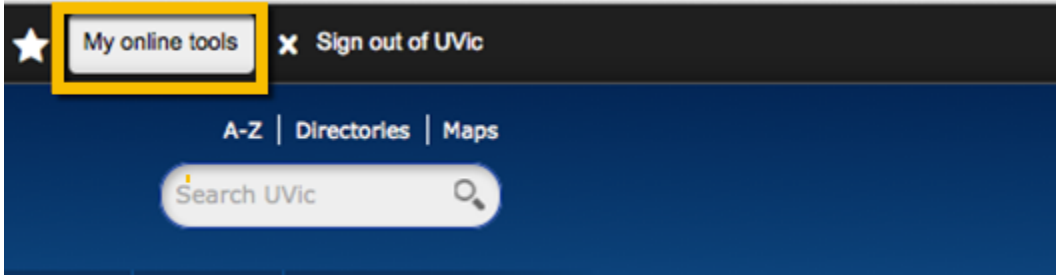
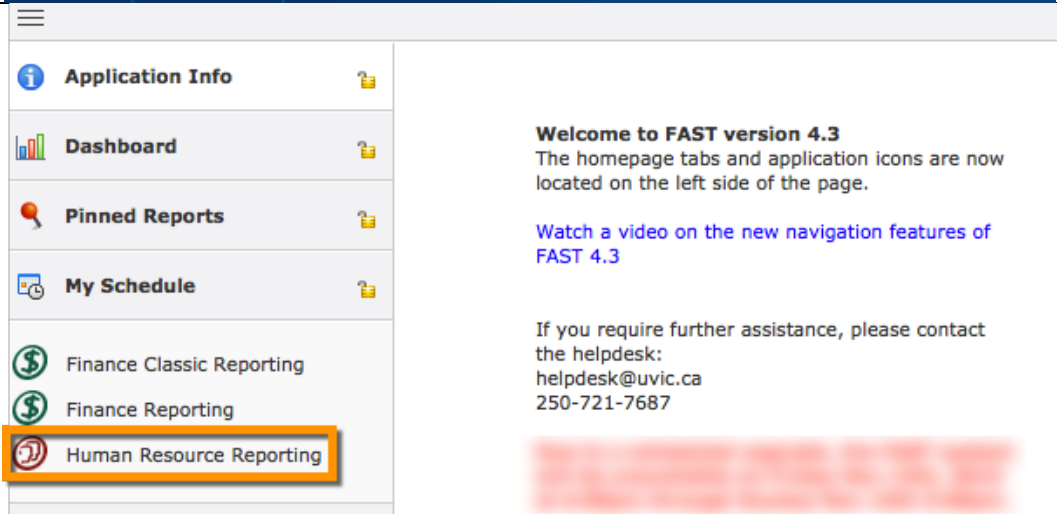


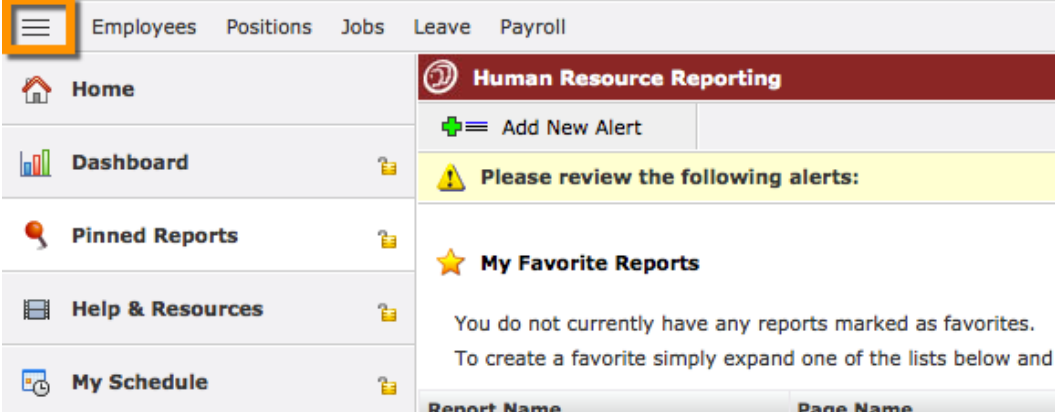
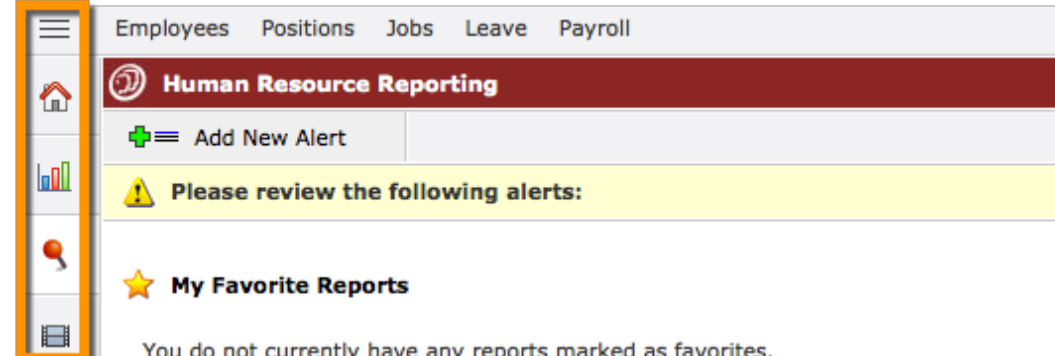
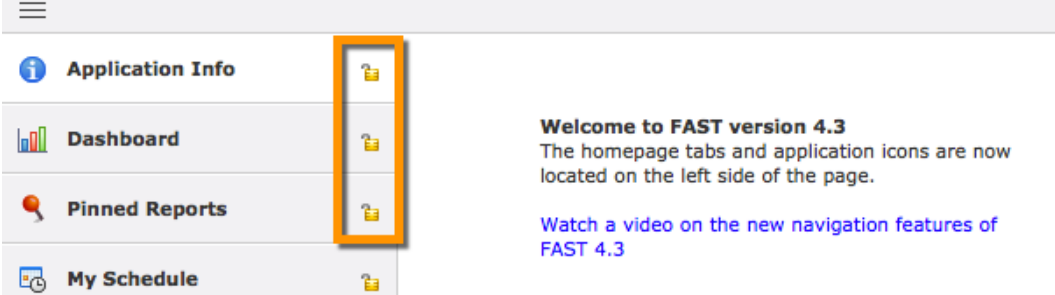


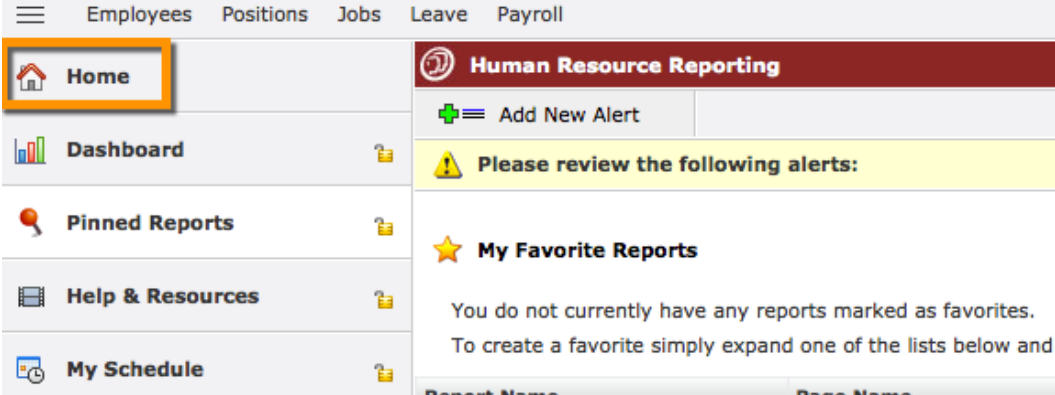
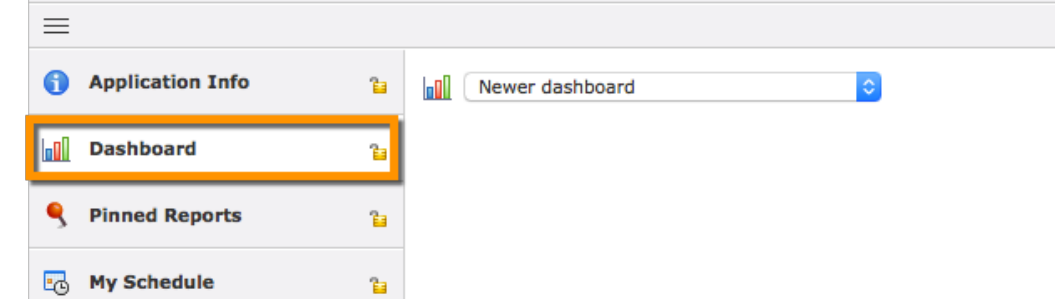

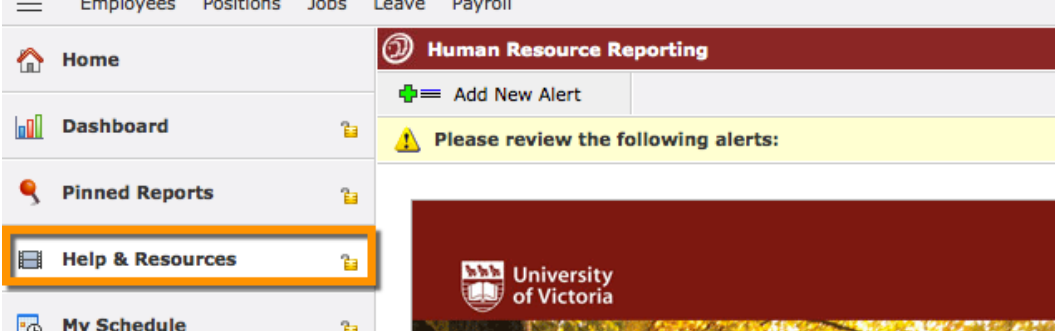
Tips & tricks

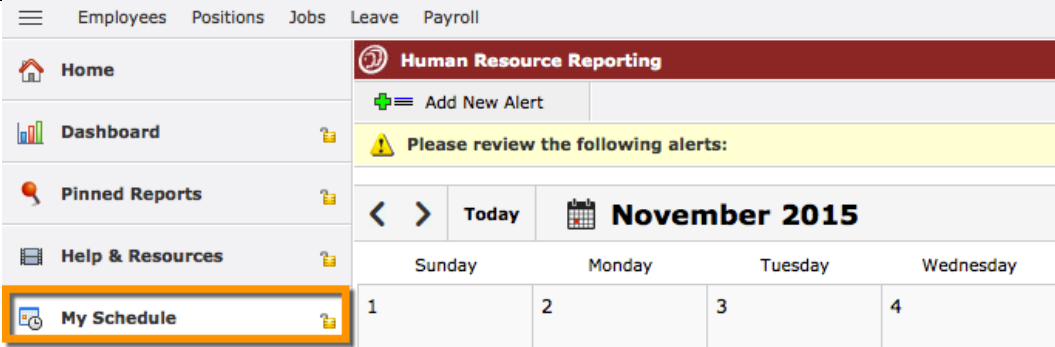
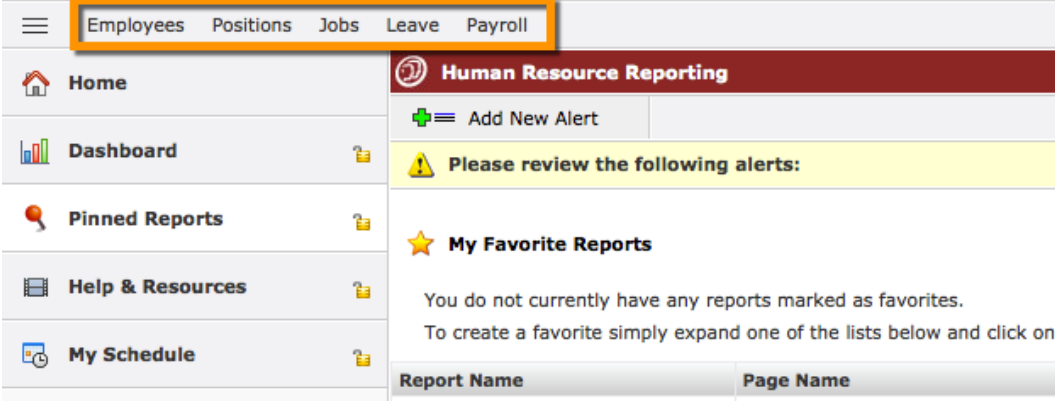
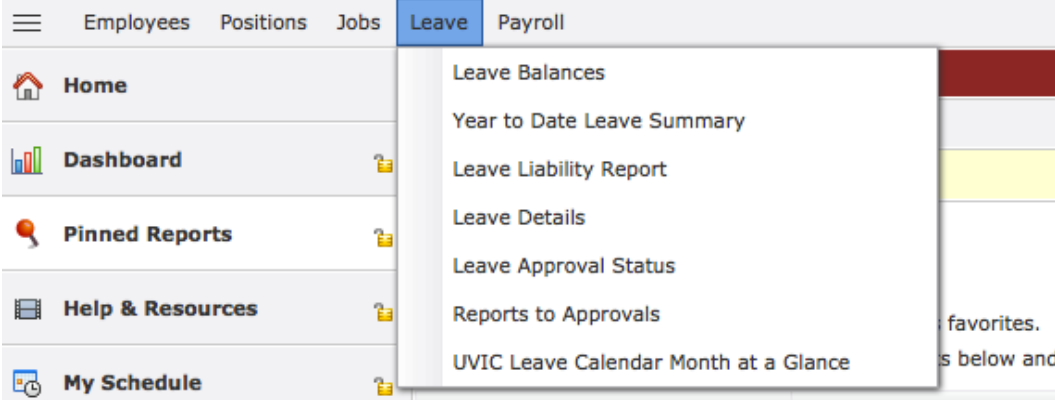
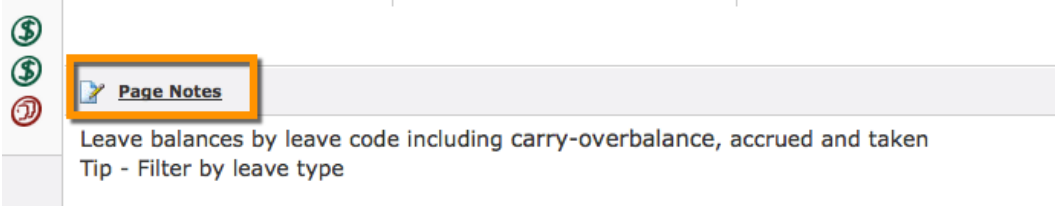
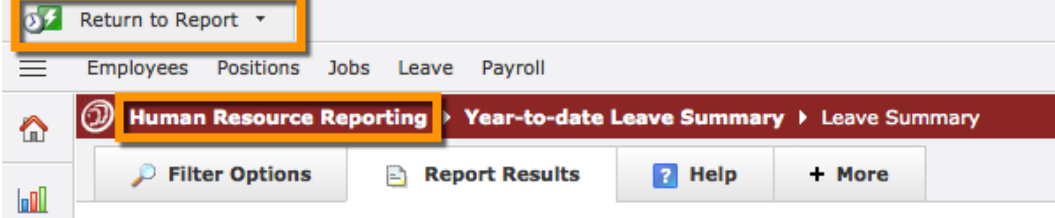
This quick guide describes basic navigation within the FAST HR reporting tool, including how to use filter options, format columns and export reports.

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

#	Instructions	Screenshot
1	Log in to UVic. From the My online tools menu, choose FAST.	
2	From the Applications list on the left, choose <i>Human Resource Reporting</i> . Your viewing access in FAST is based on the Fund/Orgn security that you have been granted.	
3	The red ribbon shows that you are using the Human Resource Reporting tool. The date on the right displays when the data was last refreshed.	

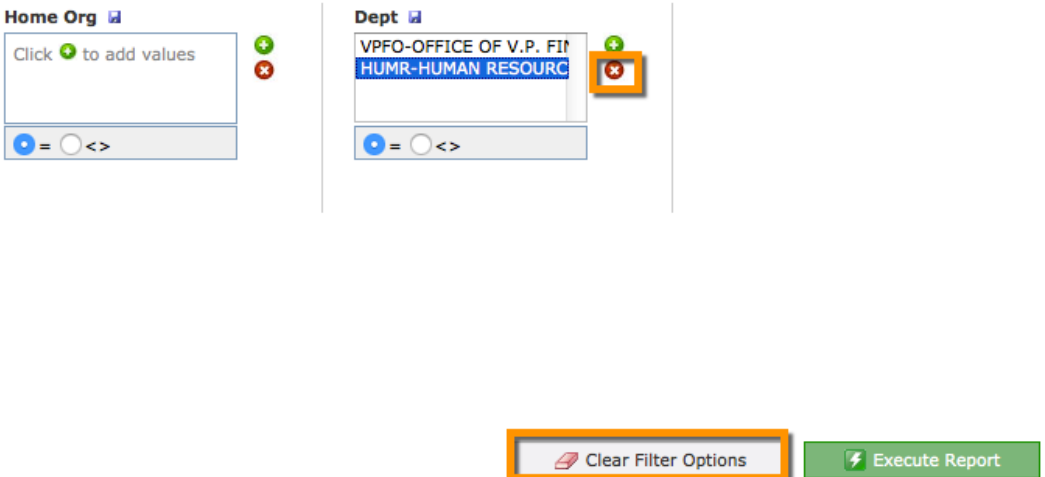
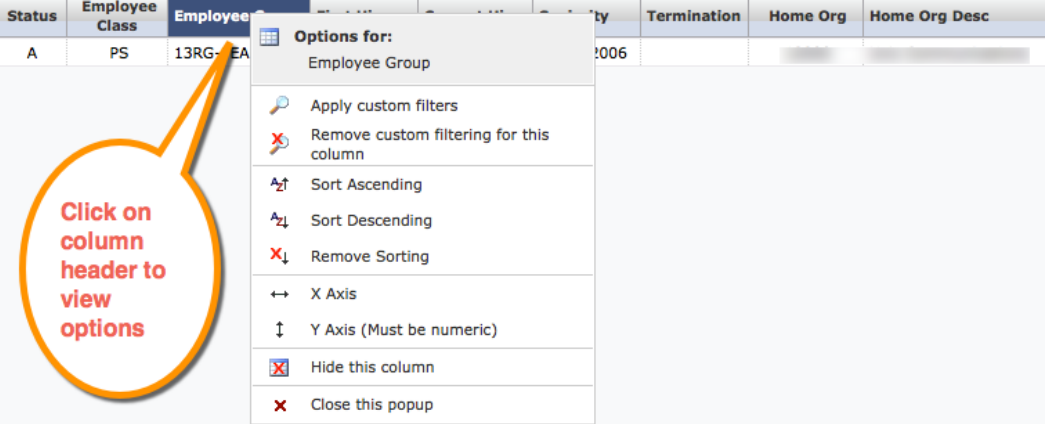
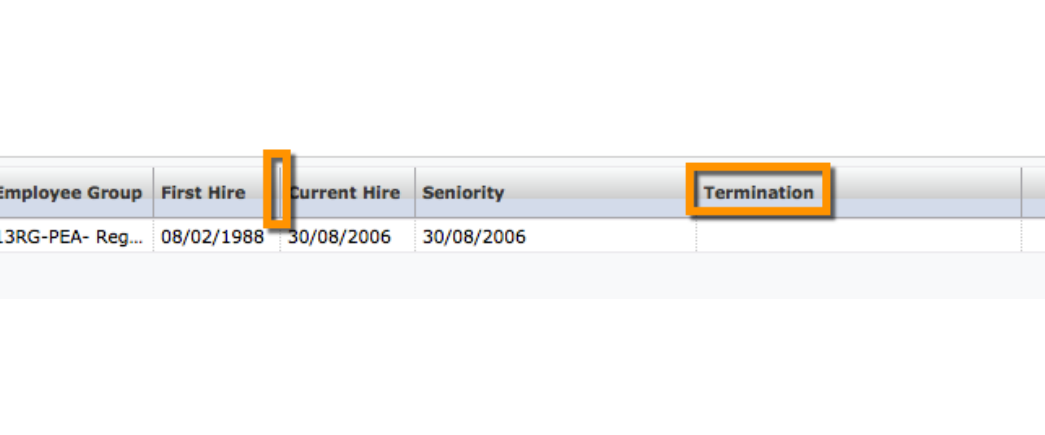
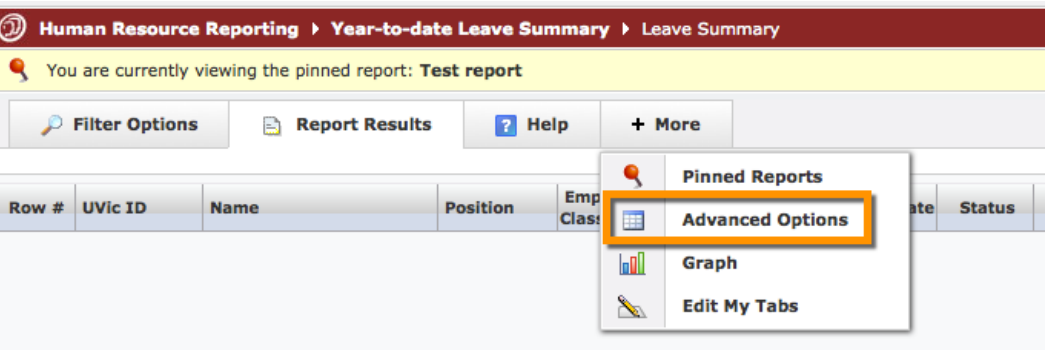
#	Instructions	Screenshot
4	Each tab on the home page serves a different function.	
5	You can expand or collapse the tool bar by clicking on the "hamburger" button in the top left corner.	
6	When the toolbar is collapsed, you can "mouse over" an icon to check its function.	
7	Choose the tab you prefer as your home tab by clicking on the lock icon. TIP: To deselect the tab, click the lock again.	 <p>Welcome to FAST version 4.3 The homepage tabs and application icons are now located on the left side of the page.</p> <p>Watch a video on the new navigation features of FAST 4.3</p>

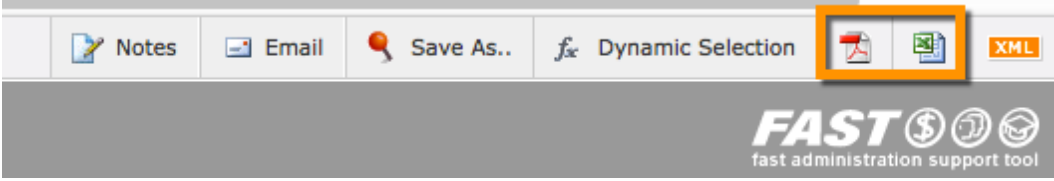
#	Instructions	Screenshot
8	The Home tab will take you to the FAST home page, where you can access any of your FAST reporting tools.	
9	The Dashboard tab allows you to save and display custom graphs representing selected reports.	
10	From the Pinned Reports tab, you can save reports you run frequently.	
11	From the Help & Resources tab, you can view and download PDF guides, and access video tutorials on a variety of topics.	

#	Instructions	Screenshot
12	The My Schedule tab provides a month-by-month preview of any scheduled reports.	 <p>The screenshot shows the 'Human Resource Reporting' dashboard. The left sidebar contains a navigation menu with options: Home, Dashboard, Pinned Reports, Help & Resources, and My Schedule. The 'My Schedule' option is highlighted with an orange box. The main content area shows a calendar for November 2015, with a yellow alert banner at the top that says 'Please review the following alerts:'.</p>
13	From the top menu bar, different reports are available under each of the five tabs: Employees, Positions, Jobs, Leave and Payroll . The name of the tab describes the type of reports you will find in each area.	 <p>The screenshot shows the 'Human Resource Reporting' dashboard. The top menu bar has five tabs: Employees, Positions, Jobs, Leave, and Payroll. These tabs are highlighted with an orange box. The left sidebar shows the same navigation menu as in the previous screenshot. The main content area shows a yellow alert banner and a section titled 'My Favorite Reports' with a message: 'You do not currently have any reports marked as favorites. To create a favorite simply expand one of the lists below and click on'.</p>
14	From each tab there are several reports to choose from.	 <p>The screenshot shows the 'Human Resource Reporting' dashboard. The top menu bar has five tabs: Employees, Positions, Jobs, Leave, and Payroll. The 'Leave' tab is selected and highlighted in blue. A dropdown menu is open under the 'Leave' tab, listing several report options: Leave Balances, Year to Date Leave Summary, Leave Liability Report, Leave Details, Leave Approval Status, Reports to Approvals, and UVIC Leave Calendar Month at a Glance. The left sidebar shows the navigation menu, and the main content area shows a yellow alert banner and a section titled 'My Favorite Reports'.</p>
15	Page notes on each report indicate the main purpose of the report.	 <p>The screenshot shows a report page. The top left corner has three icons: a green dollar sign, a red dollar sign, and a red clock. Below these icons is a 'Page Notes' icon, which is highlighted with an orange box. The main content area shows the text: 'Leave balances by leave code including carry-overbalance, accrued and taken Tip - Filter by leave type'.</p>
16	Use the hyperlinks within the system – e.g. <i>Return to Report</i> - to navigate rather than the browser arrows at the top of the screen.	 <p>The screenshot shows the 'Human Resource Reporting' dashboard. The top left corner has a 'Return to Report' link, which is highlighted with an orange box. The top menu bar has five tabs: Employees, Positions, Jobs, Leave, and Payroll. The 'Human Resource Reporting' tab is highlighted in orange. Below the menu bar, there is a section titled 'Year-to-date Leave Summary' with a sub-link 'Leave Summary'. The left sidebar shows the navigation menu. The main content area shows a yellow alert banner and a section titled 'My Favorite Reports'.</p>

#	Instructions	Screenshot																																																		
17	<p>From the Filter Options screen, you can apply a variety of filters to make your report more specific.</p> <p>TIP: If you have a small department you may not need to use filters.</p>																																																			
18	<p>To apply filters, click on the green plus sign next to one or more of the filter boxes. Different filters will appear depending on which report you choose.</p>																																																			
19	<p>Highlight the filter you wish to apply and choose the green check mark. To apply more than one filter option, hold down the shift or control keys.</p> <p>Continue to apply filters until you are ready to run your report.</p>																																																			
20	<p>You may wish to use a 'wildcard' key word to limit your data—for example, to find all jobs with the term <i>manager</i> in the job title.</p> <p>To use a wildcard with the <i>Current Jobs</i> report, first run the report and click on the Job Title column header.</p>	<table border="1"> <thead> <tr> <th>Suff</th> <th>Job Class</th> <th>Job Title</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>SH</td> <td>Unappointed - Non Union Staff</td> <td>03/10/2014</td> <td></td> </tr> <tr> <td>00</td> <td>EX</td> <td>Administrative Assistant</td> <td>15/05/2014</td> <td></td> </tr> <tr> <td>00</td> <td>NP</td> <td>Adjunct Associate Professor</td> <td>01/07/2014</td> <td>30/06/2017</td> </tr> <tr> <td>00</td> <td>TS</td> <td>Secretary/PB5</td> <td>05/01/2015</td> <td></td> </tr> <tr> <td>00</td> <td>TT</td> <td>Secretary/PB7</td> <td>16/07/2015</td> <td>16/07/2016</td> </tr> <tr> <td>00</td> <td>GH</td> <td>Grant/Externally Funded Casual</td> <td>01/09/2015</td> <td></td> </tr> <tr> <td>01</td> <td>CH</td> <td>Unappointed - Cupe 4163</td> <td>16/07/2015</td> <td></td> </tr> <tr> <td>00</td> <td>CH</td> <td>Unappointed - Cupe 4163</td> <td>16/07/2015</td> <td></td> </tr> <tr> <td>00</td> <td>NP</td> <td>Adjunct Professor</td> <td>01/04/2006</td> <td>30/06/2017</td> </tr> </tbody> </table>	Suff	Job Class	Job Title	Begin Date	End Date	00	SH	Unappointed - Non Union Staff	03/10/2014		00	EX	Administrative Assistant	15/05/2014		00	NP	Adjunct Associate Professor	01/07/2014	30/06/2017	00	TS	Secretary/PB5	05/01/2015		00	TT	Secretary/PB7	16/07/2015	16/07/2016	00	GH	Grant/Externally Funded Casual	01/09/2015		01	CH	Unappointed - Cupe 4163	16/07/2015		00	CH	Unappointed - Cupe 4163	16/07/2015		00	NP	Adjunct Professor	01/04/2006	30/06/2017
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21	Choose Apply custom filters .	<p>The screenshot shows a dropdown menu for the 'Job Title' column. The menu is titled 'Options for: Job Title'. The 'Apply custom filters' option is highlighted with an orange box. Other options include 'Remove custom filtering for this column', 'Sort Ascending', 'Sort Descending', and 'Remove Sorting'.</p>																																				
22	<p>From the dropdown list, choose LIKE or EQUAL. Between % symbols, enter the wildcard key word. You can search for up to two keywords at the same time.</p> <p>In the screenshot to the right, the wildcard key word is %manager%.</p> <p>Click Apply Filters.</p>	<p>The screenshot shows the 'Custom Column Filtering' dialog box. The 'Show rows where:' section is set to 'Job Title'. The first filter is 'LIKE' with the text '%manager%' entered. The 'AND' radio button is selected. The 'Apply Filters' button is highlighted with an orange box.</p>																																				
23	<p>The report will now isolate and display only the data containing the wildcard key word.</p> <p>In this case, the report shows all data with the keyword <i>manager</i>.</p>	<p>The screenshot shows a report table with the following data:</p> <table border="1"> <thead> <tr> <th>Job Class</th> <th>Job Title</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>GS</td> <td>Project Manager</td> <td>23/06/2014</td> <td>22/06/2016</td> </tr> <tr> <td>PS</td> <td>Energy Manager</td> <td>17/08/2015</td> <td></td> </tr> <tr> <td>PS</td> <td>Manager, Child Care Services</td> <td>06/01/2014</td> <td></td> </tr> <tr> <td>PS</td> <td>Manager, Catering Services</td> <td>04/06/2012</td> <td></td> </tr> <tr> <td>PS</td> <td>Manager, Centr Acad Commun</td> <td>08/09/2014</td> <td></td> </tr> <tr> <td>PS</td> <td>Manager, Conference Services</td> <td>14/05/2012</td> <td></td> </tr> <tr> <td>PT</td> <td>Manager, Resident Dining Ops</td> <td>01/08/2015</td> <td>31/08/2016</td> </tr> <tr> <td>SI</td> <td>Program Manager</td> <td>01/08/2014</td> <td>31/07/2016</td> </tr> </tbody> </table> <p>The 'Project Manager' row is highlighted with an orange box.</p>	Job Class	Job Title	Begin Date	End Date	GS	Project Manager	23/06/2014	22/06/2016	PS	Energy Manager	17/08/2015		PS	Manager, Child Care Services	06/01/2014		PS	Manager, Catering Services	04/06/2012		PS	Manager, Centr Acad Commun	08/09/2014		PS	Manager, Conference Services	14/05/2012		PT	Manager, Resident Dining Ops	01/08/2015	31/08/2016	SI	Program Manager	01/08/2014	31/07/2016
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#	Instructions	Screenshot
24	<p>To remove a single filter option, choose the red X next to the appropriate filter box. To remove all filter options, choose the Clear Filter Options button.</p> <p>If you don't wish to apply filters, you can run the report using the green Execute button.</p>	
25	<p>You can customize columns to make them work best for your report. Click on the column header to view the options. You can hide columns, change sort options or apply custom filters.</p>	
26	<p>To change the position of columns in your report, mouse over the column title and left click to drag and drop the column to a different position. To change column width, drag the grey vertical line between columns until it is in the desired position.</p>	
27	<p>You can also access advanced formatting options from the +More tab. The Advanced Options tab allows you to easily remove, move or rename columns. You can also save pinned reports, create graphs and edit tabs.</p>	

#	Instructions	Screenshot
28	<p>To export the report to Excel or to a PDF or XML file, click on the appropriate button on the bottom right of the screen.</p>	
29	<p>You can also pin (save) reports for your own use later. TIP: See the <i>Pinned reports</i> guide for more information.</p>	