Millennium FAST (v4.9)

HR

Western Washington University

User Guide

This workbook is produced with permission from Millennium Computer Systems Ltd.

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Human Resources Training and Development

We welcome your feedback about this document.

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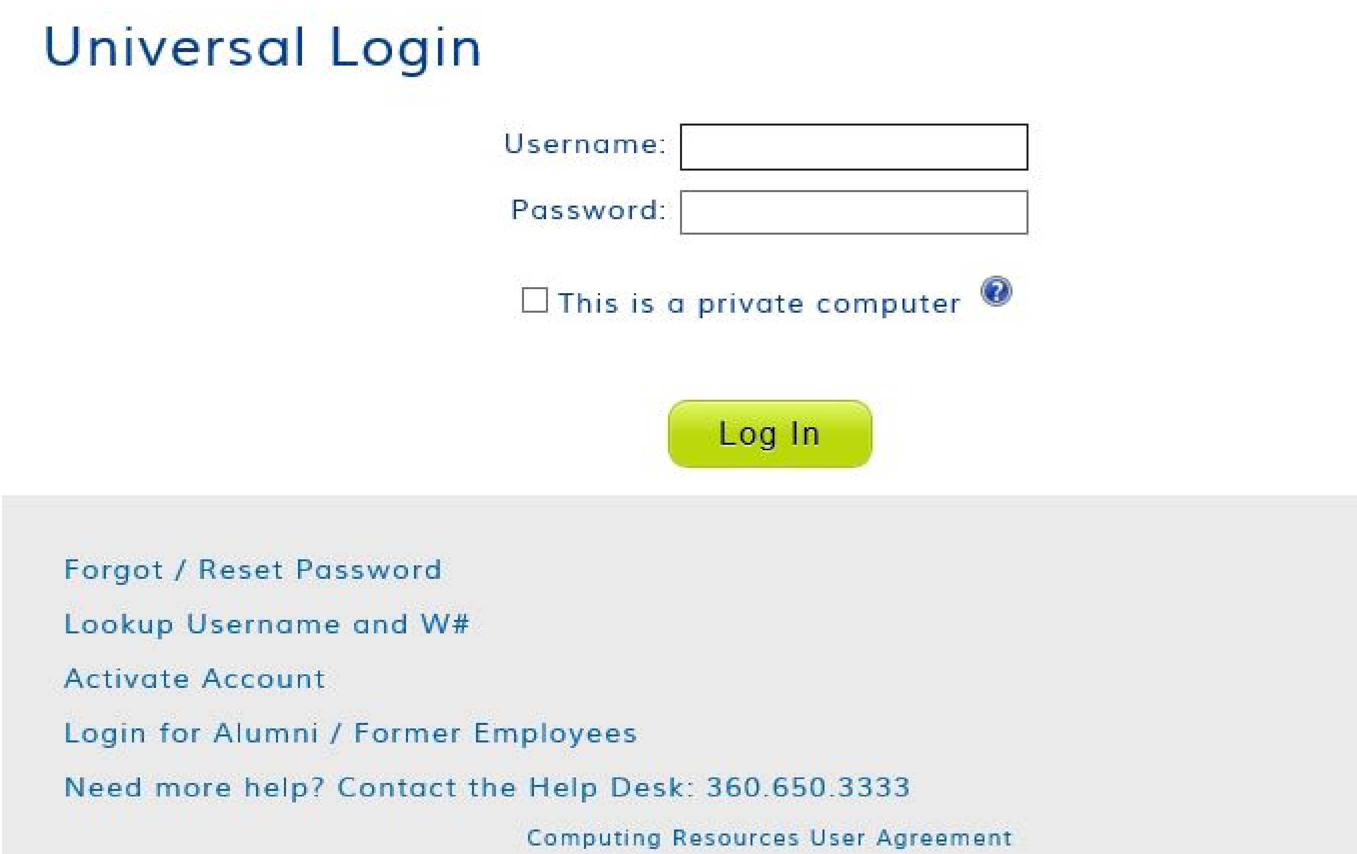
CONTENTS

Logging in / Logging out of FAST

Logging onto FAST

1. Open a new browser
    a. This can be done by pressing the “Windows Key” in the **lower left-hand corner of the screen** and searching for the name of our browser (ex. Internet Explorer).
2. Go to MyWestern (https://mywestern.wwu.edu/mywestern/),
    a. then select EMPLOYEE and Millennium FAST Finance / HR under Technology Tools
    b. Alternates:
        i. https://millfast.admcs.wwu.edu/FastPortal_Prod/DesktopDefault.aspx
        ii. http://wp.wwu.edu/hr/2015/09/04/fast-hr-links/ and select “FAST (production)” under the “FAST-HR Links” section
3. When you connect to FAST, the Universal Login Page Opens.
    a. Enter your **Universal User Name** and **Password** and click **Login.**



4. Read the Western Washington University **Code of Responsibility** for Security and Confidentiality of Records and Files and click **I Agree**.

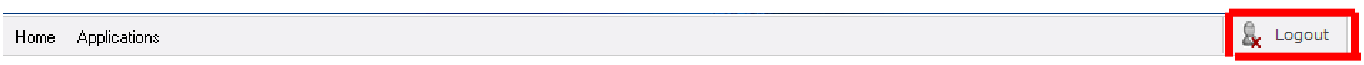
Home page and Menu Structure

The home page opens when you successfully log into FAST. These elements are on the homepage:

- FAST Version number
- FAST Environment
- Profile Info
- Logout button
- List of related Links
- List of Announcements
- Navigation Bar

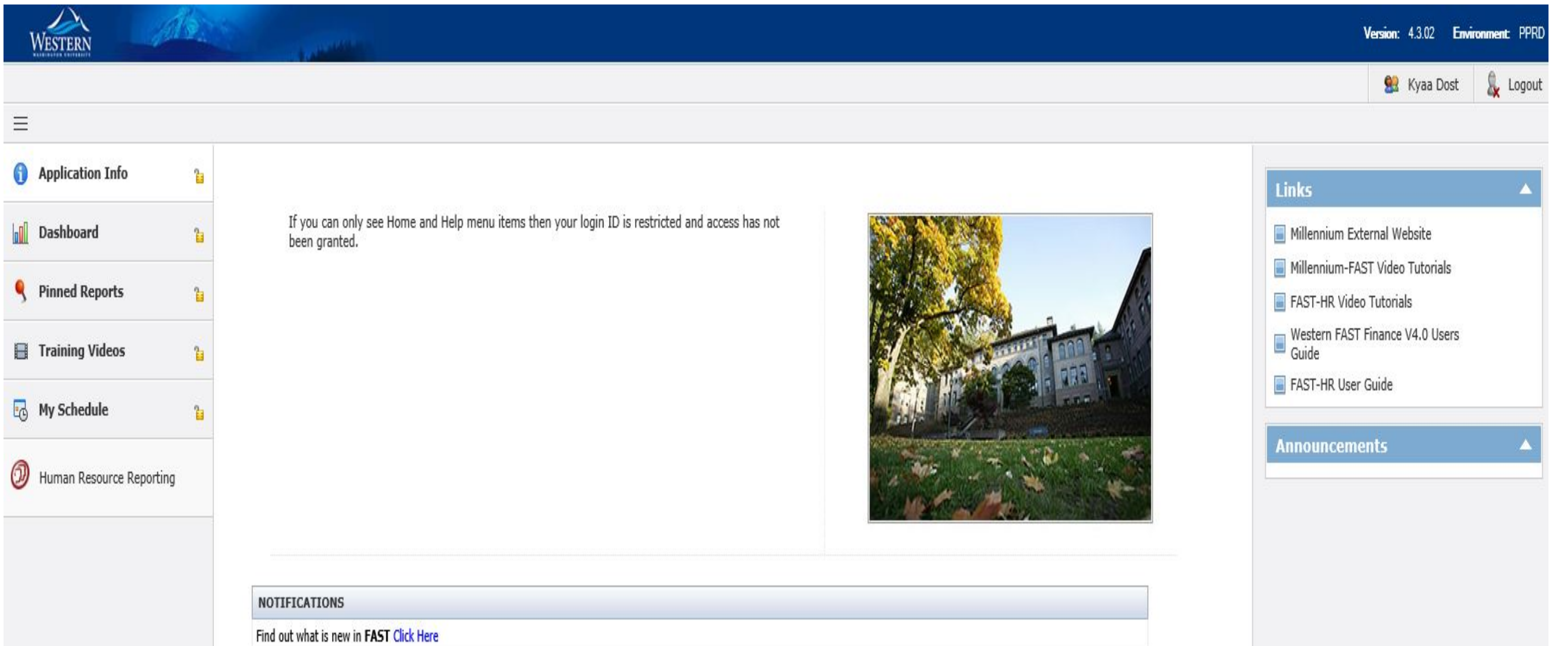
Logging out of FAST

The Logout button lets you end your FAST application without closing all other open tabs inyour browser. The Logout button is located on the top right hand side of the menu bar.



Menu Structure

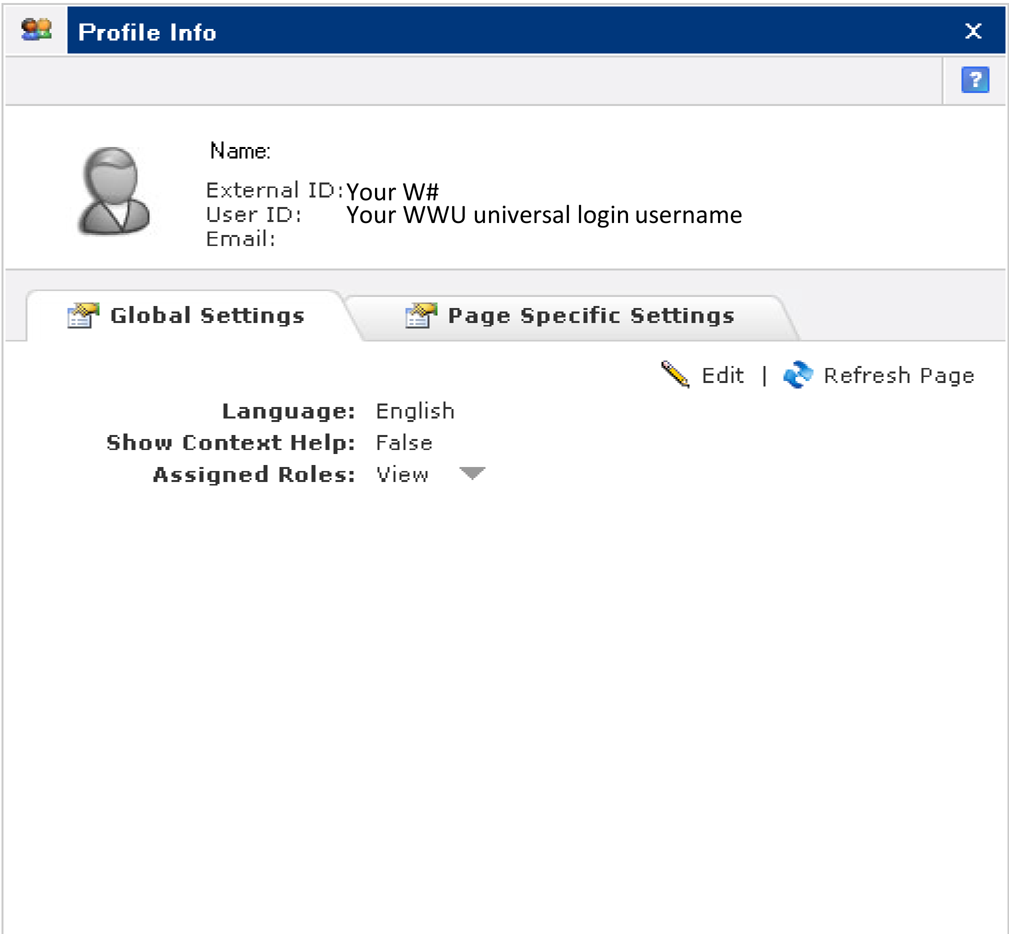
FAST applications you have access are located on the left side of the page. Clicking the Home menu or the WWU logo while working in an application opens the home page (if your session has timed out, the Log In page opens). Links and Announcements are located on the right side of the page.



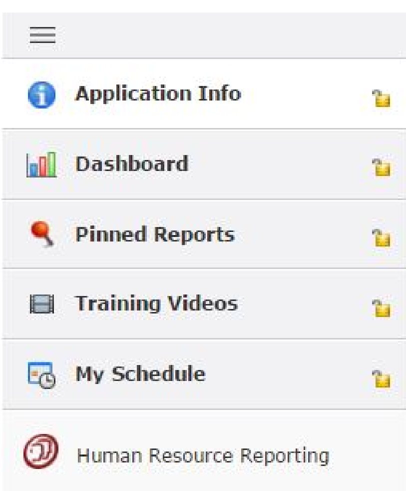
After you open the Millennium FAST application, all applications you have been granted access to are located on left side of the page in Navigation Bar. For example, if you are in the financial department; you may have access to the financial menus. For more Information on Navigation, open the “Training Videos” from the Navigation Bar and Watch “How Do I? Navigation in 4.3” form the list.

Profile Information

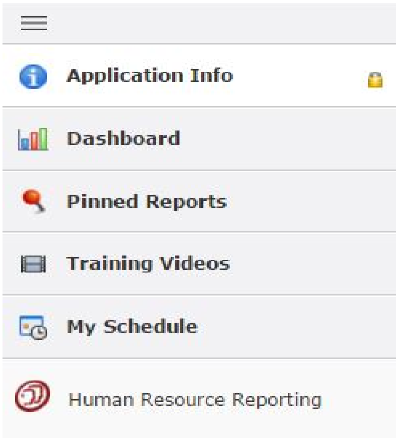
Profile Information lists your Name, WWU ID, Username, Email and has two tabs, Global Settings and Page Specific Settings. Click (User Name) next to the Logout option to open your profile information.



Default Tab



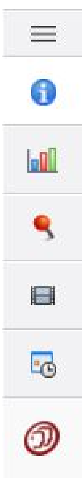
You can set a tab to default by clicking on the button.



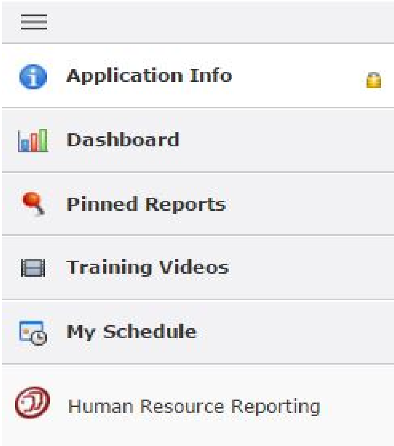
Click the “ ” button to delete the tab default

“Hamburger” button

Use the “Hamburger” button to compress the navigation bar

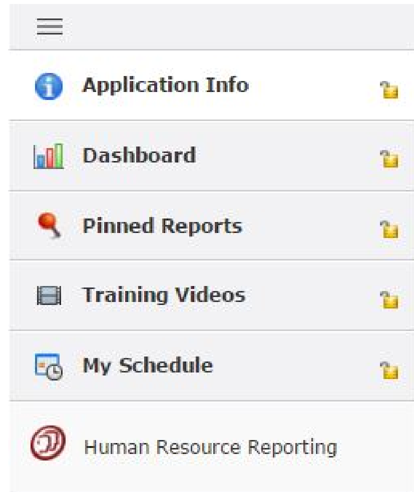


Use the “Hamburger” button to expand the navigation bar


Application Info
Dashboard
Pinned Reports
Training Videos
My Schedule
Human Resource Reporting

About using the Reporting Pages

The **Human Resources Reporting** page is where you select your filter options, run the report, and then use any of several options to further customize the output.



To select, Click **Human Resource Reporting** located on the Navigation Bar to the left side of the Fast - HR page.

1 FAST Application, Page Title and Description: This includes a brief description about the report. Click the underlined **Human Resources Reporting** to return to the FAST-HR home page (alias cookie crumb).

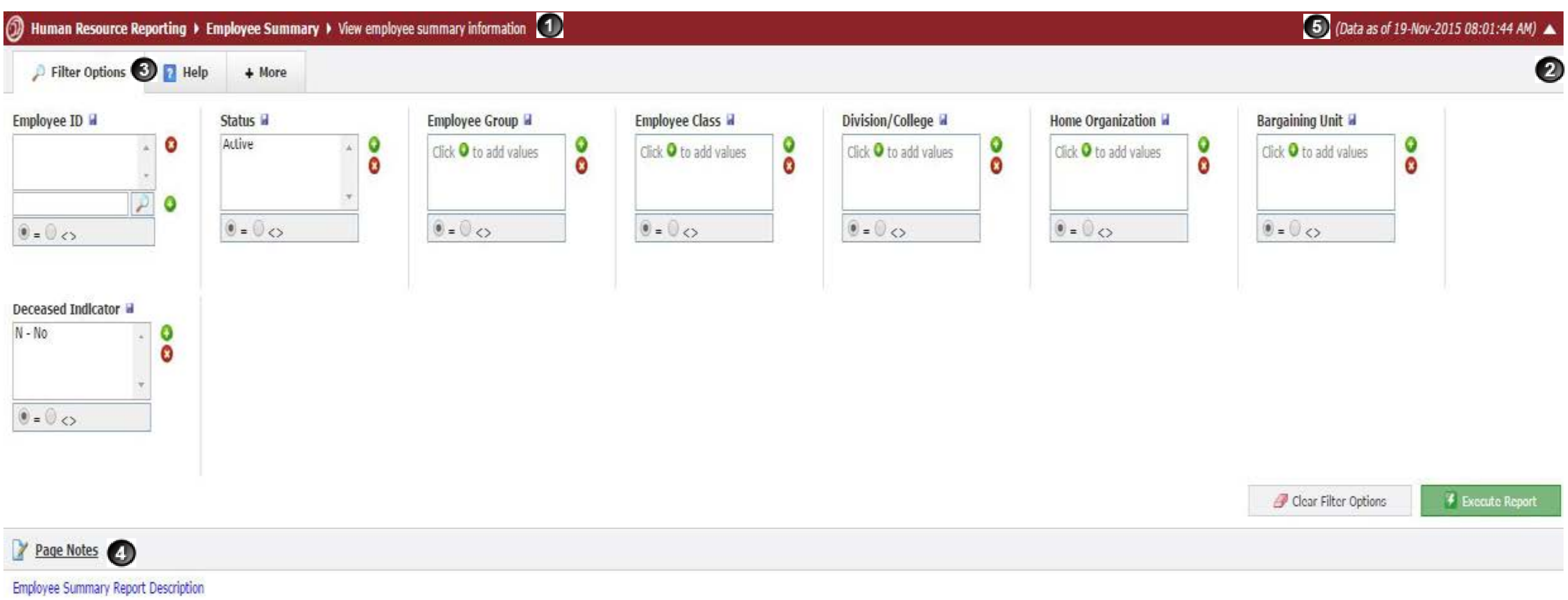
For Example; the picture below was taken after running the Employee Summary as a filter option which can be found under **Employee** Tab on the menu.

2 Make more room on the page: Click this arrow icon to hide the FAST header.

3 **Report Options**: Select a tab for **Filter Options** (default), **Help**, or **+ More**.

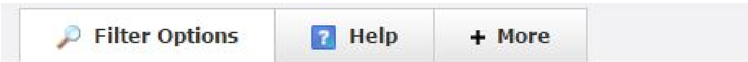
4 **Page Notes**: Specific information; can be viewed in the context-sensitive help or below the Report Options. A link is provided for additional information and descriptions about the reports.

5 Displays Data Refresh date/time.



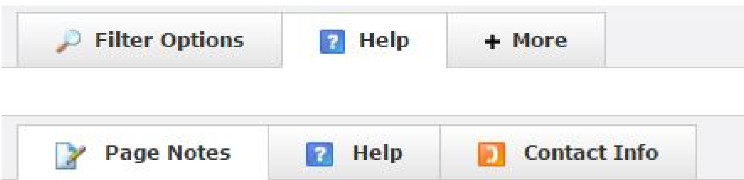
About Report Options

The report options open after you select your new reporting page on the menu and has three sections separated into tabs.



Filter Options: Select filter controls for the page (default).

Help: Page Notes, Help and Contact Info is the place to find information about the reporting page. Click the context-sensitive help icon to open this window:

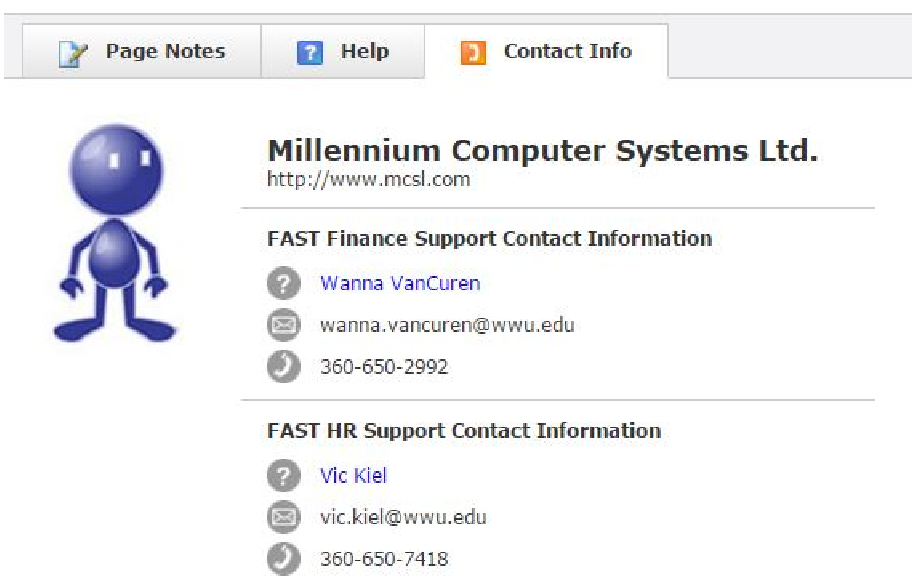


Page Notes: A link is provided for additional information and descriptions about the reports.

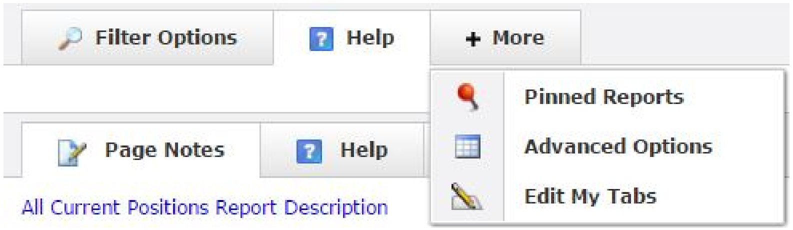
Help: Context-sensitive help, created by Millennium Computer Systems Ltd.

Contact Info: Contact information for FAST-HR and FAST-Finance at WWU.

If you need to contact customer support (Finance or HR) you can click **Contact Info** for the support website, e-mail address, and phone number.



+ More: The + More tab allows you to select variety of options in one single tab. If you don't find certain tab on the page, then click **+ More** where you can select specific option which you are considering. It provides three options of saving data, connecting with the networking, sorting columns, and displaying tabs.



Pinned Reports: Save your reporting page so you can use it again, with options to e-mail the report.

Advanced Options: Column options for the data grid, including functions and sort order.

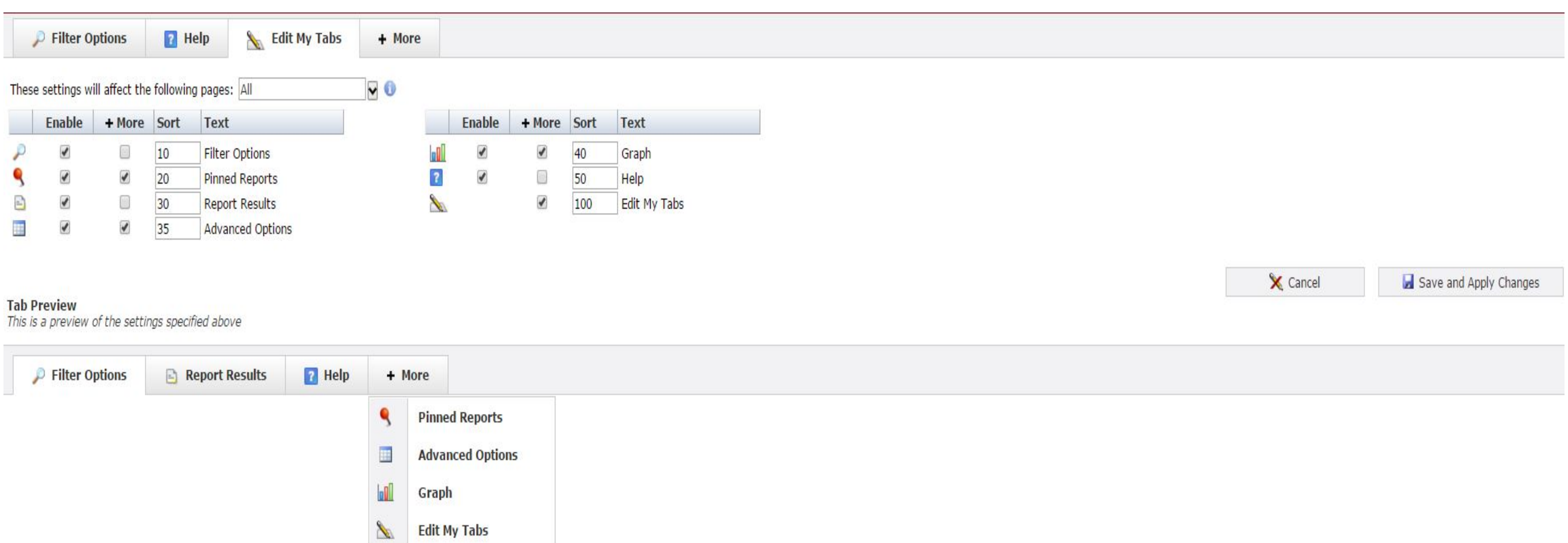
Edit My Tabs: Display a tab or uses as an option under **+ More** tab.

Adding New Tabs / Edit My Tabs

This option allows you to add new tabs on the page, and edit your selection in which you want to use different functions. **Edit my tabs** enables you to decide which options should you open automatically when you open the page, and which one you should open from the **+ More** Tab. This option leaves you to apply the changes at the end for your user account, all pages or the page where you are currently on.

How to change the settings in Edit My Tab

1. On any page of FAST Human Resources Reporting, click + More tab option and then Click **Edit My Tabs**.



2. From the option **These settings will affect the following pages** select one of the following:

    - Select **All** if you want to apply the changes to all pages in Human Resource Reporting.
    - Select **Name of the Current Page** if you want to apply the changes to the page where you are currently on.

3. You can make changes to these settings (You may not have access to all Tabs)

Enable	Clear the check box to disable the tab.
	Select the check box to enable the tab.
+ More	Clear the check box so the tab opens automatically, by default.
	Select the check box to access the tab from the + More tab. Some tabs open only when they are in use, for example, Administration, Report Results and Graphs.
Sort	Type a different number to change the display order, either as tabs (left to right) or on the + More tab (top to bottom).

4. At the end when you are finished with setting changes, click **Save and Apply Changes.**

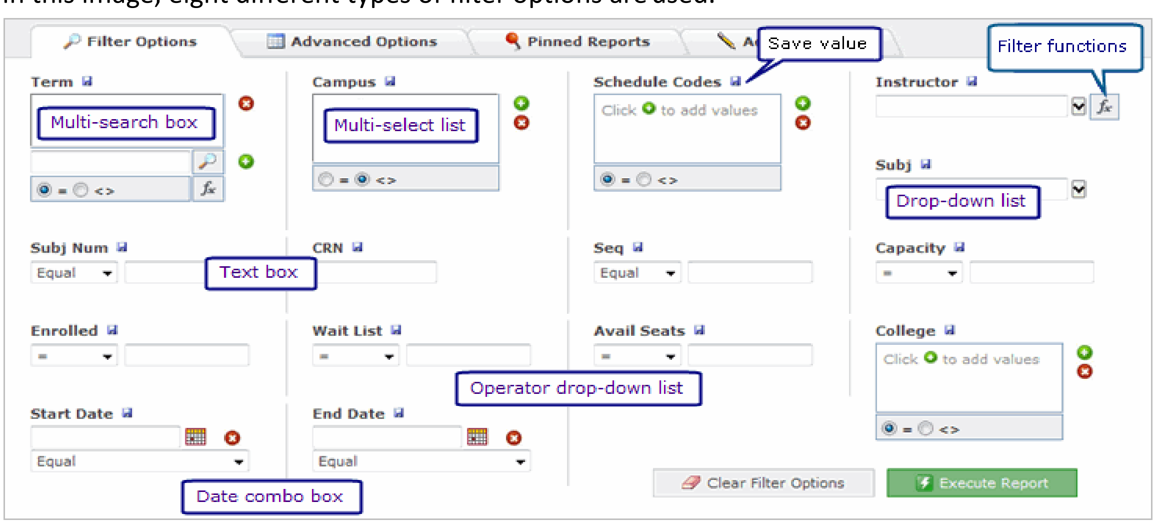
If you applied the settings to the current page only, as long as you are on the same page, you can open **Edit My Tabs** and click **Reset** to change your settings back to what they were.

About Filter Options

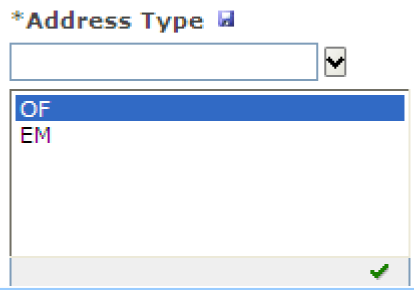
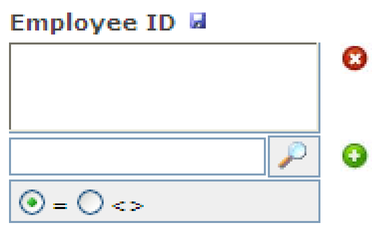
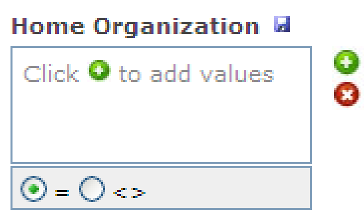
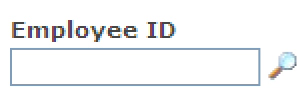
Filter Options is the default Report Options tab and opens automatically after you select an item from the menu. There are several different filter option controls and you can use them to minimize and sort data in your report.

The types of filter options used for a report depend on the report and how it was set up; many of the filters relate to columns or fields in the report. The filter options dialog box also has two buttons: Clear Filters and Execute Report. Selecting filter options is optional; however, on some reports they are required. These are labeled with an asterisk.

In this image, eight different types of filter options are used.



Filter Options Table

Date Combo box	
Drop-down list	
Multi-search box	
Multi-select list	
Operator drop-down list	
Search box	
Text box	

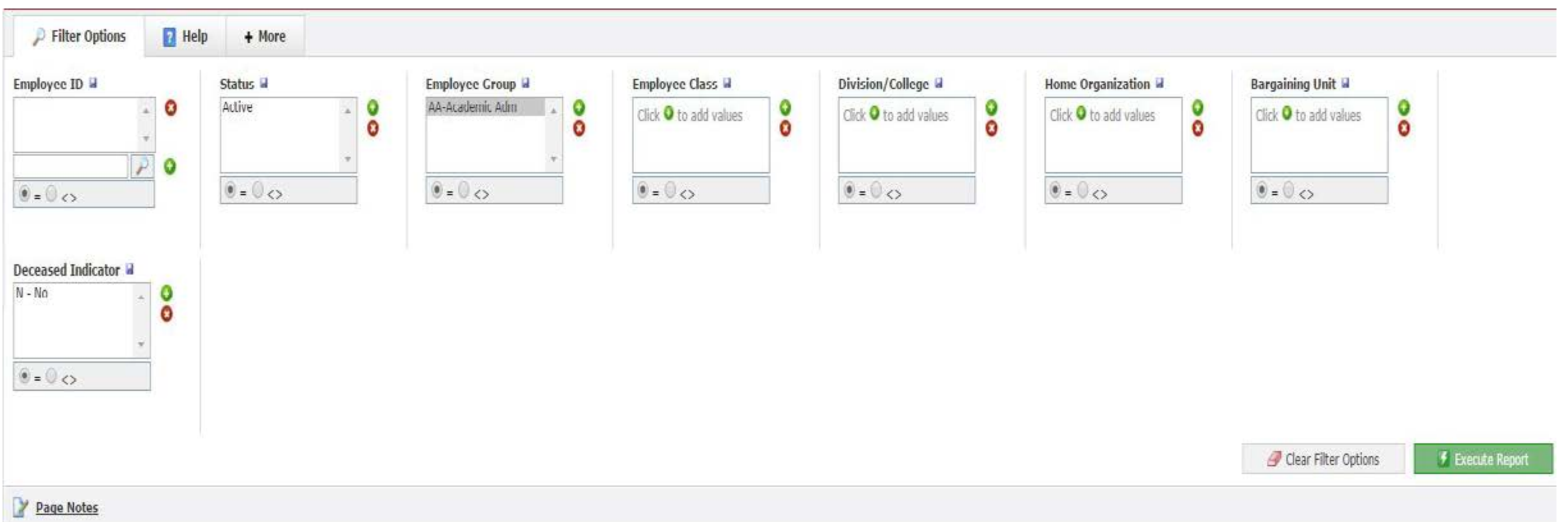
Dynamic Function

The Dynamic function is a filter that uses selection by name instead of searching items in the list. The dynamic filters are available in the following filter controls: drop-down list, multi-select list, search box, and multi-search box. If the filter option has been set up with dynamic filter functions, this icon displays next to it.

What is a sticky filter?

A Sticky Filter is data that has been used as a filter option on a previous report and is carried over and applied to the same filter options on the current report. Some of the lists are very long and the sticky filters may not be obvious; you might have to scroll down the list to see them. If you do not want to use the sticky filters, you can click the Clear Filters button.

In this example, the filter options for the **Employee Group** multi-search box and **Status** multi- search box were on a previous report, so the data for those filters are carried over to the current report.

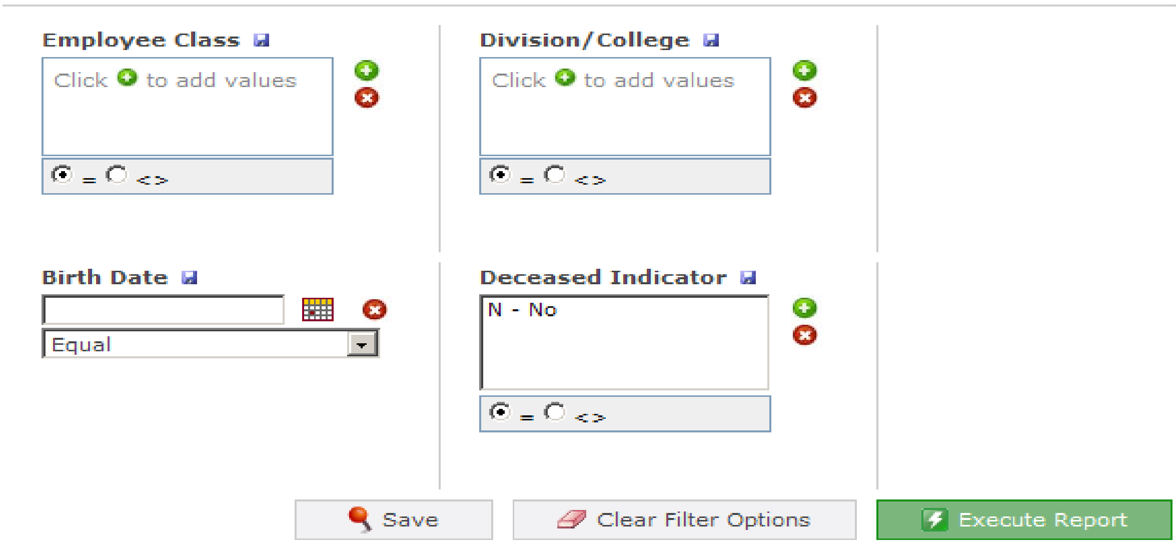


Save Filter Option

In the Filter Options section, you can save your filters by clicking on the save icon. You can remove the saved filter by clicking on the icon. The saved filter only applies to that specific report.

Clearing filter options

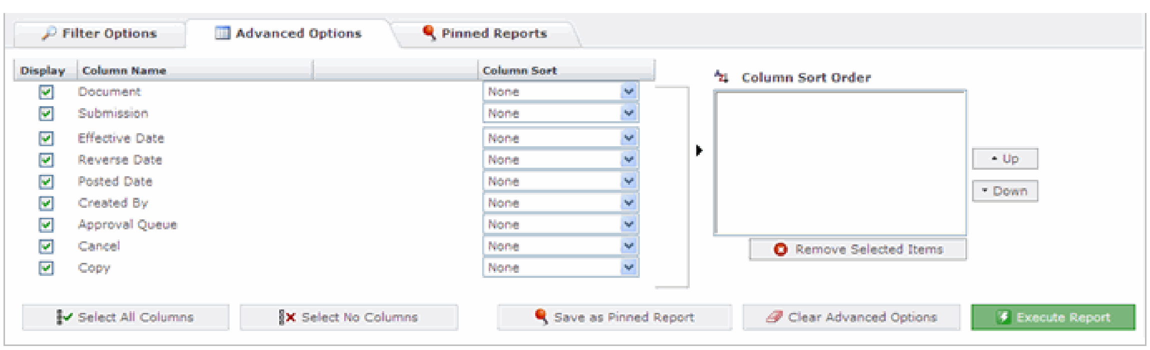
In the Filter Options section, you can remove all selected filters by clicking **Clear Filter Options**. The button is located at the bottom of the filter options dialog box.



Caution: This will also clear default filters, i.e, “Status” and “Deceased Indicator”

About Advanced Options

For each Column in the report, there are several advanced options, including displaying columns in the data grid, column sorting, and sort order.



- **Displaying columns**: Select the check box for each Column Name you want to display in your report. Clear the check box if you do not want the column in the report. Click the button to Select all Columns or Select no Columns.

- **Column sort options**: Select the columns you want to sort your report by.

Column sort options

There are two options to select a column to sort by, on the reporting page or in the advanced options.

To select your column to sort by on the reporting page

1. Click the column title you want to sort by.
2. Click one of the following:

    Ascending (ASC)

    Descending (DESC)

An up or down arrow displays beside the column title.

3. Click the column heading and then to **Remove Sorting** for the column.

To select your column to sort by in Advanced Options

1. Click the **Report Options** bar (or **Show Options**).
2. Click the **Advanced Options** tab.
3. From the **Column Sort** list, select one of the following for the column you want to sort by:

    Ascending (ASC)

    Descending (DESC)

The column name and sort type moves to the **Column Sort Order** box. Repeat to sort by more columns.

4. If you are sorting by more than one column, you can select an item in the **Column Sort Order** box and click **Up** or **Down** to change the sort order.
5. To remove an item from the **Column Sort Order** box, click it and then click **Remove Selected Items**.

Overview: Group Functions

Group functions can be used to take detailed data and summarize it by specific fields (columns). You can apply a group function to one field and use one or two other fields to group the data by. There are six types of group functions (some fields do not use average and sum)

Count

Example: Citizen grouped by Employee class

Row #	Emp Class	Count(Citizen)
1	C1	660
2	C2	68
3	C3	194
4	E1	324
5	E2	42
6	E3	109
7	E4	8
8	E5	24
9	F1	444
10	F2	42
11	F3	620
12	F4	100
13	L1	15
14	L3	2
15	M1	92
		2744

Row #	Emp Class	Citizen	Count(Citizen)
1	C1	N	17
2	C1	Y	643
3	C2	Y	67
4	C2	N	1
5	C3	N	8
6	C3	Y	186
7	E1	Y	315
8	E1	N	9
9	E2	Y	39
10	E2	N	3
11	E3	Y	109
12	E4	Y	8
13	E5	Y	23
14	E5	N	1
15	F1	N	45
			2744

Count (and Display)

Citizen Count (and Display) grouped by Employee Class and Citizenship.

Maximum

Highest Salary grouped by Job Class and Position

Row #	Position	Job Class	Maximum(Actual Salary)
1	966821	L1	$43,000
2	966822	C1	$31,956
3	966823	C2	$607
4	966824	C1	$33,468
5	966825	F1	$120,000
6	966826	E2	$70,418
7	966827	C1	$64,740
8	966828	E1	$22,000
9	966829	E2	$38,412
10	966830	E1	$33,500
11	966831	E2	$65,387
12	966831	E1	$81,734
13	966833	C1	$37,620
14	966834	C2	$25,935
15	966835	E1	$39,450

Row #	Position	Job Class	Minimum(Actual Salary)
1	966821	L1	$43,000
2	966822	C1	$31,956
3	966823	C2	$607
4	966824	C1	$31,956
5	966825	F1	$120,000
6	966826	E2	$70,418
7	966827	C1	$61,632
8	966828	E1	$22,000
9	966829	E2	$1,295
10	966830	E1	$33,500
11	966831	E2	$65,387
12	966831	E1	$81,734
13	966833	C1	$35,928
14	966834	C2	$20,262
15	966835	E1	$39,450

Minimum

Lowest Salary grouped by Job Class and Position

Average

Average Accrued hours grouped by Leave and Class code

Row #	Leave Code ▲	Class Code	Average(Accrued)
1	FSIC	CH	90.00
2	FSIC	CS	855.25
3	SICK	CH	45.47
4	SICK	CS	14186.51
5	VACA	CH	0.00
6	VACA	CS	13794.74
			28971.97

Sum

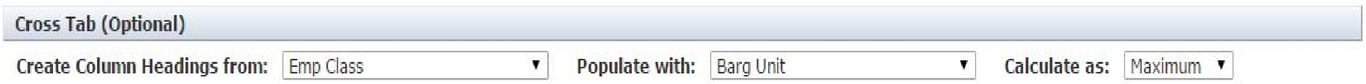
Total (Sum) Actual Salary grouped by Job Class and Annual Sala

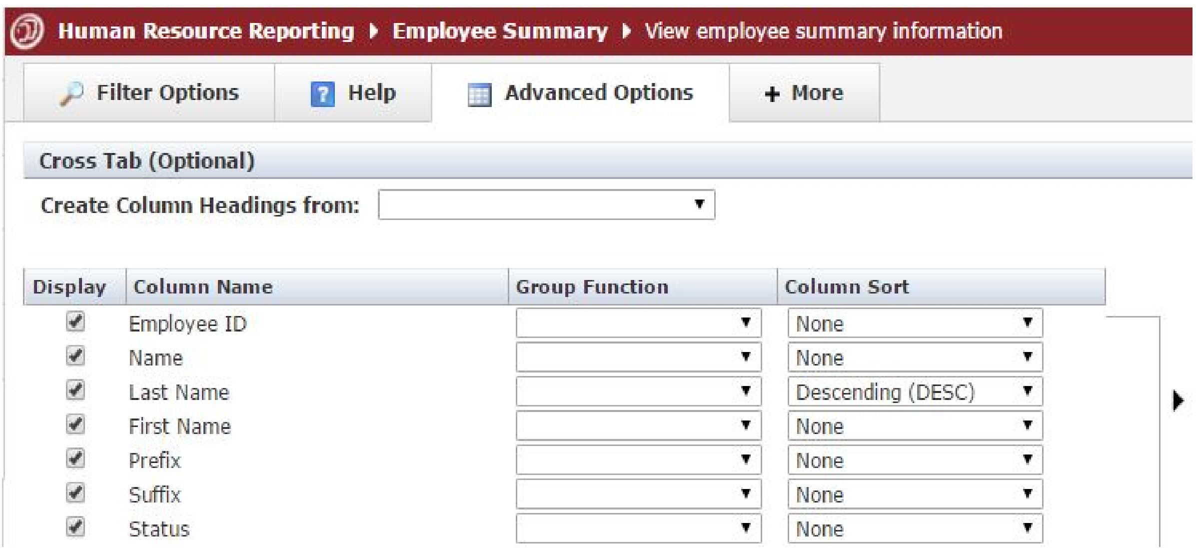
Row #	Job Class	Annual Salary	Sum(Actual Salary)
1	C1	$50,844.00	$1,016,880
2	C1	$52,104.00	$410,319
3	C1	$31,056.00	$1,279,109
4	C1	$54,836.00	$219,344
5	C1	$32,760.00	$347,393
6	C1	$59,084.00	$236,336
7	C1	$43,956.00	$809,523
8	C1	$49,692.00	$347,844
9	C1	$54,840.00	$822,600
10	C1	$48,446.00	$96,892
11	C1	$24,912.00	$24,912
12	C1	$15,962.40	$42,566
13	C1	$27,648.00	$1,598,976
14	C1	$35,748.00	$1,814,211
15	C1	$28,296.00	$367,848
		$524,634,190.03	$1,298,704,295

Generally, group functions aren't used with unique fields, for example, date or internal id, because they already have summarized data.

Using group functions

1. Select the **Advanced Options** tab.
2. **Cross Tab** allows you to create reports without going through selecting many options like Disable, Column Name, Group Function, and Column Sort. In cross tab you will have to select the options you are looking for such as “Employee Class” mentioned in in the example below. Then populate it with the suitable function, and calculate as either “Maximum” or “Minimum” which will create a report of the options you have selected.





3. In the **Display** column, clear the check boxes for the columns you don't want to see the data for. (The column sort and group functions are removed.)

You can also click **Select No Columns** and then select the check boxes for the columns you want.

4. For the field you want to summarize the data for, select one of the followings from the **Group Function** list:
   - Count
   - Count (and Display)
   - Maximum
   - Minimum
5. Click **Execute Report**.

The report displays Citizen Count grouped by Employee Class and Citizen.

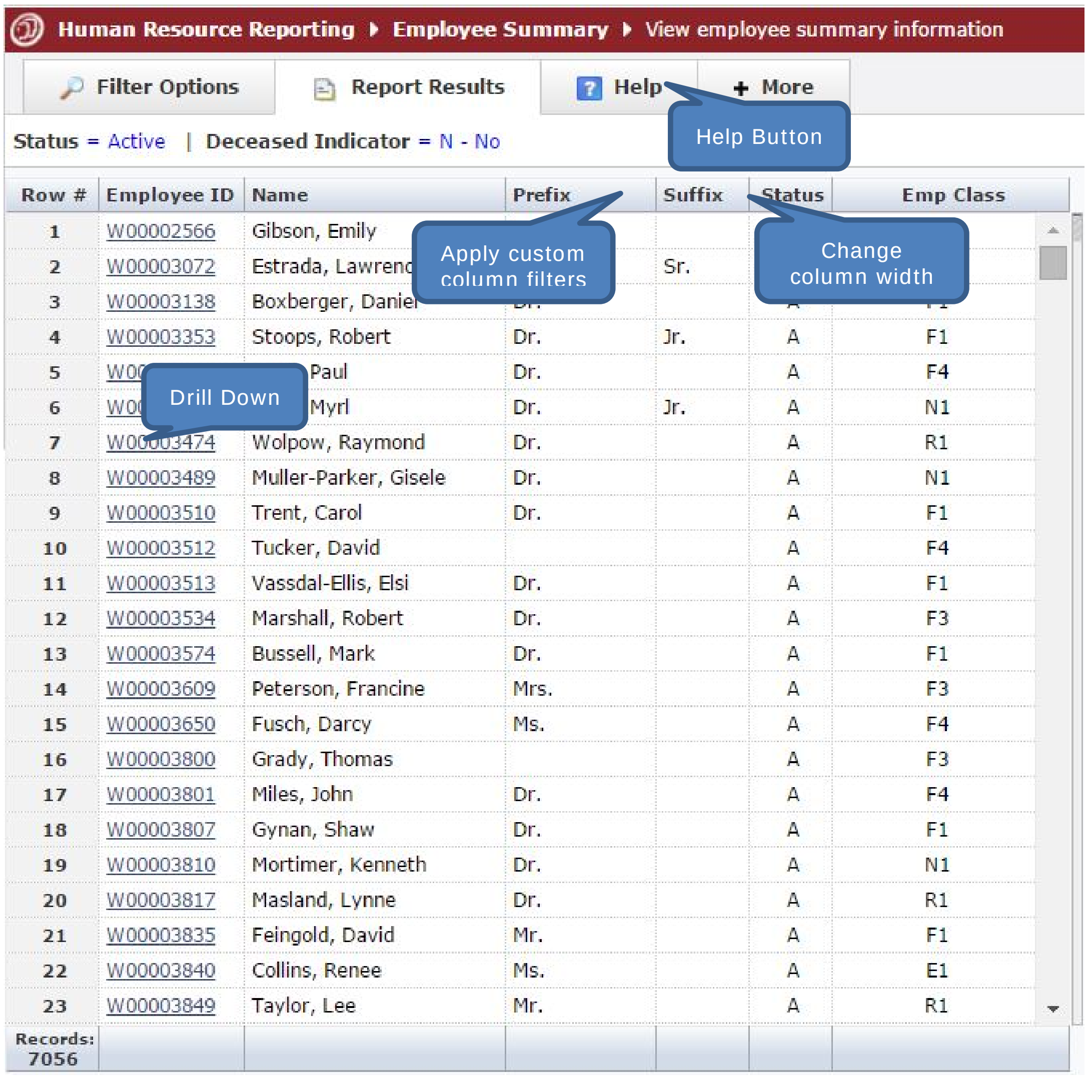
6. Click the **Report Options** bar (or **Show Options**).
7. You can do any of the following:

1. To display the full report: Click **Clear Advanced Options** and then **Execute Report**.
2. To change options: Select or clear column check boxes and then select a **Group Function**.
3. To save your report options: Click **Save as Pinned Report**.

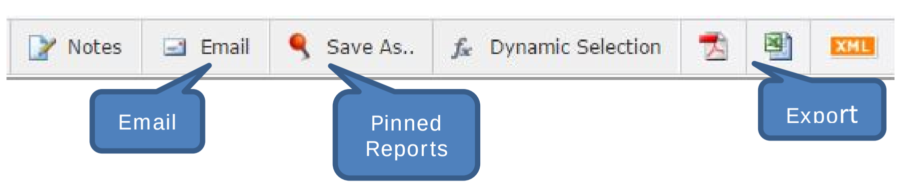
Reopening the report options

After the report executes and displays, you may want to reopen the Advanced Report options. You have three options: Click anywhere on the Advanced Report Options menu bar. Click the Show Options button. Click the Show Options icon.

Overview: Reporting Page



Row #	Employee ID	Name	Prefix	Suffix	Status	Emp Class
1	W00002566	Gibson, Emily				
2	W00003072	Estrada, Lawrenc		Sr.		
3	W00003138	Boxberger, Daniel				
4	W00003353	Stoops, Robert	Dr.	Jr.	A	F1
5	W00	Paul	Dr.		A	F4
6	W00	Myrl	Dr.	Jr.	A	N1
7	W00003474	Wolpow, Raymond	Dr.		A	R1
8	W00003489	Muller-Parker, Gisele	Dr.		A	N1
9	W00003510	Trent, Carol	Dr.		A	F1
10	W00003512	Tucker, David			A	F4
11	W00003513	Vassdal-Ellis, Elsi	Dr.		A	F1
12	W00003534	Marshall, Robert	Dr.		A	F3
13	W00003574	Bussell, Mark	Dr.		A	F1
14	W00003609	Peterson, Francine	Mrs.		A	F3
15	W00003650	Fusch, Darcy	Ms.		A	F4
16	W00003800	Grady, Thomas			A	F3
17	W00003801	Miles, John	Dr.		A	F4
18	W00003807	Gynan, Shaw	Dr.		A	F1
19	W00003810	Mortimer, Kenneth	Dr.		A	N1
20	W00003817	Masland, Lynne	Dr.		A	R1
21	W00003835	Feingold, David	Mr.		A	F1
22	W00003840	Collins, Renee	Ms.		A	E1
23	W00003849	Taylor, Lee	Mr.		A	R1



After you select your report options and then click execute, the report (data grid) opens. There are several things you can do to further customize and display the data on the reporting page.

- **Apply custom column filters**: Click the column title to open the Custom Column Filter dialog box.

- **Save as a Pinned Report**: Save regularly used report options as a pinned report.

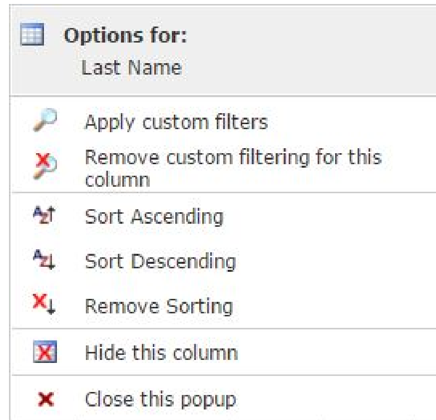
- **Help Button:** Includes options for table metadata and online documentation help resources.

- **Drill Down:** The data included in the report with a blue hyperlink may be clicked to show additional information.

- **Export Buttons:** By clicking on the PDF, Excel, or XML icon, you may export data in a specific format, depending on the icon you choose.

- **Email:** This option (only available in some reports) allows you to send an electronic mail to all the participants listed in the Report Results and attach forms if required.

Custom column filters



After you run your report, you can click a column title to use the custom **filters**. With this tool, you can limit the amount of items on the page by filtering on a specific column, sort a column in ascending or descending order, or hide any column in the report.

Filtering by column

1. Click a column heading. For example: **Last Name**
2. Click **Apply custom filters** . The Custom Column Filtering dialog box opens. Select an item from the list.
3. There are different drop-down lists depending on the type of data in the column: Text, Numeric, and Date.
4. In the text box—depending on the type of dialog box—do one of the following:
    1. **Text** dialog box
        a. Enter text
    2. **Numeric** dialog box
        a. Enter a number
    3. **Date** dialog box
        a. Add the date using one of these options:
            i. Click the calendar.
            ii. Type it in this format: dd/mm/yy.
5. Click **Apply Filters**. Records matching the filter criteria open.

Sorting by columns

1. Click a column heading.
2. Click one of the following:
    - **Sort Ascending**
    - **Sort Descending**

An up or down arrow displays beside the column title.

5. Click the column heading and then to **Remove Sorting** for the column.

Hiding and showing columns

1. Click a column heading.
2. Click to **Hide this column**.
3. To show the column, click the **Report Options** toolbar and then **Advanced Options**.
4. Under **Display**, select the check box for the column.
5. To reopen the report, click the **Report Options** toolbar.

Drilling down within a report

You can click any blue hyperlink in a report to drill down and show more detail about that item.

For example, on the **Employee Summary** page, you can click a link in the **Employee ID** column...

Row #	Employee ID	Name	Prefix	Suffix	Status	Employee Class Description
1	W00002566	Gibson, Emily	Dr.		A	Exempt Prof PT Perm/Salaried
2	W00003072	Estrada, Lawrence	Dr.	Sr.	A	Fac FT 9-10 Mo Perm/Salaried
3	W00003138	Boxberger, Daniel	Dr.		A	Fac FT 9-10 Mo Perm/Salaried
4	W00003353	Stoops, Robert	Dr.	Jr.	A	Fac FT 9-10 Mo Perm/Salaried
5	W00003363	Buell, Paul	Dr.		A	Faculty PT Temp/Hourly
6	W00003452	Beck, Myrl	Dr.	Jr.	A	Non Employee
7	W00003474	Wolpow, Raymond	Dr.		A	Supplemental Retirees
8	W00003489	Muller-Parker, Gisele	Dr.		A	Non Employee
9	W00003510	Trent, Carol	Dr.		A	Fac FT 9-10 Mo Perm/Salaried
10	W00003512	Tucker, David			A	Faculty PT Temp/Hourly
11	W00003513	Vassdal-Ellis, Elsi	Dr.		A	Fac FT 9-10 Mo Perm/Salaried
12	W00003534	Marshall, Robert	Dr.		A	Faculty PT Temp/Salaried
13	W00003574	Bussell, Mark	Dr.		A	Fac FT 9-10 Mo Perm/Salaried
14	W00003609	Peterson, Francine	Mrs.		A	Faculty PT Temp/Salaried

...to open the **Employee Detail Information** page.


Filter Options | Report Results | Help

Employee ID = W00053319

Employee Info

Name	Elizabeth {USE W00052475 Schoenfeld	Employee ID	W00053319	Employee Class	E1	Home ORGN	1100	Division	PRS
EGRP Code		First Hire Date	13-AUG-1998	Current Hire Date	13-AUG-1998	Seniority Date	13-AUG-1998	Adj. Service Date	13-AUG-1998

Address Info

Address Type	Address	City	Zip Code	Phone Number

Email Info

Email Code	Email Address

Bargaining Units

BARG	BARG Desc	Bure Code	Bure Desc	Seniority	End Date

Job Info

Posn	Suff	Status	Description	Annual Salary	Emp Code	Job Class	Begin Date	End Date	Salary Grade	Salary Step	Class	Job Appt Pct	Job FTE

You can then click **Return to Previous Page.**

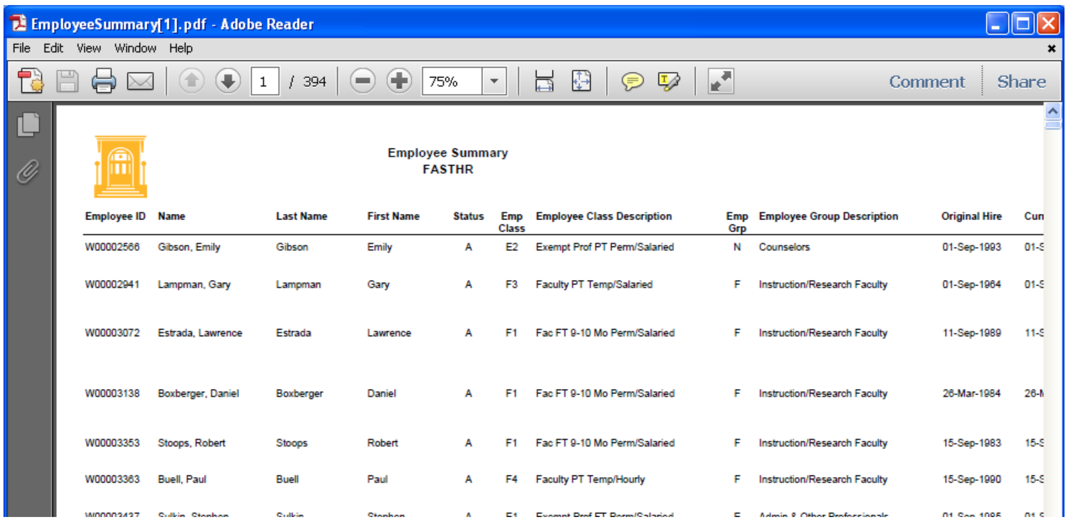
Exporting to PDF

After you have executed your report, you can export the data in PDF (Portable Document Format) and open the file or save it to your computer. Exporting to a PDF has a limit of 65,000 records.

To export to PDF:

1. Click

   Sample report format:



Employee ID	Name	Last Name	First Name	Status	Emp Class	Employee Class Description	Emp Grp	Employee Group Description	Original Hire
W00002566	Gibson, Emily	Gibson	Emily	A	E2	Exempt Prof PT Perm/Salaried	N	Counselors	01-Sep-1993
W00002941	Lampman, Gary	Lampman	Gary	A	F3	Faculty PT Temp/Salaried	F	Instruction/Research Faculty	01-Sep-1964
W00003072	Estrada, Lawrence	Estrada	Lawrence	A	F1	Fac FT 9-10 Mo Perm/Salaried	F	Instruction/Research Faculty	11-Sep-1989
W00003138	Boxberger, Daniel	Boxberger	Daniel	A	F1	Fac FT 9-10 Mo Perm/Salaried	F	Instruction/Research Faculty	26-Mar-1984
W00003353	Stoops, Robert	Stoops	Robert	A	F1	Fac FT 9-10 Mo Perm/Salaried	F	Instruction/Research Faculty	15-Sep-1983
W00003363	Buell, Paul	Buell	Paul	A	F4	Faculty PT Temp/Hourly	F	Instruction/Research Faculty	15-Sep-1990

2. In the File Download dialog box, click one of the following:
   - **Open**: the report opens in PDF format.
   - **Save**: continue with remaining steps.
3. From the **Save in** list, select a folder.
4. Verify the **File name** is correct, if not you can change it.
5. In the **Save as type** box, make sure **Adobe Acrobat Document** is selected.
6. Click **Save**.

Exporting to Excel

After you have executed your report you can export the data to an Excel spreadsheet. If the reporting page has dollar amounts and the total displays at the bottom of the page, it will be included in the Excel worksheet. The export has a limit of 500,000 records.

To export to Excel:

1. Click **Excel**

Depending on your computer settings, one of the following happens:

- The report opens in Excel.
- The report opens in your browser in a spreadsheet format.
- The report automatically saves to your hard drive.
- The Internet Explorer Information Bar opens.
- If the File Download dialog box opens, continue with the remaining steps.

2. In the **Save in** box, select your folder.

3. In the **File name** box, type the filename, or accept the default.

4. In the **Save as type** box, select **Microsoft Excel Worksheet**.

5. Click **Save**.

Exporting data in XML format

Once you have executed a report, you can export the data in an XML (Extensible Markup Language) format and insert it into a database application.

To export the data in XML format:

1. Click XML

Sample of the XML code:

```
- <PositionHistory>
    <Position>111050</Position>
    <Change>14/10/1997</Change>
    <Title>Student Assistant - Senate</Title>
    <Posn_Class>30020</Posn_Class>
    <Job_Class>AH</Job_Class>
    <Table>AS</Table>
    <Grade>AH</Grade>
    <Step>0</Step>
    <Appt__x0025_>100</Appt__x0025_>
  </PositionHistory>
- <PositionHistory>
    <Position>201060</Position>
    <Change>23/09/1997</Change>
    <Title>Student Assistant - President</Title>
    <Posn_Class>30020</Posn_Class>
    <Job_Class>AH</Job_Class>
    <Table>AS</Table>
    <Grade>AH</Grade>
    <Step>0</Step>
    <Appt__x0025_>100</Appt__x0025_>
  </PositionHistory>
```

2. When the browser window opens, click **File | Save As** and save the file to a different location.

Using the e-mail control

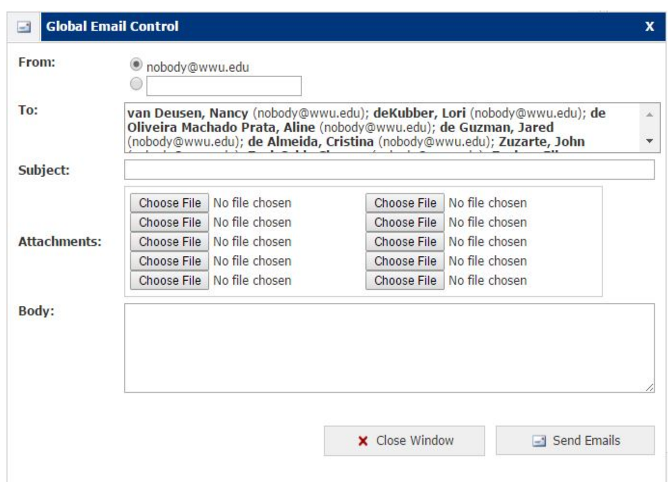
The e-mail control is used on the Employee Summary page in FAST Human Resource Reporting. You can send e-mail to individual employee or to all employees in the list.

To use the e-mail control:

1. Do one of the following:

- Find the employee and in the **E-mail** column, click
- At the bottom left, click **Send e-mail to all employees**.

The employee name is inserted in the **To** box. If you are sending e- mail to all employees in the list, all addresses are inserted.



2. The **From** e-mail address defaults to your login. If you want to use a different one, click in the blank field and type the e-mail address.
3. Type a **Subject**.
4. Click **Browse** to add one or more **Attachments**.
5. Type a message in the **Body** of the e-mail.
6. Click **Send E-mails**.
7. After the message is sent, click **Close Window**.

Dynamic Filter/ Selections

The Dynamic Filter functions can be used in the filter control as expedient, replacing the long way of searching the items in the list. If the Dynamic filter functions and filter option applied together, this icon will appear next to the options. The major function of Dynamic Filter is it helps you determine how to open and arrange a file from Excel, merely by browsing the file and importing into FAST Human Resource Reporting as a criteria; while there are also other ways of creating **Dynamic Selection**. One other advantage of using the Dynamic Selections is that it benefits you, by saving all the data in file so you can use the report later, by carrying all the data from previous file.

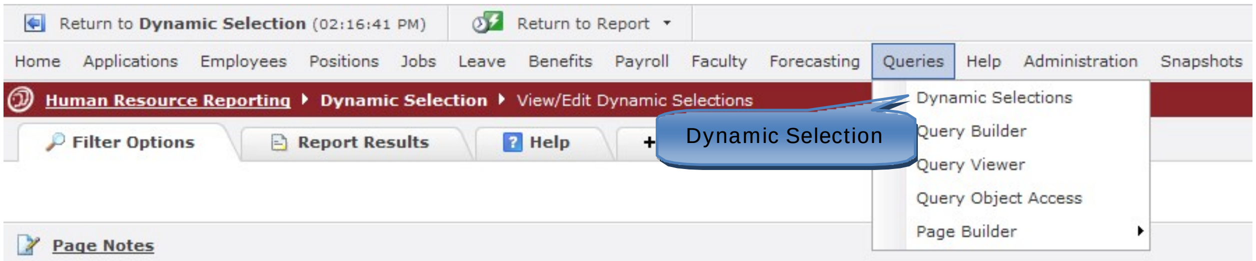
Ways of creating Dynamic Selections

There are three ways of creating Dynamic Selection Excel, Custom Query, and (Dynamic Selection)

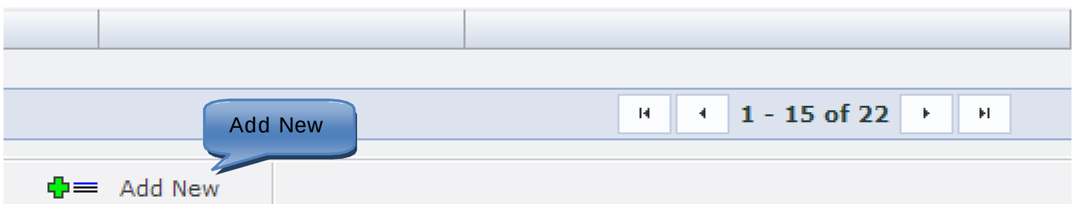
Creating Dynamic Selections through Excel

At first, click on the **Human Resource Reporting**

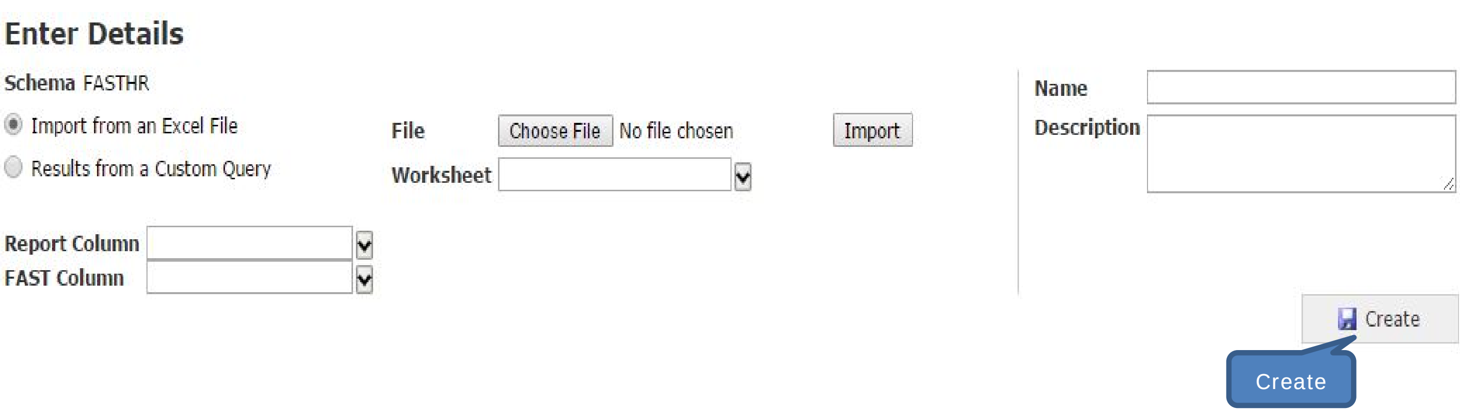
Click **Queries** and then select **Dynamic Selections**



Click **Add New** to start creating Dynamic Selection



For creating a Dynamic Selection you will have to import a file from Excel and open it into the Human Resource Reporting Page. First, Click on 1) **Browse** option which will allow you to select a certain file. After that click on 2) **Import** which will import the file into the FAST Human Resource Reporting, and **Worksheet** will automatically appear in the box (If the Excel workbook has more than one worksheet then user has to select that worksheet which they want to use). Then select options from the 3) **Report Column** and 4) **Fast Column** by clicking on the arrow ☑. After that, enter the name of the file by clicking 5) **Name** option while the 6) **Description** is optional. At the end of this entire procedure, click on the **Create** option which will make your file, and now you can open your data in Excel through FAST Human Resources Reporting.

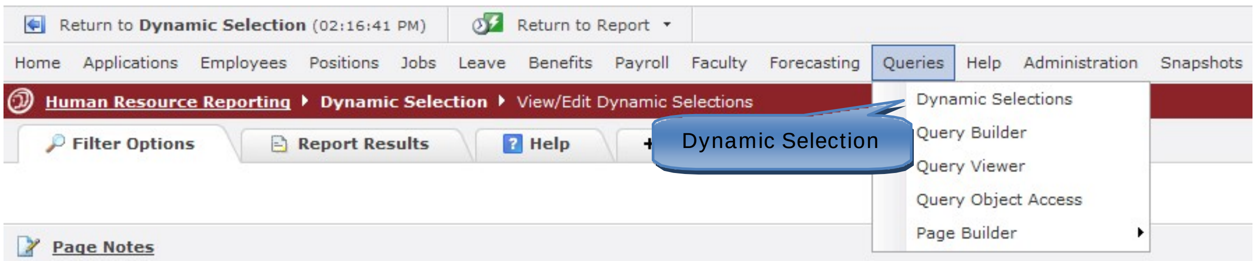


Creating Dynamic Selection through Custom Query

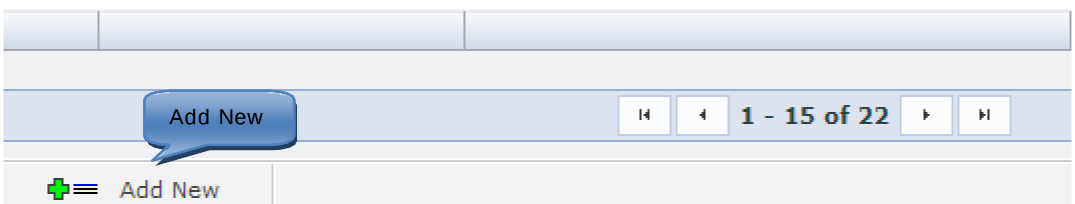
The process of creating **Dynamic Selection** through **Custom Query** is similar as creating via Excel. But the difference is, instead of having browse and worksheet option, there is a **Query** which makes it easier to open the file because the file name will be automatically listed in the Query.

Click on the **Human Resource Reporting**

Click on **Queries** and Select **Dynamic Selections** from the list



Click **Add New** to start creating a Dynamic Selection



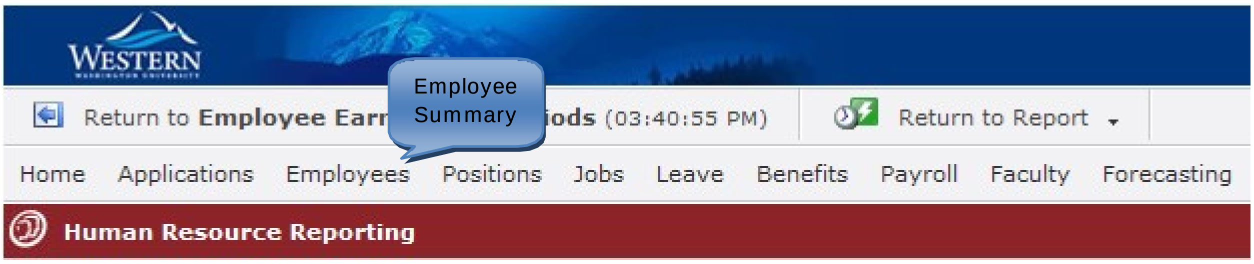
After selecting **Dynamic Selection** and **Add New**, the **Enter Details** page will occur on display, where you will be required to select the option **Results from a Custom Query**. Then select one option from the list of **Query** by clicking the arrow ☒. After that, continue the process by selecting one option from **Report Column** and **FAST Column** each by clicking the arrow ☒. At the end, write the name of the file on the right side where the **Name** option is located while the **Description** is optional. After this process click on **Create** which will build a new Dynamic Selection.

Creating Dynamic Selection through

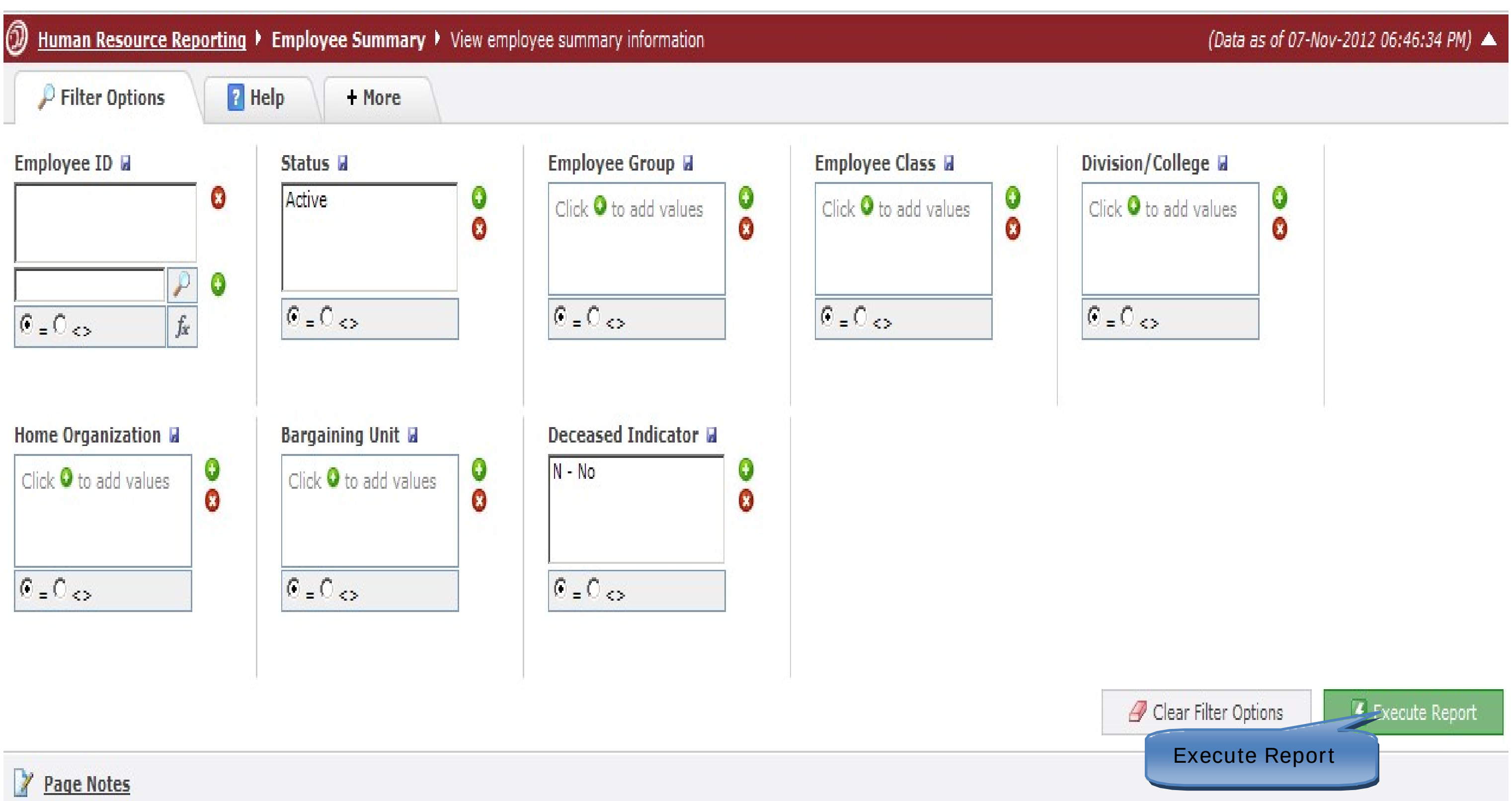
This is the direct and convenient way of creating **Dynamic Selections** via main page of **Human Resource Reporting**. It helps to construct dynamic selection directly without going through a long procedure. To create a dynamic selection from this process, follow the process mentioned below.

Click on the **Human Resource Reporting**

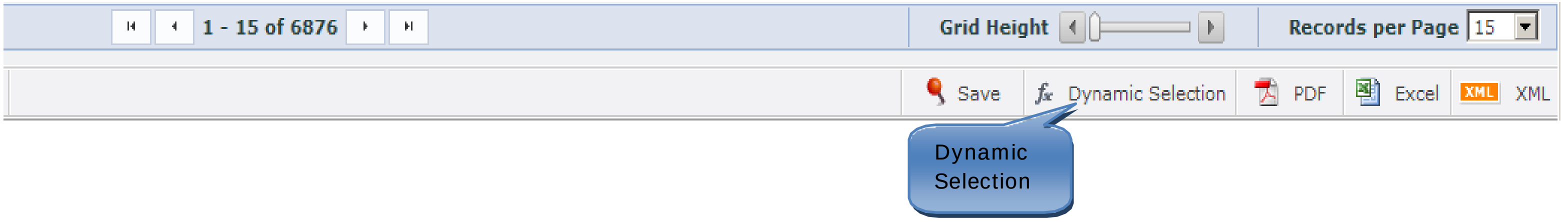
Select any file you want to run from the options mentioned below. For example, In this case we will run **Employee Summary** to create the dynamic selection



Now run the **Execute Report** from the Human Resource Reporting Page



Click on the **Dynamic Selection**



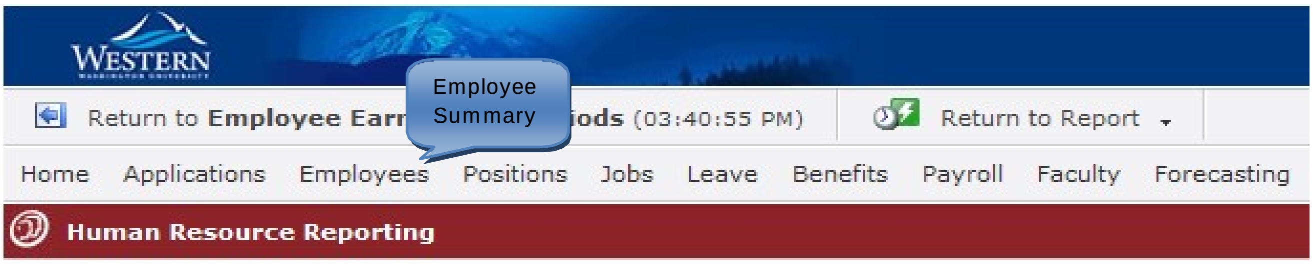
After Selecting Dynamic Selection; the page will lead to the screen where you will be required to select **Results from page** and then select one options each from the list of **Report Column** and **FAST Column**. Then write the Name of the file in the **Name** option which is located in top right side, and **Description** is optional. Then Click on **Create** option, which will create a Dynamic Selection.

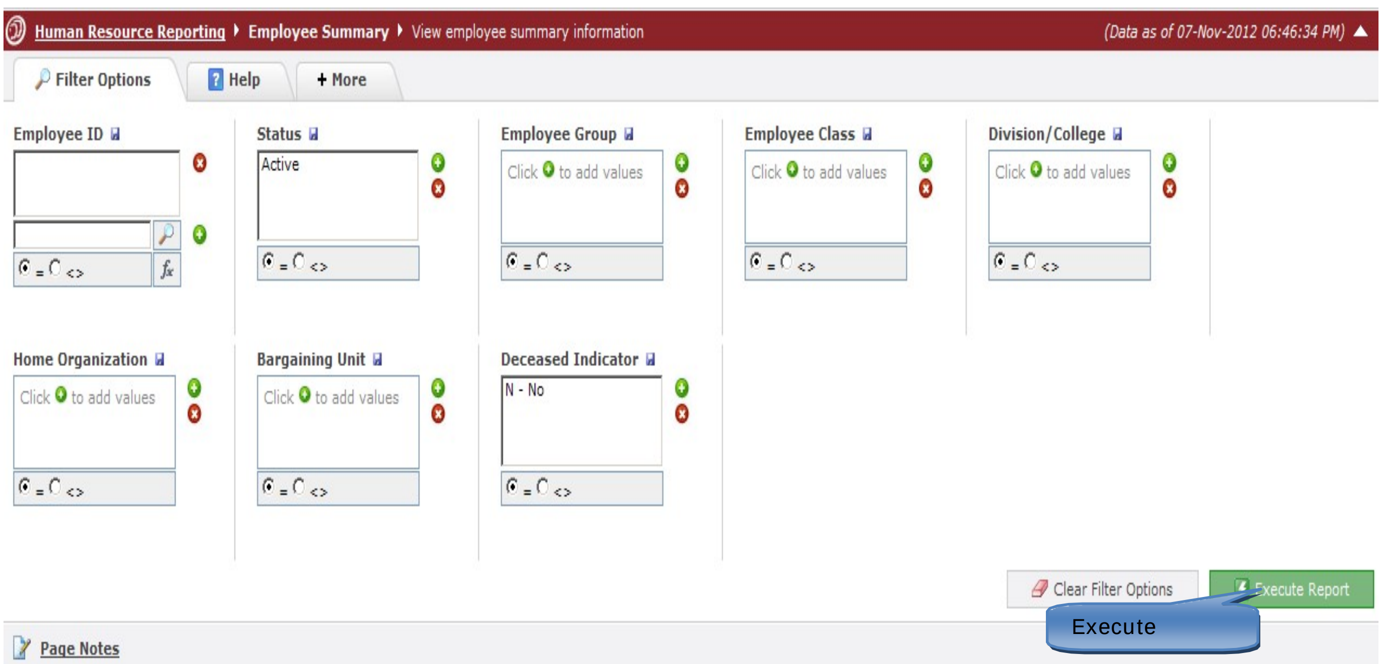
This screen shows that **Dynamic Selection** is created and can proceed by clicking on **Excel** Icon which will result in opening the data in Excel.

Virtual Column

Virtual Column is used to create new columns by Administrators and end users. The only difference is Administrators can create the column and make it available to the public, whereas end users can only create it to view privately.

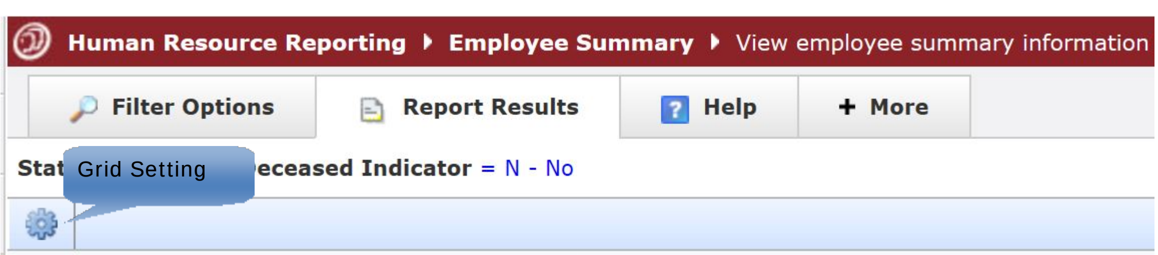
To show how Virtual Column works **Employee Summary** from the **Employees** is selected





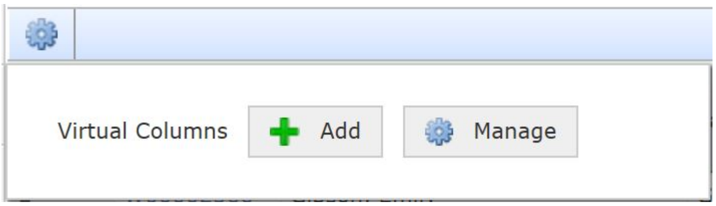
Now run the **Execute Report** from the Human Resource Reporting page

Once the report is executed the **Grid Setting** logo will appear



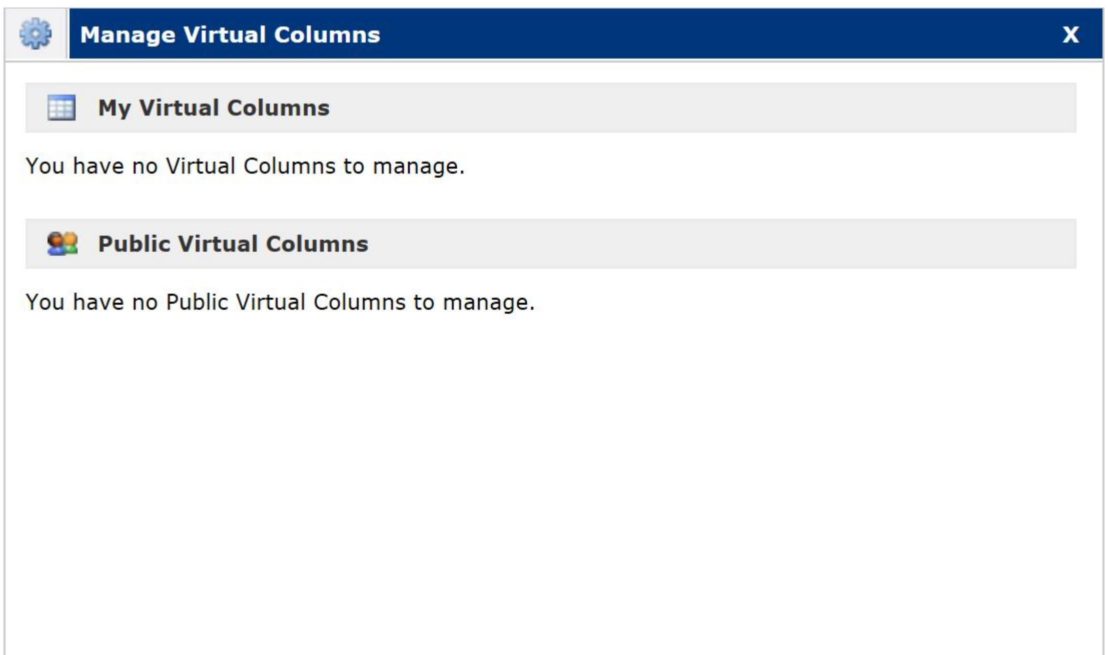
Grid Setting

Click on **Grid Setting**



You will see **Add** and **Manage** options after clicking on Grid Settings

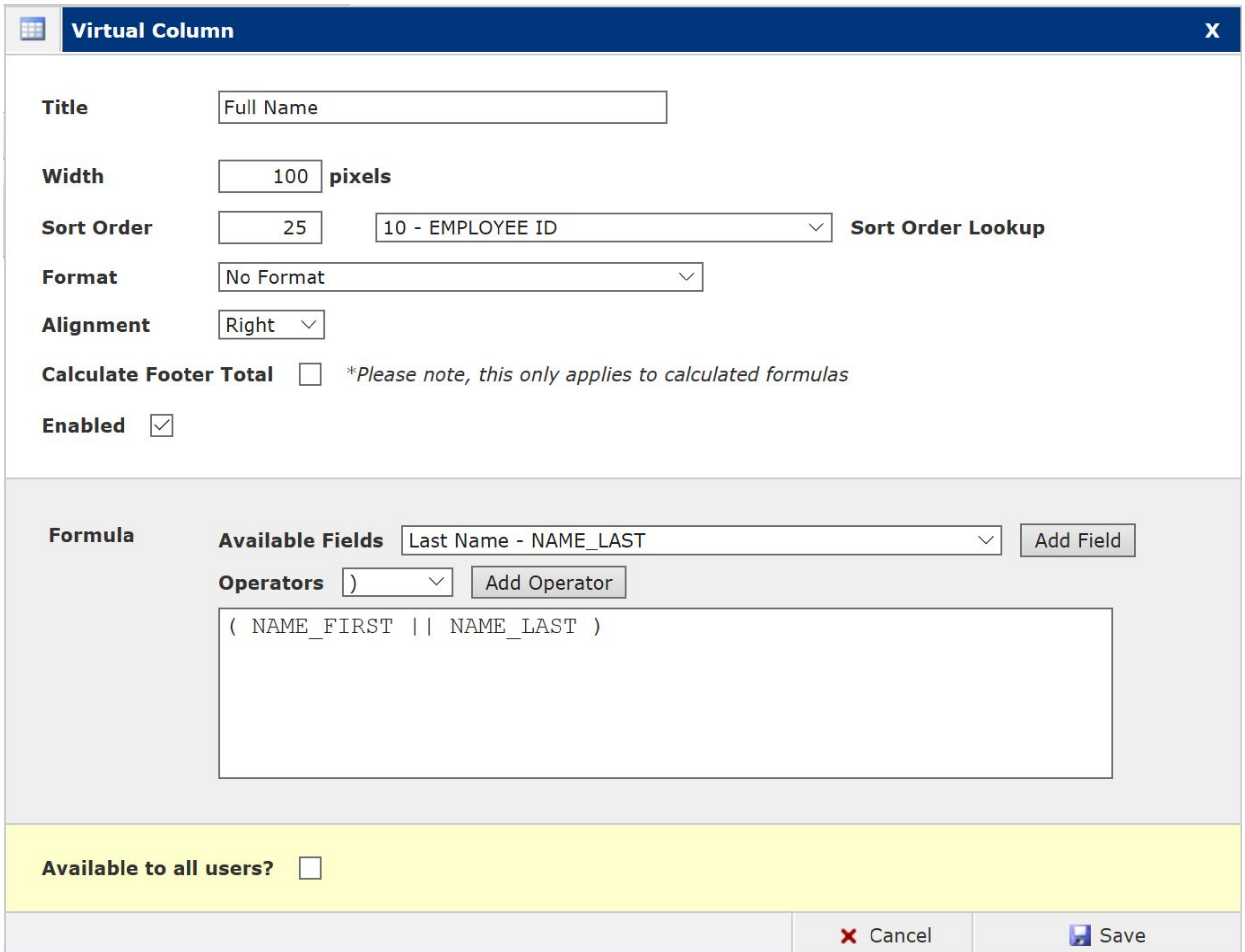
If you click **Manage**, the box mentioned below will appear. Since there was no Virtual column created therefore Virtual Column cannot be managed at this point



Click on **Add** to create new Virtual Column. Once the **Add** button is clicked the Virtual Column box mentioned below will appear

To demo how to create a new Virtual Column we have already input some values.

Virtual Column Add Box



Title: Use appropriate name regarding the new Virtual column. In this case, it was named Full Name

Width: 100 pixels is default for the columns. Average column pixel is 80 – 100. It's adjustable depends on how much space you need for the page

Sort Order: It establishes the positioning of the new Virtual Column in the report. The sequence order is smallest to largest, and from left to right

Format: Select appropriate option from the list of available options. In this case, No Format was selected which by default is a text format

Alignment: Select appropriate alignment Left, Right or Center

Calculate Footer Total: It calculates the total value in the bottom of the column

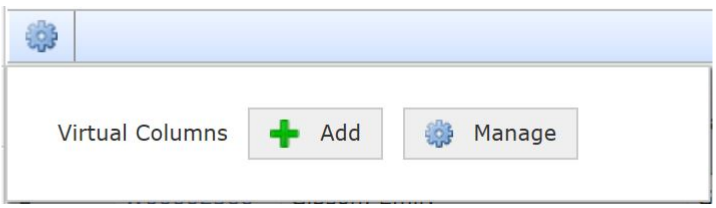
Formula: It determines the type of Virtual Column user want and the data source associated with that. The formula can be constructed based on the Available fields in the drop-down menu, and with the help of Operators depending on what user is trying to accomplish. For example, to create a Virtual Column of Full Name, the data of

First Name and Last Name was combined in the Available Fields. Then "Add Field" button was clicked, **||** was placed, and **( )** operator was placed by clicking on Add Operator button

Available to all users: Only Administrator have the authority to make the data public. To make the data of the new column public, you must contact administrator

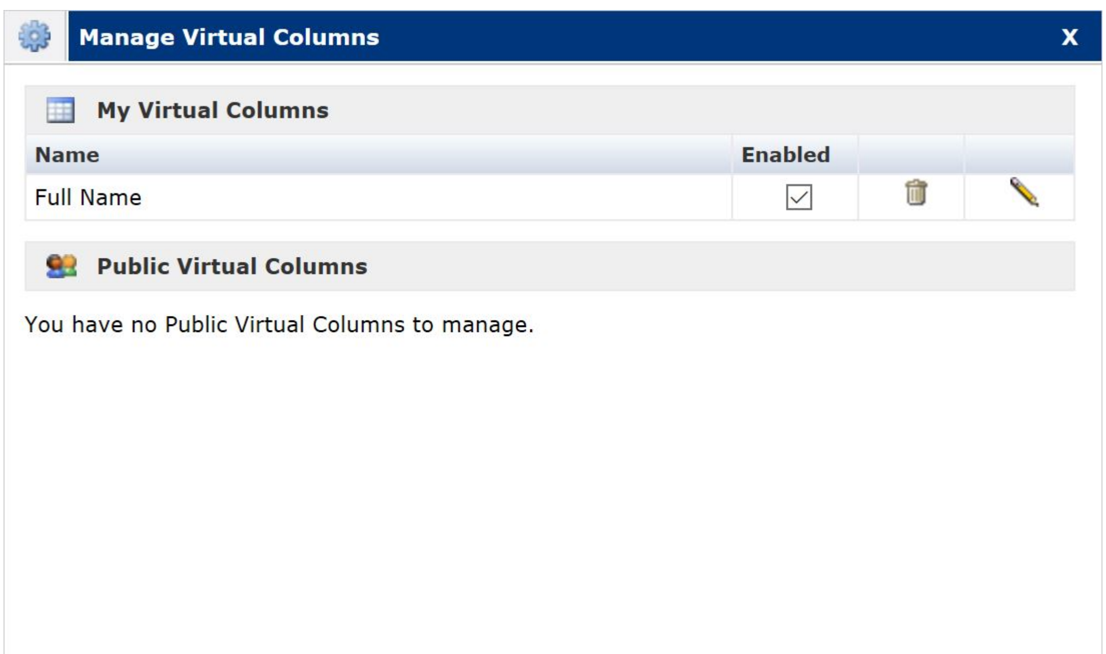
Click on **Save** and the new Virtual column will be created in the report

To Edit or Delete the new Virtual Column click on **Manage** in the **Grid Settings**



Virtual Column Manage Box

Now Edit or delete the appropriate Virtual Column that has been created



About Pinned Reports

If you use specific report options on a regular basis, you can save them as a pinned report. It reduces the amount of time you spend running a report because the filter and advanced options are already set on a pinned report. These are some scenarios when you might want to pin a report:

Scenario	Solution
You use the same filter and/or advanced options on a daily basis	Mark it as My Favorite
You need several staff to run a report on a specific day	Make the Report Public or add to a group
You need to e-mail a report link with confidential information to someone who rarely uses the system	Pin the report, do not save as public, and then click the E-mail report link, check the Execute box
Someone wants to export data into an Excel spreadsheet or a database application	Click the E-mail report link, then check the XML and/or Excel boxes
Someone has requested the report in a printable format	Click the E-mail report link, and then check the PDF box

Your list of Pinned reports can be found on the HR application home page or on the reporting page.

Saving your report options as a pinned report

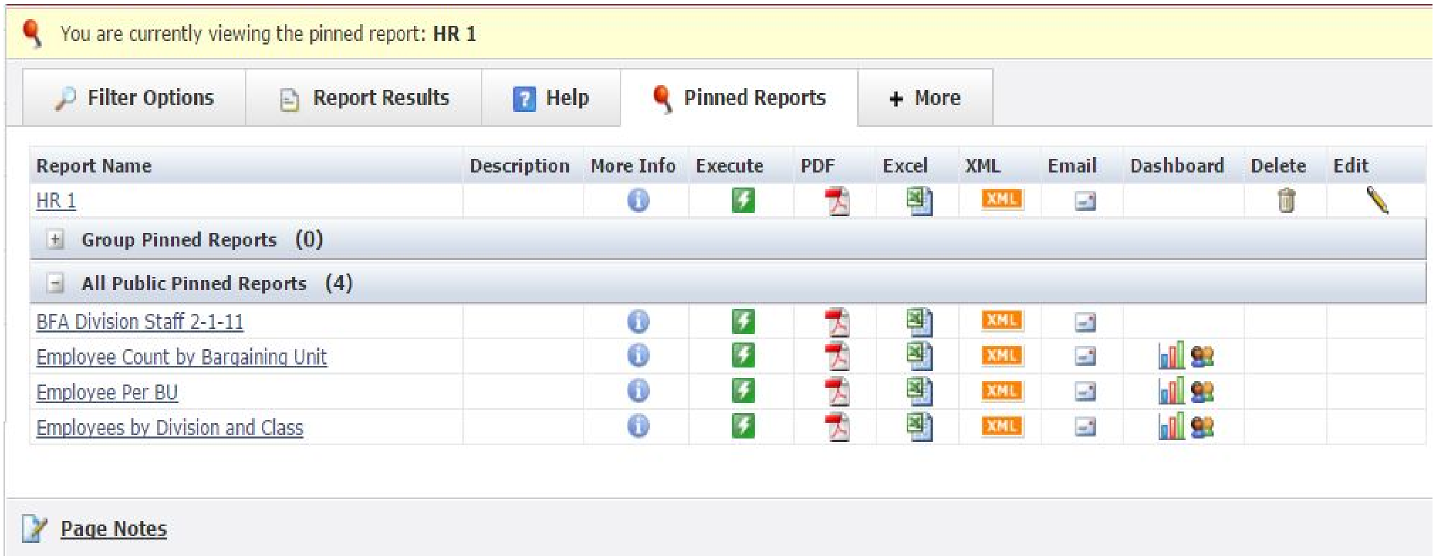
If you use specific filter or **advanced options** on a regular basis, you can save them as a pinned report to use again. Having the pinned report readily available will reduce the amount of time you spend selecting filters, and so on. You also have the option to make the report available to other system users.

To save your report options as a pinned report:

1. At the bottom of the page, click **Save**
2. Type the **Report Name**.
3. Type a **Description** of the report.
4. Check the box if you want to **Make Graph Available on Dashboard**
5. Check the box if you want to **Make Grid Available on Dashboard**
6. Click Save
7. Click to close the success message.
8. Scroll to the top of the page. A message displays advising you the pinned report you are viewing.

Pinned reports on the reporting page

On a reporting page, one of the Report Options is called Pinned Reports. When you click the tab, the list of pinned reports opens. There are three sections: My Pinned Reports, Group Pinned Reports and All Public Pinned Reports. All reports are listed by Report Name—what the report was pinned as, and there are options to view information, execute, e-mail, delete, and edit pinned reports.



My Pinned Reports

Reports you pinned. Only you see the reports in this section.

Group Pinned Reports

Reports that you have been tagged in or created while sharing all the pinned reports with the Fast – HR users.

All Public Pinned Reports

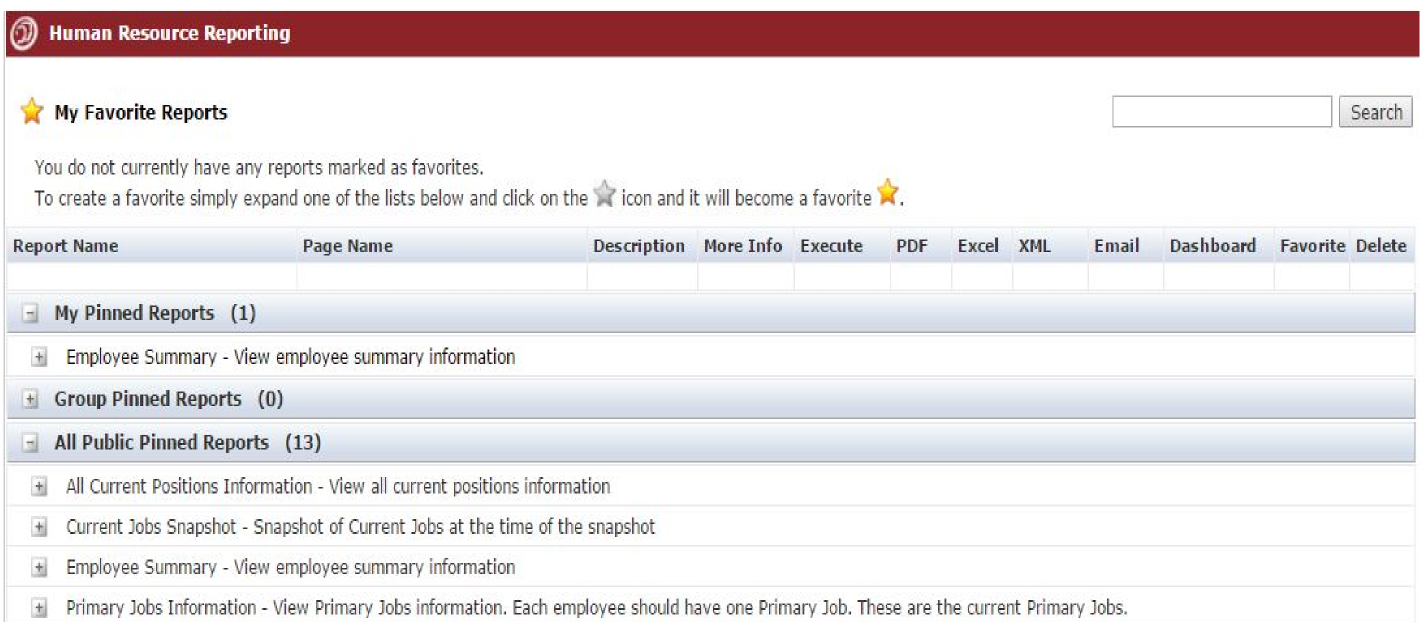
Reports anyone has tagged as public for this reporting page. Everyone with access to the page sees the reports in this section. The Delete and Edit options display only for reports you pinned.

What you can do with a pinned report

Description Move your mouse over the icon to view a description of the report.	**More Info** Move your mouse over the icon to view who created the report, the created date, last executed date, and the number of times the report has been run.	**Execute** Click to execute and run the report. The page opens automatically, sets the options, and displays the report.	**PDF** Click to open the report in PDF format. The page opens automatically, sets the options, executes the report, and opens a PDF.	**Excel** Click to open the report in Excel format. The page opens automatically, sets the options, executes the report, and opens an Excel spreadsheet.
XML Click to open the report in XML format. The page opens automatically, sets the options, executes the report, and opens the XML code in a browser window.	**E-mail** Click to **send an e-mail message** with the report as a web address link. The links can be to Execute the report, or execute the report and open in PDF, Excel, or XML format.	**Dashboard** Click to display the pinned report on your dashboard.	**Delete** Click to delete a pinned report if you no longer need it.	**Edit** Click to **edit a pinned report**. You can change the options and/or the name of the pinned report.

Pinned reports on the HR application home page

When you open a HR application, the home page has a list of pinned reports. There are three sections for the pinned reports: My Favorite Reports, My Pinned Reports, and All Public Pinned Reports (Group Pinned Reports is reserved for future use). They are listed by Report Name—what the report was pinned as—and the **Page Title.** There are also options to view information, execute, and e-mail pinned reports.



My Favorite Reports

In the Favorite column, you can click any grey star to move the pinned report to your My Favorites section. You can remove it as a favorite by clicking the yellow star; the report goes back to its original location.

My Pinned Reports

Reports you pinned. Only you see the reports in this section.

Group Pinned Reports

Reports that you have been tagged in or created while sharing all the pinned reports with the Fast – HR users.

All Public Pinned Reports

Reports anyone has tagged as public for the HR application. Everyone with access to the application sees the reports in this section.

What you can do with a pinned report

Description Move your mouse over the icon to view a description of the report.	**More Info** Move your mouse over the icon to view who created the report, the created date, last executed date, and the number of times the report has been run.	**Execute** Click to execute and run the report. The page opens automatically, sets the options, and displays the report.	**PDF** Click to open the report in PDF format. The page opens automatically, sets the options, executes the report, and opens a PDF.
Excel Click to open the report in Excel format. The page opens automatically, sets the options, executes the report, and opens an Excel spreadsheet.	**XML** Click to open the report in XML format. The page opens automatically, sets the options, executes the report, and opens the XML code in a browser window.	**E-mail** Click to **send an e-mail message** with the report as a web address link. The links can be to Execute the report, or execute the report and open in PDF, Excel, or XML format.	**Favorite** Click to make the report one of your Favorites.
Dashboard Click to display the pinned report on your dashboard.			

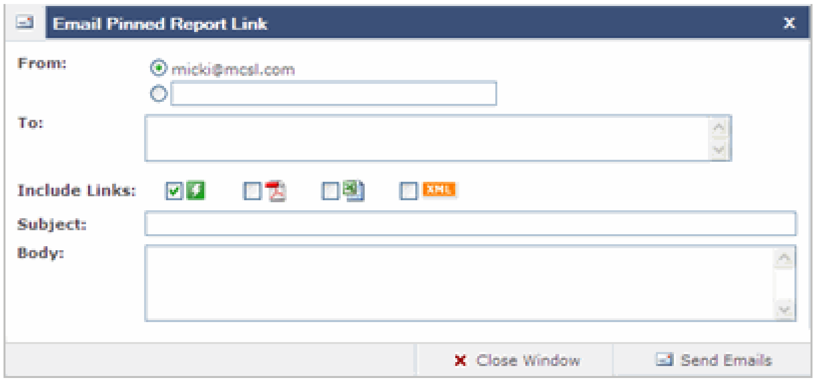
E-mailing pinned reports

If you have pinned reports you want to share, you can e-mail them to other employees within your institution. The reports are sent as links within the e-mail message, one for each format you select. Because the employee you are sending the e-mail to will be prompted to sign in, they must already have access to the HR application and the menu option for the report. If they do not have access to the HR application, they will not be able to view the report.
Your list of pinned reports can be found in two locations in the HR application:

- **Home Page**: On the **Applications** menu, click a **HR application**.
- **Reporting Page**: In a HR application, click the menu and menu option, and then the **Pinned Reports** tab.

To e-mail a pinned report:

1. Find the report and in the **E-mail** column and click



2. The **From** section defaults to your username. You can click the second option and type a different e-mail address.
3. In the **To** section, type the e-mail address of the person you are sending the report links to.

	Make sure the employee you are sending the e-mail to has access to the HR application and menu option.

4. Select the check boxes to **Include Links** for one or more of these report formats:

a. **Execute**: Executes the report.

b. **PDF**: Executes the report and opens it in a PDF.

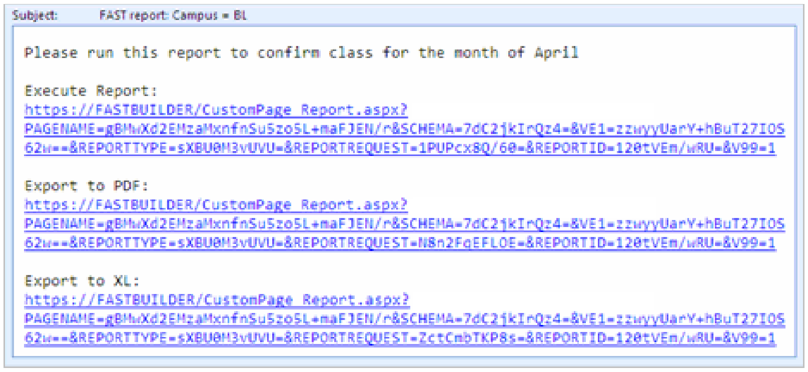
c. **Excel**: Executes the report and opens it in Excel.

d. XML **XML**: Executes the report and opens in XML format.

5. Type a **Subject** line.
6. Type detailed information in the **Body** of the message.
7. Click **Send E-mails**.

What the e-mail will look like:

This report was sent in three formats: Execute Report, PDF, and Excel.



Subject: FAST report: Campus = BL

Please run this report to confirm class for the month of April

Execute Report:
https://FASTBUILDER/CustomPage_Report.aspx?PAGENAME=gBMwXd2EMzaMxnfnSu5zo5L+maFJEN/r&SCHEMA=7dC2jkIrQz4=&VE1=zzwyyUarY+hBuT27IOS62w==&REPORTTYPE=sXBU0M3vUVU=&REPORTREQUEST=1PUPcx8Q/60=&REPORTID=120tVEm/wRU=&V99=1

Export to PDF:
https://FASTBUILDER/CustomPage_Report.aspx?PAGENAME=gBMwXd2EMzaMxnfnSu5zo5L+maFJEN/r&SCHEMA=7dC2jkIrQz4=&VE1=zzwyyUarY+hBuT27IOS62w==&REPORTTYPE=sXBU0M3vUVU=&REPORTREQUEST=N8n2FqEFLOE=&REPORTID=120tVEm/wRU=&V99=1

Export to XL:
https://FASTBUILDER/CustomPage_Report.aspx?PAGENAME=gBMwXd2EMzaMxnfnSu5zo5L+maFJEN/r&SCHEMA=7dC2jkIrQz4=&VE1=zzwyyUarY+hBuT27IOS62w==&REPORTTYPE=sXBU0M3vUVU=&REPORTREQUEST=ZctCmbTKP8s=&REPORTID=120tVEm/wRU=&V99=1

Editing a pinned report

You can only edit a pinned report on the reporting page it originates from. There are two options when editing pinned reports:

1. Change the name and/or description of the pinned report:

a. Under **Report Options** select the **Pinned Reports** tab.

b. Find the report you want to edit and click

c. You can type a new **Report Name**.

d. You can type a different **Description**.

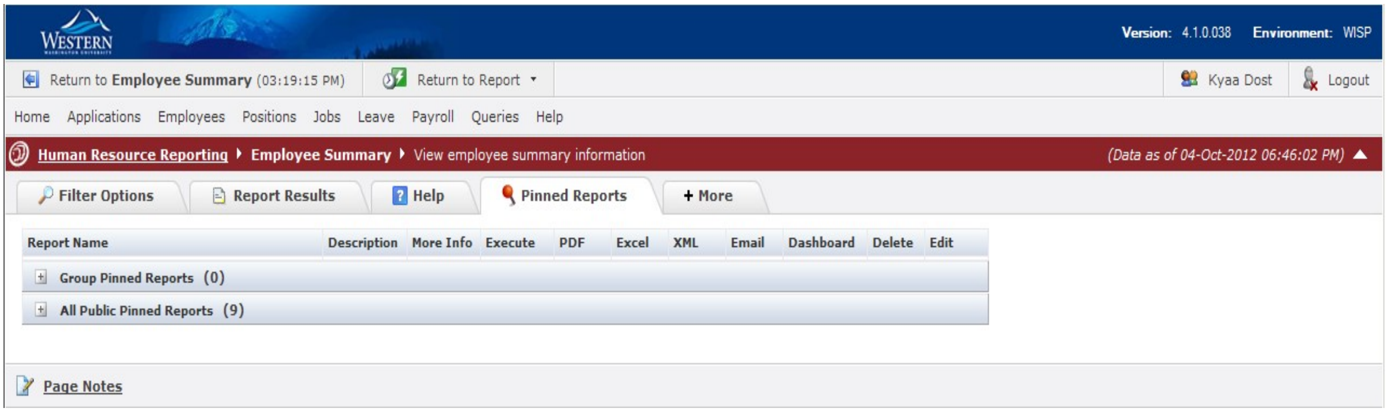
e. Click Save and then click to close the success message.

2. Change the report options:

To change report options you must execute the pinned report, open and change the report options, execute the report to display and set the new options, reopen the report options, and then update the pinned report. <u>It is important to follow these steps for any changes to save successfully.</u>

1. Under **Report Options** select the **Pinned Reports** tab.
2. Find the report you want to change options for and click execute. The report processes and then opens; the name of the pinned report displays at the top of the page.

3. Click the **Report Options** bar or **Show Options**.

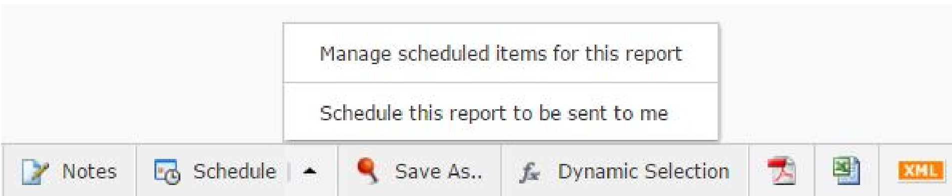


4. Change the **Filter Options** and/or **Advanced Options** and then click **Execute Report**.
5. **Open** the **Report Options** again and then click **Update This Pinned Report**.
6. You can type a new **Report Name** and **Description**.
7. Check the box if you want to **Make Graph Available on Dashboard**
8. Check the box if you want to **Make Grid Available on Dashboard**
9. Click Save and then click to close the success message.

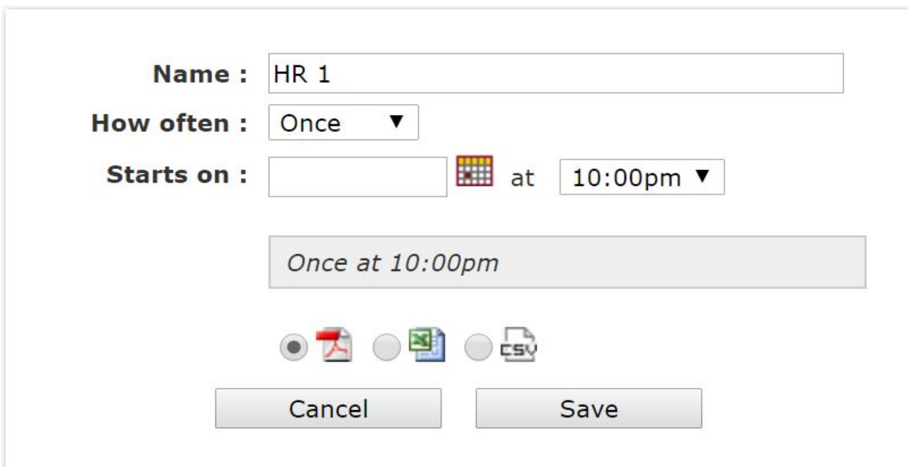
My Schedule

For the **Pinned Report** to be conveniently accessible and deliver to your inbox on regular basis, use **Schedule** to set the process.

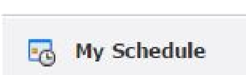
Click on **Schedule this report to be sent to me**



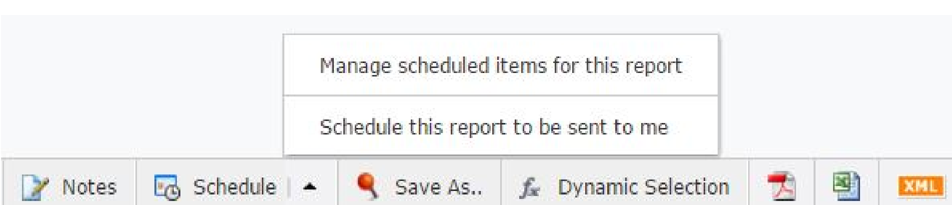
Then select your schedule criteria including Name, frequency, day and time, and start/end date. It could be open in PDF, Excel or CSV. Select whatever you prefer to open the file.



At the end, you can review your schedule pinned reports in your own calendar using "**My Schedule**" located on the Navigation Bar left side on the main Fast-HR page.



You can also edit the scheduled report by Clicking on **Manage Scheduled items for this report** on My Schedule button

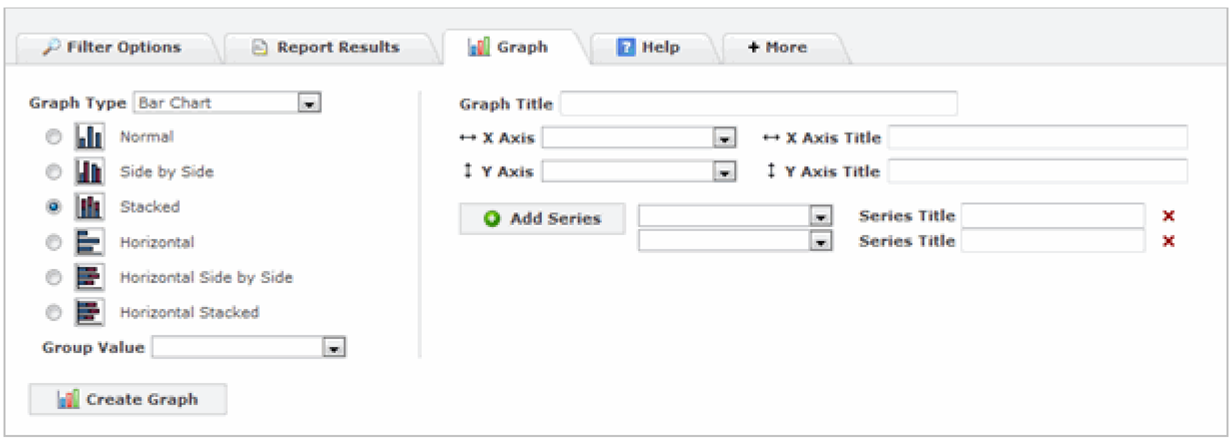


About Graphs

After you create a report and the data grid opens, there are two tabs called Report Results and Graph. The Report Results tab displays the data of your report and the Graph tab lets you create a visual representation of the report data. Graphs can be created in pie chart format, six types of bar graphs—Normal, Side by Side, Stacked, Horizontal, Horizontal Side by Side and Horizontal Stacked and two types of line charts—normal and stacked.

To create a basic graph, all you have to do is select columns for the X axis and Y axis (must be numeric). With side by side and stacked charts, you can use a third column to indicate the value of the data, or add multiple series for the Y Axis.

Overview: Graph tab



Graph Type

There are three types of graphs; Bar Chart, Pie Chart, and Line Chart.

Bar Chart

- **Normal** (Default): Data displays in bars.
- **Side by Side**: Data displays in two or more bars based on the group value, or how many series are used.
- **Stacked**: Data is stacked in bars one on top of the other based on the group value, or how many series are used.
- **Horizontal**: Data displays in horizontal bars.
- **Horizontal Side by Side**: Data displays in two or more horizontal bars based on the group value, or how many series are used.
- **Horizontal Stacked**: Data is stacked in horizontal bars one on top of the other based on the group value, or how many series are used.

Pie Chart

- **Normal**: Data displays in sections.

Line Chart

- **Normal** (Default): Data displays in a line.
- **Stacked**: Data is stacked in lines, one on top of the other based on the group value, or how many series are used.
- **Horizontal:** Data displays in horizontal lines.
- **Horizontal Stacked:** Data is stacked in horizontal lines, one on top of the other based on the group value, or how many series are used.

Graph Elements

Graph Title
Name of your graph.

X Axis
Represents the bars in a Bar Chart, the sections in the Pie Chart, and the lines in a Line Chart.

X Axis Title
The column name you choose for the X Axis is inserted as the X Axis title. The title will not change if you later decide to select a different column for the X Axis. If you want, you can change it to something more meaningful.

Y Axis
Represents the numeric value of the bars in a Bar Chart, the sections in a Pie Chart, and the lines in a Line Chart.

Y Axis Title
The column name you choose for the Y Axis is inserted as the Y Axis title. The title will not change if you later decide to select a different column for the Y Axis. If you want, you can change it to something more meaningful.

Add Series
The Add Series button opens when the Side by Side or Stacked option is selected for a Bar Chart, or the Stacked option is selected for a Line Chart. You can add as many series as you want, however, the graph may be very wide.

Group Value
The Group Value drop-down list defines the name of the column that is the criteria for grouping the data into series. There will be as many series of data as the number of distinct values in this column.

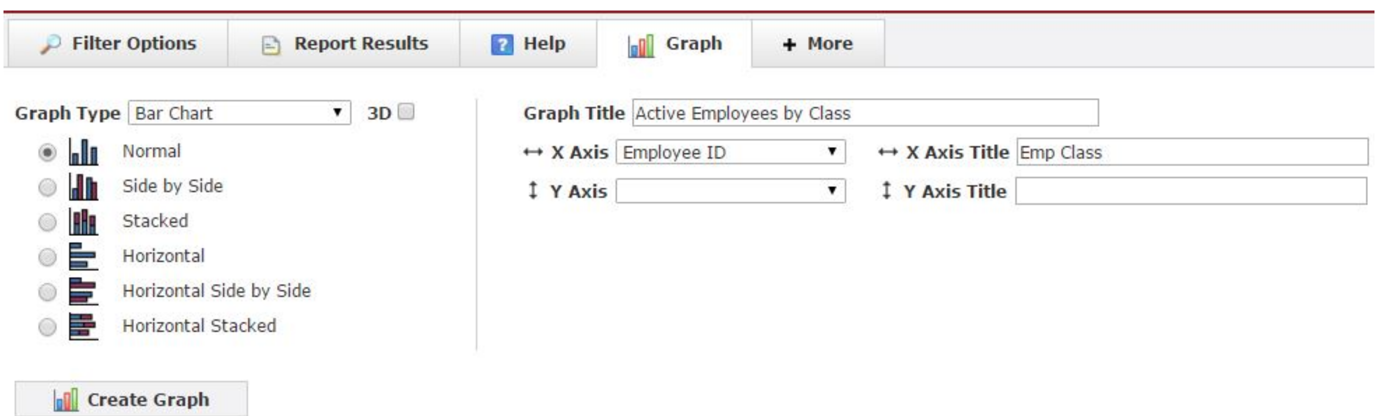
Creating Graphs

	Before you can create a graph, you must have data on your reporting page.

Creating a graph is as easy as selecting the X Axis and Y Axis on the reporting page (Grid tab) and then clicking the Graph tab to change or select your options. There are three types of charts you can create and each of them have different formats.

Instructions for creating different types of graphs:

1. **Create a report.**
2. **Use Advanced Options to set up data for your graph**.
3. Types of charts you can create:
    1. Create a Normal Bar Chart
    2. Click the column title you are using as the X axis and click **X Axis**. The symbol ↔ displays next to the title.
    3. Click the column title you are using as the Y axis (must be numeric) and click **Y Axis**. The symbol ↕ displays next to the title.
    4. Click the **Graph** tab. The following happens:
        - 3D option will enable the Graphs to appear in 3D mode.
        - A Normal bar chart loads, with three graph type options.
        - The column you used for the X Axis in Step 1 is automatically selected from the X Axis list *and* added as the X Axis Title.
        - The column you used for the Y Axis in Step 2 is automatically selected from the Y Axis list *and* added as the Y Axis Title.



5. Add a Graph Title.
6. If you do not want to use the column name as the **X Axis Title**, you can change it.
7. If you do not want to use the column name as the **Y Axis Title**, you can change it.

The X Axis Title and Y Axis Title were inserted automatically and will *not* change if you later decide to select a different column for the X or Y axis. If you want, you can change it to something more meaningful.

8. Click Create Graph.

Create a Side by Side or Stacked Bar Chart using a Group Value

When creating a side by side or stacked bar chart and to compare the data, you need to select a Group Value (Step 5).

1. Click the column title you are using as the X axis and click **X Axis**. The symbol ↔ displays next to the title.

2. Click the column title you are using as the Y axis (must be numeric) and click **Y Axis**. The symbol ↕ displays next to the title.

3. Click the **Graph** tab. The following happens:
   - A Normal bar chart loads, with three graph type options.
   - The column you used for the X Axis in Step 1 is automatically selected from the X Axis list *and* added as the X Axis Title.
   - The column you used for the Y Axis in Step 2 is automatically selected from the Y Axis list *and* added as the Y Axis Title.

Create a Normal Line Chart

1. Click the column title you are using as the X axis and click **X Axis**. The symbol ↔ displays next to the title.

2. Click the column title you are using as the Y axis (must be numeric) and click **Y Axis**. The symbol ↕ displays next to the title.

3. Click the **Graph** tab. The following happens:
   - A Normal bar chart loads, with three graph type options.
   - The column you used for the X Axis in Step 1 is automatically selected from the X Axis list *and* added as the X Axis Title.
   - The column you used for the Y Axis in Step 2 is automatically selected from the Y Axis list *and* added as the Y Axis Title.

From the **Graph Type** list, select **Line Chart.** The *Normal* and *Stacked* options open.

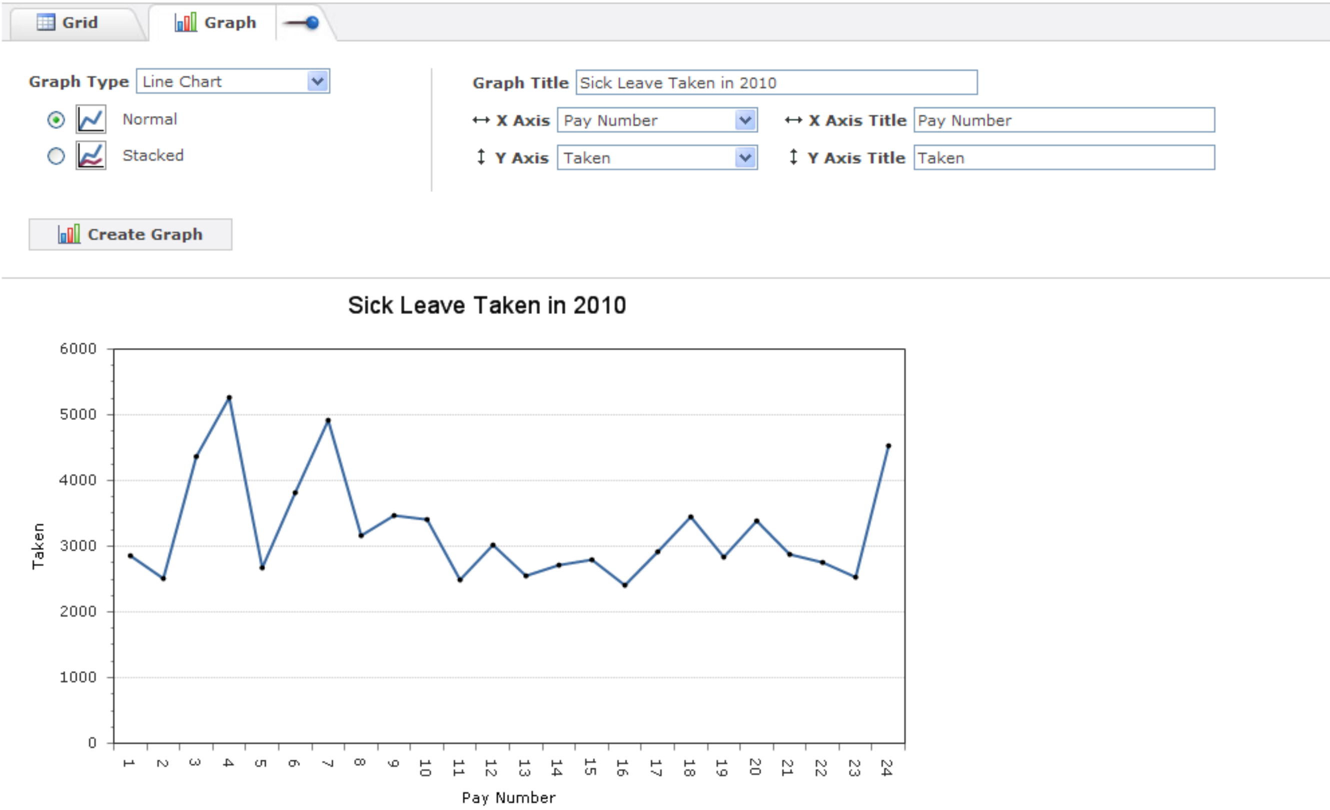
Add a **Graph Title.**

The X Axis Title and Y Axis Titles were inserted automatically and will *not* change if you later decide to select a different column for the X axis or Y Axis. If you want, you can change it to something more meaningful.

If you do not want to use the column name as the **X Axis Title,** you can change it.

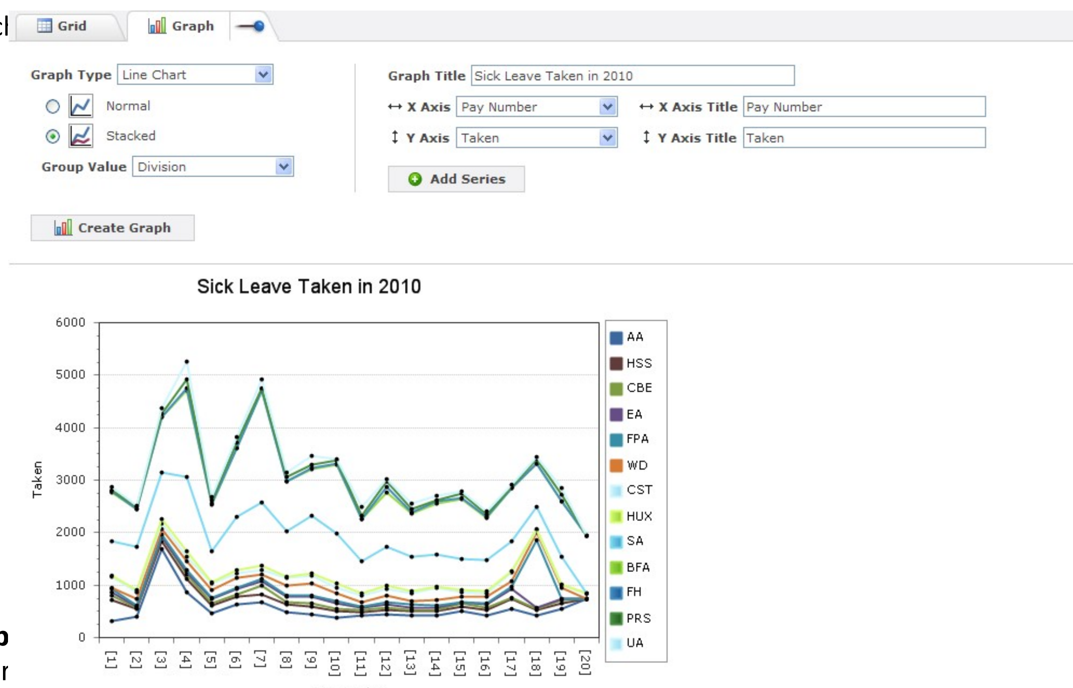
If you do not want to use the column name as the **Y Axis Title,** you can change it.

Click **Create Graph.**



Create a Stacked Line Chart using a Group Value

When creating a stacked line cl



1. Click the column title you are using as the X axis and click **X Axis**. The symbol displays ↔ next to the title.

2. Click the column title you are using as the Y axis (must be numeric) and click **Y Axis**. The symbol ↕ displays next to the title.

3. Click the **Graph tab**
   - o A Normal bar
   - o The column y
     Axis list *and* added as the X Axis Title.
   - o The column you used for the Y Axis in Step 2 is automatically selected from the Y Axis list *and* added as the Y Axis Title.

4. From the **Graph Type** list, select **Line Chart**. The *Normal* and *Stacked* options open.

5. Select the **Stacked** option. The Group Value list opens.

6. Select a **Group Value** from the list. Cannot be the same as the X Axis or Y Axis.

7. Add a **Graph Title.**

8. If you do not want to use the column name as the **X Axis Title**, you can change it.

9. If you do not want to use the column name as the **Y Axis Title**, you can change it.

	The X Axis Title and Y Axis Titles were inserted automatically and will not change if you later decide to select a different column for the X or Y axis. If you want, you can change it to something more meaningful.

10. Click **Create Graph**. The data displays in two lines based on the group value.

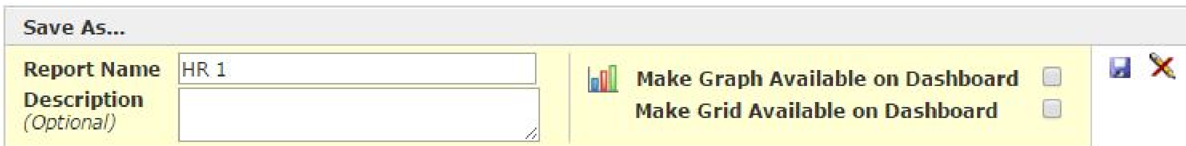
Saving your reports or graphs as a pinned report

If you use specific filter options and/or **advanced options** on a regular basis, you can save them as a pinned report to use again. Having your pinned reports and graphs readily available can reduce the amount of time spent recreating them. With pinned reports you can allow other system users to run your reports. You can restrict access to certain users by assigning a group role, or you can make it a public report and let everyone with access to the page see it.

To save your report or graph as a pinned report:

If you haven't done so already, **create a report.**

1. At the bottom of the page, click **Save as Pinned Report / Add to Dashboard**.



2. Type the **Report Name**.
3. Type a **Description** of the report.
4. To use the Dashboard, select one of the following:
5. If you want the graph to display on the dashboard you must select the **Make Graph Available on Dashboard** check box.
6. If you want the report (or the report grid for the graph) to display on the dashboard, select the **Make Grid Available on Dashboard** check box.
7. Click Save. Click to close the success message. Just below the Report Options title bar, a message displays the name of the pinned report/graph you just saved; you can click to close the message.

The graph or report is saved on the Pinned Reports tab; if you chose to make available on the dashboard, the graph icon displays in the dashboard column.

8. Click the **Pinned Reports** tab. Your graph/grid will be located in one of these sections:
   - **Report Name** (My Pinned Reports on the application home page): If you want to be the only person to see this report.
   - **Group Pinned Reports**: If you selected a Group Role in Step 4.
   - **All Public Pinned Reports**: If you selected the Make Report Public check box in Step 5.

In addition, if you selected a Dashboard option in Step 6, the following happens:

- **On the Application home page**: On the Dashboard tab, the graph or grid opens automatically.
- **On the FAST home page**: On the Dashboard tab, the graph or grid is in the list, but does not open on the Dashboard. Click Manage Dashboard to add it so it does open on the Dashboard.

Using Advanced Options to set up data for your graph

You can use the Advanced Options if you want to minimize the amount of columns used to create a graph. Before you start, you can read **About Advanced Options**.

For a graph, you need to select an X Axis and a Y Axis, and the Y Axis must be numeric, so keep that in mind when choosing the columns for your graph (Step 2 below). Many columns do not have numeric data; however you can apply a Group Function so it behaves like a numeric column. In Step 3 below, the Employee ID is not numeric, but by applying a group function of Count, it acts like a numeric column and can be used as the Y Axis. If you are creating a side by side or stacked graph, you have the option to use a third column to use as the Group Value. For example, Class could be the X Axis, Employee ID the Y Axis, and a non-numerical value as the Group Value. You can also create graphs with multiple series.

To use advanced options to set up data for your graph:

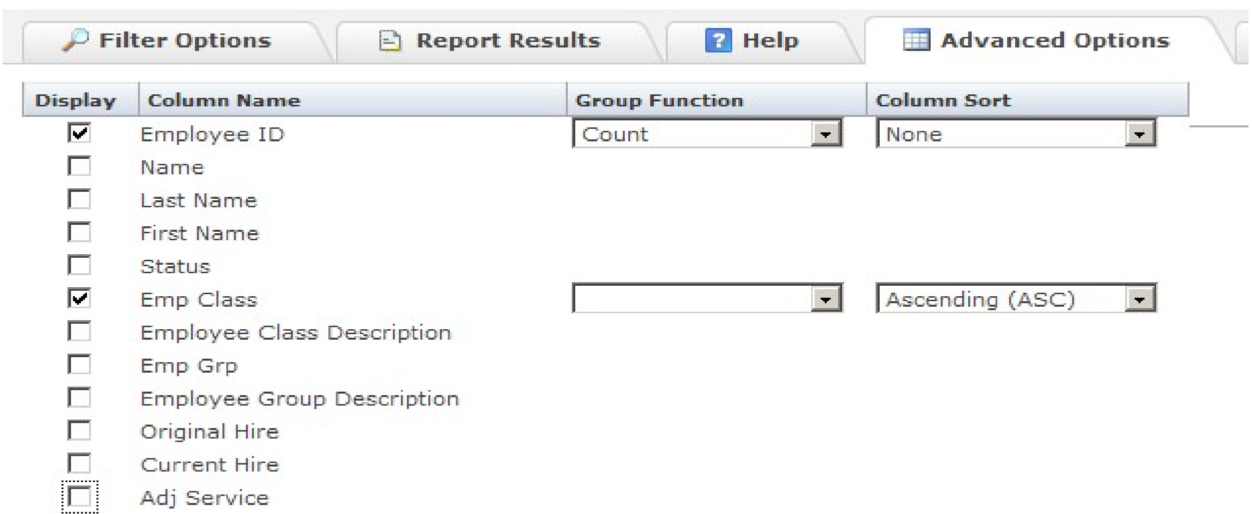
ℹ	Before you can create a graph, you must have data on your reporting page.

1. Open the **Report Options** and click the **Advanced Options** tab.
2. In the **Display** column, clear and/or select the check boxes for the columns you want in your chart.

You can also click **Select No Columns** (the last column stays selected so make sure you clear it) and then select the check boxes for the columns you want.

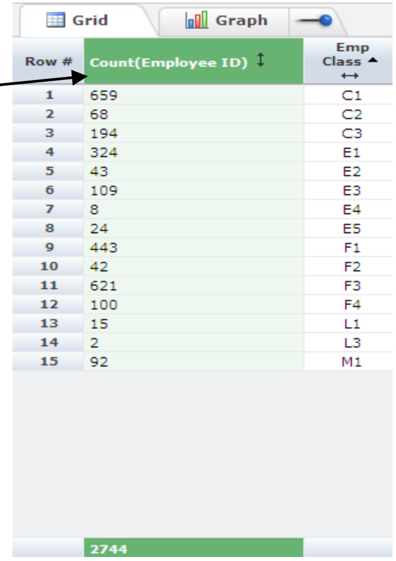
3. From the **Group Function** list, you can select one of the options.

In this example, the Employee ID and Employee Class columns are used in the chart with **Count** selected as a group function for Employee ID and **Ascending (ASC)** selected for Column Sort on Employee Class.



4. Click **Execute Report**.

The report data opens grouped by Employee Class, with a count by Employee ID.

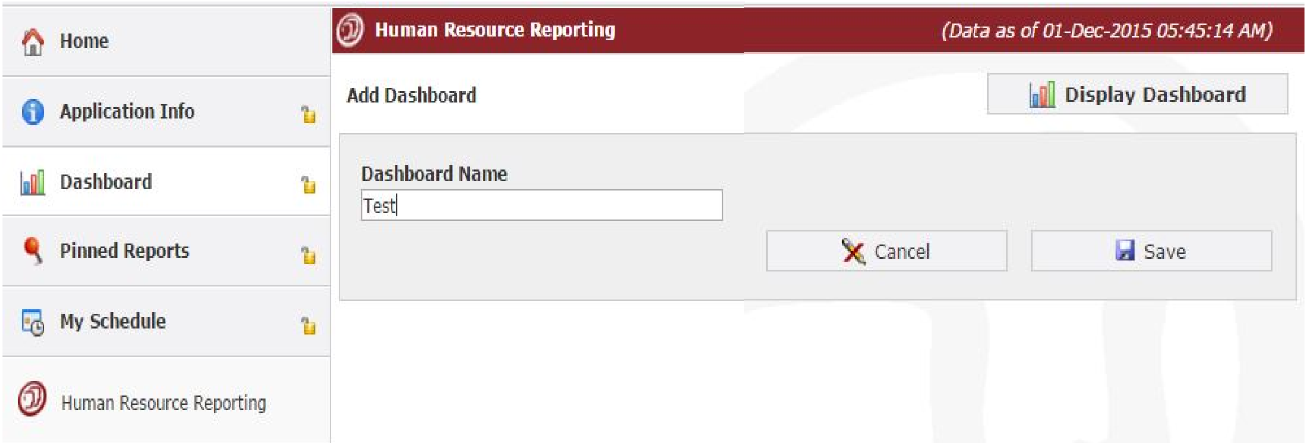


Row #	Count(Employee ID)	Emp Class
1	659	C1
2	68	C2
3	194	C3
4	324	E1
5	43	E2
6	109	E3
7	8	E4
8	24	E5
9	443	F1
10	42	F2
11	621	F3
12	100	F4
13	15	L1
14	2	L3
15	92	M1
	2744	

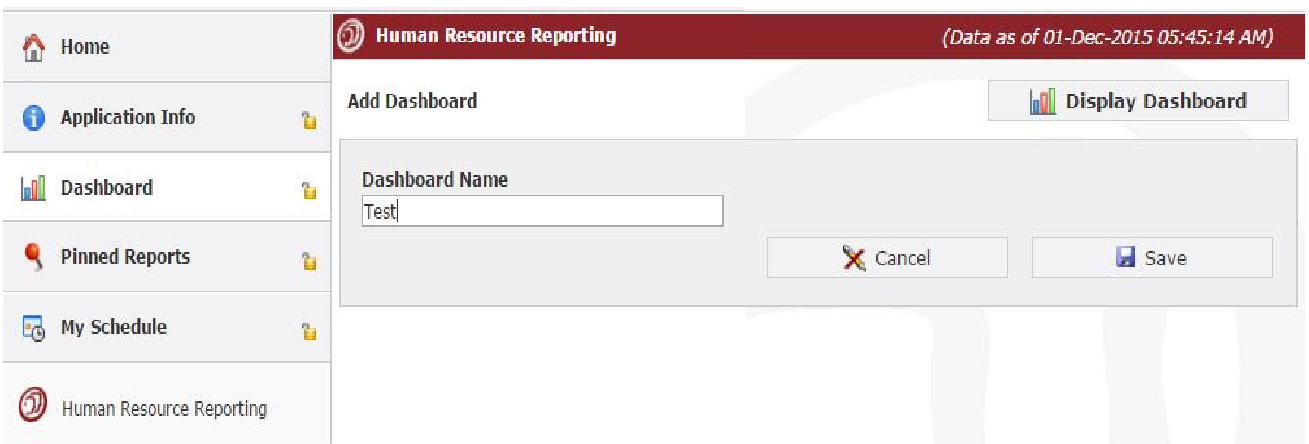
About the Dashboard

On the Dashboard, you can display the graphs and grids you created from your FAST reports and data entry pages. The Dashboard is available on the **FAST Home page** and the **HR Home page**.
For Example: The pictures that are shown below in which **Dashboard Name** Test is an example of the process regarding how the dashboard can be created.

FAST

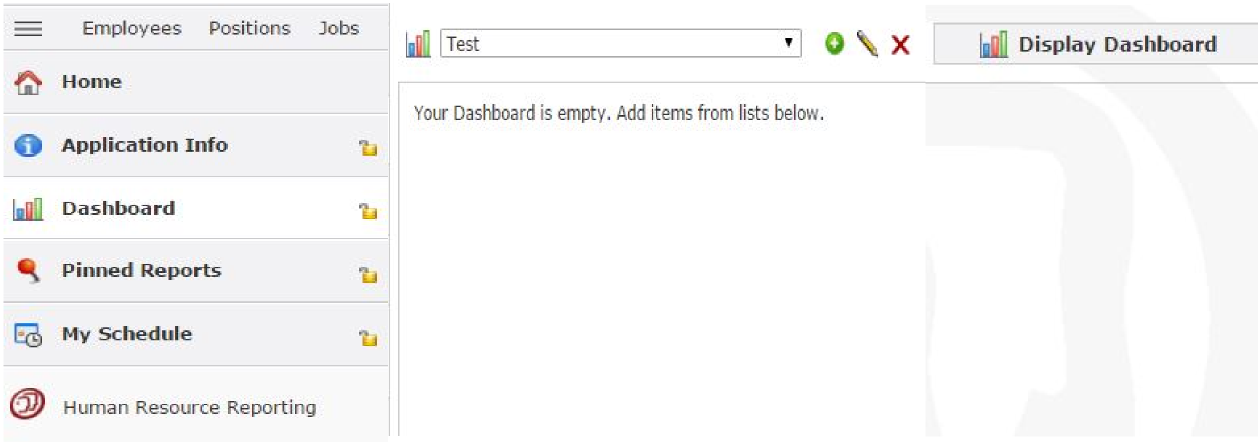


Human Resource Reporting

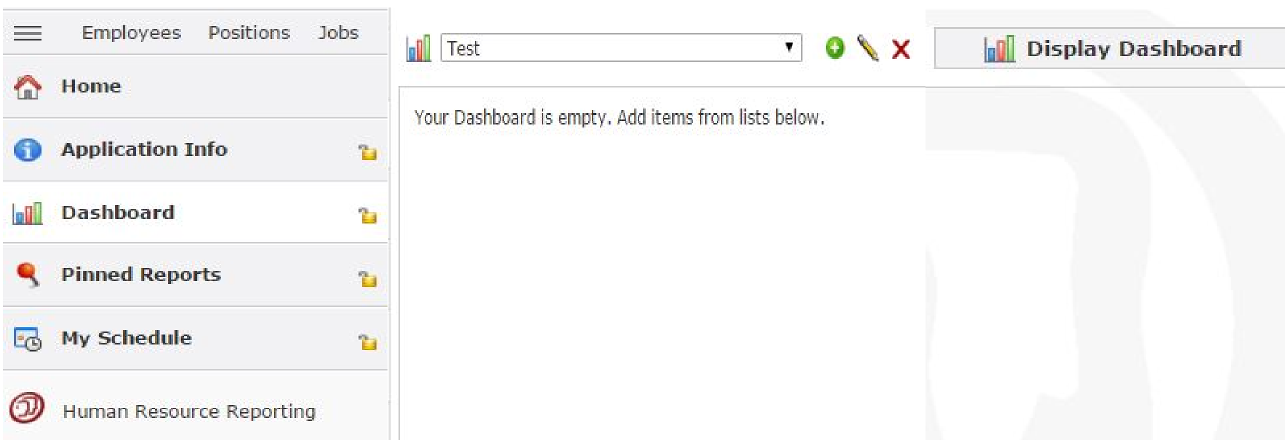


On the FAST Home page, you can display graphs for all FAST applications you have access to. On the HR homepage, only graphs for the HR application are displayed. By default the graphs and grids will open; if none have been added, then the Manage Dashboard section opens. The Graphs use live data and when a FAST application is refreshed, the data in the graphs change, too.

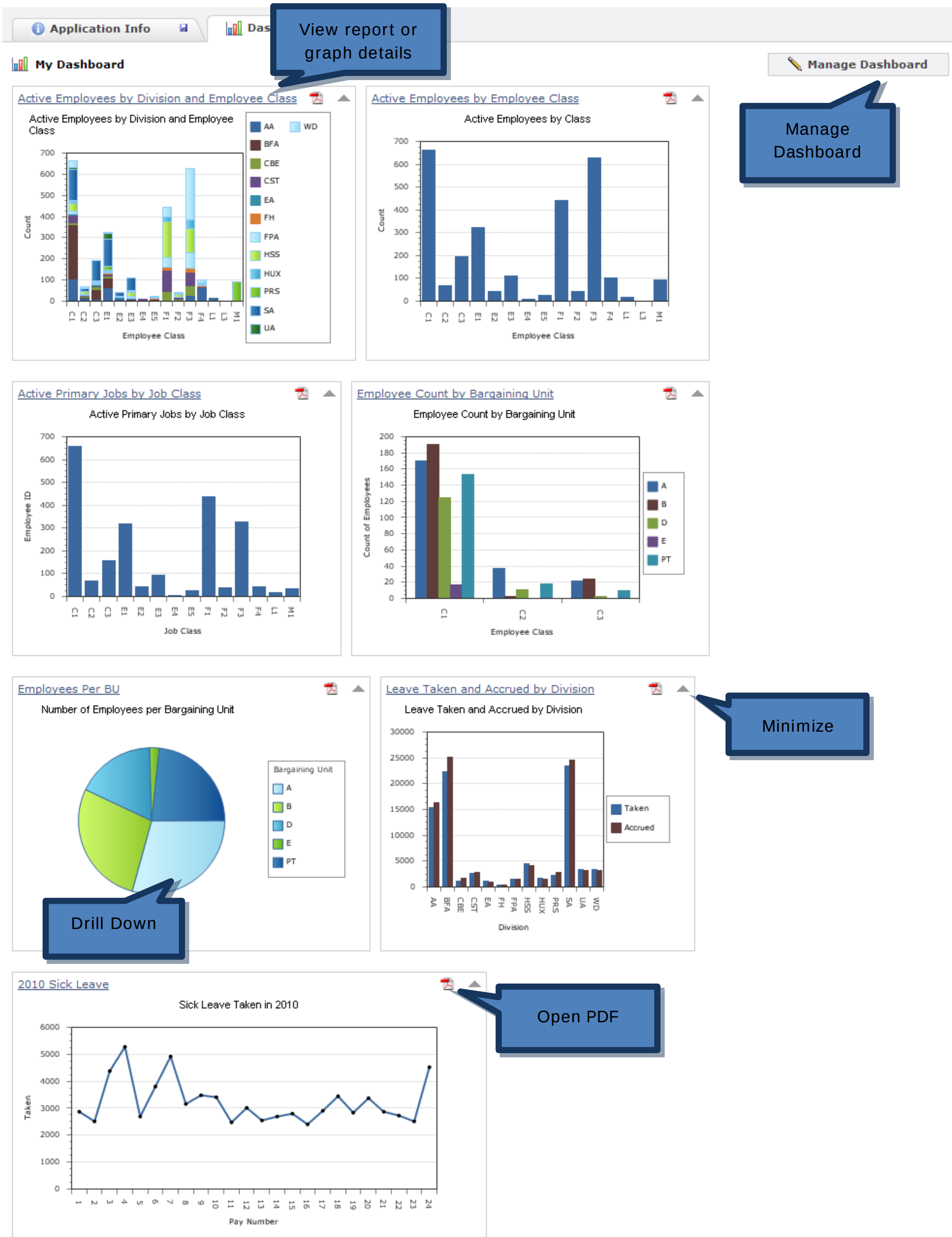
FAST



Human Resource Reporting

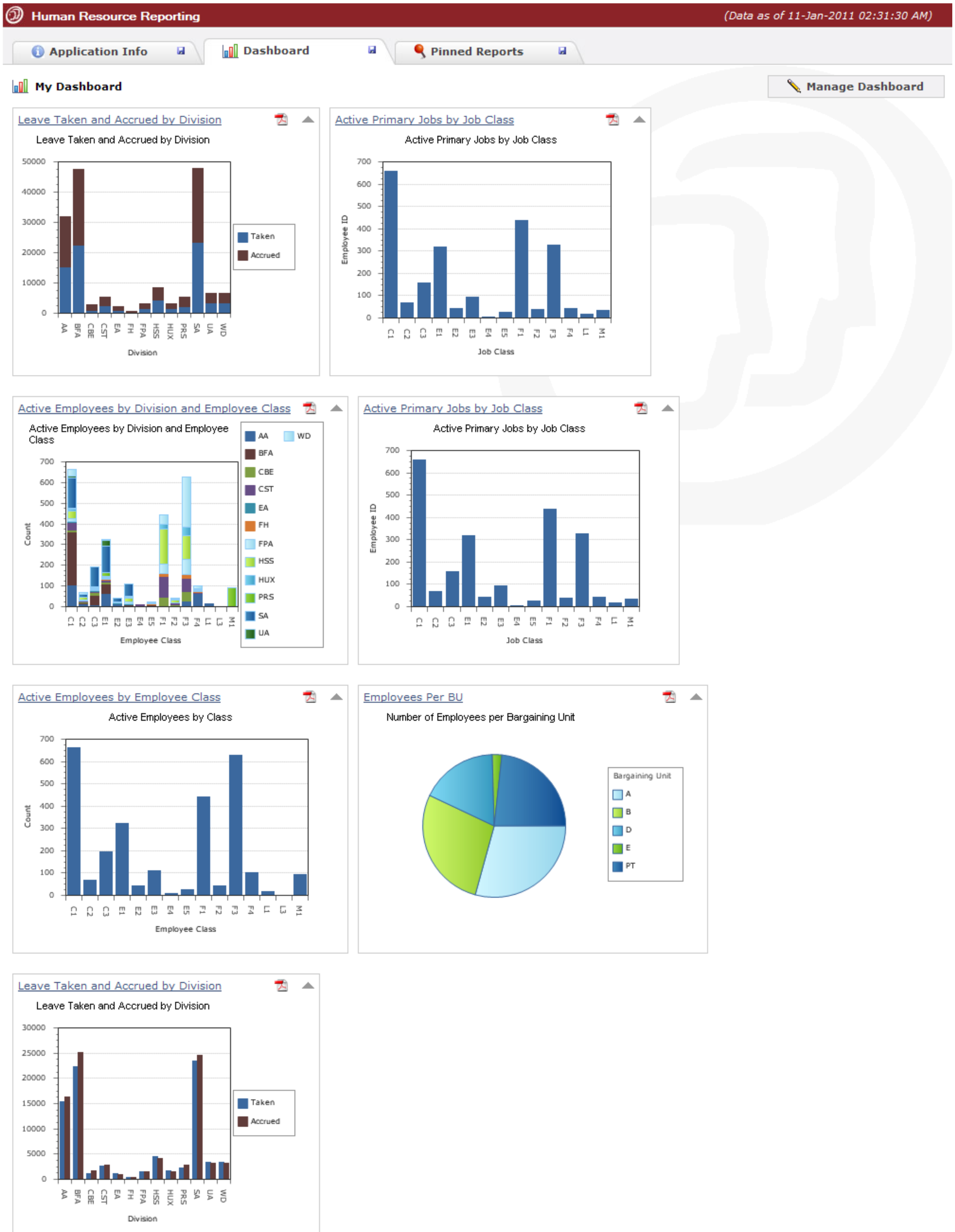


View the Dashboard on the FAST Home Page



This Dashboard illustrates the types of graphs you can display. Your Dashboard may not have as many graphs.

View the Dashboard on the HR application Home Page



This Dashboard illustrates the types of graphs you can display. Your Dashboard may not have as many graphs.

Managing the Dashboard

There are three sections for managing the Dashboard: Dashboard, Private Graphs Available, and Public Graphs Available. They are listed by Graph Name—which is what the graph was called when it was pinned—and the Page Title which is the reporting page the graph was created from. There are also options to view the description, open the graph as a JPG or in PDF format, and as well as options of adding or deleting the graph.

	On the Dashboard tab, by default the graphs and grids display. If none have been added, then the Manage Dashboard section opens.

Private Graphs Available (1)	
Public Graphs Available (11)	
Active Employees (Primary Jobs Information)	Human Resource Reporting
ClassStaffSnp (Current Jobs Snapshot)	Human Resource Reporting
Employee Count by Bargaining Unit (Employee Summary)	Human Resource Reporting
Employee Per BU (Employee Summary)	Human Resource Reporting
Employees by Division and Class (Employee Summary)	Human Resource Reporting
ExOffSnapshot (Current Jobs Snapshot)	Human Resource Reporting
FacSnapshot (Current Jobs Snapshot)	Human Resource Reporting
PermStaffSnapshot (Current Jobs Snapshot)	Human Resource Reporting
ProStaffSnapshot (Current Jobs Snapshot)	Human Resource Reporting
StudntSnapshot (Current Jobs Snapshot)	Human Resource Reporting
TempStaffSnapshot (Current Jobs Snapshot)	Human Resource Reporting

My Dashboard

In the **Add/Remove** column, you can click any icon and add it up to your Dashboard section. You can also remove from your Dashboard by clicking the icon; the graph goes back to its original location. The graphs are also movable; you can move the graph in dashboard by dragging it from one place to another.

Private Graphs Available

Graphs you created and pinned. Only you see the graphs in this section.

Public Graphs Available

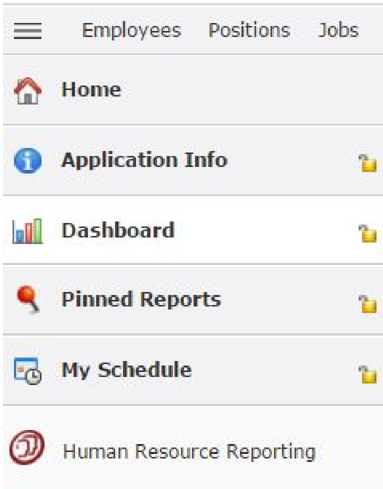
Graphs anyone has tagged as public for the HR application. Everyone with access to the application sees the graphs in this section.

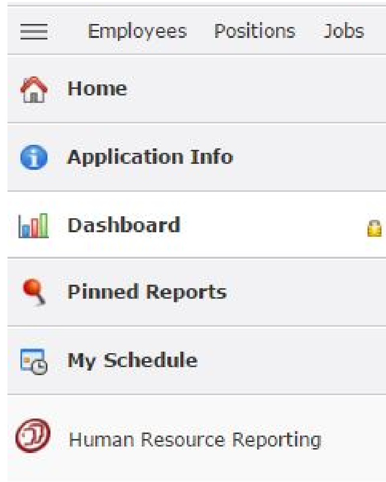
How you can manage your Dashboard

Description	Info	JPG	PDF	Add/Remove
Move your mouse over the icon to view a description of the report.	Move your mouse over the icon to view who created the report, the created date, last executed date, and the number of times the report has been run.	Click to open a JPG image of your graph. Not available for grids.	Click to open the graph in PDF format. Not available for grids.	In the **Graphs Available** section (Private or Public), click to add the graph to your Dashboard. If you want to remove the graph from the dashboard click it goes back to its original location.

On the Dashboard, you can:

- **Make Dashboard the default tab**: Click the small save icon on the tab; it changes to a indicating it is now the default; the save icon is removed from the other tabs. If you no longer want the Dashboard to be the default, click the and it changes back to the icon.





- **View report or graph details**: Click the hyperlinked name to run the report the graph was based on. The title is the name you gave the report when you pinned it and may not be the same as the graph title.

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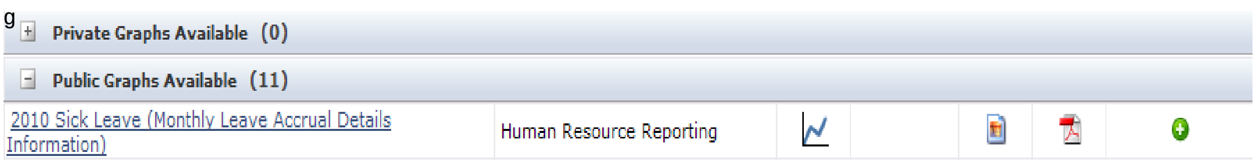
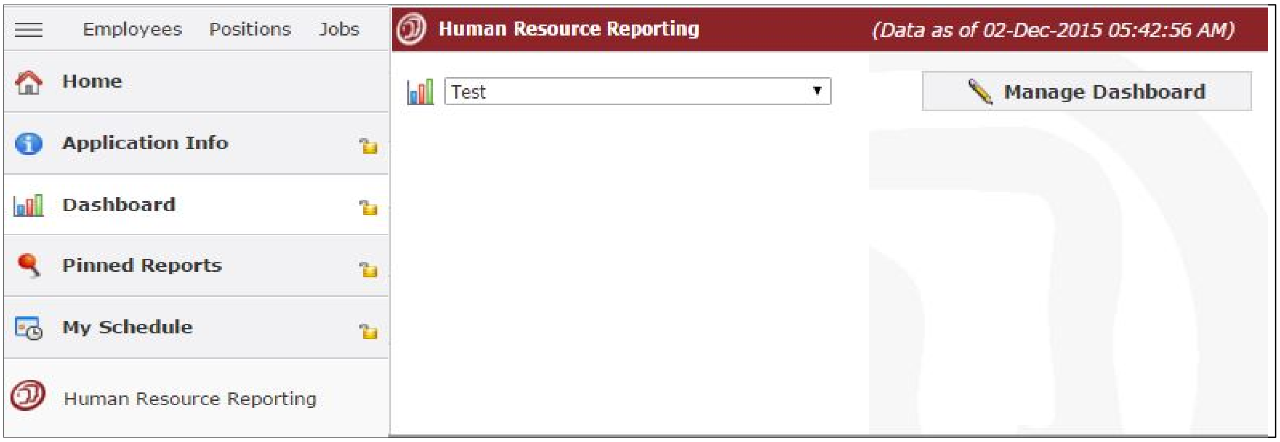


- **Click PDF icon to open**: Open graph in PDF format, with the option to send to a colleague or print it.

- **Manage the Dashboard**: Add or remove graphs from your Dashboard, set the order you want them to display, run the report for the graph, or view images of them.



Global Settings:

- **Language**: Lists the languages available.
- **Records Per Page**: Lists defaults for the amount of records to display on your report (datagrid).
- **Assigned Roles**: Lists roles assigned to your User ID.
- **Show Context Help**: Context help will always be available regardless of choice.

Changing Your Global Settings:

1. Click Profile Info
2. Click Edit

   a. From the **Language** list, select the Language you want to work in.

   b. From the **Show Context Help** list, select one of the following:

      i. **True**: Display help balloons.

      ii. **False**: Do not display help balloons.

   c. You can click **View** to display your **Assigned Roles**; click **Hide** to close the list.

   d. When you have finished making your changes, click **Save**.

   e. Click **Refresh Page** to clear the cache and reset your changes.

Recommended display settings and system requirements

Millennium Computer Systems Ltd. recommends the following display settings and systems requirements.

Display Settings:

The Resolution should be a minimum of 1024 by 768 pixels; the DPI setting is required to be 96. If your settings are different, the application may not display correctly and will not be supported by Millennium Computer Systems Ltd.

1. On your computer desktop, right-click and select **Properties**.
2. Select the **Settings** tab.
3. Your **Screen Resolution** should be 1024 by 768 pixels or higher. If it isn't, move the slider to change it.
4. If you are using an LCD monitor, you may want to contact your local computer support department to make sure you are using the optimal native resolution for it.
5. Click the **Advanced** button, then the **General** tab.
6. In the **Display** section, make sure the **DPI setting** is **Normal size (96 DPI)**. (Any other setting will cause the *windowed* elements to appear larger and they will not fit on the screen.)
7. Click **OK** twice.

Browser requirements:

We support the latest versions of all major browsers.

JavaScript:

Your browser must have JavaScript enabled.

Applications used to export data:

FAST uses these applications to export data to your computer hard drive:

- Adobe Reader.
- Microsoft Excel.
- Microsoft Visio.
- Microsoft Word.
- XML (Extensible Markup Language).

Appendix 1: FAST HR Reports

Employee Summary (Employee Menu)

Description: A list of active and terminated employees.

Filters: Employee ID, Status, Employee Group, Employee Class, Division/College, Home Organization, Bargaining Unit, *Gender, *Birth Date, Deceased Indicator

Columns: Employee ID, Name, Last Name, First Name, Status, Employee Class, Employee Class Description, Employee Group, Employee Group Description, Original Hire Date, Current Hire Date, Adjusted Service Date, Seniority Date, Termination Date, *Termination Code, *Termination Reason, Division, Division Description, Home Organization Code, Home Organization Description, Distribution Organization, Bargaining Unit, Bargaining Unit Description, Email, Citizen, Confidential Indicator, Deceased Indicator, I9 Indicator, I9 Date, I9 Expire Date, *Gender, *Birth Date, *W2 Consent, *W2 Consent Date, *Ethnic Code (Old), *Ethnic Code (New), *Race, *Race 1, *Race2,
*Race 3, *Race 4, *Race 5, *Ethnic Confirm, *Ethnic Confirm Date, *Veteran Code, *Special Disabled Veteran, *Active Duty Separation Date

Filters or Columns identified with an asterisk are restricted data elements.

Employee Details (Employee Menu)

Description: Information for a specific employee. This is also the report that is linked to (drill- down) from many of the other reports.

Filters: Employee ID

Columns: Name, Employee ID, Date of Birth*, Gender*, Employee Class, Home Organization, Employee Group Code, First Hire Date, Current Hire Date, Seniority Date, Service Date, Address Type, Address, City, Zip Code, Phone Number, Email Code, Email Address, Bargaining Unit, Bargaining Unit Description, Bargaining Unit Relationship Code, Bargaining Unit Relationship Description, Seniority, End Date, Position, Suffix, Status, Description, Annual Salary, Employee Code, Job Class, Begin Date, End Date, Salary Grade, Class, Job Appointment Percent, Job FTE

Filters or Columns identified with an asterisk are restricted data elements.

New Hires (Employee Menu)

Description: A list of active employees with an active job(s).

Filters: Employee ID, Employee Class, Division/College, Home Organization, Bargaining Unit, Original Hire Date, Current Hire Date, *Gender

Columns: Employee ID, Name, Last Name, First Name, Preferred First Name, Status, Employee Class, Employee Class Description, Original Hire Date, Current Hire Date, Division, Division Description, Home Organization, Home Organization Description, Bargaining Unit, Bargaining Unit Description, Position, Suffix, Job Title, *Gender

Filters or Columns identified with an asterisk are restricted data elements.

Termination Listing (Employee Menu)

Description: A list of terminated employees (see notes below).

Filters: Employee ID, Employee Class, Division/College, Home Organization, Date Terminated, Last Worked Date, *Gender, Deceased Indicator

Columns: Employee ID, Name, Last Name, First Name, Preferred First Name, Employee Class, Employee Class Description, Last Work Date, *Termination Code, *Termination Reason, Termination Date, Division, Division Description, Home Organization, Home Organization Description, *Gender, *DOB, *Age at Term, Status, Deceased Indicator

Filters or Columns identified with an asterisk are restricted data elements.

Notes:

- This list does include individuals that have terminated and come back at a later point. See the 'Status" column for an employee's current status.
- The employee class is the individual's "current" class, which may not be the same as what their class was when they terminated.

Employee Anniversary (Employee Menu)

Description: A list of employees that includes their anniversary date (adjusted service date).

Filters: Employee ID, Job Status, Employee Class, Division/College, Home Organization, Adjusted Service Month, Adjusted Service Date, Deceased Indicator

Columns: Employee ID, Name, Last Name, First Name, Preferred First name, Status, Employee Class, Employee Class Description, Division, Division Description, Home Organization, Home Organization Description, Adjusted Service, *Gender, Deceased Indicator

Columns identified with an asterisk are restricted data elements.

Employee Contact Information (Employee Menu)

Description: A list of employees, active and terminated, and their office contact information.

Filters: Address Type, Employee ID, Job Status, Employee Class, Division/College, Home Organization, Bargaining Unit, Deceased Indicator

Columns: Employee ID, Last Name, First Name, Preferred First name, Professional Name, Employee Class, Employee Class Description, Employee Group, Employee Group Description, Division, Division Description, Bargaining Unit, Bargaining Unit Description, Address Type, Address, Address 2, Address 3, City, County, State, Zip Code, Nation, Deceased Indicator

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All Current Positions (Positions Menu)

Description: A list of all current active positions and the incumbent employee in the position. One row per position.

Filters: Employee ID, Position Status, Employee Class, Position Class, Position, Bargaining Unit, Position Start Date, Position End Date, Position Organization

Columns: Position, Suffix, Position Type, Position Status, Employee ID, Name, Last name, First Name, Preferred First Name, Employee Class, Employee Class Description, Position Class, Position Class Description, Position Organization, Position Organization Description, Begin Date, End Date, Bargaining Code, Bargaining Code Description, Appointment %, Position History, Incumbent History

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Position History (Positions Menu)

Description: A list of positions and changes in the position. A position may appear more than once depending on changes made in the past to a position.

Filters: Employee Class, Position Class, Position

Columns: Position, Position Title, Position Class, Position Class Description, Employee Class, Employee Class Description, *Salary Table, Salary Grade, Step, Appointment %, Bargaining Unit, Bargaining Unit Description, Budget Type, FLSA Exempt Indicator, FLSA Exempt Reason Code, Activity Date

Columns identified with an asterisk are restricted data elements.

Position Incumbent History (Positions Menu)

Description: A list of positions and the incumbent employee is the position. A position may appear more than once depending on changes made in the past to a position.

Filters: Employee Class, Position Class, Position

Columns: Position, Suffix, Title, Status, Employee ID, Name, First Name, Last Name, Preferred First Name, Job Class, Employee Class, Employee Class Description, Position Class, Position Class Description, *Salary Table, Salary Grade, Salary Step, Annual Salary, Personnel Date

Columns identified with an asterisk are restricted data elements.

Pay Grades (Positions Menu)

Description: A list of pay grades for the current fiscal year <<HR Only>>

Filters: Group Code, Salary Group

Columns: Year, Group, Grade, Group Description, Low Point, Mid Point, High Point

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Primary Jobs (Jobs Menu)

Description: A list of active employees and their "Primary" job.

Filters: Employee ID, Job Status, Employee Class, Job Class, Division/College, Time Sheet Organization, Home Organization, Position, Employee Group, Change Reason, *Effective Date

Columns: Position, Suffix, Position Description, Job type, Job Status, Employee ID, Name, Last name, First Name, Preferred First Name, Job Class, Job Class Description, Job Change Type, Job Change Type Description, Employee Class, Employee Class Description, Employee Group, Employee Group Description, Division, Division Description, Home Organization, Home Organization Description, Time Sheet Organization, Time Sheet Description, Distribution Organization,
*Effective Date, Begin Date, End Date, Job Change Reason, Job Change Reason Description, Job Change Date, Time Entry Method, *Salary Table, Salary Grade, Salary Step, Factors, Pays, Appointment Length, Annual Basis, Base Units, Job Appointment %, Job FTE, Annual FTE, Hourly Rate, Semi-Monthly Salary, Annual Salary, Actual Salary, Labor Codes

Filters or Columns identified with an asterisk are restricted data elements.

All Jobs (Jobs Menu)

Description: A list of active and terminated employees and their job or jobs (primary, secondary and overload).

Filters: Employee ID, Job Status, Employee Class, Division/College, Time Sheet Organization, Home Organization, Job Class, Position, Change Reason, Employee Group, Employer Code, Deceased Indicator, Job Type, Job Change Type, *Effective Date, End Date

Columns: Position, Suffix, Position Description, Job Type, Job Status, Employee ID, Name, Last Name, First Name, Preferred First Name, *Contract Number, Job class, Job Class Description, Job Change Type, Job Change Type Description, Employee Class, Employee Class Description, Employee Group Code, Employee Group Description, Division, Division Description, Home Organization, Home Organization Description, Time Sheet Organization, Time Sheet Description, Distribution Organization, *Effective Date, Begin Date, End Date, Job Change Reason, Job Change Reason Description, Job Change Date, Time Entry Method, *Salary Table, Salary Grade, Salary Step, Factors, Pays, Appointment Length, Annual Basis, Base Units, Job Appointment %, Appointment %, Job FTE, Annual FTE, Hourly Rate, Semi-Monthly Salary, Annual Salary, Actual Salary, Labor Codes

Filters or Columns identified with an asterisk are restricted data elements.

Job Labor Distribution (Jobs Menu)

Description: Provides job labor distribution based on search.

Filters: Employee ID, Position, Suffix, Division/College, *Effective Date, Fund, Organization, Account, Program

Columns: Position, Suffix, Position Description, Employee ID, Name, Employee Class, *Effective Date, Employee Class Description, Division Description, Division, Chart, Fund, Organization, Account, Program, Activity, Location, Labor Distribution %, Change Index, Activity Date

Filters or Columns identified with an asterisk are restricted data elements.

Current Jobs (Jobs Menu)

Description: A list of active employees and their current job or jobs (primary, secondary and overload).

Filters: Employee ID, Job Status, Employee Class, Division/College, Time Sheet Organization, Home Organization, Job Class, Position, Change Reason, Job Change Type, Job Type, *Effective Date

Columns: Position, Suffix, Position Description, Job Type, Job Status, Employee ID, Name, Last Name, First Name, Preferred First Name, Job Class, Job Class Description, Job Change Type, Job Change Type Description, Employee Class, Employee Class Description, Employee Group Code, Employee Group Code Description, Division, Division Description, Home Organization, Home Organization Description, Time sheet Organization, Time Sheet Description, *Effective Date, Begin Date, End Date, Job Change Reason, Job Change Reason Description, Change Date, Time Entry Method, *Salary Table, Salary Grade, Salary Step, Factors, Pays, Appointment Length, Annual Basis, Base Units, Job Appointment %, Job FTE, Annual FTE, Hourly Rate, Semi-Monthly Salary,
*Annual Salary, Actual Salary, Labor Codes

Filters or Columns identified with an asterisk are restricted data elements.

Leave Summary (Leave Menu)

Description: A list of active employees and their current leave balances.

Filters: Employee ID, Division/College, Employee Class

Columns: Employee ID, Name, Last Name, First Name, Sick Balance, Vacation Balance, Personal Holiday Balance, Personal Leave Day Balance, Comp Balance, Holiday Comp Balance, Shared Leave Balance, Employee Class, Employee Class Description, Division, Division Description, Home Organization, Home Organization Description

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Employee Leave Details (Leave Menu)

Description: A list of active employees with their leave balance, accrued, taken and available by a specific leave code

Filters: Leave Type (Required Entry), Employee ID, Status, Home Organization, Division/College, Employee Class, Adjusted Service Date, Vacation Anniversary Month

Columns: Employee ID, Name, Last Name, First Name, Beginning Balance, Accrued, Hours Banked, Taken, Available, Anniversary Month, Adjusted Service Date, Status, Employee Class, Employee Class Description, Division, Division Description, Home Organization, Home Organization Description, Distribution Organization

Notes:

- In this report the vacation (VAC) leave amounts are calculated from the anniversary (adjusted service) date. All other leave calculation are based on the calendar year.

Monthly Leave Accrual Details (Leave Menu)

Description: A list of employee's leave, accrued and taken by pay period.

Filters: Employee ID, Employee Class, Division/College, Pay Number, Calendar, Leave Code, Home Organization

Columns: Year, Employee ID, Name, Last Name, First Name, Leave Code, Accrued, Taken, Activity Date, Pay Number, Employee Class, Employee Class Description, Division, Division Description, Home Organization, Home Organization Description