

# Flexible Employee Data Report: PAR1

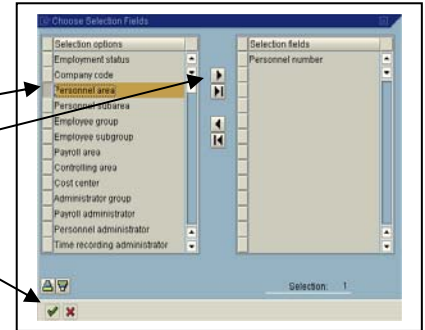
## From the SAP Easy Access Menu Screen

Click the **Expand** Icon to the left of: PCSB Menu > Human Resources > Human Resources Reports  
 Double Click **PAR1 Flexible Employee Data Report**

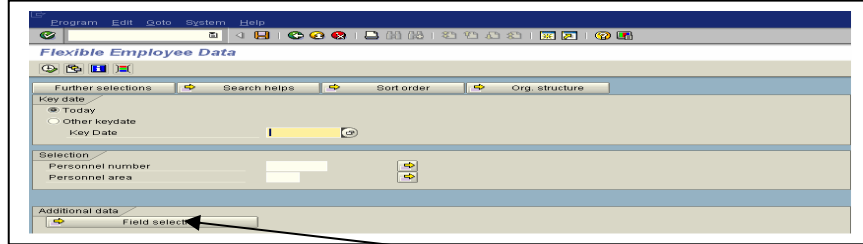
Click the **Further selections** button



In Selection options column, Click the **box to the left** of Personnel area  
 Click the **single arrow** to move it to Selection fields  
 Click the **Green check** or **Press Enter**

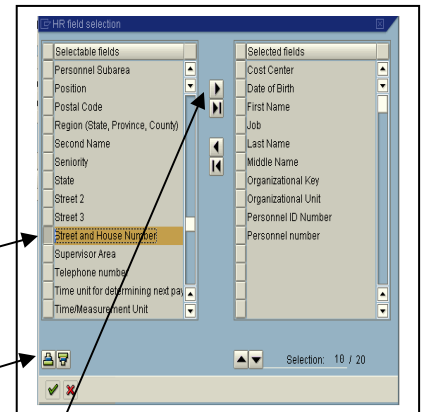


Type your **four-digit location number** in the Personnel area box



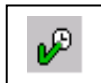
Click the **Field selection** button for Additional Data options

The **HR Field Selection** screen is displayed  
 Click the **box(s) in front** of the information you want on the report  
 Use the **scroll bar** to scroll down the selectable field list



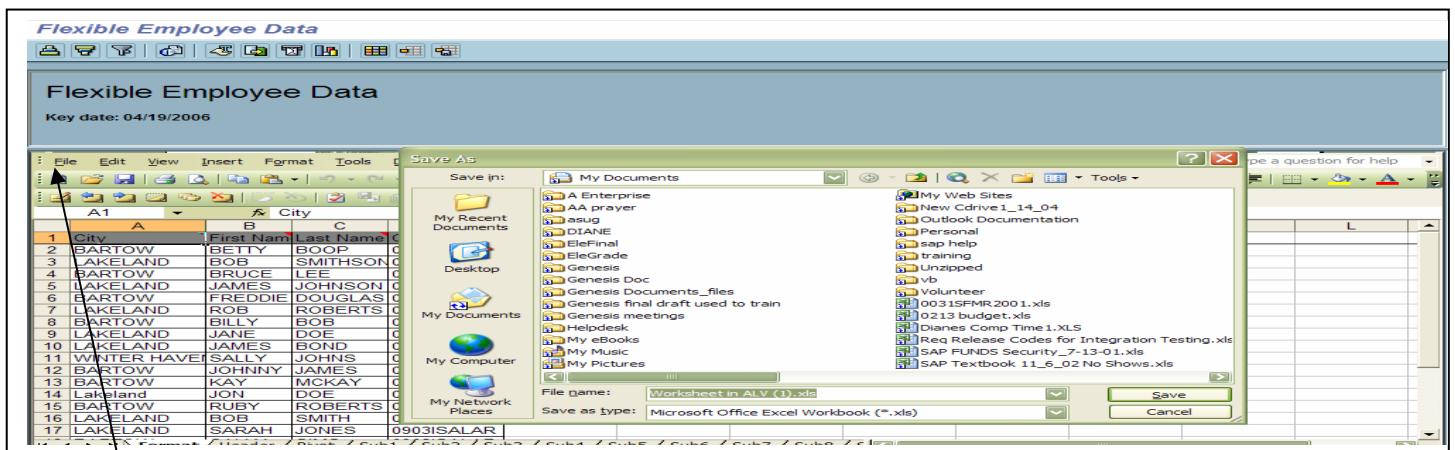
Use the **Sort ascending / descending** icons to sort the list in Alphabetical order  
 Click the **single arrow** to move those choices from the Selectable fields to the Selected fields  
 The maximum number of selections is 20; after you have made your selections, Click the **Green check**, or **Press Enter**

## From the Flexible Employee screen



Click the **Execute** icon  
 Click the **Print** icon to Print the report, The **Print ALV List** screen is displayed  
 Click the **Green check**, or **Press Enter**

Click the **Excel** icon to Save the information as an Excel Spreadsheet



Click **File**, Click **Save copy as**, Select the appropriate destination, Save the Excel file

Click the **Green back arrow** to return to the **Flexible Employee** screen