

Replace SSN with Employee ID on a report

Summary:

Replacing SSN with Employee's ID

Problem / Goal:

Replacing SSN with Employee's ID on Reports

Solution:

1. From within Gradience click on **Reports** and Select a Report.
2. Click the **Custom Reports** icon at the top.
3. When the Custom Reports – (your report name) screen opens, click **Edit**. The Fast Report– the report template will open.
4. On the report right-click on **[Auxiliary Table]** and click on **Edit**. A pop-up window will open.
5. Change **SSN** to **EmployeeCode** and then, click the green checkmark to save the edit.

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