

# **Guardian Reports**

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### **Reports Module**

**The Reports Module** provides an easy-to-use tool to analyze data, including compliance measures and database configuration.

The Reports Module is accessible from the vertical toolbar link within Guardian. This link is visible to all users who have Report access. Visible report types and report functionality are dependent on user privileges.

#### Two types of reporting functions are offered: Standard and Interactive.

- Standard reports are pre-configured templates that provide useful information associated with I-9s, E-Verify, and FAR.
- The Interactive report type is a comprehensive reporting tool allowing for extensive customization of report columns and filter criteria.

### **Reports Module**

- Administrative settings will determine if users will have access to creating, editing and deleting reports.
- > **Report types** and report functionality are dependent on user privileges.
- User privileges for the general report module as well as the Interactive report type are determined by organization administrators.
- Report privileges may be set globally or at the user level, allowing organizations to determine who may access reports as well as who can create and/or edit reports.

#### **Reports Module Access**

#### To access the **Reports Module**, click on the **Reports** tab on the Dashboard.

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#### **Reports Module Access**

## Report Types shows Interactive and Standard report types.

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Dashboard	Start I-9	Employee 🗸	E-Verify	Reports							
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#### **Reports Module Access**

# The **Reports** sections displays any reports created for the selected **Report Type** above.

#### Guardian

Announcements Help 

Denise Moreno

Logout

Dashboard       Start I-9       Employee       E-Verify       Reports         Report Types       Ith Types       Report Start I-9       Report Start I-9       Report Start I-9         Report Types       Ith Types (Name)       Pandag Reverifications       The top list, Report Types, shows all of the various report types that can be created.       The top list, Report Types, shows the reports available for viewing (based on the report type and filter selected).         Calck All Types (Name)       - Calck All Types to see all reports, regardless of type.       - Click All Types to see all reports, regardless of type.       - Click All Types to see all reports to the selected type.         Name       Calced by       - Shared - show reports created by you       - Pandag Reverifications the three top view it, update the server one shared by you       - Pandag Reverifications the top view it, update the ist of available reports.         Iteractive (10007)       Mereno, Denise       - Click any reports oreated by you       - Pandag Reverifications to top with it, update the ist of available reports.         Click khe								
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### **Report Module Filters**

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#### **Filter Options**

All - Shows all reports (only accessible by Admin users)

Mine - Shows all reports created by the user

Others - Shows reports created by other users

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## **Report Module Types**

#### To create a new report, first select the desired **Report Type** above, and then click the **New** button.

#### Guardian

	Dashboard	Start I-9	Employee 🗸	E-Verify	Reports						
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#### Guardian

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Dashboard	Start I-9	Employee 🗸	E-Verify	Reports						
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		Mine - show reports created by you								
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Standard Reports - types include:

**Pending Reverifications:** employees with temporary work authorization that require reverification.

-9 Issues: employees who have issues flagged on their primary I-9 record.

Employee Groups: displays details about the organization's locations and employee groups.

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			•		1) Choose <b>Report type</b>
Guardiar	า				2) Click <b>New</b>
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	3) Name the report
Report Types		A Report Details & Settings			4) Select desired Filter Options
All Types		Report Information			
Interactive Pending Reverifications		Created by:		/22/2020 @ 11:00:54	5) Specify <b>Date Range</b> (optional)
I-9 Issues Employee Groups			This report has ne	ver been run	<ol><li>Click the Update Settings buttor</li></ol>
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		Sort Options			
		Primary Sort:	Employee		* If the HR Filter Group is specified, it will be used instead of the Responsible HR Filter.
		Update Settings			Run Report Now

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Standard Reports process:

#### Once the report runs, results may be viewed within Guardian or downloaded to Excel.

Guardian

Dashboard

Pending Reverifications I-9 Issues Employee Groups

Report Types

All Types

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> Peno Peno Peno

Interactive

 Announcements
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 Logout

 Employee +
 E-Verify
 Reports

 Report Details & Settings
 Report Information

 Report Type:
 Pending Reverifications

 Created by:
 Moreno, Denise : 09/08/2020 @ 08:22:39

 Last Run:
 09/08/2020 @ 08:22:39

orts: Pending Reverifications [Mine]									
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ling Reverifications (10155)	Moreno, Denise								
ling Reverifications (10156)	Moreno, Denise								

Start I-9

	View Report Download Exce				
Report Settings					
Report Name:	Pending Reverifications (10096)				
Filter Options					
Employee Group:	My Managed Groups	Ŧ			
Location:	All	v			
Employee Status:	All	Ŧ			
Date Range					
From:			Value Date Range -30 Last 30 days	Value Date Range 60 Next 60 days	
To:			m This Month 6m 6th Month	-m Last Month	
Auto Calc:		*	q This Quarter 2q Second Quarter	-q Last Quarter	
			y This Year	-y Last Year	

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### **Interactive Reports & Base Tables**

**Interactive reports** provide the most flexibility within the system and are modularized so that the user can choose which fields to include in the report. When creating an interactive report, different **views** of the data have been pre-established so that the resulting information relates to a **Base Table. Base Tables** and are selectable via the dropdown.

Once the Base Table is established, the report consists of three tabs: **Settings** (filter options), **Columns** (content selection), and **Preview** (example of report output). The **Column** tab utilizes drag and drop functionality, allowing the user to select the type of fields to include, and identify the specific data points to extract.

#### **Base Tables**

The following list defines the Base Table use case for Interactive Reports:

- > **HR Users:** this is the main table to pull information related to a user
- Business Units: this table pulls information related to business units
- Contracts: this table will pull information related to all contracts
- Dashboard: this table will generate reports from any of the available dashboard panels (see the Dashboard Reports slide for more information)
- > **Documents:** this table will pull information related to any items in OnDocs.
- > E-Verify: this table will pull information from any E-Verify cases
- Employee Address: this table will generate reports related to employee's address

#### **Base Tables**

- Employee Group Assignments: this table will identify which Employee Groups the user is assigned to
- > **Employee:** this table will pull information related to all employees
- > FAR: this table will pull information related to FAR
- > I-9 Issues: this table will pull information related to any existing I-9 issues
- > I-9 Section 3: this table will pull information related to all Section 3's
- > I-9: this table will pull information related to any existing I-9's
- Locations: this table provides a yes/no indicator of which user is the default user for the HR Group

#### **Base Tables**

- Multi-Business Units: this table will identify which Multi-Business Units the user is assigned to
- Remote Agents: this table will pull information related to all Remote Agents used in processing Section 2's
- Remote I-9s: this table will pull information related to any remote I-9s
- State Affidavits: this table will pull information related to any State Affidavits
- > **Tasks:** this table will pull information related to all pending Tasks

### Dashboard Reports (Dashboard Base Table)

The **Dashboard** base table is intended to supplement the dashboard interface available to full featured users. This is particularly useful for organizations that exceed the number of maximum results visible within the dashboard view, or who are in need of more information at-a-glance in order to make decisions and take action (e.g. which location or group is assigned to each result).

When a dashboard filter is applied only those employees meeting the filter selection are included in the report. As an example, if **Top Pending I-9s** is chosen, only those employees with an in-process I-9 that has not been marked Complete will appear in the results.

### Dashboard Reports (Dashboard Base Table)

Users can narrow results based on the organization's configuration or simply include corresponding report columns. This report type searches against active employees, and is optimized for organizations that have migrated historical I-9s as the results include employees from both the **Current** and **Imported** dashboard views.

Users are not able to narrow the results by employee status, I-9 form type, I-9 error type, or scope.

Users can add dashboard specific columns to the report, or pull in standard information for the employee, I-9, or E-Verify record. The dashboard table includes those pieces of data found in the dashboard interface.

### **Dashboard Base Table Report**

The Dashboard Interactive report allows users to filter by available dashboard views:

- > **Top Pending I-9s:** any I-9s pending completion
- > **Top Pending Tasks:** any pending tasks
- > Top Pending I-9 Issues: any pending I-9 Issues
- Top New Hires and Rehires without I-9 or Section 3: any employees with out an I-9 or Section 3
- > Top Pending Re-Verifications: any reverifications
- > Top I-9s Needing Further Action: any I-9 needing further action

### **Dashboard Base Table Report**

- > Top Pending E-Verify Actions: any E-Verify cases with pending actions
- > top I-9s Needing Approval: any I-9s pending approval
- Top Amended I-9s needing Employee Approval: any amendments to Section 1 that are pending Employee's approval
- Top Amended I-9s needing HR Approval: any amendments to Section 2 that are pending HR/user's approval

Interactive Reports provide additional report columns and filter options not available from Standard Reports.

#### Guardian

Announcements Help Venise Moreno Venise Logout

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports							
Report Types		<ul> <li>Report Details &amp; Settings</li> </ul>	Report Details & Settings								
All Types Interactive		Help with Report	♀ Help with Reports								
Pending Reverifications											
I-9 Issues Employee Groups		The top list, Repo	<ul> <li>On the left are two lists.</li> <li>The top list, <b>Report Types</b>, shows all of the various report types that can be created.</li> <li>The lower list, <b>Reports</b>:, shows the reports available for viewing (based on the report type and filter selected).</li> </ul>								
		Report Types	Report Types								
		<ul> <li>Click on any desired report type to see all reports of that type.</li> <li>Click All Types to see all reports, regardless of type.</li> <li>To create a new report, first select the desired report type from the list, then click the New button in the list of Reports: shown.</li> </ul>									
		Reports									
Reports: Interactive [Min		You can use the F	You can use the Filter menu to restrict the list of reports to:								
🦚 Filter 👻 🎅 Refresh 🇧	🖡 Report 👻 🕂 New	-	All - show reports of the selected type								
Name	Created by	Shared - show reports that have been shared by users									
			eports created by you								
			v reports created by every vs private reports created	•							
Interactive (10037)	Moreno, Denise		view it, update it, or chan								
Interactive (10154)	Moreno, Denise		button to update the list of								
Timeliness Report	Moreno, Denise	<ul> <li>Click the Reports</li> <li>Duplicate - di</li> <li>Delete - delet</li> </ul>	menu to: uplicate the currently select e the currently selected re	ted report port	d type in the Reports Types list						

#### Guardian

Reports: Interactive [Mine]

Name

Interactive (10037)

Interactive (10154)

Interactive (10158)

Timeliness Report

🖚 Filter 👻 🎅 Refresh 📑 Report 👻 🕂 New

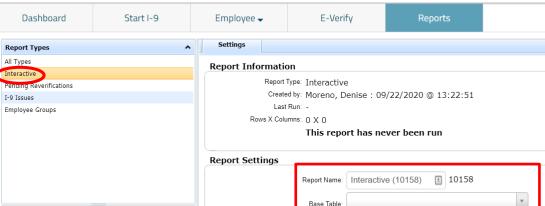
Created by

Moreno, Denise

Moreno, Denise

Moreno, Denise

Moreno, Denise



Update Settings

Interactive Reports - in the <u>Report Settings</u> section: Report Name – customizable Base Table – select what record type to be reported on Private – uncheck to allow other users to access your report (Admins can access all reports, regardless of this setting.

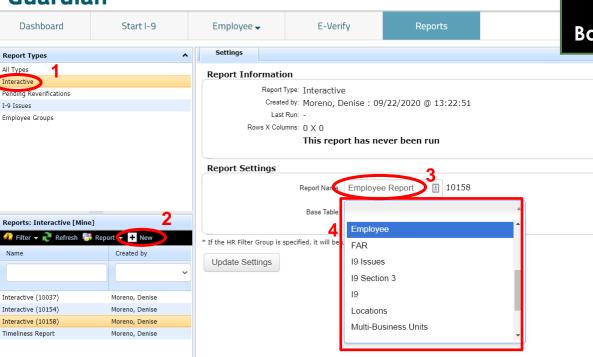
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(Cannot be changed once selected)

If the HR Filter Group is specified, it will be used instead of the Responsible HR Filter.

#### Guardian



To generate an **Interactive** report, select the report type in the upper section and click the **+New** button.

Name the report and select the **Base Table** from the dropdown menu.

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#### Guardian

Guaruid									
Dashboard	Start I-9	Employee	,	E-Verify	Reports				
Report Types		▲ Settings	Columns	Preview					
All Types		Report Info	rmation						
Interactive		Keport Into							
Pending Reverifications			Report Type: Interactive						
I-9 Issues			Created by: Moreno, Denise : 09/22/2020 @ 13:22:51						
Employee Groups		Pov	Last Run: - Rows X Columns: 108 X 0						
		Rov		8 × 0 iis report has ne	war baan run				
				is report has ne					
		Report Sett	ings						
				Report Name:	Employee Report	10158			
				Base Table:	Employee				
	_				Employee	_			
Reports: Interactive [Mine	-	Scheduler C	)ptions 🛛						
Name	Created by	Generate	Automatically:	r: Monthly					
		~	Days To Run: -	- Select Days To R	Run 🔺	1			
					Q				
Employee Report	Moreno, Denise	Filter Option	ns						
Interactive (10037)	Moreno, Denise		E	Every 1 Day of The	Month				
Interactive (10154)	Moreno, Denise	* Em	ployee Group:	Every 2 Day of The	Month				
Timeliness Report	Moreno, Denise	Emple	oyee Location: [	Every 3 Day of The	Month				
			Employee:	Every 4 Day of The	Month				
				Every 5 Day of The	Month				
		Emp Employ	ee Exemption:	Every 6 Day of The					
		Emp Employe	e Designation						
		p =pioyo	E	Every 7 Day of The	Month				

To general the report automatically a continual basis, choose the frequency in the **Scheduler Options** section by choosing **Daily**, **Weekly** or **Monthly** options.

The **Daily** option will run the report either All Days or Weekdays only.

The **Weekly** option will run the report on the same day of the week on a weekly basis.

The **Monthly** option will run the report on the specified day of the month.

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#### Once the **Base Table** is selected, two new tabs become visible; **Columns** and **Preview**.

#### Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports						
Report Types		▲ Settings	Columns Preview							
All Types		Depart Informat	ion							
Interactive			Report Information							
Pending Reverifications			Report Type: Interactive							
I-9 Issues			Created by: Moreno, Denise : 09/22/2020 @ 13:22:51							
Employee Groups			ist Run: -							
		Rows X C	Rows X Columns: 108 X 0							
			This report has never been run							
		Report Settings	Report Settings							
		Report Settings								
			Report Name	Employee Report	10158					
			Base Table: Employee							
Reports: Interactive [Mine		Scheduler Optio	Scheduler Options @							
🐔 Filter 🛨 🎅 Refresh 🥛	🖡 Report 👻 🛨 New									
Name	Created by	Generate Autom	Generate Automatically: Monthly							
		✓ Days	To Run: Every 1 Day of Th	e Month						
Employee Report	Moreno, Denise	Filter Options								
Interactive (10037)	Moreno, Denise	* Employee	Group: My Managed Grou	IDS						
Interactive (10154)	Moreno, Denise	Employee	My Managed Grou	iha						
Timeliness Report	Moreno, Denise	Employee L	ocation: All		r					
		Em	ployee: All							
		Emp Employee Exe	mption: All							
		Emp Employee Desig	gnation: All	1	·					

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The **Columns** tab displays the available tables and fields, and data selection in these areas determine formatting and the specific information generated in the report.

Dashboard	Start I-9	Employee 🖣	•	E-Verify	Reports	information generated in the report	
Report Types	^	Settings	Columns	Preview			
All Types		Tables & Fi	- 1 - 1 -				
Interactive		Tables & Fi	leids				1
Pending Reverifications		1) Select Tab	le 2	) Select Field	3) Build Fields in Ro	Report 4) Column Settings	
I-9 Issues		Tables		Field Name	Field Name	<b>7</b>	
Employee Groups		Emproyee				Field:	
		I-9				Data Type:	
		E-Verify				Format:	
		Locations				Align:	
		Business Unit					
		Login					
Reports: Interactive [Mine	]						
🖚 Filter 🔻 🎅 Refresh 📑	Report 👻 🕇 New						
Name	Created by				•	<b>b</b>	
	~						
			C	)rag selected field to re	eport Drag within list to cha	nange order	
Employee Report	Moreno, Denise						
Interactive (10037)	Moreno, Denise			Refresh Field List	Remove Field(s)		
Interactive (10154)	Moreno, Denise						
Timeliness Report	Moreno, Denise						·
		Update Setti	inas				
		Copyright (	9 2023. E	Juliax Inc., Allan	ta. Georgia. All rights r	reserved. Equifax and the Equifax marks used herein are	

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Guardian

#### select fields. Click on the desired Guardian item in the column. This may include Dashboard Start I-9 Employee -E-Verifv Reports one or more tables in addition Settings Columns Preview to the base table. Report Types ^ All Types Tables & Fields Interactive 1) Select Table 2) Select Field 3) Build Fields in Report 4) Column Settings Pending Reverifications I-9 Issues Tables Field Name Field Name Field: Employee Groups Employee Employee Guardian ID Data Type: Date Created Format: First Name E-Verify Align: Locations Middle Name Business Unit Last Name Other Names Used Login Employee Name Employee Phone Number Title Reports: Interactive [Mine] Date of Birth 🖚 Filter 👻 🎅 Refresh 📑 Report 👻 🕂 New Social Security Number Name Created by Drag selected field to report Drag within list to change order Employee Report Moreno, Denise Refresh Field List Remove Field(s) Interactive (10037) Moreno, Denise Interactive (10154) Moreno, Denise Timeliness Report Moreno, Denise Update Settings

The 1) Select Table section lists the

tables from which the user can

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#### Click the desired table to display a list of available fields in the **2) Select Field** area.

#### Guardian

Dashboard	Start I-9	Employee 🗸		E-Verify		Reports			
Report Types		Settings	Columns	Preview					
All Types		Tables & Fie	lde						
Interactive		Tables & He	lus						
Pending Reverifications		1) Select Table	2) S	elect Field		3) Build Fields i	n Report	4) Column Settings	
I-9 Issues	-9 Issues		Fi	eld Name		Field Name		Field:	
Employee Groups		Tables Employee		ployee Guardian ID					
		I-9		e Created				Data Type:	
		E-Verify		First Name Middle Name				Format:	
		Locations						Align:	
		Business Unit	Las	t Name				-	
		Login	Oth	er Names Used					
			Em	ployee Name					
			Em	ployee Phone Number					
Reports: Interactive [Mine	]		Titl	e					
📣 Filter 🗕 🎅 Refresh 📑	Report 🚽 🕂 New		Dat	e of Birth					
			Soc	ial Security Number	-				
Name	Created by		•		•	•	×.		
· · · · ·			Dra	g selected field to r	eport	Drag within list to	change order		
Employee Report Moreno, Denise				afaa ah Eistattist		Demons Field	(-)		
Interactive (10037) Moreno, Denise			R	efresh Field List	J	Remove Field	(S)		
Interactive (10154)	Moreno, Denise								
Timeliness Report	Moreno, Denise	<u> </u>							
		Update Setting	JS						

#### Once selected, drag-and-drop the selected item into the 3) Build Fields in Report section.

#### Guardian

Dashboard	Start I-9	Employee 🗸		E-Verify	Reports					
Report Types	^	Settings	Columns	Preview						
All Types		Tables & Fiel	de							
Interactive										
Pending Reverifications	1) Select Table 2) Select Field			3) Build Fields	3) Build Fields in Report 4) Column Settings					
I-9 Issues		Tables	Fie	ld Name	Field Name		Field:			
Employee Groups		Employee	Othe	r Names Used	Employee Name					
		I-9	Empl	oyee Name			Data Typ	e:		
		E-Verify	Empl	oyee Phone Number			Format:			1
		Locations	Title				Align:	2) Select Field	3) Build Fields in Report	
		Business Unit	Date	of Birth				Field Name	Field Name	
		Login		l Security Number				Date Created	Employee Name	
				Hired				First Name		
				Terminated				Middle Name		
Reports: Interactive [Min	2]		E-Ma					Last Name		
🕠 Filter 👻 🎅 Refresh 🥫	Report - + New		Locat					Other Names Used		
				iess Unit	•			Employee Phone Number		
Name	Created by		4		•	•		Title		
	~							Date of Birth		
			Drag	selected field to rep	ort Drag within list	o change order		Social Security Number		
Employee Report	Moreno, Denise							Date Hired		
Interactive (10037)	Moreno, Denise		R	efresh Field List	Remove Fie	d(s)		Date Terminated		
Interactive (10154)	Moreno, Denise							<pre>*</pre>	4	
Timeliness Report	Moreno, Denise									
		Update Setting	S					Drag selected field to report	Drag within list to change order	
							- 1	Refresh Field List	Remove Field(s)	

**Table of Contents** 

#### Guardian

change the order in the 3) Build Fields in Report section. Dashboard Start I-9 Employee -E-Verifv Reports Columns Preview Settings **Report Types** ~ All Types Tables & Fields Interactive 1) Select Table 2) Select Field 3) Build Fields in Report 4) Column Settings Pending Reverifications I-9 Issues Tables Field Name Field Name Field: Employee Name Employee Groups Employee Employee Guardian ID Employee Name Data Type: varchar I-9 Date Created Date of Birth E-Verifv First Name Location Name 3) Build Fields in Report Field Name Locations Middle Name **Business Unit Name** Business Unit Last Name I-9 Date Created Location Name Field Name Login Other Names Used Employee Name Employee Name Location Name Employee Name Title Date of Birth Date of Birth Reports: Interactive [Mine] Date of Birth Location Name Business Unit Name Social Security Number 🦚 Filter 👻 🎅 Refresh 📑 Report 👻 🕂 New Business Unit Name Date Hired I-9 Date Created Name Created by I-9 Date Created Drag selected field to report Drag within list to change order **Employee Report** Moreno, Denise Refresh Field List Remove Field(s) Interactive (10037) Moreno, Denise Interactive (10154) Moreno, Denise **Timeliness Report** Moreno, Denise Update Settings

Item order can be customized by

using a vertical "drag-and-drop"

action to drag items within list to

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#### To remove a field from the report, select it in Step 3 and click the **Remove Field(s)** button.

#### Guardian

Dashboard	Start I-9	Employee 🗸		E-Verify		Reports			
Report Types	^	Settings	Columns	Preview					
All Types		Tables & Fie	lds						
Interactive									
Pending Reverifications		1) Select Table	2)	Select Field		3) Build Fields in	Report	4) Column S	Settings
I-9 Issues		Tables		Field Name		Field Name		Field:	Employee Name
Employee Groups		Employee		nployee Guardian ID		Employee Name			
		I-9		ate Created		Date of Birth		Data Type:	e: varchar
		E-Verify		rst Name	_	Location Name		Format:	string
		Locations		Middle Name	Business Unit Name			la#	
		Business Unit		ist Name		I-9 Date Created		Align:	left ~
		Login		ther Names Used					
		5	Er	nployee Name					
			TÌ						
Reports: Interactive [Mine	1		Di	ate of Birth					
🞣 Filter 👻 🎅 Refresh 🥛			So	cial Security Number					
			Da	ate Hired	-				
Name	Created by		4		•	•	•		
	~								
			Dr	ag selected field to r	report	Drag within list to	change order		
Employee Report	Moreno, Denise								
Interactive (10037)	Moreno, Denise			Refresh Field List		Remove Field	(s)		
Interactive (10154)	Moreno, Denise								
Timeliness Report	Moreno, Denise	L							
		Update Setting	<u>js</u>						
Table of Con		Copyright ©	2023, Equ	uifax Inc., Atlan	ita, Geo	orgia. All rights	reserved.	Equifax ar	nd the Equifax marks used herein are

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#### Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	Timestamp and Boolean.							
Report Types	^	Settings Col	Settings Columns Preview									
All Types		Tables & Fields										
Interactive												
Pending Reverifications		1) Select Table	2) Select Field	3) Build Fields in Report	4) Column Settings							
I-9 Issues		Tables	Field Name	Field Name								
Employee Groups		Employee	Employee Guardian ID	Employee Name	Field: Employee Name							
		I-9	Date Created	Date of Birth	Data Type: varchar							
		E-Verify	First Name	Location Name	Format: string							
		Locations	Middle Name	Business Unit Name								
		Business Unit	Last Name	I-9 Date Created	Align: left ~							
		Login	Other Names Used									
			Employee Name									
			Title									
Reports: Interactive [Mine	]		Date of Birth									
📣 Filter 🕶 🎅 Refresh 📑	Report 🗸 🛨 New		Social Security Number									
			Date Hired	-								
Name	Created by		4	F F								
	~											
			Drag selected field to repo	rt Drag within list to change order	r							
Employee Report	Moreno, Denise											
Interactive (10037)	Moreno, Denise		Refresh Field List	Remove Field(s)								
Interactive (10154)	Moreno, Denise											
Timeliness Report	Moreno, Denise											
		Update Settings										
		Opuate Settings										

The 4) Column Settings area allows

users to customize columns for

specific <u>Data Types</u>: Variable

Character Integer Standard Date

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#### (for example, with Employee Name selected) allows the user to choose Guardian the field format and to customize the report's column alignment. Dashboard Start I-9 Employee -E-Verifv Reports Columns Preview Settings Report Types ~ All Types **Tables & Fields** Interactive 4) Column Settings 1) Select Table 2) Select Field 3) Build Fields in Report Pending Reverifications I-9 Issues Tables Field Name Field Name Field: Employee Name Employee Groups Employee Employee Guardian ID Employee Name Data Type: varchar I-9 Date Created Date of Birth Format: strina E-Verify First Name Location Name Locations Middle Name **Business Unit Name** left Align: Business Unit Last Name I-9 Date Created Login Other Names Used center Employee Name right Title Reports: Interactive [Mine] Date of Birth Social Security Number 🐔 Filter 👻 🎅 Refresh 🐻 Report 👻 🕂 New Date Hired Name Created by Drag selected field to report Drag within list to change order Employee Report Moreno, Denise Refresh Field List Remove Field(s) Interactive (10037) Moreno, Denise Interactive (10154) Moreno, Denise **Timeliness Report** Moreno, Denise Update Settings

The Variable Character Data Type

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#### Guardian

and to customize the report's column alignment. Dashboard Start I-9 Employee -E-Verifv Reports Columns Preview Settings **Report Types** ^ All Types Tables & Fields Interactive 1) Select Table 2) Select Field 3) Build Fields in Report 4) Column Settings Pending Reverifications I-9 Issues Tables Field Name Field Name Field: Employee Group Employee Groups Purge Eligibility Date Employee Employee Name Data Type: integer Do Not Purge I-9 Date of Birth Language E-Verifv None Location Name Format: Has HSPD-12 Exemption Locations **Business Unit Name** None Has Top Secret Clearance Padded Zeros Business Unit I-9 Date Created Align: Provides Support Services Only Comma Separated Padded Zeros Login Employee Group Comma Separated Is On Leave Roman Numerals Emp Employee Exemption Emp Employee Designation Example 10965 Reports: Interactive [Mine] 10965 None Notification E-Mail 1 🖚 Filter 🛨 🎅 Refresh 🎆 Report 🛨 🕂 New Padded Zeros 000000010965 Notification E-Mail 2 Comma Separated Padded 000 000 010 965 Zeros Name Created by Comma Separated 10,965 Too Big! (10 = X) Roman Numerals Drag selected field to report Drag within list to change order **Employee Report** Moreno, Denise Refresh Field List Remove Field(s) Interactive (10037) Moreno, Denise Interactive (10154) Moreno, Denise **Timeliness Report** Moreno, Denise Update Settings

The Integer Data Type (for example,

with Employee Group selected) allows for editing of the field format

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#### The **Boolean Data Type** (for example, with *Do Not Purge* selected) has various format choices available.

Guuruiu									<u> </u>	noices av	aliable.	
Dashboard	Start I-9		Employee 🗸		E-Verify	Re	ports					
Report Types		^	Settings	Columns	Preview							
II Types			Tables & Fiel	de								
nteractive			Tables & Fiel	us								
ending Reverifications			1) Select Table	2)	Select Field	3	) Build Fields in Report	4) Column S	Settings			
-9 Issues			Tables		Field Name		Field Name					
mployee Groups			Employee		mployee ID			Field:	Do Not Purge			
			Employee I-9		urge Eligibility Date		Employee Name Date of Birth	Data Type	Data Type: boolean			
			I-9 E-Verify		anguage		.ocation Name		Yes/No	~		
			Locations		las HSPD-12 Exemption		ocation Name Business Unit Name	Format:	Yes/No			
			Business Unit		las Top Secret Clearance		-9 Date Created		True/False			
			Login	P	rovides Support Services O		Employee Group	Align:	1/0			
			20 9.11	Is	s On Leave		Do Not Purge	_	X			
				E	mp Employee Exemption			_				
Reports: Interactive [Mine	1			E	mp Employee Designation				_			
💫 Filter 🗕 🎅 Refresh 🍯				N	lotification E-Mail 1			Example Yes/No	True Yes			
🐻 Filter 🔻 💽 Refresh 🧊				N	lotification E-Mail 2	-		True/False	True			
Name	Created by			4		•		1/0 X	X			
		~										
				Di	rag selected field to rep	port D	rag within list to change or	der				
mployee Report	Moreno, Denise											
nteractive (10037)	Moreno, Denise				Refresh Field List		Remove Field(s)					
nteractive (10154)	Moreno, Denise			_								
imeliness Report	Moreno, Denise											
			Update Setting	s								
				_								
		(	Copyright © 2	2023, <u>Eq</u>	uifax Inc., Atlanta	a, Georg	jia. All rights re <u>serve</u>	ed. Equifa <u>x ar</u>	nd the Equifax marks	used herein are		

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Guardian

#### The **Date Data Type** (for example, with Date Hired selected) offers various date field formats.

#### Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports					
Report Types	^	Settings C	olumns Preview						
All Types		Tables & Fields							
Interactive		Tables & Fleius							
Pending Reverifications		1) Select Table	2) Select Field	3) Build Fields in Report	n Report 4) Column Settings				
I-9 Issues		Tables	Field Name	Field Name	Field:	Date Hired			
Employee Groups		Employee	Last Name	<ul> <li>Employee Name</li> </ul>					
		I-9	Other Names Used	Date of Birth	Data Type:	date			
		E-Verify	Employee Name	Location Name	Frances	Standard			
		Locations	Employee Phone Number	Business Unit Name	Format:	Short			
		Business Unit	Title	I-9 Date Created		Standard			
		Login	Date of Birth	Employee Group	Align:	International Short			
		Login	Social Security Number	Do Not Purge		International Standard			
			Date Terminated	Date Hired	Example	Abbreviated			
Reports: Interactive [Mine	1		E-Mail		Short	Long			
			Location		Standard International Sh International St	Day Long			
🖚 Filter 👻 🎅 Refresh 🃑	Report 👻 🛨 New		Business Unit		International St	ar Computer			
Name	Created by		Employee TD		Abbreviated Long	Feb 28, 2011 February 28, 2011			
					Day Long	Monday, February 28, 2011 2011-02-28			
	~		Drag selected field to re	port Drag within list to change o	Computer	2011-02-20			
Courlesson Descent	Marrie Davies								
Employee Report	Moreno, Denise		Refresh Field List	Remove Field(s)					
Interactive (10037)	Moreno, Denise								
Interactive (10154)	Moreno, Denise								
Timeliness Report	Moreno, Denise								
		Update Settings							
·									
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I able of Con		rademarks of Fouil	ax Inc. Other product a	ind company names mentic	ned herein are	the property of their respective			

trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

#### The **Timestamp Data Type** (for example, with *Date Created* selected) offers various date & time field formats.

Dashboard	Start I-9		Employee 🗸		E-Verify		Reports						
Report Types	^		Settings Co	umns	Preview								
All Types			Tables & Fields							A			
Interactive		6	ables & Helds										
Pending Reverifications			1) Select Table	2) Select Field 3) Build Fields in Report			in Report	4) Column Settings					
I-9 Issues			Tables	Field Name		Field Name		Field:	Dub counted				
Employee Groups			Employee		loyee Guardian ID		Employee Name			Date Created			
			I-9		Name		Date of Birth		Data Type:	timestamp			
			E-Verify		lle Name		Location Name		Format:	Short AM/PM			
			Locations	Last	Name	_	Business Unit Nam	e	Format.	Short AM/PM			
			Business Unit	Oth	er Names Used	_	I-9 Date Created			Short 24 Hour			
			Login	Emp	loyee Name		Employee Group		Align:	Short w/o time			
				Emp	loyee Phone Number		Do Not Purge			International Short AM/PM			
				Title			Date Hired		Example	International Short 24 Hour International Short w/o time			
Reports: Interactive [Mine]				Date	of Birth		Date Created		Short AM/PM	Standard AM/PM			
🦚 Filter 🗕 🎅 Refresh 📑	Report 🚽 🕂 New			Soci	al Security Number				Short 24 Hour Short w/o time	Standard 24 Hour			
				Dat	Terminated	-			International Sho				
Name	Created by			4		•	•	×.	International Sho International Sho	International Standard AM/PM			
	~								Standard AM/PM Standard 24 Hou	M International Standard 24 Hour			
				Drag	selected field to re	eport	Drag within list to	o change order	Standard w/o tim				
Employee Report	Moreno, Denise								International Star International Star				
Interactive (10037)	Moreno, Denise			R	efresh Field List		Remove Field	d(s)	International Star				
Interactive (10154)	Moreno, Denise								Computer Computer w/o tin	, Long w/o time			
Timeliness Report	Moreno, Denise								Abbreviated w/o	Day Long w/o time			
									Long w/o time Day Long w/o tim	February 28, 2011 me Monday, February 28, 2011			

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Guardian

#### Guardian

										upaan	e je
Dashboard	Start I-9		Employee 🗸		E-Verify		Reports		The	Preview	<i>i</i> tak
Report Types		^	Settings	Columns	Preview					utomatic	
All Types			Tables & Fields	~	au	Jonanc	pre				
Interactive			Tables & Fields	5							
Pending Reverifications			1) Select Table	2) \$	Select Field		3) Build Fields in	Report	4) Column Settings		
I-9 Issues			Tables	F	ield Name		Field Name		Field:		
Employee Groups			Employee				Location Name				
			I-9				Employee Name		Data Type:		
			E-Verify				Date of Birth		Format:		
			Locations				Business Unit Name		Align:		
			Business Unit				I-9 Date Created				
Reports: All Types [Mine]	Report → + New Created by		Login								
	Created by						•	•			
		-		Dra	ag selected field to re	eport	Drag within list to	change order			
Employee Report	Moreno, Denise				Refresh Field List		Remove Field(	(n)			
Interactive (10037)	Moreno, Denise			F	Kerresh Fleid List		Remove Field(	5)			
Interactive (10154)	Moreno, Denise										
Pending Reverifications (10096)	Moreno, Denise										
Pending Reverifications (10155)	Moreno, Denise		Update Settings								
Pending Reverifications (10156)	Moreno, Denise		- opulito ootiliigo								
Timeliness Report	Moreno, Denise										

Once the desired items have been moved into the **3) Build Fields in Report** section, click the **Update Settings** button.

The **Preview** tab will open and an automatic preview will appear.

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#### Guardian

Dashboard Start I-9		Employee 🗸		E-Verify	Reports	
Report Types		▲ Settings	Columns	Preview	]	
All Types		Refresh Setting	s: 🔺 Save 🔺 (	Clear 🛆 Revert	Print	
Interactive						T 0 Data Gradad
Pending Reverifications			Location Name Cmployee Name		Business Unit Name	I-9 Date Created
I-9 Issues		Austin	Johnson,		Central US	08/20/20 @ 04:42 PM
Employee Groups		Austin		Stephanie	Central US	09/08/20 @ 10:18 AM
Employee droups		Cleveland	McNeil, M		Eastern US	08/25/20 @ 02:22 PM
		Cleveland	Smith, M	2	Eastern US	08/25/20 @ 02:31 PM
		DM Import	Smith, Jo		Eastern US	08/18/20 @ 10:22 AM
		DM Import	Price, Ra		Eastern US	08/18/20 @ 10:32 AM
		DM Import	Shaw, Ja		Eastern US	08/18/20 @ 10:32 AM
		DM Import	Bailey, Tony		Eastern US	08/18/20 @ 10:33 AM
		DM Import	Sanchez,	Richard	Eastern US	08/18/20 @ 10:33 AM
		DM Import	Rice, Der		Eastern US	08/18/20 @ 10:33 AM
		DM Import	Cook, Ba	rry	Eastern US	08/18/20 @ 10:33 AM
Reports: All Types [Mine]		DM Import	Drake, E	mma	Eastern US	08/18/20 @ 10:33 AM
🦚 Filter 🗕 🎅 Refresh 🐻	Report 👻 🕂 New	DM Import	Freeman	, Monica	Eastern US	08/18/20 @ 10:33 AM
Venesii 🍑	Report v T Hen	DM Import	Clark, Ke	vin	Eastern US	08/18/20 @ 10:33 AM
Name	Created by	DM Import	Malone,	Chris	Eastern US	08/18/20 @ 10:33 AM
		DM Import	Ward, Ar	nanda	Eastern US	08/18/20 @ 10:33 AM
		DM Import	Young, C	olleen	Eastern US	08/18/20 @ 10:33 AM
		DM Import	Carr, Ma	rcia	Eastern US	08/18/20 @ 10:33 AM
Employee Report	Moreno, Denise	DM Import	Andrews	, Leon	Eastern US	08/18/20 @ 10:33 AM
Interactive (10037)	Moreno, Denise	DM Import	Marsh, P	oula	Eastern US	08/18/20 @ 10:33 AM
Interactive (10154)	Moreno, Denise	DM Import	Jackson,	Joe	Eastern US	08/18/20 @ 10:33 AM
Pending Reverifications (10096	i) Moreno, Denise	DM Import	Reed, Jo	hn	Eastern US	08/18/20 @ 10:34 AM
Pending Reverifications (10155	i) Moreno, Denise	DM Import	Lee, Joar	ı	Eastern US	08/18/20 @ 10:34 AM
Pending Reverifications (10156	· · · · · ·	DM Import	Barber, A	lison	Eastern US	08/18/20 @ 10:50 AM
		E-Verify Cases	Lawrence	e, Rebecca	Central US	08/07/20 @ 04:53 PM
rimenness Report	Timeliness Report Moreno, Denise		Jones, Douglas		Central US	08/12/20 @ 10:33 AM
		E-Verify Cases	s Jones, Martin		Central US	08/13/20 @ 08:32 AM
		E-Verify Cases	Ness, Sa	bina	Central US	08/13/20 @ 09:59 AM

The **Preview** tab shows a preview of the report in a data grid, based on Column and Settings tab selections. The preview will appear with up to the first 100 rows of data. (The preview does not require the user to first run the report).

Review the results, and if needed make adjustments to the **Filter** options and **Column** selections. If any changes are made, the user may return to the **Preview** tab and click **Refresh** to review updated results.

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# From the **Settings** tab, select the desired **Filter Options**.

Guardian	1						Announcements	Help 🗸	Denise Moreno 👻	Logout
Dashboard	Start I-9		Employee 🗸	E-Verify	Reports					
Report Types		^	Settings Colum	ns Preview						
All Types			Filter Options							
Interactive			* Employee Grou	My Managed Group		v				
Pending Reverifications			Employee Grou	My Managed Group	ps	*				
I-9 Issues			Employee Location	n: All		*				
Employee Groups										
			Employe	e: All		v				
			Emp Employee Exemption	n: All		v				
			Emp Employee Designation	n: All		*				
			I-9 Form	s: All		•				
			Scop	e: All		w.				
Reports: All Types [Mine]			I-9 Error Type	e: All		v				
🦚 Filter 👻 🎅 Refresh 🐻 Re	port 👻 🕂 New									
Name	Created by		E-Verify Statu	s: Any		*				
		~	Initial TNO	D: N/A		•				
			FAR Batcl	h: N/A		v				
Employee Report	Moreno, Denise									
Interactive (10037)	Moreno, Denise		Business Uni	it:		*				
Interactive (10154)	Moreno, Denise									
Pending Reverifications (10096)	Moreno, Denise	1	Date Range							
Pending Reverifications (10155)	Moreno, Denise				Value Date Range	Value Date Range				
Pending Reverifications (10156)	Moreno, Denise		Date to Search: NO	ne	-30 Last 30 days	60 Next 60 days				
Timeliness Report	Moreno, Denise		From:		m This Month 6m 6th Month	-m Last Month				
			то:		q This Quarter 2q Second Quarter	-q Last Quarter				

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	Inter	activ	e Ro		of the report, if desired.				
Guardia	n								
Dashboard Start I-9		Employee 🗸	E-Ver	ify Reports		Click Update Settings and Run Report			
Report Types	^	Settings	Columns P	review		Now.			
All Types		1-2 LII	All		*				
Interactive		E-Verify	Status: Any		*				
Pending Reverifications									
I-9 Issues		Initi	al TNC: N/A		*				
Employee Groups		FAF	Batch: N/A						
		Busine	ss Unit:		*				
		Date Range	-						
		Date to Search:	None	💡 Value Date Range	Value Date Range				
				-30 Last 30 days	60 Next 60 days				
		From:		m This Month 6m 6th Month	-m Last Month				
Reports: All Types [Mine]		To:		q This Quarter	-q Last Quarter				
🦚 Filter 👻 🎅 Refresh 📑 I	Report 👻 🕂 New	10.		2q Second Quarte					
Name	Created by	Auto Calc:		y This Year	-y Last Year				
		Auto Calc:	*						
	<b>`</b>								
Employee Report	Moreno, Denise								
Interactive (10037)	Moreno, Denise	Sort Options							
Interactive (10154)	Moreno, Denise		Primary Sort:	Location Name	w				
Pending Reverifications (10096)	Moreno, Denise								
Pending Reverifications (10155)	Moreno, Denise		Direction:	A-Z	w				
Pending Reverifications (10156)	Moreno, Denise								
Timeliness Report	Moreno, Denise	* If the HR Filter Group i	s specified, it will be	used instead of the Responsible HR Filter.					
		Update Settings	Run Report N	Now.					
		Opuale Gettings	Null NepOlt P	iow -					

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#### Guardian

away from this screen while the Dashboard Start I-9 Employee -E-Verifv Reports report processes. **Report Types** Report Details & Settings All Types Report Information Interactive Report Type: Interactive Pending Reverifications Created by: Moreno, Denise : 09/22/2020 @ 13:22:51 I-9 Issues Last Run: Employee Groups Report is Scheduled As of 14:58:45 MST, this report is #1 in the aueue. This page will automatically update every 15 seconds until the report is completed. Check Report Reports: All Types [Mine] 🖚 Filter 👻 🎅 Refresh 📑 Report 👻 🕂 New Created by Name Employee Report Moreno, Denise Interactive (10037) Moreno, Denise Interactive (10154) Moreno, Denise Pending Reverifications (10096) Moreno, Denise Pending Reverifications (10155) Moreno, Denise Pending Reverifications (10156) Moreno, Denise Timeliness Report Moreno, Denise

The screen will refresh every 15

seconds until the report has completed. Users may navigate

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Once complete, reports may be viewed in the web browser or downloaded as an Excel file.

#### Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports								
Report Types	^	Settings Col	umns Preview									
All Types		Report Informatio	n									
Interactive												
Pending Reventifications Report Type: Interactive												
I-9 Issues			Created by: Moreno, Denise: 09/22/2020 @ 13:22:51									
Employee Groups Last Run: 09/22/2020 @ 14:58:48 Rows X Columns: 108 X 4 View Report Download Excel Report Report Settings												
		Report Settings	Report Name: Employee Report 10158 Base Table: Employee									
Reports: All Types [Mine]	Report - Alw	Scheduler Options	Scheduler Options 🛛									
Name	Created by	Generate Automati	ally: Monthly		Y							
	~	Days To	Run: Every 1 Day of	The Month	×							
Employee Report	Moreno, Denise	Filter Options										
Interactive (10037)	Moreno, Denise											
Interactive (10154)	Moreno, Denise	* Employee G	oup: My Managed G	roups	*							
Pending Reverifications (10096	) Moreno, Denise	Employee Loca	tion: All									
Pending Reverifications (10155	) Moreno, Denise	Employed 2000										
Pending Reverifications (10156	) Moreno, Denise	Emplo	yee: All		Y							
Timeliness Report	Moreno, Denise	Emp Employee Exemp	tion: All		T							
		Emp Employee Designa	tion: All		Y							

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# The **Report** button can be used to **Duplicate** or Delete a report.

Guardia	n					Announcements	Help 🗸	Denise Moreno 👻	Logout
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports					
Report Types	^	Settings Column	ns Preview						
All Types		Report Information							
Interactive									
Pending Reverifications Report Type: Interactive									
I-9 Issues				9/22/2020 @ 13:22:51					
Employee Groups			09/22/2020 @ 14:5	8:48					
		Rows X Columns							
			View Report Do	wnload Excel Report					
		Report Settings							
			Report Name:	Employee Report	10158				
			Base Table:	Employee					
Reports: All Types [Mine]		Scheduler Options 🛛	)						
🐔 Filter 👻 🎅 Refresh 📑	Report 👻 🕒 New								
Name	Duplicate ed by	Generate Automatically	Monthly		*				
	Delete	Days To Run	Every 1 Day of The	- Month	v				
		· ·							
Employee Report	Moreno, Denise	Filter Options							
Interactive (10037)	Moreno, Denise								
Interactive (10154)	Moreno, Denise	* Employee Group	My Managed Group	ps	v				
Pending Reverifications (10096)	Moreno, Denise	Employee Location	: All		*				
Pending Reverifications (10155)	Moreno, Denise	Employee Ecolution	All		•				
Pending Reverifications (10156)	Moreno, Denise	Employee	: All		v				
Timeliness Report	Moreno, Denise	Emp Employee Exemption	: All		•				
		Emp Employee Designation	.: All		v				

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E-Verifv

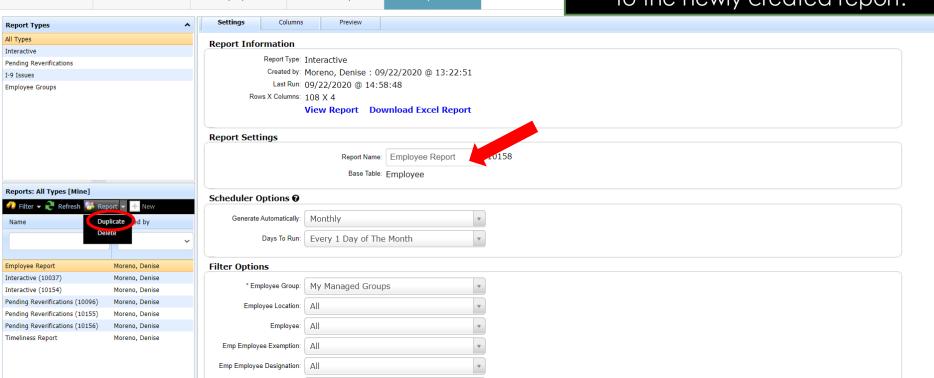
Employee -

#### Guardian

Start I-9

Dashboard

Click on the **Duplicate** option to duplicate a report, saving time on recreating specific report settings. A new report name can be assigned to the newly created report.



Reports

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Click on the **Delete** option to delete a report.

Guardia	n					Announcements	Help 🗸	Denise Moreno 👻	Logout	
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports						
Report Types	^	Settings Columns	Preview							
All Types		Report Information								-
Interactive		C	Interactive							
Pending Reverifications         Report Type: Interactive           I-9 Issues         Created by: Moreno, Denise : 09/22/2020 @ 13:22:51										
I-9 Issues			09/22/2020 @ 14:5							
Employee Groups		Rows X Columns:		08:48						
				wnload Excel Report						
			•	· · · ·						
Report Settings										
			Report Name:	Employee Report [	10158					
			Base Table:	Employee						
Reports: All Types [Mine]										
📣 Filter 👻 🎅 Refresh 🚳	Report 👻 🕂 New	Scheduler Options 😧								
	Duplicate ted by	Generate Automatically:	Monthly		Y					
	Delete	Days To Run:	Every 1 Day of The	o Month						
	- ·	Days to Run.	Every 1 Day of The	emonar	*					
Employee Report	Moreno, Denise	Filter Options								
Interactive (10037)	Moreno, Denise									
Interactive (10154)	Moreno, Denise	* Employee Group:	My Managed Group	ps	*					
Pending Reverifications (10096)	Moreno, Denise	Employee Location:	All		v					
Pending Reverifications (10155)	Moreno, Denise									
Pending Reverifications (10156)	Moreno, Denise	Employee:	All		*					
Timeliness Report	Moreno, Denise	Emp Employee Exemption:	All		•					
		Emp Employee Designation:	All		•					

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E-Verifv

Employee -

#### Guardian

Start I-9

Dashboard

A **Warning** will appear confirming report deletion as permanent. User may cancel the process by clicking **Cancel**, or continue with deleting the report by clicking **Delete Report**.



Reports

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# Large Reports

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### Large Reports

Large reports are reports that have generated over 9,999 cells of information in any given report. These types of reports are too large to view onscreen in the standard HTML format that is normally accessed by clicking the **View Report** link (which will not be available to access onscreen).

Instead, the user will see the **Download Report** link only, with an alert indicating that the report must be downloaded to the user's local system. This can be accomplished by clicking the **Download Report** link.

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### **Downloading the Report**

					cells of information and will require system downloading to view.
Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	User may continue the process by
eport Types	^	Settings Column	ns Preview		clicking the <b>Download Report</b> link.
l Types		Report Information			<b>9</b>
teractive					
ending Reverifications			Interactive		
9 Issues			· · · · · · · · · · · · · · · · · · ·	2/14/2017 @ 10:47:00	
nployee Groups		Rows X Columns	03/14/2017 @ 10:42		
			Download Report		
					en (over 9999 cells), and must be downloaded to your local computer.
			•	5	
eports: All Types [All]			Right-Click the lim	k above and select the	he download option from the popup menu.
💈 Filter 👻 🎅 Refresh 🍵	Report 👻 🕂 New				
Name	Created by	Report Settings			
big			Report Name	Big Report	6242
5.9			Base Table	: 19	
g Report	Reaume, Robert				
		Scheduler Options @	)		
		Generate Automatically	Select Frequency	· •	•
		Days To Rur	Select Days To R	lun 🔻	<ul> <li>Must first select frequency above to set how often the report will be generated</li> </ul>
		Filter Options			
		* Employee Group	My Managed Group	DS <b>v</b>	
		Employee Location	: All	v	Y
		Employee	e: All	v	<b>v</b>

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Repor All Typ Interac Pendin I-9 Iss Employ

Repo

big Big Rep

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A notification appears confirming

that the report size exceeds 9,999

### **Downloading the Report**

Law Logix							Upon clicking the <b>c</b>		
Dashboard	Start I-9	Employee 🗸		E-Verify	Reports		options will allow		
Report Types	~	Settings	Columns	Preview			opened or view		
All Types		Report Inform	nation						
Interactive					download				
Pending Reverifications				Interactive					
I-9 Issues				Reaume, Robert : 02/	(This process may				
Employee Groups		Rows	Rows X Columns: 521 X 50 Download Report This report is too large to view onscreen (over 9999 cells), and must be downloaded to your local						
Reports: All Types [All]				Right-Click the link	above and sele	ect the	download option from the popup menu.		
🦚 Filter 👻 🎅 Refresh 🍯	🖡 Report 👻 🕂 New								
Name	Created by	Report Settin	gs						
big	~			Report Name:	Big Report	à	6242		
				Base Table:	19				
Big Report	Reaume, Robert								
		Scheduler Op	tions 0						
		Generate Au	itomatically:	Select Frequency		*			
		D	ays To Run:	Select Days To Ru	IN	٣	Must first select frequency above to set how often the report will be generated		
	Open								
	Always open files of t	this type • Options	5						
	Show in folder	* Emplo	oyee Group:	My Managed Groups	3	٣			
	Cancel			C		, I )	<u>į</u>		
BigReport.zip									

The report will be exported to a .Zip file, appearing in the lower left een to access. **caret** symbol, the to the file to be wed from the d folder.

vary depending em being used).

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### **Downloading the Report**

Clicking the **Show in Folder** option will allow the user to see the zipped file. Proceed to unzip the file by right clicking on the file.

by Hyland						right clicking on the file.		
Dashboard	Start I-9	Employee -	•	E-Verify	Reports			
Report Types		Settings	Columns	Preview				Ĩ
All Types		Report Info	rmation					*
Interactive		Report Int						
Pending Reverifications			Report Type: Int					
I-9 Issues					2/14/2017 @ 10:47:00			
Employee Groups		Ro	ws X Columns: 52 Do Th	wnload Report is report is too	large to view onscreer	n (over 9999 cells), and must be downloaded to your local computer.		
Reports: All Types [All]			RIÇ	ght-Click the lin	k above and select the	download option from the popup menu.		
🦚 Filter 👻 🎅 Refresh	😽 Report 👻 🕂 New							
Name	Created by	Report Sett	ings					
				Report Name	e: Big Report	6242		
big	· · · · ·			Base Table				
Big Report	Reaume, Robert			Dase lab	. 19			
		Scheduler (	Options 🛛					
		Generate	Automatically:	Select Frequenc				
			Days To Run:	Select Days To F	Run	Must first select frequency above to set how often the report will be generated		
	Open Always open files of	this type	ns					
	Show in folder	* En	nployee Group: M	ly Managed Group				
BigReport.zip	Cancel		C		1		Show all	×

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I and origina

### **Unzipping the Report file**

BigReport Open Open in new windo Extract All.. 7-Zip CRC SHA Pin to Start Scan for threats A Share Open with... ShareBase Give access to Restore previous versions Send to Cut Copy Create shortcut Delete Rename Properties

Right click on the Zipped file folder and right click on the Extract All item in the navigation bar.

The Extract Menu will appear. Begin the unzip process by clicking the Browse button.

		Х
$\leftarrow$	📱 Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	C:\Users\Dmoreno\Downloads\BigReport Browse	
	Show extracted files when complete	
	Extract Cance	el

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### **Unzipping the Report file**

Select the desired destination of the file.

1 Select a destination					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ This PC $\Rightarrow$ Documents			5 V	Search Documents	Q
Organize 👻 New folder					
🛄 This PC	^	Name		Date	~
🗊 3D Objects		- Zoom		3/16/2020	10:19 AM
🛄 Desktop		📙 Camtasia		3/3/2020	11:31 AM
Documents		🔄 original		2/20/2020	11:37 AM
🕹 Downloads		Custom Office Templates		2/20/2020	
Music				2/19/2020	3:44 PM
Pictures					
Videos					
Windows (C:)					
	~ <				>
Folder:					
				Select Folder	Cancel

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# Open a New Excel Spreadsheet and click on the **Data** Tab.

H	ب ک	~ ¢	-	Ŧ												Book2
File	e Ho	ome	Inse	ert l	Page Layout	: Formulas	Data	Review	View	Acrobat	♀ Tell n	ne what you	want to d	lo		
Paste	- 🖻 Cor	y ▼ nat Pai	nter 5			• 11 • A •   <u>&gt;</u> • <u>A</u> •		≡ =   €			Gen r ≁ \$ ⊡		▼ 0.00,00 .00 →.0	Conditional Formatting ♥	Format as Table •	Normal Check (
A1		•	2	< V	$f_{x}$											
	А	В		С	D	E	F	G	н	I	J	К	L	М	N	C
1																
2 3																
4																
5																
6 7																
8 9																
10																

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# Once the **Data** Tab is selected, click on the **From Text** icon.

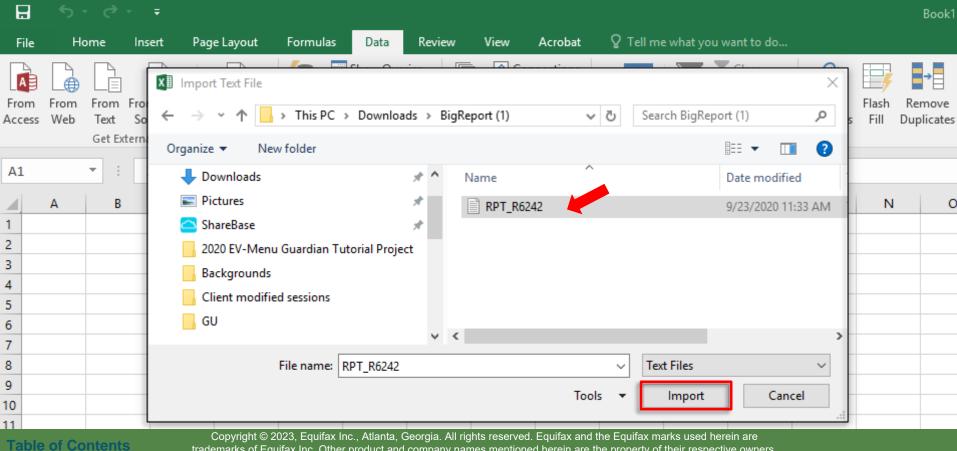
H	ۍ .	¢ -	÷												Book1
File	Hom	e	Insert	Page Layout	Formulas	Data	Review	View	Acrobat	♀ Tell m	e what you	want to do			
From Access	Web T	ext	From Other Sources + ernal Data	Existing Connections	New Query + Co	Show Que From Tabl Recent So	e Re urces A	fresh	nnections operties it Links ions	AJ ZAZ ZJ Sort	Filter	Clear Reapply Advanced	Text to Columns	Flash Fill	Remove Duplicates
A1	Ŧ	:	×	f <sub>x</sub>											
	А	в	С	D	E	F	G	н	I	J	К	L	м	N	C
1															
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4 5															
6															
7															
8 9															
10															
11															
	of Cont	ents		Copyright © trademarks of Ec	2023, Equifax In puifax Inc. Other										

#### On the Import Text File menu, select the unzipped report file and click the **Import** button.

H			Ŧ									Book1
File	Home	Inse	rt Page Layout	Formulas	Data Rev	iew View	Acrobat	${f Q}$ Tell me what yo	u want to do			
From Access		Froi So	Import Text File	> This PC >	Downloads >	BigReport (1)	~ (	ට Search BigRe	port (1)	¢ × م	Flash s Fill	Remove Duplicates
	Get E	derna	Organize 🔻 🛛 Ne	ew folder					ie 🗸 🔟	?		
A1	· · · · ·		🕂 Downloads		* ^	Name	^		Date modified			
	A B		Pictures		*	RPT_R6	242		9/23/2020 11:33	AM	N	0
1			夳 ShareBase		*	-						
2			2020 EV-Men	u Guardian Tut	orial Project							
3		_	Backgrounds	;							-	
4 5		_	Client modifi	ied sessions								
6			GU								-	
7			_		~	<				>		
8				File name: R	PT_R6242			✓ Text Files		$\sim$		
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#### On the **Import Text File** menu, select the unzipped report file and click the **Import** button.



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#### On Step 1 of 3 of the **Text Import Wizard**, click the **Next** button.

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# The report data will auto-fill the fields in the Excel sheet.

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17 Ap		Electronic I-9	N/A	1745771	346587239	Yes	U.S. Passport or Passport Card	Department of State	37	3/7/2016		09/30/15 @ 08:01 AM	
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20 Ap		Electronic I-9	N/A	1745778	346578	Yes	U.S. Passport or Passport Card	Department of State	37	9/30/2015		09/30/15 @ 12:00 PM	
21 Ap		Electronic I-9	N/A	1745787		No			0	10/1/2015		10/01/15 @ 08:30 AM	
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26 Ap		Electronic I-9	N/A	1745836		No			0	10/7/2015		10/07/15 @ 07:19 AM	
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28 Ap		Electronic I-9	N/A	1745899	13873049		U.S. Passport or Passport Card	Department of State	37	10/19/2015		10/13/15 @ 11:33 AM	
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30 Ap	proved	Electronic I-9	N/A	1765825	3457689	Yes	U.S. Passport or Passport Card	Department of State	37	1/1/2016	10/20/15 @ 08:49 AN	10/20/15 @ 08:49 AM	1
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32 Ap	proved	Electronic I-9	N/A	1766527	2354678	Yes	U.S. Passport or Passport Card	Department of State	37	10/27/2015	10/27/15 @ 11:43 AN	10/27/15 @ 11:43 AM	1

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### For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

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