

Report Type

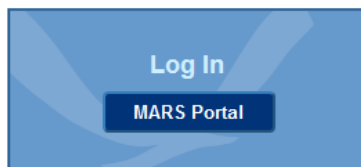
MARS R&Q stores one type of report: **Web Intelligence (WebI)** reports (that can be edited in your personal folders if you are a power user)

When is Data Updated?

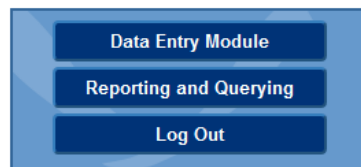
For information on when data is updated check the following website:
<https://mars.rdc.noaa.gov>

Logging in to MARS Reporting & Querying:

1. Open the webpage: <https://mars.rdc.noaa.gov>
2. Click the **MARS** button and sign on using your CAC or NOAA username/password when prompted



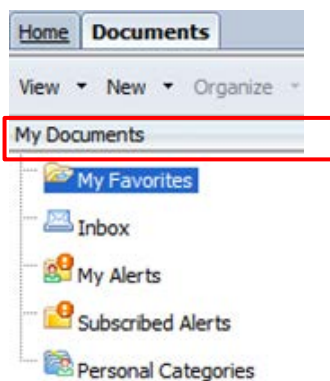
3. Click the **Reporting & Querying** button to enter the module



For details, see <https://mars.rdc.noaa.gov/usingsso.pdf>

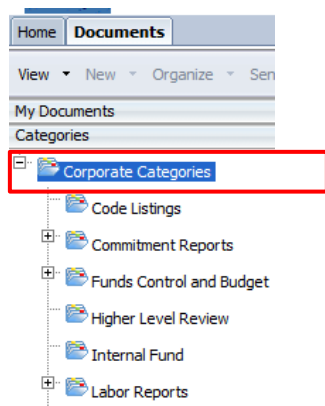
Navigation

My Documents View



Expand the **My Documents** drawer to access your personal reports

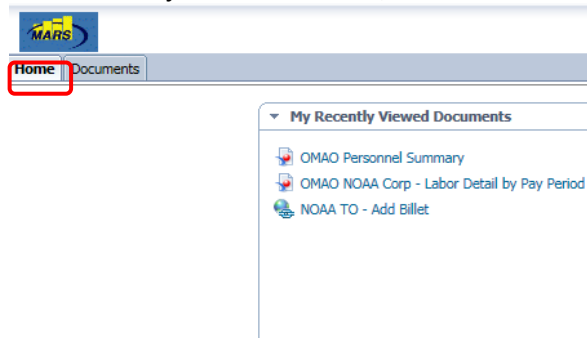
Categories View



Expand the **Categories** drawer to access your corporate reports

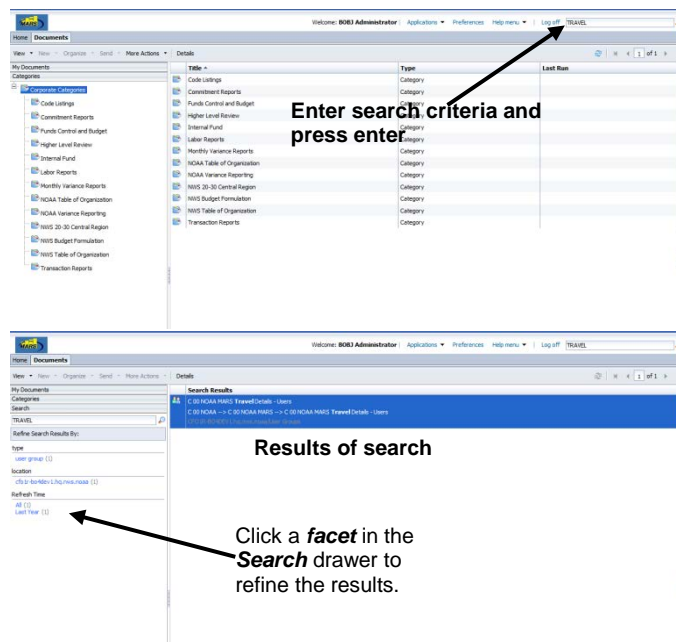
Recently Viewed Documents

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



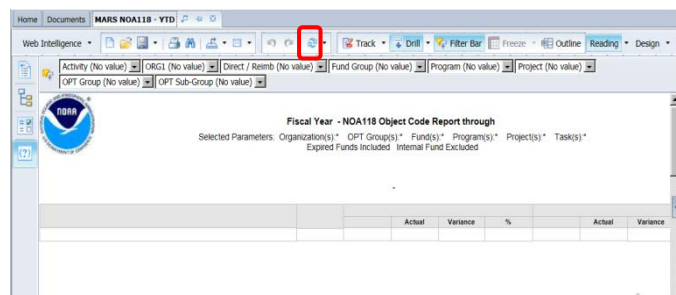
- From the **Home** tab, you can also view any **unread messages** in your Business Objects **Inbox**
- Click on the **Documents** tab to go back to **Corporate Category** view

Finding Documents

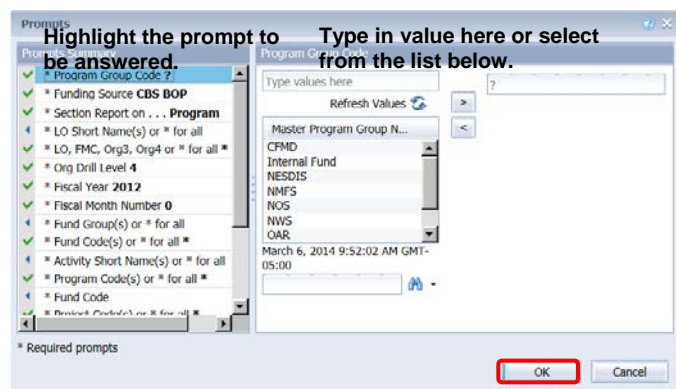


Refreshing Reports

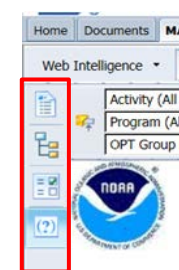
1. Double click on the report name to open it
2. Click the **Refresh Data** icon to retrieve the desired data



3. Click on each prompt and select or enter values to use to retrieve data. A green checkmark will appear when a valid value(s) have been chosen. You can select multiple items (if appropriate) by holding down the Ctrl (individual selection) or Shift (range selection) key.



Navigating within a Document



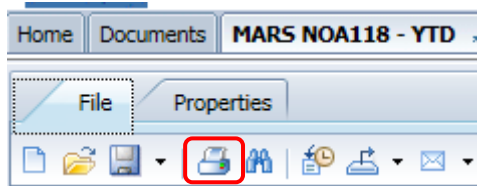
The **panel** to the left of the report is used to show the following features:

- **User Prompt Input**
- **Navigation Map**
- **Input Controls**

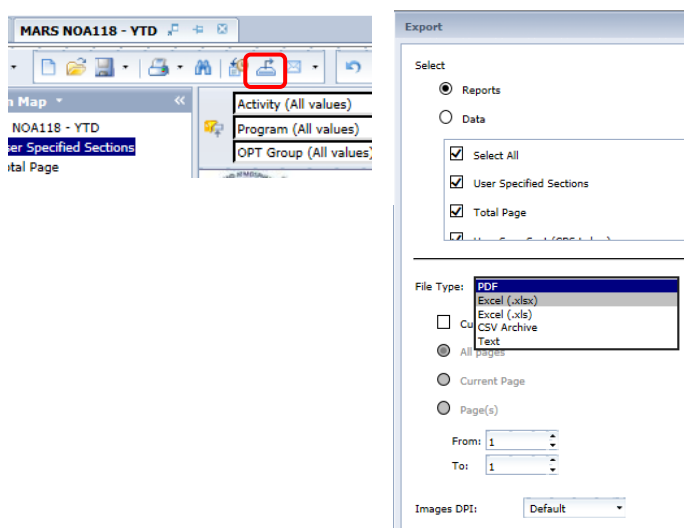
The icons of the left panel control which feature you see.

Print & Export Reports

- 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.
- To export a report, click on **Export to my Computer** icon



- You can select the report(s) you want to export, the format of the exported file (**Excel, PDF, CSV or Text**). Specific options are available based on the selected format.
- You can export raw data (option "Data") to a csv file that can be opened in Excel

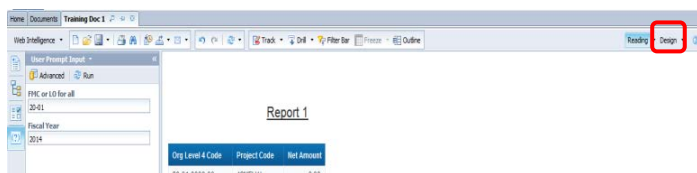
Copying a Report for Editing

- If you are a power user, you can make a copy of a Webl document in your **My Favorites** for editing by;
- Right click on a standard report and select **Organize | Copy This option is only available if you are a power user**
- Navigate to your **My Favorites** folder
- Select **Organize | Paste**

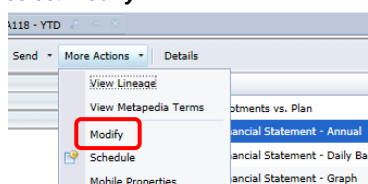
Editing a Document

To make changes to the query of report layout you must open the document for editing in one of two ways:

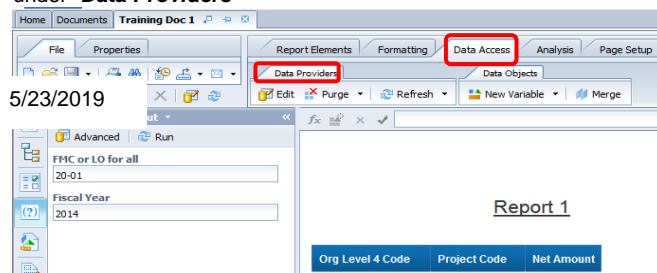
- Double Click on the name of the report to open it, then click on the **Design** button



- From the Detail Panel, **Highlight** the document. Then From the **More Actions Menu**, select **Modify**

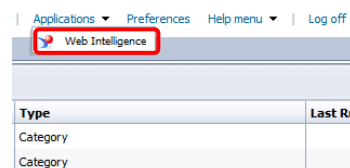


Then, To Edit the Query, click on **"Data Access"** and then click on **"Edit"** under **"Data Providers"**



Creating Web Documents

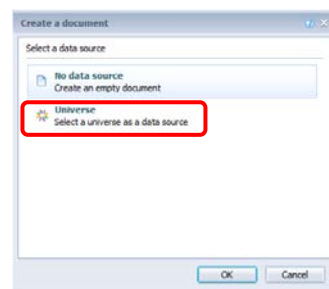
- From the **Application** drop-down menu select **Web Intelligence**



- You are now presented with the Webl Application. Click on **"New"** icon to create a New Webl document



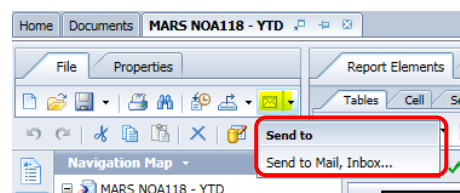
- In **"Create a document"** dialog box select **"Universe"** and click **"OK"** button



- You are presented with a list of universes. Select the desired universe and start building your query

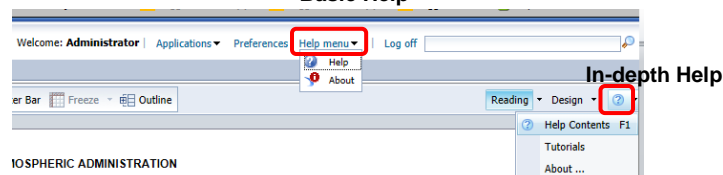
Icons Description

- You can hover the mouse over an icon to obtain a high level description of that icon



Getting Help

Basic Help



- Help from the Main Menu covers Setting Preferences, BI Launch Pad and basic report building.
- Within **View mode** or **Edit mode** of a document, clicking the help icon will bring you to in-depth documentation on building Webl documents

Training Material available

- Access the MARS Home page at: <https://mars.rdc.noaa.gov/>
- Click on the **Training** menu from the toolbar at the top of the page