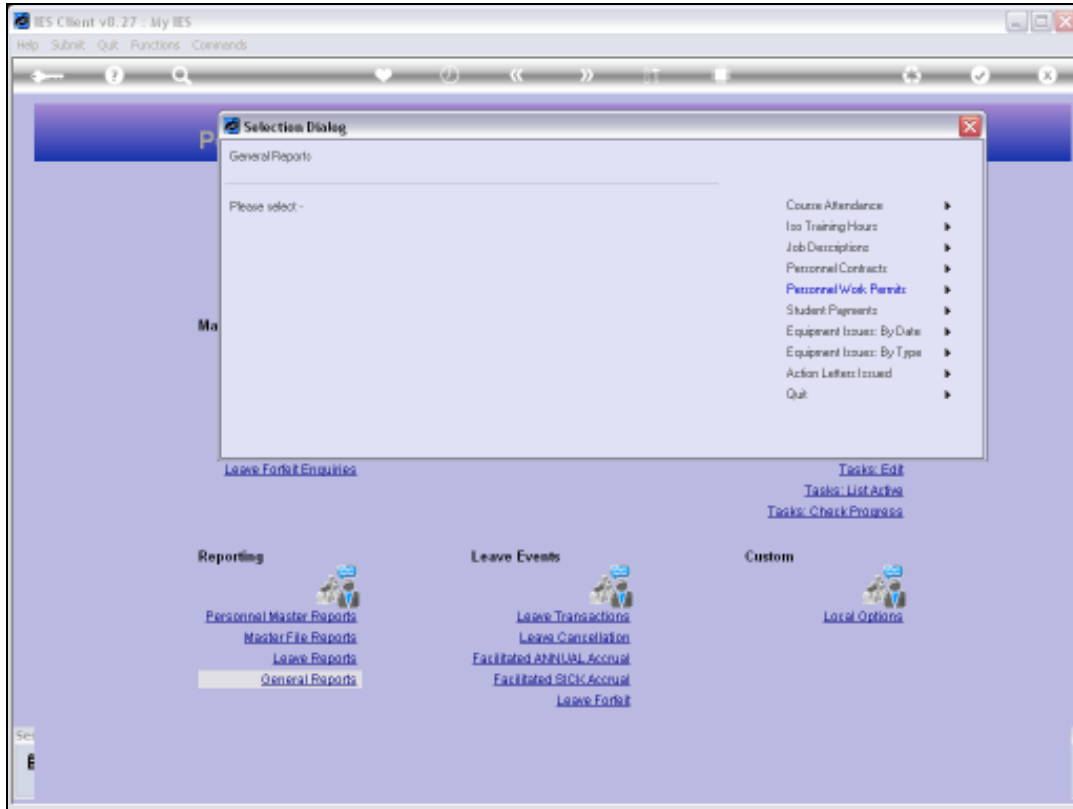


Slide 1

Slide notes: Work Permit Reviews and Renewals are revealed by the Work Permits Report that we find 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: PERSONNEL WORK PERIODS

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

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

3: - CHOOSE DATA SELECTOR [Custom Selection](#)
 Fixed choice
 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 Permit Expiry >= [from]	26/04/2010
2 Permit Expiry <= [to]	27/06/2010
3 Permit Review >= [from]	26/04/2010
4 Permit Review <= [to]	27/06/2010

My Do Add Print Go Help

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 WORK PERMITS

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

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

3: - CHOOSE DATA SELECTOR [Custom Selection](#)
 Fixed choice
 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 Permit Expiry >= [from]	26/04/2010
2 Permit Expiry <= [to]	27/06/2010
3 Permit Review >= [from]	26/04/2010
4 Permit Review <= [to]	27/06/2010

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

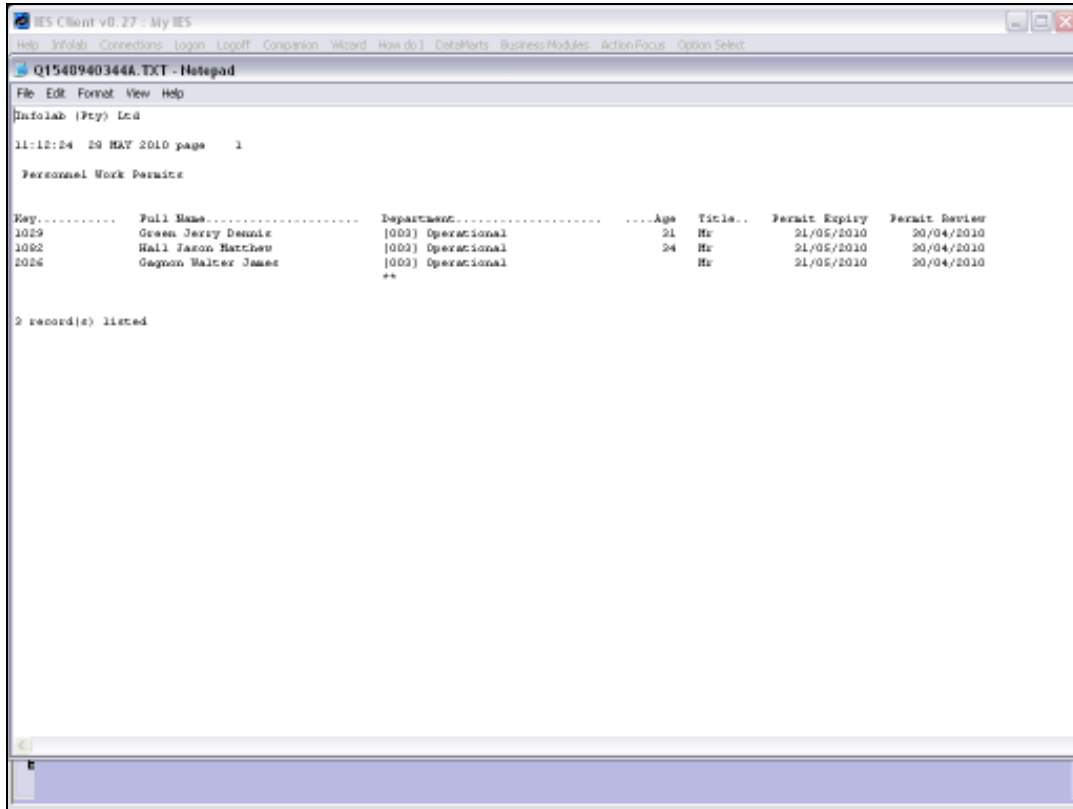
7: - CHOOSE NEXT [Next](#)

Slide 4

Slide notes: We can choose the Dates that will determine which Work Permits to include in the selection.



Slide 5
Slide notes:

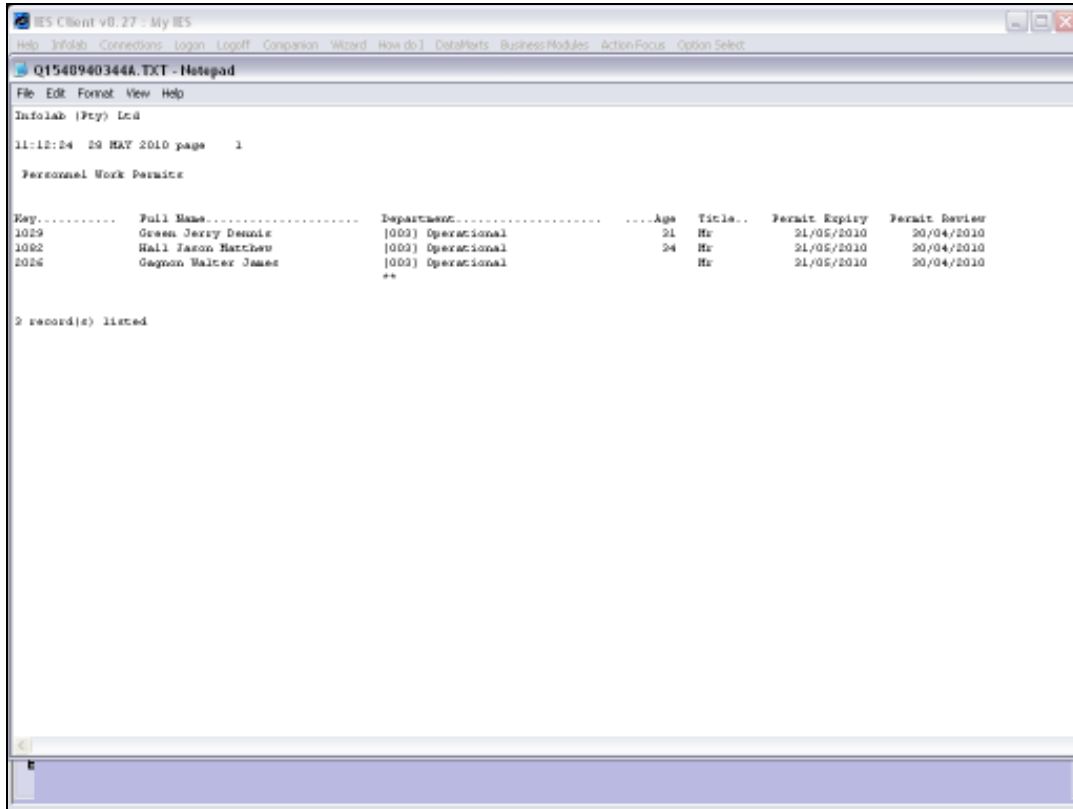


The screenshot shows a window titled "IES Client v8.27 : My IES" with a menu bar including Help, InfoLab, Connections, Login, Logout, Companion, Wizard, How do I, DataParts, BusinessModules, ActionFocus, and Option Select. The main content area displays the output of a query, starting with "InfoLab (Pty) Ltd" and a timestamp "11:12:24 29 MAY 2010 page 1". The title "Personnel Work Permits" is centered above a table. The table has columns for Key, Full Name, Department, Age, Title, Permit Expiry, and Permit Review. Two records are listed: Jerry Deonik (Key 1029) and Jason Hattner (Key 1062), both in the Operational department. A third record for Walter James Gagnon (Key 2026) is partially visible. The table ends with a double asterisk (**). Below the table, it says "2 record(s) listed".

Key	Full Name	Department	Age	Title	Permit Expiry	Permit Review
1029	Green Jerry Deonik	[003] Operational	21	Hr	21/05/2010	20/04/2010
1062	Hall Jason Hattner	[003] Operational	24	Hr	21/05/2010	20/04/2010
2026	Gagnon Walter James	[003] Operational		Hr	21/05/2010	20/04/2010
		**				

Slide 6

Slide notes: And here we have a typical result.



The screenshot shows a window titled "IES Client v8.27 : My IES" with a menu bar including Help, InfoLab, Connections, Login, Logout, Companion, Wizard, How do I, DataParts, BusinessModules, ActionFocus, and Option Select. The main content area displays a table of Personnel Work Permits. The table has columns for Key, Full Name, Department, Age, Title, Permit Expiry, and Permit Review. Two records are listed: Jerry Desnick (Key 1029) and Jason Hattner (Key 1062), both in the Operational department with a permit expiry of 21/05/2010 and a review date of 20/04/2010. A third record for Walter James Gagnon (Key 2026) is partially visible. The status "2 record(s) listed" is shown at the bottom of the table area.

Key	Full Name	Department	Age	Title	Permit Expiry	Permit Review
1029	Desnick Jerry	[003] Operational	21	Hr	21/05/2010	20/04/2010
1062	Hattner Jason	[003] Operational	24	Hr	21/05/2010	20/04/2010
2026	Gagnon Walter James	[003] Operational		Hr	21/05/2010	20/04/2010

2 record(s) listed

Slide 7
Slide notes: