



MARS Reporting & Querying “Business User” Guide

For the Business and Power User

Navigation / Working with Corporate Documents

<https://mars.rdc.noaa.gov>





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Terminology

- **BusinessObjects 4.2™** – This is the release of BusinessObjects being used by NOAA for MARS Reporting & Querying Module as of May 2017.
- **Launch Pad**– This is the web component of BusinessObjects that provides access to Web Intelligence documents. It also allows access to other documents such as MS Excel, MS PowerPoint and PDF. Launch Pad also allows the creation of HTML links for easy navigation to other web applications. Launch Pad allows you to organize these documents to suit your personal preferences.
- **Web Intelligence (WebI)** – This is the BusinessObjects web application for building both corporate and personal documents.
- **Data Warehouse** – A data warehouse is a central database for consolidating data from different systems throughout the organization. The data warehouse is specifically architected for easy querying and reporting. The MARS Data Warehouse (MARS DW) resides on an Oracle platform at the NOAA ITC in Largo, MD.
- **Document** – A document contains one or more reports & queries. If there is more than one query, the queries must be related and linked together by common elements. The results of the query or queries is then presented in one or more report tabs. A document that is published by the MARS team for public use is called a Corporate or Public document. Documents that are created by an Adhoc user are called Personal Documents.
- **Object** – In BusinessObjects, the objects are the building blocks for the report. Objects are organized in folders within a Universe (see below). An object can be a data column such as 'Project Code', or it can be a query filter such as 'Include Labor Only'.
- **Report Tab** – A document can have more than one report tabs. Report Tabs are used to show the results of the query in different ways, such as a summary and detail tab.
- **Report Section** – Within a report tab, the report can be set up to navigate by section. For example, sections can be generated by FMC and program.
- **Refresh** – Refresh refers to the action of running the query or queries for the document in order to get the latest data from the database to be presented in the report tabs.
- **Drill** – If drilling is enabled in a document, the user has the ability to click on the higher levels to drill down to lower levels within a hierarchy, such as the Fund, Program and Project hierarchy.
- **Toggle** – Toggle refers to the action of turning on and off panels within Launch Pad. Actively toggling unnecessary panels off will give the user the maximum workspace for view documents.
- **Universe** – The universe is a collection of objects relating to a particular table or set of tables in the data warehouse.



Logging In

Logging In – MARS Home Page

PROD Data Status
CBS data from
May 15, 2019 11:05:19 PM
Last pay period
PP 2019-23
Last CBS labor accrual
March 26, 2018
CBS accrual based on pay period
PP 2019-05
Regular accrual rate
PP05 100%
Adjusted accrual rate
PP05 100%
CBS over/under run
April 30, 2019

MARS Support
Email mars.support@noaa.gov
Phone (301) 427-8888
Fax (301) 713-1742
[MARS Support Request](#)
Hours: Mon-Fri 7:30 am - 5:30 pm EDT

Log In
MARS Portal

Announcements
System Notice:
MARS will be unavailable on the 1st and 3rd Friday of each month from 8:00 PM to 12:00 AM EDT to perform system maintenance. Please plan accordingly.
Browsers Supported:
Internet Explorer 9 (IE 9), IE 10, and IE 11 are supported by MARS Reporting & Querying and Data Entry in Compatibility Mode, also Firefox Version 31 and above.
[Previous announcements](#)

PROD System Status
Updated: 05/16/2019 12:37 PM EDT
The MARS Data Entry Module and Reporting & Querying Module are available
MARS Hours of Operation:
7:00 AM to 11:00 PM EDT

MARS Forms
[User Access Request Instructions](#)
[User Access Request Form](#)
[Rules of Behavior](#)
[Non-Disclosure Agreement](#)
[Line Office Administrator List](#)

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Go to this web address for the MARS Home Page:

<https://mars.rdc.noaa.gov>

This page features:

- Log In to **MARS Portal** which gives access to:
 - **MARS Data Entry Module**
 - **MARS Reporting & Querying**
- Data Status
- Support Information
- Announcements
- System Status
- Forms
- Reference Materials
- Key Links
- Downloads
- New in MARS

The *Data Entry and Reporting & Querying* modules now have a unified authentication system.

To log in to MARS, click the **MARS Portal** button.

Logging In – Log In Screen

National Oceanic and Atmospheric Administration
Management Analysis and Reporting System

NOAA MARS

Login with ...

User ID & Password

PIV or CAC Card

User ID

Password

Login with your EMail ID and Password

Login With EMail ID

Login with your PIV or CAC

Remember to plug in your PIV/CAC card

Login with PIV/CAC

*** You are accessing a United States Government computer system. The use of this system will be monitored for security, system administration, and law enforcement purposes. Accessing this system constitutes consent to monitoring. Any unauthorized access of this system or unauthorized use of the information on this system by unauthorized users or others is prohibited and is subject to criminal and civil penalties under federal and other laws.***

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National Oceanic and Atmospheric Administration
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Click on the button *Login with PIV/CAC* to log on with your CAC Card.

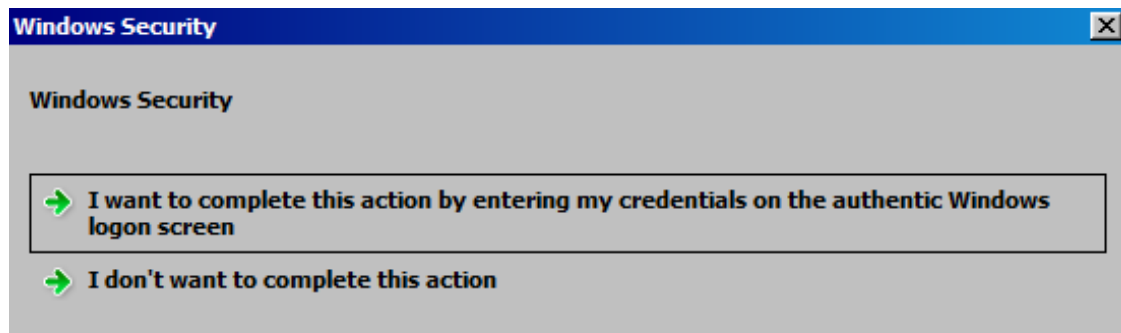
Attention: The “CAC log in” option currently works only with Internet Explorer.

It is recommended to log in to MARS with the “CAC log in” option. However, if you encounter any issue with that option, the alternative is to use your *Email ID* and *Email Password* by clicking on the button *Login With Email ID*.

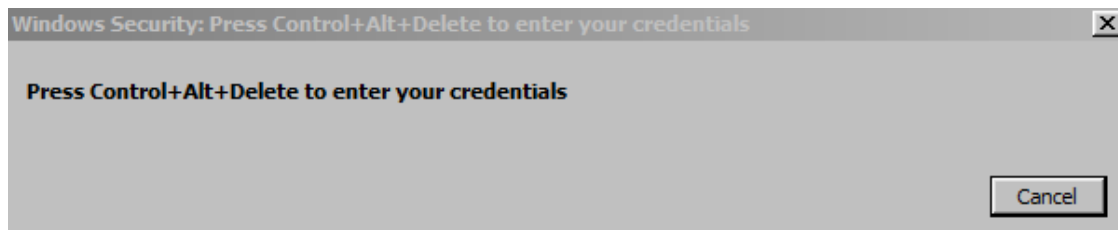
This guide will only present the steps to log in to MARS with the “CAC log in” option.

The process to log in to MARS with the Email ID and Password is self-explanatory.

Logging In – User Credentials (Certificate)

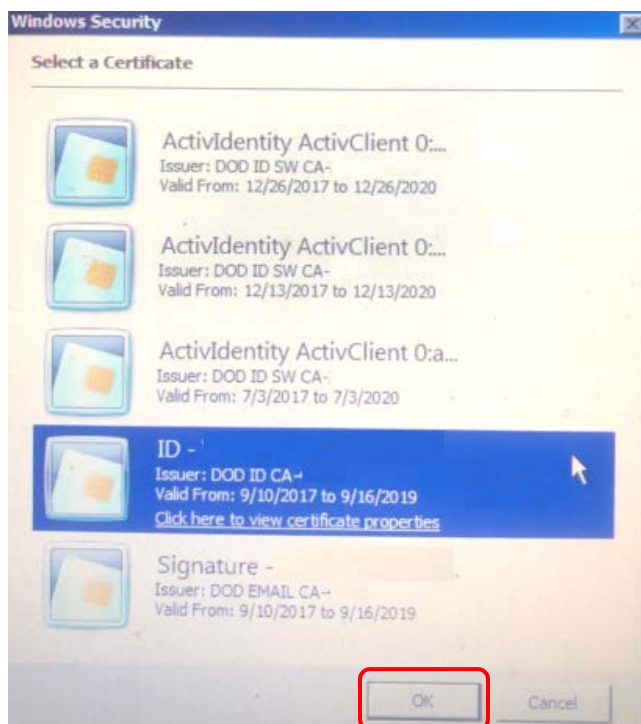


- After clicking on the button *Login with PIV/CAC*, a Windows Security popup appears, prompting to confirm that you want to authenticate.
- Select the option: “*I want to complete this action by entering my credentials on the authentic Windows logon screen*”.

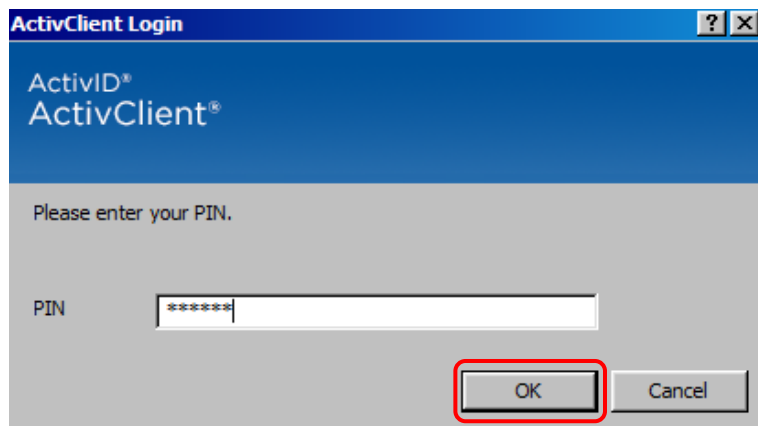


- Then press *Control+Alt+Delete* at the same time on your keyboard, to enter your credentials.

Logging In – User Credentials (Certificate)



- Select the Certificate *DOD ID CA-##* or *DOD EMAIL CA-##* associated with your name, then press OK.



- Enter your *CAC Pin number* and hit OK.

Logging In – User Credentials (Certificate)



**** WARNING BANNER ****

This is a NOAA computer system. NOAA computer systems are provided for the processing of Official U.S. Government information only. All data contained on NOAA computer systems is owned by the NOAA may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on NOAA computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE.

ACCEPT

icam.id.team@noaa.gov , or phone (844) 662-2754 / 844 NOAA PKI.

- On the “Warning Banner” page, click *Accept*.

Logging In – MARS Portal: module selection

NOAA National Oceanic and Atmospheric Administration Management Analysis and Reporting System MARS

MARS Portal Welcome Francis Youmsi

Prod System Status Updated: 05/16/2019 12:37 PM EDT
The MARS Data Entry Module and Reporting & Querying Module are available

Data Entry Module
Reporting and Querying
Log Out

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- After you have been authenticated, the “*MARS Portal*” page is displayed and you can navigate to the *Data Entry* module or the *Reporting & Querying* module without entering a userid and a password.
- Click on the *Reporting and Querying* button and you will be automatically redirected to the Reporting and Querying’s “Documents” page as shown on the below screenshot.

MARS MARS Portal Welcome: Francis Youmsi | Applications | Preferences | Help menu | Log off

Home Documents

View | New | Organize | Send | More Actions | Details

My Documents

Folders

Categories

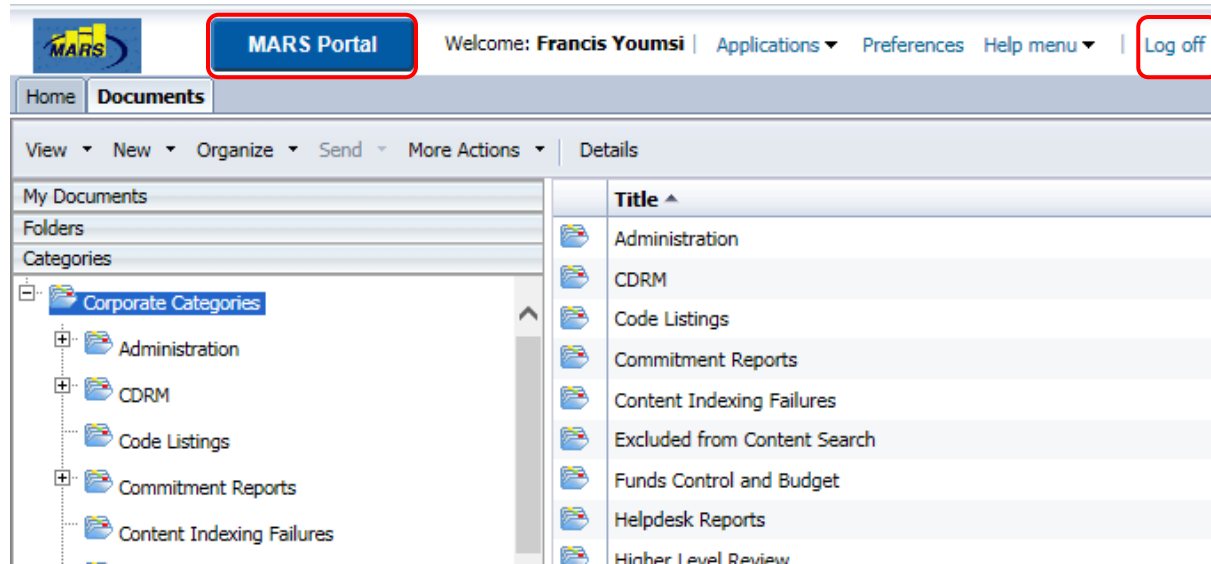
Corporate Categories

- Administration
- CDRM
- Code Listings
- Commitment Reports
- Content Indexing Failures

Title

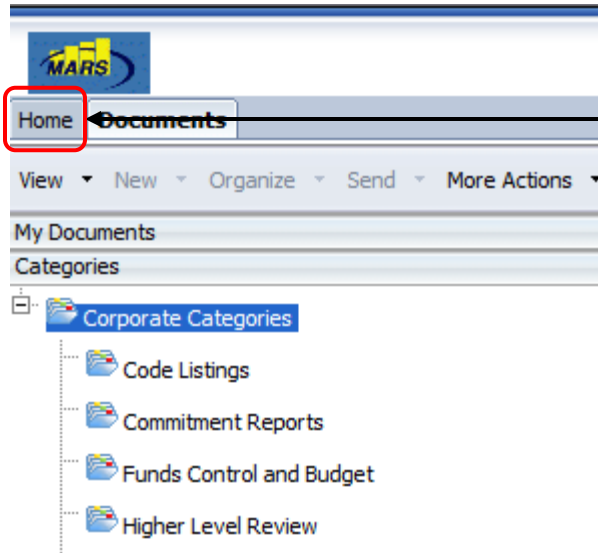
- Administration
- CDRM
- Code Listings
- Commitment Reports
- Content Indexing Failures
- Excluded from Content Search
- Funds Control and Budget
- Helpdesk Reports
- Higher Level Review

Going back to the MARS Portal page / Logging Out



- If you want to use the Data Entry module, you can click on the button *MARS Portal* to go back to the MARS Portal page and select the Data Entry module within the same user session.
- When you are finished using the *Reporting & Querying* and the *Data Entry* modules, always log out by selecting the *Log Off* option from the menu bar.
- You will be brought back to the MARS Home page.

Home



- To view *Recently Viewed Documents* , click on *Home* tab.

Home

Welcome: **BOBJ Administrator** | Applications ▾ | Preferences | Help menu ▾ | Log off

Home Documents

My Recently Viewed Documents

- MARS Leases Report
- MARS Program Groupings
- Listing - Program and Project Codes
- MARS 09WGALB Transactions
- MARS Internal Fund Analysis
- TO060 Position Audit Report
- TO010H Billet Report (Historical)
- TO010 Billet Report (Live)
- NOAA TO - Add Billet
- MARS Allowance Advice History

0 unread messages in My Inbox

No unread messages

See more...

My Recently Run Documents

No recently run documents

0 Unread Alerts

No unread alerts

See more...

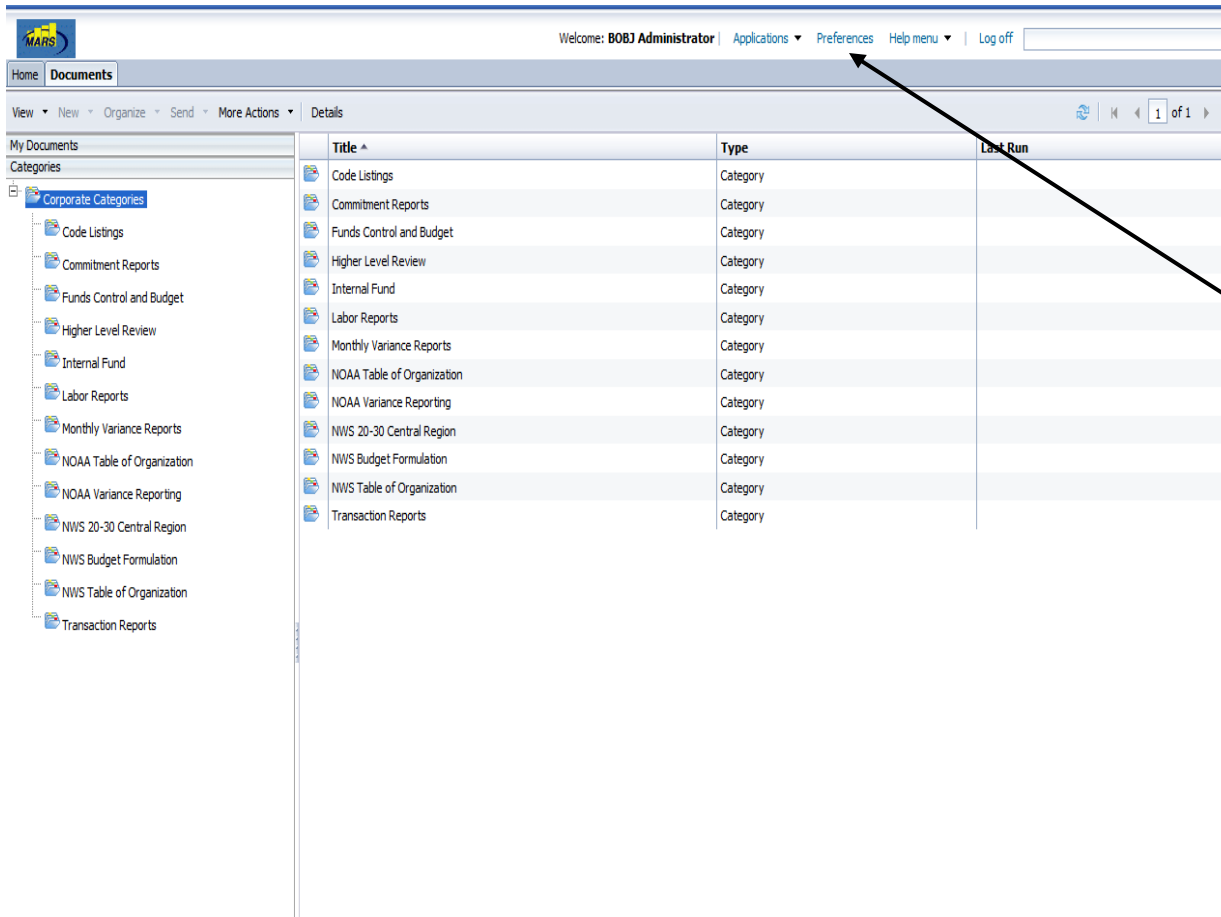
My Applications

From the *Home* tab, you can also view any unread messages in your BusinessObjects *Inbox*. Click on the *Documents* tab to go back to *Corporate Category* view



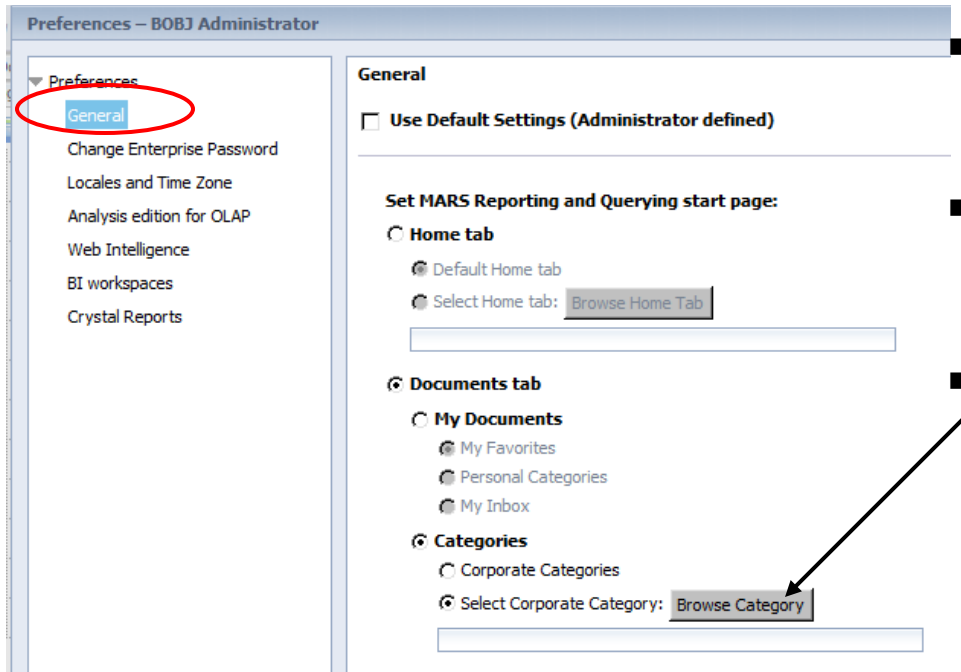
Setting Preferences

Setting Preferences



- Preference settings allow users to your preferred *Launch Pad Start Page* as well as other settings to control the default functionality.
- To set preferences, select the *Preferences* option.
- **IMPORTANT NOTE:**
The following pages show how preferences should be set to match the exercises in this guide.
- After completing the *MARS Reporting & Querying User Guide*, feel free to set them based on your own individual preferences.

Setting Preferences: General Section

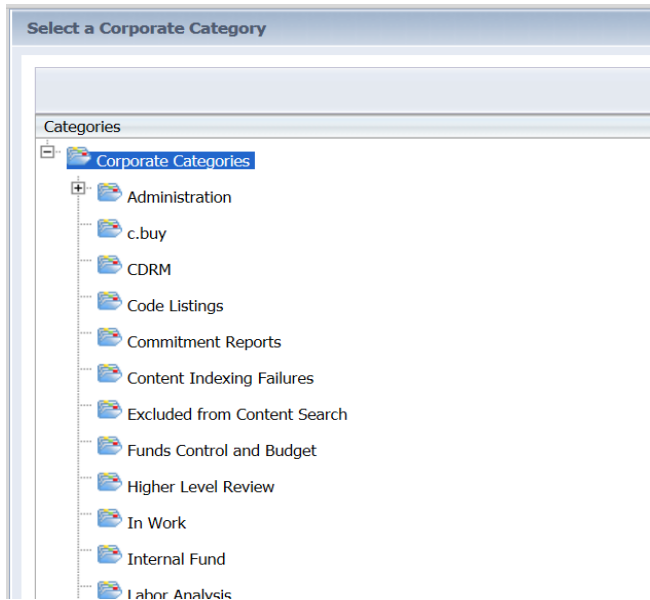


Set your preferences as follows for the exercises in this guide. Starting with the **General** settings . . .

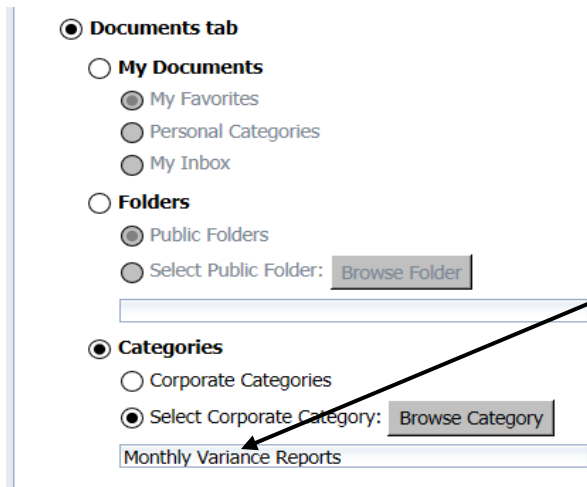
- Set MARS Reporting and Querying start page:
 - Documents tab
 - Categories
 - Select Corporate Category:

■ Click **Browse Category** to select a default Category . . .

Setting Preferences: General Section

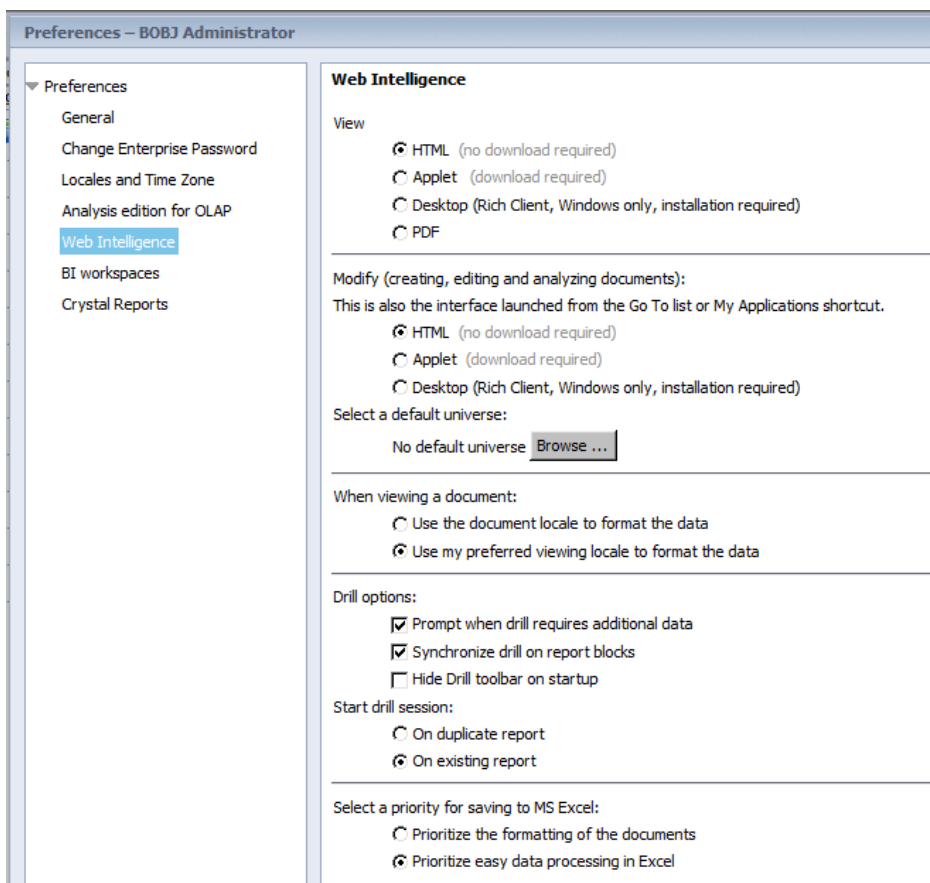


- Scroll through the list of categories and select **Monthly Variance Reports**.
- Click **Open** to return to the preference option list.



- Note the selected category.

Setting Preferences: Web Intelligence Section



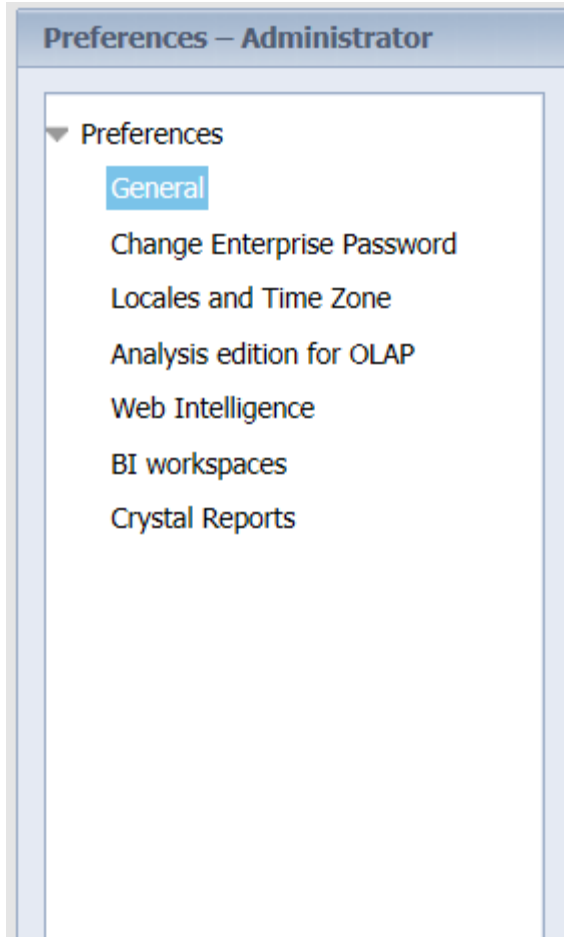
- Scroll down to the **Web Intelligence** section. Click the section name to expand the list of options within the section.
- Select a default view format:
 - HTML**
- Select a default creation/editing tool:
 - HTML**
- When viewing a document:
 - Use my preferred viewing locale to format the data**
- Select a default Universe:
 - No default universe**
- Drill options:
 - Prompt when drill requires additional data**
 - Synchronize drill on report blocks**
- Start drill session:
 - On existing report**
- Select a priority for saving to MS Excel:
 - Prioritize easy data processing in Excel**

Setting Preferences: Change Password Section

The screenshot shows a web interface titled "Preferences - Administrator". On the left is a navigation menu with the following items: "Preferences", "General", "Change Enterprise Password" (highlighted in blue), "Locales and Time Zone", "Analysis edition for OLAP", "Web Intelligence", "BI workspaces", and "Crystal Reports". The main content area is titled "Change Enterprise Password" and contains the sub-heading "Change Your Enterprise Password". Below this are four input fields: "User Name:" with the value "Administrator", "Old Password:", "New Password:", and "Confirm New Password:".

- Scroll to the Password section. Click the section name to expand the list of options within the section.
- As a new user, you will be asked to change your password the first time you log in.
- Subsequently, you will be asked to change your password every 60 days.
- You may change your password at any time using this screen. (There is no need to change it at this time.)

Setting Preferences: Ignore Other Settings Sections



- Please ignore the *Crystal Reports, Analysis edition for OLAP, BI Workspaces* settings.



Launch Pad Navigation

BI Launch Pad Navigation: List Panels

The screenshot displays the BI Launch Pad interface with several key components labeled:

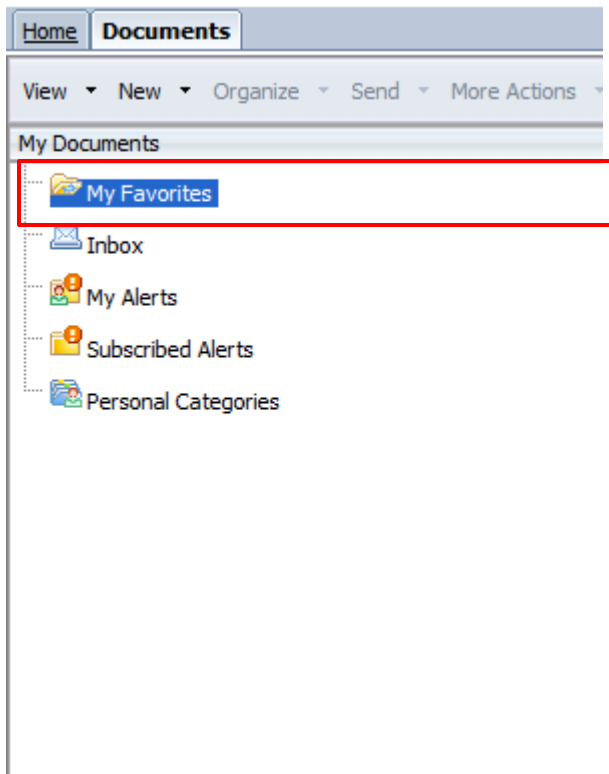
- Tab Navigation Panel:** Located at the top, it contains tabs for 'Home' and 'Documents'. The 'Documents' tab is highlighted with a red box.
- Tool Bar:** Located below the tabs, it includes options for 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'.
- Drawers:** A section on the left side containing expandable panes. The 'Corporate Categories' drawer is currently expanded, showing a list of folders.
- Navigation Panel:** This label points to the expanded 'Corporate Categories' drawer, which lists various document categories like 'Code Listings', 'Commitment Reports', etc.
- List Panel:** This label points to the main content area on the right, which displays a list of document titles under a 'Title' header.

My Documents	
Categories	Title ^
Corporate Categories	Code Listings
	Commitment Reports
	Funds Control and Budget
	Higher Level Review
	Internal Fund
	Labor Reports
	Monthly Variance Reports
	NOAA Table of Organization
	NOAA Variance Reporting
	NWS 20-30 Central Region
	NWS Budget Formulation
	NWS Table of Organization
	Transaction Reports

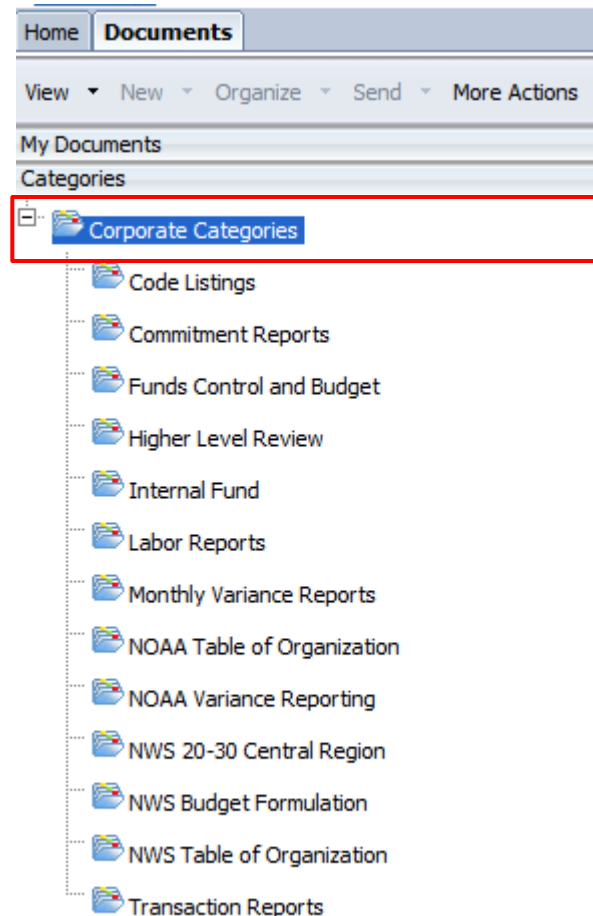
- Click the *Documents* tab to return to *Corporate Categories* view.
- Note that the screen is divided into two panels:
 - Navigation Panel
 - List Panel
- The *Navigation Panel* is used to browse *Personal Folders* & *Categories, Inbox* documents and *Corporate Categories*.
- The *Navigation Panel* provides a top-level view of folders and categories. *Drawers* are expandable panes on the navigation panel.
- The *List Panel* is where the objects within the selected folder or category are displayed.
- The *Tool Bar* is only available when the Navigation and List panel are displayed. It is used to view and manage objects.
- The *Tab Navigation Panel* on top is always displayed.

Launch Pad Navigation:

My Documents View



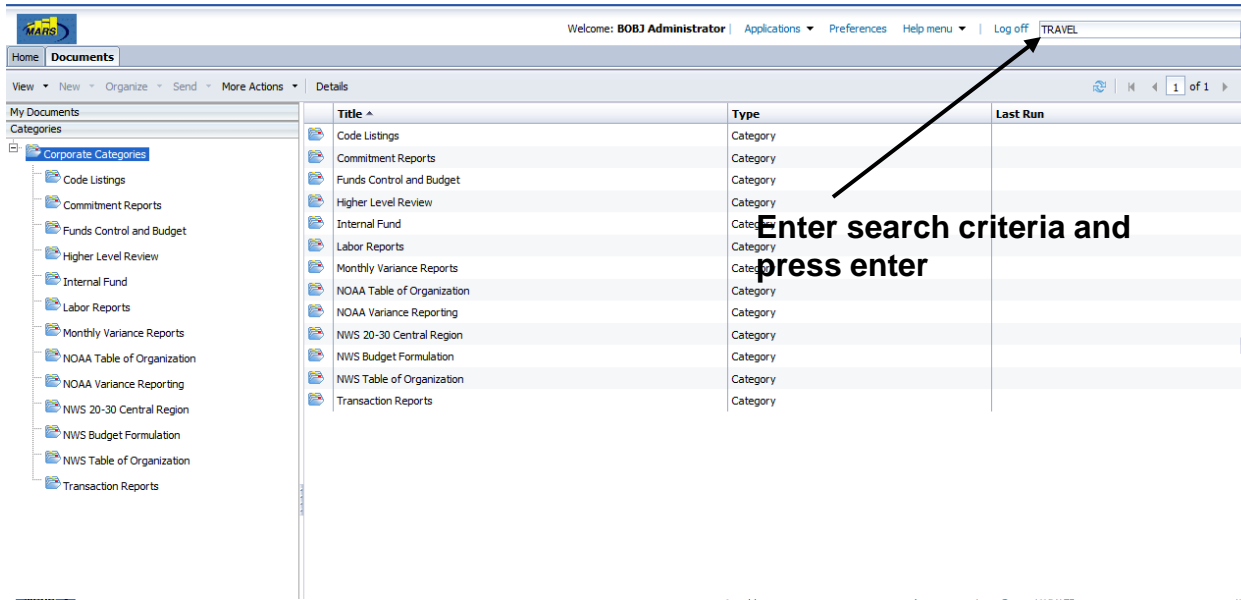
Categories View



- Each document must be placed in a folder.
- Each document can be associated with zero, one or more categories.
- MARS has been configured to show **Corporate Documents** only in the Category View. Switch to **Category** View to see Corporate Documents.
- **Personal Categories** will be empty if you have not created your own categories. Switch to **My Documents** View to see Personal Documents
- The **My Documents** view is the only way to navigate to the Inbox.
- Practice toggling between the **My Documents** and **Categories** views.

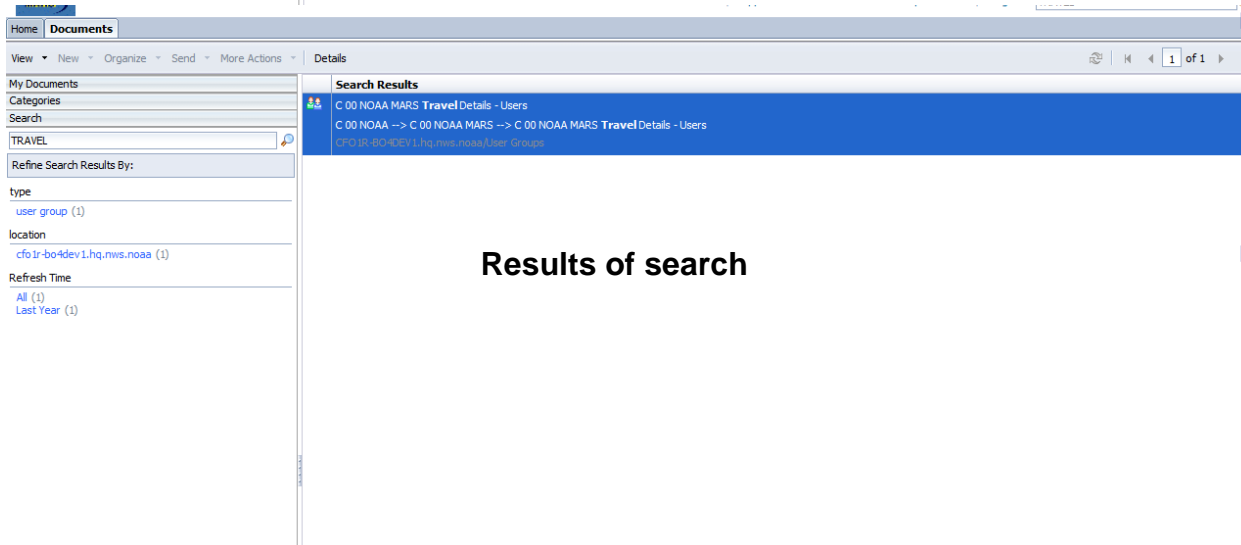
NOTE: You may not see some categories shown in these screenshots due to individual access rights

Launch Pad Navigation: Finding Documents by Name



If you are looking for a particular document and are having trouble finding it in either the folder or category structure, use the **Document Search** facility in the **Launch Pad Tool Bar**.

For example, if you are looking for a document you know has 'Travel' in the name, simply type 'Travel' in the search field and press enter.

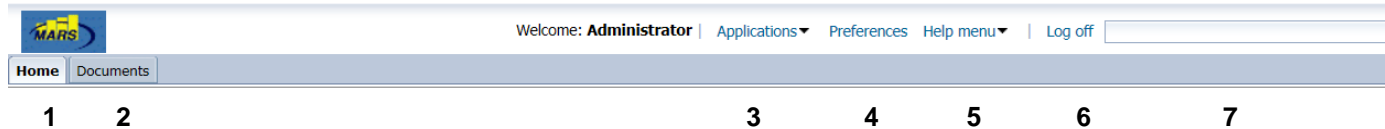


Matches to search text are automatically based on object's keyword, title, description, content, owner information

Click a facet in the **Search** drawer to refine the results.

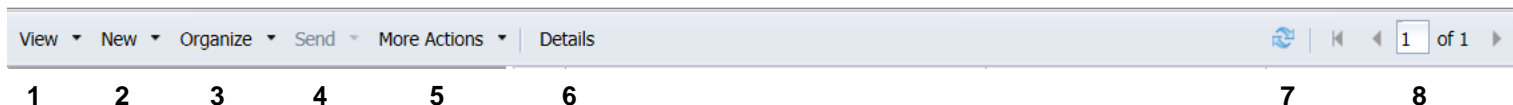
Launch Pad Navigation: Menu Bars – Quick Reference

Main Menu Bar



1. **Home:** Go to Launch Pad Start Page as defined in your preferences
2. **Documents:** Display the document list you were last viewing
3. **Applications:** Used to open SAP applications
4. **Preferences:** Preference allows users to set their preferred Launch Pad Start Page as well as other settings to control the default functionality.
5. **Help menu:** Access on-line help (this help does not cover in-depth report creation)
6. **Log Off**
7. **Search:** Search for a document by title or keyword

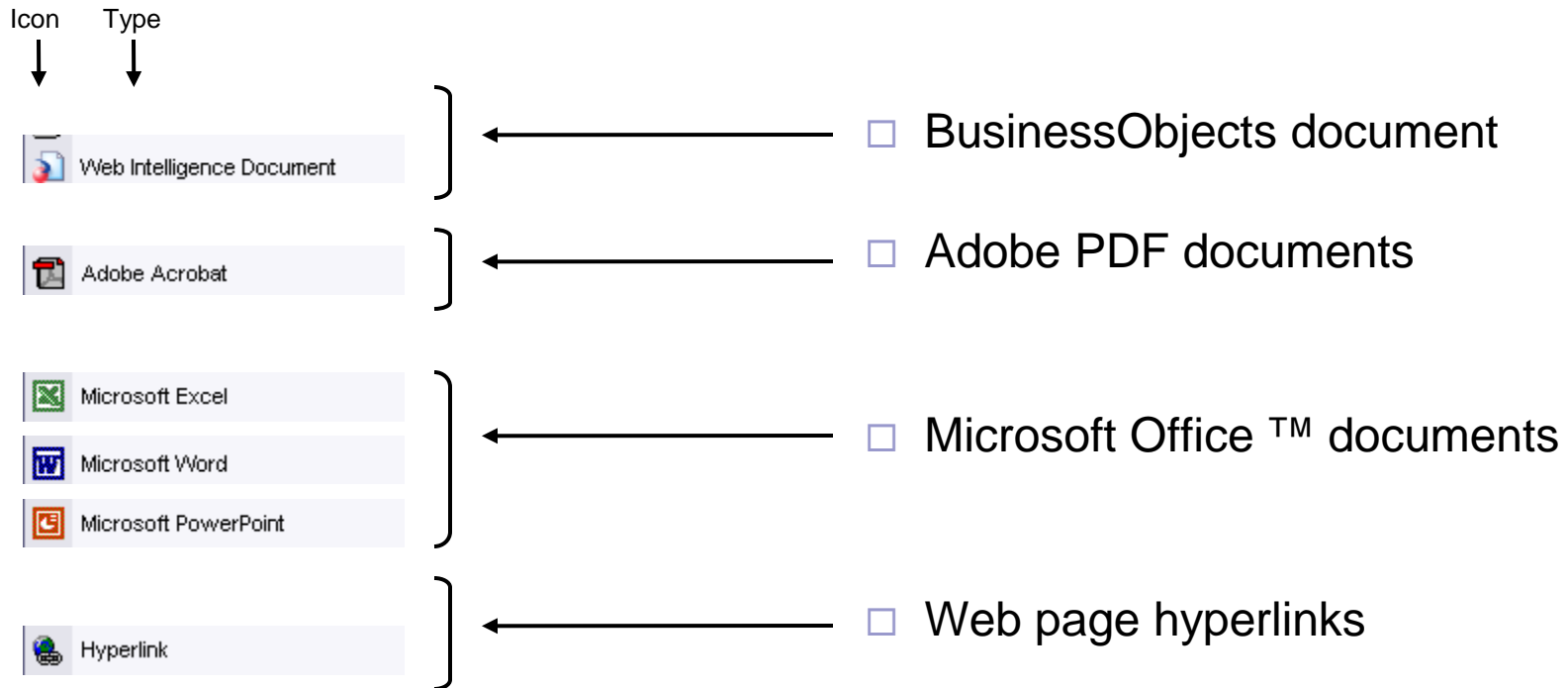
Launch Pad Menu Bar



1. **View:** Open a selected report for viewing or displays report properties.
2. **New:** Create Category or Folder
3. **Organize:** Cut, copy, copy shortcut, paste or delete Personal Folder, Category or Document
4. **Send:** Send selected report to user's BusinessObjects Inbox.
5. **More Actions:** Copy and paste the link to share the folder.
6. **Details:** Display report summary.
7. **Refresh Navigation Panel and List Panel**
8. **Page Navigation**

Launch Pad Navigation: Document Icons

- Documents other than BusinessObjects documents can be viewed in Launch Pad and discerned by their icon or type description.





Working with Documents

Working with Documents: Using a Corporate Document

The screenshot shows a software interface with a 'Documents' tab. The left sidebar lists various categories, with 'Monthly Variance Reports' highlighted. The main area displays a list of documents, with 'MARS NOA 118 - YTD' selected.

Category	Title
Corporate Categories	Archive - MARS Labor Report
Code Listings	MARS Allotments vs. Plan
Commitment Reports	MARS Financial Statement - Annual
Funds Control and Budget	MARS Financial Statement - Annual
Higher Level Review	MARS Financial Statement - Graph
Internal Fund	MARS Financial Statement - High Level
Labor Reports	MARS Financial Statement - YTD
Monthly Variance Reports	MARS Financial Statement - YTD
NOAA Table of Organization	MARS Labor Report
NOAA Variance Reporting	MARS Labor Report (NWS - with NLSC/NRC)
NWS 20-30 Central Region	MARS Labor Report (NWS - without NLSC/NRC)
NWS Budget Formulation	MARS Multi-Year Trend by Program Group
NWS Table of Organization	MARS NOA 118 - Annual
Transaction Reports	MARS NOA 118 - YTD
	MARS Reimbursables
	MARS Status of Funds
	MARS Transfer Out Status
	MARS Two-Digit Object Code Report
	MARS Two-Digit Object Code Report - CrossTab
	NWS Facilities Maintenance
	NWS PCS Counts and Averages

- In this exercise we will show you how to use the **MARS NOA118 – YTD** corporate document.
- Be sure you are in **Category view** for this exercise.
- Click on the **Monthly Variance Reports** Category.
- To view a document, simply click on the document name in the **List Panel**.
- Or click on **View** on the Launch Pad toolbar.

Working with Documents: Refreshing Data

Refresh Data button

	Actual	Variance	%		Actual	Variance

- The MARS team purges the query data before publishing reports.
- Therefore, when a corporate document opens, the report tabs will have no data in them by default.
- The user must click the **Refresh Data** button to retrieve the desired data.
- Upon refresh, the user may be prompted for parameters for retrieving the data.
- Click **Refresh Data**

Working with Documents: Filling in Prompts

Highlight the prompt to be answered.
See below for options.

Type in value here or select from the list on the left.

The screenshot shows a software dialog box titled "Prompts". It is divided into two main sections. On the left, a "Prompts Summary" list contains several items, each with a green checkmark and an asterisk, indicating they are required prompts. The first item, "* Program Group Code ?", is highlighted in blue. Below this list is a legend: "* Required prompts". On the right, the "Program Group Code" panel is active. It features a text input field at the top containing a question mark. Below the input field is a "Refresh Values" button with a circular arrow icon. Underneath is a scrollable list of options: "Master Program Group N...", "CFMD", "Internal Fund", "NESDIS", "NMFS", "NOS", "NWS", and "OAR". To the right of this list are navigation arrows. At the bottom of the dialog are "OK" and "Cancel" buttons.

- Default values have been filled in to the prompts.
- The user will need to change any prompt that has a question mark (?).
- The user should review all other prompts to be sure only the necessary data is retrieved.
- You may need to scroll down to see all the prompts that are available.
- To change a prompt value, click on the prompt in the upper part of the screen and either type in the desired value, or select it from the list of values in the lower part of the screen
- If the list of values is empty, click the *Refresh Values* button.

Working with Documents: Filling in Prompts

Prompts

Prompts Summary

- ✓ * Program Group Code ?
- ✓ * Funding Source **CBS BOP**
- ✓ * Section Report on . . . **Program**
- ▾ * LO Short Name(s) or * for all
- ✓ * LO, FMC, Org3, Org4 or * for all *
- ✓ * Org Drill Level **4**
- ✓ * Fiscal Year **2012**
- ✓ * Fiscal Month Number **0**
- ▾ * Fund Group(s) or * for all **ORF**
- ✓ * Fund Code(s) or * for all ***;0012;0**
- ▾ * Activity Short Name(s) or * for all
- ✓ * Program Code(s) or * for all *
- ▾ * Fund Code
- ▾ * Project Code(s) or * for all *

* Required prompts

Fund Code(s) or * for all

Refresh Values

Fund Group Short Name

0001		OR&F GENERAL OPERA
0012		ORF (02/03)
0013		ORF, RECOVERY ACT (1
0017		Y2K CONTINGENT EMEF
0021		ORF (SINGLE-YEAR MO

*
ORF\0012
ORF\0013

OK Cancel

- Some prompts allow the user to select multiple values or "*" for all.
- If the user does not want all values, highlight the desired values in the list at the left, click the > button to move them to the selected values on the right.
- Be sure to remove the "*" from the selected values if you do not want all values. Use the < button to remove the "*" or any other undesired items.
- Click **OK** when you have finish selecting the desired values.
- Most documents will finish refreshing in less than 60 seconds.

Working with Documents: Navigating Within a Document

NWS - National Weather Service
Fiscal Year 2013 - NOAA118 Object Code Report through August
 Selected Parameters: Organization(s):* OPT Group(s):* Fund(s):* Program(s):* Project(s):* Task(s):*
 Expired Funds Included Internal Fund Excluded
All Organizations
 NESDIS - 0007-05-01-08-000 [Product Dev Readiness & Application \(REIMB\)](#)

	Annual CBS BOP	Month of August			Year to Date Through August			
		CBS BOP	Actual	Variance	%	CBS BOP	Actual	Variance
25-XX CONTRACTUAL SERVICES	50,000	0	50,000	-50,000	0.00%	50,000	50,000	
SUBTOTAL DIRECT LABOR & OTHER OBJECTS	50,000	0	50,000	-50,000	0.00%	50,000	50,000	

- The document should now have the desired data.
- If the report is still empty, click on Refresh Data again and carefully review the values entered in the prompts for potential mistakes.

Working with Documents: Navigating Within a Document

Home Documents **MARS NOA118 - YTD**

Web Intelligence

Activity (All values) ORG1 (All values)

Program (All values)

OPT Group (All values) OPT Sub-Group (All values)

NWS - National

Fiscal Year 2013 - NOA118 Objectives

Selected Parameters: Organization(s): All Orga

NESDIS - 0007-05-01-08-000 Product

	Annual CBS BOP	CBS BOP
25-XX CONTRACTUAL SERVICES	50,000	0
SUBTOTAL DIRECT LABOR & OTHER OBJECTS	50,000	0

User Specified Sections Total Page User Spec Sect (CBS Labor)

User Specified Sections Track changes: Off

- There will be a panel to the left of the report. This panel is used to show the following features:
 - User Prompt Input
 - Navigation Map
 - Input Controls
- The icons of the left panel control which feature you see.
- The last feature you used will show as default.

Working with Documents: Printing a Document

The screenshot shows a web application window with a menu bar at the top. The menu bar includes a printer icon, which is highlighted with a red box and an arrow pointing to it. Below the menu bar, there are several filter fields: 'Activity (All values)', 'Program (All values)', and 'OPT Group (All values)'. The main content area features the NOAA logo on the left and the following text: 'NWS - National', 'Fiscal Year 2013 - NOA118 Obj', 'Selected Parameters: Organization(s):* OPT Group(Expired Funds Included All Orga', and 'NESDIS - 0007-05-01-08-000 Product'. Below this text is a table with the following data:

	Annual CBS BOP	CBS BOP
25-XX CONTRACTUAL SERVICES	50,000	0
SUBTOTAL DIRECT LABOR & OTHER OBJECTS	50,000	0

At the bottom of the window, there is a 'User Specified Sections' section with a 'Track changes: Off' option.

- To print, click on the **Export to PDF for printing** icon on the menu bar.
- A PDF file of the entire document will be generated, click the **Open** button to display the document in Adobe Acrobat reader. In Adobe Reader, click the **Printer Icon** or **Select File | Print** from the main menu as per a normal windows program.

Working with Documents: Exporting Documents, reports or data

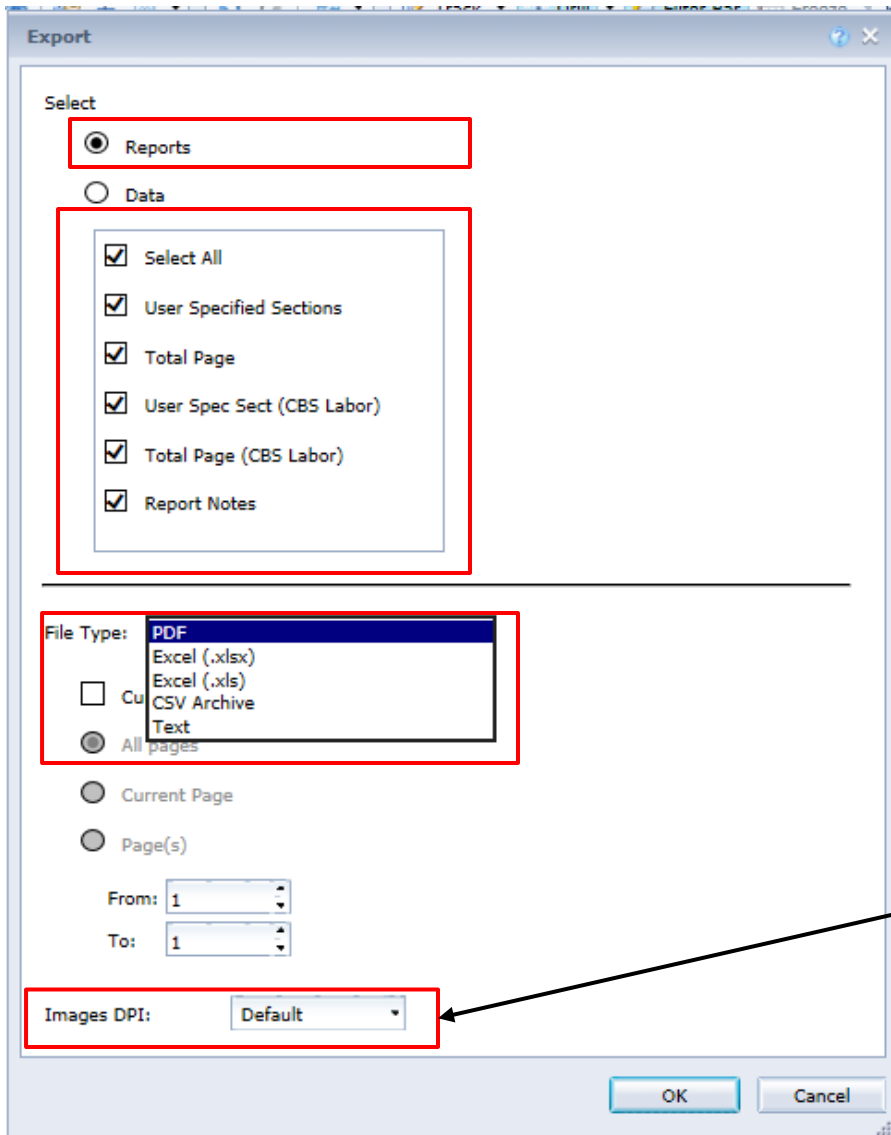
The screenshot shows a web application interface with a toolbar at the top. The toolbar includes icons for Home, Documents, and a specific document titled 'MARS NOA118 - YTD'. Below the toolbar is a 'Web Intelligence' section with a dropdown menu and several icons, including a printer icon highlighted in a red box. Below this are filter fields for 'Activity (All values)', 'Program (All values)', and 'OPT Group (All values)'. The main content area features the NOAA logo and the text 'NWS - National Fiscal Year 2013 - NOA118 Obj'. Below this, there are parameters for 'Organization(s):*', 'OPT Group', and 'Expired Funds Included'. A table of data is displayed, showing 'Annual CBS BOP' and 'CBS BOP' for various categories.

	Annual CBS BOP	CBS BOP
25-XX CONTRACTUAL SERVICES	50,000	0
SUBTOTAL DIRECT LABOR & OTHER OBJECTS	50,000	0

At the bottom of the interface, there are tabs for 'User Specified Sections', 'Total Page', and 'User Spec Sect (CBS Labor)'. A 'Track changes: Off' button is also visible.

- To Export a document, report tab(s) or raw data, click on **Export to my Computer** icon. The **Export** window pops up.

Working with Documents: Exporting Documents, reports or data

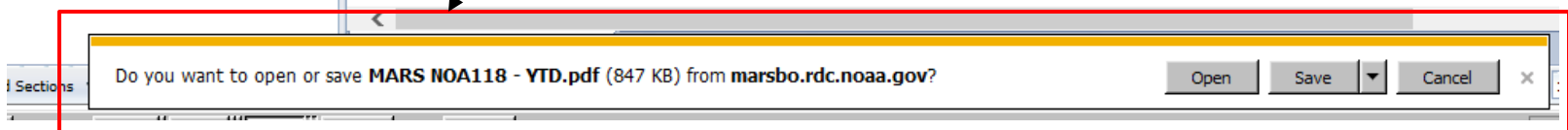


- You can select whether you want to export a **complete document** or **specific reports** in text file, a PDF file, an Excel spreadsheet, a .CSV archive or a .CSV file.
- **PDF** and **Excel** will retain the formatting and groupings established in the Webi report.
- **Excel** will not include the header and footer displayed in the Webi report.
- A **text** file will keep the groupings and columns, but not the formatting (e.g., header row color) from the Webi report.
- A **.CSV** file will not retain the formatting nor the groupings displayed in the Webi report.
- The menu includes a new option to fine-tune a **DPI** value (dots per inch) for **PDF and Excel** files. Higher DPI values mean better image quality, but larger file size (typical values range from a black-and-white print standard of 72 DPI to many more depending on the paper, printer, and document).
- **Note:** Webi charts are automatically converted to images in Excel.

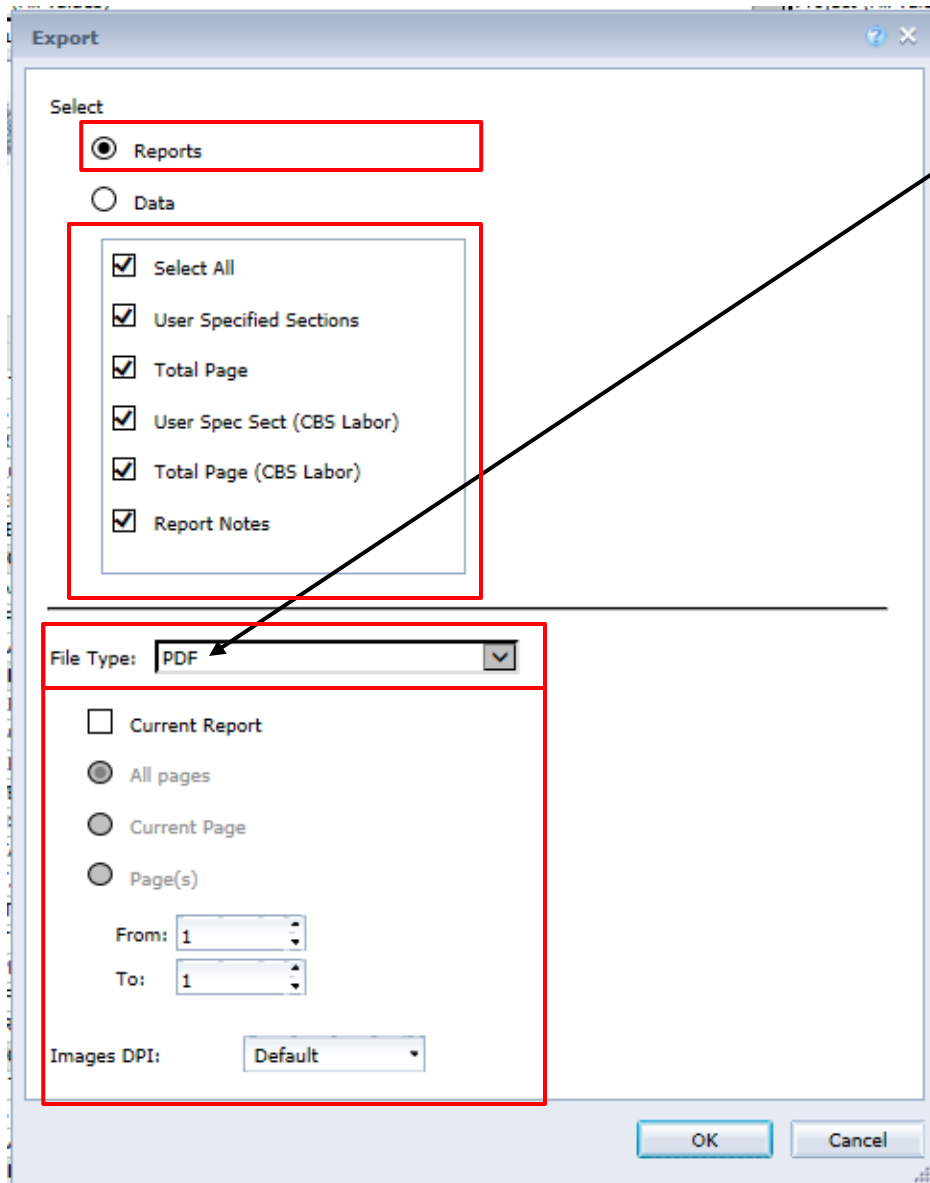
Working with Documents: Exporting Documents, reports or data

- The chosen file type will be generated.
- Click Open to open the file with the appropriate program, or Save to select a location to save the file. Depending on your browser, you may get a security prompt to download the file; follow the normal process for your browser to download the file.
- Except for the text file format, each file type has several settings available when you're in the **Export** dialog box. They are detailed in the next slides.

43-XX	INTEREST & DIVIDENDS	U	U	93	-93	0.00%	U	204
	SUBTOTAL DIRECT LABOR & OTHER OBJECTS	0	0	9,112,584	-9,112,584	0.00%	0	29,057,363
11-1X	FULL TIME PERMANENT	0.00	0.00	8.87	-8.87	0.00%	0.00	49.29
11-3X	PERS COMP - ALL OTHER	0.00	0.00	0.07	-0.07	0.00%	0.00	0.40
77-88	LO OVERHEAD	0.00	0.00	0.00	0.00	0.00%	0.00	-0.05
	TOTAL FTE	0.00	0.00	8.94	-8.94	0.00%	0.00	49.64

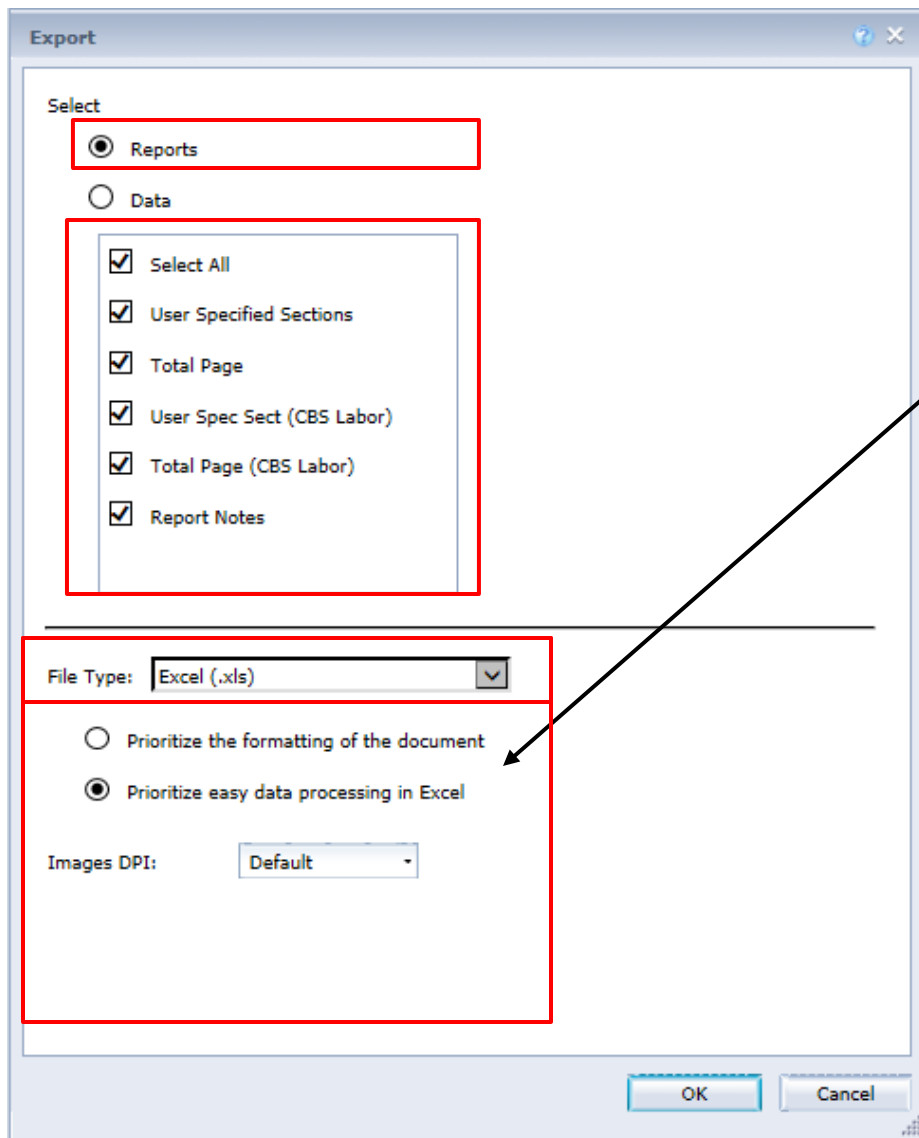


Working with Documents: Exporting Documents, reports or data



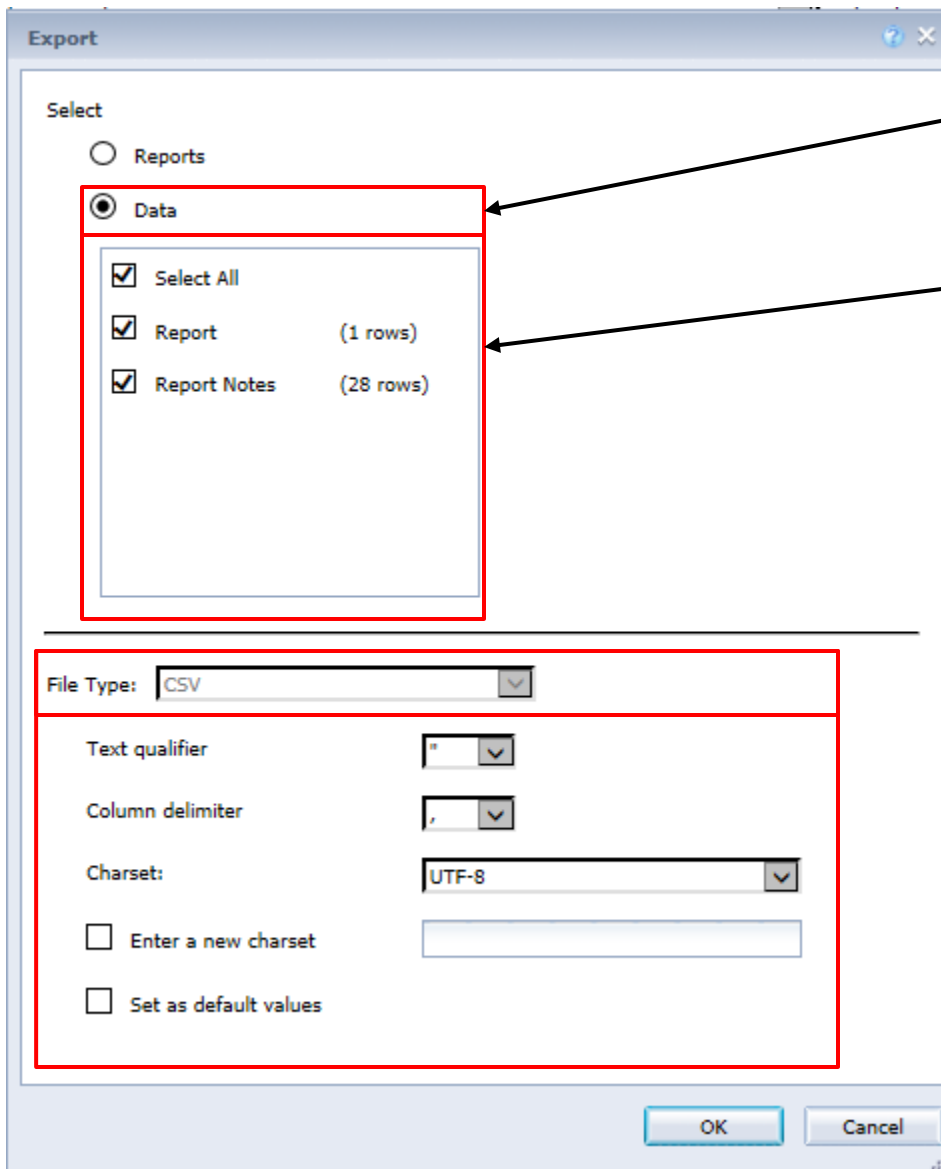
- When exporting in a **PDF file**, you can decide whether you want to export all reports if you have several reports in your document, or only the report you are currently viewing (“**Current Report**” option in the **Export** dialog box).
- If you decide to export only the report you are viewing, then it is possible to select whether you want to export:
 - All pages.
 - The current page.
 - Specific pages (example: pages 10 to 15).

Working with Documents: Exporting Documents, reports or data



- When exporting to **Excel**, both **.XLS** (prior to Excel 2007) and **.XLSX** (Excel 2007 and onward) formats are supported.
- When exporting to **Excel**, you can select between two options:
 - Prioritize the formatting of the document.
 - Prioritize easy data processing in Excel.
- ***Prioritize the formatting of the document.*** Select this option to have the layout and formatting of the document matched as closely as possible in the Excel file.
- ***Prioritize easy data processing in Excel.*** Select this option to avoid merging multiple cells into Excel cells as much as possible to exploit the data processing features of Excel.

Working with Documents: Exporting Documents, reports or data



- The “**Data**” option allows you to export raw data (data without any formatting coming directly from the queries behind the report) to a **.CSV** file (only format available for raw data) that can be opened in Excel.
- You can select whether you want to export all data or only specific queries.

Getting Help

Help icon

The screenshot shows the MARS application interface. At the top, there is a navigation bar with the MARS logo on the left and the text "Welcome: BOBJ Administrator" followed by "Applications", "Preferences", "Help menu", and "Log off". A red arrow points to the "Help menu" text. Below the navigation bar is a "Documents" section with a "Home" button and a "Documents" tab. Underneath is a "View" menu with options "New", "Organize", "Send", and "More Actions", and a "Details" view. The main content area is a table with columns "Title", "Type", and "Last Run". The table lists various report categories. On the left side, there is a "My Documents" section with a "Categories" list, including "Corporate Categories" and several sub-categories like "Code Listings", "Commitment Reports", etc.

Title	Type	Last Run
Code Listings	Category	
Commitment Reports	Category	
Funds Control and Budget	Category	
Higher Level Review	Category	
Internal Fund	Category	
Labor Reports	Category	
Monthly Variance Reports	Category	
NOAA Table of Organization	Category	
NOAA Variance Reporting	Category	
NWS 20-30 Central Region	Category	
NWS Budget Formulation	Category	
NWS Table of Organization	Category	
Transaction Reports	Category	

- This *Querying & Reporting User Guide* only brings you through the basics of using BusinessObjects.
- We encourage users to explore the broader functionality of the product by reading the online help.
- To get access to these resources, click on the *Help* icon from the *Main Menu*.

Training Material available (on the MARS Portal under Training>Reporting & Querying)

- **Webinar**–Recorded step-by-step demonstration video, tailored to MARS users.
- The “**Business User**” **Guide** – This guide conveys basic concepts and step-by step directions for:
 - system log-on
 - system navigation
 - viewing and refreshing reports
 - saving reports
 - sending reports to other users
- The “**Power User**” **Guide** – This guide conveys more advanced concepts and step-by step directions for:
 - Creating Webi Documents
 - Filtering Document Queries
 - Report Formatting
 - Advanced Report formatting
 - Analytic Features
 - Cross-tab Reports
- **Web-Based Reporting Module Training via Knowledge Accelerator** – Knowledge Accelerator is a web-based training tool that simulates use of the reporting and querying module. Knowledge Accelerator provides the user with an understanding of how the screens flow and provides the opportunity to practice processes/operations in the tool (e.g., opening a report, refreshing a report, etc.).

MARS Support Information

- **Hours: Mon-Fri 7:30 am - 5:30 pm EST**

- **Contact Information**
 - **Email**
 - mars.support@noaa.gov
 - **Phone**
 - (301) 427-8888
 - **Fax**
 - (301) 713-1742