



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.
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: ●●●●●●●●

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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.

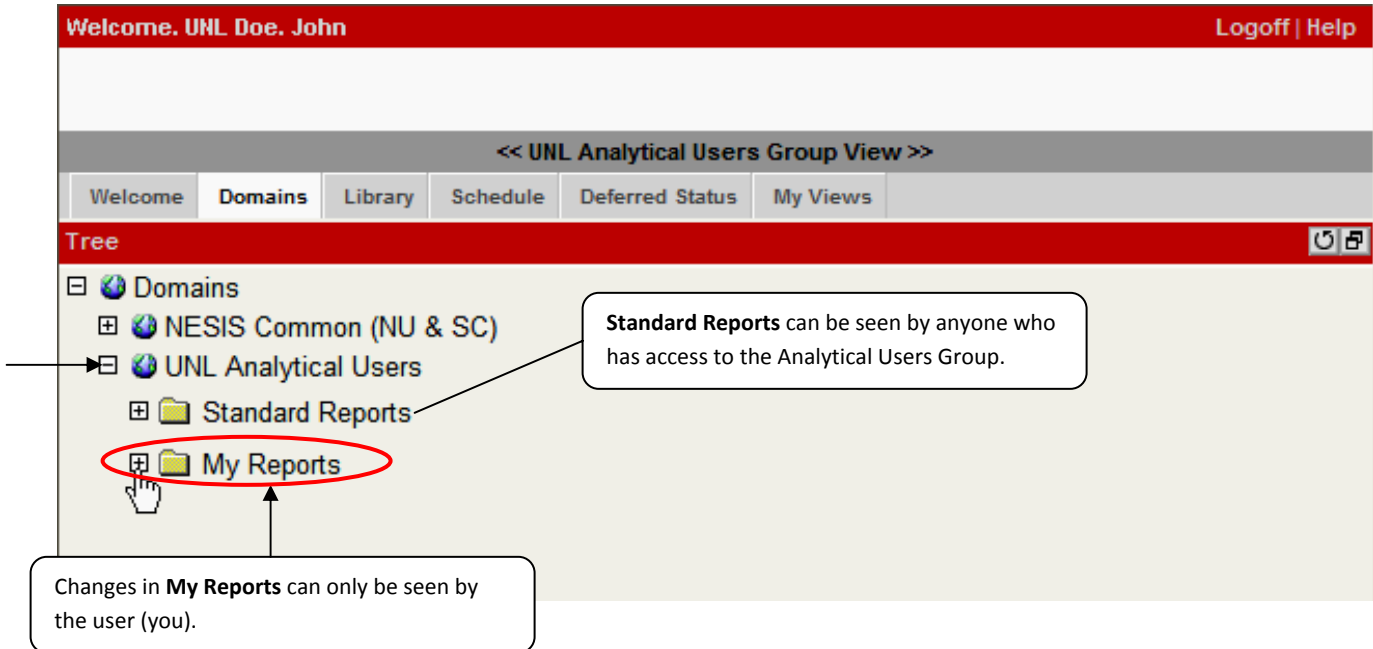
The screenshot shows the NeFOCUS Welcome page. At the top, a red header bar contains the text "Welcome, UNL Doe, John" on the left and "Logoff | Help" on the right. Below this is a grey navigation bar with the text "<< UNL Analytical Users Group View >>". Underneath is a red bar with the text "NeFOCUS Welcome". The main content area has a "welcome" heading and a paragraph: "University of Nebraska and the Nebraska State College System utilize WebFOCUS business intelligence software for adhoc and analytical reporting." Below this is another paragraph: "The WebFOCUS software provides feature-rich capabilities and is deployed in a dashboard interface for quick, intuitive functionality. WebFOCUS reports are run against a variety of data sources including the NeSIS Student Information System, the UN/NSCS Data Warehouses, and many other data stores." A "Help Getting Started" section follows, with a bulleted list: "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". To the right, an "announcements" box says "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 red circle highlights the "Welcome" tab in the navigation bar. A blue box highlights the "Info Assist 7.6.9 Manual (browser-based GUI)" and "Info Assist 7.6.x Demo PowerPoint from 2008" links. A callout box points to these 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).

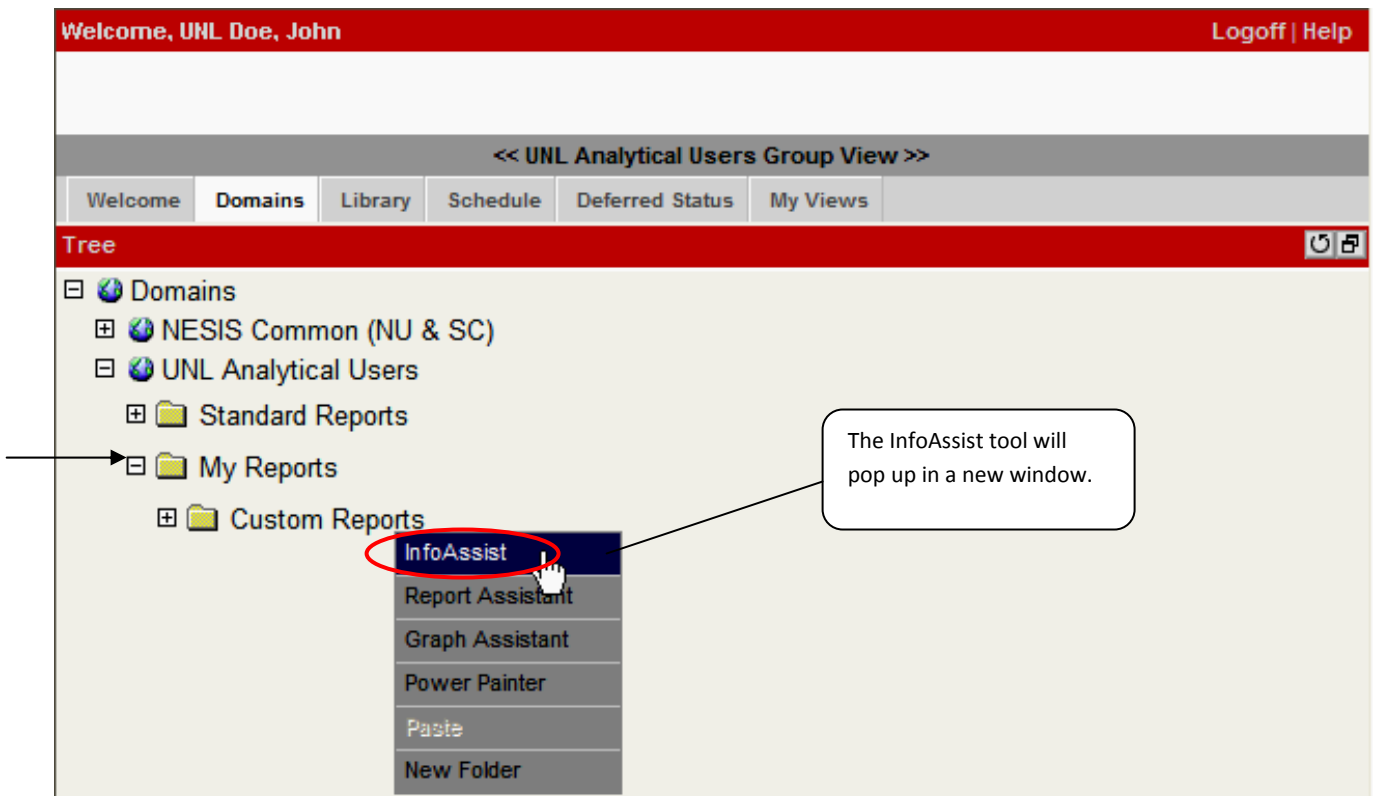
The screenshot shows the NeFOCUS Domains tree view. At the top, a red header bar contains the text "Welcome, UNL Doe, John" on the left and "Logoff | Help" on the right. Below this is a grey navigation bar with the text "<< UNL Analytical Users Group View >>". Underneath is a red bar with the text "Tree". The main content area shows a tree view with the following structure: "Domains" (expanded), "NESIS Common (NU & SC)", and "UNL Analytical Users". A red circle highlights the "Domains" tab in the navigation bar. A callout box points to "NESIS Common (NU & SC)", stating: "NESIS Common (NU & SC) is a domain used to share reports among institutions." Another callout box points to "UNL Analytical Users", stating: "UNL Analytical Users is the domain where you will create your queries."

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

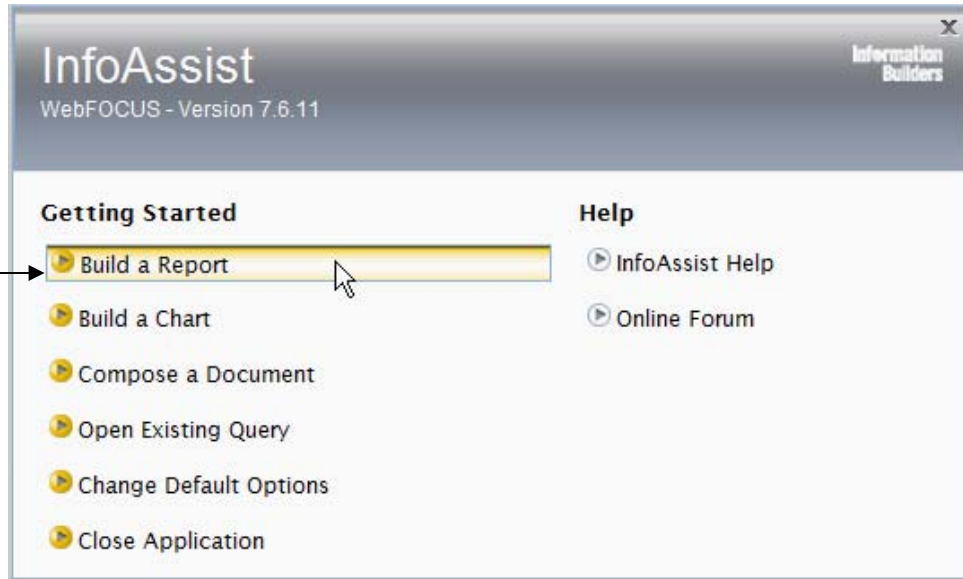


8. After opening **My Reports**, right click on **Custom Reports** and choose **InfoAssist**.

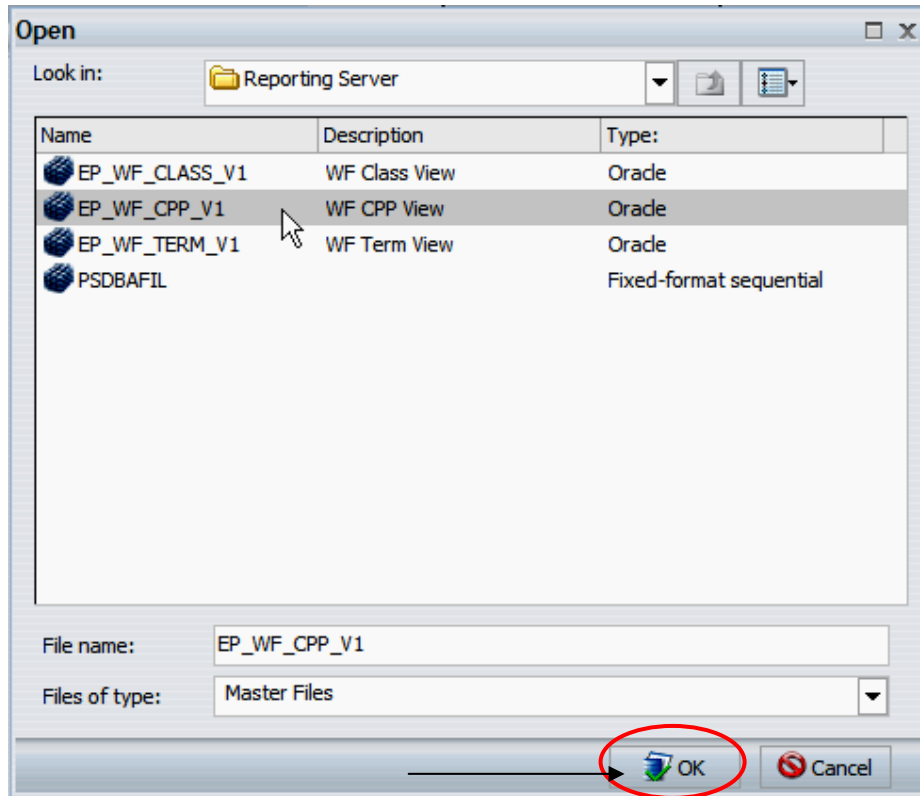


EPM Query Instructions – Getting Started

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...

