



Talent Acquisition  
Analytics Group



# User License Power BI App Job Aid

V1 – August 2023

V2 – October 2023

V3 – December 2023

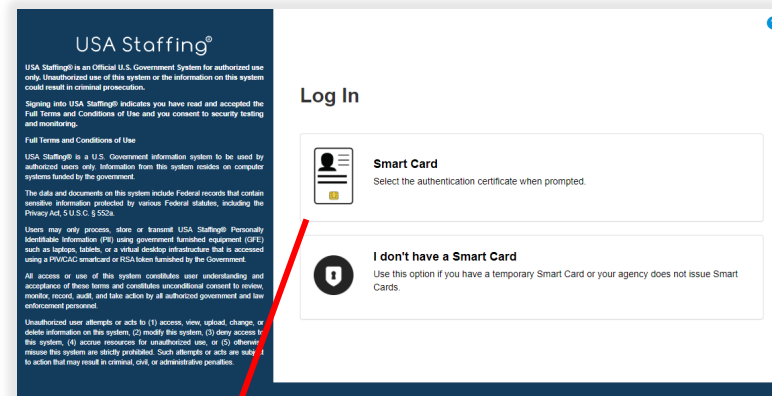


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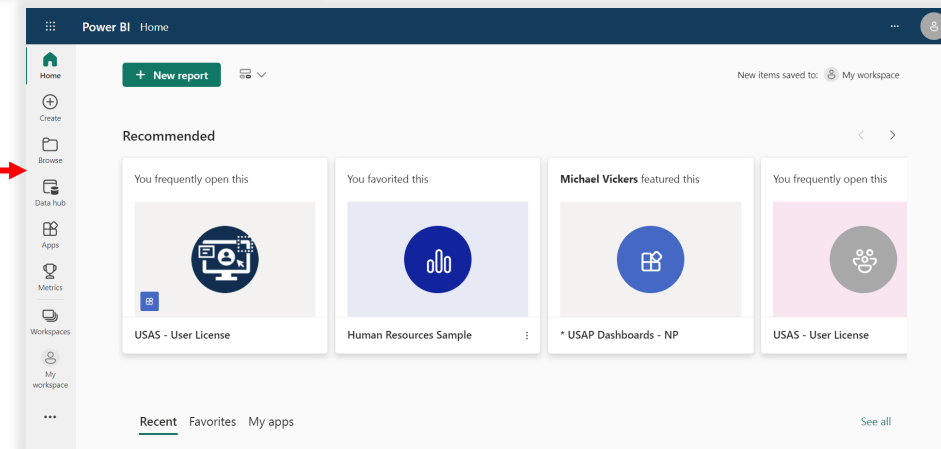
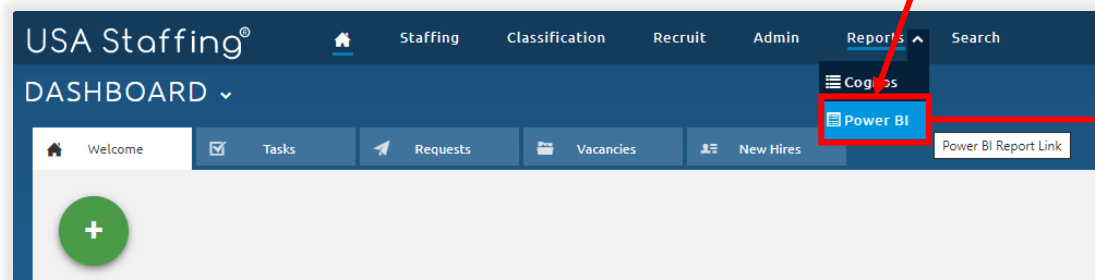
# Accessing Power BI through USA Staffing

USA Staffing Login  
<https://usastaffing.gov>



Reports Only Access

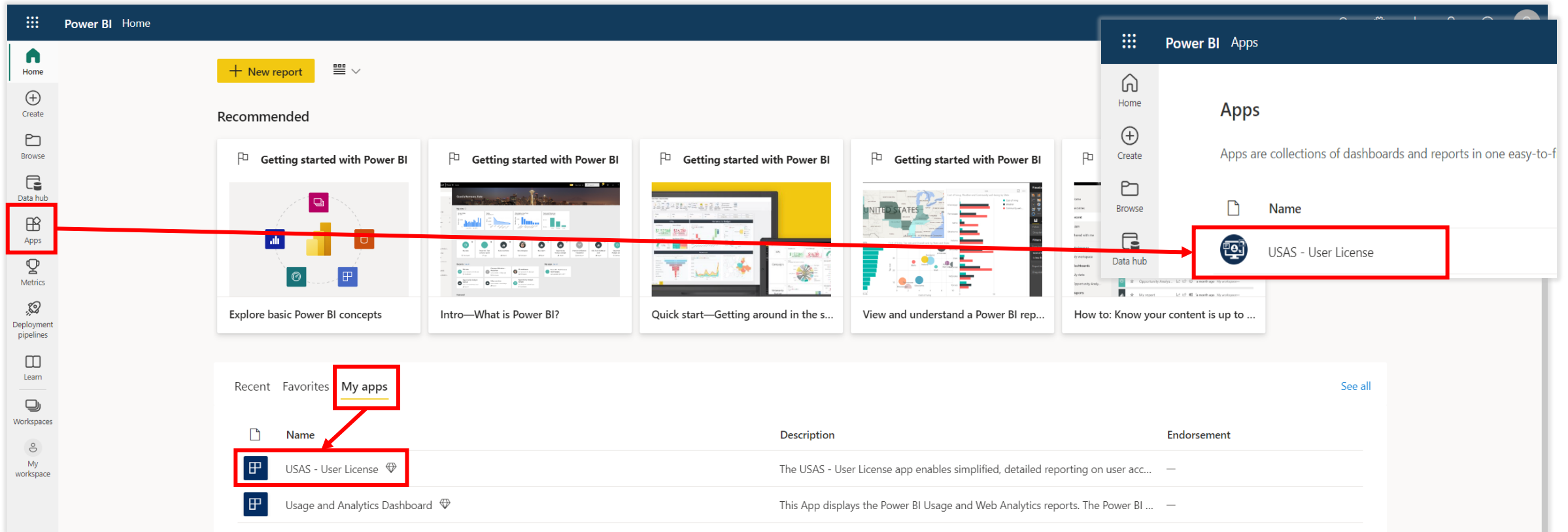
Staffing User Access



The USA Staffing Power BI environment, connect.opm.gov, can be accessed directly at <https://app.powerbigov.us/home?ctid=3ce07c0b-30c5-4bcd-ad92-238975b649af>

# User License App

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



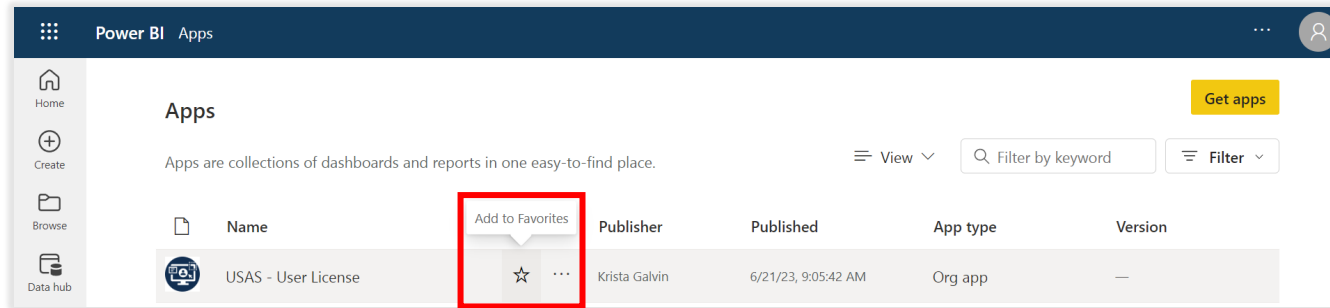
The screenshot displays the Power BI Home page. The left navigation panel includes icons for Home, Create, Browse, Data hub, **Apps**, Metrics, Deployment pipelines, Learn, and Workspaces. The main content area shows a 'Recommended' section with several 'Getting started with Power BI' cards. Below this is a 'My apps' section with a table of installed apps. A red box highlights the 'Apps' icon in the navigation panel, and another red box highlights the 'My apps' tab. A red arrow points from the 'Apps' icon to the 'USAS - User License' app in the 'My apps' section. The 'USAS - User License' app is also highlighted in the 'Recommended' section.

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 ...	—

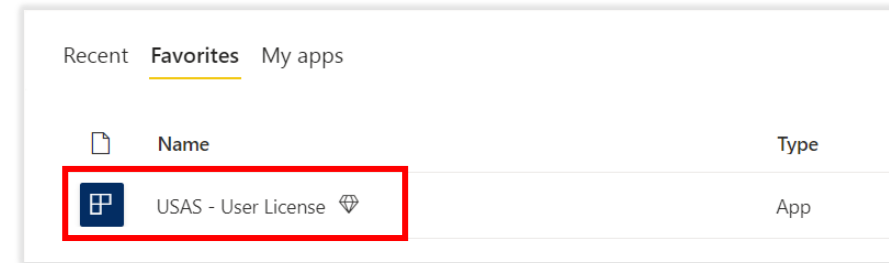
Select the **Apps** icon from the navigation panel or **My apps** from the tabs in the center of the page to display all of your available Apps. Select **USAS - User License** to open the User License App.

# Favoriting an App

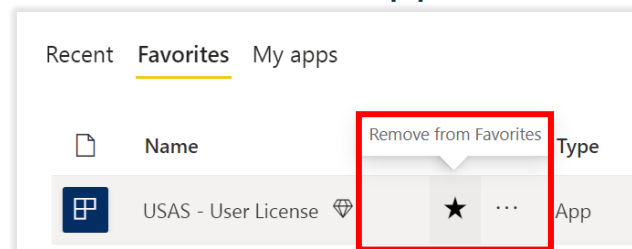
You can make commonly used apps even easier to locate by adding them to your favorites. To favorite an app, hover over the app row near the app name and select the star icon to “Add to Favorites.” These actions can also be done under the My apps tab on the Home screen or within the app itself.



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

The screenshot displays a Power BI App interface for 'Paid Licenses by Primary Office'. The interface includes a top navigation bar, a left-hand navigation pane, and a main report area. Three red boxes highlight key components: the 'Menu Bar' at the top right, the 'App Navigation Pane' on the left, and the 'Report Page' containing the main data visualizations.

**Menu Bar:** Located at the top right, it contains the title 'Menu Bar' and various utility icons.

**App Navigation Pane:** Located on the left, it contains the title 'App Navigation Pane' and a list of navigation items: 'USAS - User License', 'User License', 'Paid Licenses by Primary ...', 'Staffing Organization', 'Staffing Office Permission ...', and 'User License Job Aid'. A 'Go back' button is visible at the bottom left.

**Report Page:** The main content area, titled 'Paid Licenses by Primary Office', features the following elements:

- Filters:** Three slicers for 'Tenant Code' (TEST), 'Organization Name' (All), and 'Office Name' (All). A 'Clear all slicers' button is also present.
- Paid Licenses Summary:** A KPI card showing 'Paid Licenses' as 92 (with a checkmark and '-12' difference from allocated).
- License Status Metrics:** A row of four cards: 'Paid Licenses Allocated' (104), 'Active Paid Licenses' (1), and 'Inactive Paid Licenses' (91).
- Days Since Last Login:** A bar chart with two bars: '31+ Days' (46) and 'Never Logged In' (46).
- Organizations With License Overages:** A horizontal bar chart comparing 'Paid Licenses' (blue) and 'Allocated Licenses' (orange) across six organizations. 'Organization One' shows the highest overage.

# App Navigation Pane

The image shows a vertical navigation pane for the 'USAS - User License' app. At the top is a blue header with a computer icon 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 and arrows highlight these elements, with callout text boxes to the right.

« Collapse/expand the app navigation pane

User License ^

Paid Licenses Use the navigation pane to move to different report pages within the app

Staffing Organization

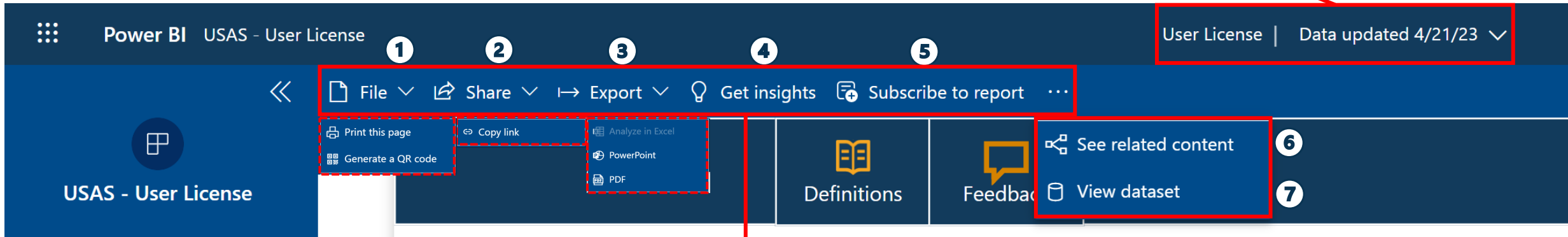
Staffing Office Permission Profiles

User License Job Aid "User License Job Aid" provides in-app navigation to the User License Job Aid posted in the Resource Center

← Go back Select **Go back** to exit the app and return to last visited screen

# Menu Bar Options (Left Side)

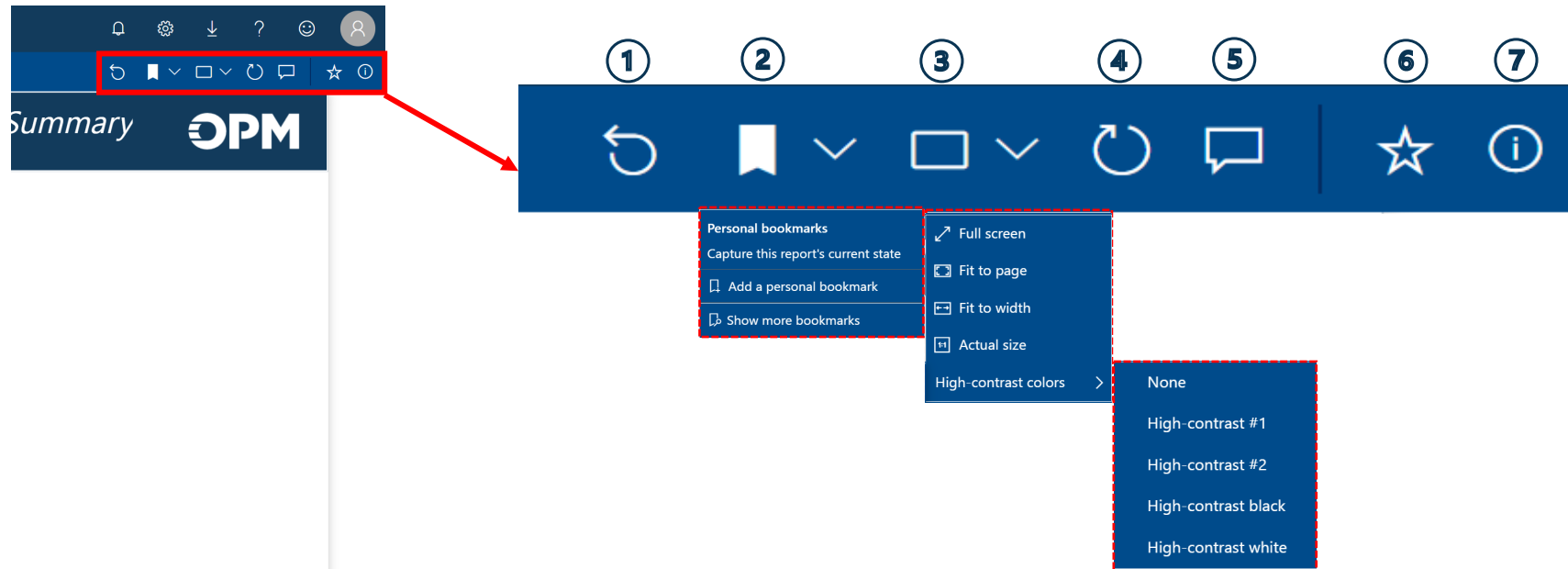
Last refresh information for the report's underlying dataset.



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)



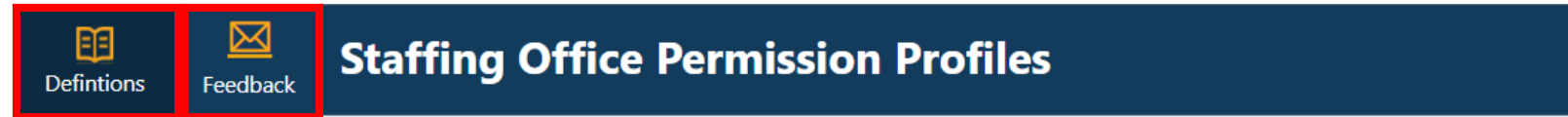
1. **Reset** filters, slicers, and other data view changes you've made
2. **Personal bookmarks** > Add a **personal bookmark\*** or **show more bookmarks** on report page
3. Change **view** to full screen, adjust width to screen or switch to high contrast mode
4. **Refresh visuals** – only for data model 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



## 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](mailto:USASTaffingData@opm.gov) to provide feedback on the User License app.

Tenant Code Organization Name Office Name

All All All Clear all slicers

### Permission Profiles Data Glossary X

Paid Licenses summarizes paid accounts and license allocations by Tenant Code, Organization Name, and Office Name for each user's designated Primary Office. Drill-through reports displaying user details by organization or office, as well as contact cards for individual users are available from the report page. Data items listed are those that are visible on the report page as well as those included via drill-throughs and contact cards. Retired users and excepted users are excluded from the report, drill-throughs, and the underlying dataset.

#### Definitions

Data Item	Definition
Allocated	The number of paid accounts or licenses allocated and the difference (+/-) from the number of paid licenses.
Applicant Flow Data Access?	Flag indicating if a user has been granted permission to access applicant flow data via the reporting tool.
Days Since Last Login	Metric indicating the number of days since a Human Resources user with at least one paid permission profile logged in as a Human Resources user.
Days Since Last Login	Metric indicating the number of days since a user with office-based permissions (Human Resources, Reports Only, Applicant Flow Data Only), combined with the paid status of the user's permission profile(s) last logged in.
Fax Number	The fax number (and extension, if applicable) of the user as designated in their user profile.
Inactive?	Flag indicating if a user is inactive (i.e., has not logged into their account in the last 60 days). Note: Applicant Flow Data Only Users and Reports Only Users are directed to Cognos upon providing log-in information; if their account is more than 60 days old, it will always show as Inactive.
Licenses	Metric indicating either the number of permission profiles assigned to users by user type (Permission Profiles by User Type) or the number of permission profiles assigned to users by permission profile paid status (Days since last login for User's Permission Profile Types).
Licenses - Active Paid	Metric indicating the number of active Human Resources user accounts (i.e., has logged into their account within the last 60

#### Source

[USA Staffing User Administration and Permission Profiles](#) last refreshed on [9/25/2023](#)

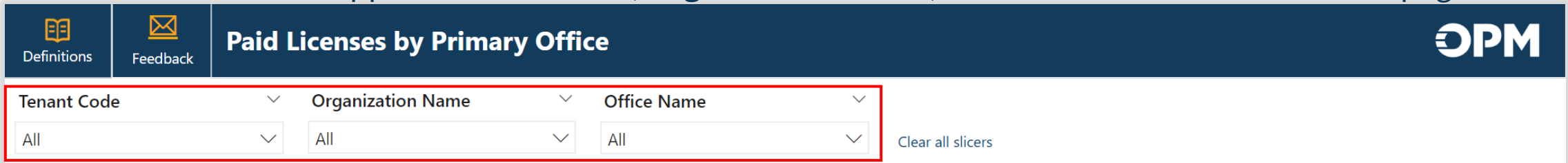
# User License Dataset & Row-Level Security

- 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](https://connect.opm.gov) and when connecting to the dataset in Power BI Desktop to build a new report.

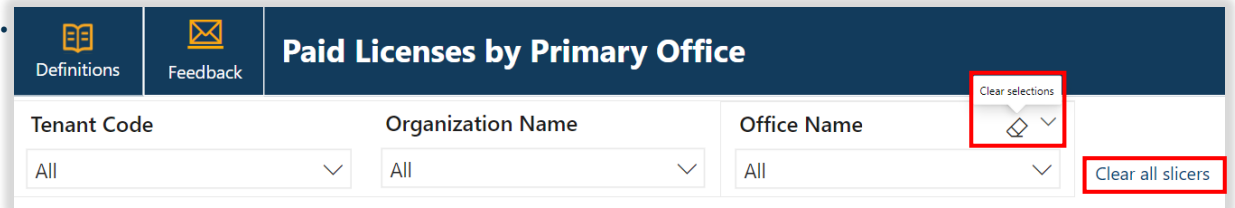
# Report Page Slicers

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

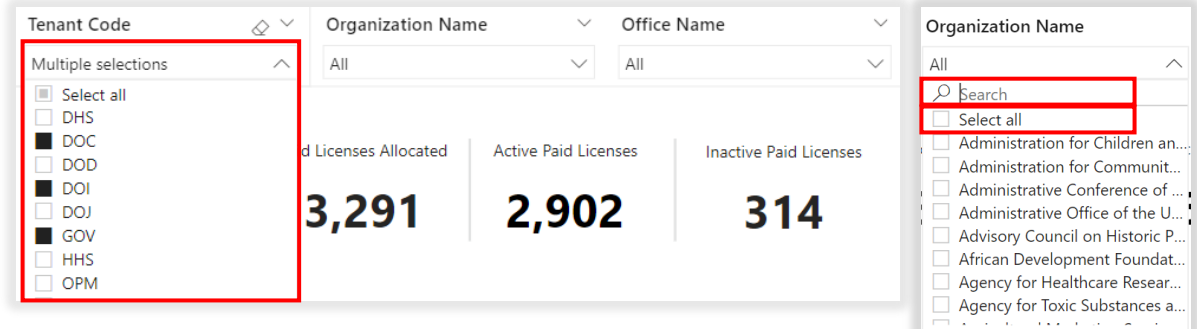
The User License app has **Tenant Code**, **Organization Name**, and **Office Name** slicers on each page.



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.

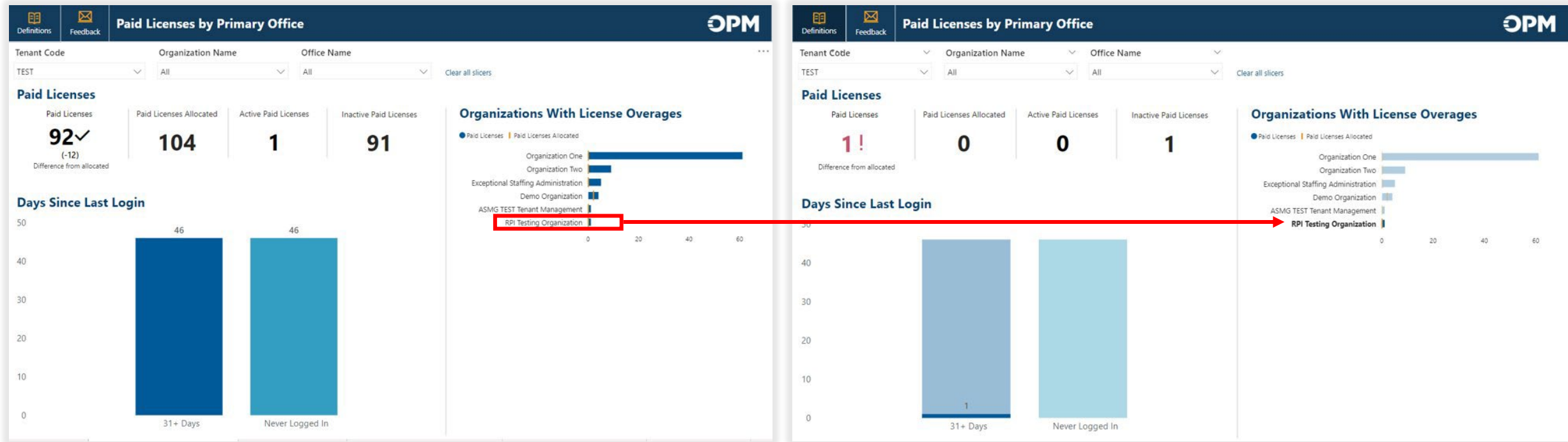


To make multiple selections in a slicer, hold down the **Ctrl** button while selecting options. By default, the slicers are set to include all data. Use the **Select all** option to more efficiently make multiple selections by unselecting options. Use the **Search bar** to search for specific Organization or Office Names.



# 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, “RPI Testing Organization” was selected from the “Organizations 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.

# Exporting Data from Visuals

The summarized data used to create visuals can be exported to Excel for further analysis. Select the **More options** menu by hovering near the top right corner of the report visual, select **Export data**, update the file format to **.xlsx (Excel 150,000-row max)**, select **Export**, and open the Excel file after downloading.

**Organizations With License Overages**

Legend: Paid Licenses (blue), Allocated Licenses (orange)

Organization	Paid Licenses	Allocated Licenses
Organization One	62	0
Organization Two	9	0
Exceptional Staffing Administration	5	0
Demo Organization	4	2
ASMG TEST Tenant Management	1	0
RPI Testing Organization	1	0

**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  
This option is only available for table and matrix visuals

Summarized data  
Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data  
The report author turned off this option

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

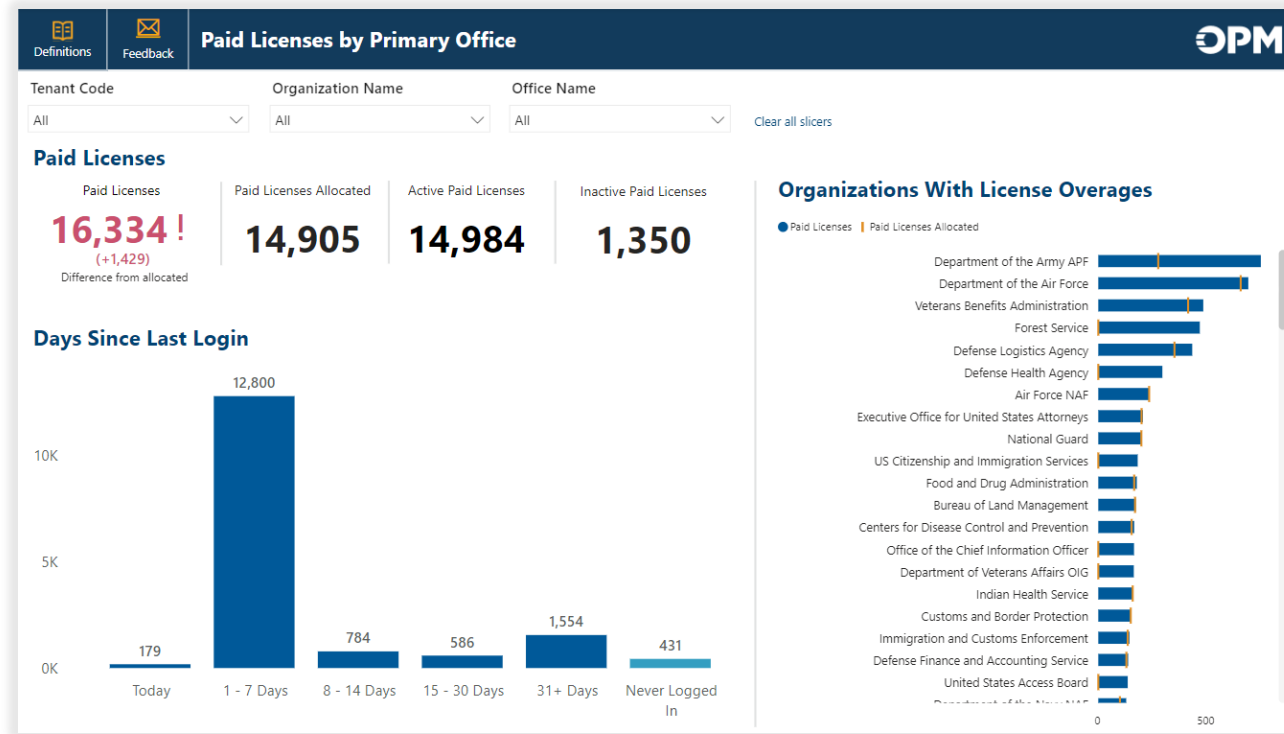
**Export** Cancel

Applied filters: Licenses Exceeding Allocated is greater than 0 Tenant Code is TEST Primary Office? is True Paid? is True Page is Paid Licenses by Primary Office

Organization Name	Paid Licenses	Allocated Licenses	Licenses Exceeding Allocated
Organization One	62	0	62
Organization Two	9	0	9
Exceptional Staffing Administration	5	0	5
Demo Organization	4	2	2
ASMG TEST Tenant Management	1	0	1
RPI Testing Organization	1	0	1

# Paid Licenses by Primary Office Page

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



## Slicers:

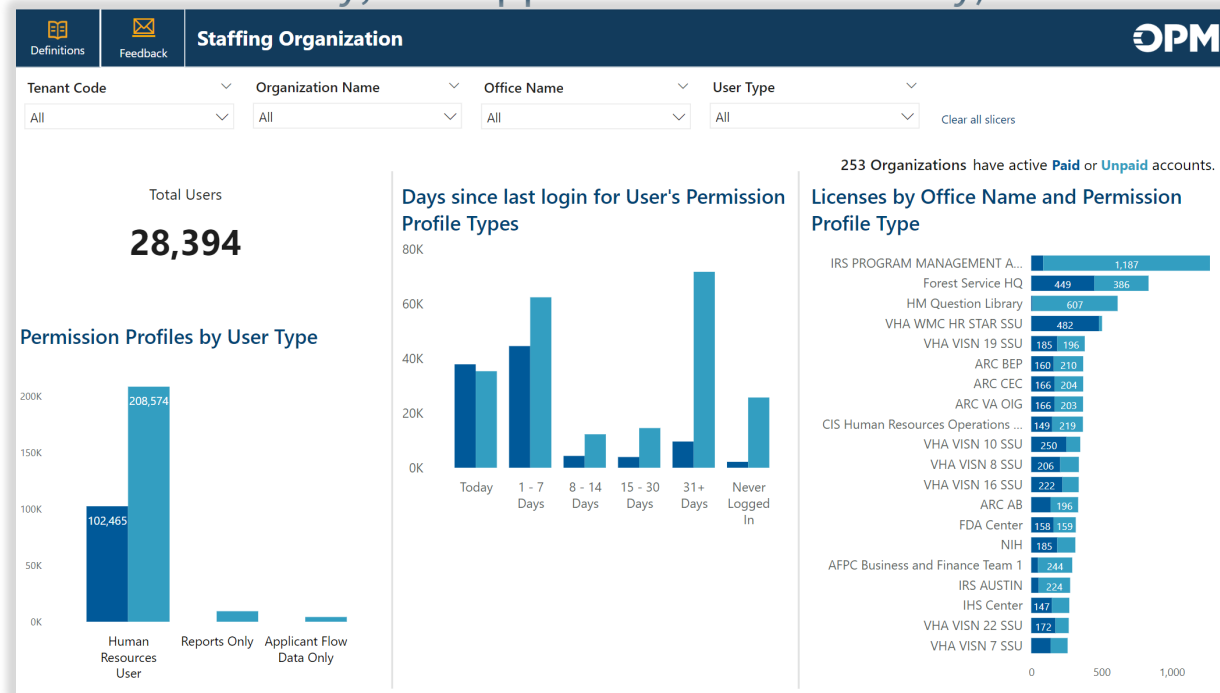
- Tenant Code
- Organization Name
- Office Name

## Data Items:

- Active Paid Licenses
- Days Since Last Login
- Inactive Paid Licenses
- Licenses Exceeding Allocated
- Paid Licenses
- Paid Licenses Allocated
- 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 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).

**Staffing Office Permission Profiles** (OPM)

Tenant Code: TEST | Organization Name: All | Office Name: All | Clear all slicers

Summary: 113 Total Users, 30 Permission Profiles, 24 Paid, 6 Unpaid, 17 Offices

**User Offices**

User Full Name	Primary Office	Offices
Able, Always	Office A	2
Acres, Test Account	Office A	4
Adair, Automated	Office Alpha	2
Adam, Automated	Office Charlie	2
Adame, Automated	Office Beta	2
Adamson, Automated	Office Alpha	1
Adcock, Automated	Office Beta	1
Addison, Automatedsssss	Office Alpha	2
Adjudicator, RA	Office A	1
Adkins, Automated	Office Alpha	2
Adler, Automated	Office Charlie	2
AFD Account, Test		10
Agee, Automated	Office Beta	2
Agnew, Automated	Office Alpha	3
Aiken, Automated	Office A	1
Alexander, Elizabeth	Office A	1
AS Test, JustA	Office A	1

**User Permission Profiles**

User Full Name	Permission Profile Name
Able, Always	Paid Standard HR User
Acres, Test Account	Paid HR Assistant
Acres, Test Account	Onboarding Only User
Adair, Automated	Paid JR HR Test Feb
Adair, Automated	Paid Office Administrator
Adam, Automated	Paid Office Administrator
Adame, Automated	Paid Office Administrator
Adamson, Automated	Paid Standard HR User
Adcock, Automated	Paid Standard HR User
Addison, Automatedsssss	Paid Standard HR User
Adjudicator, RA	Paid Reasonable Accommodation Adjudicator
Adkins, Automated	Paid Standard HR User
Adler, Automated	Paid Standard HR User
AFD Account, Test	Applicant Flow Data Access
Agee, Automated	Paid Standard HR User
Agnew, Automated	Paid Standard HR User
Aiken, Automated	Paid Beta Levi - Test

**Staffing Office Permission Profiles** (OPM)

Tenant Code: TEST | Organization Name: All | Office Name: All | Clear all slicers

Summary: 113 Total Users, 30 Permission Profiles, 24 Paid, 6 Unpaid, 17 Offices

**Tenant Users**

Bar chart showing user counts by office: TEST (24 Paid, 6 Unpaid)

**Permission Profiles Assigned**

User Type	Permission Profile Name	Users
Human Resources User	119379 Test	2
Applicant Flow Data Only	Applicant Flow Data Access	4
Human Resources User	Beta Levi - Test	1
Human Resources User	Bri's test	1
Human Resources User	CG (HR - Requests Permissions)	1
Reports Only	General HR Manager	1
Human Resources User	Grenz Bug Testing HR	1
Human Resources User	HR Assistant	3
Human Resources User	HR User Test 1	1
Human Resources User	HR View Only	7
Human Resources User	JD Created for Regression Testing	6
Human Resources User	JR HR Test Feb	1
Human Resources User	Kasey - Test	1
Human Resources User	Limited HR - DON OCHR Staffing Only	1
Human Resources User	NoPDAccessTester	1
Human Resources User	Office Administrator	34
Human Resources User	Onboarding Only User	2

## 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 paid/unpaid rows on the left side to filter the user detail tables.

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All

113 Total Users  
30 Permission Profiles  
Paid: 24  
Unpaid: 6

**User Offices**

User Full Name	Primary Office	Offices
Able, Always		Office A 2
Acres, Test Account		Office A 4
Adair, Automated		Office Alpha 2
Adam, Automated		Office Charlie 2
Adame, Automated		Office Beta 2
Adamson, Automated		Office Alpha 1
Adcock, Automated		Office Beta 1
Addison, Automatedsssss		Office Alpha 2
Adjudicator, RA		Office A 1
Adkins, Automated		Office Alpha 2
Adler, Automated		Office Charlie 2
AFD Account, Test		10
Agee, Automated		Office Beta 2
Agnew, Automated		Office Alpha 3
Aiken, Automated		Office A 1
Alexander, Elizabith		Office A 1
AS Test, JustA		Office A 1

**User Permission Profiles**

User Full Name	Permission Profile Name
Able, Always	Standard HR User
Acres, Test Account	HR Assistant
Acres, Test Account	Onboarding Only User
Adair, Automated	JR HR Test Feb
Adair, Automated	Office Administrator
Adam, Automated	Office Administrator
Adame, Automated	Office Administrator
Adamson, Automated	Standard HR User
Adcock, Automated	Standard HR User
Addison, Automatedsssss	Standard HR User
Adjudicator, RA	Reasonable Accommodation Adjudicator
Adkins, Automated	Standard HR User
Adler, Automated	Standard HR User
AFD Account, Test	Applicant Flow Data Access
Agee, Automated	Standard HR User
Agnew, Automated	Standard HR User
Aiken, Automated	Beta Levi - Test

All/Default (visual unselected)

Paid row selected

Unpaid row selected

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All

99 Total Users  
24 Permission Profiles  
Paid: 24  
Unpaid: 6

**User Offices**

User Full Name	Primary Office	Offices
Acres, Test Account		Office A 3
Adair, Automated		Office Alpha 2
Adam, Automated		Office Charlie 2
Adame, Automated		Office Beta 2
Adamson, Automated		Office Alpha 1
Adcock, Automated		Office Beta 1
Addison, Automatedsssss		Office Alpha 2
Adjudicator, RA		Office A 1
Adkins, Automated		Office Alpha 2
Adler, Automated		Office Charlie 2
Agee, Automated		Office Beta 2
Agnew, Automated		Office Alpha 3
Aiken, Automated		Office A 1
Alexander, Elizabith		Office A 1
AS Test, JustA		Office A 1
AS, Jess		Office E 1

**User Permission Profiles**

User Full Name	Permission Profile Name
Acres, Test Account	HR Assistant
Acres, Test Account	Onboarding Only User
Adair, Automated	JR HR Test Feb
Adair, Automated	Office Administrator
Adam, Automated	Office Administrator
Adame, Automated	Office Administrator
Adamson, Automated	Standard HR User
Adcock, Automated	Standard HR User
Addison, Automatedsssss	Standard HR User
Adjudicator, RA	Reasonable Accommodation Adjudicator
Adkins, Automated	Standard HR User
Adler, Automated	Standard HR User
Agee, Automated	Standard HR User
Agnew, Automated	Standard HR User
Aiken, Automated	Beta Levi - Test
Alexander, Elizabith	Office Administrator
AS Test, JustA	Standard HR User

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All

18 Total Users  
6 Permission Profiles  
Paid: 24  
Unpaid: 6

**User Offices**

User Full Name	Primary Office	Offices
Adair, Automated		Office Alpha 1
Adair, Automated		Office B 1
Bookhultz, Victoria		2
Cho, Yi Tien		6
Dwyer, A		5
Ehrhardt, Marc		Office A 10
Ehrhardt, Marc		Office A 1
Nocreativityleft, Test		2
Page, George		2
ReportsOnly, Pete		1
Rosenberg, Willow		1
Testing, Productionlevelnfour		Eastern Region 13
Testing, Test		Eastern Region 1
Thompson, Tessa		Office A 3
Ting, Tes		Office Alpha 3

**User Permission Profiles**

User Full Name	Permission Profile Name
Acres, Test Account	Onboarding Only User
AFD Account, Test	Applicant Flow Data Access
Bachrach, Pete	Applicant Flow Data Access
Bartowski, Charles	HR View Only
Berry, Blue	Onboarding Only User
Bookhultz, Victoria	Staffing Reports Data Access
Cho, Yi Tien	Staffing Reports Data Access
Dwyer, A	Applicant Flow Data Access
Ehrhardt, Marc	Grenz Bug Testing HR
Nocreativityleft, Test	HR View Only
Page, George	Staffing Reports Data Access
ReportsOnly, Pete	Onboarding Only User
Rosenberg, Willow	HR View Only
Testing, Productionlevelnfour	HR View Only
Testing, Test	HR View Only
Thompson, Tessa	HR View Only

# Staffing Office Permission Profiles: Permission Profiles View

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All | Clear all slicers

User Details | **Permission Profiles**

**113** Total Users

**30** Permission Profiles

Paid: 24 | Unpaid: 6

**17** Offices

**Permission Profiles Assigned**

User Type	Permission Profile Name	Users
Human Resources User	119379 Test	2
Applicant Flow Data Only	Applicant Flow Data Access	4
Human Resources User	Beta Level - Test	1
Human Resources User	Bin's test	1
Human Resources User	CG (HR - Requests Permissions)	1
Reports Only	General HR Manager	1
Human Resources User	Grenz Bug Testing HR	1
Human Resources User	HR Assistant	3
Human Resources User	HR User Test 1	1
Human Resources User	HR View Only	7
Human Resources User	JD Created for Regression Testing	6
Human Resources User	JR HR Test Feb	1
Human Resources User	Kasey - Test	1
Human Resources User	Limited HR - DON OCHR Staffing Only	1
Human Resources User	NoPDAccessTester	1
Human Resources User	Office Administrator	34
Human Resources User	Onboarding Only User	2

All/Default (visual unselected)

Paid row selected

Unpaid row selected

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All | Clear all slicers

User Details | **Permission Profiles**

**99** Total Users

**24** Permission Profiles

**Paid: 24** | Unpaid: 6

**17** Offices

**Permission Profiles Assigned**

User Type	Permission Profile Name	Users
Human Resources User	119379 Test	2
Human Resources User	Beta Level - Test	1
Human Resources User	Bin's test	1
Human Resources User	CG (HR - Requests Permissions)	1
Reports Only	General HR Manager	1
Human Resources User	HR Assistant	3
Human Resources User	HR User Test 1	1
Human Resources User	JD Created for Regression Testing	6
Human Resources User	JR HR Test Feb	1
Human Resources User	Kasey - Test	1
Human Resources User	Limited HR - DON OCHR Staffing Only	1
Human Resources User	NoPDAccessTester	1
Human Resources User	Office Administrator	34
Reports Only	Permissions Testing	1
Human Resources User	Production Testing	2
Human Resources User	Reasonable Accommodation Adjudicator	8
Human Resources User	SMG-Scotty Testing	1

**Staffing Office Permission Profiles**

Tenant Code: TEST | Organization Name: All | Office Name: All | Clear all slicers

User Details | **Permission Profiles**

**18** Total Users

**6** Permission Profiles

Paid: 24 | **Unpaid: 6**

**13** Offices

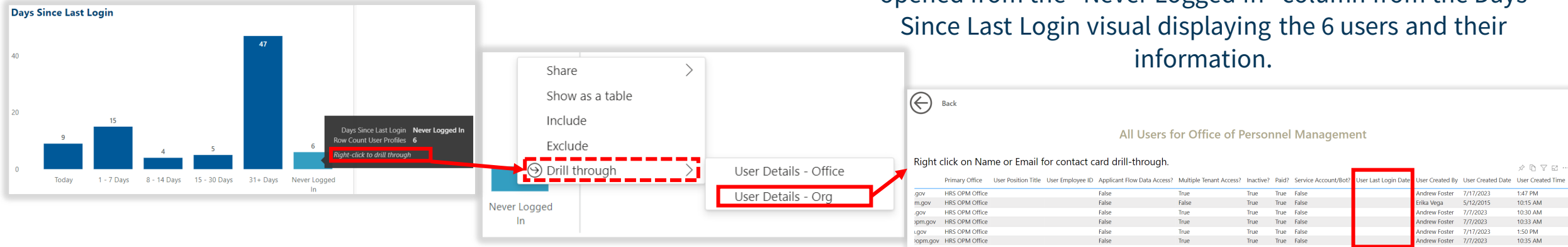
**Permission Profiles Assigned**

User Type	Permission Profile Name	Users
Applicant Flow Data Only	Applicant Flow Data Access	4
Human Resources User	Grenz Bug Testing HR	1
Human Resources User	HR View Only	7
Human Resources User	Onboarding Only User	2
Reports Only	Onboarding Only User	1
Reports Only	Staffing Reports Data Access	3

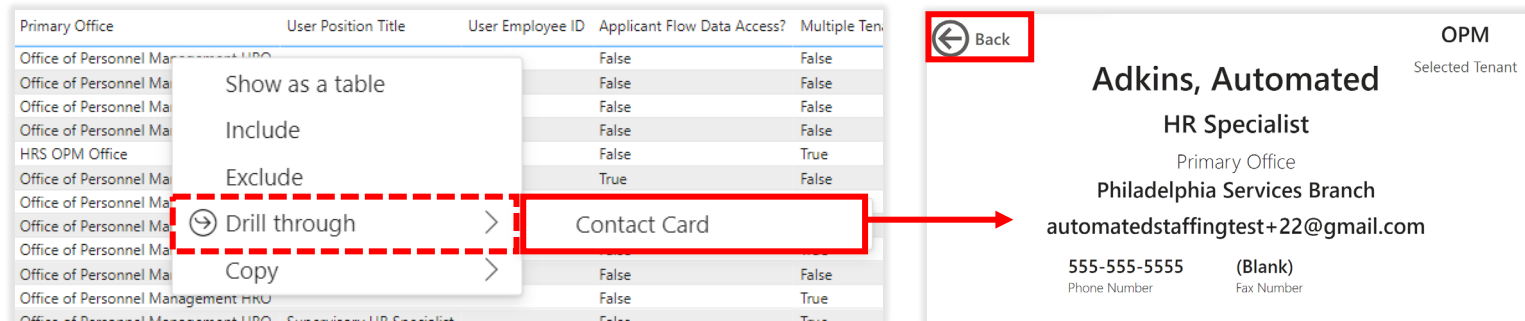
# Drill Through Reports & Contact Card

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 visual displaying the 6 users and their information.

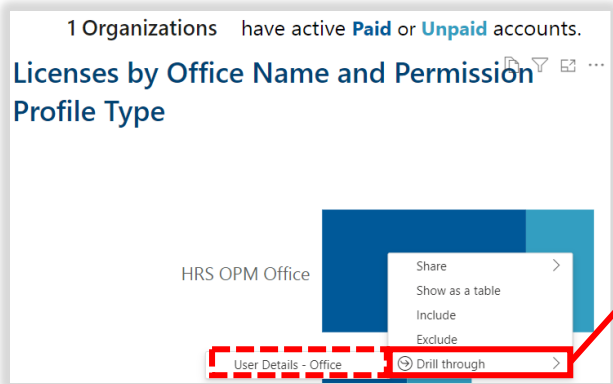


An individual user Contact Card can be accessed from the User Details drill through report by right clicking on their Name or Email. Use the **Back** button to return to the original report page from any drill through report.



# 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**, select **Export**, and open the file after downloading.

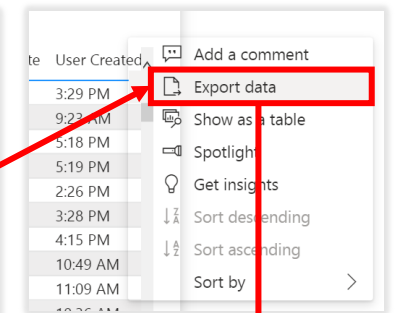


Back

### Primary Office Users for HRS OPM Office

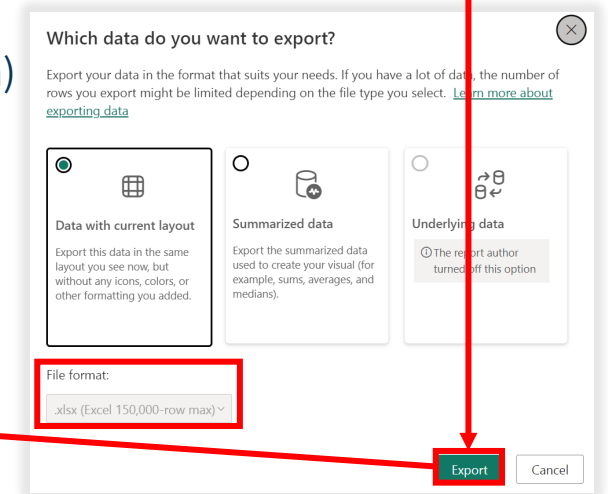
Right click on Name or Email for contact card drill-through.

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



If exporting summarized data, be sure to select .xlsx (Excel 150,000-row max) (without Live connection) or .csv as the file format.

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



# Reporting Resources

## Resource Center

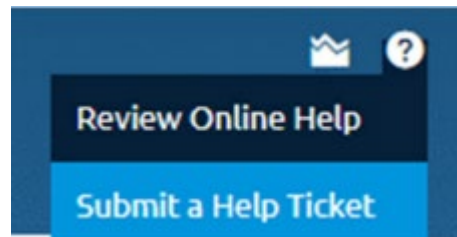
- **Job Aid:** Step-by-step Microsoft Authenticator App Job Aid is available (User License Job Aid also available within the User License Power BI app)
- **Release Notes:** USAS – User License Power BI App Special Release Notes available [https://help.usastaffing.gov/ResourceCenter/index.php/Reporting\\_and\\_Analytics](https://help.usastaffing.gov/ResourceCenter/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](mailto:USASTaffingData@opm.gov)