

# Data Warehouse Differences Document

For Data Warehouse Power Users

July 2020

---



## OVERVIEW OF KEY CHANGES

### What's Changing

- Enhanced navigation and display
- Mark a report as "favorite" for quick access
- More formats to view/download reports

### What's NOT Changing

- Continue accessing reports from HRIS
- No changes to the content of reports
- Power Users will continue to have access to the same reports and folders as before

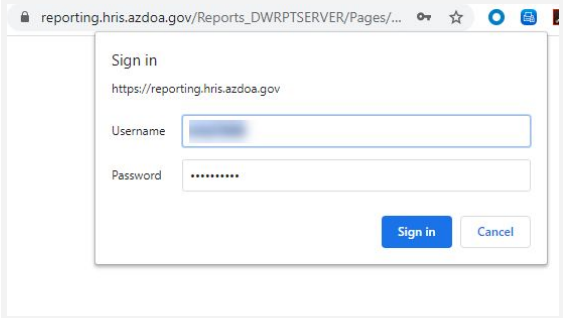
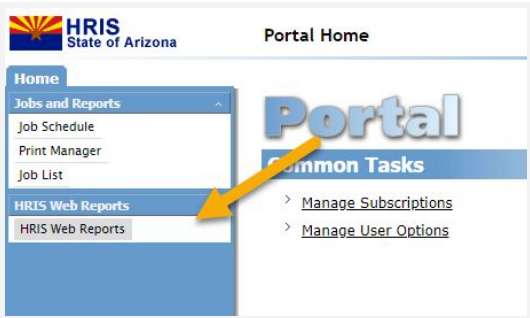
## **Table of Contents**

<b>Accessing Data Warehouse</b>	<b>3</b>
Accessing Data Warehouse	3
<b>Landing Page</b>	<b>4</b>
Landing Page	4
“Favorites”	5
<b>Running Reports</b>	<b>6</b>
Toolbar Options	6
Saving Reports	6

# Accessing Data Warehouse

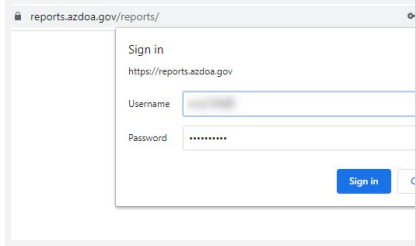
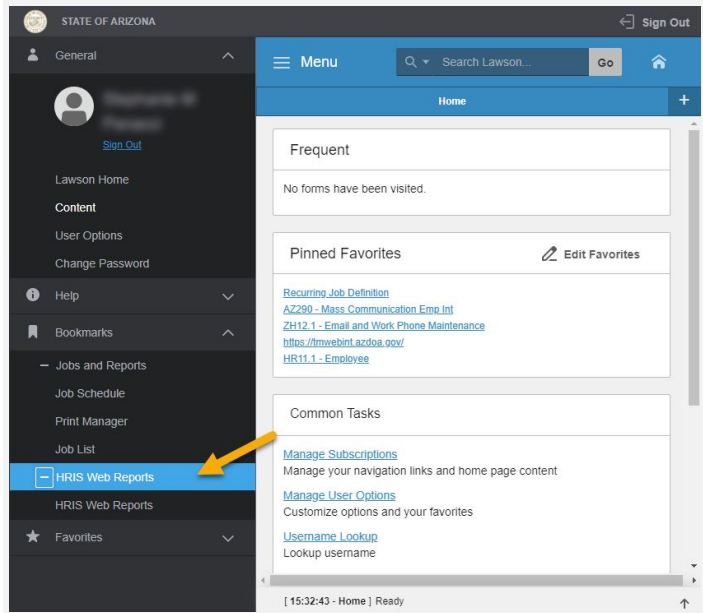
## Accessing Data Warehouse

### Current:



### Future:

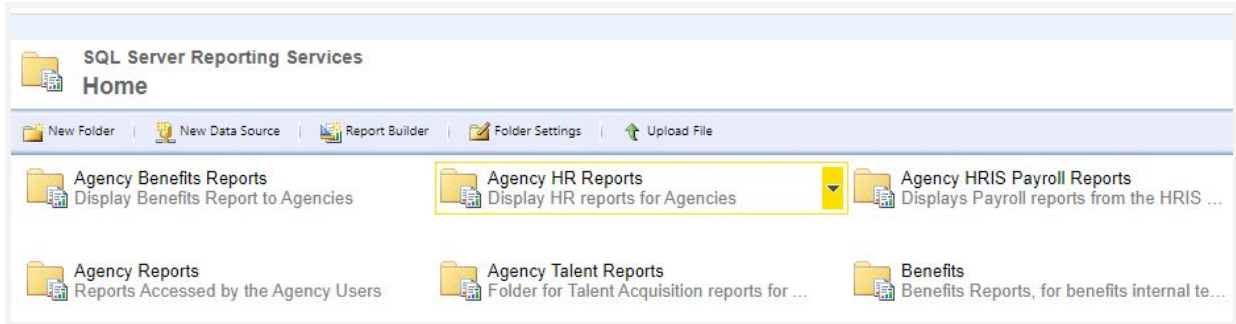
Bookmarks > HRIS Web Reports  
Log in with your HRIS Power User id credentials



## Landing Page

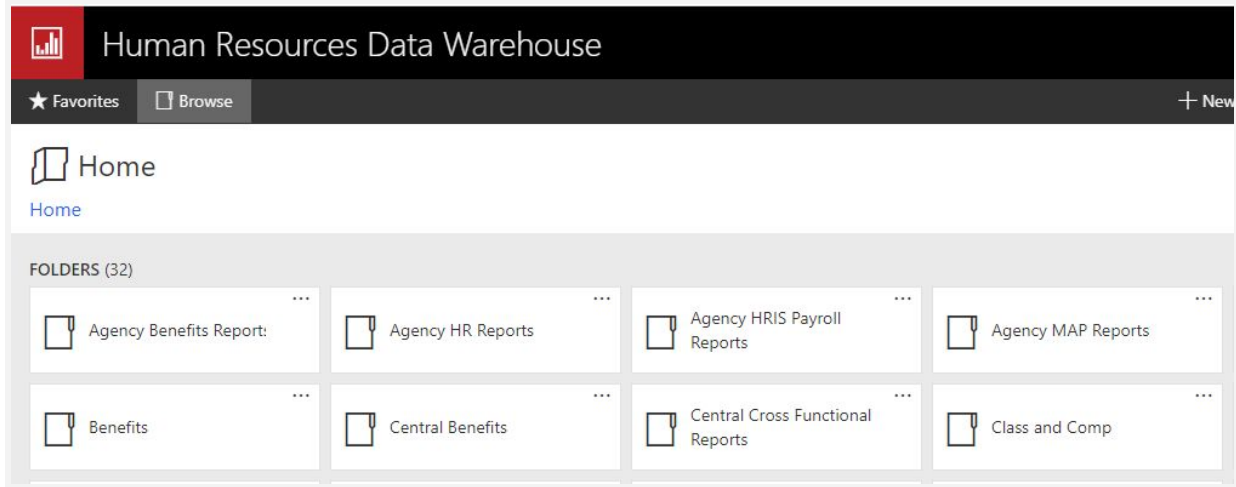
### Landing Page

#### Current:



#### Future:

More modern layout: Folders are shown as tiles  
New name "Human Resources Data Warehouse"



**“Favorites”**

**Current:**

Does not exist

**Future:**

To flag a report as a favorite follow these steps:

Identify the report you want to ‘Favorite’.



From the report tile, right click on a report tile and select ‘Add to Favorite’



You can also click on the three dots on the top right of a report tile and chose “Add to Favorites”

## Running Reports

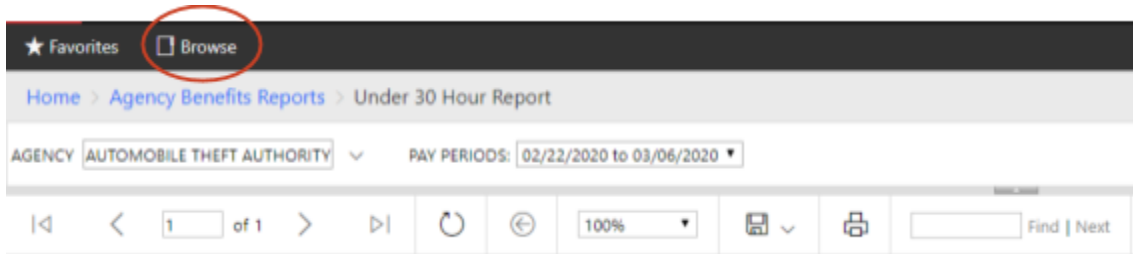
### Toolbar Options

#### Current:



Paid Less Than 30 Hours and Enrolled into Benefits

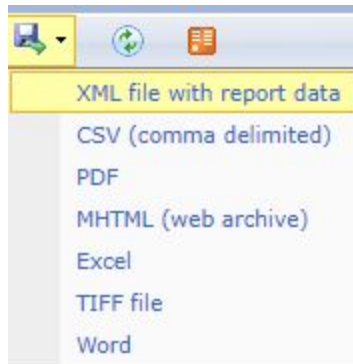
#### Future:



'Browse' will take you back to the landing page

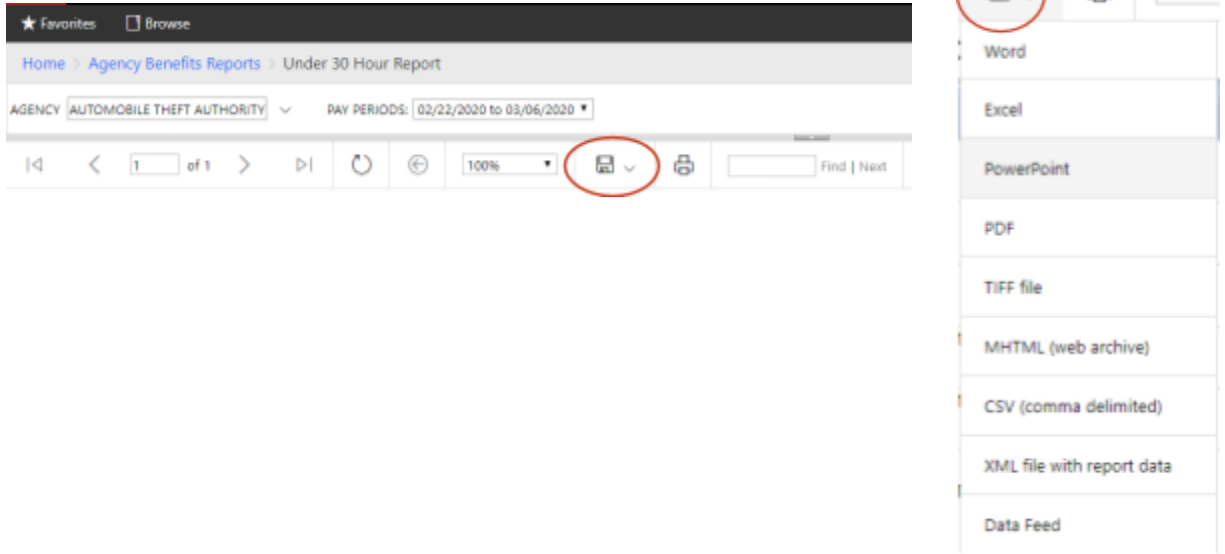
### Saving Reports

#### Current:



**Future:**

More options under the 'Save' icon



How to contact us.

For questions about the upgrade contact the ADOA HR systems upgrade project team at [hrisupgrade@azdoa.gov](mailto:hrisupgrade@azdoa.gov).