

Leaves Databases
v. 2005
Instruction Manual

SUMMARY OF CHANGES

Release 1 (version 2003)

- The main window now “maximizes” automatically when you open the database.
- All of the buttons throughout the database are now single click. You only need to click on them once with the mouse.
- Fixed problem that showed extended leave forms a day early (the day they would be signing in, not the day after).
- Added the “Remarks” block to the Search display screens.
- Fixed the hole that allowed “Open” leaves to go untracked until the end of the year.
- Minor changes to layout that doesn’t change the function of the database but do enhance appearances.
- Fixed limit the showed leave form greater then 999 as scientific expression throughout the database.
- Added button to view/print all people who are currently on leave.
- Added button to view people who are currently on Terminal Leave.
- Added automatic check for double/multiple upcoming leaves.

Release 2 (version 2005)

- Changed DDL for “Unit” to also display “Organization” on all forms.
- Resized main screen so it no longer has a scroll bar if monitor set to resolution of 1024x768.
- Added Finance Code to Unit information and displayed on leave form in control number box.
- Made the middle name no longer required by changing the “+” to a “&” when calculating the soldiers complete name.

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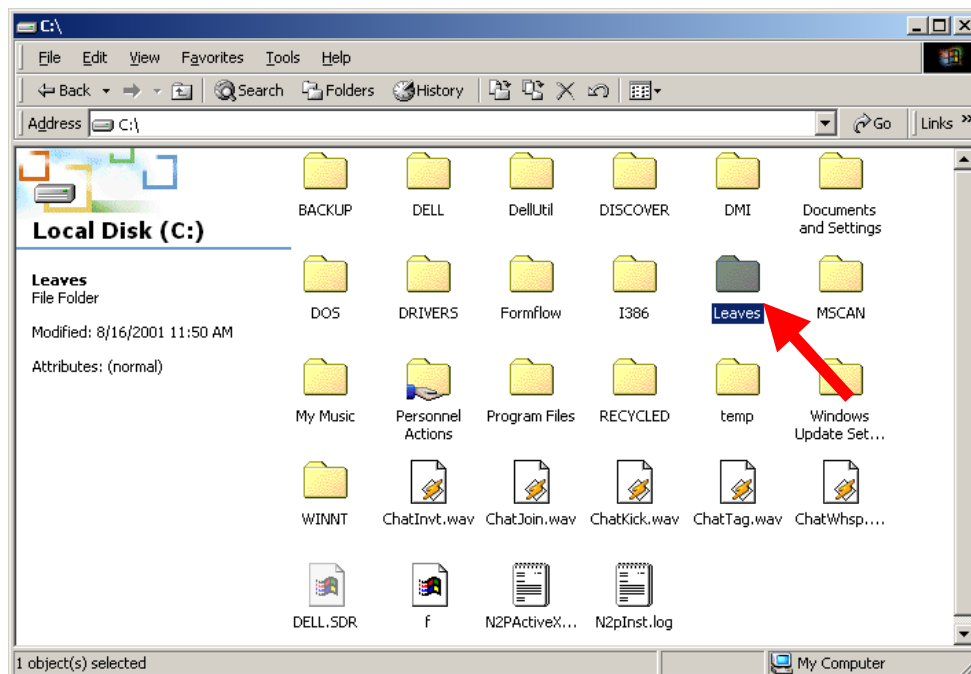
Introduction. This manual is divided into four main parts. The first part provides instructions for the initial installation and setup of the database. A computer literate person should complete this section. The instructions have been spelled out as plainly as possible, but a previous knowledge of computers makes this section easier. The second part pertains to anybody that has the need to access the Leaves Database. Everyone in the S1 (or whatever section processes leaves) should be familiar with this section. It is designed for people who are not the Leaves Clerk but must be able to enter the basic information in the leave database for the purpose of issuing a control number or answering the common question of, “Is my leave form good?” The third part is for the individual who is assigned as the Leaves Clerk and must be able to use all aspects of the database. The fourth section is for trouble shooting and technical support.

Section I.

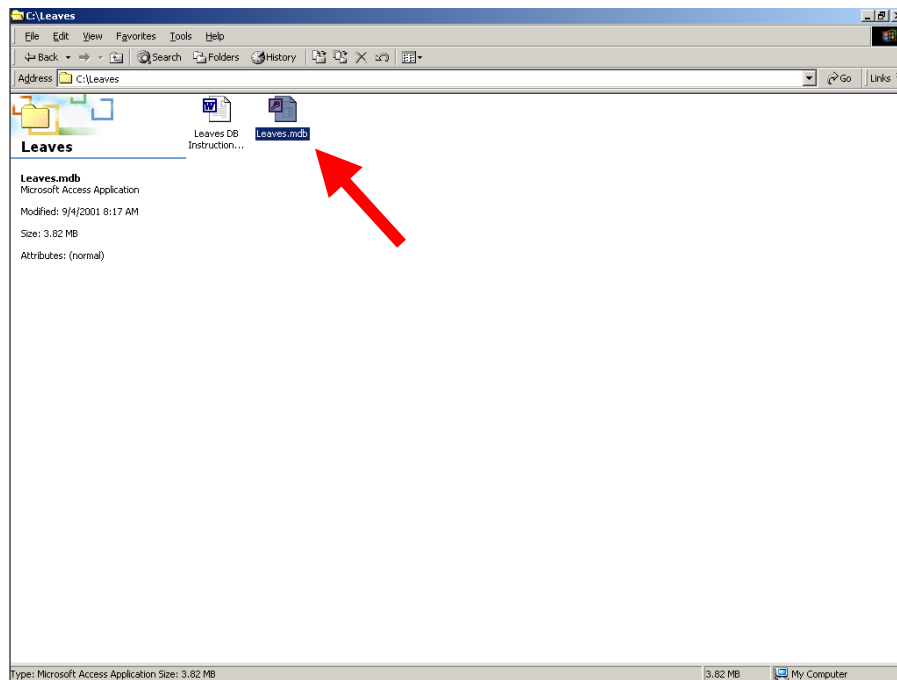
Section 1.01 Installation and Setup

After the initial installation process, there are a few things that you have to do before you can use the database. You must configure the database for your specific unit. This is not a difficult process, but must be done correctly to insure the database works properly and to insure that you can use all the capabilities of the database. If anything other than what is described below is changed, you may damage the database beyond repair. If something happens that cannot be fixed, see Section IV Technical Support.

- (a) **Unit setup.** This section discusses setting up the database for your unit. The information you are about to enter will not change under normal circumstances. For this reason the information will be added to the original database. This is the only time that the original database should be opened or edited.
- (i) Double click “My Computer” on your desktop. The installation process created a folder called “Leaves.” Double click it to open it.



- (ii) Double click on the file named “Leaves.” (If your computer is setup to display file extensions, the file name will be “Leaves.mdb.”)



- (iii) If Microsoft Access 2000 (part of Microsoft Office 2000) is installed correctly, the program will open and two windows of the database will open within it. The first one will be small and located in the upper left corner of the screen. The second will take up most of the screen and be labeled “Leaves: Form.” This second screen will automatically maximize.

The screenshot shows the Microsoft Access 2000 'Leaves: Form' window. The window is maximized and displays a form with multiple sections. A red arrow points to the 'Enter Name in Form' button. The form includes tables for 'Leaves Due to Staff Duty (Within the next 7 Days)', 'Leaves Due Back to SI', and 'Leave TL to FO'. The status bar at the bottom indicates 'Form View'.

#	Name	Start	End	Extn To	At Staff Duty
0					

Record: 1 of 1

#	Code	Name	Unit	Start	End	Extn To	Start	End	# of Days Int	Remarks
0	D	Joe, G	HHC	20-Aug-01	25-Aug-01					
*	0									

Record: 1 of 1

#	Name	Last 4	Start	End	# of Days	Date Org to FO
0						

Record: 1 of 1

- (iv) If Microsoft Access is not maximized, maximize it by clicking on the middle button located in the upper right corner of the application. There are two tabs located in the upper left corner of the second window. Click on the one labeled “Unit/Date Specific Information.”

The following screen will appear:

- (v) Now you will enter in the information for your unit that typically does not change. It can be changed later on within each yearly database. If you find that you are changing

it to the same thing every year, you should change it in this blank database to save you the extra work.

(vi) Using the picture below for reference, fill in the following information:

The screenshot shows the Microsoft Access interface for a database named "[Leaves : Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations, editing, and viewing. The main window displays a form with a tabbed interface. The "Normal View" tab is selected, showing a form with the following fields:

Unit	Organization	Phone	UIC	Fiscal year	Commander	Bn Commander
City	State	Zip Code			Signature Line	Signature Line
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there is a status bar that reads "Record: 1 of 1" and "Form View".

Unit: This field is limited to four characters and is typically the company names (i.e.: A Co, B Co, HHC). The values entered here are used to create a drop down menu when you enter leave forms into the database.

Organization: This is the second part of the unit name. For most units this will be the battalion (i.e.: 82nd Eng Bn, 5th Eng Bn, 1/6 Field Artillery). This field is used when you use the database to print a leave form (DA Form 31). If you find that when you print a leave form the name of the unit in block 8 is too long or is being cropped off, you should adjust this field by abbreviating the title.

City, State, and Zip Code: These will also only be used in block 8 when you print a leave form. Use the guidance above if it doesn't all fit on the paper when you print the leave forms.

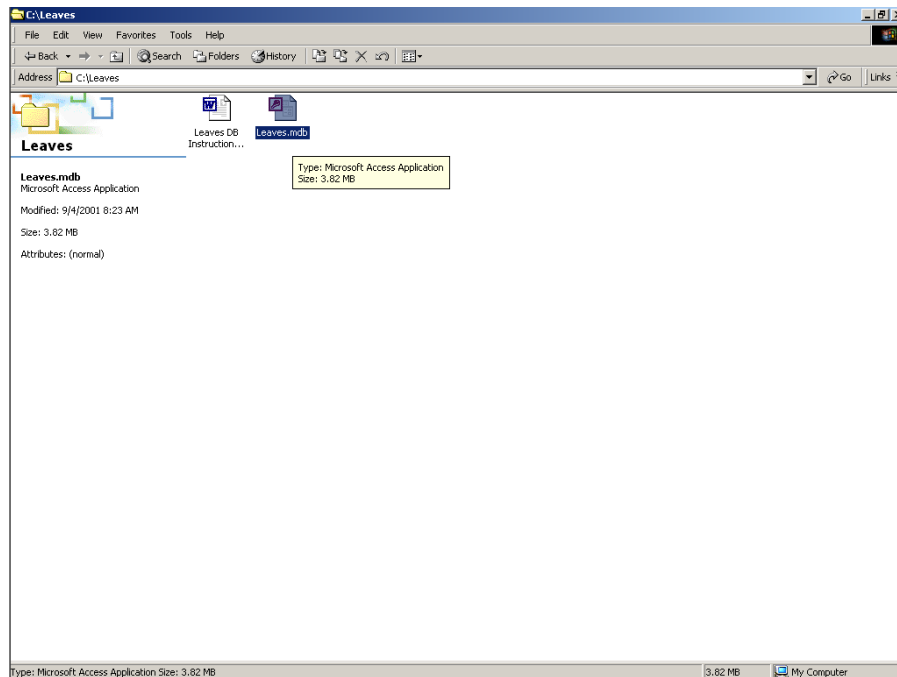
Phone: This is designed to be the phone number for that company. If your unit typically puts another phone number (i.e.: Staff Duty) in block 8 of the leave form, then it should be entered here.

UIC: When printing the leave form, the UIC is included in the control number.

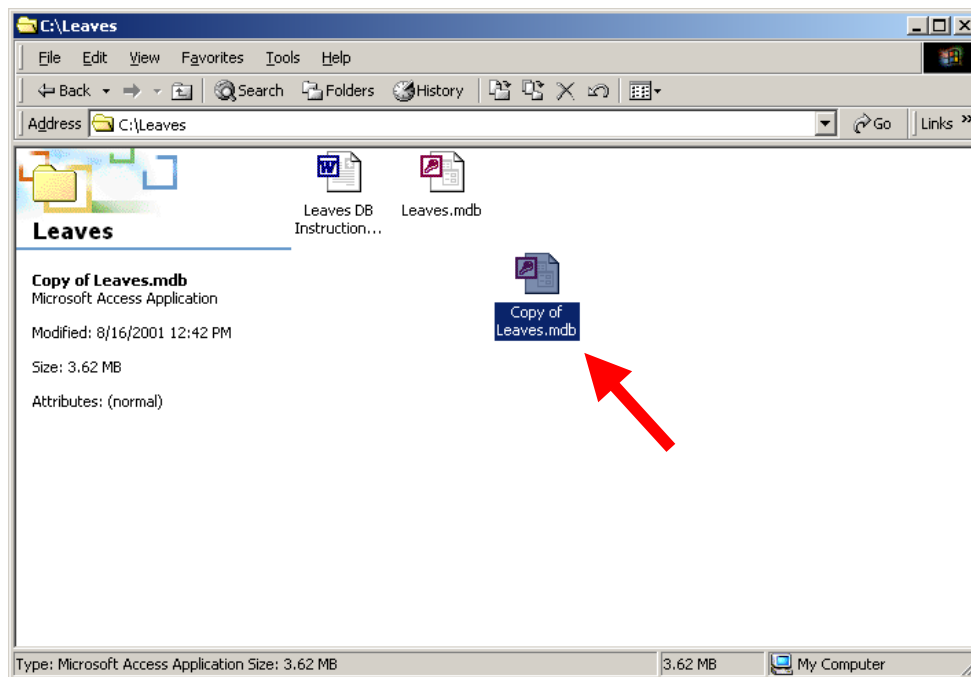
Finance Code: This is the finance code for your unit. It is typically required by the finance section on all documents sent to them for processing. The Finance Code is also included in the control number.

Note: The rest of the fields are based on information that will change throughout time and is hence not entered here. It will be filled in on the yearly databases.

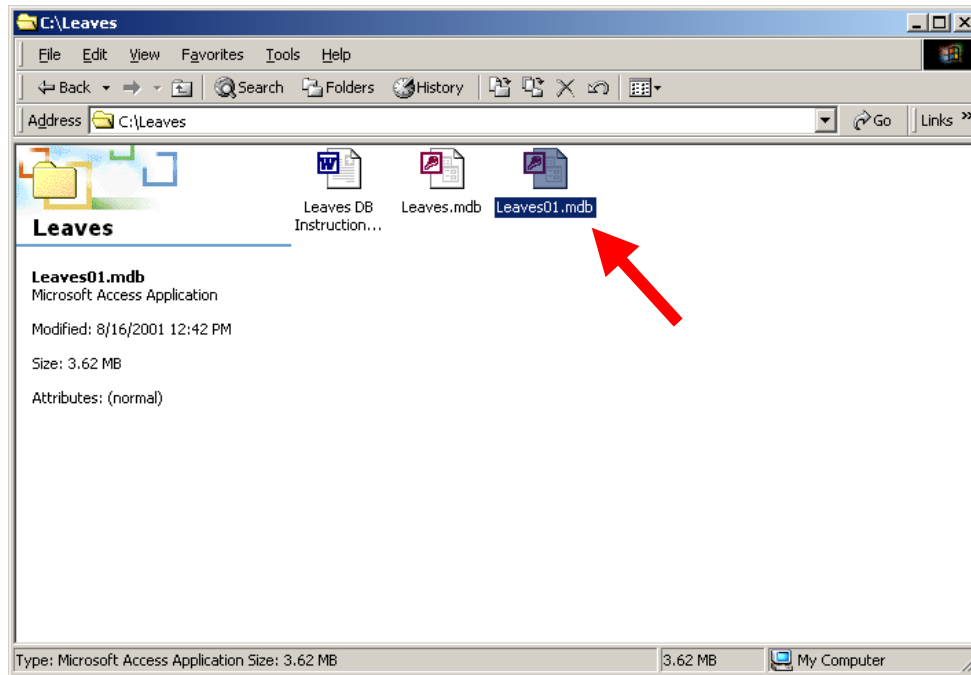
- (vii) Exit Microsoft Access by clicking the "X" in the upper right corner or choosing File – Exit from the Menu Bar.
- (b) Yearly File Setup. The process described below should be done each year. What to do with the existing database at the end of each year is described in Section 3.07 Changing Fiscal Years.
 - (i) After you closed Microsoft Access, you should have been returned to this screen



- (ii) Right click on the “Leaves” file and select Copy from the drop down menu (or single click the file and select Edit – Copy from the Menu Bar).
- (iii) Right click somewhere else within the folder but not on any existing file and select Paste from the drop down menu (or select Edit – Paste from the Menu Bar).
- (iv) This should have created a file named “Copy of Leaves” within the folder.



- (v) Now single click the “Copy of Leaves” file. This will allow you to rename the file. You should name the file to something that is indicative of the year that it represents (i.e.: “Leaves01” for fiscal year 2001, “Leaves02” for fiscal year 2002, and so on).



- (vi) Now right click on the file you just renamed and select “Send To” from the drop down menu. This will cause a second menu to appear. Select “Desktop (Create Shortcut)” from this menu. This will cause a link to be placed on your desktop for easy access into the database.
- (vii) Now close the active window. You will be returned to your desktop and you will see the new icon.
- (c) **Yearly Information Setup:** Now that the database is setup for the unit and you have created the database that you will use for the current fiscal year, you need to input the information that changes on a regular basis. Start by double clicking the shortcut on your desktop. Now maximize the window by following the instructions in sections 1.01(a)(iii) and (iv) to get to the following screen. (Example information has been input in the picture. Your information will be different, but the general layout should be the same.)

Unit's	Organization	City	State	Zip Code	Phone	UIC	Fiscal year	Commander Signature Line	Bn Commander Signature Line
A Co	276th Eng Bn	Nowhere	KA	12345-	555-8729	WEL1ST			
B Co	276th Eng Bn	Nowhere	KA	12345-	555-8654	WEL1TT			
C Co	276th Eng Bn	Nowhere	KA	12345-	555-9050	WEL1UT			
HHCo	276th Eng Bn	Nowhere	KA	12345-	555-2366	WEL1VT			
*							0		

(i) Now input the information described below:

Fiscal Year: This is used as part of the control number when you print a Leave Form from the database. Use whatever format your unit normally uses.

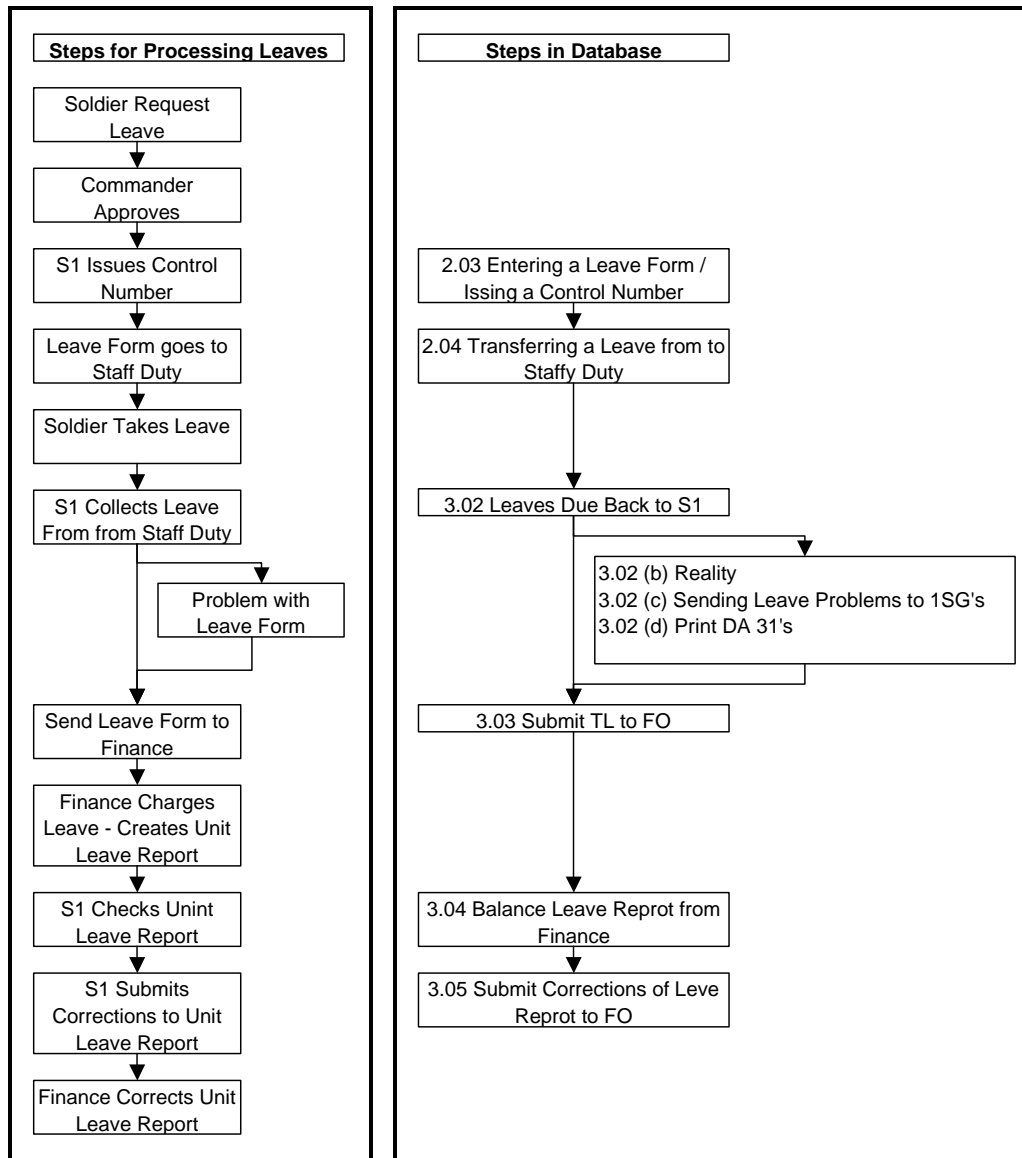
Commander Signature Line: This is a standard *two-line* signature block. IAW AR 600-8-10, the commander or designated representative is the approving authority for leaves. Whoever that is in your unit, you would put their name here. The first line is for their name; the second line is for their rank, branch, and then title.

Bn Commander Signature Line: This is the same format as the Commander Signature Line described above. In most units the Bn Commander reserves the right to approve leave over 30 days. If the soldier is taking PTDY the Bn Commander must sign it. If for what ever reason the leave form needs have the next higher headquarters signature, you will need that signature block.

(ii) Click back on the Normal View tab and you're almost done. There is only one more thing that you have to do. In order for the "Enter Leave Form" Macro to work, a blank leave had to be entered as control number "0." *After entering the firsts leave form this entry can be deleted.* To delete it simple right click on the side bar in the Leaves Due to Staff Duty with 7 days window and choose "Cut" from the drop down menu. You will be prompted to insure that you want to delete the entry. Click "Yes." That's it; the database is ready for use.

Section 1.02 Normal Leave Processing Chart vs. Steps in Database.

The following flow chart compares the normal work flow chart for processing leaves with the steps taken in the database. The paragraph numbers for each section have been included for easy reference.



Section II. Normal Users

Section 2.01 Opening the Database

- (a) Perfect world: With Microsoft Access 2000 installed properly you will be able to double click on the Leaves icon located on the desktop and the database will open of it's own accord. If this doesn't happen, you should contract your System Administrator or ISSO.
- (b) The Leaves: Database will open and the Leaves: Form will automatically open with it.

Microsoft Access

Leaves: Form

Enter New Leave Form

Search by Last Name

Search by SSN

Upcoming Leave (120 Days)

Leaves Due to Staff Duty (Within the next 7 Days)

#	Name	Start	End	Extn To	At Staff Duty
1					

Record: 1 of 1

Leaves Due Back to SI

#	Code	Name	Unit	Start	End	Extn To	Chageble Dates	# of Days Int	Remarks
				Start	End		Start	End	
0	D	Joe, G	HHC	20-Aug-01	25-Aug-01				
*	0								

Record: 1 of 1

Leave TL to FO

#	Name	Last 4	Start	End	# of Days	Date Org to FO
0						

Record: 1 of 1

Form View

NUM

- (c) The Leaves: Form is designed to be used as and should automatically become a Maximized window. If it isn't, click the Maximize button in the top right of the Leaves: Form. If the Leaves: Form window doesn't fit your screen (appear as pictured below), you should see section IV Trouble Shooting and Technical Support.

The screenshot shows the Microsoft Access interface for a database named 'Leaves:Form'. The form is divided into several sections:

- Top Left:** A sidebar with buttons: 'Enter New Leave Form', 'Search by Last Name', 'Search by SSN', and 'Upcoming Leave (120 Days)'.
- Top Right:** A 'Refresh Screen' button, highlighted by a red arrow.
- Center:** A table titled 'Leaves Due to Staff Duty (Within the next 7 Days)' with columns: #, Name, Start, End, Extn To, At Staff Duty. Below it is a record for 'Joe, G' with start date '20-Aug-01' and end date '25-Aug-01'.
- Bottom Left:** A table titled 'Chageble Dates' (sic) with columns: #, Code, Name, Unit, Start, End, Extn To, Start, End, # of Days, Int, Remarks. It shows a record for 'Joe, G' with start date '20-Aug-01' and end date '25-Aug-01'.
- Bottom Right:** A table titled 'Leave TL to FO' with columns: #, Name, Last 4, Start, End, # of Days, Date Org to FO. It shows a record for 'Joe, G'.
- Bottom Right Buttons:** 'Balance Leave Report from Finance', 'Submit Corrections of Leave Report to FO', 'Print Leave Control Log', and 'Leaves that are NOT Complete'.

(d) You are now ready to start using the database.

Section 2.02 Overview (What you are looking at)

There are two main sections that you will use on this screen. The first is the group of buttons in the upper left side. When clicked, each of these buttons will open a new window and allow you to do different things according to what window they open. Each of the buttons is labeled according to what you will be doing or at what step in the leaves processing stage you are.

The second section is the upper window that is already open. These fields allow you to input information into the database without having to open any further windows. They also allow you to view information that is important without having to remember to open and check that data each time you are in the leaves database.

Section 2.03 Entering a Leave Form / Issuing a Control Number

(a) Click the “Enter New Leave Form” button. The following window will open:

#	Code	Name, Last	Name, First	MI	SSN	Grade	Unit	Date From	Date To	Extn To
0	0	Joe	G	I	000-00-1	SGT	HHC			
0	0									

- (b) In the Computer: The top line shows you the last leave form that was entered. The only use for showing this is to insure that you use the next sequential number. Notice that the cursor is already positioned in the next record (empty line at the bottom). Simple type correct information in the fields. Most of the names are self-explanatory. The “#” field is for the leave control number and the “Code” number is for the type of leave (Ordinary, Transition, PCS, there is a drop down menu if you have problems).

NOTE: If this is the first leave form that is being entered into the database you will need to delete the entry with control number “0.” This entry was input so that the database would work properly. To delete it simple right click on the entry and choose “Cut” from the drop down menu. You will be prompted to insure that you want to delete the record, select “Yes.” It doesn’t matter which screen you delete the entry from (Enter New Leave Form or the main screen).

#	Code	Name, Last	Name, First	MI	SSN	Grade	Unit	Date From	Date To	Extn To
0	0	Joe	G	I	000-00-1	SGT	HHC			
0	0									

- (c) On the Leave Form (DA 31, block 1. Control Number): On the leave form you enter the leave control number in the following method:

Fiscal year / Control number (from computer) / UIC

01 / 378 / WA0AA0

You should also fill in the date block with today's date, if not already filled in.

- (d) Now click the "Close" button to return to the main screen. The main screen is automatically updated with the new information. If the leave form starts within the next seven days, it will show up in the "Leaves Due to Staff Duty" section. What to do if this happens is explained in the next section. If the leave form doesn't show up in the "Leaves Due to Staff Duty" section, the leave form should be filed in the suspense folders of FN 600-8-10a. These files are typically arranged by the start date of the leave. If more than one leave starts on the same day, they are typically arranged alphabetically within that date. (Follow your own local filing policies if they differ from those described in this manual.)

Section 2.04 Transferring Leave Form to Staff Duty

Normally, the leave forms stay in the filing cabinet until 7 days before it is time for that soldier to sign out on leave. The main screen shows which leave forms are due to Staff Duty within the next 7 days or where input as "Open" leaves (dates left blank). Look in the file cabinet for the leave form. Remember that the leave form was filed according to the start date of the leave, so it should be somewhere near the front by the time their leave starts. Once you have collected all the leave forms needed, use the mouse to place checks in the "At Staff Duty" check box. Place all the leave forms in the "Waiting to sign out" section of the leave box at Staff Duty. Click the "Refresh Screen" button to update the displayed information. (NOTE: The information you changed has already been stored within the database. You are only updating the information displayed on the screen.)

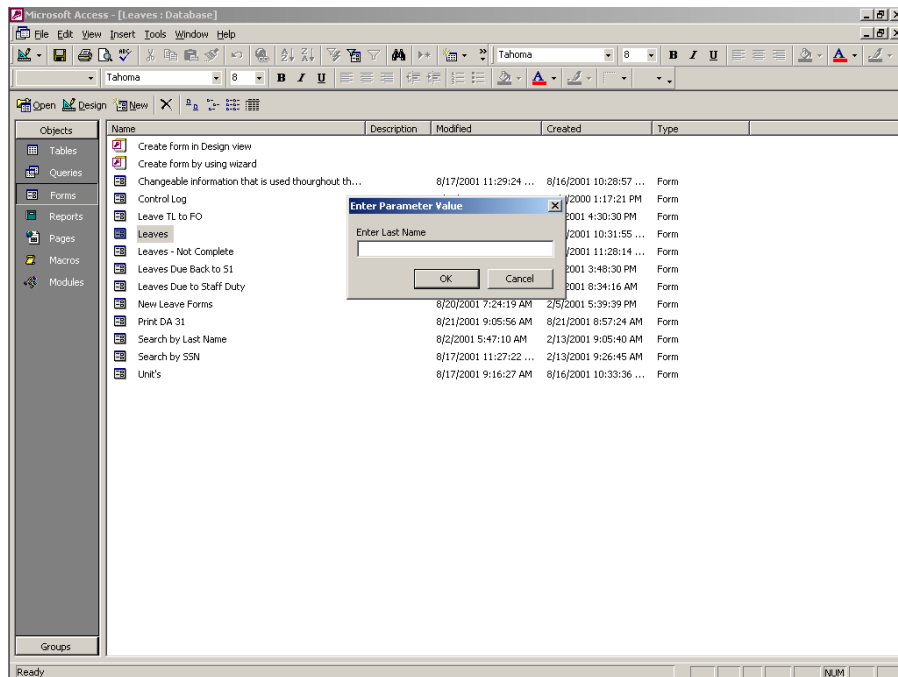
#	Name	Start	End	Extn To	At Staff Duty
0	Joe, G				<input type="checkbox"/>
*					<input type="checkbox"/>

Record: 1 of 1

Section 2.05 Searching for a Leave Form

Eventually it will be necessary to search for a leave form. It could be because they need a copy to pick up clearing papers or are have a question about how much leave they where charged. For what ever their reason there are two ways to search for it:

- (a) By Last Name. Click the "Search by Last Name" button on the main window. This will open a small window that asks you for the soldiers' last name. The search is not case sensitive, but must be spelled exactly as it was entered when the leave for was initially input into the computer. If the last name was entered wrong in either place, then the search will not be accurate. For this reason, it is better to do the search by SSN.



- (i) After typing in the soldiers last name and pressing the “Enter” key or clicking “OK,” the window pictured below will open.

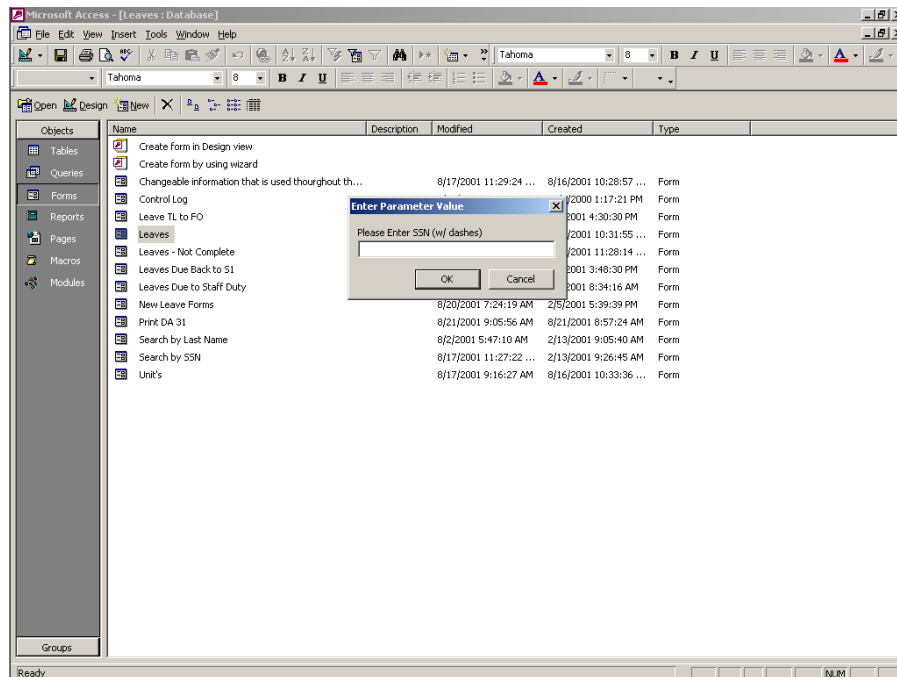
The screenshot shows the 'Search by Last Name' form in Microsoft Access. The form is titled '# Code Name' and displays a grid of leave records for a soldier named 'Dickinson Clifford'. The grid includes fields for 'Start', 'End', 'Extn To', 'At Staff Duty', 'Requested', 'Charged', 'Date processed at Finance', '# of Days', 'Date to FO', 'Completed', and 'Remarks'. The records show various leave periods and extensions.

#	Code	Name	Start	End	Extn To	At Staff Duty	Requested	Charged	Date processed at Finance	# of Days	Date to FO	Completed	Remarks
500	O	Dickinson Clifford M	19-Dec-01	25-Dec-01		<input checked="" type="checkbox"/>			26-Jan-02	3	04-Jan-02	reg	
501	O	Dickinson Clifford M	27-Mar-02	03-Apr-02		<input checked="" type="checkbox"/>				8	19-Apr-02		
710	O	Dickinson Clifford M	10-Jun-02	14-Jun-02		<input type="checkbox"/>							
*	O					<input type="checkbox"/>							

- (ii) The most of the time the information you need is located in the grid formed to the right of the soldiers’ name. It shows what days the soldier initially requested and if the soldier received an extension, it will show the date to which it was extended. Under that it shows what days the soldier was charged. The rest of the information is really only used by the leave clerk. To the leave clerk all of this information should be self-explanatory.

	Start	End	Extn To	At Staff Duty
Requested	18-Dec-00	21-Dec-00		<input checked="" type="checkbox"/>
Charged	18-Dec-00	21-Dec-00	# of Days: 4	Date to FO: 28-Dec-00
Date processed at Finance:		31-Jan-01	# of Days: 4	Completed cmd

- (iii) After viewing or editing the information you should click the “Close” button on the bottom of the screen. By using this button you will automatically update the information on the main screen.
- (b) By SSN. Click the “Search by SSN” button on the main window. This will open a small window that asks you for the soldiers SSN.



- (i) As you can see from the enlarged view below, you will have to input the SSN *with dashes*. This is the most accurate method of searching for leave forms and should be used when ever possible.

This is an enlarged view of the 'Enter Parameter Value' dialog box. It features a title bar with the text 'Enter Parameter Value' and a close button (X). The main area contains the prompt 'Please Enter SSN (w/ dashes)' above a single-line text input field. At the bottom, there are two buttons: 'OK' and 'Cancel'.

- (ii) After typing in the soldiers SSN and pressing “Enter” or clicking “OK”, you will see the same thing you would see if you did a search by last name. See Section 2.05a(i) and (ii) above.

Section 2.06 Upcoming Leaves (120 days)

During block leave, many soldier want to know if their leave form is “Good to Go”. To facilitate this you can print a report that shows all the leave forms that are ready for the next 120 days. Simply click the “Upcoming Leaves (120 days)” button. This report is non-specific. It simple lists any leave that *starts* within the next 120 days.

Section 2.07 Currently on Leave

This is a simple list of all personnel that are currently on leave. Each of these people should be signed out at the staff duty.

Section 2.08 Currently on Terminal Leave

This is a simple list of all personnel that are currently on Terminal (or Transition) Leave. This information is usually used when the S1 is calculating information on USR.

Section 2.09

Section III. Leaves Clerk

Section 3.01 General

This section is designed for the Leaves Clerk. The leaves clerk should be able to do everything that is described in the Normal User section of this manual before trying to do what is described in this section. This section is written with the presumption that the Leaves Clerk understands the normal flow of leave forms as explained in Chapter 12 of AR 600-8-10 (Personnel Absences – Leaves and Passes 1Jul94). If you need a quick reference you can look at the flowchart in Section 1.02 “Normal Leave Processing Chart vs. Steps in Database.” With those assumptions this manual will continue to explain how the database helps process the leaves. Ideally the screens shown below would contain no information. Thus showing that you are entirely up-to-date with every leave action that is required.

Section 3.02 Leaves Due Back to S1

- (a) Ideal Situation: The next step after taking the leave form out to staff duty is for the soldier to take leave. After the completion of the leave the leave form will show up on the Leaves Due back to S1 section of the main page. There are two other reason why a leave will show up in this section. First, if the leave form is open. It will stay here until you enter dates for the leave. It is then treated as a regular leave form. The second reason is if the leave is PCS or terminal. The leave form will also show up the day after a PCS or terminal leave is scheduled to sign out as that soldier will not be signing back in at this unit. Under the best of circumstances you will use this section to enter the chargeable information. After clicking the “Refresh Screen” button or closing and then re-opening the database the leave form will show up the “Leave TL to FO” section. If no further actions are required for this leave (leave form is PCS or Terminal) you should file the copy in the file box and enter your initials in the “Int” block. Once you enter *anything* in the “Int” block that leave form will not show up anywhere else in the database. If the leave form was voided you should enter “void” in the “Int” block and again the leave form will not show up again within the database. Insure that you file completed leave forms correctly.

Note: If you accidentally enter something in the “Int” block and need to change that leave form or remove that entry, you can use the Search by SSN or Search by Last Name to locate the leave form and remove the information in the “Int” block. This will cause the leave form to show up on all the regular screens and reports.

- (b) Reality: There are a few things that will stop a leave form from being completed the easy way. These things should be entered in the “Remarks” block for easy reference and for emailing to the 1SG’s. The statement in the “Remarks” block should be as clear and conscience as possible. Anybody who reads it should be able to determine the nature of the problem.
- (i) Missing Leave form. If the leave form is missing from Staff Duty and the soldier was scheduled to sign out and in at this unit, you should annotate “Leave form missing” in the “Remarks” block of the database. You can use the “Print DA 31” button to print a replacement leave form. This procedure is described in Section 3.02(d). If the leave form is missing from Staff Duty and the soldier was scheduled to only sign out (PCS / Terminal Leave) then you can prepare a PCS / Terminal Leave Memo and close the control number by placing your initials in the “Int” block.
 - (ii) Soldier did not sign in/out. If a soldier did not sign in or out then the “Approving Authority” (Commander or designated authority IAW AR 600-8-10) will have to make the call as to what to do. Basically they need to say, “Yes that soldier took the leave days that where indicated on the DA 31, charge them,” “Yes, that soldier took leave, but signed in/out on (Date),” or “No, that soldier didn’t take leave, void the leave form,” or whatever the case is. But that information has to come from the someone who has authority to approve for that soldiers leave.
 - (iii) This list of problems is not designed to be inclusive. As the leaves clerk you use your best judgment and enter a remark that will help you fix the problem.
- (c) Send Leave Problems to 1SG’s. By clicking the “Send Leave Problems to 1SG’s” button the database automatically generates a HTML page and attaches it to an email. This requires that you have an existing email address set up with your default email program. See Section IV Trouble Shooting and Tech Support if this doesn’t happen. The current

setting is to allow you to enter the “TO” email address yourself. This was done because you may not always have a problem with every company and hence may not want to send it to all the 1SG’s.

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Leaves: Form]". The main window displays a message titled "SM who have not completed leave - Message ...". The message content reads: "The following soldiers have not completed their leave for the reason indicated (must open email to see attachment)". Below the text is an attachment icon and the filename "Leaves Due Back t... (5KB)".

To the right of the message window, there is a table with columns: "Start", "End", "Extn To", and "At Staff Duty". Below this table is a "Refresh Screen" button. Further down, there is a "Send Leave Problems to 1SGs" button and a "Print DA 31" button.

At the bottom of the window, there is a table with columns: "#", "Name", "Last 4", "Start", "End", "# of Days Int", and "Remarks:". The table contains one record with the value "0" in the "#" column.

This is a close-up screenshot of the message window titled "SM who have not completed leave - Message ...". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Actions", and "Help". Below the menu bar are buttons for "Send", a disk icon, a printer icon, and a paperclip icon. A status bar at the top indicates "This message has not been sent."

The message content is displayed in a text area: "The following soldiers have not completed their leave for the reason indicated (must open email to see attachment)". Below the text area is an attachment icon and the filename "Leaves Due Back t... (7KB)".

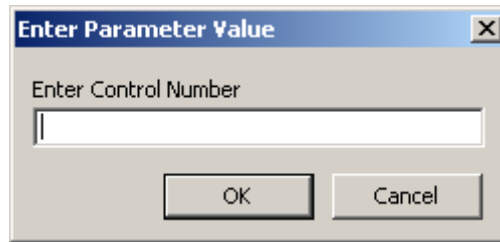
- (d) Print DA 31. If the need arises where a leave form needs to be reprinted because it was lost or destroyed, you can use the Print DA 31 button. Click the Print DA 31 button on

the main screen and then click the leave form that you need printed. You will be prompted to enter the control number of the leave form that needs to be printed.

The image displays two sequential screenshots of the Microsoft Access application window titled "Microsoft Access - [Print DA 31: Form]".

The top screenshot shows the main form interface. It features a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. Below the toolbar, there are dropdown menus for "Tahoma" and "8". The main area contains four buttons stacked vertically: "With No Signature Block", "With Company Commander Signature", "With Battalion Commander Signature", and "TDY w/ BN Commander Signature". A "Close" button is located at the bottom center. The status bar at the bottom indicates "Record: 1 of 1" and "Form View".

The bottom screenshot shows the same form interface, but with an "Enter Parameter Value" dialog box open. The dialog box has a title bar with a close button (X). It contains a text input field labeled "Enter Control Number" and two buttons: "OK" and "Cancel".

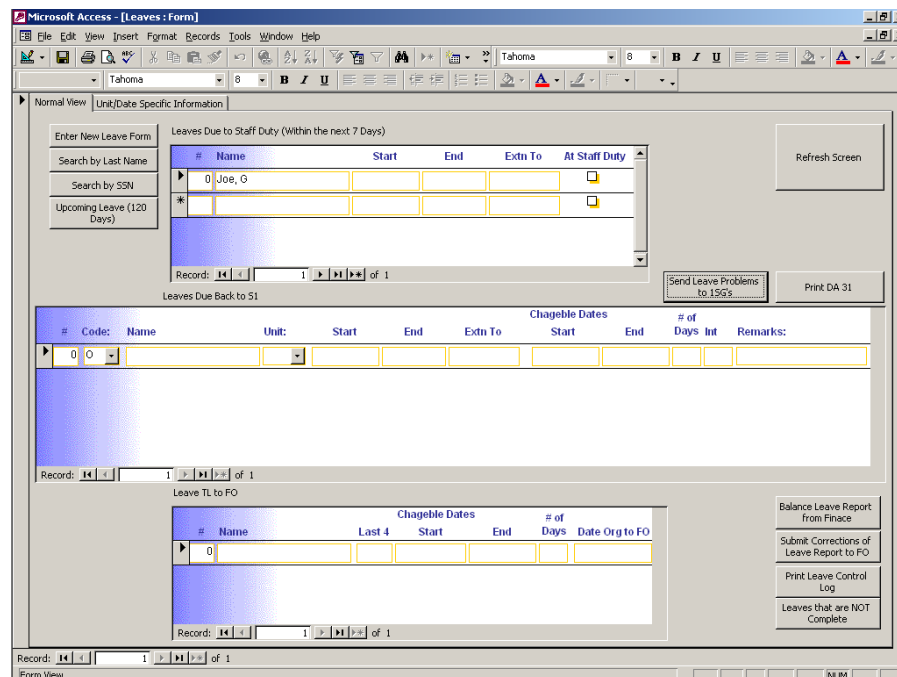


A small dialog box titled "Enter Parameter Value" with a close button (X) in the top right corner. It contains a label "Enter Control Number" above a single-line text input field. Below the input field are two buttons: "OK" and "Cancel".

- (i) With No Signature Block. This leave form will have all the information input into the database, but the signature blocks will be left blank.
- (ii) With Company Commander Signature Block. This leave form will include all the information in the database and will have the Company Commanders signature line in block 13.
- (iii) With Battalion Commander Signature Block. This is the same as above except the company commanders signature line will appear in block 12 and the battalion commanders signature line will appear in block 13.
- (iv) TDY w/ BN Commander Signature. This leave form includes the statement required by AR 600-8-10 Leaves and Passes Table 5-16 Step 3. It will then place the company commander's signature line in block 12 and the battalion commander's signature line in block 13.

Section 3.03 Submit TL to FO.

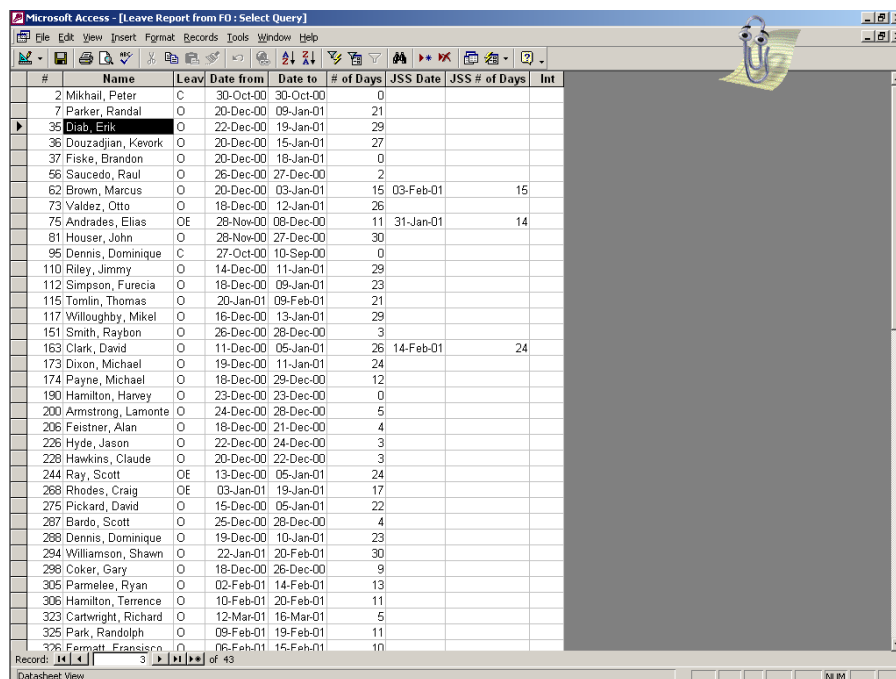
The last section of the screen shows what leave forms need to go to finance. After you return from finance you need to enter the date that you took that leave form to finance in the "Date Org to FO" block.



A screenshot of the Microsoft Access application window titled "Microsoft Access - [Leaves: Form]". The window shows a form with multiple sections for managing leave data. The top section is titled "Leaves Due to Staff Duty (Within the next 7 Days)" and contains a table with columns: #, Name, Start, End, Extn To, and At Staff Duty. Below this is a section for "Leaves Due Back to S1" with a similar table structure. The middle section is titled "Chageble Dates" and contains a table with columns: #, Code, Name, Unit, Start, End, Extn To, Start, End, # of Days Int, and Remarks. The bottom section is titled "Leave TL to FO" and contains a table with columns: #, Name, Last 4, Start, End, # of Days, and Date Org to FO. The form includes various navigation buttons like "Enter New Leave Form", "Search by Last Name", "Search by SSN", "Upcoming Leave (120 Days)", "Refresh Screen", "Send Leave Problems to 1SG's", "Print DA 31", "Balance Leave Report from Finance", "Submit Corrections of Leave Report to FO", "Print Leave Control Log", and "Leaves that are NOT Complete". The status bar at the bottom indicates "Form View" and "NUM".

Section 3.04 Balance Leave Report from Finance.

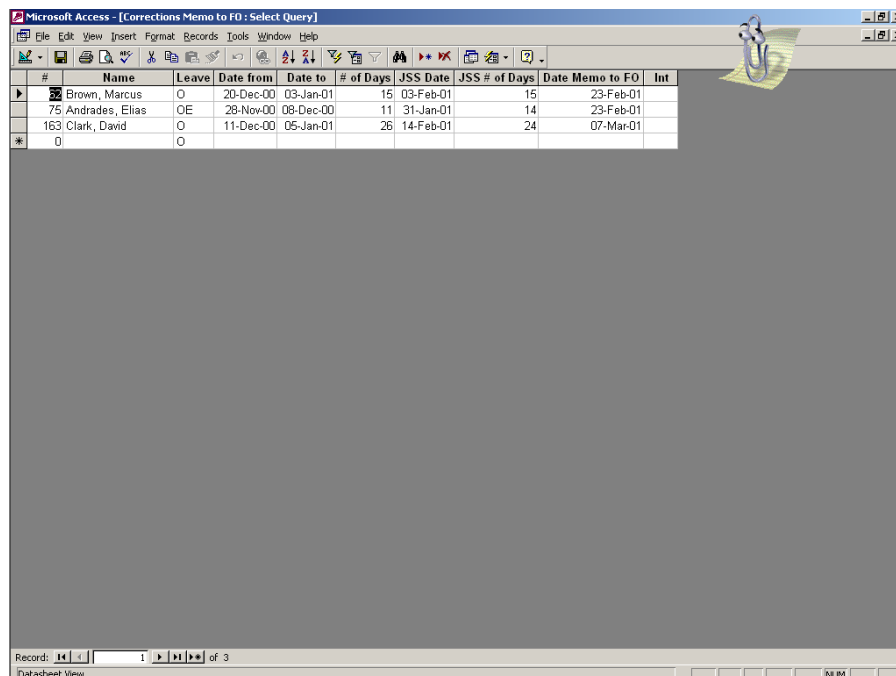
Upon receipt of the “Unit Leave Report” from finance you will need to review it for accuracy. By clicking the “Balance Leave Report from Finance” button you will open a window that shows what leave forms have gone to finance, but have not been completed (had something put in the “Int” block). The Unit Leave Report is sorted by Control Number and thus so is the Balance Leave Report from Finance screen. By looking at the names, SSN’, and control numbers you must match the entries of both reports. On the line corresponding to the correct leave you will enter the “JSS Date”. This is the date that finance entered the leave into their computer. Then you will enter the number of days that finance charged for that leave. If they charged the correct number of days, place your initials in the “Int” column. Continue until all leaves on the report are finished. If a discrepancy is found you should first check the leave form to insure that the problem is not on your end. If the problem is in the S1 data, simply correct the information in the database. If you find that your information is correct but the soldier was charge incorrectly by finance, you still need to input the information from the “Unit Leave Report” into the computer. However, *do not put anything in the “Int” block*. By inputting the Unit Leave Report information and not inputting your initials it will cause that leave form to appear on the “Submit Corrections of Leave Report to FO” section.



#	Name	Leave	Date from	Date to	# of Days	JSS Date	JSS # of Days	Int
2	Mikhail, Peter	C	30-Oct-00	30-Oct-00	0			
7	Parker, Randal	O	20-Dec-00	09-Jan-01	21			
35	Diab, Erik	O	22-Dec-00	19-Jan-01	29			
36	Douzdjian, Kevork	O	20-Dec-00	15-Jan-01	27			
37	Fiske, Brandon	O	20-Dec-00	18-Jan-01	0			
56	Saucedo, Raul	O	26-Dec-00	27-Dec-00	2			
62	Brown, Marcus	O	20-Dec-00	03-Jan-01	15	03-Feb-01	15	
73	Valdez, Otto	O	18-Dec-00	12-Jan-01	26			
75	Andrades, Elias	OE	28-Nov-00	08-Dec-00	11	31-Jan-01	14	
81	Houser, John	O	28-Nov-00	27-Dec-00	30			
95	Dennis, Dominique	C	27-Oct-00	10-Sep-00	0			
110	Riley, Jimmy	O	14-Dec-00	11-Jan-01	29			
112	Simpson, Furecia	O	18-Dec-00	09-Jan-01	23			
115	Tomlin, Thomas	O	20-Jan-01	09-Feb-01	21			
117	Willoughby, Mikel	O	16-Dec-00	13-Jan-01	29			
151	Smith, Raybon	O	26-Dec-00	28-Dec-00	3			
163	Clark, David	O	11-Dec-00	05-Jan-01	26	14-Feb-01	24	
173	Dixon, Michael	O	19-Dec-00	11-Jan-01	24			
174	Payne, Michael	O	18-Dec-00	29-Dec-00	12			
190	Hamilton, Harvey	O	23-Dec-00	23-Dec-00	0			
200	Armstrong, Lamonte	O	24-Dec-00	26-Dec-00	5			
206	Feistner, Alan	O	18-Dec-00	21-Dec-00	4			
226	Hyde, Jason	O	22-Dec-00	24-Dec-00	3			
228	Hawkins, Claude	O	20-Dec-00	22-Dec-00	3			
244	Ray, Scott	OE	13-Dec-00	05-Jan-01	24			
268	Rhodes, Craig	OE	03-Jan-01	19-Jan-01	17			
275	Pickard, David	O	15-Dec-00	05-Jan-01	22			
287	Bardo, Scott	O	25-Dec-00	28-Dec-00	4			
288	Dennis, Dominique	O	19-Dec-00	10-Jan-01	23			
294	Williamson, Shawn	O	22-Jan-01	20-Feb-01	30			
298	Coker, Gary	O	18-Dec-00	26-Dec-00	9			
305	Parmelee, Ryan	O	02-Feb-01	14-Feb-01	13			
306	Hamilton, Terrence	O	10-Feb-01	20-Feb-01	11			
323	Cartwright, Richard	O	12-Mar-01	16-Mar-01	5			
325	Park, Randolph	O	09-Feb-01	19-Feb-01	11			
326	Fernandez, Francisco	O	05-Feb-01	15-Feb-01	10			

Section 3.05 Submit Corrections of Leave Report to FO.

Each of the leave forms that have information from the “Unit Leave Report” section but do not have anything in the “Int” block will show up here. They will remain here until something is put in the “Int” block. This screen simple reminds you what errors where found. You will need to submit corrections using a Pay Inquiry or your local procedures. Don’t put your initials in the “Int” block until the leave is actually corrected.



#	Name	Leave	Date from	Date to	# of Days	JSS Date	JSS # of Days	Date Memo to FO	Int
2	Brown, Marcus	O	20-Dec-00	03-Jan-01	15	03-Feb-01	15	23-Feb-01	
75	Andrade, Elias	OE	28-Nov-00	08-Dec-00	11	31-Jan-01	14	23-Feb-01	
163	Clark, David	O	11-Dec-00	05-Jan-01	26	14-Feb-01	24	07-Mar-01	
*		O							

Section 3.06 Print Leave Control Log.

Click the “Leave Control Log” on the main screen. This is a slow process and as the year goes on the report will get longer. If you are maintaining regular backups of your database you probably don’t need to do this. This database was designed for use with a laser printer. You may encounter problems if you are using an ink jet printer. There is no way to really fix the problem without redesigning the report. That is a time-consuming process and should only be attempted by someone who is proficient with Microsoft Access. Just make sure you are using a laser printer and you shouldn’t have any problems.

Section 3.07 Changing Fiscal Years

- Completing the Database:** The database for the previous year (the one you have been using) is not complete until all the control numbers are closed out. This means that you will need to keep it active until all the leaves have completely processed through finance, including those that had to be re-submitted for corrections. You should be able to click the “Leaves Not Complete” button and have nothing displayed. A secondary way to check is to print the “Leave Control Log” and insure that the “Int” block on each line has something in it.
- Archiving the Database:** Since there are almost always questions about a past leave, it is recommended that you keep the leaves database for the previous fiscal year on your computer for about 6 months after the end of the fiscal year. This will allow you to use the search capabilities and resolve any problems that may arise. However as soon as the database is complete it should be stored in a permanent format IAW AR 600-8-10 (Leaves and Passes) and AR 625-400-2 (MARKS). This can be done on a CD or by printing a control log. If information is changed later (due to a correction) you should replace the existing archive with a new one reflecting the changes.

Section 3.08 Changing Company Commanders

It is a simple reality that units have Change of Commands. To update the signature block for the printed DA 31's, you should follow the instructions in Section 1.01 Installation and Setup (c) Yearly Information Setup. You should only change the information that needs changing.

Section IV. Trouble Shooting and Technical Support

Section 4.01 Common Problems: Here are the fixes to a few foreseen questions or common problems. Many of these problems were encountered when this database was tested. If the same question is asked repeatedly, it will end up here eventually. These questions were put in the order that they appear in the instructions manual. Common problems with installation (Section I) will be listed first, then problems with normal use of the database (Section II), problems with more advanced use of the database (Section III), and finally stuff for those that really have a problem.

(a) Problem: I messed up the initial setup instructions.

Fix 1: If you have just installed the database and were entering the information described in Section 1.01 Installation and Setup (a) Unit Setup, then this is an easy fix. Simply delete the information you entered and start over again. You delete the information by right clicking on the bar on the left of the screen and selecting Cut from the drop down menu. Do this for each record that you have entered incorrectly and then enter the correct information for the remaining units.

Fix 2: If you have already completed the instructions in Section 1.01(a) and were following the instructions in Section 1.01(b) Yearly File Setup, you can simply delete any files that you have created and then start the section over again. If you deleted the “Leave” file by accident you should look for it in the “Recycle Bin” on your desktop. You will be able to restore it and pick-up from where you left off.

Fix 3: If you have been using the database for a while and are now changing over to a new fiscal year, try using Fix 1 or Fix 2 first. If neither of these works, you will have to re-install the original database. This will not delete your current fiscal year file. It will only replace the original database and instruction manual files. However you will have to repeat Section 1.01 Installation and Setup again.

(b) Problem: I cannot see the entire main window.

Fix: This is usually a problem with the computer and not the database. The database is designed to be viewed at a resolution of 1024x768. If your computer is running a higher resolution this will not be a problem unless the screen is too small to read. If you are running a lower resolution, you may try increasing it. If you don't know how to increase the resolution, contact your ISSO or System Administrator. If you can't increase your resolution to at least 1024x768 you will have to use the scroll bars to view the whole page.

(c) Problem: I don't have an email account.

Fix: The Department of the Army will provide a Army Knowledge Online (AKO) Email to anyone who is serving in the Department of the Army (this includes National Guards and Reserves). To register for it you will need specific information about you (SSN and BASD). You can sign up for/sign in at the following web sight: www.us.army.mil.

(d) Problem: I cannot email the 1SG's with the problems.

Fix: The most common cause of this is that you don't have your default email program configured. If you just signed up for an AKO email, there are directions for setting it up at the web sight. If you have configured an email program and this still doesn't work it may be

because the program is not set as your default email program. Contact your ISSO or System Administrator for help.

- (e) Problem: When I print something that should be one page, it prints onto two (or more) pages.

Fix: Occasionally MS Access will reset the page margins within Access. I don't know why this happens, but it does. The only way to fix it is to reset the page margins to what they should be. This should only be done by someone who knows something about MS Access. You will need to enter into the Report directly. Click the design button and then choose Page Set from the File Menu. Below is a table containing the margins that database was originally set at. You may need to adjust these slightly to fit your printer.

Report Name	Margin Settings			
	Top	Bottom	Left	Right
Upcomming Leaves (120 days)	0.984	0.984	0.984	0.984
Regeust and Authority for Leave	0.25	0.25	0.25	0.25
Leave Control Log *	0.75	0.75	0.5	0.5

* = Landscape

- (f) Problem: Somebody changed the design of the database and certain buttons or functions don't work anymore or I keep getting these funny error messages asking if I want to halt the Macro.

Fix: There is only one thing that can be done if the database has been tampered with. Transfer the data to an un-tampered database. See Section 4.02 Contact Me to request information on how to do this.

Section 4.02 Contact Me: An actual user wrote this database and as such it has no definitive Tech Support. However, the original database writer can be reached by email at Clifford.Dickinson@us.army.mil. This an AKO email address and will not be affected by the soldier PCSing or transferring into the National Guard or Reserves. This email will be valid as long as the soldier remains part of the Department of the Army. As an alternative, you can visit his web sight and contract him through it (http://dickinson_design.tripod.com/military/index.html). He will be available for assistance as much as he can. He can answer questions relative to the database and how it can be used. Any suggestions for improvements or changes should be sent to him. If the change would improve that database in general, he will incorporate it into the database and post the new database on the web sight. If it is an update that will only benefit your unit, he will assist you in incorporating it into your database. However he will not provide fixes for databases that have been destroyed due to tampering with the internal workings of the database. There are simple to many variable to try and fix these databases through email or over the phone. However, he will provide you step-by-step instructions on how to transfer the existing information into an un-tampered database. That way at least you won't loose your information.