



Navy Retention Monitoring System (NRMS)

**Update to NRMS effective
16 September 2016**

**Military Community Management
BUPERS-34
ECM Metrics and Analytic Support Division
September 2016**





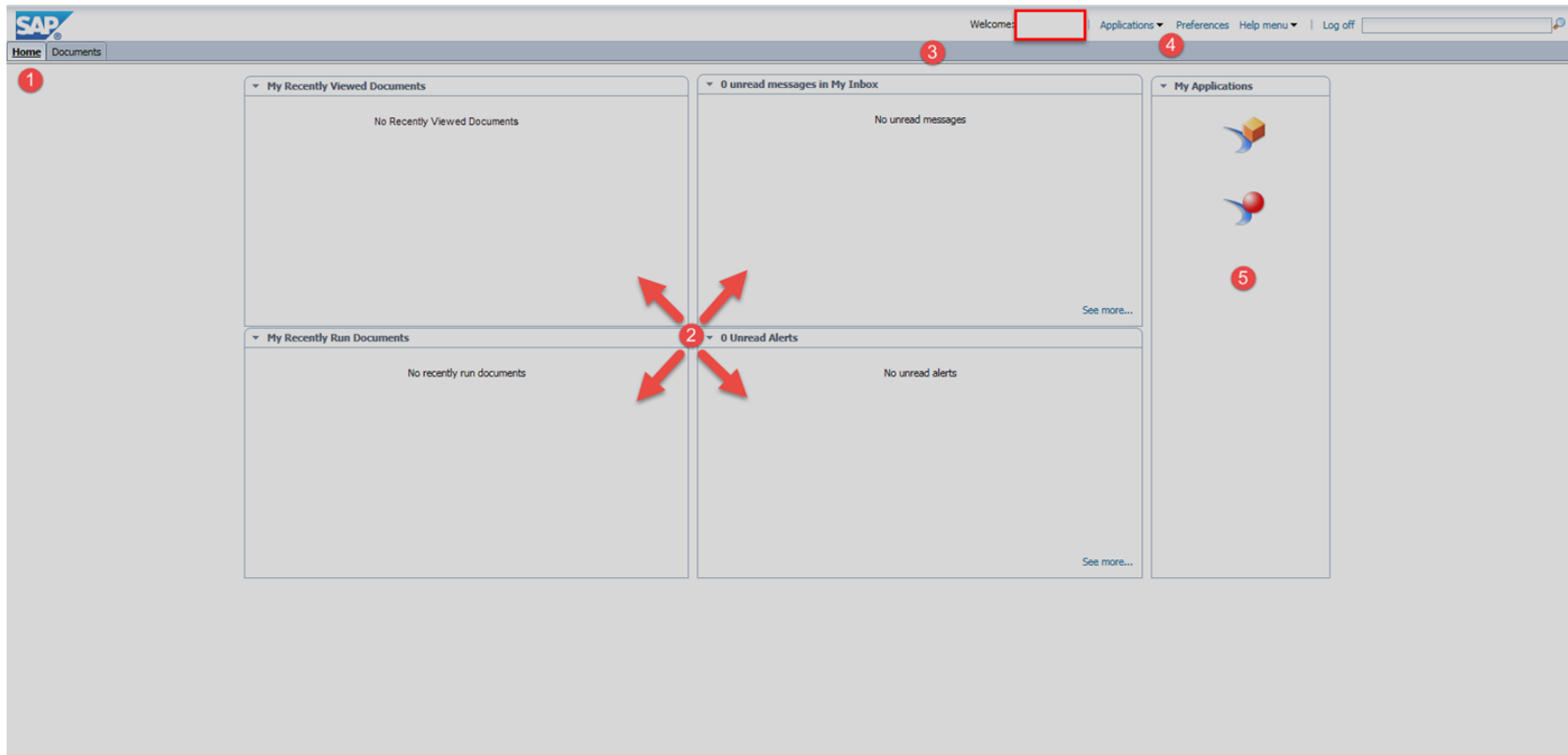
NRMS Update Overview



- Business Objects Upgrade
 - New Home Screen Launch Pad
 - My Recently Viewed Documents
 - My Recently Run Documents
 - Message Inbox
 - Alerts
 - My Applications
 - New Cube Analysis
 - New Adhoc Analysis
 - New Documents Screen/Tab
 - Default Folders
- Preference Set Up
- CCC Reports
 - Reports remain the same
 - Additional enhancements
- Saving Reports to our Favorites Folder
- Sending Reports to Other Users
- Cube Reports
 - Changes

Home Screen Tab

1. Home Screen (Launch Pad)
2. Document Information (will be filled in once you start using NRMS)
3. Your NRMS user ID
4. Preferences - **Complete Preferences Set Up FIRST before you run any reports**
5. Used to create new reports (NOT RECOMMENDED unless you have advanced training)

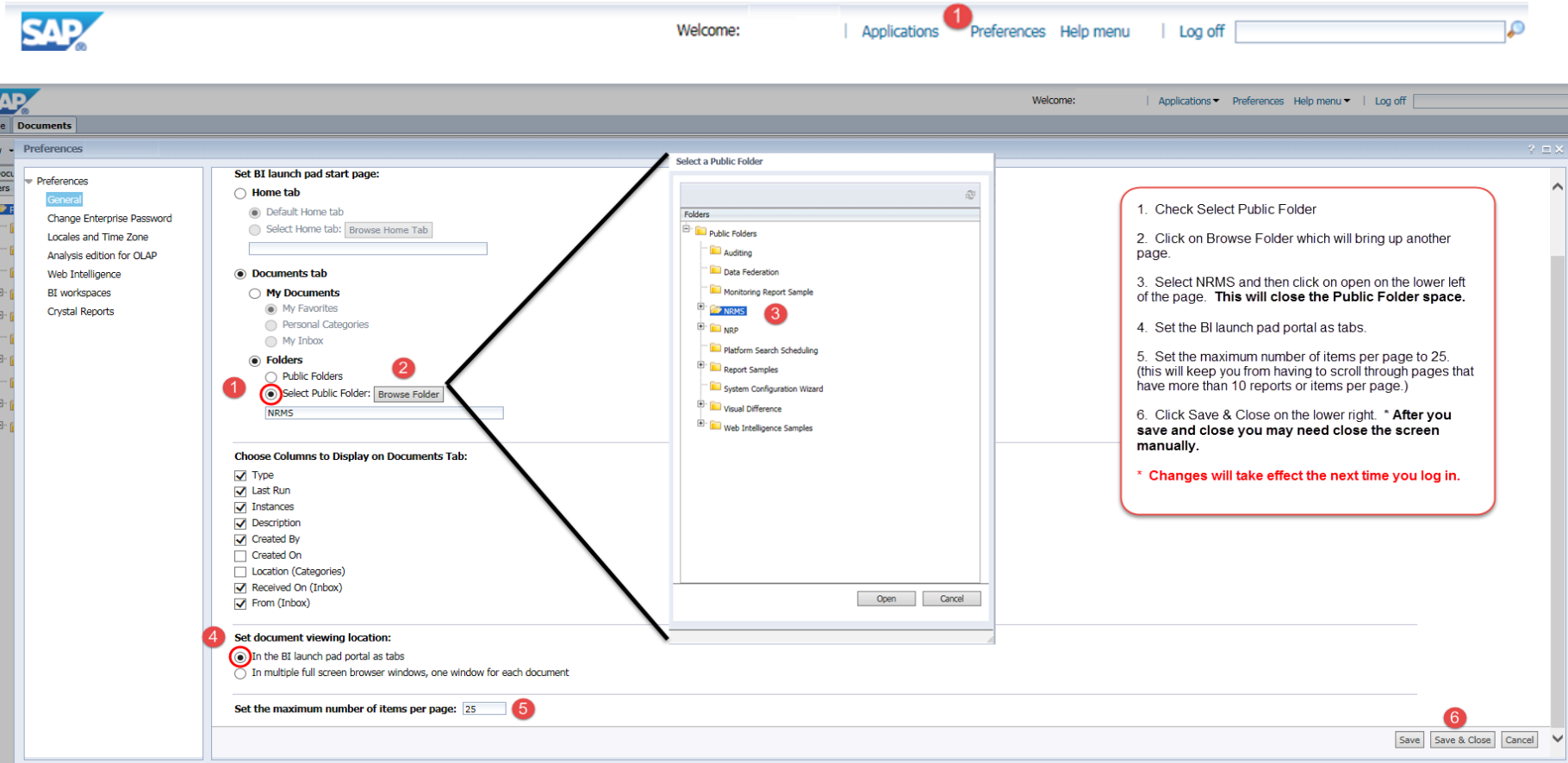


The screenshot displays the SAP Home Screen Tab interface. The top navigation bar includes the SAP logo, a 'Home' tab, and a 'Documents' tab. The main content area is divided into several sections: 'My Recently Viewed Documents' (1), '0 unread messages in My Inbox' (3), 'My Recently Run Documents' (2), '0 Unread Alerts' (2), and 'My Applications' (5). A 'Welcome' field (4) is visible in the top right, and a 'Log off' button is also present. Red callouts 1 through 5 are placed over the interface to correspond with the list items. A central red starburst with four arrows points to the '2' callout.

Preferences Set Up



- This process sets your default document folder to NRMS so you don't have to search for reports.
 - Sets the number of items to be displayed on a page.
1. Click on Preferences on the Home screen and then complete the next steps.



The screenshot shows the SAP BI Preferences configuration interface. The 'Documents' section is active, and the 'Folders' tab is selected. A 'Select a Public Folder' dialog box is open, showing a tree view of folders with 'NRMS' selected. A red box on the right contains the following instructions:

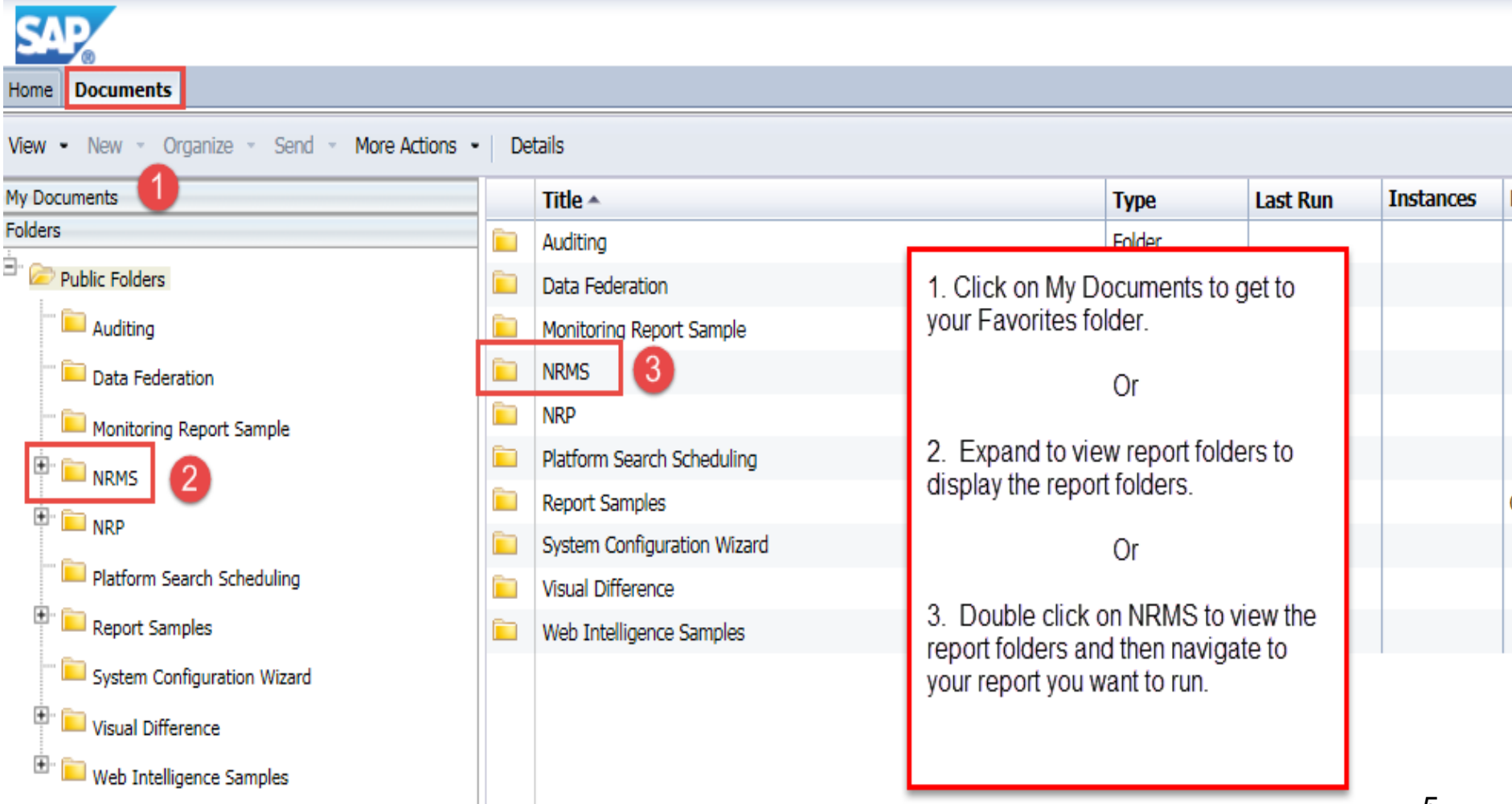
1. Check Select Public Folder
2. Click on Browse Folder which will bring up another page.
3. Select NRMS and then click on open on the lower left of the page. **This will close the Public Folder space.**
4. Set the BI launch pad portal as tabs.
5. Set the maximum number of items per page to 25. (this will keep you from having to scroll through pages that have more than 10 reports or items per page.)
6. Click Save & Close on the lower right. * **After you save and close you may need close the screen manually.**

* Changes will take effect the next time you log in.

Documents Screen Tab



- Navigating folders in the documents tab



The screenshot shows the SAP Documents interface. The 'Documents' tab is selected. The left sidebar shows a tree view of folders under 'My Documents'. The main pane shows a list of folders with columns for Title, Type, Last Run, and Instances.

Title ^	Type	Last Run	Instances
Auditing	Folder		
Data Federation			
Monitoring Report Sample			
NRMS			
NRP			
Platform Search Scheduling			
Report Samples			
System Configuration Wizard			
Visual Difference			
Web Intelligence Samples			

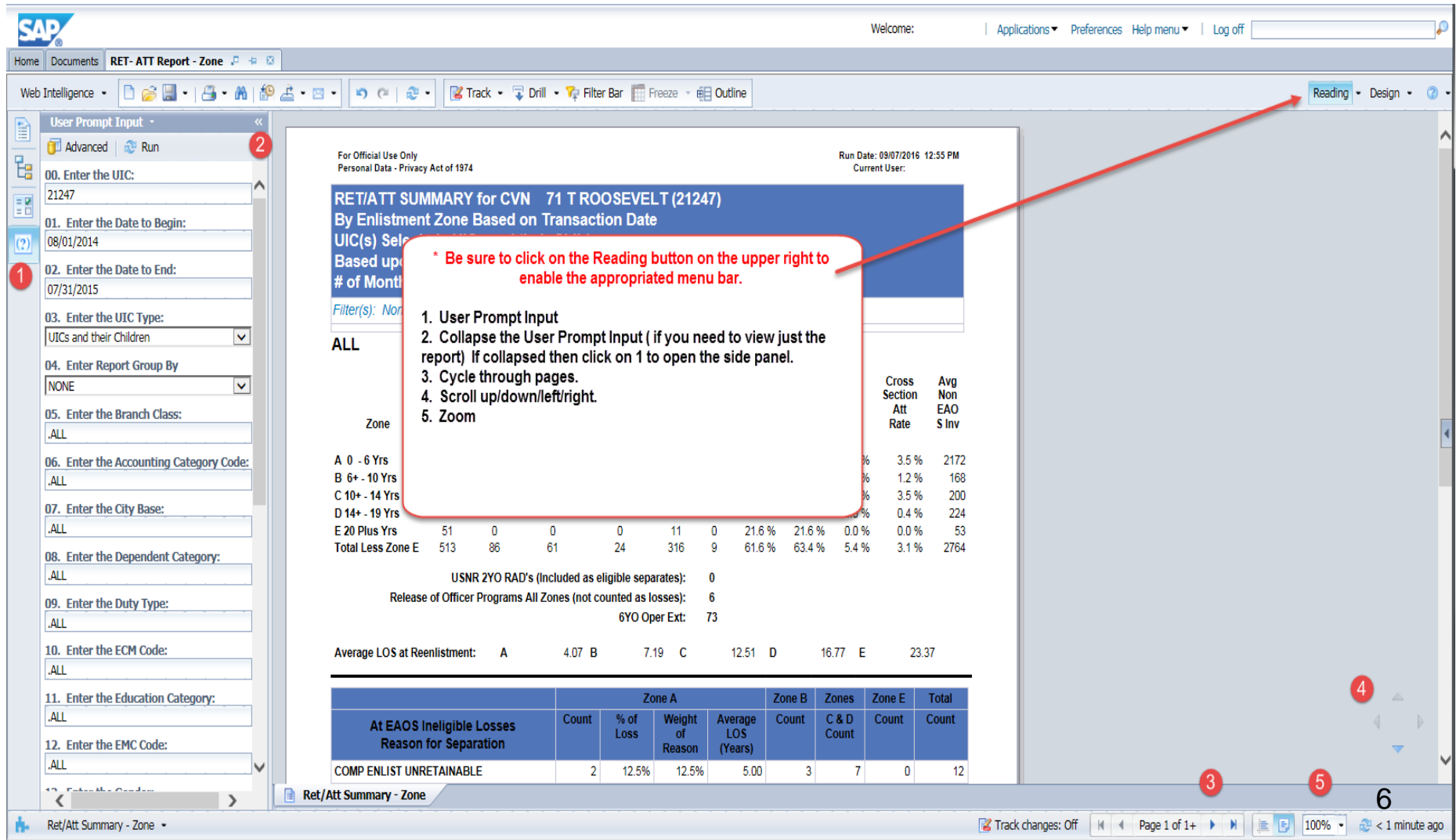
Annotations in the image:

1. Click on My Documents to get to your Favorites folder.
2. Expand to view report folders to display the report folders.
3. Double click on NRMS to view the report folders and then navigate to your report you want to run.

Command Career Counselor Reports Enhancements



- RET-ATT Report after you run it



The screenshot shows the SAP RET-ATT Report interface. On the left is a 'User Prompt Input' panel with 12 numbered steps. A red circle '1' is next to step 1, and a red circle '2' is next to the 'Run' button. The main report area displays a summary for CVN 71 T ROOSEVELT (21247) with a table of enlistment zones. A red callout box contains instructions: 'Be sure to click on the Reading button on the upper right to enable the appropriated menu bar.' and a numbered list: 1. User Prompt Input, 2. Collapse the User Prompt Input, 3. Cycle through pages, 4. Scroll up/down/left/right, 5. Zoom. A red arrow points from the callout to the 'Reading' button in the top right. At the bottom right, a red circle '4' is next to the navigation arrows, and red circles '3' and '5' are next to the zoom controls. A red circle '6' is next to the page number '1' in the footer.

RET/ATT SUMMARY for CVN 71 T ROOSEVELT (21247)
By Enlistment Zone Based on Transaction Date
UIC(s) Selected: 21247
Based upon: 08/01/2014
of Months: 07/31/2015
Filter(s): None

Zone	Count	Avg LOS	Cross Section Att Rate	Avg Non EAO S Inv
A 0 - 6 Yrs			3.5%	2172
B 6+ - 10 Yrs			1.2%	168
C 10+ - 14 Yrs			3.5%	200
D 14+ - 19 Yrs			0.4%	224
E 20 Plus Yrs	51	0	0	0
Total Less Zone E	513	86	61	24
		316	9	21.6%
			61.6%	63.4%
			5.4%	3.1%
				2764

USNR 2YO RAD's (Included as eligible separates): 0
Release of Officer Programs All Zones (not counted as losses): 6
6YO Oper Ext: 73

Average LOS at Reenlistment: A 4.07 B 7.19 C 12.51 D 16.77 E 23.37

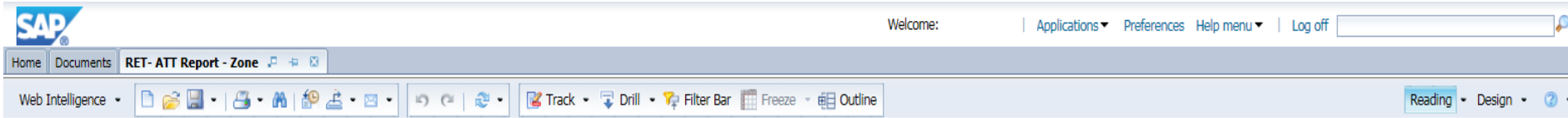
At EAOS Ineligible Losses Reason for Separation	Zone A				Zone B	Zones C & D	Zone E	Total
	Count	% of Loss	Weight of Reason	Average LOS (Years)	Count	Count	Count	Count
COMP ENLIST UNRETAINABLE	2	12.5%	12.5%	5.00	3	7	0	12



Command Career Counselor Reports Enhancements



- File Tabs description from left to right after “Reading” button has been selected



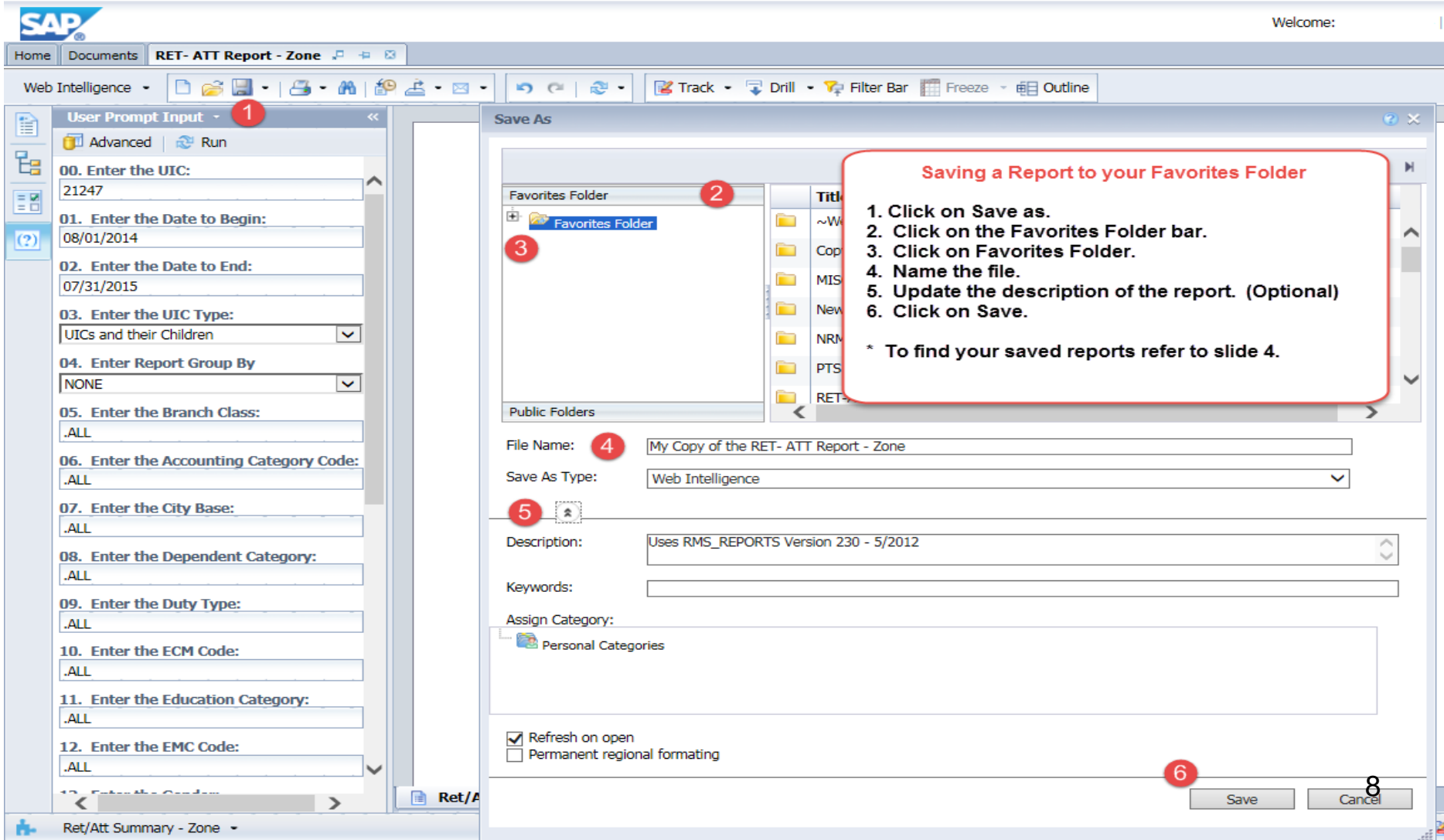
Button Descriptions from Left to Right

1. New File (Normally not used).
 2. Open a document - Used to open another report. Single report only not tabbed.
 3. Save Menu - Save the report to your favorites folder.
 4. Print
 5. Find - Find cells or data on a page. Enables search bar below the report.
 6. History - (Normally not used)
 7. Export - Excel (.xls & .xlsx) PDF, CSV, Text. Most common is PDF or Excel.
 8. Send to - Send to Business Objects user inbox (send reports to users)
 9. Undo
 10. Redo
 11. Refresh - Refresh the report
 12. Track/Drill/Filter Bar/Outline - (Normally not used)
 13. Reading - * PREFERRED MODE * Change between normal and PDF.
Design - (Normally not used)
- * If Design mode is selected the File Tabs will be different but the functions listed above will be available on the left.

Command Career Counselor Reports Enhancements



- Saving a report in your Favorites Folder



Saving a Report to your Favorites Folder

1. Click on Save as.
2. Click on the Favorites Folder bar.
3. Click on Favorites Folder.
4. Name the file.
5. Update the description of the report. (Optional)
6. Click on Save.

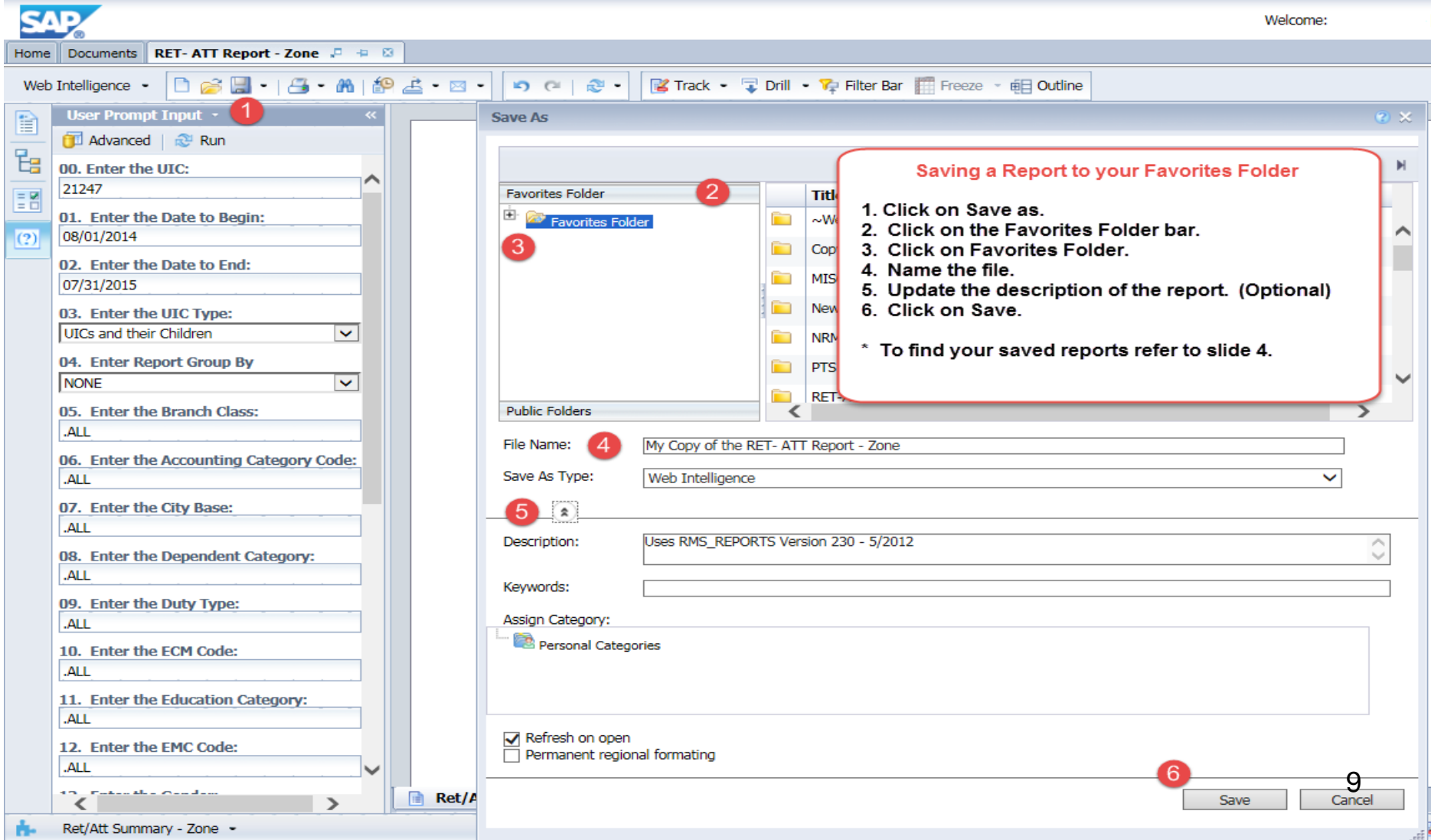
* To find your saved reports refer to slide 4.

The screenshot shows the SAP Web Intelligence interface with the 'Save As' dialog box open. The 'User Prompt Input' panel on the left contains 12 numbered prompts (00-12) for report configuration. The 'Save As' dialog shows the 'Favorites Folder' selected in the folder tree, with the file name 'My Copy of the RET- ATT Report - Zone', 'Web Intelligence' as the save type, and a description 'Uses RMS_REPORTS Version 230 - 5/2012'. The 'Save' button is highlighted with a red circle 6, and the 'Cancel' button with a red circle 8.

Command Career Counselor Reports Enhancements



- Sending Reports to other users or Career Counselors



The screenshot displays the SAP Web Intelligence 'Save As' dialog box. A red-bordered callout box titled 'Saving a Report to your Favorites Folder' contains the following instructions:

1. Click on Save as.
2. Click on the Favorites Folder bar.
3. Click on Favorites Folder.
4. Name the file.
5. Update the description of the report. (Optional)
6. Click on Save.

* To find your saved reports refer to slide 4.

The dialog box also shows the following fields and options:

- File Name:** My Copy of the RET- ATT Report - Zone
- Save As Type:** Web Intelligence
- Description:** Uses RMS_REPORTS Version 230 - 5/2012
- Keywords:** (empty field)
- Assign Category:** Personal Categories
- Refresh on open
- Permanent regional formatting

Buttons for 'Save' and 'Cancel' are visible at the bottom right of the dialog box.

- Sending Reports to other users or Career Counselors (cont)

SAP Welcome: | Applications | Preferences Help menu | Log off

Home Documents RET- ATT Report - Zone

Web Send RET- ATT Report - Zone to BI Inbox

Use default settings If you have a blank page remove the check in the box.

Available Recipients: 2

1 of 10 Find Title 3

User List 1	Title	Full Name
Group List		
Group Hierarchy		
	Administrator	

Selected Recipients:

1 of 1

Title	Full Name
No Items	

1. Ensure User List is selected.
2. Type in the user name or the NRMS User ID.
3. Click binoculars to search. If the name appears on the left it will be highlighted in blue.
4. Click on "add to selection" arrow.
5. Send. The report will show up in the users in box instantaneously.

* If you type in the wrong user name or ID the results will be blank.

Target Name:
 Use Automatically Generated Name
 Use Specific Name Add Placeholder 5
 Add File Extension

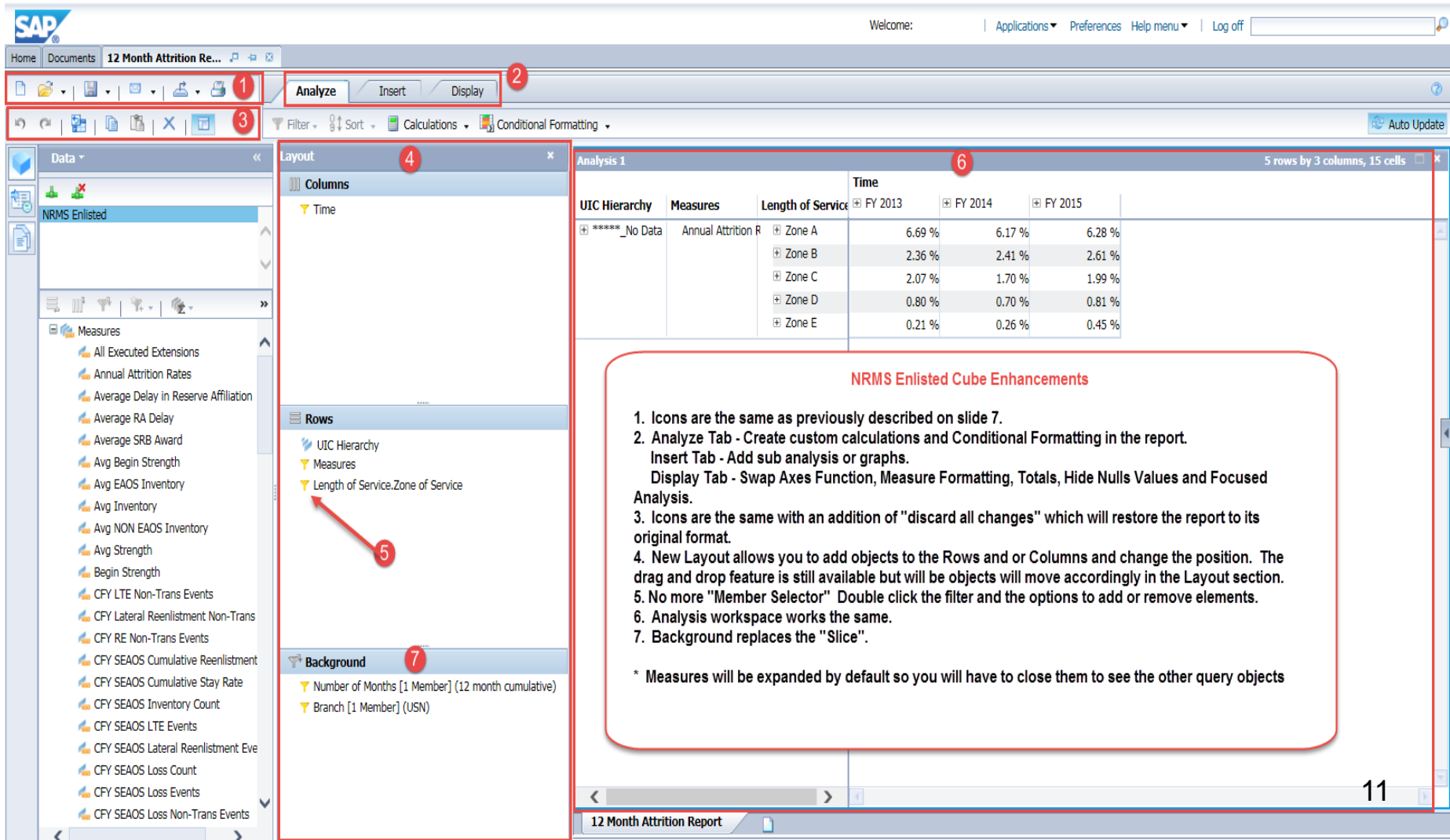
Send As:
 Shortcut
 Copy

Send Cancel

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Cube Reports

- Changes to the NRMS Enlisted Cube Reports



The screenshot displays the SAP SAPGUI interface for a '12 Month Attrition Re...' report. The interface is annotated with red callouts 1 through 7, highlighting specific enhancements:

- 1:** Icons in the top toolbar (Analyze, Insert, Display).
- 2:** The 'Analyze' tab in the report header.
- 3:** Filter, Sort, Calculations, and Conditional Formatting options.
- 4:** The 'Layout' section showing 'Columns' and 'Rows' lists.
- 5:** A red arrow pointing to the 'Length of Service.Zone of Service' measure in the Rows list.
- 6:** The 'Analysis 1' workspace showing a data table.
- 7:** The 'Background' section showing 'Number of Months [1 Member] (12 month cumulative)' and 'Branch [1 Member] (USN)'.

NRMS Enlisted Cube Enhancements

- Icons are the same as previously described on slide 7.
- Analyze Tab - Create custom calculations and Conditional Formatting in the report.
Insert Tab - Add sub analysis or graphs.
Display Tab - Swap Axes Function, Measure Formatting, Totals, Hide Nulls Values and Focused Analysis.
- Icons are the same with an addition of "discard all changes" which will restore the report to its original format.
- New Layout allows you to add objects to the Rows and or Columns and change the position. The drag and drop feature is still available but will be objects will move accordingly in the Layout section.
- No more "Member Selector" Double click the filter and the options to add or remove elements.
- Analysis workspace works the same.
- Background replaces the "Slice".

* Measures will be expanded by default so you will have to close them to see the other query objects

UIC Hierarchy	Measures	Length of Service	Time		
			FY 2013	FY 2014	FY 2015
*****_No Data	Annual Attrition R	Zone A	6.69 %	6.17 %	6.28 %
		Zone B	2.36 %	2.41 %	2.61 %
		Zone C	2.07 %	1.70 %	1.99 %
		Zone D	0.80 %	0.70 %	0.81 %
		Zone E	0.21 %	0.26 %	0.45 %



Points of Contact



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