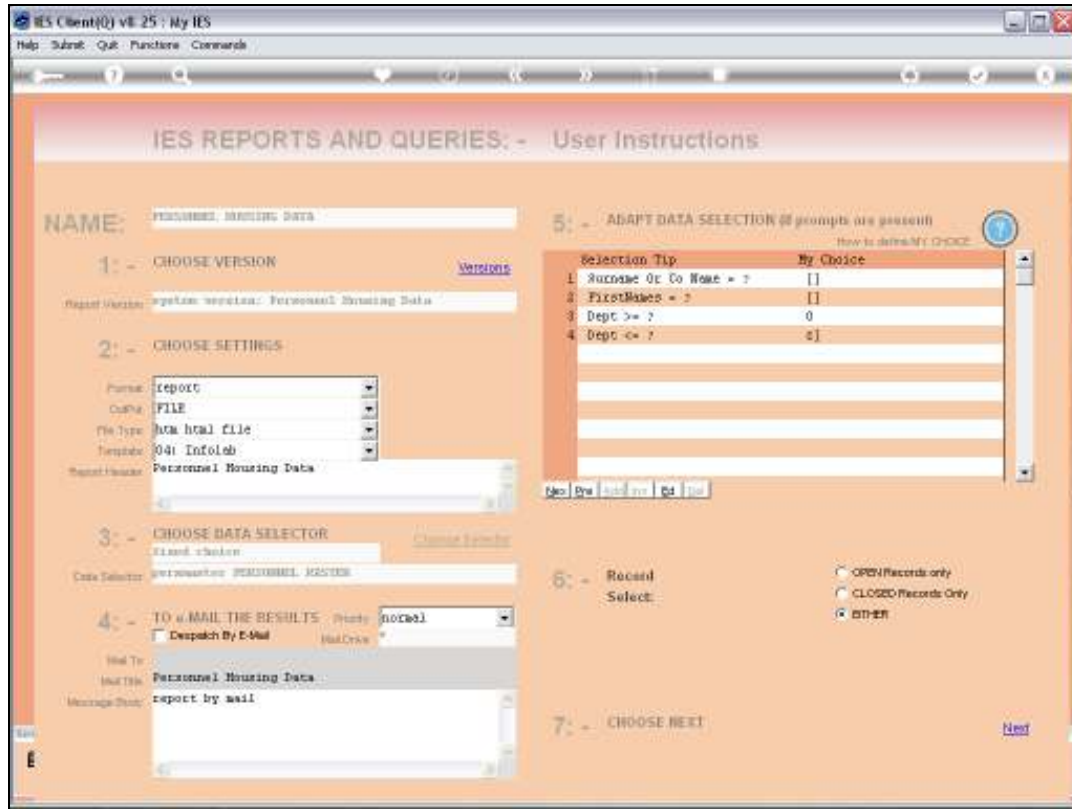


Slide 1

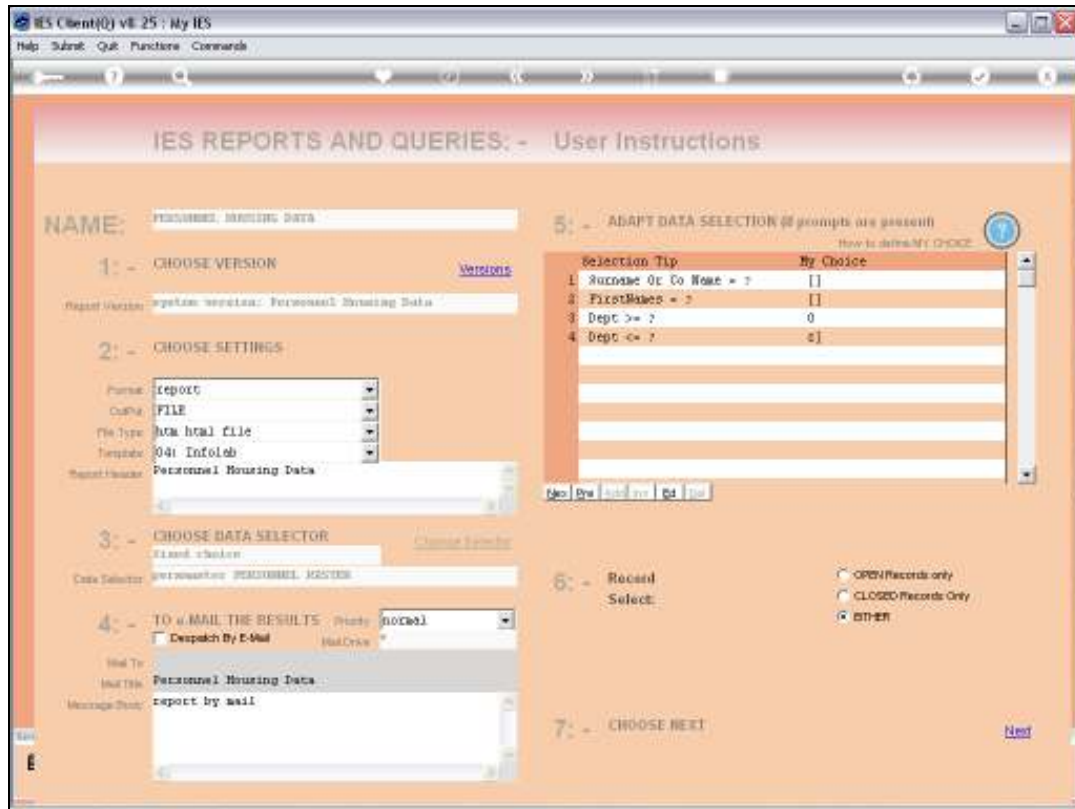
Slide notes: The Personnel Master Reports include a Housing Report option.



Slide 2
Slide notes:



Slide 3
Slide notes:



Slide 4
Slide notes:

IES Client(0) v8.25: My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL HOURLY DATA

1: - CHOOSE VERSION [Versions](#)
 Report Version: System version: Personnel Hourly Data

2: - CHOOSE SETTINGS
 Format: report
 Output: FILE
 File Type: HTML HTML FILE
 Template: 04i Infolab
 Report Header: Personnel Hourly Data

3: - CHOOSE DATA SELECTOR [Change Selection](#)
 Code Selector: PERSONNEL REGISTER

4: - TO e-MAIL THE RESULTS Priority: normal
 Dispatch By E-Mail Mail Order

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

Selection Tip	My Choice
1. Surname Of Co Name = ?	[]
2. First Name = ?	[]
3. Dept >= ?	[0]
4. Dept <= ?	[5]

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

7: - CHOOSE NEXT [Next](#)

Slide 5

Slide notes: We can state which Employees and Departments to select for inclusion.

08:44:09 19 APR 2010 page 1

Personnel Housing Data

Key	Full Name	Department	Tel @ Home	House Number	House Rate
1224	Carver Larry Jeffrey	10011 Personnel	021 94303651		0.00
1134	Coper Joseph Thomas	10011 Personnel	021-5441042		0.00
1010	Edwards Maria Susan	10011 Personnel	77631104		0.00
1189	Hill David Richard	10011 Personnel	021-82429265		0.00
1139	Lewis Robert Michael	10011 Personnel			0.00
1136	Martin Michelle Laura	10011 Personnel	91273871		0.00
		**			
1003	Floris Karen Betty	10021 Accounting	6322668		0.00
1002	Young Charles Joseph	10021 Accounting	7422772		0.00
		**			
1026	Adams Anthony Kevin	10031 Operational			0.00
1081	Adams Donald George	10031 Operational	4356149		0.00
1194	Adams Elizabeth Jennifer	10031 Operational	021.8850017 / 0		0.00
			21.99076433		
1186	Adams John Robert	10031 Operational	1021. 886 0154		0.00
1133	Adams Kevin Jason	10031 Operational	021-4370648		0.00
1119	Allen Daniel Paul	10031 Operational	021-42870182		0.00
2034	Allen Jose Larry	10031 Operational			0.00
1094	Allen Jose Larry	10031 Operational	73443052		0.00
1163	Allen Matthew Gary	10031 Operational	021-4302988		0.00
2027	Allen Paul Mark	10031 Operational	021-44851620		0.00
1068	Anderson Donald George	10031 Operational	4350355		0.00
1156	Anderson Frank Scott	10031 Operational	021-4309369		0.00
1035	Anderson Gregory Jerry	10031 Operational			0.00
1122	Anderson Jeffrey Frank	10031 Operational	021-4308817		0.00

Slide 6

Slide notes: The Housing Report includes Contact Numbers, House Numbers and other detail. Of course, if we do not provide Company Housing, then the House Numbers and Rates may be irrelevant and can be excluded from the Report, since the Report is customizable.