

---

# Web Intelligence XI Introduction

---

**Pre Requisite:** Oracle HR Introduction, Oracle HR Data Entry or prior Oracle HR experience. 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:** Oracle HR Users who need to build ad-hoc reports from the HR3 Universe. This hands-on class is open to all authorized GE HR employees.

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

## What is Web Intelligence XI Introduction?

T&E's *Web Intelligence XI Introduction* course is designed for eligible Oracle HR users who need to write reports and general inquiries using the GE Corporate HR3 Data Warehouse. The class will demonstrate the basic skills needed to write reports using current information. Such reports include New Hire Reports, All Employee Reports and how to make Crosstabs.

Access to the HR3 Data Warehouse is required to participate.

---

## Web Intelligence XI Introduction (continued)

---

Web Intelligence XI Introduction 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
- Java Report Panel – Edit Report View
- Report formatting and analysis capabilities: Calculator, Section, Sorting, Breaks, Drill Mode
- Saving Queries
  
- Downloading Data
- Sending Reports
- Scheduling Reports

### Creating Reports

- Java Report Panel – Edit Query View
  - HR3 Universe
  - Location of Objects
  - Frequently Used vs. Current vs. All
  - Result Objects
  - Query Filters
- Query Filters/Conditions
  - Components of Query Filters
  - Introduction to Operators
  - Introduction to Operands
  - Reporting Exercises
  - All Employee Report
  
  - New Hire Report
  - Cross Tab Reports
  - Headcount Report
  - Missing Information Report