


How to Access PPDB Web Reports

Note: Before you can access any of the PPDB web reports you must have current PPDB security access. If you do not have access please contact group.ppdb@das.state.or.us for instructions on requesting access; or visit the HR Systems and Services web page at <http://www.das.state.or.us/DAS/HR/HRSS.shtml> and complete a PPDB Security Access Request.

1. **Open your web browser and navigate to:**


<https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055>



DASWHSGN: DAS Web-to-CICS Signon - Windows Internet Explorer

https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055

DASWHSGN: DAS Web-to-CICS Signon

 **DEPARTMENT OF ADMINISTRATIVE SERVICES**
Oregon State Data Center: SDC Service Desk 503-373-1000

Document: DASWHSGN Region: GEN3CICS **Mainframe Security Signon** Date/Time: 03/31/2009 13:07:52

Please enter your DAS Mainframe Userid/Password to sign-on

For assistance with your DAS Mainframe Userid/Password, please email: DAS RACE User Admin; and include your User-name and User-id in the request.

Signon Information	Signon Value
Userid	<input type="text"/>
Current Password	<input type="password"/>
Optional Change Password	<input type="password"/> (Max 8 chars)
Confirm Changed Password	<input type="password"/> (Same 8 chars as above)

Please enter your CICS Signon information.

2. Enter your DAS CICS User ID and Password and click Submit.

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Browser Title: DASWHSN: DAS Web-to-CICS Signon - Windows Internet Explorer
- Address Bar: https://columbia.das.state.or.us:3015/cics/pw55/ppdpw055
- Search Bar: Google
- Page Title: DASWHSN: DAS Web-to-CICS Signon

The main content area of the page features the Oregon State Department of Administrative Services logo and the following text:

DEPARTMENT OF ADMINISTRATIVE SERVICES
Oregon State Data Center: SDC Service Desk 503-373-1000

Document: DASWHSN Region: DASCICST **Mainframe Security Signon** Date/Time: 03/31/2009 13:21:22

Please enter your DAS Mainframe Userid/Password to sign-on

For assistance with your DAS Mainframe Userid/Password, please email: [DAS RACF User Admin](#); and include your User-name and User-id in the request.

Signon Information	Signon Value
Userid	<input type="text" value="USERID"/>
Current Password	<input type="password" value="....."/>
Optional Change Password	<input type="text"/> (Max 8 chars)
Confirm Changed Password	<input type="text"/> (Same 8 chars as above)

Please enter your CICS Signon information.

3. Click on the link for the report that you want to view. The report link describes the type of report and the date the data was generated.

The example below shows the link to the Statewide EEO report by Job Group which was generated on 2/28/09. Agency Specific reports will begin with the agency number while statewide reports will begin with 'State'.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://columbia.das.state.or.us:3015/cics/pw55/ppdpw055>. The page content includes the following elements:

- Page Title:** PICS - PPDB Online Report Delivery
- Logo:** A circular seal of the State of Oregon is located in the top left corner.
- Current Date/Time:** The current date/time is: 03/31/09 13:21:30
- Welcome Message:** Welcome BRANDON DOLQUIST (DASBT52). The following reports are available for you to view:
- Report Categories:** The reports are organized into two columns: **PICS** and **PPDB**.
- Report List:** A list of available reports is shown, including:
 - STATE AUDIT STATEWIDE SEPARATION REPORT 2009-02-28
 - STATE AUDIT SUMMARY REPORT 2008-12-29
 - STATE AUDIT SUMMARY REPORT 2009-01-05
 - STATE AUDIT SUMMARY REPORT 2009-02-18
 - STATE AUDIT SUMMARY REPORT 2009-02-28
 - STATE BUDGET COMP PLAN FOR MONTH 2008-02-17
 - STATE BUDGET COMP PLAN FOR MONTH 2009-02-19
 - STATE CURRENT COMP PLAN FOR MONTH 2008-02-17
 - STATE CURRENT COMP PLAN FOR MONTH 2009-02-19
 - STATE EEO - JOB GROUP 2008-11-30
 - STATE EEO - JOB GROUP 2008-12-31
 - STATE EEO - JOB GROUP 2009-02-28
 - STATE FUTURE COMP PLAN FOR MONTH 2008-02-17
 - STATE FUTURE COMP PLAN FOR MONTH 2009-02-19
 - STATE MVACLIST CURRENT REGULAR STATEWIDE 2008-12-29
 - STATE MVACLIST CURRENT REGULAR STATEWIDE 2009-02-18
 - STATE MVACLIST CURRENT SEASONAL STATEWIDE 2008-12-29
 - STATE MVACLIST CURRENT SEASONAL STATEWIDE 2009-02-18
 - STATE PRIOR COMP PLAN FOR MONTH 2008-02-17
 - STATE PRIOR COMP PLAN FOR MONTH 2009-02-19
 - STATE RANGE COMP PLAN FOR MONTH 2008-02-17
 - STATE RANGE COMP PLAN FOR MONTH 2009-02-19
 - 09000 PPDB - SECURITY USER REPORT 2008-12-30
 - 09000 PPDB - SECURITY USER REPORT 2009-01-26
 - 10000 AUDIT DETAIL REPORT 2008-12-29
 - 10000 AUDIT DETAIL REPORT 2009-01-05
 - 10000 AUDIT DETAIL REPORT 2009-02-18

An arrow points to the link "STATE EEO - JOB GROUP 2009-02-28" in the PPDB column.

4. After clicking on the link for the report that you want to view a file download confirmation box will appear. Click 'Open' to view the report or 'Save' to save the report.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://columbia.das.state.or.us:3015/cics/pw55/ppdpw055>. The page title is "PICS - PPDB Online Report Delivery". The current date/time is 03/31/09 13:33:39. The user is identified as BRANDON DOLQUIST (DASBT52). A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file details are: Name: GADE1925.CSV, Type: Microsoft Excel Worksheet, 106KB, From: columbia.das.state.or.us. The dialog has "Open", "Save", and "Cancel" buttons. Below the buttons, there is a checked option "Always ask before opening this type of file" and a warning icon with the text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)".

The background page lists the following reports available for viewing:

- [STATEWIDE SEPARATION REPORT 2009-02-28](#)
- [PARY REPORT 2008-12-29](#)
- [PARY REPORT 2009-01-05](#)
- [PARY REPORT 2009-02-18](#)
- [PARY REPORT 2009-02-28](#)
- [IP PLAN FOR MONTH 2008-02-17](#)
- [IP PLAN FOR MONTH 2009-02-19](#)
- [MP PLAN FOR MONTH 2008-02-17](#)
- [MP PLAN FOR MONTH 2009-02-19](#)
- [GROUP 2008-11-30](#)
- [GROUP 2008-12-31](#)
- [GROUP 2009-02-28](#)
- [IP PLAN FOR MONTH 2008-02-17](#)
- [IP PLAN FOR MONTH 2009-02-19](#)
- [CURRENT REGULAR STATEWIDE 2008-12-29](#)
- [STATE MVA CLIST CURRENT REGULAR STATEWIDE 2009-02-18](#)
- [STATE MVA CLIST CURRENT SEASONAL STATEWIDE 2008-12-29](#)
- [STATE MVA CLIST CURRENT SEASONAL STATEWIDE 2009-02-18](#)
- [STATE PRIOR COMP PLAN FOR MONTH 2008-02-17](#)
- [STATE PRIOR COMP PLAN FOR MONTH 2009-02-19](#)
- [STATE RANGE COMP PLAN FOR MONTH 2008-02-17](#)
- [STATE RANGE COMP PLAN FOR MONTH 2009-02-19](#)
- [09000 PPDB - SECURITY USER REPORT 2008-12-30](#)
- [09000 PPDB - SECURITY USER REPORT 2009-01-26](#)
- [10000 AUDIT DETAIL REPORT 2008-12-29](#)
- [10000 AUDIT DETAIL REPORT 2009-01-05](#)
- [10000 AUDIT DETAIL REPORT 2009-02-18](#)

- In order to keep and sort the data how you want you must first save the report. Select the 'Save As' option from your browser.

The screenshot shows a web browser window with the address bar displaying <https://columbia.das.state.or.us:3015/cics/pw55/ppdpw055/GADE192S.CSV>. The browser's context menu is open, with the 'Save As...' option highlighted. The background shows a table with the following columns: A, B, C, D, E, F, G, H, I, J, K, L. The table contains data for various job categories, including 'STATE A01 MIDDLE MANAGEMENT (SR 24-30)', 'STATE A02 UPPER MANAGEMENT (SR 31+)', and 'STATE B01 ENGINEER/ARCHITECT'. The table also includes columns for 'TOTL', 'EMF', 'MEN', 'FT', 'MEN %', 'WOMEN', 'FWOM', 'FT', 'POC', and 'L'.

A	B	C	D	E	F	G	H	I	J	K	L
1	AGY	02/28/09	STATISTICS - EEO CATEGORY	TOTL	EMF	MEN	FT	MEN %	WOMEN	FWOM	
2	STATE	A01	MIDDLE MANAGEMENT (SR 24-30)	1121	488	43.53%	633	56.47%	830.5	30.5	236
3	STATE	A02	UPPER MANAGEMENT (SR 31+)	1965	1183	60.20%	782	39.80%	1138	6.8	66
4	STATE	A	OFFICIAL/ADMINISTRATOR	3086	1671	54.14%	1415	45.86%	2071	11.8	11
5	STATE	B01	ENGINEER/ARCHITECT	328	284	86.58%	44	13.42%	472	16.2	4
6	STATE	B02	COMMUNICATION/EDITOR	178	97	54.49%	81	45.51%	198	11.0	7
7	STATE	B03	TEACHER/EDUCATION	170	59	34.70%	111	65.30%	111	6.5	6
8	STATE	B04	NURSE/HEALTH	760	201	26.44%	559	73.56%	760	7.1	9
9	STATE	B05	PHYSICIAN/DENTIST/VERTERINARN	113	79	69.91%	34	30.09%	113	13	11
10	STATE	B06	FOOD SERVICE MANAGER	30	6	20.00%	24	80.00%	30	0	0
11	STATE	B07	PURCHASING AGENT/ANALYST	258	89	34.49%	169	65.51%	258	21	8
12	STATE	B08	NATURAL RESOURCE	1584	1090	68.81%	494	31.19%	1584	89	5
13	STATE	B09	SOCIAL SCIENCE/PLANNER/RESRCHR	447	216	48.32%	231	51.68%	447	54	12
14	STATE	B10	PERSONNEL/EMPLOYMENT	1442	642	44.52%	800	55.47%	1442	30.5	16
15	STATE	B11	INSPECTOR/COMPLIANCE/INVESTGTR	732	321	43.85%	411	56.14%	732	96	13
16	STATE	B12	COMPUTER ANALYST	1439	992	68.93%	447	31.06%	1439	19.2	170
17	STATE	B13	ATTORNEY/HEARINGS OFFICER	434	213	49.07%	221	50.92%	434	36	8
18	STATE	B14	LIBRARIAN/ARCHIVAL SPECIALIST	24	13	54.16%	11	45.83%	24	16.8	2
19	STATE	B15	ACCOUNTING/FINANCE/REVENUE	833	349	41.89%	484	58.10%	833	441.4	115
20	STATE	B16	PROGRAM COORDINATOR/ANALYST	1859	607	32.65%	1252	67.34%	1859	764	194
21	STATE	B17	SOCIAL SERVICES	2767	608	21.97%	2159	78.02%	2767	1660.2	455
22	STATE	B18	LIEUTENANT/CAPTIAN/PILOT	162	136	83.95%	26	16.04%	162	25.1	17
23	STATE	B19	RIGHTOFWAY/TIMBER AUD/APPRASIR	108	66	61.11%	42	38.88%	108	27.4	5
24	STATE	B	PROFESSIONALS	13668	6068	44.39%	7600	55.60%	13668	59.2	1628
25	STATE	C01	HEALTH	167	31	18.56%	136	81.43%	167	126	23
26	STATE	C02	ENGINEERING/CONSTRUCTION	590	483	81.86%	107	18.13%	590	113.8	6.8
27	STATE	C03	SCIENCE	38	36	94.73%	2	5.26%	38	18.2	16.2
28	STATE	C04	COMPUTER	83	42	50.60%	41	49.39%	83	29.8	6
29	STATE	C05	AUDIO-VISUAL	53	22	41.50%	31	58.49%	53	21.5	4
30	STATE	C06	REVENUE AGENT/EXAMINER	232	58	25.00%	174	75.00%	232	157.9	34
31	STATE	C07	AGRICULTURE INSPECTOR	65	35	53.84%	30	46.15%	65	17.2	2
32	STATE	C08	NATURAL RESOURCE	263	237	90.11%	26	9.88%	263	80.2	54.2
33	STATE	C09	ELECTRONICS	125	116	92.80%	9	7.20%	125	18.7	9.7
34	STATE	C10	WEIGHMASTER	89	69	77.52%	20	22.47%	89	31.8	11.8
35	STATE	C11	STUDENT PRO/TECH OFFICE SYSTEM	0	0	0.00%	0	0.00%	0	0	0
36	STATE	C12	SAFETY INSPECTOR	114	104	91.22%	10	8.77%	114	31.3	7

- Select where you want to save the data, the file name you want to save the report as, and select the type of file as 'Microsoft Office Excel Workbook (*.xls)' then click save.

The screenshot shows a web browser window displaying a CSV file titled "STATISTICS - EEO CATEGORY". The browser address bar shows the URL: <https://columbia.das.state.or.us:3015/cics/pw55/ppdpw055/GADE192S.CSV>. A "Save As" dialog box is open, showing the file name "EEO_022809.xls" and the save type "Microsoft Office Excel Workbook (*.xls)". The dialog box is set to save to the "Desktop" location. The background shows a table with columns for "AGY", "STATE", "EEO CATEGORY", "TOTL EMF", "MEN FT", "MEN %", "WOMEN F", "WOMEN %", "WOMEN FT", "WOMEN %", "WOMEN FT", "WOMEN %", "WOMEN FT", "WOMEN %", "WOMEN FT", "WOMEN %".

AGY	STATE	EEO CATEGORY	TOTL EMF	MEN FT	MEN %	WOMEN F	WOMEN %	WOMEN FT	WOMEN %	WOMEN FT	WOMEN %	WOMEN FT	WOMEN %	WOMEN FT	WOMEN %
1	AGY	02/28/09 STATISTICS - EEO CATEGORY													
2	STATE	A01 MIDDLE MAN	482											135	12.8
3	STATE	A02 UPPER MAN	19.1											159	8.3
4	STATE	A OFFICIAL/AD												294	9.1
5	STATE	B01 ENGINEER/A	40.3											29	8.2
6	STATE	B02 COMMUNICAT	74.2											14	7.4
7	STATE	B03 TEACHER/EI	40.9											11	6.1
8	STATE	B04 NURSE/HEA	535											71	9.9
9	STATE	B05 PHYSICIAN/I	37.7											3.7	13.1
10	STATE	B06 FOOD SERV	15.8											0	0.0
11	STATE	B07 PURCHASIN	11.4											21	8.8
12	STATE	B08 NATURAL RE	97.5											89	5.5
13	STATE	B09 SOCIAL SCIE	95.3											54	12.2
14	STATE	B10 PERSONNEL	30.5											30.5	236.16
15	STATE	B11 INSPECTOR	352											96	13.3
16	STATE	B12 COMPUTER	66.2											19.2	170.11
17	STATE	B13 ATTORNEY/A	32.8											36	8.8
18	STATE	B14 LIBRARIAN/A	16.8											5.8	2.8
19	STATE	B15 ACCOUNTIN	41.4											115	13.3
20	STATE	B16 PROGRAM C	764											194	10.0
21	STATE	B17 SOCIAL SER	60.2											455	16.6
22	STATE	B18 LIEUTENANT	25.1											17	10.0
23	STATE	B19 RIGHTOFWA	27.4											5	4.4
24	STATE	B PROFESSION												59.2	1628.11
25	STATE	C01 HEALTH	126											23	13.3
26	STATE	C02 ENGINEERING/CONSTRUCTION	590	483	81.86%	107	18.13%	19.30%	113.8	6.8	66	11.1			
27	STATE	C03 SCIENCE	38	36	94.73%	2	5.26%	47.90%	18.2	16.2	4	10.0			
28	STATE	C04 COMPUTER	83	42	50.60%	41	49.39%	36.00%	29.8		6	7.7			
29	STATE	C05 AUDIO-VISUAL	53	22	41.50%	31	58.49%	40.60%	21.5		4	7.7			
30	STATE	C06 REVENUE AGENT/EXAMINER	232	58	25.00%	174	75.00%	68.10%	157.9		34	14.4			
31	STATE	C07 AGRICULTURE INSPECTOR	65	35	53.84%	30	46.15%	26.60%	17.2		2	3.3			
32	STATE	C08 NATURAL RESOURCE	263	237	90.11%	26	9.88%	30.50%	80.2	54.2	13	4.4			
33	STATE	C09 ELECTRONICS	125	116	92.80%	9	7.20%	15.00%	18.7	9.7	4	3.3			
34	STATE	C10 WEIGHMASTER	89	69	77.52%	20	22.47%	35.80%	31.8	11.8	11	12.2			
35	STATE	C11 STUDENT PRO/TECH OFFICE SYSTEM	0	0	0.00%	0	0.00%	0.00%	0		0	0.0			
36	STATE	C12 SAFETY INSPECTOR	114	104	91.22%	10	8.77%	27.50%	31.3	21.3	7	6.6			

8. Open the report you just saved with Excel and now you may sort the data how you like.

The screenshot shows a Microsoft Excel spreadsheet titled "EEO_022809.xls". The spreadsheet contains a table with the following columns: A (AGY), B (STATE), C (TOTL EMP), D (MEN FT), E (MEN %), F (WOMEN FT), G (WOMEN %), H (?WOMEN %), I (?WOMEN <), J (POC FT), and K (POC). The data is sorted by the 'AGY' column in ascending order. A 'Sort' dialog box is open, showing the 'Sort by' dropdown set to 'AGY' and the 'Sort by' radio button selected for 'Ascending'. The dialog also shows 'My data range has' options for 'Header row' and 'No header row', with 'Header row' selected. The 'Options...' button is visible at the bottom of the dialog.

	A	B	C	D	E	F	G	H	I	J	K	L
1	AGY	02/28/09 STATISTICS - EEO CATEGORY	TOTL EMP	MEN FT	MEN %	WOMEN FT	WOMEN %	?WOMEN %	?WOMEN <	POC FT	POC	
2	STATE	A01 MIDDLE MANAGEMENT (SR 24-30)	1121	488	43.53%	633	56.46%	43.00%	482		135	12.
3	STATE	A02 UPPER MANAGEMENT (SR 31+)	1965	1183	60.20%	782	39.79%	36.60%	719.1		159	8.
4	STATE	A OFFICIAL/ADMINISTRATOR	3086	1671	54.14%	1415	45.85%				294	9.
5	STATE	B01 ENGINEER/ARCHITECT					13.41%	12.30%	40.3		29	8.
6	STATE	B02 COMMUNICATION/EDITOR					45.50%	41.70%	74.2		14	7.
7	STATE	B03 TEACHER/EDUCATION					65.29%	59.40%	100.9		11	6.
8	STATE	B04 NURSE/HEALTH					73.55%	70.40%	535		71	9.
9	STATE	B05 PHYSICIAN/DENTIST/VERTERINARN					30.08%	33.40%	37.7	3.7	13	11.
10	STATE	B06 FOOD SERVICE MANAGER					80.00%	52.90%	15.8		0	0.
11	STATE	B07 PURCHASING AGENT/ANALYST					65.50%	43.20%	111.4		21	8.
12	STATE	B08 NATURAL RESOURCE					31.18%	25.10%	397.5		89	5.
13	STATE	B09 SOCIAL SCIENCE/PLANNER/RESRCHR					51.67%	43.70%	195.3		54	12.
14	STATE	B10 PERSONNEL/EMPLOYMENT					55.47%	57.60%	830.5	30.5	236	16.
15	STATE	B11 INSPECTOR/COMPLIANCE/INVESTGTR					56.14%	48.10%	352		96	13.
16	STATE	B12 COMPUTER ANALYST					31.06%	32.40%	466.2	19.2	170	11.
17	STATE	B13 ATTORNEY/HEARINGS OFFICER					50.92%	30.60%	132.8		36	8.
18	STATE	B14 LIBRARIAN/ARCHIVAL SPECIALIST					45.83%	70.40%	16.8	5.8	2	8.
19	STATE	B15 ACCOUNTING/FINANCE/REVENUE					58.10%	53.00%	441.4		115	13.
20	STATE	B16 PROGRAM COORDINATOR/ANALYST					67.34%	41.10%	764		194	10.
21	STATE	B17 SOCIAL SERVICES					78.02%	60.00%	1660.2		455	16.
22	STATE	B18 LIEUTENANT/CAPTIAN/PILOT	162	136	83.95%	26	16.04%	15.50%	25.1		17	10.
23	STATE	B19 RIGHTOFWAY/TIMBER AUD/APPRAIISR	108	66	61.11%	42	38.88%	25.40%	27.4		5	4.
24	STATE	B PROFESSIONALS	13668	6068	44.39%	7600	55.60%			59.2	1628	11.
25	STATE	C01 HEALTH	167	31	18.56%	136	81.43%	75.50%	126		23	13.
26	STATE	C02 ENGINEERING/CONSTRUCTION	590	483	81.86%	107	18.13%	19.30%	113.8	6.8	66	11.
27	STATE	C03 SCIENCE	38	36	94.73%	2	5.26%	47.90%	18.2	16.2	4	10.
28	STATE	C04 COMPUTER	83	42	50.60%	41	49.39%	36.00%	29.8		6	7.
29	STATE	C05 AUDIO-VISUAL	53	22	41.50%	31	58.49%	40.60%	21.5		4	7.
30	STATE	C06 REVENUE AGENT/EXAMINER	232	58	25.00%	174	75.00%	68.10%	157.9		34	14.
31	STATE	C07 AGRICULTURE INSPECTOR	65	35	53.84%	30	46.15%	26.60%	17.2		2	3.
32	STATE	C08 NATURAL RESOURCE	263	237	90.11%	26	9.88%	30.50%	80.2	54.2	13	4.
33	STATE	C09 ELECTRONICS	125	116	92.80%	9	7.20%	15.00%	18.7	9.7	4	3.
34	STATE	C10 WEIGHMASTER	89	69	77.52%	20	22.47%	35.80%	31.8	11.8	11	12.

If you have any questions or need assistance with PPDB Web Reports please contact group.ppdb@das.state.or.us .