

6 Reports

There are two Cognos reports regarding Red circle status which can be run via the helpdesk. Red Circle statistical Report and Red Circle Status Listing. The Red Circle Status Listing lists by Department all red circle people with their personal reference, name and position, the Red Circle Status Start date and End date.

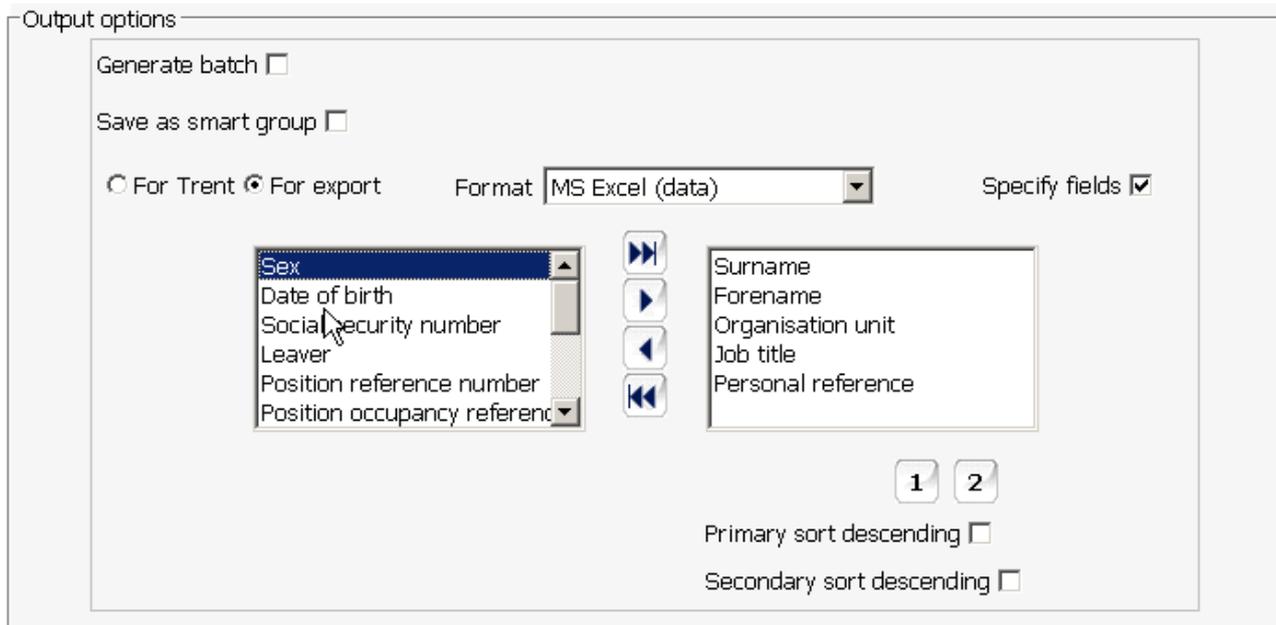
Academic Division

Personal Reference	Formatted Name	Position	Red Circle Status Start	Red Circle Status End
10006201	Mr CA Belcher	Administrative Officer Grade II	1 Oct 2007 00:00:00	
10100757	Mrs JS Milne	Chief Secretary (Personal Assistant)	1 Jul 2007 00:00:00	
10003399	Dr MS Edwards	Principal Assistant Registry	1 Jan 2006 00:00:00	
10001104	Mrs JR Collis	Senior Secretary	1 Jan 2006 00:00:00	
10001261	Mrs PGE Dunwell	Senior Secretary	1 Jan 2006 00:00:00	
10079492	Mr A Gordon	Site Development Manager	1 Jan 2006 00:00:00	
Academic Division			6	

It is possible to create your own “reports” for UDF data by making use of the export facility within the Advanced Search.

When you specify an Advanced Search with the output going to a specific file type you also have the option to specify the fields to be used, thereby creating your own simple report.

When you click the specify fields option you will be shown all of the available fields and given the tools to build your own customised list.



Output options

Generate batch

Save as smart group

For Trent For export Format: MS Excel (data) Specify fields

Sex
Date of birth
Social security number
Leaver
Position reference number
Position occupancy referenc

Surname
Forename
Organisation unit
Job title
Personal reference

1 2

Primary sort descending

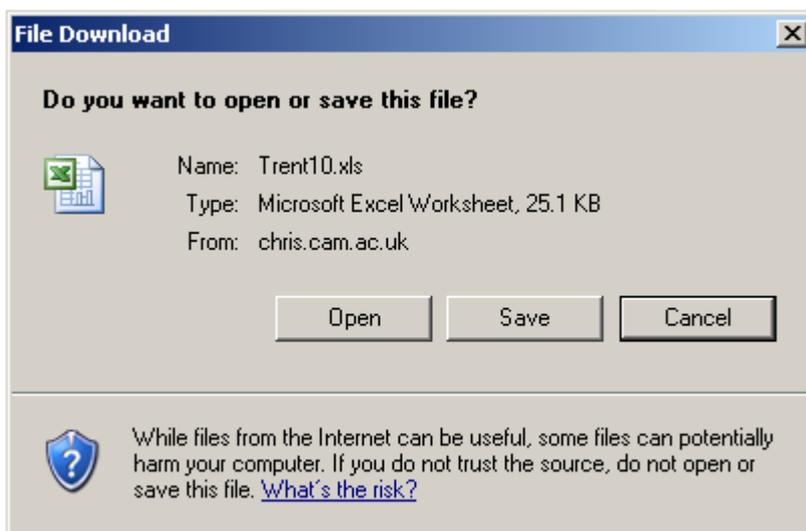
Secondary sort descending

Select the fields that you require from the left panel and use the buttons to copy them to the selected list on the right.



will move the highlighted item from the available list to the selected list.

Trent will open another window and when the search has completed the open dialog box will be displayed. Click the Open button to display the data.



File Download

Do you want to open or save this file?

 Name: Trent10.xls
Type: Microsoft Excel Worksheet, 25.1 KB
From: chris.cam.ac.uk

Open Save Cancel

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