

Performance Development Reviews How to Run the HRPERF2 Report

Step 1 From HealthPoint access the Health Services Information Hub.



Step 2 Click on Health Support Services Hub.

WA health system information hubs

Information hubs provide targeted health service or hospital information within the HealthPoint platform. It provides a place for all staff in that facility to view news, policies, handbooks, contextual content about services and people information.

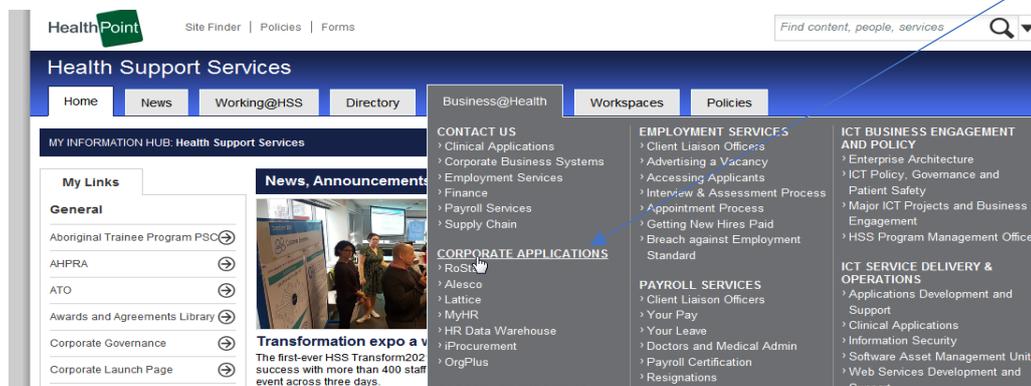
Business areas remain the owners of service pages and are responsible for content and content authoring according to policy and guidelines.

Find your health service information hub from the list below.

- [Child & Adolescent Health Service Hub](#)
- [Department of Health Service Hub](#)
- [East Metropolitan Health Service Hub](#)
- **[Health Support Services Hub](#)**
- [North Metropolitan Health Service Hub](#)
- [South Metropolitan Health Service Hub](#)
- [WA Country Health Service Hub](#)
- [Women and Newborn Health Service Hub](#)
- [PathWest Health Service Hub](#)

Links to individual hospital information hubs can be found on the homepages of the health service hubs.

Step 3 From the Hub page select Business@Health and then Corporate Applications.



Step 4

From the Corporate Applications Launcher under Human Resources select Discoverer Plus – HRDW

| | | |
|------------------------|--------------------------|---|
| | | PCH ONLY |
| Human Resources | Alesco | Access to Core Alesco for approved users |
| | MyHR | MyHR access for all employees and managers |
| | OrgPlus | Web-based Organisational Charting Solution |
| | Discoverer Plus – HRDW | Expert Java-based user reporting tool for the HR Data Warehouse |
| | Discoverer Viewer – HRDW | End-user HTML reporting tool for the HR Data Warehouse |
| Activity Based | PPM | Activity Based Management Decision |

Step 5

This will launch the Oracle log in page for the Data Warehouse.



ORACLE Discoverer Plus
Business Intelligence

Connect >

Enter connection details.

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To: Oracle BI Discoverer

* User Name:

* Password:

* Database: hdwh01p.health.wa.gov.au

End User Layer: eul_hdwh

Locale: Locale retrieved from browser

Go

Enter your HE Number in the User Name field and your Data Warehouse (DWH) password in the password field.

Click Go

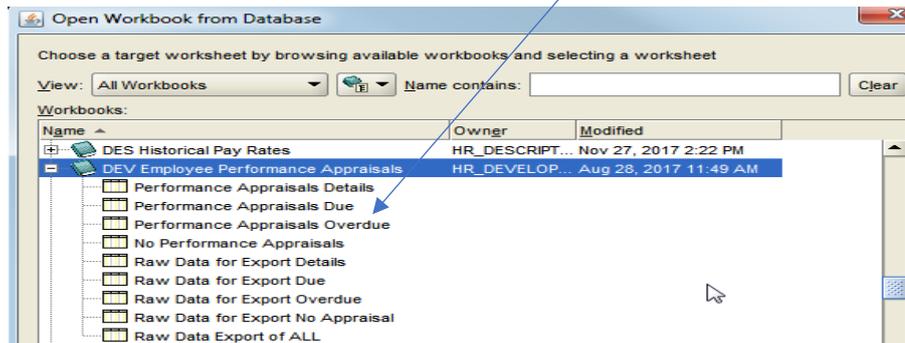
The screen will now log into the data warehouse and open at the menu of reports that available to the user.

NB: The menu of reports will look different for everyone depending on the user's security level.

Step 6

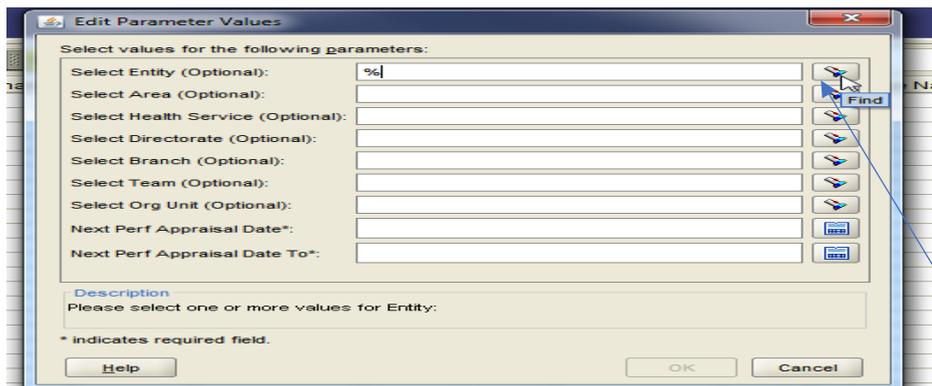
Look under DEV for the report called Employee Performance Appraisals. There are a number of options available, depending on what information you are after.

The first option, Performance Appraisals Details, will give details of all appraisals due within a specified timespan.



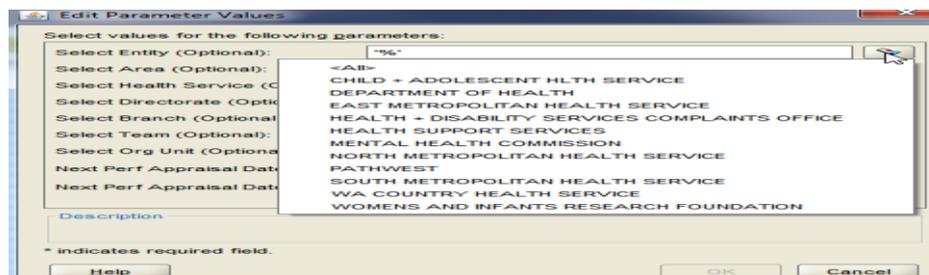
Step 7

Highlight the required report and click Open. The Parameters screen will now display.



Enter the values for each of the parameters you require. If you are unsure of the value, you can search the field. To search, enter % in the field and click the spotlight button beside the field. (% sign is called a wildcard).

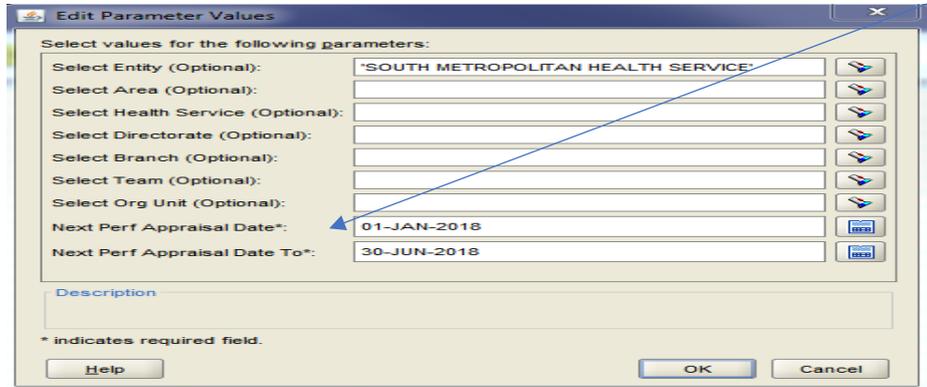
For example, if you want to report for the whole of SMHS add % in the values field and click on the search button, a drop-down list of the entities appears, highlight SMHS.



Once all mandatory fields (marked with an *) are entered, the OK button is activated.

NB: If a field is left blank information will be displayed for all areas that the user has access to.

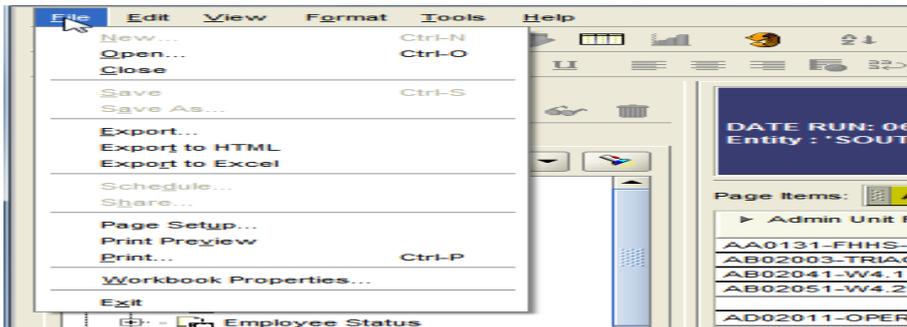
- Step 8 Enter the date range in 'Next Perf Appraisal Date' and 'Next Perf Appraisal Date To', using the format DD-MMM-YYYY e.g. 01-Jan-2018.



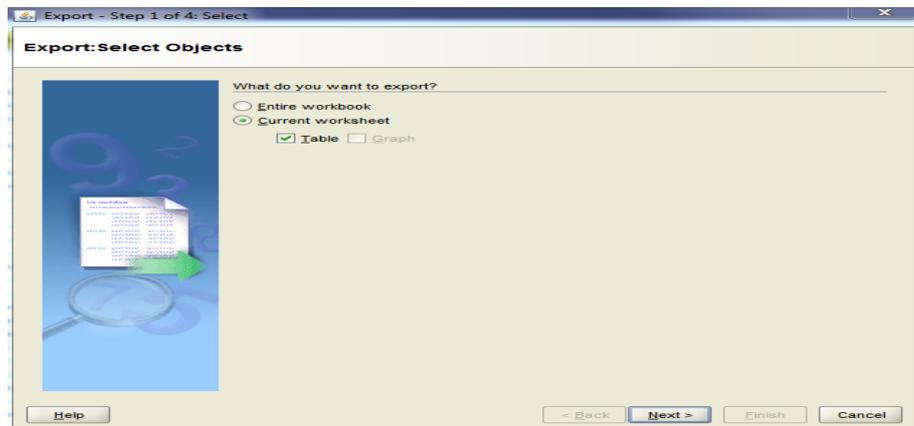
The 'Edit Parameter Values' dialog box is shown. It contains several dropdown menus for selection: 'Select Entity (Optional):' is set to 'SOUTH METROPOLITAN HEALTH SERVICE'. Below it are 'Select Area (Optional):', 'Select Health Service (Optional):', 'Select Directorate (Optional):', 'Select Branch (Optional):', 'Select Team (Optional):', and 'Select Org Unit (Optional):'. The 'Next Perf Appraisal Date*' field is set to '01-JAN-2018' and the 'Next Perf Appraisal Date To*' field is set to '30-JUN-2018'. A blue arrow points to the 'Next Perf Appraisal Date*' field. At the bottom, there are 'Help', 'OK', and 'Cancel' buttons.

- Step 9 Click OK to generate the report. The generated report groups employees by Admin Units with the HSP and can be exported to Excel.

- Step 10 To export the report, go to the File Menu and click on Export.



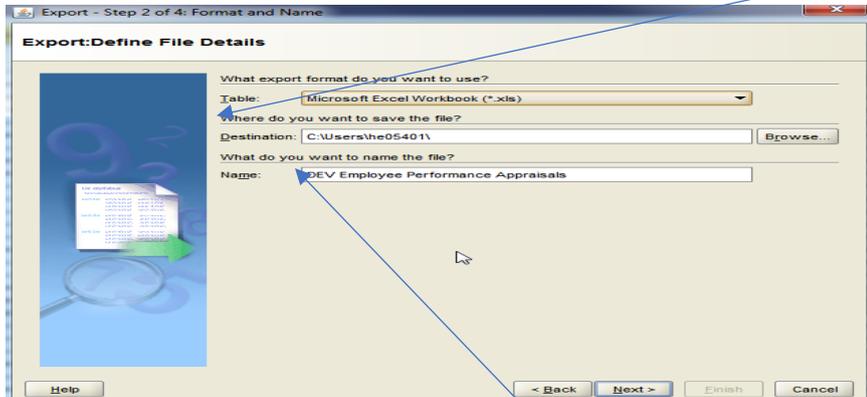
- Step 11 The followign screen appears. The default objects are already highlighted, so click Next.



The 'Export: Select Objects' dialog box is shown. It asks 'What do you want to export?' with two radio button options: 'Entire workbook' and 'Current worksheet'. The 'Current worksheet' option is selected. Below these options are two checkboxes: 'Table' (checked) and 'Graph' (unchecked). At the bottom, there are 'Help', '< Back', 'Next >', 'Finish', and 'Cancel' buttons.

Step 12

The following screen appears. In the field 'Where do you want to save the file?' Enter the destination where you want the file to be saved, use the Browse button if required.



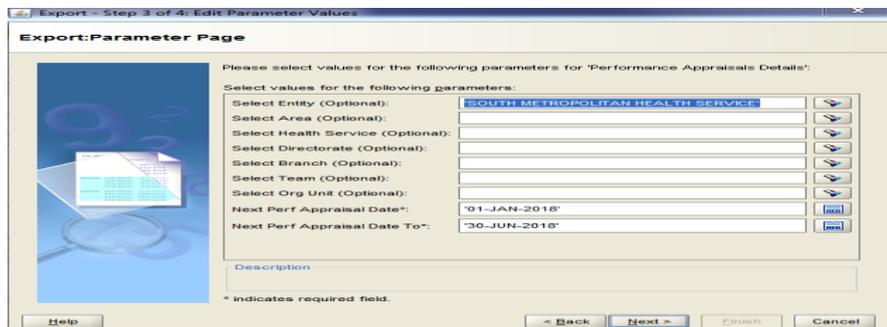
Step 13

The field 'What do you want to name the file?' is already prepopulated with the search parameter. If you wish to rename the file, type in the new name of the file.

Click Next.

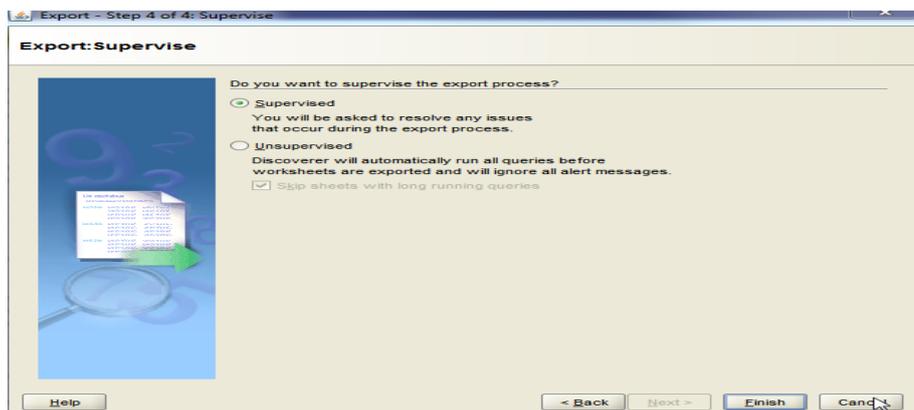
Step 14

The search parameters already entered will appear, make any changes required and/or click Next



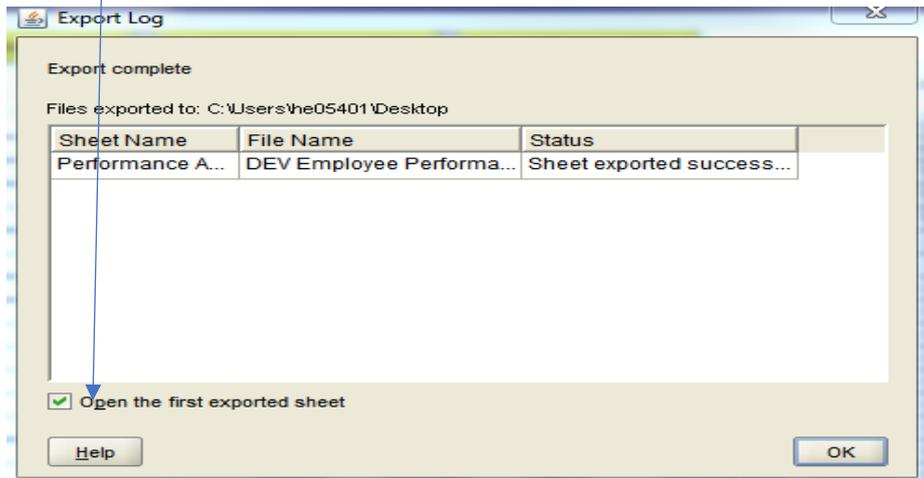
Step 15

The last screen in the Wizard is about how the report will run, the default setting is supervised, leave it as the default and click Finish.



Step 16

Once the report is ready for export, the Log will appear. Leave “Open the first exported sheet” ticked and click OK. The worksheet will open. If this is not required, uncheck the box and click OK.



The report has now been exported. You may run the report endless times with different search parameters.

If you wish to re-run the report, simply click the refresh icon  to return to the search parameters screen.

Further Assistance

If you do not have access to the data warehouse or you are having difficulties running the report please contact HSS's Corporate Reporting team at hssreport@health.wa.gov.au