



MARS Reporting & Querying “Business User” Guide

For the Business and Power User

Navigation / Working with Corporate Documents

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

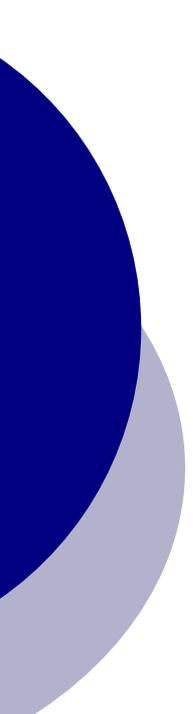


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Terminology

- **BusinessObjects 4.1™** – This is the release of BusinessObjects being used by NOAA for MARS Reporting & Querying Module as of February 2015.
- **Launch Pad**– This is the web component of BusinessObjects 4.1 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 4.1 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

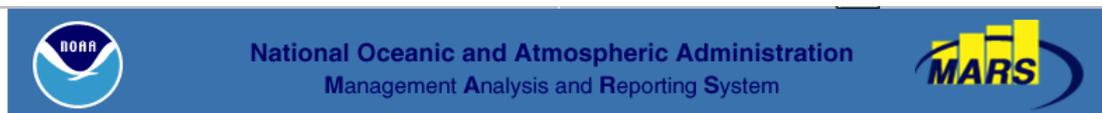
The screenshot displays the MARS Home Page with the NOAA logo and the title "National Oceanic and Atmospheric Administration Management Analysis and Reporting System". The navigation bar includes "Home", "Reference Materials", "Key Links", "Downloads", and "New in MARS". The main content area is divided into three columns. The left column, titled "Data Status", lists various data reports such as "CBS data from", "Last pay period", "Last CBS labor accrual", "CBS accrual based on pay period", "Regular accrual rate", "Adjusted accrual rate", and "CBS over/under run". The middle column, titled "Log In", features two buttons: "Data Entry Module" and "Reporting & Querying", with the latter circled in red. Below the login buttons is an "Announcements" section for November 2009, containing a note about Internet Explorer 8 (IE8) not being supported and a notice to Reporting & Querying users regarding a problem with personal documents. The right column, titled "System Status", shows the system was updated on November 30, 2009, and provides "MARS Hours of operation" and "MARS Forms" links. At the bottom, there is a "MARS Support" section with contact information and hours, and a footer with the NOAA logo, version number "v1.4", and links to "U.S. Department of Commerce", "National Oceanic and Atmospheric Administration", "Privacy Policy", "Disclaimer", and "Contact".

- Go to this web address for the MARS Home Page:

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

- This page features:
 - Log In for
 - *MARS Data Entry Module*
 - *MARS Reporting & Querying*
 - Data Status
 - Support Information
 - Announcements
 - System Status
 - Forms
 - Reference Materials
 - Key Links
 - Downloads
 - New in MARS
- To log in to MARS Reporting & Querying, click the *Reporting & Querying* button

Logging In – User Name & Password Screen



Welcome to Management Analysis and Reporting System

Enter your user information, and click "Log On".
Users requesting access to MARS for the first time should follow these [instructions](#)

User Name:

Password:

[Forget Your Password?](#) [Help](#)

User passwords should adhere to the [Department of Commerce Password Policy](#)

***** 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.*****

[U.S. Department of Commerce](#)
[National Oceanic and Atmospheric Administration](#)
[Privacy Policy](#) | [Disclaimer](#) | [Contact](#)

- Enter your *User name* & *Password* then click *Log On*.
- User names & passwords are case sensitive.
- If a password is entered incorrectly 3 times, the user account will be disabled.
- Valid passwords in BusinessObjects are required to:
 - Be at least 8 characters
 - Contain 2 of the following
 - Upper case letters
 - Lower case letters
 - Numbers
 - Punctuation (! @ # \$ %, & etc.)
 - Be different from your last 10 passwords
 - NOT contain any of your account name as part of your password
- If your account becomes disabled, contact MARS Support. Contact information can be found on page 32 and on the MARS Home Page. 6

Logging Out

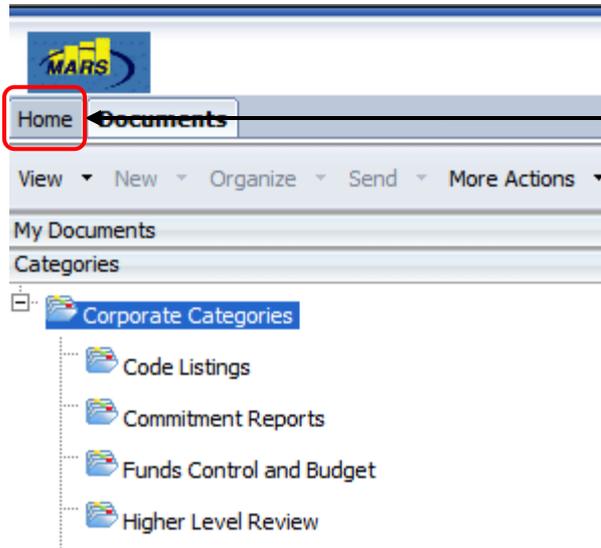
The screenshot shows the BusinessObjects MARS interface. At the top, there is a navigation bar with the MARS logo on the left and the text 'Welcome: BOBJ Administrator' followed by several menu items: 'Applications', 'Preferences', 'Help menu', and 'Log off'. An arrow points to the 'Log off' option. Below the navigation bar is a 'Documents' section with a 'View' menu and a 'Details' view. The main area displays a table of documents.

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	

When you are finished using BusinessObjects, always log out by selecting the **Log Off** option from the menu bar.

You will be brought back to the login screen after you have successfully logged out.

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 Applications

My Recently Run Documents

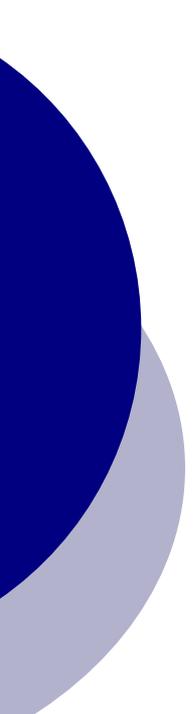
No recently run documents

0 Unread Alerts

No unread alerts

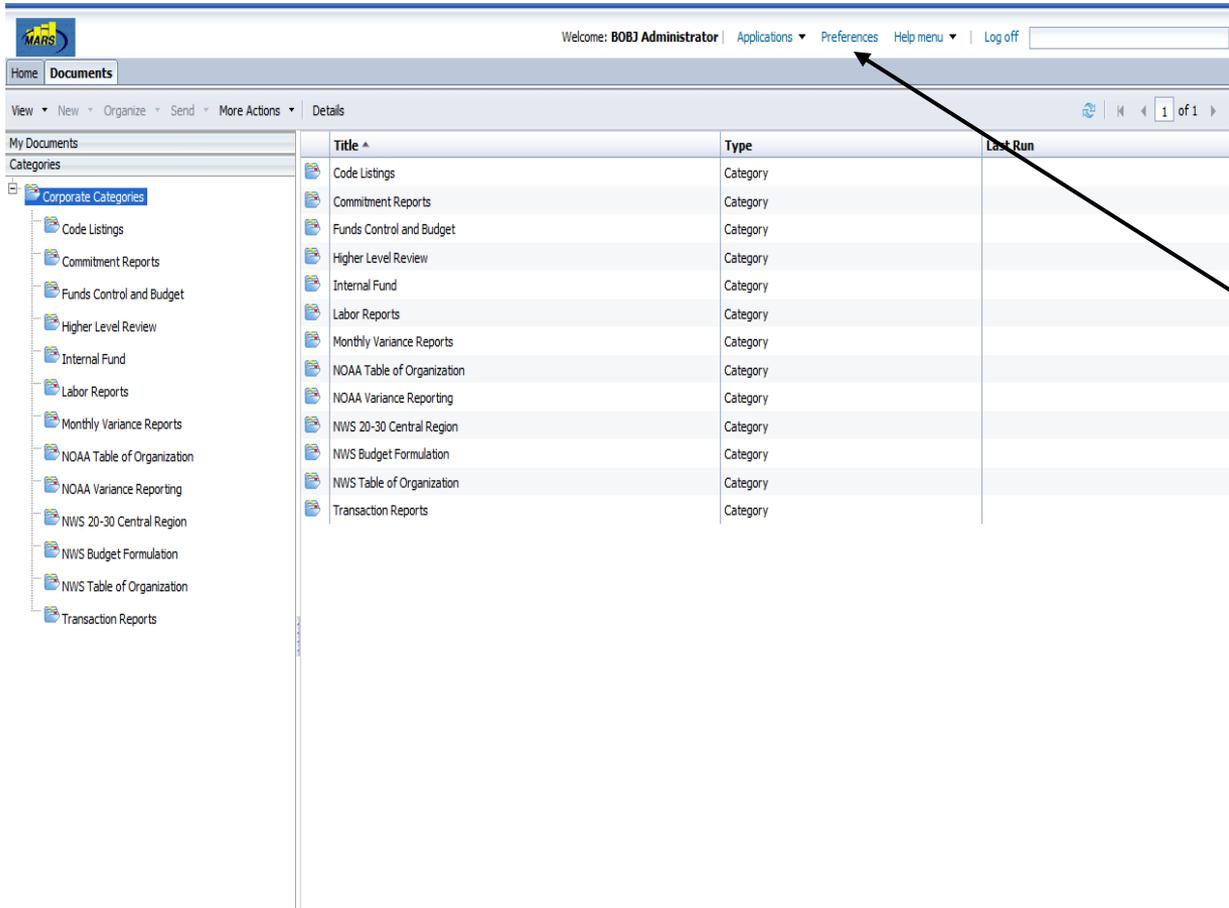
See more...

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



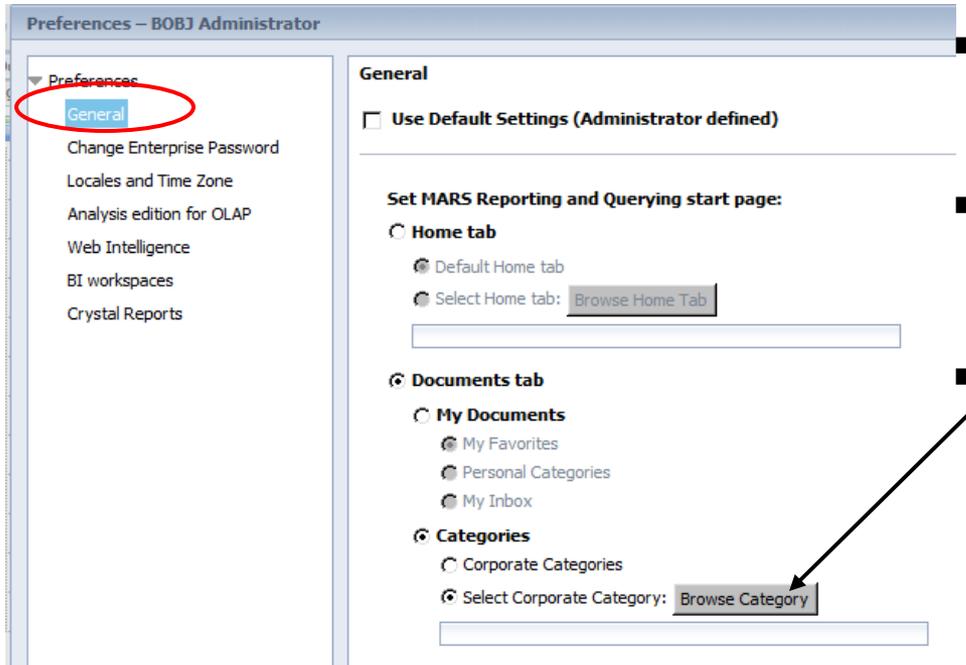
Setting Preferences

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



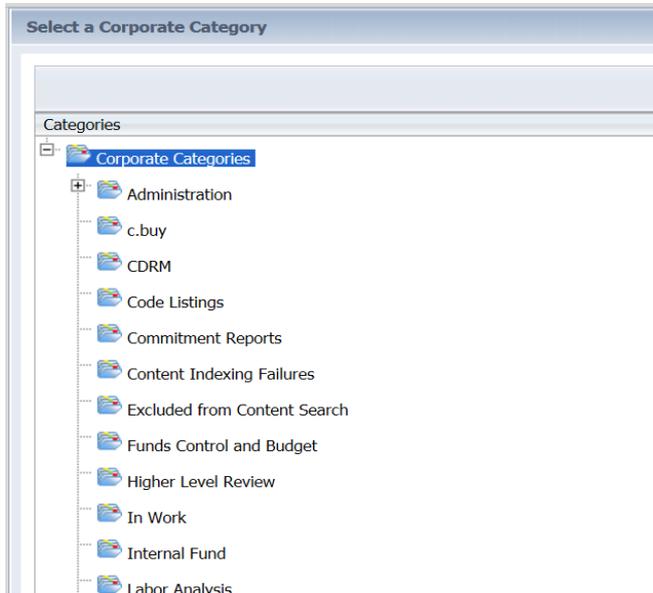
Set your preferences as follows for the exercises in this guide. Starting with the **General** settings . . .

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.

Documents tab

My Documents

- My Favorites
- Personal Categories
- My Inbox

Folders

- Public Folders
- Select Public Folder:

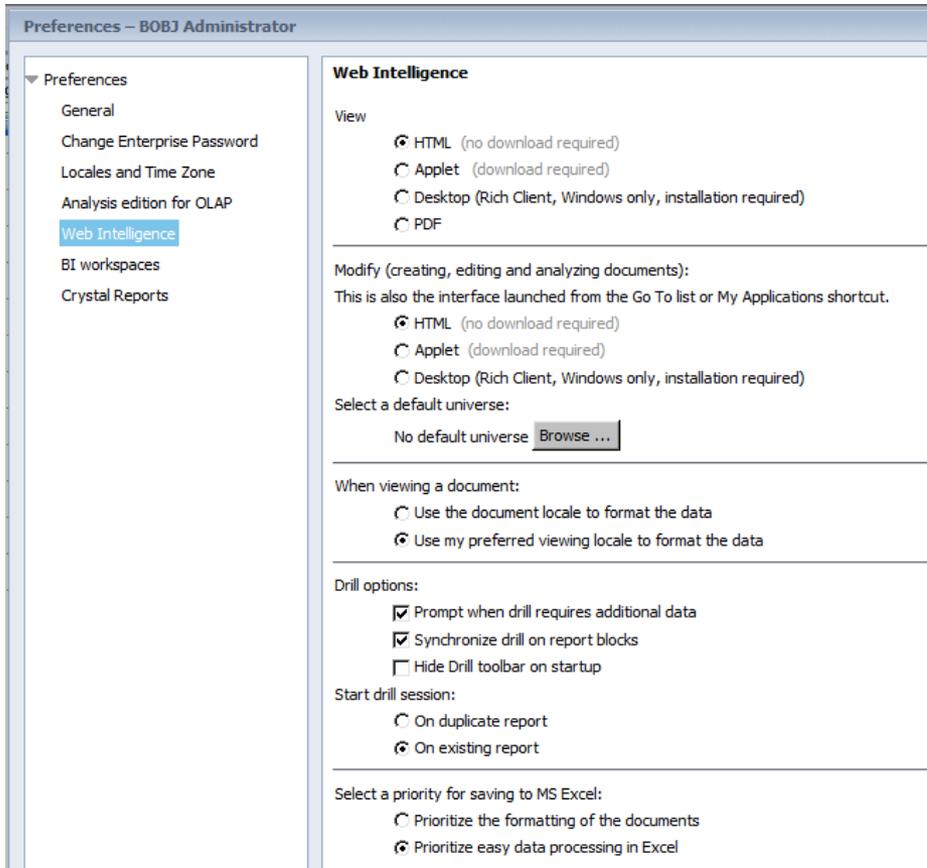
Categories

- Corporate Categories
- Select Corporate Category:

Monthly Variance Reports

- Note the selected category.

Setting Preferences: Web Intelligence Section



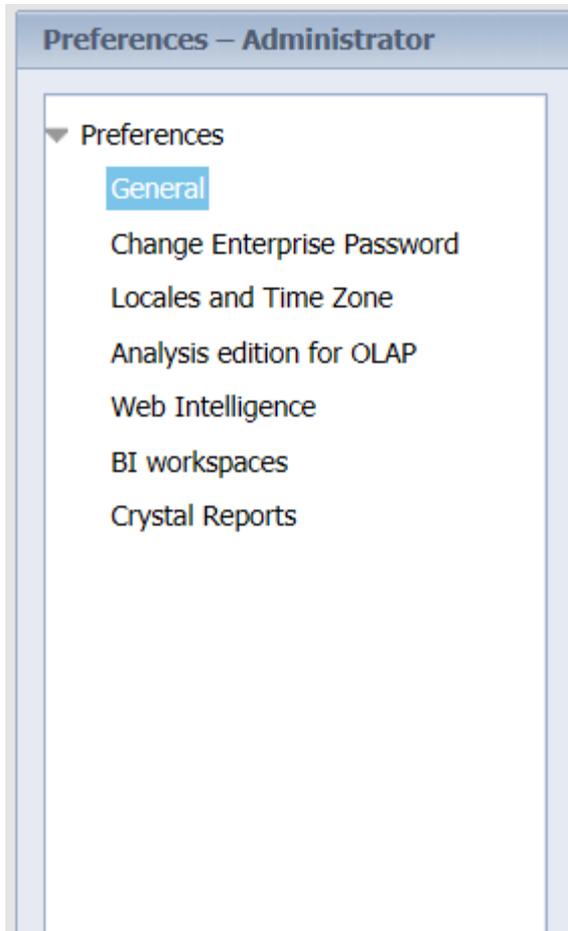
- Scroll down to the **Web Intelligence** section. Click the section name to expand the list of options within the section.
- Select a default view format:
 - HTML**
- Select a default creation/editing tool:
 - HTML**
- When viewing a document:
 - Use my preferred viewing locale to format the data**
- 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

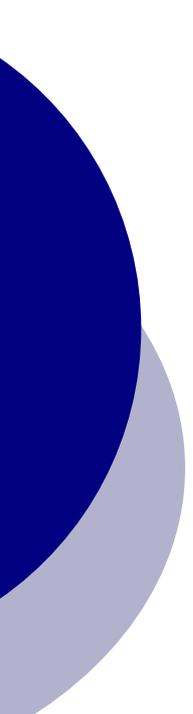
The screenshot shows a web interface titled "Preferences - Administrator". On the left is a navigation menu with the following items: "Preferences" (expanded), "General", "Change Enterprise Password" (highlighted in blue), "Locales and Time Zone", "Analysis edition for OLAP", "Web Intelligence", "BI 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

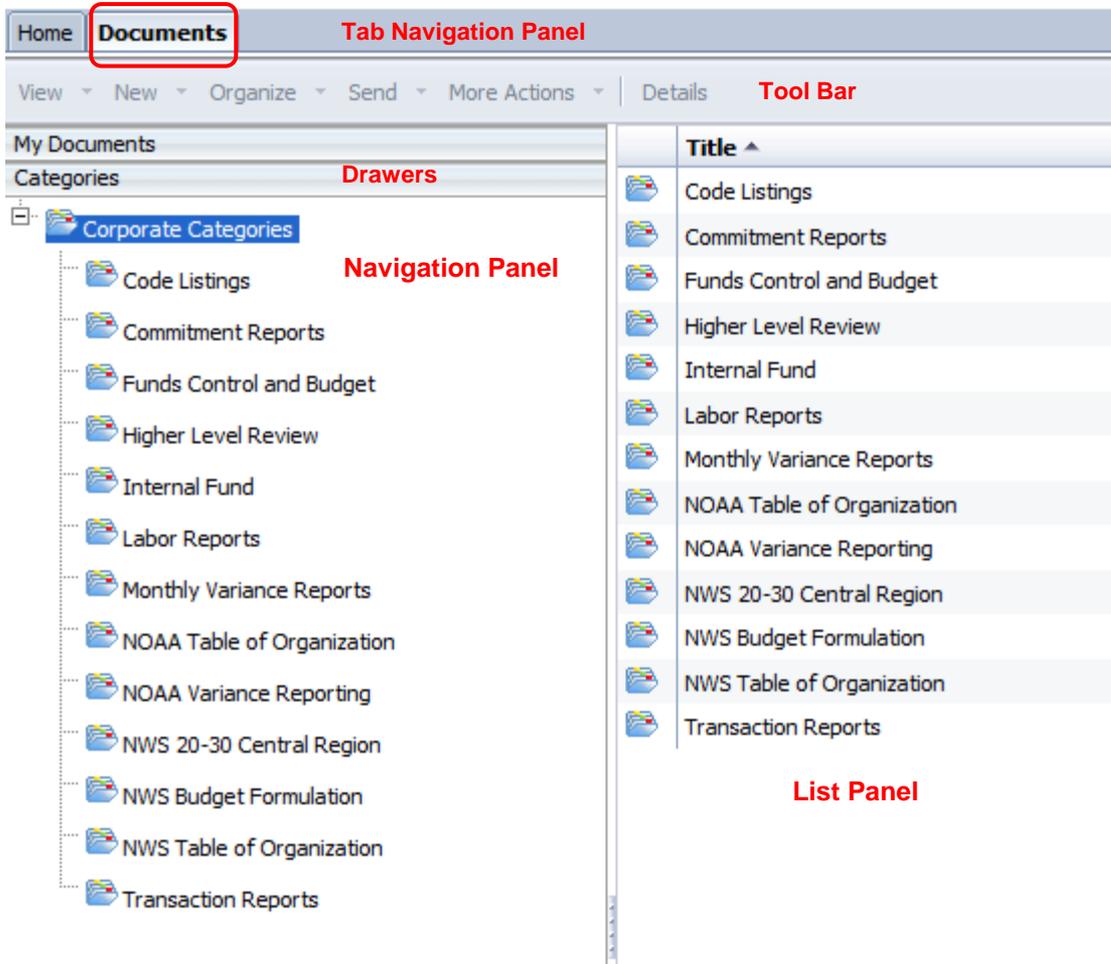


- Please ignore the *Crystal Reports, Analysis edition for OLAP, BI Workspaces* settings.



Launch Pad Navigation

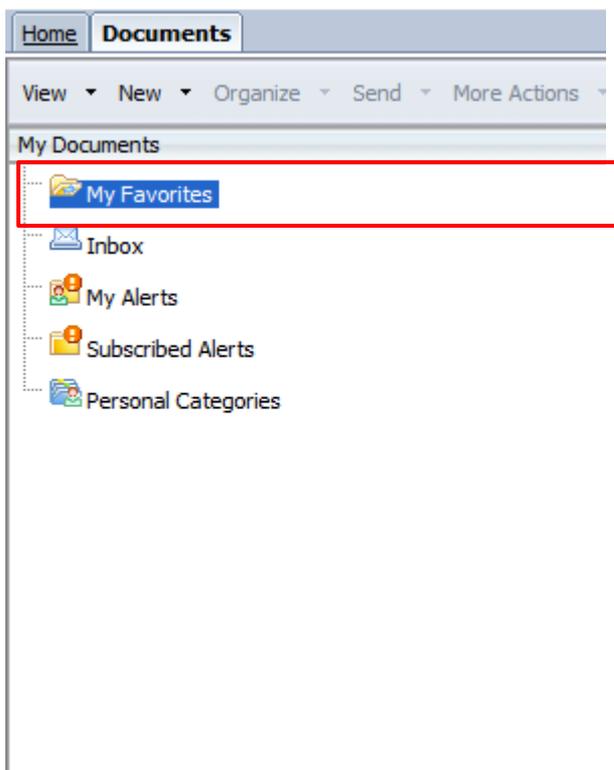
BI Launch Pad Navigation: List Panels



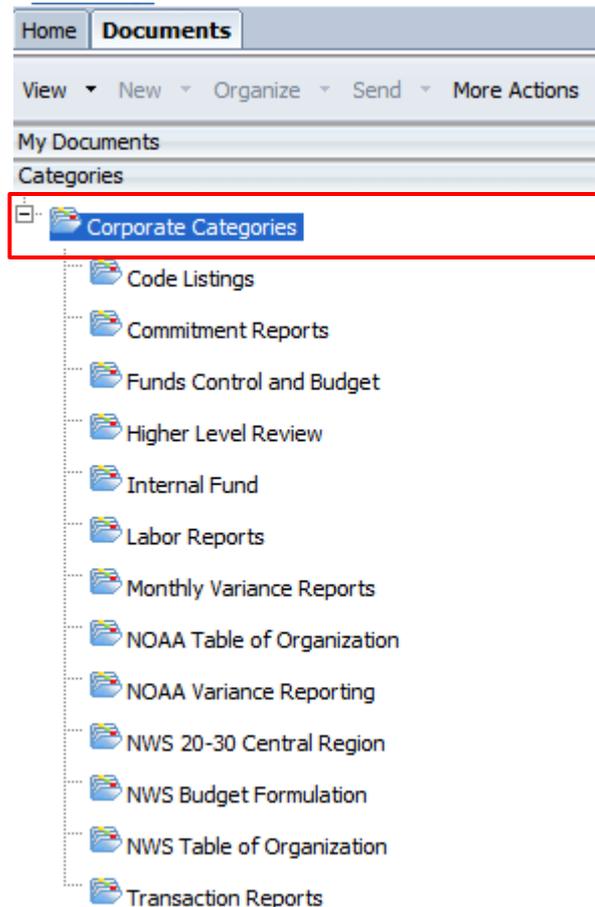
- Click the *Documents* tab to return to *Corporate Categories* view.
- Note that the screen is divided into two panels:
 - Navigation Panel
 - List Panel
- The *Navigation Panel* is used to browse *Personal Folders* & *Categories, Inbox* documents and *Corporate Categories*.
- The *Navigation Panel* 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

The screenshot displays the MARS web application interface. The top navigation bar includes 'Home', 'Documents', and a search field containing 'TRAVEL'. Below the navigation bar, there is a 'My Documents' section with a tree view of categories. The main content area shows a table of documents with columns for 'Title', 'Type', and 'Last Run'. An arrow points from the search field to the table, with the text 'Enter search criteria and press enter' overlaid on it.

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	

Results of search

The search results section shows a list of documents matching the search criteria 'TRAVEL'. The results are displayed in a table with columns for 'Search Results' and 'Refine Search Results By:'. The search results include:

- C 00 NOAA MARS **Travel** Details - Users
- C 00 NOAA --> C 00 NOAA MARS --> C 00 NOAA MARS **Travel** Details - Users
- CFO IR-BO-DEV1.hq.nws.noaa>User Group

The 'Refine Search Results By:' section includes filters for 'type' (user group (1)), 'location' (cfo Ir-bo-dev1.hq.nws.noaa (1)), and 'Refresh Time' (All (1), Last Year (1)).

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**.

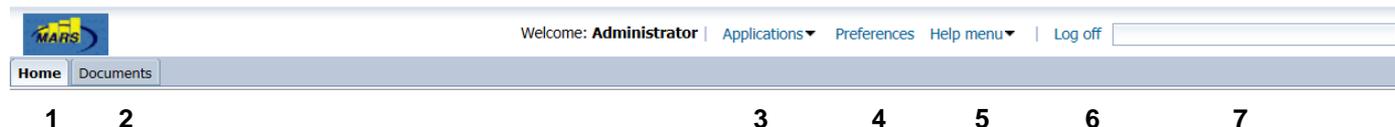
For example, if you are looking for a document you know has 'Travel' in the name, simply type 'Travel' in the search field and press enter.

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

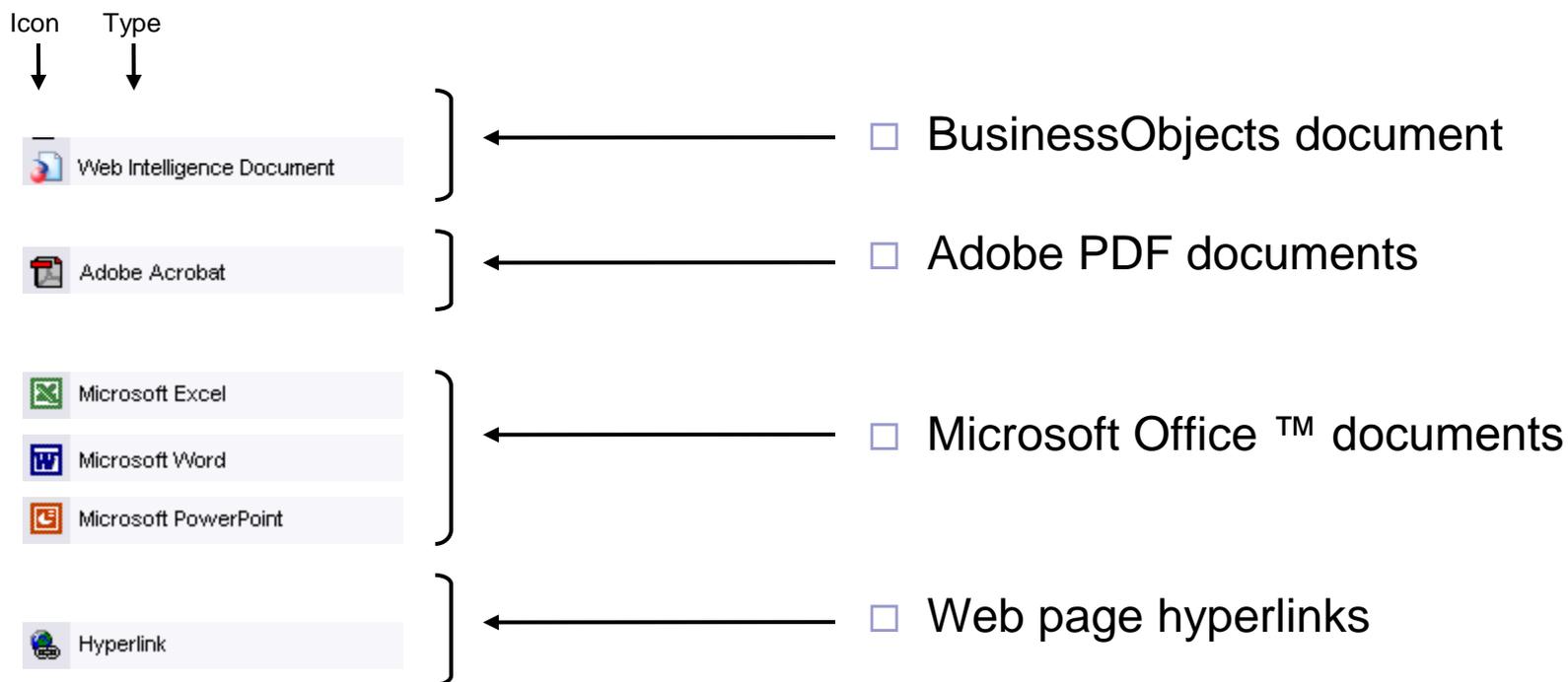
Launch Pad Menu Bar

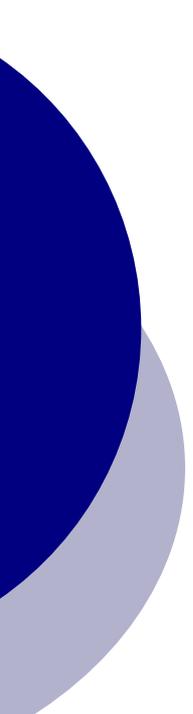


1. **View:** Open a selected report for viewing or displays report properties.
2. **New:** Create Category or Folder
3. **Organize:** Cut, copy, copy shortcut, paste or delete Personal Folder, Category or Document
4. **Send:** Send selected report to user's BusinessObjects Inbox.
5. **More Actions:** 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

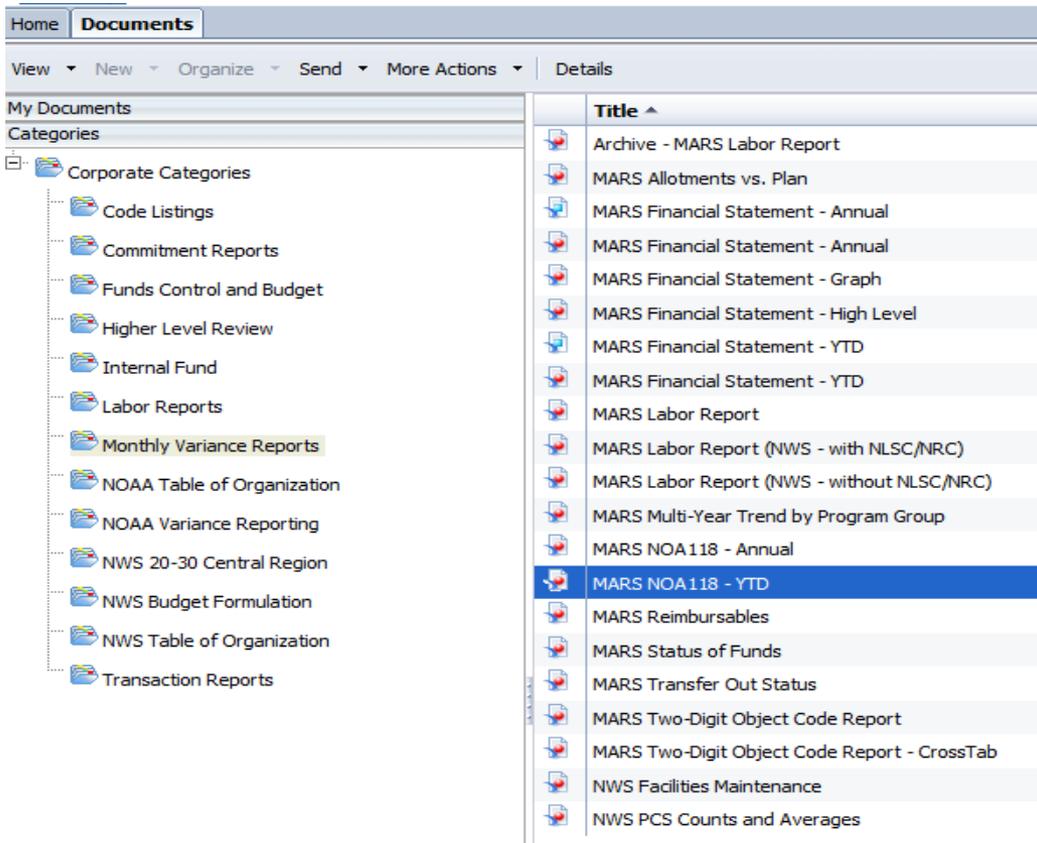
- Documents other than BusinessObjects documents can be viewed in Launch Pad and discerned by their icon or type description.





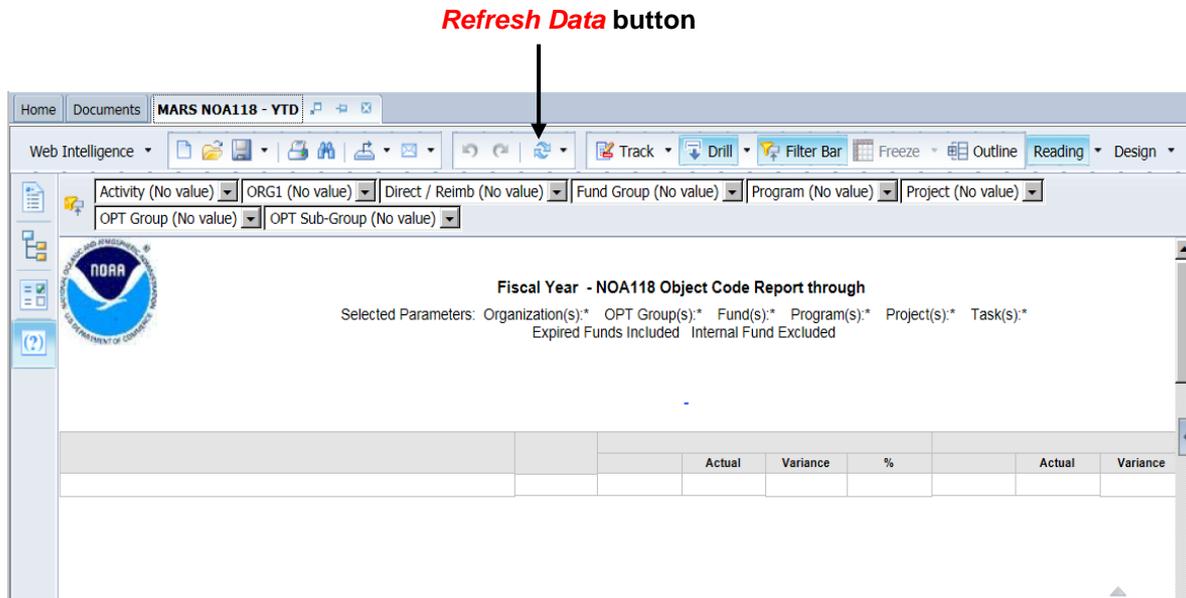
Working with Documents

Working with Documents: Using a Corporate Document



- 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



- 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

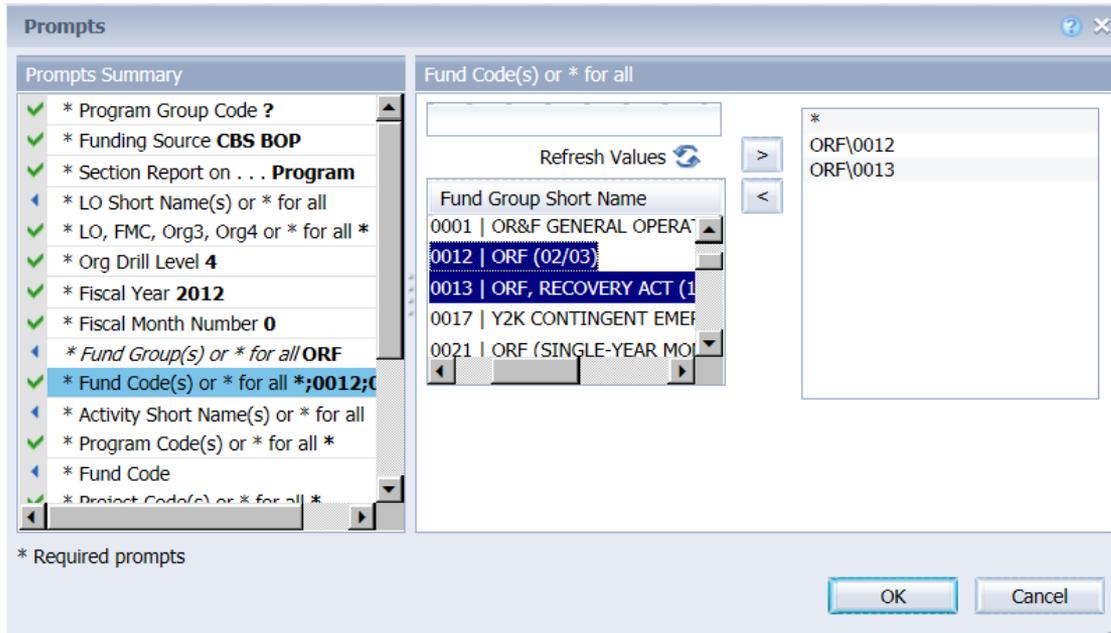
Highlight the prompt to be answered.
See below for options.

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

The screenshot shows a 'Prompts' dialog box with two main sections. On the left, a 'Prompts Summary' list contains various prompts, with '* Program Group Code ?' highlighted. On the right, the 'Program Group Code' section features a text input field containing a question mark, a 'Refresh Values' button with a circular arrow icon, and a list of values: CFMD, Internal Fund, NESDIS, NMFS, NOS, NWS, and OAR. Below the list is a timestamp: 'March 6, 2014 9:52:02 AM GMT-05:00'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A legend at the bottom left indicates that asterisks denote required prompts.

- 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



- 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	Month of August			Year to Date Through August			
	CBS BOP	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 Obj

Selected Parameters: Organization(s): OPT Group(Expired Funds Included)

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 \ Exporting a Document

Activity (All values) | ORG1 (All values)
Program (All values)
OPT Group (All values) | OPT Sub-Group (All values)

NOAA
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
U.S. DEPARTMENT OF COMMERCE

NWS - National
Fiscal Year 2013 - NOA118 Obj
Selected Parameters: Organization(s): OPT Group(
Expired Funds Included
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

- 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, click on **Export to my Computer** icon (to save the entire document or save only the current report tab) to my computer.
- You can then select; Excel, PDF, CSV or Text format for the exported file.
- **Note**
In a report exported to PDF, the navigation is not displayed by default. To display navigation, click the Bookmark icon on the left.

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 | Applications | Preferences | Help menu | Log off' on the right. Below the navigation bar is a 'Home Documents' section. The main content area is divided into two panes. The left pane shows a tree view of 'My Documents' with 'Corporate Categories' expanded, listing various report categories. The right pane shows a table with the following data:

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 (See on the MARS Portal!)

- **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