**Find the ELR**

Where is the ELR?

|  |  |
| --- | --- |
| 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 | You can see the records from all agencies in reports. |

**Doing Things**

What am I allowed to do?

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| --- | --- |
| 1 | You can download or print reports from the Reports page. |

**Fill out a Form**

How do I fill out a form?

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| --- | --- |
| 1 | Click on Report Parameters 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 | Do NOT click on the BACK button on the browser at the top left of the web page to try to go back to the Home page. If you do that, you will lose the information you typed into the form (unless you click Download to PDF or Excel first).  |

**Get a Report**

How do I get a report?

|  |  |
| --- | --- |
| 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. |

