

# Accessing HR Information Warehouse Reports

## Logging On

To log onto the Information Warehouse

1. Start your browser and enter the following URL in the address bar: [www.princeton.edu/iw](http://www.princeton.edu/iw).
2. Click on **Enter the Information Warehouse (IW)**.
3. Enter your LDAP userid and password.
4. If the Cognos 8 Welcome page is displayed, click on the [My home](#) link to display the Public Folders tab.

## Running Existing Reports

The reports you are authorized to view are in Public Folders in the Information Warehouse, grouped in packages by application. Report packages are indicated by a yellow folder.

1. In the [Public Folders](#) tab, click on the [HR- Reports](#) package, and then click on the appropriate folder.
2. Click the name of the report you want to run. If the report isn't on the first page, click the Page Forward button to scroll through the report list.
 

**Note:** Due to security issues, department managers cannot run Point-in-Time reports. If you need these reports, please call for assistance.
3. If prompted, select the parameters that will give you the information you want. Asterisks indicate required parameters.
4. Click the **Finish**, **Run**, **Run Report**, or **Submit** button at the bottom of the page to run the report.
5. Use the [Page down](#) and [Page up](#) links at the bottom of the page to navigate through the report.
6. If you want to save the data in the report, select the format you want (Excel, PDF) by clicking on the appropriate [View in ...](#) link.

7. To re-run the report, click the Run button. The parameters from the current report are saved, so you must deselect them to use new parameters.
8. Use the Return button on the header banner to return to the list of reports.

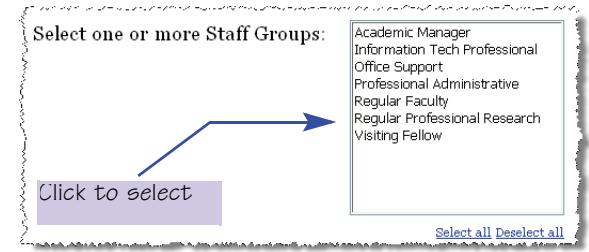
## Using Report Parameters

You can control the data that will appear in the report by entering parameters. Available parameters vary from report to report. Some reports have required parameters, which are indicated by a **red asterisk (\*)**. There are several types of parameter prompts:

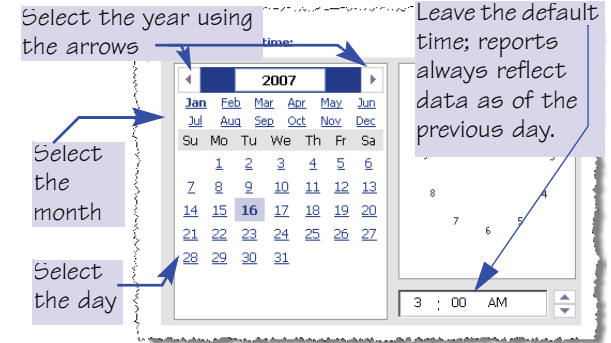
- ❖ Drop-down lists show the available options when you click the down arrow. You can select only one option from a drop-down list.



- ❖ Option lists show all the available options in a scrollable list. To select an option, click on it. To select more than one option press the Ctrl key as you click each option.



- ❖ Date parameters vary, and either allow you to type the date in MM/DD/YYYY format or select a date from a calendar.



When you have entered all the necessary parameters, click the **Run** or **OK** button to run the report.

To log off, click To return to the list of reports, click the Return button

| Dept | Dept Description               | Dept Register Name                    | Acad Division | Acad Division - Long Description | VP Reg | VP Reg - Long Description |
|------|--------------------------------|---------------------------------------|---------------|----------------------------------|--------|---------------------------|
| 107  | Anthropology                   | Anthropology                          | 03            | Social Sciences                  | ACA    | Academic Departments      |
| 108  | African American Studies       | Center for                            | 03            | Social Sciences                  | ACA    | Academic Departments      |
| 109  | Applied and Computational Math | Applied and Computational Mathematics | 03            | Natural Sciences                 | ACA    | Academic Departments      |
| 110  | Architecture                   | Architecture                          | 03            | Engineering and Architecture     | ACA    | Academic Departments      |
| 115  | Art and Archaeology            | Art and Archaeology                   | 03            | Engineering and Architecture     | ACA    | Academic Departments      |
| 120  | Astrophysical Sciences         | Astrophysical Sciences                | 03            | Natural Sciences                 | ACA    | Academic Departments      |



# Accessing HR Information Warehouse Reports

## Viewing Reports in Other Formats

For reports that are initially displayed in HTML format, you can view the report in a different format.

**To view the report as a PDF file:** Click on the drop-down arrow next to the **View as HTML** button and select [View in PDF Format](#).

### To view the report in Excel:

1. Run the report, then click on the drop-down arrow next to the **View as HTML** button on the report toolbar.
2. Click the [View in Excel Options](#) menu link.
3. On the Excel options submenu, click the appropriate Excel version:

| View in...                                     | If...   |
|--|---|
| <a href="#">Excel 2007 Format</a>              | you have Office 2007 on your computer   |
| <a href="#">Excel 2002 Format</a>              | you have Office 2002 on your computer   |
| <a href="#">Excel 2000 Single Sheet Format</a> | your Financials report has text fields over 156 characters and you need to perform calculations |
| <a href="#">CSV Format</a>                     | you need a comma-delimited file   |

4. When prompted, click the **Save** button, and then select a folder and enter a filename in the Save As dialog box. When the file has been saved, close the empty Cognos Viewer window.
5. You can then open the spreadsheet in Excel by opening Excel, navigating to the location where you saved the file, and opening it.

**Note:** Before you can perform operations in Excel such as sorting, you may need to unmerge cells, unless the report was specifically formatted for Excel.

*Tip! If you have already opened the report in Excel format, you can copy the cells, open Excel, and paste them into a spreadsheet.*

## Creating a Landscape PDF Report

The default format for PDF is a portrait orientation. If you want to run a report to PDF in a landscape orientation, use the Run with Options function to run the report directly to a PDF file:

1. On the reports list, click the **Run with Options** ► icon on the report line (instead of clicking on the report link itself).
2. On the Run with options page, click the [Advanced options](#) link on the right near the top of the page.
3. On the Run with advanced options page, select the **PDF** checkbox, and in the **Orientation** field, select **Landscape**.
4. Click the **Run** button at the bottom of the page. The report will be displayed in landscape PDF format.

## Using the Essential Communication Email List for Contacting Your Staff

The **Essential Communication Email List - for contacting your staff** is a report of the email addresses for all of your staff members. In an emergency, you can use this list to send a communication quickly to all of your staff members.

1. In the HR Dept Manager Rpts folder, click the [Essential Communication Email List - for contacting your staff](#) report link.
2. Select the department for which you need email addresses. To select multiple departments, click the [Select All](#) link, or press the Ctrl key while clicking each department name.

3. Select the business unit for which you need email addresses. *Tip! To send email to faculty and DOF professionals, select PUDOF. To send email to graduate students, select PUGRD. To send email to HR admin and support staff, select PUHRS. To send email to PPL staff, select PUPPL.*
4. Click the **Run Report** button.
5. Confirm the list of email addresses, and click the **Copy E-Mail list to Clipboard** button.
6. Click the Email  button in the line of buttons above the report.
7. Paste the copied email addresses in the **To:** or **Cc:** field. You may type additional addresses, or delete addresses here, if necessary. **Note! Each recipient will see all names on the resulting email. To send blind copies, copy the email addresses into the Bcc field in Outlook (or your preferred email client), and use that to send the message.**
8. Change the **Subject** line as desired.
9. Type your message in the **Body** field.
10. Click the **Include a link to the report** checkbox to uncheck it, and make sure the **Attach the report** checkbox is unchecked before sending your message, since in this case the attached or linked report would be the list of contacts.
11. Click the **OK** button to send the email.
12. Use the **Return** ◀ button on the header banner to return to the list of reports, if desired.

## Need help?

Documentation is available at [www.princeton.edu/userdocs](http://www.princeton.edu/userdocs). For Data Warehouse training classes, go to [www.princeton.edu/training](http://www.princeton.edu/training).

To speak with a Help Desk specialist, call 258-HELP and choose option 3. You may also submit questions to the Help Desk at [asahelp@princeton.edu](mailto:asahelp@princeton.edu).

