

Simply Personnel Personnel Manager

Reports and Charts

Simply Personnel: Reports and Charts

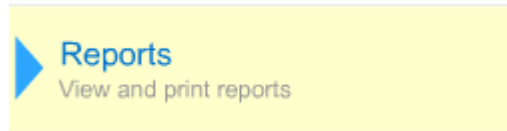
This document provides step-by-step guide for users to give an easy understanding on using the reports and charts.

If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

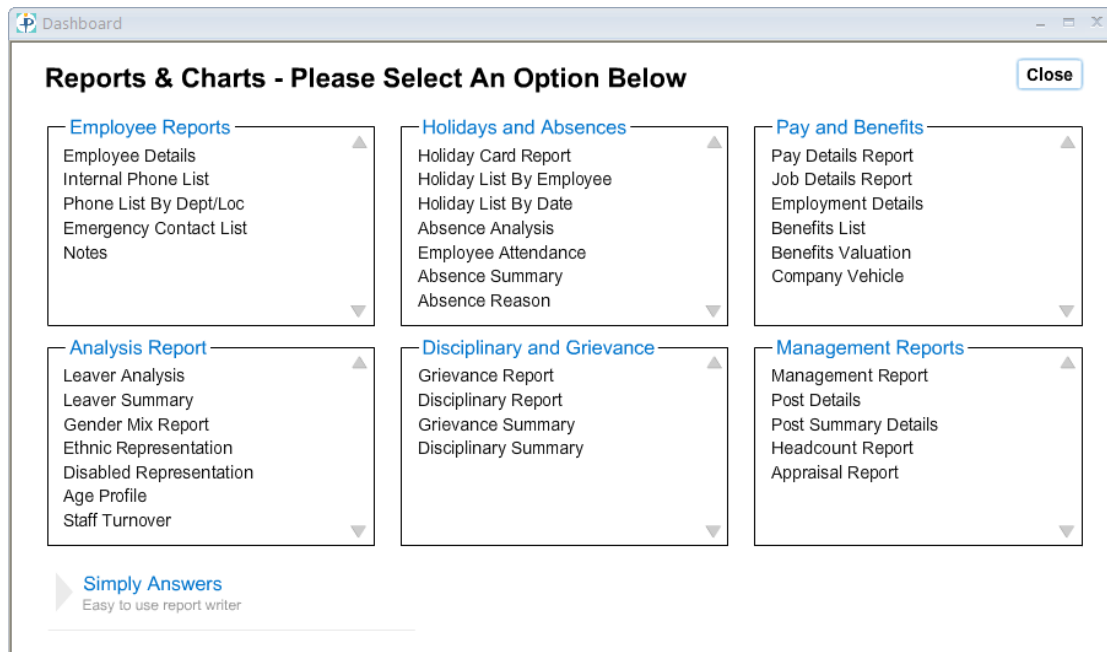
Thank you

The Simply Personnel Team.

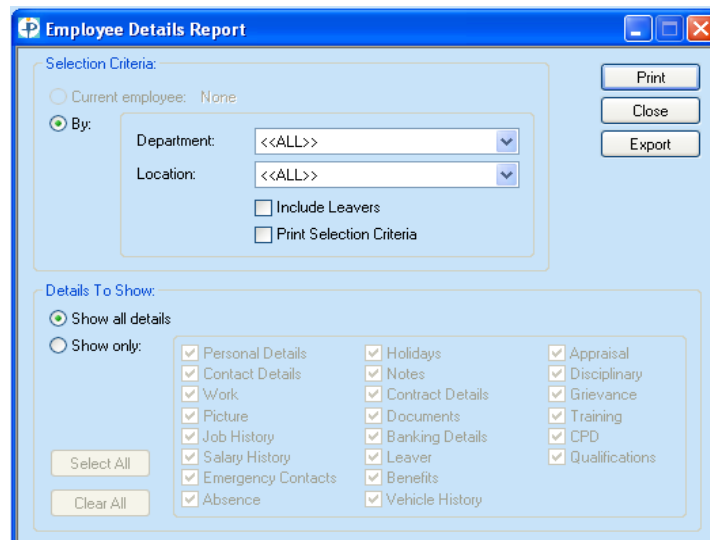
To access the report you will need to select Report from the main dashboard.



This will open up another dashboard with six boxes



Each box contains a number of reports that have a pre-written formula, select the one that you require and a further window will appear.



Each report that you choose will be slightly different will the options that you get but they will all have the department and location selections.

You can export this report as a csv file to be used in excel or you can click on print and the report below will appear.

Simply Personnel Demo			
Employee Details Report			
Employee: 1 - Abbott, Albert			
Personal Details			
Employee ID	1	NI Number	AA 123321A
Surname	Abbott	Marital Status	Married
Forenames	Albert	Dependants	0
Other names		Nationality	British
Title	Mr	Ethnic Origin	UK European
Known As	Albert	Religion	Catholic
DOB	02/05/1958	Home Status	Owner
Age	50 years 10 months	Disabled	No
Sex	Male		
Driving Licence		Licence Issued	
		Licence Expires	
Contact Details			
Address	52 Church Lane London	Contact Type	Home
		Main Contact	Yes
		Telephone	02 07 4629 82
		Mobile Phone	07 7278 6499
		Email	
Postcode	SW 12 1AA	Effective Date	05/01/2008
Work			
Date Commenced	05/01/2008	Internal Extension	
On Fixed Term	No	Cont. Service Date	
Fixed Term End Date		Security Level	0
Employment Type	Full Time	How Recruited	
		Recruitment Cost	0.00
Company E-mail	a.abbott@simplydemo.com		
Working Duration:		Include In Payroll	Yes
Sunday	0.00	Payroll ID	01
Monday	1.00	Payroll Company	Sage
Tuesday	1.00		
Wednesday	1.00		
Thursday	1.00		
Friday	1.00		
Saturday	0.00		
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You can then print this report off.



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Personnel, Training & Recruitment Software