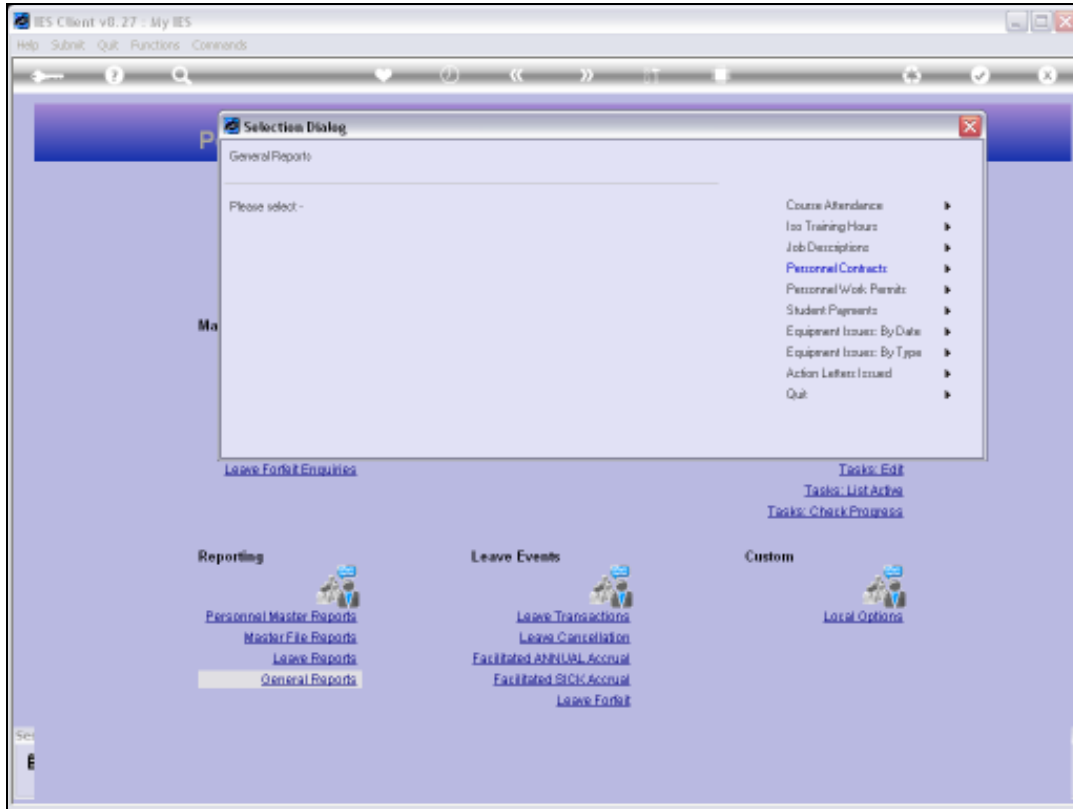


## Slide 1

Slide notes: At the 'General Reports' we find the option for a report that will reveal Employee Contract Reviews and Renewals.



Slide 2  
Slide notes:

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

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL CONTRACTS

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 CHECK

Selection Tip	By Choice
1 Contract End >= (From)	26/04/2010
2 Contract End <= (To)	26/08/2010
3 Contract Review >= (From)	26/04/2010
4 Contract Review <= (to)	26/08/2010

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

7: - CHOOSE NEXT [Next](#)

Slide 3  
 Slide notes:

IES Client v8.27 - My IES

Help Submit Quit Functions Comments

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL CONTRACTS

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

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

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)  
 Fixed choice:

4: - TO e-MAIL THE RESULTS Priority:   
 Dispatch By E-Mail And Close \*

Mail To:   
 Mail Title:   
 Message Body:

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

Selection Tip	My Choice
1 Contract End >= (From)	26/04/2010
2 Contract End <= (To)	26/08/2010
3 Contract Review >= (From)	26/04/2010
4 Contract Review <= (to)	26/08/2010

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

7: - CHOOSE NEXT [Next](#)

## Slide 4

Slide notes: Only Contracts that fit within the selected as indicated by the User will be selected for inclusion in the Report.

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

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL CONTRACTS

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

2: - CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 File Type: text text file  
 Template: 04: Infolab  
 Report Header: Personnel Contracts

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)  
 Fixed choice  
 Data Selector: pers-contracts PERSONNEL CONTRACT REVIEWS

4: - TO e-MAIL THE RESULTS Priority: normal  
 Dispatch By E-Mail And Close

Mail To: Personnel Contracts  
 Mail Title: report by mail  
 Message Body:

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

Selection Tip	My Choice
1 Contract End >= (From)	26/04/2010
2 Contract End <= (To)	26/08/2010
3 Contract Review >= (From)	26/04/2010
4 Contract Review <= (to)	26/08/2010

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

7: - CHOOSE NEXT [Next](#)

Slide 5  
 Slide notes:

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

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL CONTRACTS

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

2: - CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 File Type: text text file  
 Template: 04: Infolab  
 Report Header: Personnel Contracts

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)  
 Fixed choice  
 Data Selector: pers-contracts PERSONNEL CONTRACT REVIEWS

4: - TO e-MAIL THE RESULTS Priority: normal  
 Dispatch By E-Mail  
 Mail To: Personnel Contracts  
 Mail Title: report by mail  
 Message Body:

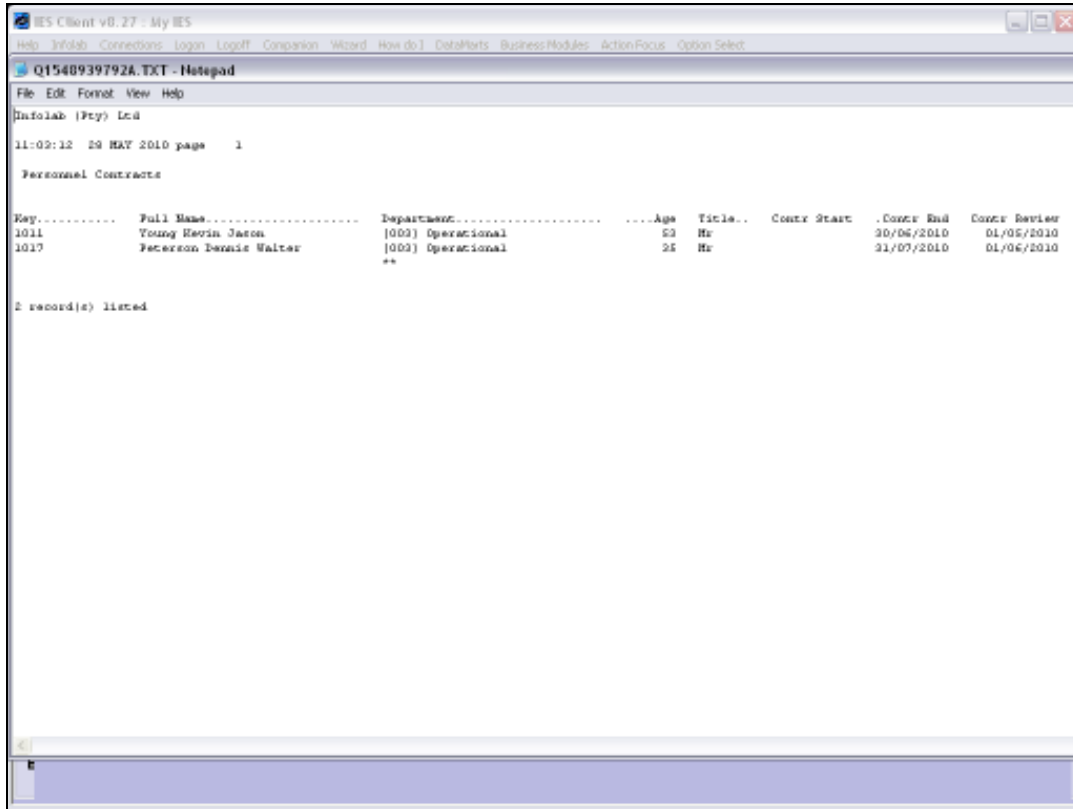
5: - ADAPT DATA SELECTION (if groups are present)  
 How to apply MY CHOICE

Selection Tip	My Choice
1 Contract End >= (From)	26/04/2010
2 Contract End <= (To)	26/08/2010
3 Contract Review >= (From)	26/04/2010
4 Contract Review <= (to)	26/08/2010

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

7: - CHOOSE NEXT [Next](#)

Slide 6  
 Slide notes:



The screenshot shows a window titled "IES Client v8.27 - My IES" with a menu bar including Help, InfoTab, Connections, Login, Logout, Companion, Wizard, How do I, DataParts, BusinessModules, ActionFocus, and Option Select. The main content area displays a Notepad window titled "Q1540939792A.TXT - Notepad" with a menu bar (File, Edit, Format, View, Help) and the following text:

```
InfoTab (Fry) Ltd
11:02:12 29 MAY 2010 page 1

Personnel Contracts

Key..... Full Name..... Department..... Age Title.. Contr Start .Contr End Contr Review
1011      Young Kevin Jason    [003] Operational    53 Hr      30/06/2010 01/05/2010
1017      Peterson Dennis Walter [003] Operational    25 Hr      31/07/2010 01/06/2010
**

2 record(s) listed
```

Slide 7

Slide notes: And this is our result.

The screenshot shows a window titled 'Q1540939792A.TXT - Notepad' with a menu bar (File, Edit, Format, View, Help) and a toolbar. The main content area displays the following text:

```
InfoLab (Fry) Ltd
11:02:12 29 MAY 2010 page 1

Personnel Contracts

Key..... Full Name..... Department..... Age Title.. Contr Start .Contr End Contr Review
1011      Young Kevin Jason    [003] Operational    53 Hr      30/06/2010 01/05/2010
1017      Peterson Dennis Walter [003] Operational    25 Hr      31/07/2010 01/06/2010
**

2 record(s) listed
```

Slide 8  
Slide notes: