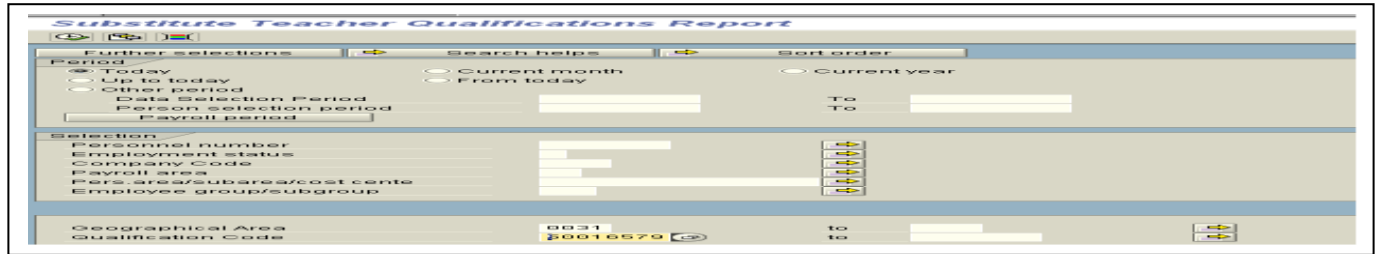


Running a Substitute Teacher Qualification Report for Your School/Location

From the **SAP Easy Access PCSB Menu Initial Screen**:

Click the **Expand** icon to the left of **PCSB Menu > Human Resources > Human Resources Reports**

Double Click on **ZAHRA_QUALIFICATION- Substitute Teacher Qualifications Report**



To Run the Report for all qualified Subs for your location:

Geographical Area - Type in your **4-digit School Location Number (Example: 0031)**

Qualification Code - Leave Blank

Click the **Execute** icon in the upper left corner of the toolbar (the report will take a few minutes to run)

Or

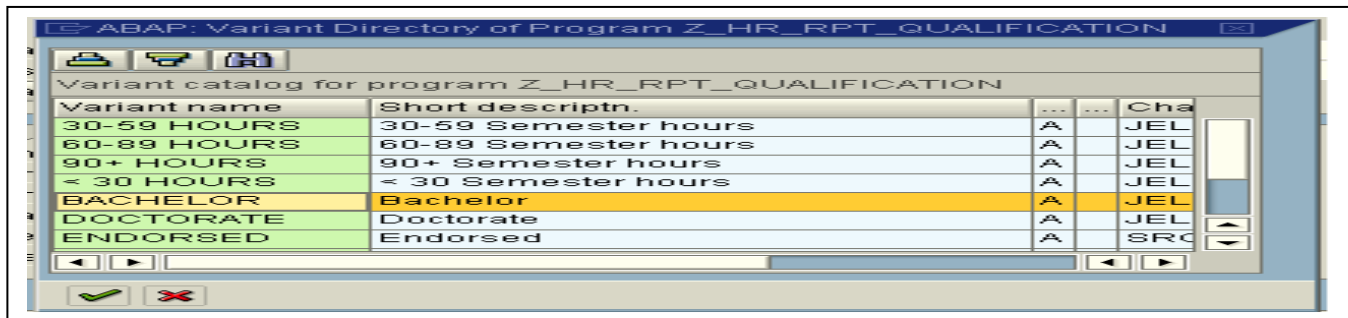
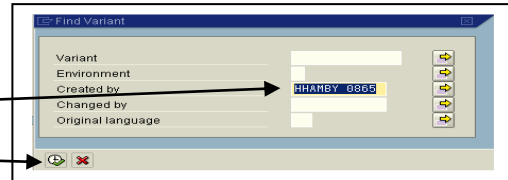
To Run the Report for Subs with specific qualifications for your location:

Click the **Get variant** icon on the tool bar



Delete the **User Id** in the **Created by** field

Click the **Execute** icon



Double Click on the **Variant name** that pertains to the Qualification codes for your school.

Geographical Area - Type in your **4-digit School Location Number (Example: 0031)**

Click the **Execute** icon in the upper left corner of the toolbar (the report will take a few minutes to run)

Substitute Teacher Qualifications Report						
DATE: 06/14/2004		School Board of Polk County			Page: 1	
TIME: 09:06:04		Qualifications/Geographical Areas				
USER ID	SOC.	SEC. #	NAME	TELEPHONE	ADDRESS	
QUALIFICATIONS/AREAS						
1459	287-40	5297	BAIRD Endorsed	THOMAS 863-646-6806	3380 SUMMERLAND HILLS LAKELAND	FL 33813
23880	244-50	0920	BARNES Endorsed Bachelor	BOBBY 863-686-2440	1931 George Jenkins Senior High 1625 W ARIANA #20 LAKELAND	FL 33803
2487			Bachelor Endorsed	863-984-2690	1931 George Jenkins Senior High 320 GRAPE HYRTLE LANE POLK CITY	FL 33868
	0881		Auburndale Central Elementary		0481 Winter Haven Senior High 0811 Auburndale Senior High 0881 Polk City Elementary	

The Report will be displayed.

IMPORTANT: To run the report on a different Qualification, repeat the process of Get Variant