



USA Staffing

Reporting and Analytics Workgroup August 1, 2023

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

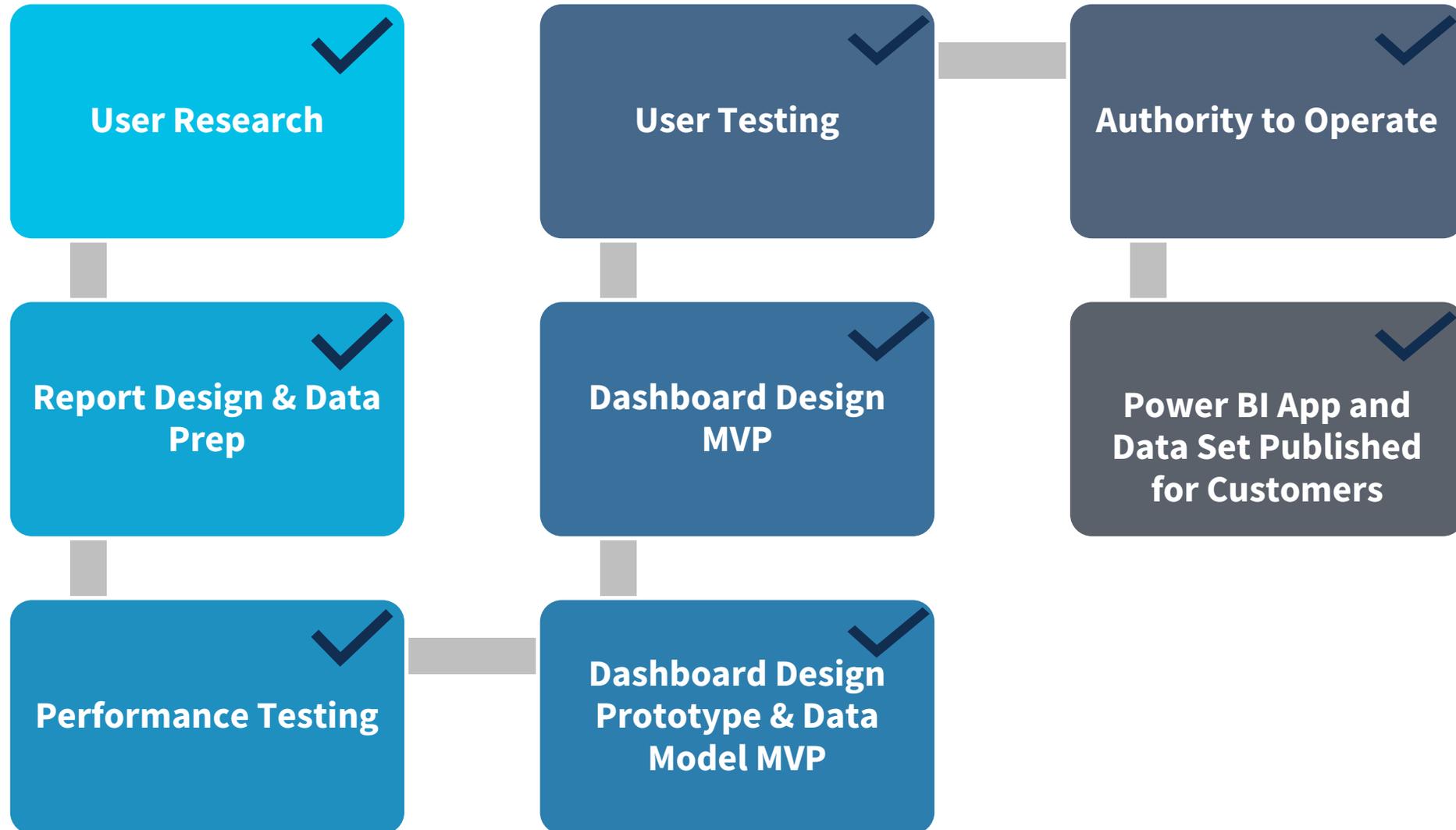
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Agenda

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

Power BI Updates

Power BI Implementation Milestones



User Testing and Release



Next Steps

Completed:

- Broad authentication testing
- User License report development
- Synthesize feedback from Time to Hire ideation sessions
- User License Power BI app released to onboarded customers, Job Aid, and Special Edition Release Notes published

In Progress:

- Infrastructure work for User License automated data refreshes
- Remaining Azure AD authentication work with DOD components, IRS, EOP
- Time to Hire dataset and report development
- Time to Hire data lakehouse pipelines

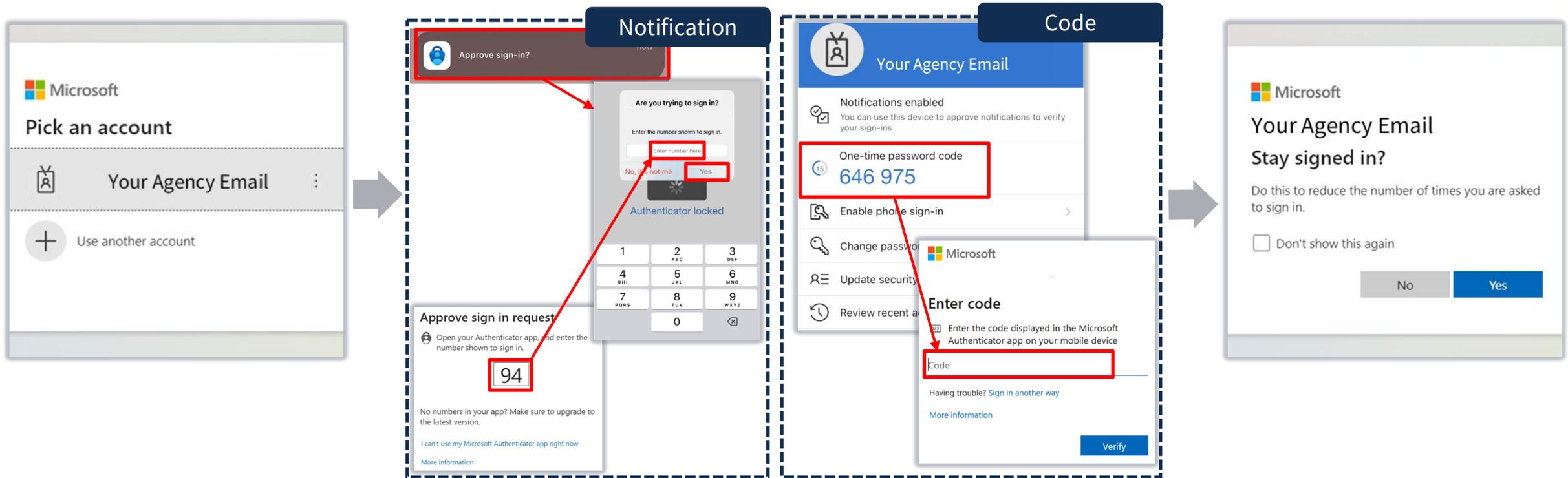
Next Steps:

- Identify Power BI Pro license holders (FY24-Q1)
- Host workspace administration session(s) (FY24-Q1)
- Release Power BI FAQs
- Collect User License app feedback (ongoing)

USAS - User License App Demo

Using the Authenticator App

The initial Authenticator app set up is a one-time action.
On future visits to connect.opm.gov, you will need to sign in using the Authenticator app.



Once prompted, select your agency email address under "Pick an account."

You will be notified on the screen to either approve or provide a code via the Authenticator app.

You can click **Yes** to reduce the number of times you are asked to sign in.



USAS - User License App

The User License App enables simplified, detailed reporting on user accounts and permission profiles. The User License App dataset is updated once per day.

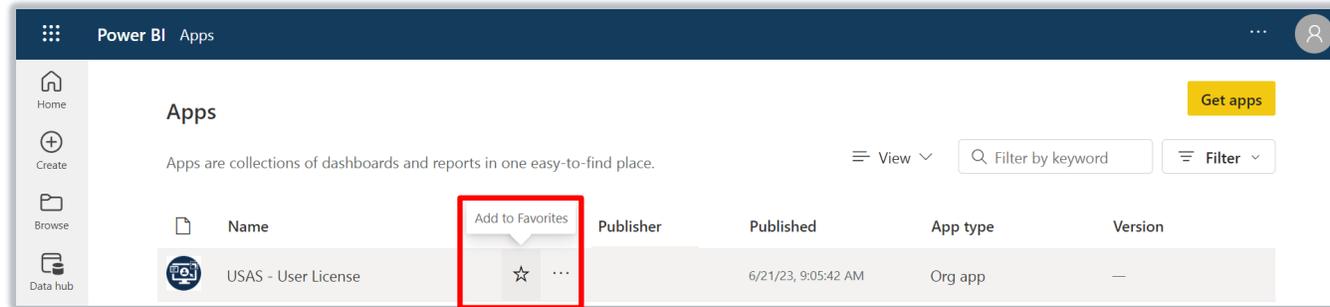
The screenshot displays the Power BI Home page. On the left, the navigation panel includes icons for Home, Create, Browse, Data hub, **Apps** (highlighted with a red box), Metrics, Deployment pipelines, Learn, Workspaces, and My workspace. A red arrow points from the 'Apps' icon to the 'Apps' section in the top right. This section shows a list of apps with columns for Name, Description, and Endorsement. The 'USAS - User License' app is highlighted with a red box. Below the navigation panel, the 'My apps' tab is selected, showing a table of apps:

Name	Description	Endorsement
USAS - User License	The USAS - User License app enables simplified, detailed reporting on user acc...	—
Usage and Analytics Dashboard	This App displays the Power BI Usage and Web Analytics reports. The Power BI ...	—

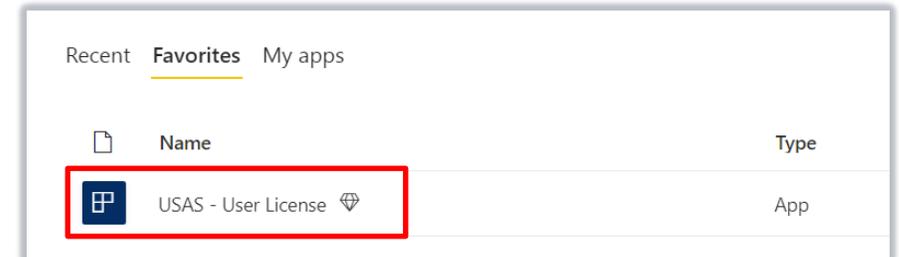
Select the **Apps** icon from the navigation panel or **My apps** from the tabs in the center of the page to display all of your available Apps. Select **USAS - User License** to open the User License app.

Favoriting an App

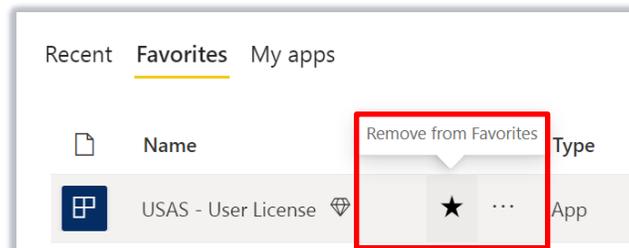
You can make commonly used apps even easier to locate by adding them to your favorites. To favorite an app, hover over the app row near the app name and select the **star icon** to “Add to Favorites.” These actions can also be done under the My apps tab on the Home screen or within the app itself.



Once added to favorites, the app will appear on the Home screen under the Favorites tab.



To remove a favorite, select the **star icon** again from the Favorites tab or My apps tab on the Home screen, from the Apps icon, or within the app itself.



Navigating within a Power BI App

Power BI USAS - User License | User License | Data updated 7/30/23

Menu Bar

File | Share | Export | Get insights | Subscribe to report

App Navigation Pane

- USAS - User License
- User License
- Paid Licenses**
- Staffing Organization
- Staffing Office Permission ...
- User License Job Aid

Paid License Summary OPM

Definitions | Feedback

Tenant Code: All | Organization Name: All | Office Name: All | Clear Filters

Licenses - Paid

- 15,374! Allocated: 13,291 (+2,083)
- 14,212 Licenses - Active Paid
- 1,162 Licenses - Inactive Paid

1346 users with paid accounts last logged in over 60 days ago.

Days Since Last Login for Paid HR Users

Days Since Last Login	Count
Today	539
1 - 7 Days	11,790
8 - 14 Days	781
15 - 30 Days	491
31+ Days	1,383
Never Logged In	390

Organizations With License Overages

- Licenses - Paid
- Licenses - Allocated

Organization	Licenses - Paid	Licenses - Allocated
Veterans Health Administration	~4000	~4000
Defense Logistics Agency	~1000	~1000
Forest Service	~1000	~1000
Department of the Army APF	~1000	~1000
Defense Health Agency	~1000	~1000
National Park Service	~1000	~1000
Social Security Administration	~1000	~1000
Executive Office for United States Attorneys	~1000	~1000
Office of the Chief Information Officer	~1000	~1000
Department of Veterans Affairs OIG	~1000	~1000
US Citizenship and Immigration Services	~1000	~1000
Bureau of Land Management	~1000	~1000
United States Access Board	~1000	~1000
Department of the Navy NAF	~1000	~1000
Department of Labor	~1000	~1000
Department of Homeland Security Headquarters	~1000	~1000
Intelligence Community	~1000	~1000
Drug Enforcement Administration	~1000	~1000
Farm Production and Conservation Business Center	~1000	~1000
Office of Personnel Management	~1000	~1000

Report Page

Go back

131%

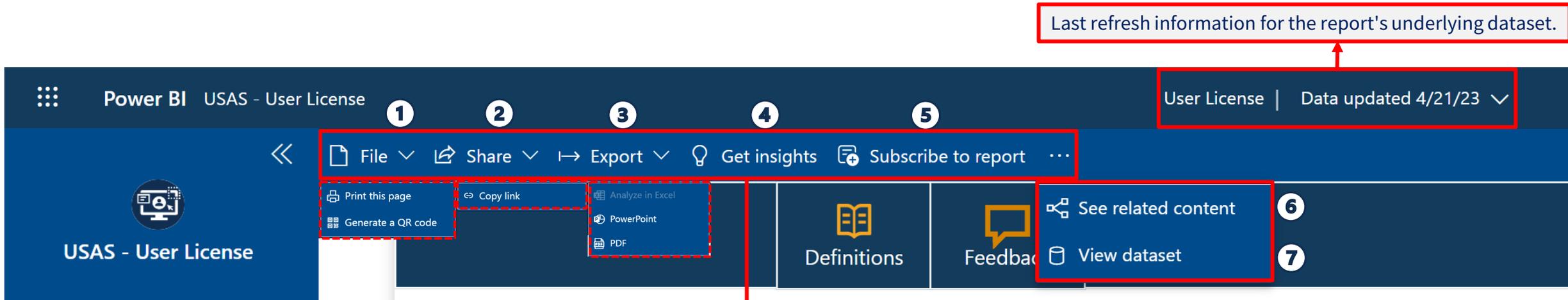
App Navigation Pane

The image shows a vertical navigation pane for the 'USAS - User License' application. At the top, there is a header with a logo and the text 'USAS - User License'. Below this is a list of menu items: 'User License', 'Paid Licenses', 'Staffing Organization', 'Staffing Office Permission Profiles', and 'User License Job Aid'. At the bottom of the pane is a 'Go back' button with a left-pointing arrow. Red boxes highlight these elements, with arrows pointing to callout boxes that provide instructions on how to use them.

Callouts and their descriptions:

- Collapse/expand the app navigation pane**: Points to the double-left arrow icon at the top of the navigation pane.
- Use the navigation pane to move to different report pages within the app**: Points to the list of menu items.
- “User License Job Aid” provides in-app navigation to the User License Job Aid posted in the Resource Center**: Points to the 'User License Job Aid' menu item.
- Select **Go back** to exit the app and return to last visited screen**: Points to the 'Go back' button at the bottom.

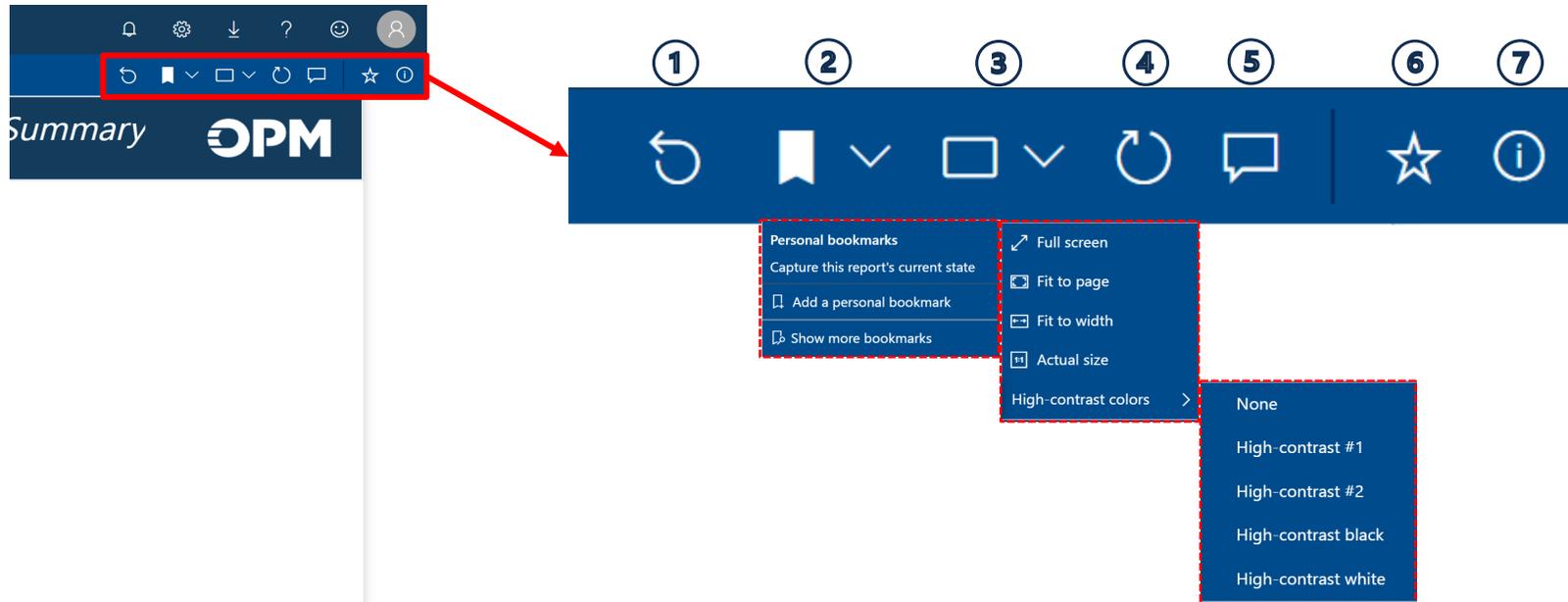
Menu Bar Options (Left Side)



1. **File** > Print this page (opens Print menu); Generate a QR code (creates copy link)
2. **Share** > Copy link (only those with existing access can use link)
3. **Export** > Analyze in Excel (currently not available in connect.opm.gov); PowerPoint; PDF
4. **Get insights**: Currently not available in Power BI Apps
5. **Subscribe to report**: Send screenshot, link to report, and/or full report attachment as PDF or PowerPoint to email (self-only)
6. **See related content**: Shows related dashboards and datasets
7. **View dataset**: Displays last refresh information for the report's underlying dataset. Explore related reports that you have access to and create report from underlying dataset*

**Training will be offered in the future on how to create a report from a dataset in Power BI*

Menu Bar Options (Right Side)



1. **Reset** filters, slicers, and other data view changes you've made
2. **Personal bookmarks** > Add a **personal bookmark*** or **show more bookmarks** on report page
3. Change **view** to full screen, adjust width to screen or switch to high contrast mode
4. **Refresh visuals** – only for data model changes
5. **Comments** are disabled
6. **Favorite** or unfavorite an app from here
7. Displays **App Info**

**Training will be offered in the future on how to create bookmarks*

Fit to page is selected by default. Use slider to zoom in and out of the page.

Report Page Header



Tenant Code Organization Name Office Name Clear Filters

Definitions:

- Each report page contains a data glossary with a description of the report page, data source, and definitions of each data item or measure used in the visuals on the page.
- The glossary is specific to each report page.

Feedback:

- Use the Feedback button to open an email to USASTaffingData@opm.gov to provide feedback on the User License app.

Paid License Glossary X

Paid Licenses summarizes paid accounts and licenses allocated by tenant code, organization name, and office name. Drill through available to display all users for a selected organization. Retired and excepted users are excluded. There is an optional page filter for primary office, paid, and office code.

Definitions

Data Item	Definition
Accounts	Metric indicating number of HR Users.
Accounts - Active Paid	Metric indicating number of active users (i.e., has logged into their account within the last 35 days) that have at least one paid permission profile.
Accounts - Allocated	Metric indicating number of paid accounts or licenses allocated.
Accounts - Inactive Paid	Metric indicating number of inactive users (i.e., has not logged into their account in the last 35 days) that have at least one paid permission profile.
Accounts - Paid	Metric indicating number of user accounts that have at least one permission profile associated with the account that include a paid function.
Allocated	The number of paid accounts or licenses allocated.
Applicant Flow Data Access?	Flag indicating if a user has been granted permission to access applicant flow data via the reporting tool.
Inactive?	Flag indicating if a user is inactive (i.e., has not logged into their account in the last 35 days). Note: Applicant Flow Data Only Users and Reports Only Users are directed to

Source

USA Staffing User Administration and Permission Profiles last refreshed on 5/10/2023

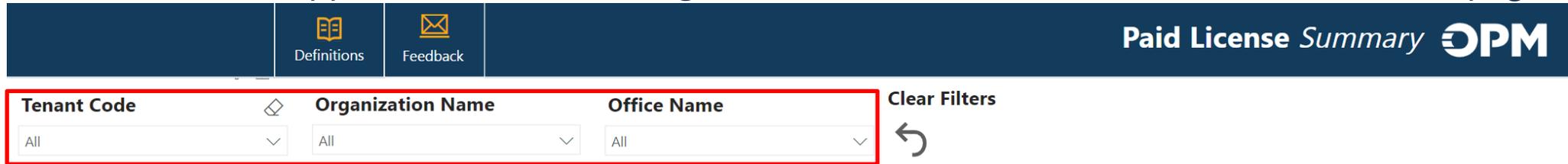
User License Dataset & Row-Level Security

- The User License dataset currently **excludes** Retired and Excepted Users due to report performance impacts. There will eventually be a separate dataset developed to include Retired and Excepted Users.
- The dataset includes row-level security (RLS), which filters data to the row-level, restricting data access to only the data the user would see in the USA Staffing interface.
- RLS applies to the dataset when viewing the report in connect.opm.gov and when connecting to the dataset in Power BI Desktop to build a new report.

Report Page Slicers

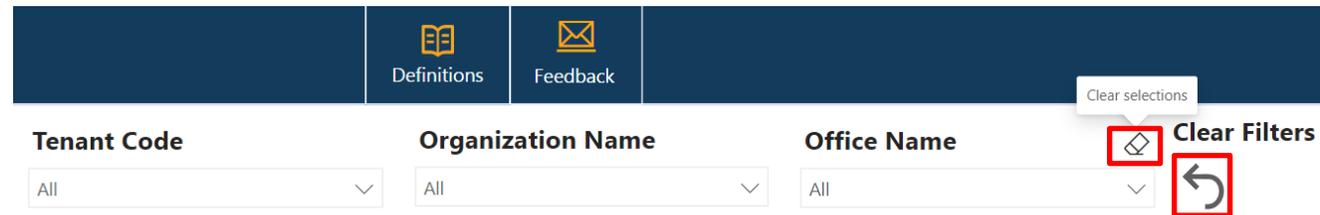
Slicers offer a way to filter visuals on the report page.

The User License app has **Tenant Code**, **Organization Name**, and **Office Name** slicers on each page.

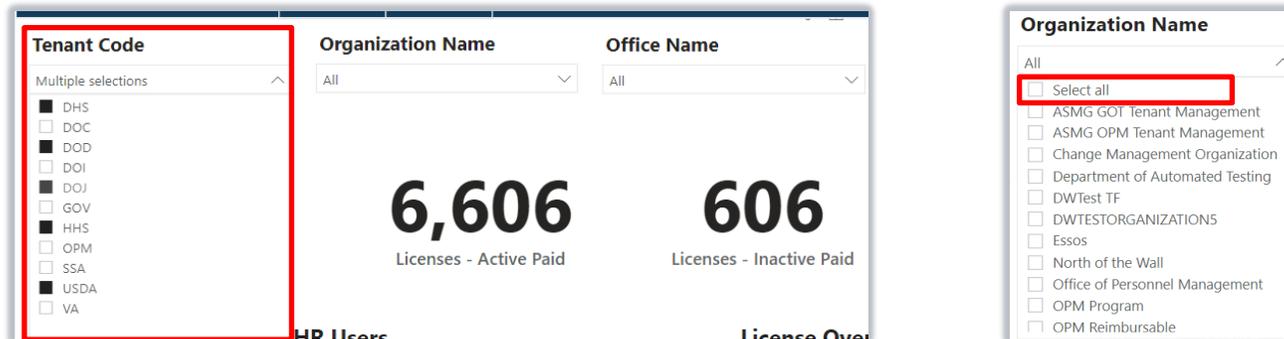


Hovering near the top of an individual slicer reveals the **Clear selections** button that will remove selections from that slicer.

The **Clear Filters** button will clear selections from all slicers.

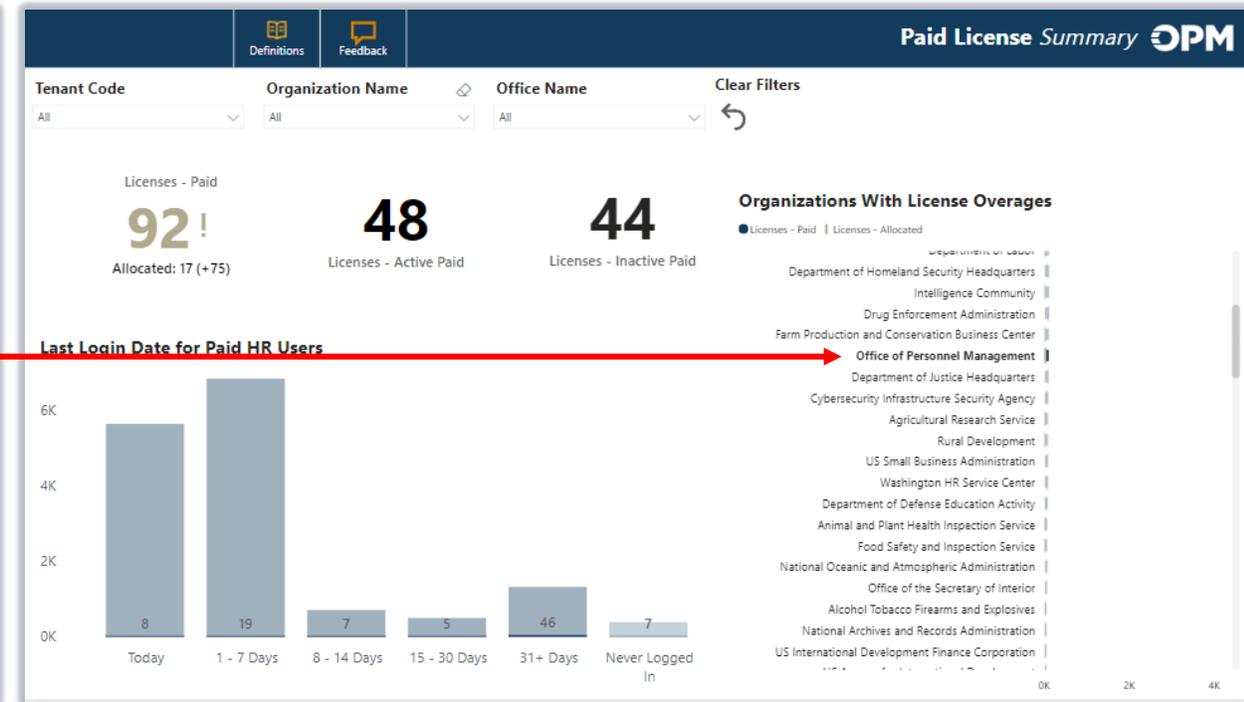
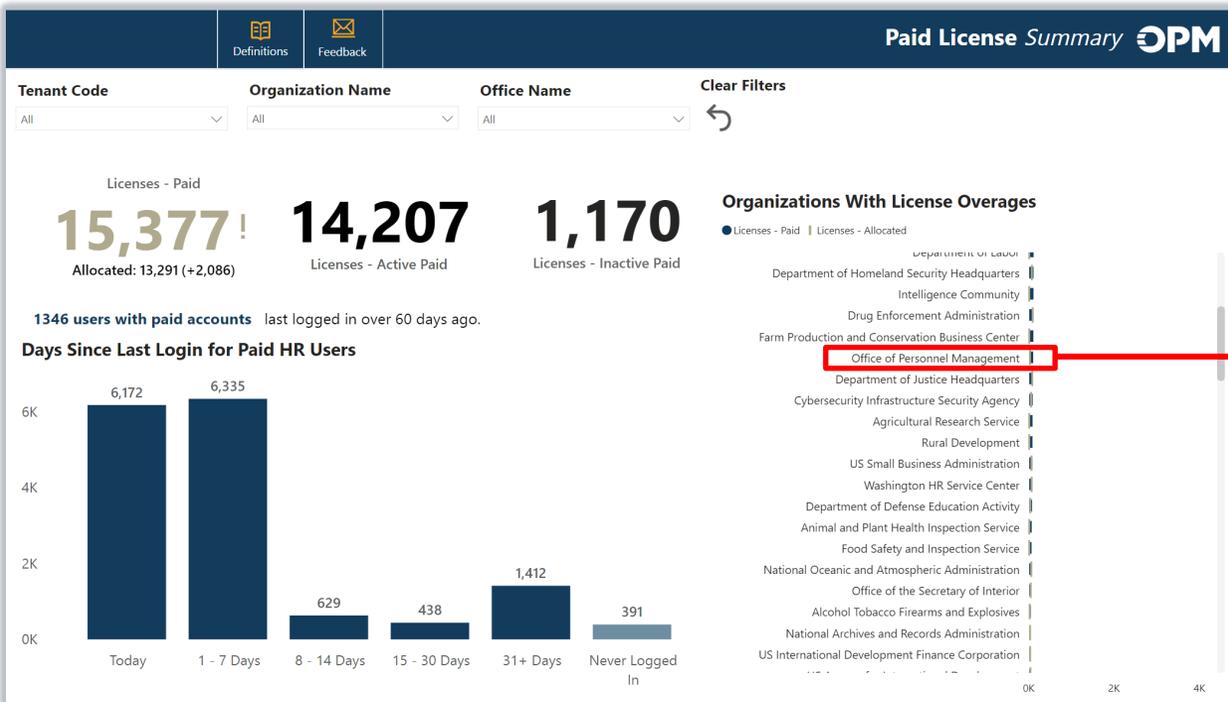


To make multiple selections in a slicer, hold down the **Ctrl** button while selecting options. By default, the slicers are set to include all data. Use the **Select all** option to more efficiently make multiple selections by unselecting options.



Report Page Visual Interactions

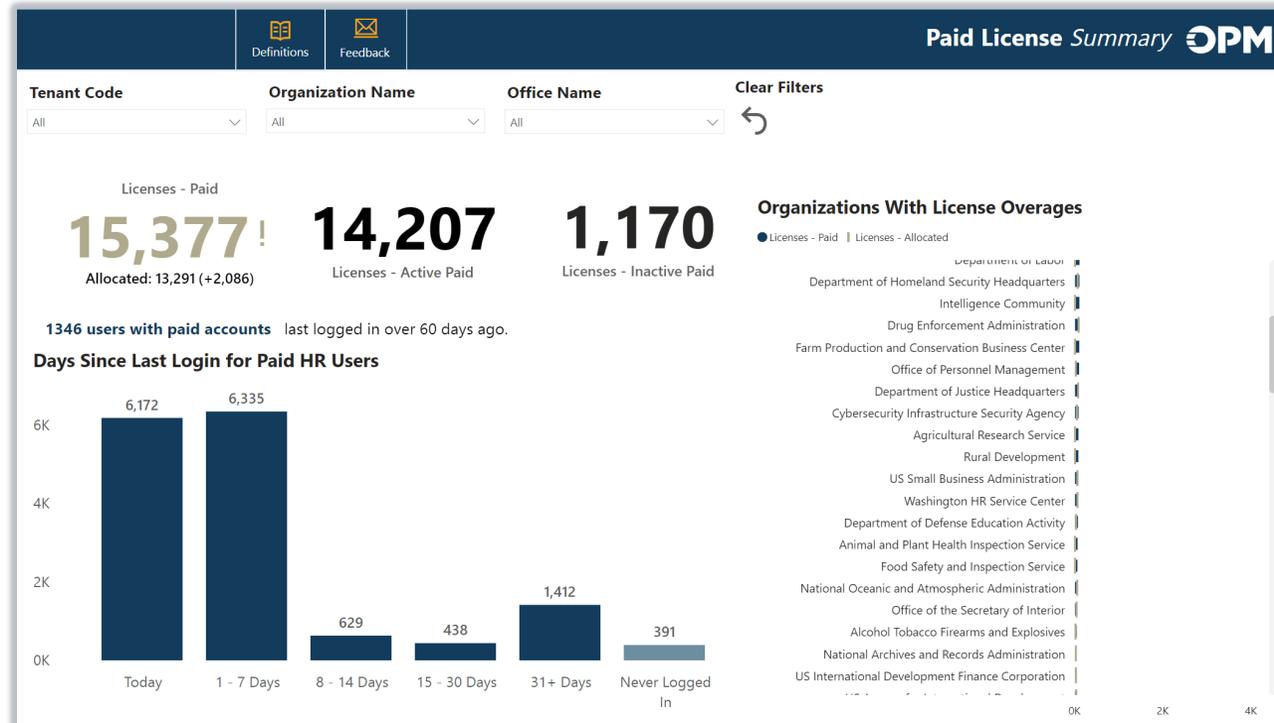
Visuals on the report pages are interconnected. Selecting a data point in one visual will change all related visuals where that data point also appears. To de-select, click again on the selected value in the visual.



In this example, the organization, “Office of Personnel Management” was selected from the “Organization With License Overages” visual. This is indicated by the other columns becoming transparent. The large number tiles and “Days Since Last Login for Paid HR Users” visuals are cross-filtered and cross-highlighted to reflect licenses or Paid HR User counts specific to the selected organization.

Paid Licenses Page

Paid Licenses summarizes paid accounts and license allocations by Tenant Code, Organization Name, and Office Name for each user's designated Primary Office.



Slicers:

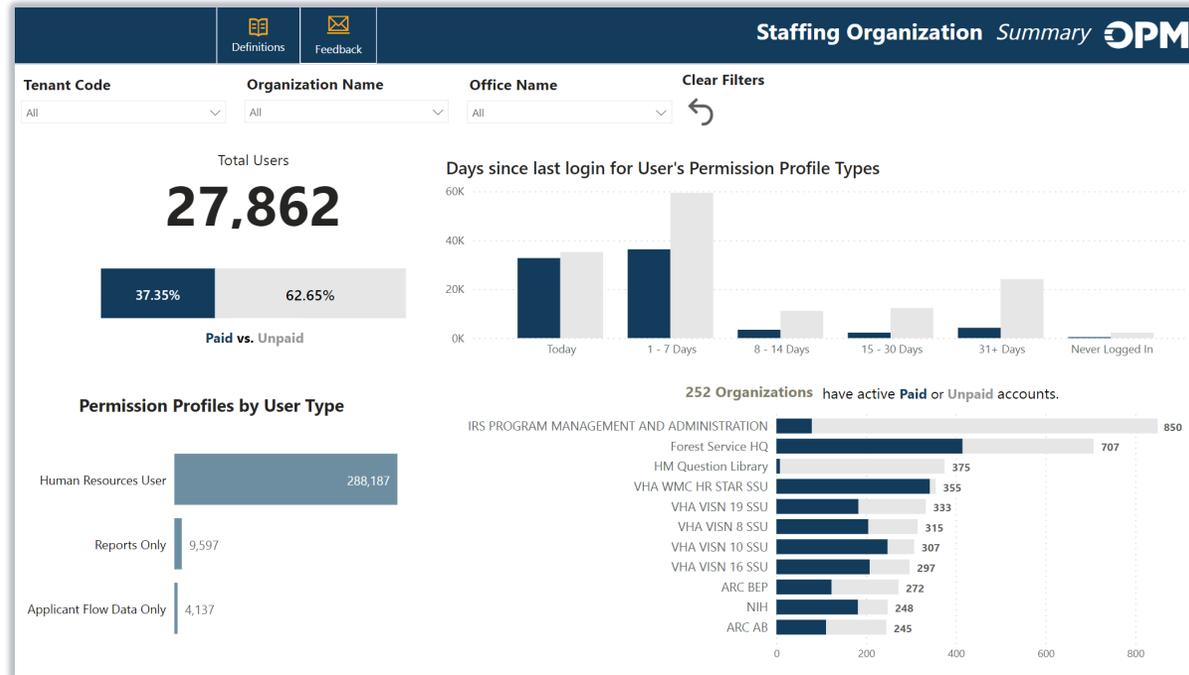
- Tenant Code
- Organization Name
- Office Name

Data Items:

- Allocated
- Days Since Last Login
- Licenses – Active Paid
- Licenses – Allocated
- Licenses Exceeding Allocated
- Licenses – Inactive Paid
- Licenses – Paid
- Row Count User Profiles

Staffing Organization Page

Staffing Organization provides user metrics related to paid and unpaid status and permission profiles by Tenant Code, Organization Name, and Office Name for user types who permissions are office-based (i.e., Human Resources, Reports Only, and Applicant Flow Data Only).



Slicers:

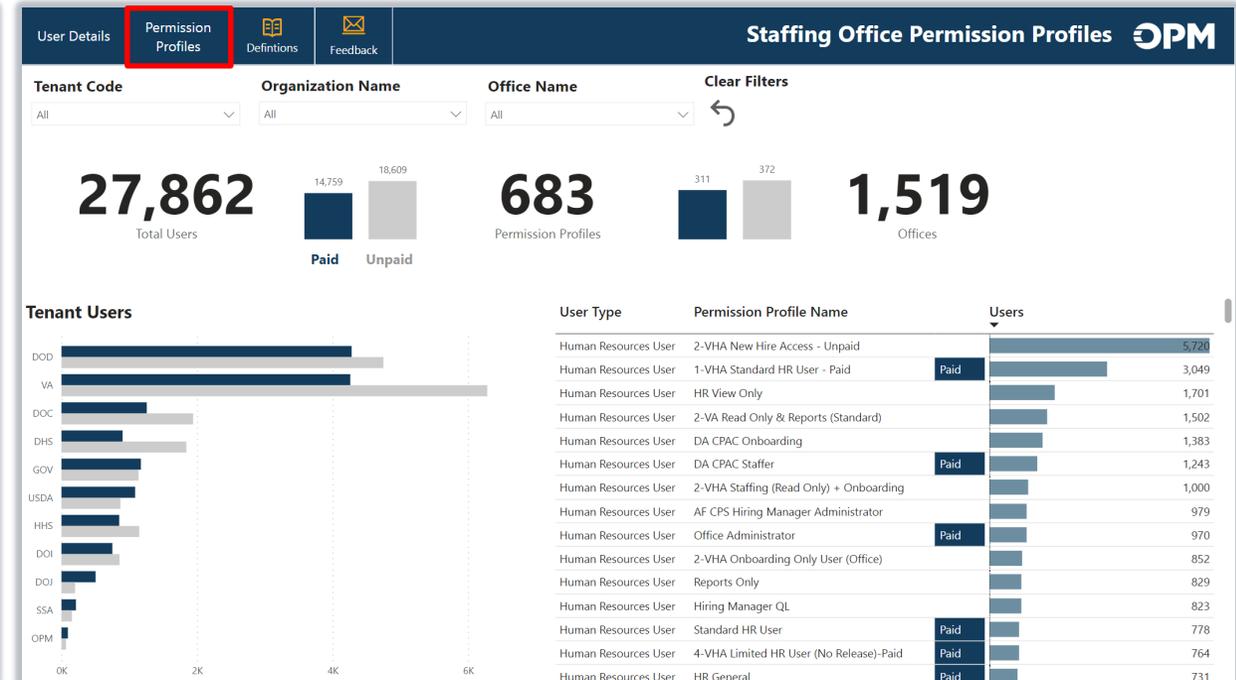
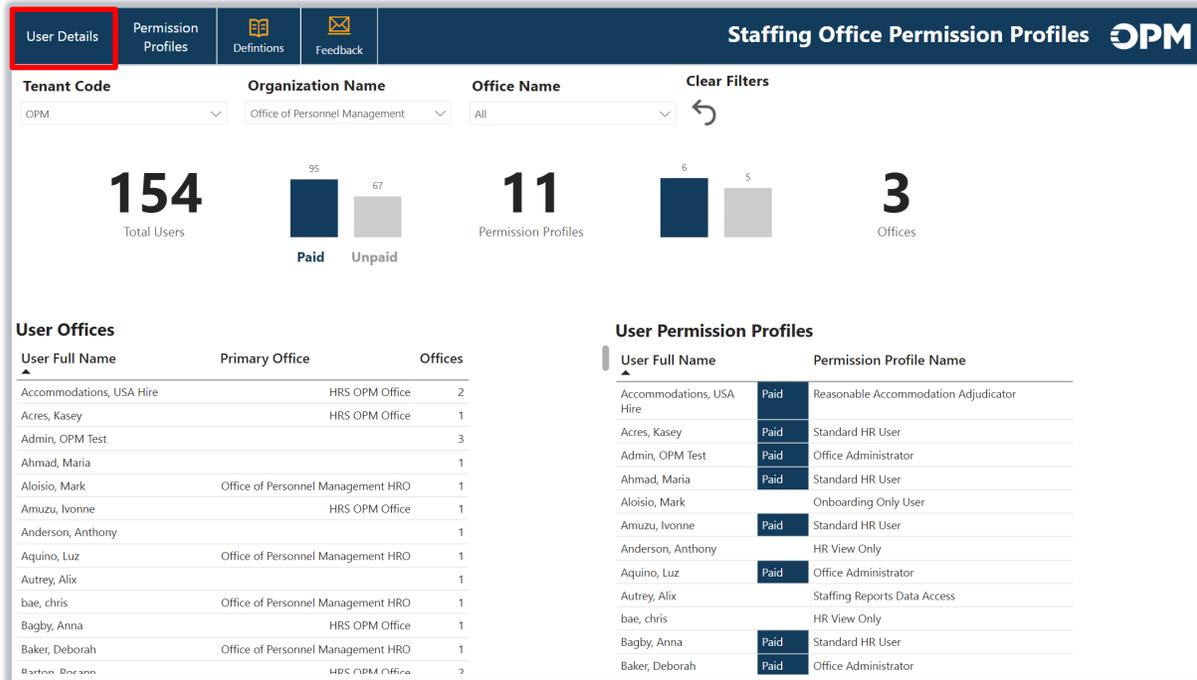
- Tenant Code
- Organization Name
- Office Name

Data Items:

- Days Since Last Login
- Licenses
- Office/Customer Name
- Paid?
- Permission Profile Type
- Total Users
- User Type

Staffing Office Permission Profiles Page

Staffing Office Permission Profiles provides permission profile metrics as well as user level details by Tenant Code, Organization Name, and Office Name for user types whose permissions are office-based (i.e., Human Resources, Reports Only, and Applicant Flow Data Only).



Slicers:

- Tenant Code
- Organization Name
- Office Name

Data Items:

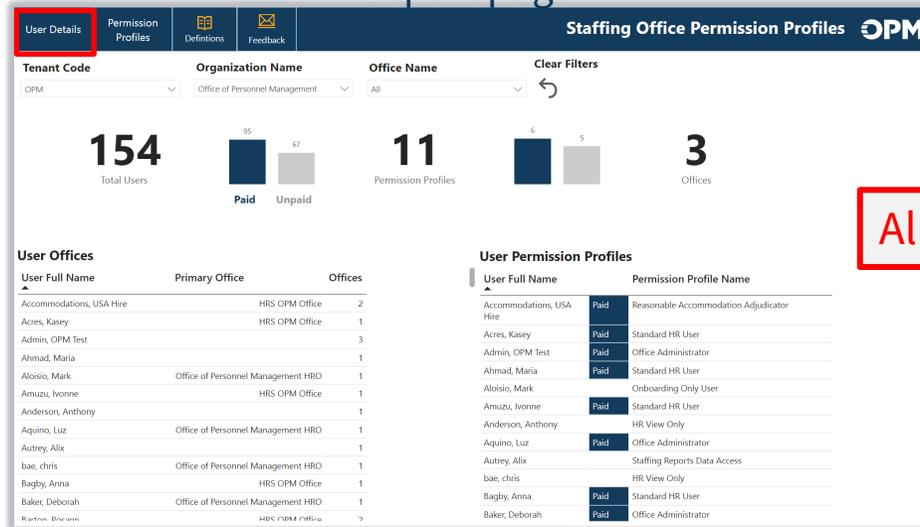
- Offices
- Permission Profile Name
- Permission Profile Type

- Permission Profiles
- Primary Office
- Total Users

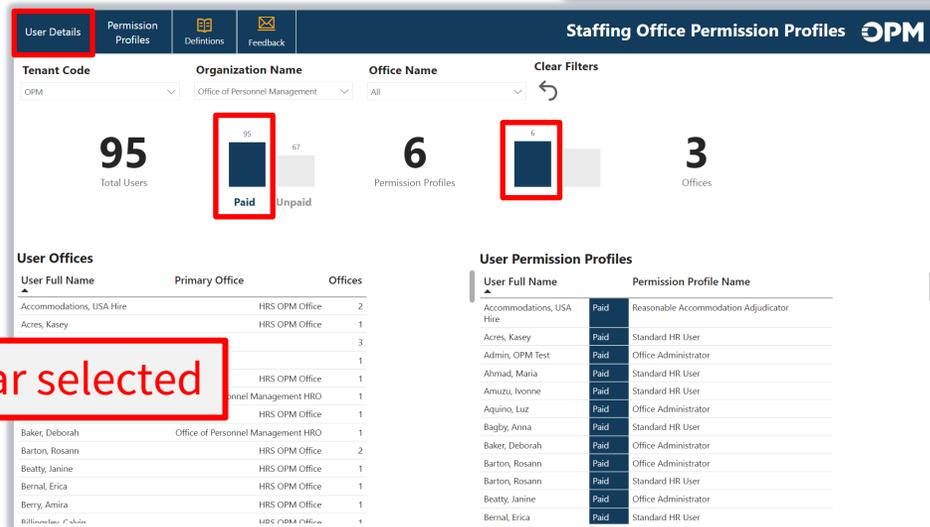
- User Full Name
- User Type
- Users

Staffing Office Permission Profiles: User Details View

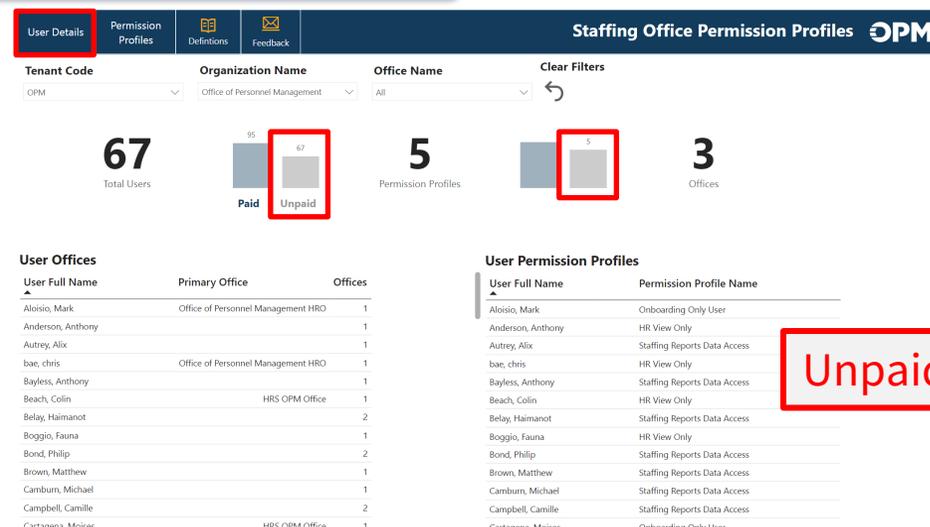
On the User Details view of the Permission Profiles report page, use the bar chart visual to filter the user detail tables at the bottom of the report page.



All/Default (visual unselected)



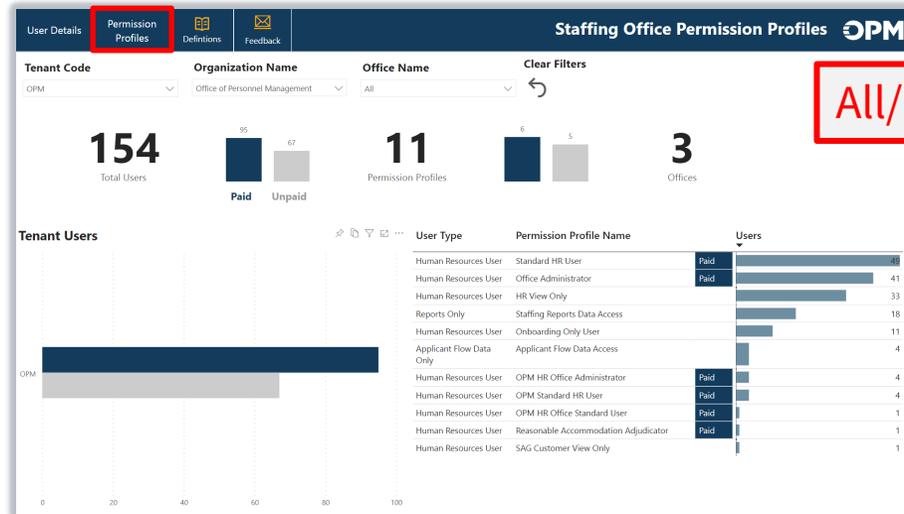
Paid bar selected



Unpaid bar selected

Staffing Office Permission Profiles: Permission Profiles View

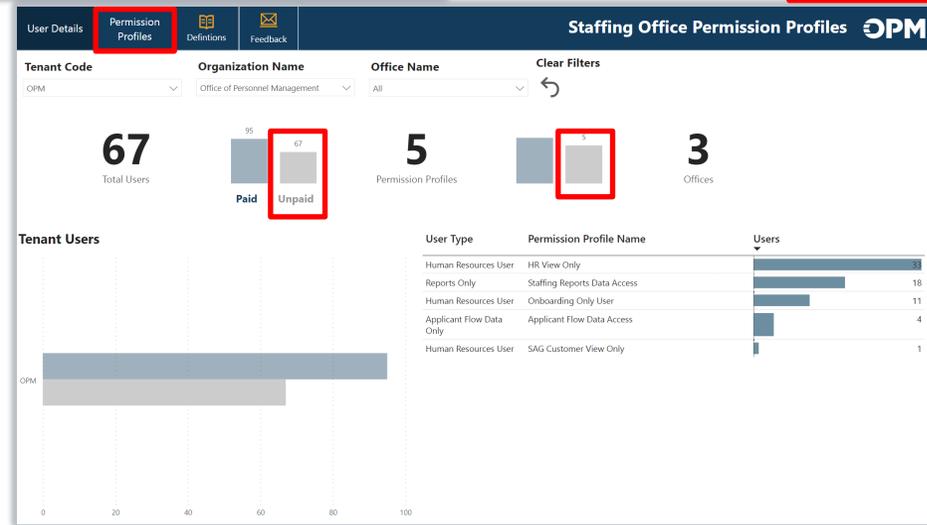
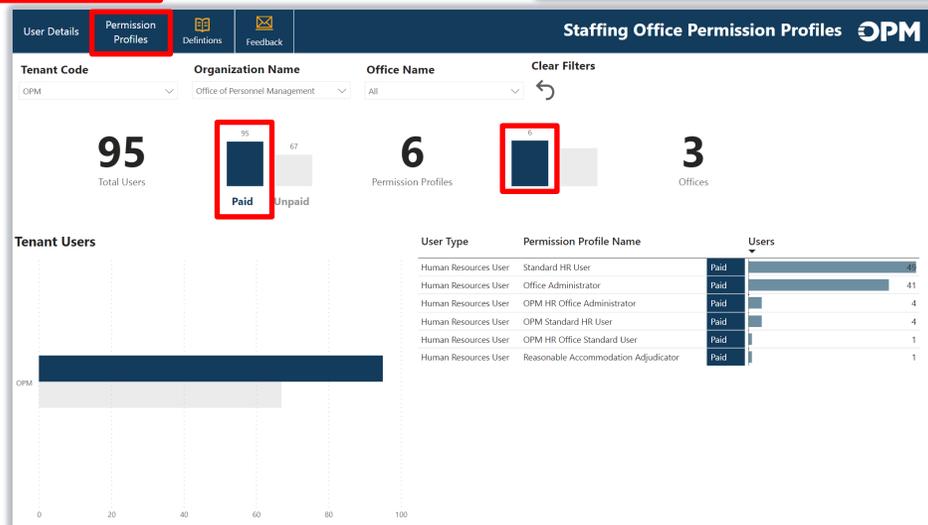
On the Permission Profiles view of the Permission Profiles report page, use the bar chart visual to filter for Paid or Unpaid Permission Profile Types.



All/Default (visual unselected)

Paid bar selected

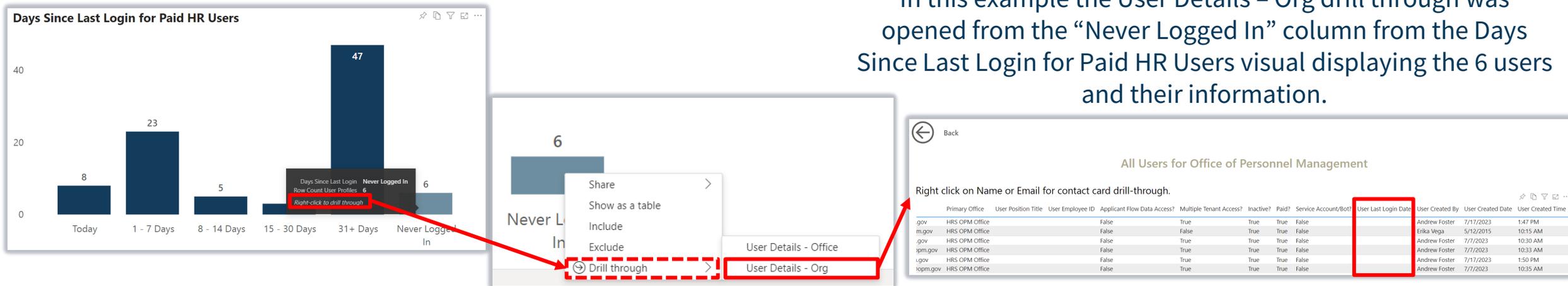
Unpaid bar selected



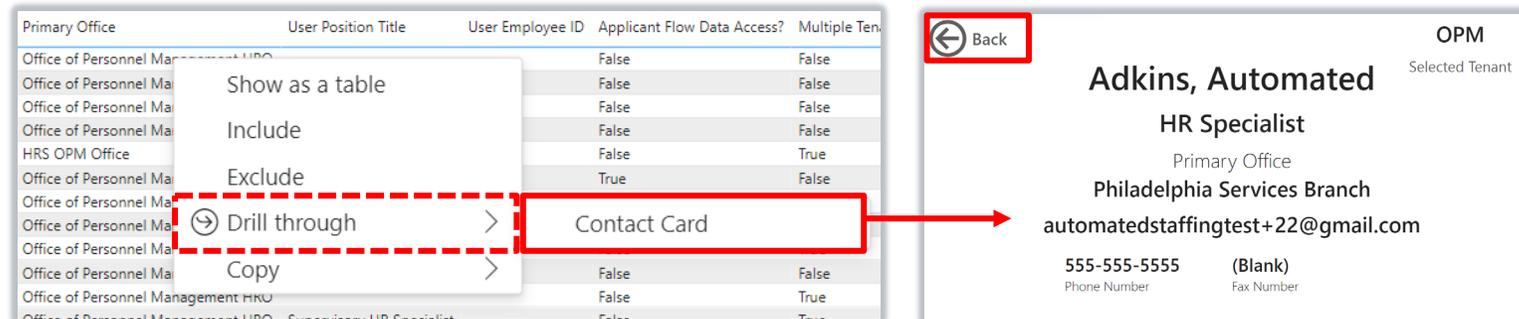
Drill Through Reports & Contact Card

Drill through reports to more granular user details are available on each report page visual where the Organization Name, Days Since Last Login or User Type data items appear. The visual's tooltip will indicate when a drill through is available. Right-click to drill through. Information displayed in the drill through report is contextual based on the part of the visual from where it is opened.

In this example the User Details – Org drill through was opened from the “Never Logged In” column from the Days Since Last Login for Paid HR Users visual displaying the 6 users and their information.



An individual user Contact Card can be accessed from the User Details drill through report by right clicking on their Name or Email. Use the **Back** button to return to the original report page from any drill through report.



Exporting Drill Through Reports

Drill through reports can be exported to Excel for further editing or analysis. After opening the User Details drill through report, select the **More options** menu by hovering near the top right corner of the report visual, select **Export data** leaving **Data with current layout** selected and select **Export**.

16 Organizations have active Paid or Unpaid licenses.

- Philadelphia Services Branch
- OPM HR Boyers
- Office Alpha
- Braavos2
- San Antonio Services Branch
- Program Office
- OPM HR TRB
- Dorne2
- Washington Services Branch
- Office Foxtrott
- San Francisco Services Branch
- Pentos

Primary Office Users for Program Office

Right click on Name or Email for contact card drill-through.

User Full Name	User Email	User Position Title	Inactive?	User Last Login Date	User Created By	User Created Date	User Createc
CaseTwo, Test	137344.testcase2@opm.gov		True	4/10/2019	Corey Hurst	1/7/2022	3:29 PM
Test, Stephanie	30774test2@mail.com		True	11/7/2018	Test HR	2/23/2016	9:23 AM
Usertypes, Dual	9876infinity+12@gmail.com		True	11/7/2018	Test HR	9/21/2016	5:18 PM
Usertypes, Three	9876infinity+13@gmail.com		True	2/10/2021	Test HR	9/21/2016	5:19 PM
Tabor, Abby	AbbyTabor15@outlook.com		True	12/7/2015	Casye Gabbard	12/7/2015	2:26 PM
TestFlow, Andrew	addouglas@gfsafafasmail.com	AFD & Reports	True		Test Admin	7/29/2015	3:28 PM

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

- Data with current layout: Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.
- Summarized data: Export the summarized data used to create your visual (for example, sums, averages, and medians).
- Underlying data: Visual does not have aggregates or measures.

File format: .xlsx (Excel 150,000 row max)

Export Cancel

Excel spreadsheet showing the exported data:

User Full Name	User Email	User Position Title	Inactive?	User Last Login Date	User Created By
CaseTwo, Test	137344.testcase2@opm.gov		TRUE		Corey Hurst
Test, Stephanie	30774test2@mail.com		TRUE	4/10/2019	Test HR
Usertypes, Dual	9876infinity+12@gmail.com		TRUE	11/7/2018	Test HR
Usertypes, Three	9876infinity+13@gmail.com		TRUE	2/10/2021	Test HR
Tabor, Abby	AbbyTabor15@outlook.com		TRUE	12/7/2015	Casye Gabbard
TestFlow, Andrew	addouglas@gfsafafasmail.com	AFD & Reports	TRUE		Test Admin

Reporting Resources

Resource Center

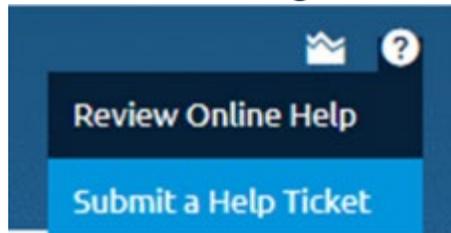
- **Job Aids:** Step-by-step Microsoft Authenticator App and User License Job Aids available (User License Job Aid also available within the User License Power BI app)
- **Release Notes:** USAS – User License Power BI App Special Release Notes available
https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics

Need Help?

- If you need assistance or receive an error message, submit a Help Desk ticket through USA Staffing. Please send a screenshot of any error message received with the ticket.

HR Users

Submit a ticket through USA Staffing



Report Author Only and AFD Users

Contact your internal USA Staffing Lead or Account Manager to submit a ticket on your behalf.

Or send an email to USASTaffingData@opm.gov

New Power BI Report Author FAQ

New Power BI Report Author FAQ

Q: With the release of the USAS - User License app, what else can I do with the User License data?

A: All USA Staffing reporting users are granted “build permission” to the app’s dataset, which allows users to create new reports in Power BI Desktop from the User License dataset. At this time, users can only publish reports to their My workspace and will not be able to blend data with their own agency data.

To access the User License dataset, open Power BI Desktop. In the Home tab, select **Get data > Power BI datasets**. Select **User License – User Details** and then **Connect**.

The image shows two screenshots from Power BI Desktop. The left screenshot shows the 'Home' tab ribbon with the 'Get data' button highlighted in a red box. Below the ribbon, the 'Common data sources' list is visible, with 'Power BI datasets' highlighted in a red box. A red arrow points from 'Power BI datasets' to the right screenshot. The right screenshot shows the 'OneLake data hub' window. It contains a table of datasets with columns: Name, Refreshed, Location, Endorsement, and Sensitivity. The row for 'User License - User Details' is highlighted in a red box. A red arrow points from this row to the 'Connect' button at the bottom right of the window, which is also highlighted in a red box.

Name	Refreshed	Location	Endorsement	Sensitivity
User License - User Details	7/6/23, 7:50:34 AM	USAS - User License	-	-
Human Resources Sample	6/8/22, 2:42:11 PM	*USA Staffing Dashboards	-	-
Power BI Usage Monitor - Executive D...	7/31/23, 5:09:20 AM	Admin Activity Reports	-	-
Capacity Metrics Analysis	7/30/23, 11:25:43 PM	Power BI Premium Capacit..	-	-
Announcement Trend Analysis	6/23/22, 10:23:13 AM	Public Dashboards	-	-
Cyber Workforce Dashboard	4/28/23, 4:11:16 PM	OPM HR Insights Public	-	-
DEIA Dashboard - Phase 1	7/31/23, 1:01:53 PM	OPM HR Insights	-	-

New Power BI Report Author FAQ

Q: How do I get permission to author reports in Power BI?

A: All users have permission to author reports in Power BI, however a Pro license is required to share reports with others using shared workspaces. We will be releasing a job aid and providing guidance to agencies in Q1 of FY24 on the identification of individuals that require a Pro license.

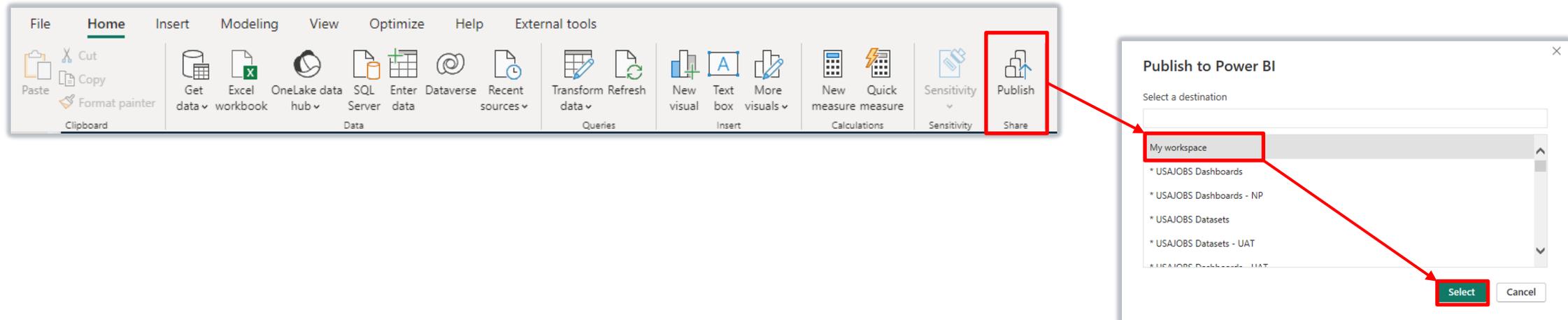
New Power BI Report Author FAQ

Q: How do I get Power BI Desktop? Will USA Staffing provide it?

A: Power BI Desktop is a free, downloadable application from Microsoft. Anyone can download and use Power BI Desktop. See <https://powerbi.microsoft.com/en-us/downloads/> for more information and to download Desktop. Coordinate with your agency's IT support and follow applicable guidance to download and install the application, if necessary. USA Staffing cannot install Power BI Desktop for reporting users.

Q: How do I publish a report to My workspace?

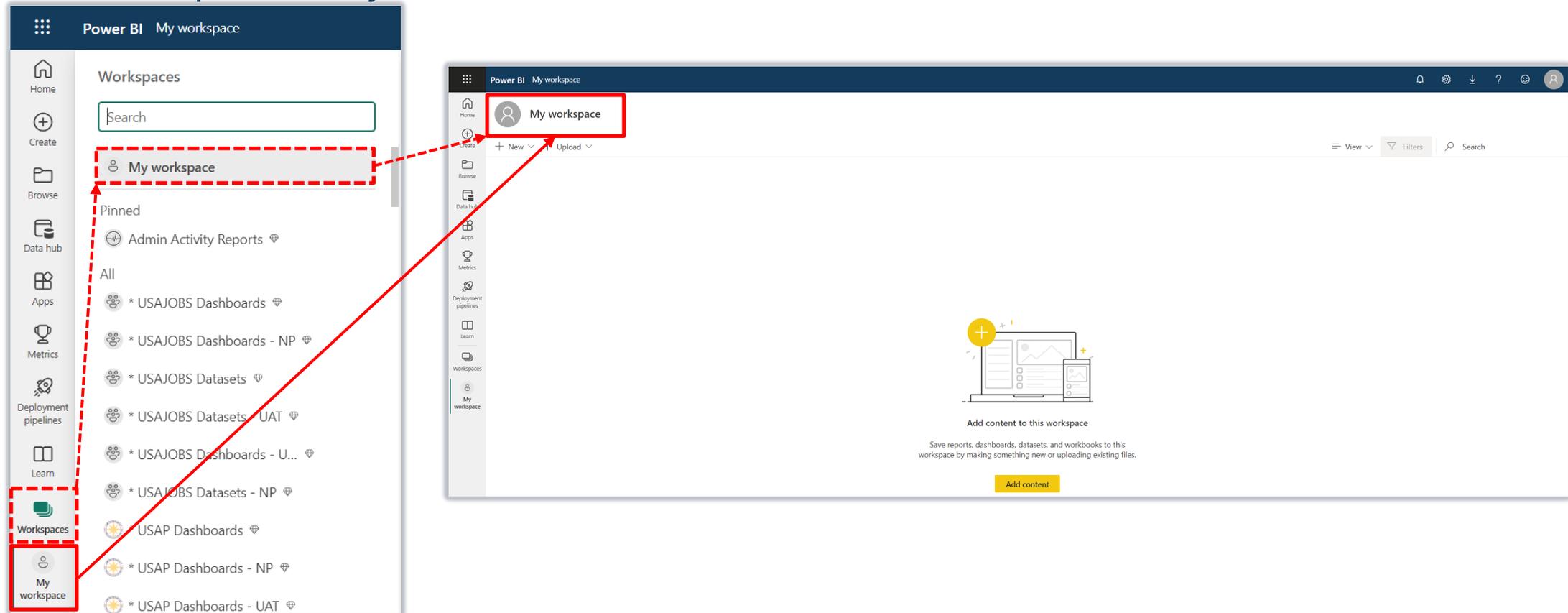
A: After saving your report in Power BI Desktop, select **Publish** from the Home tab. Select **My workspace** for the destination. At this time, users are only able to publish reports to their personal My workspaces in connect.opm.gov. This is an optional step; users can work with the data within Power BI Desktop only.



New Power BI Report Author FAQ

Q: Where do I access My workspace?

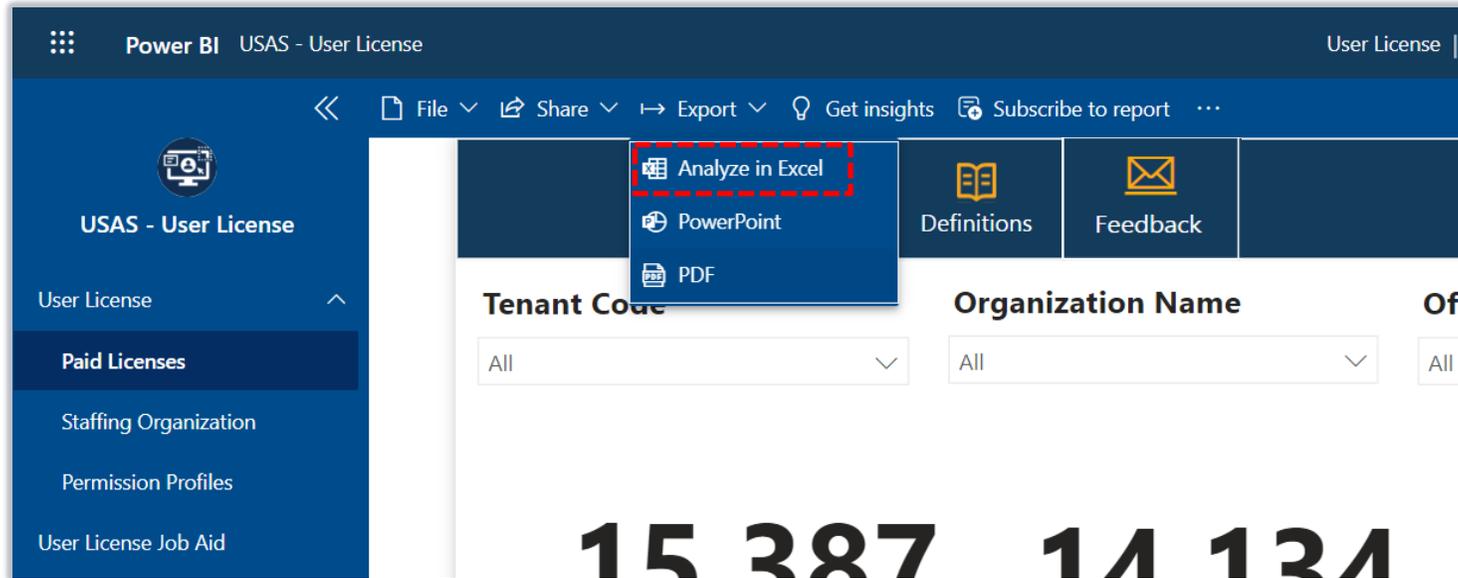
A: After authenticating into Power BI through USA Staffing, select **My workspace** from the side bar menu on the home page. You can also reach My workspace from **Workspaces > My workspace**. It will appear at the top of the list of workspaces that you have access to.



New Power BI Report Author FAQ

Q: Can I use Analyze in Excel to create refreshable reports in Excel?

A: The ability to connect to Power BI data that you can refresh directly inside the Excel workbook is currently not available yet in connect.opm.gov. We are working to make this feature accessible and will be providing training in the future.



User-level static data can be downloaded into Excel by exporting drill through reports (see slide 21 for detailed directions).

Cognos Performance Metrics

FY23

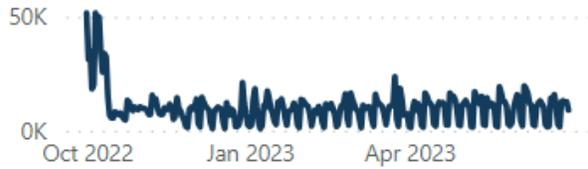


All Reports



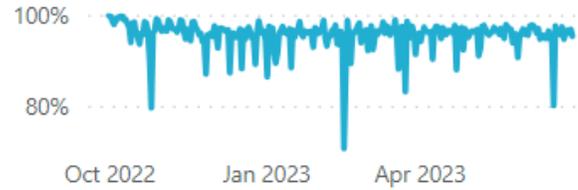
Cognos Total Runs

2,788,098



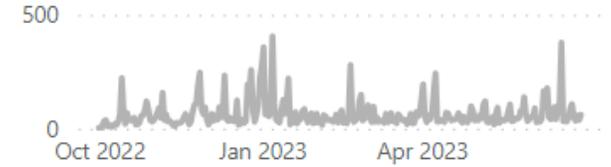
Avg. Success Rate

96.43%

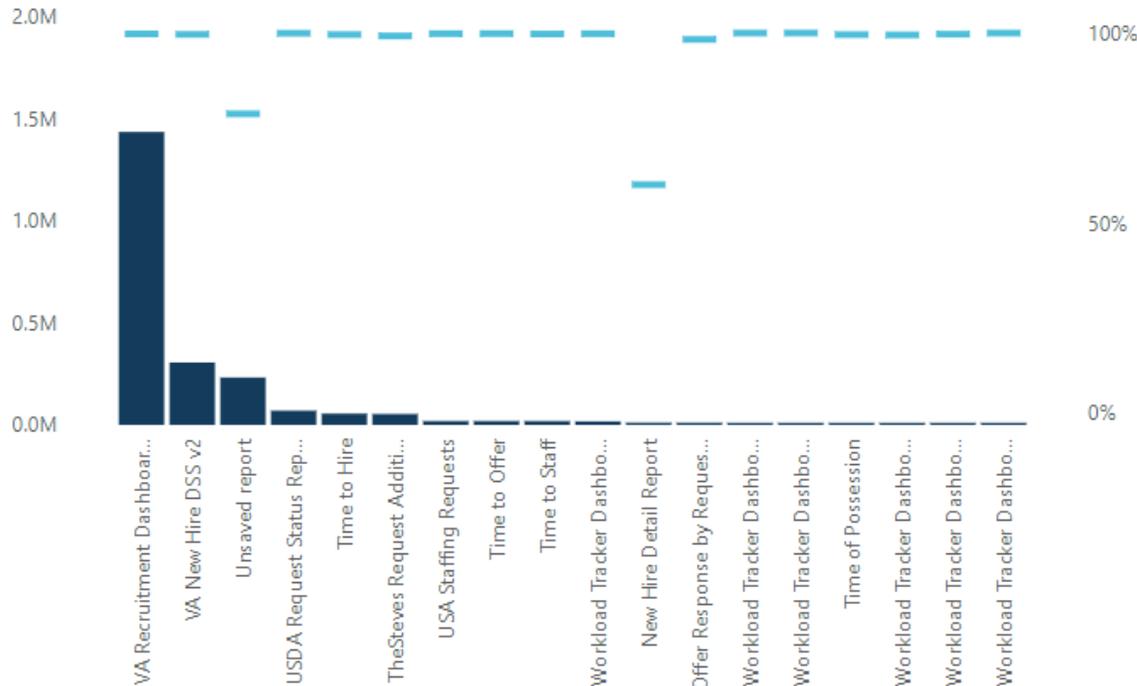


Avg. Runtime (Sec)

43.75



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	1,433,743	99.76%	5.92
VA New Hire DSS v2	305,256	99.63%	4.04
Unsaved report	231,948	78.71%	13.45
USDA Request Status Report - Certificate V3	69,669	99.93%	33.31
Time to Hire	55,083	99.59%	16.11
TheSteves Request Additional Information Report	53,202	99.22%	1.63
USA Staffing Requests	18,856	99.82%	2.30
Time to Offer	18,851	99.84%	2.56
Time to Staff	18,821	99.73%	7.73
Workload Tracker Dashboard - Qualification Analysis Phase	17,180	99.80%	13.69
New Hire Detail Report	10,751	60.04%	621.37
Offer Response by Request Number	10,590	98.31%	3.32
Workload Tracker Dashboard - RequestsAnnouncementsCerts	9,415	99.98%	9.81
Workload Tracker Dashboard - NewHireCertSelections	9,383	99.99%	8.62
Time of Possession	7,049	99.57%	66.40
Workload Tracker Dashboard - Interviews and	6,486	99.49%	13.42
Total	2,788,098	96.43%	43.75

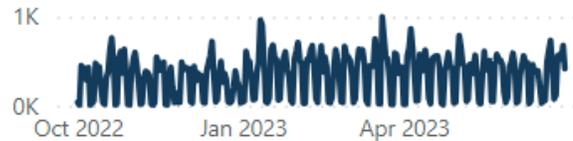
FY23



HDW Reports

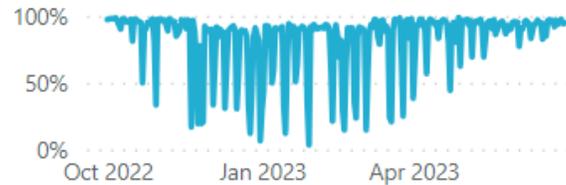
HDW Total Runs

93,859



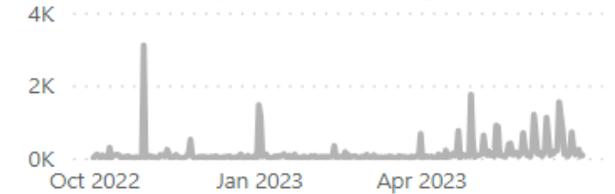
Avg. Success Rate

91.95%

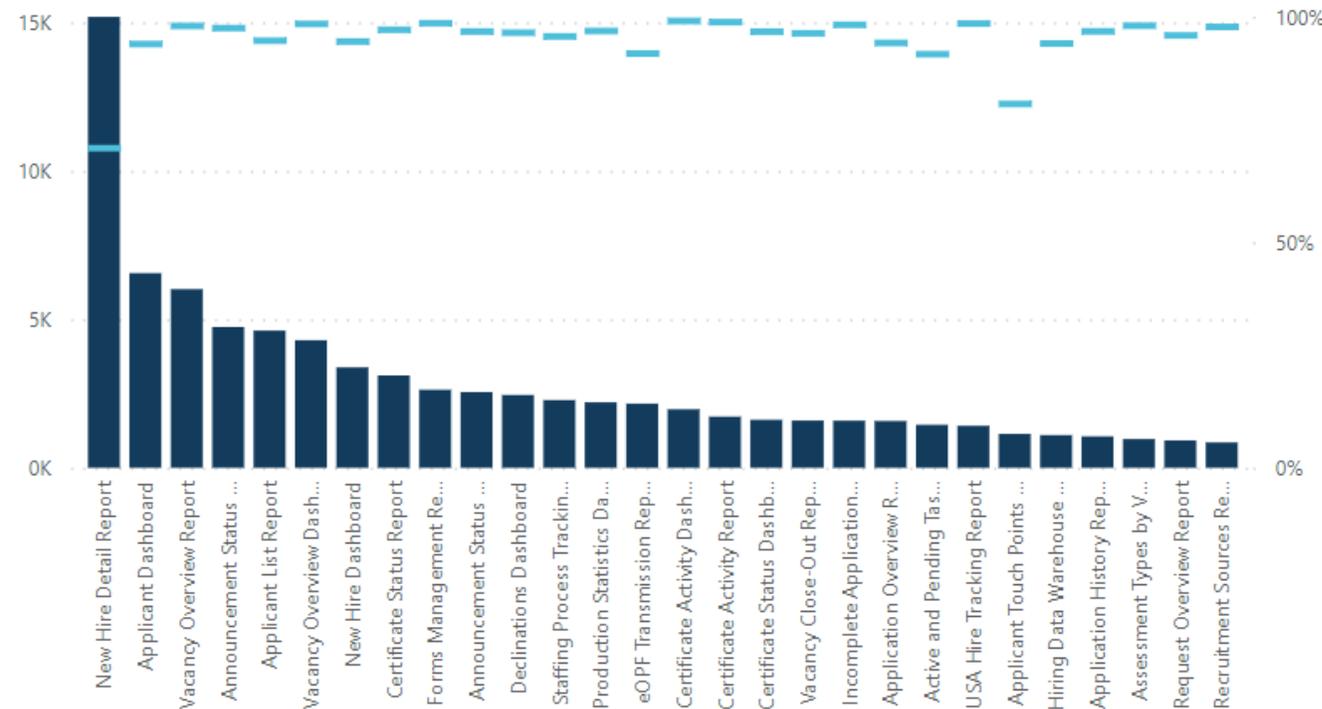


Avg. Runtime (Sec)

67.29



HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	15,186	70.89%	225.79
Applicant Dashboard	6,557	93.98%	93.23
Vacancy Overview Report	6,018	97.99%	8.33
Announcement Status Report	4,741	97.51%	10.04
Applicant List Report	4,622	94.72%	43.12
Vacancy Overview Dashboard	4,298	98.44%	6.19
New Hire Dashboard	3,383	94.53%	78.65
Certificate Status Report	3,112	97.14%	33.61
Forms Management Report	2,630	98.59%	1.98
Announcement Status Dashboard	2,554	96.75%	9.41
Declinations Dashboard	2,453	96.49%	64.08
Staffing Process Tracking Report	2,282	95.66%	54.73
Production Statistics Dashboard	2,208	96.88%	63.89
eOPF Transmission Report	2,163	91.86%	46.79
Certificate Activity Dashboard	1,973	99.09%	5.59
Certificate Activity Report	1,725	98.84%	3.94
Certificate Status Dashboard	1,619	96.73%	69.47
Vacancy Close-Out Report	1,592	96.36%	85.99
Incomplete Applications Report	1,588	98.24%	3.67
Total	93,859	91.95%	67.29



FY23 HDW New Hire Detail Report

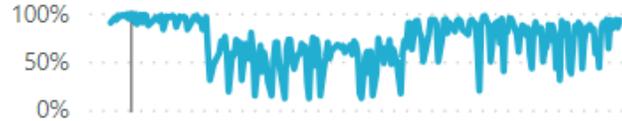
HDW Total Runs

15,186



Avg. Success Rate

70.89%



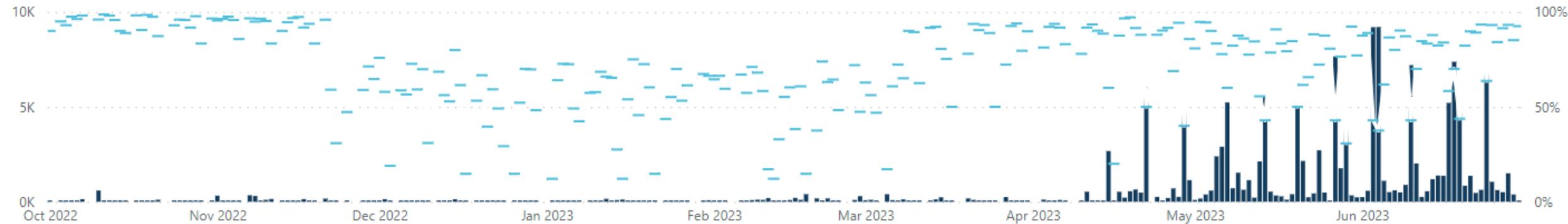
Avg. Runtime (Sec)

225.79



HDW Avg Successful Runtime and HDW Success Rate by Date

● HDW Avg Successful Runtime HDW Success Rate



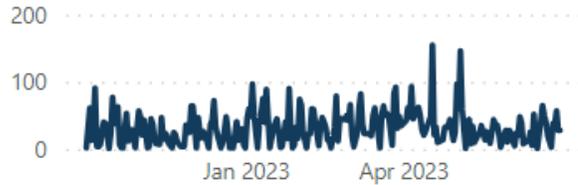
FY23



Time to Hire

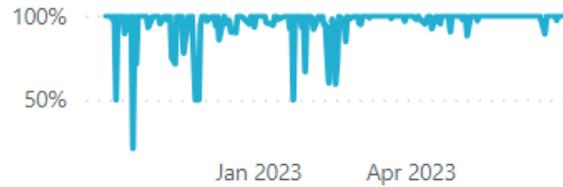
Cognos Total Runs

7,483



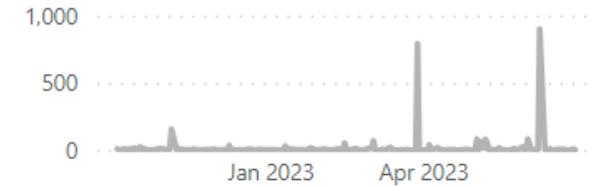
Avg. Success Rate

97.21%

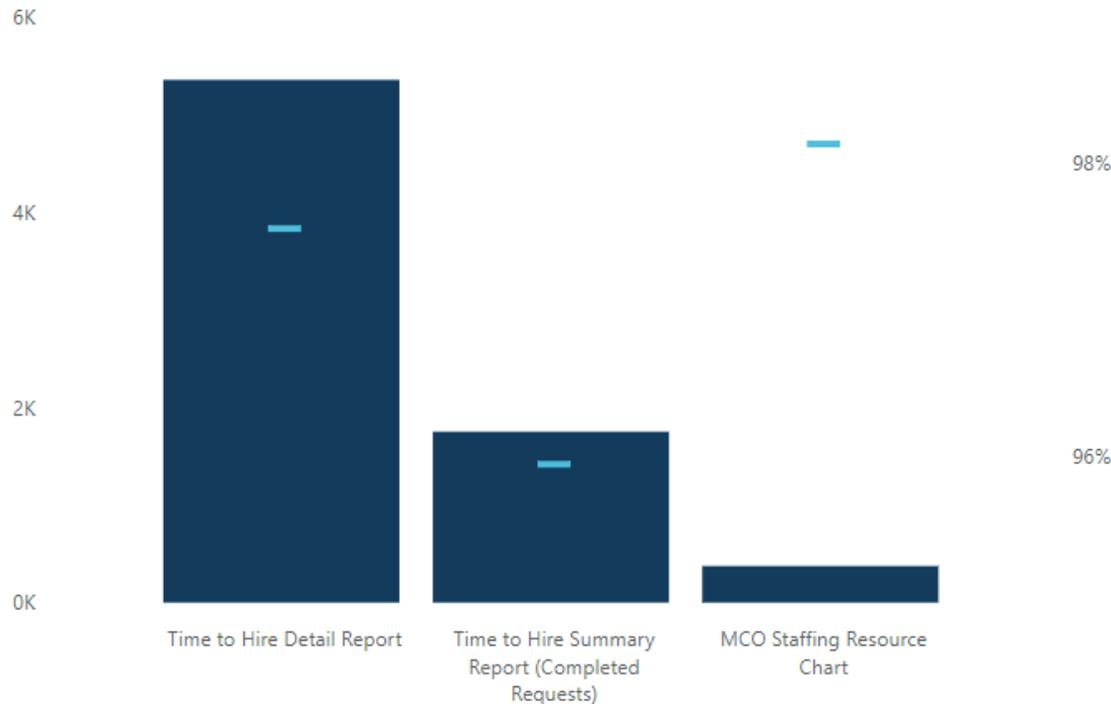


Avg. Runtime (Sec)

13.03

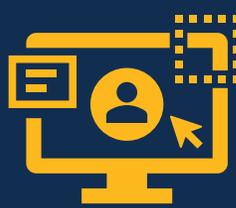


Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	5,357	97.55%	4.73
Time to Hire Summary Report (Completed Requests)	1,751	95.95%	36.70
MCO Staffing Resource Chart	375	98.13%	22.95
Total	7,483	97.21%	13.03

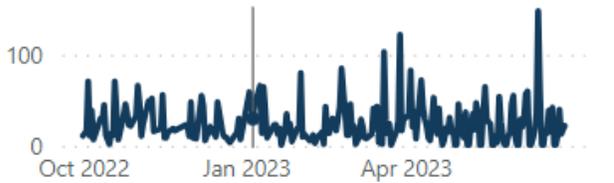
FY23



User License

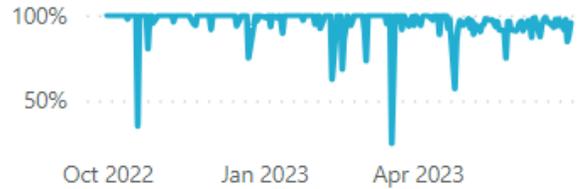
Cognos Total Runs

5,371



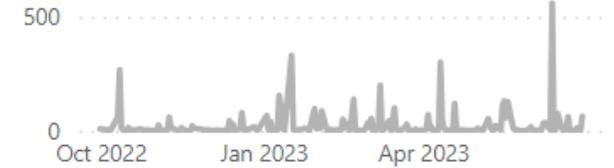
Avg. Success Rate

95.90%

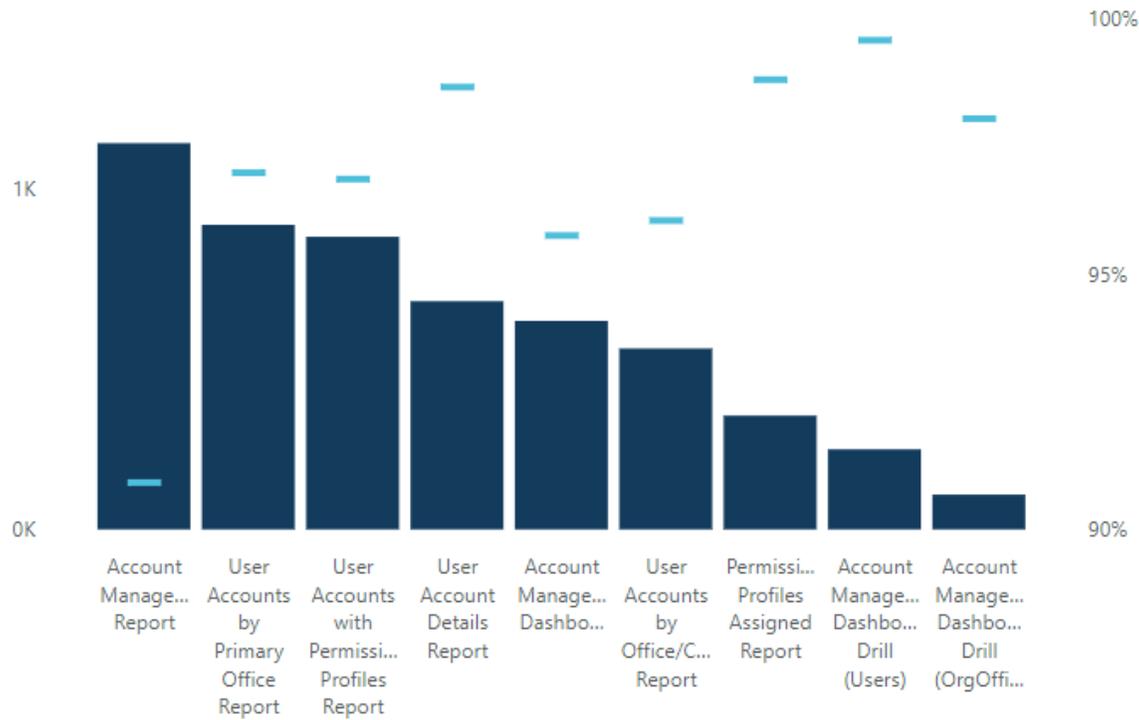


Avg. Runtime (Sec)

26.79



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Account Management Report	1,134	90.92%	45.97
User Accounts by Primary Office Report	894	96.98%	3.67
User Accounts with Permission Profiles Report	859	96.86%	25.80
User Account Details Report	670	98.66%	19.90
Account Management Dashboard	612	95.75%	45.51
User Accounts by Office/Customer Report	531	96.05%	31.67
Permission Profiles Assigned Report	334	98.80%	8.67
Account Management Dashboard Drill (Users)	235	99.57%	6.44
Account Management Dashboard Drill (OrgOffice)	102	98.04%	56.41
Total	5,371	95.90%	26.79

Cognos Training Program

Available Trainings

Report Consumer Training

Cognos Consumer Forum

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- Report consumers

- New report authors

- Report authors

What?

- How to navigate to and run reports

- Open forum to ask questions

- How to get started building reports

- Open forum to ask questions

Time?

- ~4 hours

- 1 hour

- 1 ½ days

- 1 hour

When?

- Anytime!

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

- Monthly

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

How?

- <https://lcms.usalearning.net/lcms/CustomExtractions/launch/1380/Course4466/Launch.html>

- All report consumers. Questions can be submitted in advance

- Contact your USA Staffing Account Manager to sign-up.

- All report authors. Questions can be submitted in advance

Upcoming Trainings

Cognos Consumer Forum

Thursday, August 17
11:00 AM – 12:00 PM EDT

Thursday, September 21
11:00 AM – 12:00 PM EDT

Thursday, October 19
11:00 AM – 12:00 PM EDT

Thursday, November 16
11:00 AM – 12:00 PM EDT

No registration required.
Questions can be submitted
in advance.

USASTaffingData@opm.gov

Report Author Training

Wednesday, August 23
10:00 AM – 3:00 PM EDT
+

Thursday, August 24
10:00 AM – 3:00 PM EDT

Tuesday, September 19
10:00 AM – 3:00 PM EDT
+

Wednesday, September 20
10:00 AM – 3:00 PM EDT

Contact your USA Staffing
Account Manager.

Advanced Author Forum

Thursday, August 3
11:00 AM – 12:00 PM EDT

Thursday, September 7
11:00 AM – 12:00 PM EDT

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

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

No registration required.
Questions can be submitted
in advance.

USASTaffingData@opm.gov

Dates

How to Register

Reporting User Satisfaction Survey

Reporting User Satisfaction Survey

The bi-annual customer satisfaction survey launched on Tuesday, June 20 and closed on Friday, July 21.

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

We received the data from the survey late last week and are currently working on analyzing the results.

Thank you to all those who took the time to complete the survey!

Modifications to Reports and Data Models

Sprint 51 deployed to Production on July 5

Sprint 52 deployed to Production on July 19

Sprint 53 will be deployed to Production on August 2

New or Modified Reports



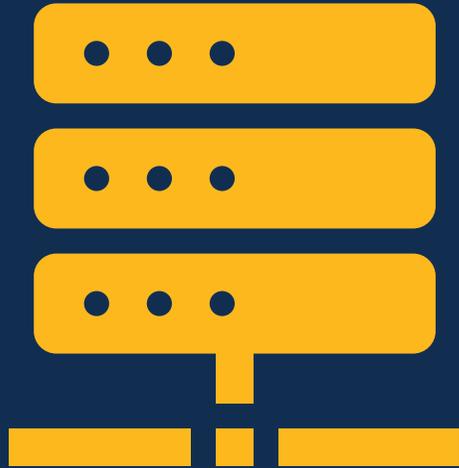
Hiring Data Warehouse Reports

Staffing Process Tracking Report – deployed July 5th

The Staffing Process Tracking Report was modified. This report displays request, vacancy, announcement, and certificate numbers as well as certificate review data and milestone dates in the staffing process for New Vacancy and Additional Selection requests. The report was modified to allow optional filtering of results by request customer name.

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

Data Model Changes



Hiring Data Warehouse

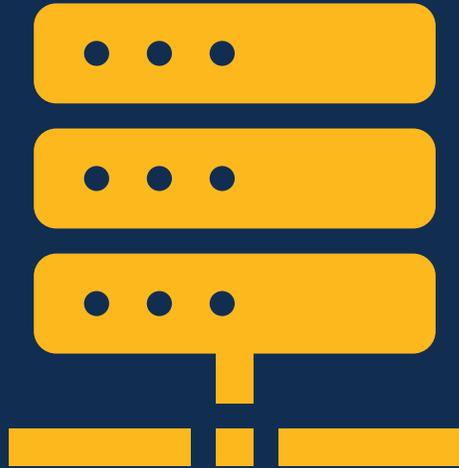
New Hire Supervisor/Manager Email – deployed July 5th

A new query item was added to enable reporting on the email address of the individual identified as the supervisor or manager of a new hire.

New Hires folder > New Hire Information sub-folder

- New Hire Position query subject
 - [Presentation View].[New Hire Position].[Supervisor/Manager Email]

Data Model Changes



Hiring Data Warehouse

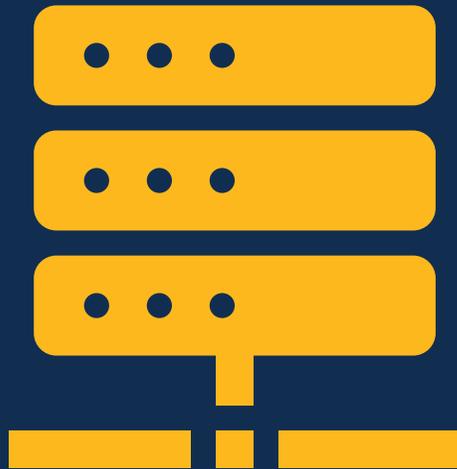
JOA Reviewer Assignments – deployed July 5th

A new query subject and associated query items were added to enable reporting on the assignments given to a reviewer on a JOA review.

Vacancies folder > JOA Review Information sub-folder

- JOA Reviewer Assignments query subject
 - [Presentation View].[JOA Reviewer Assignments].[JOA Reviewer Assignment]
 - [Presentation View].[JOA Reviewer Assignments].[JOA Reviewer Assignment Completion Date/Time]
 - [Presentation View].[JOA Reviewer Assignments].[JOA Reviewer Assignment Permissions]
 - [Presentation View].[JOA Reviewer Assignments].[JOA Reviewer Assignment Status]

Data Model Changes



Hiring Data Warehouse

Reviewer Assignments – deployed July 19th

New query items were added to the various reviewers query subject to enable reporting on the concatenated review assignments for specific reviewers.

Applicants folder > Panel Review Information sub-folder

- Panel Reviewers query subject
 - [Presentation View].[Panel Reviewers].[Panel Reviewer Assignments]

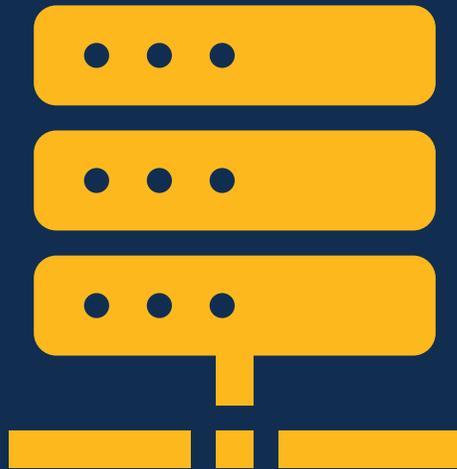
Certificates folder > Review Information sub-folder

- Certificate Reviewers query subject
 - [Presentation View].[Certificate Reviewers].[Certificate Reviewer Assignments]

Vacancies folder > JOA Review Information sub-folder

- JOA Reviewers query subject
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Assignments]

Data Model Changes



Hiring Data Warehouse

Candidate Inventory – **will be deployed August 2nd**

Two new query items were added to existing query subjects to enable reporting on information and settings related to the new candidate inventory feature.

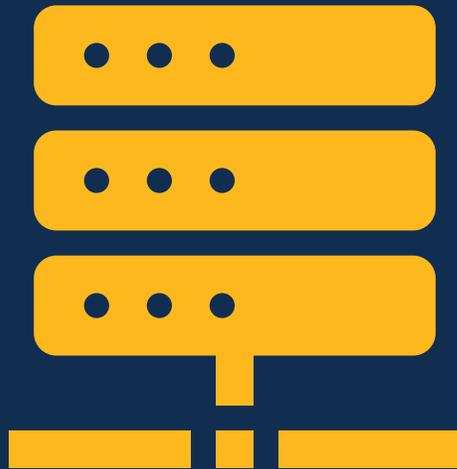
Applications folder > Application Information sub-folder

- Application query subject
 - [Presentation View].[Application].[Candidate Inventory Opt-In?]

Vacancies folder > Vacancy Information sub-folder

- Vacancy query subject
 - [Presentation View].[Vacancy].[Candidate Inventory Enabled?]

Data Model Changes



Hiring Data Warehouse

Questionnaire Settings – will be deployed August 2nd

Two new query items were added to the existing Assessment query subject to enable reporting on questionnaire settings related to quality ranking factors and selective factors.

Assessment Packages folder > Assessment Information sub-folder

- Assessment query subject
 - [Presentation View].[Assessment].[Quality Ranking Factor?]
 - [Presentation View].[Assessment].[Selective Factor?]

API Updates

USA Staffing Data APIs

Snapshot Information

The following APIs were updated to allow users to identify the database snapshot the API is querying against. This snapshot information will enable users to identify when/if a refresh to the data has occurred.



- AFD Announcements API – **deployed July 5th**
- AFD Applications API – **deployed July 19th**
- AFD Vacancies API – **deployed July 19th**
- Assessments API – **deployed July 5th**
- Certificate Applications API – **deployed July 5th**
- Certificates API – **deployed July 5th**
- Customer API – **deployed July 19th**
- New Hires API – **will be deployed August 2nd**
- Offices API – **will be deployed August 2nd**
- Organizations API – **will be deployed August 2nd**
- Requests API – **deployed July 19th**
- Vacancies API – **will be deployed August 2nd**



USA Staffing Data APIs

Reviews Endpoints – deployed July 5th

The Reviews API was updated to include two new endpoints.

- **Reviewers API endpoint**
 - Allows users to pull a full list of reviewer data rather than pulling data by specific review ID(s).
- **Review Documents API endpoint**
 - Allows users to pull a full list of review document data rather than pulling data by a specific review ID(s).

Supervisor/Manager Email – will be deployed August 2nd

The New Hires API was updated to include an additional column for Supervisor/Manager Email.

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases



Events

August 1	Reporting and Analytics Workgroup
August 3	Advanced Author Forum
August 17	Cognos Consumer Forum
August 23-24	Cognos Report Author Training
September 7	Advanced Author Forum
September 19	Reporting and Analytics Workgroup
September 19-20	Cognos Report Author Training
September 21	Cognos Consumer Forum



Releases

August 1	Special Release – Power BI: User License
August 2	Reporting Production
August 9	Reporting Stage
August 16	Reporting Production
August 23	Reporting Stage
August 30	Reporting Production

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