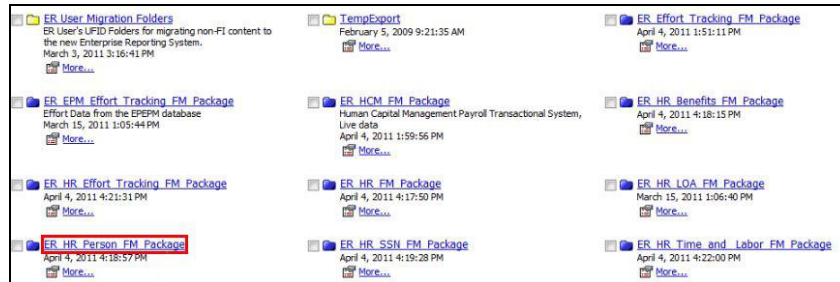**Tenure Status Report**

In this instruction guide, you will create a Tenure Status Report. The report will include Department, UFID, Name and other fields relevant to tenure.

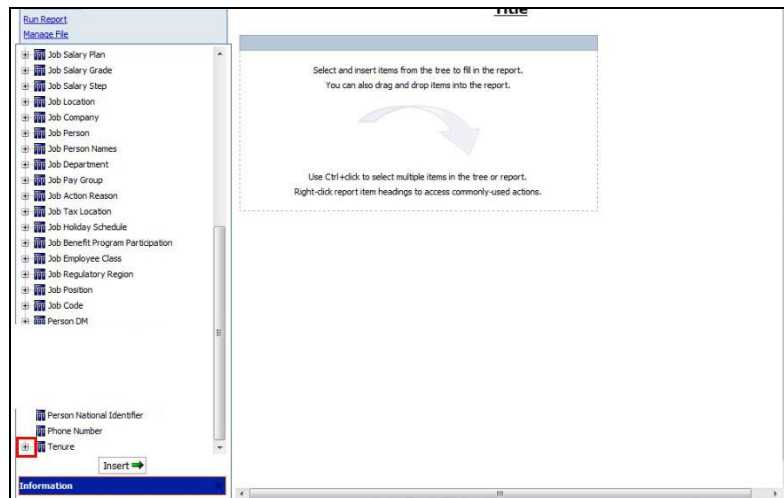1. In Enterprise Reporting, click the **ER_HR_Person_FM_Package** link.
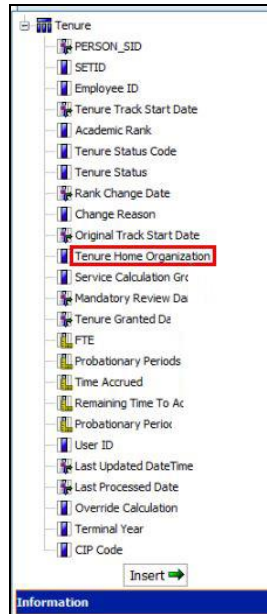

2. Click the **Launch** link.

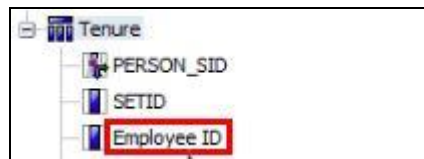3. Click the **Query Studio** link.

4. Next, you'll need to get the person's information. Click the **Expand** button next to the Tenure query subject to open it.

5. Select the **Tenure Home Organization** query item.

6. Hold down the **Ctrl** key on your keyboard and click the **Employee ID** query item.

7. Hold down the **Ctrl** key on your keyboard and click the **Tenure Track Start Date** query item.

8. Hold down the **Ctrl** key on your keyboard and click the **Tenure Status Code** query item.
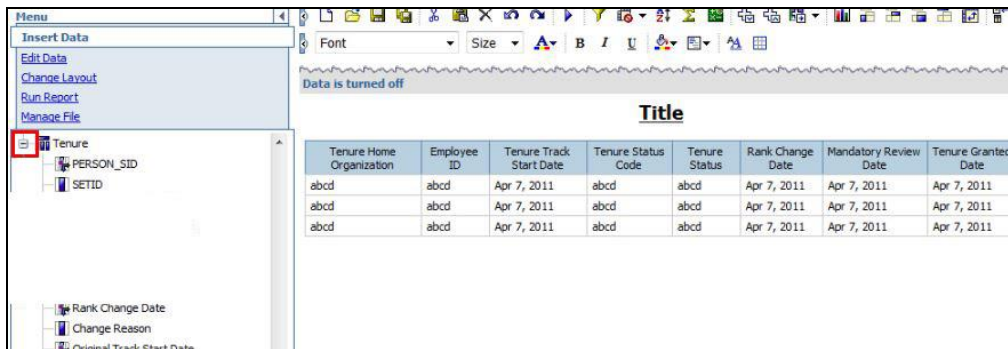

9. Repeat this for the following query items: **Tenure Status, Rank Change Date, Mandatory Review Date, Tenure Granted Date**

10. Click the **Insert** button.

11. To close the **Tenure** query subject, click the **Collapse** button.

12. Next, you'll want the employees' names. To expect the Name query subject, click the **Expand** button.
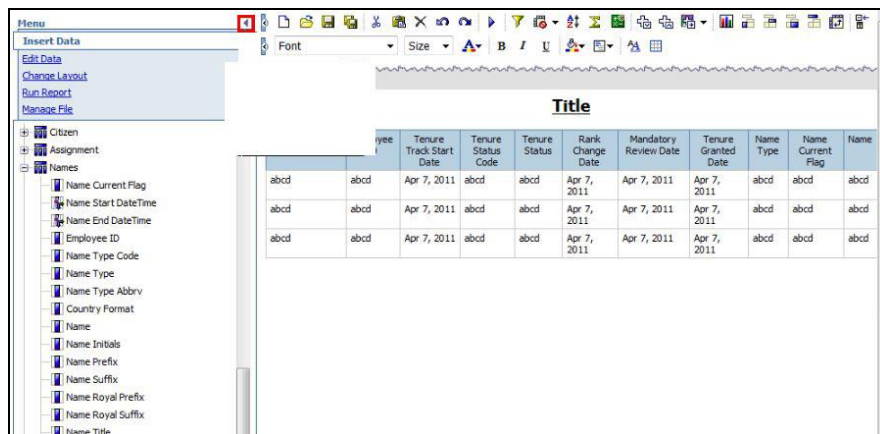13. To enter the name, you'll also need the Name Type, Name Current Flag and Name. Begin by clicking the **Name Type** query item.
14. Hold down the **Ctrl** key on your keyboard and click the **Name Current Flag** query item.
15. Finally, hold down the **Ctrl** key on your keyboard and click the **Name** query item.
16. Click the **Insert** object.
17. Click the **Hide the menu pane** button.

18. Next you'll need to select department(s). Click the **Tenure Home Organization** column heading.

19. Click the **Filter** button.

20. Select the **UFID** from the list and then select the others you want to include.

21. Click the **OK** button.
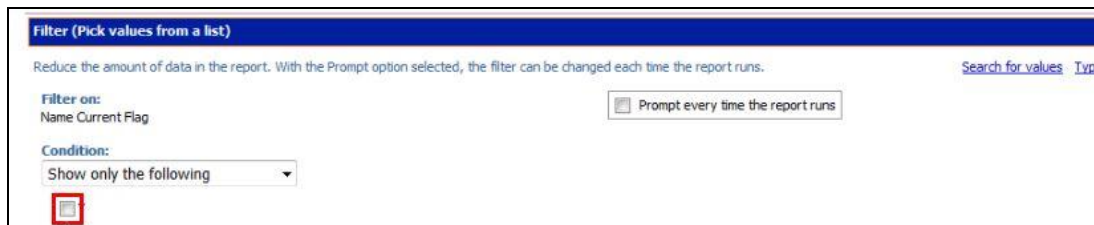

22. Note that the filter is at the top of the page.

23. Click the **Name Current Flag** column heading.
24. Click the **Filter** button.
25. The only option here is Y, for yes. The current flag is no longer used and all information is current. Click the **Y** option.
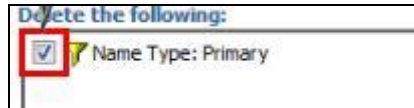

26. Click the **OK** button twice.
27. Next, you'll need to select which name to have in your query. Click the **Name Type** column heading.
28. Click the **Filter** button.
29. Click the **Primary** button.

30. Click the **OK** button.
31. Here you have the option to combine the filters. You won't do that at this time. Click the **OK** button.
32. You already have the **Name Type** column selected. Hold down the **CTRL** key and click the **Name Current Flag** column heading. This will select them both.
33. Click the **Delete** button.

34. We didn't actually set the Name Current Flag, because there was only one choice, yes. However, you must decide if you want to delete the **Name Type** filter. You do NOT. So uncheck the box so the the filter remains, but the item is removed from the query.
Click the **Name Type Primary** checkbox to remove the check

35. Click the **OK** button.
36. You have brought the menu back by clicking the arrow. Next, you'll make Tenure Home Organization a section heading.

37. Click the Tenure Home Organization column heading and click the **Create Sections** button.
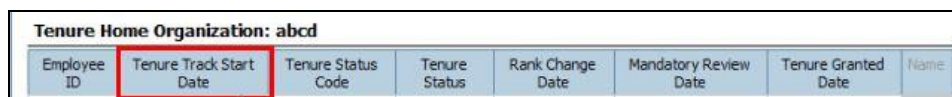
38. Next, you'll move the **Name** column next to the **Employee ID** column. Click the **Name** column heading.
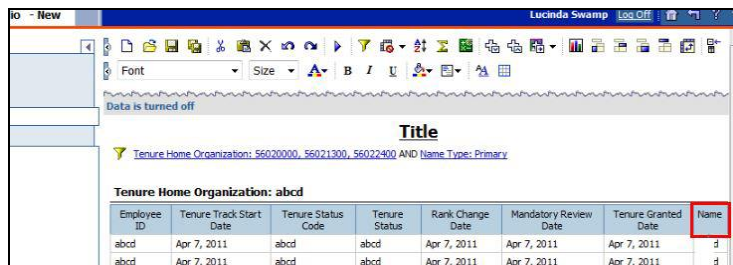
39. Click the **Cut** button.

40. Click the **Tenure Track Start Date** column heading.

41. To paste the **Name** to the right of the Employee ID, click the **Paste** button.

42. Click the **Name** column heading.

43. To sort ascending alphabetically, click the **Sort** button.

44. Next, you'll add a title that means something to you. Click the **Title** link.

45. Click in the **Title** field. Delete the default text and enter the text you would like the report to be titled. For this example, **Tenure Status Report** will be entered.

46. To remove the filters, click the **Show filters** checkbox.
To remove the sorts from your view, click the **Show sorts** checkbox.
To remove any suppression you may have applied, click the **Show suppression** checkbox.
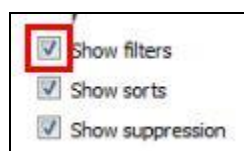
47. Click the **OK** button.

48. Now, you'll need to save this version of the query. Click the **Save As** button.

49. Enter "Tenure Status Report" into the **Name** field.

50. Click the **OK** button.
51. Click the **Run** button.

52. Click the **Log Off** link.