



# DWQUERY - DATA WAREHOUSE

## WHAT IS DATA WAREHOUSE?

The NIH Data Warehouse is a large database that extracts data from NIH systems, and combines them so you are able to access a wealth of business data and information. The Data Warehouse allows a registered user to monitor property and financial activities, evaluate purchasing trends and much more. The reports can be tailored to accommodate any office's requirements. The wide variety of reports includes:

- Budget - outstanding commitments, contracts, printing, training, supplies, equipment repair & maintenance expenses
  - Property Management - undeclared property, overdue property loans, transfer of property, property assignments
  - Procurement - open requisitions and procurements, year - to - date requisitions
  - NIH Travel - planned travel, overdue travel vouchers, sponsored travel
  - Human Resource Personnel Costs - personnel costs by pay period, costs by CAN, FTE usage statistics
- Reports include full and part time civilians, Commissioned Corps officers, temporary employees, as well as IRTAs and visiting fellows.

The Data Warehouse is updated nightly, so reports are complete and up - to - date.

## WHAT IS DWQUERY?

- An application that runs both pre - packaged queries and reports and ad hoc reports in many business areas of the NIH Data Warehouse
- DWQuery contains specific, personal, and detailed information

## HOW DO I OBTAIN ACCESS FOR THE DWQUERY:

- **Note:** If you do not have a TITAN User ID, you should contact your Administrative Officer or if you have forgotten your password, please call TASC at (301)594 - 6248.
- You must have a TITAN User ID before you can register with the NIH Data Warehouse
- Go to the NIH Portal, <https://my.nih.gov/> and type in your **User Name, Password** and click the **Log in** button
- Click on the **My Communities** tab and select **nVision**
- Select **Launch User Registration (uses Titan ID)**
- Click on the **NIH Data Warehouse Registration System**
- Follow the registration process step - by step



## TO ACCESS THE DWQUERY (AFTER REGISTRATION IS APPROVED):

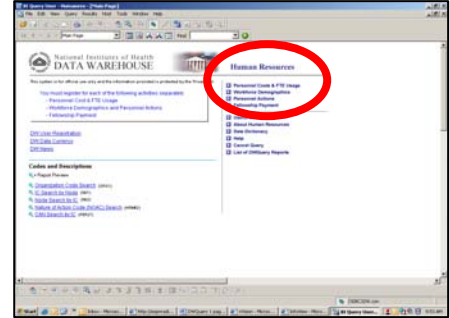
- Visit the NIH Portal (<https://my.nih.gov/>) and type your **NIH User Name, Password** and click **Log in** button
- Click on the **My Communities** drop down menu - select **nVision** from the list
- If this is your first time attempting to access Data Warehouse
- Click on the **First Time User/System Requirements/Downloads** link at the top of the **nVision** page in the **Welcome to the nVision Community portlet**. The plug in will automatically download to your computer
- Once the download is complete, click on the **Launch Reports** link
- On the new page, click on the + beside the **Public Folders** folder, then the + beside the **Business Areas** folder, and then the + beside the **Human Resources** folder
- Click on the word **Applications** that appears under the **Human Resources** folder. This leads to links for DWAnalyze, DWQuery, HRDB Web Reports, and Workforce Planning Trends
- Click the DWQuery link
- You must sign in using your **TITAN User Name** and **Password** given to you after registration



# DWQUERY – DATA WAREHOUSE

## HOW DO I RUN A REPORT USING DWQUERY:

Select one of the 4 links at the top right corner of the Data Warehouse – Human Resources page to begin your report.



## 4 REPORTS USING DWQUERY Personnel Costs & FTE Usage

- Monitor and manage personnel costs and FTE utilization
- Identify specific cost categories such as benefits, awards, or overtime, Identify costs for a specific individual across time
- Provide aggregate costs by CAN, pay period, and object class code for trending and comparison across fiscal years
- Project personnel costs for budget forecasting

## Workforce Demographics

- List information on your employees by different criteria such as Position Incumbency, Retirement Eligibility, of Program Type
- Perform headcounts of employees by Occupational Series or Salary Range
- Equal Opportunity Employment reports (requires special access)

## Personnel Actions:

- List personnel actions that occurred within a specified time period; reports on minority and disability status (requires special access)

## Fellowship Payment:

- List information on Fellows at the NIH
- Track demographic information on Fellows including award number, program type, node, sponsor, and location
- Obtain cost information such as annual stipend rates, award advances, specialty allowances, and monthly disbursements

After selecting a report, a box will display asking you to provide information to narrow the report scope. If you do not wish to narrow down the report, leave the field blank and click OK to run the report.

To add categories to a report or to create a new report from scratch, click on the Ad Hoc link on the right side of the page where the original report was selected (Personnel Costs & FTE Usage page, etc.) (Depending on the category you have chosen the link will say Workforce Demographics Ad Hoc, etc.)

## FOR DWQUERY TECHNICAL SUPPORT:

- Contact the NIH Help Desk: <http://ithelpdesk.nih.gov/support>
- Phone: (301) 496 - 4357 (7:00 AM to 6:00 PM EST Mon - Fri)

