

Acquisition, Technology and Logistics (AT&L)  
 Mass Update Process for  
 Continuous Learning, Pay Pool, and Demo Date

As part of the AT&L Statement of Work (SOW), there are six new mass update processes for AT&L that were implemented in Patch 52.16 on 18 Apr 04. This document provides instruction on three of the six new mass update processes. The remaining three processes have not been completely tested, are not ready to use. Users are cautioned not to use them until further information and instructions are released to the field

The following instructions should be followed and applied to properly manage and execute the mass update process. While routine AT&L business rules are embedded with the mass update process, the user is cautioned that it is possible to unintentionally update an employee or position record with sensitive acquisition program information that might not apply to that record by using the wrong person or wrong position data.

**Creating File for Upload**

The first step in mass updates is to create an upload file. It is recommended that users build it as a spreadsheet and save it as a comma delimited (.csv) file. Users can also create files in Notepad (txt); however, the samples provided below are for spreadsheets. The following outlines the file build:

The file layout for each of the six mass update processes is outlined below. The first file layout is for the mass update to Position or Employee Data. This allows the mass update of either employee data or position data in the same mass file update.

**Acquisition Mass Update Structure**

Continuous Learning, Pay Pool, Demo Date

**ACQ Continuous Learning**

<b>Item Nr</b>	<b>Data Length</b>	<b>Data Field Left Prompt</b>	<b>Navigation Path</b>	<b>SIT/Flexfield</b>
1	11	Social Security		
2	3	Continuous Learning Points	People/Enter and Maintain /Special Information	ACQ Continuous Learning
3	4	Continuous Learning Fiscal Year Cycle	People/Enter and Maintain /Special Information	ACQ Continuous Learning
4		File Source POC – Name, Telephone Number, e-mail		

### Pay Pool Identifier for ACQ Demo Participants

Item Nr	Data Length	Data Value	Navigation Path	SIT/Flexfield
1	2	SOID	Work Structure/Position /Description	Additional Position Info
2	31	Psn Desc Nr + “.” + Seq Nr	Work Structure/Position	Position Nr and Sequence Nr must be separated with a period
3	6	Pay Pool Identifier	Work Structure/Position /Extra Position Information	Demo Project Information

Note: Position is valid after mass update.

### Demo Date Information

Item Nr	Data Length	Data Value	Navigation Path	SIT/Flexfield
1	2	SOID	Work Structure/Position	Additional Position Info
2	11	Social Security		
3	1	Demo Location Code*	People/Enter and Maintain /Special Information	Demo Date Information
4	11	Date Entered Demo	People/Enter and Maintain /Special Information	Demo Date Information

Note 1: Position remains valid after mass update.

Note 2: \*Item Nr 3 is listed as "Demo Location Code" and in DCPDS it is listed as "Demo Type".

Enter data on a spreadsheet; save as a comma delimited file, click

OK

Microsoft Excel - ATL MASS UPDATE12.xls

File Edit View Insert Format Tools Data Window Help

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

	A	B	C	D	E
1					
2					
3	ssan	points	fiscal yr	file source POC	
4					
5	633-00-6463	12	2002		
6	107-16-2404	16	2003		
7	561-26-6037	18	2003		
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ACQ POSN EMPL DATA ACQ CERT AND CORPS DATA ACQ CONTINUOUS LEARNING DT ENTER DEI

Ready NUM

Start G:\... Inb... Re... CIV... El... Thi... PV... Or... C:\... Exc... [4]... pro... Mic... 2:02 PM

Save messages, Click

OK

Microsoft Excel - ATL MASS UPDATE\_cont\_learn.csv

File Edit View Insert Format Tools Data Window Help

Microsoft Excel

ATL MASS UPDATE\_cont\_learn.csv may contain features that are not compatible with CSV (Comma delimited) . Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Help

Yes No

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2					
3	ssan	points	fiscal yr	file source POC	
4					
5	633-00-6463	12	2002		
6	107-16-2404	16	2003		
7	561-26-6037	18	2003		
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ACQ POSN EMPL DATA ACQ CERT AND CORPS DATA ATL MASS UPDATE\_cont\_learn DT ENTER DEI

Ready NUM

Start G:\... Inb... Re... CIV... El... Thi... PV... Or... C:\... Exc... [4]... pro... Mic... Do... 2:03 PM

Save the file in a location that you can readily locate

Microsoft Excel - ATL MASS UPDATE\_cont\_learn.csv

File Edit View Insert Format Tools Data Window Help

Save in: Local Disk (C:)

- 10.7 migrations for P43
- Documents and Settings
- gstools
- lexmark
- Program Files
- prt9570
- TD\_72
- temp
- vupdate
- WINNT
- ATL MASS UPDATE\_cont\_learn.csv
- ATL MASS UPDATE\_pos\_emp.csv
- ATL MASS UPDATE1cert\_corps.csv

File name: ATL MASS UPDATE\_cont\_learn.csv

Save as type: CSV (Comma delimited) (\*.csv)

Save Cancel

	A	B	C	D	E	F	G	H	I	J	K	M
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2												
3	ssan	points	fiscal yr	file source POC								
4												
5	633-00-6463		12	2002								
6	107-16-2404		16	2003								
7	561-26-6037		18	2003								
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Ready

Start G: In: Re... CI... EI... Th... PV... Or... C... Ex... [4... pr... Mi... Do... 2:03 PM

Click

Microsoft Excel

Do you want to save the changes you made to 'ATL MASS UPDATE\_cont\_learn.csv'?

Yes No Cancel

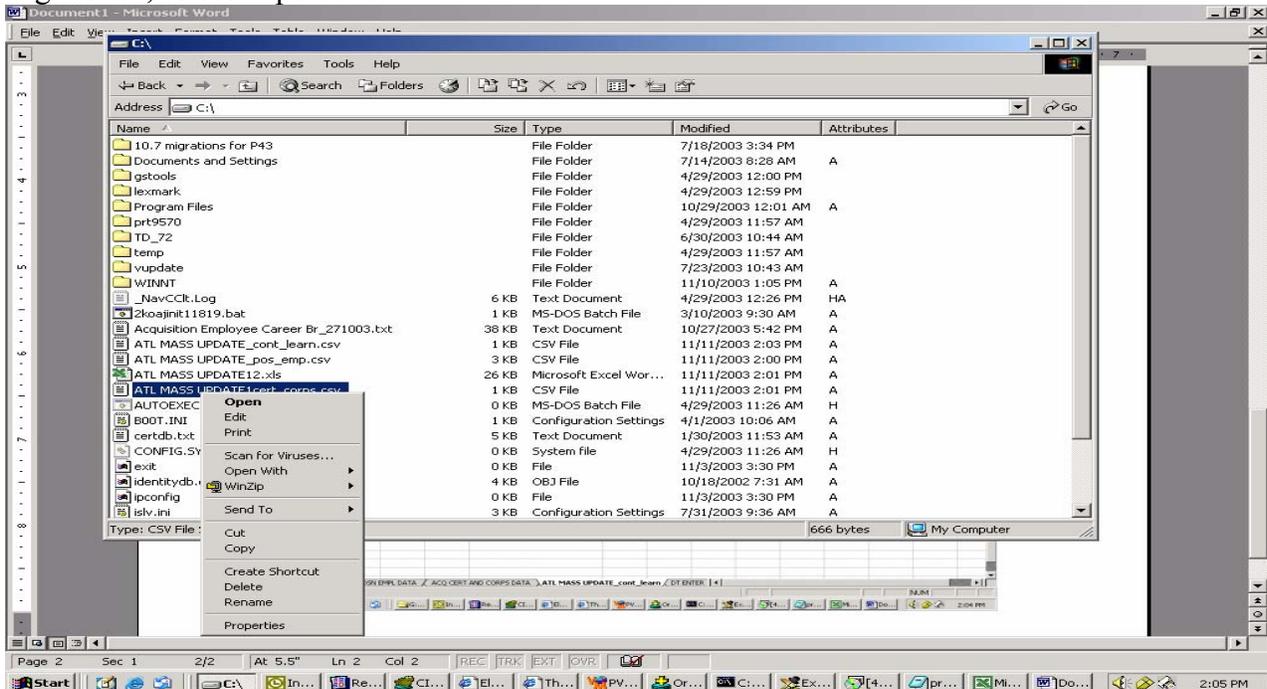
	A	B	C	D	E	F	G	H	I	J	K	M
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2												
3	ssan	points	fiscal yr	file source POC								
4												
5	633-00-6463		12	2002								
6	107-16-2404		16	2003								
7	561-26-6037		18	2003								
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Ready

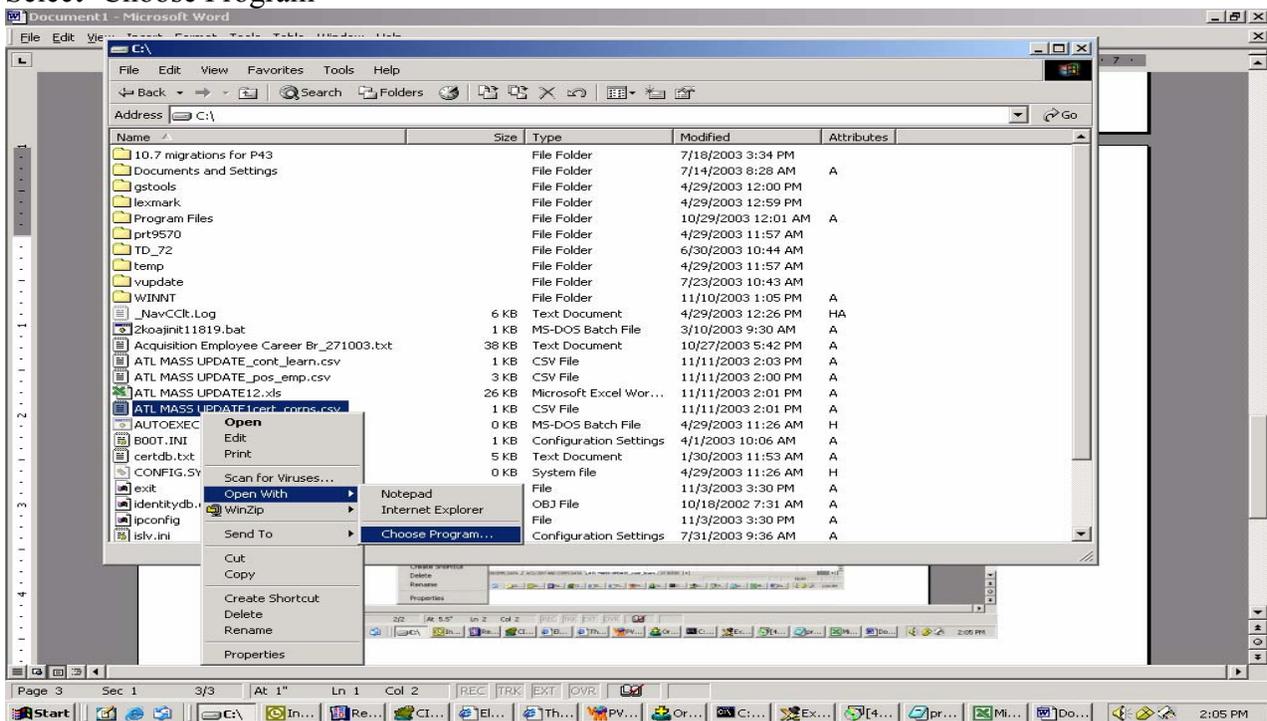
Start G: In: Re... CI... EI... Th... PV... Or... C... Ex... [4... pr... Mi... Do... 2:04 PM

Optionally, after saving the file you can view it using Notepad. Saving the spreadsheet as a comma delimited file and opening the file in Notepad will allow the user to see the structure. Any record changes can be made either through Notepad or the spreadsheet and saved for later file update. User can open Notepad as follows:

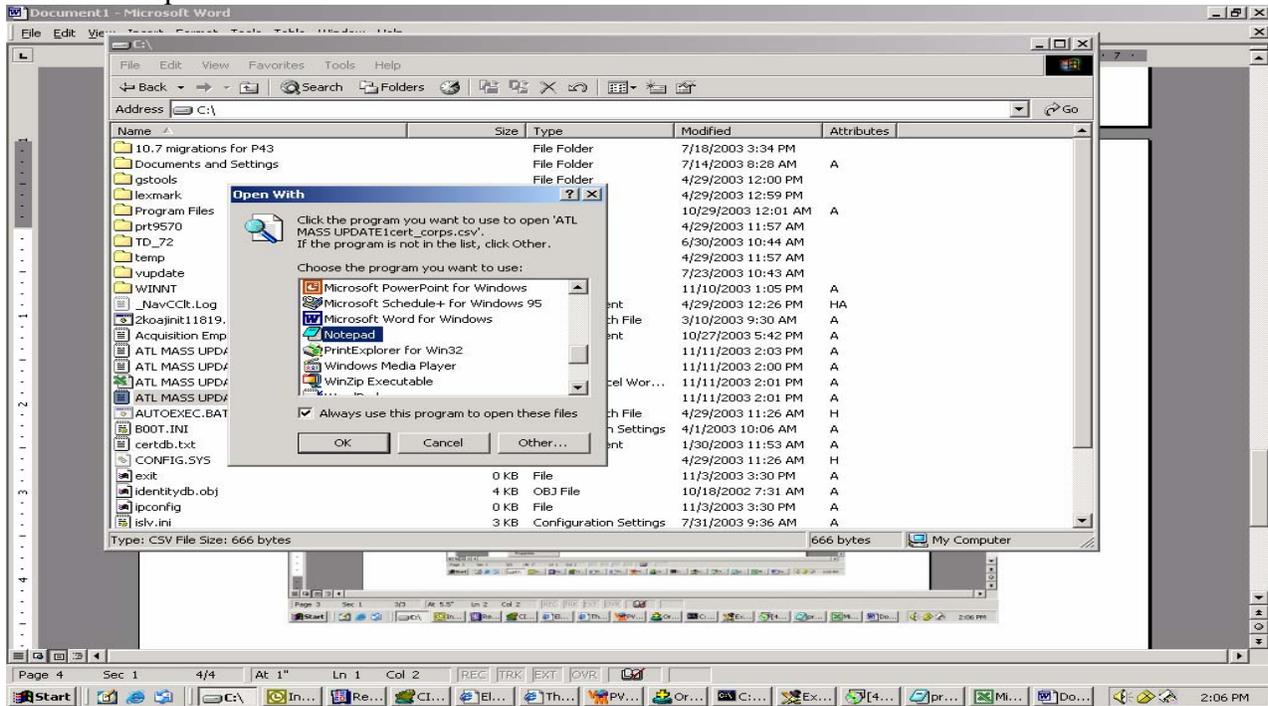
Right click, select 'Open With'



Select 'Choose Program'

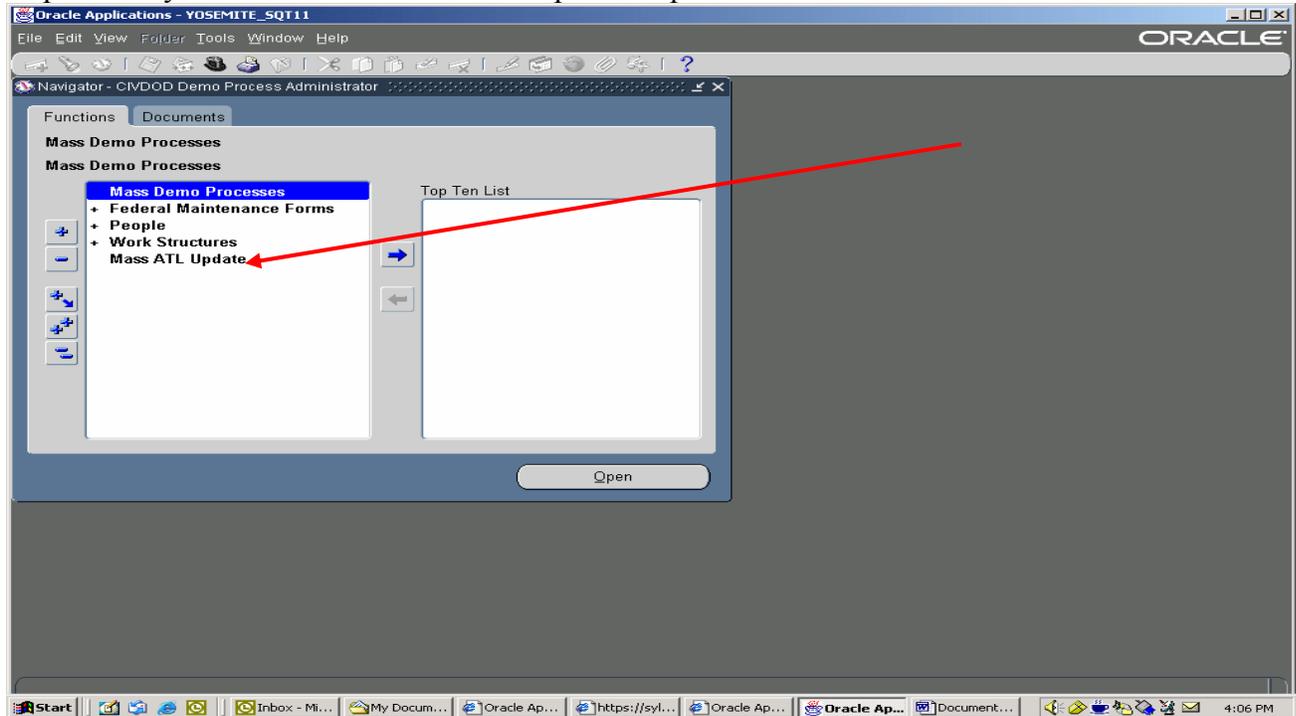


Select 'Notepad'.



## ENTERING MASS UPDATE INTO DCPDS

Next you must sign into DCPDS using the **CIVDOD Demo Process Administrator** responsibility and then into Mass AT&L Update. A picture of that screen is outlined below.



Click on the Mass AT&L Update to view the request page as shown below.

Oracle Applications - YOSEMITE\_SQT11

File Edit View Folder Tools Window Help

ORACLE

Mass ATL Processes

Mass ATL Name

Mass Process Type

Input File Name

File Source POC

Process Date

Printer **OA\_DUMMY\_PTR**

Status

No. of Recs. Rejected **0**

No. of Records Loaded **0**

Date Start Process

Date End Process

Browse

Load Ascii File

Preview

Execute

Delete Preview

Status Details

Start | [Icons] | [Inbox - Mi...] | [My Docum...] | [Oracle Ap...] | [https://syl...] | [Oracle Ap...] | [Oracle Ap...] | [Document...] | [System Tray] | 4:07 PM

Mass AT&L Name – provide a unique name for each update.

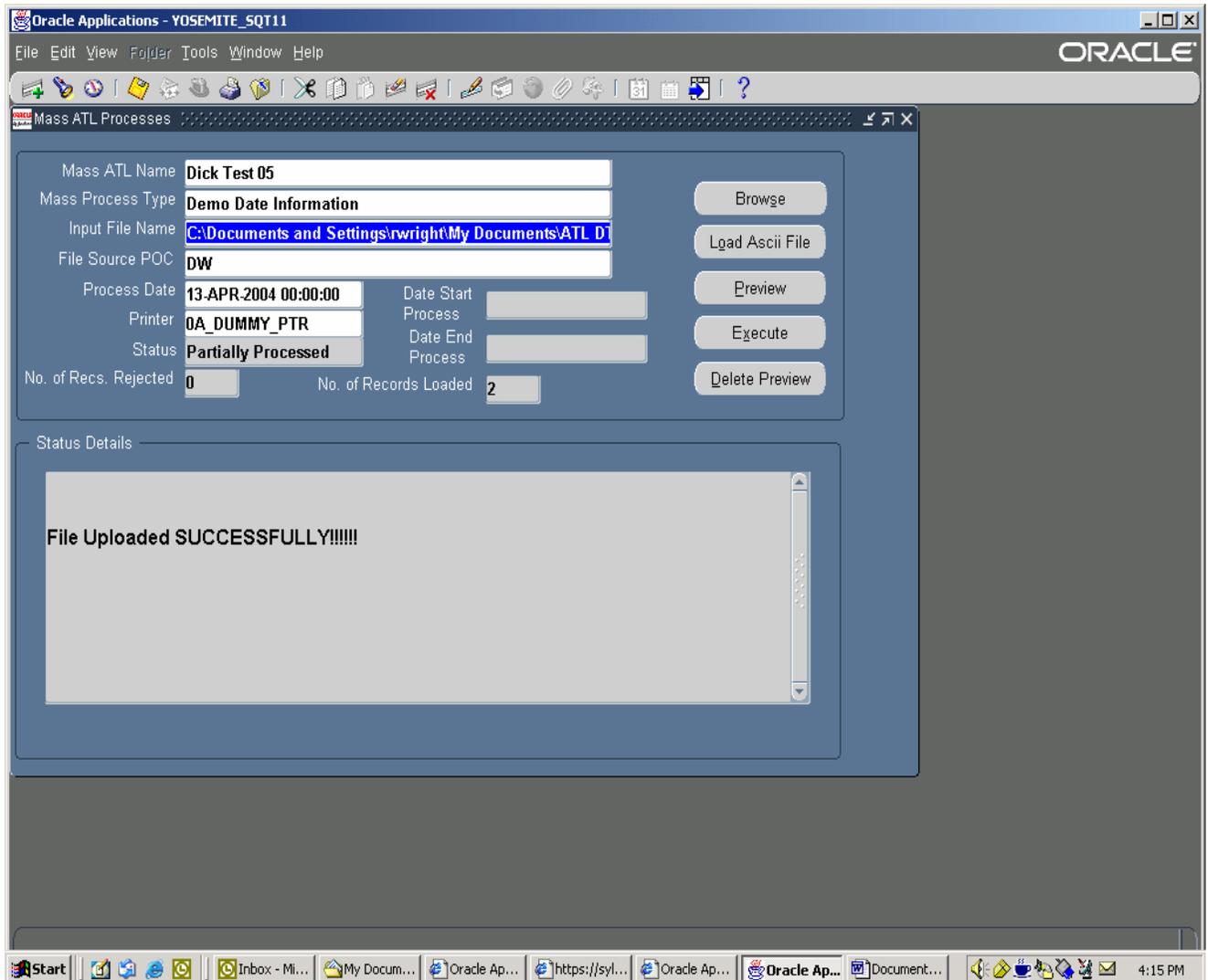
Mass Process Type – click on the List of Value table to select one of the six AT&L mass processes.

Input File Name – Click the Browse button to find the appropriate ASCII file (either a .csv or .txt file) that is to be loaded that matches the Mass Process Type.

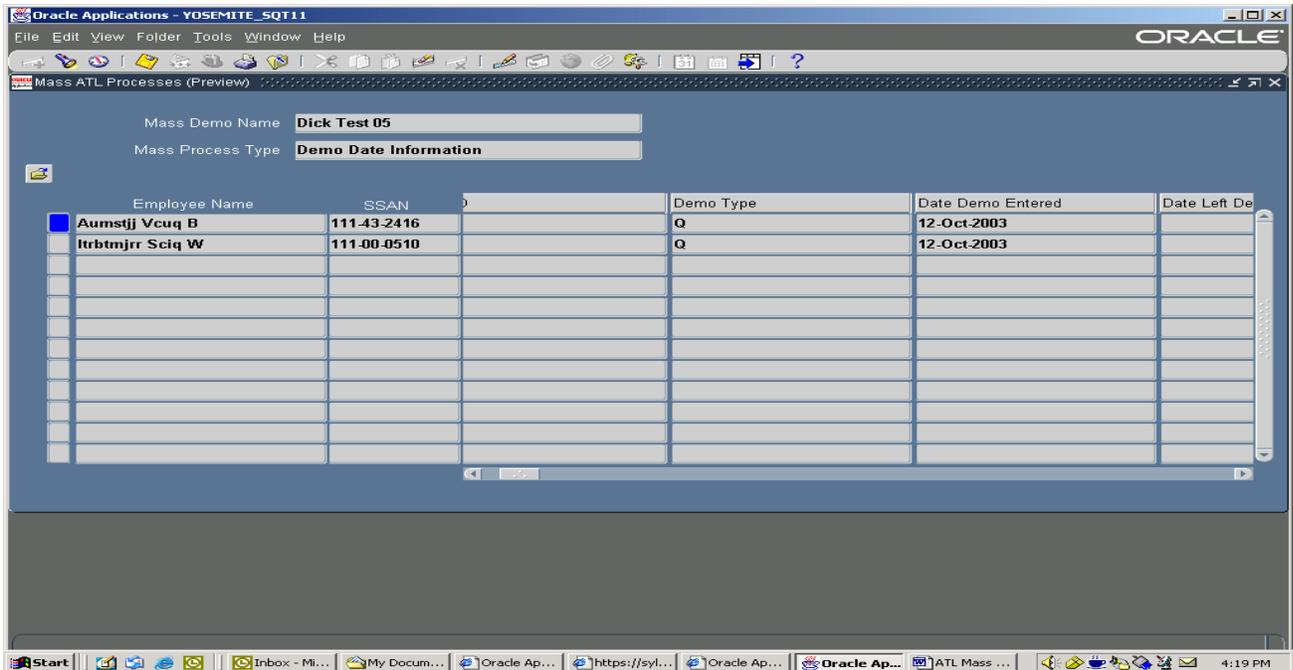
File Source POC – Type name and DSN phone number of the person providing the source file.

Process Date – Select a current date or a date in the future in which the mass file needs to be processed.

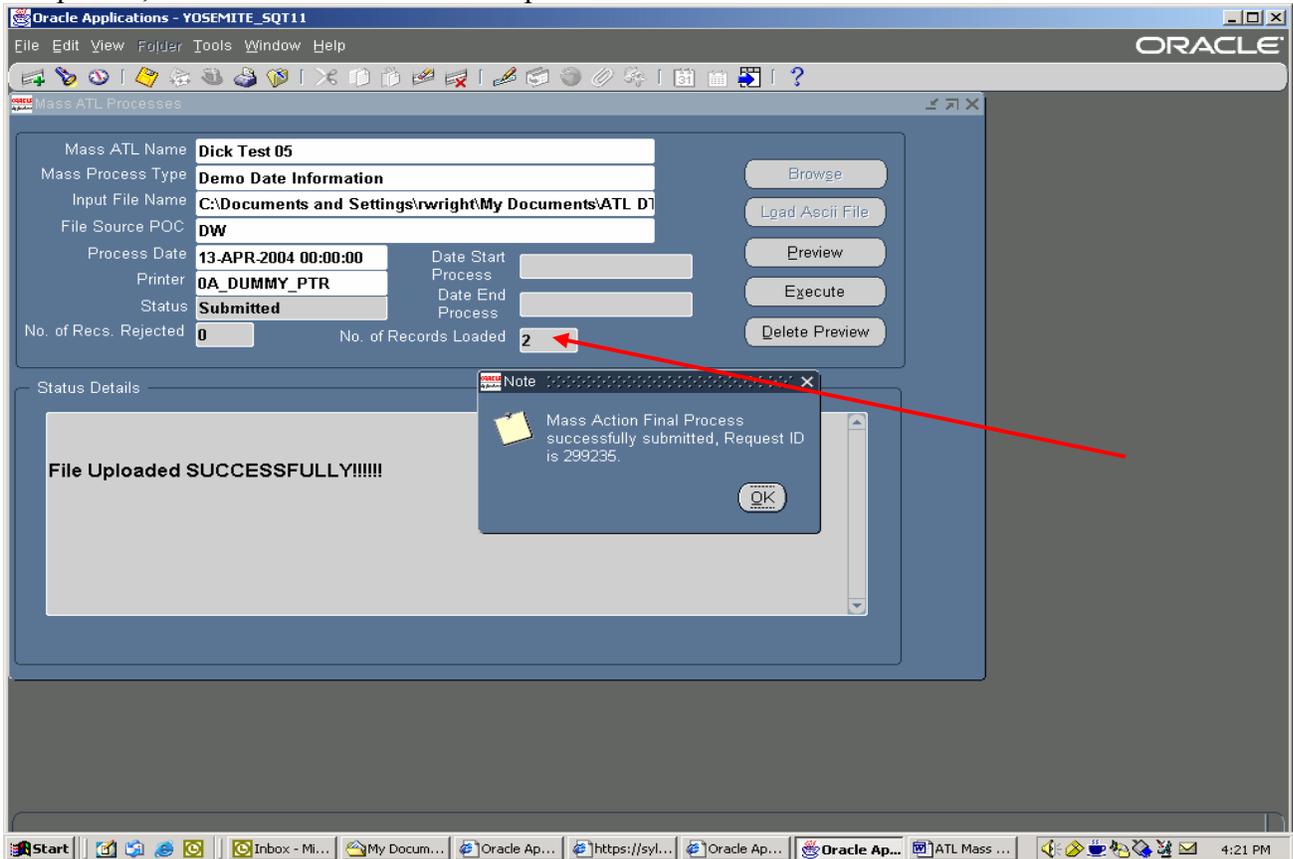
Once you have identified the Mass Process Type, selected the input file, and the process date, press the Load ASCII File button. This will result in the following screen display.



The Status Details will indicate that the mass update has been partially processed (file format correct and accepted). At this point the user can view the preview screen to view the layout of each record in the file load. This preview process can allow the user to identify error conditions or any data anomalies before the file is executed. If there is an error message in the Status Details, user must change the file format, change the file name, and attempt the update again.



This preview screen will show each data column with the name of the data field and the unique data that will be updated for each record (row). Once the user is satisfied that the data is ready to be updated, the Execute button can be depressed. The result is shown below.



As this screen shows the status has been updated to reflect that the file has been submitted for execution. At this point the user can click on VIEW requests on menu bar and click Requests on the drop down list to see the results of the mass file update. This will show the Mass AT&L Update with a parameter number and 3 other reports (Completed, Error Listing, Warning) all with the same parameter number. When key acquisition information is updated on an employee, a Acquisition Employee Career Brief will be automatically generated. A copy of each report is shown below.

### Mass AT&L Update Screen (Note: Not a printable file)

The screenshot shows the Oracle Applications interface for 'YOSEMITE\_SQT11'. The 'Requests' window is open, displaying a table of request details. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The 'Status' column is highlighted in yellow for all rows, indicating the current state of each request.

Request ID	Name	Parent	Phase	Status	Parameters
299238	Warning Listing for Mass		Completed	Warning	150
299237	Error Listing for Mass Upi		Completed	Warning	150
299236	Completion Report for M:		Completed	Warning	150
299235	Mass ATL Update		Completed	Normal	150
299197	Warning Listing for Mass		Completed	Warning	149
299196	Error Listing for Mass Upi		Completed	Warning	149
299195	Completion Report for M:		Completed	Warning	149
299194	Acquisition Employee Ca		Completed	Warning	13-APR-04, 45230
299193	Acquisition Employee Ca		Completed	Warning	13-APR-04, 32623
299192	Acquisition Employee Ca		Completed	Warning	13-APR-04, 34268

Below the table, there are several action buttons: 'Hold Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'. The Oracle Applications window title bar shows 'Oracle Applications - YOSEMITE\_SQT11' and the Oracle logo. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '4:24 PM'.

## Completion Report for Mass Update Capability (printable)

Completion Report for Mass Upd\_130404[2].ps - GView

File Edit Options View Orientation Media Help

...ss Upd\_130404[2] Page: "1" 1 of 1

PERSONAL DATA - PRIVACY ACT OF 1974 Page 1 of 1

Completion Report for Mass Update Capability

To:DW

Subject: Acquisition Data Mass Update

Your Mass Update File C:\Documents and Settings\rwright\My Documents\ATL DT DEMO NEW 2.csv containing Acquisition Data finished processing on 13-APR-2004 at 16:24

Number of successful updates:2

Number of Rejects:0

Start | Inb... | My Do... | Oracle ... | https://... | Oracle ... | Oracle ... | ATL Mas... | Comple... | 4:29 PM

## Acquisition Data Mass Update Error List (printable)

Error Listing for Mass Update \_130404[1].ps - GView

File Edit Options View Orientation Media Help

...update\_130404[1]. Page: "1" 1 of 1

PERSONAL DATA - PRIVACY ACT OF 1974 Page 1 of 1

Error Listing for Mass Update Capability

To:DW

Subject: Acquisition Data Mass Update Error List

File ID:C:\Documents and Settings\rwright\My Documents\ATL DT DEMO NEW 2.csv

CPO/CPAC ID:

Processing Date:13-APR-2004

The following updates, on the employees indicated, did not update for the reasons displayed:

Name	SSN	Position Number	Reject Message
------	-----	-----------------	----------------

Start | Inb... | My Do... | Oracle... | https... | Oracle... | Oracle... | ATL M... | Compl... | Error ... | 4:30 PM

## Acquisition Data Mass Update Warning List (printable)

A warning report would be generated when an alert is produced during the processing of an action. This would be the decision notices you would receive if you were working online and processing an action that caused an alert. Most of the alerts we have in AT&L are associated with RPA processing so there might be very limited conditions in which we would encounter one during a mass update on AT&L. The error report identifies all of those conditions in which a business rule was encountered where the transaction could not be processed.

Warning Listing for Mass ATL\_P\_130404[1].ps - GSview

File Edit Options View Orientation Media Help

...ATL\_P\_130404[1] 668, 649pt Page: "1" 1 of 1

PERSONAL DATA - PRIVACY ACT OF 1974 Page 1 of 1

Warning Listing for Mass Update Capability

To:DW

Subject: Acquisition Data Mass Update Error List

File ID:C:\Documents and Settings\rwright\My Documents\ATL DT DEMO NEW 2.csv

CPO/CPAC ID:

Processing Date:13-APR-2004

The following updates, on the employees indicated, did not update for the reasons displayed:

Name	SSN	Position Number	Warning Message
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Windows taskbar: Start, Inbox, My Do..., Oracle..., https..., Oracle..., Oracle..., ATL M..., Warni..., 4:31 PM

# Acquisition Employee Career Brief (printable, page 1 of 6)

Acquisition Employee Career Br\_130404[1].ps - GSview

File Edit Options View Orientation Media Help

...eer Br\_130404[1].p 319,36pt Page: "1" 1 of 6

PERSONAL DATA - PRIVACY ACT OF 1974  
ACQUISITION EMPLOYEE CAREER BRIEF

As of: April 13, 2004 2:45 PM

NAME: Duquette, Arthur,		SSN: 010-11-1234	ORGANIZATION: AFD	COMMAND: ARAT	UIC: W306AA	TYPE:	HR SVC REGION: ARIE
<b>POSITION/ASSIGNMENT DATA</b>			<b>ACQ CORPS/ACQ PROFESSIONAL COMMUNITY DATA</b>			<b>EDUCATION</b>	
POSITION NR/SEQUENCE NR: 02079/2596			MEMBERSHIP STATUS:			EDUCATION LEVEL:	
TITLE: ELECTRONICS ENGINEER			DATE:			04-High school graduate or certificate o	
PAY PLAN-GRADE-STEP: GS-13-02			GRADE:			YEAR DEGREE ATTAINED:	
OCCUPATIONAL SERIES: 1515			DEGREE:			INSTRUCTIONAL PROGRAM:	
TRAINING PROGRAM: YY-Not Applicable			HOUSE:			EDUC INSTITUTION:	
POSITION CAREER CATEGORY: D-Industrial Property Manage			EXPERIENCE:				
POSITION CAREER LEVEL REQUIRED: 3-Senior Level III			TRAINING:				
CRITICAL/NON-CRITICAL: 4-Acquisition Position-Not Critical Or Developmental			<b>ACQUISITION EXPERIENCE</b>				
SPECIAL ASSIGNMENT:			TOTAL MONTHS ACQ EXP:				
ACAT PROGRAM TYPE: 9-Non ACAT I, ACAT II, ACAT III, ACAT IV / None of the			AS OF DATE:				
JOB SPECIALTY-1: E-Oth-Not Pre-Post-Awd,CWP,Inst			<b>SYSTEMS PROGRAM OFFICE EXPERIENCE</b>				
JOB SPECIALTY-2: E-Not Acq Info Res or Maj Sys			TOTAL MONTHS SPO EXP:				
CONTRACTOR JOB SITE: 0-50% or Less Time Cont		SPECIAL PROGRAM OFFICER:		AS OF DATE:			
DATE ASSIGNED: 12-SEP-2003			<b>PROFESSIONAL CERTIFICATIONS/LICENSES</b>				
CURRENT EMPLOYER CAREER FIELD:			CERTIFICATION/LICENSES:			DATE:	
DATE TENURE AGREEMENT ENDS:							
DATE ROTATIONAL REVIEW COMPLETED/DATE NEXT REVIEW DUE							
ROTATIONAL REVIEW ACTION TYPE:							
<b>ACQ-CERTIFICATIONS</b>			<b>CONTINUOUS LEARNING</b>			<b>EDUCATION/TRAINING PRGMS</b>	
CAREER FIELD:	LEVEL:	DATE:	AUTHORITY:	POINTS:	CYCLE END DATE:	INTERM PROGRAM:	
						CO-OF PROGRAM:	
						TUITION FEES:	
						STUDENT LOAN:	
						<b>CERTIFICATION SUSPENSE DATES</b>	
						CERTIFICATION START DATE:	
						CERTIFICATION DUE DATE:	
						EXTENSION APPROVED/DATE APPVD:	
						<b>SECURITY</b>	
						CLEARANCE TYPE:	
						AS-NAIC - NAIC Plus Written Inquiries	
						(NAIC) - DoD Other Than Army/Navy	
						DATE INVESTIGATED: 01-JAN-2003	

ACQBB

Page 1

Start | Inbox... | My Do... | Oracle... | https... | Oracle... | Oracle... | ATLM... | Acqui... | 4:35 PM