

# 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.

	Report Directory			Home Report Directory	Favorites - Dashboards - Open - 😔
UNIVER TEX ARLIN	SITY OF XAS IGTON	ARS Report	Directory	<b>Resources</b> MARS Training Guide MARS Basic Navigation Saving Dashboard Prompts MARS Functions	¢ •
Executive Dash	iboards				
Finance Executive Dashboard	Vertificate Deployment	Errolment Demographics	Errolment Montor	Carvas Executive Dashboard	Exec. Dashboards
Budgets	Workforce Deployment	Financial Aid	Canvas Reporting	Legacy Reports	
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## **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.

E	lome	Report Directory	Favorites 🗸	Dashboards 🗸	Open 🗸	9
counts Payable - pen More ▼ //ARS Report Dird )pen More ▼		Most Recent(Account My Dashboard JTA Campus Solutio JTA Canvas JTA Community JTA Finance JTA Human Resource JTA Legacy Reports JTA MARS Home MARS Report Direct	es Payable - AF	P Transactions)	g	

**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 <u>here</u>.

#### **Navigation Bar**

In the top right corner are the navigation bar options:

	Home	Report Directory Favorites 🗸 Dashboards 🗸 Open 🗸 🧕
Home		Returns you to the Legacy Home Page (see below)
Report D	irectory	Returns you to the Report Directory Home Page
Favorites	5	Provides an option to create a list of favorite reports and manage favorites
Dashboa	rds	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".

	Home Report Directory Favorites   Dashboards   Open   C
Create	Recent
Published Reporting Report Job	Dashboards       Image: Security of Dashboa       Image: S
	Most Popular

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.

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AP A	ging	AP Transactions	YTD Vendor Status	40	•
AP Ag	ging	AP Aging Report I	Definitions		

#### **MARS Reports**

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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.



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		Dept Tree	e Ot	Open Encumbrances Monthly Financial Management Funds Available FY Comparison

## **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.

A		Fiscal Year	Fiscal Period		
Select Value NULL 21 Pasko LLC A 3 Carrizal Co 1 4CP LTD A&J VACUUM SERVICES, II	NC.	2021 •	Select Value	- <b>-</b>	
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	FACILITECH INC dba Business I	Match Case	> ~ ~		
					OK Cancel

Click the "OK" button to return to the field prompts page, and then "Apply" to run report with selected field settings applied.



Accounts Payable		
AP Aging AP Transactions YTD Vendor S AP Transactions AP Transactions Report D	Status efinitions	
Payables Invoicing Business Unit Name UTARL Purchase Order Number (All Column Valv Fiscal Year 2021 Source AP Transaction Status Select Value	Department OIT VP Informav Select by Department Code AP Transaction Type Name Original V Fiscal Period (All Column Valv Approval Status (All Column Valv	Supplier Name Select Value AP Transaction Subtype Name Select Value Invoice Cleared Fiscal Date Between AP Transaction Posted Status Select Value
AP Transactions		THE I HART

#### 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.

2021	0000003195	REGENTS OF THE UNIVERSITY OF MICHIGAN
2021	000003281	JOHNSON CONTROLS INC
2021	000003308	J J KELLER & ASSOCIATES INC
2021	000003408	UNIVERSITY OF WISCONSIN
2021	000003455	PROQUEST LLC
2021	000003795	JOSTENS INC
		Rows 51

The up arrow with the line above it can be used to go to return to the top of the report  $\widehat{\mathbf{O}}$  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  $\mathfrak{D}$  Once selected, you will also see how many rows there are in the report (up to a maximum of 5000)  $\overline{\mathfrak{D}} \wedge \mathfrak{D} \cong \mathbb{R}^{\mathsf{Rows 1}}$ 



**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.