

# THR92

## SAP SuccessFactors People Analytics: Reporting Academy

### 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	<i>Example text</i>
Window title	<i>Example text</i>

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# Course Overview

**TARGET AUDIENCE**

This course is intended for the following audiences:



## Lesson 1: Summarizing People Analytics Reporting Solutions

### Lesson Objectives

After completing this lesson, you will be able to:

- Summarize People Analytics reporting solution.



## 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.



## 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

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.

## 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

## Lesson Objectives

After completing this lesson, you will be able to:

- Administer Table 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

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.



## 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.

## **Lesson 5: Administering Dashboards**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Assign admin permissions to the dashboard framework.

## Lesson 1: Preparing the Customer Instance for Table Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure Table Report Provisioning Settings

## Lesson 2: Enabling Permission Levels for Table Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain how permissions apply to Table Reports

## Lesson 3: Enabling Canvas Reports for Ad Hoc Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable Canvas Reports for ad hoc data with LMS integration
- Enable Canvas Reports with LMS data

## Lesson 4: Enabling Canvas Reports with Advanced Reporting

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable Canvas Reports with Advanced Reporting

## Lesson 5: Enabling Picture Perfect Talent Cards (PPTC) in Provisioning setup

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable PPTC in Provisioning