

Telephone Directory

Transaction Code:
S_AHR_61016354

- Purpose** Use this procedure to identify employee's telephone numbers.
- Trigger** Perform this procedure when you need to identify all employees' telephone numbers in case of emergencies.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned one of the following roles:
Personnel Administration Processor, Personnel Administration Supervisor

Change History	Change Description
3/7/2012	Procedure created
3/12/2012	Tip added to step 3.2

Transaction Code S_AHR_61016354

Procedure

Scenario:

You need to create a list of all active employees and their contact information for emergency purposes for your agency. Run the Telephone Directory report to display this information.

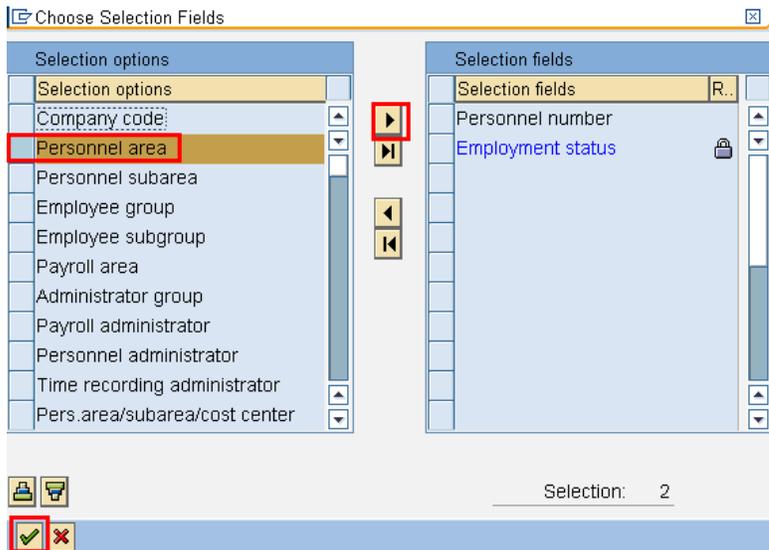
1. Start the transaction using the transaction code **S_AHR_61016354**.

2. Under the **Key date** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	This is the date on which a search for information is being performed. The Today radio button defaults in Example: 3/7/2012

Other Key Date	C	This selection option will run the report using the specified values the Key date. Example: 2/16/2012
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3. Click **Further selections** to add additional Field Selections:



3.1 Select the box to the left of the Field(s) to select.

3.2 Click the  (Select) to move field into **Selection Fields**



Tip: To run this report for your entire agency select **Personnel Area** to move to the **Selection Fields**.

3.3 Click  (Copy) to return to the **Telephone Directory** selection criteria screen

4. Under the **Selection** complete the following:

Selection		
Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="0"/>	
Personnel area	<input type="text"/>	

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	The employee's unique identifier.

		Example: 40000235
Personnel Area	C	A specific agency/sub agency in the State of Washington Example: 1790

5. Under the **Additional data** click the  (Multiple Selection) to the right of **Communications Numbers**



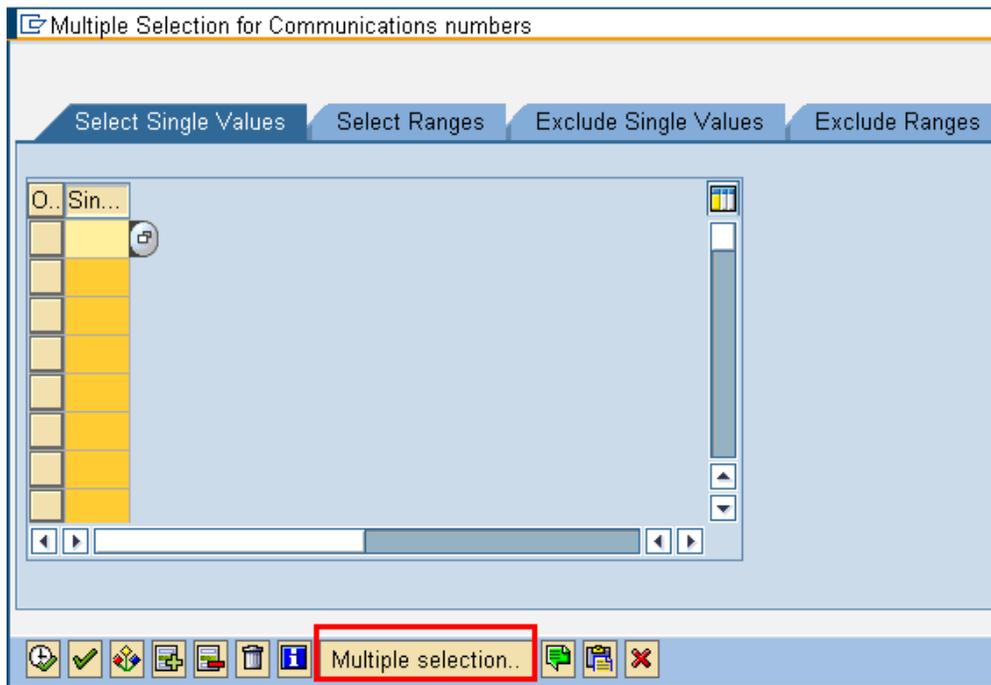
Additional data

Selection criteria

Communications numbers to 

Postal code to 

5.1 Click **Multiple Selection ...**



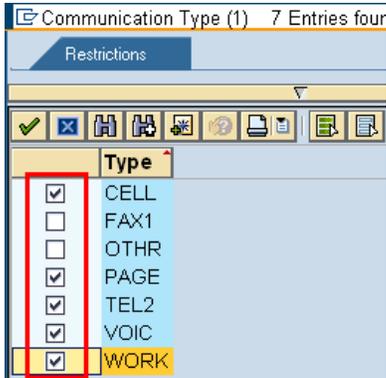
Multiple Selection for Communications numbers

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O.. Sin...

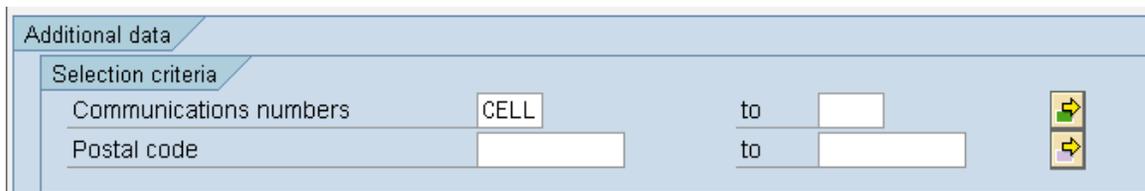
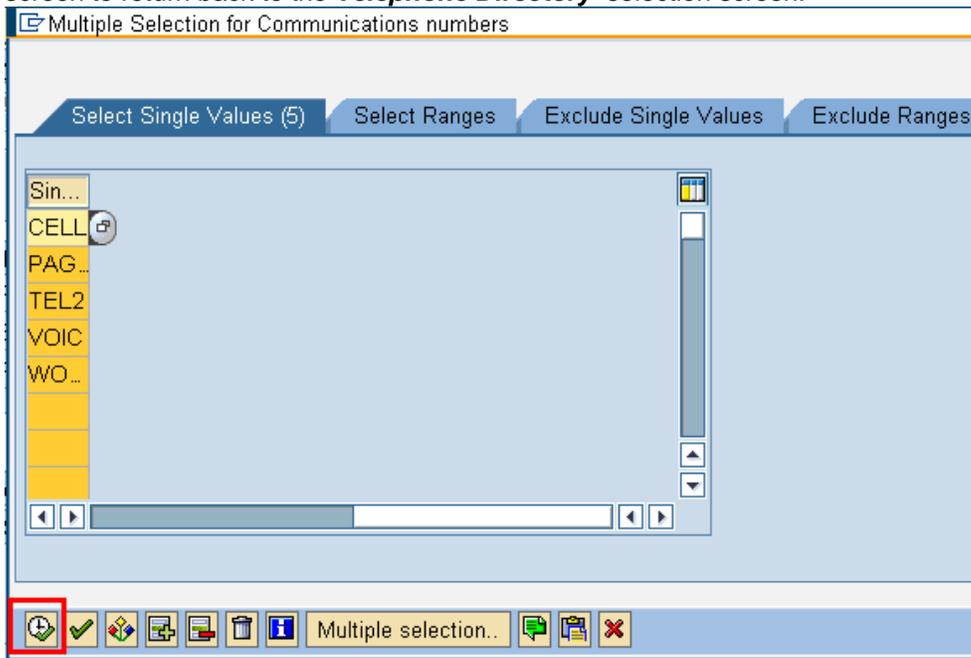
Multiple selection..

5.2 Click the box to the left of desired options to select:



5.3 Click  (Copy) on the **CommunicationType** pop-up screen.

5.4 Click  (Execute) on the **Multiple Selection for Communication number** pop-up screen to return back to the **Telephone Directory** selection screen.



6. Under **Output data** select the **radio** button **External connection**.

6.1 Check the box to the left of desired output data:

Output data

- External connections
- Extensions
- Internal communications
- As a directory

- Only known telephone numbers
- With pers. number
- With address

Program Edit Goto System Help

Telephone Directory

Further selections Search helps Sort order

Key date

- Today
- Other keydate

Key Date

Selection

Personnel Number

Employment status 0

Personnel area 1790

Additional data

Selection criteria

Communications numbers CELL to

Postal code to

Output data

- External connections
- Extensions
- Internal communications
- As a directory

- Only known telephone numbers
- With pers. number
- With address

7. Click  (Execute) to generate the report



PERNR	Name	Address	Communication number
91999999	CHRISTOPERSON, JOHN	CHRISTOPERSON, JOHN 7808 197TH AVE SW ROCHESTER WA 98579	(360)273-8737 (360)664-6403 WORK (360)790-2719 TEL2
40000287	JISHIP ASHLEY	JISHIP ASHLEY 6565 HOLLYWOOD AVENUE W SPOKANE WA 99208	3606646400
04000690	JOHN LILLY	JOHN LILLY 110 WESTSIDE STREET Olympia WA 98504	3606641234

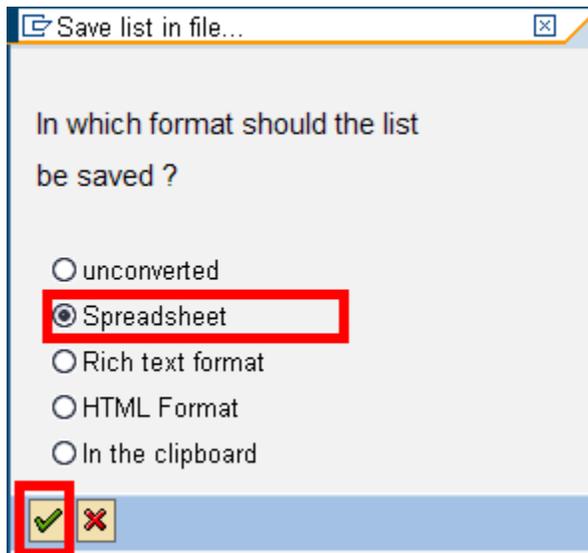
8. The report results display.



Tip: The report results may be exported. To export/download the report results follow steps 9-15.

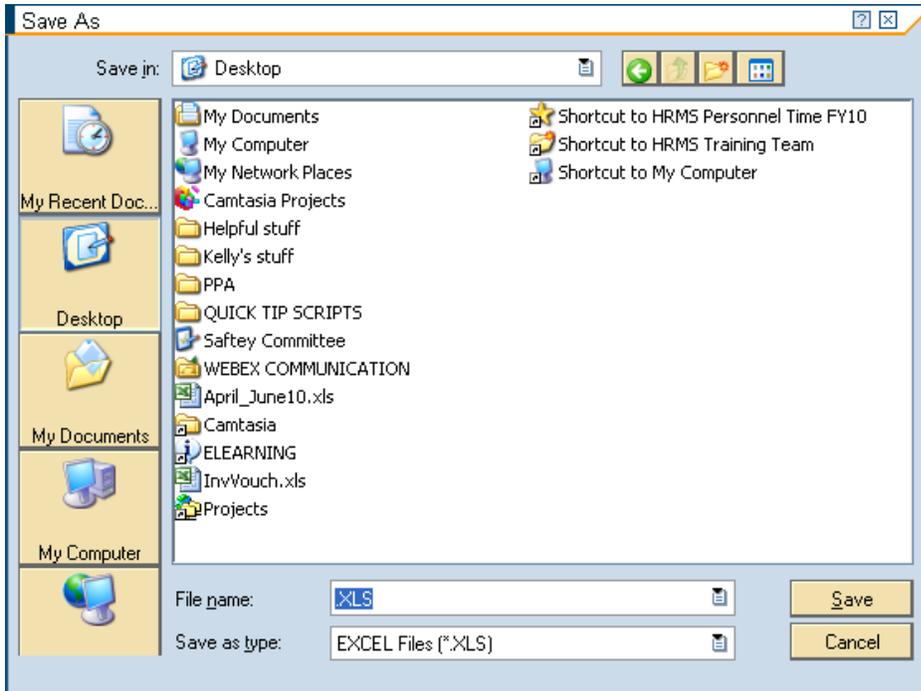
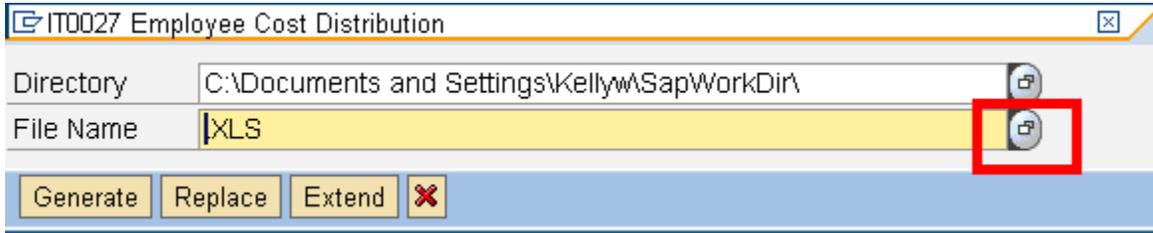
9. Go to the **Menu bar** select **List-Download** (or press shift+f8)

10. Select **Spreadsheet**



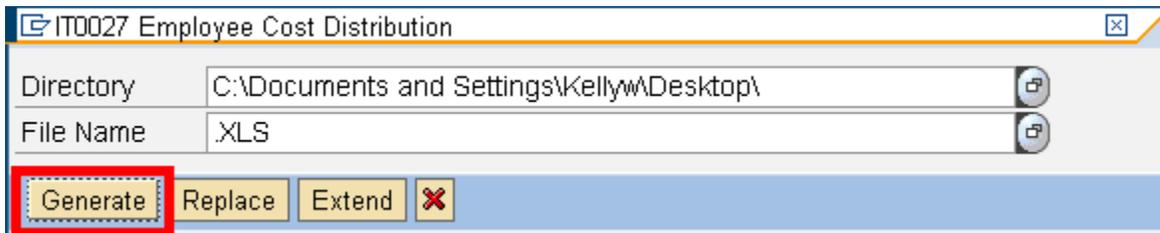
11. Click  (continue/enter) to continue

12. Click the Matchcode to specify the location to save the file



13. Name the file and save in the desired location and press **Save**

14. Click **generate**:



15. Open results in Excel.

Results

You have successfully generated the Telephone Directory Report.