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## Advanced WebIntelligence

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**Pre Requisite:** Introduction to WebIntelligence. Access to the HR3 Universe and the WebIntelligence reporting tool are required to participate. Access is granted by your business Power User or Center of Excellence. Complete GE's Employment Data Privacy online training.

**Duration:** 1 Day – 7 hours

**Audience:** This class is designed for heavy users of the WebIntelligence ad-hoc reporting tool who have a need to create specific reports containing historical and/or future data.

**Locations:** Brussels, Belgium  
Chicago, Illinois  
Danbury, Connecticut  
WebEx Meeting  
Client Sites by Request

### What is Advanced WebIntelligence?

T&E's *Advanced WebIntelligence* teaches Oracle HR users to write specific, detailed inquiries against the HR3 Universe. Students will learn how to create reports containing historical and future information as well as how to eliminate multiple rows in the *All* folder. Students interested in Advanced WebIntelligence should have a solid foundation of basic report writing and Oracle HR before taking this course. The course incorporates GE specific practices and data to ensure the best possible result. The training encourages two-way information exchange that allows students to share their specific knowledge and best practices with others in GE. After class, students are well prepared to immediately put their new skills to work. Access to the HR3 Universe and the WebIntelligence reporting tool are required to participate.

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## Advanced WebIntelligence (continued)

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Advanced WebIntelligence topics include:

### Introduction

- Data Flow between Oracle HR and the HR3 Universe
- WebIntelligence Security
- Data Protection Standards

### Navigation

- Corporate Documents
- Personal Documents
- Creating and Deleting Personal Categories
- Inbox Documents
- Scheduled Documents
- Logging Out
- Saving Queries
- Downloading Data
  - .PDF
  - Excel
  - .CSV
- Pre-Defined Filters/Conditions
  - “Snapshot”
  - “Event Tracking”
  - “Current Assignment”
  - “With Salary”

### Creating Reports

- Frequently Used vs. Current vs. All*
- Report formatting and analysis capabilities:
  - Creating Simple Formulas
  - Creating Alerters
  - Creating Graphs
  - Creating Charts
  - Creating multiple queries within a document
  - Creating Prompts
  - Creating OR Statements
  - Using Drill Mode
  - Reporting Exercises
  - Termination Report
  - Promotion Report
  - Point in Time headcount report
  - Past, Present and Future Assignment Report
  - Assignment Snapshot Reports
  - Point in time Salary Reports
  - Cross Tab Report