Role Menu

1. Shrink /Expand Role Menu

2. Show/Hide Role Menu

3. Variable Screen:
   - By selecting the report from role menu, the Variable Screen will pop out on the right side. The Report Name will show above the variable screen.
1. Mandatory fields are denoted by an asterisk (*).
2. By clicking on the drop down box, selection options are available to define the variable.
3. Date format: mm/dd/yyyy
4. Click “Check” button to validate entries.
5. Click “Execute” to run the result.
Reporting Screen

Data Analysis Page Functions

Data Analysis
Graphical display
Information

Employee Master Data by Date

Rows
- Employee
- Employee Group
- Employment Status
- Hire Date
- Organizational Unit
- Position

Columns
- Key Figures
- Free Characteristics
- Current Supervisor
- DSM Code
- Date of Birth
- EEO Job Category
- Employee Sub Group
- HPRA Training
- HSRC Code
- Job
- Job FLSA Indicator
- Job Group

Data Analysis Page Functions

- Toggle New Block
- Variable Screen
- Printing
- Bookmark
- No. of Rows
- No. of Columns
- Email
- New Window
- Exceptions/Conditions

Report Listing Block

Navigation Block

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Organizational Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1784</td>
<td>Melchin, Paul</td>
<td>999999999</td>
</tr>
<tr>
<td>6888</td>
<td>Addison, Cynthia</td>
<td>999999999</td>
</tr>
<tr>
<td>7094</td>
<td>Cotton, Mary</td>
<td>999999999</td>
</tr>
<tr>
<td>7648</td>
<td>Shoemaker, Monica</td>
<td>999999999</td>
</tr>
<tr>
<td>7690</td>
<td>Vaden, Pamela</td>
<td>999999999</td>
</tr>
<tr>
<td>9603</td>
<td>Jackson, Patricia</td>
<td>999999999</td>
</tr>
<tr>
<td>10533</td>
<td>Blend, Daniel</td>
<td>999999999</td>
</tr>
<tr>
<td>10842</td>
<td>Mitchell, Venice</td>
<td>999999999</td>
</tr>
<tr>
<td>12996</td>
<td>Owens, Derril</td>
<td>999999999</td>
</tr>
<tr>
<td>13088</td>
<td>Cromwell, Tracy</td>
<td>999999999</td>
</tr>
<tr>
<td>13185</td>
<td>Costas, Lakeoke</td>
<td>999999999</td>
</tr>
<tr>
<td>13878</td>
<td>Moody, Tyrell</td>
<td>999999999</td>
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<tr>
<td>15305</td>
<td>Beyer, Patricia</td>
<td>999999999</td>
</tr>
<tr>
<td>16199</td>
<td>Aygong, Ramesha</td>
<td>999999999</td>
</tr>
<tr>
<td>17024</td>
<td>Karangelis, Wanda</td>
<td>999999999</td>
</tr>
<tr>
<td>17356</td>
<td>Williams, Tadley</td>
<td>999999999</td>
</tr>
<tr>
<td>19182</td>
<td>Ye, Sha</td>
<td>999999999</td>
</tr>
<tr>
<td>38424</td>
<td>Fu, Miriam</td>
<td>999999999</td>
</tr>
</tbody>
</table>
Data Analysis Page Functions

- Display or hide the Navigation block
- Return to the Variable Screen
- Add to Favorites
- Open Current Report in a new window
- Create Exceptions/Conditions
- Advanced setting
- Email Report link

Printing Options:
- Print to Excel
- Portrait Letter
- Landscape Letter
- Portrait Letter - Fit to 1 Page
- Landscape Letter - Fit to 1 Page
- Email Report link
Navigation Block

1. Rows:
   - Fields are currently displayed

2. Columns:
   - Fields are currently displayed

3. Free Characteristics:
   - Fields can be added to the report

Legend:

- To drill down in the columns
- To drill down in the rows
- To remove drill down
- To apply or edit a filter
- To remove a filter
Context Menu

- Context menus are available by right clicking on a characteristic (field name or value).

- Short cut to export report to Excel or CSV file

- Useful options when exporting report to Excel file