

Business Intelligence (BI) Reporting Tool

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Purpose

The purpose of this job aid is to provide instructions on accessing the Business Intelligence (BI) reporting tool in the LRS. The tool allows you to perform statistical analysis and reporting tasks in an interactive graphical manner. Functionality of the tool includes dashboards, trends and analysis, graphical visualization and ad-hoc capability. This job aid defines the following new terms and their usage:

- Business Intelligence (BI)
- Data Warehouse
- ETL – Extract, Transform and Load (ETL)
- Dashboards

Business Intelligence Functionality

Business Intelligence (BI) is a reporting tool that supports dashboards, graphical visualizations of data and ad-hoc reporting capabilities. The BI tool utilizes a Data Warehouse that contains key data points that are utilized to present the data in a readable, useful and interactive form.

What is a Data Warehouse?

A Data Warehouse is a location where electronic data can be stored for reporting and analysis purposes. The Data Warehouse is not a duplicate of the LRS's production database. The information in the warehouse is structured and stored in a BI-reporting-friendly manner. This structured information is optimized to fit specific County-defined business areas and requirements.

With the BI reporting tool, you can access and display different representations of the information available in the Data Warehouse.

The Data Warehouse is refreshed with information periodically based on the scheduling of an Extract, Transform and Load (ETL) process.

What Is ETL?

ETL stands for Extract, Transform and Load. The Extract portion of this process retrieves specific data from the LRS database. Once the information is gathered, the Transform process manipulates the information to suit the needs of the Data

Warehouse. Once the data has been transformed, it is then ready to be loaded into the target database, known as the Data Warehouse. Once the ETL process is complete, the information in the Data Warehouse can be accessed by the BI reporting tool for reporting and analysis.

The ETL process is a scheduled process that runs each night, extracting, transforming and loading data into the Data Warehouse. On any given day, the information in the Data Warehouse is only current as of the last ETL run.

Accessing the Business Intelligence Tool in the LRS

The following steps provide instructions to access the BI Tool within the LRS.

Starting Point

You have logged into the LRS as a profile with the right security access.

Step	Action
1.	Place the cursor over Reports on the Global navigation bar.
2.	Select Business Intelligence from the Local navigator. OR Select DPSSTATS Data Warehouse Homepage hyperlink in the Home Page to access the Business Intelligence Report Search page.
3.	Select DPSSTATS, Scorecards, Reception Log, Statistical Summary Analysis, Real Time Task Management, Operations Reports, or Child Welfare Programs STATS link in the Task navigation bar.
4.	Select Report Title link.

What is a Dashboard?

A dashboard is a location with an interactive display of charts, tables and graphics that allows you to quickly view and navigate to desired information. A dashboard can have multiple views. You are able to interact with the results and conduct further analysis on information displayed initially. Dashboards provide filtering capabilities for individualized views that allow you to modify the displayed information based upon your needs.

What is a Business Intelligence Report Search page?

Business Intelligence Report Search page facilitates user access and searches for reports and dashboards within LRS by providing direct links to the corresponding dashboards in a categorized manner. With a direct link it improves the flow to access each dashboard report that exists in LRS along with new reports that are created. Navigation to the Business Intelligence Report Search page is from the Reports tab to the Business Intelligence tab and will then see all the different categories of reports in the Task Navigation bar of the new Business Intelligence Report Search page.

