

Information Tools **Chapter 1 Section 5** Introduction EHRP provides extensive management information to its users. The following four types of management information are used in EHRP: View-only pages • Queries • Inquiries • Reports • View-only Some pages within EHRP are used for informational purposes only. They are Pages called view-only pages because the data on the page cannot be manipulated. View-only pages are usually accessed via the Inquire menu option. An example of a view-only page is the Position Data Summary page shown below. PEOPLE 🙆 Hom 🎒 Sian Out Manage Positions > Inquire > Position Data Summary New Window Develop Workforce Home Position Data Summary Position Number: 00000001 SUPV HELP DESK SPECIALIST Position Data First 💽 1 of 1 🕨 Las Vivork Location \Upsilon Payroll Info Effective Date Action Reason Status Date Budgeted Status Max Head Count 01/01/1940 New Posn Approved 01/01/1940 Q Return to Search)

Queries

Queries are abbreviated, targeted reports that are designed to answer a specific question from a user.



Inquiries	Inquiries are essentially pre-defined queries that are built into EHRP for users to easily access. Since EHRP is accessed in a browser format, the inquiries can be printed using the Print button on your browser toolbar. Inquire pages will allow the user to view only one employee at a time that meets the inquiry criteria.								
	For example, you can view an employee's job summary, by accessing the Administer Workforce (USF) page and selecting Inquire.								
Reports	Just as with inquiries, reports are essentially pre-defined queries that are built into EHRP for users to easily access. Reports can be printed as well. The key difference with reports is that reports will show all employees meeting the inquiry criteria.								
Run Control IDs	Using Run Control IDs is a way of saving parameters for reports. When running a report, users can search on different criteria. To expedite the process, these criteria can be saved and used later. Run Control IDs are as individual as the user. Two users can run the same report, calling it the same name, and yet have different criteria. Your Run Control ID is unique because it is based on your Operator ID and password.								
Report Manager	Report Manager provides a list of your own personal reports and processes.								
	PEOPLE								
	🖉 Home 😨 Help 🔶 Sign Out								
	Home > PeopleTools > Report List New Window Report List Report List Report List Report List Archived Reports								
	View Reports For								
	User: PS Process type: Refresh								
	Report List View All I I I Select Report Prcs Point and the control of the c								
	Distance Instance Report Description Requisition Format Status Details View 357 378 Years of Service 10/30/2001 3:43:59PM Acrobat (*.pdf) Posted Details View								
	Delete Click the delete button to delete the selected report(s)								
	(Save) Report List <u>Archived Reports</u>								



ProcessYou can see the progress of your reports and processes on the ProcessMonitorMonitor. It also displays the status of the different servers that run your
reports.

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/ Process L View Proce	list <u>S</u> erver List Iss Request For	<u>Monitor</u> > <u>Inquire</u> > P	rocess				New	Window	
Server:	PS Q Ty Rt View Job Items	pe: In Status:		Last: 1 Days Instance: to View	Refresh	of1 ▶ >			
Instance S	eq. Process Type	Process Name	User	Run Date/Time	Run Status	Details			
378	SOR Report	PER003	PS	10/30/2001 3:43.47PM PST	Success	Details			
Process Lis	t <u>Server List</u>								

