

Slide notes: The Report options for ISO Training Hours are found at 'General Reports'.







Slide notes: First we look at the Help option.



Slide notes: The ISO Training Hours are available as a report or as an export to Spread Sheet.





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Slide notes: When we use the Export Option, the result can still be produced as a Report listing of what would otherwise be included in the Spread Sheet.









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Slide notes: This is a typical result when we do not specifically state that we want the Query option as the final format.

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Slide notes: Now we will do it again, and then select the Query format for the result.



Slide 12 Slide notes:







Slide notes: For a Spread Sheet result, we need to change the format to 'Query'.



Slide 15 Slide notes:





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Slide notes: Now we have a spreadsheet result.

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Slide notes: Next, we look at the standard Report for ISO hours.

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Slide notes: In this case, we can choose the Date Range, the Department Range, Active or All Employees, and we can also state a minimum number of ISO Hours for an instance of Training to be included in the Report.

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Slide 22 Slide notes:

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Slide 24 Slide notes:



Slide 25 Slide notes:





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| 1004 | Chan lice | [004] | Finance | Non Shift | 0.00 | | |
| 1005 | Reed Robert | [002] | Operational | Non Shift | 0.00 | | |
| 1006 | Peterson Mürarü | [002] | Operational | Operation D | 29.00 | | |
| 1009 | Ward Bric | [002] | Operational | Operation D | 0.00 | | |
| 1011 | Young Kevin | [002] | Operational | Non Shift | 0.00 | | |
| 1019 | Wilson Andrew | [002] | Operational | Operation B | 0.00 | | |
| 1014 | Perez Linda | [003] | Operational | Non Shift | 0.00 | | |
| 1015 | Dook Scott | [002] | Operational | Operation A | 0.00 | | |
| 1016 | White Anthony | [002] | Operational | Operation C | 0.00 | | |
| 1017 | Peterson Dennis | [002] | Operational | Operation A | 0.00 | | |
| 1019 | Burphy Faul | [002] | Operational | Operation D | 29.00 | | |
| 1019 | Green Frank | [002] | Operational | Operation A | 0.00 | | |
| 1020 | Li Hichael | [003] | Operational | Operation B | 0.00 | | |
| 1021 | Young Larry | [003] | Operational | Operation B | 0.00 | | |
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| 1024 | Morris Remeth | [DT2] | General Affairs | Non Shift | 0.00 | | |
| 1026 | Adams Anthony | [003] | Operational | Operation A | 0.00 | | |
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| 1037 | Balana Jana | [003] | Operational | Operation A | 0.00 | | |
| 10.40 | Marrin Jose | [003] | Operational | Operation A | 0.00 | | |
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| 1046 | Cox Prime | [002] | Operational | Operation D | 0.00 | | |
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| 1051 | Perez Anthony | [003] | Operational | Operation D | 0.00 | | |
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Slide notes: In this case, our result includes ISO Hours greater or equal to zero, and therefore we have Employees with zero ISO Hours included in the Report.

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Slide notes: At the end of the Report, we have an analysis by Department, and we also have an analysis by percentage of Employees with certain ranges of ISO Hours Training.

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| SLOI Reed Christopher | [D19] Operational | 0.00 | |
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Slide 30 Slide notes: