Accessing HCM Reporting

This guide will cover:

- Locating Human Resources dashboards and reports available to Decentralized Human Resources Representatives (DHR) and Supervisors (Line Managers) within Reports and Analytics.

This guide details the steps for completing this process using Decentralized Human Resources (DHR) and Line Managers WyoCloud access.

Step One

Sign into WyoCloud and Navigate to Reports and Analytics.

- Upon logging in, the WyoCloud homepage will display. Click on the Navigator button (three horizontal lines) in the upper left-hand corner.

- Select Reports and Analytics under the Tools header within the navigator.
The Reports and Analytics page will display.

Step Two

Navigate to all Human Resources reports available with the line manager role (managers/supervisors).

- Below the words Reports and Analytics, click on the >> icon to the right of All Folders.

- Select Shared Folders.
A list of folders will appear. Select **Custom**.

Select **Human Capital Management**.
Select **Decentralized HR**.

Reports and Analytics

Select **Reports**.
Here, you able to locate the desired report within the different folders.

**Step Three**
Setting a report as a favorite.

- It is recommended that frequently used reports and/or dashboards are set as favorites for easier access.
- Use the folders to locate the report.
- After locating the report, click the grey star to the left of the report name.

- The star will change from grey to yellow.

- The next time you return to the Reports and Analytics page, this report will appear on the main screen.

- This allows for easy access without clicking through multiple folders to locate the report.

You have completed the steps to Accessing HCM Reporting.