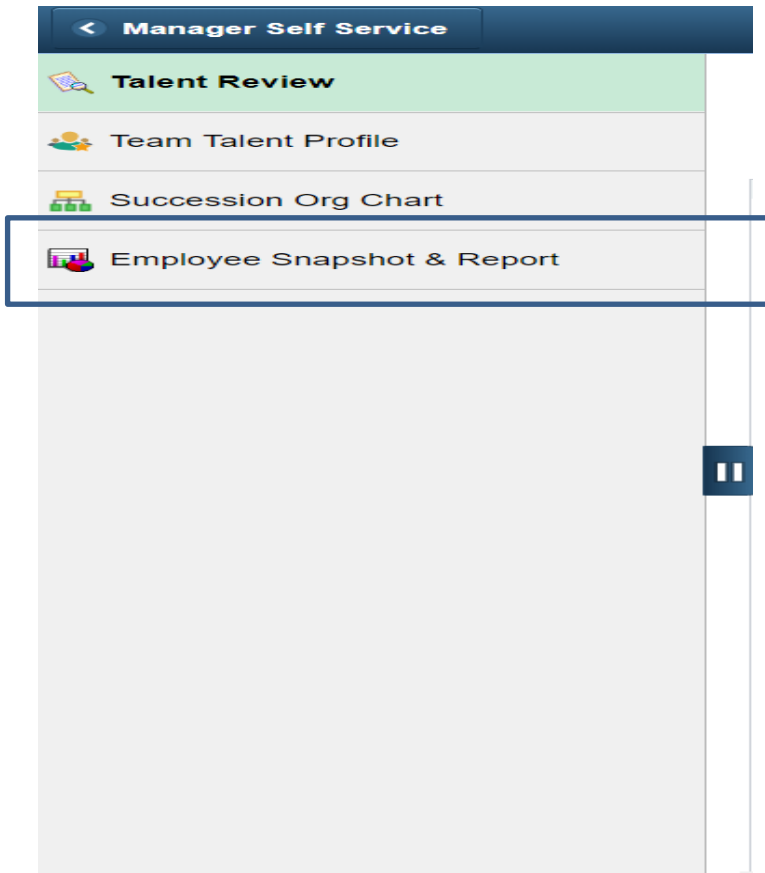
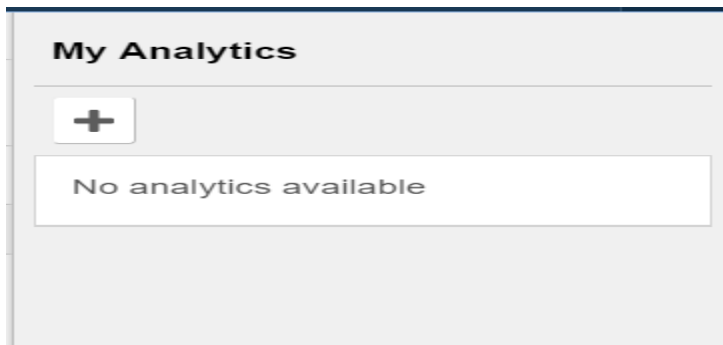


Self Service Reporting Functionality

Managers navigates to the employee snapshot/reporting navigation on the self service tile



Once they are on the page, they will pull up the related actions on the right side and either click on a predefined report or click the "+" sign to create a new report.



Users can provide name for the analytics and select the data source. These data source objects provides the columns that the user needs. User also selects whether they need a simple table, chart or a pivot grid. We will select simple chart.

Create Analytics x

*Analytics Name

kind of analytics would you like to create?

Would you like to use a chart? Yes

Would you like to use a simple table? No

Would you like to use a pivot grid? No

Next

Next screen will allow user to select the columns they would like to display on the report. Administrator can pre configure some fields to be selected by default.

Create Analytics x

Previous Next

*Analytics Name

Choose Fields

<input checked="" type="checkbox"/> Department Name	<input type="checkbox"/> Full/Part Time
<input type="checkbox"/> Organizational Relationship	<input type="checkbox"/> Job Action
<input type="checkbox"/> Salary Administration Plan	<input type="checkbox"/> HR Status
<input checked="" type="checkbox"/> Review Date	<input checked="" type="checkbox"/> Employee ID
<input type="checkbox"/> Establishment	<input type="checkbox"/> Job title
<input checked="" type="checkbox"/> Review Type	<input checked="" type="checkbox"/> Location Name
<input type="checkbox"/> Direct/Indirect	<input type="checkbox"/> Reports To
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Position Title
<input checked="" type="checkbox"/> Business Result Rating	<input checked="" type="checkbox"/> Leadership Potential Rating
<input checked="" type="checkbox"/> Promotability	<input checked="" type="checkbox"/> Risk Of Loss


Activate Windows
Go to Settings to activate Windows.

User can now see the report output and can also perform some filter criterias on the left side. Once the report is all set, user can save it for future use.

Create Analytics

Previous Save

Review Type



Location Name

- Min ter (15)
- Gra (12) nter
- Wh

Position Title

- C
- C it

Position Title	Department Name	Review Date	Location Name	Review Type	Business Result Rating	Leadership Potential Rating	Risk Of Loss	Pr
				OFFICIAL	High	Solid		
				MANAGER	High	Solid	Low	1
				OFFICIAL	Solid	Solid		
				MANAGER	High	Low	High	2
				OFFICIAL	High	High		
				MANAGER	Solid	Solid	High	1
				OFFICIAL	High	High		
				MANAGER	Solid	Solid	Low	2
				MANAGER	High	Solid	Medium	2

My Analytics

+

test report
×