
Administrative Publications Reports Help

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About Administrative Publications Reports

The Administrative Publications Reports (APR) application was designed and implemented in 2011 in response to a request for an executive reporting dashboard capability. The effort was in support of, and in collaboration with, the Administrative Assistant to the Secretary of the Army (AASA) and the Army Publishing Directorate (APD).

Background

In the past, Army Principal Officials (POs) were forced to generate scorecard reports manually using static data. APD spearheaded the effort to create this access controlled interactive reporting system that provides Army POs with information regarding the status of publications in the U.S. Army Library for which they are proponents. The system makes use of data in the Publishing Records and Tracking Application (PRTA) database, enabling ease of reporting the most up-to-date information.

Users can now use their Common Access Cards (CACs) to access the system, and user access will be controlled through the CACs on an individual basis.

Purpose

The purpose of the Administrative Publications Reports is to show data in a meaningful way so that APD and other proponent personnel can utilize it to determine needs and requirements to help monitor and manage publishing processes. The reports show the age and status of publications and cases. Users will be able to use the APR to track publication revisions, monitor procurement status, review data in the form of charts or graphs, and drill through to more detailed levels of reports.

The predominant system feature is that charts and reports are in "drill-through" format, i.e., the filtering of data to more specific reports. When a graph is displayed, the user can click on the graph at any data point, and a more detailed report will appear relative to the data point that was touched (and according to user role and the extent of drill-through levels).

Data for the reports is live and the date of update is displayed for each report.

Help Desk POC

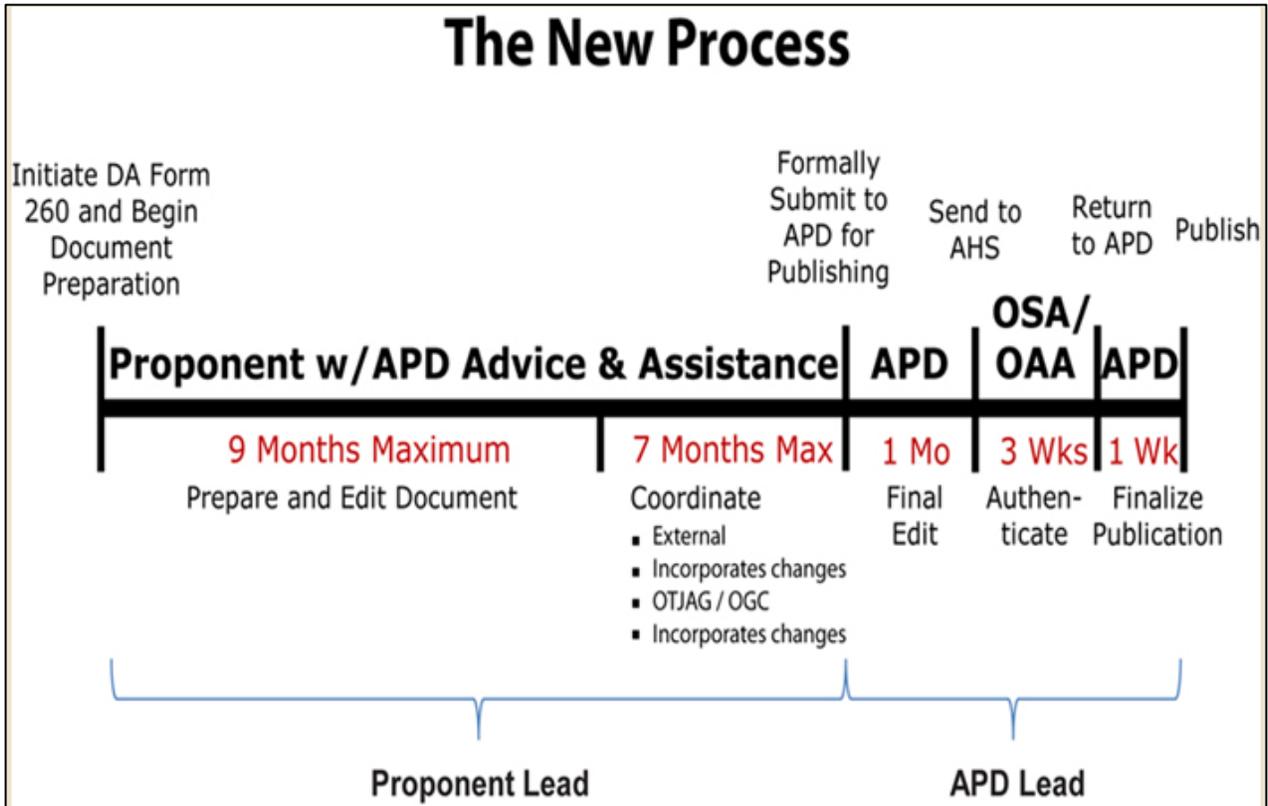
The Help Desk point-of-contact is provided under the APR **CONTACTS** menu option. It is:

APDFCMP@conus.army.mil

Hours of operation are Monday through Friday from 0700 to 1700.

Workflow

APD has established a workflow that is to be used as a guide and to judge the timeliness and implementation of APD publishing processes. It is considered the standard to be achieved. With the workflow as the standard, all publications are, at any given time, either on time, approaching time limit or overdue.



Site Access

To access the Cognos site, the following browser advanced security settings must be enabled:

- Secure Sockets Layer (SSL) 2.0
- SSL 3.0
- Transport Layer Security (TLS) 1.0

These settings must be enabled, and can only be seen, by a System Administrator. If you are unable to access Cognos, contact your System Administrator or the Cognos Help Desk at APDFCMP@conus.army.mil.

Navigation

There are five (5) menu options:

- **HOME** – provides menu options
- **SCORECARDS** – provides access to APD reports
- **LINKS** – provides access to other websites
- **CONTACTS** – provides Help Desk hours of operation and contact information
- **HELP** – provides access to Help documentation

NOTE: The System Administrator has access to an additional drop-down menu option: **Launch**. This option assists the System Administrator in managing and maintaining the Administrative Publications Reports.

The following is a **HOME** page seen by an APD user.



APD | ARMY PUBLISHING DIRECTORATE

stephen.j.szabo Log Off

HOME SCORECARDS LINKS CONTACTS HELP

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

**Welcome to Management Dashboard
For Administrative Publications Report**

[Privacy](#) | [Accessibility](#) | [DoD GC Disclaimer](#)

Home Page

From the drill-through (Level 2) reports, you have a **PREVIOUS** button to assist in navigation. Clicking on this button will return you to the previous page.

The following screen shows the **PREVIOUS** button below the report.

Completed New Pub Detail View (2010-06-03 - 2010-12-31)					
Data updated as of: Oct 20, 2011					
PUB ID	TITLE	PROPONENT	COMPLETED DATE	ISSUE DATE	PUB AGE
AR 525-92	ARMY ARMS CONTROL IMPLEMENTATION POLICY	G-3/5/7	Aug 9, 2010	Aug 2, 2010	1 Year
AR 350-32	ARMY FOUNDRY INTELLIGENCE TRAINING PROGRAM	G-2	Jun 18, 2010	Jun 10, 2010	1 Year
AR 70-13	MANAGEMENT AND OVERSIGHT OF SERVICE ACQUISITIONS	ASA (AL&T)	Aug 5, 2010	Jul 30, 2010	1 Year
PAM 27-50-443	THE ARMY LAWYER (S&I, THE JUDGE ADVOCATE GENERAL`S LEGAL CENTER & SCHOOL ATTN: ALCS-ADA-P, 600 MASSIE ROAD, CHARLOTTESVILLE, VA 22903-1781)	TJAG	Jul 30, 2010	Apr 1, 2010	1 Year

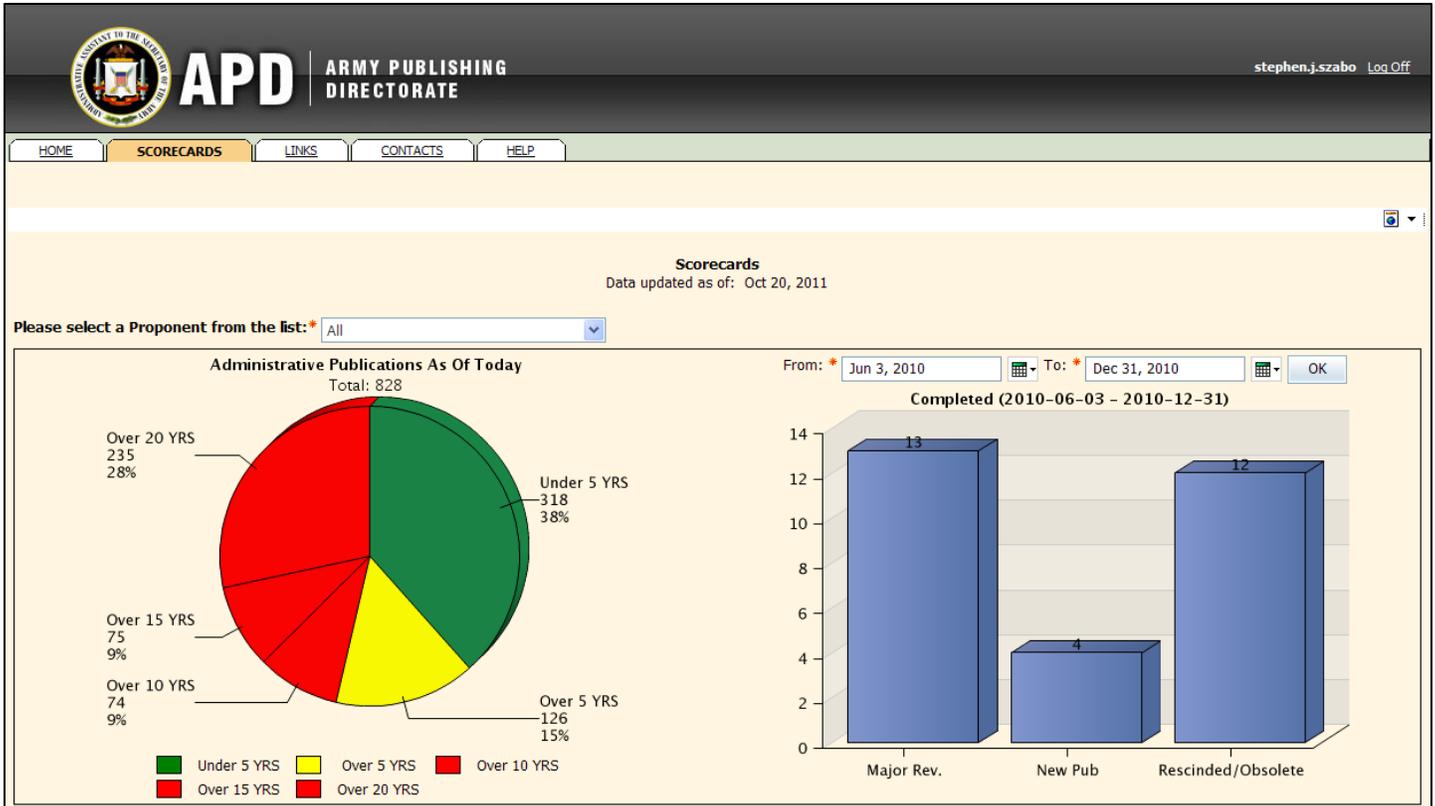
[PREVIOUS](#)

Navigation Aid

Scorecards

Data for the reports are live. The “**Data updated as of:...**” statement underneath the title of each drill-through report indicates the date of the running of that report (the current date).

When users click on the **SCORECARDS** tab, they should see two (2) reports side-by-side: ‘Currency’ and ‘Completed.’ Each report has a “drill-through” capability to provide users with more detailed reports.



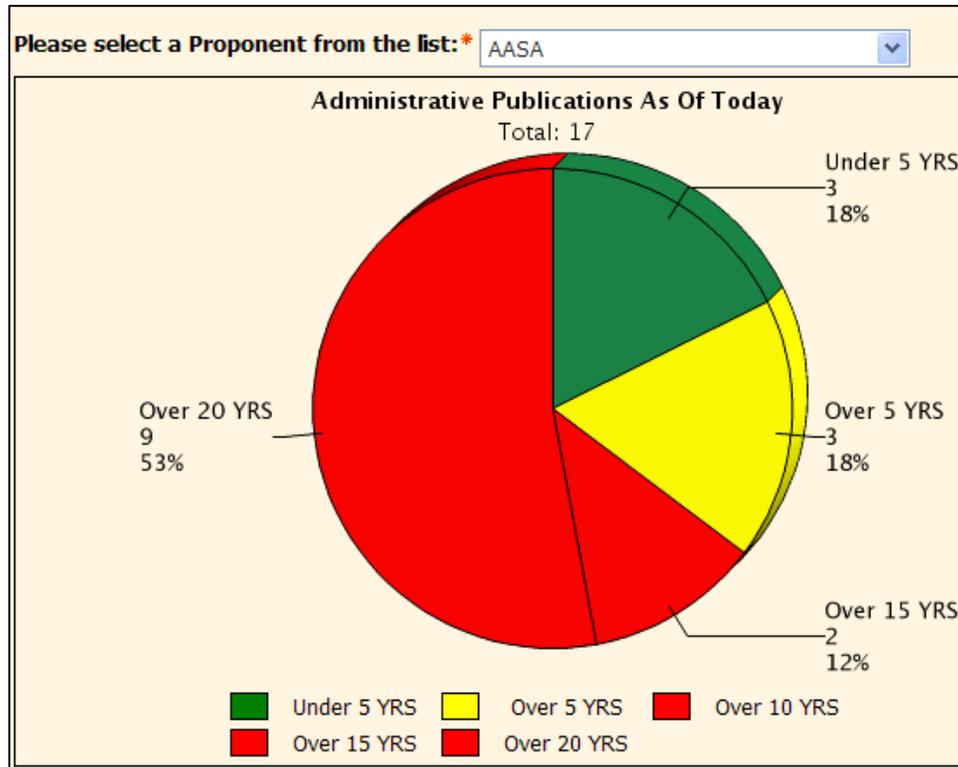
Default Scorecards Screen

The default screen also includes a drop-down menu field that lists 35 proponents. Note that only those proponents with data present will render in the drop-down list. The default Proponent list selection is ‘ALL.’ This selection is reflected in the left-hand pie chart titled, ‘**Administrative Publications As Of Today.**’ The user may select the entity of choice, i.e., ALL, CSA, etc.

Currency Report

To access the 'Administrative Publications As Of Today' (Currency) report, follow these steps:

1. On the Home page, click on the **SCORECARDS** tab. The Default Scorecards Screen will appear.
2. The initial pie chart **Currency** report on the left-hand side of the screen reflects the number of organization publications in the following age categories: Under 5 YRS, Over 5 YRS, Over 10 YRS, Over 15 YRS, and Over 20 YRS.



Currency Report

3. The default organization is 'ALL,' meaning that it includes publications from all proponents/organizations. To view a Currency report for a particular proponent or organization, make a selection from the drop-down list following: '**Please select a Proponent from the list:**' (in this case, we selected 'AASA').
4. The Currency pie chart report shows the age of publications in the selected organization in absolute amount and percentage. The total number of publications in the selected organization is also provided.

NOTE: *Colors* – In the Currency report, the use of colors is significant and is defined as:

- Red = > 10 years
- Yellow = > 5 to 10 years
- Green = 5 years & under

- To see an actual listing of the publications (**Detail View**), click on a slice of the pie chart. A list of publications in that age category will display, including Pub ID, Title, Proponent, Issue Date and Pub Age.

AASA Admin Publications Detail View As Of Today Under 5 YRS Data updated as of: Oct 20, 2011				
PUB ID	TITLE	PROPONENT	ISSUE DATE	PUB AGE
DA MEMO 690-8	HEADQUARTERS, DEPARTMENT OF THE ARMY TELEWORK PROGRAM	AASA	Oct 30, 2009	2 Years
PAM 25-30	TEST RECORD	AASA	Sep 15, 2011	0 Years
AR VJ 0001	TEST TITLE FOR AR VJ 0001	AASA	Jun 22, 2011	0 Years

[PREVIOUS](#)

Currency Detail View

NOTE: The Detail View report should only show publication numbers beginning with AR, PAM or DA MEMO.

- To return to the previous page, click the PREVIOUS button at the bottom of the screen.

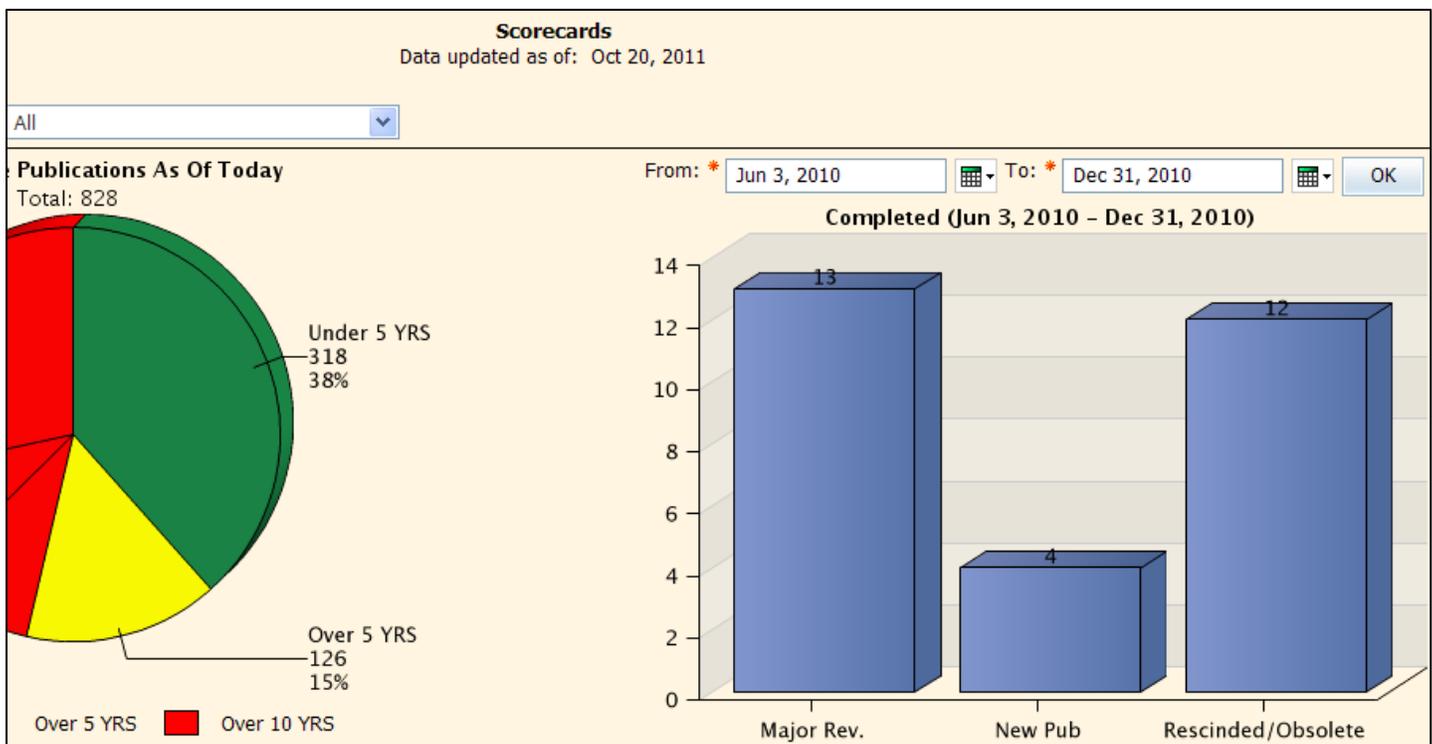
Completed Report

The Completed bar chart report shows the status of completed publications.

NOTE: The database does not contain information prior to June 3, 2010. Therefore, you may not select any report dates prior to that date.

To access the '**Completed**' report, follow these steps:

1. On the Home page, click on the **SCORECARDS** tab. The Default Scorecards Screen will appear.
2. To define the report, select a Proponent from the drop-down field on the left just above the reports (the default entry is 'ALL').
3. To further define the report, select a **From:** and a **To:** date from the fields provided. Use the date calendar picker to select or enter dates.



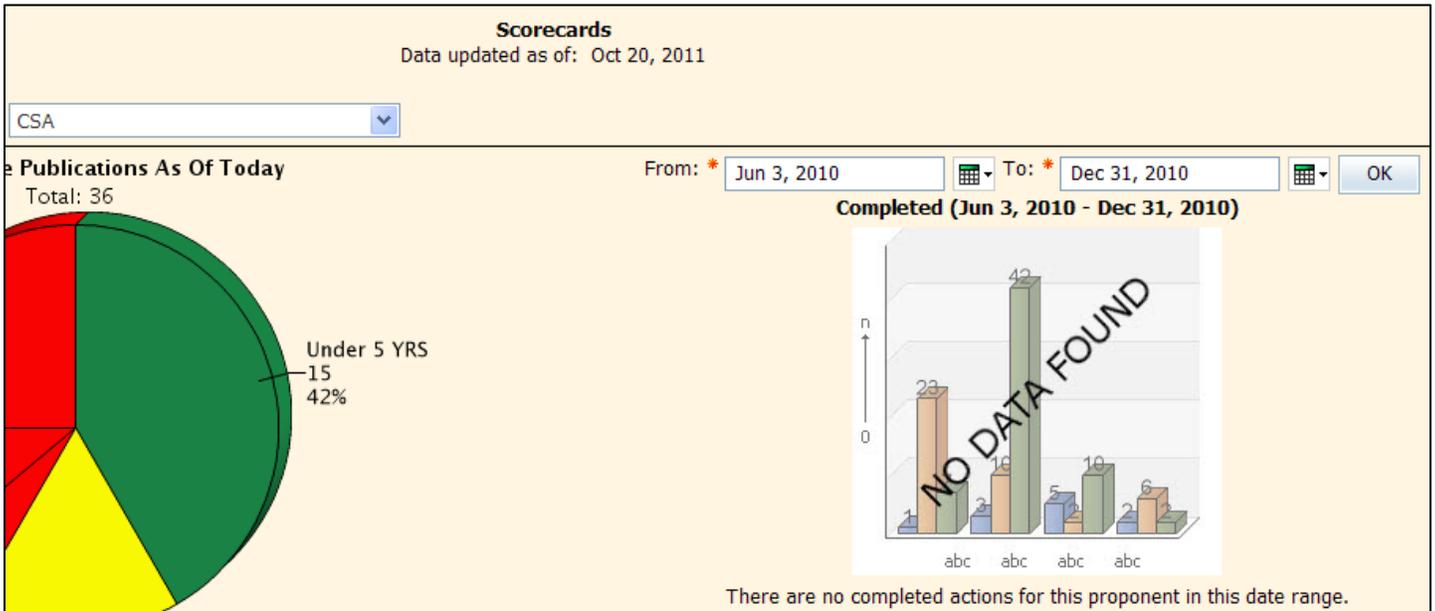
Completed Report

4. The initial bar chart **Completed** report on the right-hand side of the screen (see above) reflects the number of selected organization publications according to the following parameters:
 - Changed/RAR (Rapid Action Revision)
 - Major Rev. (Revision)
 - New Pub (Publication)
 - Rescinded/Obsolete

The number of publications in each category (parameter) is displayed at the top of the chart bars (see above).

NOTE: If no data exists in any of the four categories, that bar will not appear. Because of this, the number of bars will vary, and the width of the bars will also vary to fill the space provided.

NOTE: If no records exist at all for the organization and/or time period specified by the user, the following message will appear: "There are no completed actions for this component in this date range," and "NO DATA FOUND" will appear across a mock bar chart (see below).



No Data Found

- To see an actual listing of publications (**Detail View**), click on a bar on the chart. A list of publications in that category will display, including Pub ID, Title, Proponent, Completed Date, Issue Date and Pub Age.

Completed New Pub Detail View (Jun 3, 2010 - Dec 31, 2010)

Data updated as of: Oct 20, 2011

PUB ID	TITLE	PROONENT	COMPLETED DATE	ISSUE DATE	PUB AGE
AR 525-92	ARMY ARMS CONTROL IMPLEMENTATION POLICY	G-3/5/7	Aug 9, 2010	Aug 2, 2010	1 Year
AR 350-32	ARMY FOUNDRY INTELLIGENCE TRAINING PROGRAM	G-2	Jun 18, 2010	Jun 10, 2010	1 Year
AR 70-13	MANAGEMENT AND OVERSIGHT OF SERVICE ACQUISITIONS	ASA (AL&T)	Aug 5, 2010	Jul 30, 2010	1 Year
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PREVIOUS

Completed Detail View

NOTE: The **Detail View** report should only show publication numbers beginning with AR, PAM or DA MEMO.

NOTE: The Completed Dates must fall within, or include, the **From:** and **To:** dates.

- To return to the previous page, click the PREVIOUS button at the bottom of the screen.

Report Formats

The Administrative Publications Reports application enables the user to open all reports in the following formats:

- HyperText Markup Language (HTML) – default
- Portable Document Format (PDF)
- Microsoft Excel 2007

To open a report in one of these formats, click on the  icon at the right of the screen in the toolbar just above the report.

When clicked, a drop-down menu will appear with the following options (see below):

- View in HTML Format
- View in PDF Format
- View in Excel Options

When you select 'View in Excel Options,' another drop-down menu will appear with the following option (see below):

- View in Excel 2007 Format



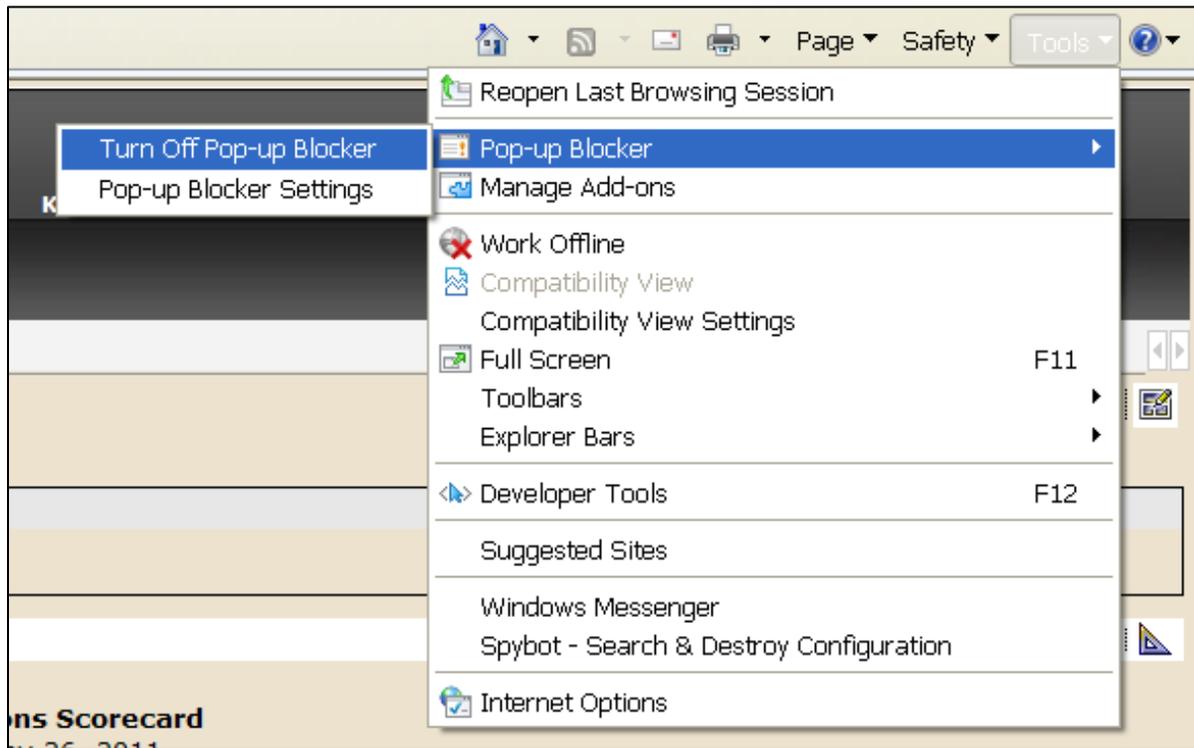
Report Format Drop-down Menus

To return to the default APR format (HTML) from PDF, click on 'View in HTML Format' in the first drop-down menu. To return to the HTML format from Excel, close the Excel pop-up window.

NOTE: In order for your pop-up blocker to allow Excel files to work, the Cognos site must be added to the trusted sites within your browser. Contact your System Administrator or the Cognos Help Desk for assistance (APDFCMP@conus.army.mil).

If the Excel format report window still does not appear, hold down the Ctrl key just before selecting the Excel drop-down menu option, or turn off your pop-up blocker using your browser Pop-up Blocker options (see the following screen).

NOTE: This screen shows a browser example; yours may appear differently.



Turn Off Pop-up Blocker

When opening a report in Excel format, the report will open as a pop-up window. To return to the default format from Excel, simply click on the Close (X) box in the upper right corner of the pop-up window.

Links

The **LINKS** tab provides links to the following websites (see below):

- [APD Website](#) – This link goes directly to the APD website home page.
- [DoD Pubs](#) – This link connects to the official DoD website for DoD Issuances.
- [PRTA](#) – This link connects the user to the Publishing Records and Tracking Application (PRTA) website, which is user access controlled.



Links Page

Contacts

The **CONTACTS** tab displays system Help Desk POC information, including hours of operation (see below).



The screenshot shows the top navigation bar of the APD website. On the left is the APD logo with the text 'ARMY PUBLISHING DIRECTORATE'. On the right, the user 'stephen.j.szabo' is logged in with a 'Log Off' link. Below the navigation bar is a menu with buttons for 'HOME', 'SCORECARDS', 'LINKS', 'CONTACTS' (which is highlighted), and 'HELP'. The main content area displays the 'Help Desk POC' information:

Help Desk POC
APDFCMP@conus.army.mil
Hours of Operation:
Monday through Friday
0700 to 1700

Contacts Page

Help

The HELP tab provides access to this Help documentation (see below).

APD ARMY PUBLISHING DIRECTORATE

stephen.j.szabo Log Off

HOME SCORECARDS LINKS CONTACTS **HELP**

APD Reporting System Help

Please click on the link below to access help concerning the use of this application.

[APD Reporting System Help](#)

Help Page

Additional Links

Additional links are located at the bottom of the Administrative Publications Reports screen (in the gray footer area).

Privacy

When the user clicks on the Privacy link, the user is linked to this URL:
<http://www.apd.army.mil/Footer/PrivacyNotice.asp>.

Accessibility

When the user clicks on the Accessibility link, the user is linked to this URL:
<http://www.apd.army.mil/Footer/Accessibility.asp>.

DoD GC Disclaimer

When the user clicks on the DoD GC Disclaimer link, the user is linked to this URL:
<http://www.apd.army.mil/Footer/DoDCGDisclaimer.asp>.