

## OLRS Communication

**What?** Ad Hoc Report Builder Access

**Who?** OLRs Insight Users

**Why?** Limit Access

**When?** Distributed July 26 2012

**Message:** The Department of Enterprise Services developed and maintains six statewide Ad Hoc reports which are accessible for use by all Insight users:

- Layoff List,
- Veterans Preference,
- Time to Hire,
- Candidate Quality,
- EEO by Job Posting, and
- Certified Candidates.

In two months (May/June), changes were made to one or more of the statewide times at least 10 times by Insight users. When a report is changed, it is then changed for the next users, causing the potential for generating incorrect data in the report.

Recent update to the Ad Hoc Report Builder access allows users the ability to select criteria to run the filters *without* making changes to the report. The Interagency OLRs Advisory team reviewed the issue of reports being changed. The Advisory Team agreed that by assigning the new access roles we would avoid future complications of incorrect data within a report, and users would still have the capability of changing the filters to obtain the data needed. During August, Insight user's access will be updated to reflect the new access to all Ad Hoc Builder reports.

Insight users will be able to select the filter criteria for running Ad Hoc Builder reports. The statewide Ad Hoc Builder reports available criteria are:

- **Layoff List Report** – filters on Job Class, Location, Work Type, and Work Shift
- **Veterans Preference** – filter on Job Posting Number
- **Time to Hire** and **Candidate Quality** – filter on date range
- **Certified Candidates** – filter on Requisition number
- **EEO Report by Job Posting** – filter on Job Posting number.

If your agency has a business need for a unique Ad Hoc Builder report to be created, submit the request to the DES HR Service Center by emailing [servicecenter@dop.wa.gov](mailto:servicecenter@dop.wa.gov). The OLRs support team will work with you on creating the report.

**Questions? Contact:**

DES HR Service Center: (360) 664-6400

Email Contact: [servicecenter@dop.wa.gov](mailto:servicecenter@dop.wa.gov)

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