

Requesting ERS Access									
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Kain Menu + Profiles - New OER	Entry System man Resources Co Training -	mmand		(					
Support Links:	Welcome to the	HRC Evaluations							
Evaluation Support and Help	Entry System								
	Please select an	option below:	Rated Soldier Your Role	Thru Date	Status				
Evaluation and Training Tools			DELEGATE	20140930	DRAFT				
Appeals and Corrections	OER	NCOER	DELEGATE	20140531	RETURNED				
Evaluation Entry System Users Guide	Create OER Support Form	Create NCOER Support Form	DELEGATE	20140926	DRAFT				
Ask a Policy Expert	Edit OER Support Form	Edit NCOER Support Form	DELEGATE	20141005	DRAFT				
Ask an IT Expert			DELEGATE	20140812	ACCEPTED/PERMS				
Frequently Asked     Ouestions	Create New OER	Create New NCOER		LUTTOOTE					
			DELEGATE	20140521	RETURNED				
External Links and Resources	I. I.	JOLS	DELEGATE	20140926	DRAFT				
	Continue/View	Evaluation Status	DELEGATE		ORAFT				
• AR 623-3			DELEGATE	20140930	DRAFT				
• DA PAM 600-4	View Profiles where I am a delegate	View my Rater and Senior Rater Profile	DELEGATE	20141001	DRAFT				
• DA PAM 623-3	Manage Rating Chain	View Forms	Recent Evalua	tion S	Support				
<u>S1 NET</u>			Form Activity:						
MYBOARDFILE	Signature Removal	Manage Delegates							
• EKS	Request ERS Access	Select "Request	Rated Soldier	Role	Thru Date				
Feedback		ERS Access" on		DELEGA	TE 20140521				
Army Doctrine		LLS main Page		DELEGA	TE 20131001				
Army Doctrine References				DELEGA	TE 20140521				
				DELEON	TE 20140221				

In order to access the Evaluation Reporting System (ERS) you must request ERS access. The link can be found on the Evaluation Entry System (EES) Landing Page.



Once you select the "Request ERS Access" you will receive a message stating the provisioning and access to ERS may take up to two hours.



Select the Evaluation Reporting System (ERS) link from one of the two locations on the Evaluation Entry System (EES) Landing Page.



Select the "Continue to ERS" button on the following page. You may be prompted to select your CAC signature certificate.



\*National Guard units- See slide 17 for instructions on how to search for unit data

Next, you may select the following options to obtain data: "Status Reports", "Late Reports", or "Summary by Component". The search will default to the "Status Reports" tab.

It is recommended to find the search criteria (UIC, PSC, SR Rank, etc) that works best to obtain data for your organization. The search criteria will automatically filter to the next tabs, "Late Reports" and "Summary by Component".

ERS Status Reports Search	
<complex-block></complex-block>	

Select the date range when the evaluation was received at HQDA.

\*Note: You may type dates manually without using the "Select Date" filter (format MM/DD/YYYY).

ERS Status Reports Search (By UIC)	
U.S. ARMY Business Intelligence Search All Evaluation Reporting System (ERS) - ACTIVE and RESERVE Home Catalog Favorites v Dashboards v Status Reports Late Reports Summary by Component	New 🗸
Image: Sector	

Once you have completed the date range, select another parameter to search.

UICs may be abbreviated to the first 4 characters in the alphanumeric sequence to show their entire UIC hierarchy.

-Example WH8QT0, WH8QA0, WH8QB0, WH8QC0 can all be viewed if the search box has "WH8Q" in the box.

\*Note: The database is case sensitive, UIC must be in ALL CAPS

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MSL: Evaluation Status: -Select Value-	DML	DMSL	Command	Component	Eval ID	Senior Rater	Senior Rater Rank	Rated Soldier	Rated Soldier	From Date	Thru Date	Received Date	UIC on Report	Eval Type	Current Status
-Select Value-	AIC	513	AS	ACTIVE ARMY	11379	Rane	MG	Manie	LTC	6/1/2013	5/30/2014	8/20/2014	WHBQTO	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD
PSC: Select Value- • Apply Reset v	2				29951		LTC		CW2	8/14/2013	6/10/2014	7/25/2014	WHBQCO	OFFICER EVALUATION REPORT	THE EVALUATION IS RETURNED TO THE FIELD VIA EES, REMOVED SIGNATURE, MAINTAINS
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					80659		LTC		2LT	5/4/2013	5/29/2014	7/25/2014	WH8QAA	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD
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Search results are displayed in the lower right portion of the screen.

\*DML- Distribution Management Level (DML codes are used to manage and distribute Soldiers to units at the division level or other major units subordinate to an Army command or agency led by a general officer.)

\*DMSL- Distribution Management Sub-Level (DMSL codes are used to manage and distribute Soldiers to units at the brigade level, groups, or other units commanded or directed by a general officer or colonel.)

S. ARMY Business Intellige Jation Reporting System (ERS) - ACTIVE and	nce Skoch All RESERVE Home   Catalog   Favorites v   Dashbaards v   P
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Once you have completed the date range, select another parameter to search.

-Multiple Personnel Service Center (PSC) Codes may be selected in order for divisions and higher to see their entire formation in one view.



You may also indicate the rank of the senior rater to narrow the search, although this is not necessary.

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					24769		LTC		W01	12/19/2012	5/19/2014	6/21/2014	WCITAO	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD
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Search results are displayed in the lower right portion of the screen.

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9 Apply Reset																

Select the "Late Reports" tab. Any previously applied filters or searches from Status Reports will auto-fill on the new page.

\*Note: Reports that appear on the "Late Reports" tab will not appear on "Status Reports" tab.

	Summary Report
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Select "Summary by Component" to obtain a comparison report which shows the number of late evaluations compared to the number of on time evaluations. It will automatically generate a bar graph and percentages for your organization. Any previously searched criterion will be auto-filled into this form.



All data searches may be exported to multiple formats for ease of presentation, synthesis, and analysis.

You may export the data to PDF, Excel, Powerpoint, or .mht.



Example shown displays Status Reports data exported into Excel format. Recommend exporting data into Excel to filter pertinent/select information, if necessary.



To obtain the status of ARNG reports, click on "Dashboards" to view ERS Reporting and Management Report Options.



Next, select "Evaluation Reporting System (ERS) - Guard"



The search will default to the "Status Reports" tab. The option to search by state is available. Reference Slides 6 thru 16 for instructions on how to navigate through the database. An additional search tab appears to obtain a summary report by state.

