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# National Patient Information Reporting System: National Data Warehouse

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## NDW Reporting Web Site User Guide - Crystal Reports Version

Current Version: 2.1

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# Contents

<b>Version Control</b> .....	<b>2</b>
<b>Contact Information</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>Site Address</b> .....	<b>3</b>
<b>Requesting Registered User Status</b> .....	<b>4</b>
<b>Frequently-Used Icons</b> .....	<b>4</b>
<b>Registered User</b> .....	<b>5</b>
Opening Folders and Objects.....	7
Closing Objects/Folders and Exiting the System .....	8
Exporting Reports .....	8
Printing Reports .....	2
Historical Reports .....	3
Multi-Page Navigation.....	4
My Favorites Folder.....	4
<b>Guest Users</b> .....	<b>5</b>
Detailed Document List .....	6
NDW Links .....	6
Viewing, Printing, and Saving Documents.....	6
Closing a Document and Exiting the System .....	7

## Version Control

Version	Date	Notes
0.1	March 2011	Initial draft version. Distributed to BO users as NDW Business Objects UG.
0.2	March 2011	Changed title. Draft version under 508 and Tech Review.
1.0	March 2011	Approved as Final.
1.1	April 2011	Changed logon instructions. Moved contact information to front. Expanded Registered User 'Printing and/or Saving Reports' section to separate 'Exporting' and 'Printing' sections. Updated screen captures (to show all documents in User Doc folders on Guest User side).
2.0	April 2011	Final

## Contact Information

If you have any questions or comments regarding the NDW Reporting Web Site, please contact the OIT Help Desk at: [support@ihs.gov](mailto:support@ihs.gov).

## Introduction

The IHS National Data Warehouse (NDW) Reporting Web Site (on the 'ROHAN' server) is the means by which the NDW makes all regularly scheduled reports available to authorized users. It also provides access to user documentation and links to the NDW Export Tracking web site and Standard Code Book web sites for all users of the IHS intranet.

## Site Address

The IHS NDW Reporting Web Site is located at <http://rohan> (IP <http://198.45.1.39>). The window, as shown in Figure 1, will be initially displayed:

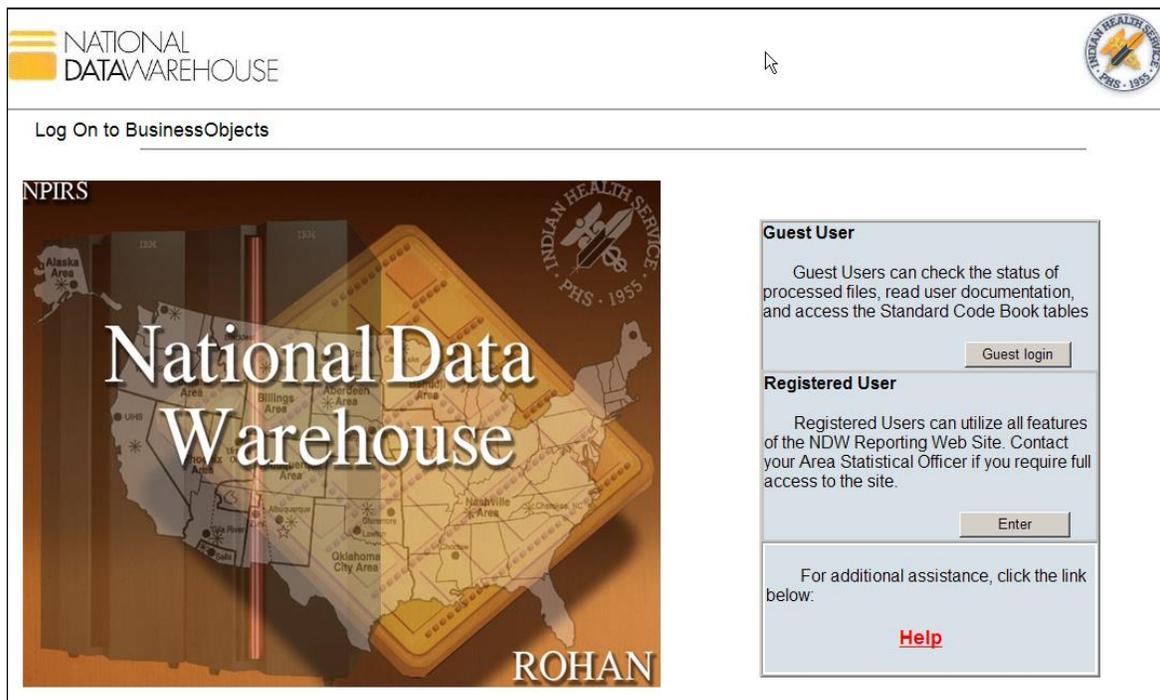


Figure 1 – IHS National Data Warehouse Reporting Web Site Login Window

Your level of access depends on whether you are a Registered User with a D1 account or a Guest User. Please refer to the appropriate section of this document for instructions specific to your access level.

Clicking on 'Help' will bring up a pre-addressed e-mail where you can ask for assistance.

## Requesting Registered User Status

The Director of the IHS Office of Public Health Support (NPIRS Investment Owner) has delegated authority to grant access to NPIRS-provided reports to the Principle Statistician, Division of Program Statistics. The Principle Statistician has further delegated authority to Area Statistical Officers to grant access to NPIRS-provided reports for their specific area. Forward the approval e-mail from the appropriate individual to OIT HELP at [support@ihs.gov](mailto:support@ihs.gov), along with your D1 Account ID if available. Your D1 Account ID is the username you use when you log into your PC.

## Frequently-Used Icons

Please refer to the table below for a brief description of the most frequently used icons on the NDW Reporting Web Site. The features associated with each of these icons will be described in detail in subsequent sections of this document.

	My Favorites Folder		
	Folder		PDF Document
	Hyperlink		Crystal Report File
	Failed Report Run		Successful Report Run
	Print Report		Save Report

## Registered User

To log into the NDW Reporting Web Site as a registered user, click the 'Enter' button under Registered User, as shown in Figure 2.

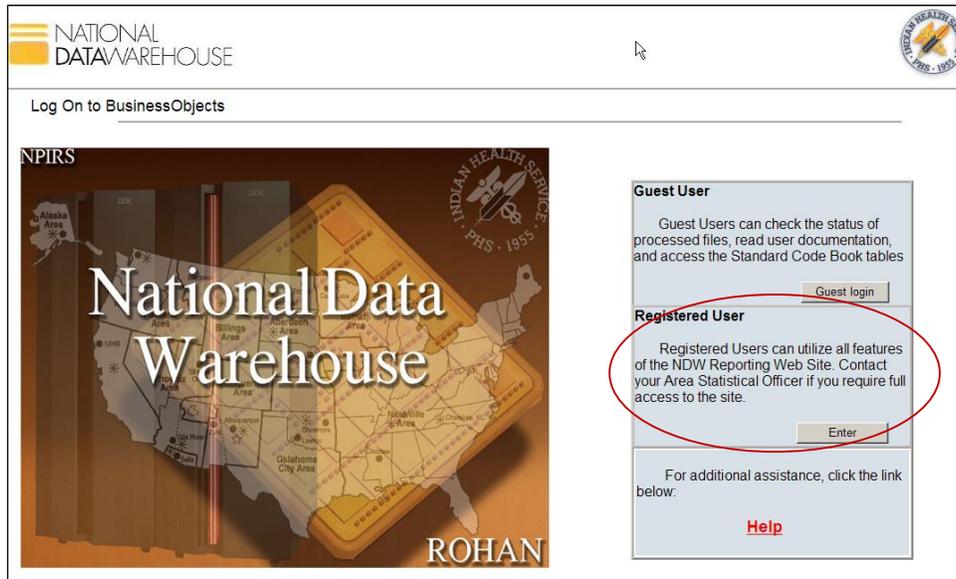


Figure 2 – Registered User Login

If you are a Registered User, you will be logged in automatically, If you are not a Registered User, you will see the following error message:

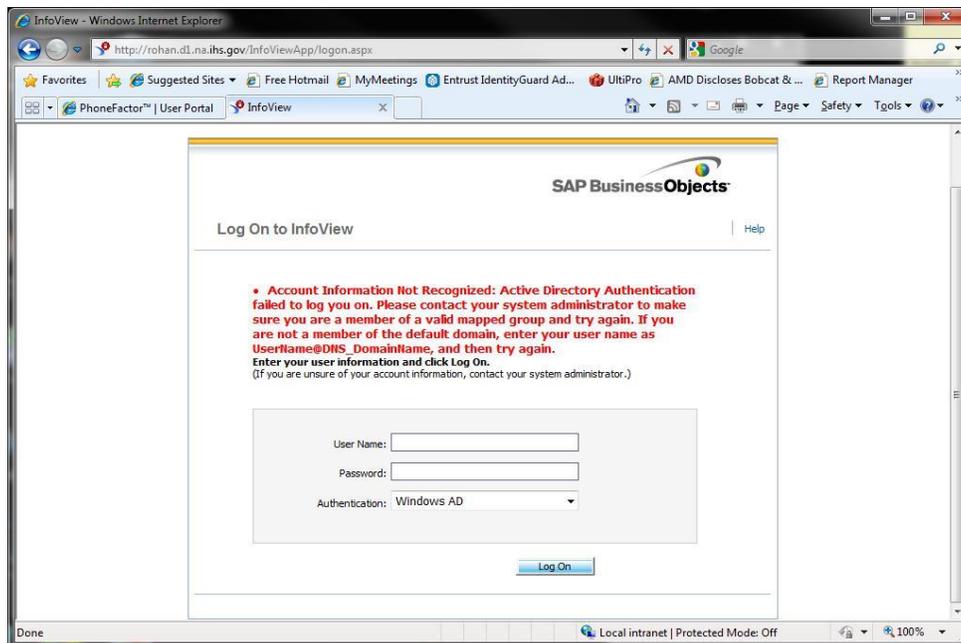


Figure 3 – Non-registered User Error Message

Upon successful login, the SAP Business Objects InfoView main page (shown below) will be displayed.

The IHS National Data Warehouse Reporting web site is divided into two panels: the **Navigation** (left) panel and the **Details** or folder contents (main) panel, as shown below.

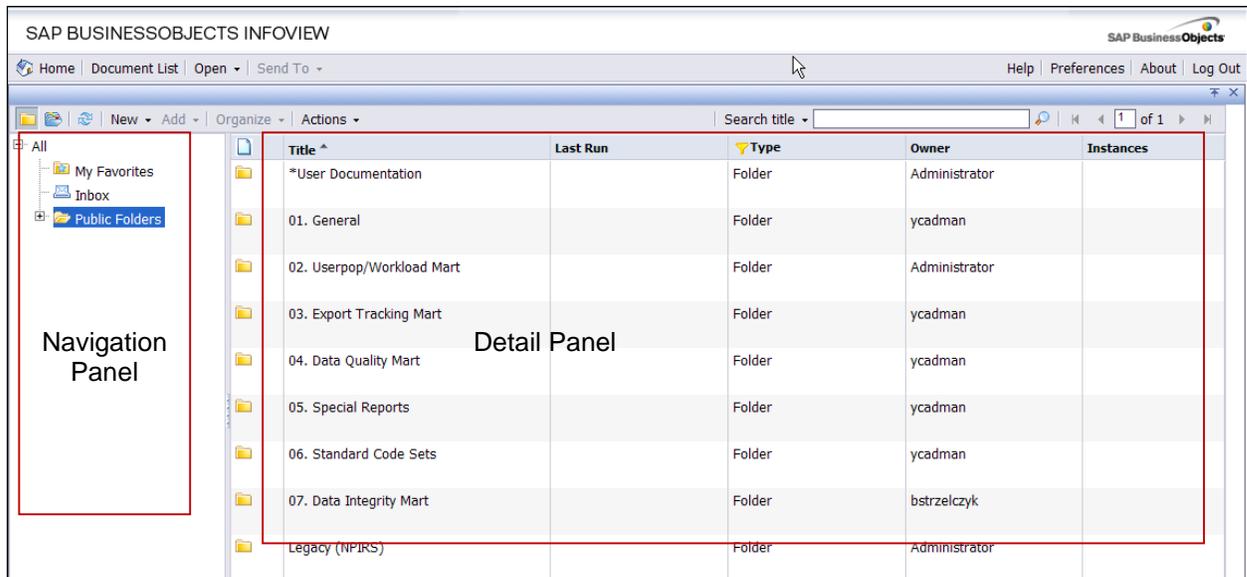


Figure 4 - IHS National Data Warehouse Folder Listing

The **Navigation** panel contains a tree of folders and sub-folders. The **Details** panel displays the contents of a higher-level folder or sub-folder. The contents, which are referred to collectively as objects, may include reports, documents, and/or links to other web sites.

The available folders are listed in the **Details** panel. A brief description of the objects of each follows:

- \*User Documentation – a copy of the NDW Reporting Web Site User Guide (this document) , NPIRS Basic Business Rules and the Area Statistical Officer’s Reference Guide
- General –future contents to be determined
- Userpop/Workload Mart – specific Userpop/Workload Mart user documentation and related reports
- Export Tracking Mart – specific Export Tracking Mart user documentation, related reports and access to the Export Tracking web site
- Data Quality Mart – specific Data Quality Mart user documentation and related reports
- Special Reports – reports only
- Standard Code Sets – direct access to the Standard Code Book web site

## Opening Folders and Objects

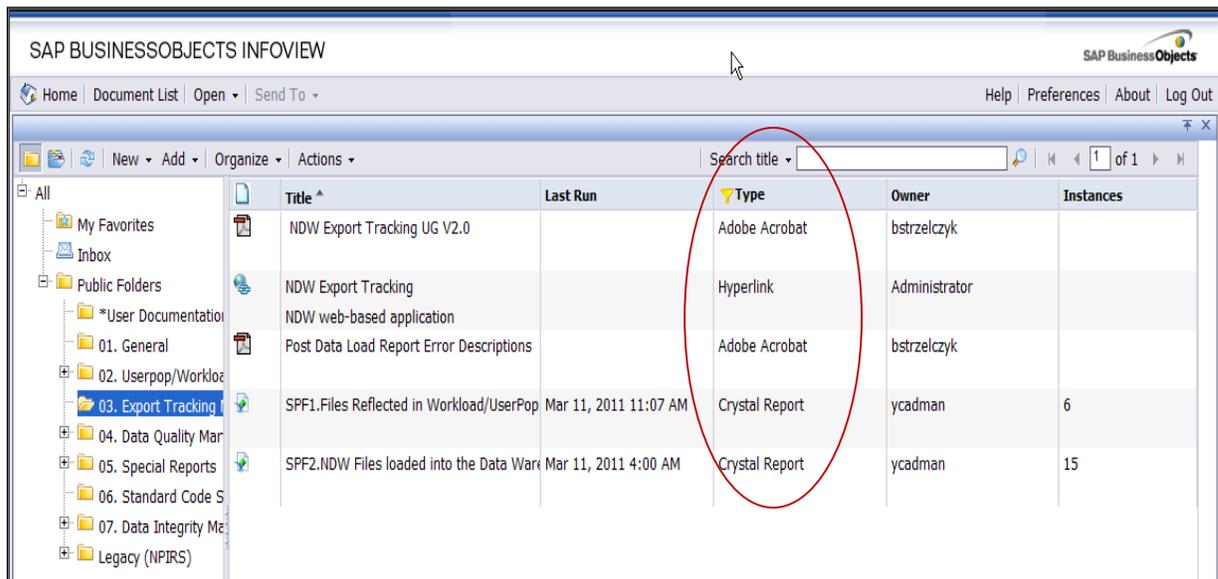
To open a folder, simply double-click on the appropriate folder name in either the Navigation panel along the left-most portion of the window or in the main detail area.

**Note:** You may need to navigate through several layers of sub-folders before reaching the detail level. In some cases, the list of objects in a folder may exceed the viewing area of a single window. Refer to the section on Multi-Page Navigation.

At the detail level, there are three types of objects, as shown in Figure 5.

**Crystal Report** – A report that can be viewed and/or printed. Double-click on the title of the report to open its most recent instance. To open a past instance of a report, refer to the Historical Report Section later in this document.

**Adobe Acrobat** – A .PDF documentation file. Right-click and then select ‘View’ to open.



Title	Last Run	Type	Owner	Instances
NDW Export Tracking UG V2.0		Adobe Acrobat	bstrzelczyk	
NDW Export Tracking		Hyperlink	Administrator	
NDW web-based application				
Post Data Load Report Error Descriptions		Adobe Acrobat	bstrzelczyk	
SPF1.Files Reflected in Workload/UserPop	Mar 11, 2011 11:07 AM	Crystal Report	ycadman	6
SPF2.NDW Files loaded into the Data Ware	Mar 11, 2011 4:00 AM	Crystal Report	ycadman	15

Figure 5 – Detail Level Screen Capture Showing All Object Types

**Hyperlink** – A link to another web site. Right-click the title and then select ‘View’ to activate the link, as shown in Figure 6.

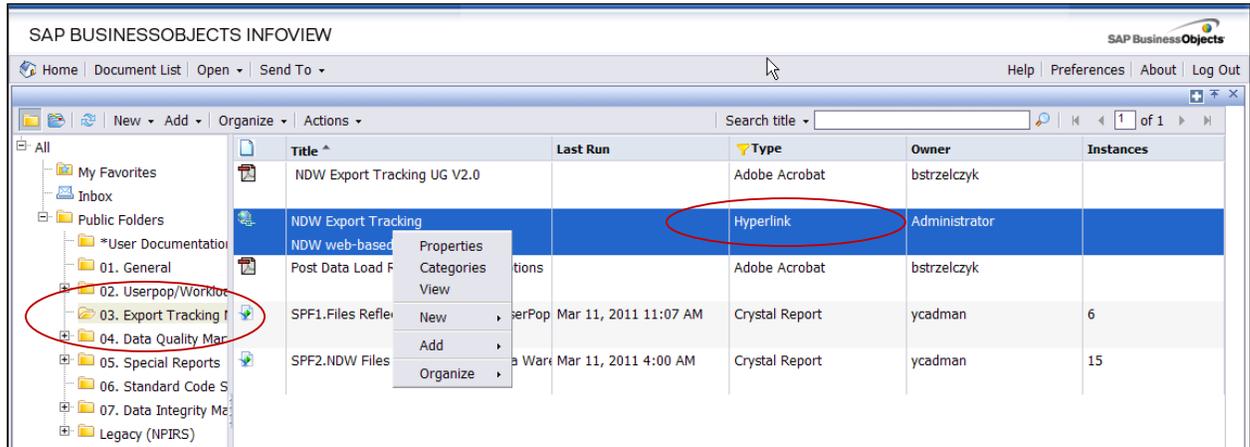


Figure 6 – Detail Level Screen Capture Showing Hyperlink Object

## Closing Objects/Folders and Exiting the System

To close an object and return to the current folder, click on the ‘Document List’ icon on the top bar OR click on the small ‘x’ in the top right (under Log Out). To exit the NDW Reporting Web Site altogether, either select ‘Log Out’ from the upper right area of the menu bar to be returned to the InfoView Login window, or simply shut down your browser window.

## Exporting Reports

Any report may be exported once it is selected for viewing.

If a report utilizes a drill-down function to display additional detail data, the drill-down data will not be exported when exporting the main level of the report. The main level of the report may be exported in its entirety, or by selected pages. In order to export the drill-down data, each drill-down section must be open for viewing and exported independently.

1. On the Business Objects Infoview toolbar, visible along the top of the window, click the ‘Export Report’ icon (first icon from the left). The Export Report dialog box

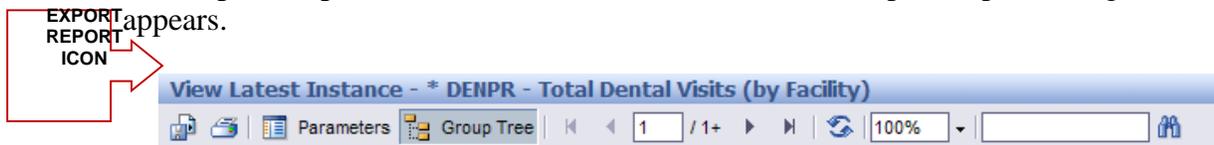


Figure 7 – Business Objects Infoview Toolbar

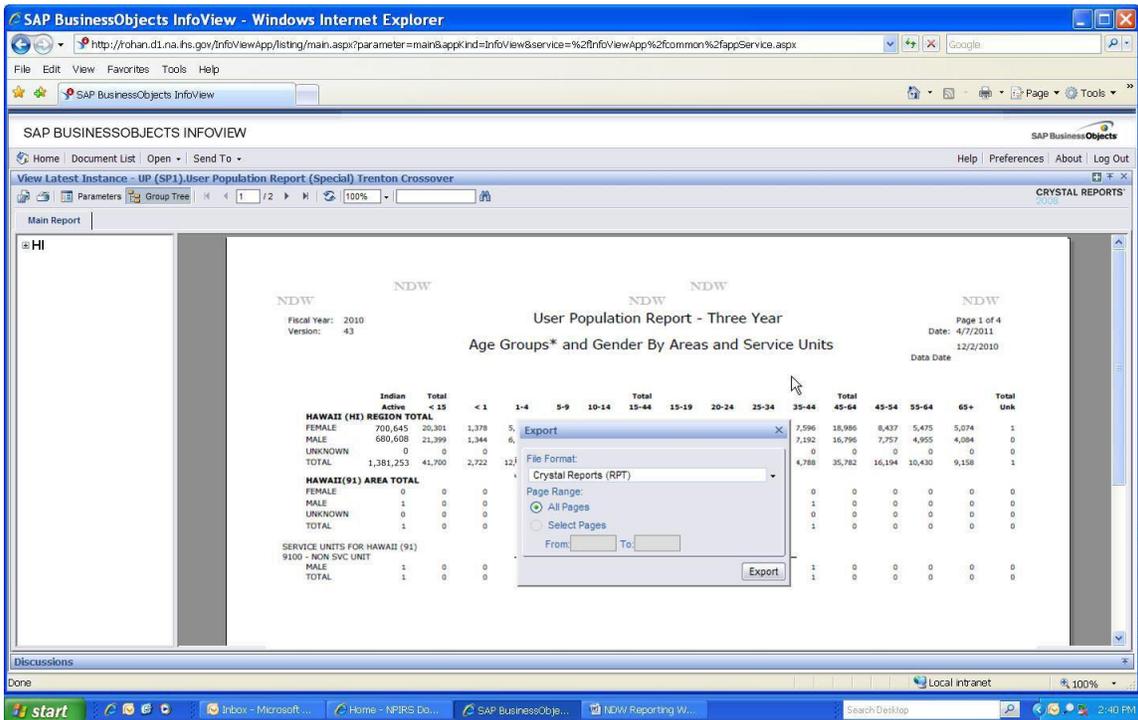


Figure 8 – “Export Report” Dialog Box

2. Select the desired output format by using the **File Format** drop-down box.

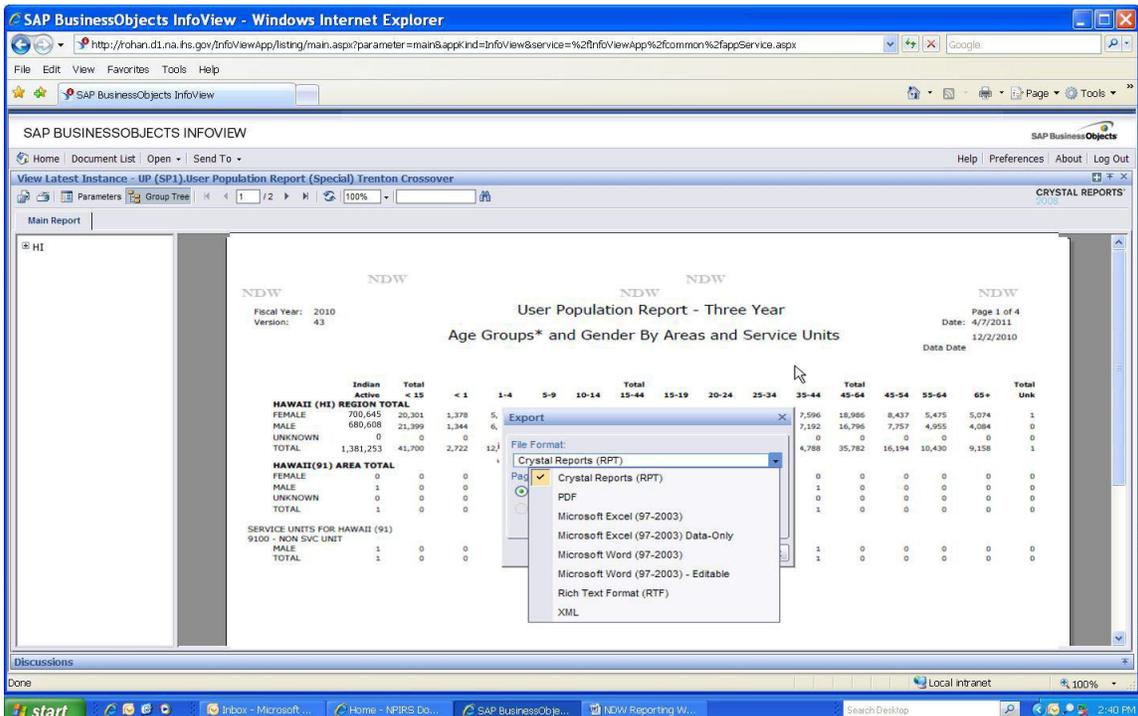


Figure 9 – Export File Format Options

Several export format types are available. They are:

- **Crystal Reports (RPT)**

This format is native Crystal Reports and will retain the layout and formatting of the report. It requires that you have Crystal Reports software installed on your local PC.

- **Adobe Acrobat (PDF)**

This format retains both the layout and formatting of the report, and is typically used when documents are intended for printing and redistribution.

- **Microsoft Excel (XLS)**

This format retains the layout and formatting of the report, and can be used to convert the data into charts and/or graphs, if so desired.

- **Microsoft Excel – Data only (XLS)**

This format is similar to Microsoft Excel (XLS), but does not retain layout and formatting. This format can also be used to convert the data into charts and/or graphs, if so desired.

- **Microsoft Word (RTF)**

This format retains all layout and formatting, but converts all of the report object contents into text boxes.

- **Microsoft Word – Editable (RTF)**

This format converts all of the report object contents to text lines, as opposed to text boxes. Text formatting is retained, but attributes such as background color, fill pattern, etc. may not be retained.

- **Rich Text Format (RTF)**

This format is similar to the Microsoft Word (RTF) format. It retains formatting attributes, such as different fonts and typefaces.

- **Extensible Markup Language (XML)**

This format encodes the report in machine-readable form. It is common for XML files to be used by experienced web developers in interchanging data over the Internet.

3. Click SAVE when the File Download dialog box appears.

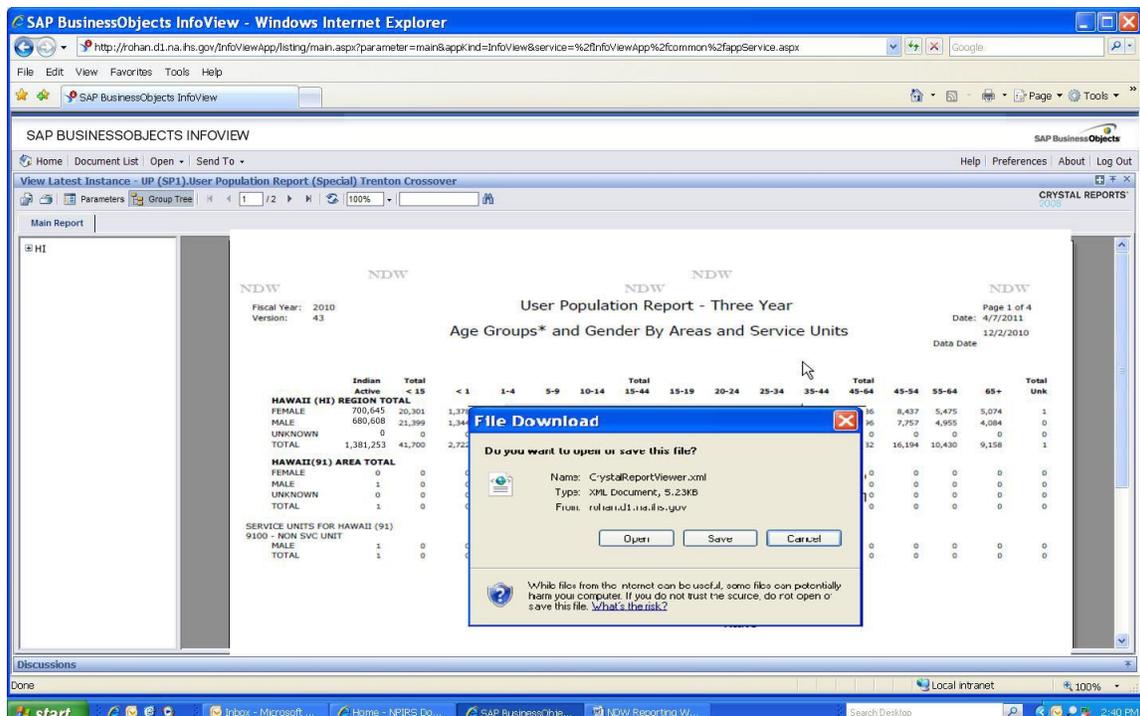


Figure 10 – “File Download” Dialog Box

- Specify an output destination by clicking on the Save As drop down and navigating to the desired directory. Enter the desired file name in the File Name area of the dialog box, and click SAVE.

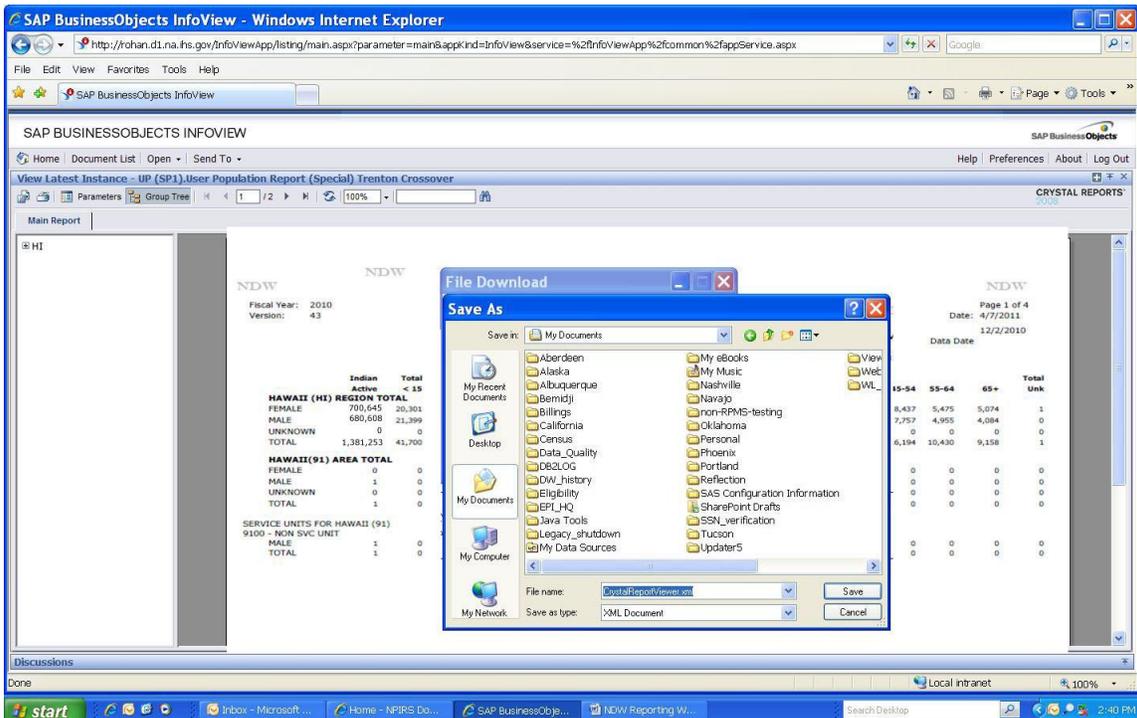


Figure 11 – “Save As” Dialog Box

## Printing Reports

Any report may be printed once it is selected for viewing.

If a report contains a drill-down function to display additional detail data, the drill-down data will not be printed when printing the main level of the report. The main level of the report may be printed in its entirety, or by selected pages. In order to print the drill-down data, each drill-down section must be open for viewing and printed independently.

- On the Business Objects Infoview toolbar, visible along the top of the window, click the ‘**Print Report**’ icon (second icon from the left).



**Note:** You must have the Active X plug-in installed to enable report printing.

- The Print Setup dialog box appears. Select the appropriate printer, page range, and number of copies and then click **Print**.

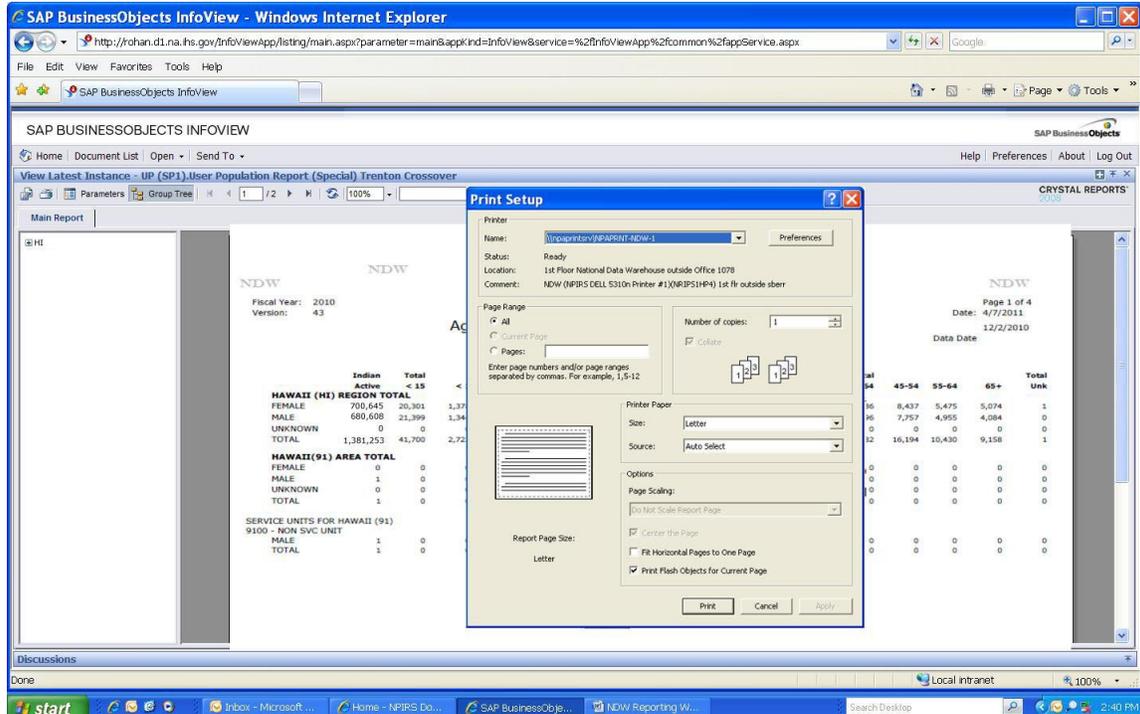


Figure 12 – “Print Setup” Dialog Box

## Historical Reports

To view a report’s history, right-click on the report title and select ‘History’ from the shortcut menu, as shown in Figure 13.

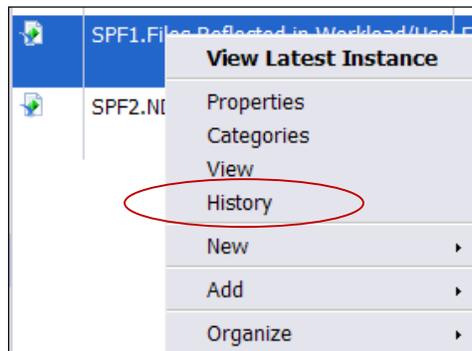


Figure 13 – Screen Capture of a Report’s Shortcut Menu

With the selected report's history page displayed, you can select the 'Instance Time' of any previous report that appears to view the report for that date and time, as shown in Figure 14. 'Instance Time' indicates when the report was run.

In some cases, the list of a report's instance history may exceed the viewing area of a single window. Refer to the Multi-Page Navigation Section.

**Note:** The 'Successful Report Run' icon will almost always be displayed beside a Crystal Report object. In the unlikely event that the 'Failed Report Run' icon is displayed instead, please notify the NPIRS team at [support@ihs.gov](mailto:support@ihs.gov).

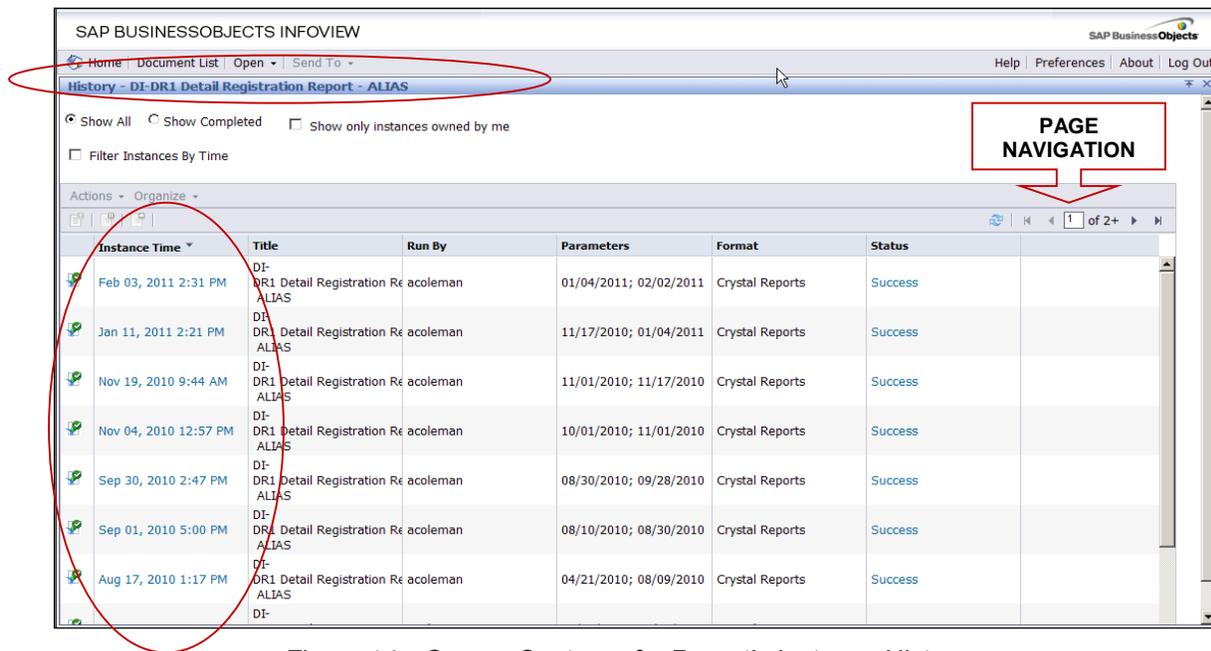


Figure 14 – Screen Capture of a Report's Instance History

## Multi-Page Navigation

The page navigation area at the top right of the window, as shown in Figure 8, can be used to move backwards and forwards between two or more pages of objects, allowing you to quickly move to the previous, next, first, and last pages of the list by using the 'arrow' navigation controls (<|, <, >, >|).

## My Favorites Folder

The 'My Favorites' folder may be used to store frequently-used documents that are external to the NDW Reporting Web Site, such as your own reference materials. To save a document to this folder, right click on the 'My Favorites' icon to display the shortcut

menu. From the shortcut menu, select 'Add' and then 'Local Document'. From this point, you may browse to a file anywhere on the local machine. With the document selected, click 'OK' in the bottom right corner. At this point, the Detail panel of 'My Favorites' folder will be displayed, and the newly-added document will appear in the list. To remove a document from 'My Favorites', right click the document name, and select 'Organize' and then 'Delete' from the shortcut menu.

## Guest Users

To access the IHS National Data Warehouse Reporting Web Site without an account, simply click on the 'Guest Login' button on the main page, as shown in Figure 15.

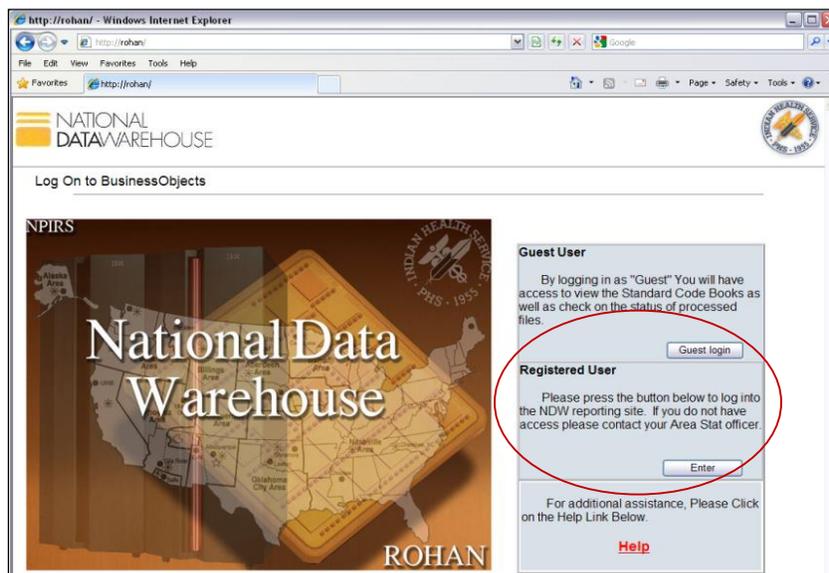


Figure 15 - Guest User Login

Guest Users of the system will have access to a limited collection of documents and links, as shown in Figure 16.

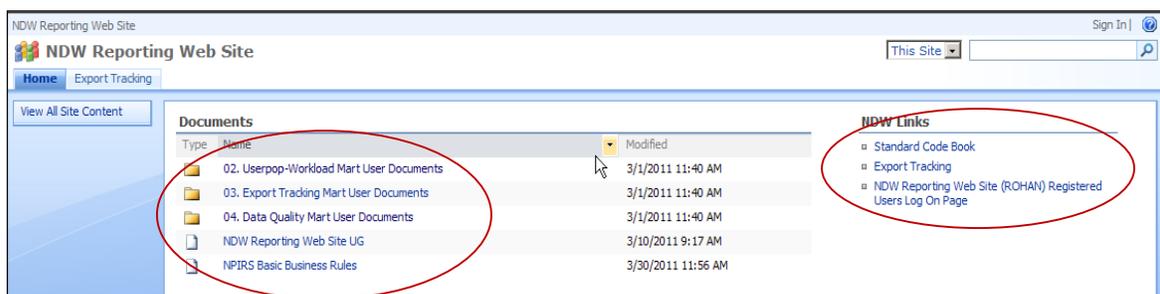


Figure 16 – Screen Capture of Document Folders and NDW Links

## Detailed Document List

To open any objects under ‘Documents’, first double click on the appropriate folder name to display all documentation available in the folder, as shown Figure 16. Clicking the desired folder name will open it, displaying the details of its contents, as shown in Figure 17.

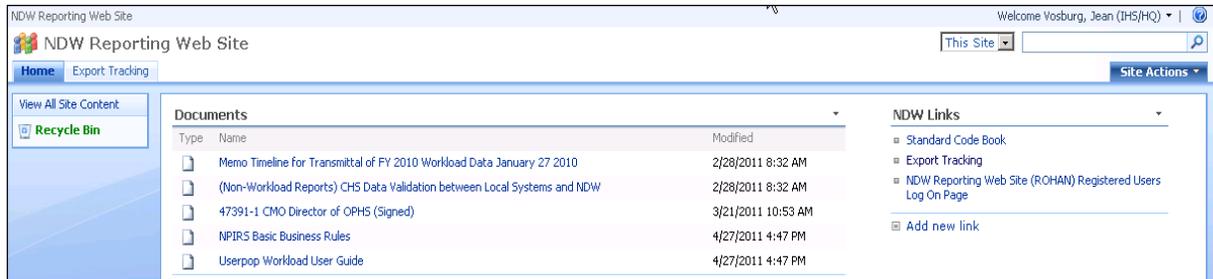


Figure 17 – Screen Capture of Contents of “Userpop-Workload User Documents” Folder

## NDW Links

The area along the right-most portion of the window, labeled “NDW Links”, provides easy access to the Standard Code Book and the Export Tracking web site, as well as a link back to the initial login page. Clicking the link to the initial logon page returns to the IHS National Data Warehouse Reporting Web Site Login window and will allow you to re-log in as a registered user. The Export Tracking website can also be accessed by clicking on the Export Tracking tab at the top left. Refer to the Export Tracking Data Mart User Guide for detailed instructions on using this website.

## Viewing, Printing, and Saving Documents

With a folder opened and the details of its contents displayed, you may view a specific document by clicking its name. Most of the available documentation has been stored in Adobe .PDF format; opening the document will automatically launch Adobe Reader with the selected document displayed, as shown in Figure 18. With a document open in Reader, the built-in ‘Print’ and ‘Save As’ features of Adobe Reader will become enabled. Utilize the toolbar at the top of the window to print or save a copy of the opened document.

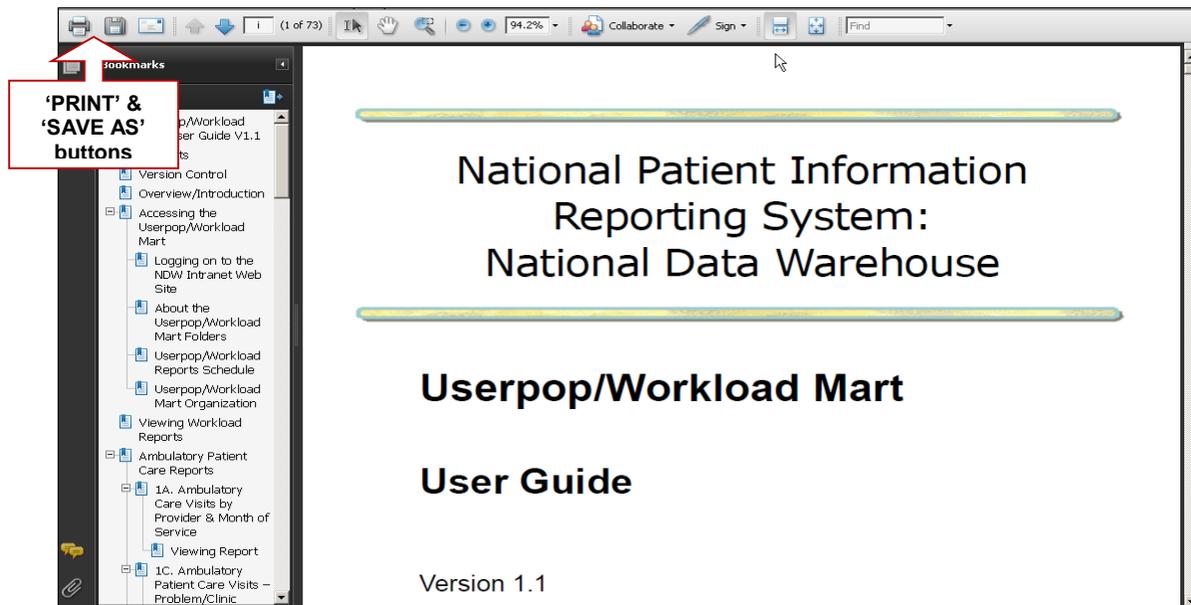


Figure 18 – An Adobe .PDF Document Opened in Reader

## Closing a Document and Exiting the System

To close a document that has been opened, simply use your browser's 'Back' button to return to the detailed document listing. From there, you may exit the NDW Reporting Web Site altogether by either selecting 'Log Out' from the upper right area of the menu bar (to be returned to the InfoView Login window), or by closing your browser window.