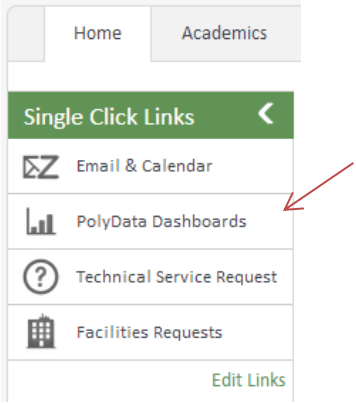
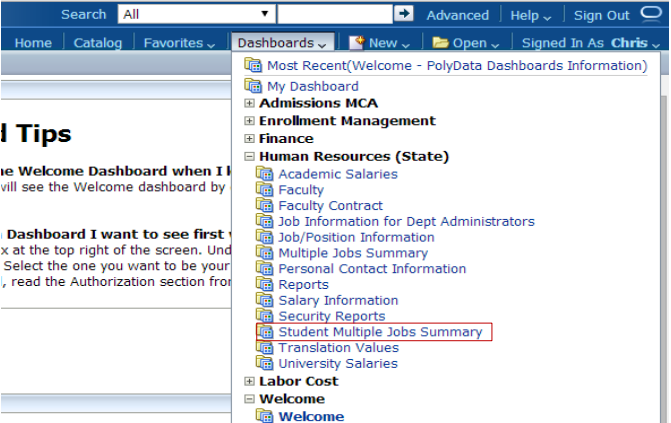


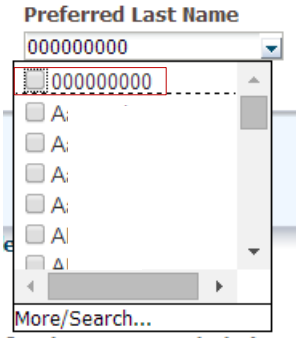
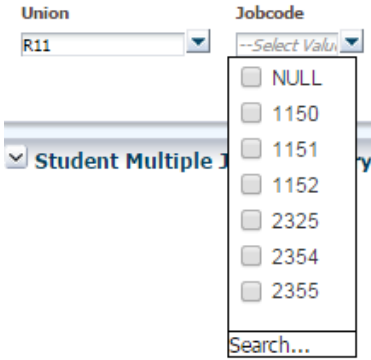
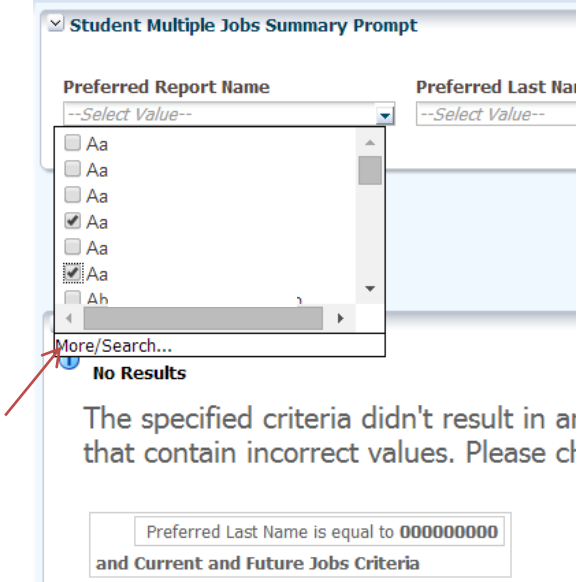


## **HR Student Multiple Jobs Summary Dashboard User Guide**

Revised 3/3/2015

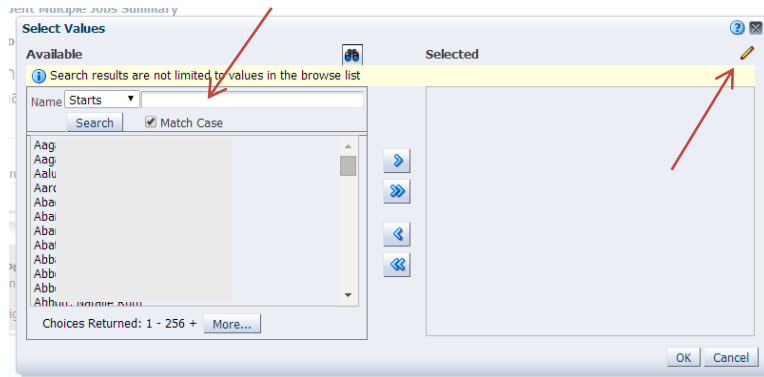
## HR Student Multiple Jobs Summary Dashboard

<p>Navigation – Go to:</p> <p><b>Single Click Links</b> on My Cal Poly Portal</p> <p>Click on <b>PolyData Dashboards</b></p>	
<p><b>PolyData Dashboards</b></p> <ul style="list-style-type: none"> <li>• Click on Dashboards drop-down</li> <li>• Expand Human Resources (State)</li> <li>• Click on Student Multiple Jobs Summary</li> </ul>	
<p>This dashboard displays student employment data for all active students across campus.</p> <p>The default filter is '000000000' in the Preferred Last Name field to prevent the query from generating a huge amount of data when you enter the dashboard. Therefore, when you set the desired filters, you need to remove the defaulted value '000000000' from the Preferred Last Name field.</p>	

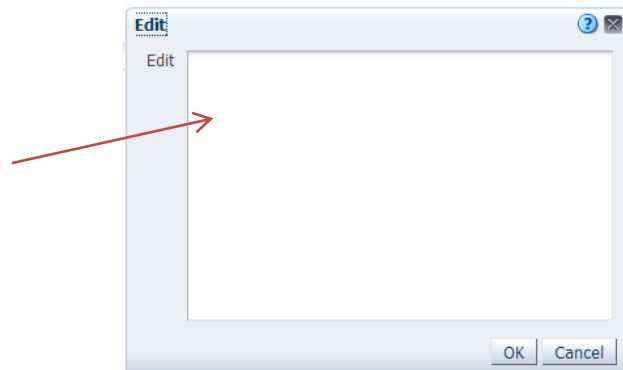
<p>Remove the '000000000' filter by clicking on the drop-down and unchecking the value</p>	
<p>Now you can set the filters to generate results you need. You can filter by one or more name types or by Emplid. You can choose one value, if you are searching for one student, or you can choose multiple values if you are searching for multiple students.</p>	
<p>If filtering by <b>Jobcode</b>, narrow down the list of values by selecting <b>E99</b> and/or <b>R11</b> from the <b>Union</b> drop-down menu.</p> <p><b>Please note:</b> Although all collective bargaining units are visible in the <b>Union</b> drop-down menu, only <b>E99</b> and <b>R11</b> values will return results as the dashboard will only pull student information.</p>	
<p>The quickest way to filter is to click the More/Search....at the bottom of the box</p>	

Enter the value you are searching for in the search box – in this example you would enter a Last Name, or the beginning of a Last Name

If you have a **list of values** (eg. names, emplids) you can click on the pencil icon .....



....and **paste** the list in the box  
Click OK, click OK again.

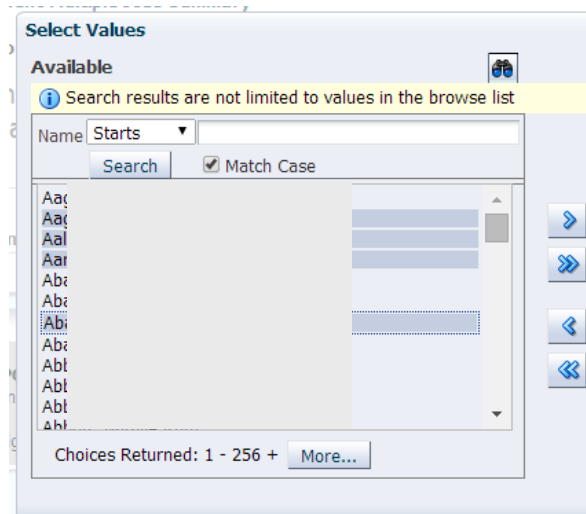


#### Additional Search Options:

**Select** a single value by clicking on it in the list  
**Select a group** of values by holding the Shift key and clicking the values  
**Select multiple** values by holding the Ctrl key as you click on values

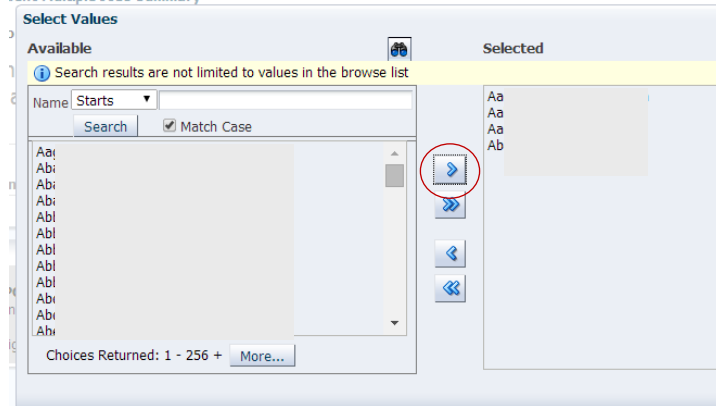
Once your values are selected you need to move them to the Selected box on the right.

You can **double-click** on a value to move it to or from the Selected box.



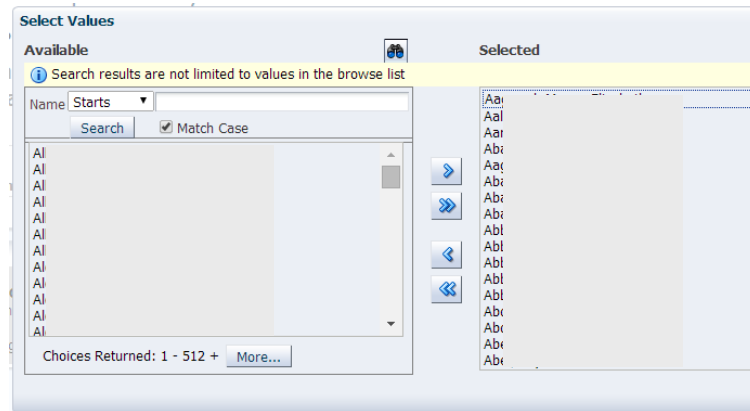
Use the **arrow** buttons to move the values in or out of the Selected box.

The **single arrow** buttons will move selected values.

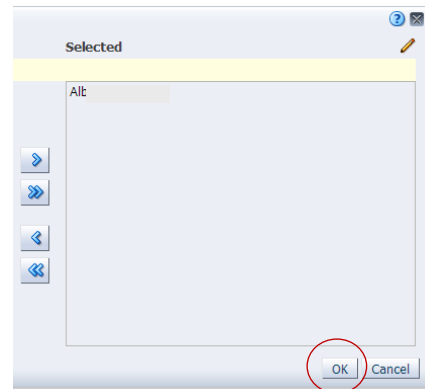


The **double arrow** buttons pointing to the right will move all values returned in the search results box.

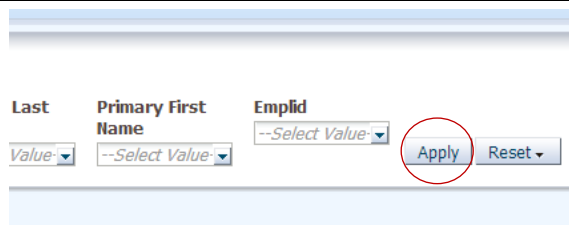
The double arrow button pointing left will move all Selected values back to the search results box.



Once you have your desired values in the Selected box, click the OK button.



Click the Apply button to run the query. Your results should display.



The Results will display in the **Employee Listing view**.

Select a View: Employee Listing

Name	Emplid	19 Date	Empl Record	Effective Date	Empl Class	Expected End Date	Empl Status Pay	FTE	Union	Jobcode	Position
ucena	0	04/22/2014	0	4/1/2014	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0	10/07/2013	0	10/1/2013	Student	6/15/2014	Active	0.00	E99	1868	Student Asst
ofazzal	0	12/12/2012	0	8/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
urcin	0	09/20/2013	0	9/20/2013	Student	6/13/2014	Active	0.00	R11	1150	Instr Stdnt Asst
	0		1	8/1/2013	Student	6/13/2014	Active	0.00	E99	1868	Student Asst
	0	02/12/2014	0	1/1/2014	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
a	0	07/22/2013	0	7/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0		1	7/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Brdg Student Assistant
	0		2	8/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Asst
Roy	0	11/09/2012	0	5/1/2013	Student	6/30/2013	Terminated	0.00	E99	1868	Student Assistant
	0		1	10/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0		2	1/6/2014	Student	6/14/2014	Active	0.00	R11	1150	ISA Student Assistant
	0	04/24/2013	0	7/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant

Switch to the **Download view** on the Select a View drop-down to enable sorting of data by clicking on column headers. To sort by multiple columns, hold the Control key and click the column headers in the order that you would like your results sorted by (click the header again to toggle between sorting in ascending and descending order)

Select a View: Download View

Name	Emplid	19 Date	Empl Record	Effective Date	Empl Class	Expected End Date	Empl Status Pay	FTE	Union	Jobcode	Position
hna	0	04/22/2014	0	4/1/2014	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0	10/07/2013	0	10/1/2013	Student	6/15/2014	Active	0.00	E99	1868	Student Asst
szzal	0	12/12/2012	0	8/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
in	0	09/20/2013	0	9/20/2013	Student	6/13/2014	Active	0.00	R11	1150	Instr Stdnt Asst
in	0	09/20/2013	1	8/1/2013	Student	6/13/2014	Active	0.00	E99	1868	Student Asst
	0	02/12/2014	0	1/1/2014	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0	07/22/2013	0	7/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
	0	07/22/2013	1	7/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Brdg Student Assistant
	0	07/22/2013	2	8/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Asst
oy	0	11/09/2012	0	5/1/2013	Student	6/30/2013	Terminated	0.00	E99	1868	Student Assistant
oy	0	11/09/2012	1	10/1/2013	Student	6/30/2014	Active	0.00	E99	1868	Student Assistant
oy	0	11/09/2012	2	1/6/2014	Student	6/14/2014	Active	0.00	R11	1150	ISA Student Assistant

Scroll to the bottom of the results page for **exporting results** options:  
**Print:** exports exactly what you are viewing

[Refresh](#) - [Print](#) - [Export](#)

ments to [polydata-hr-support@calpoly.edu](mailto:polydata-hr-support@calpoly.edu).

Export options:  
**PDF** – Exports to PDF format with formatting same as results view  
**Excel** – Choice of Excel versions, exports with formatting  
**Data** – Exports to CSV or Tab Delimited which can be imported and saved as excel – no formatting.

