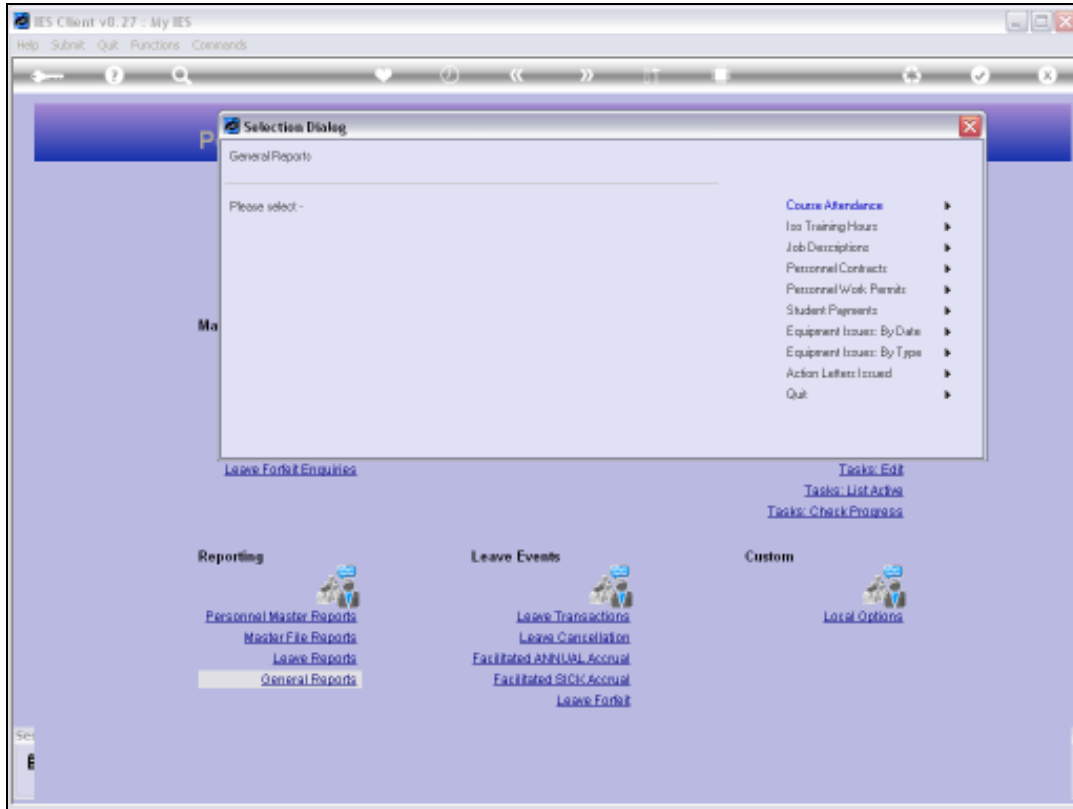
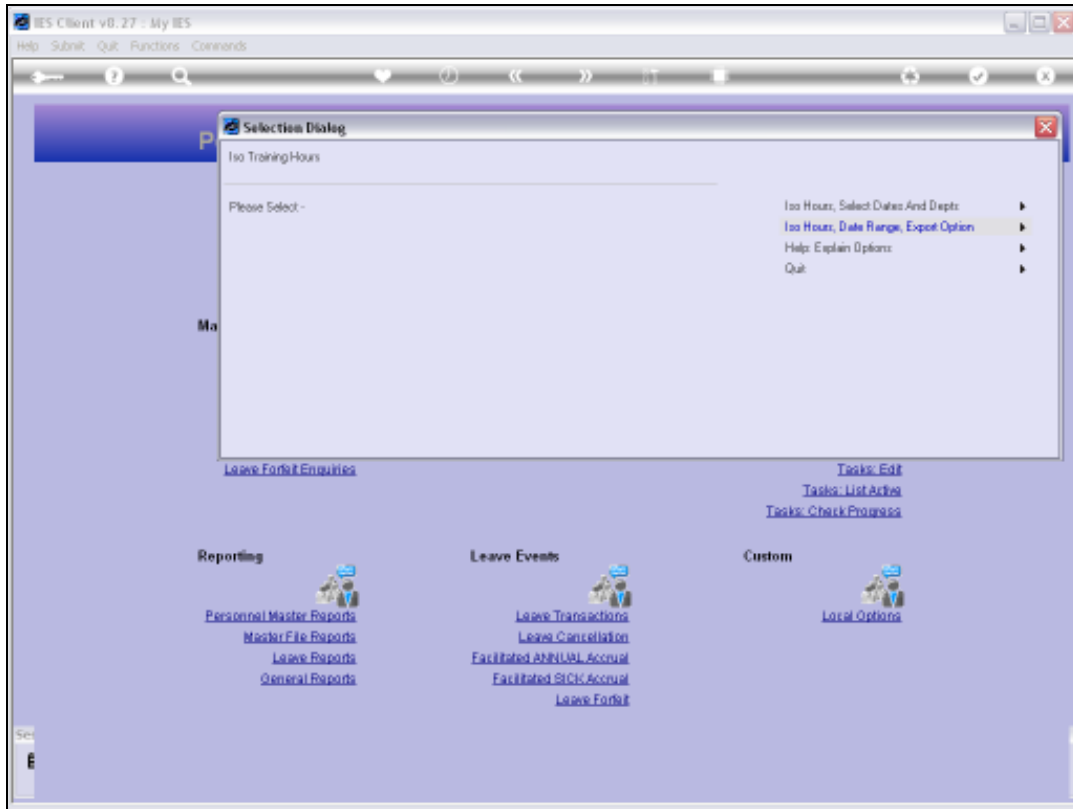


Slide 1

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

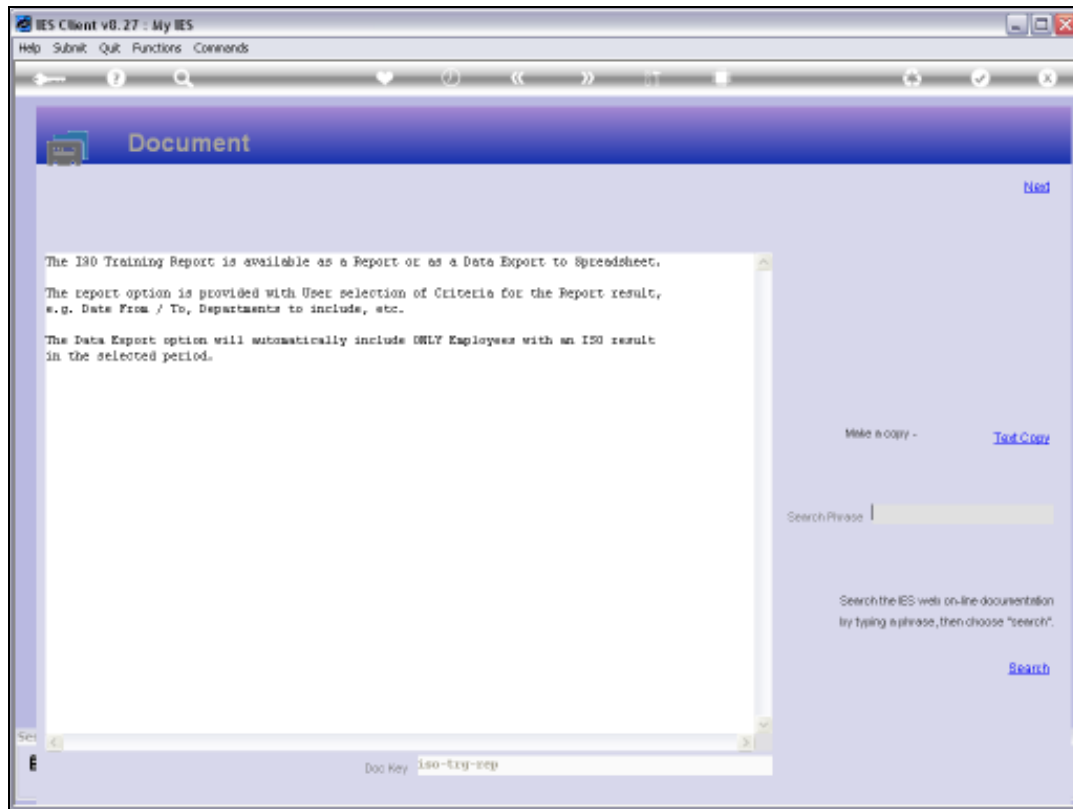


Slide 2
Slide notes:



Slide 3

Slide notes: First we look at the Help option.

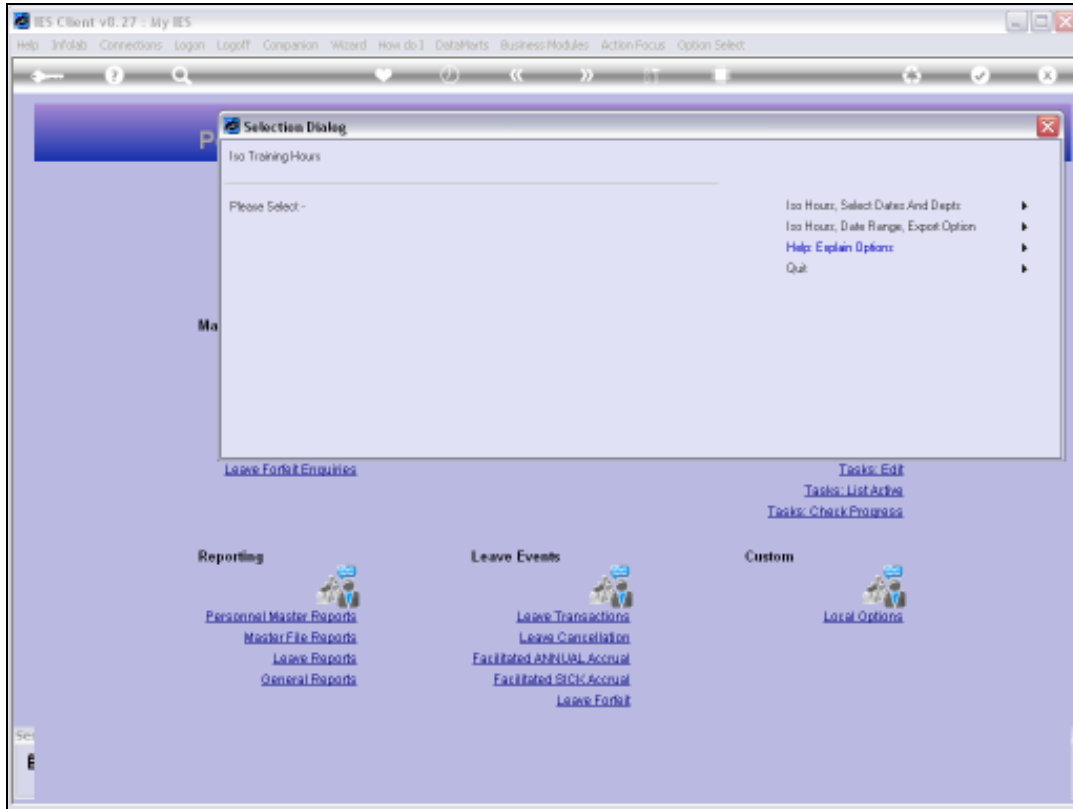


Slide 4

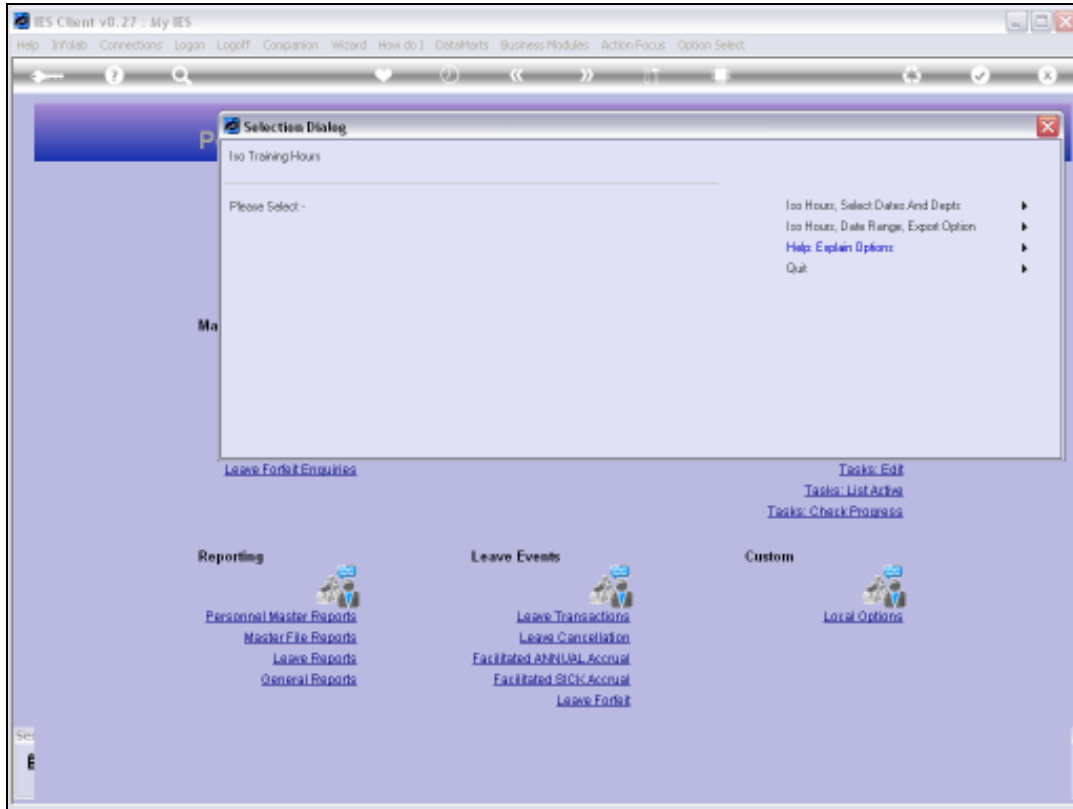
Slide notes: The ISO Training Hours are available as a report or as an export to Spread Sheet.



Slide 5
Slide notes:



Slide 6
Slide notes:

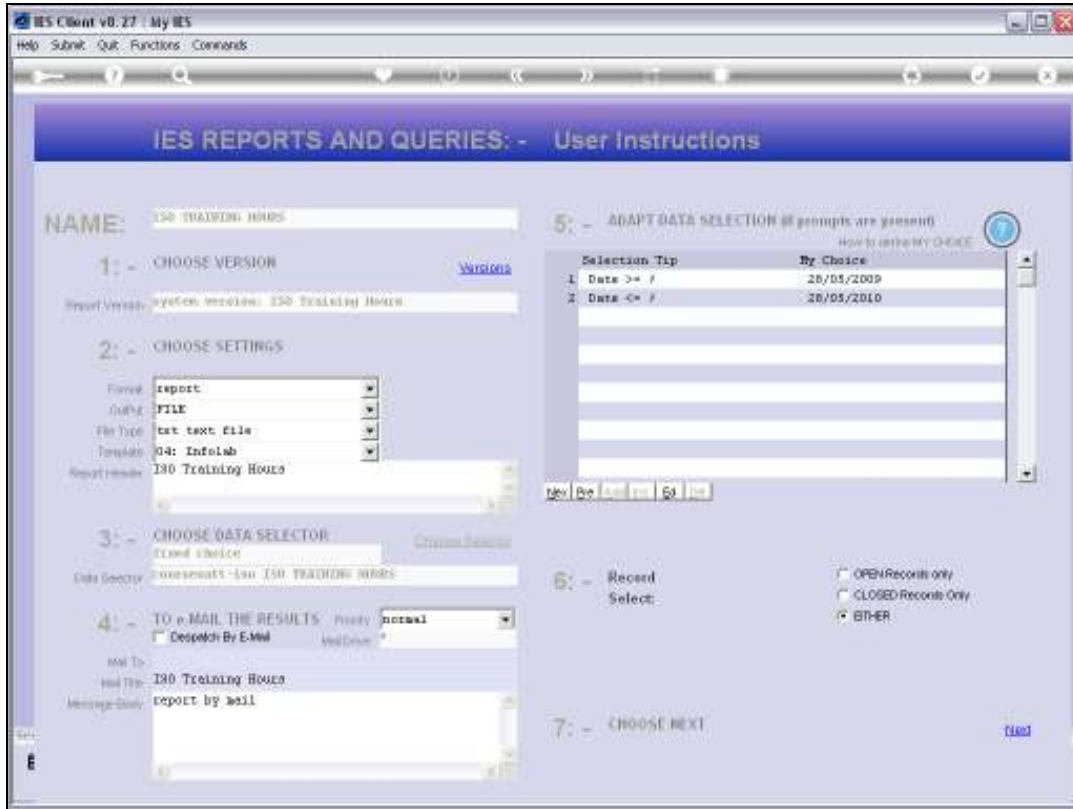


Slide 7

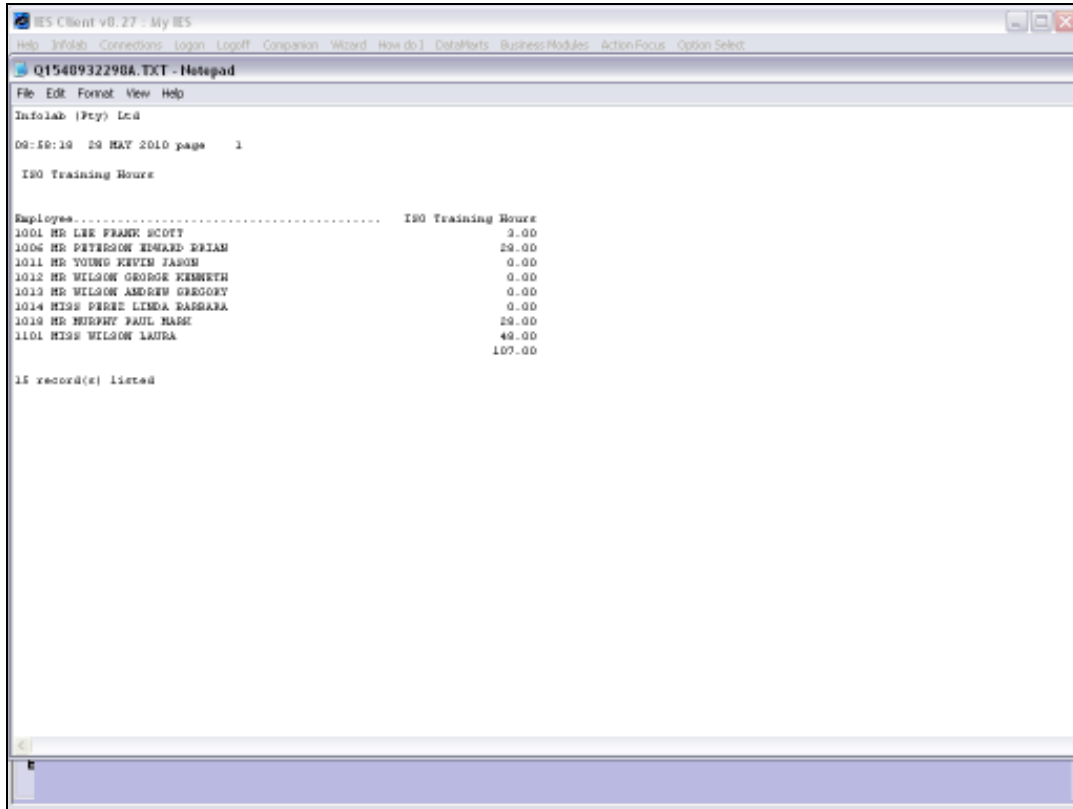
Slide notes: When we use the Export Option, the result can still be produced as a Report listing of what would otherwise be included in the Spread Sheet.



Slide 8
Slide notes:

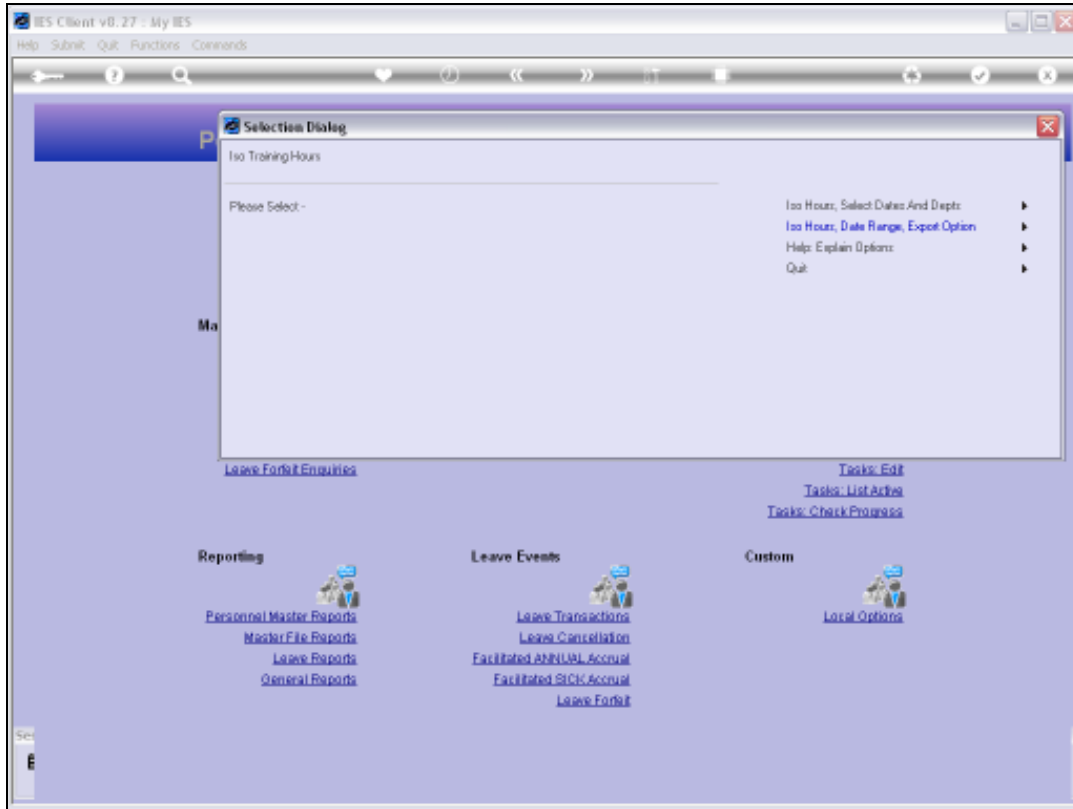


Slide 9
Slide notes:



Slide 10

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



Slide 11

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



Slide 12
Slide notes:



Slide 13
Slide notes:

IES Client v8.27 - My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: 130 TRAINING HOURS

1: - CHOOSE VERSION [Versions](#)
 Report Version: System version: 130 Training Hours

2: - CHOOSE SETTINGS
 Format: report
 Output: report
 File Type: query
 Template: 04: Infolab
 Report Header: 130 Training Hours

3: - CHOOSE DATA SELECTOR [Custom Selection](#)
 Fixed choice
 Data Selector: Consensoft - 130 TRAINING HOURS

4: - TO e-MAIL THE RESULTS Priority: normal
 Dispatch By E-Mail Add/Remove
 Mail To: 130 Training Hours
 Mail Title: report by mail
 Message Body:

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

Selection.Tip	My Choice
1 Data >= F	26/05/2009
2 Data <= F	26/05/2010

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

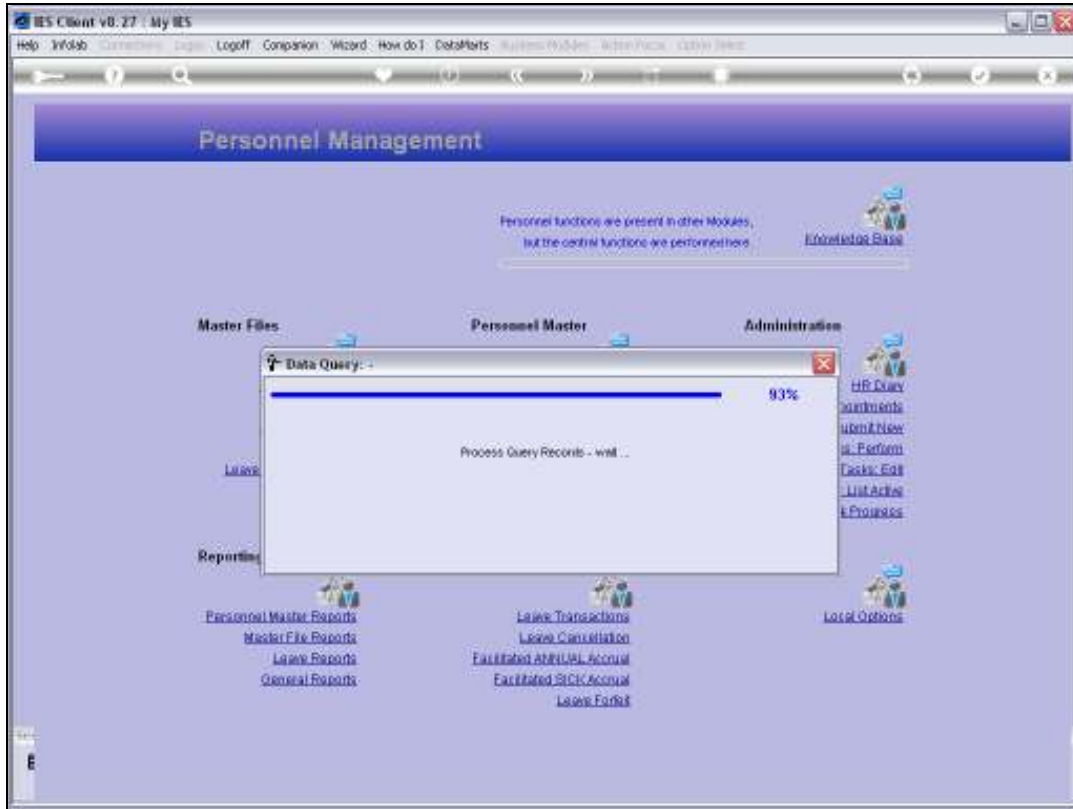
7: - CHOOSE NEXT [Next](#)

Slide 14

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



Slide 15
Slide notes:



Slide 16

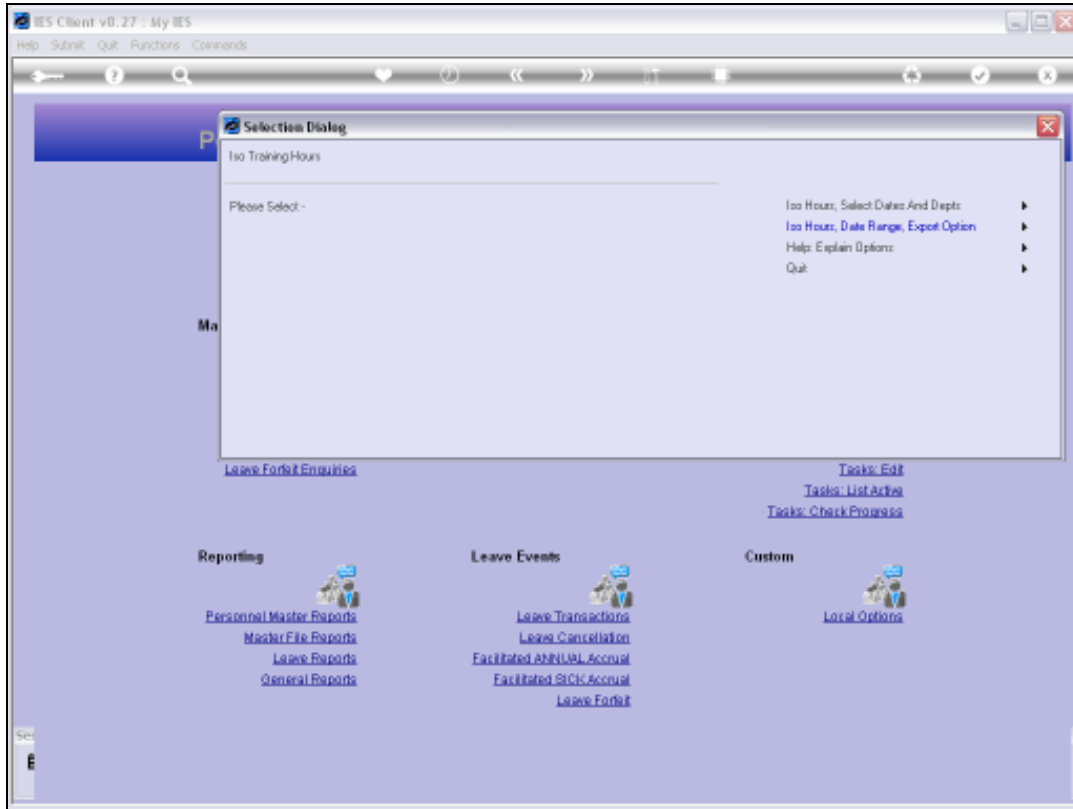
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee		ISO Training Hours										
2	1001 MR LEE FRANK SCOTT		3										
3	1006 MR PETERSON EDWARD BRIAN		28										
4	1018 MR MURPHY PAUL MARK		28										
5	1101 MISS WILSON LAURA		24										
6	1101 MISS WILSON LAURA		24										
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													

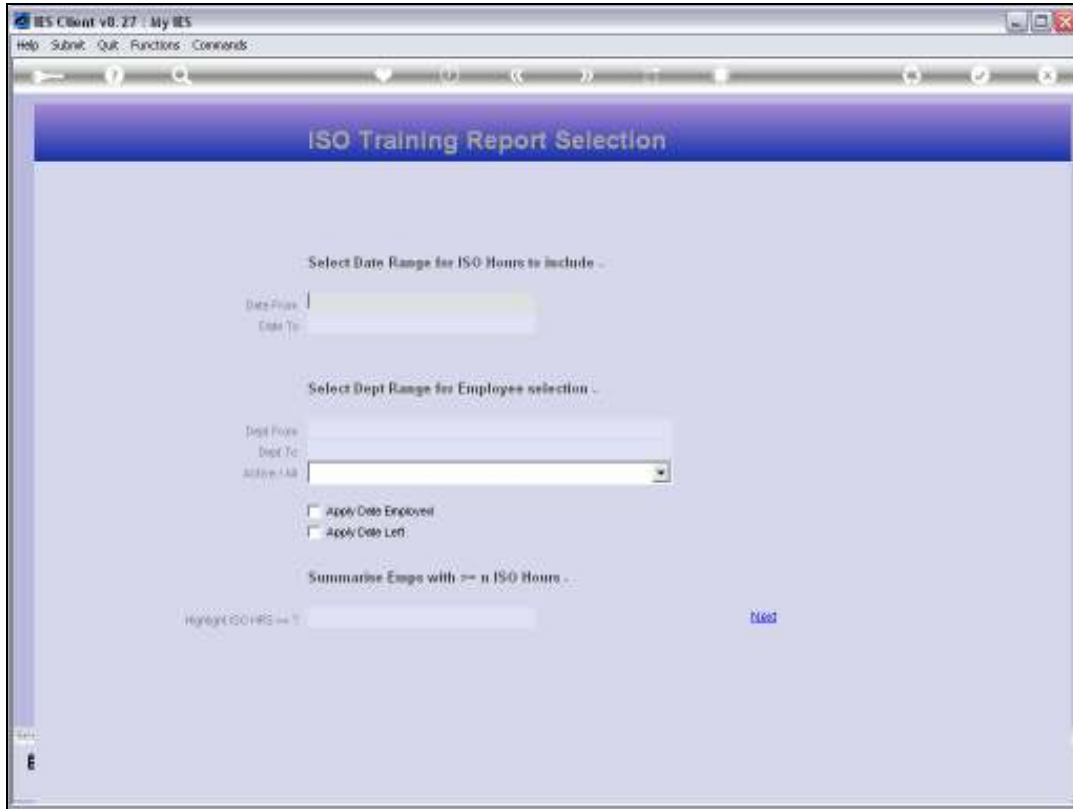
Slide 17

Slide notes: Now we have a spreadsheet result.



Slide 18

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



Slide 19

Slide notes:

IES Client v8.27 : My IES

Help Submit Quit Functions Commands

ISO Training Report Selection

Select Date Range for ISO Hours to include -

Date From: 28/05/2009
Date To: 28/05/2010

Select Dept Range for Employee selection -

Dept From: 001 Personnel
Dept To: 020 Operational
Active / All: Active Employees

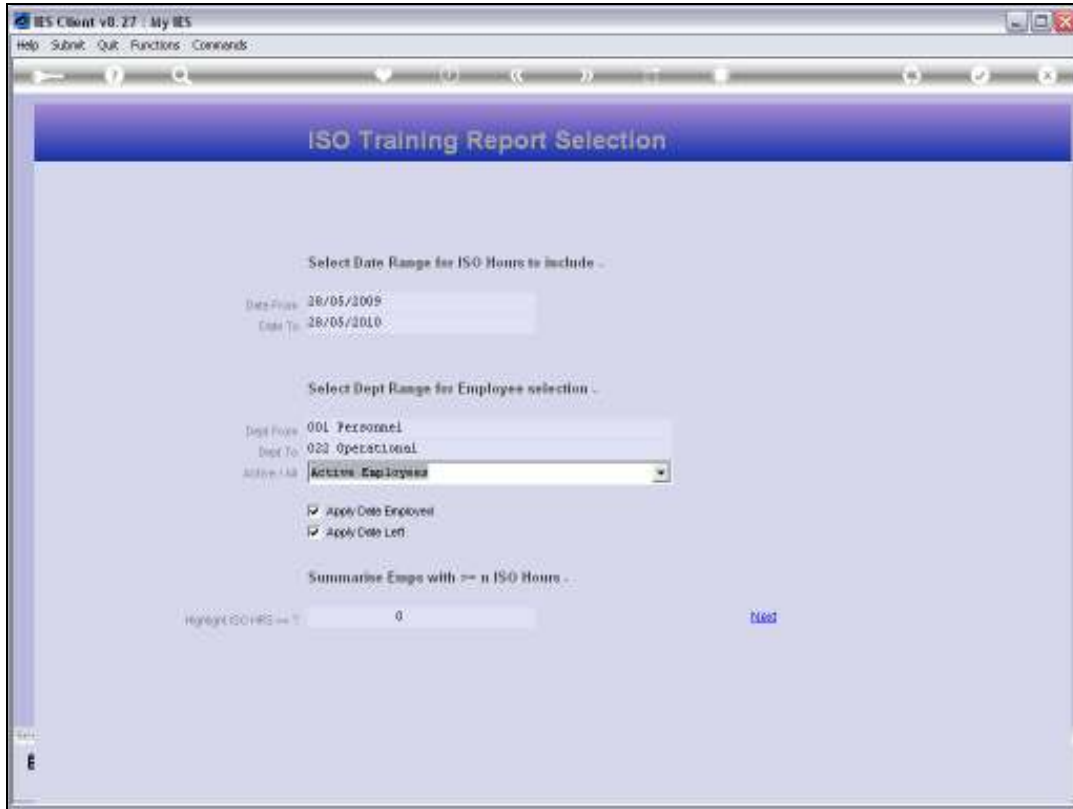
Apply Date Employed
 Apply Date Left

Summarise Emgs with >= n ISO Hours -

Minimum ISO Hrs => 0 [Next](#)

Slide 20

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.



Slide 21

Slide notes:

IES Client v8.27 - My IES
Help Submit Quit Functions Commands

ISO Training Report Selection

Select Date Range for ISO Hours to include -

Date From: 26/05/2009
Date To: 26/05/2010

Select Dept Range for Employee selection -

Dept From: 001 Personnel
Dept To: 020 Operational
Active Employees: Active Employees

Apply Data Employed
 Apply Data Left

Summarise Emgs with >= n ISO Hours -

Minimum ISO Hrs = 0 [Next](#)

Slide 22

Slide notes:



Slide 23

Slide notes:

IES Client v8.27 - My IES

Help Submit Quit Functions Commands

ISO Training Report Selection

Select Date Range for ISO Hours to include -

Date From: 26/05/2009
Date To: 26/05/2010

Select Dept Range for Employee selection -

Dept From: 001 Personnel
Dept To: 020 Operational
Active List: Active Employees

Apply Date Employed
 Apply Date Left

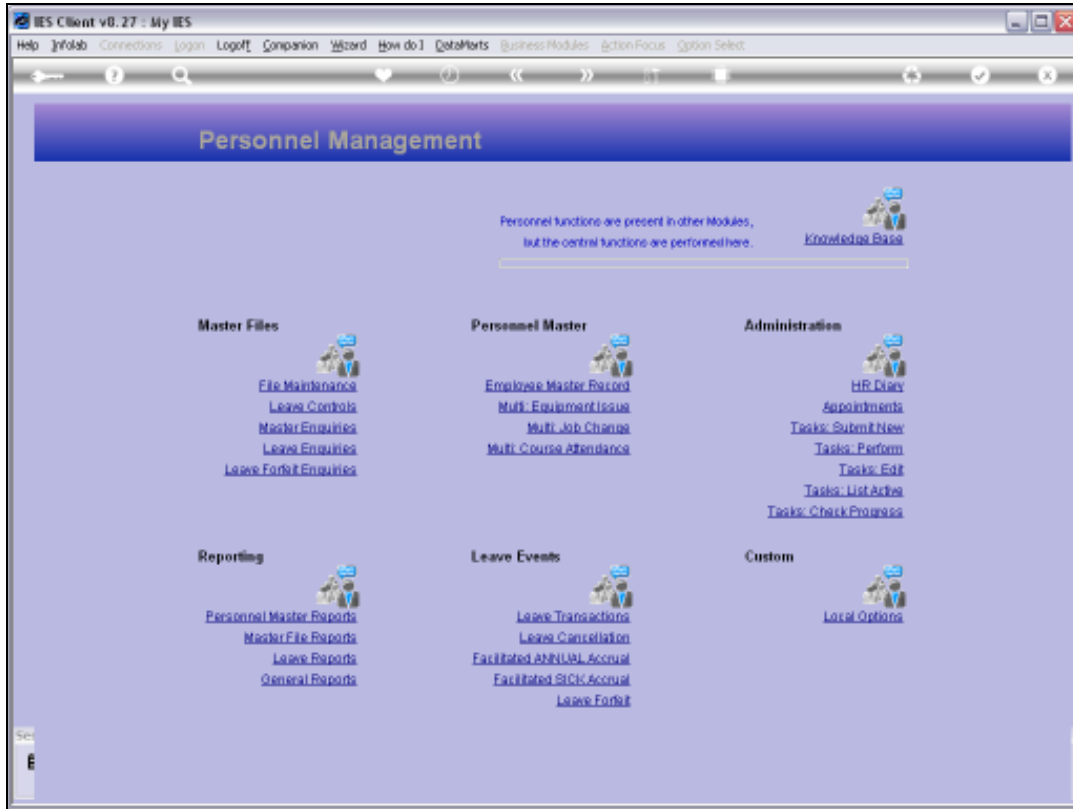
Summarise Empls with >= n ISO Hours -

Highlight CO-HRS => 0

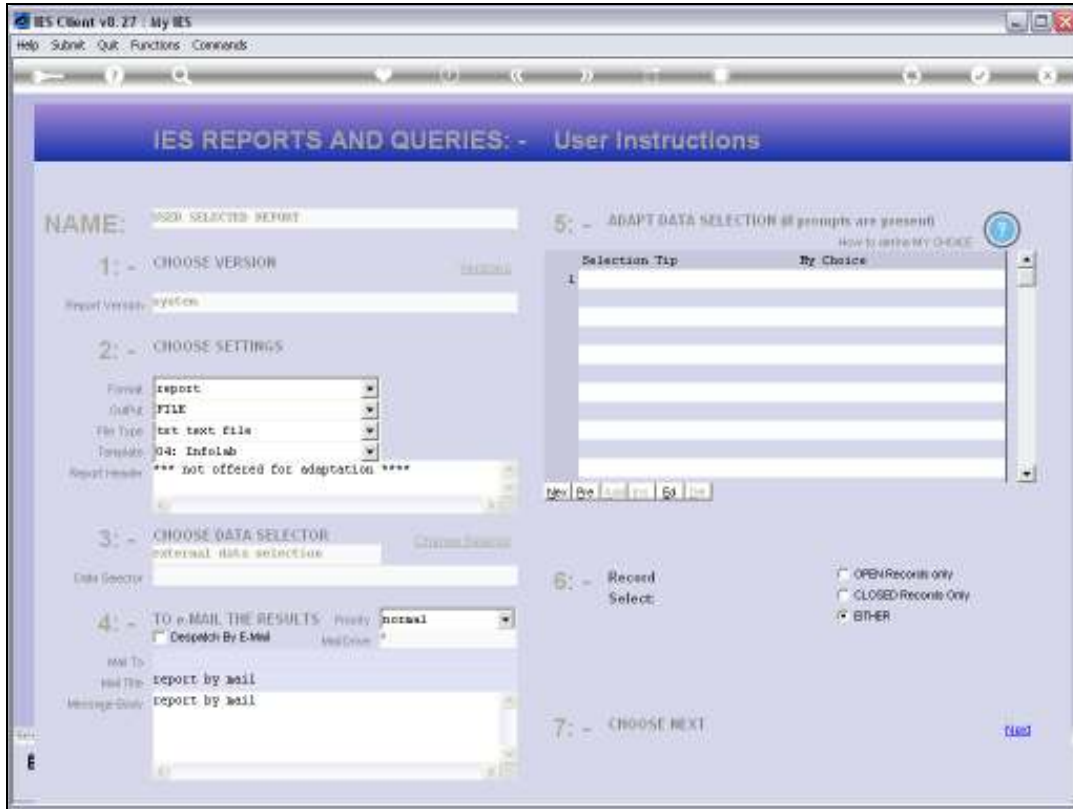
Next

Slide 24

Slide notes:



Slide 25
Slide notes:



Slide 26

Slide notes:

IES Client v8.27 - My IES

T1548932518.TXT - Notepad

120 Training Hours from 29 MAY 2009 to 29 MAY 2010 for Depte 001 to 022.

Employee	Name	Department	Shift	ISO Hours
1001	Lee Frank	(002) Operational	Non Shift	3.00
1004	Chan Lisa	(004) Finance	Non Shift	0.00
1005	Reed Robert	(002) Operational	Non Shift	0.00
1006	Peterson Edward	(002) Operational	Operation D	29.00
1008	Ward Eric	(002) Operational	Operation D	0.00
1011	Young Kevin	(002) Operational	Non Shift	0.00
1013	Wilson Andrew	(002) Operational	Operation B	0.00
1014	Perez Linda	(002) Operational	Non Shift	0.00
1015	Cook 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
1018	Murphy Paul	(002) Operational	Operation D	29.00
1019	Green Frank	(002) Operational	Operation A	0.00
1020	Li Michael	(002) Operational	Operation B	0.00
1021	Young Larry	(002) Operational	Operation B	0.00
1023	Jones James	(002) Operational	Operation C	0.00
1024	Morris Kenneth	(017) General Affairs	Non Shift	0.00
1025	Adams Anthony	(002) Operational	Operation A	0.00
1027	Rodriguez Joseph	(002) Operational	Operation D	0.00
1028	Brown Daniel	(002) Operational	Operation B	0.00
1029	Green Jerry	(002) Operational	Operation D	0.00
1030	Young Thomas	(002) Operational	Operation C	0.00
1031	Harris Ronald	(002) Operational	Operation C	0.00
1032	Howard Donna	(002) Operational	Non Shift	0.00
1033	Perez Ruth	(002) Operational	Non Shift	0.00
1035	Anderson Gregory	(002) Operational	Operation D	0.00
1037	Turner Anthony	(002) Operational	Operation A	0.00
1039	Melson Jason	(002) Operational	Operation A	0.00
1040	Martin Jose	(002) Operational	Operation C	0.00
1041	Li James	(002) Operational	Operation B	0.00
1042	Cook Jerry	(002) Operational	Operation D	0.00
1044	Martinez Larry	(002) Operational	Operation A	0.00
1045	Baird Walter	(002) Operational	Operation C	0.00
1046	Cox Brian	(002) Operational	Operation D	0.00
1047	Lewis Steven	(002) Operational	Operation A	0.00
1048	Williams Joseph	(002) Operational	Operation C	0.00
1051	Perez Anthony	(002) Operational	Operation D	0.00

Slide 27

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.

T1548932518.TXT - Notepad

File Edit Format View Help

0099	Bonard Scott	[010] Operational	0.00
0099	Gonzalez Jerry	[010] Operational	0.00
S100	Mitchell Frank	[010] Operational	0.00
S101	Reed Christopher	[010] Operational	0.00
S102	Walker William	[010] Operational	0.00
S103	From Frank	[010] Operational	0.00
S104	Hall Joseph	[010] Operational	0.00
S107	Tremblay Andrew	[010] Operational	0.00
S108	Carter Andrew	[010] Operational	0.00
S109	Dell Donald	[010] Operational	0.00
S110	Collins Hutchau	[010] Operational	0.00
S111	Phillips Donald	[010] Operational	0.00
S223	Gonzalez Christopher	[010] Operational	0.00

Summary: By Dept: Rpts with ISO == 0

[019] Operational	92
[013] Security	18
[011] Engineering	90
[014] Secretarial	1
[017] Information Technology	5
[001] Personnel	6
[015] General Affairs	1
[004] Finance	7
[002] Operational	226

ISO Summary for 466 Employees

ISO	Rpts	% of Tot Rpts
0 +	3	0.64
7 +	0	0.00
6 +	0	0.00
5 +	0	0.00
4 +	0	0.00
3 +	1	0.21
2 +	0	0.00
1 +	0	0.00
0 +	462	99.14

Slide 28

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.

T1548932518.TXT - Notepad

Emp	Edt	Prvnt	View	Hisb
0099	Howard Scott	[010]	Operational	0.00
0099	Gonzalez Jerry	[010]	Operational	0.00
S100	Mitchell Frank	[010]	Operational	0.00
S101	Reed Christopher	[010]	Operational	0.00
S102	Walker William	[010]	Operational	0.00
S103	From Frank	[010]	Operational	0.00
S104	Hall Joseph	[010]	Operational	0.00
S107	Tremblay Andrew	[010]	Operational	0.00
S108	Carter Andrew	[010]	Operational	0.00
S109	Dell Donald	[010]	Operational	0.00
S110	Collins Matthew	[010]	Operational	0.00
S111	Phillips Donald	[010]	Operational	0.00
S223	Gonzalez Christopher	[010]	Operational	0.00

Summary: By Dept: Dept with T30 != 0

[019]	Operational	92
[013]	Security	18
[011]	Engineering	90
[014]	Secretarial	1
[017]	Information Technology	5
[001]	Personnel	4
[015]	General Affairs	1
[004]	Finance	7
[002]	Operational	226

T30 Summary for 466 Employees

T30	Emps	% of Tot Emps
0 +	3	0.64
7 +	0	0.00
6 +	0	0.00
5 +	0	0.00
4 +	0	0.00
2 +	1	0.21
2 +	0	0.00
1 +	0	0.00
0 +	462	99.14

Slide 29
Slide notes:

T1548932518.TXT - Notepad

Emp	Edt	Prvnt	View	His		
0099	Howard	Scott			[010] Operational	0.00
0099	Gonzalez	Jerry			[010] Operational	0.00
S100	Mitchell	Frank			[010] Operational	0.00
S101	Reed	Christopher			[010] Operational	0.00
S102	Walker	William			[010] Operational	0.00
S103	From	Frank			[010] Operational	0.00
S104	Hall	Joseph			[010] Operational	0.00
S107	Tremblay	Andrew			[010] Operational	0.00
S108	Carter	Andrew			[010] Operational	0.00
S109	Dell	Donald			[010] Operational	0.00
S110	Collins	Hatchau			[010] Operational	0.00
S111	Phillips	Donald			[010] Operational	0.00
S223	Gonzalez	Christopher			[010] Operational	0.00

Summary: By Dept: Rpts with T30 == 0

Dept	Count
[010] Operational	92
[013] Security	18
[011] Engineering	90
[014] Secretarial	1
[017] Information Technology	5
[001] Personnel	4
[015] General Affairs	1
[004] Finance	7
[002] Operational	226

T30 Summary for 466 Employees

T30	Rpts	% of Tot Rpts
0 +	3	0.64
7 +	0	0.00
6 +	0	0.00
5 +	0	0.00
4 +	0	0.00
2 +	1	0.21
2 +	0	0.00
1 +	0	0.00
0 +	462	99.14

Slide 30
Slide notes: