

Enterprise Reporting Web Intelligence

Activity - 1

Log on/Log off



Activity 1: Log on/Log off

- Open your Browser (IE, Chrome, FireFox)
- Input the Web address: <https://reporting.des.wa.gov> or <https://reporting.des.wa.gov/BOE/BI/custom.jsp>
- Enter
- WaTech Enterprise Reporting logon screen is displayed
- Enter your UserID & Password and click Long On
- Enterprise Reporting BI Launch Pad will open
- Password rules:
 - At least 8 charaters
 - Include upper case, lower case, number, and special character (!@#%&*)
 - Cannot use previous 3 passwords
 - Passwords that are older than 90 days will automatically expire

WaTech Enterprise Reporting
BI Launchpad (Web Intelligence) [HELP ?](#)

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

User Name:

Password:

[Forgot password, User name, or Enable your account](#)

WaTech Enterprise Reporting

Welcome: **Rosie Ranger** | Applications | Preferences | Help menu | Log off

My Recently Viewed Documents

- Number of Positions by Job Class 201611
- Positions and Jobs 201611
- HPA-004 - Diversity - New Hires
- 2F&V for Vacants : 73605633
- HPA-002 - Classification Turnover Activity 2
- Number of Positions by Job Class 201611
- DF VERSION F&V for Vacants : 72071303 SAGE : 72072668
- HS F&V for Vacants : 72071303 : 72077890
- Test_HS_Job
- 180425_SR1804_06317_Holly5405_F&V for Vacants : 73140438

My Recently Run Documents

- Number of Positions by Job Class 201611
- HPA-002 - Classification Turnover Activity 2
- Number of Positions by Job Class 201611

0 unread messages in My Inbox

No unread messages

0 Unread Alerts

No unread alerts

My Applications

- Application 1
- Application 2
- Application 3

Activity 1: Log on/Log off

- Select the Log off button in the top right corner.
- You will be take back to the main log on screen.

Applications ▾ Preferences Help menu ▾ | **Log off**

WaTech Enterprise Reporting
BI Launchpad (Web Intelligence) **HELP ?**

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

User Name:
Password:

Log On

[Forgot password, User name, or Enable your account](#)

Enterprise Reporting Web Intelligence

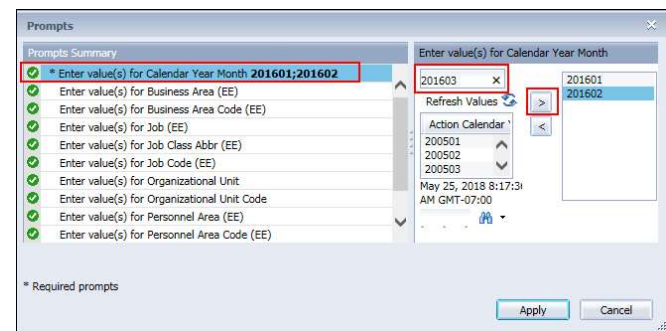
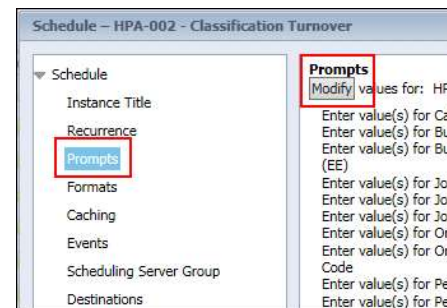
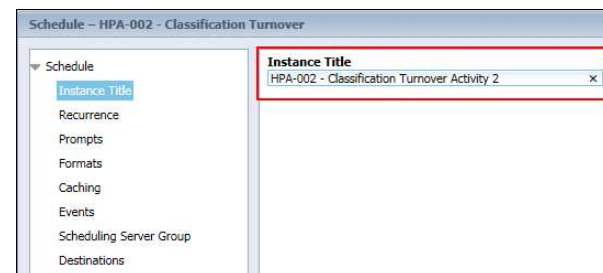
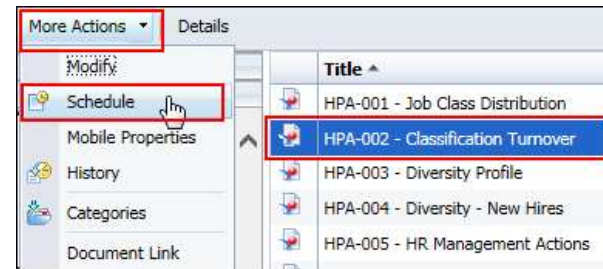
Activity - 2

Schedule and Modify a Report



Activity 2: Schedule and Modify a Report

1. **Access:** Folders > Public Folders → Washington Workforce Analytics Reports – Web Intelligence → Headcount and Personnel Actions).
2. **Select:** HPA-002 Classification Turnover to highlight the report title without running it.
3. **Select:** More Actions.
4. **Select:** Schedule.
 - WebI will display schedule options based on your security/permissions.
 - The instance title will default to the report you selected to schedule.
5. **Input:** Activity 2 at the end of the report title.
 - Changing the instance title does not change the original name of the document.
6. **Select:** Prompts.
7. **Select:** Modify.
 - WebI will display the Prompts panel.
 - Enter value(s) for Calendar Year Month will be highlighted.
 - Input: Value(s) for Calendar Year Month: 201601;201602;201603
 - Transfer values with the arrow button or by hitting the Enter key on your keyboard.



Activity 2: Schedule and Modify a Report

8. Enter value(s) for Business Area Code (EE).

- **Input:** Value for your Business Area Code (EE): [user specific] (if using the Student ID...use Business Area Code: 1050)
- **Transfer** values with the arrow button or by hitting the Enter key on your keyboard.
- **Select:** Apply.
- **Double-check** that all Prompt values transferred.
- **If prompts values didn't transfer**, Select Modify again and repeat steps 7 & 8.

9. Select: Schedule.

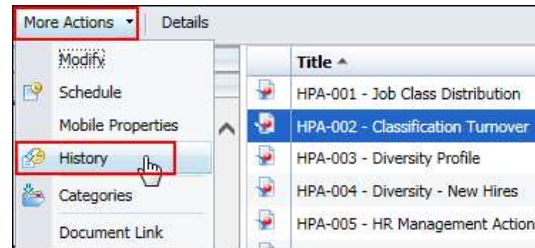
- The instance History will automatically open in a new window, and display the status of the instance. If the window is closed, History can also be accessed from the More Actions drop down menu.

Activity 2: Schedule and Modify a Report

10. If History was closed...select HPA-002 Classification Turnover to highlight the report title without running it.

11. Select: **More Actions** → History.

- Webl will display the instance History for the selected report.
- Hover over the report information to review the status details.



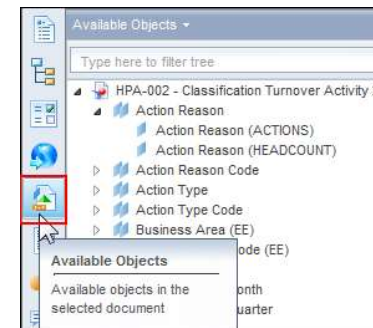
Instance Time	Title
May 25, 2018 9:07 AM	HPA-002 - Classification Turnover Activity 2
May 25, 2018 3:12 AM	HPA-002 - Classification Turnover
May 24, 2018	HPA-002 - Classification Turnover Activity 2
May 24, 2018	HPA-002 - Classification Turnover
May 23, 2018	HPA-002 - Classification Turnover Activity 2
May 23, 2018	HPA-002 - Classification Turnover

Hover tooltip for 'HPA-002 - Classification Turnover Activity 2':
Title: HPA-002 - Classification Turnover Activity 2
Status: Success
Start Time: May 25, 2018 9:07 AM
Duration: 29 seconds
Type: Web Intelligence
Parameters: 201601;201602;201603;1630

Instance Time	Title	Status	Created By	Type	Parameters
May 25, 2018 9:07 AM	HPA-002 - Classification Turnover Activity 2	Success	rosier163	Web Intelligence	201601;201602;201603;1630

12. Select: HPA-002 - Classification Turnover Activity 2 to open the document.

- Select Design view
- Select Available Objects



13. Select: **Turnover Detail** view by clicking the report tab.

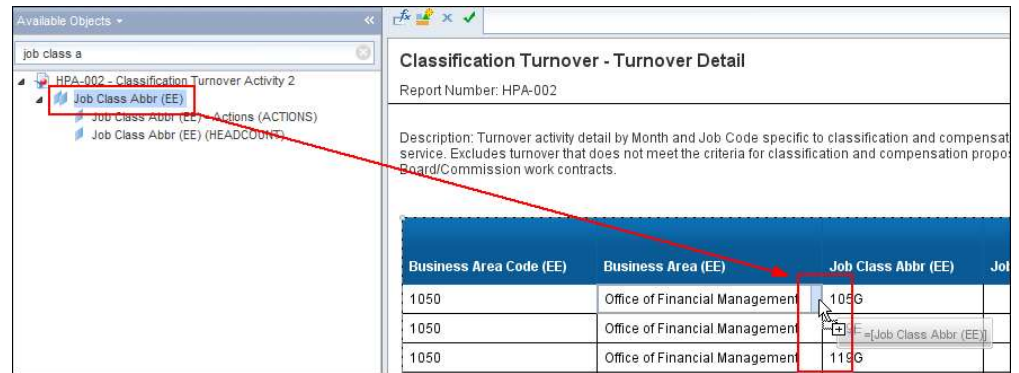


Activity 2: Schedule and Modify a Report

14. Select: Job Class Abbr (EE)

- Scroll down or type in Job to filter tree.

15. Drag Job Class Abbr (EE) on to the report, to the left of Job Code (EE), the column heading will be blank.



16. Double-click the blank column heading cell and typing Job Class Abbr (EE) in the formula toolbar and click the green check.

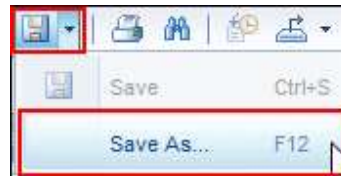
- Column now has a heading name.

Business Area Code (EE)	Business Area (EE)		Job Code (EE)
1050	Office of Financial Management	105G	51000780



Job Class Abbr (EE)	Job Code (EE)
100I	50000271

17. Save your report...select Save → Save As.



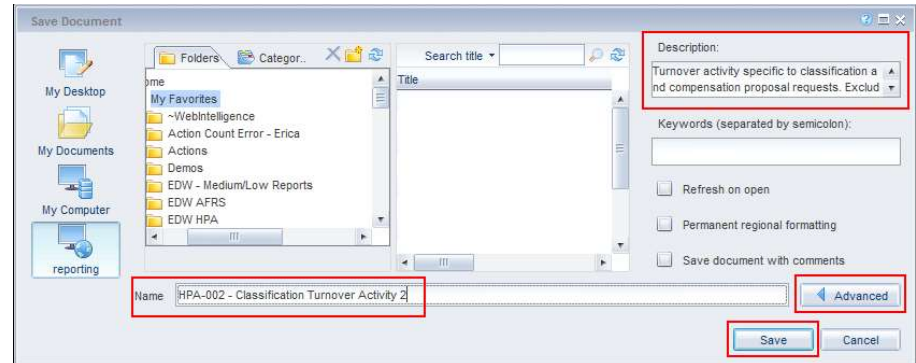
Activity 2: Schedule and Modify a Report

- *Save As* is the only option available for Standard Report.
- Select **Advanced** to add additional notes or updating the description.



18. Select: Favorites Folder.

19. Select: Save



Job Aids with additional detail information for all the standard reports, as well as instructions these tasks are available on

<https://ofm.wa.gov/it-systems/washington-workforce-analytics>.

WWA Web Intelligence (WebI) Basics

- WebI Overview
- Access Scheduled Reports
- Export Reports
- Modify Reports
- Print Reports
- Save Reports
- Schedule Reports

Enterprise Reporting Web Intelligence

Activity 3 - Ad Hoc Query

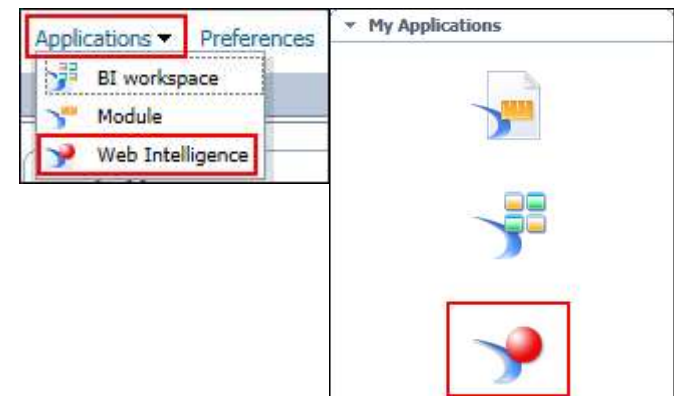


Activity 3 – Ad Hoc Query

1. Select the Web Intelligence Icon :
Access Web Intelligence <https://reporting-qa.des.wa.gov/BOE/BI/custom.jsp>

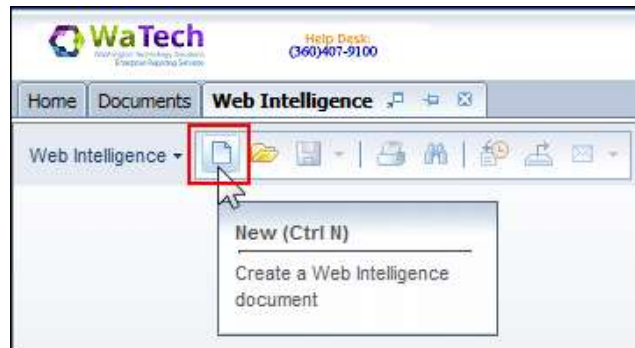
Enter your User Name/Password and click “Log On”:

- You may receive system prompts for SAP Business Objects Web Intelligence. You can bypass these for future reference by selecting ‘Do not s

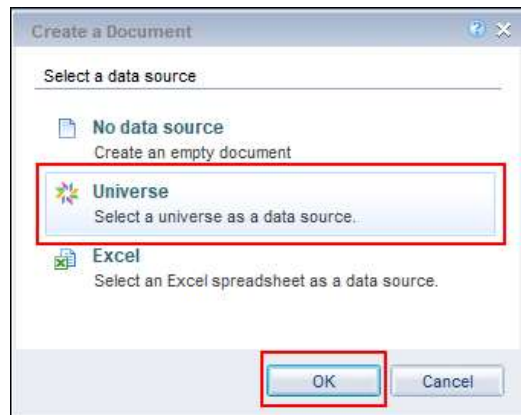


Activity 3 – Ad Hoc Query

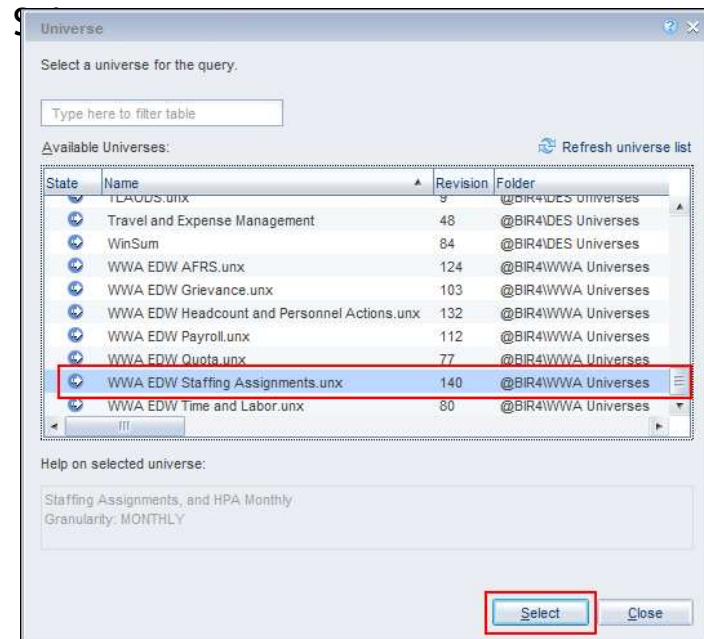
2. Select “New” on the toolbar:



3. “Select a data source” screen is displayed. Select Universe and click OK:

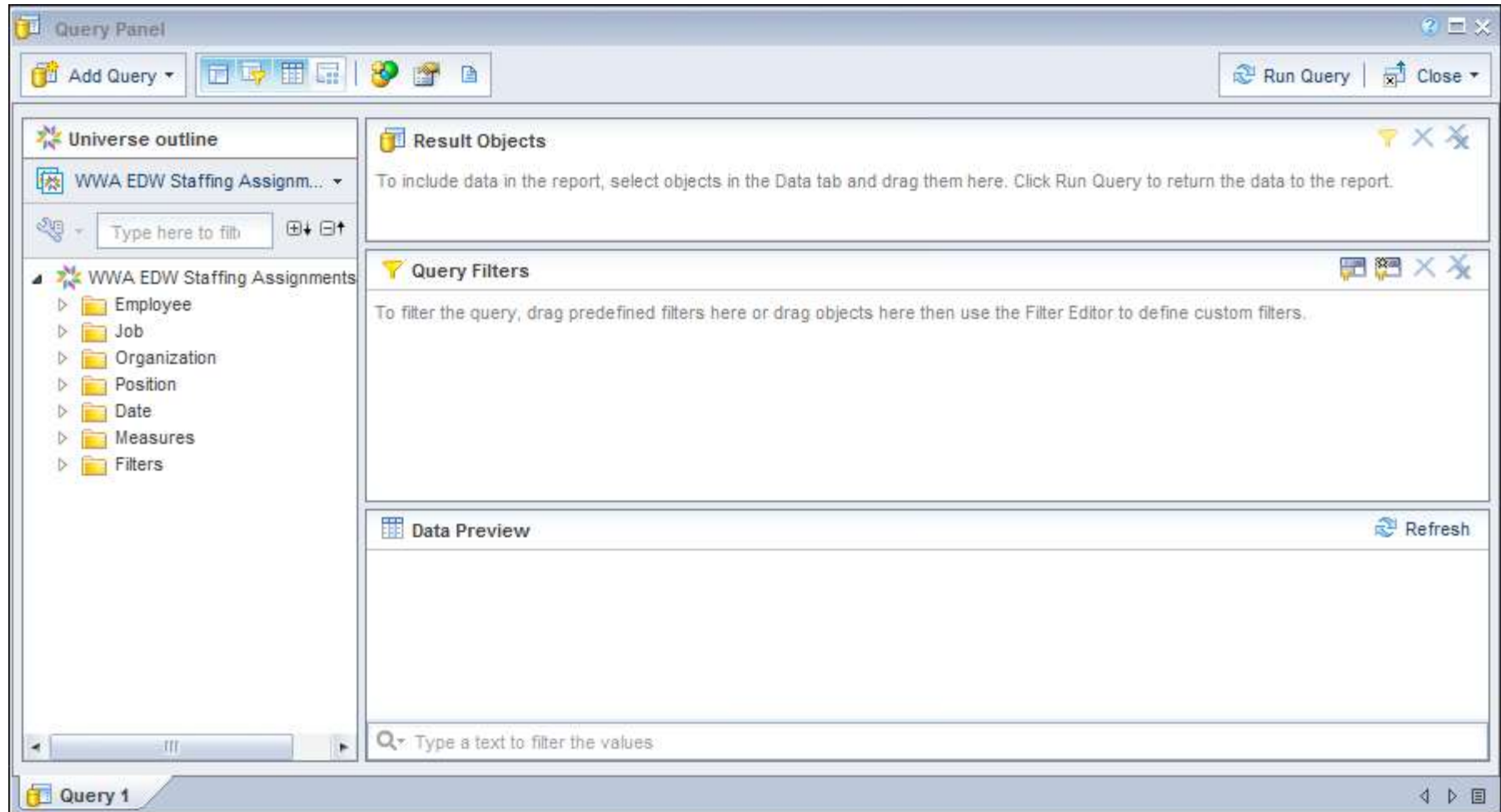


4. Scroll to the bottom and **select** WWA EDW Staffing Assignments and click



Activity 3 – Ad Hoc Query

Result: WebI Query Panel will be displayed with Staffing Assignments data:



Activity 3 – Ad Hoc Query

- **BUSINESS AREA (POS)**
- **Job Class Abbr (POS)**
- **Job Code (POS)**
- **Job (POS)**
- **Personnel Number**

6. Drag & Drop these objects into the Query area.

Multiple Occupancy

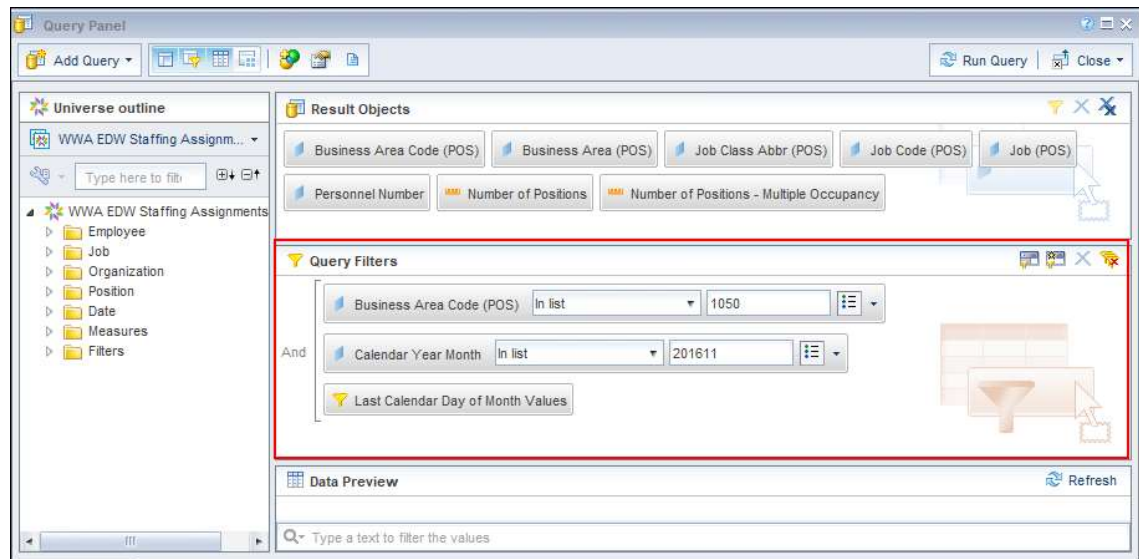
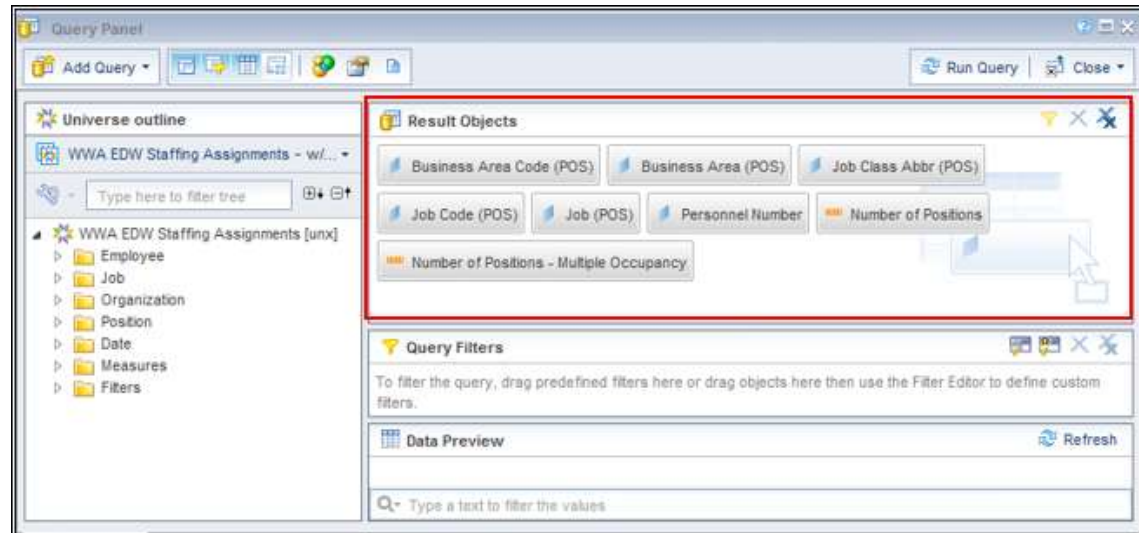
Note: When adding objects, make sure you are adding the correct one:

Business Area Code (POS)

Calendar Year Month

Month

➤ **Last Calendar**

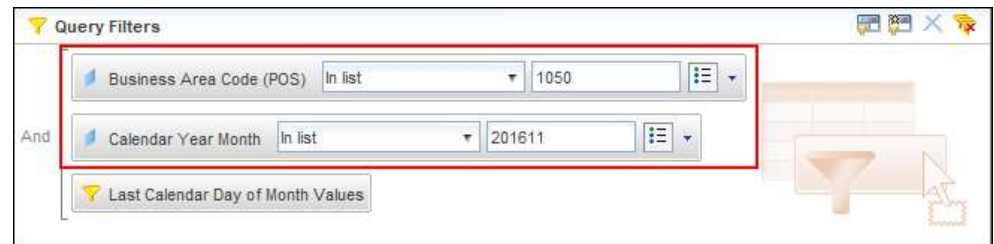


Activity 3 – Ad Hoc Query

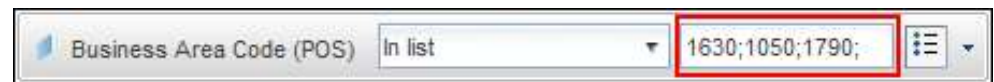
7. **Enter** Value for your Business Area Code (POS): **[user specific]** (if using the Student ID...use Business Area Code: 1050).

➤ Default filter settings are “In List” and “Constant”. You can change those to your preferences.

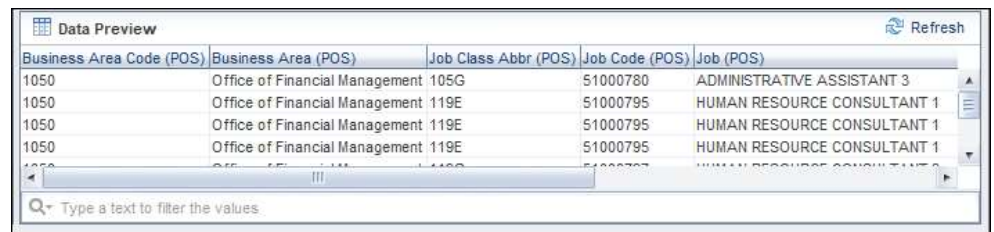
➤ Multiple values must be separated by semi-



The 'Query Filters' dialog box shows two filters. The first filter, 'Business Area Code (POS)', is set to 'In list' with the value '1050'. The second filter, 'Calendar Year Month', is set to 'In list' with the value '201611'. A red box highlights both filter entries. To the right, a funnel icon indicates the application of filters.

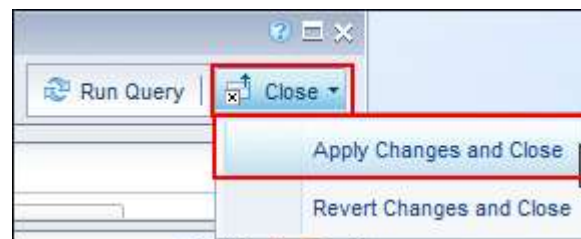


A close-up of the 'Business Area Code (POS)' filter, showing the 'In list' dropdown and the text input field containing '1630;1050;1790;'. A red box highlights the text input field.



The 'Data Preview' window displays a table with the following data:

Business Area Code (POS)	Business Area (POS)	Job Class Abbr (POS)	Job Code (POS)	Job (POS)
1050	Office of Financial Management	105G	51000780	ADMINISTRATIVE ASSISTANT 3
1050	Office of Financial Management	119E	51000795	HUMAN RESOURCE CONSULTANT 1
1050	Office of Financial Management	119E	51000795	HUMAN RESOURCE CONSULTANT 1
1050	Office of Financial Management	119E	51000795	HUMAN RESOURCE CONSULTANT 1



The 'Run Query' dialog box shows a 'Close' button with a dropdown arrow. A red box highlights the 'Close' button and the 'Apply Changes and Close' option in the dropdown menu.



The 'Document Autosave and Recovery' dialog box shows a message about automatic saving. A red box highlights the 'OK' button.

Activity 3 – Ad Hoc Query

WebI will open the new report and display the headings but the values are blank because it has not yet queried the database.

Saving and closing the report *prior to* running it allows you to schedule the report and avoid timeout issues if you are running a report trying to pull back a lot of data.

10. Select “Save As”:

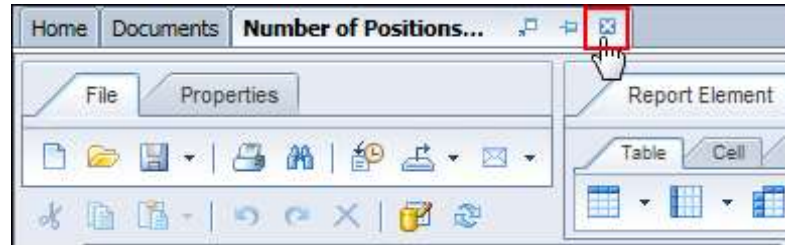
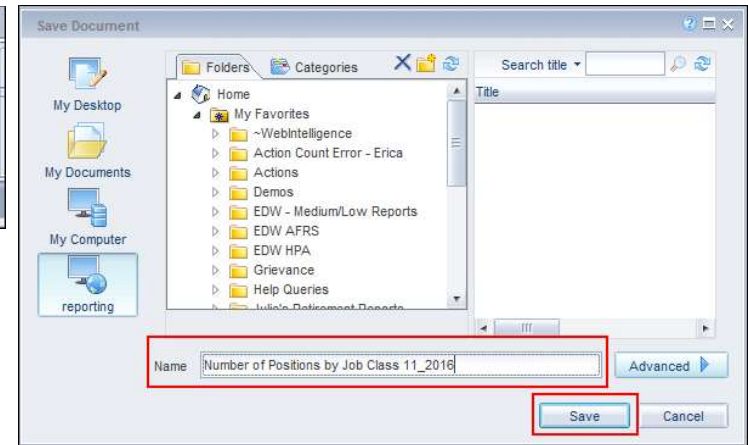
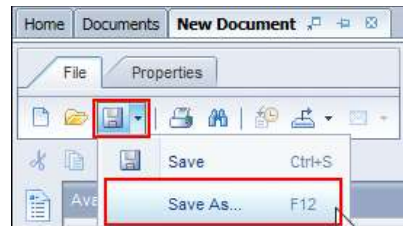
- WebI will display your default folder structure.

11. Enter the file name: **Number of Positions by Job Class 11_2016**

12. Select “Save”.

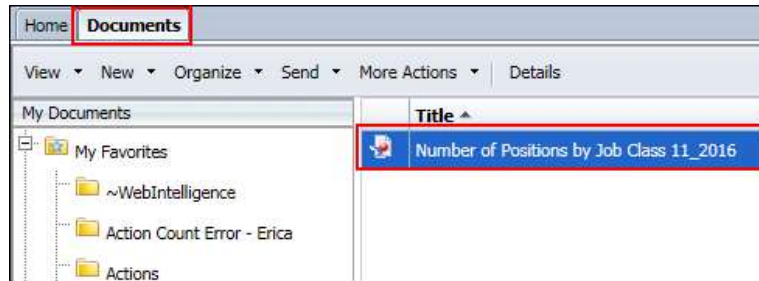
- You have successfully saved your query.

13. Close your report by clicking the small X on the Number of Positions by Job Class 11_2016 report tab.



Activity 3 – Ad Hoc Query

14. **Navigate** to the **Documents** tab to access your report
15. **Schedule** the report to run NOW.
16. **Access** the scheduled instance and open it.
17. **If your report opens in** “Reading” view, select Design view:



Activity 3 – Ad Hoc Query

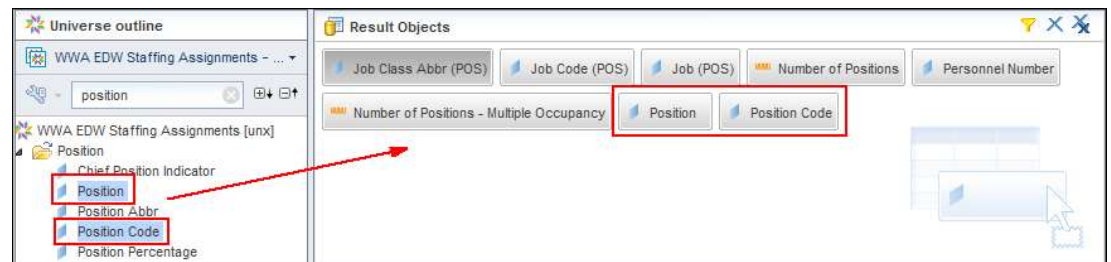
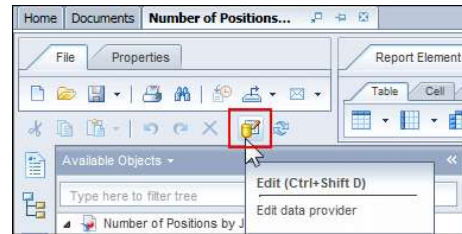
18.Select “Edit Data Provider”.

➤ WebI will display the query panel.

19.Remove the following objects from the Results Objects:

- **Business Area (POS)**
- **Business Area Code (POS)**

20.Add the following objects to the Results Objects:



Activity 3 – Ad Hoc Query

23. Add the following object to the report to the left of Job Class Abbr (POS)

➤ **Position Code**

➤ **Position**

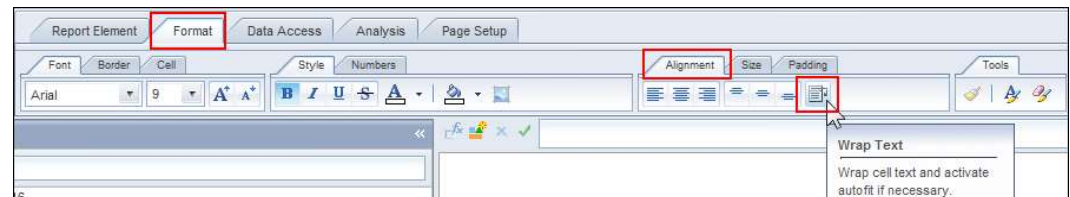
➤ WebI will display the query results in the report panel.



Report 1

Position Code	Position	Job Class Abbr	Job Code (POS)	Job (POS)
71024788	IT SPECIALIS	479L	50001666	IT SPECIALIS
71024790	IT SPECIALIS	479L	50001666	IT SPECIALIS

Position Code	Position	Job Class Abbr	Job Code (POS)	Job (POS)	Number of Positions	Personnel Number	Number of Positions - Multiple Occupancy
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Position Code	Position	Job Class Abbr (POS)	Job Code (POS)	Job (POS)	Personnel Number	Number of Positions	Number of Positions - Multiple Occupancy
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24. Use **Ctrl** and select all

Activity 3 – Ad Hoc Query

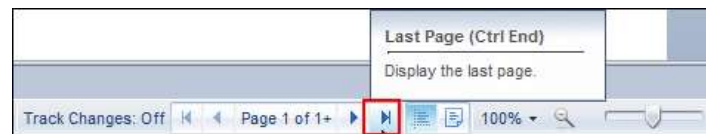
27. Click within the column “Number of Positions” to highlight the data.

28. Select Analysis → Functions → Sum.

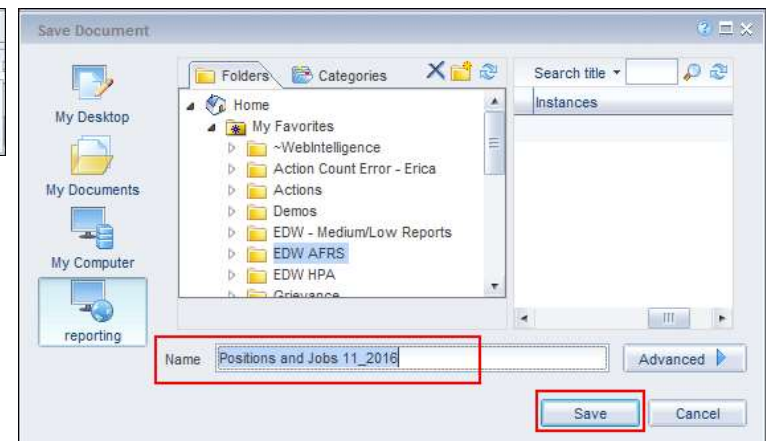
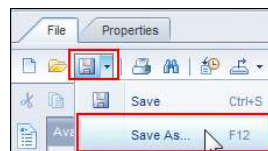
29. Do the same steps for “Number of Positions – Multiple Occupancy”.



Position Code	Position	Job Class Abbr (POS)	Job Code (POS)	Job (POS)	Personnel Number	Number of Positions	Number of Positions - Multiple Occupancy
71024788	IT SPECIALIS	479L	50001666	IT SPECIALIS	319438	1	0
71024790	IT SPECIALIS	479L	50001666	IT SPECIALIS	403165	1	0
71024791	IT SPECIALIS	479L	50001666	IT SPECIALIS	879301	1	0



Sum:	545	0
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Enterprise Reporting Web Intelligence

Activity 4 - Merged Dimensions

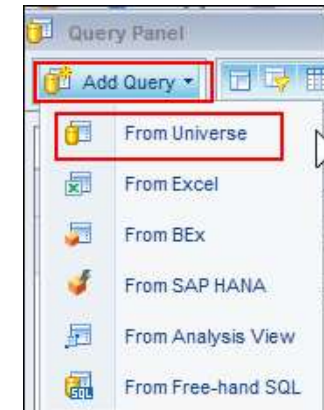
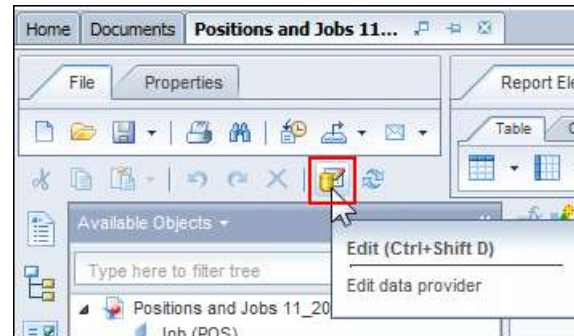


Activity 4 – Merged Dimensions

In this activity you will create a “Merged Dimension” using 2 universes – Staffing Assignments and Headcount and Personnel Actions – to compare the job assigned to the position with the job assigned to the employee.

1. Access your query

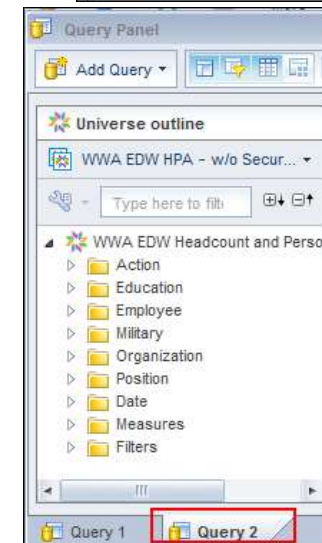
“Positions and Jobs 11_2016”.



2. In Design View, select “Edit Data Provider”.

3. Select Add Query → From the Universe.

4. Select “WWA EDW Headcount and Personnel Actions.”



Activity 4 – Merged Dimensions

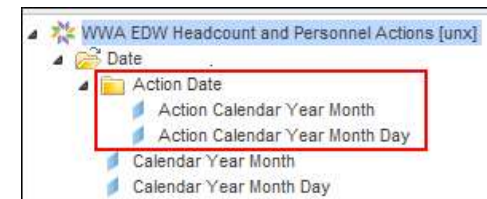
7. **Add** these objects to the **Result**

Objects area:

- **Position Code**
- **Position**
- **Job Class Abbr (POS)**
- **Job Code (POS)**
- **Job (POS)**
- **Personnel Number**
- **Job Class Abbr (EE)**
- **Job Code (EE)**
- **Job (EE)**



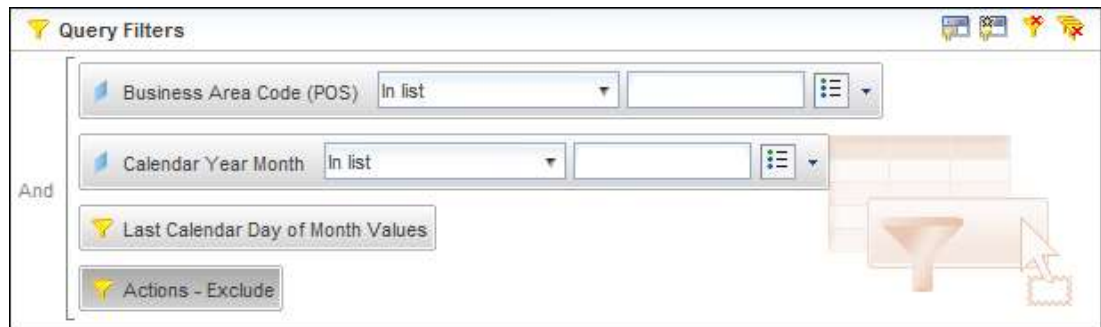
Note: When adding Dates from HPA, make sure they aren't from the Action Date folder.



8. **Add** these objects to the **Query**

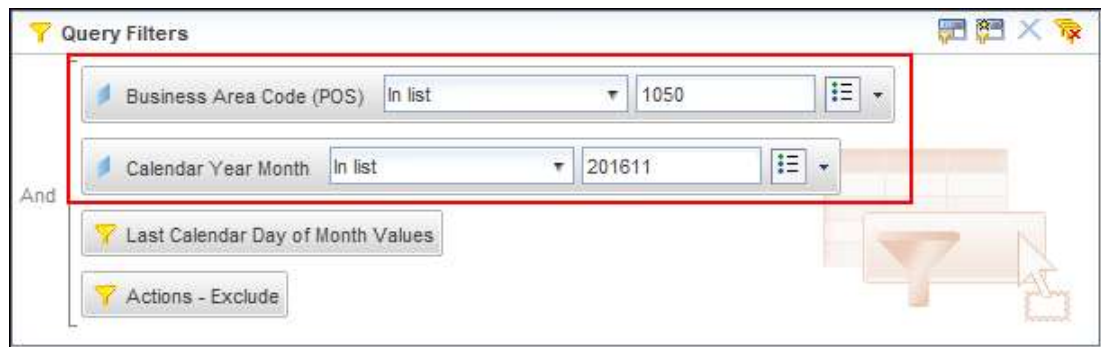
Filter area:

- **Calendar Year Month**
- **Business Area Code (POS)**
- **Last Calendar Day of Month Values**
- **Actions – Exclude**



9. **Enter Filter Values**

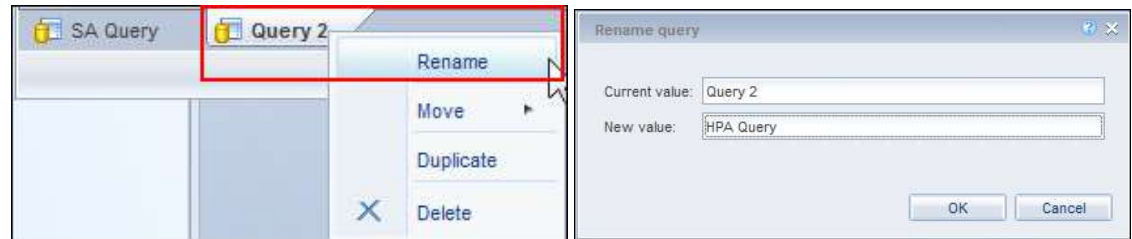
- **Calendar Year Month: 201611**
- **Business Area Code (POS): your Business Area (or 1050 for Student userid)**



Activity 4 – Merged Dimensions

10. Right click your query tab to rename the queries.

- Rename Query 1 to SA Query
- Rename Query 2 to HPA Query

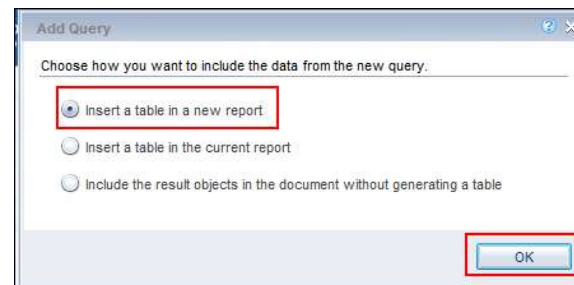


11. Run your queries

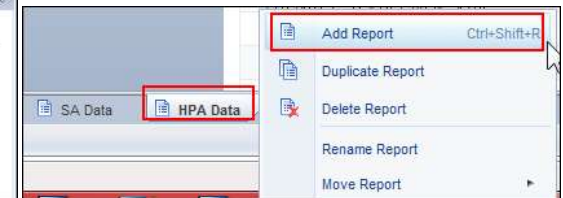
- WebI will want to know what to do with the new data.



12. Select “Insert a table in a new report”.

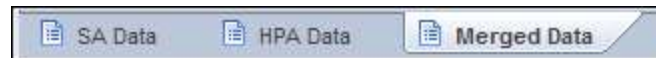


13. Right click “Report 2” and select “Add Report”.



14. Right click to rename the report tabs.

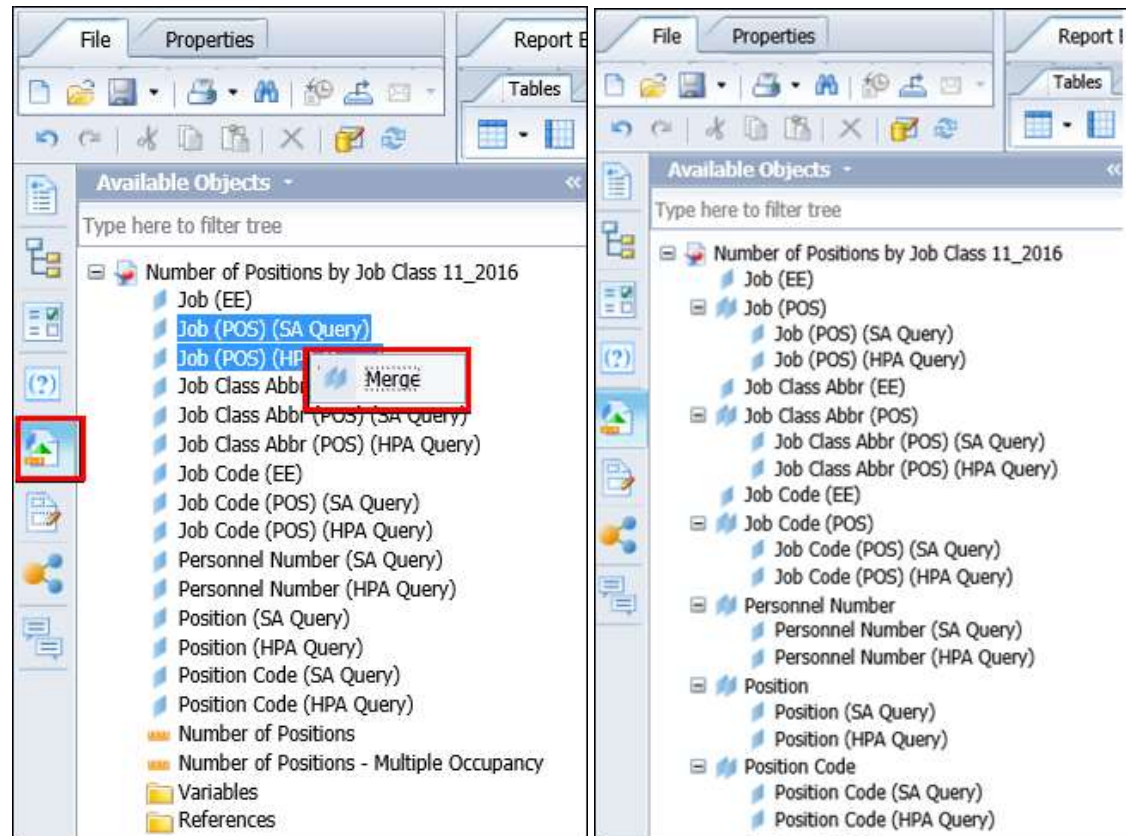
- Rename Report 1 to SA Data
- Rename Report 2 to HPA Data
- Rename Report 3 to Merged Data



Activity 4 – Merged Dimensions

15. Use the **Ctrl** key to select pairs of dimensions to merge
16. **Select:** Job (POS) (SA Query) and Job (POS) (HPA Query)
17. Release **Ctrl** key and **right click** the dimensions and **select:** Merge
18. Repeat steps 15 to 17 for:
 - Job Class Abbr (POS) (SA Query) and Job Class Abbr (POS) (HPA Query)
 - Job Code (POS) (SA Query) and Job Code (POS) (HPA Query)
 - Personnel Number (SA Query) and Personnel Number (HPA Query)
 - Position (SA Query) and Position (HPA Query)
 - Position Code (SA Query) and Position Code (HPA Query)

Before and after merging dimensions



Note: If the dimensions you are trying to merge do not have the query name tags (SA) or (HPA), this means the dimension is only present in one of your two queries. Open the Query Panel with the Edit Data Provider button and update the Results Objects in the appropriate query.

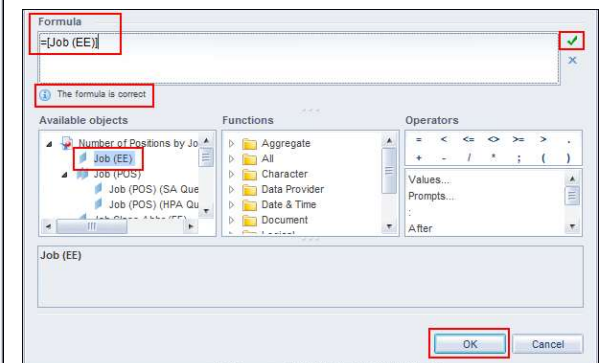
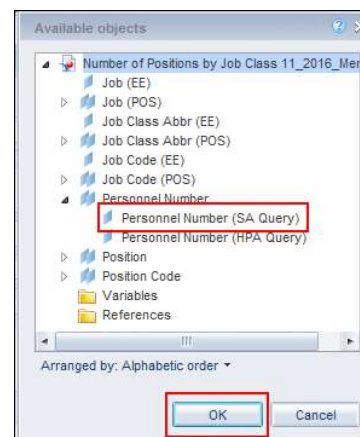
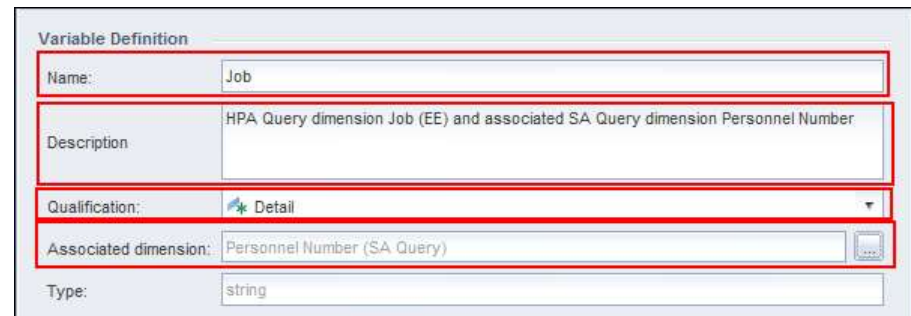
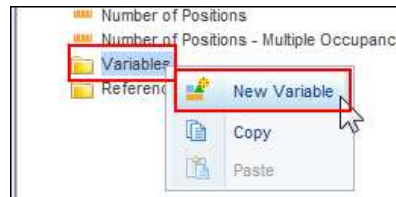
Creating Variables

Job variable:

19. **Right click** the Variables folder in the Available Objects panel and Select: New
 - WebI will display the Create Variable panel.
20. **Input Name:** Job
21. **Input Description:** HPA Query dimension Job (EE) and associated SA Query dimension Personnel Number.
22. **Use Qualification** drop-down and Select: Detail.
23. **Use the ellipsis** to find and select an Associated dimension.
24. **Select: Personnel Number (SA Query)** for the Associated dimension and then OK.
25. Make sure cursor is in the Formula field then double-click the Available Object: **Job (EE)**
26. **Select:** OK to close the Create Variable panel.

Activity 4 – Merged Dimensions

Note: There are 3 non-merged objects in this query. We will create a variable for each one using the Personnel Number from the SA universe as the Associated dimension. This will look for an active personnel number in SA...if there is one, the data will populate these fields. If there isn't an active one, these fields will be blank.



Activity 4 – Merged Dimensions

Creating Variables

Job Class Abbr variable:

26. **Right click** the Variables folder and Select: New

27. **Input Name:** Job Class Abbr

28. **Input Description:** HPA Query dimension Job (EE) and associated SA Query dimension Personnel Number.

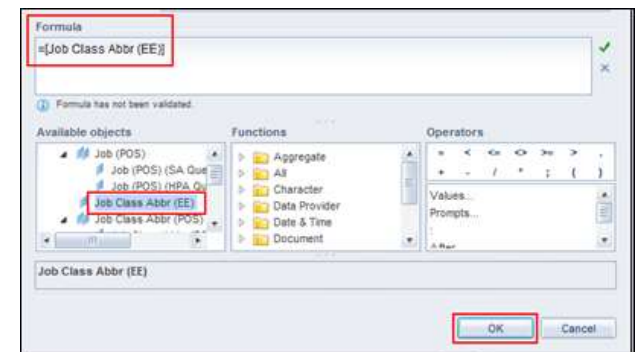
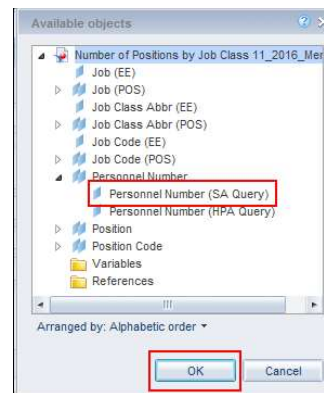
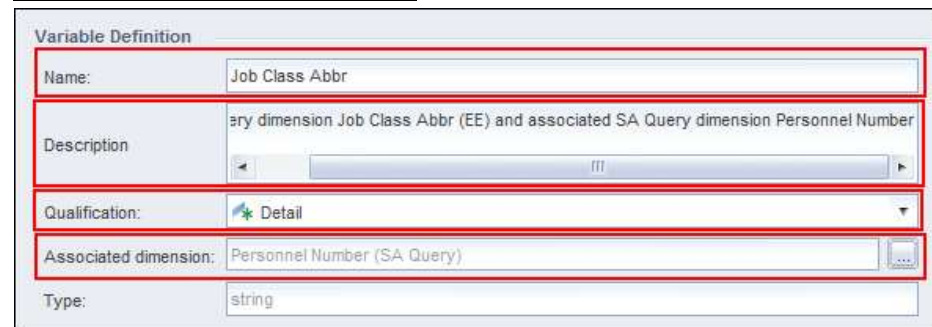
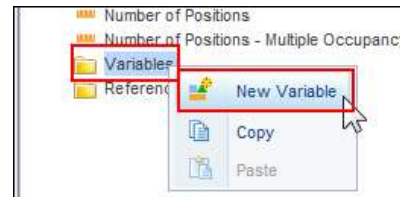
29. **Use Qualification** drop-down and Select: Detail

30. **Use the ellipsis** to find and select an Associated dimension.

31. **Select: Personnel Number (SA Query)** and then OK.

32. **Make sure** the cursor is in the Formula field then double-click the Available Object: **Job Class Abbr (EE)**

33. **Select:** OK to close the Create Variable panel.

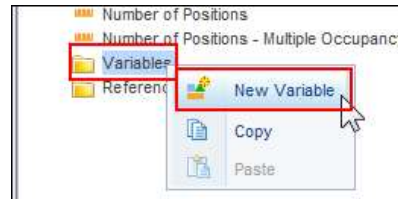
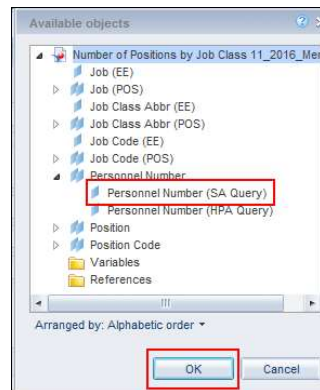


Creating Variables

Job Code variable:

33. **Right click** the Variables folder and Select: New
34. **Input Name:** Job Code
35. **Input Description:** HPA Query dimension Job (EE) and associated SA Query dimension Personnel Number.
36. **Use Qualification** drop-down and Select: Detail
37. **Use the ellipsis** to find and select an Associated dimension.
38. **Select: Personnel Number (SA Query)** and then OK.
39. **Make** sure the cursor is in the Formula field, then double-click the Available Object: **Job Code (EE)**
40. **Select:** OK to close the Create Variable panel.

Activity 4 – Merged Dimensions

A screenshot of the 'Variable Definition' dialog box. It contains several fields: 'Name' (Job Code), 'Description' (HPA Query dimension Job Code (EE) and associated SA Query dimension Personnel Number), 'Qualification' (Detail), 'Associated dimension' (Personnel Number (SA Query)), and 'Type' (Number). Red rectangles highlight the 'Name', 'Description', 'Qualification', and 'Associated dimension' fields.A screenshot of the 'Formula' dialog box. The 'Formula' field contains the text '=[Job Code (EE)]' and is highlighted with a red rectangle. Below the formula field, there are sections for 'Available objects', 'Functions', and 'Operators'. In the 'Available objects' section, 'Job Code (EE)' is selected and highlighted with a red rectangle. At the bottom right, the 'OK' button is highlighted with a red rectangle.

Activity 4 – Merged Dimensions

45. Use the Ctrl key and select the Available Objects and Variables **in this order**:

- Position Code
- Position
- Job Class Abbr (POS)
- Job Code (POS)
- Job (POS)
- Number of Positions
- Number of Positions – Multiple Occupancy
- Personnel Number
- Job Class Abbr (variable)
- Job Code (variable)
- Job (variable)



Activity 4 – Merged Dimensions

46. **Drag** the fields on to the blank Merged Data report.
47. **Add Sum Totals** to both the Number of Positions and Number of Positions – Multiple Occupancy columns.
48. **Wrap Text** the column headers and/or adjust column widths as necessary.
49. **Select: Save and Close**

Position Code	Position	Job Class Abbr (POS)	Job Code (POS)	Job (POS)	Number of Positions	Number of Positions - Multiple Occupancy	Personnel Number	Job Class Abbr	Job Code	Job
71024788	IT SPECIALIS	479L	50001666	IT SPECIALIS	1	0	319438	479L	50001666	IT SPECIALIS
71024790	IT SPECIALIS	479L	50001666	IT SPECIALIS	1	0	403165	479L	50001666	IT SPECIALIS
71024791	IT SPECIALIS	479L	50001666	IT SPECIALIS	1	0	879301	479L	50001666	IT SPECIALIS
71024815	EMS03 BUSI	B9617	51002975	ENTERPRISE	1	0	568489	B9617	51002975	ENTERPRISE
71024816	ADMINISTRA	105H	51000781	ADMINISTRA	1	0	20096811	105H	51000781	ADMINISTRA
71024820	IT SPECIALIS	479K	50001664	IT SPECIALIS	1	0	20093201	479K	50001664	IT SPECIALIS



The Job Aid Multiple Queries with Merged Dimensions has additional information for merging dimensions in one universe or multiple universes:

<https://ofm.wa.gov/it-systems/washington-workforce-analytics>



WWA Ad Hoc Query

- Ad Hoc Query Overview
- Create and Modify Ad Hoc Queries
- Multiple Queries with Merged Dimensions
- PreDefined Filters