

Reports

Reports



Lesson Scenario

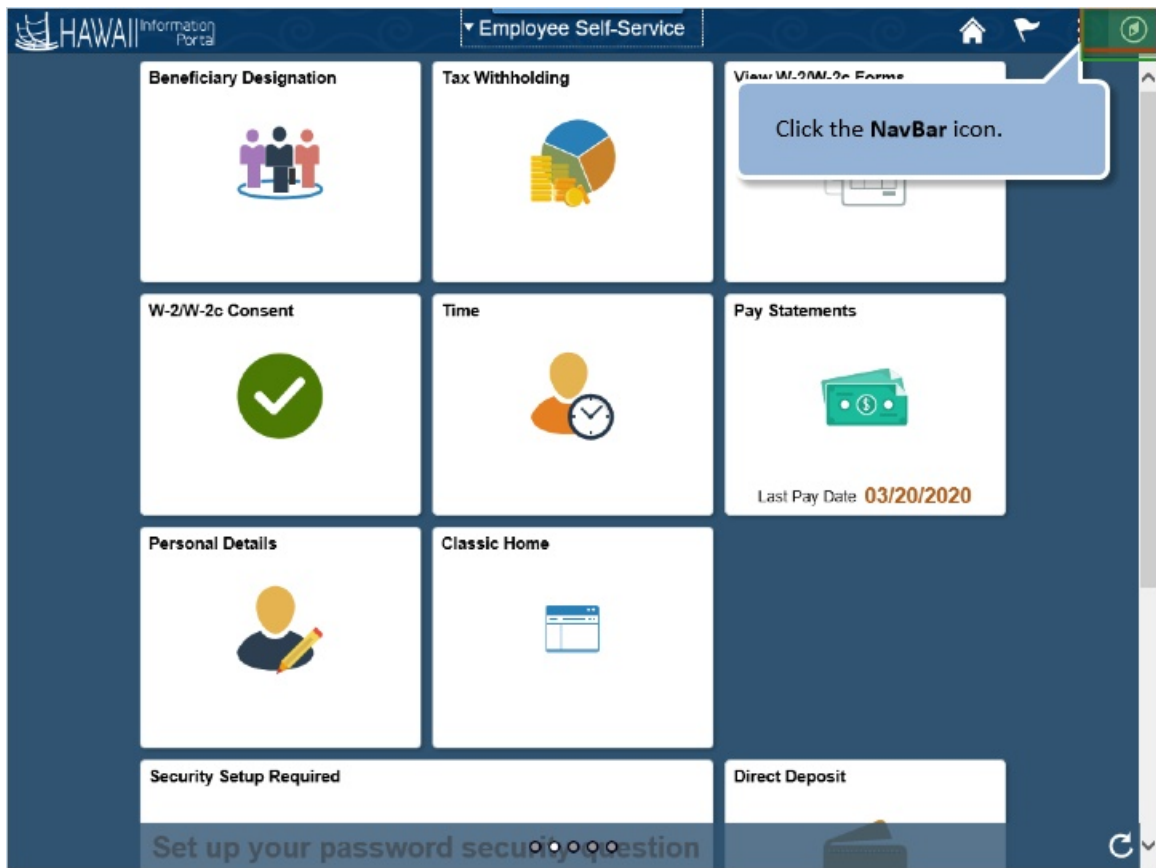
In this lesson, you will learn how to use Query Viewer to run predefined reports in HIP Time and Leave.

Select **'Next'** to continue.

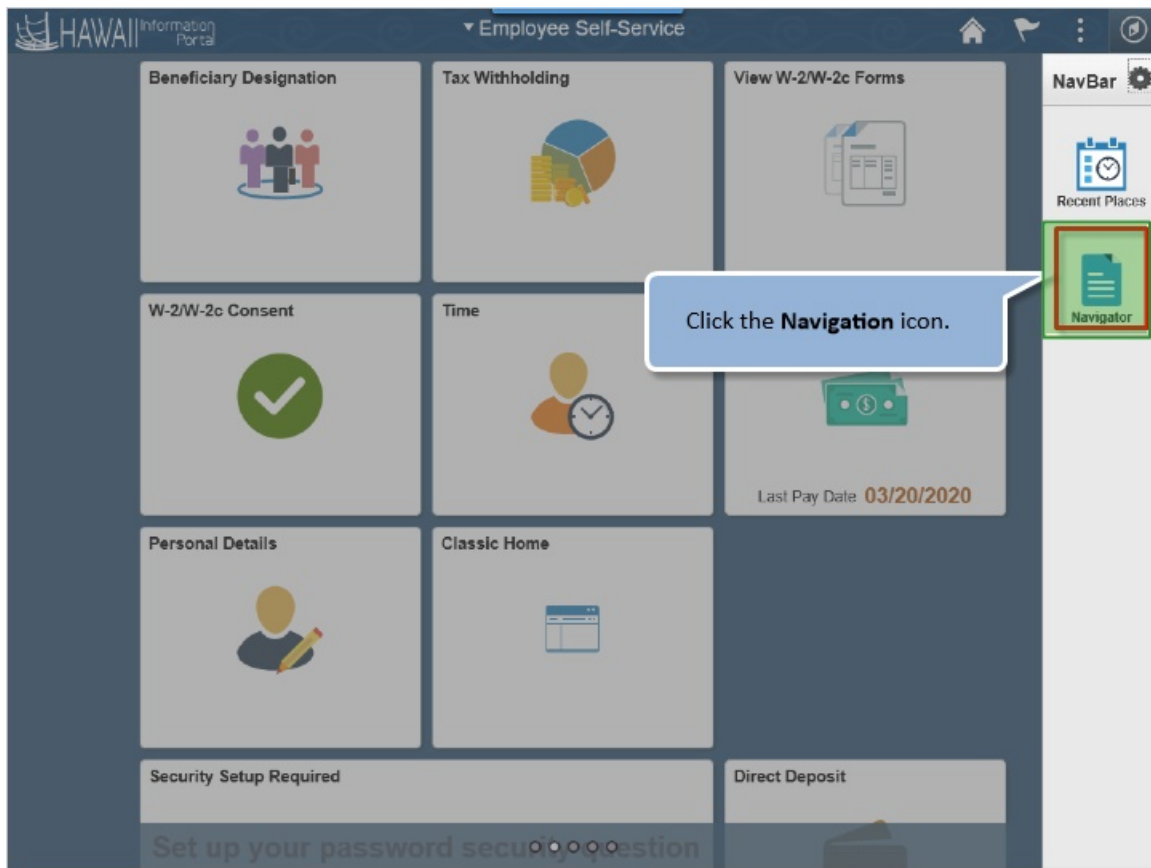


Lesson Scenario

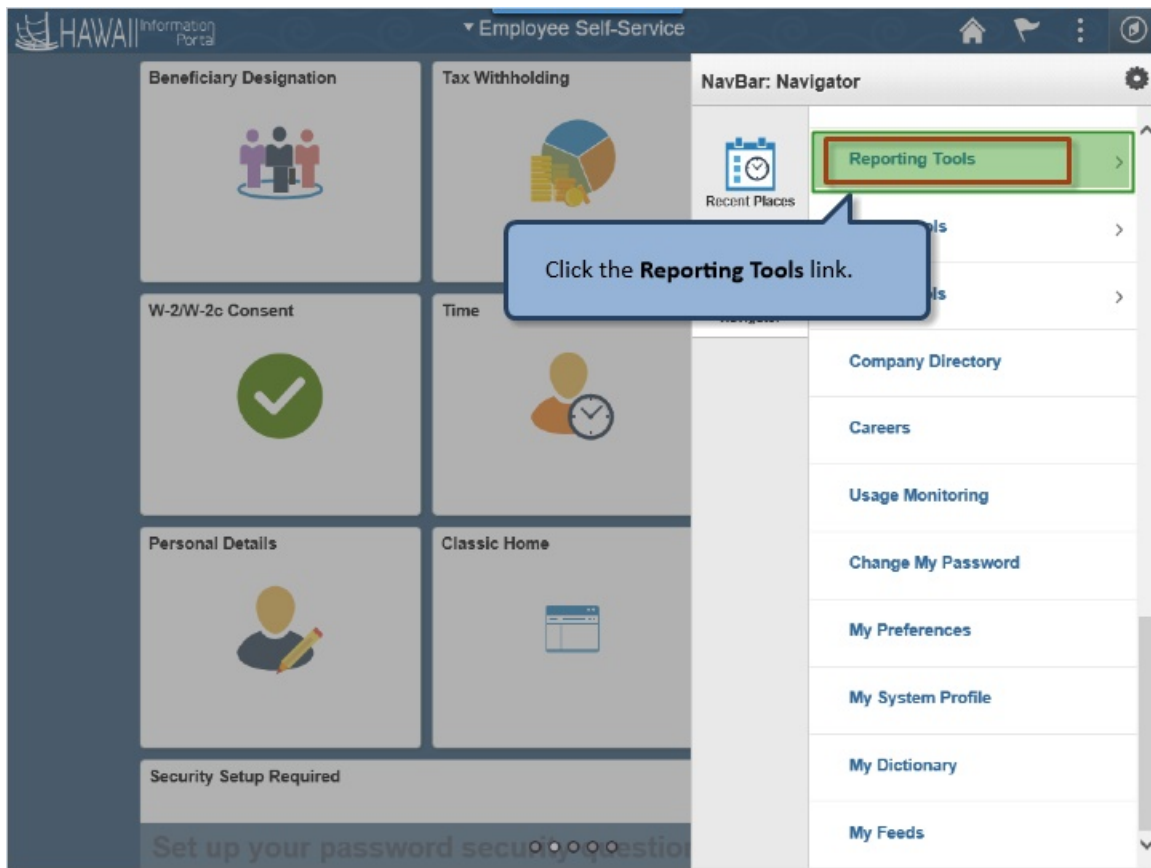
In this lesson, you will learn how to use Query Viewer to run predefined reports in HIP Time and Leave.



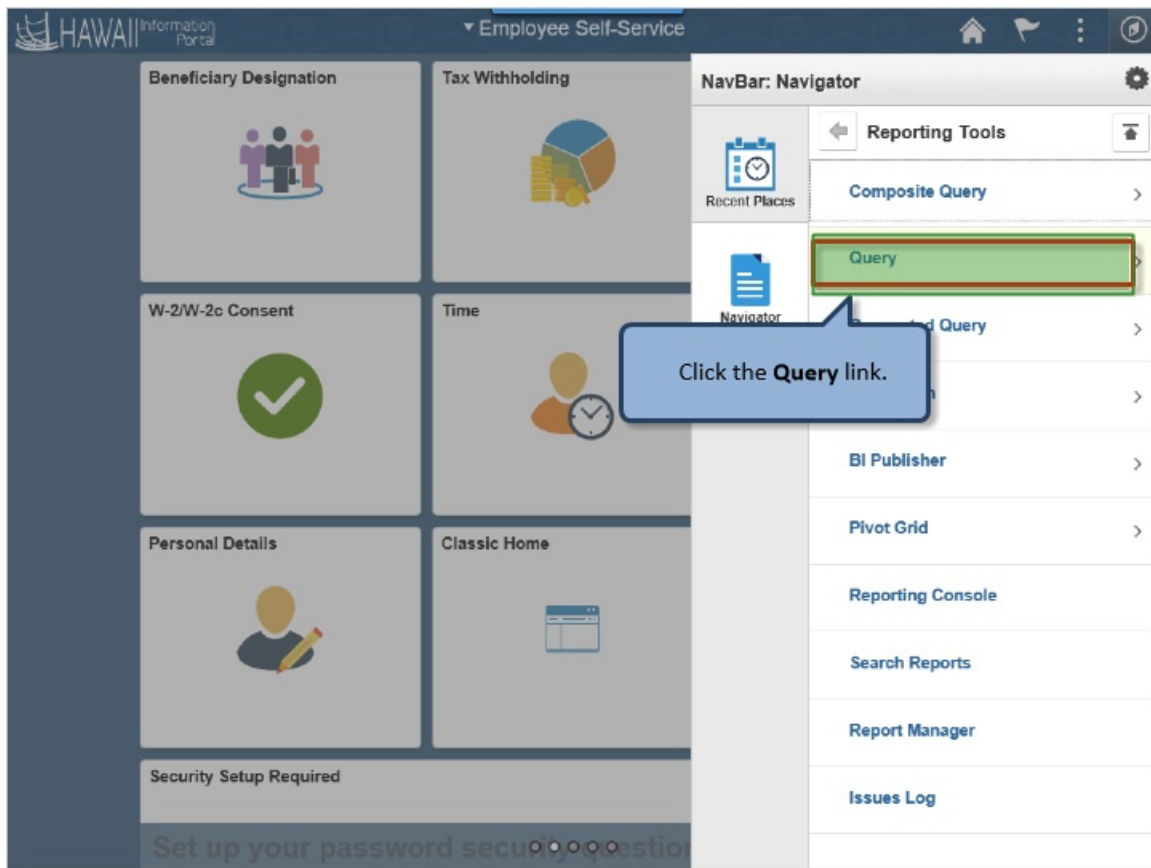
Click the **NavBar** icon.



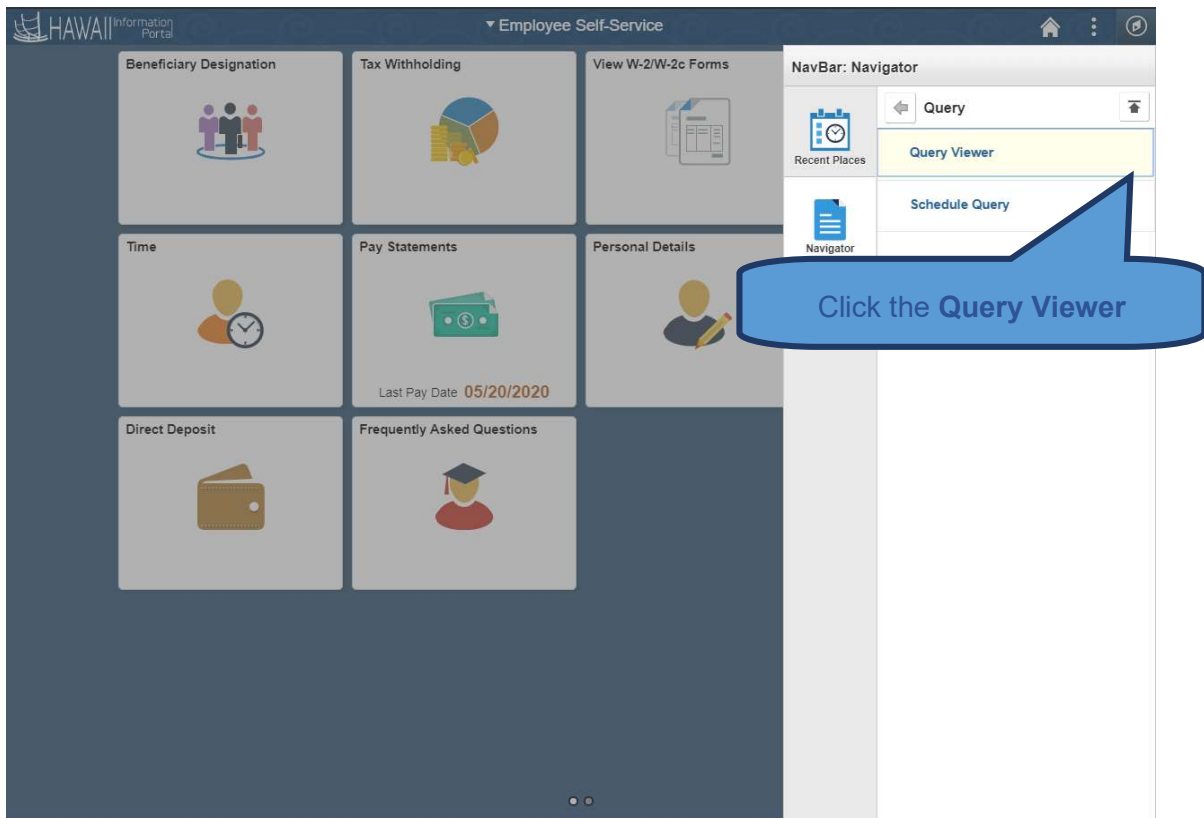
Click the **Navigation** icon.



Click the **Reporting Tools** link.



Click the **Query** link.



Click the **Query Viewer**.

Query Viewer

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

*Search By Query Name begins with

Search

Advanced Search

Query Viewer enables you to run standard or predefined reports in HIP Time and Leave.

Start by searching for the query by name.

Type “HIP”, then press “Tab”

Query Viewer enables you to run standard or predefined reports in HIP Time and Leave.

Start by searching for the query by name. The list of queries returned may be different based on the security role you are assigned, a list of queries is available at <https://ags.hawaii.gov/hip/tl-reports-and-queries/>



Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Click the **Search** button

Click the **Search** button.

Query Viewer

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

*Search By

Search

Search Results

*Folder View

To view the results of the reports, choose one of the following formats to run the query:

- Run to HTML
- Run to Excel
- Run to XML

Select 'Next' to continue.

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional Reference
HIP_TL_COMP_BAL_BY_EE	Comp Time Bal for All EE	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_CRNT_DELEGATIONS	Current Delegations Query	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_EE_APPRVD_LV_BY_DAY	Approved Employee Leave by day	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_GREATER_THAN_300_VAC	EE Vacation Bal >= 300 Hours	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_GREATER_THAN_600_VAC	EE Vacation Bal >= 600 Hours	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_LESS_THAN_40_SCK_VAC	EE < 40 Hours Sick or Vacation	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_LWOP_IN_ABS_MGMT	LWOP in Absence Management	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_OT_NO_MEALS	Overtime Reported without Meal	Public		HTML	Excel	XML	Schedule	Lookup References

To view the results of the reports, choose one of the following formats to run the query:

- **Run to HTML**
- **Run to Excel**
- **Run to XML**

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Query Viewer](#)

[Home](#) | [Sign Out](#)

[Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Query Viewer

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

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
HIP_TL_COMP_BAL_BY_EE	Comp Time Bal for All EE	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_CRNT_DELEGATIONS	Current Delegations Query	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_EE_APPRVD_LV_BY_DAY	Approved Employee Leave by day	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_GREATER_THAN_300_VAC	EE Vacation Bal >= 300 Hours	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_GREATER_THAN_600_VAC	EE Vacation Bal >= 600 Hours	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_LESS_THAN_40_SCK_VAC	EE < 40 Hours Sick or Vacation	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_LWOP_IN_ABS_MGMT	LWOP in Absence Management	Public		HTML	Excel	XML	Schedule	Lookup References
HIP_TL_OT_NO_MEALS	Overtime Reported without Meal	Public		HTML	Excel	XML	Schedule	Lookup References

Click the "Excel" link.

Click the "Excel" link.

The screenshot shows the 'Query Viewer' page of the Hawaii Information Portal. The top navigation bar includes 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The page title is 'Query Viewer'. Below the title, there is a search section with a dropdown menu for 'Query Name' and a text input field for 'begins with' containing 'HIP_TL_REPORTS_TO_VACANT'. A green 'Search' button is present. Below the search section, there is a 'Search Results' section. A callout box points to the search results area with the text: 'The download box appears to enable you to open or save the query results.' Below this, there is a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sched
HIP_TL_REPORTS_TO_VACANT	TL EE Reporting to Vacant Posn	Public		HTML	Excel	XML	Sched

Below the table, there is a callout box pointing to a download box with the text: 'Click the 'Open' button.' The download box is a standard Windows-style dialog box with the text: 'Do you want to open or save HIP_TL_REPORTS_TO_VACANT_1387937553.xls (36.5 KB) from hphs92.hip.hawaii.gov?'. It has three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.

The download box appears to enable you to open or save the query results.

Click the '**Open**' button.

AutoSave OFF | HIP_TL_REPORTS_TO_VACANT_1387937553.xls - Protected View

File Home Insert Page Layout Formulas Data Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to view the file in Protected View.

Click the 'X' to close the Excel page.

Empl ID	Rcd#	Name	Dept ID	Dept Description
		0	00028	Accounting & General Services
		0	310019	HHL/Hmstd Svcs Dvw/Molokai Dis Ofc
		0	510004	AGS/ASO/Budget & Fiscal Stf
		0	510004	AGS/ASO/Budget & Fiscal Stf
		0	510004	AGS/ASO/Budget & Fiscal Stf
		0	510004	AGS/ASO/Budget & Fiscal Stf
		0	510004	AGS/ASO/Budget & Fiscal Stf
		0	510008	AGS/PersOfc
		0	510008	AGS/PersOfc
		0	510018	AGS/PubWrksDw/Ping Br
		0	510018	AGS/PubWrksDw/Ping Br
		0	510019	AGS/PubWrksDw/StatewideCIP Si
		0	510019	AGS/PubWrksDw/StatewideCIP Si
		0	510019	AGS/PubWrksDw/StatewideCIP Si
		0	510032	AGS/AcctngDw/UniformAcc&Rept
		1	510032	AGS/AcctngDw/UniformAcc&Rept
		0	510032	AGS/AcctngDw/UniformAcc&Rept
		0	510032	AGS/AcctngDw/UniformAcc&Rept
		0	510036	AGS/AcctngDw/Pre Audit Br
		0	510036	AGS/AcctngDw/Pre Audit Br
		0	510036	AGS/AcctngDw/Pre Audit Br
		0	510036	AGS/AcctngDw/Pre Audit Br
		0	510036	AGS/AcctngDw/Pre Audit Br
		0	510040	AGS/AcctngDw/Systems Acctnt B
		0	510040	AGS/AcctngDw/Systems Acctnt B
		0	510050	AGS/CSD/Bldg Mgt Ut A
		0	510050	AGS/CSD/Bldg Mgt Ut A
		0	510050	AGS/CSD/Bldg Mgt Ut A

sheet1

Ready

Click the 'X' to close the Excel page.

The screenshot shows the 'Query Viewer' page in the 'HAWAII Information Portal'. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Query Viewer'. The page title is 'Query Viewer'. Below the title, there is a search section with a 'Search By' dropdown set to 'Query Name' and a text input field containing 'HIP_TL_REPORTS_TO_VACANT'. A green 'Search' button is present. Below the search section, a 'Search Results' section is visible. A large grey box with a red border contains a note: 'Note: Based on the browser you may receive a 'pop-up' blocker. Click the 'Allow once' to allow the report to run to your desktop. Select 'Next' to continue.' Below this note, a table lists search results. The first result is 'HIP_TL_REPORTS_TO_VACANT' with details 'TL EE Reporting to Vacant Posn' and 'Public'. The table has columns for 'Query Name', 'Description', 'Access', 'Run to HTML', 'Run to Excel', 'Run to XML', and 'Schedule'. At the bottom of the page, a red box highlights a browser warning: 'Internet Explorer blocked a pop-up from *.hip.hawaii.gov.' with an 'Allow once' button and 'Options for this site' link.

Query Viewer

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

*Search By: Query Name (dropdown) begins with: HIP_TL_REPORTS_TO_VACANT

Search [Advanced Search](#)

Search Results

*Folder View

Query

Query Name: HIP_TL_REPORTS_TO_VACANT

TL EE Reporting to Vacant Posn

Public

Run to HTML: [HTML](#) Run to Excel: [Excel](#) Run to XML: [XML](#) Sched: [Sched](#)

Note: Based on the browser you may receive a 'pop-up' blocker. Click the 'Allow once' to allow the report to run to your desktop. Select 'Next' to continue.

Internet Explorer blocked a pop-up from *.hip.hawaii.gov. [Allow once](#) [Options for this site](#)

Note: Based on the browser you may receive a 'pop-up' blocker. Click the 'Allow once' to allow the report to run to your desktop.



Congratulations!

You've successfully completed this lesson.

End