

Accessing the Repository

The 'Repository' is a great tool to help share standard reports with users on a statewide level. The purpose of sharing these reports is to allow agencies to have an outlet to access reports created by different agencies. Statewide Accounting and Reporting Services (SARS) cannot guarantee these reports will function properly for each agency, due to specific agency structure setups; however, please feel free to make modifications to suit your agency.

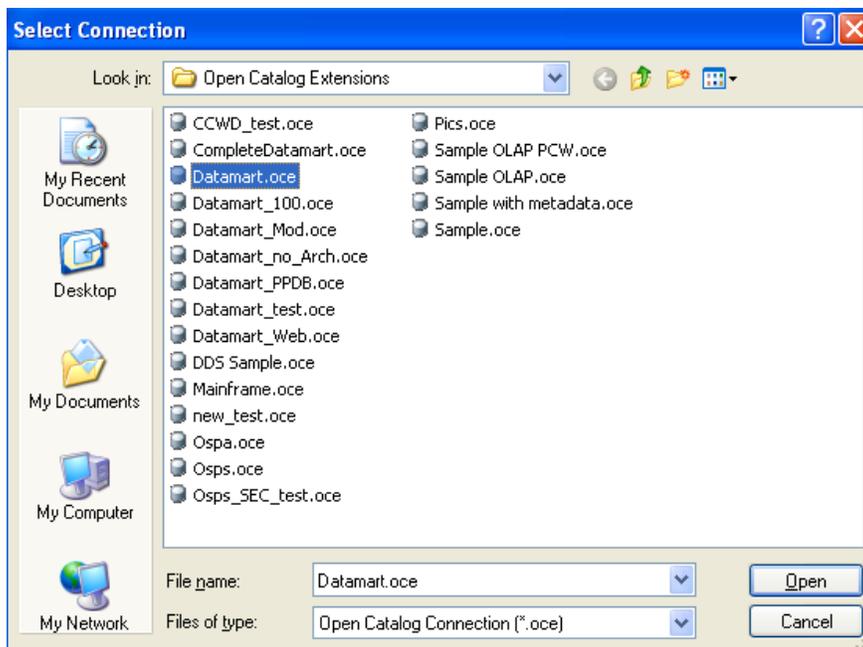
The Repository contains many files, which access data from SFMA, ORBITS, OSPA, etc. Thanks to users throughout the state, we continually obtain more reports to help with our daily operations.

Below are instructions for accessing the Datamart Repository.

1. Open Oracle Hyperion Interactive Reporting Studio (Formally known as Brio). Click **Cancel** if you get a 'Welcome' dialog box requesting to open files or open a database connection.
2. Select **File > Open from Repository > Select**. Select the Open Catalog Extension (OCE) that connects to the Repository.

Note: Instructions to set up an OCE are at <http://egov.oregon.gov/DAS/SCD/SARS/datamart.shtml>

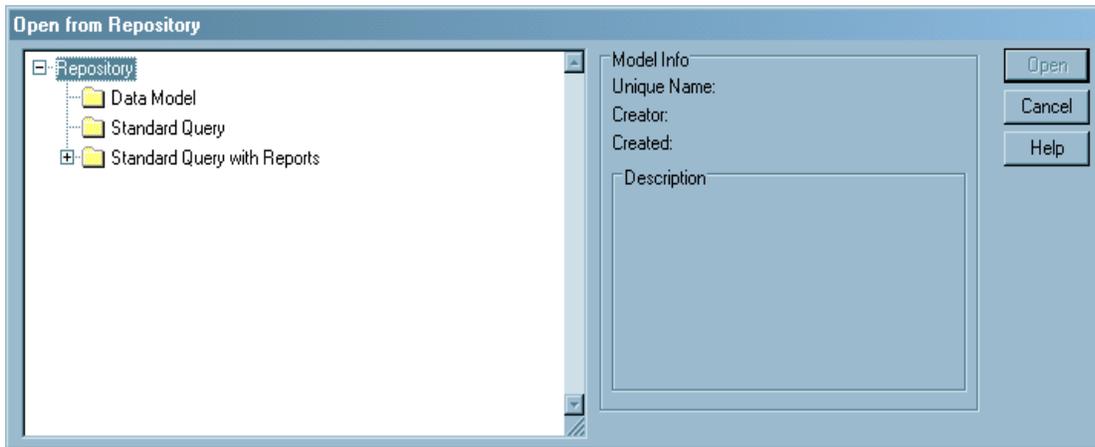
3. Select the proper OCE and click **Open**. In this example, the OCE is called "Datamart". Your OCE name may be different. You should see a screen similar to the following:



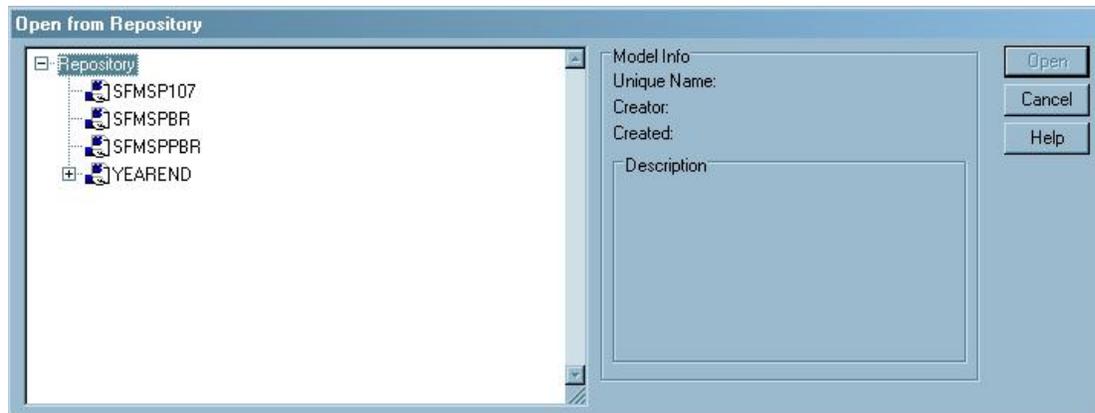
4. You will be prompted for your user name and password. Input your information and click **OK**. You should see a screen similar to the following:



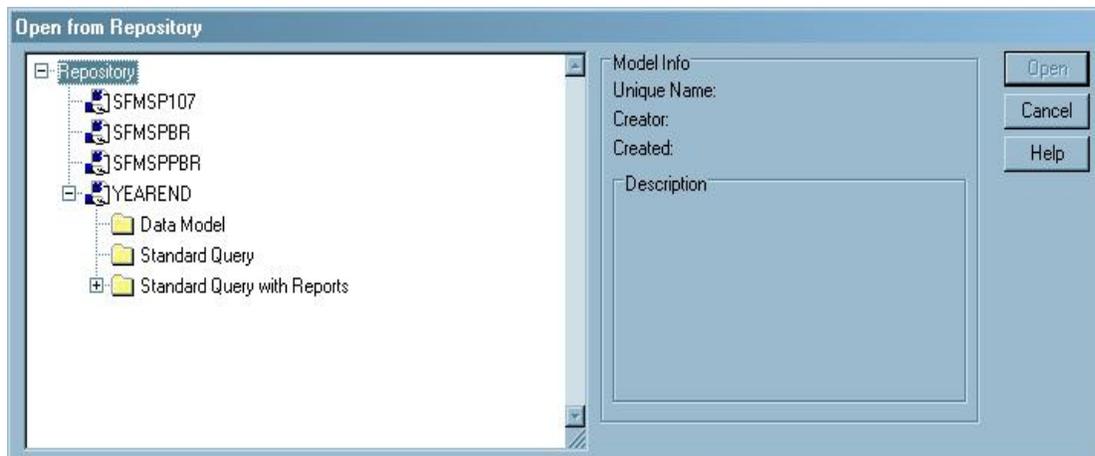
5. If no errors have occurred with your log in data, you should see a screen similar to the following:



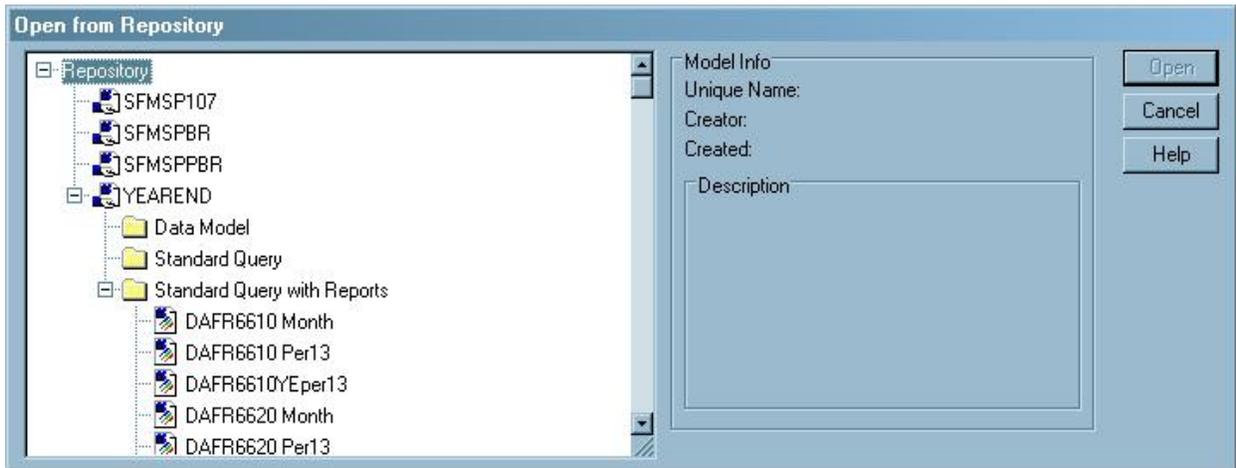
If your OCE is set up to go directly to the "YEAREND" directory, instead of seeing the above info, you might see something similar to the following:



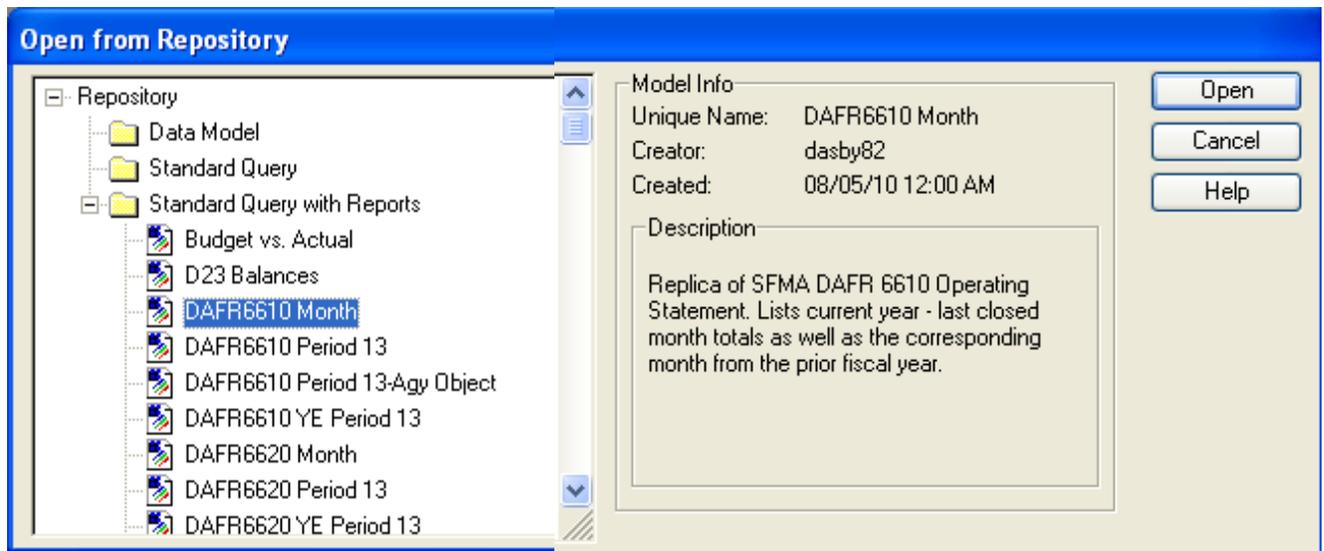
Click on the **+** next to "YEAREND". Your screen should look like the following:



- Click on the  next to “**Standard Query with Reports**”. Your screen should look like the following (Again this may be somewhat different depending on your OCE setup; you may not see anything but the three folders “Data Model”, “Standard Query” and “Standard Query with Reports”):



- Scroll down until you find the report you want to use. Once selected a description field for the file will be shown on the right side. Click **Open**. Your screen should look like the following:



- Once the Repository file is open, please review the Dashboard information contained in the file, prior to running the query.

If you have any questions or concerns with the Repository, please contact the Datamart Business Analyst at (503) 373-7277 ext. 281 or email the Datamart Support inbox at 'Datamart.Support@state.or.us'.