

## Slide 1 - Slide 1

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

QUICK REPORTS

SAVE

Quick Report Key: leavedata  
 \*Descr: Leave Balances  
 Source Filename: leavedata  
 Heading: Leave Balances  
 Header Subroutine: leavedata.hdr  
 Footer Subroutine:

Select DataNames  
 Re-select Column Order  
 Select Breaks  
 Select Page Breaks  
 Select Totals  
 Select Sorts

Select Data Selectors  
 Query Report Width

Verb: list  
 Type: 2: Rep / Qry

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Data Names	Breaks	Page Breaks	Totals
1 RKEY-5	1 dept-par	1	1
2 surname-par			
3 firstnames			
4 DEPT-PAR			
5 bal-a			
6 BAL-S			
7 bal-c			
8 bal-co			

Sort By	Dsmd / Exp	Data Selector(s)
1 dept-par		1 leavedata-dept-key LEAVE RECORDS BY DEPT
2 SURNAME-PAR		2 leavedata-shiftkey LEAVE RECORDS BY SHIFT GROUP
		3 LEAVEDATA-DEPT-KEY-NA BY DEPT, INACTIVE EMPS
		4 LEAVEDATA-SHIFTKEY-NA BY SHIFT GROUP, INACTIVE EMPS

## Slide notes

We now show the 'Leave Balances' Report as an example where we use a Header Subroutine. A Header Subroutine is optional and is an advanced function available to Developers, and requires programming skills.

## Slide 2 - Slide 2

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

QUICK REPORTS

Quick Report Key: **leavedata**

\*Descr: Leave Balances

Source Filename: leavedata

Heading: Leave Balances

Header Subroutine: leavedata.hdr

Footer Subroutine:

SAVE

Select DataNames  
Re-select Column Order  
Select Breaks  
Select Page Breaks  
Select Totals  
Select Sorts

Select Data Selectors  
Query Report Width

Verb: list  
Type: 2: Rep / Qry

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Data Names	Breaks	Page Breaks	Totals
1 RKEY-5	1 dept-par	1	1
2 surname-par			
3 firstnames			
4 DEPT-PAR			
5 bal-a			
6 BAL-S			
7 bal-c			
8 bal-co			

Sort By	Dsnd / Exp	Data Selector(s)
1 dept-par		1 leavedata-dept-key LEAVE RECORDS BY DEPT
2 SURNAME-PAR		2 leavedata-shiftkey LEAVE RECORDS BY SHIFT GROUP
		3 LEAVEDATA-DEPT-KEY-NA BY DEPT, INACTIVE EMPS
		4 LEAVEDATA-SHIFTKEY-NA BY SHIFT GROUP, INACTIVE EMPS

## Slide notes

The Report has a Heading and it is 'Leave Balances', but when we produce the Report, it has a different Heading, because we use a Header Subroutine to modify the Heading.

Slide 3 - Slide 3

**IES Client v8.29 : My IES**

Help Submit Quit Functions Commands

## QUICK REPORTS

[SAVE](#)

Quick Report Key	leavedata
*Descr	Leave Balances
Source Filename	leavedata
Heading	Leave Balances
Header Subroutine	leavedata.hdr
Footer Subroutine	

[Select DataNames](#)  
[Re-select Column Order](#)  
[Select Breaks](#)  
[Select Page Breaks](#)  
[Select Totals](#)  
[Select Sorts](#)

[Select Data Selectors](#)  
[Query Report Width](#)

Data Names
1 RKEY-5
2 surname-par
3 firstnames
4 DEPT-PAR
5 bal-a
6 BAL-S
7 bal-c
8 bal-co

Breaks
1 dept-par

Page Breaks
1

Totals
1

Verb: list

Type: 2: Rep / Qry

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Sort By	Dsmd / Exp
1 dept-par	
2 SURNAME-PAR	

Data Selector(s)	
1 leavedata-dept-key	LEAVE RECORDS BY DEPT
2 leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

Slide notes

This is the name of the Program that performs the Heading for this Report. But let's test-run the Report and see what happens with the Heading.

Slide 4 - Slide 4

**IES Client v8.29 : My IES**

Help Submit Quit Functions Commands

## QUICK REPORTS

Quick Report Key: leavedata  
\*Descr: Leave Balances  
Source Filename: leavedata  
Heading: Leave Balances  
Header Subroutine: leavedata.hdr  
Footer Subroutine:

[Select DataNames](#)  
[Re-select Column Order](#)  
[Select Breaks](#)  
[Select Page Breaks](#)  
[Select Totals](#)  
[Select Sorts](#)

[SAVE](#)  
[Select Data Selectors](#)  
[Query Report Width](#)

Verb: list  
Type: 2: Rep / Qry

- Runtime Header
- Detail Suppress
- Id Suppress
- Inhibit Versions
- Double Space

Data Names	Breaks	Page Breaks	Totals
1 RKEY-5	1 dept-par	1	1
2 surname-par			
3 firstnames			
4 DEPT-PAR			
5 bal-a			
6 BAL-S			
7 bal-c			
8 bal-co			

Sort By	Dsnd / Exp
1 dept-par	
2 SURNAME-PAR	

Data Selector(s)	
1 leavedata-dept-key	LEAVE RECORDS BY DEPT
2 leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

Slide notes

### Slide 5 - Slide 5

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'IES REPORTS AND QUERIES: - User Instructions'. It contains several numbered steps for configuring a report:

- NAME:** TEST
- 1: - CHOOSE VERSION** (with a [Versions](#) link). Report Version: System Version: Leave Balances
- 2: - CHOOSE SETTINGS**. Format: report, OutPut: FILE, File Type: htm html file, Template: 05: Gummy Hoops Inc, Report Header: Leave Balances as at 09/08/2010
- 3: - CHOOSE DATA SELECTOR** (with a [Change Selector](#) link). Data Selector: leavedata-dept-key LEAVE RECORDS BY DEPT
- 4: - TO e-MAIL THE RESULTS** (with a [Priority](#) dropdown set to normal).  Despatch By E-Mail, Mail Drive: \*. Mail To: test, Mail Title: report by mail, Message Body: report by mail
- 5: - ADAPT DATA SELECTION (if prompts are present)** (with a [How to define MY CHOICE](#) link). A table shows 'Selection Tip' and 'My Choice' with one entry: '1 Dept Key = ?' and '[]'. Below the table are buttons: Nex, Pre, Add, Ins, Ed, Del.
- 6: - Record Select:** Radio buttons for OPEN Records only, CLOSED Records Only, and EITHER (selected).
- 7: - CHOOSE NEXT** (with a [Next](#) link).

### Slide notes

Slide 6 - Slide 6

**IES REPORTS AND QUERIES: - User Instructions**

**NAME:** TEST

**1: - CHOOSE VERSION** [Versions](#)  
Report Version: System Version: Leave Balances

**2: - CHOOSE SETTINGS**  
Format: report  
OutPut: FILE  
File Type: htm html file  
Template: 05: Gummy Hoops Inc  
Report Header: Leave Balances as at 09/08/2010

**3: - CHOOSE DATA SELECTOR** [Change Selector](#)  
choose from 4 data selectors  
Data Selector: leavedata-dept-key LEAVE RECORDS BY DEPT

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Despatch By E-Mail Mail Drive: \*  
Mail To:  
Mail Title: test  
Message Body: report by mail

**5: - ADAPT DATA SELECTION (if prompts are present)** [How to define MY CHOICE](#)  

Selection Tip	My Choice
1 Dept Key = ?	[ ]

  
Nex Pre Add Ins Ed Del

**6: - Record Select:**  
 OPEN Records only  
 CLOSED Records Only  
 EITHER

**7: - CHOOSE NEXT** [Next](#)

Slide notes

## Slide 7 - Slide 7

Infolab - Windows Internet Explorer

\\127.0.0.1\Bridge\Q1556248888A.HTM

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Infolab

**Gummy Hoops Inc**

hello@gummyhoops.com www.gummyhoops.com

13:34:48 09 AUG 2010 page 1

Leave Balances as at 09/08/2010

EmpNo	Surname.....	Given Names.....	Department.....	.Annual	...Sick	.Casual	..Comp.
3056	Adams	Andrew G.	[ ] Estate 3	13	10	0	0
3055	Allen	Thomas C.	[ ] Estate 3	15	10	0	0
3054	Bailey	William D.	[ ] Estate 3	7	10	0	0
3031	Bakes	Paul M.	[ ] Estate 3	15	9	0	0
3014	Bakes	Ronald A.	[ ] Estate 3	3	10	0	0
3053	Brown	David R.	[ ] Estate 3	11	8	0	0
3025	Brown	Richard C.	[ ] Estate 3	14	10	0	0
3034	Capmbell	Paul M.	[ ] Estate 3	15	10	0	0
3016	Chan	Steven E.	[ ] Estate 3	10	10	0	0
3052	Collins	Anthony K.	[ ] Estate 3	8	9	0	0
3015	Cook	James J.	[ ] Estate 3	15	9	0	0
3021	Davis	Walter J.	[ ] Estate 3	1	10	0	0
3036	Floris	Frank S.	[ ] Estate 3	9	10	0	0
3033	Gonzalez	Mark D.	[ ] Estate 3	7	5	0	0
3026	Howard	George K.	[ ] Estate 3	13	10	0	0
3012	Jackson	Stephen A.	[ ] Estate 3	15	10	0	0
3045	Johnson	Brian R.	[ ] Estate 3	14	9	0	0
3030	Johnson	William D.	[ ] Estate 3	5	10	0	0
3011	Kelly	Kenneth S.	[ ] Estate 3	15	10	0	0
3020	King	Jeffrey F.	[ ] Estate 3	15	10	0	0
3049	Lam	John R.	[ ] Estate 3	14	9	0	0
3038	Lam	Gary T.	[ ] Estate 3	12	5	0	0

## Slide notes

And we see that the Heading now actually includes a Date, so that from the Heading we can see for which Date the Leave Balances were performed for the Report at this time.

## Slide 8 - Slide 8

Infolab - Windows Internet Explorer

\\127.0.0.1\Bridge\Q1556248888A.HTM

File Edit View Favorites Tools Help

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Infolab

**Gummy Hoops Inc**

hello@gummyhoops.com www.gummyhoops.com

13:34:48 09 AUG 2010 page 1

Leave Balances as at 09/08/2010

EmpNo	Surname.....	Given Names.....	Department.....	.Annual	...Sick	.Casual	..Comp.
3056	Adams	Andrew G.	[ ] Estate 3	13	10	0	0
3055	Allen	Thomas C.	[ ] Estate 3	15	10	0	0
3054	Bailey	William D.	[ ] Estate 3	7	10	0	0
3031	Bakes	Paul M.	[ ] Estate 3	15	9	0	0
3014	Bakes	Ronald A.	[ ] Estate 3	3	10	0	0
3053	Brown	David R.	[ ] Estate 3	11	8	0	0
3025	Brown	Richard C.	[ ] Estate 3	14	10	0	0
3034	Capmbell	Paul M.	[ ] Estate 3	15	10	0	0
3016	Chan	Steven E.	[ ] Estate 3	10	10	0	0
3052	Collins	Anthony K.	[ ] Estate 3	8	9	0	0
3015	Cook	James J.	[ ] Estate 3	15	9	0	0
3021	Davis	Walter J.	[ ] Estate 3	1	10	0	0
3036	Floris	Frank S.	[ ] Estate 3	9	10	0	0
3033	Gonzalez	Mark D.	[ ] Estate 3	7	5	0	0
3026	Howard	George K.	[ ] Estate 3	13	10	0	0
3012	Jackson	Stephen A.	[ ] Estate 3	15	10	0	0
3045	Johnson	Brian R.	[ ] Estate 3	14	9	0	0
3030	Johnson	William D.	[ ] Estate 3	5	10	0	0
3011	Kelly	Kenneth S.	[ ] Estate 3	15	10	0	0
3020	King	Jeffrey F.	[ ] Estate 3	15	10	0	0
3049	Lam	John R.	[ ] Estate 3	14	9	0	0
3038	Lam	Gary T.	[ ] Estate 3	12	5	0	0

## Slide notes

But of course, when we write the Report, we cannot know what Date to put there, because it will be different each time a User performs the Report.



## Slide 9 - Slide 9

The screenshot shows the IES Client v8.29: My IES interface. The main window is titled 'QUICK REPORTS' and contains a code editor window named 'QM'. The code in the editor is as follows:

```

subroutine leavedata.hdr(p)
*
$include subcommon.t
*
ldate = various(21)
if ldate[1,31] = '1b*' then
  ldate = ldate[4,5]
end else
  ldate = date()
end
p = 'Leave Balances as at ':oconv(ldate,'d4/')
*
return

```

Below the code editor, there is a table with columns 'Data Name' and 'ABP leavedata.hdr'. The table contains the following data:

Data Name	ABP leavedata.hdr
1 RKEY-5	13 lines
2 SURNAME	1.1
3 FIRSTNAME	
4 DEPT-PAR	
5 BAL-A	
6 BAL-S	
7 BAL-C	
8 BAL-CO	

At the bottom of the interface, there are two tables for report configuration:

Sort By	Dsmd / Exp
1 dept-par	
2 SURNAME-PAR	

Data Selector(s)	
1 leavedata-dept-key	LEAVE RECORDS BY DEPT
2 leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

Additional interface elements include a 'SAVE' button, a 'Verb' dropdown set to 'list', a 'Type' dropdown set to '2: Rep / Qry', and several checkboxes for report options: 'Runtime Header' (checked), 'Detail Suppress' (unchecked), 'Id Suppress' (checked), 'Inhibit Versions' (unchecked), and 'Double Space' (unchecked).

## Slide notes

So for this purpose, we have a program that is called and the standard Heading is passed to the program. The program may now perform any logic, and in the process modify the Heading, then pass it back to the Report. In this logic, just for interest sake, the program caters for 2 scenarios. In the 1st possibility, a Date has been passed by another Program via the Common Block and if it is present then it will be used, but if such a Date is not present, then the Report is being performed for Leave Balances as at today, and therefore the system then uses today's Date in the Heading.

Slide 10 - Slide 10

The screenshot shows the IES Client v8.29 interface. At the top, there is a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. Below the menu is a toolbar with various icons. The main area is titled 'QUICK REPORTS' in a blue header. A central window titled 'QM' contains a code editor with the following code:

```
subroutine leavedata.hdr(p)
*
$include subcommon.t
*
ldate = various(21)
if ldate[1,31] = '1b*' then
  ldate = ldate[4,5]
end else
  ldate = date()
end
p = 'Leave Balances as at ':oconv(ldate,'d4/')
return
```

Below the code editor is a table with columns 'Data Name' and 'Value'. The table contains the following data:

Data Name	Value
1 RKEY-5	
2 SURNAME	
3 FIRSTN	
4 DEPT-PA	
5 BAL-A	
6 BAL-S	
7 BAL-C	
8 BAL-CA	

At the bottom of the interface, there are two tables. The first table is titled 'Sort By' and has columns 'Dsnd / Exp'. It contains the following data:

Sort By	Dsnd / Exp
1 dept-par	
2 SURNAME-PAR	

The second table is titled 'Data Selector(s)' and has columns for selector name and description. It contains the following data:

Data Selector(s)	Description
1 leavedata-dept-key	LEAVE RECORDS BY DEPT
2 leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

On the right side of the interface, there are several configuration options and controls:

- Buttons: 'SAVE', 'Select Data Selectors', 'Query Report Width', 'Refresh', 'Print', 'Export', 'Import'.
- Verb: 'list' (dropdown)
- Type: '2: Rep / Qry' (dropdown)
- Checkboxes:  Runtime Header,  Detail Suppress,  Id Suppress,  Inhibit Versions,  Double Space.

Slide notes

Slide 11 - Slide 11

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

### QUICK REPORTS

Quick Report Key: leavedata  
\*Descr: Leave Balances  
Source Filename: leavedata  
Heading: Leave Balances  
Header Subroutine: leavedata.hdr  
Footer Subroutine:

Select DataNames  
Re-select Column Order  
Select Data Selectors  
Select Breaks  
Query Report Width  
Select Page Breaks  
Select Totals  
Select Sorts

SAVE

Data Names	Breaks	Page Breaks	Totals
1 RKEY-5	1 dept-par	1	1
2 surname-par			
3 firstnames			
4 DEPT-PAR			
5 bal-a			
6 BAL-S			
7 bal-c			
8 bal-co			

Sort By	Dsmd / Exp
1 dept-par	
2 SURNAME-PAR	

Data Selector(s)
1 leavedata-dept-key LEAVE RECORDS BY DEPT
2 leavedata-shiftkey LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA BY SHIFT GROUP, INACTIVE EMPS

Verb: list  
Type: 2: Rep / Qty

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Slide notes

Now we will show the Help for this Field.

Slide 12 - Slide 12

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

### QUICK REPORTS

Quick Report Key: leavedata  
\*Descr: Leave Balances  
Source Filename: leavedata  
Heading: Leave Balances  
Header Subroutine: leavedata.hdr  
Footer Subroutine:

Select DataNames  
Re-select Column Order  
Select Breaks  
Select Page Breaks  
Select Totals  
Select Sorts

SAVE  
Select Data Selectors  
Query Report Width

Data Names	Breaks	Page Breaks	Totals
1 RKEY-5	1 dept-par	1	1
2 surname-par			
3 firstnames			
4 DEPT-PAR			
5 bal-a			
6 BAL-S			
7 bal-c			
8 bal-co			

Sort By Dsmd / Exp

1	dept-par
2	SURNAME-PAR

Data Selector(s)

1	leavedata-dept-key	LEAVE RECORDS BY DEPT
2	leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3	LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4	LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

Verb: list  
Type: 2: Rep / Qty

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Slide notes

Slide 13 - Slide 13

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

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**QUICK REPORTS**

[SAVE](#)

Quick Report Key	leavedata
*Descr	Leave Balances
Source Filename	leavedata
Heading	Leave Balances
Header Subroutine	leavedata.hdr
Footer Subroutine	

[Select DataNames](#)  
[Re-select Column Order](#)  
[Select Breaks](#)  
[Select Page Breaks](#)  
[Select Totals](#)  
[Select Sorts](#)

[Select Data Selectors](#)  
[Query Report Width](#)

Data Names
1 RKEY-5
2 surname-par
3 firstnames
4 DEPT-PAR
5 bal-a
6 BAL-S
7 bal-c
8 bal-co

Breaks
1 dept-par

Page Breaks
1

Totals
1

Verb: list

Type: 2: Rep / Qty

Runtime Header  
 Detail Suppress  
 Id Suppress  
 Inhibit Versions  
 Double Space

Sort By	Dsmd / Exp
1 dept-par	
2 SURNAME-PAR	

Data Selector(s)	
1 leavedata-dept-key	LEAVE RECORDS BY DEPT
2 leavedata-shiftkey	LEAVE RECORDS BY SHIFT GROUP
3 LEAVEDATA-DEPT-KEY-NA	BY DEPT, INACTIVE EMPS
4 LEAVEDATA-SHIFTKEY-NA	BY SHIFT GROUP, INACTIVE EMPS

Slide notes

**Slide 14 - Slide 14**

The screenshot shows a window titled "IES Client v8.29 : My IES" with a menu bar (Help, Submit, Quit, Functions, Commands) and a toolbar. The main content area is titled "Document" and contains the following text:

`CURRENT PROCESS = [ PARA ] QUICK REPORT`

The Header Subroutine is an advanced option that you may use on some Reports;

If specified, the subroutine will be called with 1 Parameter, i.e. the current Header, and your routine should return the final version of the Header for the current Report execution. For example, a subroutine may be used to expand the standard header by suffixing the Financial Year, Period, etc.

Hint: A system program call 'quick.hdr.from22' may be used, if you like, to pick the header from the common block #22. So if you use "s.push" to push the header onto this value, then this routine may be used.

**Function**  
Quick Report Definition.

**Caution**  
None.

**Description**  
Quick Reports are easy and quick to define, but are nevertheless quite powerful.  
Quick Reports also allow you to maintain your own versions of a system Report, by changing around the columns, excluding some, including others, etc.

On the right side of the window, there is a "Next" link, a "Make a copy -" button with a "Text Copy" link, a "Search Phrase" input field, and a "Search" button. At the bottom, there is a "Doc Key" field containing "tt\*userdirect".

**Slide notes**

The Help explains more or less what we have just shown, and also suggests the convenient use of another standard system call for this purpose.

**Slide 15 - Slide 15**

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

Document

Next

CURRENT PROCESS = [ PARA ] QUICK REPORT

The Header Subroutine is an advanced option that you may use on some Reports;

If specified, the subroutine will be called with 1 Parameter, i.e. the current Header, and your routine should return the final version of the Header for the current Report execution. For example, a subroutine may be used to expand the standard header by suffixing the Financial Year, Period, etc.

Hint: A system program call 'quick.hdr.from22' may be used, if you like, to pick the header from the common block #22. So if you use "s.push" to push the header onto this value, then this routine may be used.

Function

Quick Report Definition.

Caution

None.

Description

Quick Reports are easy and quick to define, but are nevertheless quite powerful.

Quick Reports also allow you to maintain your own versions of a system Report, by changing around the columns, excluding some, including others, etc.

Make a copy - [Text Copy](#)

Search Phrase

Search the IES web on-line documentation by typing a phrase, then choose "search".

[Search](#)

Doc Key tt\*userdirect

**Slide notes**

Thus, a Header Subroutine can be used to modify the Report Heading at runtime.