OBIEE

Oracle Business Intelligence

Enterprise Edition

Rensselaer Business Intelligence

Web Time Entry

Timesheet Orgs and Approvers

TABLE OF CONTENTS

INTRODUCTION

Oracle Business Intelligence Enterprise Edition (OBIEE) is a web-based Business Intelligence tool that provides a full range of reporting and analytics capabilities that allow you to:

- *Collect up-to-date data from your organization*
- *Present the data in easy-to-understand formats*
- *Deliver data in a timely fashion*

These capabilities enable better decisions, informed actions, and the ability to implement more-efficient business processes.

USER INTERFACE

- Web-based application
- Works from all browsers (IE, Chrome, Firefox, Safari)
- Allow pop-ups from rpi.edu (see Browser Settings section for more information)

HOW TO LAUNCH OBIEE

- Web Application (no installation or special setup required)
- URL: https://obiee.server.rpi.edu/analytics/
- Sign In (RCS User ID and RCS password)

Sign In

Enter your user id and password.

User ID

Password

Sign In

## HOW TO NAVIGATE

- Will open to this page, select Catalog
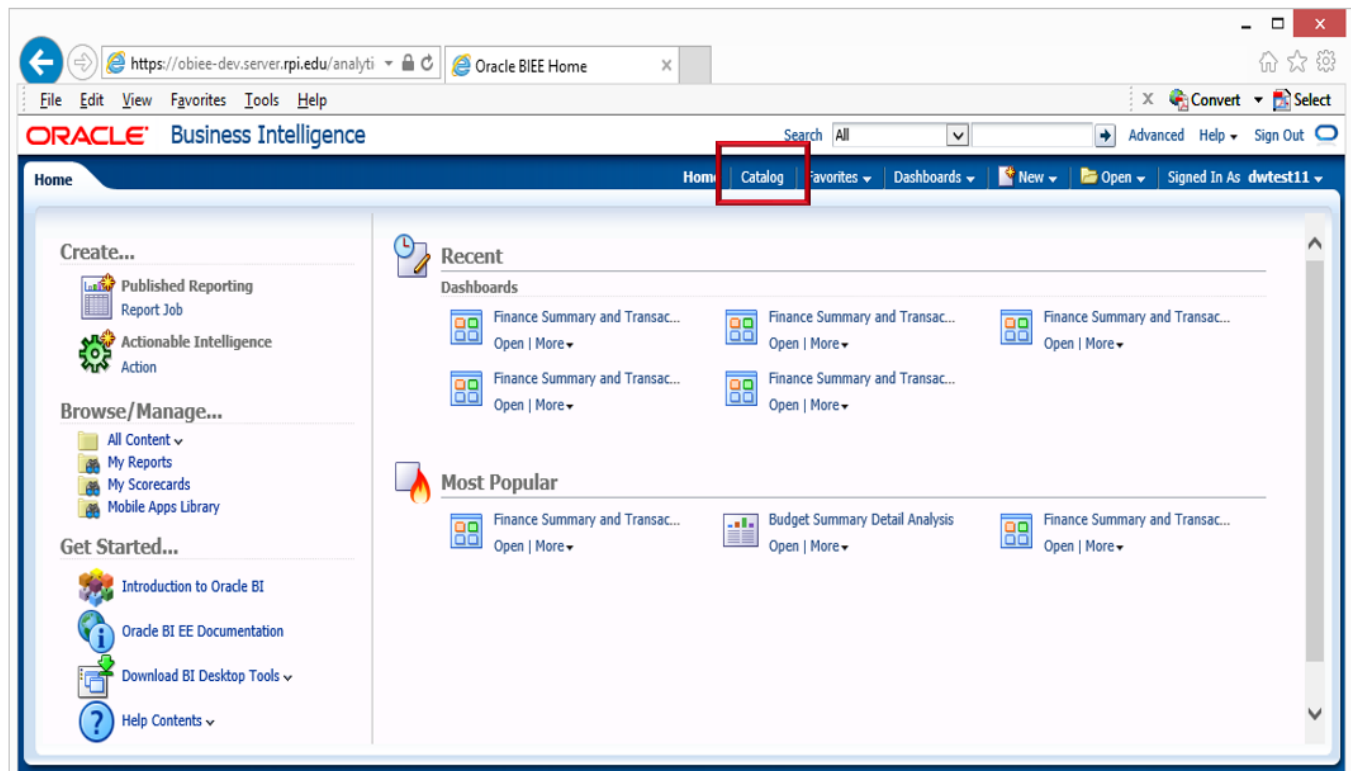
SUBJECT AREAS

- Finance
- Advancement
- Research
- Position Control
- Admissions

POSITION CONTROL SUBJECT AREA

Dashboard: Web Timesheet Live Orgs

- o From Folders, open Shared folders, then open Position Control and Labor folders
- o Select the Dashboards folder, then select Open under Web Timesheet Live Orgs
- o Purpose: to show web time entry timesheet orgs, approvers, delegates and FYIs, employees, and a list of self-approvers
- o Subject Area: Position Control, Web Timesheet Orgs
- o This defaults to show all orgs
  - ▪ Report can be limited to portfolio or org
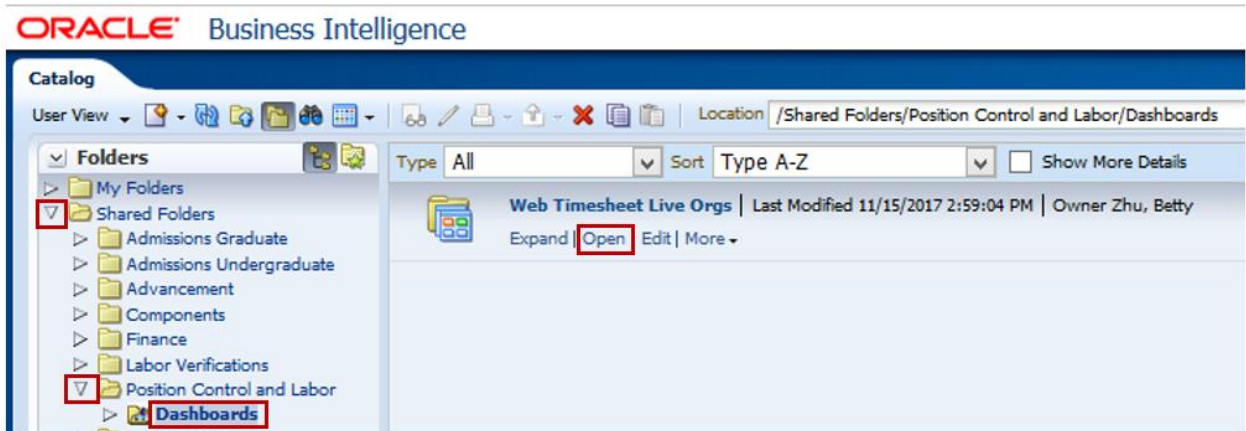
- The dashboard will open as:
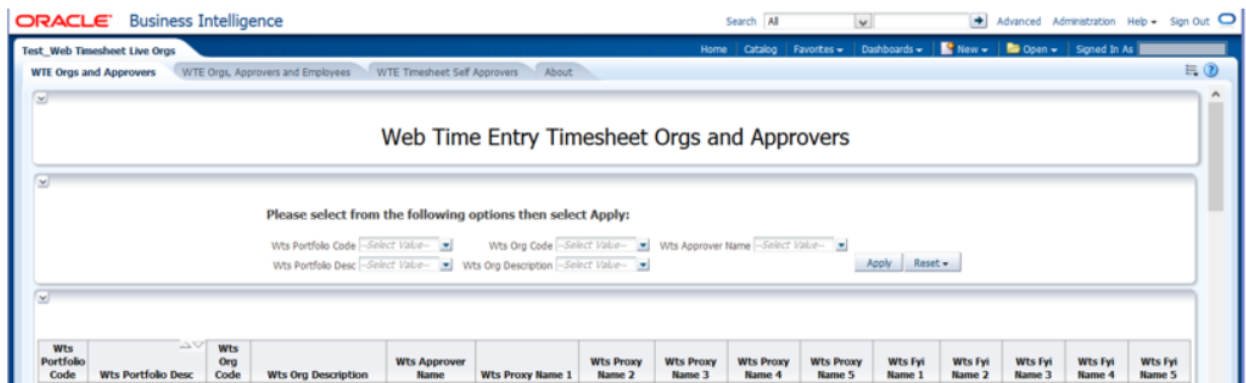
- Tab: WTE Orgs and Approvers
  - Purpose: To show timesheet orgs, approvers, delegates and FYIs'

Web Time Entry Timesheet Orgs and Approvers

Please select from the following options then select Apply:

Wts Portfolio Code --Select Value--   Wts Org Code --Select Value--   Wts Approver Name --Select Value--

Wts Portfolio Desc --Select Value--   Wts Org Description --Select Value--   Apply   Reset ▾

Wts Portfolio Code	Wts Portfolio Desc	Wts Org Code	Wts Org Description	Wts Approver Name	Wts Proxy Name 1	Wts Proxy Name 2	Wts Proxy Name 3	Wts Proxy Name 4	Wts Proxy Name 5	Wts Fyi Name 1	Wts Fyi Name 2	Wts Fyi Name 3	Wts Fyi Name 4	Wts Fyi Name 5

- Tab: WTE Orgs, Approvers and Employees
  - Purpose: To show timesheet orgs, approvers, delegates, FYIs and the employee name, RIN, and position number

Web Time Entry Timesheet Orgs, Approvers and Employees

Please select from the following options then select Apply:

Wts Approver Name --Select Value--   Wts Portfolio Code --Select Value--   Wts Org Code --Select Value--   Payroll Cycle Code --Select Value--   Full Name --Select Value--

Wts Portfolio Desc --Select Value--   Wts Org Description --Select Value--   Payroll Cycle Code Desc --Select Value--   Rin --Select Value--

Position Code --Select Value--   Apply   Reset ▾

Payroll Cycle Code	Payroll Cycle Code Desc	Full Name	Rin	Position Code	Job Suffix	Wts Portfolio Code	Wts Portfolio Desc	Wts Org Code	Wts Org Description	Wts Approver Name	Wts Proxy Name 1	Wts Proxy Name 2	Wts Proxy Name 3	Wts Proxy Name 4	Wts Proxy Name 5	Wts Fyi Name 1	Wts Fyi Name 2	Wts Fyi Name 3	Wts Fyi Name 4	Wts Fyi Name 5

- Tab: WTE Timesheet Self Approvers
  - Purpose: To show a list of users who could potentially approve their own timesheets as approvers or delegates

Web Time Entry Timesheet Self Approvers

Full Name	Position Code	Wts Approver Name	Wts Proxy Name 1	Wts Proxy Name 2	Wts Proxy Name 3	Wts Portfolio Code	Wts Portfolio Desc	Wts Org Code	Wts Org Description

- About Tab:

Web Time Entry Timesheet Orgs and Approvers

Tab: WTE Orgs and Approvers
- ○ Subject Area: Position Control, Web Timesheet Orgs
- ○ Purpose: To show timesheet orgs, approvers, delegates, and FYIs

Tab: WTE Orgs, Approvers and Employees
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To Process:
1. By default, this will process the report when opened
2. To limit data, select portfolio, portfolio description, org or org description from Prompts
   a. Select from the drop-down list or
   b. Type directly into the prompt box
      i. A semicolon ";" should be used for multiple selections in a prompt or
      ii. Select search which will launch a new search box to search for a specific value
3. To see all data, do not specify anything in the prompts, leave all blank
4. Select the "Apply" button when all reports and prompts are selected

Additionally:
- ○ The report will show up under the Report and Prompt selection section
- ○ The bottom of the report will have options to print or export
- ○ By default, reports with more than 25 rows will only show the first 25 rows. When there are more rows available, at the bottom of the report will be a double arrow, just select the double arrow to show up to the next 500 rows.
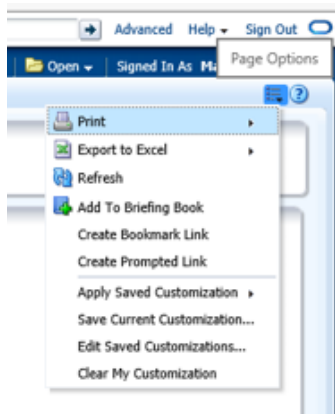
TOOLS AND MENUS

Prompts (drop down lists)

- Select one or more values from the drop-down list or

- Type directly into the drop-down box or

- Search for something specific (at the bottom of the drop down list is a search box)

- Select Apply (this will process the report based on what you selected in the prompts)

Page Options

Print and Export

- Dashboard (will print or export entire dashboard, all pages)

- Page (will print or export the current page you are on)

- Report (will print or export only the report section you have selected)

- Print
    - Printable PDF
    - Printable HTML (includes more options for resizing, headers and footers)

- Export
    - PDF
    - Excel 2007+ (formatted data, totals are static)
    - PowerPoint 2007+
    - Web Archive (.mht)
    - Data
        - CSV Format (raw, unformatted data, no totals)
        - Tab delimited Format
        - XML Format

Rows Visible (how to view all rows of data)

- By default, only a certain number of rows will be visible. If there are additional rows available, you will see the arrows below. Select the double arrow to view the next 500 rows of data.

Drill to Detail

- If a field in a report is blue, there is additional detail available. Click on the field and a new browser window will open.

Add Column

- Right click on a column name, select Include Column, then select from the available columns

Move Column

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column below the column name until you see a highlighted area where you want to drag it to
- Or, right click and select Move Column, then select Left or Right

Remove Column

- Right click on a column name, select Exclude Column

Hide/Unhide Sections

- Select the down arrow at the top left of the section to hide
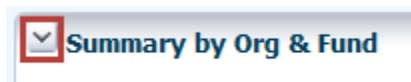
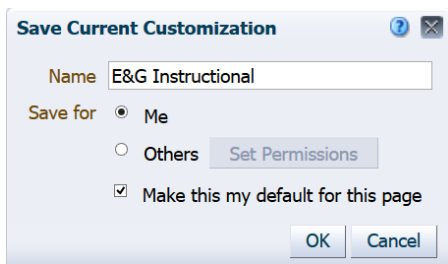- Select the right arrow at the top left of the section to unhide
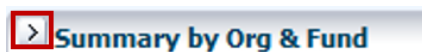
Save Current Customization

- From the Page Options menu (upper right), select "Save Current Customizations…"
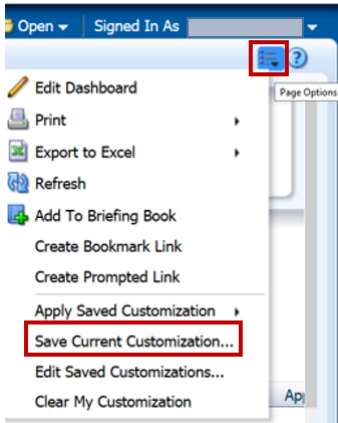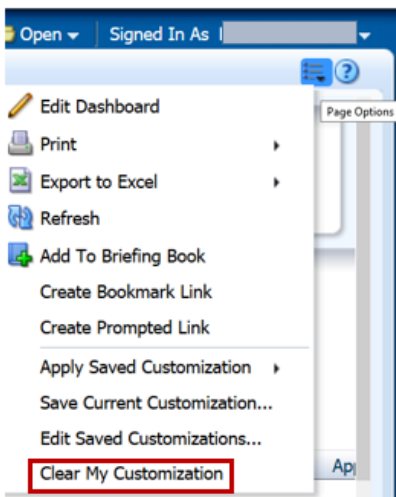

- Then add a meaningful name
- To apply this customization to this dashboard each time you open it, select "Make this my default for this page"


Clear Customization

- From the Page Options menu (upper right), select "Clear My Customization"

Open Custom report

- To view reports that have been saved as customizations
- The newly created customization, plus any others you have available to you, will now be accessible from the Page Options menu
- Select "Apply Saved Customization" and select customization from the list
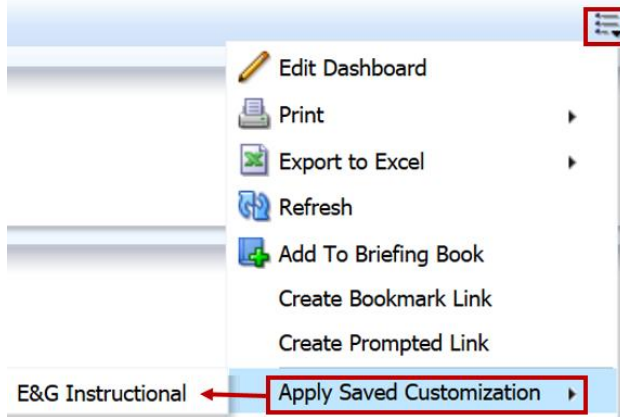
Subtotal

- Right click on a column name, select "Show Subtotal", then select location
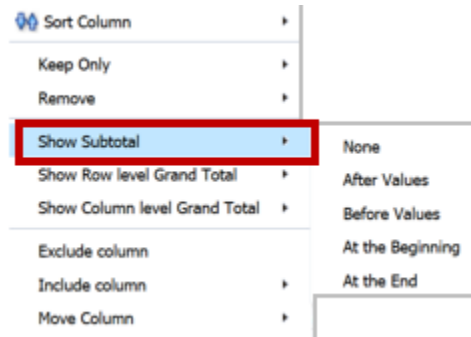
Grand Total

- Right click on a column name, select "Show Row level Grand Total", or "Show Column level Grand Total", then select location
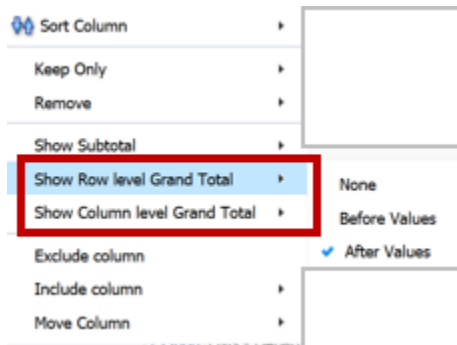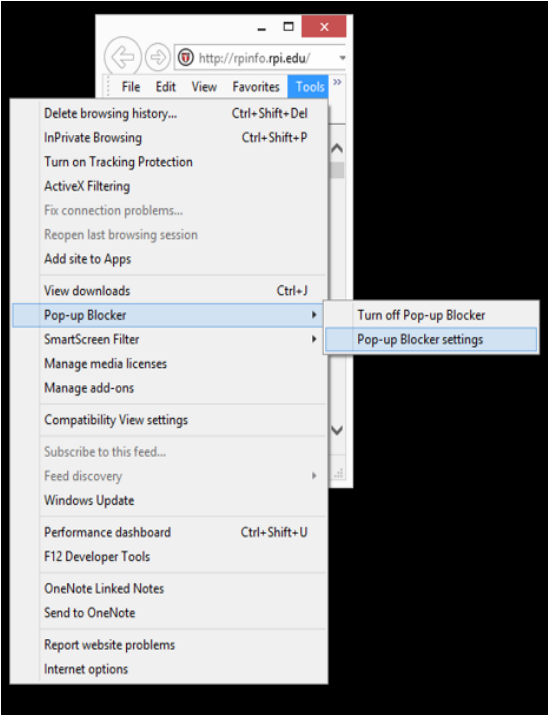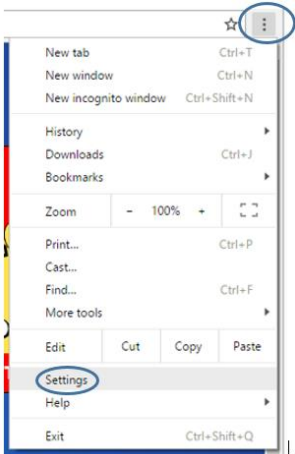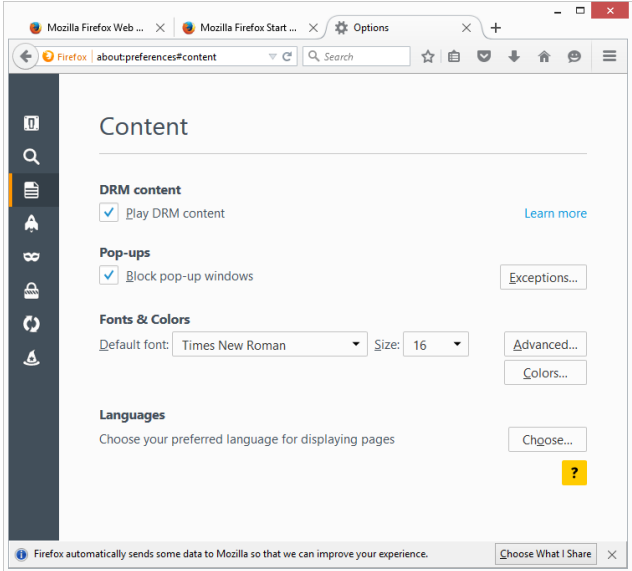

Add Pivot Table Section

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column above the column name until you see a highlighted area named "Sections"
  - o This will move the column above the report

- Or, right click and select Move Column, To Sections

Add Pivot Table Prompt

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column above the column name until you see a highlighted area named "Pivot Table Prompts"
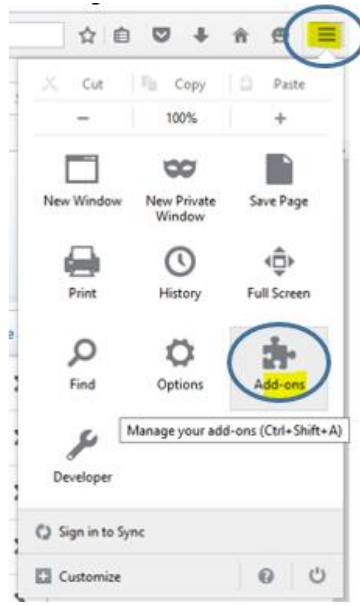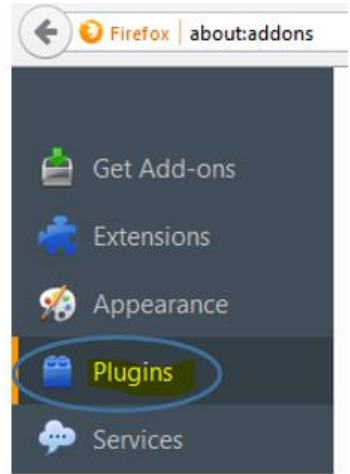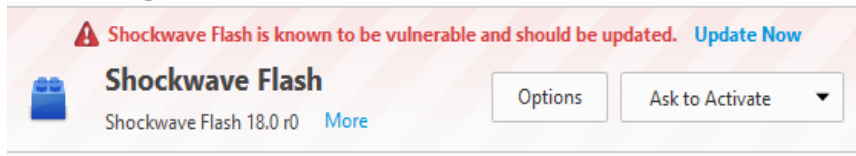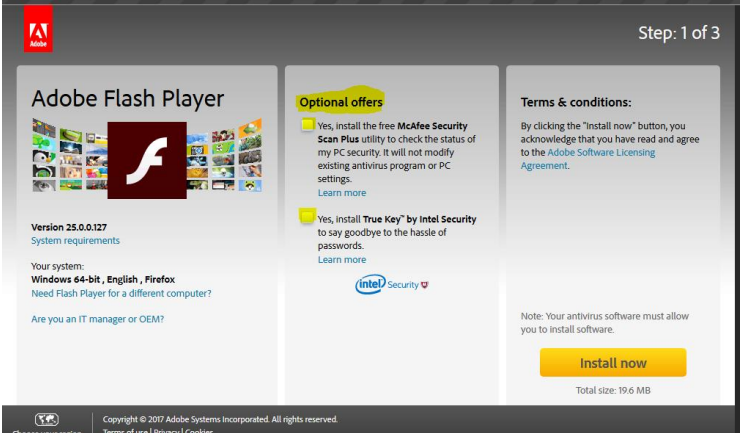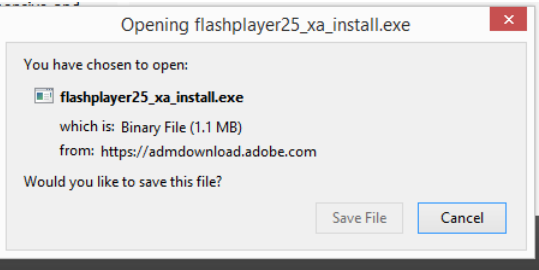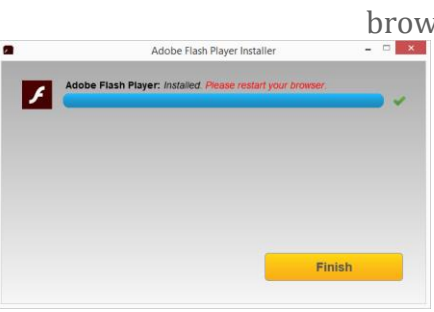 - o This will move the column above the report as a prompt (drop-down list)

- Or, right click and select Move Column, To Prompts

Browser Settings

Pop-Up Blocker

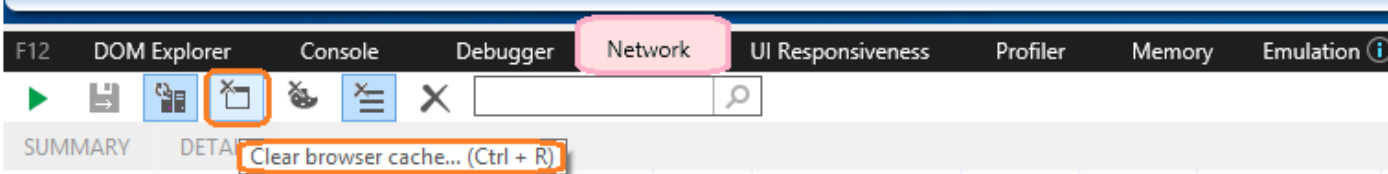| Internet Explorer	Chrome	Mozilla Firefox
From the Tools Menu, hover over the Pop-up Blocker item, and select "Pop-up Blocker settings" option in the fly-out menu. Add *.rpi.edu to the list of Allowed sites	Settings, select "show advanced settings…" at the bottom, under Privacy select content settings, under Pop-ups select manage exceptions, type *.rpi.edu, select Allow	Options, content, exceptions, add https://obiee.server.rpi.edu

Mozilla Firefox: Adobe Flash (Shockwave Flash) must be enabled (to view graphics like charts)

1. Top Right of screen, will open menu of options. Select "Add-ons".	2. From top left, select Plugins	3. Select "Update Now":
		4. Recommend, do not leave boxes checked under "Optional offers", select "Install now"

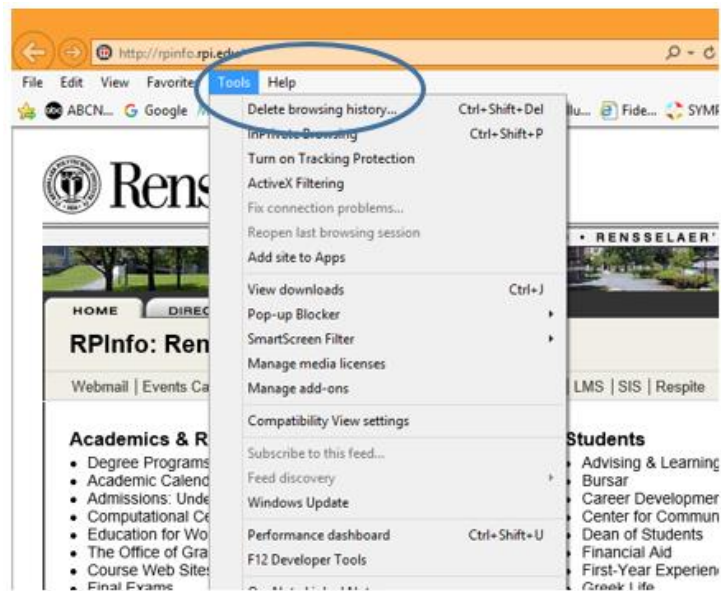| 5. Select "Save File": 6. It will ask do you want to install, answer yes	7. Select auto update option, then "Next"	8. Select "Finish" and restart browser

Internet Explorer, Clear Cache
(If menu in isn't visible or there is no content, in IE, the cache may need to be cleared)

1. *Hit F12 (on your keyboard) to display developer tools (or from the menu bar, select Tools, then F12 Developer Tools*
2. *Select the "Network" tab*
3. *Click the "Clear Browser Cache" button (4ᵗʰ from the left)*
4. *Restart browser*

| F12 | DOM Explorer | Console | Debugger | Network | UI Responsiveness | Profiler | Memory | Emulation ⓘ |

SUMMARY   DETAIL   Clear browser cache... (Ctrl + R)
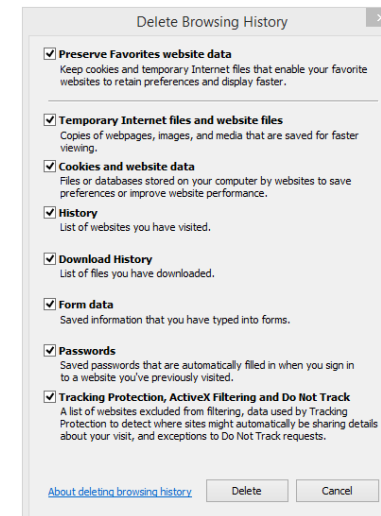
and / or

Under Tools, Delete browsing history…	Check all of the boxes in the Delete Browsing History window
	Click **Delete** on the bottom of the window
	You will eventually after a short period of time, depending on your personal amount of history since the last cache clear, see a pop-up on the bottom of your browser. Click the x to remove the pop-up.
	Internet Explorer has finished deleting the selected browsing history. ×

Page 13
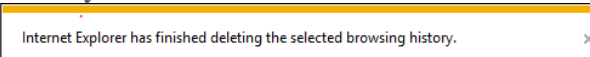
CONTACT INFORMATION

If you have any questions or comments,

please E-mail the data warehouse group:

Email: Data Warehouse Support

iacs-dw-sup@lists.rpi.edu

NOTES