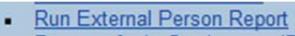


Run an External Person Report (CPTP)

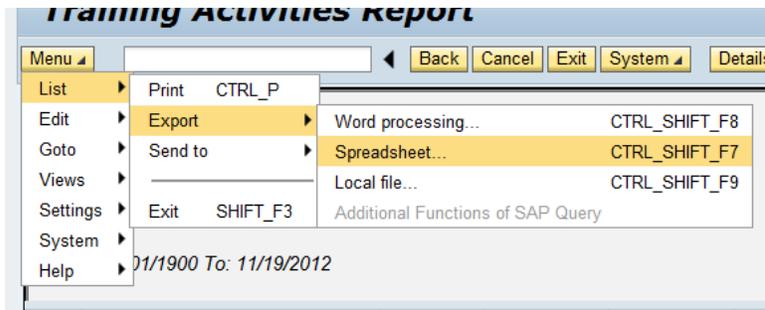
This report will provide a list of all external persons within a particular personnel area. It provides information such as names, e-mail addresses, personnel numbers, job titles, supervisory groups, and work parishes.

1. Click the **Run External Person Report** link. 
2. Enter the personnel area in **both** fields and click **Execute**.

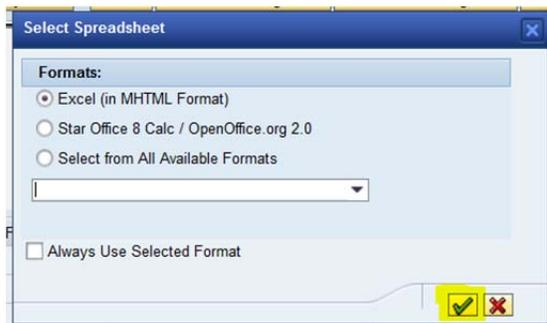


The screenshot shows a form with two input fields for "Personnel Area" separated by "to". Below the fields is a yellow "Execute" button.

3. Next, you need to export the report to Microsoft Excel.
4. Click the **Menu** button in the top left of the screen. 
5. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.

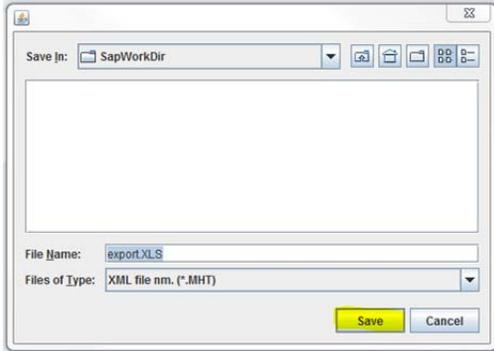


6. A window titled **Select Spreadsheet** will appear. Do not change anything in the window, the Excel option should already be selected. Click the **green check mark**.



CPTP Job Aids

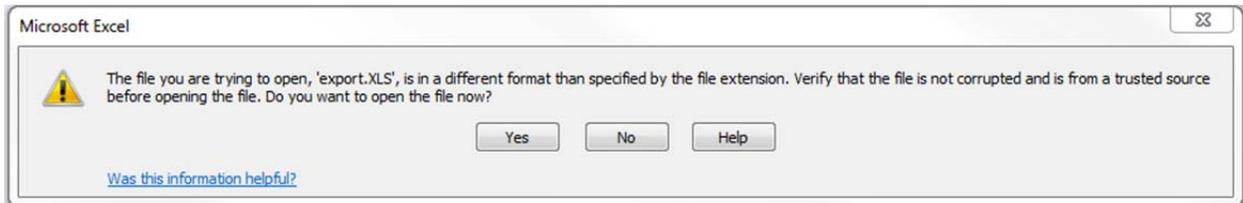
7. Now a window will appear, prompting you to save the exported spreadsheet. Do not change anything in this window either; the file name should stay as “export.xls”. Click **Save**.



8. When the box titled Save File As appears and asks you if you'd like to replace the file, click **Yes**.



9. When Excel opens, a warning message will appear that looks like the following picture. Click **Yes** to open the file.



10. If you are searching to see if an Employee has been entered into the system, search for the employee within the report. If you do not see the employee's name, an external ID has not been created.