

# DRGR FACT SHEET:

## Reports Module: MicroStrategy (MSTR) 10

### Background

With Release 7.14, DRGR enhanced the 'Reports (MicroStrategy)' module to include MicroStrategy 10 features. Besides an updated appearance, grantee users shouldn't experience any major changes to functionality and use.

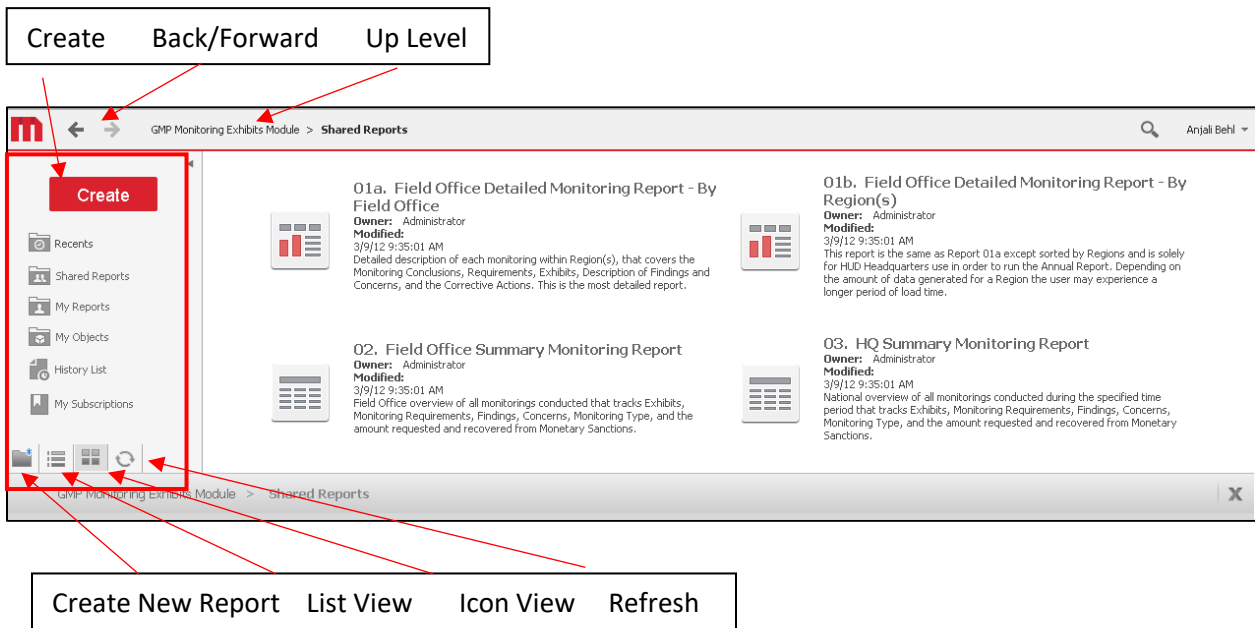
### DRGR Reports (MicroStrategy) Module Update

#### Main Toolbar

After Users login to DRGR and access the 'Reports (MicroStrategy)' module, click on the 'Project Name' (for example, DRGR OLAP) shown in the screenshot below.



Users will then be guided to the 'Main Home Screen' in MicroStrategy. The Main toolbar displays the icons shown on the following screen, review the screenshot and a brief explanation for each icon below.



Shortcut	Description
<b>Back/Forward</b>	Takes the User either back to the previous page, or forward to the next page, based on their selections.
<b>Up Level</b>	Clicking on the wording one ahead of bolded, will take the User up one level. For example, if the user is on the Reports Page, it will bring back to the Shared Reports Page.
<b>Create New Folder</b>	For those Users who have the proper privileges, this shortcut allows you to create a new folder in Shared Folders.
<b>View List</b>	Shows the Report Names in List View.
<b>View Icon</b>	Shows the Report Names in Icon View
<b>Refresh Page</b>	Refreshes the current page the user is on
<b>Create</b>	For those Users who have the proper privileges, this shortcut allows you to create a new dashboard, report, document (see all options below). You will either be permitted to save this in Shared Reports or your own personal folder depending on your user's permissions.

## Grid Reports

The report is deployed after a user selects a report. The toolbar located at the top of the report includes shortcuts on the 'Report Home' tab. Review the toolbar and screenshot below.

REPORT HOME TOOLS DATA GRID FORMAT

REPORT DETAILS

Report Filter (New 02, 06 & 15 - Reports: Submitted, GranteeType, Date, UserType, FO\_Grantee):  
 Prompt for Grantee Type, Monitoring Start Date range, and Grantee/Field Office  
 ((Monitoring Session Status) = Submitted to Headquarter) And (Monitoring ((Start Date)) Between 10/1/2016 and 9/30/2017) And ((Field Office) = ALBUQUERQUE) And ((Grantee Type) = Competitive, Entitlement) And ((Session User Type) ((User Type)) = "U")

PROMPT DETAILS

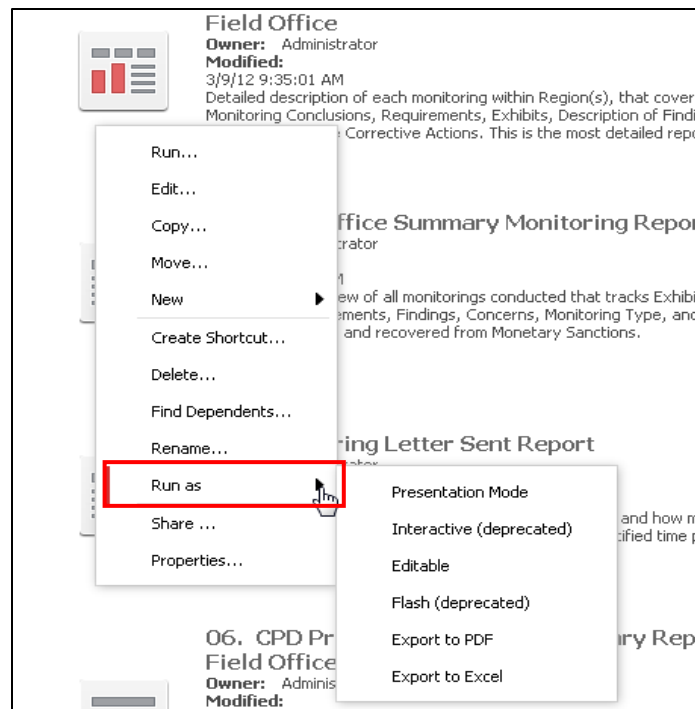
Prompt 1: Choose the Field Offices and Grantees to Display  
 Prompt to Select Field Office(s)  
 Prompt 2: Select Grantee Type  
 Competitive & Entitlement Grantees  
 Prompt 3: Select Originator User Type  
 Regular User  
 Prompt 4: Beginning of Report  
 10/1/2016 12:00:00 AM  
 Prompt 5: End of Report  
 9/30/2017 12:00:00 AM  
 Prompt 6: Select Field Office.  
 ALBUQUERQUE

Data rows: 1 - 50 of 92 | Data column

Field Office	Fiscal Year	Grantee Name	Program Area	Monitoring Requirement	Monitoring Type	Exhibit Number	Count of Concerns	Count of Findings	Count of Open Findings	Amount Requested	Amount Recovered
ALBUQUERQUE	2017	ALBUQUERQUE (NM)	HOME	CRRPR	On-Site	22-3	0	0	0	\$0.00	\$0.00
						22-6	0	0	0	\$0.00	\$0.00
				Lead-Based Paint	On-Site	24-3	0	0	0	\$0.00	\$0.00

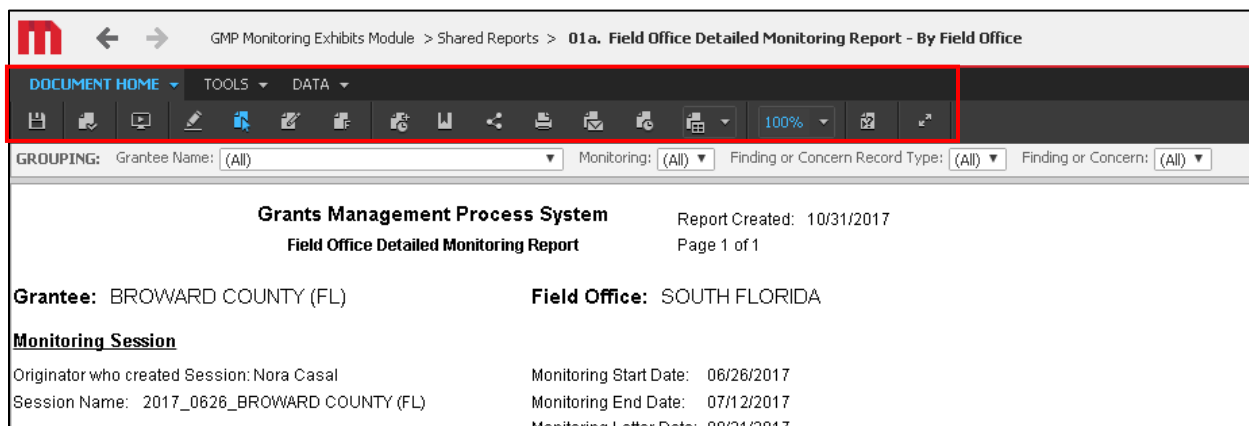
**Shortcuts in order from left to right: Save As > Design > Grid > Graph > Grid / Graph > Add to History > Create Personal View > Share > Print > Send Now > Schedule Delivery to History List > Export (This allows to export into Excel.) > PDF (Export into PDF) > Re-prompt / Refresh > Full Screen Mode**

Users can also right-click on the any report and select 'Run as' and directly export the report without having to go to the export options screen.



## Document Reports

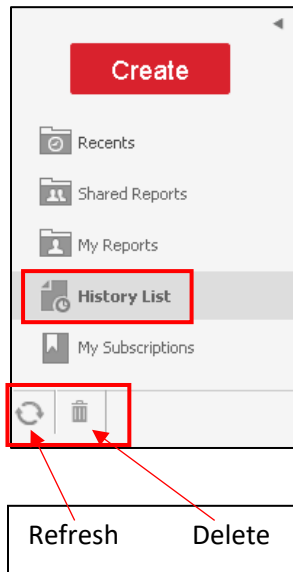
'Document Reports' prompt pages include the same icons identified above. Users accessing 'Document Reports' will see a toolbar located at the top of the report that includes shortcuts on the 'Document Home' tab. Review the toolbar and screenshot below.



**Shortcuts in order from left to right: Save > Apply > Presentation Mode > Design > Interactive Mode (deprecated) > Editable > Flash Mode(deprecated) > Add to History > Create Personal View > Print > Send Now > Schedule delivery to History > Export > Refresh > Re-Prompt > Full Screen Mode**

## History List

MicroStrategy allows Users to export a report in the 'History List'. Users can right click on the report name and export, delete, rename or grab details for the identified report. The main page of the 'History List' has a History toolbar located at the bottom of the page. Review the screenshot and shortcuts below.



***'Refresh' My History List*** - Refreshes the entire history list.

***'Delete' My History List*** - Deletes the entire history list. Note: Users will get a prompt page asking to confirm the deletion before this is completed.