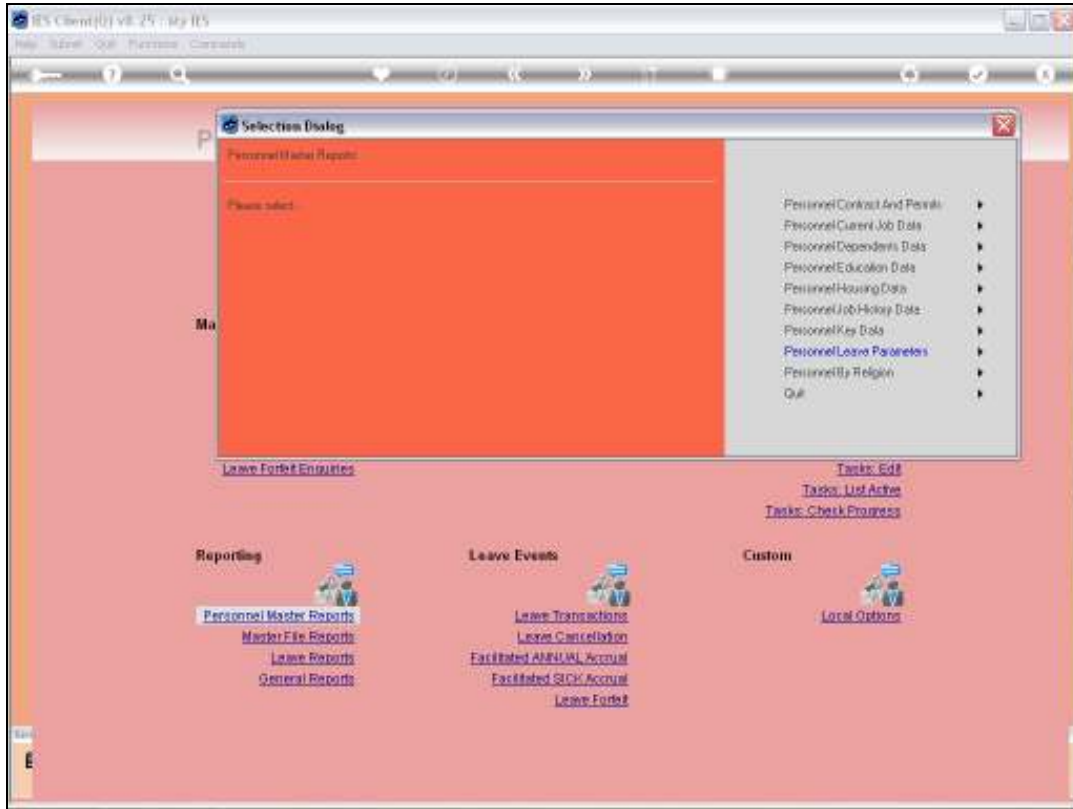


Slide 1

Slide notes: The Personnel Master reports include an option for Leave Settings management.



Slide 2
Slide notes:

IES Client(0) v8.25 : My IES
 Help About Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL LEAVE PARAMETERS

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

2: - CHOOSE SETTINGS
 Format: [report] [v]
 Output: FILE [v]
 File Type: HTML HTML FILE [v]
 Template: 04i Infoleah [v]
 Report Header: Personnel Leave Parameters [v]

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

4: - TO e-MAIL THE RESULTS Priority: normal [v]
 Dispatch By E-Mail [v]
 Mail To: Personnel Leave Parameters [v]
 Mail Title: report by mail [v]
 Message Body: [v]

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

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

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

7: - CHOOSE NEXT [Next](#)

Slide 3
 Slide notes:

IES Client(0) v8.25: My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL LEAVE PARAMETERS

1: - CHOOSE VERSION [Versions](#)

Report Version: System version: Personnel Leave Parameters

2: - CHOOSE SETTINGS

Format: report
Output: FILE
File Type: HTML HTML FILE
Template: 04i Infolab
Report Header: Personnel Leave Parameters

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

Code Selector: PERSONNEL REGISTER

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

To: Personnel Leave Parameters
Mail To: Personnel Leave Parameters
Message Body: report by mail

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

Selection Tip	My Choice
1 Success Of Co Name = ?	[]
2 FirstName = ?	[]
3 Dept >= ?	0
4 Dept <= ?	0

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

7: - CHOOSE NEXT [Next](#)

Slide 4
Slide notes:

12:33:52 19 APR 2010 page 1

Personnel Leave Parameters

Key.....	Full Name.....	Department.....	Leave Group
1224	Carver Larry Jeffrey	10011 Personnel	6
1134	Cooper Joseph Thomas	10011 Personnel	6
1010	Edwards Maria Susan	10011 Personnel	6
1189	Hill David Richard	10011 Personnel	6
1139	Lewis Robert Michael	10011 Personnel	6
1136	Martin Michelle Laura	10011 Personnel	6
	**		
1003	Floris Karen Betty	10021 Accounting	6
1002	Young Charles Joseph	10021 Accounting	6
	**		
1026	Adams Anthony Kevin	10031 Operational	PSG
1081	Adams Donald George	10031 Operational	PSG
1134	Adams Elizabeth Jennifer	10031 Operational	6
1185	Adams John Robert	10031 Operational	PSG
1133	Adams Kevin Jason	10031 Operational	PSG
1119	Allen Daniel Paul	10031 Operational	PSG
2034	Allen Jose Larry	10031 Operational	0
1094	Allen Jose Larry	10031 Operational	PSG
1163	Allen Matthew Gary	10031 Operational	PSG
2027	Allen Paul Mark	10031 Operational	0
1068	Anderson Donald George	10031 Operational	PSG
1156	Anderson Frank Scott	10031 Operational	PSG
1035	Anderson Gregory Jerry	10031 Operational	PSG
1172	Anderson Jeffrey Frank	10031 Operational	PSG
1117	Basler Eric Stephen	10031 Operational	PSG

Slide 5

Slide notes: The purpose of this Report is mainly to indicate the Leave Settings per Employee, but the Report is customizable and may include other columns also.