

CV360 Custom Reports



Make sure to use either Chrome or Firefox as your browser

This is a new folder structure path to access CV360 reports for areas such as Absence, Compensation, HR, OMB, Payroll and Worker's Compensation

Reporting

Welcome to the Reporting training course. This course is designed to inform users how to access the new folder structure path to CV360 reports.

Who should take this course?

- Users who need to execute reports for their daily job functions.



Prerequisites:

We recommend the following prerequisites before taking this course:

- CV360 Navigation Training



Duration:

- 1 Hour

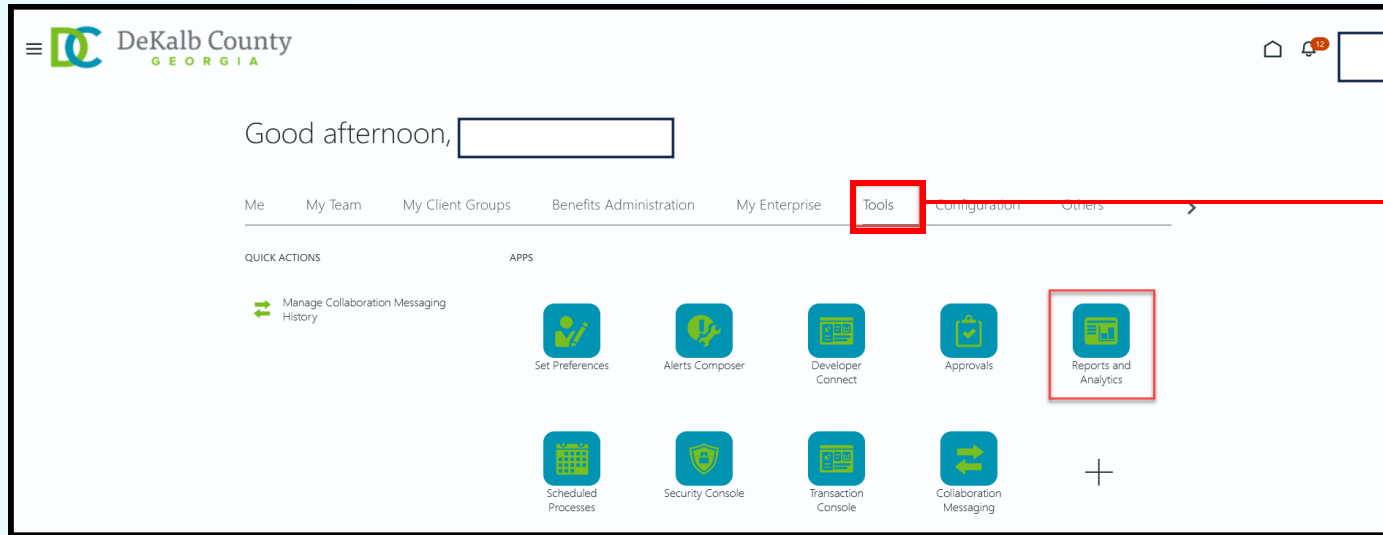


Navigation



**Log in to CV360 Home page →
Tools →
Reports and Analytics**

Reporting



1

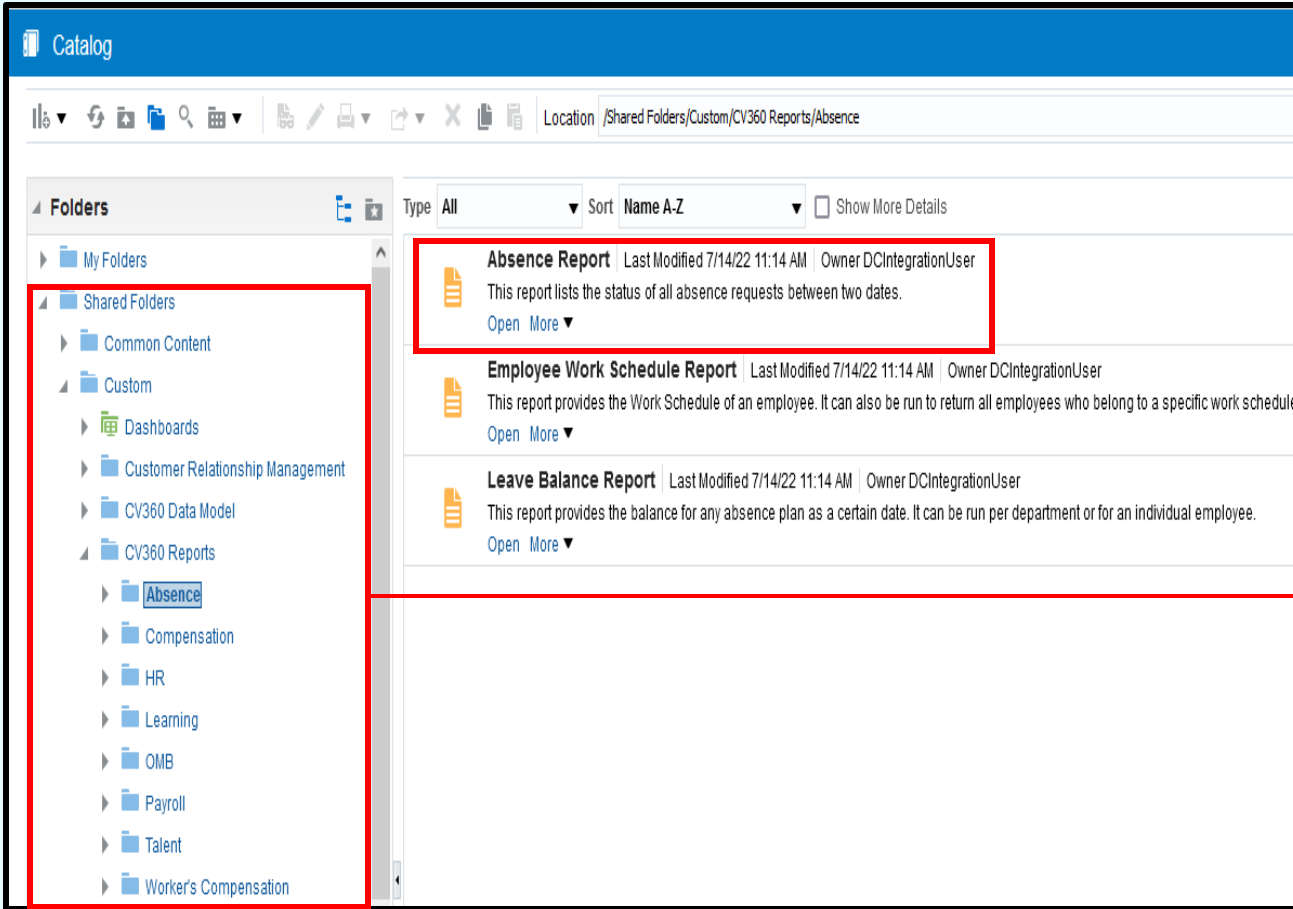
Navigate to **Tools** from CV360 Home page and click on **Reports and Analytics**



2

Select the **Browse Catalog** button. This will open a new browser tab.

Reporting



Catalog

Location: /Shared Folders/Custom/CV360 Reports/Absence

Folders

- My Folders
- Shared Folders
 - Common Content
 - Custom
 - Dashboards
 - Customer Relationship Management
 - CV360 Data Model
 - CV360 Reports
 - Absence**
 - Compensation
 - HR
 - Learning
 - OMB
 - Payroll
 - Talent
 - Worker's Compensation

Absence Report | Last Modified 7/14/22 11:14 AM | Owner DCIntegrationUser
This report lists the status of all absence requests between two dates.
[Open](#) [More](#)

Employee Work Schedule Report | Last Modified 7/14/22 11:14 AM | Owner DCIntegrationUser
This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.
[Open](#) [More](#)

Leave Balance Report | Last Modified 7/14/22 11:14 AM | Owner DCIntegrationUser
This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.
[Open](#) [More](#)

3

From the Folders panel, drill down to get to Absence Report: Shared Folders > Custom > CV360 Reports > Absence > Absence Report

[CV360 Reports](#)

Reporting

Home Absence Report

Absence Start Date 

Absence Taken Report - ...

Select Date and Time X

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OK Cancel

Absence End Date 

Department All Apply

Select Date and Time X

July 2022

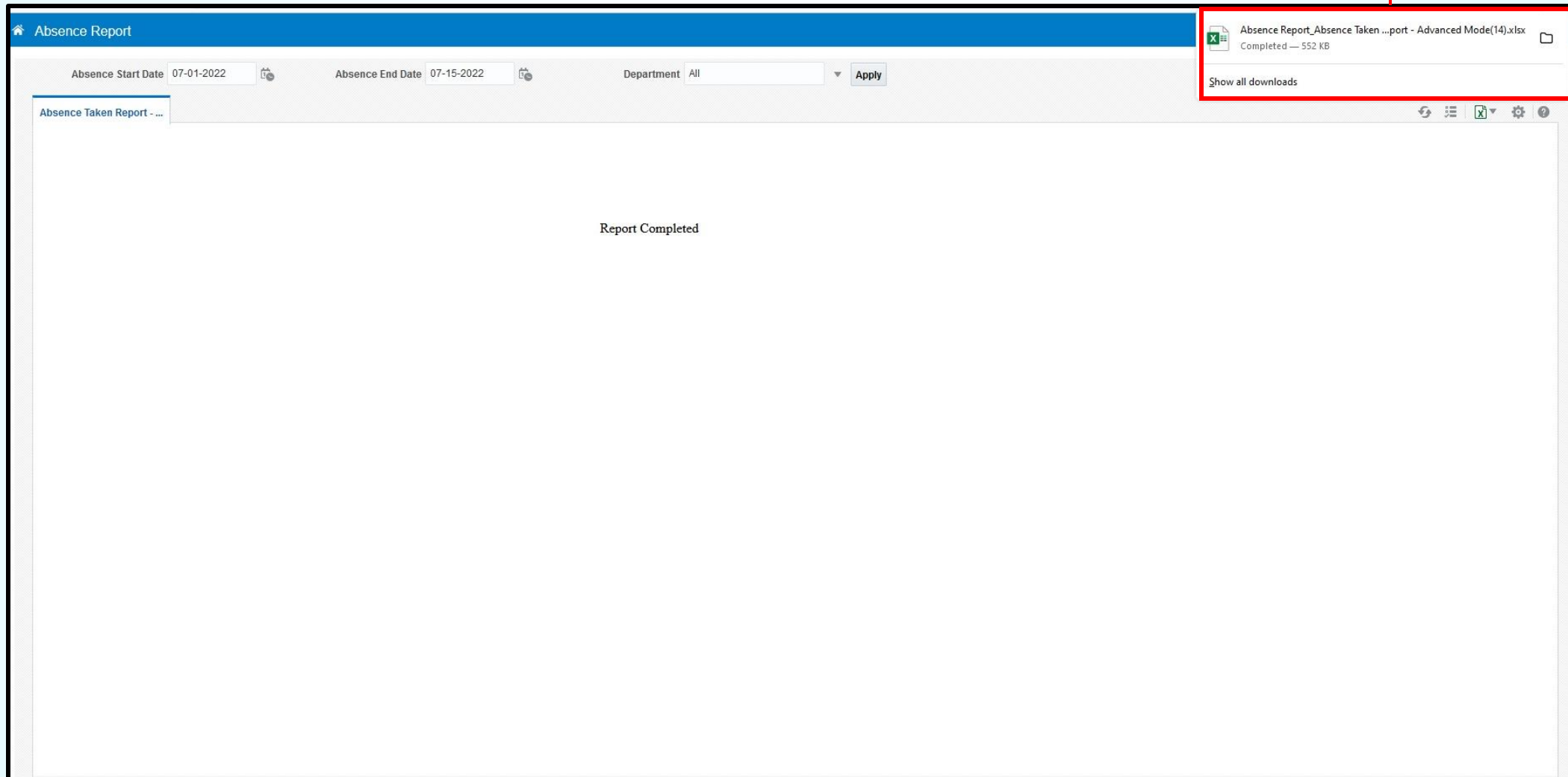
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OK Cancel

! Select the calendar icon. Choose the start date, then click OK. Repeat for the **calendar end date**.

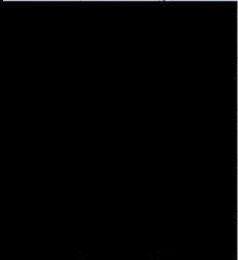
Reporting

When the report has completed processing, an icon will appear in the top right corner. Click the icon.



Reporting

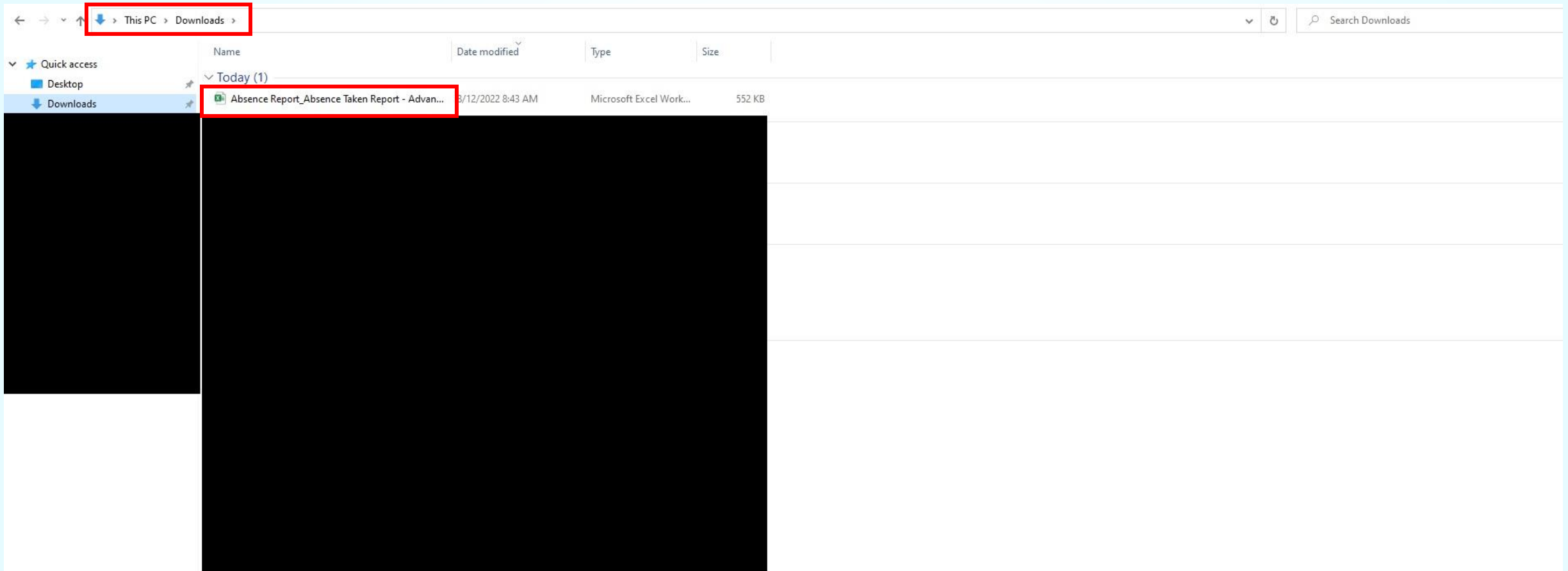
Absence Taken Report - Advanced Mode

PERSON_N UMBER	PERSON_N AME	ABSENCE_ TYPE_NAM E	ABSENCE_ START_DA TE	ABSENCE_ END_DATE	DURATION	ABSENCE_ STATUS_C D	APPROVA L_STATUS _CD	CREATED_ BY	CREATION _DATE	LAST_UPD ATED_BY	LAST_UPD ATE_DATE
			2022-07-07	2022-07-07		8 SUBMITTE D	APPROVE D	Epps,Brend a E	2022-07-05 04:45:58	Epps,Brend a E	2022-07-05 04:46:29
			2022-07-08	2022-07-08		8 SUBMITTE D	APPROVE D	Epps,Brend a E	2022-07-05 04:46:57	Epps,Brend a E	2022-07-05 04:47:18
			2022-07-01	2022-07-01		8 SUBMITTE D	APPROVE D	Wilson,Nige l E	2022-05-26 07:17:42	Wilson,Nige l E	2022-05-26 07:17:46
			2022-07-05	2022-07-05		8 SUBMITTE D	APPROVE D	Wilson,Nige l E	2022-05-26 07:17:42	Wilson,Nige l E	2022-05-26 07:17:46
			2022-07-06	2022-07-06		8 SUBMITTE D	APPROVE D	Wilson,Nige l E	2022-05-26 07:17:42	Wilson,Nige l E	2022-05-26 07:17:46



The Report will generate on as an Excel file.
****Information has been redacted for training purposes.**

Reporting



The report initially is saved to the Download Folder. However, you can move the report to your documents.

Reporting

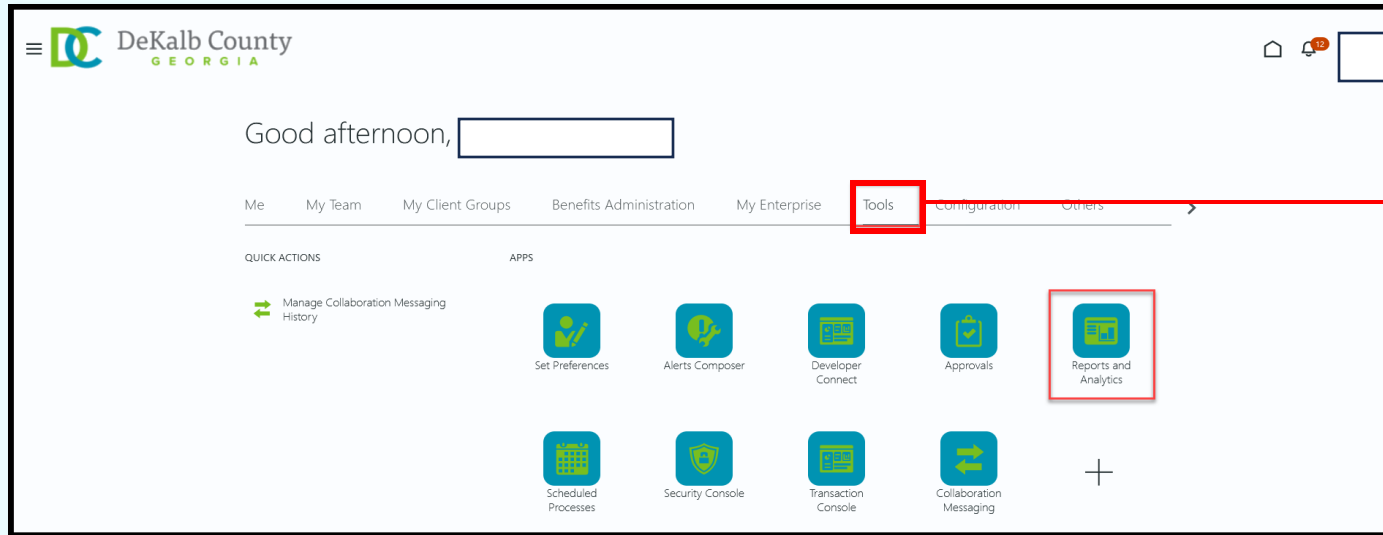
Exporting CV360 Reports

Navigation



Shared Folders →
Custom →
CV360 Reports →
Compensation →
Salary Detail Report

Reporting



1

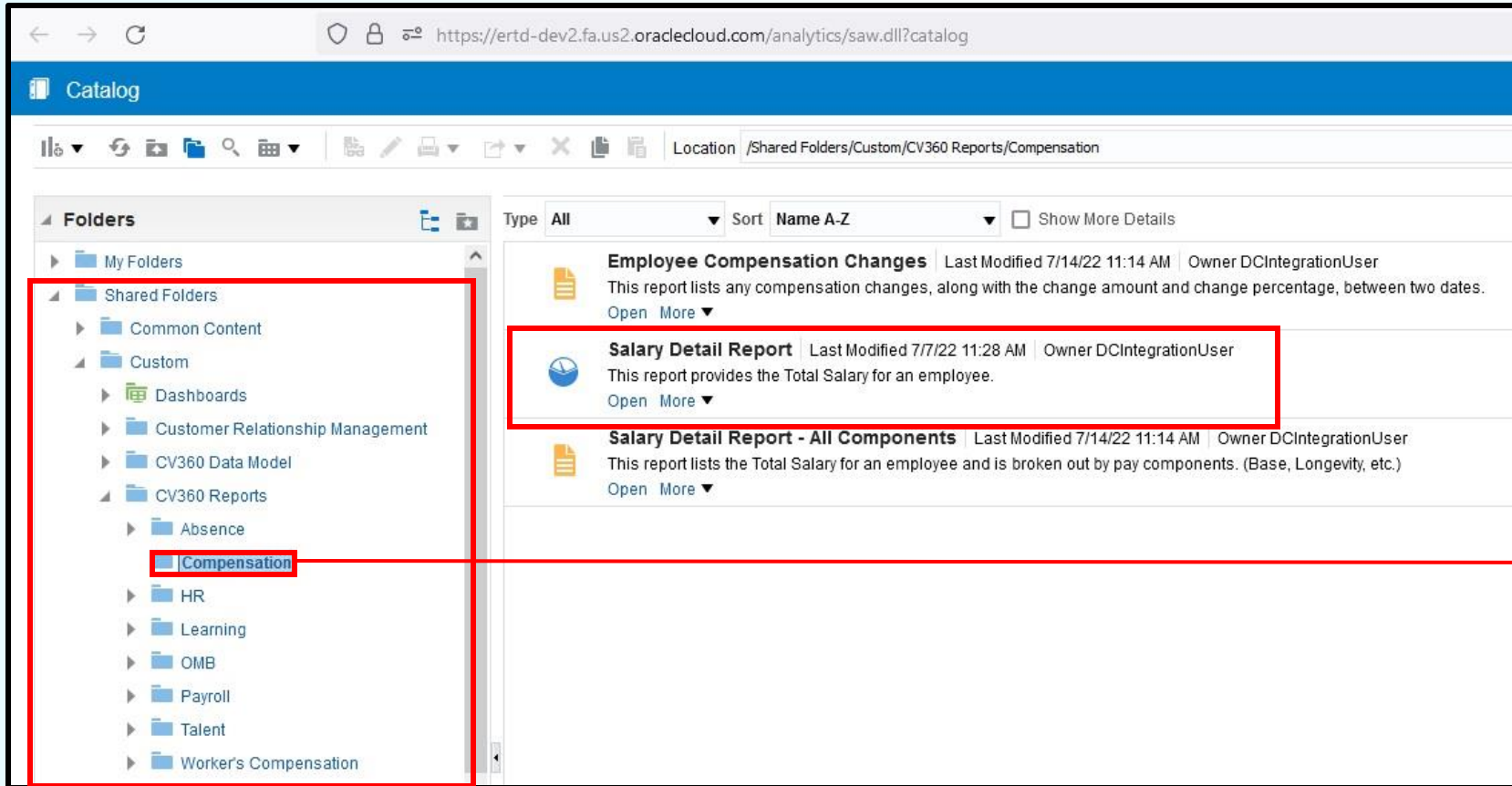
Navigate to **Tools** from CV360 Home page and click on **Reports and Analytics**



2

Select the **Browse Catalog** button. This will open a new browser tab.

Reporting



The screenshot shows the Oracle Analytics Catalog interface. The browser address bar displays the URL: <https://ertd-dev2.fa.us2.oraclecloud.com/analytics/saw.dll?catalog>. The interface includes a top navigation bar with the 'Catalog' title and a toolbar with various icons. The main content area is divided into a left 'Folders' panel and a right 'Details' panel. The 'Folders' panel shows a tree structure with 'Shared Folders' expanded, leading to 'Custom' > 'CV360 Reports' > 'Compensation'. The 'Compensation' folder is highlighted with a red box. The 'Details' panel shows a list of reports. The 'Salary Detail Report' is highlighted with a red box, showing its last modified date as 7/7/22 11:28 AM and owner as DCIntegrationUser. A red line connects the 'Compensation' folder in the 'Folders' panel to the 'Salary Detail Report' in the 'Details' panel.

Type	All	Sort	Name A-Z	Show More Details
Employee Compensation Changes	Last Modified 7/14/22 11:14 AM	Owner DCIntegrationUser	This report lists any compensation changes, along with the change amount and change percentage, between two dates.	Open More ▼
Salary Detail Report	Last Modified 7/7/22 11:28 AM	Owner DCIntegrationUser	This report provides the Total Salary for an employee.	Open More ▼
Salary Detail Report - All Components	Last Modified 7/14/22 11:14 AM	Owner DCIntegrationUser	This report lists the Total Salary for an employee and is broken out by pay components. (Base, Longevity, etc.)	Open More ▼

3

From the Folders panel, drill down to get to Absence Taken Report: Shared Folders > Custom > CV360 Reports > Compensation > Salary Detail Report

Current Salary History Report

[illegible]

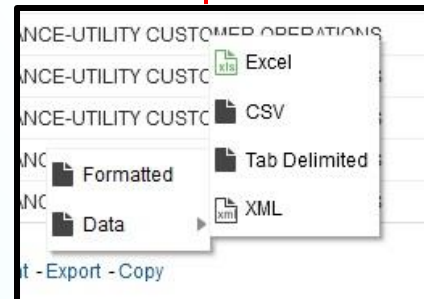
Reporting

02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	
02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	
02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	
02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	

Refresh - Print - Export - Copy

4

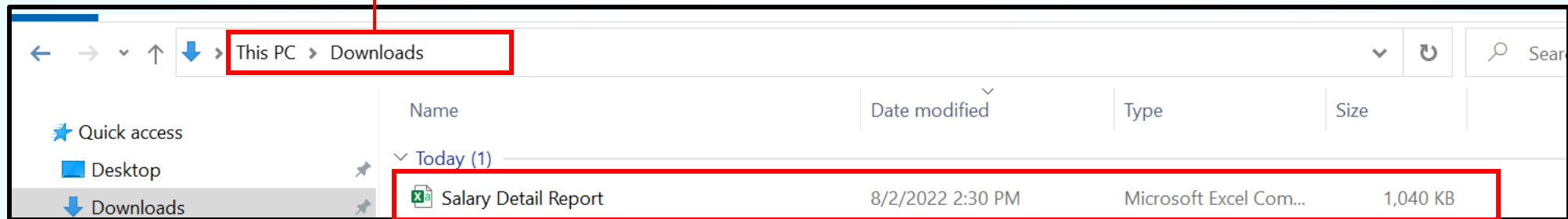
Scroll to the bottom of the report and select the Export option. Next choose the file format.



Reporting

5

This will download the report output to the user's local machine



Reporting

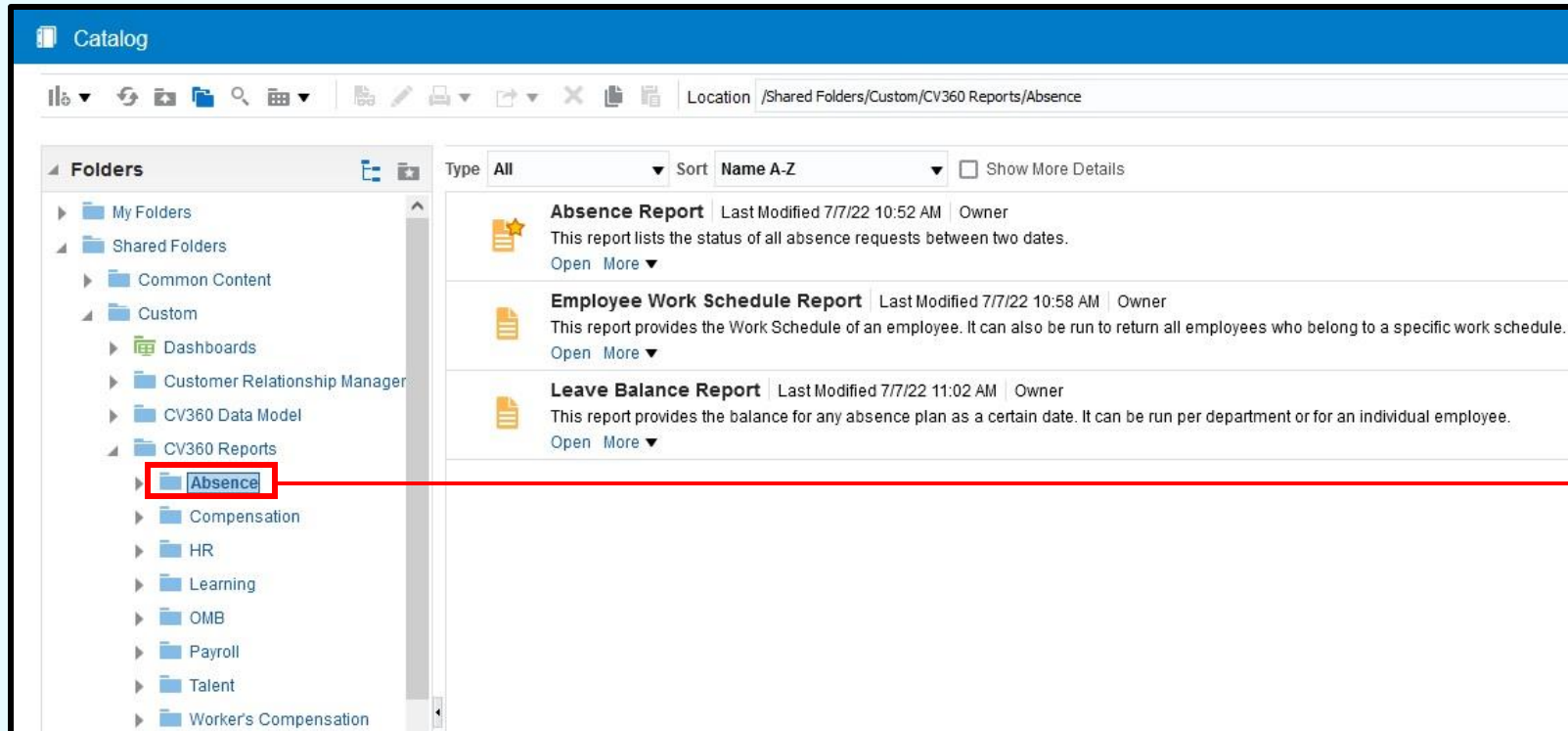
Filtering in CV360 Reports

Navigation



Shared Folders →
Custom →
CV360 Reports →
Absence →
Leave Balance Report

Reporting



1

From the Folders panel, drill down to get to Absence
Taken Report: Shared Folders
> Custom > CV360 Reports >
Absence > Leave Balance
Report

Reporting

Folders

- My Folders
- Shared Folders
 - Common Content
 - Custom
 - Dashboards
 - Customer Relationship Manager
 - CV360 Data Model
 - CV360 Reports
 - Absence**
 - Compensation
 - HR
 - Learning
 - OMB
 - Payroll
 - Talent
 - Worker's Compensation

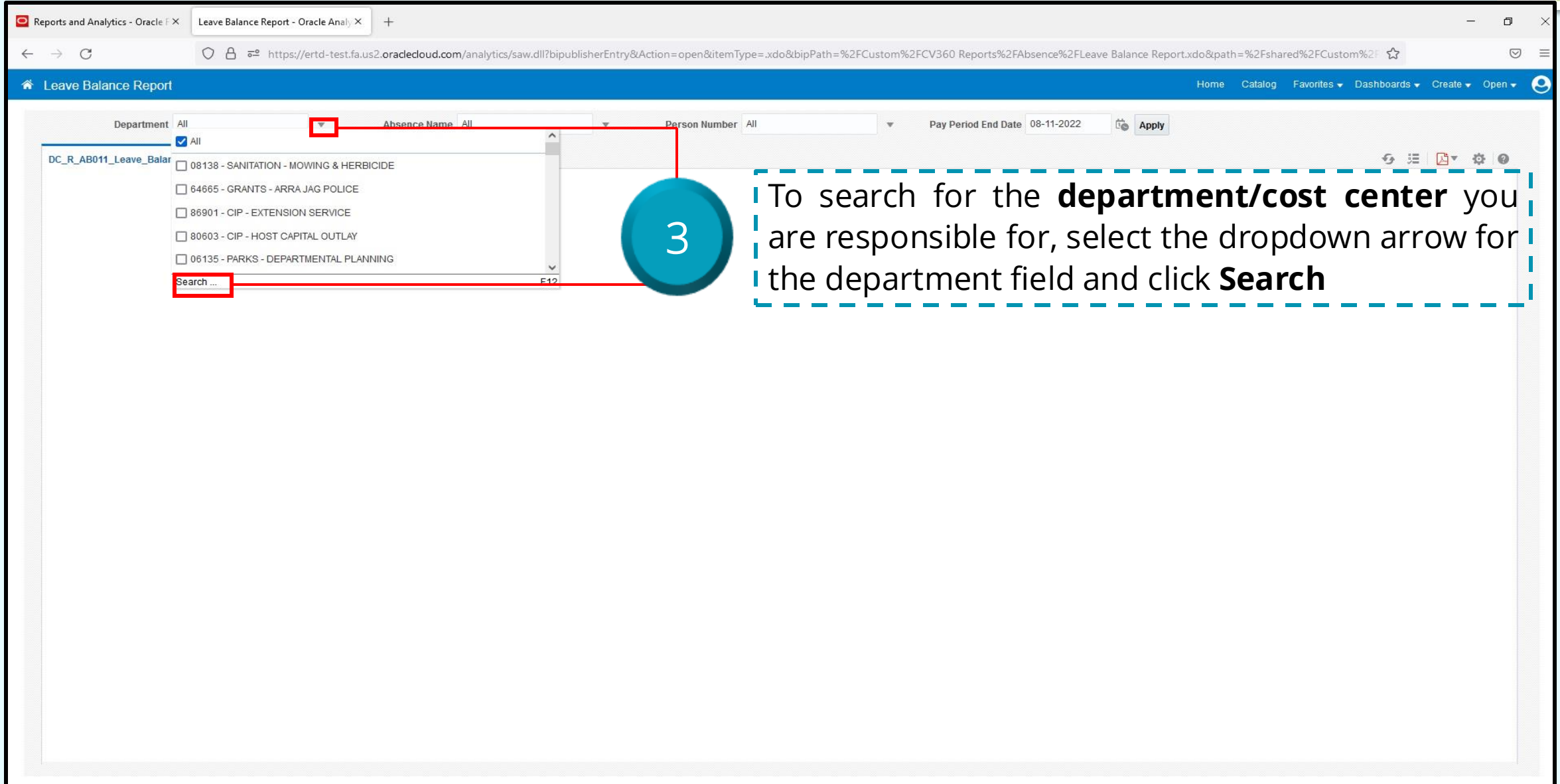
Type All Sort Name A-Z ☐ Show More Details

	Absence Report Last Modified 7/7/22 10:52 AM Owner This report lists the status of all absence requests between two dates. Open More ▼
	Employee Work Schedule Report Last Modified 7/7/22 10:58 AM Owner This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule. Open More ▼
	Leave Balance Report Last Modified 7/7/22 11:02 AM Owner This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee. Open More ▼

2

Select Open

Reporting



The screenshot shows the 'Leave Balance Report' interface in Oracle Analytics. The top navigation bar includes 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Create', and 'Open'. The main header area contains filters for 'Department' (set to 'All'), 'Absence Name' (set to 'All'), 'Person Number' (set to 'All'), and 'Pay Period End Date' (set to '08-11-2022'). A red box highlights the dropdown arrow for the 'Department' field. A red line connects this arrow to a blue circle containing the number '3'. Another red line connects the 'Search ...' input field at the bottom of the department list to the same blue circle. The department list includes options like '08138 - SANITATION - MOWING & HERBICIDE', '64665 - GRANTS - ARRA JAG POLICE', '86901 - CIP - EXTENSION SERVICE', '80603 - CIP - HOST CAPITAL OUTLAY', and '06135 - PARKS - DEPARTMENTAL PLANNING'. A text box on the right, enclosed in a dashed blue border, provides instructions: 'To search for the **department/cost center** you are responsible for, select the dropdown arrow for the department field and click **Search**'.

3

To search for the **department/cost center** you are responsible for, select the dropdown arrow for the department field and click **Search**

Reporting

Oracle Transactional Business Intelligence

Search: All

Home Catalog Favorites Dashboards New Open

Department: All Absence Name: All Person Number: All Pay Period End Date: 02-11-2022 Apply

DC_R_AB011_Leave_Balanc...

Search

Available

Name: Starts with Search ☐ Match Case

Value

Selected

- 00001 - BALANCE SHEET COST CENTER
- 00003 - REVENUE / EXPENDITURE CLEARING
- 00004 - DISCOUNTS TAKEN
- 00005 - HCM Conversion
- 00005 - NONDEPARTMENTAL REVENUES / EXPENDITURES
- 00110 - CHIEF EXECUTIVE OFFICER
- 00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS
- 00114 - CHIEF EXECUTIVE OFFICER - STAFF
- 00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT
- 00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMINISTRATIVE
- 00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM
- 00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLIANCE
- 00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY
- 00135 - CHIEF EXECUTIVE OFFICER - SENIOR CITIZENS SERVICES
- 00140 - CHIEF EXECUTIVE OFFICER - COMMUNITY RELATIONS
- 00150 - CHIEF EXECUTIVE OFFICER - PUBLIC INFORMATION
- 00160 - CHIEF EXECUTIVE OFFICER - OFFICE OF PROCESS
- 00161 - CHIEF EXECUTIVE OFFICER - CABLE TV SUPPORT

Move Move All Remove Remove All

OK Cancel



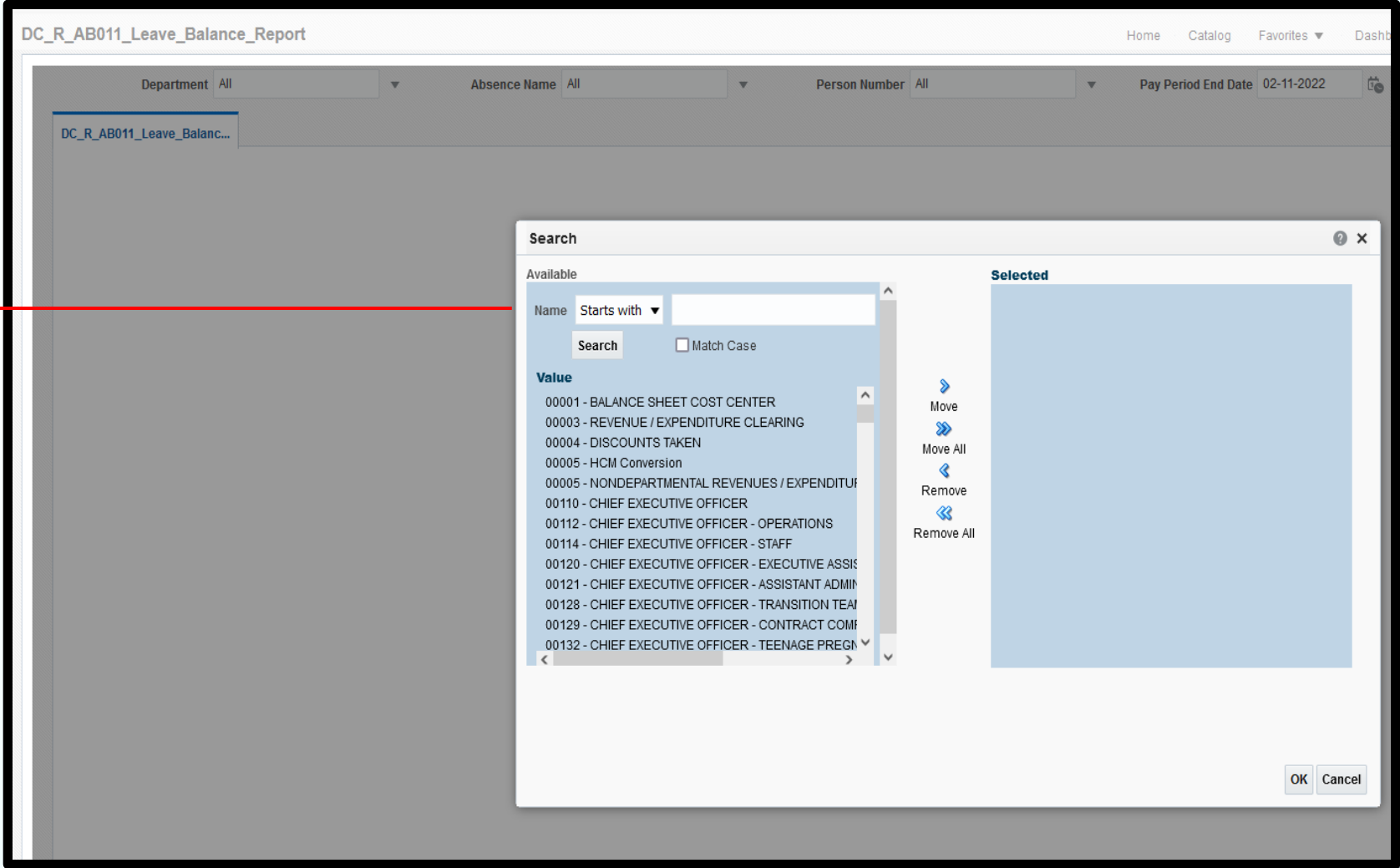
Select Remove All

Reporting

5

To begin the search, enter any **cost center values** on the name field.

In this example, we will search for all cost center under IT (016). **Make sure that you put the 0 in the front.**

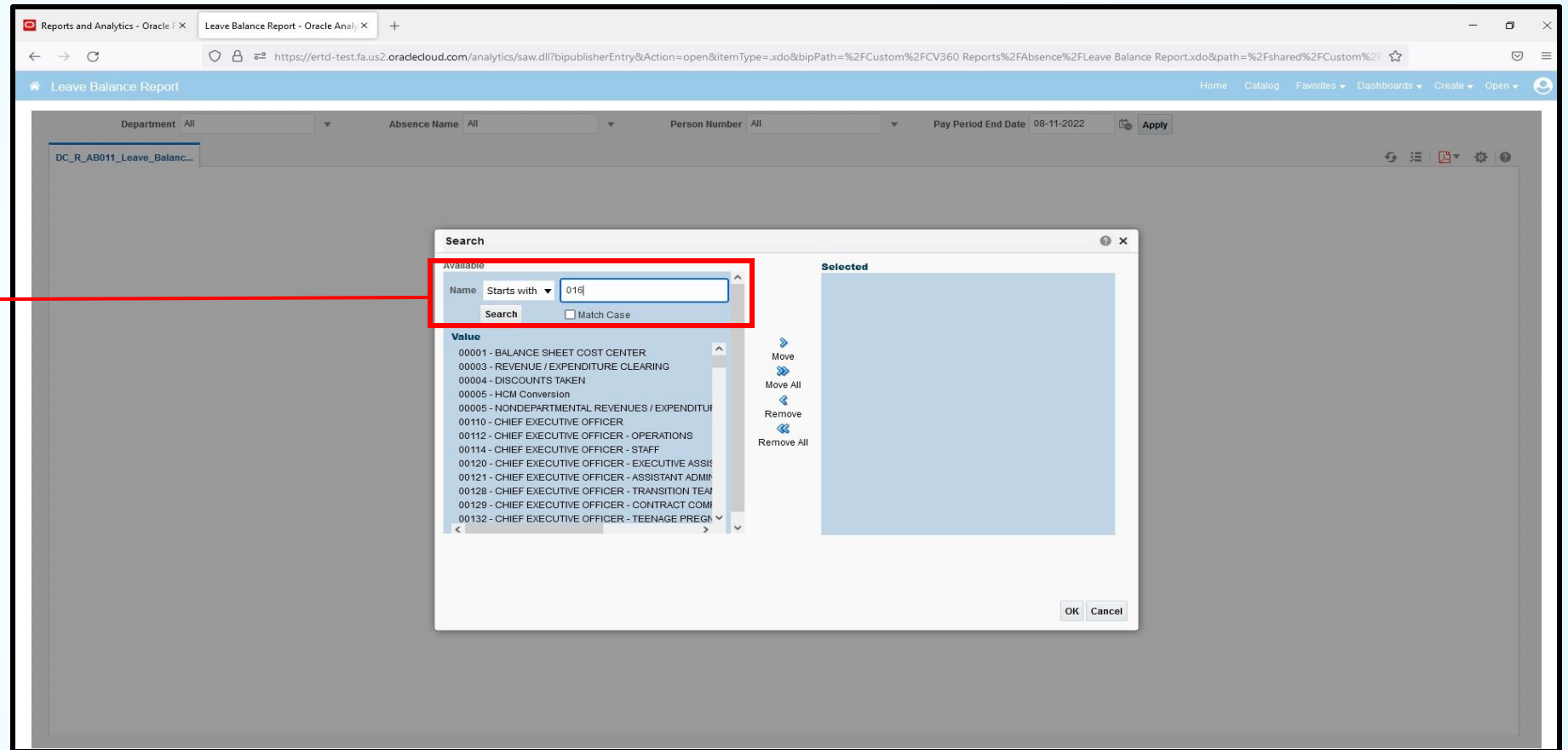


The screenshot displays the 'DC_R_AB011_Leave_Balance_Report' application interface. At the top, there are filters for Department (All), Absence Name (All), Person Number (All), and Pay Period End Date (02-11-2022). A search dialog box is open, titled 'Search'. It has a 'Name' field with a 'Starts with' dropdown and a 'Search' button. Below the search field is a list of 'Value' items, including various cost centers like '00001 - BALANCE SHEET COST CENTER' and '00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGN'. To the right of the list are buttons for 'Move', 'Move All', 'Remove', and 'Remove All'. The 'Selected' area on the right is currently empty. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Reporting

6

Select the **Search** button.
All department that
starts with **016** will show
up



The screenshot shows the Oracle Analytics 'Leave Balance Report' interface. A search dialog is open, displaying a list of departments under the 'Available' section. The 'Name' field is set to 'Starts with' and the search criteria is '016'. The 'Search' button is highlighted with a red box. The 'Selected' section is currently empty. The background interface shows filters for Department, Absence Name, Person Number, and Pay Period End Date, along with an 'Apply' button.

Search

Available

Name Starts with 016

Search Match Case

Value

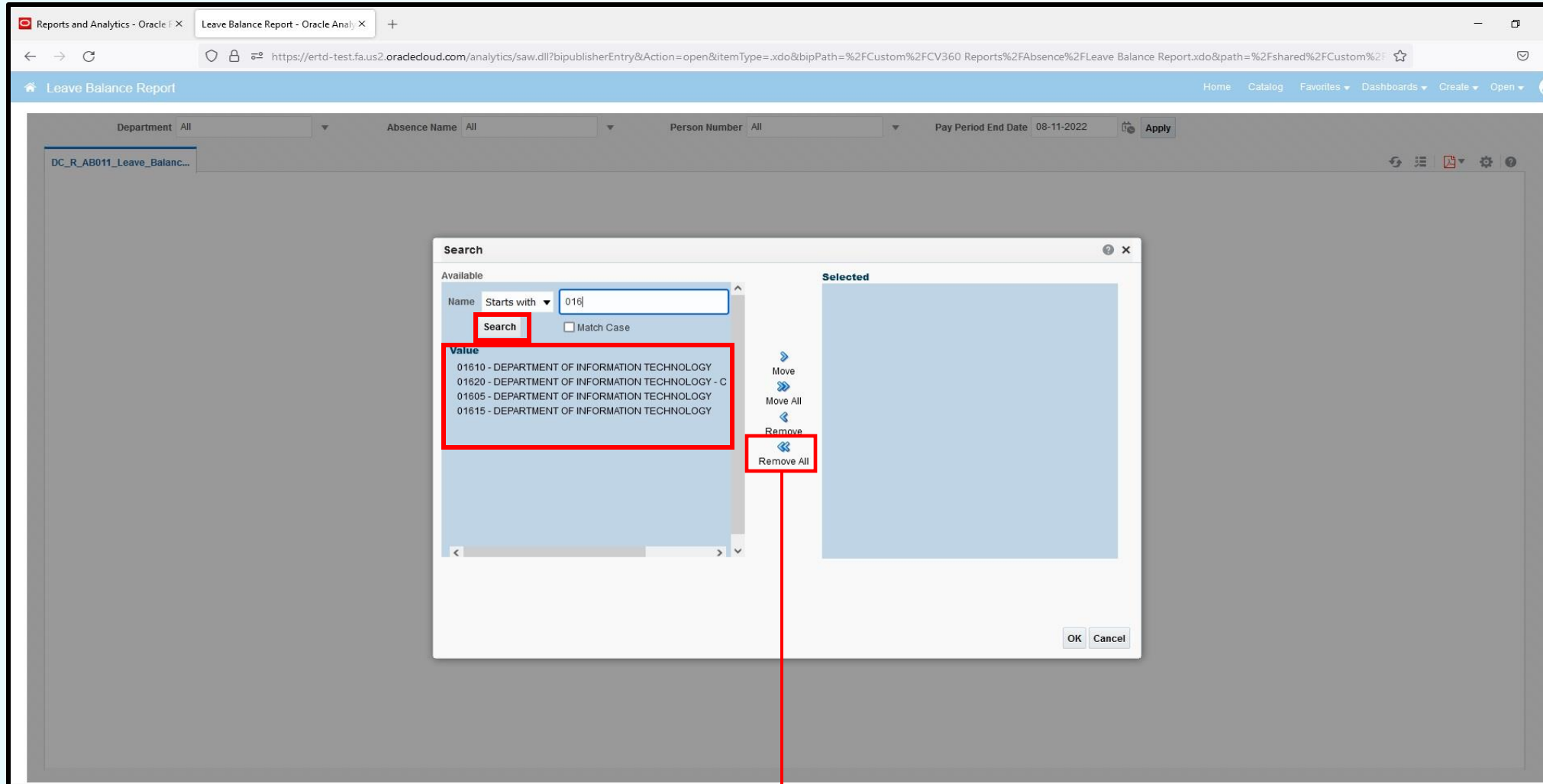
- 00001 - BALANCE SHEET COST CENTER
- 00003 - REVENUE / EXPENDITURE CLEARING
- 00004 - DISCOUNTS TAKEN
- 00005 - HCM Conversion
- 00005 - NONDEPARTMENTAL REVENUES / EXPENDITURE
- 00110 - CHIEF EXECUTIVE OFFICER
- 00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS
- 00114 - CHIEF EXECUTIVE OFFICER - STAFF
- 00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSIS
- 00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMIN
- 00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM
- 00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COM
- 00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGN

Selected

Move Move All Remove Remove All

OK Cancel

Reporting



Reports and Analytics - Oracle | X Leave Balance Report - Oracle Anal. X +

https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom%2FCV360%20Reports%2FAbsence%2FLeave%20Balance%20Report.xdo&path=%2Fshared%2FCustom%2F

Leave Balance Report

Department All Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC_R_AB011_Leave_Balanc...

Search

Available

Name Starts with 016 Search Match Case

Value

- 01610 - DEPARTMENT OF INFORMATION TECHNOLOGY
- 01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - C
- 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
- 01615 - DEPARTMENT OF INFORMATION TECHNOLOGY

Move Move All Remove Remove All

OK Cancel

7

Highlight the results and select **Move All**. The department you selected will move to the Selected area.

Reporting

Leave Balance Report

Home Catalog Favorites Dashboards Create Open

Department All Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC_R_AB011_Leave_Balanc...

Search

Available

Name Starts with 016

Search Match Case

Value

Selected

01610 - DEPARTMENT OF INFORMATION TECHNOLOGY
01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - COMM
01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
01615 - DEPARTMENT OF INFORMATION TECHNOLOGY

Move Move All Remove Remove All

OK Cancel

8

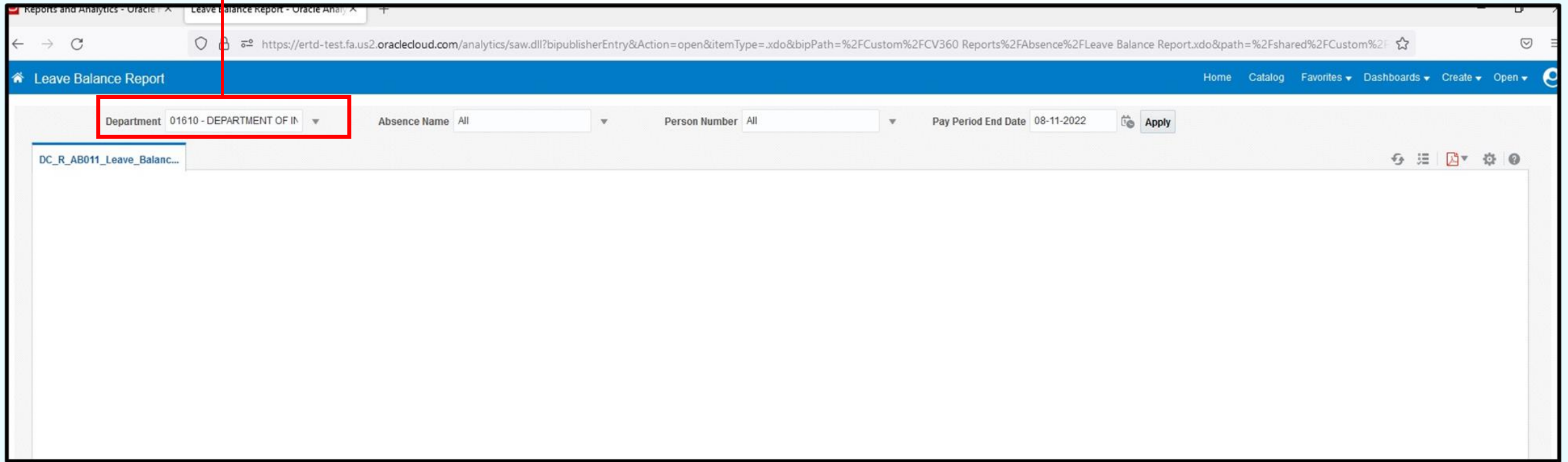
Select OK

You can add cost centers that you want to search by repeating steps 4 – 7 before proceeding in the next steps.

Reporting

9

The search will close and the cost center you selected will be in the department field.



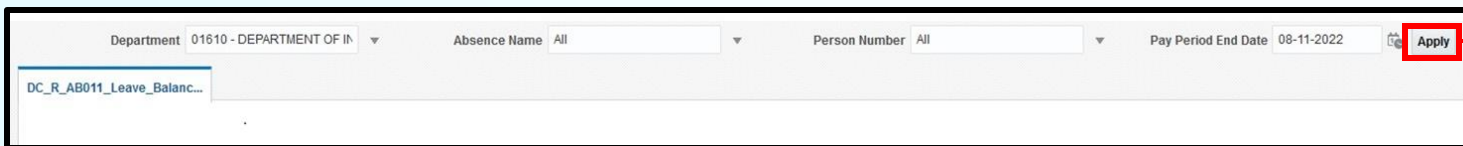
Leave Balance Report

Department 01610 - DEPARTMENT OF IN Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC_R_AB011_Leave_Balanc...

10

Select Apply



Department 01610 - DEPARTMENT OF IN Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC_R_AB011_Leave_Balanc...

Reporting



Leave Balance Report

HomeCatalogFavoritesDashboardsCreateOpen

Department01610 - DEPARTMENT OF INAbsence NameAllPerson NumberAllPay Period End Date08-11-2022Apply

DC_R_AB011_Leave_Balanc...

1 of 19Automatic Zoom

PrintDownloadBookmarkNext

Leave Balance Report

Person Number	Name	Absence Plan	Department	Pay Period End Date	Balance
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	509.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	1355
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	588.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	5358
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	397.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	406
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	549.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	3511
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	557.31

11

You can download the report in your local machine.

Click on the download icon found at the right side of the page.

Reporting



Save As

This PC > Downloads

Search Downloads

Organize

New folder

Pictures

Music

OneDrive - DeKa

Screenshots

Videos

OneDrive - DeKalt

Desktop

Documents

Microsoft Teams

Pictures

This PC

Network

Name

Date modified

Type

Size

Last week (1)

CV360 Access Form

8/1/2022 10:23 AM

Microsoft Edge PDF ...

154 KB

Last month (3)

TEST_ROLE DC PAY PERSON ELEMENT_Roles_files

7/14/2022 4:59 PM

File folder

TEST_ROLE DC PAY PERSON ELEMENT_Roles (1)...

7/14/2022 10:29 AM

File folder

TEST_ROLE DC PAY PERSON ELEMENT_Privilege...

7/13/2022 4:59 PM

File folder

Earlier this year (21)

CV360 Login Guidance for Non AD Users_v4

6/9/2022 4:48 PM

Microsoft Edge PDF ...

382 KB

CV360 Login Guidance for AD Users_v3

6/9/2022 4:48 PM

Microsoft Edge PDF ...

322 KB

Change Location via Quick Action

6/8/2022 2:49 PM

Microsoft Edge PDF ...

595 KB

Update Work Schedule Assignment

6/8/2022 2:41 PM

Microsoft Edge PDF ...

782 KB

Change iExpense Manager in CV360

6/8/2022 2:27 PM

Microsoft Edge PDF ...

586 KB

File name: Leave Balance Report DC_R_AB011_Leave_Balance_Report

Save as type: Portable Document Format (PDF)

Save Cancel

Home Catalog Favorites Dashboards

Pay Period End Date 08-11-2022 Apply

ce Report

	Pay Period End Date	Balance	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	506.31	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	1355	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	589.31	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0	
COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	5358
Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	397.31
Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	408
Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	549.31
Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	3511
Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	557.31



This will download the report output to the user's **local machine**.
Note: Users may Save the file or print if applicable.

Reporting

Scheduling Jobs in Reports

Navigation



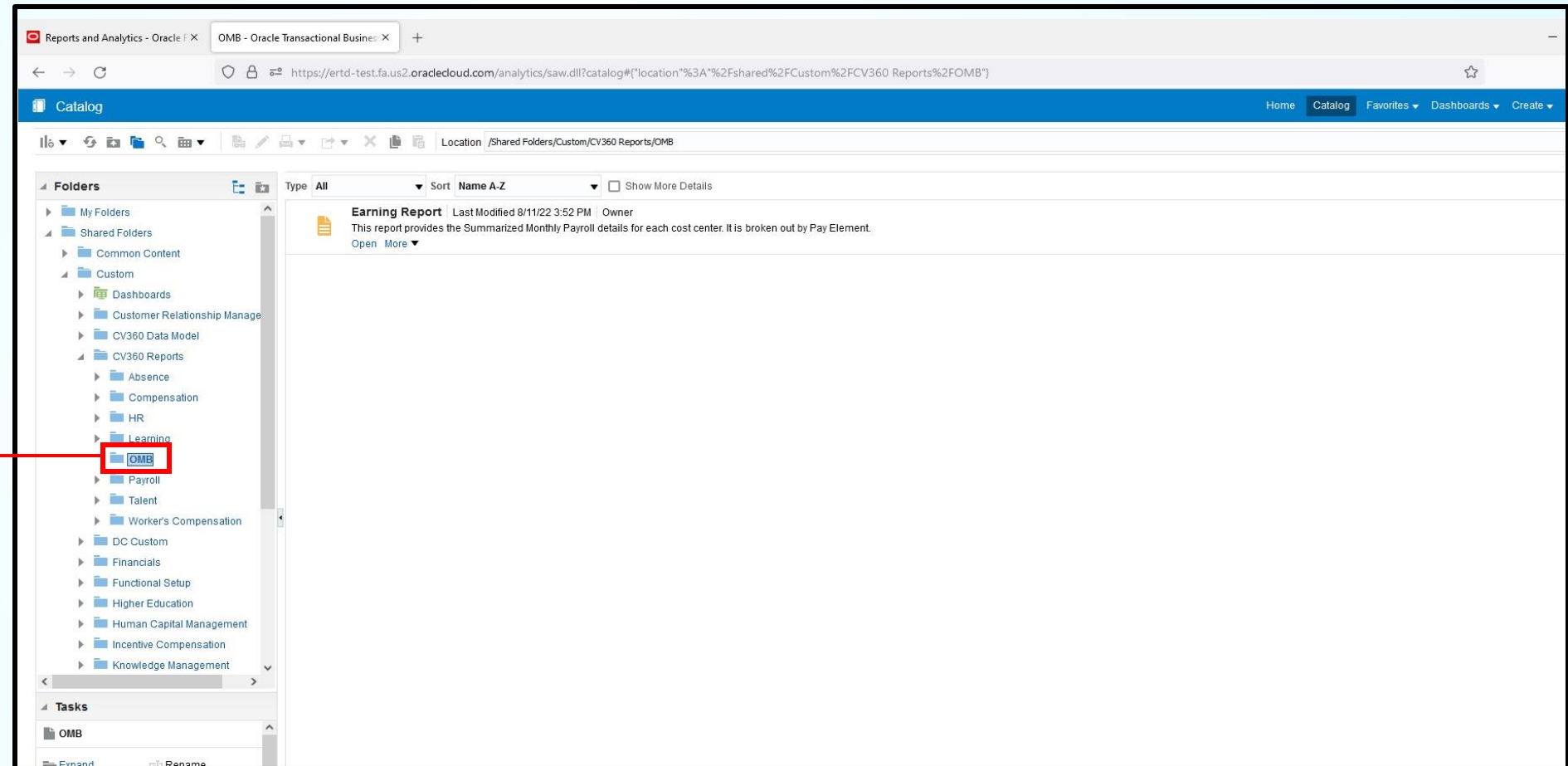
Shared Folders →
Custom →
CV360 Reports →
OMB →
Earnings Report →

Reporting

1

From the Folders panel,
drill down to get to
Absence Taken Report:

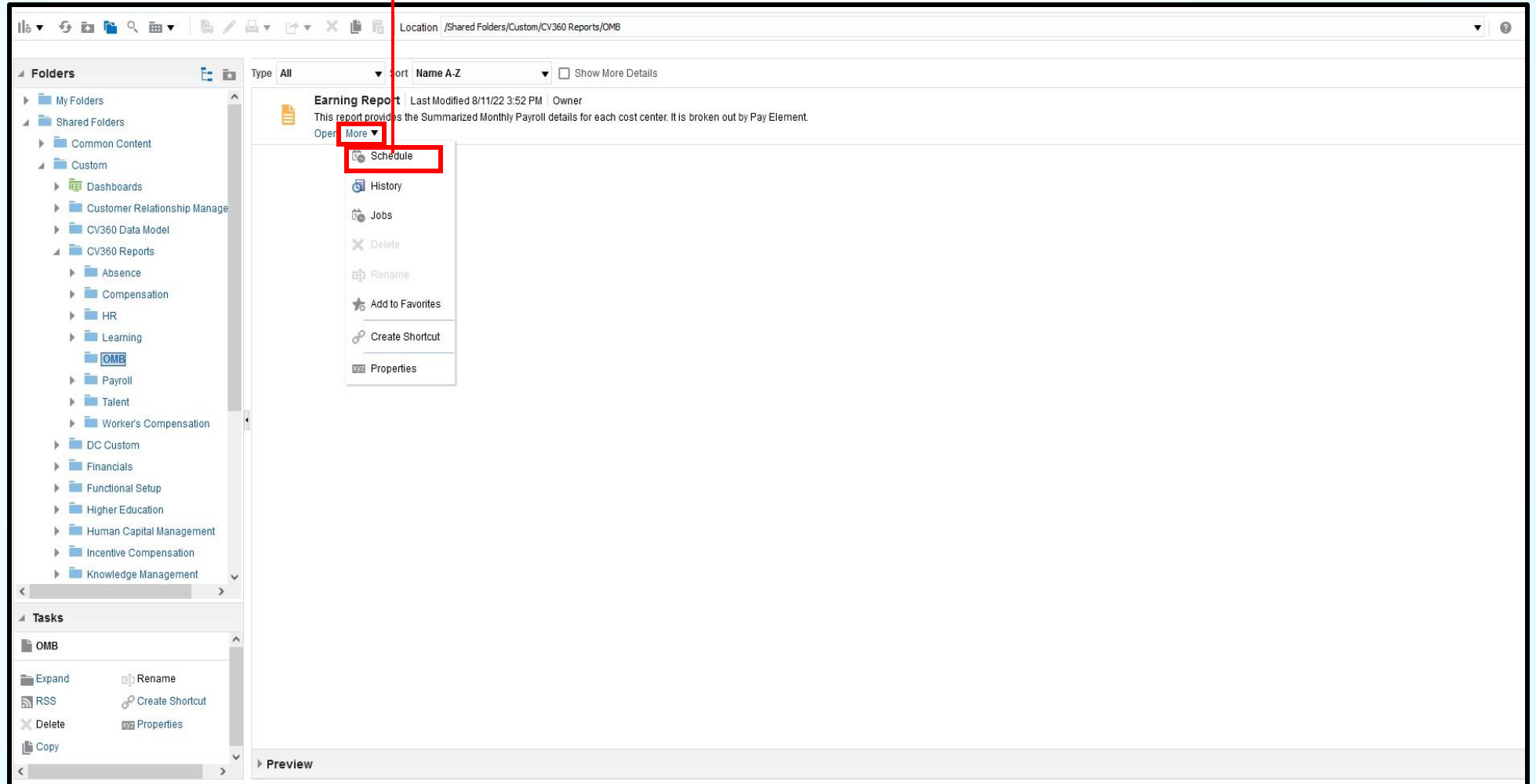
Shared Folders >
Custom > CV360
Reports > OMB >
Earning Report



Reporting

2

Click the **More** hyperlink and Select **Schedule**.



Reporting

Schedule Report Job

HomeCatalogFavoritesDashboardsCreateOpen

Overview

GeneralCreated by 037276Report Name /Custom/CV360 Reports/OMB/Earning Report.xdoSchedule Start immediately

OutputsOutput1DestinationNotification

ReturnSubmit?

GeneralOutputScheduleNotification

Report /Custom/CV360 Reports/OMB/Earnir

Parameters

Last Date of Month:

Select Date and Time

July2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OKCancel

!

Navigate to the General Tab. Select the calendar icon. Choose the last date of the month then click OK.

Reporting



[Schedule Report Job](#)

HomeCatalogFavoritesDashboardsCreateOpen

Overview

GeneralCreated by 037276
Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo
Schedule Start on Aug 12, 2022 3:19:50 PM

OutputsOutput1
Destination
Notification

ReturnSubmit?

General

Output

Schedule

Notification

Define Schedule Time

FrequencyOnce

Run Now

StartAug 12, 2022 3:19:50 PM(UTC-05:00) New York - Eastern Time (ET)

Define Schedule Trigger

Trigger

!

Click the Schedule Tab.
Select the Start radio
button.

Reporting

Reports and Analytics - Oracle | Oracle Analytics Publisher : Schedule | +

← → ↻ https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=schedule&itemType=.xdo&bipPath=%2FCustom%2FCV360%20Reports%2FOMB%2FEarning%20Report.xdo&path=%2Fshared%2FCustom%2FCV360

Home Catalog Favorites Dashboards Create Oper

Schedule Report Job

Overview

General Created by 037276
Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo
Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs Output1
Destination
Notification Email

Return Submit

General Output Schedule **Notification**

Notify By ☒ Email Email Address

When ☒ Report completed
☒ Report completed with warnings
☒ Report failed
☒ Report skipped

! Navigate to the Notification Tab. Select the checkbox by notify by and all the checkboxes for when. Enter your email address and click Submit.

Reporting



Schedule Report Job

HomeCatalogFavoritesDashboardsCreateOpen

Overview

GeneralCreated by 037276Report Name /Custom/CV360 Reports/OMB/Earning Report.xdoSchedule Start on Aug 12, 2022 3:19:50 PM

Outputs Output1DestinationNotification Email

ReturnSubmit?

GeneralOutputScheduleNotification

Notify By☒ EmailEmail Address ishields2@dekalbcountyga.gov

When☒ Report completed☒ Report completed with warnings☒ Report failed☒ Report skipped

ertd-test.fa.us2.oraclecloud.com

Job "TEST" successfully submitted

OK

3

You will receive a message that the Job has been submitted. Click OK.

Reporting

Schedule Report Job

Home Catalog Favorites Dashboards Create Open

Overview

General Created by 037276
Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo
Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs Output1
Destination
Notification Email

General Output Schedule **Notification**

Notify By ☒ Email Email Address Ishields2@dekalbcountyga.gov

When ☒ Report completed
☒ Report completed with warnings
☒ Report failed
☒ Report skipped

Submit

Report /Custom/CV360 Reports/OMB/Earning Report.xdo
Parameters "Last Date of Month::"07-31-2022"
Schedule Start on Aug 12, 2022 3:19:50 PM
Output Output1
Notification Email
Trigger Data Model
Trigger Name
Trigger Retry Limit
Trigger Pause Time
Trigger Parameters

Report Job Name

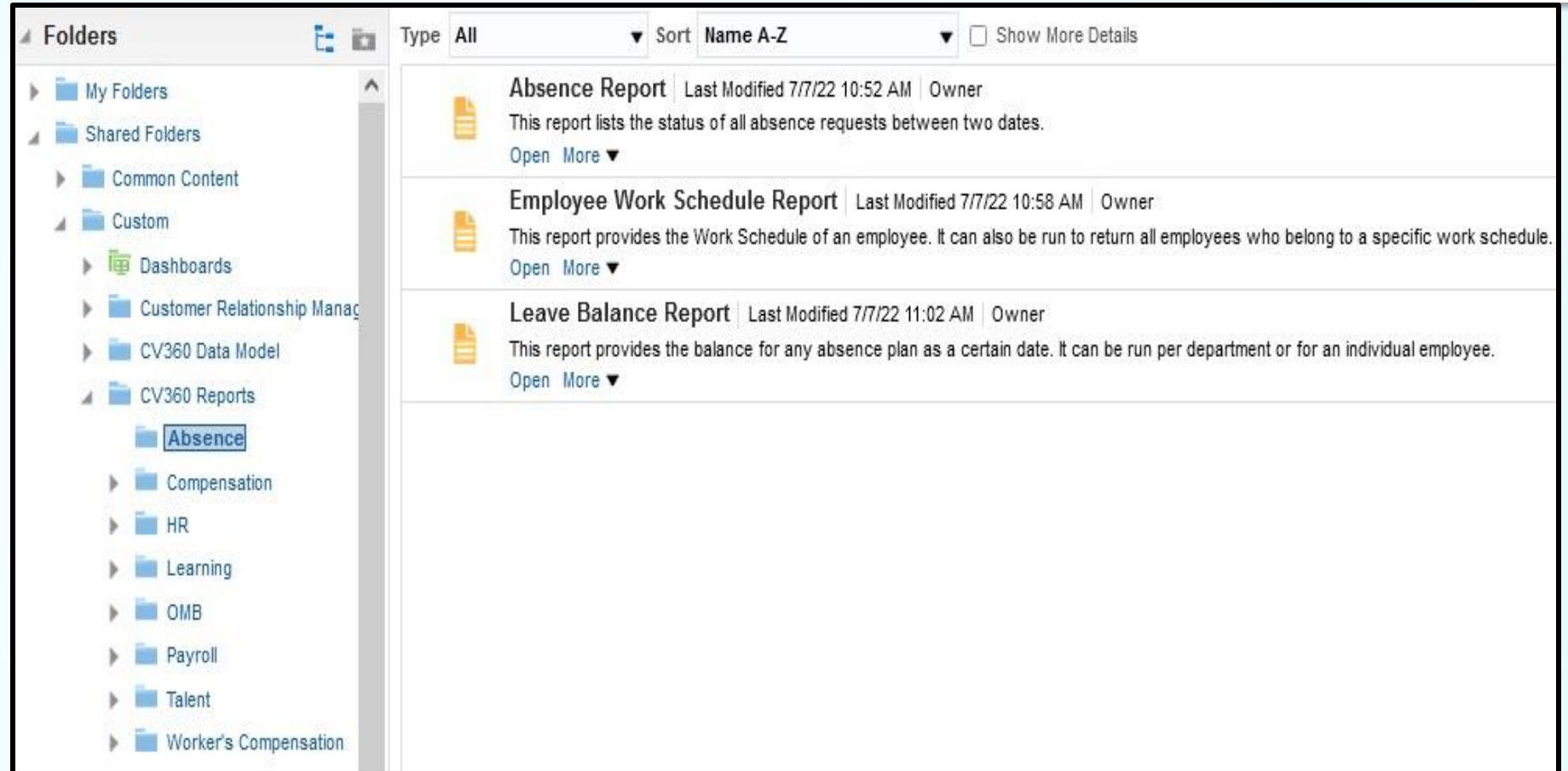
4

Enter a Report Job Name then click OK.

Reporting

Save Report to Favorites

Save Report to Favorites



The screenshot displays the CloudVergent 360 interface. On the left, a 'Folders' sidebar shows a tree structure: 'My Folders', 'Shared Folders', 'Common Content', 'Custom', 'Dashboards', 'Customer Relationship Manag', 'CV360 Data Model', and 'CV360 Reports'. Under 'CV360 Reports', the 'Absence' folder is highlighted. The main content area on the right shows a list of reports under the 'Type All' filter, sorted by 'Name A-Z'. The reports listed are 'Absence Report', 'Employee Work Schedule Report', and 'Leave Balance Report'. Each report entry includes its title, last modified date, owner, a brief description, and links to 'Open' and 'More'.

Type	All	Sort	Name A-Z	Show More Details
Absence Report	Last Modified 7/7/22 10:52 AM	Owner	This report lists the status of all absence requests between two dates.	Open More ▼
Employee Work Schedule Report	Last Modified 7/7/22 10:58 AM	Owner	This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.	Open More ▼
Leave Balance Report	Last Modified 7/7/22 11:02 AM	Owner	This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.	Open More ▼

! You can also add the report in your favorite. To do that, follow the steps below:

Navigate to the report you're requesting to save.

The navigation for the **Absence Report** is shown in this example.

Save Report to Favorites



Catalog

Location /Shared Folders/Custom/CV360 Reports/Absence

Folders

My Folders

Shared Folders

Common Content

Custom

Dashboards

Customer Relationship Manag

CV360 Data Model

CV360 Reports

Absence

Compensation

HR

Learning

OMB

Payroll

Talent

Workers Compensation

Type All

Sort Name A-Z

Show More Details

Absence Report

Last Modified 7/7/22 10:52 AM

Owner

This report lists the status of all absence requests between two dates.

Open More

Empl

Last Modified 7/7/22 10:58 AM

Owner

Schedule

This re

Open History

Leav

Last Modified 7/7/22 11:02 AM

Owner

Jobs

This re

Open Delete

Add to Favorites

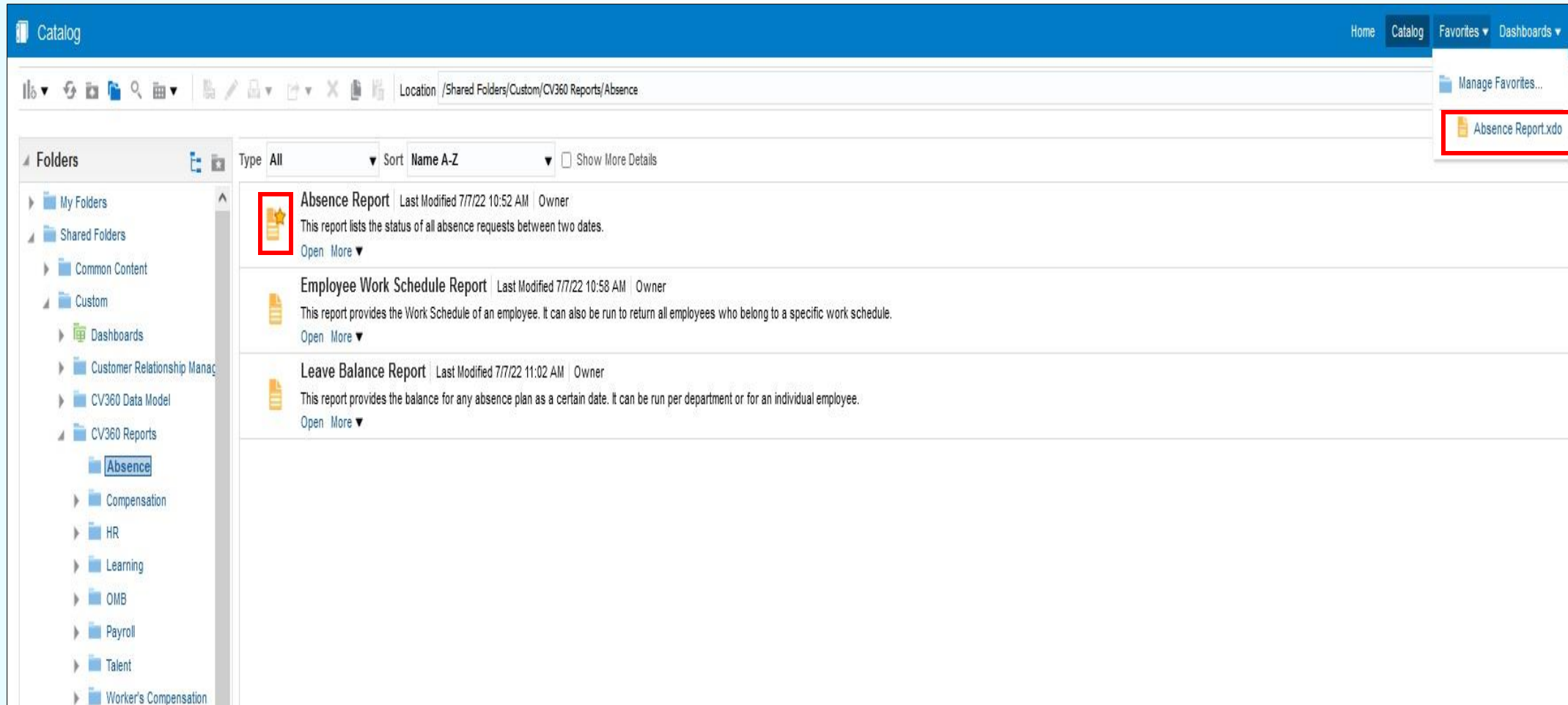
Create Shortcut

Properties

1

Click the **More** hyperlink and Select **Add to Favorites**.

Save Report to Favorites



The screenshot shows the CloudVergent 360 interface. The top navigation bar includes 'Home', 'Catalog', 'Favorites', and 'Dashboards'. The 'Catalog' tab is active, showing a list of reports under the 'CV360 Reports' folder. The 'Absence Report' is highlighted with a red box. The 'Absence Report' is a report that lists the status of all absence requests between two dates. It is located in the 'CV360 Reports' folder, under the 'Absence' sub-folder. The 'Absence Report' is a report that lists the status of all absence requests between two dates. It is located in the 'CV360 Reports' folder, under the 'Absence' sub-folder. The 'Absence Report' is a report that lists the status of all absence requests between two dates. It is located in the 'CV360 Reports' folder, under the 'Absence' sub-folder.

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Selecting **Add to Favorites** will add a star in the report and show under the Favorites drop down-list.

Reporting Summary

You have reached the end of the Running Reports in CV360 course. You should now be able to:

- Access Reports via the new report structure in CV360
- Export Reports
- Filter in Reports
- Schedule Jobs for Reports
- Save Reports to Favorite