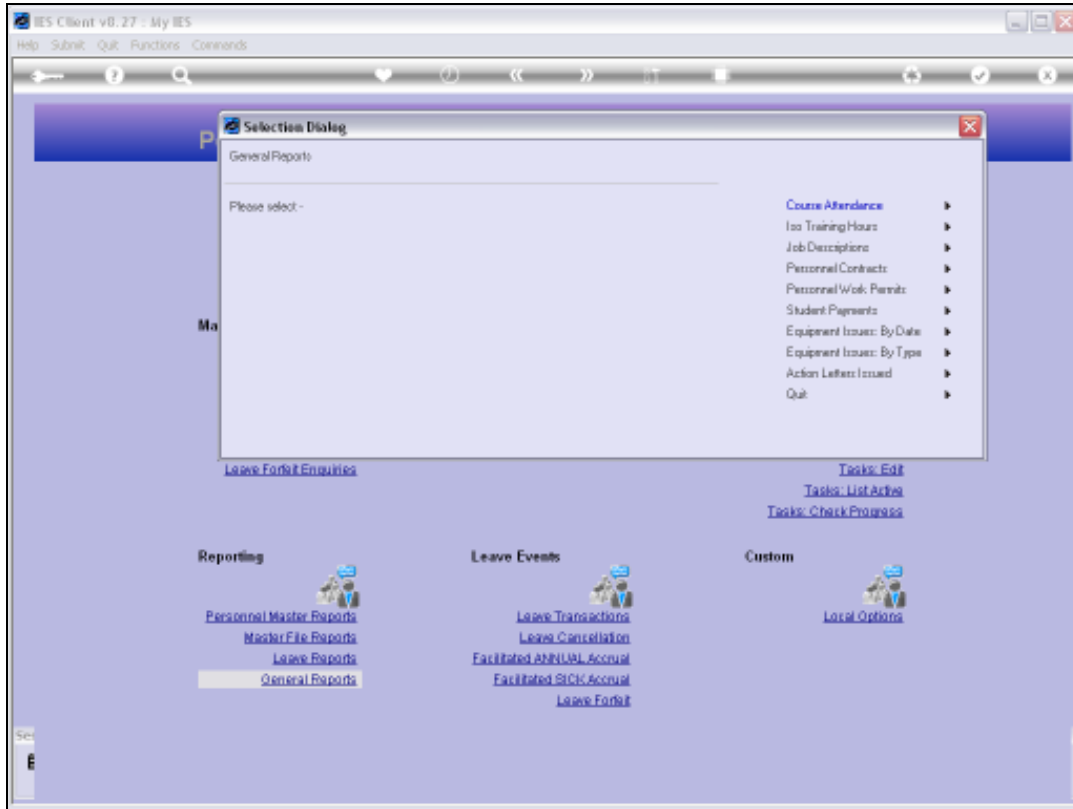


Slide 1

Slide notes: The Report for Course Attendance by Employees can be found at 'General Reports'.



Slide 2
Slide notes:

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

IES REPORTS AND QUERIES: - User Instructions

NAME: COURSE ATTENDANCE MASTER

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

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

3: - CHOOSE DATA SELECTOR [Custom Selection](#)
 Data Selector:

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

5: - ADAPT DATA SELECTION @ groups are present! [How to use MY CHOICE](#)

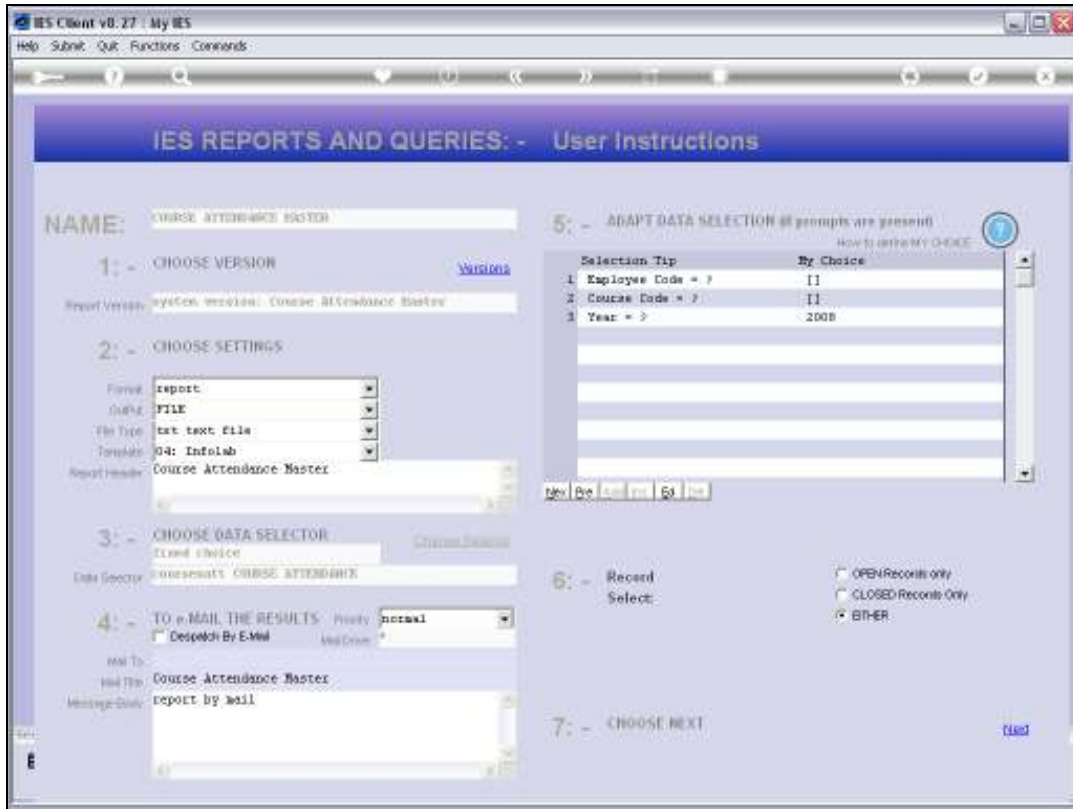
Selection Tip	By Choice
1 Employee Code = ?	
2 Course Code = ?	
3 Year = >	- 2008

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

7: - CHOOSE NEXT [Next](#)

Slide 3

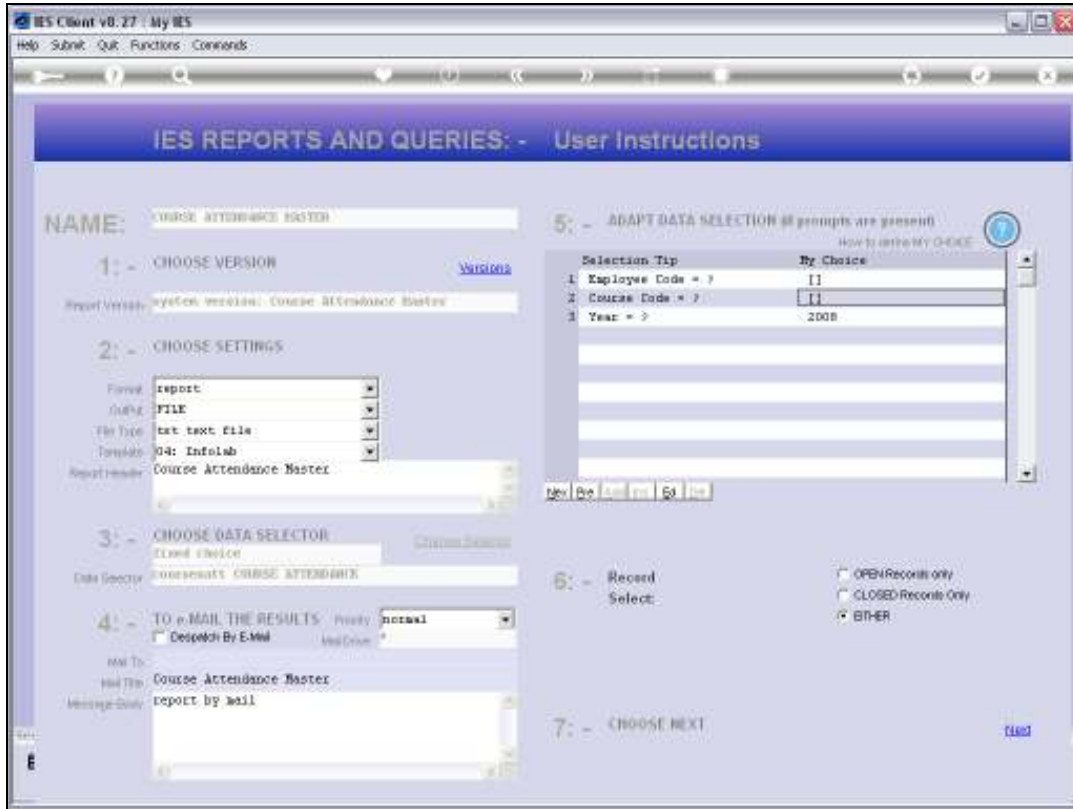
Slide notes: When we select the data to include on the Report, we can include all or only some Employees, all or only some Course Codes and all Years or a specific Year.



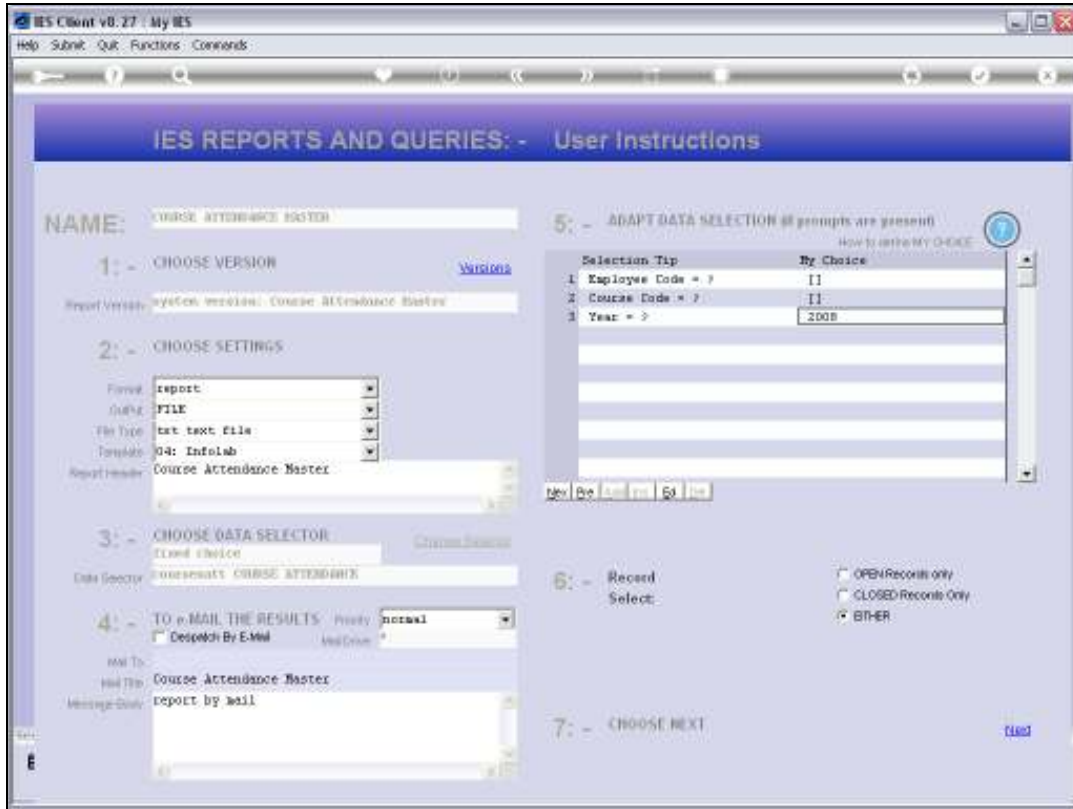
Slide 4
Slide notes:



Slide 5
Slide notes:



Slide 6
Slide notes:



Slide 7
Slide notes:

IES Client v8.27 : My IES
 Help InfoLab Connections Login Logout Companion Wizard How do I DataParts BusinessModules ActionFocus Option Select

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 File Edit Format View Help

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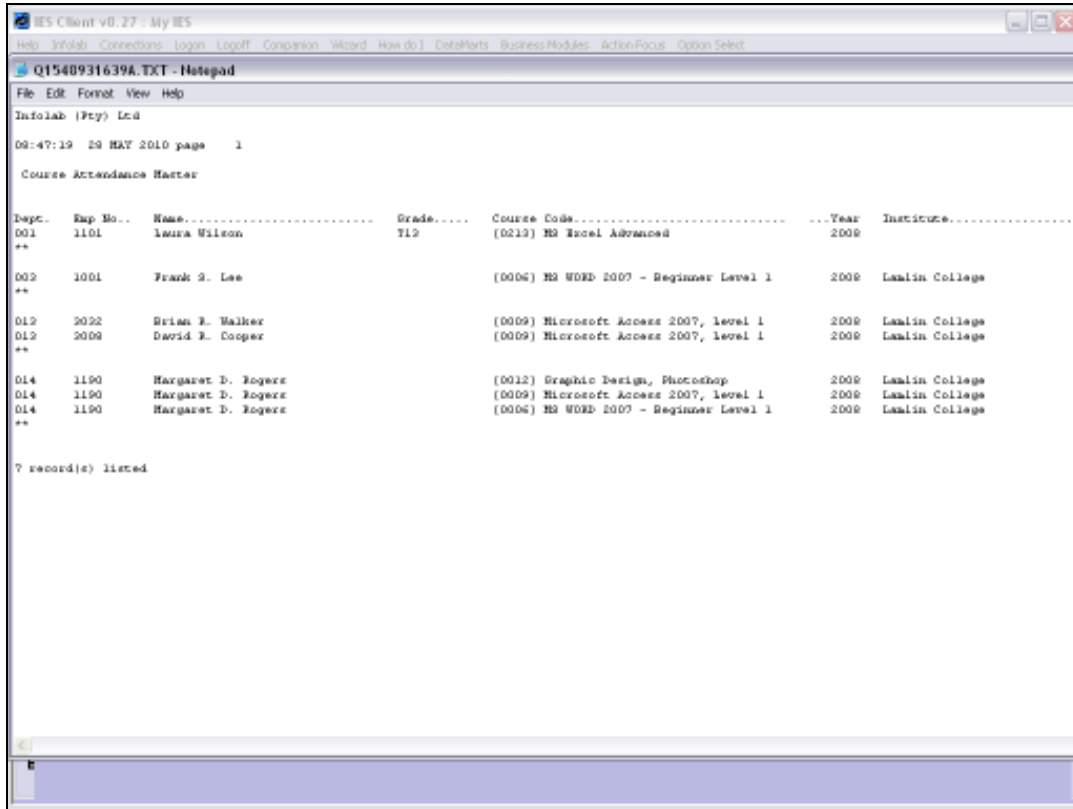
Course Attendance Master

Dept.	Emp No.	Name	Grade	Course Code	Year	Institute
001	1101	Laura Wilson	T12	[0213] MS Excel Advanced	2009	
**						
002	1001	Frank S. Lee		[0006] MS WORD 2007 - Beginner Level 1	2009	Lanlan College
**						
012	2022	Brian E. Walker		[0009] Microsoft Access 2007, Level 1	2009	Lanlan College
012	2009	David E. Cooper		[0009] Microsoft Access 2007, Level 1	2009	Lanlan College
**						
014	1190	Margaret D. Rogers		[0012] Graphic Design, Photoshop	2009	Lanlan College
014	1190	Margaret D. Rogers		[0009] Microsoft Access 2007, Level 1	2009	Lanlan College
014	1190	Margaret D. Rogers		[0006] MS WORD 2007 - Beginner Level 1	2009	Lanlan College
**						

7 record(s) listed

Slide 8

Slide notes: The result is sorted by Employee within Department, but the Report supports User Versions and can also be organized differently if so desired.



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Course Attendance Master

Dept.	Emp No.	Name	Grade	Course Code	Year	Institute
001	1101	Laura Wilson	T12	[0213] MS Excel Advanced	2009	
**						
002	1001	Frank S. Lee		[0006] MS WORD 2007 - Beginner Level 1	2009	Lanlin College
**						
012	2022	Brian E. Walker		[0009] Microsoft Access 2007, Level 1	2009	Lanlin College
012	2009	David E. Cooper		[0009] Microsoft Access 2007, Level 1	2009	Lanlin College
**						
014	1190	Margaret D. Rogers		[0012] Graphic Design, Photoshop	2009	Lanlin College
014	1190	Margaret D. Rogers		[0009] Microsoft Access 2007, Level 1	2009	Lanlin College
014	1190	Margaret D. Rogers		[0006] MS WORD 2007 - Beginner Level 1	2009	Lanlin College
**						

7 record(s) listed

Slide 9
Slide notes: