

Employee Address Labels 30up Report

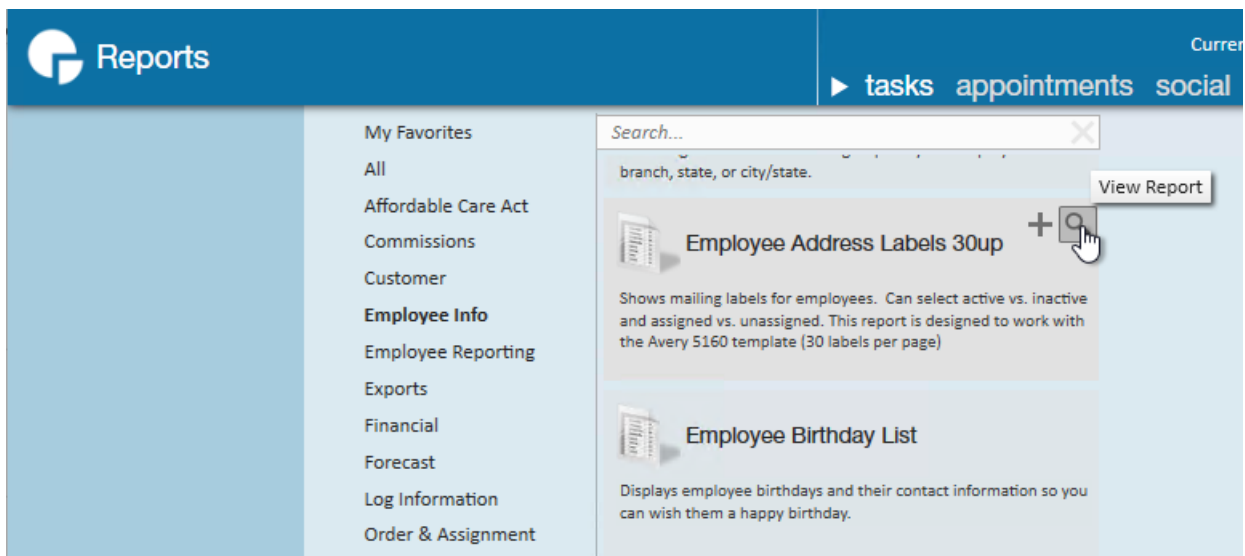
Last Modified on 04/18/2024 3:54 pm CDT

Purpose

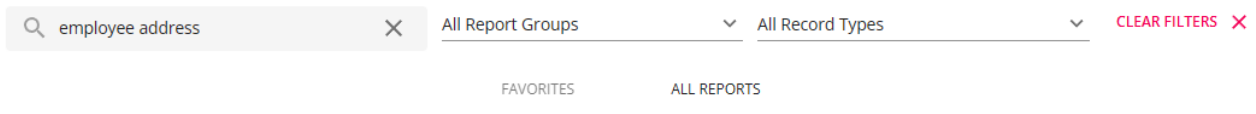
A printable report designed to be printed on Avery 5160 label template.

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

Active Status	Assignment Status	View Report
Active	Assigned	
Branch	Memphis SW	

1	of 2 ?	100%	Find Next
Froehlich Adam 1245 Main St Apt 201 Eagan, MN 55121	Bud Davies 123 Fake St Eagan, MN 55121	Ellel Marcos 444 Harbor Ave Ashtabula, OH 44004	
NATHAN AHRENS 3606 Larkspur Way Sheboygan, WI 53083	john doe 135 St. James Place Millcreek, PA 16505	Smith Mel Eagan, MN 55121	
Rebecca Barret 3655 E Sarahara Ave Apt 20 Las Vegas, NV 89104	Carl Donahue 7891 Jensen Drive Apt 201 St Louis Park, MN 55412	Edward Munz 121 Sleepy St. #2 Lake Elmo, MN 55042	

1. **Active Status:** Allows you to choose if you want to view only active, in active or all employees.
2. **Assignment Status:** Allows you to choose if you want to view only assigned, unassigned or all employees.
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