**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 Reports page.  |
| 3 | Under Administration, you can see the Manage Users and Manage Reference Lists pages. |
| 4 | You can see the records from all agencies in reports, and you can see all Agency Managers from all the agencies (but not the Agency Professionals) in the Manage Users page. |

**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 add, edit or remove Agency Managers (but not Agency Professionals) in the Manage Users page. |
| 4 | You can add, edit or remove items in a Reference List. |
| 5 | You *cannot* add or edit sub agencies; only an Agency Manager can do that. |

**Fill out a Form**

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

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| 1 | Click on an item in the navigation bar at the left of the screen to go to that page. |
| 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 | Click Add or Update (or Download for reports) 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.  |
| 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; the Agency Information field will be pre-populated with your agency; then select a Sub-Agency if you want. |
| 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. |

**Manager Users**

How do I add or remove users from the ELR?

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| 1 | Click on Manager Users on the left of the screen. |
| 2 | Type in the new user’s CWOPA User ID (like jsmith); select your agency in the Agency field; if you want to restrict the user to a specific sub agency, select the sub agency from the Sub Agency drop down field. |
| 3 | To add an Agency Professional who will fill out forms in the activity screens, click on one or more of the activities in the Activity list; select the role Agency Professional from the Agency Role drop down field; then click on the Add User button. |
| 4 | To add another Agency Manager, like yourself, follow steps 1 and 2; then skip the Activity list (Agency Managers are automatically allowed to see all activities) and just select the role of Agency Manager from the drop down list of roles; then click on the Add User button. |
| 5 | To edit a user’s role, click on Edit to the right of the User Name, then make the changes and click Update User; to remove a user, select Inactive from the Status drop down field at the top of the page and click Update User. |

**Manager Reference Lists**

What is a reference list and how do create one?

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| ◼ | A reference list is a list of items in a particular drop down field. For instance, a reference list for the fictitious field of Importance would be High, Medium and Low. Only an Enterprise Manager can edit a reference list. |
| 1 | To edit a reference list, go to the Manage Reference Lists page and select an activity from the drop down list. |
| 2 | Select a category from the next drop down list; then select a sub-category if that field is available (not every category has a sub category). |
| 3 | Then click Show to see a list of the items on the reference list for the category (and sub category) you selected at the bottom of the page in the Manage Reference List box. |
| 4 | To edit or remove an item on the reference list, click on Edit to the right of the item; change or delete the name and sort order of the item in the Update Category box (the Sort Order is the order the item will appear on the list, number 1 being shown at the top of the list); then click Update. |

