HR882

SAP SuccessFactors People Analytics: Reporting and Administration

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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Contents

vii	Course Overview	
1	Unit 1:	Providing a People Analytics Overview
1		Lesson: Summarizing People Analytics Reporting Solutions
3	Unit 2:	Working with SAP SuccessFactors Report Center
3		Lesson: Managing Reports with Report Center
3		Lesson: Administering Report Center
5	Unit 3:	Working with SAP SuccessFactors Story Reports
5		Lesson: Providing a Story Overview
5		Lesson: Creating Queries for Story Reports
5		Lesson: Designing Story Reports
5		Lesson: Managing and Running Story Reports
6		Lesson: Administering Story Reporting
7	Unit 4:	Working with SAP SuccessFactors Table Reports
7		Lesson: Providing a Table Report Overview
7		Lesson: Creating Table Reports
7		Lesson: Viewing Report Results
7		Lesson: Running Reports
7		Lesson: Administering Table Reports
9	Unit 5:	Working with SAP SuccessFactors Canvas Reports
9		Lesson: Providing a Canvas Report Overview
9		Lesson: Creating Queries with Detailed Reporting on Live Data
9		Lesson: Building Pivot Data Queries
9		Lesson: Designing Report Pages
10		Lesson: Creating Queries with Advanced Reporting on Replicated Data
10		Lesson: Managing and Running Canvas Reports
11		Lesson: Administering Canvas Reports
13	Unit 6:	Working with Tile-Based Dashboard Framework
13		Lesson: Providing a Dashboard Overview
13		Lesson: Creating Dashboards and Tiles
13		Lesson: Managing the Dashboard Framework
13		Lesson: Using Tiles and Dashboards
14		Lesson: Administering Dashboards

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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UNIT 1

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 2 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 3 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 4 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 5 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
- Use case 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

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Lesson Objectives
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

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Lesson 7: Administering Canvas Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Manage SAP SuccessFactors Canvas Report permissions

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UNIT 6 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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