Data Warehouse
Cognos 8: Introduction Guide

Logging into e-Data
1. Launch Internet Explorer
2. Navigate to the Iowa State University home page: www.iastate.edu
3. Click AccessPlus
4. At AccessPlus Logon screen
   a. Enter your University ID
   b. Enter you AccessPlus password
   c. Click Login
5. Select uBusiness tab
6. Click e-Data
7. Click Continue
8. Select IBM Cognos Content

Navigating within Iowa State University e-Data
1. Select RMM Data and Reports
2. Within the RMM Data and Reports folder, you have two options
   b. RMM FY2009-2010 to Current: Data and reports for FY2009 onwards. This data
      is based upon the new star schema data model.

A data model defines how data from transactional systems is presented to the
data warehouse for reporting. The data itself is unaffected by this model.

3. Click RMM FY2009-2010 to Current
4. Click Faculty/Staff FTE
   This folder contains one Cube (CUBE: Faculty & Staff FTE) and two Reports. A Cube can
   be considered an interactive database that allows users to dynamically manipulate data
   output without changing the underlying data.
5. Run Report: Faculty and Staff FTE by RI and Department
   a. Click Report: Faculty and Staff FTE by RI and Department
   b. Check FY2009-2010
   c. Select Engineering
   d. Click Reprompt to see Departments within Engineering
   e. Select AG & BIOSYSTEMS ENGINEERING
   f. Click Finish

6. Click the Return button to return the Faculty/Staff FTE folder.
7. Note the “Bread crumb trail” above the folders. This allows you to navigate within the
data warehouse. Click RMM FY2009-2010 to return to the parent folder.
8. Click Space – Bldg/Room to review these Cubes and Reports
9. Run Report: Net Assignable Sq. Ft. by RU, Department, and Building
   a. Click Report: Net Assignable Sq. Ft. by RU, Department, and Building
   b. Select RU-VP BUS & FIN ASC
   c. Click Reprompt
   d. Select HUMAN RESOURCES
   e. Click Finish
   f. Click Return button to return to parent folder.

10. Click Log off to end your e-Data session

More Information
For additional information regarding this, please contact the IT Services Data Warehouse team at edatahelp@iastate.edu.

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