



MANUAL FOR USE:

REPORTS

Leaders





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What is it?

It is a centralized “self-service” report management tool for all SAP SuccessFactors report types.

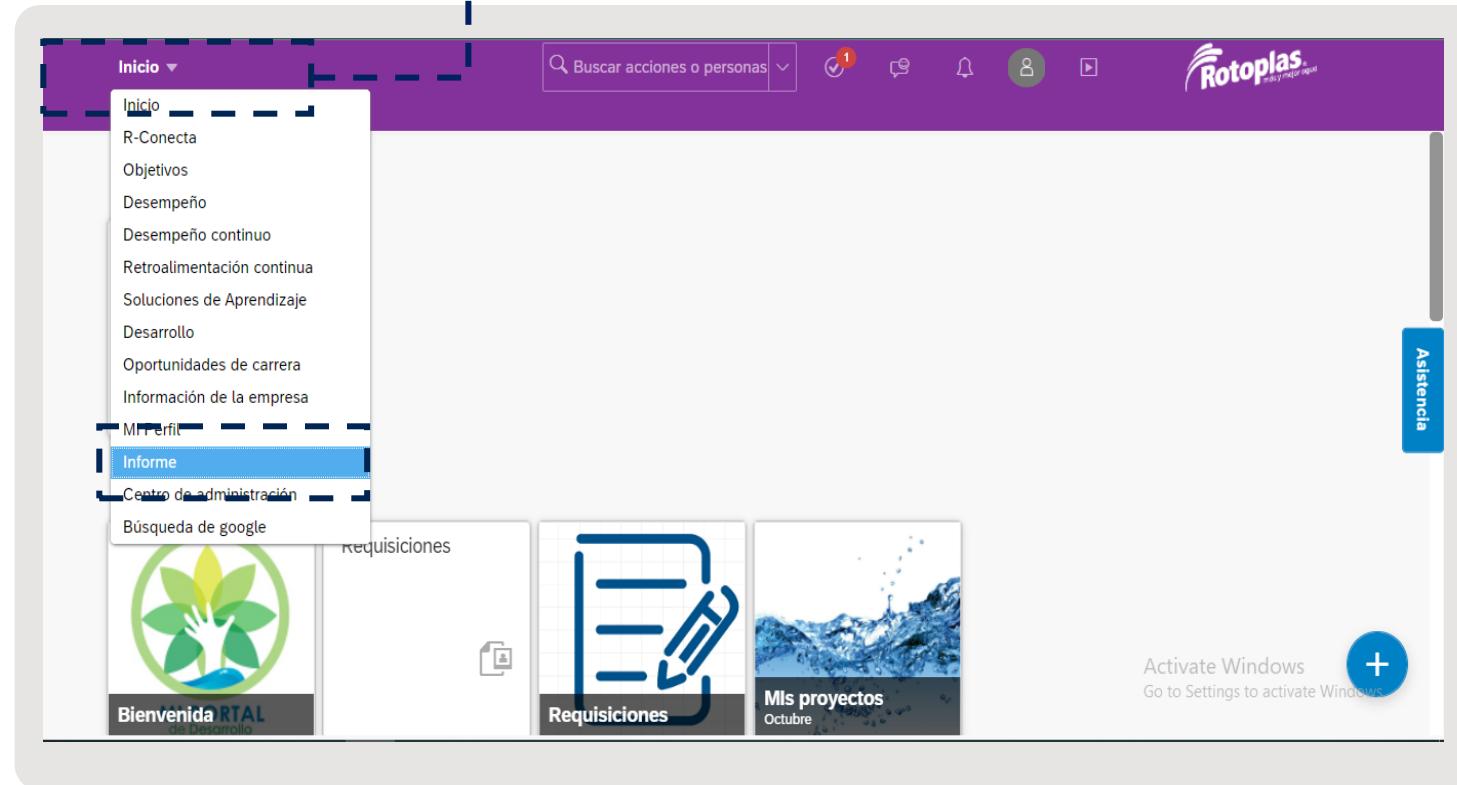




REPORTS

1

Accessing the SAP SuccessFactors Report Center: Click on the “**Start**” menu, then on the “**Reports**” option.



The screenshot shows the SAP SuccessFactors Employee Central interface. At the top, there is a purple header bar with the Rotoplas logo on the right. On the left, a white sidebar menu is open under the "Inicio" heading, showing various options like "R-Conecta", "Objetivos", "Desempeño", etc., with "Informe" highlighted in blue. Below the sidebar, there are three main content cards: "Requisiciones" (with a pencil icon), "Mis proyectos" (with a mountain icon), and "Búsqueda de google" (with a magnifying glass icon). A blue button labeled "Asistencia" is on the right. At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows" with a plus sign icon.



ELEMENTS OF THE REPORT CENTER

The screenshot shows the Employee Central Report Center. The interface includes a top navigation bar with search, notifications, and user icons, and a main content area displaying a list of reports. A sidebar on the left lists various report categories. Callouts labeled a through l point to specific elements: a) Mis Informes, b) Todos los informes, c) Nuevo, d) Importar, e) Cambiar a vista clásica, f) Buscar, g) Ver programas, h) Nombre, i) Autor, j) Última modificación, k) Tipo, l) Acción.

Nombre	Autor	Última modificación	Tipo	Acción
report_0-Medidas_Auditoria	Gustavo Galindo Calva	19 may. 2022 9:18:18	Canvas	
Consulta de Sueldo y Modificaciones Auditoría	Gustavo Galindo Calva	19 may. 2022 9:17:49	Canvas	
Reportes Rotoplas	Gustavo Galindo Calva	19 may. 2022 9:17:47	Tabla	
Ausencias	Gustavo Galindo Calva	18 may. 2022 18:38:27	Tabla	
Reportes Rotoplas	David Drew	16 may. 2022 22:17:19	Tabla	
Vacaciones Auditoría	David Drew	16 may. 2022 11:13:06	Tabla	
Reportes Rotoplas	David Drew	16 may. 2022 11:10:45	Tabla	
Plantilla Rango de Fechas	David Drew	10 may. 2022 21:15:54	Tabla	
Reportes Rotoplas	David Drew	4 may. 2022 17:30:40	Tabla	

- a) **My Reports:** The reports created by each user are displayed.
- b) **All Reports:** Reports created by and shared with the user are displayed.
- c) **New:** Used for creating reports.
- d) **Import:** Used to import previously saved reports.
- e) **View:** There are 2 view options: Reports, shows all reports; Labels, shows reports by sections.
- f) **Switch to Classic View:** Shows another way of viewing the Report Center.
- g) **View Programs:** Scheduled reports are displayed
- h) **Name:** Name of the report
- i) **Author:** Creator of the report
- j) **Last Modified:** Date the report was last modified
- k) **Type:** Refers to the report type
- l) **Action:** It provides the different options that the report has



REPORT TYPES

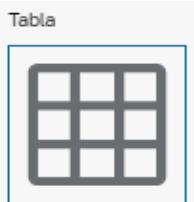


Table: Designed to be easy to use, this table can be easily exported, as needed.



Canvas: Table and visual format reports. These components can include tables, charts, images, and text.

Types of report data execution:

Single Domain. The information is obtained from a single SAP SuccessFactors module

Transversal Domain. The information is obtained from crossing 2 SAP SuccessFactors modules

Multiple Domains. The information is obtained from using more than 2 SAP SuccessFactors modules

Ways to generate a report:

Date range. This is to select the movements within a given period.

On Date. Generates the report as the movements stood on a given date.

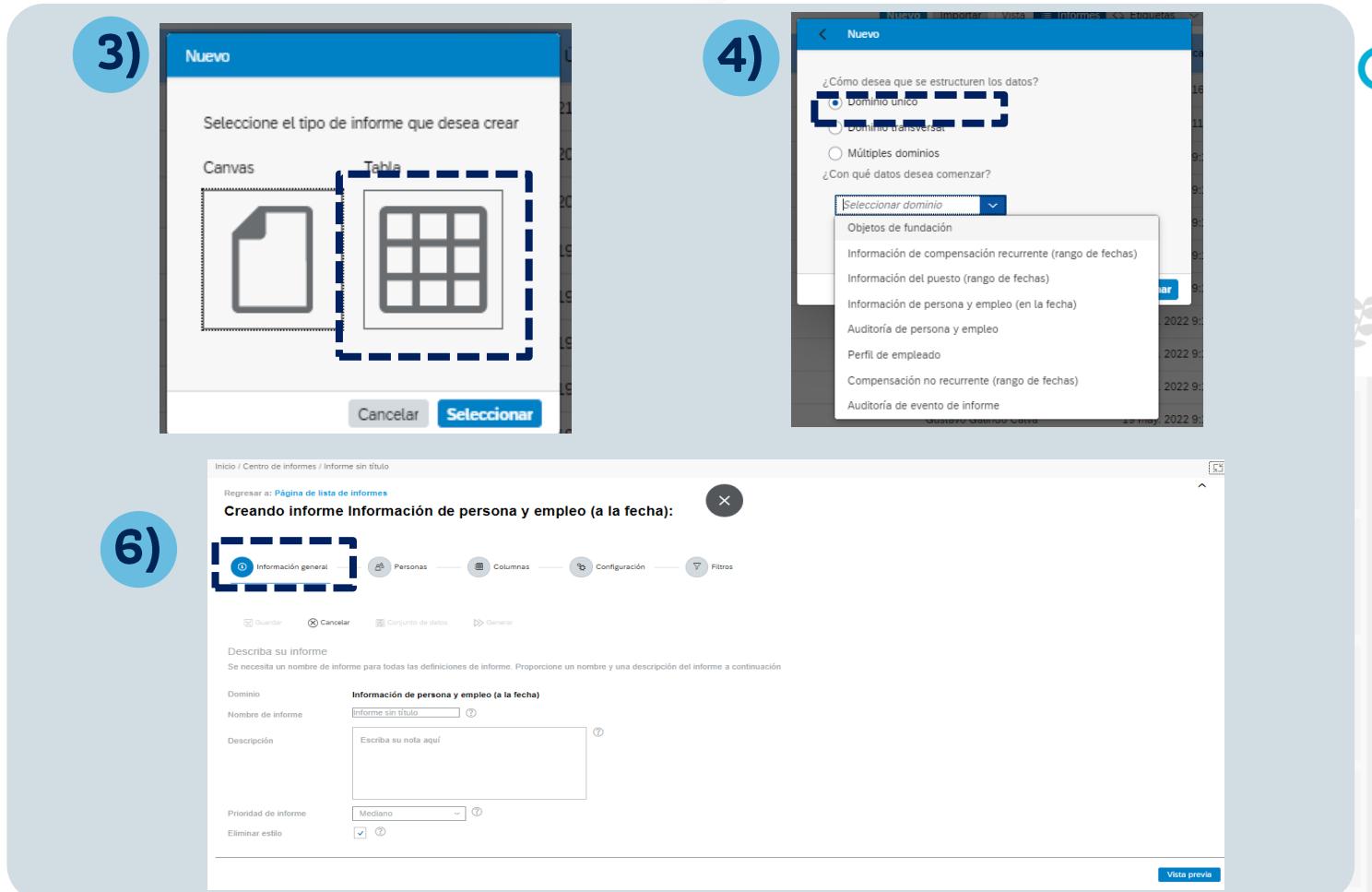
Audit. Report with the breakdown of each movement generated.

TABLE REPORT

Create Table Report

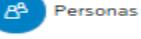
They are designed to be easy to use, they provide easy access to the information to create them. These tables can be easily exported as needed.

1. Navigate the **Report Center**.
2. Click on **New**.
3. Select the “Table” report template and click Select.
4. Select **“Single Domain”** and choose the domain type
5. The area to create the report will be loaded
6. In **“General Information”**. Name the report and you may provide a short description of the report.



The screenshot illustrates the process of creating a Table Report in Employee Central:

- Step 3:** A dialog box titled "Nuevo" (New) shows two options: "Canvas" and "Tabla". The "Tabla" option is highlighted with a dashed blue border. Below the options are "Cancelar" (Cancel) and "Seleccionar" (Select) buttons.
- Step 4:** A sub-dialog titled "Nuevo" asks "¿Cómo desea que se estructuren los datos?" (How do you want the data to be structured?). It offers three choices: "Dominio Unico" (Single Domain), "Dominio Transversal" (Cross-Domain), and "Múltiples dominios" (Multiple Domains). "Dominio Unico" is selected. It also asks "¿Con qué datos desea comenzar?" (With which data do you want to start?) and lists several options under "Seleccionar dominio" (Select domain), including "Objetos de fundación" (Foundation objects), "Información de compensación recurrente (rango de fechas)" (Recurrent compensation information (date range)), "Información del puesto (rango de fechas)" (Position information (date range)), "Información de persona y empleo (en la fecha)" (Person and employment information (on the date)), "Auditoría de persona y empleo" (Person and employment audit), "Perfil de empleado" (Employee profile), "Compensación no recurrente (rango de fechas)" (Non-recurring compensation (date range)), and "Auditoría de evento de informe" (Report event audit).
- Step 6:** A new window titled "Creando informe Información de persona y empleo (a la fecha)" (Creating report Person and employment information (on the date)) is shown. It has tabs for "Información general" (General information), "Personas" (People), "Columnas" (Columns), "Configuración" (Configuration), and "Filtros" (Filters). The "Información general" tab is active. It prompts for "Describa su informe" (Describe your report) and "Nombre de informe" (Report name) "Informe sin título" (Report without title). It also includes fields for "Prioridad de informe" (Report priority) "Mediano" (Medium), "Eliminar estilo" (Delete style) checked, and a "Vista previa" (Preview) button at the bottom right.

7. Under “**Persons**”  select “**Set Criterion**”, and it will display the “Define Team” screen.

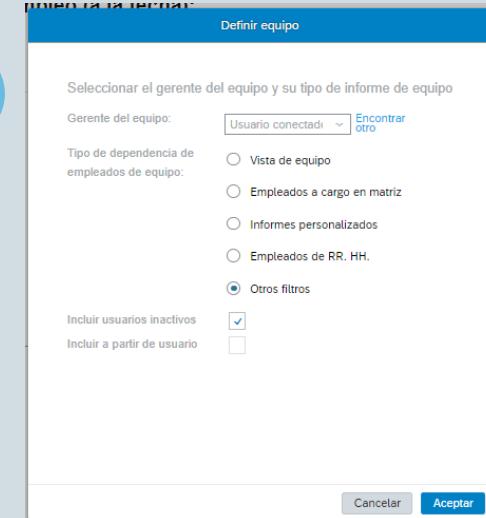
8. Under “**Define Team**”, the viewing permissions for the report are granted to the end users.

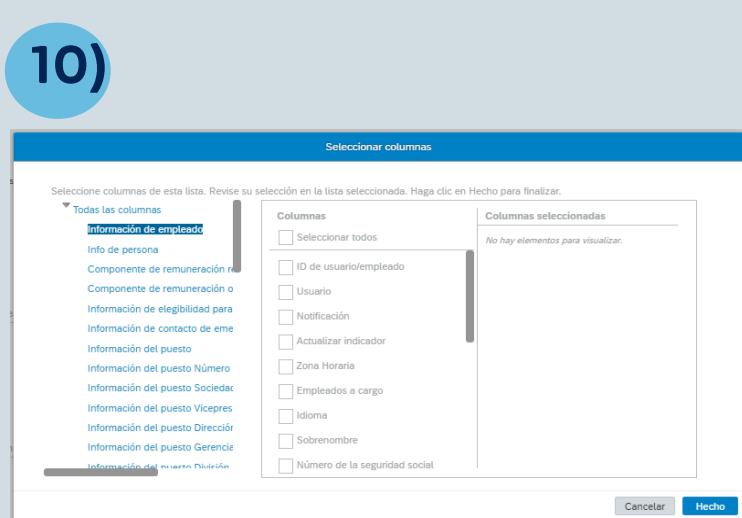
9. Under “**Define Team**”, You can select the “**Inactive Users**” option for the report to include them.

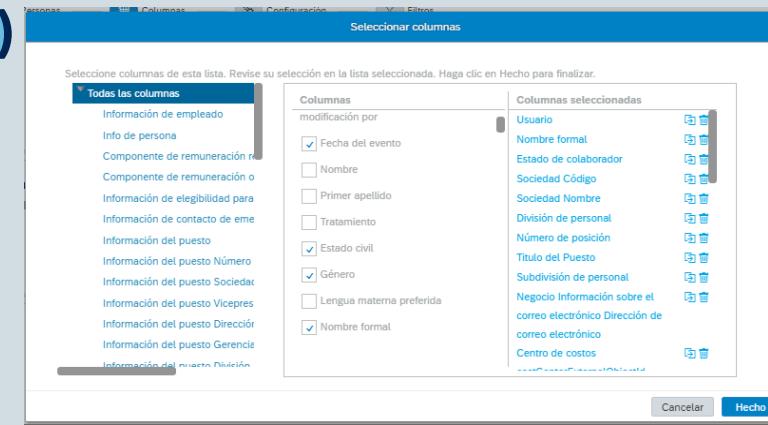
10. In the “**Columns**” option,  Click on “**Select Columns**” and it will display the “Select Columns” window, where you can select the data for the report.

TABLE REPORT

Create Table Report

9) 

10) 

10) 



11. Enable the “Enable Different” option,
 ⓘ to remove duplicate lines in
 the report.



12. Select “**Preview**” to view the report

13. Under “**Settings**”,  **Configuración** you can
 change the column settings.

14. In the “Filters” option,  **Filtros**
 you can use filters to apply criteria to the
 report.

15. Select “**Set Criteria**” to display the “Select
 Filter” screen.

16. Selecting the field to be filtered displays the
“Define Filter” screen.

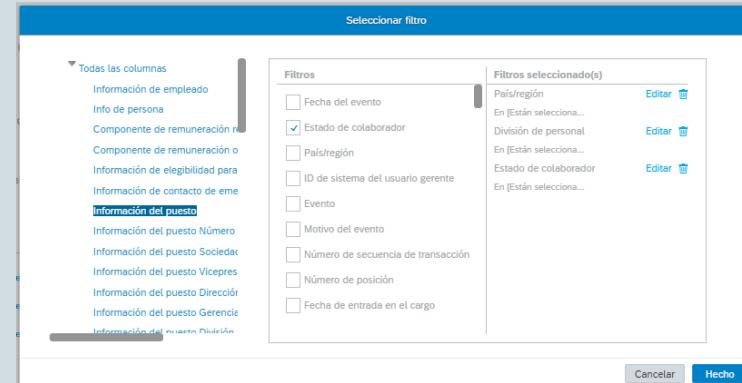
17. Select “**Save**”
 to save the report



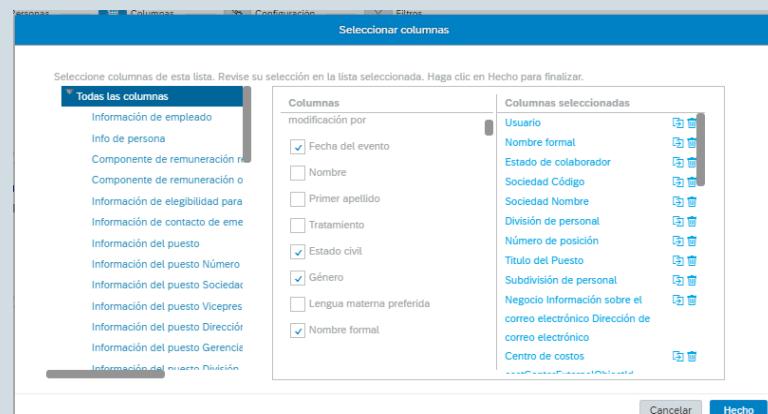
TABLE REPORT

Create Table Report

15)



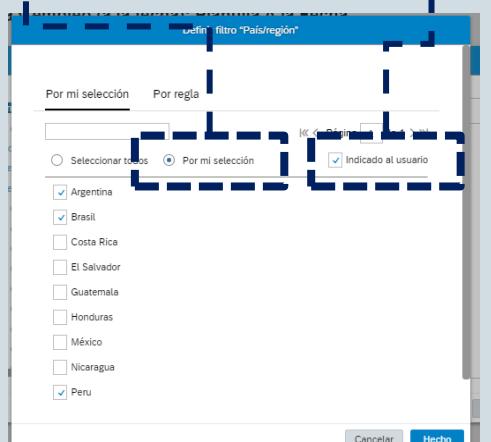
16)



In this option, you can create filter rules.



Filters that will remain as the default for the report



Enabling this option allows the end user to edit the filters



18

TABLE REPORT

Create Table Report

You can select “**Generate**” and it will take you to the next screen where you can download the report in different formats by clicking on the desired one.

The screenshot shows a table report titled "Plantilla A la Fecha". At the top, there are download options: CSV (selected), Excel, PDF, and PPT. Below the header, there is a search bar with placeholder text "Showing page 1 of 1" and a "Go to page:" input field. The main area contains a table with 10 rows of data. The columns are: Usuario, Nombre formal, Estado de colaborador, Sociedad Código, Sociedad Nombre, División de personal, Número de posición, Título del Puesto, Subdivisión de personal, Negocio Información sobre el correo electrónico Dirección de correo electrónico, Centro de costos costCenterExternalObjectId, Centro de costos Código, Centro de costos Nombre, Área de personal, Fecha de contratación, Fecha de terminación, and Fecha de fin de contrato. The data includes various employee details such as Sergio Casasola Solar, Lea Lario Lasa, Lisandro Loyola Lori, Lia Ledesma Lech, Lesly Lidón Lira, Leandro Labrad Laguna, LUZ LLANO LABASTIDA, Liam Linares Lira, and Lázaro Laines Legorreta, along with their respective roles and contract information. The table has a blue header and a light gray background. At the bottom right, there are buttons for "Activate Windows", "Go to Settings to activate Wind", and "Cerrar".

Usuario	Nombre formal	Estado de colaborador	Sociedad Código	Sociedad Nombre	División de personal	Número de posición	Título del Puesto	Subdivisión de personal	Negocio Información sobre el correo electrónico Dirección de correo electrónico	Centro de costos costCenterExternalObjectId	Centro de costos Código	Centro de costos Nombre	Área de personal	Fecha de contratación	Fecha de terminación	Fecha de fin de contrato	
1029	Sergio Casasola Solar	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7180	ADMINISTRATIVO DE VENTAS	5000	rt-1029@intelligence-n.com		5801000-Dirección General	5801000	Dirección General	Administrativo	14/02/2022		H
1018	Lea Lario Lasa	Con terminación de contrato	SM02	Rotoplas, MX SA de CV	Corporativo	7169	TRABAJADOR SOCIAL	5000	rt-1018@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	1/03/2018	23/02/2022	N
1017	Lisandro Loyola Lori	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7168	GERENTE DE NOMINAS	5000	rt-1017@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	2/03/2018		H
1014	Lia Ledesma Lech	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7166	GERENTE SR DEL CENTRO DE SERVICIOS CH	5000	rt-1014@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	1/03/2018		N
1012	Lesly Lidón Lira	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7163	GERENTE SR DE ORGANIZACION Y COMPENS	5000	rt-1012@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Gerente Grupo	1/03/2018		N
1013	Leandro Labrad Laguna	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7165	GERENTE SR CH MX & CA	5000	rt-1013@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	2/03/2018		H
1022	LUZ LLANO LABASTIDA	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7176	JEFE DE BENEFICIOS Y MOVILIDAD	5000	rt-1022@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	5/03/2018		N
1019	Liam Linares Lira	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7170	COORDINADOR CAPITAL HUMANO	5000	rt-1019@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Administrativo	1/03/2018		H
1015	Lázaro Laines Legorreta	Activo	SM02	Rotoplas, MX SA de CV	Corporativo	7164	JEFE DE ESTRUCTURA ORGANIZACIONAL	5000	rt-1015@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040	COM Capital Humano Plantas	Gerente Grupo	9/04/2018		H



CANVAS REPORTS

Creating CANVAS Report

The Canvas report is a tool for creating table and visual format reports, including tables, charts, images, and text.

1. Navigate to the “**Report Center**”
2. Click on “**New**”
3. Select the Canvas report template and click **Select**.
4. Provide a name for the report and click **Create**.
A) You can include translated report names using **Add Location**.
5. **Layout Page**, will be loaded to create a new page.

The screenshot illustrates the five steps for creating a Canvas report:

- 1) A dialog box titled "Nuevo" (New) shows two options: "Canvas" (represented by a document icon) and "Tabla" (represented by a grid icon). The "Canvas" option is selected.
- 4) A dialog box titled "New" asks for a report name, with "Español (Mexico)" selected as a location. Buttons for "Cancelar" (Cancel) and "Crear" (Create) are at the bottom.
- 5) A screenshot of the software interface showing the "Prueba 1 - Page #1" layout page. The left sidebar has a menu with "Analizar componente", "Editar componente", "Página", and "Vista previa". The main area shows a preview of the page with a toolbar below it. A context menu is open over the preview area, listing options like "Propiedades de página", "Editar propiedades de página", and "Opciones de cuadricula".



LAYOUT PAGE ELEMENTS (CANVAS)

a

b

c

d

e

f

a) Components: Component types are add and edited:

- i. Graph
- ii. Tables
- iii. Text
- iv. Image

b) Page Properties: The page properties are edited

c) Page: Used to import previously saved reports.

d) Preview: The final report is displayed

e) Page Name: You can edit the page name and move between the different pages

f) Page: It is the canvas where we will place the Components



CANVAS REPORTS

Creating CANVAS Report

6. Select the **type of component** to be added
7. To edit component data, right-click and select "**Edit this component**"
8. Select "**Advanced Reports**" and then "New".
9. The work page where the report is generated is displayed

8)

9)



MENU BAR



- 1. New Query:** It is not used after you enable the Report Center
- 2. Open Query:** It is not used after you enable the Report Center
- 3. Save Query:** Save the current query
- 4. Save Query As:** It is not used after you enable the Report Center
- 5. Cancel Query Modifications:** revert to last saved
- 6. Manage Query Filter:** open the query filter designer
- 7. Manage Runtime Filters** – Open Runtime Filter Designer
- 8. Person Context:** Open the Person Context Selector
- 9. Date options:** open date options
- 10. Sort Columns** – Open column sorting
- 11. Calculated Columns:** open the calculated column designer
- 12. Pivot Table Query Designer:** It is not used after you enable the Report Center
- 13. Module Configuration:** configuration of open module
- 14. Modify reports column** – Open configuration of report changes

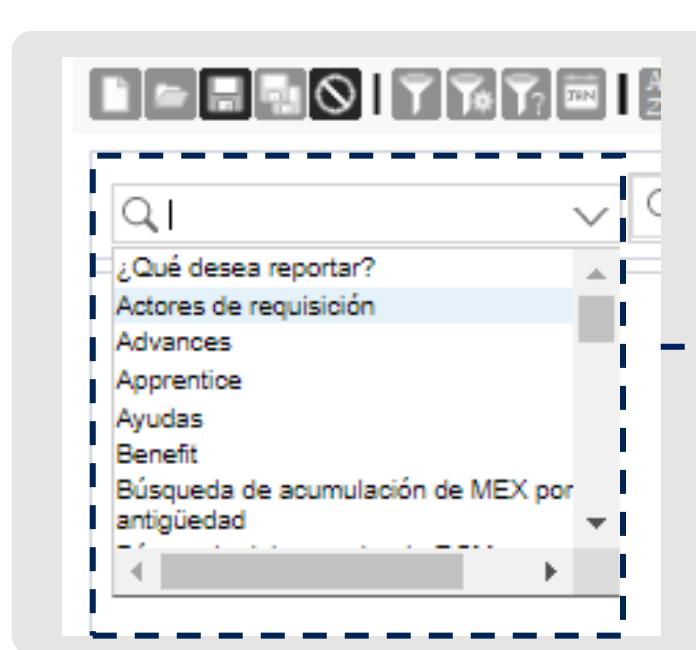


CANVAS REPORTS

Creating CANVAS Report

10

Select the category you want to report.



The screenshot displays the 'Job Information' section of the employee profile. The 'Job Classification' field is explicitly highlighted with a yellow border. Other visible details include the employee's name (Daniel Cortez), supervisor (Supervisor), job title (Vice President, HR (VP-HR)), and pay grade (Salary Grade 16 (GR-16)).

Effective as of: Feb 1, 2010	Employee Status
Employee Status	Active
Daniel Cortez	Supervisor
Job Classification	Vice President, HR (VP-HR)
Job Title	VP, Talent
Local Job Title	-
Pay Grade	Salary Grade 16 (GR-16)
Regular/Temporary	Regular
Standard Weekly Hours	40
Working Days Per Week	-
FTE	1
Is Fulltime Employee	Yes
Notes	-
Employee Class	Employee
FLSA Status	Exempt

The categories answer to the different employee data in SuccessFactors



CANVAS REPORTS

Creating CANVAS Report

When you selecting the category and the menu drops down, it will display the information related to the selected category

To select a piece of data, drag it to this area

The screenshot shows the 'Componente 1: Reporte de lista' screen. On the left, there's a search bar with 'Employment' and a dropdown menu titled 'Global Job Information'. Below it is a tree view with categories like 'Advances', 'Ayudas', 'Benefit', 'Caja de ahorro', 'Compensación', 'Created By', 'Foundation Objects', 'Currency', 'Frecuencia', 'UnitOfMeasure', 'Last Modified By', and 'Información de compensación'. On the right, another dropdown menu is open under 'Compensación', showing 'Compensation Id', 'Componente de remuneración', 'Componente de remuneración (Label)', 'Componente de remuneración (Nombre)', and 'Created By'. A green box highlights 'Global Job Information' in the first dropdown, and a blue box highlights 'Compensación' in the second dropdown. A dashed line connects these two highlighted items, indicating they are being selected or linked.

Selection Type

Internal Selection:

Displays records existing in both objects

Left selection: Displays all the records of the object on the left and only the records that match from the object on the right

Data selection area: Shows a list of objects: 'Global Job Information' and 'Compensación'. 'Global Job Information' is highlighted with a green box. A blue box highlights the 'Compensación' object, which has a tooltip showing its details: Compensation Id, Componente de remuneración, Componente de remuneración (Label), Componente de remuneración (Nombre), and Created By. A circular arrow icon is next to the 'Compensación' object.

Column Options: Filter, sort, rename, delete. This section shows a table mapping visual column names to original column names for 'Nombre de visualización de columna' and 'Nombre original de columna'. Examples include 'Compensation Id' (Original: Compensation Id), 'Componente de remuneración' (Original: Componente de remuneración), 'Created By' (Original: Created By), and 'Created By (Nombre)' (Original: Created By (Nombre)).

Component Preview: Shows a preview of the report results in a table format. The columns are: Componente de remuneración (Original: Compensation Id), Componente de remuneración (Label), Componente de remuneración (Nombre), Created By, Created By (Nombre), Created By (Primer apellido), Created Date, and Effective End Date. The table contains several rows of data, such as 39380, 182, Sueldo Total, Sueldo Total, adminrh, etc.



CANVAS REPORTS

Creating CANVAS Report

11. We select “**Person Context**”.

Here we can select the viewing range of persons

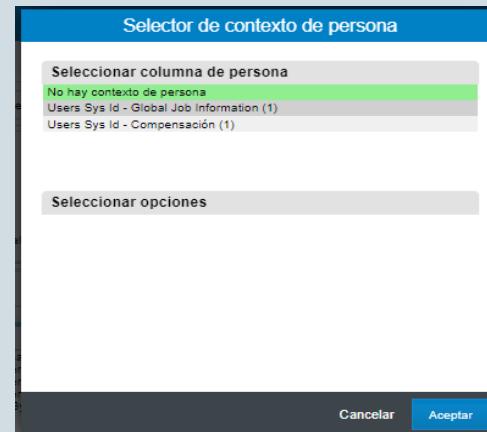
12. Select “**Save**”



13. Select “**Back**” to exit the editor and return to the main canvas

14. Select “**Preview**” to view the report

11)



14)

Clicking on these options will allow you to export the report in these formats





DOWNLOADING REPORTS

Downloading Table-Type Reports

1. Enter the **Report Center**
2. Identify the report you want to download as a table and click on the **report name**.
3. It will display a screen, where you will have to select the options for generating the file, the date parameters, and the filters you want to apply.

a) Report Generation Options: Online, the report will be displayed on screen; Offline, the report download will be scheduled and can be viewed in Scheduled **Reports; CSV Download: Quick Download Format; Export**, will give you options to download the report in **Excel, PDF or PPT format**.

b) Date Parameters: Select the date or date range for which you want to generate the report

c) Filters: You can choose whether or not to filter using these options

2)

The screenshot shows the 'Centro de informes' (Report Center) interface. At the top, there are tabs for 'Mis informes' and 'Todos los informes'. Below the tabs is a search bar and a toolbar with buttons for 'Nuevo', 'Importar', 'Vista', 'Informes', 'Etiquetas', and 'Buscar'. The main area displays a table of reports with columns for 'Nombre' (Name), 'Autor' (Author), 'Última modificación' (Last modified), 'Tipo' (Type), and 'Acción' (Action). The table lists various reports such as 'Plantilla A la Fecha', 'Prueba 1', 'Motivos de evento', etc., each with a unique author and last modification date. The 'Tipo' column indicates most reports are 'Tabla' (Table).

3)

a) Report Generation Options

b) Date parameters

c) Filters

The screenshot shows the 'Ejecutar Plantilla A la Fecha' (Run Template To Date) dialog box. It has two radio button options: 'Ejecutar en línea' (Run online) and 'Descargar (CSV)' (Download (CSV)). Below these are 'Parámetros requeridos' (Required parameters) and a date input field set to '23/05/2022'. A 'Constructor Expresión' (Expression builder) button is also present. At the bottom, there is a table for 'Filters' (Filtros) with columns: 'Nombre de informe' (Report name), 'Nombre de grupo' (Group name), 'Nombre de columna' (Column name), 'Operador' (Operator), 'Valor(es)' (Value(s)), and 'Acciones' (Actions). The table contains three rows for the 'Plantilla A la Fecha' report, each with a 'Select all values' checkbox. At the very bottom are 'Cancelar' (Cancel) and 'Generar informe' (Generate report) buttons.



DOWNLOADING REPORTS

Downloading Table-Type Reports

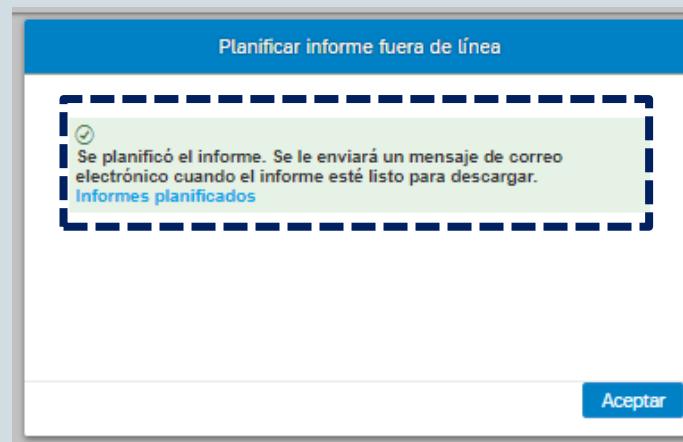
4. When you click “Generate Report” with the Run Online option, the following screen is displayed, where we can view the report online.
5. Clicking on a **format type** will begin downloading the file.
6. When the file is very large, it displays a message stating that the report will be available in **Scheduled Reports** and that you will be notified via email when it is ready.

5)

The screenshot shows a table titled "Plantilla A la Fecha" with various columns including User Name, State of collaborator, Company, Department, Division of personal, Number of position, Title of Puesto, Subdivision of personal, Negotiation information about the correspondence, Center of costs costCenterExternalObjectid, Center of costs cost Center Código, Center of costs cost Center Nombre, Area of personal, Date of hiring, Date of termination or end of contract, and Grade. The table contains 15 rows of employee data.

Usuario	Nombre formal	Estado de colaborador	Sociedad	Sociedad Código	Nombre de personal	División de personal	Número de posición	Título del Puesto	Subdivisión de personal	Negociación sobre el correo electrónico	costCenterExternalObjectid	Centro de costos Código	Centro de costos Nombre	Área de personal	Fecha de contratación	Fecha de terminación o fin de contrato	Grade
1029	Sergio Casasola Solar	Activo	Rotoplas, MX SA de CV	Corporativo	7180	ADMINISTRATIVO DE VENTAS	5000	RT	1029@intelligence-n.com		5801000-Dirección General	5801000-Dirección General	Administrativo	14/02/2022		H	
1018	Leila Lario Lasa	Con terminación de contrato	Rotoplas, MX SA de CV	Corporativo	7169	TRABAJADOR SOCIAL	5000	RT	1018@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	1/03/2018	23/02/2022	H	
1017	Lisandro Loyola Lori	Activo	Rotoplas, MX SA de CV	Corporativo	7168	GERENTE DE NOMINAS	5000	RT	1017@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	2/03/2018		H	
1014	Lia Ledesma Lech	Activo	Rotoplas, MX SA de CV	Corporativo	7166	GERENTE SR DEL CENTRO DE SERVICIOS CH	5000	RT	1014@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	1/03/2018		H	
1012	Lesty Lidón Lira	Activo	Rotoplas, MX SA de CV	Corporativo	7163	GERENTE SR DE DIVERSIFICACIÓN Y COMPENSIOS	5000	RT	1012@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Gerente Grupo	1/03/2018		H	
1013	Leandro Labrad Laguna	Activo	Rotoplas, MX SA de CV	Corporativo	7165	GERENTE SR CH MX & CA	5000	RT	1013@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	2/03/2018		H	
1022	LULU LLANO LABASTIDA	Activo	Rotoplas, MX SA de CV	Corporativo	7175	JEFÉ DE BENEFICIOS Y MOVILIDAD	5000	RT	1022@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	5/03/2018		H	
1019	Liam Linares Lira	Activo	Rotoplas, MX SA de CV	Corporativo	7170	COORDINADOR CAPITAL HUMANO	5000	RT	1019@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Administrativo	1/03/2018		H	
1015	Lázaro Laines Leorreta	Activo	Rotoplas, MX SA de CV	Corporativo	7164	JEFÉ DE ESTRUCTURA ORGANIZACIONAL	5000	RT	1015@intelligence-n.com		1314040-COM Capital Humano Plantas	1314040-COM Capital Humano Plantas	Gerente Grupo	9/04/2018		H	

6)



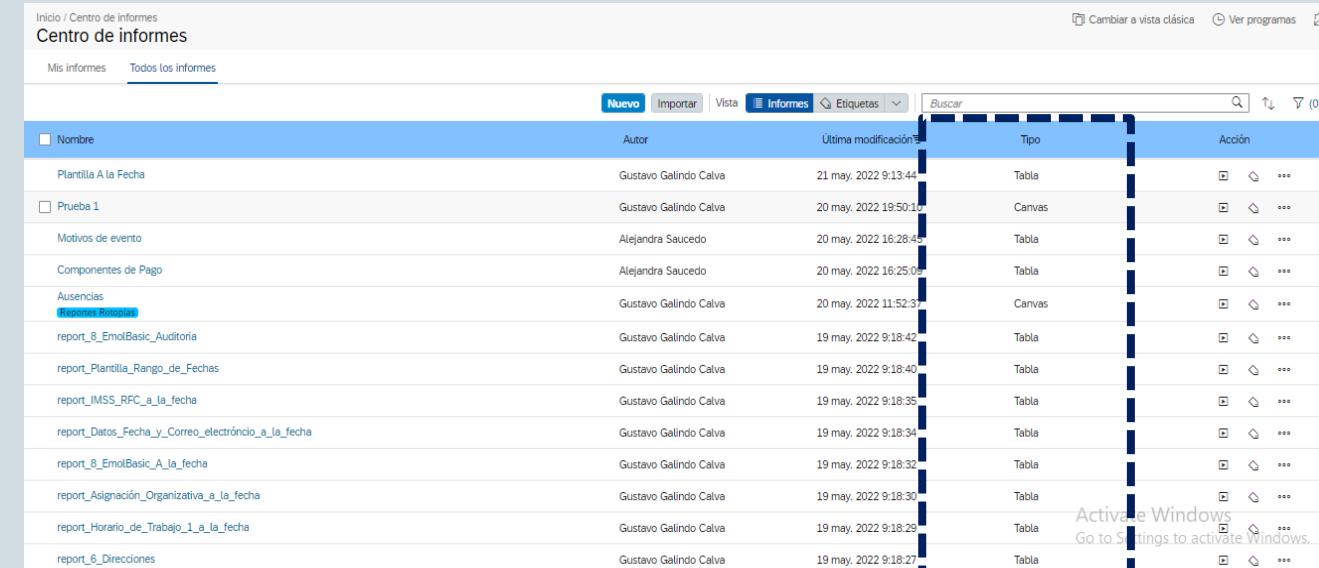


DOWNLOADING REPORTS

Downloading CANVAS-Type Reports

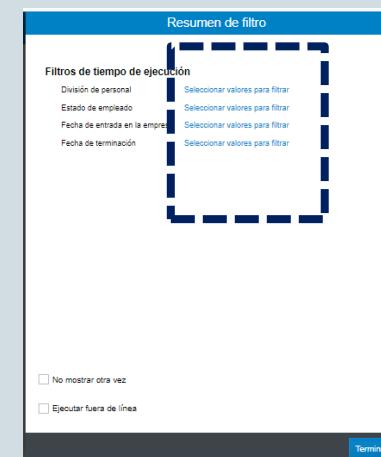
1. Enter the **Report Center**
2. Identify the report you want to download as canvas and click on the **report name**.
3. It will display a screen of filters, where you can select the ones you want to apply.
4. On this screen, you can also choose to run the report offline, which will schedule the report for download and can **be viewed in scheduled reports**.

2)



Nombre	Autor	Última modificación	Tipo	Acción
Plantilla A la Fecha	Gustavo Galindo Calva	21 may. 2022 9:13:44	Tabla	
Prueba 1	Gustavo Galindo Calva	20 may. 2022 19:50:16	Canvas	
Motivos de evento	Alejandra Saucedo	20 may. 2022 16:28:45	Tabla	
Componentes de Pago	Alejandra Saucedo	20 may. 2022 16:25:05	Tabla	
Ausencias	Gustavo Galindo Calva	20 may. 2022 11:52:37	Canvas	
Reportes Principales				
report_8_EmolBasic_Auditoria	Gustavo Galindo Calva	19 may. 2022 9:18:42	Tabla	
report_Plantilla_Rango_de_Fechas	Gustavo Galindo Calva	19 may. 2022 9:18:40	Tabla	
report_IMSS_RFC_a_la_fecha	Gustavo Galindo Calva	19 may. 2022 9:18:35	Tabla	
report_Datos_Fecha_y_Correo_electrónico_a_la_fecha	Gustavo Galindo Calva	19 may. 2022 9:18:34	Tabla	
report_8_EmolBasic_A_a_la_fecha	Gustavo Galindo Calva	19 may. 2022 9:18:32	Tabla	
report_Asignación_Organizativa_a_la_fecha	Gustavo Galindo Calva	19 may. 2022 9:18:30	Tabla	
report_Horario_de_Trabajo_1_a_la_fecha	Gustavo Galindo Calva	19 may. 2022 9:18:29	Tabla	
report_6_Direcciones	Gustavo Galindo Calva	19 may. 2022 9:18:27	Tabla	

3)





DOWNLOADING REPORTS

Downloading CANVAS-Type Reports

5. When you click on “**Done**”, the report will be displayed

6. Click on the Excel icon to start the download

7. When the file is very large, it will display a message stating that the report will be available in **Scheduled Reports** and that you will be notified via email when it is ready.

5)

The screenshot shows a report titled "Informes Canvas Rotoplas" from "Rotoplas". The report displays a table of data with columns: Component, Component, Component, Component, Created By, Created By, Effective Date, End Date, Latest Effective Date, Start Date, and Id. The data includes various employee names and their corresponding details. A watermark for "Rotoplas más y mejor agua" is visible on the right side of the report.

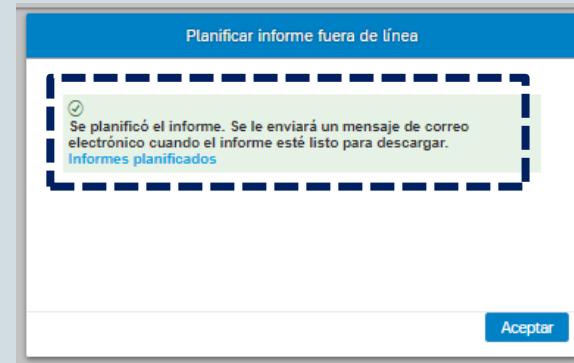
Component	Component	Component	Component	Created By	Created By	Effective Date	End Date	Latest Effective Date	Start Date	Id
Santos	39349	183	Salario	Salario	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Montiel	39351	183	Salario	Salario	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Muñoz	39351	183	Salario	Salario	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Tamayo	42781	183	Salario	Salario	10007238	Maria	Daniela	Reyes	12/04/2022	31/12/9999
Hernandez	39357	219	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Jaime	39357	184	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Hernandez	39357	182	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Jaime	39357	182	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Hernandez	39361	184	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Balazquez	39361	182	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Marquez	39361	219	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Salazar	39364	219	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Gonzalez	39364	184	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Perez	39364	184	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	
Gonzalez	39364	184	Sueldo	Sueldo	adminrh	08/04/2022	31/12/9999	Y	01/02/2022	

6)



Clicking on these options will allow you to export the report in these formats

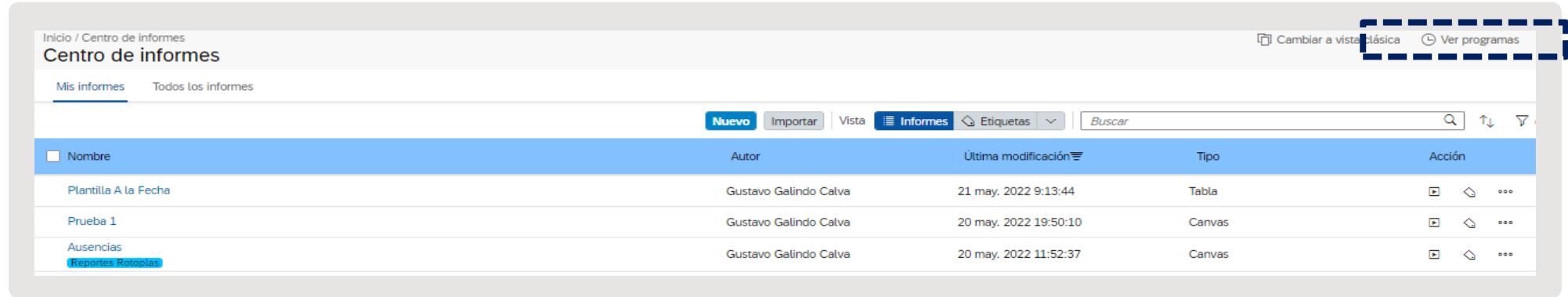
7)



SCHEDULED REPORTS

1

To access the scheduled reports, enter the Report Center and click on “View Programs”



The screenshot shows the 'Report Center' interface. At the top, there are navigation links: 'Inicio / Centro de informes' and 'Centro de informes'. Below these are tabs: 'Mis informes' (selected) and 'Todos los informes'. A toolbar includes 'Nuevo', 'Importar', 'Vista', 'Informes' (highlighted in blue), 'Etiquetas', and a search bar. On the right, there are buttons for 'Cambiar a vista clásica' and 'Ver programas' (highlighted with a dashed box). The main area displays a table of scheduled reports:

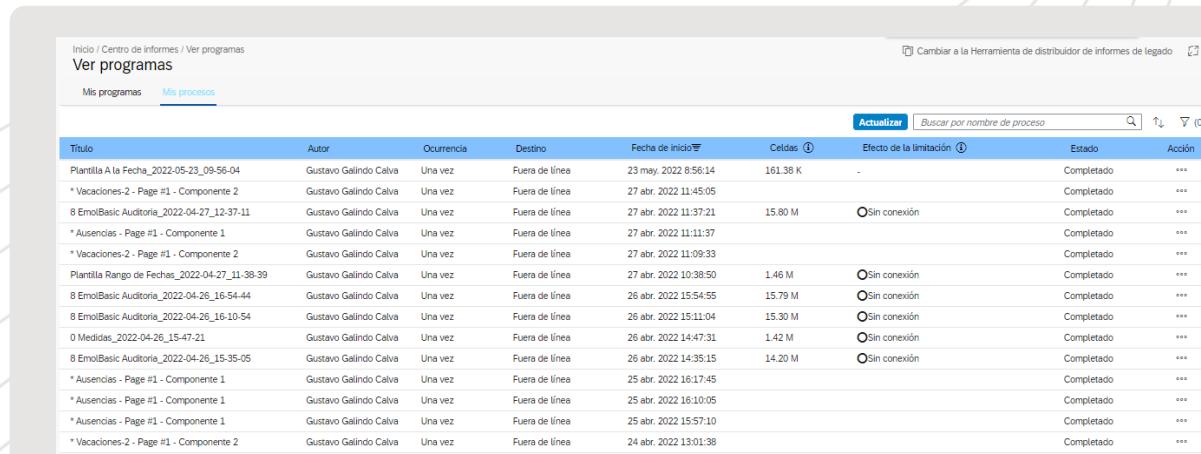
Nombre	Autor	Última modificación	Tipo	Acción
Plantilla A la Fecha	Gustavo Galindo Calva	21 may. 2022 9:13:44	Tabla	
Prueba 1	Gustavo Galindo Calva	20 may. 2022 19:50:10	Canvas	
Ausencias <small>Reportes Rotoplas</small>	Gustavo Galindo Calva	20 may. 2022 11:52:37	Canvas	

2

The following screen is displayed. Here, we will find the list of scheduled reports and reports executed offline.

3

To download the report, click on the report name.



The screenshot shows the 'View programs' section. At the top, there are tabs: 'Mis programas' (selected) and 'Mis procesos'. A toolbar includes 'Actualizar', a search bar 'Buscar por nombre de proceso', and icons for 'Filtrar' and 'Exportar'. The main area displays a table of scheduled reports:

Título	Autor	Ocurrencia	Destino	Fecha de inicio	Celdas	Efecto de la limitación	Estado	Acción
Plantilla A la Fecha_2022-05-23_09-56-04	Gustavo Galindo Calva	Una vez	Fuera de línea	23 may. 2022 8:56:14	161.38 K	-	Completado	
* Vacaciones-2 - Page #1 - Componente 2	Gustavo Galindo Calva	Una vez	Fuera de línea	27 abr. 2022 11:45:05			Completado	
8 EmolBasic Auditoria_2022-04-27_12-37-11	Gustavo Galindo Calva	Una vez	Fuera de línea	27 abr. 2022 11:37:21	15.80 M	<input checked="" type="radio"/> Sin conexión	Completado	
* Ausencias - Page #1 - Componente 1	Gustavo Galindo Calva	Una vez	Fuera de línea	27 abr. 2022 11:11:37			Completado	
* Vacaciones-2 - Page #1 - Componente 2	Gustavo Galindo Calva	Una vez	Fuera de línea	27 abr. 2022 11:09:33			Completado	
Plantilla Rango de Fechas_2022-04-27_11-38-39	Gustavo Galindo Calva	Una vez	Fuera de línea	27 abr. 2022 10:38:50	1.46 M	<input checked="" type="radio"/> Sin conexión	Completado	
8 EmolBasic Auditoria_2022-04-26_16-54-44	Gustavo Galindo Calva	Una vez	Fuera de línea	26 abr. 2022 15:54:55	15.79 M	<input checked="" type="radio"/> Sin conexión	Completado	
8 EmolBasic Auditoria_2022-04-26_16-10-54	Gustavo Galindo Calva	Una vez	Fuera de línea	26 abr. 2022 15:11:04	15.30 M	<input checked="" type="radio"/> Sin conexión	Completado	
0 Medidas_2022-04-26_15-47-21	Gustavo Galindo Calva	Una vez	Fuera de línea	26 abr. 2022 14:47:31	1.42 M	<input checked="" type="radio"/> Sin conexión	Completado	
8 EmolBasic Auditoria_2022-04-26_15-35-05	Gustavo Galindo Calva	Una vez	Fuera de línea	26 abr. 2022 14:35:15	14.20 M	<input checked="" type="radio"/> Sin conexión	Completado	
* Ausencias - Page #1 - Componente 1	Gustavo Galindo Calva	Una vez	Fuera de línea	25 abr. 2022 16:17:45			Completado	
* Ausencias - Page #1 - Componente 1	Gustavo Galindo Calva	Una vez	Fuera de línea	25 abr. 2022 16:10:05			Completado	
* Ausencias - Page #1 - Componente 1	Gustavo Galindo Calva	Una vez	Fuera de línea	25 abr. 2022 15:57:10			Completado	
* Vacaciones-2 - Page #1 - Componente 2	Gustavo Galindo Calva	Una vez	Fuera de línea	24 abr. 2022 13:01:38			Completado	