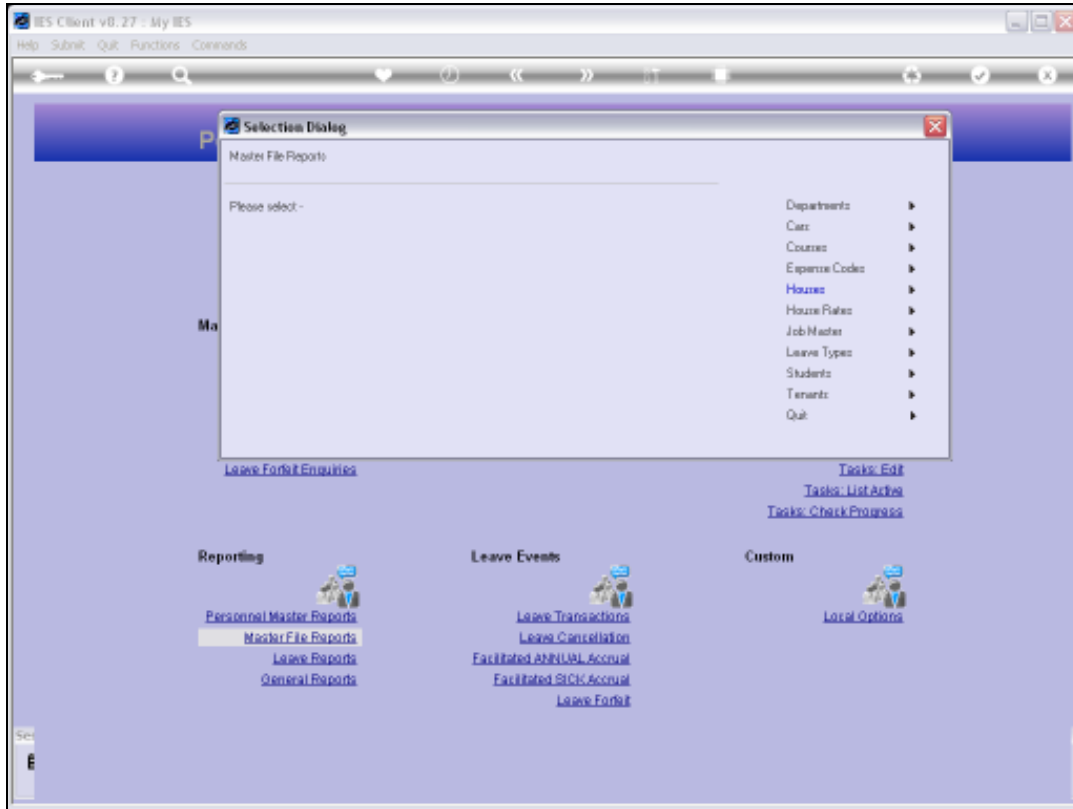
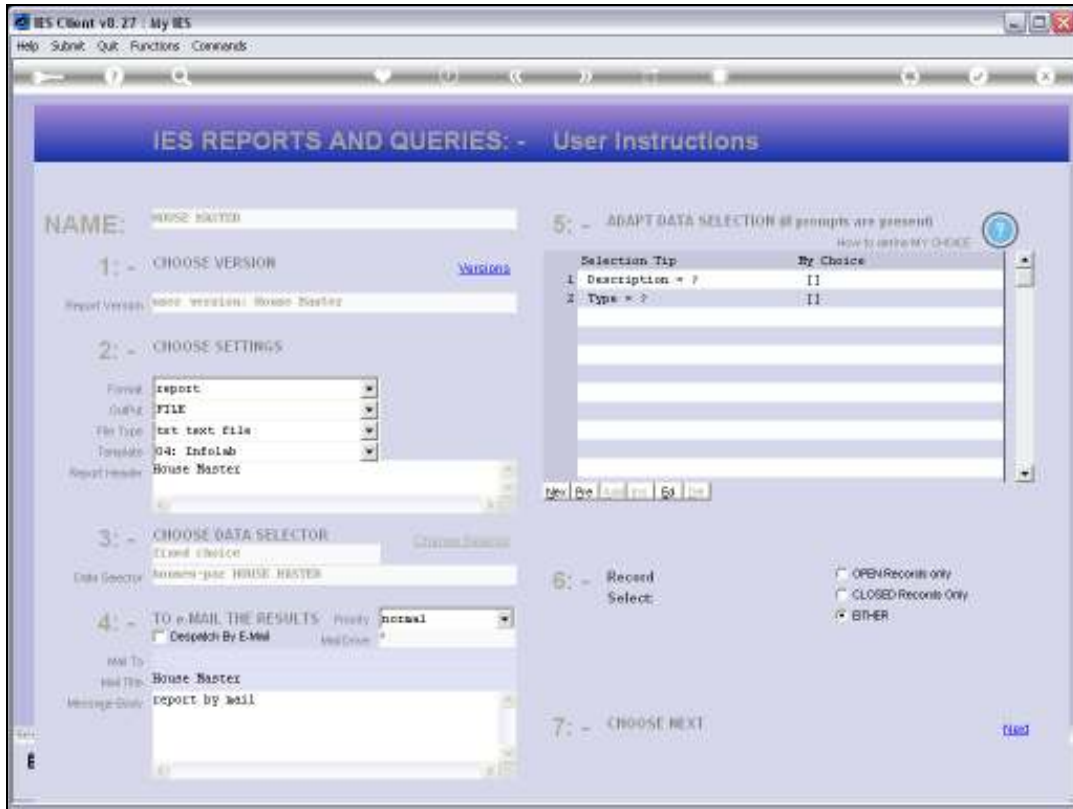


Slide 1

Slide notes: In the event that we maintain Company Housing for Employees, then the House Report will reveal the Houses on register. We find the Report at 'Master File Reports'.



Slide 2
Slide notes:



Slide 3
Slide notes:

IES Client v8.27 : My IES
 Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: HOUSE MASTER

1: - CHOOSE VERSION [Versions](#)
 Report Version: HOUSE MASTER HOUSE MASTER

2: - CHOOSE SETTINGS
 Format: report
 Output: FILE
 File Type: text text file
 Template: 04: Infolab
 Report Header: HOUSE MASTER

3: - CHOOSE DATA SELECTOR [Custom Selectors](#)
 Fixed choice
 Data Selector: HOUSE-MASTER HOUSE MASTER

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

5: - ADAPT DATA SELECTION @ groups are present
 How to use MY CHECK

Selection Tip	By Choice
1 Description = ?	!!
2 Type = >?	!!

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

7: - CHOOSE NEXT [Next](#)

Slide 4

Slide notes: We may select only some Houses if we indicate some description pattern for the selection. Otherwise, the wildcards will select all Houses on the Master Register.



Slide 5
Slide notes:

IES Client v8.27 - My IES

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House Master

Key.....	House Type	House Description.....	Employee Number	Tenant.....	Village...	House Rate
001	N	SELO			001	£24.00
002	N	SELO			002	£24.00
003	N	SELO			003	£24.00
004	N	SELO			004	£24.00
005	N	SELO			005	£24.00
006	N	SELO			006	£24.00
007	N	SELO			007	£24.00
R204	C	SECTION 4			R204	2,029.00
R205	C	SECTION 5			R205	2,029.00
R209	SR	NATHI 2.Q. (SINGLE ROOMS)			R209	87.00
R210/002	N	NATHI CENTRAL		[HDCM/002] SHELL	R210	£24.00
R210/003	N	NATHI CENTRAL			R210	£24.00
R210/007	N	NATHI CENTRAL			R210	£24.00
R211	J	SECTION 15			R211	996.00
R2VP/007B	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/009	N	ESTATES VEHICLE POOL		[R2VP/009] E. R. CONTRACTORS	R2VP	£24.00
R2VP/011	N	ESTATES VEHICLE POOL		[R2VP/011] E. R. CONTRACTORS	R2VP	£24.00
R2VP/019	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/027	N	R2VP/ES			R2VP	£24.00
R2VP/027A	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/028B	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/028E	N	ESTATES VEHICLE POOL			R2VP	£24.00
HDCM/010	N				HDCM	£24.00
HDCM/047	N	GENERAL GROCERY			HDCM	£24.00
HDCM/057	N	TENANT		[HDCM/057] BUTCHERY	HDCM	£24.00
HDCM/063	N	TENANT			HDCM	£24.00
HDCM/079	N				HDCM	£24.00
HDCM/079	N				HDCM	£24.00
HDCM/082	N	SHELL		[HDCM/082] SHELL	HDCM	£24.00
HDCM/083	N	SHELL		[HDCM/083] SHELL	HDCM	£24.00
HDCM/085	N				HDCM	£24.00
HDCM/087	N	Football Club			HDCM	£24.00
HDCM/089	N	Football Club			HDCM	£24.00
HDCM/090	N	Football Club			HDCM	£24.00

Slide 6

Slide notes: And here we have a result for the House Master.

IES Client v8.27 - My IES

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House Master

Key.....	House Type	House Description.....	Employee Number	Tenant.....	Village...	House Rate
001	N	SELO			001	£24.00
002	N	SELO			002	£24.00
003	N	SELO			003	£24.00
004	N	SELO			004	£24.00
005	N	SELO			005	£24.00
006	N	SELO			006	£24.00
007	N	SELO			007	£24.00
R204	C	SECTION 4			R204	2,029.00
R205	C	SECTION 5			R205	2,029.00
R209	SR	NATHI 2.Q. (SINGLE ROOMS)			R209	87.00
R210/002	N	NATHI CENTRAL		[R2CM/002] SHELL	R210	£24.00
R210/003	N	NATHI CENTRAL			R210	£24.00
R210/007	N	NATHI CENTRAL			R210	£24.00
R215	F	SECTION 15			R215	996.00
R2VP/007B	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/009	N	ESTATES VEHICLE POOL		[R2VP/009] E. R. CONTRACTORS	R2VP	£24.00
R2VP/011	N	ESTATES VEHICLE POOL		[R2VP/011] E. R. CONTRACTORS	R2VP	£24.00
R2VP/019	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/027	N	R2VP/E2			R2VP	£24.00
R2VP/027A	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/028B	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2VP/028E	N	ESTATES VEHICLE POOL			R2VP	£24.00
R2CM/010	N				R2CM	£24.00
R2CM/047	N	GENERAL GROCERY			R2CM	£24.00
R2CM/057	N	TENANT		[R2CM/057] BUTCHERY	R2CM	£24.00
R2CM/063	N	TENANT			R2CM	£24.00
R2CM/079	N				R2CM	£24.00
R2CM/079	N				R2CM	£24.00
R2CM/082	N	SHELL		[R2CM/082] SHELL	R2CM	£24.00
R2CM/083	N	SHELL		[R2CM/083] SHELL	R2CM	£24.00
R2CM/085	N				R2CM	£24.00
R2CM/087	N	Football Club			R2CM	£24.00
R2CM/089	N	Football Club			R2CM	£24.00
R2CM/090	N	Football Club			R2CM	£24.00

Slide 7

Slide notes: