Job Aid: TA18 Reports and Analytics

Last Update: 04/25/2023

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

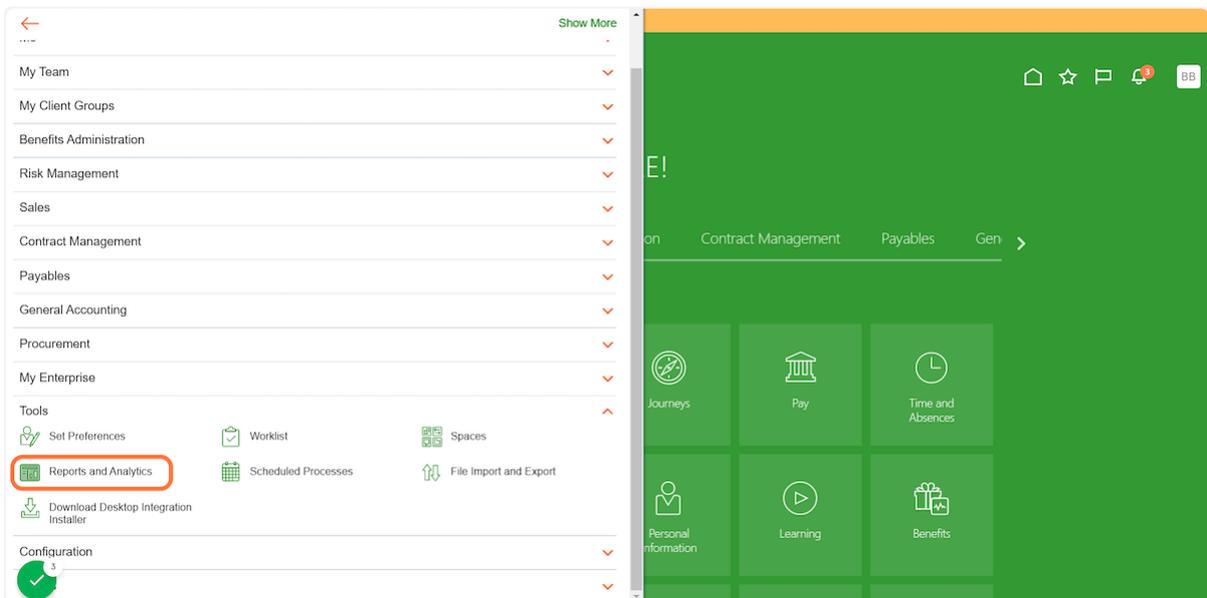| ID	Job Description
01	Manager

STEP 1

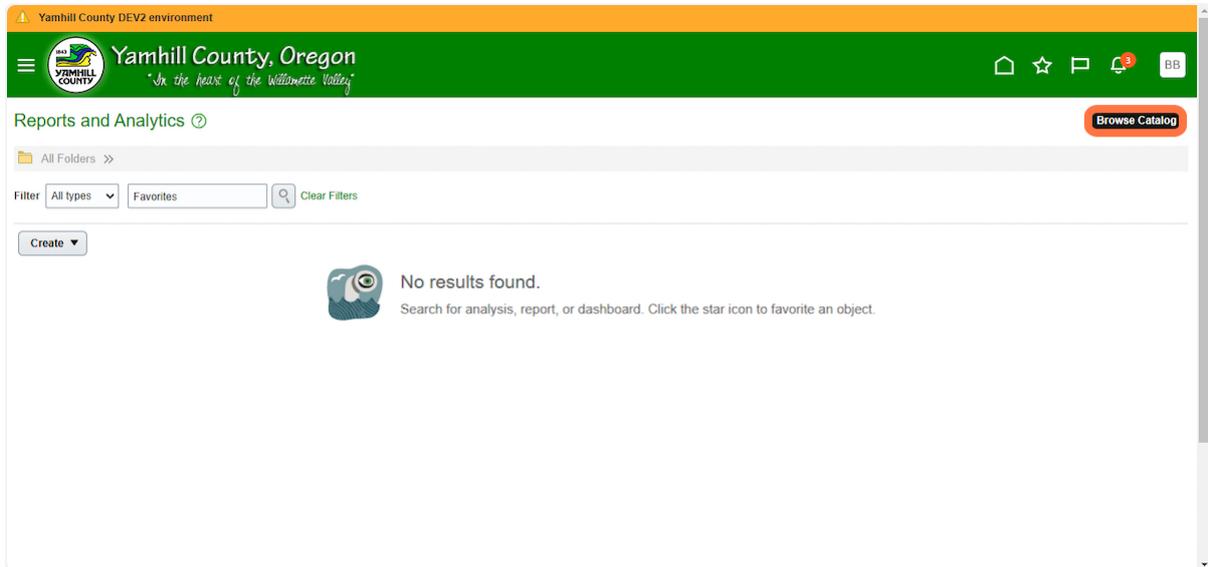**Login to Oracle Fusion Cloud. Click on the "Navigator" icon in the top left corner.**
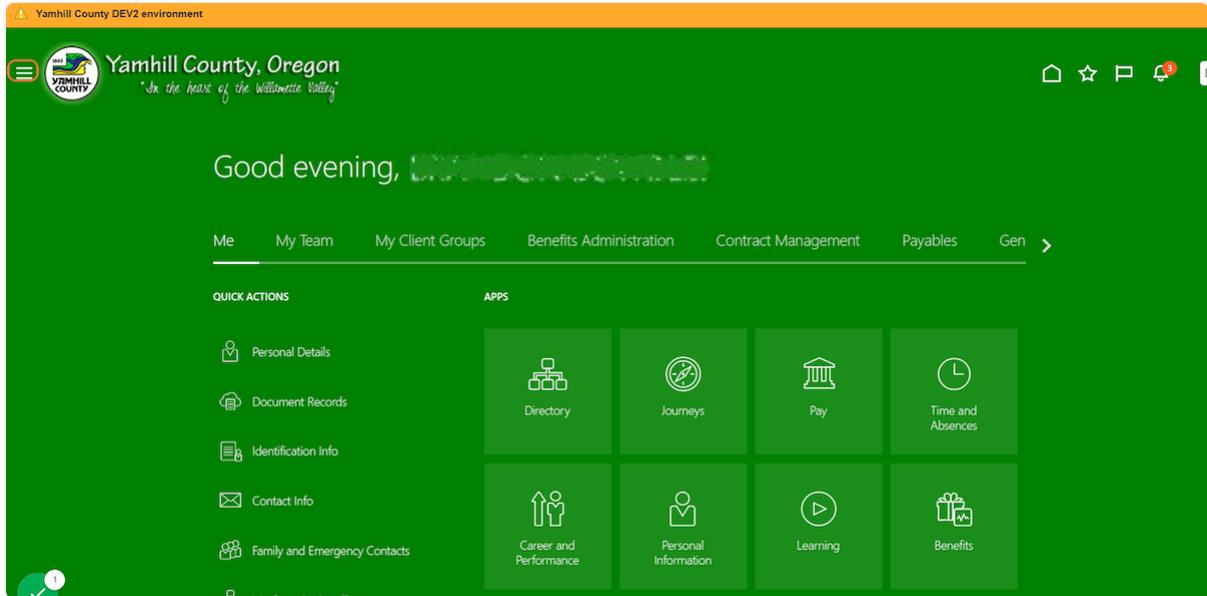
STEP 2

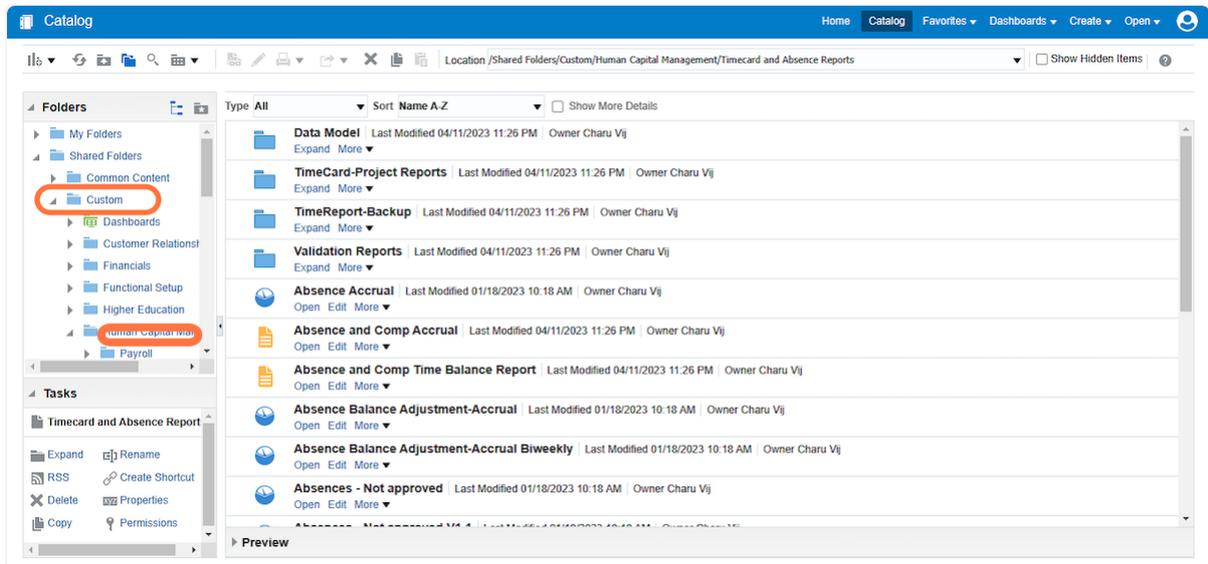**Click on the "Reports and Analytics" option under the "Tools" section.**

STEP 3

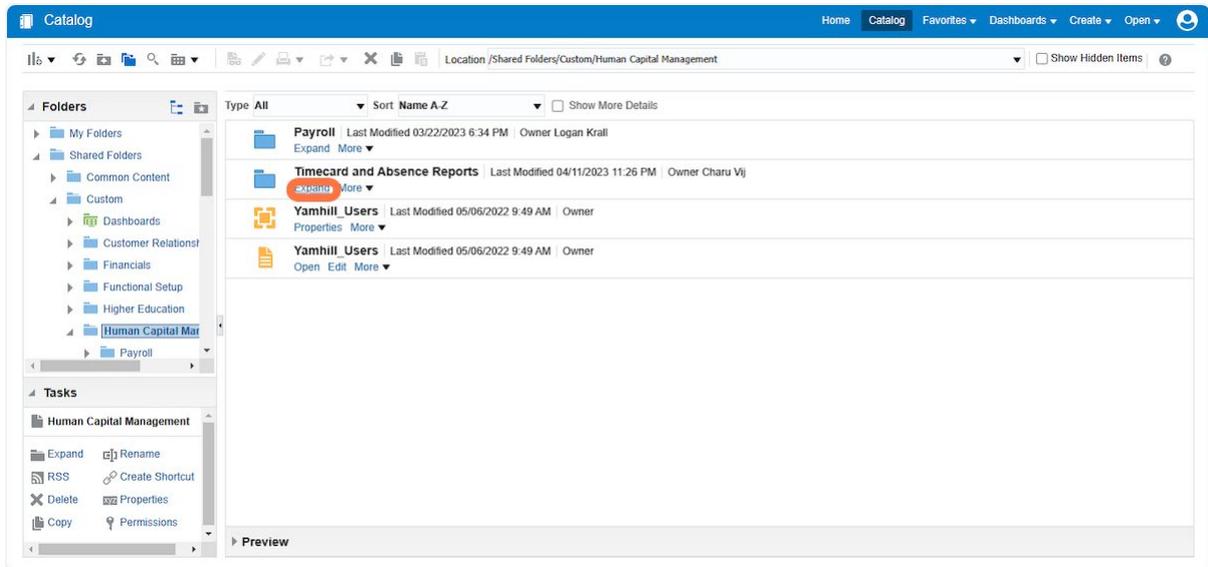**Click on the "Browse Catalog" button towards the top right corner.**

STEP 4

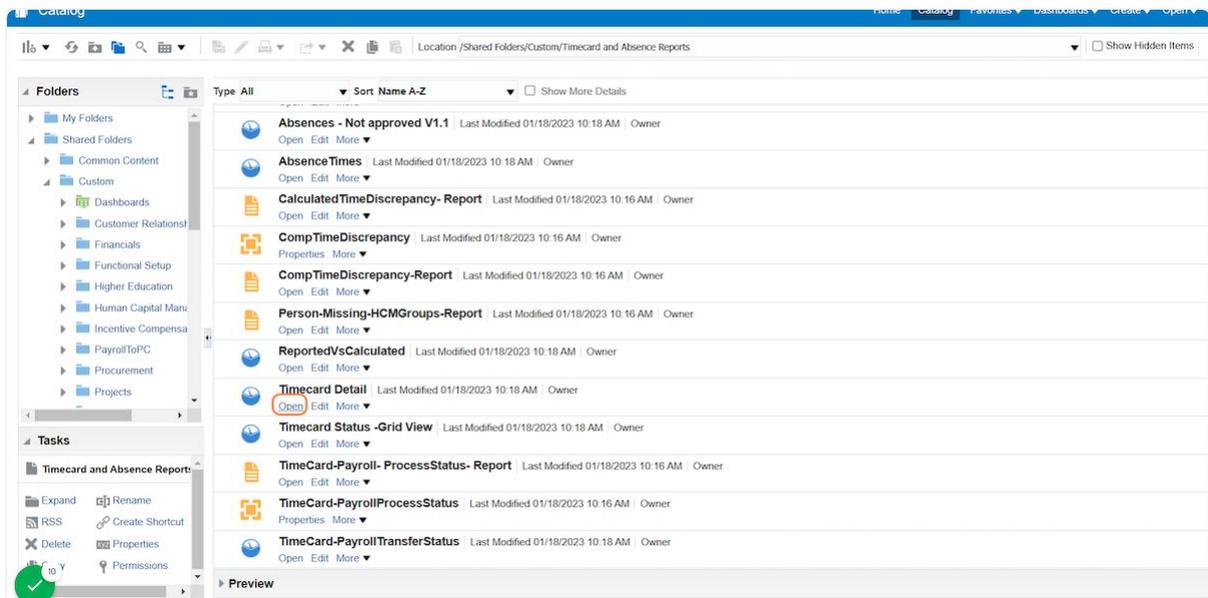**Click on the "Custom" folder and select the "Human Capital Management" sub-folder.**

STEP 5

Click on the "Expand" option under the "Time and Absence Reports" folder.

STEP 6

A new tab will open. Scroll down to locate the "Timecard Detail" report and click "Open".

STEP 7

Enter the desired Start and End Dates.

STEP 8

Click the "OK" button to run the report.

STEP 9

If you want to export the report to Excel, scroll to the bottom of the page and click on the "Export" button, followed by "Excel".

STEP 10

Click the "OK" button on the Confirmation message.

STEP 11

You can click on the "Catalog" option to return to the previous screen.

STEP 12

Alternatively, you can also open the previous tab and click on the "Home" icon to return to the main screen.

STEP 13

End of the procedure.