NGB/State Production Report Process: Developing a Production Report in the Tribute Assistance Planning Service (TAPS) database

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access G1 Data Portal Website and login with Common Access Card (CAC)	ARNG Level User opens a new webpage, enters the G1 Data Portal Website, and logs in with CAC. User must be registered on Army Knowledge Online (AKO).			G1 Data Portal Website	This Step can also be done by a State Level User.
2	Navigate to "MFH ARNG" (G1 Data Portal Website, TAPS)	ARNG Level User clicks on "G1" button in upper left hand corner of the G1 Data Portal home page, then navigates in the drop down menu to "Soldier Services", then to "Military Funeral Honors", then to "MFH ARNG" to enter TAPS. ARNG Level User sees all pending missions up to two week out in all 54 States/Territories.			G1 Data Portal Website TAPS	This Step can also be done by a State Level User. TAPS is only used for Military Funeral Honors (MFH) missions.
3	Level of Production Report?	The Production Report can show detailed information regarding the Funeral Honors program at each State Level or at the ARNG Level.				This Step can also be done by a State Level User.
4	Click on individual State (TAPS)	To produce a Production Report for an individual State, the ARNG Level User clicks on desired State.			TAPS	This Step can also be done by a State Level User.
5	Click on "Reporting Center" (TAPS)	To produce a Production Report for an individual State or all 54 States/Territories, the ARNG Level User clicks on "Reporting Center" located on the top tool bar.			TAPS	State Level User can only access a Production Report for their individual State. ARNG Level User can access a Production Report for an individual State and/or a Production Report for all 54 States/Territories.

No.	Activity/ Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Click on "Monthly Rollup" (TAPS)	ARNG Level User clicks on "Monthly Rollup" under the Reporting Center drop down menu.			TAPS	This Step can also be done by a State Level User.
7	Click on "Within Fiscal Year (NGB)" (TAPS)	ARNG Level User clicks on "Within Fiscal Year" under the Monthly Rollup drop down menu.			TAPS	This Step can also be done by a State Level User.
8	Select fiscal year (TAPS)	ARNG Level User selects fiscal year and start and end month from drop down menus.			TAPS	This Step can also be done by a State Level User.
9	Click on "Run Report" (TAPS)	ARNG Level User clicks on "Run Report" to display a monthly summary which includes: production numbers (supported and credit), base pay, and transportation costs.			TAPS	This Step can also be done by a State Level User.
10	Need to print?	ARNG Level User may need to print the Production Report for State of the State briefings, EXSUMs, information papers, and archiving purposes.				This Step can also be done by a State Level User.
11	Click on Excel icon (TAPS)	ARNG Level User clicks on the green Excel icon located to the right of the "Run Report" button.			TAPS	This Step can also be done by a State Level User.
12	Click on "Save" (TAPS)	ARNG Level User exports results into Excel by saving data as an Excel Workbook. The report is used for State of State briefings, EXSUMs, and information papers.			TAPS	This Step can also be done by a State Level User.