

1 Design

Reading

Alt+2

Alt+

Design

Structure

Analyze

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Each standard report has a job aid that includes a list of additional fields (objects) that can be added to the results. Adding or removing fields may impact the integrity of the report. You should always reference the job aid for the standard report to determine whether or not modifying that report might cause undesirable results.

In this example, we want to modify the PAY-003 - HR Management Overtime Costs report to include the additional field Fiscal Year Month.

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Insert

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Query

1. Select: Design.

2. Select: Show main panel. Prompts ۲ 12 Prompts → WebI will display a list of Overtime Hours and Costs osts available objects. The objects in 1 fx+ X J bold font are not vet in the **Overtime Hours and Costs** report results. Report Number: PAY-003

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Employee Subgroup (EE) Employee Subgroup Code (EE) Employment Status 🔶 Fiscal Year Fiscal Year Month Wage Type OT Costs - Ficeal Vear Oue

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(2) ~

3. Add: Object to report table.

→ You may need to refresh the data after adding objects to the report table.

→ You can apply additional formatting (font color, text wrapping, etc.) after you add the object.

In this example, we drag and drop Fiscal Year Month to the first column in the report table.



File

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Fiscal Year Month	Business Area (EE)	Wage Type Code	Wage Type
#REFRESH	Bd of Reg Prof Eng Land Surv	1216	Overtime Premi
UDEEDEOU		1000	AT FLAN 4 F M

- 4. Select: Data column.
- 5. Right-click: Data column.
- 6. Select: Format Table Cell.
- 7. Select: Text Settings.

→ WebI will display additional options so that you can update the text color and other settings.





In this example, we want to modify the PAY-003 - HR Management Overtime Costs report to remove the columns for Wage Type Code and Wage Type.

1. Select: Column.

→ This will be the column you want to remove. Use the ctrl-key to select multiple columns.

- 2. Right-click: Column.
- 3. Select: Delete.

→ Webl will display a confirmation prompt to remove the row or column.

- 4. Select: Column.
- 5. Select: Ok.

→ Webl will remove the column from the results but the objects will still exist in the list of available objects.

Wage Type Code	Wage	Туре	OT Costs	s OT Hours	Empl C Rece
	Content	>			
*	Cut	Ctrl+X	?	Remove Table Element	
Ē	Сору	Ctrl+C	What do you	u want to remove?	
\times	Delete	Del	O Row	-	
	Merge		 Colum 	n	
	Format Tabl	e Cell >		ок	Cancel

In this example, the columns for Wage Type Code and Wage Type are removed from the report table and the objects still exist in the list of available objects.

					📌 Wage Type
Business Area Code				Employee Count Receiving	📌 Wage Type Code
(EE)	Business Area (EE)	OT Costs	OT Hours	OT	😽 Work Contra
0400	Statuta Law Committee	¢115 110 76	2 022 25	24.00	