Navigation to EPM Analysis

*Catalog>Shared Folders>BI-EPM Reports*

Select a Sub-Folder
In the Sub-Folder will be available Analysis

Select an Analysis and Click the Open link. This will bring you to the Prompt tab.
Select the prompt values and click OK

This will bring you to the Results view. You can Edit, Print, Export, or Copy the Analysis.

To Edit the Analysis: Click the Edit link. This will take you to the Criteria tab.
You have the option to modify the Selected Columns and Filters.
To modify an Analysis: Click the Criteria Tab to view the Selected Columns and Filters.
You can save the updated Analysis by clicking the Save As tool and save the analysis in My Folders (also refer to the OBI-STARS Advanced User Guide Section 3.1 Create and Save Analysis and Section 7.2 and 7.3 on Printing and Export an Analysis).

To Print, Export or Schedule this analysis: Select the Icons from the Catalog Toolbar
Select the Print Icon to print

Select the Export Icon to export the analysis to report writer

Select the Schedule Icon to schedule an analysis. This will take you to the Untitled Agent Page>General. Click on the Schedule tab and setup your Agent.
EPM Queries Converted to STARS Analysis Job Aid

Click the Save Icon (located in the upper right hand corner of the screen)

Open My Folders and create an Agent Folder
EPM Queries Converted to STARS Analysis Job Aid
Click OK

Type the Agent name in the Name field (you can add a description in the Description field. Then Click OK.
To view the Agent: Catalog>My Folders>Agent Folder

Once the Agent successfully runs you will get an Alert on your Home page.

End.