HOW TO RUN COMP REPORTS IN EIS
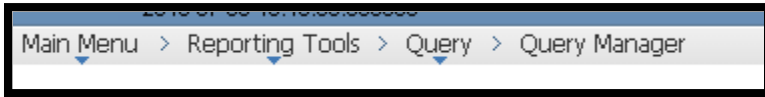
1. In **EIS**, GO TO **Query Manager**

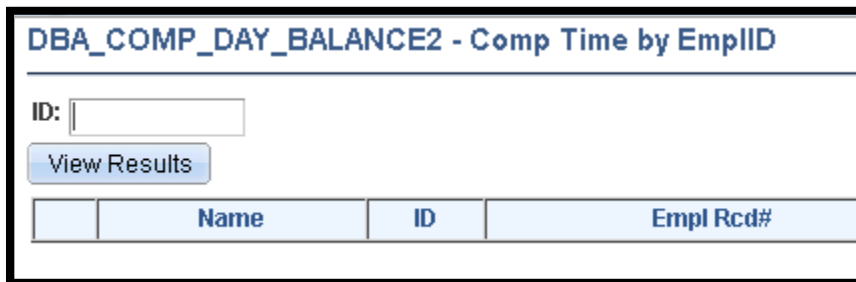Main Menu > Reporting Tools > Query > Query Manager

2. Enter the name or description of the query you wish to select. We recommend doing a search for the query name using the wild card search: %DBA_COMP_DAY%

3. Select the desired comp query by clicking "Excel" to the right of the desired query.

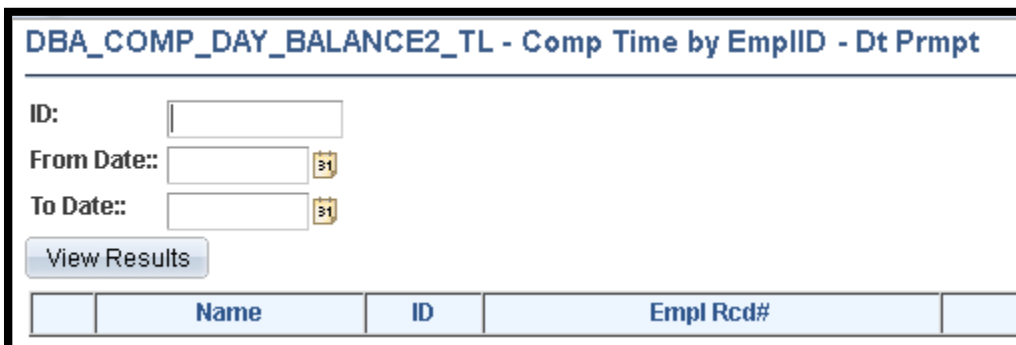Please see below for a list of available comp leave queries:

Query								
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	DBA_COMP_DAY_BALANCE		Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BALANCE2	Comp Time by EmplID	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BALANCE2_TL	Comp Time by EmplID - Dt Prmpt	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BALANCE3	Comp Time by DeptID	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BALANCE3_TL	Comp Time by DeptID-Dt Prompt	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BALANCE4	Comp Time by Company	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_DAY_BAL_BY_EMPLID	BY EMPLID with approver info	Public		Edit	HTML	Excel	XML	Schedule
☐	DBA_COMP_LVE_GROUPID	By Group ID	Public		Edit	HTML	Excel	XML	Schedule

4. Enter the required information for the selected query.

Example 1: Enter EmplID for DBA_COMP_DAY_BALANCES2 query.

DBA_COMP_DAY_BALANCE2 - Comp Time by EmplID

ID:
View Results

	Name	ID	Empl Rcd#

Example 2: Enter EmplID and date range for DBA_COMP_DAY_BALANCES2_TL query.

DBA_COMP_DAY_BALANCE2_TL - Comp Time by EmplID - Dt Prmpt

ID:
From Date::
To Date::
View Results

	Name	ID	Empl Rcd#

5. Click "View Results" below the entered data.