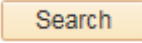
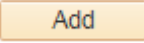

E-Profile Report
2010 Excel Format
Updated: September 2015



The **E-Profile Report** is a report that is run by the Agency Human Resources Specialists to assist in reviewing Employee Profile by Personal Phone Changes, Home Email Address Changes, Emergency Contact Changes, Ethnic Group Changes, Name Changes and Home/Mail Address Changes. This report may be run entering a From and End Date.

This job aid is to assist agencies in producing and analyzing the E-Profile Report in Excel format.

To produce the E-Profile Report:

- The Agency Human Resources Specialist navigates to: *Main Menu > Core-CT HRMS > Workforce Administration > Self Service Transactions > E-Profile Report*
- Select an existing Run Control ID by clicking on  button or enter a new Run Control ID by clicking on the [Add a New Value](#) link and pressing the  button.

E-Profile Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

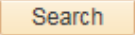
[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

 [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Report Request Parameters box will appear.

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E-Profile Report

Run Control ID: 45053209 Report Manager Process Monitor

Language:

From Date:

End Date:

Set ID: Department:

1. Enter the **From and End Date**.
2. Enter the **SETID** (AGNCY, UNIVS, LEGMN, JUDCL).
3. Enter the **Department** (For agencies with multiple departments use the parent code for the entire agency or any individual department code for only those sections).
4. Once completed, press the button.

Process Scheduler Request

User ID: ACC_DOBBSING Run Control ID: 45053209

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CTHRR105	CTHRR105	SQR Report	<input type="text" value="Web"/> <input type="button" value="v"/>	<input type="text" value="CSV"/> <input type="button" value="v"/>	Distribution

5. The **Process Scheduler Request** page will appear. The **Server Name** should be "PSUNX"; The ***Type** should be "Web" and the ***Format** should be "CSV".
6. Click

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E-Profile Report

Run Control ID: 45053209 Report Manager Process Monitor **Run**

Language: English Process Instance: 7126849

From Date: 01/01/2013 End Date: 07/03/2013

Set ID: AGENCY Department: DAS23000

Save Return to Search Notify Add Update/Display

- The Report Request Parameters box appears with the Process Instance number for the report. To view the report and/or check on the progress or processing status click [Process Monitor](#) link.
- In Process Monitor, click on the **Refresh** button every 30 seconds or so to update the page until the **Run Status** is set to “Success” and **Distribution Status** is set to “Posted”.

Process List **Server List**

View Process Request For

User ID: ACC_DOBBI x Type: Last: 1 Days Refresh

Server: PSUNX Name: Instance: to: Run Status: Success Distribution Status: Posted Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7126849		SQR Report	CTHRR105	ACC_DOBBI	07/21/2015 12:49:15PM EDT	Success	Posted	Details
<input type="checkbox"/>	7126837		SQR Report	CTHR301F	ACC_DOBBI	07/21/2015 10:13:15AM EDT	Success	Posted	Details

- Once the **Distribution Status** is set to ‘Posted’, click on the [Details](#) link for the CTHRR105 [Process Name](#).

Process Detail

Process

Instance	7126849	Type	SQR Report
Name	CTHRR105	Description	CTHRR105
Run Status	Success	Distribution Status	Posted

Run **Update Process**

Run Control ID	45053209	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	07/21/2015 1:03:31PM EDT	Parameters	Transfer
Run Anytime After	07/21/2015 12:49:15PM EDT	Message Log	
Began Process At	07/21/2015 1:03:48PM EDT	Batch Timings	
Ended Process At	07/21/2015 1:04:03PM EDT	View Log/Trace	

10. On the **Process Detail** page, click on the [View Log/Trace](#) link.

View Log/Trace

Report

Report ID	4443909	Process Instance	7126849	Message Log
Name	CTHRR105	Process Type	SQR Report	
Run Status	Success			

CTHRR105

Distribution Details

Distribution Node	PRODRPTFTP	Expiration Date	08/20/2015
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File List

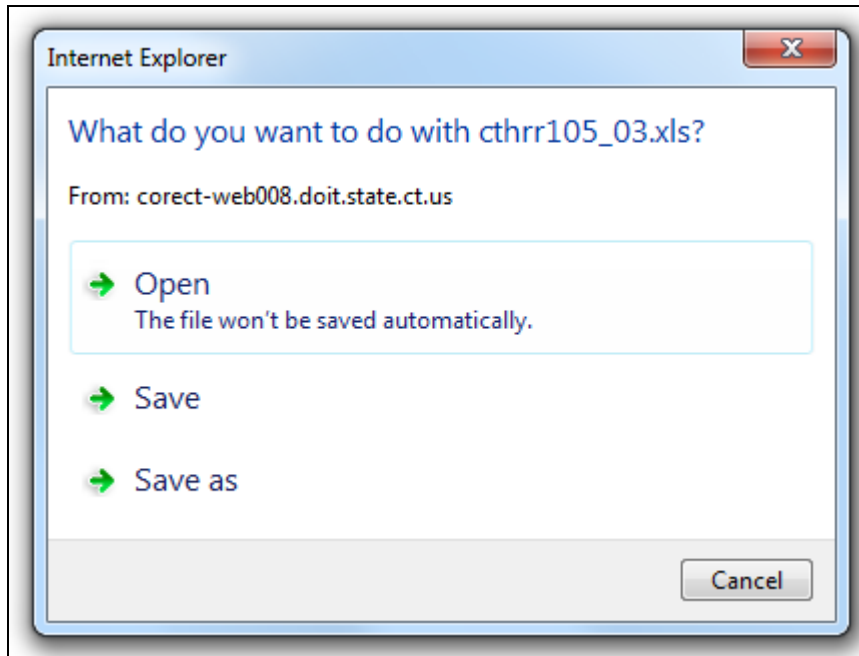
Name	File Size (bytes)	Datetime Created
SQR_CTHRR105_7126849.log	2,018	07/21/2015 1:04:03.177612PM EDT
cthrr105_01.csv	645	07/21/2015 1:04:03.177612PM EDT
cthrr105_03.csv	1,089	07/21/2015 1:04:03.177612PM EDT
cthrr105_7126849.out	213	07/21/2015 1:04:03.177612PM EDT

Distribute To

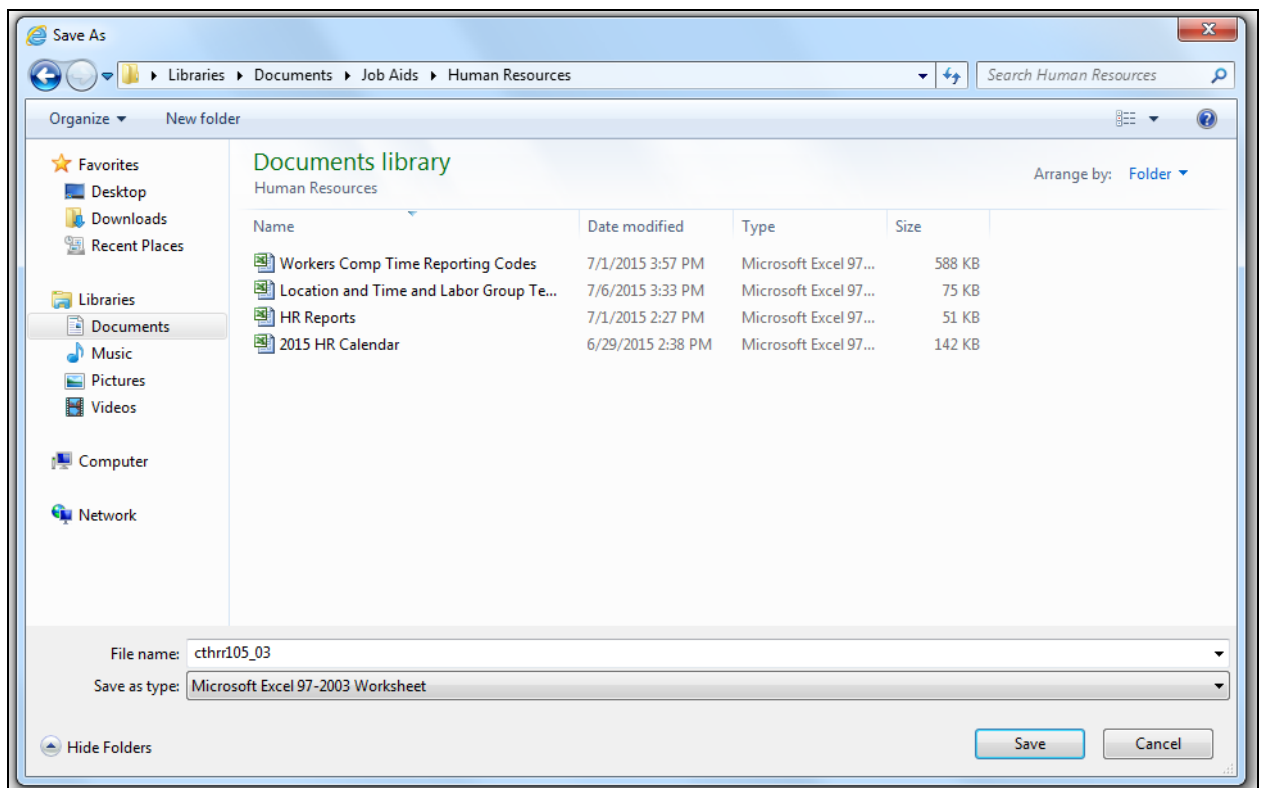
Distribution ID Type	*Distribution ID
User	ACC_DOBBING

[Return](#)

11. Click on the appropriated Cthrr 105 with the two digit number and CSV such as “cthrr 105_03.CSV”.
12. Click on Cthrr105 01.CSV



13. Click on Save As to save the Cthrr 105 01.CSV



14. Save as an Excel Worksheet file or as All File

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View Log/Trace

Report

Report ID 4443909 Process Instance 7126849 Message Log

Name CTHRR105 Process Type SQR Report

Run Status Success

CTHRR105

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 08/20/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_CTHRR105_7126849.log	2,018	07/21/2015 1:04:03.177612PM EDT
cthr105_01.csv	645	07/21/2015 1:04:03.177612PM EDT
cthr105_03.csv	1,089	07/21/2015 1:04:03.177612PM EDT
cthr105_7126849.out	213	07/21/2015 1:04:03.177612PM EDT

Distribute To

Distribution ID Type *Distribution ID

User ACC_DOBBINSG

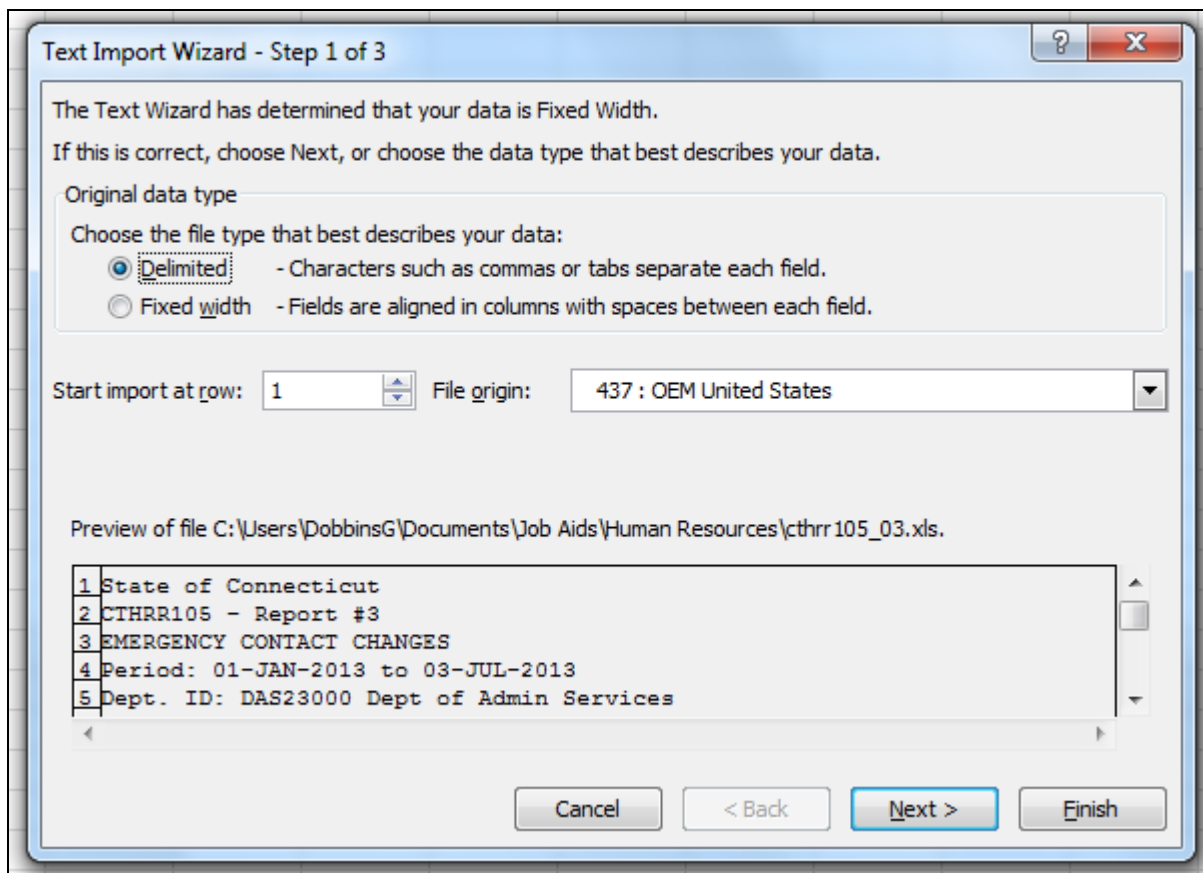
Return

The cthr105_03.xls download has completed. Open Open folder View downloads X

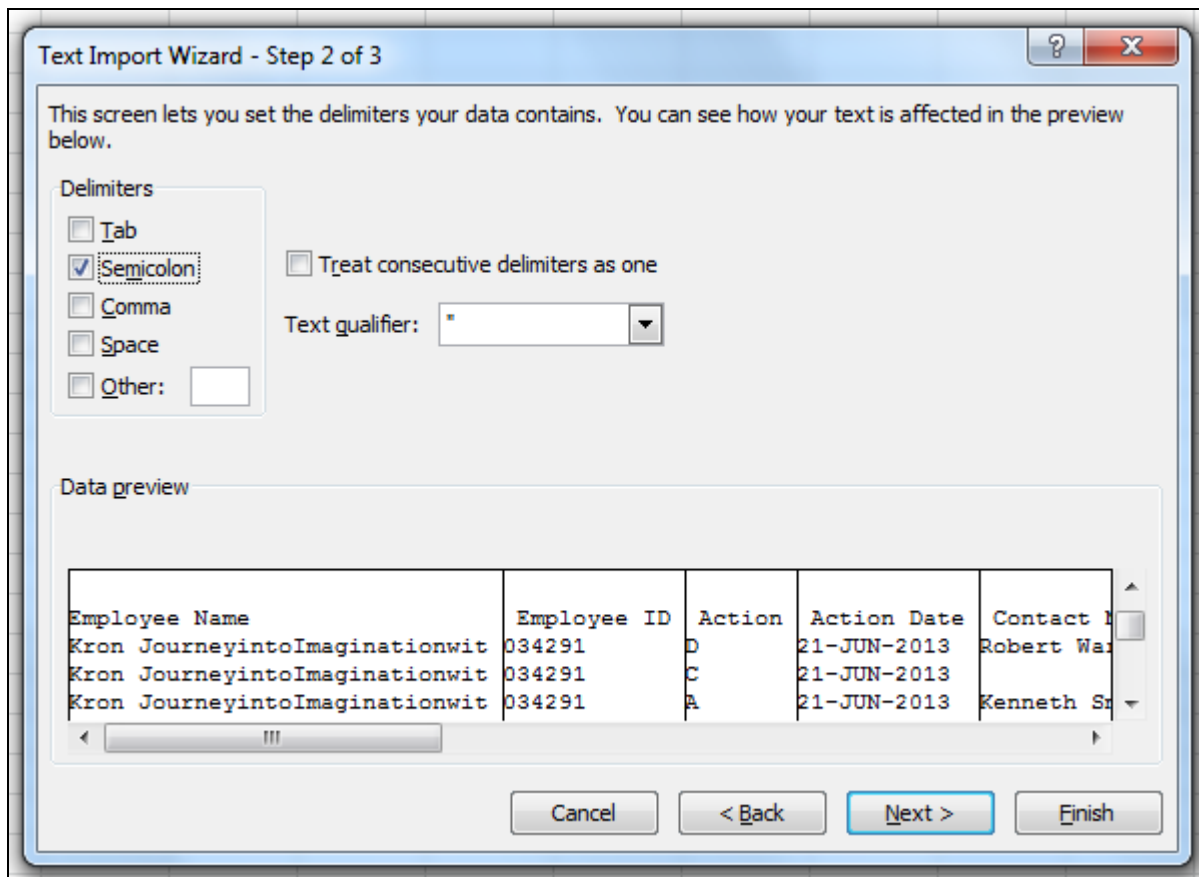
15. Click “x” in popup box displayed above.

- 16. Open a new blank EXCEL worksheet.
- 17. Click “Data” tab>Click the “From Text” Icon and then go to your saved file and select to import. Remember to change Files of Type: to “All Files”.

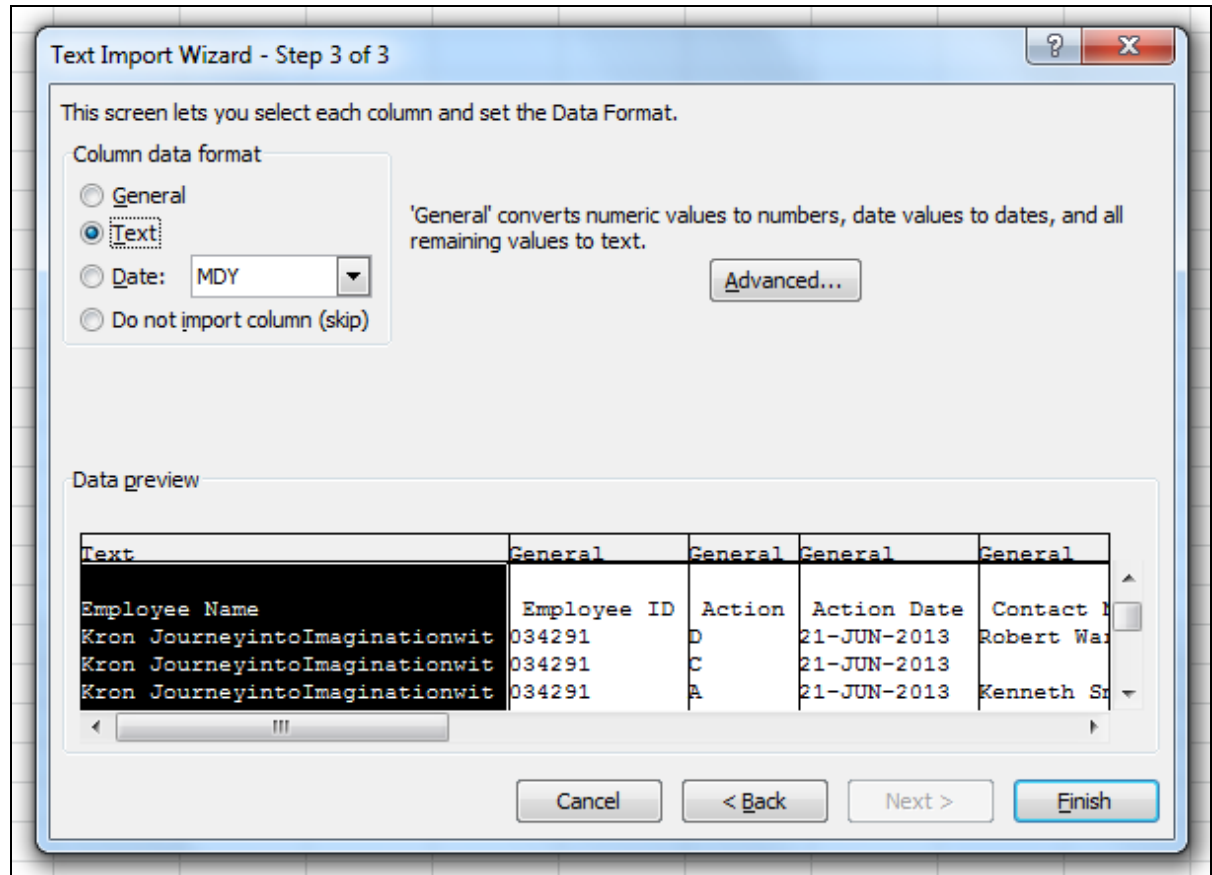
The following screen below will come up:



18. Click **Delimited File**
19. Click **Next**

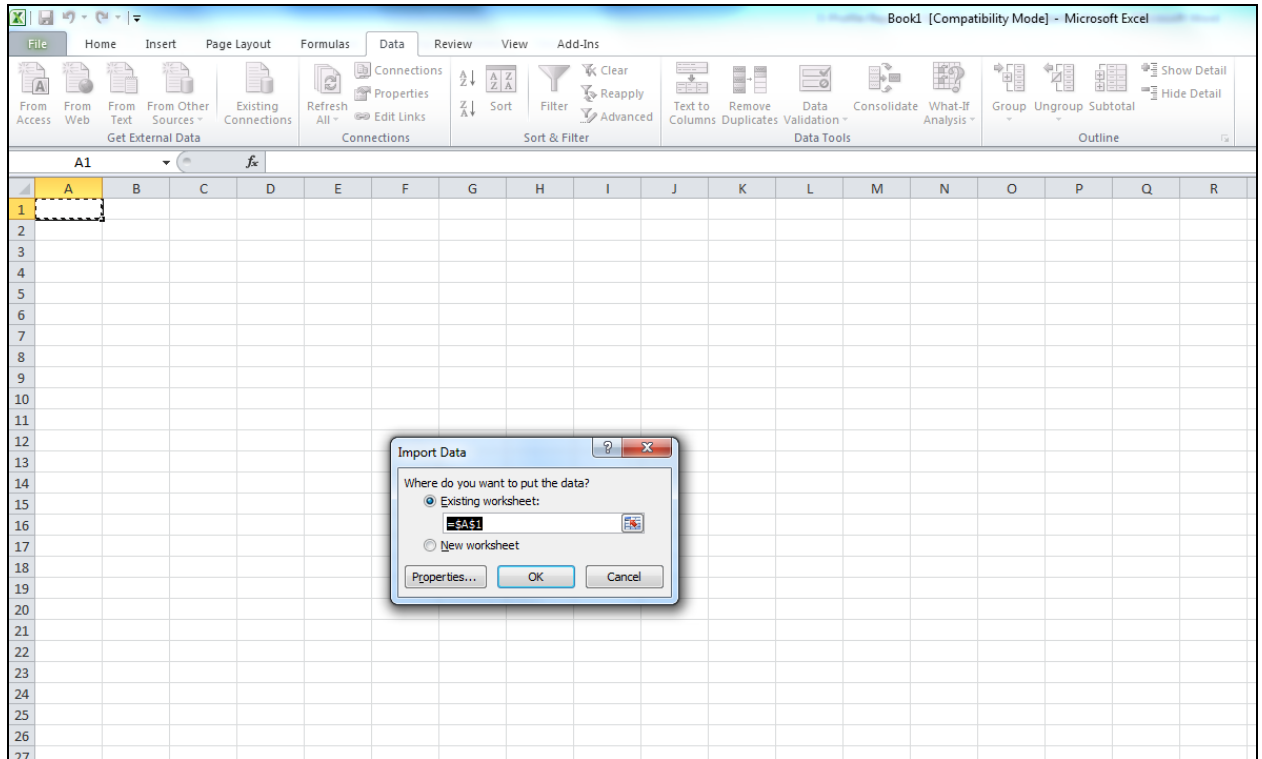


20. Uncheck the "Tab" box.
21. Click "Semicolon" in the Delimiter box - you will see lines appear between the columns of text.
22. Click **Next**



23. Click on Employee Id number so the column is highlighted, then change the column data format from “General” to “Text”. You must repeat this process also for Zipcode and any other columns with numbers. This will ensure that all digits of each number are printed to the file and the leading zeros are not deleted. (Note: You may need to scroll down to view data in the Data Preview box)
24. Then click **Finish**

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25. An excel workbook will appear with the above dialog box.
26. Click **OK** on the dialog box

Employee Name	Employee ID	Action	Action Date	Contact Name	Relationship	Address1	Address2	Address3	City	State	Postal	Phone Type	Phone	Primary Contact
Jon Kron	34291	C	21-Jun-13	Jane Employee	FR	034291 Scrambled St.			Manchester	CT	6040	MAIN		
Jon Kron	34291	A	21-Jun-13	Joe Employee	P	11 Kellogg St			Windsor	CT	6095		866/888-8888	N
Jon Kron	34291	C	21-Jun-13										866/888-8889	
Jon Kron	34291	D	21-Jun-13	John Smith								BUSN	866/888-8890	
Jame Doorman	570260	A	17-Jun-13	Jane Smith	SB								866/888-8891	Y
Ralph Employee	508788	D	17-Jun-13		P									
James Johnson	500441	C	19-Jun-13	Jane Austen										
ProfessorRatigan Bambi	500441	C	19-Jun-13	Jane Austen										

27. Report output should appear in “query” format as an Excel file.
28. Excel Spreadsheet will display