QUICK START GUIDE

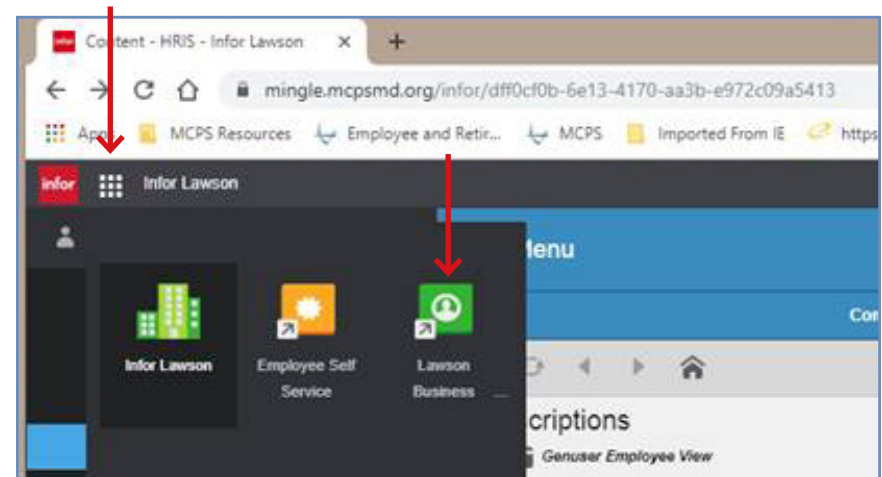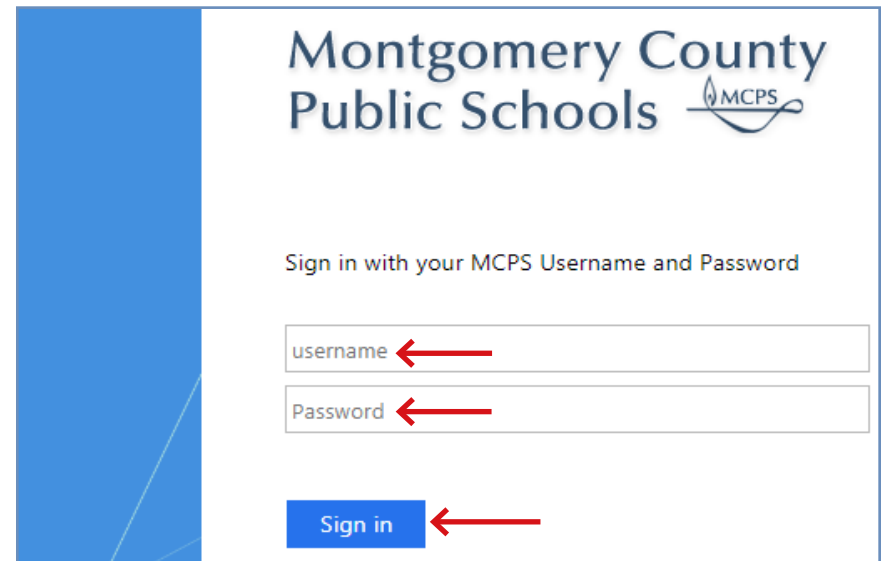# Crystal Reports User Testing Instructions

Logging on to the Reporting Portal

1. To access the Lawson HRIS V10 portal, copy the following link in the address bar of your **Google Chrome** browser.

    https://mingle.mcpsmd.org/infor

2. Enter your MCPS user ID and password to log in.

3. If your login is unsuccessful, please notify Krishna Tallur.

Montgomery County Public Schools

Sign in with your MCPS Username and Password

username

Password

Sign in

4. Click on the **App Menu** on the upper left side of your browser.

5. Click on the **Lawson Business Intelligence** icon.

MCPS

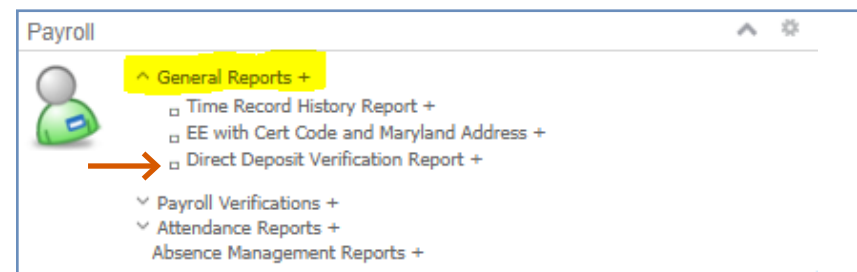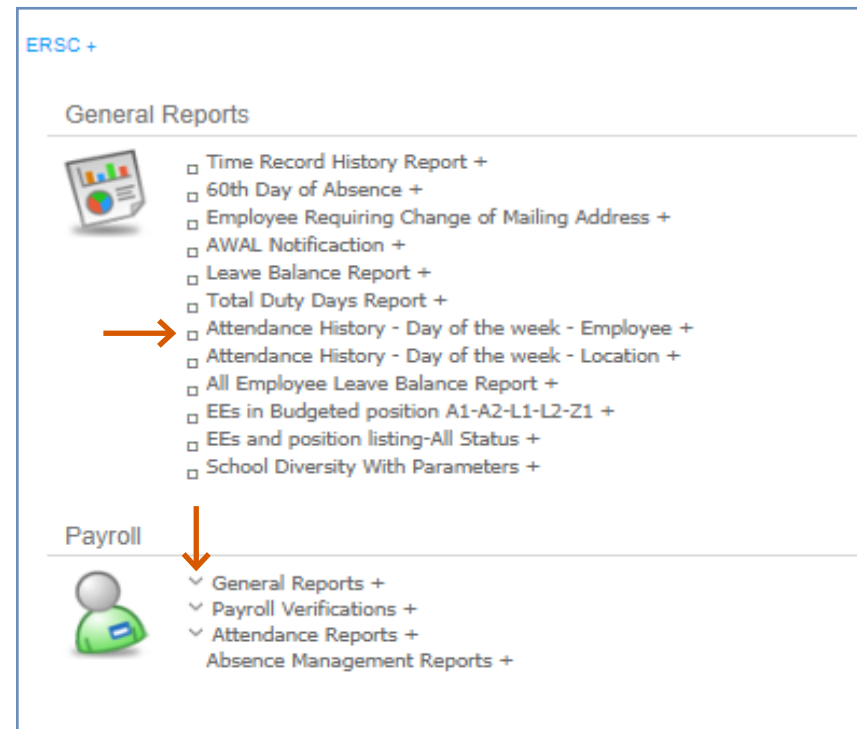## Crystal Reports User Testing Instructions

Accessing the Reports

6. Click on the **Tool** (dashboard) that is applicable to your office or department.

7. You will see the dashboard with the modules based on your security access as shown in the following examples:

   You can click on any report that has a bullet next to it. **Square bullets** take you directly to the report viewer screen.

8. **"V" bullets** expand the selection to show additional reports grouped underneath it.

9. Click on a report that you would like to run.

ERSC +

General Reports

- Time Record History Report +
- 60th Day of Absence +
- Employee Requiring Change of Mailing Address +
- AWAL Notificaction +
- Leave Balance Report +
- Total Duty Days Report +
- → Attendance History - Day of the week - Employee +
- Attendance History - Day of the week - Location +
- All Employee Leave Balance Report +
- EEs in Budgeted position A1-A2-L1-L2-Z1 +
- EEs and position listing-All Status +
- School Diversity With Parameters +

Payroll

- ˅ General Reports +
- ˅ Payroll Verifications +
- ˅ Attendance Reports +
- Absence Management Reports +

Payroll

- ˄ General Reports +
  - Time Record History Report +
  - EE with Cert Code and Maryland Address +
  - → Direct Deposit Verification Report +
- ˅ Payroll Verifications +
- ˅ Attendance Reports +
- Absence Management Reports +

MCPS

Crystal Reports User Testing Instructions

Running the Reports

10. Some report will prompt to you enter a parameter as follows:

    Any parameter that is marked optional needs to be entered only if you would like to narrow the report for a specific value. Poster ID is an optional parameter in this example.

    Any parameter **not** marked as optional **must** be entered for the report to produce data.

11. Once the parameters are entered, click **OK** to run the report.

Enter prompt values.

Pay Period End Date(mm/dd/yyyy)

Enter Poster_Id (Optional):

OK

Report Structure

12. Each report contains a header and a footer.

MCPS Total Days of Absence Report
For Work Schedule: 10-02
Beginning Date: 01/01/2019

Date	Days Remaining	Fiscal Year	Number of Days Absent
01/02/2019	118	2019	1
01/03/2019	117	2019	2
01/04/2019	116	2019	3

13. The footer of the report contains a report ID. You have to reference the report ID if you would like to report an issue or request a change to the report.

03/14/2019	67	2019	50
03/15/2019	66	2019	51
03/18/2019	65	2019	52
03/19/2019	64	2019	53
03/20/2019	63	2019	54
HCM0040		Page 1 of 2	Data Date: 5/14/2019

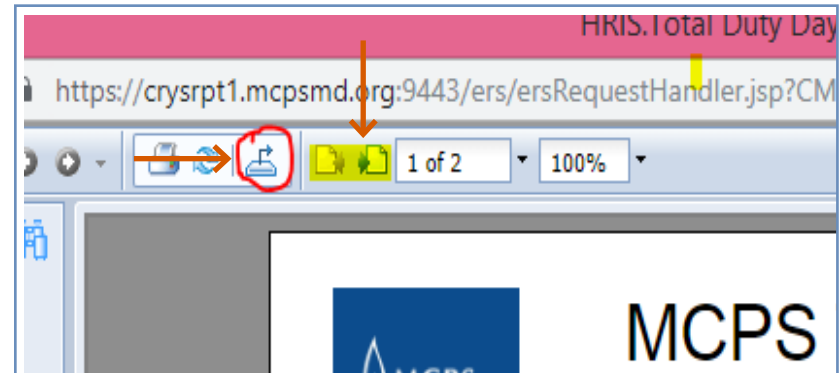# Employee & Retiree Service Center

Crystal Reports User Testing Instructions
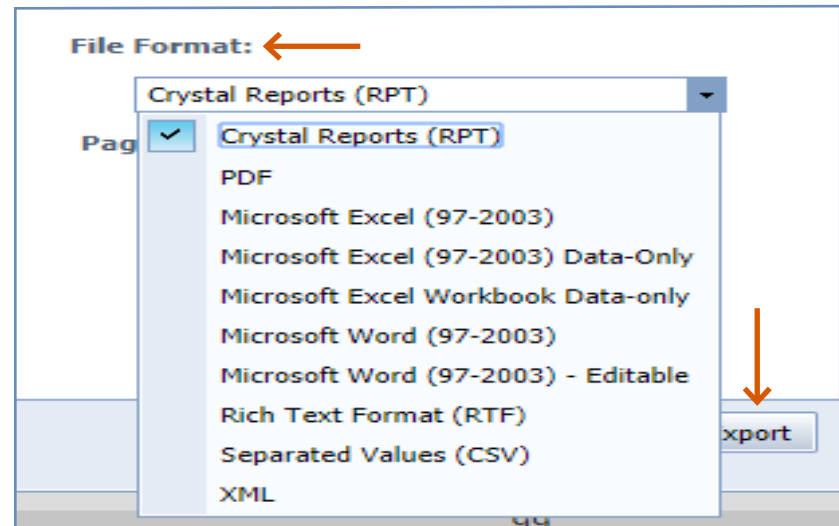
Navigating the Output

14. Click one of the **blue arrows** to go to the next or previous page.

15. To export the report, click the **arrow pointing outward to the right**.

16. Click on the **file formats** dropdown to choose a desired format, such as PDF or Excel.

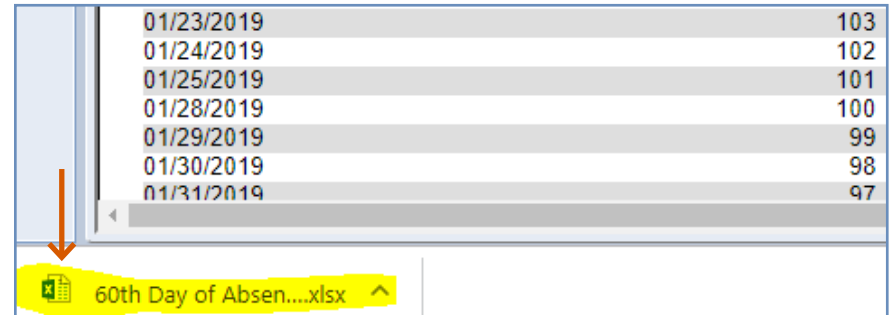17. Click the **Export** button to begin the export.
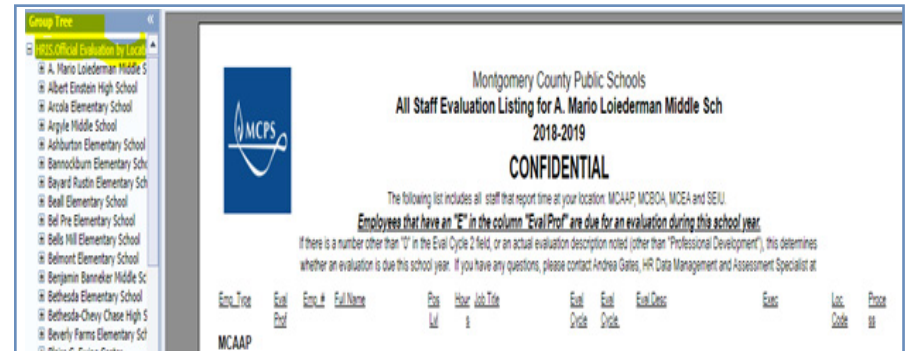
Crystal Reports User Testing Instructions

18. Once the report is exported, you will see the exported file name at the bottom left side of the browser.

19. Some of the reports will have a Group Tree window. You can click on any item within the group to access data grouped under that title.

20. Click on the exported file to view the data.

21. Click the **refresh button** to run the report with new parameters.