



HR Enquiry and Reporting

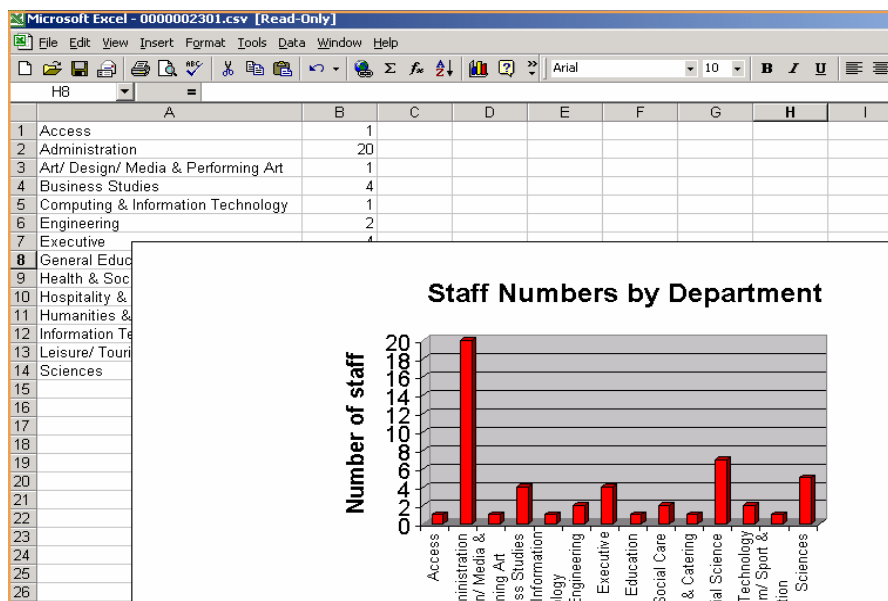
The HR Enquiry suite is an essential tool for analysing data on Human Resources and Payroll. It has the power to provide detailed analyses of large volumes of data both quickly and simply. It employs Agresso's latest Agresso QL technology to display, group and aggregate data in a grid format. Reports are user-defined through simple wizards which require little knowledge of programming. All security features of Agresso QLP are maintained, ensuring that sensitive data can be distributed in a secure and protected way.

VIEWING AND ANALYSING DATA

Data is displayed in a grid format. From this, users can arrange, sort, group and aggregate data held on the HR and Payroll databases. Fields of information can be dragged to new positions and columns sized using the mouse. Clicking on a column header sorts the data in either ascending or descending order. Fields can then be dragged into the header in order to group by that field. From this, instant and on-line enquiries can be defined for subtotalling, head counts, trend analysis and data audit. Once saved, these views become unique to that user, meaning that each user can develop a series of views pertinent to themselves.

Department	Employee Number	Surname	Forename(s)	Date of Birth	Gender	Line Manager	Salary
Administration	PJEN	Jenkins	Peter	15/03/1955	Male		11,546.0
Administration	PBRI	Bridgewater	Paul	17/05/1956	Male	Tony Imbinbo	29,437.0
Administration	SDIL	Dilay	Sital	09/12/1945	Male	Liz Price	11,546.0
Administration	MSTI	Stillman	Mark Malcolm	23/04/1956	Male	Liz Price	12,099.0
Administration	DGRI	Grimshaw	David Michael	12/06/1971	Male	Bary Gregory	12,319.0
Administration	BGRE	Gregory	Barry Jonathan	17/12/1960	Male	Barbara Houghton	48,318.0

INTEGRATION TO MICROSOFT OFFICE

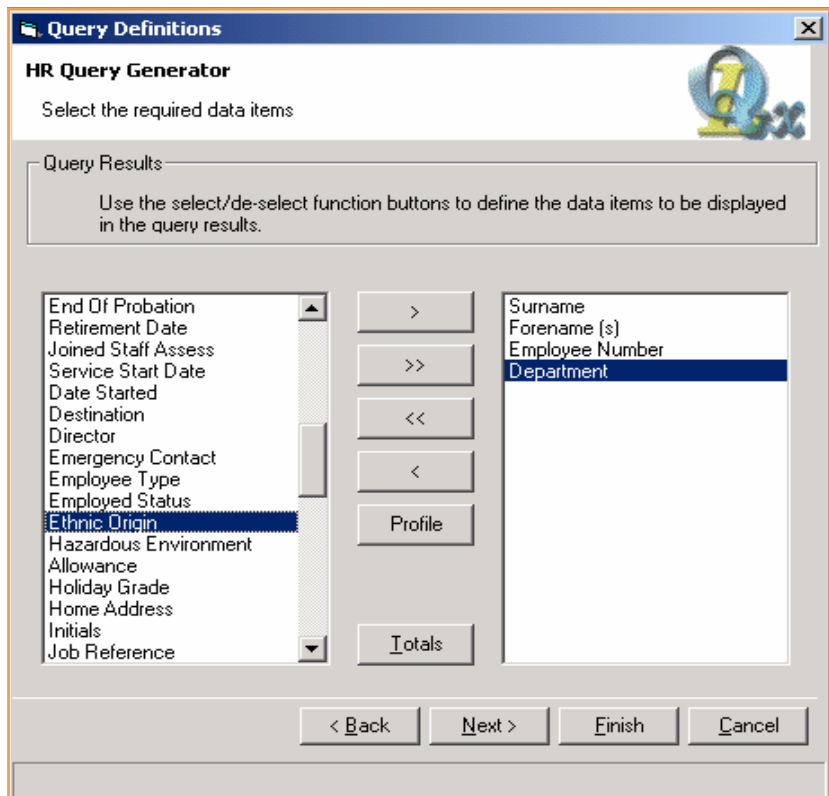


Integration to Microsoft Office enables users to publish results and carry out further analyses using the power of Excel and Word. Simply by clicking on the Export button, all data displayed in the grid is automatically dropped into Excel. From this graphical views can be created quickly and easily. The production of reports, documents and letters using mail merge can be automated. Using 'drag and drop' facilities, subsets of data can be moved to Excel for focused analysis and reporting.



WRITING REPORTS

A simple-to-use wizard take users through the creation and editing of reports. This requires no programming knowledge and means that a wide range of users can get access to data without recourse to commercial report writing tools. The full range of data available to the user is displayed in meaningful lists using English terminology, which eliminates the need for any database knowledge.



SECURITY

Department	Employee Number	Surname	Forename (s)	Date of Birth	Gender	Line Manager	Salary
Administration (20)							
- Female (14)							
Administration	JSMY	Smyth	Jane	16/07/1954	Female	Barbara Houghton	
Administration	JWIL	Williams	Janet	16/05/1975	Female	Liz Price	
Administration	EPRI	Price	Elizabeth Jane	23/04/1973	Female	Barbara Houghton	
Administration	JFRE	French	Joy	30/04/1969	Female	Liz Price	
Administration	PMIT	Milson	Penny	06/07/1973	Female	Liz Price	
Administration	YBIN	Binder	Yvonne Louisa	23/04/1967	Female		
Administration	MCHI	Chidlow	Mary	19/02/1954	Female	Liz Price	
Administration	MKNI	Knight	Marta	17/02/1975	Female	Paul Bridgewater	
Administration	CGRA	Grant	Celia Joanna	23/05/1975	Female	Elaine Merriman	
Administration	BHOU	Houghton	Barbara	27/03/1949	Female	Liz Boothman	
Administration	AGDD	Godfrey	Andrea	26/07/1964	Female	Barry Gregory	
Administration	EBOD	Boothman	Elizabeth	17/08/1944	Female		
Administration	DMCC	McCathie	Diane	23/06/1973	Female	Barry Gregory	
Administration	AGIL	Gill	Angela Maureen	29/02/1960	Female	Liz Price	
- Male (6)							
Administration	PJEN	Jenkins	Peter	15/03/1955	Male		
Administration	SDIL	Dilay	Sital	09/12/1945	Male	Liz Price	

Access to data is strictly controlled through the user's log-on. This includes which reports can be viewed, and which HR records and fields are displayed. For example, whilst a report might be designed to display all employees and their salary information, for a particular line manager he/she may only be able to view records of his/her staff and not salary where access to that information is denied.