



Guardian Reports

Table of Contents

1. Reports Module Access	6
2. Reports Module Filters	9
3. Report Module Types	10
4. Standard Reports	11
5. Interactive Reports	16
6. Report Module Functions	47

Table of Contents

7. Large Reports	52
8. Downloading the Report	54
9. Unzipping the Report file	57
10. Importing the Report file to Excel	59

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.

Guardian

[Announcements](#) [Help](#) [Denise Moreno](#) [Logout](#)

[Dashboard](#) [Start I-9](#) [Employee](#) [E-Verify](#) **[Reports](#)**

Employee Group Location
Western US [Refresh All](#)

Type of I-9: [Current](#) | [Imported](#)
[Create New Employee](#)

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
● E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
● E	09/18/2020	Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020	
● E	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
● E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
● E	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
● E	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
●	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020	
●	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020	

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	83	

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	18	
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	64	
●	09/21/2020	Portland:	Stevens, Justin	12/31/2020	100	
●	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	100	
●	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	146	
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	313	

[Table of Contents](#)

Reports Module Access

Report Types shows **Interactive** and **Standard** report types.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive


Pending Reverifications

I-9 Issues

Employee Groups

Standard Reports

Report Details & Settings

 Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).





Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- 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.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

Reports: All Types [Mine]

 Filter ▾  Refresh  Report ▾  + New

Name	Created by
Interactive (10037)	Moreno, Denise
Pending Reverifications (10096)	Moreno, Denise
Timeliness Report	Moreno, Denise

[Table of Contents](#)

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

All Types
Interactive
Pending Reverifications
I-9 Issues
Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name	Created by
Interactive (10037)	Moreno, Denise
Pending Reverifications (10096)	Moreno, Denise
Timeliness Report	Moreno, Denise

Report Details & Settings

Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).

Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- 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.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

[Table of Contents](#)

Report Module Filters

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Report Types

All Types
Interactive
Pending Reverifications
I-9 Issues
Employee Groups

Report Details & Settings



Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).

Report Types

Click on any desired report type to see all reports of that type.
Click **All Types** to see all reports, regardless of type.

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.

Reports

You can use the **Filter** menu to restrict the list of reports to:

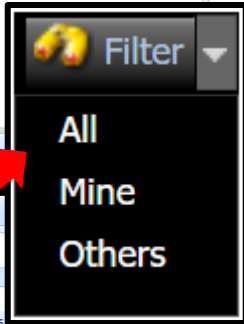
- **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
 - Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report
 - Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

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



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**

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: All Types [Mine]

Filter Refresh Report New

Name	Created by
User Creation_LLX	Xx, LawLogix

Report Details & Settings

Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).

Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- 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.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - All** - show reports of the selected type
 - Mine** - show reports created by you
 - Others** - show reports created by everyone but you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - Duplicate** - duplicate the currently selected report
 - Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

Standard Reports

Standard Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Report Details & Settings

Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type selected).

Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- To create a new report, first select the desired report type from the list, then click the **New** button.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change its parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

Reports: All Types [Mine]

Filter ▾ Refresh Report ▾ + New

Name	Created by
Interactive (10037)	Moreno, Denise
Pending Reverifications (10096)	Moreno, Denise
Timeliness Report	Moreno, Denise

Standard Reports - types include:

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

I-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.

Standard Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types
Interactive
Pending Verifications 1
I-9 Issues
Employee Groups

Report Details & Settings

Report Information

Report Type: Pending Verifications
Created by: Moreno, Denise : 09/22/2020 @ 11:00:54
Last Run: **This report has never been run**

Report Settings 3

Report Name: Pending Verifications (10156)

Filter Options 4

Employee Group: My Managed Groups ▾

Location: All ▾

Employee Status: All ▾

Date Range 5

From:

To:

Auto Calc: *

Value	Date Range	Value	Date Range
-30	Last 30 days	60	Next 60 days
m	This Month	-m	Last Month
6m	6th Month	-q	Last Quarter
q	This Quarter	2q	Second Quarter
y	This Year	-y	Last Year

Sort Options

Primary Sort: Employee ▾

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

Update Settings 6

Run Report Now 7

Standard Reports process:

- 1) Choose **Report type**
- 2) Click **New**
- 3) Name the report
- 4) Select desired **Filter Options**
- 5) Specify **Date Range** (optional)
- 6) Click the **Update Settings** button
- 7) Click the **Run Report Now** button

Reports: Pending Verifications [Mine] 2

Filter ▾ Refresh Report **+ New**

Name	Created by
<input type="text"/>	<input type="text"/>
Pending Verifications (10096)	Moreno, Denise
Pending Verifications (10155)	Moreno, Denise
Pending Verifications (10156)	Moreno, Denise

Standard Reports

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

[Announcements](#) [Help](#) [Denise Moreno](#) [Logout](#)

Guardian

[Dashboard](#)

[Start I-9](#)

[Employee](#)

[E-Verify](#)

Reports

Report Types

- All Types
- Interactive
- Pending Reverifications**
- I-9 Issues
- Employee Groups

Reports: Pending Reverifications [Mine]

[Filter](#) [Refresh](#) [Report](#) [New](#)

Name	Created by
Pending Reverifications (10096)	Moreno, Denise
Pending Reverifications (10155)	Moreno, Denise
Pending Reverifications (10156)	Moreno, Denise

Report Details & Settings

Report Information

Report Type: Pending Reverifications
Created by: Moreno, Denise : 09/08/2020 @ 08:22:39
Last Run: 09/08/2020 @ 08:23:09

[View Report](#) [Download Excel Report](#)

Report Settings

Report Name:

Filter Options

Employee Group:

Location:

Employee Status:

Date Range

From:

To:

Auto Calc:

Value Date Range

- 30 Last 30 days
- m This Month
- 6m 6th Month
- q This Quarter
- 2q Second Quarter
- y This Year

Value Date Range

- 60 Next 60 days
- m Last Month
- q Last Quarter
- y Last Year

Sort Options

[Table of Contents](#)

Interactive Reports

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

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

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

Guardian

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

Report Types

All Types





Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: Interactive [Mine]

 Filter ▾  Refresh  Report ▾  New

Name	Created by
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Report Details & Settings



Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).

Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- 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.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

Interactive Reports

Interactive Reports - in the Report Settings 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).

Guardian

Dashboard | Start I-9 | Employee ▾ | E-Verify | **Reports**

Report Types

- All Types
- Interactive**
- Pending Reverifications
- I-9 Issues
- Employee Groups

Settings

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: -
Rows X Columns: 0 X 0
This report has never been run

Report Settings

Report Name: Interactive (10158) 10158
Base Table: (Cannot be changed once selected)

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

Update Settings

Reports: Interactive [Mine]

Filter ▾ Refresh Report ▾ + New

Name	Created by
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Interactive (10158)	Moreno, Denise
Timeliness Report	Moreno, Denise

Interactive Reports

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.

Guardian

Dashboard | Start I-9 | Employee ▾ | E-Verify | **Reports**

Report Types

- All Types
- Interactive**
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report **+ New**

Name	Created by
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Interactive (10158)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: -
Rows X Columns: 0 X 0
This report has never been run

Report Settings

Report Name: Employee Report 10158

Base Table: Employee

- Employee
- FAR
- I9 Issues
- I9 Section 3
- I9
- Locations
- Multi-Business Units

* If the HR Filter Group is specified, it will be

Update Settings

Interactive Reports

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name Created by

Employee Report Moreno, Denise

Interactive (10037) Moreno, Denise

Interactive (10154) Moreno, Denise

Timeliness Report Moreno, Denise

Settings

Columns

Preview

Report Information

Report Type: Interactive

Created by: Moreno, Denise : 09/22/2020 @ 13:22:51

Last Run: -

Rows X Columns: 108 X 0

This report has never been run

Report Settings

Report Name: Employee Report 10158

Base Table: Employee

Scheduler Options

Generate Automatically: Monthly

Days To Run: -- Select Days To Run --

Filter Options

* Employee Group: Every 1 Day of The Month

Employee Location: Every 2 Day of The Month

Employee: Every 3 Day of The Month

Emp Employee Exemption: Every 4 Day of The Month

Emp Employee Designation: Every 5 Day of The Month

Every 6 Day of The Month

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.

Interactive Reports

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

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
	▾

Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings

Columns

Preview

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: -
Rows X Columns: 108 X 0

This report has never been run

Report Settings

Report Name: Employee Report 10158
Base Table: Employee

Scheduler Options

Generate Automatically: Monthly
Days To Run: Every 1 Day of The Month

Filter Options

* Employee Group: My Managed Groups
Employee Location: All
Employee: All
Emp Employee Exemption: All
Emp Employee Designation: All

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

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.

Report Types ^

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter ▾ Refresh Report ▾ + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings **Columns** Preview

Tables & Fields

1) Select Table

- Tables**
- Employee
- I-9
- E-Verify
- Locations
- Business Unit
- Login

2) Select Field

Field Name

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name

Drag within list to change order

Remove Field(s)

4) Column Settings

Field:

Data Type:

Format:

Align:

Update Settings

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables

Employee

I-9

E-Verify

Locations

Business Unit

Login

2) Select Field

Field Name

Employee Guardian ID

Date Created

First Name

Middle Name

Last Name

Other Names Used

Employee Name

Employee Phone Number

Title

Date of Birth

Social Security Number

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name

Drag within list to change order

Remove Field(s)

Update Settings

The **1) Select Table** section lists the tables from which the user can select fields. Click on the desired item in the column. This may include one or more tables in addition to the base table.

Interactive Reports

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

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Employee Guardian ID
Date Created
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Employee Phone Number
Title
Date of Birth
Social Security Number

3) Build Fields in Report

Field Name

4) Column Settings

Field:
Data Type:
Format:
Align:

Drag selected field to report

Drag within list to change order

Refresh Field List

Remove Field(s)

Update Settings

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Interactive Reports

Guardian

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

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables

Employee

I-9

E-Verify

Locations

Business Unit

Login

2) Select Field

Field Name

Other Names Used

Employee Name

Employee Phone Number

Title

Date of Birth

Social Security Number

Date Hired

Date Terminated

E-Mail

Location

Business Unit

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name

Employee Name

Drag within list to change order

Remove Field(s)

4) Column Settings

Field:

Data Type:

Format:

Align:

2) Select Field

Field Name

Date Created

First Name

Middle Name

Last Name

Other Names Used

Employee Phone Number

Title

Date of Birth

Social Security Number

Date Hired

Date Terminated

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name

Employee Name

Drag within list to change order

Remove Field(s)

Update Settings

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Item order can be customized by using a vertical “drag-and-drop” action to drag items within list to change the order in the **3) Build Fields in Report** section.

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings Columns Preview

Tables & Fields

- 1) Select Table**

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login
- 2) Select Field**

Field Name
Employee Guardian ID
Date Created
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Title
Date of Birth
Social Security Number
Date Hired
- 3) Build Fields in Report**

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created
- 4) Column Settings**

Field: Employee Name
Data Type: varchar

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created

Drag selected field to report Drag within list to change order

Refresh Field List Remove Field(s)

Update Settings

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created

Field Name

Location Name
Employee Name
Date of Birth
Business Unit Name
I-9 Date Created

Interactive Reports

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

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Employee Guardian ID
Date Created
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Title
Date of Birth
Social Security Number
Date Hired

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created

4) Column Settings

Field: Employee Name

Data Type: varchar

Format: string

Align: left

Drag selected field to report

Drag within list to change order

Refresh Field List

Remove Field(s)

Update Settings

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

The **4) Column Settings** area allows users to customize columns for specific Data Types: Variable Character, Integer, Standard Date, Timestamp and Boolean.

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings Columns Preview

Tables & Fields

- 1) Select Table**

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login
- 2) Select Field**

Field Name
Employee Guardian ID
Date Created
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Title
Date of Birth
Social Security Number
Date Hired

Drag selected field to report

Refresh Field List
- 3) Build Fields in Report**

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created

Drag within list to change order

Remove Field(s)
- 4) Column Settings**

Field:	Employee Name
Data Type:	varchar
Format:	string
Align:	left

Update Settings

Interactive Reports

The **Variable Character Data Type** (for example, with *Employee Name* selected) allows the user to choose the field format and to customize the report's column alignment.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Employee Guardian ID
Date Created
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Title
Date of Birth
Social Security Number
Date Hired

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created

4) Column Settings

Field: Employee Name

Data Type: varchar

Format: string

Align: left

left
center
right

Drag selected field to report

Drag within list to change order

Refresh Field List

Remove Field(s)

Update Settings

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Interactive Reports

The **Integer Data Type** (for example, with *Employee Group* selected) allows for editing of the field format and to customize the report's column alignment.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables

Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name

Purge Eligibility Date
Do Not Purge
Language
Has HSPD-12 Exemption
Has Top Secret Clearance
Provides Support Services Only
Is On Leave
Emp Employee Exemption
Emp Employee Designation
Notification E-Mail 1
Notification E-Mail 2

3) Build Fields in Report

Field Name

Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created
Employee Group

4) Column Settings

Field: Employee Group

Data Type: integer

Format:

Align:

None
Padded Zeros
Comma Separated Padded Zeros
Comma Separated
Roman Numerals

Example	10965
None	10965
Padded Zeros	000000010965
Comma Separated Padded Zeros	000,000,010,965
Comma Separated	10,965
Roman Numerals	Too Big! (10 = X)

Drag selected field to report

Drag within list to change order

Refresh Field List

Remove Field(s)

Update Settings

Reports: Interactive [Mine]

Filter Refresh Report + New

Name Created by

Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

[Table of Contents](#)

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

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

Settings Columns Preview

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Employee ID
Purge Eligibility Date
Language
Has HSPD-12 Exemption
Has Top Secret Clearance
Provides Support Services Only
Is On Leave
Emp Employee Exemption
Emp Employee Designation
Notification E-Mail 1
Notification E-Mail 2

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created
Employee Group
Do Not Purge

4) Column Settings

Field: Do Not Purge
Data Type: boolean
Format: Yes/No
Align: Yes/No

Example

Yes/No	True
True/False	Yes
1/0	True
X	1
	X

Drag selected field to report Drag within list to change order

Refresh Field List Remove Field(s)

Update Settings

[Table of Contents](#)

Interactive Reports

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

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings Columns Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Last Name
Other Names Used
Employee Name
Employee Phone Number
Title
Date of Birth
Social Security Number
Date Terminated
E-Mail
Location
Business Unit
Employee ID

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created
Employee Group
Do Not Purge
Date Hired

4) Column Settings

Field: Date Hired

Data Type: date

Format: Standard

Align:

Example

Short	Feb 28, 2011
Standard	February 28, 2011
International Short	Monday, February 28, 2011
International Standard	2011-02-28
Abbreviated	
Long	
Day Long	
Computer	

Interactive Reports

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

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: Interactive [Mine]

Filter Refresh Report + New

Name	Created by
Employee Report	Moreno, Denise
Interactive (10037)	Moreno, Denise
Interactive (10154)	Moreno, Denise
Timeliness Report	Moreno, Denise

Settings Columns Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name
Employee Guardian ID
First Name
Middle Name
Last Name
Other Names Used
Employee Name
Employee Phone Number
Title
Date of Birth
Social Security Number
Date Terminated

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name
Employee Name
Date of Birth
Location Name
Business Unit Name
I-9 Date Created
Employee Group
Do Not Purge
Date Hired
Date Created

Drag within list to change order

Remove Field(s)

4) Column Settings

Field: Date Created

Data Type: timestamp

Format: Short AM/PM

Align:

Example

- Short AM/PM
- Short 24 Hour
- Short w/o time
- International Sho
- International Sho
- Standard AM/PM
- Standard 24 Hour
- Standard w/o tim
- International Star
- International Star
- International Star
- Computer
- Computer w/o time
- Abbreviated w/o t
- Long w/o time
- Day Long w/o time

February 28, 2011
Monday, February 28, 2011



Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name Created by

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

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables
Employee
I-9
E-Verify
Locations
Business Unit
Login

2) Select Field

Field Name

Drag selected field to report

Refresh Field List

3) Build Fields in Report

Field Name
Location Name
Employee Name
Date of Birth
Business Unit Name
I-9 Date Created

Drag within list to change order

Remove Field(s)

4) Column Settings

Field:

Data Type:

Format:

Align:

Update Settings

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.

Interactive Reports

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name Created by

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

Settings

Columns

Preview

Refresh Settings Save Clear Revert Print

Location Name	Employee Name	Business Unit Name	I-9 Date Created
Austin	Johnson, Brenda	Central US	08/20/20 @ 04:42 PM
Austin	Stevens, Stephanie	Central US	09/08/20 @ 10:18 AM
Cleveland	McNeil, Nancy	Eastern US	08/25/20 @ 02:22 PM
Cleveland	Smith, Marge	Eastern US	08/25/20 @ 02:31 PM
DM Import	Smith, Joshua	Eastern US	08/18/20 @ 10:22 AM
DM Import	Price, Rafael	Eastern US	08/18/20 @ 10:32 AM
DM Import	Shaw, Jane	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, Denise	Eastern US	08/18/20 @ 10:33 AM
DM Import	Cook, Barry	Eastern US	08/18/20 @ 10:33 AM
DM Import	Drake, Emma	Eastern US	08/18/20 @ 10:33 AM
DM Import	Freeman, Monica	Eastern US	08/18/20 @ 10:33 AM
DM Import	Clark, Kevin	Eastern US	08/18/20 @ 10:33 AM
DM Import	Malone, Chris	Eastern US	08/18/20 @ 10:33 AM
DM Import	Ward, Amanda	Eastern US	08/18/20 @ 10:33 AM
DM Import	Young, Colleen	Eastern US	08/18/20 @ 10:33 AM
DM Import	Carr, Marcia	Eastern US	08/18/20 @ 10:33 AM
DM Import	Andrews, Leon	Eastern US	08/18/20 @ 10:33 AM
DM Import	Marsh, Poula	Eastern US	08/18/20 @ 10:33 AM
DM Import	Jackson, Joe	Eastern US	08/18/20 @ 10:33 AM
DM Import	Reed, John	Eastern US	08/18/20 @ 10:34 AM
DM Import	Lee, Joan	Eastern US	08/18/20 @ 10:34 AM
DM Import	Barber, Alison	Eastern US	08/18/20 @ 10:50 AM
E-Verify Cases	Lawrence, Rebecca	Central US	08/07/20 @ 04:53 PM
E-Verify Cases	Jones, Douglas	Central US	08/12/20 @ 10:33 AM
E-Verify Cases	Jones, Martin	Central US	08/13/20 @ 08:32 AM
E-Verify Cases	Ness, Sabina	Central US	08/13/20 @ 09:59 AM
E-Verify Cases	Singh, Emerald	Central US	08/14/20 @ 09:48 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.

Interactive Reports

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

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)**Settings**

Columns

Preview

Filter Options

* Employee Group:

Employee Location:

Employee:

Emp Employee Exemption:

Emp Employee Designation:

I-9 Forms:

Scope:

I-9 Error Type:

E-Verify Status:

Initial TNC:

FAR Batch:

Business Unit:

Date Range

Date to Search:

From:

To:

Value	Date Range	Value	Date Range
-30	Last 30 days	60	Next 60 days
m	This Month	-m	Last Month
6m	6th Month		
q	This Quarter	-q	Last Quarter
2q	Second Quarter		

Report Types
All Types
Interactive
Pending Reverifications
I-9 Issues
Employee Groups**Reports: All Types [Mine]**
Filter Refresh Report + New

Name	Created by
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

Interactive Reports

Set the **Date Range** and **Sort Options** of the report, if desired.

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Click **Update Settings** and **Run Report Now**.

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Settings

Columns

Preview

Filter type: All ▾

E-Verify Status: Any ▾

Initial TNC: N/A ▾

FAR Batch: N/A ▾

Business Unit: ▾

Date Range

Date to Search: None ▾

From:

To:

Auto Calc:

Value	Date Range	Value	Date Range
-30	Last 30 days	60	Next 60 days
m	This Month	-m	Last Month
6m	6th Month	q	This Quarter
2q	Second Quarter	-q	Last Quarter
y	This Year	-y	Last Year

Sort Options

Primary Sort: Location Name ▾

Direction: A-Z ▾

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

Update Settings

Run Report Now

Interactive Reports

The screen will refresh every 15 seconds until the report has completed. Users may navigate away from this screen while the report processes.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Report Details & Settings

Report Information

Report Type: Interactive

Created by: Moreno, Denise : 09/22/2020 @ 13:22:51

Last Run:

Report is Scheduled

As of 14:58:45 MST, this report is #1 in the queue.
This page will automatically update every 15 seconds until the report is completed.

Check Report

Reports: All Types [Mine]

Filter Refresh Report New

Name	Created by
	▾
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

Interactive Reports

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

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Report Types

All Types

Interactive

Pending Reverifications

I-9 Issues

Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name	Created by
	▾

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

Settings

Columns

Preview

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: 09/22/2020 @ 14:58:48
Rows X Columns: 108 X 4

[View Report](#) [Download Excel Report](#)

Report Settings

Report Name: Employee Report 10158
Base Table: Employee

Scheduler Options

Generate Automatically: Monthly
Days To Run: Every 1 Day of The Month

Filter Options

* Employee Group: My Managed Groups
Employee Location: All
Employee: All
Emp Employee Exemption: All
Emp Employee Designation: All

Report Module Functions

Report Module Functions

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

[Dashboard](#)[Start 1-9](#)[Employee](#)[E-Verify](#)[Reports](#)

Report Types

All Types
Interactive
Pending Reverifications
1-9 Issues
Employee Groups

Reports: All Types [Mine]

Filter Refresh Report New

Name	Created by

--	--

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

Settings

[Columns](#)[Preview](#)

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: 09/22/2020 @ 14:58:48
Rows X Columns: 108 X 4

[View Report](#) [Download Excel Report](#)

Report Settings

Report Name: Employee Report 10158

Base Table: Employee

Scheduler Options

Generate Automatically: Monthly

Days To Run: Every 1 Day of The Month

Filter Options

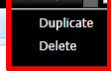
* Employee Group: My Managed Groups

Employee Location: All

Employee: All

Emp Employee Exemption: All

Emp Employee Designation: All



Report Module Functions

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.

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Report Types

All Types
Interactive
Pending Reverifications
1-9 Issues
Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name Duplicate Deleted by

Delete

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

Settings

Columns

Preview

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: 09/22/2020 @ 14:58:48
Rows X Columns: 108 X 4

[View Report](#) [Download Excel Report](#)

Report Settings

Report Name: Employee Report 10158

Base Table: Employee

Scheduler Options

Generate Automatically: Monthly

Days To Run: Every 1 Day of The Month

Filter Options

* Employee Group: My Managed Groups

Employee Location: All

Employee: All

Emp Employee Exemption: All

Emp Employee Designation: All



Report Module Functions

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

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

Report Types ^

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: All Types [Mine]

Filter ▾ Refresh Report ▾ + New

Name	Duplicate	ted by
	Delete	
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

Settings

Columns

Preview

Report Information

Report Type: Interactive
Created by: Moreno, Denise : 09/22/2020 @ 13:22:51
Last Run: 09/22/2020 @ 14:58:48
Rows X Columns: 108 X 4

[View Report](#) [Download Excel Report](#)

Report Settings

Report Name: Employee Report 10158
Base Table: Employee

Scheduler Options

Generate Automatically: Monthly
Days To Run: Every 1 Day of The Month

Filter Options

* Employee Group: My Managed Groups
Employee Location: All
Employee: All
Emp Employee Exemption: All
Emp Employee Designation: All

[Table of Contents](#)

Report Module Functions

Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

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**.

Report Types

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: All Types [Mine]

Filter Refresh Report + New

Name	Created by
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

Settings Columns

Report Information

Report Type: []
Created by: []
Last Run: []
Rows X Columns: []

Report Settings

Scheduler Options

Generate Automatically: []
Days To Run: []

Filter Options

* Employee Group: My Managed Groups
Employee Location: All
Employee: All
Emp Employee Exemption: All
Emp Employee Designation: All

Warning!

WARNING!

You Are About to Permanently Delete Report "Employee Report"!

Please be advised that if you continue, the current report will be permanently deleted from the system!

Cancel Delete Report!

What was I thinking? I am positive that I no longer need this report, now or in the future!

Table with 1 column and 5 rows, currently empty.

Large Reports

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.

Downloading the Report

A notification appears confirming that the report size exceeds 9,999 cells of information and will require system downloading to view. User may continue the process by clicking the **Download Report** link.

The screenshot displays the LawLogix Reports interface. At the top, there are navigation tabs: Dashboard, Start 1-9, Employee, E-Verify, and Reports (which is selected). Below the navigation is a sidebar with 'Report Types' (All Types, Interactive, Pending Reverifications, I-9 Issues, Employee Groups) and 'Reports: All Types [All]' (Filter, Refresh, Report, New). The main content area is titled 'Settings' and contains several sections:

- Report Information:** Report Type: Interactive; Created by: Reaume, Robert : 02/14/2017 @ 10:47:00; Last Run: 03/14/2017 @ 10:42:33; Rows X Columns: 521 X 50. A blue link 'Download Report' is circled in red.
- Report Settings:** Report Name: Big Report (ID: 6242); Base Table: I9.
- Scheduler Options:** Generate Automatically: -- Select Frequency --; Days To Run: -- Select Days To Run -- (Note: Must first select frequency above to set how often the report will be generated).
- Filter Options:** * Employee Group: My Managed Groups; Employee Location: All; Employee: All.

[Download Report](#)

This report is too large to view onscreen (over 9999 cells), and must be downloaded to your local computer. Right-Click the link above and select the download option from the popup menu.

Downloading the Report

The report will be exported to a **.Zip file**, appearing in the lower left corner of the screen to access. Upon clicking the **caret** symbol, the options will allow to the file to be opened or viewed from the download folder.

(This process may vary depending on the type of system being used).

The screenshot displays the LawLogix interface with the 'Reports' tab selected. The 'Report Information' section shows the report is 'Interactive', created by 'Raume, Robert' on '02/14/2017 @ 10:47:00', and last run on '03/14/2017 @ 10:42:33'. It has '521 X 50' rows and columns. A 'Download Report' link is present, with a note: 'This report is too large to view onscreen (over 9999 cells), and must be downloaded to your local computer. Right-Click the link above and select the download option from the popup menu.'

The 'Report Settings' section shows 'Report Name: Big Report' and 'Base Table: I9'. The 'Scheduler Options' section includes 'Generate Automatically' and 'Days To Run' dropdowns.

The 'Options' section shows '* Employee Group: My Managed Groups'.

In the bottom left, a file named 'BigReport.zip' is shown in a download bar. A red circle highlights the file name, and another red circle highlights the caret icon. A red arrow points from the file name to the caret icon. A context menu is open over the caret icon, showing options: 'Open', 'Always open files of this type', 'Show in folder', and 'Cancel'.

Show all X

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.

Report Types ^

- All Types
- Interactive
- Pending Reverifications
- I-9 Issues
- Employee Groups

Reports: All Types [All]

Filter Refresh Report New

Name	Created by
big	
Big Report	Reaume, Robert

Settings Columns Preview

Report Information

Report Type: Interactive
Created by: Reaume, Robert : 02/14/2017 @ 10:47:00
Last Run: 03/14/2017 @ 10:42:33
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 computer. Right-Click the link above and select the download option from the popup menu.

Report Settings

Report Name: Big Report 6242
Base Table: I9

Scheduler Options

Generate Automatically: -- Select Frequency --
Days To Run: -- Select Days To Run -- Must first select frequency above to set how often the report will be generated

Options

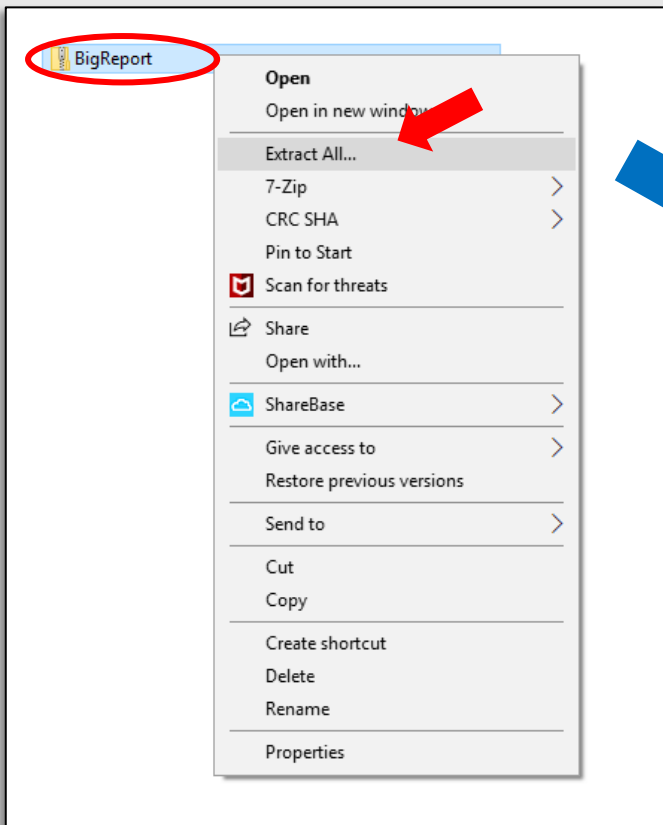
* Employee Group: My Managed Groups

Open
Always open files of this type
Show in folder
Cancel

BigReport.zip

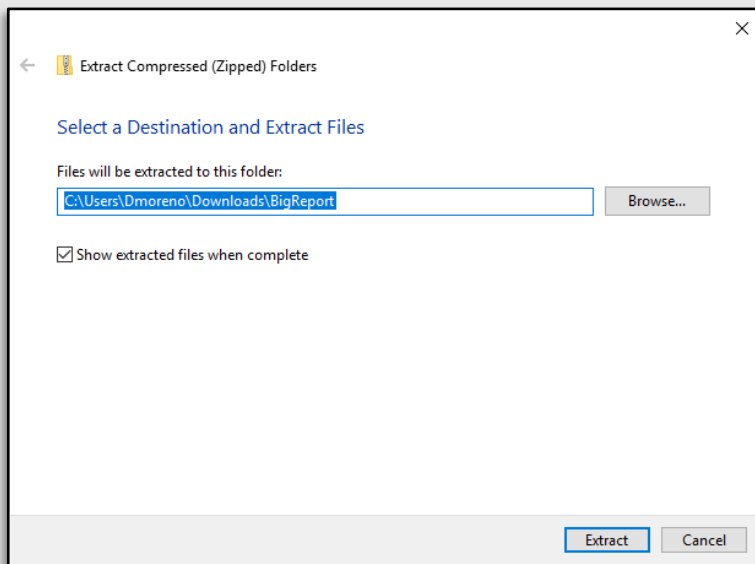
Show all X

Unzipping the Report file



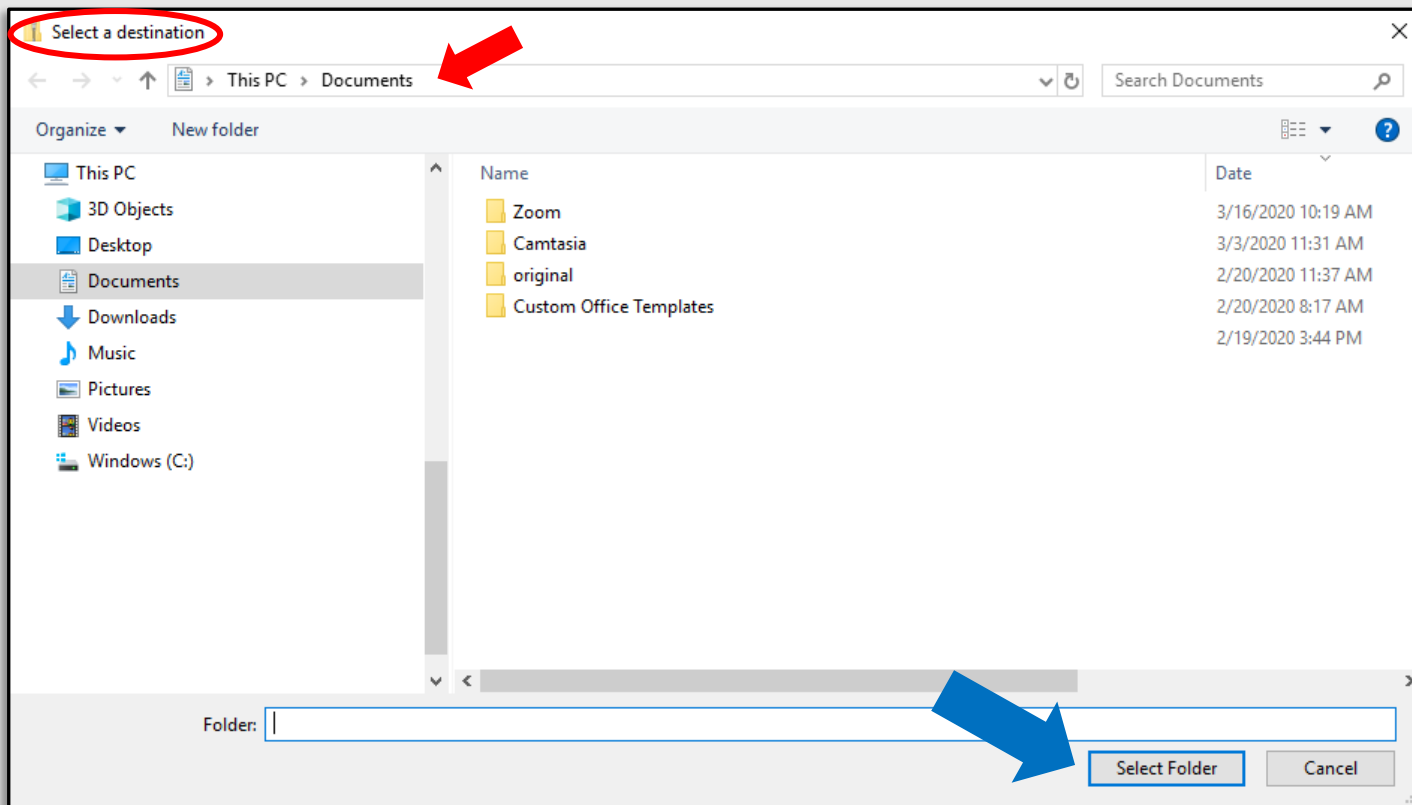
Right click on the Zipped file folder and right click on the **Extract All** item in the navigation bar.

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



Unzipping the Report file

Select the desired destination of the file.



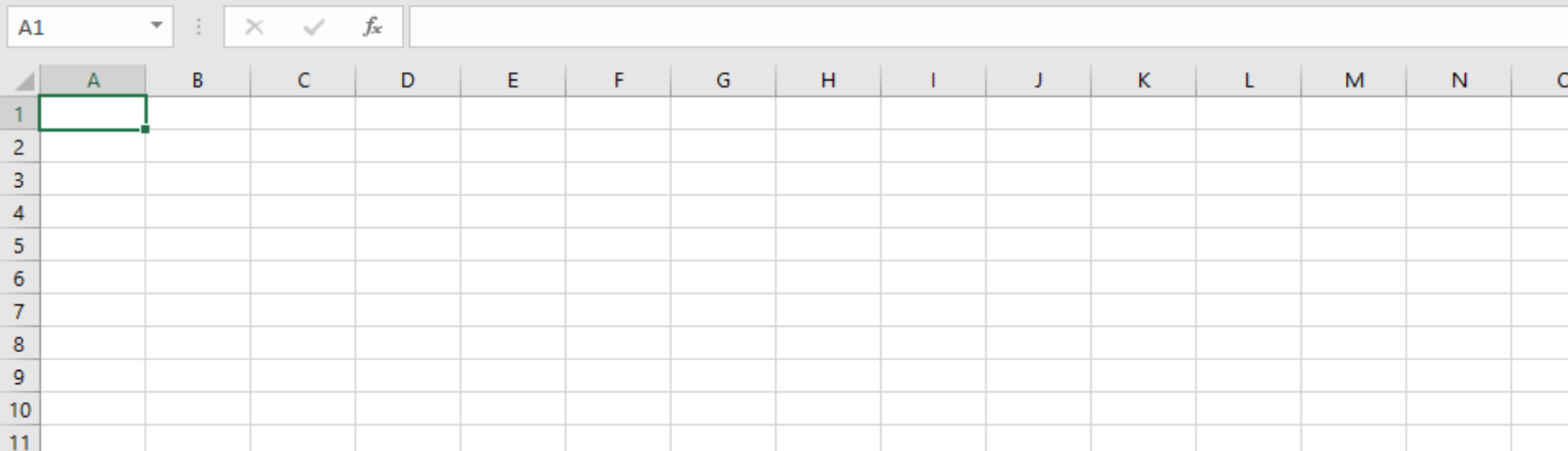
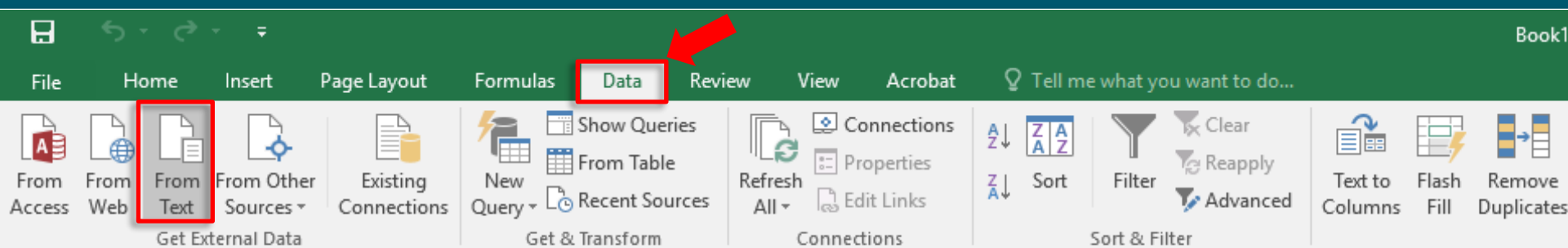
Importing the Report to Excel

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

The image shows the Microsoft Excel interface. The ribbon is set to the 'Data' tab, which is highlighted with a red box and a red arrow pointing to it. The ribbon includes the following tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat, and a search bar that says 'Tell me what you want to do...'. The 'Data' tab is currently selected. Below the ribbon, the spreadsheet grid is visible, with cell A1 selected. The grid shows columns A through C and rows 1 through 10. The 'Data' tab ribbon contains several groups of options: Clipboard (Paste, Cut, Copy, Format Painter), Font (Font face: Calibri, size: 11, bold, italic, underline, text color, background color), Alignment (bullet points, text alignment, merge & center), Number (number format: General, currency, percentage, decimal places), and Conditional Formatting (Conditional Formatting, Format as Table). The 'Data' tab is currently empty of data.

Importing the Report to Excel

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



Importing the Report to Excel

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

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A dialog box titled 'Import Text File' is open, displaying the file explorer for the 'Downloads' folder. The file 'RPT_R6242' is selected, and a red arrow points to it. The 'Import' button at the bottom right of the dialog is highlighted with a red box.

Name	Date modified
RPT_R6242	9/23/2020 11:33 AM

Importing the Report to Excel

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

The screenshot shows the 'Import Text File' dialog box in Microsoft Excel. The dialog is open to the 'Downloads' folder of a file named 'BigReport (1)'. The file 'RPT_R6242' is selected, and a red arrow points to its name. The 'File name' field at the bottom contains 'RPT_R6242' and the file type is set to 'Text Files'. The 'Import' button is highlighted with a red box.

Name	Date modified
RPT_R6242	9/23/2020 11:33 AM

Importing the Report to Excel

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

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file C:\Users\Dmoreno\Downloads\BigReport (1)\RPT_R6242.txt

```
1 "Guardian Company"  
2 "Big Report"  
3 ""  
4 "Tuesday, March 14, 2017"  
5
```

Buttons: Cancel, < Back, **Next >**, Finish

Importing the Report to Excel

On Step 2 of 3 of the **Text Import Wizard**, click the **Next** button.

The screenshot shows the 'Text Import Wizard - Step 2 of 3' dialog box. The title bar reads 'Text Import Wizard - Step 2 of 3'. The main text says: 'This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.'

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

```
Guardian Company
Big Report

Tuesday, March 14, 2017
```

Buttons: Cancel, < Back, **Next >** (highlighted), Finish

Importing the Report to Excel

On Step 2 of 3 of the **Text Import Wizard**, click the **Next** button.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

Guardian Company
Big Report
Tuesday, March 14, 2017

Cancel < Back **Next >** Finish

Importing the Report to Excel

On Step 3 of 3 of the **Text Import Wizard**, click the **Finish** button.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

```
General
Guardian Company
Big Report

Tuesday, March 14, 2017
```

Cancel < Back Next > Finish

Importing the Report to Excel

On Step 3 of 3 of the **Text Import Wizard**, click the **Finish** button.

The screenshot displays the Microsoft Excel interface with the 'Data' tab selected on the ribbon. A dialog box titled 'Import Data' is open, prompting the user to select how to view the data in the workbook. The 'Table' option is selected. The user is asked where to put the data, and the 'Existing worksheet:' option is selected with the cell reference '=SAS1' entered. The 'OK' button is highlighted with a red box, indicating the final step in the process.

Importing the Report to Excel

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

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Guardian Company												
2	Big Report												
3													
4	Tuesday, September 22, 2020												
5													
6	I-9 Status	I-9 Type	I-9 Imported Type	I-9 Number	S2 List A Document #1	S2 List A Document Uploaded	S2 Document A Name	S2 List A Authority	S2 List A Document	S1 Date Employee Hired	S1 Date Signed	S1 Date First Signed	S1 C
7	Approved	Electronic I-9	N/A	1705680		No			0	2/2/2016	07/15/15 @ 03:44 PM	07/15/15 @ 03:44 PM	
8	Approved	Electronic I-9	N/A	1733034	12456745	Yes	U.S. Passport or Passport Card	Department of State	37	3/17/2016	08/17/15 @ 12:02 PM	08/17/15 @ 12:02 PM	
9	Approved	Electronic I-9	N/A	1742293	236578923	Yes	U.S. Passport or Passport Card	Department of State	37	9/29/2015	09/25/15 @ 10:18 AM	09/25/15 @ 10:18 AM	
10	Approved	Electronic I-9	N/A	1742302	2356387	Yes	U.S. Passport or Passport Card	Department of State	37	9/25/2015	09/25/15 @ 01:07 PM	09/25/15 @ 12:57 PM	
11	Approved	Electronic I-9	N/A	1742304	45768793	Yes	U.S. Passport or Passport Card	Department of State	37	9/25/2015	09/25/15 @ 01:28 PM	09/25/15 @ 01:28 PM	
12	Approved	Electronic I-9	N/A	1742309	235647	Yes	U.S. Passport or Passport Card	Department of State	37	9/30/2015	09/28/15 @ 11:20 AM	09/28/15 @ 11:20 AM	
13	Approved	Electronic I-9	N/A	1743635	23548769	Yes	U.S. Passport or Passport Card	Department of State	37	9/29/2015	09/29/15 @ 11:59 AM	09/29/15 @ 11:59 AM	
14	Approved	Electronic I-9	N/A	1744406	245787	Yes	U.S. Passport or Passport Card	Department of State	37	9/29/2015	09/29/15 @ 01:18 PM	09/29/15 @ 01:18 PM	
15	Approved	Electronic I-9	N/A	1744715		No			0	10/9/2015	10/12/15 @ 01:57 PM	09/29/15 @ 01:42 PM	
16	Approved	Electronic I-9	N/A	1744998		No			0	11/3/2015	09/29/15 @ 02:10 PM	09/29/15 @ 02:10 PM	
17	Approved	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	09/30/15 @ 08:01 AM	
18	Approved	Electronic I-9	N/A	1745772		No			0	9/30/2015	09/30/15 @ 08:10 AM	09/30/15 @ 08:10 AM	
19	Approved	Electronic I-9	N/A	1745775		No			0	9/30/2015	09/30/15 @ 09:28 AM	09/30/15 @ 09:28 AM	
20	Approved	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	09/30/15 @ 12:00 PM	
21	Approved	Electronic I-9	N/A	1745787		No			0	10/1/2015	10/01/15 @ 08:30 AM	10/01/15 @ 08:30 AM	
22	Approved	Electronic I-9	N/A	1745788	441209749	Yes	U.S. Passport or Passport Card	Department of State	37	10/1/2015	10/01/15 @ 08:44 AM	10/01/15 @ 08:44 AM	
23	Approved	Electronic I-9	N/A	1745802	23658756	Yes	U.S. Passport or Passport Card	Department of State	37	10/2/2015	10/02/15 @ 08:10 AM	10/02/15 @ 08:10 AM	
24	Approved	Electronic I-9	N/A	1745804		No			0	10/2/2015	10/02/15 @ 11:55 AM	10/02/15 @ 11:55 AM	
25	Approved	Electronic I-9	N/A	1745808		No			0	1/11/2016	10/05/15 @ 11:02 AM	10/05/15 @ 11:02 AM	
26	Approved	Electronic I-9	N/A	1745836		No			0	10/7/2015	10/07/15 @ 07:25 AM	10/07/15 @ 07:19 AM	
27	Approved	Electronic I-9	N/A	1745837	441209749	Yes	U.S. Passport or Passport Card	Department of State	37	10/7/2015	10/07/15 @ 07:28 AM	10/07/15 @ 07:28 AM	
28	Approved	Electronic I-9	N/A	1745899	13873049	Yes	U.S. Passport or Passport Card	Department of State	37	10/19/2015	10/13/15 @ 11:33 AM	10/13/15 @ 11:33 AM	
29	Approved	Electronic I-9	N/A	1745920		No			0	10/15/2015	10/15/15 @ 07:23 AM	10/15/15 @ 07:23 AM	
30	Approved	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 AM	10/20/15 @ 08:49 AM	
31	Approved	Electronic I-9	N/A	1765945		No			0	10/23/2015	10/23/15 @ 02:26 PM	10/23/15 @ 02:26 PM	
32	Approved	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 AM	10/27/15 @ 11:43 AM	

For Additional Assistance

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

Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.