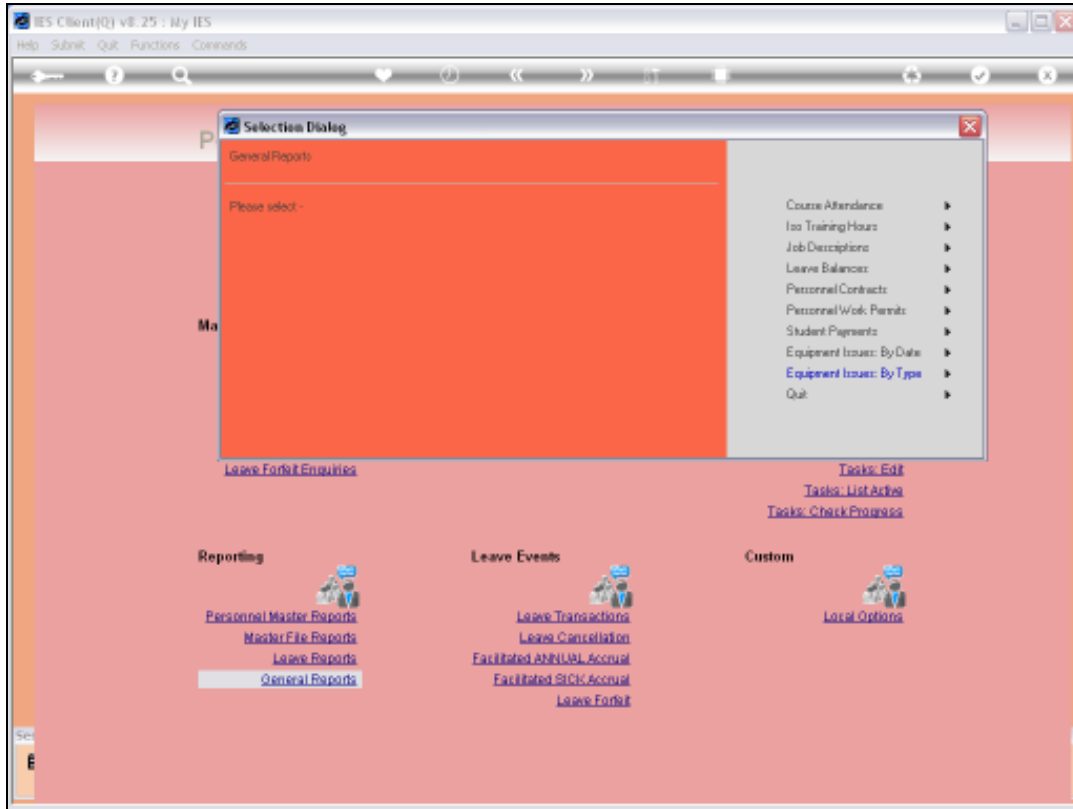


Slide 1

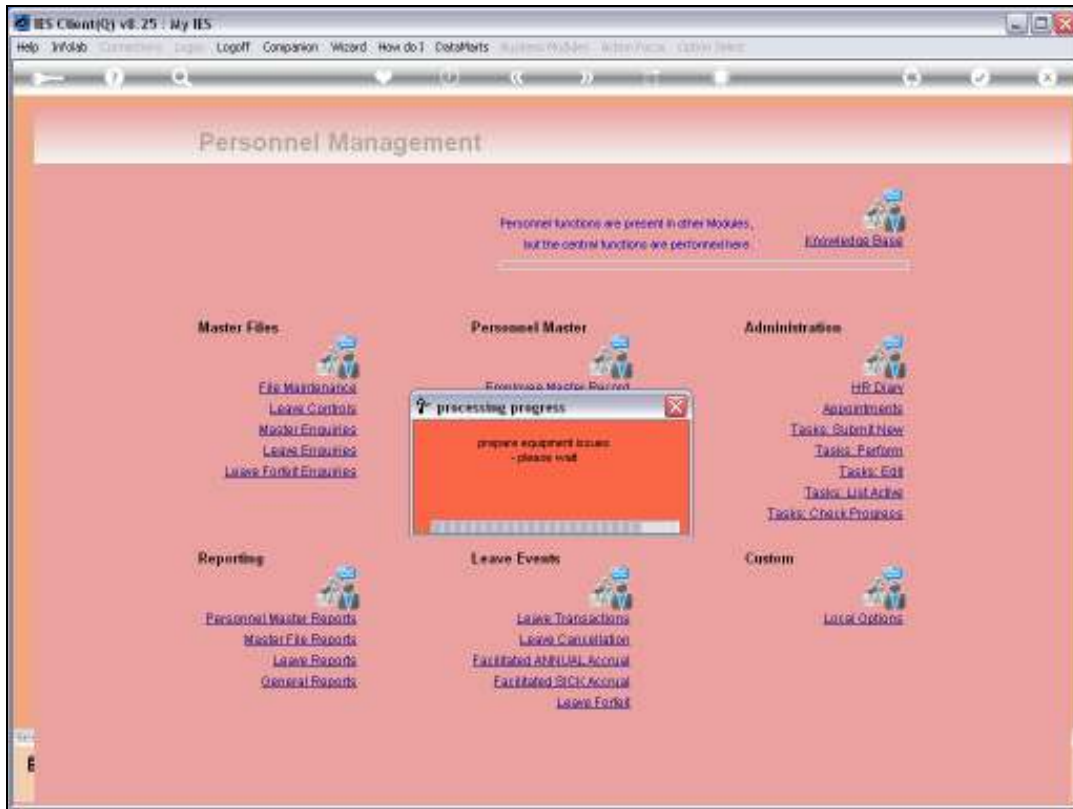
Slide notes: We may report on Equipment issued to Staff, by Date and by Type.



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: PERS EQUIPMENT ISSUES BY TYPE

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: mysequip PERS EQUIPMENT ISSUES

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

Mail To: PERS Equipment Issues by Type  
 Mail Title: report by mail  
 Message Body:

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

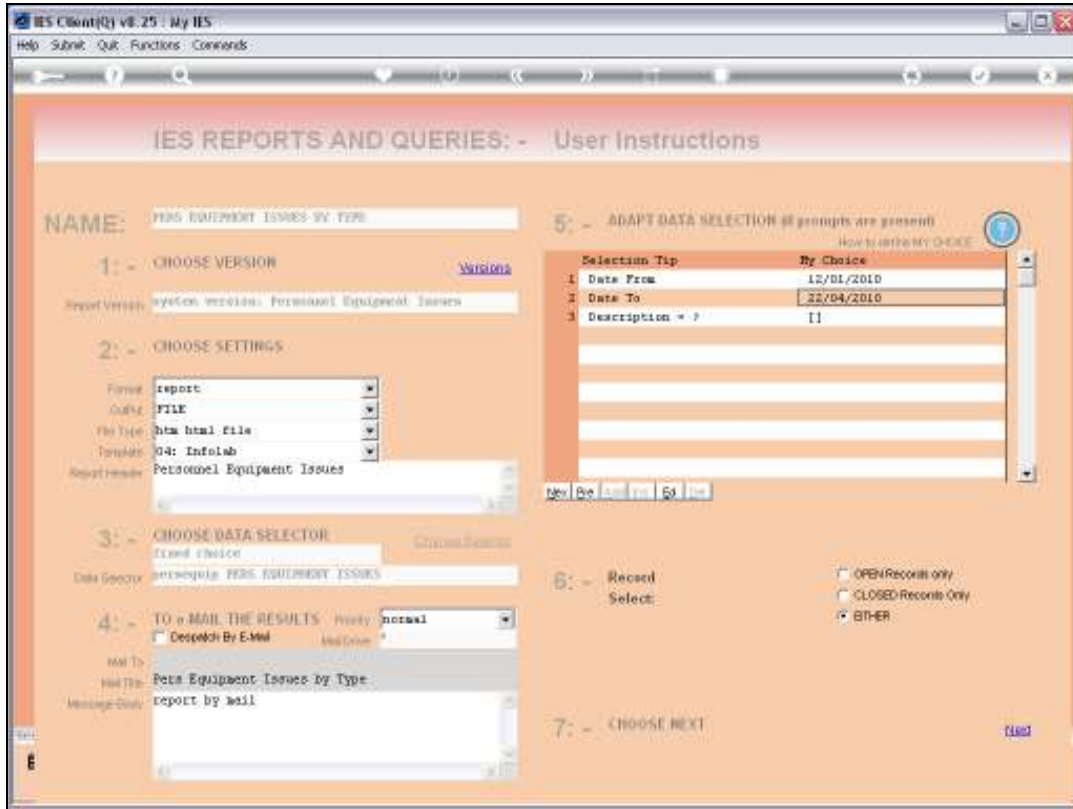
Selection Tip	My Choice
1 Date From	12/01/2010
2 Date To	22/04/2010
3 Description = ?	

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

7: - CHOOSE NEXT [Next](#)

## Slide 5

Slide notes: The Date Range will be defaulted, even for the Report by "Type", but we may change it if we want a different date range. The Description refers to the TYPE, and if we leave the wildcards as shown here, then any Type of Equipment may be listed.



Slide 6  
Slide notes:

infolab  
infolab (Pty) Ltd

16:22:32 22 APR 2010 page 1

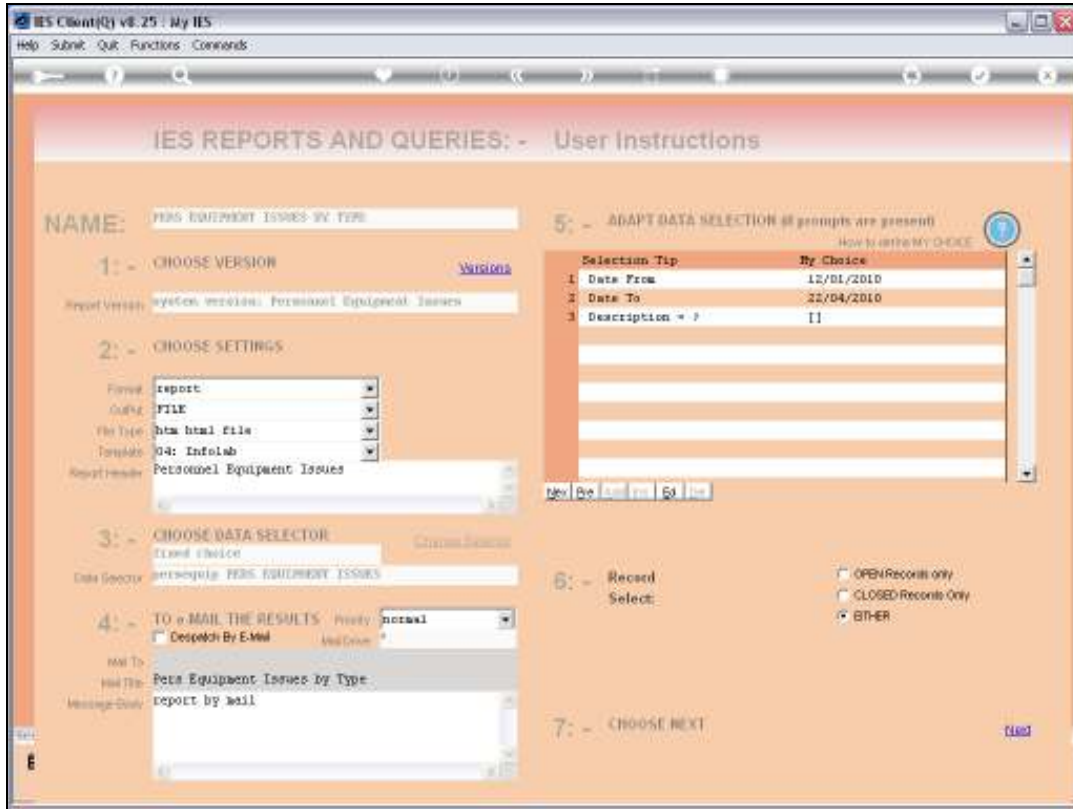
Personal Equipment Issues

When	Item	Quantity	Issued By	Employee Name
22/04/2010	Radio X1	1	Tom	1052 MR YORRELLAY STEPHEN ANDREW
22/04/2010	**	1	Tom	1055 MR LOPEZ DANIEL PAUL
22/04/2010	**			
21/04/2010	Staff Jacket Co Logo	1	Tom	1001 MR LEE 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	1008 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	**			

0 record(s) listed

Slide 7

Slide notes: So here we have a result of 2 types of Equipment Issues.



Slide 8  
Slide notes:



IES Client(Q) v8.25 : My IES

Help Lookup Back Field Restart Line Edit MiniMenu Submit Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: PERS EQUIPMENT ISSUES BY TYPE

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  
 Data Selector: pers equip PERS EQUIPMENT ISSUES

4: - TO e-MAIL THE RESULTS Priority: normal  
 Dispatch By E-Mail And Close  
 Mail To: PERS Equipment Issues by Type  
 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 = >	

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

7: - CHOOSE NEXT [Next](#)

Slide 9  
 Slide notes:

IES Client(Q) v8.25 : My IES

Help Lookup Back Field Reset Line Edit MiniMenu Submit Field Quit Edit

IES REPORTS AND QUERIES: - User Instructions

NAME: PERS EQUIPMENT ISSUES BY TYPE

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:   
 Data Selector: pers equip PERS EQUIPMENT ISSUES

4: - TO e-MAIL THE RESULTS Priority: normal  
 Dispatch By E-Mail [Add Query](#)  
 Mail To:   
 Mail Title: Pers Equipment Issues by Type  
 Message Body: report by mail

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

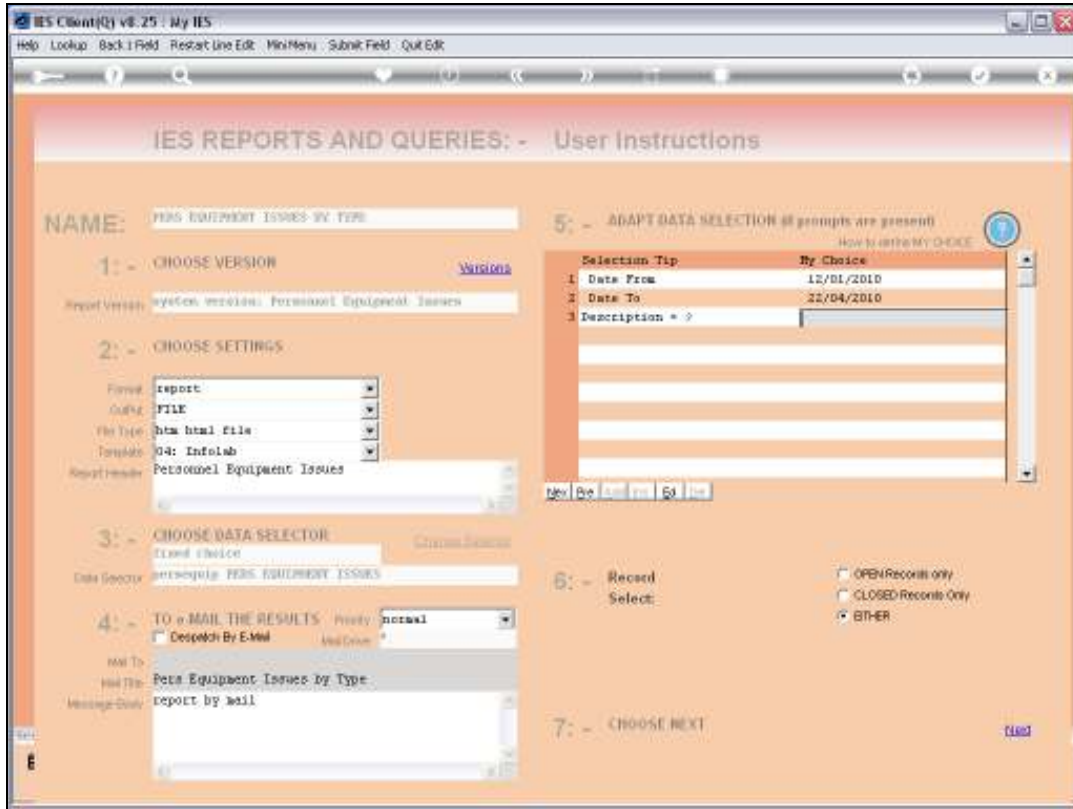
Selection Tip	My Choice
1 Date From	12/01/2010
2 Date To	22/04/2010
3 Description = >	

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

7: - CHOOSE NEXT [Next](#)

Slide 10

Slide notes: If we do another example and change the description to "radio", then the result will only include issues that include the word "radio".

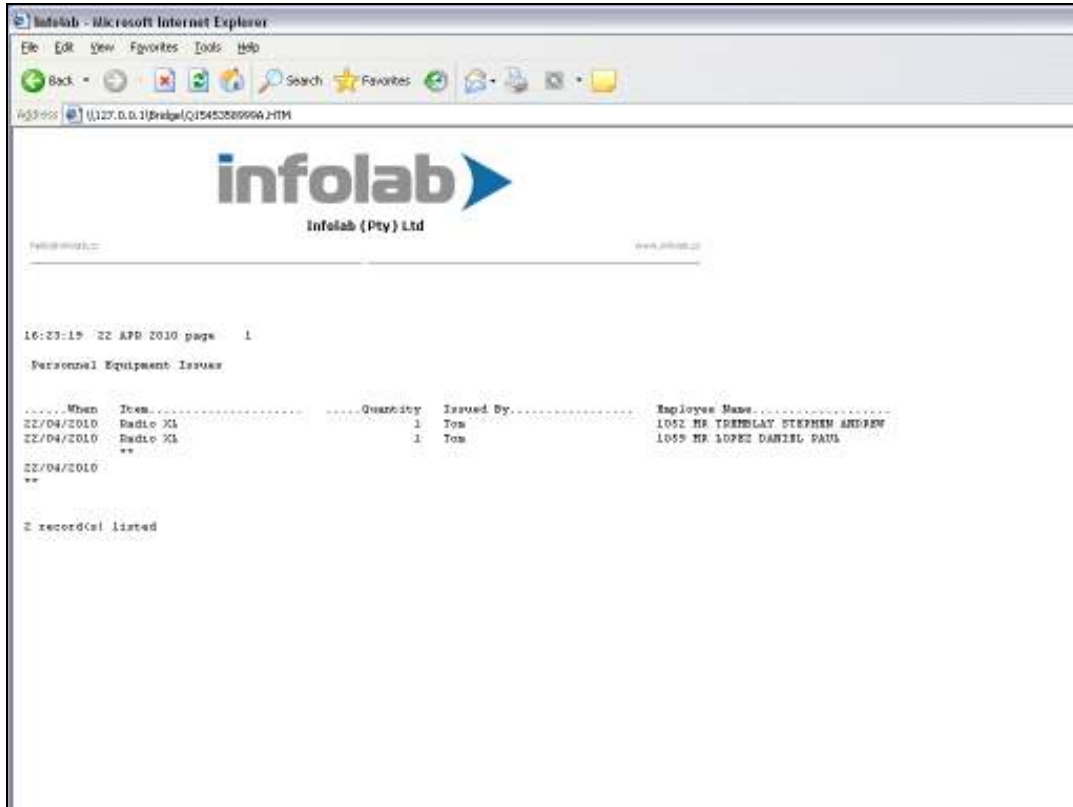


Slide 11  
Slide notes:



Slide 12

Slide notes: And here is the result.



Slide 13

Slide notes: