

NEW REYR/REWK REPORT AVAILABLE

Distribute to: ADSOs-IS, SOs-IS, FSOs-IS, DSOs, DDC-L/P/R, DCAPT E/N/W, DCOS, DCO D7

There has been some confusion on checking in AUXDATA for REYR status. Many members are clicking on the REWK and REYR Cyclic Processing Report in AUXDATA Reports to check their status. However, this report is based on Tasks not Certifications and shows old tasks that are in REYR status even though the Member had a later task which superseded the old task. Members need to check the Certification not tasks. You can run a Certification report or check the Individual Member's record.

A new Report has been added to AUXDATA that shows the members in a Unit that are in REWK or REYR status and this report can be used to check the status.

To get to the Report in AUXDATA:

Select Reports Tab at top (may need to hit More);

ALL Folders;

Quick Stop Reports;

REWK, REYR Management Folder;

Unit Members in REWK or REYR Report

Once in the Report which will be blank, select the Filter icon (gas can)

Update the Unit Number (always use 070XXNNN with no hyphens

(e.g.: 070 for District; 070XX for Division and 070XXNNN for Flotilla)

You can Save this Report to your Private Reports or put in Auxiliary All Access Folder, Seventh, Division) if others will need to use this same report

Export the Report to EXCEL

I hope this clarifies a problem we have been having the last few weeks on determining REYR status.

Any questions or problems, please let me know.

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