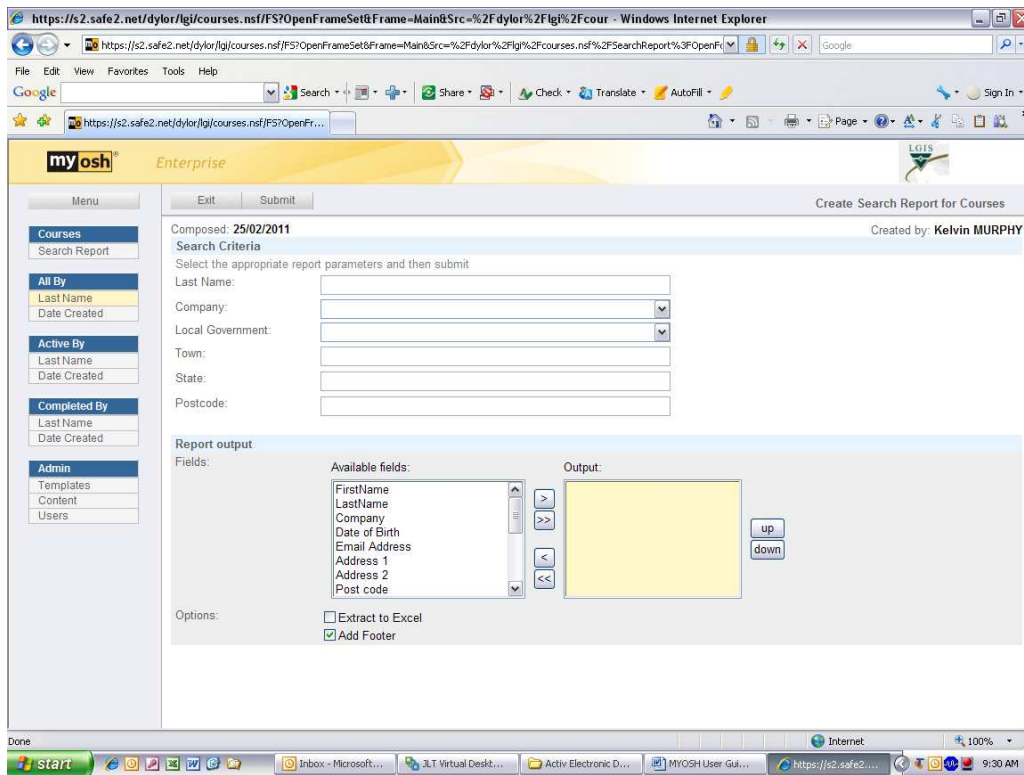


# MYOSH – User Guide

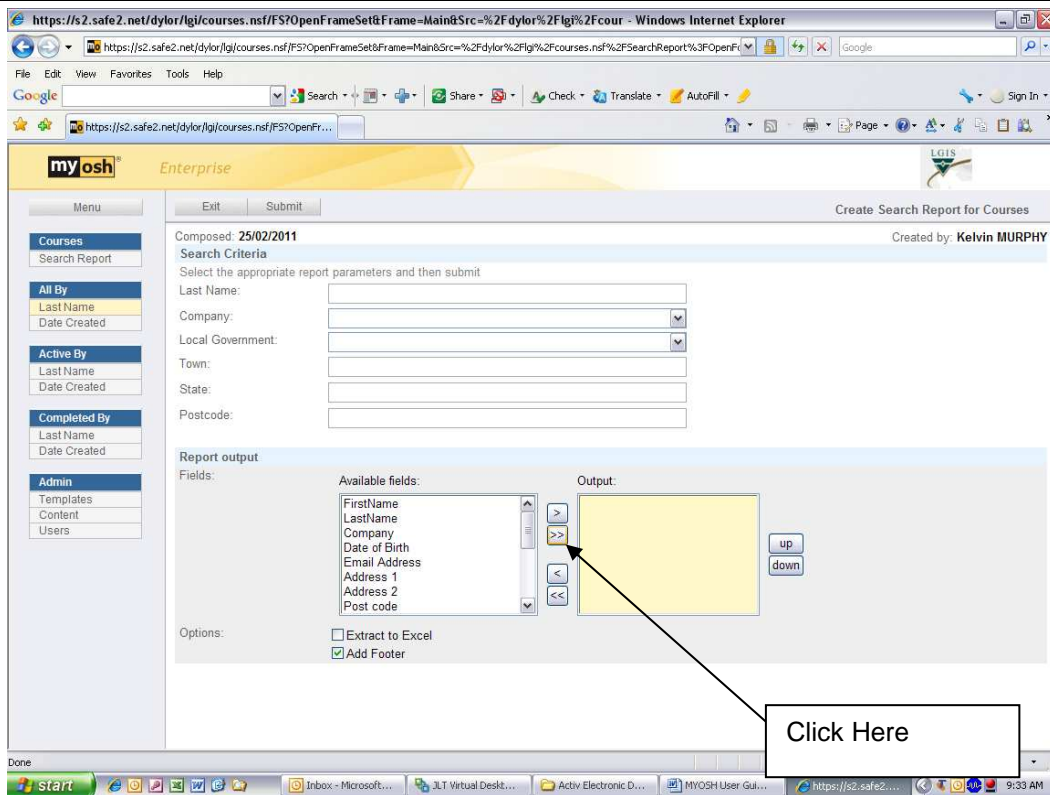
## Create Search Page

1



Click to transfer all Fields right.

2



## Data Transferred

3

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Fflg%2Fcour - Windows Internet Explorer

myosh Enterprise

Menu: Courses, Search Report, All By (Last Name, Date Created), Active By (Last Name, Date Created), Completed By (Last Name, Date Created), Admin (Templates, Content, Users)

Exit Submit

Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters and then submit

Last Name: [text box]  
Company: [dropdown]  
Local Government: [dropdown]  
Town: [text box]  
State: [text box]  
Postcode: [text box]

Report output

Fields:

Available fields:	Output:
Telephone	FirstName
Name of Local Government	LastName
Public Liability Policy No	Company
Public Liability Expiry Date	Date of Birth
Public Liability Liability Amount	Email Address
Workers Comp Policy No	Address 1
Workers Comp Expiry Date	Address 2
Professional Indemnity Policy No	Post code

Options:  Extract to Excel  Add Footer

Data transferred

Click to export data to excel.

4

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Fflg%2Fcour - Windows Internet Explorer

myosh Enterprise

Menu: Courses, Search Report, All By (Last Name, Date Created), Active By (Last Name, Date Created), Completed By (Last Name, Date Created), Admin (Templates, Content, Users)

Exit Submit

Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters and then submit

Last Name: [text box]  
Company: [dropdown]  
Local Government: [dropdown]  
Town: [text box]  
State: [text box]  
Postcode: [text box]

Report output

Fields:

Available fields:	Output:
Telephone	FirstName
Name of Local Government	LastName
Public Liability Policy No	Company
Public Liability Expiry Date	Date of Birth
Public Liability Liability Amount	Email Address
Workers Comp Policy No	Address 1
Workers Comp Expiry Date	Address 2
Professional Indemnity Policy No	Post code

Options:  Extract to Excel  Add Footer

Click Here

Click to Submit

5

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Ffig%2Fcour - Windows Internet Explorer

myosh Enterprise

Menu: Courses, Search Report, All By (Last Name, Date Created), Active By (Last Name, Date Created), Completed By (Last Name, Date Created), Admin (Templates, Content, Users)

Exit Submit

Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters and then submit

Last Name: [text box]  
Company: [text box]  
Local Government: [text box]  
Town: [text box]  
State: [text box]  
Postcode: [text box]

Report output

Fields:

Available fields:  
Telephone  
Name of Local Government  
Public Liability Policy No  
Public Liability Expiry Date  
Public Liability Liability Amount  
Workers Comp Policy No  
Workers Comp Expiry Date  
Professional Indemnity Policy No

Output:  
FirstName  
LastName  
Company  
Date of Birth  
Email Address  
Address 1  
Address 2  
Post code

Options:  
 Extract to Excel  
 Add Footer

Click Here

Click yes to confirm.

6

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Ffig%2Fcourses.nsf%2FSearchReport%3FOpenF... - Windows Internet Explorer

myosh Enterprise

Menu: Courses, Search Report, All By (Last Name, Date Created), Active By (Last Name, Date Created), Completed By (Last Name, Date Created), Admin (Templates, Content, Users)

Exit Submit

Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters and then submit

Last Name: [text box]  
Company: [text box]  
Local Government: [text box]  
Town: [text box]  
State: [text box]  
Postcode: [text box]

Report output

Fields:

Available fields:  
Telephone  
Name of Local Government  
Public Liability Policy No  
Public Liability Expiry Date  
Public Liability Liability Amount  
Workers Comp Policy No  
Workers Comp Expiry Date  
Professional Indemnity Policy No

Output:  
Company  
Date of Birth  
Email Address  
Address 1  
Address 2  
Post code

Options:  
 Extract to Excel  
 Add Footer

Are you sure you want to submit this Record?  
Yes No

Click Here

### Click to Save

7

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Figi%2Fcfour - Windows Internet Explorer

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Figi%2Fcourses.nsf%2FSearchReport%3FOpenF...

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Menu Exit Submit Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters

Last Name: Company: Local Government: Town: State: Postcode:

Report output

Fields: Public Liability Policy No Public Liability Expiry Date Public Liability Liability Amount Workers Comp Policy No Workers Comp Expiry Date Professional Indemnity Policy No Company Date of Birth Email Address Address 1 Address 2 Post code

Options:  Extract to Excel  Add Footer

File Download

Do you want to open or save this file?

Name: SearchReport.xls  
Type: Microsoft Excel Worksheet, 906KB  
From: s2.safe2.net

Open Save Cancel

Always ask before opening this type of file

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?](#)

Click Here

Start downloading from site: https://s2.safe2.net/dylor/lgi/courses.nsf/SearchReport?OpenForm&Seq=1&BaseTarget=Main&AutoFramed

Internet 100%

start Inbox - Microsoft ... JLT Virtual Desko... Activ Electronic Docs MYOSH User Guide... https://s2.sa... 11:01 AM

### Click to save as

8

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Figi%2Fcfour - Windows Internet Explorer

https://s2.safe2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdylor%2Figi%2Fcourses.nsf%2FSearchReport%3FOpenF...

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Menu Exit Submit Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters

Last Name: Company: Local Government: Town: State: Postcode:

Report output

Fields: Available Tel: Name: Pub: Pub: Wor: Wor: Prof: Options:  Ext  Add

Save As

Save in: My Documents

File name: SearchReport.xls

Save as type: Microsoft Excel Worksheet

Save Cancel

Click Here

Done

Internet 100%

start Inbox - Micro... JLT Virtual De... Activ Electro... MYOSH User ... https://s2.sa... 0% of Search... 11:03 AM

## Click to open

9

https://s2.safes2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdlor%2Ffig%2Fcour - Windows Internet Explorer

https://s2.safes2.net/dylor/lgi/courses.nsf/FS?OpenFrameSet&Frame=Main&Src=%2Fdlor%2Ffig%2Fcourses.nsf%2FSearchReport%3FOpenF...

my osh<sup>®</sup> Enterprise

Menu Exit Submit Create Search Report for Courses

Composed: 25/02/2011 Created by: Kelvin MURPHY

Search Criteria

Select the appropriate report parameters

Last Name: [ ]

Company: [ ]

Local Government: [ ]

Town: [ ]

State: [ ]

Postcode: [ ]

Report output

Fields: Available

Name of Local Government [ ]

Public Liability Policy No [ ]

Public Liability Expiry Date [ ]

Public Liability Liability Amount [ ]

Workers Comp Policy No [ ]

Workers Comp Expiry Date [ ]

Professional Indemnity Policy No [ ]

Last Name [ ]

Company [ ]

Date of Birth [ ]

Email Address [ ]

Address 1 [ ]

Address 2 [ ]

Post code [ ]

Options:

Extract to Excel

Add Footer

Download complete

Download Complete

SearchReport.xls from s2.safes2.net

Downloaded: 906KB in 1 sec

Download to: C:\UserData\mu...SearchReport.xls

Transfer rate: 906KB/Sec

Close this dialog box when download completes

Open Open Folder Close

Click Here

Done

start

Inbox - Micro... JLT Virtual De... Activ Electro... MYOSH User ... https://s2.sa... Download co...

Internet 100%

11:10 AM

## Open Excel Spreadsheet

10

Microsoft Excel - SearchReport.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

Search Report

1	Search Report					
2						
3	FirstName	LastName	Company	Email Address	Address 1	Address
4	2	?	Mini Excavators PTY LTD	enquiries@miniexcavators.net.au		
5	abdul	AZIZ	Green Plant Grass			
6	alex	hine	nilsen		12 efficiency way	
7	Aaron	BANDY	Redcat Holdings Pty Ltd			
8	Aaron	DAVIS	J&A Carroll			
9	Aaron	FAWCETT	Western Power			
10	Aaron	HORSMAN	ML Communications			
11	Aaron	MAUNDER	Midwest Kerbing			
12	Aaron	PAINTER	Wagin Plumbing			
13	Abdul	EDMUND	Veolia			
14	Adam	ARMENTI	Millar Refrigeration	office.millar@westnet.com.au		
15	Adam	BRACKENREG	Dowsing Concrete			
16	Adam	BROWN	Solar Shop Australia	adam.brown@solarshop.com.au		
17	Adam	CLARKE	West Coast Mobile Pressure Cleaning			
18	Adam	COUPER	Downer Edi Engineering	adam.couper@downerediengineering.com.au		
19	Adam	LAMBERT	Autosweep WA			
20	Adam	MAY	AL May & JM Fitzsimmons			
21	Adam	MOORE	Peel Fencing Co. (Subcontractor)			
22	Adam	SCOFIELD	Action Asbestos Removals			
23	Adam	WHITE	S&K Electrical			
24	Adrian	ARNOTT	ARC Bobcat Hire			
25	Adrian	ARNOTT	ARC Bobcat Hire			
26	Adrian	CACHARD	Port Denison Plumbing			
27	Adrian	HUNT	Northcoast Holdings			
28	Adrian	MARTENS	Cleanaway			
29	Adrian	MATTHEWS	Aussie Tree Services			
30	Adrian	PETERS	Northcoast Holdings			
31	Adrian	TOYFORD	Mandurah Communications	brian@mandurahcommunications.com.au		
32	ADRIAN	TYRRELL	LIVING SPRINGS			
33	Aisha	CHALMERS	Cardno (WA) Pty Ltd	aisha.chalmers@cardno.com.au		
34	Alan	BENNETT	Peel Fencing Co.	peelfencing@westnet.com.au		
35	Alan	BROWN	City and Regional Fuels			

SearchReport

Ready

start

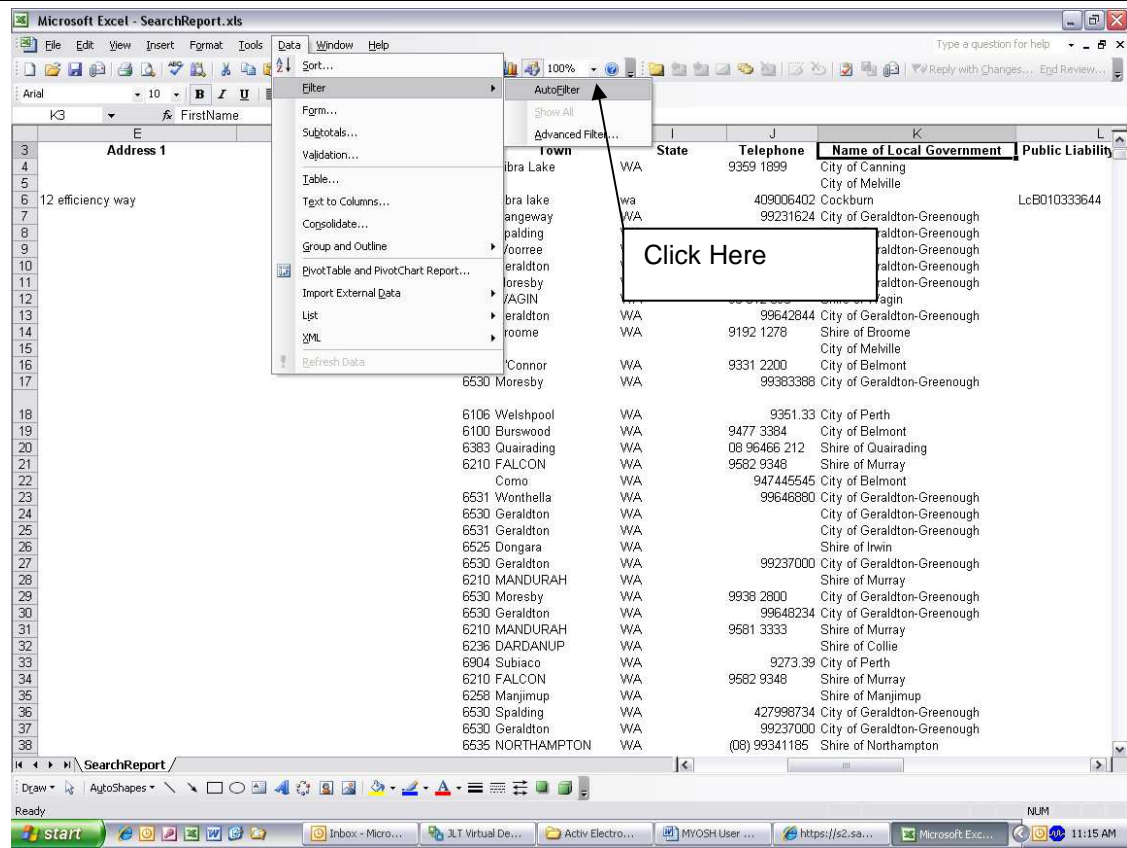
Inbox - Micro... JLT Virtual De... Activ Electro... MYOSH User ... https://s2.sa... Microsoft Exc...

NUM

11:11 AM

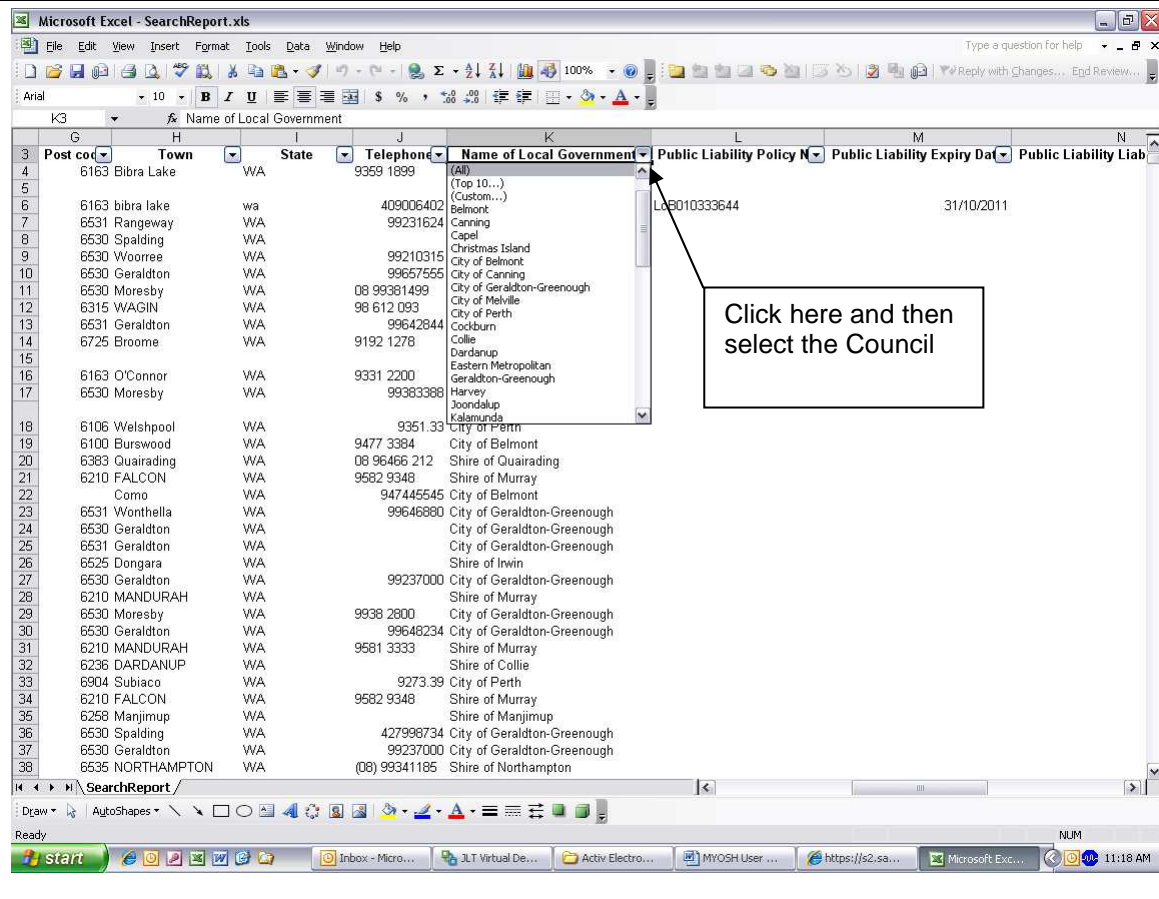
Click to filter

11



Click to select council

12



13

Microsoft Excel - SearchReport.xls

Post code	Town	State	Telephone	Name of Local Government	Public Liability Policy No	Public Liability Expiry Date	Public Liability
16	6163 O'Connor	WA	9331 2200	City of Belmont			
19	6100 Burswood	WA	9477 3384	City of Belmont			
22	Como	WA	947445545	City of Belmont			
55	6104 Ascot	WA	9479 4781	City of Belmont			
76	6058 Forrestfield	WA		City of Belmont			
78	6105 Belmont	WA	08 94790111	City of Belmont			
80	6065 Wanneroo	WA	9405 3968	City of Belmont			
87	Kewdale	WA	93531772	City of Belmont			
98		WA		City of Belmont			
108		WA		City of Belmont			
148	6090 Malaga	WA	92484824	City of Belmont			
159	6167 Medina	WA	94196007	City of Belmont			
191	6947 Balcatta	WA	93452999	City of Belmont			
202	6169 Safety Bay	WA		City of Belmont			
211	6062 Embelton	WA	92719933	City of Belmont			
239	6070 Darlington	WA	92997271	City of Belmont			
257	6076 Lesmurdie	WA	9291 0077	City of Belmont			
270	6154 Myaree	WA	6460 4554	City of Belmont			
289		WA		City of Belmont			
297	6057 High Wycombe	WA	94542064	City of Belmont			
320		WA		City of Belmont			
363	6017 Osborne Park	WA	9445 8844	City of Belmont			
396	6018 Karrinyup	WA	92036231	City of Belmont			
401	6166 Henderson	WA	94949070	City of Belmont			
435	6090 Malaga	WA	94493323	City of Belmont			
442	Morley	WA	92759010	City of Belmont			
464	6068 Whiteman Park	WA	92092767	City of Belmont			
479	6030 Merriwa	WA	437651062	City of Belmont			
557	6004 East Perth	WA	94211222	City of Belmont			
566		WA		City of Belmont			
594	6155 Canning Vale	WA	62538999	City of Belmont			
597	Nowergup	WA	419678910	City of Belmont			
626		WA		City of Belmont			

Click here and then select the Council

14

Microsoft Excel - SearchReport.xls

Post code	Town	State	Telephone	Name of Local Government	Public Liability Policy No	Public Liability Expiry Date	Public Liability
16	6163 O'Connor	WA	9331 2200	City of Belmont			
19	6100 Burswood	WA	9477 3384	City of Belmont			
22	Como	WA	947445545	City of Belmont			
55	6104 Ascot	WA	9479 4781	City of Belmont			
76	6058 Forrestfield	WA		City of Belmont			
78	6105 Belmont	WA	08 94790111	City of Belmont			
80	6065 Wanneroo	WA	9405 3968	City of Belmont			
87	Kewdale	WA	93531772	City of Belmont			
98		WA		City of Belmont			
108		WA		City of Belmont			
148	6090 Malaga	WA	92484824	City of Belmont			
159	6167 Medina	WA	94196007	City of Belmont			
191	6947 Balcatta	WA	93452999	City of Belmont			
202	6169 Safety Bay	WA		City of Belmont			
211	6062 Embelton	WA	92719933	City of Belmont			
239	6070 Darlington	WA	92997271	City of Belmont			
257	6076 Lesmurdie	WA	9291 0077	City of Belmont			
270	6154 Myaree	WA	6460 4554	City of Belmont			
289		WA		City of Belmont			
297	6057 High Wycombe	WA	94542064	City of Belmont			
320		WA		City of Belmont			
363	6017 Osborne Park	WA	9445 8844	City of Belmont			
396	6018 Karrinyup	WA	92036231	City of Belmont			
401	6166 Henderson	WA	94949070	City of Belmont			
435	6090 Malaga	WA	94493323	City of Belmont			
442	Morley	WA	92759010	City of Belmont			
464	6068 Whiteman Park	WA	92092767	City of Belmont			
479	6030 Merriwa	WA	437651062	City of Belmont			
557	6004 East Perth	WA	94211222	City of Belmont			
566		WA		City of Belmont			
594	6155 Canning Vale	WA	62538999	City of Belmont			
597	Nowergup	WA	419678910	City of Belmont			
626		WA		City of Belmont			

This filters the required Local Government

For Councils who are registered by one name like Perth, select this as well to view the contractor.

You can also filter other columns if you wish.