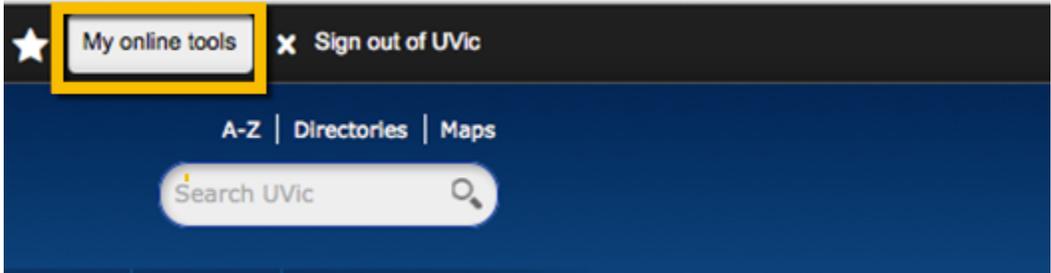
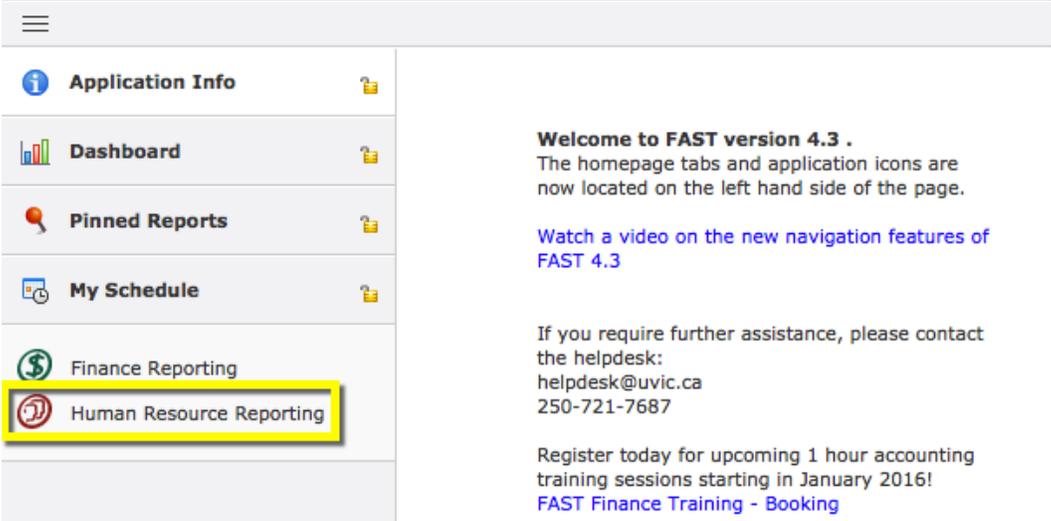


# Dynamic selections

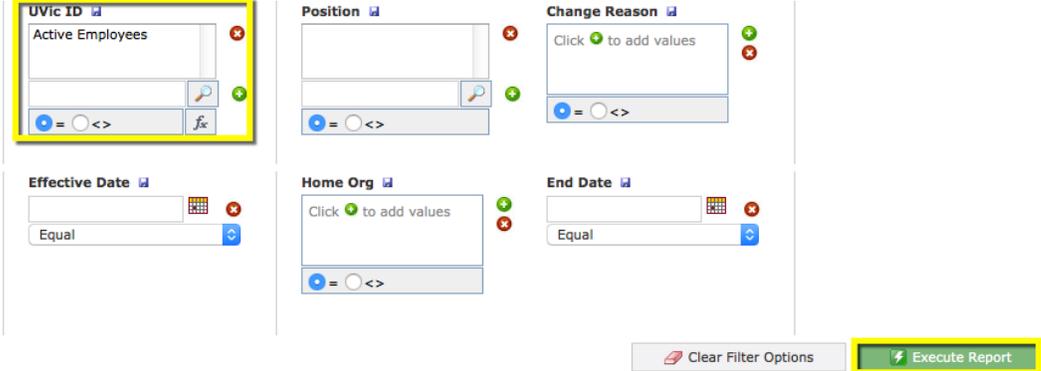
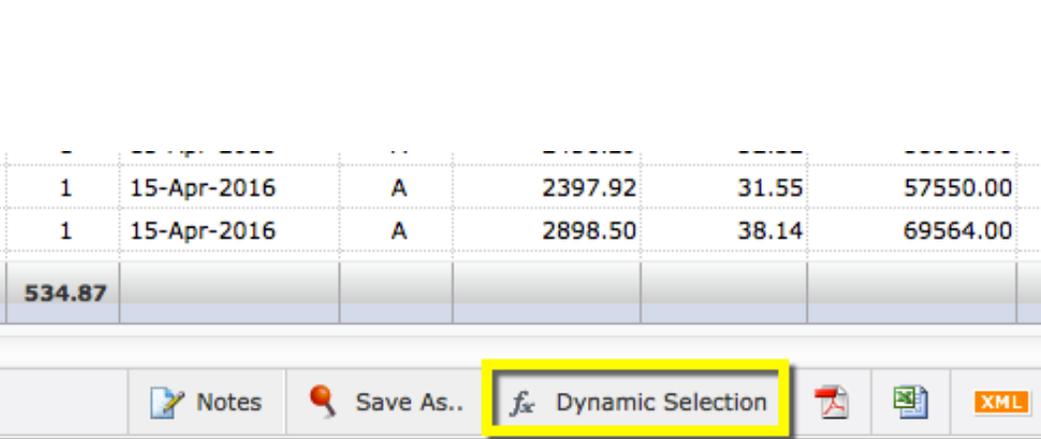
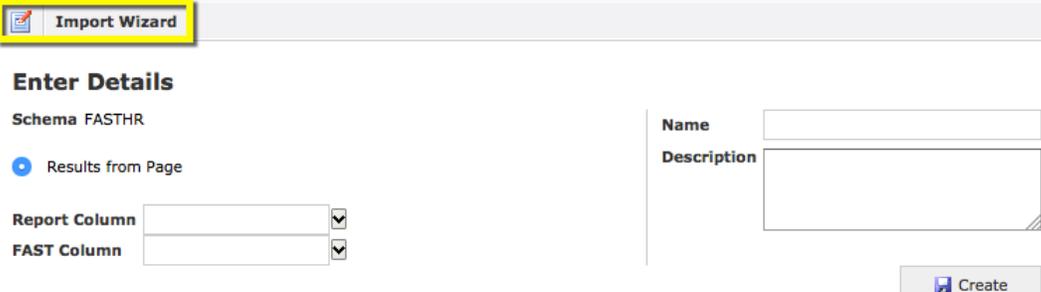
This quick guide describes how to set up and run queries using dynamic selections. Dynamic selections allow you to run reports using your own data sets from other sources (e.g. Excel spreadsheets). You can also create dynamic selections from FAST HR reports.

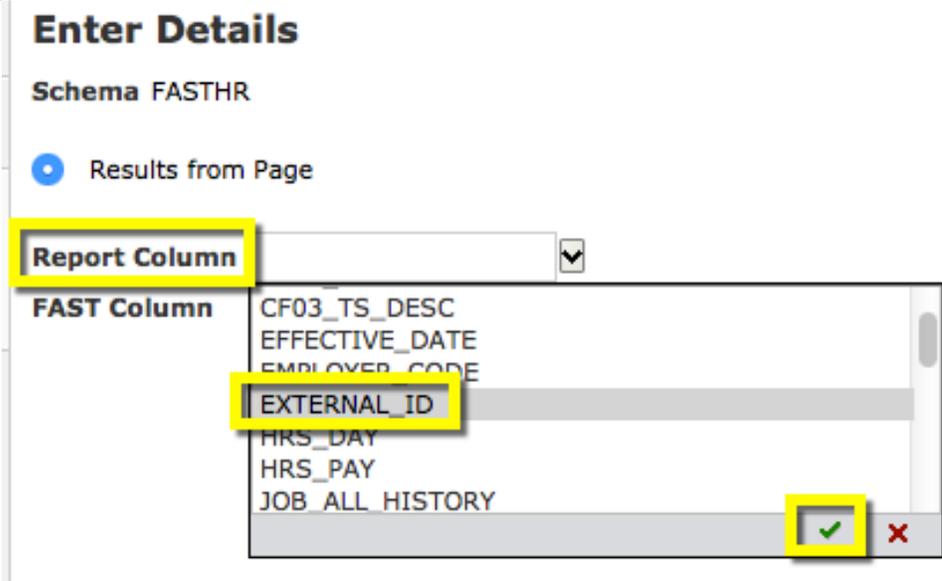
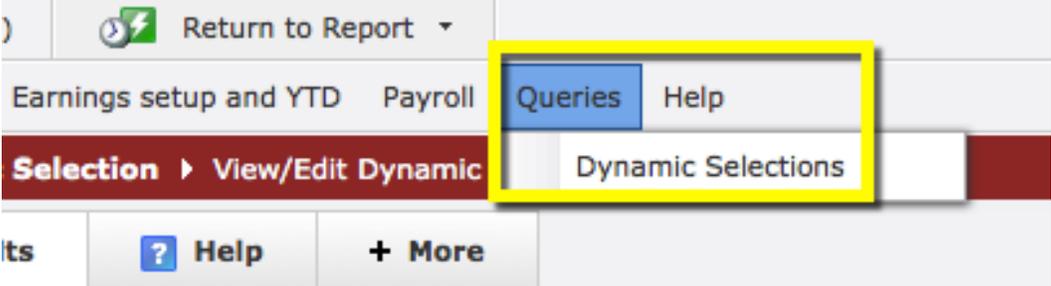
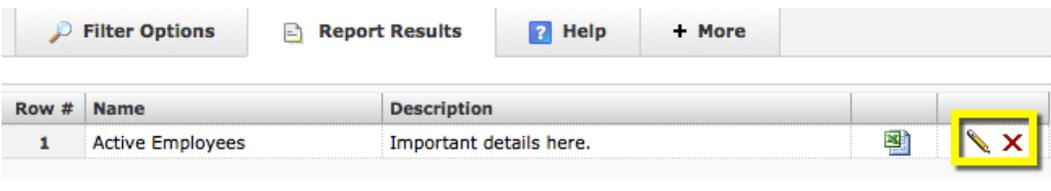
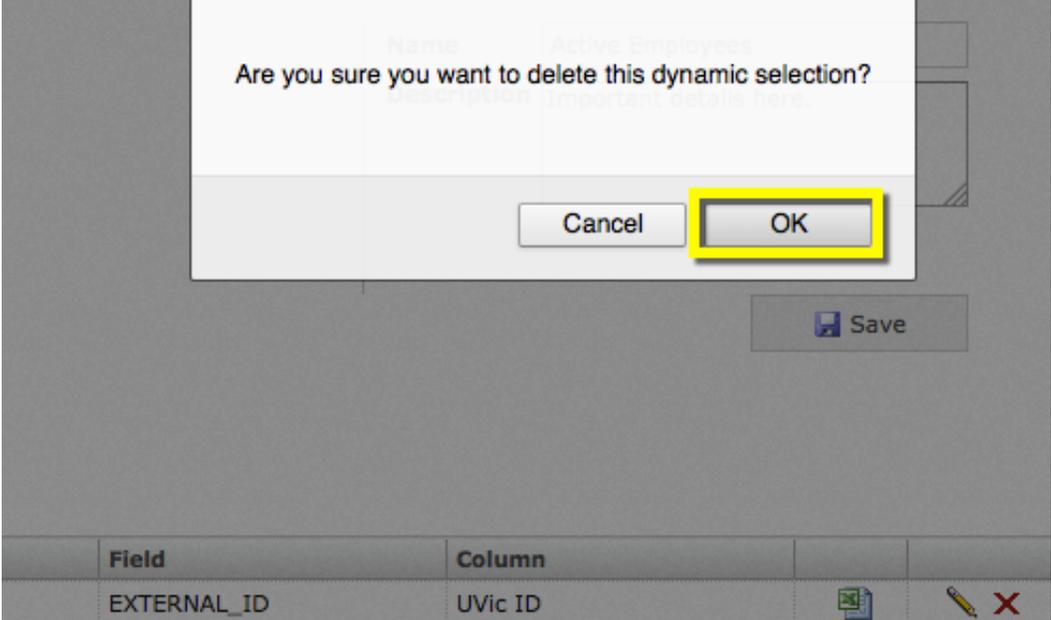
For more resources, including a guide on *FAST HR codes*, visit [www.uvic.ca/hr/fasthr](http://www.uvic.ca/hr/fasthr).

#	Instructions	Screenshot
1	Log in to UVic. From the <b>My online tools</b> menu, choose FAST.	
2	From the Applications list on the left, choose <i>Human Resource Reporting</i> .	
3	Choose the <b>Queries</b> tab, then <b>Dynamic Selections</b> .	

#	Instructions	Screenshot
4	<p>Choose <b>Add New</b> to create a new dynamic selection.</p> <p><b>TIP:</b> After you have created one dynamic selection, the <b>Add New</b> button will appear in the lower left corner of the screen.</p>	
5	<p>The <b>Import Wizard</b> screen will appear. The most common method of creating a dynamic selection is to import an Excel spreadsheet. Select <b>Import from an Excel file</b> and click <b>Browse</b> to find the file on your computer.</p>	
6	<p>Once you have uploaded the file from your computer, the file name will appear next to the <b>Browse</b> button. Choose <b>Import</b>.</p>	
7	<p>Open the <b>Worksheet</b> dropdown list. Select the tab in your worksheet that contains the data you wish to use. Click the green checkmark.</p>	
8	<p>Open the <b>Report Column</b> dropdown list and choose the column that contains the UVic ID to link to the FAST tool. Click the green checkmark.</p>	

#	Instructions	Screenshot
9	<p>Open the <b>FAST Column</b> dropdown list and select <b>UVic ID (External_ID)</b>. Click the green checkmark.</p> <p><b>TIP:</b> To avoid scrolling, type "uv" then the down arrow in the <b>FAST Column</b> field.</p>	
10	<p>Enter a unique <b>Name</b> and <b>Description</b> for the dynamic selection. Choose <b>Create</b>.</p>	
11	<p>A <b>Success</b> message will appear.</p>	
12	<p>The dynamic selection will now be available in some reports. It will appear in the lower right corner of the filter box as an <b>fx</b> symbol.</p>	
13	<p>Click on the dynamic selection symbol. Choose the name of the selection you wish to use. Click on the green checkmark.</p>	

#	Instructions	Screenshot																		
14	To run the report, choose <b>Execute Report</b> .																			
15	<p><b>Creating a dynamic selection from a FAST report</b></p> <p>You may also create a dynamic selection from an existing FAST HR report (rather than from an Excel spreadsheet.)</p> <p>To do so, first execute the report. Choose <b>Dynamic Selection</b> from the options in the bottom right corner.</p>	 <table border="1" data-bbox="472 682 1513 856"> <tr> <td>1</td> <td>15-Apr-2016</td> <td>A</td> <td>2397.92</td> <td>31.55</td> <td>57550.00</td> </tr> <tr> <td>1</td> <td>15-Apr-2016</td> <td>A</td> <td>2898.50</td> <td>38.14</td> <td>69564.00</td> </tr> <tr> <td colspan="3"><b>534.87</b></td> <td></td> <td></td> <td></td> </tr> </table>	1	15-Apr-2016	A	2397.92	31.55	57550.00	1	15-Apr-2016	A	2898.50	38.14	69564.00	<b>534.87</b>					
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1	15-Apr-2016	A	2898.50	38.14	69564.00															
<b>534.87</b>																				
16	The import wizard will appear.																			

#	Instructions	Screenshot				
17	<p>Open the <b>Report Column</b> dropdown list, and select <b>EXTERNAL_ID</b>. Click the green checkmark.</p> <p>Go to <b>Step 9</b> in this guide and follow the instructions to create and save your dynamic selection.</p>					
18	<p>You can edit or delete dynamic selections at any time from the <b>Queries</b> tab &gt; <b>Dynamic Selections</b>.</p>					
19	<p>To edit a dynamic selection, click on the pencil tool. Update the Name, Description or other details as appropriate. Click <b>Save</b>.</p>					
20	<p>To delete a dynamic selection, click on the red X. Click <b>OK</b> in the dialogue box to confirm.</p>	 <table border="1" data-bbox="467 1785 1518 1873"> <thead> <tr> <th>Field</th> <th>Column</th> </tr> </thead> <tbody> <tr> <td>EXTERNAL_ID</td> <td>UVic ID</td> </tr> </tbody> </table>	Field	Column	EXTERNAL_ID	UVic ID
Field	Column					
EXTERNAL_ID	UVic ID					