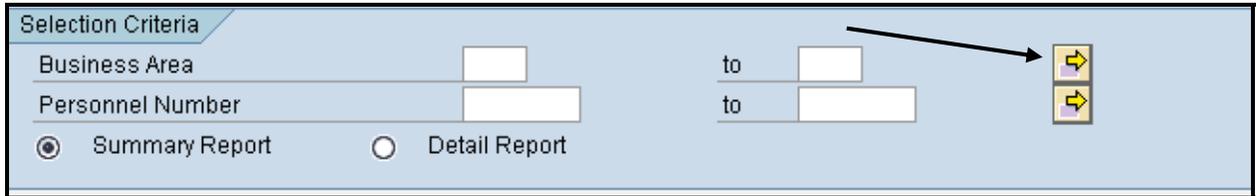


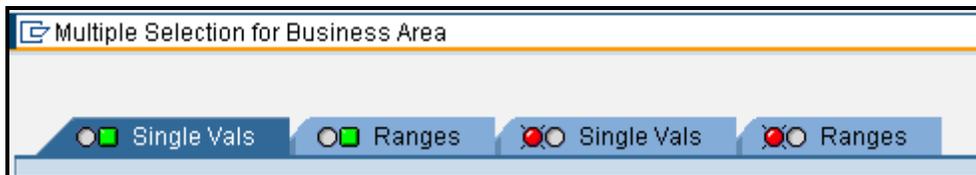
Upgrade Change: Multiple Selection

In a number of reports, there is a change in the appearance of the Multiple Selection option. To access Multiple Selection options select the yellow arrow on a report transaction.

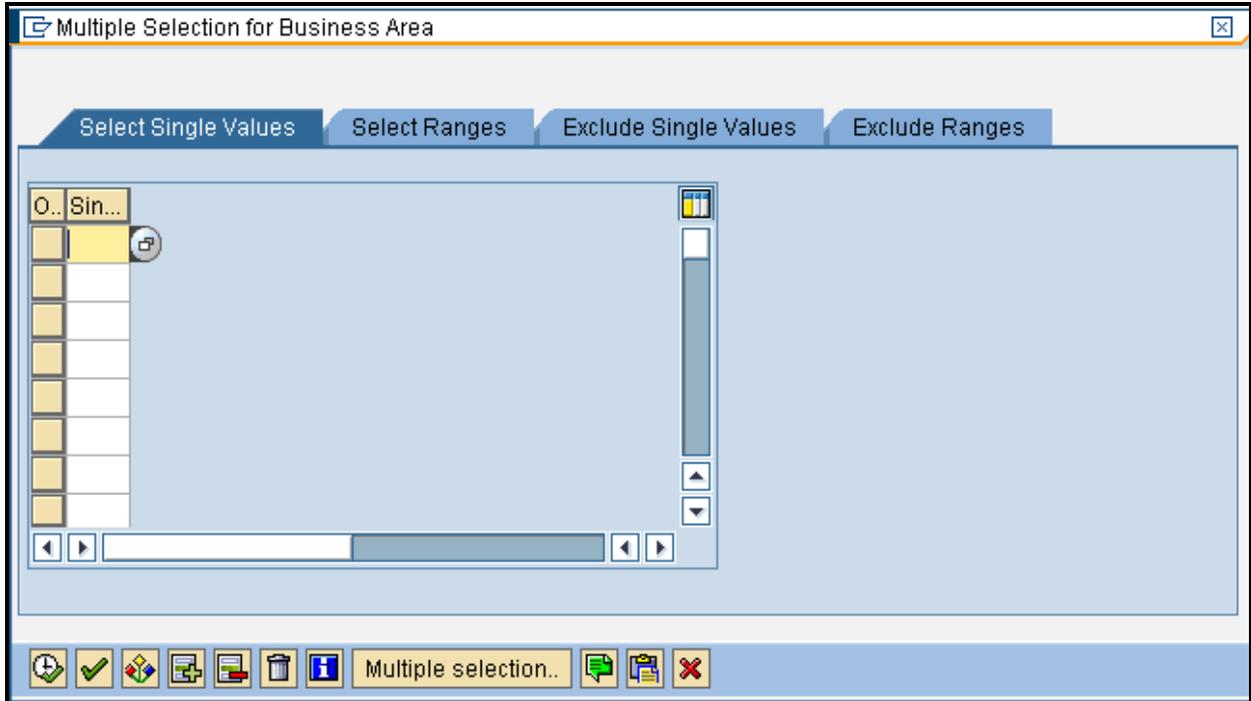


A screenshot of a 'Selection Criteria' dialog box. It contains two rows of input fields: 'Business Area' and 'Personnel Number', each with a 'to' field. Below these are two radio buttons: 'Summary Report' (selected) and 'Detail Report'. On the right side, there are two yellow arrows pointing right, with a black arrow pointing to the top one.

In the past, there were green or red symbols to indicate what is or is not to be included.

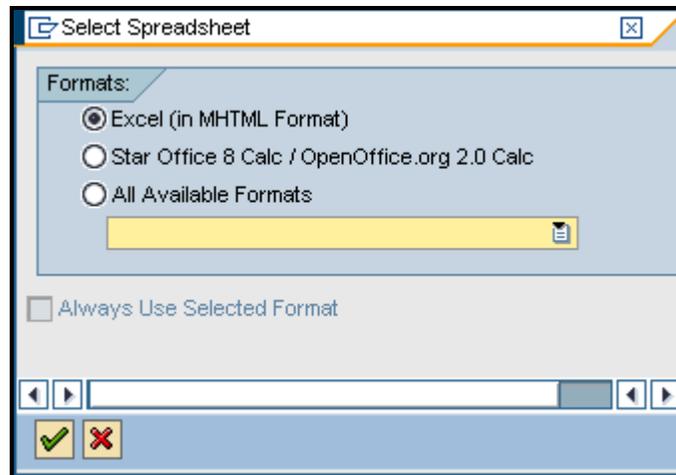


These symbols are replaced with words to simplify the set-up of the criteria. "Select" indicates what informational parameters to include and "Exclude" indicates what informational parameters to exclude.

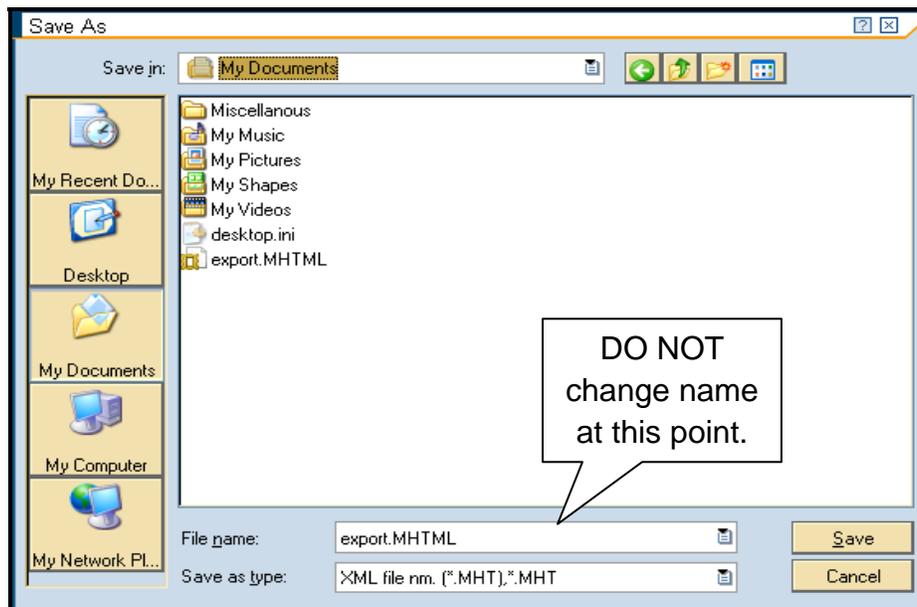


Upgrade Change: Downloading Reports

In some reports, when a user downloads report information, a new dialog box displays. The new dialog box contains three options.



1. Format: Excel (in MHTML Format): When used, this format utilizes a common file (exportMHTML.MHT). If you select this option, **DO NOT** change the filename. Instead, select the location where you want the file stored and click **Save**.



This puts the report into Excel, allowing you to review the data. If the information needs to be saved, save the open Excel file; however, use a different file name at this point.

Each time the “exportMHTML.MHT” format is used in AASIS, new data overwrites the existing data in the exportMHTML.MHT file.

2. Format: Star Office 8 Cal / OpenOffice.org 2.0 Calc: Do not use this format because it requires the usages of Star Office 8 Calc programs by Sun Microsystems.
3. Format: All Available Formats: This format allow users to select from a list of format options.

For example, if you use Excel 2003, select the format **Excel (in Office 2003 XML Format)**. If you use later versions of Excel, select **Excel (In Existing XXL Format)** to continue with the download.

