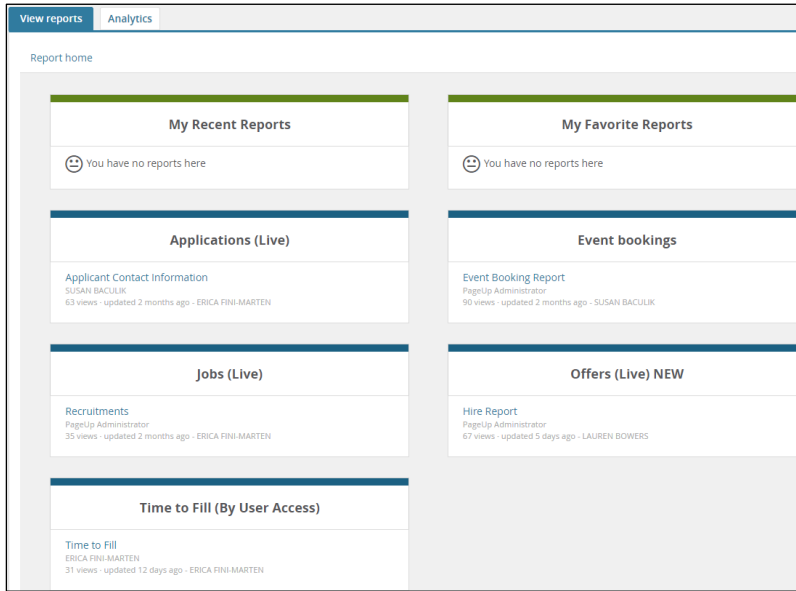


HOW TO: ACCESS REPORTS ON THE DASHBOARD

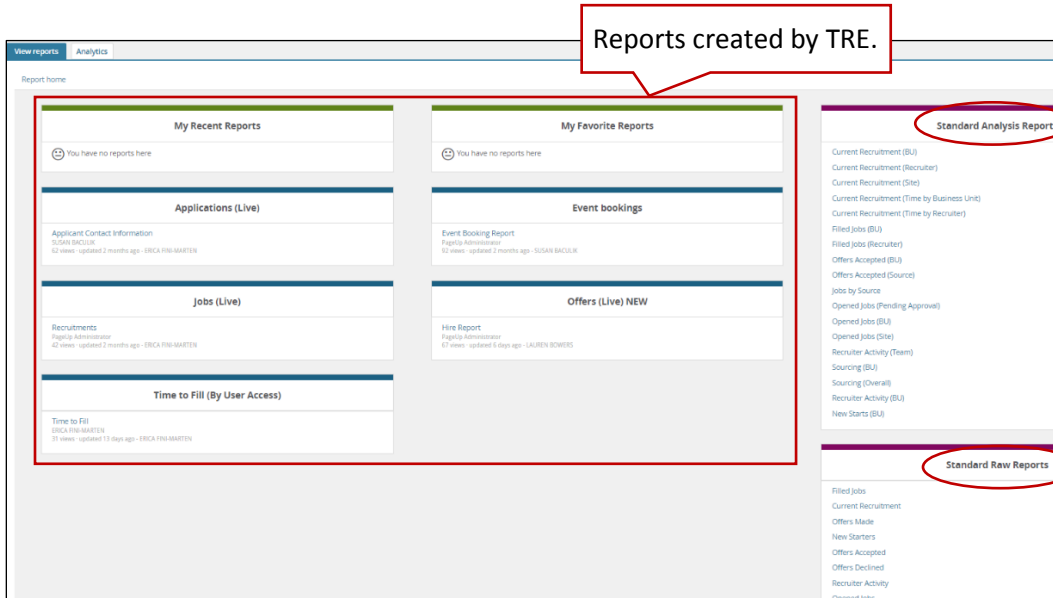
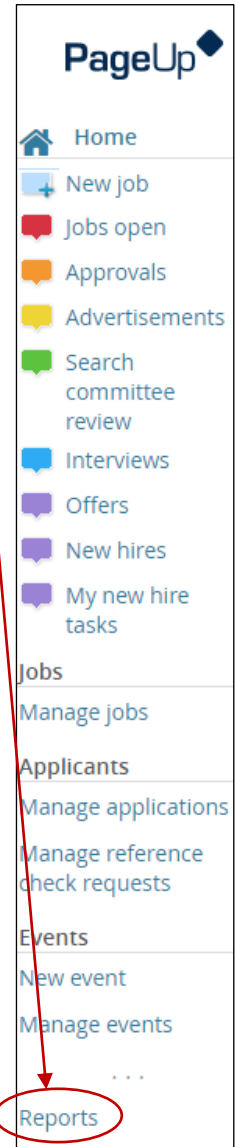


Several reports are available from the dashboard. Each report returns real-time data specific to your division or department.

1. Open the PageUp Menu and click 'Reports' to open the reports dashboard.
2. A list of available reports will appear on the dashboard. Consult the [Reports Glossary](#) document for a description of each report.



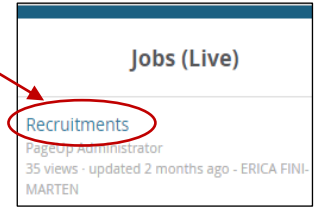
3. Division HR TREMS users will also see a list of standard analysis reports and standard raw reports on their dashboard. These are standard reports provided by PageUp. Although these reports generate results based on UW-Madison data, the terminology used in the report will not always align with UW-Madison's common language. The reports created by TRE will generate results with familiar terminology. Consult the [Reports Glossary](#) document for a description of each report.



HOW TO: RUN A REPORT FROM THE DASHBOARD

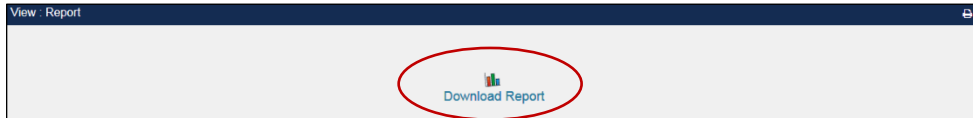


1. To run a report, click the report title and results will open in a new window.
2. To download the results, choose the file format from the menu at the bottom of the results window and Export. It is recommended to download the report to Excel (so you have the opportunity to work with the data). Choose Excel (2007+) only if running version 2007 or higher of Excel.



JEMS Transaction ID	Employment Class - Job Posting	Recruitment process	Division	Department	Sub-Department	Recruitment team	No. of positions	No. of vacancies	No. of applications submitted	All Advertised Titles	Posting Title
100135-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	4	ANIM RESEARCH TECH OB(46072)	ANIMAL RESEARCH-OBJ (A348800-VCRGE/PRIMATE/PI
100216-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	1	0	UNIV SVC PRG ASSO(08500)	GRANTS ASSISTAN (A348800-VCRGE/PRIMATE/PI
100216-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	24	UNIV SVC PRG ASSO(08500)	GRANTS ASSISTAN (A348800-VCRGE/PRIMATE/PI
100266-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	4	ANIM RESEARCH TECH OB(46072)	ANIMAL RESEARCH-OBJ (A348800-VCRGE/PRIMATE/PI
100305-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	7	VETERINARY TECH 3(35303)	VETERINARY TECH (A348800-VCRGE/PRIMATE/PI
100749-FTF	University Staff-Fixed Term Finite	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	31	ANIMAL RESEARCH TECH(46071)	ANIMAL RESEARCH-(A348800-VCRGE/PRIMATE/PI
100750-FTF	University Staff-Fixed Term Finite	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	36	ANIMAL RESEARCH TECH(46071)	ANIMAL RESEARCH-(A348800-VCRGE/PRIMATE/PI
100751-FTF	University Staff-Fixed Term Finite	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	36	ANIMAL RESEARCH TECH(46071)	ANIMAL RESEARCH-(A348800-VCRGE/PRIMATE/PI
100752-FTF	University Staff-Fixed Term Finite	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0	36	ANIMAL RESEARCH TECH(46071)	ANIMAL RESEARCH-(A348800-VCRGE/PRIMATE/PI
100753-FTF	University Staff-Fixed Term Finite	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	0	0	36	ANIMAL RESEARCH TECH(46071)	ANIMAL RESEARCH-(A348800-VCRGE/PRIMATE/PI

3. Click on Download Report. (Depending on the web browser you are using and how Microsoft Excel is set up on your computer, you may need to save the file and "enable editing" before being able to work with the data.)



JEMS Transaction ID	Employment Class - Job Posting	Recruitment process	Division	Department	Sub-Department	Recruitment team	No. of positions	No. of vacancies
100135-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0
100216-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	1
100216-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0
100266-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0
100305-US	University Staff-Ongoing	Staff	A34-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	A348800-VCRGE/PRIMATE/PRIMATE	1	0