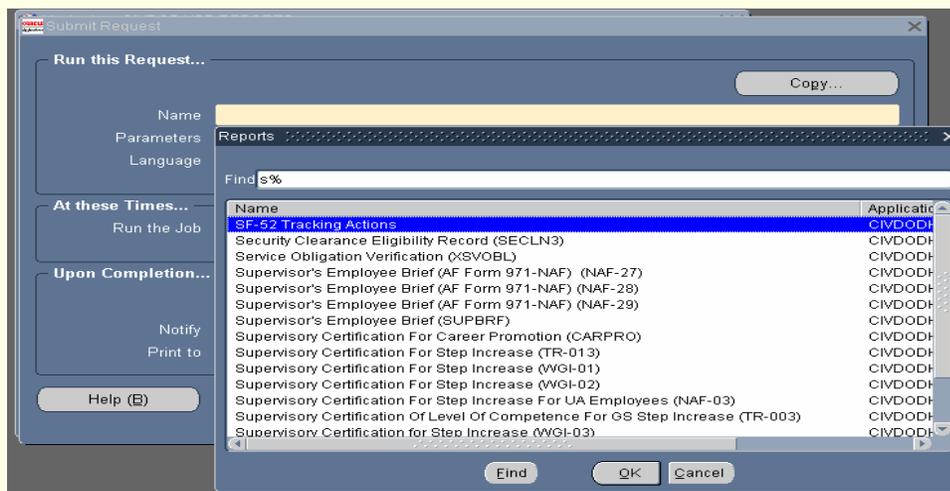


REPORTS – SF52 TRACKING

STEP	ACTION
1	From the Navigator Responsibilities List – Click on CIVDOD VSB REPORTS → Click <OK>
2	<p>The Navigator – CIVDOD VSB REPORTS Window displays with Submit Processes and Reports highlighted.</p> <ul style="list-style-type: none"> Click <OK> <div data-bbox="516 716 1224 1272" data-label="Image"> </div>
3	<p>The Submit a New Request Window displays with Single Request selected.</p> <ul style="list-style-type: none"> Click <OK> <div data-bbox="527 1455 1211 1822" data-label="Image"> </div>

4 The **Submit Request** Window displays.

- Click on the LOV in the **Name** data field and press the 's' key. This will bring up the list of reports beginning with 's'. The SF-52 Tracking Actions report will be the first on the list.
- Select **SF-52 Tracking Actions** – Click <OK>



5 

The **Parameters** Window displays with the available data fields from which to choose the SF52's.

Note: Do not input a Groupbox Name unless you want the report for a specific Groupbox.

If you want to track actions that have left your Inbox, change the Report Type to "CLOSED" as the system considers the RPA closed if you have sent it outside your Inbox.

- Click in the **Report Name** data field and select **TRACKING** from the LOV.
- Click <OK> once you have input all the desired parameters.



- 6
 - Click the **<Options>** button to select the appropriate printer.
 - Click **<Submit>**

7 The **Request** Window displays.

- Click the **<Refresh>** button to re-query ..

Request ID	Name	Parent	Phase	Status	Parameters
127225	SF-52 Tracking Actions		Pending	Normal	,, , , , , , , , OPEN, TRACKING, ,
127115	Request for Personnel Ac		Completed	Warning	66577, NAVY.TESTING05
126295	Notification of Personnel		Completed	Warning	70724, 1814
125387	Request for Personnel Ac		Completed	Warning	68899, NAVY.TESTING05
125373	Official Record Of Traini		Completed	Normal	25-NOV-2002, 27096, , Testing Train
125156	Employees Obligation Ac		Completed	Warning	01-MAY-2003, 43357
124313	Start Automatic Mass App		Completed	Normal	714, CREATE
124310	Mass Appraisals(CIVMAP		Completed	Warning	714
124303	Mass Appraisals(CIVMAP		Completed	Warning	714
124297	Mass Appraisals(CIVMAP		Completed	Warning	715

8

Once the Phase column reflects Completed:

- Click on **<View Output>**. View or print the SF52 Tracking Report as you do any other report in DCPDS.

The screenshot shows a software interface with a table of request data. At the top, there are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue. Below the table are two rows of buttons: 'Hold Request', 'View Details...', 'View Output' in the first row; and 'Cancel Request', 'Diagnostics', 'View Log...' in the second row.

Request ID	Name	Parent	Phase	Status	Parameters
127225	SF-52 Tracking Actions		Completed	Warning	,, , , , , , , , OPEN, TRACKING, ,
127115	Request for Personnel Ac		Completed	Warning	66577, NAVY.TESTING05
126295	Notification of Personnel		Completed	Warning	70724, 1814
125387	Request for Personnel Ac		Completed	Warning	68899, NAVY.TESTING05
125373	Official Record Of Traini		Completed	Normal	25-NOV-2002, 27096, , Testing Train
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124313	Start Automatic Mass App		Completed	Normal	714, CREATE
124310	Mass Appraisals(CIVMAP,		Completed	Warning	714
124303	Mass Appraisals(CIVMAP,		Completed	Warning	714
124297	Mass Appraisals(CIVMAP,		Completed	Warning	715