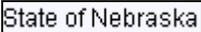


EEO Statewide Summary Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the HR Reports link. 
4.	Click the Employee Reports link. 
5.	Click the Employee Details link. 
6.	Click the EEO Statewide Summary link. 
7.	Complete the following fields as needed: Begin Date End Date Agency Number - enter as a 3-digit number. (Ex. For Agency 65, enter 065)
8.	When finished click the OK button. 
9.	Click the OK button. 
10.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) training guides. You have successfully completed this lesson. End of Procedure.