SAP SuccessFactors

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Using Report Center

THE BEST RUN SAP

Content

Change History

Learn about changes to the documentation for using Report Center in recent releases.

1H 2025

Type of Change	Description	More Info
None	We did not update this guide.	

2H 2024

Type of Change	Description	More Info
Changed	We added a note to inform that we have announced the deprecation of PPTC reports.	Publishing Pixel Perfect Talent Card (PPTC) Reports
Changed	We added a note to inform that PPTC reports are not supported in Latest People Profile page.	Creating a Pixel Perfect Talent Card (PPTC) Report for an Employee in People Profile

1 Overview of Report Center

Report Center consolidates report builder tools into a modern interface where you can build and run reports.

Report Center centralizes all the reporting components from different analytical tools in SAP SuccessFactors. The analytical tools are, Tiles, Dashboards, Table, Canvas, and Story reports. This centralization allows you to edit and run reports from a central location. It’s designed on the SAP Fiori interface principles.

Report Center is available through *Upgrade Center*. After you adopt *Report Center*, you can find all your reports in *Report Center*.

> Note
>
> *Report Center* is being universally enabled for all the SAP SuccessFactors instances.

> Caution
>
> After the *Report Center* upgrade is complete, you lose access to legacy reporting tools. The existing reports and *Report Center* are available only after you enable the required permissions. For details, see the **Role-Based Permission for Using Report Center** topic linked from the **Related Information** section.

Types of reports in *Report Center*

- *Table* template allows you to create custom reports and share them across the organization. *Note that Table was earlier known as Ad Hoc Reports.*

  > Note
  >
  > *Table* is called *Custom* in Report Center, if you upload a custom template to it.

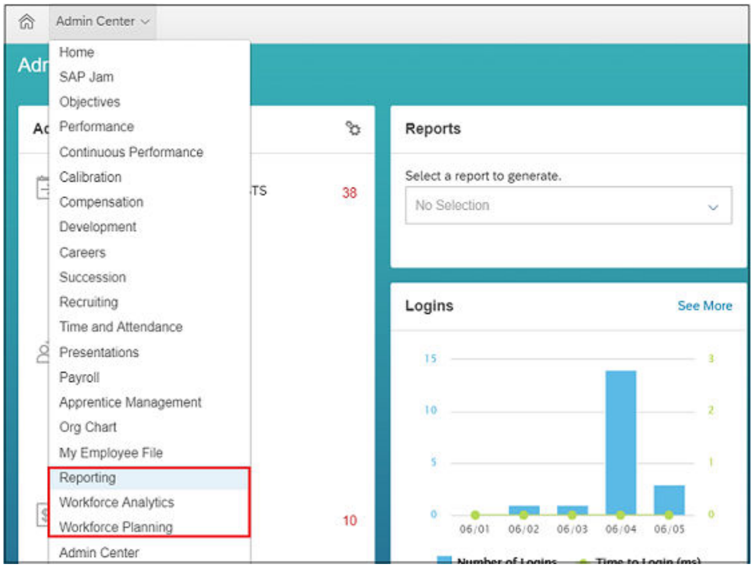
- The *Canvas* template allows you to build free form reports by dragging and dropping report components such as tables or charts onto a canvas. *Note that Canvas was earlier known as Online Report Designer.*.
- *Tiles* and *Dashboards* template allows you to:
  - Build new Analytics tiles using a simple click through wizard.
  - Combine tiles into dashboards.
  - Push tiles to home page and mobile devices.

  > Note
  >
  > We recommend that you avoid using Tiles and Dashboards, because its deprecation was announced in 2H 2023, and it's scheduled for deletion in 2H 2025.

- *Story* allows you to create reports that combine data from all the products in SAP SuccessFactors HCM suite. It offers visualization capabilities that enable you to tell compelling stories with your data.

What to expect after enabling *Report Center*?

- You can schedule report jobs in *Report Center*.
- You have separate navigation for Reporting, Workforce Analytics, and Workforce Planning.



- You can use *Report Center* instead of the *Analytics* tab in *Reports* for any reporting-related content.
- You no longer see separate subtabs for *Reporting* and *Dashboards* on the the *Analytics* tab of the *Reports* module.
- Some legacy reports aren't included in *Report Center*. However, you can access by switching to the classic reporting view from the *Report Center* page.
- You can access *Workforce Planning* (both Headcount Planning and Strategic Planning) by navigating to the *Workforce Planning* menu.

Related Information

Role-Based Permissions for Using Report Center
People Analytics - Embedded Edition (Report-Story) Guide

2 Report Center Tools

Know the various actions that you can perform to manage reports in *Report Center*.

All the reports that you can access are available on the *Report Center* page. The tools you see, or the actions you can perform on the *Report Center* page depend on the permissions granted to your role.

> **Note**
>
> If you are an Admin for any of the report types in *Report Center*, you can now see two tabs, *My Reports* and *All Reports*. The reports created by you and shared to you appear under the *My Reports* tab. All the reports in your instance appear under the *All Report*s tab.

The Buttons and Icons available to create and manage reports in the *Report Center* page are:

Icons/Buttons	Description
Switch to Classic View	Click the icon to switch to classic view.
View Schedules	Click the icon to view list of schedules available in your instance or created by you. You can also view the list of jobs based on its occurrence set by you while creating a scheduling.
	Click the icon to view the *Report Center* page in full screen.
New	Click the button to create a new report.
Import	Click the button to import an XML report in to Report Center.
Reports	Click the button to view the report list independent of the label tagged to a report name.
Labels	Click the button to view the reports under the label to which it is tagged.
	Click the icon to search after typing the required report or author name in the *Search* field.
	Click the icon to sort the report list in ascending or descending order based on the column: • *Name* • *Author* • *Last Modified* • *Type*
	Click the icon to filter the report based on the: • Report type • Author of the report • Last modified date of the report • Labels tagged to the reports
	This icon next to a report name indicates that the report is shared with another user, group, or role.
	This icon precedes the report name. If it's clear, it indicates that the report is not marked as favorite. When you select it, the report is marked as a favorite report that you can access from the home page.

3 Columns in Report Center Table

In the *Report Center* page, there are certain columns available to help you identify reports based on their name, type, and the author of the report.

Columns available in the *Report Center* page are:

Column Name	Description
☆ / ★	Add a report as favorite by selecting ☆ or remove a report from your favorites by clearing ★. You can access the list of your favorite reports from the home page.
Name	Displays the name of the report. Can contain the icon, if the report is shared to another user. **Note** The character limit for a report name is 80 and must not exceed more than the limit.
Author	Displays the name of the report creator.
Last Modified	Displays the date when the report was last modified.
Type	Displays the type of report.
Action	The vertical ellipsis icon provides a menu of actions that you can perform on a report. It includes *Run*, *Edit*, *Share*, *Rename*, *Delete*, *Export*, *Duplicate*, *New Schedule*, *Label As*, *Change Author*, and *Copy Link*.

4 Navigation after Upgrading to Report Center

Get familiar with the changed navigation after you have upgraded to Report Center.

Simplified Navigation After you Upgrade to Report Center

	Before Enabling Report Center...	After Enabling Report Center...
Workforce Analytics	Go to *Analytics* > *Analytics*.	Go to *Workforce Analytics*.
Table (formerly known as Ad Hoc reports)	Go to *Analytics* > *Reporting*.	Go to *Reporting* > *Report Center* > *Table*.
Canvas (formerly known as Online Report Designer and Advanced Reporting reports)	Go to *Analytics* > *Analytics*.	Go to *Reporting* > *Report Center* > *Canvas*.
Workforce Analytics Admin	Go to *Analytics* > *Analytics* > *Admin*.	Go to *Reporting* > *Report Center*, edit a Report-Canvas, and then click *Admin* or go to *Reporting* > *Report Center* > *View Schedules* > *Switch to legacy Report Distribution Tool* > *Admin*.
Strategic Workforce Planning	Go to *Planning*. (OR) Go to *Analytics* > *Analytics*.	Go to *Workforce Planning*.
Headcount Planning	Go to *Headcount Planning*	Go to *Workforce Planning*.
Tiles and Dashboards (formerly, also known as Dashboard 2.0)	Go to *Analytics* > *Dashboards 2.0*.	For Tiles, go to *Reporting* > *Report Center* > *Tile*. For Dashboards, go to *Reporting* > *Report Center* > *Dashboard*.
Publishing	Go to *Analytics* > *Publishing*.	Go to *Reporting* > *Publishing*
Performance-Potential Matrix	Go to *Analytics* > *Performance-Potential Matrix*.	Go to *Succession*.
How VS What Matrix	Go to *Analytics* > *How VS What Matrix*.	Go to *Succession*.

5 Switching to Classic View Reports from Report Center

You can go back to legacy reporting frameworks so that you don't need to create or move all of your existing reports to the new framework immediately.

Prerequisites

You have any one of the legacy reporting framework permissions:

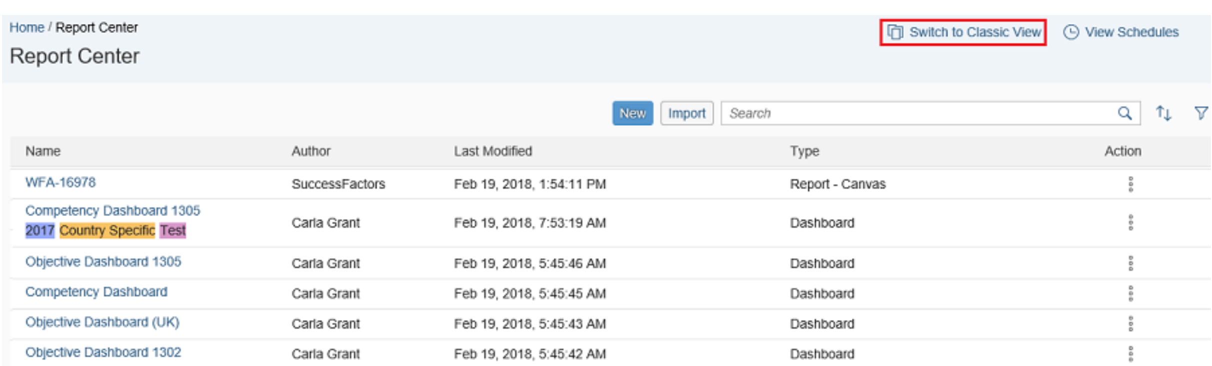
- *Classic Reports*
- *List View*
- *Spotlight View*
- *Spreadsheet Report Privilege*

Context

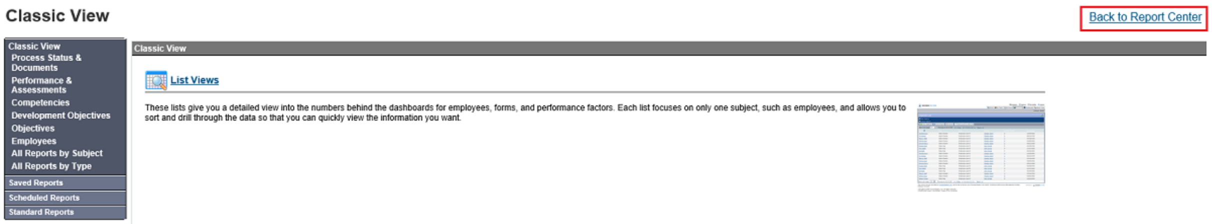
The Classic view allows you to access the legacy reporting frameworks that weren’t integrated into the Report Center solution, along with the reports created using the legacy frameworks. The legacy reporting frameworks include List Views, Spotlight Views, Classic Reporting, and Spreadsheet Reports.

Procedure

1. Click *Switch to Classic View* to go to Classic Reporting view.



2. Click *Back to Report Center* to go to Report Center.


Classic View
Back to Report Center
Classic View
Process Status & Documents
Performance & Assessments
Competencies
Development Objectives
Objectives
Employees
All Reports by Subject
All Reports by Type
Saved Reports
Scheduled Reports
Standard Reports
List Views
These lists give you a detailed view into the numbers behind the dashboards for employees, forms, and performance factors. Each list focuses on only one subject, such as employees, and allows you to sort and drill through the data so that you can quickly view the information you want.

6 Creating New Reports in Report Center

To create different report using Canvas, Table, Story, Tiles, and Dashboard, you can use Report Center.

Prerequisites

Enable the *Report Center* and create report permission for the corresponding report type. For details on permission and assigning permissions see **Role-Based Permissions for Using Report Center** in the **Related Information** section.

Procedure

1. Go to *Reporting* from the main navigation menu.

   The *Report Center* page appears.
2. Choose *New*.

   The *New* dialog opens.
3. Choose a report type.

   > Note
   >
   > If you have enabled *Canvas* reports and/or *Story* reports, but you're unable to access them in your tenant, run the *Admin Center* > *Check Tool* > *System Health* > *Report Center is properly configured and it's working as expected* check to understand if there are any configuration issues.
4. Choose *Select* and follow the steps to create different types of report, such as *Table*, *Canvas*, *Story*, *Tile*, or *Dashboard*.

Related Information

Creating a Story Report
Creating a Table Report
Creating a Canvas Report Using Detailed Reporting
Creating a Canvas Report Using Advanced Reporting
Creating a Tile
Creating a Tile-based Dashboard

7 Running a Report in Report Center

To view or generate the result of the reports that is created in *Report Center*, you have to run a report.

Prerequisites

- To generate a *Table* report, meet one or more of the following conditions:
  - You've created the report.
  - Your role has the *Run Report* schema permission and the report has been shared with you.
- To generate a *Canvas* report, meet one or more of the following conditions:
  - *Canvas Designer* and you've created the report.
  - *Canvas Designer Admin*
  - The report is shared with you.
- To generate a *Dashboard*, meet one or more of the following conditions:
  - Your role has the *Analytics Tiles and Dashboards* admin permission.
  - The report is shared with you.
- To generate a *Story* report, meet one or more of the following conditions:
  - You've created the *Story* report.
  - The *Story* report has been shared to you.

Context

You can generate the reports in online mode or offline mode based on the report type. You can also select a format type based on which you want to view a report.

> Note
>
> If you have enabled *Canvas* reports and/or *Story* reports, but you're unable to access them in your tenant, run the *Admin Center* > *Check Tool* > *System Health* > *Report Center is properly configured and it's working as expected* check to understand if there are any configuration issues.

Procedure

1. Go to *Reporting* from the main navigation menu.

   The *Report Center* page appears.

2. From the *Action* column choose ⊙ *(Run)* for the report you want to generate.

   > ⓘ Note
   >
   > You can't run a *Tile* report; however, you can generate a *Dashboard*.

3. **Optional:** For the *Table* report, select the format of the report and then click *Generate*. For example, you can choose, Online, Offline, Download (CSV), or Export.

   > ⓘ Note
   >
   > - You can only run the *Table* and the *Custom* reports that return less than one million cells in online mode. The reports that return more than one million cells are scheduled for offline mode.
   > - You can only run multi domain *Table* reports without a BIRT template that return less than 100 million cells. Reports that return more than this permissible limit are blocked. Reduce the cell count by applying filters or editing the report definition to run these reports.
   > - You can download the Excel file for single-domain and cross-domain Table reports that are scheduled or generated using the Offline mode, Online mode, and Export mode in the XLSX format by default.
   > - The Multi domain reports are downloaded in the XLS format as usual.
   > - For Custom reports, the reports are downloaded in a format based on template:
   >
   > | Template Format | Custom Report Format |
   > |---|---|
   > | XLS | XLS |
   > | XLT | XLS |
   > | XLSX | XLSM |
   > | XLTX | XLSM |
   > | XLTM | XLSM |
   > | XLSM | XLSM |
   > | No template | XLSX |
   >
   > - 5 million rows is the limit for report queries.
   > - There are native limitations with Microsoft Excel product but timeout rules are still applied.
   >
   > | Type | CSV | XLS | XLSX |
   > |---|---|---|---|
   > | Microsoft Excel limitation in rows | No limit | 65536 | 1,048,576 |
   >
   > - - Although, there's no row limit for CSV reports (which means CSV reports exceeding 1,048,576 rows can be exported from SAP SuccessFactors) Microsoft Excel limits the number of rows to 1,048,576.
   >   - It is recommended that for huge data set, use the OFFLINE and CSV or schedule it outside business hours.
   >   - It is not recommended to use Table reports for tracking/auditing purposes. Since this data may increase exponentially over time, kindly use other incremental extraction methods for the same. For example: Use the incremental load in Provisioning (Ad Hoc Report Export Offline) option, which is more suitable for such auditing requirements.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.

Results

The report has been generated.

8 Sharing Reports in Report Center

You can share reports with RBP Roles, user groups, and a single user in *Report Center*.

Prerequisites

To share any report type, you must be the author of the report and the *Share Reports to Groups & Roles* permission must be enabled for you.

Context

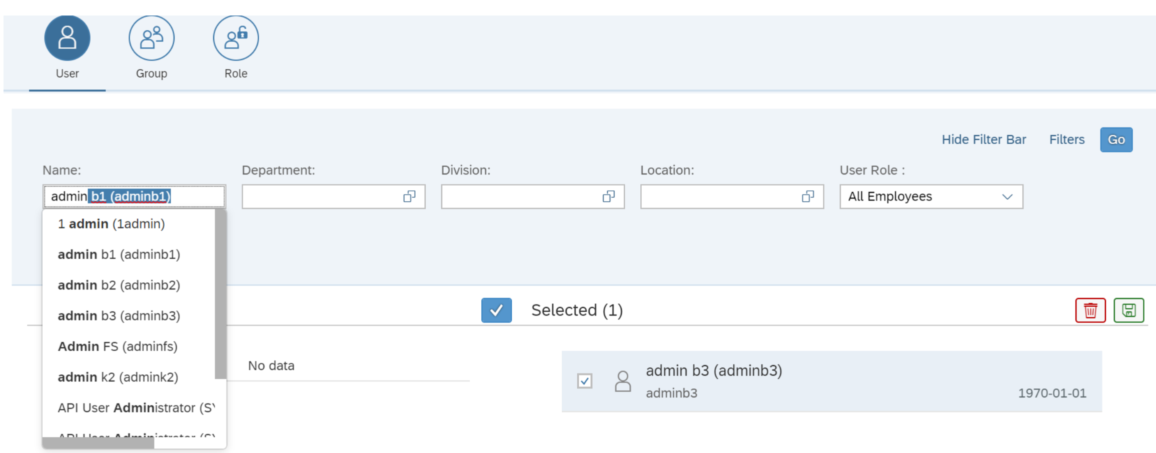
If you have access to edit a report, *Share* option from *Action* menu becomes active when sharing a report with users and with groups. You can select one of the options to share your reports based on user, group, or role.

> ⓘ Note
>
> You can only share Tile-based Dashboards (Custom dashboards created in *Report Center*). To share tiles or standard dashboards, the respective role-based permission has to be granted.

Procedure

1. Go to *Reporting* from the main navigation menu.

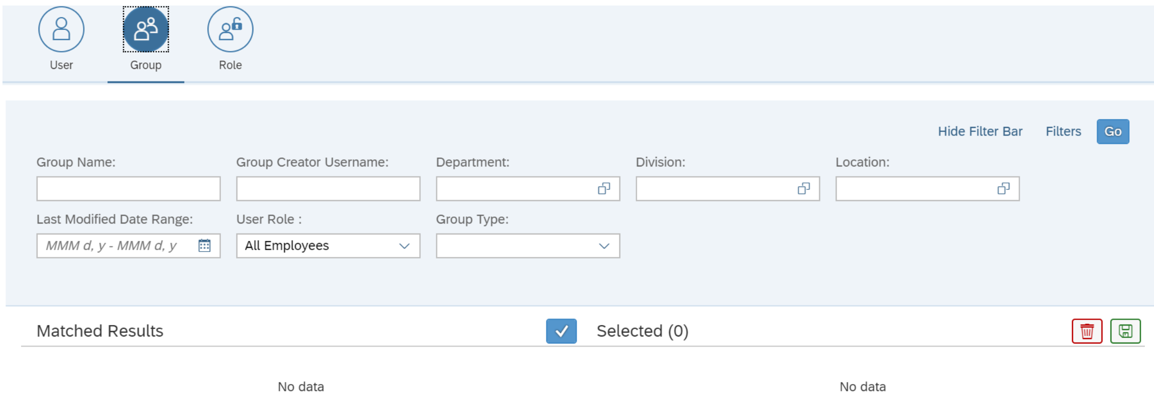
   The *Report Center* page opens.
2. Click the ellipsis icon under the *Action* column for the report you want to share, and then select *Share*.
3. **Option 1:** To share the report with users, click *User*.
   a. Enter the user name to whom you want to share the report.
   b. Use the additional fields: *Department*, *Division*, *Location*, and *User Role* to further filter the user selection.



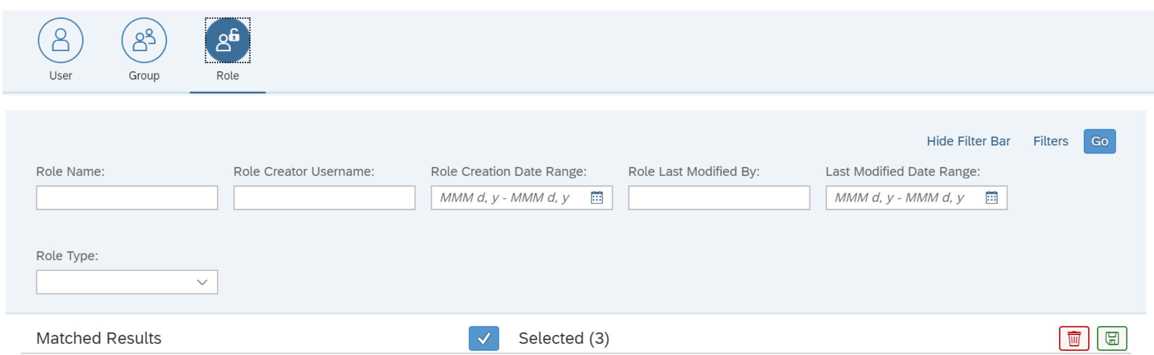
ⓘ Note

Don't use space or combination of first name, last name, partial name, full name as it doesn't return any result. For example, `AdeleSmoke` doesn't return any result.

4. **Option 2:** To share the report with groups, click *Group*.
   a. Enter the group name to whom you want to share the report.
   b. Use the additional fields: *Group Creator Username*, *Department*, *Division*, *Location*, *Last Modified Date Range*, *User Role*, and *Group Type* to further filter the user selection.



5. **Option 3:** To share the report with the roles, click *Role*.
   a. Enter the role name to whom you want to share the report.
   b. Use the additional fields: *Role Creator Name*, *Role Creation Date Range*, *Role Last Modified ByLast Modified Date Range*, and *Role Type* to further filter the user selection.



6. Click *Go*.

   Based on your search, users, groups, or roles are listed under *Matched Result*.
7. Select the users, groups, or roles that you need the share the report and then click .

ⓘ Note

For Report - Story, you also have the option to give *Read*, *Edit*, or *Full Access* permission while sharing your reports.

- *Read*, allows users to run the shared report.
- *Edit*, allows users to run, edit, rename, export, duplicate, and label the shared report.

- *Full Access*, allows users to run, edit, share, rename, delete, export, duplicate, and label the shared report.

The *Saved Successfully* message appears, which indicates your report has been shared successfully.

Results

You can see the icon next to the shared report name in the *Report Center* page.

Related Information

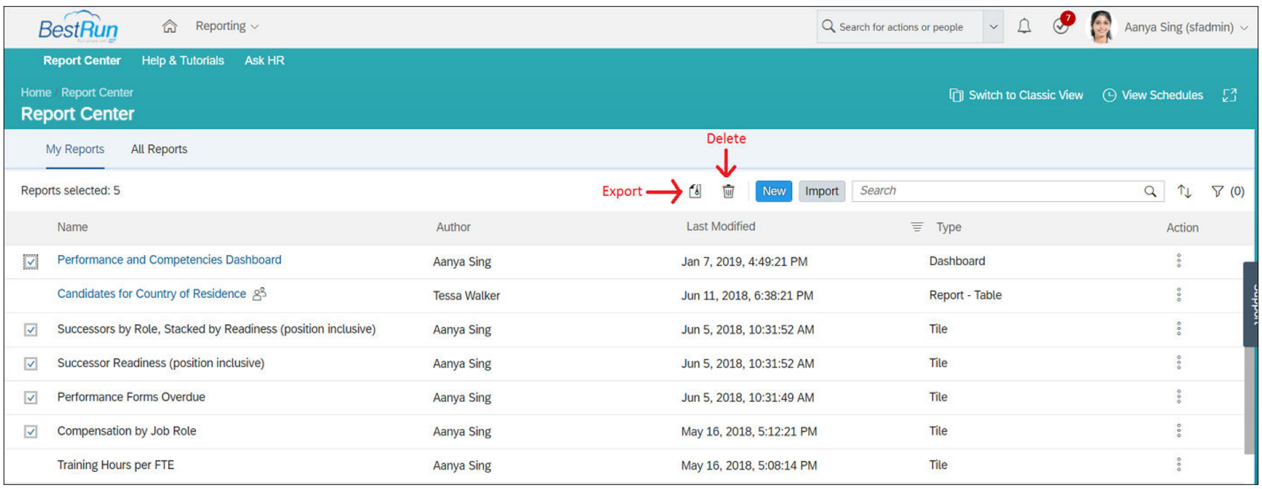
Sharing a Story Report

9 Delete Reports in Report Center

You can select multiple reports of different types and delete them simultaneously in *Report Center*.

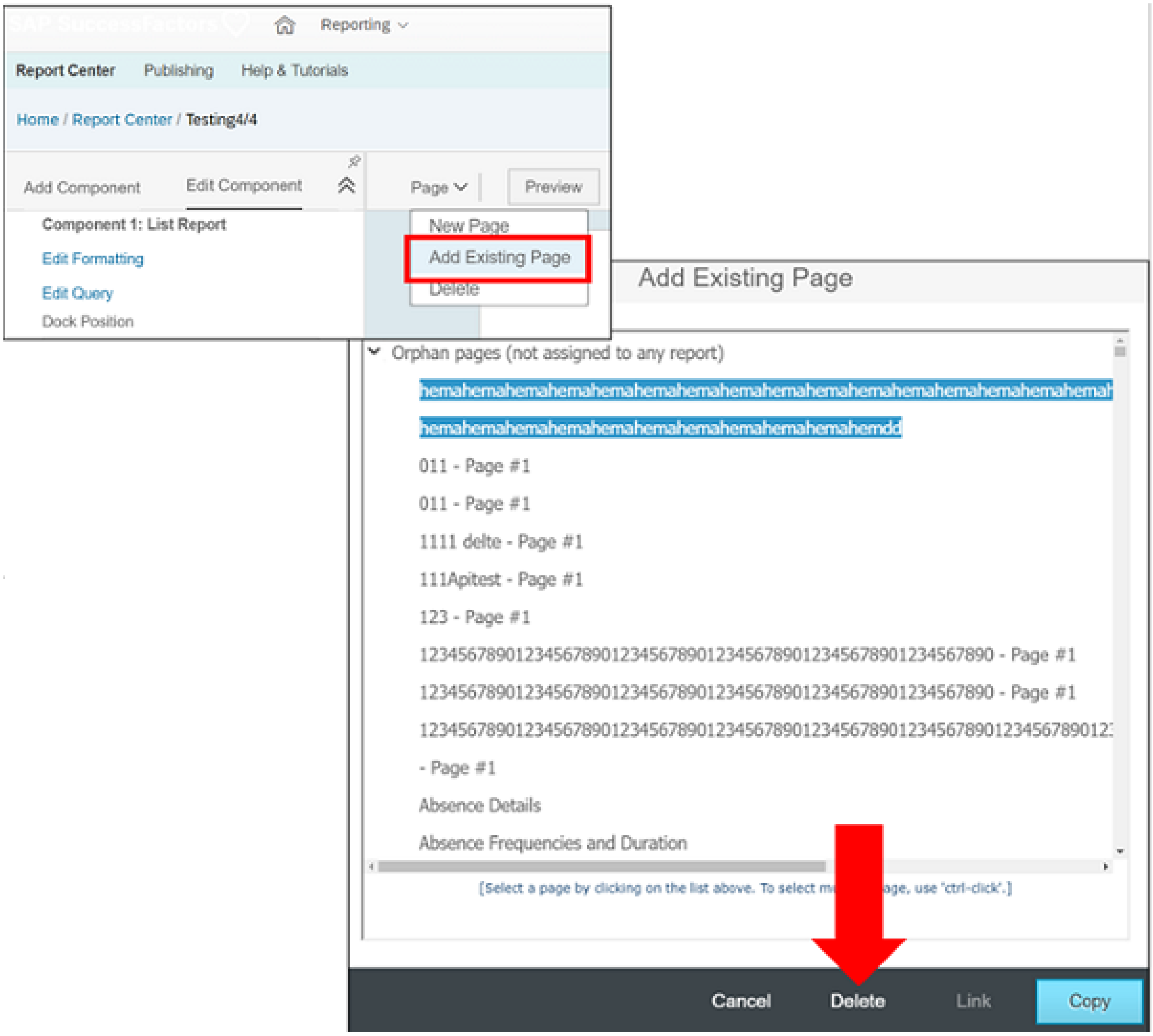
Deleting Multiple Reports

Delete up to 50 reports at once.



Deleting Canvas report orphan pages

When deleting a *Canvas* report, the pages are "orphaned" allowing restoration of the deleted content. Due to this, large number of pages build up over time. Click *Delete* to delete these orphan pages permanently.


Reporting
Report Center
Publishing
Help & Tutorials
Home / Report Center / Testing4/4
Add Component
Edit Component
Page
Preview
Component 1: List Report
Edit Formatting
Edit Query
Dock Position
New Page
Add Existing Page
Delete
Add Existing Page
Orphan pages (not assigned to any report)
011 - Page #1
011 - Page #1
1111 delte - Page #1
111Apitest - Page #1
123 - Page #1
Absence Details
Absence Frequencies and Duration
Cancel
Delete
Link
Copy

10 Exporting a Report Definition

You can export a report definition for an instance to use it in *Report Center* of another instance. Import the exported report definition to save your time in creating a report from scratch.

Prerequisites

- To export a *Table* report, you must have the *Create Report* permission and the *Table* report must be either created by you or shared with you.
- To export a *Canvas* report, you must have the *Canvas Designer* permission and the *Canvas* report must be either created by you or shared with you.
- To export *Tiles* and *Dashboards*, the *Analytics Tiles and Dashboards* (*Admin Center* > *Manage Permission Roles* > *Permissions* > *Manage Dashboards/Reports*) permission must be enabled for you.
- To export a *Story* report, you must be able to edit the report.

Context

You can export report definition from *Report Center* for:

- *Table* reports in SFR format
- *Canvas* reports in XML format
- *Tile* and *Dashboard* in ZIP format
- *Story* in PACKAGE format.

> → Remember
>
> The export functionality in *Story* mustn't be used for backup purposes. There's limited backward compatibility for exported stories. The stories exported at a given product version might fail to get imported or work in higher product versions, and it applies to both the .acn and the .package files.

Procedure

1. Log on to your instance.
2. Go to *Reporting* from the main navigation menu.
3. Click the ellipses button under *Action* column and then select *Export*, for the required report.

Results

The file is downloaded in the location based on your browser settings.

> ⓘ Note
>
> - To export multiple reports definition at once, select the reports (limited to 50 reports at a time) you want to export and then click . The reports are downloaded as a .zip file.
> - You can't export a *Story* report definition with any other report type. However, you can export multiple stories simultaneously. The multiple stories are exported as a single .package file.
> - You can't export the definition of Tile-Based Dashboards (custom dashboards created in Report Center).

Related Information

Importing a Report Definition [page 23]

11 Importing a Report Definition

You can import a report definition from another instance to run it in your instance. The import function saves you from creating a new report.

Prerequisites

- To import a *Table* report, enable the *Create Report* permission.
- To import a *Canvas* report, enable the *Canvas Designer* or *Canvas Designer Admin* permission.
- To import *Tile* and *Dashboard*, enable the *Analytics Tiles and Dashboards* (*Admin Center* > *Manage Permission Roles* > *Permissions* > *Manage Dashboards/Reports*) permission.
- To import a *Story* report, enable the *Create Story* permission.

> Note
>
> You can import table reports, tiles and dashboards that are created or edited either on the same version of the application or on a lower one. If you import a *Table* report, a *Tile*, or a *Dashboard*, created or edited on a higher version of the software, the import fails.
>
> > Example
> >
> > Between the Preview and the Production releases, the application version of the Preview environment is higher than the version of your Production environment. During this period, if you export a new or an edited *Table* report, a *Tile* or a *Dashboard* from your Preview environment, and import it into your Production environment, the import keeps failing until the Production release.

> → Remember
>
> There's limited backward compatibility for importing the previously exported stories. The stories exported at a given product version might fail to get imported or work in higher product versions, and it applies to both the .acn and the .package files.

Context

Using the *Import* and the *Export* functions in *Report Center*, you can easily transfer reports from one environment to another, or save a local version of report definitions that you can reuse at a later date. Import and export of reports are complimentary functions, For exporting reports in *Report Center*, refer to the **Exporting a Report Definition** section.

> Note
>
> You can export the report definition from the *Report Center* only for:

- Table
- Canvas
- Tiles and Dashboard
- Story

Procedure

1. Go to *Reporting* from the main navigation menu.

   The *Report Center* page opens.
2. Click *Import*.
3. *Import report definition* dialog opens.

   > ⓘ Note
   >
   > - In the *Import* dialog, use the *Local File* option to import a previously exported *Story*, and use the *Content Store* option to import template stories.
   > - The *Content Store* option in the *Import* dialog appears only if you've enabled the *Story* reports, and you have the *Story Admin* permission.
4. Enter the report name.

   > ⓘ Note
   >
   > - Except for the *Table* report, the report name and description for the report you select (*Canvas*, *Story*, *Tile*, and *Dashboard*) is updated based on the file content.
5. Enter the description.
6. Click *Browse* and locate the file.

   > → Remember
   >
   > - You can't import *Story* reports along with any other report type.
   > - For *Story* reports, you have to select *Overwrite existing stories with imported stories with the same name, if any*, if another story with the same name already exists.
7. Click *Import* in the *Import report definition* dialog, and then click *Close*.

   > ⓘ Note
   >
   > If the instance configuration between the source and the target isn't exactly the same, validation errors occur after importing the report. You can fix it manually or else the report won't work.

Results

The imported report definition is available in the *Report Center* list.

Related Information

Creating Story Reports Using the Story Templates Available in Content Store
Exporting a Report Definition [page 21]

12 Scheduling Reports in Report Center

Schedule reports for offline execution, especially the data intensive ones, so that you can download the reports later or generate the reports at a regular cadence. With scheduling, you can send reports to SFTP (Secured File Transfer Protocol) sites to offload processing for reports with large data volumes.

Prerequisites

- To schedule reports to be sent through SFTP server, you must be the Report Center administrator.
- To schedule a *Table* report, you must have any one of the permissions:
  - *Schedule Reports* and you've created the report.
  - *Run Report* and the report is shared with you.
- To Schedule a *Canvas* report, you must have any one of the permissions:
  - *Canvas Designer* and you've created the report.
  - *Canvas Designer Admin*
  - The report is shared with you.
- To Schedule a *Story* report, you must have the *Schedule Reports* permissions.

Context

All the *Table* reports scheduled through Ad Hoc and Provisioning tool before upgrading to Report Center are available in *Report Center*.

Procedure

1. Find the report that you want to schedule, click the menu in the *Action* column, and then click *(New Schedule)*.

   The *Schedule Definition* tab appears.
2. Type a recognizable name in *Schedule Name*.
3. Select the format of the report file in *Report Format*.

   > Note
   >
   > - For *Story* reports, only the *CSV* file format is available.
   > - For *Canvas* reports, the MS Excel and CSV file formats are available only when the report has just *List Report* type of table components. If the report has table components based on views, the CSV file

> format isn't supported. If a *Canvas* report has images or charts, the MS Excel and CSV file formats aren't available.

4. In *Send Notifications to*, type a comma-separated list of the people who are notified about the job status.

Send Notification On **option**	**Result**
Job Start	Users are notified when the report system begins running the job. This option can be over-used. Most users want to know when the job finishes, not when it starts.
Job Completion	Users are notified when the report is ready to download.

5. For *Canvas* and *Story* reports, to go to *Destination* to set the report output.
6. In *Method*, select how you want to retrieve the report.
   - Select *Offline* to download the report later from *View Schedules*.
   - Select *SFTP* to send the report to an FTP site.

> ⓘ Note
>
> - For *Story* reports, only the offline scheduling method is currently supported.
> - Email method of scheduling *Canvas* report is only available from *Report Distributor*.

7. If you selected *SFTP* in *Method*, set the SFTP server information.

SFTP Address Information	**Meaning**
Host Address, *SFTP Login*, **and** *SFTP Password*	The URL of the SFTP site, its login, and its password.
SF hosted SFTP Server	The SAP SuccessFactors SFTP server. If you're using this server, please select SFTP mode.
File Path **and** *File Name*	The path from the root of the server where *Report Center* has to send the file and the name of the file it has to create.
Date Format	Select a date format that makes sense for the intended audience of the report. Date Format is not available for reports built in *Report Canvas*.

8. Test the connection.
   - Click *Test Connection* to check if the connection to SFTP is established.
   - Click *Test File Put Permission* to confirm that you have text write permission on the SFTP Server.

> ⓘ Note
>
> *Test File Put Permission* is not available for Canvas.

9. Click *Step 4* to go to *Job Occurrence*, and then select how often the report has to run and the first scheduled occurrence of the report.

> ⓘ Note
>
> - For the Recurring type of occurrence, you can only schedule once in a day, single day in a month, or a single day in a year.
> - The maximum value for the end date of the recurring schedule is 3 years, and by default, the end date is set to 3 months.

- More recurring options are available in Provisioning, like, scheduling a job multiple times in a day, any week of the month, first and last day of the month, first and last working day of the month, or multiple days in a year.

    > → Remember
    >
    > As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.

- The completed Jobs are visible from the job list and the file that can be downloaded is available only for 7 days before being deleted.

10. Click *Submit* to activate the schedule.

> → Tip
>
> Click *Save*, if you only want to save the schedule without activating it.

Results

You've successfully scheduled a report for offline execution.

Managing Schedules in Report Center [page 29]
Manage your report schedules to maintain the list of recurring reports in *Report Center*.

Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting [page 31]
Scheduled reports sometimes take longer time to start running because they go into a queue.

Report Timeout Settings in SAP SuccessFactors Reporting [page 32]
Timeouts are set on the entire data center for all products to prevent performance issues. Determine the amount of data to be exported and fetched in your reports and determine whether to use different modes or solutions.

Cancelling Scheduled Jobs [page 33]
You can cancel scheduled jobs that aren’t completed and are stuck in the same status for a long time. This job cancellation improves the performance of the report scheduler in *Report Center*.

Downloading Reports from the My Jobs Page in Report Center [page 34]
You can access and download the output files of scheduled reports from the *My Jobs* page in *Report Center*.

Related Information

Scheduling a Story Report

12.1 Managing Schedules in Report Center

Manage your report schedules to maintain the list of recurring reports in *Report Center*.

Context

When you manage schedules in the report center, you are not necessarily managing your reports. You might have scheduled someone else's report, for example, if you have permissions to schedule. For that reason, the View Schedules page has three tabs. Before you manage the schedules, look at the tabs to investigate the jobs.

Procedure

1. On the SAP SuccessFactors home page, go to *Reporting* > *Report Center* > *View Schedules*.
2. Click the tabs to see different schedules in your system.
   - Select *My Schedules* to list all schedules set up by you.
   - Select *My Jobs* to list all jobs based on the job occurrence set by you when creating a schedule.
   - Select *All Schedules* to list all schedules set up in your system.
3. Click the menu in the *Action* column.
   - Select to run the schedule.
   - Select to delete the schedule.
   - Select to cancel the jobs that you no longer want to run.
   - Select to view the jobs.
   - Select to edit an existing job occurrence.

Task overview: Scheduling Reports in Report Center [page 26]

Related Information

Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting [page 31]
Report Timeout Settings in SAP SuccessFactors Reporting [page 32]
Cancelling Scheduled Jobs [page 33]
Downloading Reports from the My Jobs Page in Report Center [page 34]

12.1.1 The View Schedules Page

The scheduling details of reports that you can access are available on the *View Schedules* page of *Report Center*.

There are three tabs on the *View Schedules* page.

- The *My Schedules* tab lists all the schedules that you create.
- The *My Jobs* tab lists all the jobs that are queued based on the job occurrence you've set, while creating a schedule.
- The *All Schedules* tab lists all the report schedules available in your instance. It's visible only to reporting admins.

> Note
>
> You can click the *Switch to the legacy Report Distributor Tool* on the *View Schedules* page to access the Report Distributer Tool.

Columns Available in the Tabs.

Column Name	Description
Title	The name of the schedule that is created.
Author	The name of the admin who created the schedule.
Last Modified	The latest date when the schedule was edited. Note The column is not available in the *My Jobs* tab.
Occurrence	The type of occurrence that has been selected while creating a schedule. You can select the occurrence only once, daily, weekly, or monthly.
Destination	Shows whether the report scheduled is for offline or SFTP.
Start Date	Shows the date and time when the job was scheduled. Note The column is only available in *My Jobs* tab.
Cells	Displays the total number of cells that the report returns. The total number of cells returned in your report is defined as the product of number of rows and number of columns in your report. For example, if you have **N** number of rows and **M** number of columns in your report, the total number of cells returned = **N** * **M**. Note Data in this column populates only after an instance of the job runs (at least, once) after the guardrail checks are enabled in your instance.

Column Name	Description
Impact of Guardrail	Indicates the impact that guardrail has on your reports. Currently, the guardrail check is enabled for online reports, and this column is populated based on the check result. This column is blank when the number of cells in the report remains within the permissible limit for online generation. The value shown in this column is: • *Offline*, indicates that the number of cells in the report exceeds the limit for normal online execution. You can schedule reports that exceeds the limit. • *Blocked*, indicates that the number of cells in the multi domain *Table* report without a BIRT template exceeds the limit for execution. Reduce the number of cells by applying filter or editing the report definition.
Status	Shows the status of the scheduled job, whether it has completed, failed, or recovered. To cancel a job that is in the *In Progress* status or running for more than 24 hours, click the ellipses icon under the *Action* column and then select *Cancel*. **Note** The column is only available in *My Jobs* tab.
Action	Click the ellipses icon to perform various operations like running, deleting, canceling, viewing, or editing the scheduled job.

12.2 Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting

Scheduled reports sometimes take longer time to start running because they go into a queue.

The report scheduler framework runs 10 jobs at a time from each job server. When the jobs exceed this number, scheduler runs from the emergency queue where there are 6 job nodes to pick the jobs.

If some jobs are still running, and it is taking longer to finish the job execution, the scheduler delays to pick up the next job. Only when all jobs have finished executing, scheduler takes up the new jobs. This causes a scheduled report to start running offline late.

Parent topic: Scheduling Reports in Report Center [page 26]

Related Information

Managing Schedules in Report Center [page 29]
Report Timeout Settings in SAP SuccessFactors Reporting [page 32]
Cancelling Scheduled Jobs [page 33]
Downloading Reports from the My Jobs Page in Report Center [page 34]

12.3 Report Timeout Settings in SAP SuccessFactors Reporting

Timeouts are set on the entire data center for all products to prevent performance issues. Determine the amount of data to be exported and fetched in your reports and determine whether to use different modes or solutions.

To safeguard the overall application, hard limits are implemented for offline data export. When these limits are exceeded, the respective reports or jobs are terminated. If the report execution requires more time, the report execution times out.

> **Note**
>
> Report timeout settings apply to reports created in both Report Center and the SAP SuccessFactors reporting products that we built before Report Center.

Method...	Timeout Rules...
For reports scheduled to run online	• When you export a *Table* report, it is forcibly terminated after 5 minutes. • When you export a *Canvas* report, it is forcibly terminated after 5 minutes.
When you export reports offline	• During business hours (05:00 to 19:00), reports are forcibly terminated after 2 hours. • Outside business hours (20:00 to 04:00), reports are forcibly terminated after 4 hours.

> **Note**
>
> Timeout limits are not customizable. Timeouts are set on the entire data center, so any customizations would affect all instances and customers. For more information, please refer to Knowledge Base Article 2418819

Parent topic: Scheduling Reports in Report Center [page 26]

Related Information

Managing Schedules in Report Center [page 29]
Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting [page 31]
Cancelling Scheduled Jobs [page 33]
Downloading Reports from the My Jobs Page in Report Center [page 34]

12.4 Cancelling Scheduled Jobs

You can cancel scheduled jobs that aren't completed and are stuck in the same status for a long time. This job cancellation improves the performance of the report scheduler in *Report Center*.

Prerequisites

The status of the scheduled job for *Canvas* report is in the *Waiting* or *Started* status and for *Table* report it is in the *In Progress* status.

> Note
>
> You can also cancel *Table* and *Canvas* reports that are generated offline when their schedule and has the status as mentioned in prerequisites.

Context

> → Recommendation
>
> Please refresh the *My Jobs* page to check the status of a job before cancelling it.

After you cancel the job in the *Waiting* status and refresh the *My Jobs* page, if you see the job in the *Started* status instead of *Interrupted*, your case might fall in below category:

The status for scheduled Canvas report in the *My Jobs* page remains in *Waiting* for one minute and then changes to *Started*. There are chances that your cancel request may fail if the server receives it when the status is changed to *Started* while you tried to submit the request in *Waiting* status.

Procedure

1. Go to *Reporting*.
2. Choose *View Schedules* > *My Jobs*.
3. Choose the ellipses button under the *Action* column and then select *Cancel*.

Results

The scheduled job is cancelled and the status of the job is changed to *Interrupted*.

Task overview: Scheduling Reports in Report Center [page 26]

Related Information

Managing Schedules in Report Center [page 29]
Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting [page 31]
Report Timeout Settings in SAP SuccessFactors Reporting [page 32]
Downloading Reports from the My Jobs Page in Report Center [page 34]

12.5 Downloading Reports from the My Jobs Page in Report Center

You can access and download the output files of scheduled reports from the *My Jobs* page in *Report Center*.

Context

The output files of the scheduled *Story*, *Table*, and *Canvas* reports, and the published Pixel Perfect Talent Card (PPTC) reports are available for download on the *My Jobs* page. In addition, Calibration, Succession, and Compensation and Variable Pay use some reports that are triggered from the respective products. The generated reports are available for download on the *My Jobs* page.

All reports are available for download for 14 days from job completion. To download a report after 14 days, you must reschedule the report generation through a new job.

> Note
>
> You can't configure a different retention period for any type of report.

Procedure

1. Go to the *Report Center* > *View Schedules* > *My Jobs* tab.
2. Select the ••• *(Action)* menu for the report you want to download.
3. Select *Download*, and download the report.

   > Note
   >
   > - A link to the generated report is available in the email notification that you receive on completion of the scheduled job, and it takes you directly to the *My Jobs* tab in *Report Center*.

> - You can capture users' intent for downloading sensitive personal data in scheduled *Story* reports so it can be included in read audit reports. A **Download Reason** dialog appears when you download a scheduled **Story** report that contains sensitive personal data.

Task overview: Scheduling Reports in Report Center [page 26]

Related Information

Managing Schedules in Report Center [page 29]
Queue of Reports Scheduled to Run Offline from SAP SuccessFactors Reporting [page 31]
Report Timeout Settings in SAP SuccessFactors Reporting [page 32]
Cancelling Scheduled Jobs [page 33]
Publishing Pixel Perfect Talent Card (PPTC) Reports [page 44]

13 Adding Labels to a Report

Adding labels and assigning them to reports in *Report Center* allows you to group the reports in a folder-like structure that you can access under the *Labels* tab of the *Report Center* page.

Prerequisites

To set a label as public, enable any of the reporting admin permission:

- *Manage Dashboards / Reports* > *Report Admin*
- *Manage Dashboards / Reports* > *Story Admin*
- *Manage Dashboards / Reports* > *Analytics Tiles and Dashboards*
- *Analytics Permissions* > *Functional Permission* > *Canvas Designer Admin*

Context

You can create labels, nest labels within them, and assign the labels to reports in *Report Center* to group them together.

On the *Report Center* page,

- The *Reports* tab allows you to view reports in a list format.
- The *Labels* tab allows you to view labels in a list format where the reports are grouped under these labels. The reports that are not associated with any labels are grouped under *Unlabeled*.
- You can set a label type as public or private. A private label is available only to the user, who creates the label. Whereas public labels are available to all reporting admins. Non-admin users can only view the public labels if they have access to reports associated with the public labels.

  > Note
  >
  > A label is set to private by default.

Procedure

1. Go to *Reporting*.

   The *Report Center* page appears. By default, the view is set to the *Reports* tab.
2. To create a new label, click *Create* from the dropdown next to the *Labels* tab.

   The *Manage Label* dialog opens.

3. Enter the label name.

> → Remember
>
> - Labels are not case-sensitive. Retail and retail are considered as one label.
> - You can't create more than one public/private label with the same name. Private labels with the same name can exist in a tenant, provided that the labels are not created by the same user.

4. To set the label type as public, select *Public*.

> → Remember
>
> Only reporting admins can create a public label, or convert a private label into a public label.

5. To nest the label inside another, select *Nested label in*, and select its parent label from the dropdown list.

> → Remember
>
> - You can only nest a public label under another public label, or a private label under another private label.
> - You can only nest labels up to a maximum level of five.
> - If a parent label type is changed, all its nested labels are changed to the same label type. For example, if you change a parent label to private, all the labels nested under it are changed to private.

6. Select a color for the public label.

> ⓘ Note
>
> You can differentiate a public and private label by its color. Currently, there is only one color for the private labels that is set by default. For public labels, you can choose a color from the available color palette.

7. Click *Create*.

   The created label is listed in the *Manage Labels* dialog.
8. Click *Done*.
9. Click *(Label As)* under the *Action* column for a report that you want to associate with one or more labels.

   The *Label As* dialog appears. It also has the *Create New* option to create new labels, a search bar to find from existing labels, followed by the list of labels if they're already created in the tenant.
10. Select the desired labels from the list and then click *Apply*.

Results

The label is associated with the report and the name of the label appears under the report.

13.1 Managing Labels in Report Center

You can edit label name, set the label type, edit the nesting levels, and delete labels associated with a report.

Context

Using the *Manage* option in the dropdown next to the *Labels* tab, you can

- Edit the name, nesting, and color (only for public labels) of the existing labels
- Delete labels
- Assign labels to a report
- Create new labels

> ⓘ Note
>
> You can enable the *Admin Center* > *Manage Report Center* > *Show labels in a hierarchical structure* option to replace the merged paths in *Labels* view of *Report Center* with a hierarchical view of nested labels. The option, which is disabled by default, impacts the *Labels* view as follows:
>
> - When disabled, labels without reports merge with the next label in the hierarchy, up to the label that's associated with reports, and appear as merged paths.
> - When enabled, the nested labels appear in a hierarchical order, even when labels in the hierarchy aren't associated with reports. You expand every label in the *Labels* view to see the associated reports and/or the next label in the hierarchy.

Procedure

1. On the *Report Center* page, click the dropdown next to the *Labels* tab and then select *Manage*.

   The *Manage Labels* dialog appears. It lists the existing labels in *Report Center*. If there aren't any labels in the tenant, the dialog displays only the *Create New* link and a search bar. You can use this link as another option to create labels.
2. On the *Manage Labels* dialog that appears, you can:

Use...	To...
Create New	Create more labels
✎	Edit the name of a label, its type (public or private), its nesting, or the label color
🗑	Delete labels
The search bar	Access labels in your tenant.

Use...	To...
	Note When you search for a nested label on the *Labels* view, the search result displays the label that nests the searched label. You might have to expand the label hierarchy to access the searched label.

3. To save the updates, click *Done*.

Related Information

Adding Labels to a Report [page 36]

14 Changing the Author of a Report

You can transfer the ownership of a report that you've created so that another user can edit the reports.

Prerequisites

You're either the report creator, or an Admin of the concerned report type.

Procedure

1. Go to *Reporting* from the main navigation menu.

   The *Report Center* page opens.
2. Choose the ellipsis icon under the *Action* column for the report you want to change the author, and then choose *(Change Author)*.
3. Search the name in the *Change author to* field.
4. Choose *Save*.

Results

The report now appears in the *My Reports* tab of the new owner.

15 Creating a Shareable Link for Story Reports from Report Center

Using the *Copy Link* option on the Action menu in *Report Center*, you can share the direct link to access a Story report.

Context

You can create a shareable link for any story that you see on your *Report Center* page. When you share the link with others, only the authorized users can access the story using that link.

> Note
>
> The *Copy Link* option on the Action menu is supported only for *Story* reports.

Procedure

1. Go to *Reporting*.

   The *Report Center* page appears.
2. Choose the ellipsis icon for a *Story* report from the Action column, and select *Copy Link*.

Results

A direct link to the *Story* report is copied to your system clipboard, which you can share with others. Only the users who have been granted access to the *Story* report (either the story is shared with them, or they have the *Story Admin* permission) are able to run it using the link.

16 Filtering Reports

To have a list of reports that you are interested in *Report Center*, you can apply filter based on certain desired criteria.

Procedure

1. Log on to your instance.
2. Go to *Reporting* from the main navigation menu.

   The *Report Center* page opens.
3. Click ⊽ to expand the filter panel.
4. Apply the filter criteria. Filter your criteria based on:

Type	Select the report type, such as *Table*. Use a comma - separated list to select multiple report types.
Author	Type the user name of the report author.
Last Modified	Select the date range during which the reports are last modified.
Labels	Select *Labels* based on which you want to filter the reports.

5. Select *Go*.

Results

You can see the list of reports that match the filter criteria defined by you.

17 Upgrade of BIRT add on Solution to 4.3.2

SAP SuccessFactors has upgraded the BIRT (Business Intelligence and Reporting Tools) add-on solution from version 2.6.0 to 4.3.2.

> ⚠ Caution
>
> SAP SuccessFactors no longer supports BIRT 2.6.0.

After the upgrade, select *Remove Styling* to remove the formatting at the report definition level when creating or editing a *Report-Table* when a report output is in XLSX format and does not have any date or timestamp column). This way your reports run faster.

> ⓘ Note
>
> You need not explicitly select *Remove Styling* to remove the formatting for reports with default BIRT templates and without date or timestamp columns.
>
> For reports without date or timestamp columns, *Remove Styling* is selected by default in the *General Info* tab in the report design page, provided the *Disable 'Remove Styling' for default BIRT template reports without date/time columns* option in *Provisioning* > *[Company]* > *Company Settings* is not selected.
>
> To enable the formatting, clear the *Remove Styling* check box in the *General Info* tab (during the report creation process) for the specific report without date or timestamp column.

> → Remember
>
> As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.

For XLSX reports with date or timestamp columns, you do not see any formatting differences in the downloaded XLSX report.

18 Publishing Pixel Perfect Talent Card (PPTC) Reports

You can generate PPTC reports for more than one employee by using the *Publishing* tab.

Prerequisites

> ⓘ Note
>
> PPTC reports are not supported in Latest People Profile.

- Ensure that the following settings are done in Provisioning:

  > → Remember
  >
  > As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.

  - Enable *BI Publisher Scorecard Integration*
  - Enable *BI Publisher Export Scorecard XML*
  - Enable *Export Scorecard Xml with additional Information*
  - Import the BIRT template with the output format selected as required.
- Enable the following permissions:
  - *Pixel Perfect Talent Card*
  - *Pixel Perfect Talent Card Publishing Tab Access*
  - *Pixel Perfect Talent Card Template(s)* for the required template.
  - *Pixel Perfect Talent Card Export XML*, to publish XML output of the talent card.

Context

You can publish talent cards in the following formats:

- PDF
- PPT
- DOC
- DOCX
- XML

Procedure

1. Go to *Reporting*.
2. Choose the *Publishing* tab.
3. Select *Filter Option* to define the group of employees to generate talent cards.
4. Choose *Update*.
5. Select *Date Option* to add the current period.
6. Choose *Update*.
7. Select the template from the *Publisher Template* dropdown.
8. Choose *Publish Talent Card*.
9. Enter the report name and choose *OK*.

Results

Your report is successfully scheduled. You can retrieve the result from the *My Jobs* tab in *View Schedules* after the report is ready for download.

> **Note**
>
> A link to the published PPTC file is available in the email notification that you receive on completion of the PPTC publishing job, and it takes you directly to the *My Jobs* tab in *Report Center*.

Related Information

Downloading Reports from the My Jobs Page in Report Center [page 34]

19 Creating a Pixel Perfect Talent Card (PPTC) Report for an Employee in Legacy People Profile

You can generate a PPTC report of a certain People Profile section for one employee from the Legacy People Profile page.

Prerequisites

> ⓘ Note
>
> PPTC reports are not supported in Latest People Profile

- Ensure that the following settings are done in Provisioning:

  > → Remember
  >
  > As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.

  - Enable *BI Publisher Scorecard Integration*
  - Enable *BI Publisher Export Scorecard XML*
  - Enable *Export Scorecard Xml with additional Information* to include data from Performance Management forms
  - Import the BIRT template with the output format selected as required.
- Enable the following permissions:
  - *Pixel Perfect Talent Card*
  - *Pixel Perfect Talent Card Publishing Tab Access*
  - *Pixel Perfect Talent Card Template(s)* for the required template.
  - *Pixel Perfect Talent Card Export XML*, to publish XML output of the talent card.
- Administrators set which People Profile section that users can download for a PPTC report through *Admin Center* > *Configure People Profile* > *General Settings* > *Selected PPTC Section*.

Context

As a manager or HR administrator, you can create a PPTC report that includes data from a section in People Profile and some other data, such as data from Performance Management forms about an employee.

You can include the following information in the section for PPTC reporting:

- Position
- Internal Job History
- Live Profile Background Information
- Live Profile User Information
- Photo (Included by default)
- Performance History
- Competencies
- Objective Rating
- Competency Behavior Breakdown
- Nomination
- Development Objectives
- Successors
- Performance-Potential Historical Matrix
- How vs. What Historical Matrix
- Calibration History Portlet
- Opportunity Marketplace Assignments

Procedure

1. Go to Legacy*People Profile* of the employee.
2. Choose *Actions* in the profile header
3. Select *Create Talent Card* from the dropdown list.
4. Select the template.
5. Create the report.

Results

Your report is downloaded.

20 Installing a Canvas Report Template (Advanced Reporting Data Source)

Import a report template in *Report Center*. Select a file type **.xml** for *Canvas* report.

Prerequisites

- Ensure that your account has the necessary permissions for the *Import* function. Confirm this by going to *Admin Center* > *Set User Permissions* > *Manage Permission Roles* > *User Permissions* > *Analytics Permission* and verify that *Canvas Designer* and *Canvas Designer Admin* permissions are enabled.
- Ensure that you have saved the report template package or the individual files from the Customer Community to your computer. This package includes individual report templates (for loading selected reports) and a single file that contains all report templates (for bulk loading all available report templates).

Context

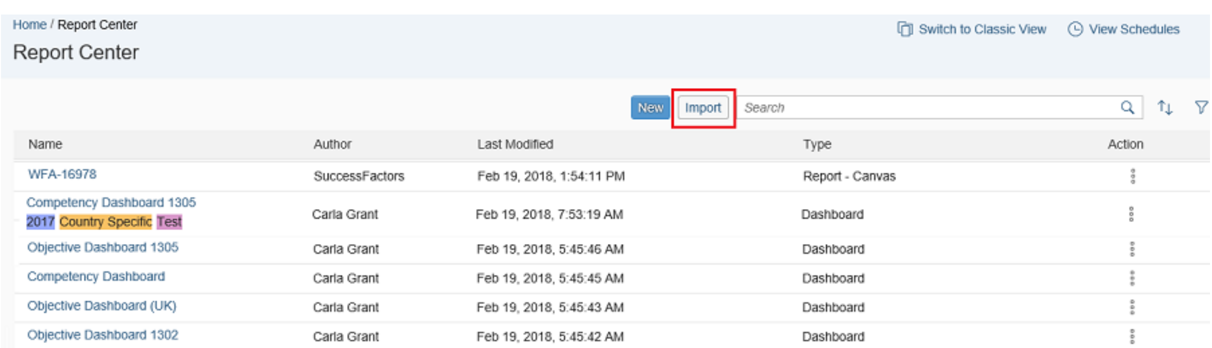
Templates can be in two forms.

- *Report packages* – Contains a set (more than one report) of report templates
- *Single reports* – Contains a single report template

> **Note**
>
> The report transfer process overwrites any existing report that has the same name as the transferred template. To prevent this, note the names of existing reports and rename any that has the same name as the reports intending to be transferred.

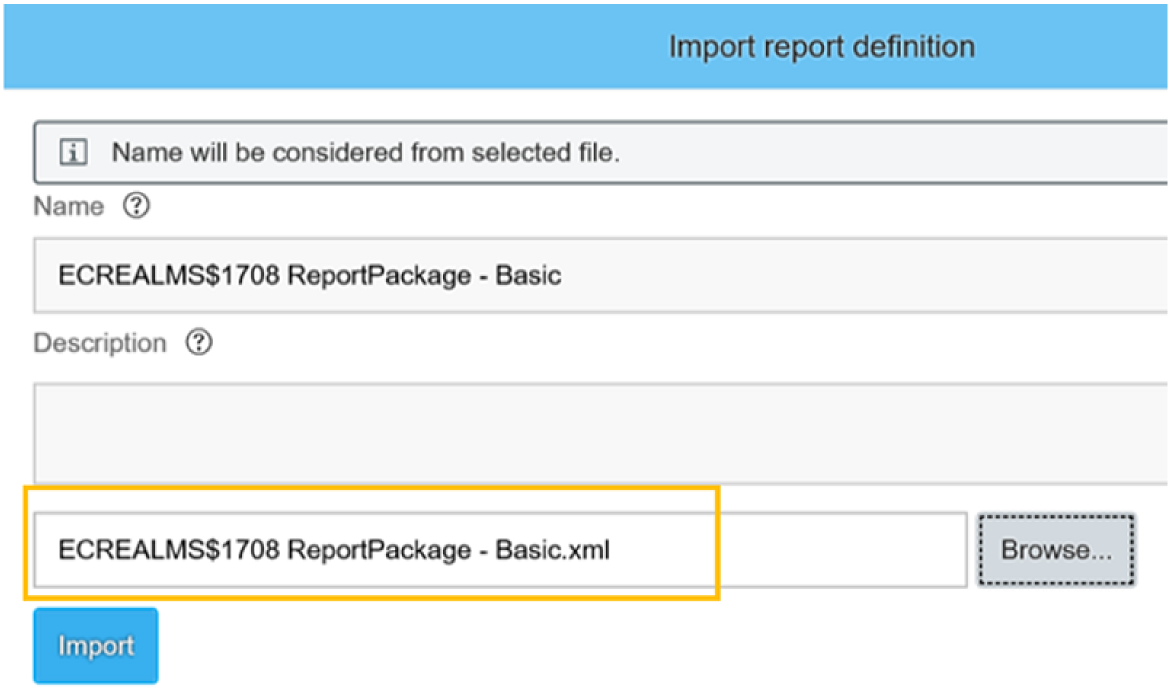
Procedure

1. On *Report Center* page, click *Import*.

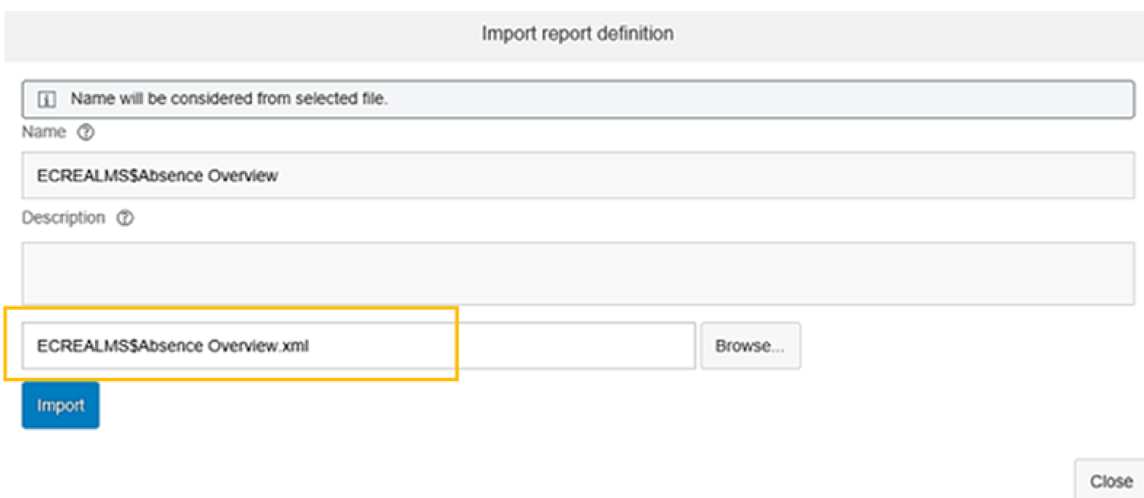


2. Browse for the file and *Import*.

- Select the *Employee Central standard Report Package.xml* file to upload all Employee Central Standard Reports together.

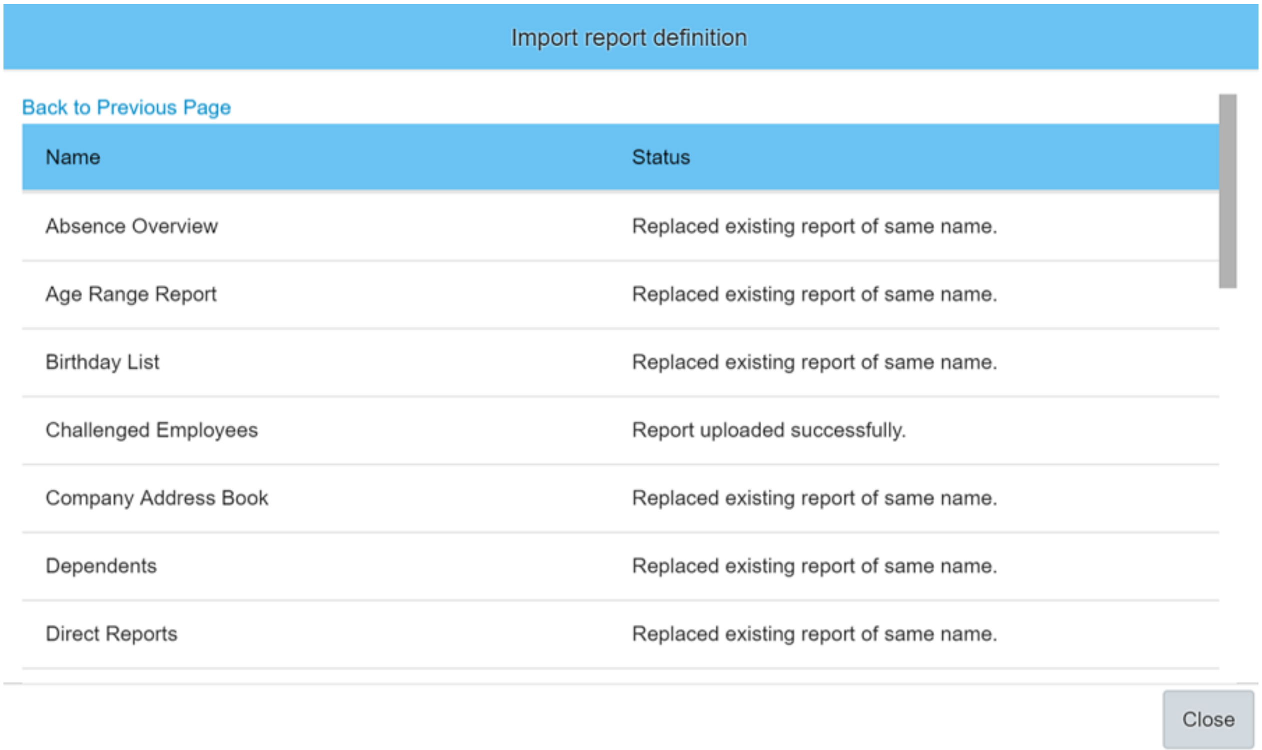


- (OR) Select individual reports to import.



Results

On completion of the imports, you can see the following status.


Import report definition

Back to Previous Page

Name	Status
Absence Overview	Replaced existing report of same name.
Age Range Report	Replaced existing report of same name.
Birthday List	Replaced existing report of same name.
Challenged Employees	Report uploaded successfully.
Company Address Book	Replaced existing report of same name.
Dependents	Replaced existing report of same name.
Direct Reports	Replaced existing report of same name.

Close

20.1 Validating Advanced Reports

Steps to validate Advanced Reporting sources.

Prerequisites

- You should have implemented Advanced Reporting for Employee Central before implementing these reports. These reports are dedicated to Advanced Reporting only. Please contact SAP Cloud Support or your implementation partner for the Advance Reporting implementation.
- Employee Central configuration should be completed before implementing these reports.

Context

Employee Central can be configured in different ways – each individual to the particular needs of the instance. Employee Central Standard Reports are built from Employee Central configuration that may not be the same as the target instance that the report templates will be loaded to.

Canvas Validation tool is used to search for any parts of the report template definition that do not match the Employee Central configuration of the target instance. It then assists users to update the report definition so that it matches the configuration in the target instance, thus allowing the report to run successfully.

Procedure

1. Go to *Admin Center* > *Canvas Validation*.
2. Choose Reports from the *Validate* dropdown.
3. Open the folder containing the reports.

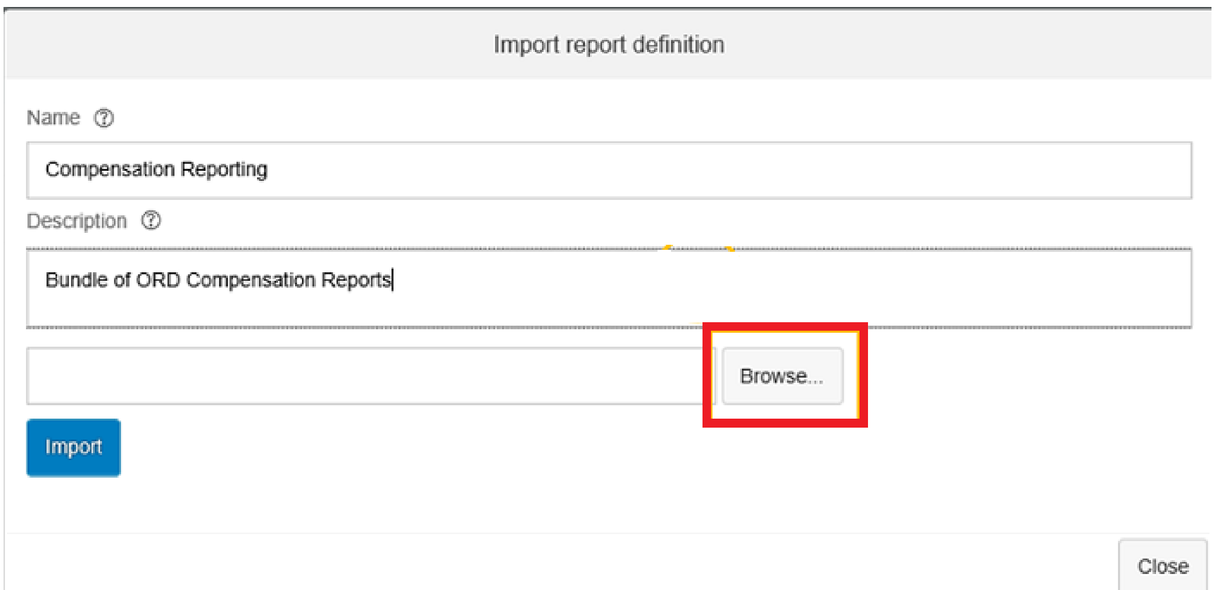
   This is generally the Employee Central Standard Reports XXXX or *Report Center*.
4. Choose to validate the entire folder of reports or an individual report.
   - Refer Advanced Reporting Implementing EC Templates for detailed instructions on how to validate these reports.
   - Refer Locating Validation Errors in a Canvas Report [page 54] to explain validation error descriptions, cause and fixes as you work through the validation errors. This section helps you determine which errors should be resolved first and if a report template is not suitable for your instance.

21 Installing Canvas Report Templates (Live Data Source)

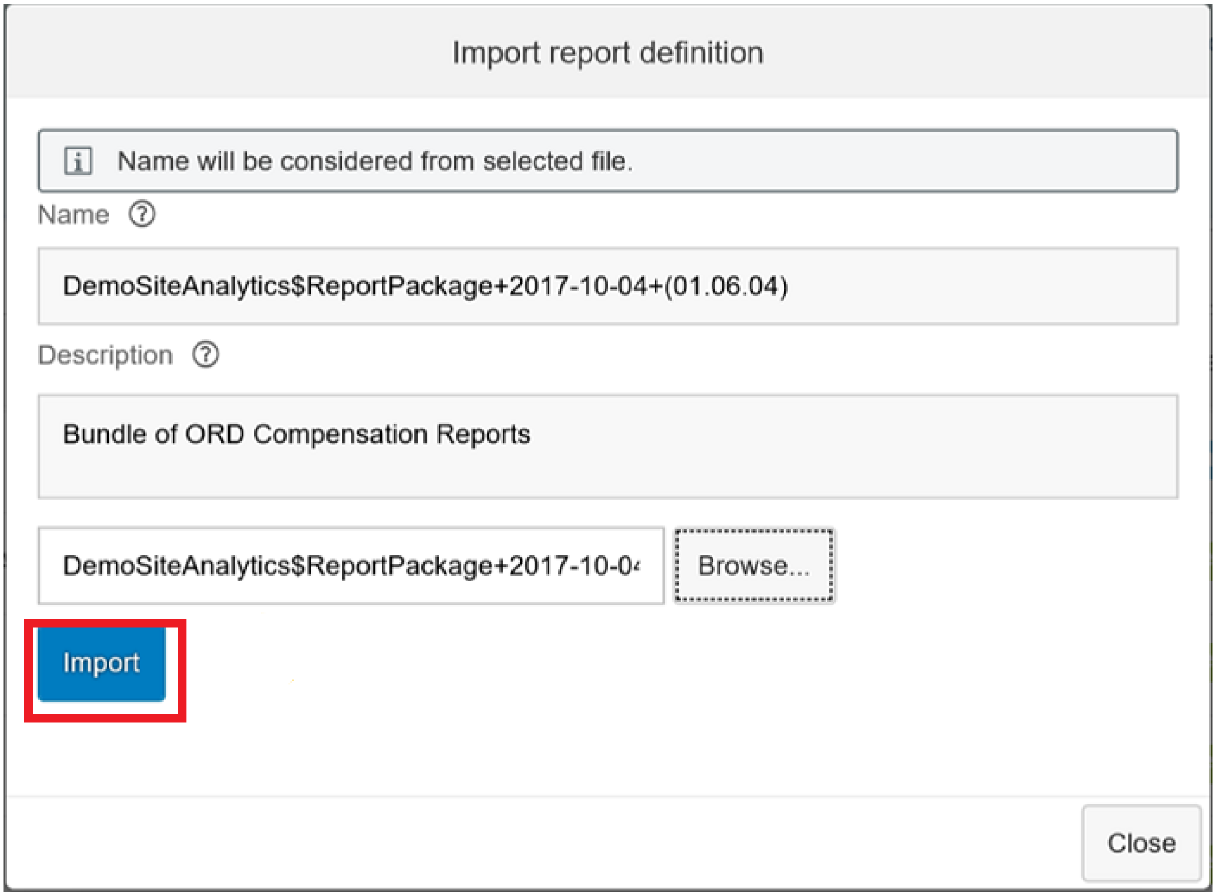
Import a report template in *Report Center*.

Procedure

1. On *Report Center* page, click *Import*.
2. Browse to locate and choose the file you want to upload from the desktop and *Import*.



3. Import the file.


Import report definition
Name will be considered from selected file.
Name
DemoSiteAnalytics$ReportPackage+2017-10-04+(01.06.04)
Description
Bundle of ORD Compensation Reports
DemoSiteAnalytics$ReportPackage+2017-10-0
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22 Locating Validation Errors in a Canvas Report

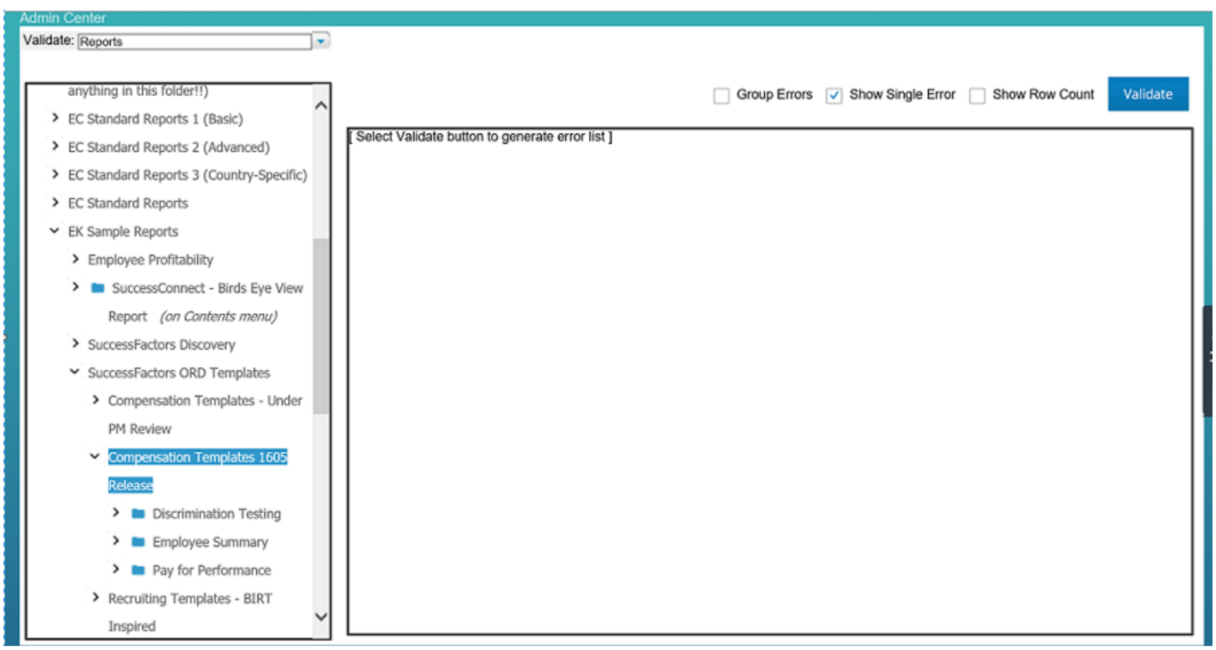
Check that the report has validated correctly and without errors.

Context

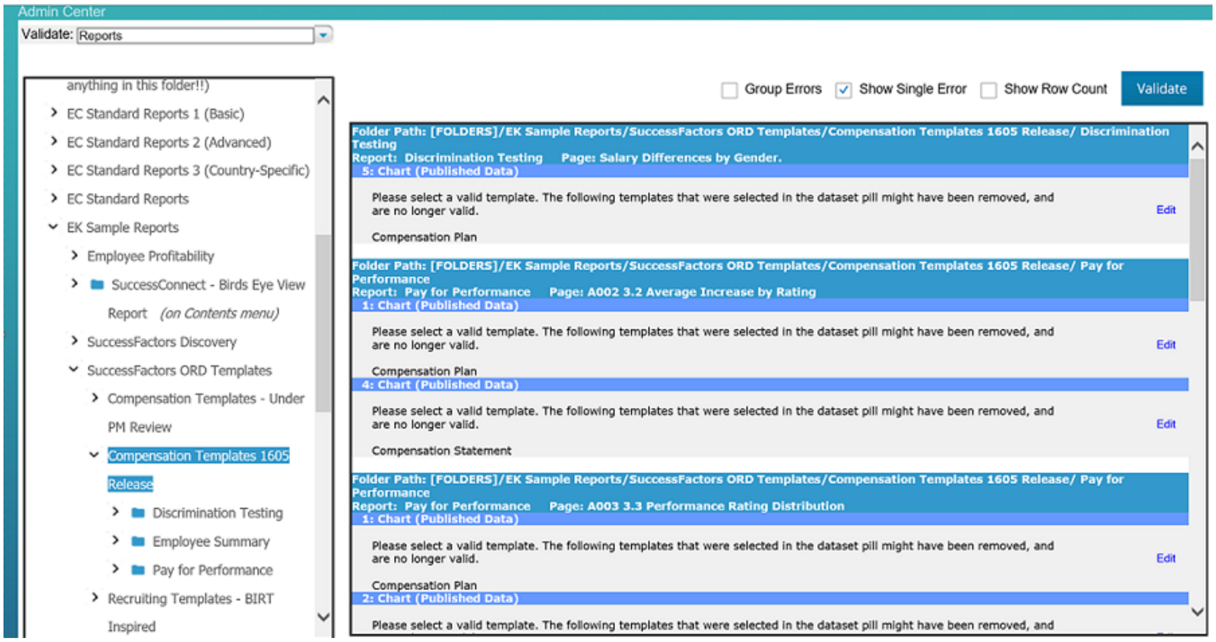
- Report Transfer page (as part of report upload action)
- In Report Designer
- Validate Page
- Validate a component

Procedure

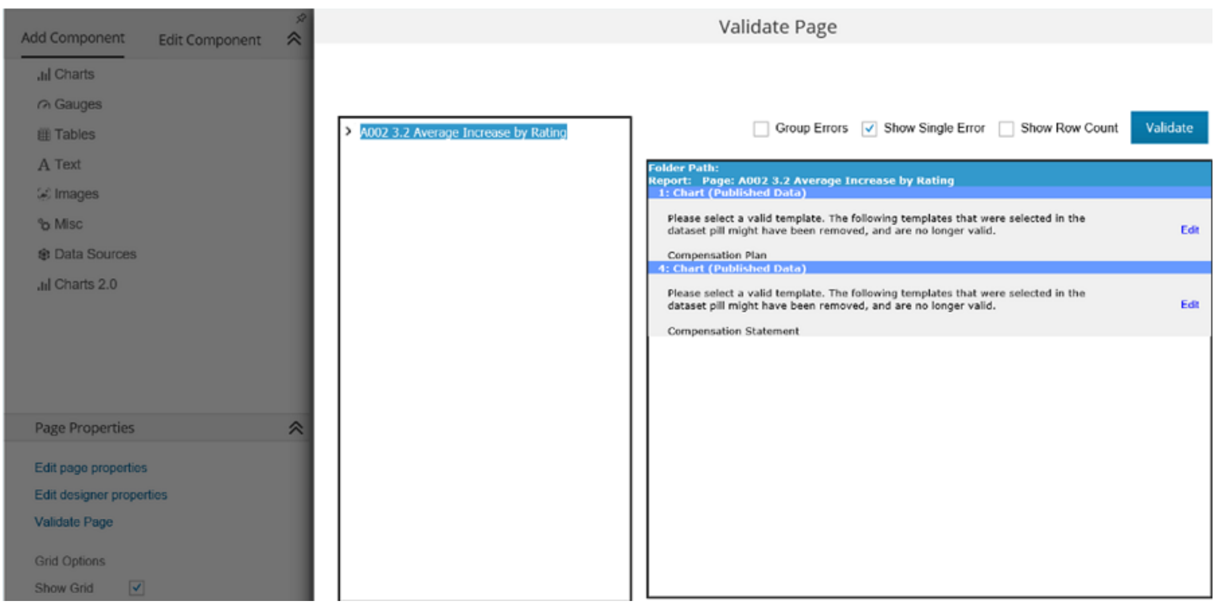
1. Check that the report has validated correctly and without error in the following areas.
    - Report Transfer page (as part of report upload action)
    - Instance validation in Admin Center by going to *Admin Center* > *Canvas Validation*.
2. Click the report to be validated and select *Show Single Error*, then click *Validate*.



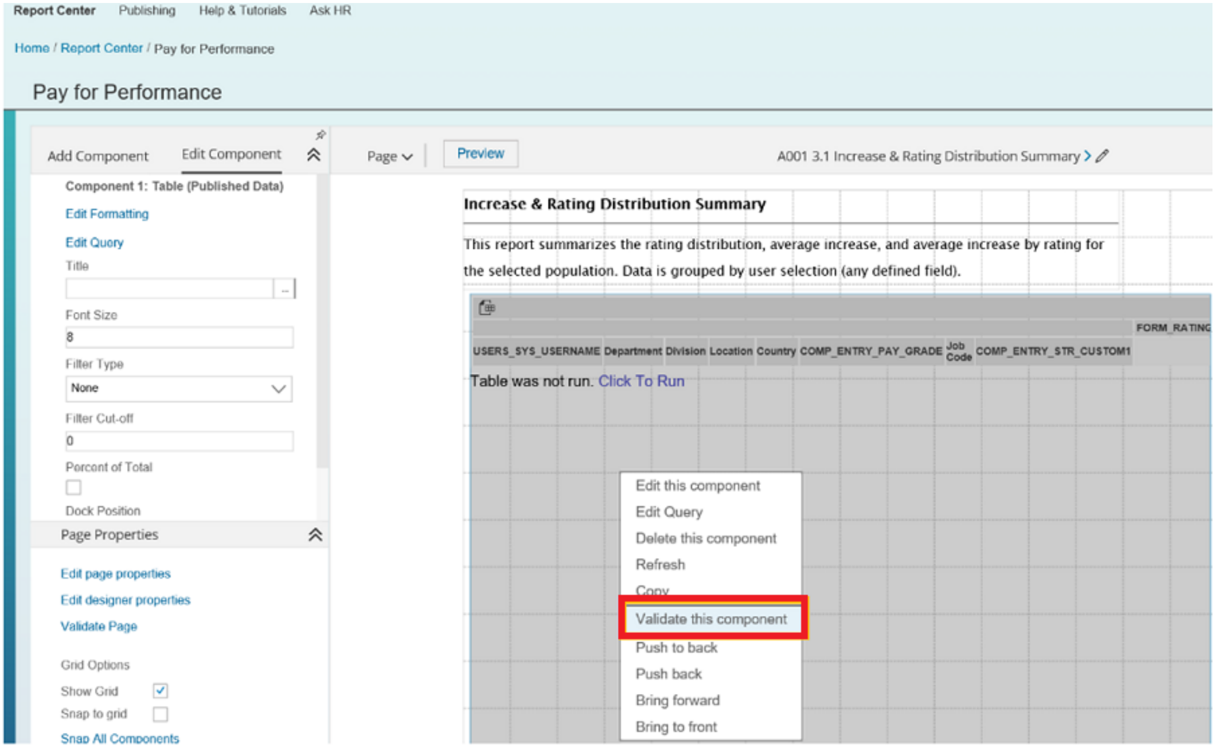
3. If the report has errors, select *Edit* > *Update*.



4. Go to Report Center page and click the report.
5. Under Page Properties, click *Validate Page* > *Show Single Error* > *ValidateEdit*.



6. To validate a component, right click the > *component* > *Validate this component* > *Show Single Error* > *ValidateEdit*.


Report Center
Publishing
Help & Tutorials
Ask HR
Home / Report Center / Pay for Performance
Pay for Performance
Add Component
Edit Component
Component 1: Table (Published Data)
Edit Formatting
Edit Query
Title
Font Size
8
Filter Type
None
Filter Cut-off
0
Percent of Total
Dock Position
Page Properties
Edit page properties
Edit designer properties
Validate Page
Grid Options
Show Grid
Snap to grid
Snap All Components
Page
Preview
A001 3.1 Increase & Rating Distribution Summary
Increase & Rating Distribution Summary
This report summarizes the rating distribution, average increase, and average increase by rating for the selected population. Data is grouped by user selection (any defined field).
FORM_RATING
USERS_SYS_USERNAME Department Division Location Country COMP_ENTRY_PAY_GRADE Job Code COMP_ENTRY_STR_CUSTOM1
Table was not run. Click To Run
Edit this component
Edit Query
Delete this component
Refresh
Copy
Validate this component
Push to back
Push back
Bring forward
Bring to front

23 Changes After Enabling Report Center

With the release of *Report Center* as Generally Available in Q3 2017, there are changes to the behavior and navigation of the *Reporting*, *Workforce Analytics*, and *Workforce Planning* applications. These changes simplify the navigation and usage of these tools. This section explains the changes after enabling *Report Center*.

> **Note**
>
> You can also refer to 2515057 for more information.

- The *Performance-Potential Matrix* and *How Vs What Matrix* are no longer available under reporting tools. Being a Talent-specific tool, the *Performance-Potential Matrix* and *How Vs What Matrix* are now only accessible from the *Succession* tab.
- Reporting menus from the Online Report Designer are no longer applicable or accessible as all reporting is managed through *Report Center*. You can run reports that were previously run through ORD menus through *Report Center*. The Report Center has *Custom Labels*, which allow organization of reports.
- Online Report Designer Recycle Bin is no longer supported in Report Center. You can restore pages from deleted reports using the *Add Existing Page* functionality while designing a *Report – Canvas*. Deleted pages can be found in the *Orphan* pages section of *Add Existing Page* dialog.
- *Report Center* doesn't support the ORD or WFA Report Menus. For a report to be visible in *Report Center*, it must be shared using the *Report Sharing* functionality and not permissioned through the separate *WFA Role Maintenance*.
- If you do not have *Workforce Analytics* then the home page concept utilized in the Online Report Designer is no longer relevant, as all reporting is managed through *Report Center*.
  If you have *Workforce Analytics*, then *Workforce Analytics* home page can still be utilized and will be your first page when navigating to the *Workforce Analytics* tab.

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