

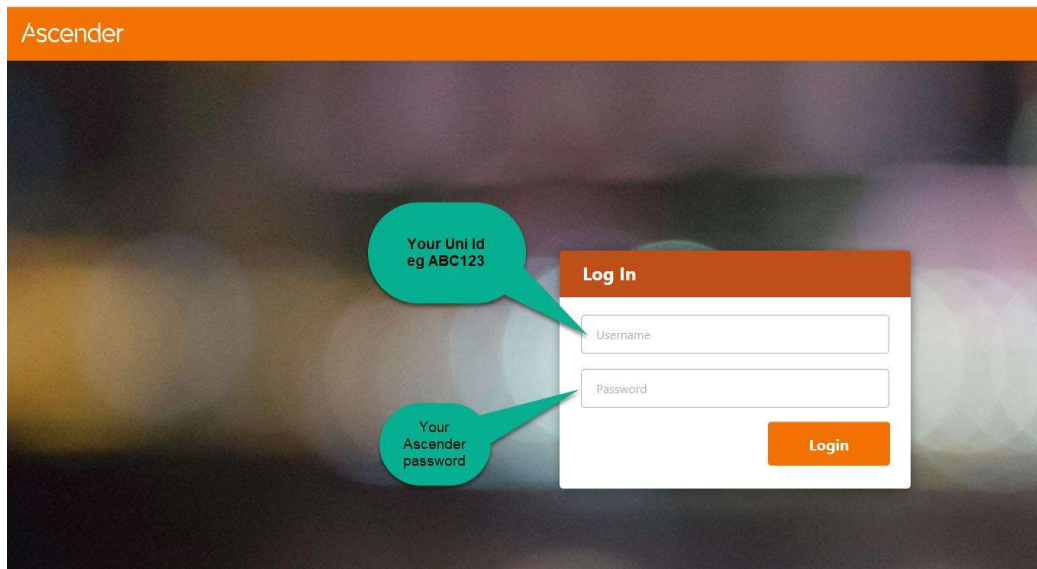
Extend Viewer Quick Reference Guide

This guide will explain how to:

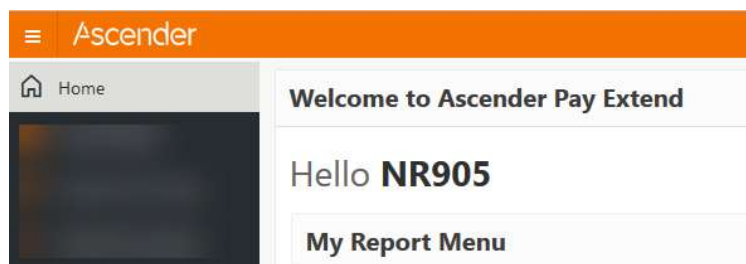
- Run shared reports from Extend
- Download reports for analysis
- Email report results to others

Logging into Extend

This will launch Ascender Pay Extend Login. You will be prompted for your User Name and Password:
This is your Ascender Pay username and password.

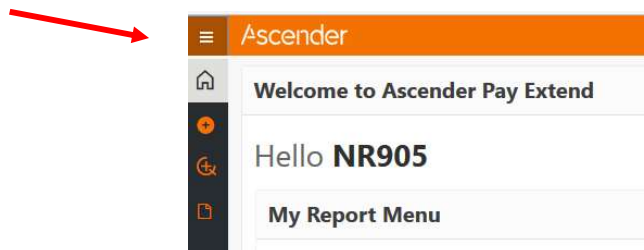


Extend Navigation and Dashboard

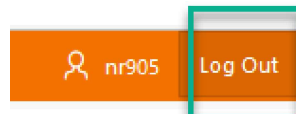


Some key tips:

- All text and buttons in Orange are clickable and will reveal options to format, sort, filter or execute
- In the top left the home icon will bring you back to this page at any time.
- You can minimise the left navigation pane and expand your reporting menu by clicking on the menu on the top left of the screen



- To logout, click on the link in the far right corner.



- If a button is faded, this means that this option is not available for this report or your user access.

e.g.:

✓ OK to use

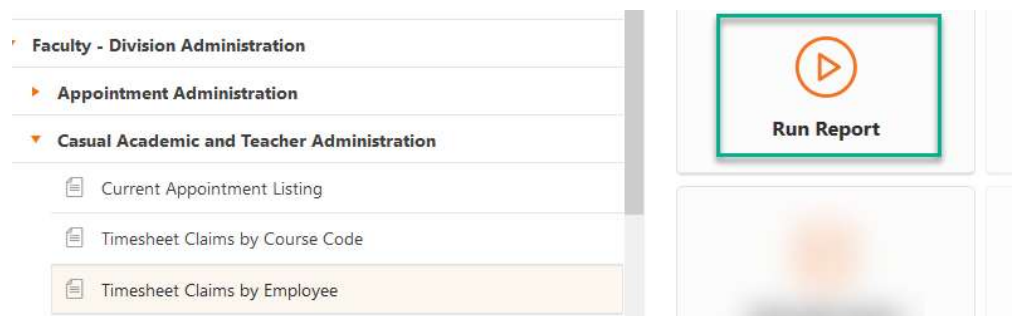
✗ Restricted



To run a report, select it from the menu listed



The pane on the right will display the details, Click Run Report



The report will open:

Back

Created on : 22-MAR-2019 19:29:38 Last Edited on : 22-MAR-2019 19:29:38

Timesheet From Date:

Faculty - Division

School - Unit

Name Report

View Report

Select the required parameters and click View Report:

Timesheet From Date:

Faculty - Division

School - Unit

Name Report

View Report

The report will display:

Timesheet From Date:

Faculty - Division

School - Unit

Name Report

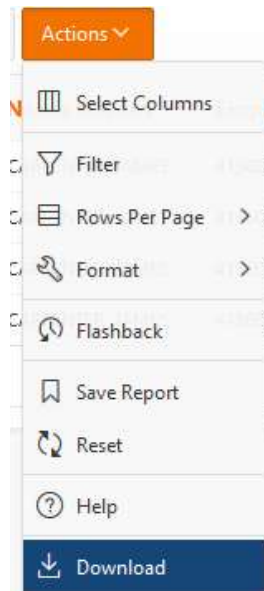
View Report

NHAACADEMIC_AND_TEACHER_TIMESHEET_CONTROL-TIMESHEET_CLAIMS_BY_EMPLOYEE

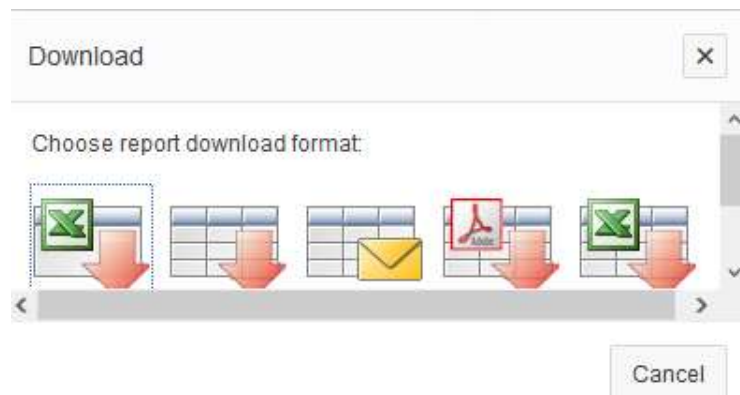
Faculty - Division	School Unit	Name Report	Emp NO	Job No	Workdate	Course Code	Account No	Paycode	Paycode Desc	Total Units	Equivalent Hours	Comments	From Date
Faculty of Engineering and Built Environment	School of Engineering			04	29-MAR-18	CHEE2325	1020375---	M3	Marking - Standard	4.00	4.00		01-JAN-2018
Faculty of Engineering and Built Environment	School of Engineering			04	04-APR-18	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00		01-JAN-2018
Faculty of Engineering and Built Environment	School of Engineering			04	24-APR-18	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00		01-JAN-2018
Faculty of Engineering and Built Environment	School of Engineering			04	26-APR-18	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00		01-JAN-2018

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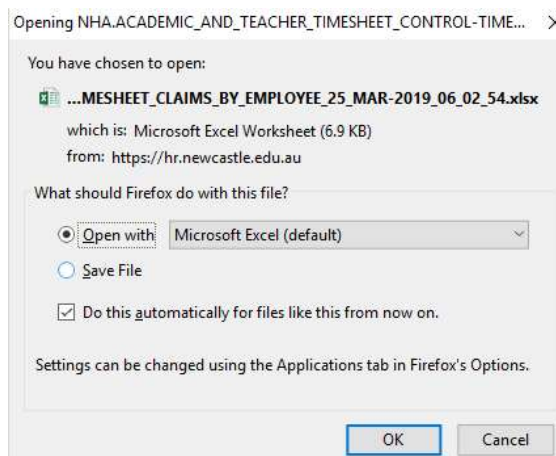
To export click on *Actions / Download*:



Then, select your download format:



Eg Excel:



And save or open the report:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Faculty - Division	School Unit	Name Report	Emp NO	Job No	Workdate	Course Code	Account No	Paycode	Paycode Desc	Total Un	Equivalent Hoi	Commen
1	Faculty of Engineering and Built Environment	School of Engineering				29.03.2018	CHEE2325	1020375---	M3	Marking - Standard	4.00	4.00	
2	Faculty of Engineering and Built Environment	School of Engineering				04.04.2018	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00	
3	Faculty of Engineering and Built Environment	School of Engineering				24.04.2018	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00	
4	Faculty of Engineering and Built Environment	School of Engineering				26.04.2018	CHEE2325	1020375---	M3	Marking - Standard	5.00	5.00	