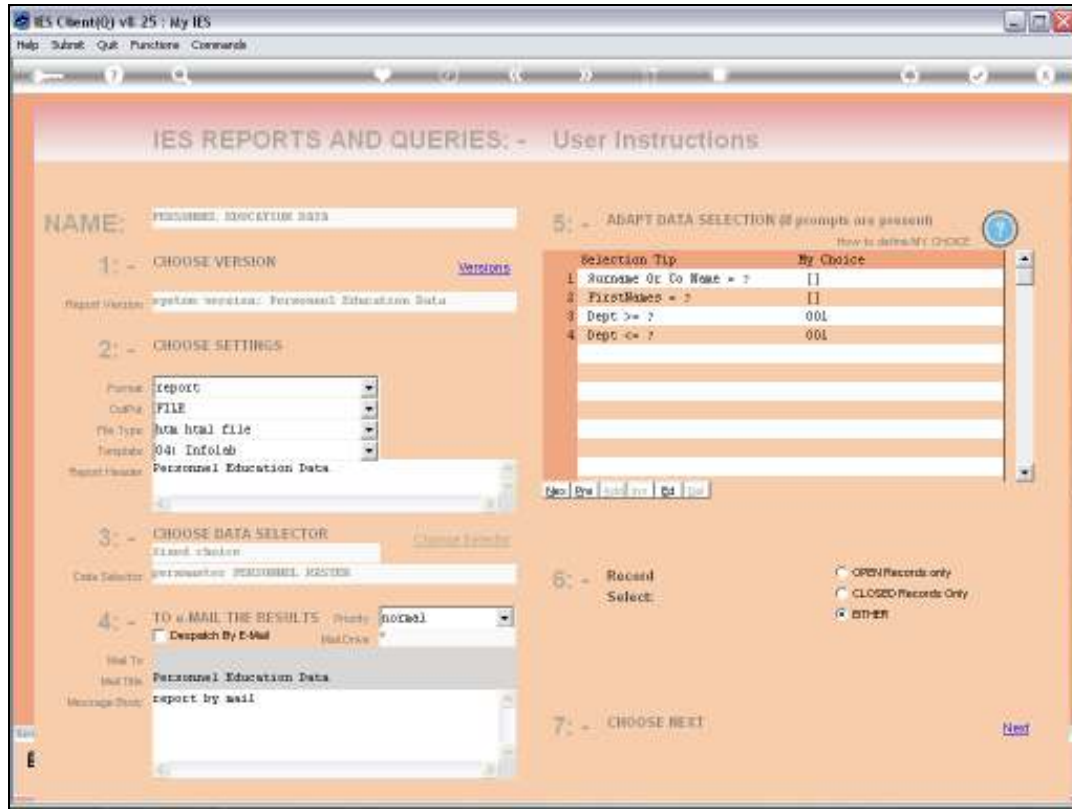
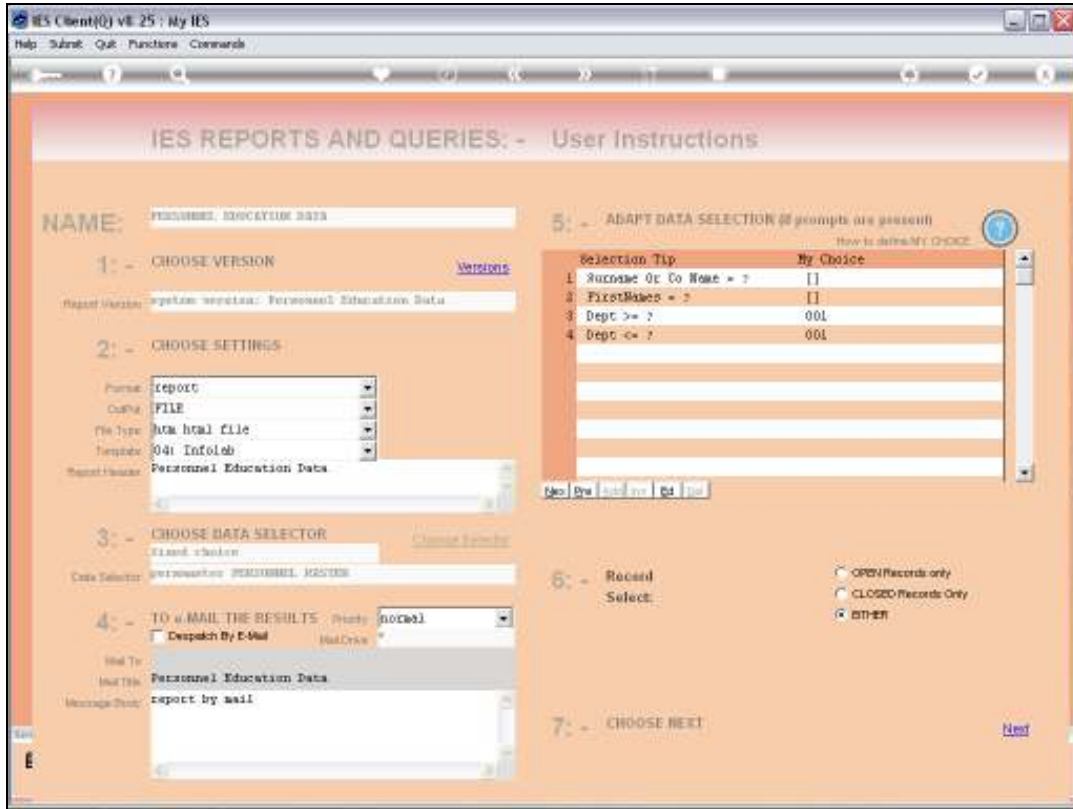


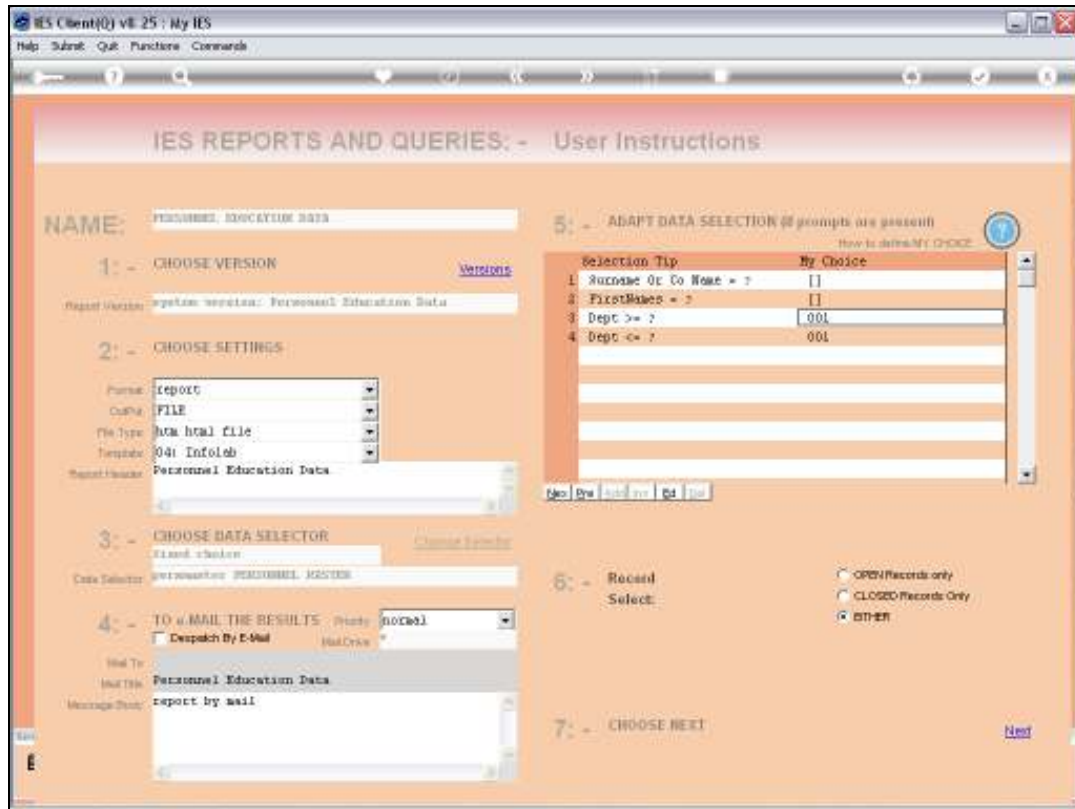
Slide 2
Slide notes:



Slide 3
Slide notes:



Slide 4
Slide notes:



Slide 5
Slide notes:

IES Client(0) v8.25: My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL EDUCATION DATA

1: - CHOOSE VERSION [Versions](#)

Report Version: System version: Personnel Education Data

2: - CHOOSE SETTINGS

Format: report
Output: FILE
File Type: HTML HTML FILE
Template: 04i Infolink
Report Header: Personnel Education Data

3: - CHOOSE DATA SELECTOR [Change Selection](#)

Code Selector: PERSONNEL REGISTER

4: - TO e-MAIL THE RESULTS [Print](#) [NoPrint](#)

Dispatch By E-Mail

Mail To: Personnel Education Data
Mail Title: report by mail
Message Body:

5: - ADAPT DATA SELECTION (8 prompts are present)
How to default MY CHOICE

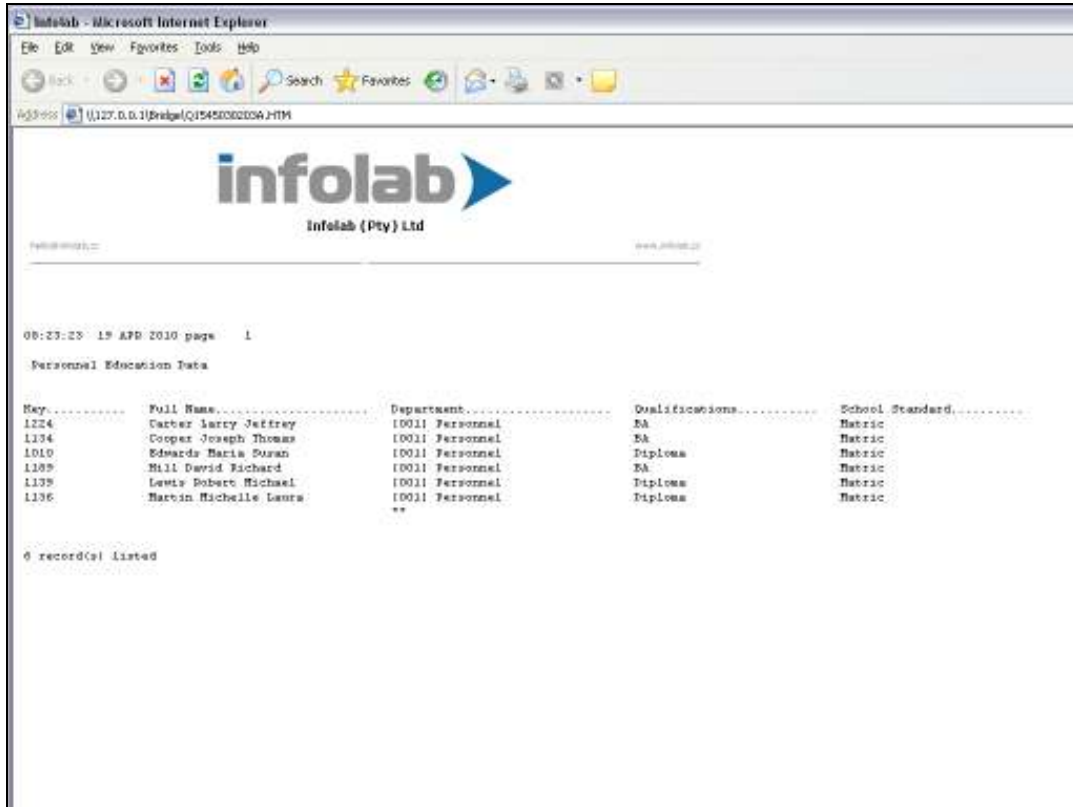
Selection Tip	My Choice
1. SURNAME OR Co NAME = ?	[]
2. First Name = ?	[]
3. Dept >= ?	001
4. Dept <= ?	001

6: - Record Select: OPEN Records only
 CLOSED Records Only
 BOTH

7: - CHOOSE NEXT [Next](#)

Slide 6

Slide notes: We can be selective as to the Departments to include, and in this example we are including only 1 Department.



Slide 7

Slide notes: Here is our example of the Education listing.