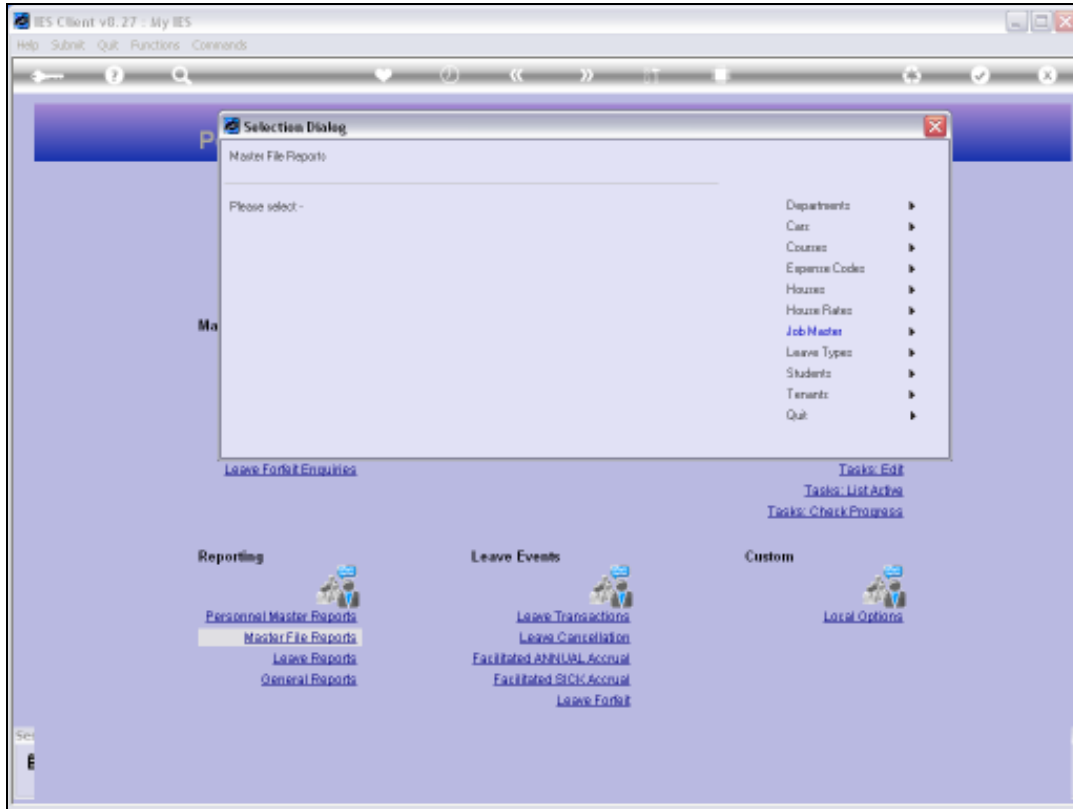
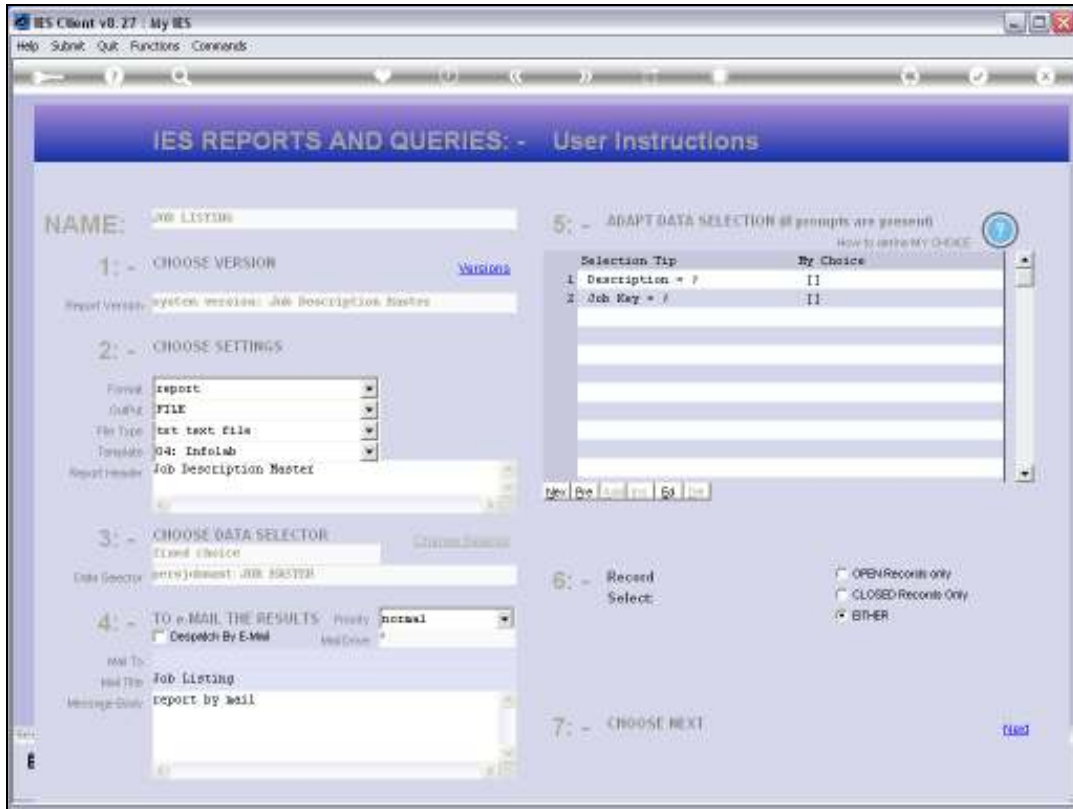


Slide 1

Slide notes: A Listing of Jobs and Job Descriptions on our Company Job Master Register can be found at the 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:

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

2: - CHOOSE SETTINGS
 Format:
 Output:
 File Type:
 Template:
 Report Header:

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)
 Data Selector:

4: - TO e-MAIL THE RESULTS Priority:
 Dispatch By E-Mail
 Mail To:
 Mail Title:
 Message Body:

5: - ADAPT DATA SELECTION (if groups are present)
 How to apply MY CHOICE

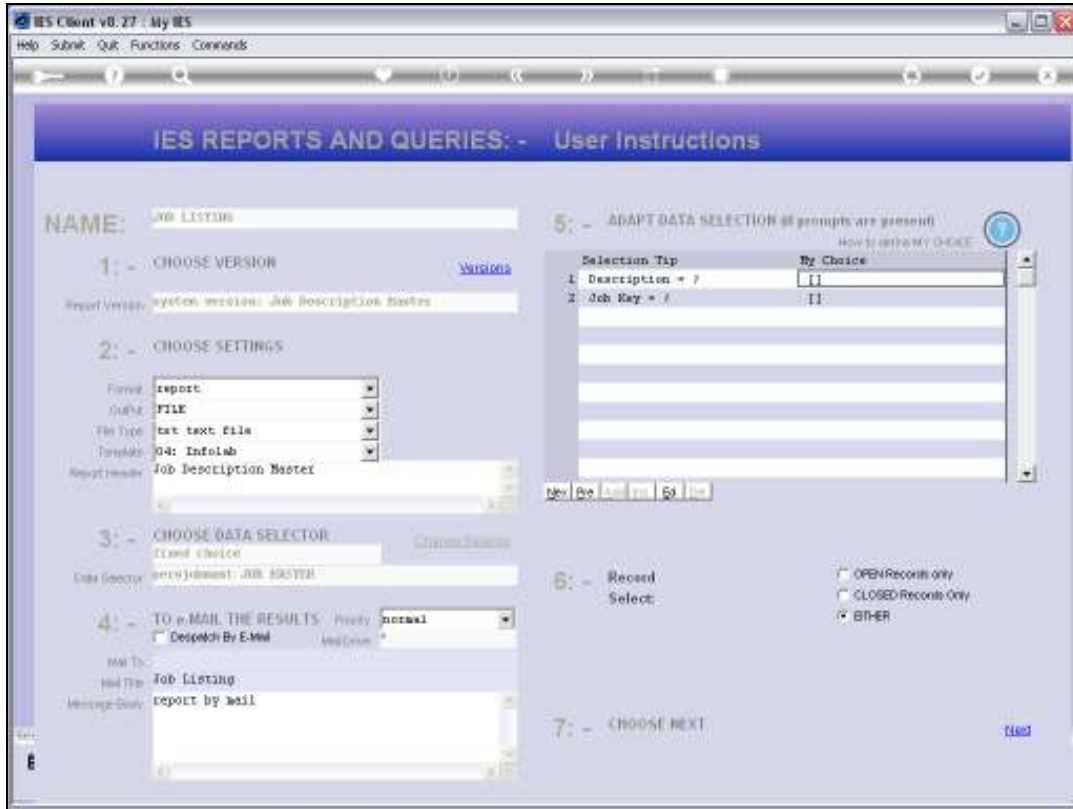
Selection Tip	My Choice
1 Description = *	
2 Job Key = *	

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

7: - CHOOSE NEXT [Next](#)

Slide 4

Slide notes: We can select all Jobs on the Master by using the wildcards, or we can make a partial selection by indicating a Description or Job Key pattern.



Slide 5
Slide notes:

IES Client v8.27 : My IES

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Job Description Master

Key	Description	Department	Grade	Date Done	Describer	Verifier	Analyst
461	BAGGING PLANT ATTENDANT	[FACTORY]		02/07/1996			
462	RAD STAKER	[FACTORY]		02/07/1996			
469	INVENTORY AND WAREHOUSING MANAGER	[INVENTORY AND WAREHOUSING DEPARTMENT]		01/10/1996			
470	STANDARDS OFFICER	[ADMINISTRATION]		05/06/1994	J. BRODEY		J. BRODEY
472	ECONOMIST & PRODUCTIVITY MANAGER	[FINANCE]		25/05/1998	RECHI	FINANCIAL MANAGER	FINANCE
477	MANAGEMENT ACCOUNTANT (AGRICULTURE)	[AGRICULTURE]		12/06/1997	REDDIE J. DLAMINI		
479	CHAIN MAN	[AGRICULTURE]		06/10/1997			
480	PURA ISSUES (HARVESTING)	[AGRICULTURE]		06/10/1997			
490	WAREHOUSING MANAGER	[WAREHOUSE]		12/11/1997	J BRODEY		J BRODEY
491	SAFETY & TRAINING SUPERINTENDENT	[FACTORY]		20/01/1999	H.T. KOTHALO		H.T. KOTHALO
497	WAREHOUSING MANAGER	[ADMINISTRATION]		01/01/1999	J D BRODEY		J D BRODEY
498	COMPUTER HARDWARE CONTROLLER	[ADMINISTRATION]		07/01/1999	TO BE DONE		TO BE DONE
5	SECTION MANAGER	[AGRICULTURE]		25/09/1999			
500	SAFETY AND LOSS CONTROL MANAGER	[ADMINISTRATION]		16/03/1999			
501	MECHANICAL SERVICES MANAGER	[AGRICULTURE]		01/04/1999			
502	JUNIOR SUPPLY ASSISTANT	[IRRIGATION AND SEAMING]		04/09/1999			
507	MILITARY ATTENDANT	[FACTORY]		16/11/1999		D.S. DLAMINI	D.S. DLAMINI
512	PERSONNEL ADMIN. ASST. (JUNIOR STAFF)	[HR]		01/01/1999			
512A	PERSONNEL ASSISTANT (FACTORY)	[FACTORY]		15/01/1999			
519	ACCOUNTANT FACTORY	[FACTORY]		11/01/1999			
521	CONDITIONING PLANT ATTENDANT	[PROCESS]		11/01/1999			H.V. KOTHALO
522	LINE PLANT ASSISTANT	[PROCESS]		15/01/1999		D.S. DLAMINI	
526	EXTRACTION PLANT & ADMIN. MANA	[FACTORY ADMIN.]		05/02/1999	H.R. DLAMINI		H.R. DLAMINI

Slide 6

Slide notes: And here we have a typical result.