HR868

Introduction to LMS Report Designer

COURSE OUTLINE

Course Version: 2311
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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UNIT 1

Introduction to SAP SuccessFactors Learning Report Designer

Lesson 1: Getting started with SAP SuccessFactors Learning Report Designer

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the course objectives, target audience, and additional resources

Lesson 2: Run/Export Report from SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Find a report in SAP SuccessFactors Learning
- Export the report for use in Report Designer

Lesson 3: Install, Configure, and Navigate in Report Designer

Lesson Objectives

After completing this lesson, you will be able to:

- Install and configure SAP SuccessFactors Report Designer
- Launch Report Designer and open a report downloaded from SAP SuccessFactors Learning
- Set up preferences and identify the purpose of report elements

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UNIT 2 Report Testing

Lesson 1: Establishing a Data Source For Testing

Lesson Objectives

After completing this lesson, you will be able to:

- Edit a data source to be used for testing a report

Lesson 2: Researching Reports Using the SAP SuccessFactors Data Model

Lesson Objectives

After completing this lesson, you will be able to:

- Explain why report developers need to know the SAP SuccessFactors Learning data model
- Create a mapping to the database table/field

Lesson 3: Edit a Report and Test in SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Identify a data field and locate its data set
- Research and edit data settings such as data type
- Locate and make a minor change to format
- Change a data field to display a different field from the same data set and Add a new row or column to the report layout
- Update a Data Set to include new database fields and Insert new labels to an existing report

Lesson 4: Analyze a Report Request and Make Changes

Lesson Objectives

After completing this lesson, you will be able to:

- Recall the process flow to modify and test reports from SAP SuccessFactors Learning
- Analyze a requested report and identify changes

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- Go to SAP SuccessFactors Learning and locate the existing report
- Run the report to view the standard output before any customizations
- Prepare a test plan and identify test data
- Export the report and libraries from SAP SuccessFactors Learning
- Analyze and Modify the Report in Report Designer

Lesson 5: Filters, Parameters, and Bindings

Lesson Objectives

After completing this lesson, you will be able to:

- Recognize Filters and Parameters and when they are used
- Research Binding Parameters for Child Queries.

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UNIT 3 Report Design

Lesson 1: SAP SuccessFactors Learning Field Localization

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the different localized fields
- Describe the impact of data localization on reports
- Update custom reports to display SAP SuccessFactors Learning localized fields

Lesson 2: Operators, TBD, and Combining Fields

Lesson Objectives

After completing this lesson, you will be able to:

- Research SAP SuccessFactors Learning operators used in standard reports
- Combine multiple fields by creating a calculated column

Lesson 3: Adding a Search Selector, and Changing a Logo in the Report library

Lesson Objectives

After completing this lesson, you will be able to:

- Add a Search Selector to a report
- Change the Report library to use your Company Logo

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UNIT 4 Appendices

Lesson 1: Appendix A – Answer Key to Labs 1-4

Lesson Objectives
After completing this lesson, you will be able to:

- Answer key to exercise 1 – Curriculum Status Report
- Answer key to exercise 2 – Sign-In Sheet/Offering Roster
- Answer key to exercise 3 – Custom Columns
- Answer key to exercise 4 – Online Data Model

Lesson 2: Appendix B – Report Samples

Lesson Objectives
After completing this lesson, you will be able to:

- Identify report samples

Lesson 3: Appendix C – Additional Information and Best Practices

Lesson Objectives
After completing this lesson, you will be able to:

- Recall additional information and best practices and preparing a checklist for analyzing a report request and

Lesson 4: Appendix D – Security and Data Privacy Concerns

Lesson Objectives
After completing this lesson, you will be able to:

- Identify Security and Data Privacy Concerns

Lesson 5: Appendix E – Research and Edit Report Formatting

Lesson Objectives
After completing this lesson, you will be able to:

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- Recall tips on working with elements
- Zip the report and the report library from Report Designer
- Import the report in SAP SuccessFactors Learning and test

Lesson 6: Appendix F – Tips for ANSI SQL and HANA

Lesson Objectives

After completing this lesson, you will be able to:

- Identify tips for ANSI SQL and HANA

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