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 generally a six-hour delay. Essentially allowing HR Professionals to data mine and synthesize in real time given a myriad of 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 31-11: Adhoc Reporting Tile, 31-12: Subject Areas Related to Analytics.
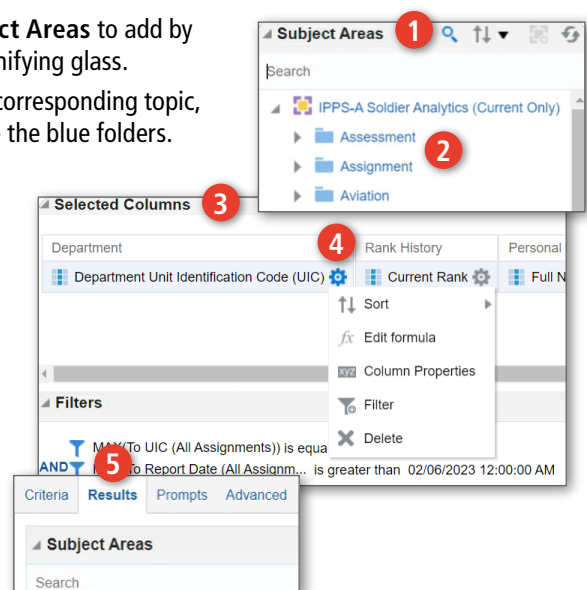
AdHoc Cheat Sheets

GETTING STARTED

1. Select the **OBIEE Tab** under the HR Professional Role.
2. Under **New** on the page, select **Analysis**.
3. Select **IPPS-A Soldier Analytics (Current Only)**.
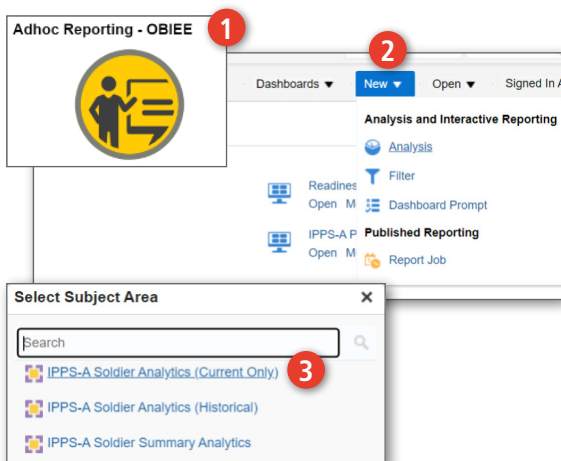
GENERAL

1. Search for **Subject Areas** to add by clicking the magnifying glass.
2. If you know the corresponding topic, you can navigate the blue folders.
3. Any item you click or drag will populate under this header.
4. Click the gear to show menu to Edit Formulas, Filter, etc.
5. Click on the **Results** tab in the top left to run a report.

AdHoc Cheat Sheets CONTINUED

FORMULAS

1. Click the gear and select **Edit Formula**.

2. If you know your formula you can add it in the field and click **OK**.

3. Clicking the **f(…)** button will give you the ability to insert functions from the **Functions** folder.

4. Click **OK** for auto formatting.

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")

MORE INFORMATION

- **Associated UPKs:** Generate a Visualization (Graphic) Ad Hoc Query; Generate an Ad Hoc Query; Generate and Share an Ad Hoc Query; Modify a Shared Ad Hoc Query

- **User Manual:** ADHOC Reporting - OBIEE Tile; Beginning on page 31.15, Table 31-11

AdHoc Cheat Sheets CONTINUED

FILTERS

1. Click the gear and select **Filter**.

2. Select the **Operator**. Examples: "is equal to";"is not null";"is null".

3. Press the down arrow to view dropdown menu items.

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

4. Pressing the magnifying glass brings up the next screen. Be sure to uncheck **Match Case** for wider searches.

5. By clicking on the pencil, you can enter and edit long lists of **Selected** criteria separated by semicolon. Ensure each criteria is separated by a new line.
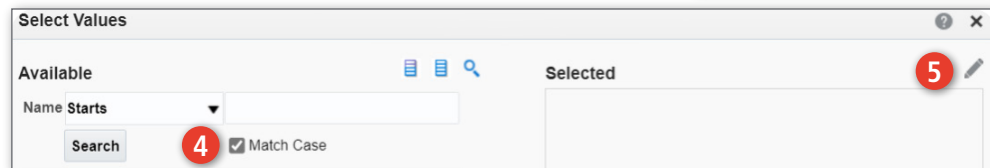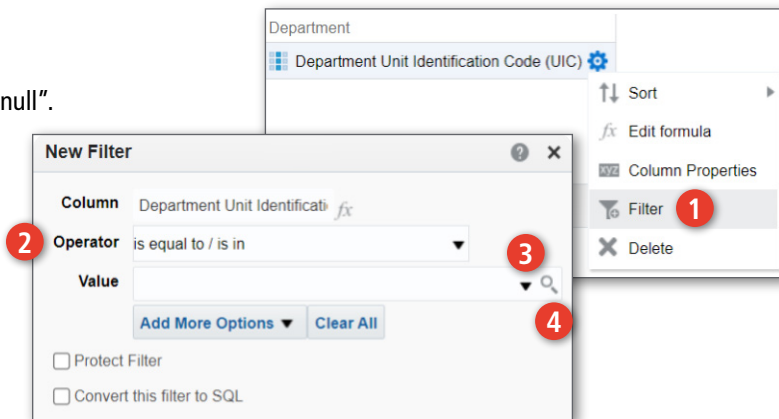
SAVING AND FINDING REPORTS

1. In the top right corner of the screen, click **Save** or **Save As**.

2. Select the desired folder, create a **Name** and a **Description** of the query and click **OK** to save.

3. To find queries, click **Catalog**, next to Home in the center top of the page.

4. The query screen will display. Clicking **Open** will open the report, **Edit** will bring you back to the Criteria screen, and clicking **More** will give you options to Print, Export, Delete, Copy, Rename, and more.
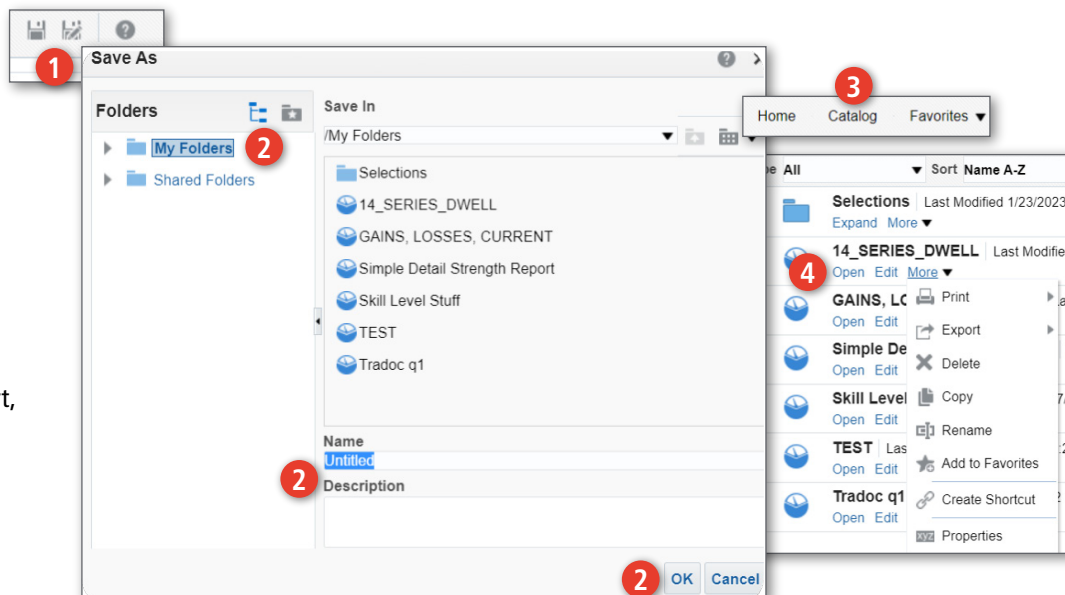
EXPORTING REPORTS

1. Make sure you are in the **Results** tab.

2. Above the Compound Layout title, is the **Export** icon.

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