

Chapter 20

SC Reassigning Records

20-1. General.

a. The ARISS-RWS Leads-Reports application allows you, as the SC, to easily transfer records from one recruiter to another or to another RS. Being familiar with this process will allow you to manage records within your RS during those periods of time when your recruiters have departed. You can reassign records permanently or for a short period of time. Some of the reasons you would reassign records are a recruiter is permanently changing stations (PCS'ing), going on temporary duty, or that recruiter will become the SC. For whatever reason, this will allow for the smooth and professional transition of records that require processing.

b. The following steps will show you how to reassign records:

- (1) Identify records to be reassigned.
- (2) Determine permanent or temporary reassignment.
- (3) Reassign and replicate reassigned records.

20-2. Identify records to be reassigned.

a. You need to access the **Find** screen, so select **File** and **Open** from the menu bar or click on the **Open** icon.



b. From the **RSID** drop-down arrow, you need to select the recruiter that you will transfer records from. You may also select the **Status** to narrow the search for a record or records. Select **Find Now**.



Recid	Priority	Next Action Dt	Status	Disp cd	Name	Address	Zip
SAGR -SGT SABATT, KARL	1		LEAD		MICHELS, KRISTIN M	10 HONEY LN NEV	60451
SAGR -SGT SABATT, KARL	1		LEAD		KOCUREK, GREGORY P	10 VICTORIAN DR	60451
SAGR -SGT SABATT, KARL	1		LEAD		WOCK, LAUREN	10017 Cambridge C	60448
SAGR -SGT SABATT, KARL	1		LEAD		Bensak, Jason G	10020 W Plattview	60464
SAGR -SGT SABATT, KARL	1		LEAD		Tarala, Samantha	10040 Lancaster D	60448
SAGR -SGT SABATT, KARL	1		LEAD		ODONNELL, ERIN L	10049 O'CONNOR LN	60448
SAGR -SGT SABATT, KARL	1		LEAD		BRADLY, HOLLY A	10090 LINDGAY LN	60448
SAGR -SGT SABATT, KARL	1		LEAD		CULLEN, CHARLENE M	1006 STONEGATE	60451
SAGR -SGT SABATT, KARL	1		LEAD		STEVENS, JESSICA K	1007 BOHR CRT	60451

c. This will display the records that are assigned to the selected recruiter. Select the applicant's record or records you will be reassigning by clicking on the name once. The line should turn blue. Click on the **Reassign** button to continue.



✓ You can select all the records by choosing the first record then scrolling to the bottom of the list (while holding the **Shift** key) and selecting the last record.

20-3. Determine permanent or temporary reassignment.

a. The **Reassignment** screen will appear with all the records that you have selected. The **From Recruiter** will be grayed out and should be the recruiter you selected from the previous screen. From the **To** drop-down arrow, select the **Recruiter** or **RSID** that you will be transferring the record or records to. You will see all the recruiters that are assigned to the RS listed at the top of the list.

✓ You should reassign records to another RSID if a ZIP Code or school was transferred to another RS or if you have lost your USAR recruiter and another RS is taking over the USAR mission. Consult with your company leadership team (CLT) for guidance.

b. You will need to determine if this record will be a temporary or permanent reassignment. If **Temporary** is selected, another field will appear requiring a **From** and **To** date. This will take the record from the first recruiter's database for the timeframe specified and return it once the time period has expired. You can use the **Temporary** reassignment when your recruiter will keep their current database extract and will be absent for a short period of time such as when they are on leave. If they will be absent for an extended period of time, your recruiter will probably need a new extract and the **Temporary** reassignment will not work.

20-4. Reassign and replicate reassigned records.

a. Select the applicant's record or records you will be reassigning by clicking once on their name. The line should turn blue. Click on the **Apply** button and you will see those records disappear. If you selected all of the records, the **Reassign** screen will close and you will be returned to the **ARISS-RWS** main screen. If there are records remaining, you can select another recruiter to reassign the other records to. This will allow you to distribute the records among several recruiters.

Rsid	Priority	Next Action Dt	Status	Disp cd	Name	Address
5A2R -SGT SABATT, KA1			LEAD		ADENT, THOMAS H	20745 E
5A2R -SGT SABATT, KA1			LEAD		Adams, Justin P	21761 S
5A2R -SGT SABATT, KA1			LEAD		ADDALU, LINDSAY M	19009 G
5A2R -SGT SABATT, KA1			LEAD		AKK, FEVIN	9500 W
5A2R -SGT SABATT, KA1			LEAD		ABENDROTH, KURT F	11820 T
5A2R -SGT SABATT, KA1			LEAD		ASPRIMONICZ, BRIGETTE A	0575 HB
5A2R -SGT SABATT, KA1			LEAD		KOETTER, MICHAEL P	312 SDN

✓ You can select all the records by choosing the first record then scrolling to the bottom of the list (while holding the **Shift** key) and selecting the last record.

b. To complete the reassignment process, select **File** from the menu bar and then **Replicate/Project**. The projection and replication window will appear, select **Replicate Only**.

✓ Both recruiters must replicate to allow the records to be first removed then added to the proper database. The losing recruiter will replicate first, then the gaining recruiter.