



BE THE CHANGE. BE INFORMED

30 September 2016



ALERTS

UMOJA PRODUCTION SYSTEMS UNAVAILABLE SATURDAY 1 OCTOBER

As announced by Unite Service Desk, the Citrix portal used to access Umoja (login.umoja.un.org) will be unavailable this Saturday, 1 October 2016, between 8:00 am and 11:00 am CET (2:00 am to 5:00 am New York time) due to regular monthly maintenance of the Citrix access layer.

Self-Service will operate as normal during this time. Please refer to the [Umoja System Status](#) page to view the maintenance plan and alerts.



NEWS & UPDATES

UMOJA REPORTING – SEE THE SECRETARIAT IN A NEW LIGHT

The new [Umoja Reporting page](#) is live! One of the transformative benefits of Umoja is the ability to conduct complex and real-time analysis of key data. Umoja reports allow UN staff and managers to search, view and analyse a variety of metrics to improve work efficiency as well as support strategic planning and decision-making.

Transactional reports (ECC/SRM) enable real-time data reporting. They are comprised of lists, which allow aggregation, drill-down capabilities and are usually function specific.

Business Intelligence (BI) is a separate system devoted to reporting, where data is organized in a way that allows faster generation of reports. It allows information aggregation, trend analysis with drill-down capabilities, KPI tracking, provides numerous tools and outputs, and enables self-service reporting.

The new Reporting page on the Umoja website presents an inventory of commonly-used reports, available in the Umoja transactional system "Enterprise Core Component" (ECC). An inventory of Business Intelligence reports is also available. Visit the [Reporting page](#) on the Umoja website to learn more.

UMOJA REPORTING RESOURCES

Interested in learning more about Business Intelligence? Please review the following resources:

- BI Training in Inspira: [Umoja Business Intelligence Foundation](#) (LMS-2241) and [Umoja Business Intelligence Advanced](#) (LMS-2242)
- Join the [Umoja BI Unite Connections sub-community](#)
- Unite Business Intelligence [portal](#) to view sample reports.

REMINDER ON TIME MASS APPROVAL

Approving multiple leave requests just got easier! Whether you have multiple requests from one colleague or a group of staff members, you can now select one, some or all requests and approve them with a single click. To ease the process even further, the Time Mass Approval function allows you to sort and filter the list of pending requests to make the steps of identification, review, selection and approval more efficient.

Please see the new [Tutorial](#) and [Quick Guide](#) in the [ESS/MSS](#) page.

The Umoja News and Updates is available 24/7 [online](#).

Best regards,
The Umoja Team
Email: umoja@un.org
<http://umoja.un.org>

