

Caltech | Data Warehouse

OBI News

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Labor Distribution Reports Now Available!

The first three Labor Distribution (LD) reports are now available in OBI.

- LD Query (Export)
- LD Schedule Lines
- LD That May Hit Suspense

The reports are linked within the *Report Listing* on the **LD** tab. Just like in Cognos, however, you must have Labor Distribution access in Oracle.

Most new OBI reports have more than one *version* included within the report, including a version that matches the report in Cognos.

You may see differences in the pay period results between Cognos and OBI. Before you run a new report, please see the Quick Guide [LD: Before You Start](#).

Additional reports will be added in the coming weeks. Check the **New** tab in the *Report Listing* for the latest updates.

New Training Sessions Added

All training sessions are listed on the [IMSS Website](#). Training is offered remotely via Zoom. Please see the website for Zoom Training best practices.

NEW! Labor Distribution

Part I

- Tuesday, 11/17, 10:00 am - 11:00 am
- Wednesday, 12/2, 10:00 am - 11:00 am
- Tuesday, 12/8, 9:00 am - 10:00 am

Part II

- Friday, 11/20, 9:00 am - 10:00 am
- Friday, 12/4, 10:00 am - 11:00 am
- Thursday, 12/10 3:00 pm - 4:00 pm

OBI Introduction

- Monday, 11/16, 10:00 am - 11:00 am
- Monday, 11/30, 10:00 am - 11:00 am
- Monday, 12/7, 2:00 pm - 3:00 pm

Costs and Commitments

- Thursday, 11/19 9:00 am - 10:00 am
- Tuesday, 12/1, 1:30 pm - 2:30 pm
- Wednesday, 12/9, 9:00 am - 10:00 am

Summaries and Award Installments

- Wednesday, 11/18, 10:00 am - 11:00 am
- Thursday, 12/3, 2:00 pm - 3:00 pm
- Friday, 12/11, 10:00 am - 11:00 am

Virtual Office Hours

- Wednesday, 11/18, 1:00 pm – 2:00 pm
- Thursday, 12/3, 9:00 am – 10:00 am

- Wednesday, 12/9, 1:30 pm – 2:30 pm

OBI Resources and Tips

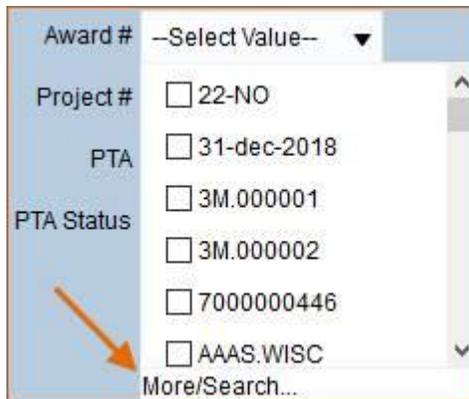
The IMSS Website offers users guides on everything from data logic to customizing a report.

In addition, the *Report Listing* and each report in OBI have a **Help** tab that provides links relevant to the data warehouse and reports.

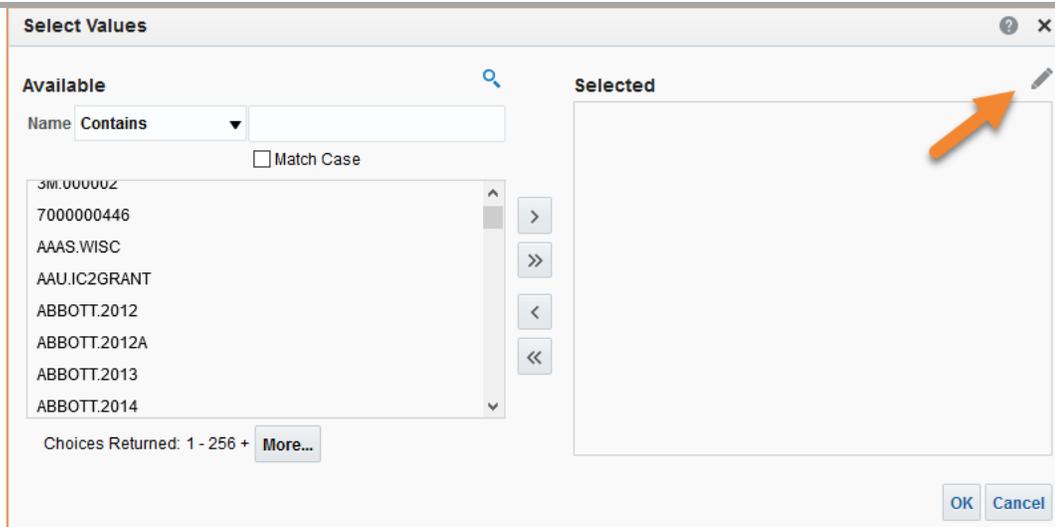
Tip of the Day!

All report parameters allow users to paste in several values at once. For example, you can copy a list of awards from Excel, Word, etc. and paste them into the *Select Values* search box.

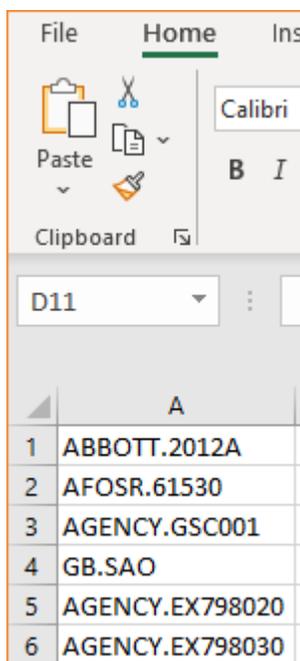
- Select *More/Search* at the bottom of the list.



- When the search form opens, click on the pencil in the upper righthand corner.



- This will open another form where you can paste the values that you copied from Excel, Word, etc.



NOTE: Values pasted in will not be validated against the data. Therefore, what you paste must be exact, e.g., no extra spaces, proper case of the values, etc.

Do you have a question or would like to unsubscribe?
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