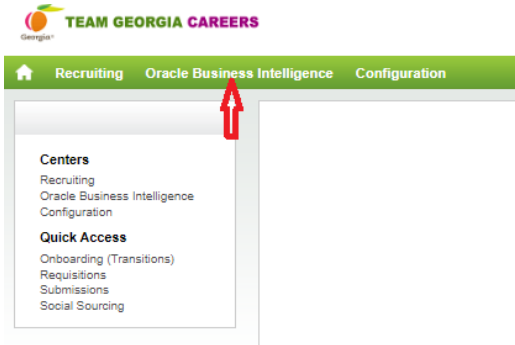# Viewing and Downloading Reports

How to view and download a Standard Report.

Steps:

1. Click on the **Oracle Business Intelligence** link from the Home Page under Centers. A new window will open and you will be directed to the Oracle Business Intelligence home page.

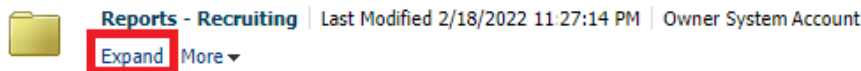2. Click on the **Catalog** option on the top right menu bar.
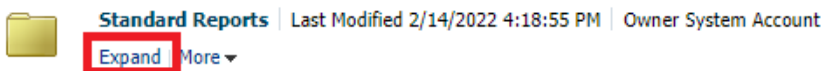

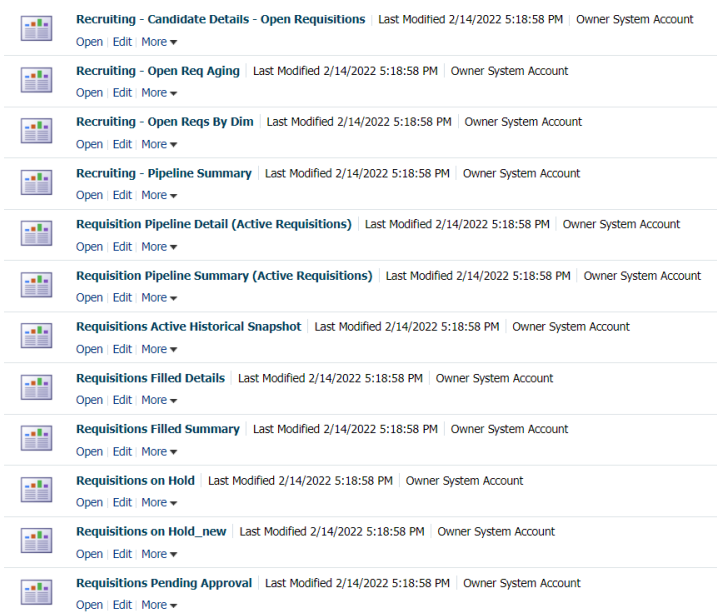3. From the left Folders panel, click **Shared Folders**

4. Under Standard Reports, click **Expand**
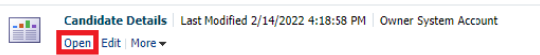
5. Under Reports- Recruiting, click **Expand**

Note: Once clicked on Expand, following reports will show up on the page

	Recruiting - Candidate Details - Open Requisitions	Last Modified 2/14/2022 5:18:58 PM	Owner System Account
	Open	Edit	More ▼		

Recruiting - Candidate Details - Open Requisitions Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Recruiting - Open Req Aging Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Recruiting - Open Reqs By Dim Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Recruiting - Pipeline Summary Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisition Pipeline Detail (Active Requisitions) Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisition Pipeline Summary (Active Requisitions) Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions Active Historical Snapshot Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions Filled Details Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions Filled Summary Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions on Hold Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions on Hold_new Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

Requisitions Pending Approval Last Modified 2/14/2022 5:18:58 PM Owner System Account
Open | Edit | More ▼

6. Under any report that is needed click **Open** for example **Candidate Details.**

Candidate Details Last Modified 2/14/2022 4:18:58 PM Owner System Account
Open | Edit | More ▼

7. From the Report Prompts menu select the appropriate prompt selection (i.e. **Requisition Status- Filled, Approved etc; Hired Candidate Start Date-Enter a date range**)
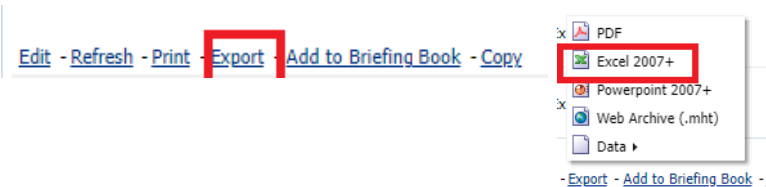
8. Select **OK**

9. Report is generated.

10.   Scroll to the bottom of the report to see options.

Edit - Refresh - Print - Export - Add to Briefing Book - Copy

11.   Left click once on Export and select Excel 2007+

Edit - Refresh - Print - Export - Add to Briefing Book - Copy

- PDF
- Excel 2007+
- Powerpoint 2007+
- Web Archive (.mht)
- Data ▶

- Export - Add to Briefing Book -

Note: The report can be exported for further review and analysis into PDF, Excel, PPT, CSV and XML
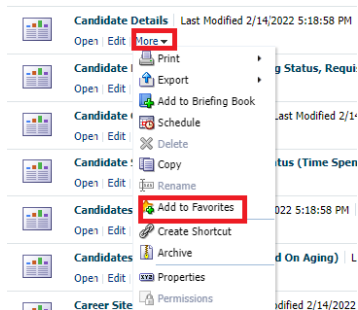
12.   Report will download to Excel.
13.   Click on the Catalog option again on the top right menu bar.

Note: Report prompts for Standard reports are Taleo delivered therefore no modifications are made to the headers and levels.

Adding Reports to Favorites
Steps

1. Under the report, left click on **More**- **Add to Favorites**

2. Once the report has been added to favorite, **a golden star** on the report will be shown and Click on **Favorites** tab on the task bar, the report will be saved there.