

MyHR – Reporting Services

Adding Reporting Services Widget to your Dashboard

- 1- Click Edit Dashboard (top right-hand corner)
- 2- Click Reporting Services to add a widget to your dashboard (you need 3 widgets in total)
- 3- Click the 3 dots in the top right-hand corner of widget
- 4- Click Settings
- 5- select **Leave Management Reports Launcher**
- 6- Click save (the widget will refresh to show the titles of 3 different reports)
- 7- On the second widget, click the 3 dots in the top right-hand corner of widget
- 8- Click Settings
- 9- Select **Open Ended Absence Widget**
- 10- Click save (the widget will refresh to show a calendar with a number in the middle)
- 11- On the third widget, click the 3 dots in the top right-hand corner of widget
- 12- Click Settings
- 13- select **Self Certified Absence Widget**
- 14- Click save (the widget will refresh to show a calendar with a number in the middle)