

**NAVY PERSONNEL  
COMMAND**



**MISSION FIRST...SAILORS ALWAYS**

## **NAVFIT98A Version 30 User's Manual**

**15 April 2014**

**Release 2**

**Navy Personnel Command**  
5720 Integrity Drive  
Millington, TN 38055-3100

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# 1 Overview

NAVFIT98A is a Windows based software application that helps users create, store, organize and print fitness or evaluation reports. These reports are printed in hard copy and mailed to Navy Personnel Command. PERS-32 then scans the hard copy reports into the FITREP/EVAL (FE) Module of the Electronic Military Personnel Records System (EMPRS) creating an image of the report that will be placed on a member's permanent digitized record.

## 1.1 Scope

This manual explains the basic concepts and procedures to operate NAVFIT98A from an end-user's perspective. The manual provides instructions in the following areas associated with preparing fitness reports (W2-06), and evaluations (E1-E9):

- Database management
- Folders (template) management
- Evaluations and Fitness Reports management
- Validation
- Spell check
- Print functions
- Security considerations

## **2 References**

The following documents and publications are referenced in this document:

[BUPERSINST 1610.10C](#)



### **3 Identification**

Title: NAVFIT98A  
Abbreviation: NAVFIT98A  
Version: 2.2.0.30

#### Hardware Requirements:

Processor: minimum 1GHz

RAM: minimum 512 MB

Disk space: 32 bit-850 GB

64 bit-2 GB

#### Operating Systems:

All Windows 7 Editions

All Windows Vista Editions

Windows XP Professional

Windows XP Professional x64 Edition

Windows XP Home Edition

## 4 System Overview

NAVFIT98A is the current authorized application for use in preparing Enlisted evaluations (EVALS), Chief Evaluations (CHIEFEVALS) and Officer Fitness Reports (FITREPS). SPARWARCYCEN Atlantic (formerly Naval Reserve Information Systems Office) developed the NAVFIT application in 1996 using Visual Basic. NAVFIT98A Version 30 is a technology refreshment with the code transitioning from Visual Basic 6 to Visual Studio 2010. The application resides at the workstation level and stores data using Microsoft Access databases. The required databases are provided with the installation package. These default databases include NF98A.mdb, NF98A\_empty.mdb, NF98A\_empty.accdb, NF98A\_Dte.accdb and NF98A\_Dte.mdb which are located at the following directory (C:\Program Files\NavFit98A\Data). The application allows users to create additional databases and store in different locations if desired.

**NOTE:** Windows 7 will display two 'Program File' folders that are listed for the 32 bit and 64 bit versions of the operating system. The folder with (x86) is for the 32 bit version

### 4.1 Application Changes

With the complete rewrite of the application there are some changes or limitations as discussed below:

- Drag and Drop is not available with this version of NAVFIT98A. To move folders or reports use the import and export functions. [Details](#)
- Version 30 will only allow six levels of subfolders under a primary folder. [Details](#)
- Date entries are no longer free text instead dates are entered with a calendar function. [Details](#)
- Field highlighting: Version 30 uses the local workstation Windows Operating System appearance setting. [Details](#)
- Form navigation: The Ctrl F/Ctrl B functions to change pages are no longer available instead use the Tab button at the top of the report to move from the front to the back page. [Details](#)
- This version of NAVFIT98A will not perform cascading delete actions concerning folders and associated sub-folders. [Details](#)

### 4.2 Contingencies and alternate states and modes of operation

The application does not provide any backup or contingencies operations. The user may export data stored as an Access database to a different location.

### 4.3 Security and privacy

NAVFIT98A users must safeguard the sensitivity and privacy of F/E report PII information. This information must not be provided to unauthorized personnel by storing reports on the

workstation's multi-user accessible C:/ drive (Root), not deleting all fitness reports before detachment (to include reports on computer hard drives), or not deleting reports maintained as a system of organizational files.

When saving fitness report information to a hard drive, it is **REQUIRED** that the reporting official ensure that the reports are **NOT** stored on the workstation's C:\ drive (Root), which can be accessed by multiple users on a workstation, and ensure appropriate security measures are taken such that all NAVFIT98A data files are removed prior to the reporting official's detachment or upon replacement of their computer hardware. Fitness information must be saved in the Windows 7 "Documents" folder or Windows XP "My Documents" folder which is accessible to only the single logged in user of the workstation.

Multiple user workstation or workstations operating in a network environment increase the risk of exposing sensitive Personal Identifiable Information (PII). The following **MANDATORY** requirements for the use of NAVFIT98A will safeguard sensitive data.

- Do not place NAVFIT98A data files on the workstation root directory (C:/ drive) because any user logging in to that workstation can view the file.
- Encrypt data files or folders associated with the application.

#### **4.4 Assistance and problem reporting**

Contact NPC Customer Service Center at 1-866-U-ASK-NPC or for Hearing Impaired 1-866-297-1971 with problems related to this application.

## 5 Getting Started

NAVFIT98A is considered a NMCI core application (CA) for Non- Classified Internet Protocol Router Network (NIPRNET)workstations. A software application is designated as an NMCI CA if it is part of the Core Build for any particular seat platform on any operating system (OS) (all applications required to deliver any of the base Client Data seats are considered CAs).

NAVIT98A is a DON Application and Database Management System approved application. Please check with your network administrator before installing NAVFIT98A on a network workstation. Individuals must submit a Move/Change/Add (MAC) request to have the new version pushed to their Secure Internet Protocol Router (SIPR) workstations.

### 5.1 Installation

1. Uninstall the existing NAVFIT98A application, if applicable
2. Download the NAVFIT98A to a temporary location on your workstation by click on link <http://www.public.navy.mil/BUPERS-NPC/CAREER/PERFORMANCEEVALUATION/Pages/SoftwareForms.aspx>

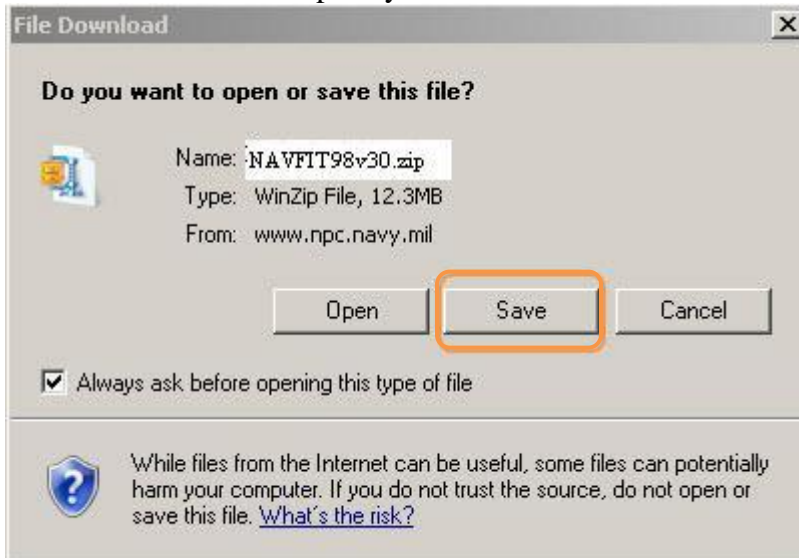
#### **NAVFIT98A**

[NAVFIT98A](#) - **Version 30 User's Manual**

[\(NEW\) NAVFIT98A](#) - **Download Version 2.2.30**

[\(NEW\) NAVFIT 98A](#) - **Installation Instructions**

3. Save the file to the temporary location

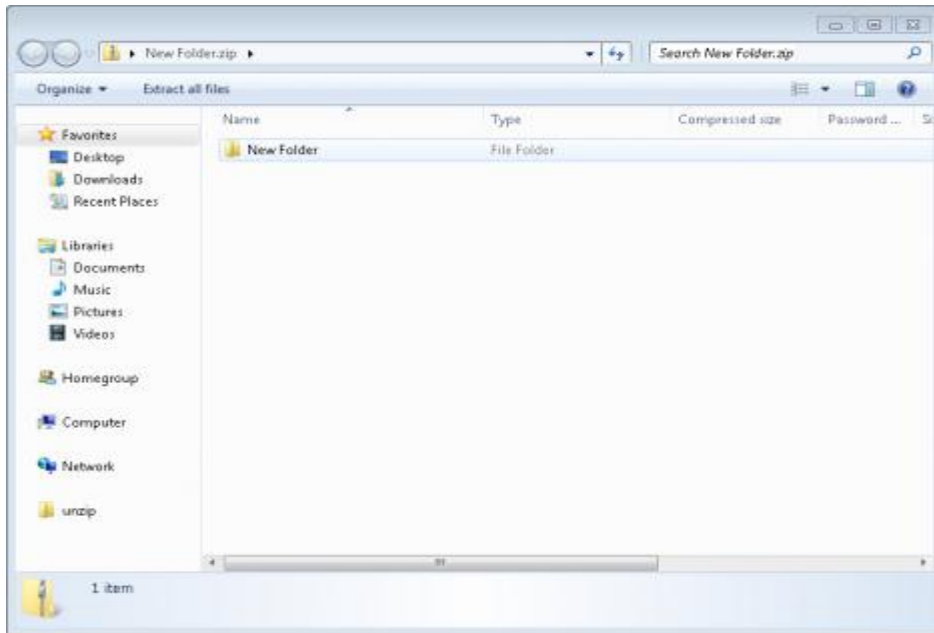


4. Double click on the zip file and extract to a location of your choice.

NAVFIT98v30.zip

The second way to unzip files in Windows 7 is to use the Unzip Wizard.

- a) Right-click the zipped file and select **Extract All**.
- b) Browse to the location where you want to save the unzipped files by clicking **Browse** if the default location is not good for you.



- c) Click **Extract** to unzip the files.
5. Verify the NAVFIT98A application package contains the following files with the appropriate file extensions:
    - a. SETUP.EXE
    - b. NAVFIT98.msi
    - c. DotNetFX40Client Folder
    - d. WindowsInstaller3\_1 Folder



DotNetFX40Client



WindowsInstaller3\_1



NAVFIT98A.msi  
Windows Installer Package  
874 KB



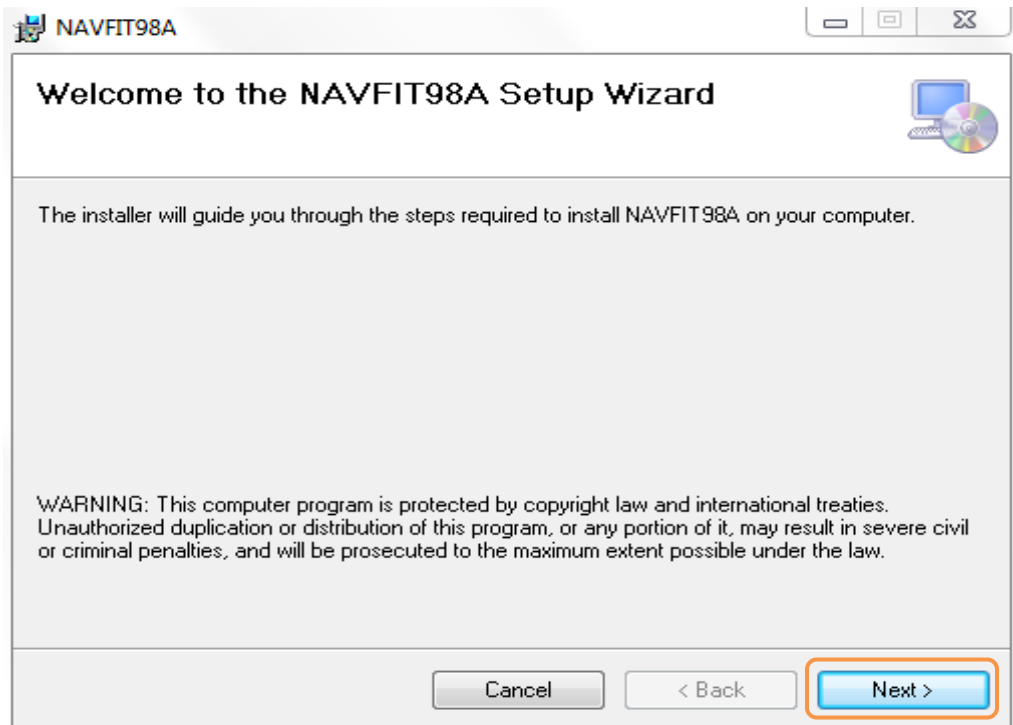
setup.exe  
Setup

6. Navigate to the temporary folder where the NAVFIT98A application package was copied
7. Close all open programs in preparation of application installation
8. Double-click Setup.exe to install the NafFit98A application

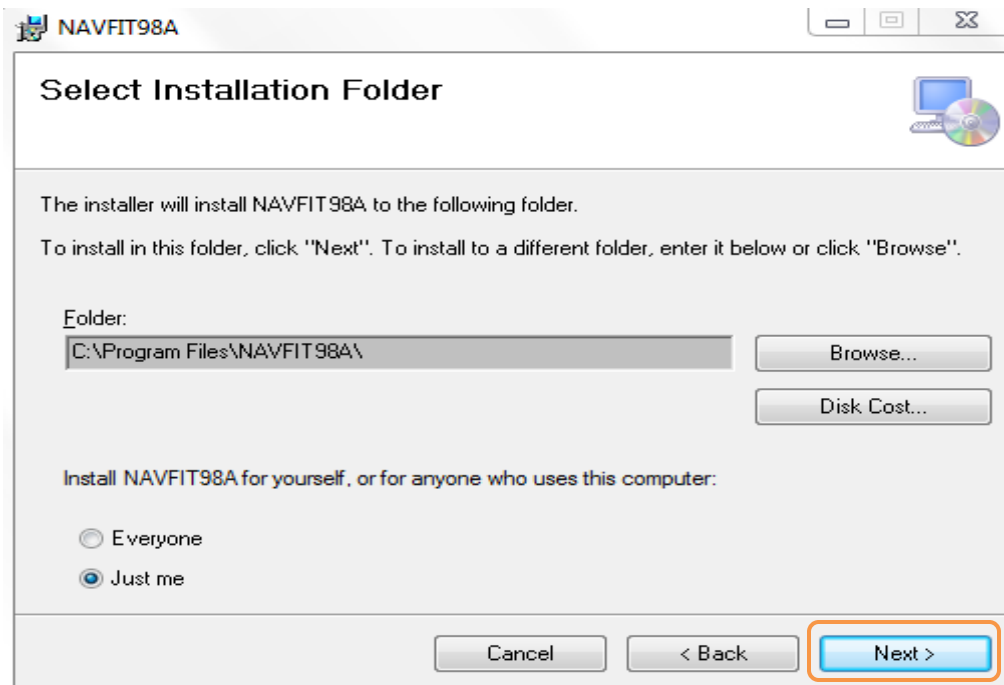


setup.exe  
Setup

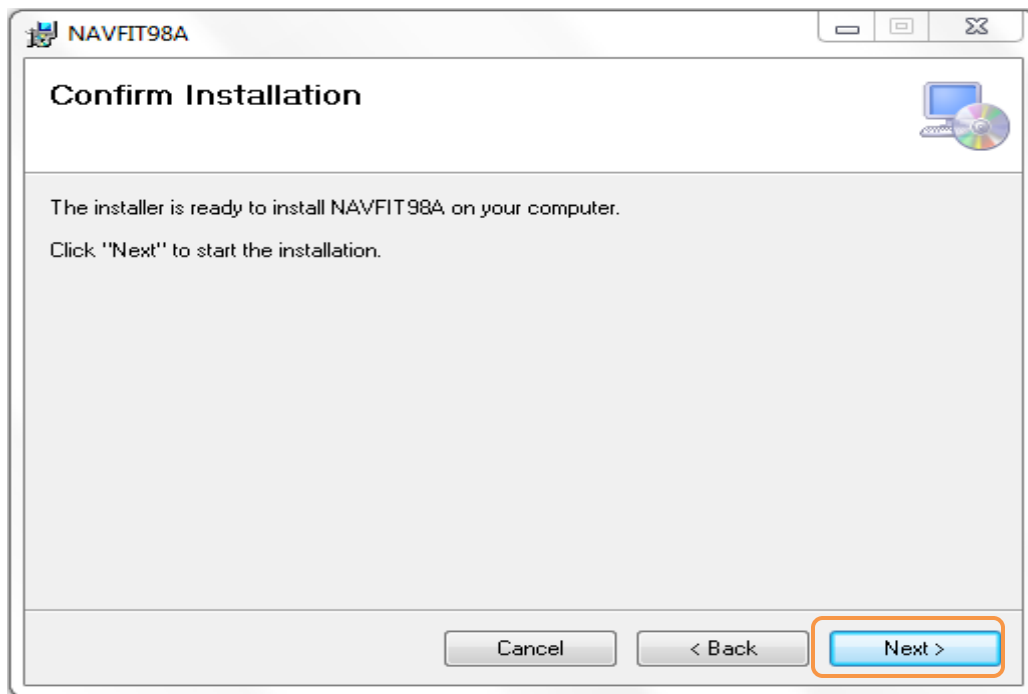
9. Follow the on-screen instructions as prompted by the installation program. It is recommended that you accept the default location for the software installation. Depending on the workstation's security configuration you may receive a warning message that says the following: "Do you want to allow the following program from an unknown publisher to make changes to this computer." Select the **Yes** button to complete the installation process.



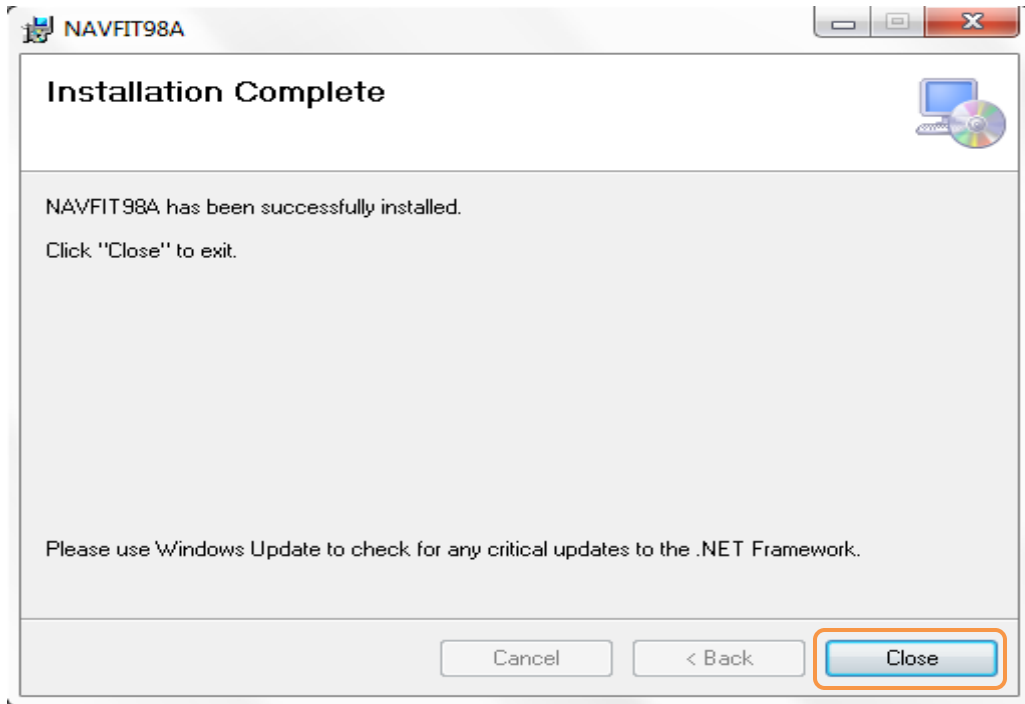
Select **Next**



Select **Next**



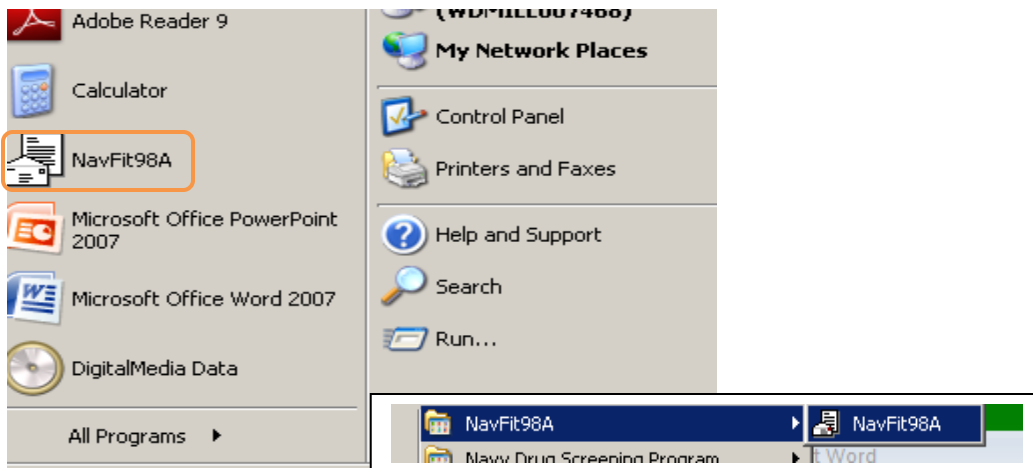
Select **Next**



Select **Close**

**Note:** NAVFIT98A Version 30 requires Microsoft .NET Framework 4 Client to operate properly. If your workstation does not have the .NET framework the installation package will install the required software to your workstation.

10. Once you receive the successful installation message, you should find a NAVFIT98A entry in your 'All Programs' menu. Select the NAVFIT98A entry internal to the NAVFIT98A menu item to launch the application.

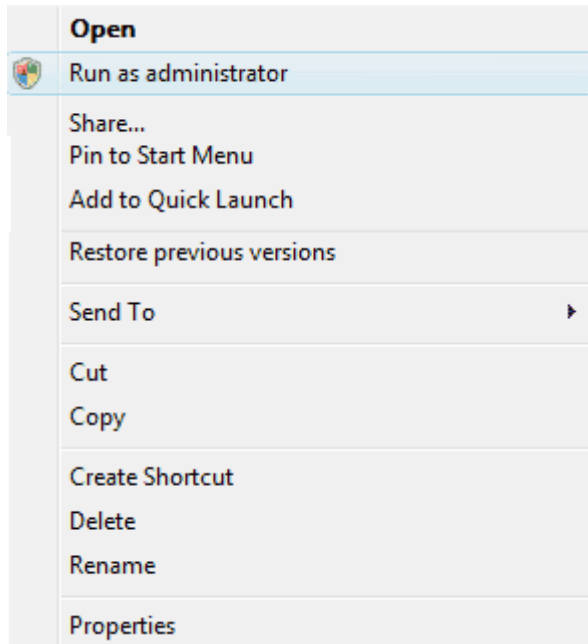




**Note; Depending on your system settings on your home computer (especially with the Vista operating system) you may need to have FULL administrator rights including domain administrator to install and operate the application.**

#### **How to run a program in Vista with Administrator Rights:**

1. Browse to the program you would like to launch as an administrator
2. Right click the program icon and select the option to "**Run as administrator**"



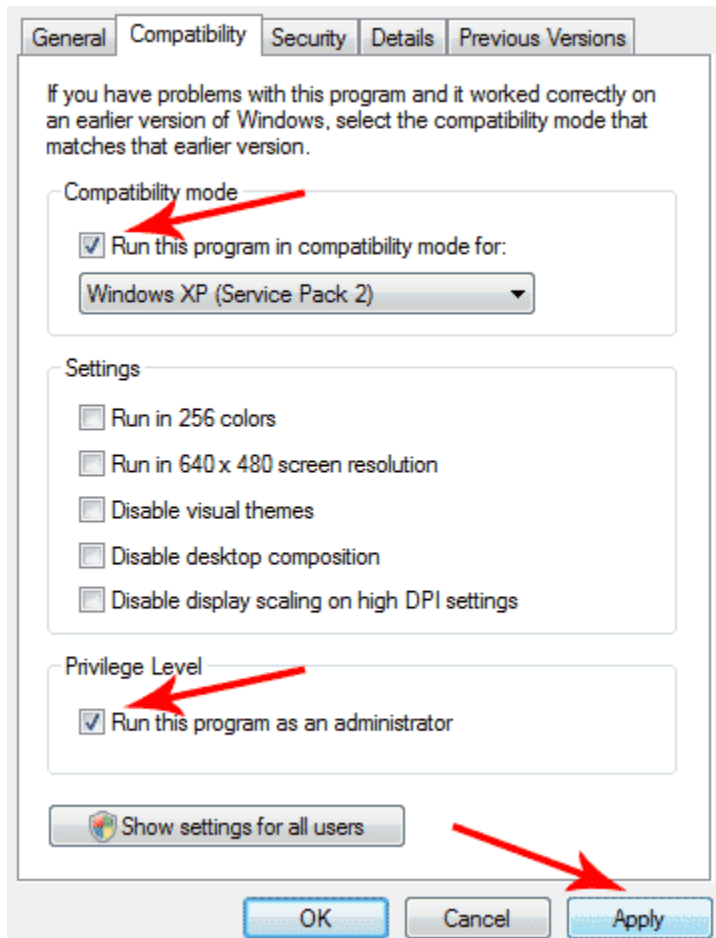
If all works well when the program is run as administrator, you can opt to always run the program as administrator. In addition, you might want to run the program in compatibility mode for an older version of Windows.

#### **How to set a program to always run as administrator:**

1. Locate the program you want to launch with admin rights
2. Right click the program icon and choose the properties option
3. Select the compatibility tab from the window that appears
4. At the bottom of the window, under privilege level, check the box to run this program as administrator

**Note:** you may also want to run this run this program in [compatibility](#) mode if it was originally created for another version of Windows such as [Windows XP](#). To do this action, check the box to **run this program in compatibility mode for:** and then select the compatible Windows environment from the drop down menu.

5. Once finished setting your options, click Apply to accept the changes



This step-by-step article describes how to enable the build-in administrator account by command-line in Windows Vista.

To enable the build-in Administrator account, follow these steps:

1. Click **Start**, and then type **cmd** in the Start **Search box**.
2. In the search results list, right-click Command Prompt, and then click **Run as Administrator**.
3. When you are prompted by User Account Control, click **Continue**.
4. At the command prompt, type **net user administrator /active:yes**, and then press **ENTER**.
5. Type **net user administrator <Password>**, and then press **ENTER**.

Note: Please replace the <Password> tag with your passwords which you want to set to administrator account.

6. Type **exit**, and then press **ENTER**.
7. Log off the current user account

NOTE: workstation with-on 64-bit system (Windows 7) does not t have any of the 32-bit connectivity components. This issue may also involve older versions of Microsoft Access.

To download the correct driver, take the following steps:

1) navigate to the Microsoft site -

<http://www.microsoft.com/download/en/confirmation.aspx?id=23734>

2) download the 2007 Office System Driver: Data Connectivity Component and save the file to your computer

3) double-click the "AccessDatabaseEngine.exe" program file from your chosen storage location on your computer

4) follow the on-screen Microsoft installation instructions

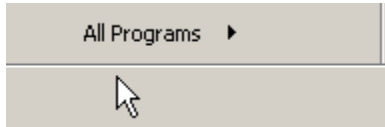
5) upon successful installation, you will need to reboot the computer before attempting to launch NAVFIT98A

## 5.2 Accessing Application

1. Left click **Start** menu



2. Left click **All Programs**



3. Click on **NAVFIT98A** icon



## 5.3 Application Menu

A menu displays a list of commands that expose functionality related to that application such as **New**, **Open**, **Save**, and **Exit** commands. NAVFIT98A uses both toolbars and command buttons for menu navigation. This manual refers to the NAVFIT98A toolbars as either the main or report. Users may access the main toolbar at the NAVFIT98A Start Window along with command buttons. Users must open a performance report to access the report toolbar. See Tables 1 and 2 for the menu options available under each toolbar.

The NAVFIT98A Start Window (Figure 1) becomes available when opening the application or when closing a performance report.

Figure 1 – NAVFIT98A Start Window

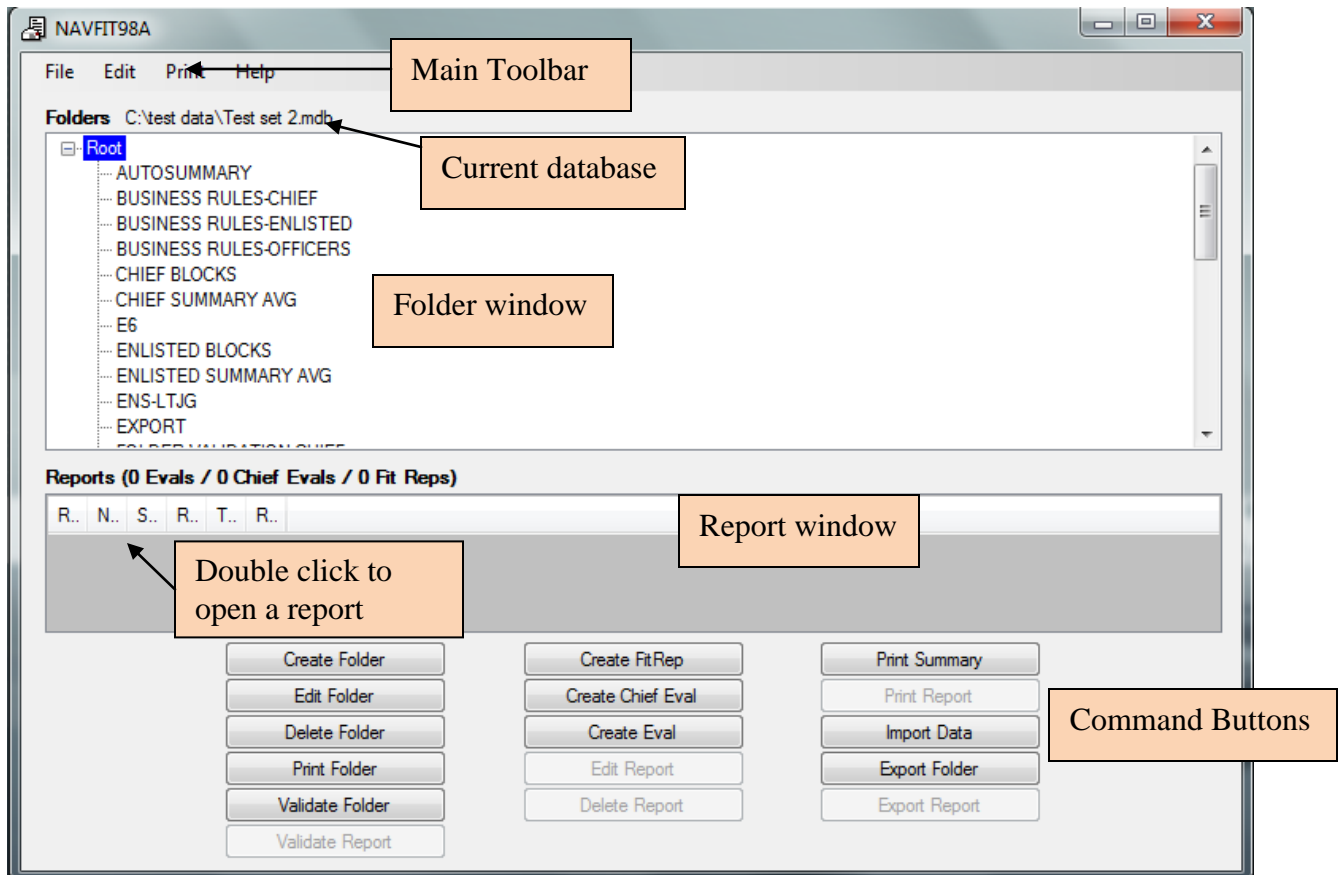


Table 1 – Main Toolbar Menu options

File	Edit	Print	Help
New	Edit Report	Print Report	Support
Evaluation	Edit Folder	Print Report Front Page	Internet Help
Fitness Report	Delete Report(s)	Print Report Back Page	About NAVFIT98
Chief Evaluation	Delete Folder	Print Folder	
Folder	Find Report	Print Blank Evaluation	
Create Database	Validate Folder	Print Blank Chief Evaluation	
Open Database	Validate Report	Print Blank Fitness Report	
Close Database	Periodic Dates	Print Blank Summary Letter	
Export Folder			
Export Report			
Import Data			
Exit			

Table 2 – Report Toolbar Menu options

File	Edit	Tools	Help
New (Report) Note 1	Cut	Auto Summary	Support
Save (Report) Note 1	Copy	Spell Check	Internet Help
Print Setup	Paste	Validate Report	About NAVFIT98
Print	Delete		
Print Front Page			
Print Back Page			
Close			

**NOTE 1:** Replace (Report) with Evaluation, Chief Evaluation, or Fitness Report. NAVFIT98A will default to type based on the kind of report opened.

## 5.4 Application Settings

### 5.4.1 Default Settings

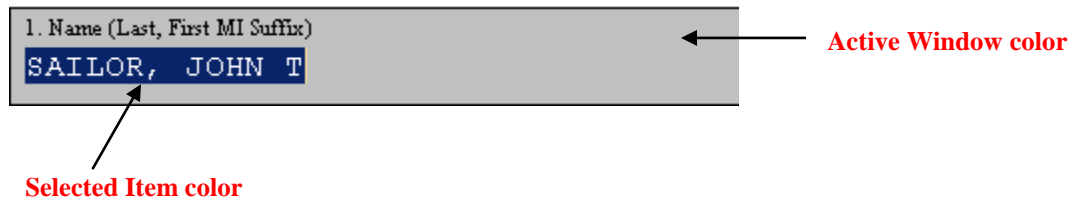
NAVFIT98A default settings include the following:

Selected Item: Uses Windows Operating System appearance setting


Active Window: Uses Windows Operating System appearance setting

Auto Summary: On

Figure 2 – Window and Selected Item





### 5.4.2 Change Color Settings

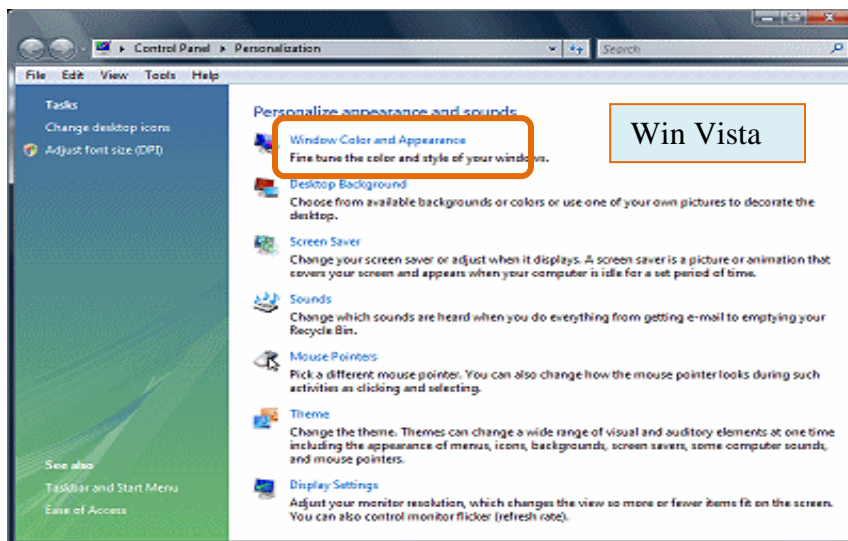
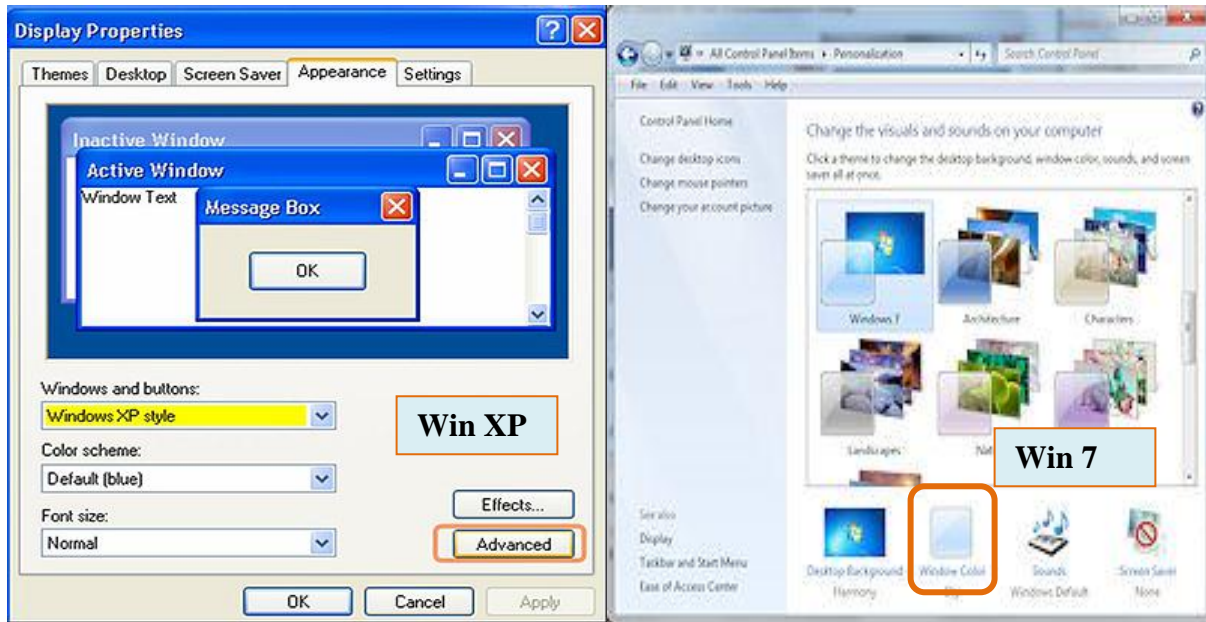
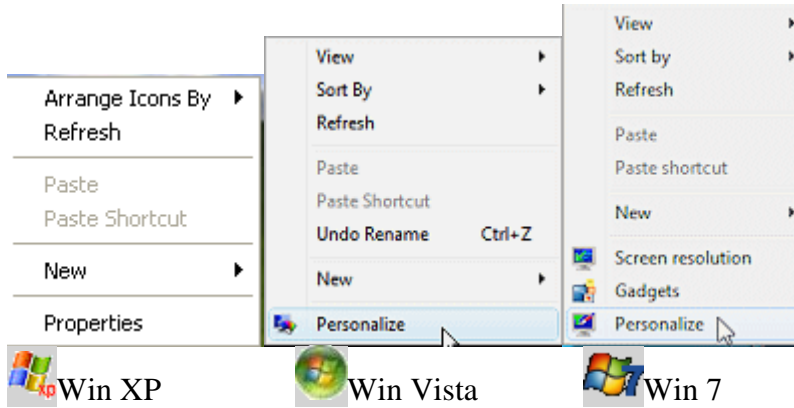
 Right click on a **blank area** of the desktop to get the context-sensitive menu

 Click on **Properties** or **Personalize**

 **WinXP:** You will see a dialog box for Display Properties. Here is where you can customize how the display on your monitor works

 **Windows Vista:** The Personalization dialog opens with a list of links to other dialogs

 **Win7:** The Personalization dialog shows themes and has links at the bottom and left for other choices





Click on the **Appearance** tab

In this dialog you can change the colors of the parts of a window, either one item at a time or by selecting a scheme



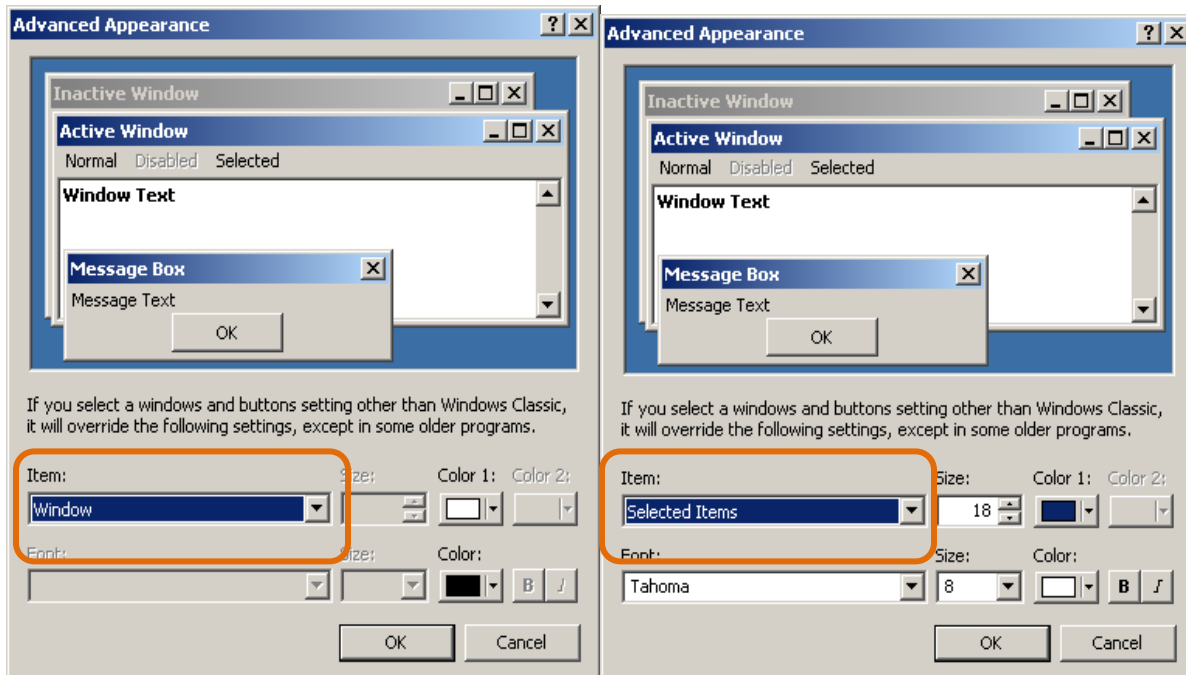
Click on the **Advanced** Tab



In the **Advanced Appearance** window, select from the **Item** drop down list **Window** or **Selected Items**



Select the color scheme from **Color 1**



To get to this same dialog in Windows Vista:



Right click on the desktop



Click on **Personalize**



Click on **Window Color and Appearance**



Click on the **Advanced** button



To get to this same dialog in Windows 7:



Right click on the desktop

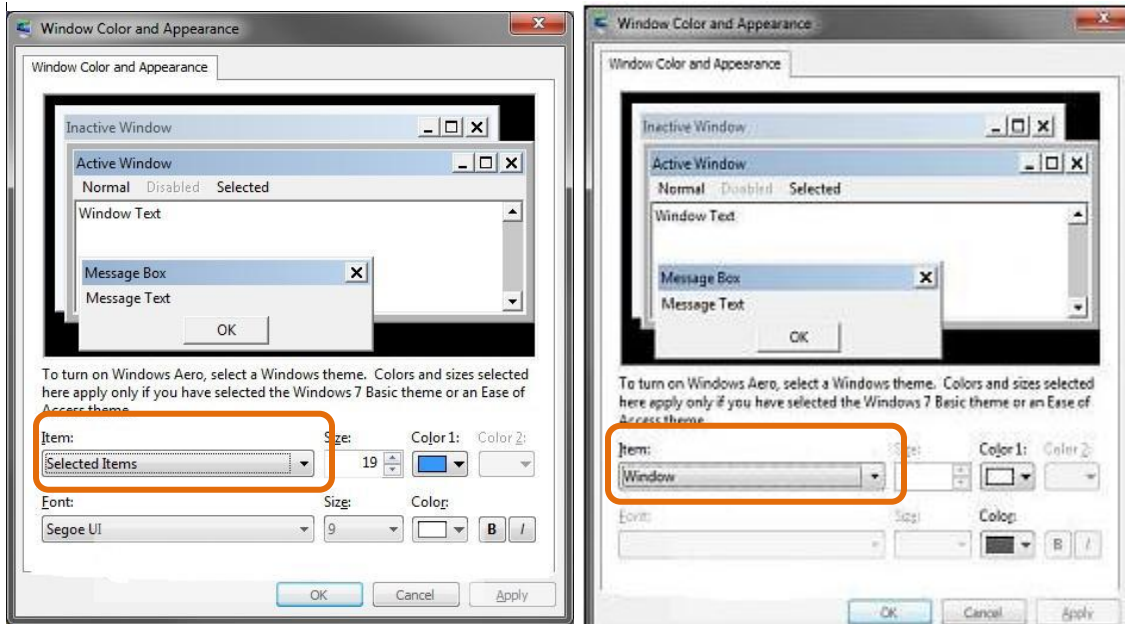


 Click on **Personalize**

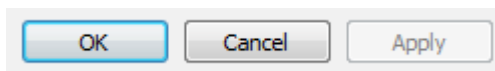
 Click on **Window Color**

 Click on the **Advanced appearance settings** button

If you now click on the drop down list labeled **Item:** you'll see a list of items that should be similar to this:



 Click on **Apply** or **OK** to save changes



### 5.4.3 Auto Summary Setting

The Auto Summary feature auto calculates the summary line (block 43-FITREP or CHIEFEVAL and block 46-EVAL) for all reports located under a particular folder or subfolder. Calculations are based on the promotion recommendation selected and does not consider force distribution rules for a particular pay grade.

**NOTE:** When importing or deleting report(s) the auto summary will not perform updates to the summary line until a report from the folder is opened and saved.

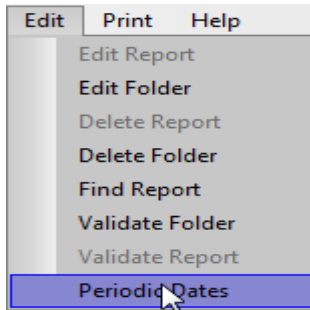
### 5.4.4 Periodic Dates

The application uses the current periodic report dates specified by BUPERSINST1610.10C. If periodic dates for a particular pay grade changes after this application deployment, then the

periodic date table would need updating for block 15 to correctly auto populate with the revised date. To add, edit, or delete dates follow the steps below.

### Add date

1. From main toolbar select **Edit**
2. Select **Periodic Dates**



3. Select **Add**
4. Complete Class, Grade and Date fields
5. Click on **Save**

### Edit date

1. From main toolbar select **Edit**
2. Select **Periodic Dates**
3. Click in the date field requiring edit
4. Click on **Edit**
4. Change date (MMMDD format) and click **Save**

### Delete date

1. From main toolbar select **Edit**
2. Select **Periodic Dates**
3. Click on line to delete (any field on that line)
4. Click on **Delete**
5. Message box will appear asking to confirmation

## 6 Operating Procedures

This section contains step-by-step procedures oriented to the first time or occasional user. These procedures contain enough detail so that the user can reliably access the software before learning the details of its functional capabilities. The sections presented below follow the typical path of how users interact with the application.

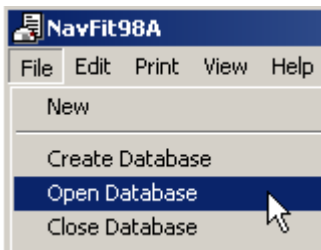
### 6.1 Database Management

The user has the following functions available to manage databases:

- Open database
- Create database
- Close database

#### 6.1.1 Open Database

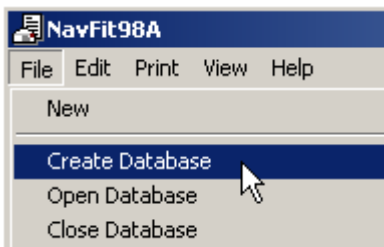
1. From main toolbar select **File**
2. Select **Open Database**



3. Locate database from directory and click **Open**

#### 6.1.2 Create Database

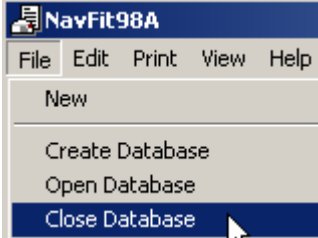
1. From main toolbar select **File**
2. Select **Create Database**



3. Choose directory location and give the database a filename. You can save the database with a \*.mdb (Access 2003 or lower) or \*.accdb (Access 2007) extension.

### 6.1.3 Close Database

1. From main toolbar select **File**
2. Select **Close Database**



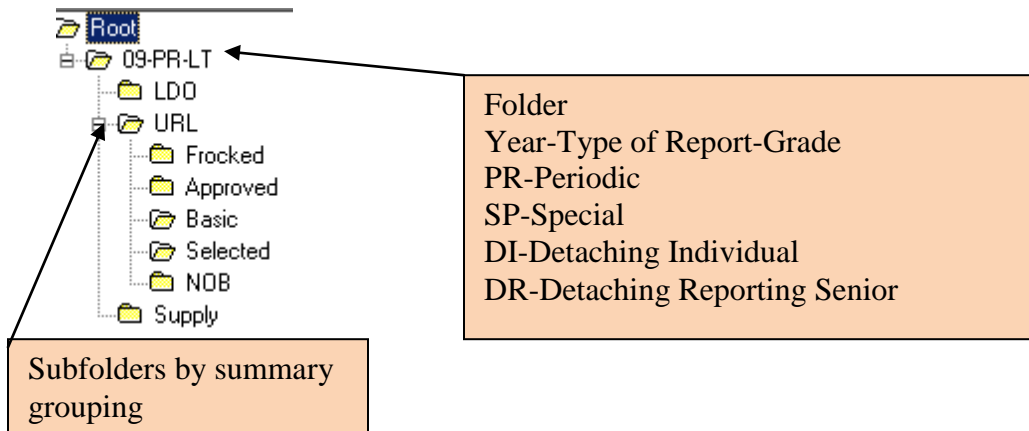
**WARNING:** DO NOT move or delete the databases named NF98A\_Dte.mdb, NF98A\_Dte.accdb, NF98A\_empty.accdb and NF98A\_empty.mdb from the default location.

## 6.2 Managing Folders

Folders allow users an effective way to organize reports along with the ability to create templates. Organizing your folders within the NAVFIT Folder Window provides an easy way to track reports along with taking advantage of the Auto Summary feature. Although individual preferences will dictate report folder organization, understanding how folders work will help in the decision process.

The following example illustrates how to use folders when preparing reports. USS SAMPLE must do periodic reports for all assigned Lieutenants. The administrative office may elect to organize the reports using groupings based on Grade, Report Type and Summary Group as illustrated by Figure 3.

**Figure 3 – Folder Organization**



**WARNING:** NAVFIT98A will auto calculate the summary line (block 43-FITREP or CHIEFEVAL and block 46-EVAL) for all reports located under a folder or subfolder. All reports should be in the same summary group within a folder. Do not mix NOB reports with the summary group because NAVFIT98A will recognize the NOB as part of the summary group and

add the reports to the summary line. In addition, NAVFIT98A will print summary letters based on folders or subfolders.

**WARNING:** NAVFIT98A will only allow a user to create six levels of sub-folders under one main folder.

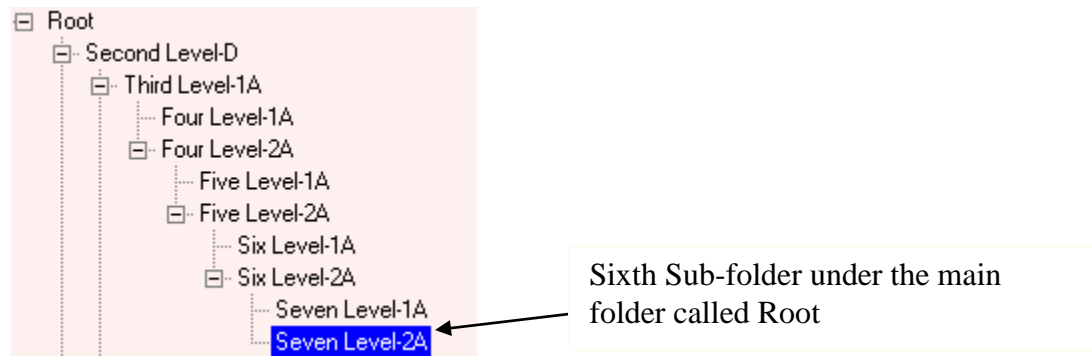


Figure 4 shows how a folder also may serve as a report template. In this example, any report created under the folder would have blocks 21-28 automatically completed.

**Figure 4 – Folder Template**

Folder Name: 09-PR-LT

Blocks 1-19 | **Blocks 20-31** | Blocks 32-44 | Blocks 44-52 | Options

Block 20 - Physical Readiness: [Dropdown]

Block 21 - Billet Subcategory (if any): BASIC [Dropdown]

Reporting Senior Information:

Block 22 - Name	SMITH B P
Block 23 - Grade	CAPT
Block 24 - Desig	1110
Block 25 - Title	CO
Block 26 - UIC	12345
Block 27 - SSN	

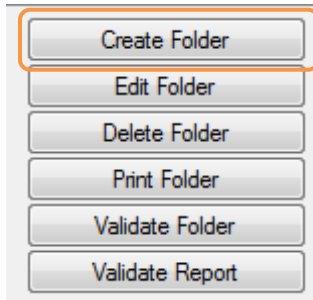
Block 28 - Command Employment and Command Achievements:  
Fire Scout Developmental Testing and Military Utility Assessment-8; USSOUTCOM AOF Deployment-5; HST COMPUTEX-1; Pre-deployment LV/UPKP-1; AVCERT; SAR Cert; ISIC Nav check ride; C2F ATFP

**WARNING:** Only reports created under the folder template will have corresponding blocks completed. Any report created under a separate folder and then moved to a new folder will still retain the original folder template information.

The following capabilities exist for Folder management:

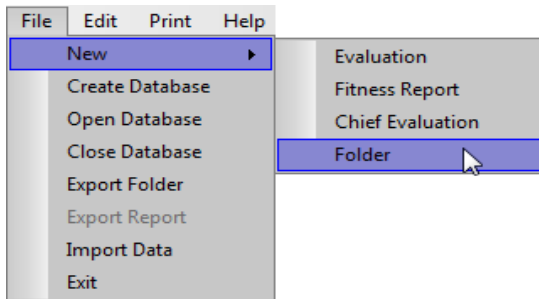
### 6.2.1 Create Folder

1. From NAVFIT98A Start Window select the **Create Folder** button



Or

- 1a. From the main toolbar select **File**
- 2a. Select **New**
- 3a. Select **Folder**



2. Give folder a name (**required field**)

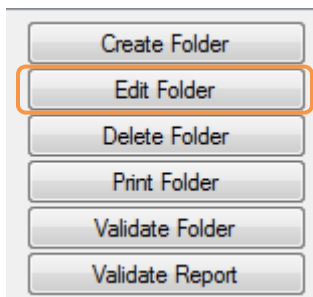


3. Either **Save** or complete blocks in the template

**NOTE:** The application will grey out the **Create Folder** option when the sixth sub-folder under a primary folder is reached.

### 6.2.2 Edit Folder

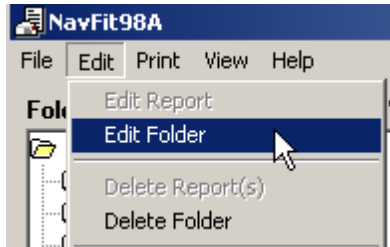
1. From Start Window highlight folder and select **Edit Folder** button



2. Make changes and select **Save**

Or

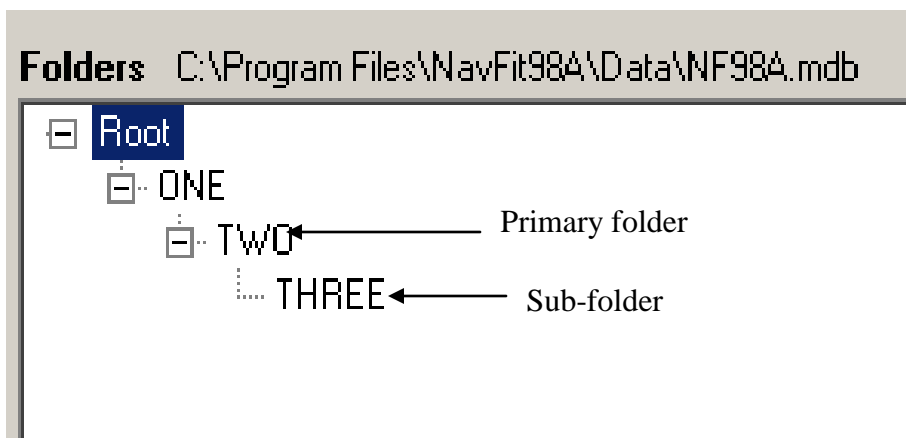
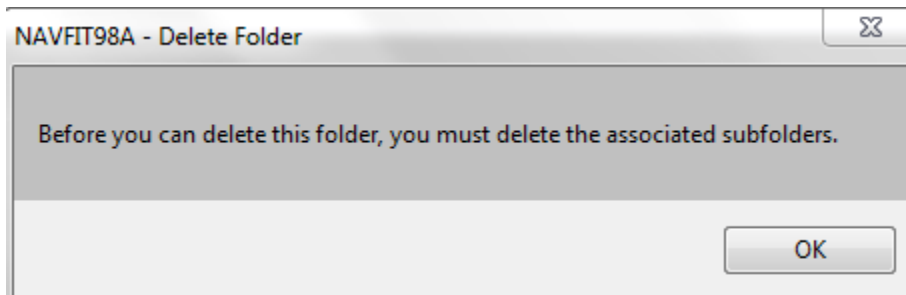
- 1a. Highlight folder and select **Edit** from the main toolbar
2. Select **Edit Folder**



3. Make changes and select **Save**

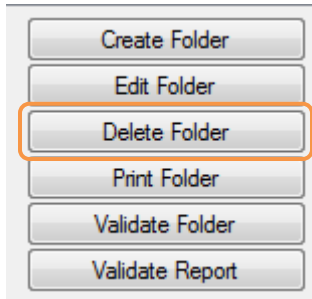
### 6.2.3 Delete Folder

This version of NAVFIT98A will not perform cascading delete actions concerning folders and associated sub-folders. When attempting to delete a folder that has associated sub-folders the following message will appear.



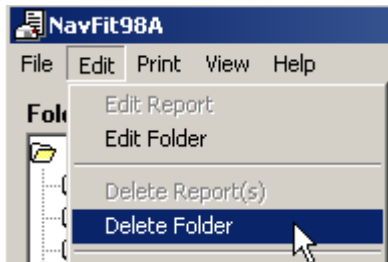
\* You need to delete folder named “THREE” before deleting folder named “TWO”

1. From Start Window highlight folder and select **Delete Folder** button



Or

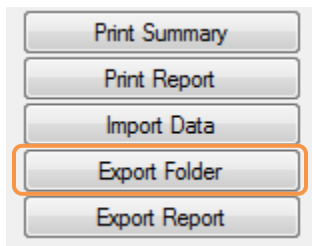
- 1a. Highlight folder and select **Edit** from the main toolbar
2. Select **Delete Folder**



3. Select **OK** at the confirmation box.

### 6.2.4 Export Folder

1. From Start Window highlight folder and select **Export Folder** button

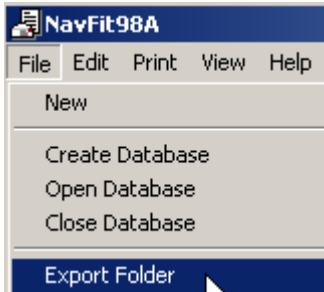


2. Navigate to the new location
3. Give folder a file name and click on **Save**

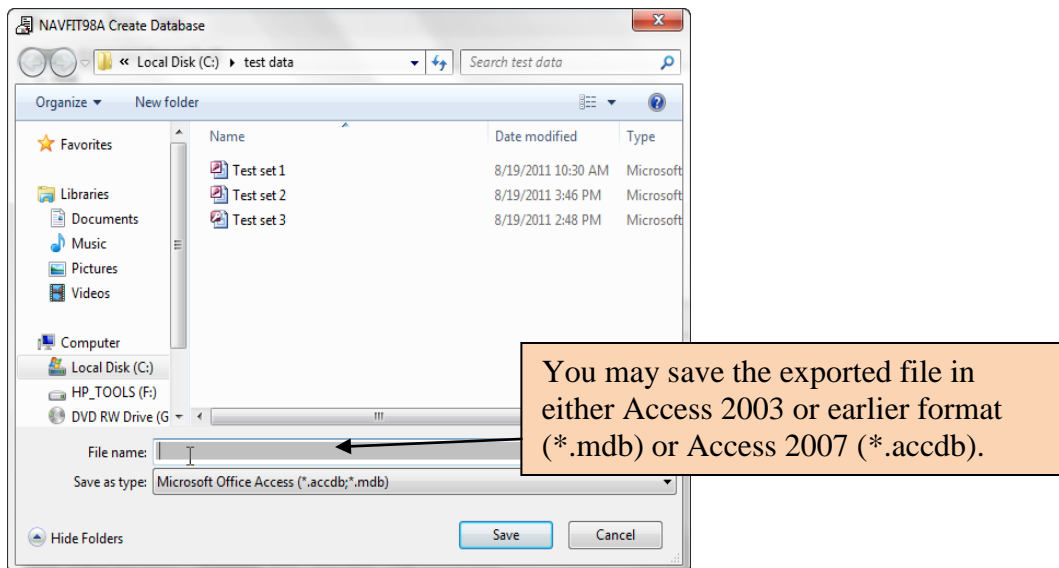
Or

1. From the main toolbar select **File**
2. Select **Export Folder** menu





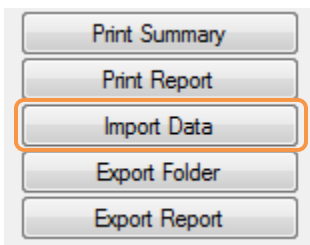
3. Navigate to the new location
4. Give folder a file name and click on **Save**



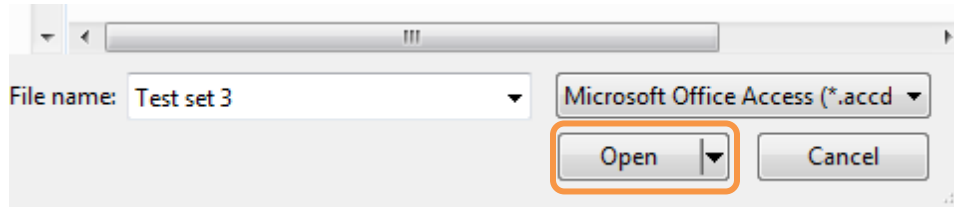
**NOTE:** All associated reports under the folder will also export to the file.

### 6.2.5 Import Data

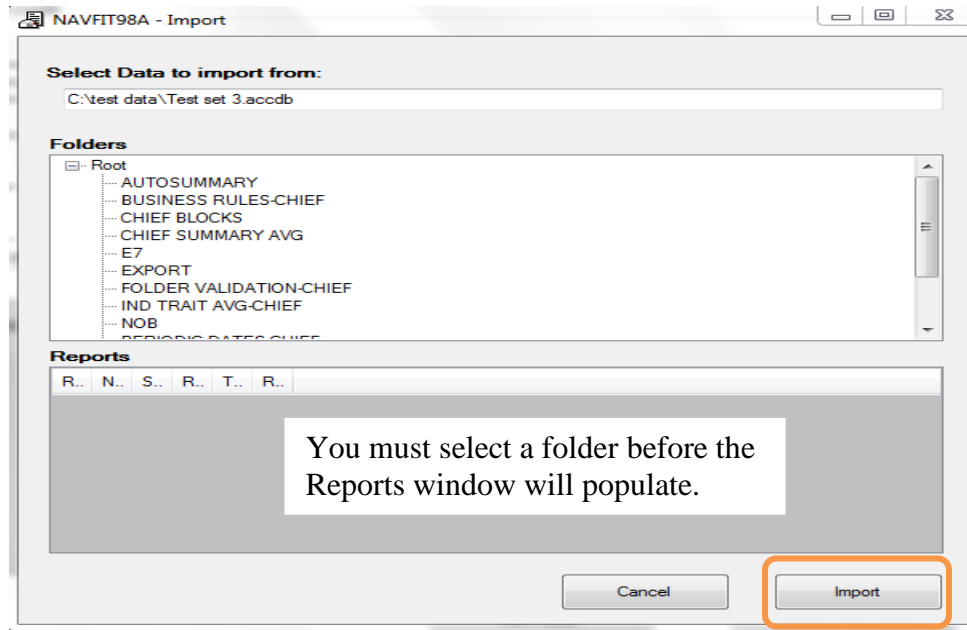
1. From Start Window select **Import Data** button



2. Select directory where database is located
3. From File directory select **Open**

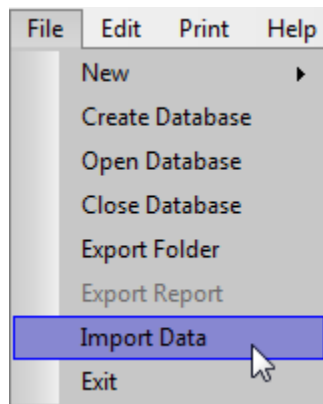


4. Select folder or reports and click **Import**



Or

1. From the main toolbar select **File**
2. Select **Import Data**
3. Select directory where database is located
4. From File directory select **Open**



**NOTE:** All associated reports with a subfolder will import to the file.

**NOTE:** Although the “drag and drop” feature does not work with this version of NAVFIT you still may use the import function to move reports and folders within the same database. This import function works with a database in current use. It is not necessary to export the folder or report then import them back to the same database.

## 6.3 Managing Performance Reports

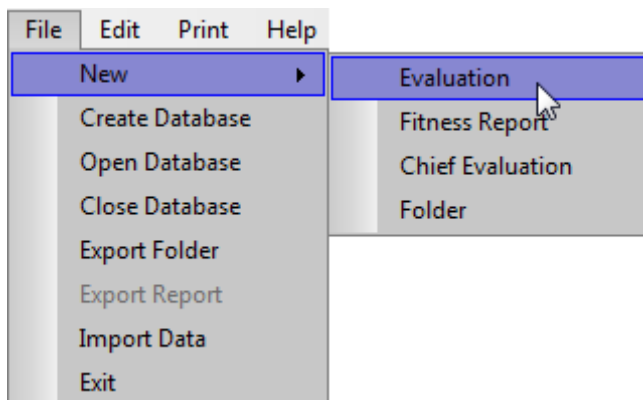
The term performance report is used to describe both Fitness and Evaluation reports.

### 6.3.1 Create Report

1. From Start Window highlight the folder that will store the performance report.
2. To create Fitness reports (Chief Warrant Officer to Captain) click the **Create FITREP** button. To create Evaluations (E1-E6) click the **Create EVAL** button. To create Chief Eval (E7-E9) click the **Create Chief Eval** button.

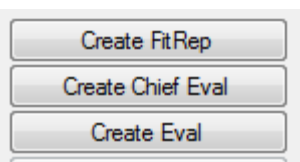
Or

1. Highlight folder that will store the performance report and select **File** from the main toolbar
2. Select **New** menu and choose either **Evaluation**, **Chief Evaluation** or **Fitness Report**



Or

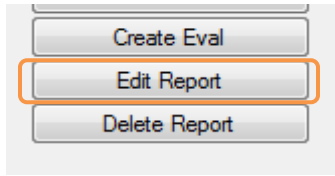
1. From the Main Menu Select **Create (Report)** button



**WARNING:** DO NOT create reports under the Root folder. Always create separate folders and subfolders for your reports based on summary groups.

### 6.3.2 Edit Report

1. From Start Window highlight the report and click **Edit Report** button



Or

1a. From Start Window double click on the report

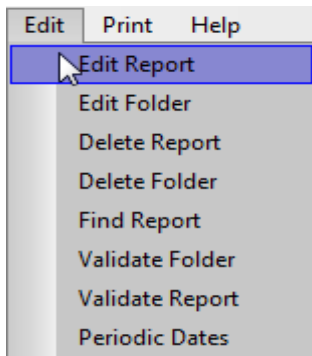
**Reports (0 Evals / 12 Chief Evals / 0 Fit Reps)**

R...	Name	SSN	Re...	ToDate	Re...
BMC	BEST, RECORD Q		Chief	10/31/2010	1467
BMC	EIGHT, RECORD Y		Chief	10/31/2010	1468
BMC	FIVE, RECORD J		Chief	10/31/2010	1469
BMC	FOUR, RECORD H		Chief	10/31/2010	1470
BMC	NINE, RECORD L		Chief	10/31/2010	1471
BMC	ONE, RECORD NMN		Chief	10/31/2010	1472
BMC	SEVEN, RECORD W		Chief	10/31/2010	1473
BMC	SIX, RECORD U		Chief	10/31/2010	1474
BMC	TEN, RECORD A		Chief	10/31/2010	1475

Or

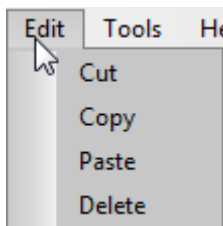
1b. From the main toolbar select **Edit**

2. Click on **Edit Report**



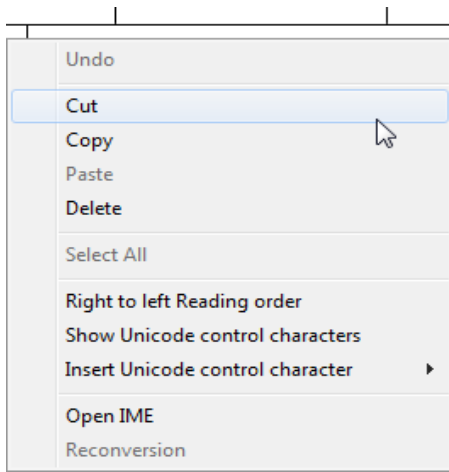
While a report is open you can use the Cut, Copy and Paste feature to populate the same text across multiple reports.

1. From the reports toolbar select **File** and select **Copy** after highlighting text



Or

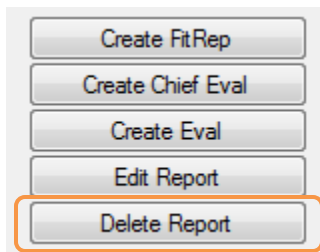
Right click in a report box and select **Copy** after highlighting text



2. Close report and open another report
3. Select **Paste**

### 6.3.3 Delete Report

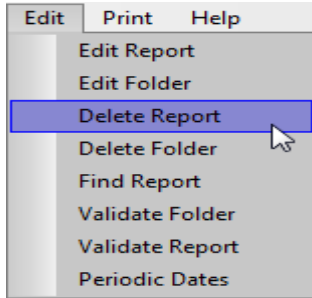
1. Select report
2. Click on **Delete Report** button



3. At confirmation message select **Yes**

Or

1. Select report
2. At the main toolbar select **Edit**
3. Select **Delete Report**

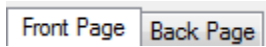


4. At confirmation message select **Yes**

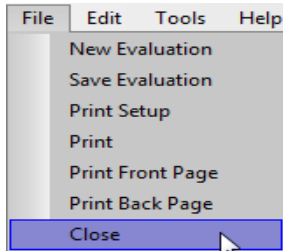
### 6.3.4 Report Navigation

To move from the back or front page of a report execute the following steps.

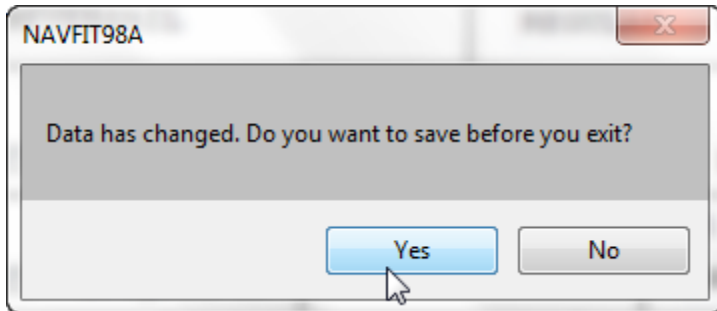
1. Select Front or Back Page Tab



2. To close a report select **File** from the report toolbar and then **Close**



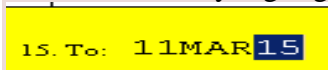
3. The application may promote you to save your changes



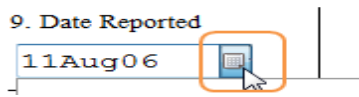
### 6.3.4 Use Calendar



Version 30 provides a pop-up calendar for blocks 9 and 14-15 that will automatically place the dates in the correct format (YMMMDD).

**NOTE:** You must use the calendar to enter dates; however, after entering a date the user can revise the date by highlighting the field to change and manually typing in the year or day.



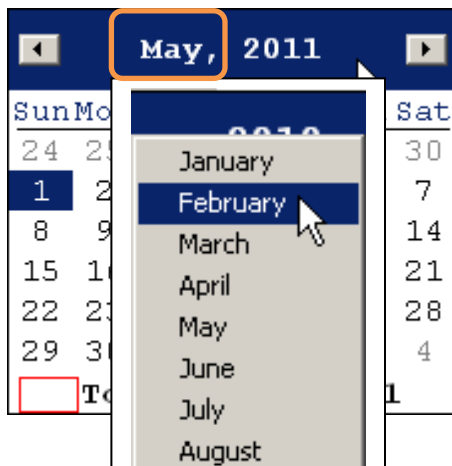
1. Select calendar icon




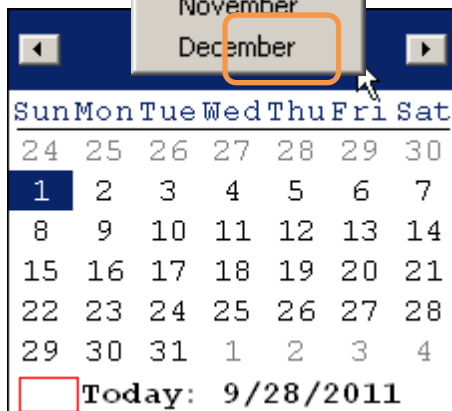
2. Calendar navigation works differently in  Windows XP and  Windows 7

 Windows XP

 To change the month either click on the arrows to move backward or forward one month or click on the month to see a dropdown list



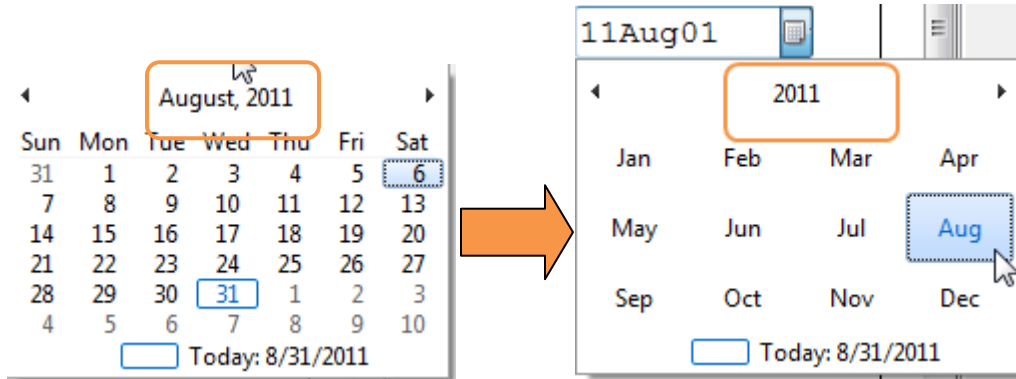
 To change the year click on the year link, the year currently displayed on the calendar.



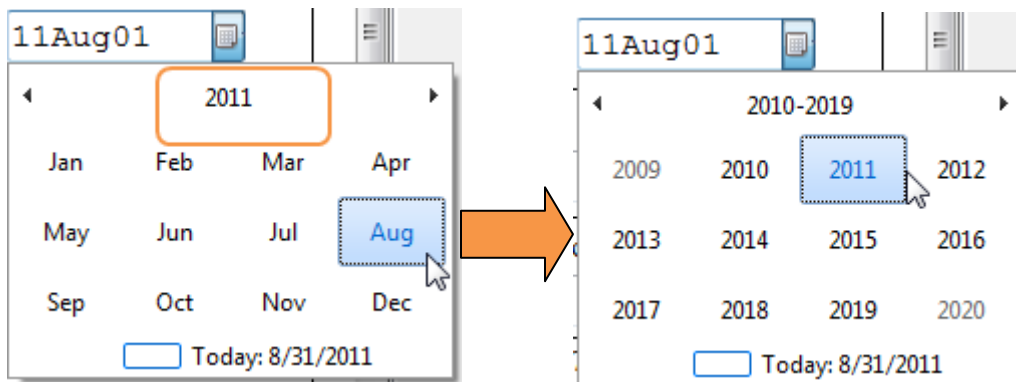
Change the year with the up and down arrow displayed.

 Windows 7

 Click Month and Year link to show all months for that particular year.

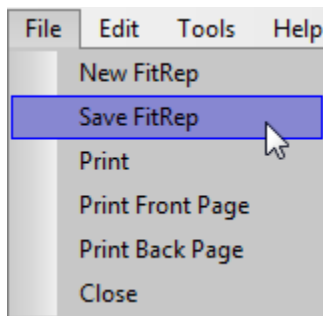


Click on Year to see all years in a decade.



### 6.3.5 Save Report

1. From the report toolbar select **File**
2. Select (Report)

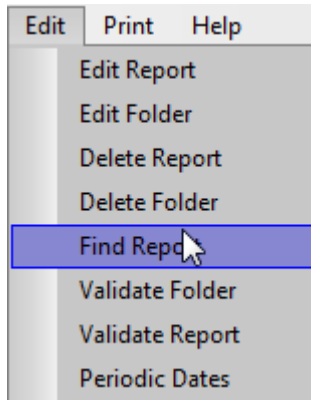


**NOTE:** Replace (Report) with Evaluation, Chiefeval or Fitness Report. Option depends on type of report opened.

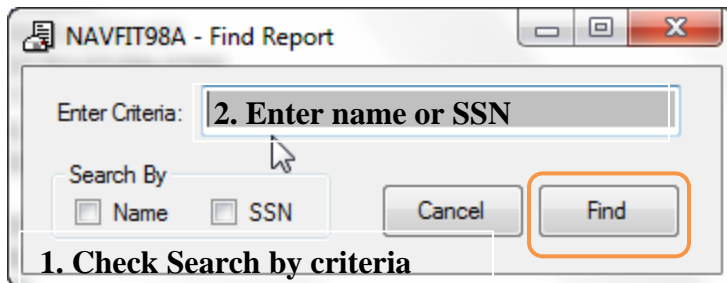
### 6.3.6 Find Report

1. From main toolbar select the **Edit** menu
2. Select **Find Report**





3. Check appropriate search by block and then fill in the criteria (SSN or Name)



4. Select **Find**

**NOTE:** User may select either SSN or Name to conduct search. It is not necessary to use full name to conduct search. For example, typing in “WR” would find all individuals who last name starts with “WR”.

**NOTE:** When at the end of the search with multiple entries you will receive a pop-up message saying **(Name) or (SSN #) not found.**

### 6.3.7 Export Report

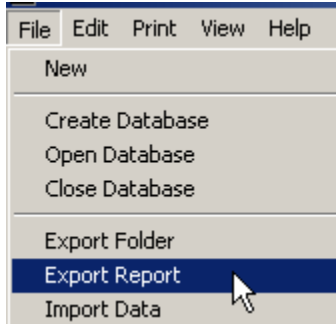
1. From Start Window highlight report
2. Select **Export Report(s)** button
3. Navigate to the new location
4. Provide file name and select **Save**

**NOTE:** Directory is set for the default path but the user may put the file in a different location if desired.

Or

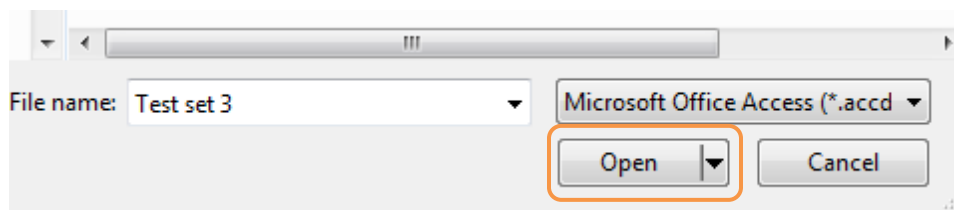
1. From Start Window highlight report

2. Select **File** from main toolbar
3. Navigate to the new location
4. Select **Export Report**

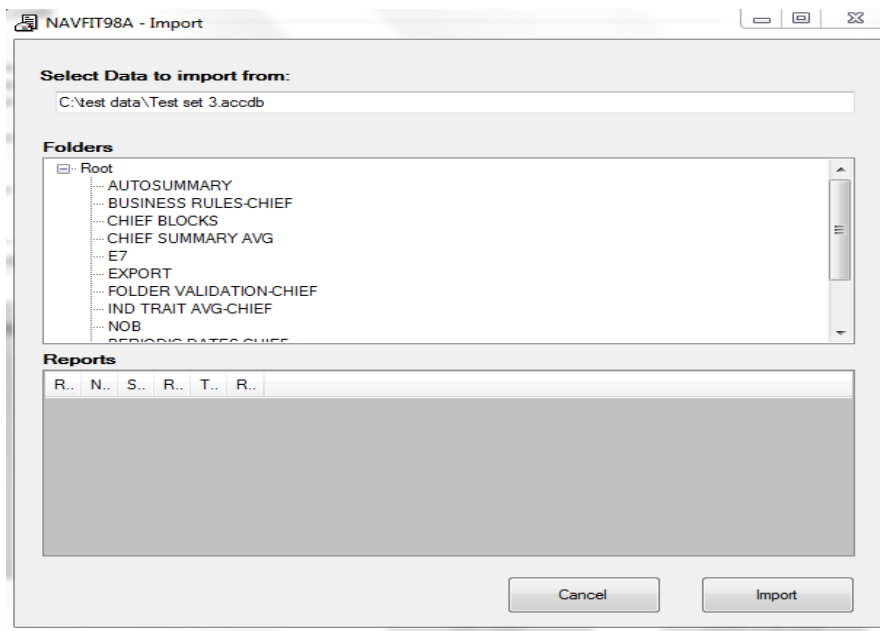


### 6.3.8 Import Data

1. From Start Window select **Import Data** button
2. Find file to Import and click on **Open**



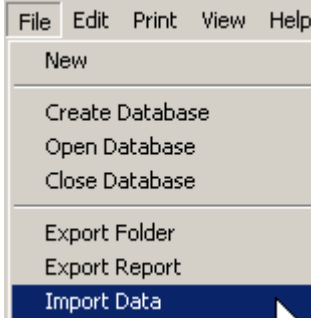
3. Highlight the folder containing the report



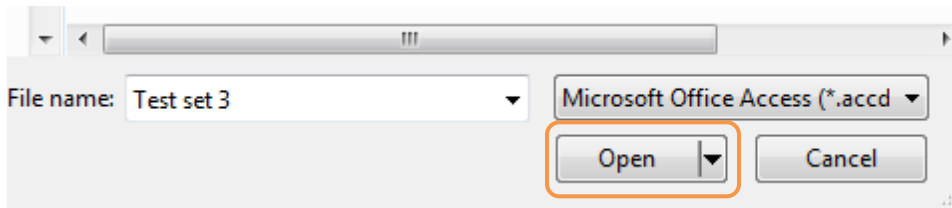
4. Highlight folder or report(s) and select **Import**

Or

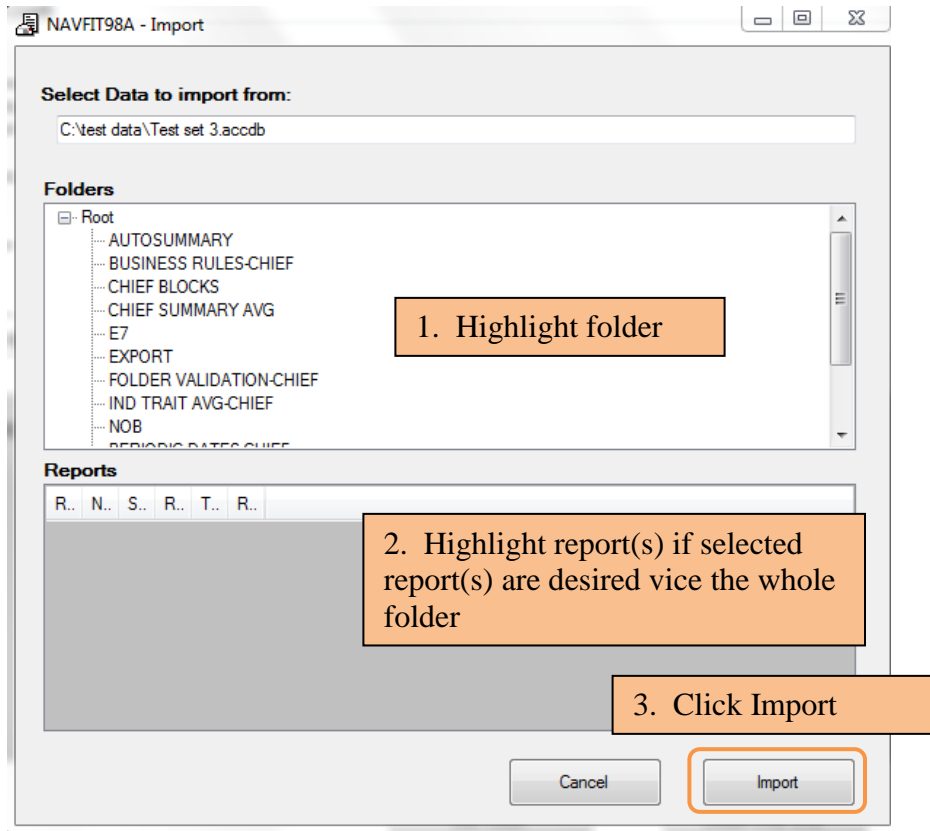
1. From Start Window select **File** from main toolbar
2. Select **Import Data**



2. Find file to Import and click on **Open**



3. Highlight the folder containing the report



4. Highlight report(s) if you do not want to import the complete folder and select **Import**

**TIP:** Use **CTRL + SHIFT + CLICK** to select multiple reports.

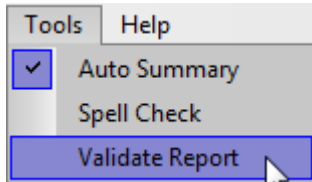
**NOTE:** Report(s) will import to the folder highlighted.

## 6.4 Validation

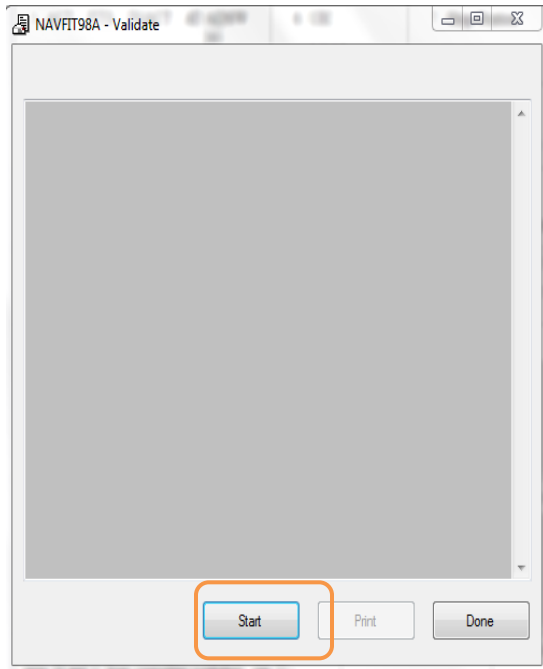
NAVFIT98A can perform validation checks at the individual report or folder level. At the individual report level, validation performs checks on field values (e.g. formatting) and business rules enforcement such as promotion recommendation limited to progressing or significant problems for a 1.0 trait grade. At the folder level, validation performs field value checks, business rules enforcement along with data field consistency checks between all reports under that folder or subfolder.

### 6.4.1. Validate Report

1. From the report toolbar select **Tools** (report is opened)
2. Select **Validate Report** menu



3. Select **Start**

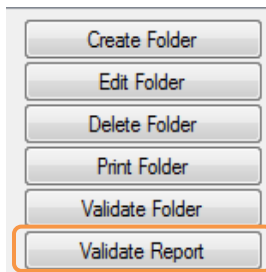


Or

1. Highlight report in the main menu window

R...	Name	SSN	Re...	ToDate	Re...
BMC	BEST, RECORD Q		Chief	10/31/2010	1467
BMC	EIGHT, RECORD Y		Chief	10/31/2010	1468
BMC	FIVE, RECORD J		Chief	10/31/2010	1469

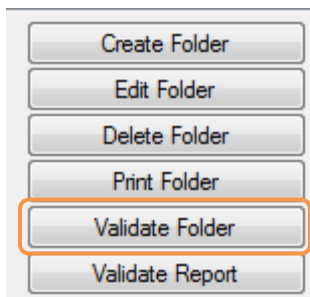
2. Click on the **Validate Report** button



3. Select **Start**

#### 6.4.2 Validate Folder

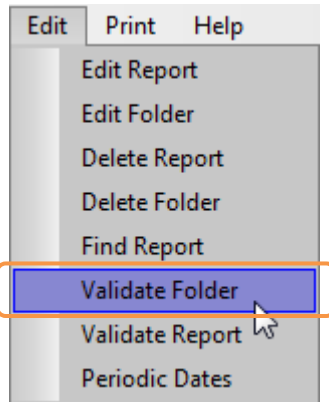
1. From the Start Window highlight folder.
2. Select **Validate Folder** button



3. Select **Start**

Or

- 2b. Select **Edit** from the main toolbar
3. Select **Validate Folder**



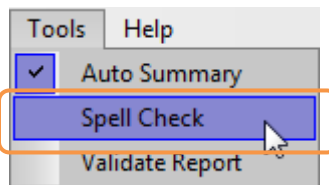
4. Select **Start**

### 6.5 Spell Check

The Spell check function uses Microsoft Word to perform spell checking on blocks 28, 29 and comment of performance block (41-fitrep or chiefeval and 43-eval).

1. From report toolbar select **Tools**

2. Select **Spell Check**



**NOTE:** Spell check will use the personal default settings you have selected in Microsoft Word; i.e. ignore words in all CAPS or words with numbers, etc.

**WARNING:** When spell check is used the report is hidden.

### 6.6 Printing

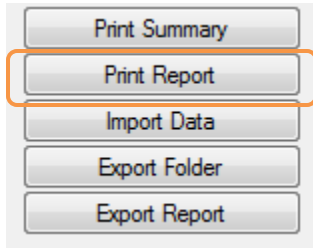
#### 6.6.1 Print Report

1. From Start Window highlight report

Reports (0 Evals / 12 Chief Evals / 0 Fit Reps)

R...	Name	SSN	Re...	ToDate	Re...
BMC	BEST, RECORD Q		Chief	10/31/2010	1467
BMC	EIGHT, RECORD Y		Chief	10/31/2010	1468
BMC	FIVE, RECORD J		Chief	10/31/2010	1469
BMC	FOUR, RECORD H		Chief	10/31/2010	1470
BMC	NINE, RECORD L		Chief	10/31/2010	1471
BMC	ONE, RECORD NMN		Chief	10/31/2010	1472
BMC	SEVEN, RECORD W		Chief	10/31/2010	1473
BMC	SIX, RECORD U		Chief	10/31/2010	1474
BMC	TEN, RECORD A		Chief	10/31/2010	1475

2. Select **Print Report** button

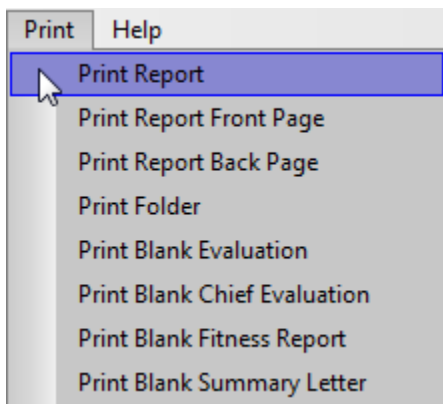


3. Select Printer and click on **Print**

Or

2a. From the main toolbar select **Print**

3. Select **Print Report**

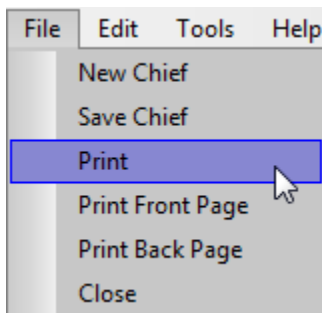


3. Select Printer and click on **Print**

Or

1. From the report toolbar select **File**

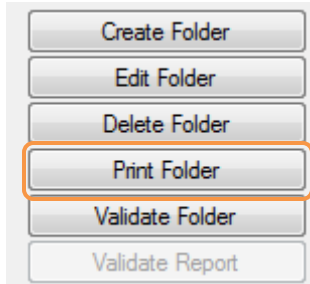
2. Select **Print**



3. Select Printer and click on **Print**

### 6.6.2 Print Folder

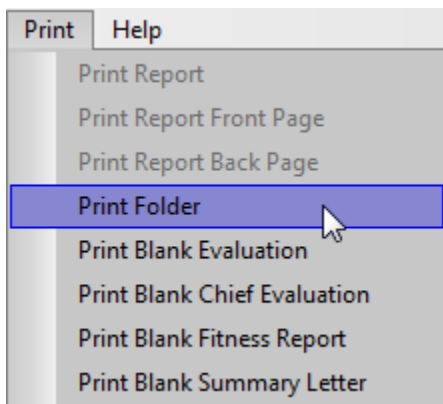
1. From Start Window highlight folder
2. Select **Print Folder** button



3. Select Printer and click on **Print**

Or

- 1a. From main toolbar select **Print**
2. Select **Print Folder** menu

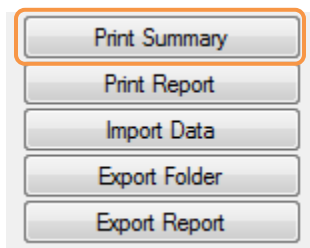


3. Select Printer and click on **Print**

**NOTE:** Using a duplex printer (prints on two sides of a sheet of paper) saves time.

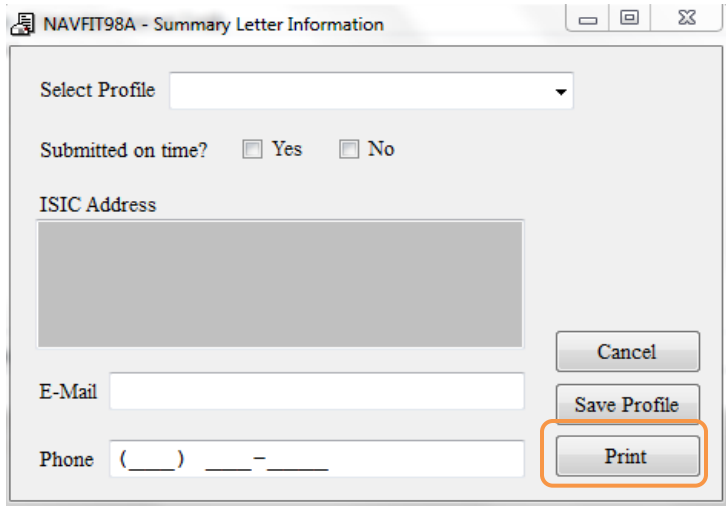
### 6.6.3 Print Summary

1. From Start Window highlight folder
2. Select **Print Summary** button





### 3. Select or create profile



The screenshot shows a dialog box titled "NAVFIT98A - Summary Letter Information". It contains the following fields and controls:

- "Select Profile" dropdown menu.
- "Submitted on time?" with radio buttons for "Yes" and "No".
- "ISIC Address" text area.
- "E-Mail" text field.
- "Phone" text field with a format: (\_\_\_\_) \_\_\_\_-\_\_\_\_.
- Buttons: "Cancel", "Save Profile", and "Print".

The "Print" button is highlighted with an orange rectangular border.

### 4. Select **Print**

**NOTE:** You can fill out the required information and select **Save Profile**. You then can use the Select Profile to auto populate the fields for future reports.

**WARNING:** After importing a folder or report you must open a report first before printing the summary letter to ensure the breakout summary line correctly calculates.

**Appendix A. NAVPERS 1610/2 Constraints****NAVPERS 1610/2 Constraints**

Block	Block Name	Constraint	Remarks (format examples)
1	Name	Allows up to 27 alpha characters	e.g. : JOHNSON, ROBERT (middle initial)
		Member's last name separated with a comma	Can validate that last name has a comma afterward and (middle initial)  Name block must be populated to move beyond block 1.
2	Grade/Rate	Limit of 5 alpha characters	e.g. :LCDR
3	Desig	Allows up to 12 alpha and/or special characters	e.g. : 1110
4	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and 5 <sup>th</sup> digits	e.g. : XXX-XX-XXXX
5	ACT	An 'X' shall be placed in the box if selected	Only 1 box can contain an 'X'
	FTS	An 'X' shall be placed in the box if selected	
	INACT	An 'X' shall be placed in the box if selected	
	AT/ADSW/265	An 'X' shall be placed in the box if selected	
6	UIC	Allows up to 5 alpha-numeric characters	e.g. : 1234A
7	Ship/Station	Allows up to 18 alpha-numeric characters	e.g. : CG-47 TICONDEROGA
8	Promotion Status	Dropdown containing: 'REGULAR', 'FROCKED', 'SELECTED', 'SPOT'	
9	Date Reported	Use 'YYMMDD' format (07SEP16)	
10	Periodic	'X' appears on selected box	Cannot have an 'X' if block 13 selected

**NAVPERS 1610/2 Constraints**

Block	Block Name	Constraint	Remarks (format examples)
11	Detachment of Individual	'X' appears on selected box	Cannot have an 'X' if block 13 selected
12	Detachment of Reporting Senior	'X' appears on selected box	Cannot have an 'X' if block 13 selected
13	Special	'X' appears on selected box	
14	From	Use 'YYMMDD' format (07SEP16)	
15	To	Use 'YYMMDD' format (07SEP16)	
16	Not Observed Report	'X' appears on selected box	Block 42 defaults to NOB. Three trait grades can be graded if desired.
17	Regular	'X' appears on selected box	If Ops Cdr selected box 18 is blank
18	Concurrent	'X' appears on selected box	
19	Ops Cdr	'X' appears on selected box	
20	Physical Readiness	Maximum length 4 alpha characters	
21	Billet Subcategory	Dropdown containing: 'NA', 'BASIC', 'APPROVED', 'CO AFLOAT', 'CO ASHORE', 'OIC', 'INDIV AUG', 'SEA COMP', 'CRF', 'CANVASSER', 'RESIDENT', 'INTERN', 'INSTRUCTOR', 'STUDENT', 'RESAC1', 'RESAC 6', 'SPECIAL01' through 'SPECIAL20'	Users must have CNPC approval to use one of the "Special" subcategories.
22	Reporting Senior	Allows up to 27 alpha-numeric characters	
		Member's last name separated with a comma	Can validate that last name has a comma afterward with First Initial and Middle Initial. (JOHNSON, H T)
23	Grade	Allows up to 5 alpha-numeric characters	
24	Desig	Allows up to 5 alpha-numeric characters	

---

**NAVPERS 1610/2 Constraints**

Block	Block Name	Constraint	Remarks (format examples)
25	Title	Allows up to 14 alpha-numeric characters	
26	UIC	Allows up to 5 alpha-numeric characters	
27	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and 5 <sup>th</sup> digits	e.g: XXX-XX-XXXX
28	Command employment and command achievements	Allows up to 276 alpha-numeric characters	
29	Primary/Collateral/ Watchstanding duties	Allows up to 14 alpha-numeric characters (small box)	
		Allows up to 334 alpha-numeric characters (large box) (without spaces)	
30	Date Counseled	Use 'YYMMDD' format (07SEP16)	
31	Counselor	Allows up to 20 alpha-numeric characters	
32	Signature of Individual Counseled	Allows up to 20 alpha-numeric characters	
33	Professional Expertise	'X' appears on selected box	Only one box contains an 'X'.
34	Command or Organizational Climate/Equal Opportunity	'X' appears on selected box	Only one box contains an 'X'
35	Military Bearing/Character	'X' appears on selected box	Only one box contains an 'X'
36	Teamwork	'X' appears on selected box	Only one box contains an 'X'
37	Mission Accomplishment and Initiative	'X' appears on selected box	Only one box contains an 'X'
38	Leadership	'X' appears on selected box	Only one box contains an 'X'

**NAVPERS 1610/2 Constraints**

Block	Block Name	Constraint	Remarks (format examples)
39	Tactical Performance	'X' appears on selected box	Only one box contains an 'X'
40	Career Recommendations	Allows up to 20 alpha-numeric characters in each block.	Allows up to 20 alpha-numeric characters in each block
41	Comments on Performance	Allows free text up to 1620 10 point or 1350 12 point alpha-numeric characters (without spaces)	Maximum of 18 lines
42	Individual Promotion Recommendation	'X' appears on selected box	Only one box contains an "X"
43	Summary Promotion Recommendation	Allows numeric characters only	If auto summary selected application will calculate
44	Reporting Senior Address	Allows free text up to 40 alpha-numeric characters. Maximum of 5 lines	
45	Signature of Reporting Senior		
	Date		
	Member Trait Average	Auto-calculated by system	
		Must contain 2 decimal places	
		Allows numeric characters only (e.g. 3.74)	
	Summary Group Average	Auto-calculated by system if auto summary selected	
		Must contain 2 decimal places	
		Allows numeric characters only (e.g. 3.74)	
46	Signature of Individual Evaluated		
	Date		
	Intention to submit statement	'X' appears on selected box	Only one box contains an 'X'

---

**NAVPERS 1610/2 Constraints**

Block	Block Name	Constraint	Remarks (format examples)
47	Regular Reporting Senior Signature on Concurrent Report	Allows a total of 51 alpha-numeric characters.	
	Name	Free text field for these items	Allows a total of 51 alpha-numeric characters
	Grade		
	Command		
	UIC		
	Date	Use "YYMMDD" format (07SEP16)	

**Appendix B. NAVPERS 1616/26 Constraints****NAVPERS 1616/26 Constraints**

Block	Block Name	Constraint	Remarks
1	Name	Allows up to 27 alpha characters	e.g.: JOHNSON, ROBERT G
		Member's last name separated with a comma	Can validate that last name has a comma afterward.  Name block must be populated to move beyond block 1.
2	Rate	Limit of 5 alpha characters	e.g.: ET1
		Must end in "1" or "2" or "3" or "A" or "R" or "N"	
		Cannot end in "C", "S" nor "M"	
3	Desig	Allows up to 12 alpha and/or special characters	e.g.: AW/SW
4	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and 5 <sup>th</sup> digits	e.g.: XXX-XX-XXXX
5	ACT	An 'X' shall be placed in the box if selected	Only 1 box can contain an 'X'
	FTS	An 'X' shall be placed in the box if selected	
	INACT	An 'X' shall be placed in the box if selected	
	AT/ADSW/265	An 'X' shall be placed in the box if selected	
6	UIC	Allows up to 5 alpha-numeric characters	e.g.: 1234A
7	Ship/Station	Allows up to 18 alpha-numeric characters	e.g.: CG-47 TICONDEROGA
8	Promotion Status	Dropdown containing: 'REGULAR', 'FROCKED', 'SELECTED', 'SPOT'	
9	Date Reported	Use 'YYMMDD' format (07SEP16)	
10	Periodic	'X' appears on selected box	Cannot have an 'X' if block 13 selected

**NAVPERS 1616/26 Constraints**

Block	Block Name	Constraint	Remarks
11	Detachment of Individual	'X' appears on selected box	Cannot have an 'X' if block 13 selected
12	Promotion/Frocking	'X' appears on selected box	Cannot have an 'X' if block 13 selected
13	Special	'X' appears on selected box	
14	From	Use 'YYMMDD' format (07SEP16)	
15	To	Use 'YYMMDD' format (07SEP16)	
16	Not Observed Report	'X' appears on selected box	Block 45 defaults to NOB. Three trait grades can be graded if desired.
17	Regular	'X' appears on selected box	
18	Concurrent	'X' appears on selected box	
19			
20	Physical Readiness	Maximum of 4 alpha characters	
21	Billet Subcategory	Dropdown containing: 'NA', 'BASIC', 'APPROVED', 'CO AFLOAT', 'CO ASHORE', 'OIC', 'INDIV AUG', 'SEA COMP', 'CRF', 'CANVASSER', 'RESIDENT', 'INTERN', 'INSTRUCTOR', 'STUDENT', 'RESAC1', 'RESAC 6', 'SPECIAL01' through 'SPECIAL20'	Users must have CNPC approval to use one of the "Special" subcategories.
22	Reporting Senior	Allows up to 18 alpha characters	
		Members last name separated with a comma	Can validate that last name has a comma afterward with FI and MI
23	Grade	Allows up to 5 alpha-numeric characters	
24	Desig	Allows up to 5 alpha-numeric characters	
25	Title	Allows up to 14 alpha-numeric characters	



**NAVPERS 1616/26 Constraints**

Block	Block Name	Constraint	Remarks
26	UIC	Allows up to 5 alpha-numeric characters	
27	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and 5 <sup>th</sup> digits	e.g.: XXX-XX-XXXX
28	Command employment and command achievements	Allows up to 273 characters (without spaces)	
29	Primary/Collateral/ Watchstanding duties	Allows up to 14 alpha-numeric characters (small box)	
		Allows up to 342 alpha-numeric characters (large box) (without spaces)	
30	Date Counseled	Use 'YYMMMDD' format (07SEP16)	
31	Counselor	Allows up to 20 alpha characters	
32	Signature of Individual Counseled		
33	Professional Knowledge	'X' appears on selected box	Only one box contains an 'X'
34	Quality of Work	'X' appears on selected box	Only one box contains an 'X'
35	Command or Organizational Climate/Equal Opportunity	'X' appears on selected box	Only one box contains an 'X'
36	Military Bearing/Character	'X' appears on selected box	Only one box contains an 'X'
37	Personal Job Accomplishment/Initiative	'X' appears on selected box	Only one box contains an 'X'
38	Teamwork	'X' appears on selected box	Only one box contains an 'X'
39	Leadership	'X' appears on selected box	Only one box contains an 'X'
40	Individual Trait Average	Auto-calculated by system	
		Must contain 2 decimal places	

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**NAVPERS 1616/26 Constraints**

Block	Block Name	Constraint	Remarks
		Allows numeric characters only (e.g. 3.74)	
41	Recommendation for Assignment	Allows up to 20 alpha characters	
42	Signature of Rater		
	Date		
43	Comments	Allows free text up to 1366 10 point or 1216 12 point alpha-numeric characters (without spaces)	Maximum of 18 lines
44	Qualifications/Achievements	Allows free text up to 182 characters (without spaces)	
45	Individual Promotion Recommendation	'X' appears on selected box	Only one box contains an 'X'
46	Summary Group Recommendation	Allows numeric characters only	If auto summary selected application will calculate
47	Retention	'X' appears on selected box	Only one box contains an 'X'
48	Reporting Senior Address	Allows free text up to 40 alpha-numeric characters	
49	Signature of Senior Rater		
	Date		
50	Signature of Reporting Senior		
	Date		
	Summary Group Average	Auto-calculated by system if auto summary selected	
		Must contain 2 decimal places	
		Allows numeric characters only (e.g. 3.74)	
51	Signature of Individual		
	Date		

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**NAVPERS 1616/26 Constraints**

Block	Block Name	Constraint	Remarks
	Intention to submit statement	'X' appears on selected box	Only one box contains an 'X'
52	Regular Reporting Senior Signature on Concurrent Report		
	Name	Free text field for these items	Allows a total of 68 alpha-numeric characters
	Grade		
	Command		
	UIC		
	Date	Use "YYMMDD" format (07SEP16)	

**Appendix C. NAVPERS 1616/27 Constraints**

<b>NAVPERS 1616/27 Constraints</b>			
Block	Block Name	Constraint	Remarks
1	Name	Allows up to 27 alpha characters	e.g.: JOHNSON, ROBERT N
		Member's last name separated with a comma	Can validate that last name has a comma afterward.
2	Grade/Rate	Limit of 5 alpha characters. Must end in "C", "S", or "M"	e.g.: FORCM
3	Desig	Allows up to 12 alpha and/or special characters	e.g.: AW/SW
4	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and 5 <sup>th</sup> digits	e.g.: XXX-XX-XXXX
5	ACT	An 'X' shall be placed in the box if selected	Only 1 box can contain an 'X'
	FTS	An 'X' shall be placed in the box if selected	
	INACT	An 'X' shall be placed in the box if selected	
	AT/ADSW/265	An 'X' shall be placed in the box if selected	
6	UIC	Allows up to 6 alpha-numeric characters	e.g.: 1234A
7	Ship/Station	Allows up to 18 alpha-numeric characters	e.g.: CG-47 TICONDEROGA
8	Promotion Status	Dropdown containing: 'REGULAR', 'FROCKED', 'SELECTED', 'SPOT'	
9	Date Reported	Use 'YYMMDD' format (07SEP16)	Allows 7 alpha-numeric characters
10	Periodic	'X' appears on selected box	Cannot have an 'X' if block 13 selected
11	Detachment of Individual	'X' appears on selected box	Cannot have an 'X' if block 13 selected
12	Detachment of Reporting Senior	'X' appears on selected box	Cannot have an 'X' if block 13 selected

**NAVPERS 1616/27 Constraints**

Block	Block Name	Constraint	Remarks
13	Special	'X' appears on selected box	Blocks 10-12 cannot have an "X" if this block is checked
14	From	Use 'YYMMDD' format (07SEP16)	Allows 7 alpha-numeric characters
15	To	Use 'YYMMDD' format (07SEP16)	Allows 7 alpha-numeric characters
16	Not Observed Report	'X' appears on selected box	Block 42 defaults to NOB. Three trait grades can be graded if desired.
17	Regular	'X' appears on selected box	If Ops Cdr selected box 18 is blank
18	Concurrent	'X' appears on selected box	
19	Ops Cdr	'X' appears on selected box	
20	Physical Readiness	Maximum of 4 alpha characters	Letter comb: P, F, W, B, N, M
21	Billet Subcategory	Dropdown containing: 'NA', 'BASIC', 'APPROVED', 'CO AFLOAT', 'CO ASHORE', 'OIC', 'SEA COMP', 'CRF', 'INDIV AUG', 'CANVASSER', 'RESIDENT', 'INTERN', 'INDIV AUG', 'INSTRUCTOR', 'STUDENT', 'RESAC1', 'RESAC 6', 'SPECIAL01' through 'SPECIAL20'	Users must have approval to use one of the special billet subcategories.
22	Reporting Senior	Allows up to 27 alpha characters	e.g.; JOHNSON, T T
		Members last name separated with a comma FI and MI	Can validate that last name has a comma afterward
23	Grade	Allows up to 5 alpha-numeric characters	
24	Desig	Allows up to 5 alpha-numeric characters	
25	Title	Allows up to 14 alpha-numeric characters	
26	UIC	Allows up to 5 alpha-numeric characters	
27	SSN	Allows 9 numeric characters with imbedded hyphens after the 3 <sup>rd</sup> and	e.g.: XXX-XX-XXXX

**NAVPERS 1616/27 Constraints**

Block	Block Name	Constraint	Remarks
		5 <sup>th</sup> digits	
28	Command employment and command achievements	Allows up to 276 characters	
29	Primary/Collateral/ Watchstanding duties	Allows up to 14 alpha-numeric characters (small box)	
		Allows up to 334 alpha number characters (large box)	
30	Date Counseled	Use 'YYMMDD' format (07SEP16)	Allows 7 alpha-numeric characters
31	Counselor	Free text field	Allows up to 20 alpha numeric characters
32	Signature of Individual Counseled		
33	Deckplate Leadership	'X' appears on selected box	Only one box contains an 'X'.
34	Institutional and Technical Expertise	'X' appears on selected box	Only one box contains an 'X'
35	Professionalism	'X' appears on selected box	Only one box contains an 'X'
36	Loyalty	'X' appears on selected box	Only one box contains an 'X'
37	Character	'X' appears on selected box	Only one box contains an 'X'
38	Active Communication	'X' appears on selected box	Only one box contains an 'X'
39	Sense of Heritage	'X' appears on selected box	Only one box contains an 'X'
40	Career Recommendations	Free text field	
41	Comments on Performance	Free text field	Allows up to 18 lines with up to 1620 10 PT alpha-numeric characters and up to 1350 12 PT alpha-numeric characters
42	Individual Promotion	'X' appears on selected box	

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**NAVPERS 1616/27 Constraints**

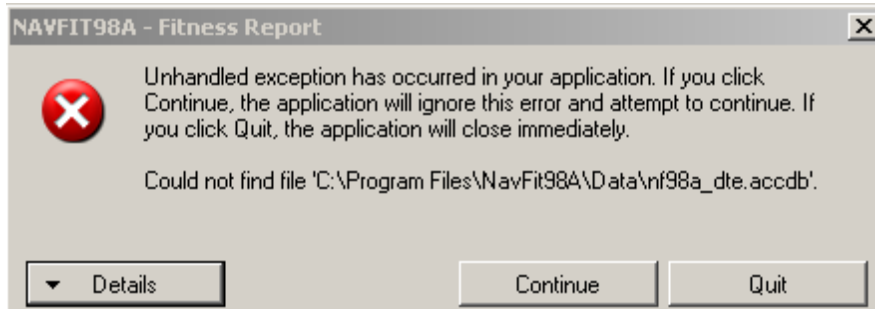
Block	Block Name	Constraint	Remarks
	Recommendation		
43	Summary Promotion Recommendation	Allows numeric characters only	
44	Reporting Senior Address	Free text field	
45	Signature of Reporting Senior		
	Date	(DDMMYYYY)	Use 'YYMMDD' format (07SEP16)
	Member Trait Average	Auto-calculated by system	
	Summary Group Average	Auto-calculated by system	
46	Signature of Individual Evaluated		
	Date	Date (DDMMYYYY)	
	Intention to submit statement	'X' appears on selected box	Only one box contains an 'X' Input required if member has electronically signed
47	Regular Reporting Senior Signature on Concurrent Report		
	Name	Free text field for these items	
	Grade		
	Command		
	UIC		
	Date	(DDMMYYYY) format	

## Appendix D. Troubleshooting

1. Block 15 does not auto populate when block 10 (periodic) is selected and/or the following error message is received: *Could not find file C:\Program Files\NavFit98A\Data\nf98a\_dte.accdb.* [Go to Problem](#)
2. The following error message is received when attempting to open a database: *The Microsoft Office Access database engine cannot open or write to file.* [Go to Problem](#)
3. My summary letter breakout line on the summary report has the wrong numbers. [Go to Problem](#)
4. When attempting to save a report the following error message is displayed: *Collection was modified enumeration operation may not execute.* [Go to Problem](#)
5. When attempting to open a database the following error message is displayed: *Specified argument was out of the range of valid values. Parameter name: index.* [Go to Problem](#)
6. When attempting to save a summary letter profile the following error message is displayed: *The changes you requested to table were not successful because they would create duplicate values in the index, primary key, or relationship.* [Go to Problem](#)
7. When validating a folder or printing a summary letter the following message is displayed: *Conversion from string “ “ to type ‘integer’ is not valid.* [Go to Problem](#)
8. When opening the NAVFIT98A application the following error message is displayed- *Could not find file (file location listed).* [Go to Problem](#)
9. When opening the NAVFIT98A application the following error message is displayed: *The Microsoft ACEOLEDB.12.0 provider is not registered on the local machine.* [Go to Problem](#)
10. When creating a database the following error message is received: *System.Runtime.InteropServices.COMException (0x80040154): Class not registered* [Go to Problem](#)
11. When importing a folder or report the following error message is received: *System.Data.OleDb.OleDbException (0x80004005): Operation must use an updateable query* [Go to Problem](#)
12. The report does not display correctly when opening (lines in wrong location, boxes moved, etc) [Go to Problem](#)
13. The on-screen view of blocks 41/43 (comments) does not match what is printed out. Some words may move to the next line when the report is printed out. [Go to Problem](#)



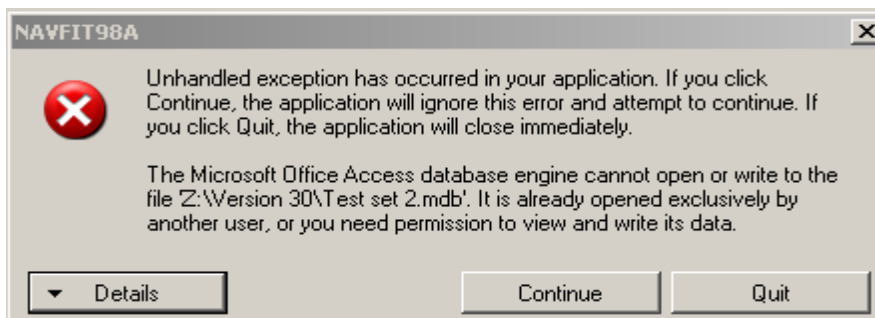
**1. Problem:** Block 15 does not auto populate when block 10 (periodic) report is selected and/or the following error message is received.



**Possible Cause:**

1. Check to see if the databases named nf98a\_dte\_mdb and nf98a\_dte.accdb are located in following directory: C:\Program Files\NavFit98A\Data\. If not, conduct a search of your directory to find them and move the files to correct location.
2. Application does not automatically update block 15 (TO Date) if Grade/Rate is changed. You must uncheck and check Periodic block again to see the update.

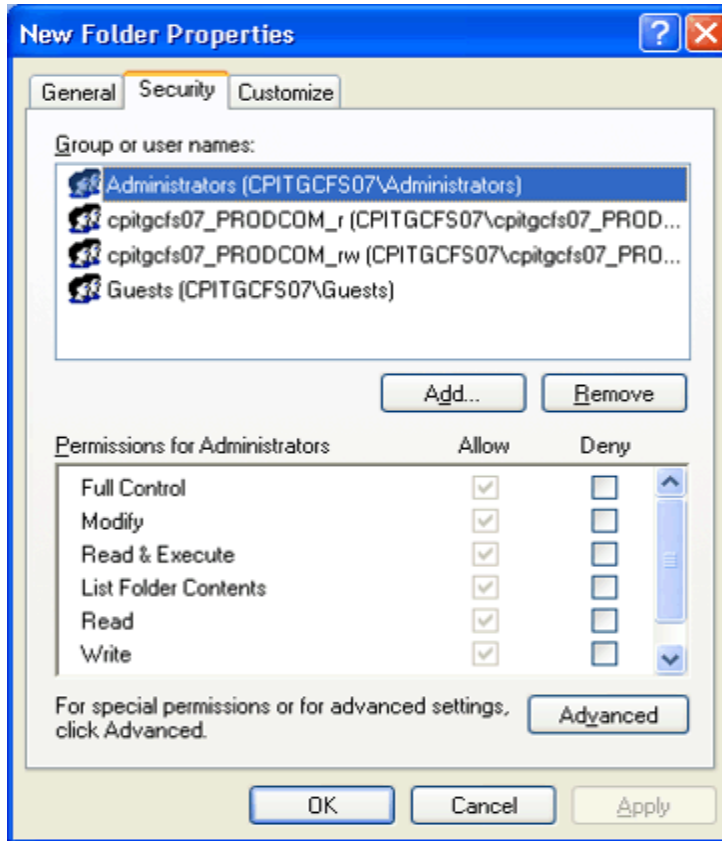
**2. Problem:** The following error message is received when attempting to open a database.




**Possible Cause:** The user does not have the correct security permissions to the folder or file. A NAVFIT98A user must have at a minimum Read/Write permissions to a database.

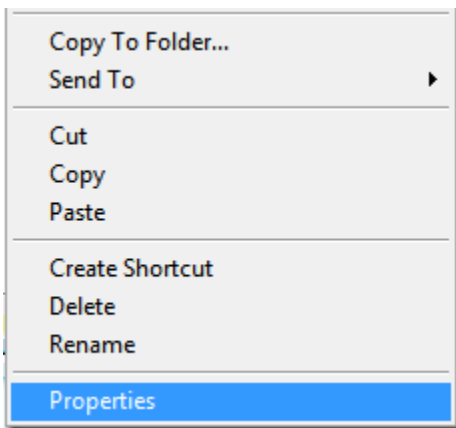
 **To set, view, change, or remove file and folder permissions for Windows XP**

1. Open Windows Explorer, and then locate the file or folder for which you want to set permissions. To open Windows Explorer click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.
2. Right-click the file or folder, click **Properties**, and then click the **Security** tab as shown in figure below.

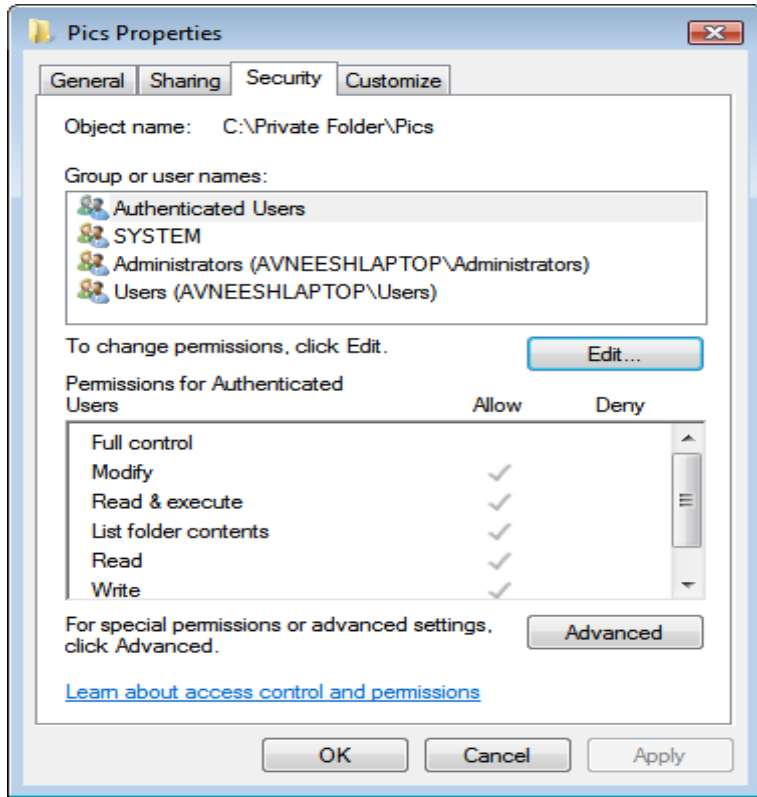


 **To set, view, change, or remove file and folder permissions for Windows Vista**

1. Right click on the folder which you want to block from other users and select Properties.



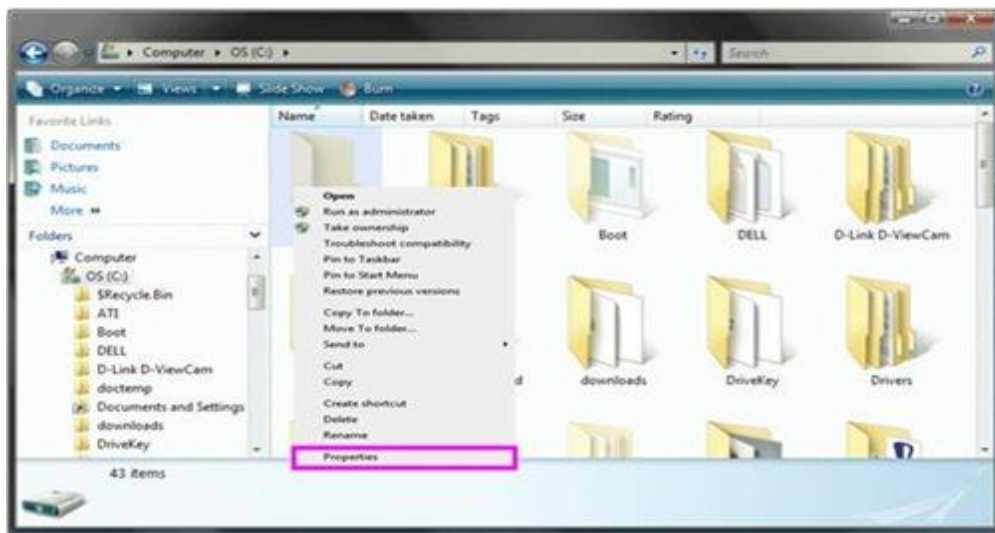
2. Now click the Security tab in the folder properties window, and then click the Edit button.



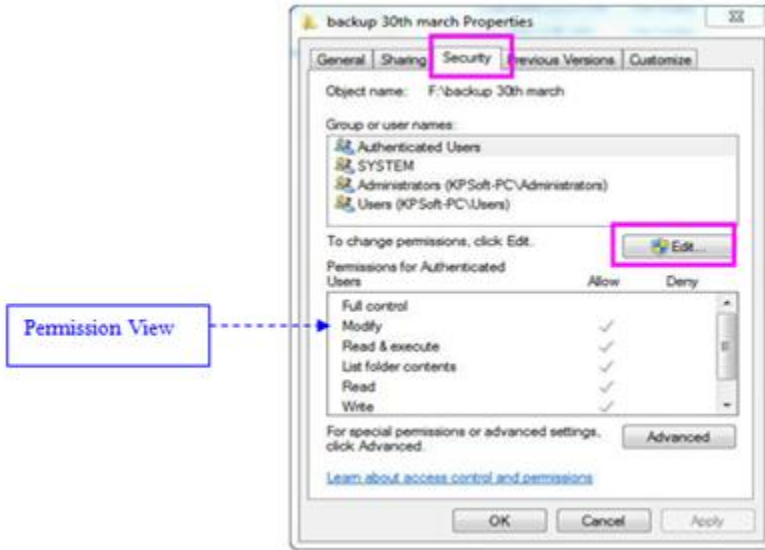
3. Select Group or user and click **Edit**

### To set, view, change, or remove file and folder permissions for Windows 7

1. Right click on desired folder/file. A pop-up or menu will appear. Click “Properties” option from the pop-up menu.

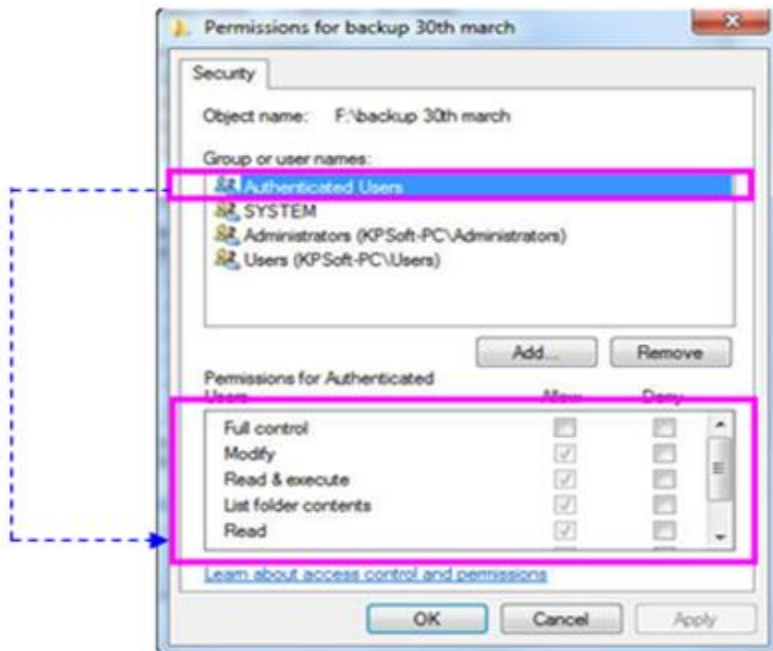


2. For permission change, select “Security tab ->Edit “button.



*Note: For permission view, Choose desired group or users from the list in current window. As you will scroll through the Group or user names list, allocated permission to authenticated user will be seen .Permission allocated may vary from user to user or group to group.*

3. After the **Edit** button press, Permission for particular folder will appear. You can grant suitable permissions to desired user account. You can allow or deny rights by checking and un-checking permission options.

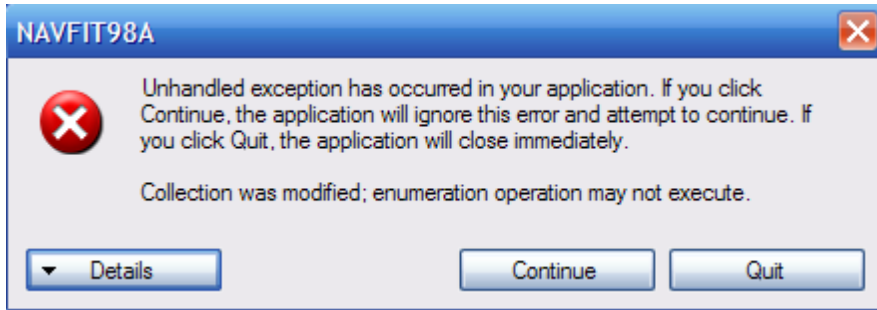


4. Press **Apply** and then press on **OK**.
5. Repeat the steps if you require different values for permission change.

**3. Problem:** My summary letter breakout line has the wrong numbers.

**Possible Cause:** You imported or deleted report(s) and did not open a report first before printing the summary letter. The application will not recalculate the numbers until a report is opened and saved.

**4. Problem:** When attempting to save a report the following error message is displayed:  
Collection was modified enumeration operation may not execute.



**Possible Cause(s):**

The application did not install or the workstation is not compatible. Both of these issues (installation and compatibility) are related to the .Net Framework 4.0 that is part of the NAVFIT98A installation package. First, verify that your workstation meets the hardware and operating system requirements need for .Net Framework 4.

Hardware Requirements:

Processor: minimum 1GHz

RAM: minimum 512 MB

Disk space: 32 bit-850 GB

64 bit-2 GB

Operating Systems:

All Windows 7 Editions

All Windows Vista Editions

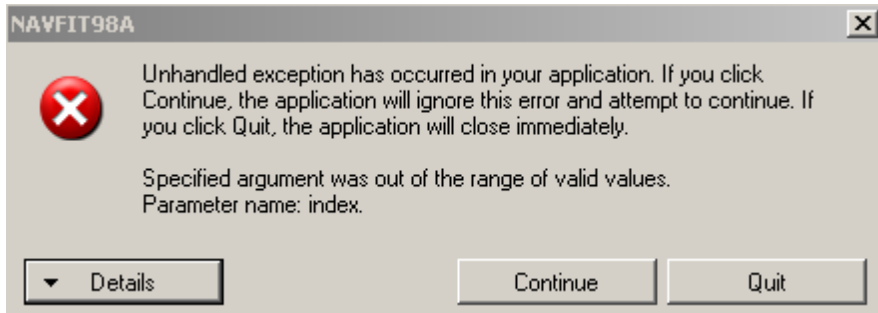
Windows XP Professional

Windows XP Professional x64 Edition

Windows XP Home Edition

If your workstation meets, these requirements then uninstall and re-install the application.

**5. Problem:** When attempting to open a database the following error message is displayed.



**Possible Cause:** Database is corrupted contact PERS-32 for assistance

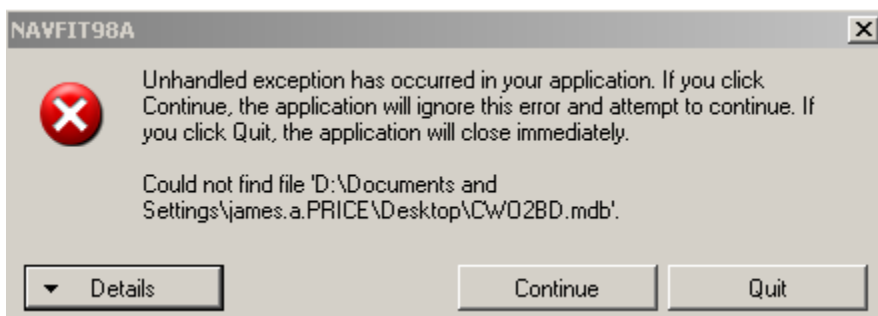
**6. Problem:** When attempting to save a summary letter profile the following error message is displayed: *The changes you requested to table were not successful because they would create duplicate values in the index, primary key, or relationship.*

**Possible Cause:** You failed to enter a name in the Select Profile block.

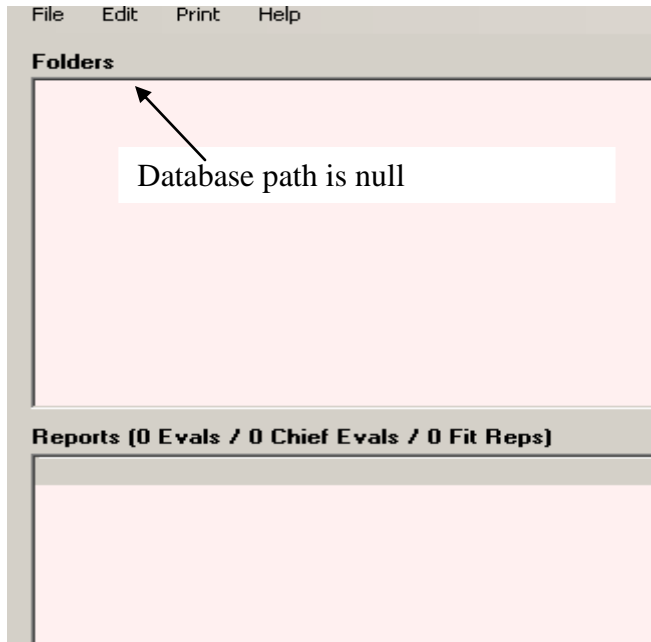
**7. Problem:** When validating a folder or printing a summary letter the following message is displayed: *Conversion from string “ “ to type ‘integer’ is not valid.*

**Possible Cause:** There are null entries in the promotion summary line (block 43 or 46). Open the report and put in a promotion recommendation then close and save the report.

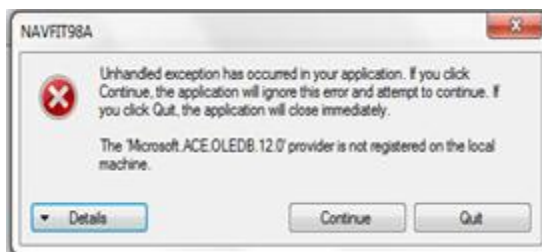
**8. Problem:** The following error message is displayed when opening the application.



**Possible Cause:** The last database that you were using was either deleted or moved to another location. Ignore the error message and click the **Continue** button. When this action is taken the error message will disappear and the application will have no database open as shown in the below example. You can prevent this error message by closing the database currently in use prior to exiting the application.



**9. Problem:** The following error message is received when opening a database.



**Possible Cause:** The workstation is a full-on 64-bit system (Windows 7 with Office 2010) and it does not have any of the 32-bit connectivity components.

To download the correct driver, take the following steps:

1) navigate to the Microsoft site -

<http://www.microsoft.com/download/en/confirmation.aspx?id=23734>

2) download the 2007 Office System Driver: Data Connectivity Component and save the file to your computer

3) double-click the "AccessDatabaseEngine.exe" program file from your chosen storage location on your computer

4) follow the on-screen Microsoft installation instructions

5) upon successful installation, you will need to reboot the computer before attempting to launch NAVFIT98A

**10. Problem:** When creating a database the following error message is received:

*System.Runtime.InteropServices.COMException (0x80040154): Class not registered*

**Possible Cause:** The workstation is a full-on 64-bit system (Windows 7 with Office 2010) and it does not have any of the 32-bit connectivity components.

To download the correct driver, take the following steps:

- 1) navigate to the Microsoft site -  
<http://www.microsoft.com/download/en/confirmation.aspx?id=23734>
- 2) download the 2007 Office System Driver: Data Connectivity Component and save the file to your computer
- 3) double-click the "AccessDatabaseEngine.exe" program file from your chosen storage location on your computer
- 4) follow the on-screen Microsoft installation instructions
- 5) upon successful installation, you will need to reboot the computer before attempting to launch NAVFIT98A

**11. Problem:** When importing a folder or report the following error message is received:  
System.Data.OleDb.OleDbException (0x80004005): Operation must use an updateable query

**Possible Cause:** This error comes because you don't have write permission for the folder where you have put mdb file. Give the appropriate permission and try again.

**12. Problem:** The report does not display correctly when opening (lines in wrong location, boxes moved, etc)

**Possible Cause:** Unknown but the following steps will fix it.

1. Select/click 'Start' menu
2. Select/click 'Control Panel'
3. Select/click 'Appearance and Personalization'
4. Select/click 'Display'
5. At the left side of the screen, select/click 'Set custom text size (DPI)'

Once the 'Custom DPI Setting' screen appears:

1. Select the 'Use Windows XP style DPI scaling' located at the bottom of the screen window
2. Select/click 'OK'
3. Close all of the programs
4. Log off and reboot the machine
5. Logon and attempt to launch NAVFIT98A following successful reboot

**13. Problem:** The on-screen view of blocks 41/43 (comments) does not match what is printed out. Some words may move to the next line when the report is printed out.

**Possible Cause:** The on screen view displays 92 characters per line but the print function only allows 91 characters per line. So you do not have a true WYSIWYG (**what you see is what you get**) situation because words at the on screen view appears on one line but will move to next line when printed due to the 92-character limit.



Work around: Go to this link <http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx> and download a template created in Microsoft Word.