Report Center Quick Intro

ADVANSTAFFHR

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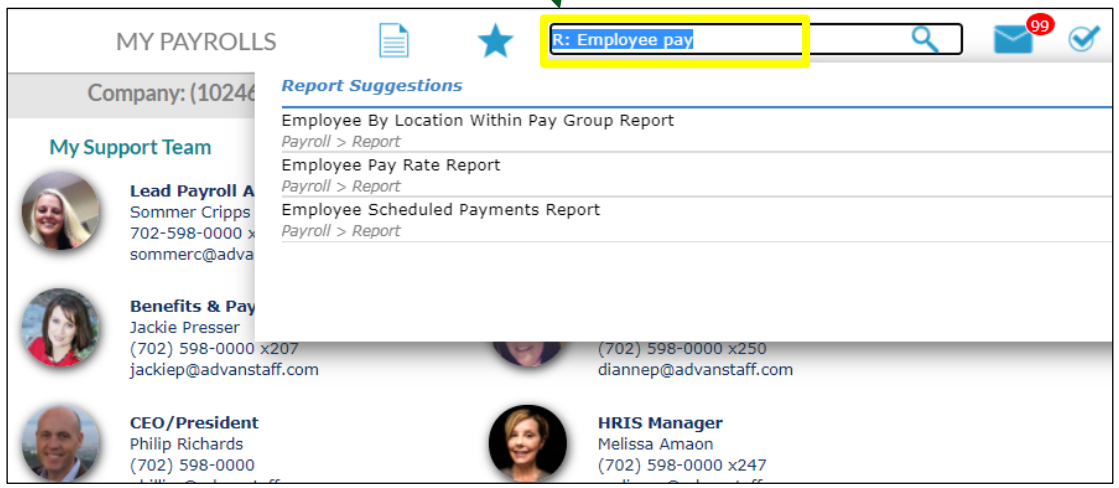
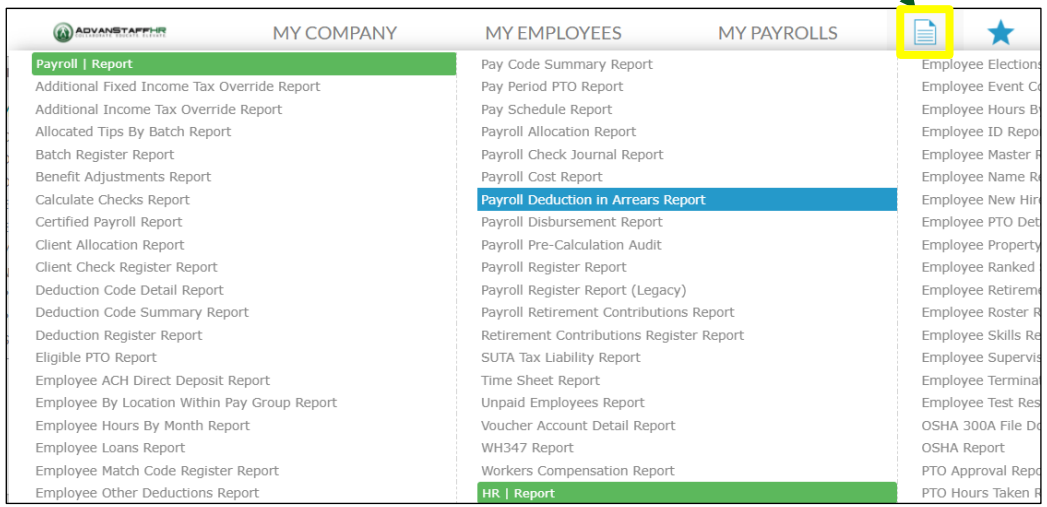
Methods for navigating to the Manager Portal's Standard Reports

- Using the search bar, prefix your search with R: and then begin to type the name of a report



- Click on the Report Icon and display a menu of all available reports, sorted by area of interest



The Power of Report Center

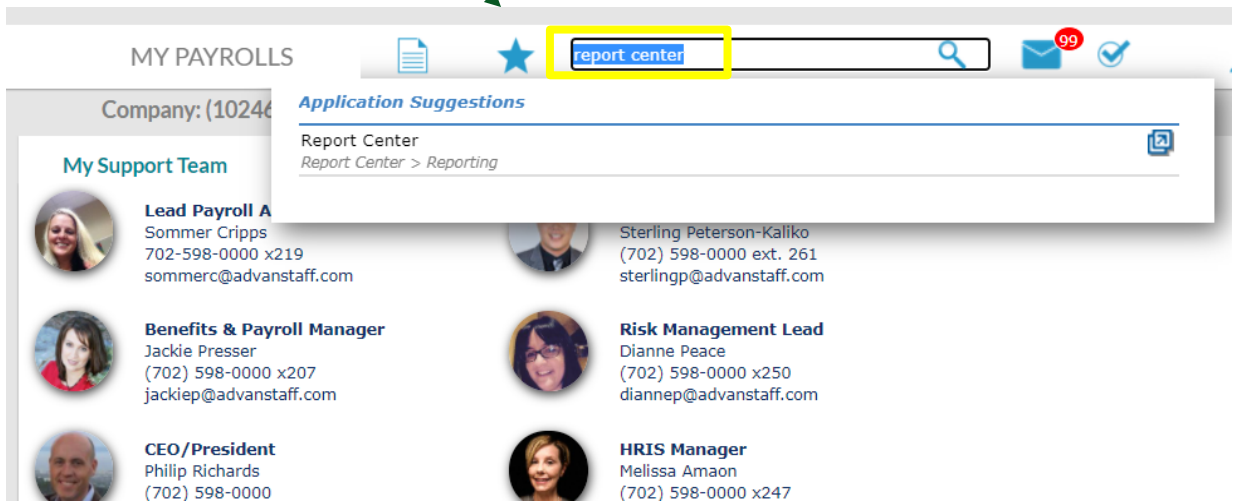
Report Center is a centralized and consolidated reporting tool.

It comes with many **predefined** reports that you can use ***as is*** or that you can quickly customize to meet the specific requirements of your organization. You can also ***easily define the presentation of the output and change it at any time as your requirements change***.

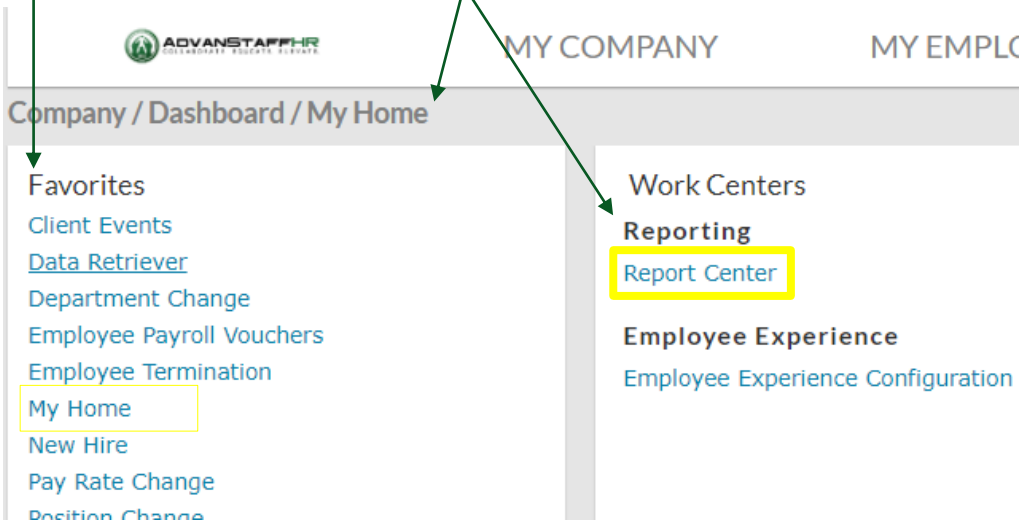
Report access is role-based. Only the reports for which your role has access privileges are available in Report Center.

Methods for Launching the REPORT CENTER

- Using the search bar, type REPORT CENTER and select Report Center to launch



- From the My Home (second level dashboard view) click on Report Center to launch
- Pro-Tip: Save *My Home* to your favorites!

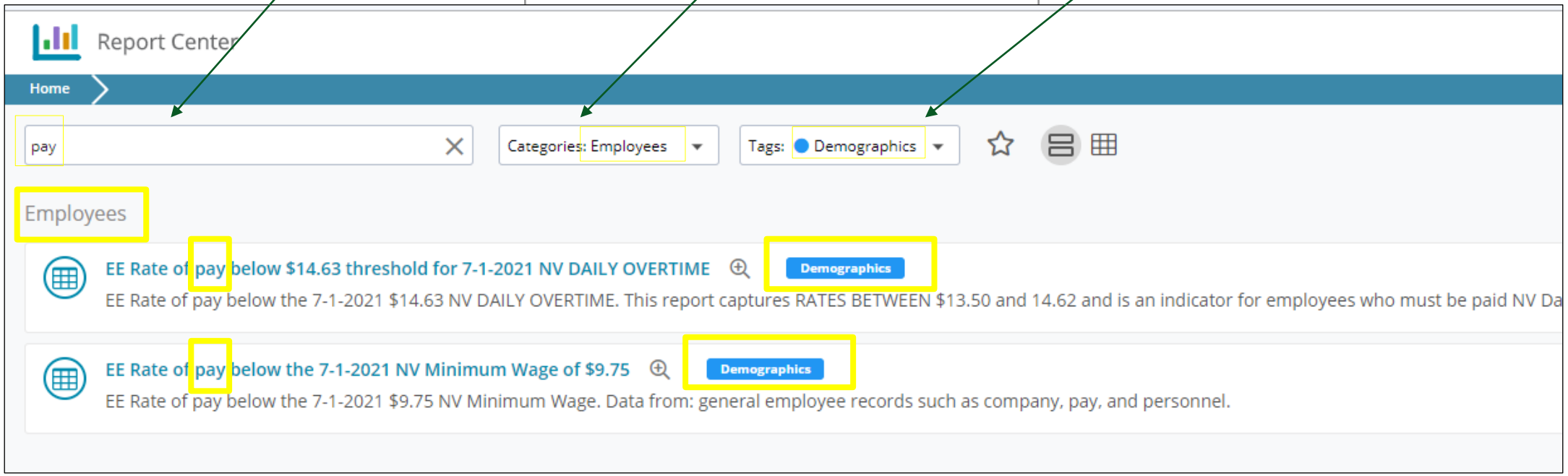


Methods for Selecting a Report

Type Title or Keywords in the search bar

Refine the search with Categories

Refine the search with Tags



Report Result example:

Finding employees who will be subject to a minimum wage increase

Data is returned – User will only see results for employees they have security access to view.

Click headers to sort or rearrange data

Tools available to **export** or alter the report results

EE Rate Of Pay Below The 7-1-2021 NV Minimum Wage Of $9.75

Results may be limited by user security

Columns | Group | Aggregate | Pivot View | Save | Export

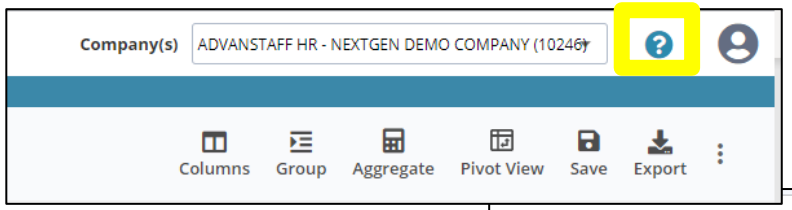
Search all report fields

Status Class: A | Pay Method: H | Type: FULL TIME, LEAVE OF ABSENCE, PART ... | Employer State: | Client Name: | Pay Rate - Hourly: 0 - 9.74 | Filter

View: Report default

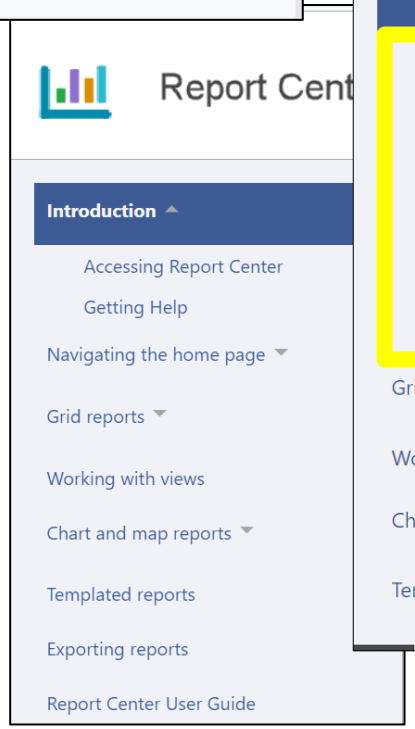
State	Employer State	Client ID	Client Name	Employee Name	EE ID	Status Class	Pay Rate - Hourly	Pay Method	Type	Position	Years of Service	FLSA Typ
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	MASON MANDY	R60570	A	$9.70	H	PART TIME	BUSINESS DEVELOPMENT	1.73	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	CLARK CHARLIE DEMO	Z41834	A	$9.61	H	FULL TIME	BENEFITS CONSULTANT	1.68	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	PIPER PETER	G69489	A	$9.25	H	FULL TIME	401K MANAGER	0.15	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	BAKER BETH DEMO	P05319	A	$9.10	H	FULL TIME	BENEFITS MANAGER	1.16	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	SMITH STEVE DEMO	D05308	A	$9.00	H	PART TIME	EMPLOYEE SERVICES REP	1.82	

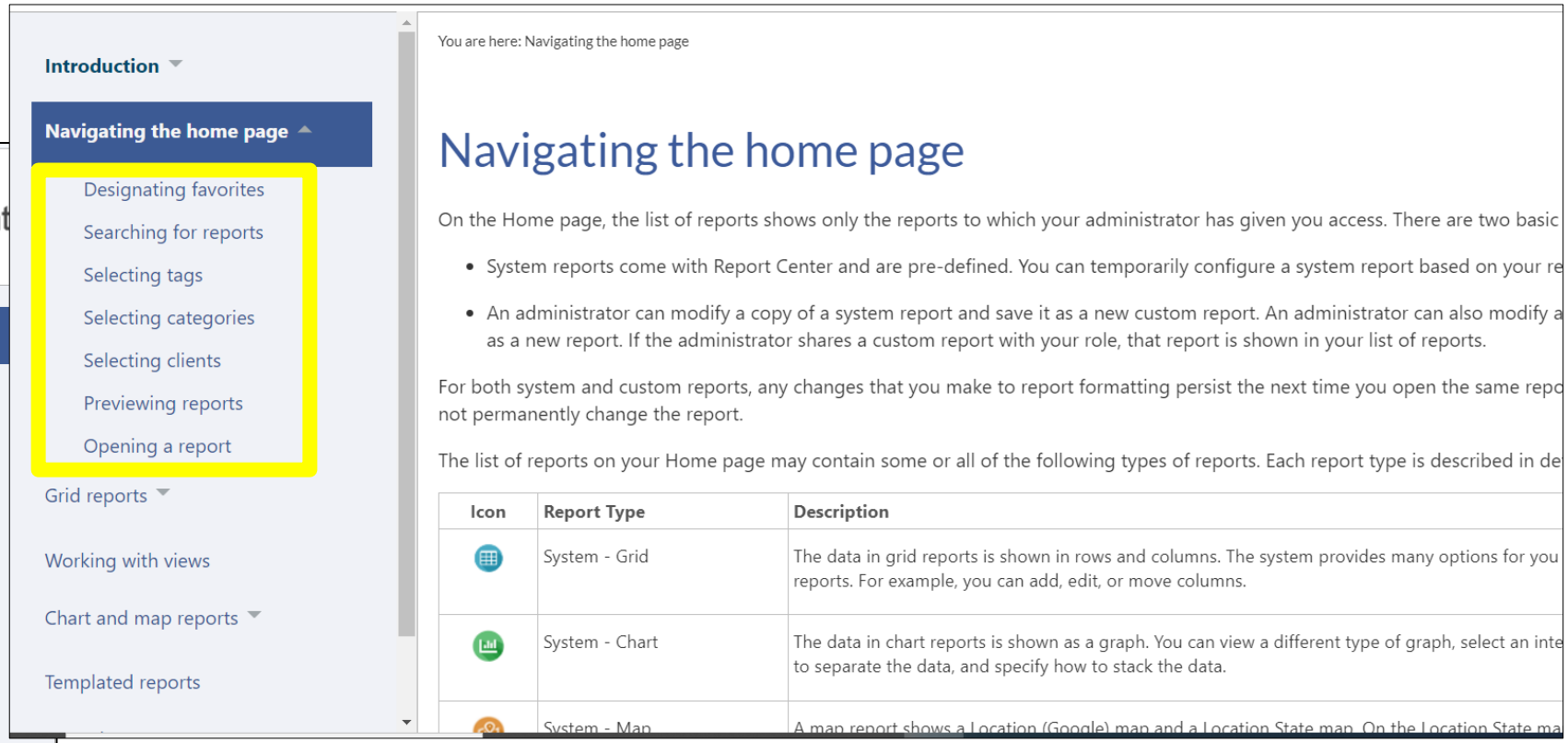
Get expert help and learn more about Report Center!!



Just click the question mark in the header bar

Report Center has a full training tutorial library built right in!





Thank You!

For questions or assistance
Feel free to contact your Home Team Representative
Or support@advanstaff.com
Thank you!

ADVANSTAFF CONNECT
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Note: Training screen shots- User's access and data may vary based on client configuration. REV. DATE: 06-08-2021