350-1 Tracker

Documentation

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# Purpose and Intent

The intent of this document is to have one unified 350-1 tracker that is updated from the database and allows instant notification of delinquencies using Microsoft Outlook.

This document was created to save time by programmatically notifying each delinquent individual SEPARATELY to avoid “*breaches of etiquette*” when sending mass emails.

# General Info

You must be logged in to Outlook Desktop App in order to use this document’s email functionality.

It does not work with the Outlook Web App.

## Database Information

This document is updated from the Main Database and all updates to information contained within this document must be updated there. Changes made to data in the document that are not also made in the database will not be saved once this document is closed.

This forces the users to update the database so that it does not become obsolete or go unused.

The database must be correct and up-to-date for the information in this document to be correct.

## Tracker Sheet

***\*\*\* This document does not send emails autonomously. \*\*\****

A macro must be run in order to notify delinquencies. Emails will only be sent when this macro runs. However many times the macro runs is how many times the entire “batch” of emails will be sent.

**It is strongly recommended that this macro only be run once and only run again after a large amount of data has been updated or changed.**

The percentages at the top of the sheet are calculated by counting the number of emails present, while excluding those marked “SKIP” or “ARCHIVED”. Individuals archived in the database are marked with the “ARCHIVED” tag in their email. Individuals on the “do not contact directly” list are marked as “SKIP”.

Note: This macro requires access to the OPS mailbox through the Outlook Desktop Application.

# The Code

## SendMessage

The SendMessage macro is called when clicking the “Notify SM’s of Delinquency (Outlook)” button.

This macro can only function properly if the user running it has access to the Outlook Desktop Application and the HQ&A OPS Mailbox.

SendMessage first checks if the Outlook Desktop Application is running and signed in. If not, the user has a second chance to open and sign in to outlook so that the macro can continue. If the user does not sign in to outlook, the macro exits and notifies the user that Outlook Desktop Application needs to be open.

If Outlook is confirmed to be open, SendMessage then iterates through each name in the “Last Name” column of the tracker table and checks if the corresponding email is marked with either “skip” or “archived”. If the email is not marked “skip” or “archived”, it then iterates through every certification on that row and checks if the certificate is valid.

The certification will NOT be valid if one of these criteria are true:

* The certificate has expired; it is over 365 days since the certification date
* The certificate is expiring in the next 15 days.
* There is no record of certification. (The cell will be blank.)

If a certificate is not considered valid, an email is crafted using outlook and the SM with the non-valid certificate is notified of its expiry. The SM will be notified separately for each expired certificate.

The only problem that arose out of this was that MailObject.Send caused an error; to circumvent this, the message is displayed in a window and the system sends the “Send” keystroke (Shift + S) to send the message.

## Auto Filter

This macro is a one-liner that runs every time the document is opened.

It updates and then filters the Tracker table to only show military email addresses (from the database) and hides those marked with “ARCHIVED” and “SKIP”.