

For: FSA Offices

Brio Upgrade to Hyperion Intelligence Software (Hyperion)

Approved by: Deputy Administrator, Management



1 Overview

A Background

The Brio reporting tool, used for analyzing data in the data warehouse repository, is being replaced by Hyperion. In December 2005, the vendor for Brio, Hyperion, terminated support for Brio. The new reporting tool provided by Hyperion is a Commercial off-the-shelf (COTS) application that is very similar to Brio in functionality.

B Purpose

This notice:

- provides State and County Offices with the following Hyperion information:
 - installation
 - training
 - accessing
 - support
 - frequently asked questions

Note: Effective date for implementation is November 1, 2006.

- obsoletes Notice IRM-377.

C Contacts

If there are questions about this notice, contact the appropriate office according to this table.

| IF located in... | THEN contact the... |
|---|----------------------------------|
| County Office | State Office. |
| State Office, National Office, Kansas City, St. Louis | ITS Help Desk at 1-800-457-3642. |

| Disposal Date | Distribution |
|----------------------|--|
| March 1, 2007 | All FSA offices; State Offices relay to County Offices |

2 Hyperion Information

A Software

Hyperion will access all reporting data currently residing in the FSA data warehouse. Individual data mart web pages will **no** longer be used for navigation beyond the new FSA Data Warehouse Home Page Web Portal. Hyperion plug-ins will **not** be required at the County Office level. There will be **no** loss in current functionality and reports will be delivered through existing Brio query (BQY) files and Intelligence Hyper Text Markup Language (iHTML) pages.

B Installation

The Deployment Branch shall copy and distribute the CD's and instructions to all Technical Support Division (TSD) Group Managers before deployment.

Notes: Hyperion will be installed before deployment.

It will **not** be necessary to install software for County Offices.

The current Brio software should **not** be uninstalled for those users who have saved BQY's on their local computer drives until all locally saved BQY's have been converted to Hyperion. Instructions for converting locally saved BQY's to Hyperion bqy files will be provided at a future date.

C FSA Data Warehouse Home Page Web Portal

A link to the current Brio data marts (see paragraph 4 for definition) will be available until December 29, 2006, through the new Hyperion Data Marts Home Page Web Portal. It is important to understand that all bookmarks currently used to access Brio reports will **not** automatically re-direct users to Hyperion once Brio is disabled. Hyperion data marts will now require all users to enter their eAuthentication ID and password. Instructions are included in this document for the approved way to access Hyperion and/or Brio during this transition.

D Training

All State Office and National Office BUD and FMD employees accessing the FSA Federal/Non-Federal Financial Reports have received training on Hyperion. Training for all other State Office employees using other data mart reports is accessed through the link on the new FSA Data Warehouse Home Page Web Portal called, "Navigating through Hyperion".

Note: County Offices accessing the FSA Federal/Non-Federal Financial Reports should contact their State Offices if additional training is required.

2 Hyperion Information (Continued)

E Hyperion Access

See Exhibit 1 for additional information on accessing Hyperion. An eAuthentication user ID and password are required. For eAuthentication questions, refer to <http://www.eauth.egov.usda.gov>.

3 Support

A Installation

For installation technical support and questions, contact ITS Help Desk at 800-457-3642.

B Software Functionality

For Hyperion questions refer to FSA Data Warehouse Home Page Web Portal at <https://fsadwhouse.sc.egov.usda.gov/FSA-DataMarts/FSAdataMartsHomePage.htm>. The web site contains links and appropriate data mart contacts.

C State and County Office User ID's and Passwords

For questions about State and County Office user ID's and passwords; refer to the FSA Data Warehouse Home Page Web Portal (see subparagraph B for Web address).

4 Hyperion Frequently Asked Questions

A Environment

Q: What is a data mart?

A: A data mart is restricted to a single business process or to a group of related businesses targeted toward a particular business group, such as State and County Office users, Debt, Payments, etc. The sum of all data marts makes up a data warehouse.

Q: What is a data warehouse?

A: Data warehousing is the coordinated, architected, and periodic copying of data from various sources into an environment optimized for analytical and informational processing called a data warehouse. The data warehouse is:

- designed to hold large amounts of data from several hundred gigabytes to terabytes of data
- the union of all the constituent data marts.

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4 Hyperion Frequently Asked Questions (Continued)

B Software

Q: What are the software requirements for Hyperion and what does it do?

A: Hyperion is a reporting software tool used in compiling data downloaded from CCC and FSA data warehouses.

Q: How will the software be sent to Offices and when?

A: The Deployment Branch will copy and distribute CD's and instructions to all TSD Group Managers in State, National, and St. Louis Offices. Software is **not** required at the County Office level. County Office users will access Hyperion through the Internet Explorer browser.

Q: Can employees copy the software for individual users?

A: No.

Q: Can IT administrators load the software freely on State Office computer drives?

A: Yes; however, **do not** uninstall Brio before installing Hyperion.

Q: Is the Hyperion CCE compliant?

A: Yes.

Q: How do users open BQY files that have been personally modified and saved to users local computer drive so that users can view them in Hyperion?

A: Updated instructions for converting locally saved BQY's to Hyperion bqy files will be provided at a future date.

Note: Brio software should **not** be uninstalled for users who have saved Brio BQY's on their local computer drives until all locally saved BQY's have been converted to Hyperion.

C Installation

Q: How will Hyperion be installed in State and County Offices?

A: State Office IT administrators are responsible for installing software for their respective State Office computer drives. Installs are **not** required at County Office level.

Note: Do **not** use former bookmarks (if created) to access Brio. Users will **not** be re-directed to Hyperion once Brio is removed.

4 Hyperion Frequently Asked Questions (Continued)

D Support

Q: Who do users call for eAuthentication support issues?

A: User ID and password assistance or questions about eAuthentication logons should be directed to **eaauthhelpdesk@ftc.usda.gov**. Include your name, daytime telephone number, and a brief description of the problem in the e-mail.

Q: Who do users call for questions regarding passwords, such as password resets?

A: Requests for resetting Host user passwords should be directed to the Security ITS Service Desk at 800-255-2434, option 2.

E Training

Q: Do users need training to use the Hyperion tool?

A: Only minimal training will be necessary for State and County Offices to navigate through Hyperion because of the similarity between Brio and Hyperion.

Q: Will State Office users, who want to train State and County Office employees in their State, have to create their own training materials or are there existing training materials?

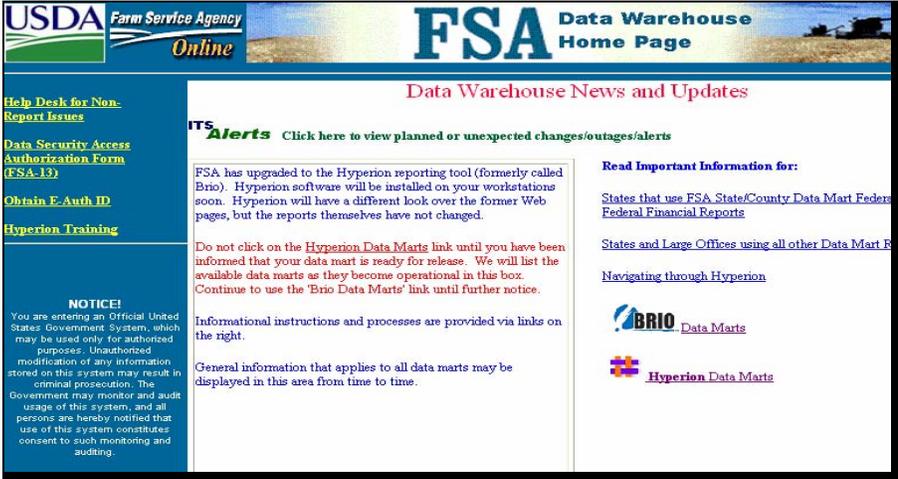
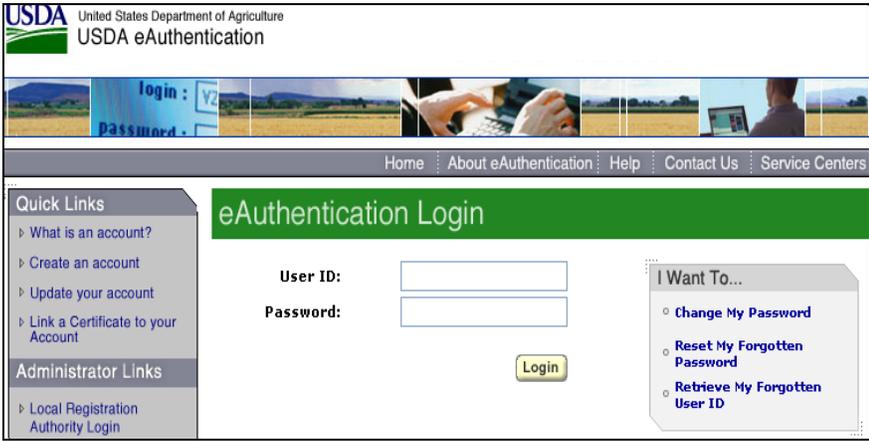
A: Training information will be available on the FSA Data Warehouse Home Page Web Portal at **<https://fsadwarehouse.sc.gov.usda.gov/FSA-DataMarts/FSAdatamartsHomePage.htm>**.

Accessing the FSA Data Warehouse

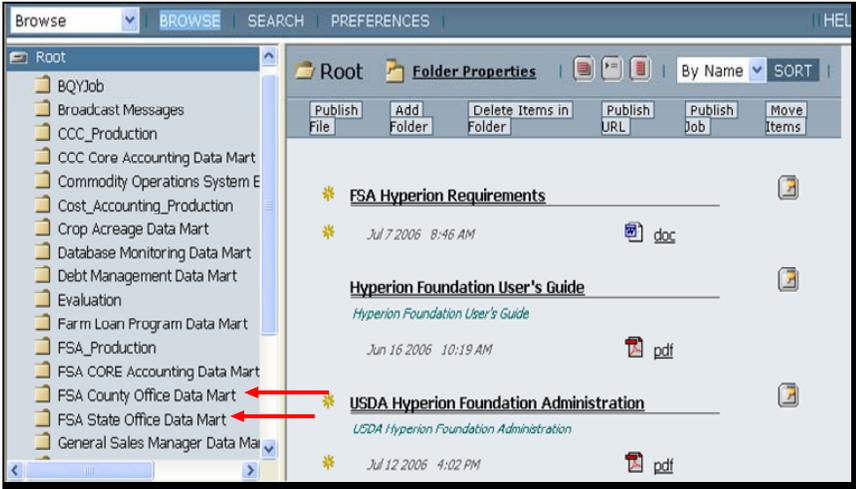
The following steps provide instruction for accessing FSA data warehouse.

| Step | Action |
|------|---|
| 1 | <p>On FSA Intranet Home Page, CLICK “FSA Applications” under Links on the left side of the screen. FSA Applications Screen will be displayed.</p>  |
| 2 | <p>On FSA Applications Screen, CLICK “FSA Data Marts” under Common Applications (see arrow in example). FSA Data Warehouse Home Web Page will be displayed.</p> <p>Note: Link redirects user to FSA Data Warehouse Home Page Web Portal. The Data Warehouse Home Page will be published and available before November 1, 2006. Do not access Hyperion until November 1, 2006 or until notified differently.</p>  |

Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|------|---|
| 3 | <p>On FSA Data Warehouse Home Web Page, CLICK “Hyperion Data Marts” in the lower right corner of the screen to initiate Hyperion. The eAuthentication Screen will be displayed.</p>  |
| 4 | <p>At the eAuthentication Login screen, enter user ID and password.</p>  <p>Note: The following screens depict access to Federal/Non-Federal Financial Reports. For information about other data mart application area reports, CLICK “Navigating through Hyperion” link from FSA Data Warehouse Home Page Web Page (see screen displayed in step 3). Current Brio application users will have access to the Hyperion web page through the eAuthentication login screen using their eAuthentication user ID and password. Non-current Brio users will need to request installation of the Hyperion Intelligence Web Client (Insight) plug-in software, as well as access to the desired data marts through their office’s established standard operating procedures. See subparagraph 4 D for other support issues. Hyperion Intelligence plug-ins will not be required at the County Office level.</p> |

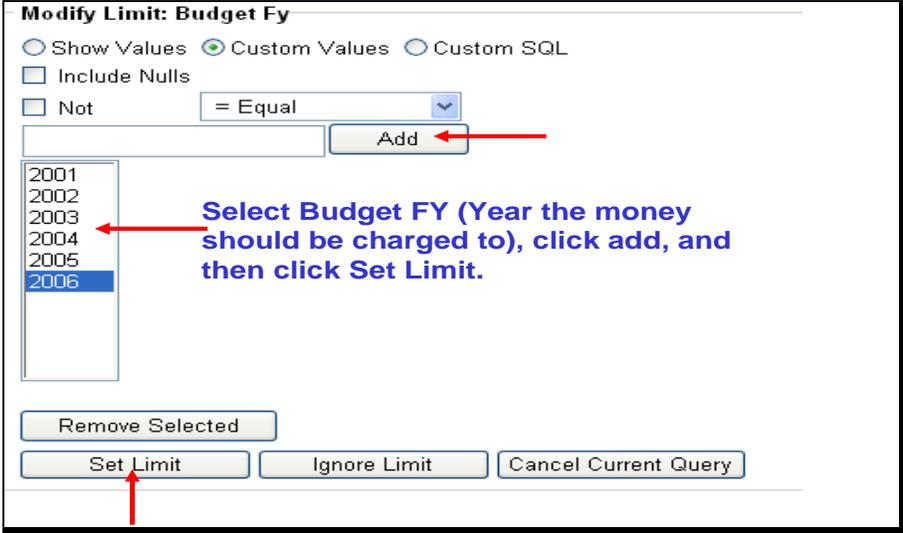
Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|----------|---|
| <p>5</p> | <p>CLICK appropriate folder, as indicated by arrows in this example.</p> <p>Notes: Users will only see folders they are authorized to access. Typically, a State or County Office user will only see and have access to 2 or 3 folders.</p> <p>See step 6 for beginning of detailed steps in using FSA County Office Data Mart. See step 14 for beginning of detailed steps in using FSA State Office Data Mart.</p>  |
| <p>6</p> | <p>This screen shows a County Office data mart report selection screen. CLICK bqy icon (orange for iHTML or blue for Insight) located under the report name for the query software that will be used for displaying your selected report and CLICK “Process” (see screen displayed in step 8 for “Process” button location). The Host User/Password screen will be displayed.</p> <p>Note: Only orange “bqy” icons are displayed for County Offices. The orange “bqy” icons indicate that Hyperion iHTML query software (similar to Brio Quickview) will be utilized when displaying reports.</p>  |

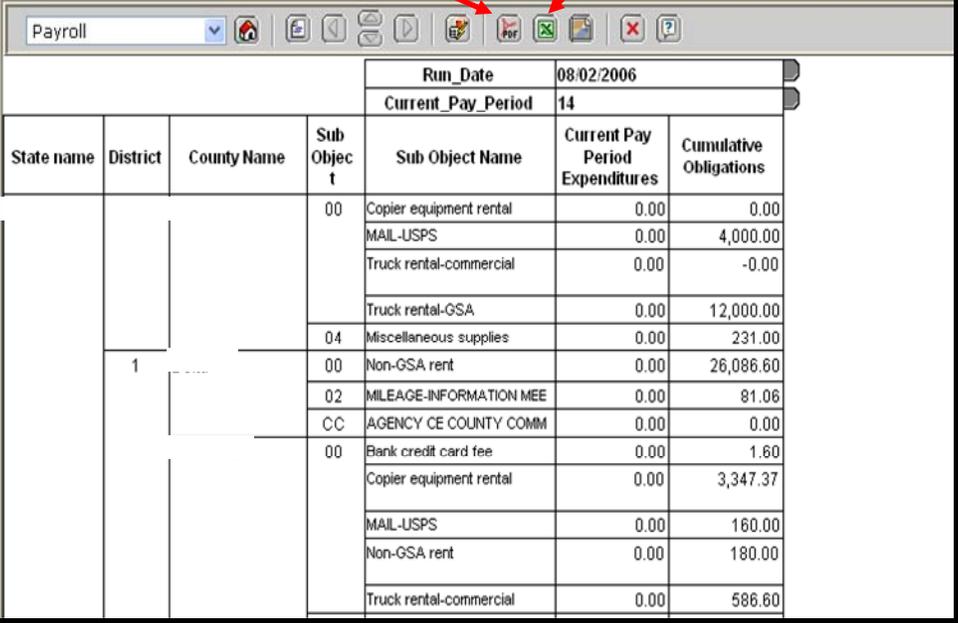
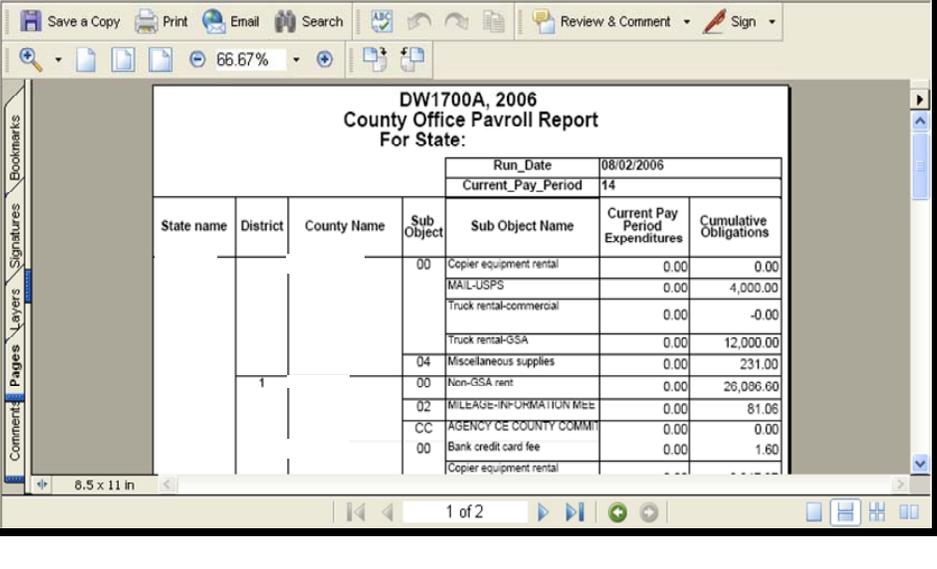
Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|------|--|
| 7 | <p>If user clicks “Dw1700CT County Office payroll report” in step 6, the following will be displayed. CLICK “Process” to continue. Host user/password screen will be displayed as shown in step 8.</p> <p>Note: iHTML toolbar options shown in the illustration are for State or County Office users.</p> |
| 8 | <p>Enter your Host user ID and password. CLICK “OK” button to continue.</p> |

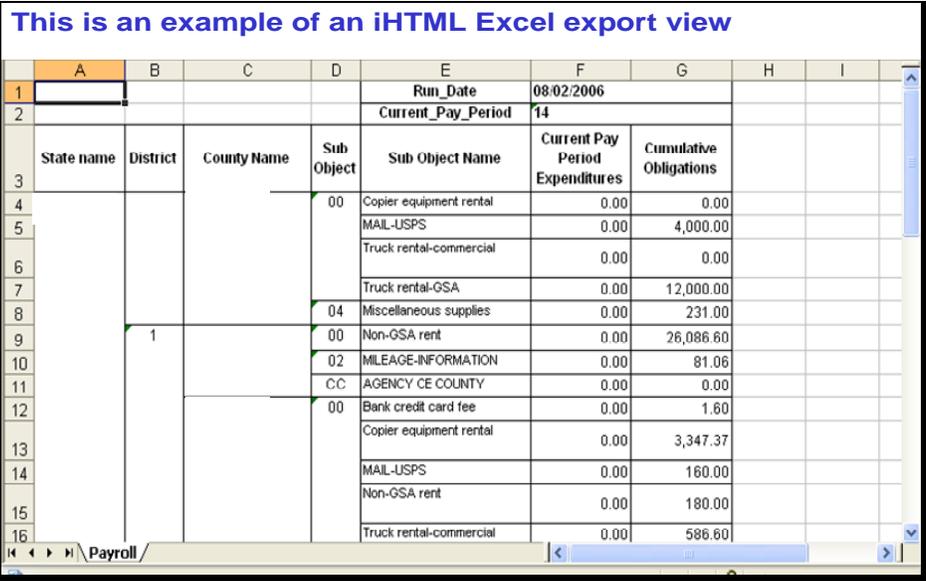
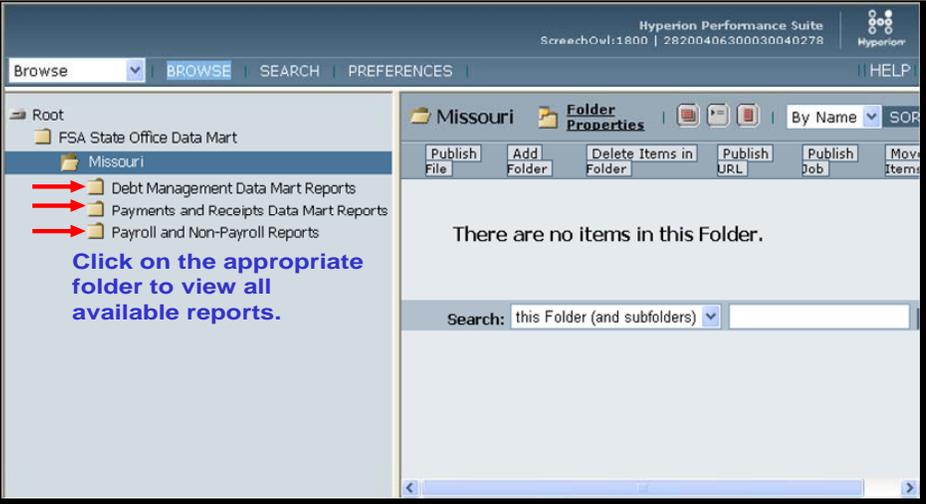
Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|------|---|
| 11 | <p>User selects budget FY, CLICKS “Add”, and then CLICKS “Set Limit”.</p> <p>Note: Limits will automatically default to the current Budget FY. Not all queries may have a budget FY limit. The type of limits is specific to the type of report being used.</p>  |
| 12 | <p>User CLICKS specific query report to display.</p> <p>Example: In this example, the user could select any of the reports listed (DW1700A, DW1700B, DW1700C, DW1700D, or DW1700E).</p>  <p>Note: iHTML toolbar options shown in the illustration are for State or County Office users.</p> |

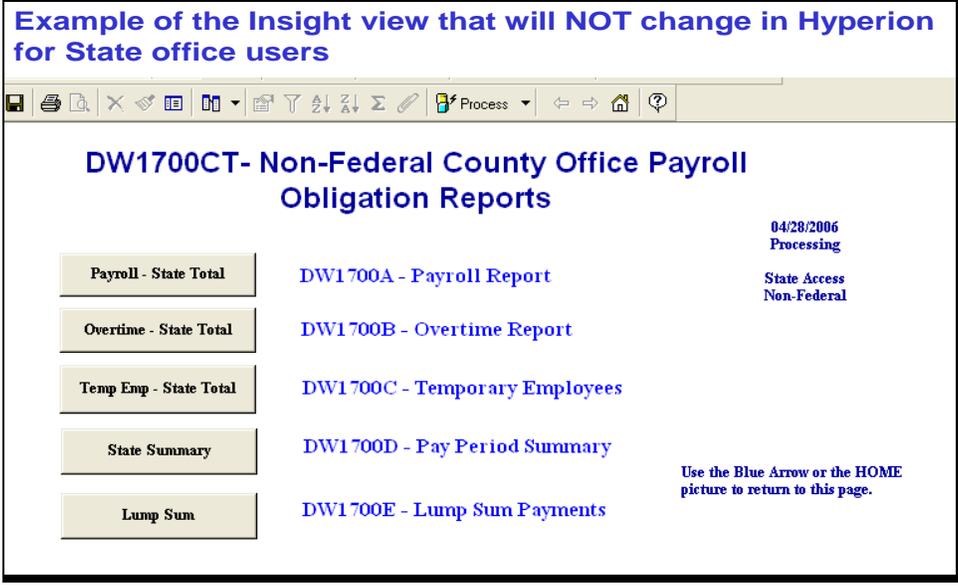
Accessing the FSA Data Warehouse (Continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13 | <p>County Office users must CLICK “PDF” or “Excel” to print reports in iHTML.</p> <p>Note: State Office users have the option to access query reports through iHTML or the Hyperion Web Client (Insight).</p> <div data-bbox="326 470 1284 1192" style="border: 1px solid black; padding: 5px;"> <p style="color: blue; font-weight: bold;">In order to print reports in iHTML (County Office users), they must be exported via PDF or Excel</p>  <table border="1" data-bbox="326 625 1109 1192"> <thead> <tr> <th>State name</th> <th>District</th> <th>County Name</th> <th>Sub Object</th> <th>Sub Object Name</th> <th>Current Pay Period Expenditures</th> <th>Cumulative Obligations</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Copier equipment rental</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MAIL-USPS</td> <td>0.00</td> <td>4,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-commercial</td> <td>0.00</td> <td>-0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-GSA</td> <td>0.00</td> <td>12,000.00</td> </tr> <tr> <td></td> <td>1</td> <td></td> <td>04</td> <td>Miscellaneous supplies</td> <td>0.00</td> <td>231.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Non-GSA rent</td> <td>0.00</td> <td>26,086.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td>02</td> <td>MILEAGE-INFORMATION MEE</td> <td>0.00</td> <td>81.06</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CC</td> <td>AGENCY CE COUNTY COMM</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Bank credit card fee</td> <td>0.00</td> <td>1.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Copier equipment rental</td> <td>0.00</td> <td>3,347.37</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MAIL-USPS</td> <td>0.00</td> <td>160.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Non-GSA rent</td> <td>0.00</td> <td>180.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-commercial</td> <td>0.00</td> <td>586.60</td> </tr> </tbody> </table> </div> | State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | 00 | Copier equipment rental | 0.00 | 0.00 | | | | | MAIL-USPS | 0.00 | 4,000.00 | | | | | Truck rental-commercial | 0.00 | -0.00 | | | | | Truck rental-GSA | 0.00 | 12,000.00 | | 1 | | 04 | Miscellaneous supplies | 0.00 | 231.00 | | | | 00 | Non-GSA rent | 0.00 | 26,086.60 | | | | 02 | MILEAGE-INFORMATION MEE | 0.00 | 81.06 | | | | CC | AGENCY CE COUNTY COMM | 0.00 | 0.00 | | | | 00 | Bank credit card fee | 0.00 | 1.60 | | | | | Copier equipment rental | 0.00 | 3,347.37 | | | | | MAIL-USPS | 0.00 | 160.00 | | | | | Non-GSA rent | 0.00 | 180.00 | | | | | Truck rental-commercial | 0.00 | 586.60 |
| State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Copier equipment rental | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MAIL-USPS | 0.00 | 4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-commercial | 0.00 | -0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-GSA | 0.00 | 12,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 04 | Miscellaneous supplies | 0.00 | 231.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Non-GSA rent | 0.00 | 26,086.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | CC | AGENCY CE COUNTY COMM | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Bank credit card fee | 0.00 | 1.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | MAIL-USPS | 0.00 | 160.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Non-GSA rent | 0.00 | 180.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-commercial | 0.00 | 586.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The following is a sample if County Office user CLICKS “PDF” to print reports.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <div data-bbox="326 1304 1263 1921" style="border: 1px solid black; padding: 5px;"> <p style="color: blue; font-weight: bold;">This is an example of an iHTML PDF export view</p>  <p style="text-align: center;">DW1700A, 2006 County Office Pavroll Report For State:</p> <table border="1" data-bbox="326 1507 1109 1921"> <thead> <tr> <th>State name</th> <th>District</th> <th>County Name</th> <th>Sub Object</th> <th>Sub Object Name</th> <th>Current Pay Period Expenditures</th> <th>Cumulative Obligations</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Copier equipment rental</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MAIL-USPS</td> <td>0.00</td> <td>4,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-commercial</td> <td>0.00</td> <td>-0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-GSA</td> <td>0.00</td> <td>12,000.00</td> </tr> <tr> <td></td> <td>1</td> <td></td> <td>04</td> <td>Miscellaneous supplies</td> <td>0.00</td> <td>231.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Non-GSA rent</td> <td>0.00</td> <td>26,086.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td>02</td> <td>MILEAGE-INFORMATION MEE</td> <td>0.00</td> <td>81.06</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CC</td> <td>AGENCY CE COUNTY COMM</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00</td> <td>Bank credit card fee</td> <td>0.00</td> <td>1.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Copier equipment rental</td> <td>0.00</td> <td>3,347.37</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MAIL-USPS</td> <td>0.00</td> <td>160.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Non-GSA rent</td> <td>0.00</td> <td>180.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Truck rental-commercial</td> <td>0.00</td> <td>586.60</td> </tr> </tbody> </table> </div> | State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | 00 | Copier equipment rental | 0.00 | 0.00 | | | | | MAIL-USPS | 0.00 | 4,000.00 | | | | | Truck rental-commercial | 0.00 | -0.00 | | | | | Truck rental-GSA | 0.00 | 12,000.00 | | 1 | | 04 | Miscellaneous supplies | 0.00 | 231.00 | | | | 00 | Non-GSA rent | 0.00 | 26,086.60 | | | | 02 | MILEAGE-INFORMATION MEE | 0.00 | 81.06 | | | | CC | AGENCY CE COUNTY COMM | 0.00 | 0.00 | | | | 00 | Bank credit card fee | 0.00 | 1.60 | | | | | Copier equipment rental | 0.00 | 3,347.37 | | | | | MAIL-USPS | 0.00 | 160.00 | | | | | Non-GSA rent | 0.00 | 180.00 | | | | | Truck rental-commercial | 0.00 | 586.60 |
| State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Copier equipment rental | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MAIL-USPS | 0.00 | 4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-commercial | 0.00 | -0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-GSA | 0.00 | 12,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 04 | Miscellaneous supplies | 0.00 | 231.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Non-GSA rent | 0.00 | 26,086.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 02 | MILEAGE-INFORMATION MEE | 0.00 | 81.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | CC | AGENCY CE COUNTY COMM | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 00 | Bank credit card fee | 0.00 | 1.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Copier equipment rental | 0.00 | 3,347.37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MAIL-USPS | 0.00 | 160.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Non-GSA rent | 0.00 | 180.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Truck rental-commercial | 0.00 | 586.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

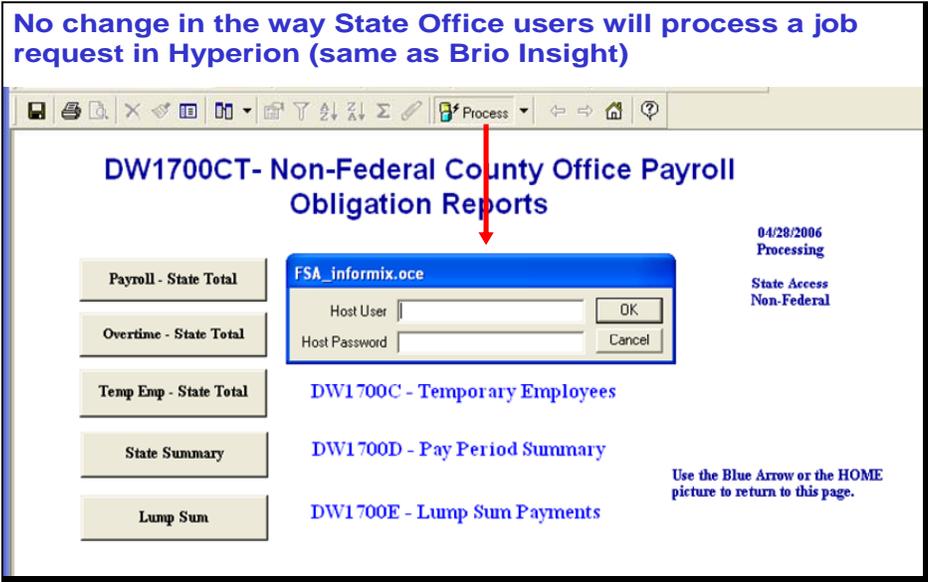
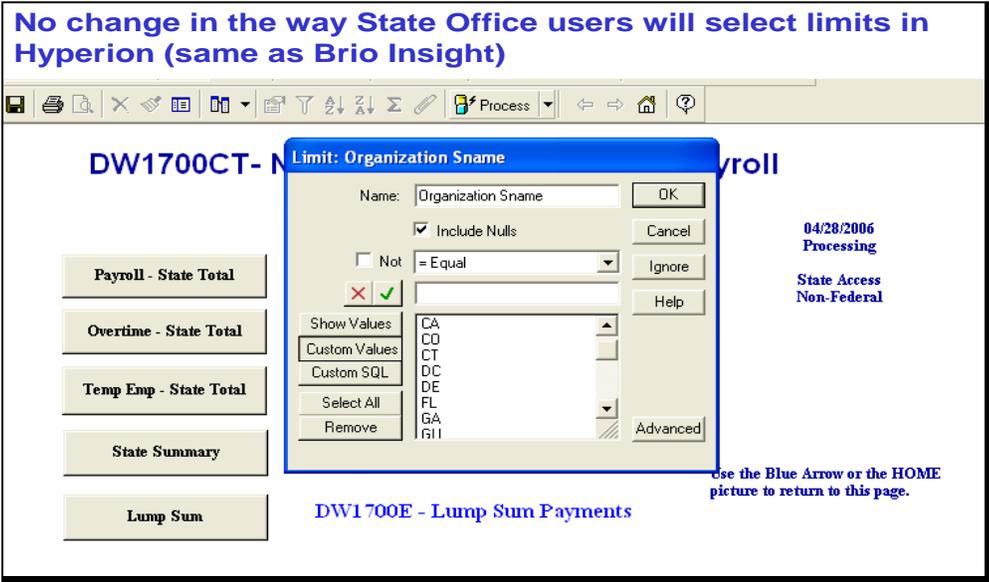
Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|----------------------|---|
| <p>13 (Cntd)</p> | <p>The following is a sample if County Office user CLICKS “Excel” to print reports.</p> <p>This is an example of an iHTML Excel export view</p>  <p>Notes: County Office reports will be exported in the same format as they appear in Hyperion.</p> <p>Reformatting columns is no longer necessary when exporting data into Excel.</p> |
| <p>14</p> | <p>The “FSA State Office Data Mart” screen is displayed below. Users select specific report folders within the main data mart folder.</p> <p>Note: Not all data mart folders will contain subfolders. Use of subfolder varies for each data mart.</p>  |

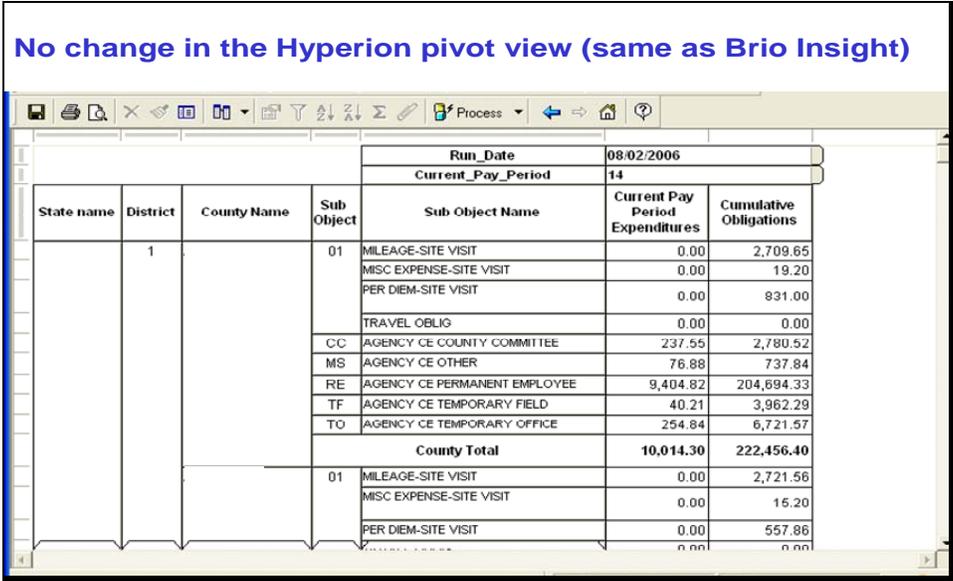
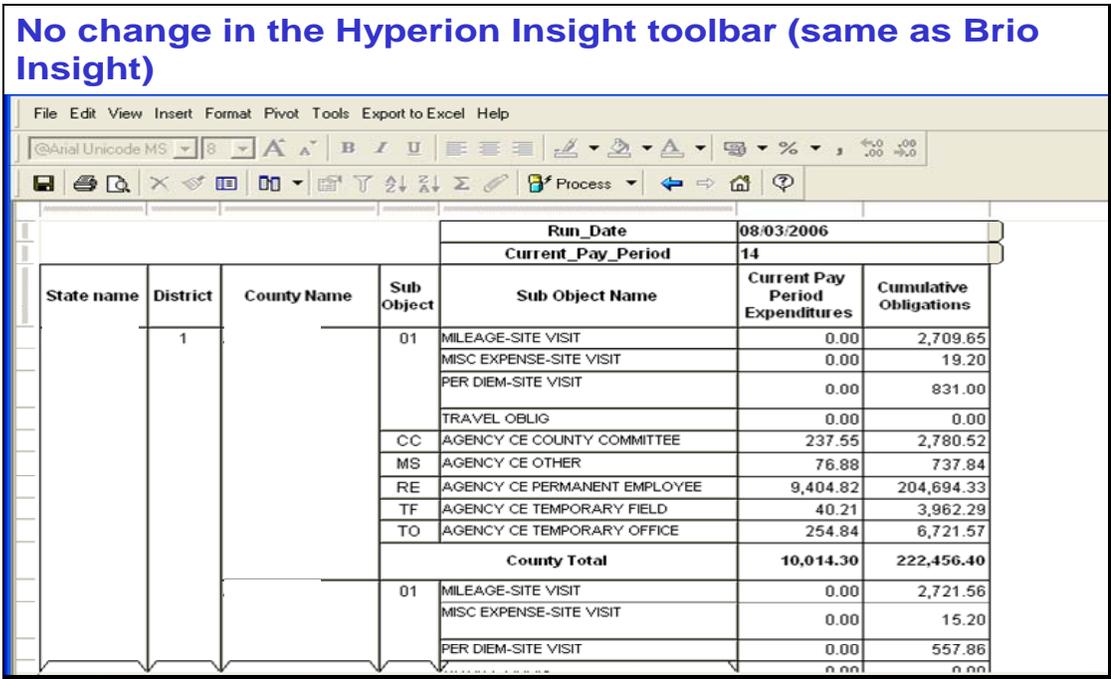
Accessing the FSA Data Warehouse (Continued)

| Step | Action |
|------|---|
| 15 | <p>State Office users have the option of viewing reports in iHTML (orange icon) or Insight (blue icon) as indicated by arrows in this example.</p>  |
| 16 | <p>The County Office Report Screen is displayed for State Office use in the Hyperion Web Client (Insight).</p>  |

Accessing the FSA Data Warehouse (Continued)

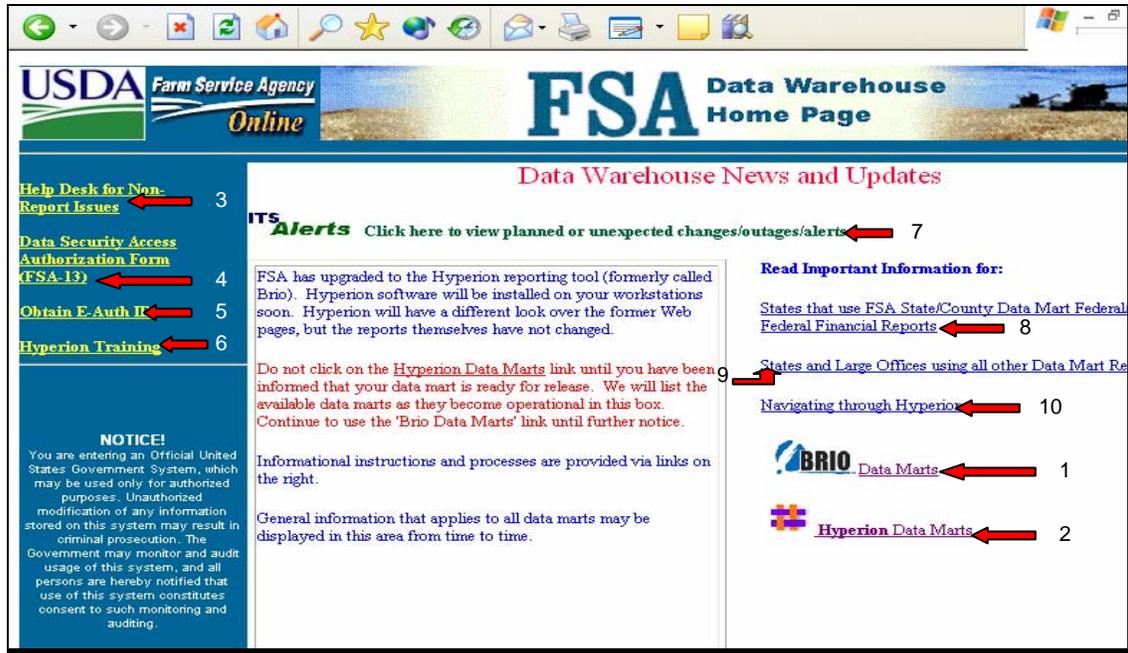
| Step | Action |
|----------------------|--|
| <p>16 (Cntd)</p> | <p>Select the “Process” button to continue.</p> <p>Host User/Password dialog box pops up with the login box for users to enter their Host user ID and password.</p> <div data-bbox="324 468 1252 1050"> <p>No change in the way State Office users will process a job request in Hyperion (same as Brio Insight)</p>  </div> |
| <p>17</p> | <p>State Office user selects limits and CLICKS “OK”.</p> <div data-bbox="324 1163 1313 1745"> <p>No change in the way State Office users will select limits in Hyperion (same as Brio Insight)</p>  </div> |

Accessing the FSA Data Warehouse (Continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|--------------------|---------------------|------------------------------|---------------------------------|------------------------|--|--|--------------------|----|--|------------|----------|-------------|------------|-----------------|---------------------------------|------------------------|--|---|--|----|--------------------|------|----------|--|--|--|--|-------------------------|------|-------|--|--|--|--|---------------------|------|--------|--|--|--|--|--------------|------|------|--|--|--|----|----------------------------|--------|----------|--|--|--|----|-----------------|-------|--------|--|--|--|----|------------------------------|----------|------------|--|--|--|----|---------------------------|-------|----------|--|--|--|----|----------------------------|--------|----------|--|--|--|---------------------|--|------------------|-------------------|--|--|--|----|--------------------|------|----------|--|--|--|--|-------------------------|------|-------|--|--|--|--|---------------------|------|--------|
| 18 | <p>Once the limits have been selected, the report is displayed (no action required).</p> <p>No change in the Hyperion pivot view (same as Brio Insight)</p>  <table border="1" data-bbox="321 359 1274 940"> <thead> <tr> <th colspan="2"></th> <th>Run_Date</th> <th colspan="2">08/02/2006</th> </tr> <tr> <th colspan="2"></th> <th>Current_Pay_Period</th> <th colspan="2">14</th> </tr> <tr> <th>State name</th> <th>District</th> <th>County Name</th> <th>Sub Object</th> <th>Sub Object Name</th> <th>Current Pay Period Expenditures</th> <th>Cumulative Obligations</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td></td> <td>01</td> <td>MILEAGE-SITE VISIT</td> <td>0.00</td> <td>2,709.65</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MISC EXPENSE-SITE VISIT</td> <td>0.00</td> <td>19.20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PER DIEM-SITE VISIT</td> <td>0.00</td> <td>831.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>TRAVEL OBLIG</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CC</td> <td>AGENCY CE COUNTY COMMITTEE</td> <td>237.55</td> <td>2,780.52</td> </tr> <tr> <td></td> <td></td> <td></td> <td>MS</td> <td>AGENCY CE OTHER</td> <td>76.88</td> <td>737.84</td> </tr> <tr> <td></td> <td></td> <td></td> <td>RE</td> <td>AGENCY CE PERMANENT EMPLOYEE</td> <td>9,404.82</td> <td>204,694.33</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TF</td> <td>AGENCY CE TEMPORARY FIELD</td> <td>40.21</td> <td>3,962.29</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TO</td> <td>AGENCY CE TEMPORARY OFFICE</td> <td>254.84</td> <td>6,721.57</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">County Total</td> <td>10,014.30</td> <td>222,456.40</td> </tr> <tr> <td></td> <td></td> <td></td> <td>01</td> <td>MILEAGE-SITE VISIT</td> <td>0.00</td> <td>2,721.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MISC EXPENSE-SITE VISIT</td> <td>0.00</td> <td>15.20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PER DIEM-SITE VISIT</td> <td>0.00</td> <td>557.86</td> </tr> </tbody> </table> | | | Run_Date | 08/02/2006 | | | | Current_Pay_Period | 14 | | State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | 1 | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,709.65 | | | | | MISC EXPENSE-SITE VISIT | 0.00 | 19.20 | | | | | PER DIEM-SITE VISIT | 0.00 | 831.00 | | | | | TRAVEL OBLIG | 0.00 | 0.00 | | | | CC | AGENCY CE COUNTY COMMITTEE | 237.55 | 2,780.52 | | | | MS | AGENCY CE OTHER | 76.88 | 737.84 | | | | RE | AGENCY CE PERMANENT EMPLOYEE | 9,404.82 | 204,694.33 | | | | TF | AGENCY CE TEMPORARY FIELD | 40.21 | 3,962.29 | | | | TO | AGENCY CE TEMPORARY OFFICE | 254.84 | 6,721.57 | | | | County Total | | 10,014.30 | 222,456.40 | | | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,721.56 | | | | | MISC EXPENSE-SITE VISIT | 0.00 | 15.20 | | | | | PER DIEM-SITE VISIT | 0.00 | 557.86 |
| | | Run_Date | 08/02/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Current_Pay_Period | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,709.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MISC EXPENSE-SITE VISIT | 0.00 | 19.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | PER DIEM-SITE VISIT | 0.00 | 831.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TRAVEL OBLIG | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | CC | AGENCY CE COUNTY COMMITTEE | 237.55 | 2,780.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | MS | AGENCY CE OTHER | 76.88 | 737.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | RE | AGENCY CE PERMANENT EMPLOYEE | 9,404.82 | 204,694.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | TF | AGENCY CE TEMPORARY FIELD | 40.21 | 3,962.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | TO | AGENCY CE TEMPORARY OFFICE | 254.84 | 6,721.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | County Total | | 10,014.30 | 222,456.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,721.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MISC EXPENSE-SITE VISIT | 0.00 | 15.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | PER DIEM-SITE VISIT | 0.00 | 557.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | <p>Example: The Hyperion Web Client (Insight) Toolbar that is available to users is shown in this screen print.</p> <p>No change in the Hyperion Insight toolbar (same as Brio Insight)</p>  <table border="1" data-bbox="321 1087 1432 1766"> <thead> <tr> <th colspan="2"></th> <th>Run_Date</th> <th colspan="2">08/03/2006</th> </tr> <tr> <th colspan="2"></th> <th>Current_Pay_Period</th> <th colspan="2">14</th> </tr> <tr> <th>State name</th> <th>District</th> <th>County Name</th> <th>Sub Object</th> <th>Sub Object Name</th> <th>Current Pay Period Expenditures</th> <th>Cumulative Obligations</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td></td> <td>01</td> <td>MILEAGE-SITE VISIT</td> <td>0.00</td> <td>2,709.65</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MISC EXPENSE-SITE VISIT</td> <td>0.00</td> <td>19.20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PER DIEM-SITE VISIT</td> <td>0.00</td> <td>831.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>TRAVEL OBLIG</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CC</td> <td>AGENCY CE COUNTY COMMITTEE</td> <td>237.55</td> <td>2,780.52</td> </tr> <tr> <td></td> <td></td> <td></td> <td>MS</td> <td>AGENCY CE OTHER</td> <td>76.88</td> <td>737.84</td> </tr> <tr> <td></td> <td></td> <td></td> <td>RE</td> <td>AGENCY CE PERMANENT EMPLOYEE</td> <td>9,404.82</td> <td>204,694.33</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TF</td> <td>AGENCY CE TEMPORARY FIELD</td> <td>40.21</td> <td>3,962.29</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TO</td> <td>AGENCY CE TEMPORARY OFFICE</td> <td>254.84</td> <td>6,721.57</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2">County Total</td> <td>10,014.30</td> <td>222,456.40</td> </tr> <tr> <td></td> <td></td> <td></td> <td>01</td> <td>MILEAGE-SITE VISIT</td> <td>0.00</td> <td>2,721.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MISC EXPENSE-SITE VISIT</td> <td>0.00</td> <td>15.20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PER DIEM-SITE VISIT</td> <td>0.00</td> <td>557.86</td> </tr> </tbody> </table> | | | Run_Date | 08/03/2006 | | | | Current_Pay_Period | 14 | | State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | 1 | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,709.65 | | | | | MISC EXPENSE-SITE VISIT | 0.00 | 19.20 | | | | | PER DIEM-SITE VISIT | 0.00 | 831.00 | | | | | TRAVEL OBLIG | 0.00 | 0.00 | | | | CC | AGENCY CE COUNTY COMMITTEE | 237.55 | 2,780.52 | | | | MS | AGENCY CE OTHER | 76.88 | 737.84 | | | | RE | AGENCY CE PERMANENT EMPLOYEE | 9,404.82 | 204,694.33 | | | | TF | AGENCY CE TEMPORARY FIELD | 40.21 | 3,962.29 | | | | TO | AGENCY CE TEMPORARY OFFICE | 254.84 | 6,721.57 | | | | County Total | | 10,014.30 | 222,456.40 | | | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,721.56 | | | | | MISC EXPENSE-SITE VISIT | 0.00 | 15.20 | | | | | PER DIEM-SITE VISIT | 0.00 | 557.86 |
| | | Run_Date | 08/03/2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Current_Pay_Period | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State name | District | County Name | Sub Object | Sub Object Name | Current Pay Period Expenditures | Cumulative Obligations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,709.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MISC EXPENSE-SITE VISIT | 0.00 | 19.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | PER DIEM-SITE VISIT | 0.00 | 831.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TRAVEL OBLIG | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | CC | AGENCY CE COUNTY COMMITTEE | 237.55 | 2,780.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | MS | AGENCY CE OTHER | 76.88 | 737.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | RE | AGENCY CE PERMANENT EMPLOYEE | 9,404.82 | 204,694.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | TF | AGENCY CE TEMPORARY FIELD | 40.21 | 3,962.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | TO | AGENCY CE TEMPORARY OFFICE | 254.84 | 6,721.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | County Total | | 10,014.30 | 222,456.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 01 | MILEAGE-SITE VISIT | 0.00 | 2,721.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | MISC EXPENSE-SITE VISIT | 0.00 | 15.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | PER DIEM-SITE VISIT | 0.00 | 557.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Accessing the FSA Data Warehouse (Continued)

The following is a quick guide to the FSA Data Warehouse Home Page. The numbered arrows on the following screen print correspond to links in the following table.



| IF user CLICKS... | THEN system will... |
|-------------------|--|
| 1 | redirect user to FSA Data Warehouse Home Page at http://dwhouse.fsa.usda.gov/fsa/fsamain.asp for the Brio software environment. Note: This link will be eliminated when all users are trained to use the Hyperion environment. |
| 2 | redirect user to eAuthentication warning page before displaying the Login screen. eAuthentication ID's are filtered to bring up only Hyperion data marts those users have access to. Data Warehouse Home Page will be published and available before November 1, 2006. Do not access Hyperion until November 1, 2006, or until notified differently. |
| 3 | redirect user to "Getting ITS Technical Support" at http://www.ocio.net.usda.gov/ocio/its_ep/its_get_help.html where user may view their ITS Contact, List, use Magic Merlin Self-Service, or call ITS Service Desk to submit a Magic Support Ticket Request. |
| 4 | redirect user to http://165.221.16.90/dam/ffasforms/currentforms.asp to retrieve revised FSA-13. |
| 5 | redirect user to http://www.eauth.egov.usda.gov where user CLICKS "Create an Account". |
| 6 | display a Word document showing any scheduled Hyperion Web Client (Insight) training for State Offices. |
| 7 | redirect user to https://itsalerts.sc.egov.usda.gov/default.aspx that lists outages and alerts. Scroll down to find "Hyperion" items. |
| 8 | display a Word document of the State and County Office process for gaining access to a data mart. |
| 9 | display a Word document of the State Office, National Office, Kansas City, and St. Louis process for gaining access to a data mart including a list of Business Sponsors who approve all accesses to a data mart and Hyperion Report Contact Leads for FSA reports by data mart. |
| 10 | display a Word document on navigating through Hyperion. |