ACMIS

Acquisition Career Management Information System

ACMIS REPORTS

INFORMATICA POWERANALYZER

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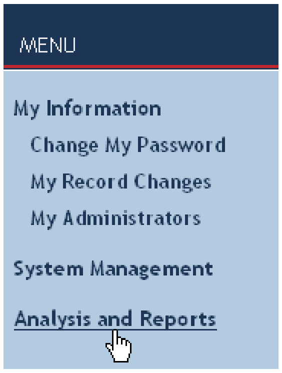
Table of Contents

Accessing PowerAnalyzer 3
Accessing Content 4
Accessing Reports & Shared Documents 4
Running a Report 5
Adding Metrics and Attributes 6
Saving Report Changes with New Name 6
Creating a Custom Report 6
Creating a Custom Report 7
Select a Report Name 7
Select Metrics (Step 1) 7
Select Attributes (Step 2) 9
Select Filters (Step 3) 10
Layout & Setup (Step 4) 12
Publish (Step 5) 13
Exporting Report Data 14
Emailing Report 15
Working with Alerts 16
Working with Alerts 17
Working with Indicators 18
Working with Highlighting 19
Working with Report Charts 20
Add Report to Dashboard 21
Dashboard Setup 21
Help Information 22

Accessing PowerAnalyzer

The ACMIS reporting tool can be accessed from the *Analysis and Reports* link on the left navigation bar within the ACMIS system



Or by accessing the following URL for a direct link to Informatica Reports: https://acmisrpts.dau.mil

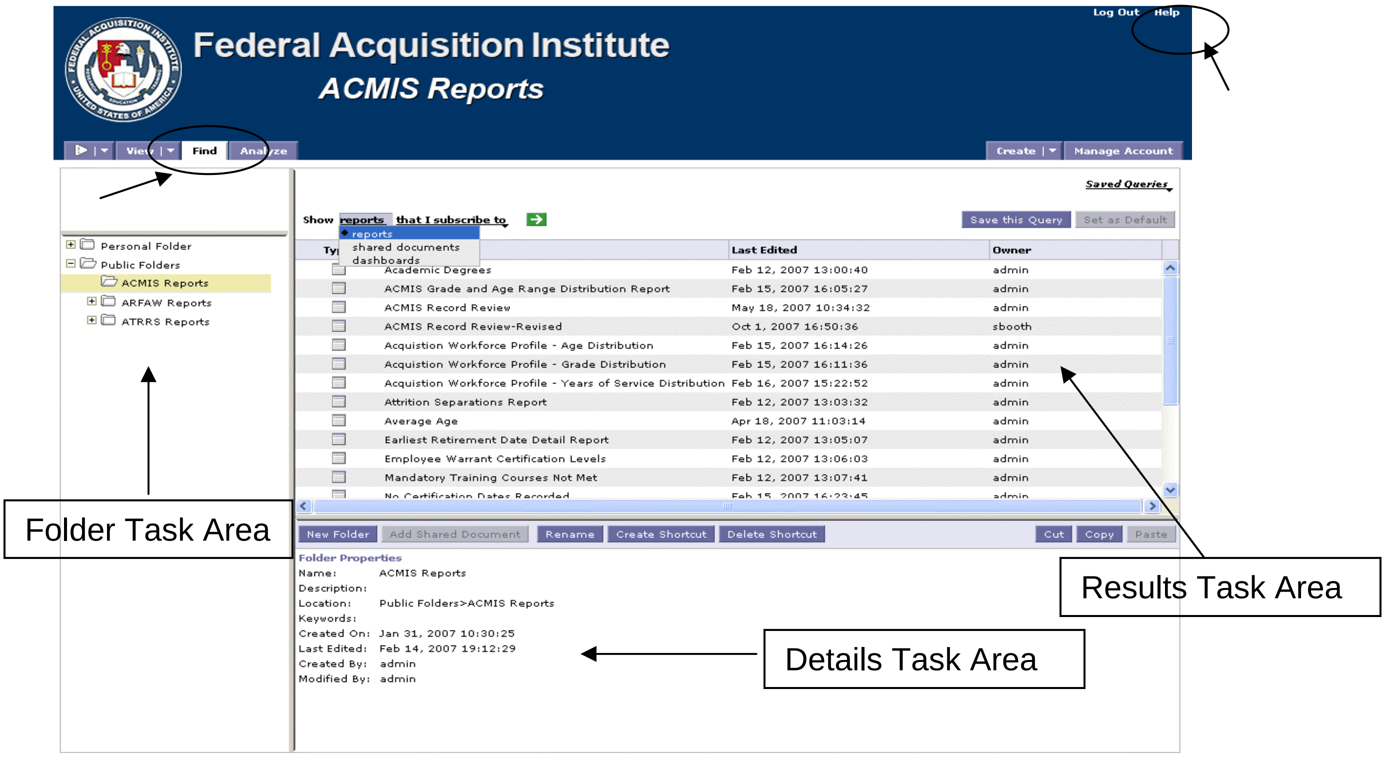
Access to the reporting tool requires a separate user name and password from the user name and password created within the ACMIS system.

ACM's and Agency Administrators can request access to the reporting tool by contacting the FAI helpdesk at questions@fai.gov or (703) 805-2300.

Users are required to change the temporary password at first login to 10 characters with mixed case, 2 numbers, re-enter the password and click ok.

Accessing Content

The Find tab allows you to search for reports and shared documents that you want to view. PowerAnalyzer keeps all reports in Public Folders or in the Personal Folder of each user.
The Help link in the upper right corner provides detailed user guidance to the features of the Informatica tool. It does not provide a data dictionary or any descriptions of the data content.



Accessing Reports & Shared Documents

To find reports, you can browse through the Public Folders or your Personal Folder in the folder task area. You can also search for a specific report. As you browse the folders in PowerAnalyzer, you can organize reports by creating new folders and moving reports to the folders.

Click the report name in the results task area. The Details task area displays detailed information about the selected item.

Click View in the Details task area to display the report on the View tab or click Analyze in the Details task area to display the report on the Analyze tab.

Running a Report

The report can be viewed by right clicking the report name in the Results task area and selecting View or Analyze to display the report. Analyzing the report runs the report and allows the data set to be analyzed (or altered). Also double clicking the report will display the report on the Analyze tab.

Selecting the View button will preview data on the View Tab
A report can not be manipulated or altered from the View Tab
The View Tab displays the

- Report Properties
- Update information (date & time the report was last updated if it is a cached report, if not, it displays on demand)
- Filters
- Filtersets

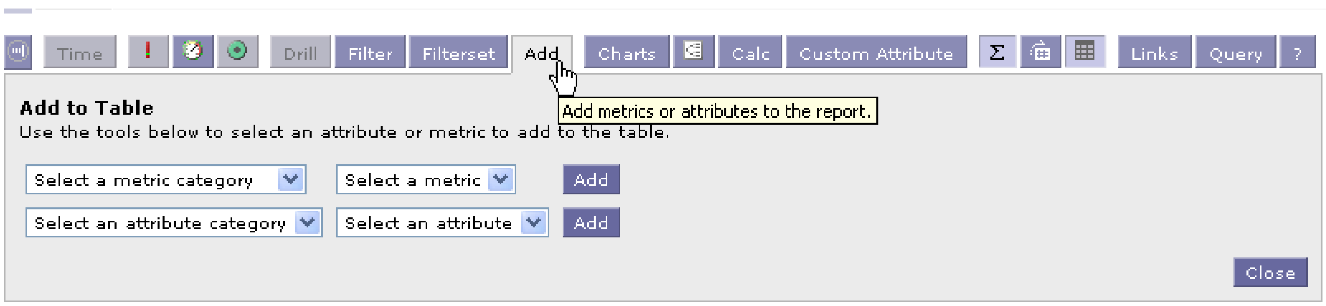
Selecting the Analyze button will preview data as a table.
The data is displayed on the Analyze tab

- Filters – A filter displays report data based on certain conditions
- Filtersets – A filterset is a named filter or group of filters
- Alerts – A report alert allows you to receive notifications about critical data in a report
- Indicators – An indicator helps you track critical metric values in the report
- Highlighting – Highlighting draws attention to critical data in a report and help you pinpoint problem areas
- and Scales – If the scales for the metrics in the report are In Thousands or In Millions, PowerAnalyzer displays these as report properties.

Adding Metrics and Attributes

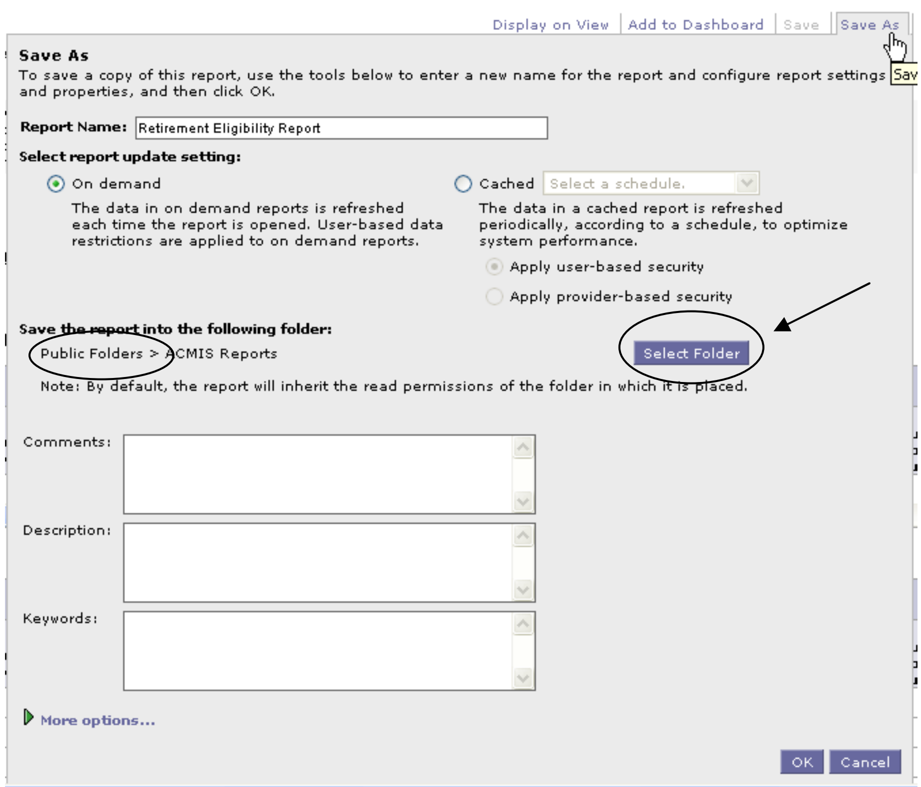
To change metrics or attributes of an existing report, Select Add tab (additional metrics & attributes). Click the drop down arrow to select a metric category (or attribute category), then to select a metric (or attribute). Click the Add button to add the new criteria and re-run the report.

To change or add filters to an existing report, Select the Filter tab. *See Filter section on page 10.*



Saving Report Changes with New Name

Once you have changed an existing report, select Save As to give your revised report a new name. Use the *Select Folder* button to select a folder to save your report to (reports are typically saved to your personal folder).



Creating a Custom Report

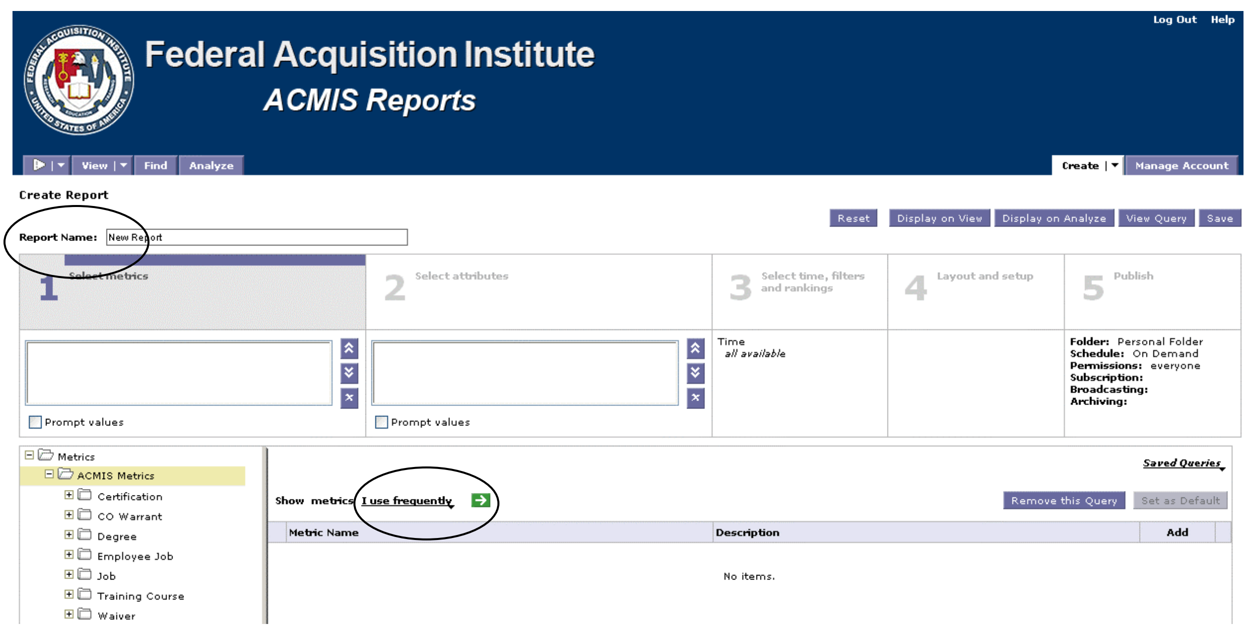
Select the Create Tab, click Reports

Select a Report Name

You must enter a report name to be able to save your report.

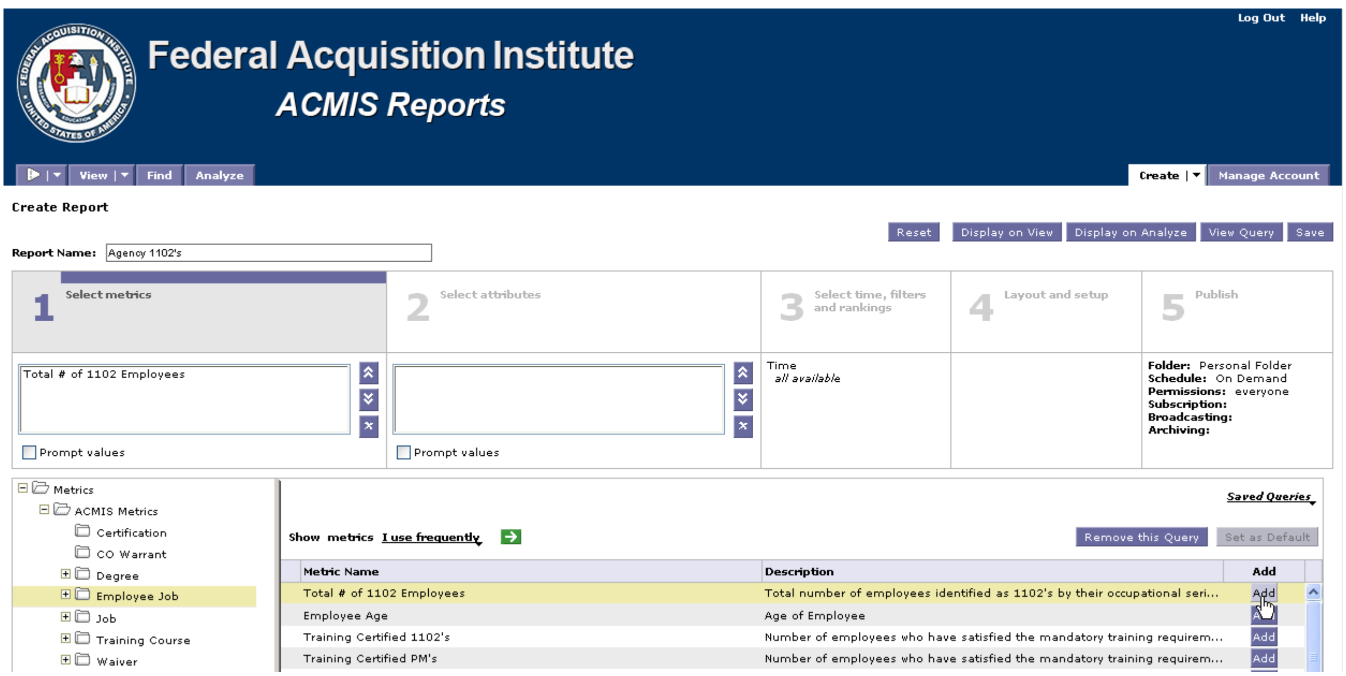
Select Metrics (Step 1)

Select Metrics (ACMIS Metrics are counts/total #'s; objects used for measurement) from the available folders in the folder task area. To populate the results task area with all of the metrics available, change the Show metrics dropdown from "what I use frequently" to "all" and click the green arrow.



Below are ACMIS metric folders and the corresponding content.

- Certification
  - Count of Certifications
- CO Warrant
  - Count Contracting Officer Warrants
- Degree
  - Count Degrees
- Employee Job
  - NOTE: Commonly used metrics are in this folder, including Total # 1102's, Training Certified 1102's, # COTRs,)
- Job (Count Jobs)
- Training Course
  - (Count Fulfills Continuous Learning Requirement,
  - Count Courses Completed
  - Count Courses Required
  - Count Fulfills Mand Training
  - Count Training Courses
  - Training Length)
- Waiver (Count Waiver, # Education Waivers)



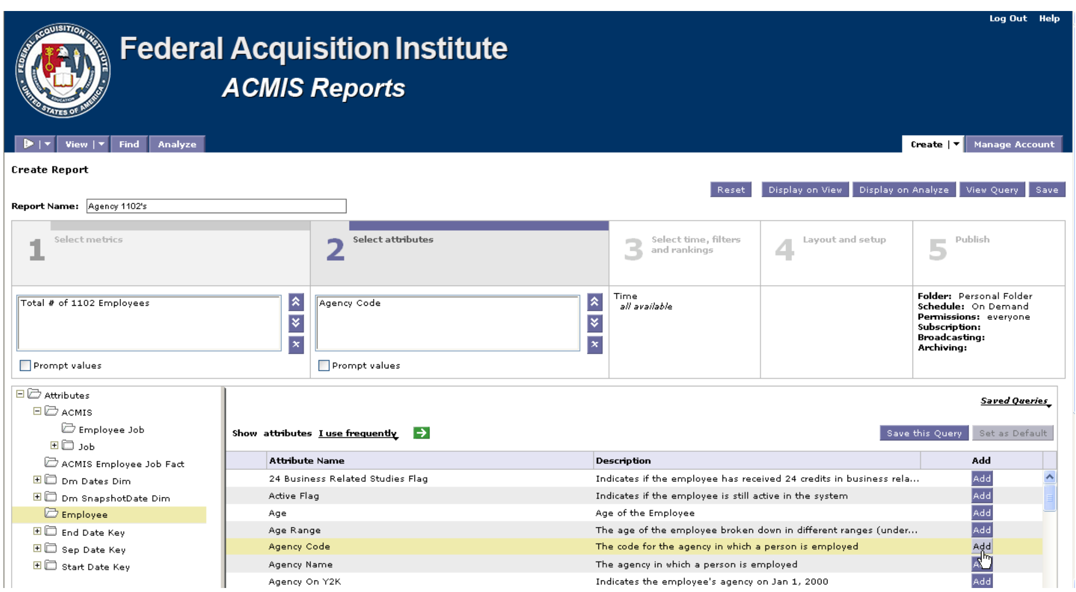
Highlight the metric you wish to use in the report (from the result task area) and select the Add button. There is no limit on metrics as long as the attributes are keyed into the fact tables that are being selected. However consider presentation quality when selecting metrics.

Select Attributes (Step 2)

Click box 2 to advance to the Attribute section. Select Attributes (objects used for identification) from the available folders in the folder task area. To populate the results task area with all of the attributes available, change the Show attributes dropdown from “what I use frequently” to “all” and click the green arrow.

Below are the ACMIS attribute value folders and the corresponding content.

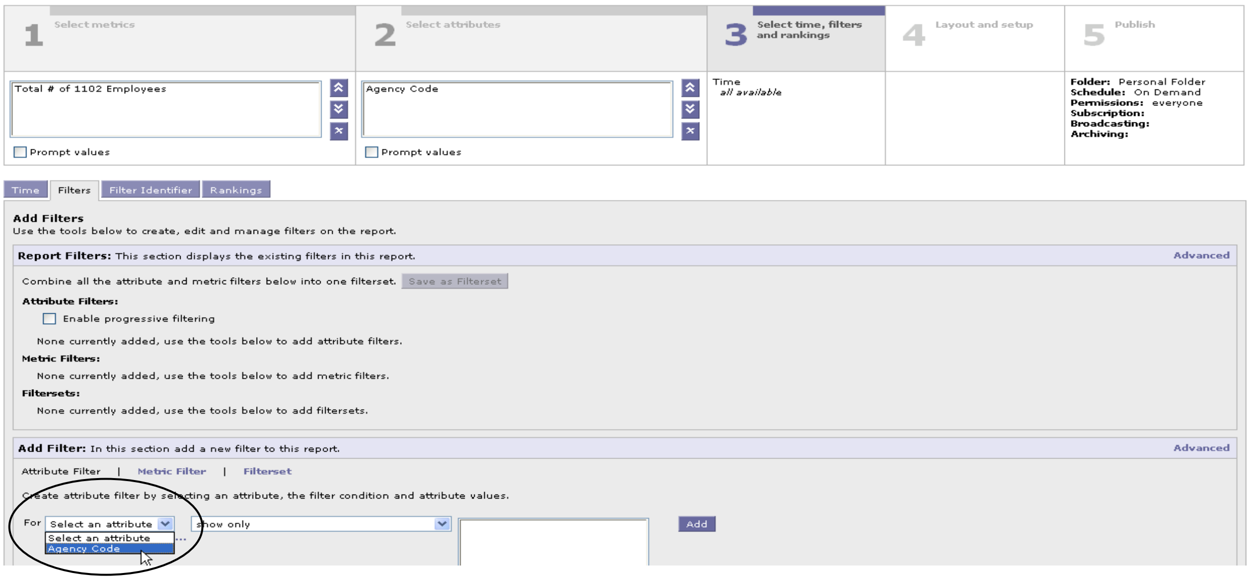
- ACMIS
  - Employee Job
  - Job
- ACMIS Employee Job Fact
  - Current Job Flag
- Employee
  - Active Flag
  - Agency Code
  - Agency Name
  - Bureau Code
  - Bureau Name
  - Employee Name
  - Occupational Series
- Dm Dates Dim
- Dm SnapshotDate Dim
- End Date Key
- Sep Date Key
- Start Date Key



Highlight the attribute you wish to use in the report (from the result task area) and select the Add button.

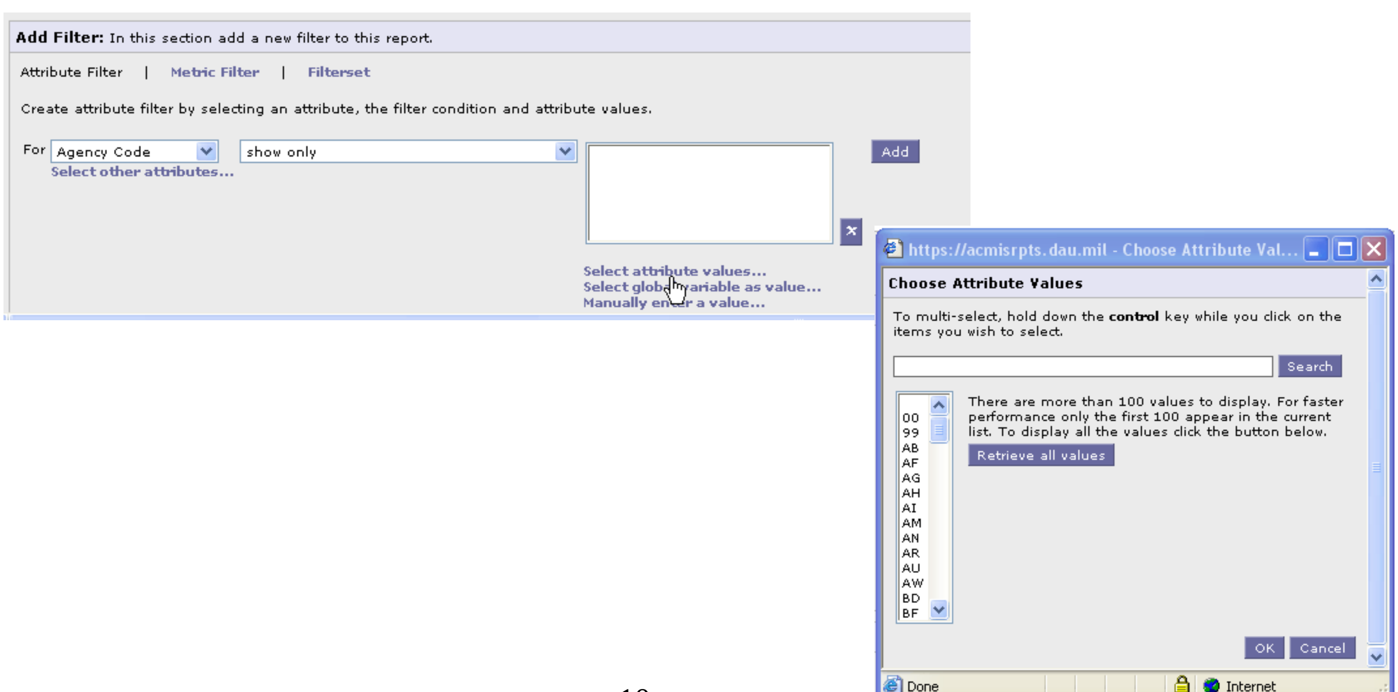
Select Filters (Step 3)

Click box 3 to advance to the filter section. Select the Filter tab. In the Add Filter section, click the dropdown arrow next to *Select an Attribute* to see the list of attributes selected in Step 2. Filters can be set on any of the attributes that have been selected to be part of the report layout as well as attributes that have not been selected to be a part of the report layout.

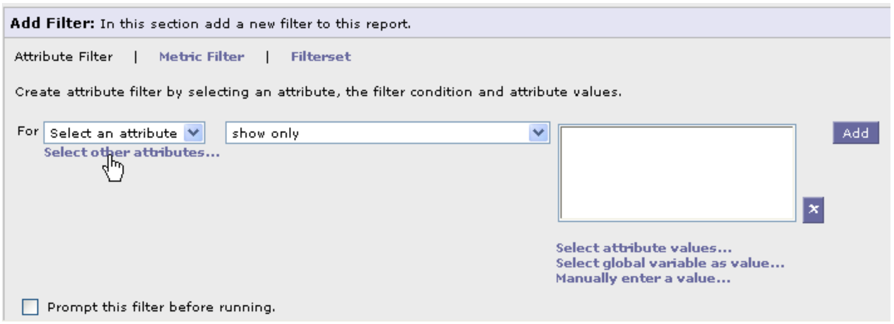


Select filter criteria (show only, exclude, etc)

Click *Select Attribute Values* link to Open "Choose Attribute Values" window. Select the appropriate value/filter criteria. The attribute values are the true values (or options for the field) stored in the database. Guessing a value to enter in this field may result in no data found.

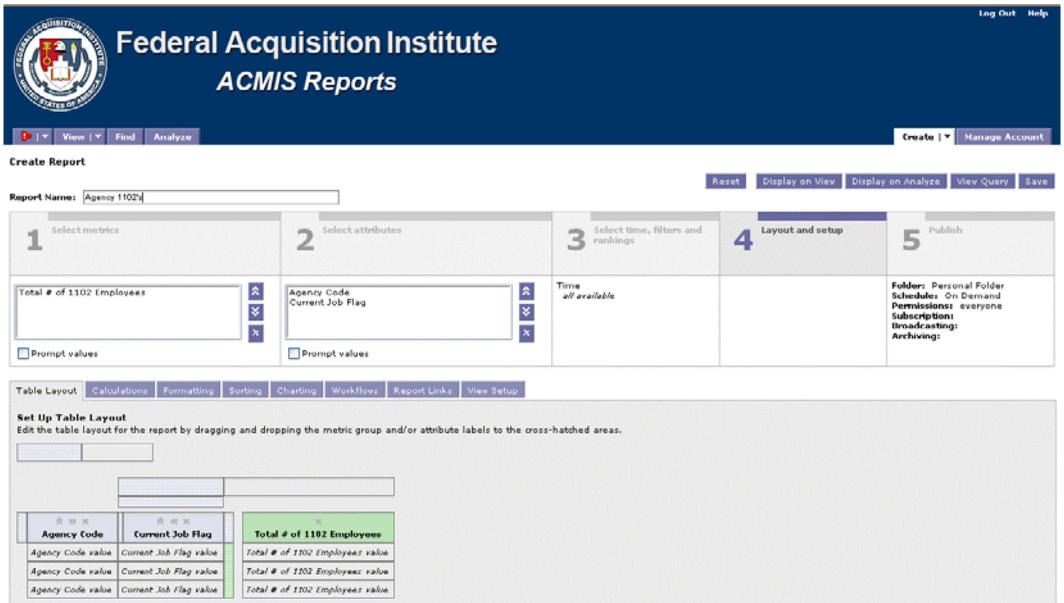


When selecting a filter that is not selected as an attribute in Step 2 (part of the report layout), navigate to the Select other attributes link to launch a window of attribute folders. Navigate to the folder that contains the appropriate attribute, select that attribute.



Click Prompt Values checkbox to launch filter each time report is run.

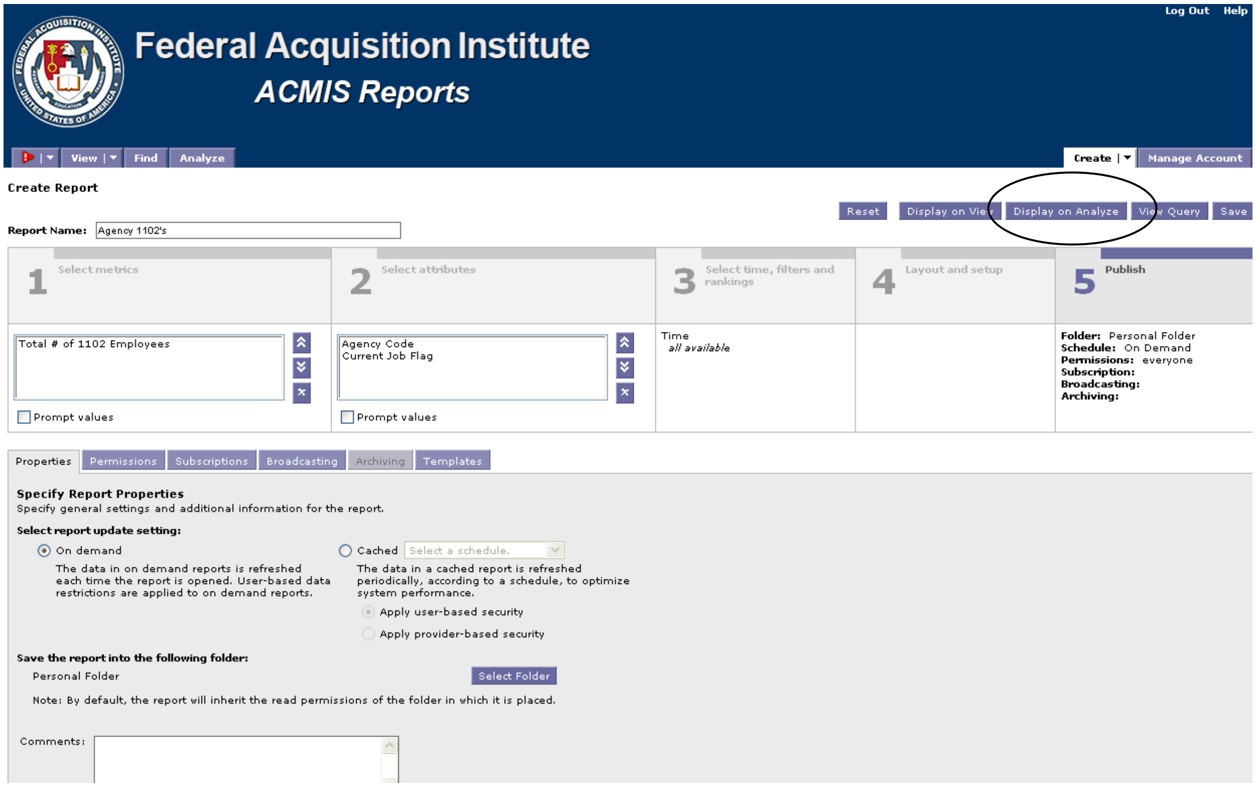
Layout & Setup (Step 4)



Click box 4 to advance to the Layout section.
Usually there are no changes, however you can change the order of the columns by dragging and dropping the column to the desired location.

The data in the columns can also be sorted in ascending and descending order. The data can also be sorted after the report is run.

Publish (Step 5)



Click box 5 to advance to the Publish section. Here you can select to publish your report in the Public folder or your Private folder. Reports published in the Public folder can be viewed by everyone within your agency.

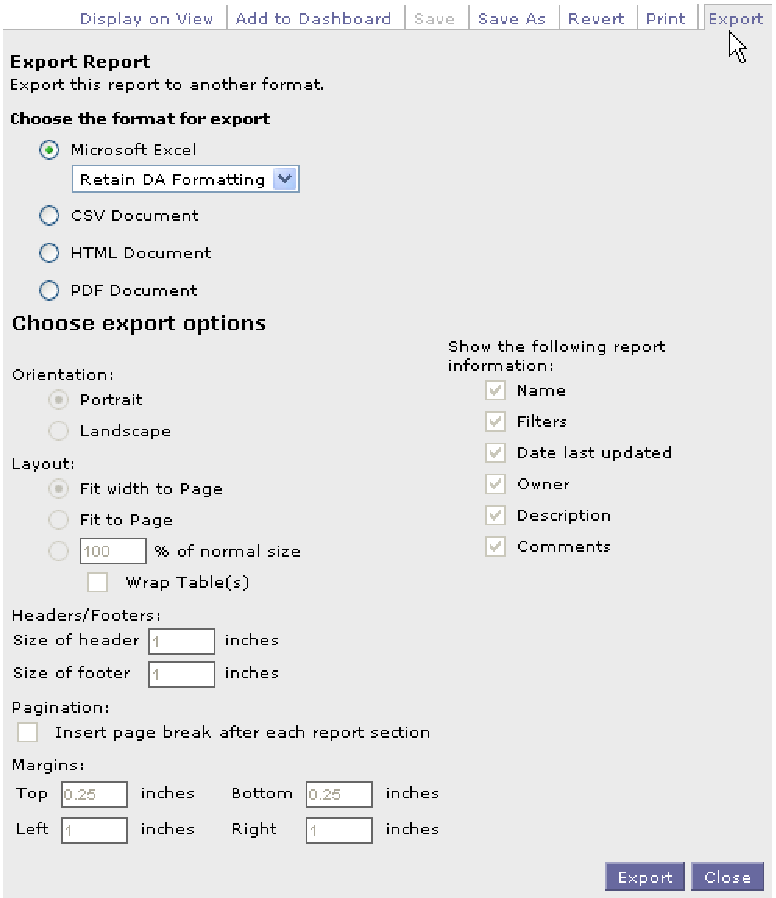
When you have completed creating the custom report, select the Display on Analyze button to run the report.

Once the report results are displayed, you can select the any of the options on the menu bar.

Selecting Save will save the report in your private folder by default.

Exporting Report Data

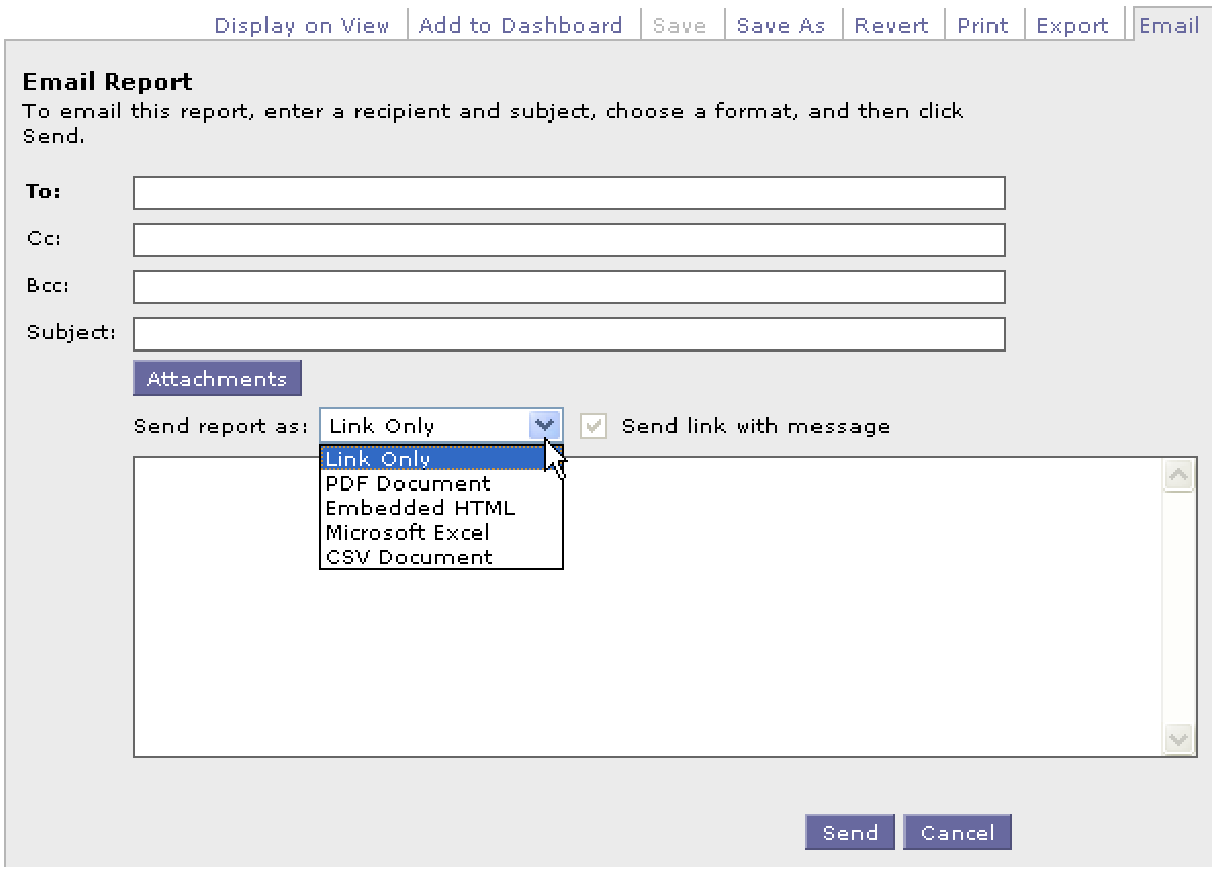
Also on the menu bar is the option to export the report data.



The report data can be exported into an excel spreadsheet, a PDF document, an HTML document or a CSV Document. Click the export button to open the exported data in a new window.

Emailing Report

Also on the menu bar is the option to email the report data as a link, as an excel spreadsheet or as a PDF file.



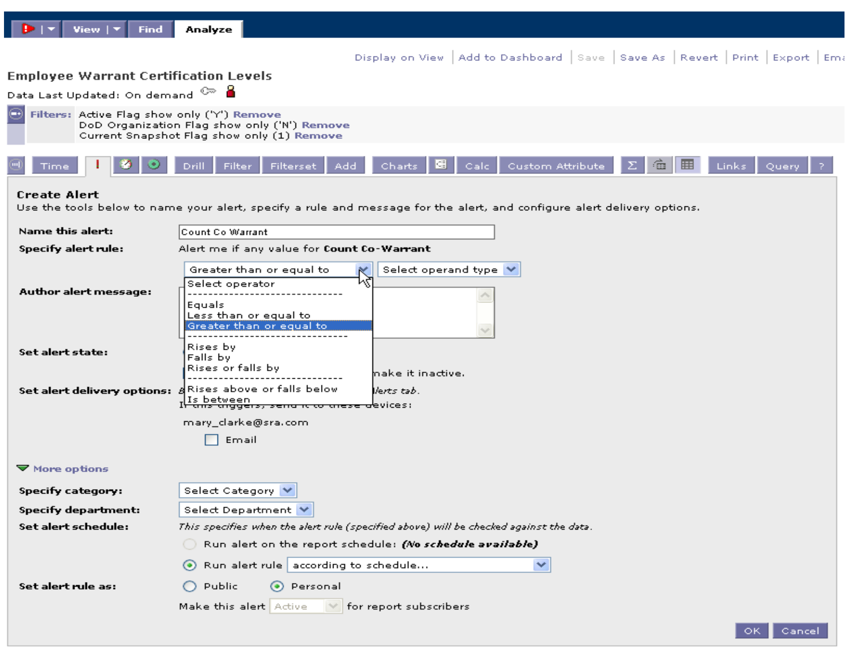
Enter a recipient's email address, subject and format for the report and click the Send button.

Working with Alerts

When the report results are displayed using the display on analyze feature, other advanced data customization options are available.

Alerts run reports on a frequency determined by the user. When the data set meets the criteria set by the user, an alert is generated.

Select the column that you want to set an alert for (usually a metric)
Click the Alert Icon (red explanation point)



Working with Alerts

Enter a Name for the Alert
Select Alert Criteria

Notify me when courses not completed

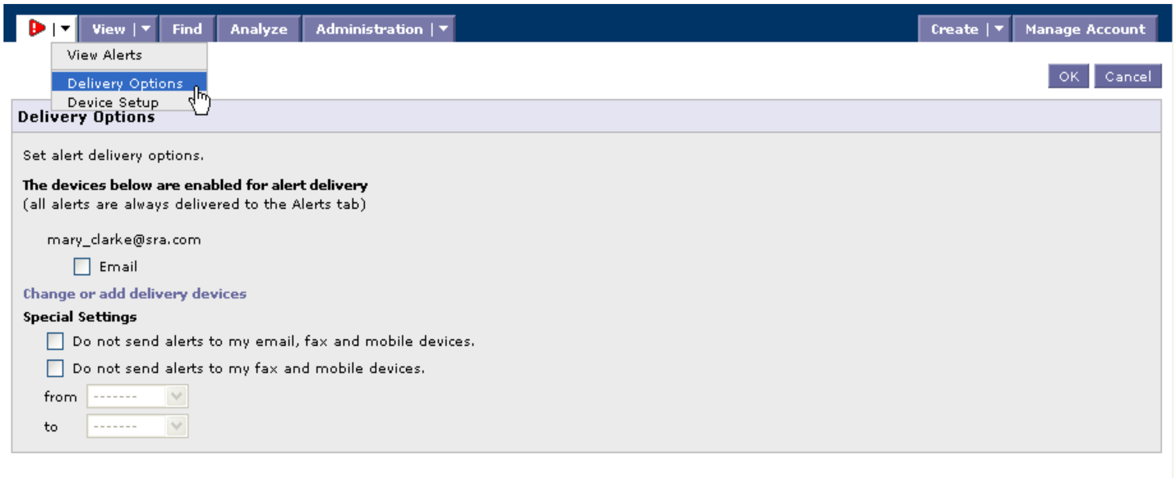
Select operand value

Enter an Author Alert Message

Select More Options (expand the folder)

Select frequency of the Alert

Set Alert to be public or personal (defaults to personal)
Click OK



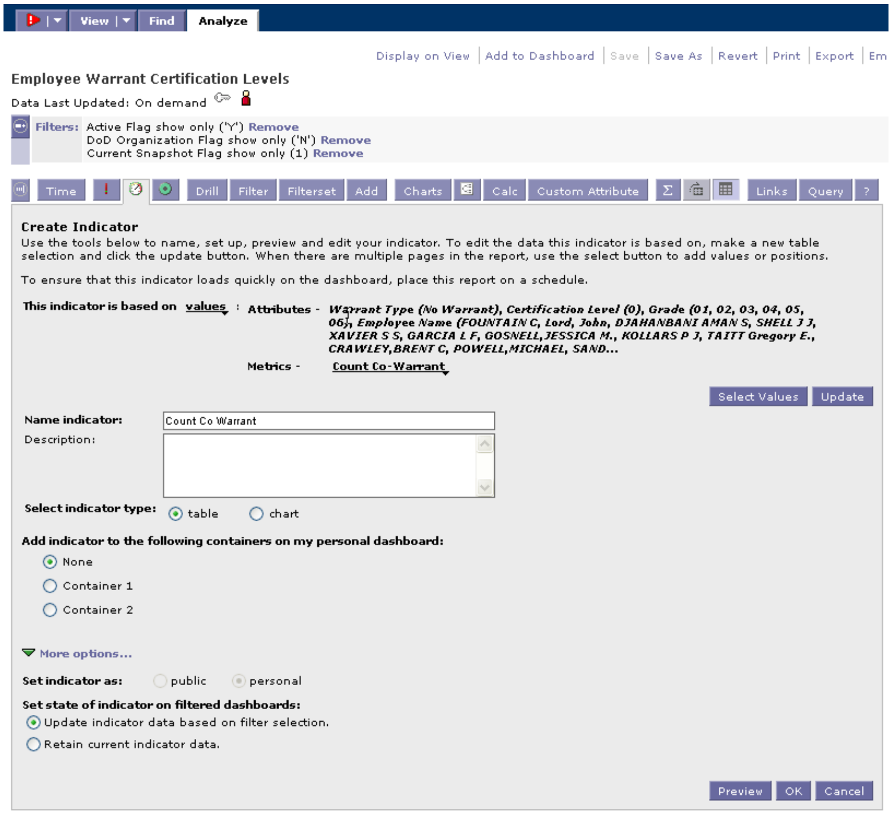
To change your alert settings, go to the Alerts menu (to the left of View tab) and select Delivery Options.

To modify your data alerts, go to the Alerts tab, double-click on the alert in the alerts list and edit your alert on the Analyze tab.

Working with Indicators

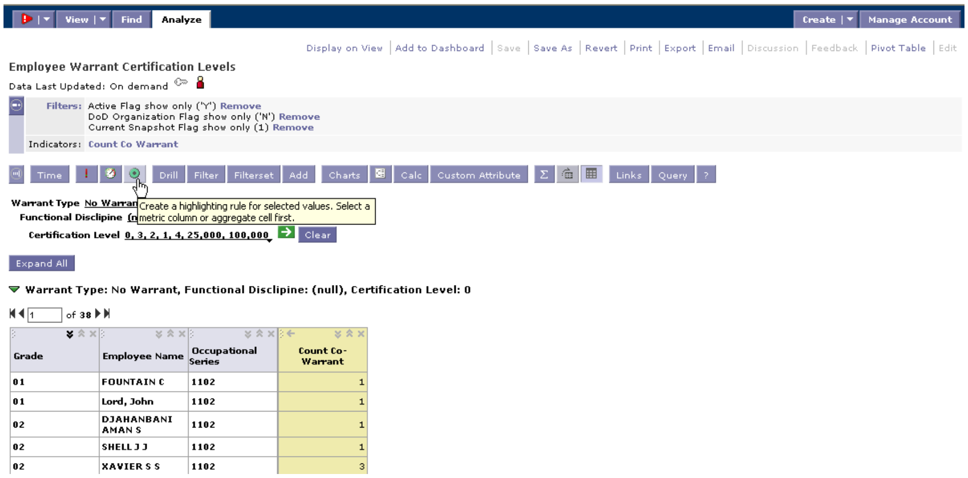
When the report results are displayed using the display on analyze feature, other advanced data customization options are available.

Select the column that you want to set an indicator for
Click the Indicator Icon

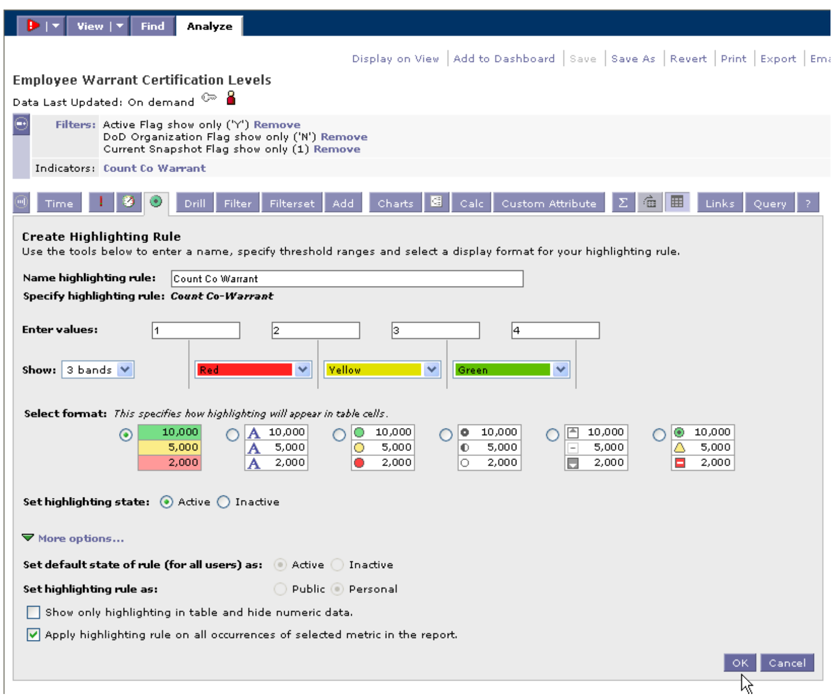


Working with Highlighting

When the report results are displayed using the display on analyze feature, other advanced data customization options are available.



Select the column that you want to highlight

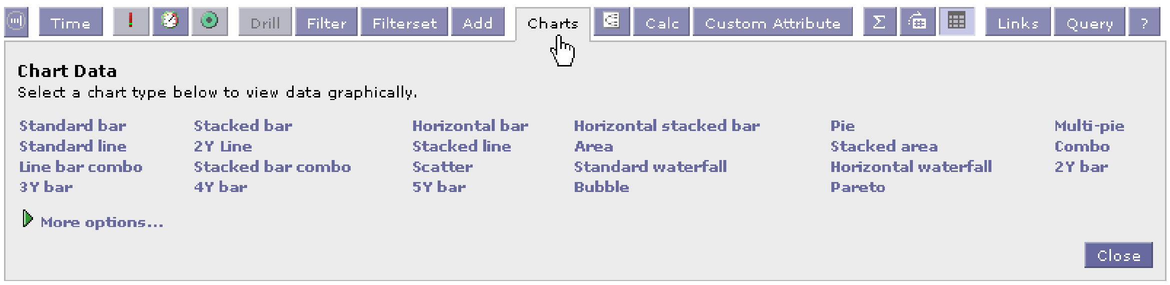


Click the Highlight Icon
Enter numerical values in ascending order
Click Ok
Data in column will be colored coded based on the criteria

Working with Report Charts

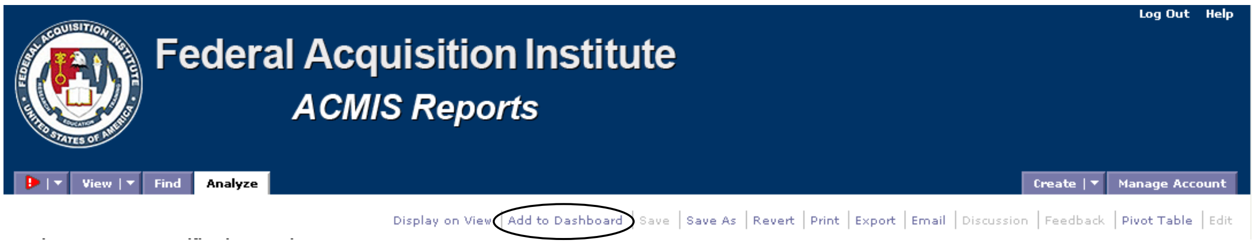
When the report results are displayed using the display on analyze feature, other advanced data customization options are available.

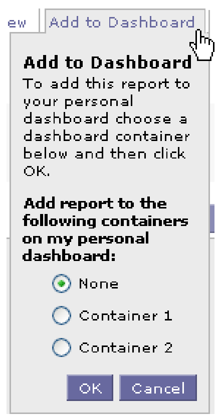
The data from the reports can be displayed in a variety of charts.



Add Report to Dashboard

The menu bar has a link giving users the option to add the report to their dashboard. The user dashboard is viewable upon sign in to the PowerAnalyzer tool. Users can have quicker access to reports by saving reports to their dashboard.





Click the Add to Dashboard link

None (adds report to personal folder)

Container 1 (adds report to top half of dashboard)

Container 2 (adds report to bottom half of dashboard)

Dashboard Setup

To create a custom dashboard layout:

Click Create > Dashboard.

Click Layout.

Click Custom Layout.

The Custom Layout window appears.

Select the number of columns.

Enter a number of rows.

You can create up to 30 containers, by default.

Click OK.

Save the dashboard.

Help Information

FAI Help Desk
For additional assistance, contact the FAI Help Desk at:
acmishelpdesk@fai.gov or 703-805-2300