

## **Taleo (LRN): Learn Configuration and Reporting Essentials (LRN-SA101)**

**Duration:** 2 Days

### **What you will learn**

This Taleo (LRN): Learn Configuration and Reporting Essentials training teaches you how to configure and utilize your LearnCenter more efficiently. You'll learn how to navigate the features that Insight Reporting offers to meet your fundamental reporting needs.

This course is appropriate for Oracle Cloud deployments.

### **Learn To:**

- Navigate the LearnCenter.
- Configure system and local options.
- Select fields for user profiles
- Create and manage user accounts.
- Create groups.
- Assign administrator permissions via user roles.
- Create supervisors.
- Validate role, configuration and permission settings.
- Utilize the standard reports tab.
- View and format reports.
- Utilize the custom reports tab.
- Utilize BI reports.
- Distribute a report.
- Taleo Learn's enhanced reporting tool, Insight Reporting.

### **Benefits to You**

In addition to configuration settings, this course also highlights Taleo Learn's enhanced reporting tool, Insight Reporting. At the end of this course, you will be able to configure and utilize your LearnCenter more efficiently, while navigating the features that Insight Reporting offers to meet your fundamental reporting needs.

### **Required Prerequisites**

Independent pre-work in the form of a simulated lab is necessary before taking the Classroom Training course.

### **Audience**

Developer

System Administrator

## **Course Objectives**

Set System and Local Options

Select Fields for User Profiles

Learn Basic Navigations

Create and Manage User Accounts

Create Groups

Assign Administrator Permissions via User Roles

Create Supervisors

Validate Role, Configuration, and Permission Settings

Utilize the Standard Reports Tab

View and Format Reports

Utilize the Custom Reports Tab

Utilize BI Reports

Distribute a Report

## **Course Topics**

### **Oracle Learn Cloud Overview**

Learn Introduction

Training Goals

Implementation Steps

Use Cases

Use Cases vs. Implementation Steps

User Perspectives

### **Identifying Basic Navigation**

Working with Management Password

Working with Management Menu

Navigating the Control Panel and the Options Section

### **Setting System and Local Options**

Defining the Difference between the Root LearnCenter and Sub LearnCenters

Configuring System-level LearnCenter Settings

Defining Security Options

### **Selecting Fields for User Profiles**

Selecting Standard User Profile Fields

Creating Custom User Profile Fields

## **Creating and Managing User Accounts**

- Creating User Accounts Manually
- Inserting Existing Users into LearnCenters
- Listing Steps to Bulk Import User Accounts
- Enabling Self-Registration
- Creating User Accounts via Self-Registration
- Managing User Accounts

## **Creating Groups**

- Defining the Purpose of Groups
- Creating a Single Level Group and Sub Groups
- Editing Groups
- Assigning Users to Groups

## **Assigning Administrator Permissions via User Roles**

- Creating User Roles
- Assigning Permissions to a Role
- Editing User Roles
- Assigning Users to a User Role Individually or by Group
- Managing User Roles
- Inactivating and Activating User Roles

## **Creating Supervisors**

- Defining the Role of a Supervisor
- Designating the Supervisor
- Assigning Supervisor Permissions
- Specifying Supervisees
- Displaying My Team

## **Validating Role, Configuration, and Permission Settings**

- Setting Reporting Configurations
- Managing Insight Reporting Permissions
- Managing Supervisor Permissions

## **Utilizing the Standard and Custom Reports Tab**

- Using List of Standard Reports
- Identifying Insight Reporting Icons
- Using Save As Feature and Adding a New Folder
- Managing Reports
- Adding, Editing, and Deleting a Folder
- Using More Actions

## **Viewing and Formatting Reports**

- Enabling Interactivity
- Hiding and Showing Columns
- Editing Features

## **Utilizing BI Reports**

- Examining Report Phases
- Identifying the BI Reporting Features
- Running BI Reports
- Scheduling BI Reports

Viewing BI Reporting History

**Distributing a Report**

Scheduling a Saved Report

Sharing a Saved Report

Viewing the Details of a Shared Report

Identifying Dynamic Objects for Insight Reporting

Running an Insight Report via My Team