

**Adding a Dashboard Prompted Link**  
**Created on 7/13/2012 2:04:00 PM**



## Table of Contents

**Adding a Dashboard Prompted Link..... 1**



## Adding a Dashboard Prompted Link

### Overview

#### Understanding the OBI 11g Prompted Link.

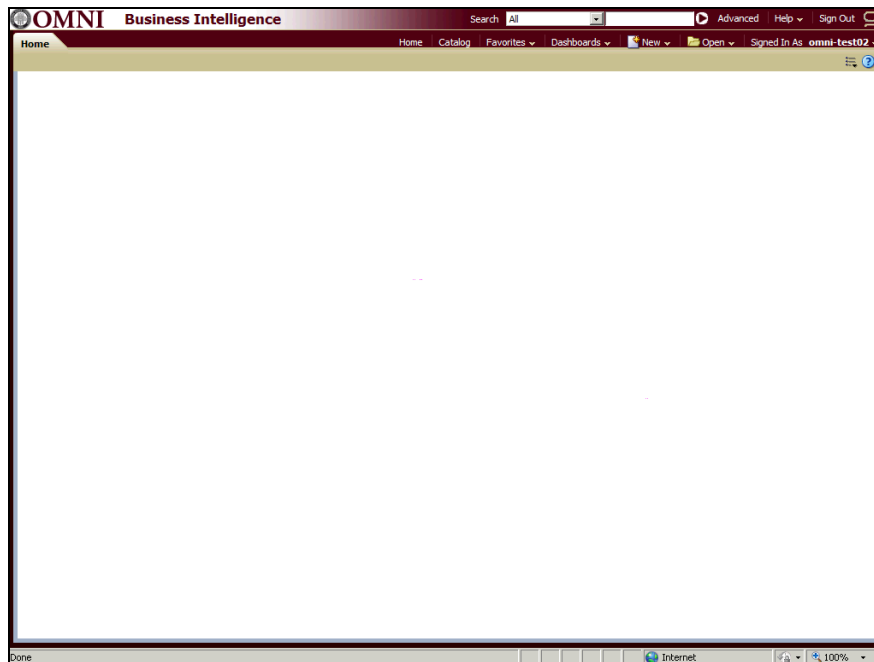
OBI 11g allows users to share prompted links. Prompted links give you the ability to have the dashboard go to a URL and at the same time passes the saved or defaulted prompted values in the URL. This link can be emailed or used in troubleshooting.


In this tutorial, you will learn how to create a Prompted Link in OBI Dashboard.

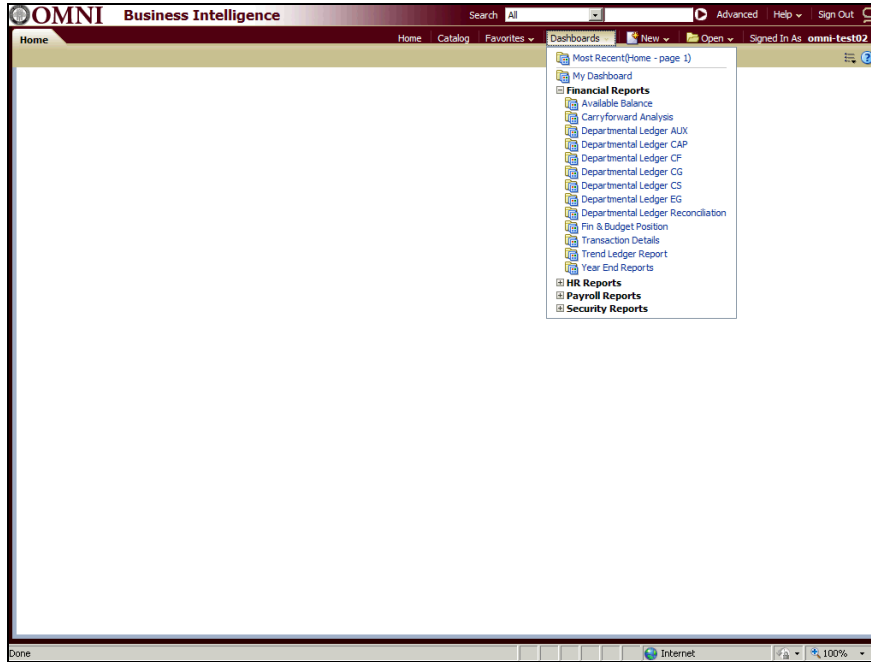
### Procedure

#### Scenario & Key Information

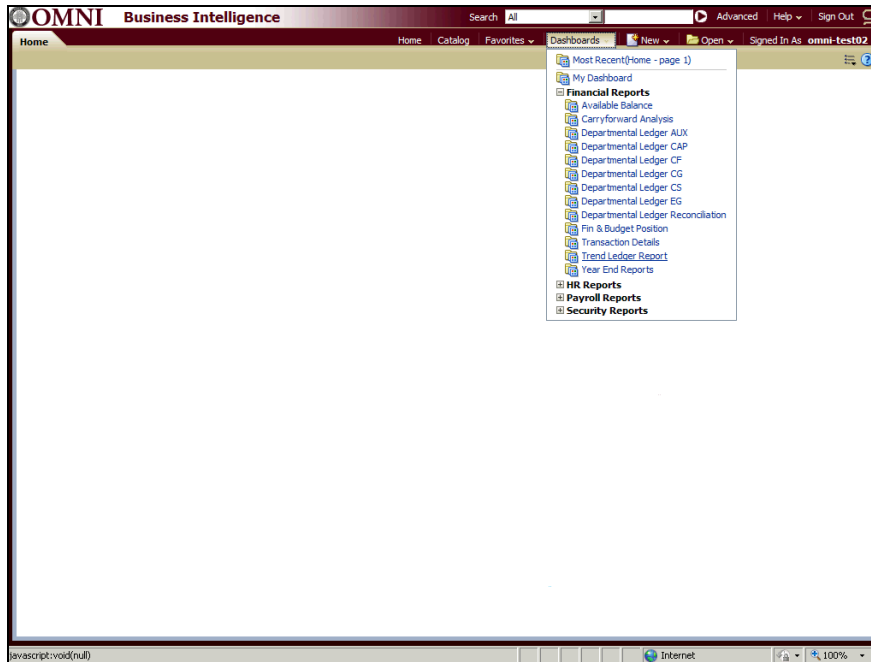
You will need security to access the dashboard before saving a prompted link. Both Internet Explorer and Firefox are supported OBI browsers.



Step	Action
1.	Click the <b>Dashboards</b> drop-down icon. 

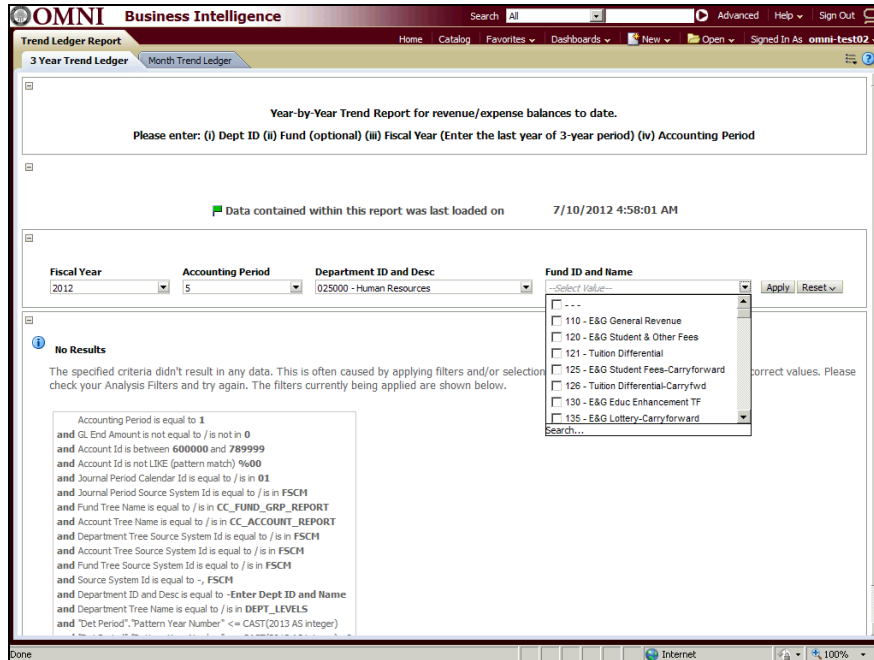


Step	Action
2.	For the purpose of this example, we will create a <b>Prompted Link</b> for values in the <b>Trend Ledger Report</b> .





Step	Action
3.	Click the <b>Trend Ledger Report</b> link. 



Step	Action
4.	For the purpose of this example, we have selected the following values:  <b>Fiscal Year - 2012</b> <b>Accounting Period - 5</b> <b>Department ID and Desc - 025000 Human Resource</b> <b>Fund ID and Name 110 - E&amp;G General Revenue.</b>  Please select your desired prompt values.



# OMNI

## Training Guide

Year-by-Year Trend Report for revenue/expense balances to date.

Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Accounting Period

Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

Fiscal Year: 2012 | Accounting Period: 5 | Department ID and Desc: 025000 - Human Resources | Fund ID and Name: --Select Value--

**No Results**

The specified criteria didn't result in any data. This is often caused by applying filters and/or selection check your Analysis Filters and try again. The filters currently being applied are shown below.

Accounting Period is equal to 1  
and GL End Amount is not equal to / is not in 0  
and Account Id is between 600000 and 789999  
and Account Id is not LIKE (pattern match) %600  
and Journal Period Calendar Id is equal to / is in 01  
and Journal Period Source System Id is equal to / is in FSCM  
and Fund Tree Name is equal to / is in CC\_FUND\_GRP\_REPORT  
and Account Tree Name is equal to / is in CC\_ACCOUNT\_REPORT  
and Department Tree Source System Id is equal to / is in FSCM  
and Account Tree Source System Id is equal to / is in FSCM  
and Fund Tree Source System Id is equal to / is in FSCM  
and Source System Id is equal to -, FSCM  
and Department ID and Desc is equal to -Enter Dept ID and Name  
and Department Tree Name is equal to / is in DEPT\_LEVELS  
and "Det Period", "Pattern Year Number" <= CAST(2013 AS integer)

Fund ID and Name dropdown options:

- 
- 110 - E&G General Revenue
- 120 - E&G Student & Other Fees
- 1110 - E&G General Revenue
- 125 - E&G Student Fees-Carryforward
- 126 - Tuition Differential-Carryfwd
- 130 - E&G Educ Enhancement TF
- 135 - E&G Lottery-Carryforward

Step	Action
5.	Click the <b>Apply</b> button.



Year-by-Year Trend Report for revenue/expense balances to date.

Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Account


Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

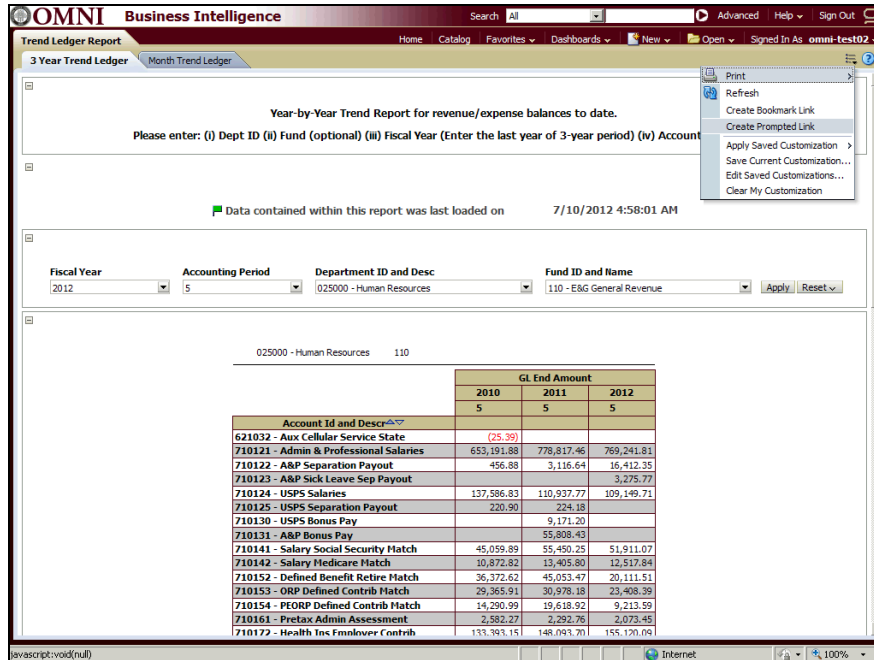
Fiscal Year: 2012 | Accounting Period: 5 | Department ID and Desc: 025000 - Human Resources | Fund ID and Name: 110 - E&G General Revenue

025000 - Human Resources 110

Account Id and Desc	GL End Amount		
	2010	2011	2012
	5	5	5
621032 - Aux Cellular Service State	(25.39)		
710121 - Admin & Professional Salaries	653,191.88	778,817.46	769,241.81
710122 - A&P Separation Payout	456.88	3,116.64	16,412.35
710123 - A&P Sick Leave Sep Payout			3,275.77
710124 - USPS Salaries	137,586.83	110,937.77	109,149.71
710125 - USPS Separation Payout	220.90	224.18	
710130 - USPS Bonus Pay		9,171.20	
710131 - A&P Bonus Pay		55,808.43	
710141 - Salary Social Security Match	45,059.89	55,450.25	51,911.07
710142 - Salary Medicare Match	10,872.82	13,405.80	12,517.84
710152 - Defined Benefit Retire Match	36,372.62	45,053.47	20,111.51
710153 - ORP Defined Contrib Match	29,365.91	30,978.18	23,408.39
710154 - PEORP Defined Contrib Match	14,290.99	19,618.92	9,213.59
710161 - Prebox Admin Assessment	2,562.27	2,892.76	2,073.45
710172 - Health Ins Employer Contrib	153,343.15	148,693.70	155,120.06



Step	Action
6.	Click the <b>Page Options</b> drop-down icon. 

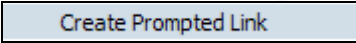


Year-by-Year Trend Report for revenue/expense balances to date.  
Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Account

Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

Fiscal Year: 2012, Accounting Period: 5, Department ID and Desc: 025000 - Human Resources, Fund ID and Name: 110 - E&G General Revenue

Account Id and Desc	Gl. End Amount		
	2010 5	2011 5	2012 5
621032 - Aux Cellular Service State	(25.39)		
710121 - Admin & Professional Salaries	653,191.88	778,817.46	769,241.81
710122 - A&P Separation Payout	456.88	3,116.64	16,412.35
710123 - A&P Sick Leave Sep Payout			3,275.77
710124 - USPS Salaries	137,586.83	110,937.77	109,149.71
710125 - USPS Separation Payout	220.90	224.18	
710130 - USPS Bonus Pay		9,171.20	
710131 - A&P Bonus Pay		55,808.43	
710141 - Salary Social Security Match	45,059.89	55,450.25	51,911.07
710142 - Salary Medicare Match	10,872.82	15,405.80	12,517.84
710152 - Defined Benefit Retire Match	36,372.62	45,053.47	20,111.51
710153 - ORP Defined Contrib Match	29,365.91	30,978.18	23,498.39
710154 - PRORP Defined Contrib Match	14,290.99	19,618.92	9,213.59
710161 - Pretax Admin Assessment	2,582.27	2,292.76	2,073.45
710172 - Health Ins Employer Contrib	133,393.15	148,093.70	155,120.09

Step	Action
7.	Click the <b>Create Prompted Link</b> . 



# OMNI

## Training Guide

Year-by-Year Trend Report for revenue/expense balances to date.

Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Accounting Period

Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

Fiscal Year: 2012, Accounting Period: 5, Department ID and Desc: 025000 - Human Resources, Fund ID and Name: 110 - E&G General

Account Id and Desc	GL End Amount		
	2010 5	2011 5	2012 5
621032 - Aux Cellular Service State	(25.39)		
710121 - Admin & Professional Salaries	653,191.88	778,817.46	769,241.81
710122 - A&P Separation Payout	456.88	3,116.64	16,412.35
710123 - A&P Sick Leave Sep Payout			3,275.77
710124 - USPS Salaries	137,586.83	110,937.77	109,149.71
710125 - USPS Separation Payout	220.90	224.18	
710130 - USPS Bonus Pay		9,171.20	
710131 - A&P Bonus Pay		55,808.43	
710141 - Salary Social Security Match	45,059.89	55,450.25	51,911.07
710142 - Salary Medicare Match	10,872.82	13,405.80	12,517.84
710152 - Defined Benefit Retire Match	36,372.62	45,053.47	20,111.51
710153 - ORP Defined Contrib Match	29,365.91	30,978.18	23,408.39
710154 - PEORP Defined Contrib Match	14,290.99	19,618.92	9,213.59
710161 - Profv Admin Assessment	2,629.77	2,902.76	2,073.45

Step	Action
8.	Notice that your <b>Prompted Link</b> is now available in your browser's Address Bar.

Year-by-Year Trend Report for revenue/expense balances to date.

Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Accounting Period

Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

Fiscal Year: 2012, Accounting Period: 5, Department ID and Desc: 025000 - Human Resources, Fund ID and Name: 110 - E&G General

Account Id and Desc	GL End Amount		
	2010 5	2011 5	2012 5
621032 - Aux Cellular Service State	(25.39)		
710121 - Admin & Professional Salaries	653,191.88	778,817.46	769,241.81
710122 - A&P Separation Payout	456.88	3,116.64	16,412.35
710123 - A&P Sick Leave Sep Payout			3,275.77
710124 - USPS Salaries	137,586.83	110,937.77	109,149.71
710125 - USPS Separation Payout	220.90	224.18	
710130 - USPS Bonus Pay		9,171.20	
710131 - A&P Bonus Pay		55,808.43	
710141 - Salary Social Security Match	45,059.89	55,450.25	51,911.07
710142 - Salary Medicare Match	10,872.82	13,405.80	12,517.84
710152 - Defined Benefit Retire Match	36,372.62	45,053.47	20,111.51
710153 - ORP Defined Contrib Match	29,365.91	30,978.18	23,408.39
710154 - PEORP Defined Contrib Match	14,290.99	19,618.92	9,213.59
710161 - Profv Admin Assessment	2,629.77	2,902.76	2,073.45





# OMNI

## Training Guide

Step	Action
9.	To share your new link, simply copy and paste.  The link created will allow another user the to see your prompted values as long as the user has the security to dashboard pages.

OMNI Business Intelligence

Trend Ledger Report

3 Year Trend Ledger

Year-by-Year Trend Report for revenue/expense balances to date.  
Please enter: (i) Dept ID (ii) Fund (optional) (iii) Fiscal Year (Enter the last year of 3-year period) (iv) Accounting Period

Data contained within this report was last loaded on 7/10/2012 4:58:01 AM

Fiscal Year: 2012, Accounting Period: 5, Department ID and Desc: 025000 - Human Resources, Fund ID and Name: 110 - E&G General

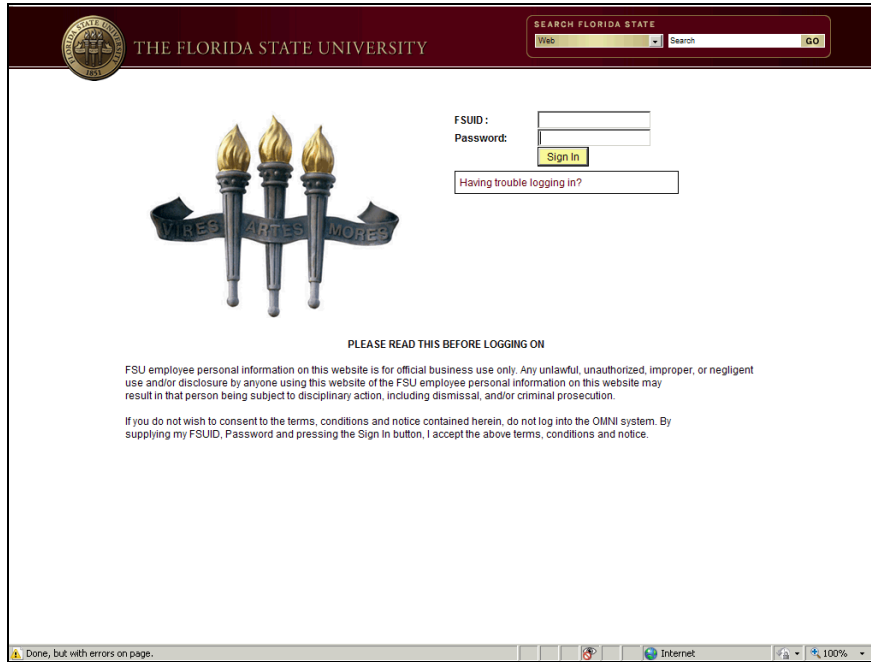
Account Id and Description	GL End Amount		
	2010	2011	2012
621032 - Aux Cellular Service State	(25.39)		
710121 - Admin & Professional Salaries	653,191.88	778,817.46	769,241.81
710122 - A&P Separation Payout	456.88	3,116.64	15,412.35
710123 - A&P Sick Leave Sep Payout			3,275.77
710124 - USPS Salaries	137,586.83	110,937.77	109,149.71
710125 - USPS Separation Payout	220.90	224.18	
710130 - USPS Bonus Pay		9,171.20	
710131 - A&P Bonus Pay		55,808.43	
710141 - Salary Social Security Match	45,059.89	55,450.25	51,911.07
710142 - Salary Medicare Match	10,872.82	13,405.80	12,517.84
710152 - Defined Benefit Retire Match	36,372.62	45,053.47	20,111.51
710153 - ORP Defined Contrib Match	29,265.91	30,978.18	23,408.39
710154 - PEORP Defined Contrib Match	14,290.99	19,618.92	9,213.59
710161 - Profv Admin Accrument	7,687.77	7,707.76	7,073.46

Step	Action
10.	Click the <b>Sign Out</b> link. <a href="#">Sign Out</a>



# OMNI

## Training Guide



Step	Action
11.	<b>Congratulations! You have completed this topic.</b> <b>End of Procedure.</b>