Employer Hub Quick Guide
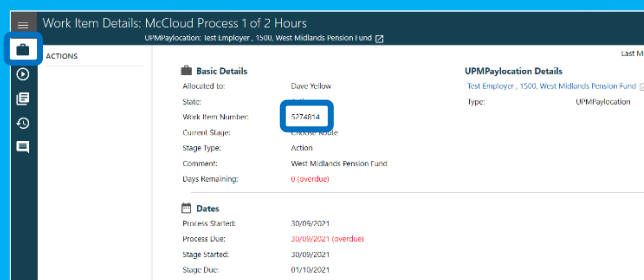# SSRS Reports
McCloud Errors Reports

The *McCloud Hours Data Errors and Warnings Report* and *McCloud Service Breaks Data Errors and Warnings Report* enable you to view any errors or warnings at Stage 2 of either the Hours or Service Breaks parts of the McCloud file upload process. You can then take corrective action were necessary on your original files and reload the amended files, if required.

1. When in the McCloud Process 1/2 Hours or McCloud Process 2/2 Breaks at Stage 2 (data correction stage), make a note of the Process Number. This can be obtained when in the process from either:
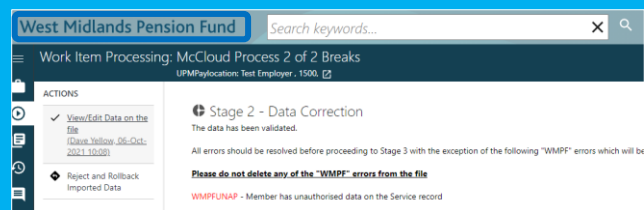
- The URL

wf360yearend:8090/#WORKITEM?ProcNo=5274814&StageID=48550&Content=Processing
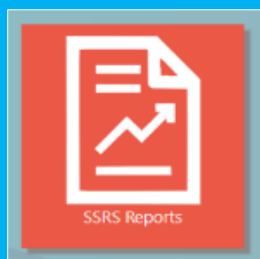
- Or the briefcase icon on the left-hand side of the screen

2. Navigate to the Home Page by clicking on *West Midlands Pension Fund* in the top-left corner of your screen
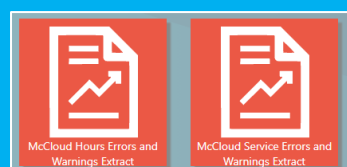

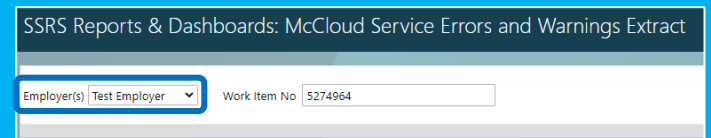3. Click on the *SSRS Reports* tile on the homepage

4. Click on either *McCloud Hours Errors and Warnings Extract* or *McCloud Service Errors and Warnings Extract* depending on which part of the upload process you are at:
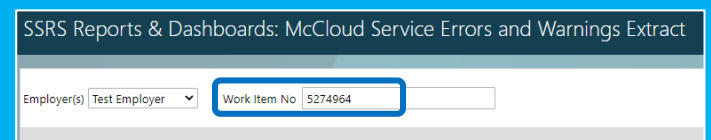
- McCloud 1/2 Hours = McCloud Hours Errors and Warnings Extract
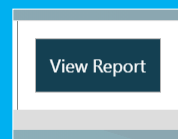- McCloud 2/2 Breaks= McCloud Service Errors and Warnings Extract

5. Select the employer for whom you wish to run the report using the drop-down arrow to the right of the *Employer(s)* box. Please note, you will only be able to run a report for one employer at a time.
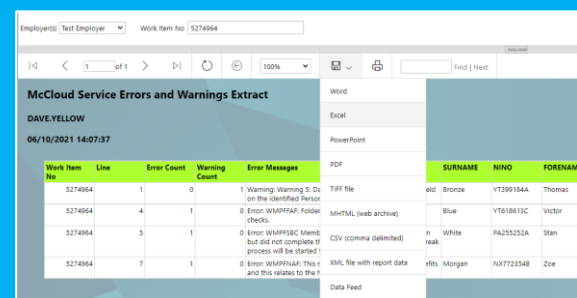

6. Input the process number that you noted down in Step 1 of this guide into the field to the right of the *Work Item No* box

7. Click *View Report*

8. The report can be viewed in Hub or exported to a program of your choice (we recommend exporting into Excel to allow filters to be applied)

You are then able use these reports to filter errors more easily and identify common errors, and then make amendments to your original files. Your amended files can then be reloaded into the McCloud process already active on Employer Hub. Your active process can be picked up from your workfeed, and you can load your new, corrected file by clicking *Reject and Rollback Imported Data*.