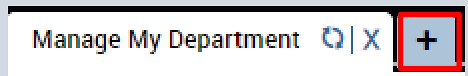
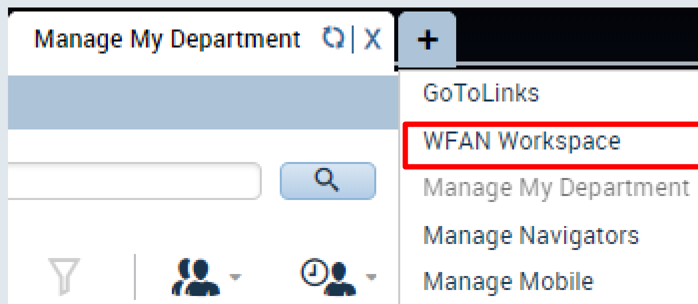
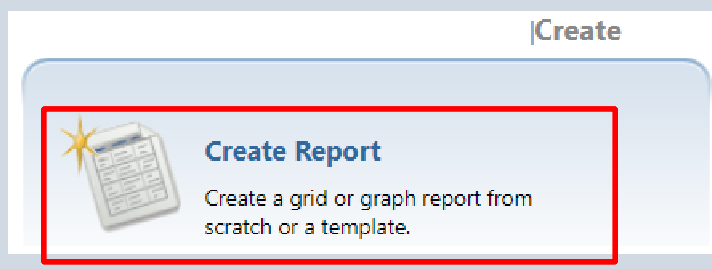
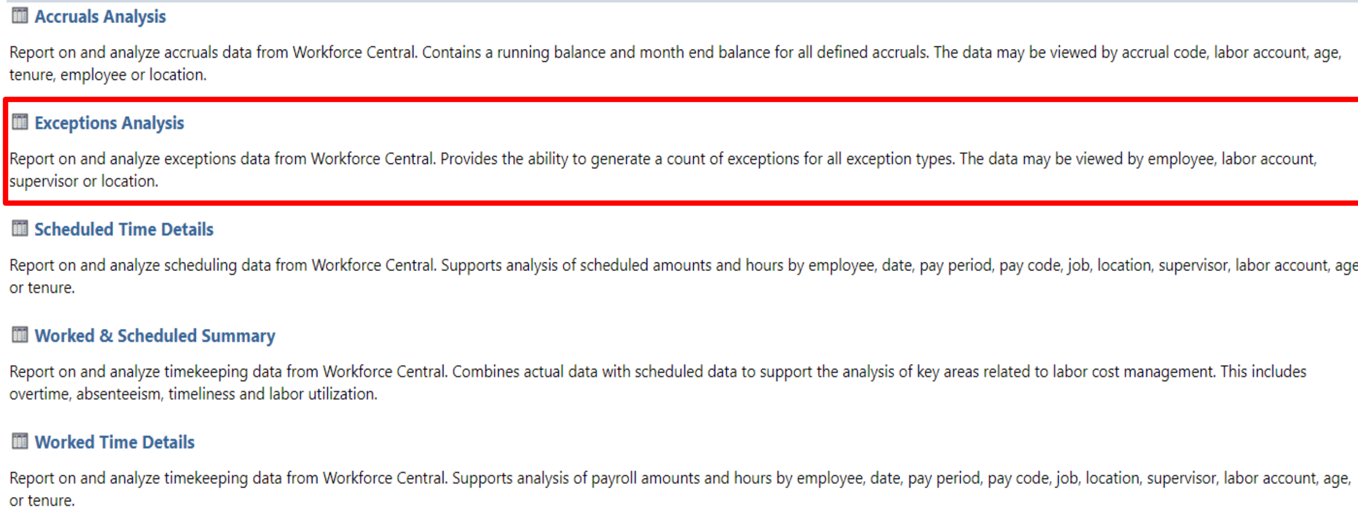
Creating a Report

Purpose:
This job aid will help you access Workforce Analytics in the Kronos system and create a report. Refer to the E-learnings on this page for more training on Analytics.

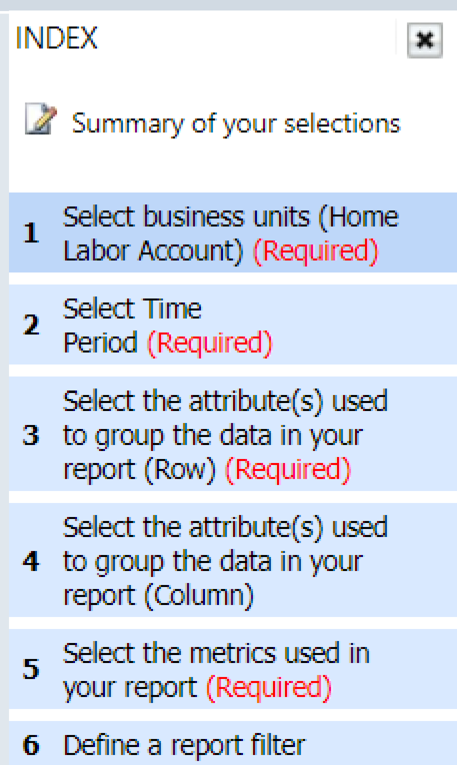
Steps	Screenshots
Click on the ' + ' icon next to My Information or Manage my Department.	
From the dropdown, select WFAN Workspace.	
Here you have access to creating new reports or using existing reports. Here we will select Create Report..	

Steps	Screenshots

This will prompt a few different options for reports, whichever you select will default one of the fields to make it easier to run the dossier.

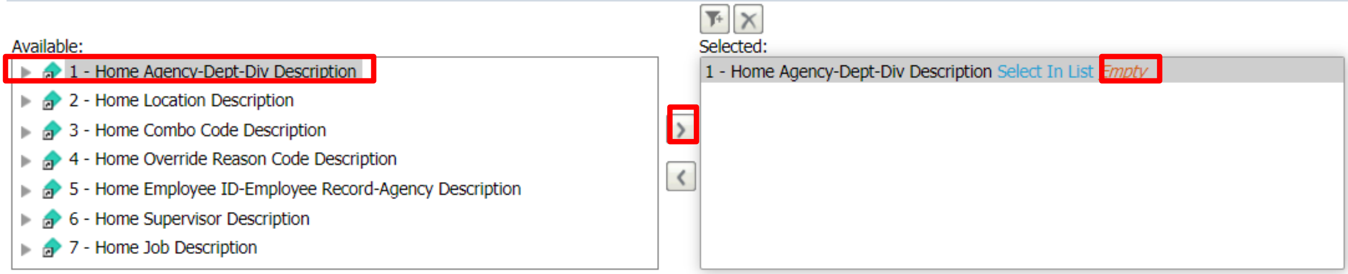


On the far left, you can see the fields that need to populated. All these fields will need to be reviewed before running.

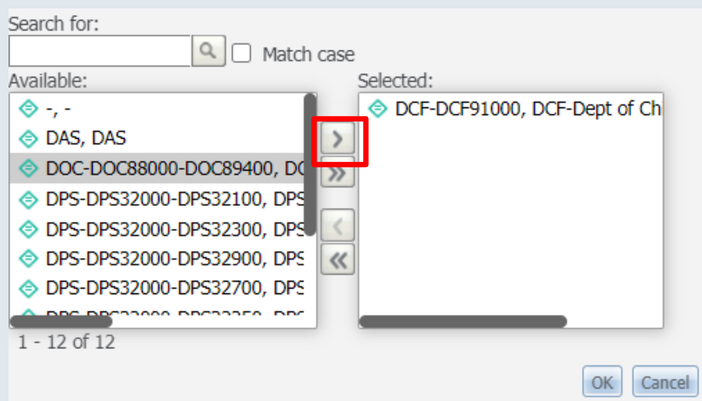


Steps	Screenshots

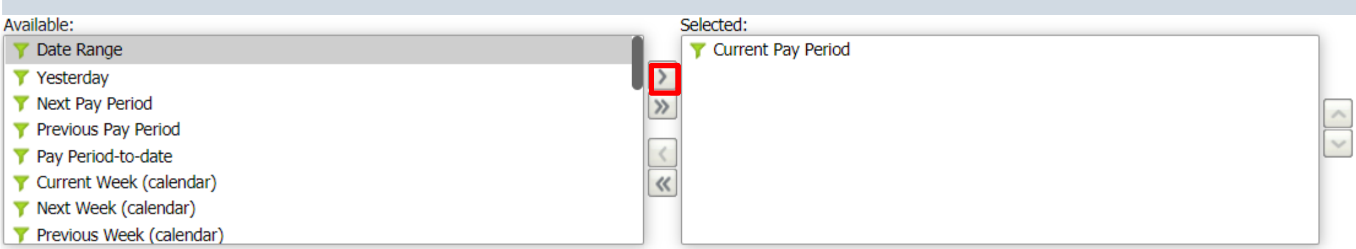
In the first field you can select the data you want to start off with as the outside view. In this case we chose Agency-Dept-Div and moved it to the right using the arrow.



Select the highlighted word Empty, and move the agency that needs to be looked at to the right.

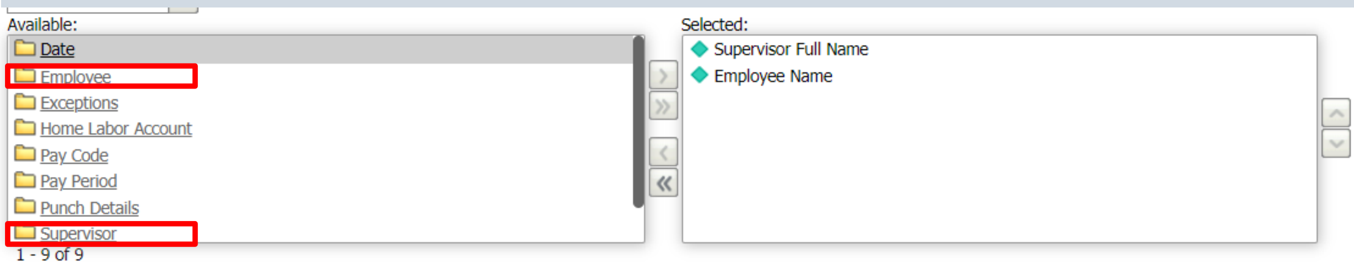


The next field will allow you to select the date range that you want to look at, this can be set to the Current Pay Period if you are reviewing time mid pay period. Move the name of the time period to the right using the arrow.

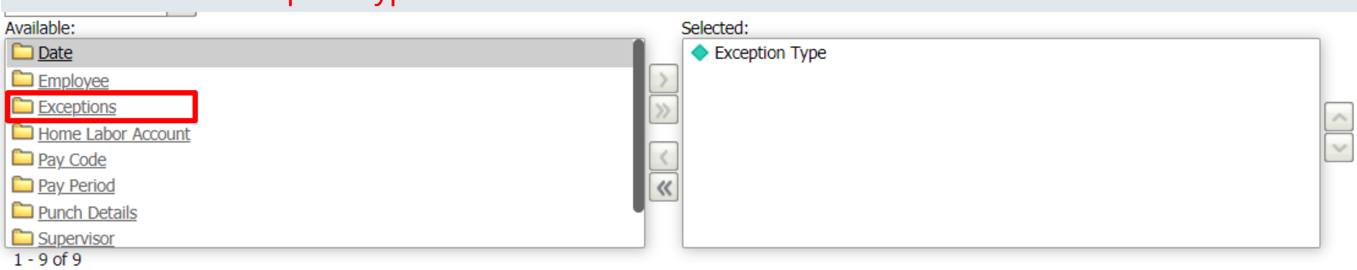


Steps	Screenshots

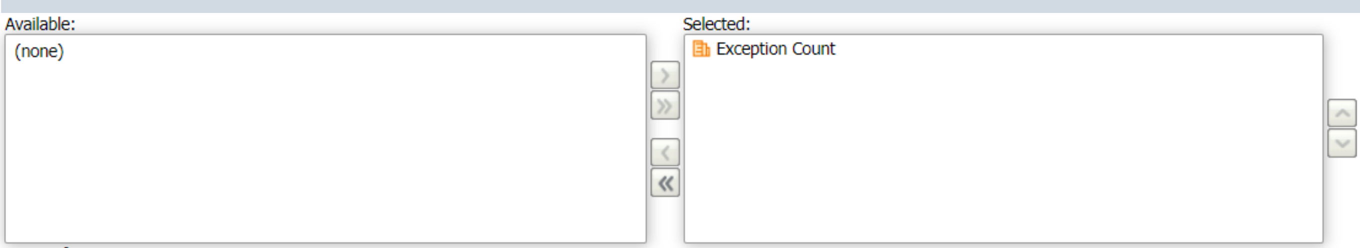
The next field will allow you to select the rows you want to use, navigate to the folder and select the specific field such as Supervisor Full Name and Employee Name.



The field right after the row selection will be the columns you want to view, in this example we can select Exception type.

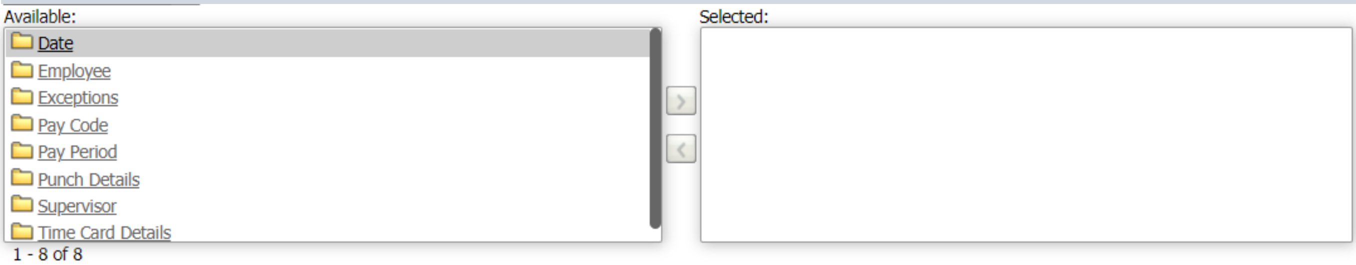


The next section will allow you to select the values that you want to use, based on the selection you made earlier this field will be filled in by default.

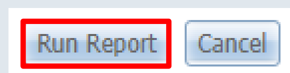


Steps	Screenshots

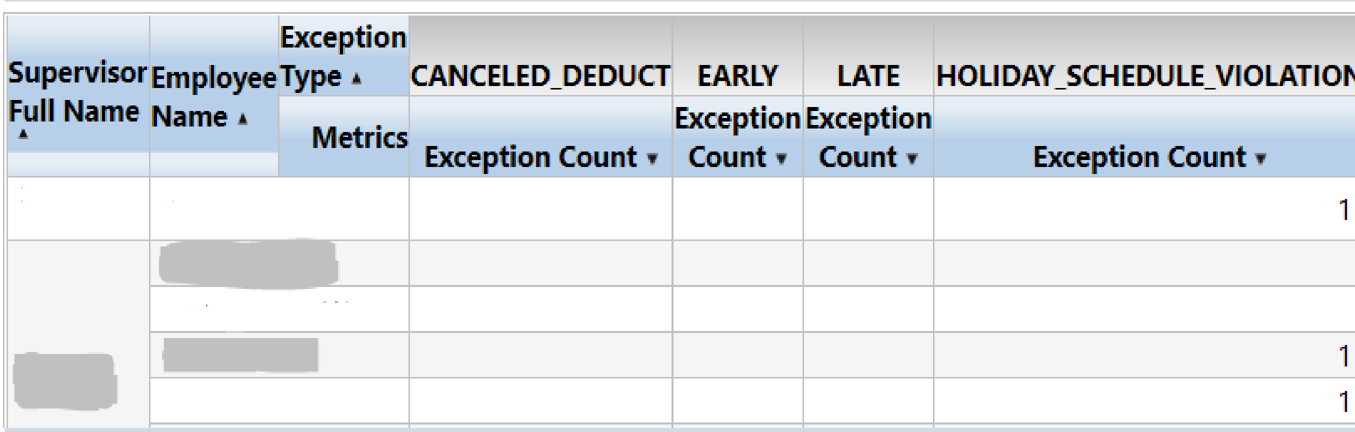
The last section will allow you to add filters to your data, this can be done here or afterwards once the report has been created.



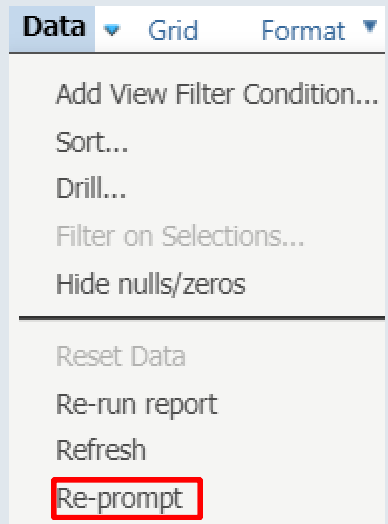
After all the information has been filled in select Run Report.



Once you run the report, a preview of all the data will be shown at the bottom of the screen, here you can determine whether this is the report that you envisioned or if changes need to be made or filters added.

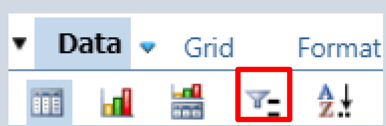


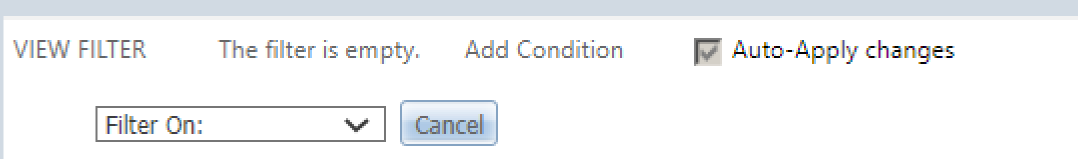
Supervisor Full Name	Employee Name	Exception Type / Metrics	CANCELED_DEDUCT Exception Count	EARLY Exception Count	LATE Exception Count	HOLIDAY_SCHEDULE_VIOLATION Exception Count
						1
						1
						1

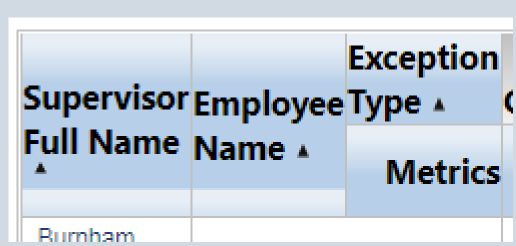
Steps	Screenshots
The three icons shown here can change how the data is visualized, the default view Is the raw data.	
From the Data drop down, you will have the option to Re-prompt, which is selected new rows or columns to add and then re-running the report.	

You can also filter the data on the existing report, you can do this by clicking this filter icon here.

From there, drag any of the columns or rows from the table into the filter section. This will allow you to set up filters for the data.







<table>
<tr><th>Steps</th><th>Screenshots</th></tr>
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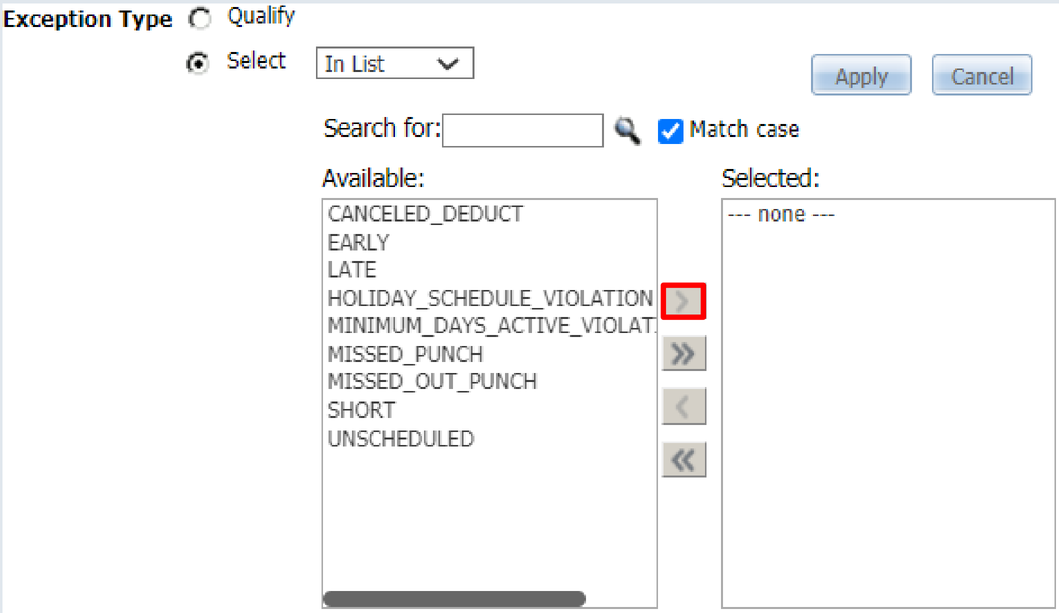
Under the filter tab, specify what the filter should be by clicking on the Select button. Afterwards click on the exceptions from the list and use the arrow to move it to the right.



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Once this report is ready, you can export it for future use.

Click on the Home dropdown and select Export, then select the format you want the data in. This will download automatically.

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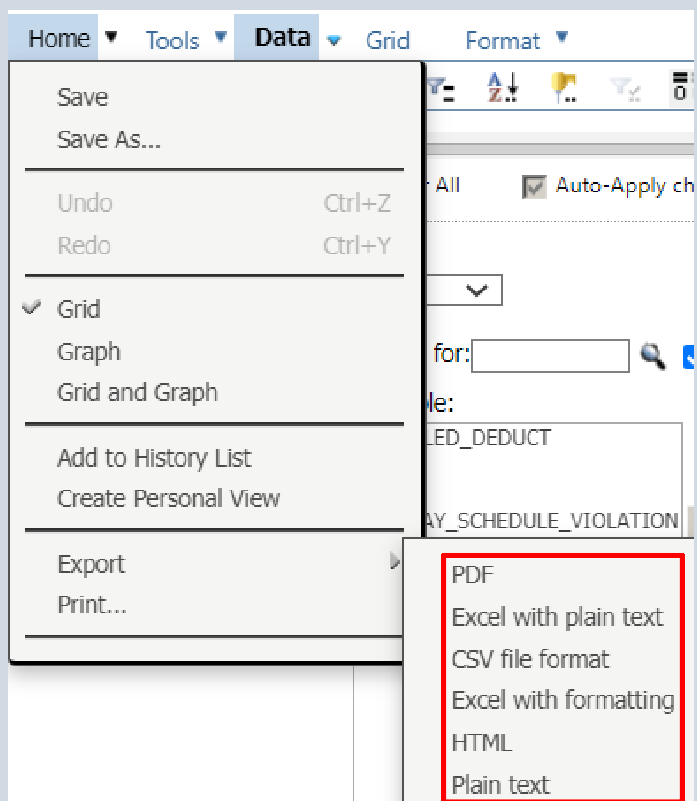

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