



USA Staffing[®]
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USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

March 15, 2018



OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

- **Program Updates**
 - Cognos Analytics v.11.0.9
 - Long-Running Reports
- **Modifications to Reports/Data Models**
 - Staffing Administration
 - Staffing Reports
- **Upcoming Modifications to Data Models**
 - Certificate Filters
- **Cognos Tips**
 - Copy and open reports to/from XML
- **Open Q&A/Demo**



Program Updates



Cognos Analytics v.11.0.9

USA Staffing upgrade Cognos Analytics to v.11.0.9 on Sunday, February 18th;
v.11.0.9 includes several bug fixes but is not a major release

- Cognos Analytics v.11.0.9 includes:
 - XML as a report output option
 - The ability to set a report output default at the report-level
 - When a user utilizes a package with multiple tenants in a Dashboard, the interface will now prompt for a data source connection
 - A new interface for managing report schedules
 - Full-screen mode for Dashboards
- Aside from the modifications mentioned above (and some other small fixes), users should not experience a significant change with this update



Long-Running Reports

- **Time-Out**

- A **30-minute** time-out feature was added to Cognos to end long running reports that have **not returned at least one row of data** within that timeframe.
- Goal is to remove extra-large reports that are beyond the ability of Cognos to run successfully and impacting performance of other reports.

- **Warnings**

- A **warning** will be provided to users when attempting to run a report **expected to time-out** to help users avoid waiting to find out that the report would not run successfully.



Modifications to Reports/Data Models

Sprint 72 was deployed to Production on Feb 10

Sprint 73 was deployed to Production on Mar 10



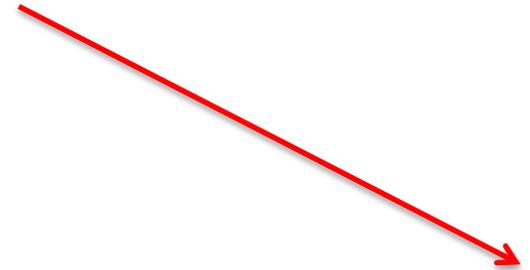
Staffing Administration

New Reports or Modifications

Customer List by Office Report – Mar 10

Added Customer eOPF Instance to the report

Team Content > USA Staffing Packages and Folders > Staffing Administration



Staffing Reports

New Reports or Modifications

Time to Hire Request Report – Feb 10

This report displays completed requests and calculates actual days to hire. From this report's output, users can drill through to the Time to Hire Request by Task Report.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire

Time to Hire Request by Task Report – Feb 10

This report displays the days to complete tasks for a request to provide detailed information about time to hire. This report can be run independently or accessed via the drill-through from the Time to Hire Request Report.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire

Time to Hire Task Report – Feb 10

This report displays completed tasks and calculates number of days to complete. From this report's output, users can drill through to the Time to Hire Task by Task Report.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire

Time to Hire Task by Task Report – Feb 10

This report displays one or more task types and calculates number of days to complete across multiple vacancies. This report can be run independently or accessed via the drill-through from the Time to Hire Task Report.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire

Certificate Activity Log – Feb 10

Modified the report to include additional optional prompts for series, grade, and vacancy number.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Certificate

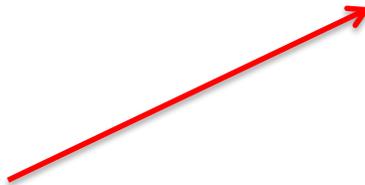


Staffing Reports

Data Model Changes

Applications Namespace

- Application Start Date/Time: the date/time an applicant started their application – **Feb 10**
[Applications].[Application Detail].[Application].[Application Start Date/Time]
- Announcement Hiring Paths: concatenated list of all hiring paths associated with the announcement – **Mar 10**
[Applications].[Announcement Detail].[Announcement].[Announcement Hiring Paths]
- Announcement Hiring Path Clarification Text: text that further specifies the individuals who may apply for a specific announcement – **Mar 10**
[Applications].[Announcement Detail].[Announcement].[Announcement Hiring Path Clarification Text]
- Announcement Hiring Paths – **Mar 10**
[Applications].[Announcement Detail].[Announcement Hiring Paths]



Staffing Reports

Data Model Changes

Assessment Packages Namespace

- Assessment Package Category Assignment Based on Augmented Rating: flag indicating if category assignment is based on Augmented Rating for a rating combination – **Mar 10**
[Assessment Packages].[Assessment Package Detail].[Assessment Package Category Settings].[Assessment Package Category Assignment Based On Augmented Rating]
- Assessment Package Category Assignment Based on GS-9+ Professional/Scientific Rules: flag indicating if category assignment is based on GS-9+ Professional/Scientific rules for a rating combination – **Mar 10**
[Assessment Packages].[Assessment Package Detail].[Assessment Package Category Settings].[Assessment Package Category Assignment Based On GS-9+ Professional/Scientific Rules]



Staffing Reports

Data Model Changes

Certificates Namespace

- Certificate Application Start Date/Time: the date/time an applicant started their application – **Feb 10**
[Certificates].[Certificate Detail].[Certificate Applications].[Certificate Application Start Date/Time]
- Certificate Selection Decision History– **Feb 10**
[Certificates].[Certificate Detail].[Certificate Selection Decision History]



Staffing Reports

Data Model Changes

Certificates Namespace

- Certificate Vacancy Rating Combinations – **Feb 10**
[Certificates].[Certificate Vacancy Detail].[Certificate Vacancy Rating Combinations]



Staffing Reports

Data Model Changes

Certificates Namespace

- Certificate Announcement Hiring Paths: concatenated list of all hiring paths associated with the announcement – **Mar 10**
[Certificates].[Certificate Announcement Detail].[Certificate Announcement].[Certificate Announcement Hiring Paths]
- Certificate Announcement Hiring Path Clarification Text: text that further specifies the individuals who may apply for a specific announcement – **Mar 10**
[Certificates].[Certificate Announcement Detail].[Certificate Announcement].[Certificate Announcement Hiring Path Clarification Text]
- Certificate Announcement Hiring Paths – **Mar 10**
[Certificates].[Certificate Announcement Detail].[Certificate Announcement Hiring Paths]



Staffing Reports

Data Model Changes

Certificates Namespace

- Certificate Filter Detail– **Mar 10**
[Certificates].[Certificate Filter Detail]

Multiple new query subjects were created to encompass each type of Certificate Filter. Restructuring the data in this way will **eliminate duplicate rows** when reporting on multiple types of Certificate Filters.



Staffing Reports

Data Model Changes

New Hire Namespace

- New Hire Forms Transmission Task Owner – **Mar 10**
[New Hires].[New Hire Detail].[New Hire Forms Transmissions].[New Hire Forms Transmission Task Owner]
- New Hire Onboarding Documents Transmission Task Owner – **Mar 10**
[New Hires].[New Hire Detail].[New Hire Onboarding Documents Transmissions].[New Hire Onboarding Documents Transmission Task Owner]



Upcoming Modifications to Data Models



Certificate Filters

New Certificate Filter query subjects were released to Production on **March 10** to **eliminate duplicate rows**. The original Certificate Filters query subject is still available in the Certificate Detail folder, however the reporting and analytics team is exploring options for phasing out the original query subject and items.



Reports using any query items from the original Certificate Filters query subject **will continue to function properly**.

From this point forward, custom reports should be created using the new Certificate Filter query subjects.



Cognos Tips

Copy and open reports to/from XML



Copy a Report to XML

Overview of Steps

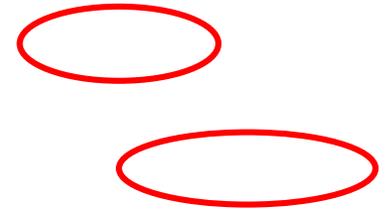
1. Locate the desired report and open for editing.
2. Navigate to the Report Explorer or Query Explorer.
3. Right click on the "Report" icon.
4. Select the "Copy report to clipboard" option.
5. Paste the XML of the report into the desired application (e.g., Word, Notepad, Excel) and save.



Copy a Report to XML

1. Locate the desired report (standard or custom) and open for editing.

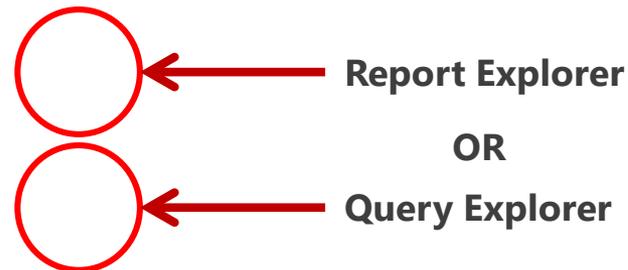
- Once the desired report is identified, click on the icon and select the "Edit report" option



Copy a Report to XML

2. Navigate to the Report Explorer or Query Explorer.

- Both areas allow the Copy Report to XML option
- Same amount of 'clicks' either way



Copy a Report to XML

3. Right click on the "Report" icon.

Report Explorer

Query Explorer



Copy a Report to XML

4. Select the “Copy report to clipboard” option.

Report Explorer

Query Explorer



Copy a Report to XML

5. **Paste the XML of the report into the desired application (e.g., Word, Notepad, Excel) and save.**



Open Report from XML

Overview of Steps

1. Create a new report.
2. Select the "Blank" report template.
3. Navigate to the Report Explorer or Query Explorer.
4. Right click on the "Report" icon.
5. Select the "Open report from clipboard" option.
6. Paste the XML of the report into the "Open report from clipboard" pop-up box and click "OK."
7. Save and/or run the report.



Open Report from XML



1. Create a new report.

- From the Cognos home page, click the "+ New" icon
- Select "Report"



Open Report from XML

2. Select the “Blank” report template.

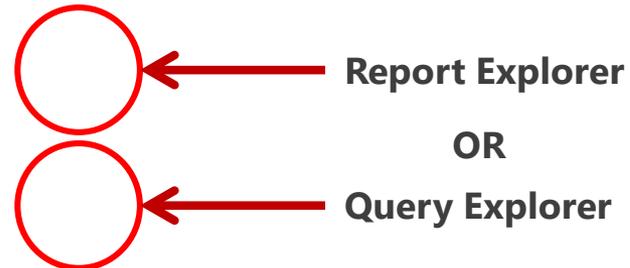
- “Blank” is the default
- Click “OK”



Open Report from XML

3. Navigate to the Report Explorer or Query Explorer.

- Both areas allow the Open Report from XML option
- Same amount of 'clicks' either way



Open Report from XML

4. Right click on the "Report" icon.

Report Explorer

Query Explorer



Open Report from XML

5. Select the “Open report from clipboard” option.

Report Explorer

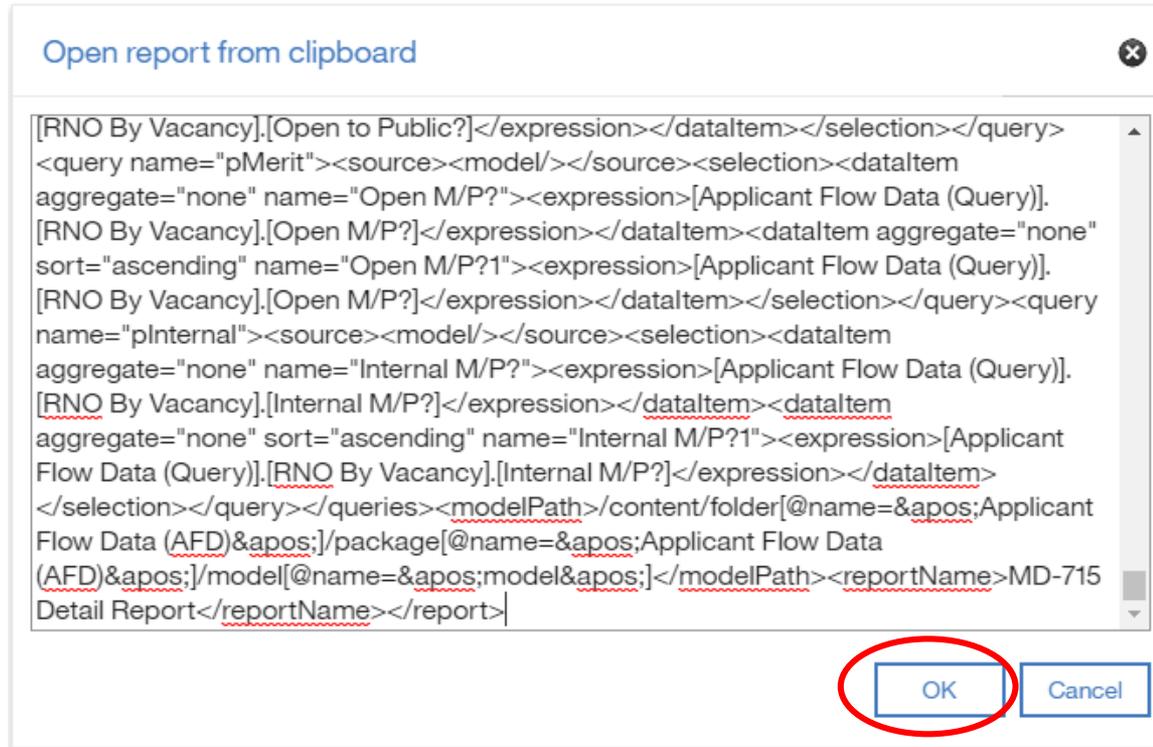
Query Explorer



Open Report from XML

6. Paste the XML of the report into the “Open report from clipboard” pop-up box and click “OK.”

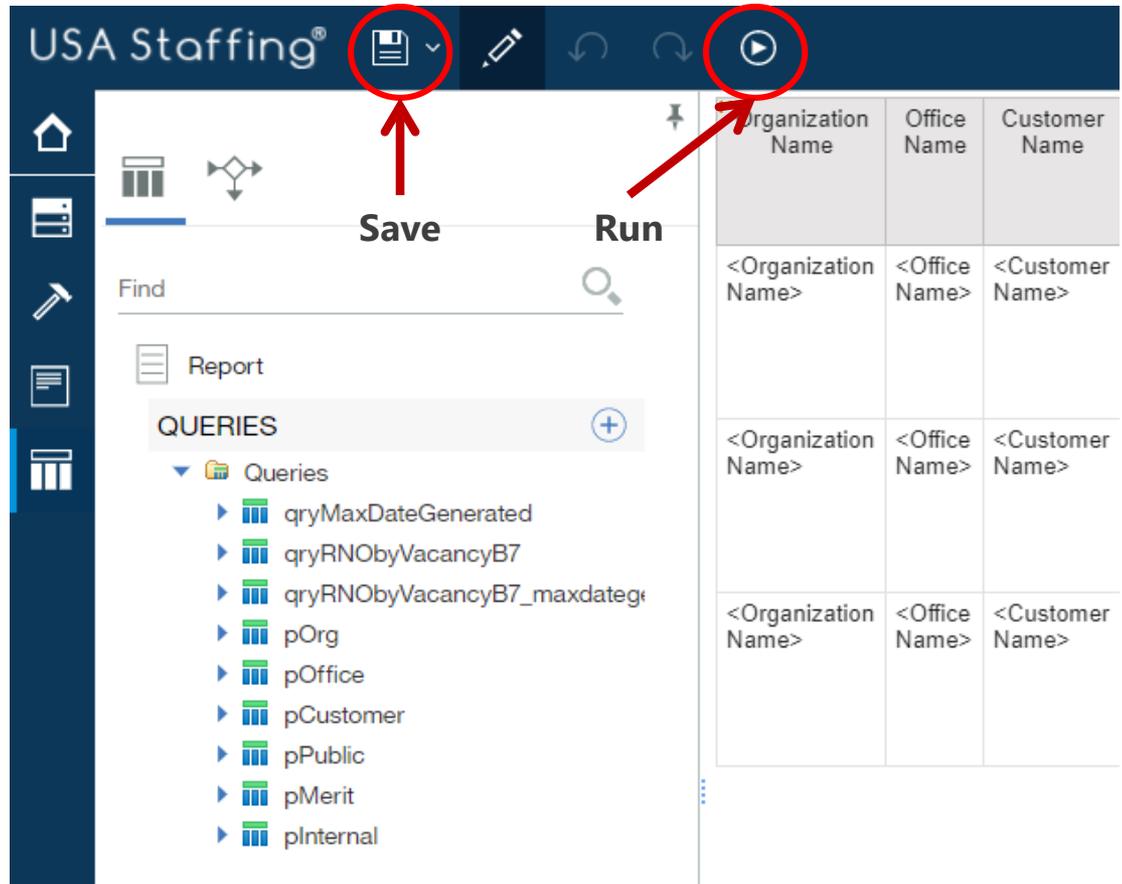
- Paste XML by:
 - Right click in the text area and select “Paste”;
 - OR
 - Control + v



Open Report from XML

7. Save and/or run the report.

- The report will open using the specifications from the XML
- Save and/or run the report as desired



The screenshot shows the USA Staffing software interface. The top navigation bar includes a 'Save' button (represented by a document icon) and a 'Run' button (represented by a play icon), both of which are circled in red. Below the navigation bar, the main workspace displays a 'Report' section with a 'Find' search bar and a 'QUERIES' list. The 'QUERIES' list includes several queries such as 'qryMaxDateGenerated', 'qryRNObyVacancyB7', and 'pOrg'. On the right side of the interface, a table is visible with columns for 'Organization Name', 'Office Name', and 'Customer Name'. The table contains three rows of placeholder data, each starting with '<Organization Name>', '<Office Name>', and '<Customer Name>'.



Open Q&A/Demo



Resources and Contacts

Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager or Primary Contact below if you are interested in scheduling a session for the report authors in your organization

Primary Contact

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- Small and Independent Agencies

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