

SAP Success Factors Introduction to Canvas Reports Virtual Class

- Identify different data sources available in Canvas Reports
- Navigate to Report Center
- Describe the purpose of the tools related to Canvas Reports.
- Build a query with Detailed Reporting
- Insert custom columns to calculate results or concatenate fields in a query
- Add static and runtime filters to a query
- Define the scope of the people or records returned in a query
- Join data from different modules into a single query
- Complete a query by sorting data, hiding duplicate rows, and saving queries
- Use Pivot Query Designer to create an aggregate result
- Transpose rows into columns in a pivot query
- Insert text and images into a canvas report page
- Format a list report, pivot table, and chart on a canvas report page
- Configure permissions for report administrators, report creators, and report consumers
- Share reports
- Explain how end users can export a report to PDF, Word, PowerPoint, or Excel
- Use Report Distributor and Report Scheduler to schedule reports for email distribution, send reports to an FTP server, or run reports offline