Instructions for Halogen eAppraisal
Create an Export Responses Report for HR Liaisons

1. Log in to eAppraisal. You can access the link from the eAppraisal website at www.miami.edu/eAppraisal

2. Use your CaneID to log in.
3. Select Continue to halogen E-Appraisal
4. On your home page click on
5. In the Talent Management Suite, select the process you want to report on by clicking on Process Details.
6. From the General page select Report Center
7. From the Detailed Status page, select Export Responses

<table>
<thead>
<tr>
<th>Appraisal Step</th>
<th>Due Date</th>
<th>Number</th>
<th>% Complete</th>
<th>Report</th>
<th>Number</th>
<th>% Complete</th>
<th>Report</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Writes Self-Appraisal</td>
<td>01/31/2012</td>
<td>2380</td>
<td>(88%)</td>
<td></td>
<td>320</td>
<td>(12%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Writes Employee Appraisals and</td>
<td>03/19/2012</td>
<td>151</td>
<td>(6%)</td>
<td></td>
<td>2549</td>
<td>(94%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(continued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Comment and Sign-Off</td>
<td>03/23/2012</td>
<td>103</td>
<td>(4%)</td>
<td></td>
<td>40</td>
<td>(1%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor sign-off</td>
<td>03/31/2012</td>
<td>86</td>
<td>(3%)</td>
<td></td>
<td>17</td>
<td>(1%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Party Feedback</td>
<td>03/19/2012</td>
<td>35</td>
<td>(1%)</td>
<td></td>
<td>27</td>
<td>(1%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Make your field selections on the Export page. Select Type of Export (for this example Subject Information Export is selected). Add/Remove fields from the User Center (Subject User Center Data) or from the Appraisal Process (Appraisal Process Data); in Step #15 below these are explained. Select **Save Current Settings** if you wish to keep the fields you selected for a subsequent report. When you have made your selection click on **Generate Export**.
9. The report may take seconds or minutes, depending on the data requested.
10. When the report is complete, the dialog box below pops up. Click ok to access the report.
11. Click on the Export Results icon to retrieve the report details.
12. Your browser settings will determine how your system prompts you to save or open the report. Usually it looks like this.

14. What's the difference between User Center Data and Appraisal Process Data?
   a. Subject User Center Data retrieves information from the User Center as it appears today. So, if you are trying to create a report for a past appraisal process you want to use the information from the Appraisal Process you selected in Step #5.

   b. Appraisal Process Data retrieves information from the Appraisal form.

15. Type of Export
a. **Form Section Response Export** – to report on specific sections of the selected appraisal form.

b. **Subject Information Export** – Reports data for an employee from the User Center of Appraisal Process. Use this type if you want general information such as supervisor, overall score, last appraisal date, dept #, etc.
c. Appraisal Step Status Export - Reports on employee task status
   i. Export All Statuses - Select this to get all employees in any status
ii. **Export only selected statuses** – Select this to get task status of employees by a specific status (such as Completed or Not Started).