Cognos Reporting

Creating

Vacancy Documents

From Menu Screen, select
Revised screen prompts:

Hello. Welcome to IBM Cognos Analytics for eFinance Reporting.

Unearth hidden insights with a personalized analytics experience driven by AI.
Select:

FMS Shared Content  >  District Shared

Then select:  Little Rock
Next select Human Resources
Scroll down and select Vacancy Report
In drop down box, select school, click on Vacancy Doc and then click Finish

Note(s):

A Vacancy Document can only be generated when there is availability in FTE count; please compare Staffing Report for FTE count.

If there is no FTE availability, a Vacancy Document cannot be created (that position selection will not show in the second dialogue box above)
To print Vacancy Document, click on triangular arrow

Then click “Run PDF”
To open Print dialog box, right click document and then select “Print”