



## PeopleSoft Data Warehouse (EPM)

### To get started:

1. Open *Internet Explorer* (recommended Web Browser).
2. Go to [https://nefocus.nebraska.edu/ibi\\_apps/bid-login](https://nefocus.nebraska.edu/ibi_apps/bid-login).
3. Enter your NU ID and MyRED/Firefly password in the appropriate fields and click **Logon**.

**Managed Reporting sign on:**  Enable Accessibility

User ID: 12345678

Password: ●●●●●●●●●●

POWERED BY  
Information  
Builders

4. Once Logged-on, select **UNL Analytical Users**.

Welcome, UNL Doe, John Logoff | Personalize | Help

<< UNL Menu of Views Available >>

Dashboard Group Views [Icons]

### Available Views

- UNL Analytical Users** ← This will be the view you will work in while developing your personal ad-hoc queries.
- UNL Student Records

# EPM Query Instructions – Getting Started

5. The view will default to the **Welcome** tab.

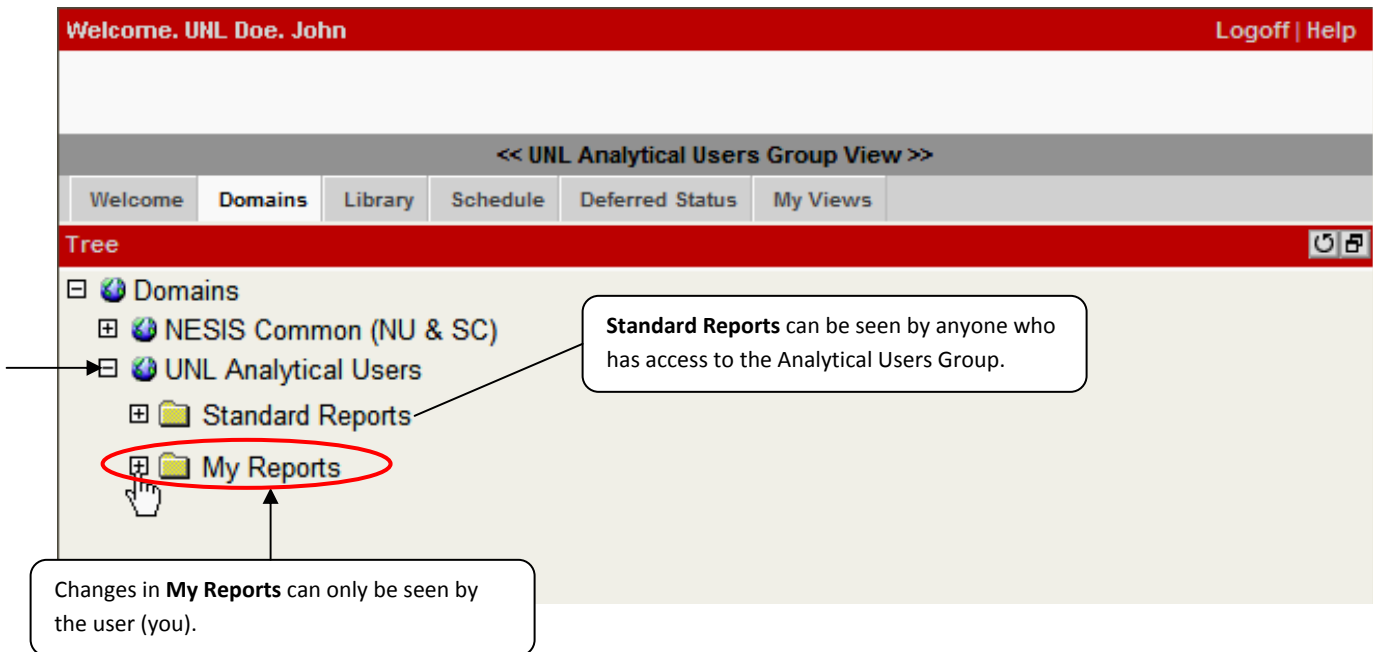
The screenshot shows the NeFOCUS Welcome page. At the top, a red header bar contains the text "Welcome, UNL Doe, John" on the left and "Logoff | Help" on the right. Below this is a grey navigation bar with the text "<< UNL Analytical Users Group View >>". Underneath is a white tab bar with "Welcome", "Domains", "Library", "Schedule", "Deferred Status", and "My Views". The "Welcome" tab is circled in red. The main content area has a red header "NeFOCUS Welcome" and a "welcome" section. It includes a paragraph about the University of Nebraska and the Nebraska State College System using WebFOCUS software. Below this is a "Help Getting Started" section with a list of links: "Peoplesoft Campus Solutions Reporting Tables", "WebFOCUS Core Language Quickstart (editor)", "Info Assist 7.6.9 Manual (browser-based GUI)", "Info Assist 7.6.x Demo PowerPoint from 2008", and "Known Issues with WebFOCUS, Info Assist, Peoplesoft Adapter". The "Info Assist 7.6.9 Manual" link is highlighted with a blue box. To the right, there is an "announcements" section with "NeFOCUS PROD System, version 7.6.10". Below that are links for "Managed Reporting and Report Caster Manuals", "Managed Reporting End User Manual", "Report Caster End User Manual", and "Developer Studio Manuals". A callout box points to the "Info Assist" links, stating: "The **Welcome** tab has some general information in addition to helpful links (particularly the two 'Info Assist' links)."

6. Select the **Domains** tab (this is where query development will occur).

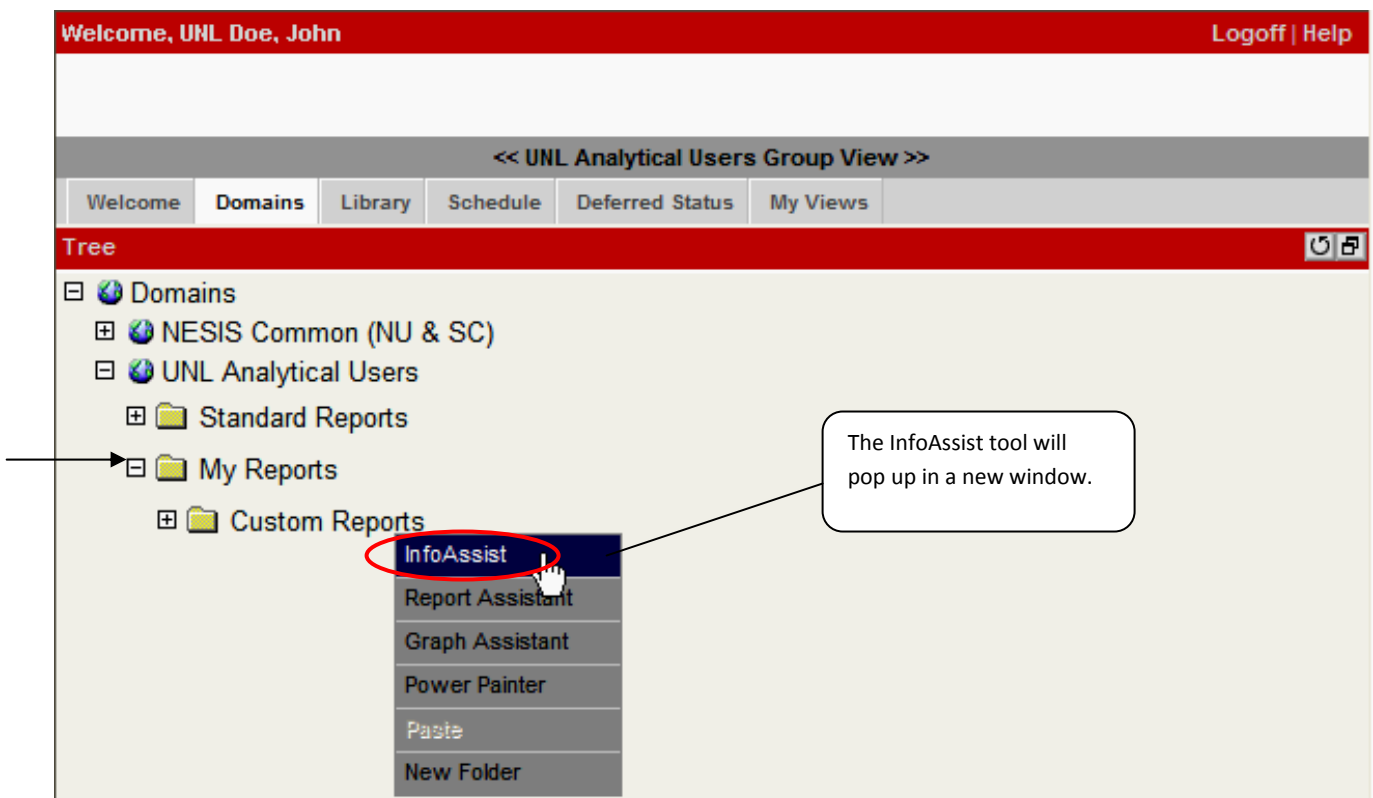
The screenshot shows the NeFOCUS Domains tree view. At the top, a red header bar contains the text "Welcome, UNL Doe, John" on the left and "Logoff | Help" on the right. Below this is a grey navigation bar with the text "<< UNL Analytical Users Group View >>". Underneath is a white tab bar with "Welcome", "Domains", "Library", "Schedule", "Deferred Status", and "My Views". The "Domains" tab is circled in red. The main content area has a red header "Tree" and a tree view showing "Domains" expanded. Under "Domains", there are two sub-items: "NESIS Common (NU & SC)" and "UNL Analytical Users". A mouse cursor is pointing at "UNL Analytical Users". A callout box points to "UNL Analytical Users", stating: "UNL Analytical Users is the domain where you will create your queries." Another callout box points to "NESIS Common (NU & SC)", stating: "NESIS Common (NU & SC) is a domain used to share reports among institutions."

# EPM Query Instructions – Getting Started

7. Select the **UNL Analytical Users** domain, and then choose the **My Reports** folder.

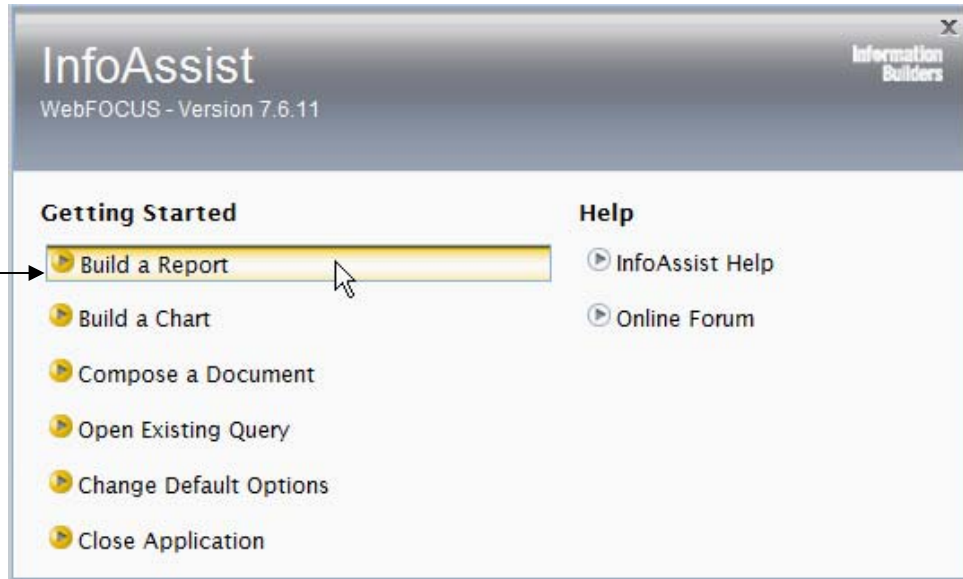


8. After opening **My Reports**, right click on **Custom Reports** and choose **InfoAssist**.

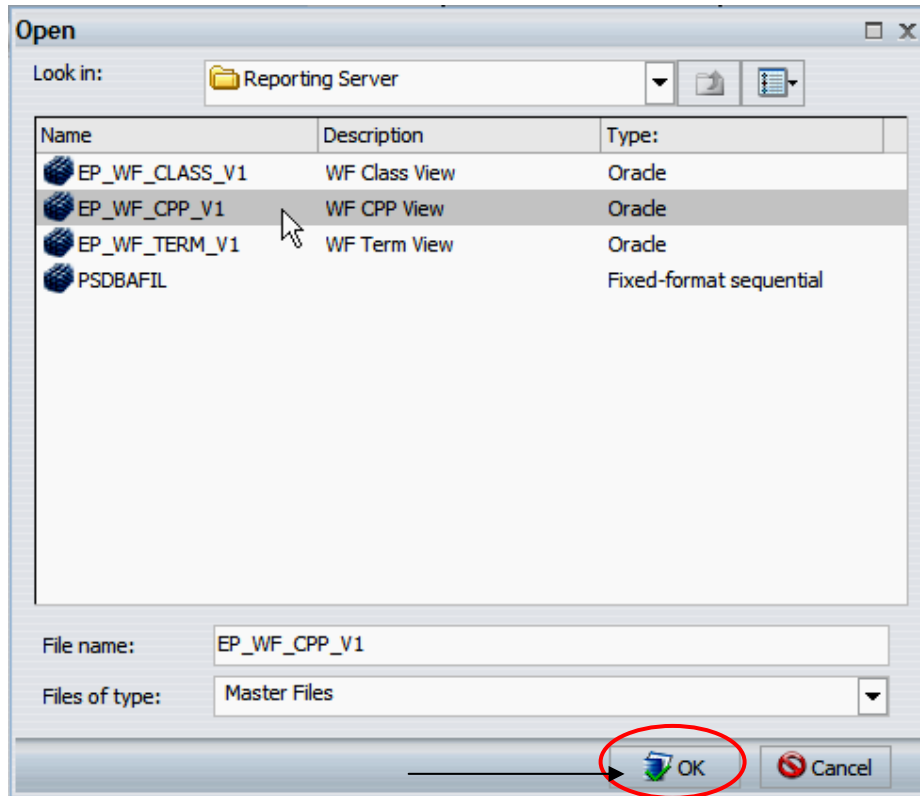


# EPM Query Instructions – Getting Started

9. Choose **Build a Report** from the InfoAssist menu.



10. Select the table you wish to obtain data from and click **OK**.



# EPM Query Instructions – Getting Started

11. You are now ready to start building your query...

