5.3 Introduction

5.3.1 Purpose of the document

Aim   The Data Warehouse (DWH) User Handbook, hereinafter referred to as UHB, aims to facilitate the use of the Data Warehouse Graphical User Interface. It is addressed to all DWH users, regardless of the parties and describes the full range of functionalities available in user-to-application (U2A) mode. The UHB provides detailed reference information on all GUI functionalities and step-by-step descriptions. Thus the DWH UHB provides helpful information on the use of the DWH GUI.

Actors   There is only one handbook for DWH addressing all actors: Central Banks (CB), Payment Banks (PB) and Ancillary Systems (AS). Specific chapters for CB users with advanced user's profile (see chapter Overview) are marked with the annex "for advanced user" in the title of the chapter. All other chapters are relevant for each reader.

5.3.1.1 UHB Structure

The UHB is divided in eight chapters:

Chapter 1   The chapter Introduction explains the aim, the content and the approach of both the UHB and the DWH GUI. While the first section explains how to use the UHB, the second section focuses on technical requirements.

Chapter 2   The chapter Introduction to the Data Warehouse provides background information about the Data Warehouse itself and also about the software tool used as GUI.

Chapter 3   The chapter First steps & basics provides the reader with basic elements and the structure of the DWH GUI.

Chapter 4   The chapter Working with reports explains the reader how to

- □ copy and save a report (see chapter Copy, save and export)
- □ run a report (see chapter Running reports)
- □ schedule a report (see chapter Scheduling reports)

Chapter 5   The chapter Predefined reports provides the reader with information about all predefined reports.

5.3.2 Set-up and Login

5.3.2.1 GUI Access

Users are directed to an initial page named ESMIG portal that ensures proper routing to the web applications the user has been granted to enter. Refer to the Connectivity Guide specified in the ESMIG UDFS document, current version available, for details on the communication network and services.

5.3.2.2 Technical Requirements

Before entering the GUI, make sure to implement all necessary preparations described below.

Such preparations may be subject to periodical review/update to comply with changing technical/regulatory scenarios.

Supported Web-Browsers

The following web-browsers are suggested:

- ☐ Mozilla Firefox 78.0 +
- ☐ Google Chrome 88.0 +

The required minimum screen resolution is 1366 x 768 pixel. Screen resolutions below this requirement are not supported and can lead to a deviating appearance and functionality of the GUI.

Even if the screen resolution fulfils the requirement defined above, it is important to note that scaling options provided by the operating system and the browser (e.g. 125% or 150%) may cause a deviating appearance and functionality of the GUI. If this is the case, the usage of scaling options is not supported.

5.4 Introduction to the Data Warehouse

5.4.1 Overview

Context of Usage

The aim of the DWH is to store and compile information coming from TARGET2- Securities (T2S) and common components i.e. Common Reference Data Management (CRDM), Billing (BILL) and Business Day Management (BDM) in a homogenous manner at business level.

The DWH provides access to data in U2A mode and permits access to data within the databases. It gives a business-oriented view of the collected data without any detailed technical database terminology. Therefore, no knowledge about the database structure of T2S is required. It provides information through reports as predefined reports.

Parties **The DWH consolidates the content of the sources into a single database for reporting purposes and offers pre-defined reports to the users of the following T2S parties:**

- **Central Banks (CB),**

- **Central Securities Depositories (CSD)**

- **External CSDs (eCSD),**

- **Payment Banks (PB),**

Access Rights **The precondition for a user to obtain access to the DWH is a setup in CRDM by the respective party. Access to the DWH depends on the user's profile, which ensures that the user is allowed to perform the requested action(s). There are two user profiles reflected as privileges in CRDM:**

- **Normal user profile: will be available for all party types,**

- **Advanced user profile: will be available for CB/CSD users only,**

The data scope in the DWH follows the following rules:

- **Users have access to their parties' data based on the data scope according to the hierarchical model (for details please refer to CRDM UDFS).**

- **For CBs/CSDs: Each CB/CSD has access to granular data for all parties belonging to its system entity. Moreover, each CB/CSD has access to aggregated data of all system entities.**

DWH platform **The DWH uses Cognos as platform. It is an enterprise wide Business Intelligence (BI) solution, mostly used for reporting. Cognos is a web-based solution. Both the development and the end user interface are displayed on the web. It supports Relational Online Analytical Processing (ROLAP) and Multidimensional Online Analytical Processing (MOLAP) data sources.**

A2A & U2A mode **The DWH provides reports to users in different formats in user-to-application mode (U2A) or to other applications in application-to-application mode (A2A). The user can run a report directly in the DWH GUI (Cognos) and export the result. The second option is A2A delivery of the report as a file. To achieve this, the report has to be scheduled as described in chapter** Scheduling reports.

Note: **A CB user with advanced user profile was used in order to show the full scope of all screenshot pictures presented in this document.**

5.4.2 Process of the Data Warehouse

DWH layers

DWH receives data from different services and common components and processes the data in order to make them available via reports and files. The data passes through the following three layers:

1. **landing zone,**

2. **core layer,**

3. **enterprise layer,**

The data are transmitted into the landing zone of the DWH as a copy after the end of each business day (EoD). The landing zone buffers the data before they are selected and loaded into the core layer.

The core layer stores only granular, validated, harmonised and historicised data.

From the core layer the data are loaded into the enterprise layer. In the enterprise layer the data are aggregated, calculated and prepared for reporting and analysis in a dimensional structure.

The stored data cannot be retrieved in the landing zone; instead, detailed structured and aggregated data can be accessed through the reports. The reports are built using the data in the core and the enterprise layer.

After processing (data transformation and pre-calculations) of the transmitted data within the DWH, data from the previous business day are available in the DWH at the start of the new calendar day at the latest.

Diagram

The following diagram provides a high-level overview of the flow from the source through the different DWH layers:
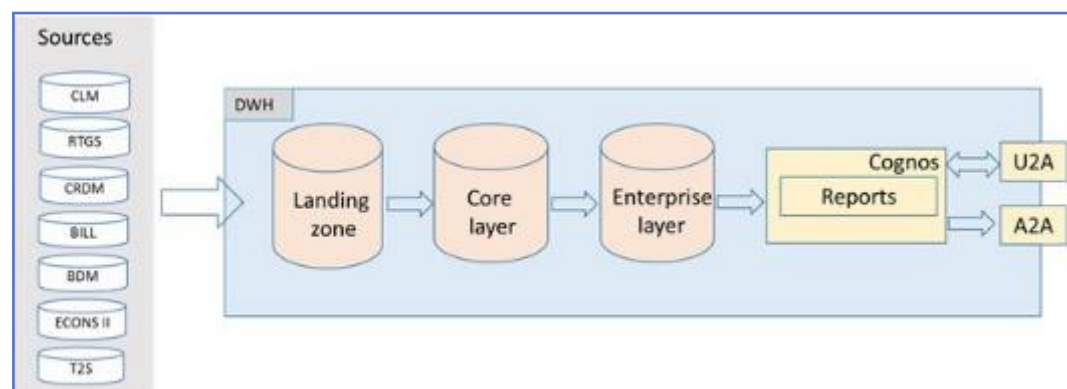
Illustration 456: **DWH high level overview**

5.5 **First steps & basics**

5.5.1 **Access to the DWH**

Access to the DWH is managed through the Eurosystem Single Market Infrastructure Gateway (ESMIG). ESMIG provides to the DWH specific credentials found in CRDM for a specific user-id. This ensures that you have access to the relevant information depending on the party you belong to, the party type and your privilege. [37]

As soon as your login is successful for the first time, you will see the welcome page.

**Welcome
Page**

Illustration 457: **Welcome page**

5.5.2 **Navigating in the DWH GUI – toolbar**

5.5.2.1 **Navigate between different views**

In the DWH GUI different pages each containing another report can be open at the same time. The Welcome menu allows to switch from one page to another. In case you run more than one report the "*Welcome*" menu in the middle of the tool bar provides a convenient way to navigate among them.

Tool Bar
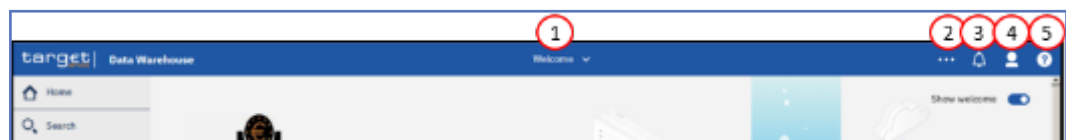
Illustration 458: **Welcome page - navigation view**

37   **For details on the network communication and services, refer to the Connectivity Guide specified on the ESMIG UDFS.**

Position No.	Description
1	Welcome menu
2	More icon
3	Notification icon
4	Personal menu
5	Help menu

5.5.2.2 Welcome menu

In the following example, you open a report and a report view. The "Welcome" menu provides the ability to view the reports and the "Welcome" page.

By clicking on the report or the report view, you can switch between the report and the report view:
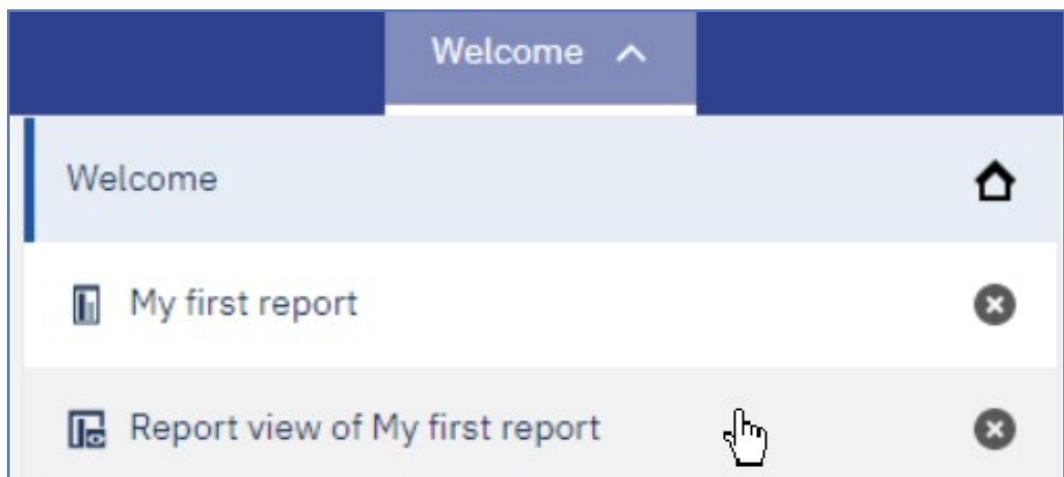
Illustration 459: **Welcome page – navigation view – items – report view selection**

5.5.2.3 More icon

With the "*More*" icon you can set any page of your choice as your welcome page.

If you view saved output and you want to know when there is a new version of the report, you can tap the "*Notify me*" icon.

"Notify" Icon
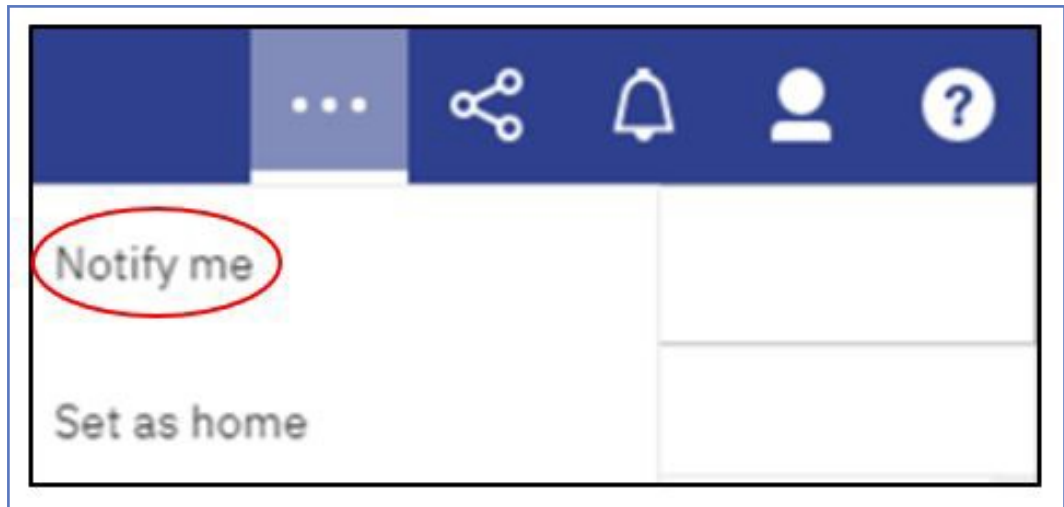
"Set as Home" Icon

To change the welcome page you navigate to the page you want to specify as welcome page and click on the "*More*" icon and select "*Set as home*". Next time you log in to the DWH you will directly enter to your selected personal welcome page.

5.5.2.4 Set Notifications

Under the "*Notification*" icon you can find system messages and the result of executed reports.

If you scheduled a report or are running a report in background that shall be saved in the DWH you are notified every time the result is available.

"Notification" Items
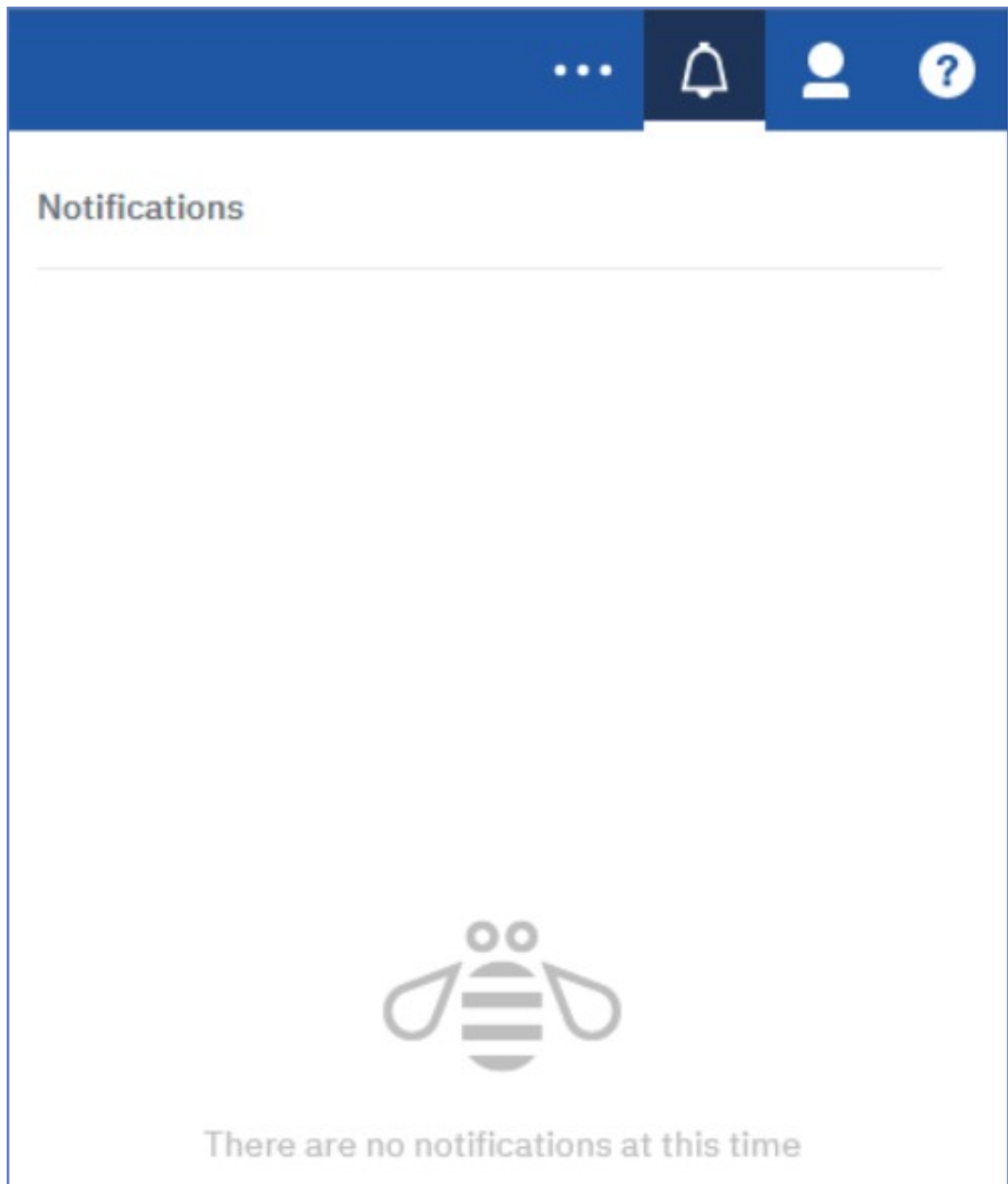
Illustration 460: **Welcome page – Notification – notification items**

Example

The process of Notifications can be explained in the following example:

1. **Create a Report view:**
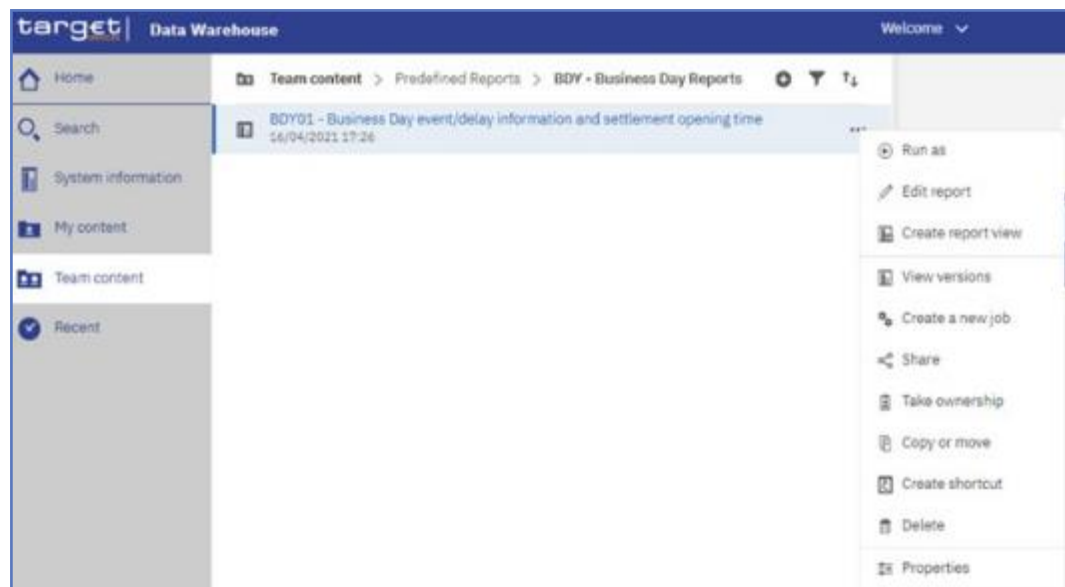
Illustration 461: **New report version – Notify me creation – Create a Report view**

2. **Save it in a file under "*My content*":**
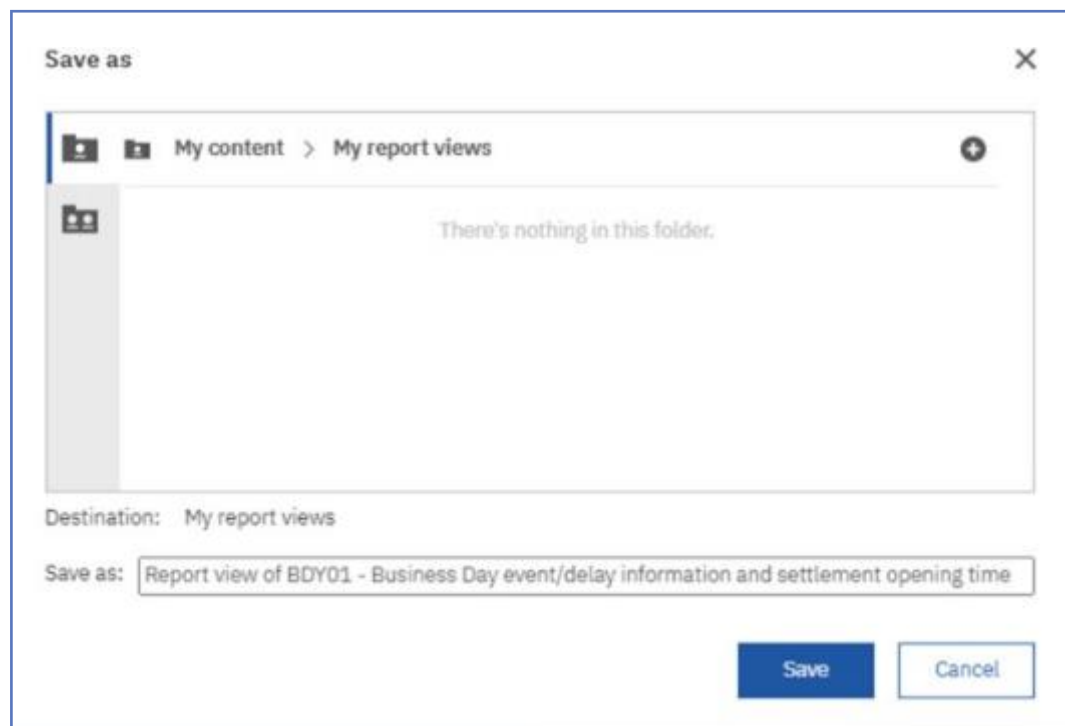
Illustration 462: **New report version – Notify me creation –Save Report view in "My content"**

3. **Click on the tree dots to the right of the report view to view the properties of the report:**
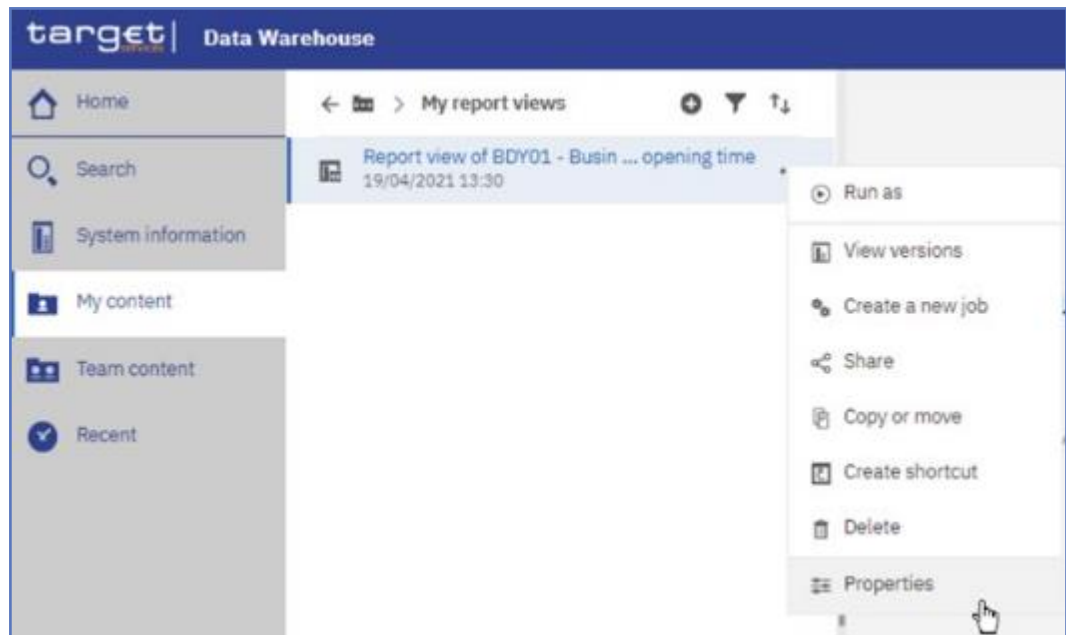
Illustration 463: **New report version – Notify me creation –Report view properties**

4. **Create a schedule by clicking on the "*Schedule*" tab:**
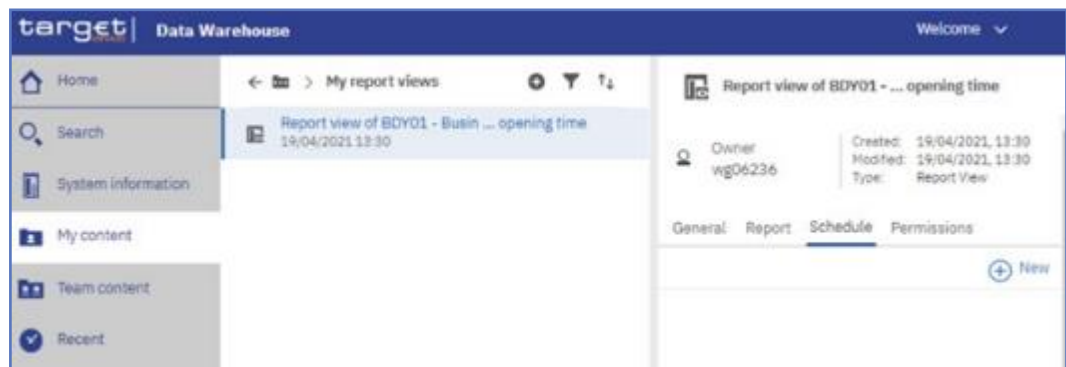
Illustration 464: **New report version – Notify me creation –Report view – Create Schedule**

5. **Click on "*New*" to create a schedule:**

Illustration 465: **New report version – Notify me creation –Report view – Create schedule settings**

6. **Click on "*Set values*" and "*Set*" to enter prompt values:**

Illustration 466: **New report version – Notify me creation –Report view – Create schedule – Set values**

7. **In the pop up window enter the desired values and click on "*Finish*":**

Illustration 467: **New report version – Notify me creation –Report view – Create schedule – prompt values**

8. **Set the "*Start*" and "*End*" of the schedule and click on "*Create*" to create the schedule:**

Illustration 468: **New report version – Notify me creation –Report view – Create schedule – Start and End period**

9. **Click on the tree dots to the right of the report view to view the menu, and click on "*View versions*":**
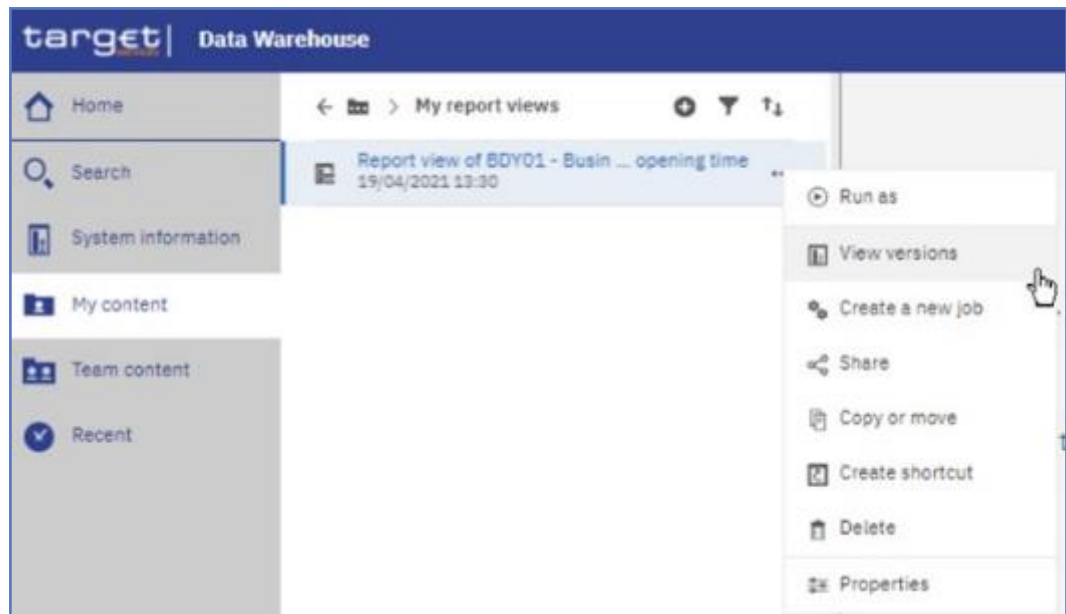
Illustration 469: **New report version – Notify me creation –Report view – View versions**

10. **Click on the date of the report view run and click on the HTML icon to view the result:**
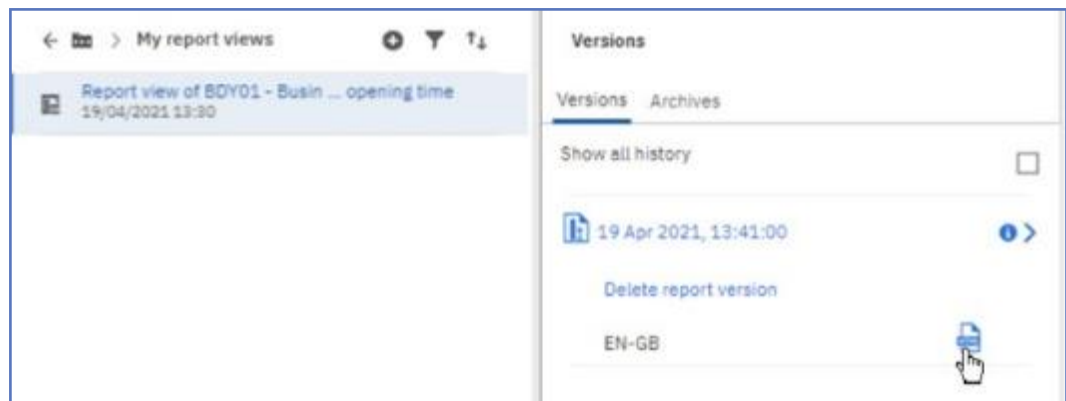
Illustration 470: **New report version – Notify me creation –Report view – Versions**

11. **Click on the three dots to right of the blue ribbon to view the "*Notify me*" icon:**
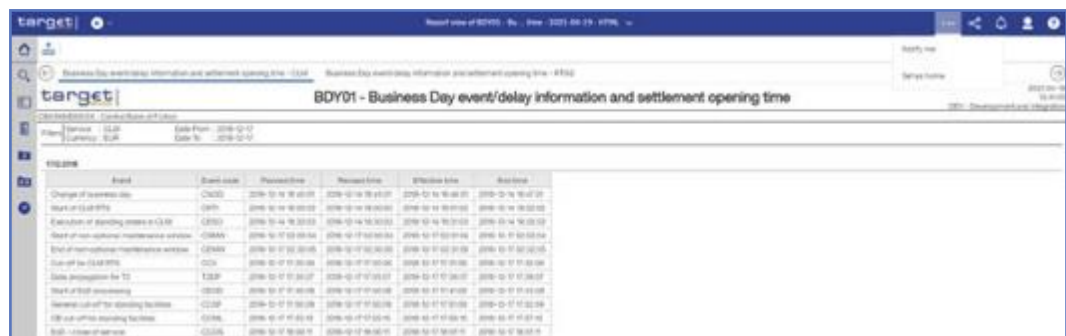
Illustration 471: **New report version – Notify me creation –Report view – Three dots – Notify me**

- **By clicking on the "*Notify me*", you will be presented with a message of your notification on the event of a future change:**

Report view of BDY01 - Bu ... time - 2021-04-19 - HTML ⌄

ℹ You will now be notified of new versions of this report. ✕

Illustration 472: **New report version – Notify me creation –Report view – Notify me enabled**

5.5.2.5 Personal menu

In the "*Personal menu*" icon you can find settings to customise your DWH experience.

You can view and edit your personal and regional information, monitor the system activities etc. The user can edit the time zone, the product language and view the capabilities granted by the administrator. For further information, refer to chapter My preferences**.**

5.5.2.5.1 My schedules and subscriptions

This menu item allows you to browse through the list of all report runs scheduled for the day. You can view all your scheduled activities and subscriptions on the "*My schedules and subscriptions*" panel.

Subscription Option

The subscription option is available when you run and view a report, but not when you are in editing mode or when you view saved output.

1. **In order to subscribe to a report: Run a report.**

2. **In the application bar, tap "*More*" icon in the application bar and then tap the "*Subscribe*" text.**

3. **Select your subscription options, and then tap "*Create*".**
   The subscriptions have the following characteristics:
   A subscriber requires only Read and Execute permissions for the report.
   There can be up to 32 subscriptions for the same report.

4. **Created by running a report and, in view mode, tapping the "*More*" icon in the application bar.**
   Only the subscriber can view their subscription.
   Only the most recent saved report output is available.

The report can be run daily or weekly.

Scheduled Activities

You can view a list of your scheduled activities that are current, past, or upcoming on a specific day.

Illustration 473: **Welcome screen – Personal menu – My schedules and subscriptions**

You can filter the list to show the entries you want to see by clicking on the down arrow next to the "*Schedule*".

Illustration 474: **Welcome screen – Personal menu – My schedules and subscriptions - Filter**

The following screenshots show the upcoming and the past schedules respectively:

Illustration 475: **Welcome screen – Personal menu – My schedules and subscriptions – Upcoming schedules**
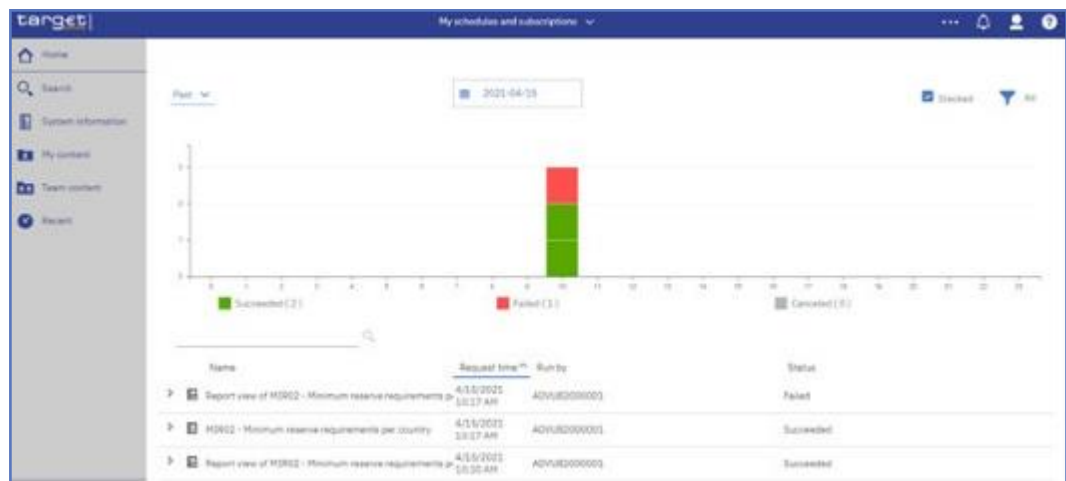
Illustration 476: **Welcome screen – Personal menu – My schedules and subscriptions – Past schedules**

Subscriptions **In general you can enable, disable, modify, or remove subscriptions, and view their saved outputs or the archived version details panel for information such as the run status and run time.**

All this information are available by clicking on the "*More*" icon:

Illustration 477: **Welcome screen – Personal menu – My schedules and subscriptions**

Status "Enabled" **The Status "*Enabled*" informs the user that the schedule is active.**

By clicking on "*Run once*", the user can run the report once:

Illustration 478: **Welcome screen – Personal menu – My schedules and subscriptions – Run as**

You can find further information on how to run a report in the chapter Run a report step-by-step.

Properties   **By clicking on "***Properties***", the user can find information regarding the report:**
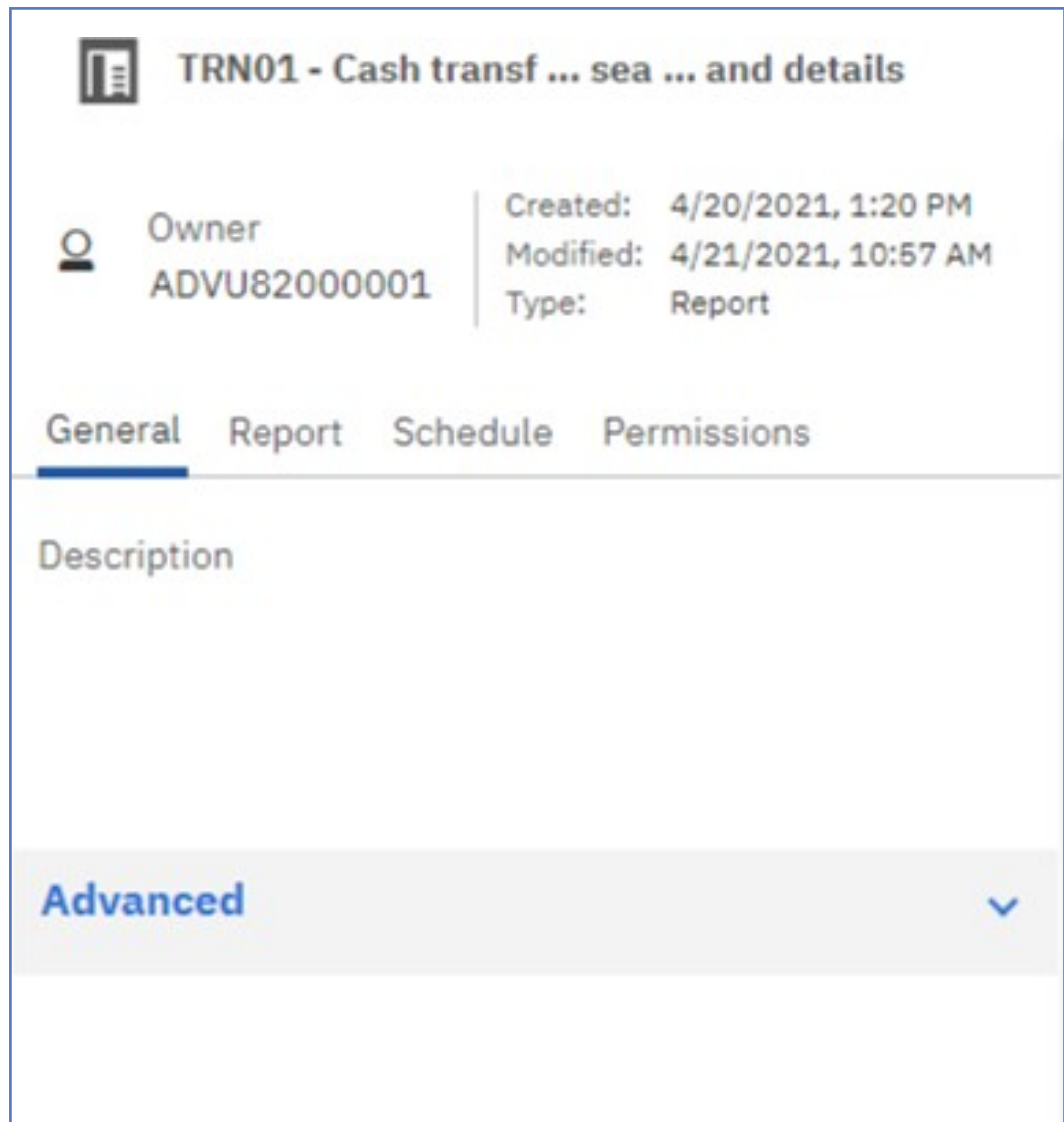
Illustration 479: **Welcome screen – Personal menu – My schedules and subscriptions - Properties**

Modify **Change the settings for the scheduled report.**
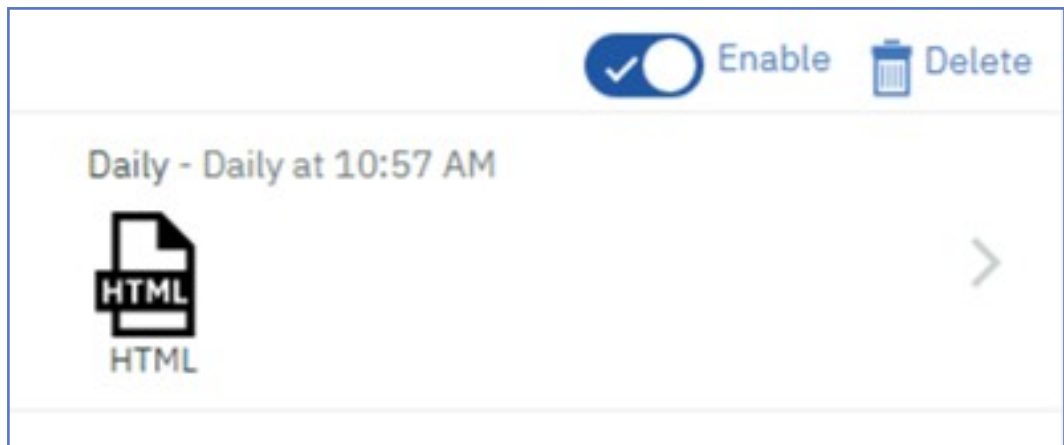
Illustration 480: **Welcome screen – Personal menu – My schedules and subscriptions – Modify**

View Versions **The versions of the report, that is the date it was executed after it was successfully scheduled.**
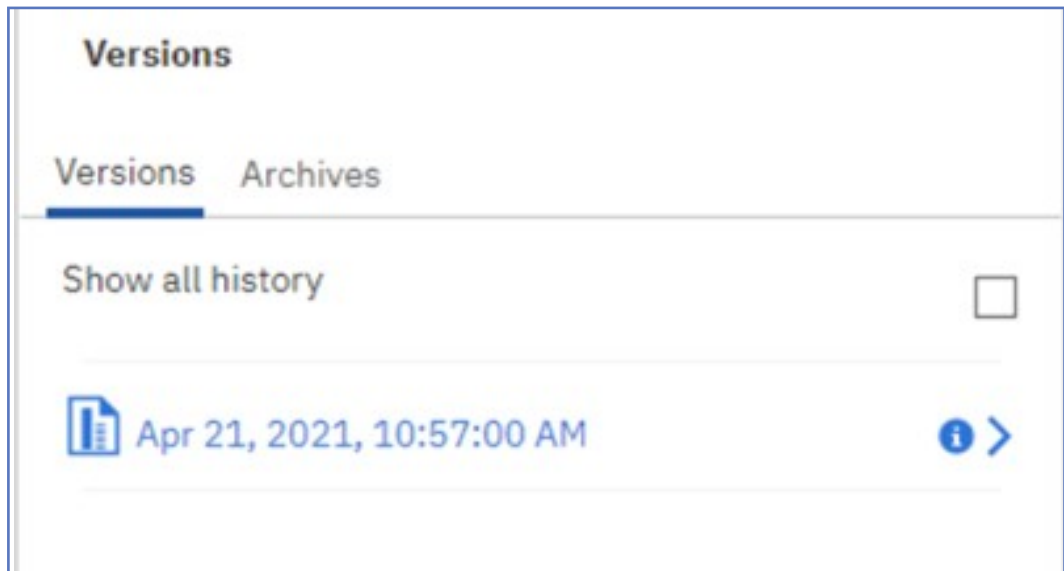
Illustration 481: **Welcome screen – Personal menu – My schedules and subscriptions – View versions**

Disable Schedule **By clicking this option, the user disables the schedule.**
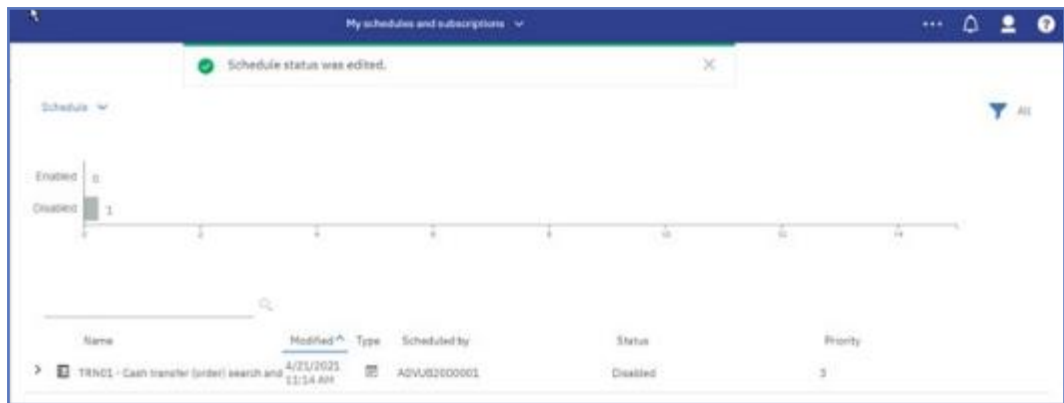
Illustration 482: **Welcome screen – Personal menu – My schedules and subscriptions – Disable schedule**

Remove Schedule

The schedule will be deleted.
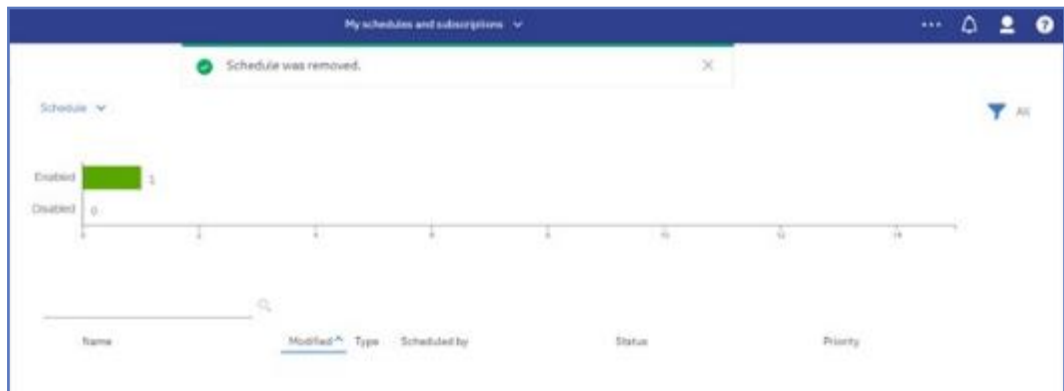
Illustration 483: **Welcome screen – Personal menu – My schedules and subscriptions – Remove schedule**

Filter

In the top right corner, the user will find another filter.

Illustration 484: **Welcome screen – Personal menu – My schedules and subscriptions – Filter (2)**

By clicking on "*All*" button, the user will be presented with further options.

Illustration 485: **Welcome screen – Personal menu – My schedules and subscriptions – Filter (2) - Further options**

Subscription Type

By clicking on the dropdown next to the "*Subscription type*" the user will be able to filter to see either the subscriptions or the activities.

Verify the choice by clicking on the "*Apply*" button.
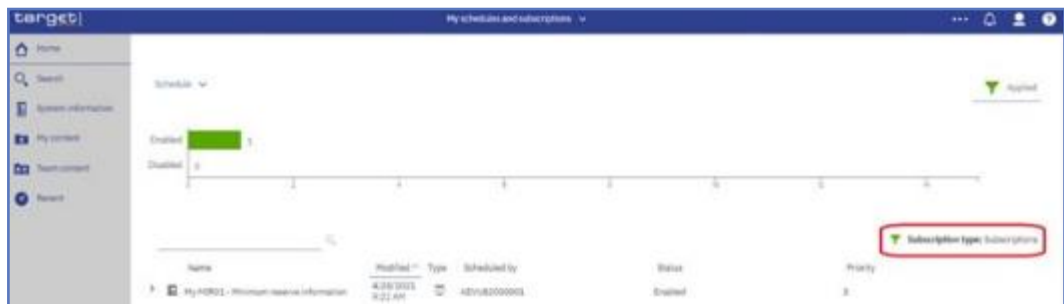
Illustration 486: **Welcome screen – Personal menu – My schedules and subscriptions - Subscription type**

Status

By clicking on the dropdown next to the "*Status*", the user can choose to see either the "*Enabled*" or the "*Disabled*" schedules:

Verify the choice by clicking on the "*Apply*" button.
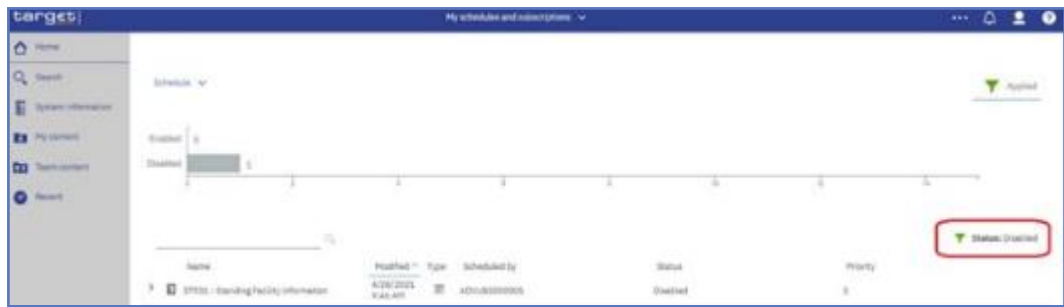
Illustration 487: **Welcome screen – Personal menu – My schedules and subscriptions – Status disabled**

Priority   **By clicking on the dropdown next to the "*Priority*", the user can choose to select different schedules according to the priority.**

Verify the choice by clicking on the "*Apply*" button.

Illustration 488: **Welcome screen – Personal menu – My schedules and subscriptions – Schedules Priority**

Further Options   **By clicking on the down arrow next to "*Advanced*", the user is presented with further options.**

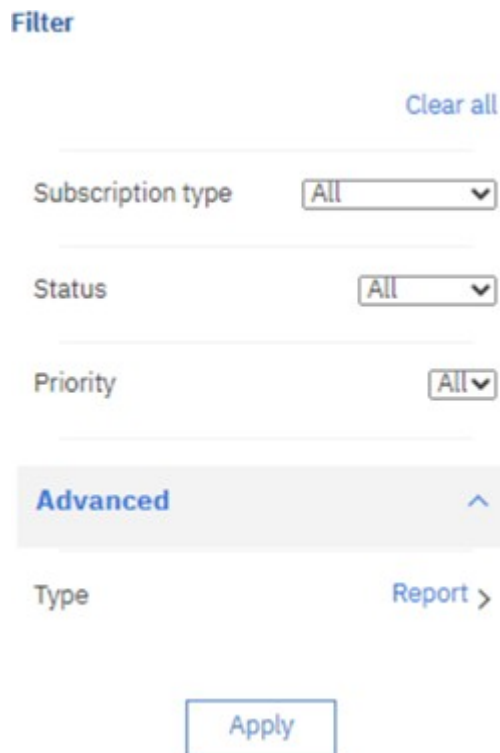*Illustration 489:* **Welcome screen – Personal menu – My schedules and subscriptions – Advanced**

Type of Schedule	**By clicking on the text next to the "*Type*", the user can choose which type of schedule to see. i.e. Report or Repot view;**

< Back   **Type**

Export ○

Import ○

Index update ○

Job ○

Migration ○

Notebook ○

Planning macro ○

Planning task ○

PowerPlay report ○

PowerPlay view ○

Query ○

Query service administration task ○

Report ◉

Report view ○

Workspace ○

Illustration 490: **Welcome screen – Personal menu – My schedules and subscriptions – Advanced - All - Type of schedule**

Illustration 491: **Welcome screen – Personal menu – My schedules and subscriptions – Advanced - All - Type of schedule – Report**

By clicking on "*Back*" text in the upper left corner and clicking on the "*Apply*" button, the user can see the type of schedule that has been chosen.
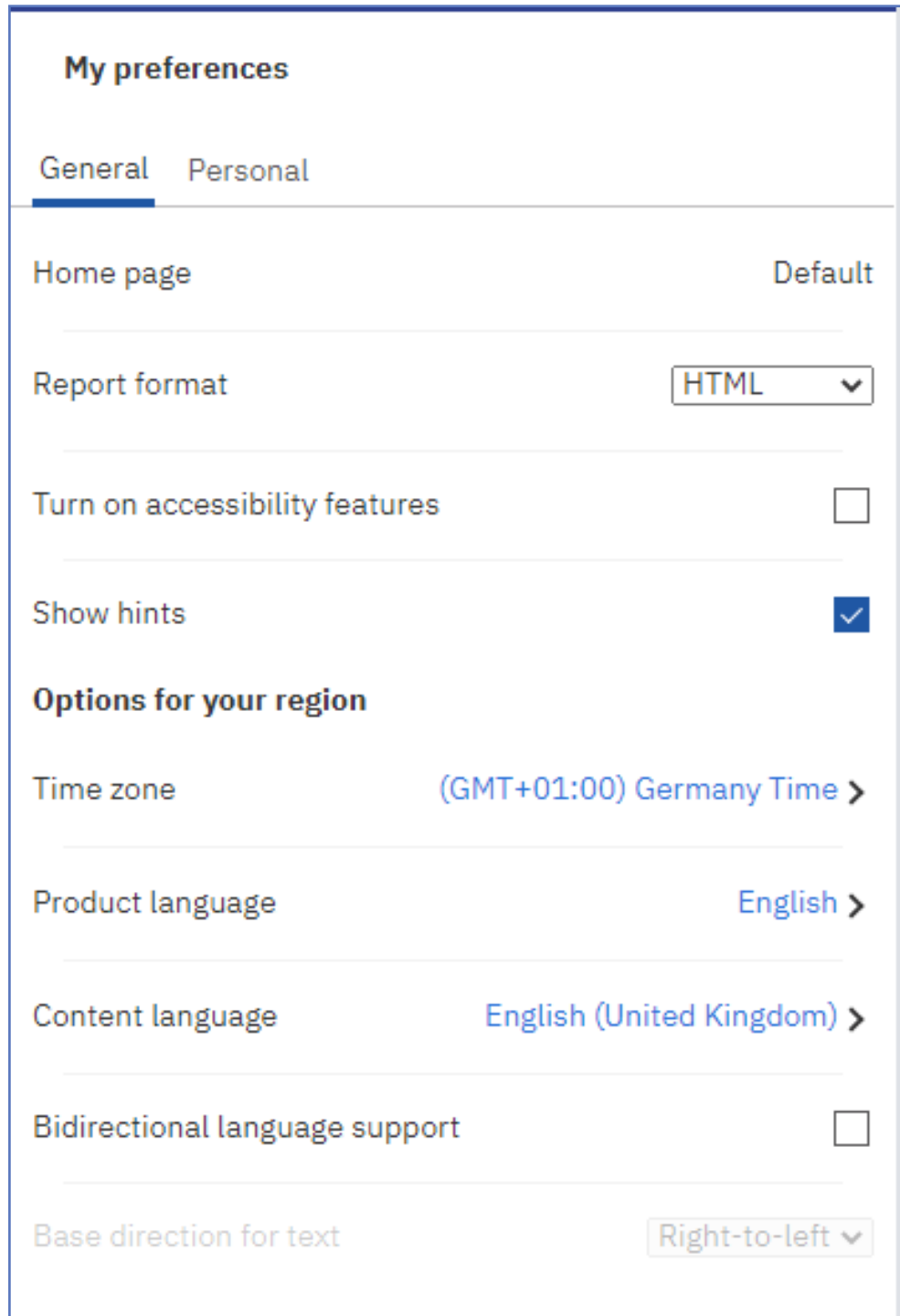
Illustration 492: **Welcome screen – Personal menu – My schedules and subscriptions – Advanced - All - Type of schedule - Report**

5.5.2.5.2 My preferences

The chapter "*My preferences*" is divided in two chapters. One describes the preferences under general the second explains the preferences under personal.

5.5.2.5.2.1 My preferences - general

You can set up preferences for your DWH applications. To set your preferences in the personal menu click on "*My preferences*".

Illustration 493: **Welcome screen – Personal menu – My preferences**

In case a different page than the default is set, the user can reset to the default.

Report Format   The default value for the report format is html.

But you can choose also one of the following formats:

☐ **Excel (same content as html but as Excel file)**

☐ **Excel Data (only the report data is exported – Not recommended since it does not work properly)**

☐ **Pdf**

☐ **Html**

☐ **Csv**

☐ **Xml**

Accessibility Features

Accessibility features assist users who have a disability, such as restricted mobility or limited vision, to use information technology content successfully.

Show Hints

When you first sign in to the DWH, you can see hints that help you navigate through the user interface. If you turn the hints off, but want to show them again, select the "*Show hints*" check box.

Language Settings

The default language is English.

You can select the language that you prefer for the DWH user interface. If your data and reports are available in multiple languages, you can also select the language that you prefer for the content. There is also support for bidirectional languages such as Hebrew, Arabic, Urdu, and Farsi. Report authors can control the display of native digits and the direction of text, crosstabs, and charts.

5.5.2.5.2.2 My preferences - Personal

In the "*My preferences*" menu you can find more information about yourself under "*Personal*". (Note: Some of the settings displayed have to be changed in CRDM e.g. User information, granted privilege.)

You will see your email if available in CRDM, and with a click on the arrow next to "*Advanced*", further information are shown.

You can also find information about "*Groups and roles*" and "*My capabilities*" described in detail hereafter.
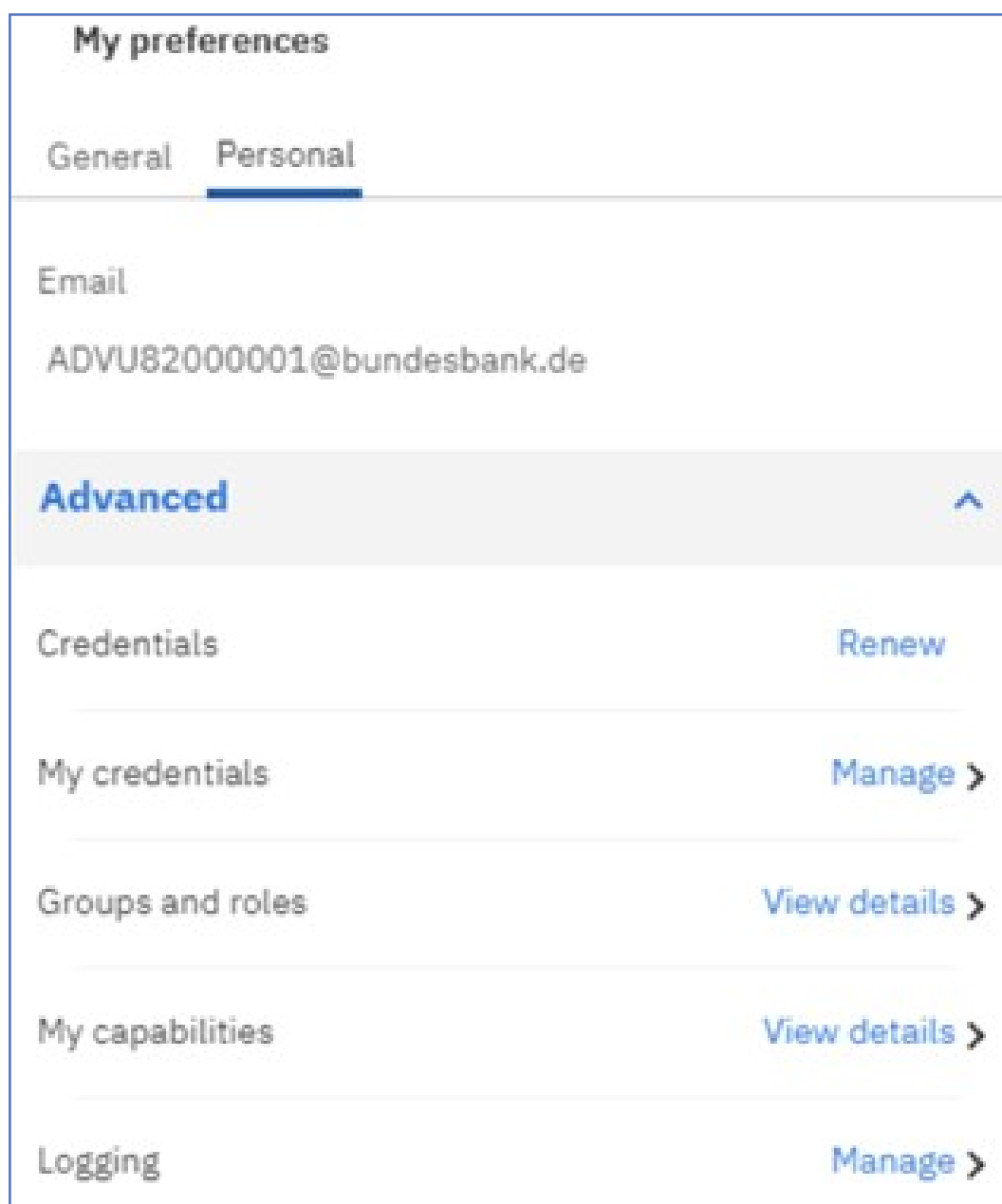
Illustration 494: **Welcome screen – Personal menu – My preferences – Personal – Advanced**

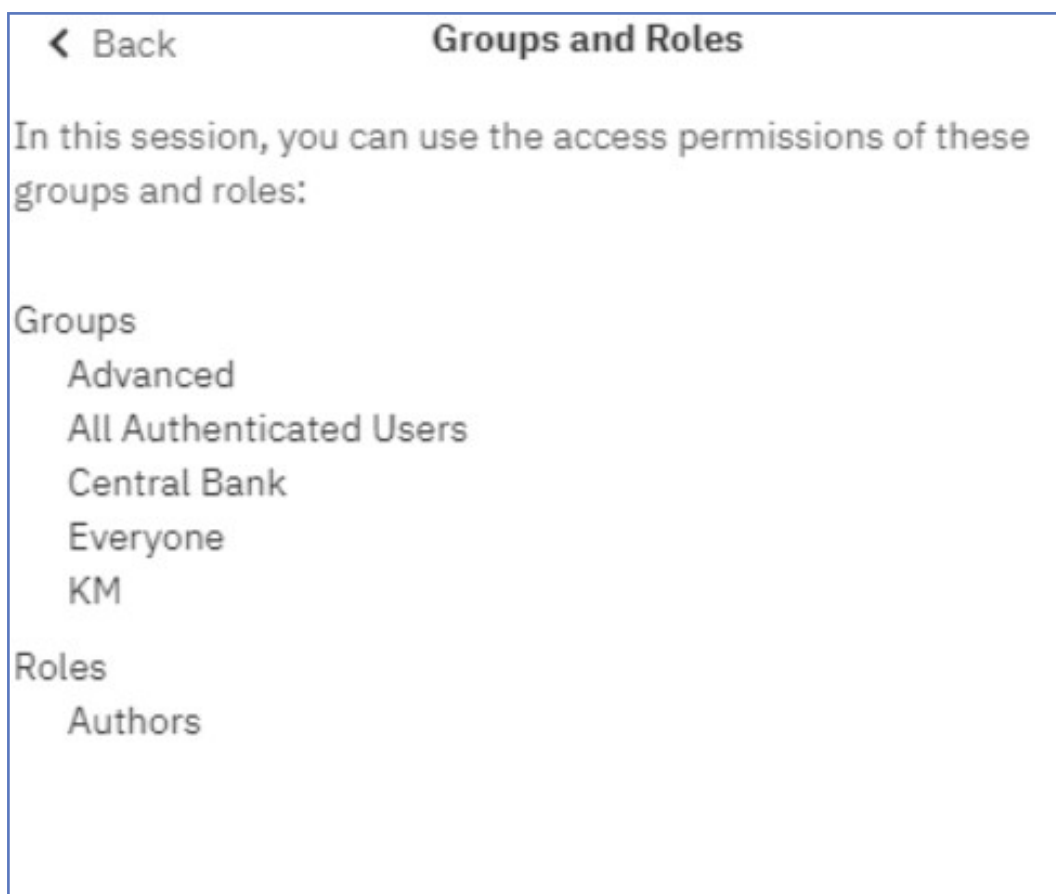|	
Groups and Roles	**You can find the groups and roles you are associated to by clicking on the respective menu item.**
	In this example, the user belongs to a Central Bank with country code "*KM*". In CRDM the role containing the "*Data Warehouse Advanced User*"-privilege is granted to the user.

In this session, you can use the access permissions of these groups and roles:

Groups
    Advanced
    All Authenticated Users
    Central Bank
    Everyone
    KM

Roles
    Authors

Illustration 495: **Welcome screen – Personal menu – My preferences – Personal – Groups and roles**

User Capa-bilities

The capabilities control access to different administration tasks and different functional areas of the user interface in DWH. You can find the capabilities assigned to you by clicking on "*View details*" on the right of the section.

Illustration 496: **Welcome screen – Personal menu – My preferences – Personal – My capabilities (1)**
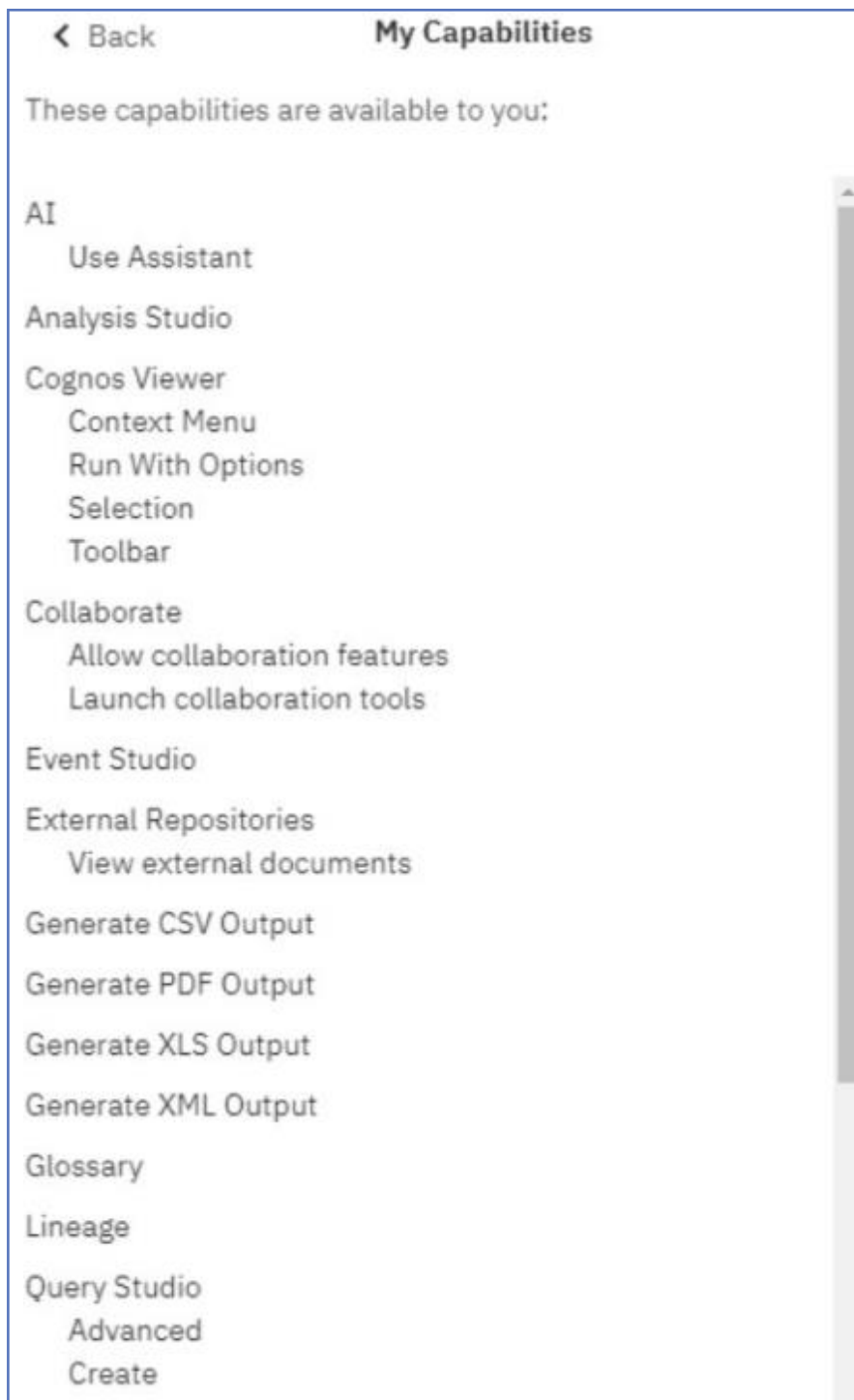
Illustration 497: **Welcome screen – Personal menu – My preferences – Personal – My capabilities (2)**

5.5.2.5.3 Log my session

Session Logging

You can use "*Log my session*" to enable detailed, diagnostic logging for your current DWH session. This can be useful to support the analysis of the Operational Teams in case you run into reproducible problems or errors

while using the Data Warehouse. In such a case, you can turn logging on and then perform the steps that lead to the problem or error you encountered. Session logging can run for one hour maximum, but can be turned off at any time.

Unique Identifier	**A unique identifier is generated to allow the administrator to identify the session logging data. Record the log identifier before you turn off the logging or close your browser. Remember to add this identifier to your ticket when requesting help.**
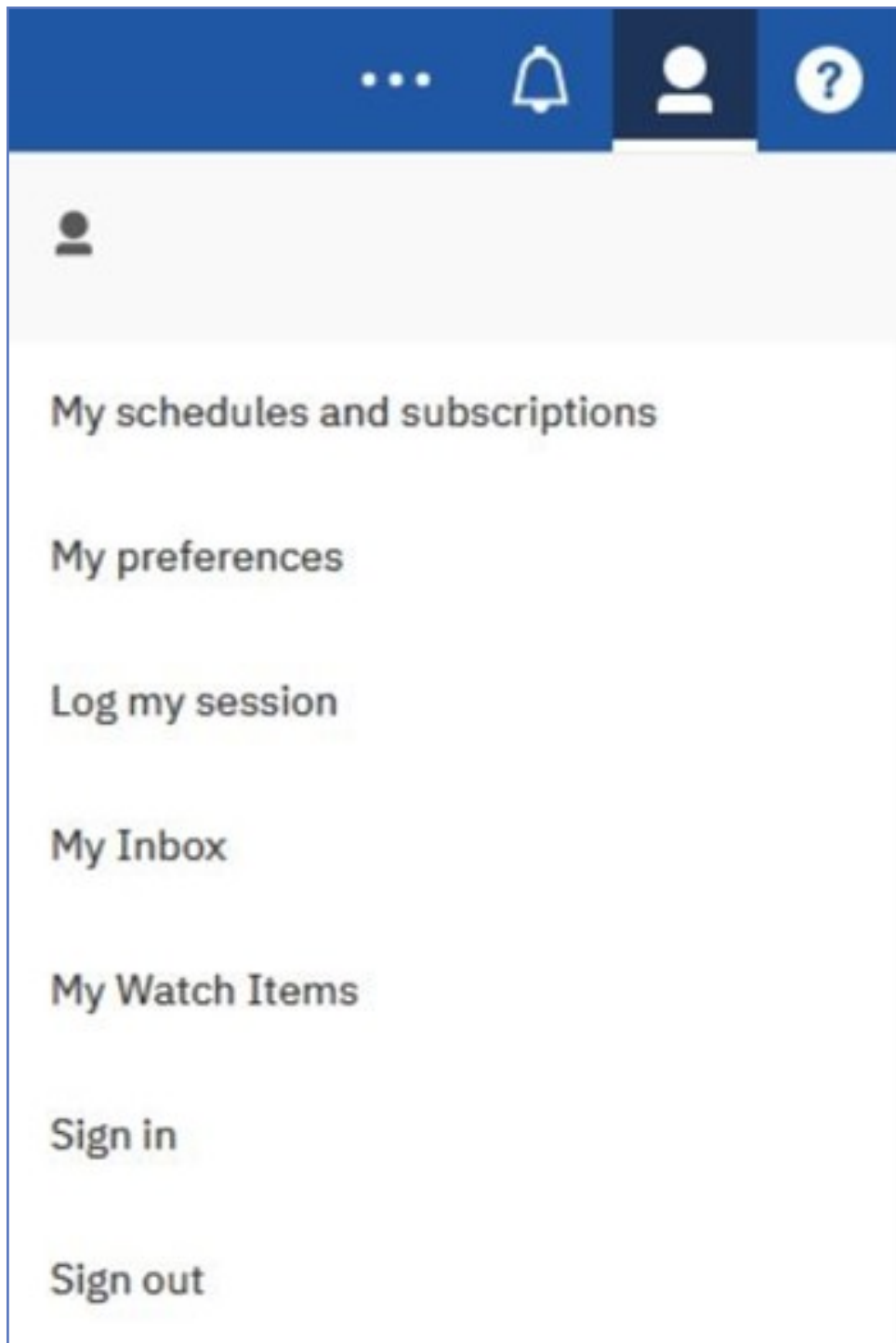
Illustration 498: **Welcome screen – Personal menu – Log my session**

User session logging

Session logging   Off ⬤○

Log identifier   --

Illustration 499: **Welcome screen – Personal menu – Log my session – User session logging**

5.5.2.5.4 My Inbox

If you have selected "*Save***" as delivery option (refer to chapter** Scheduling reports **for further information) you can navigate to "***My Inbox***" in the"***Personal menu***".**

Illustration 500: **Welcome screen - Personal menu - My Inbox**

There you will find the result of the report that you scheduled or run in background.

5.5.2.5.5 My watch items

Change Tracking

In the tab "*Alerts***" under "***My Watch Items***" menu, the user can see the reports he has chosen to be notified for any new changes. For further information on Notifications, see chapter** Set Notifications**.**
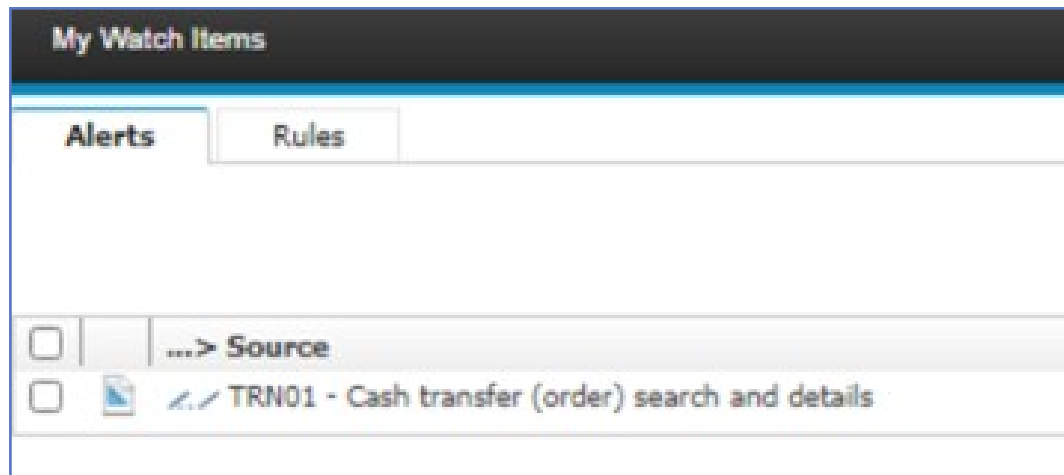
Illustration 501: Welcome screen - Personal menu - My watch items

Alert Deactivation

By clicking in the icon at the top right corner, the user can turn off the alerts for this report.

5.5.2.5.6 Sign out

In order to sign out you can use the "*Sign out*" item from the personal menu in the toolbar.
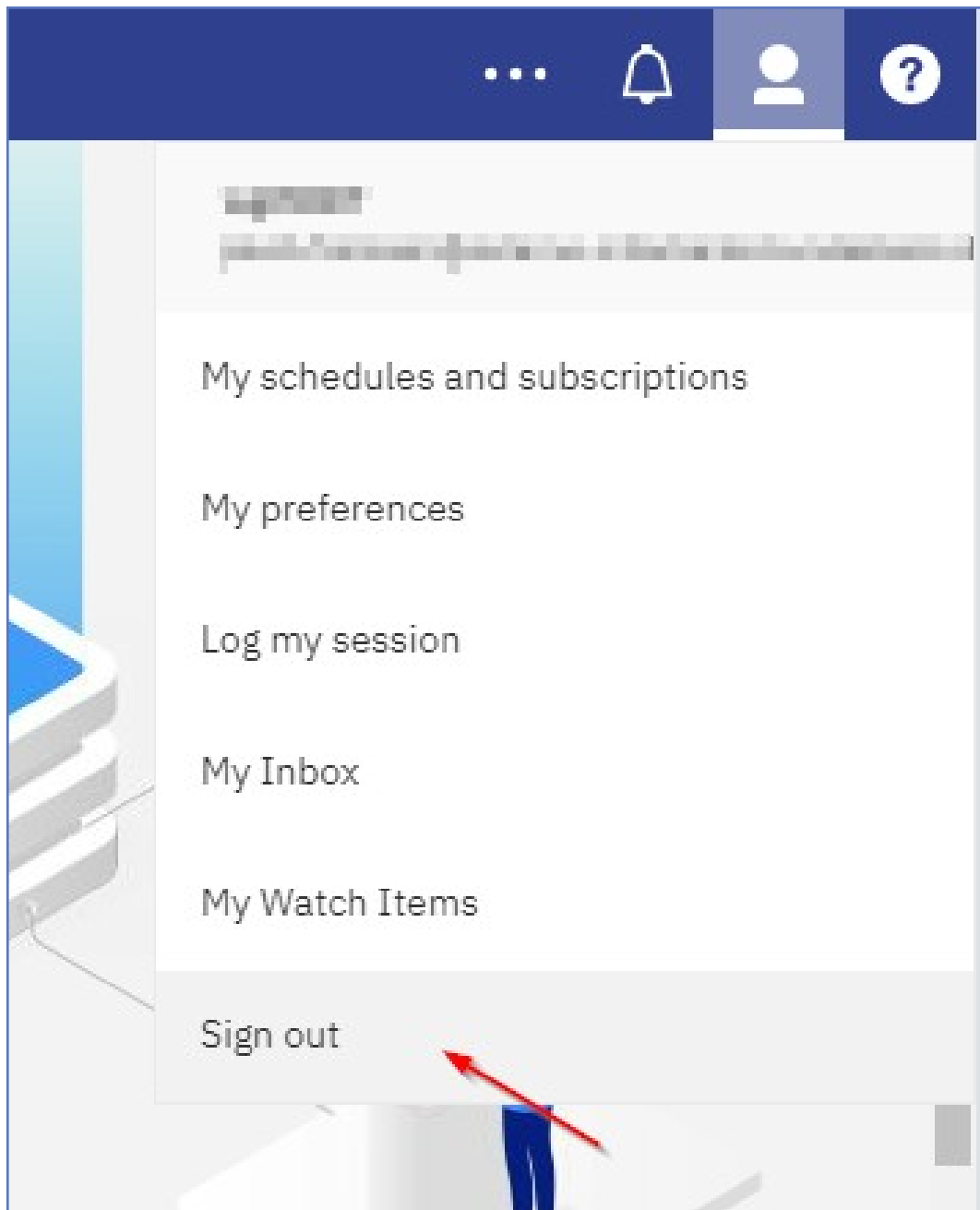
Illustration 502: **Personal menu - Sign out**

5.5.2.6 **Help menu**

"Question Mark" Icon

In the tool bar, you can find a "*Question mark*" icon, where the default "*Help menu*" is located.
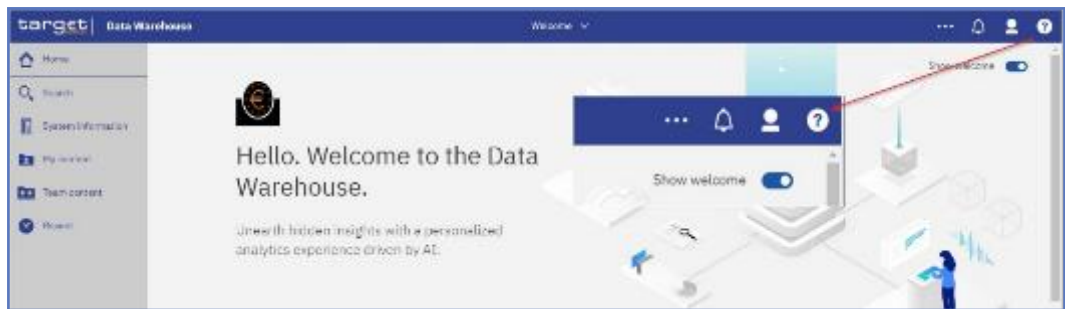
Illustration 503: **Welcome page - Help menu**

Cognos Version

"*About*" shows information about the Cognos version.
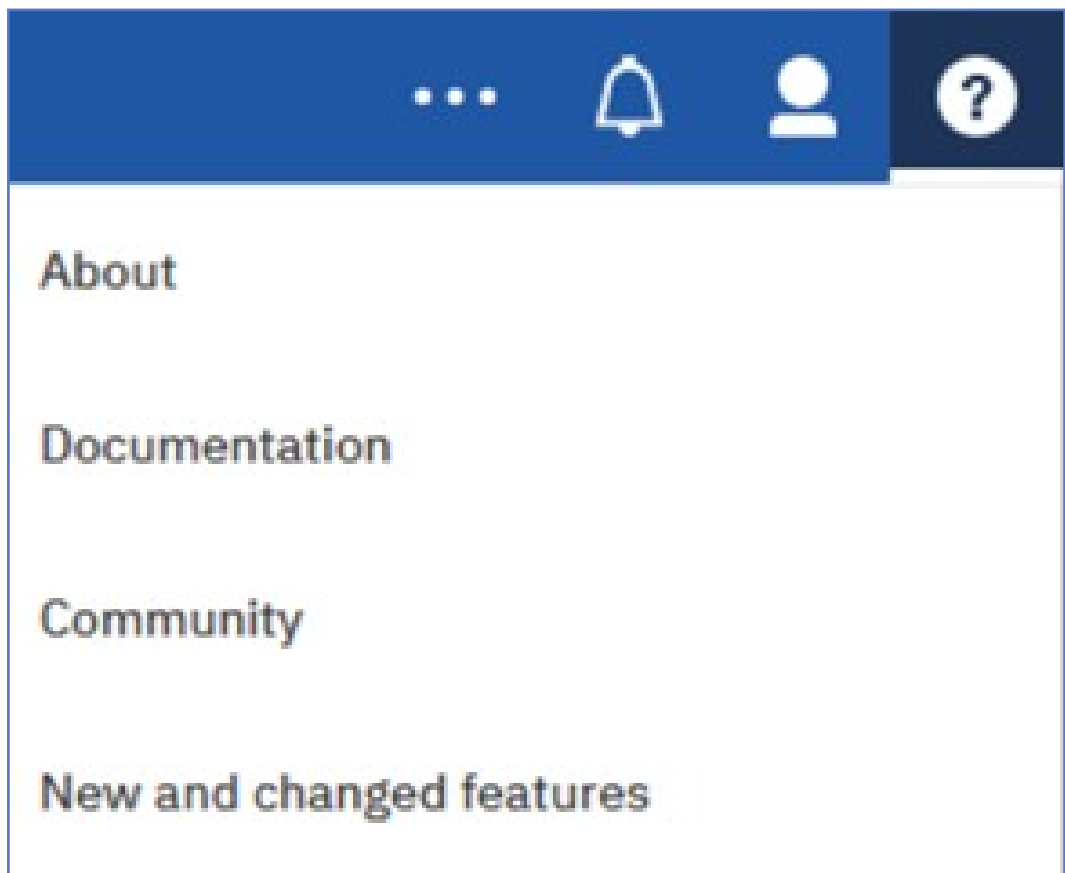
Illustration 504: **Welcome page - Help menu options**
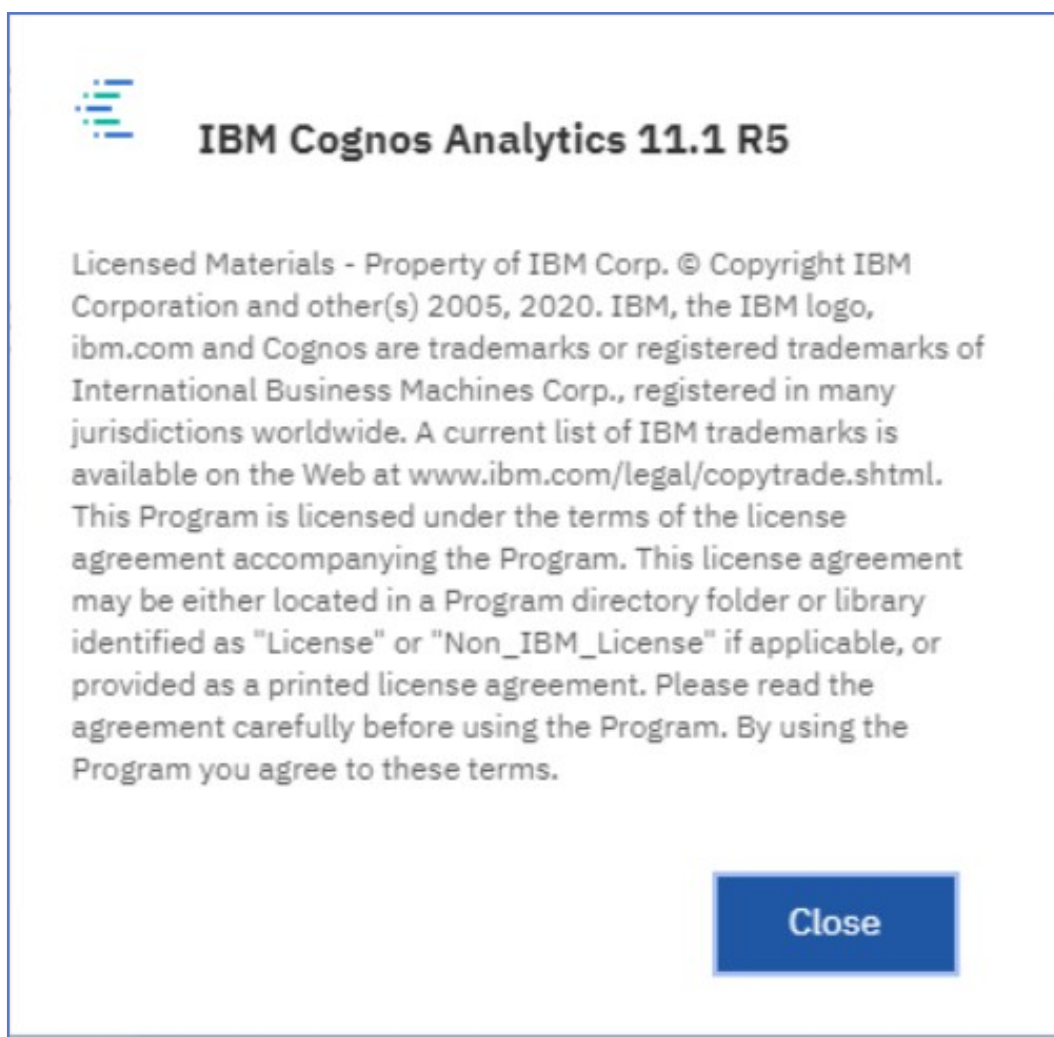
Illustration 505: **Welcome page - Help menu - About**

5.5.3 Navigating in the DWH GUI – menu

On the left side of the screen you can find a menu with different folders.
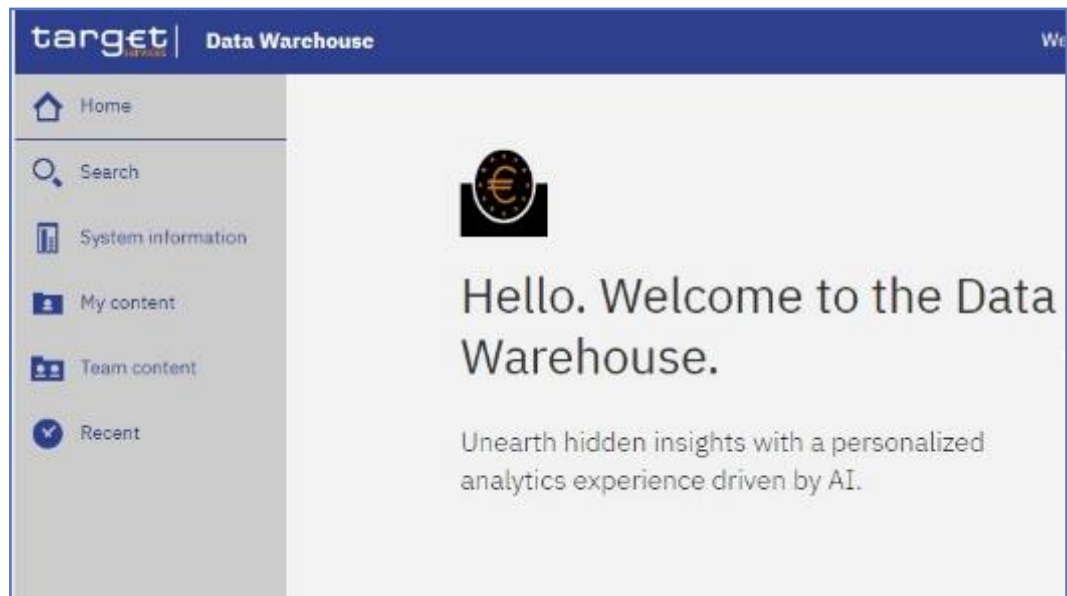
Illustration 506: **Welcome page - menu**

5.5.3.1 **Target services logo**

By clicking on the "*Target services*" logo, you return to the "*Welcome*" page.

5.5.3.2 **Home icon**

The first icon on the left side is the "*Home*" icon.
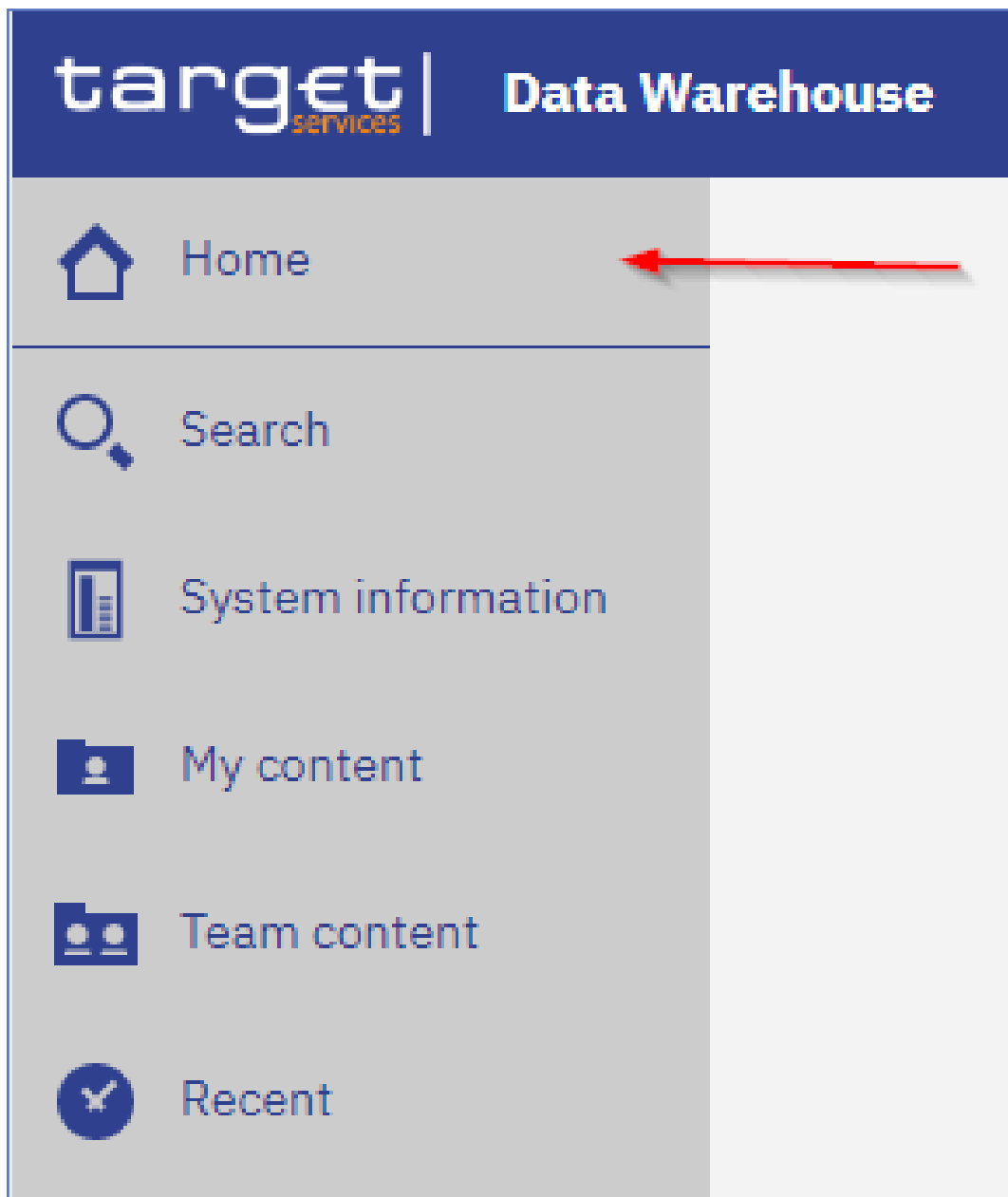
Illustration 507: **Welcome page - Home**

**By clicking on this icon it is always possible to return to the "*Welcome*"
page (the standard one or the one you have specified – for further informa-
tion refer to chapter** Access to the DWH**) from everywhere in the DWH GUI.**

5.5.3.3 Search function

**To find items in your own or in the team content you can click on "*Search*".
In the search field - you can type in one or multiple keywords and press
"*Enter*". You can search for folders or predefined reports.**
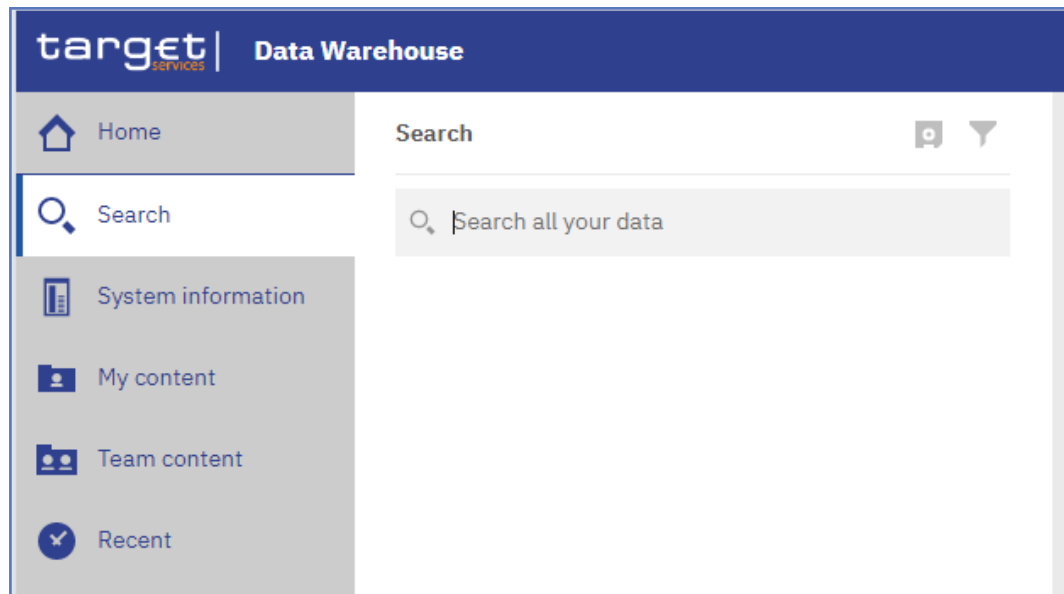
Illustration 508: **Welcome page - Search**

5.5.3.3.1 Narrow your search with filters

After a successful search, the filter function is available. In case your search returns too many results, you can click on the "*Filter*" icon and select for example specific search results or dates to modify the result list,
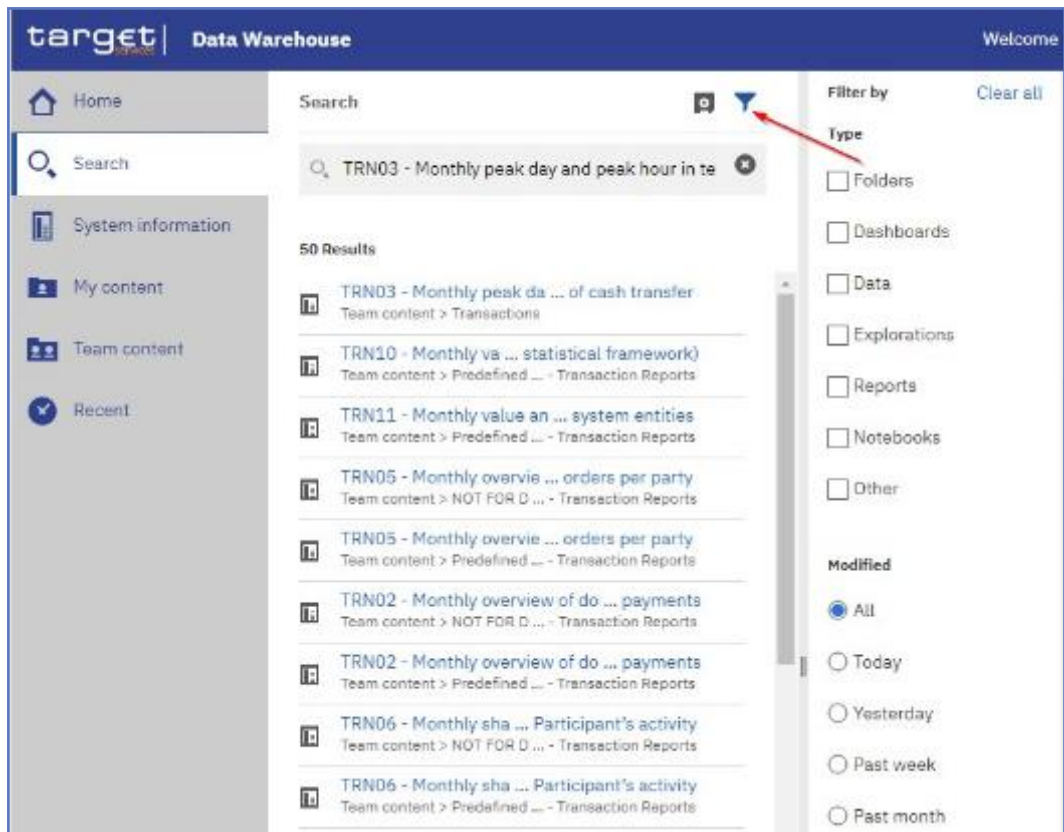
Filter Icon

Illustration 509: **Welcome page - filter options**

5.5.3.3.2 **Save search results**

After you have performed a search and the results are shown, you can save the results of your search. The "*Save*" icon is only available after a successful search.

Save Icon
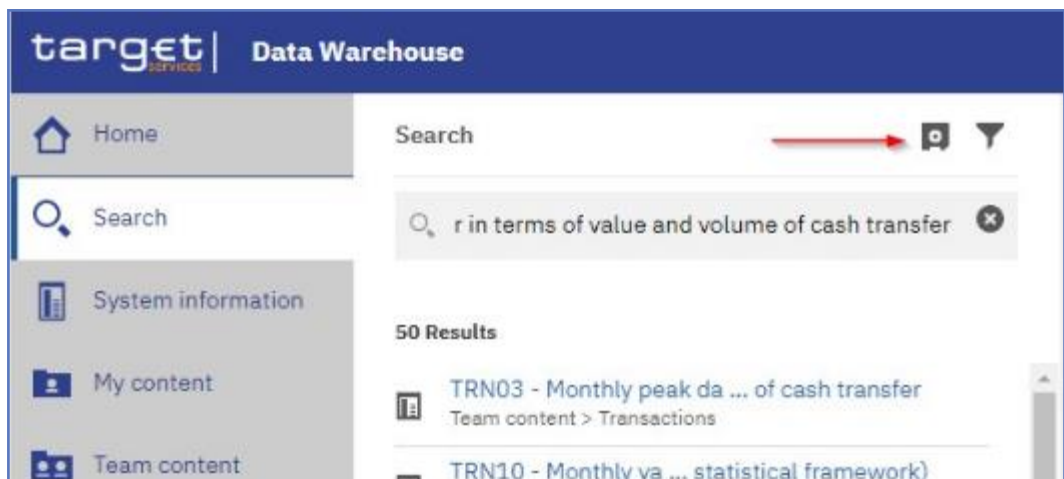
Illustration 510: **Welcome page - Search - Save icon**

After clicking on the "*Save*" icon, a message pops up, that informs you that the search was saved.

The result of the search will be available later, even after the search is closed, or the user signs out.

If you do not save the result, the next search will overwrite the previous:

In order to delete a previously saved search, click on the "*Remove*" button of the saved search you intend to delete.
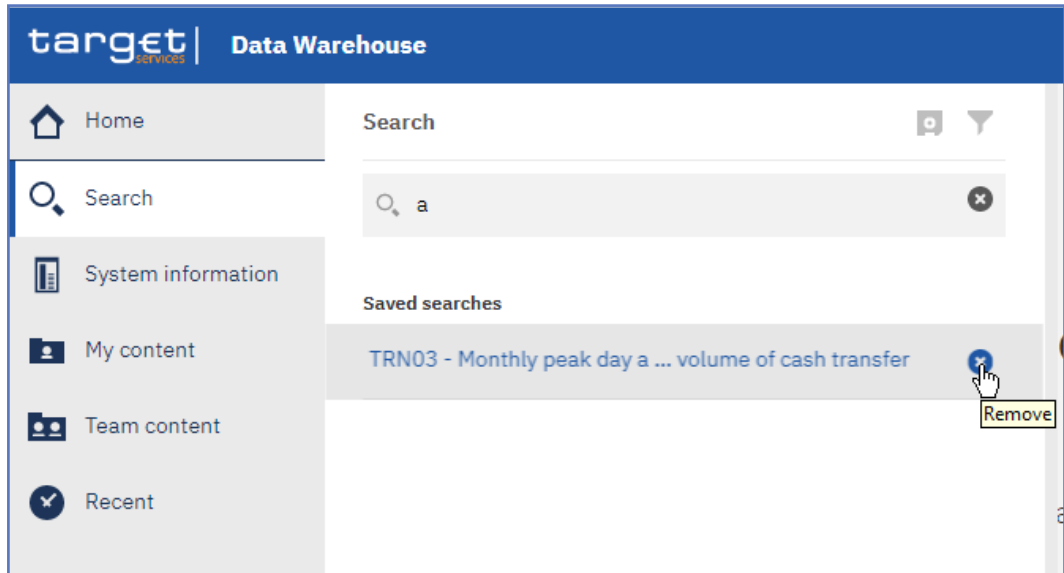
Remove Search

Illustration 511: **Welcome page – remove search**

Save Search

In case you save the search, the search result will be available in the "*Saved searches*" list, even after you sign out.
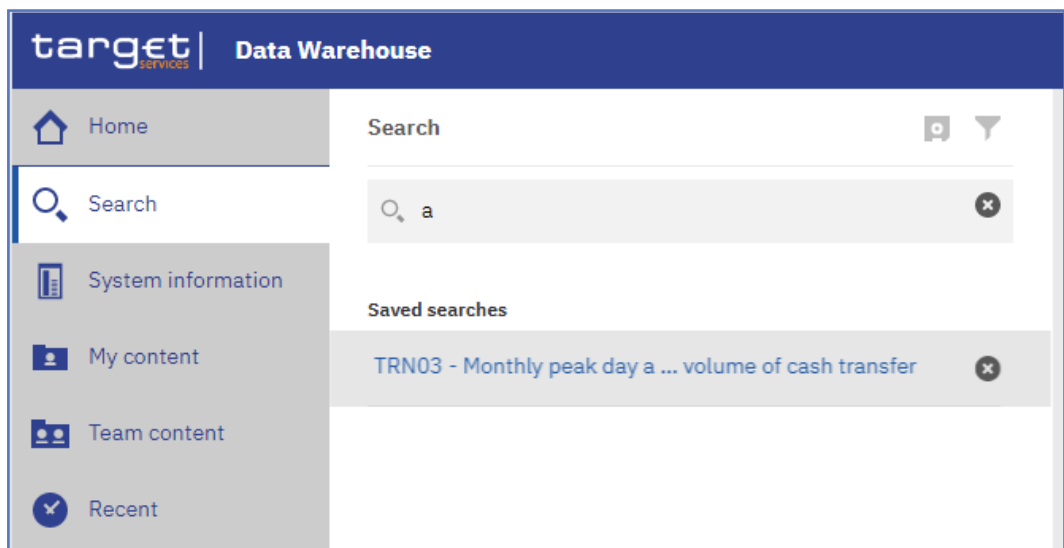
Illustration 512: **Welcome page - Search - Saved searches**

5.5.3.4 System information

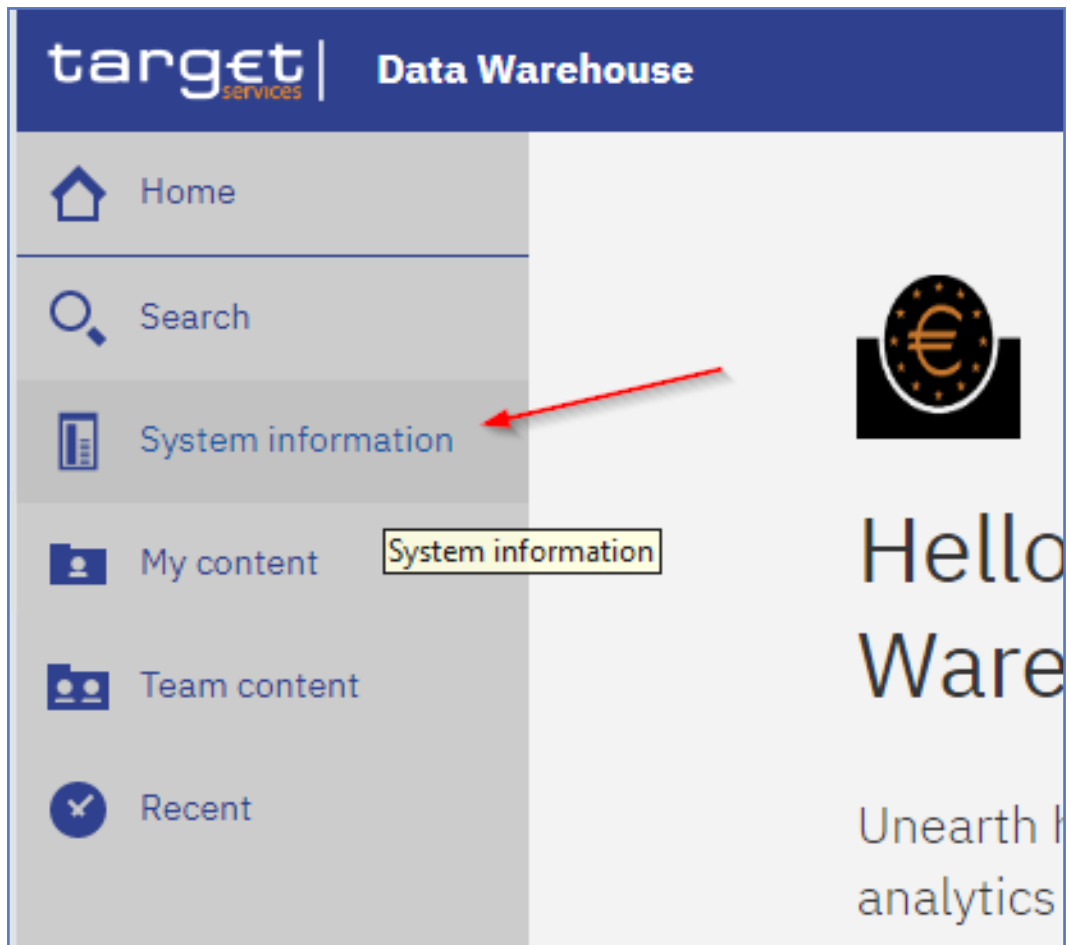**Behind "*System information*", you find a menu with a welcome page, user information and manuals.**

Illustration 513: **Welcome page - System information link**

**Welcome
Page**

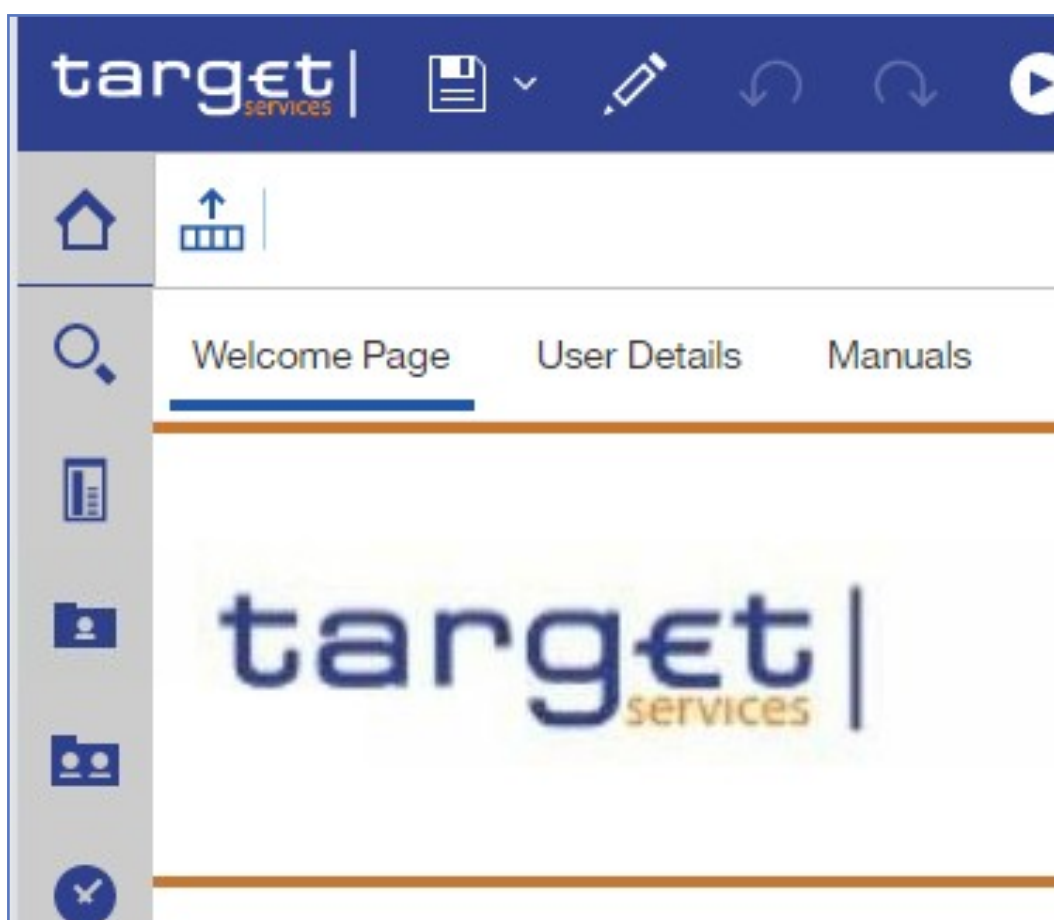**This page serves as an introduction to this menu and informs you about the content of this menu.**

Illustration 514: **Welcome page – System information menu**

User Details   Here you can see additional user information, such as user details concerning your User ID, which is needed to identify you in case of support. In addition, you will find your name, the name of your institution, and system information such as the environment (production or test environment) you are working on. The last business day is also mentioned to give you the information, which was the last business day loaded into the DWH completely.

Manuals   Here you can find the latest User Detailed Functional Specification (UDFS) and UHB version of the DWH.

When you click on the name of the manual you will be directed to the ECB homepage, where you can find the most recent version of the document you have chosen.

5.5.3.5 Recent Function

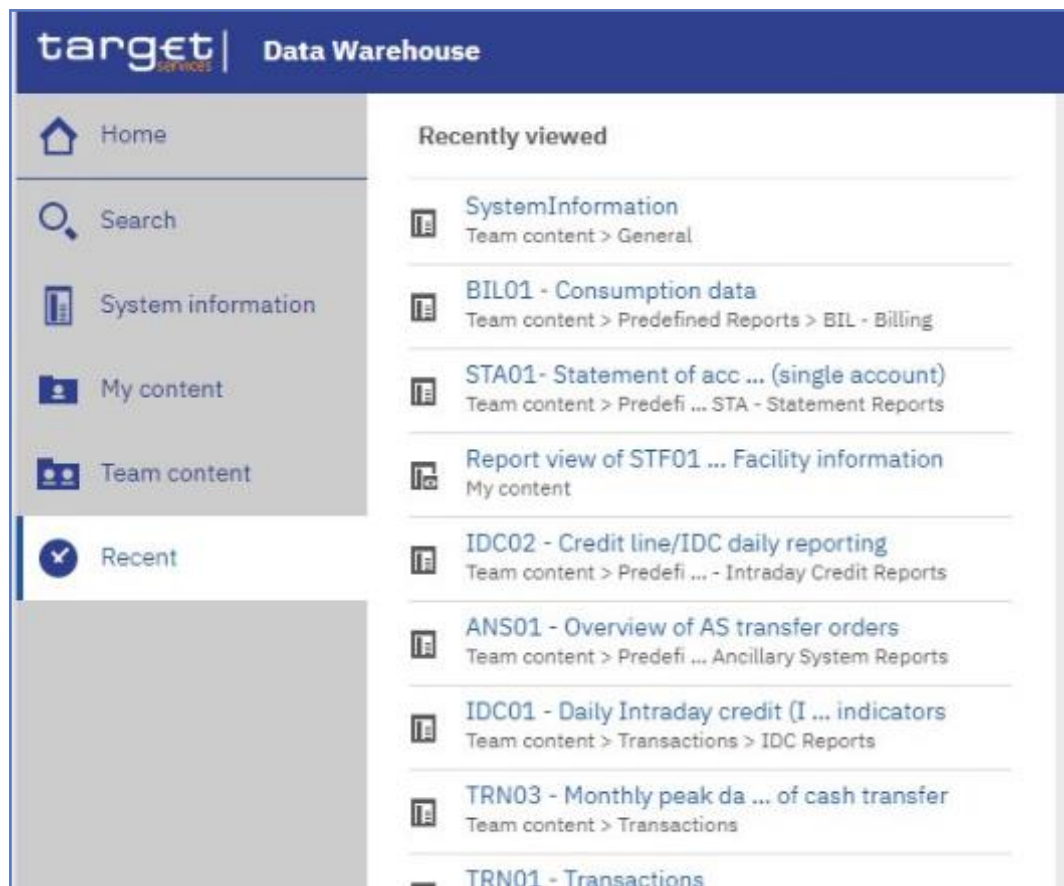If you want to see pages, folders or reports that you recently viewed you can find the list under "*Recent*".

Recent View

Illustration 515: **Welcome page – Recently viewed**

Tile View   **Apart from that, the Welcome page shows all recently viewed items under the lower part, where you can also switch from "tile view" to "list view" by using the icons in the right part of the screen.**

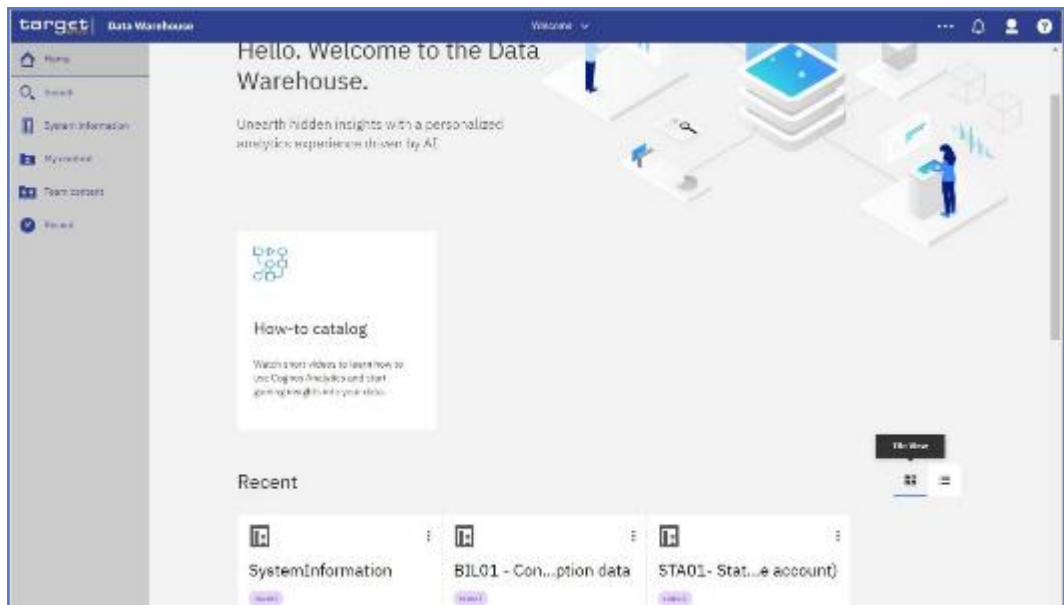**When "*Tile View*" is chosen the recently viewed items are organised as tiles.**

Illustration 516: **Welcome page - tile view**

List View   **When the "*List View*" is chosen, the recently viewed items are organised in a list.**
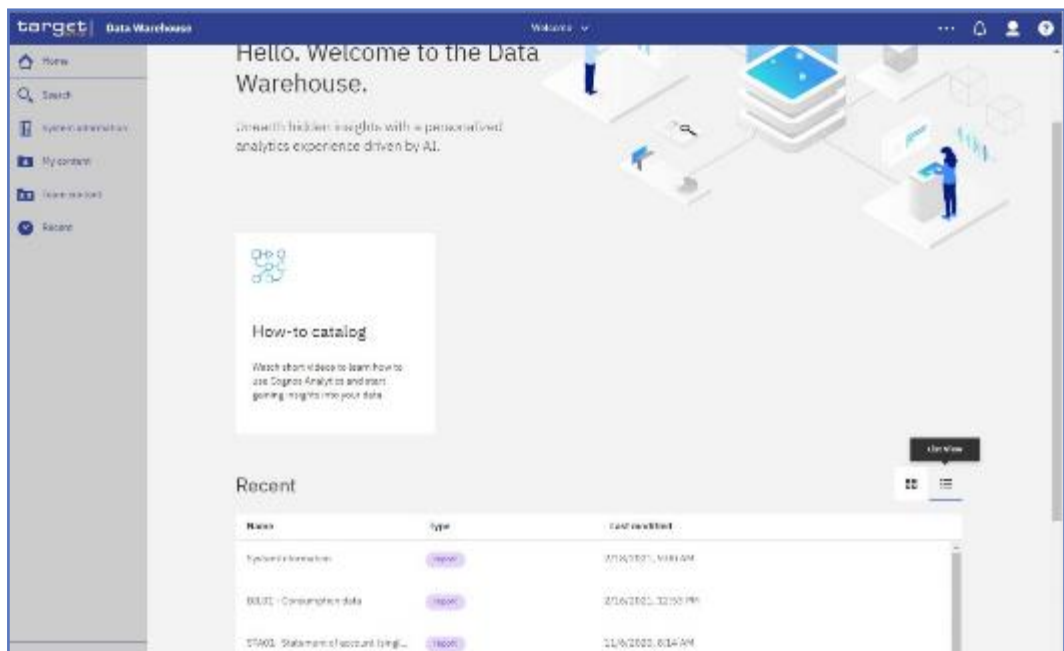

Illustration 517: **Welcome page - list view**

5.5.3.6 New Function

The "*New*" option is only visible for CB/CSD users granted with the "*Data Warehouse advanced user*" privilege in CRDM. Only with this privilege it is allowed to create user-defined reports. For more information refer to the DWH UHB chapter Creating reports (just advanced users).
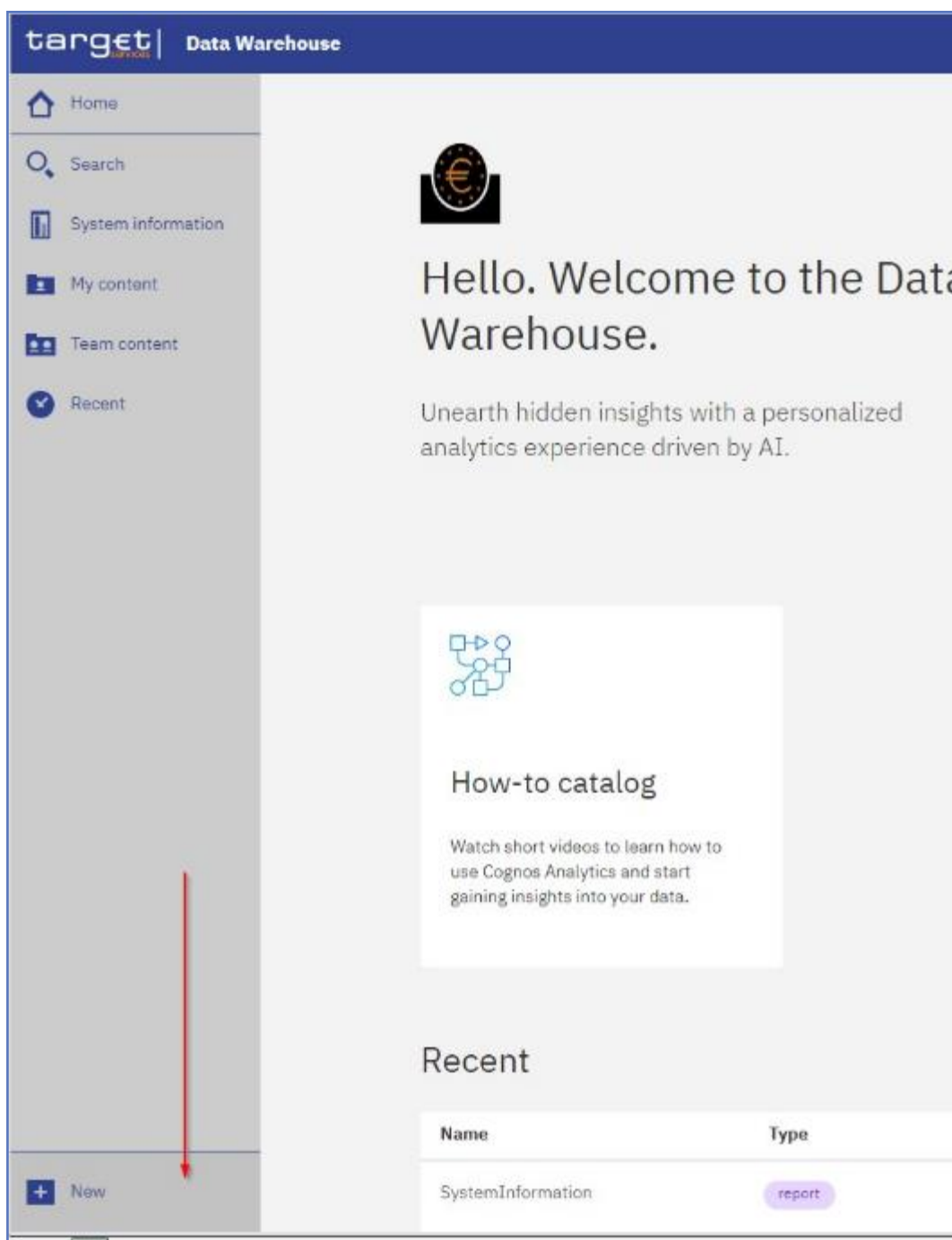
Illustration 518: **Welcome page - New**

5.5.4 Personal Folders

5.5.4.1 Team content

Under "*Team content***", you can find all reports you are allowed to run and view, depending on the party type you belong to. For information about each predefined report and who is allowed to use it, refer to** Predefined reports**. For CB/CSD users a specific CB/CSD folder can be found.**

where CB advanced users can store adapted or user-defined reports and share them with normal users within their CB/CSD. This enables also other users of this CB/CSD with the normal user privilege to execute reports previously designed by an advanced user.

CB/CSD Shared Folders

Additionally, the CBs/CSDs shared folder is included in here. With this folder, CBs/CSDs can share reports with other CBs/CSDs.
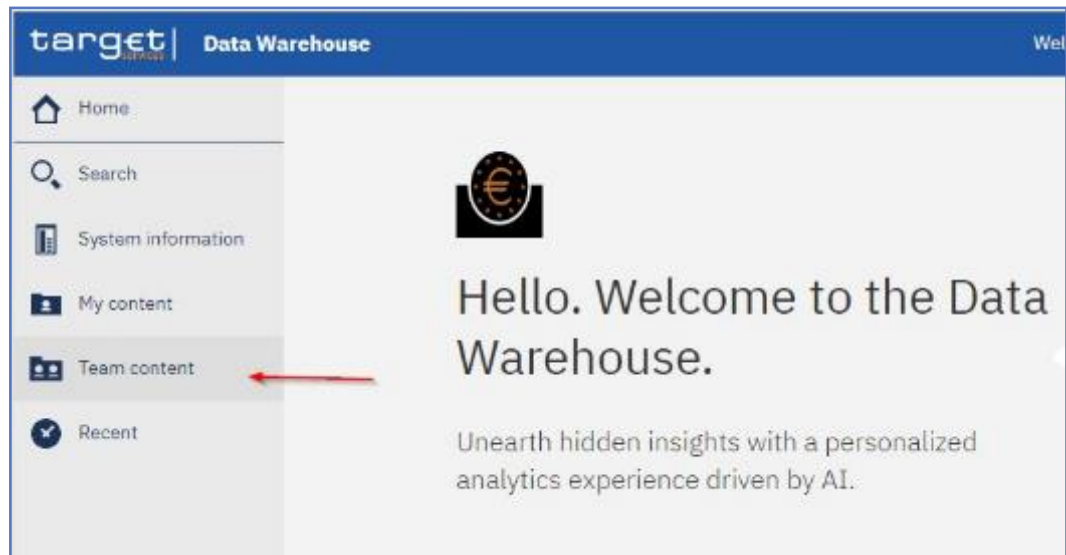

Illustration 519: **Welcome page - Team content**

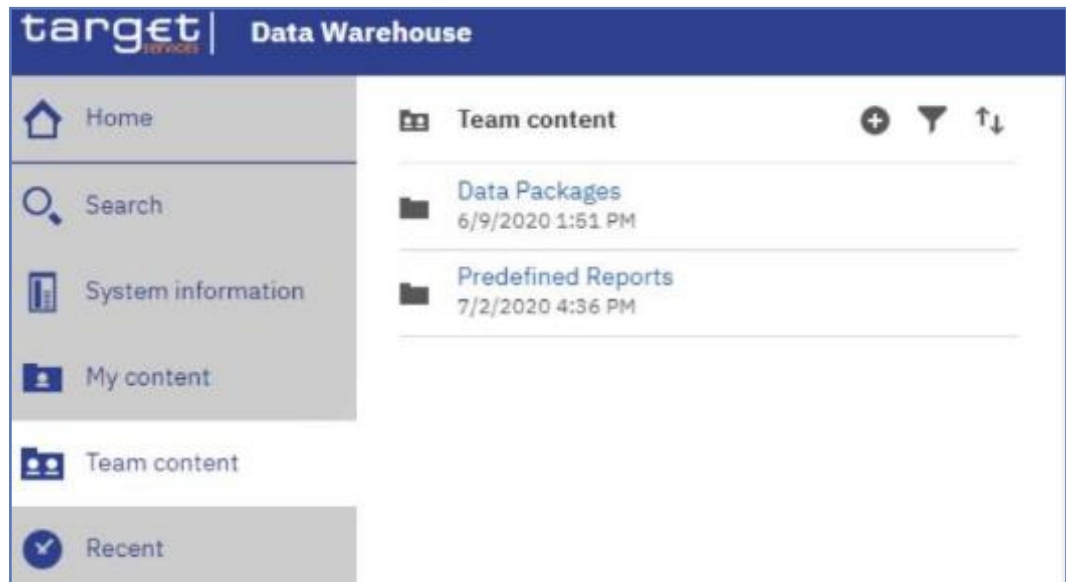**You can see the following content within "***Team content***".**

Illustration 520: **Welcome page- Team content - folder structure**

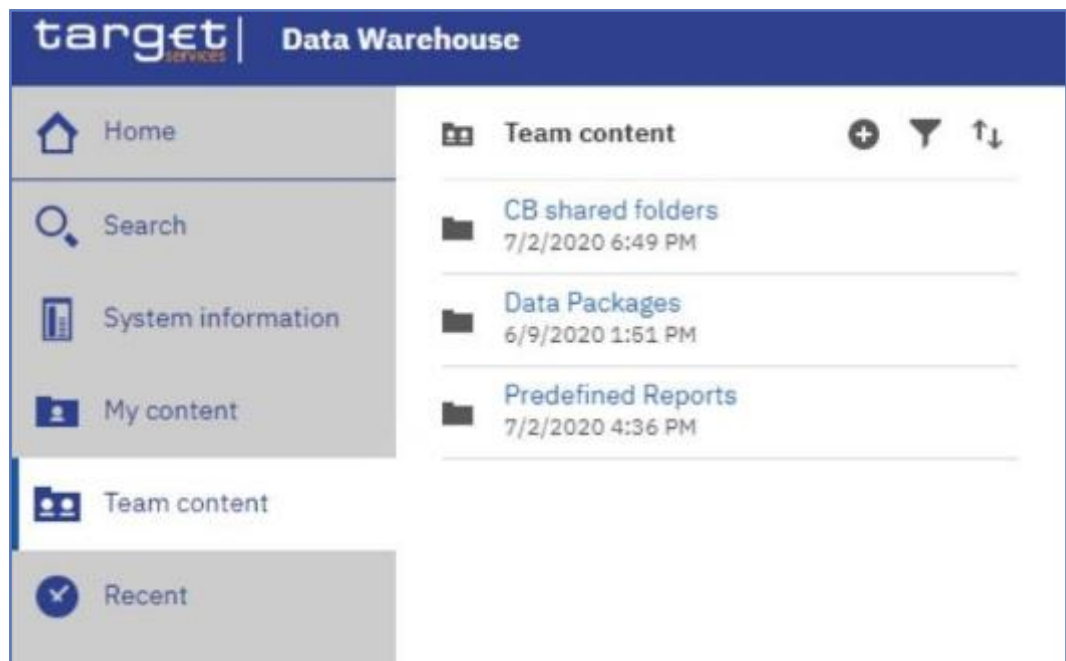**In case you are a CB/CSD user, you will see this structure in "***Team content***":**

Illustration 521: **Welcome page - Team content - folder structure (CB user)**

In the "*CB/CSD shared folders*" the CB/CSD user can find the folders for sharing reports within its own CB/CSD as well as the folder for sharing reports with other CBs/CSDs.

Data Packages

In the "*Data Packages*" folder, you can find the data model that was used to create the reports. This is an information item only (showing the date and time of the last update of the data model).
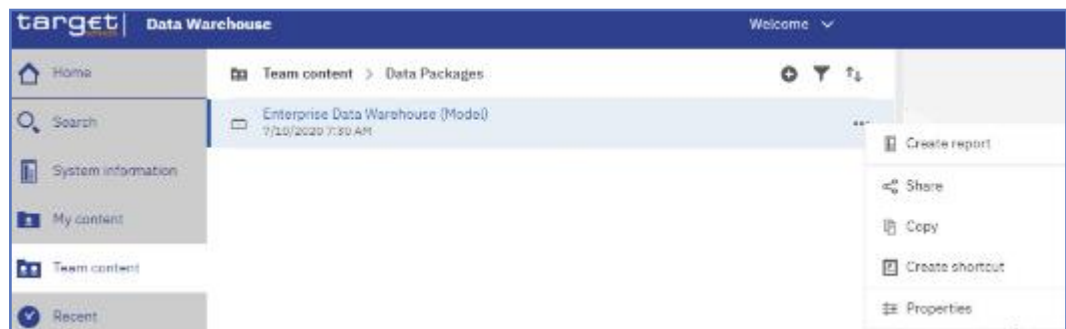

Illustration 522: **Welcome page - Team content - Data Packages**

Predefined Reports

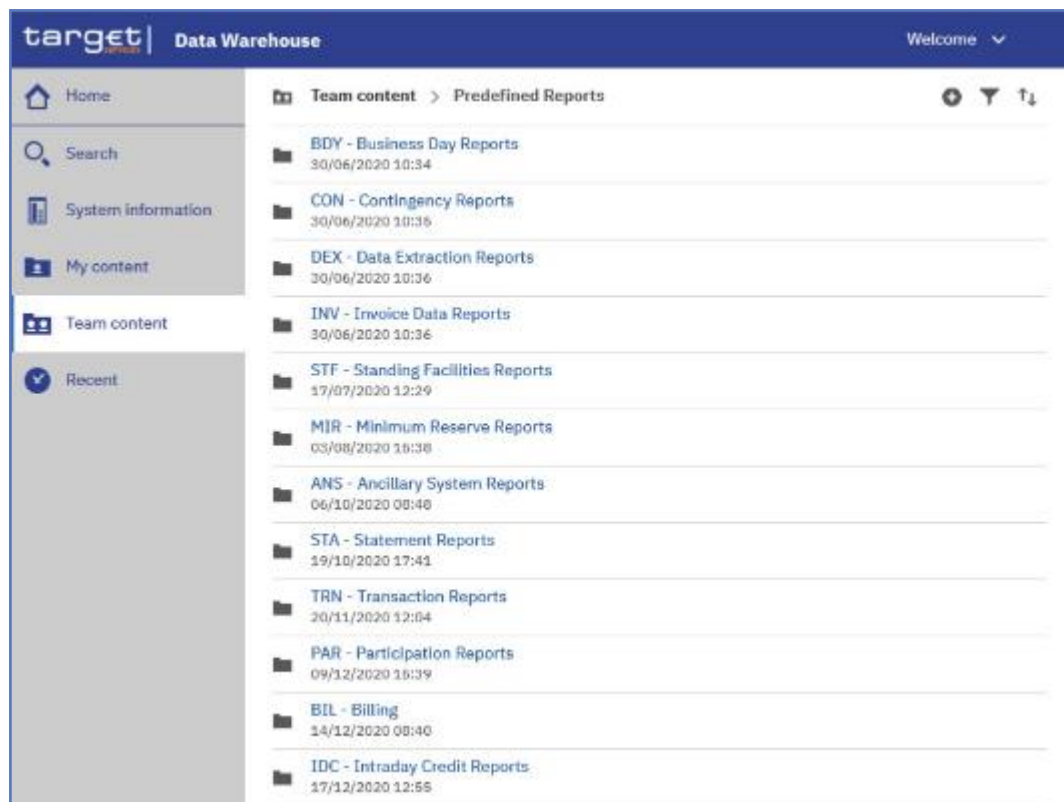**In the "*Predefined Reports*" folder you can find the subfolders containing the predefined reports.**

Illustration 523: **Welcome page - Team content - Predefined reports**

Example   **Under "***ANS – Ancillary System Reports***" you can find the predefined reports "***ANS01 – Overview of AS transfer orders***" and "***ANS02 – Daily average of AS transfers***".**
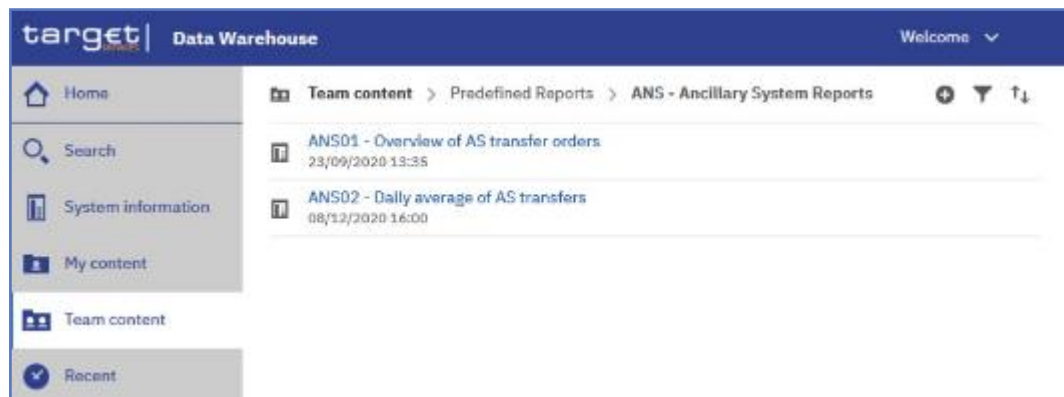

Illustration 524: **Welcome page - Team content - Predefined Reports - ANS - Ancillary System Reports**

The normal user has the same capabilities, except from the "*Create report***".**

5.5.4.2 My content

This is your private area where only you can see the content that is stored there. At start, the folder is always empty.
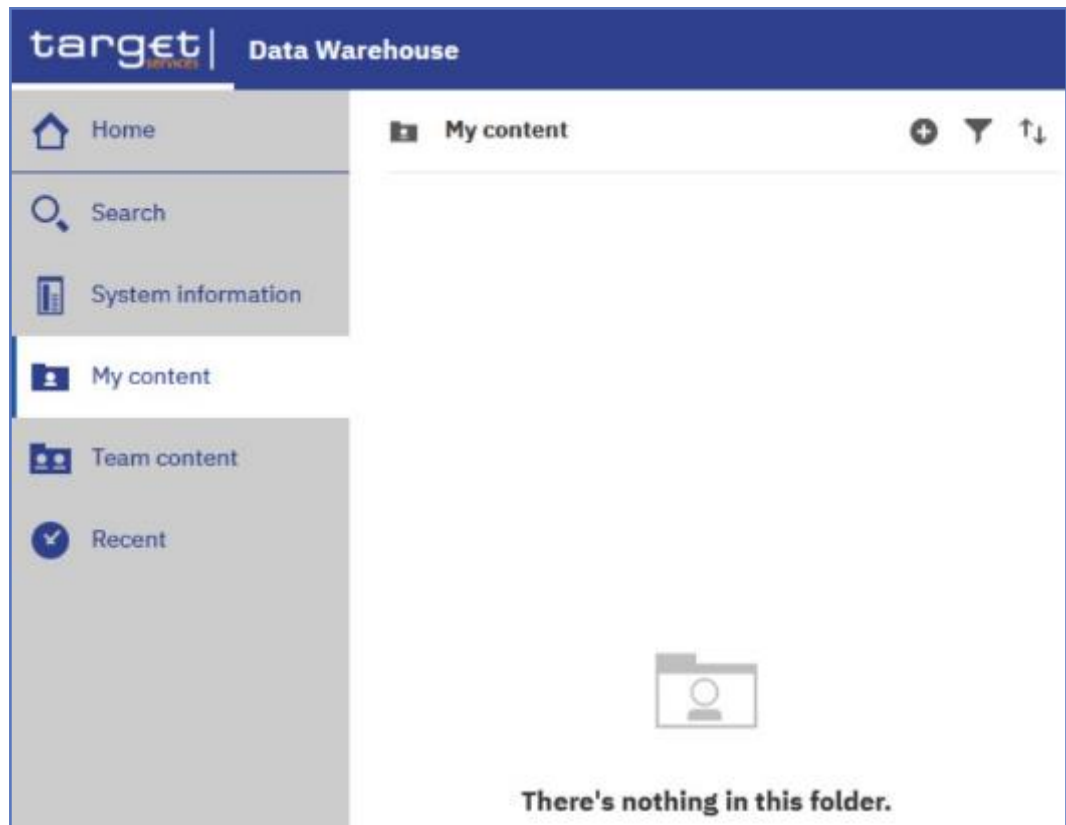
Illustration 525: **Welcome page – My content**

5.5.4.3 Add a new folder

Open "*My content*" or "*Team content*" and click on the "+" sign in the toolbar and then on "*New Folder*".
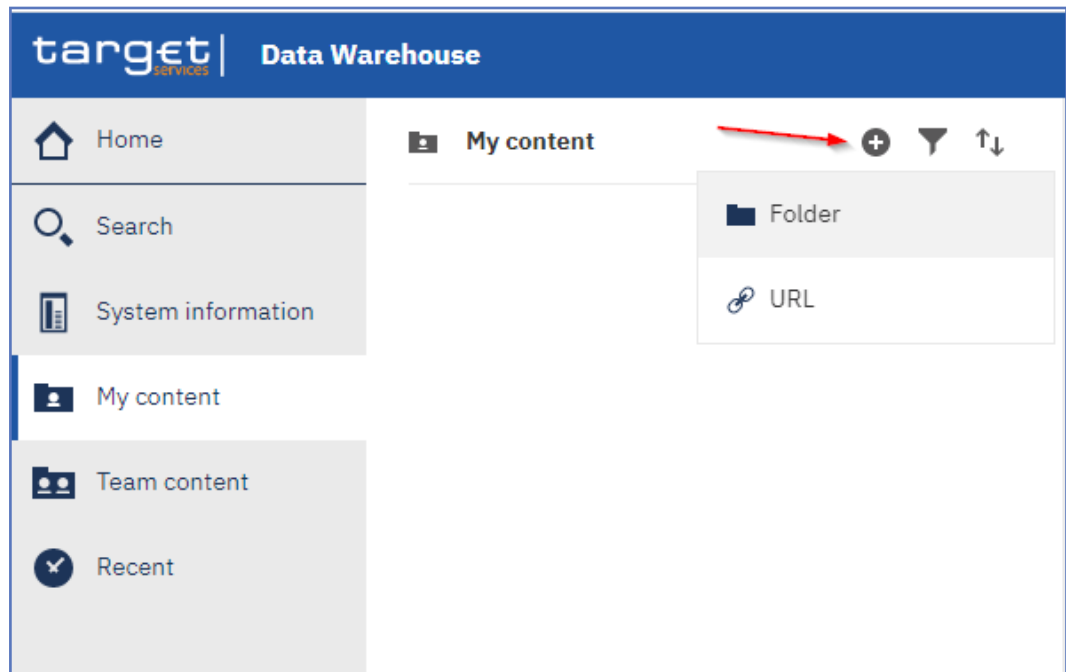

Illustration 526: **Welcome page – My content – Add folder**

New Folder   **After click on the "*Folder*" icon, you must enter a name for the new folder you want to create.**
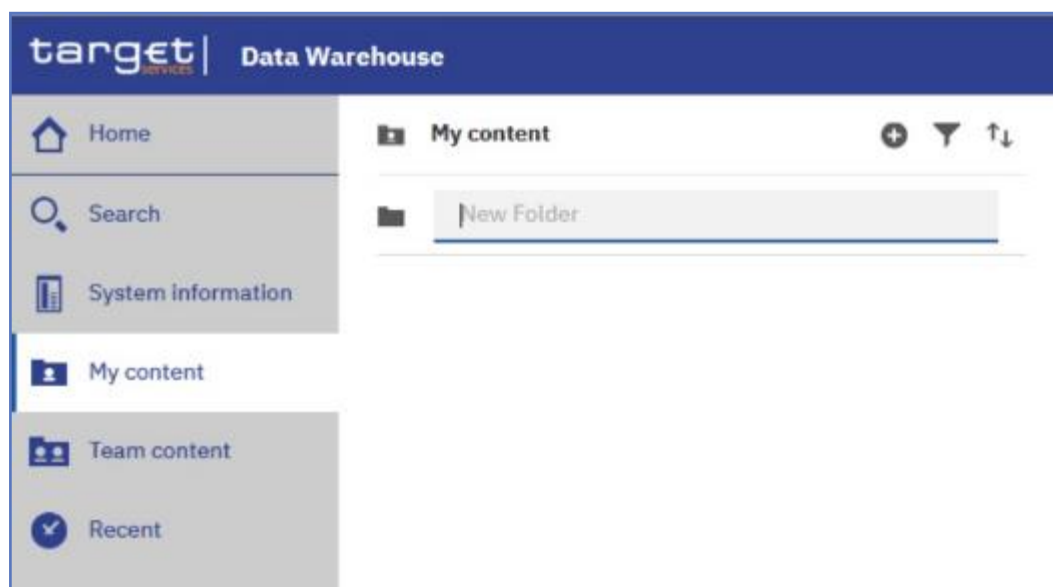

Illustration 527: **Welcome page – My content – New Folder**

Press "*Enter*" and the new folder is created.

5.5.4.4 Sort the content

Open "*My content*" or "*Team content*" and click on the "*Sort*" icon in the tool-bar. You can sort by name, the latest modification date or type of the content. In addition, you can decide if you want to see the ascending or descending order of your items.

Sorting Order   **In the following screenshot, the folders are sorted by name in ascending order.**
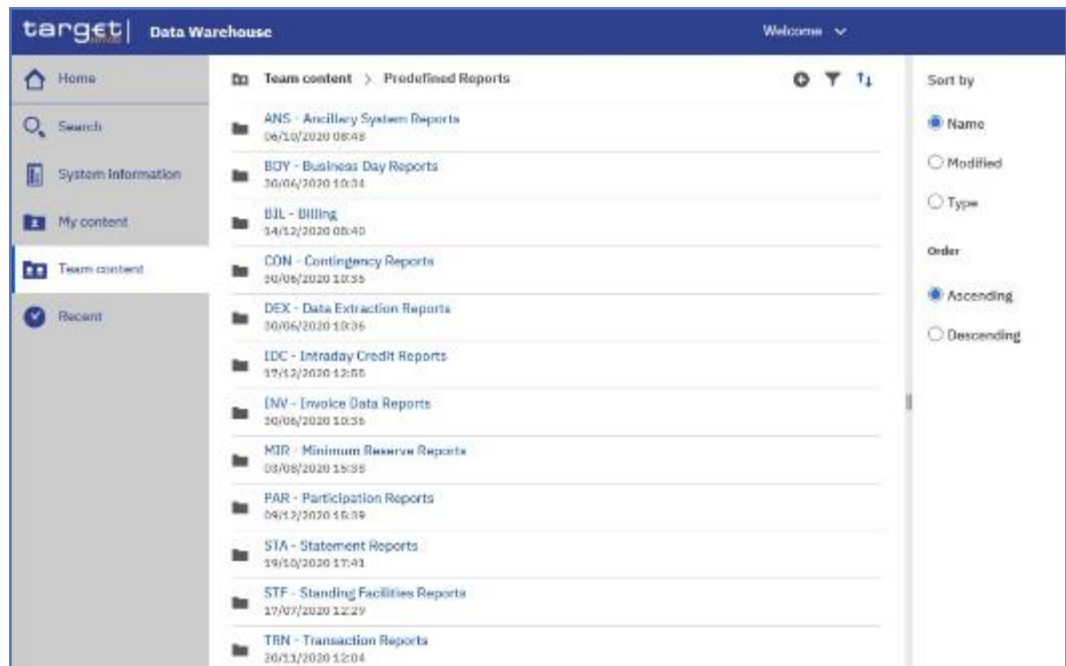
Illustration 528: **Welcome page – My content – sort in ascending order**

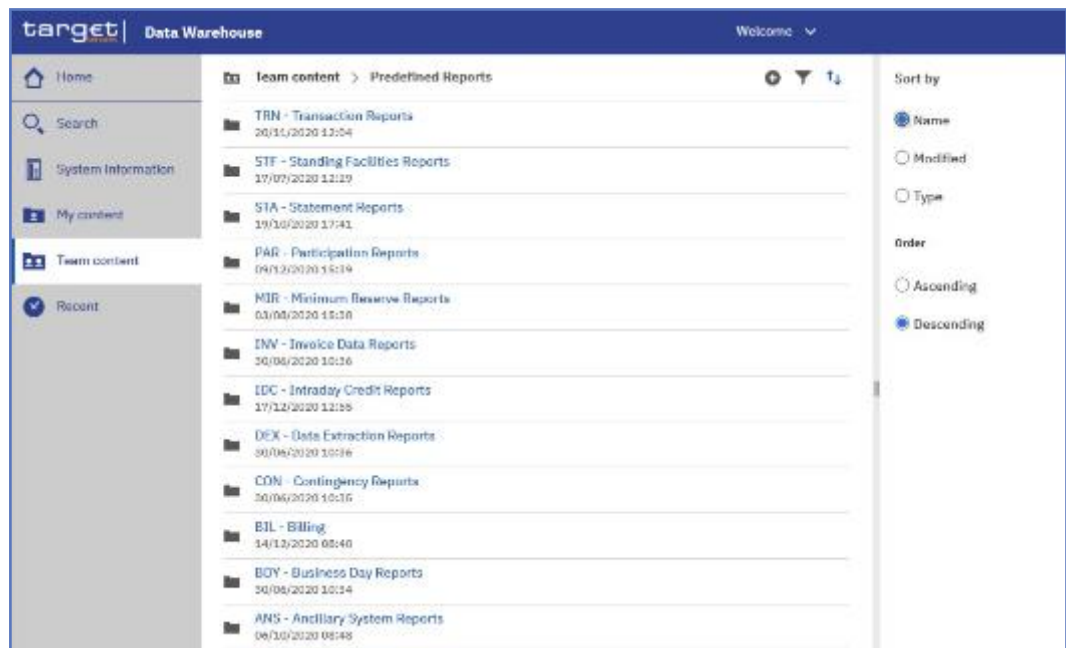**On the contrary, in this screenshot the folders are sorted by name in descending order.**

Illustration 529: **Welcome page – My content – sort in descending order**

5.5.4.5 Filter the content

Open "*My content*" or "*Team content*" and click on the "*Filter*" icon in the toolbar. You can choose the type, the modified time or provide one ore multiple keywords of the item you are looking for.
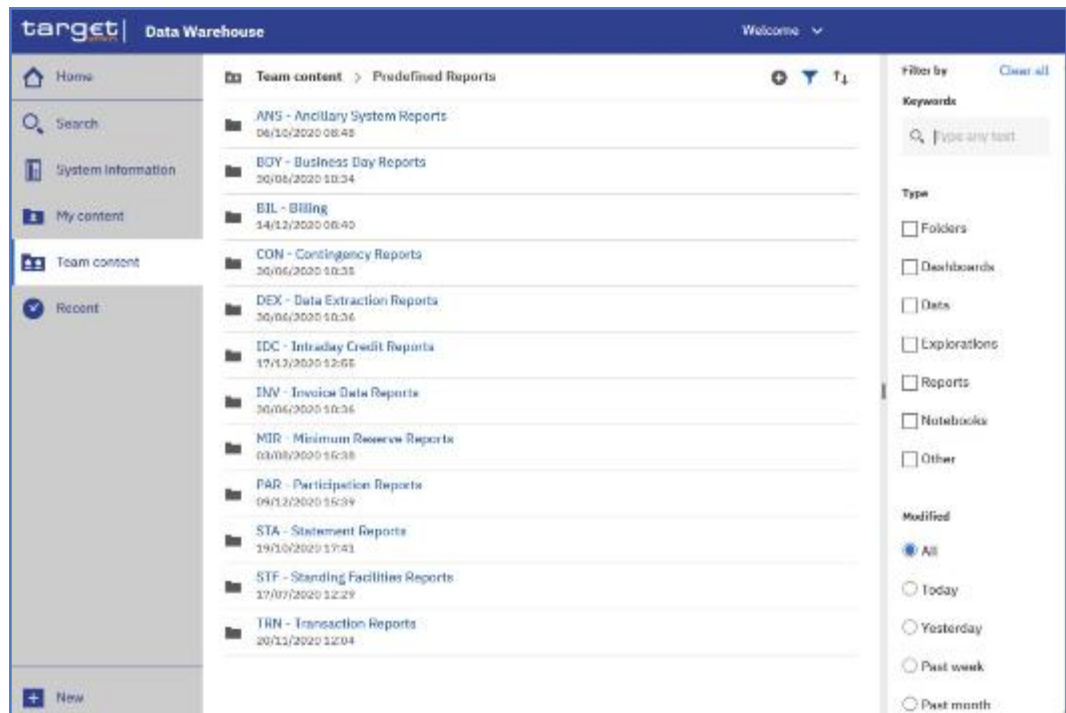
Illustration 530: **Welcome page – Team content – Predefined Reports – filter options**

Example   **You want to search for a folder in combination with a keyword "*STF*". The following result is shown:**
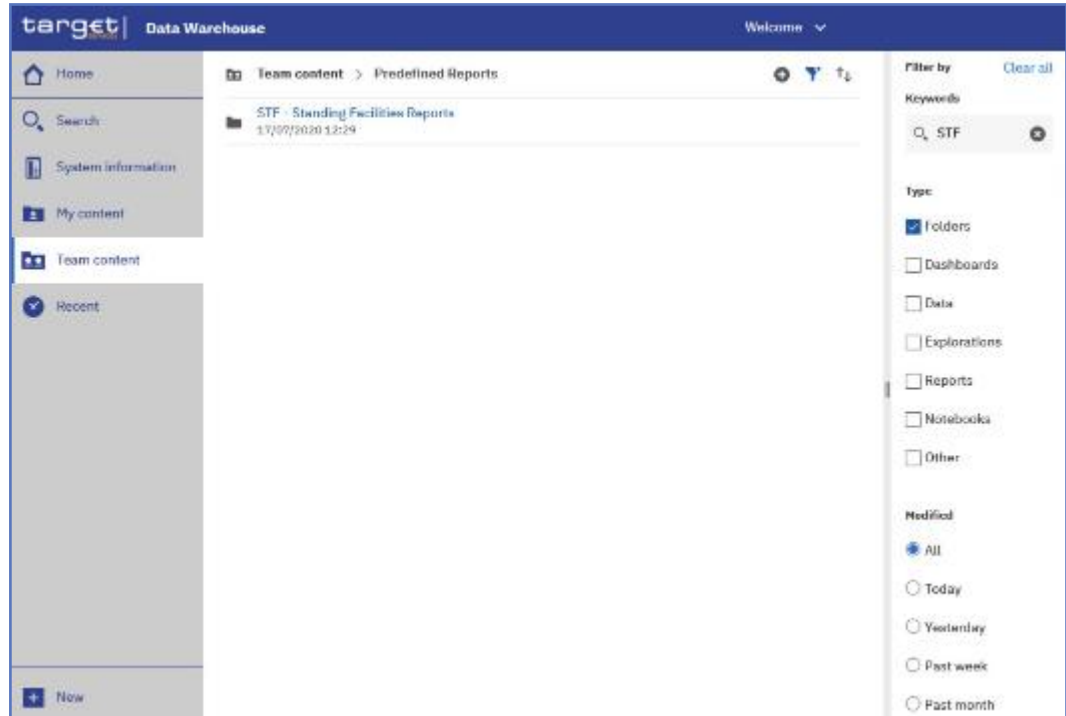

Illustration 531: **Welcome page – My content – filter options – filter by folders**

5.6 **Working with reports**

5.6.1 **Copy, save and export**

This chapter gives you a step-by-step description on how to copy the report to your own folder or to save or export the data.

5.6.1.1 **Copy a report**

Context of Usage

A copy is an independent version of the original report. Any changes to the implementation due to e.g. CRs in the original report will not affect the report results from the copied version. Deleting the original report will not affect the copy. This is the difference to the report view (see chapter Creating a report view**) which remains linked to the original report. You can save a report as a copy in "My content" folder, or if the user is a member of a Central Bank or CSD, in the CB/CSD shared folders as well:**

Instructions

1. **Navigate to the Team content >> Predefined Reports and select the folder with the desired report.**

2. **Choose the report that should be copied and click on the "***More***" icon at the right of the report and select "***Copy***".**

   A window pops up to save the report. You can save the reports in the "My content", or in the CB shared folders, by clicking on the "*Copy to***" button you move a copy of the report to your own working space.**

Illustration 532: **Team content - Predefined Reports - STF - Standing Facilities Reports – STF01 – Standing Facility information- Copy**

> **Hint**
>
> **If you a CB/CSD user, you can also copy the report into the CB/CSD shared folder or CB/CSD – "Country code shared" folder, which can be found in the path: Team content >> CB (CSD) Shared folders. Both folder are only visible for CB/CSD user. Afterwards you can find the report in the respective folder.**

5.6.1.2 Creating a report view

Context of usage

The report view is the same report as the predefined report, but has different properties such as prompt values, schedules, delivery methods, run options, languages, and output formats. A report view is an alias of the original report and remains linked to it. If the source report is moved to another location, the report view link is not broken. If the source report is deleted, the report view link is broken and the properties link to the source report is removed. In case the report has been changed (e.g. due to a new software release), the user will be prompted with this information. The "Report view" icon changes to indicate that the link is broken and is no longer operable. In order to schedule the run of a report (see chapter Scheduling reports**), you have to create a report view first.**

These steps have to be executed in order to create a report view of the chosen report:

Instructions

1. **Navigate to the Team content >> Predefined Reports and select the folder with the desired report.**

2. **Choose the report for that a view should be created and click on the "*More*" icon at the right of the report and select "*Create report view*".**

   ⑂🖵⏱ **A pop up window opens and you can save the report view in "*My content*" after entering a name and by clicking on the "*Save*" button.**

Illustration 533: **Team content - Predefined Reports - STF - Standing Facilities Reports – STF01 – Standing Facility information - Create report view**

🛈 **Hint**

If you are a CB/CSD user, you can also save the report view into the CB/ CSD shared folder or CB/CSD – "*Country code*" shared folder, which can be found in the path: Team content >> CB (CSD) Shared folders. You can find the report view in the respective folder.

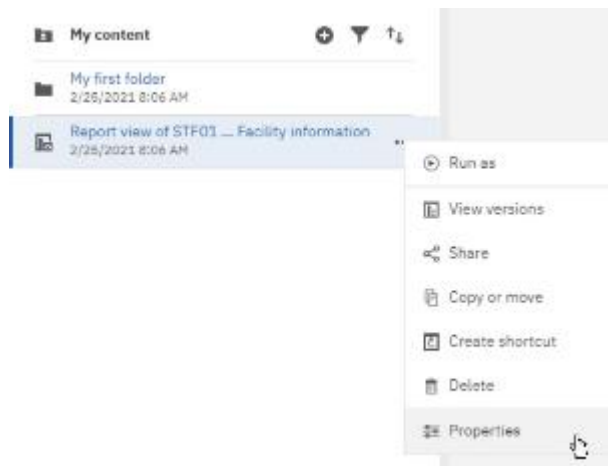3. **You can determine the source report for a report view by clicking on the properties.**

Illustration 534: **My content - report view - Properties**

4. **Scroll down to "*General*".**

The report view properties also provide a link to the properties of the source report.
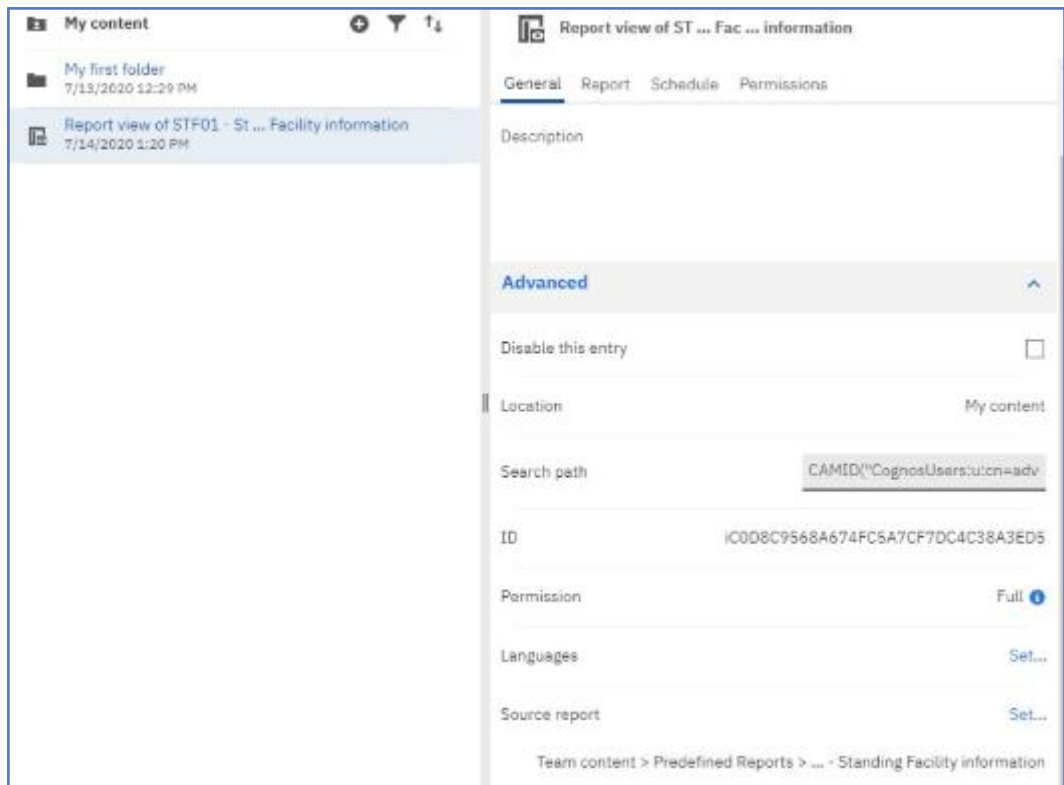
Illustration 535: **My content - report view - Properties - Source report**

5. **When the source report is deleted, the report view title is greyed and the link to the source report is missing in the properties:**
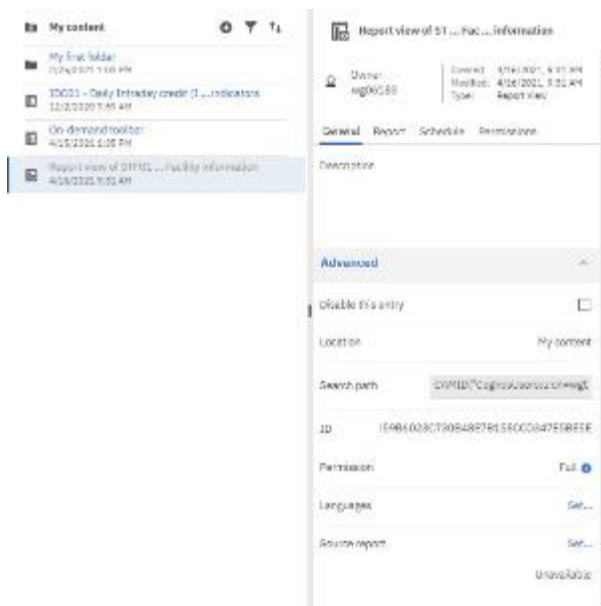

Illustration 536: **My content - report view - Properties - Source report deleted**

🛈 **Hint**

You will be notified by the „notify me" option in case of change in your created report views. For further details on Notifications see chapter Per-sonal menu**.**

5.6.1.3 **Saving a report output**

Context of Usage

You can save the report output (meaning the result of the run of a report, see chapter Running reports**) in DWH for future uses by creating a re-port view first.**

Instructions

✓ **Create a report view as described in chapter** Creating a report view**.**

1. **Navigate to the folder containing the report view you have created.**

2. **Run the report as described in chapter** Run a report step-by-step**.**

3. **You can view the output by clicking on the "***More***" icon next to the re-port in "***My content***" and select "***View versions***".**
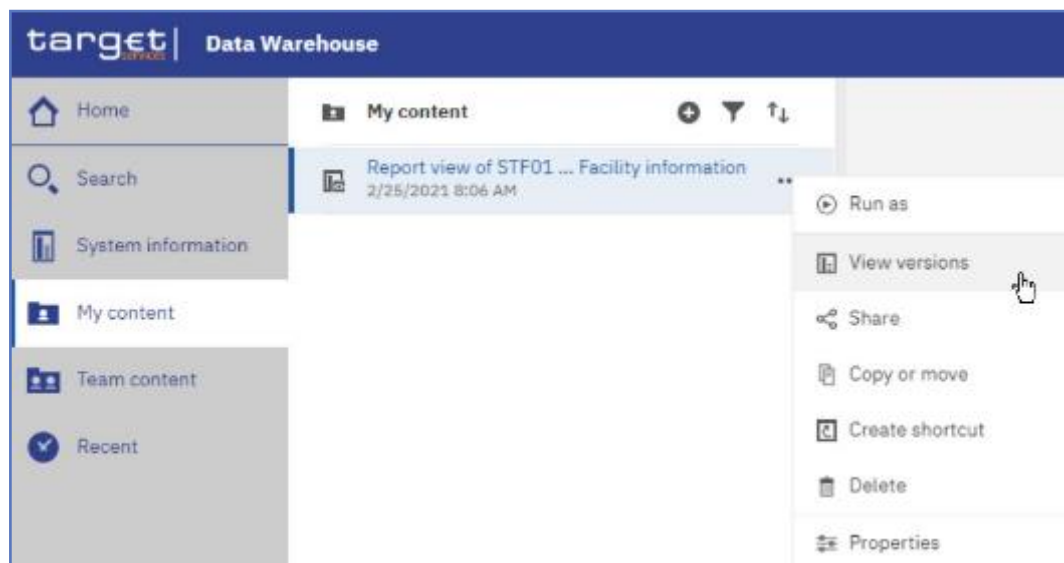

Illustration 537: **My content - report view - View versions**

• **By clicking on the respective version you can either delete this version or view the outcome by clicking on the "***Format***" icon.**
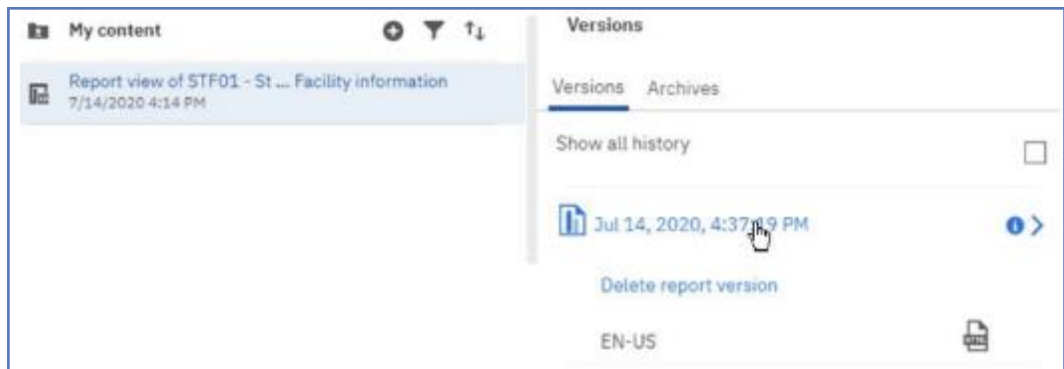
Illustration 538: **My content - report view - View versions - Version - report output**

5.6.1.4 Exporting a report to a local folder

Context of Usage

You can export a report in csv, excel, excel data, pdf and xml format. Therefore, you have to navigate to the folder of the desired report.

Instructions

1. **Choose the report you want to export and click on the "*More*" icon in the right of the report name.**

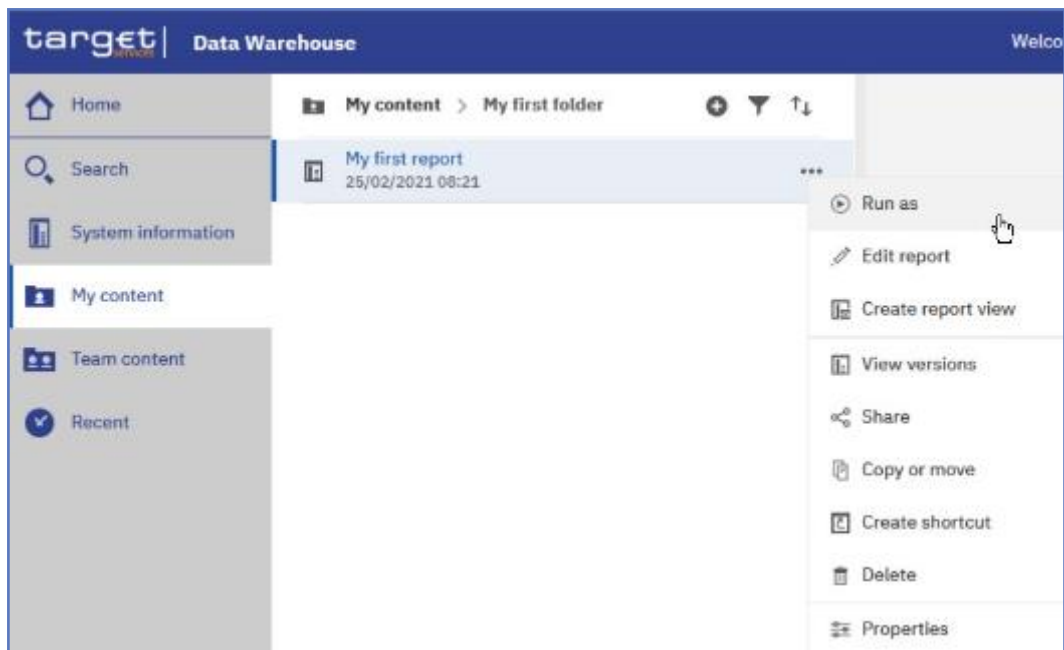2. **Select "*Run as*" from the list.**

Illustration 539: **Welcome page - My content - Properties**

3. **Select the desired format and enter the selection criteria of the report (see chapter** Run a report step-by-step**).**

- **After clicking on the "*Run*" button a pop-up window appears to save the report. You can download a report in csv, excel, excel data, pdf and xml format.**

Hint

The download option depends on the chosen format and the functionality of the browser you are using. In most browsers you can define, whether certain file types should be opened in the browser, a save dialog is shown or the file is directly downloaded to the default download di-rectory. Be aware that these settings have to be done in the browser, not in the DWH GUI.

For example, if you choose to run the report as 'XML', then you cannot view the result, but only download the report in a local folder.
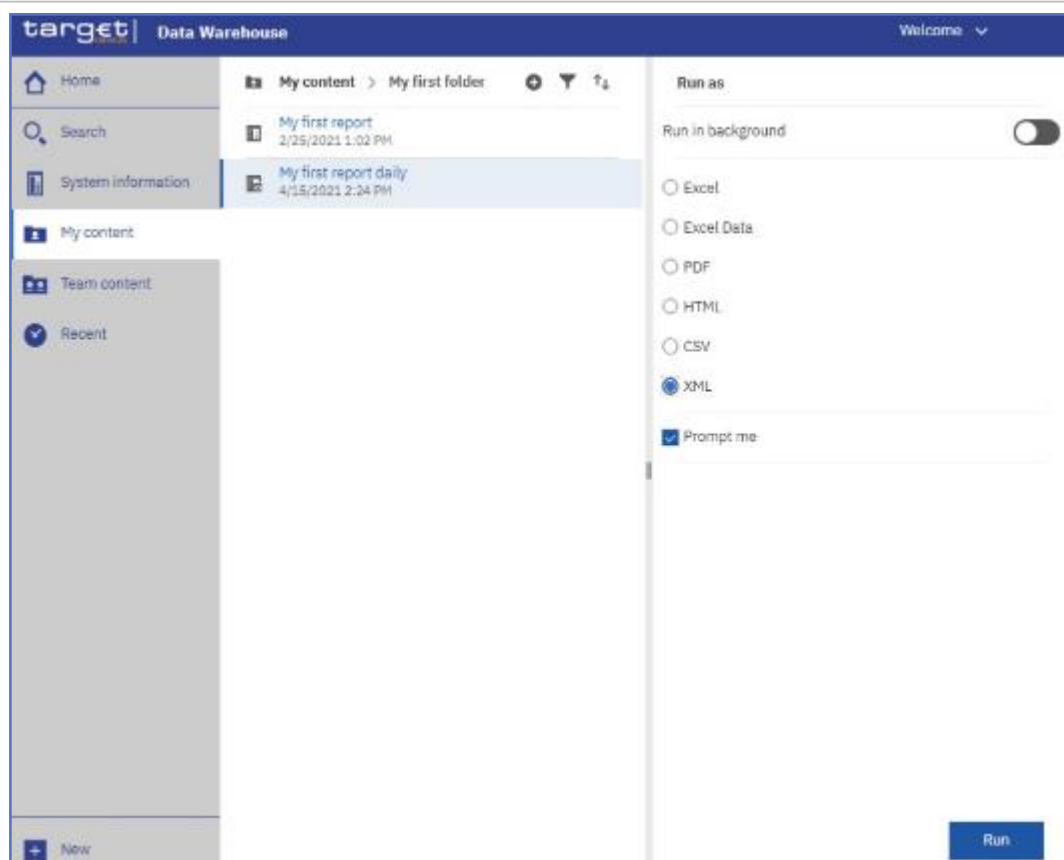

Illustration 540: **Welcome page - My content – Properties-Run as XML**
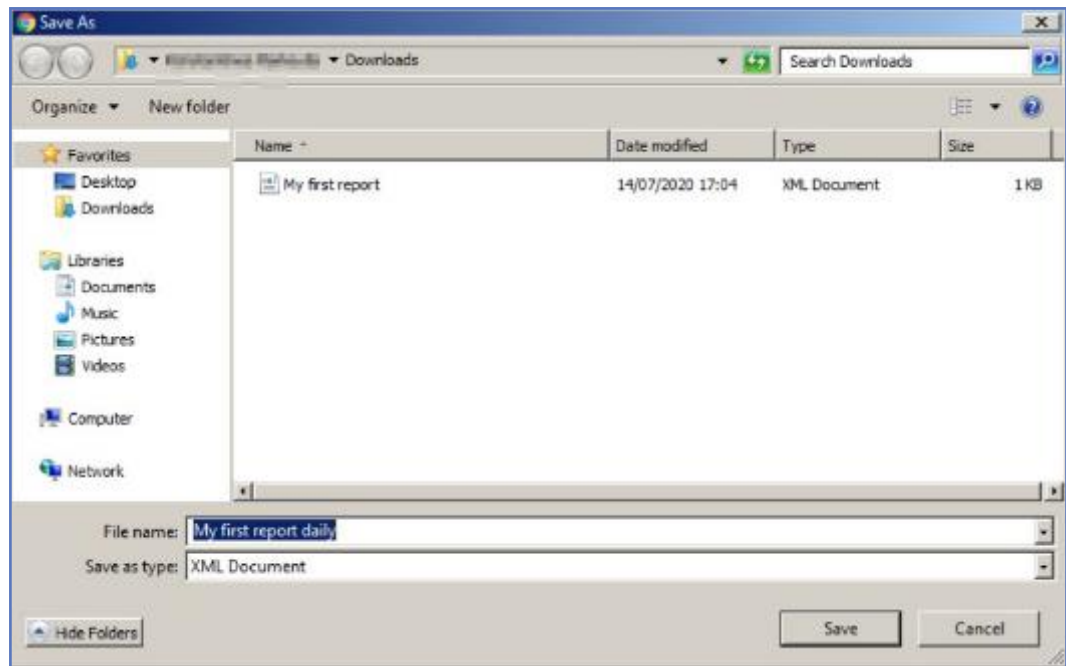
A pop up window appears to save the report:

Illustration 541: **Save report on local device**