

ALL EMPLOYEES LIST (NAME/CODE)

EMIS

BEx WEB ANALYZER

NEW ANALYSIS

ROLES (tab on top of window)

PROPERTY

ASSETS

INV REPORT

OK

FY Period/Fiscal Year (single value entry required) – DROP-DOWN - CURRENT 004/2009 (CHOOSE LATEST DATE)

APO Name (drop down box)

Beside the filter – input last name (i.e. *Roush)

Highlight the APO name

Click on ADD to add to list

Click OK

Click OK

Left side of report there is a list of all the data fields

You then would remove the data fields you don't want on the top portion (drag and drop) to bottom portion

Then highlight the data fields below that you want to put on the top portion (drag and drop) to upper portion (APO ORG NAME, APO NAME, APO NUMBER, CPO NAME, CPO NUMBER, CE NAME CE NUMBER, RESPONSIBLE COST CENTER) – you can put them in whatever order you want.

SAVE AS

Description (scroll down) insert a file name - OK

Export to Excel

File Download – SAVE (in desired directory)

EXCEL

Open the report in your Directory

Highlight the Header Titles

Old Version Excel= Click on: Data – Filter – Auto Filter

New Version Excel – Click on: Data - Filter

(This puts little boxes with down arrows to the right of each title.)

Limit to one CPO – Click on down arrow in the box to the right of the CPO Name

Old Version Excel= Highlight the CPO Name you want and left click once

New Version Excel = Select ALL to remove check marks, then highlight
the CPO – Click OK

(This gives you everything in that particular CPO's name.)

Old Version Excel = To go to another CPO – Click on down arrow in box to right of
the CPO Name - Highlight the next CPO you want.

New Version Excel= Uncheck the Select ALL – Check the new CPO – Click OK

(This gives you everything in the new CPO's name.)

When completely finished – Click on down arrow in box to right of CPO Name

Highlight “ALL” to bring back all of the CPOs and their assets.