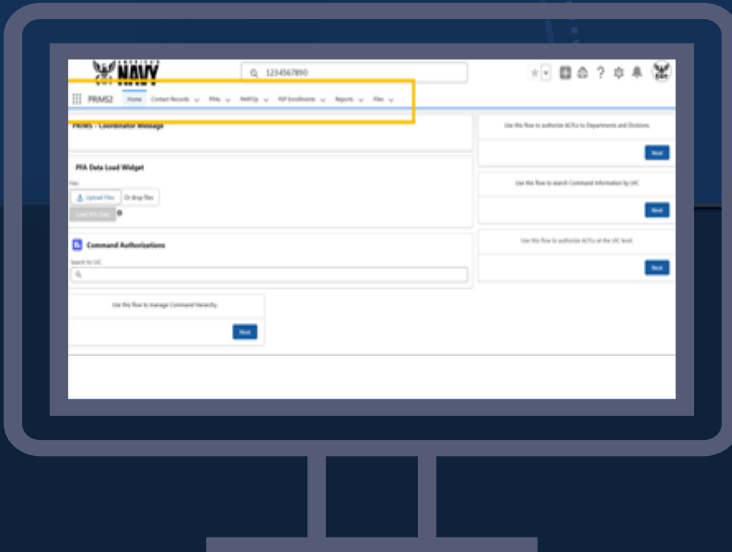




PRIMS Training

Command Summary Reports *Platform Display*



[Start Tutorial](#)





New! Command Summary Report Templates


Report templates are available in the “Public Reports” folder within PRIMS. You can access, view, export/download, print, and save to a location previously created.

New Report Templates


- Detailed PFA Data
 - (2026 Template_PFA_PERFORMANCE_Report)
- PHA, PARFQ, BCA, and PRT Completion Status
 - (2026 Template_PHA_PARFQ_BCA_PRT_Status)

How It Works




 All step-by-step instructions are the same for CFL/ACFLs.

 Overview

 Tutorial Navigation

 Policy Insights

 Learning Targets

 Step-By-Step Instructions

 Quick Steps





Overview



Tutorial
Navigation



Policy Insights



Learning Targets



Step-By-Step
Instructions



Quick Steps



How to Use This Tutorial

Tip: Use your mouse or press the **Tab** key to highlight lessons on the navigation panel, then press **Enter** to go to the lesson.

- Select an individual section on the left **navigation panel** to access the lesson.
- Select the **Home** icon at any time to return to the course start page.

Tutorial Sections



Policy Insights

Review tips and important notes about PRIMS.



Step-By-Step Instructions

Follow step-by-step instructions with screenshots of PRIMS.



Learning Targets

Understand what task you will learn to perform in PRIMS.




Quick Steps

Job Aid to create Command Summary Reports that you can print & reference.

 Overview

 Tutorial Navigation

 Policy Insights

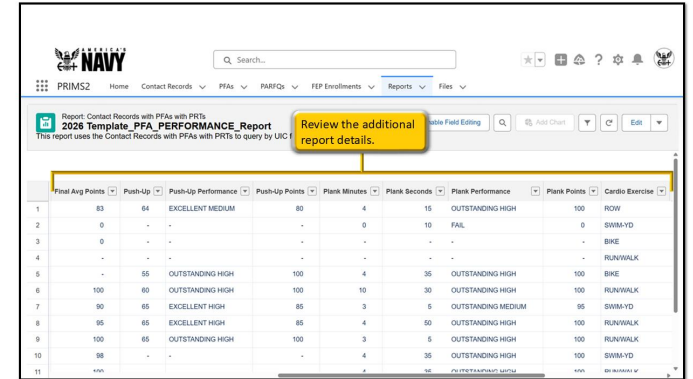
 Learning Targets

 Step-By-Step Instructions

 Quick Steps

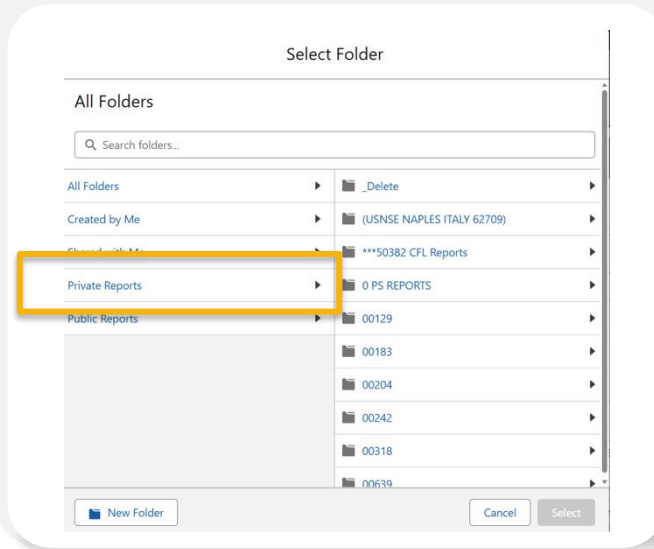


When generating the report, filters are preset to display all personnel assigned to the UIC(s) users can access.



Report: Contact Records with PFA's with PRTs
2026 Template_PFA_PERFORMANCE_Report
This report uses the Contact Records with PFA's with PRTs to query by UIC

	Final Avg Points	Push-Up	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Performance	Plank Points	Cardio Exercise
1	83	64	EXCELLENT MEDIUM	80	4	15	OUTSTANDING HIGH	100	ROW
2	0	-	-	-	0	10	FAIL	0	SWIM-YD
3	0	-	-	-	-	-	-	-	BIKE
4	-	-	-	-	-	-	-	-	RUNWALK
5	-	55	OUTSTANDING HIGH	100	4	35	OUTSTANDING HIGH	100	BIKE
6	100	60	OUTSTANDING HIGH	100	10	30	OUTSTANDING HIGH	100	RUNWALK
7	90	65	EXCELLENT HIGH	85	3	5	OUTSTANDING MEDIUM	95	SWIM-YD
8	95	65	EXCELLENT HIGH	85	4	50	OUTSTANDING HIGH	100	RUNWALK
9	100	65	OUTSTANDING HIGH	100	3	5	OUTSTANDING HIGH	100	RUNWALK
10	98	-	-	-	4	35	OUTSTANDING HIGH	100	SWIM-YD
11	***	-	-	-	-	92	OUTSTANDING MEDIUM	***	SWIM-YD



Reports must be saved in the “Private Reports” folder in PRIMS as created by users. Reports saved to the “Public Reports” folder are subject to deletion without notification.

Command Summary Reports


PRIMS Quick Steps



 Overview

 Tutorial Navigation

 Policy Insights

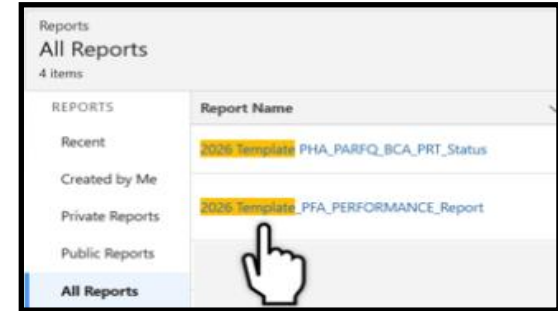
 Learning Targets

 Step-By-Step Instructions

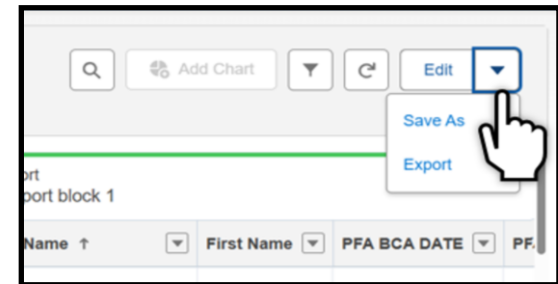
 Quick Steps



1 From the **Reports** page, select the **Report Name** hyperlink.



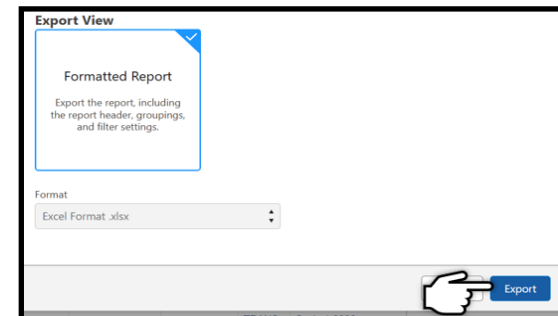
2 Select the **Edit** drop-down list, then select **Save As** or **Export**.



3 From the **Save As** window, ensure you select the **Private Reports** folder, then select **Save**.



4 From the **Export** window, select **Export**. Then save the Excel document.



Important!
Do not save your report templates to a **Public Report** folder.



Select a learning target below to begin the Step-by-Step walkthrough.

This tutorial outlines the step-by-step process to:

1

Access and View a detailed PFA Data Report

2

Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status report

3

Saving Reports

4

Exporting Reports



Overview



Tutorial
Navigation



Policy Insights



Learning Targets



Step-By-Step
Instructions



Quick Steps



1 Access and View a detailed PFA Data Report

Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

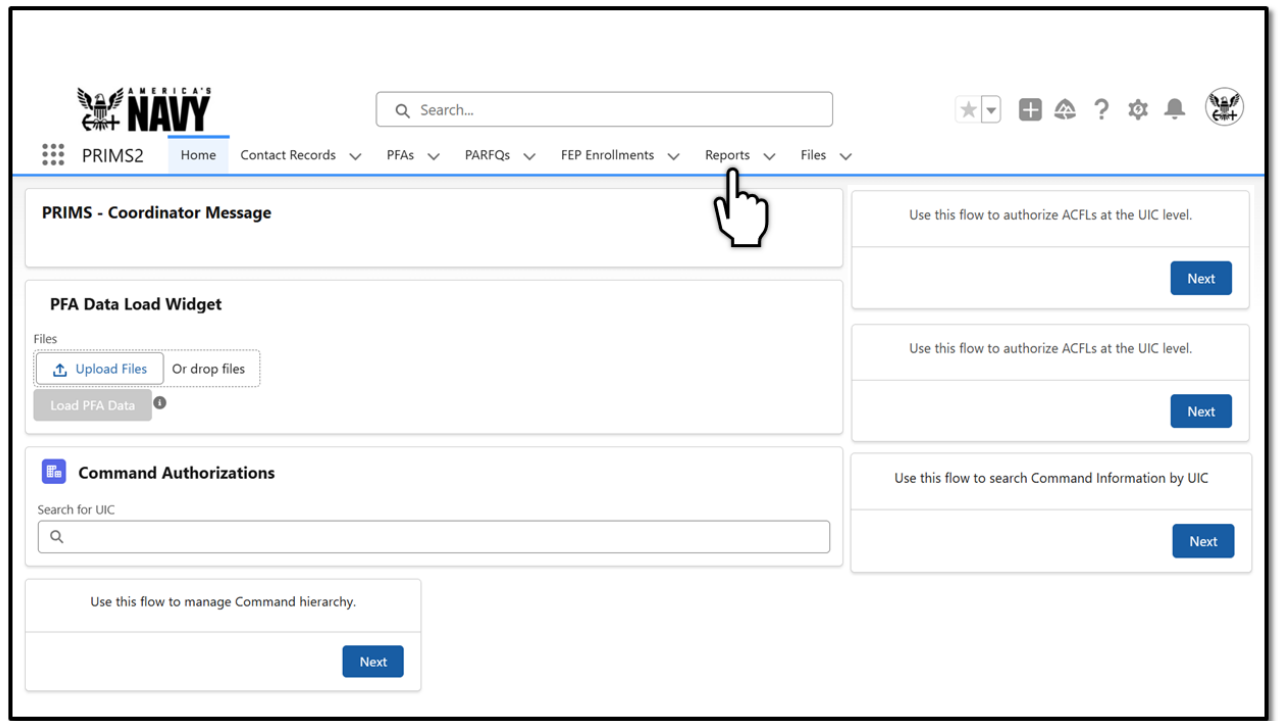
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 1 of 5: From the **PRIMS Home Page**, select the **Reports** tab.

1 Access and View a detailed PFA Data Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

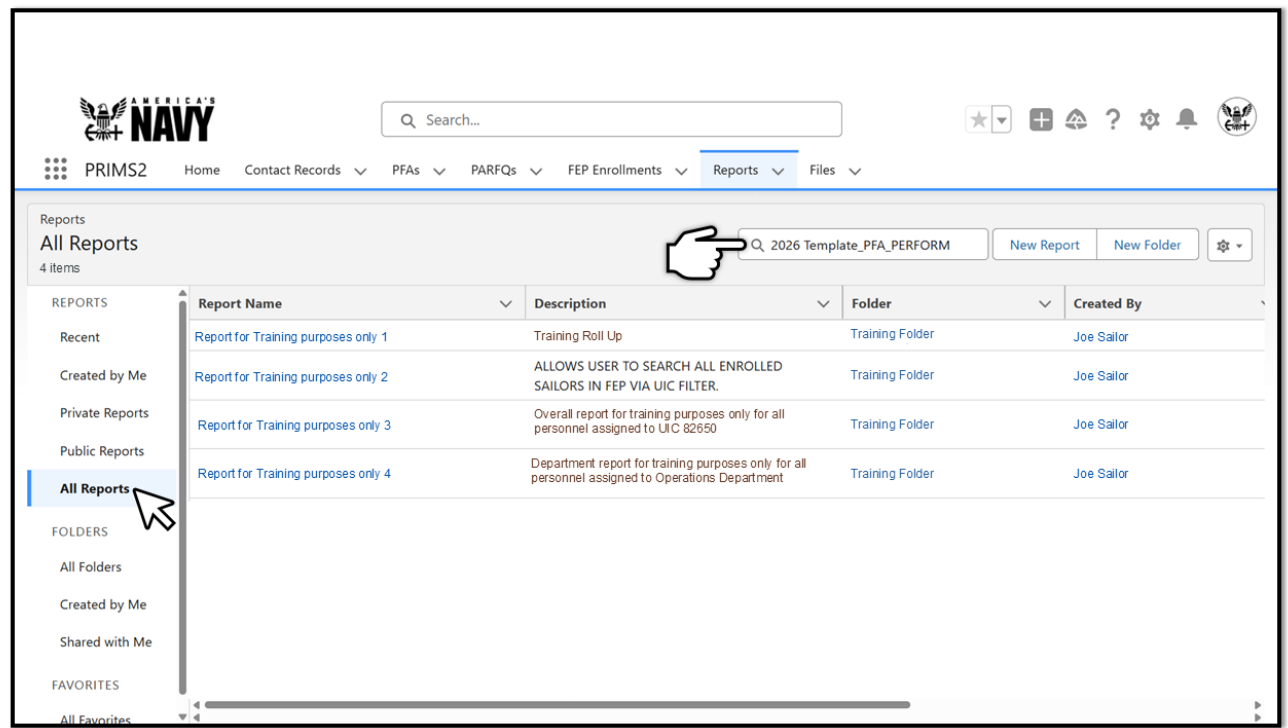
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the NAVY Reports interface. The 'Reports' tab is active, and the 'All Reports' option is selected in the left-hand navigation menu. A search field at the top right of the reports list contains the text '2026 Template_PFA_PERFORM'. Below the search field, a table lists four reports:

Report Name	Description	Folder	Created By
Report for Training purposes only 1	Training Roll Up	Training Folder	Joe Sailor
Report for Training purposes only 2	ALLOWS USER TO SEARCH ALL ENROLLED SAILORS IN FEP VIA UIC FILTER.	Training Folder	Joe Sailor
Report for Training purposes only 3	Overall report for training purposes only for all personnel assigned to UIC 82650	Training Folder	Joe Sailor
Report for Training purposes only 4	Department report for training purposes only for all personnel assigned to Operations Department	Training Folder	Joe Sailor




Step 2 of 5: In the **Reports** tab, select the **All Reports** option. In the **Reports Search** field, begin typing **2026 Template_PFA_Performance**.

1 Access and View a detailed PFA Data Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

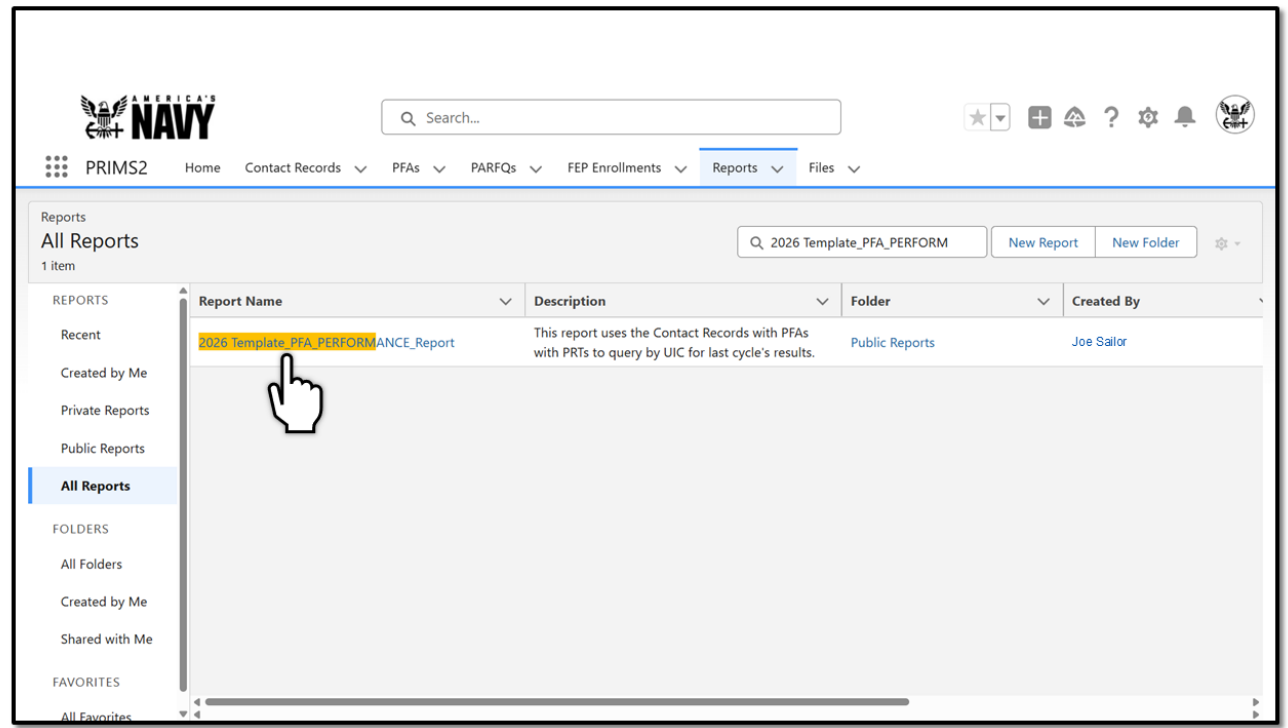
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.



The screenshot shows the PRIMS2 interface. At the top, there is a search bar and navigation tabs for Home, Contact Records, PFAs, PARFQs, FEP Enrollments, Reports, and Files. The Reports tab is active. Below the navigation, there is a search bar with the text '2026 Template_PFA_PERFORM' and buttons for 'New Report' and 'New Folder'. A table lists reports with columns for Report Name, Description, Folder, and Created By. The first row is highlighted, showing the report name '2026 Template_PFA_PERFORMANCE_Report', a description 'This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.', the folder 'Public Reports', and the creator 'Joe Sailor'. A hand cursor is pointing at the report name. On the left side of the screenshot, there is a navigation menu with options like 'Recent', 'Created by Me', 'Private Reports', 'Public Reports', and 'All Reports'. The 'All Reports' option is selected. Below the screenshot, there are five circular indicators, with the first three being blue and the last two being grey.

Step 3 of 5: Select the **2026 Template_PFA_PERFORMANCE Report** hyperlink.

1 Access and View a detailed PFA Data Report

Step-By-Step Instructions



Overview

Tutorial Navigation

Policy Insights

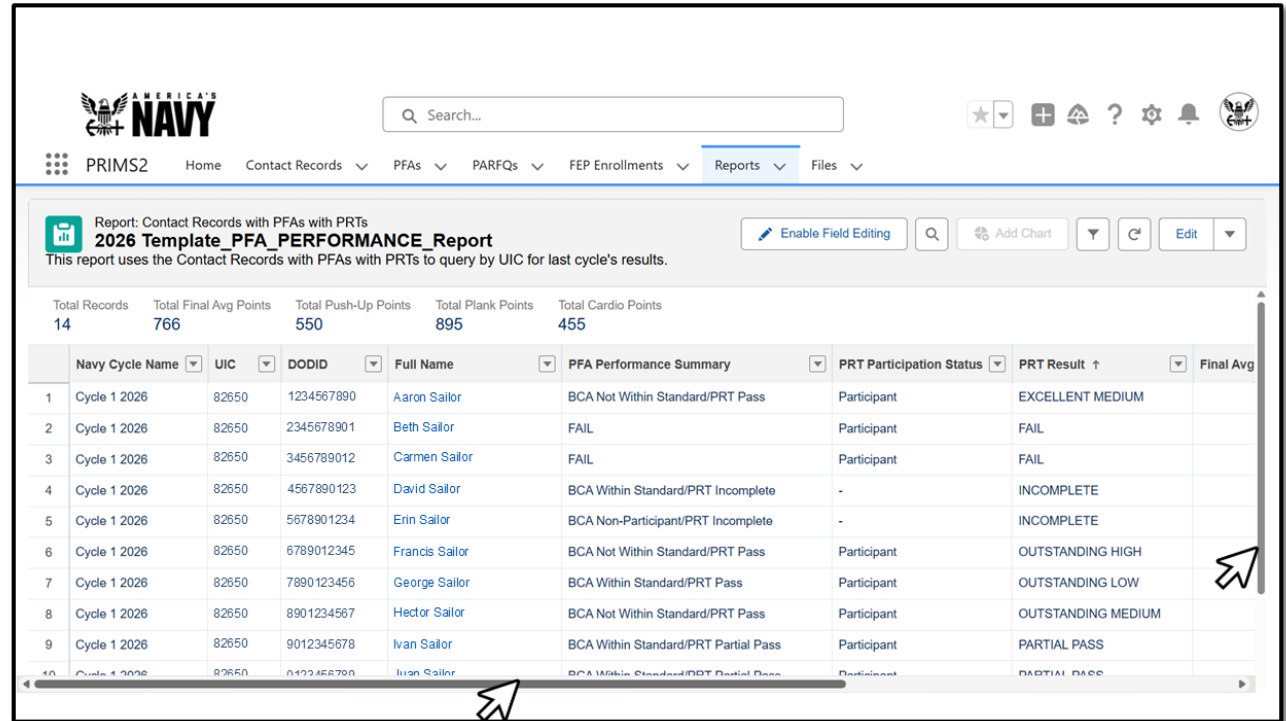
Learning Targets

Step-By-Step Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Report: Contact Records with PFAs with PRTs
2026 Template_PFA_PERFORMANCE_Report
This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Enable Field Editing | Add Chart | Edit

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg
Total Records	Total Final Avg Points		Total Push-Up Points	Total Plank Points	Total Cardio Points			
14	766		550	895	455			
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT MEDIUM	
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL	
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING HIGH	
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	OUTSTANDING LOW	
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	
10	Cycle 1 2026	82650	0123456789	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	



Step 4 of 5: Review the information. Use the **Scroll** bar to view additional Report details.

1 Access and View a detailed PFA Data Report

Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

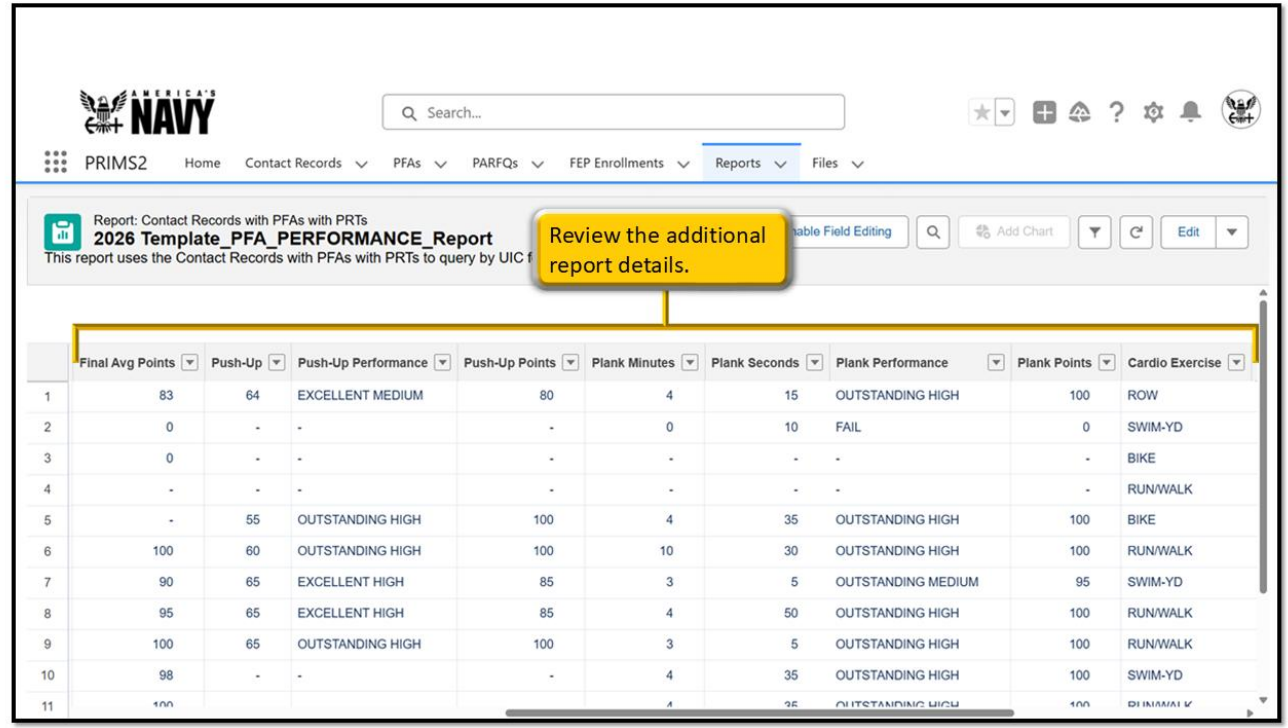
 Learning Targets

 **Step-By-Step Instructions**

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



	Final Avg Points	Push-Up	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Performance	Plank Points	Cardio Exercise
1	83	64	EXCELLENT MEDIUM	80	4	15	OUTSTANDING HIGH	100	ROW
2	0	-	-	-	0	10	FAIL	0	SWIM-YD
3	0	-	-	-	-	-	-	-	BIKE
4	-	-	-	-	-	-	-	-	RUN/WALK
5	-	55	OUTSTANDING HIGH	100	4	35	OUTSTANDING HIGH	100	BIKE
6	100	60	OUTSTANDING HIGH	100	10	30	OUTSTANDING HIGH	100	RUN/WALK
7	90	65	EXCELLENT HIGH	85	3	5	OUTSTANDING MEDIUM	95	SWIM-YD
8	95	65	EXCELLENT HIGH	85	4	50	OUTSTANDING HIGH	100	RUN/WALK
9	100	65	OUTSTANDING HIGH	100	3	5	OUTSTANDING HIGH	100	RUN/WALK
10	98	-	-	-	4	35	OUTSTANDING HIGH	100	SWIM-YD
11	100	-	-	-	4	35	OUTSTANDING HIGH	100	RUN/WALK



Step 5 of 5: View the report details.

1 Access and View a detailed PFA Data Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights


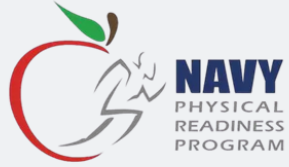
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



That's It!

You have successfully accessed and viewed a detailed PFA Data report in PRIMS.



Continue to Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report Step-by-Step Instructions

Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

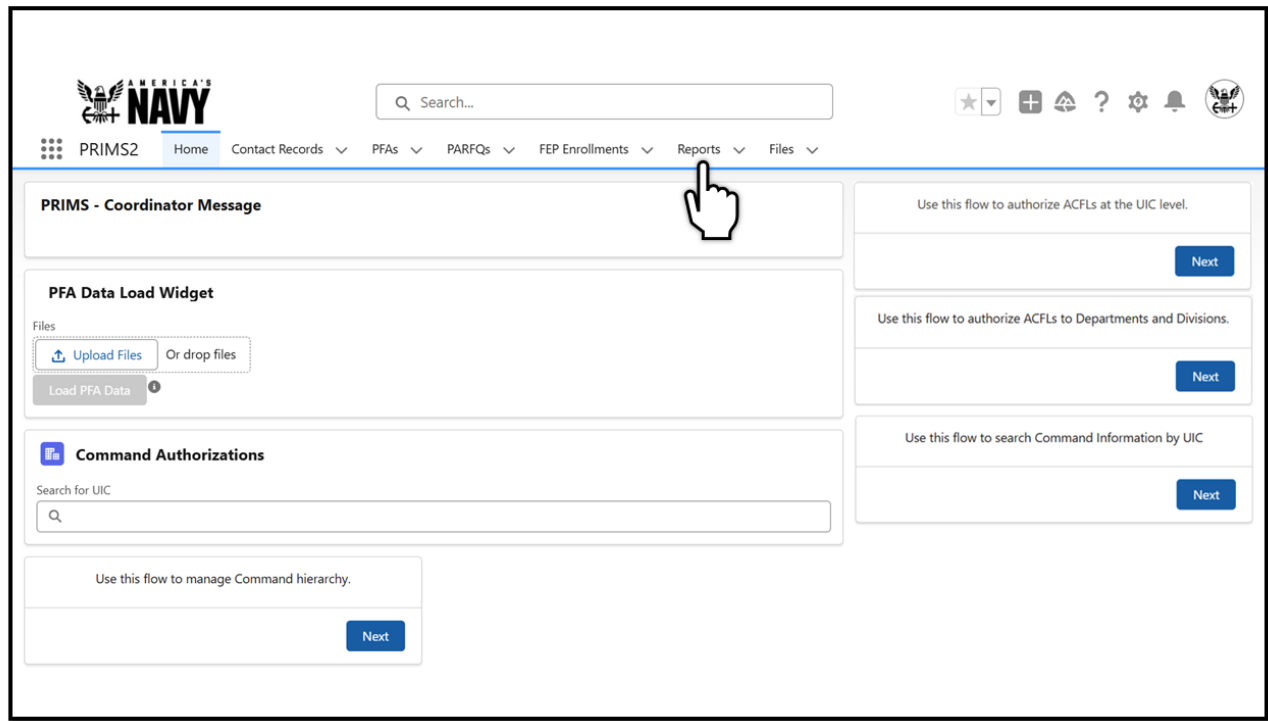
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 1 of 4: Beginning from the **PRIMS Home Page**, select the **Reports** tab.

Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report

Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

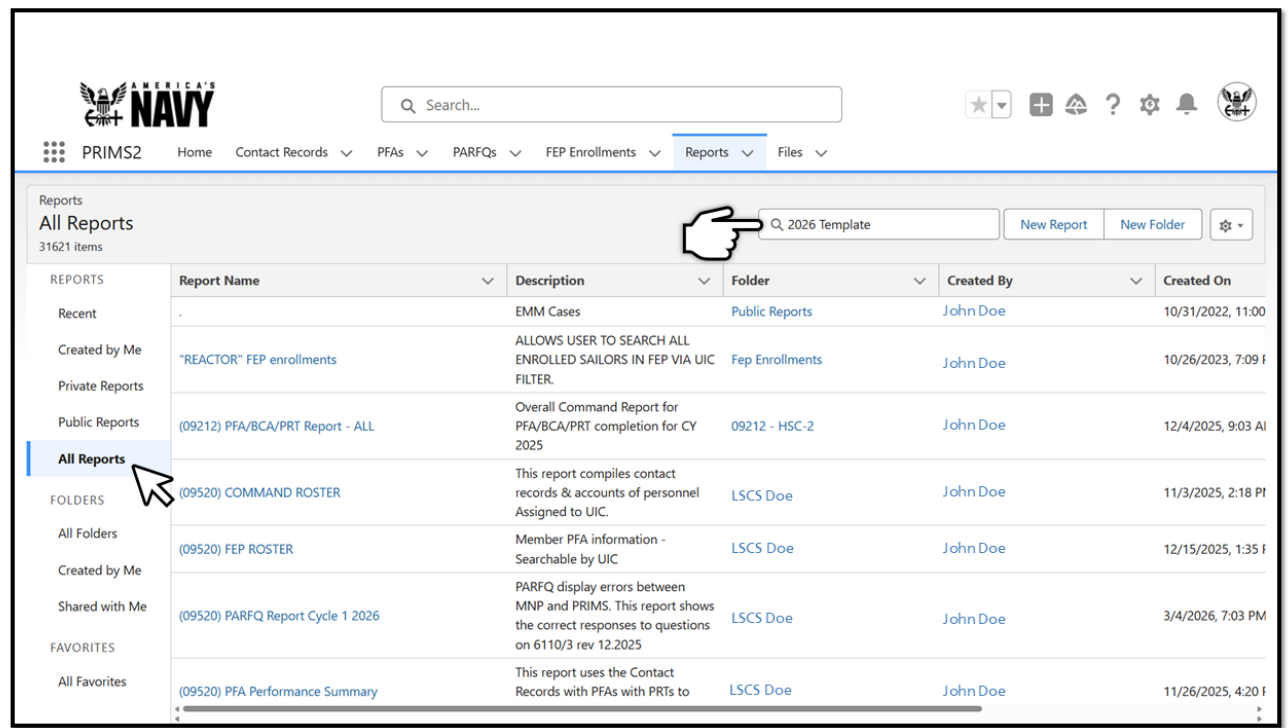
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the NAVY Reports interface. The 'Reports' tab is active, and the 'All Reports' option is selected in the left-hand navigation menu. A search bar at the top right of the reports section contains the text '2026 Template'. A hand icon points to this search bar. Below the search bar is a table of reports with columns for Report Name, Description, Folder, Created By, and Created On.

REPORTS	Report Name	Description	Folder	Created By	Created On
Recent	-	EMM Cases	Public Reports	John Doe	10/31/2022, 11:00
Created by Me	"REACTOR" FEP enrollments	ALLOWS USER TO SEARCH ALL ENROLLED SAILORS IN FEP VIA UIC FILTER.	Fep Enrollments	John Doe	10/26/2023, 7:09 f
Private Reports					
Public Reports	(09212) PFA/BCA/PRT Report - ALL	Overall Command Report for PFA/BCA/PRT completion for CY 2025	09212 - HSC-2	John Doe	12/4/2025, 9:03 AI
All Reports	(09520) COMMAND ROSTER	This report compiles contact records & accounts of personnel Assigned to UIC.	LSCS Doe	John Doe	11/3/2025, 2:18 PI
FOLDERS					
All Folders	(09520) FEP ROSTER	Member PFA information - Searchable by UIC	LSCS Doe	John Doe	12/15/2025, 1:35 f
Created by Me					
Shared with Me	(09520) PARFQ Report Cycle 1 2026	PARFQ display errors between MNP and PRIMS. This report shows the correct responses to questions on 6110/3 rev 12.2025	LSCS Doe	John Doe	3/4/2026, 7:03 PM
FAVORITES					
All Favorites	(09520) PFA Performance Summary	This report uses the Contact Records with PFAs with PRTs to	LSCS Doe	John Doe	11/26/2025, 4:20 f

Step 2 of 4: In the **Reports** tab, select the **All Reports** option. In the **Reports Search** field, begin typing **2026 Template**.



Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

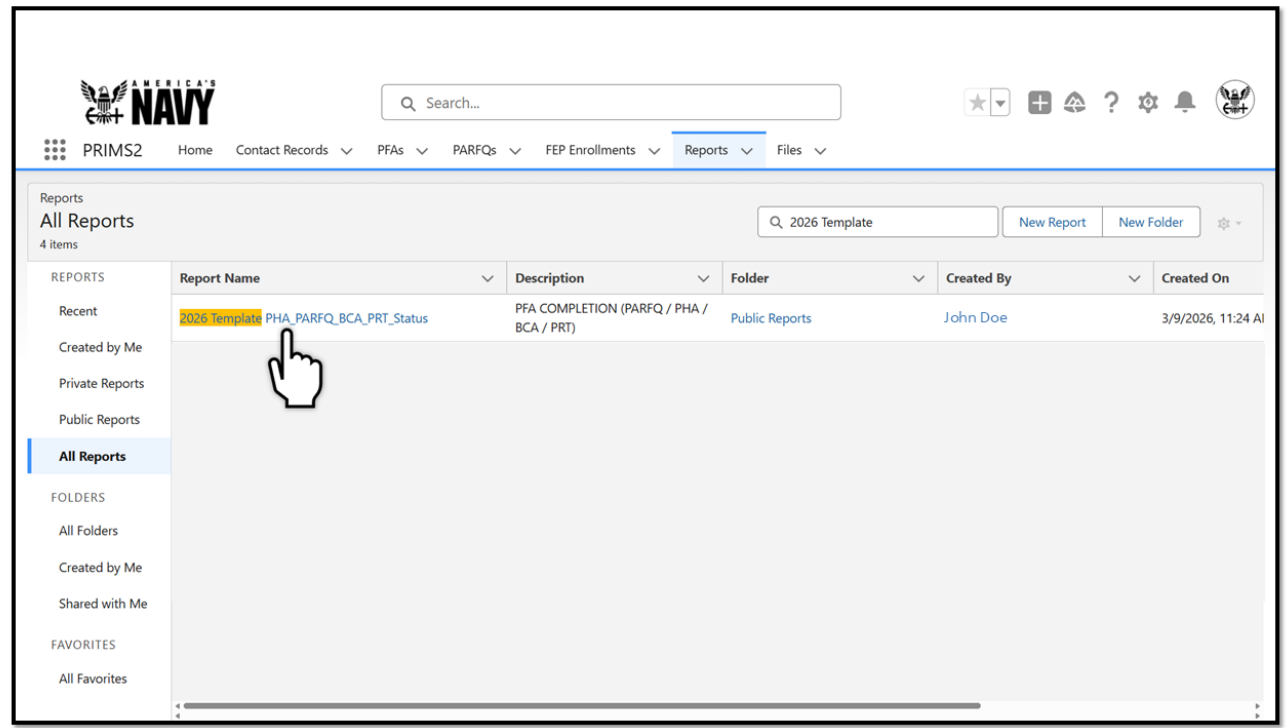
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS2 Reports page. The top navigation bar includes the American Navy logo, a search bar, and various utility icons. Below the navigation, there are tabs for PRIMS2, Home, Contact Records, PFAs, PARFQs, FEP Enrollments, Reports, and Files. The main content area is titled 'Reports' and 'All Reports', with a search bar containing '2026 Template' and buttons for 'New Report' and 'New Folder'. A table lists reports with columns for Report Name, Description, Folder, Created By, and Created On. The first row is highlighted, and a hand cursor points to the '2026 Template PHA_PARFQ_BCA_PRT_Status' hyperlink in the Report Name column.

REPORTS	Report Name	Description	Folder	Created By	Created On
Recent	2026 Template PHA_PARFQ_BCA_PRT_Status	PFA COMPLETION (PARFQ / PHA / BCA / PRT)	Public Reports	John Doe	3/9/2026, 11:24 AI
Created by Me					
Private Reports					
Public Reports					
All Reports					

Step 3 of 4: Select the **2026 Template_PHA_PARFQ_BCA_PRT_Status** hyperlink.



Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report

Step-By-Step Instructions



Overview

Tutorial Navigation

Policy Insights

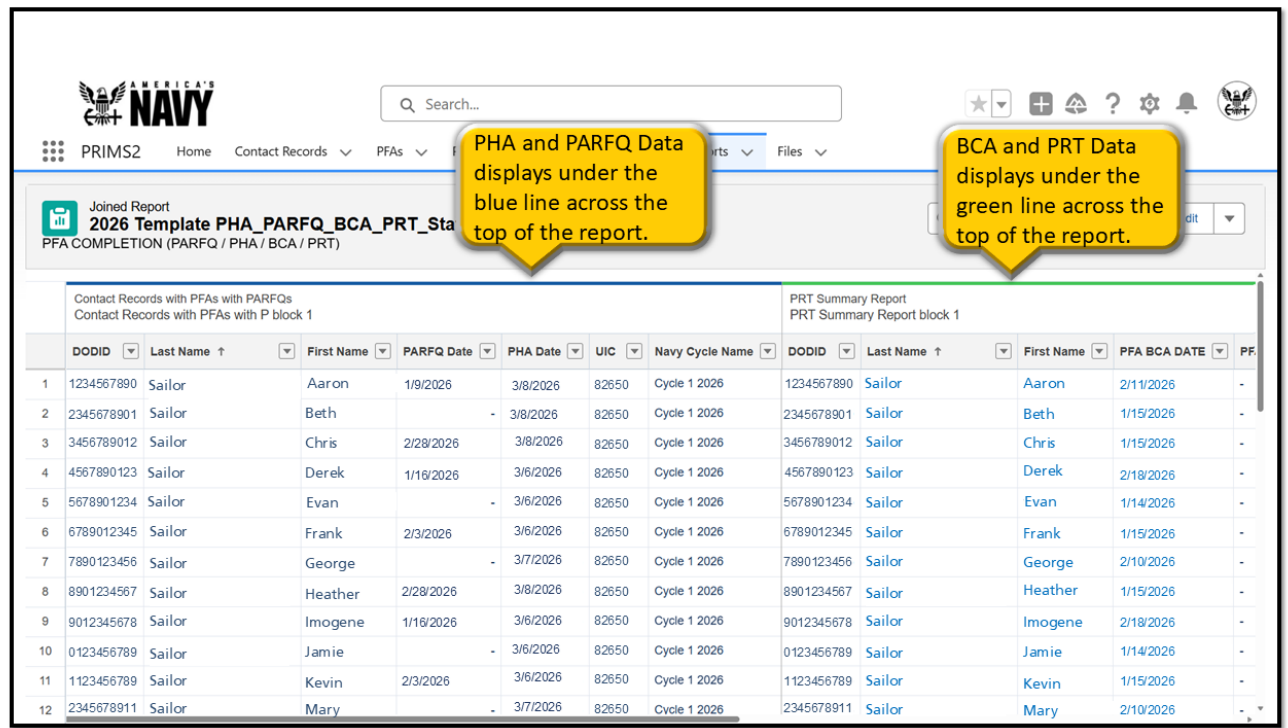
Learning Targets

Step-By-Step Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Callout 1: PHA and PARFQ Data displays under the blue line across the top of the report.

Callout 2: BCA and PRT Data displays under the green line across the top of the report.

Contact Records with PFAs with PARFQs								PRT Summary Report				
DODID	Last Name	First Name	PARFQ Date	PHA Date	UIC	Navy Cycle Name		DODID	Last Name	First Name	PFA BCA DATE	PF
1	1234567890	Sailor	Aaron	1/9/2026	3/8/2026	82650	Cycle 1 2026	1234567890	Sailor	Aaron	2/11/2026	-
2	2345678901	Sailor	Beth	-	3/8/2026	82650	Cycle 1 2026	2345678901	Sailor	Beth	1/15/2026	-
3	3456789012	Sailor	Chris	2/28/2026	3/8/2026	82650	Cycle 1 2026	3456789012	Sailor	Chris	1/15/2026	-
4	4567890123	Sailor	Derek	1/16/2026	3/6/2026	82650	Cycle 1 2026	4567890123	Sailor	Derek	2/18/2026	-
5	5678901234	Sailor	Evan	-	3/6/2026	82650	Cycle 1 2026	5678901234	Sailor	Evan	1/14/2026	-
6	6789012345	Sailor	Frank	2/3/2026	3/6/2026	82650	Cycle 1 2026	6789012345	Sailor	Frank	1/15/2026	-
7	7890123456	Sailor	George	-	3/7/2026	82650	Cycle 1 2026	7890123456	Sailor	George	2/10/2026	-
8	8901234567	Sailor	Heather	2/28/2026	3/8/2026	82650	Cycle 1 2026	8901234567	Sailor	Heather	1/15/2026	-
9	9012345678	Sailor	Imogene	1/16/2026	3/6/2026	82650	Cycle 1 2026	9012345678	Sailor	Imogene	2/18/2026	-
10	0123456789	Sailor	Jamie	-	3/6/2026	82650	Cycle 1 2026	0123456789	Sailor	Jamie	1/14/2026	-
11	1123456789	Sailor	Kevin	2/3/2026	3/6/2026	82650	Cycle 1 2026	1123456789	Sailor	Kevin	1/15/2026	-
12	2345678911	Sailor	Mary	-	3/7/2026	82650	Cycle 1 2026	2345678911	Sailor	Mary	2/10/2026	-

Step 4 of 4: Review the information. Use the **Scroll** bar to view additional Report details.



Access and View a detailed PHA, PARFQ, BCA, and PRT Completion Status Report

Step-By-Step Instructions



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

 Overview



 Tutorial Navigation

 Policy Insights

 Learning Targets

 Step-By-Step Instructions

 Quick Steps



That's It!

You have successfully accessed and viewed a detailed PHA, PARFQ, BCA, and PRT Completion Status report in PRIMS.



[Continue to How to Save a Report Step-by-Step Instructions](#)

3 How to Save a Report

Step-By-Step Instructions



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

 Overview

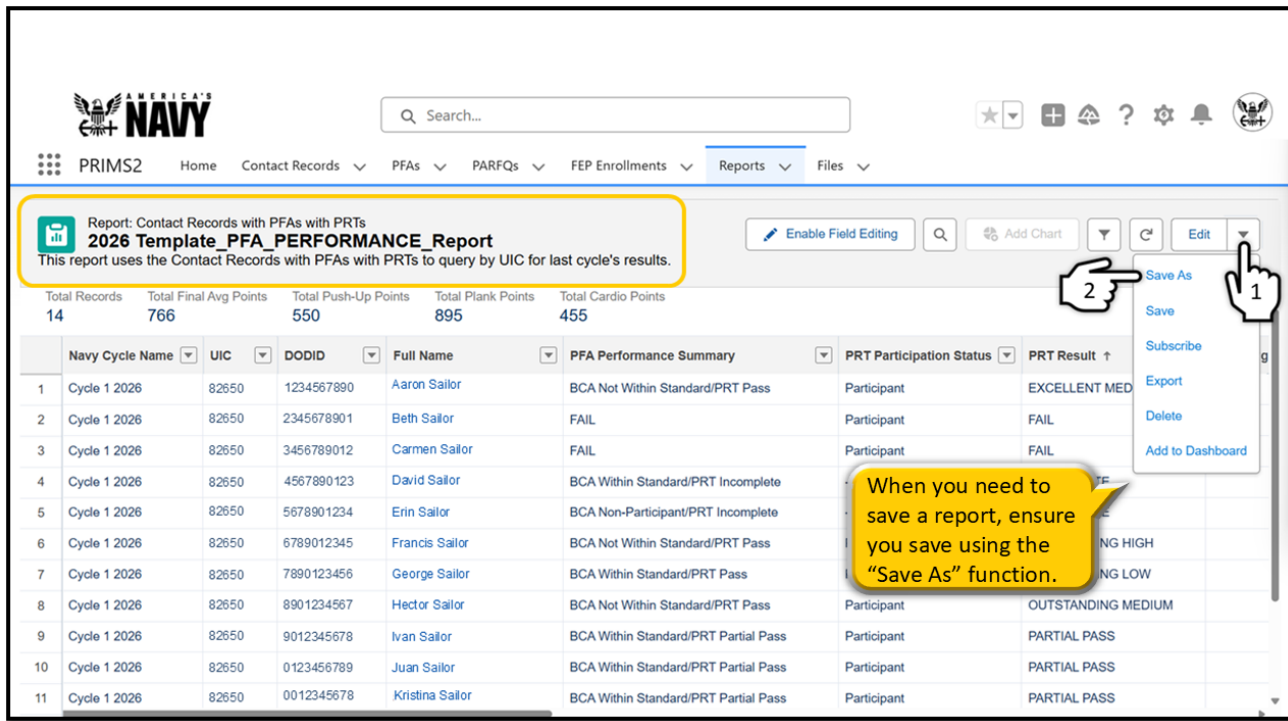
 Tutorial Navigation

 Policy Insights

 Learning Targets

 Step-By-Step Instructions

 Quick Steps

Report: Contact Records with PFAs with PRTs
2026 Template_PFA_PERFORMANCE_Report
This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Total Records: 14 | Total Final Avg Points: 766 | Total Push-Up Points: 550 | Total Plank Points: 895 | Total Cardio Points: 455

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT MED
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete	Participant	NG HIGH
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete	Participant	NG LOW
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	PARTIAL PASS
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	PARTIAL PASS
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS
10	Cycle 1 2026	82650	0123456789	Juan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS
11	Cycle 1 2026	82650	0012345678	Kristina Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS

When you need to save a report, ensure you save using the "Save As" function.

Step 1 of 6: With the desired report open, select the **Edit** drop-down list, then select **Save As**.

3 How to Save a Report


Step-By-Step Instructions




Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

 Overview

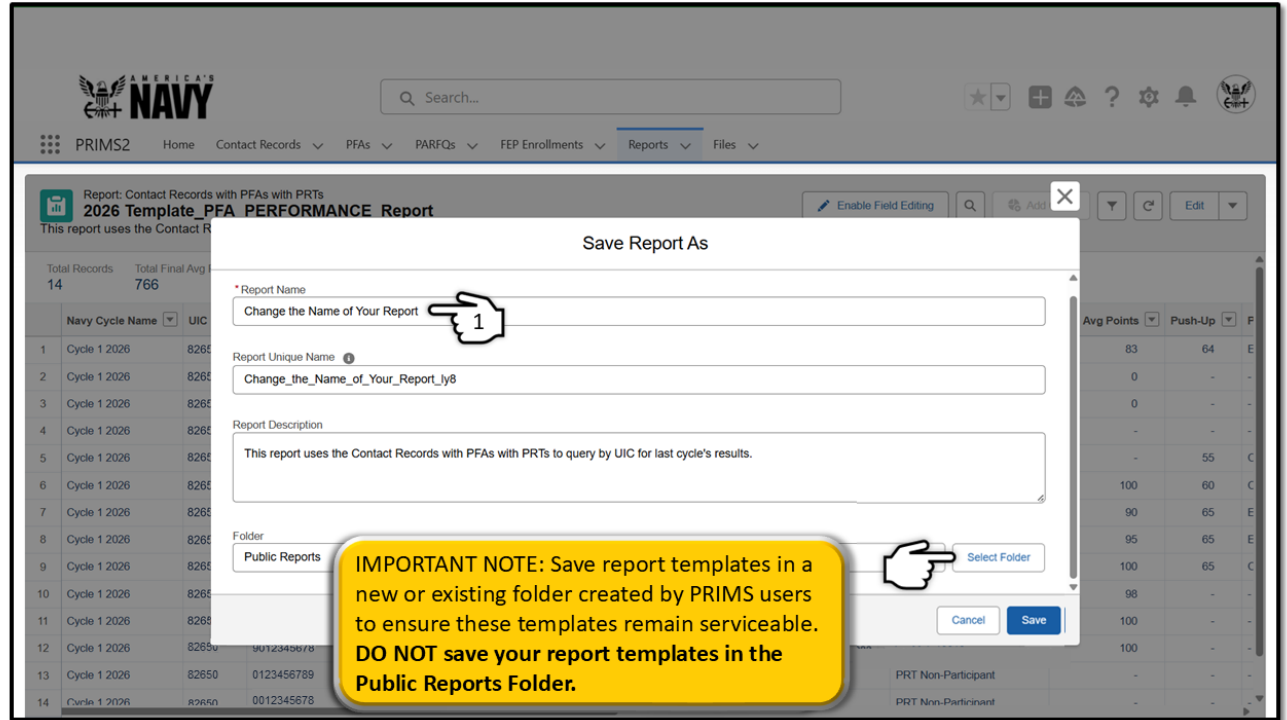
 Tutorial Navigation

 Policy Insights

 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Save Report As

*Report Name
Change the Name of Your Report 1

Report Unique Name
Change_the_Name_of_Your_Report_Iy8

Report Description
This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Folder
Public Reports

IMPORTANT NOTE: Save report templates in a new or existing folder created by PRIMS users to ensure these templates remain serviceable. DO NOT save your report templates in the Public Reports Folder.

Select Folder

Cancel Save

Step 2 of 6: From the **Save Report As** window, type the **Report Name**, then select the **Select Folder** button.

3 How to Save a Report

Step-By-Step Instructions



Overview

Tutorial
Navigation

Policy Insights

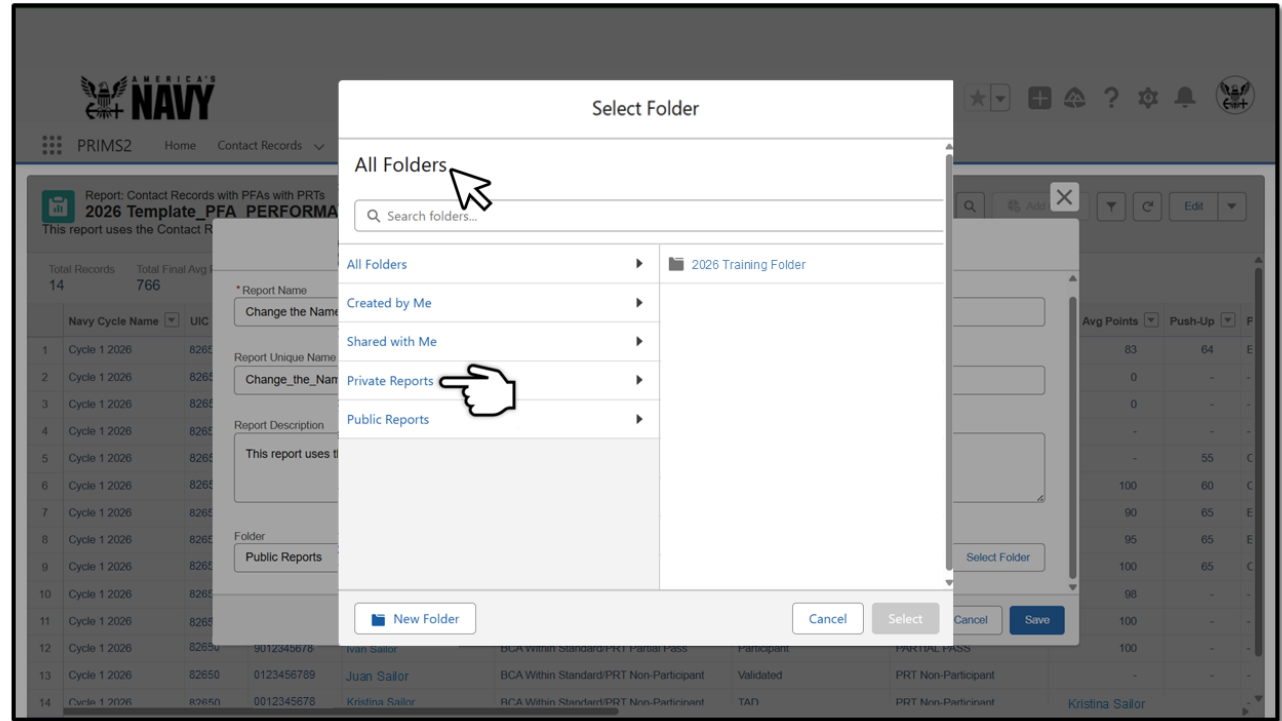
Learning Targets

Step-By-Step
Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Total Records	Total Final Avg	* Report Name	Report Unique Name	Report Description	Folder
14	766	Change the Name	Change_the_Na	This report uses t	Public Reports
1	Cycle 1 2026	8265			
2	Cycle 1 2026	8265			
3	Cycle 1 2026	8265			
4	Cycle 1 2026	8265			
5	Cycle 1 2026	8265			
6	Cycle 1 2026	8265			
7	Cycle 1 2026	8265			
8	Cycle 1 2026	8265			
9	Cycle 1 2026	8265			
10	Cycle 1 2026	8265			
11	Cycle 1 2026	8265			
12	Cycle 1 2026	8265	9012345678	Juan Sailor	BCA Within Standard/PRT Non-Participant
13	Cycle 1 2026	8265	0123456789	Juan Sailor	BCA Within Standard/PRT Non-Participant
14	Cycle 1 2026	8265	0012345678	Kristina Sailor	RCA Within Standard/PRT Non-Participant



Step 3 of 6: From the **All Folders** window, select the **Private Reports** hyperlink.

3 How to Save a Report

Step-By-Step Instructions



Overview

Tutorial
Navigation

Policy Insights

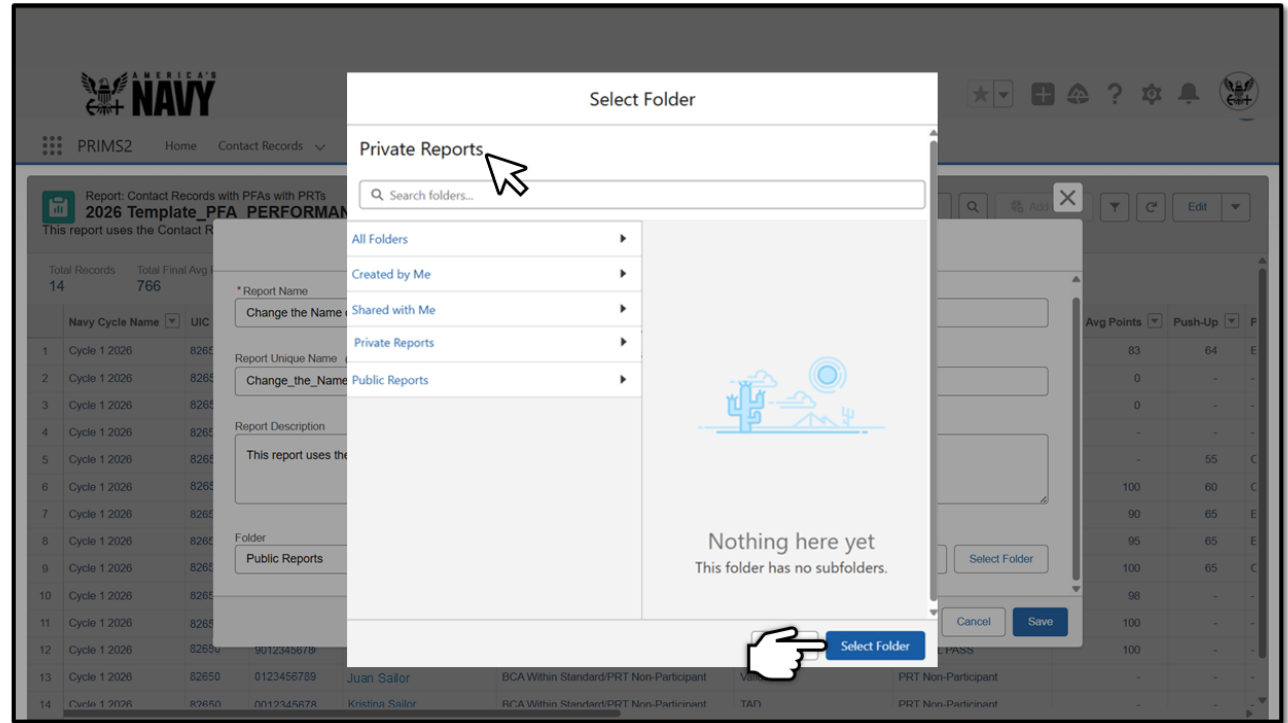
Learning Targets

Step-By-Step
Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows a 'Select Folder' dialog box overlaid on a report creation interface. The dialog has a search bar and a list of folders: 'All Folders', 'Created by Me', 'Shared with Me', 'Private Reports', and 'Public Reports'. A mouse cursor is pointing at 'Private Reports'. Below the list, there is a 'Nothing here yet' message and a 'Select Folder' button. A hand icon is pointing at the 'Select Folder' button.

Step 4 of 6: From the **Private Reports** window, select the **Select Folder** button.

3 How to Save a Report

Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

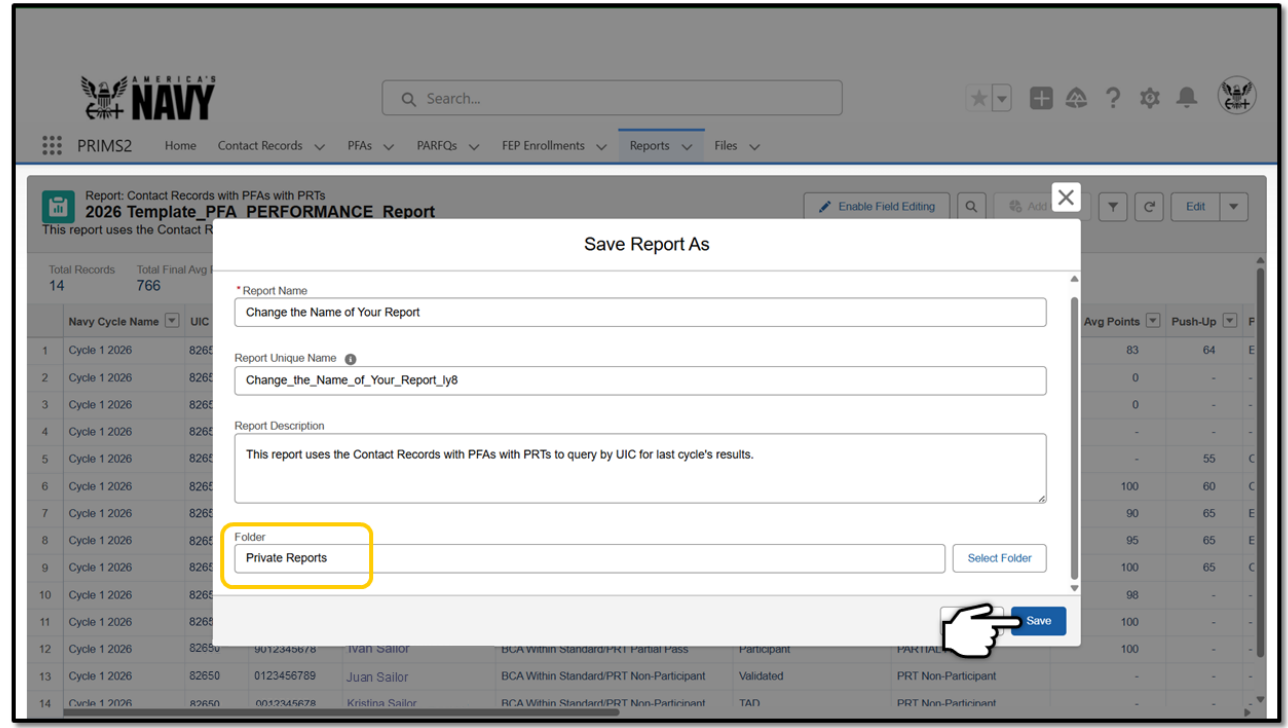
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Report: Contact Records with PFAs with PRTs
2026 Template_PFA PERFORMANCE Report

Save Report As

* Report Name
Change the Name of Your Report

Report Unique Name
Change_the_Name_of_Your_Report_ly8

Report Description
This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Folder
Private Reports Select Folder

Save

Total Records	Total Final Avg	Navy Cycle Name	UIC	Avg Points	Push-Up
14	766	1 Cycle 1 2026	8265	83	64
		2 Cycle 1 2026	8265	0	-
		3 Cycle 1 2026	8265	0	-
		4 Cycle 1 2026	8265	-	55
		5 Cycle 1 2026	8265	100	60
		6 Cycle 1 2026	8265	90	65
		7 Cycle 1 2026	8265	95	65
		8 Cycle 1 2026	8265	100	65
		9 Cycle 1 2026	8265	98	-
		10 Cycle 1 2026	8265	100	-
		11 Cycle 1 2026	8265	100	-
		12 Cycle 1 2026	8265	100	-
		13 Cycle 1 2026	82650	-	-
		14 Cycle 1 2026	82650	-	-



Step 5 of 6: Ensure the folder name displays Private Reports, then select **Save**.

3 How to Save a Report

Step-By-Step Instructions



Overview

Tutorial Navigation

Policy Insights

Learning Targets

Step-By-Step Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

Report: Contact Records with PFAs with PRTs
2026 Template_PFA_PERFORMANCE_Report
 This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Total Records: 14 | Total Final Avg Points: 766 | Total Push-Up Points: 550 | Total Plank Points: 895 | Total Cardio Points: 455

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT MEDIUM	
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL	
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING HIGH	
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	OUTSTANDING LOW	
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	
10	Cycle 1 2026	82650	0123456789	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	



The new report is saved.

3 How to Save a Report

Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

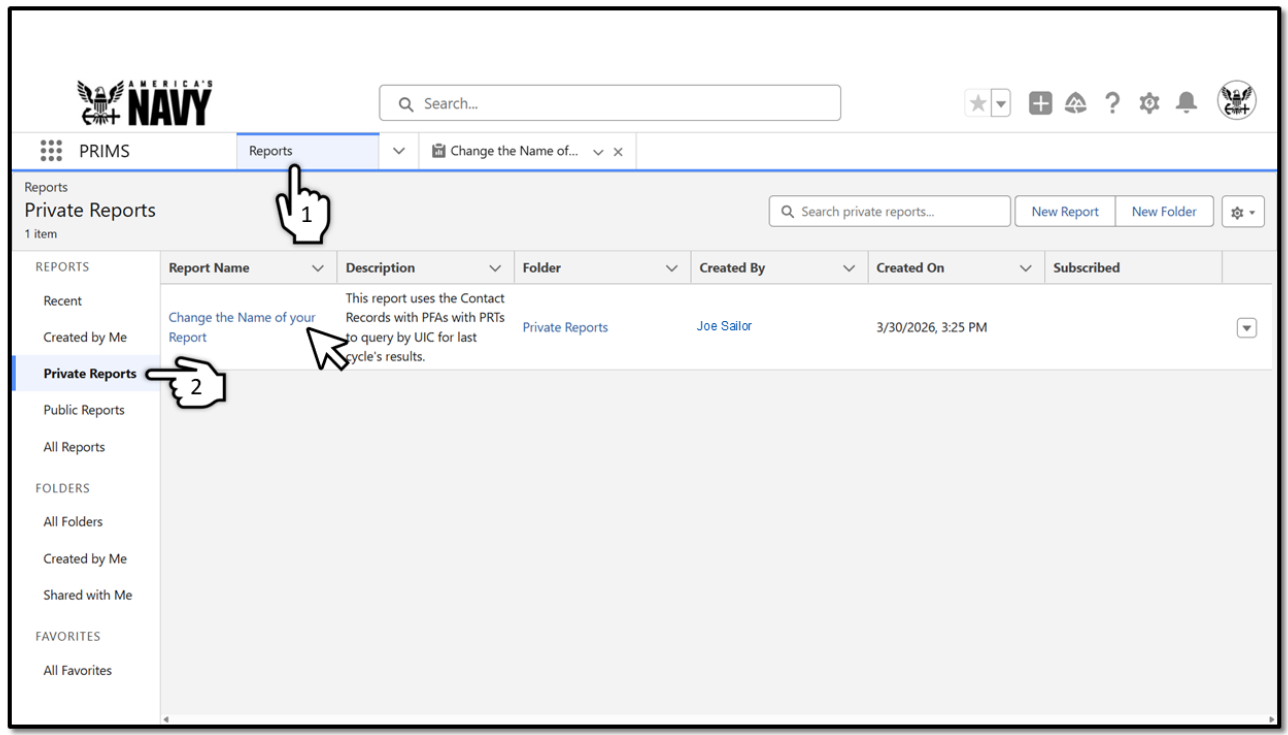
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.



The screenshot shows the PRIMS interface. At the top, there's a search bar and navigation icons. Below that, the 'Reports' tab is selected in the main header. In the left sidebar, the 'Private Reports' sub-tab is highlighted. A table of reports is visible, with one report titled 'Change the Name of your Report' selected. A hand icon with the number '1' points to the 'Reports' tab in the main header, and another hand icon with the number '2' points to the 'Private Reports' sub-tab in the sidebar.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Change the Name of your Report	This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.	Private Reports	Joe Sailor	3/30/2026, 3:25 PM	



Step 6 of 6: You can locate your new report by selecting the **Reports** tab and selecting **Private Reports**.

3 How to Save a Report


Step-By-Step Instructions



 Overview

 Tutorial
Navigation

 Policy Insights


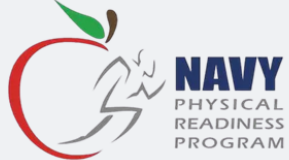
 Learning Targets

 Step-By-Step
Instructions

 Quick Steps




Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



That's It!

You have successfully saved a report in PRIMS.



Continue to Export a PFA Report Step-by-Step Instructions



Overview

Tutorial Navigation

Policy Insights

Learning Targets

Step-By-Step Instructions

Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

Report: Contact Records with PFAs with PRTs
2026 Template_PFA_PERFORMANCE_Report
 This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.

Enable Field Editing | Add Chart | Edit

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING HIGH
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	OUTSTANDING LOW
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS
10	Cycle 1 2026	82650	0123456789	Juan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS
11	Cycle 1 2026	82650	0012345678	Kristina Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS

Step 1 of 4: With the desired report open, select the **Edit** drop-down list, then select **Export**.



 Overview

 Tutorial Navigation

 Policy Insights

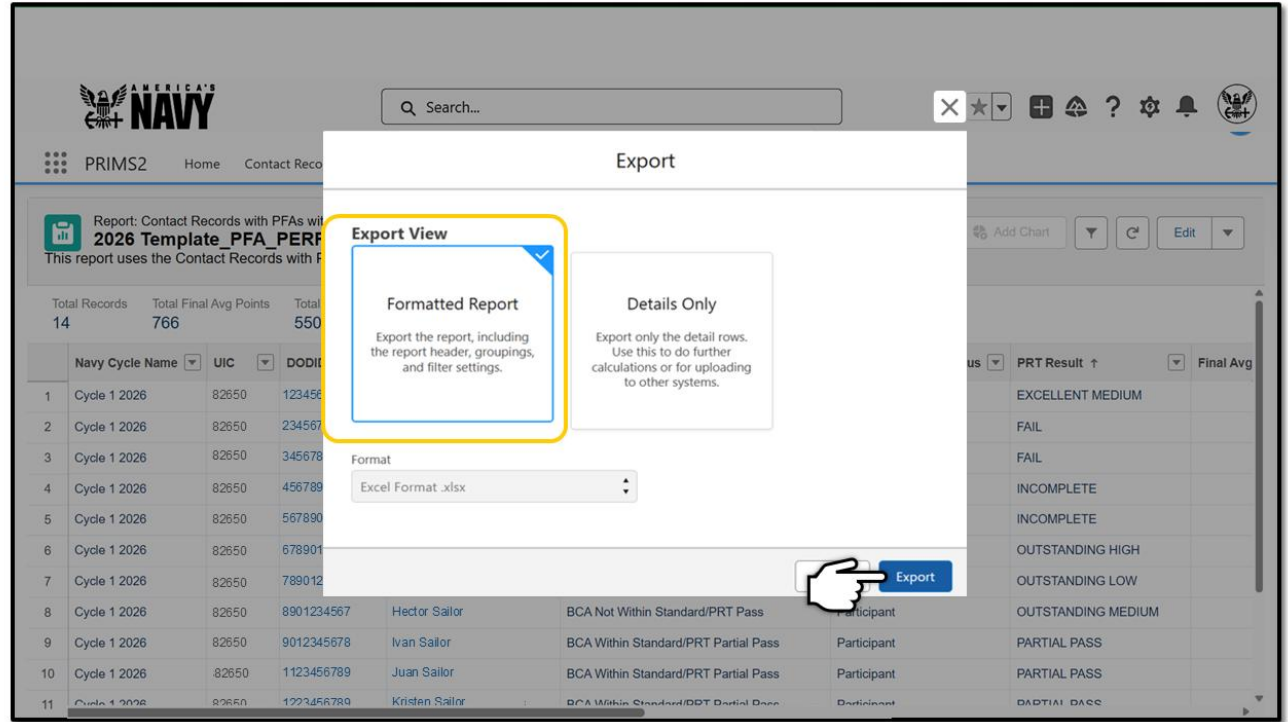
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



	Navy Cycle Name	UIC	DODIT					
1	Cycle 1 2026	82650	123456					
2	Cycle 1 2026	82650	234567					
3	Cycle 1 2026	82650	345678					
4	Cycle 1 2026	82650	456789					
5	Cycle 1 2026	82650	567890					
6	Cycle 1 2026	82650	678901					
7	Cycle 1 2026	82650	789012					
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant		
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant		
10	Cycle 1 2026	82650	1123456789	Juan Sailor	BCA Within Standard/PRT Partial Pass	Participant		
11	Cycle 1 2026	82650	1223456789	Kristen Sailor	BCA Within Standard/PRT Partial Pass	Participant		

Step 2 of 4: Select **Formatted Report**, then select **Export**.

How To Export a Report


Step-By-Step Instructions



 Overview

 Tutorial Navigation

 Policy Insights

 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.

Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points
Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT MEDIUM	83
Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL	0
Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete		INCOMPLETE	
Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete		INCOMPLETE	
Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING HIGH	100
Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	OUTSTANDING LOW	90
Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	100
Cycle 1 2026	82650	1123456789	Juan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	98
Cycle 1 2026	82650	1223456789	Kristen Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	100
Cycle 1 2026	82650	1222345678	Liam Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	100
Cycle 1 2026	82650	1222234567	Michelle Sailor	BCA Within Standard/PRT Non-Participant	Validated	PRT Non-Participant	
Cycle 1 2026	82650	9875543210	Nancy Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	
Total	Sum						766
	Count	14					

Step 3 of 4: With the report open, select **File** in the top left corner of the page.





 Overview

 Tutorial Navigation

 Policy Insights

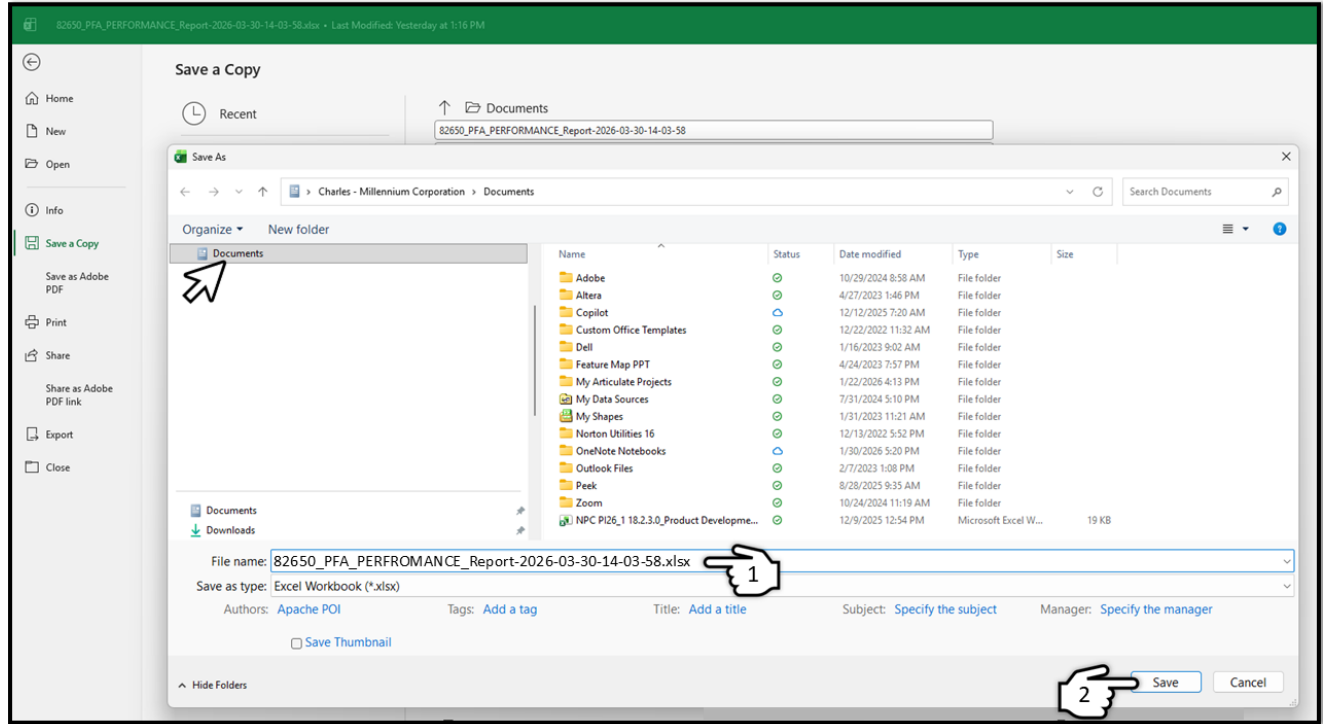
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 4 of 4: After selecting the location to store the file, **Name** the report and select **Save**.


Note: The file is available to save on your computer, cloud, network, or desktop.



 Overview

 Tutorial Navigation

 Policy Insights

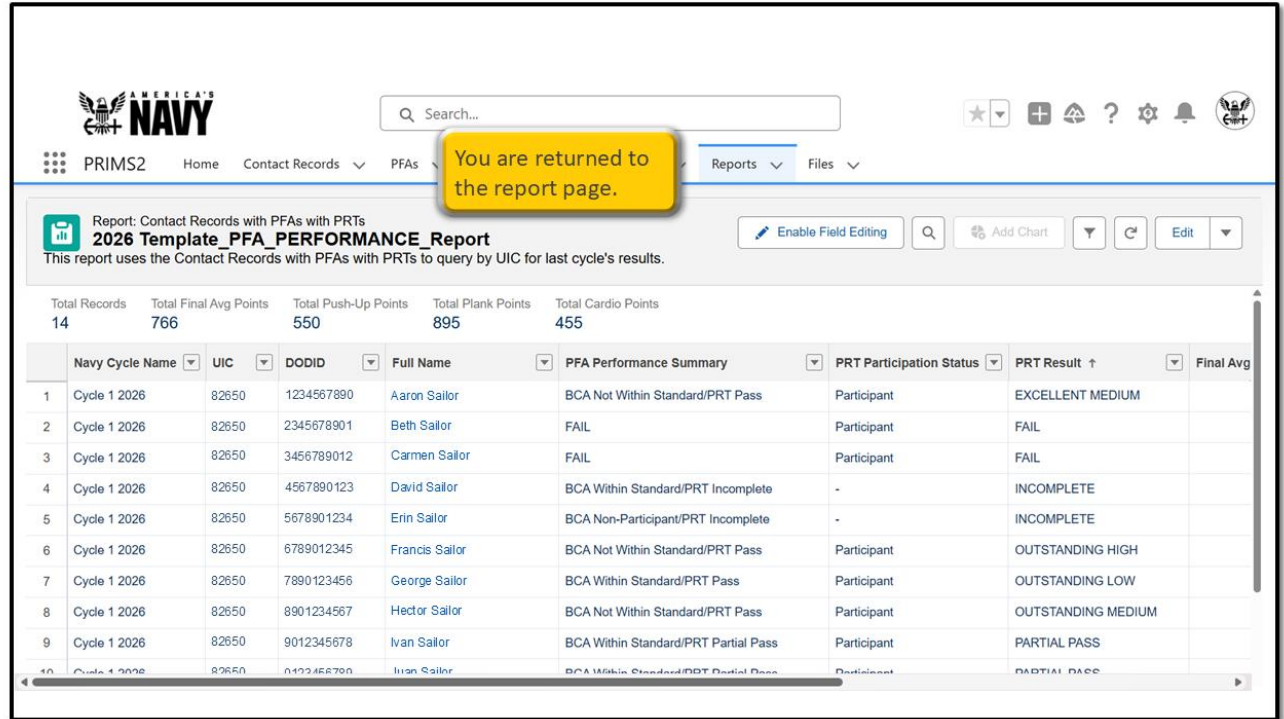
 Learning Targets

 Step-By-Step Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	BCA Not Within Standard/PRT Pass	Participant	EXCELLENT MEDIUM	
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	FAIL	Participant	FAIL	
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING HIGH	
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Pass	Participant	OUTSTANDING LOW	
8	Cycle 1 2026	82650	8901234567	Hector Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	
9	Cycle 1 2026	82650	9012345678	Ivan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	
10	Cycle 1 2026	82650	0123456789	Juan Sailor	BCA Within Standard/PRT Partial Pass	Participant	PARTIAL PASS	




Review the report or continue navigating in PRIMS.



 Overview

 Tutorial
Navigation

 Policy Insights

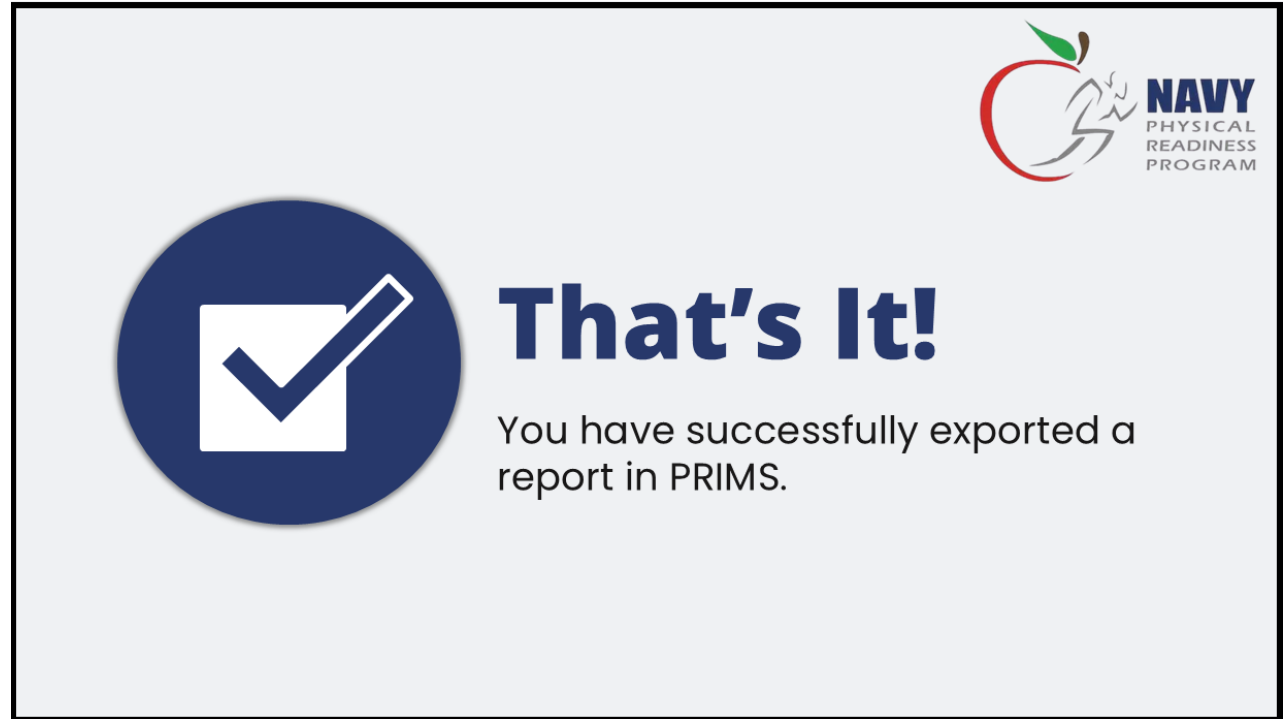
 Learning Targets

 Step-By-Step
Instructions

 Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows a confirmation message in the PRIMs system. In the top right corner, there is the NAVY Physical Readiness Program logo. The main content features a large blue circle containing a white checkmark icon on the left. To its right, the text reads "That's It!" in a large, bold, dark blue font, followed by "You have successfully exported a report in PRIMs." in a smaller, dark blue font. The entire message is enclosed in a light gray box with a black border. On the left and right sides of the box, there are white chevron arrows pointing outwards. Below the box, there is a row of six blue circular dots, with the second dot from the left being slightly larger and darker, indicating the current step in the process.



That's It!

You have successfully viewed
command summary reports.



Overview



Tutorial
Navigation



Policy Insights



Learning Targets



Step-By-Step
Instructions



Quick Steps

