NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
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EmpowHR – Version 9.0 Section 14 – Report Functions

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 14
Report Functions

Table Of Contents

Report Functions

The ***EmpowHR*** menu contains various reports. Each report contains links that perform the following functions:

Report Manager

Report Manager contains four tabs. Each tab contains values used to format a report.

This section contains the following topic:

Formatting A Report

To use Report Manager:

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Report Manager*** component. The List tab - Report Manager page (**Figure 1**) is displayed.

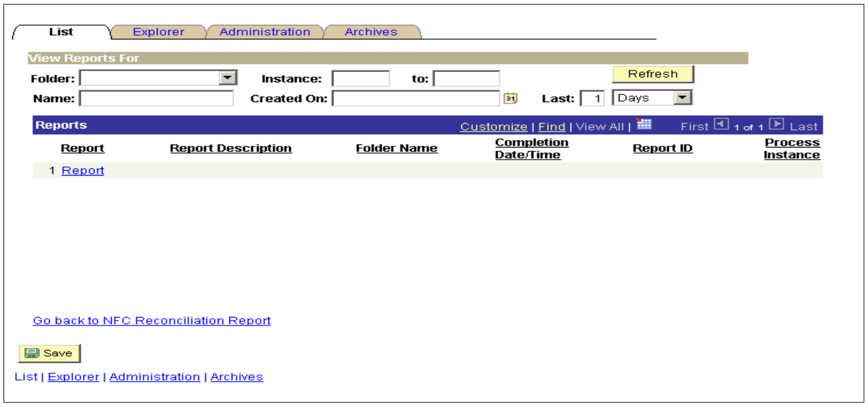


Figure 1. List tab - Report Manager page

3. Complete the fields as follows:

Folder	Enter the name of the folder or select data from the drop-down list. The valid value is `General`.
Instance	Enter the instance.
To	Enter the To instance.

Name	Enter the name of the person who created the report.
Created On	Enter the date the report was created or select a date from the calendar icon.
Last	Enter the applicable number to be included in the viewing of the report then select data from the drop-down list. The valid values are **`Days`**, **`Hours`**, **`Minutes`**, and **`None`**.
Report	This field populates the reports available for the search criteria entered.
Report Description	This field is populated with the description of each report available for the search criteria entered.
Folder Name	Enter the folder name or select data from the drop-down list. Valid value is **`General`**.
Completion Date/Time	This field is populated with the date and time the report was created.
Report ID	This field is populated with the report ID.
Process Instance	This field is populated when the report was created.

4. Click **Refresh** to refresh the page and search for additional reports.
5. Click the **Go Back To (Name Of The Report)** link to return to the 1st page of the applicable report.

   OR

6. Click the ***Explorer*** tab. The Explorer tab - Report Manager page (**Figure 2**) is displayed. This option displays reports that were created by the user. If no reports were created, the page will display *No Reports to Display*.

Note: All reports containing personal information include the statement “Sensitive Personnel Data - Use is restricted” printed at the top of each page.

Figure 2. Explorer tab - Report Manager page

7. Click the ***Administration*** tab. The Administration tab - Report Manager page(**Figure 3**) is displayed.

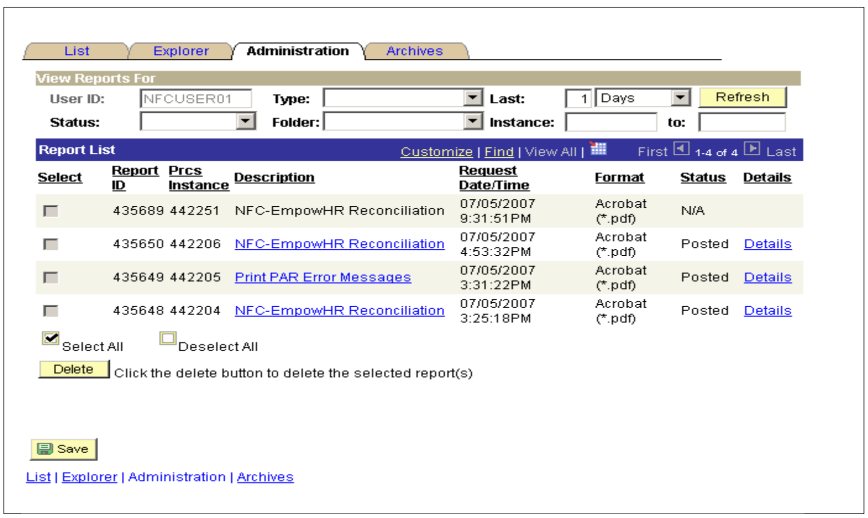


Figure 3. Administration tab - Report Manager page

8. Complete the fields as follows:

User ID	This field is populated with the User ID from the ***EmpowHR*** signon. The ID represents the person who generates the report.
Type	Enter the type of software used to format and run the report or select data from the drop-down list. Valid values are:

Transaction Status Valid Values	Description
Applied	Transaction has applied to the NFC database. Actions cannot be changed to applied unless they are reflected as applied in IRIS 125/525. Verify the data to ensure the actions are identical before changed to applied.
Data Load	Transaction was loaded into EmpowHR during an agency from the NFC mainframe.
In Progress	Transactio nis in progress.
NFC Auto	Transaction is an automatic action.
NFC Ready	Transaction has been saved and is ready for NFC processing.
Non-NFC	Transaction is a non-NFC transaction.
Not Applied	Transaction did not pass the edits and rejected to suspense.
Rdy Future	Transaction has a date after the current date or the current pay period.
Sent to NFC	Transaction was sent to NFC for processing.
Xmit Disabl	Cannot transmit to NFC.

Type Valid Values
Application Engine
Build Cube
COBOL SQL
Crw Online
Crystal
Data Mover
DataBase Agent
Message Agent API
Optimization Engine
PS Job
SQR Process
SQR Report
SQR Report for WF De
Unix Shell Script
Winword
nVision Report
nVision-ReportBook

Last Enter the applicable number to include in the report then select data from the drop-down list. Valid values are **Days**, **Hours**, **Minutes**, and **None**.

Status Enter the status or select data from the drop-down list. Valid values are:

Status Valid Values
Delete
Generated
N/A

Status Valid Values
None
Not Posted
Posted
Processing

Folder	Enter the folder name or select data from the drop-down list. Valid value is `General`.
Instance	Enter the instance.
To	Enter the To number for the instance.
Select	Check this box to select the report.
Report ID	This field is populated when the report was created.
PRCS Instance	This field is populated when the report was created.
Description	This field is populated with the description of the report.
Request Date/Time	This field is populated with the date and time the report was created.
Format	This field is populated with the format that was used to create the report.
Status	This field is populated with the status of the report.

9. Click the ***Description*** link to view the selected report. The Report Detail page (**Figure 4**) is displayed.

OR

Click the ***Details*** column to view the details of the selected report. The Report Detail page (**Figure 4**) is displayed.

Figure 4. Report Detail page

10. Click the ***Message Log*** link on the Report Detail page (**Figure 4**). The Message Log page (**Figure 5**) is displayed.

Figure 5. Message Log

11. Click **Explain** for the detailed explanation of the message text. The Explain page **Figure 6**) is displayed.

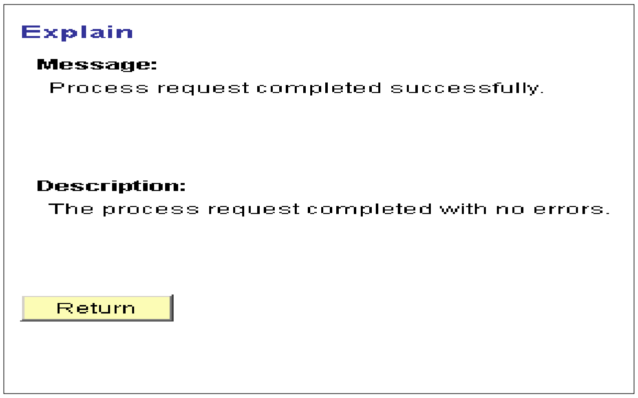
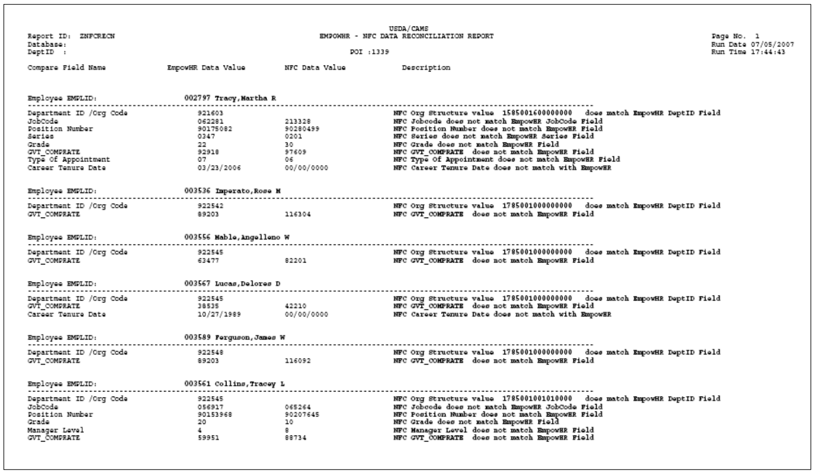


Figure 6. Explain page

12. Click **Return**. The Message Log page (**Figure 5**) is displayed.

13. Click **Return**. The Report Detail page (**Figure 4**) is displayed.

14. Click the ***ZNFCRECN 442206, PDF*** link on the Report Detail page (**Figure 4**). The ZNFCRECN 442206, PDF page (**Figure 7**) is displayed.



USDA/CAMS
EMPOWHR - NFC DATA RECONCILIATION REPORT

Report ID: ZNFCRECN
Database:
DeptID :
POI :1339

Page No. 1
Run Date 07/05/2007
Run Time 17:44:43

Compare Field Name	EmpowHR Data Value	NFC Data Value	Description
Employee EMPLID:	002797 Tracy,Martha R		
Department ID /Org Code	921603		NFC Org Structure value 1585001600000000 does match EmpowHR DeptID Field
JobCode	062281	213328	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90175082	90280499	NFC Position Number does not match EmpowHR Field
Series	0347	0201	NFC Series does not match EmpowHR Series Field
Grade	22	30	NFC Grade does not match EmpowHR Field
GVT_COMPRATE	92918	97609	NFC GVT_COMPRATE does not match EmpowHR Field
Type Of Appointment	07	06	NFC Type Of Appointment does not match EmpowHR Field
Career Tenure Date	03/23/2006	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	003536 Imperato,Rose M		
Department ID /Org Code	922542		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116304	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	003556 Mable,Angelleno W		
Department ID /Org Code	922545		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	63477	82201	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	003567 Lucas,Delores D		
Department ID /Org Code	922545		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	38535	42210	NFC GVT_COMPRATE does not match EmpowHR Field
Career Tenure Date	10/27/1989	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	003589 Ferguson,James W		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116092	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	003561 Collins,Tracey L		
Department ID /Org Code	922545		NFC Org Structure value 1785001001010000 does match EmpowHR DeptID Field
JobCode	056917	065264	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90153968	90207645	NFC Position Number does not match EmpowHR Field
Grade	20	10	NFC Grade does not match EmpowHR Field
Manager Level	4	8	NFC Manager Level does not match EmpowHR Field
GVT_COMPRATE	59951	88734	NFC GVT_COMPRATE does not match EmpowHR Field

Figure 7. ZNFCRECN 442206, PDF page

15. Click **Return**. The Report Detail page (**Figure 4**) is displayed.

16. Select **Trace File** on the Report Detail page (**Figure 4**). The Trace File page (**Figure 8**) is displayed.

```
$PRCS_OPRID         : NFCUSER01
$PRCS_RUN_CNTL_ID : 123
RC.OPRID : NFCUSER01
DEPTID :
POI : 1339
 0.000000E+000
 0.000000E+000
```

Figure 8. Trace File page

17. Close the page and return to the Detail Report page (**Figure 4**).

18. Click **OK**.

OR

Click **Cancel**.

19. Select the ***Archives*** tab. The Archives page (**Figure 9**) is displayed.

20. Click the Report tab (**Figure 4**) to view the report.

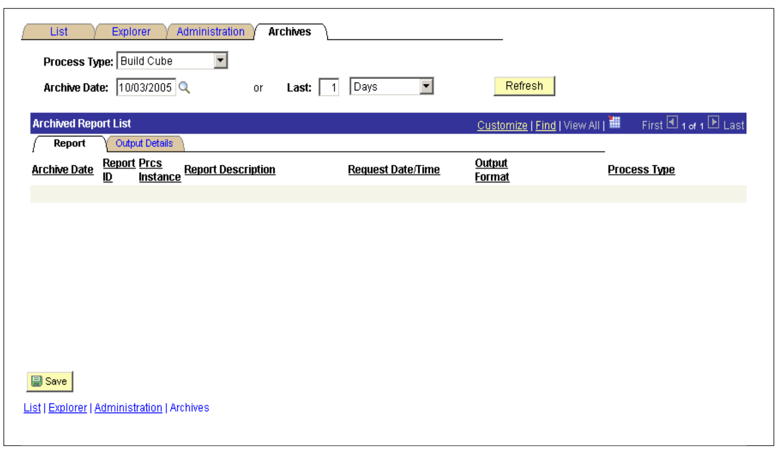


Figure 9. Archives page

21. Click the Output Details tab (**Figure 10**) to view the details of the report.

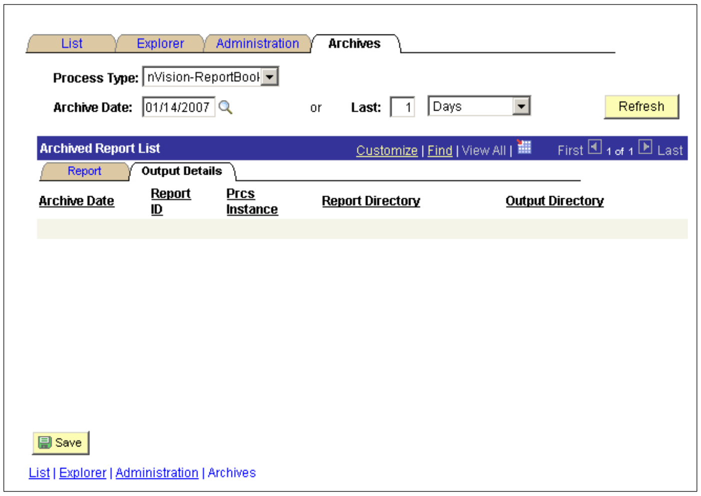


Figure 10. Output Details page

22. Click **Save**. This is an archived report and cannot be saved. The save button should not be used. At this point, the following options are available.

Step	Description
Click **Explorer**	

Step	Description
	To return to the Explorer tab (**Figure 2**).
Click **Administration**	To return to the Administration tab (**Figure 3**).
Click **Archives**	This page is active, therefore, this option is not available.

Process Monitor

The Process Monitor is used to access the Process List page. This option allows authorized users to view the status of a submitted process request.

This section contains the following topic:

[Using Process Monitor Run Function]

Using Process Monitor Run Function

This option allows users to specify the location where a process or job will run and the format used for the output.

To complete the run function:

1. Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed.

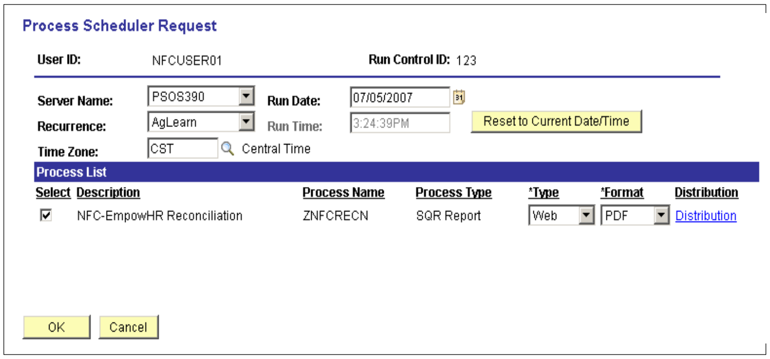


Figure 11. Process Scheduler Request page

2. Complete the fields on the Process Scheduler Request page (**Figure 11**) as follows:

Server Name	Enter the server name or select a name from the drop-down list. The valid values are as follows:

Server Name Values
PSCDB
PSNT
PSNT1
PSNT3
PSO5390
PSUNX

Recurrence	Enter the recurrence or select information from the drop-down list.

Recurrence Values
NTE One Daily
OIP-Import
PIEPORT-BEAR
PIEXport-Noon
PIEXport-Non Bear
PIlport
PORTAL_SYNC
Permon Reaper
PiExport-Bear-No
RP_INIT
Sat-Noon
TBL102
Training-Non-Cof

Recurrence Values
WIGI-Auto
Weekly_auto
Weekly-Produ
Weekly-Purge
ZCNTTER_Daily
ZLCEMP01
ZLCEXPDATA
ZRTNFEED
Z_DIR_EXP
Z_FS_DASHBOARD
Z_FS_DR_EXP
Z_FS_PAYCHECK
Z-NFC102
Z_OPRDEL
Z_UNFREZPOS

Run Date

This field defaults to the current date. To change the date, select a date from the calendar icon.

RunTime

This field defaults to the time the report is run. Select `Reset To Current Date/Time` to retrieve the current date and time for the report.

Time Zone

This field is the time zone for the running of the report. Select data by clicking the search icon.

Select

Check this box to select the report. Uncheck if applicable.

Description

This field is a link that routes the user to the Report Detail page (**Figure 4**).

Process Name

This field is a link that routes the user to the ZNFCRECN 442206 PDF page (**Figure 7**) .

Process Type

This field is a link that routes the user to the type of the report entered.

***Type**

Enter the mechanism of how the report should be sent or select data from the drop-down list. Valid values are as follows:

Type Values
Web
Email
File
Printer
page

***Format** Enter the format of the report or select data from the drop-down list. Valid values are as follows:

Format Values
PDF
CSV
HP
HTM
LP
PDF
P8
SPF

3. Click **OK** to return to the selected report option page. At this point, the following options are available:

Step	Description
Click **Cancel**	To return to the selected report option page.
Click the **Distribution**	The Distribution Detail page (**Figure 12**) is displayed.

This page allows the user to distribute the report to one or more persons that have access to reports.

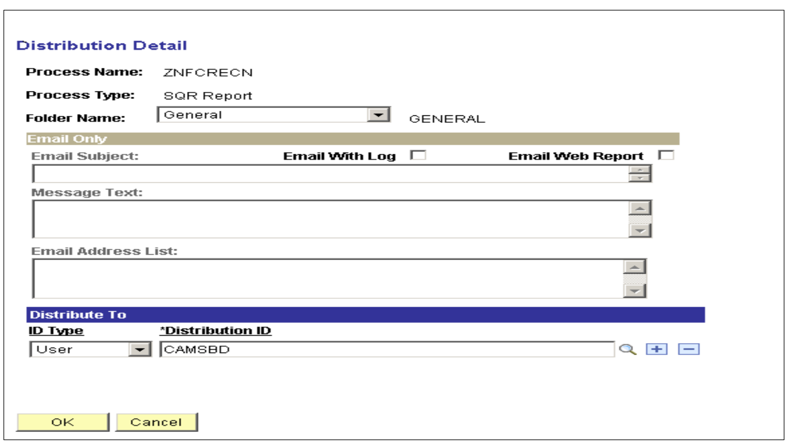


Figure 12. Distribution Detail page

4. Complete the fields on the Distribution Detail page (**Figure 12**) as follows:

Process Name	This field is populated from the Process Scheduler page (**Figure 11**).
Process Type	This field is populated from the Process Scheduler page (**Figure 11**).
Folder Name	Type the folder name or select a name from the drop-down list. The valid value is `General`.
Email Subject	Type the subject of the email.
Email With Log	Check this box to include the log information in the email.
Email Web Report	Check this box to send the report via the Web.
Message Text	Enter the message for the recipient of the email.
Email Address List	Enter the Email address(es) of the receiver(s).
ID Type	This field defaults to `User`. To change the information, select data from the drop-down list. Valid values are `User` and `Role`.
***Distribution ID**	The field defaults to the person's Log on ID running the report. This users's ID can be changed by clicking the search icon. To add an additional Distribution ID, click the + Click the – to remove a user.

5. Click **OK** to save the information and to return to the Process Scheduler page (**Figure 11**)

OR

Click **Cancel** to cancel the information and return to the Process Scheduler page (**Figure 11**)

Reporting Tools

Reporting Tools option allows users to run, create/build, and manage queries. The Reporting Tools also allows the query result to be sent to an Excel spreadsheet and to export to a file.

This section contains the following topics:

Query

The Query is a graphical tool that allows easy retrieval of specific data by specifying the records, fields (e.g. Name, City State), and criteria (e.g. Zip Code = 32605) to be applied to the search. Query results can then be viewed via several methods.

This section contains the following topics:

Query Manager

This option allows the user to add, view, run, and modify an existing query. There are multiple tabs in Query Manager.

- Records - This tab allows listing of records chosen to use to run a query.
- Query - This tab allows the fields to be selected to use to create the query.
- Expressions - This tab allows for the adding of expressions to the query.
- Prompts - This tab allows the query to be designed to prompt for information whey the query is run. The results can be narrowed to only data matching information rather than data from all records.
- Fields - This tab allows the creation of the query.
- Criteria - This tab will identify specific sorting requirements.
- Having - This tab will allow the editing of properties for the query
- View SQL – This tab allows the viewing of the structure query language that ***EmpowHR*** automatically writes for the fields that are selected.
- Run - This tab allows for the running of query reports.

This section contains the following topics:

Find An Existing Query

To Find An Existing Query:

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Query*** menu.
3. Select the ***Query Manager*** component. The ***Query Manager*** page (**Figure 13**) is displayed.

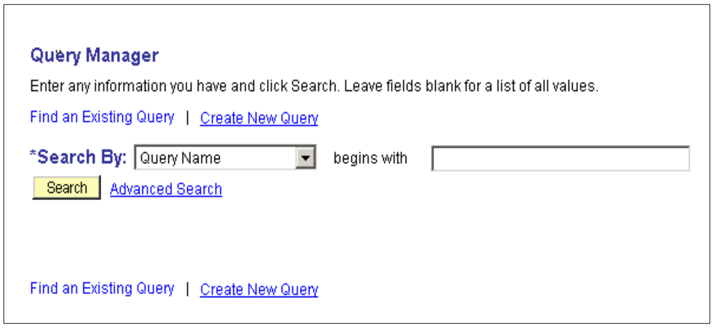


Figure 13. Find An Existing Query page

4. Complete the fields as follows:

Search By	Select the value for the search criteria or select data from the drop-down list. The valid values are:

Search By Valid Values
Access Group Name
Description
Folder Name
Owner
Query Name
Type
Uses Field Name
Uses Record Name

Begins With	This field value corresponds to the Search By value.

5. Click **Search**. The Query Manager page (**Figure 14**) is displayed. Query Manager is a list of queries displayed based on the search criteria entered.

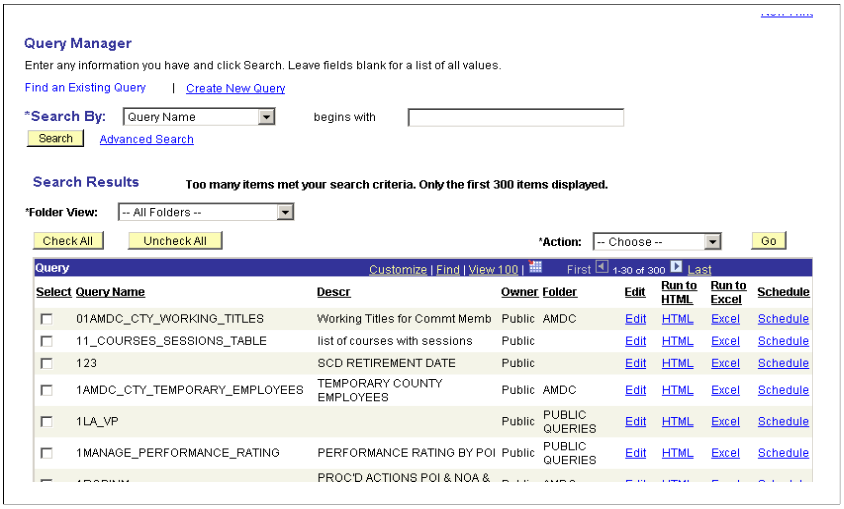


Figure 14. Query page

6. Click on the applicable link for the query. At this time, the Delete, Rename, Run and Schedule options are available. Click the applicable link in the query row without having to open them.

7. Click the ***Edit*** link. The Fields page (**Figure 15**) is displayed.

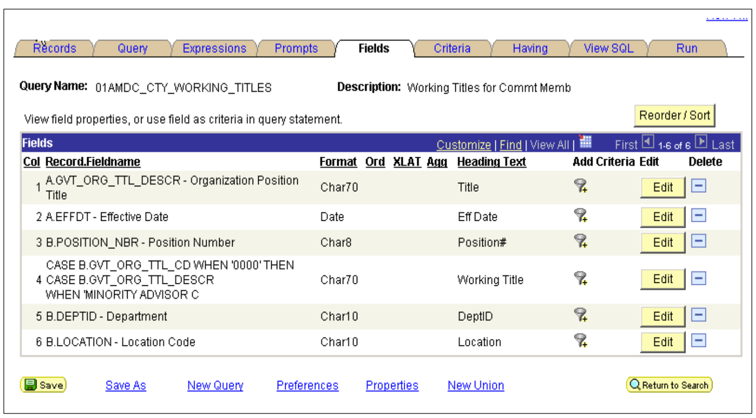


Figure 15. Fields page

8. Click **Save** to save the information.

   OR

   Click the ***Edit*** link. The Edit Field Properties page (**Figure 16**) is displayed.

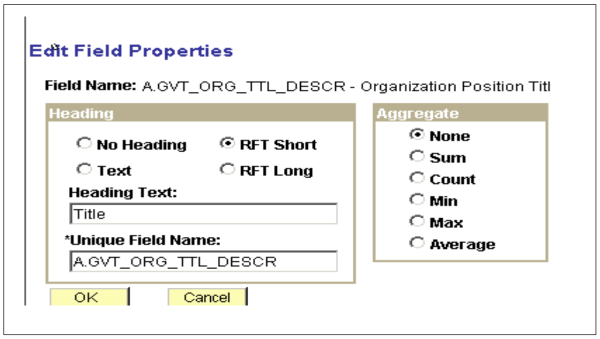


Figure 16. Edit Field Properties page

9. Complete the fields as follows:

Heading/No Heading — Check this box if the field is not a heading.

Heading/RFT Short — Check this box if the field is not a RFT Short.

Heading/Text — Check this box if the field is not text.

Heading/RFT Long — Check this box if the field is not a RFT Long.

Heading Text — This field defaults to **`Title`**. Change if applicable.

***Unique Field Name** — This field defaults to the field name that was selected.

Aggregate/None — This field is checked and defaults to **`None`**.

Aggregate/Sum — Check this box if applicable.

Aggregate/Count — Check this box if applicable.

Aggregate/Min — Check this box if applicable.

Aggregate/Max — Check this box if applicable.

Aggregate/Average — Check this box if applicable.

10. Click **OK**. The Fields page (**Figure 15**) is displayed. At this point, the following options are available:

Step	Description
Click **Cancel**	The Fields page (**Figure 15**) is displayed.
Click **New Query**	The Find An Existing Query page (**Figure 13**) is displayed.
Click **Return To Search**	The Find An Existing Query page (**Figure 13**) is displayed.

Note: It is important not to make changes to any query that the user did not create. To make changes to a query, rename and save the query before making the changes.

Creating A New Query

Below is a list to help to understand the difference between a Public and Private Queries.

- Anyone can use a public query.
- Only the person who created a private query can use it.
- It is important not to make changes to any query that the user did not create. To make changes to a query, rename and save the query before making changes.
- Always save the private version that is created from a public query with a unique name. It is recommended to use initials as the first three letters of the query name.
- If a public query is created, consider creating a private copy with a unique name for specific use by the user. Therefore, if someone mistakenly changes a public query that the user created, a copy of the original will be available .
- When searching for a query from ***Query Manager Search EmpowHR*** will automatically list all private queries. Only the person that created the query will see these items. The public queries will be listed after the private queries.
- If a public query is run and do not receive the results, the user may not have the authorization to some of the data used in that query.

This section contains the following topics:

Selecting Records

To select records:

1. Select the ***Reporting Tools*** menu group.

2. Select the ***Query*** menu.

3. Select the ***Query Manager*** component. The ***Query Manager*** page (**Figure 17**) is displayed.

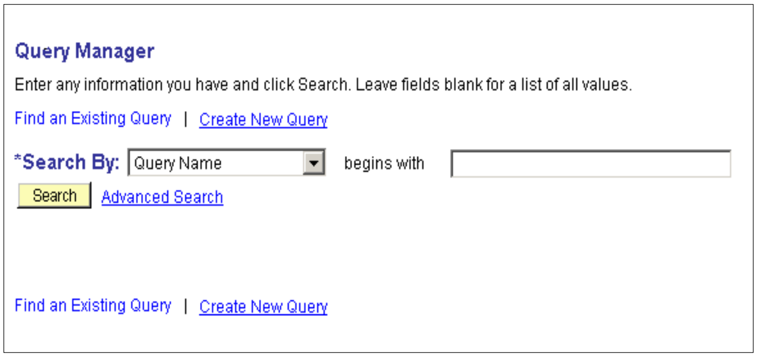


Figure 17. Find An Existing Query page

4. Click the ***Create New Query*** link. The Records page (**Figure 18**) is displayed.

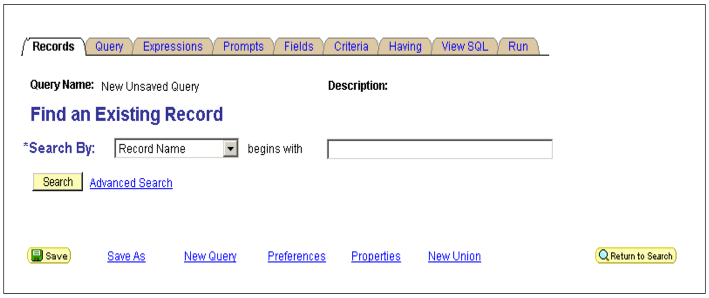


Figure 18. Records page

Note: The **`Query Name`** on the page displays as **`New Unsaved Query`**.

5. Complete the fields as follows:

Search By	Select the value for the search criteria or select data from the drop-down list. The valid values are **`Access Group Name`**, **`Contains Filed Name`**, **`Description`**, and **`Record Name`**.
Begins With	Enter information that corresponds to the valid values above.

6. Click **Search**. The Search Results list page (**Figure 19**) is displayed based on the search criteria entered.

Figure 19. Records page from Search Results

7. Click the ***Add Record*** link to add the record to the query. For many records, a pop-up (**Figure 20**) will appear. Many tables in ***EmpowHR*** have an effective date criteria added. It is recommended to leave the criteria in the query, since most of the time the user will want to see the most recent data row. However, the criteria can be removed later to expand the query results.

Figure 20. Effective Date pop-up

8. Click **OK**. The Query page (**Figure 21**) will display with a list of the field for the Add Record result.

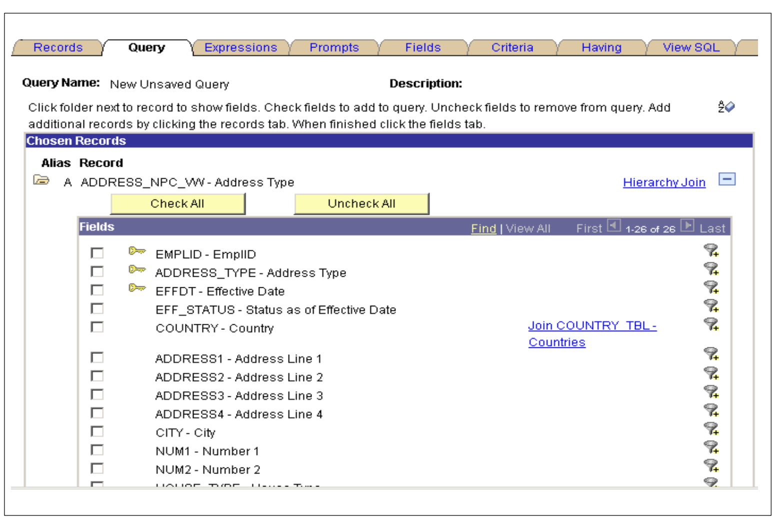


Figure 21. Query page

9. Check the boxes next to the fields that should be displayed on the query output. If the **Check All** is selected then the fields will populate to the ***Fields*** page (**Figure 15**).

   OR

   Click ***Select Fields*** On the Search Results page (**Figure 19**). The Description page (**Figure 22**) of the selected field is displayed.

Fields for record AAP_TBL - Affirmative Action Plan Table:

Fieldname | Customize | Find | First 1-3 of 3 Last

Key	Description
Y	ESTABID - Establishment ID
	DESCR - Description
	AAP_RESPONSIBLE_ID - Person Responsible

Return

Figure 22. Description page (for the selected field)

10. Click **Return**. The Search Results page (**Figure 19**) is displayed.

Joining Records

To automatically join records:

On the Query page (**Figure 21**) there are some fields that have link ***Join*** with the field name. ***EmpowHR*** automatically displays tables that contain information pertinent to a particular field.

1. Click the ***Join*** link. ***EmpowHR*** will add the link.

2. Click the box next to the field name. This will add the field description to the query results.

To manually join records:

1. Click the Records tab. The Records page (**Figure 23**) is displayed. This page displays different information depending when the tab is selected. If the tab is selected after the initial search, the page (**Figure 19**) is displayed. If the tab is selected after the Query tab is selected, then (**Figure 23**) is displayed.

Records | Query | Expressions | Prompts | Fields | Criteria | Having

Query Name: New Unsaved Query   Description:

Find an Existing Record

*Search By: Record Name begins with

Search | Advanced Search

Search Results   Too many items met your search criteria. Only the first 300 items displayed.

Record | Customize | Find | View 100 | First 1-20 of 300 Last

Recname	Join Record	Show Fields
AAP_TBL - Affirmative Action Plan Table	Join Record	Show Fields
AAP_YEAR - Affirmative Action Plan Year	Join Record	Show Fields
AAP_YEAR_GOALS	Join Record	Show Fields
AAP_YEAR_JG_GLS - AAP Year Job Group Goals	Join Record	Show Fields
AAP_YEAR_JOBGRP - AAP Year Job Group	Join Record	Show Fields
ABSENCE_HIST - EE Absence	Join Record	Show Fields
ABSV_ADDL_TBL - Vacation Bonus Entitlement	Join Record	Show Fields
ABSV_PERIOD - Vacation Accrual Period	Join Record	Show Fields
ABSV_PLAN_TBL - Vacation Plan Table	Join Record	Show Fields
ABSV_RATE_TBL - Vacation Service Rate Values	Join Record	Show Fields
ABSV_REQUEST - Vacation Request	Join Record	Show Fields
ABSW_HOL_VW - EE Holiday Schedule View	Join Record	Show Fields
ABSW_SCHD_DET - Work Schedule Details	Join Record	Show Fields

Figure 23. Records page

2. Click the ***Join Record*** link. This will join the record in the query.

When joining more than two records, ***EmpowHR*** will ask which table to join. Always join with the record containing the main information. Once the table is selected to join, ***EmpowHR*** provides the option to automatic join criteria. Always select the criteria provided. These automatic criteria elements are based upon key fields in each table that is needed to appropriately join the tables. If one of these criteria joins `Off`, the query will not run properly.

Saving A Query

Once the records and fields are chosen, the query can be saved. It is recommended to save the queries early and often. Below are some tips for saving queries.

- Queries can be saved from any tab except the ***Records*** and ***Preview*** tabs.
- The query name must be all CAPS.
- Names can be up to 30 characters in length.
- No spaces or special characters are allowed except an underscore.
- It is suggested that initials are used before the query name.
- the Description can also be up to 30 characters in length.
- The Query Type will almost always be `User`.
- Choose `Public` or `Private` ownership depending on whether other should access the query.
- The Query Definition field allows for more detailed description or special notes.

1. Click **Save** on the bottom left of the page. The Enter A Name To Save This Query page (**Figure 24**) is displayed.

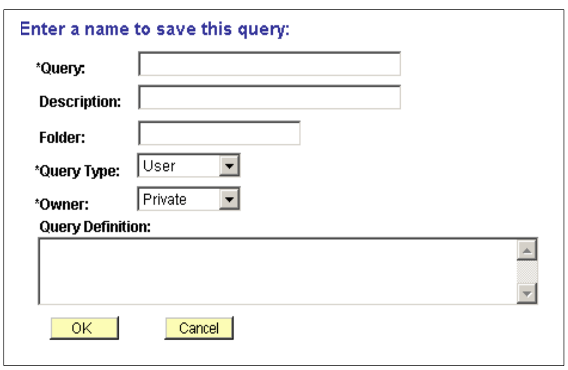


Figure 24. Enter A Name To Save This Query page

2. Complete the fields as follows:

***Query**	Enter the query name.
Decription	Enter description of the query.

Folder	Enter the of the folder where in query will be saved.
***Query Type**	This field defaults to **`User`** and can be changed by selecting data from the drop-down list. The valid values are **`Archive`**, **`Process`**, **`Role`**, and **`User`**.
***Owner**	This field defaults to **`Private`**. The valid values are **`Private`** and **`Public`**.
Query Definition	Enter the definition of the query.

3. Click **OK**.

Working With Fields

At this point the records and fields have been selected and saved.

1. Click the ***Fields*** tab. The Fields page (**Figure 25**) is displayed.

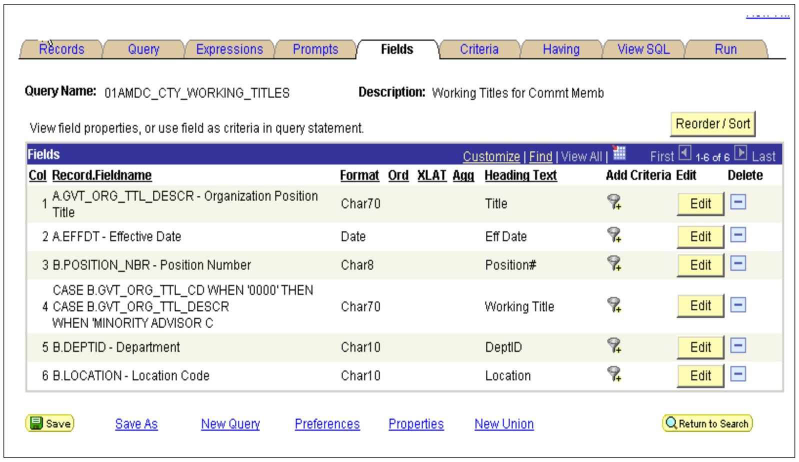


Figure 25. Fields page

EmpowHR identifies each field with a letter preceding the field name. The letter corresponds to the record the field is chosen from. The records are labeled in sequential order according to when the record is chosen. For Example: If the Job records is chosen first, they will be preceded by the letter **`A`**. The DEPT_TBL is chosen second, so the DESCR field is preceded by a **`B`**.

2. Click **Reorder/Sort** in the upper right corner of the ***Fields*** page (**Figure 25**) to resort the fields in a different order in the query output. The ***Edit Field Ordering*** page (**Figure 26**) is displayed.

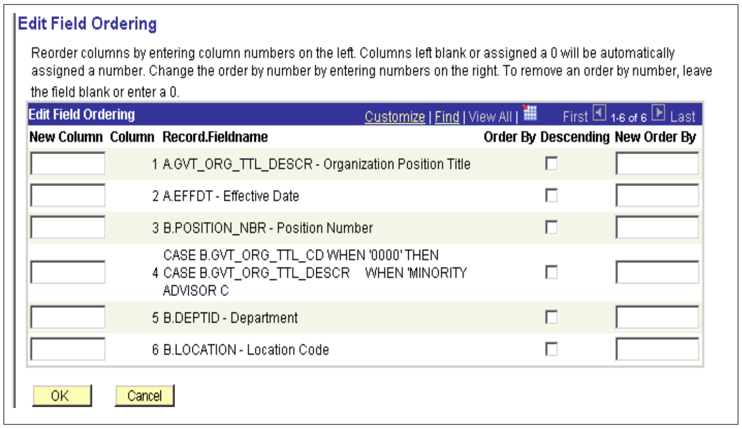


Figure 26. Edit field Ordering page

Reorder columns by entering column numbers on the left. Columns left blank or assigned a `0` will be automatically assigned a number. Change the order by entering numbers on the right. To remove an order by number, leave the field blank or enter a `0`.

3. Complete the fields as follows:

New Column	Enter the sequential numbers in the fields to change the order in whey the fields appear left to right in the query output.
New Order By	Enter the sequential numbers in the fields to change how the data is sorted.

4. Click **OK** to see the new order of the fields.

Previewing A Query

This option allows the user view the information previously chosen.

1. Click the ***Run*** tab. The Run page (**Figure 27**) is displayed with the information.

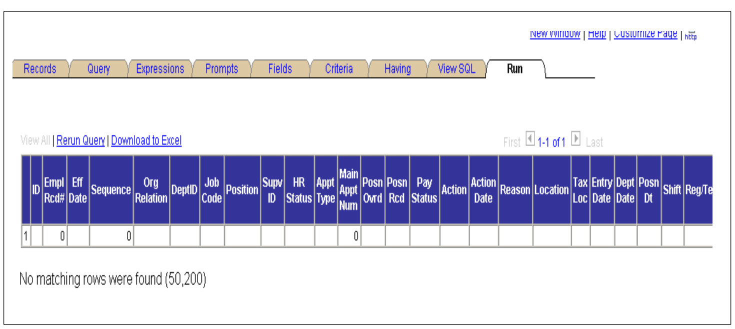


Figure 27. Run page

Adding Criteria

This option allows the user to narrow down the amount of records in the query output and to choose specific types of data needed to add criteria to the query.

1. Click the ***Criteria*** tab. The Criteria page (**Figure 28** is displayed.

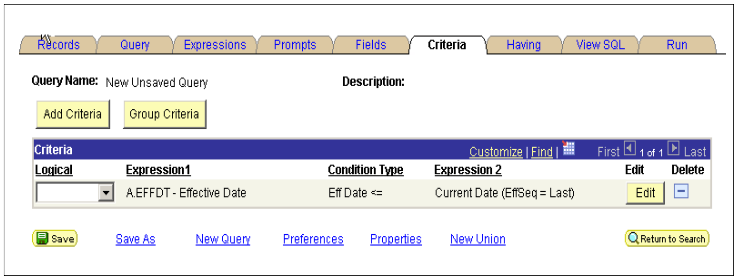


Figure 28. Criteria page

The Criteria page (**Figure 28**) has several criteria elements. ***EmpowHR*** added these elements automatically to the query when the records were joined. These criteria include EFFDT **–** Effective Date to return the most recent row of data, and automatic table joins for key fields. It is best to leave these criteria elements as they are. The only one that may be changed is the Effective Data, which would allow the expansion of query results.

There are several ways to add criteria to the query. To add criteria to the fields that have been selected, use the Fields page (**Figure 15**).

2. Click the  to the right of the field to add the criteria for the report. The Edit Criteria Properties page (**Figure 29**) is displayed.

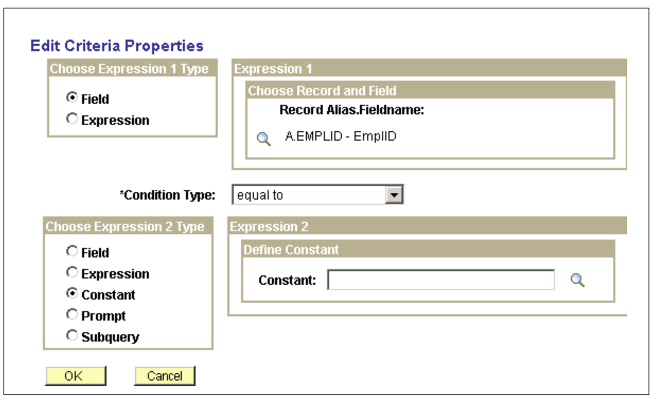


Figure 29. Edit Criteria Properties page

3. Complete the fields as follows:

Choose Expression 1 Type/Field	This field is checked. Uncheck this box if applicable.
Choose Expression 1 Type/Expression	Check this box if applicable
Expression 1 /Choose Record And Field	This field displays the field name selected from the Fields page (**Figure 25**).

Choose Expression 2 Type/Field

This field displays the value that corresponds to the Expression 1 Type.

***Condition Type**

This field defaults to `Equal to` Change if applicable or select data from the drop-down list. The following table describes the available Condition Types for criteria. For each Condition type, Query manager offers a not option that reverses its effect. For example, `Not Equal To` returns all rows that `Equal To` would not return. The valid values are listed below:

Condition Type Valid Values	When It Returns A Row
Equal To	The value in the selected record field exactly matches the comparison value.
Between	The value in the selected record field falls between two caparison values. The range is inclusive.
Exists	This operator is different from the others, in that it doesn't compare a record field to the comparison value. The comparison value is a subquery. If the subquery returns any data. ***EmpowHR*** returns the corresponding rows.
Greater Than	The value in the record field is greater than the comparison value.
In List	The value in the selected record field matches one of the comparison values in the list.
In Tree	The value in the selected record field appears as a node in a tree created with ***EmpowHR*** Tree Manager. The comparison value for this operator is a tree or branch of a tree for ***EmpowHR*** Query to search.
Is Not Null	
Is Null	The selected record field does not have a value in it. Do not specify a comparison value for this operator. Key fields, required fields, character fields, and numeric fields do not allow null values.
Less Than	The value in the record field is less than the comparison value.
Like	The value in the selected field matches a specified string pattern. The comparison value may be a string hat contains wildcard characters. The wildcard characters that ***EmpowHR*** Query recognizes are `%` and `_`. `%` matches any string of zero or more characters. For example, `C%` matches any string starting with `C`, including `C` alone. _matches any single character. For example, _ ones matches any five-character string ending with `ones`, such as Jones or Cones. ***EmpowHR*** Query also recognizes any wildcard characters that any database software supports. To use one of the wildcard characters as a literal character(e.g., to include a `%` in the string), precede the character with a `\`. For example, percent `\%\`.

Other Condition Type Valid Values
Not Between
Not Equal To
Not Greater Than
Not In List

Other Condition Type Valid Values
Not In Tree
Does Not Exist
Not Less Than
Not Like

Choose Expression 2 Type/Expression	Check this box if applicable.
Choose Expression 2 Type/Constant	This box defaults to checked. Uncheck if applicable.
Choose Expression 2 Type/Prompt	Check this box if applicable.
Choose Expression 2 Type/Subquery	Check this box if applicable.
Expression 2/Define	This field displays the information that corresponds to the Expression Type box that is checked. Enter the applicable information.

Based on the options selected in each field, a new page could appear. Enter applicable information on each page.

4. Click **OK**. The Fields page (**Figure 15**) is displayed.

Other Ways To Add Criteria-Query Tab

1. Click the ***Query*** tab. The Query page (**Figure 14**) is displayed.
2. Click the + next to the specific table.
3. Check the box next to the field to add criteria to that field.
4. Click the  to the right of the field to add the criteria for the report. The Edit Criteria Properties page (**Figure 29**) is displayed.

Other Ways To Add Criteria-Criteria Tab

1. Click the ***Criteria*** tab. The Criteria page (**Figure 28**) is displayed.
2. Click the search icon in the Expression 1 Choose Record and field group box. The Select A Field page (**Figure 30**) is displayed.

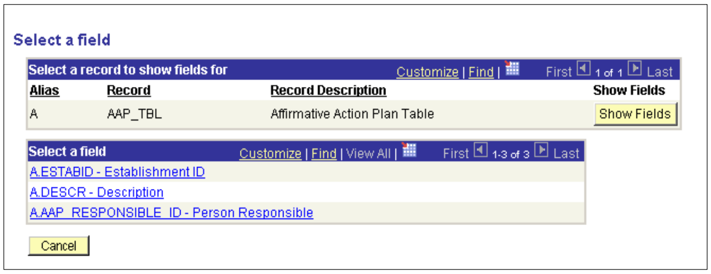


Figure 30. Select A Field page

3. Click **Show Fields** to view the record.
4. Click any link. The Edit Criteria Properties page (**Figure 29**) is displayed.

Removing Criteria

1. Click the ***Criteria*** tab. The Criteria page (**Figure 28**) is displayed.
2. Click the **–**beside the applicable criteria statement to delete.
3. Return to the Fields page (**Figure 15**) for more criteria options.

Figure 31. Select A Field page

4. Click **Show Fields** to view the record.
5. Click any link. The Edit Criteria Properties page (**Figure 29**) is displayed.

Using Wildcards

Wildcards are used when the exact value is not known or when the values are too many to search on. The % and the _ are the two wildcard symbols.

Working With Prompts

Queries can be designed to prompt for information when they are run. Therefore, the results of the query are narrowed to only the data matching the information entered, rather than data from all records.

To add a Prompt:

1. Click the ***Criteria*** tab. The Criteria page (**Figure 28**) is displayed.

2. Click **Add Criteria**. The Edit Criteria Properties page (**Figure 29**) is displayed.

3. Click the search icon in the Expression 1 Choose Record And Field. The Select A field page (**Figure 31**) is displayed.

4. Click **Show Fields**. A list of available fields are displayed.

5. Select a field name.

6. Click the drop-down list next to the Condition Type.

7. Select `Like`.

8. In the Choose Expression 2 Type click the box next to Prompt. A new prompt field appears. Verify that the value `Prompt Table` is in the Edit Type field. This allows the look-up of prompt selections.

9. Change the Heading Type.

10. Change the Heading Text. The Heading Text is the message that will be displayed when prompted.

11. Click **OK** The Edit Criteria Properties page (**Figure 29**) is displayed.

12. Click **OK**. the Criteria page (**Figure 28**) is displayed.

Working With Translate Values

When selecting fields, sometimes it is necessary to join to another record to retrieve the description for that field. For some fields, ***EmpowHR*** includes an `XLAT` value that allows the viewing of the descriptive version of the field without going to a separate table.

1. Click the ***Fields*** tab. Notice the column headings above the fields. If the field as a translate value, an `N` will appear under the `XLAT` column heading.

2. Select **Edit** beside a field name. The Edit Field Properties page (**Figure 32**) is displayed.

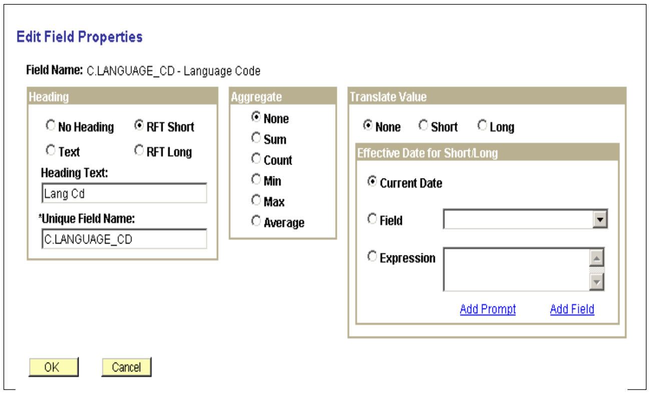


Figure 32. Edit Field Properties page

3. The Translate Value field gives the option for a `Short` or `Long` description.

4. Click **OK**. The Field page (**Figure 15**) is displayed. Notice that an **L** now appears in the **XLAT** column heading.

Exporting Data

Query Manager allows the export of data to Excel or to a text document in CSV format. Export data from the ***Run*** tab.

1. Click the ***Query Manager*** component and search for the query that has been created. The Query Viewer page (**Figure 33**) is displayed.

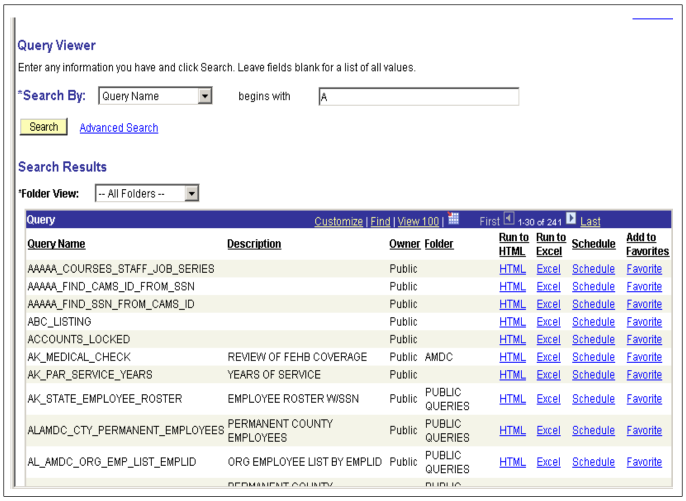


Figure 33. Query Manager page

2. Click the ***Run HTML*** or ***Run Excel*** link without opening the query. Save the query to a file. The ***Save*** pop-up appears.

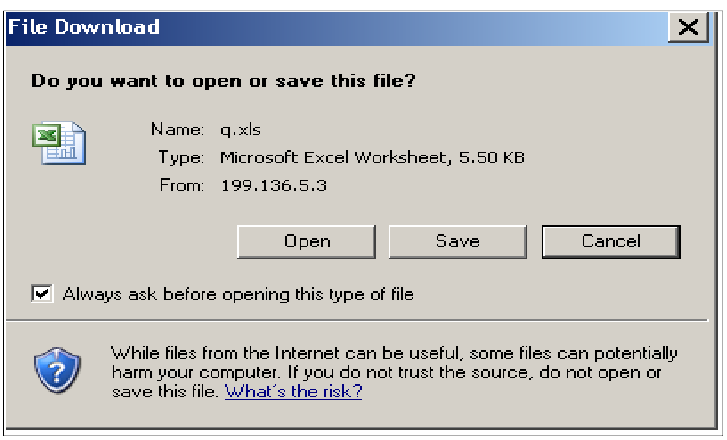


Figure 34. Save pop-up

3. Click **Open** to open the type of selection made and view the query.

   OR

   Click **Save** to a file.

   OR

Click **Cancel** to return to the page.

Query Viewer

This option allows the user to only view and run existing queries.

This section contains the following topic:

[Viewing A Query]

Viewing A Query

To view a Query:

1. Click the ***Query Manager*** component to search for the query that has been created. The Query Viewer page (**Figure 35**) is displayed.

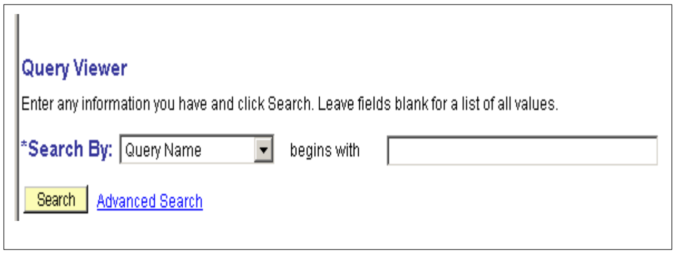


Figure 35. Query Viewer page

2. Complete the fields as follows:

Search By	Select a value to search for a Query or select data from the drop-down list. The valid values are as follows:

Search By Valid Values
Access Group Name
Description
Folder Name
Owner
Query Name
Type
Uses Field Name
Uses Record Name

Begins With	This field corresponds to the search value selected.

3. Click **Search**. The Query Manager page (**Figure 33**) is displayed. For more information on this page refer to [Exporting Data] in this procedure.

Schedule Query

This option allows the user to schedule a run time for standard queries.

This section contains the following topic:

Scheduling A Query

To Schedule a Query:

1. Click the ***Schedule Query*** component and search for the query that has been created. The Schedule Query page (**Figure 36**) is displayed to locate an existing report.

Figure 36. Query Viewer page

2. Complete the fields as follows:

Search By	Select a value to search for a Query or select data from the drop-down list. The valid values are `Query Name` and `RunID`.
Begins With	This field corresponds to the search value selected.

3. Click **Search**. The Schedule Query page (**Figure 37**) is displayed.

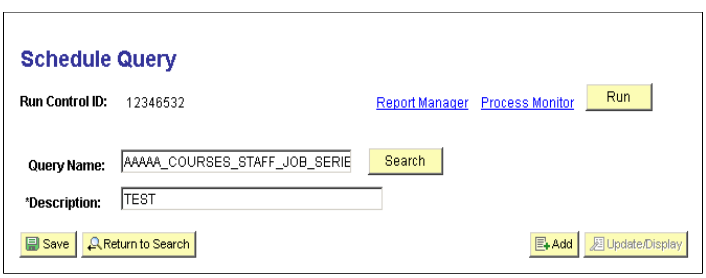


Figure 37. Schedule Query page

4. Complete the fields as follows.

Query Name	This field corresponds to the search name entered.
***Description**	This field is system-generated.

5. Click **Save**.

Step	Description
Click **Add**	To add a query.
Click **Report Manager**	For more information on this topic refer to Report Manager of this manual.
Click **Process Monitor**	For more information on this topic refer to Process Monitor of this manual.
Click **Run**	For more information on this topic refer to Run of this manual.

Report Manager

This is a view only function and displays a the list of any reports that have been created in ***EmpowHR***.

This section contains the following topic:

Using Report Manager

Using Report Manager

To use Report Manager:

1. Select the ***Reporting Tools*** menu group.

2. Select the ***Report Manager*** component. The List page (**Figure 38**) is displayed. There are multiple tabs in the option ***List***, ***Explorer***, ***Administration***, and ***Archives***. The drop-down lists on these pages are used as filters. These filters narrow the search for a report. To run a report refer to Report Functions in this manual.

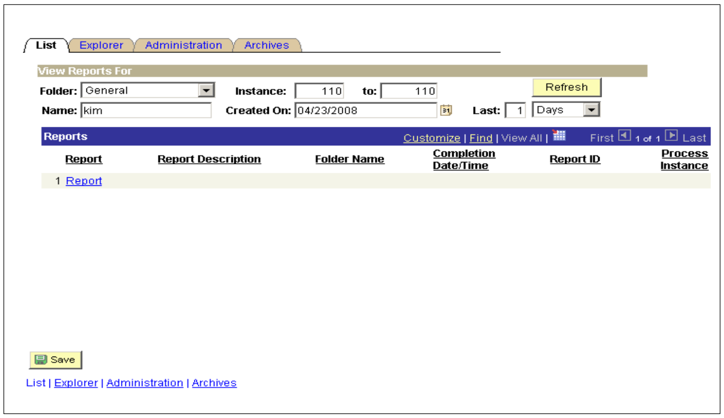


Figure 38. List page

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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