

New Hyperion (Oracle EPM11) Quickstart

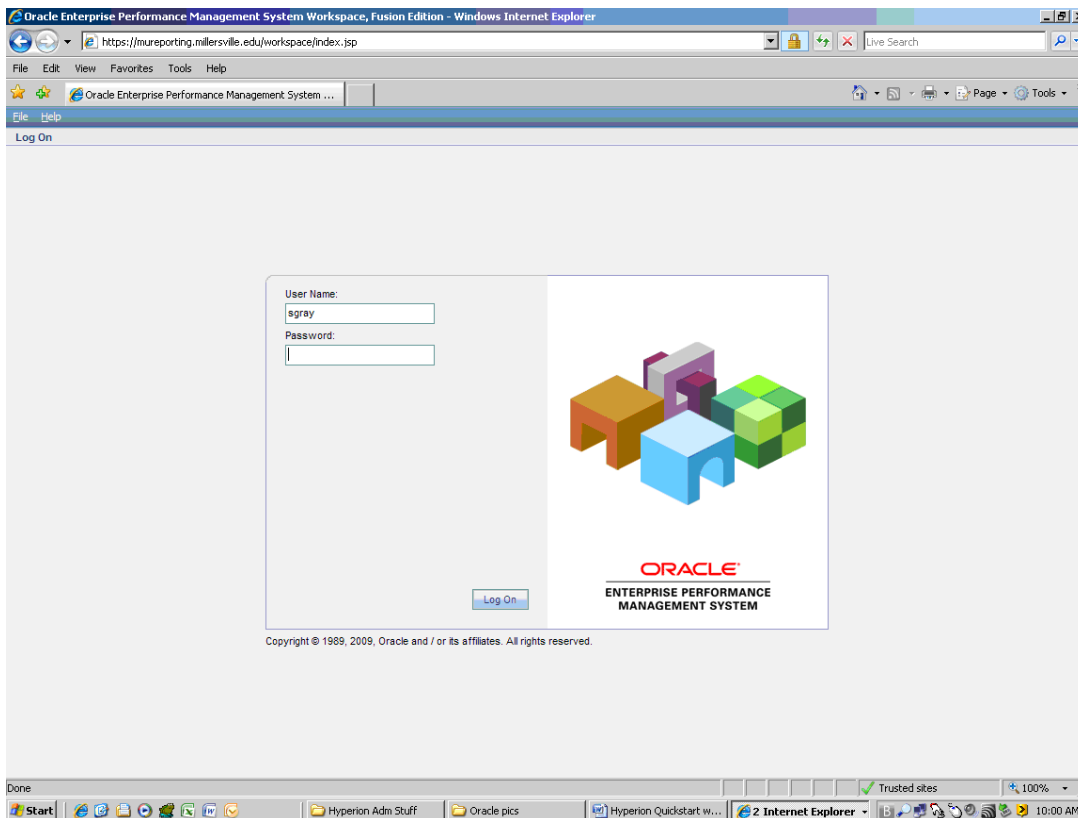
August 2011

Hyperion logon page

To get started, replace your Hyperion bookmark in your Internet Explorer browser (Note: only IE version 8 or lower is supported) with the new link:

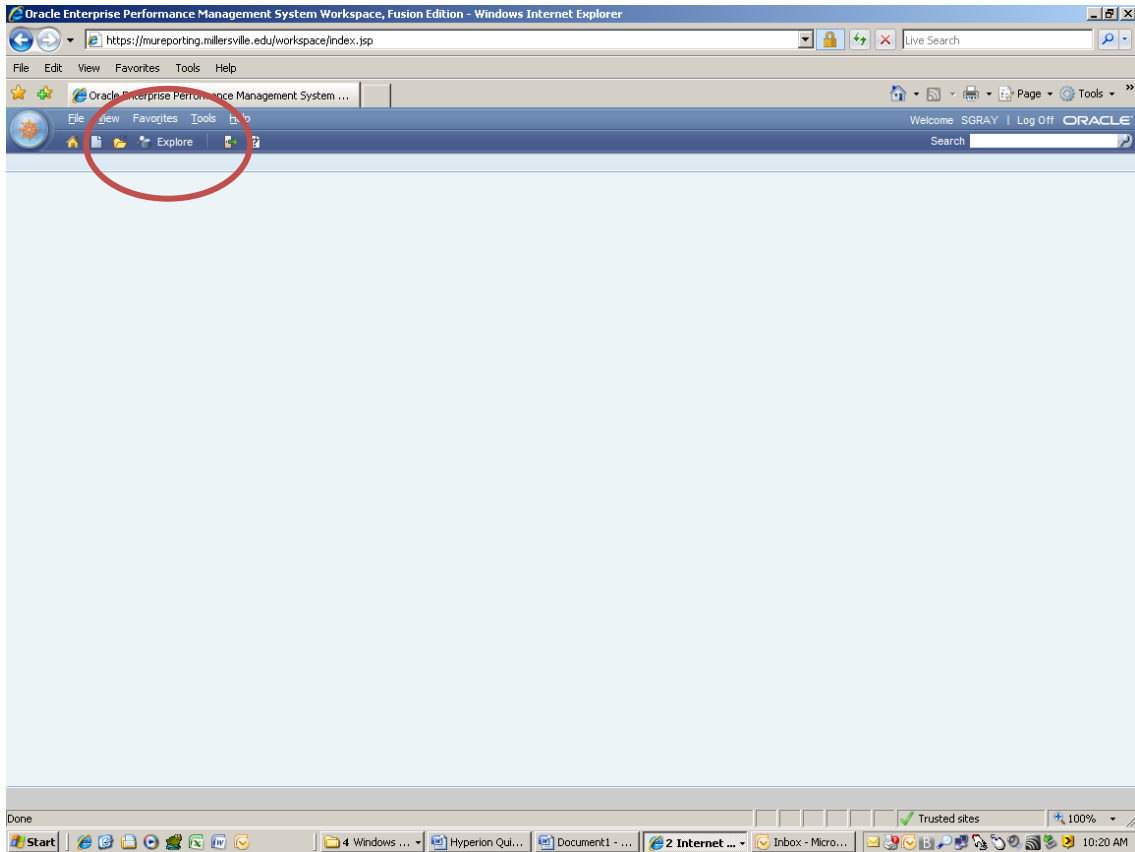
<https://mureporting.millersville.edu/workspace/index.jsp>

After you click on this new bookmark, the initial logon screen will be displayed. It should look like this. Use your Banner/Hyperion userid and password to Login.



Once you have successfully logged in, you will see the following screen which is your homepage on the new system.

Click on **“Explore”** (see red circle below) to run queries and reports and to access your folders.



Select a query

In the new Hyperion Quickstart, you must look at the **Type** to find a query, job or output. It is recommended that you stretch the **Type** column so you can see the complete description.

The descriptions will be

- Interactive Reporting Document
- Interactive Reporting Job
- Interactive Reporting Job Output

Notice the new icons representing the 3 new types to the left of the file name.

Select the folder (where your queries reside ex. Banner Queries) from the folders section on the left. Double Click on the report name (Interactive Reporting Document) to select your query.

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The left pane displays a tree view of folders, with 'Banner queries' selected. The main pane shows a table of queries. The 'Type' column is highlighted with a red box, and the 'Name' column is also highlighted with a red box. The table contains the following data:

Name	Type	Modified	Description
Reg class override summary	Interactive Reporting Document	5/30/07 3:01 PM	Summarizes class overrides for requested department in requested te
Reg classroom meeting sched 85.bqy	Interactive Reporting Document	4/20/07 4:36 PM	
Reg coop registrants.bqy	Interactive Reporting Document	6/12/07 4:32 PM	Report shows students who are registered for cooperative education
Reg graduation dipl order etc	Interactive Reporting Document	4/26/07 11:50 AM	Report lists degree candidates for requested term. User selects awarc
Reg graduation view by dept.bqy	Interactive Reporting Document	6/21/07 9:00 AM	Report gives graduation information by department and term requested
Reg graduation view by dept hist.bqy	Interactive Reporting Document	7/23/07 10:52 AM	Graduation history information by dept. S Gray 07/23/07
Reg honors college	Interactive Reporting Document	5/23/07 3:36 PM	Shows Honors College students who are enrolled for the requested te
Reg major department summary	Interactive Reporting Document	5/15/07 1:59 PM	Overview of students majoring in the dept and enrolled in requested te
Reg majors by option etc	Interactive Reporting Document	5/15/07 1:43 PM	Returns majors in your dept enrolled in requested term. Includes stude
Reg math grades review.bqy	Interactive Reporting Document	5/31/07 11:40 AM	REG MATH GRADES REVIEW This report is designed to display, for a
Reg minors in your dept.bqy	Interactive Reporting Document	6/12/07 9:36 AM	Reports of minors in your department.
Reg missing grade report.bqy	Interactive Reporting Document	12/14/07 11:28 AM	Reports missing grades for requested school and requested term. Put
Reg offcampus status view	Interactive Reporting Document	1/22/09 3:45 PM	Report shows section status for requested term for off-campus, Dow
Reg room schedule matrix.bqy	Interactive Reporting Document	7/25/07 11:06 AM	Matrix of classes in classrooms.
Reg room schedule matrix 85.bqy	Interactive Reporting Document	5/1/07 11:50 AM	Dev. by Gail Childs
Reg schedule for textbooks	Interactive Reporting Document	10/20/10 4:09 PM	Developed by F. Axsmith for the Book Room, this report returns select
Reg section status school	Interactive Reporting Document	4/13/07 10:40 AM	Shows section information including enrollment for classes in requeste
Reg section status view	Interactive Reporting Document	9/28/09 8:53 AM	Department view of course sections. Sorted many ways. Dev. by F
Reg send transfer eval packets.bqy	Interactive Reporting Document	6/21/11 6:27 PM	Report for Registrar Office use only
Reg soc anth check.bqy	Interactive Reporting Document	10/16/07 10:46 AM	Check majors with > = 45 credits.
Reg summer sect status.bqy	Interactive Reporting Document	5/8/07 8:03 AM	Section status report for all courses in summer terms. Includes a summ
Reg transfer credit accepted	Interactive Reporting Document	6/21/11 5:18 PM	Transfer credit accepted by institution with grades and MU equivalents
Reg vet credits by term.bqy	Interactive Reporting Document	6/11/10 3:52 PM	This is a report of veterans and their current credits enrolled.
Reg Waitlist By Dept	Interactive Reporting Document	4/11/11 4:46 PM	Waitlist by department. Query created by C. Deen. Published by I. Gaj
Reg Waitlist By School	Interactive Reporting Document	4/11/11 4:42 PM	Waitlist by university school. Query created by C. Deen. Published by
Reg Waitlist for CRN	Interactive Reporting Document	4/15/11 11:40 AM	Waitlist for CRN. Query created by C. Deen. Published by I. Gajari 4/1
Reg Waitlists for Dept Courses	Interactive Reporting Document	4/20/11 11:36 AM	Waitlist for department courses. Created by C. Deen 4/13/11. Publish
Reg workshop status view.bqy	Interactive Reporting Document	5/9/07 3:07 PM	Reg workshop status view Report shows section status for worksho
Res breakdown by class and gender.bqy	Interactive Reporting Document	8/8/07 2:25 PM	Produces a count by class and gender of resident students for a spec
Res count by class w meal plan	Interactive Reporting Document	4/18/07 12:06 PM	This will produce a report of all resident students including their clas
Res count by gender.bqy	Interactive Reporting Document	5/3/07 8:49 AM	Produces a count of resident students for a specified term and by gen
Res count by hall and gender.bqy	Interactive Reporting Document	11/15/07 8:59 AM	Creates count and list of resident students by hall and gender. modifie

Navigation

1. Section Title Bar

The Section Title bar displays the section you are currently working in.

To hide or close the Section title:

On the **View** menu, click the section title bar.

2. Section Pane

This displays all the sections or tabs in a document. There are several types of sections, queries, results, pivots, and report sections.

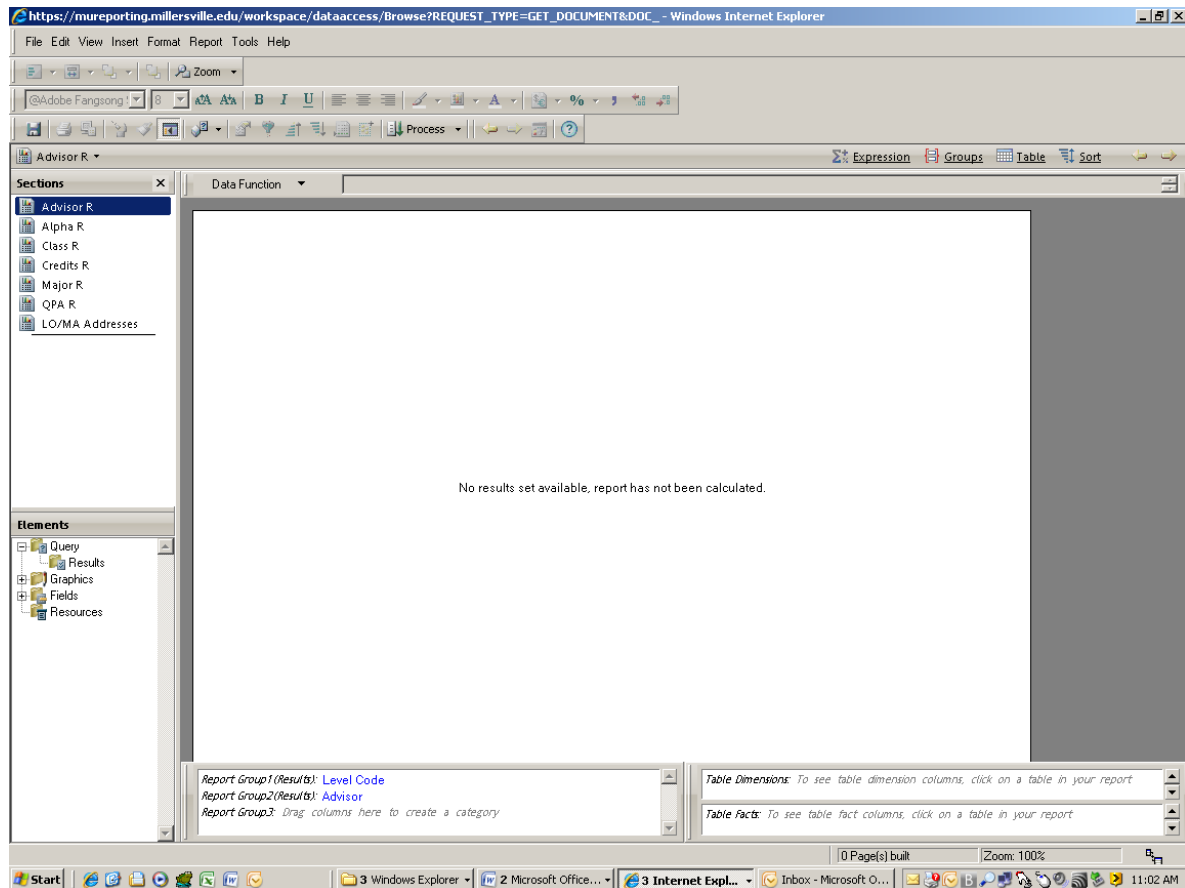
To hide or close the Section pane:

Click the **X** icon to the right of the section heading. This creates a larger viewing area for reports.

To unhide the section pane, go to the View menu and select 'Section/Catalog'.

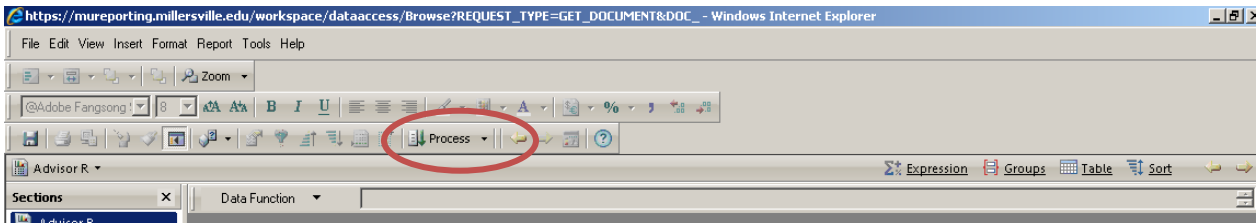
3. Content Pane

The Content pane in the lower right hand corner of the window provides a view of the section or tab you are using such as pivot, detail, results or report sections. To obtain a larger viewing area, close the section pane.



Process the query

Click on the **Process** button to process the current query and enter your Banner user id and password.



Selection techniques for variables in the query

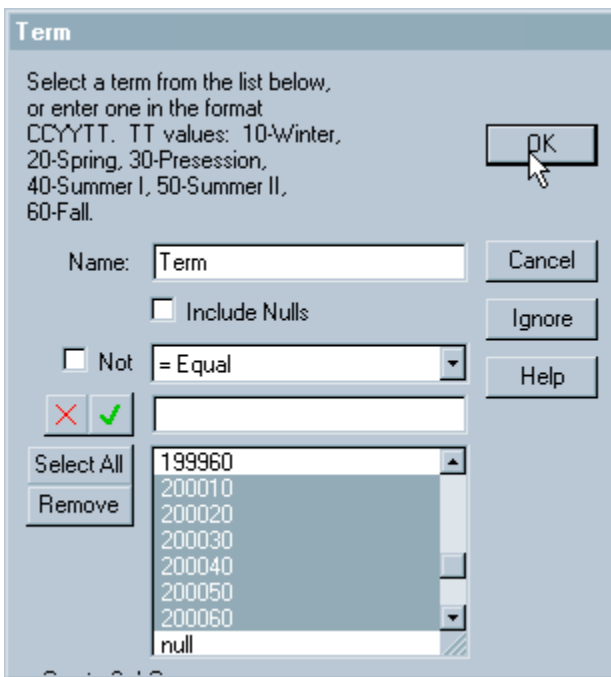
To select a contiguous range of items:

- Click the first item in the range.
- Hold the Shift key and click the last item in the range. The entire range of items is selected.

To select discontinuous items:

CTRL-click each item (Windows)

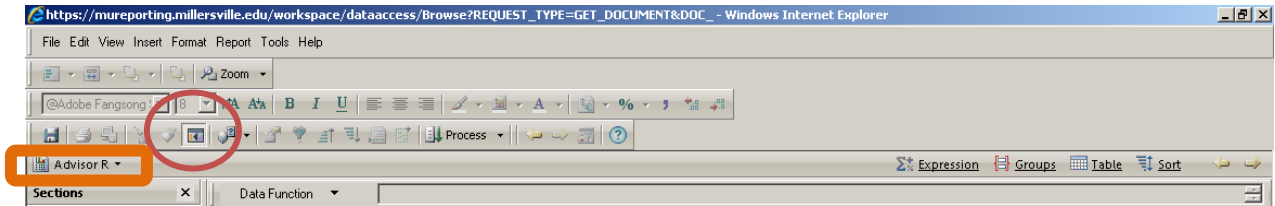
Click the green check mark and press ok.



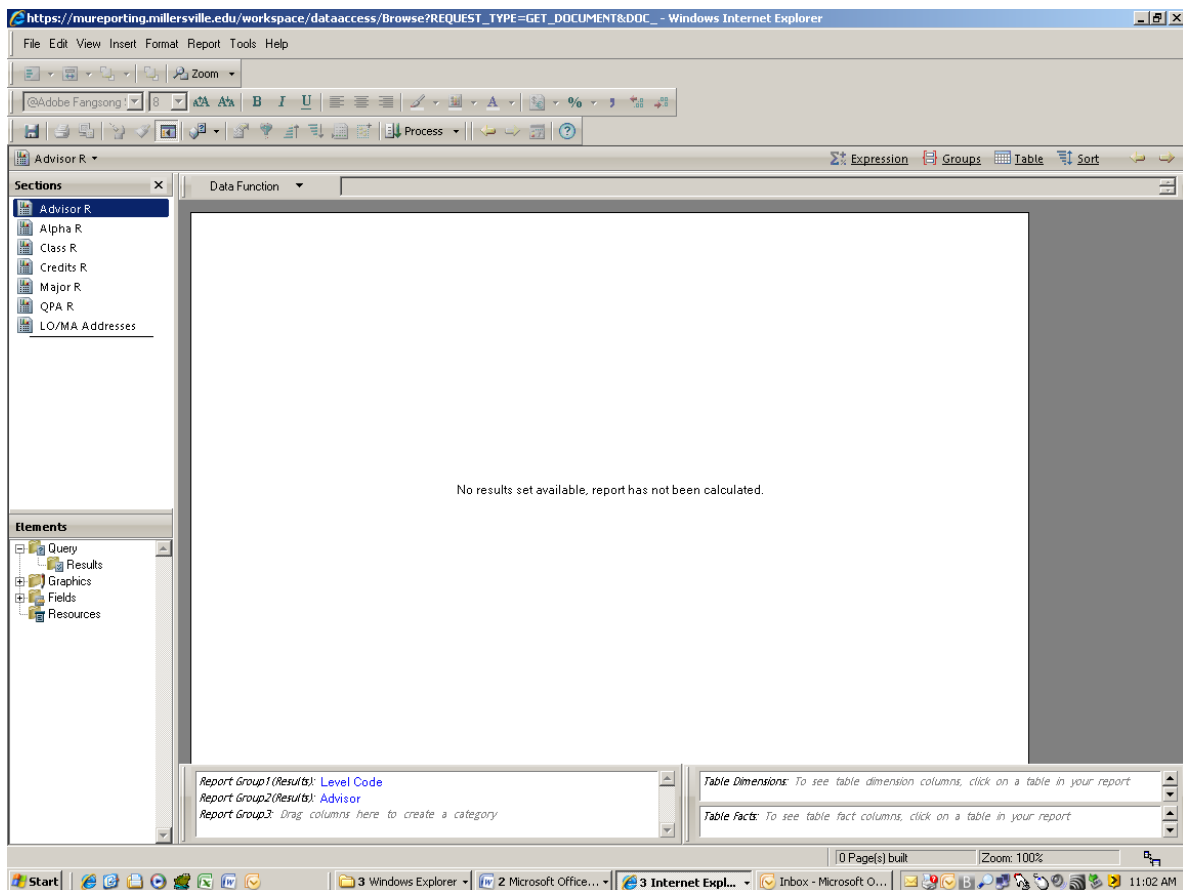
If a value is not available, type it in and click the green check mark.

Choosing another section in the document

If the section pane is hidden, unhide it by clicking on the section/catalog icon on the standard toolbar and highlight the section. Another option is to click the drop down arrow next to the section name in the section title bar. See **Orange box**. You will see available sections and can select another section from that list.

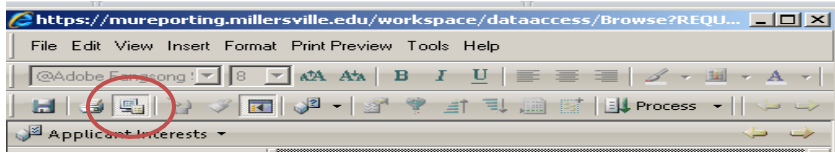


If the section pane is visible, highlight the section and note the change on the section title bar.

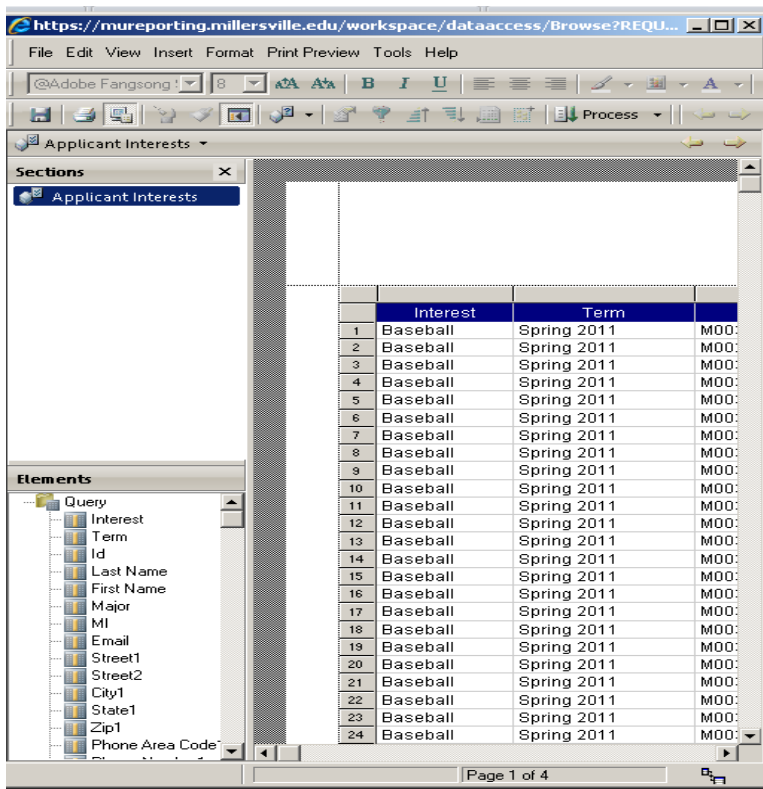


Preview document before printing (Pivots, results, tables)

(Not necessary for report sections (red white and blue page icon with the right corner folded down))



Print preview mode will display results, tables and pivots exactly as they will print with headers and footers. The only exception is those sections which are of the report type. These can be viewed in normal viewing mode exactly as they will print.



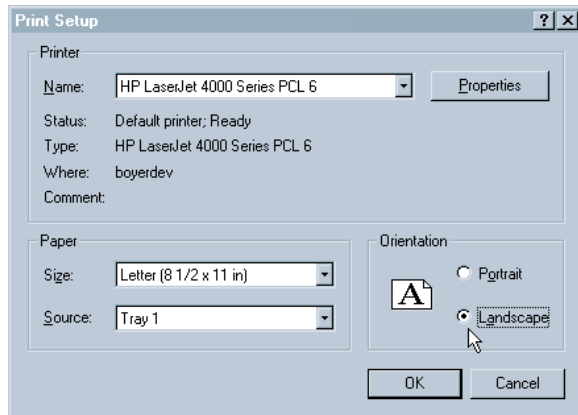
Before you print a pivot, result or table section in the document, review it in print preview mode where you can scroll up, down, left and right. You can only view one page at a time. Note the page margins (the dotted lines) which can be moved by pressing and holding the mouse over the margin until a two headed arrow appears. Drag the margin as needed.

Changing the page orientation

If the report doesn't fit on the page after scrolling left and right, change the page orientation. On the main menu bar choose File → page setup. Choose the appropriate orientation either landscape or portrait.

Landscape provides a much wider report.

This can also be accessed from print preview mode by right-clicking. Use this to add/change page header/footer.



Printing a Document

To print a document after previewing and adjusting the page orientation, click on the print icon on the standard tool bar.

Exporting a section to excel or to pdf

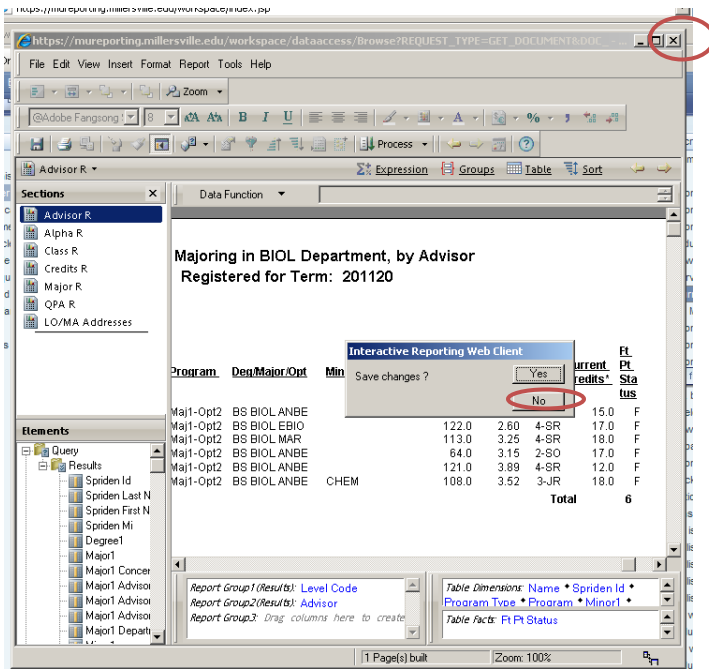
- On the File menu, point to Export and click section.
- Select a destination directory, and type a name.
- Choose the file format Excel from the **Save as Type** menu and click **Save**.

The screenshot shows a web browser window displaying a reporting tool. The 'File' menu is open, and the 'Export' option is selected, which has opened a sub-menu with 'Section...' highlighted. The main window displays a table titled 'Department, by Advisor' for the term '201120'. The table lists student records with columns for Program, Degree/Major/Option, Minor 1, Minor 2, Earned Credits, Cumulative OPA, Class Level, Current Credits, and Final Point Status. A 'Total' row shows 6 final points. The interface includes a menu bar, a toolbar, and a sidebar with 'Elements' and 'Query' sections.

	Program	Deg/Major/Opt	Minor1	Minor2	Earned Credits**	Cum OPA**	Class Level	Current Credits*	Fl Pt Status
5	Maj1-Opt2	BS BIOL ANBE			99.0	3.29	3-JR	15.0	F
1	Maj1-Opt2	BS BIOL EBIO			122.0	2.60	4-SR	17.0	F
1	Maj1-Opt2	BS BIOL MAR			113.0	3.25	4-SR	18.0	F
4	Maj1-Opt2	BS BIOL ANBE			64.0	3.15	2-SO	17.0	F
4	Maj1-Opt2	BS BIOL ANBE			121.0	3.89	4-SR	12.0	F
5	Maj1-Opt2	BS BIOL ANBE	CHEM		108.0	3.52	3-JR	18.0	F
Total									6

Exiting your Query

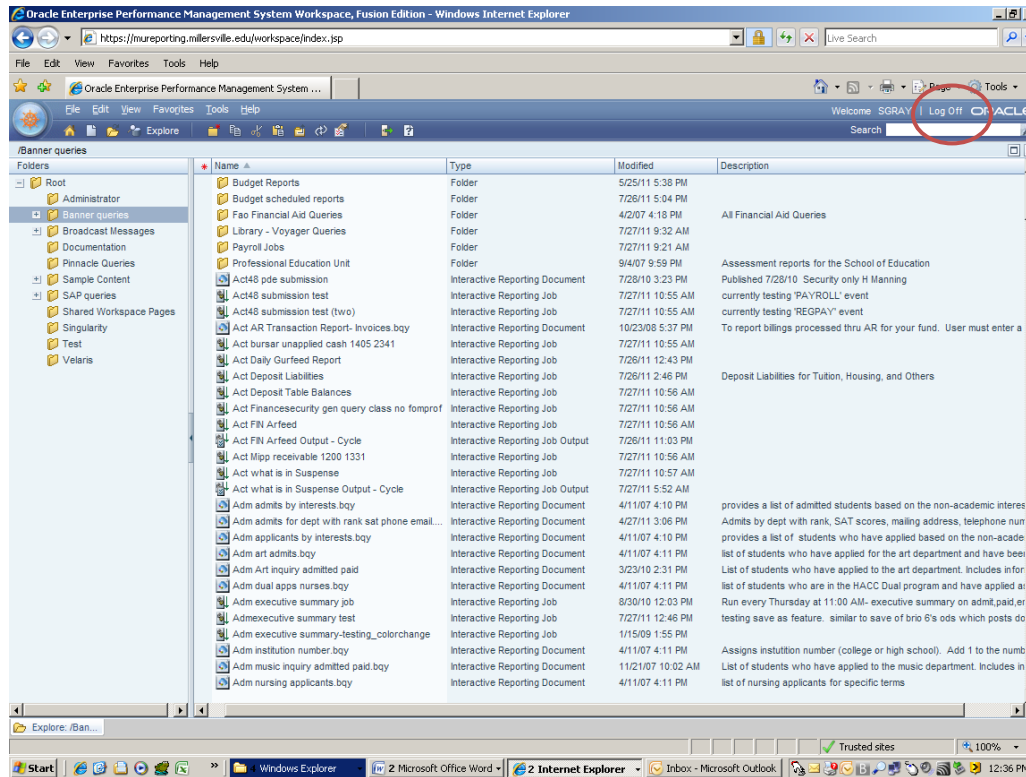
Click the X in top right corner. A box will pop up 'Save Changes?' Click 'No'.



The screenshot shows the Interactive Reporting Web Client interface. A dialog box titled "Interactive Reporting Web Client" is displayed in the center, asking "Save changes?". The "No" button is circled in red. In the top right corner of the browser window, the "X" button to close the window is also circled in red. The background shows a table titled "Majoring in BIOL Department, by Advisor Registered for Term: 201120".

Program	Den	Major	Opt	Min	Current credits	Pr Status			
Maj1-Opt2	BS	BIOL	ANBE		15.0	F			
Maj1-Opt2	BS	BIOL	EBIO	122.0	2.60	4-SR	17.0	F	
Maj1-Opt2	BS	BIOL	MAR	113.0	3.25	4-SR	18.0	F	
Maj1-Opt2	BS	BIOL	ANBE	64.0	3.15	2-SO	17.0	F	
Maj1-Opt2	BS	BIOL	ANBE	121.0	3.89	4-SR	12.0	F	
Maj1-Opt2	BS	BIOL	ANBE	CHEM	108.0	3.52	3-JR	18.0	F
Total						6			

Exiting Hyperion Quickstart



Always close Hyperion Quickstart by clicking 'Log Off' at top right.

What if you need support?

- Call the TAC at ext 2371 (who will direct your call appropriately).