E6	90A	90AAA	010B	03	Yes	No	YYYY	32	79T	79T	25F	15P		4 1
	BIRD JELEAR	8809	E6	90A	90AAA	010B	03	Yes	No	YYYY	32	79T	79T	31B			26 1
	BLOCH ADORNO	9094	O2	8AS	8ASAA	998O	01	No	No	999T		59A	01A				5 4
	BONILLAMARTINEZ BRADY	4696	E5	X77	X77AA	103	02	Yes	No	YYYY		89D	89D				12 1
	BORZOTTA SEBASTIAN	8645	E4	PRZ	PRZHD	102	03	No	No	YYYY		92G	92G				16 1
	BOTELLODORGAN MATASAE	6165	E4	780	780AA	015T	13	Yes	No	9993		92G	92G				16 2
	BOTTOMS CHESTER	9508	E4	PRZ	PRZHD	102	05	No	No	YYYY		92G	92G				16 2
	BOYERROSADO NIGEL	0737	O2	TPC	TPCDD	106	01	No	No	9993		25A	25A				1 2
	BRANGENBERG ZAID	5973	O4	8AS	8ASAA	998E	01	No	Yes	YYYY		27A	01A				3 2

Tip: You can save the search you performed by clicking **Save**  **Save**. A *Save Specifications* window appears; type the name of the saved search, choose the *New Save* or *Overwrite Existing* radio button, and click **Save**.

Save Specifications ✖

Specification Name

Save Type **New Save**
 Overwrite Existing

16.1.3.1.1 Viewing Soldier/Position Information

1. Click a row from the list of search results.

The third and fourth panels populate, while the second panel collapses.

The third panel contains comprehensive data regarding the Soldier or Position selected within the second panel.

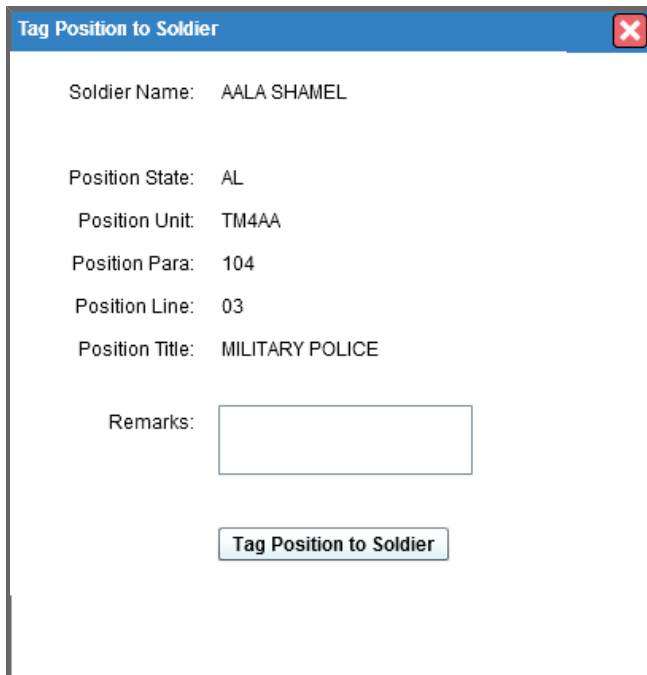
The fourth panel lists positions that may be available to the selected Soldier (for Soldier searches) or Soldier candidates for the selected Position (for position searches). Positions are matched to the Soldier based on state, MOS, grade, and distance criteria. Positions are also ordered by best to worst fit, based on criteria explained in the [Excess Management Tool Data FAQ](#).

16.1.4 Tagging Soldiers and Positions

16.1.4.1 Tagging Positions to Soldiers

1. Click a row listed within the *Position Vacancies* tab in the fourth panel.

The *Tag Position To Soldier* window appears.



Tag Position to Soldier

Soldier Name: AALA SHAMEL

Position State: AL

Position Unit: TM4AA

Position Para: 104

Position Line: 03

Position Title: MILITARY POLICE

Remarks:

Tag Position to Soldier

2. You can optionally add notes about the tagging action in the *Remarks* text box. These notes will then appear on the tagged summary reports.

3. Click the **Tag Position to Soldier** button.

The *Tag Details* and *Perform Actions* tabs become visible in the fourth panel, with the *Tag Details* tab selected.

The screenshot shows a window titled "Tagged Position Summary" with two main sections. The top section displays position information: Unit State: AL, Paragraph: 402, Position UPC: YDDE0, and Line: 03. The bottom section, titled "Tag Details", shows the Soldier's current tagged status: Soldier Name: [REDACTED], Tag Created Date: 01/20/2014, and Tag Creator: [REDACTED].

Unit State: i	AL	Paragraph:	402
Position UPC:	YDDE0	Line:	03
Position Title:			

See information on the Soldier's current tagged status.	
Soldier Name:	[REDACTED]
Tag Creator:	[REDACTED]
Tag Created Date:	01/20/2014
Comments:	

16.1.4.2 Tagging Soldiers to Positions

1. Click a row listed within the *Soldier Candidates* tab in the fourth panel.

The *Tag Position To Soldier* window appears.

The screenshot shows a window titled "Tag Position to Soldier" with the following details: Soldier Name: AALA SHAMEL, Position State: AL, Position Unit: TM4AA, Position Para: 104, Position Line: 03, and Position Title: MILITARY POLICE. There is a text box for "Remarks" and a "Tag Position to Soldier" button at the bottom.

Soldier Name: AALA SHAMEL

Position State: AL

Position Unit: TM4AA

Position Para: 104

Position Line: 03

Position Title: MILITARY POLICE

Remarks:

2. Optionally, add notes about the position or Soldier in the *Remarks* text box.

3. Click the **Tag Position to Soldier** button.

The *Tag Details* and *Perform Actions* tabs become visible in the fourth panel, with the *Tag Details* tab selected.

The screenshot shows a software window titled "Tagged Position Summary". It contains two main sections. The top section is a table with the following data:

Unit State:	AL	Paragraph:	402
Position UPC:	YDDE0	Line:	03
Position Title:			

The bottom section has two tabs: "Tag Details" (selected) and "Perform Actions". The "Tag Details" tab displays the following information:

See information on the Soldier's current tagged status.

Soldier Name:	[REDACTED]	Tag Created Date:	01/20/2014
Tag Creator:	[REDACTED]	Comments:	

16.1.4.3 Untagging Positions/Soldiers

1. Click the **Perform Actions** tab in the fourth panel.
The *Perform Actions* screen appears.
2. Click **Un-Tag** to make the position available for a different Soldier.
A window appears, confirming that the Soldier/position is to be un-tagged from the position/Soldier.
Note: Users may add a remark in the available text box about why the Soldier is being un-tagged.
3. Click **OK**.
The Soldier or position is no longer tagged.

16.1.5 Excess Management Tool Optimization (EMTO)

The Excess Management Tool Optimization (EMTO) is an advanced feature built on top of the Excess Management Tool (EMT). Using the potential excess Soldiers and adjusted vacancies in EMT, EMTO provides specific reassignment recommendations based upon a built-in analytic model and guided by user-selected parameters. The underlying technology for EMTO is known as linear programming. An addendum at the end of this document provides further details on the mathematics of the EMTO model, but familiarity with the detailed mathematics and linear programming is not required to use EMTO effectively.

The use of EMT is more fully covered in its associated FAQ; what follows is a brief recap.

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EMT provides a detailed listing of possible reassignments of Soldiers categorized as “potentially excess” to positions identified as adjusted vacancies. After excluding Soldiers coded as “pending losses” (SIDPERS Position Number “999L”), Soldiers identified as Claimants on another position (e.g., Soldiers sitting in forward mobilized spots, Soldiers assigned temporarily to RSP units, etc.), and Soldiers coded as “officer candidates” (Soldiers with Primary or Duty MOS “09N,” “09R,” “09S,” “09T” or “09W”), “potentially excess” Soldiers are either:

- Multiple Soldiers attached to authorized positions in which the number of such Soldiers exceeds the number of authorizations
- Soldiers who are slotted against an unauthorized position, dual slotted, or explicitly coded as “excess” in SIDPERS by the use of Position Number “9993” or in TAPDB-G by the use of position number "999K."

For example, if two Soldiers are attached to a position having one authorization and neither Soldier is coded in SIDPERS as “Excess,” then within EMT both Soldiers are considered “potentially excess.” Similarly, if two Soldiers are attached to a position having one authorization and one of these two Soldiers is coded in SIDPERS as “Excess,” then only that “Excess” Soldier is considered within EMT as “potentially excess.”

“Adjusted Vacancies” are currently vacant authorized positions for which there are no claimants. A claimant is defined as a Soldier who is not currently assigned to the position, but who is expected to fill the position in the future. Examples include Soldiers who are temporarily cross-leveled for Mobilization purposes, and recruits in the Recruit Force Pool or who are Enlistment Verified but have not yet been processed in SIDPERS. In EMT, Adjusted Vacancies are also further reduced by excluding Immaterial Positions (Position MOS of 01A, 01B, 01C, 01D, 02B, 02C, 03, 05, 64Z, 67, 67B, 67C, 67D, 011, 140X, 00F, 00G, 00J, 00R, 00T, or 00X), General Officer Positions, and any extraneous positions created in pay grades E1, E2, W1, and O1.

The purpose of EMT is to match each “potentially excess” Soldier with every adjusted vacancy for which the Soldier is qualified. “Qualification” is based upon a set of business rules fully explained in the EMT FAQ. Those business rules consider the grade (for Warrant Officer W2s and W3s, pay grade is W2-W4; for Warrant Officer W4s, pay grade is W2-W5; for Warrant Officer W5s, pay grade is W5; for Commissioned Officer O1s and O2s, pay grade is O1-O3; for Commissioned Officer O3s-O5s, pay grade is equal to or one grade higher; for Commissioned Officer O6s, pay grade is O6; for Enlisted Soldier E1s-E3s, pay grade is E1-E4; for Enlisted Soldier E4s, pay grade is E3-E5; for Enlisted Soldier E5s-E8s, pay grade is equal to or one grade higher; for Enlisted Soldier E9s, pay grade is E9), unit state, MOS(s) and gender of the Soldier and the grade, unit state, and MOS(s) and gender of the adjusted vacancy.

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Soldier Candidates that do not match to any Position Vacancy and Position Vacancies that do not match to any Soldier Candidate are excluded from the EMT.

When a given “potentially excess” Soldier matches multiple adjusted vacancies, the adjusted vacancies are ordered by priority business rules described in the FAQ, and then secondarily sorted by distance from the Soldier’s home to the unit with the adjusted vacancy, starting with the closest unit.

EMT is very useful in identifying “potentially excess” Soldiers and presenting possible reassignments to adjusted vacancies for which they qualify. However, the volume of such data can be overwhelming. At the time of this writing, EMT contains approximately 55,000 distinct “potentially excess” Soldiers and 20,000 distinct adjusted vacancies. After applying the business rules, EMT identifies approximately 2,000,000 possible reassignments, which are sorted based upon the following priority rankings:

Priority	MPC	Grade	Unit	Distance
1	E, W, O	Same Grade	Same UPC	Ascending
2	E, W, O	Same Grade	Same POD	Ascending
3	E, W, O	1 Grade Over	Same UPC	Ascending
4	E, W, O	1 Grade Over	Same POD	Ascending
5	W	1 Grade Under or 2 Grades Over	Same UPC	Ascending
6	W	1 Grade Under or 2 Grades Over	Same POD	Ascending
7	E, W, O	Same Grade	Same State	Ascending
8	E, W, O	1 Grade Over	Same State	Ascending
9	W	1 Grade Under or 2 Grades Over	Same State	Ascending
10	W4	2 Grades Under	Same UPC	Ascending
11	W4	2 Grades Under	Same POD	Ascending
12	W4	2 Grades Under	Same State	Ascending

EMTO was developed to provide an analytic tool that can sift through this huge number of possible reassignments and select a small subset of the “best” reassignments based upon a systematic approach. At the time of this writing, of the approximately 2,000,000 possible reassignments mentioned earlier, EMTO recommends approximately 20,000 as the “best.”

16.1.5.0.1 The EMTO Model

EMTO is a formal model, controlled partly by internal structure and partly by user-selected parameters. The model structure is fixed within EMTO and cannot be modified by the user. User-selected parameters are displayed on the EMTO Graphical User Interface (GUI) and may be adjusted by the user as necessary to achieve desired results.

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The model limits itself to reassignments within each individual state. It may not reassign Soldiers assigned to a unit in one state to adjusted vacancies in another state. Note that this limitation refers to a Soldier's assigned unit, not the Soldier's home of record. For example, if a Soldier lives in Pennsylvania but drills with a unit in Ohio, he/she may only be recommended for reassignment to an adjusted vacancy in Ohio.

The model limits itself to reassignment recommendations where either the primary, secondary or additional MOS of the "potentially excess" Soldier matches the position MOS of the adjusted vacancy. As noted earlier, Immaterial Positions are excluded.

The model limits itself to "grade restricted" reassignment recommendations. For example, an E5 Soldier is restricted to reassignment into E4 or E5 positions only. The specifics of all of the grade restrictions are detailed in the EMT FAQ.

The model honors gender restrictions of adjusted vacancies where they exist. For example, if a position is coded as "Male Only," then potential female candidates are excluded.

The model structure requires that the number of "potentially excess" Soldiers selected for reassignment to an adjusted vacancy cannot exceed the number of authorizations for that adjusted vacancy; in other words, the model is prohibited from creating new "potentially excess" situations. This does not mean, however, that the model will craft a recommendation that eliminates every "potentially excess" situation. In most situations there will be more "potentially excess" Soldiers than adjusted vacancies, but with altered parameter settings (such as a severe restriction on the allowable distance a Soldier can travel) the opposite can occur. That being said, even when the two categories exactly match, there are likely to be MOS or grade mismatches that prevent a complete matching of Soldiers to adjusted vacancies.

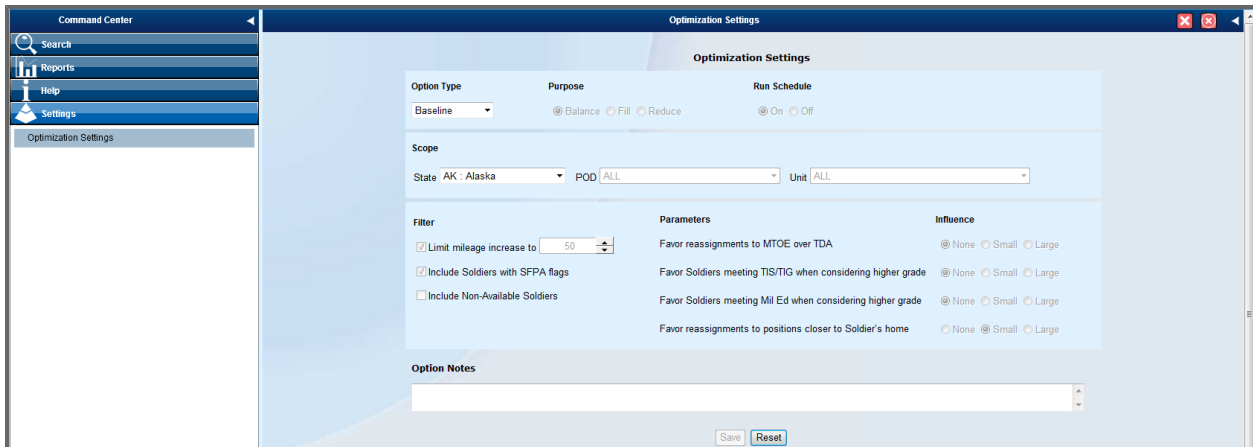
Given these structural constraints imposed upon the model, it is free to select "potentially excess" Soldiers for reassignment to adjusted vacancies from among all those permitted by the user, using guidance from the user which distinguishes "good" reassignments from "bad" reassignments. Some of the user controls, called "Filters," eliminate potential reassignments based upon a criteria specified by the user. Other controls, called "Parameters," help the model distinguish between "good" potential assignments and "bad" reassignments. The user also specifies the Scope of the model, which may be as broad as an entire State or as limited as a single UPC. Finally, the user specifies the Purpose of the optimization. More will be said about these controls and how they work later in this document.

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Given the EMT data set and the choices the user has made to control the model, EMTO proceeds by comparing all possible combinations of potential reassignments until it has identified the “best” set of recommended reassignments, but this set is “best” in a very narrow sense. It reflects the prior day’s “potentially excess” Soldiers and adjusted vacancies and the user’s selected control choices. It is important to recognize that changing even one of these user choices can, and usually will, change the “best” solution. “Best” should be interpreted as meaning “the subset of all permissible potential reassignments that best meets the criteria specified by the user.”

16.1.5.0.2 The Optimization Process

The Excess Management Tool Optimization User Interface appears below, with each aspect of the user interface explained in the following sections.



The screenshot displays the 'Optimization Settings' window within a 'Command Center' application. The interface is organized into several sections:

- Option Type:** A dropdown menu set to 'Baseline'.
- Purpose:** Radio buttons for 'Balance' (selected), 'Fill', and 'Reduce'.
- Run Schedule:** Radio buttons for 'On' (selected) and 'Off'.
- Scope:** Three dropdown menus for 'State' (set to 'AK : Alaska'), 'POD' (set to 'ALL'), and 'Unit' (set to 'ALL').
- Filter:** Three checkboxes: 'Limit mileage increase to' (checked, with a value of 50), 'Include Soldiers with SFPA flags' (checked), and 'Include Non-Available Soldiers' (unchecked).
- Parameters:** Four rows of radio buttons for different optimization goals, each with 'None', 'Small', and 'Large' options:
 - Favor reassignments to MTOE over TDA (None selected)
 - Favor Soldiers meeting TIS/ITIG when considering higher grade (None selected)
 - Favor Soldiers meeting Mil Ed when considering higher grade (None selected)
 - Favor reassignments to positions closer to Soldier's home (None selected)
- Influence:** Radio buttons for 'None' (selected), 'Small', and 'Large'.
- Option Notes:** A text area for documenting the run.
- Buttons:** 'Save' and 'Reset' buttons at the bottom right.

16.1.5.0.2.1 Overview

The basic process of EMT optimization is as follows: the user defines an optimization run by specifying the Scope and Purpose. He/she then provides detailed model guidance by selecting Filters and Parameter values. The Option Notes textbox provides a means of documenting the run with whatever information is useful to the user. Once the run is specified, the user chooses the label with which it will be saved using the “Option Type.” The available labels are “State Option 1” and “State Option 2.” Associated with the run label is a Run Schedule, which is set to either “On” or “Off.” Setting the Run Schedule to “On” means that the option will be executed that evening; setting it to “Off” means that the option will not be executed. When all is specified and scheduled, the run is “Saved.” Saving the run places it in a queue for processing the following data-processing cycle, usually Monday through Friday nights.

After the nightly run, the resulting recommended reassignments are placed in EMT and may be viewed the following day using DPRO's Formation View or EMT.

Only the last result of the day is processed during the night. For example, if the user specifies and saves a run in "State Option 1" during the morning, and later in the afternoon decides to specify and save a new run in "State Option 1," only the later specification in "State Option 1" will be processed.

A previously scheduled nightly run may be terminated by selecting the corresponding Option Type ("State Option 1" or "State Option 2"), selecting the schedule "Off" and Saving the changes. This will cancel all future runs. Note that when canceling, none of the other control selections ("Scope", "Purpose", "Filter" or "Parameters") are important.

16.1.5.0.2.2 Option Type

There are three Option Types: Baseline, State Option 1, and State Option 2.

During each nightly data processing after EMT is built, EMTO is run by NGB using NGB defaults for all Filters and Parameters. The GUI can be used to view these control values, but they may be modified only by the NGB EMTO administrator. The nightly results of the Baseline EMTO run may be viewed in Formation View and EMT.

State Option 1 and State Option 2 provide the mechanism for individual states to configure and schedule EMTO runs separate from, and in addition to, the nightly NGB runs. Each Option may have associated with it a complete set of user control settings from the "Optimization Settings" GUI. To be executed during the coming night's process, the Run Schedule setting must be set to "On."

As originally conceived, one Option Type (State Option 1, for example) would be used for a state-specific nightly run (perhaps with a Mileage Filter value different from the NGB run, or some other minor adjustment) while State Option 2 would be used for excursion scenarios. However, the two options are completely interchangeable. Either State Option 1 or State Option 2 may be used, or both, or neither. Either or both may run every night or for a limited time as desired. It is important to note that results do not persist beyond a single day. In other words, when an Option is turned off, the results from a previous run of that scenario are eliminated after that evening's processing.

16.1.5.0.2.3 Scope

"Scope" controls the organizational scope of the "potential excess" Soldiers and adjusted vacancies. Its use is closely tied to the "Purpose" selection just below it.

As mentioned earlier, EMTO is always limited to at most the units in a single state. That state must always be selected by the “State” drop-down menu. The scope may be further reduced by selecting a POD within the state, or a POD and a single subordinate UPC. The three controls are linked, so once a state is selected, only PODs within the state may be viewed, and once a POD is selected only UPCs within the POD may be viewed.

16.1.5.0.2.4 Purpose

“Purpose” is closely tied to “Scope,” and is used to define the overarching goal of the optimization. The choices are: “Balance,” “Fill,” and “Reduce.”

“Balance” should suggest making the best use possible of personnel resources within a specified scope. Both “potentially excess” Soldiers and adjusted vacancies are limited to those within the specified scope. EMTO then attempts to recommend reassignments within that scope that will better use those resources. If the “Scope” is a state, then every “potentially excess” Soldier in the state and every adjusted vacancy in the state are used for the optimization. If a POD or UPC is specified in the “Scope” then only Soldiers and adjusted vacancies within that POD or UPC are considered by EMTO.

“Fill” should suggest making a unit well by possibly reassigning its own personnel and by considering reassigning to it potentially excess personnel from outside the unit. Due to EMTO being limited to “Within state” reassignments, “Fill” may not be used without specifying a POD or POD/UPC in the “Scope” selection.

“Reduce” should suggest nearly the opposite of “Fill.” It considers “potentially excess” Soldiers within the selected unit, but limits consideration of adjusted vacancies to those outside of the unit, the idea being to find positions for Soldiers outside their current unit. Again, because EMTO is limited “Within state” reassignments, “Reduce” may not be used without specifying a POD or POD/UPC in the “Scope” selection.

16.1.5.0.2.5 Filter

“Filter” permits the user to eliminate some possible reassignments based on selectable criteria. There are currently three choices: “Limit Mileage to,” “Include Soldiers with SFPA flags,” and “Include Non-Available Soldiers.”

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“Limit Mileage to” allows the user to preclude possible reassignments that would require a Soldier to commute an unacceptably long distance. EMT contains distance information for each possible reassignment; the distance from the “potentially excess” Soldier’s home of record to his/her current unit, and the distance from the “potentially excess” Soldier’s home of record to the unit containing the adjusted vacancy under consideration.

EMTO considers the difference between these two differences and compares them to the value selected by the user in “Limit Mileage to.” If the distance for the new unit exceeds the distance for the current unit and the difference exceeds the “Limit Mileage to” selection, then that possible reassignment is excluded from consideration by EMTO. For example, if the Soldier currently lives 35 miles from his/her current unit and the EMTO user selects a “Limit Mileage to” mileage of 25 miles then EMTO will consider only potential reassignments that are no farther than 25 miles + 35 miles = 60 miles from the Soldier’s home.

The smallest choice of “Limit Mileage to” is 0, which means that EMTO will consider all potential reassignments for which the commute is no longer than the Soldier’s current commute.

The current default value for “Limit Mileage to” is 50 miles.

“Include Soldiers with SFPA Flags” controls whether or not “potentially excess” Soldiers currently having Suspension of Favorable Personnel Actions are considered for reassignment. When the box is checked, such Soldiers are considered and may be recommended for reassignment. When the box is un-checked, potentially excess Soldiers with current Suspension of Favorable Personnel Actions are excluded from EMTO and are not considered for reassignment.

The default for “Include Soldiers with SFPA Flags” is “checked” (i.e., such Soldiers are considered).

“Include Non-Available Soldiers” controls whether or not “potentially excess” Soldiers that are currently coded as "Non-Available" are considered for reassignment. When the box is checked, such Soldiers are considered and may be recommended for reassignment. When the box is un-checked, potentially excess Soldiers coded as "Non-Available" are excluded from EMTO and are not considered for reassignment.

The default for “Include Non-Available Soldiers” is “un-checked” (such Soldiers are not considered).

16.1.5.0.2.6 Parameters

“Parameters” are used to express to EMTO the relative importance of various Soldier or vacancy attributes.

EMTO is a flexible model whose behavior can be influenced by the selection of various Parameters. These Parameter selections allow the user to express his/her preferences.

The currently available Parameters are: “Favor reassignment to MTOE over TDA,” “Favor Soldiers meeting TIG/TIS when considering higher grade,” “Favor Soldiers meeting Mil Ed when considering higher grade,” and “Favor reassignments to positions closer to Soldier’s home.” For each Parameter, the user may select one of three levels of “costs”: “None,” “Small,” and “Large.”

For each Parameter, selecting “None” signals to EMTO that the feature controlled by the Parameter is unimportant to the user for the current EMTO run. For example, the Parameter “Favor reassignment to MTOE over TDA” influences EMTO to nudge reassignments of “potentially excess” Soldiers to MTOE units over reassigning them to TDA units. For this Parameter, selecting “None” signals EMTO that adjusted vacancies at MTOE units are to be considered equally with adjusted vacancies at TDA units. By selecting “Small” the user signals that EMTO should give slight preference to filling adjusted vacancies at MTOE units in preference to filling adjusted vacancies at TDA units. By selecting “Large” the user signals that EMTO should strongly favor filling adjusted vacancies at MTOE units over filling adjusted vacancies at TDA units.

As just mentioned, “Favor reassignment to MTOE over TDA” expresses the idea that for readiness purposes MTOE units are more important than TDA units and for this reason “potentially excess” Soldiers should be nudged toward reassignment to MTOE units, all other factors being equal. If this is the user’s intention, he/she should select either “Small” to provide a slight nudge, or “Large” to provide a more significant nudge toward MTOE units. If the user is not interested in favoring MTOE units, this Parameter should be set to “None.” When set to “None,” EMTO has no bias between MTOE and TDA units and will treat reassignments to them equally.

The Parameter “Favor Soldiers meeting TIG/TIS when considering higher grade” affects only possible reassignments where the grade of the adjusted vacancy exceeds the grade of the “potentially excess” Soldier being considered for reassignment. If the user wishes to favor “potentially excess” Soldiers meeting Time in Grade and Time in Service requirements for the next higher grade of the adjusted vacancy, the user should select “Small” for a slight nudge or “Large” for a significant nudge favoring Soldiers meeting TIG/TIS over those not meeting TIG/TIS. If the user is not interesting in favoring Soldiers meeting TIG/TIS, this Parameter should be set to “None.”

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The Parameter “Favor Soldiers meeting Mil Ed when considering higher grade” is very similar to the Parameter “Favor Soldiers meeting TIG/TIS when considering higher grade.” It applies only to possible reassignments in which the grade of the “potentially excess” Soldier is less than the position grade of the adjusted vacancy. If the user wishes to favor “potentially excess” Soldiers meeting Military Education requirements for the next higher grade of the adjusted vacancy, the user should select “Small” for a slight nudge or “Large” for a significant nudge favoring Soldiers meeting Military Education requirements over those not meeting Military Education requirements. If the user is not interested in favoring Soldiers meeting Military Education requirements, this Parameter should be set to “None.”

Finally, the Parameter “Favor reassignments to positions closer to Soldier’s home” is used to nudge possible reassignments in favor of adjusted vacancies closer to the home of the “potentially excess” Soldiers. Like the previous Parameters, a choice of “Small” or “Large” signals to EMTO to slightly or strongly, respectively, favor adjusted vacancies closer to the “potentially excess” Soldier’s home. A selection of “None” causes EMTO to be indifferent to the potential new commuting distance.

Note that this last Parameter is related to, but not identical to, the Filter “Limit Mileage to.” Based on the drop-down mileages choice, the “Limit Mileage to” Filter eliminates all possible reassignments whose commuting distance exceeds the “potentially excess” Soldier’s current commuting distance by more than the Filter setting. Typically, this filter eliminates some possible reassignments while permitting other, shorter commuting reassignments to be further considered by EMTO. The “Favor reassignments to positions closer to Soldier’s home” Parameter then applies only to the possible reassignments that have been permitted further consideration by the “Limit Mileage to” Filter. In other words, the Filter removes some possible reassignments. Those possible reassignments that remain are subject to nudging (or not) by the “Favor reassignments to positions closer to Soldier’s home” depending upon its Parameter setting.

Finally, note that the effect of the four Parameters is cumulative but all are independent. Any Parameter may be set to any of its permissible settings. Each will nudge possible reassignments in the way previously described.

16.1.5.0.2.7 Option Notes

“Option Notes” simply provides a scratch pad for documenting settings, recording reminders, or for any other purpose convenient to the user. These notes are stored with all of the other GUI settings in “State Option 1” or “State Option 2” and are retrieved along with them.

16.1.5.0.3 EMTO Results

The results from all EMTO Baseline runs, and from all scheduled State Option runs, are available to review after nightly processing. The results are displayed in three primary locations: (1) in the Soldier-level records shown within the EMT Search pages; (2) in three stand-alone reports shown under EMT Reports; and (3) in the EMT reports that are linked to DPRO's Formation View.

In the Soldier-level records shown within the EMT Search pages, the EMT recommended reassignments are identified with yellow stars. The recommended reassignment for each Option Type (i.e., Baseline, State Option 1, and State Option 2) is displayed independently in a separate column.

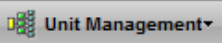

The three stand-alone reports shown under EMT Reports filter the potential reassignments to display on the EMTO recommended reassignments.

The EMT reports available in Formation View (accessible by clicking the green puzzle piece) display all EMT potential reassignments, and identify the EMT baseline recommendation. State Option recommendations are not displayed in the Formation View reports.

16.2 Formation View

The Formation View is a tool that graphically displays the Soldiers assigned to both authorized and unauthorized positions of a selected Unit and allows you to explore various attributes and metrics associated with those Soldiers. The tool also allows for the exploration of unfilled positions and includes a link to the Excess Management Tool to identify potential candidates to fill those positions. It is accessed through the *Unit Management* drop-down menu within DPRO.

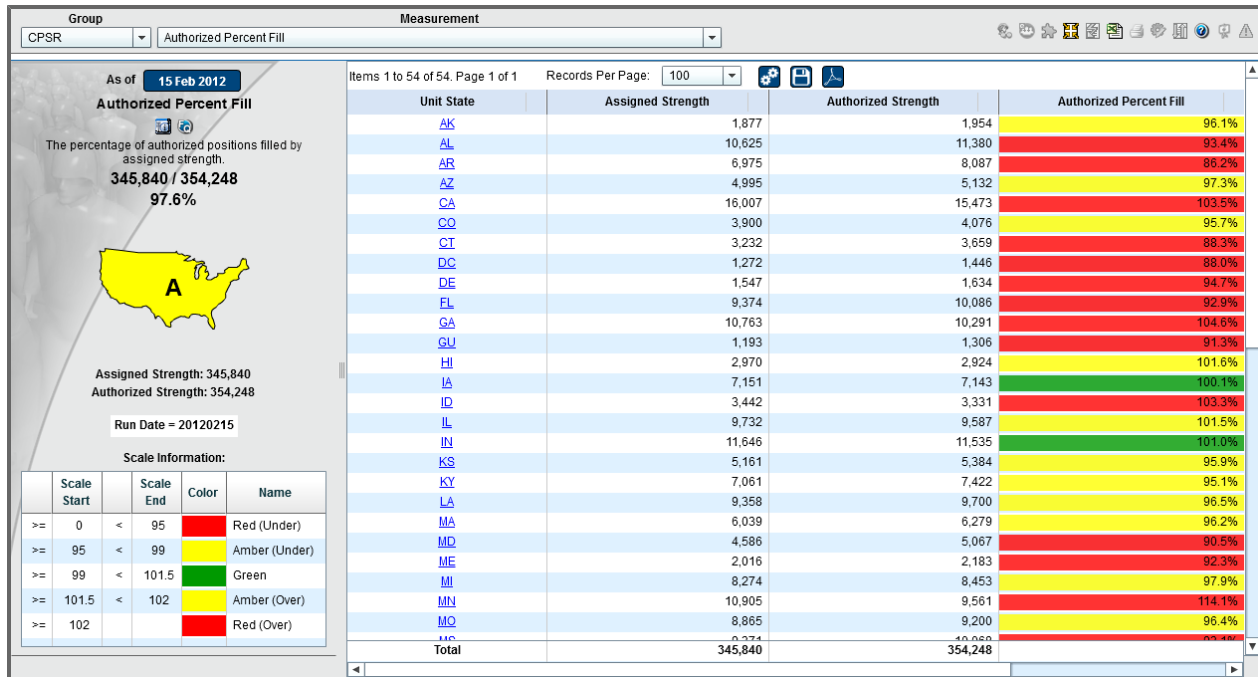
16.2.1 Accessing, Drilling, and Sorting Formation View

1. Click the **Unit Management** menu  , under the *Tools* section of the Ribbon Toolbar, and then select **Formation View**  . Formation View appears on the screen, displaying summary-level data for the default metric, *Authorized Percent Fill*.

Note: Where applicable, the display metric "Percent" column is shaded (red-amber-green) based on the metric's approved scale, which is defined at the bottom left-hand side of the page. The map image on the left-hand side is also shaded to reflect the color of the aggregate assessment, and

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the numeric aggregate category totals are displayed above this icon.



16.2.1.1 Drilling Down

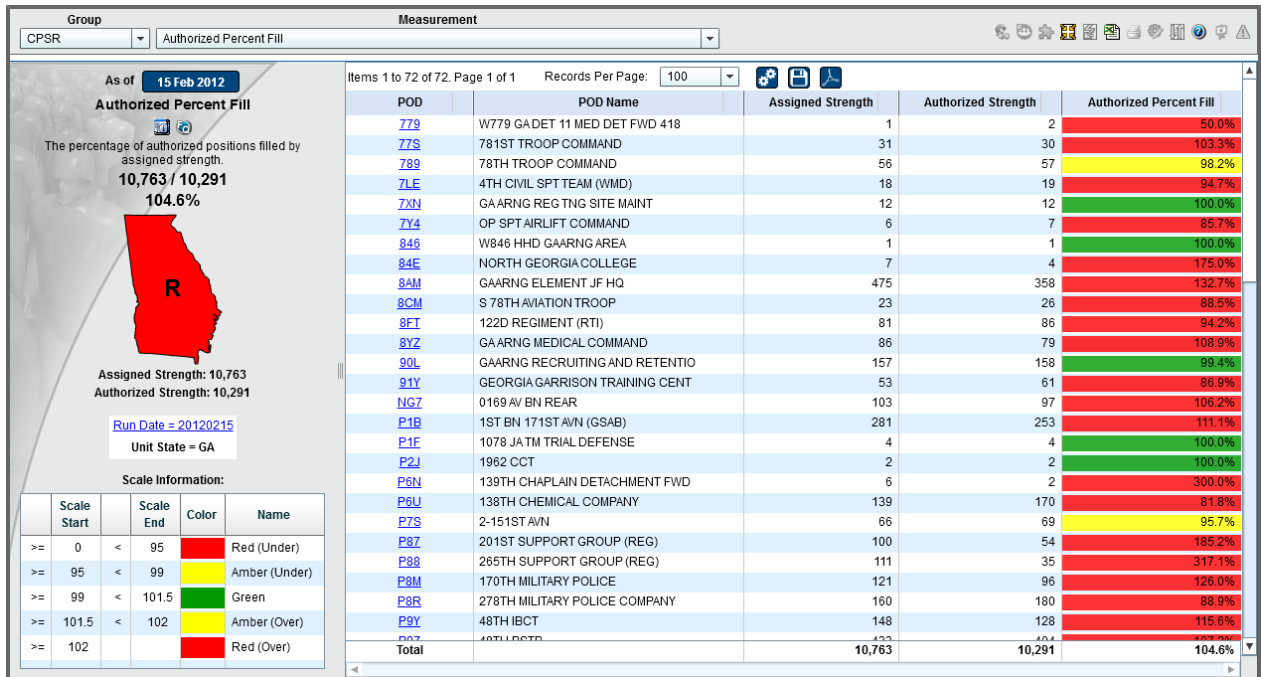
1. Click a state in the *Unit State* column.


The PODs for the selected state appear.


Note: Your starting view depends on your command level. NGB users will see a list of the States, State users will see a list of PODs in their State (as in the picture below), POD-level users will see a list of units in their POD, and Unit-level users will see the units in their command only.

Tip: Some users can change their command level. For more information, see [Using the Command Navigator and Command Picker](#) on page 144.

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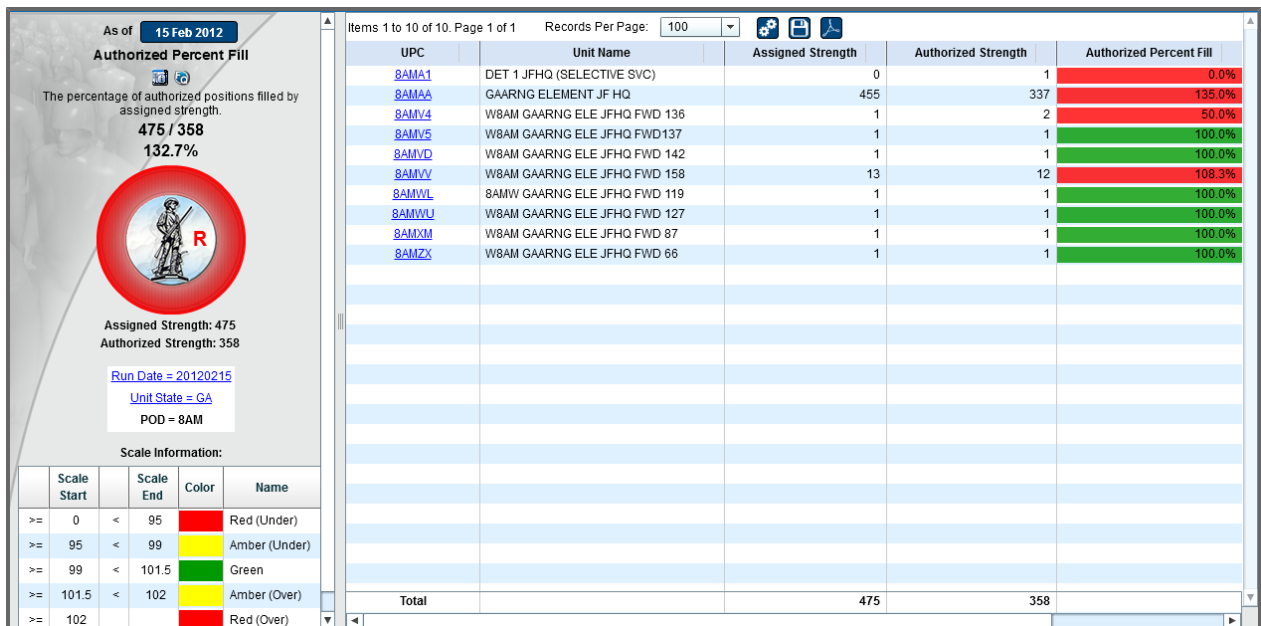


Note: While at the Battalion level of detail, you have access to the Battalion View. You can access the Battalion View by clicking the **Battalion View**  icon.

Tip: If you need to return to the Grid view from Battalion View, click **Return to Grid View** .

2. Click a POD to drill down to the next level of detail.

The list of UPCs within the selected POD appears, and a summary icon appears on the left-hand side of the screen.



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- Click a UPC to drill down to the Formation View of the Unit.
The Unit's Formation View appears.

Group: CPSR Measurement: Authorized Percent Fill Group by: MPC

As of: 15 Feb 2012

Authorized Percent Fill

The percentage of authorized positions filled by assigned strength:
455 / 337
135.0%

Assigned Strength: 455
 Authorized Strength: 337

Run Date = 20120215
[Unit State = GA](#)
[POD = 8AM](#)
[UPC = 8AMAA](#)

Scale Start	Scale End	Color	Name
>= 0	< 95	Red	Red (Under)
>= 95	< 99	Amber	Amber (Under)
>= 99	< 101.5	Green	Green
>= 101.5	< 102	Amber	Amber (Over)
>= 102		Red	Red (Over)

Icon	Description	Count
	Open vacancy	64
	Assigned and Authorized	262

Unit Name: GAARNG ELEMENT JF HQ
 Unit State: GA
 UPC: 8AMAA
 Position MOS:
 Position Grade: O8
 Position Para: 001
 Position Line: 01
 Position Title: ADJUTANT GENERAL/CDR
 Days Vacant:
 Claimant Type:
 Claimant's Name:
 Claimant's PMOS:
 Claimant's Grade:
 Claimant's Current UPC:
 Claimant's Current Paragraph:
 Claimant's Current Line:

Note: You can drill up to a previous level by clicking any of the links on the left-hand side of the page, underneath the colored graph.

Assigned Strength: 464
 Authorized Strength: 337

[Run Date = 20120215](#)
[Unit State = GA](#)
[POD = 8AM](#)
[UPC = 8AMAA](#)

16.2.1.2 Sorting

To sort the grid view:

1. From the grid view, click the title of a column header.
Your primary sort is set.

Items 1 to 10 of 10. Page 1 of 1


UPC	Unit Name	Assigned Strength	Authorized Strength	Authorized Percent Fill
8AM41	DET 1 JFHQ (SELECTIVE SVC)	0	1	0.0%
8AMZ3	W8AM GAARNG ELE JFHQ FWD 66	1	1	100.0%
8AMV4	W8AM GAARNG ELE JFHQ FWD 136	1	2	50.0%
8AMV5	W8AM GAARNG ELE JFHQ FWD137	1	1	100.0%

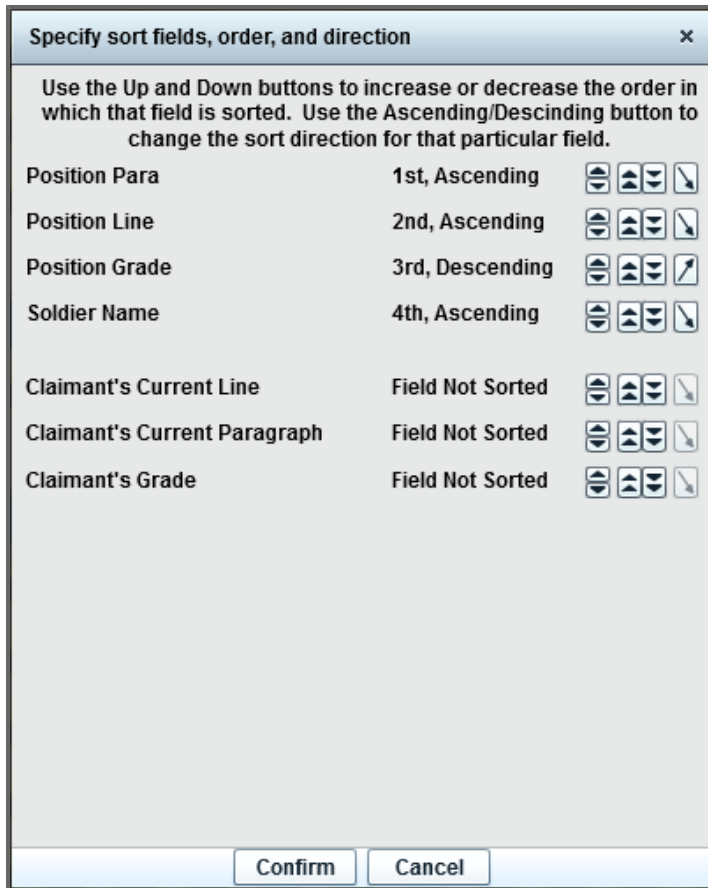
2. To create a secondary sort, click the smaller box to the right of the title in the column heading you also wish to sort.



3. Click the smaller box where a number now resides to change it to ascending or descending.
Note: You can create as many sorts as there are columns (i.e. four columns can result in four sorts).
Tip: Click the title of a column header to eliminate all other sorts and make that column the primary sort.

To sort the formation view:


1. Click **Sort**  in the top right-hand corner of the second panel.
The *Specify sort fields, order, and direction* window opens.




2. Add sorts as necessary by clicking one of the sort direction buttons next to a *Field Not Sorted*.



3. Remove sorts as necessary.


- a. Click **Sort on Last**. 


The field moves to the bottom of the sort list.


- b. Click **Sort on Later**. 


The field changes to *Field Not Sorted*.

4. Adjust the order and direction of sorted fields as necessary.

- a. Click **Sort on Sooner** to move a sort up one position. 

- b. Click **Sort on Later** to move a sort down one position. 

- c. Click **Sort on First** to move a sort to the top of the list. 

- d. Click **Sort on Last** to move a sort to the bottom of the list. 

- e. Click **Switch to Descending Order**  / **Switch to Ascending Order**  to adjust the sort order on a field.


5. Click **Confirm**.

The view refreshes to reflect your sort changes.

16.2.2 Using Formation View

The Formation View contains a number of icons designed to show users a Unit's composition at a glance. From within this view, users can see the Commissioned Officers, Warrant Officers, and Enlisted Soldiers assigned to valid positions within the Unit, along with Soldiers who are assigned to unauthorized positions and open vacancies that exist within the Unit. Users are also able to view information about each individual Soldier within the Unit and view thousands of different metrics, including metrics associated with readiness, promotability, education, demographics, and numerous other items of interest to personnel managers. Users can also access the Excess Management Tool from within the Formation View to determine potential candidates for a vacant position or potential assignments in other Units for Soldiers assigned as excess or dual-slotted.

16.2.2.1 Battalion View

When drilling down to the POD level of a State, you can view the entire battalion by clicking the *Roster View* icon  in the top right-hand corner. Battalion view defaults to showing all units and the CPSR metric group, but you can sort the battalion view by unit, MPC or UPC, metric group, or measurements.


Group: CPSR
Measurement: Authorized Percent Fill
Available Units: Multiple Items
Group by: MPC

As of **15 Feb 2012**

Authorized Percent Fill

The percentage of authorized positions filled by assigned strength.

475 / 358
132.7%





Assigned Strength: 475
Authorized Strength: 358

[Run Date = 20120215](#)
[Unit State = GA](#)
[POD = 8AM](#)

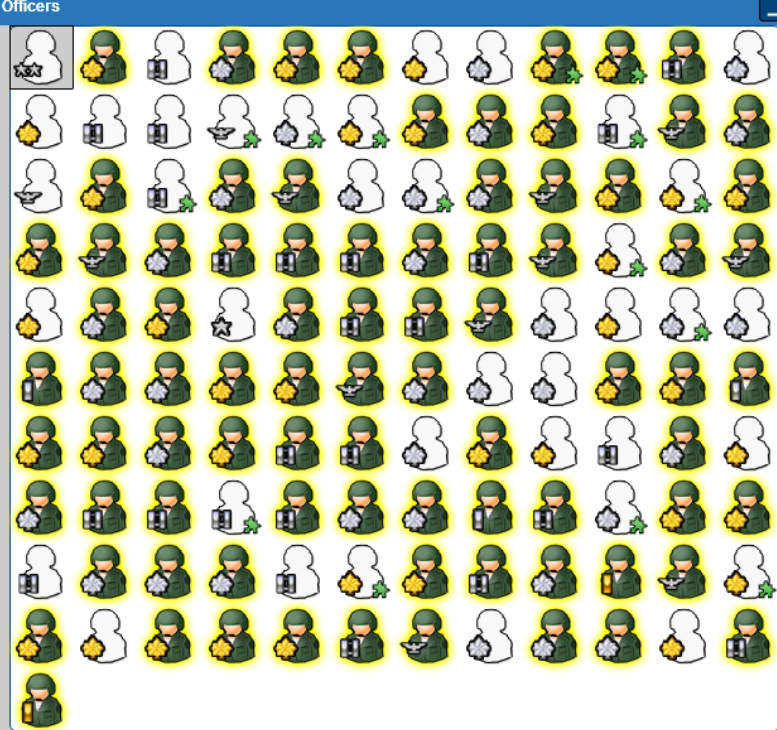
Scale Information:

Scale Start	Scale End	Color	Name
>= 0	< 95		Red (Under)
>= 95	< 99		Amber (Under)
>= 99	< 101.5		Green
>= 101.5	< 102		Amber (Over)
>= 102			Red (Over)

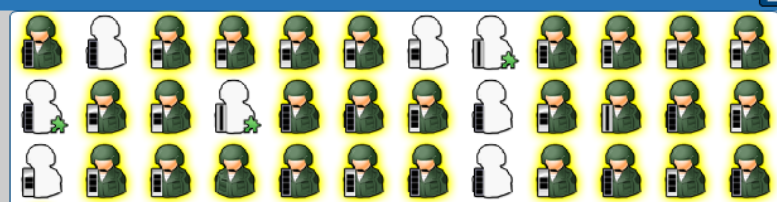
Legend

Icon	Description	Count
	Open vacancy	76
	Assigned and Authorized	287

Officers



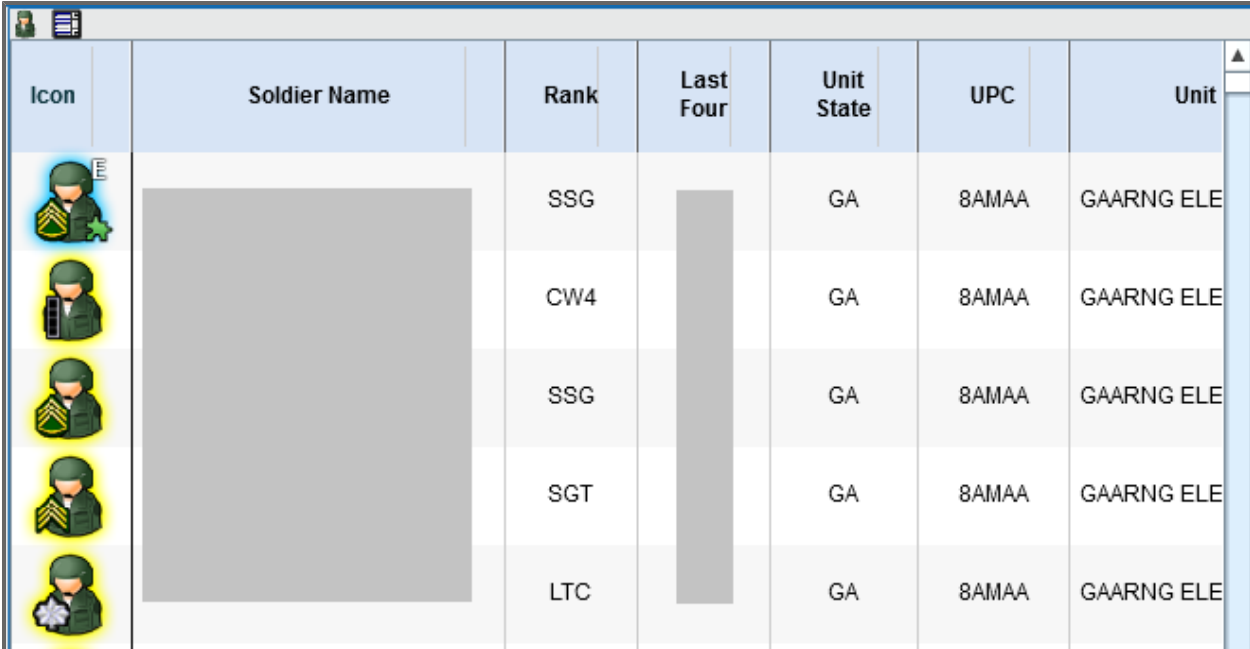
Warrant Officers








Tip: If you need to return to the Aggregate View from Roster View, click the **Aggregate View** icon .

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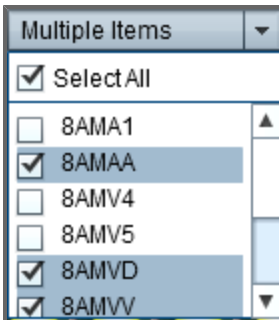
To view the icons as a list, click the **List View** icon  at the top of the second panel.



Icon	Soldier Name	Rank	Last Four	Unit State	UPC	Unit
		SSG		GA	8AMAA	GAARNG ELE
		CW4		GA	8AMAA	GAARNG ELE
		SSG		GA	8AMAA	GAARNG ELE
		SGT		GA	8AMAA	GAARNG ELE
		LTC		GA	8AMAA	GAARNG ELE

Click the **Icon View** icon  to return to icon view.


To sort the Battalion view by select UPCs, click the *Available Units* drop-down menu and select the checkboxes next to each unit you would like to display.











Note: If you're viewing a metric that is scaled, the graph on the left-hand side of the page will not change regardless of which units you're displaying. The graph will always display the total percentage for the POD.

16.2.2.2 Understanding the Formation View Icons

The Formation View includes multiple icons denoting a Soldier's status within the Unit:

	The chosen metric is true for a Soldier. For example, if the chosen metric is "Never Mobilized Percent," this icon would represent that a Soldier has never been mobilized.
---	---

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	The chosen metric is false for a Soldier. For example, if the chosen metric is "Never Mobilized Percent," this icon would represent that a Soldier has been mobilized. For "Authorized Percent Fill," it is also used to identify Soldiers assigned to unauthorized positions.
	The chosen metric does not apply to this Soldier. For example, the "LT Without Degree Percent" metric does not apply to Officers with a rank of Captain.
	You are currently viewing this Soldier's information. Note: The icon background may vary. The shaded background indicates the current selection.
	There is a Unit Vacancy, but no potential Soldier Candidate has been identified in EMT.
	There is a Unit Vacancy that has a Claimant. A Claimant is a Soldier who is temporarily assigned elsewhere, but who has a hold on the position (e.g., a cross-leveled Soldier).
	There is an open Vacancy with a Soldier Candidate. The Soldier Candidate(s) can be viewed through the Excess Management Tool.
	The Soldier is "Dual Slotted", i.e., is one of a group of Soldiers who have been slotted against a lesser number of authorized positions.
	The Soldier is coded as "Excess" and is not assigned to an authorized position.

In addition to the above icons, the product includes several icon overlays. These overlays communicate additional information about Soldiers in the unit who may soon leave the unit's assigned strength:

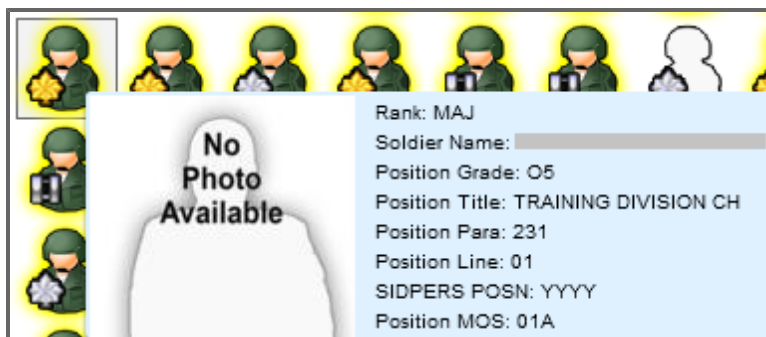
- Icons overlaid with a "C" represent Claimants to other positions that are temporarily serving in the Unit
- Icons overlaid with a "D" represent Soldiers who are Dual-Slotted
- Icons overlaid with an "E" represent Soldiers explicitly identified as Excess

For more information about the other icons available in formation view, see [Glossary of Icons](#) on page 287.



16.2.2.3 Viewing information about a Soldier or Position

You can view varying summary information about a Soldier or a position via several methods:

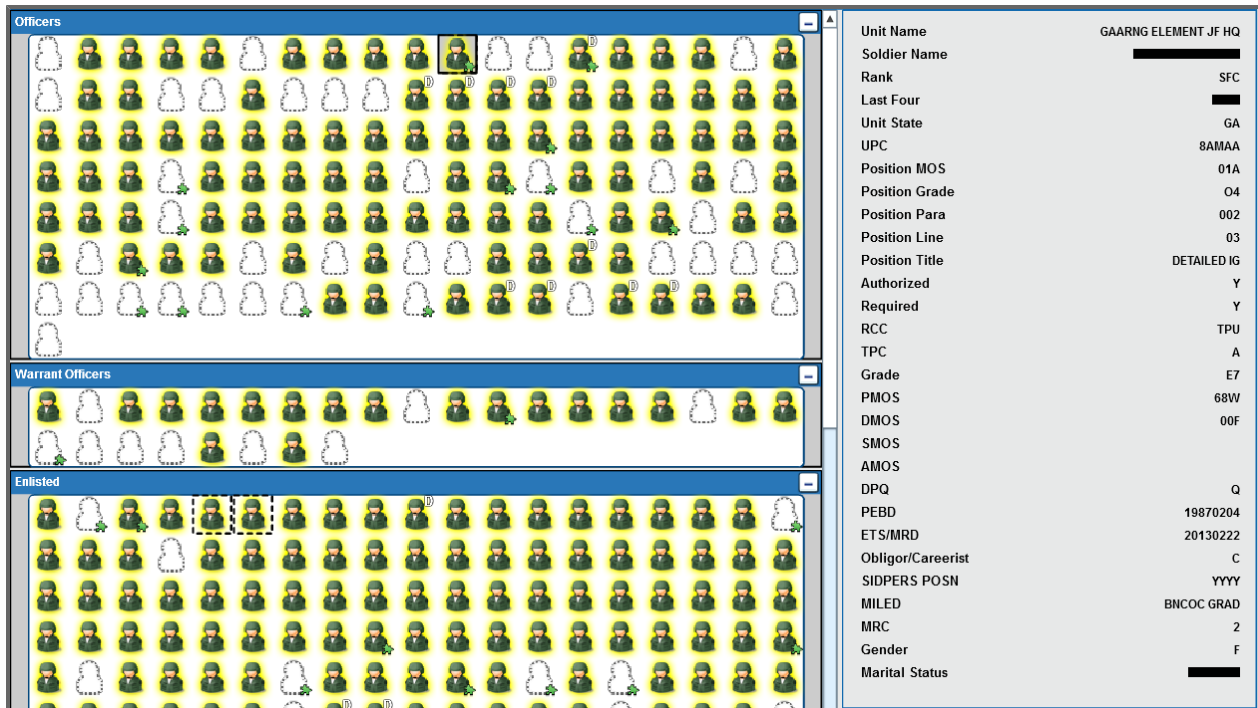
- Point to a Soldier or position icon to view basic information about the Soldier or position, respectively.



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- Click the icon of a **Soldier** in either an authorized  or un-authorized  position. The Soldier's icon is highlighted, and the Soldier's details appear on the right-hand side of the screen.


Note: The Soldier details include information about the Soldier (e.g., Soldier Name, Rank, etc.) as well as attributes of his/her position (e.g., Paragraph, Line, Position Title, etc.)

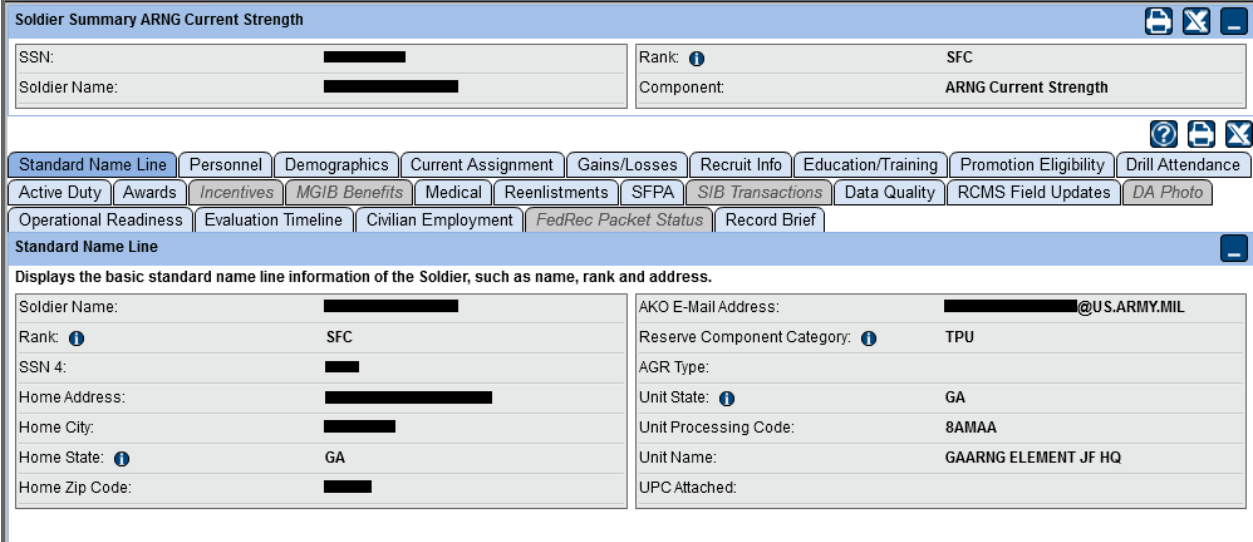


The screenshot displays a user interface for managing a unit. On the left, there are three panels: 'Officers', 'Warrant Officers', and 'Enlisted', each containing a grid of soldier icons. One icon in the 'Enlisted' panel is highlighted with a dashed box. On the right, a detailed information panel for the selected soldier is shown.


Unit Name	GAARNG ELEMENT JF HQ
Soldier Name	██████████
Rank	SFC
Last Four	██████
Unit State	GA
UPC	8AMAA
Position MOS	01A
Position Grade	O4
Position Para	002
Position Line	03
Position Title	DETAILED IG
Authorized	Y
Required	Y
RCC	TPU
TPC	A
Grade	E7
PMOS	68W
DMOS	00F
SMOS	
AMOS	
DPQ	Q
PEBD	19870204
ETS/MRD	20130222
Obligor/Careerist	C
SIDPERS POSN	YYYY
MILED	BNCOG GRAD
MRC	2
Gender	F
Marital Status	██████████

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- Click the **View Soldier Details** icon  at the top right-hand corner of the screen. The *Soldier Summary* screen opens in a new window, allowing you to view detailed information about the Soldier.





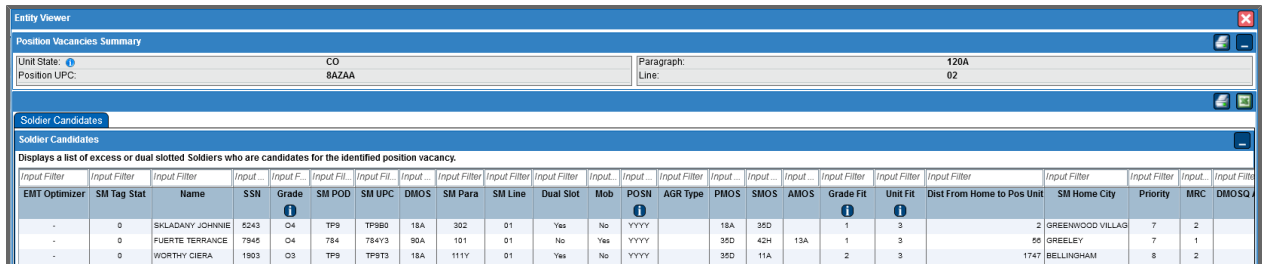
Soldier Summary ARNG Current Strength	
SSN: [REDACTED]	Rank: SFC
Soldier Name: [REDACTED]	Component: ARNG Current Strength
Standard Name Line	
Displays the basic standard name line information of the Soldier, such as name, rank and address.	
Soldier Name: [REDACTED]	AKO E-Mail Address: [REDACTED]@US.ARMY.MIL
Rank: SFC	Reserve Component Category: TPU
SSN 4: [REDACTED]	AGR Type:
Home Address: [REDACTED]	Unit State: GA
Home City: [REDACTED]	Unit Processing Code: 8AMAA
Home State: GA	Unit Name: GAARNG ELEMENT JF HQ
Home Zip Code: [REDACTED]	UPC Attached:

- Click the icon of a **Vacant**  position. The details appear on the right-hand side again but include information only about the Position.

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- Excess Management Tool Options:

- Click the **Excess Management Tool** icon  on a vacant position . An *Excess Management Tool* report opens, allowing you to view potential candidates for the vacant position.





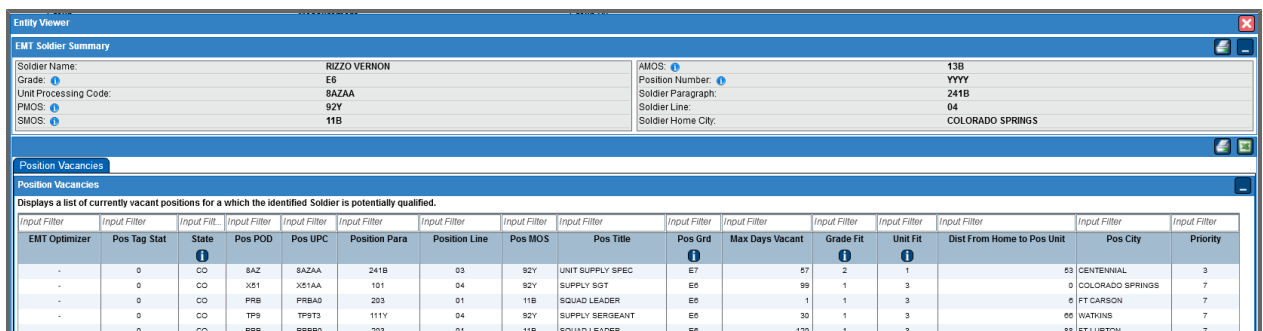
Entity Viewer
Position Vacancies Summary

Unit State: CO Paragraph: 120A
Position UPC: 8AZAA Line: 02

Soldier Candidates
Displays a list of excess or dual slotted Soldiers who are candidates for the identified position vacancy.

Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter			
EMT Optimizer	SM Tag Stat	Name	SSN	Grade	SM POD	SM UPC	DMOS	SM Para	SM Line	Dual Slot	Mob	POSN	AGR Type	PMOS	SMOS	AMOS	Grade Fit	Unit Fit	Dist From Home to Pos Unit	SM Home City	Priority	MRC	DMOSQ
-	0	SKLADANY JOHNIE	5243	O4	TP9	TP9B0	18A	302	01	Yes	No	1		18A	36D		1	3	2	GREENWOOD VILLAG	7	2	
-	0	FUERTE TERRANCE	7945	O4	784	784Y3	90A	101	01	No	Yes	YYYY		35D	42H	13A	1	3	50	GREELEY	7	1	
-	0	WORTHY CIERA	1903	O3	TP9	TP9T3	18A	111Y	01	Yes	No	YYYY		35D	11A		2	3	1747	BELLINGHAM	8	2	

- Click the **Excess Management Tool** icon  on an unauthorized position . An *Excess Management Tool* report opens, allowing you to view potential vacancies for the unauthorized Soldier.






Entity Viewer
EMT Soldier Summary

Soldier Name: RIZZO VERNON AMOS: 13B
Grade: E6 Position Number: YYYY
Unit Processing Code: 8AZAA
PMOS: 92Y Soldier Paragraph: 241B
SMOS: 11B Soldier Line: 04
Soldier Home City: COLORADO SPRINGS

Position Vacancies
Displays a list of currently vacant positions for a which the identified Soldier is potentially qualified.

Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter	Input Filter
EMT Optimizer	Pos Tag Stat	State	Pos POD	Pos UPC	Position Para	Position Line	Pos MOS	Pos Title	Pos Grd	Max Days Vacant	Grade Fit	Unit Fit	Dist From Home to Pos Unit	Pos City	Priority							
-	0	CO	8AZ	8AZAA	241B	03	92Y	UNIT SUPPLY SPEC	E7	87	2	1	53	CENTENNIAL	3							
-	0	CO	X81	X81AA	101	04	92Y	SUPPLY SGT	E6	99	1	3	0	COLORADO SPRINGS	7							
-	0	CO	PRB	PRBA0	203	01	11B	SQUAD LEADER	E6	1	1	3	6	FT CARSON	7							
-	0	CO	TP9	TP9T3	111Y	04	92Y	SUPPLY SERGEANT	E6	30	1	3	66	WATKINS	7							
-	0	CO	RRB	RRBB0	203	01	11B	SQUAD LEADER	E6	120	1	3	11	FT HIRTSOU	7							

Tip: You can also view position/vacancy information by selecting an icon with the Excess Management Tool   icon overlay and clicking the Soldier Candidates  icon in the top right-hand corner.

16.2.2.4 Viewing Different Metrics

At the top of the screen (at each level of the Formation View tool), you can view the displayed information according to a different metric. There are more than 4,000 total metrics displayed across all metric groups. Many metrics have a Data FAQ associated with it as well, which you can access from the *Help* drop-down in the *Tools* section of the Ribbon Toolbar. By changing the metric, you can get more information as to the composition of a hierarchy level.

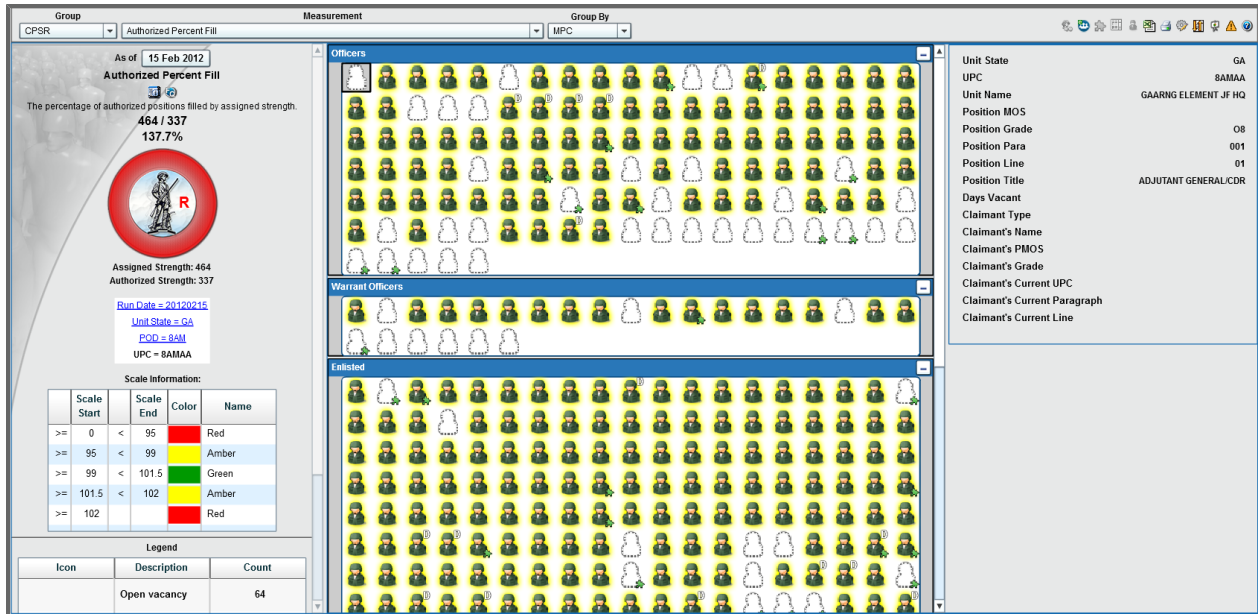
Note: Non-scaled metrics will not show you a colored graph on the left-hand side as scales cannot be displayed for aggregate numbers.

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There are several subsets of metrics in the metric group drop-down, including *CPSR*, *Core*, *Data Quality*, and *Diversity*. The default metric group is *CPSR* (Commander's Personnel Status Report), which allows you to view statistics that appear in or relate to the CPSR. For more information about accessing the CPSR, see [Presentations](#) on page 139.

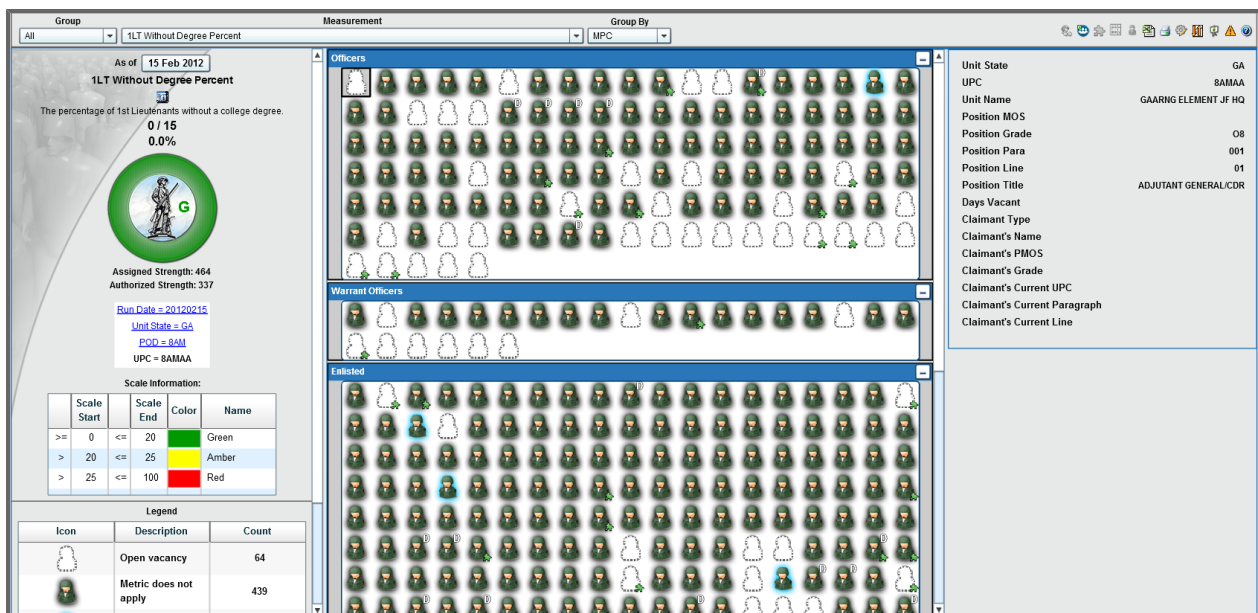
1. Select a Unit to view in *Formation View*.

The *Formation View* appears using Authorized Percent Fill as the default metric.





2. Click the *Measurement* drop-down menu and select a metric.

The *Formation View* refreshes to show the composition of the Unit when considering your chosen metric.




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As you can see, there are now a number of icons that appear as  icons. Clicking the  icons still opens the information for the particular Soldiers but these Soldiers are not relevant to the selected metric (i.e., they are not in the numerator or denominator of the metric).

16.2.2.5 Key Metric Alerts

Key Metric Alerts is a tool available from the Formation View base report that provides metric-against-peers information about the unit you are currently viewing. Key Metric Alerts provides data on fifteen metrics selected by NGB leadership.






























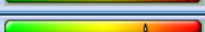














As of 15 Feb 2012 

UPC: 8AMAA (GAARNG ELEMENT JF HQ)


NG State

System Defined User Defined

Unit Size >=

Metric 	Num	Den	Pct	Rank	Obs	Pctl	Graphical Rank
  Commissioned Officer Adjusted Vacancies	17	170	10.00	5	8	37.50	
  Dental Readiness Class 4	15	442	3.39	1	8	87.50	
 Enlisted Adjusted Vacancies	8	123	6.50	7	8	12.50	
  IPPS-A Daily Composite Discrepancies	464	442	104.98	1	8	99.00	
  Late Evaluations (State Managed)	92	369	24.93	6	8	25.00	
  MRC 3B 6+ Months Cdr's Adj Strength	7	450	1.56	1	8	87.50	
  MRC 4 Cdr's Adj Str Percent	16	450	3.56	1	8	87.50	
  Negative End Strength	2	442	0.45	4	8	50.00	
  NOVAL Pay	6	442	1.36	8	8	0.00	
  Potential NOVAL Pay	3	442	0.68	6	8	25.00	
  Primary Slot Holder Non-Available Strength	28	313	8.95	1	8	87.50	
  Suspension of Favorable Personnel Action	55	442	12.44	8	8	0.00	
  Total Reenlistment Eligible	46	250	18.40	3	8	62.50	
 Warrant Officer Adjusted Vacancies	4	19	21.05	7	8	12.50	
  Within 12 Mo and Non-Educ Qual for Fut Grade	33	72	45.83	5	8	37.50	

16.2.2.5.1 Accessing Key Metric Alerts

1. From a Formation View base report, click the **Key Metric Alerts** button .
The *Key Metric Alerts* window opens.

Note: The first time this tool is opened in a session, it may take a few moments to gather the necessary data.

16.2.2.5.2 Configuring Key Metric Alerts

- By default, the report returns the most recent available data. To see older data, click the calendar button in the *Formation View* window, and select any date that is not highlighted.



The report refreshes with data based on the new date.

- By default, the report compares the current unit against all other eligible units in the 54 states and territories. To restrict the tool to compare against other units in the same state, select the *State* radio button.

The report refreshes with data about the current state only.

- By default, the report compares the current unit to all other units with equal or greater assigned strength. To change the minimum size of other units to compare against, change the number in the *Unit Size* text field, and click **Refresh**.

The report refreshes with data based on the new minimum unit size.


- To return the tool to its default settings, click **Reset**.

The report refreshes with data based on the original settings.

16.2.2.5.2.1 User Defined Option

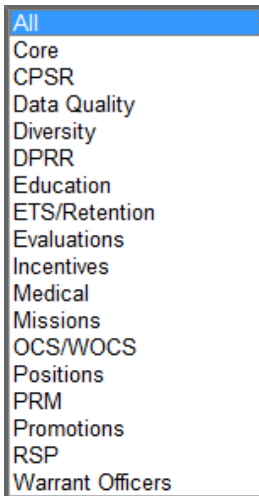
Key Metric Alerts has a *User Defined* and *Edit* icon option that allows users to determine their own measurements instead of the 15 pre-determined ones seen under the default setting of *System Defined*.

To define their own measurements:

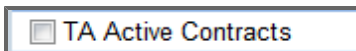
- Select the **User Defined** radio button.
The screen refreshes to the currently selected user-defined metrics.
- Click on the **Edit** icon  located in the top right corner of the page.
The metric selection page opens.

- Optionally, type a measurement into the *Search* text field.
The measurements list is filtered as you type.

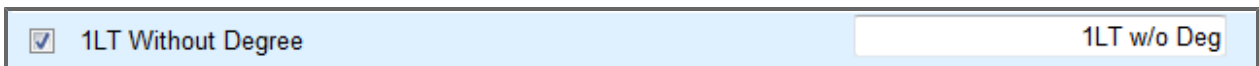
Tip: Select a datamart from the *Group* drop-down menu to search within a set group of data.



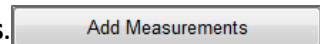
- Select one or more measurements from the list by selecting the checkbox next to the measurement name.






Note: When you select a measurement checkbox, a *Screen Label* text field appears next to the metric. Edit the label as necessary.



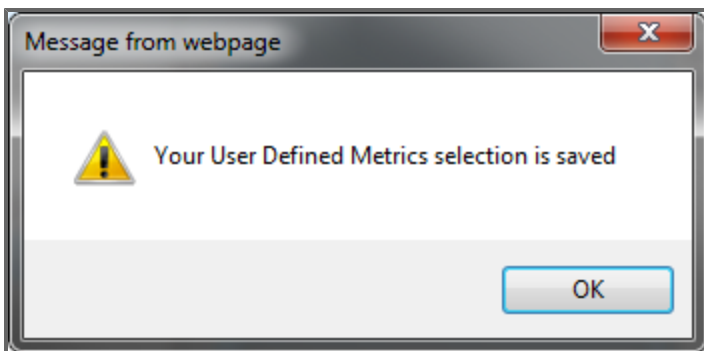
- When all desired measurements are selected, click **Add Measurements**.



Tip: To reorder the selected measurements, select a measurement and click **Move Up**  or **Move Down**  next to the list. To delete a measurement, select the measurement and click **Delete**  next to the list.

- Click **Save Metrics**.

A confirmation window appears.



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7. Click **OK**.

You are returned to the metric selection window.

8. Click **Close**.

You are returned to the Key Metric Alerts page where all changes can be viewed.

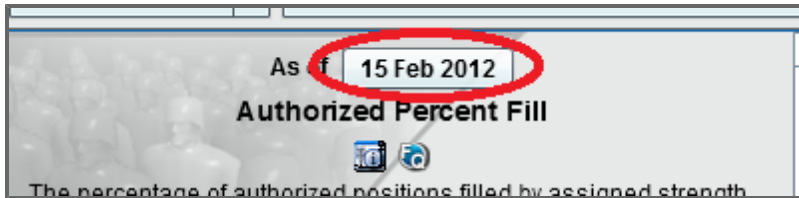
16.2.2.5.3 Understanding Key Metric Alerts


Column Name/Icon	Meaning
 <i>Metric Information</i>	Click to open a pop-up window with an explanation of the metric and how it is calculated.
 <i>View in Formation View</i>	Click to reopen the <i>Formation View</i> base report with the report set to show the current metric. Note: Some metrics cannot be displayed in <i>Formation View</i> . For these metrics, this icon is not available.
 <i>View as Dashboard</i>	Click to view data about the current metric as a dashboard.
<i>Metric</i>	The name of the metric.
<i>Num</i>	The numerator, or the number of Soldiers in assigned strength for the current unit for whom the current metric is true. Click this number to open a base report with the Soldiers that compose the numerator.
<i>Den</i>	The denominator, or the number of Soldiers in assigned strength for the current unit for whom the metric is applicable.
<i>Per</i>	The percentage of eligible Soldiers for whom this metric is true. Calculated as $(\text{Num} / \text{Den}) * 100$.
<i>Rank</i>	The rank of the current unit against all peers returned by the report.
<i>Obs</i>	The number of units observed by the report, including the current unit.
<i>Pctl</i>	The percentile of the current unit for this metric, compared against the other observed units. Calculated as $((\text{Obs} - \text{Rank}) / \text{Obs}) * 100$.
<i>Graphical Rank</i>	A graphical representation of the percentile column.






16.2.2.6 Additional Formation View Actions

You can change the run date for the Formation View by clicking the date box above the graph on the left-hand side of the page.

Note: The *Excess Management Tool* link only appears when you are viewing data for the most recent available run date.

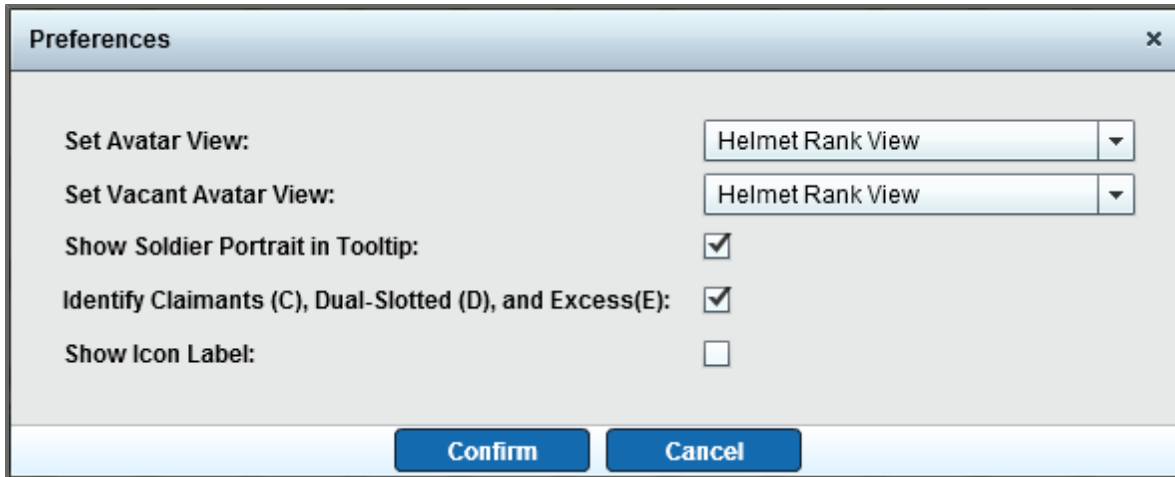


Users are also able to view metric descriptions by clicking the *Metric Information* button  located below the name of the selected metric located on the left-hand side of the screen. Along with this, the Red-Amber-Green scales for each applicable metric are included in the bottom, left-hand corner of the screen.

Scale Information:					
	Scale Start		Scale End	Color	Name
≥	0	<	95		Red
≥	95	<	99		Amber
≥	99	<	101.5		Green
≥	101.5	<	102		Amber
≥	102				Red

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Additionally, users can click **Preferences**  to customize their Formation View.



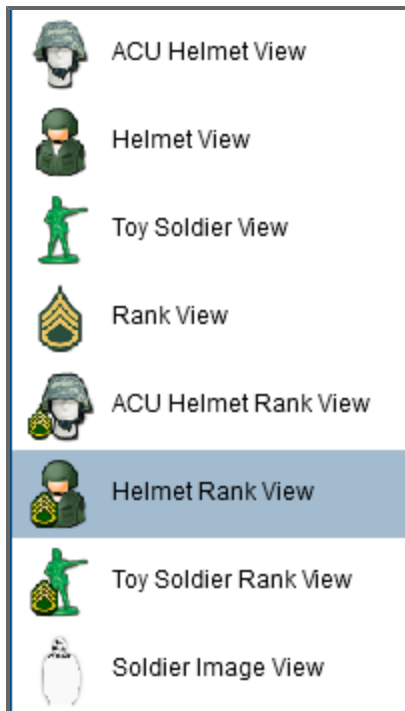
The Preferences dialog box contains the following settings:

Set Avatar View:	Helmet Rank View
Set Vacant Avatar View:	Helmet Rank View
Show Soldier Portrait in Tooltip:	<input checked="" type="checkbox"/>
Identify Claimants (C), Dual-Slotted (D), and Excess(E):	<input checked="" type="checkbox"/>
Show Icon Label:	<input type="checkbox"/>

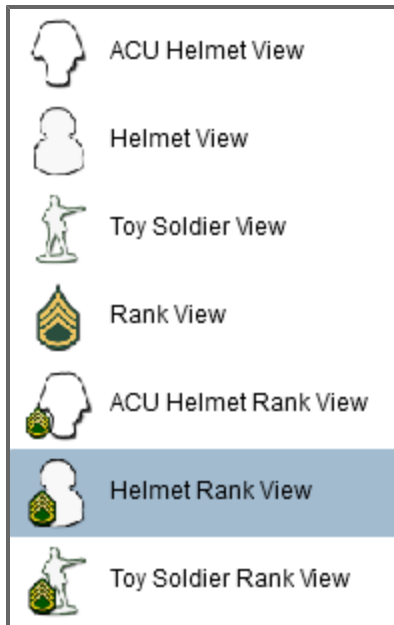
Buttons: Confirm, Cancel

From this menu, users can make the following selections:

- Set their Avatar icons from one of eight views (defaulted to Helmet Rank View).



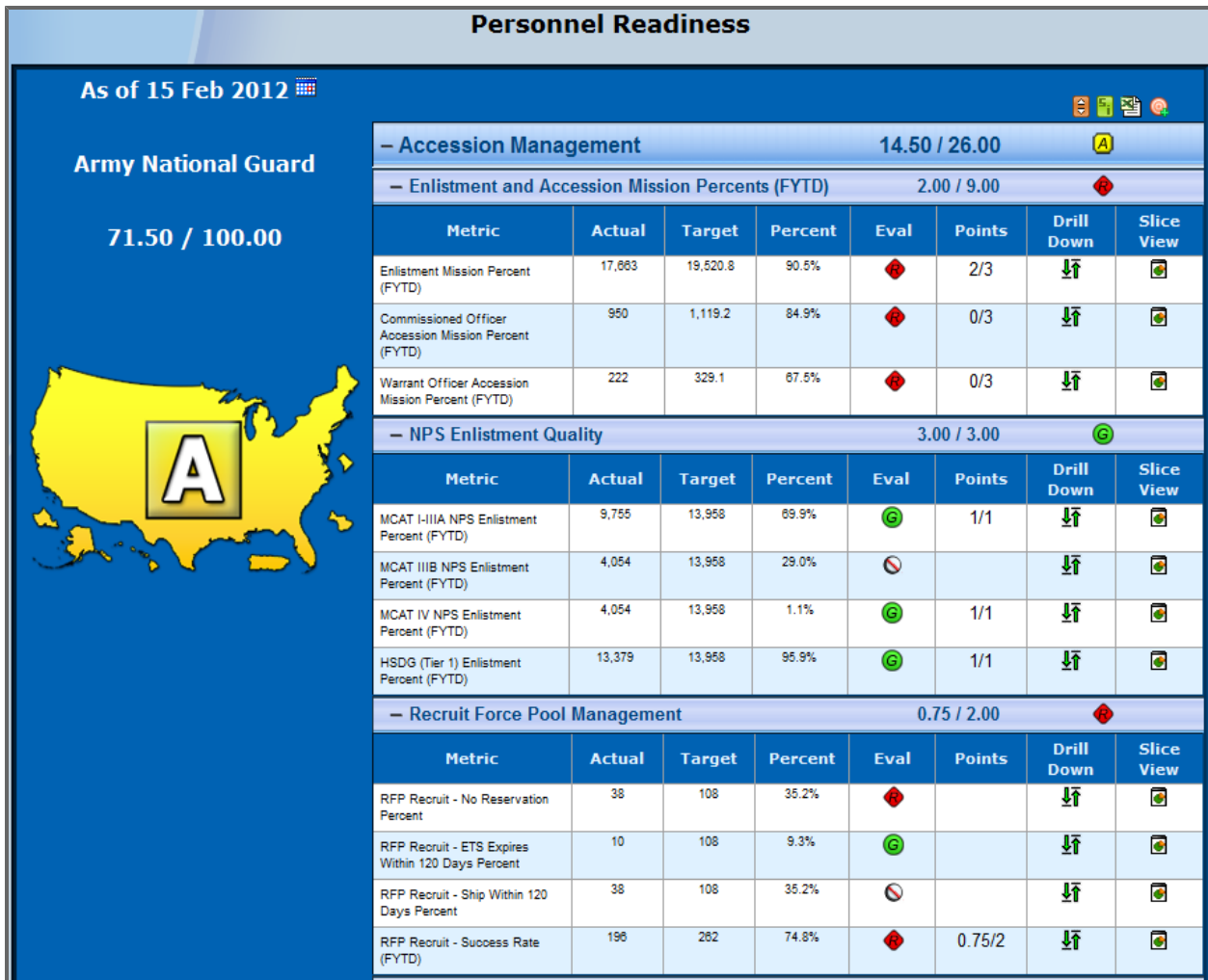
- Set the Vacant Avatar icons from one of seven views (defaulted to Helmet Rank View).



- Choose to show the Soldier Portraits in the Tooltips (defaulted to *Yes*).
- Choose to identify Claimants, Dual-Slotted, and Excess personnel with letter insignias (defaulted to *Yes*).
- Show icon labels, which for Soldiers are the first four letters of their name, and for vacancies are the position MOS (defaulted to *No*).

16.3 PRM Graphical View

The PRM graphical view provides the same readiness data as is available from the *Personnel Readiness View* (see [Personnel Readiness View](#) on page 47). The graphical view provides visual cues and interactive tools that allow you to quickly scan and explore readiness data. This tool is accessed from the *Unit Management* menu in the Ribbon Toolbar.




16.3.1 PRM Summary Panel

The panel on the left-hand side of the PRM graphical view displays information about the aggregate performance of the currently viewed cohort on the PRM metrics. The color of the map corresponds to the aggregate performance of the currently selected cohort on the PRM metrics. For a detailed explanation of PRM points and color scales, see [Understanding Color Scales and Points](#) below







16.3.2 Understanding Color Scales and Points

The color scales presented here, as elsewhere in DPRO, have four possible values: white, red, amber, and green. Each metric and category has a target range, and colors are assigned based on how the cohort's performance on the metric compares to the targeted range. To see a general explanation of the scales, see [Trend Color Scale](#) on page 140.

Points determine the aggregate scores and color scales for PRM. Like the color scales, points are assigned based on a cohort's actual performance on each metric in relationship to a set target. Click the **Point Information** button  to see:

- The *Group Points Info* tab, which contains an in-depth summary of the current cohort's aggregate score
- The *Measurement Scales Info* tab, which contains detailed explanations of the color scale and scoring information for each metric

16.3.3 Other PRM Actions









Button	Result
	A report opens with information related to the selected metric. You can return to PRM using the links at the left of your screen.
	The <i>Slice View</i> opens, providing a detailed explanation of the selected metric. You can return to PRM using the links at the left of your screen.
	The view expands to show all available metrics.
	The PRM is exported as a Microsoft Excel document.
	A pop-up window appears with options for subscribing to PRM.
	Change the date for which you view data.

17 Indexes

Indexes are tools used to measure issues that need to be addressed, ranging from the accuracy of data to the combat readiness of Soldiers. The index reporting tools allow users to see both unit-level data (for assessment) and Soldier-level data (for taking actions).

The indexes contain both an organization view and a metric view. The organization view displays aggregate command-level rankings at the summary level and metric information at the detailed (expanded) level. The metric view reverses the data displayed at these two levels. The organization view is optimal for states that want to assess their overall quality (seen at the summary level) and determine specific areas in need of attention (seen at the detailed level). The metric view is optimal for users who are focused on identifying and assessing the extent of specific metric issues.

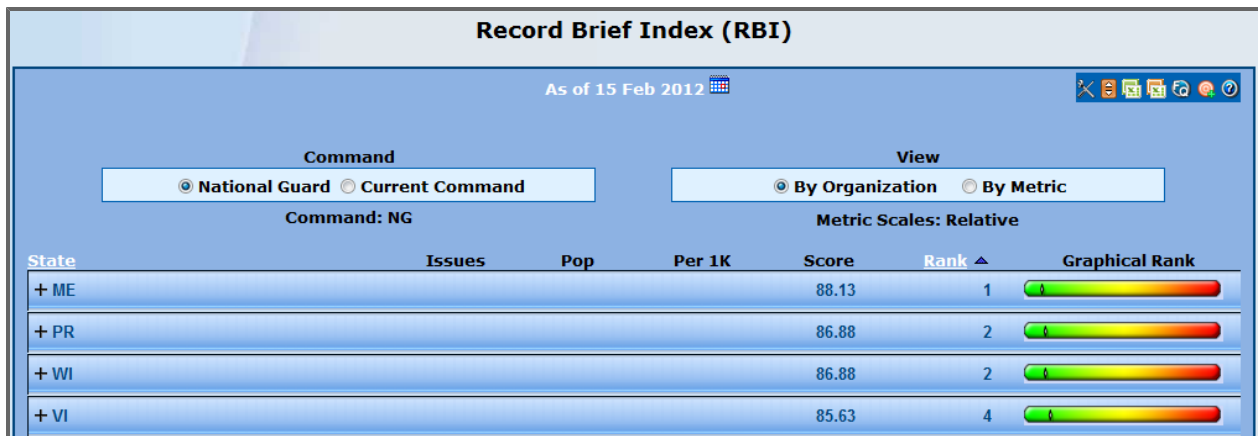
The table below shows the indexes that are currently available in DPRO.

Icon	Index
	Data Quality Index
	Education Management Index
	Incentive Management Index
	Medical Readiness Index
	Personnel Readiness Index
	Record Brief Index
	Security Clearance Index
	Soldier Management Index

17.1 Accessing the Indexes

1. Select the desired index from the **Indexes** menu, found in the *Tools* section of the Ribbon Toolbar. The selected index appears.

Note: All indexes default to the *By Organization* view with *National Guard* as the default command. Below is a picture of the Record Brief Index.



- Click the **Rank** heading to sort the listing from best to worst, or vice versa. Child commands are ranked from 1 to n based on the best (highest) to worst (lowest) score.
- Click the **Command** heading (displayed as *State* by default) to sort the listing alphabetically by command.
- View metric summary information by selecting the **By Metric** option button under *View*.
Note: You cannot sort metrics.

17.2 Changing Commands

The indexing tools default all users to view data at the State level (i.e., child command) by setting *National Guard* as the default parent command. If your current command (set via the Command Navigator) is set to something other than *National Guard*, you can view the child commands under your parent command by clicking the *Current Command* button.

For example, if your Command value is set to *Alaska* and your Hierarchy is set to *State/POD/UPC*, when you click the *Current Command* button, you will see *AK* listed next to *Command*, and you will see all of the PODs in Alaska show up in the summary rows.

If your *Current Command* is set to *National Guard*, you can change your current command with the Command Navigator first, and then click the *Current Command* when you return to see the child commands under your new parent command.

Note: The tool always returns to the default settings when you change your command through the Command Navigator. You must select *Current Command* after you have returned.

17.3 Viewing Detailed Information

- From the *By Metric* view, click a metric bar to view child command information for the chosen metric.
A list of child commands expands.
OR

From the *By Organization* view, click a child command bar to view metric information for the chosen child command.

A list of metrics expands.

2. Click the **Metric Information** button. 

The *Metric Information* pop-up window appears. This pop-up provides detailed information on the Per 1000 (Per 1K) metric being assessed.

3. Click the **Metric Dashboard** button. 

The *Basic Dashboard* for the selected metric appears in a pop-up window. This allows you to view historical time-series and drill-down information about the metric. See [Common Elements within Dashboards](#) on page 80 for more information.

4. Click the **Issues** number.

A tailored Base Report for the selected metric appears.

Note: The records displayed in this Base Report will be limited based on your command/permissions.

17.4 Scales

Absolute Scale

Indexes using the absolute scale will rank states based on their performance relative to a fixed scale.

Relative Scale

Indexes using the relative scale will compare each state's metric value to the same metric value in the other 53 states and territories and then rank the states accordingly.

17.5 Explanation of the Ranking System

All of the metrics included in the indexes are normalized to be based on Per 1K Soldiers so that small states and large states are equally weighted. The normalization is accomplished by dividing the total number of issues by the underlying population included in the metric for the specific state, and then multiplying the result by 1000.

For example, if a metric for New Hampshire includes seven (7) issues out of an underlying population of 2,000, the calculation would be derived as follows:









$$7 / 2000 = .0035 \times 1000 = 3.5$$

After the value has been normalized, all of the states and metrics are rank-ordered from 1-54 (based on the number of states and territories).

The Score column is determined by a number of factors. First, the Per 1K value is split into thirds, where coming in the bottom third of all 54 states and territories (i.e., 35-54) will grant you one (1) point for the metric, coming in the middle third (i.e., 18-34) will grant you two (2) points, and coming in the top third (i.e., 1-17) will grant you three (3) points. If your state is tied with other states and your group happens to span any of these “third” partitions, the entire group of states is awarded the higher number of points. For example, if states in positions 16-18 are tied, all are awarded the points associated with position 16 (i.e., 3 points). Next, any state that is in or tied for first place receives an additional point, which is called a bonus point. Finally, any state in or tied for last place has a point taken away from the total score, which is called a demerit point. Therefore, for any given metric, the maximum number of points awarded is 4 (3 + 1 bonus), and the minimum number of points awarded is 0 (1 - 1 demerit).

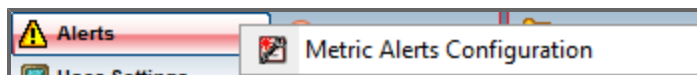
The Graphical Rank column shows the state's rank in a sliding scale from green to amber to red. This is a visual representation of how well or poorly a particular state or metric is ranked.

17.6 Additional Actions

Button	Result
	A calendar appears that allows you to change the run date of the current index.
	A window appears that allows you to customize the display of the indexes.
	The index expands to show all available information for each state/metric or the top-level information for only states or metrics, depending on which radio button you have selected.
	A Microsoft Excel file with index information is downloaded to your computer. The file contains data on either states or metrics, depending on which radio button is selected.
	A Microsoft Excel file with Index information is downloaded to your computer. The file contains all state and metric data in the report.
	FAQ: Opens a document explaining where to go to correct any data quality issues displayed within the Index.
	My Subscriptions
	The relevant section of the user guide appears.

18 Metric Alerts Configuration

- In the *My Command* section of the Ribbon Toolbar, under the *Alerts* menu, click **Metric Alerts Con-**



figuration.

The *Metric Alerts Configuration* window appears.

Metric Alerts Configuration allows you to select specific metrics and set minimum and/or maximum values for them. If the value of a selected metric either exceeds the maximum value or falls below the minimum value, you receive notification via email and/or a pop-up window when you log in.

Measurement Label	Value	Min	Max	Deactivate	Delete	Alert Delivery Type	Alert Delivery Frequency	Command
1LT Without Degree	41	<input type="text" value="30"/>	<input type="text" value="50"/>	<input type="checkbox"/>	<input type="checkbox"/>	As E-mail	Daily	STA: MN
2LT With Degree >= 24 Months In Grade Comp...	4	<input type="text"/>	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup On Login	Daily	STA: MN
1LT Losses (FYTD)	264	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup On Login	Daily	NGB: NG
Absolute Delta (IFemale GE18 Census Populat...	36.77%	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup On Login	Daily	NGB: NG
AMEDD Officer Loss Rate	10.3%	<input type="text" value="0"/>	<input type="text" value="88"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup on Login and as E-mail	Monthly	NGB: NG
Ship Verified	59	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup On Login	Daily	NGB: NG
1LT With >42 Months in Grade	954	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Popup On Login	Daily	NGB: NG

Ascending Descending

18.1 Tracking a Metric

- Click the **Add** button at the bottom of the screen.
The *Choose a Measurement* window opens, allowing you to select a metric.
- After choosing a metric, click **Confirm**.
The metric is added to the list of tracked metrics.
Note: Multiple metrics may be tracked at one time.
- Click the **Show Metric Descriptions** button to see information about the selected metric.
- Click the **Show Full Trend** button to see a trend chart of the metric, showing the metric's minimum and maximum values in the past ten years.
- Click the underlined name of the metric to view the Basic Dashboard of the metric, which shows trend data as well as the Metric Against Time (MAT) and Metric Against Peers (MAP) tabs.
- Enter numerical values in the *Min* and *Max* text boxes.
Note: These values are optional—you may leave one or both blank.
- Select the *Deactivate* check box to stop receiving alerts about the selected metric.
The metric remains on the *Metric Alerts Configuration* screen.

8. To delete a metric from this screen, select the check box in the *Delete* column, then click the **Update** button.

Note: In order to view information about the deleted metric again, click the **Add** button and select the metric once again from the drop-down menu that appears.

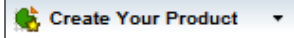
Tip: When there are multiple tracked metrics, you can sort the list in ascending or descending order by selecting the appropriate radio button. Additionally, you can sort the metrics according to Measurement Label, Alert Delivery Frequency, or Alert Delivery Type by choosing the desired option within the drop-down menu located next to the **Add** button.

18.2 Configuring Delivery Options

1. Select between **As Popup on Login**, **As Email**, and **As Popup on Login and as Email** from the *Alert Delivery Type* drop-down menu.
 - **As Popup on Login:** After you have selected this option, the product generates a pop-up window upon login any time there are changes to the selected metric's value. This pop-up window will provide information on what the metric's current value is and will include a link to the metric's dashboard so that the user can view other information about the metric.
 - **As Email:** After you have selected this option, the product sends you an email any time there are changes to the selected metric's value. The email will explain that the tracked metric's value has changed and give notification of your current Minimum and/or Maximum values for that metric.
 - **As Popup on Login and as Email:** After you have selected this option, the results described in the two above bullets will both take place.
2. Use the *Alert Delivery Frequency* drop-down menu to choose whether to receive reports daily, weekly, or monthly.

19 PowerPoint Deck Manager

PowerPoint *Deck Manager* allows you to select, organize, store, and edit your most useful DPRO dashboards and presentations in one place, known as a deck.

The PowerPoint Deck Manager is accessible from the **Create Your Product**  drop-down menu in the *Reports and Dashboards* section of the Ribbon Toolbar.

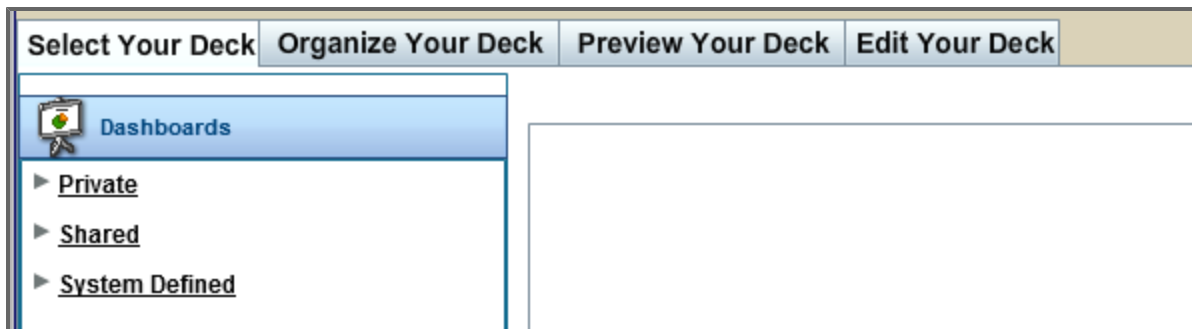
19.1 Select Your Deck

The first step in the process of using the PowerPoint deck manager is selecting your deck. From within the PowerPoint deck manager, click the **Select Your Deck** tab on the upper-left side of the screen. From here, you can choose a dashboard or presentation (or multiple dashboards and presentations) to be added to your deck.

The process of adding is the same for any dashboard or presentation. For the purpose of this manual, we will review the process of adding a dashboard. You would follow the exact same steps to add a presentation.

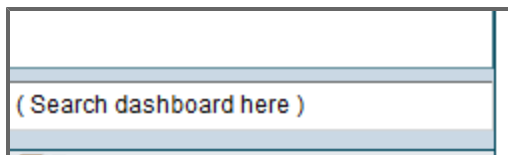
1. Click **Dashboards**.

The *Dashboards* panel expands to show *Private*, *Shared* and *System Defined* dashboards links.



2. Expand one of these three links to reveal a list of dashboards to add to your deck.

Note: You can also search for a dashboard by entering search keywords in the *Search dashboard here* text box at the bottom of the expanded dashboards panel.



3. Click the name of any dashboard in the panel.
The dashboard appears on the screen to the right.

4. Click **Add to Your Deck** to add the dashboard to your deck.
The dashboard disappears from the screen. A message in the bottom left corner of the screen confirms it was added to your deck.

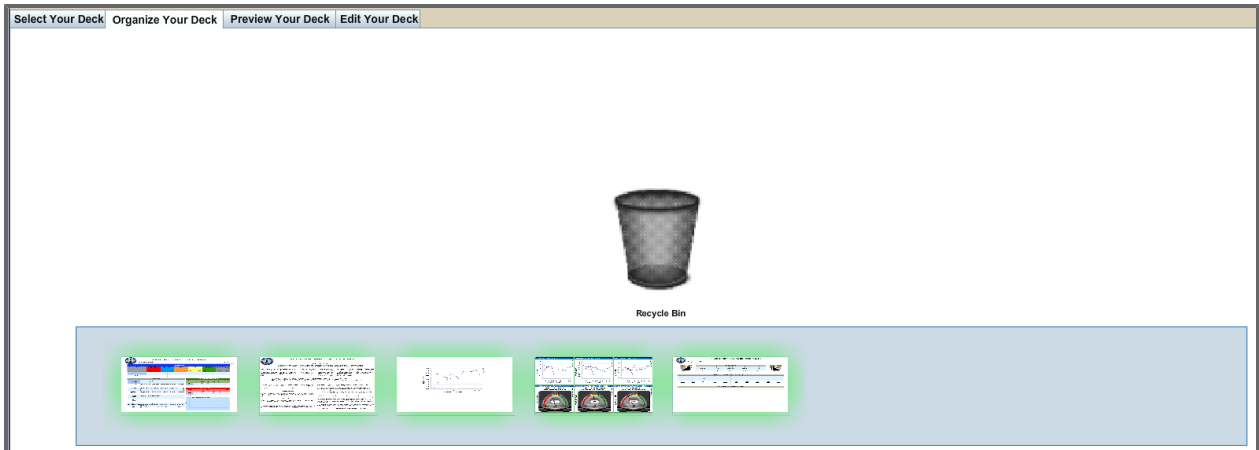


19.2 Organize Your Deck

The *Organize Your Deck* tab allows you to view slides that have been added to the deck, rearrange the order of the slides, and delete slides from the deck.

19.2.1 Identifying Slides in Your Deck

1. Click the **Organize Your Deck** tab at the top of the *PowerPoint Deck Manager*.
The *Organize Your Deck* screen appears.

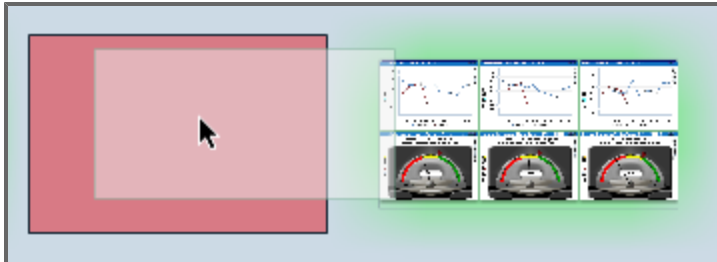


2. Point to a slide to see its name appear in a tooltip.

19.2.2 Arranging Slides In Your Deck

1. Choose a slide to move.
2. Drag and drop it to the location of your choice.

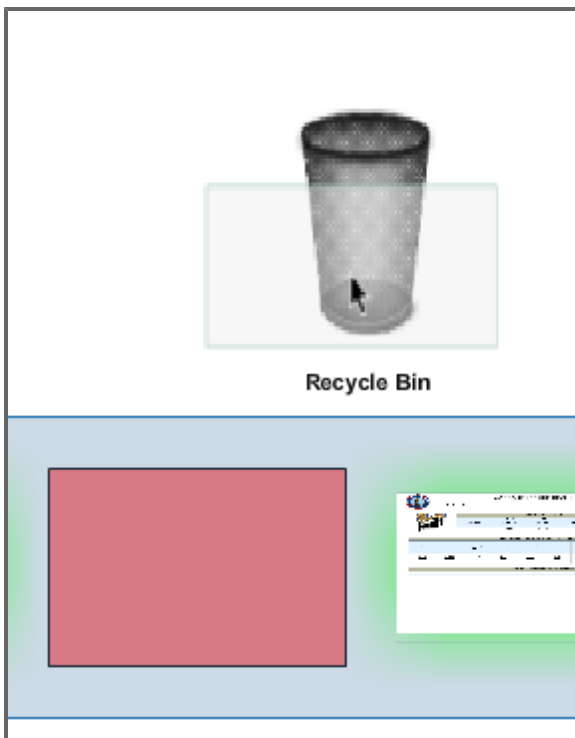
Notice that the slide changes its color as you move it across the screen.



19.2.3 Deleting A Slide

1. Choose a slide to delete.
2. Drag it to the *Recycle Bin* and release the mouse button to delete it.

Notice that the slide changes its color as you move it.



19.3 Preview Your Deck

The *Preview Your Deck* tab allows you to view, save, and export the deck that you have created.





19.3.1 Previewing Your Deck

Once all desired dashboards and presentations have been added, click the **Preview Your Deck** tab to preview what is currently stored in the deck.

The *Preview Your Deck* tab allows you to view the added dashboards as a slide presentation. At the bottom of the screen the name of the slide current slide and the total number of slides are displayed.

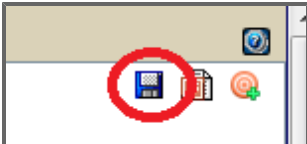


Click the:

- **Play** button to view the presentation as a slide show.
- Single-arrow buttons ( ) to move one slide forwards or backwards in the presentation.
- Double-arrow buttons ( ) to go to the beginning or end of the presentation.

19.3.2 Saving Your Deck

1. To save the deck presentation, click the **Save** icon in the top right corner of the screen.



The following pop-up screen appears.

19 PowerPoint Deck Manager

2. The deck name defaults to "New Presentation". Change the entry in the *Name* text box if you wish.
3. Select a radio button to designate your deck as **Private** or **Shared**.
4. Click **Confirm** to save the deck.

19.3.3 Exporting Your Deck to Powerpoint

Click the **Export to PowerPoint** button  to export your deck to PowerPoint.

19.4 Edit Your Deck

1. Click the **Edit Your Deck** tab in the *PowerPoint Deck Manager*.
The *Edit Your Deck* screen appears.

Name	Type	Scope
Commander's Incentive Status Report	Dashboard	Private
Guide to the Commander's Incentive Statu	Dashboard	Private

2. Select a presentation from the list on the left-hand side of the screen.
The presentation's contents populate the *Slides* grid in the middle of the screen.

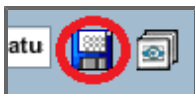
Slides:		
Name	Type	Scope
Commander's Incentive Status Report	Dashboard	Private
Guide to the Commander's Incentive Statu	Dashboard	Private

3. Reorder the existing slides in the presentation by dragging them from their current position to the desired position in the presentation.
Note: You can select and drag multiple slides by holding down the "Ctrl" key as you select each slide.

4. Add available dashboards from the lists on the right side of the screen by dragging them to the desired position in the currently selected presentation.
5. Delete slides in the currently selected presentation by dragging them from the *Slides* grid and dropping them into the *Recycle Bin*.

Note: To select and remove multiple slides, hold down the Ctrl key.

6. Once you have made all desired changes to the presentation, click the **Save** icon.



The Save Entity As window appears.

Save Entity As

Name:

Private Shared
 System Defined

Overwrite Existing Save As New

From here, you can change the name of the presentation, decide whether to save it as a shared or private presentation, and whether to overwrite an existing presentation or to save this presentation as new.

7. Click **Confirm**.



The presentation is saved.

Note: After you have saved the presentation, you can access and edit it from the *Rucksack* (see [Rucksack Decks](#) on page 226 for more information).

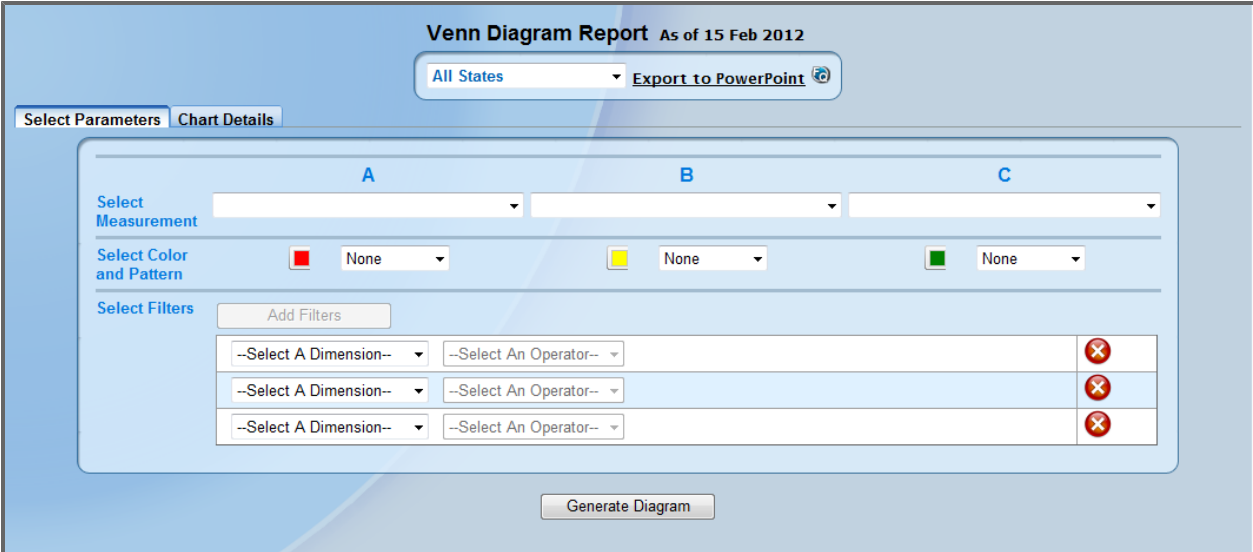
20 Venn Charts

The *Venn Charts* tool, accessible from the *Analytics* menu, allows you to create a Venn diagram using at least two, and no more than three, metrics. After generating the Venn diagram, you can view the statistics of the various sections of the Venn diagram and choose new parameters to improve the usefulness of your Venn diagram.

20.1 Accessing Venn Charts

1. Click **Venn Charts**  **Venn Charts** under the *Analytics*  **Analytics** menu, which is found in the *Tools* section of the Ribbon Toolbar.

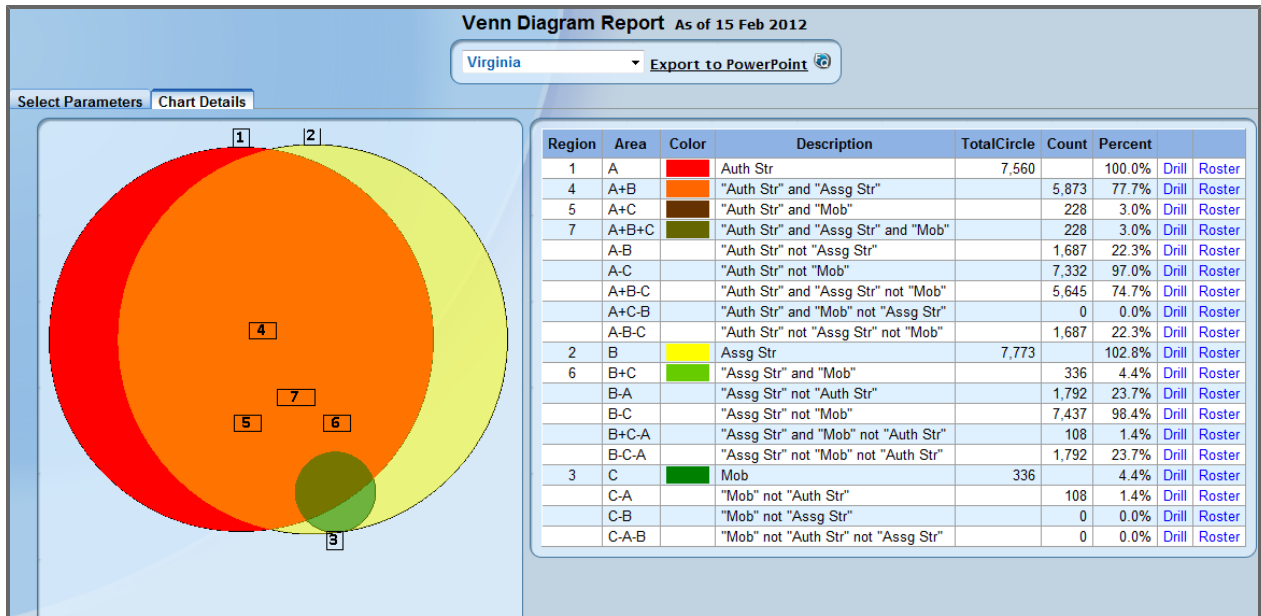
The *Venn Charts* tool appears.



2. Choose the command level for which you want to create a Venn diagram using the drop-down menu at the top of the screen, which currently reads *All States*.
Note: This is only available for NGB-level users. Users at command levels below NGB can create Venn diagrams for only their given command.
3. Choose measurements from the available A, B, and C column drop-down menus.
Note: If desired, you can create a Venn Diagram based off of only two metrics.
4. Optionally, select a color and pattern for each of the chosen metrics.
Note: The default pattern is set to *None* for each metric.
5. Select up to six different filters to apply to the generated Venn diagram.
The available filters include Military Personnel Class (MPC), UPC, Duty MOS, Grade, Unit State, and Position MOS.

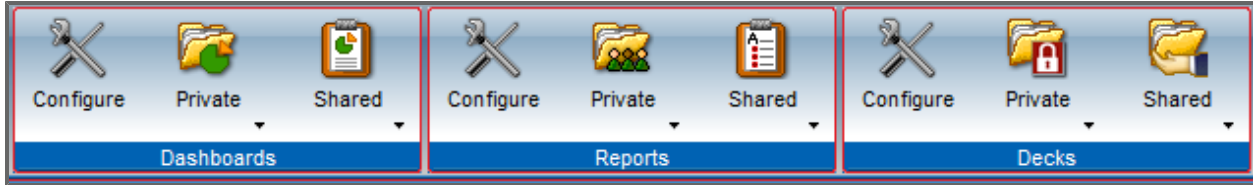
20 Venn Charts

6. Click **Generate Diagram** after choosing the desired measurements and filters. The Venn diagram appears.



21 Rucksack

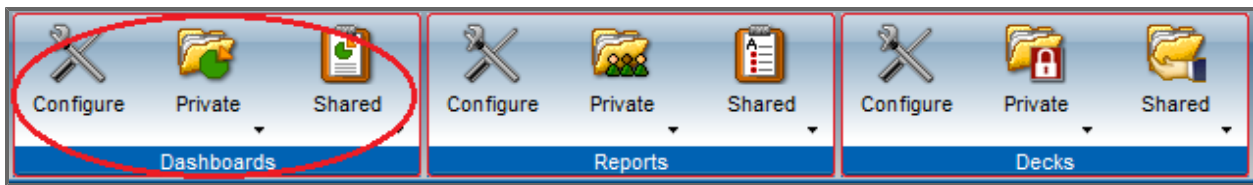
The *Rucksack* provides a place to store all of your DPRO dashboards, reports, and decks.



Notice that the *Rucksack* has three sections, one each for dashboards, reports and decks.

21.1 Rucksack Dashboards

21.1.1 Accessing Rucksack Dashboards



From within the *Dashboards* section of the Ribbon Toolbar inside the rucksack, click the:



- **Configure** button to view a list of all of your saved dashboards.
- **Private** button to view a list of the dashboards you have saved as private, separated by the product used to create them.
- **Shared** button to view a list of dashboards accessible by any user, separated by the product used to create them.

21.1.2 Using the Configure Dashboards Screen

This screen allows you to view and modify all dashboards that you have saved.

Hide Page Information		Hide Filter		Apply Filter		Select this Page Size: 50	Jump To this Page: 1
Hide Grid Data							
	Edit	Remove	Name	Created Date	Last Modified Date	Product	Dashboard Type
View Dashboard			Commanders Entitlements & Incentives Status Report	7/21/2014 11:43:15 AM	9/9/2014 11:10:18 AM	DPRO	Private
View Dashboard			PRI Summary	8/27/2014 10:52:07 AM	8/29/2014 8:48:24 AM	DPRO	Shared
View Dashboard			IMI Summary	8/27/2014 10:45:34 AM	8/27/2014 11:16:02 AM	DPRO	Shared
View Dashboard			EMI Summary	8/27/2014 10:41:09 AM	8/27/2014 10:53:46 AM	DPRO	Shared
View Dashboard			Dashboard for Man...	7/21/2014 12:13:04 PM	7/22/2014 12:17:33 PM	DPRO	Private


From the *Configure Dashboards* screen, click:

- The **View Dashboard** link to view that dashboard
- The **Delete** button  to remove that dashboard from your Rucksack
- The **Edit** button  to change the name or privacy settings for that dashboard. This button generates a pop-up with options for editing the selected dashboard.

Tip: The top row of the dashboard list is used for filtering. Filter your saved list by typing into the text fields and clicking **Apply Filter** at the top of the screen.

21.1.3 Saving a Copy of a Shared Dashboard

You can save a copy of any shared dashboard. Once you have saved it as your own, you can modify it from the screen.

1. Open a shared dashboard from the **Shared** menu  in the Ribbon Toolbar.
Either the Advanced Dashboard tool or the Basic Dashboard tool opens, depending on how the dashboard was created.

2. If the Advanced Dashboard tool opens, click **Save All**.
The *Save Entity As* window appears.



Save Available Strength by State ...

Save Entity As

Private Shared

Overwrite Existing Save As New

OR

If the Basic Dashboard tool opens, click the *Dashboards* menu in the upper-left corner of the window, then select **Save Dashboard**.

The *Save Dashboard* window appears.



Save Dashboard

Save Entity As

Name:

Private Shared

Overwrite Existing Save As New

Keep My Current Run Date
 Show the Latest Available Date


3. Choose whether to save the dashboard as *Private* or *Shared*.

4. Click **Confirm**.

A copy of the dashboard is now saved to your rucksack, and you can modify it from the configuration screen.

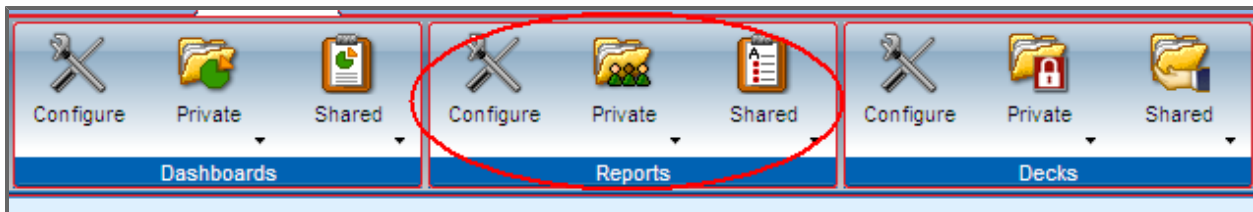
21.1.4 Adding a Background Image to your PowerPoint Slide

Note: The features described in this section are only accessible for dashboards created using the advanced dashboard tool. See [Advanced Dashboard](#) for more information on other capabilities of this tool.

1. Navigate to the Configure Dashboard screen.
2. Select a dashboard created using the advanced dashboard tool.
The dashboard appears on the screen with the advanced dashboard toolbar above it.
Note: If the advanced dashboard toolbar does not appear, you will only be able to add metric boxes to the dashboard and will be unable to change its background.
3. Ensure that the **Edit Mode** check box is selected in the *Current Dashboard* section of the *Main* tab.
4. Click the **Image**  button in the *New Elements* tab.
A pop-up window opens, allowing you to choose an image to add to the dashboard.
5. Select an image and place it on the dashboard.
6. Resize it as desired.
7. Click the **Send to Back** button in the *Display Order* section of the *Selected Elements* tab. The image appears in the background of your dashboard.
8. Click the **Save Current** button in the *Save* section of the *Main* tab.
9. Click the **PowerPoint** button in the *Export* section of the *Main* tab to export the image to PowerPoint.

21.2 Rucksack Reports

21.2.1 Accessing Rucksack Reports



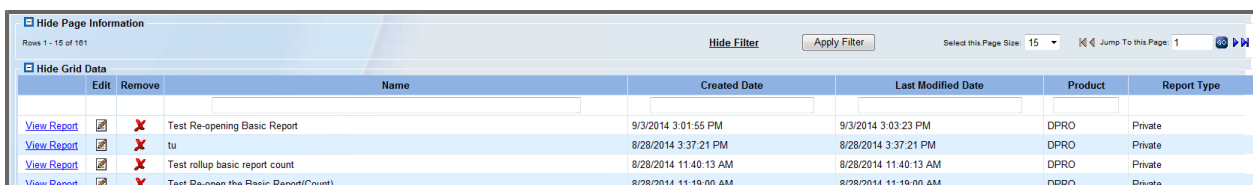
From within the *Reports* section of the Ribbon Toolbar inside the rucksack, click the:

- **Configure** button to view a list of all of your saved reports.
- **Private** button to view a list of the reports you have saved as private, separated by the product used to create them.
- **Shared** button to view a list of reports accessible by any user, separated by the product used to create them.

Rucksack Reports will be purged automatically after 15 months if they are not accessed.



21.2.2 Using the Configure Reports Screen

This screen allows you to view and modify all reports that you have saved.



Hide Page Information		Hide Filter		Apply Filter	Select this Page Size: 15	Jump To this Page: 1	
Hide Grid Data							
	Edit	Remove	Name	Created Date	Last Modified Date	Product	Report Type
View Report			Test Re-opening Basic Report	9/3/2014 3:01:55 PM	9/3/2014 3:03:23 PM	DPRO	Private
View Report			tu	8/28/2014 3:37:21 PM	8/28/2014 3:37:21 PM	DPRO	Private
View Report			Test rollup basic report count	8/28/2014 11:40:13 AM	8/28/2014 11:40:13 AM	DPRO	Private
View Report			Test Re-open the Basic Report(Count)	8/28/2014 11:19:00 AM	8/28/2014 11:19:00 AM	DPRO	Private

From *the Configure Reports* screen, click:

- The **View Report** link to view that report
- The **Delete** button  to remove that report from your Rucksack
- The **Edit** button  to change the name or privacy settings for that report. This button generates a pop-up with options for editing the selected report.

Tip: The top row of the report list is used for filtering. Filter your saved list by typing into the text fields and clicking **Apply Filter** at the top of the screen.

21.2.3 Saving a Copy of a Shared Report

You can save a copy of any shared report. Once you have saved it as your own, you can modify it from the screen.

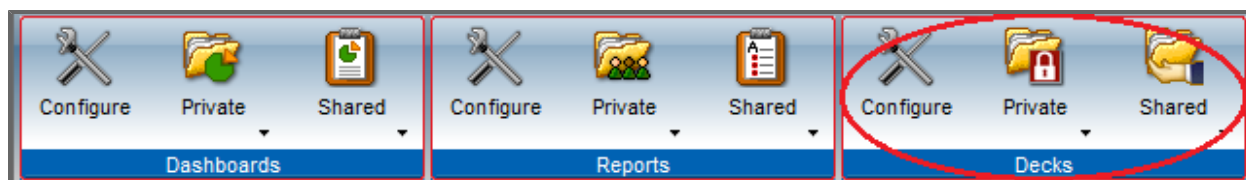
1. Open a shared report from the **Shared** menu  in the Ribbon Toolbar.
The report opens.

- Click the **Save Report As** button.
The *Save Report Options* window appears.

- Select whether to save the report as a *Private Report* or a *Shared Report*, and enter a name for the report.
- Click **Save All** or **Save Current**.
The report is now saved to your rucksack, and you can modify it from the configuration screen.

21.3 Rucksack Decks

21.3.1 Accessing Rucksack Decks



From within the *Decks* section of the Ribbon Toolbar inside the rucksack, click the:

- **Configure** button to view a list of all of your saved decks.
- **Private** button to view a list of the decks you have saved as private, separated by the product used to create them.
- **Shared** button to view a list of decks accessible by any user, separated by the product used to create them.

21.3.2 Using the Configure Decks Screen

This screen allows you to view and modify all decks that you have saved.

Hide Page Information		Hide Filter		Apply Filter	Select this Page Size: 20	Jump To this Page: 1
Hide Grid Data						
	Edit	Remove	Name	Created Date	Last Modified Date	Presentation Type
View Presentation			Commanders Entitlements & Incentives Status Report	9/16/2014 12:25:06 PM	9/16/2014 12:33:29 PM	DPRO Private
View Presentation			Commanders test	9/16/2014 12:24:16 PM	9/16/2014 12:33:20 PM	DPRO Private
View Presentation			CEISR-Test	9/16/2014 12:02:31 PM	9/16/2014 12:27:07 PM	DPRO Private
View Presentation			Warrent Officer Branch Report Card	6/4/2014 1:38:16 PM	6/4/2014 9:43:46 AM	DPRO Private

From *the Configure Decks* screen, click:

- The **View Deck** link to view that deck
- The **Delete** button to remove that deck from your Rucksack
- The **Edit** button to change the name or privacy settings for that deck. This button generates a pop-up with options for editing the selected deck.

Tip: The top row of the deck list is used for filtering. Filter your saved list by typing into the text fields and clicking **Apply Filter** at the top of the screen.

22 Entity Toolset

22.1 Soldier Locator

Soldier Locator allows you to search for any Soldier and bring up a variety of information about the Soldier. You can also print search results and detailed information or export it to a spreadsheet.

22.1.1 Finding Soldiers

1. Click **Soldier Locator** within the DPRO menu.

The *Soldier Locator* screen appears.



Note: You can also search for units from this screen by selecting Unit Search from the Search Type drop-down. See [Finding Units](#) on page 233 for information about searching for Soldiers.

2. Enter information to search for a Soldier by name, SSN, unit state, UPC or home zip code using the available fields.

Tip: Enter as much information about the Soldier as you can to limit the number of results.

3. Click **Search**.

A list of Soldiers that match your search criteria appears in the second panel.

Soldier Name	SSN 4	Grade	Unit State	Unit Processing Code	Unit Name
[REDACTED]	[REDACTED]	E8	AL	PKHA1	DET 1 CO A 136TH ESB
[REDACTED]	[REDACTED]	E1	AL	PVFAA	HHD 145 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	O4	AL	X8WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	W2	AL	NG1GB	1204 CS BN CO B REAR
[REDACTED]	[REDACTED]	E4	AL	TM4HD	1105 MP CO CBT SPT REAR
[REDACTED]	[REDACTED]	E4	AL	VBKAA	781 TRANS CO (-DET 1&2)
[REDACTED]	[REDACTED]	O1	AL	Y81AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E5	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	O4	AL	PKPT0	HHC 1-167 INFANTRY BATTALION
[REDACTED]	[REDACTED]	O1	AL	YSZT0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E7	AL	X8WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	E8	AL	X8KA1	DET 1 158 SPT MAINT CO
[REDACTED]	[REDACTED]	E5	AL	XBNAA	900 MAINT CO (-DET 1) (CRC)
[REDACTED]	[REDACTED]	E8	AL	FLVB0	TROOP B 1ST SQDN 131ST CAV
[REDACTED]	[REDACTED]	E5	AL	PRZHD	167 CS CO FSC REAR
[REDACTED]	[REDACTED]	E4	AL	PKPD0	CO D 1BN 167 IN (IBCT)
[REDACTED]	[REDACTED]	E5	AL	84FAA	122ND TROOP SUPPORT COMMAND
[REDACTED]	[REDACTED]	W5	AL	NF2G1	167TH THEATER SUSTAINMENT CMD
[REDACTED]	[REDACTED]	E8	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	E8	AL	TPCB0	CO B 1 SF BN 20 SF GP (-DET 1)
[REDACTED]	[REDACTED]	E7	AL	XASAA	151 ARMY BAND
[REDACTED]	[REDACTED]	E3	AL	PRUA1	DET 1 117 FORWARD SPT CO
[REDACTED]	[REDACTED]	E4	AL	P10A0	FSC 877 EN BN
[REDACTED]	[REDACTED]	E3	AL	YSZT0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E8	AL	PVCA0	CO A 115TH ESB
[REDACTED]	[REDACTED]	E8	AL	YSHAA	1960 CONTRACTING TEAM
[REDACTED]	[REDACTED]	E4	AL	TM4AA	1105 MP CO (-DET 1&2)
[REDACTED]	[REDACTED]	E8	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	E4	AL	YQJA1	DET 1 168 ENGINEER COMPANY
[REDACTED]	[REDACTED]	E4	AL	QB1AA	HSC 161 AREA SPT MED BN
[REDACTED]	[REDACTED]	E5	AL	YQJAA	168 ENGINEER COMPANY (-DET 1)
[REDACTED]	[REDACTED]	E8	AL	Y81AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E4	AL	FLVB0	TROOP B 1ST SQDN 131ST CAV
[REDACTED]	[REDACTED]	O4	AL	PVGA0	HHD 151 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	E8	AL	90AAA	AL ARNG RECRUITING & RETENTION
[REDACTED]	[REDACTED]	E8	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	E3	AL	Y81AA	HHC 226 ME BRIGADE

See [Sorting and Filtering Soldier Search Results](#) on next page for information about finding a Soldier within your results.

4. Select a tab to view detailed information about the Soldier. For example, select the **Awards** tab to view the Soldier's current and previous federal and state awards.

Award State	Award Code	Current Federal Award Description	Awards Received	Date of Last Award
AL	CASAWDCA	Army Good Conduct Medal	1	20101024
AL	CASAWDND	National Defense Service Medal	1	20101024
AL	CASAWDDR	Overseas Service Ribbon	1	20101024
AL	CASAWDSR	Army Service Ribbon	1	20101024
AL	CASAWDTE	Global War on Terrorism Expeditionary Medal	1	20101024
AL	CASAWDTS	Global War on Terrorism Service Medal	1	20101024
AL	MLDECA	Army Achievement Medal	2	20101024

22.1.1.1 Sorting and Filtering Soldier Search Results

After you search for a Soldier, you can sort and filter your results to make it even easier to find who you're looking for.

1. Perform a Soldier search. (See [Finding Soldiers](#) on page 228.)
The search results open in the second panel.

The screenshot shows a web application window titled "Soldier Search - [(Unit State: AL)]". The interface includes a navigation bar with tabs for "ARNG Current Strength (10,993)", "ARNG History (20,265)", "USAR TPU (5,869)", "USAR TPU History* (0)", "USAR Other (558)", "USAR Other History* (0)", and "USAR Retired Soldiers History (0)". Below the navigation bar, there are controls for "Items 1 to 50 of 10,993, Page 1 of 220", "Go to Page: 1", and "Records Per Page: 50". The main content area is a table with the following columns: "Soldier Name", "SSN 4", "Grade", "Unit State", "Unit Processing Code", and "Unit Name". The table contains 30 rows of data, with the first row highlighted in blue. The "Grade" and "Unit State" columns have a small "i" icon in their headers, indicating they are currently sorted.

Soldier Name	SSN 4	Grade	Unit State	Unit Processing Code	Unit Name
[REDACTED]	[REDACTED]	E8	AL	PKHA1	DET 1 CO A 136TH ESB
[REDACTED]	[REDACTED]	E1	AL	FVFAA	HHD 145 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	O4	AL	X8WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	W2	AL	NG1GB	1204 CS BN CO B REAR
[REDACTED]	[REDACTED]	E4	AL	TM4HD	1105 MP CO CBT SPT REAR
[REDACTED]	[REDACTED]	E4	AL	VBKAA	781 TRANS CO (-DET 1&2)
[REDACTED]	[REDACTED]	O1	AL	Y81AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E5	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	O4	AL	PKPT0	HHC 1-167 INFANTRY BATTALION
[REDACTED]	[REDACTED]	O1	AL	Y52T0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E7	AL	X8WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	E8	AL	XBKA1	DET 1 158 SPT MAINT CO
[REDACTED]	[REDACTED]	E5	AL	XBNAA	800 MAINT CO (-DET 1)(CRC)
[REDACTED]	[REDACTED]	E8	AL	FUVB0	TROOP B 1ST SQDN 131STCAV
[REDACTED]	[REDACTED]	E5	AL	FRZHD	107 CS CO FSC REAR
[REDACTED]	[REDACTED]	E4	AL	PKPD0	CO D 1BN 107 IN (IBCT)
[REDACTED]	[REDACTED]	E5	AL	84FAA	122ND TROOP SUPPORT COMMAND
[REDACTED]	[REDACTED]	W5	AL	NF2G1	167TH THEATER SUSTAINMENT CMD
[REDACTED]	[REDACTED]	E8	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	E8	AL	TPCB0	CO B 1 SF BN 20 SF GP (-DET 1)
[REDACTED]	[REDACTED]	E7	AL	XASAA	151 ARMY BAND
[REDACTED]	[REDACTED]	E3	AL	PRUA1	DET 1 117 FORWARD SPT CO
[REDACTED]	[REDACTED]	E4	AL	F10A0	FSC 877 EN BN
[REDACTED]	[REDACTED]	E3	AL	Y52T0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E8	AL	PVCA0	CO A 115TH ESB
[REDACTED]	[REDACTED]	E8	AL	Y5HAA	1900 CONTRACTING TEAM
[REDACTED]	[REDACTED]	E4	AL	TM4AA	1105 MP CO (-DET 1&2)
[REDACTED]	[REDACTED]	E8	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	E4	AL	Y0JA1	DET 1 168 ENGINEER COMPANY
[REDACTED]	[REDACTED]	E4	AL	QB1AA	HSC 101 AREA SPT MED BN
[REDACTED]	[REDACTED]	E5	AL	Y0JAA	168 ENGINEER COMPANY (-DET 1)
[REDACTED]	[REDACTED]	E8	AL	Y81AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E4	AL	FUVB0	TROOP B 1ST SQDN 131STCAV
[REDACTED]	[REDACTED]	O4	AL	PVGA0	HHD 151 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	E8	AL	90AAA	AL ARNG RECRUITING & RETENTION
[REDACTED]	[REDACTED]	E8	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	F3	AI	Y81AA	HHC 226 ME BRIGADE

2. To sort the search results, click the column header for the column you want to sort by.

This screenshot is identical to the previous one, but the "Grade" column header is highlighted with a red border, and a small "Sort" icon (a triangle) is visible in the "Grade" header cell, indicating that the results are now sorted by grade.




Tip: After you sort by a column, the Sort  icon appears in that column's header.

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3. To filter the search results, click in the field above the column header and enter text to show only Soldiers that match the filter text.



For example, enter **Smith** in the *Soldier Name* column to show only Soldiers named Smith.

4. Click the **Apply Filters**  button to apply the filter you entered.
5. To remove the filter and show the full search results, click the **Clear Filters**  button.
6. To hide the filter fields so your search results have more space, click the **Show/Hide Filters**  button.

22.1.2 Exporting and Printing Results

You can export or print data from your search results as well as from tabs in the Soldier's record.

22 Entity Toolset

1. Perform a search or open a Soldier's record. (See [Finding Soldiers](#) on page 228.)

Soldier Search - [(Unit State: AL)]

ARNG Current Strength (10,993) | ARNG History (20,265) | USAR TPU (5,869) | USAR TPU History* (0) | USAR Other (558) | USAR Other History* (0) | USAR Retired Soldiers History (0)

Items 1 to 50 of 10,993. Page 1 of 220 | Go to Page: 1 | Records Per Page: 50

Soldier Name	SSN 4	Grade	Unit State	Unit Processing Code	Unit Name
[REDACTED]	[REDACTED]	E6	AL	PKHA1	DET 1 CO A 136TH ESB
[REDACTED]	[REDACTED]	E1	AL	PVFAA	HHD 145 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	O4	AL	X6WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	W2	AL	NG1GB	1204 CS BN CO B REAR
[REDACTED]	[REDACTED]	E4	AL	TM4HD	1165 MP CO CBT SPT REAR
[REDACTED]	[REDACTED]	E4	AL	VBKAA	781 TRANS CO (-DET 1&2)
[REDACTED]	[REDACTED]	O1	AL	Y61AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E5	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	O4	AL	PKPT0	HHC 1-167 INFANTRY BATTALION
[REDACTED]	[REDACTED]	O1	AL	Y52T0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E7	AL	X6WAA	135 SUSTAINMENT COMMAND
[REDACTED]	[REDACTED]	E6	AL	XBKA1	DET 1 158 SPT MAINT CO
[REDACTED]	[REDACTED]	E5	AL	XBNAA	900 MAINT CO (-DET 1) (CRC)
[REDACTED]	[REDACTED]	E6	AL	FUVB0	TROOP B 1ST SQDN 131ST CAV
[REDACTED]	[REDACTED]	E5	AL	PRZHD	167 CS CO FSC REAR
[REDACTED]	[REDACTED]	E4	AL	PKPD0	CO D 1BN 167 IN (IBCT)
[REDACTED]	[REDACTED]	E5	AL	84FAA	122ND TROOP SUPPORT COMMAND
[REDACTED]	[REDACTED]	W5	AL	NF2G1	167TH THEATER SUSTAINMENT CMD
[REDACTED]	[REDACTED]	E6	AL	PVBAA	142ND BFSB
[REDACTED]	[REDACTED]	E6	AL	TPCB0	CO B 1 SF BN 20 SF GP (-DET 1)
[REDACTED]	[REDACTED]	E7	AL	XABAA	161 ARMY BAND
[REDACTED]	[REDACTED]	E3	AL	PRUA1	DET 1 117 FORWARD SPT CO
[REDACTED]	[REDACTED]	E4	AL	P10A0	FSC 877 EN BN
[REDACTED]	[REDACTED]	E3	AL	Y52T0	HHD 711 BRIGADE SUPPORT BN
[REDACTED]	[REDACTED]	E6	AL	PVCA0	CO A 115TH ESB
[REDACTED]	[REDACTED]	E6	AL	Y5HAA	1960 CONTRACTING TEAM
[REDACTED]	[REDACTED]	E4	AL	TM4AA	1165 MP CO (-DET 1&2)
[REDACTED]	[REDACTED]	E6	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	E4	AL	YQJA1	DET 1 166 ENGINEER COMPANY
[REDACTED]	[REDACTED]	E4	AL	QB1AA	HSC 161 AREA SPT MED BN
[REDACTED]	[REDACTED]	E5	AL	YQJAA	166 ENGINEER COMPANY (-DET 1)
[REDACTED]	[REDACTED]	E6	AL	Y61AA	HHC 226 ME BRIGADE
[REDACTED]	[REDACTED]	E4	AL	FUVB0	TROOP B 1ST SQDN 131ST CAV
[REDACTED]	[REDACTED]	O4	AL	PVGA0	HHD 151 CHEMICAL BATTALION
[REDACTED]	[REDACTED]	E6	AL	90AAA	AL ARNG RECRUITING & RETENTION
[REDACTED]	[REDACTED]	E6	AL	8ASAA	JOINT FORCES HEADQUARTERS
[REDACTED]	[REDACTED]	F3	AL	YR1AA	HHC 226 ME BRIGADE

Standard Name Line | Personnel | Demographics | Current Assignment | Gains/Losses | Recruit Info | Education/Training | Promotion Eligibility | Drill Attendance | Active Duty | Awards | Incentives | MGIB Benefits | Medical | SFPA | Reenlistments

SIB Transactions | Data Quality | RCMS Field Updates | DA Photo | Operational Readiness | Evaluation Timeline | Civilian Employment | FedRec Packet Status | Record Brief


Displays information on Federal and State awards received by this Soldier.

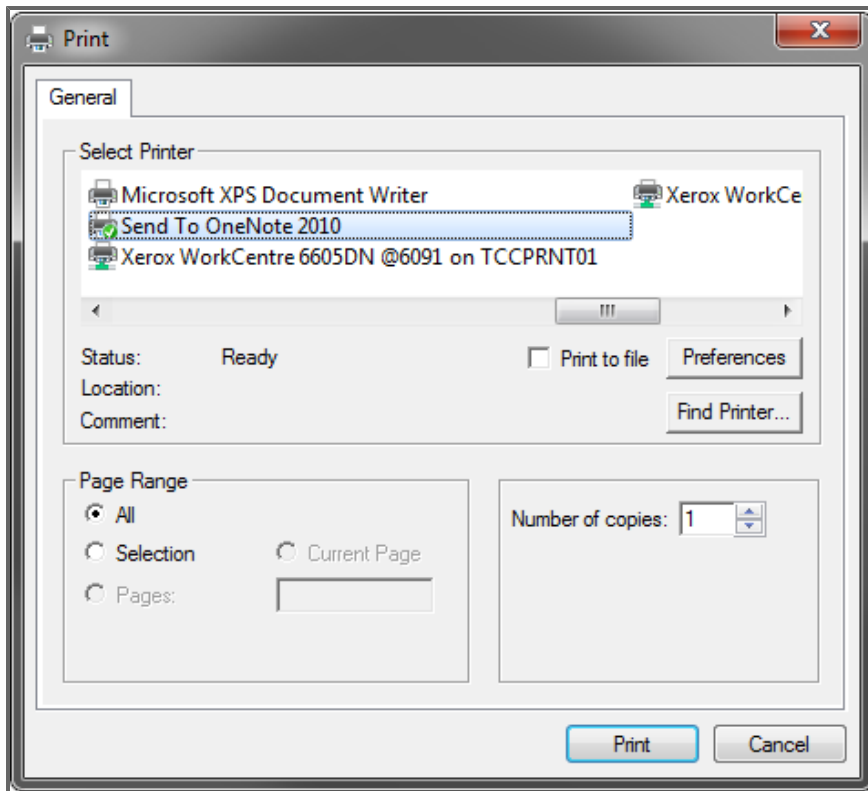
Current Federal Awards


Displays information on Federal awards received by this Soldier as recorded by the Soldier's current state.

Items 1 to 7 of 7. Page 1 of 1.

Award State	Award Code	Current Federal Award Description	Awards Received	Date of Last Award
AL	CASAWDCA	Amy Good Conduct Medal	1	20101024
AL	CASAWDND	National Defense Service Medal	1	20101024
AL	CASAWDDR	Overseas Service Ribbon	1	20101024
AL	CASAWDSR	Amy Service Ribbon	1	20101024
AL	CASAWDTE	Global War on Terrorism Expeditionary Medal	1	20101024
AL	CASAWDTS	Global War on Terrorism Service Medal	1	20101024
AL	MLDECA	Amy Achievement Medal	2	20101024

- To print the results, click the **Print** button .
The *Print* dialog box opens.



- Select the appropriate printer if necessary.
- In the *Page Range* section, choose whether you want to include only the current page, a specific range of pages, or all pages.
- Click **Print**.
The data is printed.
- To export the results as an Excel file, click the **Export to Excel** button .
The Excel file is downloaded.

22.2 Unit Explorer

Unit Explorer gives you the ability to search for a specific unit or for all of the units in a particular part of the country. You can then view detailed information on a selected unit, such as name, location, and specific manning information, including information about the different Soldiers who comprise the unit.

22.2.1 Finding Units

- Click **Unit Explorer** within the *Entity Toolset* menu.

The *Unit Explorer* screen appears.



Note: You can also search for Soldiers from this screen by selecting Soldier Search from the Search Type drop-down. See [Finding Soldiers](#) on page 228 for information about searching for Soldiers.

2. Search for a unit by entering a UPC, Unit Name, City, State, Unit Zip or Duty MOS.

Tip: Enter as much information about the unit as you can to limit the number of results.

22 Entity Toolset

3. Click **Search**.

A list of units that match your search criteria appears in the second panel.

Unit State	Unit Processing Code	Unit Name	Unit Address	Unit City	Unit Zip	SRC	Assg Str	Auth Str	Adj Vac
AL	780AA	82ND TROOP COMMAND	1600 NORTH EASTERN BYPASS	MONTGOMERY	36117		71	80	6
AL	780Y7	82ND TRP CMD FWD 7	1600 NORTHEASTERN BYPASS	MONTGOMERY	36117		1	1	0
AL	7L7AA	46 CIVIL SUPPORT TM (WMD)	3101 TINE AVENUE	MONTGOMERY	36108		20	22	0
AL	7Y405	DET 5 OPN SPT AIRLIFT CMD	4555 BOBBY HOGAN DRIVE	HOPE HULL	36043		9	8	0
AL	84FAA	122ND TROOP SUPPORT COMMAND	3443 HIGHWAY 80 WEST	SELMA	36701		31	38	0
AL	84GAA	NGB MULTI-MEDIA CENTER AL ARNG	BLDG 5401 ANDREWS AVE	FORT RUCKER	36362		5	7	1
AL	84GY1	ALARNG MULTIMEDIA DET FWD	BLDG 5401 ANDREWS AVENUE	FT RUCKER	36362		1	1	0
AL	8ASAA	JOINT FORCES HEADQUARTERS	1750 CONG W.L. DICKINSON DR	MONTGOMERY	36109		405	370	38
AL	8ASYA	ALARNG ELE JFHQ FWD 10	1750 CONG W.L. DICKINSON DR	MONTGOMERY	36109		1	0	0
AL	8ASYM	ALARNG ELE JFHQ FWD 24	1750 CONG. W. L. DICKINSON DR	MONTGOMERY	36109		15	0	0
AL	8FKA1	1ST BN 200 REGIMENT (MP)	BLDG 1022 PATRIOT ROAD	FORT MCCLELLAN	36205		14	18	0
AL	8FKA2	2ND BN 200 REGIMENT (OCS/WOCS)	BLDG 1021 PATRIOT ROAD	FORT MCCLELLAN	36205		17	19	0
AL	8FKA3	3RD BN 200 REGIMENT (GS)	BLDG 1023 PATRIOT ROAD	FORT MCCLELLAN	36205		21	25	0
AL	8FKA4	HQ 200 REGIMENT (LDR)	BLDG 1020 PATRIOT ROAD	FORT MCCLELLAN	36205		37	41	0
AL	8YQAA	MEDICAL DETACHMENT-ALABAMA	5300 57TH STREET NORTH	BIRMINGHAM	35217		98	119	14
AL	8YQYH	ALARNG MED DET FWD 17	5300 57TH STREET	BIRMINGHAM	35218		1	1	0
AL	8YQYJ	ALARNG MED DET FWD 18	5300 57TH STREET NORTH	BIRMINGHAM	35217		1	1	0
AL	90AAA	ALARNG RECRUITING & RETENTION	1720 CONG. W.L. DICKINSON DR	MONTGOMERY	36109		187	188	2
AL	91VA1	TRAINING CENTER EGLIN	RANGE 875 SITE 11 BLDG 1073	EGLIN AFB	32542		13	12	0
AL	91VA2	TRAINING CENTER FT RUCKER	20401 CHRISTIAN ROAD	FT RUCKER	36362		6	6	0
AL	91VAA	TRAINING CENTER FT MCCLELLAN	131 DUPONT DRIVE	FT MCCLELLAN	36205		66	76	3
AL	NF2G1	167TH THEATER SUSTAINMENT CMC	424 GOODE ROAD	FORT MCCLELLAN	36205	63702N1	316	372	36
AL	NF2G3	DET 3 167TH CS CMD	424 GOODE ROAD	FORT MCCLELLAN	36205	63702L0	0	1	0
AL	NG1G3	CO B 1204 AVN SPT BN (AVIM)	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	138	145	9
AL	NG1GB	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	2	2	9
AL	NG1GB	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	39	18	4
AL	NG7G2	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	4
AL	NG7G2	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	22	19	0
AL	NG7G8	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	1	0	0
AL	NG7G8	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	16	21	5
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	5	1
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	9	9	6
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	1	1	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	8	8	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	78	84	8
AL	P10TD	HHC 877 EN BN	4991 NEWBURG RD	HALEYVILLE	35555	05435N1	8	8	8

22.2.1.1 Sorting and Filtering Unit Search Results

After you search for a unit, you can sort and filter your results to make it even easier to find what you're looking for.

1. Perform a unit search. (See [Finding Units](#) on page 233.)
The search results open in the second panel.

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Unit State	Unit Processing Code	Unit Name	Unit Address	Unit City	Unit Zip	SRC	Assg Str	Auth Str	Adj Vac
AL	780AA	82ND TROOP COMMAND	1600 NORTH EASTERN BYPASS	MONTGOMERY	36117		71	80	6
AL	780Y7	82ND TRP CMD FWD 7	1600 NORTHEASTERN BYPASS	MONTGOMERY	36117		1	1	0
AL	7LTAA	46 CIVIL SUPPORT TM (WMD)	3101 TINE AVENUE	MONTGOMERY	36108		20	22	0
AL	7Y405	DET 5 OPN SPT AIRLIFT CMD	4555 BOBBY HOGAN DRIVE	HOPE HULL	36043		9	8	0
AL	84FAA	122ND TROOP SUPPORT COMMAND	3443 HIGHWAY 80 WEST	SELMA	36701		31	38	0
AL	84GAA	1NG8 MULTIMEDIA CENTER AL ARNG	BLDG 5401 ANDREWS AVE	FORT RUCKER	36362		5	7	1
AL	84GY1	ALARNG MULTIMEDIA DET FWD	BLDG 5401 ANDREWS AVENUE	FT RUCKER	36362		1	1	0
AL	8ASAA	JOINT FORCES HEADQUARTERS	1750 CONG W.L. DICKINSON DR	MONTGOMERY	36109		405	370	38
AL	8ASYA	ALARNG ELE JFHQ FWD 10	1750 CONG WML DICKINSON DR	MONTGOMERY	36109		1	0	0
AL	8ASYM	AL ARNG ELE JFHQ FWD 24	1750 CONG. W. L. DICKINSON DR	MONTGOMERY	36109		15	0	0
AL	8FKA1	1ST BN 200 REGIMENT (MP)	BLDG 1022 PATRIOT ROAD	FORT MCLELLAN	36205		14	18	0
AL	8FKA2	2ND BN 200 REGIMENT (OCS/WOCS)	BLDG 1021 PATRIOT ROAD	FORT MCLELLAN	36205		17	19	0
AL	8FKA3	3RD BN 200 REGIMENT (GS)	BLDG 1023 PATRIOT ROAD	FORT MCLELLAN	36205		21	25	0
AL	8FKAA	HQ 200 REGIMENT (LDR)	BLDG 1020 PATRIOT ROAD	FORT MCLELLAN	36205		37	41	0
AL	8YQAA	MEDICAL DETACHMENT-ALABAMA	5300 57TH STREET NORTH	BIRMINGHAM	35217		98	119	14
AL	8YQYH	ALARNG MED DET FWD 17	5300 57TH STREET	BIRMINGHAM	35218		1	1	0
AL	8YQYJ	ALARNG MED DET FWD 16	5300 57TH STREET NORTH	BIRMINGHAM	35217		1	1	0
AL	90AAA	AL ARNG RECRUITING & RETENTION	1720 CONG. W.L. DICKINSON DR	MONTGOMERY	36109		187	188	2
AL	91VA1	TRAINING CENTER EGLIN	RANGE 875 SITE 11 BLDG 1073	EGLIN AFB	32542		13	12	0
AL	91VA2	TRAINING CENTER FT RUCKER	20401 CHRISTIAN ROAD	FT RUCKER	36362		6	6	0
AL	91VAA	TRAINING CENTER FT MCLELLAN	131 DUPONT DRIVE	FT MCLELLAN	36205		66	75	3
AL	NF2G1	167TH THEATER SUSTAINMENT CMC	424 GOODE ROAD	FORT MCLELLAN	36205	63702N1	316	372	36
AL	NF2G3	DET 3 167TH CS CMD	424 GOODE ROAD	FORT MCLELLAN	36205	63702L0	0	1	0
AL	NG1G3	CO B 1204 AVN SPT BN (AVIM)	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	138	145	9
AL	NG1G8	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	2	2	9
AL	NG1G8	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	39	18	4
AL	NG7G2	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	4
AL	NG7G2	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	22	19	0
AL	NG7G8	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	1	0	0
AL	NG7G8	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	16	21	5
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	5	1
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	9	9	5
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	1	1	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	8	8	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35476	05435N1	78	84	8
AL	P10T0	HHC 877 EN BN	4981 NEWBURG RD	HALEYVILLE	35666	05435N1	8	8	8

2. To sort the search results, click the column header for the column you want to sort by.

Unit State	Unit Processing Code	Unit Name	Unit Address	Unit City	Unit Zip	SRC	Assg Str	Auth Str	Adj Vac
AL	780AA	82ND TROOP COMMAND	1600 NORTH EASTERN BYPASS	MONTGOMERY	36117		71	80	6
AL	780Y7	82ND TRP CMD FWD 7	1600 NORTHEASTERN BYPASS	MONTGOMERY	36117		1	1	0



Tip: After you sort by a column, the  icon appears in that column's header.

3. To filter the search results, click in the field above the column header and enter text to show only units that match the filter text.

Unit State	Unit Processing Code	Unit Name	Unit Address	Unit City	Unit Zip	SRC	Assg Str	Auth Str	Adj Vac
AL	780AA	82ND TROOP COMMAND	1600 NORTH EASTERN BYPASS	MONTGOMERY	36117		71	80	6
AL	780Y7	82ND TRP CMD FWD 7	1600 NORTHEASTERN BYPASS	MONTGOMERY	36117		1	1	0

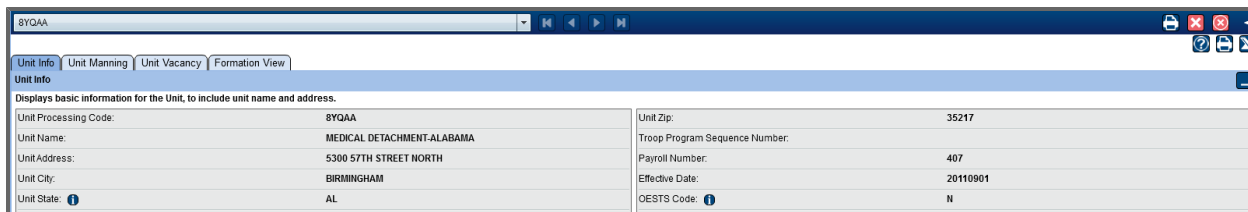
For example, enter **LA** in the *Unit State* column to show only units in Louisiana.

4. Click the **Apply Filters**  button to apply the filter you entered.

- To remove the filter and show the full search results, click the **Clear Filters**  button.
- To hide the filter fields so your search results have more space, click the **Show/Hide Filters**  button.

22.2.2 Viewing Detailed Results

- From the list of units in the second panel, click the row of the unit you would like to view. The unit opens in the third panel with the *Unit Info* tab selected.



Unit Processing Code: 8YQAA

Unit Name: MEDICAL DETACHMENT-ALABAMA

Unit Address: 5300 57TH STREET NORTH

Unit City: BIRMINGHAM

Unit State: AL

Unit Zip: 35217

Troop Program Sequence Number:

Payroll Number: 407

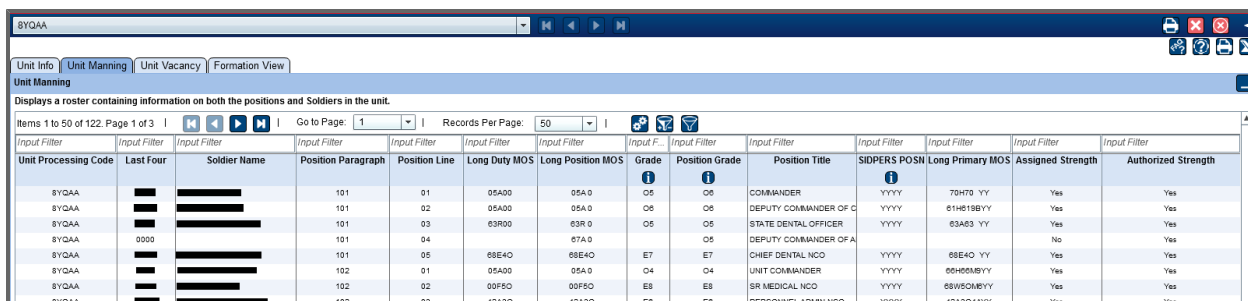
Effective Date: 20110901

OESTS Code: N

The *Unit Info* tab shows basic information about unit, such as city, state, and zip code.

- Select the **Unit Manning** tab.

Tip: If you do not have the requisite permissions, the *Unit Manning* tab might not appear on your screen.



Unit Processing Code	Last Four	Soldier Name	Position Paragraph	Position Line	Long Duty MOS	Long Position MOS	Grade	Position Grade	Position Title	SIDPERS POSN	Long Primary MOS	Assigned Strength	Authorized Strength
8YQAA	████	██████████	101	01	05A00	05A 0	O5	O5	COMMANDER	YYYY	70H70 YY	Yes	Yes
8YQAA	████	██████████	101	02	05A00	05A 0	O6	O6	DEPUTY COMMANDER OF C	YYYY	61H619BY	Yes	Yes
8YQAA	████	██████████	101	03	63R00	63R 0	O5	O5	STATE DENTAL OFFICER	YYYY	63A63 YY	Yes	Yes
8YQAA	0000	██████████	101	04	67A 0	67A 0	O5	O5	DEPUTY COMMANDER OF A			No	Yes
8YQAA	████	██████████	101	05	68E40	68E40	E7	E7	CHIEF DENTAL NCO	YYYY	68E40 YY	Yes	Yes
8YQAA	████	██████████	102	01	05A00	05A 0	O4	O4	UNIT COMMANDER	YYYY	05H05MBYY	Yes	Yes
8YQAA	████	██████████	102	02	00F50	00F50	E8	E8	SR MEDICAL NCO	YYYY	68W50MBYY	Yes	Yes
8YQAA	████	██████████	102	03	42A30	42A30	E6	E6	PERSONNEL ADMIN NCO	YYYY	42A30A4YY	Yes	Yes

This screen shows more detailed information regarding the different Soldiers who are part of the unit.

- Click the row of a Soldier you would like to view. The Soldier's record opens, with tabs available for various types of detailed information.
- To return to the unit you were viewing, open the drop-down at the top of the screen and select the unit.

22.2.2.1 Exporting and Printing Results

You can export or print data from your search results as well as from the *Unit Manning* tab in the unit record.


22 Entity Toolset

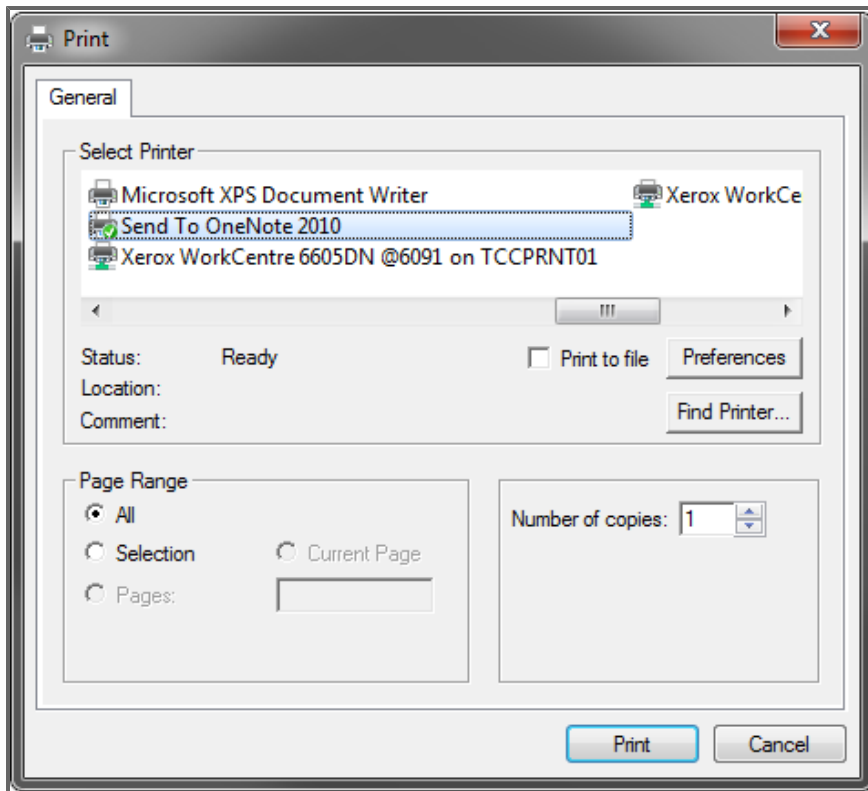
1. Perform a search or open a unit. (See [Finding Units](#) on page 233.)


Unit State	Unit Processing Code	Unit Name	Unit Address	Unit City	Unit Zip	SRC	Assg Str	Auth Str	Adj Vac
AL	789AA	82ND TROOP COMMAND	1600 NORTH EASTERN BYPASS	MONTGOMERY	36117		71	80	6
AL	789Y7	82ND TRP CMD FWD 7	1600 NORTEASTERN BYPASS	MONTGOMERY	36117		1	1	0
AL	7L7AA	46 CIVIL SUPPORT TM (WMD)	3101 TINE AVENUE	MONTGOMERY	36108		20	22	0
AL	7Y405	DET 5 OPN SPT AIRLIFT CMD	4555 BOBBY HOGAN DRIVE	HOPE HULL	36043		9	8	0
AL	84FAA	122ND TROOP SUPPORT COMMAND	3443 HIGHWAY 80 WEST	SELMA	36701		31	38	0
AL	84GAA	NSB MULTI-MEDIA CENTER AL ARNG	BLDG 5401 ANDREWS AVE	FORT RUCKER	36362		5	7	1
AL	84GY1	ALARNG MULTIMEDIA DET FWD	BLDG 5401 ANDREWS AVENUE	FT RUCKER	36362		1	1	0
AL	8ASAA	JOINT FORCES HEADQUARTERS	1750 CONG W.L. DICKINSON DR	MONTGOMERY	36109		405	370	38
AL	8ASYA	ALARNG ELE JFHQ FWD 10	1750 CONG WML DICKINSON DR	MONTGOMERY	36109		1	0	0
AL	8ASYM	ALARNG ELE JFHQ FWD 24	1750 CONG. W. L. DICKINSON DR	MONTGOMERY	36109		15	0	0
AL	8FKA1	1ST BN 200 REGIMENT (MP)	BLDG 1022 PATRIOT ROAD	FORT MCCELLELLAN	36205		14	18	0
AL	8FKA2	2ND BN 200 REGIMENT (OCS/WOCS)	BLDG 1021 PATRIOT ROAD	FORT MCCELLELLAN	36205		17	19	0
AL	8FKA3	3RD BN 200 REGIMENT (GS)	BLDG 1023 PATRIOT ROAD	FORT MCCELLELLAN	36205		21	25	0
AL	8FKAA	HQ 200 REGIMENT (LDR)	BLDG 1020 PATRIOT ROAD	FORT MCCELLELLAN	36205		37	41	0
AL	8YQAA	MEDICAL DETACHMENT-ALABAMA	5300 57TH STREET NORTH	BIRMINGHAM	35217		98	119	14
AL	8YQYH	ALARNG MED DET FWD 17	5300 57TH STREET	BIRMINGHAM	35218		1	1	0
AL	8YQYJ	ALARNG MED DET FWD 18	5300 57TH STREET NORTH	BIRMINGHAM	35217		1	1	0
AL	90AAA	ALARNG RECRUITING & RETENTION	1720 CONG. W.L. DICKINSON DR	MONTGOMERY	36109		187	188	2
AL	91VA1	TRAINING CENTER EGLIN	RANGE 875 SITE 11 BLDG 1073	EGLIN AFB	32542		13	12	0
AL	91VA2	TRAINING CENTER FT RUCKER	20401 CHRISTIAN ROAD	FT RUCKER	36362		6	6	0
AL	91VAA	TRAINING CENTER FT MCCELLELLAN	131 DUPONT DRIVE	FT MCCELLELLAN	36205		66	75	3
AL	NF2G1	167TH THEATER SUSTAINMENT CMC	424 GOODE ROAD	FORT MCCELLELLAN	36205	63702N1	316	372	36
AL	NF2G3	DET 3 167TH CS CMD	424 GOODE ROAD	FORT MCCELLELLAN	36205	63702L0	0	1	0
AL	NG1G3	CO B 1204 AVN SPT BN (AVIM)	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	138	145	9
AL	NG1G6	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	2	2	9
AL	NG1G8	1204 CS BN CO B REAR	5700 EAST LAKE BLVD	BIRMINGHAM	35217	63315N0	38	18	4
AL	NG7G2	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	4
AL	NG7G8	CO B (-) 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	22	19	0
AL	NG7G9	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	1	0	0
AL	NG7G8	DET 1 HHC 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N0	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	2	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	6	6	0
AL	NG7GL	DET 8 CO D-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	16	21	5
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	2	5	1
AL	NG7GT	DET 8 CO E 1-169 AVN REG	5700 EAST LAKE BLVD	BIRMINGHAM	35217	01435N1	9	9	5
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35478	05435N1	1	1	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35478	05435N1	8	8	1
AL	P10A0	FSC 877 EN BN	2509 44TH AVENUE	NORTHPORT	35478	05435N1	78	84	8
AL	P10T0	HHC 877 EN BN	4891 NEWBURG RD	HALEYVILLE	35565	05435N1	8	8	8

Tip: If you opened a unit, select the *Unit Manning* tab.

Unit Processing Code	Last Four	Soldier Name	Position Paragraph	Position Line	Long Duty MOS	Long Position MOS	Grade	Position Grade	Position Title	SIDPERS POSN	Long Primary MOS	Assigned Strength	Authorized Strength
8YQAA	████	██████████	101	01	05A00	05A 0	O5	O6	COMMANDER	YYYY	70H70 YY	Yes	Yes
8YQAA	████	██████████	101	02	05A00	05A 0	O6	O6	DEPUTY COMMANDER OF C	YYYY	61H618BY	Yes	Yes
8YQAA	████	██████████	101	03	63R00	63R 0	O6	O5	STATE DENTAL OFFICER	YYYY	63A63 YY	Yes	Yes
8YQAA	0000	██████████	101	04	67A 0	67A 0	O5	O5	DEPUTY COMMANDER OF A			No	Yes
8YQAA	████	██████████	101	05	68E40	68E40	E7	E7	CHIEF DENTAL NCO	YYYY	68E40 YY	Yes	Yes
8YQAA	████	██████████	102	01	05A00	05A 0	O4	O4	UNIT COMMANDER	YYYY	05H05M8Y	Yes	Yes
8YQAA	████	██████████	102	02	00F50	00F50	E8	E8	SR MEDICAL NCO	YYYY	08W50M8Y	Yes	Yes
8YQAA	████	██████████	102	03	42A30	42A30	E6	E6	PERSONNEL ADMIN NCO	YYYY	42A30A8Y	Yes	Yes

- To print the results, click the **Print** button .
The *Print* dialog box opens.



- Select the appropriate printer if necessary.
- Choose whether you want to include only the current page, a specific range of pages, or all pages.
- Click **Print**.
The data is printed.
- To export the results as an Excel file, click the **Export to Excel** button .
The Excel file is downloaded.

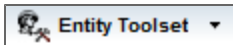
22.3 Roster Builder

Roster Builder is a powerful tool that allows you to easily create and save Soldier rosters and grouped count reports. The tool accesses a number of pre-staged datamarts organized in the following functional areas: ATRRS Training, Evaluation, Federal Awards, Gains/Losses, MGIB, Quarterly Drills, Record Brief (SRB Assignment History, SRB Service, SRB Tour History), SFPA, State Awards, Strength, Tours, and Unit.

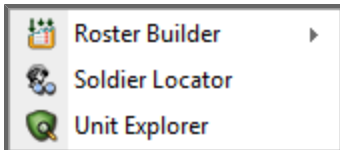
22.3.1 Creating Rosters

Opening Roster Builder

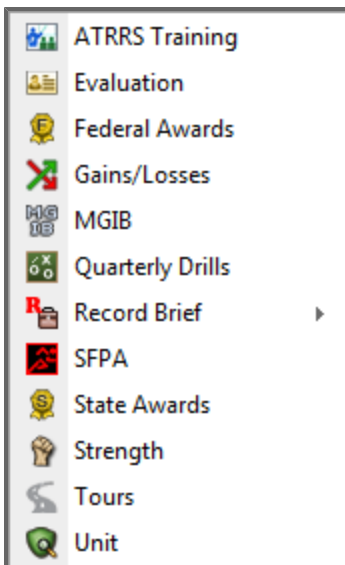
1. Click the **Entity Toolset** drop-down menu in the *Tools* section of the ribbon toolbar.



The *Entity Toolset* options appear.



2. Point to **Roster Builder**.
Several scenarios appear.



- Click the appropriate Scenario from the drop-down list.
The Roster Builder opens.

Strength Base Report - Army National Guard

Field(s): Displaying 1122 Fields (Total Fields:1122)
Adv. Filter: Multiple Items

Table	Field
Current Strength	Active Status Program
Current Strength	Additional Military Occupational Specialty
Current Strength	AFQT Score
Current Strength	AGCM Date
Current Strength	AGCM Eligibility Date
Current Strength	AGR Type
Current Strength	AMEDD Branch
Current Strength	APFT Admin YYMM
Current Strength	APFT Result Indicator

Selected Field(s): Please select at least one field. Group Field(s)

Field	Display	Sort
Soldier Name		1
Last Four		

Selected Filter(s): Please select at least one filter.

Generate Report Cancel

Selecting Fields And Filters

Fields and filters allow you to determine what data are included and how it is represented. Some fields are selected by default when you open the Roster Builder but they can be removed and replaced with other fields. You must select at least one field and one filter to build your roster. For detailed information, see [Fields and Filters](#) on page 246.

- In the Roster Builder, click and drag any available field from the *Field(s)* box to the *Selected Field(s)* box. Alternatively, you can select the field by clicking the plus sign (+) that appears in the second column when the field is highlighted by your mouse. All rosters must contain at least one field. Most rosters are configured to load with a small number of pre-selected default fields, but you may replace these as desired.

Strength Base Report - Army National Guard

Field(s): Displaying 1122 Fields (Total Fields:1122)
Adv. Filter: Multiple Items

Table	Field
Current Strength	Active Status Program
Current Strength	Additional Military Occupational Specialty
Current Strength	AFQT Score
Current Strength	AGCM Date
Current Strength	AGCM Eligibility Date
Current Strength	AGR Type
Current Strength	AMEDD Branch
Current Strength	APFT Admin YYMM
Current Strength	APFT Result Indicator

Selected Field(s): Please select at least one field. Group Field(s)

Field	Display	Sort
Soldier Name		1
Last Four		

Selected Filter(s): Please select at least one filter.

Generate Report Cancel

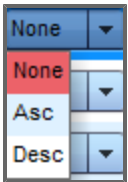
Tip: To add multiple fields, hold the Ctrl key while selecting them and then drag them into the preferred section.

Tip: Use the filter fields at the top of each column in the *Field(s)* box to narrow your search. You

can also use and configure the "Advanced Filter" to include alternate labels, field tags, and field descriptions in the search. To alter the scope of your search, adjust the check boxes in the drop-down list that appears to the right of the filter text box.

Tip: To learn more about the field, click the icon that appears in column 1. A "Field Information" pop-up screen will appear. Click "Close" when you are finished reviewing the information.

2. Click and drag any available field from the *Field(s)* box to the *Select(ed) Filters* box if you desire to limit the report to a sub-population. Note that the plus sign cannot be used for the purpose - the field must be dragged to the *Select(ed) Filters* box.
3. To delete a field or filter, either double-click it or drag it out of the *Selected Field(s)* or *Selected Filter(s)* box. In the *Selected Field(s)* box, you may also remove a field by clicking the red "X" that appears in the first column when the field is highlighted by your mouse.
4. To adjust the sorting of selected fields:
 - a. From the drop-down list in the *Sort* column, select the desired sort direction: *Asc* (Ascending), *Desc* (Descending), or *None* (for no sort on this column).



After selecting a sort direction (e.g., *Asc* or *Desc*), a new field appears.



- b. Select the sort priority by using the arrows .

Note: The lowest value (1) will be the primary sort, the next lowest value (2) will be the secondary sort, and so on.

5. For coded fields, you may also choose to alter the "Display." Drop-down options include: show the code only; show the code and description (in separate columns); show the description only; and show the code plus description (as a single-character string, separated with a colon).

Note: When a coded field is sorted, it will always sort on the code value, regardless of whether or not the code is being displayed.

- Click **Generate Report** to view the full report.
The report appears.

The screenshot displays a report interface with the following components:

- Report Information:**
 - Report:** Strength
 - Description:** This datamart contains information pertaining to Soldier Federal Awards. The primary table is the Current Strength, with an inner join to the Personnel table, meaning that all Soldiers will appear, and will appear only once.
- Applied Filter Criteria:**
 - Active Status Program Between 1 and 1
 - Duty MOS Between 001A_W and 68T_E
 - Home State = VA
- Report Tools:** Includes icons for print, save, and other report functions.

The main report area is titled "Strength" and contains a data grid. The grid includes a "Hide Page Information" section showing "Rows 1 - 11 of 11" and a "Select Page Size" dropdown set to "100". Below this is a "Hide Grid Data" section with a table:

Soldier Name	Active Status Program	Basic Branch
██████ MEGAN	1	AV
██████████ TREVON	1	
██████ JAMIAN	1	MS
██████████	1	
██████ KASSANDRA	1	AG
██████ SIDNEY	1	
██████████ KRIZIA	1	MS
██████ DOMINIC	1	
██████ DEONA	1	
██████████ KEITARO	1	AG
██████ ELIOT	1	IN

22.3.2 Grouping Fields

From within the Roster Builder, you can generate aggregate counts and statistics of the fields selected for the roster and further break those counts down into smaller, more precise groups.

1. Open the Roster Builder.
2. After selecting the fields on which you desired to establish aggregate counts, select the **Group Field(s)** check box.

Note: Any Soldier-specific fields, such as name or Last 4, will be automatically hidden once you select the *Group Field(s)* check box.

The *Generate Report* button changes to the *Generate Count* button, and all selected fields will display Group By under "Aggregate Function."

The screenshot shows a software interface titled "Strength Base Report - Army National Guard". It features a list of fields on the left, each with a "Current Strength" label and a small icon. The fields include: Active Status Program, Additional Military Occupational Specialty, AFQT Score, AGCM Date, AGCM Eligibility Date, AGR Type, AMEDD Branch, APFT Admin YYYY, and APFT Result Indicator. On the right side, there is a section for "Selected Group Field(s)" with a table that has columns for "Field", "Display", "Aggregate Function", and "Sort". Below this is a section for "Selected Filter(s)". At the bottom of the dialog, there are two buttons: "Generate Count" and "Cancel".

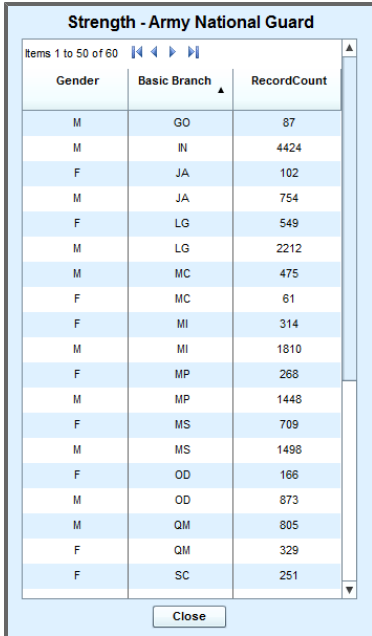
3. Optionally, choose a different function for any of the selected fields. The options include **Group By**, which counts all values at this level of aggregation; **Min**, which displays the minimum values at the chosen level of aggregation; **Max**, which displays the maximum values at the chosen level of aggregation; **Sum**, which sums all numeric values at the chosen level of aggregation; and **Average**, which displays the average values at the chosen level of aggregation. The options available for any selected field will depend upon the data type of each field, as shown below:

Data Type	Group By	Min	Max	Sum	Average
Boolean	x				
Date/Time	x	x	x	x	x
Numeric	x	x	x		
Other	x	x	x		
String	x	x	x		

4. Click **Generate Count**.

A window opens with the determined , optionally chosen statistic, and aggregate counts (which will always appear, and which count all records in the defined groups).

Note: To sort by one of the fields, click the name of the field at the top.



The screenshot shows a window titled "Strength - Army National Guard" with a table of data. The table has three columns: "Gender", "Basic Branch", and "RecordCount". The data is sorted by "RecordCount" in descending order. The table contains 18 rows of data. At the bottom of the window is a "Close" button.

Gender	Basic Branch	RecordCount
M	GO	87
M	IN	4424
F	JA	102
M	JA	754
F	LG	549
M	LG	2212
M	MC	475
F	MC	61
F	MI	314
M	MI	1810
F	MP	268
M	MP	1448
F	MS	709
M	MS	1498
F	OD	166
M	OD	873
M	QM	805
F	QM	329
F	SC	251

In this example, the roster is broken down by Gender and Basic Branch.

22.3.3 Fields and Filters

DPRO provides two ways to determine what data are included and how it is represented in reports, graphs, dashboards, and any other representation of data: fields and filters.

22.3.3.1 Fields

Fields are all the available pieces of information around which you build your report. Any field can act as a selected field, a selected filter, or both. A selected field displays as a column in the report. A selected filter limits the Soldiers included in the report based on what you typed in the *Search* box.

Display Option	Example Report Display								
Show Code and Description	<table border="1"> <thead> <tr> <th>Citizenship Status, United States, Origin ▾</th> <th>Citizenship Status, United States, Origin - Desc</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>NOT A U.S. CITIZEN</td> <td>4481</td> </tr> </tbody> </table>	Citizenship Status, United States, Origin ▾	Citizenship Status, United States, Origin - Desc	Record Count	Y	NOT A U.S. CITIZEN	4481		
Citizenship Status, United States, Origin ▾	Citizenship Status, United States, Origin - Desc	Record Count							
Y	NOT A U.S. CITIZEN	4481							
Show Code Only	<table border="1"> <thead> <tr> <th>Citizenship Status, United States, Origin ▾</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>4481</td> </tr> </tbody> </table>	Citizenship Status, United States, Origin ▾	Record Count	Y	4481				
Citizenship Status, United States, Origin ▾	Record Count								
Y	4481								
Show Code Plus Description	<table border="1"> <thead> <tr> <th>Citizenship Status, United States, Origin ▾</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Y: NOT A U.S. CITIZEN</td> <td>4481</td> </tr> </tbody> </table>	Citizenship Status, United States, Origin ▾	Record Count	Y: NOT A U.S. CITIZEN	4481				
Citizenship Status, United States, Origin ▾	Record Count								
Y: NOT A U.S. CITIZEN	4481								
Show Description Only	<table border="1"> <thead> <tr> <th>▾ Citizenship Status, United States, Origin</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>NOT A U.S. CITIZEN</td> <td>4481</td> </tr> </tbody> </table>	▾ Citizenship Status, United States, Origin	Record Count	NOT A U.S. CITIZEN	4481				
▾ Citizenship Status, United States, Origin	Record Count								
NOT A U.S. CITIZEN	4481								

Tip: To view a count report of fields, use the *Group Field(s)* check box in the top right-hand corner. Any Soldier-specific fields will be hidden from the *Field(s)* and *Selected Field(s)* sections. All results will now

be grouped by code value.

 Group Field(s)

22.3.3.2 Filters

Filters are any criteria used to limit the population of the report. Filters consist of at least one field along with a logical operator and a value (or values) on which to filter. You can apply any number of filters to any report and only data that meets the conditions of the filter(s) will be represented. When using multiple filters, filters are joined by “and/or” expressions chosen by the user to establish the filter conditions.

Examples of filters include "PMOSEN = 71L and Sex = F", or "PMOSEN = 71L or Sex = F". The first example will limit your search to female Soldiers coded as 71L. The second example will limit your search to any Soldier coded 71L or any Soldier coded female. To apply new filters, simply drag a field values from the *Field(s)* box to the *Select(ed) Filters* box.

If a filter needs to be applied with multiple values joined with an "or" condition (such as PMOSEN=11B or PMOSEN=11C), you can drag the same field multiple times to the *Select(ed) Filters* box. This will automatically create a nested sub-condition that will default to an "or" function and apply each different value as a separate filter. You will also observe that all nested filters will be outlined with a border.

Operator to join filters	Or	
Duty MOS	Equals	002A_W : Patient
OR		
Duty MOS	Equals	00A_O : Duties Unassigned
OR		
Duty MOS	Equals	155A_W : Fixed Wing Aviator (Aircraft Non-Specific)

To change the condition on which filters are joined, use the *Operator to join filters* drop-down list. Changing this drop-down will result in all the filters changing (unless there are filters nested, in which case they have their own *Operator to join filters* drop-down list).

Operator to join filters	Or
Duty MOS	And
OR	Or

You can use the operators within a given filter to tailor the roster to your needs. The operators available in each drop-down depend on the type of data chosen for your filter. The table below describes the operators that apply to each type of data.

Operator	Date	Integer	Character	Boolean
Between	x	x	x	
Equals	x	x	x	x
Greater Than	x	x	x	
Greater Than or Equal To	x	x	x	
Less Than	x	x	x	
Less Than or Equal To	x	x	x	
Does Not Equal	x	x	x	x
Begins With			x	
Ends With			x	
Included in			x	x
Not included in			x	x
Like			x	
Not Like			x	
Is Null or Blank	x	x	x	x
Is Not Null and Not Blank	x	x	x	x

Note: The "Is Null or Blank" and "Is Not Null and Not Blank" operators filter for information without an entry in the database.

Note: "Included In" and "Not Included In" is currently only available for fields that have lookup values.





22.4 Second Panel Navigation/Preferences

22.4.1 Navigating Multiple Open

To navigate using the drop-down menu:

1. Click the drop-down menu at the top of the panel.
Various options appear.
2. Select an option.
The panel refreshes to reflect your choice.

To navigate using the navigation arrows:



1. Use the arrows next to the drop-down menu to select an open .
 - a. : Navigates to the first you opened.
 - b. : Navigates to the previous in the list.
 - c. : Navigates to the next in the list.
 - d. : Navigates to the last you opened.


22.4.2 Second Panel Preferences

User preference settings in allow you to customize the look of your second panel columns as well as reorder them.

22.4.2.1 Manage Your Preferences

You can choose which columns to display and whether or not to show filters via the *Preferences* window.

1. Click **Preferences**  along the top of the second panel.
2. Select the corresponding check box for each column you wish to show in the second panel.
Note: Preferences default to showing all columns.
3. Select the *Show Filter* check box if you wish to show the filter text fields at the top of the columns.
4. Click **Save**. 
A confirmation message appears.



Tip: Click **Reset** to reset preferences to the default settings. 

22.4.2.2 Reordering Columns

After you have selected the columns you wish to display in the second panel, you may reorder them to fit your preference.

1. Click and hold a column.
2. Drag the column to the preferred position.


The *Preferences* icon is highlighted. 

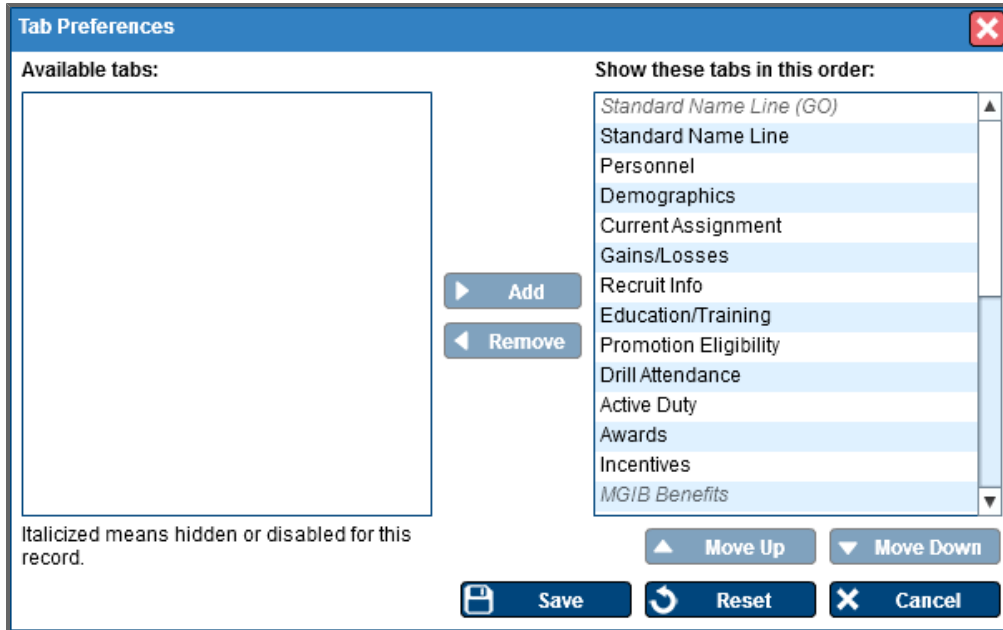
3. Click **Preferences**. 
The *Preferences* window displays.
4. Click **Save**, which has been highlighted to denote pending changes. 
Your preferences have been saved.

22.4.3 Third Panel Preferences


You can arrange and hide or display the tabs in the third panel based on your preference.

To set up third panel preferences:

1. Navigate to a Soldier, Authorization, or Organization's third panel.
2. Click the **Preferences**  icon.
The *Tab Preferences* window opens.



3. Adjust your available tabs and their order.
Changes cause the *Save* button to highlight.
 - a. To remove a tab:
 - i. Select a tab in the *Show these tabs in this order* box.
The *Remove* button is highlighted.
 - ii. Click **Remove**.
The tab is moved to the *Available tabs* box.
 - b. To add a tab:
 - i. Select a tab in the *Available tabs* box.
The *Add* button is highlighted.
 - ii. Click **Add**.
The tab is moved to the *Show these tabs in this order* box.
 - c. To arrange tab order:
 - i. Select a tab in the *Show these tabs in this order* box.
The *Move Up* and *Move Down* buttons are highlighted.
 - ii. Use the *Move Up* and *Move Down* buttons to move the selected tab to the desired position.
4. Click **Save**.
Your preferences are saved. The tabs arrange and hide/display accordingly.

Tip: Click **Reset** to reset preferences to the default settings.  **Reset**

23 Forums

When you first log into the forums, you are assigned certain permissions based on your user role (NGB Admin, State User, etc.). After you have logged in, you can participate in discussions, send private messages to other users, and see what other users have to say in the ShoutBox.

23.1 User Roles in Forums

There are three different roles in Forums. *Users* can create topics and post their input to these topics; *Moderators* can edit and remove any topics or posts that they deem to be unnecessary or inappropriate; and *Administrators* can remove users, reset passwords for users, and add additional forum sections.

23.2 Accessing Forums

1. Click **Feedback** in the *Tools* section of the Ribbon Toolbar.
The *Feedback* drop-down menu appears.
2. Click **Forums**.
The *Forums* screen appears.

The screenshot shows the DPRO Forums interface. At the top, it indicates the user is logged in as [redacted] and provides navigation links: Home | Inbox | Search | Admin | Help | Moderate | Active Topics | Members. The current time is Friday, February 04, 2011 2:54:32 PM. Below the navigation is a ShoutBox section. The main content is a table of forum categories with columns for Topics, Posts, and Last Post.

Forums	Topics	Posts	Last Post
G1 PORTAL HOW TO			
DPRO How To How to use different functions within DPRO that are often asked about. Sub-forums: History for DPRO How To , DPRO Help	6	12	No Posts
COMMENT & SUGGESTION BOX Drop G1 Portal comments and suggestions for consideration here. Sub-forums: History for COMMENT & SUGGESTION BOX	39	100	Monday, August 30, 2010 2:24 PM in Patriot Academy Affecting NEG ES by saiyont.s.francis
DPRO			
PRM The Personnel Readiness Metrics (PRM) is a collection of key measurements that has been identified as critical to determining unit readiness. Sub-forums: History for PRM	2	5	Friday, December 03, 2010 11:41 AM in Customized view by qing.lu
REPORTS DPRO REPORTS Sub-forums: History for REPORTS	9	23	Wednesday, February 02, 2011 8:09 AM in Basic Reports by saiyont.s.francis
DASHBOARDS Dashboards are the creation of the user's own gauge, chart or grid with selected elements that are most useful to that user's daily work and mission. Sub-forums: History for DASHBOARDS	4	16	Tuesday, June 22, 2010 12:53 PM in Brigade level unable to view... by raymond.varieur
TOOLS TOOLS Sub-forums: History for TOOLS	3	9	Thursday, July 22, 2010 9:41 AM in subscribe to public presentation by alicia.m.fuller
Request User Permissions Request all user permissions, to include the 2 designated personnel within your state to have full access to SSNs. Sub-forums: History for Request User Permissions	22	46	Thursday, May 20, 2010 6:04 PM in Oregon Full Access by jame.m.rogers

3. View or participate in the available forum conversations, access the ShoutBox, or send and receive private messages.

23.3 Forum Search

A search function is available within the Forum, enabling you to search for a specific topic or for all posts and topics created by a certain user.

- Click a subheading in the *Forums* section of the screen main forum home screen.
A screen appears allowing you to post a new topic or respond to an existing topic.

23.4 ShoutBox

The ShoutBox is a chat room, where all users can join together to discuss any topic. Discussions in the ShoutBox can be viewed by all other members.

- From within forums, click the **Fly Out** button.
The *ShoutBox* opens in a separate window.

23.5 Private Messages

Private messages, unlike ShoutBox messages, are not viewable by all users.

1. From within forums, click **Inbox**.
Your personal *Inbox* opens, displaying all of your received personal messages.
2. Click the **PM** button to create a new private message.
3. Type the *User Name* of the person to whom you want to send the message.
4. Click **Find Users**.
All matching *User Names* appear in the drop-down list.
5. Select the correct user.
6. Type a subject and message.
7. Click **Post**.
Your message is now in the inbox of the recipient.

24 Surveys

24.1 Surveys

Users with rights to administer surveys can create and edit surveys, and view and analyze survey responses. All users can take surveys.

24.1.1 Taking a Survey

1. Click **Feedback** in the *Tools* section of the Ribbon Toolbar, and then select **Surveys** and click the name of the survey in the drop-down menu.

The survey's splash page opens.

2. Click **Enter**.
3. Respond to questions on each page and click **Next**.

After all survey pages are complete, the *Survey Submission* page opens.

Your questionnaire is ready to be submitted. You may click the Back button to make changes, or click the Submit button to complete the submission process.

Back Submit

4. Click **Submit**.

Your survey responses are submitted to administration.

Note: Until the survey is closed, you may reenter your survey, change any responses, and resubmit it. To edit your survey, repeat this process, changing responses as desired.

24.1.2 Creating a Survey

1. In the Ribbon Toolbar, click **Admin** and select **Survey Management** from the drop-down menu. The *Survey Administration Tool* opens.

The screenshot displays the Survey Manager interface with the following sections:

- Survey Manager**
 - Surveys**: Add Survey (Add), Select Survey (Please take this survey), Modify Selected Survey (Rename, Deactivate, Delete).
 - Pages**: Add Page (Add), Select Page (1), Modify Selected Page (Reorder, Edit, Remove).
 - Question Groups**: Add Question Group (Add), Select Question Group (1), Modify Selected Question Group (Reorder, Edit, Remove).
- Question Manager**
 - Questions**: Add Question (Add), Select Question (<< First, < Prev, Next >, Last >>), Modify Selected Question (Reorder, Edit Text, Remove).
 - Question Attributes**: Question Type (Multiple Choice—Drop-down), Data Type (TEXT), Orientation (HORIZONTAL), Required (checkbox), Open Ended (checkbox), Allow Branching (checkbox), Display on Same Line (checkbox checked), Save.
 - Answers**: Add Answer (Add), Select Answer (DC, MD, VA, WV, PA, NY), Modify Selected Answer (Reorder, Edit, Remove).
- Question Preview**: What is your State, Select.

- In the *Surveys* group, click **Add** to add a new survey.
A pop-up window opens.

- Enter a **Name** and a **Welcome Message**, and click **Save**.
Note: The Welcome Message will be displayed on the first screen a user sees after selecting the survey.
- Select your new survey from the **Select Survey** drop-down list.
- Add a survey page by clicking **Add** in the *Pages* group, naming the page, and clicking **Save**.
- Add a question group by clicking **Add** in the *Question Group* group.
The *Add Group* pop-up window opens.

- Then, enter a *Group Name* and click **Save**.
Note: Questions cannot be placed on a survey page without a question group. If all the questions on a page are within a single question group, consider leaving the question group's name not visible. If questions on a single page fall into several categories, leave question group names visible to show users the categories of questions.
- Next, create a question using the *Question Manager* group. (See [Creating a Question](#) on next page for more information.)

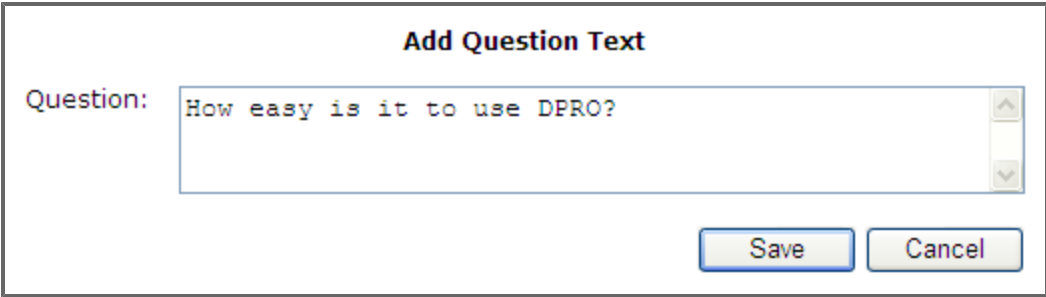
9. Then, add answer choices with the *Answers* group. (See [Creating an Answer](#) on next page for more information.)
10. Add the desired number of each of these elements to your survey.
11. When you have completed adding elements, click **Activate** in the *Survey* group to activate your completed survey.

Note: The survey is available for users after the cache refreshes.

24.1.2.1 Creating a Question

1. In the *Questions* group, click **Add**.

The *Add Question Text* pop-up window opens.



The screenshot shows a dialog box titled "Add Question Text". Inside the dialog, there is a text input field with the text "How easy is it to use DPRO?". To the left of the input field is the label "Question:". Below the input field, there are two buttons: "Save" and "Cancel".

2. Enter a question, and click **Save**.

The question is saved as the last question in the current question group.

3. In the *Question Attributes* group, select a *Question Type* from the drop-down list.

Note: The following question types are available.

- *Textbox*: Type the desired response in a textbox.
- *Multiple Choice—Radio Buttons*: Select one of the multiple-choice responses.
- *Multiple Choice—Checkboxes*: Select one or more of the multiple-choice responses.
- *Multiple Choice—Drop-down*: Select one of the multiple-choice responses from a drop-down list.
- *Multiple Choice—List Box*: Select one or more of the multiple-choice responses from a list box.

4. Select options for the rest of the Question Attributes box. These options change how the question appears on-screen and how data from the survey is collected..

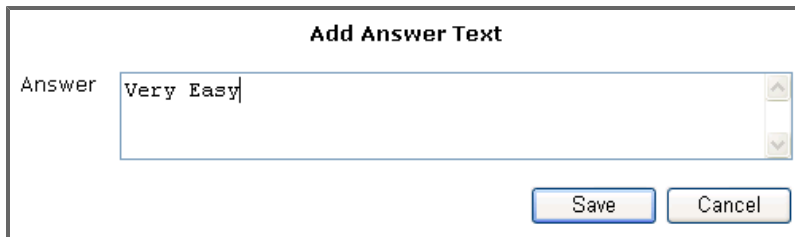
Tip: Question attributes that are not relevant to the selected question type are unavailable.

Note: The following question attributes may be available.

- *Data Type:* Select a data type from the drop-down list to limit user response to Text, Date, Int (Integers, or whole numbers), or Float (decimal numbers).
 - *Orientation:* Select **Horizontal** to display the answer choices horizontally. Select **Vertical** to display the answer choices vertically.
 - *Required:* Select the **Required** checkbox to require that users respond to the question.
 - *Open Ended:* Select **Open Ended** to add an open-ended textbox to a multiple-choice question.
 - *Display on Same Line:* Select the **Display on Same Line** checkbox to display the question and its answer choices on the same line.
 - Textbox-specific attributes
 - *Text Box Width (px):* Enter the width of the text box in pixels.
 - *Text Box Height (px):* Enter the height of the text box in pixels.
5. In the *Question Attributes* group, click **Save**.

24.1.2.2 Creating an Answer

1. In the *Answer Choices* group, click **Add** to add answer choices for a multiple choice question. The *Add Answer Text* pop-up window opens.



2. Type an answer and click **Save**.

24.1.3 Viewing One User's Survey Results

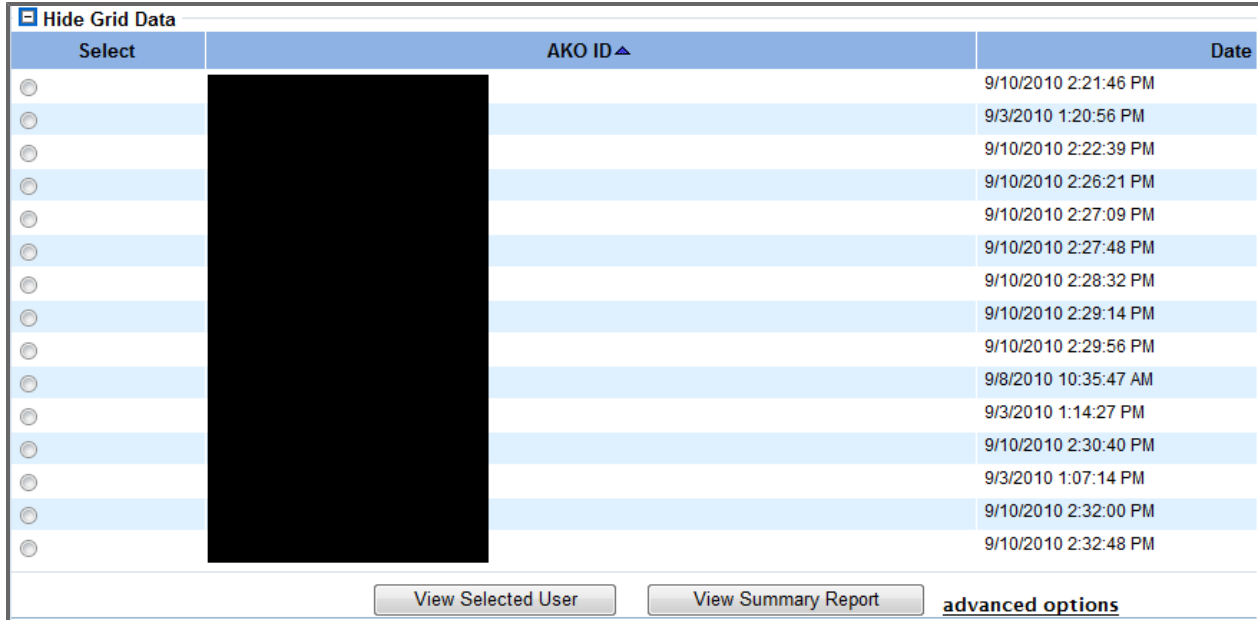
After a user has submitted responses to available surveys, the answers are available for analysis by administrators.

1. Click **Admin** and select **Survey Review** from the drop-down menu. A list of all DPRO surveys appears.

24 Surveys

2. Click the link for any survey.

The *Survey Search Results* window opens, displaying the AKO IDs of the people who completed the survey, along with the time and date of each submission.



Select	AKO ID ▲	Date
<input type="radio"/>		9/10/2010 2:21:46 PM
<input type="radio"/>		9/3/2010 1:20:56 PM
<input type="radio"/>		9/10/2010 2:22:39 PM
<input type="radio"/>		9/10/2010 2:26:21 PM
<input type="radio"/>		9/10/2010 2:27:09 PM
<input type="radio"/>		9/10/2010 2:27:48 PM
<input type="radio"/>		9/10/2010 2:28:32 PM
<input type="radio"/>		9/10/2010 2:29:14 PM
<input type="radio"/>		9/10/2010 2:29:56 PM
<input type="radio"/>		9/8/2010 10:35:47 AM
<input type="radio"/>		9/3/2010 1:14:27 PM
<input type="radio"/>		9/10/2010 2:30:40 PM
<input type="radio"/>		9/3/2010 1:07:14 PM
<input type="radio"/>		9/10/2010 2:32:00 PM
<input type="radio"/>		9/10/2010 2:32:48 PM

View Selected User View Summary Report **advanced options**

3. Click the **Select** radio button beside the survey results, and click **View Selected User**.
The answers open in a new window.
4. Review the answers and, at the end, click either **Print** or **Close**.

24.1.4 Viewing All Results for a Survey

After a number of responses to an available survey have been collected, the answers are available for analysis by administrators.

1. Click **Admin** and select **Survey Review** from the drop-down menu.
A list of all DPRO surveys appears.

24 Surveys

2. Click the link for any survey.

The *Survey Search Results* window opens, displaying the AKO IDs of the people who completed the survey, along with the time and date of each submission.

<input type="checkbox"/> Hide Grid Data		
Select	AKO ID ▲	Date
<input type="radio"/>		9/10/2010 2:21:46 PM
<input type="radio"/>		9/3/2010 1:20:56 PM
<input type="radio"/>		9/10/2010 2:22:39 PM
<input type="radio"/>		9/10/2010 2:26:21 PM
<input type="radio"/>		9/10/2010 2:27:09 PM
<input type="radio"/>		9/10/2010 2:27:48 PM
<input type="radio"/>		9/10/2010 2:28:32 PM
<input type="radio"/>		9/10/2010 2:29:14 PM
<input type="radio"/>		9/10/2010 2:29:56 PM
<input type="radio"/>		9/8/2010 10:35:47 AM
<input type="radio"/>		9/3/2010 1:14:27 PM
<input type="radio"/>		9/10/2010 2:30:40 PM
<input type="radio"/>		9/3/2010 1:07:14 PM
<input type="radio"/>		9/10/2010 2:32:00 PM
<input type="radio"/>		9/10/2010 2:32:48 PM

[advanced options](#)

3. Click **View Summary Report**.

The report opens in a new window.

Survey Results For: New User Survey

[Export To Excel](#)

Page 1 of 2: Multiple Choice Questions

Please rate the following aspects of DPRO on a scale of 1 to 5, where 1 is Poor and 5 is Excellent.

Overall functionality and appearance.
[Group Report by Answer](#)

Answer	Total	Percent of Respondents	Percent of All
Respondents	947		99.47%
Non-Respondents	5		0.53%
1	56	5.91%	5.88%
2	93	9.82%	9.77%
3	301	31.78%	31.62%
4	336	35.48%	35.29%
5	161	17.00%	16.91%

Usefulness of Help Documentation.
[Group Report by Answer](#)

Answer	Total	Percent of Respondents	Percent of All
Respondents	945		99.26%
Non-Respondents	7		0.74%
1	45	4.76%	4.73%
2	107	11.32%	11.24%
3	295	31.22%	30.99%
4	307	32.49%	32.25%

4. Review the answers.

5. Optionally, group the report by answers to a particular question by clicking **Group Report by Answer**.

Tip: This functionality is useful for questions that divide Soldiers into meaningful smaller groups. For instance, questions like "What is your state?" or "How many years have you served in the ARNG?" allow you to see answers to other questions from your survey grouped by geography or by years of service.

6. Optionally, export the report by clicking **Export to Excel**.

25 Help

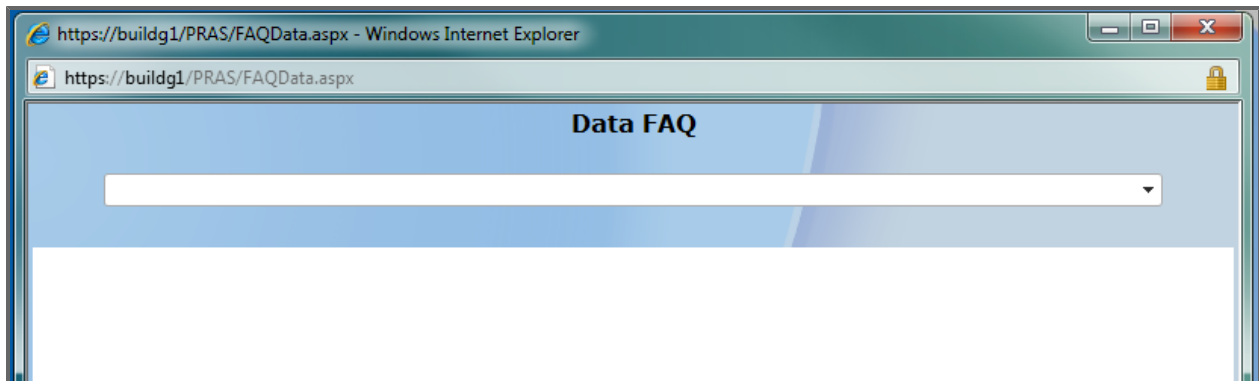
25.1 FAQ

25.1.1 Site FAQ

The Site FAQ section, accessed from the *FAQ* sub-menu of the *Help* menu in the Ribbon Toolbar, contains links to general frequently asked questions about DPRO. To see the FAQs in this guide, see [Frequently Asked Questions](#) on page 294.

25.1.2 Data FAQ

1. From the **Help** menu in the Ribbon Toolbar, point to *FAQ*, and then click **Data FAQ**.
The *Data FAQ* popup window appears.

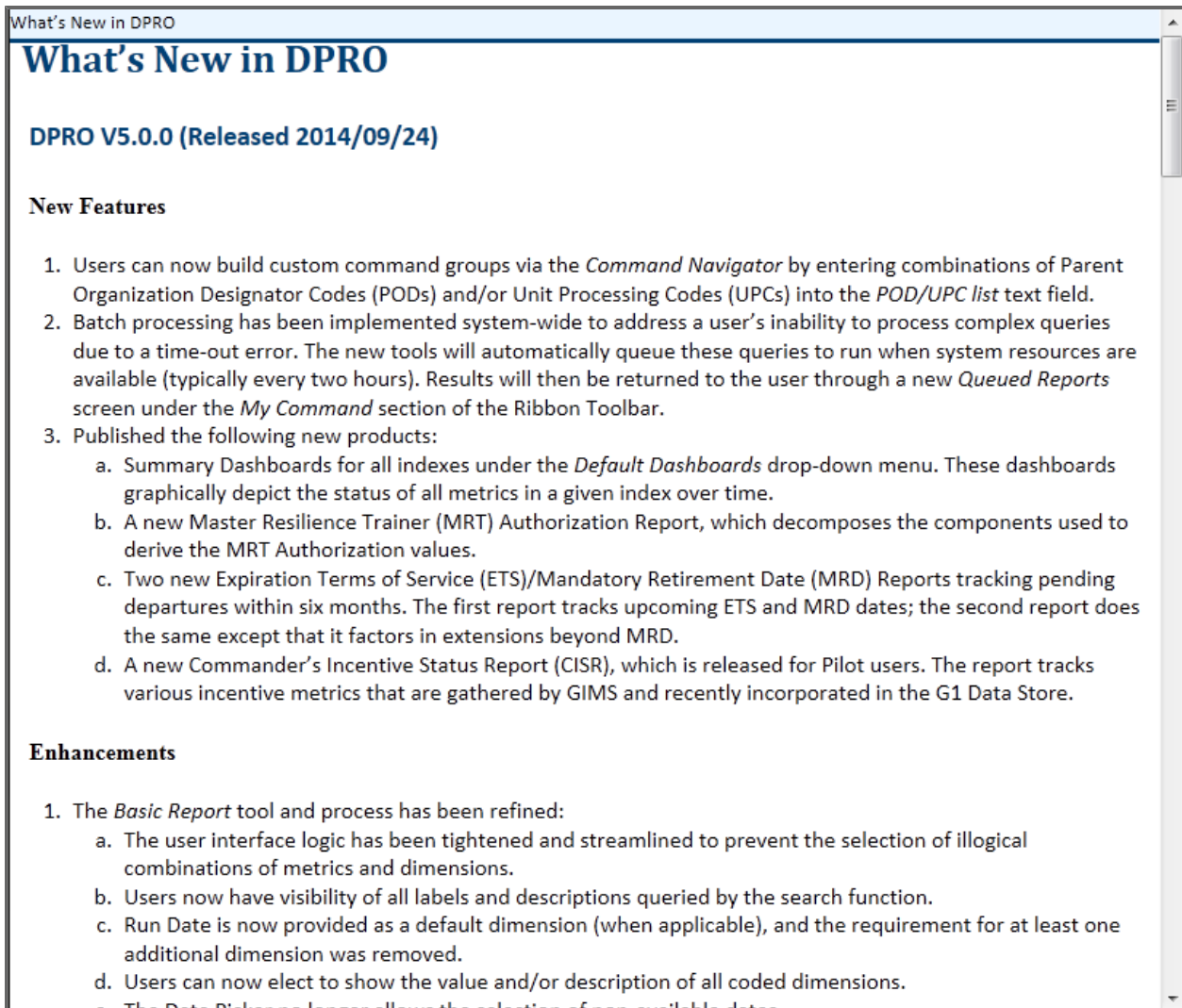


2. Select an option from the drop-down list.
A pop-up window will appear with a presentation that has detailed explanations of the sourcing and business rules for DPRO's data for the selected category.

25.2 Release Notes

Users can view release notes from all previous versions of DPRO by accessing the *Release Notes* portion of the *Help* menu.





25.3 User Guide

From within the *Help* menu in the Ribbon Toolbar, click **User Guide** in order to access the DPRO User Guide. The web-friendly guide will open in a separate window.

25.4 Training Videos

From within the *Help* menu in the Ribbon Toolbar, click **Training Videos** to open a screen with a collection of interactive videos providing visual instruction on DPRO features.

25.5 Quick Guide

From within the *Help* menu in the Ribbon Toolbar, click **Quick Guide** to open the DPRO Quick Start Guide PDF in a new window. This guide includes topics on common features throughout DPRO, a list explaining the frequently used icons in the program, and a table summarizing how data are sourced for DPRO.

25.6 DPRO Help Downloadable PDF

Click **DPRO Help Downloadable PDF** to open the DPRO User Guide that's stored in the *User Guide* link as a PDF document, allowing you to print the document for quick reference.

25.7 Metric List

From within the *Help* menu in the Ribbon Toolbar, click the **Metric List** option to view a list of all of the measurements available in DPRO. From this screen, you can also export all of the information included on the page to an Excel spreadsheet.

25.8 Dimension List

From within the *Help* menu in the Ribbon Toolbar, click the **Dimension List** option to view a list of all of the dimensions available in DPRO. From this screen, you can also export all of the information included on the page to an Excel spreadsheet.

25.9 Command Hierarchy Report

From within the *Help* menu in the Ribbon Toolbar, pause on **Command Hierarchy Report** to view and print the different command hierarchies (organizational levels) included in DPRO. When you pause on the *Command Hierarchy* menu item, a submenu appears with six options: *State/POD/UPC*, *Brigade Combat Team (BCT)*, *Force Structure Group (FSG)*, *Strength Maintenance Advisory Council (SMAC)*, *Report Sequence Code*, and *Functional Area*. Each menu option corresponds to a tab found in the *Command Navigator* (see [Command Navigator](#) on page 142). Click any of these menu options to view the report.

After you click one of the options, a pop-up window appears showing the child organizations underneath your selection. For example, an NGB User who clicks *State/POD/UPC* would see a pop-up window appear with an Army National Guard folder along with all of the different states and territories that operate underneath the Army National Guard. Similarly, a State user for Virginia would see a pop-up window appear with a Virginia folder and all of the different Parent Organization Designators that operate underneath Virginia.

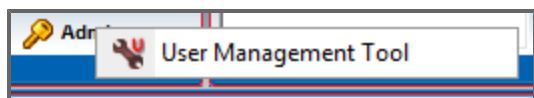
You can then right-click any of the command levels to expand the current selection, expand all selections at or underneath your current selection, or export the information to Excel.

26 User Management Tool (UMT)

The User Management Tool (UMT) is the RCMS common access management product. The UMT's main purpose is to give authorized National Guard and State-level administrators the ability to grant access and/or permissions to other users. Users with CACs can request access to products, and administrators have the ability to review and either grant or reject that request. Administrators can also assign the user one of the product's predefined roles and even customize specific permissions within the role. After a request has been approved, users have the ability to request role or permission upgrades when necessary. In addition to managing user access, the UMT allows administrators to pull reports of users, their roles and permissions, and various other product statistics.

26.1 Accessing the User Management Tool

To access the User Management Tool, click **User Management Tool** within the Admin drop-down menu located in the DPRO Ribbon Toolbar.



26.2 Granting a User Access

The User Management Tool's main purpose is to give an authorized user the ability to grant access and permissions to other users. In some cases, the user can only change another user's permissions and cannot grant them access to DPRO.

Note: By default, UMT only displays users requiring administrator action. To see other profiles, use the search fields at the top of the page or the column filters. See [Finding Users](#) on page 269 for more information.


1. Open the User Management Tool (UMT) for DPRO.
UMT opens to the *User Accounts* page, displaying user accounts requiring action.

26 User Management Tool (UMT)

The screenshot shows the 'User Accounts' section of the UMT. At the top, there is a search bar with fields for 'Last Name', 'First Name', 'User Name', and 'Enterprise Email'. Below the search bar is a table titled 'Pending User Accounts'. The table has 17 columns: User Name, Status, Days in Status, Days Until System Action, Request Date, Request Reason, Enterprise E-mail, First Name, Last Name, Rank, Command Hierarchy Type, Command Level, Command Value, UIC, SAAR Access Expiration Date, SAAR Certified, and Role. The table contains several rows of data, with the first row having a blacked-out user name and the last row having a user name 'hello'.

User Name	Status	Days in Status	Days Until System Action	Request Date	Request Reason	Enterprise E-mail	First Name	Last Name	Rank	Command Hierarchy Type	Command Level	Command Value	UIC	SAAR Access Expiration Date	SAAR Certified	Role
[Redacted]	Access Requi	0		20150325	sdfersf					GEDG	STA	AK			Yes	
[Redacted]	Access Requi	0		20150728	I kindly request access.	AKO.Enterp	AKO.FirstNam	AKO.LastNam	AKO.Rank	GEDG	STA	AK			No	Administrator
[Redacted]	Access Requi	0		20150728	test	AKO.Enterp	AKO.FirstNam	AKO.LastNam	AKO.Rank	GEDG	STA	AK			No	
[Redacted]	Access Requi	0		20150728	a	AKO.Enterp	AKO.FirstNam	AKO.LastNam	AKO.Rank	GEDG	STA	AK			No	
[Redacted]	Access Requi	0		20150728	aaaa	AKO.Enterp	AKO.FirstNam	AKO.LastNam	AKO.Rank	GEDG	STA	AK			No	Administrator
[Redacted]	Access Requi	0		20150728	hello	AKO.Enterp	AKO.FirstNam	AKO.LastNam	AKO.Rank	GEDG	STA	AK			No	

Note: Available columns may vary.


2. Click the **User** icon  for the request you would like to address.

The *Detail* screen appears, displaying the *Actions* tab.

3. Verify that the user selected the correct command, and modify it if necessary.

Note: It is extremely important that you assign each user an appropriate command level to maintain the security and integrity of the product. For example, if users have stated in the reason for access that they have a commander's role in Virginia but the *Command Selection* shows *STA: VA* (for the entire state of Virginia), you should update the command selection. See [Selecting a Command](#) on next page for instruction on how to update the command.

4. **Note:** The following four steps are configured as optional for DPRO at this time. You can currently bypass these steps and still approve a user's access request.
5. View the user's attached SAAR. Some products may require you to download this file before proceeding.
6. Review the user's attached SAAR.
7. Verify the user's SAAR by selecting the *Verified* check box.
8. Input the *SAAR Access Expiration Date* (up to one year from the verification date) by using the date

picker. 

Note: A user will populate the *SAAR Expiration Report* when their SAAR is about to expire; all SAARs expire within one year of the user uploading it. The report will display all users whose SAAR has been verified as well as their expiration dates.

9. Review the user's reason for requesting access.

Note: If the reason supplied is insufficient, you can deny the user's request and inform them that they must supply a more detailed reason in order to be approved.

1. Select the **Approve** option button.

A drop-down menu containing a list of the available roles appears.

Note: If you choose *Deny*, a *Reason for Denial* box opens. Type the reason. This reason will be emailed to the user. Click **Submit**. With this choice, the process ends here.

Important: The available roles will differ depending on the user's position and function. It is

extremely important that you assign each user an appropriate role to maintain the security and integrity of the product. See [Understanding DPRO User Roles](#) on page 268 for more information.

2. Select an appropriate role for the user from the drop-down list.

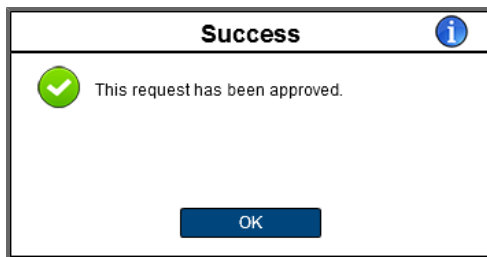
The default permissions for that role appear in the customizable permissions list below.

Note: Some roles will not have any customizable permissions. In these cases, selection of the role itself controls all permissions.

Tip: Click **Expand Nodes** to expand all folders in the permissions list.

3. Modify the default permissions, if desired.
10. Click **Submit** to save your changes.

A *Success* window appears.



11. Click **OK**.

26.3 Selecting a Command

It is important that you select the appropriate command level for the user. This process is the same whether you are selecting a command for yourself when you are requesting access, updating the command for a current access request, or updating the profile of an existing user.

1. From the *Action Details* window, click **Select Command**. [Select Command](#)

The *Command Picker* opens in a pop-up window.

26 User Management Tool (UMT)

Command Picker

Report Sequence Code

Report Sequence Code

Army National Guard

State: Virginia

MACOM/TC/JFHQ: ALL

Division: ALL

Brigade: ALL

Battalion: ALL

Company: ALL

UPC: ALL

Set Close

2. Select the appropriate level.

Command Picker

Report Sequence Code

Report Sequence Code

Army National Guard

State: Virginia

MACOM/TC/JFHQ: 8BJFX : MACOM TRP CMD

Division: ALL

Brigade: ALL

Battalion: ALL

Company:

UPC: ALL

Set Close

3. Click **Set**.

The *Command Picker* closes, and the *Command Selection* fields are populated with the command you selected.

Command Selection: * TRAD SHQ VA

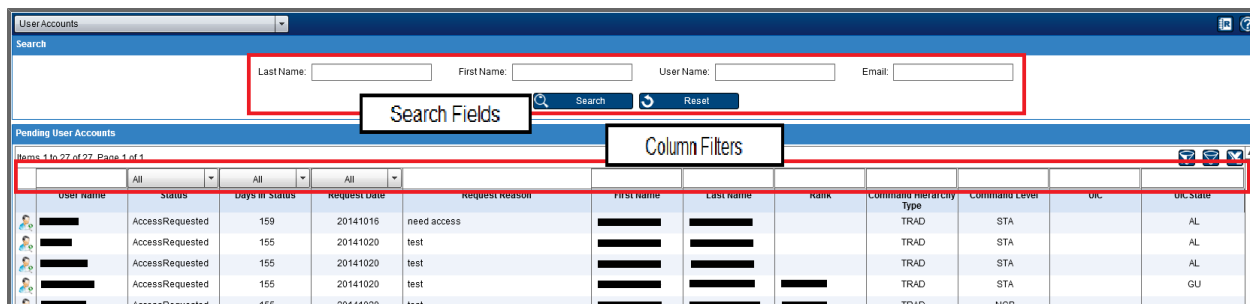
26.4 Understanding DPRO User Roles

All users in DPRO are assigned user roles to control access to the product. A user role determines what a user can create, read, update, and delete within DPRO. If your role allows you to grant other users requests for access, it is imperative that you understand the available roles and assign them appropriately. Use this topic as a reference to learn more about the available roles.

Role	Description
NGB Admin	NGB Admins can approve all user requests for access to DPRO. They can also see detailed information by Soldier name across the National Guard.
NGB Super User	NGB Super Users can access all NGB Content (Reports and Artifacts) and view all command level base reports. NGB Super Users also have the ability to view restricted data in base reports.
NGB Power User	NGB Power Users have similar permissions as NGB Super Users but cannot view restricted data in base reports.
NGB User	NGB User can only see visibility of statistics in drill-down reports across the National Guard. No by-name data are visible.
State Admin	State Admins can approve state user requests for access to DPRO. They can also see detailed information by Soldier name for the specified state command.
State Super User	State Super Users can view user command (profile) level base reports and have the ability to view restricted data in base reports.
State Power User	State Power Users have similar permissions as State Super Users but cannot view restricted data in base reports.
State User	State User can only see visibility of statistics in drill-down reports for the specified state command. No by-name data are visible.
Aviation	NGB use only. Aviation users can see special tools catering to ARNG aviation units.
Entity Tools Super User	Entity Tools users have access to Entity Tools and Soldier-level details and also have the ability to view restricted data in base reports.
Entity Tools User	Entity Tools users have access to Entity Tools and Soldier-level details.

26.5 Finding Users

Users with accounts requiring action appear by default when you open UMT. From this page, you can initiate the actions necessary to process these access requests, using the column filters to narrow your search results if necessary. The search section at the top of the *User Accounts* screen allows you to expand your results to users with accounts in any status.



Note: The specific columns displayed may vary by product.

Tip: At any point, you can click the **Reset** button to clear your search criteria and filters



This returns the *User Accounts* tab to its default view, showing only users with accounts requiring action.

26.5.1 Searching for Users

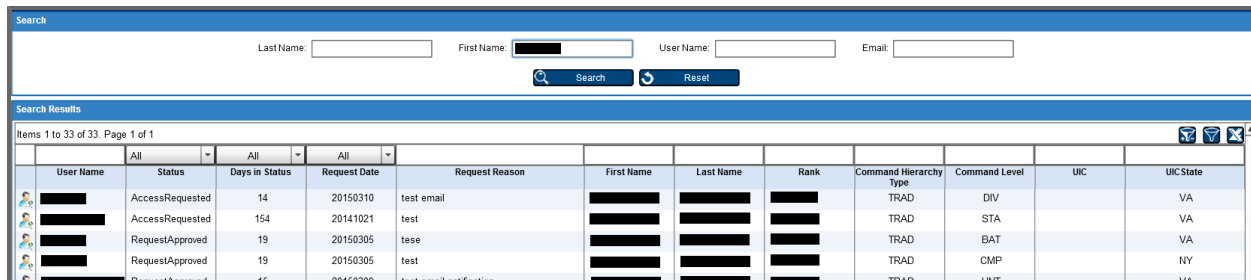
1. To search for users, enter at least three characters in the search fields. These characters can be entered all in the same field or spread over multiple fields. For example, you could search by entering "smi" in the *Last Name* field, or you could search by entering "sm" in the *User Name* field and "j" in the *First Name* field.

Tip: Enter more information to limit your search results, or enter less information to broaden your search.

Note: The system will only return results that begin with the entered values.

2. Click **Search**.

Users who match your search criteria appear.

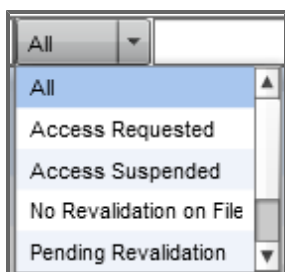


26.5.2 Filtering Search Results


You can filter your search results in two ways: by selecting a value from a drop-down at the top of a column or by entering text in a field at the top of a column. You can filter by almost any column in one of these two ways.

26.5.2.1 Filtering Using a Drop-Down

1. Open the drop-down above the column you want to filter by and select a value. For example, open the drop-down above the *Status* column and select **AccessRevoked** to show only users who have had their access revoked.



The search results are automatically updated to show only users matching your filter.

Tip: Click **Clear Filters** to remove any selected filters. 

26.5.2.2 Filtering Using a Text Field

1. Enter text in the field above the column you want to filter by.
The search results are automatically updated to show only users matching your filter.

26.6 Other User Management Tool Functions

In addition to letting you grant individual user's access requests, the User Management Tool has functions to allow you to review detailed information about the users of DPRO within your hierarchy and to view summary reports.

26.6.1 User Accounts


When you first enter the User Management Tool, the *User Accounts* tab opens. This screen displays the following sections.

Search

Type as much information as you know in the available fields and click the **Search** button to locate a user. For more information on how to search, see [Finding Users](#) on page 269. Search fields include:

- **Last Name:** The user's last name.
- **First Name:** The user's first name.
- **User Name:** The user's user name for the product.
- **Email:** The user's Enterprise email.

Accounts

A list of user accounts matching the criteria in the Search section are displayed in a grid in this section. You can filter the list of accounts using the filters above each of the columns. You can open and action any user account in the list by clicking the **View Details** button. 

The following columns are available in the accounts list.

- **User Name:** The name of a user or someone requesting access.
- **Status:** The status of the user. The status may be any of the following.
 - **All:** Users in all of the above categories.
 - **Access Requested:** Users that have requested access to the product to which this User Management Tool applies.
 - **Access Denied:** Users whose access was not approved for the product.
 - **Access Approved:** Users whose access was approved.
 - **Access Revoked:** Users who have had their access removed.
 - **Upgrade Requested:** Users who have requested their permissions be set at a higher level.
 - **Upgrade Approved:** Users whose upgrade request has been approved.
 - **Upgrade Denied:** Users whose upgrade requested was not approved.
 - **Access Suspended:** Users whose access to the product has been temporarily suspended.
- **Days in Status:** The number of days the user has been in their current status.
- **Days Until System Action:** The number of days until the system will change the account status unless action is taken prior to that date.
- **Request Date:** The date the user requested access.
- **Hierarchy Position:** The user's position in the command hierarchy.
- **Request Reason:** Why the user is requesting access.
- **First Name:** The user's first name.
- **Last Name:** The user's last name.
- **Rank:** The user's rank.
- **Enterprise Email:** The email the user can be reached with.

- **Command Hierarchy Type:** The type of command hierarchy being used in the product.
- **Command Level:** The command level the user can view data (State, NGB, Unit, etc.).
- **Command Value:** Specifies the user's command level. If a user is at the State command level, their command value may be VA, AK, AL, etc.
- **SAAR Access Expiration Date:** The date the user's SAAR expires.
- **SAAR Certified:** Whether the user's SAAR was verified.
- **Phone:** The phone number the user can be reached with.
- **Access Type:** Displays the user's current access type.

Note: Available columns may vary.

26.6.2 Reporting

Reporting is accessed via the drop-down menu at the top of the UMT screen. Users can view the *User Accounts Summary*, *User Activity*, *Report Usage*, *User List*, and *User Permissions* reports from here.

26.6.2.1 Drilling Down

Drilling down in a report allows you to view information at any scope, from the Status to the User level.

Note: Not all reports have the same drilling order. The order depends on the current report. This general procedure, however, is accurate for drilling on any report. The steps below correspond to the *User Accounts Summary* report.

State ▲	Count
Access requested	1,000
Access revoked	21
Request approved	38,416
Request denied	25
Upgrade requested	2
Total	39,464

1. From the *User Account Summary* report, click a State link from the left-most column to drill down one level.
The report reloads, filtered to show data for the selected State grouped by Role.


2. From here, click a specific Role to drill into information about the Unit State in the chosen Role. The report reloads, filtered to show data for the selected Role grouped by Unit State.
3. Continue to drill down in this way until the report is a list of users.

26.6.2.2 User Accounts Summary

The *User Accounts Summary* displays the count for the following user statuses:

- **All:** Users in all of the above categories.
- **Access Requested:** Users that have requested access to the product to which this User Management Tool applies.
- **Access Denied:** Users whose access was not approved for the product.
- **Access Approved:** Users whose access was approved.
- **Access Revoked:** Users who have had their access removed.
- **Upgrade Requested:** Users who have requested their permissions be set at a higher level.
- **Upgrade Approved:** Users whose upgrade request has been approved.
- **Upgrade Denied:** Users whose upgrade requested was not approved.
- **Access Suspended:** Users whose access to the product has been temporarily suspended.

State	Count
Access requested	992
Access revoked	22
Request approved	38,426
Request denied	25
Upgrade requested	1
Total	39,466

Tip: You can click the count to open a report of all users in each category. From the report, click the **View Details** icon  to open the user details.

26.6.2.3 User Activity Report

The *User Activity* report enables users to view detailed information about a product's usage statistics. Users can drill down into a calendar year and month to see what users were in the product and on what days.

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Calendar Year	Count
2010	22,775
2011	17,359
2012	12,693
2013	3,588
2014	3,003
Total	59,418

26.6.2.4 User Permissions Report

The *User Permissions* report enables users to view detailed information about a product's permissions. Users can drill down into a permission, such as Forum or Survey Access, to see the individual users with that permission.

Permission	Count
Admin: Access Test Reports (Beta Users)	24
Admin: Edit Command Hierarchy	10,106
Admin: Edit State Specific CPSR Metrics	12
Admin: Grant Permissions to Users Requesting Access	9,998
Admin: Receive Notifications	3
Aviation: Access as Admin	3
Aviation: Access Aviation	19
Entity Tools: Access	39,378
Entity Tools: Access Soldier Level Details	29,527
Forum: Access as a Member	29,692
Forum: Access as a Moderator	12
Forum: Access as an Administrator	14
Forum: Create a New Thread	29,690
Forum: Reply to an Existing Thread	29,690
Reports: Access NGB Content - Reports and Artifacts	131
Reports: Send Email Notifications to Base Report Soldiers (Medical Metrics Only)	3
Reports: Send Email Notifications to Base Report Soldiers (Non-Medical Metrics Only)	2
Reports: View All Command Level Base Reports	109
Reports: View Restricted Data in Base Reports	2
Reports: View User Command (Profile) Level Base Reports Only	19,747
Site Admin: Access: Delete Information	1

26.6.2.5 Report Usage Report

The *Report Usage* report provides information on how many times a particular report has been accessed/used. Users can drill down into a calendar year and month and then Run Date to view the reports accessed during that time period.

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The screenshot shows the 'Report Usage' report interface. It includes a 'Report Information' panel on the left with a description: 'The Report Usage report provides the number of usages a report contains.' The 'Applied Filter Criteria' panel shows 'Module = DPRO'. The 'Report Tools' panel contains various icons for report actions. The main content area displays a table with the following data:

Calendar Year	Count
2010	425
2011	6,945
2012	5,799
2013	13,984
2014	5,322
Total	32,575

26.6.2.6 User List Report

The *User List* report enables users to view detailed usage statistics for DPRO's users.

The screenshot shows the 'User List' report interface. It includes a 'Report Information' panel with a description: 'The User List report contains a complete list of usage statistics for DPRO, to include user logins, dashboards, presentations, reports, and subscriptions. The report drills directly to a comprehensive base report of user attributes and metrics.' The 'Applied Filter Criteria' panel shows 'Drill Down Criteria' and 'Sort Criteria'. The 'Report Tools' panel contains various icons. The main content area displays a table with the following data:

Command Unit State	Registered DPRO Users	Total Logins	Total Distinct Logins	Logins Last 30 Days	Distinct Logins Last 30 Days	Saved Dashboards	Private Dashboards	Shared Dashboards	Saved Presentations	Private Presentations	Shared Presentations	Saved Reports	Private Reports	Shared Reports	Subscriptions	Daily Subscriptions	Weekly Subscriptions	Monthly Subscriptions
-	168	50,529	3,787	172	37	573	410	163	125	101	24	315	277	38	297	223	59	15
AK	604	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AL	1,367	93	41	1	1	5	5	0	0	0	0	0	0	0	0	0	0	0
AR	851	10	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AZ	529	7	5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
CA	1,346	186	106	7	7	1	1	0	0	0	0	0	0	0	0	0	0	0

26.6.2.7 Customizing Your Report


You can easily customize your report by using the icons in the *Report Tools* panel.

The screenshot shows the 'Report Tools' panel, which contains a row of icons for report customization and actions. The icons include: a home icon, a funnel icon, a magnifying glass icon, a bar chart icon, a pie chart icon, a document icon, a folder icon, a refresh icon, a print icon, a CSV icon, a printer icon, a document icon, a key icon, and a help icon.

26.6.2.7.1 Basic Edit

The Basic Edit tool allows you to create customized reports from only the specific dimensions you select, in the order you set.

Using Basic Edit

1. In the *Report Tools* panel, click the **Basic Edit** button .
2. The *Basic Edit* menu opens.

Basic Edit

Select Dimensions

Select General Dimensions

Current Procurement Date Grade

Military Personnel Class

Select Command Hierarchy

<input type="checkbox"/> ARFORGEN Cycle	<input type="checkbox"/> Battalion
<input type="checkbox"/> Battalion Name	<input type="checkbox"/> BCT Deployed Configuration
<input type="checkbox"/> BCT Name Deployed Configuration	<input type="checkbox"/> Brigade
<input type="checkbox"/> Brigade Combat Team	<input type="checkbox"/> Brigade Combat Team Name
<input type="checkbox"/> Brigade Name	<input type="checkbox"/> BrigadeGroup
<input type="checkbox"/> Company	<input type="checkbox"/> Company Name
<input type="checkbox"/> Deployed ARFORGEN Cycle	<input type="checkbox"/> Division
<input type="checkbox"/> Division Description	<input type="checkbox"/> Force State Structure
<input type="checkbox"/> Force State Structure Description	<input type="checkbox"/> MACOM
<input type="checkbox"/> MACOM Name	<input type="checkbox"/> POD

3. Add dimensions to your report by selecting one or more of the check boxes adjacent to the applicable dimensions. Scroll down to view all available dimensions.

The dimensions appear in the *Select Order* box at the bottom of the window.

Note: The default dimension is usually state—it is pre-selected in the *Select Order* box.

Tip: Select display options for coded fields.


4. Use the up/down arrows next to the *Select Order* box to indicate the preferred sort order of the report.
5. Click the **Update** button to view the report with the newly added dimensions.

Note: In cases where a resulting report has more than 5,000 records, the report will not be displayed on the screen. Instead, a notification will appear stating that the report has more than 5,000 records. Click **Download Report** to download a copy of the report.

The report has more than 5000 records. Please download the file. To download, click the 'Download Report' link. [Download Report](#)

26.6.2.7.2 Advanced Edit

The Advanced Edit tool provides more customization options than Basic Edit. In addition to selecting dimensions and the order in which they appear on your report, you can add a cross tab dimension, select filter criteria for dimensions, limit the measurements to display in the report, and filter the report on one or more of the selected measurements.

1. In the *Report Tools* panel, click the **Advanced Edit** button.  Seven new panels appear; each panel can be expanded or collapsed by clicking it. The first panel, *Report Customization*, offers basic instructions for running a report with advanced edits. Note that steps 2, 3 and 5 are optional. At any point of the report editing, click the **Continue** button in *Step 6: Actions panel* to view the results of the editing performed so far.

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Report Customization (Instructions) [v]

Step 1: Select Dimensions [v]

Step 2: Select Cross Tab Dimension (Optional) [v]

Step 3: Select Filter Criteria for Dimensions (Optional) [v]

Step 4: Select Display Measurements [v]

Step 5: Select Filter Criteria for Measurements (Optional) [v]

Step 6: Select Other Actions [v]

Show Rows with Zero as Values

Continue Cancel

2. Click the *Step 1: Select Dimensions* bar.

This panel expands and features dimensions that can be added to your report.

Step 1: Select Dimensions [v]

Select Dimensions

Select General Dimensions

Current Procurement Date Grade

Military Personnel Class

Select Command Hierarchy

ARFORGEN Cycle Battalion

Battalion Name BCT Deployed Configuration

BCT Name Deployed Configuration Brigade

Brigade Combat Team Brigade Combat Team Name

3. Select dimensions from the menu and the order in which they should be displayed on the resulting report. (For more details on how to select dimensions and order them, see [Basic Edit](#) on page 276).
4. Next, optionally expand *Step 2: Select Cross Tab Dimension* and choose one of the items from the drop-down list. After you select a dimension, select whether to view data in a *Dimension by Measurements(s)* or *Measurements(s) by Dimensions* format.

Step 2: Select Cross Tab Dimension (Optional) [v]

Cross Tab Dimension: Battalion Name [v]

Cross Tab Display Mode: Dimension by Measurements(s) [v]

- Expand *Step 3: Select Filter Criteria for Dimensions* to see any default filters. From here, you can change the currently selected filters, filter operators, and filter values.

Step 3: Select Filter Criteria for Dimensions (Optional)

Multiple Filter Type: And Or

Add Filter

Run Date	Equals	20120215	
--Select A Dimension--	--Select An Operator--		X

- Check either the *And* or the *Or* radio button to choose how to filter your report.
- Type the value without quotes.
- Click **Add Filter** to add a filter.


The *Add Filter Criteria* window appears.

Add Filter Criteria

--Select A Dimension--

Equals

Save Cancel

- Delete a created filter by clicking the **Delete** button .
- Expand *Step 4: Select Display Measurements* to the current measurements that are displayed.

Step 4: Select Display Measurements

<input type="checkbox"/> Measurement Name	<input type="checkbox"/> Column Totals?	<input type="checkbox"/> Row Totals?
<input checked="" type="checkbox"/> AGR and MILTECH Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> AGR Type Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> RCC Discrepancies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: *Column Totals* are displayed by default.

Tip: Select the column header check box to select or deselect the entire column.

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7. If desired, expand the *Step 5* panel to select filter criteria for measurements. This step allows you to filter the report on one or more of the currently selected measurements. Notice that measurements listed in the *Measurement* drop-down menu represent columns of the report being edited.

The dialog box titled "Step 5: Select Filter Criteria for Measurements (Optional)" contains a table with three columns: "Measurement", "Filter Operator", and "Filter Value". Each column has a drop-down menu and a text input field. There are six rows in the table, each with a light blue highlight on the left side.


Measurement	Filter Operator	Filter Value
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	
▼	▼	

- a. Use the drop-down lists to select the measurements and filter operators.
 - b. Input filter values in the third column.
8. Optionally, expand *Step 6: Select Other Actions* to elect to show all rows in your reports.
Note: Rows with zero values are suppressed by default.

The dialog box titled "Step 6: Actions" contains a checkbox labeled "Show Rows with Zero as Values". Below the checkbox are two buttons: "Continue" and "Cancel".

9. After all desired selections have been made, click **Continue** to view the edited report.

26.6.2.7.3 Sort The Report

1. From within a report, click the **Sort the Report** button  in the *Report Tools Panel*. A pop-up window showing the current sort order appears.

The dialog box titled "Sort Columns" has a section "Add a Sort Order" with two drop-down menus: "Unit State" and "None", and an "Add" button. Below this, there is a list of sort orders. The first item is "Unit State" with a drop-down menu set to "Asc" and a red "X" button to its right. At the bottom are "Sort Report" and "Cancel" buttons.

2. The left-hand drop-down menus change what criteria you use to sort your report information. The right-hand drop-down menus change whether the report sorts the criteria in ascending or descending order. Change any already available criteria using these menus.
3. To add a new criterion, use the *Add a Sort Order* section drop-down menus as described in step two, then click **Add**.
4. Click **Sort Report**.
Your report appears, sorted according to the updated criteria.

26.7 View Details

To view the details of a user click the **View Details** icon at the beginning of a row. 

The *Details* screen opens to the *Actions* tab. If an account requires revoking, this is where the Administrator would perform that function by clicking the *Revoke Access* check box.

The Administrator can also view other user information by choosing one of the available tabs.

The available tabs are:

- [Actions](#)
- [Edit Permissions](#)
- [Edit Profile](#)
- [Action History](#)
- [Products](#)

26.7.1 Actions

The *Actions* tab is the default tab displayed when the administrator clicks on the **View Details** icon to view the *Action Details* screen. The options on this screen vary based on what state of request the user is in.

If the user is requesting access, the only options are to change the user's profile information or approve or deny access.

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If a user already has access and is requesting an upgrade, the only option is to approve or deny the specific permissions the user is requesting.

Requested Role: Administrator

Date Requested: 20150803 1200 hours

Reason Requested:

Approve Deny

The user has requested the role Administrator and currently has the role User.

Assign a role to this request.

All Default Non-Default Expand Nodes

Default Non-Default

▼ **Visibility Permissions**

- + Granting permissions to users requesting access
- + View Only
- View Restricted Data (Non-default)
- + Admin: Receive Notifications

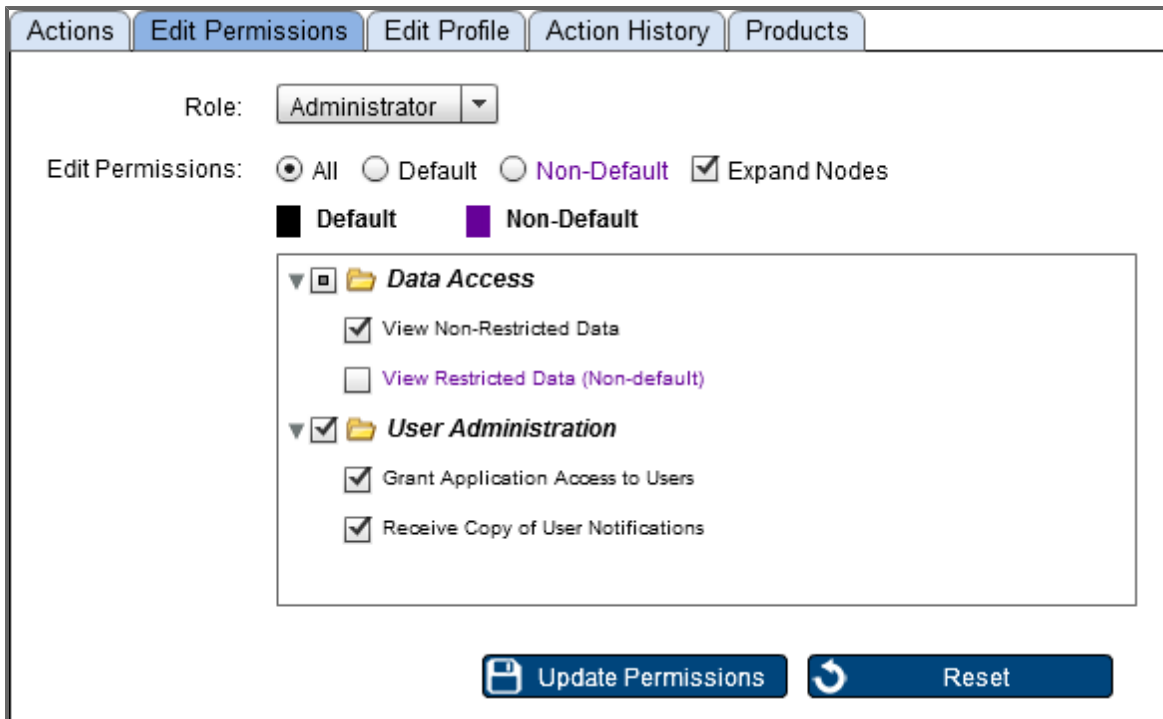
If a user already has access, then the only option is to suspend access.

Actions **Edit Permissions** **Edit Profile** **Action History** **Products**

Suspend Access

26.7.2 Edit Permissions

The *Edit Permissions* tab is where the administrator manages the user's roles and permissions for the product.



Note: Available roles and permissions will vary by product.


Tip: Click **Expand Nodes** to see all the permissions in the selected role.

Administrators can change a user's role and add or revoke individual permissions as required.

Each role has certain available permissions and each permission available in the role will be either included in the role by default or can be optionally added to certain users manually by the administrator. Permissions included in the role by default are considered *Default* and those that can be added manually are considered *Non-Default* and they are color-coded according to the legend above the permissions box.

Permissions are color coded and the legend is displayed above the permissions box.

After making your changes, click **Update Permissions** to save your changes. 

Tip: If you want to undo your changes and return the user's role and permissions back to the last saved settings, click the **Reset** button. 

26.7.3 Edit Profile

With the *Edit Profile* tab, you can edit information for any DPRO user.

First Name:	AKO.FirstName
Last Name:	AKO.LastName
Enterprise E-Mail:	AKO.EnterpriseEmail
Rank:	AKO.Rank
ARNG Role:	* Air National Guard Representative <input type="text"/>
Phone:	* 555-555-5555 <input type="text"/>
Access Type:	* DPRO and Entity Tools <input type="text"/>
Command Selection:	* <input type="text" value="NG"/> <input type="text" value="NGB"/> Select Command

Under the *Edit Profile* tab you can set the command level for each user. If you click the **Select Command** link the Command Picker opens and you can select the user's command level using a series of drop-down menus to identify the Report Sequence Code to use.

Command Picker

Report Sequence Code

Report Sequence Code	
Army National Guard	
State	<input type="text" value="ALL"/>
MACOM/TC/JFHQ	<input type="text"/>
Division	<input type="text"/>
Brigade	<input type="text"/>
Battalion	<input type="text"/>
Company	<input type="text"/>
UPC	<input type="text"/>

Once you have chosen the user's command, click **Set** to save your changes.

26.7.4 Action History

The *Action History* tab displays what actions have been taken on a user's account by any Administrator. This screen displays columns of information: *Date*, *Action*, *Status*, *Performed By*, and *Reason*.

- **Date:** The date and time the last action was taken towards the user.
- **Action:** The type of action taken.
- **Status:** The status of the user's account.
- **Performed By:** Who took the action.
- **Reason:** The reason for the action.

Note: Role and permission changes are also tracked in the *Action History* tab.

Items 1 to 17 of 17. Page 1 of 1				
All	Input Filter	Input Filter	Input Filter	Input Filter
Date	Action	Status	Performed By	Reason
20150803 15:45:01	Deny Upgrade	Access Approved	anil.narla	I deny you.
20150803 15:45:01	Deny Upgrade	Upgrade Denied	anil.narla	I deny you.
20150803 15:45:00	Request Upgrade	Upgrade Requested	bill.gill	I kindly request all access to the administrator role!
20150803 13:35:00	Request Upgrade	Upgrade Requested	bill.gill	Please make me an administrator with: Granting Permissions to Users Requ
20150803 13:33:09	Approve Access	Access Approved	anil.narla	I wish to request access as a user.
20150803 13:33:09	Role Change	Access Approved	anil.narla	Old Role: PendingAccount, New Role: User


Note: Columns may vary by product.

26.7.5 Products

The *Products* tab lists the actions that have been taken on the user's account. It displays four columns of information: *Product*, *Current State*, *Last Request Date*, and *Last Request Reason*.

- **Product:** The name of the product to which the user has requested access.
- **Current State:** The current status of the user's access to the product.
- **Last Request Date:** The last date the user requested access.
- **Last Request Reason:** The last reason the user listed for requesting access a product.









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Actions Edit Profile Action History Products			
Items 1 to 1 of 1. Page 1 of 1			
<i>Input Filter</i>	<i>Input Filter</i>	All	<i>Input Filter</i>
Product	Current Status	Last Request Date	Last Request Reason
 TAPDB Viewer	Access Requested	20150805	Give me access










27 Glossary of Icons

Tip: Pause on any icon in DPRO to see its name.

Navigational Toolbar Icons



	G1 Applications: Displays a list of G1 Portal products and a log-off option.		Collapse/Show Ribbon: Collapses/shows the Ribbon Toolbar.
	Send This Page To The Printer: Prints the current page.		Your Home Page: Goes to your DPRO home page.
	Customize G1 Options: Allows you to set your home page and change the background color G1 Portal products.		Your Subscriptions: Displays the reports you are currently subscribed to, and allows you to add or delete any others.
	Site Information: Opens the G1 Portal home page and list of products.		Help: Opens the G1 Portal user guide.

Default Dashboards Icons

















	Comparative Trend Chart: Displays the Comparative Trend Chart. This is the default view. See Comparative Trend Chart View on page 87.		Data Grid: Shows the data from the chart in a grid format. See Data Grid Views on page 89.
	Drill Down Report: Shows the data as a drill down report in a pop-up window. See Reports on page 48.		Historical Trend Chart: Shows the Historical Trend Chart. See Historical Trend Chart on page 89.
	Refresh: Shows the newest information for the metrics currently displayed.		Export to PowerPoint: Exports the dashboard data to Microsoft PowerPoint.
	Metric Information: Shows descriptions of the currently displayed dashboards.		Help: Opens context-sensitive help.
	FAQ: A pop-up window appears with a drop-down menu containing all Data FAQs relevant to the metrics in the current dashboard.		

Reports Icons






Note: See [Report Tools Panel](#) on page 52 for a detailed explanation of many of these icons.

	Basic Edit Report: Launches a pop-up menu allowing you to select one or more dimensions on which to filter the report.		Advanced Edit Report: Opens a pop-up menu with in depth tools for editing a report.
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27 Glossary of Icons

	Sort The Report: Sorts reports according to different preferences, such as states listed alphabetically or reverse alphabetically.		Go To Base Report: Shows Soldier-level detail for the data in the current report.
	Save Report As: Changes a report name and saves it as a My Report (Private) or as a Shared Report (Public).		Email This Report: Emails the report to selected recipients.
	Subscribe To This Report: Provides options for subscribing to the report.		Add S-Report: Selects S-Report Measurements to add to the report.
	View Report Data in Dashboard Format: Displays the report as a collection of dashboards.		Export Report Data to Excel: Exports the report data to an Excel spreadsheet.
	Print Report: Sends the report directly to a printer.		Report Home Page: Returns to the default report page.
	Go To Previous Page: Returns the user to the previous page.		Opens the Basic Report window where you can edit measurements, dimensions, and filters.
	Edit Filter		Remove Filter
	Help: Opens context-sensitive help in DPRO.		FAQ: A pop-up window appears with a drop-down menu containing all Data FAQs relevant to the metrics in the current dashboard.

DPRO Views Icons










	Blue Lock: Shows that the data are computed on an end-of-month basis.		Question Mark with Background: Indicates that the metric is an evaluation category.
	Change Run Date: Changes the date of the report data you are currently viewing.		Expand/Collapse All Groups: Expands/collapses all of the sections in the PRM graphical screen.
	Point Information: Shows the different ranges that are used to create the Red-Amber-Green scale in the PRM graphical screen.		

DPRO Presentations Icons















	Generate PDF: Creates a PDF of the current slide or the entire presentation.		Print Report: Sends the current slide directly to a printer.
	Subscribe To This PowerPoint: Provides options for subscribing to the PowerPoint.		Metric Information: Displays the list of measurements used in the presentation.
	Export to PowerPoint: Exports the current slide or entire presentation to PowerPoint with data commensurate to your currently selected command or all children commands.		Help: Opens context-sensitive help in DPRO.

General Icons











27 Glossary of Icons

	Export to Excel: Exports the data to an Excel spreadsheet.		Export all Data to Excel: Exports all of the available data to an Excel spreadsheet.
	Export this Data to Excel: Exports the currently displayed data to an Excel spreadsheet.		Information: Shows more detailed information on a specific category. For example, it could display more detail in a Roster Builder report.
	Expand This Panel: Expands a currently closed panel.		Collapse This Panel: Collapses a currently displayed panel.
	Execute Search: Launches the search menu on certain pages.		Command Picker: Accesses the Command Picker. See Accessing the Command Navigator/Picker on page 142
	Generate PDF: Creates a PDF image of the currently displayed image.		















Create Your Product Icons

	Colored Gauge: Adds a colored speedometer-type gauge for displaying a metric value on its ranged scale. The Gauge contains the letter R, A, or G to represent the Red-Amber-Green scale.		Slide Scale: Adds a colored horizontal bar displaying a metric value on its ranged scale. The Scale contains the letter R, A, or G to represent the Red-Amber-Green scale.
	Mission Chart: Adds a chart that plots actual data against the mission.		Mission Grid: Adds a row/column data grid for displaying all the mission data for a given metric.
	Trend Chart: Adds a line graph displaying historical trend data for a given metric.		Trend Grid: Adds a row/column data grid for displaying all the trend data for a given metric.
	Benchmark Chart: Adds a vertical line graph displaying the benchmark data of a given metric.		Benchmark Grid: Adds a row/column data grid for displaying all the benchmark data for a given metric.
	Metric Box: Adds a component that displays different information for a given metric.		Name and Value: Adds the metric's name and value in bold.
	Evaluative Map: Adds an image of a state that is colored based on the ranges scale of the metric. The map contains the letter R, A, or G to represent the Red-Amber-Green scale.		USA Map: Inserts a map showing states colored according to their Red-Amber-Green ranking.
	USA Regional Breakdown Map: Provides a sectional view of the United States.		Monthly Evaluative Arrow: Adds a colored arrow that points in the direction of the metric's change from a previous time period. Contains the letter R, A, or G to represent the Red-Amber-Green scale.





27 Glossary of Icons

	Evaluative Box: Adds a full block that is colored based on the ranges scale of the metric. Its value is located in the center, along with the letter R, A, or G to represent the Red-Amber-Green scale.		Text Area: Adds an area for displaying strongly formatted text.
	RSS Ticker: Adds a scrolling RSS Feed Ticker.		Text Star: Adds a drawn star component with a text box inside.
	Empty Block: Adds a customizable empty box for creating borders, sectioned background colors, overlays, etc.		Image: Adds an image loaded from a provided URL.
	Custom Chart: Adds a fully customizable chart component.		Table: Adds a table with user-defined rows and columns.
	Chart Wizard: Displays an interactive question-based wizard for generating charts.		Data Grid Wizard: Displays an interactive wizard that is used to create tables of values.







Formation View Icons

	View Soldier Details: Opens a separate window featuring detailed Soldier information.		Export to Excel: Exports the current unit/battalion to excel in a base report format.
	Soldier Candidates: Opens a separate window featuring Soldier Candidates for the position using EMT information.		Return to Grid View: Returns to the Grid View from Battalion View.
	Battalion View: Opens the grid in Battalion View, which is Formation View for multiple units.		Export Manning Report to Excel: Exports the full Manning Roster of the selected unit to Excel.
	Aggregate View: Returns to the Aggregate View from Roster View.		Roster View: Returns to the Roster View from Aggregate View.
	Print/Export Unit View Groups: Prints or exports to PDF/PPT the Formation View for the currently selected unit(s) in landscape or portrait format.		Preferences: Opens the preferences window where users can choose and modify the default icons.
	Sort: Opens the Sort window where users can choose how to sort the Formation/Battalion view.		Help: Opens context-sensitive help in DPRO.
	Key Metric Alerts: Opens the <i>Key Metric Alerts</i> window with metrics pertaining to the selected unit/battalion.		CPSR Scorecard: Opens the CPSR scorecard for the selected unit/battalion.

Forums Icons

	New Posts: Shows you that there are new posts available in this forum.		No New Posts: Shows you that there are no new posts in this forum.
	New Posts (Locked): Shows you that there are new posts in a topic that has been locked by an Administrator or Moderator.		No New Posts (Locked): Shows you that there are no new posts in a topic that has been locked by an Administrator or Moderator.

27 Glossary of Icons

	Announcement: Shows you that there is a new announcement (or announcements) in this forum.		Sticky: Shows you that this post will remain there indefinitely.
	Moved: Shows you that a post or topic has been moved.		Poll: Shows that there is a poll available.
	Fly Out: Opens the ShoutBox in its own window.		Forum Locked: Shows that the specific forum has been locked.

28 Source Data Information

This section shows the data sources used by DPRO and how frequently each is updated.

28.1 SIDPERS

Name of Source	Explanation	Frequency of Report
Strength	Strength	Daily
Loss	Loss	Daily
Authorizations	Authorizations	Daily
Unit	Unit	Daily
Awards	Awards	Daily
LSDB	Separation Flags	Daily

28.2 TAPDB-G

Name of Source	Explanation	Frequency of Report
PERA	Personnel	Daily
PERB	Personnel	Daily
LOSSA	Loss	Daily
LOSSB	Loss	Daily
Authorizations	Authorizations	Daily
DEERS	Defense Enrollment Eligibility Reporting System	Monthly (hold)
JPAS	Joint Personnel Adjudication System	N/A
OER/NCOER	Officer Evaluation Report/Non-Commissioned Officer Evaluation Report	Weekly (not used)

28.3 DFAS Data (Pay Data)

Name of Source	Explanation	Frequency of Report
Voucher Data	Voucher Data	8-9 Times Monthly
Drill Payment	Drill Payment	Bi-Monthly
MMPA	Master Military Pay Account	Weekly, Monthly
SAFID	Summary Account File Identification	Monthly

28.4 KEYSTONE

Name of Source	Explanation	Frequency of Report
V_ARNGUNIT	Unit	Daily
V_ARNGVAC	Vacancy	Daily
V_NGRESVTN	Reservation	Daily
V_TNGNG	Training	Daily
V_ARNGSTN	Station	Daily
V_CANNG	Cancellation	Daily
V_CRCTNG	Cancellation	Daily
V_CTNGNG	Cancellation	Daily
V_GUNITSTN	Units to Station	Daily
V_PREFNG	Applicant Preferences	Daily
V_JOBTRNG	Job Training	Daily

28.5 Forcebuilder Data

Name of Source	Explanation	Frequency of Report
PERSACS	Personnel Structure and Composition System	N/A
ATRRS	Training Data	Daily
MODS	Medpros Data	Daily
MEPCOM	Military Entrance Processing Command	Monthly
LEADS	Potential Guard Applicants	Monthly
MOBAGR	Mobilization/AGR Data	Bi-Monthly
Command Plan	Command Plan	Annually
MFH	Military funeral Honors	Twice Weekly
CEI	Civilian Employment	Weekly
CD LIGHT	Geographic Info	Quarterly
CCR	Cage Codes	Weekly (hold, format changed)
IMARC	Information Mission Area Resource Center	Monthly

29 Frequently Asked Questions

These Frequently Asked Questions will help you use DPRO. If you have a question not addressed here, contact the Help Desk at ng.ncr.arng.mbx.rcms-g@mail.mil or call 1-800-339-0473.

Accessing the System Questions

Who can request access?

Anyone with a CAC can request access; however, depending on your role, you may or may not be granted the requested access.

How do I request access?

Log on to <https://arngg1.ngb.army.mil>, login with your CAC card, click the DPRO button, and select level of access. You will then receive an email that your request is being processed. After your request has been reviewed, it will be either approved or denied and you will be sent another email reflecting the outcome.

What are the system requirements for accessing the site?

You must have Internet Explorer 6 or newer. If you have Internet Explorer 8, click the Compatibility icon in order to view the site properly. You must also have Adobe Flash Player ActiveX 9 or newer and Adobe Acrobat Reader 6 or newer.


What resolution should my screen be set to in order to view the site properly?

1024 x 768.

Do I need to install a printer to be used with this product?

The printers are installed through your Control Panel. The product was created such that it will automatically see the printer setup from your computer.

How do I set my home page?

After you log in, click the Customize Options icon  on the toolbar. When the *Customize Your Preferences* pop-up menu appears, locate the *Set Your Home Page* section of the Window. Choose between the *Main home page*, the *Currently viewed page*, or *Do not change my selected home page* radio buttons. Click the **Save** button to keep your any changes you made.

General Questions


What is a dashboard?

A dashboard is a visual collection of measurements that is automatically updated on a regular basis and is either predefined or customized by the user.

What is a subscription?

A subscription is a request to receive reports by e-mail.

How do I view and change my subscription preferences?

After logging in to DPRO, click the **Your Subscriptions** button  on the Quick Access Toolbar at the top of the page. The *My Subscriptions* page will load, showing you all your subscriptions sorted by product, where you can edit, view, or delete subscriptions.

How do I unsubscribe from a subscription?

From the *My Subscriptions* page, click **Delete**, which located next to the subscription you want to remove. A pop-up window will appear asking if you wish to delete the selected subscription. Click **OK** to delete the subscription.

Can a link be sent to a user so they may have access to my dashboards, reports, or decks?

No. The owner of the file needs to place it in his or her Shared folder (My Rucksack) so that others can view it.

What is the difference between a Metric and a Dimension?

A metric is considered to be anything that can be counted, such as Assigned Strength. A Dimension is a code or value that describes a piece of information, such as whether a Soldier is male or female.

Why am I unable to go directly to a base report from POD level?

Your login is not currently associated with that level of access. Please see your administrator to have your user roles changed.

Who should I contact to submit a request to have a report or presentation changed?

Please forward all report and presentation change requests to your Regional MILPAC for future release consideration.

DPRO Views Questions

How can I view historical data?

Click the Change Run Date icon (the calendar) and select the desired run date.

How can I view end-of-month data without logging into the site on a certain day?

Go to the report, dashboard, or presentation you are interested in. Then, click the pull-down menu next to *Run Date* and select the last day of a month to view end-of-month data for that report.

What do the colors and directions of the arrows in the DPRO Views represent?

The arrows in the *Success Path* column are either colored black (static) or gold (dynamic), and point either up or down based on where the selected command level is in relation to its goal. For example, if Virginia currently is at 101% end strength when the goal is exactly 100%, the arrow will be gold and pointing down, because the state is currently above its goal.

Static arrows always point in one direction, whereas dynamic arrows change relative the currently selected command level's goal.

The red and green arrows show the direction relative to the measurement's success path. If the arrows are going in opposite directions, they are red; if they are moving in the same direction, they are green.

Leadership Reports Questions

Where can I see the calculations that are made in the reports?

Review the information contained on the *Report Information* tab on the left side of the screen.

How do I sort columns?

Use the **Sort the Report** icon in the *Tools* area of the report.

How do I know where my reports are saved?

When you save your report you may change the *Report Type* from *My Report (Private)* to *Shared Report*. If you keep the default, your report will automatically be saved as Private. You can then access your reports in the *Private* or *Shared Reports* section of the *Rucksack*.

Create Your Dashboard Questions

What is the main difference between Basic Dashboard and Advanced Dashboard?

Basic Dashboard allows you to focus on adding and removing Metric Boxes, which are automatically resized for you on the screen. Advanced Dashboard gives you more control over how the Metric Boxes look and where they are positioned, and gives you a chance to add other images to your dashboard.

Can I print a Dashboard in Basic Dashboard?

Yes, by selecting the **Print** Icon in the *Navigational Toolbar*, you can print out a “screen shot” version of your Basic Dashboard. To print only a dashboard, however, use the Advanced Dashboard feature.

How can I change the size of my dashboard?

From the *Main* tab you can use the *Release Width/Height* radio buttons and drag your dashboard to the desired height and width. Or, you can click **Set Specific Size** and input the desired size. For landscape, set your width to 2000 and the height to 1550.

How do I compare current data with mission using a graph?

In *Advanced Dashboard*, use a graphic under the *Vs Mission* portion of *New Elements*. After the graphic is placed on your dashboard, it will open and allow you to enter the measurement you want to compare with the mission.

How do you create a border around text or graphics?

You can add a border around a text box or graphic by using the empty block feature and resizing it as needed. Then go to Element Appearance and click *Specify Element Style*. Select the border thickness and style. You can also move the graphic or text around within the box to get a cleaner appearance.

What are evaluative graphics used for?

They show if the measurement has increased (up) or decreased (down) when compared to the previous time entity.

How can a graph be created that includes several different metrics?

In *Advanced Dashboard*, use a custom chart and add a new series for each new element.

When choosing a Start Date and End Date within a Time Series Chart, what is the difference between Dynamic and Static?

Dynamic measurements change over time and Static measurements remain unchanged.

How can I ensure that my elements stay aligned?

Apply a small, medium or large *Snap to Grid*. If the grid marks are too small or large you can also use the *Nudge Element* feature. Another feature is the *Align Selected* feature, which allows you to align an image according to the top, bottom, or either side of the selected graphics.

How can I move more than one element at a time?

Hold down the **Ctrl** key while you select each element. Then move the mouse to the new destination.

How are the evaluative graphics used?

They compare the current metric with the last value for the same metric.

How can I change the background color for a specific graphic?

After selecting the graphic, go to *Element Appearance* and click **Specify Element Style**. Change the background color and adjust the Background Alpha as desired.

How do I remove a Metric Box in Basic Dashboard?

Click Dashboards, *Metric Boxes* | **Remove Metric Box(es)**. The arrow cursor will change to a delete cursor. Click the title bar of the *Metric Box* you wish to delete. After it has been deleted, click Dashboards | *Metric Boxes* | **Remove Metric Box(es)** again to restore the arrow cursor, or simply hit the **Escape** button on your keyboard.

How do I know where my dashboards are saved?

When you save your dashboard you are asked to save it as either Shared (viewable by anyone) or Private (viewable only by you). If you keep the default, your dashboard will automatically be saved as Shared. You can then access your reports in the *Shared* or *Private Dashboards* section of the *Rucksack*.

What is the quickest way to review my saved dashboard?

The quickest way to view your saved information is through *Rucksack*, or from the dashboard tool you can select **Load Existing**.

How can I attach a link to a dashboard?

Text elements and images both have an additional text input field in the data specification window where a URL can be typed. Entering something in that field will turn that element into a link--clicking will open the requested URL.

Command Navigator/Command Picker Questions

How do I view only the information for a specific unit within my state?

Use the Command Navigator to select the unit you want to view.

PowerPoint Deck Manager Questions

How can I change the presentation order of my reports, dashboards, etc.?

From within the *PowerPoint Deck Manager*, organize your data section by dragging and dropping features into the desired order.

Excess Management Tool

Why does a Soldier is NOT coded as "excess" appear as a candidate in EMT?

Every Soldier who is slotted against a position (UIC/Para/Line) in which there are more Soldiers Assigned than Authorizations is considered "Dual Slotted." Assigned Soldiers do not include those coded excess (POSN = 999C, 9993) or those identified in AUVS as Claimants. Thus:

If (Assigned - Excess - Claimants) > Authorized, then All Soldiers in that position are potential candidates for reassignment.

Why does a Soldier who IS coded as "excess" NOT appear as a candidate in EMT?

A Soldier will not appear as a candidate in EMT if there is no open position that matches their skill set. Soldiers identified as "Claimants" in AUVS are also excluded.

Are there any limitations on how far a Soldier might have to travel to join a new unit?

No. All potential reassignments are shown in EMT, regardless of distance. However, distance is factored into the result set as a secondary sort after considering a Soldier's priority ranking. In other words, within a given priority group, Soldiers are listed in order of those closest to potential assignment.

Are any Position Number Excess Codes considered beyond 9993 and 999C?

No. These codes are listed, but they have no impact on the results. Thus, for example, a Soldier coded 999M (Medically Non-Deployable) is neither treated as excess nor exempted as a candidate for reassignment.

Are there any considerations for Soldiers who are pending loss?

No. Soldier may still be considered Dual Slotted even though one or more Soldier in the same position is a pending loss.