How to Access Reports

Table of Contents
How to Access Reports ........................................................................................................... 4
FAMIS Custom Reports ........................................................................................................... 4
  Accessing Web Based Reports Within FAMIS ................................................................. 6
  Allowing for Pop Ups In Firefox ...................................................................................... 6
  Allowing for Popups in Internet Explorer For A Specific Site ...................................... 7
  Accessing FAMIS Custom Reports ................................................................................. 8
Accessing Discoverer Reports ............................................................................................. 10
FAMIS Self Service ............................................................................................................... 14
  Accessing Reports from the Departmental Resource Center ........................................ 14
  Accessing the Utility Management Budget Report ......................................................... 16
Bibliography ......................................................................................................................... 18
Change History .................................................................................................................... 19

Table of Figures
Figure 1 FAMIS Login ........................................................................................................... 4
Figure 2 - FAMIS Custom Reports ...................................................................................... 4
Figure 3 - Custom Reports Nomenclature ............................................................................ 5
Figure 4 - Reports ................................................................................................................ 5
Figure 5 Discoverer Login .................................................................................................... 6
Figure 6 Firefox Pop-Ups ..................................................................................................... 6
Figure 7 - Select Site to Allow Pop-Ups ............................................................................. 7
Figure 8 IE Pop-Ups ............................................................................................................. 7
Figure 9 - IE Pop-Up Settings .............................................................................................. 8
Figure 10 - Custom Reports In FAMIS .............................................................................. 8
Figure 12 - Oracle Reports Parameters Screen .................................................................... 9
Figure 11 - Oracle Reports Login ....................................................................................... 9
Figure 13 - Oracle Reports Parameters ............................................................................. 10
Figure 15 - Discoverer in FAMIS ..................................................................................... 10
Figure 14 - Report Example ............................................................................................... 10
Figure 16 - Discoverer Login ............................................................................................. 11
Figure 17 - Worksheet List ................................................................................................. 11
Figure 18 - Discoverer Parameters .................................................................................... 12
Figure 19 - Discoverer Report Example ............................................................................ 12
Figure 20 - Export Type ...................................................................................................... 13
Figure 21 - Download Excel Spreadsheet ............................................................................ 13
How to Access Reports

Figure 22 Example of Spreadsheet.................................................................................................................. 14
Figure 23 - Dept Resource Center Login........................................................................................................ 14
Figure 24 - Departmental Resource Center ..................................................................................................... 15
Figure 25 - Parameter Screen........................................................................................................................... 15
Figure 26 - Report Example .............................................................................................................................. 16
Figure 27 - Utility Budget Report ...................................................................................................................... 16
Figure 28 - Utility Budget Report Parameters................................................................................................. 17
Figure 29 - Example Report ............................................................................................................................. 17
How to Access Reports

Reports can be found in the following locations:

- FAMIS Custom Reports
- Discoverer
- FAMIS Self Service

FAMIS Custom Reports

1. Log into FAMIS

![FAMIS Login](image1)

Figure 1 FAMIS Login

2. In the FAMIS Xi Navigator, select CUSTOM REPORTS from the drop down menu (menu items will vary depending on your assigned roles).

![FAMIS Custom Reports](image2)

Figure 2 - FAMIS Custom Reports
3. Custom Reports Screen

- Custom Reports Screen
  - Links to FAMIS Connected Web Pages
  - Report Folders
  - Report Type Drop Down List
  - Reports in Expanded Report Folders

**Figure 3 - Custom Reports Nomenclature**
- b. Report Folders
- c. Report Type Drop Down List

**Figure 4 - Reports**
- d. Reports in Expanded Report Folders
Accessing Web Based Reports Within FAMIS

1. To access web based reports from within FAMIS, click one of the links at the top of the Custom Reports menu.

2. The report will open in your default web browser (such as Firefox or Internet Explorer). In the example below, Discoverer Viewer was clicked.

![Discoverer Viewer](image)

3. Note, if the page does not open, your pop-up blocker may be preventing the page from opening. To change your pop-up options, see the section below for instructions for your browser.

Allowing for Pop Ups In Firefox

If you get this message when you try to open a web page from FAMIS:

![Firefox Pop-Up](image)

1. Click the Options button
2. Select Allow pop-ups for *site.domain* (usually the top selection)

![Image of Options menu for Allow pop-ups]

Figure 7 - Select Site to Allow Pop-Ups

3. The yellow bar should close
4. Try the site again.

Allowing for Popups in Internet Explorer For A Specific Site

1. In Internet Explorer, click Tools
2. Click **Pop-Up Blocker**, then click **Pop-Up Blocker Settings**

![Image of Internet Explorer Pop-up Blocker settings]

Figure 8 IE Pop-Ups

3. In the **Address of the website to allow**, type the address of the website you want to see pop-ups from, then click **Add**.
How to Access Reports

Accessing FAMIS Custom Reports

To access a Custom Report in FAMIS:

1. In FAMIS, click on the desired report

   Figure 10 - Custom Reports In FAMIS

2. Oracle Reports page will open in your default web browser.
3. In the Database User Authentication screen, enter your
   a. User name,
b. Password,
c. Database
   i. PROD – Production
   ii. PPRD – Pre-Production (Test)

Database User Authentication

User name: jvandal
Password: ***********
Database: prod

Submit  Cancel

4. Figure 11 - Oracle Reports Login

5. If the report has a Report Parameters screen, select or enter the desired parameters. In this example, the Project Initiation Report was selected.

Figure 12 - Oracle Reports Parameters Screen

a. For dates, enter in the format dd-MON-YYYY, such as 30-JUN-2011.
b. Select options from the drop down lists to narrow down the report request.
c. In the example below, the Earliest Date Request was changed to 30-JUN-11, and SAFETY was selected from the Safety Requests? drop down list.
How to Access Reports

Accessing Discoverer Reports

Discoverer reports can be accessed by either:

1. Clicking the Discoverer Viewer link in FAMIS under Custom Reports

   Figure 15 - Discoverer in FAMIS

2. Going to FAMIS Self Service (https://bannerweb.uidaho.edu:7781/FAMIS/uiss.home), then clicking Discoverer Viewer

3. In the Connect to Oracle BI Discoverer screen, enter your
   a. User Name
b. Password

c. Database
   i. PROD – Production
   ii. PPRD – Pre-Production (Test)

d. Click the Go button

**Connect Directly**

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To: Oracle BI Discoverer

* User Name: jvandal

* Password: ************

* Database: prod

End User Layer:

Locale: Locale retrieved from browser

Go

Figure 16 - Discoverer Login

e. The reports visible are those that you have been granted access to. You can scroll down the list to find the report, or you can enter part of the name in the Search box, then click Go.

**Worksheet List**

Search

Type a search query to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search ALL Workbooks: --

Result List

---

f. Click the ▶ next to the report to expand the worksheets for the report
g. Click the worksheet (usually underlined blue text)

h. If there is a parameter screen, enter or select from the drop down lists to narrow the report results.

cost_transfers_ui.DIS - Cost Transfers

<table>
<thead>
<tr>
<th>Parameters Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select values for the following parameters.</td>
</tr>
<tr>
<td>* Indicates required field</td>
</tr>
<tr>
<td>* Enter Begin Date</td>
</tr>
<tr>
<td>01-JAN-2012</td>
</tr>
<tr>
<td>(Example: 29-JUN-2012)</td>
</tr>
<tr>
<td>* Accept Today's Date or Enter Earlier Date</td>
</tr>
<tr>
<td>TODAY</td>
</tr>
<tr>
<td>(Example: 29-JUN-2012)</td>
</tr>
<tr>
<td>Go</td>
</tr>
</tbody>
</table>

i. Dates have to be in dd-MON-yyyy format, unless told otherwise.

j. Click the GO button.

Figure 18 - Discoverer Parameters

Figure 19 - Discoverer Report Example
How to Access Reports

k. To export the report to Excel, click Export
l. In the Choose export Type, select Microsoft Excel Workbook (*.xls) from the drop down list.

Choose export type
Use the drop-down list to specify the export file format.

Microsoft Excel Workbook (*.xls)

m. Click the Export button (on the far right side of the screen).

n. On the Export Ready screen, click Click to view or save

Export Ready
The export you requested is ready. Please click the button below to open the exported document to view or save it.

Click to view or save

Return to worksheet

Figure 20 - Export Type

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About Oracle E-Discoverer Viewer Version 11.1.4.0
Oracle Technology Network

o. In the Opening xxxxxxxxxxxxxx.xls box, choose whether you want to open or save the spreadsheet (if you choose to save the file, it will be downloaded to your Downloads directory).

Figure 21 - Download Excel Spreadsheet
FAMIS Self Service

Accessing Reports from the Departmental Resource Center

The web based reports in the Departmental Resource Center are for the OSP Space Survey. To access these reports:

1. Go to the FAMIS Home Page (http://banner.uidaho.edu/famis/index.htm)

2. Click

3. Click

4. In the Departmental Resource Center, log in using your:
   a. User Name
   b. Password

5. Click the Login button
How to Access Reports

6. Click the link to the desired report.
7. Many of the reports have a drop down to select a department. Select the department, and then click the Search button.

8. Click the To Excel button to export the report to Excel.
9. To print the report, click the **Print Report** button (you may have to click it twice for the report to print).

### Accessing the Utility Management Budget Report

The Utility Management Budget Report displays utility budget information for the selected billing period. To access this report:

1. Go to FAMIS Self Service (see the previous section for how-to instructions).
2. Click **Utility Budget Report**
3. Select the Bill Period from the “Select Budget” drop down list
4. Select the desired budget(s) from the “Select Budget(s) drop down list.
5. To select multiple budgets,
   a. Select the first budget
How to Access Reports

b. Go to the next budget to be selected
c. Hold the CTRL key
d. Select the next budget
e. Repeat b-d for each budget

Figure 28 - Utility Budget Report Parameters

f. Click the Search button

Figure 29 - Example Report

g. Mouse over the field names for an explanation of the fields.
Bibliography

### Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 June 2012</td>
<td>Initial Document</td>
<td>Tim Haight</td>
</tr>
</tbody>
</table>
