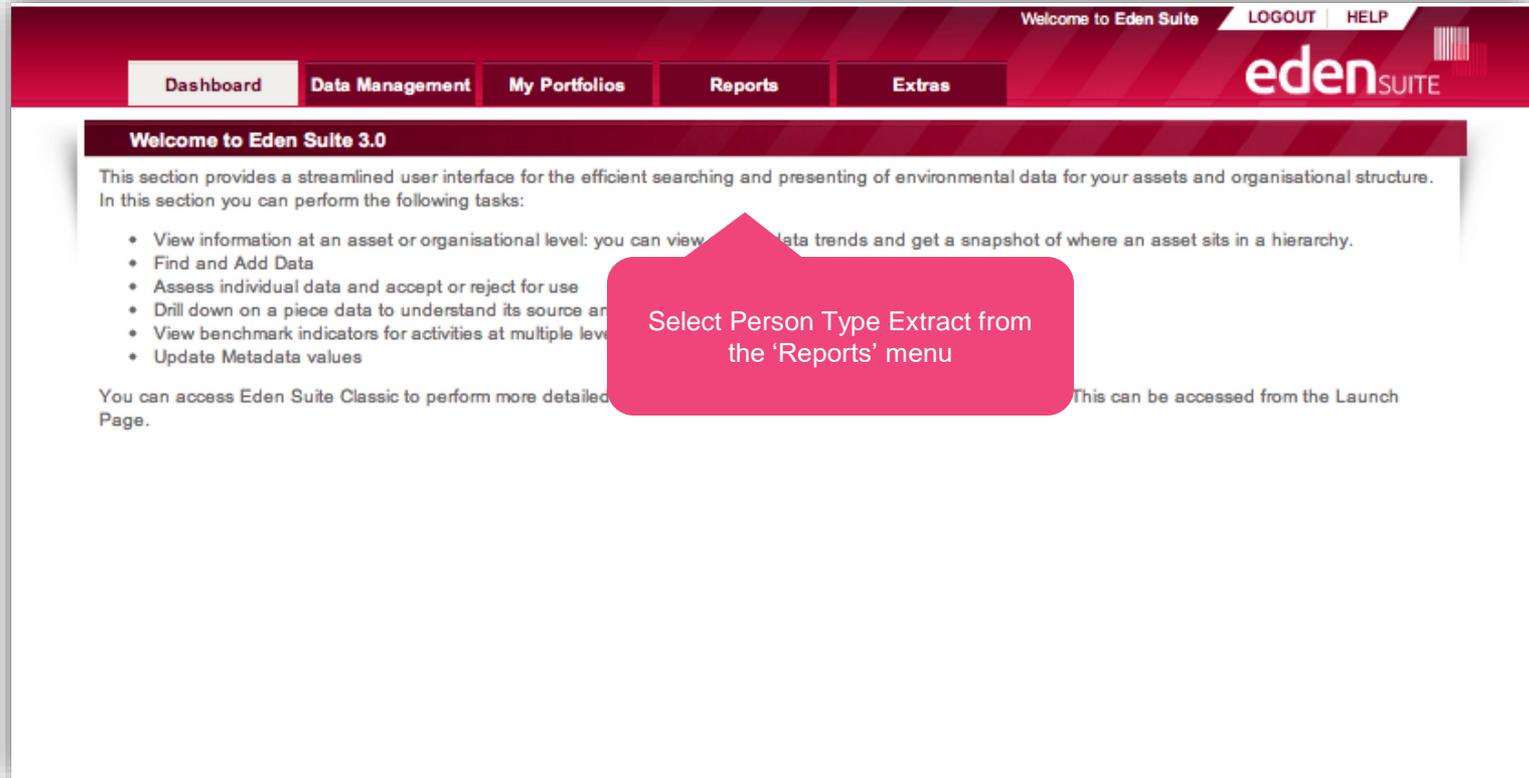


Person Type Extract



The screenshot displays the Eden Suite 3.0 interface. At the top, there is a navigation bar with the text "Welcome to Eden Suite" and links for "LOGOUT" and "HELP". Below this is a menu with options: "Dashboard", "Data Management", "My Portfolios", "Reports", and "Extras". The "Reports" menu is highlighted. A callout box points to the "Reports" menu with the text: "Select Person Type Extract from the 'Reports' menu".

Welcome to Eden Suite 3.0

This section provides a streamlined user interface for the efficient searching and presenting of environmental data for your assets and organisational structure. In this section you can perform the following tasks:

- View information at an asset or organisational level: you can view data trends and get a snapshot of where an asset sits in a hierarchy.
- Find and Add Data
- Assess individual data and accept or reject for use
- Drill down on a piece data to understand its source and
- View benchmark indicators for activities at multiple levels
- Update Metadata values

You can access Eden Suite Classic to perform more detailed tasks. This can be accessed from the Launch Page.

Person type Extract

Dashboard
Data Management
My Tenancy
Reports
GHG Inventory Report
Actuals Vs Estimates
Activity Indicator Report
Measurement Device Register
Organisation and Asset Total Usage/Cost
Interactive Inventory Report
All Reports...
Admin

Report Options

Report Preparation

- Bulk Accept / Reject Pending Data
- Duplicates
- Find Data Gaps
- Devices with Estimates Only
- Asset Zero Data Report

Usage

- Activity Indicator Report
- Actuals Vs Estimates
- Actuals Vs Estimates (with Org Hierarchy)
- GHG Inventory Report
- Multi-comparison
- Combined View
- Organisation and Asset Total Usage/Cost

Analysis

- Interactive Inventory Report
- Data Variance Report
- Apportioning Usage
- Direct Data Entry via Email (DDEVE) Log

Registers

- Measurement Device Attributes Register
- Organisation Register
- Organisation Attributes Register
- Relationship Register
- Relationship Attributes Register

For Upload

- Attributes Extract
- Person Type Extract

Dashboard

- Configure Dashboard

Report Content

- Find Report Content
- Add FRD Report Content

Victoria Health Service Reports

- Water and Energy Report Facility
- Water and Energy Performance Report
- Monthly Water and Energy Performance Report
- Public Environment Report
- Waste Report

Go to "All Report" in the Reports menu and select Person Type Extract

Person Type Extract

Person Type Extract

1 Extract relationship person values (eg FTE) which can then be edited and uploaded through Admin/DM Template Upload/Person Type Extract

2 Select search criteria to create your report.

⚠ Only the selected organisation and its immediate child organisations are considered.

Report Type *

Organisation Relationships

Organisation *

Example Organisation

Person Type *

TotalAreaM2

Active in which month *

Jun-18



Enter the Organisation that you want the person type data for (the report will also provide child organisation person types – but not grandchild organisations)

Select the person type
Enter the month
Then Click "Export"

Export

Clear

Person Type Extract

AutoSave Off personTypeRelationshipExtract (3).xls - Compatibility Mode - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Formula Bar: B5

	A	B	C	D	E	F	G	H
1	Person Type Extract Report/Report Type=Organisation Relationships/Organisation=Example Organisation							
2	Instructions							
3	-Add New Value: To add a new entry for the reported person type the (new) required value in the New Value							
4	-Note 1: Do not change the values in any columns except the New Value column							
5	-Note 2: Existing person type records for the relationship will be truncated or removed in order to create t							
6								
7	Organisation Name	Asset Name	Effective Date	Person Type	Current Value	New Value		
8	Example Organisation	Broadmead	Jun-18	TotalArea	-			
9	Example Organisation	Example A	Jun-18	TotalArea	30425.0			
10	Example Organisation	Orygen	Jun-18	TotalArea	5900.0			
11								
12								
13								

Enter the New Value for each row (or delete the row to retain the current value)

Save the exported file to your local drive

Attributes Extract

Dashboard

Data Management

My Tenancy

Reports

Admin

Exchange Mapping

Classification Administration

DM Template Upload

Master Activities

Activity Groups

Indicator Groups

All Admin...

Import Data Migration Template

Upload Template 

Admin Templates

Template Name	Upload History	Last File Uploaded
Asset Attributes Extract	View 	attributesAssetExtract2.xls
Measurement Device Attributes Extract	View 	attributesMeasurementDeviceExtract.xls
Relationships	View 	TestInMelbourne_Allocation_08_RelationshipsTemplate.xls
Organisation	View 	TestInMelbourne_Allocation_07_OrgHierarchyTemplate.xls
Measurement Device	View 	TestInMelbourne_Allocation_06_MeasurementDeviceTemplate.xls
Asset	View 	TestInMelbourne_Allocation_03_AssetTemplate_a.xls

Choose "DM Template Upload" under the Admin menu

Click on "Upload Template"

Attributes Extract

Upload Data Migration Templates

Please ensure any prior dependent templates are loaded without errors and have been set up.

Template Type *

- Organisation
- Relationships
- NGER Hierarchy
- Asset Attributes Extract**
- Measurement Device Attributes Extract
- Person Type Extract

Template File *

Choose "Person Type Extract" for the Template Type

Browse for the file you saved and click "Upload Template"