Employee Contact Info Report
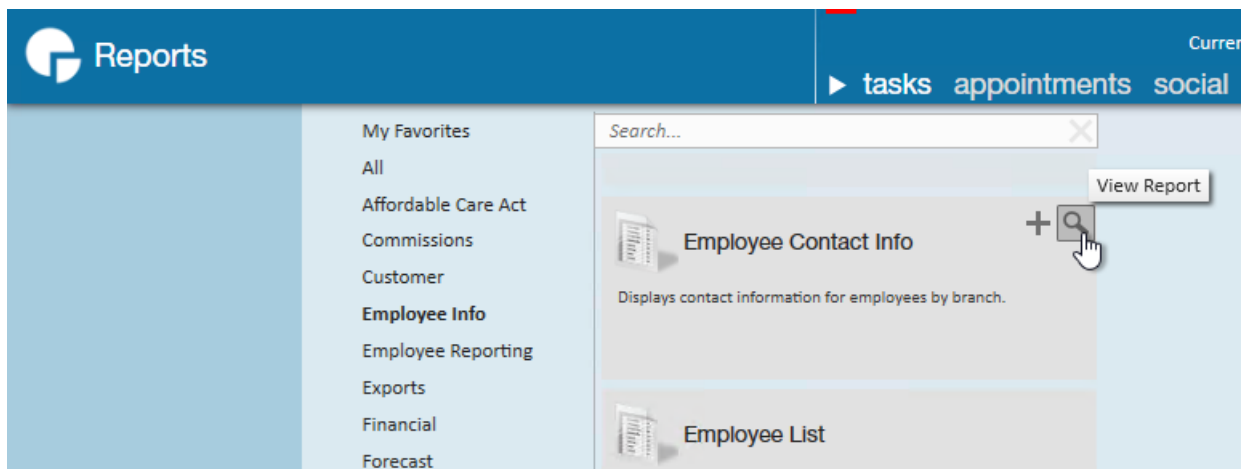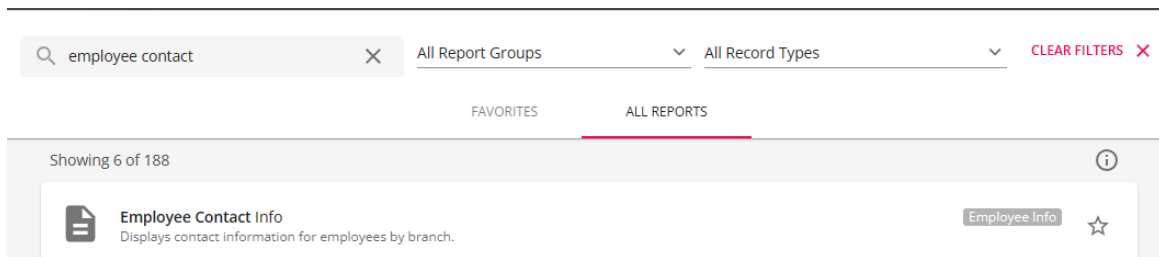
Purpose

This report is designed to find employees based on the date that their employee record was created in enterprise, this can be used to create a static call sheet to contact these individuals. This report was designed with mass callings or mass emailing's in mind. This report can be exported to Excel, as a CSV file, or to Text, etc.

Where You Can Run this Report

This report can be run in Enterprise under All Options > reports. Select the Employee Info category on the left.

You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of employee info.

Parameters

1. **Start Date:** Starting date of employee's creation date for your desired date range

2. **End Date:** Ending date of employee's creation date for your desired date range

3. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Related Articles