HR882

SAP SuccessFactors People Analytics: Reporting and Administration

COURSE OUTLINE

Course Version: 2505
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 Introducing the Administration Course

Lesson 1: Exploring the Administration Course

Lesson Objectives

After completing this lesson, you will be able to:

- describe general information about the course.

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UNIT 2

Providing a People Analytics Overview

Lesson 1: Summarizing People Analytics Reporting Solutions

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize People Analytics reporting solution.

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UNIT 3 Working with SAP SuccessFactors Report Center

Lesson 1: Managing Reports with Report Center

Lesson Objectives

After completing this lesson, you will be able to:

- Manage reports.

Lesson 2: Administering Report Center

Lesson Objectives

After completing this lesson, you will be able to:

- Assign permissions for Report Center.

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UNIT 4 Working with SAP SuccessFactors Story Reports

Lesson 1: Providing a Story Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Review the appropriate use of Story Reports.
- Create a new Story Report.

Lesson 2: Creating Queries for Story Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Create a data source.
- Create calculated columns in a data source.
- Apply filters in Query Designer.
- Enhance data coverage for queries.

Lesson 3: Designing Story Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the Story Report interface.
- Manage data sources in a Story Report.
- Add images, shapes, and text to a Story Report.
- Add and configure tables in a Story Report.
- Add and configure charts in a Story Report.
- Use calculations in a Story Report.
- Set page and story level configurations.

Lesson 4: Managing and Running Story Reports

Lesson Objectives

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After completing this lesson, you will be able to:

- Manage Story Reports in the Report Center.
- Run and interact with a Story Report.

Lesson 5: Administering Story Reporting

Lesson Objectives

After completing this lesson, you will be able to:

- Enable Story Reports.

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UNIT 5 Working with SAP SuccessFactors Table Reports

Lesson 1: Providing a Table Report Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Table Reports and their usage.

Lesson 2: Creating Table Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Create multiple Table Report types.
- Define report scope of user data.
- Select the data sets to display in the report output.
- Select the columns to display and sort data.
- Configure fields.
- Filter data.

Lesson 3: Viewing Report Results

Lesson Objectives

After completing this lesson, you will be able to:

- Preview report results.

Lesson 4: Running Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Edit an existing Table Report.
- Manage an existing Table Report.

Lesson 5: Administering Table Reports

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Lesson Objectives

After completing this lesson, you will be able to:

- Administer Table Reports.

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UNIT 6 Working with SAP SuccessFactors Canvas Reports

Lesson 1: Providing a Canvas Report Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Understand use cases of Canvas Reports.

Lesson 2: Creating Queries with Detailed Reporting on Live Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create a new Canvas Report.
- Create a new detailed reporting query.
- Manage fields in a detailed reporting query.
- Create calculated columns.
- Configure People Scope.
- Create static and runtime filters.
- Define data sets.
- Configure additional query options.
- Create a multi-domain query.
- Identify LMS-specific query configurations and limitations.

Lesson 3: Building Pivot Data Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Create pivots with numeric data.
- Create pivots with textual data.

Lesson 4: Designing Report Pages

Lesson Objectives

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After completing this lesson, you will be able to:

- Use the Canvas Report page designer.
- Manage report pages.
- Utilize images and text components.
- Utilize list report components.
- Utilize components for pivot data.

Lesson 5: Creating Queries with Advanced Reporting on Replicated Data

Lesson Objectives

After completing this lesson, you will be able to:

- Create a new advanced reporting query.
- Manage fields in an advanced reporting query.
- Create calculated columns.
- Create aggregated calculated columns.
- Configure tables in the query.
- Define table restrictions.
- Configure person context.
- Create filters.
- Configure additional query options.
- Use change reporting.
- Configure metadata changes with advanced reporting.
- Navigate Employee Central data.
- Configure date options.
- Use date types to achieve desired results.

Lesson 6: Managing and Running Canvas Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Run reports.
- Share reports.
- Manage reports.

Lesson 7: Administering Canvas Reports

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Lesson Objectives

After completing this lesson, you will be able to:

- Manage SAP SuccessFactors Canvas Report permissions.

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UNIT 7 Working with Tile-Based Dashboard Framework

Lesson 1: Providing a Dashboard Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Identify use case of dashboards.

Lesson 2: Creating Dashboards and Tiles

Lesson Objectives

After completing this lesson, you will be able to:

- Add a standard dashboard or tile.
- Create a custom tile with tile builder.
- Construct a tile-based dashboard.

Lesson 3: Managing the Dashboard Framework

Lesson Objectives

After completing this lesson, you will be able to:

- Edit an existing tile or dashboard.
- Set universal dashboard filter settings.
- Set up date ranges.
- Manage visual display of tiles.
- Enable user access to tiles and dashboards.

Lesson 4: Using Tiles and Dashboards

Lesson Objectives

After completing this lesson, you will be able to:

- Access tiles and dashboards.
- Configure tile level settings for consumers.
- Configure dashboard level settings for consumers.

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Lesson 5: Administering Dashboards

Lesson Objectives

After completing this lesson, you will be able to:

- Assign admin permissions to the dashboard framework.

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UNIT 8 Planning Next Steps

Lesson 1: Exploring the Administration Course

Lesson Objectives

After completing this lesson, you will be able to:

- describe general information about the course.

Lesson 2: Reviewing Additional Resources

Lesson Objectives

After completing this lesson, you will be able to:

- review additional resources after completing this course.

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