



USA Staffing

Reporting and Analytics Workgroup January 10, 2023

We will start at approximately 1:03 to allow time for people to sign in

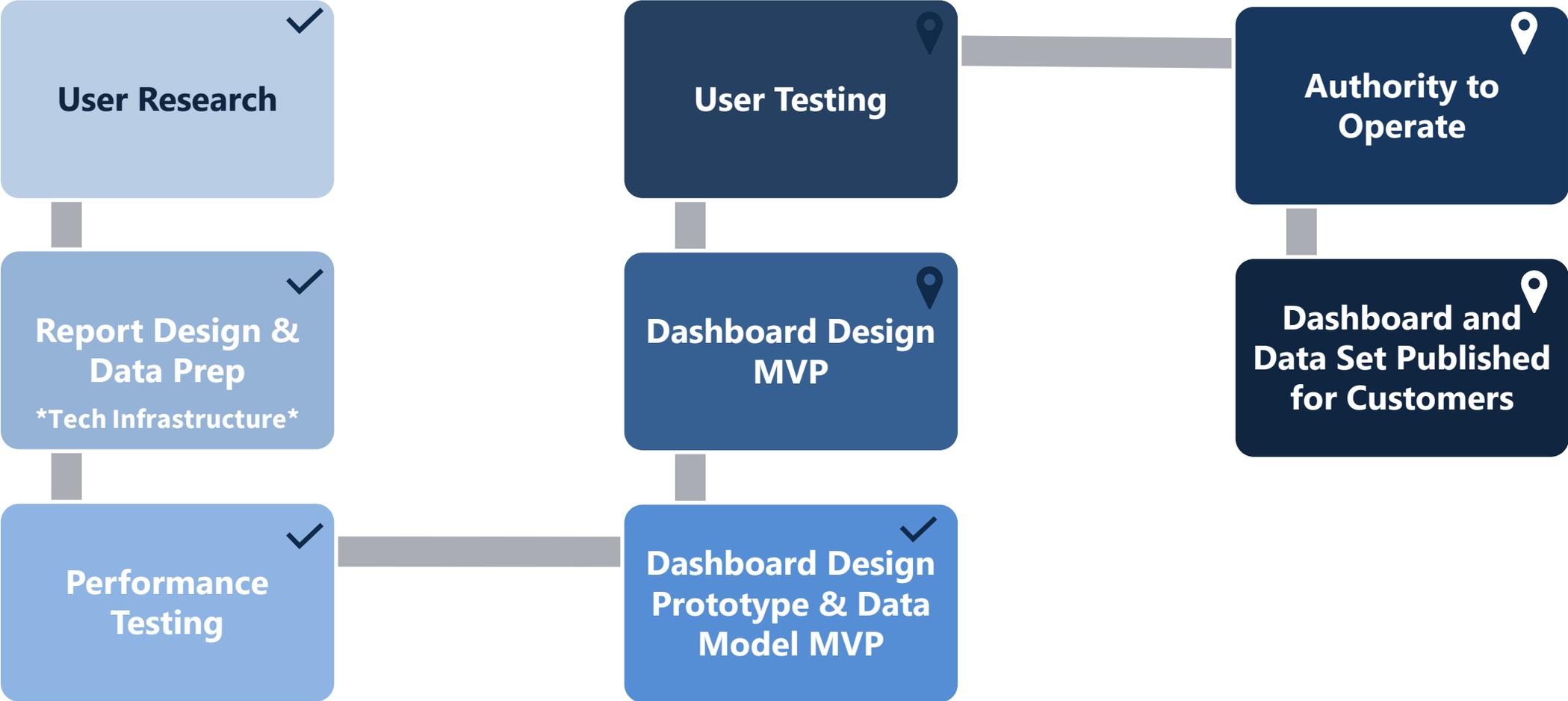
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Agenda

- 1 Power BI Update**
- 2 Cognos Performance Metrics**
- 3 Reporting User Satisfaction Survey**
- 4 Cognos Training Program**
- 5 Modifications to Reports and Data Models**
- 6 API Updates**
- 7 Cognos Tip**
- 8 Open Demonstration and Q&A**

Power BI Update

Power BI Implementation Milestones



User Testing and Release



Next Steps

What we have completed

- Power BI agency access testing completed with six organizations (TSA, Peace Corps, HHS, USDA, EEOC, DOE)
- Power BI navigation decisions:
 - Power BI App per Staffing data package (e.g., User License)
 - Workspace per Staffing Organization
- Updated User License data model for better performance
- Further Row-Level Security Testing with updated data model

Next Steps

- Power BI agency access testing for DOD and DOJ tenants
- Collect user feedback via session with Account Managers
- Release User License Power BI app to onboarded customers and collect feedback
- Begin offering Power BI Report Consumer training
- Plan workspace administration session and produce job aid

Cross-Cloud Collaboration

- Using Azure Active Directory (Azure AD) B2B collaboration allows OPM to securely share Power BI and underlying data with external users within the new **connect.opm.gov** Azure domain for end-user consumption
- Cross-tenant access settings allow the connection with other Azure AD organizations through B2B collaboration while maintaining data protection controls
- OPM operates in Azure Commercial Cloud, Government Community Cloud (GCC), along with numerous other federal agencies making these settings automatic
- We are communicating with agencies in Azure GOV or Azure GOV DoD cloud to enable these access settings (DOD, DOC-Treasury, DOJ Staffing Tenants)



Multi-Factor Authentication



Current Status

- To gain access to Power BI reports, users are asked to authenticate through the Microsoft Authenticator App to verify their identity as members of the connect.opm.gov Azure domain and to keep personnel data secure.
- Currently investigating multi-factor authentication alternatives including PIV cards to eliminate need for the app.

Future State

- Provide a seamless login experience similar to that of Cognos today

Cognos Performance Metrics

FY23



All Reports



Cognos Total Runs

1,107,407



Avg. Success Rate

97.36%

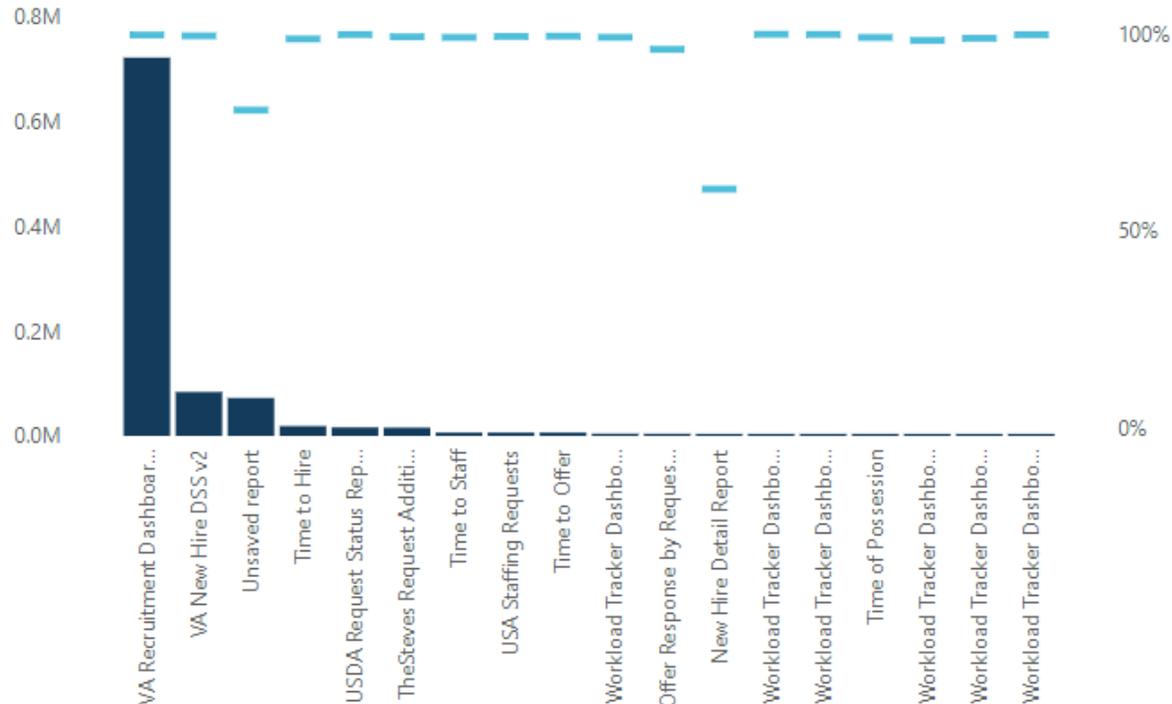


Avg. Runtime (Sec)

37.52



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	722,716	99.81%	3.73
VA New Hire DSS v2	83,997	99.60%	5.59
Unsaved report	72,486	80.72%	11.22
Time to Hire	18,823	98.83%	25.38
USDA Request Status Report - Certificate V3	16,317	99.93%	30.47
TheSteves Request Additional Information Report	15,865	99.36%	2.51
Time to Staff	6,428	99.21%	7.28
USA Staffing Requests	6,427	99.47%	2.12
Time to Offer	6,419	99.53%	2.29
Workload Tracker Dashboard - Qualification Analysis Phase	4,307	99.23%	8.44
Offer Response by Request Number	4,122	96.17%	4.63
New Hire Detail Report	3,336	60.67%	312.64
Workload Tracker Dashboard - RequestsAnnouncementsCerts	3,108	100.00%	9.10
Workload Tracker Dashboard - NewHireCertSelections	3,103	99.97%	6.80
Time of Possession	2,240	99.20%	75.64
Workload Tracker Dashboard - Interviews and	2,102	98.43%	9.72
Total	1,107,407	97.36%	37.52

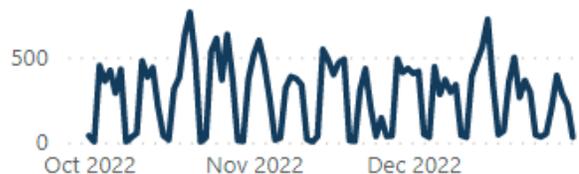
FY23



HDW Reports

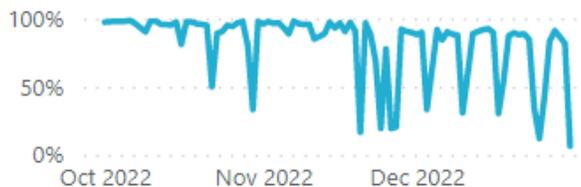
HDW Total Runs

25,802



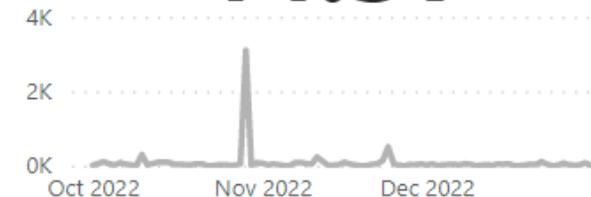
Avg. Success Rate

91.74%

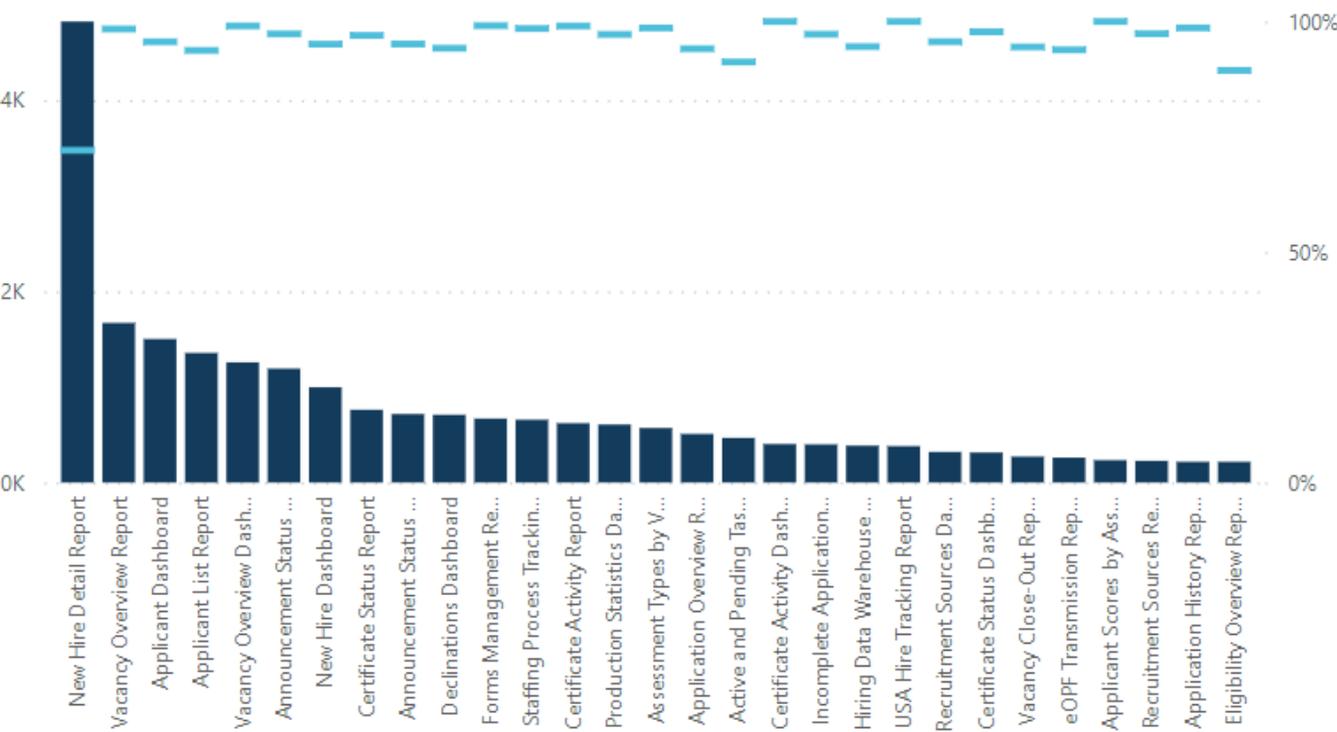


Avg. Runtime (Sec)

44.57



HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	4,823	72.07%	52.78
Vacancy Overview Report	1,670	98.38%	7.40
Applicant Dashboard	1,502	95.61%	40.61
Applicant List Report	1,356	93.73%	38.93
Vacancy Overview Dashboard	1,258	99.05%	5.05
Announcement Status Report	1,192	97.32%	4.83
New Hire Dashboard	997	95.09%	82.61
Certificate Status Report	762	96.98%	24.72
Announcement Status Dashboard	717	95.12%	5.54
Declinations Dashboard	709	94.22%	174.04
Forms Management Report	670	99.10%	2.68
Staffing Process Tracking Report	658	98.48%	27.26
Certificate Activity Report	621	99.03%	2.83
Production Statistics Dashboard	607	97.20%	35.98
Assessment Types by Vacancy Dashboard	571	98.60%	15.11
Application Overview Report	509	94.11%	113.36
Active and Pending Tasks Report	467	91.22%	136.13
Certificate Activity Dashboard	403	100.00%	3.09
Incomplete Applications Report	399	97.24%	4.02
Total	25,802	91.74%	44.57

FY23



Time to Hire

Cognos Total Runs

2,081



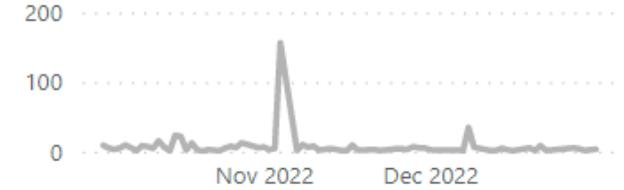
Avg. Success Rate

95.39%

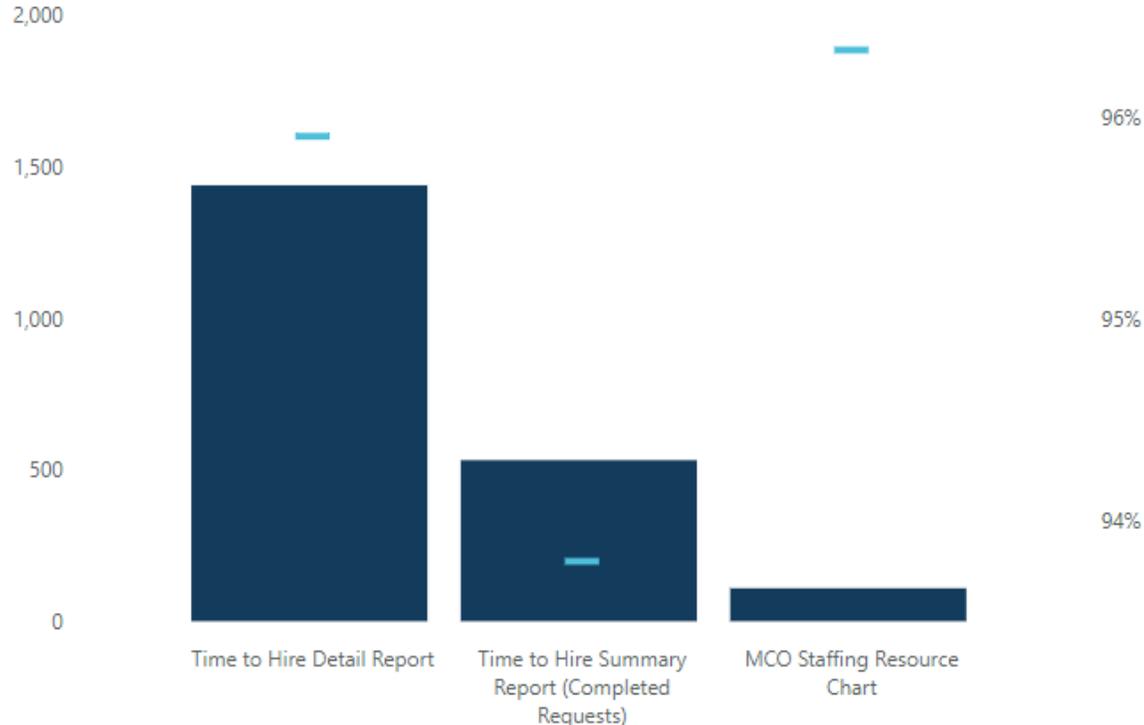


Avg. Runtime (Sec)

9.16



Cognos Total Runs and Cognos Success Rate



Report name

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	1,440	95.90%	3.68
Time to Hire Summary Report (Completed Requests)	532	93.80%	25.70
MCO Staffing Resource Chart	109	96.33%	2.76
Total	2,081	95.39%	9.16

FY23



User License

Cognos Total Runs

1,580



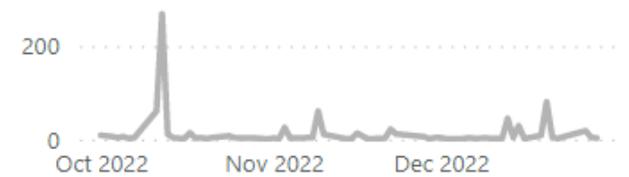
Avg. Success Rate

95.57%

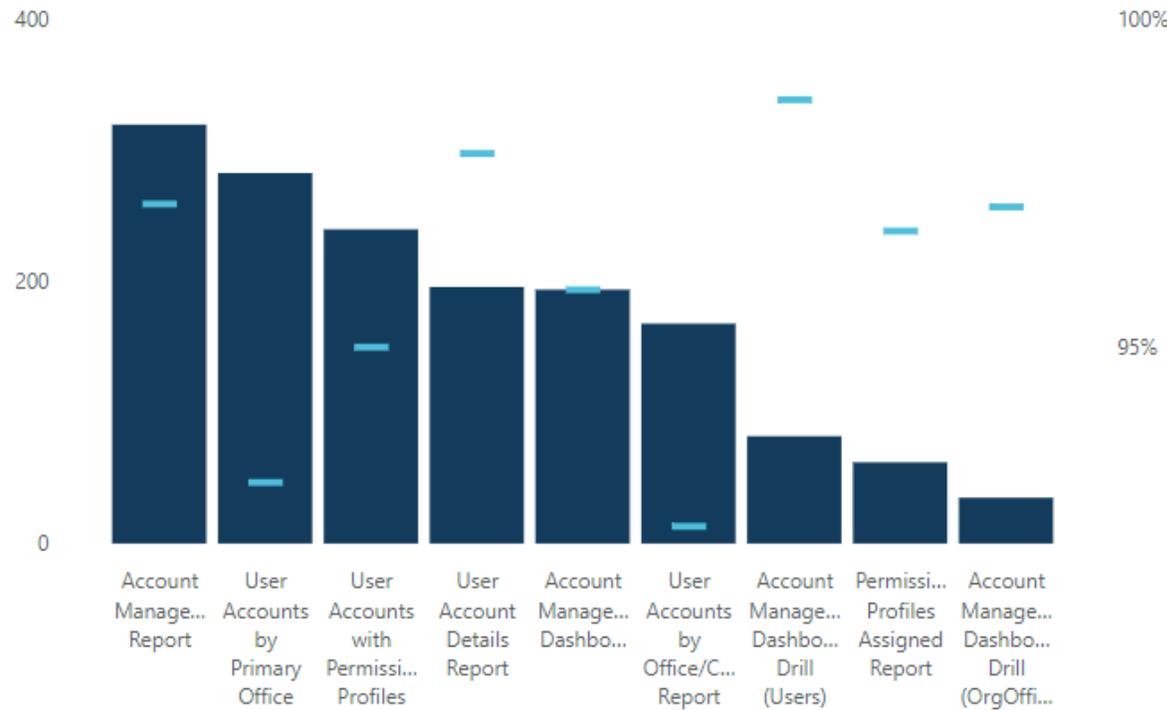


Avg. Runtime (Sec)

13.50



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Account Management Report	320	97.19%	34.15
User Accounts by Primary Office Report	283	92.93%	3.30
User Accounts with Permission Profiles Report	240	95.00%	10.88
User Account Details Report	196	97.96%	3.44
Account Management Dashboard	194	95.88%	6.78
User Accounts by Office/Customer Report	168	92.26%	22.32
Account Management Dashboard Drill (Users)	82	98.78%	2.88
Permission Profiles Assigned Report	62	96.77%	3.20
Account Management Dashboard Drill (OrgOffice)	35	97.14%	17.87
Total	1,580	95.57%	13.50

Reporting User Satisfaction Survey

Reporting User Satisfaction Survey

The bi-annual customer satisfaction survey launched on Monday, November 28 and was open through Friday, December 23.

The survey is designed to gather in-depth and comprehensive feedback about products and services provided by the USA Staffing Reporting teams over the last 6 months, including:

- Business Intelligence tool
- Data available for reporting
- Standard reports
- Interconnections
- Workgroups
- Training
- Support

Personalized invitations were sent from USASurvey@opm.gov

Cognos Training Program

Available Trainings

Report Consumer Training

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- New report authors

- Experienced report authors

What?

- How to navigate to and run reports

- How to get started building reports

- Open forum for authors to ask questions

Time?

- ½ day

- 1 ½ days

- 1 hour

When?

One session per month, alternating between each Report Consumer Training and Report Author Training

- The first Thursday of each month at 11:00 AM EDT

How?

Contact your USA Staffing Account Manager to sign-up.

- All report authors are welcome. Questions can be submitted in advance

Upcoming Trainings

Report Consumer Training

Wednesday, January 18
1:00 – 4:00 PM EDT

Report Author Training

Wednesday, February 22
10:00 AM – 3:00 PM EDT
+
Thursday, February 23
10:00 AM – 3:00 PM EDT

Advanced Author Forum

Thursday, January 5
11:00 AM – 12:00 PM EDT

Thursday, February 2
11:00 AM – 12:00 PM EDT

Thursday, March 2
11:00 AM – 12:00 PM EDT

Dates

How to Register

Contact your USA Staffing Account Manager.

No registration required. Questions can be submitted in advance.

Modifications to Reports and Data Models

Sprint 37 deployed to Production on December 7th
Sprint 38 deployed to Production on December 21st

New or Modified Reports



Hiring Data Warehouse Reports

Announcement Status Dashboard – deployed December 21st

The Announcement Status Dashboard was modified. This report provides visualizations and tabular data showing the status of announcements to support HR user workload management. The dashboard was updated to add new columns to the pages of the report that include tabular data. New columns added were the flag field to identify if a vacancy is for a remote job as well as the concatenated announcement hiring paths field to show all hiring paths in a single row of the report. Additionally, new optional prompts for Vacancy Remote Job and Announcement Hiring Paths were added to the prompt page.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Announcement

New or Modified Reports



Hiring Data Warehouse Reports

Announcement Status Report – deployed December 21st

The Announcement Status Report was modified. This report provides tabular data showing the status of announcements to support HR user workload management. The report was updated to add new columns to the pages of the report that include tabular data. New columns added were the flag field to identify if a vacancy is for a remote job as well as the concatenated announcement hiring paths field to show all hiring paths in a single row of the report. Additionally, new optional prompts for Vacancy Remote Job and Announcement Hiring Paths were added to the prompt page.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Announcement

New or Modified Reports



Hiring Data Warehouse Reports

Applicant Dashboard – deployed December 21st

The Applicant Dashboard was modified. This report provides visualizations and tabular data showing total applicants by eligibility and veterans preference for one or more vacancies. The dashboard was updated to add new columns to the pages of the report that include tabular data. New columns added were the flag field to identify if a vacancy is for a remote job, the vacancy pay plan-series-grade, and the concatenated announcement hiring paths field to show all hiring paths in a single row of the report. Additionally, new optional prompts for Vacancy Remote Job and Announcement Hiring Paths were added to the prompt page.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

New or Modified Reports



Hiring Data Warehouse Reports

Applicant List Report – deployed December 21st

The Applicant List Report was modified. This report provides tabular data showing a list of all applicants, applicants by eligibility, and applicants by location for one or more vacancies. The report was updated to add new columns to the pages of the report that include tabular data. New columns added were the flag field to identify if a vacancy is for a remote job, the vacancy pay plan-series-grade, and the concatenated announcement hiring paths field to show all hiring paths in a single row of the report. Additionally, new optional prompts for Vacancy Remote Job and Announcement Hiring Paths were added to the prompt page.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

New or Modified Reports



Hiring Data Warehouse Reports

Applicant Touch Points Dashboard – deployed December 7th

The Applicant Touch Points Dashboard was modified. This report provides metrics about the status of applicant touch points notifications as well as tabular data by vacancy and applicant. The dashboard was updated to utilize recently released pre-built metrics for application notifications rather than manual calculations built within the report.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

Applicant Touch Points Report – deployed December 7th

The Applicant Touch Points Report was modified. This report provides tabular data displaying the applicant touchpoint notification status by vacancy and applicant. The report was updated to utilize recently released pre-built metrics for application notifications rather than manual calculations built within the report.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

New or Modified Reports



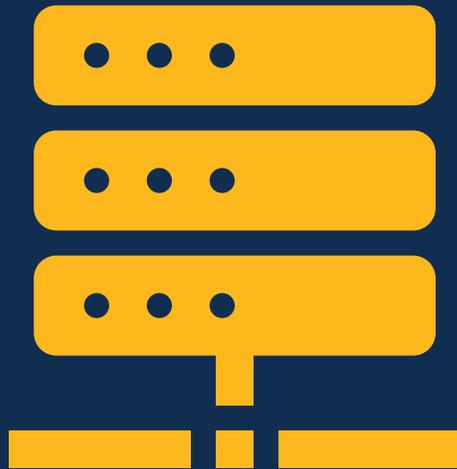
Hiring Data Warehouse Reports

USA Hire Tracking Report – deployed December 21st

The USA Hire Tracking Report was modified. This provides tabular data showing the vacancies that use one or more USA Hire assessments and the applicants that are pending completion of the required assessment(s). The report was updated to include a new page, titled “Assessments by Vacancy” that identifies the type and name of assessments used to evaluate applicants.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > USA Hire

Data Model Changes



Hiring Data Warehouse

Remote Job Text – deployed December 7th

A new query item was added to enable reporting on the remote job clarification text.

Announcements folder > Announcement Information sub-folder

- Announcement query subject
 - [Presentation View].[Announcement].[Remote Job Clarification Text]

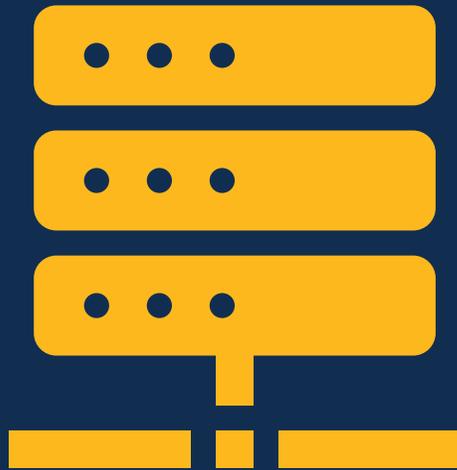
USAJOBS Application Total – deployed December 7th

A new query item was added to enable reporting on whether the application total for a vacancy is displayed to applicants on their USAJOBS dashboard for closed announcements.

Vacancies folder > Vacancy Information sub-folder

- Vacancy query subject
 - [Presentation View].[Vacancy].[USAJOBS Application Total?]

Data Model Changes



Applicant Flow Data Warehouse

Announcements – deployed December 7th and December 21st

Five new query subjects and associated query items were added to enable reporting on announcements and announcement locations, appointment type, hiring path, and work schedule.

Application Rating Combination namespace > Announcement Information

- Announcement query subject – **deployed December 7th**
 - [Application Rating Combination].[Announcement].[Announcement Close Date]
 - [Application Rating Combination].[Announcement].[Announcement Hiring Paths]
 - [Application Rating Combination].[Announcement].[Announcement Last Modified Date/Time]
 - [Application Rating Combination].[Announcement].[Announcement Locations]
 - [Application Rating Combination].[Announcement].[Announcement Number]
 - [Application Rating Combination].[Announcement].[Announcement Open Date]
 - [Application Rating Combination].[Announcement].[Announcement Released Date/Time]
 - [Application Rating Combination].[Announcement].[Announcement Released?]
 - [Application Rating Combination].[Announcement].[Announcement Status]
 - [Application Rating Combination].[Announcement].[Application Limit]
 - [Application Rating Combination].[Announcement].[Application Limit Set?]
 - [Application Rating Combination].[Announcement].[External Contact Email]
 - [Application Rating Combination].[Announcement].[External Contact ID]
 - [Application Rating Combination].[Announcement].[External Contact Name]
 - [Application Rating Combination].[Announcement].[Internal Contact Email]
 - [Application Rating Combination].[Announcement].[Internal Contact ID]

Data Model Changes

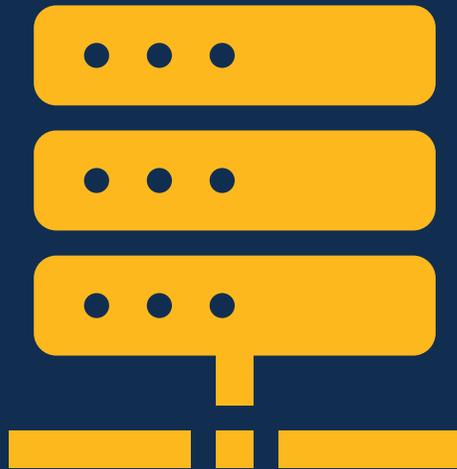


Applicant Flow Data Warehouse

Application Rating Combination namespace > Announcement Information

- Announcement query subject (continued) – **deployed December 7th**
 - [Application Rating Combination].[Announcement].[Internal Contact Name]
 - [Application Rating Combination].[Announcement].[Maximum Salary]
 - [Application Rating Combination].[Announcement].[Minimum Salary]
 - [Application Rating Combination].[Announcement].[Not to Exceed]
 - [Application Rating Combination].[Announcement].[Salary Type]
 - [Application Rating Combination].[Announcement].[Total Openings]
 - [Application Rating Combination].[Announcement].[USAJOBS Control Number]
 - [Application Rating Combination].[Announcement].[USAJOBS Job Status]
 - [Application Rating Combination].[Announcement].[Who May Apply]
 - [Application Rating Combination].[Announcement].[Who May Apply Override Text]

Data Model Changes

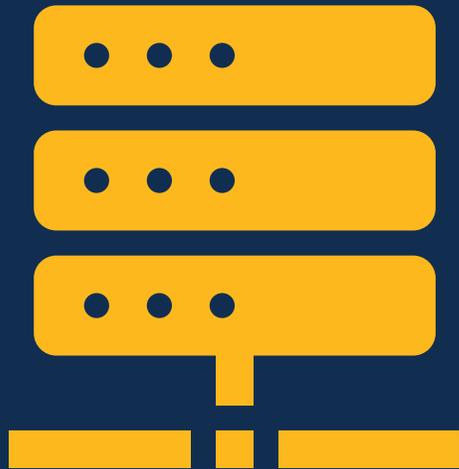


Applicant Flow Data Warehouse

Application Rating Combination namespace > Announcement Information

- Announcement Location query subject – **deployed December 21st**
 - [Application Rating Combination].[Announcement Location].[Announcement Location City]
 - [Application Rating Combination].[Announcement Location].[Announcement Location Country]
 - [Application Rating Combination].[Announcement Location].[Announcement Location County]
 - [Application Rating Combination].[Announcement Location].[Announcement Location Description]
 - [Application Rating Combination].[Announcement Location].[Announcement Location Duty Station Code]
 - [Application Rating Combination].[Announcement Location].[Announcement Location Label]
 - [Application Rating Combination].[Announcement Location].[Announcement Location Openings]
 - [Application Rating Combination].[Announcement Location].[Announcement Location State]
 - [Application Rating Combination].[Announcement Location].[Announcement Location State Abbreviation]

Data Model Changes

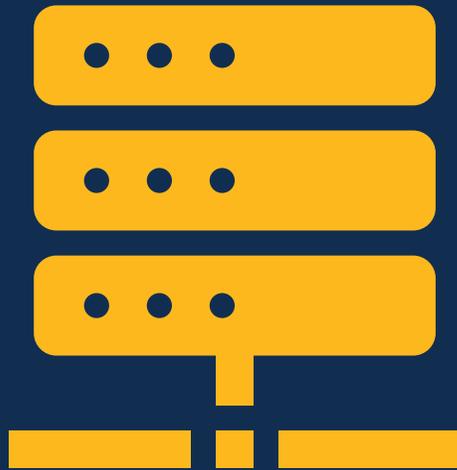


Applicant Flow Data Warehouse

Application Rating Combination namespace > Announcement Information

- Appointment Type query subject – **deployed December 21st**
 - [Application Rating Combination].[Appointment Type].[Appointment Type]
- Hiring Path query subject – **deployed December 21st**
 - [Application Rating Combination].[Hiring Path].[Hiring {Path Description}]
 - [Application Rating Combination].[Hiring Path].[Hiring {Path Name}]
- Work Schedule query subject – **deployed December 21st**
 - [Application Rating Combination].[Work Schedule].[Work Schedule]

Data Model Changes



Applicant Flow Data Warehouse

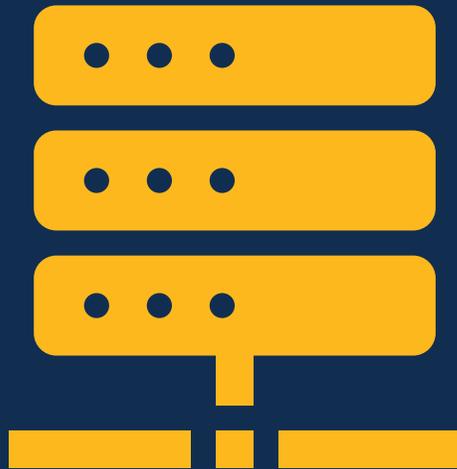
Vacancy Metrics – deployed December 7th

Two new query subjects and associated query items were added to enable reporting on pre-calculated metrics for the most commonly used metrics related to the vacancy as well as the various date types associated with the date on which the announcement was closed.

Application Rating Combination namespace > Vacancy Metrics folder

- Vacancy Metric query subject
 - [Application Rating Combination].[Vacancy Metric].[Total Applied]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Unused]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Unused with Veterans]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Unused without Veterans]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Used]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Used with Veterans]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Audited and Used without Veterans]
 - [Application Rating Combination].[Vacancy Metric].[Total Certificates Issued]
 - [Application Rating Combination].[Vacancy Metric].[Total Entered on Duty]

Data Model Changes



Applicant Flow Data Warehouse

Application Rating Combination namespace > Vacancy Metrics folder

- Vacancy Metric query subject (continued) – **deployed December 7th**
 - [Application Rating Combination].[Vacancy Metric].[Total Hired]
 - [Application Rating Combination].[Vacancy Metric].[Total Not Referred – Not Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Not Referred - Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Referred]
 - [Application Rating Combination].[Vacancy Metric].[Total Selected]
 - [Application Rating Combination].[Vacancy Metric].[Total Sent Official Offers]
 - [Application Rating Combination].[Vacancy Metric].[Total Sent Tentative Offers]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Applied]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Entered on Duty]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Hired]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Not Referred – Not Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Not Referred - Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Qualified]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Referred]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Selected]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Sent Official Offers]
 - [Application Rating Combination].[Vacancy Metric].[Total Veterans Sent Tentative Offers]

Data Model Changes



Applicant Flow Data Warehouse

Application Rating Combination namespace > Vacancy Metrics folder

- Vacancy Metric Date query subject – **deployed December 7th**
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Calendar Month]
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Calendar Month Number]
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Calendar Year]
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Fiscal Month]
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Fiscal Quarter]
 - [Application Rating Combination].[Vacancy Metric Date].[Announcement Closed Fiscal Year]

API Updates



USA Staffing Data APIs

ExternalIDs – deployed September 21st

The USA Staffing Data APIs listed below were updated with a new link within the JSON return that will allow customers to retrieve IDs to help create joins between data sets. A new ExternalIDs link has been added to each API, and the expand parameter will have a new optional value '[APIName]externalIDs' which will open a list of IDs for each linked external entity. This will retrieve external IDs with the main data set.

- AFD Announcements API
- AFD Applications API
- AFD Vacancies API

USA Staffing Data APIs

Remote Job – deployed December 7th

The Announcements API was updated to include Remote Job Clarification Text, which provides details about remote work arrangements or expectations (e.g., work hours, work hour range, time zone).



Vacancy Trust Determination – deployed December 21st

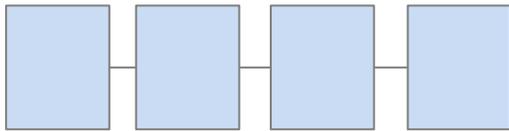
The Vacancy API was updated to include a new link to Vacancy Trust Determination Process, which is the method used to indicate how the position sensitivity and risk will be determined (e.g., credentialing, suitability/fitness, national security).

Cognos Tip

Joins

What is a Join?

A join **defines the relationship** between two queries that contain **information from different tables** and enable data to be **combined into one dataset**.



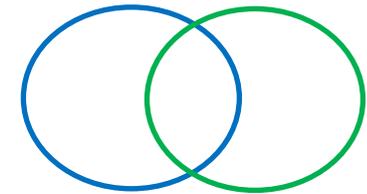
Tables

In a relational database, data items are organized in distinct tables



Keys

Keys are unique data items that can be used to connect tables to retrieve common data items



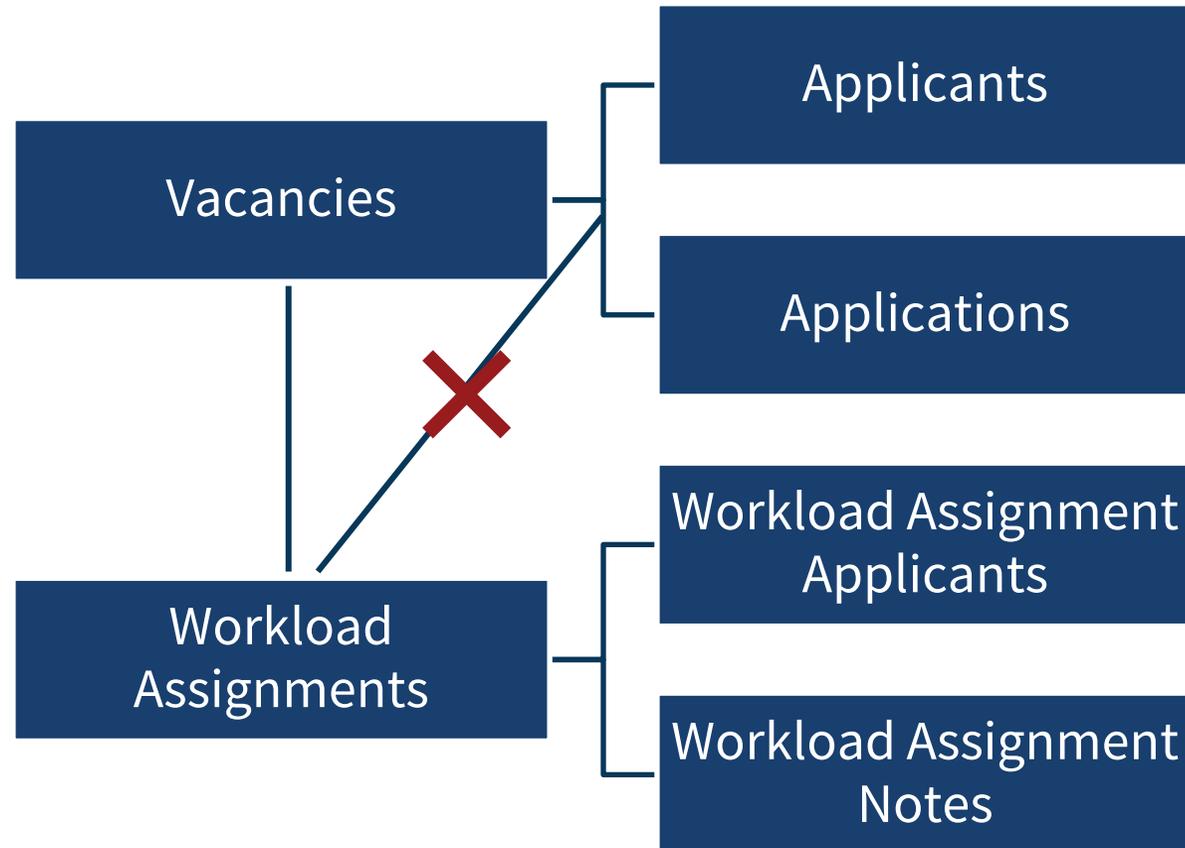
Joins

Statements used to combine data from different tables into one consolidated dataset

USA Staffing data warehouses were designed to minimize the need for using joins, however there are scenarios where a join is necessary. Refer to the HDW Data Relationships Job Aid for examples.

Example Join

One example of when a join is required when using the Hiring Data Warehouse is when data from the **Applicant and/or Application areas** and data from the **Workload Assignments area** is required in the same report.



The Applicant and Application areas provide data about all applicants and applications

The Workload Assignments area is designed to only provide data about applicants and applications on workload assignments.

Example Join

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - ▼ Applicants
 - > Applicant Information
 - > Applicant List Information
 - > Panel Review Information
 - ▼ Workload Assignments
 - > Workload Assignment
 - ▼ Workload Assignment Applicants
 - abc Workload Assignment Applicant Name
 - abc Workload Assignment Applicant Review Status
 - abc Workload Assignment Application Number
 - > Workload Assignment Notes
 - ▼ Applications
 - > Announcement Questionnaire
 - ▼ Application Information
 - > Application
 - > Application Documents
 - > Application Eligibilities
 - > Application Locations
 - > Application Notes
 - > Application Notifications
 - > Application Ratings
 - > Recruitment Sources

The Workload Assignment area includes a query subject to provide the name and application number of applicants and applications on workload assignments.

Workload Assignment Application Number



Application Number

When additional data is needed about applicants and/or applications, a join is needed to pull in that data from the Applicants and/or Applications areas.

Steps to Create a Join

Create a query with data from the Workload Assignments area.

The screenshot displays the 'Qry_WorkloadAssignments' query in a BI tool. The interface is divided into several sections:

- Report > Queries:** The query name 'Qry_WorkloadAssignments' is displayed at the top.
- Insertable objects:** A tree view on the left shows the data source structure. The 'Workload Assignments' folder is expanded, showing two objects:
 - Workload Assignment:** Contains data items such as '# Total Applicants Assigned', '# Total Applicants Reviewed', 'abc Workload Assignment Completion Status', '⌚ Workload Assignment Creation Date/Time', '⌚ Workload Assignment Due Date', '# Workload Assignment ID', 'abc Workload Assignment Name', 'abc Workload Assignment Owner', and 'Workload Assignment Applicants'.
 - Workload Assignment Applicants:** Contains data items such as 'abc Workload Assignment Applicant Name', 'abc Workload Assignment Applicant Review Status', and 'abc Workload Assignment Application Number'.
- Data Items:** A list of data items is shown on the right, with 'Workload Assignment Applicant Review Status' selected.

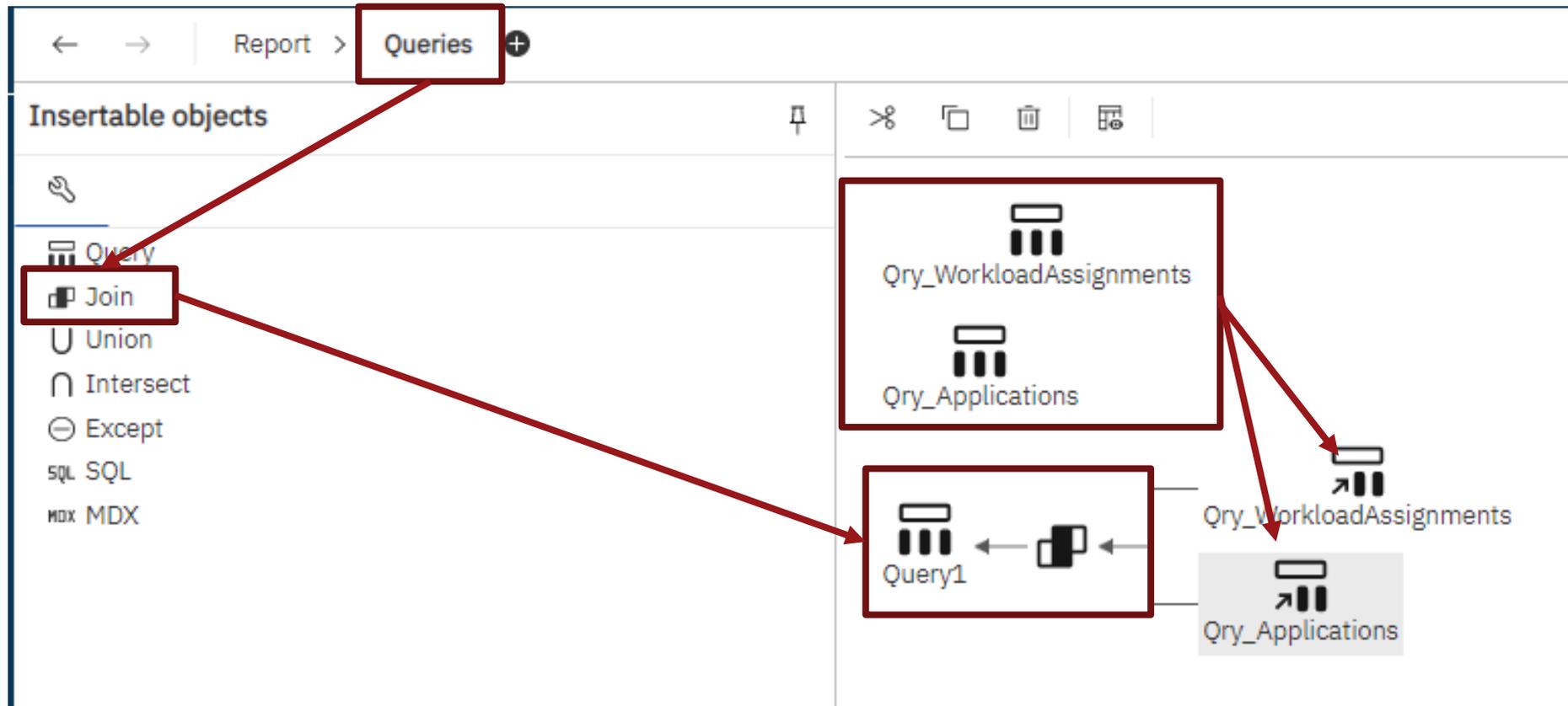
Steps to Create a Join

Create a query with data from the Applicants and/or Applications areas.

The screenshot displays a software interface for creating a query. At the top, the breadcrumb navigation shows 'Report > Queries > Qry_Applications', with 'Qry_Applications' highlighted in a red box. Below this, the 'Insertable objects' section is visible, containing a search bar and a tree view of data sources. The tree view is expanded to show 'Applications', which is further expanded to show a list of fields. A red box highlights the 'Applications' section, and another red box highlights the 'Veterans Preference Adjudicated' field. To the right, a 'Data Items' panel is shown, listing four items: 'Application Number', 'Record Status Code', 'Veterans Preference Claimed', and 'Veterans Preference Adjudicated'. The 'Veterans Preference Adjudicated' item is highlighted in a red box. Red arrows point from the 'Qry_Applications' breadcrumb to the 'Applications' section and from the 'Veterans Preference Adjudicated' field in the tree view to the 'Data Items' panel.

Steps to Create a Join

Add a join to the list of queries and designate the source queries.



Steps to Create a Join

Join the two queries using a common identifier and identifying the nature of the relationship between the two queries. The nature of the relationship is typically based on business rules for USA Staffing but can also be based on the reporting need.

Reporting Need:

Report on all applications; if included on a workload assignment, show status of the review.

OR

Reporting Need:

Report only on those applications included on a workload assignment.

Join relationships

New Link

Qry_WorkloadAssignments

- Workload Assignment ID
- Workload Assignment Name
- Workload Assignment Application
- Workload Assignment Application Number
- Workload Assignment Application

Qry_Applications

- Application Number
- Record Status Code
- Veterans Preference Claimed
- Veterans Preference Adjudicated

Cardinality: 0..n Operator: = Cardinality: 1..n

Relationship impact: Each "Qry_Applications" has zero or more "Qry_WorkloadAssignments" (outer join). Each "Qry_WorkloadAssignments" has one or more "Qry_Applications".

Convert to expression... OK Cancel

Business Rule:

An application can exist without being included in a workload assignment. An application on a workload assignment cannot exist without being in the Applications area.

Steps to Create a Join

Add data items to the joined query, being sure to ONLY include query items from the source queries. Data items should not be added to the joined query directly from the data warehouse.

The screenshot shows a software interface with the following components:

- Breadcrumb:** Report > Queries > **Qry_Join** (highlighted with a red box).
- Insertable objects:** A pane on the left showing a tree structure under 'Join'. It contains two sub-queries:
 - Qry_WorkloadAssignments:** Contains data items: Workload Assignment ID, Workload Assignment Name, Workload Assignment Applicant Name, Workload Assignment Application Number, and Workload Assignment Applicant Review Status. This entire sub-query is enclosed in a red box.
 - Qry_Applications:** Contains data items: Application Number, Record Status Code, Veterans Preference Claimed, and Veterans Preference Adjudicated.
- Data Items:** A pane on the right showing a list of data items. A red box highlights this pane, and a red arrow points from the 'Qry_WorkloadAssignments' box to it, indicating that data items are being added from the source queries. The data items listed are:
 - Workload Assignment ID
 - Workload Assignment Name
 - Workload Assignment Applicant Name
 - Workload Assignment Application Number
 - Workload Assignment Applicant Review Status
 - Application Number
 - Record Status Code
 - Veterans Preference Claimed
 - Veterans Preference Adjudicated

Steps to Create a Join

Add a list or visualization to the report and designate the joined query as the data source. Then add the required data items to the list or visualization.

The screenshot displays a report builder interface with the following components:

- Page1**: A red box highlights the 'Page1' tab in the top navigation bar.
- Insertable objects**: A central pane showing a tree view of data sources. A red box highlights the 'Qry_Join' object, which contains the following items:
 - Workload Assignment ID
 - Workload Assignment Name
 - Workload Assignment Applicant Name
 - Workload Assignment Application Number
 - Workload Assignment Applicant Review Status
 - Application Number
 - Record Status Code
 - Veterans Preference Claimed
 - Veterans Preference Adjudicated
- Object and query name**: A dialog box with the following fields:
 - Name: List1
 - Query Name: Qry_Join (highlighted with a red box)
- Data Table**: A table on the right showing the data structure for the 'Qry_Join' object. The table has 9 columns: Application Number, Record Status Code, Veterans Preference Claimed, Veterans Preference Adjudicated, Workload Assignment ID, Workload Assignment Name, Workload Assignment Applicant Name, Workload Assignment Application Number, and Workload Assignment Applicant Review Status. The first three rows of data are visible, each starting with '<Application Number>'. Red arrows point from the 'Qry_Join' object in the 'Insertable objects' pane to the 'Qry_Join' selection in the 'Object and query name' dialog box, and from the 'Page1' tab to the 'Qry_Join' object.

Steps to Create a Join

Application Number	Record Status Code	Veterans Preference Claimed	Veterans Preference Adjudicated	Workload Assignment ID	Workload Assignment Name	Workload Assignment Applicant Name	Workload Assignment Application Number	Workload Assignment Applicant Review Status
A1459-DZJO	AA	NV	NA					
A145T-Y6I5	HH	NV	NP					
A1462-6CFB	PI		CPS					
A1462-6KJP	IN	XP	NA					
A1466-CYXM	AA	NV	NA					
A146I-ECR1	HH	CP	CP					
A146P-Y5WJ	AA	NV	NA					
A146U-EBGG	AA		NA	49	Liz's demo assignment	Johnson, Dave	A146U-EBGG	Incomplete
A146U-EBGG	AA		NA	60	Stacy's Review	Johnson, Dave	A146U-EBGG	Complete
A146U-EBGG	AA		NA	45	Test for page number	Johnson, Dave	A146U-EBGG	Incomplete
A146Y-U151	AA	CP	TP					
A1472-8411	AA	NV	NA					
A1477-2642	AA	NV	NA					
A1479-DP81	AC	NV	NA					
A147D-9T4J	IN		NA					
A147H-8I15	AA	CP	CP					
A148M-M6EP	HH	NP	NA					
A148Q-2G64	AC	NV	NA					
A1495-IVQP	AA	NV	NA					
A149M-DM3X	HH	CPS	CPS					

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases



Events

January 5	Advanced Author Forum
January 10	Reporting and Analytics Workgroup Meeting
January 18	Cognos Consumer Training
January 26	Applicant Flow Data Workgroup Meeting
February 2	Advanced Author Forum
February 22 - 23	Cognos Report Author Training



Releases

January 11	Reporting Stage
January 18	Reporting Production
January 25	Reporting Stage
February 1	Reporting Production
February 8	Reporting Stage
February 15	Reporting Production
February 22	Reporting Stage

The full USA Staffing Release Schedule and Release Notes can be found on the [USA Staffing Resource Center](#).

Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:

https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources: https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center

Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at

USASTaffingData@opm.gov