**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 the labor relations activities that your Agency Manager has given you permission to access.  |
| 3 | You can see the Reports page. |
| 4 | You can only see records from your own agency and any org codes your Agency Manager has given you permission to access. |

**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 should see your Agency Manager about what kinds of records you should input into the ELR, and how often you should update them. |

**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 can select more than one item, click on the first item, then hold down the Control key on the keyboard and select the rest. |
| 5 | 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. |
| 6 | 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; then select the org codes you want from the Org Code drop down menu. |
| 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. |