

Control-D WebAccess

Quick Reference Guide

Control-D WebAccess

Quick Access Guide

Topics Covered in This Guide:

Section 1

1. Getting to the Control-D WebAccess Page
2. Signing On
3. Listing Reports
4. Selecting a Report to View

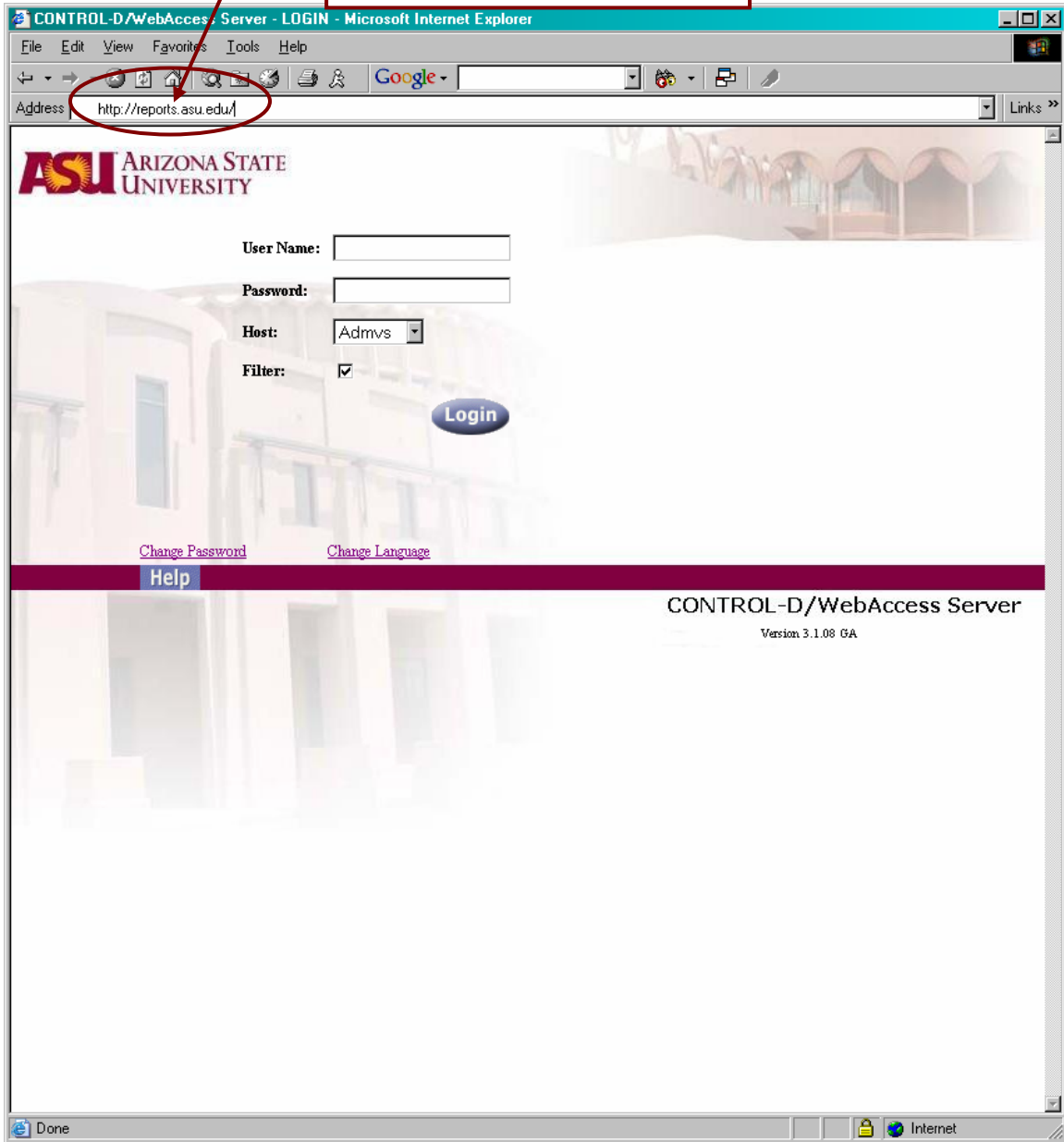
Section 2

1. Listing Sample Reports
2. Viewing a Report
3. Scrolling Through a Report
4. Searching a Value in a Report
5. Printing a Report
6. Disconnecting a WebAccess Session

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Getting to the Control-D WebAccess Page

<http://reports.asu.edu>



Control-D WebAccess Quick Access Guide

Signing on to Control-D WebAccess

Fill In Your UserID and Password
Type the UserID that you would use to access the HR or Financial Onlines

The screenshot shows a web browser window titled "CONTROL-D/WebAccess Server - LOGIN - Microsoft Internet Expl". The address bar contains the URL "https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=Login/Window&10=lm%3D1%FF". The page content includes the ASU logo and the text "ARIZONA STATE UNIVERSITY". The login form consists of the following elements:

- User Name:** A text input field containing "myuserid".
- Password:** A password input field with masked characters.
- Host:** A dropdown menu with "Admvs" selected.
- Filter:** A checkbox that is checked.
- Login:** A blue button.

Below the login form are links for "Change Password" and "Change Language". A dark red horizontal bar contains a "Help" button. At the bottom right of the page, it says "CONTROL-D/WebAccess Server" and "Version 3.1.08 GA". The Windows taskbar at the bottom shows the "Internet" icon.

Control-D WebAccess Quick Access Guide

Specifying What to List: Report Filter

The Filter Report List is displayed. This is where you tell Control-D what you want to view.

ASU

Report List

Filter Report List

Select the criteria for filtering the report list:

Apply to All Folders Include Filtered Subfolders

Report Parameters Date & Time Report Type

Recipient:

Report Name:

Job Name:

Remark:

Category:

Report Status:

Active

History

Reset **Apply**

Applet IndexSelector started Internet

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Specifying What to List: Report Parameters

The screenshot shows the 'Filter Report List' interface. At the top, it says 'Select the criteria for filtering the report'. Below this are two checked options: 'Apply to All Folders' and 'Include Filtered Subfolders'. The main section is titled 'Report Parameters' and is divided into three tabs: 'Report Parameters', 'Date & Time', and 'Report Type'. The 'Report Parameters' tab is active and contains several input fields: 'Recipient:' with the value 'B04', 'Report Name:', 'Job Name:', 'Remark:', and 'Category:'. To the right of these fields is a 'Report Status:' section with two checkboxes: 'Active' (checked) and 'History' (unchecked). At the bottom of the form are two buttons: 'Reset' and 'Apply'. Three callout boxes with red borders and arrows provide instructions: one points to the 'Recipient' field, another to the 'Report Name' field, and a third points to the 'Apply' button.

Fill in Recipient Name. For HR reports it is the Department Code Or Department Code Prefix (*first three characters of Dept Code*)

If Desired, Fill in Name or partial name of report using an asterisk (*) as a wildcard

When you have filled in desired recipient name and optional report name, either press your enter key or click the apply button here.

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The Report List Page Description

The recipients (*departments*) for B04

ASU

Report List

	Recipient	Report Name			
	B0402	PAFS			02/09/2004
	B0402	PAFS			02/10/2004
	B0402	PAFS			02/10/2004
	B0402	HR0153-01			02/10/2004
	B0402	HR0184-01/B0402			02/10/2004
	B0402	HR0169-01			02/10/2004
	B0402	HR1273-01/B0402			02/09/2004
	B0402	HR1274-01/B0402			
	B0402	HR1275-01/B0402			
	B0402	HR1372-01/B0402			
	B0402	HR1374-01/B0402			02/09/2004
	B0403001	HR0169-01			02/10/2004
	B0403002	HR0169-01			02/10/2004
	TELEPHON	TC0110-01 BILLS			11/26/2003
	TELEPHON	TC0110-01 BILLS			12/22/2003
	TELEPHON	TC0110-01 BILLS			01/28/2004

CONTROL-D/WebAccess Server Version 3.1.08 GA

Applet WaConnector started

Internet

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Selecting a Report to View

The screenshot displays the 'REPORT LIST' interface. The browser title is 'CONTROL-D/WebAccess Server - REPORT LIST - Microsoft Internet Explorer'. The address bar shows the URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=ReportListfwindow&1=30654024&3=wascreenparts%2Ehtm&4=folderscreenparts%2Etxt&7=docache&7>. The page features the ASU logo and a navigation bar with 'Report List' and several icons. A sidebar on the left includes 'Filter', 'Cancel Filter', 'Disconnect', and 'Help' buttons. The main content is a table of reports.

	Recipient	Report Name	Print	Local Save	Order Date	P
	B0402	PAFS			02/06/2004	
	B0402	PAFS			02/09/2004	
	B0402	PAFS			02/10/2004	
	B0402	HR0153-01			02/10/2004	
	B0402	HR0184-01/B0402			02/10/2004	
	B0402	HR0169-01			02/10/2004	
	B0402	HR1273-01/B0402			02/09/2004	
	B0402	HR1274-01/B0402			02/09/2004	
	B0402	HR1275-01/B0402			02/09/2004	
	B0402	HR1372-01/B0402			02/09/2004	
	B0402	HR1374-01/B0402			02/09/2004	
	B0403001	HR0169-01			02/10/2004	
	B0403002	HR0169-01			02/10/2004	
	TELEPHON	TC0110-01 BILLS			11/26/2003	4
	TELEPHON	TC0110-01 BILLS			12/22/2003	4
	TELEPHON	TC0110-01 BILLS			01/28/2004	4

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Internet

Place Cursor over the report you wish to view and click once to display its contents

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Specifying a New Report List

The screenshot displays the Control-D WebAccess interface. At the top, a red box with a white background contains the text: "Click on *Filter* to bring back The Filter Report List Dialogue". A red arrow points from this box to the "Filter" button in the left sidebar of the "Report List" page. The "Report List" page shows a table with columns: Recipient, Report Name, Print, Local Save, Order Date, and P. The table contains several rows of data, including entries for "B0402" and "P.A.F.S." with dates from 02/06/2004 to 02/10/2004. Below the table, a "Filter Report List" dialog box is open. The dialog box has a title bar "CONTROL-D/WebAccess Server FILTER - Microsoft Inter..." and a header "Filter Report List". It contains the following elements:

- Text: "Select the criteria for filtering the report list:"
- Checkboxes: Apply to All Folders, Include Filtered Subfolders
- Section: "Report Parameters" with sub-sections "Date & Time" and "Report Type".
- Form fields: Recipient (containing "HELP"), Report Name, Job Name, Remark, and Category.
- Report Status: Active
- Buttons: "Reset" and "Apply".

A red arrow points from the "Filter" button in the sidebar to the "Filter Report List" dialog box. Another red arrow points from the "Apply" button in the dialog box to a red box with a white background containing the text: "Specify new values then either click Apply or press Enter for new Report List".

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Viewing Reports

**Using HELP Recipient and
Sample Reports**

Control-D WebAccess Quick Access Guide

Viewing reports Using Recipient 'HELP' and Control-D Sample Reports

The screenshot shows two overlapping browser windows from Microsoft Internet Explorer. The top window is titled 'CONTROL-D/WebAccess Server - REPORT LIST' and displays the 'Filter Report List' interface. The 'Recipient' field is set to 'HELP' and is circled in red. The 'Report Status' section has 'Active' checked and 'History' unchecked. The bottom window shows the 'Report List' interface with a table of reports. A red arrow points from the 'HELP' recipient in the filter window to the 'HELP' recipient in the first row of the table.

Filter	Recipient	Report Name	Print	Local Save	Order Date	Page
	HELP	SAMPLE REPORT 1			04/21/2003	9
	HELP	SAMPLE REPORT 2			04/21/2003	8
	HELP	SAMPLE REPORT 3			04/21/2003	5
	HELP	MEDIA CODES			02/11/2004	56
	HELP	RECIPIENT LIST			02/22/2004	10
	HELP	RECIPIENT LIST/BIN			02/22/2004	10
	HELP	AUTH SUB CONTACTS			02/22/2004	1
	HELP	CTD REPORTS BY JOB			02/22/2004	94
	HELP	CTD REPORTS BY USER			02/22/2004	94

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Select *Sample Report 2*

The screenshot shows the CONTROL-D WebAccess Server REPORT LIST page. The browser window title is "CONTROL-D/WebAccess Server - REPORT LIST - Microsoft Internet Explorer". The address bar shows the URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=ReportListWindow&1=16937506&3=wascreenparts%2Ehtm&4=folderscreenparts%2Etxt&7=docache&10>. The page features the ASU logo and a "Report List" header. A table of reports is displayed with the following columns: Recipient, Report Name, Print, Local Save, Order Date, and Page. The reports listed are:

Recipient	Report Name	Print	Local Save	Order Date	Page
HELP	SAMPLE REPORT 1			04/21/2003	9
HELP	SAMPLE REPORT 2			04/21/2003	8
HELP	SAMPLE REPORT 3			04/21/2003	5
HELP	MEDIA CODING			02/11/2004	59
HELP	RECIPIENT LIST			02/22/2004	10
HELP	RECIPIENT LIST/IN			02/22/2004	10
HELP	AUTH SUB CONTACTS			02/22/2004	1
HELP	CTD REPORTS BY JOB			02/22/2004	94
HELP	CTD REPORTS BY USER			02/22/2004	94

A red arrow points to the "SAMPLE REPORT 2" link. A red box highlights the text "Click on Sample Report 2". The page footer indicates "CONTROL-D/WebAccess Server Version 3.1.08 GA". The taskbar at the bottom shows "Applet WaConnector started" and "Internet".

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Viewing Sample Report 2

Function Menu

Navigational Tools

The screenshot displays the Control-D WebAccess interface in a Microsoft Internet Explorer browser window. The browser title is "CONTROL-D WebAccess Server - REPORT VIEW - SAMPLE REPORT 2". The address bar shows a URL from reports.asu.edu. The page title is "SAMPLE REPORT 2".

On the left side, there is a "Function Menu" with options: Report List, Find (Advanced), Notes, Print, Save, Disconnect, and Help. A red box labeled "Function Menu" points to this area.

At the top of the report content, there are "Navigational Tools" including "Page 1 of 8", "Load Page", and "Font Size" (set to 8pt). A red box labeled "Navigational Tools" points to these elements.

The main content is a table titled "SAMPLE REPORT 2" with columns: EMPLOYEE NO., EMPLOYEE NAME, OFFICE NO., ANNUAL SAL, SOCIAL SECURITY NO., NO. OF DEPENDENTS, JOB CLASS CODE, DEPARTMENT UNION DUES, INSURANCE, SICK DAYS, and VAC DAYS. The date is 05/05/90. A red box labeled "Report Content" highlights a portion of the table data.

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	DEPARTMENT UNION DUES	INSURANCE	SICK DAYS	VAC DAYS
64263	A. HERMAN	01	97,000	546-31-8684	4		212.00	372.00	04	14
64535	V. GOLD	06	57,000	662-99-1442	2		106.00	252.00	01	05
65173	S. PATEL	14	86,500	951-51-6132	2		234.00	390.00	02	09
65225	D. HAMILTON	08	67,500	575-52-6484	2		156.00	222.00	01	07
65229	J. NEWMAN	19	46,500	651-55-1157	5		133.00	399.00	00	07
65253	T. MASUIE	14	39,500	722-44-1356	3		214.00	181.00	01	07
65474	S. SMITH	16	64,500	784-57-5766	6		044.00	056.00	00	06
65551	J. WAYNE	06	55,000	527-46-9238	6		151.00	222.00	03	07
65571	J. TAYLOR	11	29,000	845-62-1183	2		156.00	220.00	01	07
65653	R. JOHNSON	14	26,000	775-57-7986	3		119.00	256.00	04	07
65763	R. BURKE	07	30,500	344-45-8933	2		098.00	301.00	01	06
65774	R. ONYON	08	27,500	685-25-6521	2		156.00	222.00	01	07
65838	C. LEVY	04	29,500	255-11-3865	2		065.00	118.00	02	07
65965	J. WEISSMAN	04	37,500	861-88-1198	4		151.00	222.00	05	00

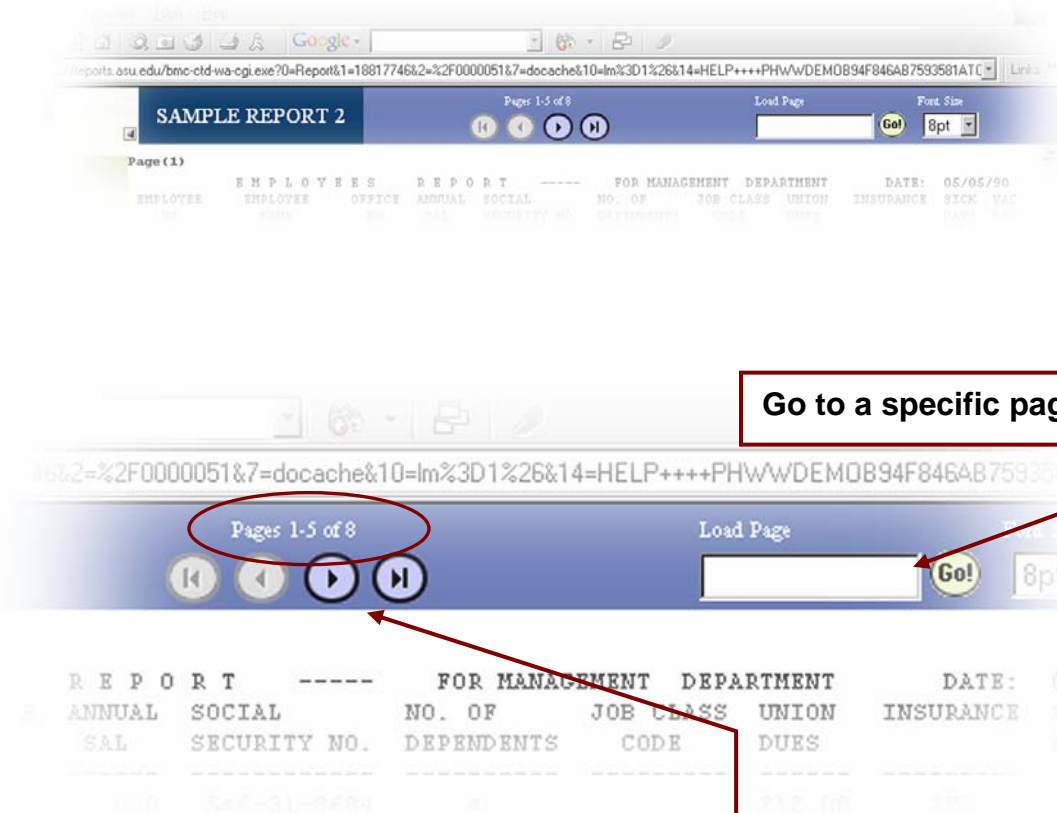
Below the first table is a second table titled "SAMPLE REPORT 2" with columns: EMPLOYEE NO., EMPLOYEE NAME, OFFICE NO., ANNUAL SAL, SOCIAL SECURITY NO., NO. OF DEPENDENTS, JOB CLASS CODE, DEPARTMENT UNION DUES, INSURANCE, SICK DAYS, and VAC DAYS. The date is 05/05/90. A red box labeled "Report Content" highlights a portion of this table data.

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	DEPARTMENT UNION DUES	INSURANCE	SICK DAYS	VAC DAYS
66002	A. HABER	07	31,000	213-85-8954	2		116.00	212.00	01	02
66019	K. HARARI	16	35,500	894-58-0468	3		150.00	068.00	01	07
66043	K. TURRO	02	29,000	595-47-4186	1		100.00	112.00	01	10
66045	W. MAY	04	35,000	926-83-2454	4		156.00	114.00	01	06
66047	A. FELSEN	08	27,500	987-21-4684	2		154.00	222.00	01	07
66050	T. HUBERTY	08	27,500	334-72-9285	2		157.00	222.00	01	07
66052	K. WOOD	08	26,000	675-72-6784	2		158.00	292.00	01	07
66056	H. RUNDLE	08	26,000	685-21-3874	2		153.00	219.00	01	07
66059	L. WEST	26	38,000	623-41-2719	2		107.00	222.00	05	05
66078	N. LAMBERT	18	29,000	515-43-7447	3		075.00	200.00	01	00
66093	J. SHARPTON	09	29,000	993-62-8172	3		106.00	222.00	01	03
66112	K. BENNETT	04	29,000	424-34-1328	3		123.00	120.00	01	07
66113	T. OCURA	03	28,000	796-58-6897	4		122.00	220.00	01	07
66114	S. MCCLURE	02	37,500	834-04-0485	2		120.00	220.00	01	07
66115	N. TRACY	08	23,000	152-89-4859	1		120.00	120.00	01	07
66116	D. KRAY	09	35,000	374-09-0923	3		130.00	120.00	01	07
66117	S. HAWTHORNE	10	37,500	394-48-4897	1		133.00	220.00	00	07
66118	T. WOODLAND	21	36,000	334-04-9381	2		136.00	120.00	01	07
66119	J. SCHOLTEN	07	28,000	938-90-8352	2		129.00	120.00	01	07
66120	D. CRADWELL	06	29,000	382-94-2837	3		123.00	020.00	03	07
66121	J. GOLDEN	05	32,000	374-93-9283	4		138.00	120.00	01	07
66122	H. UHRBACH	03	29,000	384-03-3847	5		120.00	120.00	01	07
66123	C. CANES	07	28,000	747-93-3984	2		127.00	088.00	01	07
66124	B. WAGNER	02	32,000	374-94-9387	3		133.00	080.00	01	07
66125	J. O'LEARY	18	33,000	123-22-2321	1		136.00	120.00	01	07
66126	D. HENRICH	02	70,000	485-69-5812	5		176.00	220.00	01	07
66127	S. LUCAR	28	42,000	290-38-3454	4		146.00	116.00	01	07

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Using The Navigational Toolbar

Navigation Tool Bar



Go to a specific page

Control-D displays 5 pages at a time.

The Right arrow goes to the next 5 pages

The Left arrow goes to the previous 5 pages

The arrows with the vertical lines go to the first 5 pages or the last 5 pages of the report

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Scrolling Through a Report

Page (1)

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DURS	INSURANCE	SICK DAYS	VAC DAYS
64263	A. NERMAN	01	97,000	546-31-8684	4		212.00	372.00	04	14
64535	V. GOND	05	58,000	658-08-1110	2		106.00	252.00	01	05
65173	S. PATTIL						234.00	390.00	02	09
65225	D. HAMILTON						156.00	222.00	01	07
65229	J. NEWMAN						133.00	399.00	00	07
65253	T. MASUIE						214.00	181.00	01	07
65474	S. SMITH						044.00	056.00	00	06
65551	J. WAYNE						151.00	222.00	03	07
65571	J. TAYLOR						156.00	220.00	01	07
65653	R. JOHNSON						119.00	256.00	04	07
65763	R. BURKE	07	30,500	344-45-8933	2		098.00	301.00	01	06
65774	R. ONYON	08	27,500	685-25-6521	2		156.00	222.00	01	07
65838	G. LEFFY	04	29,500	255-11-3865	2		065.00	118.00	02	07
65965	J. WEISSMAN	04	37,500	861-88-1198	4		151.00	222.00	05	00

Page (2)

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DURS	INSURANCE	SICK DAYS	VAC DAYS
66002	A. HABER	07	31,000	213-85-8954	2		116.00	212.00	01	02
66019	K. HARARI	16	35,500	894-58-0468	3		150.00	068.00	01	07
66043	K. TURRO	02	29,000	595-47-4186	1		100.00	112.00	01	10
66045	W. MAY	04	35,000	926-83-2454	4		156.00	114.00	01	06
66047	A. FELSEN	08	27,500	987-21-4684	2		154.00	222.00	01	07
66050	T. HUBERTY	08	27,500	334-72-9285	2		157.00	222.00	01	07
66052	K. WOOD	08	26,000	675-72-6784	2		158.00	292.00	01	07
66056	H. RUNDLE	08	26,000	685-21-3874	2		153.00	219.00	01	07
66059	L. WEST	26	38,000	623-41-2719	2		107.00	222.00	05	05
66078	N. LAMBERT	18	29,000	515-43-7447	3		075.00	200.00	01	00
66093	J. SHARPTON	09	29,000	993-62-8172	3		106.00	222.00	01	03
66112	K. BENNETT	04	29,000	424-34-1328	3		123.00	120.00	01	07
66113	T. OCURA	03	28,000	796-58-6897	4		122.00	220.00	01	07
66114	S. MCCLURE	02	37,500	834-04-0485	2		120.00	220.00	01	07
66115	N. TRACEY	08	23,000	152-89-4859	1		120.00	120.00	01	07
66116	D. KRAY	09	35,000	374-09-0923	3		130.00	120.00	01	07
66117	S. HAWTHORNE	10	37,500	394-48-4897	1		133.00	220.00	00	07
66118	T. WOODLAND	21	36,000	334-04-9381	2		136.00	120.00	01	07
66119	J. SCHOLTEN	07	28,000	938-90-8352	2		129.00	120.00	01	07
66120	D. GRADWILL	06	29,000	387-94-2837	3		127.00	020.00	03	07

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Function Menu Most Commonly Used Functions

The screenshot displays the Control-D WebAccess interface. At the top, the ASU logo is visible on the left, and the title "SAMPLE REPORT 2" is centered. Below the title, there is a navigation menu with several options: "Report List", "Notes", "Print", "Save", "Disconnect", and "Help". Each option is accompanied by a small icon. A search bar is located below the "Report List" option, with a "Go!" button next to it. The main content area shows a table of employee data. The table has four columns: "EMPLOYEE NO.", "EMPLOYEE NAME", "OFFICE NO.", and a fourth column with numbers. The data rows are as follows:

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	
		01	
		06	
65173	S. PATEL	14	
65225	D. HAMILTON	08	
65229	J. NEWMAN	19	
65253	T. MASUIE	14	
65474	S. SMITH	16	
65551	J. WAYNE	06	
		11	
		14	
65763	R. BURKE	07	
65774	R. ONYON	08	
65838	G. LEVY	04	
65965	J. WEISSMAN	04	

Below the table, the text "Page (2)" is visible. Red arrows point from text boxes to specific elements: "Go Back to Report List" points to the "Report List" button; "Search Report" points to the search bar; and "Print Report" points to the "Print" button.

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Going back to the Report List

Click on Report List to Bring Back the List of Reports

The image shows two screenshots of the Control-D WebAccess interface. The top screenshot shows a 'SAMPLE REPORT 2' view with a table of employee data. A red circle highlights the 'Report List' button in the left sidebar, with an arrow pointing to a text box containing the instruction 'Click on Report List to Bring Back the List of Reports'. The bottom screenshot shows the 'Report List' view, which displays a table of report entries. A red arrow points from the 'Report List' button in the top screenshot to the 'Report List' view in the bottom screenshot.

EMPLOYEE NO.	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	FOR NAME	NO. OF DEPENDENTS
64263	A. HERMAN	01	97,000	546-31-8684	4
64535	V. GOLD	06	57,000	662-99-1442	2
65173	S. PATEL	14	86,500	951-51-6132	2
65225	D. HAMILTON	08	67,500	575-52-6484	2

Recipient	Report Name	Print	Local Save
HELP	SAMPLE REPORT 1		
HELP	SAMPLE REPORT 2		
HELP	SAMPLE REPORT 3		
HELP	MEDIA CODES		
HELP	RECIPIENT LIST		
HELP	RECIPIENT LIST/BIN		
HELP	AUTH SUB CONTACTS		
HELP	CTD REPORTS BY JOB		
HELP	CTD REPORTS BY USER		

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Finding a Value In The Report

The screenshot shows the ASU Control-D WebAccess interface. The browser address bar displays the URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=Report&1=18664493&2=%2F0000051&7=docach&10=lm%3D1%26t14=HELP++++PHWw/DEMOB94>. The page title is "SAMPLE REPORT 2".

The interface includes a search bar with the text "29,000" and a "Go!" button. A red box highlights the "Find Next" icon, which is a magnifying glass with a right-pointing arrow. A red arrow points from the "Find Next" icon to the "29,000" value in the report table.

The report table displays the following data:

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE
64266	A. HERPUM	01	97,000	546-31-8684	4		212.00	372.0
64735	V. GOLD	06	57,000	662-99-1442	2		106.00	252.0
66173	S. PATEL	14	86,500	951-51-6132	2		234.00	390.0
	D. HAMILTON	08	67,500	575-52-6484	2		156.00	222.0
	J. NEWMAN	19	46,500	651-55-1157	5		133.00	399.0
	T. MASUNE	14	39,500	722-44-1356	3		214.00	181.0
	S. SMITH	16	64,500	784-57-5766	6		044.00	056.0
	J. WAYNE	06	55,000	527-46-9238	6		151.00	222.0
	J. TAYLOR	11	29,000	845-62-1183	2		156.00	220.0
	R. JOHNSON	14	26,000	775-57-7986	3		119.00	256.0
	R. BURKE	07	30,500	344-45-8933	2		098.00	301.0
	R. ONYON	08	27,500	685-25-6521	2		156.00	222.0
	G. LEVY	04	29,500	255-11-3865	2		065.00	118.0
	J. WEISSMAN	04	37,500	861-88-1198	4		151.00	222.0

The table continues with a second section of data:

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE
	A. HABER	07	31,000	213-85-8954	2		116.00	212.0
	K. HARARI	16	35,500	894-58-0468	3		150.00	068.0
	K. TURRO	02	29,000	595-47-4186	1		100.00	112.0
	M. MAY	04	35,000	926-83-2454	4		156.00	114.0
	A. NELSEN						154.00	222.0
	T. HUBERTT						157.00	222.0
	K. WOOD						158.00	292.0
	H. RUNDLE						153.00	219.0
	L. WEST						107.00	222.0
	N. LAMBERT	18	29,000	515-43-7447	3		075.00	200.0
	J. SHARPTON	09	29,000	993-62-8172	3		106.00	222.0
	K. BENNETT	04	29,000	424-34-1328	3		123.00	120.0
	T. OGURA	03	28,000	796-58-6897	4		122.00	220.0
	S. MCCLURE	02	37,500	834-04-0485	2		120.00	220.0
	M. TRACEY	08	23,000	152-89-4859	1		120.00	120.0
	D. KRAY	09	35,000	374-09-0923	3		130.00	120.0
	S. HAWTHORNE	10	37,500	394-48-4897	1		133.00	220.0
	T. WOODLAND	21	36,000	334-04-9381	2		136.00	120.0
	J. SCHOLTEN	07	28,000	938-90-8352	2		129.00	120.0
	D. GRADWELL	06	29,000	382-94-2837	3		123.00	020.0
	J. GOLDEN	05	32,000	374-93-9283	4		138.00	120.0
	H. UHRBACH	03	29,000	384-03-3847	5		120.00	120.0
	C. GANES	07	28,000	747-93-3984	2		127.00	088.0
	B. WAGNER	02	32,000	374-94-9387	3		133.00	080.0
	J. O'LEARY	18	33,000	123-22-2321	1		136.00	120.0
	D. HENRICH	02	70,000	485-69-5812	5		176.00	220.0
	S. LUGAR	28	42,000	290-38-3454	4		146.00	116.0
	A. BALTER	03	29,000	234-42-2042	2		126.00	185.0
	E. BIRCH	10	27,000	394-59-4929	2		136.00	176.0

Control-D WebAccess Quick Access Guide

Printing a Report While Viewing

The screenshot displays a web browser window showing a report titled "SAMPLE REPORT 2" from ASU. The report is a table with columns for Employee No., Employee Name, Office No., Annual Sal, Social Security No., No. of Dependents, Job Class Code, Union Dues, and Date Insuranc. The report is on page 1 of 8. A sidebar menu on the left contains options: Report List, Find (Advanced), Notes, Print, Save, Disconnect, and Help. A red dotted arrow points from the "Print" button in the sidebar to a "Host print" button in the report table. Below the "Host print" button, there are also "Local print" and "Prepare to print" options. The "Host print" button is highlighted with a mouse cursor.

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE INSURANC
64263	A. HERMAN	01	97,000	546-31-8684	4		212.00	372.0
64535	V. GOLD	06	57,000	662-99-1442	2		106.00	252.0
65173	S. PATEL	14	86,500	951-51-6132	2		234.00	390.0
65225	D. HAMILTON	08	67,500	575-52-6484	2		156.00	222.0
65229	J. NEWMAN	19	46,500	651-55-1157	5		133.00	399.0
65253	T. MASUIE	14	39,500	722-44-1356	3		214.00	181.0
65474	S. SMITH	16	64,500	784-57-5766	6		044.00	056.0
				46-9238	6		151.00	222.0
				62-1183	2		156.00	220.0
				57-7986	3		119.00	256.0
				45-8933	2		098.00	301.0
				25-6521	2		156.00	222.0
				11-3865	2		065.00	118.0
				88-1198	4		151.00	222.0
64263	A. HERMAN							
64535	V. GOLD							
65173	S. PATEL							
				85-8954	2		116.00	212.0
				58-0468	3		150.00	068.0
				47-4186	1		100.00	112.0
				88-2454	4		156.00	114.0
				21-4684	2		154.00	222.0
				72-9285	2		157.00	222.0
				72-6784	2		158.00	292.0
				21-3874	2		153.00	219.0
				41-2719	2		107.00	222.0
				43-7447	3		075.00	200.0
				62-8172	3		106.00	222.0
				34-1328	3		123.00	120.0
				58-6897	4		122.00	220.0
				04-0485	2		120.00	220.0
				89-4859	1		120.00	120.0
				09-0923	3		130.00	120.0
				48-4897	1		133.00	220.0
				04-9381	2		136.00	120.0
				90-8352	2		129.00	120.0
				94-2837	3		123.00	020.0
				93-9283	4		138.00	120.0
				03-3847	5		120.00	120.0
				93-3984	2		127.00	088.0
				94-9387	3		133.00	080.0
				22-2321	1		136.00	120.0
				69-5812	5		176.00	220.0
66127	S. LUGAR	28	42,000	290-38-3454	4		146.00	116.0
66128	A. BALTER	03	29,000	234-42-2042	2		126.00	185.0
66129	E. BIRCH	10	27,000	394-59-4929	2		136.00	176.0

Control-D WebAccess Quick Access Guide

Printing Reports from the Report List

The screenshot shows a web browser window titled "CONTROL-D/WebAccess Server - REPORT LIST - Microsoft Internet Explorer". The address bar shows the URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=ReportListWindow&1=16937506&3=wascreenparts%2Ehtm&4=folderscreenparts%2Etxt&7=docache&10>. The page title is "Report List".

The main content is a table with the following columns: Recipient, Report Name, Print, Local Save, Order Date, and Page. The table contains several rows of reports, including "SAMPLE REPORT 1", "SAMPLE REPORT 2", and "SAMPLE REPORT 3".

A context menu is open over the "Print" column of the table, showing the following options: "Local Print", "Host Print", and "Prepare to Print". A red arrow points from a text box to the "Print" icon in the table.

Click on Printer Icon to print reports from Report List Dialogue

Recipient	Report Name	Print	Local Save	Order Date	Page
HELP	SAMPLE REPORT 1			04/21/2003	9
HELP	SAMPLE REPORT 2			04/21/2003	8
HELP	SAMPLE REPORT 3			04/21/2003	5
ES	...			02/11/2004	50
LIST	...			02/22/2004	10

Additional reports visible in the table include:

- [...RT 1](#)
- [...RT 2](#)
- [...RT 3](#)
- [...I](#)
- [...T/BIN](#)
- [...NTACTS](#)
- [...BY JOB](#)
- [...BY USER](#)

The context menu options are:

- Local Print
- Host Print
- Prepare to Print

The status bar at the bottom shows "Applet WaConnector started" and "Internet".

Control-D WebAccess Quick Access Guide

First Time Print Plug-In Dialogue

The screenshot shows a Microsoft Internet Explorer browser window displaying a report titled "SAMPLE REPORT 2" from ASU. The report is a table with columns for Employee No., Employee Name, Office No., Annual Salary, Social Security No., No. of Dependents, Job Class Code, Union Dues, and Date Insuranc. The report is split into two pages. A "Security Warning" dialog box is overlaid on the bottom right of the browser window, asking if the user wants to install and run a plug-in from BMC Software, Inc. The dialog box includes a "Yes" button, a "No" button, and a "More Info" button. A red arrow points from the "Yes" button to a text box on the left.

**Answer 'Yes' to install Control-D Plug-In.
This operation is performed only once**

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE INSURANC
64269	A. HERMAN	01	97,000	546-31-8684	4		212.00	372.0
64535	V. GOLD	06	57,000	662-99-1442	2		106.00	252.0
65173	S. PATEL	14	86,500	951-51-6132	2		234.00	390.0
65225	D. HAMILTON	08	67,500	575-52-6484	2		156.00	222.0
65229	J. NEWMAN	19	46,500	651-55-1157	5		133.00	399.0
65253	T. MASUIE	14	39,500	722-44-1356	3		214.00	181.0
65474	S. SMITH	16	64,500	784-57-5766	6		044.00	056.0
65551	J. WAYNE	06	55,000	527-46-9238	6		151.00	222.0
65571	J. TAYLOR	11	29,000	845-62-1183	2		156.00	220.0
65653	R. JOHNSON	14	26,000	775-57-7986	3		119.00	256.0
65763	R. BURKE	07	30,500	344-45-8933	2		098.00	301.0
65774	R. ONYON	08	27,500	685-25-6521	2		156.00	222.0
65838	G. LEVY	04	29,500	255-11-3865	2		065.00	118.0
65965	J. WEISSMAN	04	37,500	861-88-1198	4		151.00	222.0

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE INSURANC
66002	A. HABER	07	31,000					
		16	35,500					
		02	29,000					
		04	35,000					
		08	27,500					
		08	27,500					
		08	26,000					
		08	26,000					
		26	38,000					
66059	L. WEST	18	29,000					
66078	N. LAMBERT	18	29,000					
66093	J. SHARPTON	09	29,000					
66112	K. BENNETT	04	29,000					
66113	T. OGURA	03	28,000					
66114	S. MCCLURE	02	37,500					
66115	N. TRACEY	08	23,000					
66116	D. KRAY	09	35,000					
66117	G. WATSON	10	27,500					

Control-D WebAccess Quick Access Guide

Print Dialogue

Confirm the printer to use and click on Properties to set report orientation.

The screenshot shows a web browser window displaying a report titled "EMPLOYEE REPORT 2". A print dialog box is open over the report, showing the printer selection and print range options. A red arrow points from the text box above to the "Properties" button in the print dialog.

Print Dialog Box:

- Printer Name: \\nit-interna\vecbhp55imx
- Status: Ready
- Type: HP LaserJet 55i/55i MX PS
- Where: ECB
- Comment: TOPS Area
- Print range: All (selected)
- Copies: Number of copies: 1
- Collate:

Report Data (Page 1):

EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	DEPARTMENT UNION DUES	DATE INSURANC
A. HERMAN	01	97,000	546-31-8684	4		212.00	372.00
V. GOLD	06	57,000	662-99-1442	2		106.00	252.00
S. PATEL	14	86,500	951-51-6132	2		234.00	390.00
D. HAMILTON	08	67,500	575-52-6484	2		156.00	222.00
J. NEWMAN	19	46,500	651-55-1157	5		133.00	399.00
T. MASULE	14	39,500	722-44-1356	3		214.00	181.00
S. SMITH	16	64,500	784-57-5766	6		044.00	056.00
J. WAYNE	06	55,000	527-46-9238	6		151.00	222.00
J. TAYLOR	11	29,000	845-62-1183	2		156.00	220.00
R. JOHNSON	14	26,000	775-57-7986	3		119.00	256.00
R. BURKE	07	30,500	344-45-8933	2		098.00	301.00
R. ONYON	08	27,500	685-25-6521	2		156.00	222.00
G. LEVY	04	29,500	255-11-3865	2		065.00	118.00
J. WEISSMAN	04	37,500	861-88-1198	4		151.00	222.00

Report Data (Page 2):

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	DEPARTMENT UNION DUES	DATE INSURANC
66002	A. HABER	07	31,000	213-85-8954	2		116.00	212.00
66019	K. HARARI	16	35,500	894-58-0468	3		150.00	068.00
66043	K. TURRO	02	29,000	595-47-4186	1		100.00	112.00
66045	W. MAY	04	35,000	926-83-2454	4		156.00	114.00
66047	A. FELSEN	08	27,500	987-21-4684	2		154.00	222.00
66050	T. HUBERTY	08	27,500	334-72-9285	2		157.00	222.00
66052	K. WOOD	08	26,000	675-72-6784	2		158.00	292.00
66056	H. RUNDLE	08	26,000	685-21-3874	2		153.00	219.00
66059	L. WEST	26	38,000	623-41-2719	2		107.00	222.00
66078	N. LAMBERT	18	29,000	515-43-7447	3		075.00	200.00
66093	J. SHARPTON	09	29,000	993-62-8172	3		106.00	222.00
66112	K. BENNETT	04	29,000	424-34-1328	3		123.00	120.00
66113	T. OCURA	03	28,000	796-58-6897	4		122.00	220.00
66114	S. MCCLURE	02	37,500	834-04-0485	2		120.00	220.00
66115	N. TRACEY	08	23,000	152-89-4859	1		120.00	120.00
66116	D. KRAY	09	35,000	374-09-0923	3		130.00	120.00
66117	S. WATSON	10	37,500	334-48-4827	1		122.00	220.00

Control-D WebAccess Quick Access Guide

Print Dialogue

Choose Landscape
(in most cases the report will be landscape).

Use Duplex to print on both sides to save paper
(If printer supports this feature)

OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	DATE INSURANC
01	97,000	546-31-8684	4		212.00	372.0
06	57,000	662-99-1442	2		106.00	252.0
14	86,500	951-51-6132	2		234.00	390.0
08	67,500	575-52-6484	2		156.00	222.0
19	46,500	651-55-1157	5		133.00	399.0
14	39,500	722-44-1356	3		214.00	181.0
16	64,500	784-57-5766	6		044.00	056.0
06	55,000	527-46-9238	6		151.00	222.0
11	29,000	845-62-1183	2		156.00	220.0
14	26,000	775-57-7986	3		119.00	256.0
07	30,500	344-45-8933	2		098.00	301.0
08	27,500	625-25-6521	2		156.00	222.0
07	31,000	213-85-8954	2		116.00	212.0
16	35,500	894-58-0468	3		150.00	068.0
02	29,000	595-47-4186	1		100.00	112.0
04	35,000	926-83-2454	4		156.00	114.0
08	27,500	987-21-4684	2		154.00	222.0
08	27,500	334-72-9285	2		157.00	222.0
08	26,000	675-72-6784	2		158.00	292.0
08	26,000	685-21-3874	2		153.00	219.0
26	38,000	623-41-2719	2		107.00	222.0
18	29,000	515-43-7447	3		075.00	200.0
09	29,000	993-62-8172	3		106.00	222.0
04	29,000	424-34-1328	3		123.00	120.0
03	28,000	796-58-6897	4		122.00	220.0
02	37,500	834-04-0485	2		120.00	220.0
08	23,000	152-89-4859	1		120.00	120.0
09	35,000	374-09-0923	3		130.00	120.0
10	27,500	394-49-4827	1		122.00	220.0

Control-D WebAccess Quick Access Guide

Disconnecting a Session

The screenshot displays two overlapping browser windows from Microsoft Internet Explorer. The top window shows a report titled 'SAMPLE REPORT 2' with a table of employee data. The bottom window shows a 'Report List' with a table of report entries. In both windows, a 'Disconnect' button is highlighted with a red box and an arrow pointing to it. A text box with a red border is overlaid on the top window, containing the instruction: 'Disconnect session from either inside the report or the report list'.

Disconnect session from either inside the report or the report list

EMPLOYEE NO.	EMPLOYEE NAME	OFFICE NO.	ANNUAL SAL	SOCIAL SECURITY NO.	NO. OF DEPENDENTS	JOB CLASS CODE	UNION DUES	INSURANC
64263	A. H						212.00	372.0
65335	V. G						106.00	252.0
65173	S. P						234.00	390.0
65225	D. H						156.00	222.0
65229	J. M						133.00	399.0
65253	T. M						214.00	181.0
65474	S. S						044.00	056.0
65551	J. WYNN	06	35,000	827-48-3298	5		151.00	222.0
65571	J. TAYLOR	11	29,000	845-62-1183	2		156.00	220.0
65653	R. JOHNSON	14	26,000	775-57-7986	3		119.00	256.0
65763	R. BURKE	07	30,500	344-45-8933	2		098.00	301.0

Recipient	Report Name	Print	Local Sav
HELP	SAMPLE REPORT 1		
HELP	SAMPLE REPORT 2		
HELP	SAMPLE REPORT 3		
HELP	MEDIA CODES		
HELP	RECIPIENT LIST		
HELP	RECIPIENT LIST/BIN		
HELP	AUTH SUB CONTACTS		
HELP	CTD REPORTS BY JOB		
HELP	CTD REPORTS BY USER		