

SAP SuccessFactors Workforce Analytics Administration

COURSE OUTLINE

Course Version: 2311 Course Duration:

SAP Copyrights, Trademarks and Disclaimers

© 2023 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <u>https://www.sap.com/corporate/en/legal/copyright.html</u> for additional trademark information and notices.

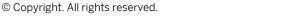
Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.





iii

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	1 2 3
Warning or Caution	
Hint	
Related or Additional Information	>
Facilitated Discussion	
User interface control	Example text
Window title	Example text

Contents

vii Course Overview

1	Unit 1:	Introducing the Course
1		Lesson: Introducing the Course
3	Unit 2:	Exploring SAP SuccessFactors People Analytics
3		Lesson: Reviewing People Analytics
3		Lesson: Reviewing Workforce Analytics
5	Unit 3:	Applying Workforce Analytics
5		Lesson: Navigating the Basics of Workforce Analytics
5		Lesson: Customizing Queries on Workforce Analytics
5		Lesson: Customizing Reports on Workforce Analytics
5		Lesson: Investigating Workforce Analytics
7	Unit 4:	Administering Workforce Analytics
7		Lesson: Assigning WFAP Roles and RBP Roles
7		Lesson: Assigning WFA Permissions
7		Lesson: Maintaining WFA User
7		
/		Lesson: Administering WFA on HANA
8		Lesson: Administering WFA on HANA Lesson: Gaining Insights
		-
8	Unit 5:	Lesson: Gaining Insights
8 8	Unit 5:	Lesson: Gaining Insights Lesson: Transferring Reports
8 8 9	Unit 5:	Lesson: Gaining Insights Lesson: Transferring Reports Exploring Appendices
8 8 9 9	Unit 5:	Lesson: Gaining Insights Lesson: Transferring Reports Exploring Appendices Lesson: Configuring SFTP
8 8 9 9 9	Unit 5:	Lesson: Gaining Insights Lesson: Transferring Reports Exploring Appendices Lesson: Configuring SFTP Lesson: Reviewing Analytic Tiles



Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:



vii

UNIT 1 Introducing the Course

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

• Describe the general information about the course



UNIT 2 Exploring SAP SuccessFactors People Analytics

Lesson 1: Reviewing People Analytics

Lesson Objectives

After completing this lesson, you will be able to:

• Describe SuccessFactors People Analtyics

Lesson 2: Reviewing Workforce Analytics

Lesson Objectives

After completing this lesson, you will be able to:

Describe SuccessFactors Workforce Analytics



3

UNIT 3 Applying Workforce Analytics

Lesson 1: Navigating the Basics of Workforce Analytics

Lesson Objectives

After completing this lesson, you will be able to:

• Navigate Workforce Analytics

Lesson 2: Customizing Queries on Workforce Analytics

Lesson Objectives

After completing this lesson, you will be able to:

• Create custom queries in Workforce Analytics

Lesson 3: Customizing Reports on Workforce Analytics

Lesson Objectives

After completing this lesson, you will be able to:

Create custom reports

Lesson 4: Investigating Workforce Analytics

Lesson Objectives

After completing this lesson, you will be able to:

Create Investigations

5

UNIT 4 Administering Workforce Analytics

Lesson 1: Assigning WFAP Roles and RBP Roles

Lesson Objectives

After completing this lesson, you will be able to:

- Illustrate the management of WFA permissions with SF RBP roles
- Manage and maintain roles
- Review how to set permissions

Lesson 2: Assigning WFA Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Detail Functional Permissions and Action Restrictions
- Gain understanding of tree security

Lesson 3: Maintaining WFA User

Lesson Objectives

After completing this lesson, you will be able to:

- Explain WFA users
- Manage User Accounts
- Understand the Bulk Import Process
- Explain the Automated Management of WFA users

Lesson 4: Administering WFA on HANA

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Drill to Detail
- Configure Dimension Mappings



Lesson 5: Gaining Insights

Lesson Objectives

After completing this lesson, you will be able to:

Configure Insights

Lesson 6: Transferring Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of transferring reports
- Perform a report transfer

UNIT 5 Exploring Appendices

Lesson 1: Configuring SFTP

Lesson Objectives

After completing this lesson, you will be able to:

• Configure the SFTP settings for SFTP report distribution

Lesson 2: Reviewing Analytic Tiles

Lesson Objectives

After completing this lesson, you will be able to:

• Use Analytic Tiles

Lesson 3: Setting WFA Targets

Lesson Objectives

After completing this lesson, you will be able to:

• Set WFA targets

Lesson 4: Reviewing Analytics Workspace

Lesson Objectives

After completing this lesson, you will be able to:

• Describe Analytics Workspace tools

Lesson 5: Exploring Canvas Report Components on a WFAP Instance

Lesson Objectives

After completing this lesson, you will be able to:

• Use canvas report components



9