

Release Notes

Below is a summary of the RF BI Service Requests that are in the most recent release for the RF Report Center. This release moved into the production environment on or before Saturday, January 6th, 2018.

Category	Description	Service Request Numbers
Enhancement	<p>New Subject Area: Post Award Management – Transaction Controls has been created to provide the ability to query to show when a project has transaction controls and when a task has transaction controls.</p> <p>As part of the enhancement, the information will be added to the RFAIR and PI dashboard in the Award Information Inquiry as its own portlet. This information will provide the budget restrictions based upon the grant of what is allowed or not allowed to be expended by category or type.</p> <p>Note: OBIEE Responsibilities that allow users permission to access:</p> <ul style="list-style-type: none"> • OBIEE Reporting with HR • OBIEE Reporting no HR • OBIEE Reporting HR with Benefits • OBIEE RF Activity Interface Dashboard • OBIEE - CO Super User 	328074
Maintenance	Development team has added a 'runtime' condition to the incremental ETL process flows that will send out a notification to the BI team if the process flow runs longer than expected.	343706
BUG	<p>Subject Area: Human Resources – Operational Data Store: Primary Addresses were not populating all employees. This issue has been corrected.</p> <p>Note: A new folder “Unclassified Address” has been added as part of the solution to identify active address types that are blank for employees.</p>	348595
BUG	Subject Area: Human Resources - Labor Distributions: Labor schedules were incorrectly appearing that were not on employees records. This issue has been corrected.	348596
Enhancement	Subject Area: Human Resources – Operational Data Store: New data element “Overpayment Reason” added in folder Human Resources Detail.	349197
BUG	Subject Area: Grants Snapshot - Fact: ATD Cash Applied was returning zero dollars for the Month of November. This issue was corrected on December 14, 2017.	350550
BUG	Subject Area: Usage Tracking was not returning data after October 2017. Issue was corrected on December 15, 2017.	350581

If you have any questions in regards to the above-listed release notes, please contact the Data Services team by sending an email to rfreportcenter@rfsuny.org

Future Releases to RF Report Center

Visit the [RF Report Center page](#) on myRF to obtain the most current release schedule and Report Center information and resources.

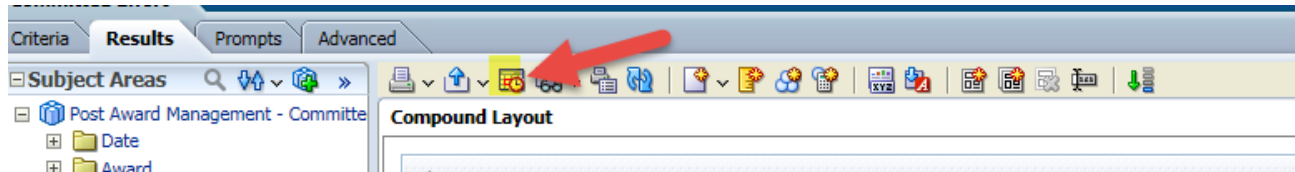
Thank you for your continued support as we continue to enhance the RF Report Center to provide a robust analytical tool for the user community.

Report Center Tip and Tricks

Scheduling a Report to run automatically

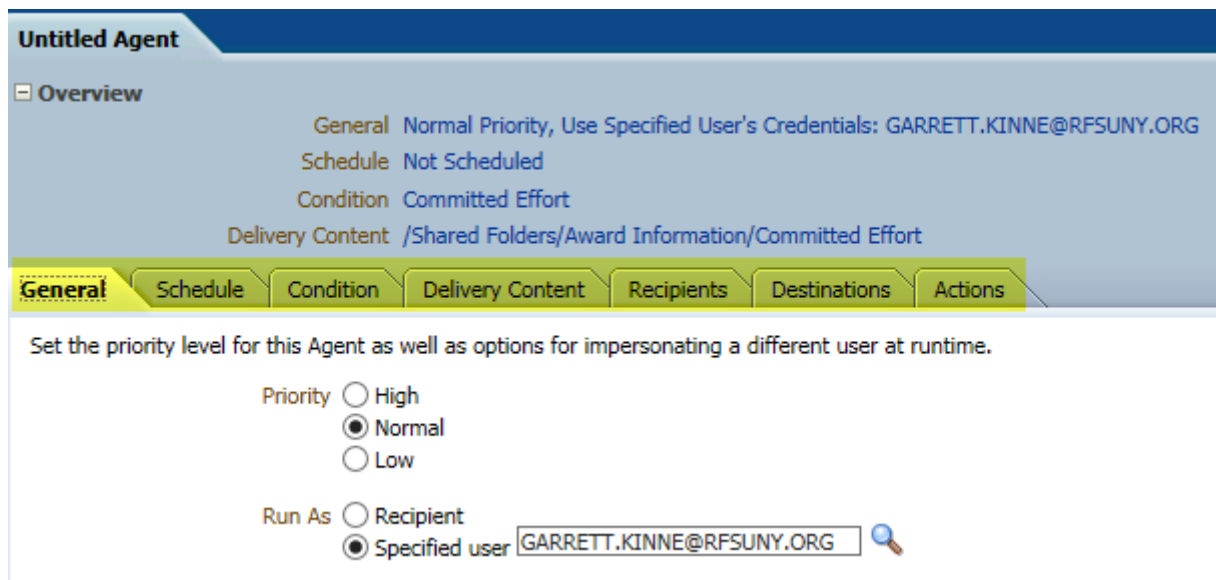
Have you ever had to the need to automatically run a report from Report Center without having to log in? Here is a step by step on how to create an agent to run a report automatically. This is useful for monthly and yearly reports.

1. Open the report you want to schedule and click on the schedule icon:



Note: you will get message to leave page

2. Set the specifics by completing the seven tabs (we will cover the 3 that always require modification):



3. Pay special attention to the Schedule tab: In this example we set the report agent to run the first Monday of every month starting at 8 a.m. If for some reason the availability of report center is delayed, the agent will run 2 more times, once as 8:30 and again at 9.

Overview

General Normal Priority, Use Specified User's Credentials: GARRETT.KINNE@RFSUNY.ORG
 Schedule Not Scheduled
 Condition Committed Effort
 Delivery Content /Shared Folders/Award Information/Committed Effort

General **Schedule** Condition Delivery Content Recipients Destinations Actions

When do you want the Agent to be scheduled to run?

Enabled

Frequency Monthly

On first Day 1 Monday Of January February March
 April May June
 July August September
 October November December

Start 02/05/2018 08:00:00 AM Default

Re-run Agent Every 30 Minutes

Until 09:00:00 AM Default

End No end date Select end date 01/08/2018

4. Delivery Content- note you have options on how the report results are delivered. For this example we set format to Excel and to deliver in email format as an attachment.

General Schedule Condition **Delivery Content** Recipients Destinations Actions

Specify the content to deliver with the Agent

Subject 1st Monday Report

Content Condition Analysis Browse... Customize... Clear
 /Shared Folders/Award Information/Committed Effort

Format Excel 2007+

Delivery Deliver results directly Deliver as attachment

Attachment Note

If Condition is False Deliver this message

5. Add recipients including yourself simply by clicking the green + with email icon and adding email addresses.

Overview

General Normal Priority, Use Specified User's Credentials: GARRETT.KINNE@RFSUNY.ORG
Schedule Start on 2018-01-08 13:45:00 Recur daily
Condition Committed Effort
Delivery Content /Shared Folders/Award Information/Committed Effort

General Schedule Condition Delivery Content **Recipients** Destinations Actions

Direct Agent Recipients
Specify who will receive this Agent.

Select Recipients
Show All

Name
GARRETT.KINNE@RFSUNY.ORG
garrett.kinne@rfsuny.org

Use Analysis
 Get Recipients from the Analysis Used in the Agent Condition
Analysis Committed Effort

Publish for Subscription
Enable this Agent to be published and determine which users can subscribe to this Agent.
 Publish Agent for subscription Allow subscribers to customize Agent

6. Remember to save your agent by clicking save icon in upper right corner:

Search All [dropdown] [play] Advanced Administration Help [dropdown] Sign Out [refresh]

Catalog Favorites [dropdown] Dashboards [dropdown] New [dropdown] Open [dropdown] Signed In As GARRETT.KINNE@RFSUNY.ORG [dropdown]

Delivers Agent [refresh] [home] [print] [save] [help]

7. Once saved you can click the “Run Agent Now” icon to test your agent immediately:

Delivers Agent [refresh] [run agent now] [save] [print] [close] [help]