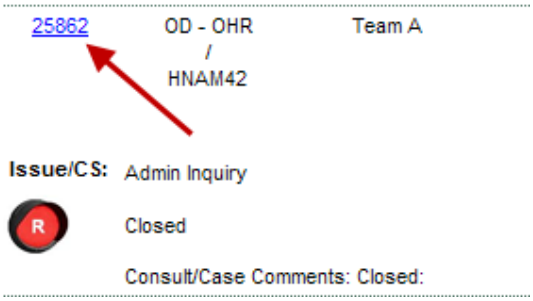
Understanding the ER Consultation Report

The ***ER Consultation Report*** provides users with comprehensive information on a particular ER Consultation action. This report is a 'sub-report' of the ER Employee History and ER Status Report. To access this report, *click* on the Consult # hyperlink within either report.



The ER Consultation Report provides detailed information in a vertical format. The report is separated into three sections: 1) Transaction Information, 2) Employee Information, and, 3) Consultation Information.

Sample ER Consultation Report

Transaction Information

Specialist:	Mike Mercado	**Team Leader:**	Susan Reider	**Branch Chief:**	Roman Lesiw	**Date Rec'd in HR**	08/15/12
IC:	OD - OHR	**Admin Code:**	HNAM442	**Org Initials:**	OM OHR WRD ELRB	**Requestor:**	Heather Defibaugh

Employee Information

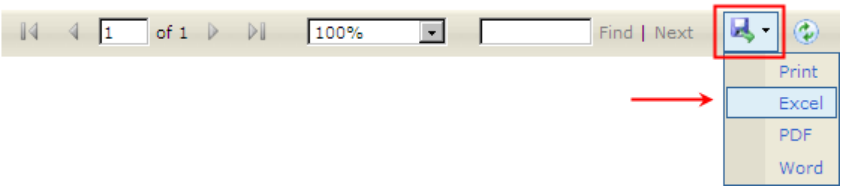
Employee Name:	LANETTA HOLLOWAY	**Employee ID:**	00129949	**Employee Admin Code:**	HNAM442
				Action Related to Employee:	Yes

Consultation Information

Consultative Services Category:	CS - Medical	**Consultative Services:**	Draft Documents	**Other:**
Consultation Comments / Archived:		**Date Closed:**	08/15/12	

Exporting and Printing

This report can be printed or exported to PDF or Word by clicking on the icon on the toolbar:



Note: This report is not designed to be exported to MS Excel.