

## **TMS Participation Reaches another ALL TIME HIGH & TMS Reports Now in Data Warehouse**

**THANK YOU** for all of your help to gather assessment data over the last few months. The levels of participation on the assessment have reached a new high and this is completely due to the efforts of business managers and administrators across campus.

Also, based on extensive feedback from Business Managers and Administrators around campus reports have been developed for and deployed in the Data Warehouse. Access to these reports is available to all who have access to the Data Warehouse. In addition the TMS team is available to schedule reports for any individuals who do not have access to the Data Warehouse. More information regarding the reports descriptions, specific access information and supports contacts can be found below:

### **Report Descriptions**

#### *Assessment Participation Report*

This report will provide an assessment status for employees who are required to complete the assessment annually per Policy 1010. The report can be run as needed or scheduled and delivered to your e-mail as needed. The report is produced in excel format.

#### *Outstanding and Completed Training Requirements*

This report will provide current information on all outstanding and completed training requirements for employees. Criteria can be limited to show outstanding, completed or all requirements. In addition criteria can be limited to report on all or a selection of Compliant Requirements.

### **Report Access and Scheduling**

#### *Current Data Warehouse Access*

Navigate to reports in data warehouse as follows: Reports>>ISP Reports>>TMS Reports. Reports can be run and scheduled in the same manner used for all reports in data warehouse. Your access levels is based on your access to My Orgs.

#### *Does Not Have Current Data Warehouse Access*

If you do not have access to the data warehouse or would like the TMS team to schedule your reports for you please submit your request as follows:

E-mail to: [Jessica.Hammatt@yale.edu](mailto:Jessica.Hammatt@yale.edu)  
Include: Names of people to receive reports  
Frequency of reports (daily, weekly, monthly, quarterly, annually)

Your reports will be set up based on the access you currently have in My Orgs. All access will be provided at the highest level possible.

### **Support and Feedback**

The TMS team will be working to improve these reports and create additional reports based on feedback from users. Please send all feedback and comments to:

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