USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: July 14, 2021

Production Release Date: July 21, 2021

Reporting and Analytics

User License

- User Metrics namespace: a new namespace with associated query subjects and query items were added to facilitate reporting on paid accounts. In order to appear in this namespace, a user must meet the following conditions: 1) be assigned a Primary Office; 2) be assigned a permission profile that includes a paid function; 3) not be retired; and 4) not be an excepted user (i.e., an OPM user with permissions to provide support to agency customers).
    - Organization and Office query subject
        - 'Organization Name': The name of the organization in which the user's primary office exists (paid accounts).
        - 'Paid Account Primary Office': The name of the office set as the user's primary office.
        - 'Tenant Code': The code for the tenant associated with the data.
        - 'Tenant Name': The name of the tenant associated with the data.
    - Paid Account Address query subject
        - 'Address – City': The city of the user's address.
        - 'Address – Country': The country of the user's address.
        - 'Address – Line 1': The first line of the street address (house number and street) of a user.
        - 'Address – Line 2': The second line of the street address (apartment, unit number, etc.) of a user.
        - 'Address – Line 3': The third line of the street address (apartment, unit number, etc.) of a user.
        - 'Address – State': The state of the user's address.
        - 'Address – Zip Code': The zip code of the user's address.
    - Paid Account Details query subject
        - 'Fax Number': The fax number (and extension, if applicable) of the user as designated in their user profile.
        - 'Grade': The pay grade of the user as designated in their user profile.
        - 'Paid User Last Login Date/Time': The date/time the user most recently logged in as a Human Resources User.
        - 'Pay Plan': The pay plan of the user as designated in their user profile.
        - 'Phone Number': The phone number (and extension, if applicable) of the user as designated in their user profile.
        - 'Primary Office Paid Permission Profile Name': The name of the paid permission profile assigned to a Human Resources User for their Primary Office.
        - 'User Created By': The name of the user that created the user account.
        - 'User Created Date/Time': The date/time the user account was created.
        - 'User Email': The email address of the user.
        - 'User Employee ID': The employee ID of the user as designated in their user profile.
        - 'User First Name': The first name of the user as designated in their user profile.
        - 'User Full Name': The full name (last name, first name) of the user as designated in their user profile.
        - 'User Last Name': The last name of the user as designated in their user profile.
        - 'User Last Updated Date/Time': The date/time a user account was most recently modified.
        - 'User Middle Initial': The middle initial of the user as designated in their user profile.
        - 'User Position Title': The position title of the user as designated in their user profile.
    - Paid Account Flags query subject
        - '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 Cognos

upon providing log-in information; if their account is more than 35 days old, it will always show as Inactive).
- 'Service Account/Bot?': Flag indicating if an account is a service account or bot.
- o Paid Service Account Details query subject
  - 'Agency Bot ID': The identification number associated with a service account or bot account.
  - 'Custodian Name': The name of the custodian of a service account or bot account.
  - 'Responsible Organization': The name of the organization responsible for a service account or bot account.
  - 'Service Account Description': The text description of a service account or bot account.
  - 'Sponsor Name': The name of the sponsor of a service account or bot account.
  - 'Unattended Bot?': Flag indicating if a service account or bot account is an unattended bot.
- o User Account Metrics query subject
  - 'Paid Accounts': Metric indicating if a user account has at least one permission profile associated with their account that includes a paid function.
  - 'Paid Accounts Allocated': The number of paid accounts or licenses allocated.
- o User Dates query subject
  - 'User Created Calendar Month': The name of the calendar month (e.g., January, February) in which a user was created.
  - 'User Created Calendar Month Number': The number of the calendar month (e.g., January = 1, February = 2), in which a user was created.
  - 'User Created Calendar Week': The number of the calendar week (1 – 52 or 53) in which a user was created.
  - 'User Created Calendar Year': The calendar year in which a user was created.
  - 'User Created Fiscal Month Number': The number of the fiscal year month (e.g., October = 1, November = 2) in which a user was created.
  - 'User Created Fiscal Quarter': The fiscal year quarter (e.g., Q1, Q2) in which a user was created.
  - 'User Created Fiscal Year': The fiscal year in which a user was created.
  - 'User Days Since Last Login': Metric indicating the number of days since a user last logged in to their account.
  - 'User Last Login Calendar Month': The name of the calendar month (e.g., January, February) in which a user last logged in to their account (as any user type).
  - 'User Last Login Calendar Month Number': The number of the calendar month (e.g., January = 1, February = 2), in which a user last logged in to their account (as any user type).
  - 'User Last Login Calendar Week': The number of the calendar week (1 – 52 or 53) in which a user last logged in to their account (as any user type).
  - 'User Last Login Calendar Year': The calendar year in which a user last logged in to their account (as any user type).
  - 'User Last Login Fiscal Month Number': The number of the fiscal year month (e.g., October = 1, November = 2) in which a user last logged in to their account (as any user type).
  - 'User Last Login Fiscal Quarter': The fiscal year quarter (e.g., Q1, Q2) in which a user last logged in to their account (as any user type).
  - 'User Last Login Fiscal Year': The fiscal year in which a user last logged in to their account (as any user type).

Reports

- **Permission Profiles Assigned Report:** The Permission Profiles Assigned Report was created. This report provides tabular data displaying a list of the permission profiles that have been assigned to at least one user.
  - o Team Content > USA Staffing Packages and Folders > User License

- **User Accounts by Primary Office Report:** The User Accounts by Primary Office Report was created. This report provides tabular data displaying a list of the user accounts that exist for each primary office.
    - Team Content > USA Staffing Packages and Folders > User License

- **User Accounts with Permission Profiles Report:** The User Accounts with Permission Profiles Report was created. This report provides tabular data displaying a list of user accounts along with their assigned permission profile by office/customer.
    - Team Content > USA Staffing Packages and Folders > User License