

SAP SuccessFactors Introduction to Table and Canvas Reports

OEM: SAP • Code: HR885



COURSE DESCRIPTION

This section doesn't contain any content.

AUDIENCE PROFILE

- Business Process Owner / Team Lead / Power User
- Reporting Administrators, Report Creators/Designers

PREREQUISITES

Essential

- HR800 – SAP SuccessFactors Platform Administration

Recommended

- HRSF1 – SAP SuccessFactors Overview

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Use Table Report Builder to create Table Reports
- Use Detailed Reporting to build and customize queries
- Create pivots using Pivot Query Designer
- Create and format reports using Page Designer
- Run, share, and distribute reports to report consumers

COURSE OUTLINE

Module 1: Report Center:

- Utilize Report Center to manage reports

Module 2: Table Reports:

- Create Table Reports
- Manage and share Table Reports Canvas Reports
- Build a query with Detailed Reporting
- Add calculated columns to calculate results or concatenate fields in a query
- Add static and runtime filters to a query
- Define the scope of the people or records returned in a query
- Join data from different modules into a single query
- Complete a query by sorting data, hiding duplicate rows, and saving queries
- Use Pivot Query Designer to create an aggregate result
- Insert text and images into a canvas report page
- Add and format a list report, pivot table, and chart on a canvas report page
- Run and interact with a report
- Share reports
- Use Report Distributor and Report Scheduler to schedule reports for email distribution or run reports offline