IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

ADHOC REPORTING - OBIEE JOB AID

This Job Aid assists in orienting and executing in the AdHoc Reporting - OBIEE tile. The Oracle Business Intelligence Enterprise Edition (OBIEE) is a comprehensive business intelligence and analytics platform that delivers a full range of capabilities — including adhoc queries.

The AdHoc Reporting - OBIEE tile allows HR Professionals access to the "Data Warehouse" with the ability to capture a unit's data on a six-hour delay. This allows HR Professionals to data mine and synthesize in real time given myriad parameters not captured in the pre-defined queries.
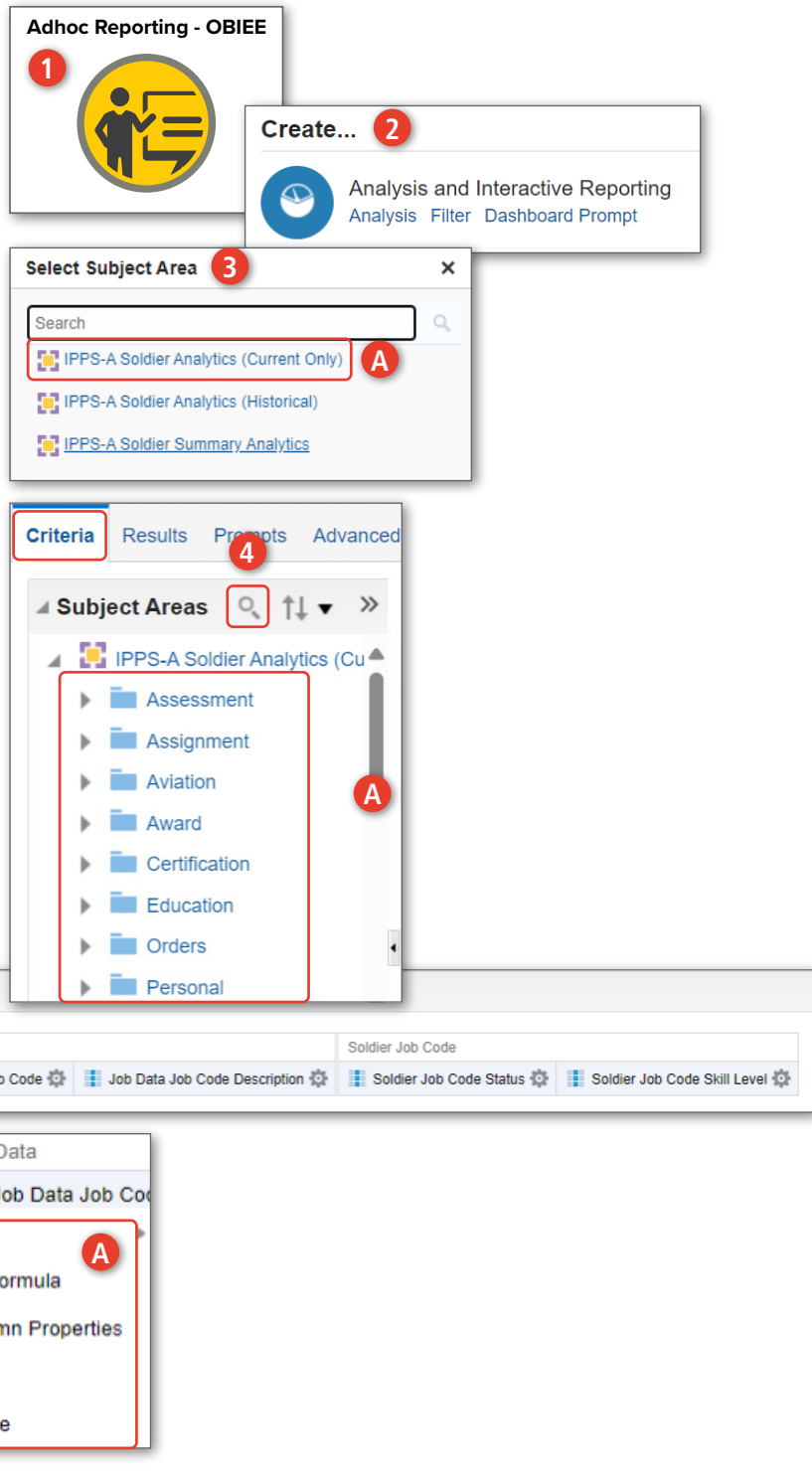
The Adhoc Reporting - OBIEE tile provides an alternate path in replacing legacy reports from legacy systems. Within IPPS-A, the Adhoc Reporting - OBIEE tile allows HR Professionals to compile reports similar to: AWOLs – AAA-160, Unit Personnel Accountability – AAA-165, Unit Soldier Readiness Report – AAA-167, Unit Soldier Medical Report – AAA-168, and Alert Roster.

NOTE: See IPPS-A User Manual > Chapter 31 > Adhoc Reporting - OBIEE Tile. See also Tables Adhoc Reporting Tile and Subject Areas Related to Analytics.

NAVIGATION: HR Professional > Adhoc Reporting - OBIEE

One Soldier ★ One Record ★ One Army

★ U.S. ARMY

Getting Started

1. Select the **Adhoc Reporting - OBIEE Tab** under the HR Professional Role.
2. Under the **Create** section, select **Analysis**.
3. The **Select Subject Area** screen displays.

   3A. Select **IPPS-A Soldier Analytics (Current Only)**.

4. Under the **Criteria** tab, select the **Subject Areas** magnifying class icon and type in the desired **Subject Area** in the free form text field.

   4A. If the corresponding topic is known, navigate through the blue folders and select the desired item.

   4B. Any item selected will populate under the **Selected Columns** header.

5. Select the **gear tool**.

   5A. The menu to edit Formulas, Filter, etc. will display.

6. Find and select the **Results** tab in the top left to run a report.

Reporting Formulas

1. Select the gear tool.

    1A. Select **Edit Formula**.

Three key formulas:

List Aggregate brings multiple lines into one cell:
LISTAGG("Column_Folder"."Metric_Name")

A count of unique values in a data set:
COUNT(DISTINCT "Column_Folder"."Metric_Name")

Maximum Value (including dates):
MAX("Column_Folder"."Metric_Name")

2. The **Edit Column Formula** screen displays.

    2A. Under the **Column Formul**a section, select the free form text field and enter the formula, if known.

    2B. If formula is not known, select the *f(…)* button to insert desired functions.

    2C. Select **OK**.

3. The **Insert Function** screen displays.

    3A. Select desired functions.
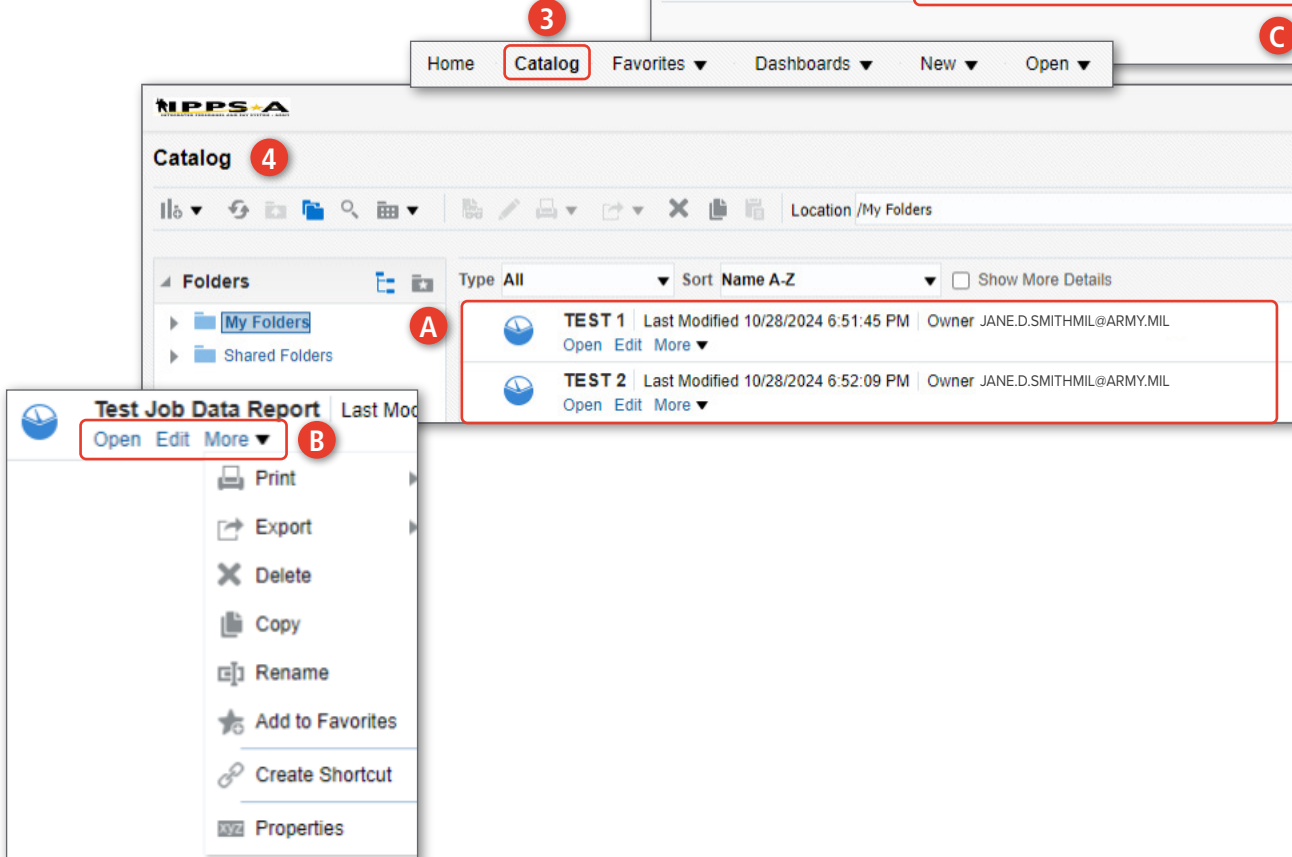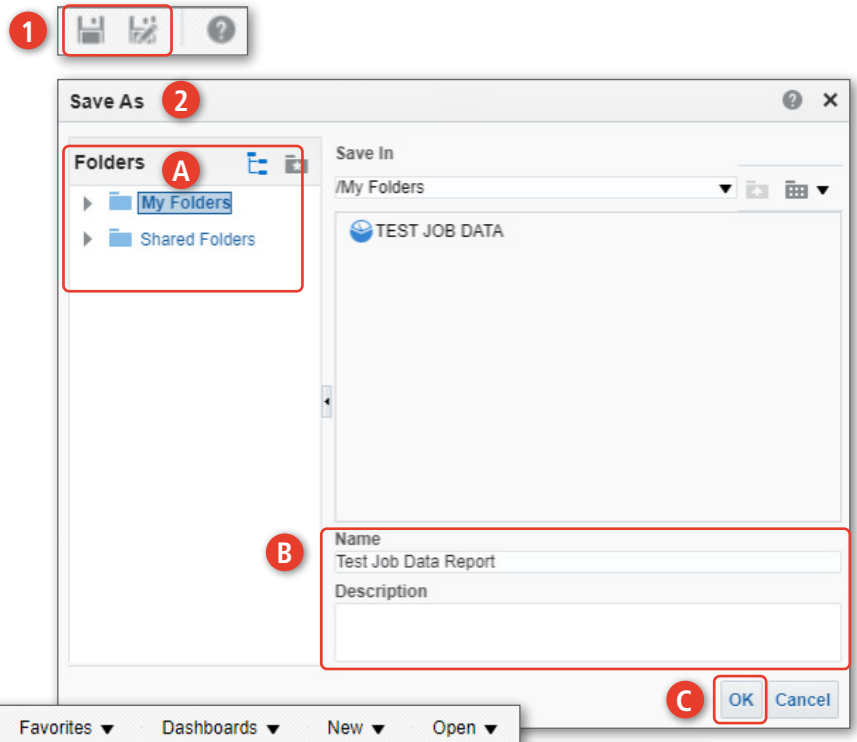
    3B. Select **OK**.

4. Select **OK** for auto formatting.

Saving And Finding Reports

1. After receiving query results, go to the top right corner of the screen and select the **Save** or **Save As** icon.

2. The **Save As** screen displays.

   2A. Select desired folder.

   2B. Create a **Name** and a **Description** of the query.

   2C. Select **OK** to save.

3. To find saved queries, go to the top center of the page and select the **Catalog** tab next to Home.

4. The **Catalog** screen will display.

   4A. Select the desired query from the queries listing under My Folders.

   4B. Selecting **Open** will open the report, **Edit** will bring you back to the Criteria screen, and **More** will give you options to **Print**, **Export**, **Delete**, **Copy**, **Rename**, and more.

Filters

1. Select the gear icon.

    1A. Select **Filter**.

2. Select **Operator**.

3. Select the **down arrow** to view dropdown menu items. Examples: "is equal to;" "is not null;" and "is null."

NOTE: The longer the list, the more time it takes to load.

4. Select the **Value** magnifying glass.

5. The **Select Values** screen opens.

    5A. Be sure to uncheck **Match Case** for wider searches.

    5B. Selecting the **pencil tool** allows you to enter and edit long lists of **Selected** criteria separated by semicolon. Ensure each criteria is separated by a new line.
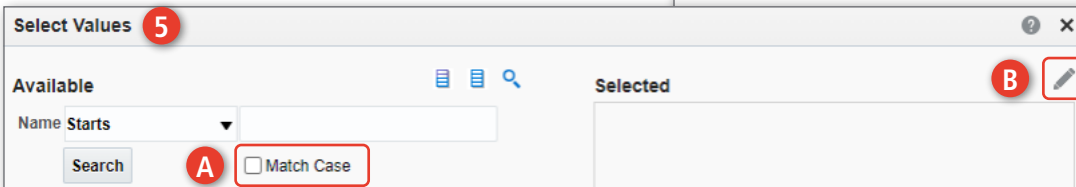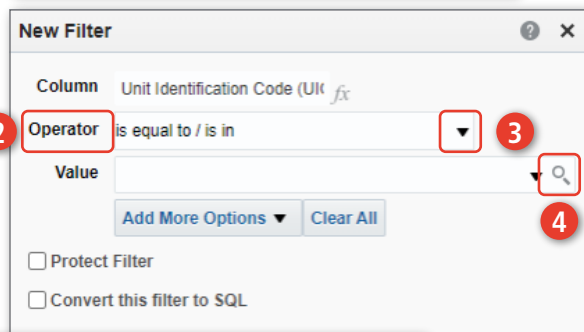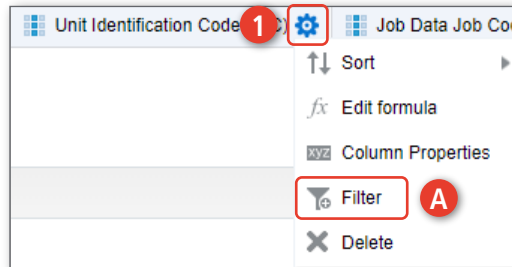
Exporting Reports

1. Select the **Results** tab.

2. Find and Select the **Export** icon, above the **Compound Layout** section.

3. When exporting larger items, recommend selecting **Data.**

    3A. Select **CSV**.