

eMARS Reporting Getting Started



Customer Resource Center

eMARS Training

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eMARS Reporting Getting Started

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Table of Contents

1—Orientation	5
Learning Objectives.....	5
Login	6
Locating Reports	7
Run Report.....	9
Saving a Short Cut	10
Changing Your Password.....	11

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1—Orientation

eMARS Reporting now resides within Enterprise Business Intelligence (EBI) along with other agency applications. Users may access eMARS Reporting through a link in eMARS. However, it will require a separate password as single sign-on is not available.

Most users are set up as *Basic* users meaning they have security to view and run reports in the agency and statewide folders. Agencies were asked to identify individuals who would be designated *Report Developers*. These users have access to create and edit reports on behalf of the agency. This document will cover general instructions for the *Basic* user.

Learning Objectives

At the conclusion of this session, you will be able to:

- Log into eMARS Reporting
- Locate eMARS Reports
- Run eMARS Report
- Understand Password Requirement and Change your User Password

[eMARS Reporting Log In](#)

A link to *eMARS Reporting* (EBI) will be made available from within the eMARS application, but **it will require a separate password**. Initial passwords were communicated to users upon go-live.



SAP BusinessObjects
BI launch pad

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


User Name:

Password:

Authentication:

 [Help](#)

Basic Users and Report Developers who are logging in for the first time will be prompted to change their password. The password can be set to match your eMARS password. However, please remember that these two passwords are **separate** and if one changes, the other will NOT.



SAP BusinessObjects
BI launch pad

You must change your password now.
(Either your administrator has assigned a temporary password that must be changed, or your password has expired. You must change the password now. If you do not, your account will be locked. Only your administrator can unlock a locked account.)

User Name:

Old Password:

New Password:

Confirm New Password:

 [Help](#)

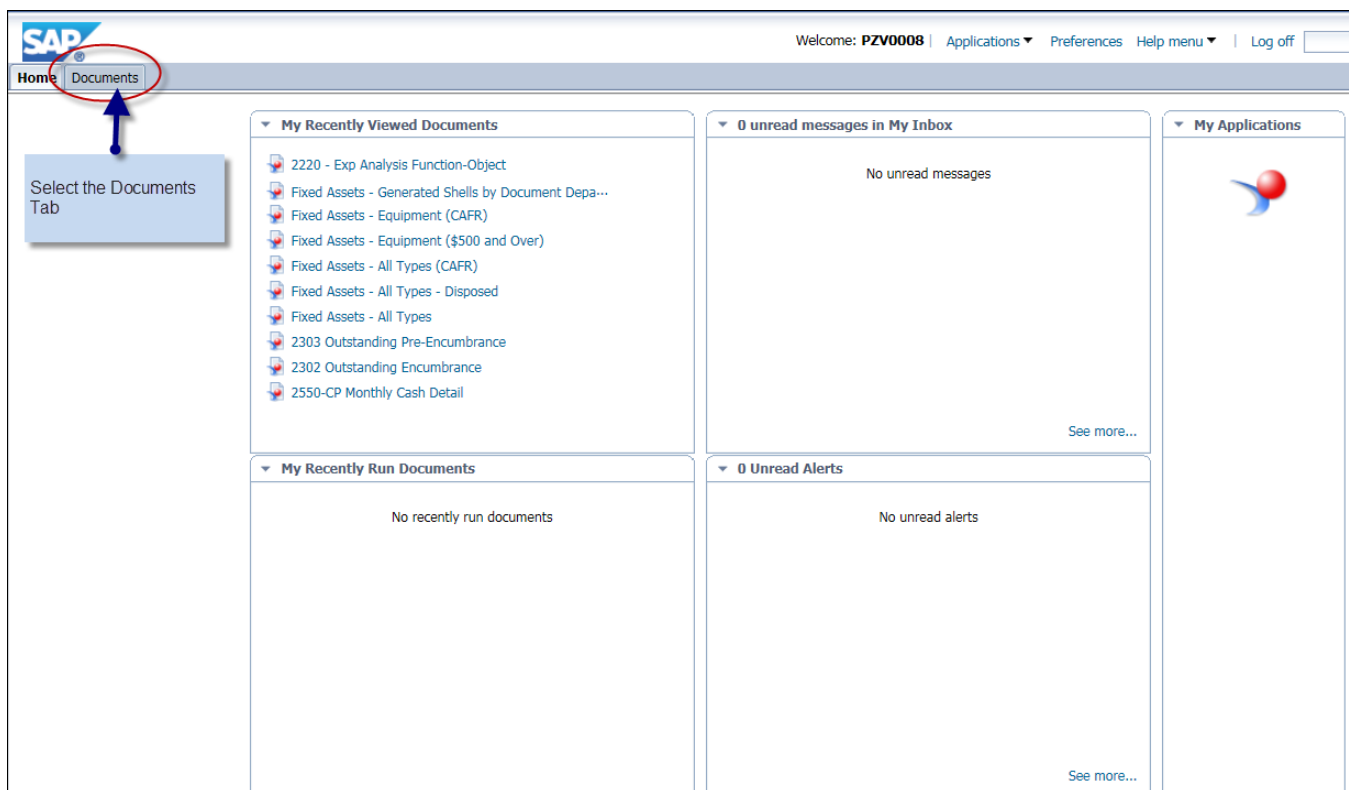
Please use the following criteria when setting your eMARS Reporting (EBI) password:

- Be eight (8) or more characters
- Contain uppercase letter(s)
- Contain lowercase letter(s)
- Contain a number
- Contain a special character

Your eMARS Reporting password will expire every 30 days.

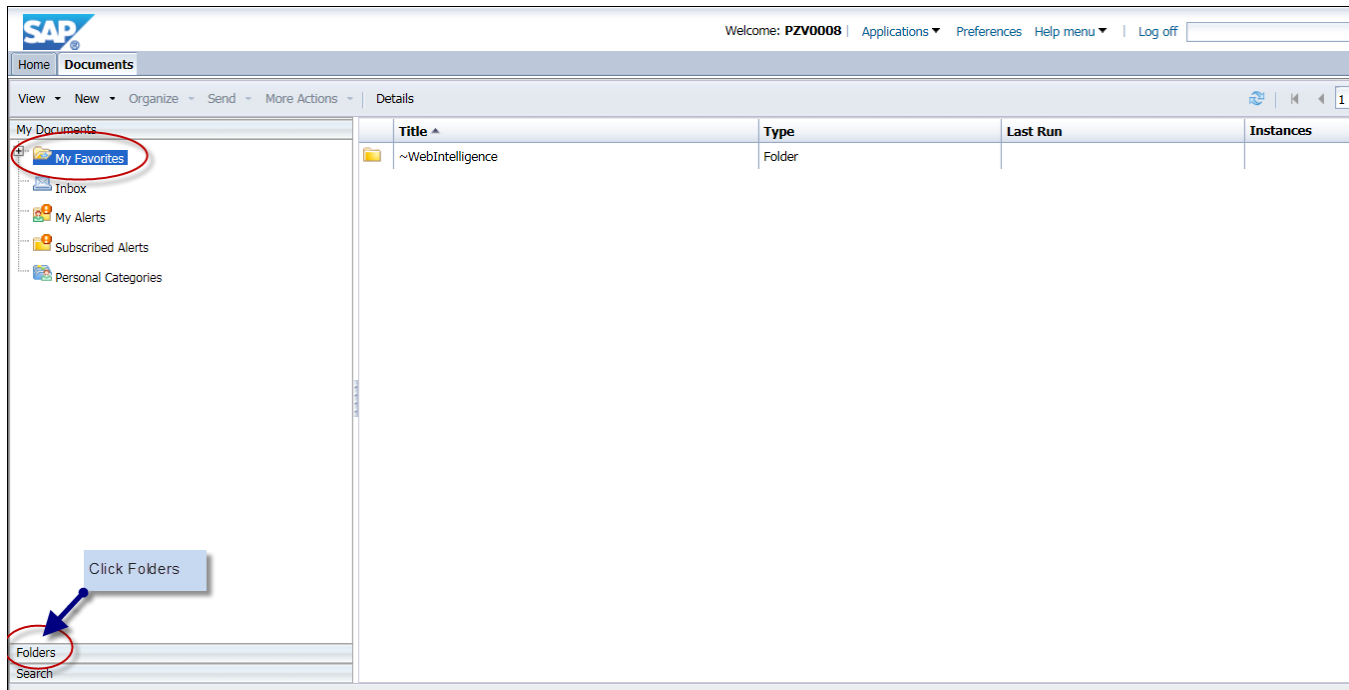
Locating Reports

Once logged into eMARS Reporting, the application will look a little different. No need to be alarmed. A few “clicks of the mouse” and you will see your reports.

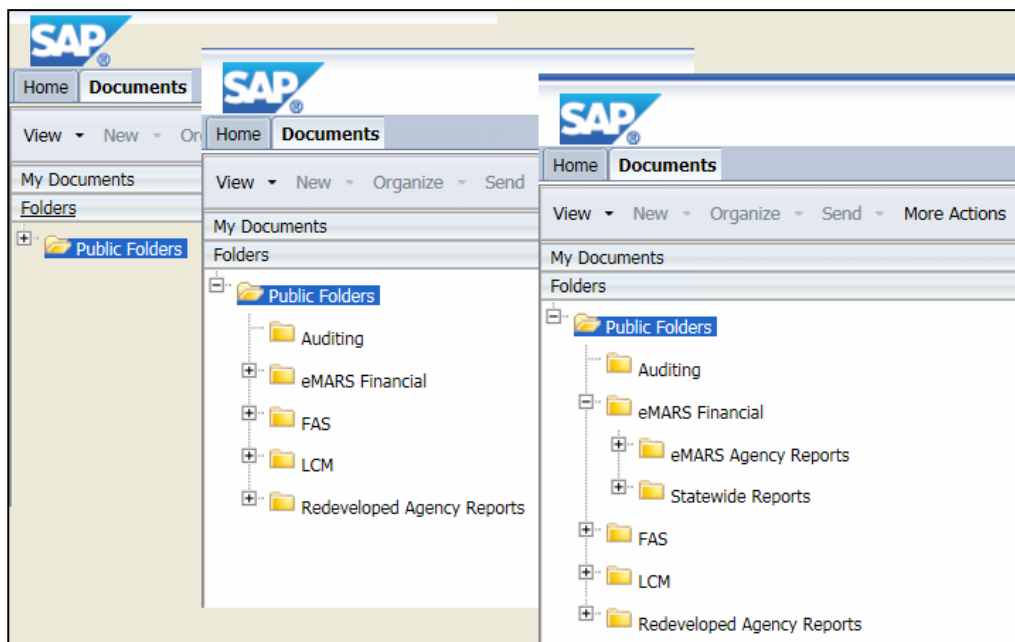


The Documents Tab opens. The *Favorites* folder is located here. There will not be anything in this folder as Favorites were not migrated as part of the upgrade. Basic Users are able to save “shortcuts” to reports in this folder. This will be discussed later.

To locate your reports, click on *Folders*.

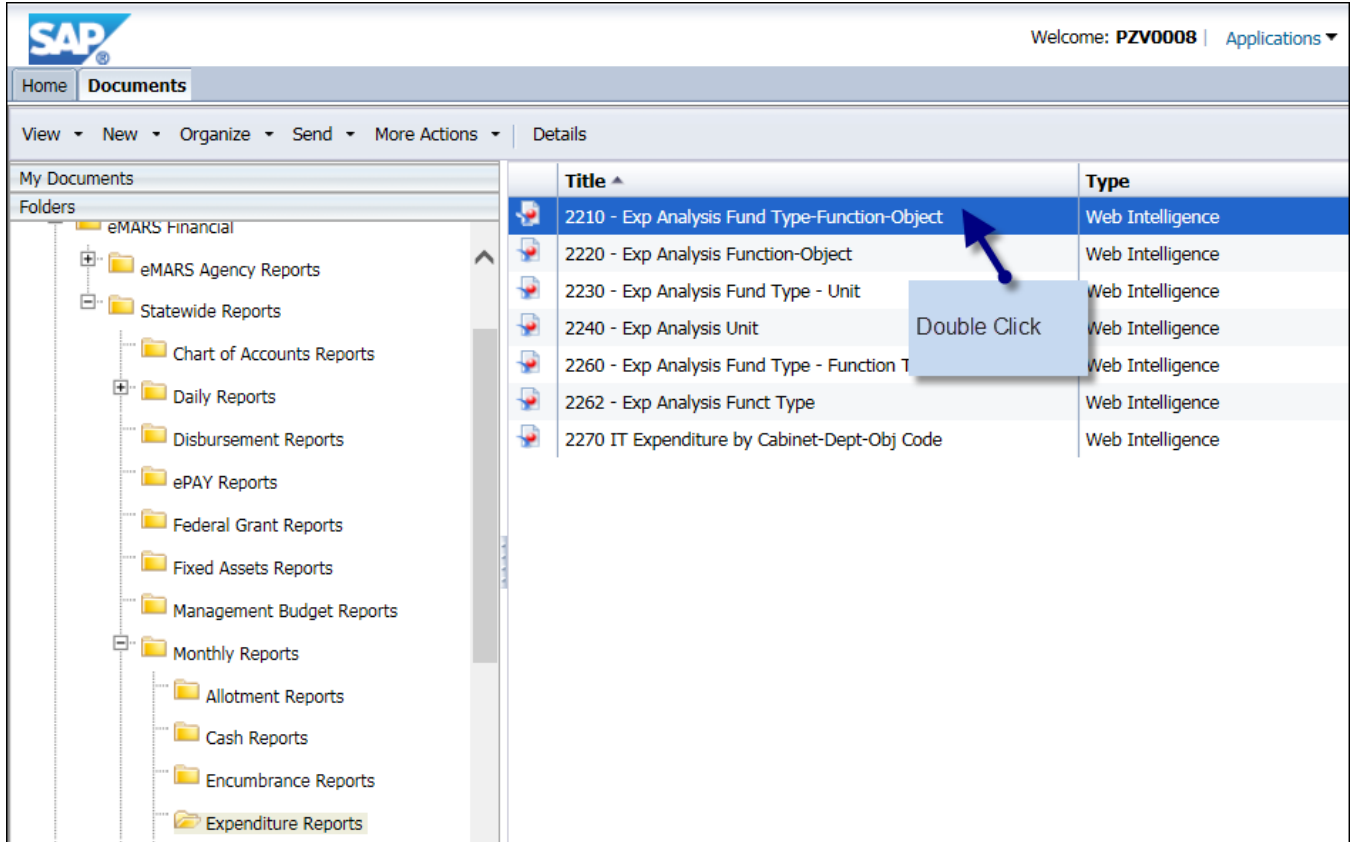


Expand the *Public Folders* to reach the *eMARS Financial* folder where the **Agency Reports** and **Statewide Reports** are located.



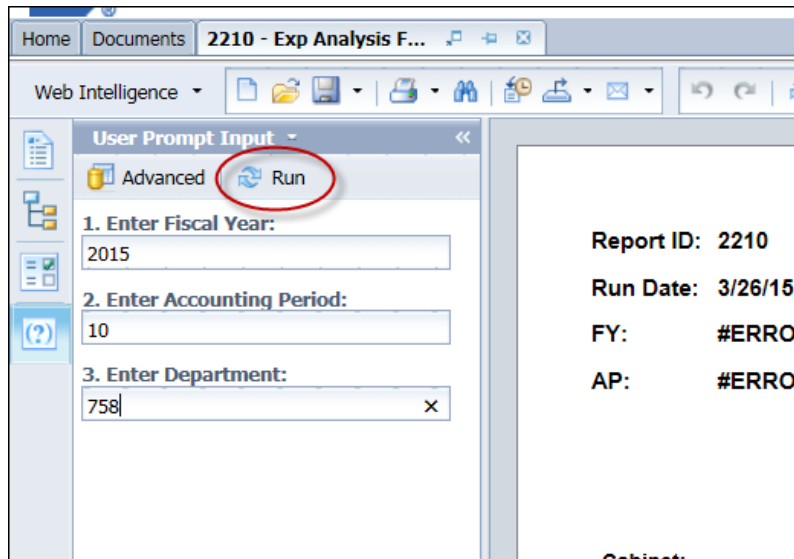
Run Report

Locate the report you wish to run either within the Agency Reports folder or the Statewide Reports folder. Double click on the report and it will open.



Title	Type
2210 - Exp Analysis Fund Type-Function-Object	Web Intelligence
2220 - Exp Analysis Function-Object	Web Intelligence
2230 - Exp Analysis Fund Type - Unit	Web Intelligence
2240 - Exp Analysis Unit	Web Intelligence
2260 - Exp Analysis Fund Type - Function T	Web Intelligence
2262 - Exp Analysis Funct Type	Web Intelligence
2270 IT Expenditure by Cabinet-Dept-Obj Code	Web Intelligence

Most reports will require prompt to run. Enter the necessary prompts and Select Run.



User Prompt Input

Advanced **Run**

1. Enter Fiscal Year:
2015

2. Enter Accounting Period:
10

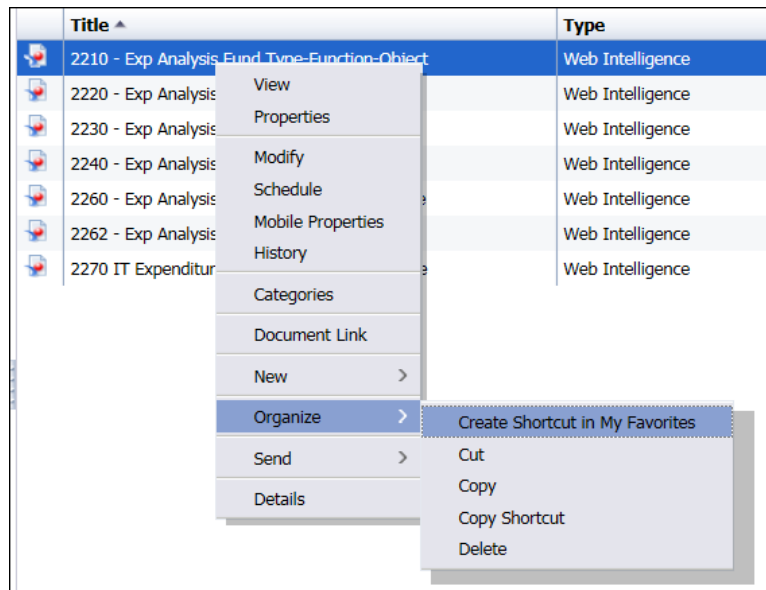
3. Enter Department:
758

Report ID: 2210
Run Date: 3/26/15
FY: #ERROR!
AP: #ERROR!
Cabinet:

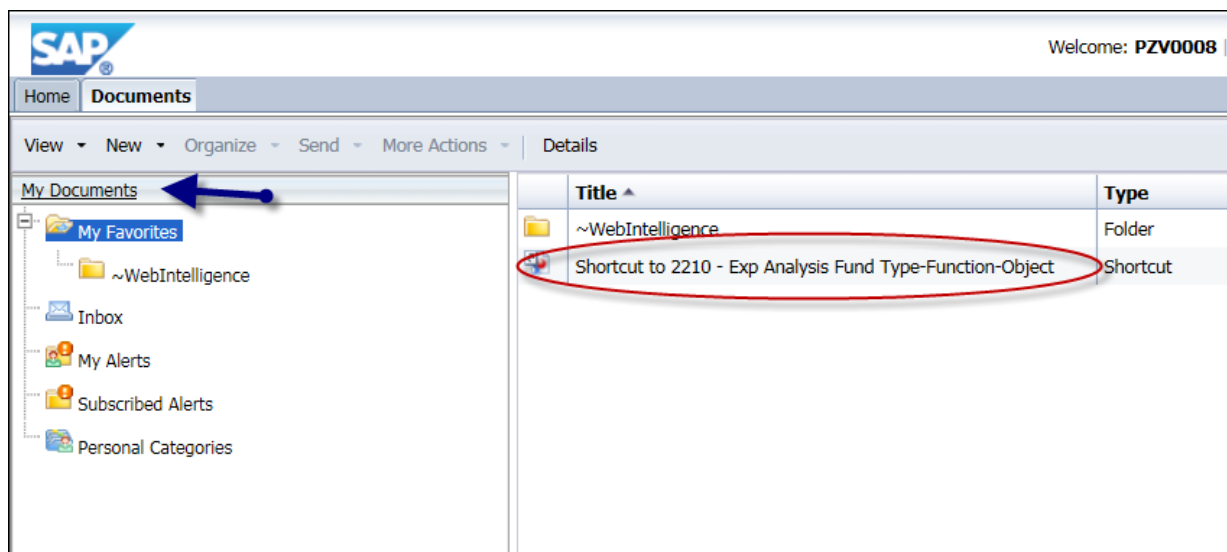
Saving a Shortcut

Basic users are not able to copy reports to their Favorites Folder as they have been used to in the past. However, for those reports that are used frequently, the *Basic* user can save a Shortcut to their Favorites Folder.

To save a Shortcut, simply Right mouse click on the report; select Organize/Create Shortcut in My Favorites.



When you navigate back to your Favorites Folder, you should see the report there. Remember the Favorites Folder is located within the My Documents section of the Documents Tab.



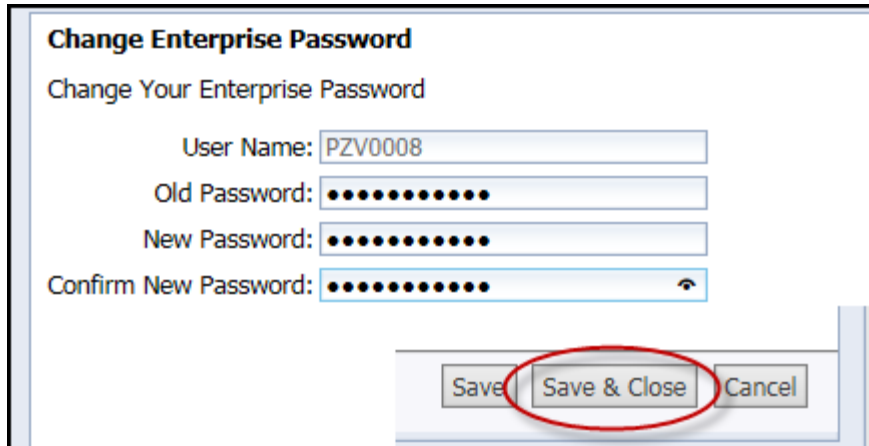
Changing Your Password

As mentioned previously, eMARS Reporting requires a separate password from eMARS Financial. Users may choose to make these two passwords the same. However, if one password changes due to expiration or reset, the other will not. To keep the passwords in sync, it may be necessary to change the eMARS Reporting password. This can be done under User Preferences.

To change the eMARS Reporting Password, Select Preferences from the Main menu at the top of the screen.



Once the *Preferences* window opens, select *Change Enterprise Password* from the Secondary Navigation panel.

A screenshot of the 'Change Enterprise Password' dialog box. The title bar reads 'Change Enterprise Password'. Below the title, it says 'Change Your Enterprise Password'. There are four input fields: 'User Name' (containing 'PZV0008'), 'Old Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm New Password' (masked with dots and featuring an eye icon for toggling visibility). At the bottom right, there are three buttons: 'Save', 'Save & Close' (circled in red), and 'Cancel'.