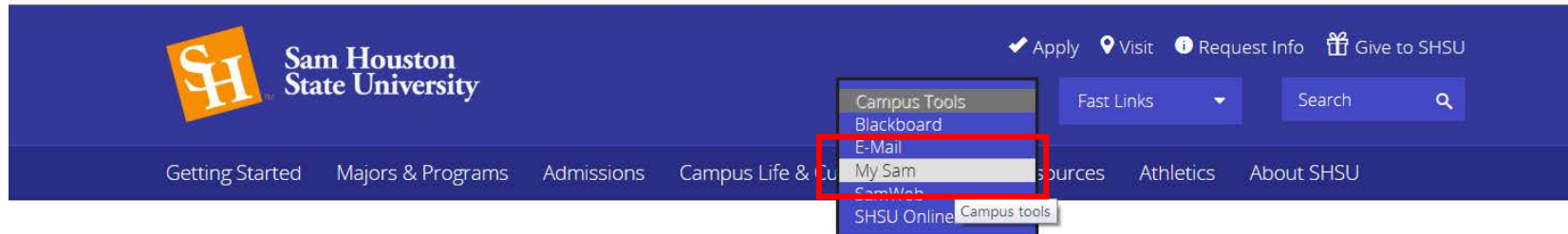


To View Custom Reports Shared with You in Talent Management

1. From the University's main web page, go to Campus Tools>My Sam



The screenshot shows the top navigation bar of the Sam Houston State University website. The logo is on the left, and navigation links are on the right. A dropdown menu is open under 'Campus Tools', with 'My Sam' highlighted by a red box. Other items in the dropdown include 'Blackboard', 'E-Mail', 'SamWeb', and 'SHSU Online'. The main navigation bar also includes 'Getting Started', 'Majors & Programs', 'Admissions', 'Campus Life & Culture', 'Resources', 'Athletics', and 'About SHSU'. Utility links for 'Apply', 'Visit', 'Request Info', and 'Give to SHSU' are in the top right corner.

Future Students

- Current Students
- Graduate Students
- SHSU Online
- Alumni & Friends
- Research & Recognition
- Faculty & Staff
- Maps & Contacts

The Price of Poverty

Economics professor Santosh Kumar hopes to make a difference in the lives of the poor by examining and creating policies that might improve the standard of living, and health, of those in India.

Today@Sam

Museum To Offer Free Tours For Summer

Sam Houston Memorial Museum visitors can receive a free guided

Upcoming Events

New Student Orientation

On Thursday, June 23, and Friday, June 24, New Student Orientation program will host its fourth organized, purposeful, and positive

KatSafe Info

Give to SHSU

2. Click on the Employees tab, then click on Talent Management.

The screenshot shows the MySam portal interface. At the top, there are navigation links: Request Info | Visit | Apply, SHSUOnline | Blackboard, E-mail, SamWeb, and a search bar. The main header features the Sam Houston State University logo and the MySam branding. Below the header, a welcome message reads "Welcome Thieme J Bittick" and "You are currently logged in." A navigation menu includes "All Users", "Campus Resources", "My Account", "Registration", "Employees", "Faculty", and "Students". The "Employees" tab is selected. The main content area is divided into several sections: "Travel" with current and historical mileage rates; "Human Resources" with a list of links including "Talent Management" (highlighted with a red box); "Time Reporting" with a "Leave Report" section; "Banner INB Access" with instructions on login; "IT@Sam Newsletter" with a graphic; and "COGNOS Reports" and "Employee Extras" at the bottom. The footer contains a URL and a 125% zoom level.

Request Info | Visit | Apply SHSUOnline | Blackboard E-mail SamWeb Search

Sam Houston
STATE UNIVERSITY
A Member of The Texas State University System

My Account Content Layout **Welcome Thieme J Bittick**
You are currently logged in. Groups Password Logout

All Users Campus Resources My Account Registration **Employees** Faculty Students June 19, 2016

Travel

Current Mileage Rate: The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will decrease to .54 cents per mile, effective Jan. 1 to Dec. 31, 2016.

Historical Mileage Rate: The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to .575 cents per mile, effective Jan. 1 to Dec. 31, 2015.

View the Mileage Reimbursement Policy for more information.

- Forms
- Policies
- Procedures
- Maps (MapQuest)
- Maps (Rand McNally)
- GSA - Meal & Lodging Rates
- Currency Converter
- Travel Card Login

Human Resources

- Annual Performance Appraisal
- PeopleAdmin
- Human Resources Policies
- Human Resources Forms
- Holiday Schedule
- Summary of Benefits
- ERS- Texas Employees Group Benefits Program (GBP)
- New Employee Benefits Orientation Schedule
- Graduate Student Insurance Information
- Employee Wellness Program
- Talent Management**
- Training
- Leadership Academy
- Staff Hiring Manager's Resources
- Human Resources Website

Time Reporting

Leave Report

Professional Develop Coordinat, 3N9171- 00 - Human Resources, 660000

Salaried Employees Payroll - 13, Due Date : Jul 05, 2016

Banner INB Access

Access to Banner INB

In the instance that the MySam portal becomes inoperational, IT@SAM will email instructions with an alternative login to Banner INB.

Access to Banner INB is limited to on-campus only.

IT@Sam Newsletter

IT@Sam Newsletter
Communicate + Celebrate

COGNOS Reports

Employee Extras

https://authidp.shsu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://samhouston.csod.com&shire=https://samhouston.csod.com/samdefault.aspx 125%

3. Click on Reports>Custom Reports

Sam Houston State University
A Member of The Texas State University System

Home Learning Performance Reports

Standard Reports
Custom Reports

On Friday, June 24, 2016 from 11:00 AM to Friday, June 25, 2016 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Welcome to your Talent Management Resource Center.

At Sam Houston State University, we are dedicated to “Maximizing Employee Potential” and “Enhancing Effective Leadership” through professional development and performance management.

Learning Course Catalog Add External Training Performance My Team FAQ

https://corporate2proxy.csod.com/analytics/Main.aspx?tab_page_id=-301 125%


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.

Home Learning Performance Reports

On Friday, June 24, 2016 from 11:00 PM CST to Saturday, June 25, 2016 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Analytics

Reports


 Click "All Folders" on the left to view all your reports. Click any folder to view reports within that folder. Right click a folder to view options for it. Drag and drop folders to change the tree. Use the New button to create a new folder or report. Drag and drop a report to a folder to move it to that folder. To view data for the last three runs of a report, click "History" in the Actions column. For the most recent data, click "Refresh" to process the report.

Folders

- All Folders
 - Transcript Report

Custom Report

All Reports Ran Anytime Search New

| Title | Type | Creator | Folder | Last Run | Actions |
|--------|-------------------|-----------------------|-------------------|------------|---|
| Report | Transcript Report | admin-bittick, thieme | Transcript Report | 06/23/2016 |  |

5. Click on Actions>Refresh to refresh the report prior to viewing. New data added today may not be viewable until tomorrow.

The screenshot shows the 'Reports' section of an analytics dashboard. On the left, there is a 'Folders' sidebar with 'All Folders' and 'Transcript Report'. The main area is titled 'Custom Report' and contains a search bar, filters for 'All Reports' and 'Ran Anytime', and a 'Search' button. Below this is a table with one report entry: 'Report' (Type: Transcript Report, Creator: admin-bittick, thieme, Folder: Transcript Report, Last Run: 06/23/2016). A context menu is open over the 'Report' row, listing actions: View, Excel, Print, Text, Chart, History, and Refresh. The 'Refresh' button is highlighted with a red box.

On Friday, June 24, 2016 from 11:00 PM CST to Saturday, June 25, 2016 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Click "All Folders" on the left to view all your reports. Click any folder to view reports within that folder. Right click a folder to view options for it. Drag and drop folders to change the tree. Use the New button to create a new folder or report. Drag and drop a report to a folder to move it to that folder. To view data for the last three runs of a report, click "History" in the Actions column. For the most recent data, click "Refresh" to process the report.

| Title | Type | Creator | Folder | Last Run | Actions |
|--------|-------------------|-----------------------|-------------------|------------|---|
| Report | Transcript Report | admin-bittick, thieme | Transcript Report | 06/23/2016 | <ul style="list-style-type: none">ViewExcelPrintTextChartHistoryRefresh |

https://corporate2proxy.csod.com/analytics/Main.aspx?tab_page_id=-301# 125%

6. The report will process. Once it is complete, go to Step 7 to view the report.

On Friday, June 24, 2016 from 11:00 PM CST to Saturday, June 25, 2016 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Analytics

Reports

Click "All Folders" on the left to view all your reports. Click any folder to view reports within that folder. Right click a folder to view options for it. Drag and drop folders to change the tree. Use the New button to create a new folder or report. Drag and drop a report to a folder to move it to that folder. To view data for the last three runs of a report, click "History" in the Actions column. For the most recent data, click "Refresh" to process the report.

Folders

- All Folders
- Transcript Report

Custom Report

All Reports Ran Anytime Search New

| Title | Type | Creator | Folder | Last Run | Actions |
|--------|-------------------|-----------------------|-------------------|---------------|---------|
| Report | Transcript Report | admin-bittick, thieme | Transcript Report | Processing... | |

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.

Click "All Folders" on the left to view all your reports. Click any folder to view reports within that folder. Right click a folder to view options for it. Drag and drop folders to change the tree. Use the New button to create a new folder or report. Drag and drop a report to a folder to move it to that folder. To view data for the last three runs of a report, click "History" in the Actions column. For the most recent data, click "Refresh" to process the report.

Folders

- All Folders
 - Transcript Report

Custom Report

All Reports Ran Anytime Search New

| Title | Type | Creator | Folder | Last Run | Actions |
|--------|-------------------|-----------------------|-------------------|------------|---|
| Report | Transcript Report | admin-bittick, thieme | Transcript Report | 06/23/2016 | <ul style="list-style-type: none">ViewExcelPrintTextChartHistoryRefresh |

8. Click on Open to view the file, or save to save the file to your computer.

Sam Houston State University
A Member of The Texas State University System

Search

Home Learning Performance Reports

On Friday, June 24, 2016 from 11:00 PM CST to Saturday, June 25, 2016 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Analytics

Reports

Click "All Folders" on the left to view all your reports. Click any folder to view reports within that folder. Right click a folder to view options for it. Drag and drop folders to change the tree. Use the New button to create a new folder or report. Drag and drop a report to a folder to move it to that folder. To view data for the last three runs of a report, click "History" in the Actions column. For the most recent data, click "Refresh" to process the report.

Folders

- All Folders
- Transcript Report

Custom Report

All Reports Ran Anytime Search New

| Title | Type | Creator | Folder | Last Run | Actions |
|--------|-------------------|-----------------------|-------------------|------------|---------|
| Report | Transcript Report | admin-bittick, thieme | Transcript Report | 06/23/2016 | ▼ |

Do you want to open or save **Concealed_Carry_Statistics_1_55_45_PM.xlsx** (19.6 KB) from **corporate2proxy.csod.com**?

9. Click on Enable Editing to be able to adjust the formatting of the file.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

A1

| Transcript Registration Date | User Full Name |
|------------------------------|----------------|
| 6/8/2016 10:53:14 PM | 28 |
| 6/9/2016 4:18:55 PM | 88 |
| 6/11/2016 4:47:58 AM | 10 |
| 6/11/2016 1:04:15 PM | 5 |
| 6/12/2016 2:57:45 PM | 2 |
| 6/13/2016 8:11:45 PM | 10 |
| 6/14/2016 9:21:57 PM | 6 |
| 6/15/2016 5:01:35 PM | 6 |
| 6/16/2016 1:28:04 PM | 3 |
| 6/17/2016 6:41:25 PM | 5 |
| 6/20/2016 8:04:35 PM | 5 |
| 6/21/2016 1:51:46 PM | 3 |
| 6/23/2016 2:06:24 PM | 1 |

Title: Report

Report Generated By:

Report Date/Time: 06/23/2016 03:38 PM

Record Count: 169

Filters: [Training Title] contains Report

| Transcript Registration Date | Count | User Full Name | User Email | Position | Division | Trainir |
|------------------------------|------------|----------------|------------|----------|----------|---------|
| Grand Summary (169) | 169 | | | | | |
| 2016/6/8 (27) | 27 | | | | | |