# MARS Basic Navigation Job Aid

This job aid will show you how to navigate to dashboards and reports within MARS (the Maverick Analysis & Reporting System).

MARS Home Page – Report Directory

The MARS Report Directory populates upon login. This page displays all dashboards and reports you have access to view with your underlying security. It also includes a navigation bar in the top right and links to training resources.
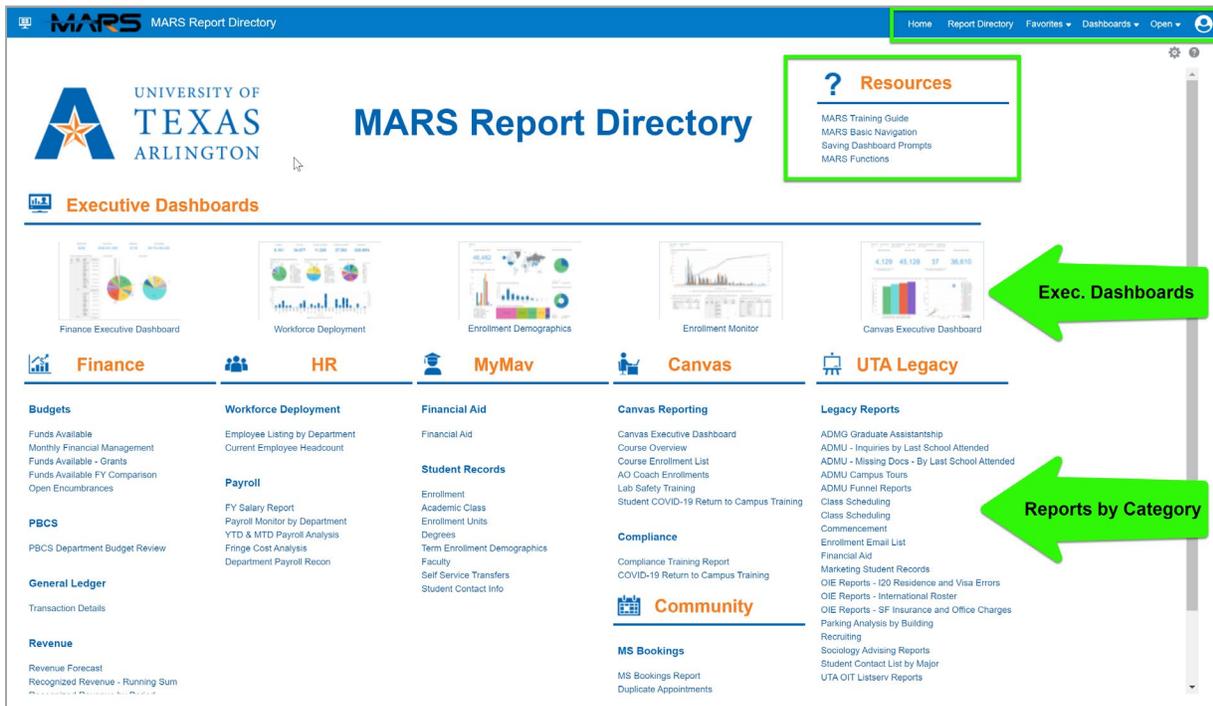
Executive Dashboards

At the top of the page, the executive dashboards provide a top-level view of activity in key areas of the university. These are summaries intended to assist with strategic decision-making as well as inform the campus of activity for the year-to-date. While titled 'Executive' dashboards, these visualizations are available to all users with access to the underlying datasets that make them up.

Executive Dashboards function similarly to reports in that some have different report tabs across the top and are also filterable by department or cost center and fiscal year.

Reports by Category

The homepage displays the most commonly accessed MARS reports. Reports have been organized by category to make them more easily navigable. The category is denoted by an icon and name. Within each category, the bolded blue text notes the name of a dashboard, or collection of reports. To access a report within a dashboard, click an individual report link.

Reports will open in a new tab as part of a dashboard with tabs for each individual report. To return to the Report Navigation homescreen, you can navigate back to your original MARS tab, or close the report page you are viewing.

To see the full list of dashboards and reports, use the Dashboards Dropdown from the top navigation bar. You can also use this to navigate back to the MARS Report Directory homepage.

Note – *You will only have access to view dashboards and reports with data to which you already have the underlying permissions. For example, you may not be able to see any Executive Dashboards and/or only one category of reports, not all the reports in an area, etc…*

Resources

Resources includes links to some of the training materials for MARS. To see all available materials, visit the MARS training resources from OCI Knowledge Services here.

Navigation Bar

In the top right corner are the navigation bar options:

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Home	Returns you to the Legacy Home Page (see below)
Report Directory	Returns you to the Report Directory Home Page
Favorites	Provides an option to create a list of favorite reports and manage favorites
Dashboards	Use to navigate to a desired report dashboard (including to return to the MARS Report Directory). For more details see the next section.

Open   Provides a short cut to get to the most recent reports viewed

MARS Legacy Home Page – Navigation

MARS refers to the page where the reports are run as "Dashboards".
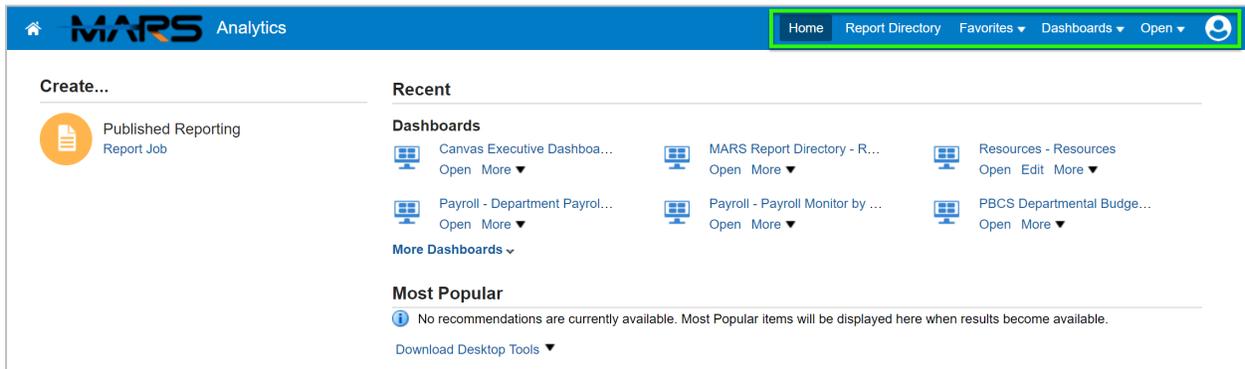

Dashboards are groups of similar reports within a reporting area. Click on Dashboards in the navigation bar, and then select a reporting area to see the available dashboards. Click on the name of a dashboard to open. Please note, the dashboards you see depend on the access you have been granted in the underlying systems (UTShare, MyMav, and Canvas).
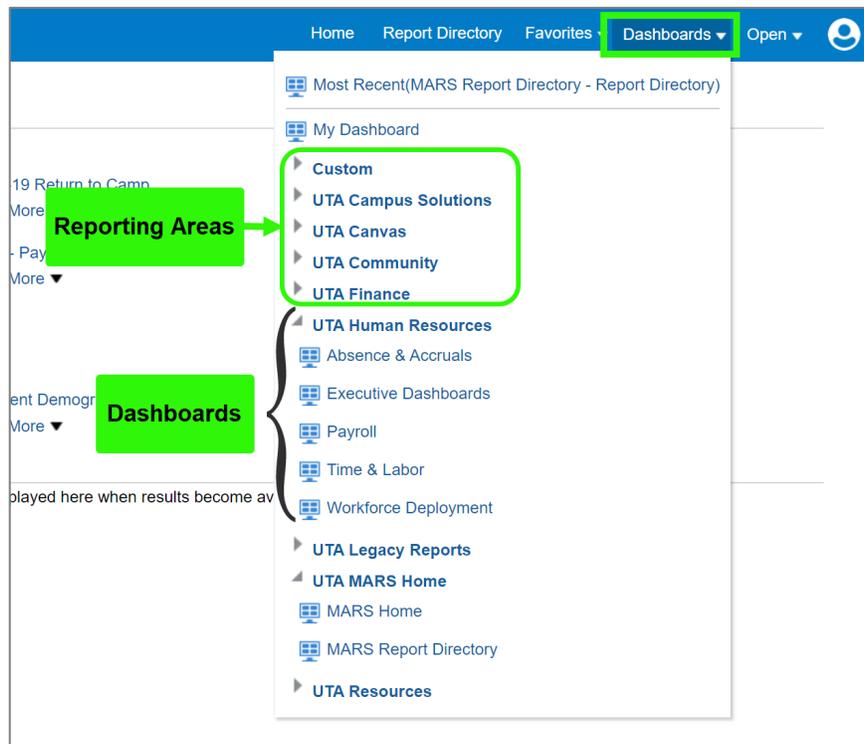

When you open a dashboard, you will see the names of the reports within that dashboard on the top of the page. Each dashboard automatically opens to display the first report. In the

following example, we have opened the Accounts Payable dashboard, and can see it consists of three reports: AP Aging, AP Transactions, and YTD Vendor Status.
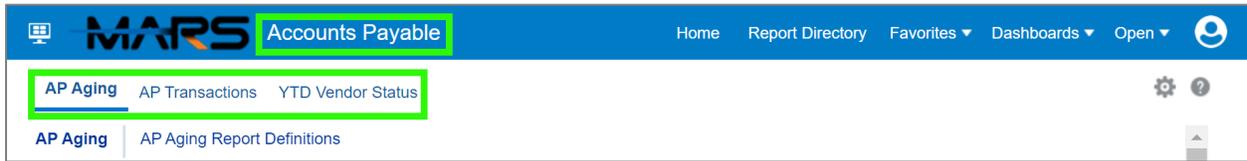

MARS Reports

When you open a dashboard, you will see the names of the reports within that dashboard on the top of the page. Each dashboard automatically opens to display the first report. In the following example, we have opened the Accounts Payable dashboard, and can see it consists of three reports: AP Aging, AP Transactions, and YTD Vendor Status.
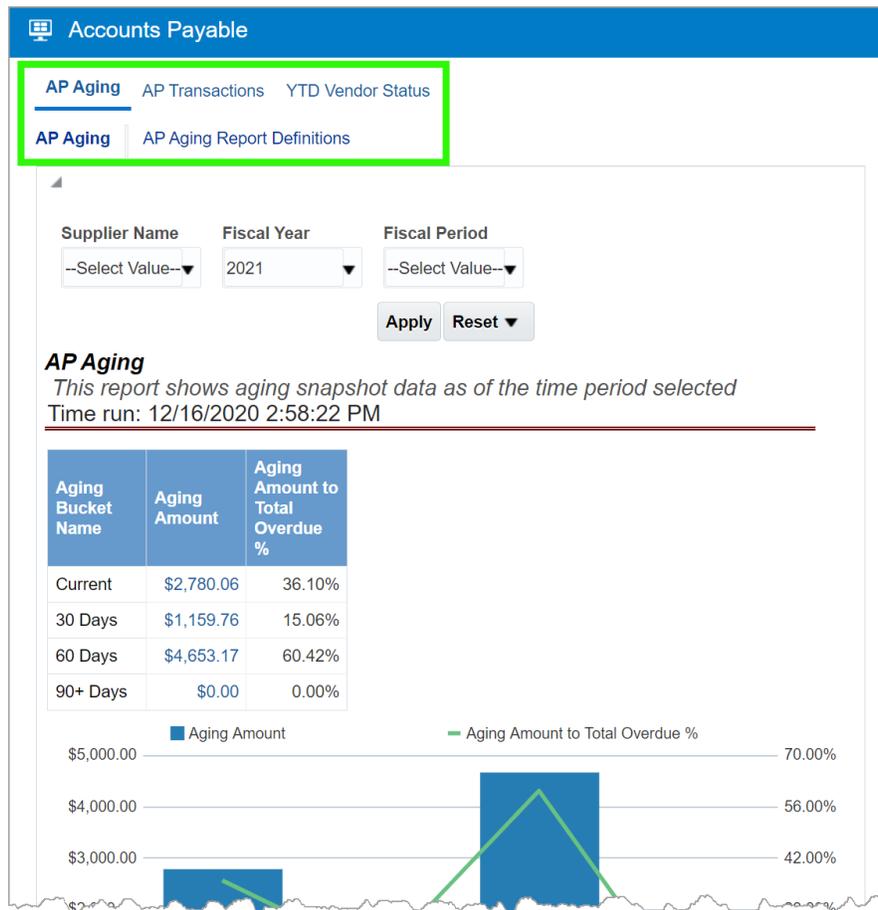

In some dashboards, there will be more reports than can be displayed across the top bar. Click the double arrow icon to view the remaining reports, which will be listed in a drop-down menu.
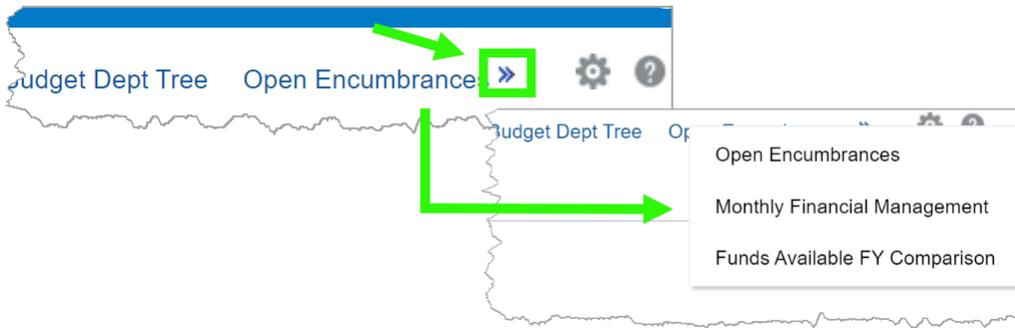
Report Field Prompts

Once you have navigated to the desired report, it can be filtered using the "Field Prompts" that display at the top of the report. Field prompts narrow down the results displayed when the report is run. These fields vary by report.

Users can select prompts using either the checkbox for the available options (can check multiple options) or by using the "More/Search" option to type-in the option desired, selecting the desired option (select multiple options using the Ctrl button), then using the ">" button to move the option to the Selected column.
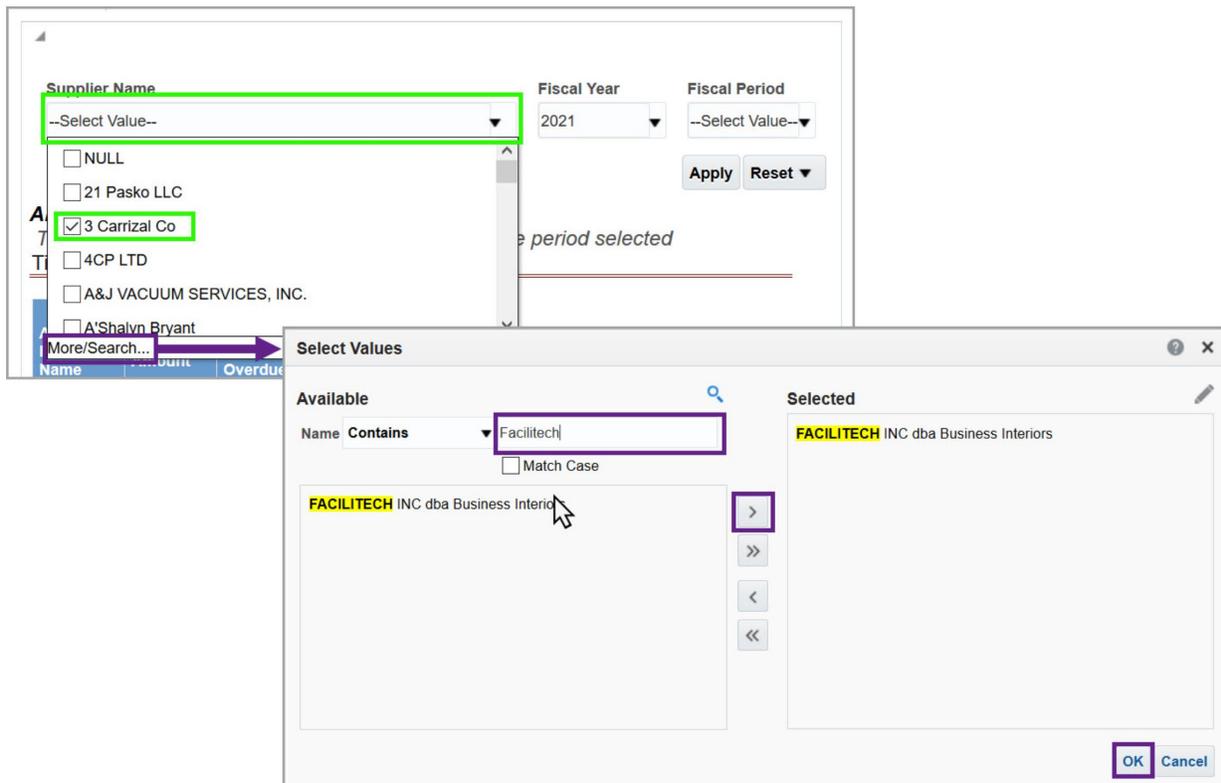
Click the "OK" button to return to the field prompts page, and then "Apply" to run report with selected field settings applied.

Page Controls

The page controls at the bottom of a report allow you to see more, or all, rows of data when a report contains more than 25 rows of information. There are four different page controls.

The up arrow with the line above it can be used to go to return to the top of the report once you have scrolled down.

The upward and downward brackets move to the previous or next 25 results.

The double arrow can be used to display all rows in a report Once selected, you will also see how many rows there are in the report (up to a maximum of 5000)

Note: *If you are already at the top of a report, the up arrow with the line and upward bracket will be greyed out and unable to be selected as you are already at the top of the report and seeing the first 25 lines.*