What is MARS Reporting & Querying?
The MARS Reporting & Querying module is a web-delivered application that allows users to report, query, and analyze budgetary and financial management information. The role you requested on your MARS user access request form determines your level of access:

- **Business User**
  o View and refresh reports
  o View and refresh reports shared by Power Users

- **Power User**
  o View and refresh reports
  o Create and edit ad-hoc queries and reports
  o Share reports with other users.

What training is available?
There are three possible training avenues you can pursue:

1. **Webinar** – This is a recorded step-by-step demonstration video. It follows the format of the User's Manual with 2 sections: a Business User section and a Power User section.

2. **MARS Reporting & Querying User Manual** – This document is divided into 2 guides:

- The **"Business User" Guide**: This guide conveys basic concepts and step-by step directions for:

o system log-on	o saving reports
o system navigation	o sending reports to other users
o viewing and refreshing reports	

NOTE: Just reviewing this section will provide any user what they need to know to log in, find a document, and run a report. These pages are mostly screenshots.

- The **"Power User" Guide**: This guide conveys more advanced concepts and step-by step directions for:

o Creating Webi Documents	o Advanced Report formatting
o Filtering Document Queries	o Analytic Features
o Report Formatting	o Cross-tab Reports

The *"Business User" Guide and the "Power User" Guide* are written specifically for MARS and reference MARS screenshots. They are comprehensive documents that provide MARS users with the skills for reporting and querying.

NOTE:
  o All the training materials are available on the MARS home page (https://mars.rdc.noaa.gov/) via the menu *Training>Reporting & Querying*.

- o **A MARS R&Q Quick Reference Sheet** provides a summary of the steps to get up and running quickly, as well as the steps for the most performed actions by the business users and the power users.

- o The users can read the **"What's New in BO 4.2" Guide** to get acquainted with the new features of the BO 4.2 release.

- o You can access a **MARS Quick Start Guide** on the MARS home page (https://mars.rdc.noaa.gov/) by clicking on the menu *Reference Materials >MARS Quick Start Guide.* This guide pertains to both the MARS Reporting & Querying module and the MARS Data Entry module.

3. **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. While Knowledge Accelerator is NOT specific to MARS (e.g., menu options, report names, category names, etc. are generic), the concepts of how to use and navigate through the module are the same.

   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.).

   The course is divided into modules comprising a course and corresponding activities. An activity may have several sub activities. The user may choose to view an activity in static mode (Web page or PDF document) or to play it as a simulation (animated slide show or interactive tutorial).

How do I access the Webinars*?*

1. From your browser, access the **MARS Home page** at https://mars.rdc.noaa.gov/
2. Click on the *Training* menu from the toolbar at the top of the page
3. Click on the *Reporting & Querying* sub menu
4. Select **Business User Video** or **Power User Videos**

How do I access the Business User Guide or Power User Guide*?*

1. From your browser, access the **MARS Home page** at https://mars.rdc.noaa.gov/
2. Click on the *Training* menu from the toolbar at the top of the page
3. Click on the *Reporting & Querying* sub menu
4. Select **Business User Guide** or **Power User Guide**
5. If you wish, save the documents to your hard drive. (Remember, these documents may have been updated over time; you may wish to check here occasionally to get the latest version)

How do I access the Knowledge Accelerator Training?

1. From your browser, access the **MARS Home page** at https://mars.rdc.noaa.gov/
2. Click on the *Training* menu from the toolbar at the top of the page
3. Click on the *Reporting & Querying* sub menu
4. Click on *Training Module*
5. The Knowledge Accelerator screen appears:

SAP Knowledge Acceleration
SAP BusinessObjects Business Intelligence Platform

SAP Knowledge Acceleration, version for the SAP BusinessObjects platform course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze, and share corporate data using SAP BusinessObjects Business Intelligence (BI) platform. To begin, select one of the modules below.

- Setting Up BI Launch Pad
- Viewing Objects
- Organizing Objects
- Sharing Information
- Launching Applications in BI Launch Pad
- Editing a BI Workspace
- Getting Started with Live Office
- Managing Live Office Objects
- Course Challenge: SAP BusinessObjects Business Intelligence Platform

NOTE: Knowledge Accelerator requires the following:
- o **One of the following browsers:**
  - o **Microsoft Internet Explorer browser version 9 or 11.**
  - o **Firefox Version 31 and above. Please note that the formatting is not optimal with Firefox. Therefore, it is recommended to use Knowledge Accelerator with Internet Explorer.**
- o **JavaScript enabled.**
- o **Pop-up blocker disabled.**

Click on the desired module and then **course** or **activity** / **sub activity** to access a course or activity.
- The course displays as a static document (Web page)
- By default, the activity will display as a Work Instruction (static web page).
  - o A drop down list on the top right corner of the activity page, allows switching to a static PDF document or to an animated mode (*Simulation*).
    - ▪ On the Welcome page of the Simulation mode, you can click on *Demonstration* to select the slide show view, or *Tutorial*, to select the interactive tutorial.