

Finding a Report in ISIS HR

Have you ever needed to extract data from ISIS HR but didn't know which report to use? Well, don't spend too much time scratching your head. You can simply use the "search" button from the on line help. This search engine uses "key words" to produce results.

In this example, we want to locate a report that will output employee driver's license numbers.

First, think about where the information is actually stored in ISIS HR. For instance, an employee's driver's license number is generally stored on the Residence Status (infotype 0094) record. By viewing the infotype, you can determine what the name of the field in which the information you are looking for is called.

The screenshot shows the 'Display Residence Status' infotype record for employee 496. The record includes the following fields:

Personnel No.	496	Name	Etaine ...	Status	Active
EE group	A	Full Time Salary	Personnel ar	0123	Trn-Green Agency
EE subgroup	04	Class	NE		
Start	07/01/2003	to	12/31/9999	Changed on	07/03/2003 HHENDER

Personal identification

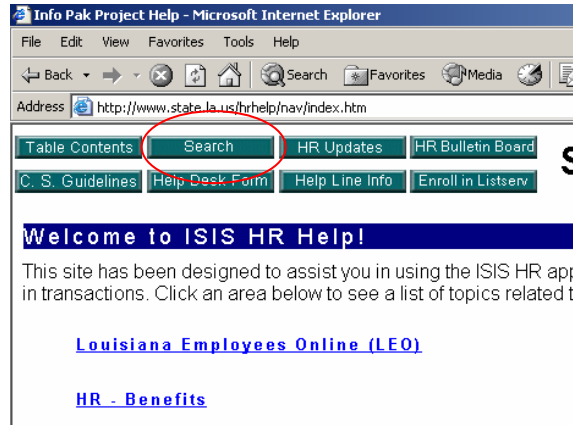
Residence status	Citizen
ID type	Driver's License
Issuing Authority	Louisiana
ID number	789456
Issuing date	
Expiry date	

Employment verification

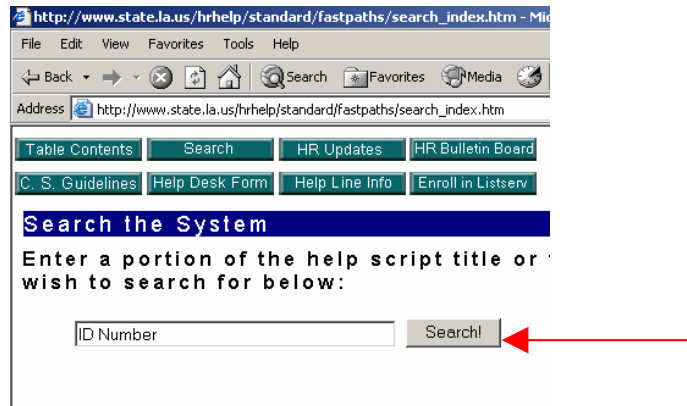
Work Permit	U.S. Social Security Card
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This is where the "key words" come into play. The naming convention for standard report output is typically identical to the fields located in infotype records. In this case, the name of the field that the driver's license number is located in is "ID Number." Therefore, "ID Number" will be the key word that will be used in the search of the on line help.

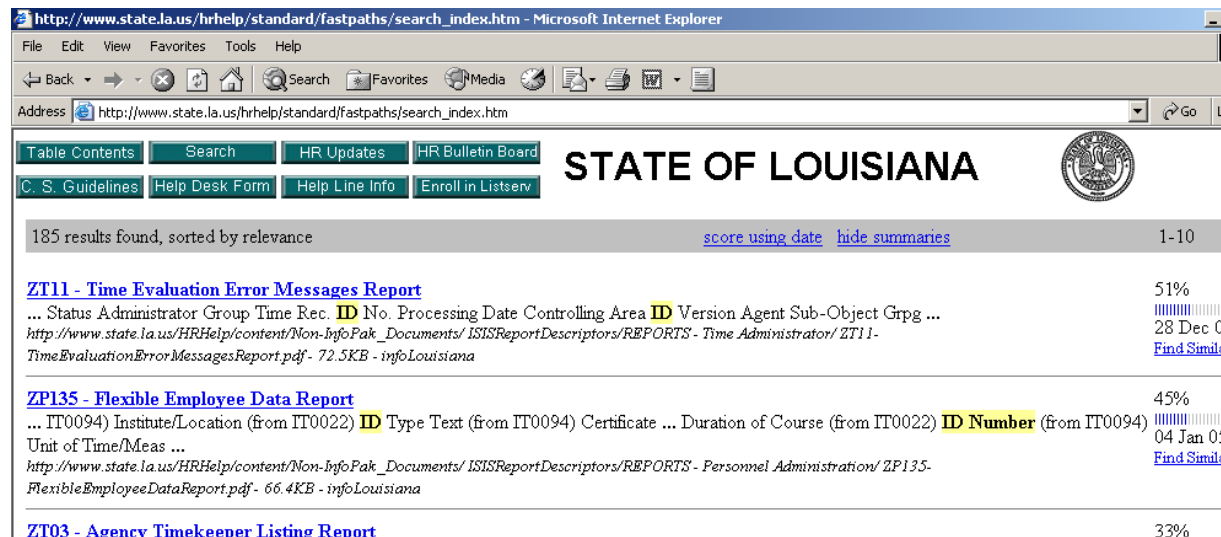
Next, it's time to pull up the on line help. From the on line help screen, click the green search button at the top of the screen.



A search field will be presented. Type the "key word" in the field and click search.



A listing will be returned showing all on line help scripts and report descriptors where the "key word" is mentioned and/or output.



Simply scroll through the list to find the one that best suits your needs. In the search for the driver's license number, ZP135 is the obvious choice. In some cases, the desired information may be a hidden output field (the report descriptor will list such fields.) In this situation, ID Number is a hidden field, so after running the report, remember that you will need to "show" that column in order for it to display in the report output.

http://www.state.la.us/hrhelp/standard/fastpaths/search_index.htm - Microsoft Internet Explorer

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Address http://www.state.la.us/hrhelp/standard/fastpaths/search_index.htm

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Report Output:

- Personnel Number
- Last Name (from IT0002)
- First Name (from IT0002)

Hidden Fields (Hidden fields output whether an **Output Field Selection** or not):

Employee Status (from IT0001)	Ethnic Origin (from IT0077)
Company Code (from IT0001)	Ethnicity (from IT0077)
Personnel Area (from IT0001)	Racial Category (from IT0077)
Personnel Subarea (from IT0001)	Military Status (from IT0077)

Tips on manipulating report output can be found in Sections 17-26 of the [Reports Manual](#).