

Information Tools

Chapter 1 Section 5

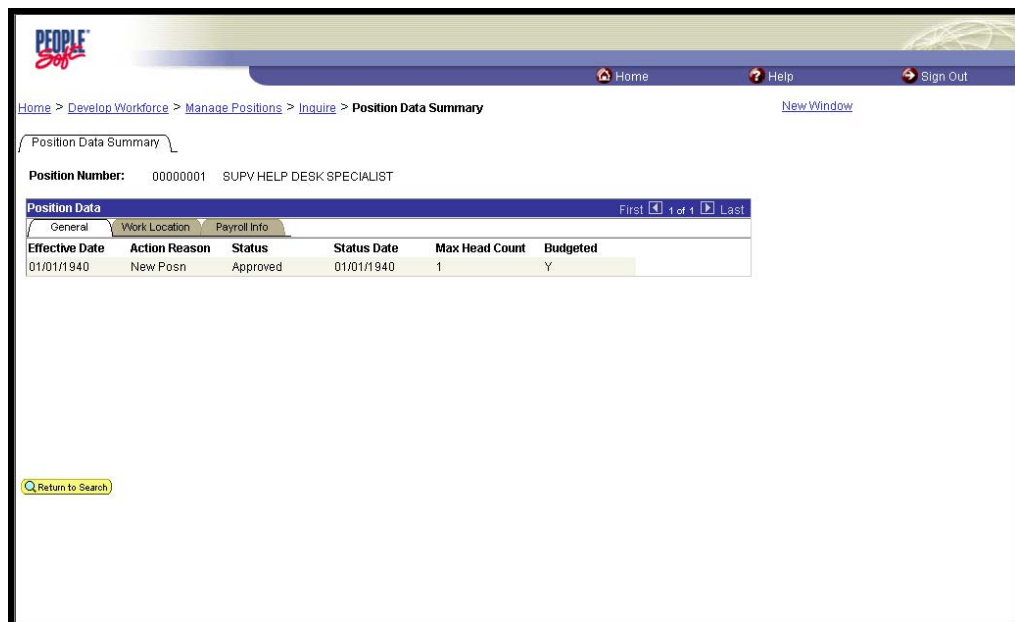
Introduction

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 Pages

Some pages within EHRP are used for informational purposes only. They are 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.



Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted
01/01/1940	New Posn	Approved	01/01/1940	1	Y

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.

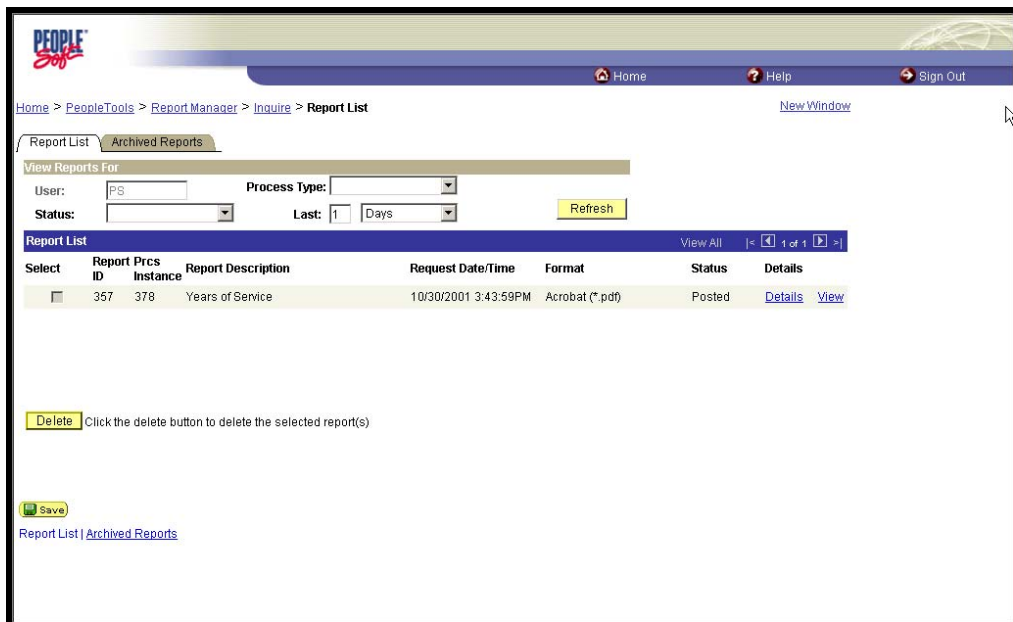
Run Control IDs

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.



Process Monitor

You can see the progress of your reports and processes on the Process Monitor. It also displays the status of the different servers that run your reports.

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Home Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

User: PS Type: Last: 1 Days Refresh

Server: Run Status: Instance: to

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
378	SQR Report	PER003	PS	10/30/2001 3:43:47PM PST	Success	Details

Save

[Process List](#) | [Server List](#)

