

# Manual update of the Taleo data

## Introduction

In the HR Dashboard, some of the data necessary for the "Open Positions" tab are coming from the Taleo System.

As it was found to be impossible technically to link Qlikview and Taleo, this data transfer is to be done via excel file.

Each month HtR team has to extract the data from Taleo and replace the excel files into a shared network folder which Qlikview will read.

## Timing

**Qlikview will read the files on the 7th of each month.**

This means that the files has to be updated by between the 1st and 6th of each month (HtR CC receive the files from Taleo every 1st of the month).

If for an exceptional reason the file could not be updated before the 7th, a QV reload can be requested by creating a support ticket to IS.

## Location

Files can be found here (Copy/paste in your windows explorer) :

**\\wdcqvap21\TalentFiles**

Note that not everyone has access - it is necessary to request the access to the Qlikview team by creating a support ticket to IS.

## Files & Format

There are 2 files :

- TALENT\_CURR\_OPEN\_REQ.xlsx : Contains the list of current open requisitions
- TALENT\_FILLED\_REQ.xlsx : Contains the list of filled requisitions

These 2 files have to be replaced to update Taleo data.

About the format :

- The **names of the files** must NOT BE CHANGED.
- The **headers of the columns** must NOT BE CHANGED (including letter sizes).
- The **name of the sheets** must NOT be changed.
- **New sheets** must NOT be created.