

Slide 1

Slide notes: The Report Flag wizard is a tool to make many changes to the Report Group Flags on Jobs.



Slide 2

Slide notes: Before we look at how to use it, we will clarify the concept of the Report Group Flag.

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Help Submit Quit Functions Commands

1 Main 2 Notes 3 Budgets


## JOB MASTER

Job Key: ODP-1562728332A  
 Job Account: ODP-1562728332A  
 Description: ODP Proj Customer Order 01/13a  
 Job Type: ODP-Projects ODP Projects [JobSet](#)

**Internal Management**

Open/Closed: OPEN  
 Date Opened: 13/10/2010  
 Date Closed:  
 Report Group: ODP  
 Department:  
 Order Charges:  
☐ Accept Manufacture Re-Charges?  
☐ Use A Meter?  
 Meter Role @ 0  
 Period Max 0  
 Meter Unit: CM

**Customer Order Reference**

Cust Order No: 01/13a  
 Directive: 

**Cost Type Processing**

Cost Types	Auto Debit	Auto Credit
1 ODP Stock		
2 ODP Charges		
3 ODP Sales I		

[Select](#)

**Ledger Allocation**

Forced Debits	Forced Credits
1	1

Last Upd By: T1M  
 Last Upd: 13/10/2010

## Slide 3

Slide notes: Every Job potentially has a Report Group. This Flag is an instrument to facilitate Job selection for reports.

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Help Submit Quit Functions Commands

1 Main 2 Notes 3 Budgets

### JOB MASTER

Job Key: ODP-1562728332A  
Job Account: ODP-1562728332A  
Description: ODP Proj: Customer Order 01/13a  
Job Type: ODP-Projects ODP Projects [Inherit](#)

**Internal Management**  
Open/Closed: OPEN  
Date Opened: 13/18/2010  
Date Closed:  
Report Group: ODP  
Department:  
Order Charges:  
☐ Accept Manufacture Re-Charges?  
☐ Use A Meter?  
Meter Role @: 0  
Period Max: 0  
Meter Unit: IN

**Customer Order Reference**  
Cust Order No: 01/13a  
Directive: 

**Cost Type Processing**

Cost Types	Auto Debit	Auto Credit
1 ODP Stock		
2 ODP Charges		
3 ODP Sales I		

[Select](#)

**Ledger Allocation**

Forced Debits	Forced Credits
1	1

Last Upd By: TIM  
Last Upd: 13/18/2010

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Slide notes:

**IES Client v0.29 : My IES**

Help Submit Quit Functions Commands

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

NAME:

**1: - CHOOSE VERSION** [Previous](#)

Report Version:

**2: - CHOOSE SETTINGS**

Format:

Output:

File Type:

Template:

Report Header:

**3: - CHOOSE DATA SELECTOR** [Choose Source](#)

Fixed choice:

**4: - TO e-MAIL THE RESULTS** Priority:

☐ Dispatch By Email

Mail To:

Mail To:

Message Body:

**5: - ADAPT DATA SELECTION** [How to adapt MY CHOICE](#) [Restore Defaults](#)

Selection Tip	My Choice
1 Jobcode >= >	0
2 Jobcode <= >	X]
3 Report Group = >	[]

Next Prev Cancel Yes No

**6: - Record Select**

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

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

## Slide 5

Slide notes: This is a typical Data Selection for Jobs, and we see the Report Group as an available criterion that we can specify. As such, by using the Report Group in a manner suitable to local needs, we can use that in addition to the other selection criteria for Jobs.

IES Client v0.29 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME:

1: - CHOOSE VERSION [Previous](#)

Report Version:

2: - CHOOSE SETTINGS

Format:

Output:

File Type:

Template:

Report Header:

3: - CHOOSE DATA SELECTOR [Choose Defaults](#)

Fixed choice

Data Selector:

4: - TO e-MAIL THE RESULTS Priority:

☐ Dispatch By Email

Mail To:

Mail Title:

Message Body:

5: - ADAPT DATA SELECTION (if groups are present) [How to adapt MY CHOICE](#) [Restore Defaults](#)

Selection Tip	My Choice
1 Jobcode >= <	0
2 Jobcode <= <	X1
3 Report Group = <	11

6: - Record Select

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: - CHOOSE NEXT [Next](#)

Slide 6

Slide notes:



## Slide 7

Slide notes: What we do with the wizard is to run a Report based on chosen selection criteria, and if the result is correct, i.e. selecting all the Jobs for which we wish to make a change to the Report Group, then we can run the Update option with the same criteria. So let's do an example.

IES Client v0.29 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Name: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose Data to data selection

Data Selector: CPEX-JOB-2000-TO CPEX-JOB-RANGE-2000 - TO

4: TO E-MAIL THE RESULTS. Priority: normal

☐ Dispatch By E-Mail

Mail To: Jobs with Report Group

Mail Title: report by mail

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Jobcode >= 0	0
2: Jobcode <= 0	21

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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Slide notes:



IES Client v0.29 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Name: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose Data to data selection

Data Selector: CPEX-JOB-PLAN-TO CPEX-JOB-RANGE-PLAN - TO

4: TO E-MAIL THE RESULTS. Priority: normal

☐ Dispatch By E-Mail

Mail To: Jobs with Report Group

Mail Title: report by mail

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Jobcode >= 0	0
2: Jobcode <= 0	21

6: Record Select:

☐ OPEN Records only

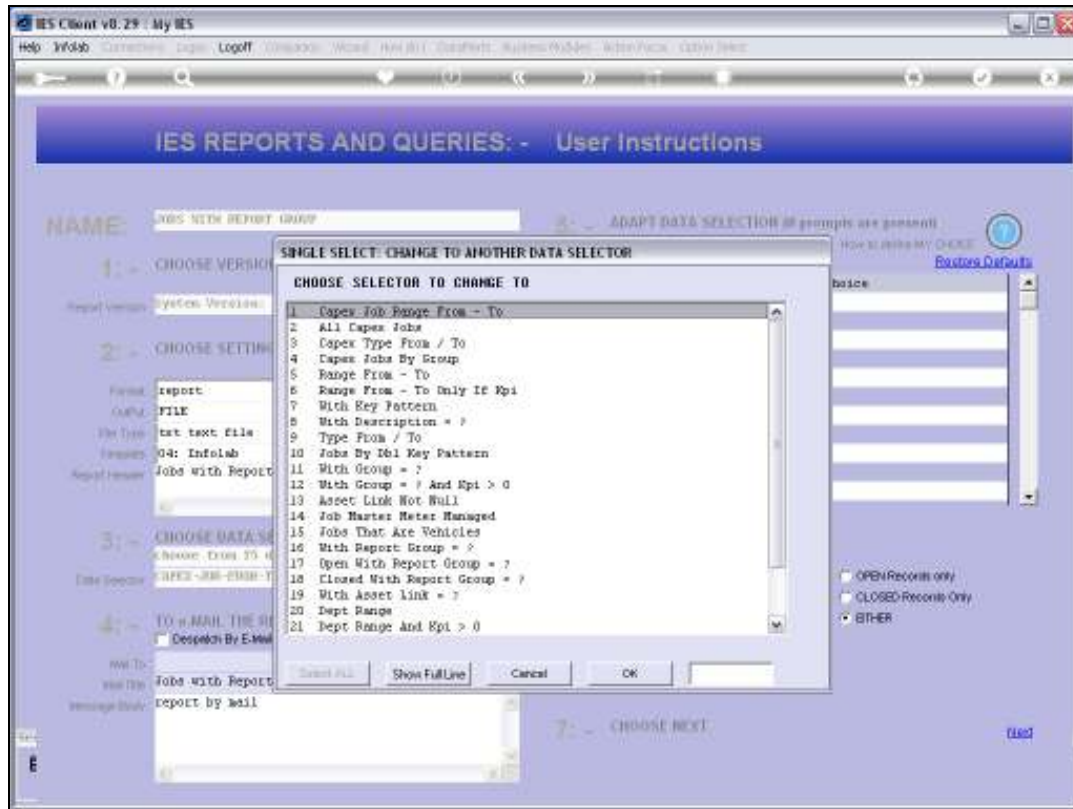
☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

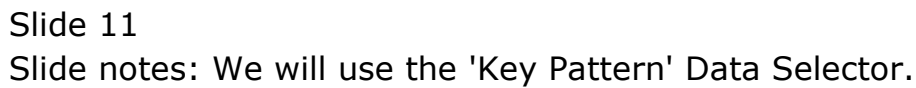
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Slide notes:



IES Client v0.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Name: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose from 25 data selectors

Data Selector: CURRENT-1 WITH NEW PATTERN

4: TO E-MAIL THE RESULTS: Preset: normal

☐ Dispatch By E-Mail

Mail To: Jobs with Report Group

Mail Title: report by mail

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factors Defaults](#)

Selection Tip	My Choice
1 Key = ?	[1]
2 Report Group = ?	[1]

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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Slide notes:

IES Client v0.29 : My IES

Help Lookup Back Field Restart Line Edit Mini Menu Submit Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Header: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose from 25 data selectors

Current: 1 WITH KEY PATTERN

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Add Custom](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

Message Body:

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Key = >	<input type="checkbox"/>
2: Report Group = >	<input type="checkbox"/>

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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Slide notes:

IES Client v0.29 : My IES

Help Lookup Back Field Restart Line Edit Mini Menu Submit Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Header: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose Data to data selection

Data Selector: CURRENT-1 WITH NEW PATTERN

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Send Data](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

Message Body:

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Key = >	<input type="checkbox"/>
2: Report Group = >	<input type="checkbox"/>

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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Slide notes:

IES Client v8.29 : My IES

Help Lookup Back Field Restart Line Edit Mini Menu Submit Field Quit Edit

### IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Header: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose from 25 data selectors

Current: 1 WITH KEY PATTERN

4: TO E-MAIL THE RESULTS. Preset: normal

☐ Dispatch By E-Mail

Mail To: Jobs with Report Group

Message Body: report by mail

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1 Key = ?	odp-1
2 Report Group = ?	

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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Slide notes: And we are directing that we want to select all Jobs where the Job Code starts with 'odp-'.

IES Client v0.29 : My IES

Help XFold Generate Logoff Connect Word Help Mail Desktop System Mailbox WebPage Query Select

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Name: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose from 25 data selectors

Data Selector: CURRENT-1 WITH NEW PATTERN

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Send Data](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

Message Body:

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1 Key = ?	adp-1
2 Report Group = ?	

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

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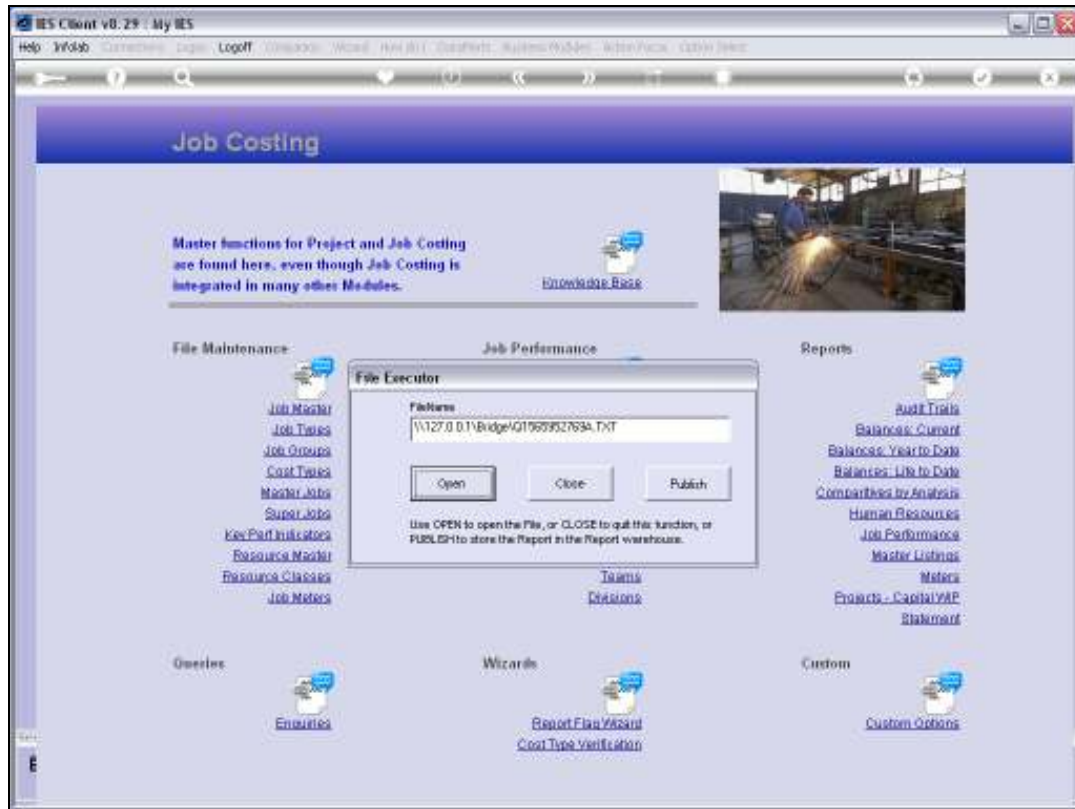
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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
ODP-1562720332A	ODP Proj: Customer Order 01/13a	ODPP	1	ODP-Projects	*	OPEN
ODP-1562954796A	ODP Proj: Customer Order 01/13a	ODPP	1	ODP-Projects	*	OPEN
ODP-1563053399A	ODP Proj: Customer Order 01/16	ODPP	1	ODP-Projects	*	OPEN
ODP-1564152390	ODP Proj: Customer Order 27A	ODPP	1	ODP-Projects	*	OPEN
ODP-1564164498	ODP Proj: Customer Order 27b	ODPP	1	ODP-Projects	*	OPEN
ODP-1564173007A	ODP Proj: Customer Order 27c	ODPP	1	ODP-Projects	*	OPEN
ODP-1564173449A	ODP Proj: Customer Order 27d	ODPP	1	ODP-Projects	*	OPEN
ODP-1564174400A	ODP Proj: Customer Order 27e	ODPP	1	ODP-Projects	*	OPEN
ODP-1564174703A	ODP Proj: Customer Order 27h	ODPP	1	ODP-Projects	*	OPEN
ODP-1564175573A	ODP Proj: Customer Order 27j	ODPP	1	ODP-Projects	*	OPEN
ODP-1564331878A	ODP Proj: Customer Order 28a	ODPP	1	ODP-Projects	*	OPEN
ODP-1564335163A	ODP Proj: Customer Order 28a	ODPP	1	ODP-Projects	*	OPEN
ODP-1564338514A	ODP Proj: Customer Order 28b	ODPP	1	ODP-Projects	*	OPEN
ODP-1564338687A	ODP Proj: Customer Order 28c	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564357148A	ODP Proj: Customer Order 28d	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564358462	ODP Proj: Customer Order 28a	ODPP	1	ODP-Projects	*	OPEN
ODP-1564359385A	ODP Proj: Customer Order 28f	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564359926A	ODP Proj: Customer Order 28g	ODPP	1	ODP-Projects	*	OPEN
ODP-1564649953A	ODP Proj: Customer Order 1101a	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564725836A	ODP Proj: Customer Order 1102a	ODPP	1	ODP-Projects	*	OPEN
ODP-1564730398A	ODP Proj: Customer Order 1102c	ODPP	1	ODP-Projects	*	OPEN
ODP-1564731560A	ODP Proj: Customer Order 1102d	ODPP	1	ODP-Projects	*	OPEN
ODP-1564737770A	ODP Proj: Customer Order 102	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564743512A	ODP Proj: Customer Order 103	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564744101A	ODP Proj: Customer Order 104	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564745032A	ODP Proj: Customer Order 105	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564751007A	ODP Proj: Customer Order 108	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564865847A	ODP Proj: Customer Order 1103A	ODPP	1	ODP-Projects	*	CLOSED
ODP-1564938539A	ODP Proj: Customer Order B12/L12	ODPP	1	ODP-Projects	*	OPEN
ODP-1565052003A	ODP Proj: Customer Order 1110	ODPP	1	ODP-Projects	*	OPEN
ODP-1565130439A	ODP Proj: Customer Order 1111	ODPP	1	ODP-Projects	*	CLOSED
				**		

31 record(s) listed

## Slide 19

Slide notes: This has effectively selected all ODP Project Jobs, and they currently all have a Report Group of 'ODPP'. There is no need to change that, since the system inserts that Flag when it automatically opens ODP Project Jobs. However, for the sake of our demonstration, we are going to change the Report Group Flag on all of these Jobs.

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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	DDP	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	DDP	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	DDP	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	DDP	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	DDP	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	DDP	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27h	DDP	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27j	DDP	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 29b	DDP	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 29c	DDP	1	DDP-Projects	*	CLOSED
DDP-1564357148A	DDP Proj: Customer Order 29d	DDP	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 29f	DDP	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 29g	DDP	1	DDP-Projects	*	OPEN
DDP-1564649953A	DDP Proj: Customer Order 1101a	DDP	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	DDP	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	DDP	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	DDP	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	DDP	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	DDP	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	DDP	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	DDP	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	DDP	1	DDP-Projects	*	CLOSED
DDP-1564869847A	DDP Proj: Customer Order 1103A	DDP	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order 1112/112	DDP	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	DDP	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	DDP	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

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Slide notes:

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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	DDP	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	DDP	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	DDP	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	DDP	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	DDP	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	DDP	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27h	DDP	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27j	DDP	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 29b	DDP	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 29c	DDP	1	DDP-Projects	*	CLOSED
DDP-1564357148A	DDP Proj: Customer Order 29d	DDP	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 29a	DDP	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 29f	DDP	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 29g	DDP	1	DDP-Projects	*	OPEN
DDP-1564648953A	DDP Proj: Customer Order 1101a	DDP	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	DDP	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	DDP	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	DDP	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	DDP	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	DDP	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	DDP	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	DDP	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	DDP	1	DDP-Projects	*	CLOSED
DDP-1564865847A	DDP Proj: Customer Order 1103A	DDP	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order B12/L12	DDP	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	DDP	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	DDP	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

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Slide notes:

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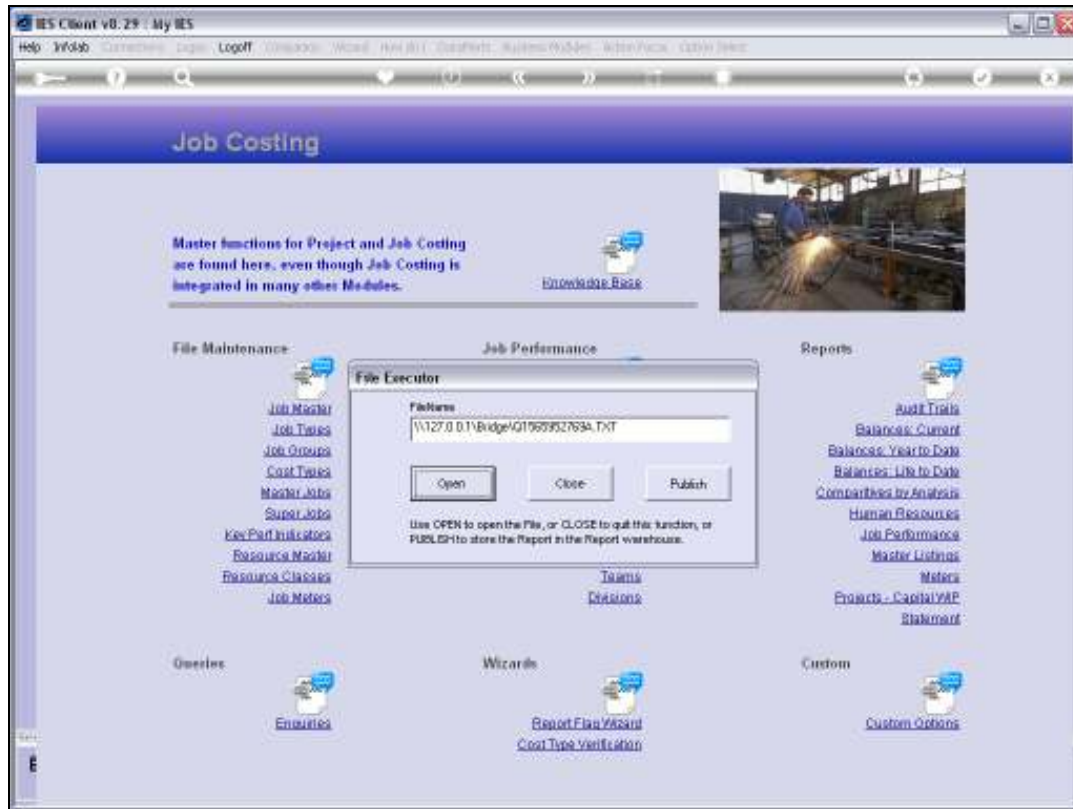
Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	DDP	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	DDP	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	DDP	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	DDP	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	DDP	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	DDP	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	DDP	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27f	DDP	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27g	DDP	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 28a	DDP	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 28a	DDP	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 28b	DDP	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 28c	DDP	1	DDP-Projects	*	CLOSED
DDP-1564357148A	DDP Proj: Customer Order 28d	DDP	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 28a	DDP	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 28f	DDP	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 28g	DDP	1	DDP-Projects	*	OPEN
DDP-1564648953A	DDP Proj: Customer Order 1101a	DDP	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	DDP	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	DDP	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	DDP	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	DDP	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	DDP	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	DDP	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	DDP	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	DDP	1	DDP-Projects	*	CLOSED
DDP-1564865847A	DDP Proj: Customer Order 1103A	DDP	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order 1112/112	DDP	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	DDP	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	DDP	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

Slide 22

Slide notes:



Slide 23

Slide notes:



Slide 24

Slide notes: So now we perform the Update.





Slide 25

Slide notes:



Slide 26

Slide notes: This is the new Report Group that we will apply.



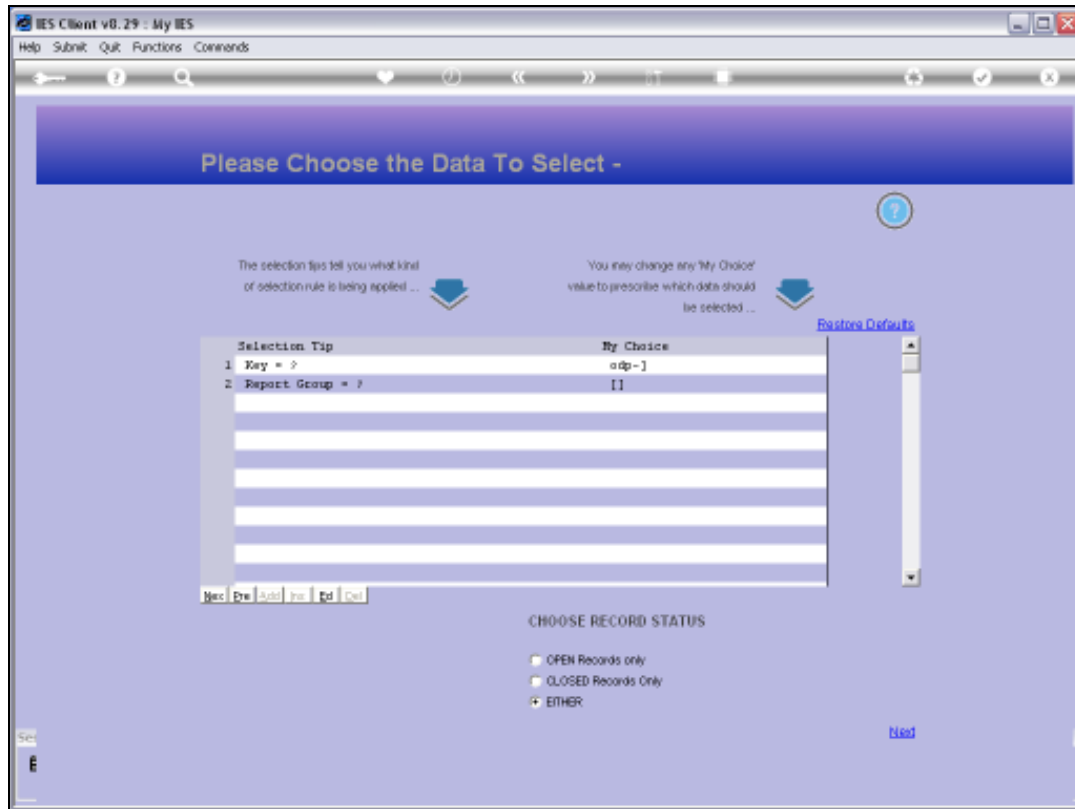
Slide 27

Slide notes:



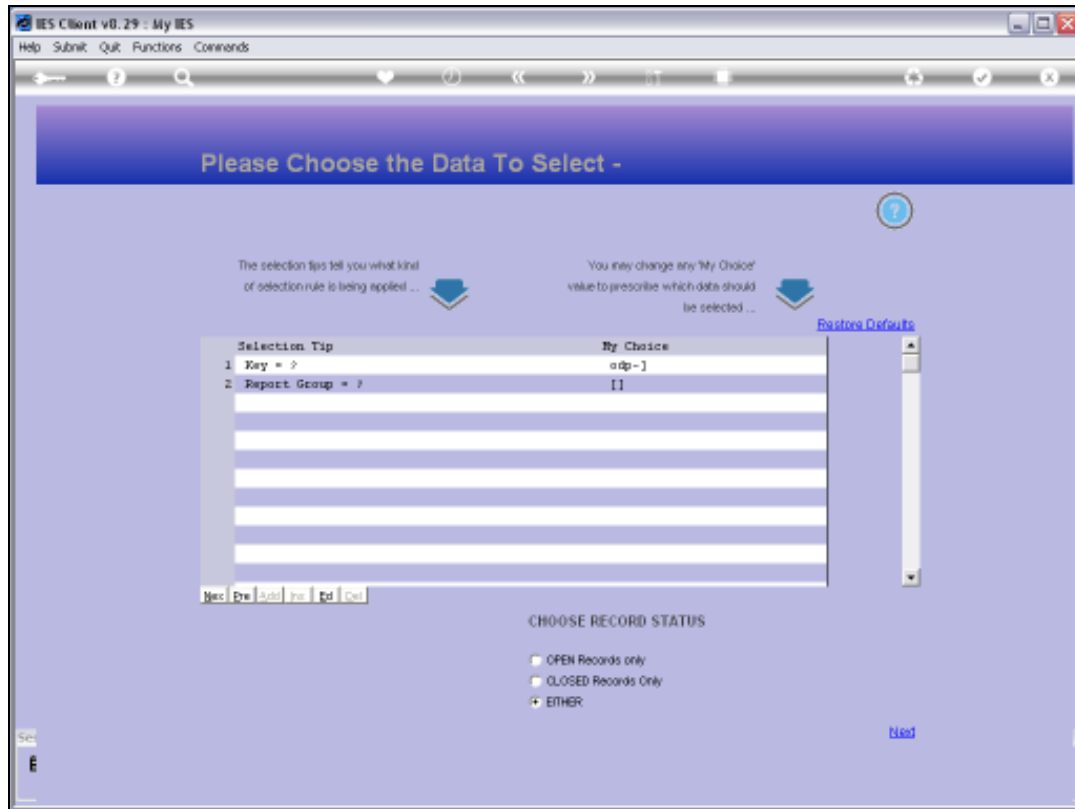
Slide 28

Slide notes: And we will use exactly the same procedure as for the Report, because that is the way that we know we will select the correct Jobs, as proven with our Report step.



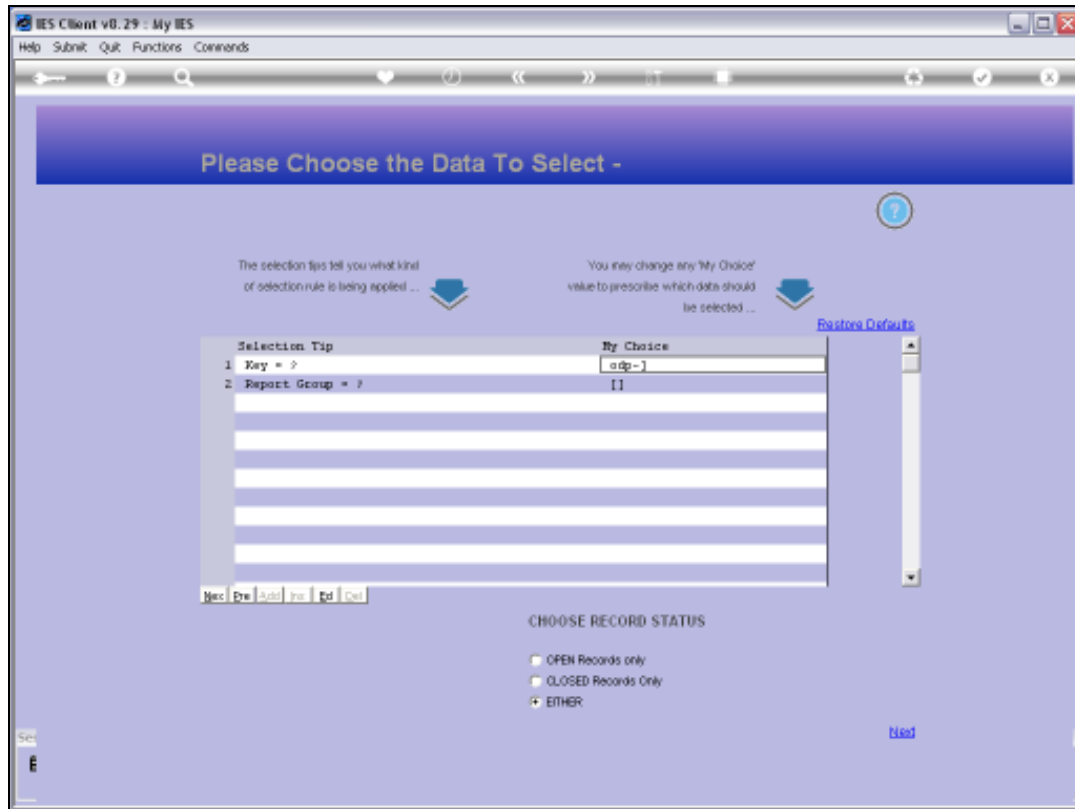
Slide 29

Slide notes:



Slide 30

Slide notes:



Slide 31

Slide notes:



Slide 32

Slide notes: The system has now performed the change. Let us run the Report again to check if the change is what we intended.





Slide 33

Slide notes:

IES Client v0.29 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Header: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose Data to data selection

Data Selector: CPEX-JOB-2000-TO CPEX-JOB-RANGE-2000 - TO

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Send Data](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

Message Body:

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Jobcode >= 0	0
2: Jobcode <= 0	21

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

Slide 34

Slide notes:

IES Client v0.29 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Name: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose Data to data selection

Data Selector: CPEX-JOB-2000-TO CPEX-JOB-RANGE-2000 - TO

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Send Data](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

Message Body:

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1: Jobcode >= 0	0
2: Jobcode <= 0	21

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

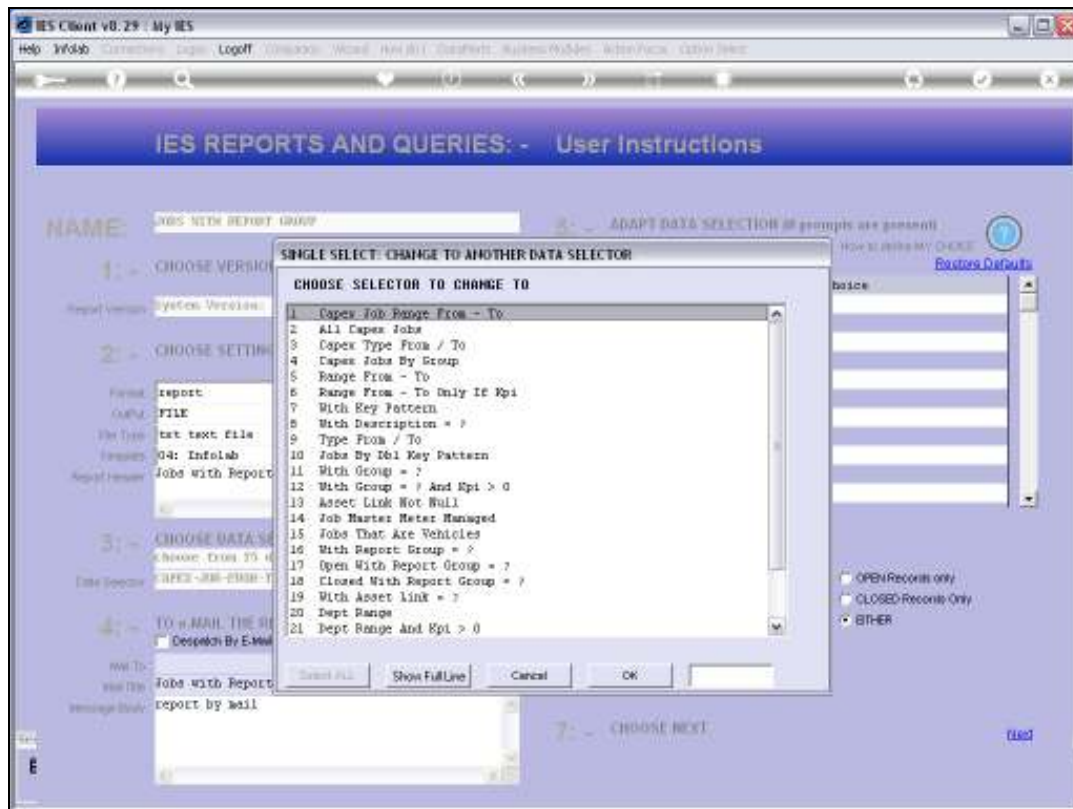
☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

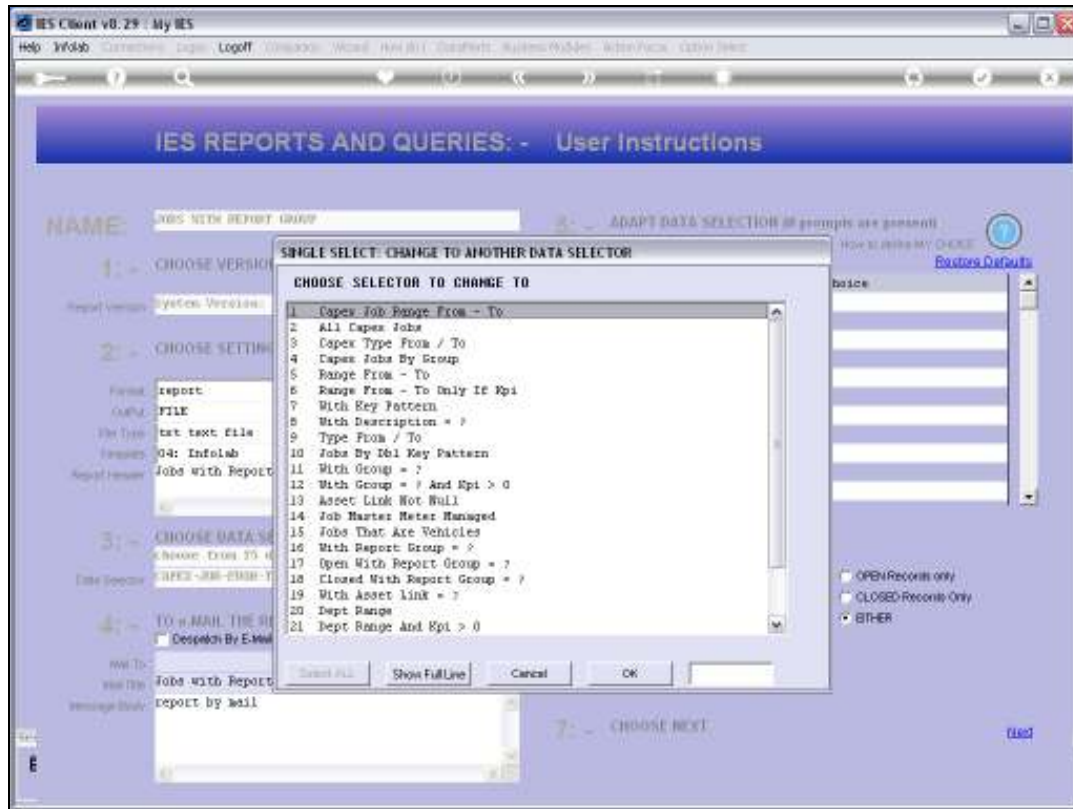
Slide 35

Slide notes:



Slide 36

Slide notes: Once again we use the exact same method.



Slide 37

Slide notes:

IES Client v0.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: JOBS WITH REPORT GROUP

1: CHOOSE VERSION [Versions](#)

Report Version: System Version: Jobs with report Group

2: CHOOSE SETTINGS:

Format: report

Output: FILE

File Type: text text file

Format: 04: Infolab

Report Header: Jobs with Report Group

3: CHOOSE DATA SELECTOR [Change Selector](#)

Choose from 25 data selectors

Current: 1 WITH NEW PATTERN

4: TO E-MAIL THE RESULTS: [Print](#) normal

☐ Dispatch By E-Mail [Send Data](#)

Mail To: Jobs with Report Group

Mail Title: report by mail

5: ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE [Factory Defaults](#)

Selection Tip	My Choice
1 Key = ?	adp-1
2 Report Group = ?	11

Next Prev Cancel Yes No

6: Record Select:

☐ OPEN Records only

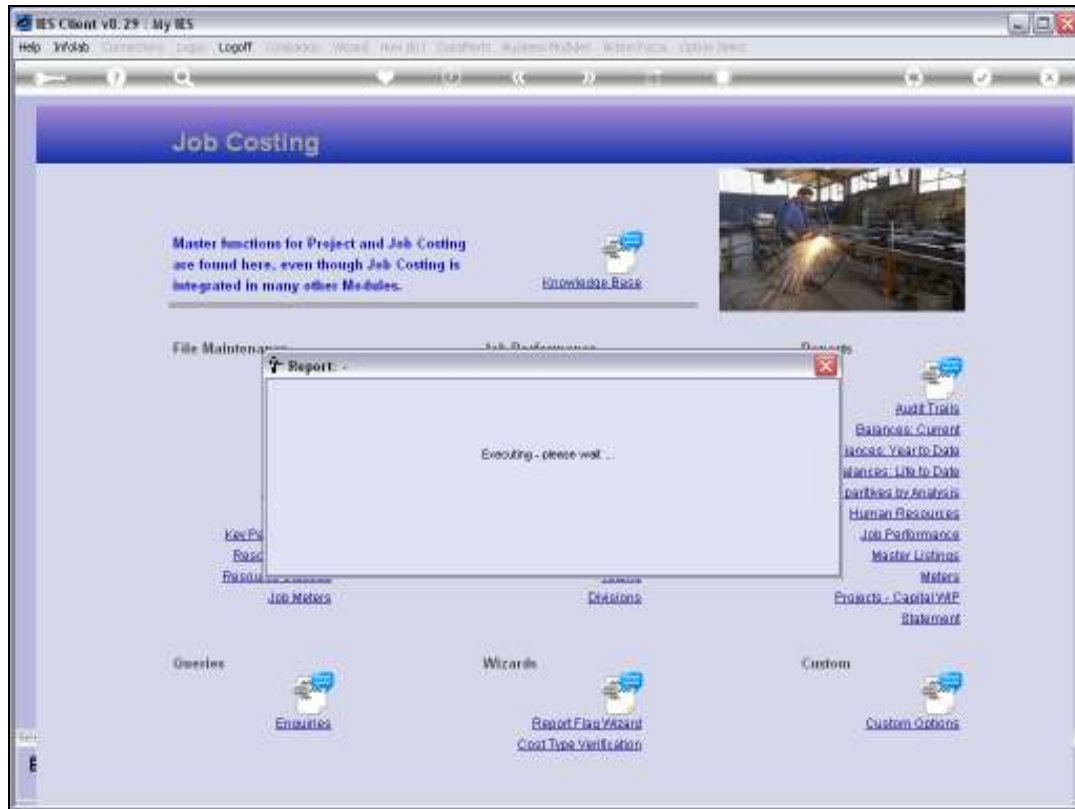
☐ CLOSED Records Only

☒ EITHER

7: CHOOSE NEXT [Next](#)

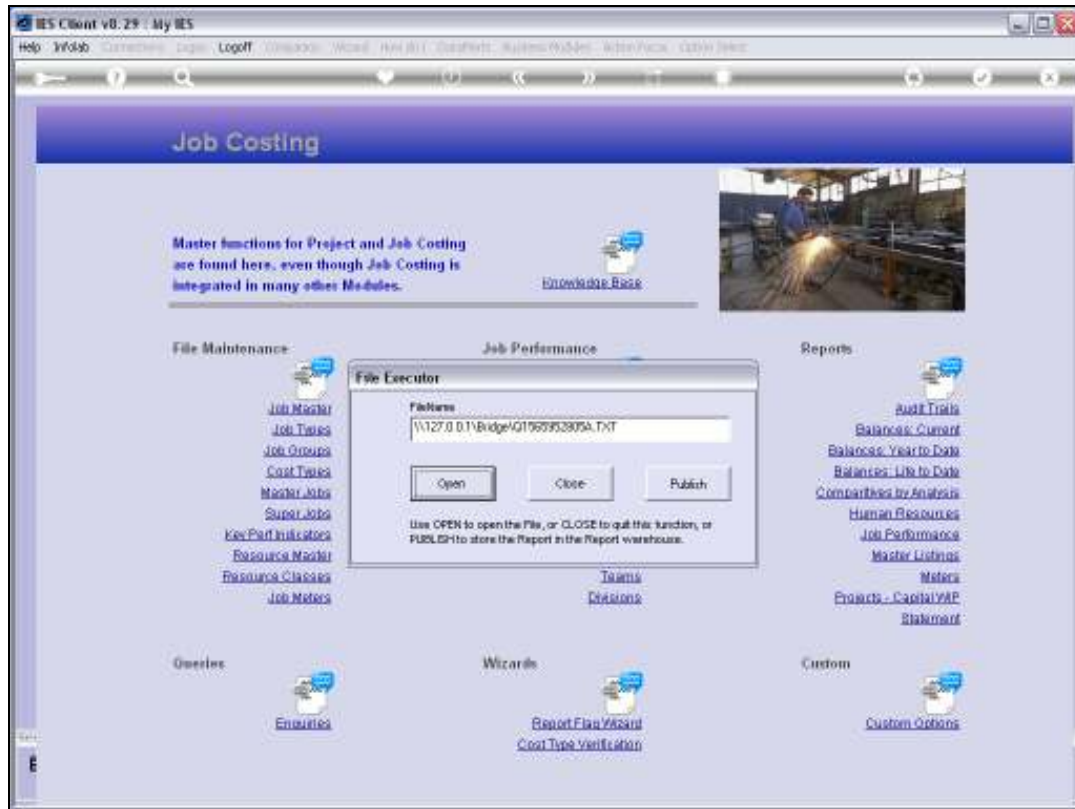
Slide 38

Slide notes:



Slide 39

Slide notes:



Slide 40

Slide notes:



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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	TEST	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	TEST	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	TEST	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	TEST	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	TEST	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	TEST	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27h	TEST	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27j	TEST	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 29b	TEST	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 29c	TEST	1	DDP-Projects	*	CLOSED
DDP-1564357148A	DDP Proj: Customer Order 29d	TEST	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 29f	TEST	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 29g	TEST	1	DDP-Projects	*	OPEN
DDP-1564649953A	DDP Proj: Customer Order 1101a	TEST	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	TEST	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	TEST	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	TEST	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	TEST	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	TEST	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	TEST	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	TEST	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	TEST	1	DDP-Projects	*	CLOSED
DDP-1564865847A	DDP Proj: Customer Order 1103A	TEST	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order B12/L12	TEST	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	TEST	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	TEST	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

Slide 41

Slide notes: And we can see that all of these Jobs now have 'TEST' as the Report Group.

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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	TEST	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	TEST	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	TEST	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	TEST	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	TEST	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	TEST	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27h	TEST	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27j	TEST	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 28a	TEST	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 28a	TEST	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 28b	TEST	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 28c	TEST	1	DDP-Projects	*	CLOSED
DDP-1564357140A	DDP Proj: Customer Order 28d	TEST	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 28a	TEST	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 28f	TEST	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 28g	TEST	1	DDP-Projects	*	OPEN
DDP-1564649953A	DDP Proj: Customer Order 1101a	TEST	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	TEST	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	TEST	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	TEST	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	TEST	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	TEST	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	TEST	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	TEST	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	TEST	1	DDP-Projects	*	CLOSED
DDP-1564865847A	DDP Proj: Customer Order 1103A	TEST	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order 1112	TEST	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	TEST	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	TEST	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

## Slide 42

Slide notes: So that's how we use the Report Flag wizard to perform en masse updates to the Report Group Flag on many Jobs. We can use different Data Selectors and different criteria to select the Jobs to update, but the procedure will be the same.

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Jobs with Report Group

Key	Description.....	Report Group.....	Group Key...	Job Type Key	Dept.	Status.....
DDP-1562720332A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1562954796A	DDP Proj: Customer Order 01/13a	TEST	1	DDP-Projects	*	OPEN
DDP-1563053399A	DDP Proj: Customer Order 01/16	TEST	1	DDP-Projects	*	OPEN
DDP-1564152390	DDP Proj: Customer Order 27A	TEST	1	DDP-Projects	*	OPEN
DDP-1564164498	DDP Proj: Customer Order 27b	TEST	1	DDP-Projects	*	OPEN
DDP-1564173007A	DDP Proj: Customer Order 27c	TEST	1	DDP-Projects	*	OPEN
DDP-1564173449A	DDP Proj: Customer Order 27d	TEST	1	DDP-Projects	*	OPEN
DDP-1564174400A	DDP Proj: Customer Order 27e	TEST	1	DDP-Projects	*	OPEN
DDP-1564174703A	DDP Proj: Customer Order 27h	TEST	1	DDP-Projects	*	OPEN
DDP-1564175573A	DDP Proj: Customer Order 27j	TEST	1	DDP-Projects	*	OPEN
DDP-1564331878A	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564335163A	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564338514A	DDP Proj: Customer Order 29b	TEST	1	DDP-Projects	*	OPEN
DDP-1564338687A	DDP Proj: Customer Order 29c	TEST	1	DDP-Projects	*	CLOSED
DDP-1564357148A	DDP Proj: Customer Order 29d	TEST	1	DDP-Projects	*	CLOSED
DDP-1564358462	DDP Proj: Customer Order 29a	TEST	1	DDP-Projects	*	OPEN
DDP-1564359385A	DDP Proj: Customer Order 29f	TEST	1	DDP-Projects	*	CLOSED
DDP-1564359926A	DDP Proj: Customer Order 29g	TEST	1	DDP-Projects	*	OPEN
DDP-1564649953A	DDP Proj: Customer Order 1101a	TEST	1	DDP-Projects	*	CLOSED
DDP-1564725836A	DDP Proj: Customer Order 1102a	TEST	1	DDP-Projects	*	OPEN
DDP-1564730398A	DDP Proj: Customer Order 1102c	TEST	1	DDP-Projects	*	OPEN
DDP-1564731560A	DDP Proj: Customer Order 1102d	TEST	1	DDP-Projects	*	OPEN
DDP-1564737770A	DDP Proj: Customer Order 102	TEST	1	DDP-Projects	*	CLOSED
DDP-1564743512A	DDP Proj: Customer Order 103	TEST	1	DDP-Projects	*	CLOSED
DDP-1564744101A	DDP Proj: Customer Order 104	TEST	1	DDP-Projects	*	CLOSED
DDP-1564745032A	DDP Proj: Customer Order 105	TEST	1	DDP-Projects	*	CLOSED
DDP-1564751007A	DDP Proj: Customer Order 108	TEST	1	DDP-Projects	*	CLOSED
DDP-1564869847A	DDP Proj: Customer Order 1103A	TEST	1	DDP-Projects	*	CLOSED
DDP-1564938539A	DDP Proj: Customer Order B12/L12	TEST	1	DDP-Projects	*	OPEN
DDP-1565052003A	DDP Proj: Customer Order 1110	TEST	1	DDP-Projects	*	OPEN
DDP-1565130439A	DDP Proj: Customer Order 1111	TEST	1	DDP-Projects	*	CLOSED
				**		

31 record(s) listed

Slide 43

Slide notes: