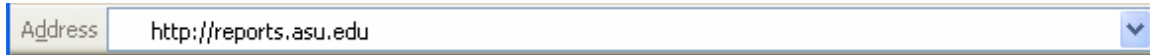


Viewing Salary Planning Worksheets Using Control-D WebAccess

**Technical Operations/Production Support
480-965-4554**

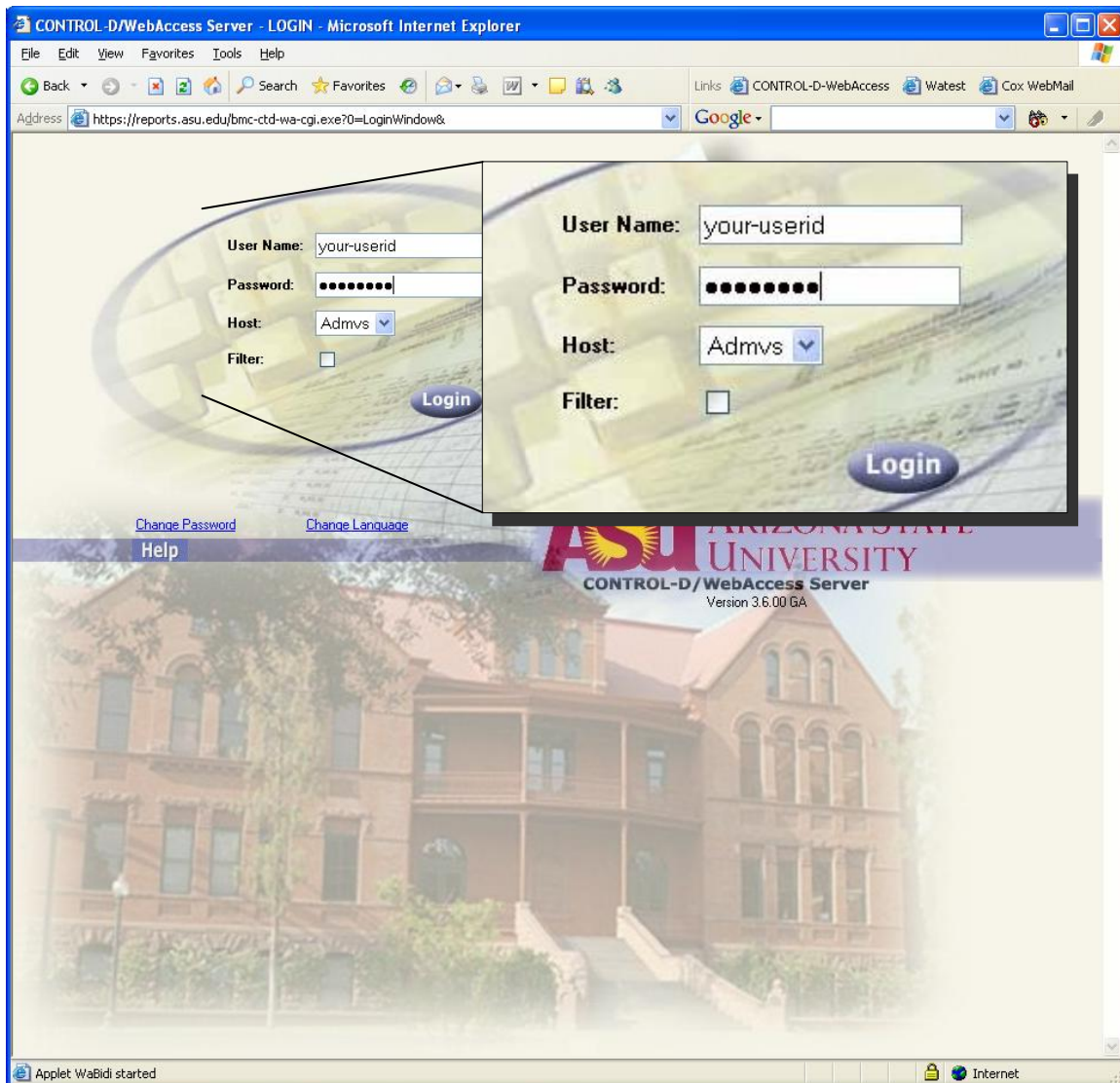
Accessing Control-D WebAccess and Logging In

1. Start Internet Explorer (preferred) or Netscape. In the Address Bar, enter:



A screenshot of the Internet Explorer address bar. The text "http://reports.asu.edu" is entered into the address field. The address bar is labeled "Address" on the left and has a dropdown arrow on the right.

2. Enter your RACF userid and password. Your RACF userid is used to log into the mainframe to access SIS, Advantage, and HRMS. *This is not your ASURITE userid.*



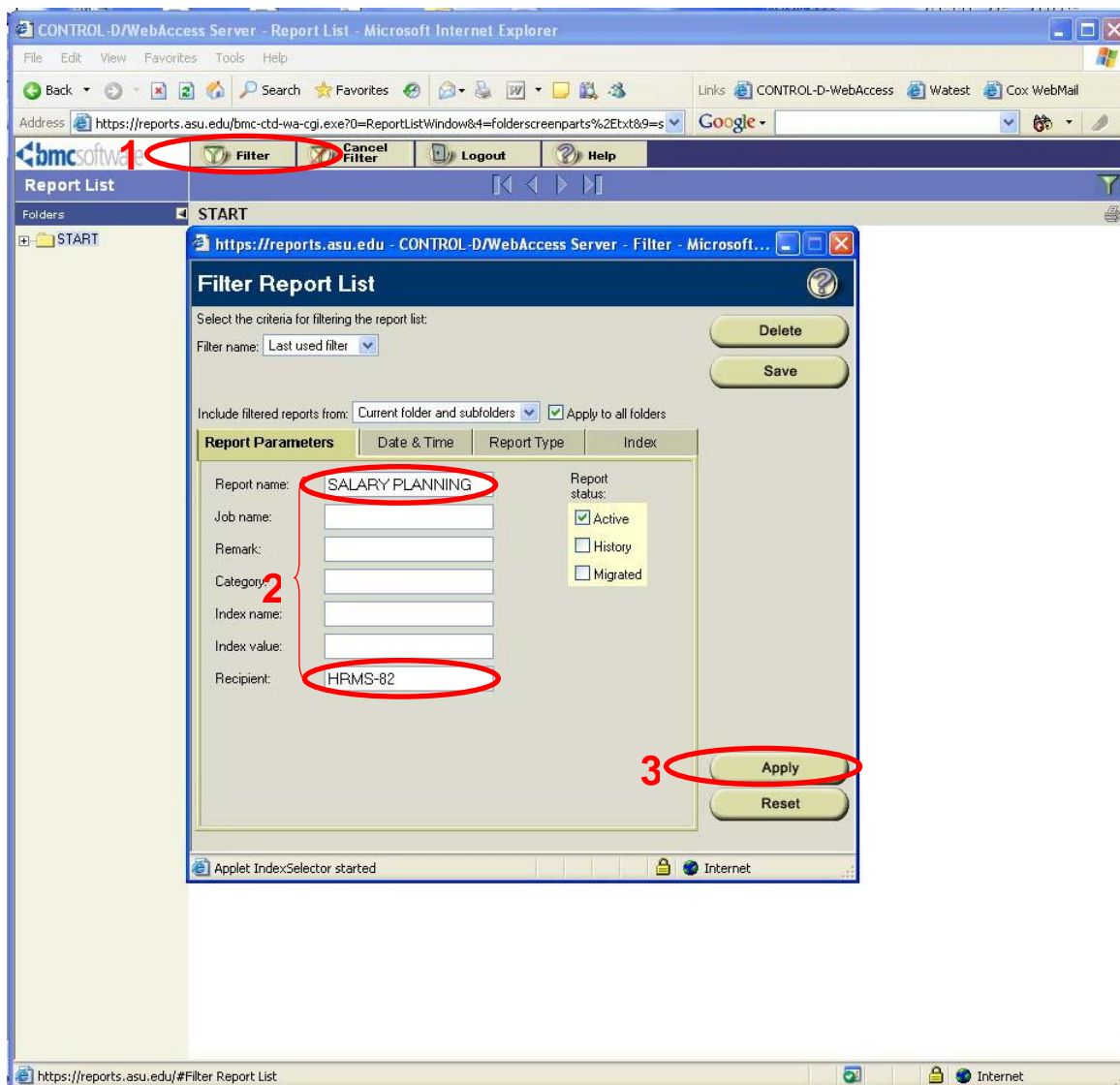
A screenshot of the Control-D WebAccess Server login page in Microsoft Internet Explorer. The browser window title is "CONTROL-D/WebAccess Server - LOGIN - Microsoft Internet Explorer". The address bar shows "https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=LoginWindow&". The page features a login form with the following fields: "User Name:" with the value "your-userid", "Password:" with masked characters, "Host:" with a dropdown menu set to "Admvs", and "Filter:" with an unchecked checkbox. A "Login" button is located below the form. At the bottom of the page, there are links for "Change Password", "Change Language", and "Help". The ASU logo and "ARIZONA STATE UNIVERSITY CONTROL-D/WebAccess Server Version 3.6.00 GA" are displayed. The background of the page shows a large brick building. The status bar at the bottom indicates "Applet Wabidi started" and "Internet".

Using the Filter to Find Salary Planning Report

1. Click on the Filter button on WebAccess toolbar to open the Filter Report List dialog
2. Fill in the appropriate boxes:

Report name:	SALARY PLANNING
Recipient:	HRMS-82

3. Click Apply or press the Enter Key

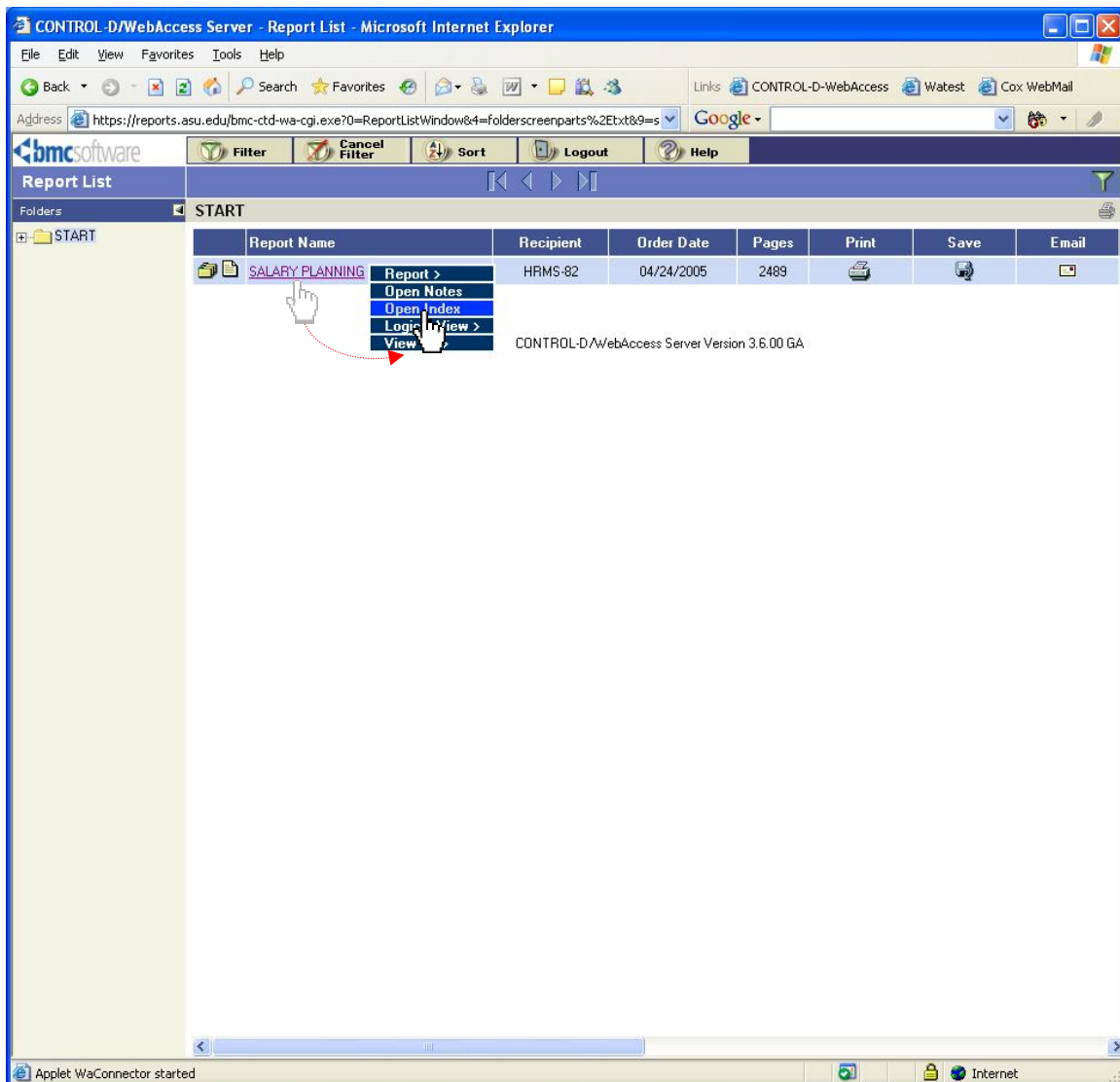


Viewing Specific Parts of Salary Planning Using Indexes

Indexing Description

Indexing allows specific pages to be selected either by typing or selecting values from a drop down dialog box. An index may be entered manually and may be all or part of a value, but it must be typed in upper case as indexes are case sensitive. Sometimes an index may be nested creating different levels. Once selected, only pages that contain those values are displayed and may be viewed, transformed, exported, viewed with a logical view (e.g., colorized), or printed.

1. When report listing is displayed (see *Using the Filter to Find Salary Planning Report*) place cursor over the name of the report to be viewed
2. Wait for submenu to appear
3. Slide cursor over to Open Index.
4. When Open Index menu selection highlights, left click mouse



Viewing Specific Parts of Salary Planning Using Indexes

5. The Select Index dialog box will open listing the available indexes. By default, the first index is selected.

The Salary Planning report may be indexed by:

- VP Code
- Dean Code within VP Code (*for further breakdown*)
- Dean Code (*by itself*)
- Fund
- AgencyOrg (*otherwise called account*)
- Position

The screenshot shows a Microsoft Internet Explorer browser window displaying a 'Report List' page. The browser's address bar shows the URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=ReportListWindow&4=folderscreenparts%2Etxt&9=s>. The page title is 'Report List'. Below the browser window, a 'Select Index' dialog box is open, titled 'SALARY PLANNING'. The dialog box has a 'Select Index Values:' section with a tree view of available indexes. The tree view shows a root folder 'Available Indexes:' with a subfolder 'VPCODE' selected. Under 'VPCODE', there are subfolders 'DEANCODE', 'DEANCODE', 'FUND', 'AGENCYORG', and 'POSITION'. The 'VPCODE' folder is highlighted with a black background. Below the tree view, there are two dropdown menus: 'Logical View' set to 'No logical views' and 'View As' set to 'Use default transformer'. At the bottom of the dialog box, there are 'Print' and 'View' buttons. The browser window also shows a table with the following data:

Report Name	Recipient	Order Date	Pages	Print	Save	Email
SALARY PLANNING	HRMS-82	04/24/2005	2489			

Viewing Specific Parts of Salary Planning Using Indexes

6. To Index by VP Code, Select VP Code Index (folder)
7. Pull Down dialog Box
8. Place cursor over value
9. Left click mouse to select value
10. If desired index is VP Code only, then click VIEW button to view report

The screenshot displays 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&4=folderscreenparts%2Etxt&9=s>. The page content includes a "Report List" table with the following data:

Report Name	Recipient	Order Date	Pages	Print	Save	Email
SALARY PLANNING	HRMS-82	04/24/2005	2489			

Below the table, a "Select Index" dialog box is open for the "SALARY PLANNING" report. The dialog box has a title bar "Select Index SALARY PLANNING" and a "Select Index Values:" section. Under "Available Indexes:", a tree view shows "VPCODE" selected. To the right, a pull-down menu is open, displaying a list of values: VP00, VP10, VP11, VP15, VP20, and VP25. A mouse cursor is positioned over the "VP20" value. Below the index selection, there are "Logical View" and "View As" sections, each with a dropdown menu. The "Logical View" dropdown is set to "No logical views" and the "View As" dropdown is set to "Use default transformer". At the bottom of the dialog box, there are "Print" and "View" buttons. The status bar at the bottom of the browser window shows "Applet WaConnector started" and "Applet IndexSelector started".

Viewing Specific Parts of Salary Planning Using Indexes

11. To Index by Dean Code within VP Code, first select VP Code
12. Left click on Dean Code index and either type the value (case sensitive) or choose from the drop down box by left clicking the down arrow to see Dean Code values

Note: When indexing on Dean Code within VP Code, Only Dean Codes will appear that are on the same page as the selected VP Code.
13. When desired values are selected, left click on VIEW button to view report

The screenshot displays 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&t=folderscreenparts%2Etxt&89=s>. The page shows a "Report List" with the following table:

Report Name	Recipient	Order Date	Pages	Print	Save	Email
SALARY PLANNING	HRMS-82	04/24/2005	2489			

An "Index Selector" dialog box is overlaid on the report. The dialog title is "Select Index SALARY PLANNING". It contains the following elements:

- Select Index Values:**
 - Available Indexes: VP CODE (selected), DEAN CODE, DEANCODE, FUND, AGENCYORG, POSITION.
 - VP CODE dropdown: VP10
 - DEAN CODE dropdown: 1AAA
- Logical View:** No logical views
- View As:** Use default transformer
- Buttons:** Print, View

The dialog box also shows "Applet IndexSelector started" and "Internet" security indicators.

Examples of Indexing

Indexing by VP Code

https://reports.asu.edu - CONTROL-D/WebAccess Server - Select Index - Microsoft Internet ...

Select Index SALARY PLANNING

Select Index Values:

Available Indexes:

- VPCODE
- DEANCODE
- DEANCODE
- FUND
- AGENCYORG
- POSITION

VPCODE

VP00
VP10
VP11
VP15
VP20
VP25

Logical View: No logical views

View As: Use default transformer

Print View

Applet IndexSelector started

Indexing by Dean Code within VP Code

https://reports.asu.edu - CONTROL-D/WebAccess Server - Select Index - Microsoft Internet ...

Select Index SALARY PLANNING

Select Index Values:

Available Indexes:

- VPCODE
- DEANCODE
- DEANCODE
- FUND
- AGENCYORG
- POSITION

VPCODE

DEANCODE

VP10
1AAA
1AB9
1CAA
1EAA
1FAA

Logical View: No logical views

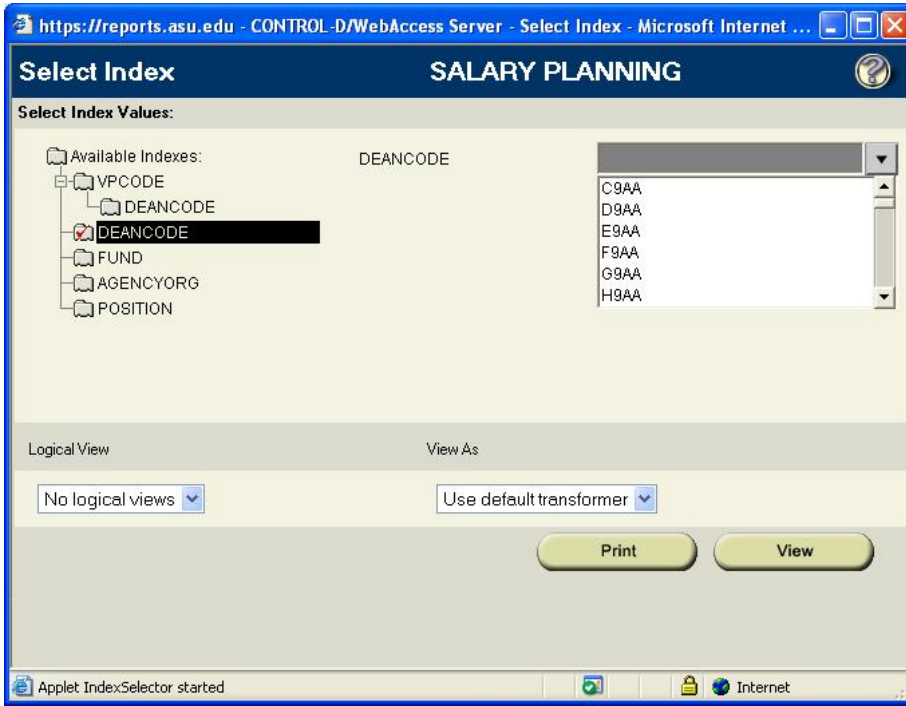
View As: Use default transformer

Print View

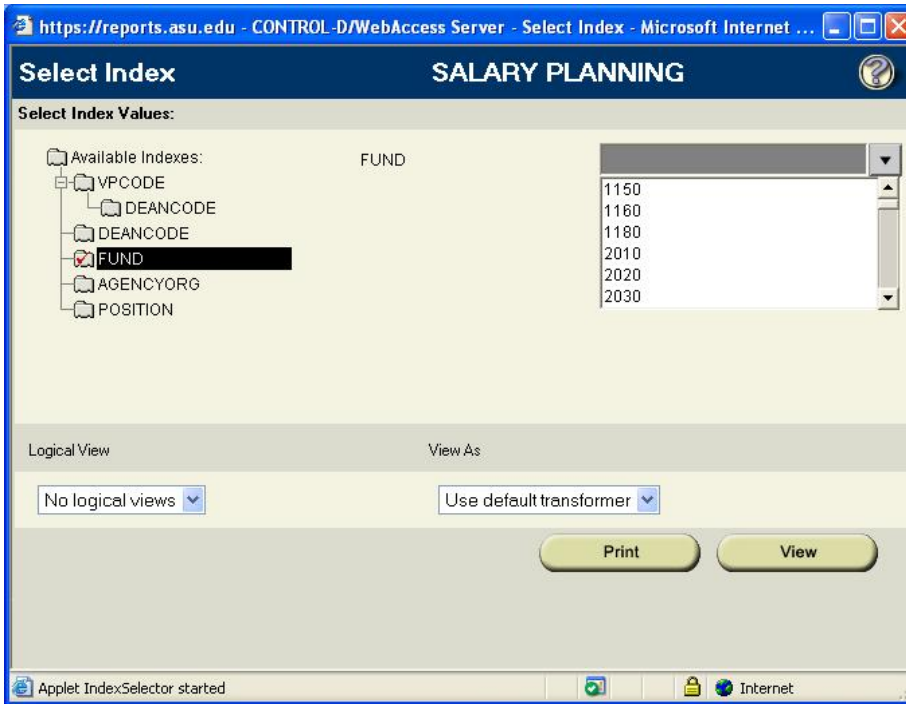
Applet WaBidi started

Examples of Indexing

Indexing by Only Dean Code



Indexing by Fund



Examples of Indexing

Indexing by Agency Org

The screenshot shows a web browser window with the URL `https://reports.asu.edu - CONTROL-D/WebAccess Server - Select Index - Microsoft Internet ...`. The applet title is "Select Index" and "SALARY PLANNING". Under "Select Index Values:", the "Available Indexes:" tree has "AGENCYORG" selected. The "View As" list contains: AC11001, AC11002, AF51012, AF51024, AG11001, and AJ21001. The "Logical View" dropdown is set to "No logical views" and the "View As" dropdown is set to "Use default transformer". "Print" and "View" buttons are visible at the bottom. The status bar shows "Applet IndexSelector started" and "Internet".

Indexing by Position

The screenshot shows the same web browser window as above. In this instance, "POSITION" is selected in the "Available Indexes:" tree. The "View As" list contains: 10004, 10016, 10023, 10024, 10026, and 10027. All other UI elements, including the "Logical View" and "View As" dropdowns, and the "Print" and "View" buttons, remain the same as in the previous screenshot. The status bar also shows "Applet IndexSelector started" and "Internet".

Printing Specific Parts of Salary Planning Using Indexes

1. Select report using indexes (see *Viewing a Specific Parts of Salary Planning Using Indexes*)
2. On the Control-D WebAccess Toolbar, Select REPORT > PRINT > PRINT
3. Click on PRINT submenu
4. Print all or part of report as needed

Note: For first time print with Control-D WebAccess, a prompt to install a plug-in will appear. Answer 'YES' to install. This plug-in is necessary to properly print reports from Control-D WebAccess. Once installed, the print dialog box will open.

The screenshot shows a Microsoft Internet Explorer window titled "CONTROL-D/WebAccess Server - Report View". The address bar displays a URL: <https://reports.asu.edu/bmc-ctd-wa-cgi.exe?0=Report&l=28528217Y2178643446&7=docache&9=g>. The browser's toolbar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Report" menu is open, showing options: "Save", "Print", "Send By Mail", "Web print", and "Prepare to print". The "Print" option is circled in red. A "Print" dialog box is overlaid on the browser, showing printer settings for "hpinternalvecbnp55imx". The dialog includes fields for "Page range" (set to "All"), "Number of copies" (set to 1), and "Print as" (set to "txt"). The background shows a salary planning report with columns for "JOB", "DATE", "SALARY", and "TYPE". The report lists various job categories and their corresponding salaries.

JOB	DATE	SALARY	TYPE
***** SERVICE PROFESSIONAL *****			
36230 BELLER, CHARLES STATE DEPUTY TO CPE PERIOD AP	000	116400	
B F CUGL 66632740 05/000/00077-		75	
			RECURRING 90 116400
			TOTAL 100 116400
***** CLERICAL *****			
36230 BELLER, CHARLES STATE DEPUTY TO CPE PERIOD AP	000	116400	
B F CUGL 66632740 05/000/00077-		75	
			RECURRING 90 116400
			TOTAL 100 116400
***** CLERICAL *****			
36230 BELLER, CHARLES STATE DEPUTY TO CPE PERIOD AP	000	116400	
B F CUGL 66632740 05/000/00077-		75	
			RECURRING 90 116400
			TOTAL 100 116400

End Of Document:

Viewing Salary Planning Worksheets Using Control-D WebAccess