

# OCFS Data Warehouse

## Quick Reference Guide for Cognos PowerPlay/Impromptu

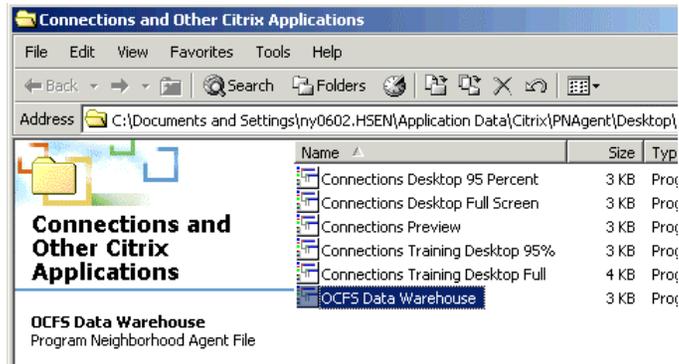
### Logging Into the OCFS Data Warehouse

1. Double-click on the **Connections and Other Citrix Applications** button on your desktop. Contact your LAN Administrator or the NYS Enterprise Help Desk if you do not have this button on your computer's desktop.



Voluntary Agencies: If you do not have the above-mentioned desktop button, you can use the following URL to log into the OCFS Data Warehouse: <https://ocfscitrixwi.ocfs.state.ny.us>

2. Double-click on **OCFS Data Warehouse** from the list of applications. Contact your LAN Administrator or the NYS Enterprise Help Desk if OCFS Data Warehouse is not listed among the applications or you receive an error when you try to login.



3. Read the confidentiality warning, and click **OK**.
4. You should now be at the **Citrix desktop**, which is also known as the OCFS Data Warehouse welcome screen. On the left of the screen are icons for the applications Cognos PowerPlay and Cognos Impromptu, as well as paths to the OCFS Data Warehouse and Training Database. You will also see shortcut folders organized by topic, which contain pre-defined reports.

### Logging Out of the Data Warehouse

1. If PowerPlay or Impromptu is open on your screen, select **File** → **Exit** from the menus at the top of the screen.
2. From the Citrix desktop, click on the **Start** button in the lower left corner. Make sure you're clicking the Start button for the Citrix desktop, not the Start button for your local desktop.
3. Select **Log Off [USERID]**.
4. Click **Yes** when asked: "Are you sure you want to log off?"
5. To end your Citrix session, select **File** → **Close** on the solid blue Citrix Nfuse screen.

### Mapping Your T: Drive

1. From your local desktop, double-click on the **My Computer** icon.
2. Select **Tools** → **Map Network Drive** from the menus at the top of the My Computer screen.
3. Click the drop-down arrow next to the **Drive:** window, and select **T**.
4. Place your cursor in the **Folder:** window, and type in your T: drive path. Make sure it begins with two backslashes, and there is a space between the word "share" and the number that follows the word "share". If you do not have a T: drive path, e-mail Joe Delucia at [joe.delucia@dfa.state.ny.us](mailto:joe.delucia@dfa.state.ny.us).
5. Check the **Reconnect at logon** box, and click on the **Finish** button.
6. If you have mapped your T drive successfully, it will open automatically on your local desktop and display its contents.

### Data Warehouse Passwords

If you have never used the OCFS Data Warehouse, e-mail Joe Delucia to request a password. Your e-mail should include your full name and UserID. Please "cc" your Director or LAN Administrator on the e-mail, as well.

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## Quick Reference Guide for Cognos PowerPlay/Impromptu

### Opening Predefined Impromptu Reports

1. From the Citrix desktop, open a program specific folder (Foster Care, Abuse and Neglect, Out of Home Settings, Adoption, CFSR PIP, Security or Vacancy Control).
2. Double-click on the **Pre-Defined User Reports** folder to open it.
3. Double-click on any Impromptu report (\*.imr) to open it.
4. Click **OK** to the message: “This report is locked by another user or is read only. A copy will be made.”
5. If the **Cognos Common Logon** dialog box displays, enter your NT User ID and **Data Warehouse Password**, and click **Log On**.

### Opening Predefined PowerPlay Reports

1. From the Citrix desktop double-click on the **PowerPlay icon**.
2. Click **Close** on the Cognos PowerPlay Welcome box.
3. Select **File → Open** from the menus at the top of the screen.
4. In the **Choose a Report** dialog box, navigate to:  
OCFS Datawarehouse\DataWarehouse\Pre-defined User Reports
5. Double-click on any folder that contains the word “**PowerPlay**.”
6. Place a check mark in the **Prompt for Cube** box.
7. Select any PowerPlay (.ppr) report from the listing, and click **Open**.
8. Click the drop-down arrow next to the **Connection** window, and select **datawarehouse**.
9. Select the appropriate cube for your report, and click **Open**.
10. If the **Cognos Common Logon** dialog box appears, enter your NT UserID and your **Data Warehouse password**, and click **Log On**.

[You can also open predefined PowerPlay reports directly from the Citrix desktop by opening the **Abuse and Neglect** folder, and double-clicking on any PowerPlay report (\*.ppr). The report will automatically open with the current year’s cube when you use this method.]

### Saving Reports

1. You must save all Data Warehouse files to your T: Drive. To save a report, select **File → Save As** on the menu bar at the top of the screen.
2. In the **Save As** dialog box, navigate to **My Home Drive (T:)**.
3. Type in a title for your report in the **File name** window.
4. Select the file type you want to save from the **Save as type** window:
  - PDF (\*.pdf)
  - Excel (\*.xls)
  - Excel with Format (\*.xls) – Impromptu only
  - Reports (\*.IMR) – Impromptu only
  - PowerPlay Report (\*.ppr) – PowerPlay only
5. Click **Save**.

### Printing Reports

1. Printing should be done from your local computer, so before you can print a report, you must first save it to your T: Drive. [Refer to the instructions on Saving Reports.]
2. Once you have saved a report to your T drive in PDF or Excel format, you can print it from your local computer.
3. Click on the **My Computer** icon on your local desktop to open it.
4. Double-click on your T: drive to view its contents. [If you don’t see the T: drive, refer to the instructions on Mapping Your T: Drive.]
5. Locate the file you want to print, and double-click on it to open it.
6. Select **File → Print** from the menus at the top of the screen.

### Data Warehouse Training Courses

OCFS offers two Data Warehouse training courses – Basic Data Warehouse and Advanced Data Warehouse. The latest training schedule can be found on the “Training Information & Schedule” page of the CONNECTIONS Intranet site: <http://ocfs.state.nyenet/connect>.