

Local Instructions to Access the Local Covid-19 Vaccination Report

HR Services Team have made available to sites at a local level a new Covid-19 vaccination report, which was developed between HR Services & SSCL to help address the requests for local information on Covid-19 vaccination updates on SOP. This new report will give a high-level non-detail view of which staff have updated the Covid-19 vaccination fields on SOP.

What will the report show and what will it mean?

The report is cloned from an existing SIP (staff in post) report so it will show all SIP to that Cost Centre for the date it's run, to which an additional reporting element will show which staff have updated any entry fields on the **MyVaccinationInformation**. It will show this has either **Yes** or **No**, please note that a **Yes** on the report can either mean **Yes** or **No** to whether the vaccine has been taken but shows the data has been entered on SOP.

A **No** on the report means these staff have not updated SOP with any outcome at all i.e. the employee has not been into SOP to update any of the **MyVaccinationInformation** fields.

To make it easy to access the information we have requested the new report is placed into an existing suite of Discoverer Reports which should already be available to current HR/People Hub users.

If you have the below report suite on your SOP profile you will be able to access the report:

MoJ Disco HR Multi-Org

The new local Covid-19 Vaccination report (HR WF87) will be a new addition to your list, please go to 'Running the Report' below.

If you don't have the above report suites, then you will need to complete a SOP071 to gain access, please go to 'SOP071 access request' below.

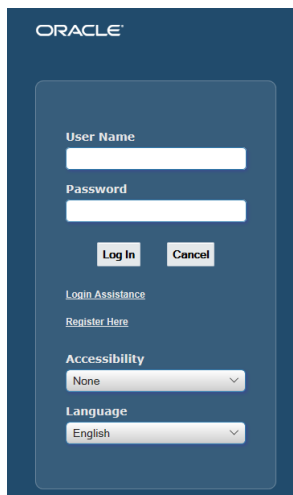
Not sure if you have Discoverer Reports on SOP?

A quick way to check is to just log into SOP via IE11/FireFox or from myHub.

Once on the home page after logging in, then click on Discoverer, right hand side under Applications (See below)

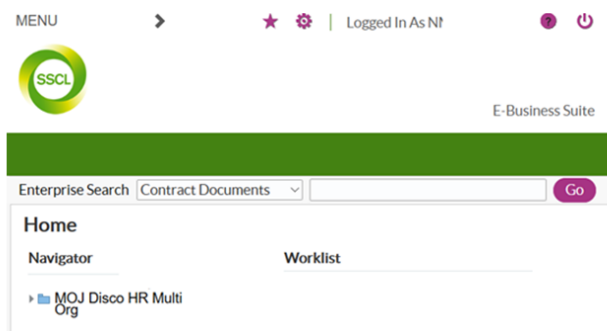
The screenshot shows the 'Justice SOP Portal' interface. On the left is a navigation menu with sections: 'Activities' (Portal Home, My Personal Information, My Business Continuity Information, My Team Information, My Service Requests, My Pay, My Team Pay), 'SOP Responsibilities' (MOJ AP Hold Management User, MOJ iSupport Employee User, NMS AP Enquiry (View Only), NMS Employee Self-Service), and 'NMS Self-Service'. The main content area features a 'News' section with a headline: 'No access to SOP from 21 October to 27 October'. The text below the headline states: 'Make sure you complete any forms, submissions and processes ahead of temporary gap in service. Next month, Shared Services Connected Limited (SSCL) will be moving the Single Operating Platform (SOP), to a cloud provider. While the change takes place there will be a period where SOP will be unavailable to use. From 5pm on Wednesday 21 October until 8am on Tuesday 27 October you will not be able to access any SOP services including: Finance, Procurement, Payroll and HR services, Reporting such as sick absence, i-Procurement, Inventory'. On the right side, there is a 'Help & Assistance' section with a 'Take a tour' link and an 'Applications' section listing: Knowledge Base, Discoverer (circled in red), Hyperion, eRecruitment (WCN), MoJ myHub, and HMPPS myHub. The top right corner shows a search icon and 'NMS'.

Once you click into Discoverer, you will then reach another log in page (see below). This requires your User Name again (your SOP log in) and Password (your SOP password)



The image shows the Oracle Discoverer login page. It features a dark blue background with the Oracle logo at the top left. The main content is a white login form with the following elements: a 'User Name' label and a text input field; a 'Password' label and a password input field; 'Log In' and 'Cancel' buttons; a 'Login Assistance' link; a 'Register Here' link; an 'Accessibility' section with a dropdown menu set to 'None'; and a 'Language' section with a dropdown menu set to 'English'.

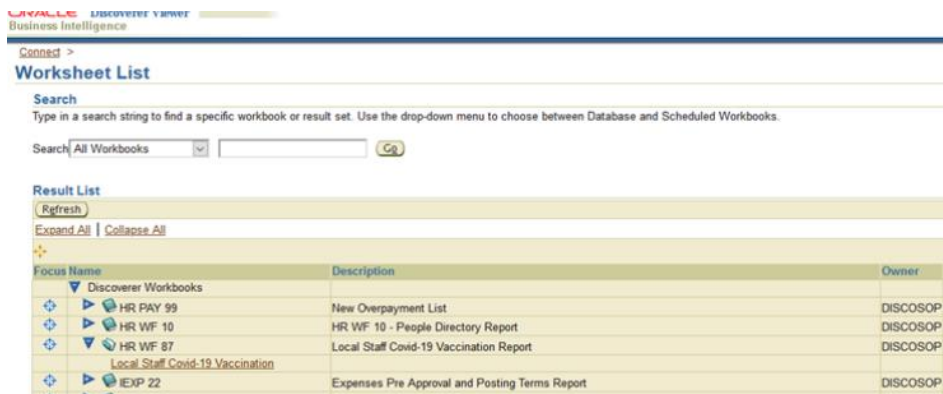
Once you are logged in, you will see the available report suites listed within the SSCL E-Business Suite Home page under Navigator (left-hand side)



Running the report

Now you've followed the above steps about getting into Discoverer, then follow the below to run the report.

Select and expand the – HR WF87 report, and click on 'Local Staff Covid-19 Vaccination'



Once in the report, all you need to do is key in the parameters for the run date e.g. 18-AUG-2021, note the format of the date entry.

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks >

HR WF 87 - Local Staff Covid-19 Vaccination

Last run Wednesday 18 August 2021 15:07:48 BST

Actions
Rerun query
Revert to saved
Printable page
Export
Send as e-mail
Worksheet options

Worksheets
Local Staff
Covid-19
Vaccination

Workbook Name: HR WF 87
Worksheet Name: Local Staff Covid-19 Vaccination
Parameters: Report Date : '18-AUG-2021'
Date and Time the workbook was run: 18-AUG-2021 03.07.49 PM

Parameters
Select values for the following parameters.
* Indicates required field

* Report Date [18-AUG-2021]
Enter Date Tracking Date in format DD-MON-YYYY (Example: 18-AUG-2021)

Go

Then select Go, the report will then start running and the Query Progress will show. It can take on average 5-10mins.

If you get the following error:

Error
unable to open the worksheet requested:
- Oracle BI Discoverer is unable to find the requested worksheet.
- BIB-10310 An unknown exception occurred.
- Join configuration cannot be resolved. Reason: more than 1 of the detail folders uses non-aggregated items. Attempt to open workbook failed.

Worksheet List

Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search All Workbooks [] Go

Result List
Refresh
Expand All | Collapse All

Focus Name	Description
Discoverer Workbooks	

Then please try the below fix:

In the top right-hand corner of the screen, where you are presented with a list of reports, you will see 'preferences' (See screen shot below). Click on this and at the bottom of the screen (scroll down) you will see **Fan Trap Detection**.

The 'enable fan trap detection' box should be unticked. If it's already ticked hence the error message. Untick the box and click 'apply' and then try and run the report again.

Worksheet List

ORACLE Discoverer Viewer
Business Intelligence

Connect >

Worksheet List

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Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

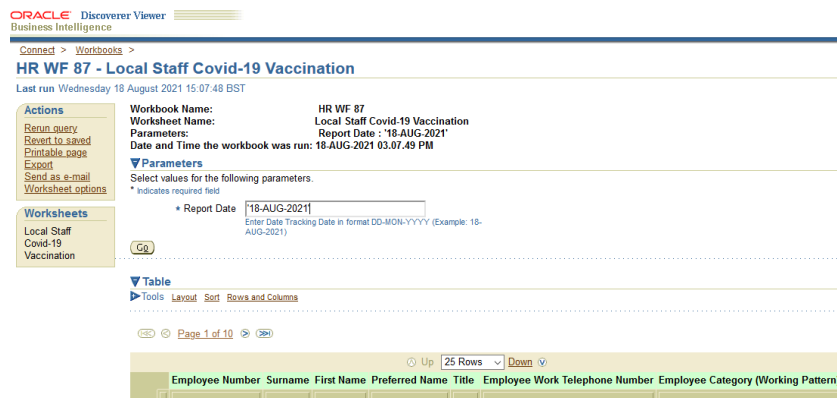
Search All Workbooks [] Go

Result List
Refresh
Expand All | Collapse All

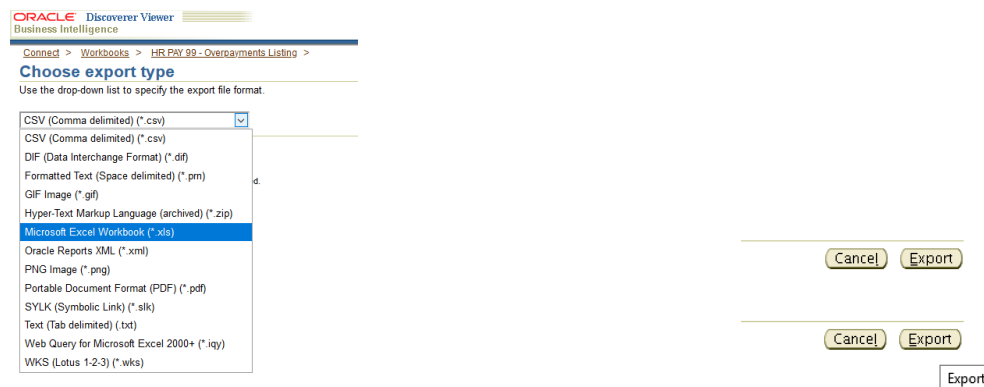
Preferences Exit Help

Once the report as run it will give you a table view on the current screen, however the report is better viewed once exported into Excel.

To export to Excel, select **Export** under Actions (Top Left)



Change Export to type to 'Microsoft Excel Workbook (*.xls)' See below



Then click **Export** on the Right

Once its processed the export request will complete giving you the option to 'Click to View or Save' and the then select **Save File** and place the file into your U: Drive/Personal Drive.

You can then open the report in the Excel Application.

SOP071 access request needed to access the reports

If you don't have access to the report suites, then you will to complete a SOP071 to get this permission added to your SOP profile.

The latest SOP071 and SOP071 Approvers Matrix can be obtained from myhub, under fast forms.

<https://hmpps.myhub.sscl.com/sop-system-and-support/sop-system>

You need to follow the guidance on the form and use the matrix link on myhub to confirm who will approve your SOP071.