

# FMMI BI Go Live – Steps and Tips for Success

## FMMI Business Intelligence (BI) deploys February 2010.

FMMI Business Intelligence (BI) is a robust data warehouse platform that is used to fulfill the tactical and strategic reporting needs of FMMI users. This platform enables users to make decisions with data from FMMI and non-FMMI source systems (ABCO, CAPS, PACS). Follow the steps and tips below to prepare for the deployment of BI:

### FMMI Access

- ✓ Register for and complete FMMI BI Training appropriate for your role(s)
- ✓ Access FMMI BI the same way you currently access FMMI. Login to the FMMI Portal, from the FMMI website (<http://info.fmmi.usda.gov>), using your current Level 2 eAuthentication ID and password

### FMMI Reference Materials

- ✓ Keep your BI training materials, including Participant Guides, readily available
- ✓ Use *FMMI Online Help* as a point of reference to help you complete your work in FMMI. The BI performance support materials will be loaded this week.
  - Access Online Help Procedures and Job Aids by visiting the FMMI Portal, <https://portal.fmmi.usda.gov>, login to FMMI using a valid Level 2 eAuthentication ID and password; click the **Help** link in the upper right hand corner of the FMMI Portal banner to access Online Help
  - Once you are on the Online Help page, navigate by process area or material type to locate the appropriate BI Online Help Procedure (OLHP), job aid, or course material
- ✓ If you have questions about BI, submit them to the FMMI Mailbox, [FMMI@usda.gov](mailto:FMMI@usda.gov). Please use the subject line “BI Question” so we can route it to the appropriate subject matter expert

### FMMI General Reminders

- ✓ Never run reports without parameters, or ‘entry criteria’. Like any reporting system, executing a report without any parameters may result in poor system performance or a report timing out before the execution can complete.
- ✓ Please be aware that not all reporting requirements may be available upon initial deployment of BI. However, if you find there are additional needs, please reach out to your local Agency FMMI BI Implementation Team as a course of action.
- ✓ To view a list of standard reports, visit the FMMI website (<http://info.fmmi.usda.gov>) and refer to the *Configuration Decisions and Reference Documents* section on the left hand navigation, then select *Reference Documents*, and finally select the *FMMI Business Intelligence Reports* document
- ✓ For instructions on how to export a report to Microsoft Excel, refer to the **Export to Microsoft Excel** Online Help Procedure (OLHP) (Menu Path in OLHP - FMMI Training > 300 Level > Hands on activities > Export to Microsoft Excel).
- ✓ Use the **Print Version** button to print documents as a PDF from within the FMMI portal. If the printer does not respond, verify if the printer is mapped properly. Users will be able to map to printers as they do now.
- ✓ Reach out to your Agency IT POC to set up your desktop configuration to allow pop-ups, if it does not currently allow for them. For instructions to follow, access the FMMI website (<http://info.fmmi.usda.gov>) and refer to the *Configuration Decisions and Reference Documents* section on the left hand navigation, then select *Reference Documents*, and finally select the *FMMI Deployment 1 Desktop Guide*

### FMMI Support

- ✓ Ask your Functional Administrator and Tier 0 Help Desk for assistance if you have questions or challenges while using FMMI
- ✓ Be patient and give yourself time to get acquainted with BI. Change is always challenging, even when it brings benefits.

If you have questions about the FMMI project or information in this newsletter, please send an email to [fmmi@usda.gov](mailto:fmmi@usda.gov) and include a clear subject line to indicate what your question or concern is about. For previous Newsflashes, FMMI in the News newsletters, reference documents and frequently asked questions, visit the FMMI website: <http://info.fmmi.usda.gov>.

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