

SWIFT Data Warehouse Frequently Asked Questions & Glossary of Terms

This FAQ is organized into the following categories of questions:

- [Access and Security](#) – focus is on how users access the SWIFT Data Warehouse and the security controls that are in place
- [Data](#) – focus is on the information contained in the SWIFT Data Warehouse and how it is maintained and presented
- [General](#) - miscellaneous questions
- [OBIEE](#) - focus is on the SWIFT Data Warehouse query and reporting tool
- [Crystal Reports](#) – focus is on retrieving data from the SWIFT Data Warehouse via Crystal reports.
- [Structure](#) - focus is on the organization and presentation of the SWIFT Data Warehouse itself
- [Training](#) - focus is on SWIFT Data Warehouse training opportunities
- [IA Warehouse](#) - focus is on the State of Minnesota’s legacy data warehouse – *Information Access Warehouse*

Click on the question in the Table of Contents below to be directed to the answer. At the end of the each answer is a link to bring you back to the question in the table of contents.

The [Glossary of Terms](#) is located at the end of this document. You will find links to the glossary throughout the questions and answers below.

Table of Contents

Question	?#
Access and Security – focus is on how users will access the SWIFT Data Warehouse and the security controls that are in place return to top	
How do I access the SWIFT Data Warehouse query and reporting tool, OBIEE?	12
The SWIFT Data Warehouse Access page on the SWIFT Administrative Portal includes three separate links. What are they for?	48

Table of Contents

Question	?#
Access and Security (continued) return to top	
Can I access the SWIFT Data Warehouse over the Internet from home?	13
What are the hours of operation for the SWIFT Data Warehouse?	20
What data do I have clearance to in the SWIFT Data Warehouse?	33
What SWIFT Data Warehouse security roles are required in order to have access to OBIEE?	34
How do I know what security roles I have for the SWIFT Data Warehouse?	51
If I don't have security to the SWIFT Data Warehouse, or to certain data types, how do I request it?	35
What User ID and Password do I use to access the SWIFT Data Warehouse OBIEE query/reporting tool?	36
What if I forget my password?	8
Data - focus is on the information contained in the SWIFT Data Warehouse and how it is maintained and presented return to top	
How often is data loaded from the Source systems (SWIFT and SEMA4) to the SWIFT Data Warehouse?	1
What time of day is the data in the Warehouse refreshed?	9
What are Facts and Dimensions?	11
Are data models available that illustrate the facts and surrounding dimensions for the various OBIEE subject areas?	2
What types of data are planned to be included in the SWIFT Data Warehouse?	3
How can I tell which tables are "financial"?	4
Does data in the SWIFT Data Warehouse dynamically change as updates are entered in SWIFT and SEMA4?	5

Table of Contents

Question	?#
Data (continued) return to top	
Is there a crosswalk of table and column information from the IA Warehouse to the SWIFT Data Warehouse?	7
General - miscellaneous questions return to top	
What tools do I use to access data from the SWIFT Data Warehouse?	57
How do I get help if I have questions?	17
Is information about the SWIFT Data Warehouse available on the Internet?	18
Can I still use Crystal Reports or Microsoft Access to get my data?	23
What query and reporting options are available directly in SWIFT?	27
How can I tell which version of Internet Explorer I'm using?	58
OBIEE – focus is on the SWIFT Data Warehouse query and reporting tool return to top	
In OBIEE, what's an analysis?	29
What's a dashboard?	15
What's the OBIEE Support dashboard?	46
Can a user develop his/her own dashboard?	16
Can I set up a schedule to have my reports run automatically in OBIEE?	19
When will OBIEE reports created by the State Data Warehouse Team become available?	26
What resources are available to show which tables and columns are currently available in the OBIEE subject areas?	6
What should I do if links don't seem to be working or if I'm getting unexpected results when navigating in OBIEE?	24

Table of Contents

Question	?#
<i>OBIEE (continued)</i> return to top	
I've logged into the SWIFT Data Warehouse, but OBIEE does not look right. It appears to be locked up. Also, menu items and page objects appear jumbled and out of place. What's going on? Is there anything I can do to fix this?	56
Can I make and save changes to sample reports as they become available?	28
Can an OBIEE analysis in the SWIFT Data Warehouse include financial and non-financial elements?	47
Where are the objects that I create or have access to in OBIEE stored?	52
How do I find my queries and reports (analyses)?	30
How do I join tables when I'm developing my analyses in OBIEE?	31
Can I include data from more than one subject area in my report?	32
How are the shared folders organized in OBIEE?	41
I've created a chart or graph in OBIEE, and it doesn't show up when I view the results. What's going on?	42
I want to request a change to an OBIEE subject area. Can I do that? How?	43
How can I see what joins have been established behind the scenes in the OBIEE subject areas?	44
My query is running slowly. Is there anything I can do to improve performance time?	45
I created an analysis, viewed the results, and then added more columns. I don't see the new columns when I click the Results tab. Where did the new columns go, and how do I display them in my results?	55
What's the "BI Publisher," and what is the "Reports" option I see references to in OBIEE?	53
How do I switch between the Tutorial Environment and the SWIFT Data Warehouse production environment?	54

Table of Contents

Question	?#
Crystal Reports – focus is on retrieving data from the SWIFT Data Warehouse via Crystal reports return to top	
What software do I need to have installed on my desktop in order to run the SWIFT Data Warehouse (SDW) Crystal reports?	59
How do I find out whether or not I have the required software installed on my desktop?	60
When I run a SWIFT Data Warehouse (SDW) Crystal report, I’m prompted to log in. What user name and password to I use?	61
Where do I find the SWIFT Data Warehouse (SDW) Crystal reports?	62
How do I run the SWIFT Data Warehouse (SDW) Crystal reports?	63
Where can I find more information on what’s required to run the SWIFT Data Warehouse (SDW) Crystal reports?	64
Can I run the SWIFT Data Warehouse (SDW) Crystal reports from any computer?	65
What’s Oracle 11g client software?	66
Can I modify the SDW Crystal reports?	67
When I run a Crystal report, I get a message indicating, “the table does not exist..” Why is this?	68
I don’t get results when I run a SDW Crystal report. What’s going on?	69
Structure –focus is on the organization and presentation of the SWIFT Data Warehouse itself return to top	
How is the SWIFT Data Warehouse organized?	10
What are EPM and OBIEE?	14
Training - focus is on SWIFT Data Warehouse training opportunities return to top	
What OBIEE training is available?	37

Table of Contents

Question	?#
Training (continued) return to top	
How do I access the OBIEE tutorial, <i>Creating Analyses and Dashboards</i>?	38
Are there instructions available for the OBIEE tutorial, <i>Creating Analyses and Dashboards</i>?	39
Do the exercises in the OBIEE tutorial, <i>Creating Analyses and Dashboards</i>, use real State of Minnesota data?	40
Not all of the exercises in the OBIEE tutorial seem to apply to me. Do I have to complete them all?	49
Does my security clearance limit what exercises I can complete in the OBIEE tutorial?	50
How do I switch between the Tutorial Environment and the SWIFT Data Warehouse production environment?	54
IA Warehouse - focus is on the State of Minnesota's legacy data warehouse – <i>Information Access Warehouse</i> return to top	
What happens to the IA (<i>Information Access</i>) Warehouse?	21
How do users access the IA <i>Information Access</i> Warehouse?	22

Answers

?#	Question	Answer
1	How often is data loaded from the Source systems (SWIFT and SEMA4) to the SWIFT Data Warehouse?	Data from SWIFT and SEMA4 is loaded to the SWIFT Data Warehouse in regularly scheduled batches. The timing and frequency of the data loads varies from nightly to biweekly, depending on the type of data. Data from SWIFT is loaded nightly. back
2	Are data models available that illustrate the facts and surrounding dimensions for the various OBIEE subject areas?	As data is organized in the MDW layer of the Warehouse, data models will become available, and will be published on the SWIFT website. back

?#	Question	Answer
3	What types of data are planned to be included in the SWIFT Data Warehouse?	When fully implemented, the SWIFT Data Warehouse will contain three types of data: Human Capital Management - This data comes from SEMA4 and includes Human Resources and Payroll data. Financial - The State of Minnesota's financial records from Fiscal Year 2012 and forward. Financial data includes information from SWIFT and financial payroll records from SEMA4 (i.e. labor distribution, salary projection, position funding.) Supply Chain - The State of Minnesota's procurement records back
4	How can I tell which tables are "financial"?	Any tables that include Chart of Accounts information are considered to be financial in nature. (SWIFT Chart of Accounts items from Fiscal Year 2012 forward are held in the SWIFT Data Warehouse.) back
5	Does data in the SWIFT Data Warehouse dynamically change as updates are entered in SWIFT and SEMA4?	No. Data is loaded from the SWIFT and SEMA4 source systems in nightly batches. Therefore, any data updates made in SWIFT and SEMA4 will be available in the SWIFT Data Warehouse the next day. back
6	What resources are available to show which tables and columns are currently available in the OBIEE subject areas?	Helpful information is available within the OBIEE tool. Select a subject area to see the list of available columns within the subject area. back
7	Is there a crosswalk of table and column information from the IA Warehouse to the SWIFT Data Warehouse?	The business processes and data are different between MAPS and SWIFT. Often there is no clean crosswalk. No crosswalk of tables and columns from the IA Warehouse to the SWIFT Warehouse is planned. back
8	What if I forget my password?	Click the Forgot Your Password? link on the SWIFT Administrative Portal Sign In page. You will be prompted to enter for your User ID, and additional authentication information. Next, a new password will be generated for you. Step-by-step instructions are provided to take you through the process. back

?#	Question	Answer
9	What time of day is the data in the Warehouse refreshed?	Data is refreshed nightly. The precise time varies depending on each evening's batch schedule, but typically, the data load happens around 3:00 am. back
10	How is the SWIFT Data Warehouse organized?	<p>There are three distinct "layers" in the SWIFT Data Warehouse.</p> <p>The OWS (Staging) layer is the "receiving area" where data first comes to the warehouse from the Source Systems (SWIFT and SEMA4) through ETL (extract transform load) programs. Data in the Staging Layer mirrors the tables in the Source Systems (SWIFT & SEMA4). Note: Data for the SWIFT Data Warehouse Crystal reports comes from views which have been written against the Staging layer.</p> <p>Data is moved from the OWS layer through a series of ETLs into the MDW (Multi Dimensional Warehouse) layer. Data in this layer is organized into fact and dimension tables within subject areas for easy report development.</p> <p>The warehouse reporting tool, OBIEE sits on top of the MDW layer. Data that's included in MDW is reportable using OBIEE. back</p>
11	What are Facts and Dimensions ?	Data organized in the SWIFT Data Warehouse MDW layer and reported using the OBIEE reporting tool is comprised of Facts, which are numerical values or measurements, and Dimensions, which provide context to the facts. For example, if a user creates a report displaying pay rate information, the pay rates would represent facts, and information such as the employee name, employee ID, agency, etc., would represent dimensions. back

?#	Question	Answer
12	How do I access the SWIFT Data Warehouse query and reporting tool, OBIEE?	<p data-bbox="729 310 959 338">Follow these steps:</p> <ol data-bbox="777 380 1398 695" style="list-style-type: none"><li data-bbox="777 380 1398 443">1. Log into the SWIFT Administrative Portal: http://portal.swift.state.mn.us<li data-bbox="777 485 1398 548">2. Click <u>SWIFT Data Warehouse Access</u> to find links related to the SWIFT Data Warehouse.<li data-bbox="777 590 1398 695">3. Click:<ol data-bbox="826 632 1398 695" style="list-style-type: none"><li data-bbox="826 632 1398 695">a. <u>Warehouse Reporting</u> to access the State of MN OBIEE production environment. <p data-bbox="1062 743 1089 770" style="text-align: center;">or</p> <ol data-bbox="826 812 1398 940" style="list-style-type: none"><li data-bbox="826 812 1398 940">b. <u>Warehouse Training</u> to access the Oracle OBIEE tutorial, <i>Creating Analyses and Dashboards</i>. See FAQs on Training for more information.
13	Can I access the SWIFT Data Warehouse over the Internet from home?	<p data-bbox="729 1249 1382 1381">As with all applications accessed from the State's Administrative portal, you may only access the SWIFT Data Warehouse from a state-networked computer, or via a secure VPN connection.</p> <p data-bbox="729 1392 789 1419">back</p>

?#	Question	Answer
14	What are EPM and OBIEE ?	<p>EPM – An acronym for <i>Enterprise Performance Management</i> - This is the name of the Data Warehouse software that the State of Minnesota purchased from Oracle. The SWIFT Data Warehouse is often referred to as "EPM." SWIFT Data Warehouse security roles have "EPM" incorporated into their names and descriptions.</p> <p>OBIEE – An acronym for <i>Oracle Business Intelligence Enterprise Edition</i> - This is the name of the query and reporting tool that is used to gather, analyze, and present information from the SWIFT Data Warehouse. OBIEE gives users the ability to query and present data in various formats including tables, graphs, dashboards, etc. This is often referred to as "OBI" (pronounced OH-BEE)</p> <p>back</p>
15	What's a dashboard ?	<p>A dashboard is a customized collection of reports, links, and alerts that appear when a user accesses the OBIEE reporting tool. Dashboards are presented as tabbed sheets, allowing an agency to develop and present several report collections that are accessible from one place. back</p>
16	Can a user develop his/her own dashboard ?	<p>All users have an individual dashboard that they are able to customize for themselves ("My Dashboard"). Users who have been assigned the Dashboard Developer or Agency Administrator role in SWIFT for their agency have the ability to develop and customize dashboards that they can share with others. Only users with the Agency Administrator role can create a dashboard from scratch.</p> <p>back</p>
17	How do I get help if I have questions?	<p>Contact the SWIFT Help Desk at (651)201-8100, Option 7.</p> <p>back</p>

?#	Question	Answer
18	Is there information about the SWIFT Data Warehouse available on the Internet?	Yes. Check the SWIFT Data Warehouse web page often for all the latest information and documentation regarding the SWIFT Data Warehouse: http://www.swift.state.mn.us/swift-data-warehouse In addition, helpful information is linked to on the <i>OBIEE User Support</i> dashboard, which has been initially set as the default dashboard that all users see when they log in to the SWIFT Data Warehouse. back
19	Can I set up a schedule to have my reports run automatically in OBIEE?	SWIFT Data Warehouse users with the Agency Administrator role in SWIFT for their agency will have the ability to establish a schedule. However, the scheduling functionality will not be rolled out immediately. back
20	What are the hours of operation for the SWIFT Data Warehouse?	Generally, the SWIFT Data Warehouse is available from 7:00 am to midnight, Monday through Friday. back
21	What happens to the <i>IA (Information Access) Warehouse</i> ?	The IA (Information Access Warehouse) is available as follows: Financial: MAPS financial data through Fiscal Year 2011 will continue to be available in the IA Warehouse for historical reporting. Note: Financial HCM data, including Labor Distribution, Salary Projection, and Position Funding is no longer being updated in the IA Warehouse. Data for fiscal years prior to Fiscal Year 2012 will continue to be available for historical reporting. All financial HCM data for Fiscal Year 2012 and forward is available in the SWIFT Data Warehouse via OBIEE. Non-financial Human Capital Management - HCM - (SEMA4) data will continue to be updated in the IA Warehouse through June of 2013 . Therefore, agencies can continue to get their non-financial human resources data from the IA Warehouse, until the HCM subject areas become available in OBIEE. back

?#	Question	Answer
22	How do users access the IA Information Access Warehouse?	Users continue to access the IA <i>Information Access</i> Warehouse as they always have, using their IA Warehouse login id and password. back
23	Can I still use Crystal Reports or Microsoft Access to get my data?	<p>A limited number of SWIFT Data Warehouse Crystal reports are available in order to provide agencies access to financial data while development of the OBIEE financial areas continues. (See the Crystal Reports FAQs for more information.)</p> <p>As OBIEE subject areas continue to become available, users are encouraged to use the OBIEE query/reporting tool to retrieve their data.</p> <p>Note: The OBIEE query/reporting tool does not allow access with Crystal Reports or Microsoft Access. back</p>
24	What should I do if links don't seem to be working or if I'm getting unexpected results when navigating in OBIEE?	First, try clearing your browser cache. (Refer to your browser's Help for steps if you don't know how.) Then, try again. If you do not see improvement, contact the SWIFT Help Desk . back
	(See FAQ #56 for a similar question.)	
26	When will OBIEE reports created by the State Data Warehouse Team become available?	As the various subject areas are completed, reports will eventually be developed and released for agency use. Users will find them in the catalog's Statewide Folders. No specific dates have been identified for report completion. back
27	What query and reporting options are available directly in SWIFT?	<p>Many pre-built queries, inquiries, and reports are available directly within SWIFT. A helpful reference guide (<i>Information Reference guide</i>) is available on the SWIFT website that includes:</p> <ul style="list-style-type: none">*Names and descriptions of these reports and inquiries and;*How to navigate to them within SWIFT <p>The guide, along with instructions for running queries, inquiries, and reports, is available on the SWIFT website. URL: http://www.swift.state.mn.us/support-materials back</p>

?#	Question	Answer
28	Can I make and save changes to sample reports as they become available?	Yes. The sample reports that are being developed are meant to provide you a place to begin. You may modify them as you see fit for your own agency use and save them to your own folders. back
29	In OBIEE, what's an analysis ?	In OBIEE, a query or report is referred to as an analysis. An analysis can be presented in many different ways including, various table views, charts, graphs, gauges, etc. Results from an analysis can be saved to a dashboard and also may be exported to other file formats including Excel, PDF, XML, etc. back
30	How do I find my queries and reports (analyses)?	OBIEE provides a presentation catalog that's displayed in a tree structure, much like the folders you access within "My Computer" using Windows software. Within that catalog are personal folders ("My Folders"), which are available only to you, and shared folders, which are available to any user with security access. OBIEE objects (i.e. queries, reports, dashboards, etc.), whether private or shared, are cataloged in these folders for easy access. You may click Catalog in OBIEE's global header at any time to open the presentation catalog. The OBIEE catalog includes search capability to help you find what you're looking for. back
31	How do I join tables when I'm developing my analyses in OBIEE?	This is one of the best advantages of OBIEE. All of the information you'll be reporting on through OBIEE is organized in various subject areas , with all the necessary joins already in place. Users find data by subject area to build analyses. Once a subject area is selected, an expanded catalog of tables and columns from that subject area is presented. The user simply selects the columns to include in his or her analysis. back

?#	Question	Answer
32	Can I include data from more than one subject area in my report?	Sometimes. OBIEE has a feature that allows you to select data from multiple subject areas. However, in order for that to work correctly, the data must also be joined behind the scenes in the OBIEE repository. Before using this feature, please create a ticket with the SWIFT Help Desk to check with the OBIEE support staff to ensure you will receive accurate results. back
33	What data do I have clearance to in the SWIFT Data Warehouse?	The data that you have clearance to in the SWIFT Data Warehouse is aligned with the security roles and permissions that have been established in SWIFT, as well as the permissions that have been granted in SEMA4. back
34	What SWIFT Data Warehouse security roles are required in order to have access to OBIEE?	Users must have one or more of the following “General Warehouse Roles” in order to access the SWIFT Data Warehouse via OBIEE: * Basic Report Developer – Provides access to view, modify, and create reports, as well as access agency folders. * Advanced Report Developer – Provides access to view, modify and create reports, as well as access agency folders. By default, users with this role can also access the “Development” agency subfolder. However, the Agency Administrator can change default folder permissions. * Dashboard Developer – Provides access to view, modify, and create reports, as well as access agency folders. By default, users with this role can also access the “Development” agency subfolder. However, the Agency Administrator can change default folder permissions. In addition, this role can edit and save dashboards. * Agency Administrator – Provides agency users all reporting and dashboarding functionality, as well as the ability to set permissions on folders, reports, and dashboards within an agency. This role will also have access to use the OBIEE scheduling features once they become available. back

?#	Question	Answer
35	If I don't have security to the SWIFT Data Warehouse, or to certain data types, how do I request it?	<p>If you need access to the SWIFT Data Warehouse, specific OBIEE subject areas or data, place your request using the MMB security forms (see the link below).</p> <p>If you need access to specific content within OBIEE, such as folders, reports, or dashboards, contact your agency administrator. Check the OBIEE User Support Dashboard within OBIEE for the current listing of agency administrators within each agency.</p> <p>Information about roles and required forms is found on MMB's Statewide Systems Security page: http://www.mmb.state.mn.us/system/security</p>
36	What User ID and Password do I use to access the SWIFT Data Warehouse OBIEE query/reporting tool?	<p>You access the SWIFT Data Warehouse OBIEE query/reporting tool through the SWIFT Administrative Portal's single sign-on process using the same user id and password that is used to gain access to the State of Minnesota's Employee Self Service system. http://portal.swift.state.mn.us back</p>
37	What OBIEE training is available?	<p>Check out the SWIFT Data Warehouse Training page of the SWIFT website for the current listing of training materials: http://www.swift.state.mn.us/data-training</p> <p>Training for users who will be building reports and queries in OBIEE is delivered with an online tutorial developed by Oracle: <i>Creating Analyses and Dashboards</i>. Users with security clearance to OBIEE access the tutorial via the SWIFT Administrative Portal. Topics covered in the tutorial include: creating a new analysis, adding graphs, working with prompts, developing dashboards, and more. Users may access this tutorial as often as they'd like. The data in the tutorial is sample data from Oracle, and does not represent actual State of Minnesota data.</p> <p>See FAQ #48 for more information on accessing the tutorial. back</p>

?#	Question	Answer
38	How do I access the OBIEE tutorial, <i>Creating Analyses and Dashboards</i> ?	<p>Follow these steps to access the tutorial:</p> <ol style="list-style-type: none"> 1. Log into the SWIFT Administrative Portal from any State-networked computer or via a secure VPN connection. 2. Click on SWIFT Data Warehouse Access. 3. Click on Warehouse Training. This will launch OBIEE in the tutorial environment (a training environment that's completely separate from the SWIFT Data Warehouse production environment.) By default, the <i>Tutorial Dashboard</i> is displayed. 4. Open the Oracle Tutorial Guide from the Tutorial dashboard and follow the instructions to work your way through the exercises. back
39	Are there instructions available for the OBIEE tutorial, <i>Creating Analyses and Dashboards</i> ?	<p>Two sets of instructions are linked to on the <i>Tutorial Dashboard</i>, which opens when you click Warehouse Training from the SWIFT Administrative Portal:</p> <ul style="list-style-type: none"> • Getting Started in the SWIFT Data Warehouse: Using the OBIEE Tutorial: an introductory guide to the tutorial that includes step by steps for launching it plus an overview of the OBIEE interface; USERS SHOULD START BY REVIEWING THIS DOCUMENT. This document is also available on the SWIFT Data Warehouse page of the SWIFT website: http://www.swift.state.mn.us/doc/data-warehouse/getting-started.pdf • Oracle Tutorial Guide: an illustrated 131 page pdf document from Oracle that leads users through the tutorial's exercises. back
40	Do the exercises in the OBIEE tutorial, <i>Creating Analyses and Dashboards</i> , use real State of Minnesota data?	<p>No. The tutorial, provided as a learning guide from Oracle, does not include State of Minnesota data. When you launch the tutorial (from the Warehouse Training link via the SWIFT Administrative Portal,) OBIEE will actually open in a training environment (“tutorial environment”) completely separate from the production system. The tutorial is intended to help you become familiar with the OBIEE reporting tool itself, rather than the data. back</p>

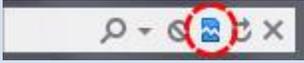
?#	Question	Answer
41	How are the shared folders organized in OBIEE ?	Users will see both Statewide and Agency-Specific folders within the OBIEE Catalog's <i>Shared Folders</i> folder. Statewide folders: These folders hold reports that have been developed and/or shared by the State Data Warehouse Team. These are available for agencies to run or to copy and modify for their own purposes. Agency-Specific folders: These folders, which are only available to users who have agency-specific security permissions, are administered by users from within each agency. Agency subfolders and the content within can be organized, named, and secured however each individual agency sees fit. back
42	I've created a chart or graph in OBIEE , and it doesn't show up when I view the results. What's going on?	There is an issue with some Adobe Flash versions or settings that cause charts to render incorrectly. Please log a ticket with the SWIFT Help Desk . back
43	I want to request a change to an OBIEE subject area . Can I do that? How?	Establish a web ticket with the SWIFT Help Desk by calling 651-201-8100, option 7 Be sure to mention the subject area and the change that you're requesting. Once the warehouse team gets the ticket, we will work with you to see how we can best implement your request. Please note: Because the SWIFT Data Warehouse must meet the needs of many diverse agencies, many considerations play into decisions around Subject Area design. We cannot guarantee that we'll be able to implement the change you request. back

?#	Question	Answer
44	How can I see what joins have been established behind the scenes in the OBIEE subject areas ?	There is no way to know for sure without asking the OBIEE support staff, which starts by logging a ticket with the SWIFT Help Desk . However, there are some ways you can generally get this information. The metadata tooltip provided right within OBIEE when you mouse over a table or column will give descriptions, often about data associations. There is also a metadata dictionary that expands on the tooltip metadata, available by clicking on the “Open Metadata Dictionary” at the top of a subject area’s list of tables and columns. Lastly, there is a subject area-specific documentation sometimes available from the OBIEE Support dashboard. You can view the OBIEE Support dashboard by clicking on the Dashboards dropdown menu within OBIEE and selecting it from the list of <code>_Statewide</code> dashboards. back
45	My query is running slowly. Is there anything I can do to improve performance time?	Query filters are often the culprit (and the solution!) Sometimes you may need more filters so the query isn’t requesting too much data and sometimes the filters are written in such a way that they are slowing down the query. Try different combinations to see if you can discover what is contributing to the slow performance. If you still have issues with specific queries, the best thing to do is log a ticket with the SWIFT Help Desk so the support team can enhance performance for your type of analysis when possible. Be sure to save the query within an OBIEE folder so the issue can be recreated. Also, be sure to provide the specific date (and time, if possible) that you ran the query so the query logs can be captured and reviewed by the support team. back
46	What’s the OBIEE Support dashboard ?	The <i>OBIEE Support</i> dashboard has been initially set as the default dashboard within the OBIEE production environment for all users of the SWIFT Data Warehouse. This dashboard, also known as the “Welcome Dashboard,” is the first thing users will see after they click Warehouse Reporting from the SWIFT Administrative Portal. It includes links to information about OBIEE and the State production environment. Users may access the <i>Agency Support</i> dashboard at any time by clicking the Dashboards dropdown menu and then OBIEE Support . back

?#	Question	Answer
47	Can an OBIEE analysis in the SWIFT Data Warehouse include financial and non-financial elements?	The OBIEE subject area that's chosen determines which tables and columns can be included in the analysis. Some subject areas will include both financial and non-financial tables (i.e. Labor Distribution). back
48	The SWIFT Data Warehouse Access page on the SWIFT Administrative Portal includes three separate links. What are they for?	The Warehouse Reporting link launches the OBIEE query/reporting tool in the SWIFT Data Warehouse <i>production environment</i> , providing access to actual State of Minnesota data. The Warehouse Training link launches the OBIEE query/reporting tool in the <i>tutorial environment</i> , where you'll be able to learn new skills and practice using Oracle's self-guided tutorial, <i>Creating Analyses and Dashboards</i> . No actual State of Minnesota data is present in the tutorial environment. See FAQs on Training for more information. The Manage Password link opens a page that allows you to establish or change the password that's required to access the SWIFT Data Warehouse via ODBC connections (i.e. Crystal reports). Please note: This password is ONLY for accessing the SWIFT Data Warehouse via ODBC connections and does not impact your clearance to OBIEE, which is accessed via the SWIFT Administrative Portal using your single sign-on user id and password. back
49	Not all of the exercises in the OBIEE tutorial seem to apply to me. Do I have to complete them all?	There is no requirement to complete all the exercises in the tutorial. You may find that the tutorial takes you into topics that you are not interested in learning. Feel free to pick and choose. A document is available on the Tutorial Dashboard (available only in the tutorial environment) that makes recommendations for tutorial topics/exercises based on individual user roles: Tutorial Topic Recommendations . You may use that document to help you decide which exercises are most relevant to the work you will be doing. Keep in mind that some of the exercises in the tutorial do build on work you create in earlier exercises. back

?#	Question	Answer
50	Does my security clearance limit what exercises I can complete in the OBIEE tutorial?	The security clearance that you have in the tutorial environment is not restricted to the security clearance you have in the production environment. You may have permissions in the tutorial environment that you do not have in the production environment. back
51	How do I know what security roles I have for the SWIFT Data Warehouse?	Information about your security roles is available to you from within OBIEE. Sign in to the SWIFT Data Warehouse and follow these steps: <ol style="list-style-type: none"><li data-bbox="777 701 1414 764">1. Click on your name in the upper right hand corner in the Signed in As area.<li data-bbox="777 772 1065 800">2. Click on <u>My Account</u><li data-bbox="777 808 1354 869">3. Click on the Roles and Groups tab to see the roles that have been assigned to you.
52	Where are the objects that I create or have access to in OBIEE stored?	Objects such as analyses, dashboards, etc. are stored in OBIEE's presentation catalog . Click <u>Catalog</u> in the global header at any time to access the presentation catalog. Within the catalog, access your personal folders ("My Folders") and any shared folders that are available to you depending on your security clearance. back
53	What's the "BI Publisher," and what is the "Reports" option I see references to in OBIEE?	Oracle also offers functionality it calls "Reports." These are very formal reports that an Oracle tool called BI Publisher creates. This functionality is not available at this time in the SWIFT Data Warehouse. back

?#	Question	Answer
54	How do I switch between the Tutorial Environment and the SWIFT Data Warehouse production environment?	<p>If you are currently accessing OBIEE in either the tutorial environment or the production environment and wish to access the other, simply sign out of OBIEE, and then return to the SWIFT Administrative Portal, click SWIFT Data Warehouse Access, and select the other environment.</p> <p>The SWIFT Administrative Portal's SWIFT Data Access page offers the following links to access OBIEE:</p> <ul style="list-style-type: none">• Warehouse Training – opens OBIEE in a training environment for access to the Oracle Tutorial (no actual State data)• Warehouse Reporting - opens OBIEE in the production environment for access to the SWIFT Data Warehouse (where you will find actual State data) back
55	I created an analysis, viewed the results, and then added more columns. I don't see the new columns when I click the Results tab. Where did the new columns go, and how do I display them in my results?	<p>If you add columns after reviewing the analysis on the Results page, OBIEE moves those additional columns to an area called "Excluded" in the OBIEE Layout pane. Follow these steps to find the columns and ensure they show up in the results of your analysis:</p> <ol style="list-style-type: none">1. View your analysis on the Results page (Results tab).2. Click the pencil icon  on the Table view bar to open the OBIEE Layout pane. The "Excluded" area appears at the bottom of the pane.3. Drag and drop the desired columns from the "Excluded" area to the desired location in the "Columns and Measures" area.4. Click Done.5. Click Save. <p>back</p>

?# Question	Answer
<p>56 I've logged into the SWIFT Data Warehouse, but OBIEE does not look right. It appears to be locked up. Also, menu items and page objects appear jumbled and out of place. What's going on? Is there anything I can do to fix this?</p> <p>(See FAQ #24 for a similar question.)</p>	<p>You may experience this problem if you are using Internet Explorer version 9. (See FAQ # 58 to help determine which version you are using.) While OBIEE was designed for an earlier version of the browser, you can still work in OBIEE using Internet Explorer version 9:</p> <p>If Internet Explorer recognizes that the OBIEE webpage is not compatible, you'll see the <i>Compatibility View</i> button on the browser's Address bar: </p> <p>Click the button to enable Compatibility View, which will allow OBIEE to display as if you were viewing it in a previous version of Internet Explorer. This usually corrects the display problem.</p> <p>You will not need to click the button for OBIEE after you've done it once. The next time you log in, Internet Explorer 9 will automatically show it in Compatibility View.</p> <p>If this does not clear up the problem, please contact the SWIFT Help Desk. back</p>
<p>57 What tools do I use to access data from the SWIFT Data Warehouse?</p>	<p>The long-term plan is to provide access to SWIFT financial data as well as financial and non-financial HCM (SEMA4) data via the SWIFT Data Warehouse query/reporting tool, OBIEE (Oracle Business Intelligence Enterprise Edition). As OBIEE subject areas are released, users may create queries and reports against those subject areas using OBIEE, which is accessed via the SWIFT Administrative Portal.</p> <p>While development continues on the SWIFT financial subject areas in OBIEE, users with the correct security clearance may access SWIFT financial data through a series of Crystal reports that have been developed. These Crystal reports, along with supporting documentation are available via the SWIFT website: http://www.swift.state.mn.us/sdw-crystal-reports</p> <p>back</p>

?#	Question	Answer
58	How can I tell which version of Internet Explorer I'm using?	Follow these steps: <ol style="list-style-type: none"><li data-bbox="777 344 1045 371">1. Open the browser.<li data-bbox="777 380 1247 407">2. Click the <u>Help</u> link on the menu bar.<li data-bbox="777 415 1357 478">3. Select <u>About Internet Explorer</u> from the drop down menu. A pop-up window opens displaying information about the version you are using. back
59	What software do I need to have installed on my desktop in order to run the SWIFT Data Warehouse (SDW) Crystal reports?	The following software must be installed on any computer used to access the SDW Crystal reports: <ul style="list-style-type: none"><li data-bbox="777 701 1133 728">• Oracle 11g client software<li data-bbox="777 737 1256 764">• Crystal Reports version 8.5 or higher Documentation on software and other requirements is available on the SWIFT website: http://www.swift.state.mn.us/crystal-support
60	How do I find out whether or not I have the required software installed on my desktop?	back Check with your technical support staff to verify you have the correct software installed, as indicated in FAQ #59 . If you still have questions, please contact the SWIFT Help Desk . back
61	When I run a SWIFT Data Warehouse (SDW) Crystal report, I'm prompted to log in. What user name and password to I use?	Use the same user name you use to access the Employee Self Service application. Use the password that you established for running these reports on the Manage Password page on the SWIFT Administrative Portal. (path: From the SWIFT Administrative Portal's Enterprise Menu, click SWIFT Data Warehouse Access . Then click Manage Password .) Remember: The password you establish on the Manage Password page of the SWIFT Administrative Portal is used <i>only</i> for this purpose, and does not have any impact on how you access the OBIEE query/reporting tool, which is accessed via the SWIFT Administrative Portal. back

?#	Question	Answer
62	Where do I find the SWIFT Data Warehouse (SDW) Crystal reports?	<p>The available SDW Crystal reports are accessible via the SWIFT website. Follow this path:</p> <ul style="list-style-type: none">• www.swift.state.mn.us<ul style="list-style-type: none">○ Click <u>SWIFT Data Warehouse</u> (left-side menu)○ Click <u>SDW Crystal Reports</u> (right-side menu) to open the <i>SWIFT Data Warehouse (SDW) Crystal Reports</i> page. <p>All of the available SDW Crystal reports are listed, along with descriptions. back</p>
63	How do I run the SWIFT Data Warehouse (SDW) Crystal reports?	<p>Follow these steps:</p> <ol style="list-style-type: none">1. Navigate to the <i>SWIFT Data Warehouse Crystal Reports</i> page on the SWIFT website: http://www.swift.state.mn.us/sdw-crystal-reports2. Scroll to find the report you'd like to run.3. Double-click the report name to run the report.4. Enter any necessary parameters and your user name and password when prompted. <p>back</p>

?#	Question	Answer
64	Where can I find more information on what's required to run the SWIFT Data Warehouse (SDW) Crystal reports?	<p>Complete documentation is available on the SWIFT website: http://www.swift.state.mn.us/crystal-support</p> <ul style="list-style-type: none">• <i>SWIFT Data Warehouse Crystal Reports – Prerequisites and Step by Steps</i> – This document is a great starting point, providing comprehensive introductory information regarding the SDW reports.• <i>Crystal Reports Parameters</i> – a guide to narrowing down your search with Crystal reports parameters• <i>Oracle 11g Installation Guide</i> – intended for agency technical staff - includes information on how to obtain and install the required Oracle 11g client software.• <i>Oracle 11g Hot Fix Installation Guide</i> – intended for agency technical staff - includes information on how to obtain and install the Oracle 11g Hot Fix if necessary.• <i>TNSNames File Update Instructions</i> – intended for agency technical staff - includes information for ensuring TNSNames files point to the correct firewall port. back
65	Can I run the SWIFT Data Warehouse (SDW) Crystal reports from any computer?	<p>You may only access the SDW Crystal reports from a state-networked computer or via a secure VPN connection. back</p>
66	What's Oracle 11g client software?	<p>Oracle 11g software enables your computer to connect to the SWIFT Data Warehouse and retrieve data using ODBC (Open DataBase Connectivity) connections (i.e. via Crystal reports).</p> <p>The installation program ensures that all required connection programs (ODBC connections and TNS Names entries) are installed on your computer. This software must be installed on each desktop being used to access the SWIFT Data Warehouse via ODBC connections. back</p>

?#	Question	Answer
67	Can I modify the SDW Crystal reports?	Yes. Feel free to select a Crystal report from the list, save it locally, and modify it to meet your agency's needs. back
68	When I run a Crystal report, I get a message indicating, "the table does not exist.." Why is this?	Most likely, you do not have the appropriate security clearance required to run this report. Check with your agency security administrator if you have questions about your security roles and permissions. back
69	I don't get results when I run a SDW Crystal report. What's going on?	Perhaps you entered invalid selection criteria (report parameters). Verify that you entered the parameters correctly. For more information on Crystal report parameters, refer to the Crystal Reports Parameters document on the SWIFT website. It could also be that you do not have the correct security clearance. Check with your agency security administrator to determine whether you have the correct security clearance. back

[SWIFT Data Warehouse Glossary of Terms](#)

Analysis – An OBIEE term for a query against the warehouse data that provides answers to business questions. Analyses allow you to explore and interact with information by visually presenting data in easy-to-understand formats (i.e. tables and graphs.) Analyses are often referred to generically as reports or queries. [table of contents](#)

Column – A piece of data presented in the data warehouse as a field. [table of contents](#)

Content Area – another name for [Subject Area](#) [table of contents](#)

Dashboard – A customized collection of reports, links, and alerts that appear by default when a user accesses the OBIEE reporting tool. Dashboards are presented as tabbed sheets, allowing an agency to develop and present several dashboards that are accessible from one place. [table of contents](#)

Dimension – A data element that provides the means to “slice and dice” data in a data warehouse. For example, if a user creates a report displaying Pay Rate information, fields such as Employee Name, Employee ID, and Agency would be dimensions used to provide context and meaning to the analysis. [table of contents](#)

Extract - A data warehouse extract (aka "system-to-system extract") is a procedure through which an agency connects to the SWIFT Data Warehouse to pull data directly into their own agency system(s). [table of contents](#)

ETL – Extract Transform Load program; data moves from the Source applications (SEMA4 and SWIFT) to the SWIFT Data Warehouse and between layers in the warehouse behind the scenes through ETL programs. [table of contents](#)

EPM - An acronym for *Enterprise Performance Management* - This is the name of the Data Warehouse software that the State of Minnesota purchased from Oracle. The SWIFT Data Warehouse is often referred to as "EPM." [table of contents](#)

Fact – A data element that is typically the focus of the analysis; It is usually a numerical value or a measure. In an analysis, dimension(s) are often used to provide context and meaning to the facts. For example, if a user creates an analysis displaying pay rate information, Pay Rate would be the fact, and fields such as Employee Name, Employee ID, and Agency would be the associated dimensions. [table of contents](#)

FSCM (Financial/Supply Chain Management) – A group of data (*data mart*) within the SWIFT Data Warehouse that holds financial and supply chain (procurement) data from SWIFT. [table of contents](#)

Global Header - The menu area always displayed at the top of the OBIEE interface allowing you to easily access the functionality provided by OBIEE. [table of contents](#)

HCM (Human Capital Management) – A group of data (*data mart*) within the SWIFT Data Warehouse that holds workforce and compensation data from SEMA4. HCM data includes both financial and non-financial elements. [table of contents](#)

MDW Layer - One of three levels within the structure of the SWIFT Data Warehouse; also known as the Multi Dimensional Warehouse layer. Data in this layer is organized into fact and dimension tables, with each fact typically representing a single business process, and dimensions providing detail and context around the fact. The warehouse reporting tool, [OBIEE](#) sits on top of the MDW layer. Data linking has been established for users so reporting is typically very simple. All data that's included in MDW is reportable using OBIEE. [table of contents](#)

Metadata – Information about the data contained in the data warehouse. Metadata about a column within a Subject Area folder is provided when a user hovers the mouse pointer over the column name. Additionally, a metadata dictionary is available within OBIEE. Click the “Open Metadata Dictionary” button at the top of the tables and columns list within a subject area to access the dictionary. [table of contents](#)

My Folders – The area within the OBIEE Catalog where individual users save the work they create within OBIEE. Content saved in My Folders is only accessible to the individual user. [table of contents](#)

My Dashboard – Each user’s personal dashboard. All OBIEE users will have their own dashboard which they will be able to customize as they see fit. Note: Only users with the “Dashboard Developer” or “Agency Administrator” role can create dashboards to share with others. [table of contents](#)

OBIEE (aka OBI) - An acronym for *Oracle Business Intelligence Enterprise Edition* - This is the name of the reporting tool that is used to gather, analyze, and present data in the SWIFT Data Warehouse. OBIEE gives users the ability to query and present data in various formats including tables, graphs, dashboards, etc. This is often referred to as “OBI.” [table of contents](#)

OBIEE Support Dashboard - Also known as the SWIFT Data Warehouse Welcome Dashboard, the OBIEE Support dashboard is the first thing users will see after they click **Warehouse Reporting** from the SWIFT Administrative Portal to launch OBIEE in the production environment. It provides links to information about OBIEE. [table of contents](#)

OBIEE Repository – Metadata layer between the warehouse and the user that defines table relationships (joins) and subject area content. The repository determines the content and presentation of the subject area. (i.e., which folders and columns are included in the subject area, and how they are named and organized, etc.) [table of contents](#)

ODBC – Open DataBase Connectivity – Allows interaction between applications using a common set of communication protocols. ODBC connections are required in order to run the SWIFT Data Warehouse Crystal reports that are accessible via the SWIFT Data Warehouse web page. [table of contents](#)

OWS (Staging) Layer – One of three levels within the structure of the SWIFT Data Warehouse. The OWS (Staging) layer is the "receiving area" where data first comes to the warehouse from the source systems (SWIFT and SEMA4) through [ETL](#) (extract transform load) programs. Data in the Staging layer mirrors the tables in the source systems (SWIFT & SEMA4). This data, comprised of thousands of tables, is moved to the SWIFT Data Warehouse to the [MDW Layer](#), where it is organized into fact and dimension tables. [table of contents](#)

Presentation Catalog – Stores the folders, reports, and dashboards; as well as which security privileges have been assigned to the various catalog roles – e.g. EPM_G10_BASIC_RPT_DEVELOPER (as described on the EPM Role Description document on the MMB security webpage). [table of contents](#)

Report – See "[Analysis](#)."

Security – There are many pieces that determine a user's security privileges. The primary security components that work together to determine the data that a user will have access to are: Role, Row-Level, and Statewide.

- **Role** – A type of permission that is established in SWIFT and/or SEMA4 that determines the "areas of data" that a user has access to. The SWIFT Data Warehouse picks up the applicable roles from SWIFT/SEMA4 for each user.
 - **Data Roles** – These roles determine which OBIEE subject areas and columns within those subject areas a user can see. Data roles are categorized into two groups:
 - HCM Roles – The SEMA4-related roles as listed on the Security Access Form
 - FSCM Roles – The SWIFT INQUIRY roles that are associated with each module
 - **Catalog/Warehouse Roles** – These roles determine the type of work that a user can perform in the SWIFT Data Warehouse Reporting tool and which folders, dashboards, and reports the user has access to. There are four categories of these roles:
 - Basic Report Developer
 - Advanced Report Developer
 - Dashboard Developer
 - Agency Administrator
- **Row-Level** – Determines the record set that a user has access to. For example, a user may only be able to return records for their own agency, while some users may be able to return records across multiple agencies.
 - **SEMA4 Data** – (Department) - determines the specific employees that a user has permission to see
 - **FSCM** – (Business Unit) – determines the specific business units for which a user can view financial and supply chain data
- **Statewide** – The word "statewide" has two different meanings as it relates to security in the SWIFT Data Warehouse:
 - **User privileges** - You have row-level security to all records (HCM and/or FSCM depending on your privileges). For example, a user with Statewide HCM access will have

access to all employee records when they build a query, regardless of what department those employees are in.

- **OBIEE Subject Area specific** - An OBIEE subject area can be considered Statewide, which means that regardless of whether you have statewide row-level security privileges, you will get all records. Note: You will get private data only for those employees whom you have row-level security to see. For example, in the Labor Distribution subject area, if you query person data with labor distribution, you will see all labor distribution for all employees in the state. However, private data columns like gender, birth date, etc. will be masked with “***” on the employee records that you do not have access to as determined by your row-level security. [table of contents](#)

Subject Area – (a.k.a. Content Area) An area within OBIEE that contains related folders and columns (fields); data in the SWIFT Data Warehouse is organized into Subject Areas wherein all the necessary joins have been predetermined. Every analysis will be based on data contained and presented in a Subject Area. When you create a new analysis, you first select the Subject Area that contains the data you want to work with. Subject Areas are given names that describe the information contained within. [table of contents](#)

Statewide Folder in OBIEE (“_Statewide”) Available within the OBIEE Catalog, the Statewide Folder includes content that is available to all agency users with appropriate permissions. [table of contents](#)

Supply Chain – Refers to SWIFT procurement data. [table of contents](#)