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1. Unified Scenario Simulation
2. Micro Skill Drill Exam

Topic: 1
Unified Scenario Simulation
Sequoia Ridge Ski Resorts Seasonal Workforce Reporting
Business Context
Sequoia Ridge Ski Resorts operates a group of mountain resorts across the Rocky Mountain region from its headquarters in Bozeman, Montana, United States. The company runs its people administration on the SAP SuccessFactors platform, covering seasonal ski-patrol crews, lift and grooming operators, hospitality staff, and a smaller year-round administrative workforce. A compact HR analytics team supports operations leaders with the workforce figures they rely on during the winter season.
Reporting Landscape
The analytics team works out of Report Center, where it creates, organizes, and manages the company's reports. Today it relies mainly on Table Reports for straightforward staffing lists and on a tile-based dashboard that lets operations leaders monitor aggregated figures such as headcount and new hires. The team has recently begun exploring Story and Canvas reporting for richer presentation, but its day-to-day delivery still centers on the tabular lists and the dashboard.
Seasonal Staffing Rhythm
Each winter the resorts scale up quickly as seasonal crews arrive. To keep pace, the operations team runs a monthly roster that lists every active seasonal employee with their resort location, role, and start date. The roster is meant to be a plain, repeatable list that any operations lead can open and re-run without special preparation, and it feeds the weekly staffing meetings held across the resorts.
Leadership Reviews
The regional operations director keeps an eye on the tile-based dashboard between meetings, glancing at the headcount and new-hire tiles rather than opening a full report. During one review the director remarked that the headcount tile seemed lower than the payroll figure they had in mind for the season, and asked the analytics team to take a look before the next leadership session.
New Resort Onboarding
This season the group brought a newly built resort online and hired its ski-patrol crew directly in the platform, where their records show as active. Even so, when the operations team ran its usual monthly roster, the new resort's crew did not appear among the returned employees, while every other resort's staff listed as expected. The team began comparing the new location against the ones that had always shown up.
Reporting Requests
Around the same time, the area managers at each resort asked to work from one shared report instead of maintaining separate copies, with each manager seeing only their own resort's employees when they open it. The analytics team started weighing how each manager should pick their resort at the moment they run the report, and how to keep each manager's view limited to the people they are responsible for.
Your assignment
You are a reporting consultant advising the HR analytics team at Sequoia Ridge Ski Resorts, which manages its workforce on the SAP SuccessFactors platform and delivers reports from Report Center. Leadership relies on a recurring seasonal roster, a tile-based dashboard, and shared reports for area managers. Your role is to recommend how the team should select, scope, filter, and secure these

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reports so each stakeholder need is met correctly. Reason from each stakeholder situation to the best recommendation; do not assume settings that the situation does not state

1. CHALLENGE 1 — Selecting the Reporting Tool for a Recurring Seasonal Roster

• Advise which reporting tool fits a plain, re-runnable monthly list of active seasonal staff with location, role, and start date.
• Guide the team when a stakeholder is drawn to a more visual tool than the flat-list need requires.
• Address whether a single tool should serve both the recurring flat list and a separate need for visual trend exploration.

Checkpoints

• The recommended tool returns the roster as a straightforward tabular list the operations team can re-run.
• The recommendation matches each stated need to the tool suited to it, without over-scoping the routine roster.

2. CHALLENGE 2 — Reading Dashboard Figures Against Their Filter and Date Range

• Advise how to interpret a dashboard headcount tile that a leader believes reads lower than expected.
• Recommend the first thing to check before treating a surprising figure as a data or platform fault.
• Recommend the corrective action once the underlying data is confirmed sound.

Checkpoints

• The recommendation attributes the reading to the dashboard's own filter and date range before any defect claim.
• The corrective action reconciles the tile by aligning the filter and date range to the intended population and period.

3. CHALLENGE 3 — Bringing the New Resort's Crew Into Report Output

• Diagnose why an active new resort's crew are absent from a roster that returns every other location.
• Advise the team when a stakeholder proposes resolving the absence by widening report permissions.
• Explain why adding a runtime filter for the new resort does not, by itself, bring its crew into the output.

Checkpoints

• The diagnosis attributes the absence to people scope or report scope, not to access or to missing records.
• The recommended fix adds the new resort to the report's scope so its crew are returned.

4. CHALLENGE 4 — Letting Each Area Manager See Only Their Resort

• Recommend a design that lets each area manager select their own resort at run time from one shared report.
• Advise what actually confines each manager's view to their own resort's employees beyond the run-time selection.
• Weigh a proposal to grant broad access for speed against the confidentiality of each resort's workforce data.

Checkpoints

• The design supports run-time self-selection of the resort without proliferating separate report copies.
• Role-based permissions and people scope, not the runtime filter alone, enforce each manager's data boundary.

Question: 1

CHALLENGE 1 — Selecting the Reporting Tool for a Recurring Seasonal Roster

The operations team needs a plain, re-runnable monthly list of active seasonal employees showing resort location, role, and start date.

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Which reporting tool best fits this recurring roster need?
A. Build a tile-based dashboard so the roster surfaces as aggregated headcount tiles the operations team can monitor daily.
B. Build a Story Report so the roster is presented as interactive charts the operations team can explore each month.
C. Build a Table Report so the roster returns as a straightforward re-runnable tabular list of active seasonal staff.
D. Build a Canvas Report with pivots so the roster is cross-tabulated by resort before the operations team reviews it.

Answer: C

Explanation:
A Table Report returns a straightforward, re-runnable tabular list, which is exactly what a monthly seasonal roster of active staff needs. It matches the requirement without adding visuals or aggregation the operations team does not require here.

Question: 2

CHALLENGE 1 — Selecting the Reporting Tool for a Recurring Seasonal Roster
A team member suggests building the recurring roster as a Story Report because it looks more modern than the current tabular list.
What is the best advisory response?
A. Recommend a Table Report, since the need is a repeatable flat list, not the interactive visual presentation a Story Report serves.
B. Recommend the Story Report, since its charts would make the recurring monthly roster easier for the operations team to read at a glance without opening another tool.
C. Recommend a Canvas Report, since a detailed query layer is what a repeatable monthly staff list would normally be built on.
D. Recommend a tile-based dashboard, since monitoring aggregated tiles is the standard way to deliver a recurring workforce list.

Answer: A

Explanation:
The requirement is a repeatable flat list, so a Table Report fits; a Story Report's strength is interactive visual presentation, which this need does not call for. Matching the tool to the actual need avoids over-scoping the routine roster.

Question: 3

CHALLENGE 1 — Selecting the Reporting Tool for a Recurring Seasonal Roster
The team asks whether a single tool can both give the flat monthly list and let leadership explore workforce trends visually later.
What is the best recommendation?
A. Use one tile-based dashboard for both needs, treating the recurring flat roster as simply one more tile beside the trend tiles leadership wants.
B. Use one Table Report for both needs, adding chart components to it so leadership can explore the same data visually over time.
C. Use one Canvas Report for both needs, since its pivots automatically double as the interactive visuals leadership reviews each quarter.

D. Use a Table Report for the flat list and a Story Report for the visual exploration, matching each need to its fitting tool.

Answer: D

Explanation:
The two needs differ — a recurring flat list suits a Table Report, and visual exploration suits a Story Report — so matching each need to its fitting tool serves both cleanly. Forcing one tool to do both compromises at least one of the outcomes.

Question: 4

CHALLENGE 2 — Reading Dashboard Figures Against Their Filter and Date Range
The operations director reports that the dashboard's headcount tile reads lower than the payroll figure they had in mind for the season.
What is the most likely explanation to check first?
A. The underlying employee data has been corrupted, so the dashboard tile is now reporting an incorrect headcount figure until the data is repaired.
B. The universal dashboard filter or date range is set to a narrower slice than the director assumes, so the tile counts fewer people.
C. The dashboard was never enabled in the instance, so its tiles cannot display any accurate headcount at all until an administrator first enables it.
D. The director lacks permission to the dashboard, so the headcount tile is deliberately masking part of the population from their view.

Answer: B

Explanation:
A dashboard tile counts whoever falls inside the universal dashboard filter and date range, so a narrower setting than assumed is the first and most likely reason a headcount reads low. It is a display-setting matter, not a data defect.

Question: 5

CHALLENGE 2 — Reading Dashboard Figures Against Their Filter and Date Range
The analytics team confirms the underlying employee data is sound, yet the headcount tile still reads low.
What is the right corrective action?
A. Rebuild the dashboard from scratch with a completely new set of tiles, since a headcount tile that once read low is unlikely to be reliable afterward.
B. Escalate to raise a data-quality incident with SAP, since a tile reading below payroll indicates a defect in the platform itself.
C. Adjust the universal dashboard filter and date range to the intended population and period, then confirm the tile reconciles.
D. Grant the director broader report permissions, since wider access is what makes a headcount tile display the full workforce count.

Answer: C

Explanation:
Once the data is confirmed sound, aligning the universal dashboard filter and date range to the intended population and period, then reconciling the tile, corrects the reading directly. It addresses the actual cause without unnecessary rework.

Question: 6

CHALLENGE 3 — Bringing the New Resort's Crew Into Report Output
The new resort's ski-patrol crew show as active in the platform, but they do not appear in the monthly roster that returns every other resort's staff.
What is the most likely root cause?
A. The report's people scope or report scope does not yet include the new resort, so its crew fall outside the returned population.
B. The new resort's employees were never actually hired in the platform, so no active records exist yet for the monthly roster to return.
C. The report permission for the operations team expired, so the tool now silently drops the newest location from every roster it runs.
D. The Table Report type was disabled for the new resort, so its crew are excluded until the report type is re-enabled for that site.

Answer: A

Explanation:
When active employees are absent from output, the report's people scope or report scope not yet including the new resort is the fitting cause, since scope governs which population is returned. The records exist; they simply fall outside the defined scope.

Question: 7

CHALLENGE 3 — Bringing the New Resort's Crew Into Report Output
A colleague proposes resolving the missing crew by granting the operations team broader report permissions.
What is the best advisory response?
A. Agree and widen the team's permissions, since missing employees in a report output are typically resolved by increasing report access.
B. Clarify that this is a scope matter, not access, and add the new resort to the report's people scope so its crew are returned.
C. Add a runtime filter for the new resort, since prompting for the location at run time is what pulls its excluded crew into scope.
D. Rebuild the roster as a Canvas Report, since only its detailed query can return a newly opened location the Table Report keeps missing.

Answer: B

Explanation:
The employees are missing because of scope, not access, so adding the new resort to the report's people scope returns them; widening permissions would not change which population the report covers. Naming the cause correctly directs the fix to scope.

Question: 8

CHALLENGE 3 — Bringing the New Resort's Crew Into Report Output
The team adds a runtime filter that lists the new resort, but the crew still do not appear when the roster runs.
Why does the crew remain absent?

A. The runtime filter value was mistyped, so correcting the spelling of the resort name will immediately return the missing crew.
B. The dashboard date range is set too narrow, so widening it on the roster report is what will bring the new resort's crew into the output.
C. The report caches its previous run, so refreshing it after adding the filter will surface the new resort's missing crew.
D. A runtime filter only narrows rows within the existing scope, so the resort must be added to the scope, not just to a filter.

Answer: D

Explanation:
A runtime filter only narrows rows within the population the scope already returns, so it cannot surface a resort the scope excludes; the resort must be added to the scope itself. That is why adding the filter changed nothing.

Question: 9

CHALLENGE 4 — Letting Each Area Manager See Only Their Resort
The area managers want to stop maintaining separate report copies and instead each choose their own resort when they open one shared report.
What is the best design?
A. Give each manager a separate static-filtered copy of the report, hard-coding their resort so every manager maintains their own version.
B. Build one report with a static filter fixed to the head-office resort, and let managers mentally exclude the rows that are not theirs.
C. Build one shared report with a runtime filter for resort, so each manager selects their own location when they run it.
D. Build one dashboard tile per resort, and ask each manager to read only the tile that corresponds to the location they manage.

Answer: C

Explanation:
One shared report with a runtime filter for resort lets each manager select their own location when they run it, avoiding a proliferation of separate copies. It matches the self-service, run-time selection the managers asked for.

Question: 10

CHALLENGE 4 — Letting Each Area Manager See Only Their Resort
Even with the runtime filter in place, leadership needs assurance that a manager cannot view another resort's employees.
What actually enforces that data boundary?
A. Enforce it through role-based permissions together with people scope, so each manager's report returns only their own resort's employees.
B. Rely on report-open permissions by themselves, since controlling who may open the shared report also limits which resort's people it returns.
C. Rely on the runtime filter by itself, since a manager choosing their own resort at run time also prevents any other resort's rows from returning.
D. Give every manager full access for speed and review an audit log later, accepting that anyone could view another resort's people in the meantime.

Answer: A

Explanation:
A runtime filter lets a manager choose a resort but does not stop them choosing another, so role-based permissions together with people scope are what actually restrict each manager to their own resort's employees. Data-access governance, not the filter, enforces the boundary.

Topic: 2

Micro Skill Drill Exam

Question: 11

Serra Verde Mining, a bauxite producer in Belem, Brazil, gives its regional HR leads a tile-based dashboard that shows headcount and turnover across the company. A newly appointed lead for the northern region reports that the figures look wrong: the dashboard is presenting company-wide numbers for a prior year, when the lead needs to see only the northern region for the current year. The individual tiles are built correctly and show accurate data, and the lead has access to the dashboard and its tiles. The cause is that the dashboard's universal filter is set to all regions and its date range points at the previous year, so every tile inherits that broad, out-of-date selection. The lead wants the dashboard to focus on the northern region and the current year without rebuilding the tiles or creating a new dashboard for every region.

Which action focuses the dashboard on the northern region and current year for the HR lead?

A. Rebuild each tile on the dashboard with its own regional query and year, so every tile is fixed to the northern region and current year the HR lead wants to see.

B. Grant the HR lead an additional permission to the dashboard, so the figures resolve to the northern region and current year once the lead's access to the tiles is corrected.

C. Create a separate dashboard for each region, so the HR lead opens the one already fixed to the northern region and current year instead of the shared company view.

D. Set the dashboard's universal filter to the northern region and its date range to the current year, so every tile inherits the intended regional, current-period selection.

Answer: D

Explanation:
The tiles are correct but inherit the dashboard's universal filter and date range, which are set to all regions and a prior year. Setting the universal filter to the northern region and the date range to the current year focuses every tile at once on the intended population and period, without touching the tiles themselves.

Question: 12

Verdevale Generics, a pharmaceutical manufacturer in Rosario, Argentina, has just onboarded a group of HR analysts who will build workforce reports. The analysts sign in to the platform, but the options to create and open reports in Report Center are unavailable to them, while the existing analytics team continues to build and run reports without any problem. The employee data is present and correct, the report types the team uses are already enabled in the instance, and the existing analysts' reports run normally. The difference is that the new analysts were never granted the role-based permission that controls access to Report Center and its reporting tools, so the platform does not expose report creation to them. An administrator must give the new analysts the same reporting access the existing team has, without widening anyone else's access or changing the reports themselves.

Which action gives the new analysts the reporting access the existing team already has?

A. Ask an existing analyst to share each report with the new analysts, so they obtain access to the reporting tools by receiving the shared report definitions.
B. Add the new analysts to the people scope of the existing reports, so they are included in the data and can open and run those reports through Report Center.
C. Enable the reporting types again in the instance, so the report creation options that are unavailable to the new analysts become active for them to use.
D. Grant the new analysts the role-based permission that controls Report Center access, so they can create and run reports like the existing team.

Answer: D

Explanation:
The new analysts are blocked because they lack the role-based permission that controls access to Report Center and its reporting tools. Granting that permission exposes report creation and execution to them exactly as it does for the existing team, resolving the access gap without altering data scope or the reports themselves.

Question: 13

Klipfontein Rooibos Growers, an agricultural cooperative in Clanwilliam, South Africa, runs SAP SuccessFactors to manage its workforce. Its HR operations team must send a monthly workforce list to the regional works council: every active employee with job title, department, hire date, and work location, laid out as a plain columnar list. The council wants the same fields in the same layout each month, no charts, no drill-down, and no aggregated totals, and it must be produced by HR administrators without help from a report author each time. The team browses the reporting tools available through Report Center and is unsure which one fits a recurring, flat list of employee records for the whole active population. One analyst wants an interactive visual; another wants pivoting; a third wants a simple table that can be re-run on demand. Leadership only cares that the exact column list is delivered reliably every month with the least configuration overhead.
Which reporting tool best fits a recurring, flat columnar list of the active-employee population?
A. Build a Story Report with an interactive visualization page, so the council list is shown as on-screen charts and tables that HR can explore and refilter every month.
B. Build a Canvas Report with a detailed reporting query and pivots, so the employee records can be cross-tabulated and aggregated before each monthly council submission.
C. Build a tile-based dashboard with headcount tiles, so the monthly submission is met by monitoring aggregated workforce figures for the whole population.
D. Build a Table Report over the active-employee population with the required columns, so HR administrators re-run the same tabular list on demand each month.

Answer: D

Explanation:
A Table Report produces exactly a tabular report output: the report scope of user data sets the active population and the selected columns give the required fields in a fixed layout. HR administrators can re-run the saved table on demand each month with minimal overhead, matching the deliverable precisely.

Question: 14

Tatra Springs Bottling, a beverage bottler in Poprad, Slovakia, wants one shared report that each regional manager runs to see only their own region's employees. Today the report has the region built into its definition as a fixed condition, so it always returns the single region that was set when it was created. To give every manager their own region, the team has been copying the report and changing

the fixed region on each copy, which has grown into a set of near-identical reports that are tedious to maintain and easy to get out of step. Leadership wants a single report that lets each manager choose their own region when they run it, so there is one definition to maintain rather than one per region. The reporting data and the managers' access are all in order; only the way the region is applied needs to change.
What is the best way to let each manager see only their own region from one shared report?
A. Replace the fixed region condition with a runtime filter on region, so each manager selects their own region when they run the single shared report.
B. Widen the fixed region condition to include every region, so each manager runs the one report and reads their own region's employees out of the full company list.
C. Keep copying the report for each region with the region fixed in every copy, so each manager opens the copy that already returns their own region's employees.
D. Add the managers to the report's people scope, so each manager's own region is applied automatically whenever they open and run the single shared report.

Answer: A

Explanation:
The region is currently fixed in the report definition, which is why one region is always returned. Replacing that fixed condition with a runtime filter on region lets each manager choose their own region at execution, so a single shared report serves every region and there is one definition to maintain.

Question: 15

Nordurland Cold Storage, a seafood logistics firm in Akureyri, Iceland, uses SAP SuccessFactors to report on its warehouse workforce. A workforce report a regional manager runs each week executes without error and returns rows for most sites. After the company opened a new cold-store site and onboarded its staff, the manager notices that none of the new site's employees appear in the report output, even though they are active in the system and their records are complete. Report permissions are unchanged and the manager can open and run the report normally. The report's people scope was defined some time ago against a set of populations that does not include the new site, so its employees fall outside the group of people the report is built to return. The manager is convinced the report is broken and wants the new staff included without disturbing the rest of the report.
What is the best action to include the new site's employees while leaving the rest of the report unchanged?
A. Add a runtime filter for the new site, so the manager can select those employees at run time and pull them into each execution of the report output.
B. Rebuild the report as a table report, so the new site's employees appear once their records are read through a different reporting tool and layout.
C. Raise the manager's reporting permission level, so the report can reach the new site's employees that its current access is preventing it from returning in the output.
D. Extend the report's people scope to include the new site's population, so its employees fall within the group of people the report is built to return.

Answer: D

Explanation:
The employees are active and complete but sit outside the report's people scope, which is exactly why they are missing. Extending the people scope to include the new site's population brings those employees within the group the report returns, so they appear in the output while the rest of the report is untouched.

Question: 16

Baltic Loom Textiles, a home-textiles manufacturer in Kaunas, Lithuania, is building a story report to show average employee tenure by department to its leadership team. The analyst opens the report's data source and finds hire date available as a field, but there is no stored field that expresses tenure in years. Leadership wants a single chart of average tenure per department, refreshed from current data whenever the story is opened. The analyst can already bring hire date and department into the story, but a straightforward chart of tenure is not possible because tenure itself is not present as a value to aggregate. The workforce data is complete and the analyst has full access to build the story; the only gap is that the tenure figure must be derived from the hire date that the data source already exposes, rather than existing on its own.

What is the best way to make tenure available so the story can chart average tenure by department?

A. Ask that a stored tenure field be added to the employee master data, so the story report can read tenure directly once that new field is maintained across the whole workforce.

B. Apply a runtime filter on hire date, so the story narrows to the employees whose tenure leadership wants the departmental chart to display when it is opened.

C. Recreate the report as a table report, so the tenure value becomes available once the employee list is shown in a sorted tabular layout by department.

D. Add a calculated column that derives tenure from the hire date in the story report's data source, so the story can aggregate and chart average tenure by department.

Answer: D

Explanation:

Tenure is not a stored value, but it can be derived from the hire date the data source already exposes. Adding a calculated column that computes tenure in the data source makes it available as a value the story can aggregate, so the chart of average tenure by department can be built directly from current data.

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