DCO's Master Tracker System Bundle

Documentation compiled and maintained by Capt Barton to aid others in understanding the system and to ensure the continuation of the systems and the force multiplication they provide.

Contents

• Authors and Contacts

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- ## Preface
  - Who Really Needs to Understand What?
    - The XO or the Company Guns so that at least one person understands the structure to be able to construct required worksheets/etc. as requirements evolve over time. Everyone else just needs to understand how to use the worksheets to be able to [effectively]() and efficiently communicate information requirements and responses to information requirements. Efficiency is doing things right; effectiveness is doing the right thing (Stanley McChrystal, [Team of Teams: New Rules of Engagement for a Complex World]())
  - Structure:
    - Workbooks are logically separated (annual training, admin, and duty) and worksheets are separated to provide ease of viewing.
    - The trackers are meant to live on Teams, which allows for all members of leadership to provide responses and communicate from wherever they are regardless of who is out of the office. This also means that XOs/etc. can bring their laptop to meetings with "live" data and are able filter/query as required immediately.
    - Tables. If you are not formatting your information as tables, you're not wrong exactly, but…formatting as tables makes writing formulas/queries human readable because you can name tables, call dynamic column ranges, etc.
    - Data validation rules are in place on certain cell ranges to prevent users from inadvertently overwriting formulas; however, those can be (re)moved easily.
    - Tables, and information in general should be constructed in such a way that it is not only easy to query answers—e.g., having separate columns for information you'll need to sort/query by (AKA 1NF)—but also in such a way that the tables are expandable should additional information be required. Plan maintainable and flexible structures to avoid "duplication of productive efforts" (Utility of Force, pg 104).
    - [Database normalization]() concepts are important to keep in mind to ensure stability and organization but is not strictly required to make our trackers conform to particular normal forms as that would make the trackers less useful as the trackers are semi-reports/visuals. Several tables are 3NF, but most are 1NF.
  - Usage:
    - We use the trackers to communicate information requirements and aggregate the captured responses.
    - We pull up the trackers in our company syncs to walk through whatever information the company's leadership needs/wants to dig into.
    - These are working documents and are meant to change and be added to. This documentation, especially the screenshots, will likely look different as components are added and rearranged.
  - Inputs:
    - The answer to the question of how to know when and where to put input. It comes down to two questions and a purpose:
    - What do I need to communicate?
      - Do I need to communicate a completion date (medical hitlist), class dates (PME), etc.
        - Look at the format of everyone else and "don't be different" like we were all told in boot camp/OCS. I need everyone to use the same format because otherwise I can't filter the tables or use formulas to calculate numbers.
    - What is the source of the data?
      - Is this cell pulling information from another cell?
        - If the source of the cell is a pull from MCTIMS or MOL then don't change the source data because we need to know the discrepancies between what we/the system are tracking. Use the comments column to communicate the discrepancy.
      - Should I update the source?
        - If the source of the cell is user input (Whole Marine tab feeding the Resident PME tab) then go correct/update the source user input.

- Just to level set about the purpose of using the master trackers on Teams: to explicitly externalize information requirements and responses so that everyone, regardless of location or schedule, can see the requirements and respond in a way that the information can be shared without manual transformations or aggregation. TLDR: keep it all written down electronically in the cloud so we can disseminate, gather, and pass up information as easily as possible.
- It’s hard to tell you what exact cells to update in what exact format, but if you ask yourself those two questions and think about why we’re using the Excel method of communicating then you should be able to communicate what you need to in the appropriate way.

- ## Master_Duty_Tracker
  - Purpose:
    - Communicate to the Company Gunny about the availability of Marines to stand duty. This is not the TEEP because training doesn't always prevent Marines from standing duty.
  - Components:
    - The **Data worksheet** is a link in SharePoint to the Master_Admin_Tracker to pull a list that is the exported Morning Report. To do this just copy/paste the cell and you can drag the cells over to get the whole table.
    - The **Duty Score worksheet** is a rolling 12-month recording of individuals duty score to help spread load the duties withing the company. DCO has a duty score table to the right that gives different weights to the different "duties."
    - The **month worksheets** are made a month or two at a time by adding/removing names as required. The days of the month have drop down menus that allow for conditional formatting to be applied because everyone is forced to use the same wording/format.
  - Structure:
    - The sections fill in their Marines duty availability using the drop-down menu, which you can edit in the data validation settings.
  - Usage:
    - Just add Marine's names to the bottom (the rules, etc. will be copied down automatically) and then sort how you want. When it's all in a table Excel keeps row integrity.
    - Update the assigned duty days and the duty score worksheet for everyone.

- ## Master_Training_Tracker
  - Purpose:
    - A user drops the appropriate MCTIMS queries in appropriate worksheet and then the workbook presents a cleaned visualization "hitlist" for the leadership to identify discrepancies and required training.
  - Components:
    - The **Summary worksheet** is a table that presents the status of annual trainings relevant to the company commander and is what is shown in company syncs.
    - The **Hitlist worksheet** is used to provide a filterable table that allows all leadership to easily reference what MCTIMS reports on the individual Marine level. The trainings are organized by calendar and fiscal year requirements, and the miscellaneous trainings like PFT, CFT, swim qualification, etc.
      - The Comments columns (add as main as you want) are used to communicate discrepancies, etc.
    - The **SANS worksheet** is a collection of tables that tracks and analyzes the completion of SANS training.
      - The table beneath the others is an exported report that Ops transfers weekly.
    - The **CY MCTIMS Pull**, **FY MCTIMS Pull**, **PFT MCTIMS Pull**, and **CFT MCTIMS Pull worksheets** are the exported population reports for the respective requirements.
      - Population reports are accessed by MCTIMS > UTM > Reports > Population.
      - Selected current scores, the trainings to queries, and assigned.
      - Export to Excel and copy/paste into the appropriate worksheet.
  - Structure:
    - The sections fill in the comments, the company office drops in the MCTIMS query exports.
    - There are data validation rules to help prevent someone from making changes where they shouldn't be made.
  - Usage:
    - Add the EDIPIs and the rest will be lookup based on that. The comments column doesn't change, so add rows when you need to add a person.
    - Create a column on the right-hand side to track whatever special things you need—e.g., ARQ completion/waivers.
    - Take the population reports (see above) and copy/paste them into the corresponding worksheets. Ignore the data validation rule that will cause a pop-up warning telling everyone else to not mess with that information.

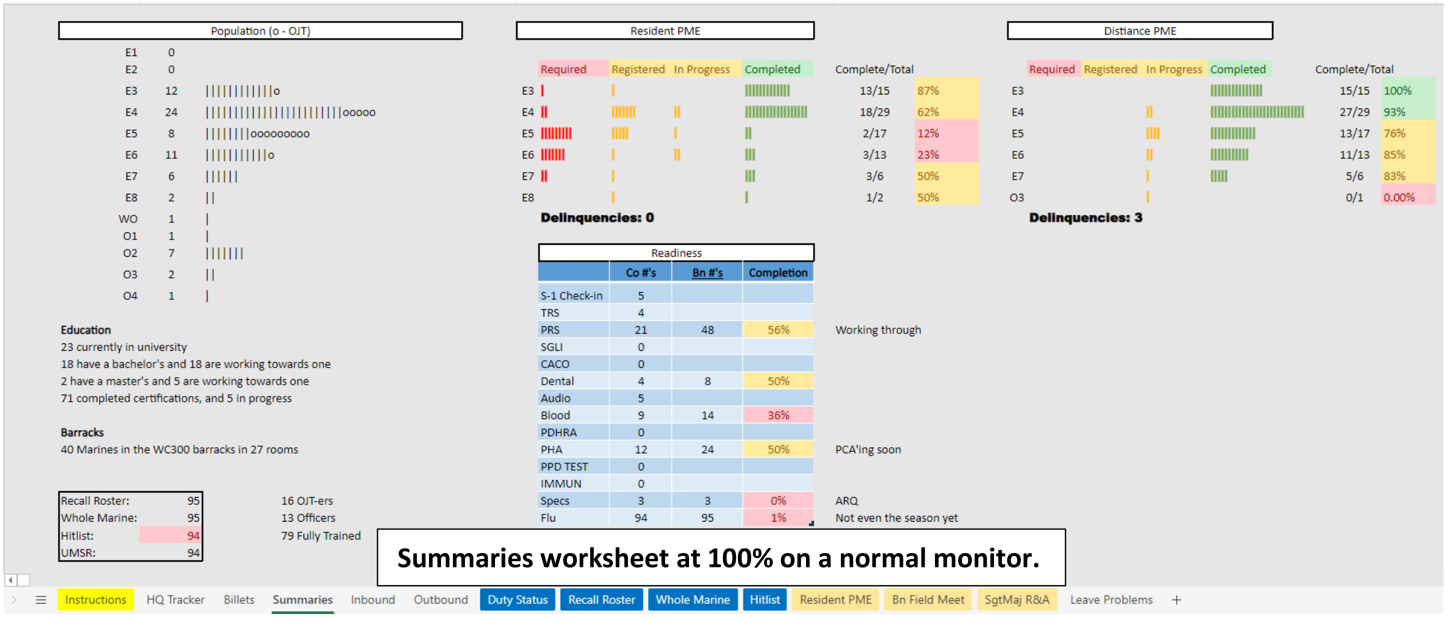
- ## Master_Admin_Tracker
  - Purpose:
    - Provides a cloud-based collaboration workspace for the dissemination, and response to, information requirements across the company enabling split-based management of the company.
  - Components:
    - The **Instructions worksheet** has the worksheets listed with some basic descriptions and instructions.
    - The **HQ Tracker worksheet** has several task trackers for the company office. This is optional obviously.
    - The **Billets worksheet** has a table that lists all of the company billets and who is the primary and alternates.
    - The **Summaries worksheet** has several visualizations that are used to quickly brief the status of PME completion and medical readiness.
      - There are population visualizations that are based on our split of 1721s and 1700s, but that can be easily changed to track other sections/MOSs.
      - The numbers to the right of each section's populations by rank are the inbound Marines that have been claimed by the respective sections.
      - Tracks PME, medical, barracks, and other useful statistics that the company staff may need.
    - The **Inbound worksheet** is the output of MOL > Reports > Content > Reports > MOL Reports > Inbound Roster filtered for just those relevant to the company.
    - The **Outbound worksheet** is the output of MOL > Reports > Content > Reports > MOL Reports > Outbound Roster filtered for just those relevant to the company.
    - The **Duty Status worksheet** has a table that tracks the dates and status of
      - Light duty, limited duty, etc.
      - Secondary Caregiver Leave
      - SkillBridge
    - The **Recall Roster worksheet** has some basic information about Marines that would be useful for a recall. There is also a summarized presentation of the Morning Report for ease of access and dates used for calculating PME and TRS requirements.
      - The list at the bottom is a spill of the Morning Report and is used with conditional formatting to highlight duplicate values.
    - The **PERSTAT worksheet** is where the exported Morning Report and Unit Leader Reports that fill in elsewhere in the tracker.
      - The lists at the bottom are a spill of the previous Morning Reports and are used with conditional formatting to highlight duplicate values. We need to make sure if someone falls off the Morning Report that we don't just lose all of their information.
      - The statistics are on the right for the Bn briefs, the Morning Report is in the middle for duty statuses, and the "View Reports" is on the left to pull EASs.
    - The **Whole Marine worksheet** is where all PME, auxiliary duties, and cyberspace training/education of individual Marines. The PME due dates are automatically tracked and use conversions and lookup tables to determine the timeframe and required PME (dates disappear if the PME requirements are met)
      - You can track whatever is meaningful to your situation.
    - The **Hitlist worksheet** is where the company office marks (with an "X") what the battalion medical is saying is required, and where the sections mark (with the date) when the tasks were completed.
      - There is a column all the way on the right that is for copy/pasting for battalion reporting. It concatenates the dates complete with the descriptors. This column isn't necessary and doesn't get used all that much anymore.
    - The **Resident PME worksheet** is where we tracked the dates for the BC-directed PME plan. This information may be moved to another worksheet, but it may just stay active.

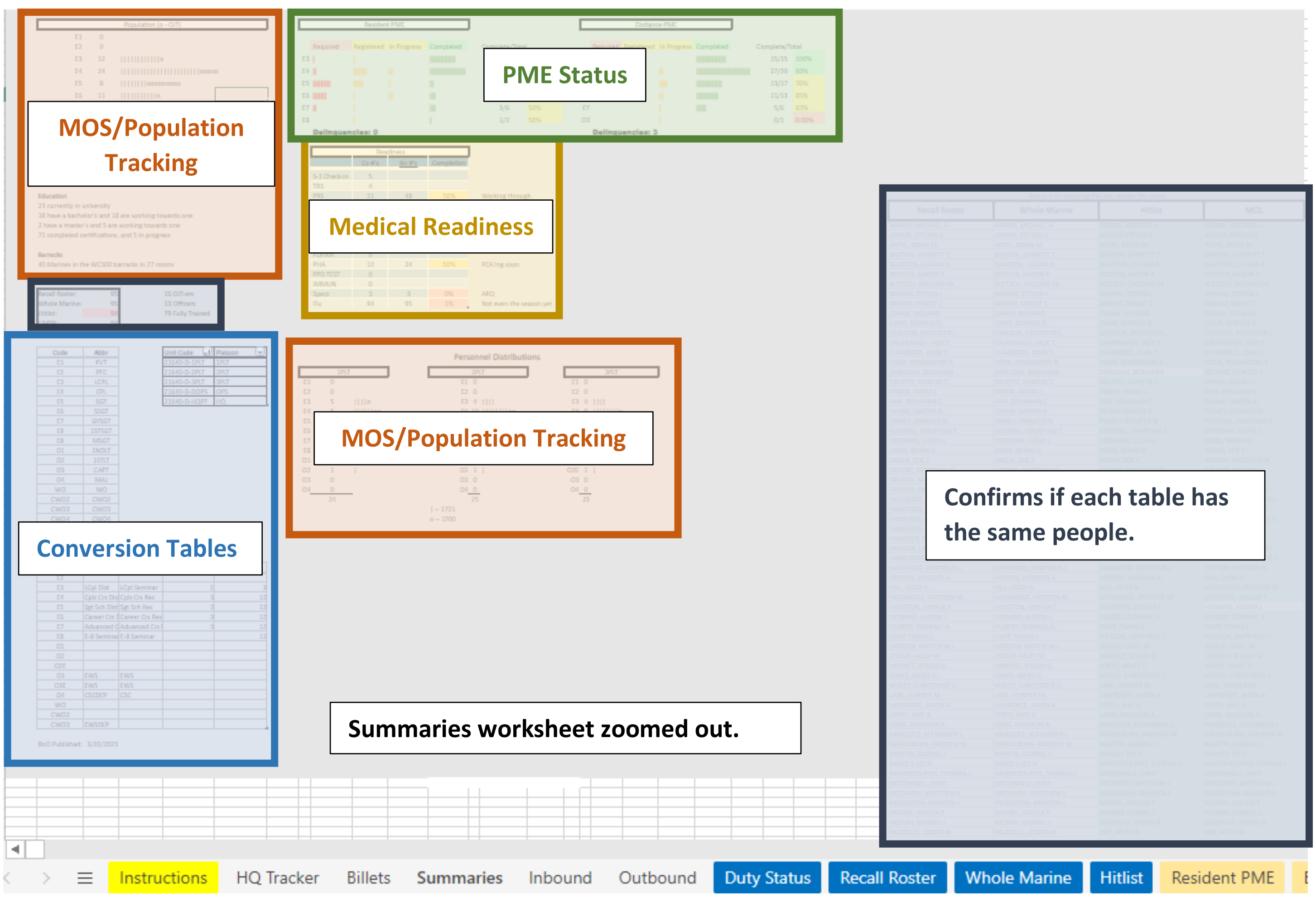
        - The **<u>Event worksheets</u>** are where rosters for events and teams for events are marked. The names are copy/pasted from the Hitlist and then each column in the table is a different event with a comments column for the reason why someone is “No-Go.”
            - The section at the top will give you a copy/paste-able sentence if someone wants a quick progress update.
    - Structure:
        - We’ve been utilizing the schema of blue worksheets are the main administrative tools, yellow requires inputs, green is completed/sent up, and we hide old rosters until we’re sure we don’t need to recall who did what then we delete it.
    - Usage:
        - You’ll need to manually add new joins to the bottom of the Recall Roster (name, number, address), Whole Marine (name, what PME they’ve completed, and all the items to right), and Hitlist (name) tabs but much of the info is pulled from MOL.
        - The PERSTAT tab is where you’ll copy/paste the morning report and the output from “Unit Leaders > Reports” which grabs their MOS and EAS. We do these to help track new joins, numbers from TAD/etc., MOS, and EAS (for TRS calculation).
        - Add pages as needed for event rosters.

• Selected Screenshots

I sanitized the trackers so here are some screenshots of them populated to demonstrate their functioning visualizations.

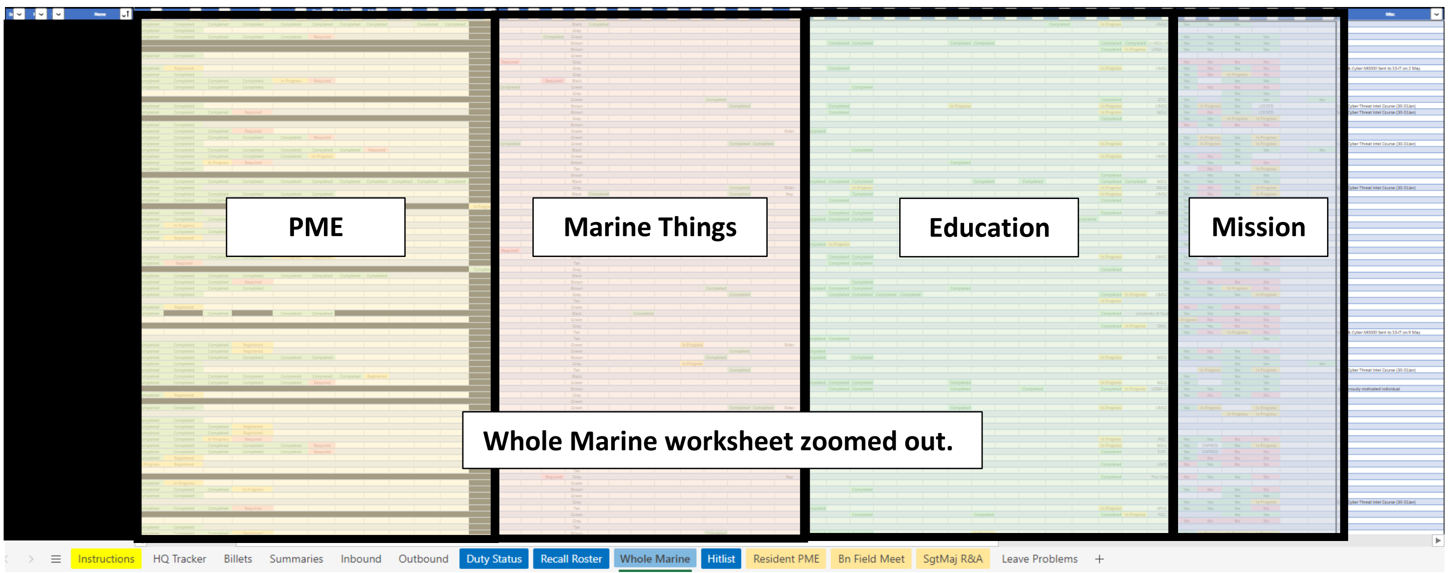
Admin Tracker Summaries:



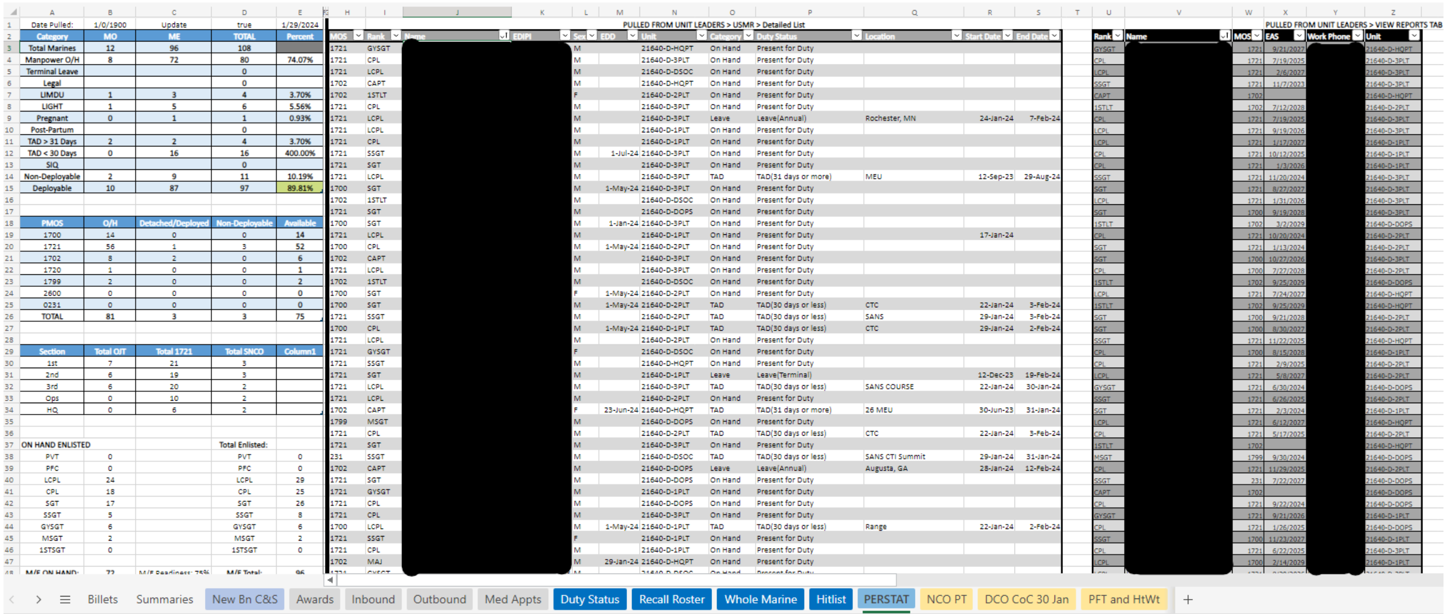


Admin Tracker Whole Marine:

Admin				PME														
Sectio	MOS	Grad	Name	Dist Days Left	Res Due Date	Res Days Left	LCpl Dis	LCpl Seminar	Cpls Crs Dis	Cpls Crs Res	Sgt Sch Dis	Sgt Sch Res	Career Crs Dis	Career Crs Res	Advanced Crs Dist	Advanced Crs Res	E-8 Semin	SJEPME
HQ	1721	E6	[redacted]		05/18/24	253	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Required				
2PLT	1721	E4	[redacted]				Completed	Completed	Completed	Completed								
OPS	1721	E7	[redacted]		03/20/24	194	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Required		
2PLT	1721	E6	[redacted]		04/22/24	227	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In Progress				
1PLT	1721	E5	[redacted]	-80	03/20/24	194	Completed	Completed	Completed	Completed	In Progress	Required						
2PLT	1721	E4	[redacted]				Completed	Completed	Completed	Completed								
N/A	1702	O2	[redacted]	[redacted]														
OPS	1799	E8	[redacted]				Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
2PLT	1721	E4	[redacted]				Completed	Completed	Completed	Completed								
1PLT	1721	E6	[redacted]				Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed				
OPS	231	E6	[redacted]				Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed				
OPS	1702	O3	[redacted]	[redacted]														
OPS	1721	E4	[redacted]				Completed	Completed	Completed	Completed								
OPS	1721	E7	[redacted]	23	07/01/24	297	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In Progress	Required		
OPS	1721	E4	[redacted]		03/20/24	194	Completed	Completed	Completed	In Progress								
1PLT	1700	E6	[redacted]		03/28/24	202	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In Progress				
3PLT	1721	E4	[redacted]		03/20/24	194	Completed	Completed	Completed	Registered								
1PLT	1700	E3	[redacted]				Completed	Completed										
3PLT	1721	E3	[redacted]				Completed	Completed										
1PLT	1721	E6	[redacted]	35	07/13/24	309	Completed	Completed	Completed	Completed	Completed	Completed	In Progress	Registered				
1PLT	1721	E4	[redacted]		03/20/24	194	Completed	Completed	Completed	Required								
HQ	1702	O4	[redacted]	[redacted]														
OPS	1721	E7	[redacted]				Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed		
3PLT	1721	E5	[redacted]		06/10/24	276	Completed	Completed	Completed	Completed	Completed	Required						
2PLT	1700	E5	[redacted]				Completed	Completed	Completed	Completed	Completed	Completed						
2PLT	1721	E4	[redacted]				Completed	Completed	Completed	Completed								
1PLT	1721	E3	[redacted]		09/23/23	15	Completed	Registered										
3PLT	1721	E4	[redacted]		08/05/24	332	Completed	Completed	Completed	Registered								
3PLT	1702	O2	[redacted]	[redacted]					Completed	[redacted]	Completed	[redacted]	Completed	Completed	[redacted]			
2PLT	1721	E3	[redacted]				Completed	Completed										
1PLT	1702	O2	[redacted]	[redacted]														



Admin Tracker PERSTAT:



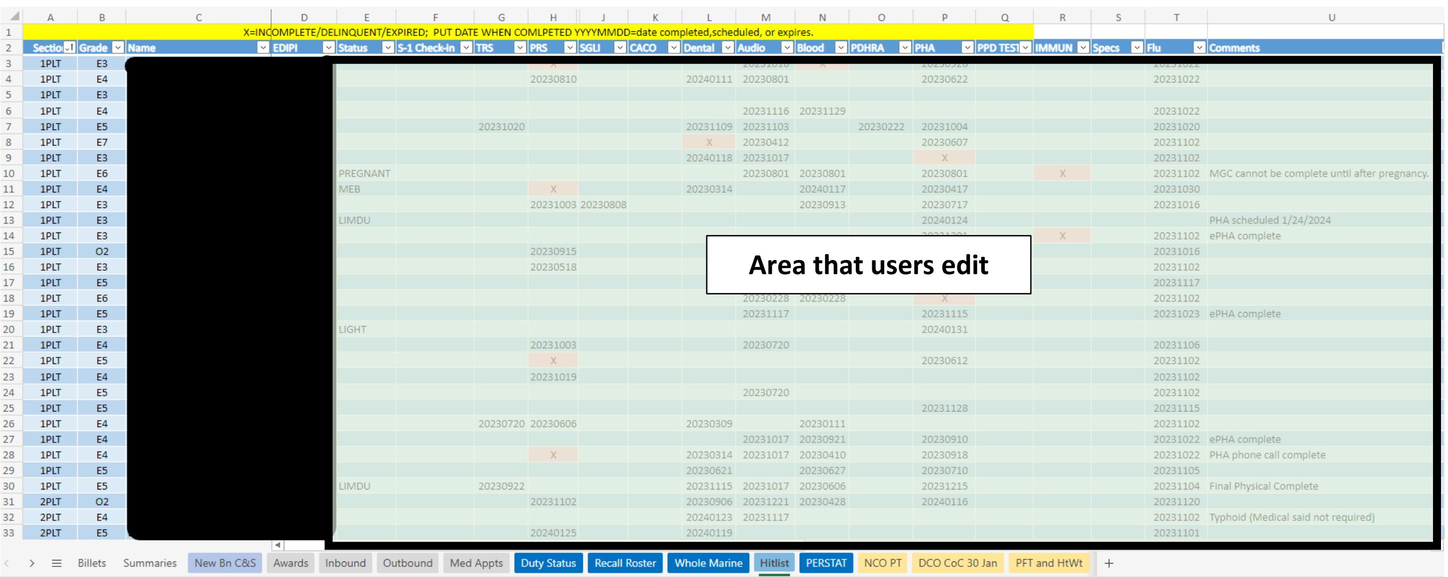
Date Pulled:	1/0/1900	Update	true	1/29/2024
Category	MO	ME	TOTAL	Percent
Total Marines	12	96	108	
Manpower O/H	8	72	80	74.07%
Terminal Leave			0	
Legal			0	
LIMDU	1	3	4	3.70%
LIGHT	1	5	6	5.56%
Pregnant	0	1	1	0.93%
Post-Partum			0	
TAD > 31 Days	2	2	4	3.70%
TAD < 30 Days	0	16	16	400.00%
SIQ			0	
Non-Deployable	2	9	11	10.19%
Deployable	10	87	97	89.81%

PMOS	O/H	Detached/Deployed	Non-Deployable	Available
1700	14	0	0	14
1721	56	1	3	52
1702	8	2	0	6
1720	1	0	0	1
1799	2	0	0	2
2600	0	0	0	0
0231	0	0	0	0
TOTAL	81	3	3	75

Section	Total OJT	Total 1721	Total SNCO	Column1
1st	7	21	3	
2nd	6	19	3	
3rd	6	20	2	
Ops	0	10	2	
HQ	0	6	2	

ON HAND ENLISTED			Total Enlisted:	
PVT	0		PVT	0
PFC	0		PFC	0
LCPL	24		LCPL	29
CPL	18		CPL	25
SGT	17		SGT	26
SSGT	5		SSGT	8
GYSGT	6		GYSGT	6
MSGT	2		MSGT	2
1STSGT	0		1STSGT	0
M/F ON HAND:	72	M/F Readiness: 75%	M/F Total:	96

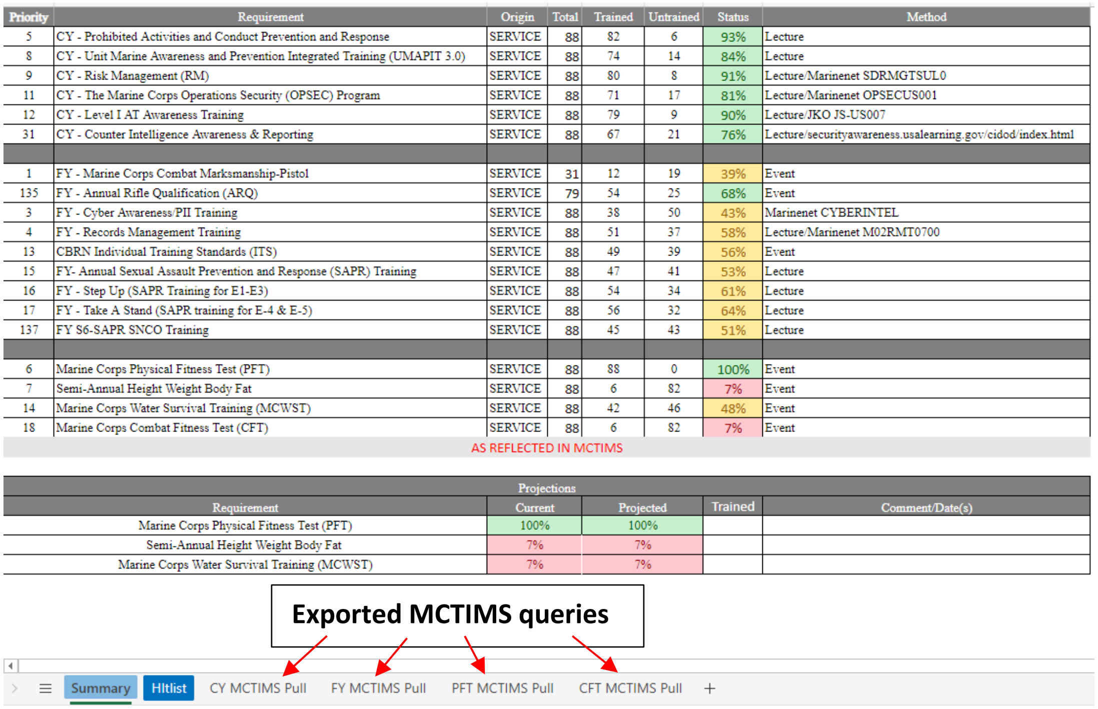
Admin Tracker Hitlist:



X=INCOMPLETE/DELINQUENT/EXPIRED; PUT DATE WHEN COMLPETED YYYYMMDD=date completed,scheduled, or expires.

Section	Grade	Name	EDIPI	Status	S-1 Check-in	TRS	PRS	SGLI	CACO	Dental	Audio	Blood	PDHRA	PHA	PPD TEST	IMMUN	Specs	Flu	Comments
1PLT	E3	[redacted]					X				[illegible]	X		[illegible]				[illegible]	
1PLT	E4	[redacted]					20230810			20240111	20230801			20230622				20231022	
1PLT	E3	[redacted]																	
1PLT	E4	[redacted]									20231116	20231129						20231022	
1PLT	E5	[redacted]				20231020				20231109	20231103		20230222	20231004				20231020	
1PLT	E7	[redacted]								X	20230412			20230607				20231102	
1PLT	E3	[redacted]								20240118	20231017			X				20231102	
1PLT	E6	[redacted]		PREGNANT							20230801	20230801		20230801		X		20231102	MGC cannot be complete until after pregnancy.
1PLT	E4	[redacted]		MEB			X			20230314		20240117		20230417				20231030	
1PLT	E3	[redacted]					20231003	20230808				20230913		20230717				20231016	
1PLT	E3	[redacted]		LIMDU										20240124					PHA scheduled 1/24/2024
1PLT	E3	[redacted]												[illegible]		X		20231102	ePHA complete
1PLT	O2	[redacted]					20230915											20231016	
1PLT	E3	[redacted]					20230518											20231102	
1PLT	E5	[redacted]																20231117	
1PLT	E6	[redacted]									20230228	20230228		X				20231102	
1PLT	E5	[redacted]									20231117			20231115				20231023	ePHA complete
1PLT	E3	[redacted]		LIGHT										20240131					
1PLT	E4	[redacted]					20231003				20230720							20231106	
1PLT	E5	[redacted]					X							20230612				20231102	
1PLT	E4	[redacted]					20231019											20231102	
1PLT	E5	[redacted]									20230720							20231102	
1PLT	E5	[redacted]												20231128				20231115	
1PLT	E4	[redacted]				20230720	20230606			20230309		20230111						20231102	
1PLT	E4	[redacted]									20231017	20230921		20230910				20231022	ePHA complete
1PLT	E4	[redacted]					X			20230314	20231017	20230410		20230918				20231022	PHA phone call complete
1PLT	E5	[redacted]								20230621		20230627		20230710				20231105	
1PLT	E5	[redacted]		LIMDU		20230922				20231115	20231017	20230606		20231215				20231104	Final Physical Complete
2PLT	O2	[redacted]					20231102			20230906	20231221	20230428		20240116				20231120	
2PLT	E4	[redacted]								20240123	20231117							20231102	Typhoid (Medical said not required)
2PLT	E5	[redacted]					20240125			20240119								20231101	

Training Tracker Summary:

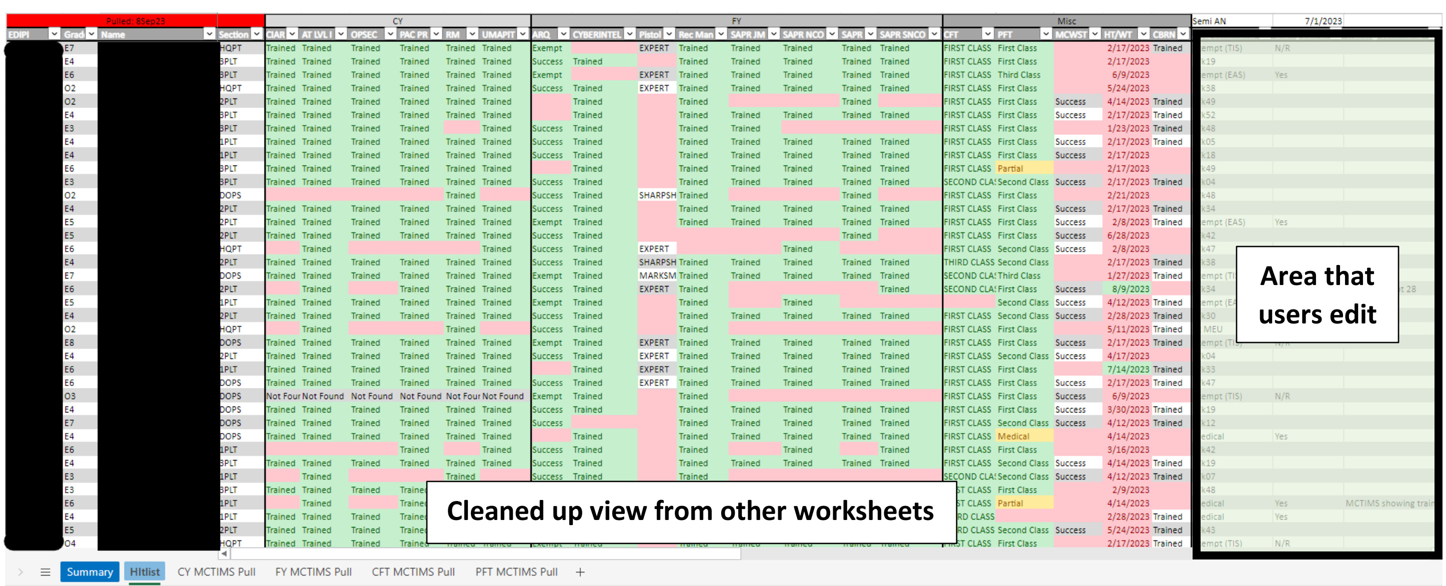


Priority	Requirement	Origin	Total	Trained	Untrained	Status	Method
5	CY - Prohibited Activities and Conduct Prevention and Response	SERVICE	88	82	6	93%	Lecture
8	CY - Unit Marine Awareness and Prevention Integrated Training (UMAPIT 3.0)	SERVICE	88	74	14	84%	Lecture
9	CY - Risk Management (RM)	SERVICE	88	80	8	91%	Lecture/Marinenet SDRMGTSUL0
11	CY - The Marine Corps Operations Security (OPSEC) Program	SERVICE	88	71	17	81%	Lecture/Marinenet OPSECUS001
12	CY - Level I AT Awareness Training	SERVICE	88	79	9	90%	Lecture/JKO JS-US007
31	CY - Counter Intelligence Awareness & Reporting	SERVICE	88	67	21	76%	Lecture/securityawareness.usalearning.gov/cidod/index.html
1	FY - Marine Corps Combat Marksmanship-Pistol	SERVICE	31	12	19	39%	Event
135	FY - Annual Rifle Qualification (ARQ)	SERVICE	79	54	25	68%	Event
3	FY - Cyber Awareness/PII Training	SERVICE	88	38	50	43%	Marinenet CYBERINTEL
4	FY - Records Management Training	SERVICE	88	51	37	58%	Lecture/Marinenet M02RMT0700
13	CBRN Individual Training Standards (ITS)	SERVICE	88	49	39	56%	Event
15	FY- Annual Sexual Assault Prevention and Response (SAPR) Training	SERVICE	88	47	41	53%	Lecture
16	FY - Step Up (SAPR Training for E1-E3)	SERVICE	88	54	34	61%	Lecture
17	FY - Take A Stand (SAPR training for E-4 & E-5)	SERVICE	88	56	32	64%	Lecture
137	FY S6-SAPR SNCO Training	SERVICE	88	45	43	51%	Lecture
6	Marine Corps Physical Fitness Test (PFT)	SERVICE	88	88	0	100%	Event
7	Semi-Annual Height Weight Body Fat	SERVICE	88	6	82	7%	Event
14	Marine Corps Water Survival Training (MCWST)	SERVICE	88	42	46	48%	Event
18	Marine Corps Combat Fitness Test (CFT)	SERVICE	88	6	82	7%	Event

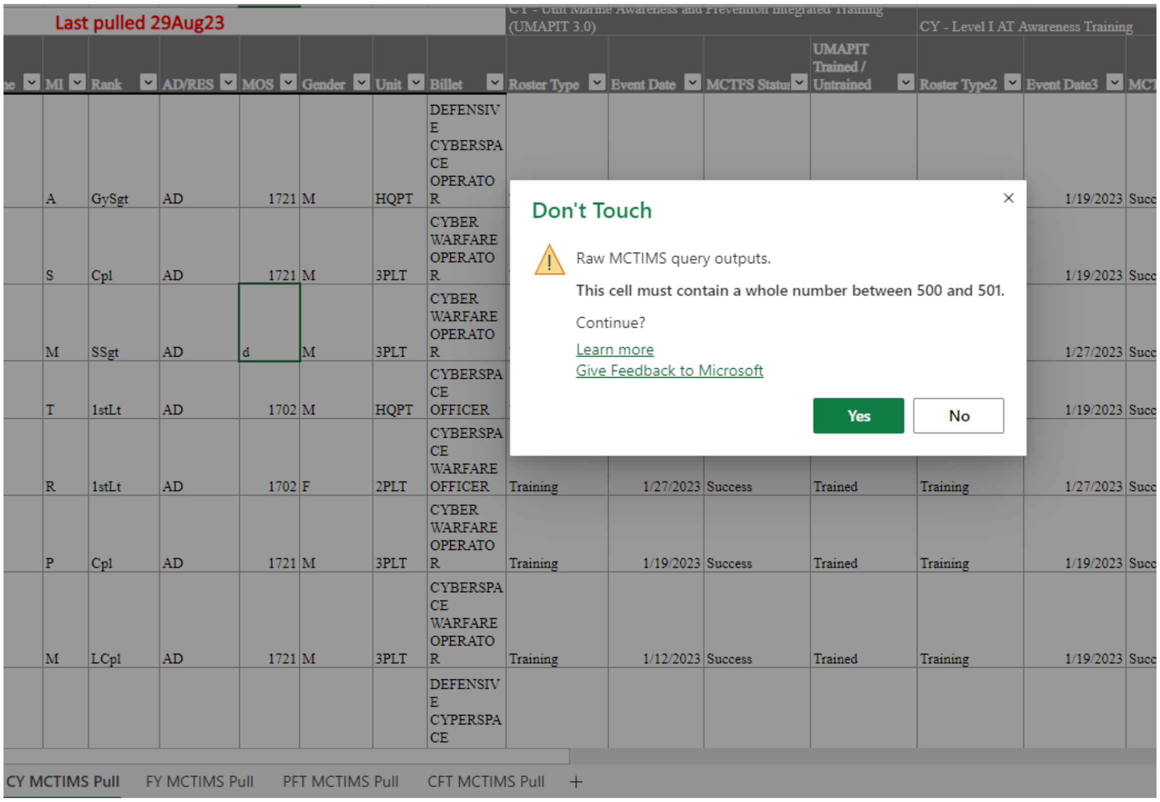
AS REFLECTED IN MCTIMS

Requirement	Projections: Current	Projections: Projected	Trained	Comment/Date(s)
Marine Corps Physical Fitness Test (PFT)	100%	100%		
Semi-Annual Height Weight Body Fat	7%	7%		
Marine Corps Water Survival Training (MCWST)	7%	7%		

Training Tracker Hitlist:



Training Tracker MCTIMS Exports Data Validation:



- ## Formula Methodology
  - XLOOKUP functions are the main function to pull data based on either the name or the EDIPI. This is why it is important to have the names in the trackers reflect *exactly* as they do in MOL. Utilizing XLOOKUPs in this way prevents information being required to be entered more than once.
    - Member's EDIPIs are utilized mostly for looking up values; however, member's names are also used to look up values. The reason for this is MOL does not always provide the EDIPI, and the names are unique enough to work for these trackers.
  - If information is required in a particular format or is aggregated from information already possessed, then the information requirement should be fulfilled programmatically.
  - We try not to have information put in twice, so if information is already input somewhere we try to use formulas/lookups to pull it where we need it.
  - Be careful of how XLOOKUPs and direct table references will fill a table and whether the comments made by users will still be appropriately located with their associated individual. If you just use a direct "=Table1[Column1]" then the printout will be what Table1 is at that exact moment and the comments associated will not be reordered when Table1 is resorted/modified. This is why XLOOKUPs are generally better as the EDIPIs or Names can be added manually and utilized as the primary key for that table such that all of the required information can be looked up and the user comments will remain appropriately associated.
  - Because of the way Excel copy/pastes method it is best to "paste values" so that just the value is transferred and not any weird formatting that will cause issues for the formulas.
    - Sometimes cells get automatically formatted to text, which causes the XLOOKUPs not to work. Just change the format type, click into the cell you just reformatted, and hit enter then all the XLOOKUPs should work.

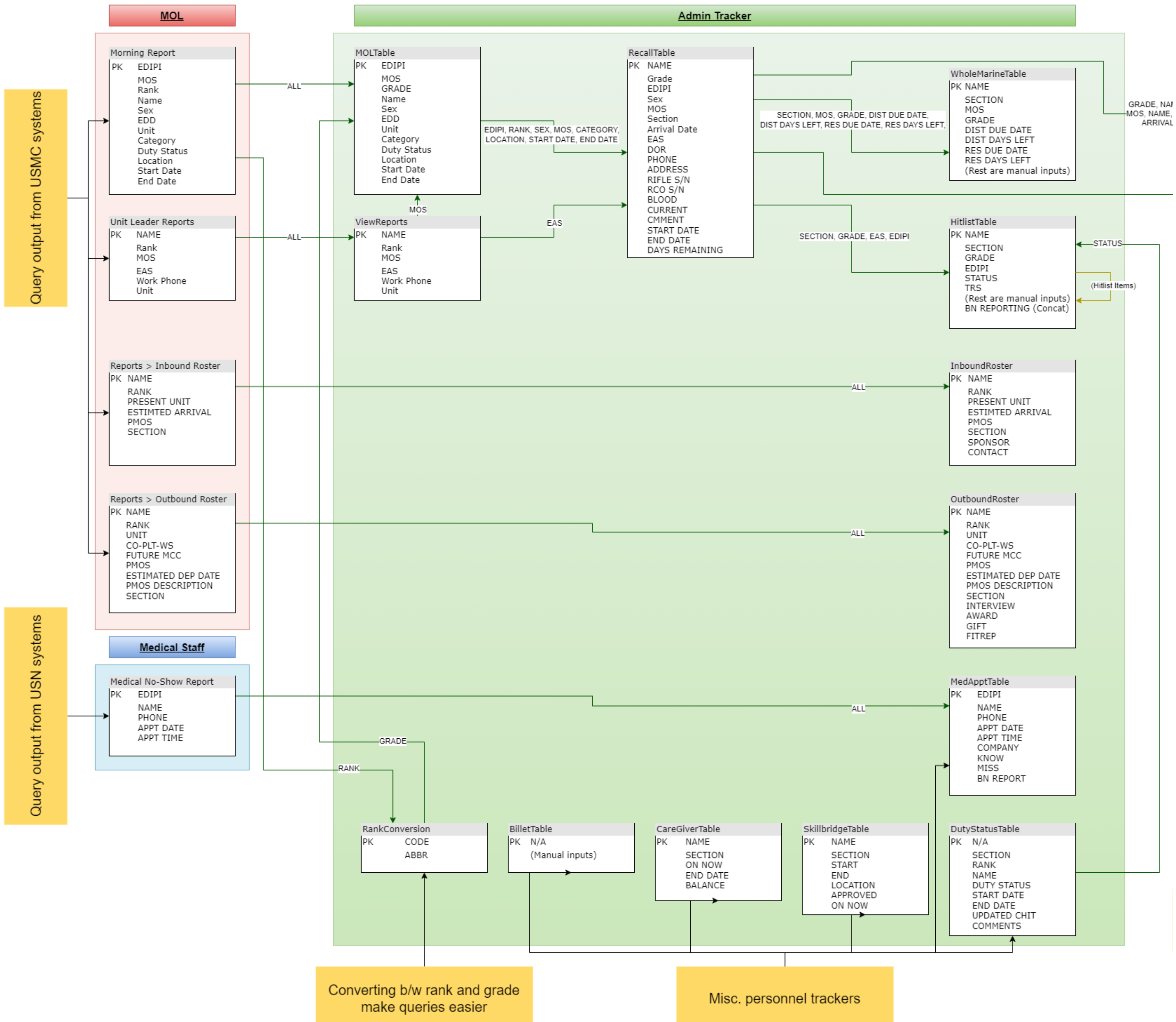
- ## Adding Individuals to the Trackers
  - The gist is to collect their basic recall info, PME info, and get them on the different trackers/channels so that we can make sure they populate everywhere they need to.
  - ### Admin Tracker
    - #### Recall Roster:
      - Rank
      - Name
      - EDIPI
      - Section
      - Date of Arrival
      - Phone Number
      - Address
      - Blood Type
      - Once they are populating on MOL:
        - They will be on the morning report, but make sure their name is the same, so the lookups work correctly.
        - Go to MOL > Unit Leaders > Reports and copy and paste their row as text under the last row of the table (the tables with resize to incorporate the new data) to the right of the morning report on the PERSTAT tab.
    - #### Whole Marine
      - Rank
      - Name
      - Section
      - **Ask about all columns and ensure to tell them about the battalion's PME order.**
        - It's hard to get the platoons to fill this page in, so head shed does it when they check in to ensure we have the information and statistics for everyone.
    - #### Hitlist
      - Rank
      - Name
      - EDIPI
      - Ensure to tell them that they can/should check MOL > Personal Tab > IMR.
    - #### [Event Rosters]
      - Add the appropriate data to the event rosters.
  - ### Training Tracker
    - This is left to the platoons to track until the individual populates on MCTIMS.
  - ### Duty Tracker
    - Rank
    - Name
    - Availability (this is on the receiving platoon)
  - ### Discord
    - Ensure they're on the DCO Discord server, have the correct roles, and show them the welcome chat and its contents.
  - ### Map of Battalion
    - Show them the map of the battalion behind the office door so they can reference it later as they're searching for signatures.
  - ### In/outbound Trackers
    - These are pulled with Command Profile or MOL > Reports.

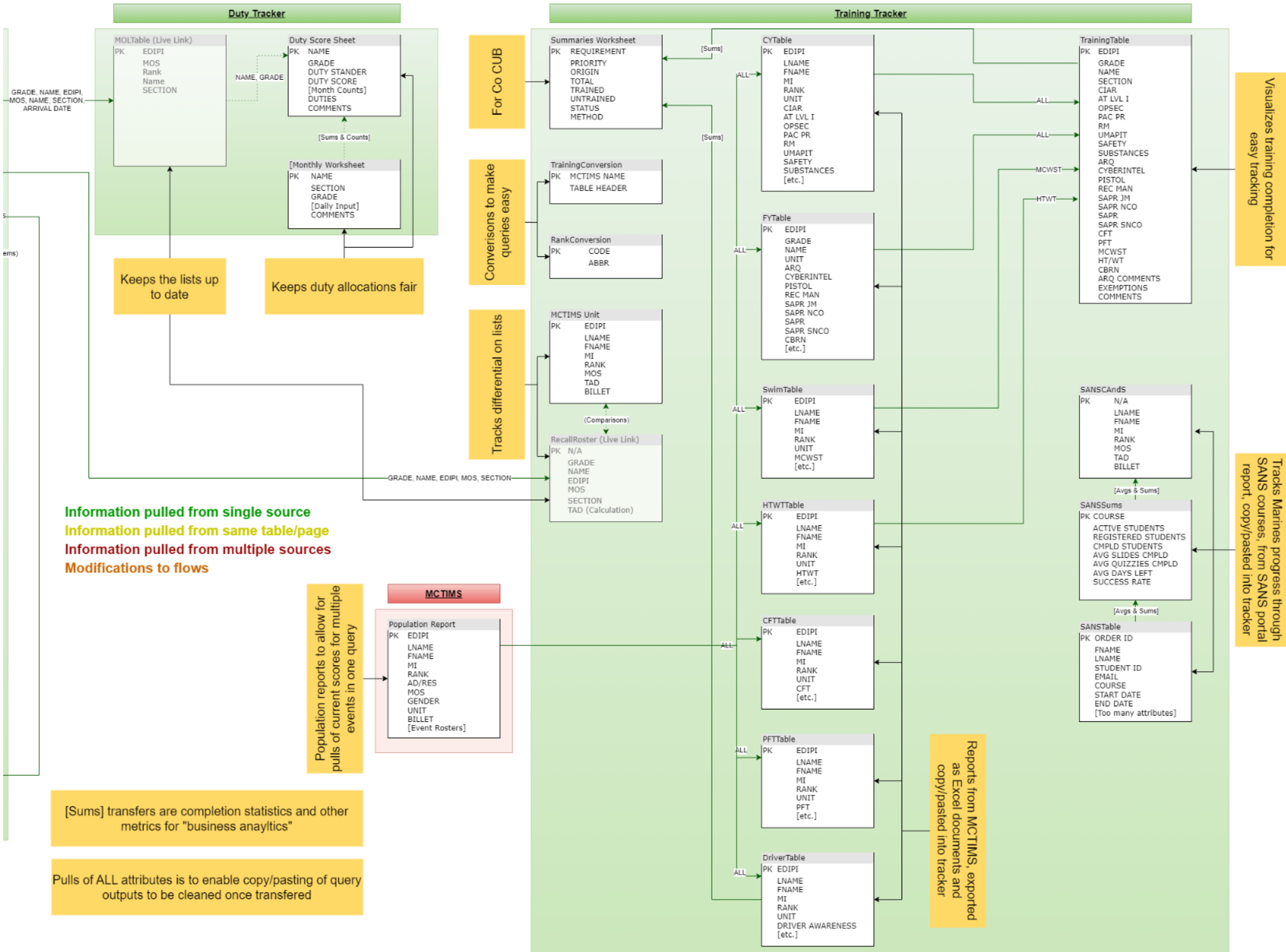
- Just add the new names/dates under the table and the tables with resize to incorporate the new data.

- ## Transferring Queries
  - ### Admin Tracker
    - Morning Report
      - Submit the morning report (MOL > Unit Leaders > USMR > Status Summary > (Select company) Submit OR MOL > Unit Leaders > USMR > Detail Summary > Submit)
      - Sort the morning report by name to keep the order of names the same and easy to search if there are errors.
      - Just below the MOL menu tabs there is a button labeled “XLSX” to export the morning report as an Excel document.
      - Open the Excel document and select the from the first row/column to the last row/column (excluding the headers because the headers are already in the tracker).
      - Paste the selected cells with “paste values” to avoid pasting any odd formatting over the MOLTable PERSTAT worksheet).
    - View Reports
      - MOL > Unit Leaders > Reports
      - Find the individual you need to add.
      - Highlight their entire row and copy.
      - Below the ViewReports table, “paste values” (the table with automatically resize to encompass the new row.
    - Medical Appointments
      - Copy/”paste values” the Excel that medical emails.
      - The table searches the EDIPIs to label DCO Marines.
      - Filter my DCO to remove other companies from the view.
        - Make the appropriate comments to log missed appointments/etc.
    - In/outbound Rosters
      - MOL > Reports >
      - Command Profile >
      - These you will have to either review manually, or paster below the table and remove duplicates. If the Marine has been contacted and provides an accurate departure or arrival date, then do not overwrite their input with what HQMC says.
      - Update the dates, etc. using the “new joins” and “check-ins” Discord chats.
    - Hitlist Table
      - Medical sends out a hitlist and posts it in 8thCommBn (Teams) > General > Medical.
      - This worksheet needs to be updated manually, noting any items that the Marine has completed that Medical is still showing the Marine requires.
      - Capital X’s should mark required items, which should be replaced by the completion date or appointment date in the YYYYMMDD format.
      - Comments can be made in the comments column. When the ePHAs are complete the comments column should contain “ePHA complete” and the PHA column should have the date of the ePHA. Once the PHA phone call is complete, the PHA phone call date should replace the ePHA date.
    - Duty Status Worksheet
      - These are manually filled in and track information that the company staff and battalion needs to be tracking on.

- Training Tracker
  - MCTIMS Unit
    - MCTIMS > Home (drop down) > UTM (Unit Training Manager) > Unit > (export)
    - "Paste values"
  - Population Reports
    - MCTIMS > Home (drop down) > UTM (Unit Training Manager) > IMM (tab that drops down) > Population Report
    - Select the current score radial button
      - This option allows the querying of multiple training types at once.
    - Select all the CY, FY, etc. that are required.
      - Can type "CY" or "FY" in the search bar to bring up all training that contain those letters.
    - Adjust the to and from dates to match the trainings being queried.
    - Run the query and ensure that the trainings are in the correct order.
      - Can re-arrange by dragging the columns left and right.
    - To the right, just above the table of results is a button "XLSX" that exports the results as an Excel document.
    - Open the Excel document and select all rows and columns (excluding the headers).
      - The headers in the training tracker have been manually edited to be usable for XLOOKUPs
      - The XLOOKUPs look for the status column or the class column (for PFT, CFT, ARQ, and CCP).
    - In the appropriate worksheet, "paste values" over the old data.
      - Ensure that the bottom rows do not contain duplicates, which occurs if the pasted cell range has less rows than the previous data.

- ## Entity Diagram
  - See DCO_Master_Tracker_Information_Flow_Diagram.pdf for full diagram that isn't blurry (sorry).




Duty Tracker
MOLTable (Live Link)
PK EDIPI
MOS
Rank
Name
SECTION
GRADE, NAME, EDIPI, MOS, NAME, SECTION, ARRIVAL DATE
NAME, GRADE
Duty Score Sheet
PK NAME
GRADE
DUTY STANDER
DUTY SCORE
[Month Counts]
DUTIES
COMMENTS
[Sums & Counts]
[Monthly Worksheet
PK NAME
SECTION
GRADE
[Daily Input]
COMMENTS
Keeps the lists up to date
Keeps duty allocations fair
Training Tracker
For Co CUB
Summaries Worksheet
PK REQUIREMENT
PRIORITY
ORIGIN
TOTAL
TRAINED
UNTRAINED
STATUS
METHOD
[Sums]
Converisons to make queries easy
TrainingConversion
PK MCTIMS NAME
TABLE HEADER
RankConversion
PK CODE
ABBR
Tracks differential on lists
MCTIMS Unit
PK EDIPI
LNAME
FNAME
MI
RANK
MOS
TAD
BILLET
(Comparisons)
RecallRoster (Live Link)
PK N/A
GRADE
NAME
EDIPI
MOS
SECTION
TAD (Calculation)
GRADE, NAME, EDIPI, MOS, SECTION
CYTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
CIAR
AT LVL I
OPSEC
PAC PR
RM
UMAPIT
SAFETY
SUBSTANCES
[etc.]
FYTable
PK EDIPI
GRADE
NAME
UNIT
ARQ
CYBERINTEL
PISTOL
REC MAN
SAPR JM
SAPR NCO
SAPR
SAPR SNCO
CBRN
[etc.]
SwimTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
MCWST
[etc.]
HTWTTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
HTWT
[etc.]
CFTTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
CFT
[etc.]
PFTTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
PFT
[etc.]
DriverTable
PK EDIPI
LNAME
FNAME
MI
RANK
UNIT
DRIVER AWARENESS
[etc.]
ALL
MCWST
HTWT
TrainingTable
PK EDIPI
GRADE
NAME
SECTION
CIAR
AT LVL I
OPSEC
PAC PR
RM
UMAPIT
SAFETY
SUBSTANCES
ARQ
CYBERINTEL
PISTOL
REC MAN
SAPR JM
SAPR NCO
SAPR
SAPR SNCO
CFT
PFT
MCWST
HT/WT
CBRN
ARQ COMMENTS
EXEMPTIONS
COMMENTS
Visualizes training completion for easy tracking
SANSCAndS
PK N/A
LNAME
FNAME
MI
RANK
MOS
TAD
BILLET
[Avgs & Sums]
SANSSums
PK COURSE
ACTIVE STUDENTS
REGISTERED STUDENTS
CMPLD STUDENTS
AVG SLIDES CMPLD
AVG QUIZZIES CMPLD
AVG DAYS LEFT
SUCCESS RATE
SANSTable
PK ORDER ID
FNAME
LNAME
STUDENT ID
EMAIL
COURSE
START DATE
END DATE
[Too many attributes]
Tracks Marines progress through SANS courses, from SANS portal report, copy/pasted into tracker
Reports from MCTIMS, exported as Excel documents and copy/pasted into tracker
Information pulled from single source
Information pulled from same table/page
Information pulled from multiple sources
Modifications to flows
MCTIMS
Population Report
PK EDIPI
LNAME
FNAME
MI
RANK
AD/RES
MOS
GENDER
UNIT
BILLET
[Event Rosters]
Population reports to allow for pulls of current scores for multiple events in one query
[Sums] transfers are completion statistics and other metrics for "business anayltics"
Pulls of ALL attributes is to enable copy/pasting of query outputs to be cleaned once transfered

Troubleshooting

- Values won't populate:
  - Check to make sure that the format is general and not text. Sometimes the cells will format as text and the formulas will be looking to match strings, which won't work.
  - Check for typos. Sometimes you just need to copy/paste from the morning report (MOLTable) or MOL because MOL can use weird space characters, etc.
  - Check to make sure the cell actually contains the formula.
  - For new joins, they'll be this way until fully added to MOL and all the tables.
- I erased/wrote over a value I didn't mean to:
  - Select the cell > (Right click) > Show changes > should show the previous values.