Performance Development Reviews
How to Run the HRPERF2 Report

Step 1   From HealthPoint access the Health Services Information Hub.

Step 2   Click on Health Support Services Hub.

Step 3   From the Hub page select Business@Health and then Corporate Applications.
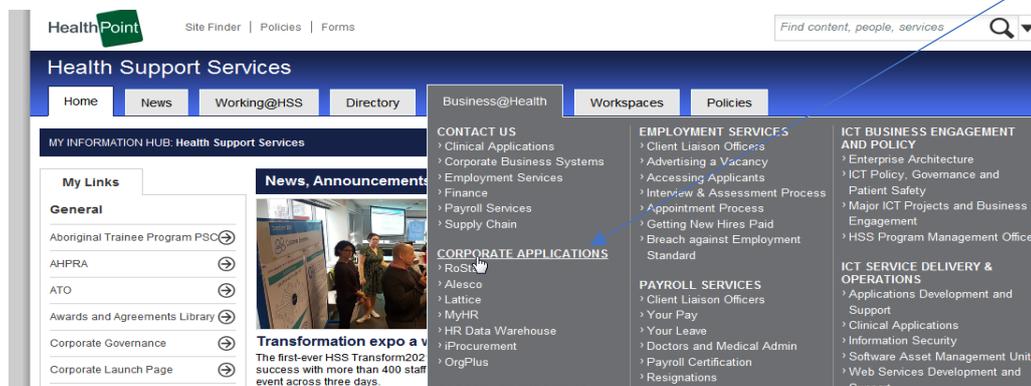
Step 4   From the Corporate Applications Launcher under Human Resources select Discoverer Plus – HRDW

		PCH ONLY
Human Resources	Alesco	Access to Core Alesco for approved users
	MyHR	MyHR access for all employees and managers
	OrgPlus	Web-based Organisational Charting Solution
	Discoverer Plus – HRDW	Expert Java-based user reporting tool for the HR Data Warehouse
	Discoverer Viewer – HRDW	End-user HTML reporting tool for the HR Data Warehouse
Activity Based	PPM	Activity Based Management Decision

Step 5   This will launch the Oracle log in page for the Data Warehous.

ORACLE **Discoverer Plus**
Business Intelligence

Connect >

Enter connection details.

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To	Oracle BI Discoverer
* User Name	
* Password	
* Database	hdwh01p.health.wa.gov.au
End User Layer	eul_hdwh
Locale	Locale retrieved from browser
	Go

Enter your HE Number in the User Name field and your Data Warehouse (DWH) password in the password field.

Click Go

The screen will now log into the data warehouse and open at the menu of reports that available to the user.

NB: The menu of reports will look different for everyone depending on the user's security level.

Step 6	Look under DEV for the report called Employee Performance Appraisals. There are a number of options available, depending on what information you are after.

The first option, Performance Appraisals Details, will give details of all appraisals due within a specified timespan.
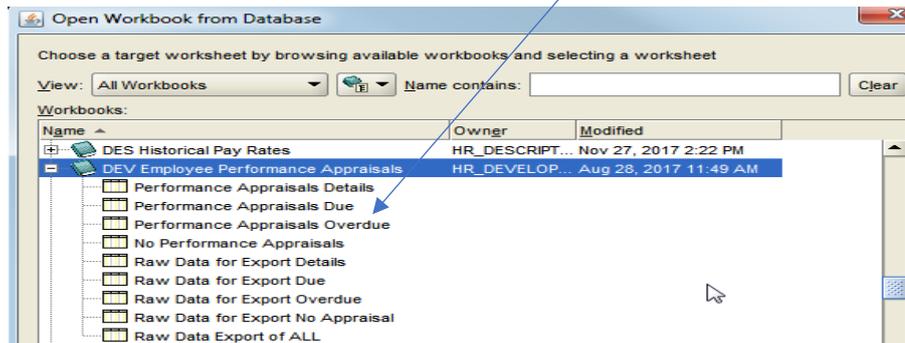
Step 7	Highlight the required report and click Open. The Parameters screen will now display.
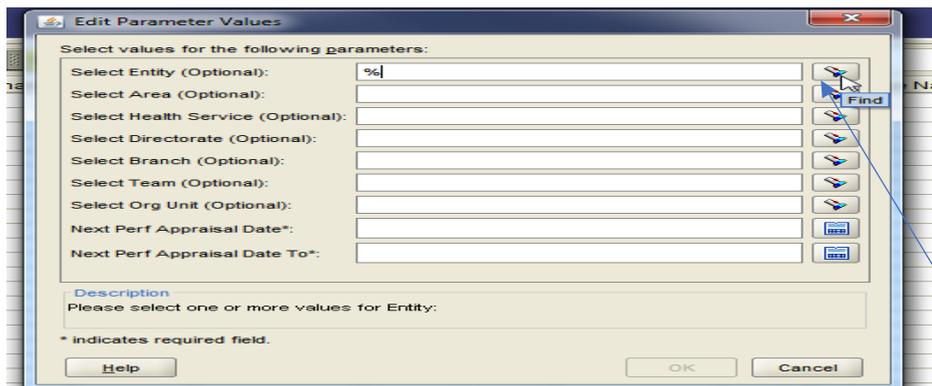
Enter the values for each of the parameters you require. If you are unsure of the value, you can search the field. To search, enter % in the field and click the spotlight button beside the field. (% sign is called a wildcard).
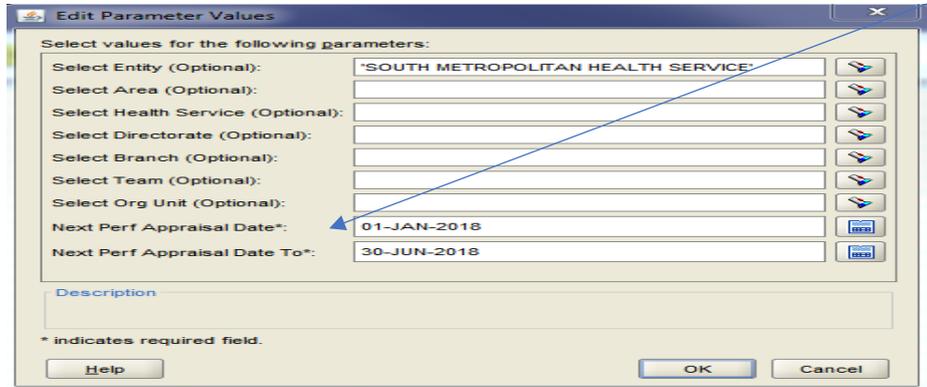
For example, if you want to report for the whole of SMHS add % in the values field and click on the search button, a drop-down list of the entities appears, highlight SMHS.
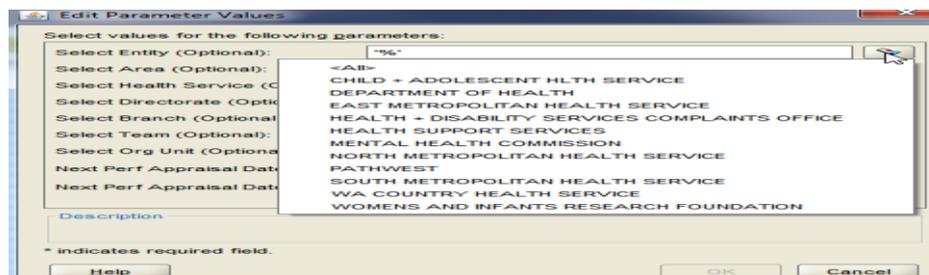
Once all mandatory fields (marked with an *) are entered, the OK button is activated.

NB: If a field is left blank information will be displayed for all areas that the user has access to.

Step 8   Enter the date range in 'Next Perf Appraisal Date' and 'Next Perf Appraisal Date To', using the format DD-MMM-YYYY e.g. 01-Jan-2018.
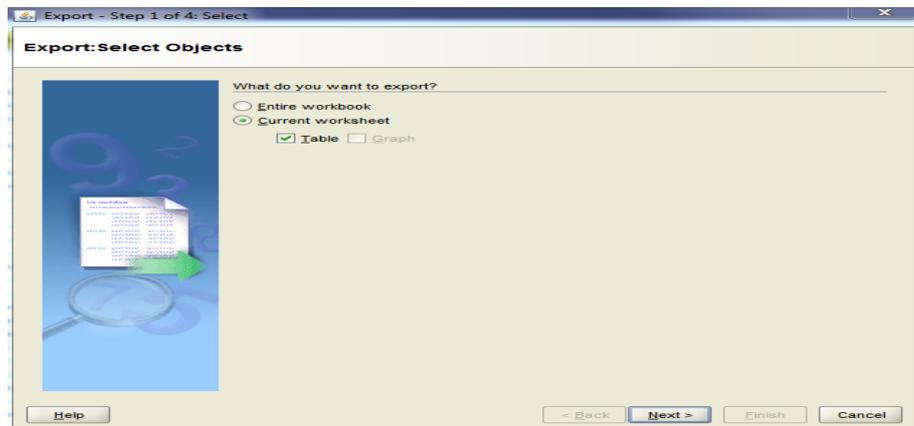

Step 9   Click OK to generate the report. The generated report groups employees by Admin Units with the HSP and can be exported to Excel.

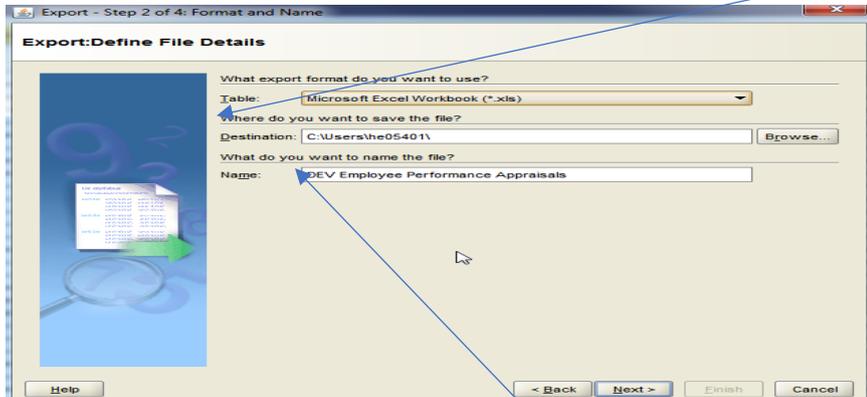**Step 10**   To export the report, go to the File Menu and click on Export.
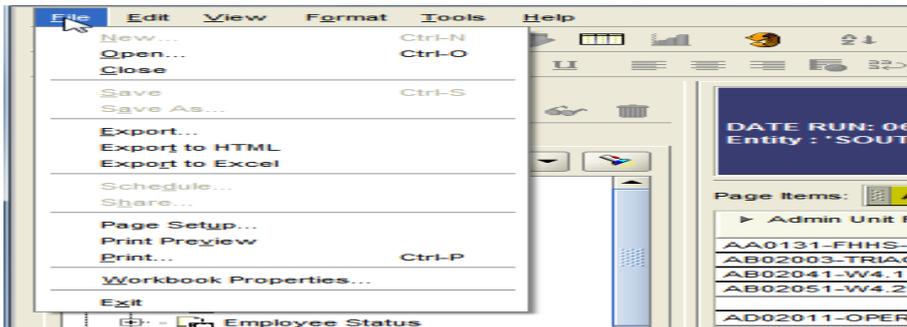
Step 11   The followign screen appears. The default objects are already highlighted, so click Next.

Step 12   The following screen appears. In the field 'Where do you want to save the file?' Enter the destination where you want the file to be saved, use the Browse button if required.
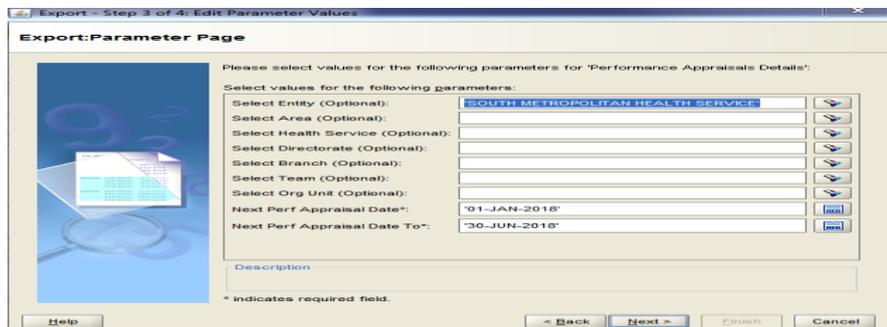

Step 13   The field 'What do you want to name the file?' is already prepopulated with the search parameter. If you wish to rename the file, type in the new name of the file.
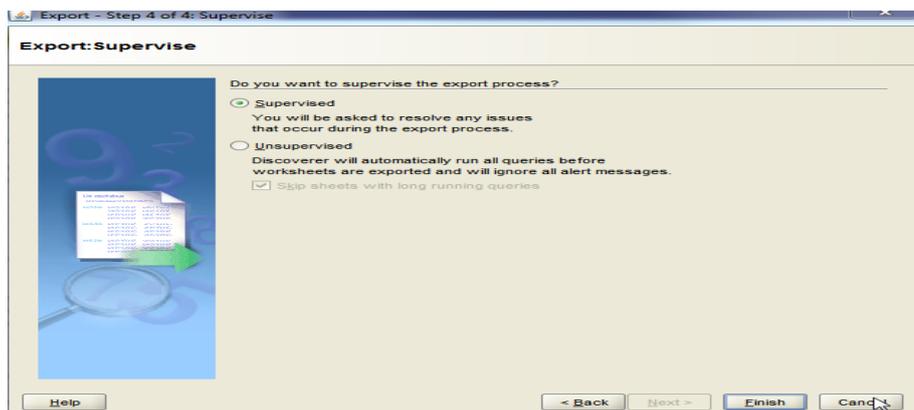
Click Next.

Step 14   The search parameters already entered will appear, make any changes required and/or click Next
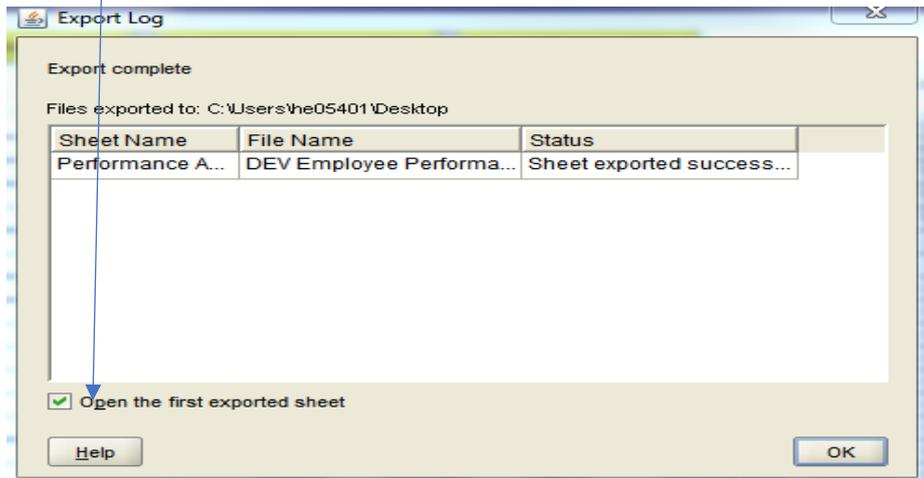

Step 15   The last screen in the Wizard is about how the report will run, the default setting is supervised, leave it as the default and click Finish.

Step 16   Once the report is ready for export, the Log will appear. Leave "Open the first exported sheet" ticked and click OK. The worksheet will open. If this is not required, uncheck the box and click OK.

The report has now been exported. You may run the report endless times with different search parameters.

If you wish to re-run the report, simply click the refresh icon to return to the search parameters screen.

Further Assistance

If you do not have access to the data warehouse or you are having difficulties running the report please contact HSS's Corporate Reporting team at hssreport@health.wa.gov.au