



HR Users Guide

Contents

How to Login to Discoverer Plus.....	2
Worksheets & Workbook Definitions.....	3
Selecting Parameter Values	3
Refresh Data or Edit Parameter Values	4
Export Data to an Excel Spreadsheet.....	5

How to Login to Discoverer Plus

- Open your Internet Browser and go to the Talent2 Alesco Human Resources Management System Application Start Options – Discoverer as per URL below:
<http://www.flinders.edu.au/hr/hrsp/talent2-hrms.cfm>
- Save the URL to your favorites for future use.
- Select the **Discoverer Plus** link listed under Discoverer.

The following screen will appear:

- Enter your login details where indicated with *

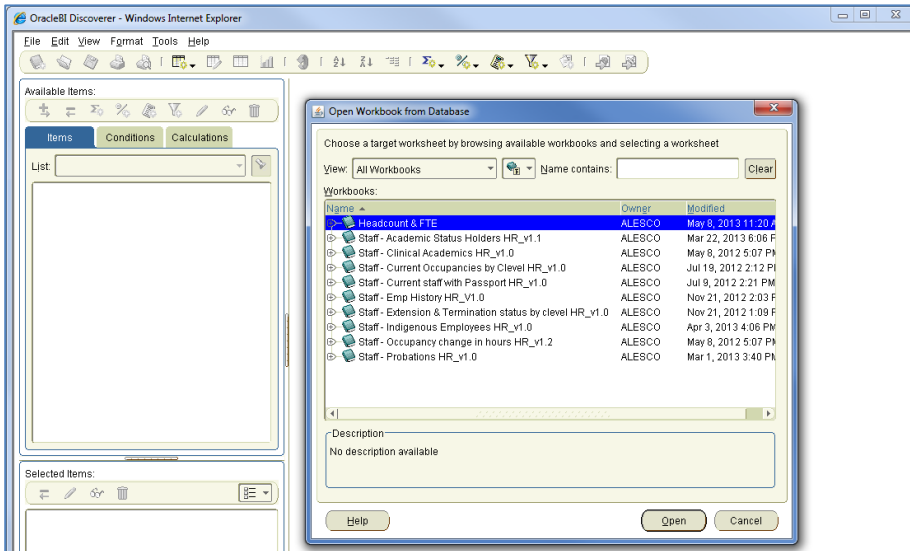
Connect to:	Leave the default value as (Oracle BI Discoverer)
*User name:	Enter your FAN
*Password:	Enter your HR Alesco password
*Database:	T2PROD (in upper or lower case)
End User Layer:	Leave blank
Locale:	Leave as the default value
- Press Enter or click on the **Go** button.

Note: Users have been assigned view only privileges to the Plus version. So users cannot accidentally change or save over these shared reports.

Worksheets & Workbook Definitions

Once logged in successfully, a list of Workbooks will display. The following screen will appear showing a list of reports shared to your role.

- Select a report and click open.

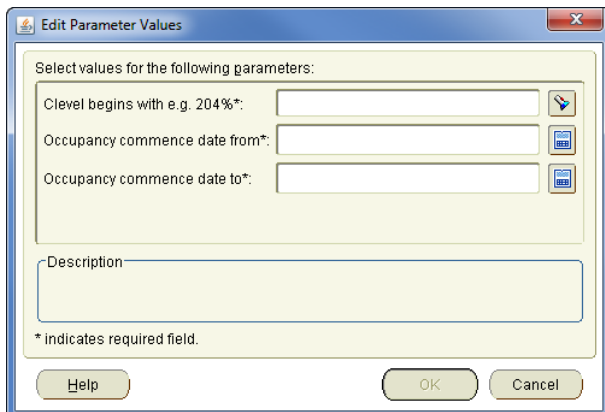


Selecting Parameter Values

Some worksheets are based on entering parameters to filter the data. If the parameter displays an asterisk, the field is mandatory. Select the torch symbol to search for a list of values.

Common parameters used are based on clevel and dates as shown below.

- Enter the parameters and select ok



Staff - Occupancy change in hours HR_v1.2
Faculty/Department : '204%' , From date : '01-AUG-2013' , To date : '31-AUG-2013'

	Preferred Name	Employee No	Job No	Occup Type	Emp Status	Occup Com Reas	Occup Com Reas Desc
1	Anna	041465	03	SUB	FTPA	HI	Hours Increased
2	Susan	042334	01	SUB	FTFA	TRRW	Time-Release Return to Work
3	Susan	042334	01	SUB	FTFA	HR	Hours Reduced
4	Alex	043664	01	SUB	PF	HR	Hours Reduced
5	Kym	035646	02	SUB	FTP	HR	Hours Reduced
6	Letitia	032173	03	SUB	FTP	TRC	End of Time-Release
7	Carole	046417	01	SUB	FTFA	HI	Hours Increased

The results will appear on the right pane.

The conditions used to build the report will display on the left panel. This can be useful to confirm what codes are used to find specific data.

The Plus version of Discoverer is easier to use when viewing large amounts of data compared to the Viewer version of Discoverer.

Refresh Data or Edit Parameter Values

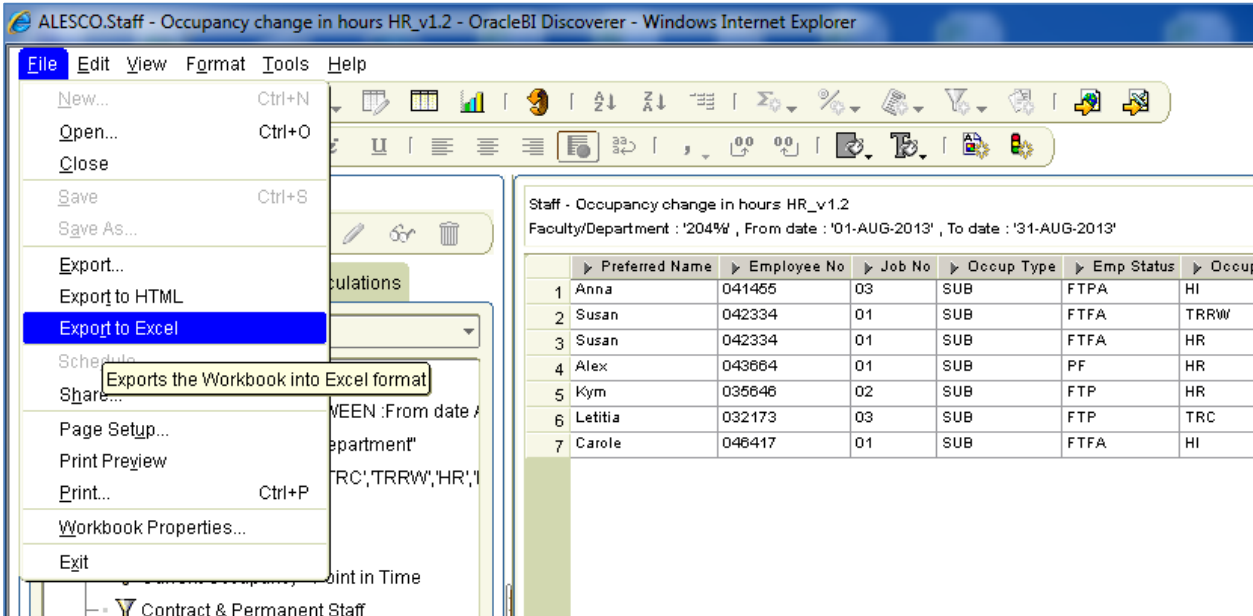
To refresh the data and/or edit the parameter values, click the refresh button found in the top menu bar.

- Enter your parameters and click ok.

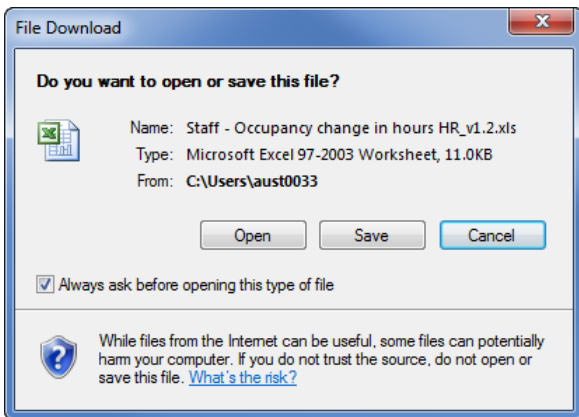
Export Data to an Excel Spreadsheet

To export data to excel for further manipulation, etc

- Select File, Export to Excel



- Select Open or Save



If you have any questions or require more information please contact the HR Systems Team.