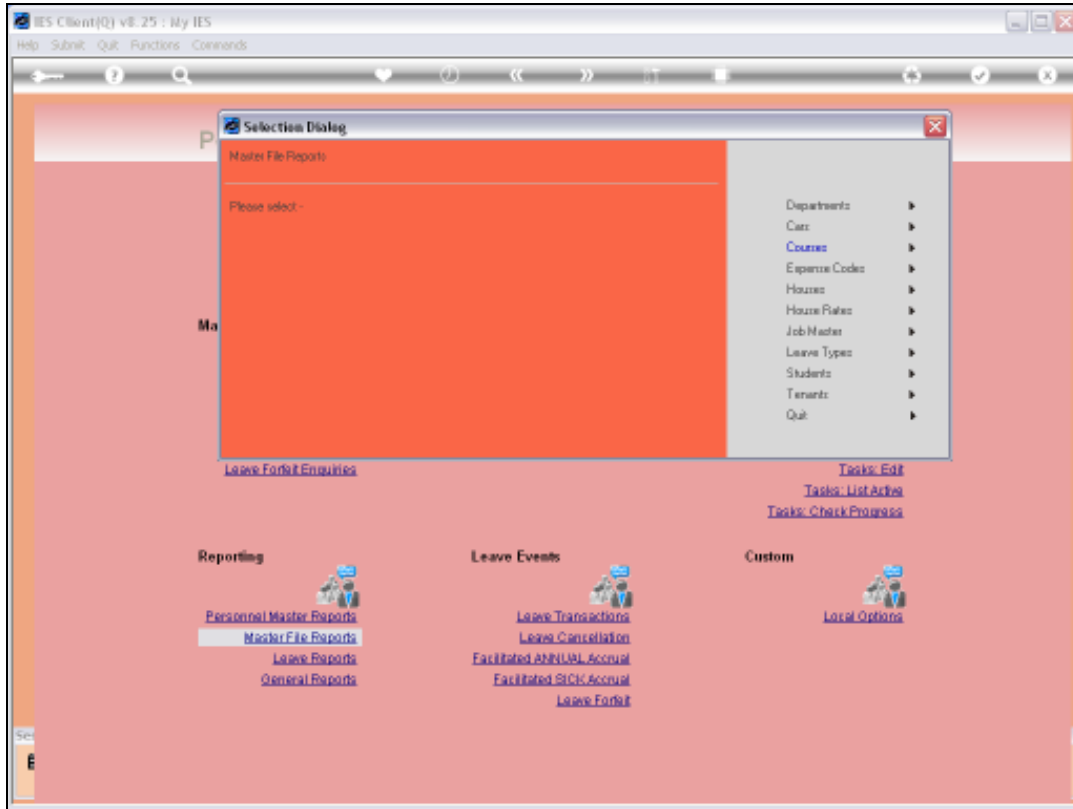


Slide 1

Slide notes: The Master File listing for Courses will list selected Courses.



Slide 2  
Slide notes:

IES Client(0) v8.25 : My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: COURSE MASTER

1: - CHOOSE VERSION [Versions](#)  
Report Version: myGen version: Course Master

2: - CHOOSE SETTINGS  
Format: report  
Output: FILE  
File Type: data html file  
Template: 04: Infolab  
Report header: Course Master

3: - CHOOSE DATA SELECTOR [Course Selector](#)  
Fixed choice  
Data Selector: Courses COURSE MASTER

4: - TO e-MAIL THE RESULTS Priority: normal  
 Dispatch By E-Mail  
Mail To: Course Master  
Mail To: report by mail  
Message Body:

5: - ADAPT DATA SELECTION @ groups are present  
How to enter MY CHOICE

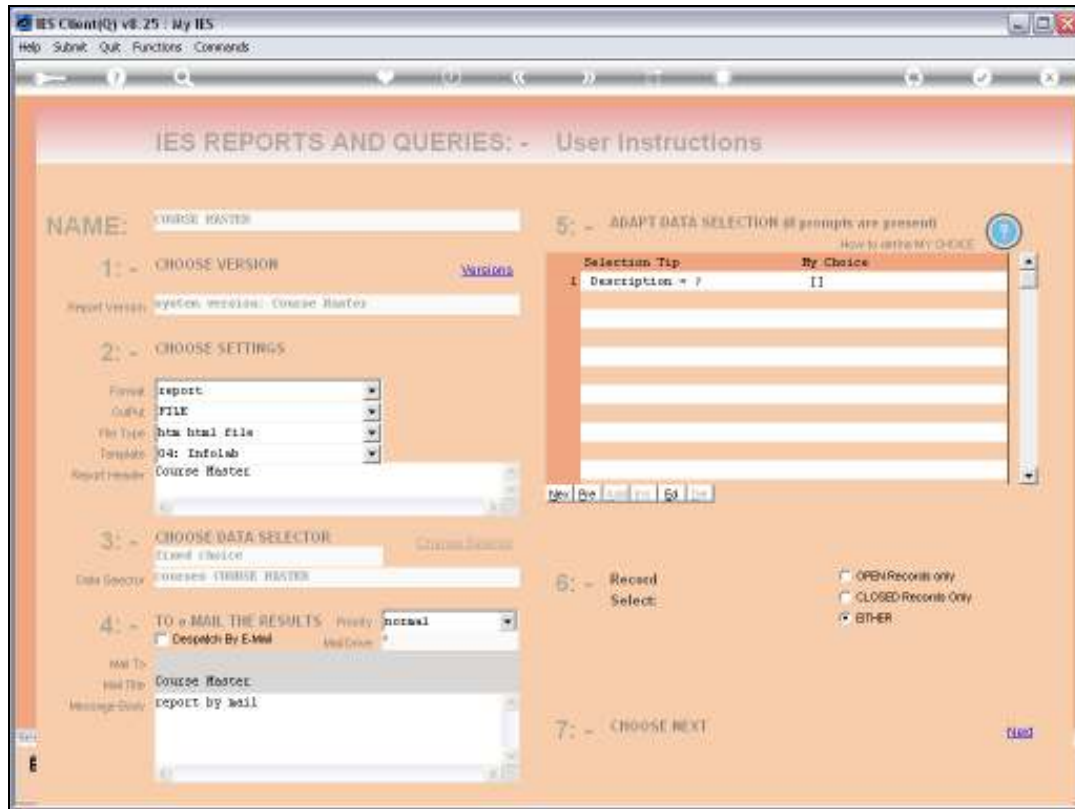
Selection Tip	By Choice
1 Description = ?	11

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

7: - CHOOSE NEXT [Next](#)

## Slide 3

Slide notes: We can be selective by Course Description if we do not want to include all Courses from the Master File.



Slide 4  
Slide notes:

11:42:02 20 APR 2010 page 1

Course Master

Key.....	Course Description.....	Institution.....	Subjects.....
0001	Executive Secretary Diploma - HR	Lamlin College	
0002	Present Evidence in Court	Lamlin College	
0003	Corporate Investigation	Lamlin College	
0004	Disciplinary Investigations	Lamlin College	
0005	Cert. in Jnr Management - HR	Lamlin College	
0006	MS WORD 2007 - Beginner Level 1	Lamlin College	
0007	MS WORD 2007 - Intermediate Level 2	Lamlin College	
0008	Combo: MS WORD 2007 (all 3 levels)	Lamlin College	
0009	Microsoft Access 2007, Level 1	Lamlin College	
0010	Microsoft Access, Level 2	Lamlin College	
0011	CompTIA A+ Certificate, Comp Technician	Lamlin College	
0012	Graphic Design, Photoshop	Lamlin College	
0013	Graphic Design, Corel Draw	Lamlin College	
0014	Web Design, Sharepoint Level 1	Lamlin College	
0015	Web Design, Sharepoint Level 2	Lamlin College	
0016	Cert. in Project Management, Professional	Kamerin College	
0017	Cert. in MS Project: Basic	Kamerin College	
0018	Cert. in MS project: Advanced	Kamerin College	
0019	CIS, Management & Admin	Kamerin College	
0020	CIS Prof, Gov & Adm	Kamerin College	
0021	S&TH Management Cert	Kamerin College	

Slide 5

Slide notes: Here is our example listing of Courses on our Master register.