NFC Reporting
Center
User Training
NFC Reporting Center
Agenda

1. Introduction
2. Getting Started
3. Using the Reporting Center
4. Utilities
5. Resources
NFC Reporting Center
Introduction

- Web-based application designed, developed and maintained by NFC.
- Interactive Web site enabling agencies to produce predefined and customized reports which can be viewed online, printed, saved to a folder and/or displayed as a graph.
NFC Reporting Center

Introduction

Available for use by the following individuals pending appropriate HR approval procedures per your NFC Reporting Center System Administrator:

1. Managers
2. Personnel Assistants and Specialists
3. Budget/Admin Officers
4. Budget/Program Analysts
Introduction

Type of reports available through the Reporting Center:

1. Administrative
2. Financial
3. Personnel Action
4. Workforce
NFC Reporting Center

Introduction

User Responsibilities:

- Never leaves Reporting Center session unattended
- Does NOT share password with anyone
- Changes password immediately if there is any suspicion of a compromised password
- Uses only government PC or VPN to access Reporting Center – no access from unprotected PC or network
- Exits the NFC Home page before moving to other sites
Go To: https://www.nfc.usda.gov/reporting/index2.asp

A Warning Message appears. After reading and agreeing to the warning message, click on ‘OK.’
The Reporting Center Main Menu displays. The page is comprised of several sections:

1. Message Board
2. News
3. Login
4. How Do I…
5. Report Descriptions
6. Take a Tour
7. Coming Attractions
Enter your User ID and password.

Click on the Login button to access the NFC Reporting Center Main Menu.
The Reporting Center Main Menu displays with “Step 1: Select a Report” section.

The reporting modules available to you depend on your access rights.
Personnel Action Reports available include those shown at the right.

Remember your list of Personnel Action Reports, if any, will depend on your access rights.
NFC Reporting Center
Getting Started

Workforce Reports available include those shown at the right.

Remember your list of Workforce Reports, if any, will depend on your access rights.
NFC Reporting Center
Getting Started

My Reports includes any reports created, run and saved to the My Reports Folder.

Recommended for frequently run reports so the criteria does not need to be entered each time.
NFC Reporting Center
Getting Started

Logoff
Returns you to the main NFC Reporting Center Home page.
Creating a report is a four step process:

1. Select a report
2. Review the description (opt)
3. Select criteria
4. Run the report
Step 1 - Search the available reports by drilling down (click on the ‘+’) through the different report categories to the specific report you want to generate and click on it.
NFC Reporting Center
Using the Reporting Center

Step 2 – Review the report description to ensure it will meet your reporting requirements.
- criteria/fields
- sort key
- data source
- output format
NFC Reporting Center

Using the Reporting Center

Step 3 – Select criteria or accept the default criteria.

Example:
- Organization
- Series
- Time frame
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Using the Reporting Center

Step 4 – Run the report.
Options may include:
- run the report to the screen
- save in My Reports folder
- save as a spreadsheet
- save output in a folder
Step 4 – Run the report. On this example options include:
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NFC Reporting Center
Using the Reporting Center

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NFC Reporting Center
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NFC Reporting Center
Using the Reporting Center

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Using the Reporting Center

Types of report data:
- Aggregate
- Detailed
- Sensitive
- Non-sensitive

(**Determined by access rights)**
NFC Reporting Center
Using the Reporting Center

Organizational Profile – modifying the selection criteria.

Example:
- Org structure
- Series
- Grade
- Graph
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Using the Reporting Center

Organizational Profile – output based on the selection criteria:

- Org structure
- Series
- Grade
- Graph
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Using the Reporting Center

Organizational Profile – modifying the sort order.

Example:
- Org structure
- Grade
Organizational Profile – output based on the sort order:
- Org structure
- Grade
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Using the Reporting Center

Retrieving reports from My Reports folder.

Step 1 – highlight the report on My Reports Listing.
Retrieving reports from My Reports folder.

Step 2 – decide whether to include notes or not and then click ‘Select’.
NFC Reporting Center
Using the Reporting Center

Retrieving reports from My Reports folder.

Step 3 – highlight the desired report format and then click on ‘Go’.

**Notice the new report options!**
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Using the Reporting Center

Retrieving reports from My Reports folder.

Step 4 - Output
NFC Reporting Center

Using the Reporting Center

Additional capabilities:
- Chart or Graph (available on all Personnel Action Reports and select Workforce Reports)
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Using the Reporting Center

Additional capabilities:
- Employee search by name
NFC Reporting Center

Using the Reporting Center

Additional capabilities:
- Employee search by name results list
Using the Reporting Center

Additional capabilities:
- Employee info screen

Additional screen options at top right
Password Changes

You can change your password at any time but not more than once a day.

At a minimum, you must change your password when it expires (every 90 days).

You must access the system at least once every 90 days to keep your account active.

Your access will be locked after 3 unsuccessful password attempts.
Steps to Change Passwords

1. Enter your current ID and password, check the ‘Change Password’ box and click the ‘Login’ button.

2. At the Change Password pop-up, enter a new password twice and then click the ‘Save Changes’ button.
How Do I…. Pop-ups

- These pop-ups allow users to follow steps in performing various functions on the Reporting Center.
- On the Reporting Center Main Menu select the applicable question.
- Click on ‘Find Out’ and the appropriate ‘How Do I’ pop-up appears with the information requested.
- Click on the Windows [x] to close the pop-up.
How Do I…. Pop-ups continued
Report Description Pop-ups

• These pop-ups provide descriptions of reports in the Reporting Center.

• On the Reporting Center Main Menu click the down arrow to select the report type to be described.

• Click on ‘View’ and the appropriate ‘Report Description’ pop-up appears with the information requested.

• Click on the Windows [x] to close the pop-up.
Report Description Pop-ups continued
USDA NFC Reporting Center manual available at:
http://i2i.nfc.usda.gov/Publications/REPT/REPT.pdf

DOC NFC Reporting Center Systems Administrator(s) for assistance resetting passwords:

   Renita Richardson, Renita.D.Richardson@noaa.gov (primary)
   Janice Kolk, Janice.Kolk@noaa.gov (alternate)

Information on requesting a report that is not available from the NFC Reporting Center:
http://www.wfm.noaa.gov/pdfs/HRDS_info.pdf