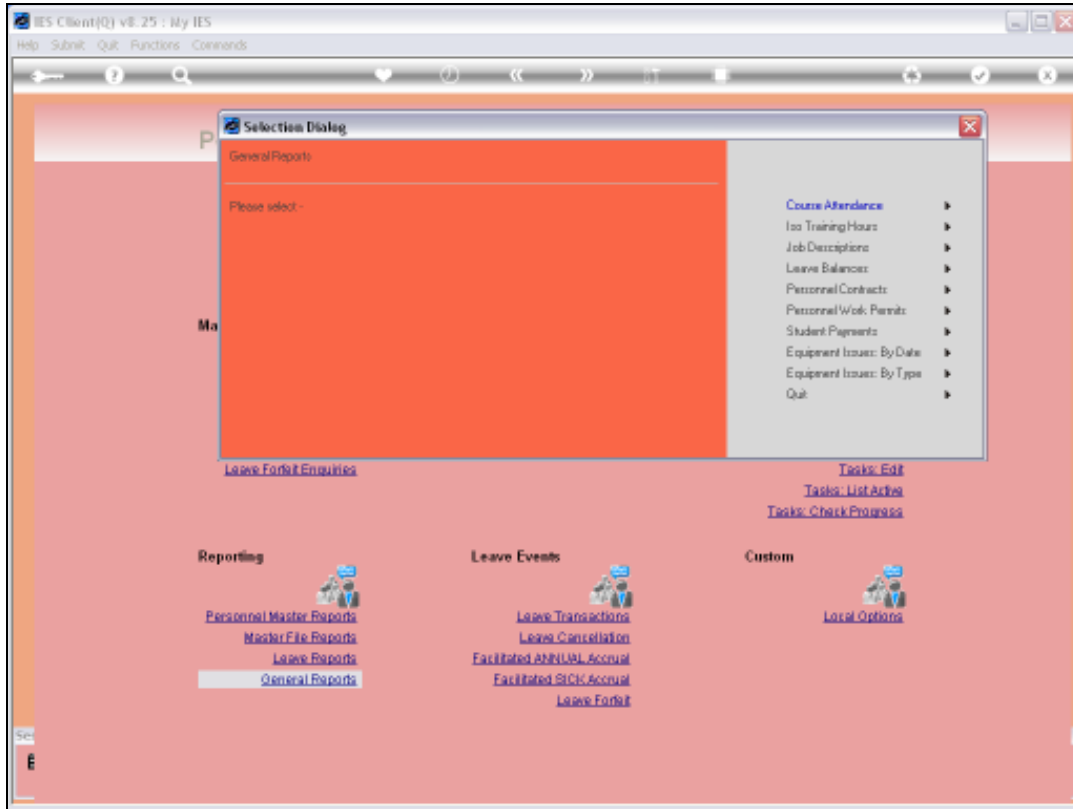


Slide 1

Slide notes: The Reports for Equipment Issues to Staff are sorted either by Date or by Type.



Slide 2  
Slide notes:



Slide 3  
Slide notes:



Slide 4  
Slide notes:

IES Client(Q) v8.25 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: PERSONNEL EQUIPMENT ISSUES

1: - CHOOSE VERSION [Versions](#)  
 Report Version: myGen version: Personnel Equipment Issues

2: - CHOOSE SETTINGS  
 Format: report  
 Output: FILE  
 File Type: data.html file  
 Template: 04: Infolab  
 Report Header: Personnel Equipment Issues

3: - CHOOSE DATA SELECTOR [Criteria/Queries](#)  
 Fixed choice: personnel PER. EQUIPMENT ISSUES

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

Mail To: Personnel Equipment Issues  
 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 Date From	12/01/2010
2 Date To	22/04/2010
3 Description = ?	II

6: - Record Select  
 OPEN Records Only  
 CLOSED Records Only  
 BOTH

7: - CHOOSE NEXT [Next](#)

## Slide 5

Slide notes: Irrespective of the sorting, we can still select the Equipment Issues by any date range of when issued, and we can also be selective about the Equipment type by changing the wildcards on the 'description'.

infolab - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address http://127.0.0.1/bridge/Q15453595044.htm

**infolab**  
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Personal Equipment Issues

When	Item	Quantity	Issued By	Employee Name
09/04/2010	Radio K1	1	Barry	1091 MR ADAMS DONALD GEORGE
09/04/2010	Radio K1	1	Barry	1092 MR JOY SCOTT ERIC
09/04/2010	**			
15/04/2010	Radio K1	1	Barry	1008 MR WARD ERIC STEPHEN
15/04/2010	Radio K1	1	Barry	1010 MRS EDWARDS MARIA SUSAN
15/04/2010	**			
21/04/2010	Staff Jacket Co Logo	1	Tom	1001 MR AEN FRANK SCOTT
21/04/2010	Staff Jacket Co Logo	1	Tom	1002 MR YOUNG CHARLES JOSEPH
21/04/2010	Staff Jacket Co Logo	1	Tom	1005 MR WARD ERIC STEPHEN
21/04/2010	Staff Jacket Co Logo	1	Tom	1010 MRS EDWARDS MARIA SUSAN
21/04/2010	Staff Jacket Co Logo	1	Tom	1015 MR COOK SCOTT ERIC
21/04/2010	Staff Jacket Co Logo	1	Tom	1021 MR YOUNG LARRY JEFFREY
21/04/2010	**			
22/04/2010	Radio K1	1	Tom	1052 MR TRINBLAY STEPHEN ANDREW
22/04/2010	Radio K1	1	Tom	1059 MR LOPEZ DANIEL PAUL
22/04/2010	**			

Slide 6

Slide notes: In this case, the selected Issues are sorted by Date when Issued.