

Pg/ Slide #	Revision
	<i>Student Guide</i>
Global	Updated screenshots due to Business Objects system upgrade.
29	<p>Split Step 3 in to two steps:</p> <p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>• Changed Match Code to <i>Show LOV picker</i></li> <li>• Added new screenshot to display icon</li> <li>• Added New Note: <i>Most of the prompts will now allow direct entry rather than requiring drop down selection. There are some exceptions to this depending on how the prompt was defined. The selection is still required for the Organizational Unit prompt.</i></li> </ul> <p><b>New Step 4:</b> This will open a selection Box for you to select values for prompts.</p>
39	<p>Changed Prompts to <i>Prompts</i> in Section Header.</p> <p>Step 1. b.:</p> <ul style="list-style-type: none"> <li>• Added New Note: <i>You may enter a date directly in the prompt rather than clicking on the month icon.</i></li> </ul>
40	<p>Step 2. a:</p> <ul style="list-style-type: none"> <li>• Added New Note: <i>You may enter a Month/Year directly in the prompt rather than clicking on the drop down arrow beside the Calendar Month/Year value field option.</i></li> </ul>
44	<p>Step 3:</p> <ul style="list-style-type: none"> <li>• Added New Note: <i>Most of the prompts will now allow direct entry rather than requiring drop down selection. There are some exceptions to this depending on how the prompt was defined. The selection is still required for the Organizational Unit prompt.</i></li> </ul> <p>Step 4:</p> <ul style="list-style-type: none"> <li>• Removed ‘<i>click on the plus sign (+) beside the values until you reach the value(s) you want to view in the report</i>’.</li> </ul> <p>Combined sentence 2 with sentence 1.</p>
45	<p>Step 4:</p> <ul style="list-style-type: none"> <li>• Added New Note: <i>You may click and hold Shift or Ctrl on your keyboard and click on the selected values to highlight multiple values before clicking on the right arrow to add to the selected prompt window.</i></li> </ul>
47	<p>Step 4:</p> <ul style="list-style-type: none"> <li>• Added New Note: <i>To remove a selected value in the prompts box, highlight the appropriate value and click the arrow.</i></li> </ul>
48	<p>Step 6: Changed appear to <i>appears</i></p>

57	Objectives: <ul style="list-style-type: none"> <li>Added New Bullet: Create a Variant</li> </ul>
90	Step 4: <ul style="list-style-type: none"> <li>Updated screenshot - changed Job Pay Type to <i>Job Pay Area</i></li> </ul>
100	Added New Note: <i>Input controls can be applied to the entire document, not just a single report. This is helpful where there are multiple reports that need to be filtered in a single document. Applying an input control to all reports allows global control of the data displayed in elements like tables, charts, and sections. To apply the input controls to the entire document, click on the <b>Whole document</b> option on the Assign Report Elements prompt.</i>
101-102	Step 6: Added screenshot to reference Report Input controls and Document Input Controls
102	Step 7, last sentence: changed FT-N-FLSAOT Perm to <i>FT S-FLSAOT Perm</i>
105	Step 13, 2 <sup>nd</sup> sentence: changed Banded and Flat Rate to <i>Graded and Banded</i>
117 - 120	Added New Section: <i>Creating a Variant</i>
120	SUMMARY: <ul style="list-style-type: none"> <li>Added New Bullet: Create a Variant</li> </ul>