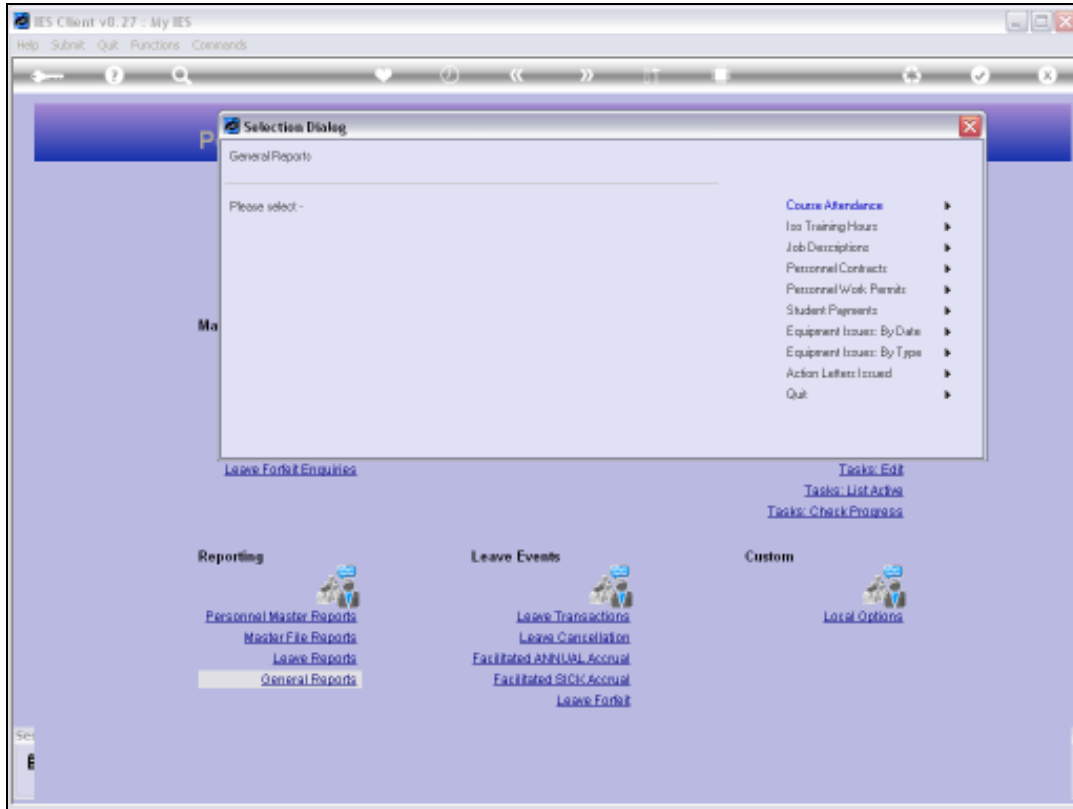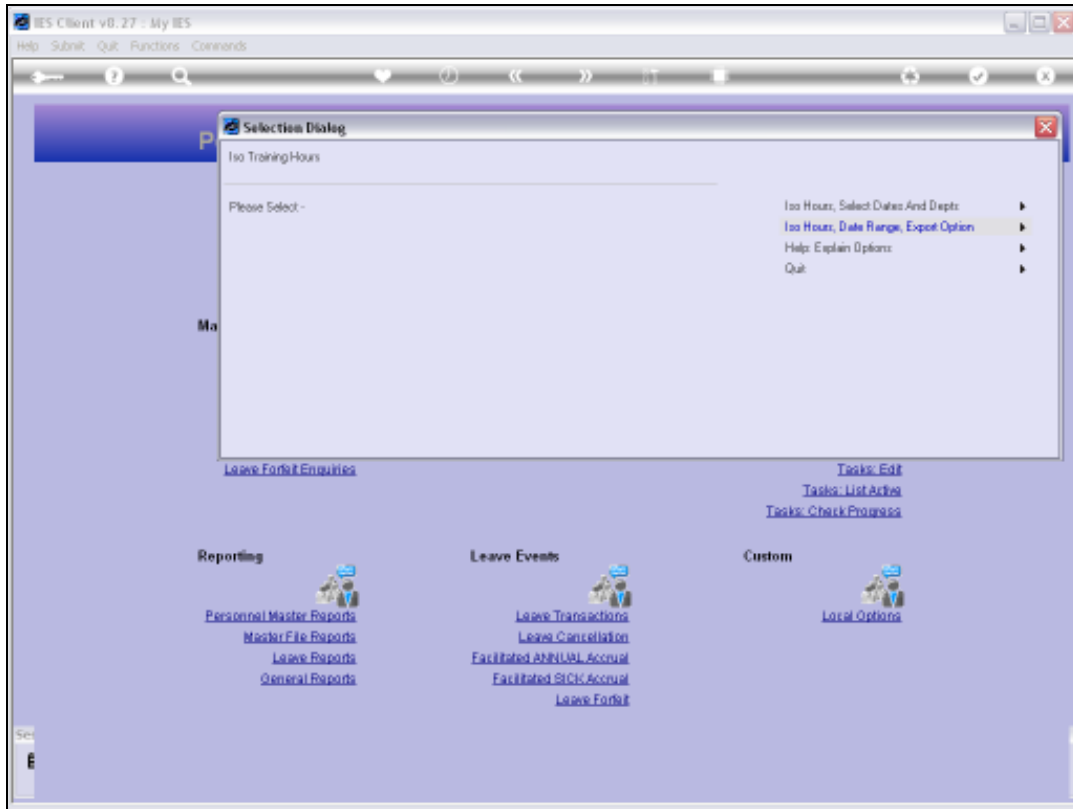Slide 1

Slide notes: The Report options for ISO Training Hours are found at 'General Reports'.
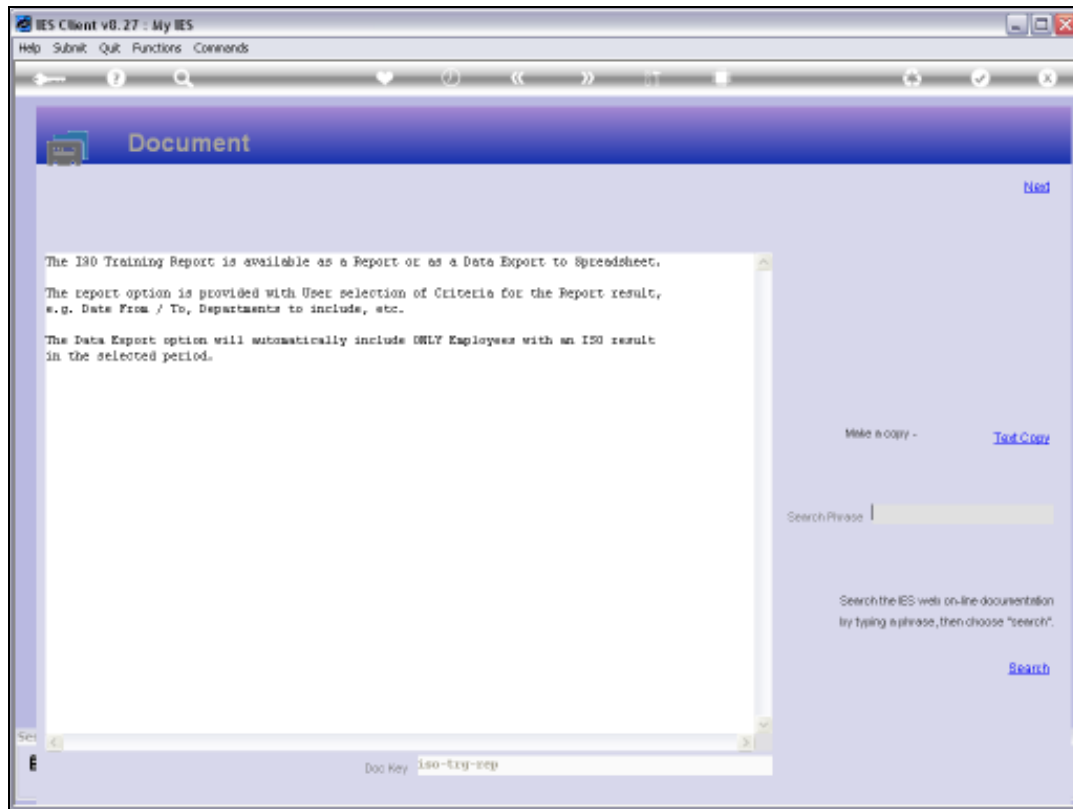
Slide 2
Slide notes:

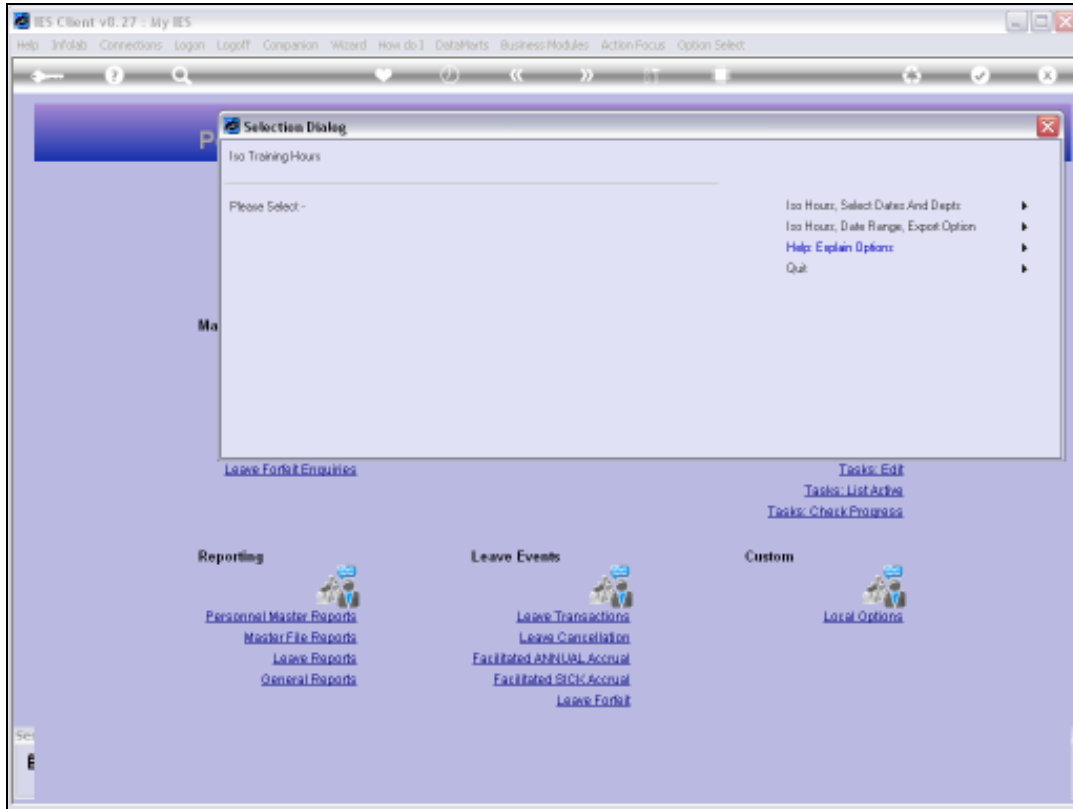Slide 3

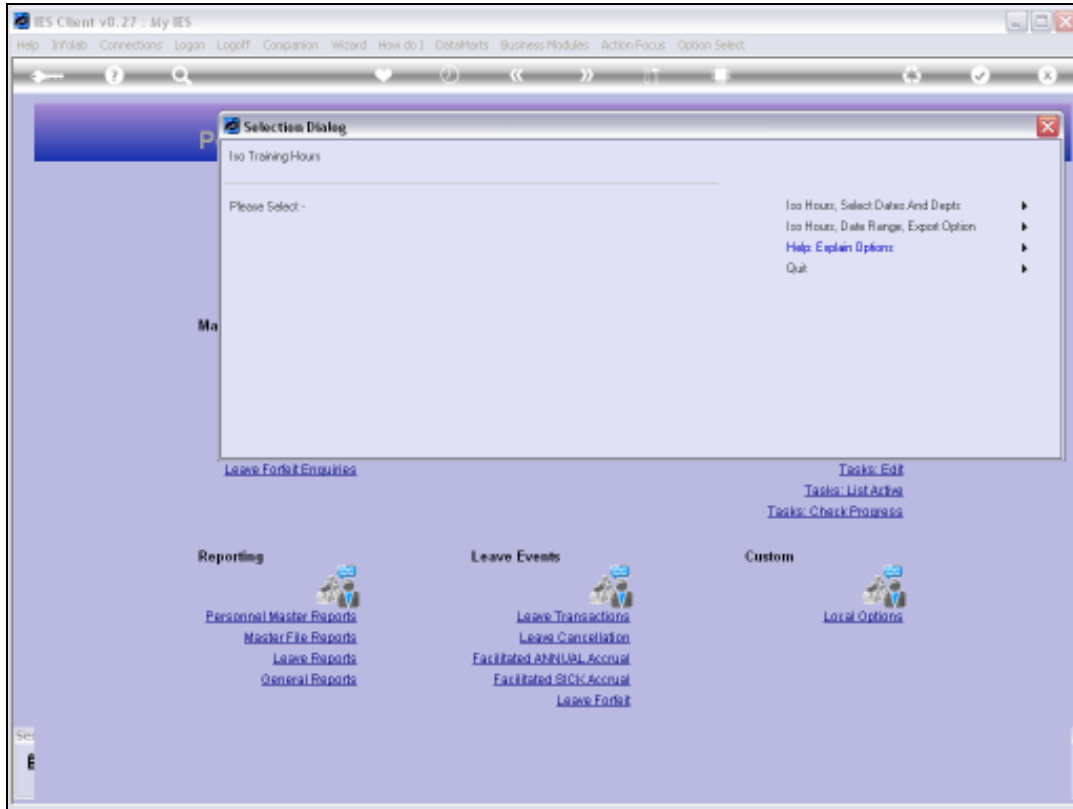Slide notes: First we look at the Help option.

Slide 4

Slide notes: The ISO Training Hours are available as a report or as an export to Spread Sheet.
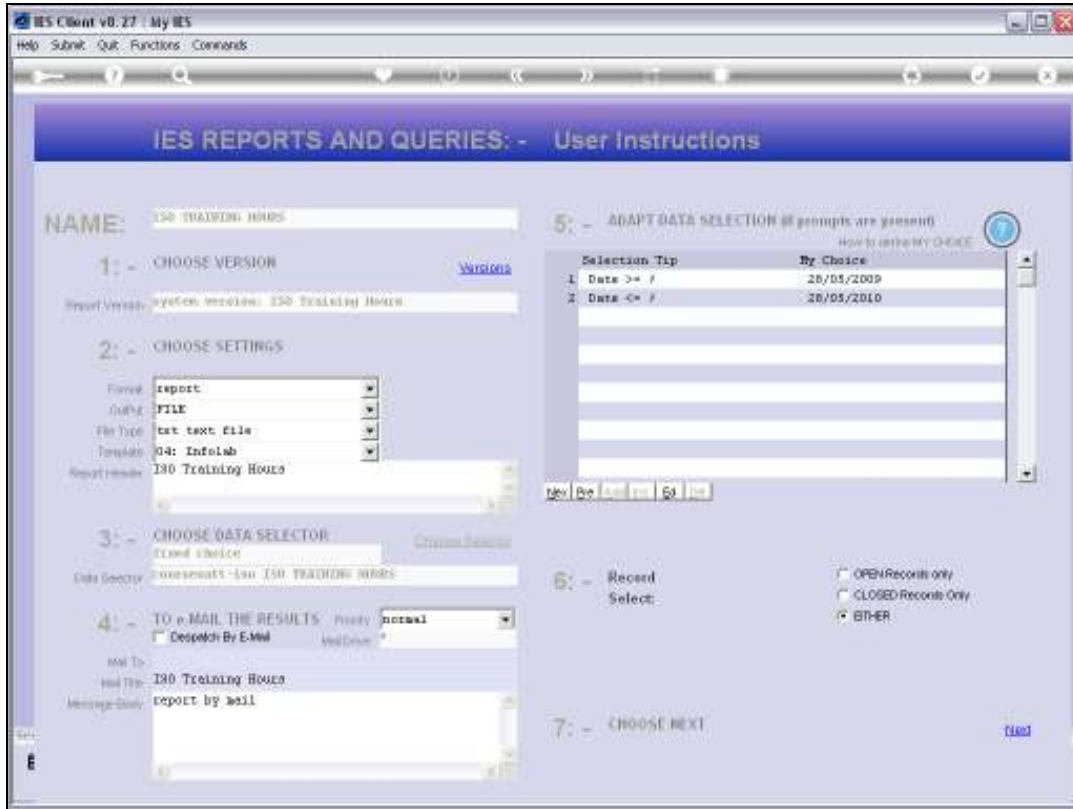
Slide 5
Slide notes:
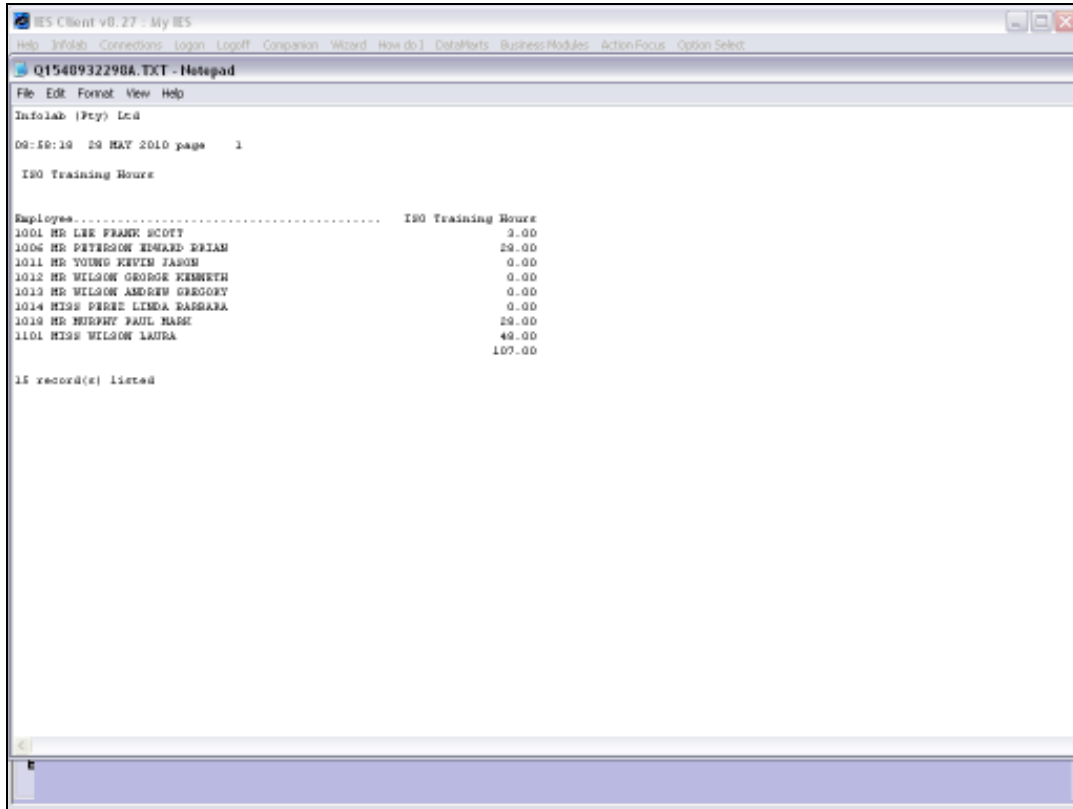
Slide 6
Slide notes:

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.
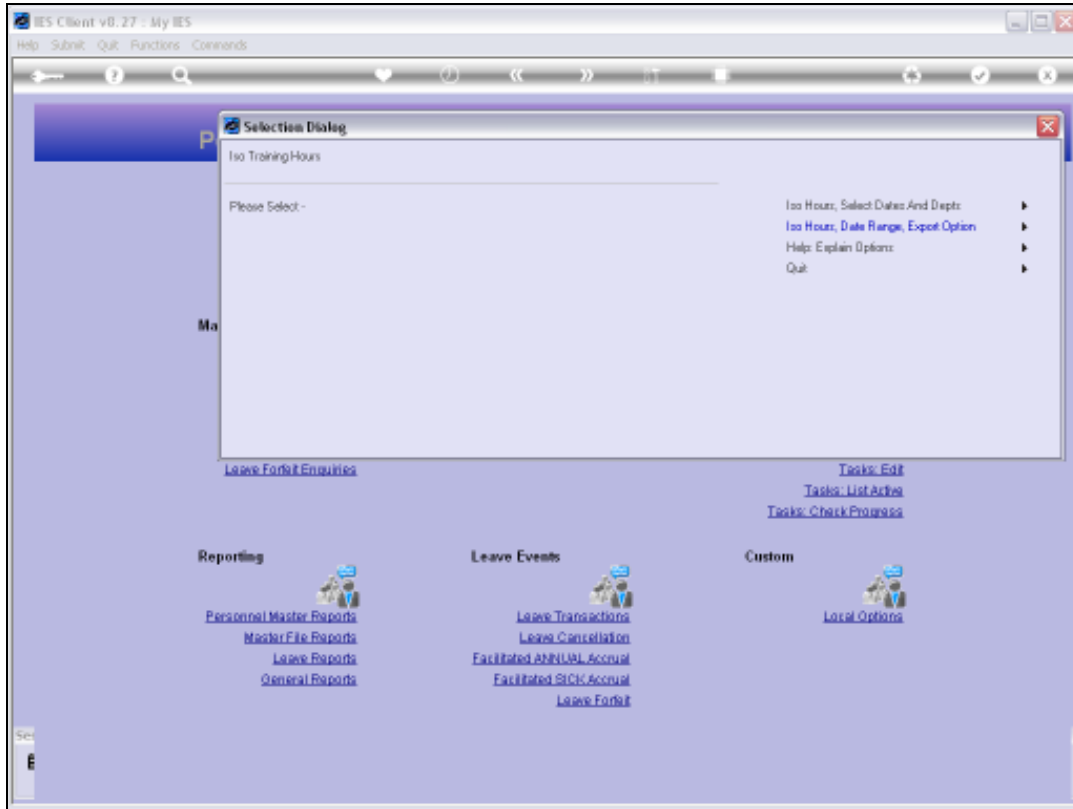
Slide 8
Slide notes:

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.
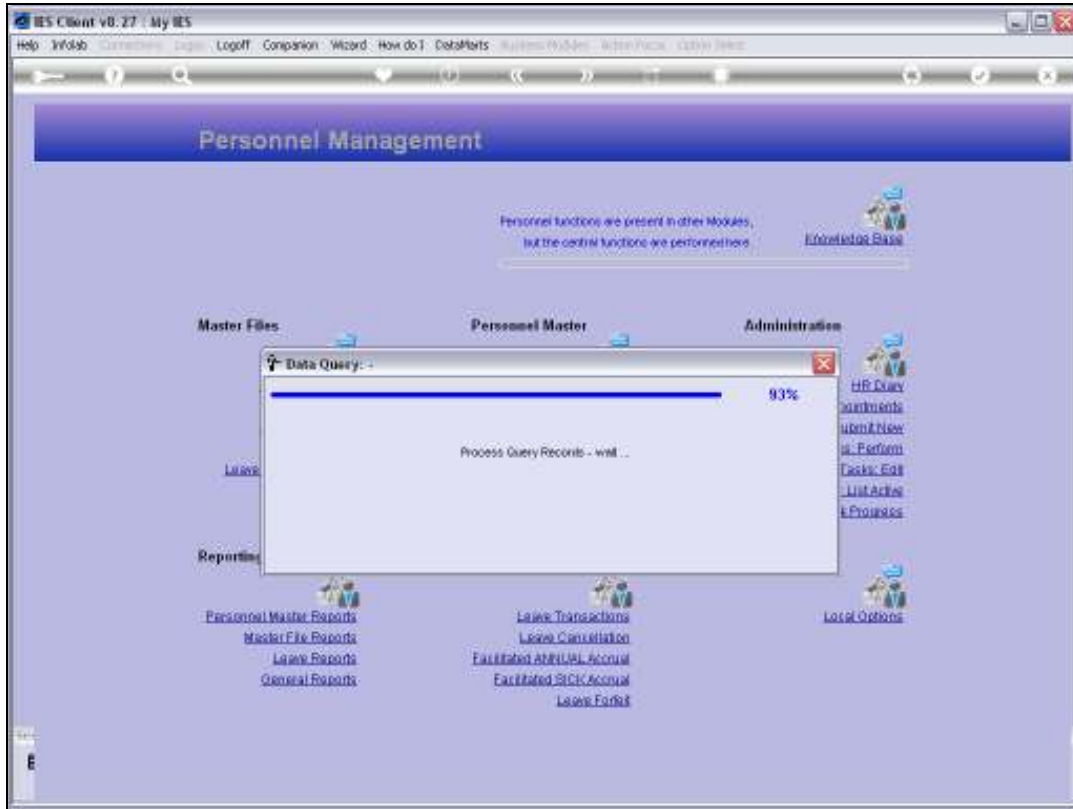
Slide 12
Slide notes:

Slide 13
Slide notes:

Slide 14

Slide notes: For a Spread Sheet result, we need to change the format to 'Query'.
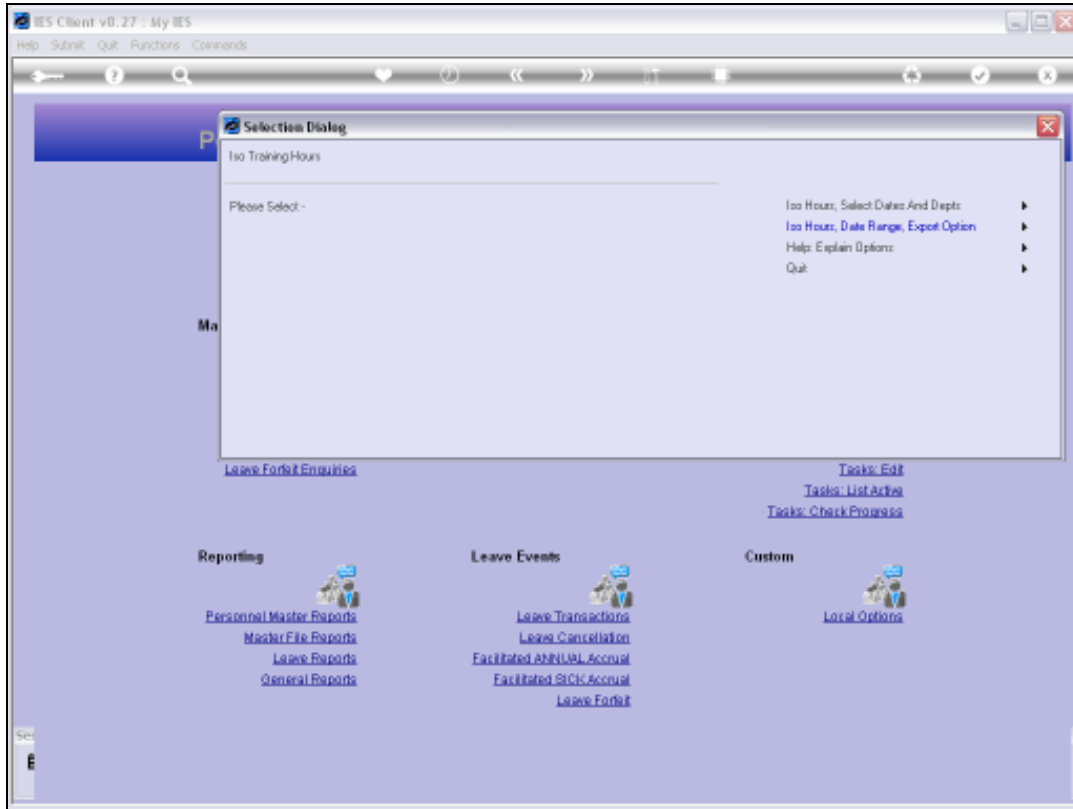
Slide 15
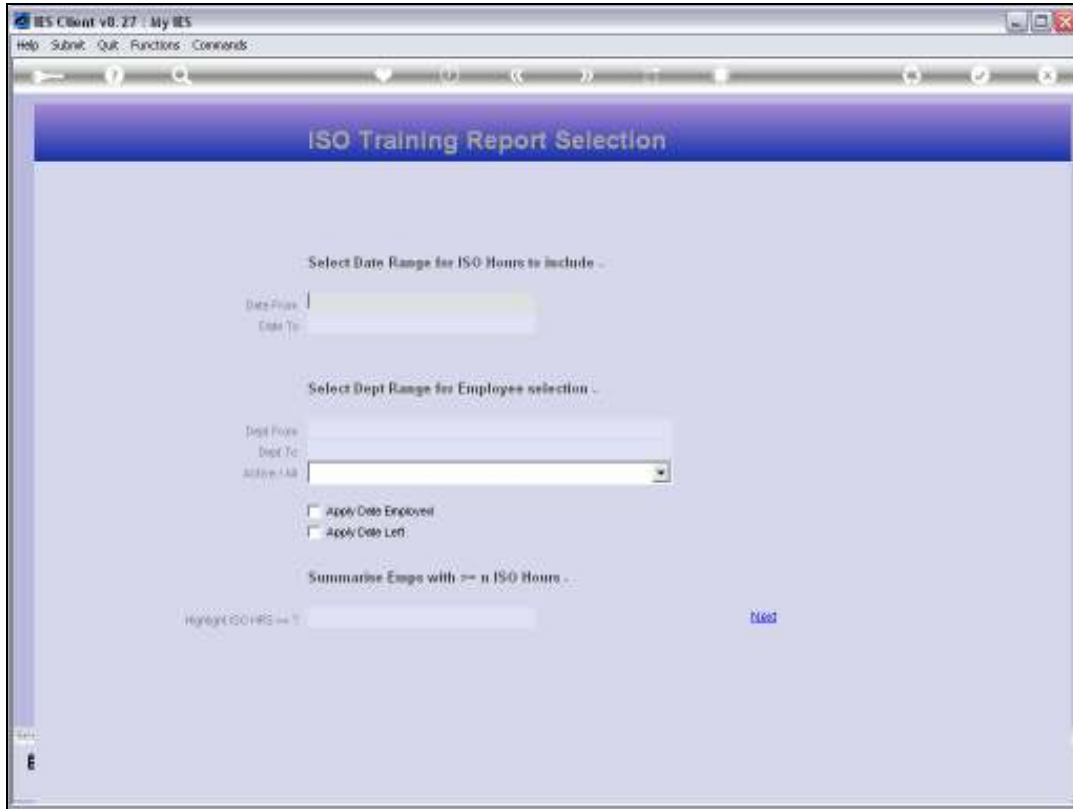Slide notes:

Slide 16
Slide notes:

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:

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.
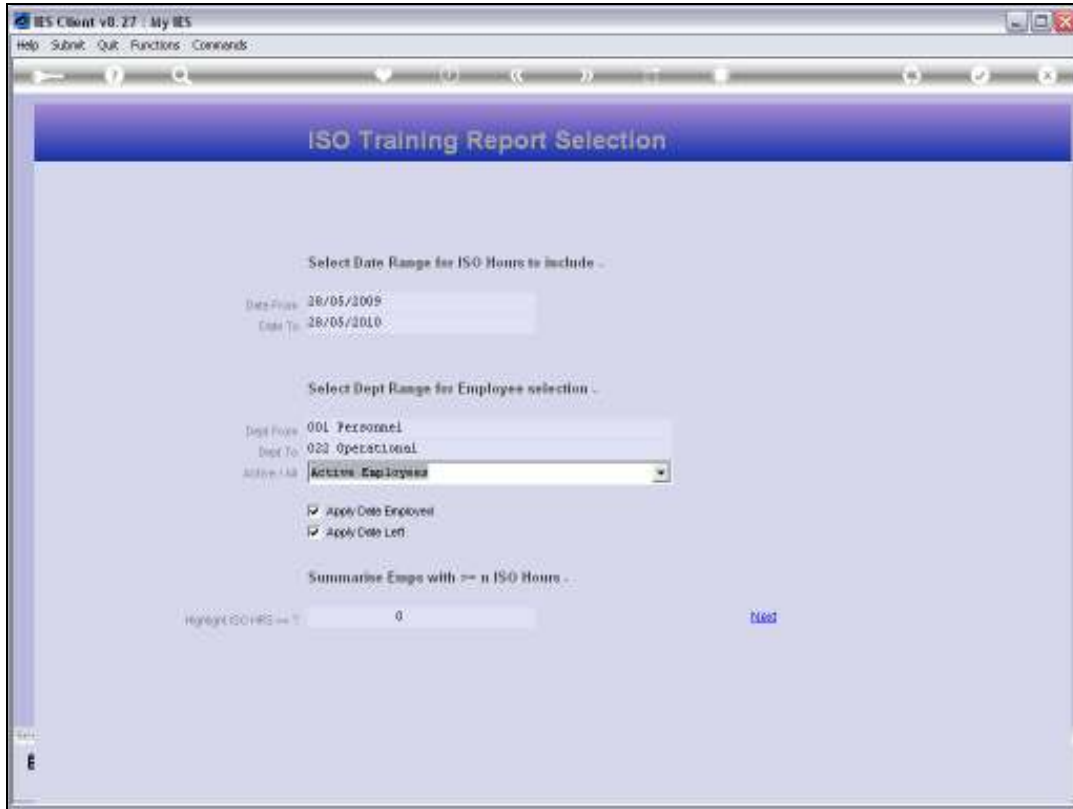
Slide 21
Slide notes:

Slide 22
Slide notes:

Slide 23

Slide notes:

Slide 24
Slide notes:
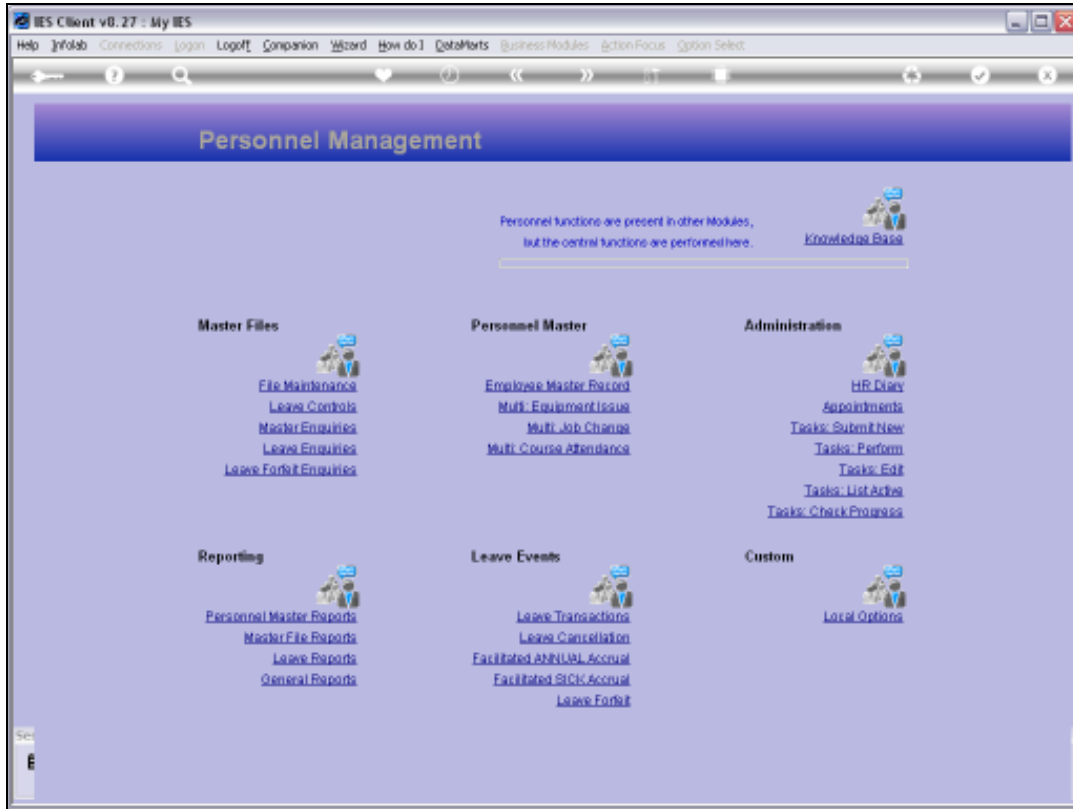
Slide 25
Slide notes:

Slide 26

Slide notes:

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.

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.

Slide 29
Slide notes:

Slide 30
Slide notes: