



# QNSR Detailed Set-up Instructions

## QNSR Program Set-up Instructions

• You will receive two copies of the program. The one labeled "QNSR END-USER" will be used by the lowest level unit reporting (ie. Company or Battery). The one labeled "QNSR MASTER" will be used by all units that have subordinate units reporting to them (ie. Battalions and higher) **TRUST ME - THIS WILL SAVE YOU TONS OF TIME.**

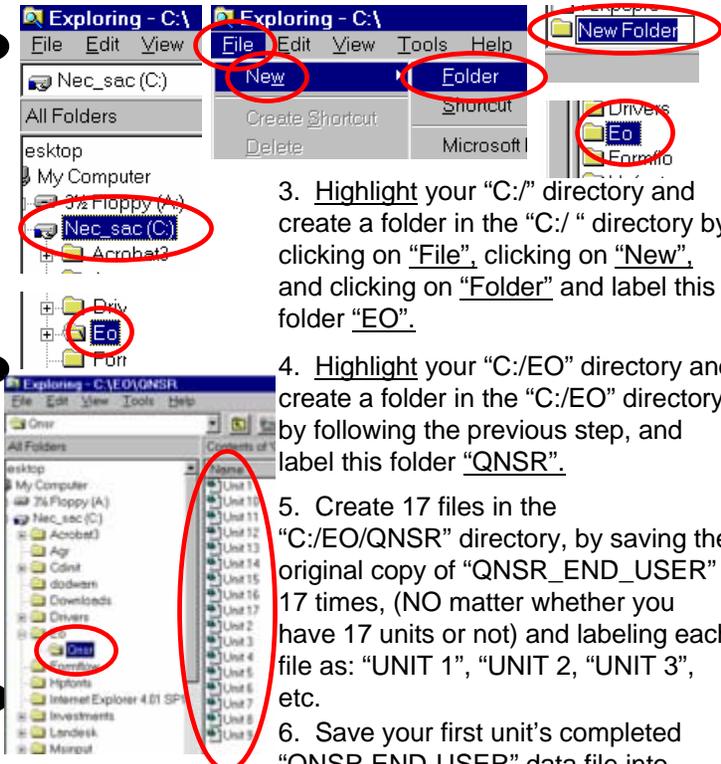
• There are no changes for the End-User. They will continue to in-put data into the program as before. However, they will have the "RI's" and "Charts" automatically developed for them.

• "QNSR MASTER" users will develop a paper index labeling all of your subordinate units as "UNIT 1", "UNIT 2", and so forth. EXAMPLE:

UNIT 1 – 1 <sup>ST</sup> ARMY	UNIT 10 – 32 <sup>ND</sup> AAMDC
UNIT 2 – 3 <sup>RD</sup> ARMY	UNIT 11 – 36 <sup>TH</sup> ENG
UNIT 3 – 5 <sup>TH</sup> ARMY	UNIT 12 – 49 <sup>TH</sup> QM
UNIT 4 – 1 CORPS	UNIT 13 – 7 <sup>TH</sup> TRANS
UNIT 5 – III CORPS	UNIT 14 – ASC
UNIT 6 – XVIII CORPS	UNIT 15 – JRTC
UNIT 7 – 10 <sup>TH</sup> MNT DIV	UNIT 16 – McPHERSON
UNIT 8 – 101 <sup>ST</sup> ABN DIV	UNIT 17 – NTC
UNIT 9 – 7 <sup>TH</sup> TRANS	

1. Save the excel program "QNSR MASTER" into a directory of your choice.
2. Open Windows Explorer.

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3. Highlight your "C:/" directory and create a folder in the "C:/ " directory by clicking on "File", clicking on "New", and clicking on "Folder" and label this folder "EO".

4. Highlight your "C:/EO" directory and create a folder in the "C:/EO" directory, by following the previous step, and label this folder "QNSR".

5. Create 17 files in the "C:/EO/QNSR" directory, by saving the original copy of "QNSR\_END\_USER" 17 times, (NO matter whether you have 17 units or not) and labeling each file as: "UNIT 1", "UNIT 2", "UNIT 3", etc.

6. Save your first unit's completed "QNSR END-USER" data file into the "UNIT 1" directory.



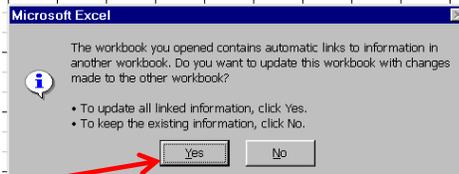
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## QNSR Program Set-up Instructions

7. Save your second unit's completed "QNSR END-USER" data file into the "UNIT 2 directory. 8. Continue this process until you have every unit's data files saved.

9. Open Microsoft Excel Program

10. Open the file "QNSR MASTER"



11. You will update your report by "clicking" the "YES" button when it asks to update linked files.

	A	B	C
1	UNIT REPORTING:	HQs FORSCOM	
2	REPORTING PERIOD:	1st QTR FY 00	

Red arrows point from the text in step 12 to the 'HQs FORSCOM' and '1st QTR FY 00' cells in the table.

12. You are required to input your unit in the "unit reporting" field and the QTR/FY in the "Reporting Period" field on the first page. **NOTE:** All other pages are updated automatically.

13. Your QNSR Data is now ready to be printed or saved.

## QNSR Program Set-up Instructions (Con't)

NOW wasn't that a lot easier than the **old** manual way? You no longer have to add numbers. You no longer have to figure up the RIs. You no longer have to create charts based on the RIs (That is if you were doing the RIs and charts in the first place.) This new method will enable you to better facilitate your unit's EO climate to your Commander's.

For your next quarter's data go to Step 6.

**NOTE:** Please remember to "save" the previous quarter's data to an archive file prior to importing the next quarter's data. You will have to save your subordinate unit's new quarterly data, each quarter, into the directory that you developed at the beginning of these instructions. This is imperative, or else your data will **not** be automatically roll-up.

- If you have any questions regarding the setup please call SFC James Lee @ DSN 367-7348 or email me at James.Lee@forscom.army.mil