To View Custom Reports Shared with You in Talent Management

1. From the University’s main web page, go to Campus Tools>My Sam
2. Click on the Employees tab, then click on Talent Management.
3. Click on Reports>Custom Reports
4. If a custom report has been shared with you, it will be visible on this page. The ability to view custom reports and the constraints are determined by the system administrator for Talent Management.
5. Click on Actions>Refresh to refresh the report prior to viewing. New data added today may not be viewable until tomorrow.
6. The report will process. Once it is complete, go to Step 7 to view the report.
7. Under Actions, select how you wish to view the report. Excel is a good way to view and manipulate the format of the data.
8. Click on Open to view the file, or save to save the file to your computer.
9. Click on Enable Editing to be able to adjust the formatting of the file.