**Find the ELR**

Where is the ELR?

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| 1 | Go to the OA/HRM Labor Relations web site and click on ELR on the left of the screen, then click on the picture of the ELR home page. |
| 2 | Or you can go directly to the ELR at [www.elr.state.pa.us](http://www.elr.state.pa.us). |

**Log In**

How do I log in to the ELR?

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| 1 | Go to the ELR at [www.elr.state.pa.us](http://www.elr.state.pa.us). |
| 2 | Type in the CWOPA username and password you use when you turn on your computer, and click Log In. |

**Seeing Information**

What am I allowed to see?

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| 1 | You can log in and see the Home page. |
| 2 | You can see all the labor relations activities. |
| 3 | You can see the Reports page. |
| 4 | You can only see records in the activity screens, reports and user lists from your own agency and Agency #s (org codes). |

**Doing Things**

What am I allowed to do?

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| 1 | You can fill out a form on the activity screens. |
| 2 | You can download or print individual records in the activity screens and reports from the Reports page |
| 3 | You can edit forms, records and reports for all activities. |
| 4 | You can add, edit or remove Agency Professionals and other Agency Managers in the Add New Users and Update Users pages. |
| 5 | You can assign one or more Agency #s (org codes) and one or more activities to a user |

**Fill out a Form**

How do I fill out a form on one of the activity screens?

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| 1 | Click on the name of the activity on the left of the screen, then choose an Action Type and a Request Type, then click on Begin to access the forms for that activity. |
| 2 | Type text in a “text box”; be aware that in many cases there are only a certain number of characters (i.e. letters or numbers) that you can fit in the text box. |
| 3 | Type a date in a date field by clicking on the square “date picker” icon next to the field, then choose a date; or type in the date in this format: 3/09/2009. |
| 4 | In a “drop down” box, click on the item you want to select; if you want to select more than one item, click on the first item, then hold down the Control key on the keyboard and select the rest. |
| 5 | When there are two boxes side by side with the left box showing a list of choices, you can click on your choice of items, then click on the right arrow button to send your choice to the box n the right; this makes it easier to select several items at a time. |
| 6 | Click on the Save Record button at the bottom of the page to save the information you typed into the form; if you don’t do this, you will loose the information you typed. After you save a record, you can then print it by clicking on the Print Record button. |
| 7 | Do NOT click on the BACK button on the browser at the top left of the web page to try to go back to a previous page. If you do that, you will lose the information you typed into the form (unless you click on Save Record first). Click on an item on the left navigation bar to go to another page. |

**Get a Report**

How do I get a report?

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| 1 | Click on Report Parameters on the left of the screen. |
| 2 | Select the Activity you want; the Agency Information field will be pre-populated with the org codes to which you were assigned, and you can select one of the org codes or select all of the org codes by clicking ALL. |
| 3 | Select any other information, or “parameters,” you want to define your report, including Date Range and Employee and Analyst Information. Or you can leave them blank if you want the most information possible from your agency. |
| 4 | Then decide how you want to view your information by clicking on Sort A, and selecting an item; you can use Sort B to further sort the information in the report. |
| 5 | Now you can Download to Excel or Download to PDF. |

**Add New Users/Update Users**

How do add or update users in the ELR?

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| 1 | Click on Add New Users on the left of the screen. |
| 2 | Type in the new user’s CWOPA User ID (like jsmith); select the role of either Agency Manager or Agency Professional from drop down field, then click Add User. |
| 3 | Go to Agency Information and Select the Agency from the drop down menu, then click on Add Agency. |
| 4 | If you selected the *role of Agency Manager*, that user will automatically be assigned to all the org codes in the agency. However, you can assign the user to one or more activities by going to the Activity Code Information, Select Activity from the drop down menu, then click Add Activity. |
| 5 | If you selected the *role of Agency Professional*, repeat step 3 above, then click Select to the bottom right of the Agency Information box to populate the org codes below. Now go to Organization Code Information, select an org code from the drop down list, then click Add Org. You can assign the user to one or more activities by going to the Activity Code Information, Select Activity from the drop down menu, then click Add Activity. |
| 6 | To edit a user’s role, go to Update Users page from the navigation bar on the left. Click on Search to find the users in your agency, and Select a user, then scroll down to edit his or her information. |