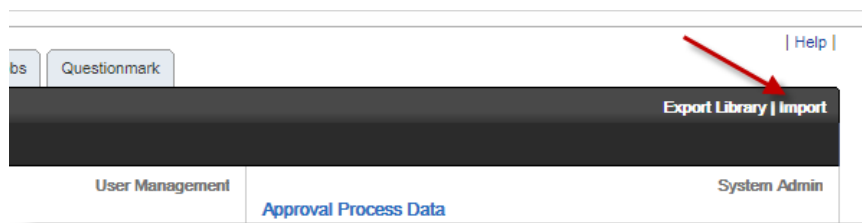# SuccessFactors Report Installation Instructions

Step 1: Go to your Administrator account within Learning Management System
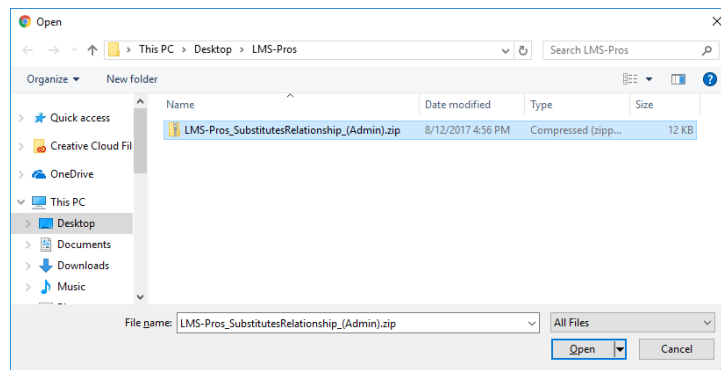
Step 2: Click Reports

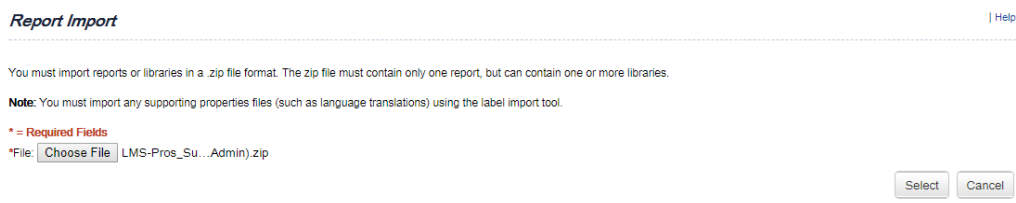
Step 3: Click Import

Step 4: Click Choose File

Browse to the zip file that contains the report you just purchased

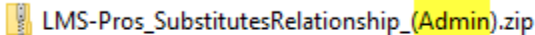Select the report, then click Open

Step 5: Click Select

Step 6: Select the appropriate Target User for the report you purchased, then click Import

Note: The report will indicate the Target User group in the () of the zip file.

LMS-Pros_SubstitutesRelationship_(Admin).zip

Report Import | Help |

At any time, the system can have two reports with identical names: one that is published and one that is unpublished. The system always imports a report as an unpublished report.

* = Required Fields

Imported File: LMS-Pros_SubstitutesRelationship_(Admin).zip

* Target Users:
○ Users
○ Supervisors
○ Organization Owners
● Administrators

Security for this report is based on: Item

[Import] [Cancel]

Import summary

Import		Uploaded File	Type	Existing File Information	Published
☑ Add		Substitutes Relationship	Report	None	N/A
	Rename				
☐ Overwrite		Plateau	Library	Plateau Last Imported: Aug/12/2017 by Matthew Everett	N/A

Step 7: Enter in the appropriate information

Description: Enter a description for the report. This will help others understand what the report can provide (optional)
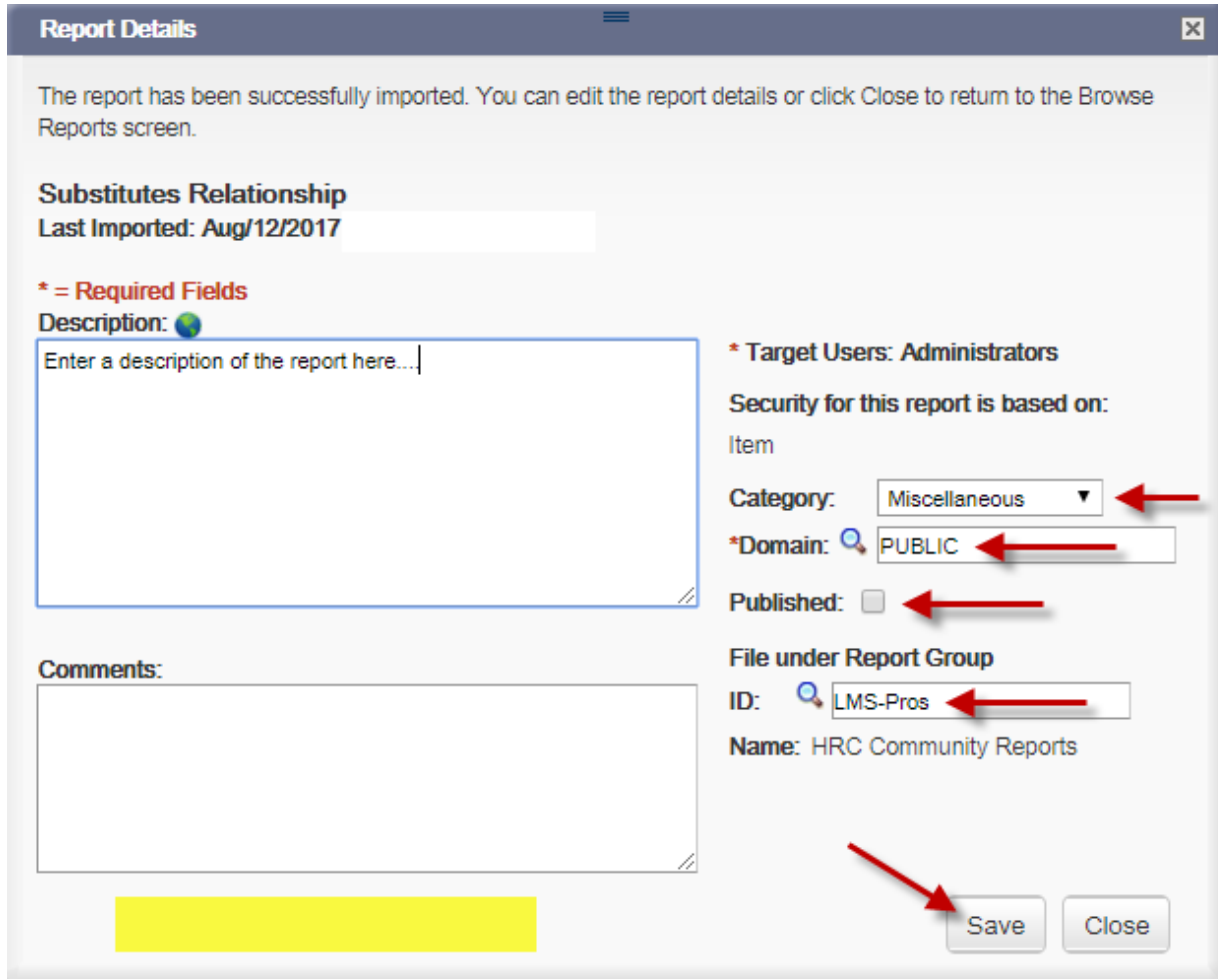
Category: Choose an appropriate category (required)

Domain: Choose the appropriate domain. If you are not using Domain restrictions, you may consider leaving this in the Public domain (required)

Published: Check this box if you're ready to release it

ID: If you are using Report groups, then choose the appropriate group (optional)

SuccessFactors Report Installation Instructions

Step 8: Click "Save", monitor the yellow highlighted area for the progress.

Step 9: Click "Close"

Your new report is now available for you and your organization to use.