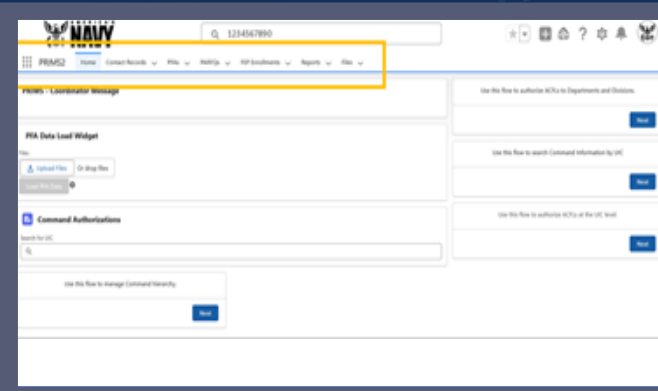




PRIMS Training

Command Summary Reports
Service Console



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.

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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 that 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.

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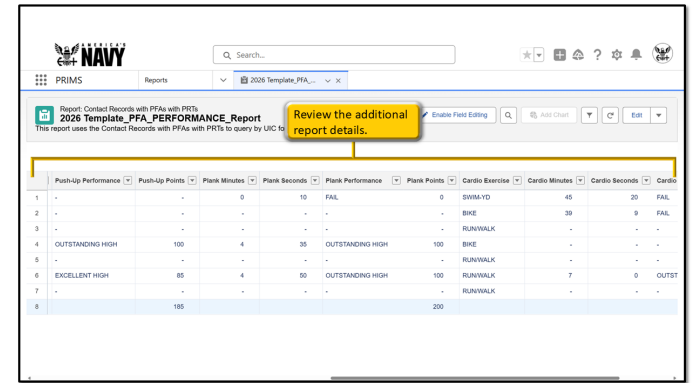
 Learning Targets

 Step-By-Step Instructions

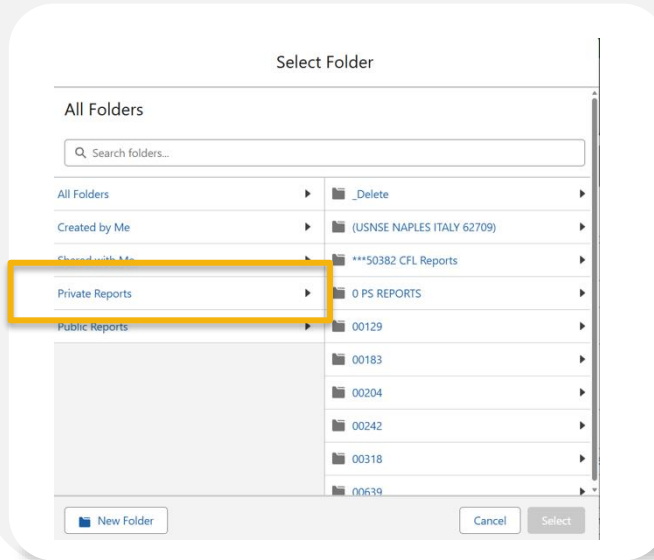
 Quick Steps



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



	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Performance	Plank Points	Cardio Exercise	Cardio Minutes	Cardio Seconds	Cardio
1	-	-	0	10	FAIL	0	SWIM-YD	45	20	FAIL
2	-	-	-	-	-	-	BIKE	39	9	FAIL
3	-	-	-	-	-	-	RUN/WALK	-	-	-
4	OUTSTANDING HIGH	100	4	35	OUTSTANDING HIGH	100	BIKE	-	-	-
5	-	-	-	-	-	-	RUN/WALK	-	-	-
6	EXCELLENT HIGH	85	4	50	OUTSTANDING HIGH	100	RUN/WALK	7	0	OUTST
7	-	-	-	-	-	-	RUN/WALK	-	-	-
8			185			200				



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




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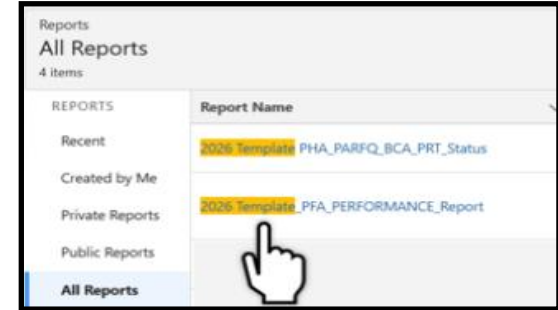
 Learning Targets

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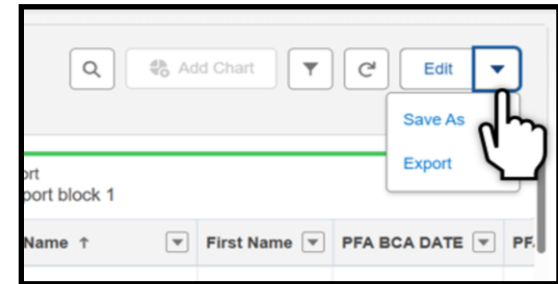
 Quick Steps



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



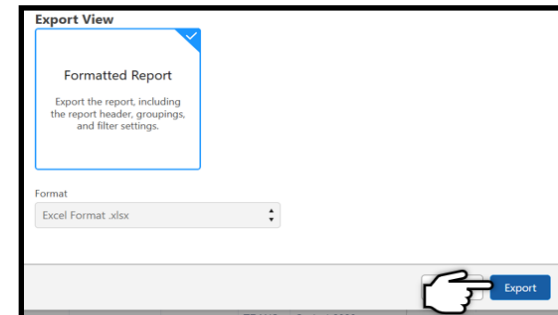
2 Select the **Edit** drop-down list, then select **Save As** or **Export**.



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



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1 Access and View a detailed PFA Data Report


Step-By-Step Instructions



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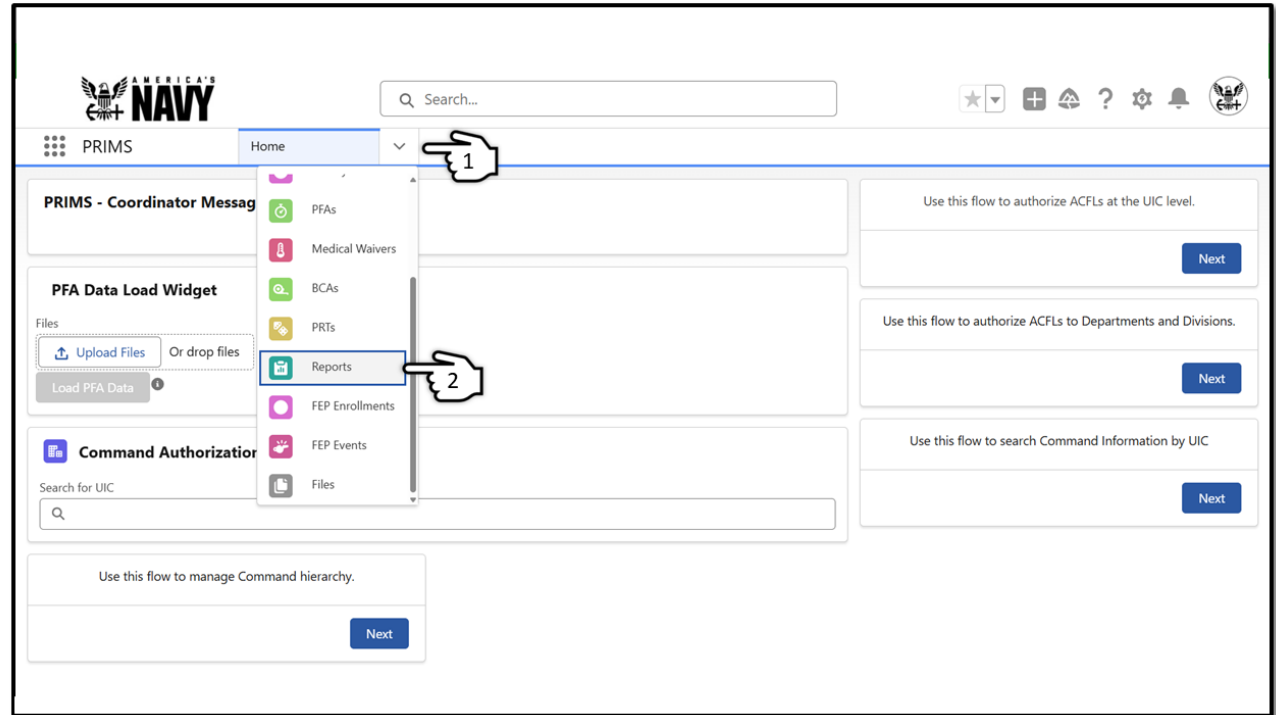
 Learning Targets

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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 **Home** drop-down list, and select **Reports**.

1 Access and View a detailed PFA Data Report


Step-By-Step Instructions



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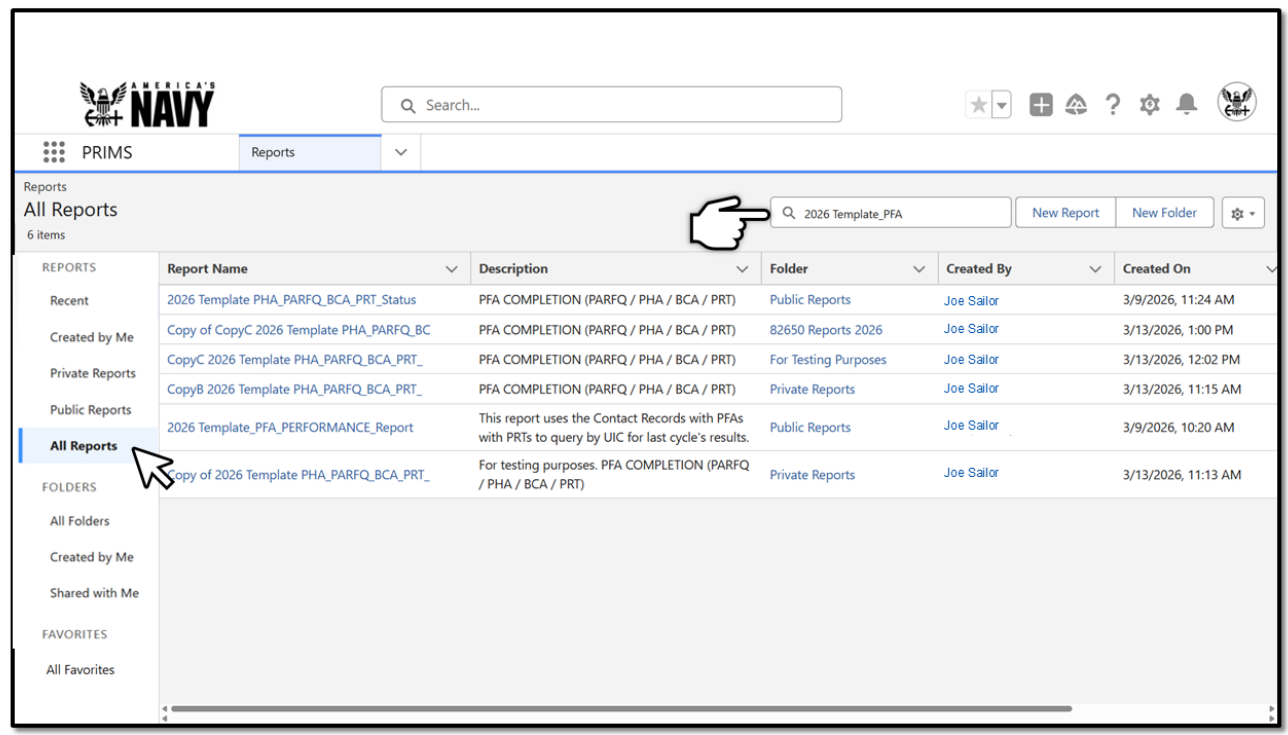
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



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

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	Joe Sailor	3/9/2026, 11:24 AM
Created by Me	Copy of CopyC 2026 Template PHA_PARFQ_BC	PFA COMPLETION (PARFQ / PHA / BCA / PRT)	82650 Reports 2026	Joe Sailor	3/13/2026, 1:00 PM
Private Reports	CopyC 2026 Template PHA_PARFQ_BCA_PRT_	PFA COMPLETION (PARFQ / PHA / BCA / PRT)	For Testing Purposes	Joe Sailor	3/13/2026, 12:02 PM
Public Reports	CopyB 2026 Template PHA_PARFQ_BCA_PRT_	PFA COMPLETION (PARFQ / PHA / BCA / PRT)	Private Reports	Joe Sailor	3/13/2026, 11:15 AM
All Reports	2026 Template_PFA_PERFORMANCE_Report	This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.	Public Reports	Joe Sailor	3/9/2026, 10:20 AM
FOLDERS	copy of 2026 Template PHA_PARFQ_BCA_PRT_	For testing purposes. PFA COMPLETION (PARFQ / PHA / BCA / PRT)	Private Reports	Joe Sailor	3/13/2026, 11:13 AM
All Folders					
Created by Me					
Shared with Me					
FAVORITES					
All Favorites					



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



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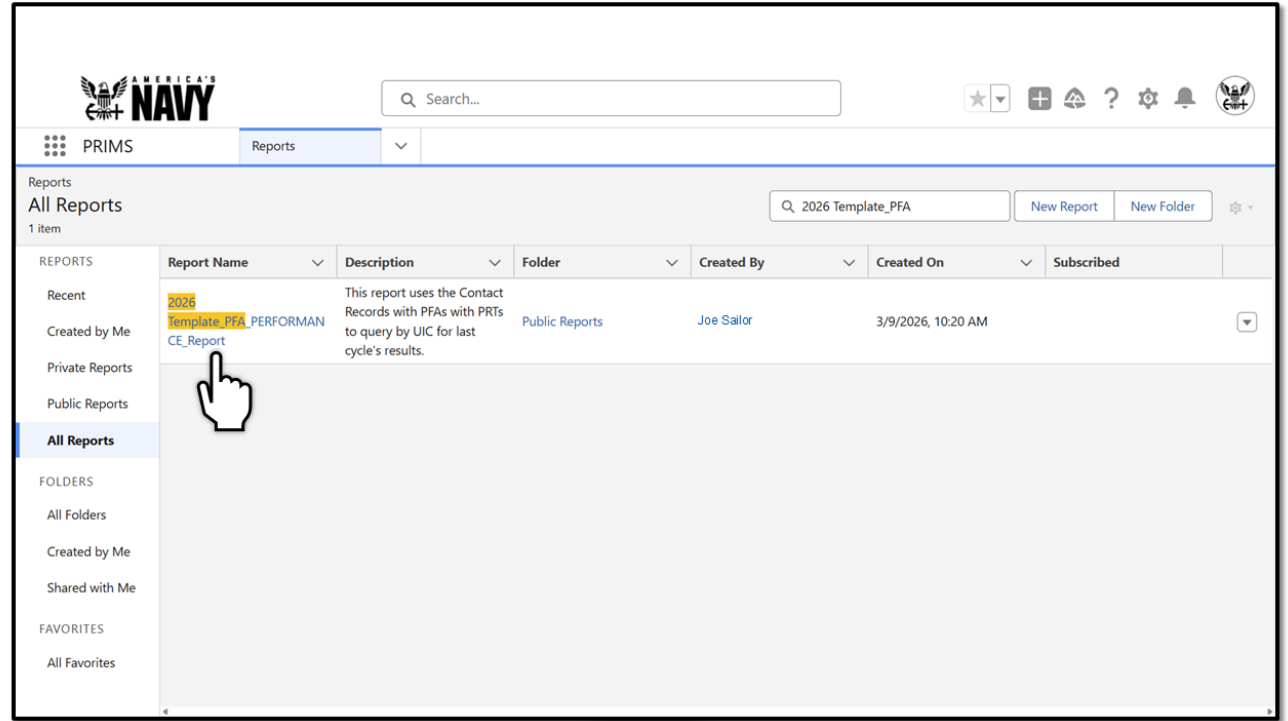
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.



The screenshot shows the PRIMS Reports interface. The top navigation bar includes the NAVY logo, a search bar, and utility icons. The main content area displays a list of reports under the 'All Reports' tab. A table lists report details, with a hand cursor pointing to the '2026 Template_PFA_PERFORMANCE CE Report' hyperlink in the 'Report Name' column.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	2026 Template_PFA_PERFORMANCE CE Report	This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.	Public Reports	Joe Sailor	3/9/2026, 10:20 AM	



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



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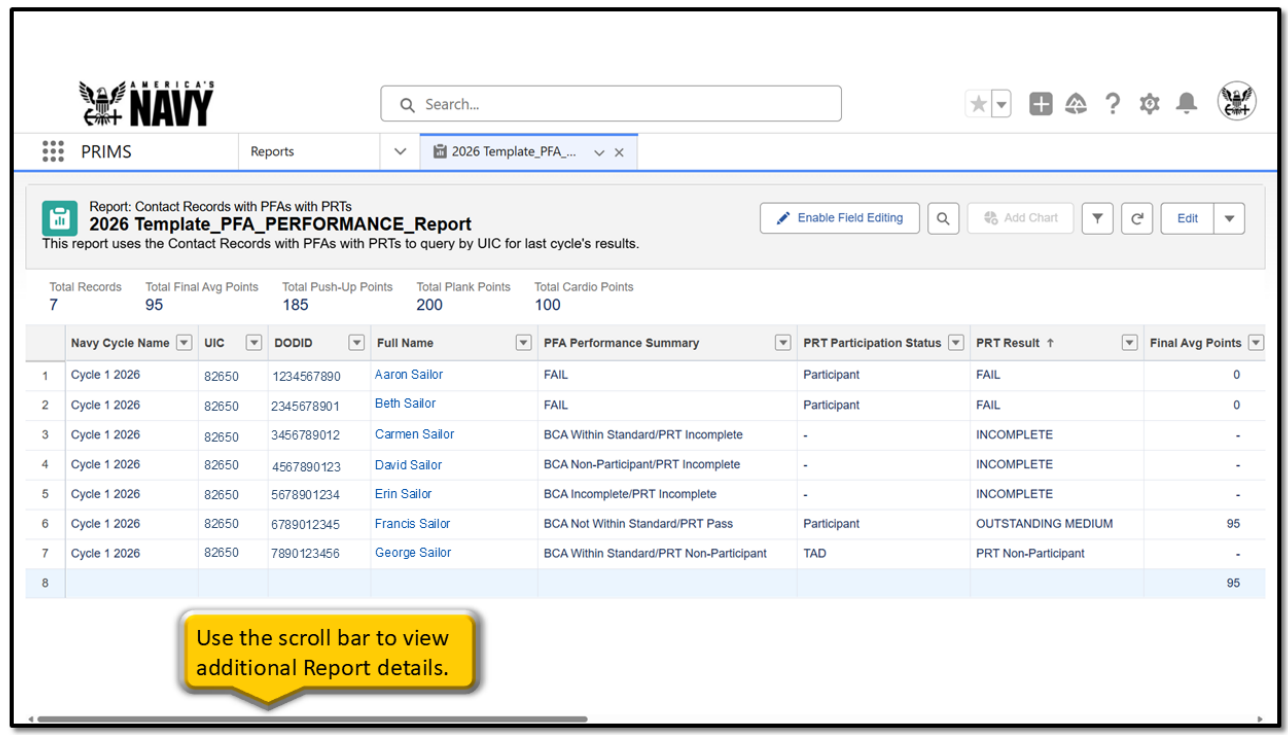
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows a web application interface for a PFA Performance Report. At the top, there is a search bar and navigation icons. Below that, the report title is "2026 Template_PFA_PERFORMANCE_Report" with a subtitle "This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results." Summary statistics are displayed: Total Records (7), Total Final Avg Points (95), Total Push-Up Points (185), Total Plank Points (200), and Total Cardio Points (100). A table follows with columns for Navy Cycle Name, UIC, DODID, Full Name, PFA Performance Summary, PRT Participation Status, PRT Result, and Final Avg Points. A yellow callout box points to the table with the text "Use the scroll bar to view additional Report details."

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	FAIL	Participant	FAIL	0
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	-
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	-
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Incomplete/PRT Incomplete	-	INCOMPLETE	-
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	-
8								95



Step 4 of 5: Review the information.

1 Access and View a detailed PFA Data Report

Step-By-Step Instructions



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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 fo

	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Performance	Plank Points	Cardio Exercise	Cardio Minutes	Cardio Seconds	Cardio
1	-	-	0	10	FAIL	0	SWIM-YD	45	20	FAIL
2	-	-	-	-	-	-	BIKE	39	9	FAIL
3	-	-	-	-	-	-	RUN/WALK	-	-	-
4	OUTSTANDING HIGH	100	4	35	OUTSTANDING HIGH	100	BIKE	-	-	-
5	-	-	-	-	-	-	RUN/WALK	-	-	-
6	EXCELLENT HIGH	85	4	50	OUTSTANDING HIGH	100	RUN/WALK	7	0	OUTST
7	-	-	-	-	-	-	RUN/WALK	-	-	-
8		185				200				



Step 5 of 5: View the report details.

1 Access and View a detailed PFA Data Report Step-By-Step Instructions



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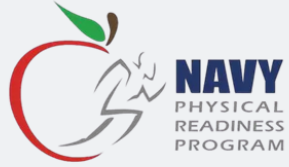
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



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



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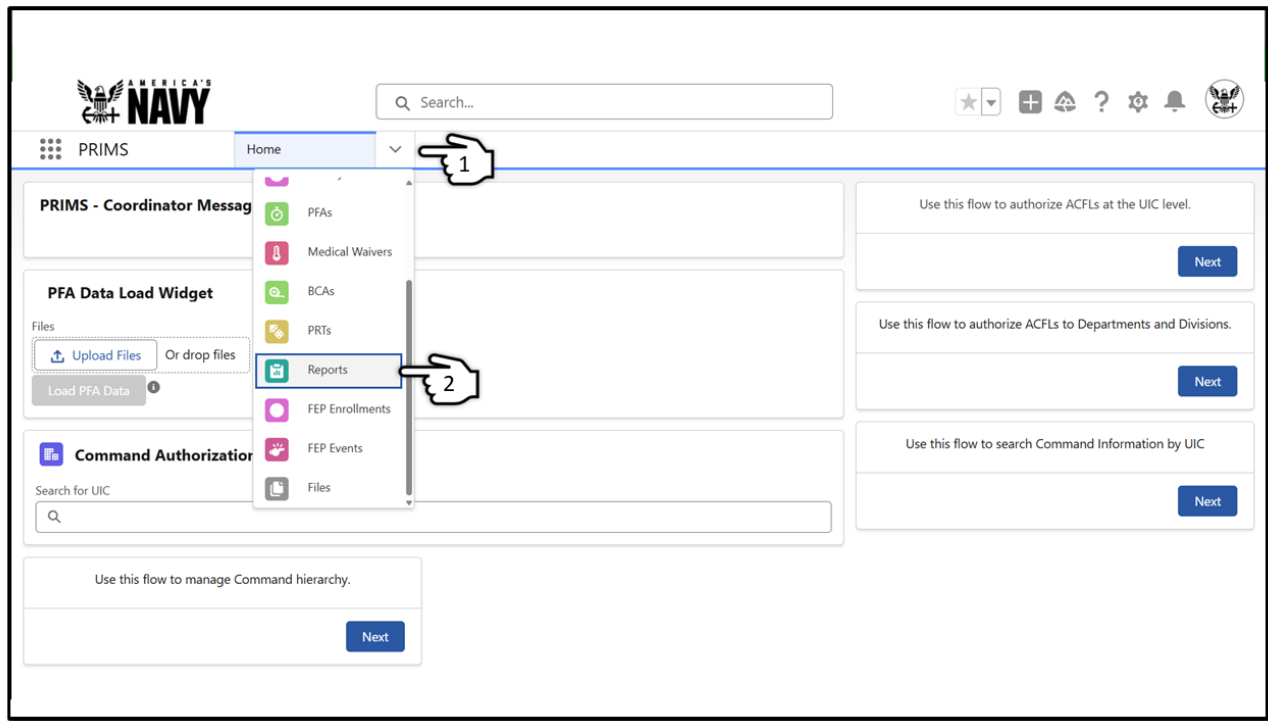
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 1 of 4: From the **PRIMS Home Page**, select the **Home** drop-down list, and select **Reports**.



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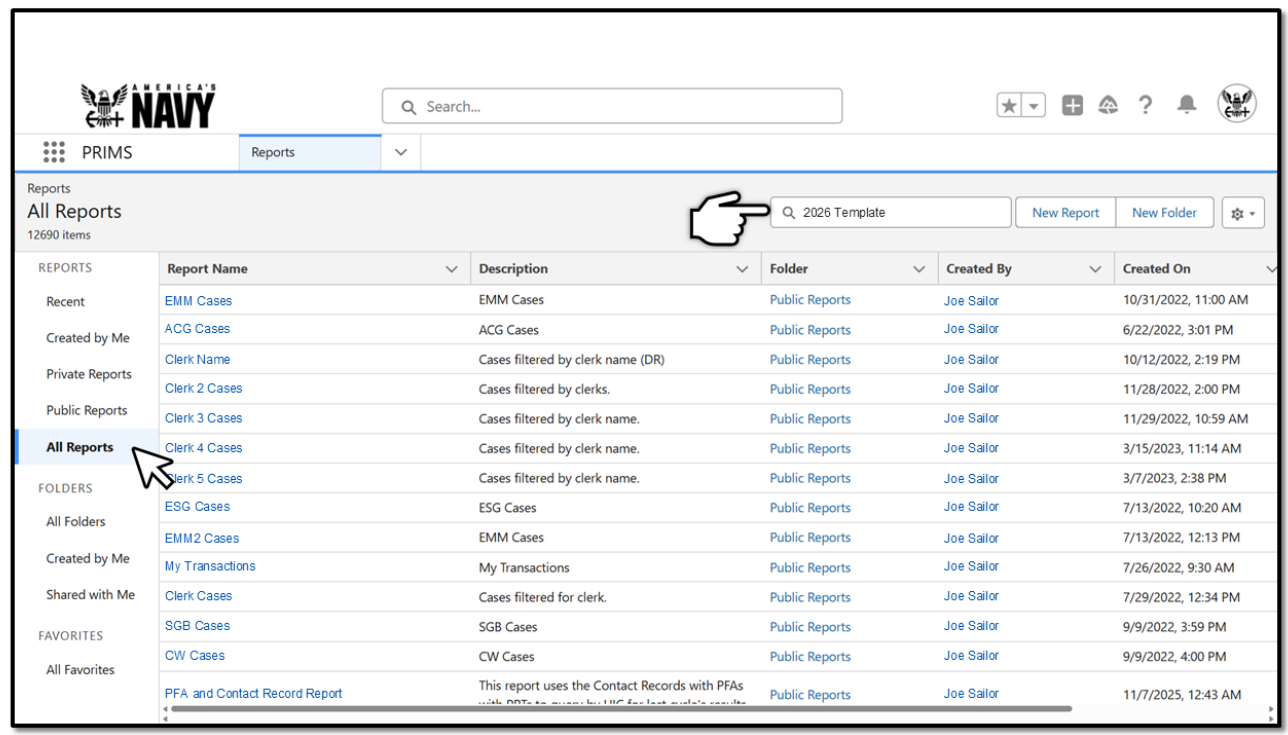
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



AMERICA'S NAVY

PRIMS Reports

Reports: All Reports (12690 items)

Search: 2026 Template [New Report] [New Folder] [Settings]

REPORTS	Report Name	Description	Folder	Created By	Created On
Recent	EMM Cases	EMM Cases	Public Reports	Joe Sailor	10/31/2022, 11:00 AM
Created by Me	ACG Cases	ACG Cases	Public Reports	Joe Sailor	6/22/2022, 3:01 PM
Private Reports	Clerk Name	Cases filtered by clerk name (DR)	Public Reports	Joe Sailor	10/12/2022, 2:19 PM
Public Reports	Clerk 2 Cases	Cases filtered by clerks.	Public Reports	Joe Sailor	11/28/2022, 2:00 PM
	Clerk 3 Cases	Cases filtered by clerk name.	Public Reports	Joe Sailor	11/29/2022, 10:59 AM
All Reports	Clerk 4 Cases	Cases filtered by clerk name.	Public Reports	Joe Sailor	3/15/2023, 11:14 AM
	Clerk 5 Cases	Cases filtered by clerk name.	Public Reports	Joe Sailor	3/7/2023, 2:38 PM
FOLDERS	ESG Cases	ESG Cases	Public Reports	Joe Sailor	7/13/2022, 10:20 AM
All Folders	EMM2 Cases	EMM Cases	Public Reports	Joe Sailor	7/13/2022, 12:13 PM
Created by Me	My Transactions	My Transactions	Public Reports	Joe Sailor	7/26/2022, 9:30 AM
Shared with Me	Clerk Cases	Cases filtered for clerk.	Public Reports	Joe Sailor	7/29/2022, 12:34 PM
FAVORITES	SGB Cases	SGB Cases	Public Reports	Joe Sailor	9/9/2022, 3:59 PM
All Favorites	CW Cases	CW Cases	Public Reports	Joe Sailor	9/9/2022, 4:00 PM
	PFA and Contact Record Report	This report uses the Contact Records with PFAs with PRT to ensure that the latest update is...	Public Reports	Joe Sailor	11/7/2025, 12:43 AM



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



Step-By-Step Instructions

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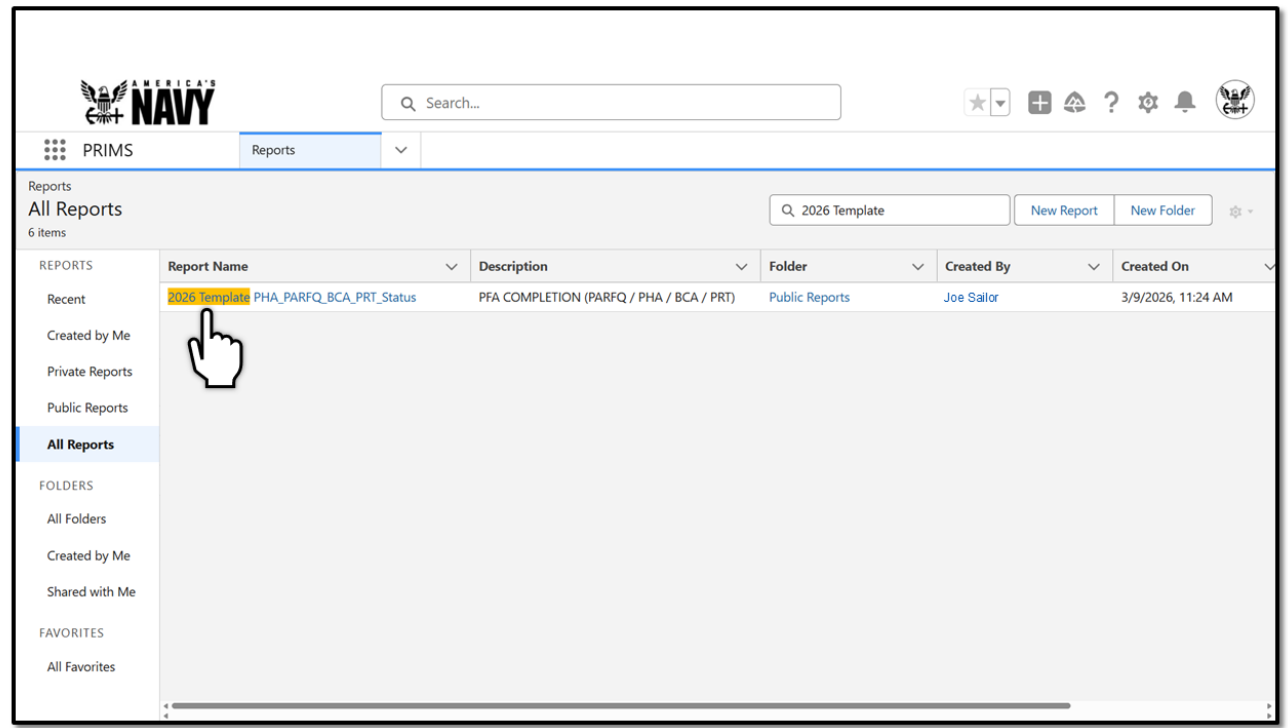
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS Reports interface. At the top, there is a search bar and navigation icons. Below that, the 'Reports' section is active, showing a list of reports. A table with columns for Report Name, Description, Folder, Created By, and Created On is displayed. The first row is highlighted, and a hand cursor is pointing to the '2026 Template' link 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	Joe Sailor	3/9/2026, 11:24 AM
Created by Me					
Private Reports					
Public Reports					
All Reports					



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




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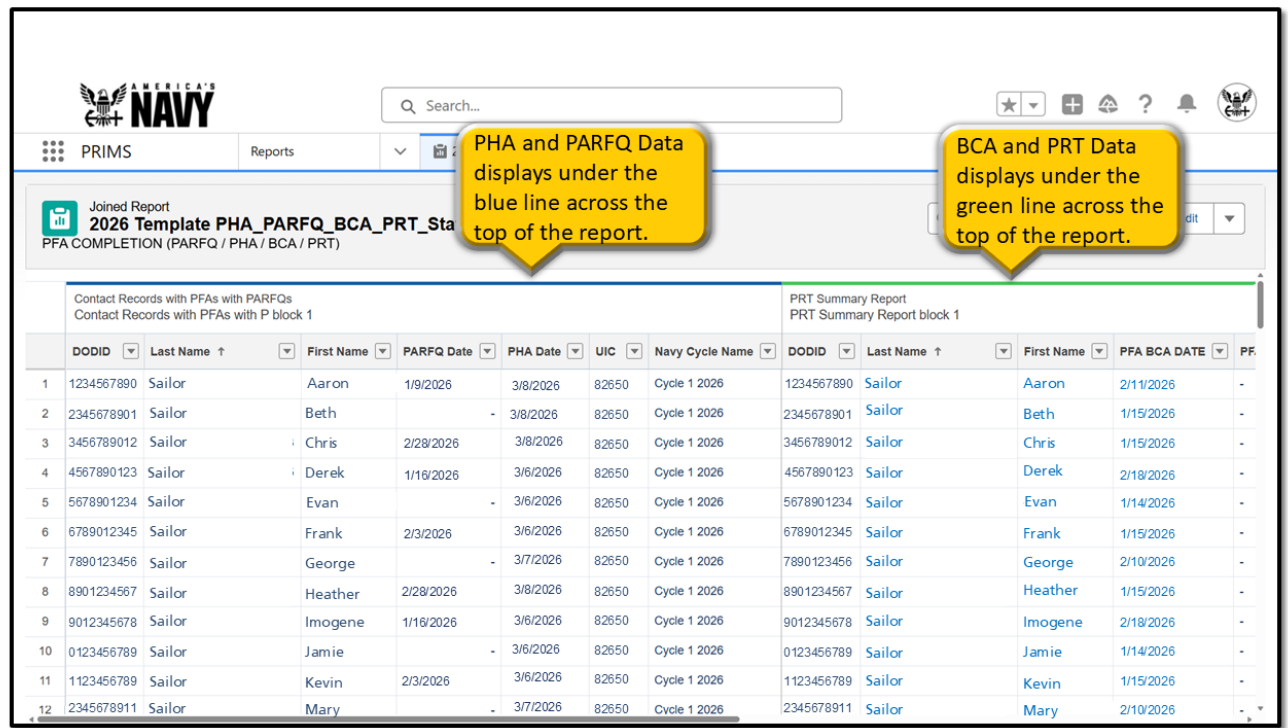
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



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

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

Contact Records with PFAs with PARFQs								PRT Summary Report				
Contact Records with PFAs with P block 1								PRT Summary Report block 1				
	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.



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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 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

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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 Points	Total Push-Up Points	Total Plank Points	Total Cardio Points
	7	95	185	200	100

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	FAIL	Participant	FAIL	0
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	-
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	-
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Incomplete/PRT Incomplete	-	INCOMPLETE	-
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	-
8								95



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



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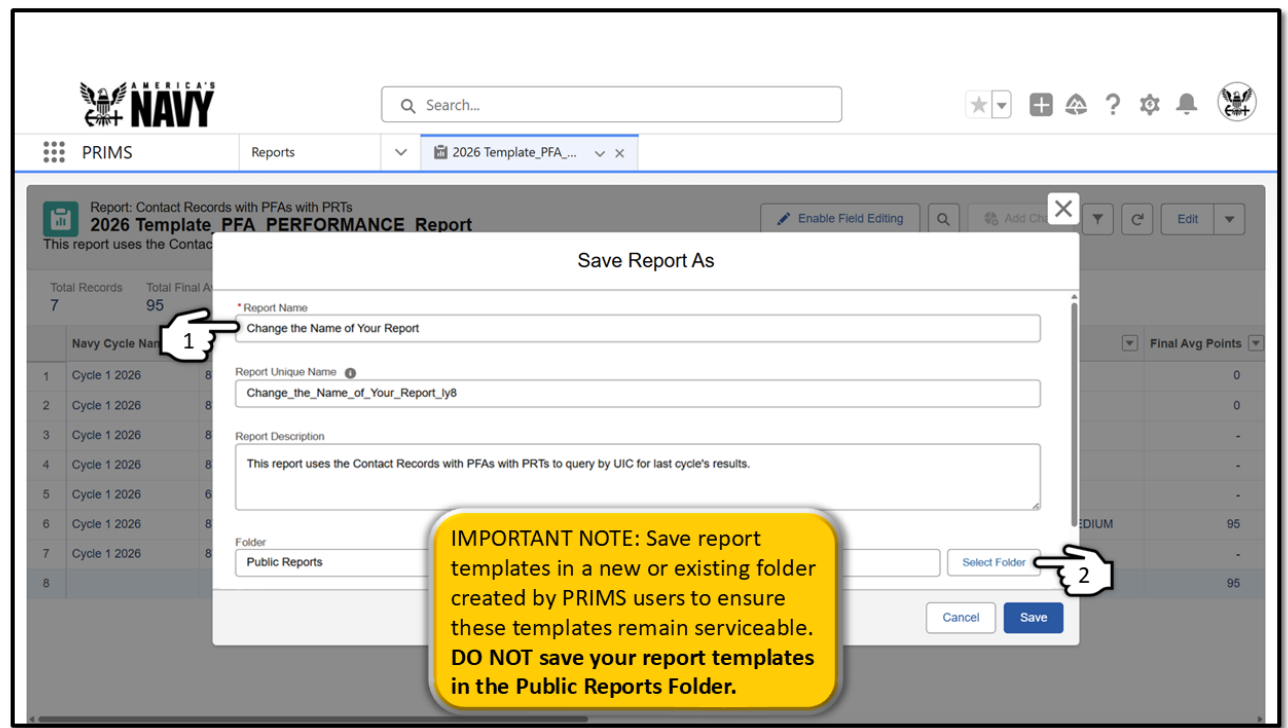
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



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
Public Reports

Select Folder

Cancel Save

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.

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



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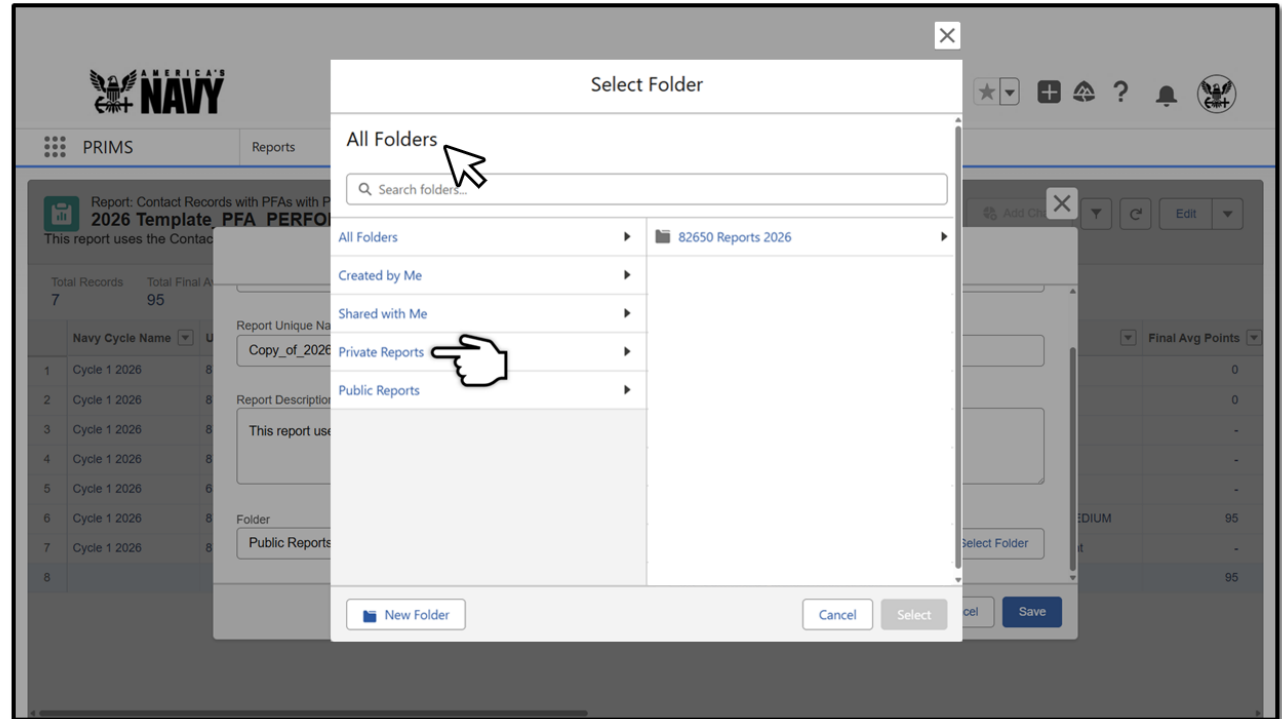
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



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

3 How to Save a Report

Step-By-Step Instructions



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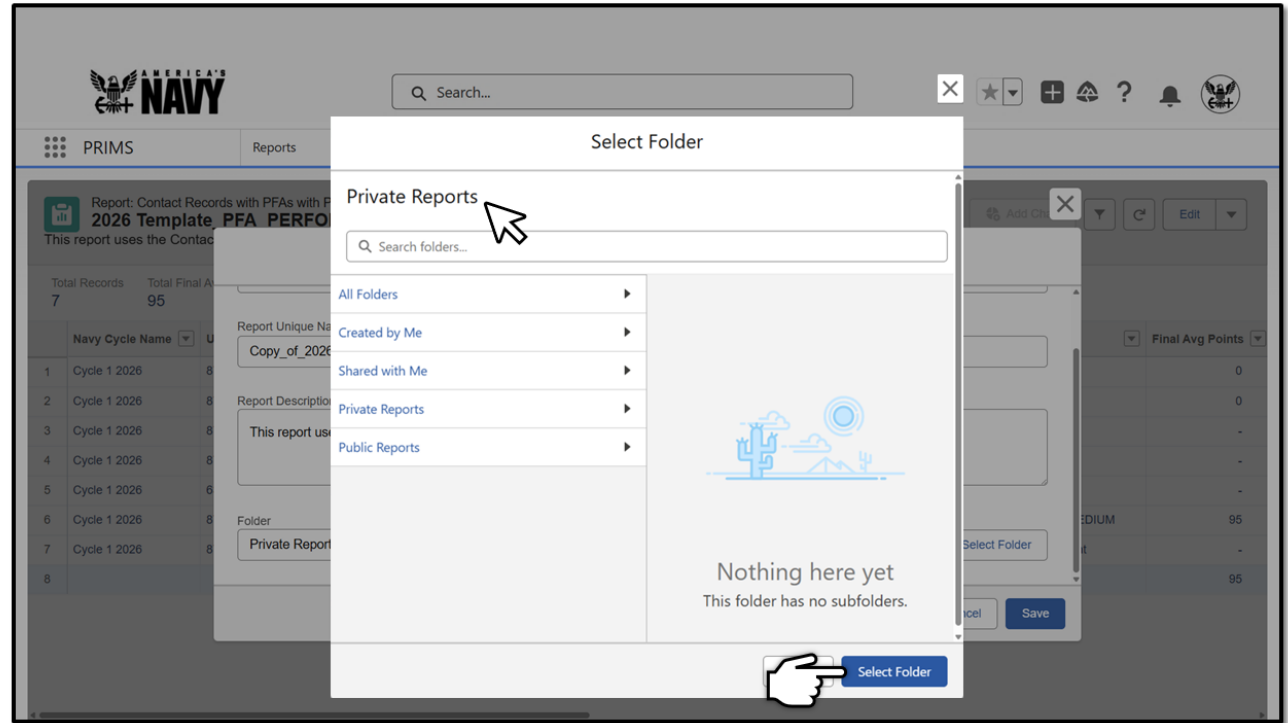
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the 'Private Reports' window in the PRIMS system. The window title is 'Select Folder'. It contains a search bar for folders and a list of folders: 'All Folders', 'Created by Me', 'Shared with Me', 'Private Reports', and 'Public Reports'. A mouse cursor is pointing at the 'Private Reports' folder. Below the list, there is a message: 'Nothing here yet. This folder has no subfolders.' A 'Select Folder' button is visible at the bottom right of the window.



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

3 How to Save a Report

Step-By-Step Instructions



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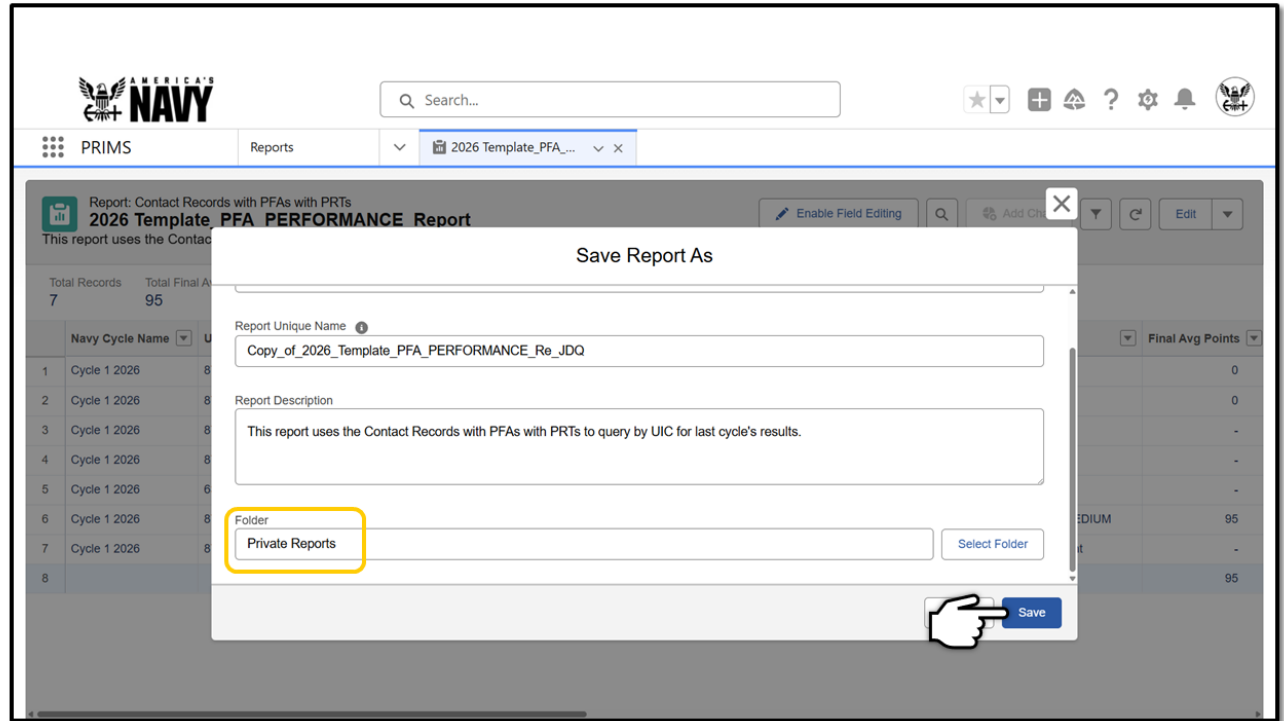
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



AMERICA'S NAVY

PRIMS Reports 2026 Template_PFA...

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

Save Report As

Report Unique Name
Copy_of_2026_Template_PFA_PERFORMANCE_Re_IDQ

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 A
1	7	95
2		
3		
4		
5		
6		
7		
8		



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

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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
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.

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points
Total Records: 5 Total Final Avg Points: 68 Total Push-Up Points: 132 Total Plank Points: 143 Total Cardio Points: 71								
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	FAIL	Participant	FAIL	0
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	-
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	-
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Incomplete/PRT Incomplete	-	INCOMPLETE	-
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	-
8								95



The new report is saved.

3 How to Save a Report

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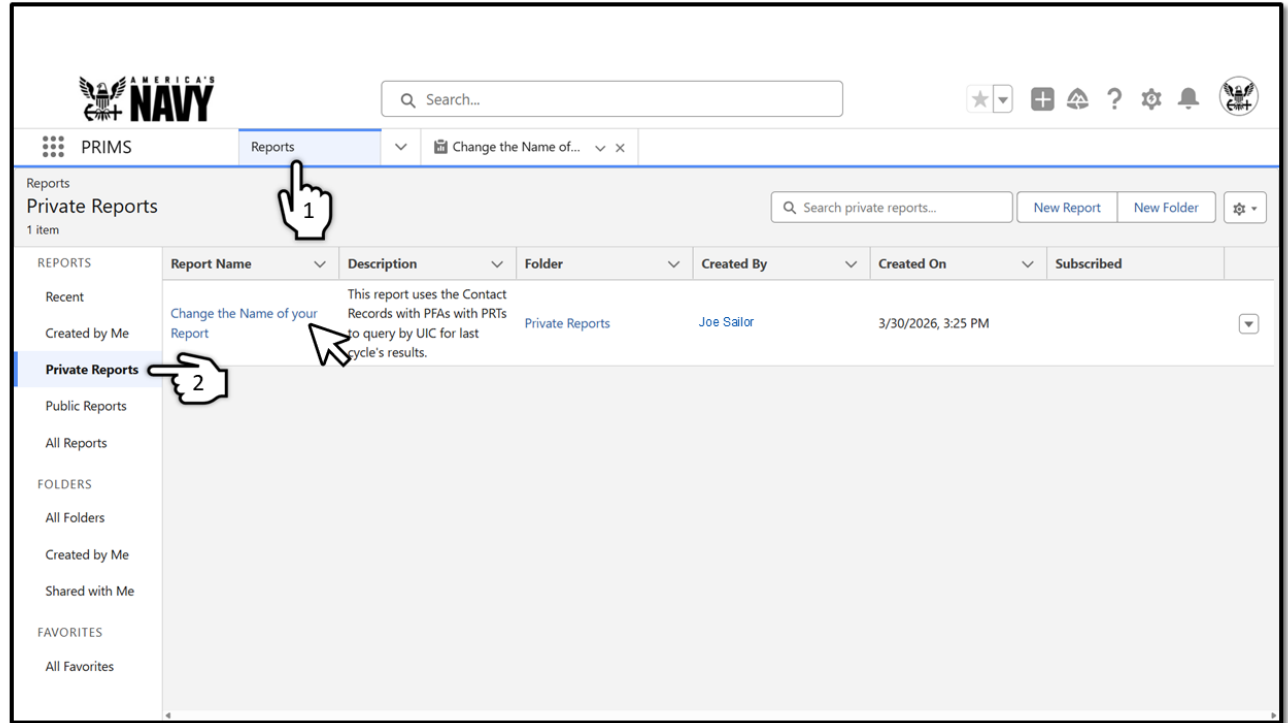
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS Reports interface. At the top, there is a search bar and navigation icons. Below that, the 'Reports' tab is selected, and a dropdown menu shows 'Private Reports' highlighted. A hand icon with the number '1' points to the 'Reports' tab, and another hand icon with the number '2' points to the 'Private Reports' option in the dropdown. The main content area displays a table of reports with columns for Report Name, Description, Folder, Created By, Created On, and Subscribed. A report titled 'Change the Name of your Report' is visible, with a description: 'This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.' The report was created by 'Joe Sailor' on '3/30/2026, 3:25 PM'. A hand icon with the number '2' also points to the 'Private Reports' section in the left sidebar.

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



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.



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That's It!

You have successfully saved a report in PRIMS.



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

4 How To Export a Report


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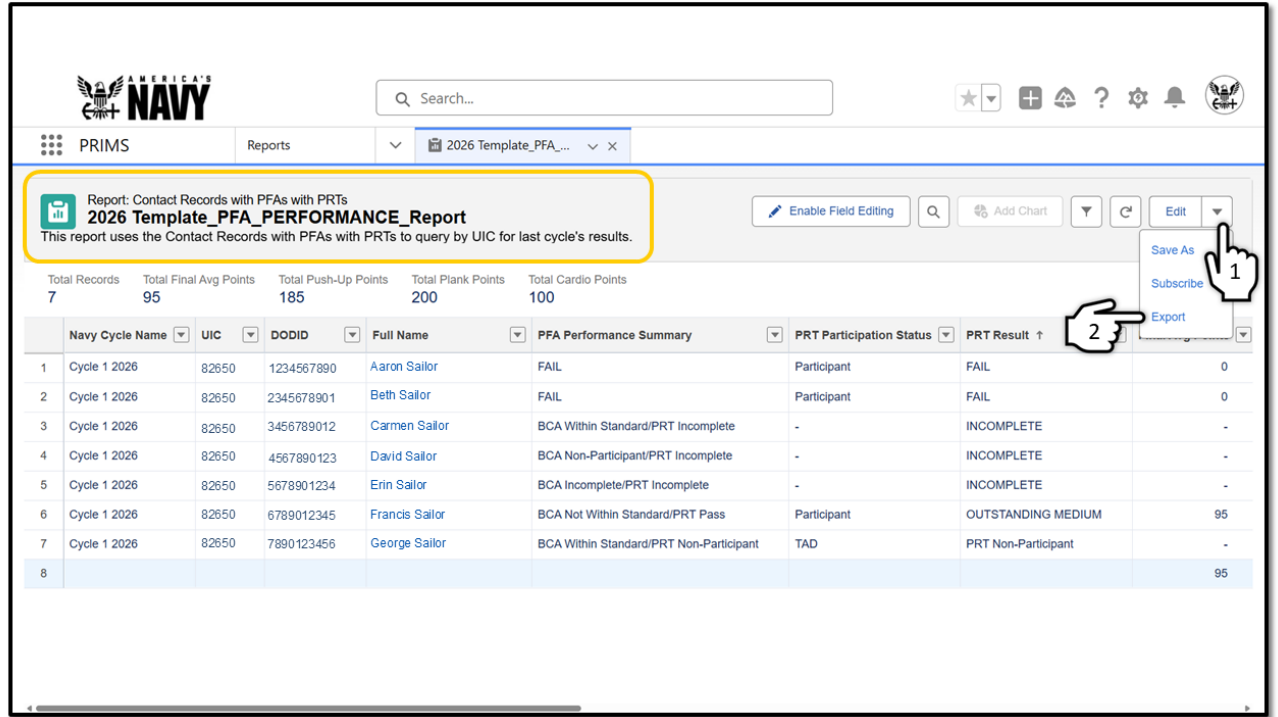
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.



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: 7 | Total Final Avg Points: 95 | Total Push-Up Points: 185 | Total Plank Points: 200 | Total Cardio Points: 100

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	FAIL	Participant	FAIL	0
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	-
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	-
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Incomplete/PRT Incomplete	-	INCOMPLETE	-
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
7	Cycle 1 2026	82650	7890123456	George Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	-
8								95

Step 1 of 8: With the desired report open, select the **Edit** drop-down list, then select **Export**.

4 How To Export a Report


Step-By-Step Instructions



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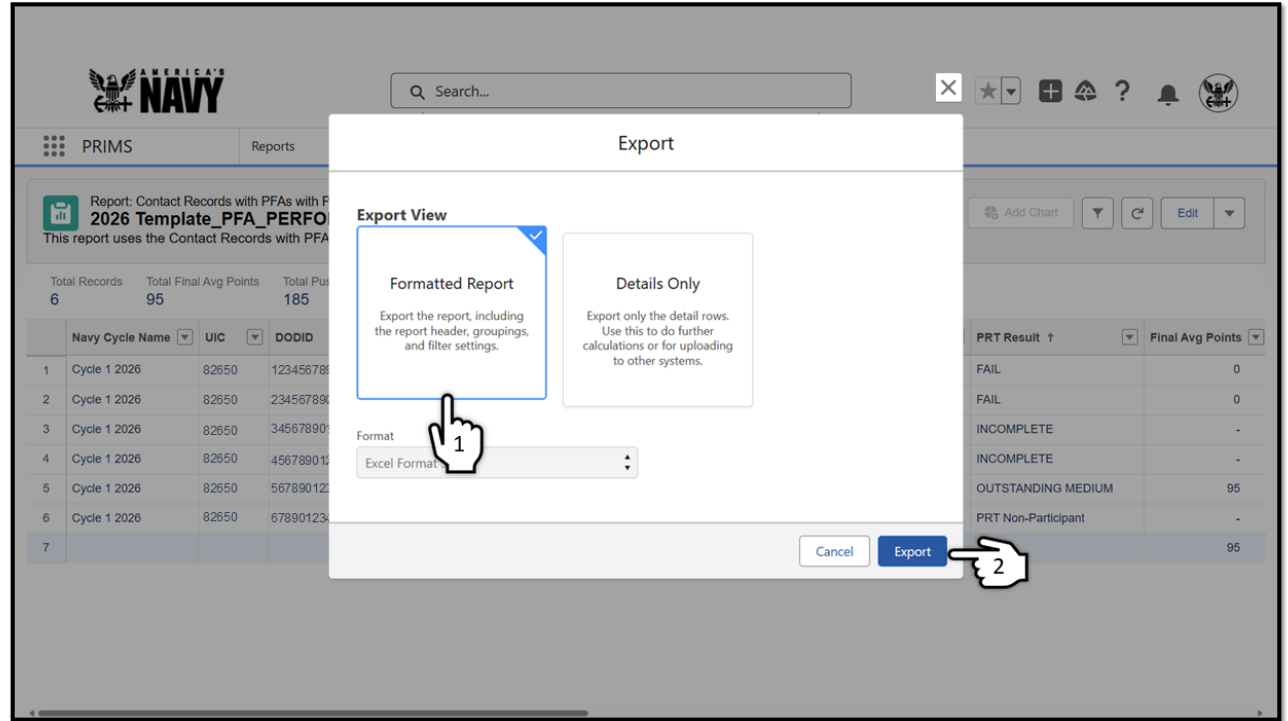
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Export

Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format: Excel Format

Cancel Export

	Navy Cycle Name	UIC	DODID
1	Cycle 1 2026	82650	12345678
2	Cycle 1 2026	82650	23456789
3	Cycle 1 2026	82650	34567890
4	Cycle 1 2026	82650	45678901
5	Cycle 1 2026	82650	56789012
6	Cycle 1 2026	82650	67890123
7			



Step 2 of 8: Select **Formatted Report**, then select **Export**.

4 How To Export a Report

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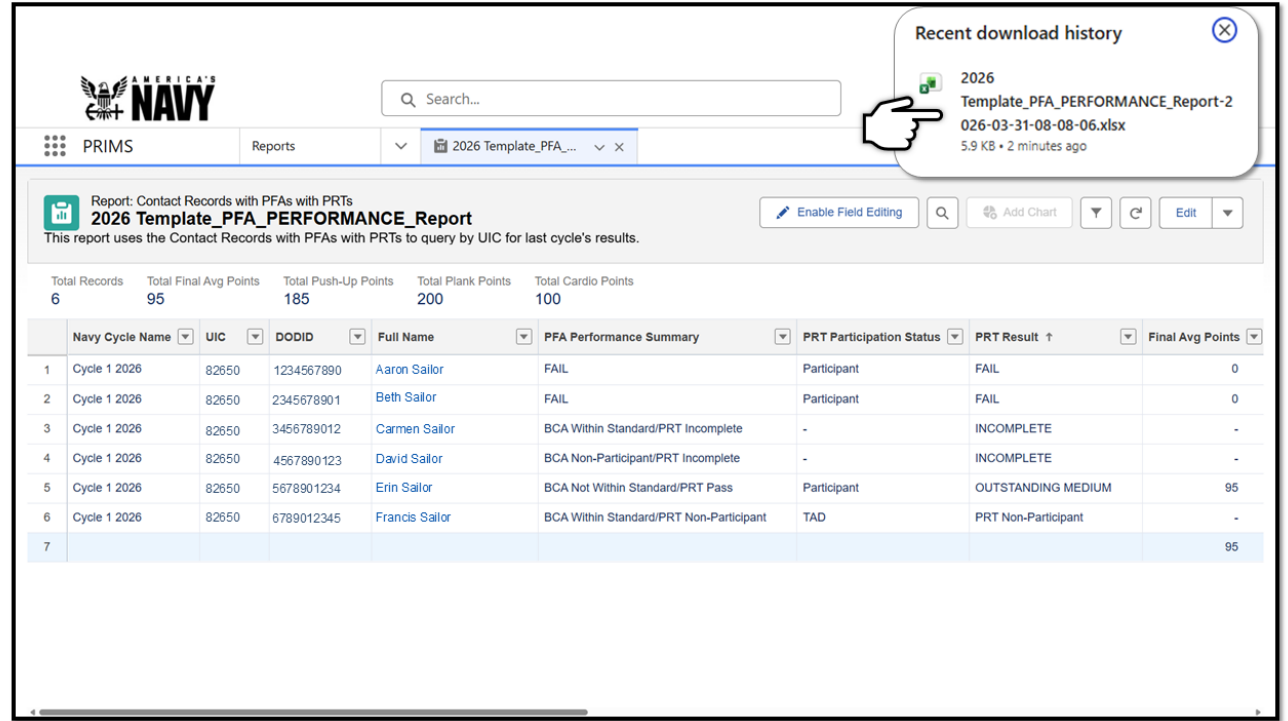
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS Reports interface. At the top, there is a search bar and a breadcrumb trail: PRIMS > Reports > 2026 Template_PFA... > X. A 'Recent download history' popup is visible in the top right corner, showing a file named '2026 Template_PFA_PERFORMANCE_Report-2 026-03-31-08-08-06.xlsx' with a size of 5.9 KB and a download time of 2 minutes ago. A hand icon points to the file. Below the popup, the report title is '2026 Template_PFA_PERFORMANCE_Report' with a subtitle 'This report uses the Contact Records with PFAs with PRTs to query by UIC for last cycle's results.' The report includes summary statistics and a table of individual records.

	Total Records	Total Final Avg Points	Total Push-Up Points	Total Plank Points	Total Cardio Points
	6	95	185	200	100

	Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points
1	Cycle 1 2026	82650	1234567890	Aaron Sailor	FAIL	Participant	FAIL	0
2	Cycle 1 2026	82650	2345678901	Beth Sailor	FAIL	Participant	FAIL	0
3	Cycle 1 2026	82650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete	-	INCOMPLETE	-
4	Cycle 1 2026	82650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete	-	INCOMPLETE	-
5	Cycle 1 2026	82650	5678901234	Erin Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95
6	Cycle 1 2026	82650	6789012345	Francis Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant	-
7								95



Step 3 of 8: From your Recent Download History, select **2026 Template_PFA_PERFORMANCE_Report** to open the report.

4 How To Export 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.



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NAVY Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points	Push-Up	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Perform
Cycle 1 2026	\$2650	1234567890	Aaron Sailor	FAIL	Participant	FAIL		0			0	10	FAIL
Cycle 1 2026	\$2650	2345678901	Beth Sailor	FAIL	Participant	FAIL		0					
Cycle 1 2026	\$2650	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete		INCOMPLETE							
Cycle 1 2026	\$2650	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete		INCOMPLETE			55 OUTSTANDING HIGH		100	4	35 OUTSTANDING
Cycle 1 2026	\$2650	5678901234	Erin Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIUM	95	65 EXCELLENT HIGH		85	4	50 OUTSTANDING	
Cycle 1 2026	\$2650	6789012345	Francois Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant							
Total	Sum						95			185			
	Count	6											




Step 4 of 8: Review the report, then select **File**.

4 How To Export a Report


Step-By-Step Instructions



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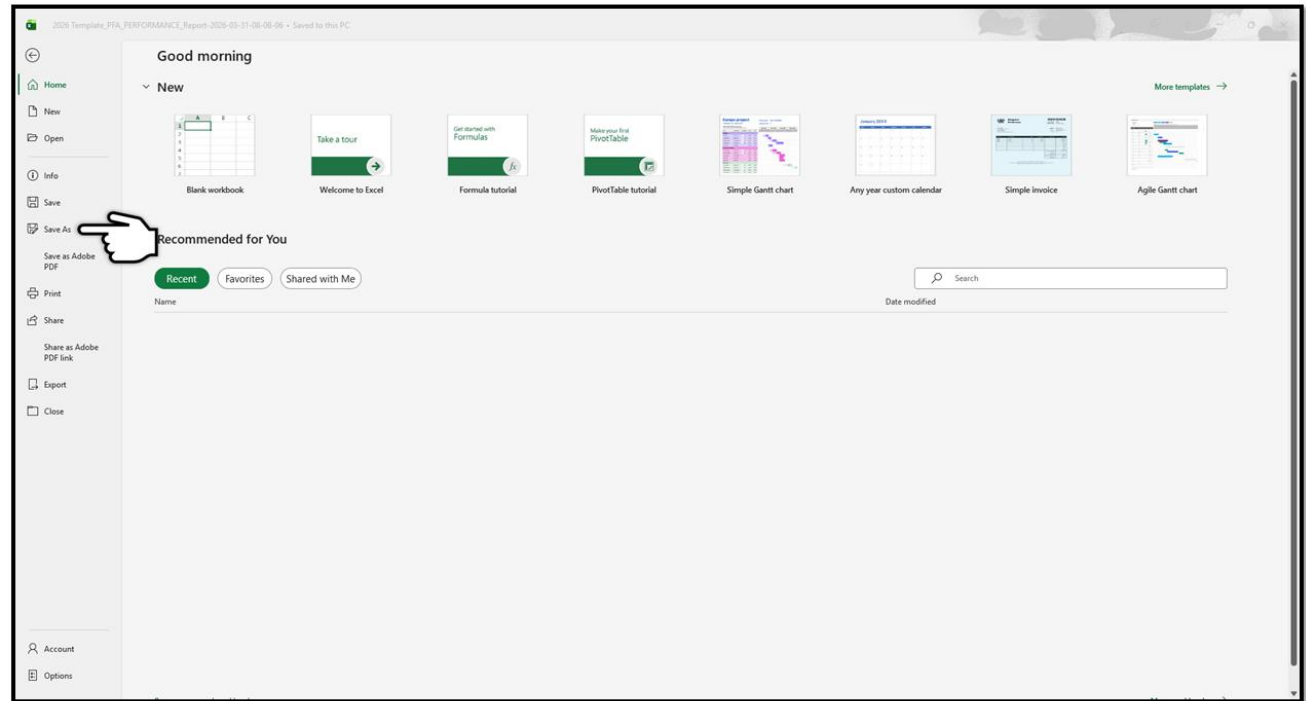
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 5 of 8: Select **Save As**.

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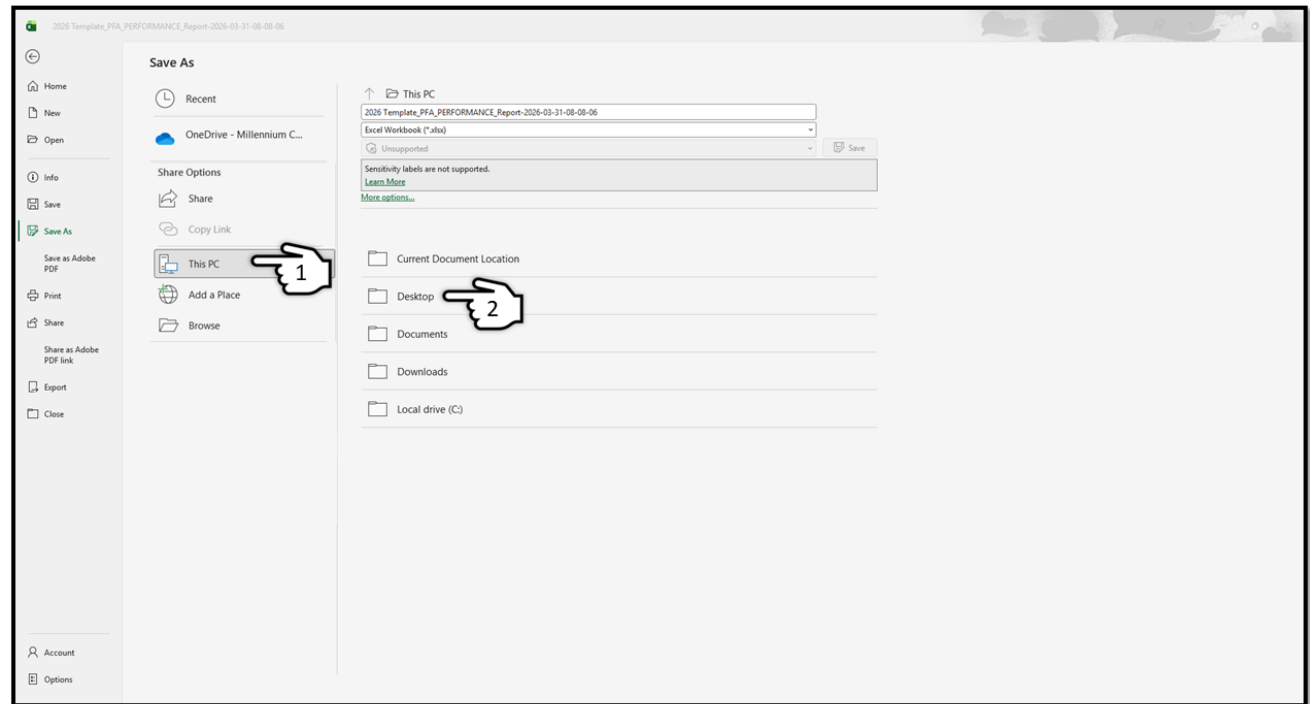
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (⋮)** below the images. *Mobile Users:* Tap the **Dots (⋮)** below the images.



Step 6 of 8: Select **This PC**, then select **Desktop**.

Note: The file is available to save on your computer, cloud, network, or desktop. For the purposes of this lesson, we saved the report to the desktop.

4 How To Export a Report

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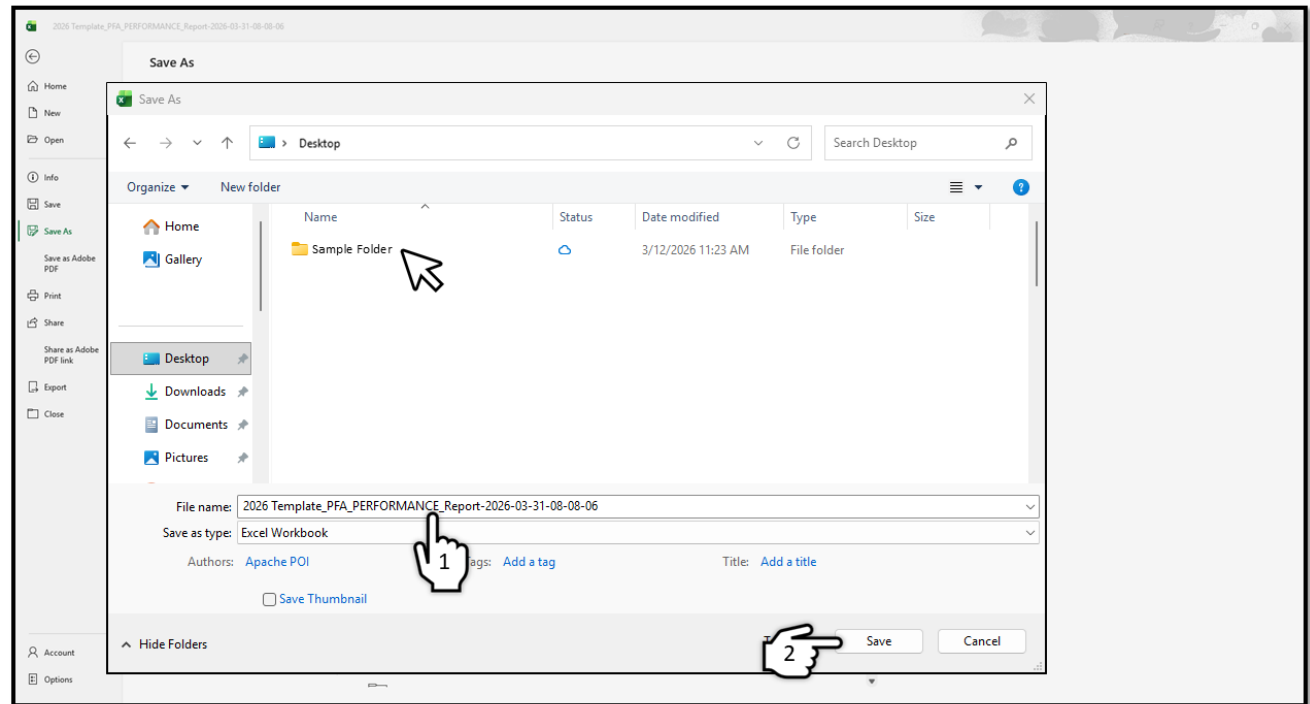
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 7 of 8: After selecting the location to store the file, **Name** the report and select **Save**.

4 How To Export a Report

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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.

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Navy Cycle Name	UIC	DODID	Full Name	PFA Performance Summary	PRT Participation Status	PRT Result	Final Avg Points	Push-Up	Push-Up Performance	Push-Up Points	Plank Minutes	Plank Seconds	Plank Perform
Cycle 1 2026	82850	1234567890	Aaron Sailor	FAIL	Participant	FAIL		0			0	10	FAIL
Cycle 1 2026	82850	2345678901	Beth Sailor	FAIL	Participant	FAIL		0					
Cycle 1 2026	82850	3456789012	Carmen Sailor	BCA Within Standard/PRT Incomplete		INCOMPLETE							
Cycle 1 2026	82850	4567890123	David Sailor	BCA Non-Participant/PRT Incomplete		INCOMPLETE			55 OUTSTANDING HIGH	100	4	35	OUTSTANDING
Cycle 1 2026	82850	5678901234	Erin Sailor	BCA Not Within Standard/PRT Pass	Participant	OUTSTANDING MEDIU	95	65	EXCELLENT HIGH	85	4	50	OUTSTANDING
Cycle 1 2026	82850	6789012345	Francis Sailor	BCA Within Standard/PRT Non-Participant	TAD	PRT Non-Participant							
Total	Sum							95		185			
	Count	6											



Step 8 of 8: Select the **Close (X)** icon.


4 How To Export a Report


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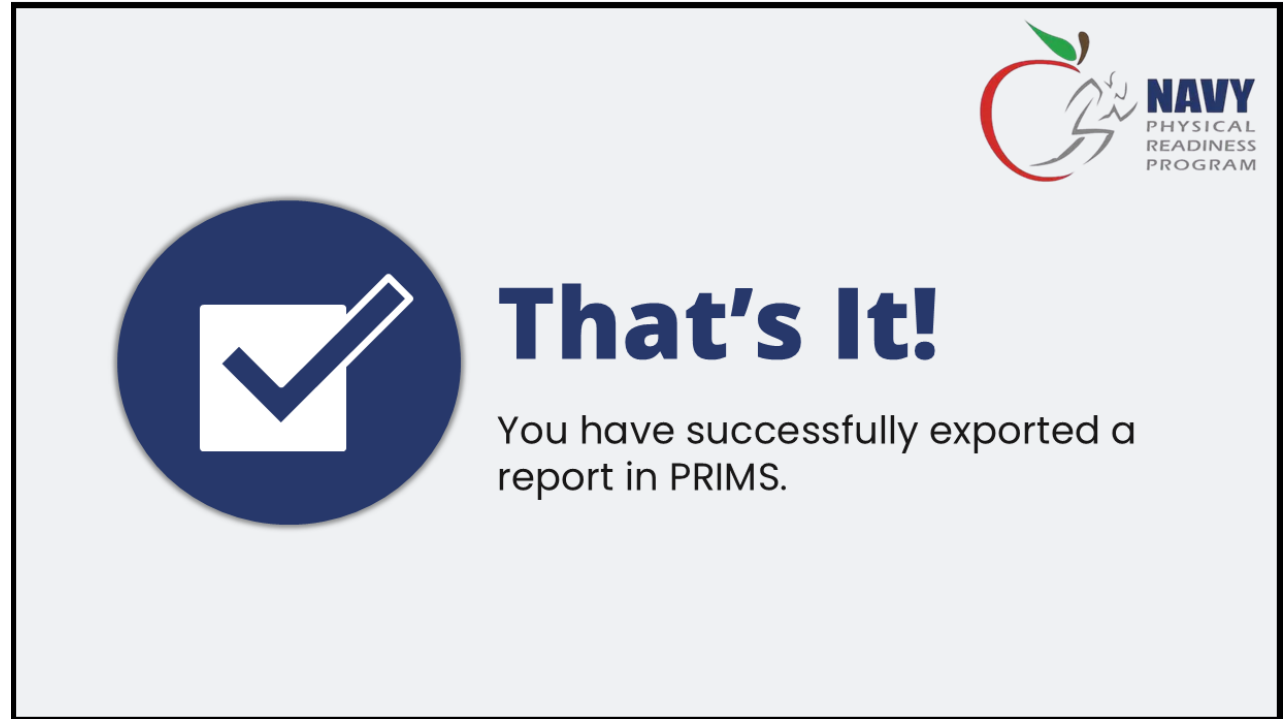
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.







That's It!

You have successfully exported a report in PRIMs.



That's It!

You have successfully viewed
command summary reports.



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