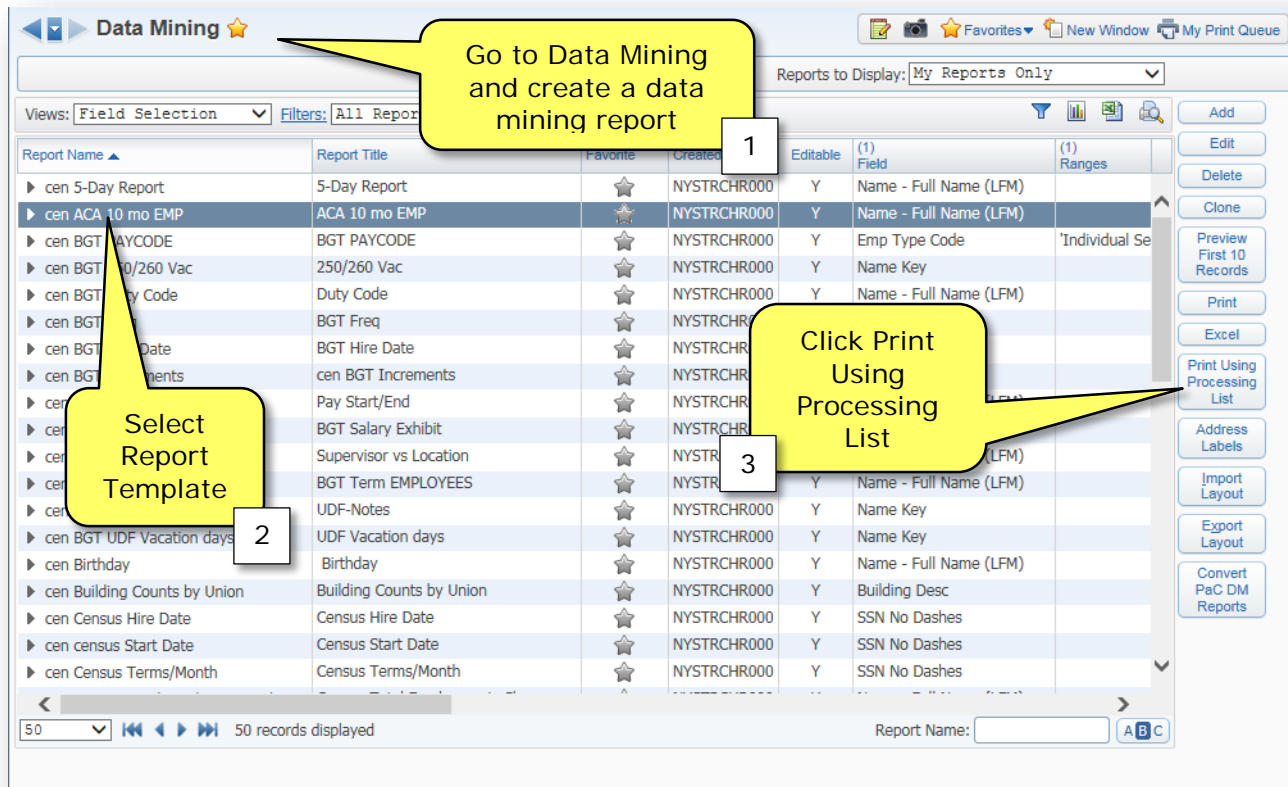


## HR/PR –PROCESSING LIST MAINTENANCE

Processing Lists allow you to create a list of employees based on the selected Data Mining Report Template. You can then use this list of employees to run other reports in other areas of the Skyward software.

After you create a processing list, you can then maintain it manually or by using the Import Feature

For more information, please see the WSIPC Guide to Employee Data Mining, S:/Skyward/Guides



The screenshot shows the 'Data Mining' window. Callout 1 points to the 'Data Mining' title bar. Callout 2 points to the 'Report Name' column in the list. Callout 3 points to the 'Print Using Processing List' button on the right-hand toolbar.

Report Name	Report Title	Favorites	Create	Editable	(1) Field	(1) Ranges
cen 5-Day Report	5-Day Report	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen ACA 10 mo EMP	ACA 10 mo EMP	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT PAYCODE	BGT PAYCODE	★	NYSTRCHR000	Y	Emp Type Code	'Individual Se
cen BGT 250/260 Vac	250/260 Vac	★	NYSTRCHR000	Y	Name Key	
cen BGT Duty Code	Duty Code	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Freq	BGT Freq	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Hire Date	BGT Hire Date	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Increments	cen BGT Increments	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Pay Start/End	Pay Start/End	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Salary Exhibit	BGT Salary Exhibit	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT Supervisor vs Location	Supervisor vs Location	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT BGT Term EMPLOYEES	BGT Term EMPLOYEES	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen BGT BGT UDF-Notes	UDF-Notes	★	NYSTRCHR000	Y	Name Key	
cen BGT BGT UDF Vacation days	UDF Vacation days	★	NYSTRCHR000	Y	Name Key	
cen Birthday	Birthday	★	NYSTRCHR000	Y	Name - Full Name (LFM)	
cen Building Counts by Union	Building Counts by Union	★	NYSTRCHR000	Y	Building Desc	
cen Census Hire Date	Census Hire Date	★	NYSTRCHR000	Y	SSN No Dashes	
cen census Start Date	Census Start Date	★	NYSTRCHR000	Y	SSN No Dashes	
cen Census Terms/Month	Census Terms/Month	★	NYSTRCHR000	Y	SSN No Dashes	

1. Go to HR **Data Mining** and create a data mining report
  - Select criteria for report based on list needs
  - Include an employee identifier such as Name Key in the field selection
2. Select a report template from the list of **Report Names**
3. Click **Print Using Processing List**

**Processing Lists**

Processing lists available for the (cen ACA 10 mo EMP) report

Description ▲	Date Created	Time Created	Created By	Processing List ID
► cen ACA 10 Mo Emp	11/09/2015	2:38 pm	Nystrom, Christine	1,614

Filter Options

Print

Excel

Create New Processing List

Add

Edit

Delete

Change Names in List

Back

Highlight Report Template

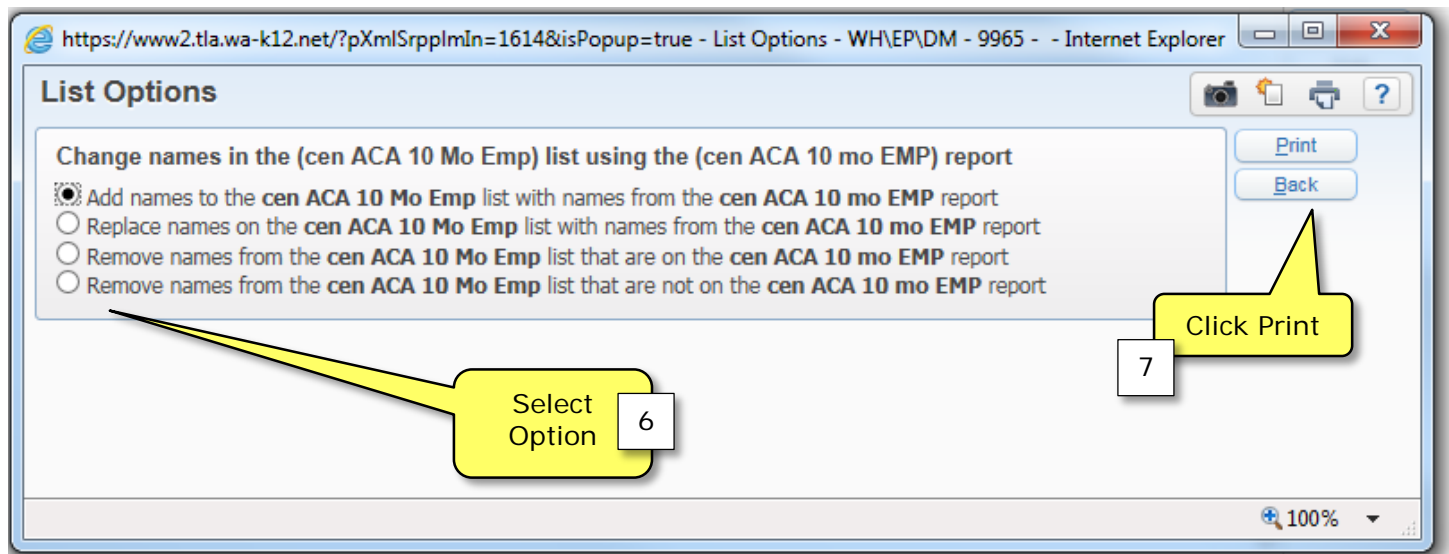
4

Click Change Names in List

5

To maintain the processing list manually

4. Highlight the report template **description**
5. Click **Change Names in List**



6. Select **Option** (note that you can use other Processing Lists to further refine your employee selection parameters.)
7. Click **Print**
  - Once the report finishes processing, click View Report and review the list taking note of employees included (employee count), then close report

**Processing Lists**

Processing lists available for the (cen ACA 10 mo EMP) report

Description ▲	Date Created	Time Created	Created By	Processing List ID
cen ACA 10 Mo Emp	11/09/2015	2:38 pm	Nystrom, Christine	1,614

Expand All Collapse All Modify View Printable Details

**Processing List Info**

Nbr of Records: Long Description: cen ACA 10 Mo Emp

**Names in Processing List**

Add/Delete Names Change names in list using the cen ACA 10 mo EMP report

1	Ackert, Paula A.
2	Adelman, Lacie
3	Adkins, Ava

Filter Options  
Print  
Excel  
Create New Processing List  
Add  
Edit  
Delete  
Change Names in List  
Back

Expand Selected Report

Click Add/Delete Names

To maintain the processing list using the Import feature

8. Highlight and expand selected report template **description**
9. Click **Add/Delete Names** in the Names in Processing List

**Processing Name List**

Views: General Filters: \*Skyward Default

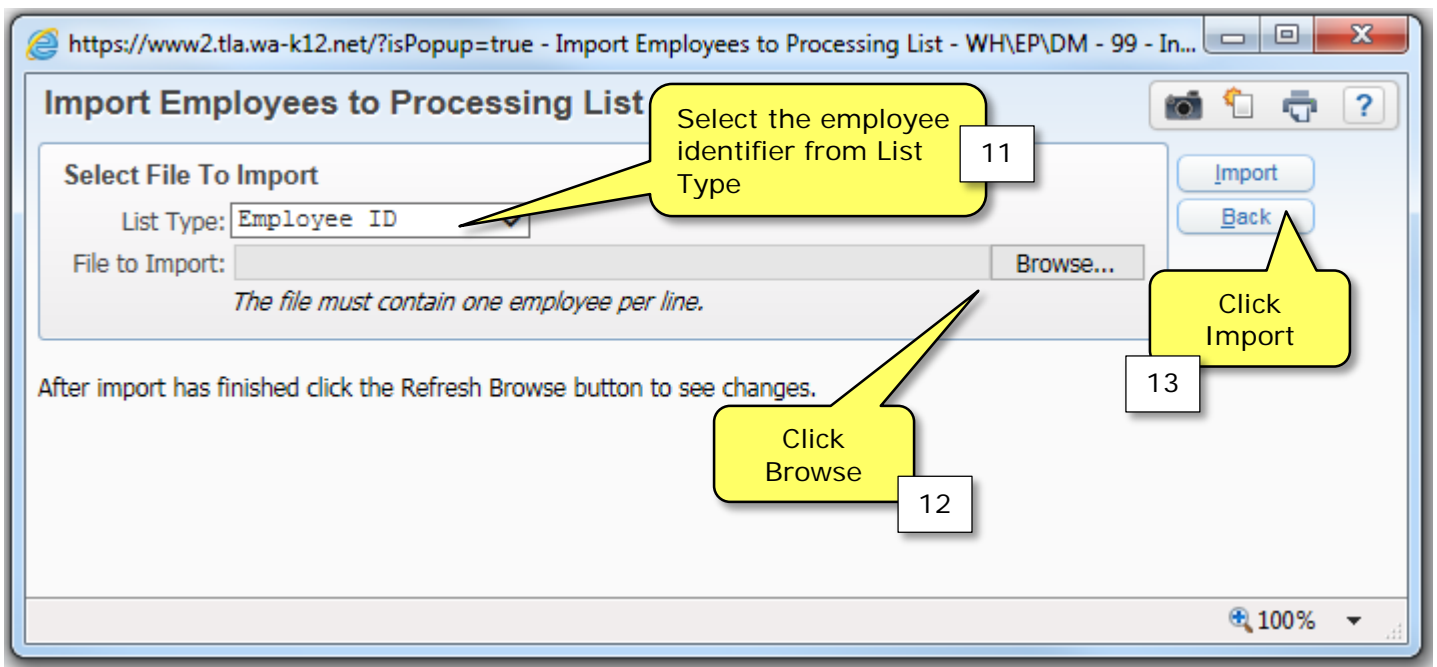
Last Name ▲	First	Middle	Name Key
Ackert	Paula	Andre'a Lee	ACKAEPAU000
Adelman	Lacie	L	ADELMLAC000
Adkins	Ava		ADKINAVA000

Add  
Delete  
Import  
Back

Click Import

10

10. Click **Import**



11. Select the employee identifier used in your import file from the **List Type**
12. Click **Browse** and locate your import file
13. Click **Import**