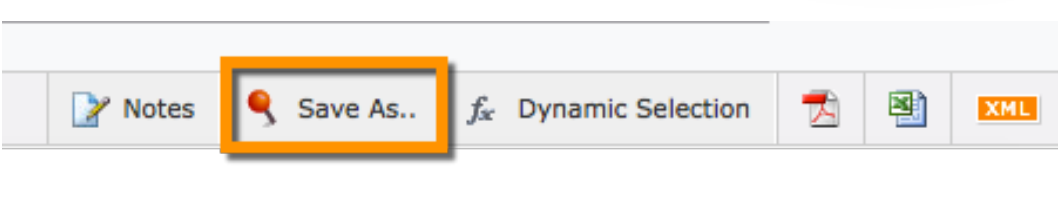
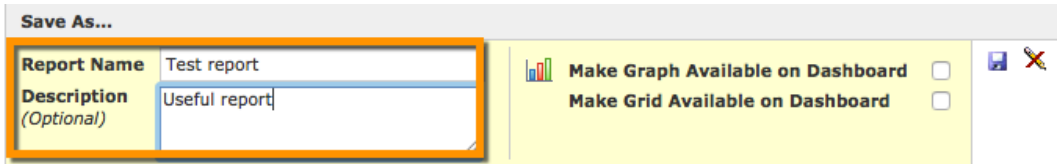
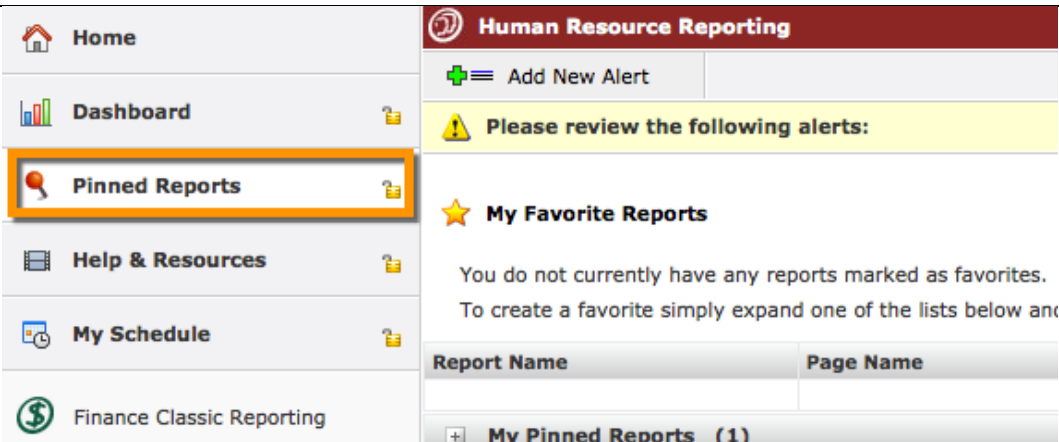
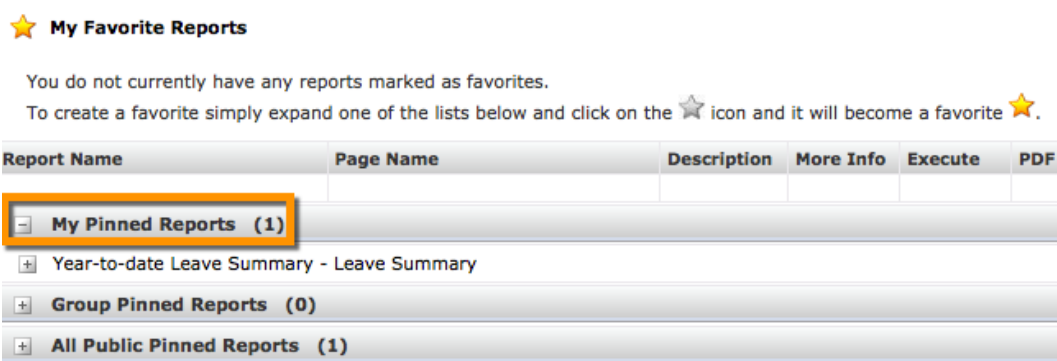
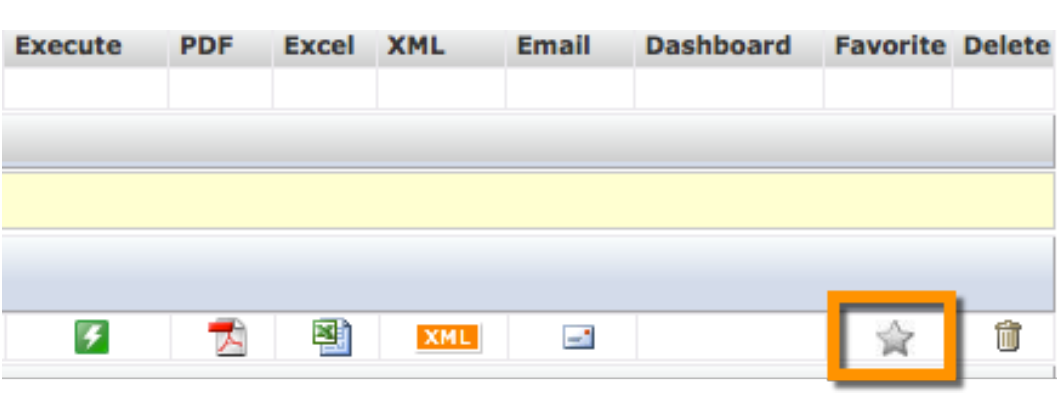
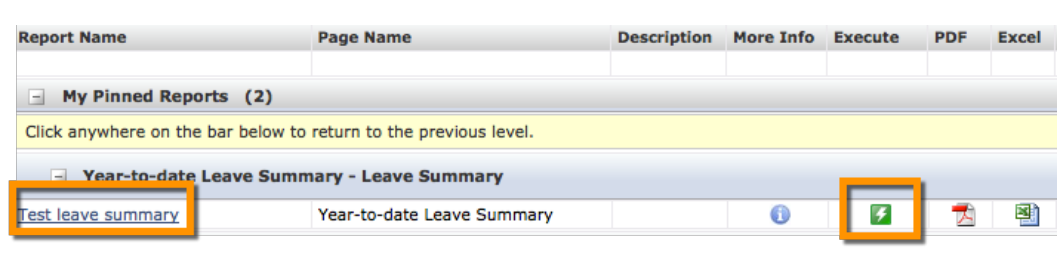
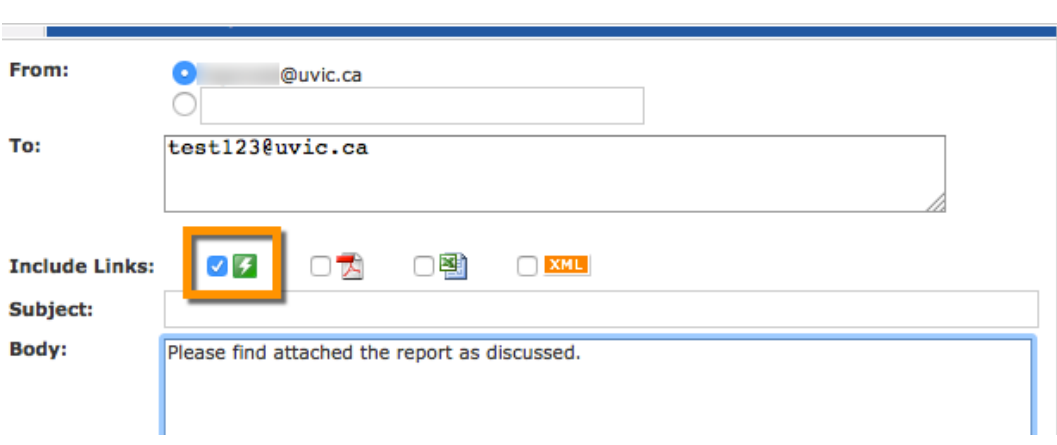


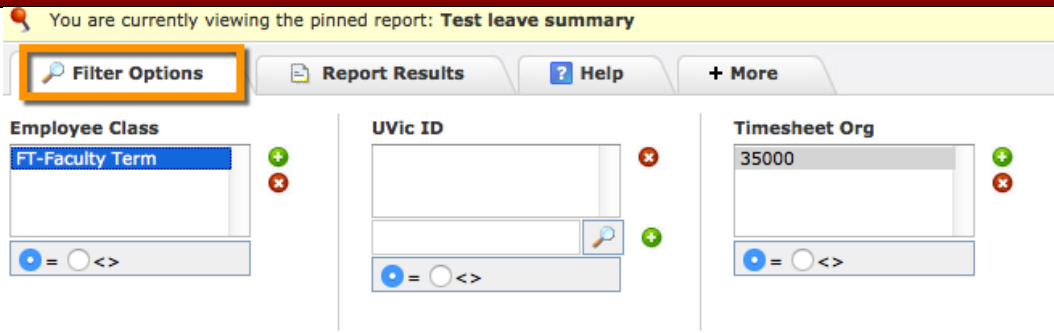
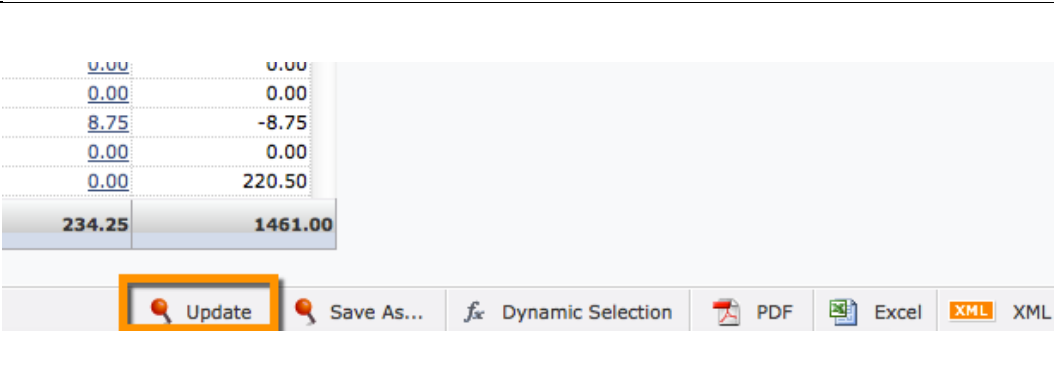
Pinned reports

This quick guide describes how to pin (save) a FAST HR report for future use. It also describes how to modify, share and export pinned reports.

For more resources, including a guide on *FAST HR codes*, visit www.uvic.ca/hr/fasthr.

#	Instructions	Screenshot
1	From the report you want to save, choose the Save button (with the red pin icon) on the bottom right of the page.	
2	Insert a Report Name and Description (optional). Click the diskette icon to save. TIP: You can share the report with specific users without making it public (see step 7).	
3	Once saved, the report is available from the Pinned Reports tab of the FAST HR home page. If you would like to make this tab the default tab on your home page, click on the lock icon.	

#	Instructions	Screenshot																																			
4	<p>To locate your pinned report, expand the My Pinned Reports section. Your reports will be listed in alphabetical order by category.</p> <p>TIP: You can also use the Search field to search for reports by name.</p>	 <p>★ My Favorite Reports</p> <p>You do not currently have any reports marked as favorites. To create a favorite simply expand one of the lists below and click on the ★ icon and it will become a favorite ★.</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Page Name</th> <th>Description</th> <th>More Info</th> <th>Execute</th> <th>PDF</th> </tr> </thead> <tbody> <tr> <td colspan="6">- My Pinned Reports (1)</td> </tr> <tr> <td colspan="6">+ Year-to-date Leave Summary - Leave Summary</td> </tr> <tr> <td colspan="6">+ Group Pinned Reports (0)</td> </tr> <tr> <td colspan="6">+ All Public Pinned Reports (1)</td> </tr> </tbody> </table>	Report Name	Page Name	Description	More Info	Execute	PDF	- My Pinned Reports (1)						+ Year-to-date Leave Summary - Leave Summary						+ Group Pinned Reports (0)						+ All Public Pinned Reports (1)										
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5	<p>To make a pinned report easier to find, click on the star icon to mark it as a favourite. It will now appear at the top of the My Pinned Reports tab under My Favourite Reports.</p> <p>TIP: To delete a report from your favourites list, click on the star again.</p>	 <table border="1"> <thead> <tr> <th>Execute</th> <th>PDF</th> <th>Excel</th> <th>XML</th> <th>Email</th> <th>Dashboard</th> <th>Favorite</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="8">[Report Row]</td> </tr> </tbody> </table>	Execute	PDF	Excel	XML	Email	Dashboard	Favorite	Delete	[Report Row]																										
Execute	PDF	Excel	XML	Email	Dashboard	Favorite	Delete																														
[Report Row]																																					
6	<p>To open a pinned report, click on the report name or the green Execute button.</p> <p>TIP: Mouse over the More Info button to view report details (e.g. <i>Date Created</i>).</p>	 <table border="1"> <thead> <tr> <th>Report Name</th> <th>Page Name</th> <th>Description</th> <th>More Info</th> <th>Execute</th> <th>PDF</th> <th>Excel</th> </tr> </thead> <tbody> <tr> <td colspan="7">- My Pinned Reports (2)</td> </tr> <tr> <td colspan="7">Click anywhere on the bar below to return to the previous level.</td> </tr> <tr> <td colspan="7">- Year-to-date Leave Summary - Leave Summary</td> </tr> <tr> <td>Test leave summary</td> <td>Year-to-date Leave Summary</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Report Name	Page Name	Description	More Info	Execute	PDF	Excel	- My Pinned Reports (2)							Click anywhere on the bar below to return to the previous level.							- Year-to-date Leave Summary - Leave Summary							Test leave summary	Year-to-date Leave Summary					
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Click anywhere on the bar below to return to the previous level.																																					
- Year-to-date Leave Summary - Leave Summary																																					
Test leave summary	Year-to-date Leave Summary																																				
7	<p>To share your report, click on the Email envelope icon. The most secure option is to email a link to the report using the Execute button. The recipient will need to log in to FAST HR to access the report.</p> <p>TIP: You can also email a link to a PDF, Excel or XML file.</p>	 <p>From: @uvic.ca</p> <p>To: test123@uvic.ca</p> <p>Include Links: <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> XML</p> <p>Subject:</p> <p>Body: Please find attached the report as discussed.</p>																																			

#	Instructions	Screenshot
8	To modify your report, open it and click on the Filter Options tab to make changes to the filter criteria. Execute the report, and make any changes to columns by clicking on the column headers.	
9	Choose the Update button to resave the report with the new filter options. You can update the report name and/or description if you wish. To save a new (second) version of the report, choose Save As and rename the report.	
10	To export the report, choose the PDF, Excel or XML buttons.	