

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**
 - View and refresh reports
 - View and refresh reports shared by Power Users

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

What training is available?

There are two possible training avenues you can pursue:

1. **MARS Reporting & Querying User Guide** – This document 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
 - ad-hoc querying and report creation

It is written specifically for MARS and references MARS screenshots. This is a comprehensive document that provides MARS users with the skills for reporting and querying.

NOTE: Just reviewing the first 50 pages of this document will provide any user what they need to know to log in, find a document, and run a report. These pages are mostly screenshots to show you step by step—it is not 50 pages of text!

2. **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.).

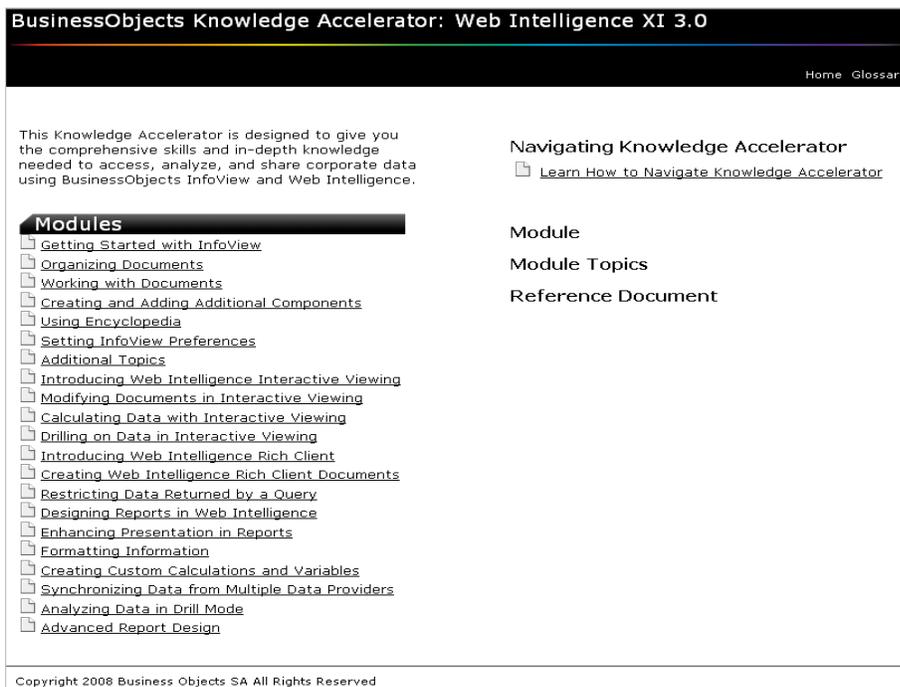
The course is divided into sections called Modules. Modules may have subsections called Module Topics. The user may choose to play the entire module from the start as a interactive simulation (animated slide show) or they may view a specific module topic. The module topic may be viewed as a simulation or as a work instruction (document with screen shots).

How do I access the MARS Reporting & Querying User Guide?

1. From your browser, access the MARS home page at <https://mars.rdc.noaa.gov/>
2. Click on the *Reference Materials* menu from the toolbar at the top of the page
3. Click on *Training Materials*
4. Click on MARS Reporting & Querying User Guide
5. If you wish, save the document to your hard drive. (Remember, this document may be 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 *Reference Materials* menu from the toolbar at the top of the page
3. Click on *Training Materials*
4. Click on *MARS Reporting Module Training*
5. The Knowledge Accelerator screen appears:



The screenshot shows the BusinessObjects Knowledge Accelerator interface. At the top, it says "BusinessObjects Knowledge Accelerator: Web Intelligence XI 3.0" with "Home" and "Glossary" links. Below this, there is a description: "This Knowledge Accelerator is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze, and share corporate data using BusinessObjects InfoView and Web Intelligence." To the right, under "Navigating Knowledge Accelerator", there is a link: "Learn How to Navigate Knowledge Accelerator". On the left, under "Modules", there is a list of topics: "Getting Started with InfoView", "Organizing Documents", "Working with Documents", "Creating and Adding Additional Components", "Using Encyclopedia", "Setting InfoView Preferences", "Additional Topics", "Introducing Web Intelligence Interactive Viewing", "Modifying Documents in Interactive Viewing", "Calculating Data with Interactive Viewing", "Drilling on Data in Interactive Viewing", "Introducing Web Intelligence Rich Client", "Creating Web Intelligence Rich Client Documents", "Restricting Data Returned by a Query", "Designing Reports in Web Intelligence", "Enhancing Presentation in Reports", "Formatting Information", "Creating Custom Calculations and Variables", "Synchronizing Data from Multiple Data Providers", "Analyzing Data in Drill Mode", and "Advanced Report Design". At the bottom, it says "Copyright 2008 Business Objects SA All Rights Reserved".

NOTE: Knowledge Accelerator requires the following:

- **One of the following browsers**
 - **Microsoft Internet Explorer browser version 6.0, 7.0, or 8.0.**
 - **Firefox Version 1.5 or 2.0**
- **JavaScript enabled.**
- **Pop-up blocker disabled.**

To learn how to use Knowledge Accelerator, click on the *Learn How to Navigate Knowledge Accelerator* topic on the right side under *Navigating Knowledge Accelerator*.

To activate a module:

- Click on the desired module on the left side under **Modules**.
 - The Module and its associated Module Topics will appear on the right side
- Double click on the Module on the right side (under **Module**)

To activate a module topic:

- Click on the desired module on the left side under **Modules**.
 - The Module and its associated Module Topics will appear on the right side
- Double click on the desired Module Topic on the right side under **Module Topics**
 - By default, the Module Topic will open as a Work Instruction (static document)
 - To switch to a simulation (if available), use the drop down list in the upper right and click **Simulation**