# **Reports from the Dashboard**



## HOW TO ACCESS REPORTS ON THE DASHBOARD

Several reports are available from the dashboard. Each report returns real-time data specific to your division or department.

1. From the top left of your home page, open the PageUp Menu then click 'Reports' to view the reports dashboard. Or click 'Reports' from the banner on the top right of your home page.



2. A list of available reports will appear on the dashboard. Consult the Reports Glossary document for a description of each report.

v reports Analytics	
Report home	Reports created by TRE.
My Recent Reports	My Favorite Reports
Applicant Lookup LAUREN BOWERS 10 views - updated 3 days ago - LAUREN BOWERS	You have no reports here
Hire Report PageUp Administrator 30 views - updated 5 months ago - RACHEL	Event bookings
	Event Booking Report PageUp Administrator 92 views - updated 2 years ago - SUSAN BACULIK
Applications (Live)	
Applicant Contact Information SUSAN BACULIK 39 views - updated 10 months ago - LAUREN	Time to Fill (By User Access)
BOWERS Applicant Lookup LAUREN BOWERS 10 views - updated 3 days ago - LAUREN BOWERS	Time to Fill ERICA FINI-MARTEN 14 views - updated 5 months ago - RACHEL SIMONSON
Offers (Live) NEW	
Offers (Live) New	
Hire Report PageUp Administrator 30 views - updated 5 months ago - RACHEL	

Dashboard New task Dashboard

## Jobs

New Job My search committee jobs Manage Jobs My Jobs My sourced Jobs My Job approvals

## Applicants

Manage applications Manage offer approvals New hires My new hire tasks Manage reference check requ...

## Events

New event Manage events My events

More... Reports



#### HOW TO RUN A REPORT FROM THE DASHBOARD

- 1. To run a report, click the report title and results will open in a new window.
- To download the results, choose the file format from the menu at the bottom of the results window and 'Export.' It is recommended to download the report to Excel so you have the opportunity to work with the data. Choose Excel (2007+) only if running version 2007 or higher of Excel.

Offers (Live) NEW

#### Hire Report

PageUp Administrator 21 views - updated 5 months ago -RACHEL SIMONSON

Report										
Hire Report										
JEMS Transaction II	Division	Department	Sub-Department	All Advertised Titles	Title Code	Working Title	Employment Class - Job Post	ingNo. of positions	FTE - Job Postin	gDate job approvedJ
100010-A5	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3402	VCRGE/ADMIN/HS IRB	SR ADMIN PRGM SPEC(R07BN) or ADMII PROGRAM SPEC(R07DI or ASSOC ADMIN PRGI SPEC(R07FN)	N SR ADMIN PRGM N) SPEC M	Operations and Quality Assurance Specialist	Academic Staff-Renewable	1	100	Aug 16, 2019
100017-US	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3489	VCRGE/PHYS SCI LAB/PSL	INSTRUMENT MAKER- ADV(83403)	INSTRUMENT MAKER-ADV	Welder/Machinist	University Staff-Ongoing	1	100	Nov 4, 2016
100024-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3487	VCRGE/WAISMAN/WAISMAN	RESEARCHER(E05DN) o ASSOC RESEARCHER(E05FN) o ASST RESEARCHER(E05LN)	r RESEARCHER	Cell Therapy Manufacturing Subject Matter Expert	Academic Staff-Renewable	1	100	Aug 23, 2019
100048-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3488	VCRGE/PRIMATE/PRIMATE	RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)	RESEARCH SPECIALIST	Research Specialist	Academic Staff-Renewable	1	100	Aug 14, 2019
100068-TE	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3486	VCRGE/MOLEC BIO/MOLEC BIO	UNIV SERVICES ASSOC 1(16600)	UNIV SERVICES ASSOC 1	University Services Associate	Temporary Employment	1		Nov 7, 2016
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) or CLIN SPCH PATHOLOGIST(R62DN)	SR CLIN SPCH PATHOLOG	Clinical Speech Pathologist	Academic Staff-Renewable	2	50 - 100	Aug 22, 2019
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT- A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) Ør CLIN SPCH PATHOLOGIST(R62DN)	Select a format CSV (comma delimited Excel file	al Speech logist	Academic Staff-Renewable	2	50 - 100	Aug 22, 2019
				Close window	Excel (2007+) File Select a format	▼ Export				ł

3. Click on 'Download Report.' Depending on the web browser you are using and how Microsoft Excel is set up on your computer, you may need to save the file and 'Enable Editing' before being able to work with the data.



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F	ile Home Inser	t Page Layout Formulas Data Review	v View Add-i	ns Hyperion Acrobat ♀ Te	ell me what you want to do			
1	PROTECTED VIEW Be	careful—files from the Internet can contain viruses. Unle	ess you need to edit, it	's safer to stay in Protected View.	nable Editing			
A	L	✓ f <sub>*</sub> JEMS Transaction ID						
	А	В	С	D				
1	JEMS Transaction ID	Division	Department	Sub-Department	All Advertised Titles			
2	100010-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3402	VCRGE/ADMIN/HS IRB	SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07E			
3	100017-US	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3489	VCRGE/PHYS SCI LAB/PSL	INSTRUMENT MAKER-ADV(83403)			
4	100024-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	RESEARCHER(E05DN) or ASSOC RESEARCHER(E05FN) or ASST			
5	100048-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16			
6	100068-TE	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3486	VCRGE/MOLEC BIO/MOLEC BIO	UNIV SERVICES ASSOC 1(16600)			
7	100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) or CLIN SPCH PATHOLOGIST(			
8	100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) or CLIN SPCH PATHOLOGIST			

