

Chapter 27

Generate TOS Reports

27-1. General.

a. Understanding the different Reports from the TOS will save you several hours in your daily activities. Instead of manually preparing reports for your CLT, you can now go online to the TOS. In some cases you can e-mail the report directly to the requestor.

✓ There are two locations for Reports at this time. But shortly all reports will be listed under Reports (html).

b. You will need to connect to the TOS to generate selected reports. If you need assistance going to the TOS review chapter 24.

c. You will see a menu list appear on the left of the **Content Page**. You are now connected to the **TOS**. From here you can start requesting reports. If you login and do not see any categories, then your IMS has not given you an ARISS role. Depending on the



ARISS role that your IMS gave you, you may see other categories other than reports and there may be several waivers showing under the Department of the Army emblem. But that is another user manual and will not be discussed here.

✓ You probably noticed that the menu shows Reports (html) and Reports. There is nothing under Reports and the category will be removed shortly.

✓ The TOS was developed for you to review reports and conduct other important functions that have a direct impact on the ARISS-RWS Leads-Reports application and allows you and your chain of command to monitor production.

27-2. Reports.



a. You will see a menu list appear on the left of the **Content Page**. Your **Missions, Production, Awards, and Leads** reports are shown under **Reports (html)**. The objective is to have all reports in a hyper text markup language (html) format. The difference between a regular report and an html report is the speed in which the information will appear.

b. **IMPORTANT:** The speed to generate your report is directly tied to the amount of information that you are requesting and your local area network or dialup connection speed. This is not to say that you cannot get a report, just remember that it may take a few moments more if the local area network or dialup is busy with other activities and/or you are asking for a large quantity of information. If you ask for recruiting brigade (Rctg Bde) only information the report will run much faster than if you ask for information listing each recruiting company (Rctg Co) within the Rctg Bde because the system will have to query for each Rctg Co separately.

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✓ You probably noticed that the menu shows Reports (html) and Reports. There are a few reports for Army Medical Department being converted to html and once that is completed the Reports category will be removed.

✓ You may not see some of the reports shown in this chapter. Reports are available based on your ARISS role.

c. If you click in **Reports (html)** you will see the different categories that you can pull reports from. Before we go too far, you need to understand that **Awards** Reports are now just being redesigned. The reports, if used, may provide incorrect information.



d. Click on the Report category to view the different reports. Before we discuss how to get a specific report, let's take a few minutes and review some of the reports that are available under each category.

e. These are some of the reports that you will find under **Missions**. The number of reports that you will see is directly related to your ARISS role.



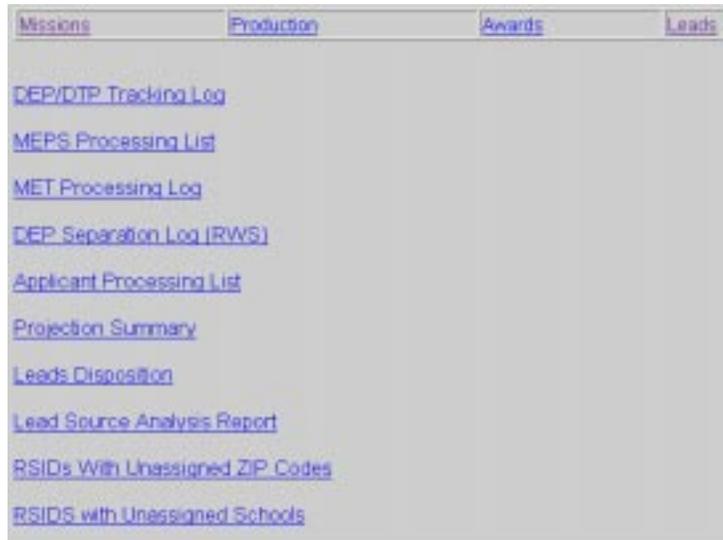
f. These are some of the reports that you will find under **Production**. The number of reports that you will see is directly related to your ARISS role.

g. These are some of the reports that you will find under **Awards**. The number of reports that you will see is directly related to your ARISS role. These reports are currently not working.



✓ Remember the reports you see here are the same ones that the leaders and staff in your chain of command see. The information that is shown on the report is directly tied to the ARISS-RWS Leads-Reports application. If you or your recruiters are not using the application correctly, your reports will not contain accurate information.

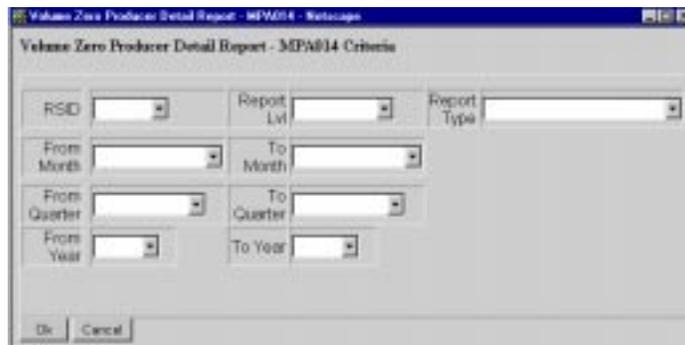
h. These are some of the reports that you will find under **Leads**. The number of reports that you will see is directly related to your ARISS role.



i. You are probably wondering what data is used to generate the information on each report. For those reports shown under **Missions**, **Production**, and **Awards**, the data comes from ARISS applications called MPA, GCSales, and in the future GC-Redesign.

j. The data on the **Leads** Reports comes from recruiters and SCs using the ARISS-RWS Leads-Reports application. Most of the information comes from updating the Contact History screen. This is why it is stressed to recruiters and SCs to update and follow the processing steps of assigning the correct Status, Action, Result, and Disposition to each record being processed.

k. Once you click on a report, you will see a Criteria screen appear. The Criteria screens will differ in appearance. You will need to select what information you want and timeframe for your report. Here are a couple of examples of Criteria screens that you may see depending on the report you are requesting.



l. Most of the information is self-explanatory, but we need to take a few minutes to identify a few of the features of the different criteria screens. In the near future, all criteria screens will look something like the one above on the left of the previous page. Selecting the criteria will be basically the same, but you will have the ability to view the report in **HTML** or **Excel**. Basically the **HTML** format is nothing more than a screen shot of the report and its data. While **Excel** provides the same information, you have the ability to manipulate the data in format appearance, and create pivot tables, charts, and graphs. As a rule, if you want to review the report and do not need it for reference, use **HTML**. If you want to save the report for future reference, create the report in **Excel** and save it to your hard drive. You can also create a legend with the report. This will detail the codes that are used on any of the reports. Additionally, one of the best features with the Criteria screen above on the left of the previous page is the ability to e-mail a report to yourself or to anyone within the command.

m. On some of the Criteria screens, like the one above on the right of the previous page, you will notice that there are several different selection fields. This can be confusing. If you complete too much of the screen or too little, your report may not show any information. So let's take some time to identify some of the different input combinations needed to request a report.

(1) **RSID**. You can select an **RSID** and the report will, if requested on **Report Type**, give you a rollup of that RSID and all subordinate RSIDs. Remember, on the **Leads** Reports you can only see two levels down, so if you are a Rctg Bde user you will only see RSIDs of your Rctg Cos. For the other reports you can select individual RSs if you so desire. Select the RSID you want.

(2) **Report Lv**. This identifies what level you want the report to detail the information. For example, suppose you are a Rctg Bde user and you select your Rctg Bde RSID, the report level can be **BRIGADE**, **BN/DET**, or it can be **CO/HCRT**. If you select **BN/DET** you will only get a rollup of each Rctg Bn. If you select **CO/HCRT** you will get the Rctg Bn information along with a breakdown by Rctg Co. If you select **STATION**, your report will be blank because you are only authorized to go down two levels and as a Rctg Bde user RSs are three levels down.

(3) **Report Type**. This usually identifies whether you want a report by month, quarter, or year. The report type you select will determine what additional fields need to be completed on the Criteria screen. For example, if you request a **Monthly** report, fill out ONLY the fields related to pulling a monthly report.

(4) **From Month** and **To Month**. Only selected when requesting a monthly report or a month-to-month report. You will not complete these fields if you are looking for a Quarterly or Annual report. If you want only one month, show the same month in both the **From Month** and **To Month** fields.

✓ All months are to be entered as using fiscal year (i.e., if requesting information for December 2001, you must select year 2002 because December 2001 is in fiscal year 2002). In this case, if you select 2001 an error will result.

(5) **From Quarter** and **To Quarter**. Only selected when requesting a quarterly report or a quarter-to-quarter report. Do not enter data in these fields if you are looking for a monthly or annual report. If you want to show information for only one quarter, show the same quarter in the **From Quarter** and **To Quarter** fields.

(6) **From Year** and **To Year**. This field is based on fiscal year and not calendar year. These fields will be required for all monthly, quarterly, and annual reports. This will be the confusing field when trying to pull reports for a fiscal year. Remember, even though the month is in a calendar year, this field is looking for the fiscal year. For example, you want data for this past December. If you enter December 2001, you will get fiscal year 2001 December data and not fiscal year 2002 December data. To get this past December data you would enter **December** in the **Month** field and enter **2002** in the **Year** field.

(7) **Recruiter Information** or **SSN**. CAUTION!! If you select or enter information in these fields, you will receive a blank report. The reason they are showing is directly tied to the old way we issued mission. These fields will be removed as the reports are updated. Do NOT enter this information!

n. Once you have completed the Criteria screen and made the necessary selections, click **Ok** to run the report. Depending on the amount of information that you requested, it may take a few minutes for your report to appear. For those reports converted to the new Criteria screen, instead of waiting, you can select to have the report e-mailed to you when it is completed.

✓ The reports listed under Missions will provide information at the RS, Rctg Co, and Rctg Bn level. With the RS mission concept, no mission information is available at the recruiter level.

Applicant Processing List																	
RSD		LEAD															
FROM DT		TO DT															
30/01/2001		11/06/2001															
LAST NM	FIRST NM	MIDDLE NM	AREA EDEE	PHONE HWER	PS	SEX	EDU YEARS	EDU LVL	LEAD SFC CAT CD	INITIAL APPT DT	APPT CRED DT	CASG DT	CASG SCORE	EST DT	EST SCORE	ASWB DT	ASWB APPE SCORE
Callin	Michael		303	375258	N	M			HSLST	2001/0004							
Hollands	Joan		303	462832	N	M			PG	2001/0000							

Legend:

Column	Code - Value
	UN - UNIT MGMT
	WW - WORLDWIDE WEB
	PCTR - RECRUITER
	EA - ENDORSEMENT AGENT
	DEPRY - DECLASSIFIED PROGRAM REFERRAL
	APRND - APPLICANT REFERRAL
	TARJ - TOTAL ARMY INVOLVEMENT IN RECRUITING
	COI - CENTER OF INFLUENCE
	CAND - CANDIDATE

o. There may be different criteria to select when generating a report, but each report is generated basically the same. Take a few minutes and request a couple of mission, production, or leads reports to see what information they provide.

✓ Remember, if the report is blank you may have entered the wrong criteria. Review the rules above and try again.

p. If you requested an HTML report you will need to scroll to the bottom of the report to either **Print** or **Close** the report. If you decided to print the report, check your print properties to ensure you are printing in **Landscape** and not in **Portrait**. You can close the report by clicking on the **"X"** in the top right-hand corner, but be careful on what **"X"** you click, you may accidentally close the Netscape application. If you requested the report in Excel, you can use the MS functions associated with that application.

q. **IMPORTANT!** The reports currently available should provide the necessary management information for you. But it requires recruiters and SCs to keep the ARISS-RWS Leads-Reports applicant records updated and accurate along with the GC properly coding and updating GCSales. After all, the data is only as good as its source. By ensuring this everyone will spend less time manually creating or correcting reports.