Human Capital Analytics Reporting 11.2.4 to 12.0.2 Update Guide

Last Updated: 4/11/2024

Contents

HCA Reporting Updates

This document provides details of Unicorn HCM's Human Capital Analytics (HCA) Reporting update from IBM Cognos 11.2.4 to version 12.0.2. The new version includes improvements to the HCA Reporting Portal and dashboard updates. Current users will find using the HCA Reporting portal, creating & editing Ad Hoc reports, and accessing dashboards should all function as before. As such, no training should be required to make the jump to Version 12.

Portal Changes

Favorites

Users can now mark reports & dashboards as personal Favorites. Clicking the heart next to an object marks it as a favorite. Your personal favorites will be quickly accessible from the Favorites tab on the Portal home screen.
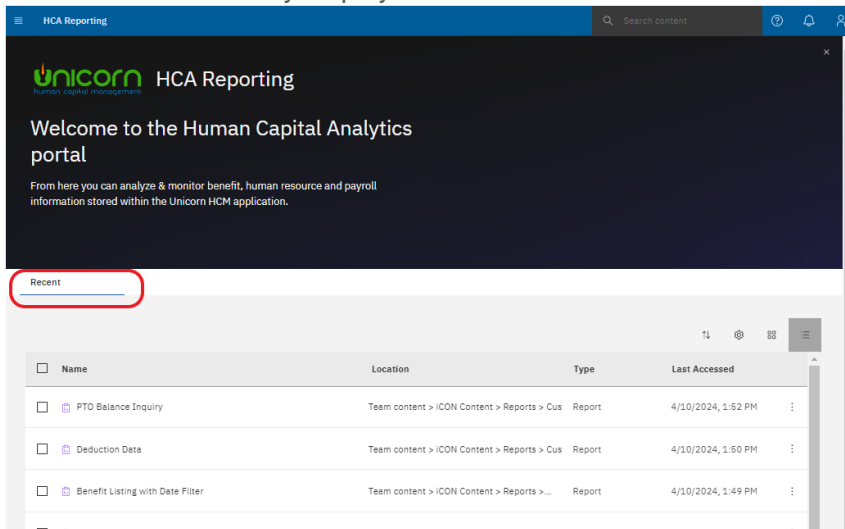

New Tabs

The **Content View** in 12.0.2 features additional tabs to make accessing content quicker and easier.
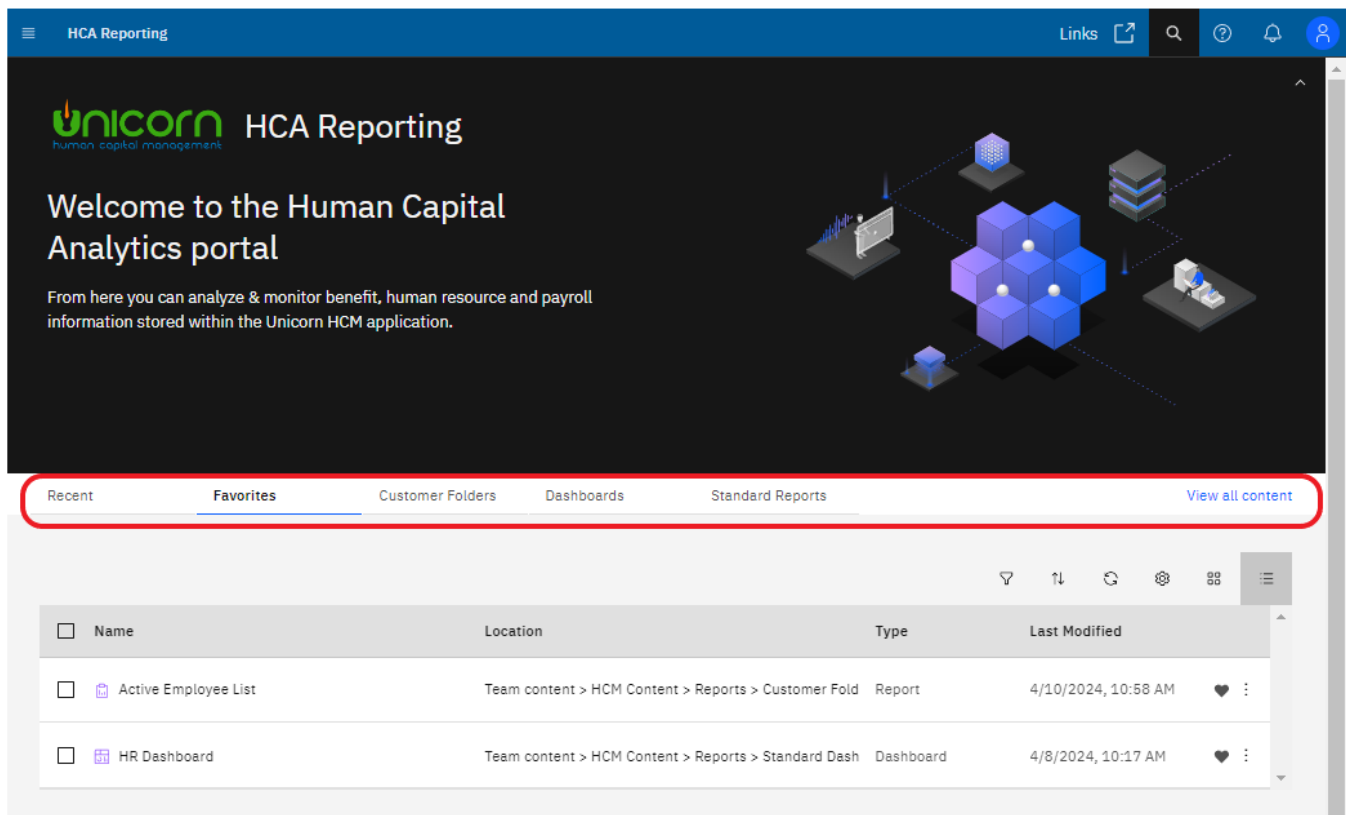
11.2.4
The **Content View** only displayed a Recent Tab.

12.0.2

The **Content View** now provides access to five tabs.

- The **Recent** tab is the same as the previous version.
- The new **Favorites** tab will show any reports or dashboards you have marked as favorites.
- The **Customer Folders** tab provides a direct short cut to the folder which has always been available in the All Content view.
- The **Dashboards** tab provides a direct short cut to the Standard Dashboards folder which has always been available in the All Content view.
- The **Standard Reports** tab provides a direct short cut to the example reports under the Standard Reports folder which has always been available in the All Content view.
- The "View all content" link on the far right opens the familiar All Content view which is available under the Home menu.
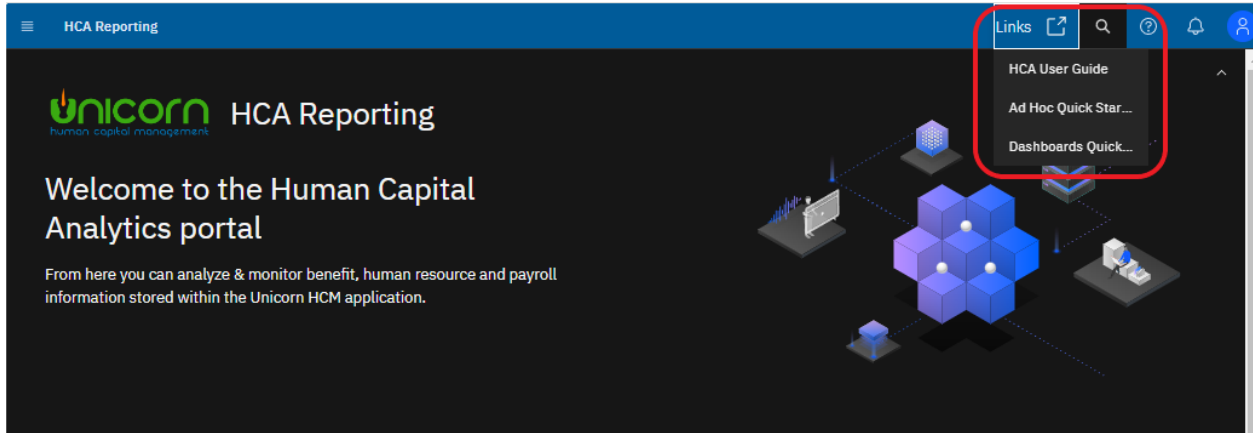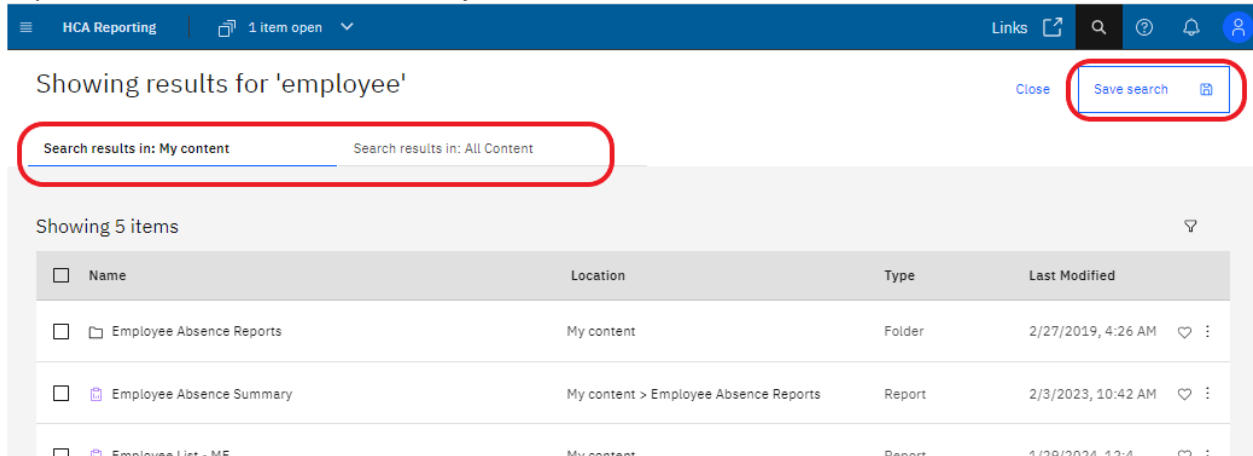
Links

The **Application Bar** now features a Links icon. These links will take you directly to the HCA Quick Start and full User Guides.
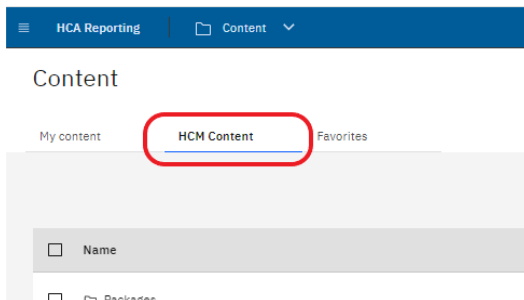

Search

Search has been enhanced to show results from the currently open folder as well as from All Content in separate tabs. There is now the ability to save search terms for reuse.
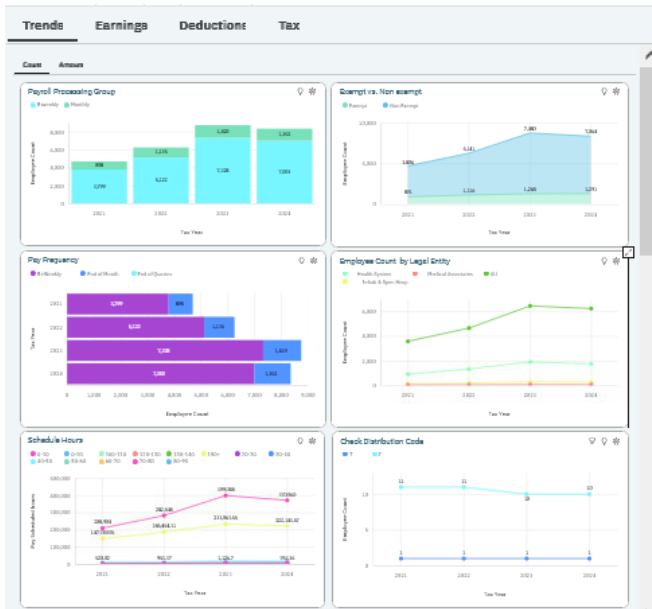

Root Folder Name

The root "iCON Content" folder has been renamed to "HCM Content" to reflect the rebranding for Unicorn HCM.
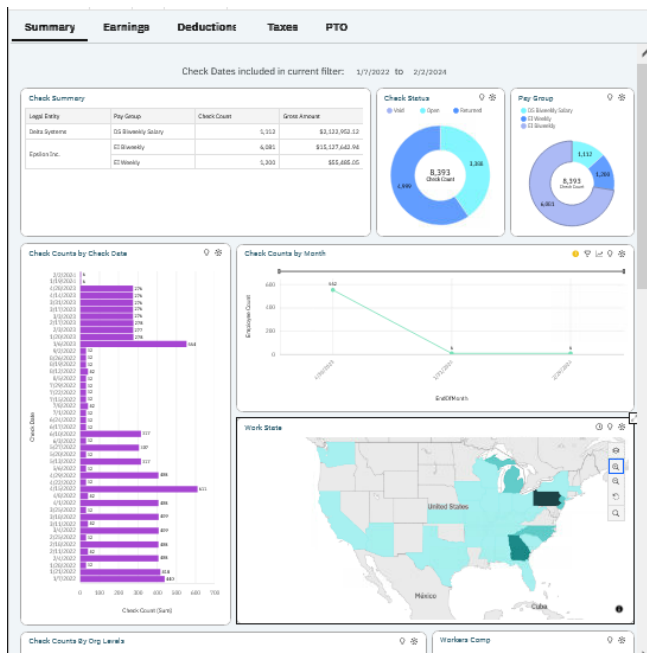
HCA Dashboards

New & Updated Dashboards
(TBD)

New **Misc. Payroll Dashboard** based on data available in the Misc. Payroll, Pay Distribution, Deduction Accumulator & Tax Accumulator functions.

New Summary tab on the Payroll Dashboards showing counts of checks by date, Pay Group & Organization.

Forecasts are visible by default on Trend Line charts.

Export to PDF

Formatting for the PDF export is improved. Export to PDF is still available under the Share menu.