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Government of Western Australia
Public Sector Commission

THOMSON REUTERS
e-Recruitment Solutions

KYUBIT USER GUIDE - RAMS

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ABOUT THIS GUIDE

This user manual is provided for new users of RAMS reporting. It covers the key steps and actions required to generate reports in the RAMS Kyubit system to support the recruitment process within your Agency. Kyubit is a third-party product and while it has been customised by Thomson Reuters for RAMS reporting requirements, it is not administered by Thomson Reuters.

The instructions provided here cover the basic elements for analysing RAMS data. For a full description of additional features available within Kyubit, please refer to the full Kyubit user manual here:

http://www.kyubit.com/Stuff/OLAP-Analysis-with-Kyubit-AnalysisPortal-User-manual.pdf

CONTACTING THE HELP DESK

We believe that the BigRedSky product is simple and easy to use, however should you encounter any difficulties please contact our friendly Help Desk team, who will be happy to assist you.

Tel: 1 300 733 056

Email: helpdesk@bigredsky.com

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INTRODUCTION TO KYUBIT

What is Kyubit?

Kyubit is the access portal to the RAMS Reporting Data Warehouse. Every WA Government agency has a unique login that allows access to current and historical data to create reports, analyse recruitment trends and gather statistics.

The advanced reporting tools allow you to interrogate the statistical information gathered across all recruitment activities from a single repository. Reports can be built as required to reflect your agency's reporting needs. Reports can also be scheduled to run at specific periods, automatically generating and sending via email when complete.

What Data is Available?

Statistical data is exported out of RAMS every night and imported into the Data Warehouse. The data is loaded into convenient, easy to use "cubes" or blocks of data so that you can build your reports intuitively. If you alter data in RAMS, changes will not be reflected in Kyubit until the next day.

Accessing Kyubit

Access to Kyubit is by arrangement only. You will need a secured username and password to access the site. The primary contact at each agency should have access to this information. If they do not have this information, the primary contact will need to speak with their RAMS Account Manager to receive this information.

Reports

Reports are easy to construct by dragging and dropping data to display relevant rows and columns. This data can also be filtered, and graphed or charted to your requirements.

The sophisticated pivot table design allows you to swivel the categories, such as "application status," into any area of your form, either row or column area and your data will be automatically formatted to align with the arrangement.

The report builder can show you everything at the top most level, such as the total number of applications for your agency, right through to the details of an individual record, such as the name of the applicant.

Reports can be saved onto the Reports Server as a custom report. These custom reports can be accessed and run at any time, and altered to suit new requirements. Additionally, reports can be set to run at scheduled times, and links emailed to specific email addresses when complete.

You can even export the report to Microsoft Excel. This handy feature gives you a means of sharing the information with other work colleagues who may wish to view the reported data in an Excel format.

ENABLING ACCESS

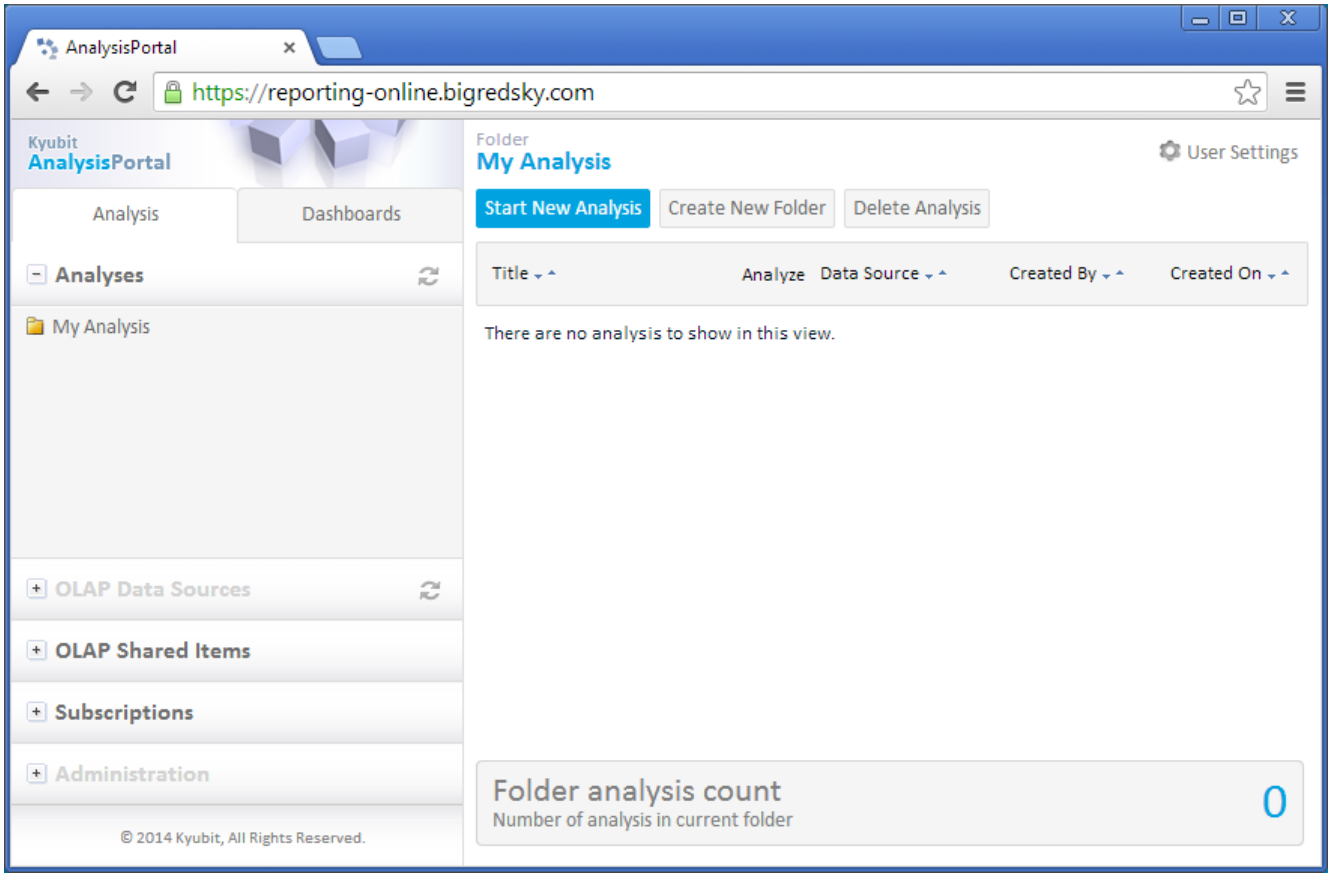
Navigating to Kyubit

Kyubit is available to you through the internet via a secured website. Multiple users can log in simultaneously using the same login credentials.

To login:

1. Open an internet browser.
   Kyubit is compatible with Internet Explorer 9+ with compatibility mode OFF (or IE8 with compatibility mode ON), Chrome, Firefox or Safari.
   There is no requirement to install any software to support the Kyubit interface. You may need your IT department to unblock our IP address (or whitelist in Firewall settings) 202.69.216.104. If you have used the previous version of RAMS Advanced Reporting there is no need to action this.
2. Type or paste https://reporting-online.bigredsky.com in the address box at the top of the browser.
3. Enter your username and password.

The following screenshot is the first page that you see when logging into Kyubit:



There is no need to log out, just close the browser window.

DATA AVAILABLE

Data Cubes

When the data is extracted from the production site and placed into the Reports Server, it is broken down into easy-to-use “cubes” of information.

The cubes are broken down into five categories of information:

1. Advert Statistics
2. Advert View
3. Applicant Application
4. Application Answer
5. Position

The Kyubit reporting tool can be enhanced to suit a particular agency’s needs, so you may see cubes in addition to those displayed here. If you are interested in learning more about the data that can be imported, speak to your Account Manager.

Advert Statistics Cube

The Advert cube hinges around the advertisements placed for your vacant roles in RAMS. The cubes consist of:

- Advert Count – the number of adverts created
- Applications from Adverts – the numbers of applications against each advert

You can build reports surrounding the advert data to include details such as:

- Date created
- Third party Job Board Name
- Division
- Level
- Owner Name
- Region
- Work Type

Advert View Cube

Similar to the Advert Statistics cube, this cube measures the number of views or “hits” on the page for each advertisement.

You can build reports surrounding the advert data to include details such as:

- Date created
- Third party Job Board Name
- Division
- Level
- Owner Name
- Region
- Work Type

Applicant Application Cube

The Applicant Application cube holds the data surrounding the applications to the vacancies in the system. This cube counts the number of applications against search parameters including:

- Applicant statistics (disability, gender, postcode, etc)
- Application status
- Application short listed status
- Position details (Division, Level, Salary Range, etc)

Application Answer Cube

The Application Answer Cube counts the answers to any application or post-application questions used throughout the recruitment process. The user can select any question asked of an applicant, of the panel or of any other participant in the recruitment process, and report on the count of answers against parameters including:

- Date created
- Division
- Level
- Owner name
- Region
- Work Type

Position Cube

The Position Cube allows the user to gain a snapshot of the progress of all positions, reporting on a vacancy's position status through a specific time period. The data counts can be measured against search parameters including:

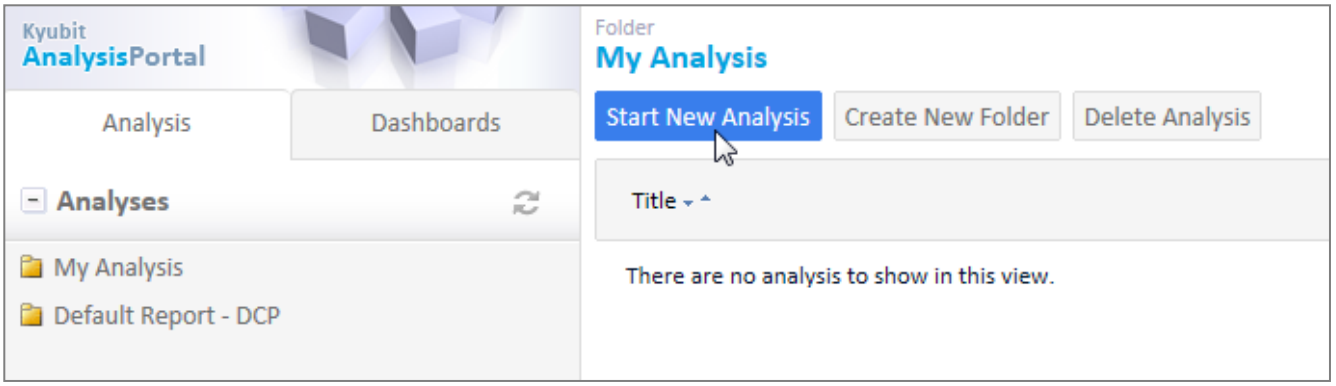
- Date created
- Division
- Level
- Owner name
- Region
- Work Type

REPORTS

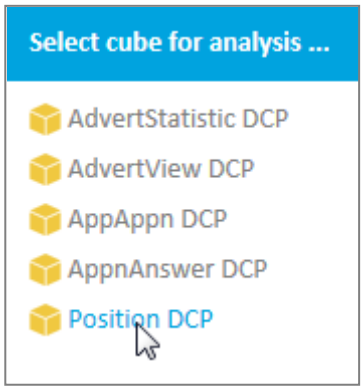
Creating a New Analysis

A user can create a brand new report using any of the data available within Kyubit.

1. From the main login page, click on **Start New Analysis**



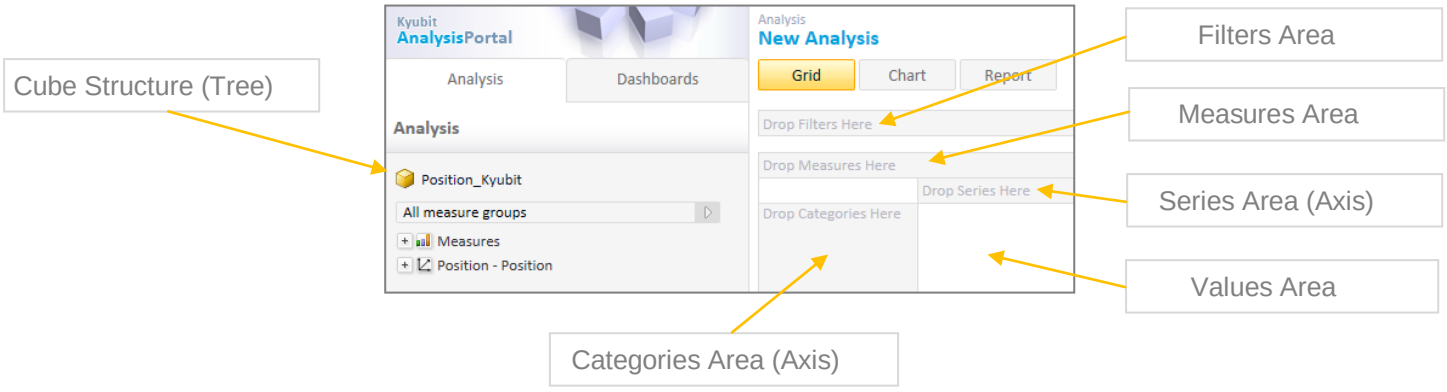
2. Select a Cube for analysis



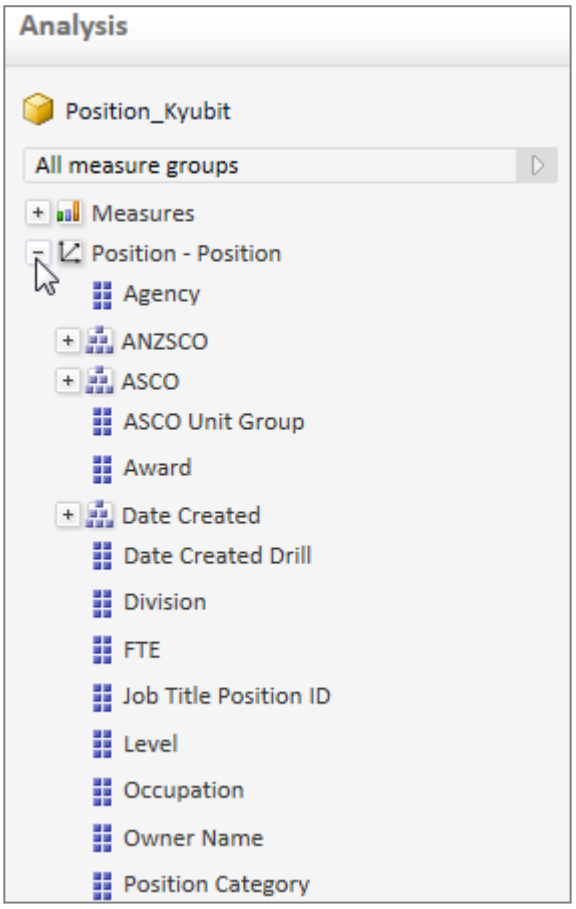
There are 5 cubes available, and all will have the acronym of your agency appended to the name. Please refer to the Data Cubes section above for a full description of the content and options.

A new analysis will always default to a Grid setting. This allows you to drag and drop Categories (rows), Series (columns), Filter fields and Measures into the grid or table.

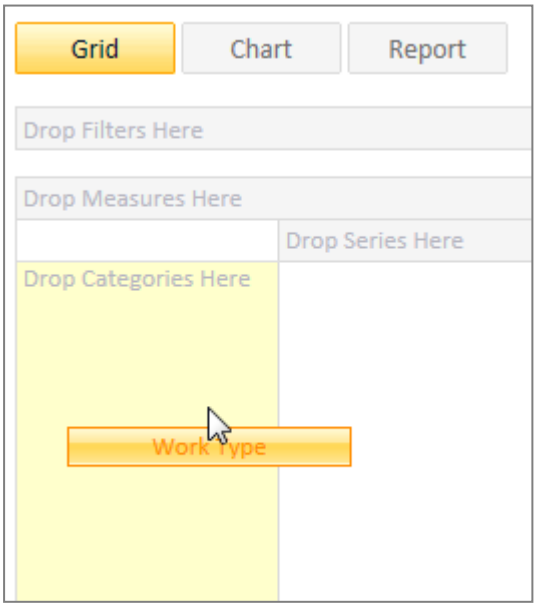
The following areas exist for grid analysis:

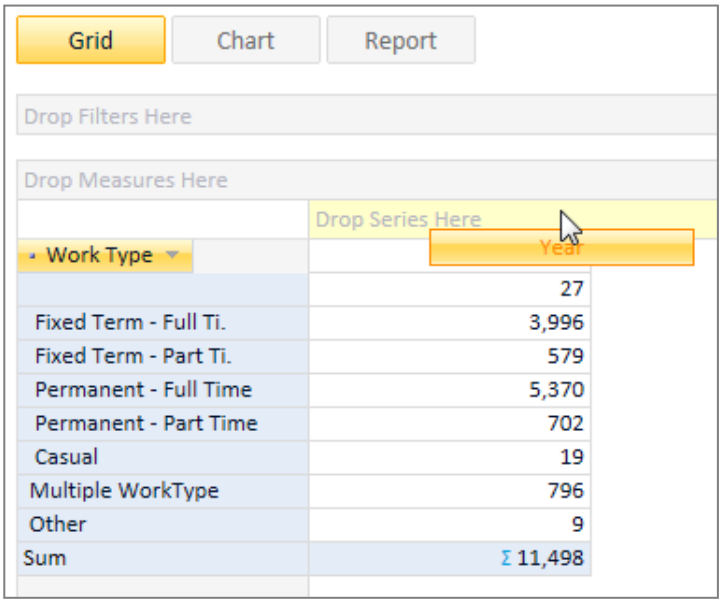


3. Expand the Cube Structure to display the relevant Category and Series fields

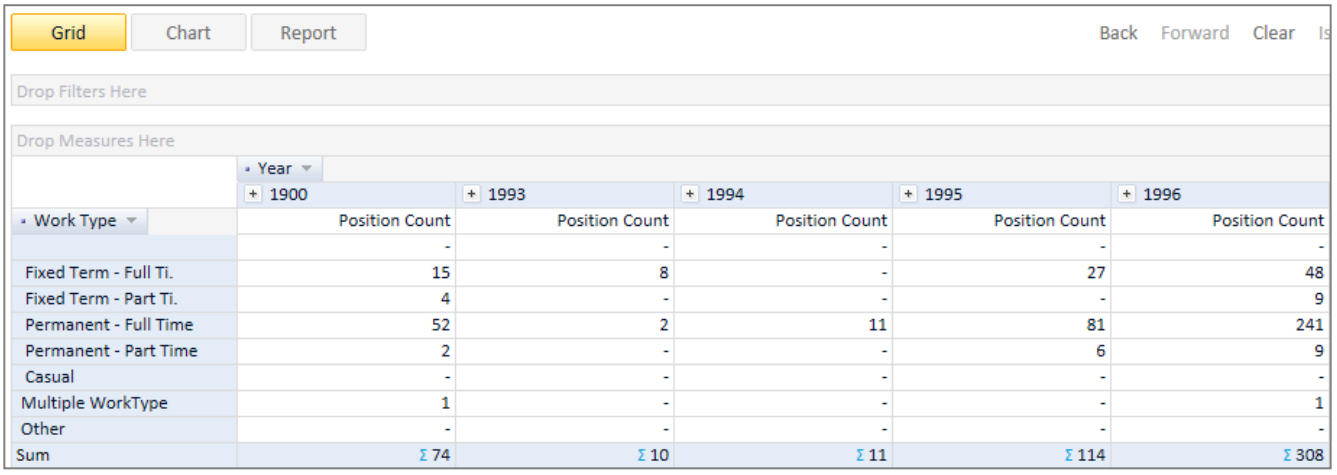


4. Drag and drop the Category and Series fields onto the grid by clicking on the name, and dragging the field to the relevant place on the grid. In this example, we will choose to display how many vacancies have been advertised by Work Type and Date.



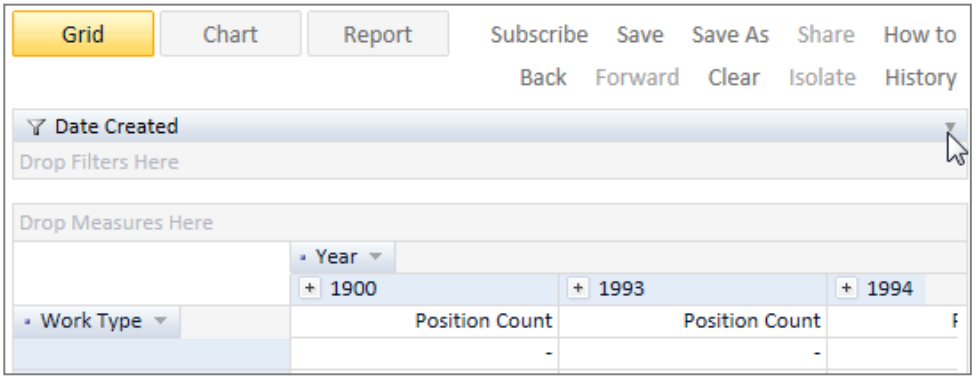


If the measure is not explicitly selected, or there is only one type of measure available, the analysis will be performed with the default cube measure.

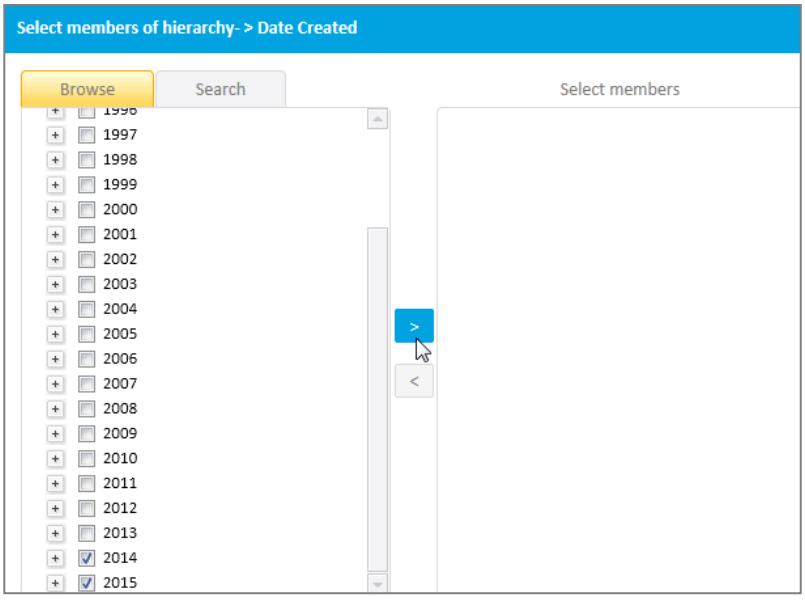


To remove a field, drag from the Categories or Series area to the cube tree or click once on the name and press the Delete key.

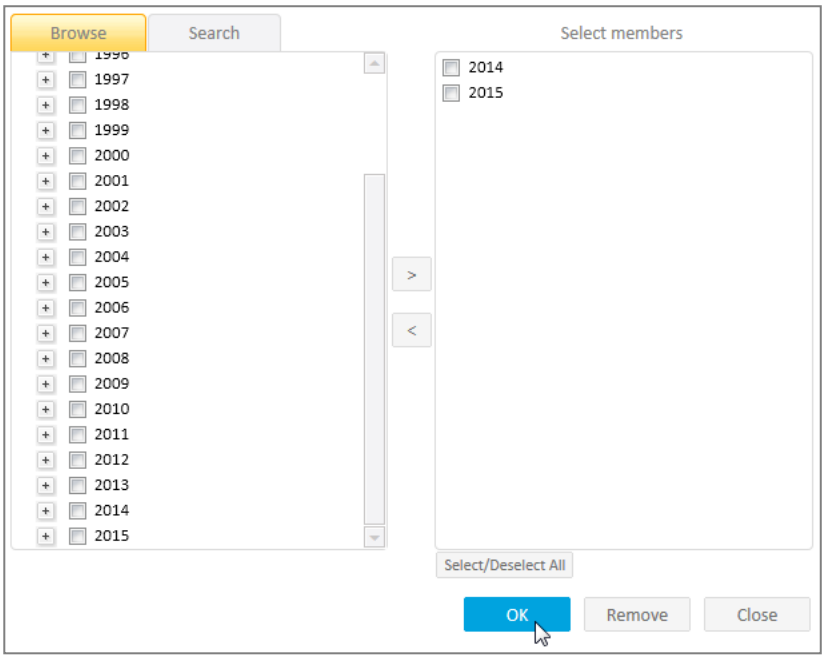
5. Drag and drop the relevant Filter field onto the grid. In this example, we will choose to display only 2014 and 2015 data. You can use a field you have already used in the Category or Series area, in this case "Date Created".



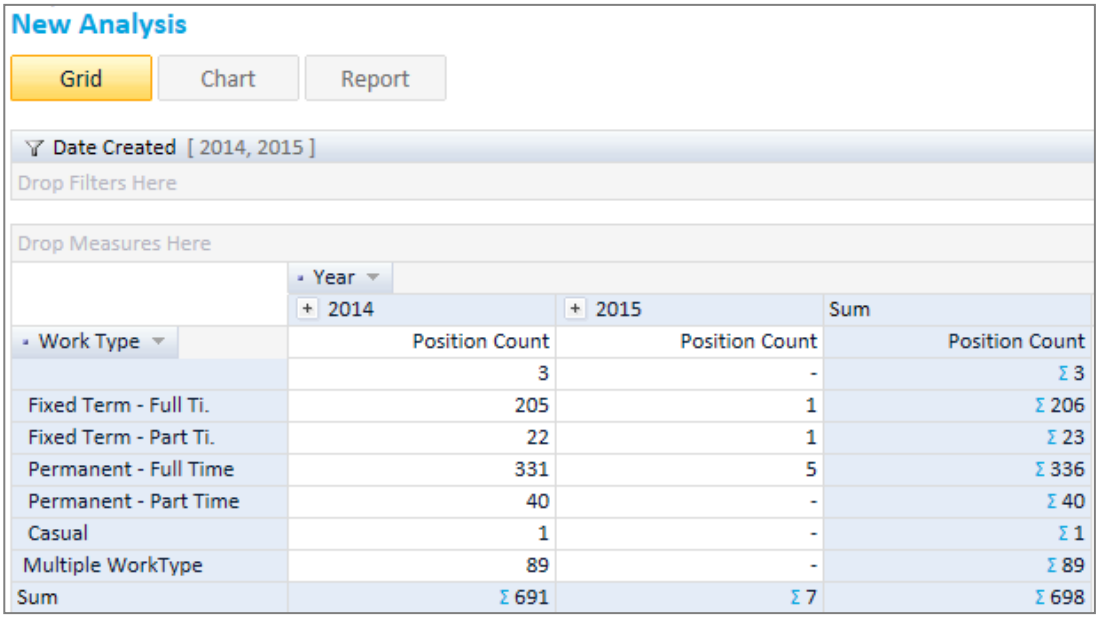
6. Refine the Filter by clicking on the drop-down arrow to the far left of the Filter area. Select the check boxes for the fields you wish to display (in this case 2014 and 2015, and then click on the right arrow to move to the **Select Members** area.



7. Once the relevant Filter fields are displayed in the **Select Members** area, click **OK**.



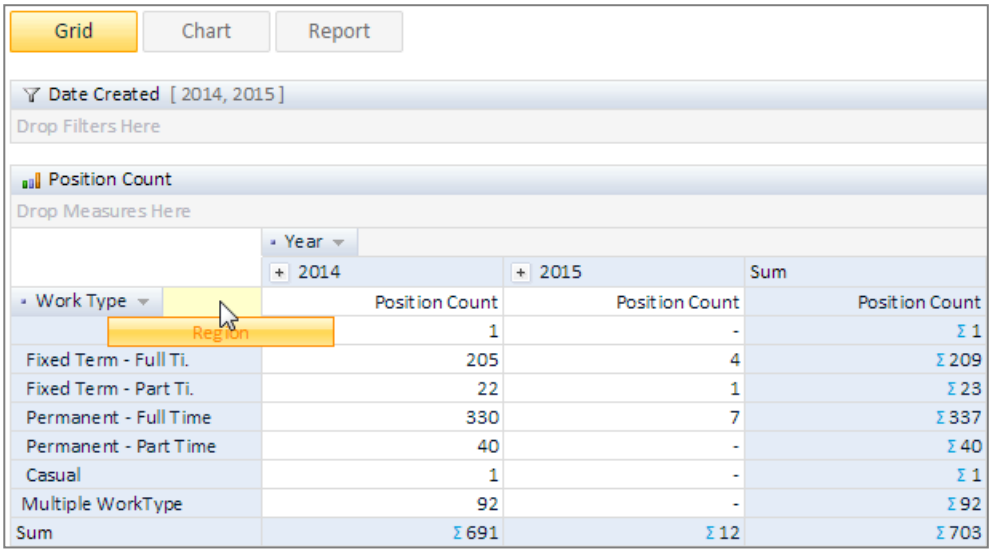
8. The report will display with the Filter applied.



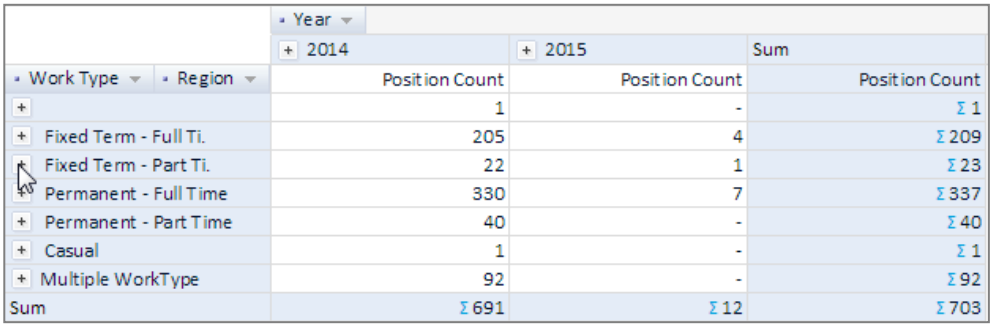
	Year		
	2014	2015	Sum
Work Type	Position Count	Position Count	Position Count
	3	-	Σ 3
Fixed Term - Full Ti.	205	1	Σ 206
Fixed Term - Part Ti.	22	1	Σ 23
Permanent - Full Time	331	5	Σ 336
Permanent - Part Time	40	-	Σ 40
Casual	1	-	Σ 1
Multiple WorkType	89	-	Σ 89
Sum	Σ 691	Σ 7	Σ 698

Adding Multiple Categories

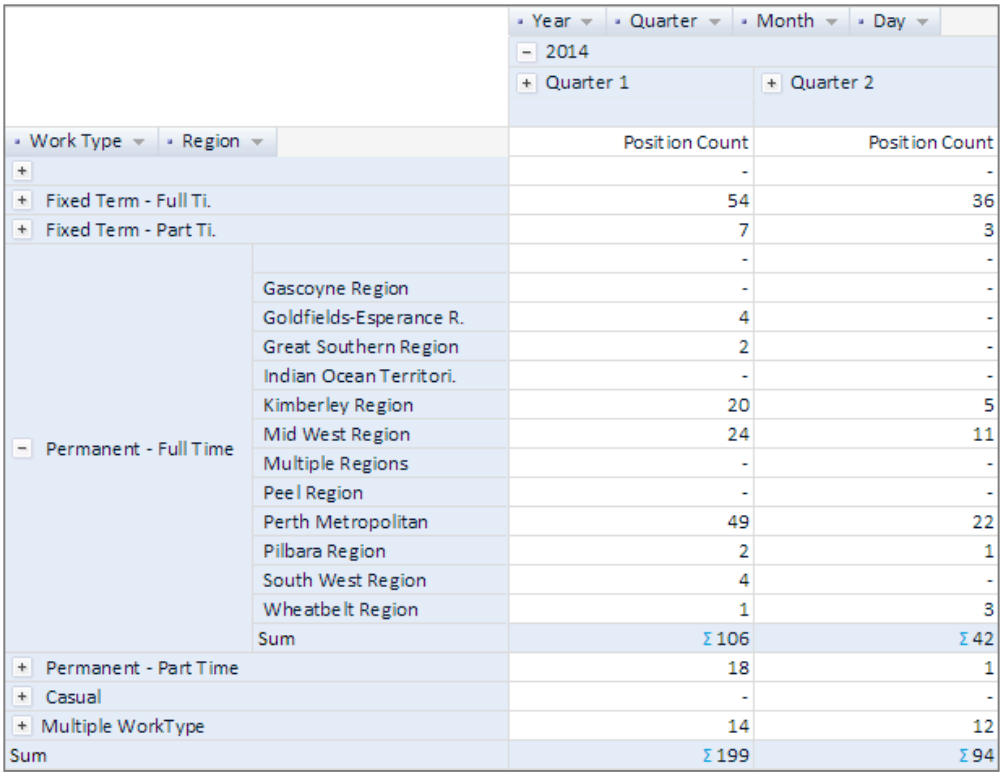
More than one Category field can be added if required. For example, if we wanted to display the Region against each position's Work Type, we could drag and drop the Region into the Categories area next to Work Type.



The Region header will be inserted adjacent to the Work Type.



The + icon displayed to the left of the Work Type allows expansion to display the relevant data. The date can be expanded in a similar way to interrogate the data to the level of Quarter, Month and Day.

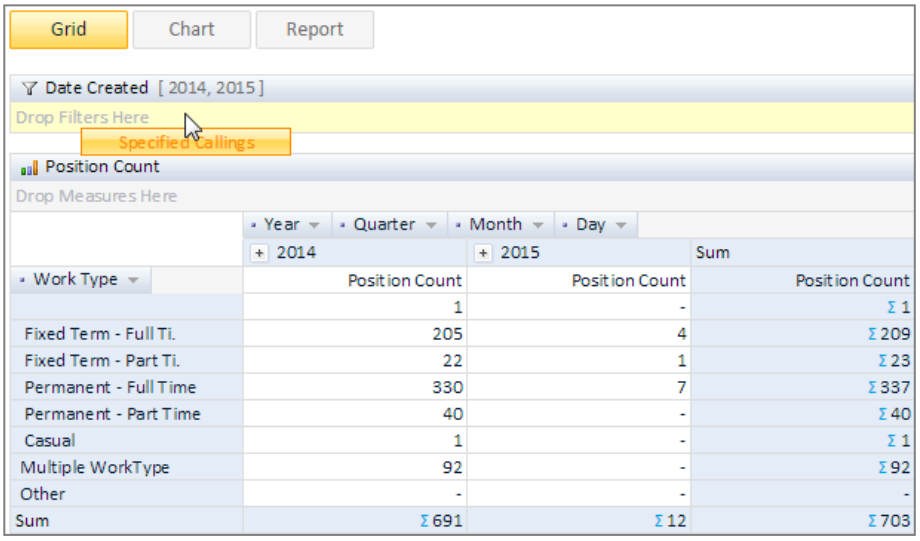


Adding Multiple Series

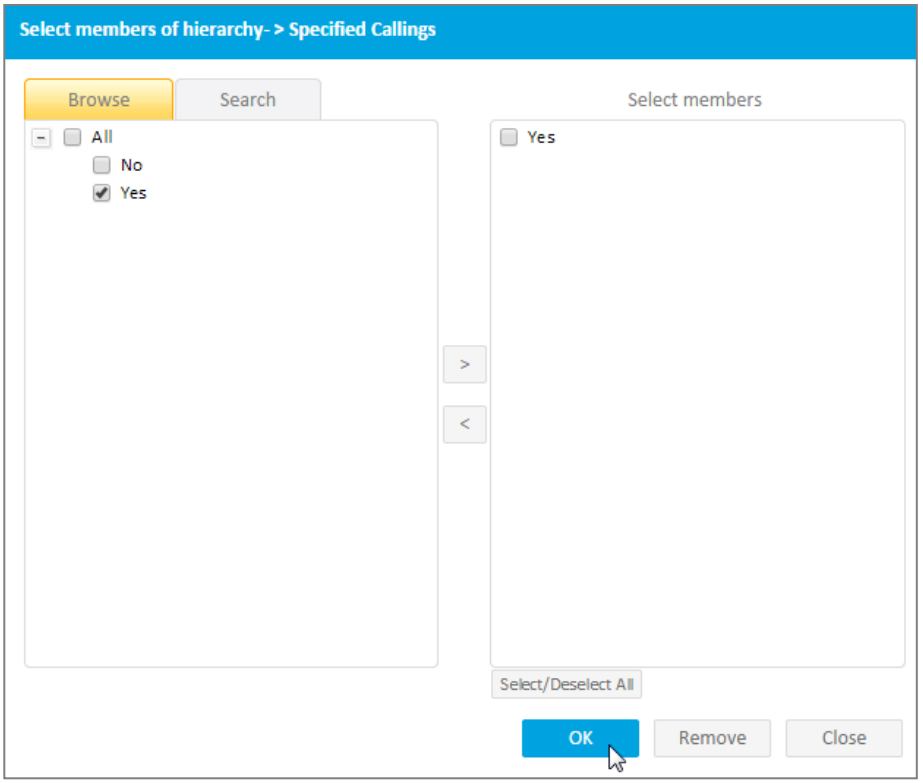
Multiple Series field can be added by dragging and dropping in the same way as described for the Categories section above.

Adding Multiple Filters

Multiple Filters can be added by dragging and dropping additional fields into the Filters area. For example, to display only vacancies flagged as Specified Callings, drag the **Specified Callings** field into the Filters area below **Date Created**.



Refine the filter by **Yes**, and click **OK**.



Only Specified Callings positions for 2014 2015 are displayed.

Date Created [2014, 2015]
Specified Callings [Yes]
Drop Filters Here

Position Count
Drop Measures Here

	Year / Quarter / Month / Day		
	2014	2015	Sum
Work Type	Position Count	Position Count	Position Count
	-	-	-
Fixed Term - Full Ti.	114	2	Σ 116
Fixed Term - Part Ti.	12	-	Σ 12
Permanent - Full Time	184	3	Σ 187
Permanent - Part Time	8	-	Σ 8
Casual	-	-	-
Multiple WorkType	38	-	Σ 38
Sum	Σ 356	Σ 5	Σ 361

Adding Multiple Measures

Some cubes include multiple Measure types. These can either be used one at a time to generate different reports, or displayed concurrently to allow comparison of data. For example, the **AdvertStatistic** cube allows the measurement of Advert Counts, Applications received from Advertisements, and Total Hits on an advertisement.

AdvertAgency_Kyubit
All measure groups
- Measures
  - Advert Count
    - Advert Count
    - Appn From Adv
    - Total Hits
- AdvertAgency - Advert
- AdvertAgency - Position

This allows generation of a report such as the one below, which displays the total number of advertisements posted in 2014, the number of applications received, and the total number of hits against the advertisements in that period.

Grid | Chart | Report

Posting Date [2014]
Drop Filters Here

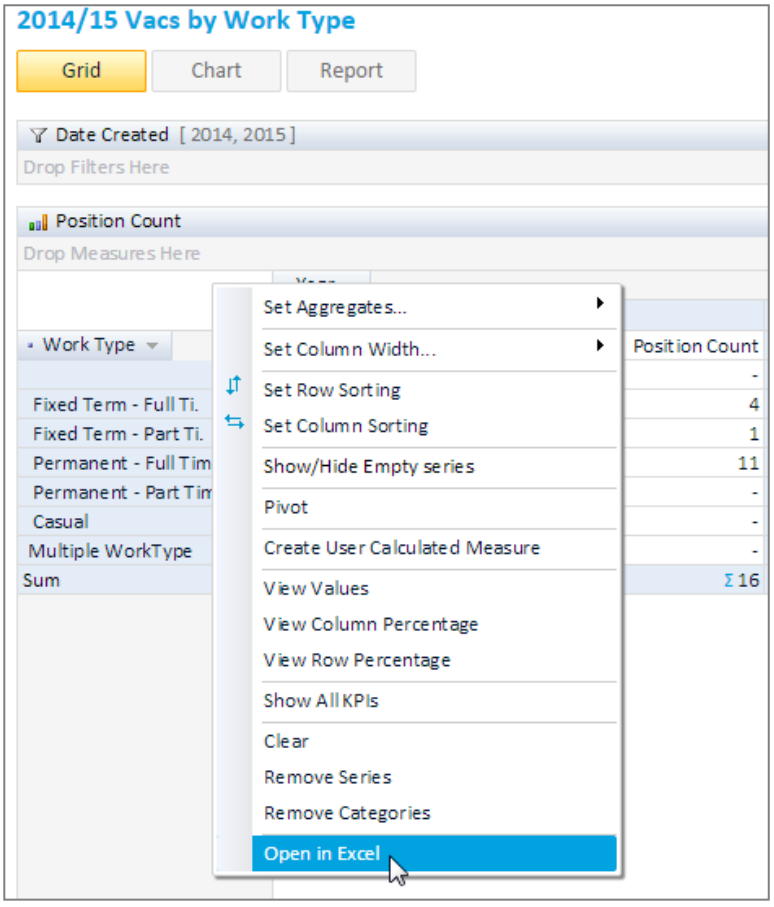
Total Hits
Appn From Adv
Advert Count
Drop Measures Here
Drop Series Here

Year	Quarter	Advert Count	Appn From Adv	Total Hits
2014	Quarter 1	154	2,325	116,659
	Quarter 2	53	245	35,297
	Quarter 3	216	2,353	185,303
	Quarter 4	91	1,005	82,782
	Sum	Σ 514	Σ 5,928	Σ 420,041
Sum		Σ 514	Σ 5,928	Σ 420,041

Exporting to Excel

An analysis can be opened directly in Excel

1. Right click on the white area of the grid and select **Open in Excel**.

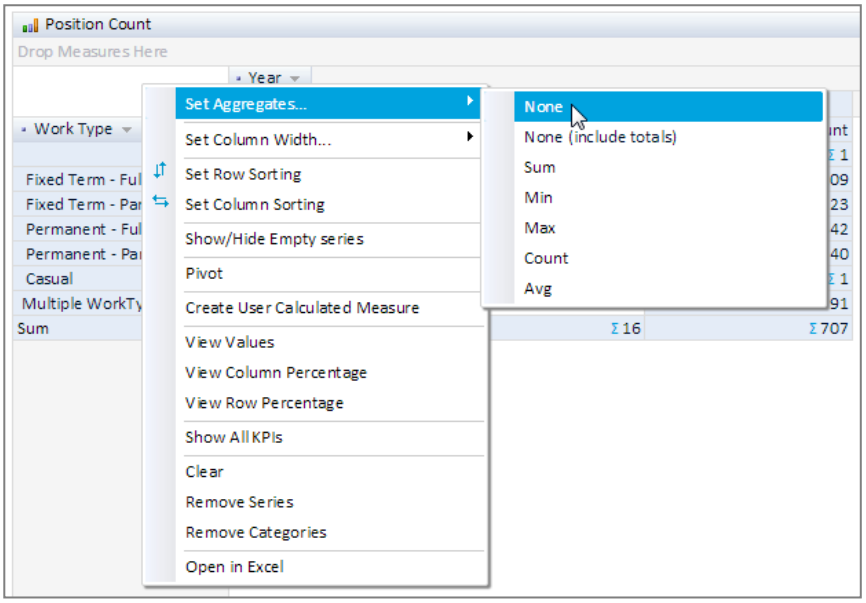


2. The grid is displayed in Excel format

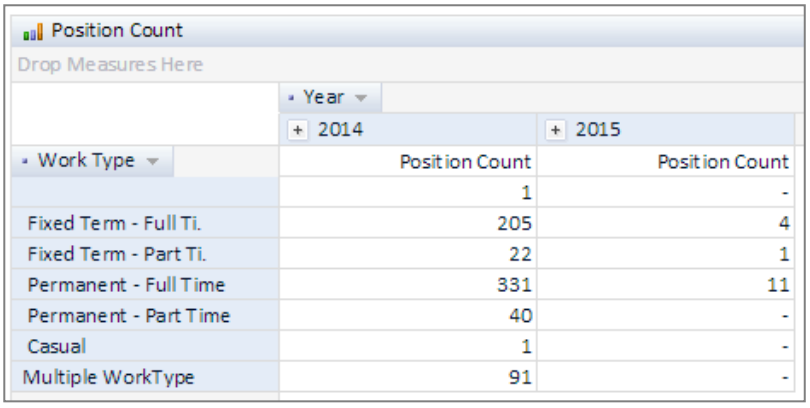
	A	B	C	D
1	Analysis name:			
2	Analysis description:			
3				
4	Cube name:	Position_Kyubit (Last updated on: 14/01/2015 9:15:02 AM)		
5				
6	Filters:			
7	Date Created: 2014, 2015			
8				
9		2014	2015	Sum
10		Position Count	Position Count	Position Count
11		1		1
12	Fixed Term - Full Time	205	4	209
13	Fixed Term - Part Time	22	1	23
14	Permanent - Full Time	331	11	342
15	Permanent - Part Time	40		40
16	Casual	1		1
17	Multiple WorkType	91		91
18	Sum	691	16	707
19				
20	Report created on: 19/01/2015 10:25:41 PM			

Note: Sum fields exported to Excel are read as nunbers only, and do not include the formulae to sum the preceding rows or columns. If you need Excel to calculate sums, you will need to remove the Sum fields first, then use Excel to sum the relevant cells.

1. Right click on the white area of the grid and select **Set Aggregates**, then select **None**.



2. All sum fields are removed.

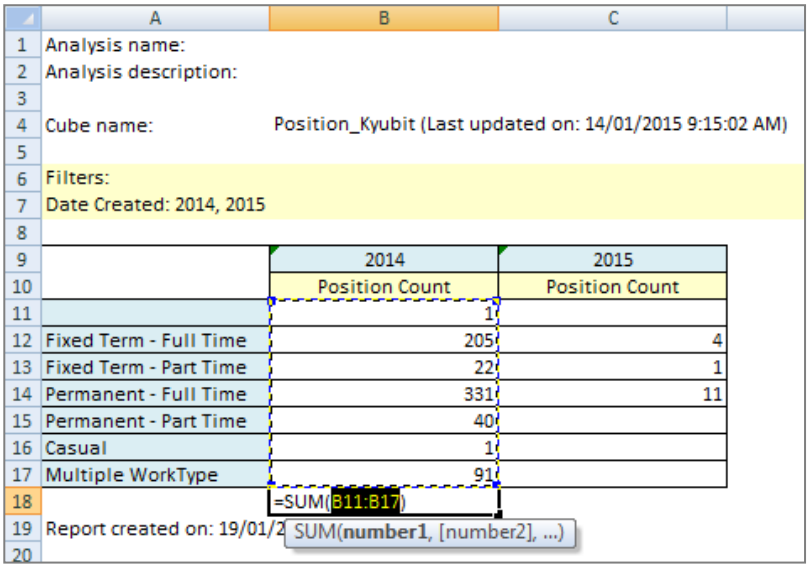


Position Count

Drop Measures Here

Work Type	Year: 2014 Position Count	Year: 2015 Position Count
	1	-
Fixed Term - Full Ti.	205	4
Fixed Term - Part Ti.	22	1
Permanent - Full Time	331	11
Permanent - Part Time	40	-
Casual	1	-
Multiple WorkType	91	-

3. Open in Excel, and use Excel to manipulate the data.

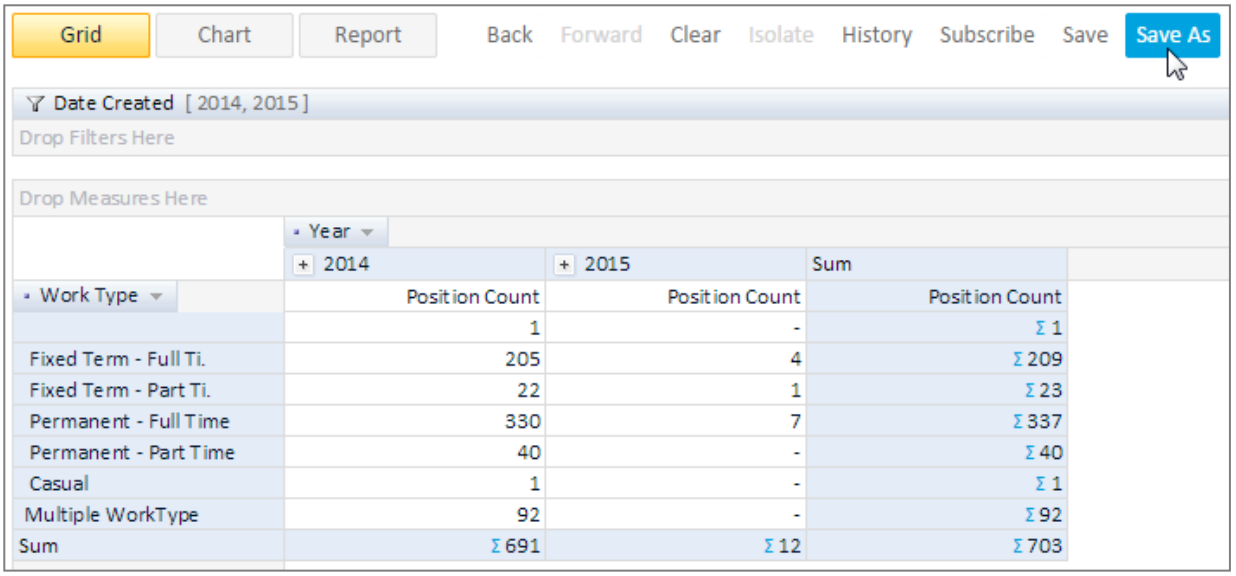


	A	B	C
1	Analysis name:		
2	Analysis description:		
3			
4	Cube name:	Position_Kyubit (Last updated on: 14/01/2015 9:15:02 AM)	
5			
6	Filters:		
7	Date Created: 2014, 2015		
8			
9		2014	2015
10		Position Count	Position Count
11		1	
12	Fixed Term - Full Time	205	4
13	Fixed Term - Part Time	22	1
14	Permanent - Full Time	331	11
15	Permanent - Part Time	40	
16	Casual	1	
17	Multiple WorkType	91	
18		=SUM(B11:B17)	
19	Report created on: 19/01/2	SUM(**number1**, [number2], ...)	
20			

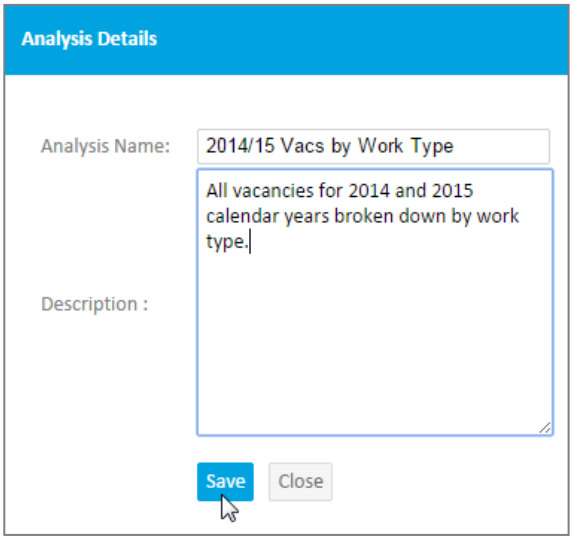
Saving a New Analysis

Once an analysis has been created, users can save it, allowing generation when needed, with updated data.

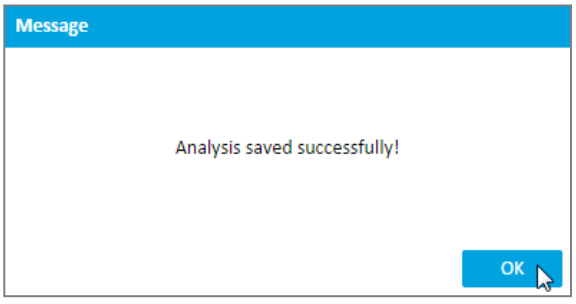
1. Click on the **Save As** menu option.



2. Enter a **Name** and **Description** for the saved analysis and click **Save**

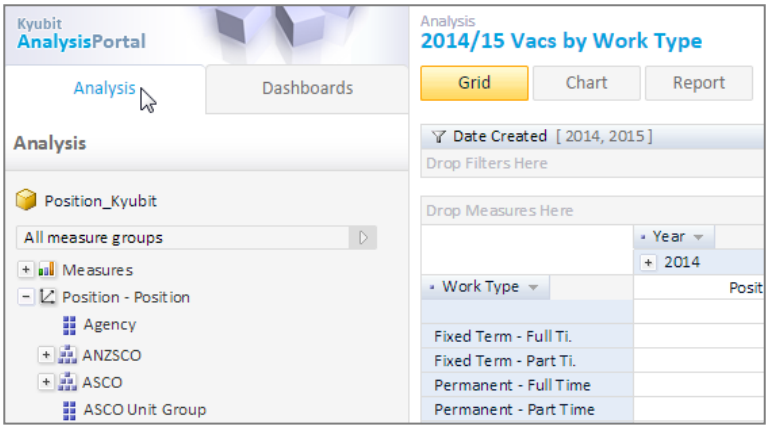


3. A dialogue box confirms the analysis has been saved. Click **OK**.

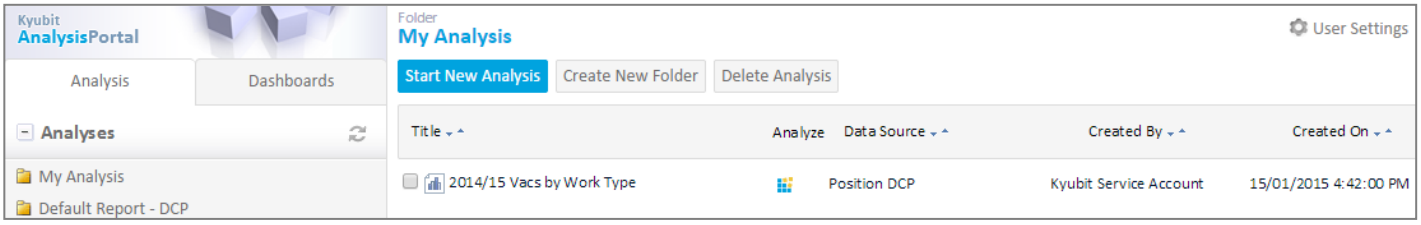


Viewing Saved Analyses

To view saved analyses, return to the Analysis main page. This is the landing page when first logging in, or can be accessed by clicking on the Analysis tab.



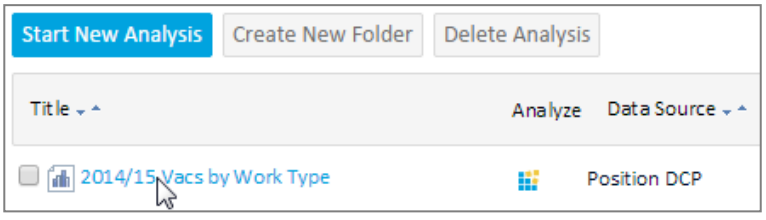
All saved analyses appear in the **My Analysis** folder.



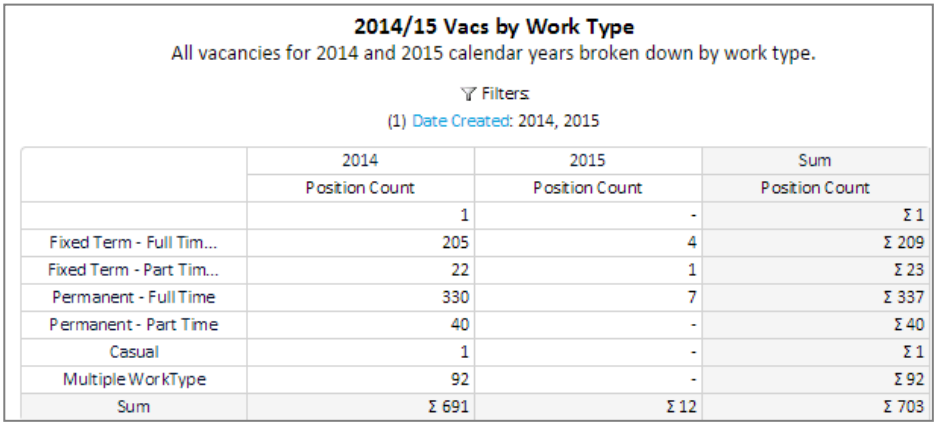
Running Saved Analyses

From the **My Analysis** folder you have the option to view the data in a table format, or access the grid to amend the saved analysis.

To view the data only, click on the analysis title.



The analysis results are displayed



2014/15 Vacs by Work Type

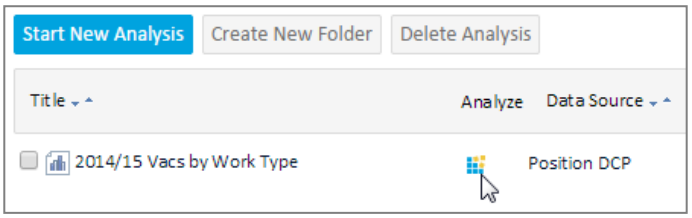
All vacancies for 2014 and 2015 calendar years broken down by work type.

Filters

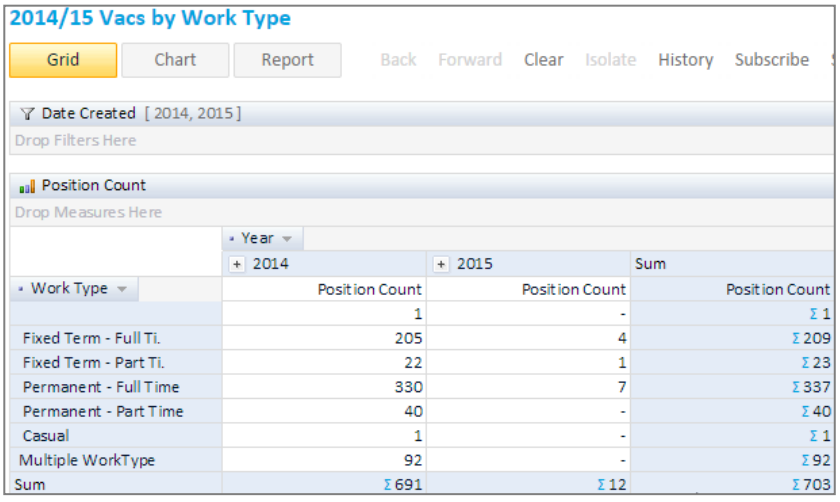
(1) Date Created: 2014, 2015

	2014	2015	Sum
	Position Count	Position Count	Position Count
	1	-	Σ 1
Fixed Term - Full Tim...	205	4	Σ 209
Fixed Term - Part Tim...	22	1	Σ 23
Permanent - Full Time	330	7	Σ 337
Permanent - Part Time	40	-	Σ 40
Casual	1	-	Σ 1
Multiple WorkType	92	-	Σ 92
Sum	Σ 691	Σ 12	Σ 703

To view the grid, or to amend the analysis criteria, click on the **Analyze** icon



The analysis grid is displayed, and any desired amendments can be made.

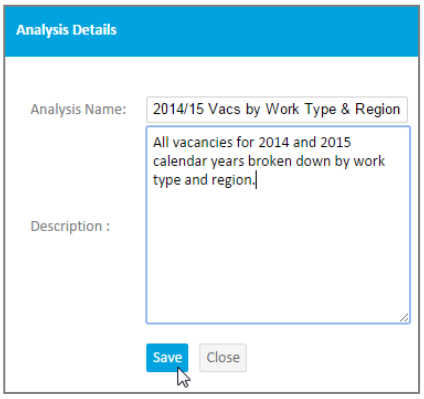


Saving as a New Analysis

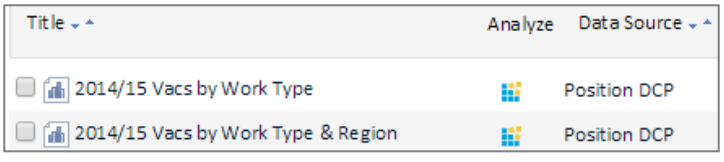
An existing saved analysis can be amended, and saved as a new analysis.

1. Make any relevant changes and click **Save As**

2. Amend the **Analysis Name** and **Description** and click **Save**

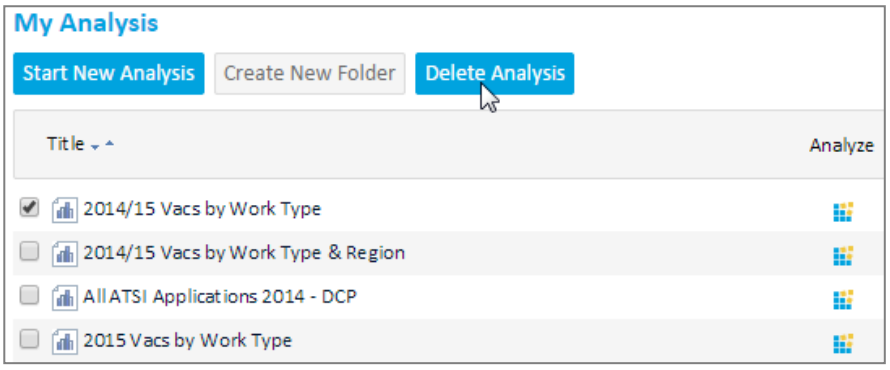


3. The new Analysis is now saved in the **My Analysis** folder.



Deleting a Saved Analysis

To delete a Saved Analysis, select the Analysis, and click the **Delete** button.

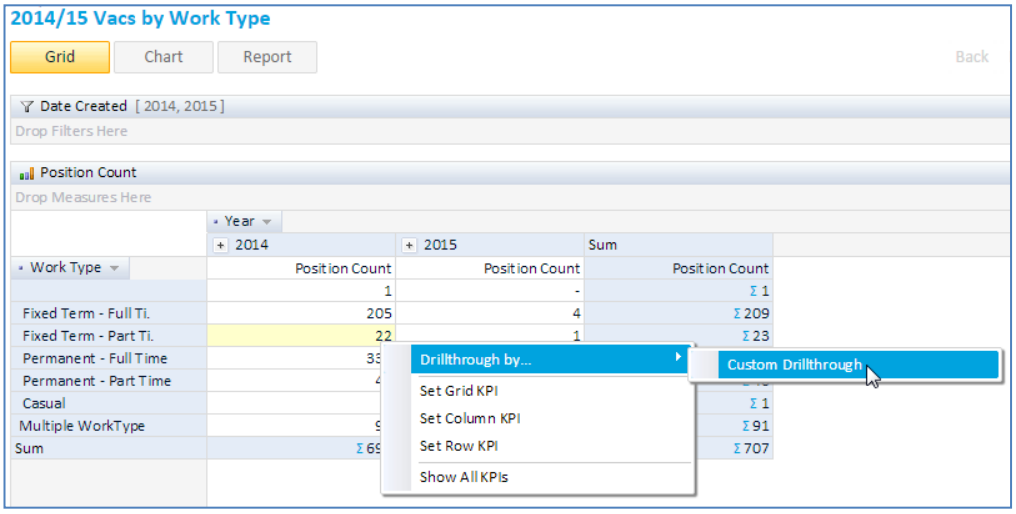


Note: An analysis with subscriptions saved against it cannot be deleted. All related subscriptions must first be deleted, then the analysis can be removed. Refer to the Subscriptions section of this document for further information.

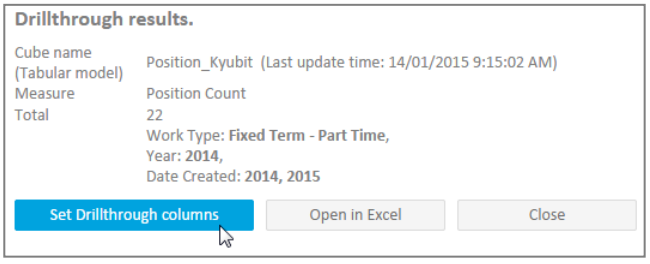
Drillthrough

While analyses are often generated to show trends or overall numbers, sometimes it is necessary to interrogate the data further to display actual details of the records, and this can be achieved through the Drillthrough function. To drill down into the data, first the analysis grid must be displayed. In this case, we will look at the details of the Fixed Term – Part Time positions.

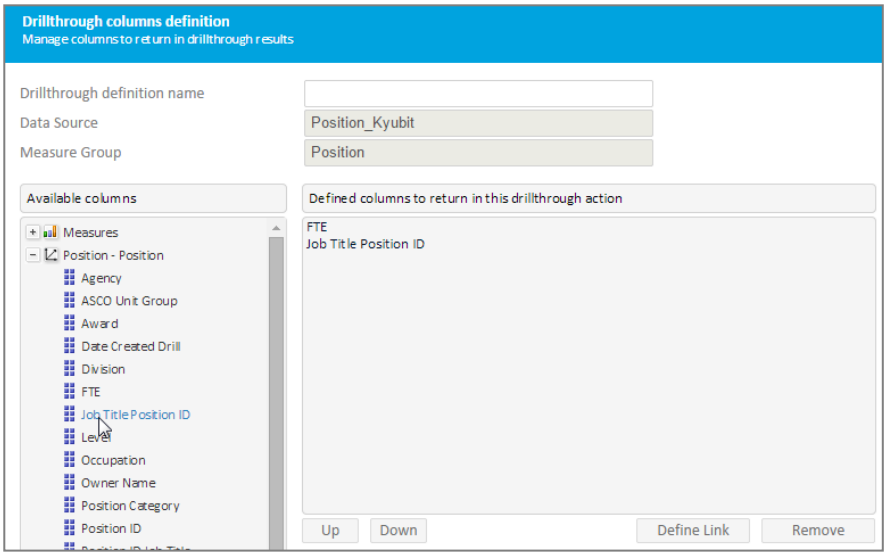
1. Right click on the number corresponding to the data to interrogate further, left click on **Drillthrough by**, and select **Custom Drillthrough**.



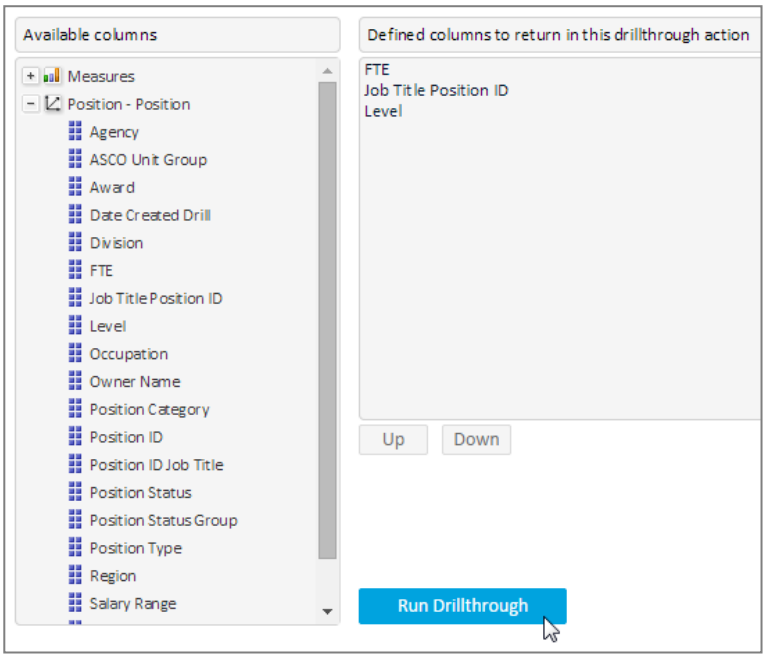
2. Click on **Set Drillthrough** columns.



3. Click on the relevant column titles to move the fields to the box on the right. The display order can be changed by selecting the field and clicking on the **Up** and **Down** buttons.

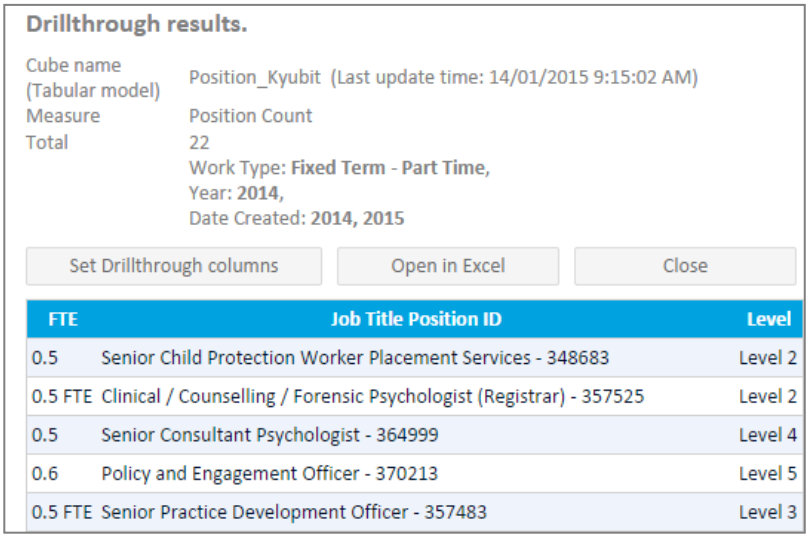


4. Once all of the Drillthrough columns have been selected, click **Run Drillthrough**.



5. The Drillthrough results are returned in a table, including the columsn you have specified.

Note: The maximum number of rows able to be returned is set at 10,000.



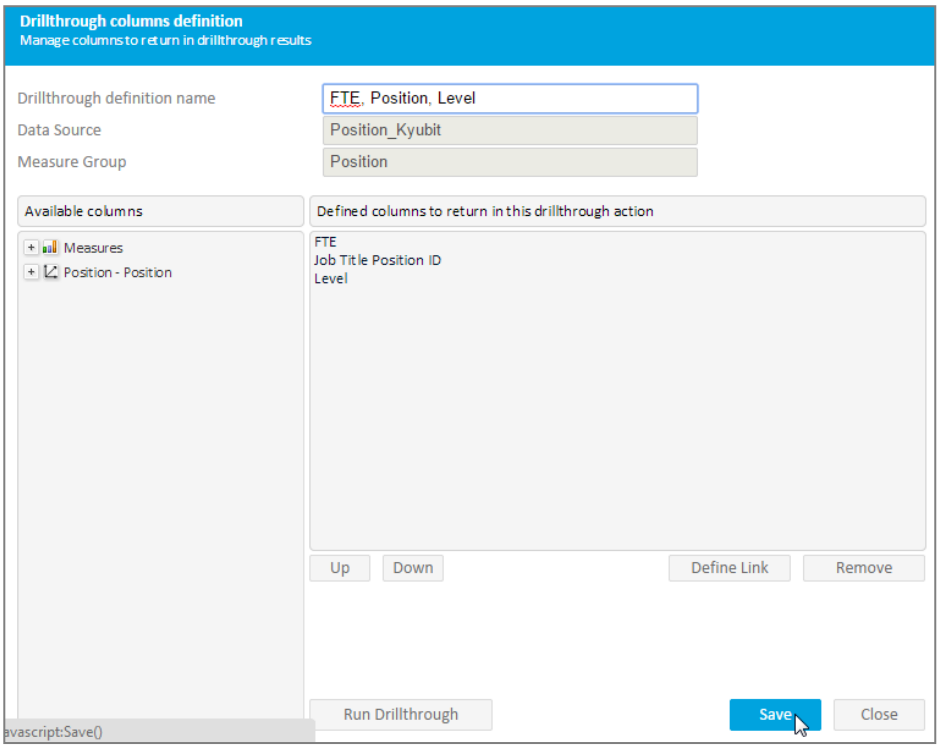
FTE	Job Title Position ID	Level
0.5	Senior Child Protection Worker Placement Services - 348683	Level 2
0.5 FTE	Clinical / Counselling / Forensic Psychologist (Registrar) - 357525	Level 2
0.5	Senior Consultant Psychologist - 364999	Level 4
0.6	Policy and Engagement Officer - 370213	Level 5
0.5 FTE	Senior Practice Development Officer - 357483	Level 3

6. To open in Excel, click on the **Open in Excel** button.

	A	B	C
1	Cube name:	**Position_Kyubit(Last update time: 14/01/2015 9:15:02 AM)**	
2	Measure:	**Position Count**	
3	Total:	22	
4			
5	Filters:		
6	Work Type: Fixed Term - Part Time		
7	Year: 2014		
8	Date Created: 2014!!!2015		
9			
10	FTE	Job Title Position ID	Level
11	0.5	Senior Child Protection Worker Placement Services - 348683	Level 2
12	0.5 FTE	Clinical / Counselling / Forensic Psychologist (Registrar) - 357525	Level 2
13	0.5	Senior Consultant Psychologist - 364999	Level 4
14	0.6	Policy and Engagement Officer - 370213	Level 5
15	0.5 FTE	Senior Practice Development Officer - 357483	Level 3
16	0.5	Senior Child Protection Worker - 343927	Level 2

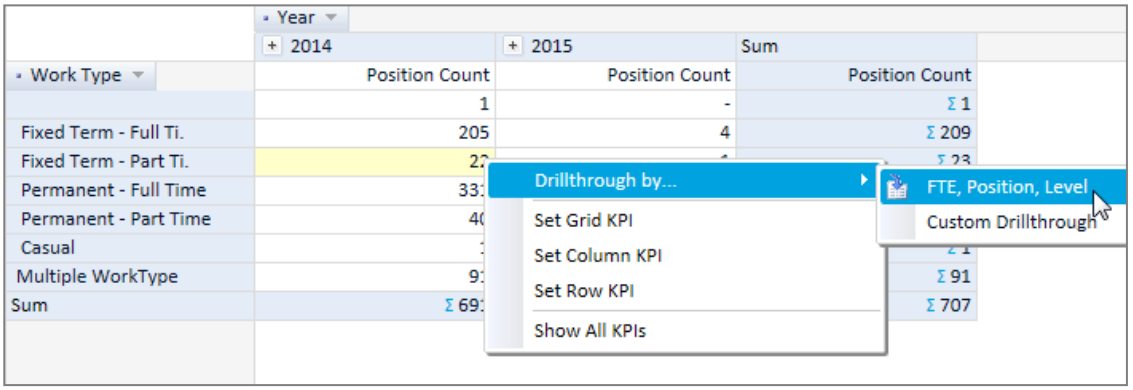
Saving a Drillthrough

To save, give the Drillthrough a title when defining the columns and click **Save**



Running a Saved Drillthrough

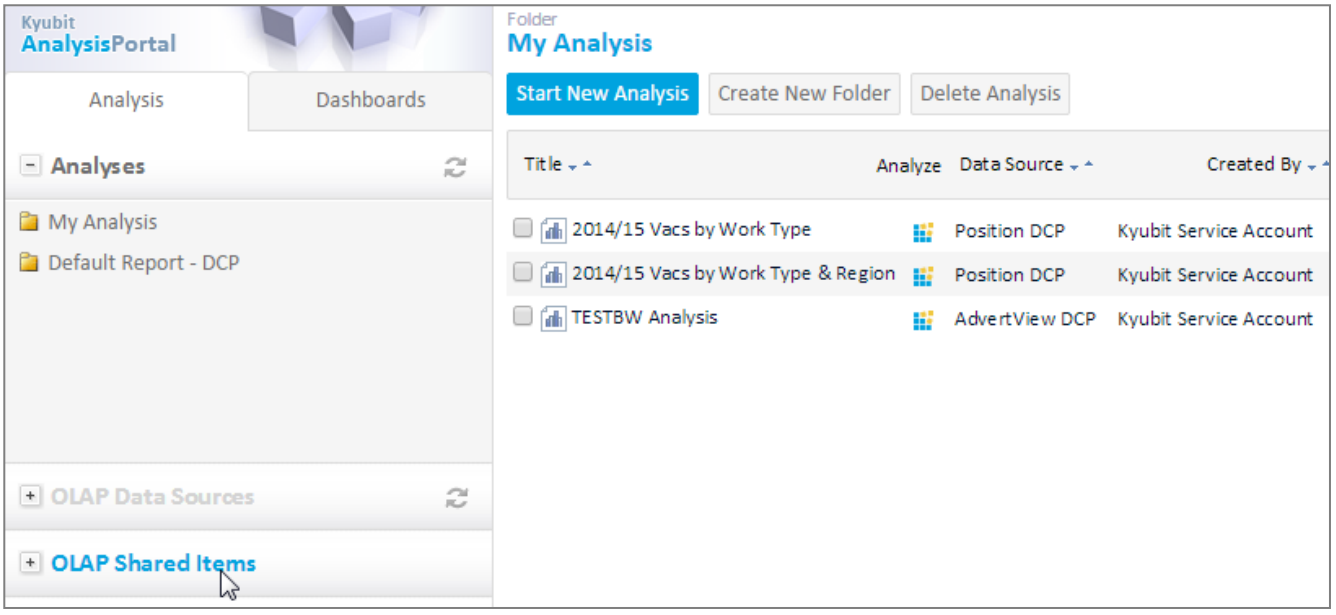
To run a saved Drillthrough, right click on the value in the grid to be interrogated, and select the saved Drillthrough.



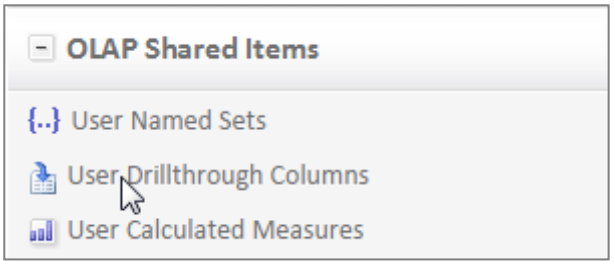
Deleting a Saved Drillthrough

Saved Drillthroughs are stored in the **OLAP Shared Items** section.

1. To access, click on the **Analysis** tab, and navigate to **OLAP Shared Items**.



2. Click on User **Drillthrough Columns**.



3. Select the Drillthrough to be deleted, and click Delete **Drillthrough definition**.

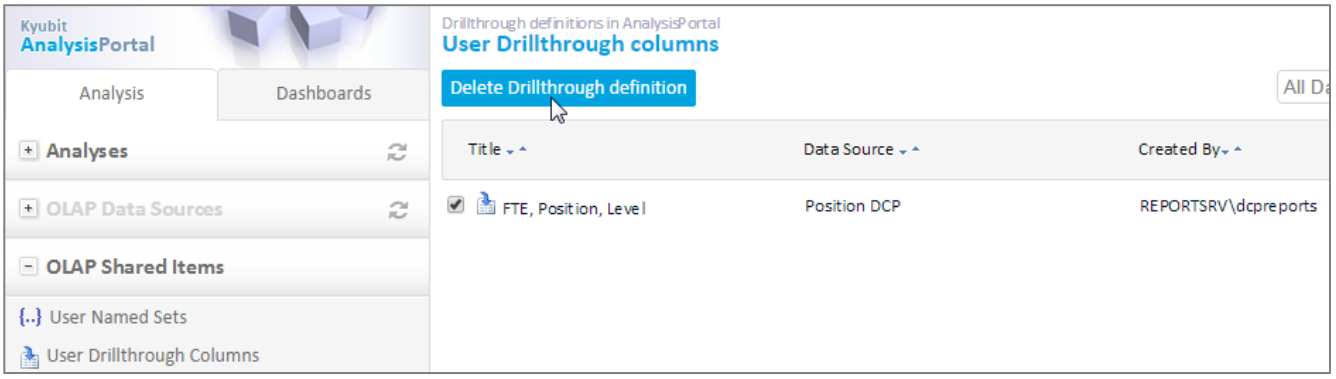
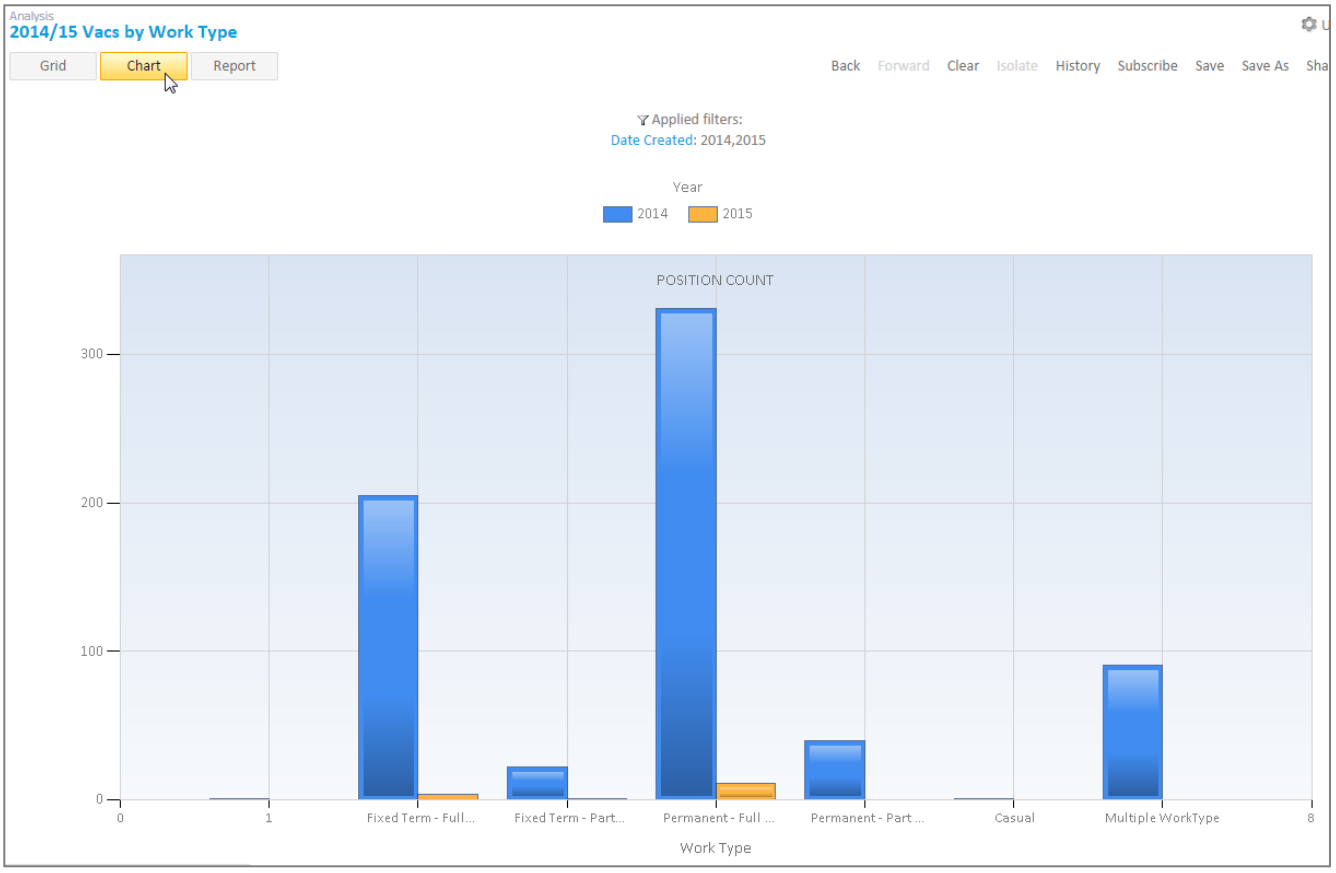


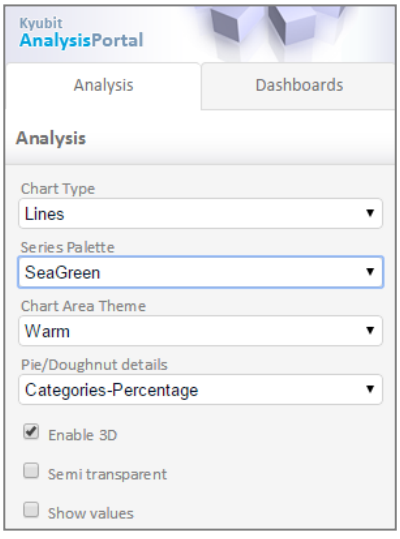
Chart View

To analyse data visually, switch the analysis view to Chart view.

1. Click the **Chart** button at the top of the analysis grid



2. Amend the chart format using the options on the left

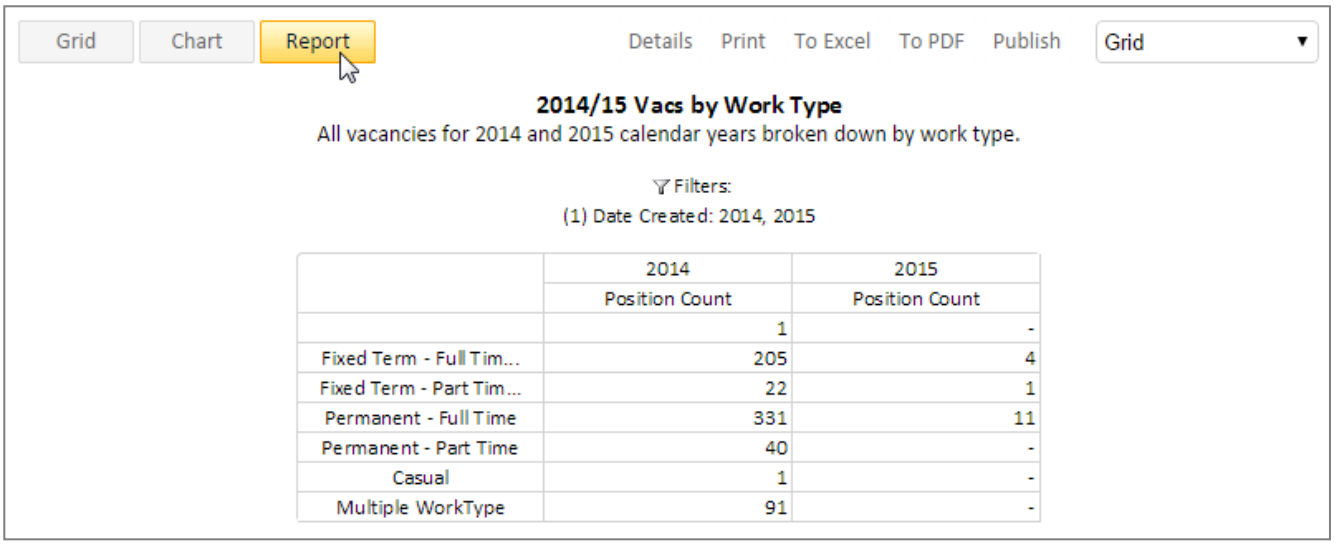


Note: To ensure that the chart format you selected is always associated with that particular analysis, ensure you click Save in the top right corner while on the Chart page.

Report View

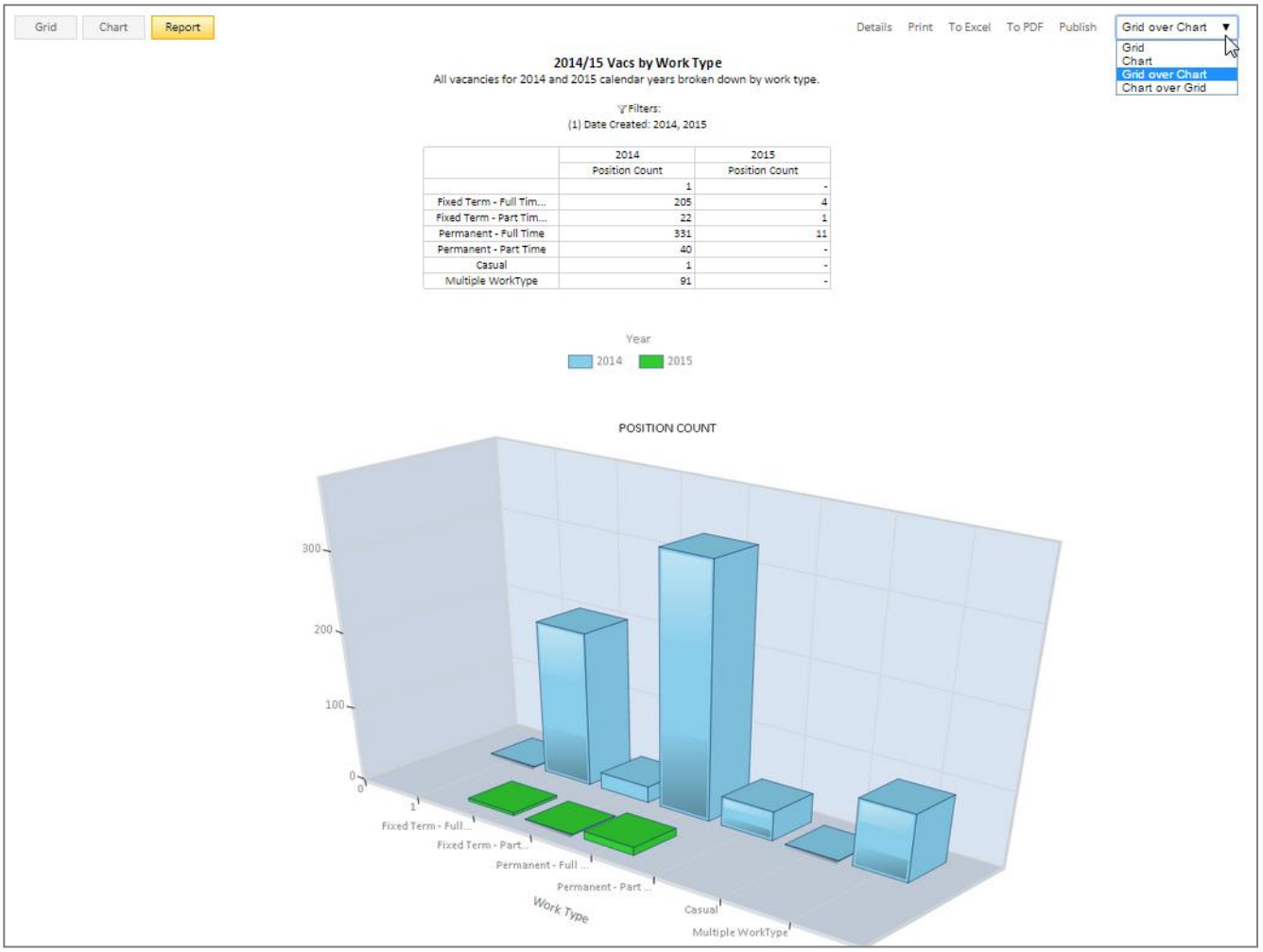
The Report view provides the grid analysis in a plain table format, to share with other people, or to send directly to the printer.

1. Click on the **Report** button to display the plain analysis data.



	2014	2015
	Position Count	Position Count
	1	-
Fixed Term - Full Tim...	205	4
Fixed Term - Part Tim...	22	1
Permanent - Full Time	331	11
Permanent - Part Time	40	-
Casual	1	-
Multiple WorkType	91	-

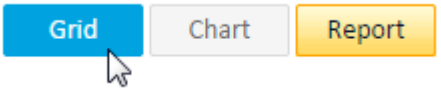
2. Choose the display type from the drop-down menu to the far right. You can choose to display the Grid only, the Chart only, the Grid over the Chart, or the Chart over the Grid. The type of chart displayed is defined by the options selected on the Chart page.



From this page you have the option to:

- Send to Print
- Export to Excel (analysis data table view only)
- Export to PDF (chart view only)

To return to the Grid view, click on the Grid button at the top left of the page.



Default Reports

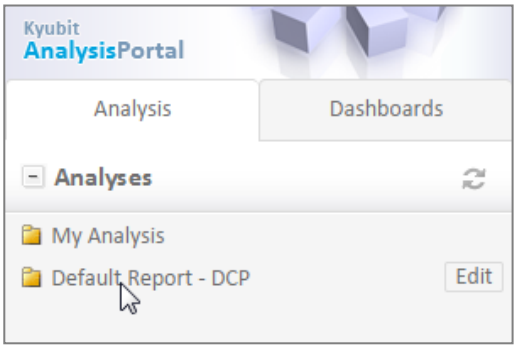
A selection of generic default reports have been made available. These default reports are a good starting point for analysis that may be useful for all agencies. These reports may be used as they are, or amended to meet each agency's specific requirements. The default reports available are:

- Application Report
- Application Short Listed Report
- Application Status Report
- Application Location Report
- Application Origin Report
- Advert Agency Report
- Advert Ratio Report
- Answer Report
- Position Status Report
- Position Type Report

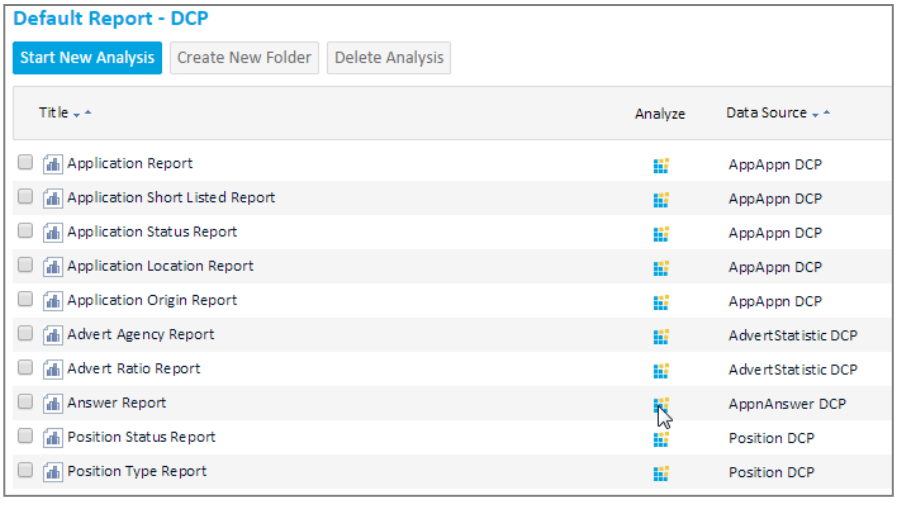
Running a Default Report

To run a Default Report:

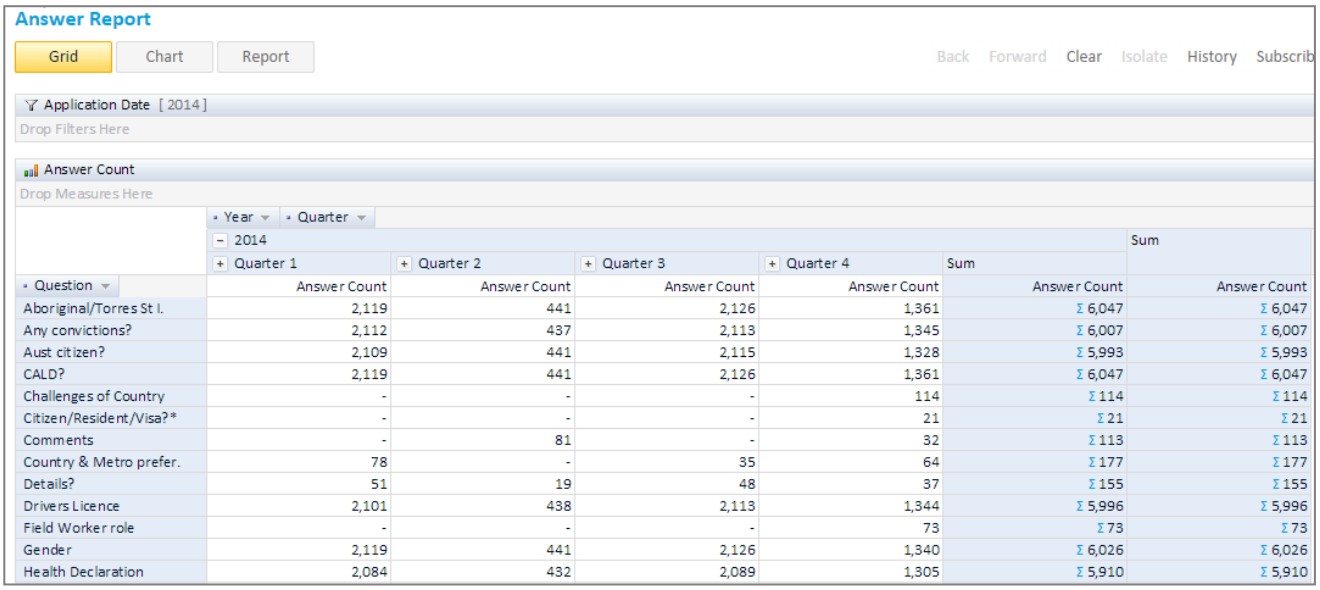
1. Click on the **Analysis** tab and click on the **Default Report** folder.



2. Click on the **Analyze** icon to generate the analysis

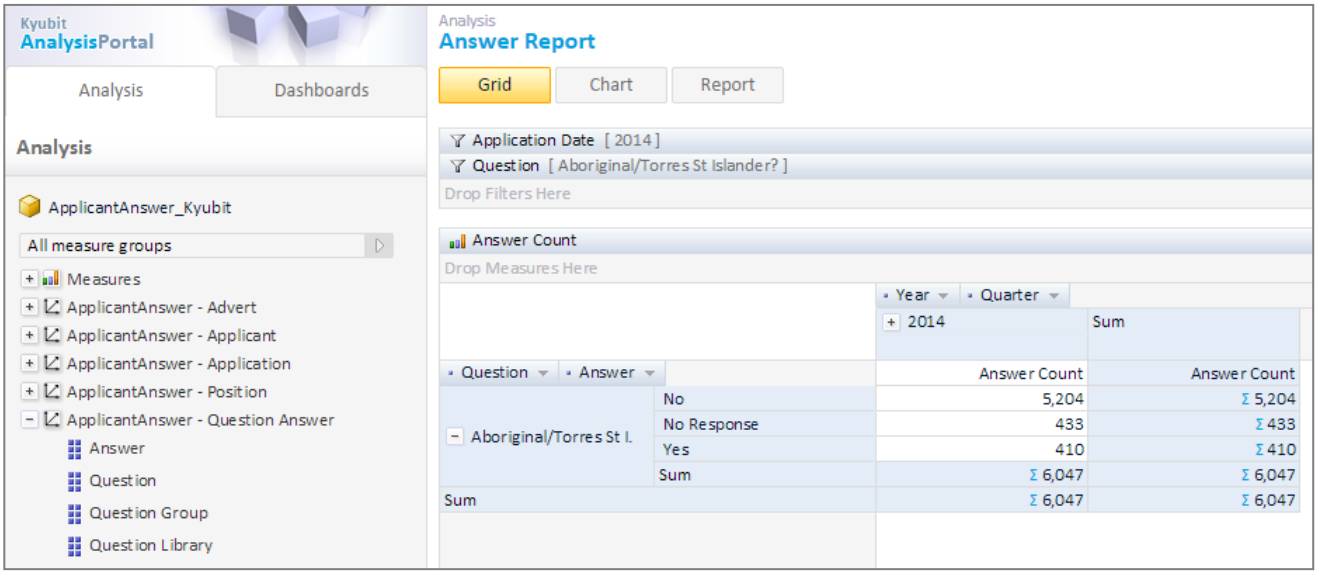


3. The Default report will generate.



Amending a Default Report

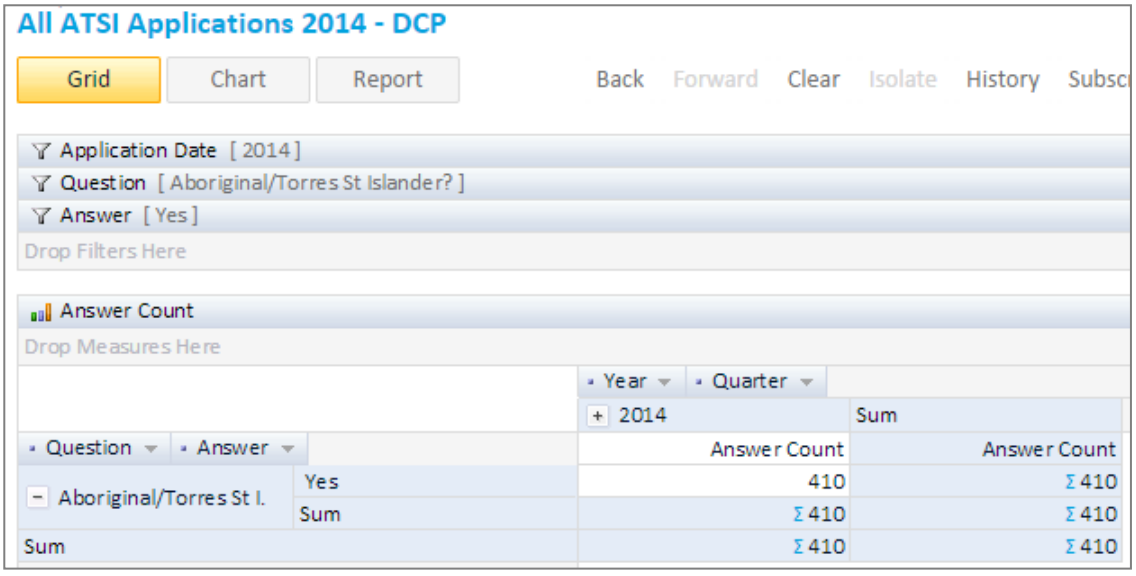
You can amend the analysis parameters as required. For example, the Answer Report will list by default every question in your Agency's instance of RAMS. You will need to apply filters to include only the relevant Questions and Answers within your required date range.



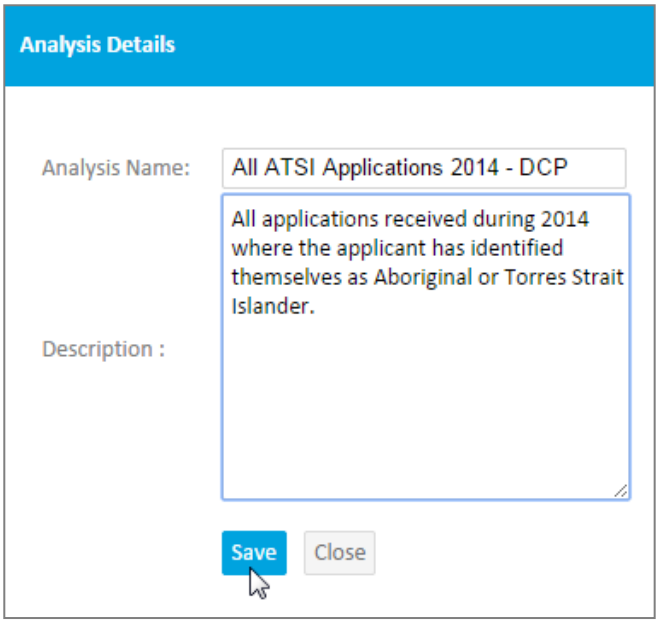
Saving an Amended Default Report

Once you have changed the parameters of the default report to meet your requirements, you can save as a new report.

1. Click on **Save As**



2. Provide an **Analysis Name** and **Description** and click **Save**.



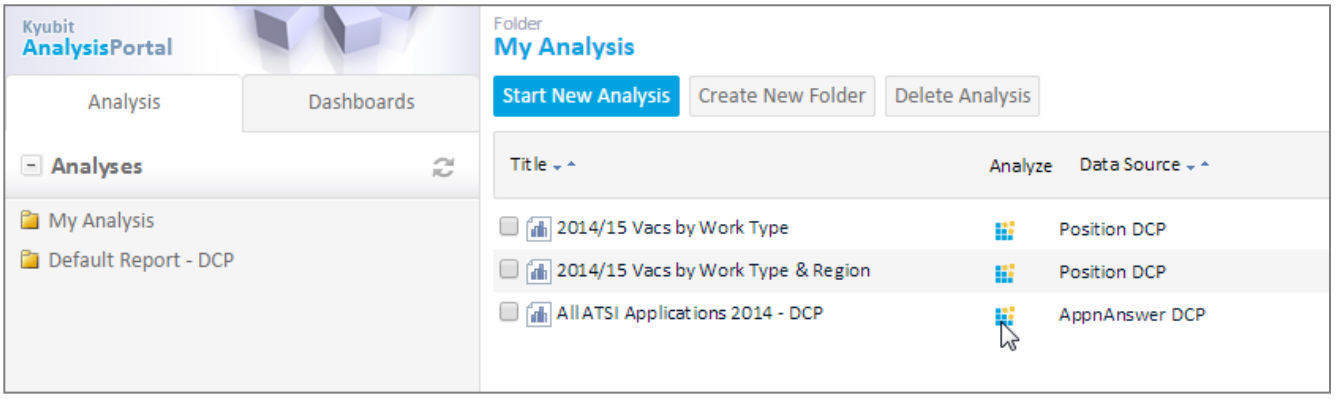
***Important!** When you change and save a Default Report you must change the name. Each report in Kyubit must have a unique name, across all agencies. Default reports already have the Agency acronym appended. It is strongly recommended that you keep the acronym, and add a descriptor within the title.*

If you do not change the name, you will overwrite the original Default Report.

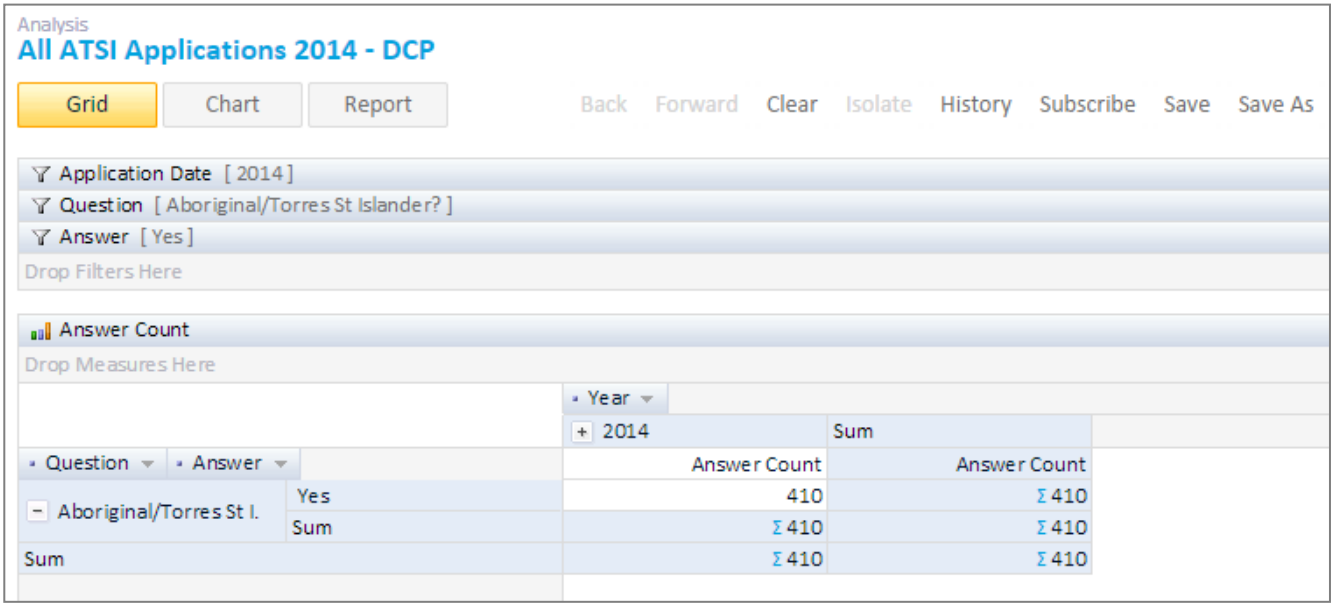
Generating an Amended Default Report

All saved reports are stored in the **My Analysis** folder.

1. Click on the **Analysis** tab to display the contents of the **My Analysis** folder.



2. Click on the **Title** to display the data in table form, or on the **Analyze** icon to generate the analysis.



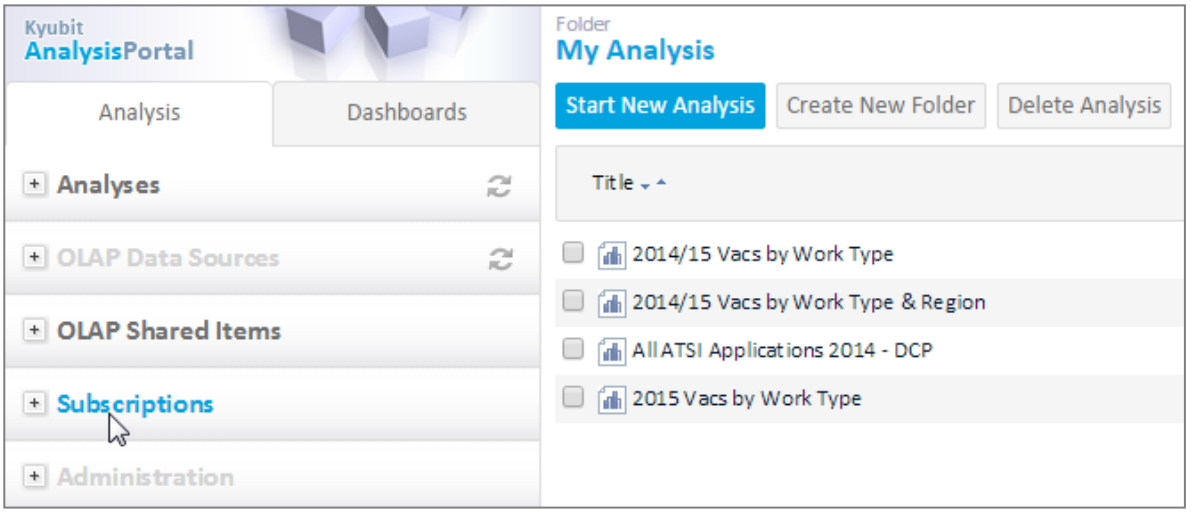
SUBSCRIPTIONS

Kyubit allows delivery of analysis reports using email subscriptions, which contain analysis data in HTML format and an embedded analysis image.

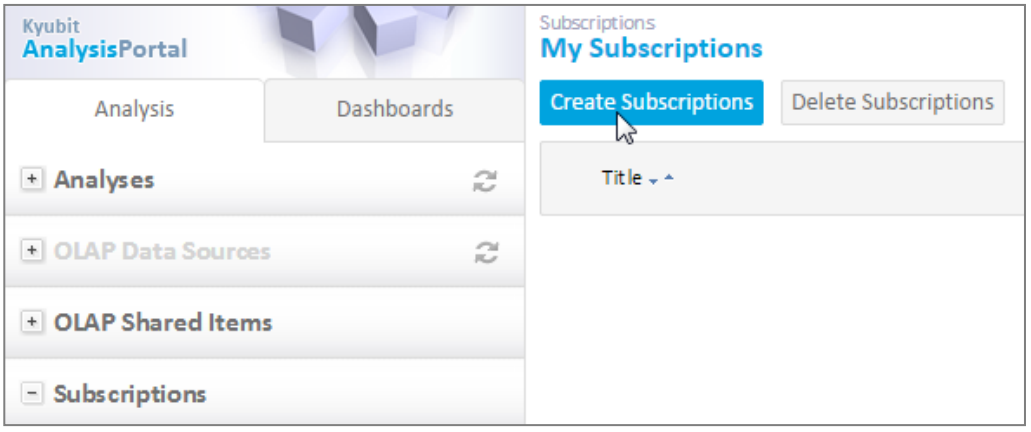
Creating a New Subscription

To access the Subscriptions section, return to the Analysis main page.

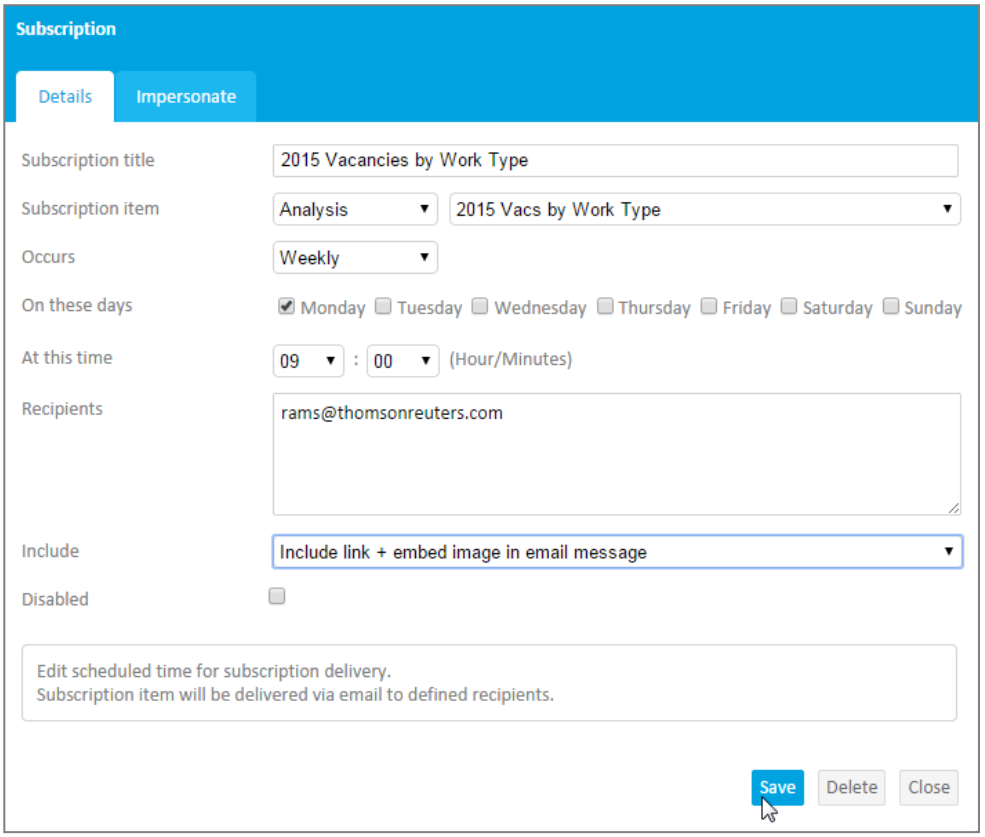
1. Click on **Subscriptions**.



2. Click on the **Create Subscriptions** button.

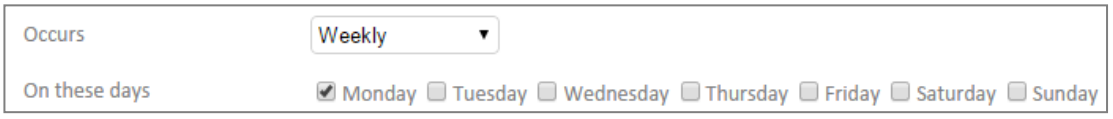


3. Define the Subscription settings and click **Save**.

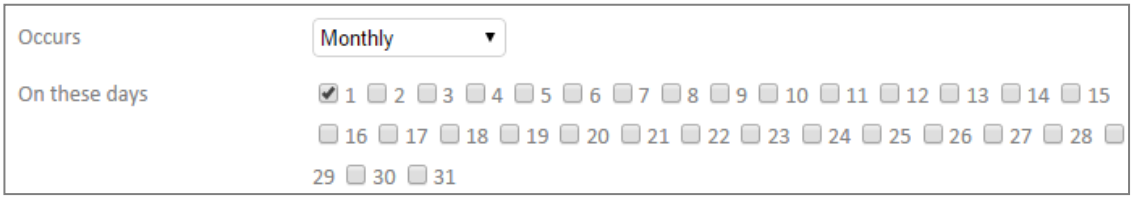


- **Subscription Title** – Select the name that will appear against the analysis within the email.
- **Subscription Item** – Select a saved Analysis from the list. Only saved Analyses can be selected.
- **Occurs**:

  Weekly – Set the day/s of the week for delivery

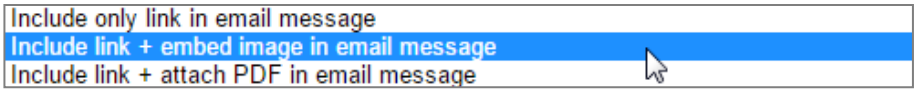
  

  Monthly – Set the day/s of the month for delivery

  Once – set a specific date for one-off delivery

- **At this time** – Set the time of day for the email to be delivered (24 hour clock)
- **Recipients** – list the email addresses for subscription delivery, separated by semicolons
- **Include**:

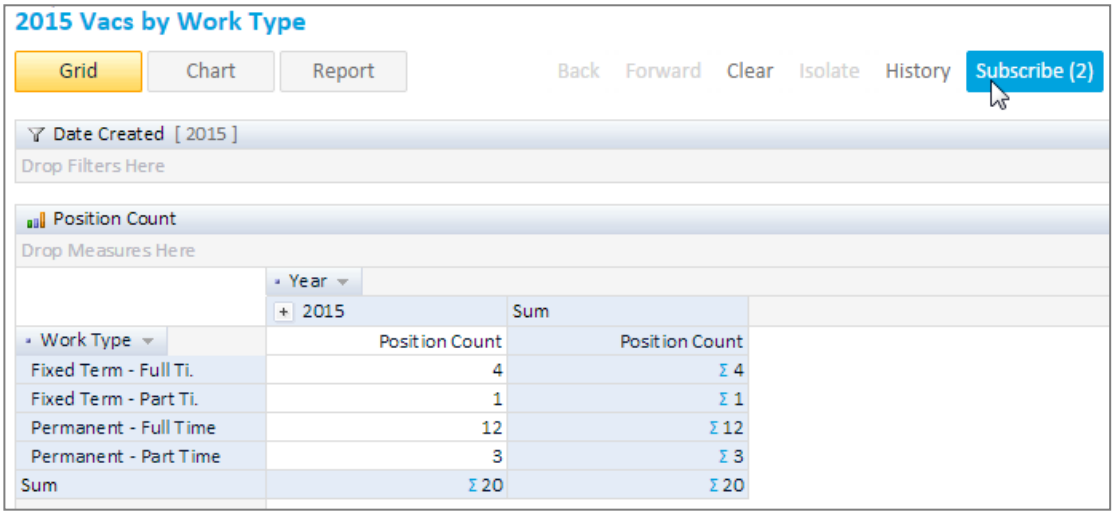
  Only link – provides a link to view the Analysis within Kyubit

  Link + embed image – includes a link plus the analysis grid and chart within the email body

  Link + attach PDF – includes a link plus the dashboard PDF.

Creating a Subscription from Within an Analysis

When working within an existing analysis the number of Subscriptions based on the analysis is displayed in brackets next to the **Subscribe** link.

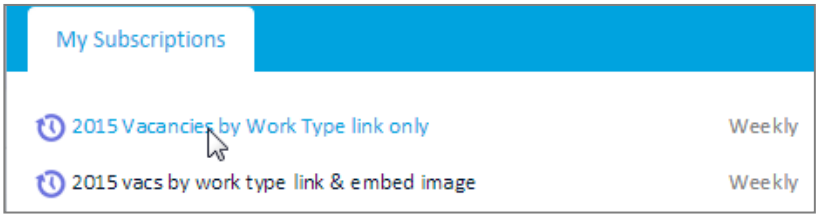


Click on the **Subscribe** link to display current Subscriptions, create new subscriptions, or edit and delete existing subscriptions.

***Note**: Only subscriptions related to the analysis you are currently in will be displayed.*

Amending a Subscription

To amend a subscription, click on the relevant link, and make the desired changes.



Deleting a Subscription

To delete a subscription, click on the subscription link, and click on the **Delete** button.