

## SuccessFactors Report Installation Instructions

### Step 1: Go to your Administrator account within Learning Management System

Step 2: Click Reports



### Step 3: Click Import

bs Questionmark		
		Export Library   Import
User Management		System Admin
	Approval Process Data	

### Step 4: Click Choose File

Browse to the zip file that contains the report you just purchased

## Select the report, then click Open

💿 Open								×
	This	PC > Desktop > LMS-Pros	~	්	Search LMS-Pr	0.S		P
Organize 👻 New f	folder							?
A Outlet and	^	Name	Date modified	Ту	pe	Size		
A Quick access		KMS-Pros_SubstitutesRelationship_(Admin).zip	8/12/2017 4:56 PM	Co	ompressed (zipp		12 KB	
ConeDrive  This PC  Desktop  Documents  Downloads  Music	~							
Fi	ile <u>n</u> am	e: LMS-Pros_SubstitutesRelationship_(Admin).zip		~	All Files			$\sim$
					Open	-	Cancel	

#### Step 5: Click Select

Report Import	Help			
You must import reports or libraries in a .zip file format. The zip file must contain only one report, but can contain one or more libraries.				
Note: You must import any supporting properties files (such as language translations) using the label import tool.				
* = Required Fields *File: Choose File LMS-Pros_SuAdmin).zip Select (	ancel			

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Step 6: Select the appropriate Target User for the report you purchased, then click Import

Note: The report will indicate the Target User group in the () of the zip file.

Report Im	port			
At any time, the	system can have two reports with ident	tical names: one that is pu	blished and one that is unpublished. The system always i	mports a re
* = Required Fi	ields			
Invested Effect	MC Deep College Deletion Deletion - 12	advantine) and a		
Imported File: L	LMS-Pros_SubstitutesRelationship_(A	amin).zip		
- Target Users				
Supervisor	re.			
<ul> <li>Organizatio</li> </ul>	on Owners			
<ul> <li>Administra</li> </ul>	itors			
Security for this	report is based on: Item			
			Imp	ort C
Import sum	mary			
Import 🌲	Uploaded File	🔷 Type 🖕	Existing File Information	🔶 Publi
	Substitutes Relationship	Report	None	N/A
🗠 Add				
Mad Add	Dename			

Step 7: Enter in the appropriate information

Description: Enter a description for the report. This will help others understand what the report can provide (optional)

Category: Choose an appropriate category (required)

Domain: Choose the appropriate domain. If you are not using Domain restrictions, you may consider leaving this in the Public domain (required)

Published: Check this box if you're ready to release it

ID: If you are using Report groups, then choose the appropriate group (optional)



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Report Details	×
The report has been successfully imported. You can edit the report Reports screen.	details or click Close to return to the Browse
Substitutes Relationship Last Imported: Aug/12/2017	
* = Required Fields Description:  Enter a description of the report here	* Target Users: Administrators Security for this report is based on: Item Category: Miscellaneous
Comments:	Published:  File under Report Group ID:  LMS-Pros Name: HRC Community Reports Save Close

Step 8: Click "Save", monitor the yellow highlighted area for the progress.

Step 9: Click "Close"

Your new report is now available for you and your organization to use.