Maverick Analysis & Reporting System (MARS)

Training Guide

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MARS Overview

The Maverick Analysis and Reporting System (MARS) is a central repository of integrated data. It provides a full range of business intelligence capabilities such as:

- Collecting up-to-date finance data
- Reviewing HR information
- Providing data to analyze activity within Canvas
- Tracking admissions and recruitment

In MARS, Data is brought together from UTShare, MyMav, and Canvas and loaded into MARS overnight every night except Saturday. Here are the kinds of information MARS brings together from these sources:

UTShare Finance and HR data, including GL and Budget transactions, Payroll, and Workforce Management

MyMav Student Records, Student Financials, Financial Aid, Admissions

Canvas Course, Section, and Student Enrollments; Student Activity; non-academic Canvas course usage and completion metrics

Although data refreshes overnight, the age of information varies based on the source. Data from UTShare and MyMav is no more than 24 hours old. If there is an issue with the UTShare/ MyMav data load meaning the data is more than 24 hours old, the Business Affairs Listserv will send an email notifying MARS users (to sign up for this list, see here). Canvas data is loaded nightly as well, but due to the way the data is delivered from Canvas, it can be 36-48 hours old.

Users are granted access to different reports, or dashboards, depending on their existing access in the source databases. Therefore, not everyone has access to all reports.

Reports within MARS present data in a variety of easy-to understand formats. Much of the financial and HR data appears in tabular form, as in UTShare. Some reports do make use of the data visualization features within MARS and are displayed as bar charts, line charts, or pie charts, among other visualization types. Once you have identified a data set or visualization you would like to consult or manipulate offline, MARS allows users to export and print data using different formats.

Please note, your MARS session will timeout after 20 minutes of inactivity. Use the browser's Refresh button to restart the session.

Accessing MARS

Gaining MARS Access through ServiceNow

To access MARS, use the **ServiceNow** ticketing system to request access.

Note: *It may be necessary for you to log in with your email and password*

1. Navigate to ServiceNow and click the **Accounts & Access** tile.

2. Click **Systems Access**.

3. **Click MARS (Maverick Analysis Reporting System) Request**.
4. Complete the request form that displays.
   a. **Type of Request**: New Account
   b. **Select Module**: Campus Solutions, Finance, Human Resources, etc. Click one at a time to add more than one module.

      c. **Select Subject Area**: Click to choose from the list. Click one at a time to add multiple subject areas.

      d. **Business reason**: This is a free form text field.

5. **Click** the **Submit** button on the top right.

Logging in to MARS

1. Navigate to myapps.uta.edu into a web browser.
2. Click the MARS app icon to launch MARS. FYI: Apps are by default arranged in alphabetical order.
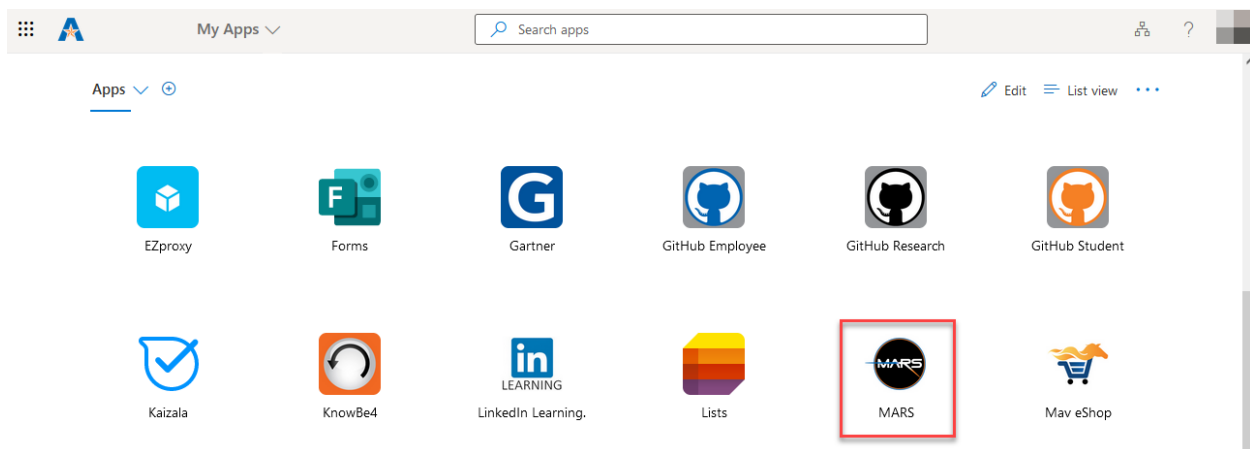
Note: *If the MARS app is not available, this usually indicates that you do not have access to MARS. You must complete the ServiceNow form to request access.*

Navigating MARS

MARS Home Page – Report Directory

The MARS Report Directory populates upon login. This page displays 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 similar to reports in that some have different report tabs across the top and are also filterable by department or cost center and fiscal year. See here for more details on report navigation.

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 by closing the report page you are viewing. You can also select Report Directory from the navigation bar or MARS Report Directory from the Dashboards drop down.

To see the full list of dashboards and reports, use the Dashboards Dropdown from the top navigation bar on the Report Directory page.


***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.
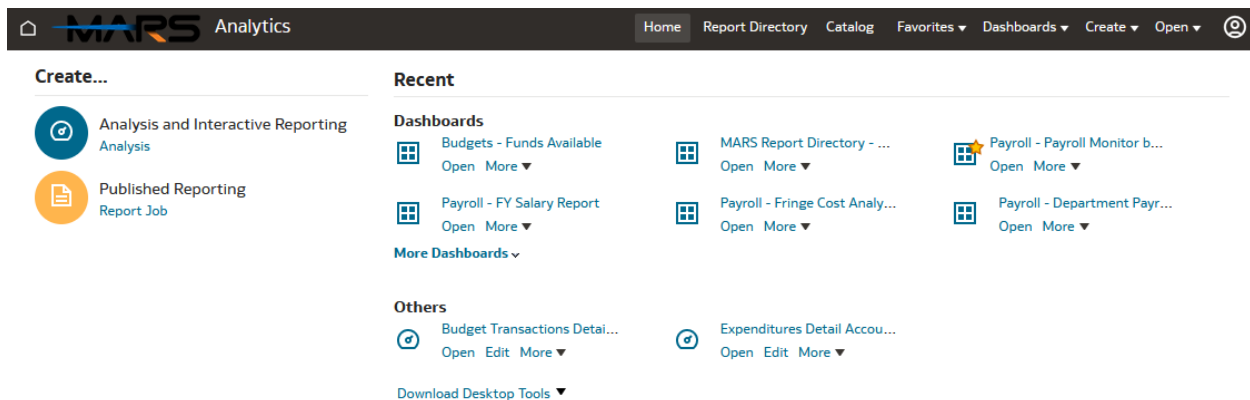
Navigation Bar

In the top right corner are the navigation bar options:
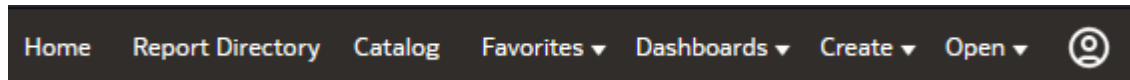

Home	Returns you to the Legacy Home Page (see below)
Report Directory	Returns you to the Report Directory Home Page
Favorites	Provides an option to create a list of favorite reports and manage favorites
Dashboards	Use to navigate to a desired report dashboard (including to return to the MARS Report Directory). 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).
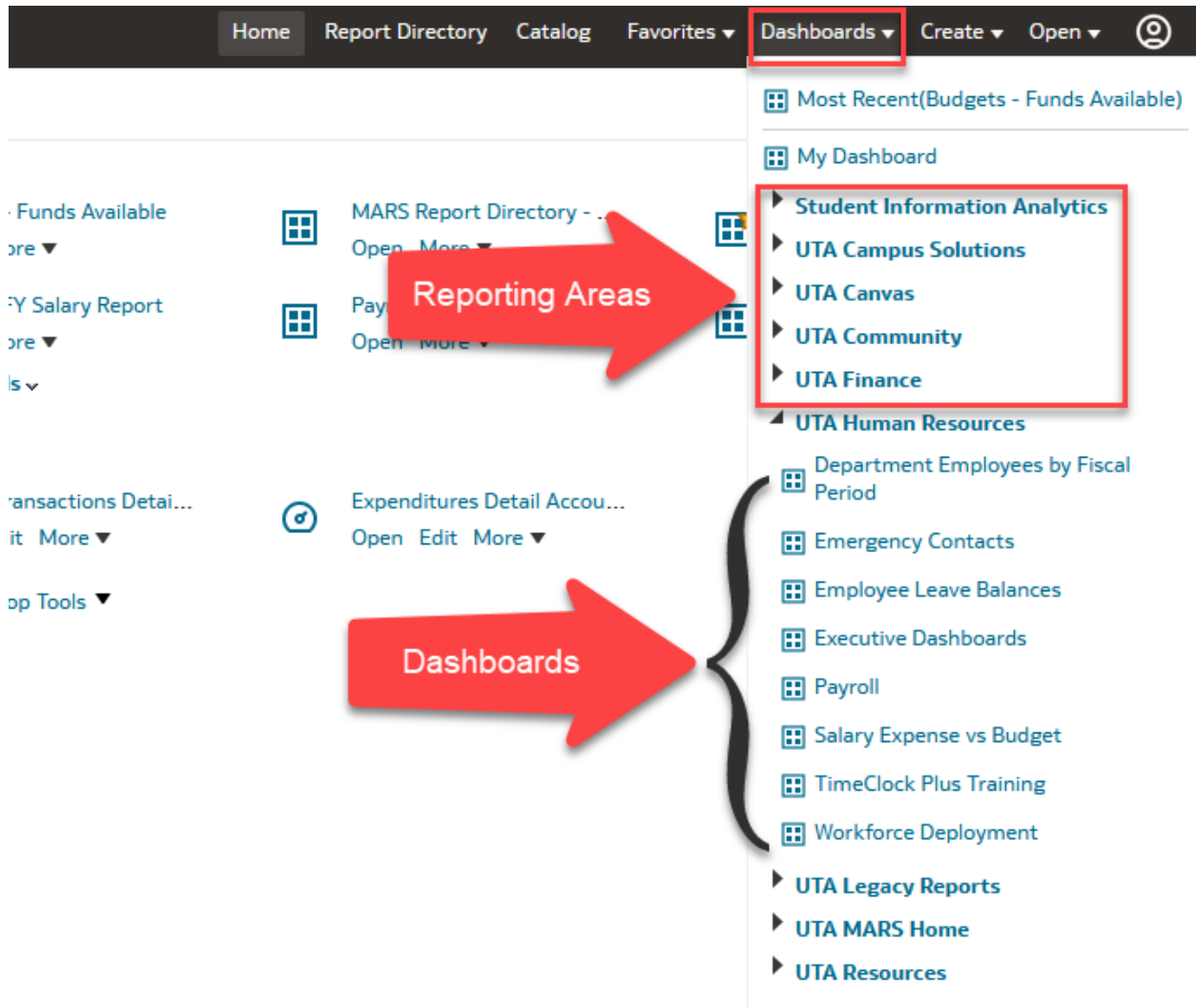
When you open a dashboard, you will see the names of the reports within that dashboard on the top of the page. Each dashboard automatically opens to display the first report. In the following example, we have opened the Accounts Payable dashboard, and can see it consists of three reports: AP Aging, AP Transactions, and YTD Vendor Status.
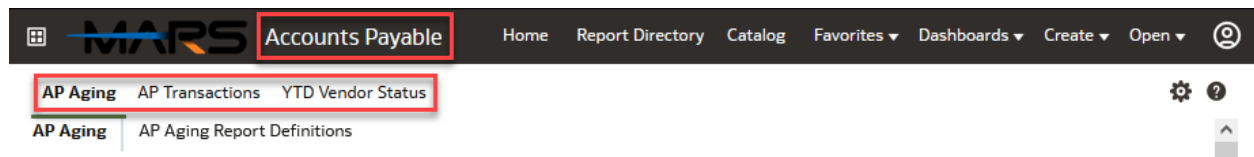
MARS Reports

Each dashboard contains at least one report, and often multiple. When you open a dashboard, the report names show below the dashboard name on a horizonal line.

In this example, the first report, "AP Aging", opens upon clicking into the Accounts Payable dashboard. An open report will be underlined in the horizontal bar with report names. To the right are the two other reports available in this dashboard, "AP Transactions" and YTD Vendor Status". To view a different report, just click the name of the report at the top of the page.

In some dashboards, there will be more reports than can be displayed. 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 a 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.

There are two ways to select field prompts. The first is by using the drop-down menu, and the second, by typing in the desired prompt in the "More/Search" option.

Select field prompts from drop-down menu
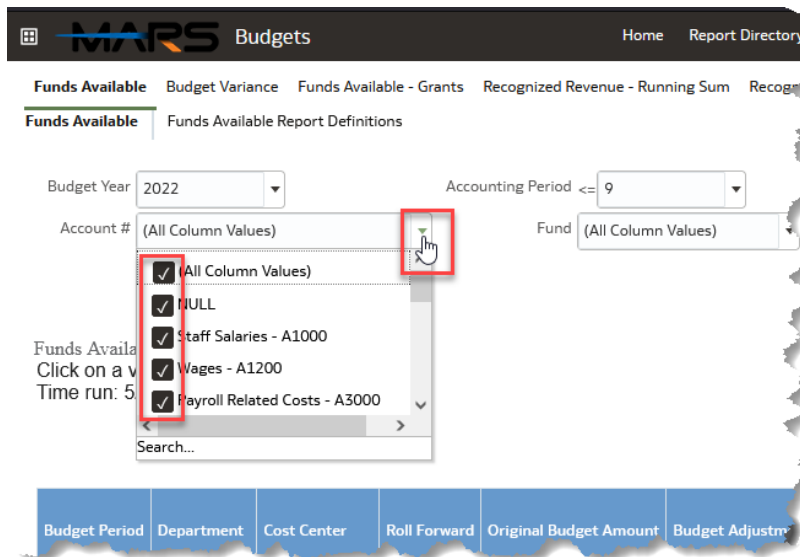
In a selected field, press the down arrow to open a drop-down list of available values for a field. These will be arranged in alphanumeric order. To include all options, leave the prompt as "Select Value" or "All Column Values".

Users can select values using the checkbox for the available option and can check multiple options.

After making the selection above, Staff Salaries – A1000, now appears as a field prompt:
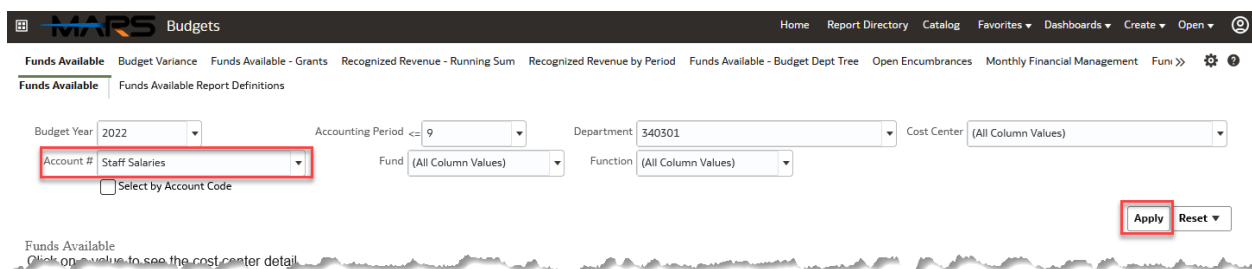
To run the report with the selected field prompts, click "Apply".
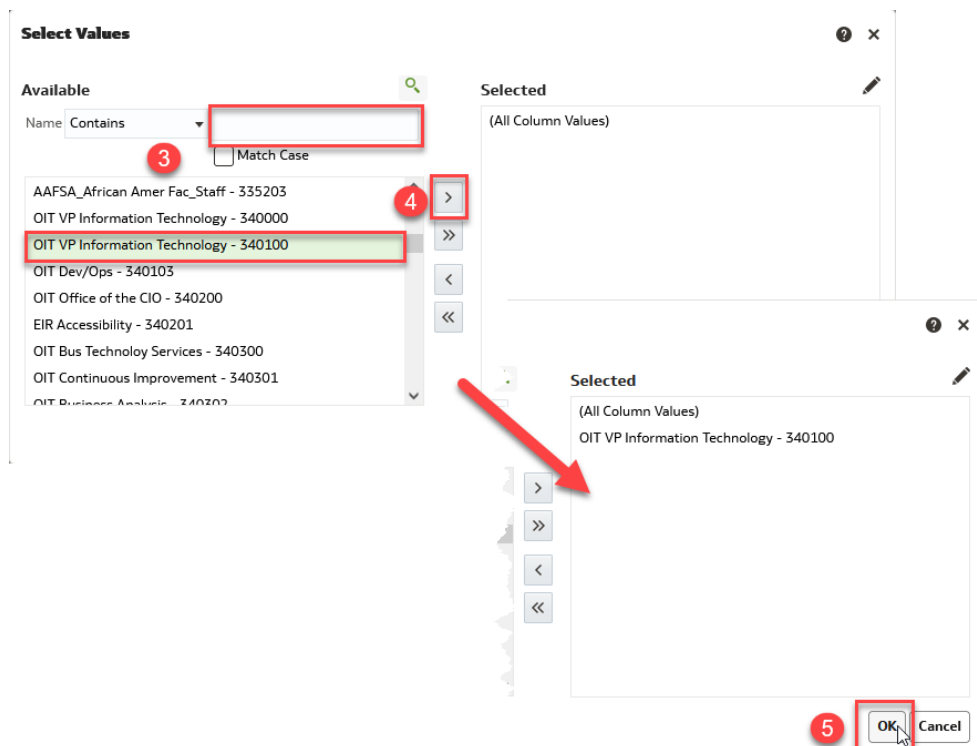
Type-in field prompts

In cases where you are looking for specific information in a report, such as details related to a specific supplier, you can search for a name or identification number directly instead of selecting from a list.

1. Press the down arrow in the desired field.

2. Click "Search." This will open a window where you can type the prompt.
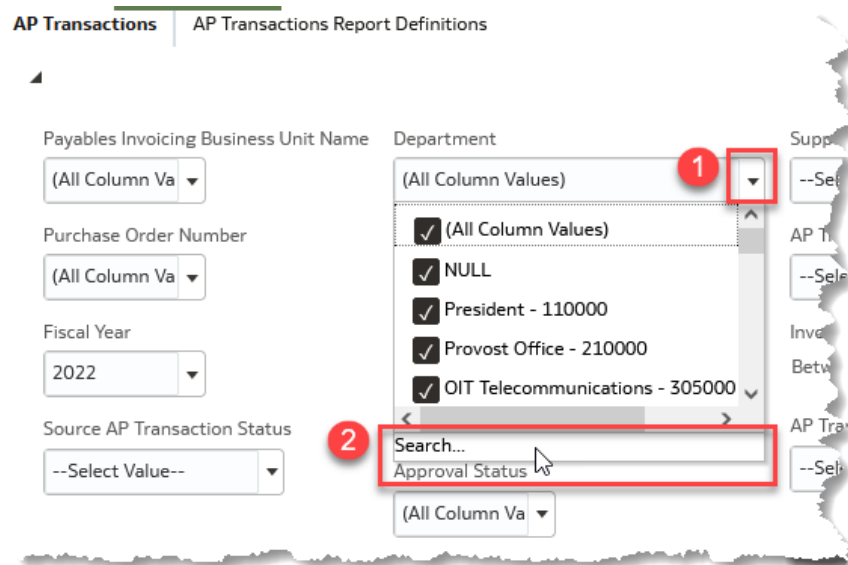
3. Type in prompt value you are looking for OR select from the list of all available prompts in the scroll box.

4. Select the ">" button to move prompt value to the "Selected" column. You can complete this action as many times as you'd like to add values to the "Selected" list.

5. Click "OK" to return to the report.

6. Click "Apply" to run report with selected field settings applied.

If nothing is returned when you search, please alter your terms or search through the browsable list of values from the drop-down menu.

In the example above, searching for "OIT" returns results, while searching for "knowledge" does not.
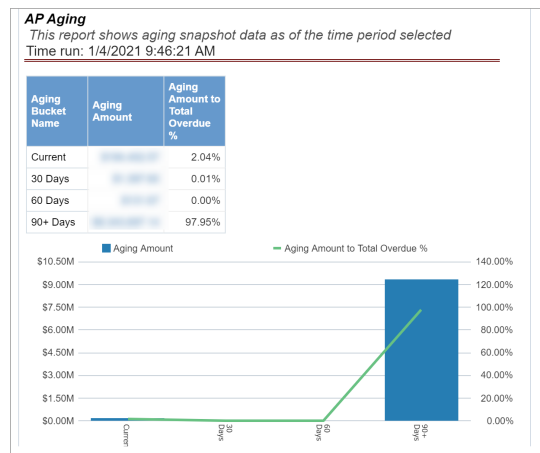
Report Types

Reports in MARS can populate in a variety of ways, depending on the nature and settings of the report.
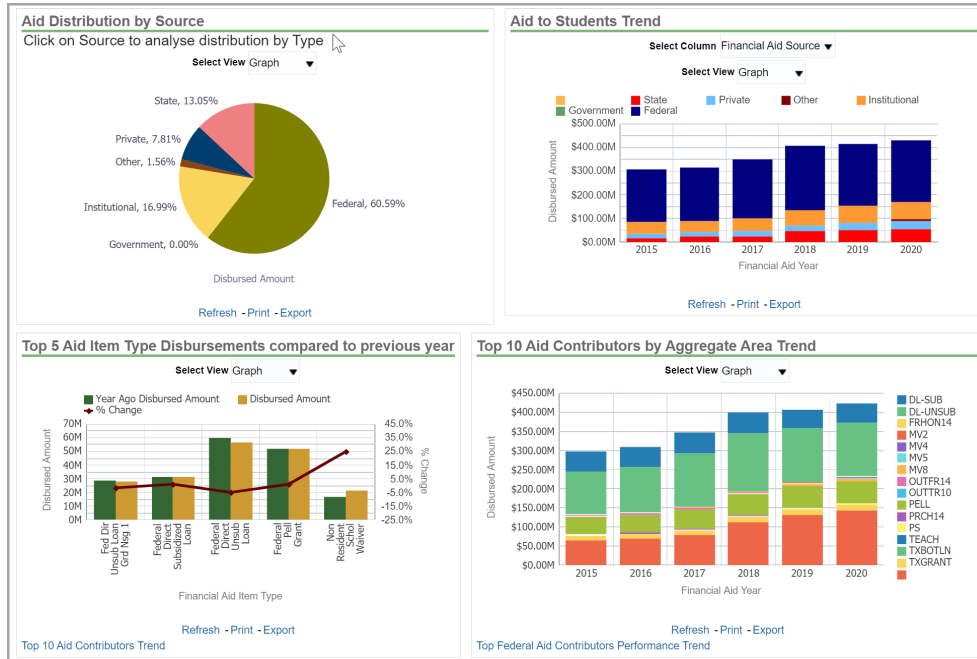
Reports can populate as tables:

AP Transactions
Time run: 1/4/2021 9:47:31 AM

Fiscal Date	Department	Voucher ID	Invoice Number	Purchase Order Number	Supplier Name	Legal Entity Name	AP Transaction Status	AP Approval Status	AP Transaction Type Name	AP Transaction Subtype Name	Payment Terms Name	Invoiced Fiscal Date
11/11/2020	340100 - OIT VP Information Technology				DELL DIRECT SALES LP	714	OPEN	REJECTED	Original	Invoice	Net 30 Day	11/11/2020
12/18/2020	340100 - OIT VP Information Technology				SHI GOVERNMENT SOLUTIONS INC	714	OPEN	APPROVED	Original	Invoice	Net 30 Day	12/18/2020
12/28/2020	340100 - OIT VP Information Technology				SHI GOVERNMENT SOLUTIONS INC	714	OPEN	APPROVED	Original	Invoice	Net 30 Day	12/28/2020

Reports can populate as bar charts or graphs:

AP Aging
This report shows aging snapshot data as of the time period selected
Time run: 1/4/2021 9:46:21 AM

Aging Bucket Name	Aging Amount	Aging Amount to Total Overdue %
Current		2.04%
30 Days		0.01%
60 Days		0.00%
90+ Days		97.95%

Or, reports can populate as a combination of the above:

Also, most graphs can be viewed as tables. Use the drop-down above the graph to change the report to display in a tabular format.
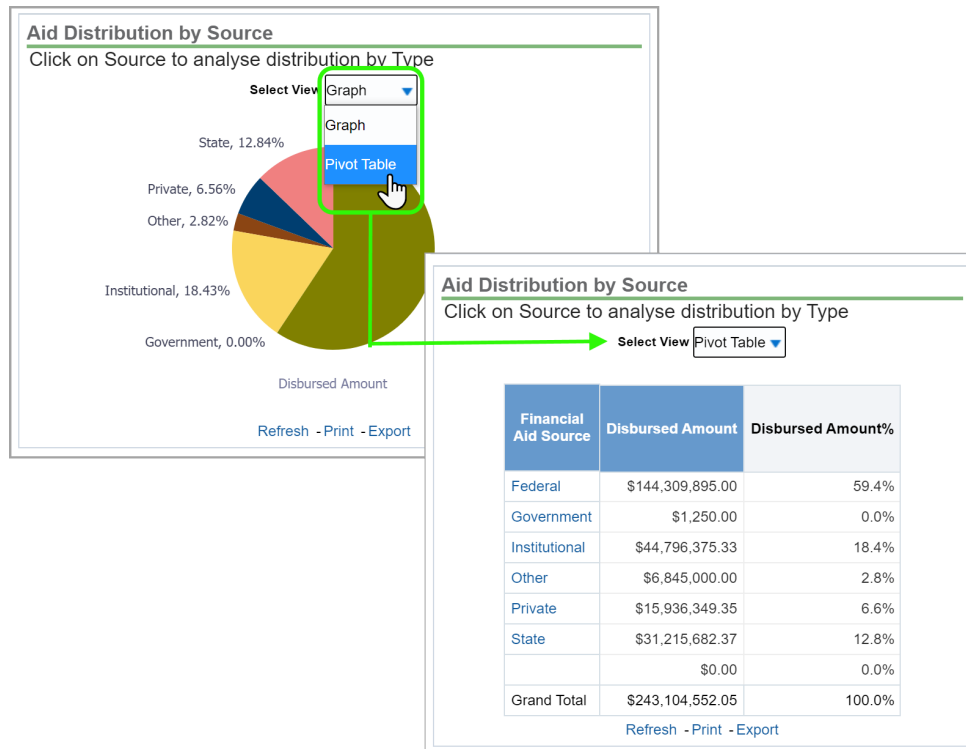
Report Drill-Downs

Some reports allow users to drill-down into the underlying data. When a table includes a blue figure, click the figure to display more details about the value(s) or transaction(s) that make-up that number.

Drill-downs will first take you to more details within MARS. And in some cases, you will have the option to see further details from the source database.

Note: *You must have the appropriate access in the source database for this drill-down functionality to work.*

Drill-down within MARS

Click a value in light blue from a report to see more details. This will take you to a new page showing more details about the transaction or item you clicked on.

To go back to the report, click "Return" at the bottom of this page.

Note: *You must scroll all the way to the bottom of the MARS window to find the "Return" button.*

Drill-down to source data outside MARS

If after the first drill-down there is the option to drill-down again, clicking on a value will take you to the source data. What follows is an example from UTShare Financial. External drill-downs may also go to Canvas and UTShare HRMS.

Clicking on the drill-down option on the Details page of MARS takes you to UTShare Finance in a new browser tab. The MARS report remains open in the Oracle Analytics tab, while the UTShare details for the transaction display on the next tab.

To return to the report, simply click back to the MARS tab of your browser.

Drill-down in non-tabular reports

When a report returns a graph, a drill-down can be performed by clicking on a graph element (for example, a bar in a bar chart or wedge in a pie chart). This will display the information from the selected bar or wedge in tabular form.
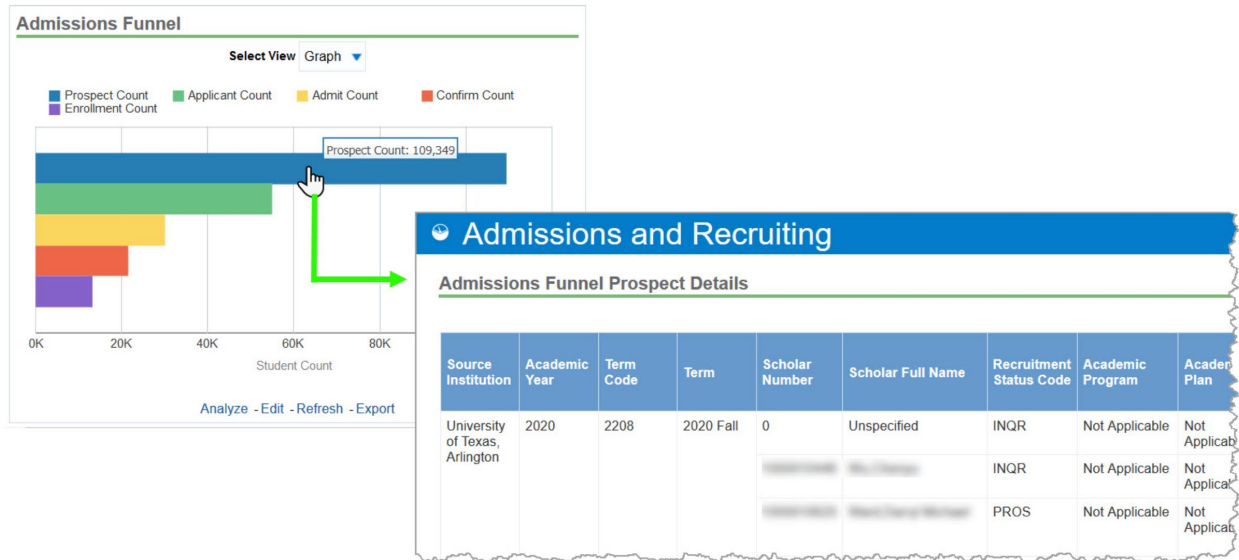
Other Report Actions

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.*

Refresh

Pressing the "Refresh" button at the bottom of a report updates the data.

Print

Selecting "Print" provides two options – to print the report as filtered/ displayed as a "Printable PDF" or as "Printable HTML." Both options open the current view of the report in a new browser window, the first as a PDF and second as a flat web page.


Both options include a timestamp of when the report was run on the print-out.

Note: *When you select this option it will only print what is currently displayed in the report. If you want to print a whole report, be sure to expand the rows using the double-sided arrow page control found at the bottom of the report.*

Export

The export function allows you to export the data in a variety of formats and data types. Under the "Formatted" option, you can export your current view of the report to a PDF, Excel, Powerpoint, or Web Archive.
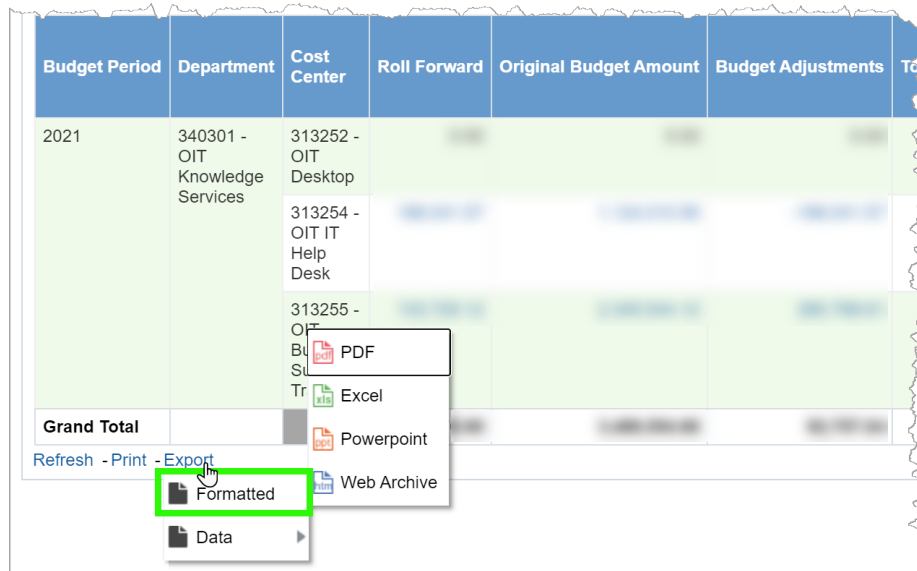
Using the "Data" option, you can export the data in the report to Excel, as a CSV file, a tab delimited file, or to XML.
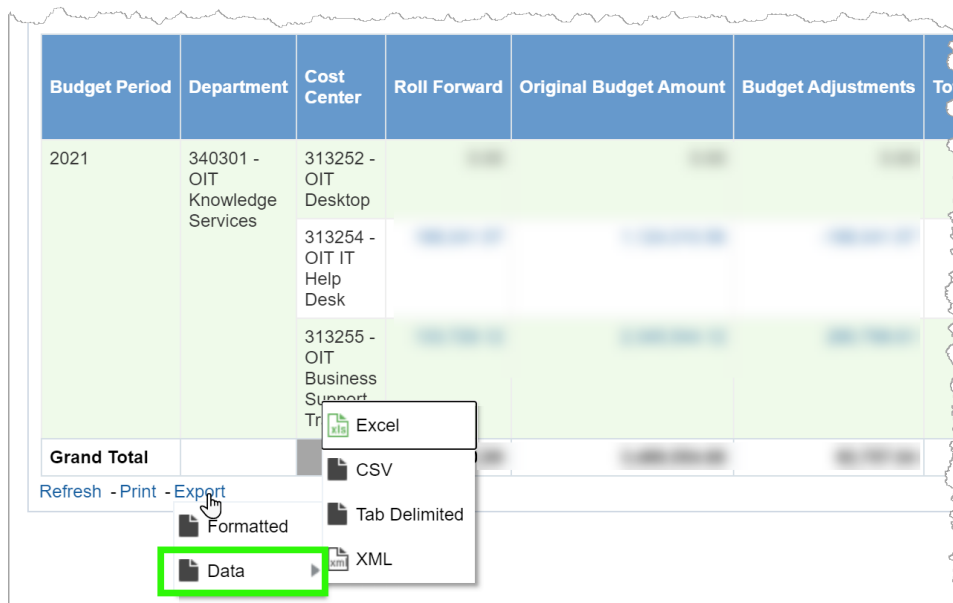
Data Definitions

Most reports within MARS include data definitions for both the field prompts and display fields within a report. To view the definitions for a given report, select the report definitions tab next to the name of the report. This opens a list of the definitions for all fields.

Note: *Not all reports include data definitions. The majority of Finance and HR do have data definitions, but other reporting areas vary.*

Personalizing MARS

MARS offers a variety of ways to save views of reports. You can save favorite reports to easily come back to them, and in addition save selections of field prompts so that you do not have to manually set them each time you view a report. There are also options to share your customized, favorited views with others.

Creating Favorites

Users can create a Favorites list of reports. This list is unique to each user. There are two ways to add a report to the Favorites list.

Option 1: Add to Favorites when viewing the report

1. Open the desired report.
2. From the report page, click "Favorites" from the Navigation Bar.

3. Click "Add to Favorites".
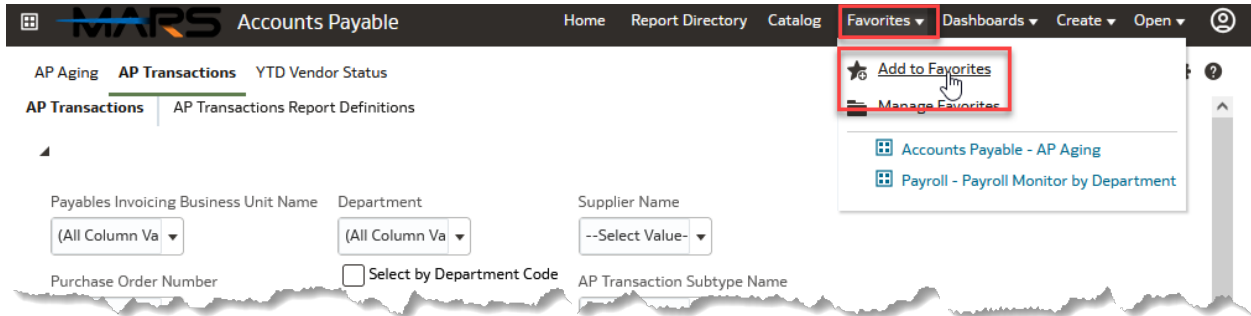
Option 2: Add a recently viewed report to your Favorites

1. From the home page, select the 'More' button beneath a report.
2. Select 'Add to Favorites'.
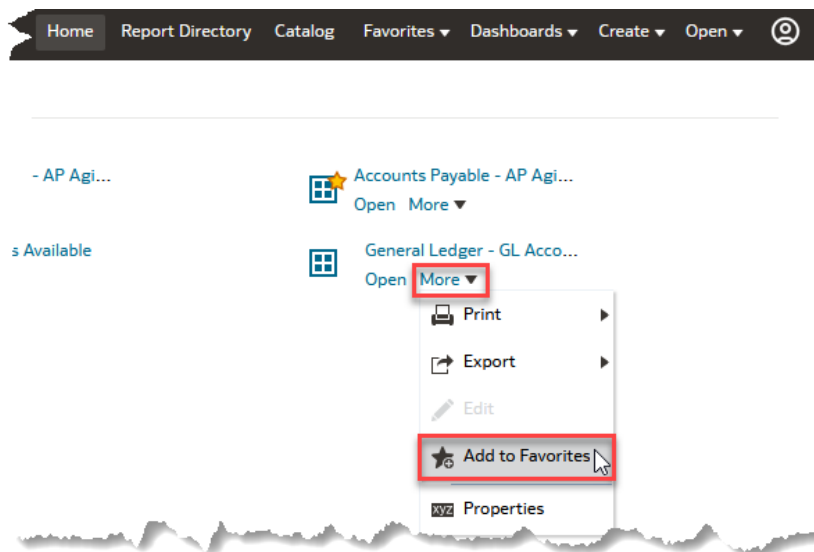
Once favorited, the report will show with a star in your Home Page Dashboard.

Note: *This will only be the case if it is one of the last 6 reports you viewed.*

To open a report on your Favorites list

1. From any page, click "Favorites" from the Navigation Bar.
2. Click on the report name.
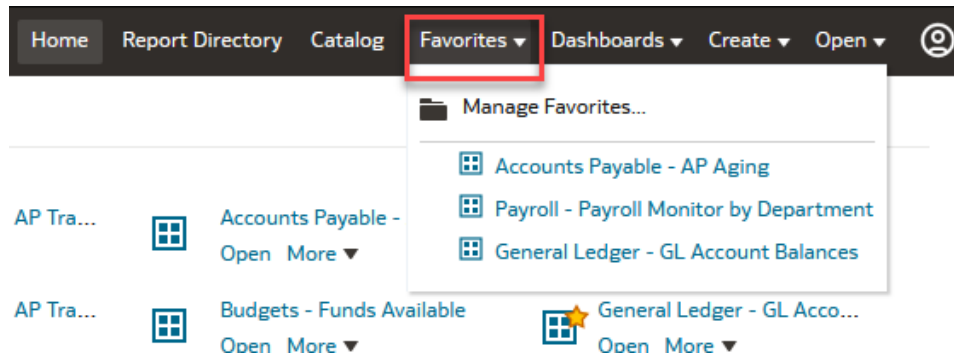
To manage your Favorites list
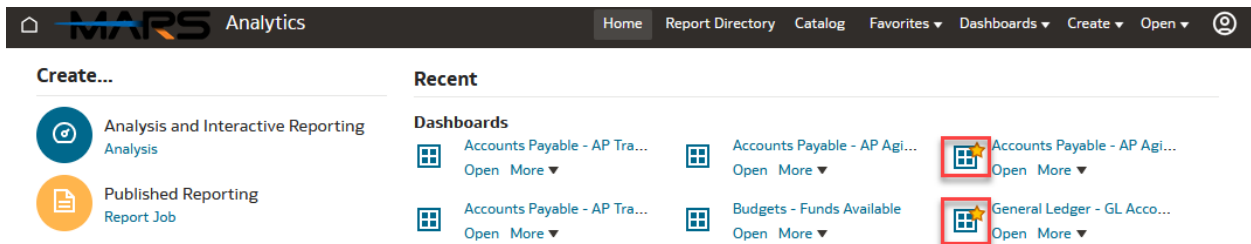
From any page, click "Favorites" from the Navigation Bar.

1. Click "Manage Favorites".
2. From here you can:
   a. Create a Category that functions as a folder to help organize
   b. Delete a favorite (must first select favorite to be deleted)
   c. Sort the list (alphabetically - ascending or descending)
   d. Organize the list by clicking on the favorite then using the Move Selected buttons to move the item up or down in the list, or to the top or bottom of the list.
3. Click the "OK" button.
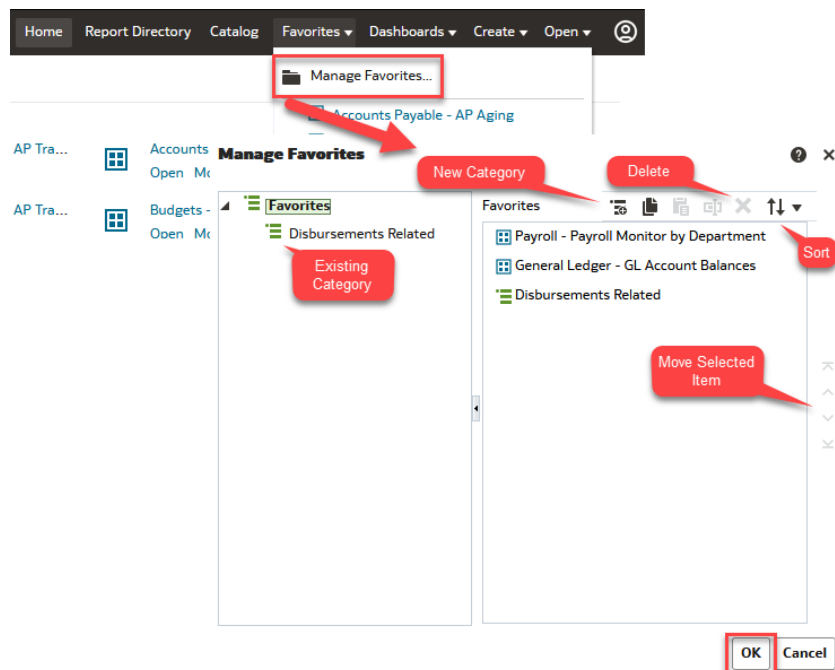
Customization

Save Current Customization

To begin, navigate to the report within a dashboard you want to save prompts on. Set your field prompt values, then click the **Apply** button to run your report with those field settings.

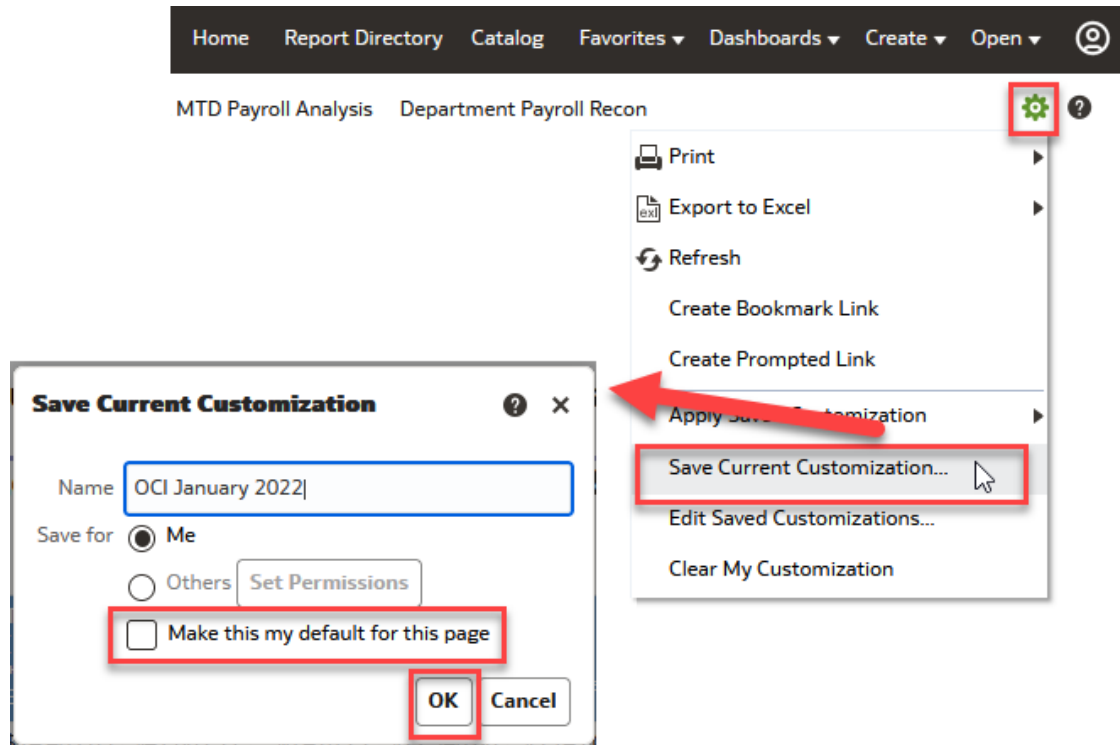Once your report has returned results with the selected prompts, click the **gear** icon in the top right of the screen and choose **Save Current Customization...**

On the "Save Current Customization" screen, name your customization. You also have the option to select the "Make this my default for this page" box. If you select the default checkbox, each time you come back to this report, the selected set of filters will be automatically applied, and the dashboard will run with those filters. Lastly, click "OK" to save these settings.

Apply & Edit Saved Customization

It is possible to save multiple set of filters for a report, but only one can be the default. If you have saved multiples, you can quickly switch between them using the **Apply Saved Customization** option under the **gear** icon on the dashboard page. All the saved filters you have created will be displayed under that menu item, just click the one you would like applied and it will set those prompt values.
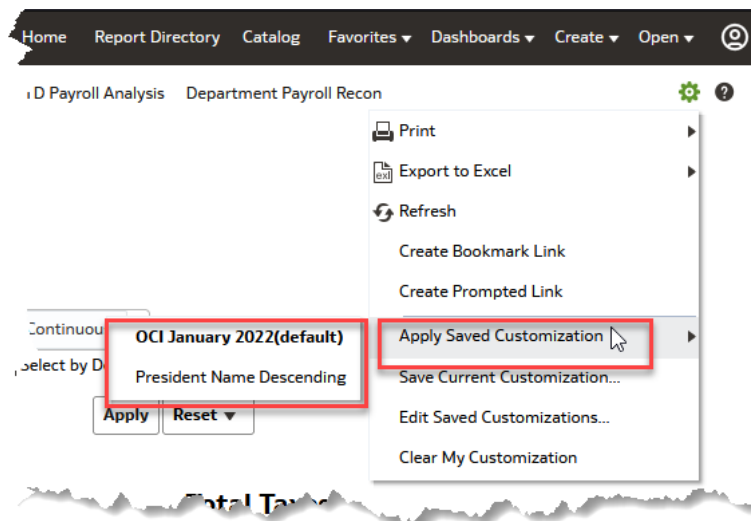

To manage your set of filters, use the **Edit Saved Customizations…** item under the **gear** menu. Here you can change which filter set is the currently the default as well as remove customizations you no longer need. Once complete, click OK to return to the report.
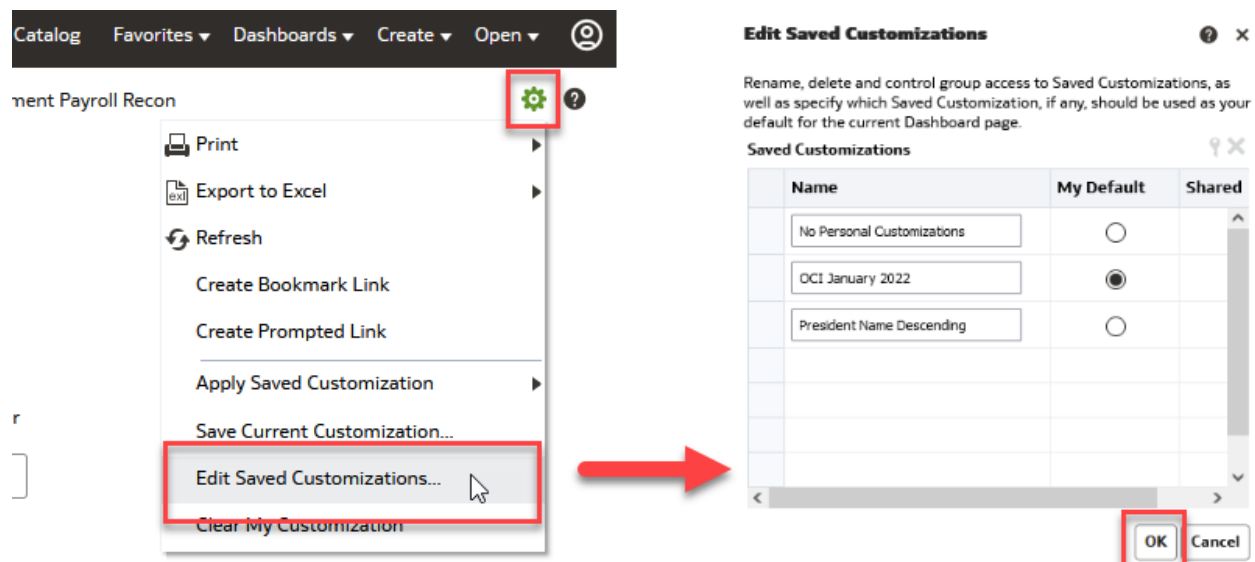
Links

Create Bookmark Link

This functionality creates a web address/link that can be bookmarked or shared, taking viewers to the **UT Arlington default view** of the report. Click the gear icon, and then "Create Bookmark Link".
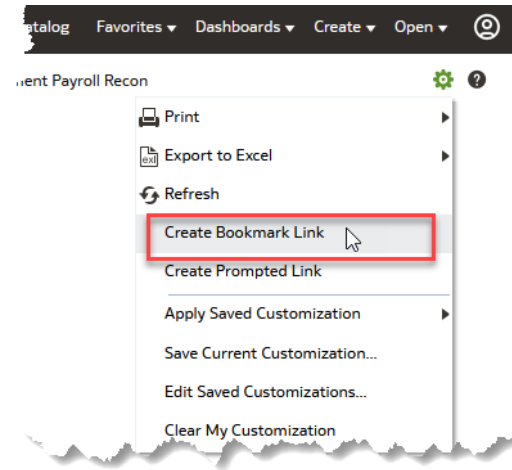

Once you click, a message displays letting you know the URL has changed to a bookmark-able link in the web address above. You can bookmark in your current browser or copy to share with others.
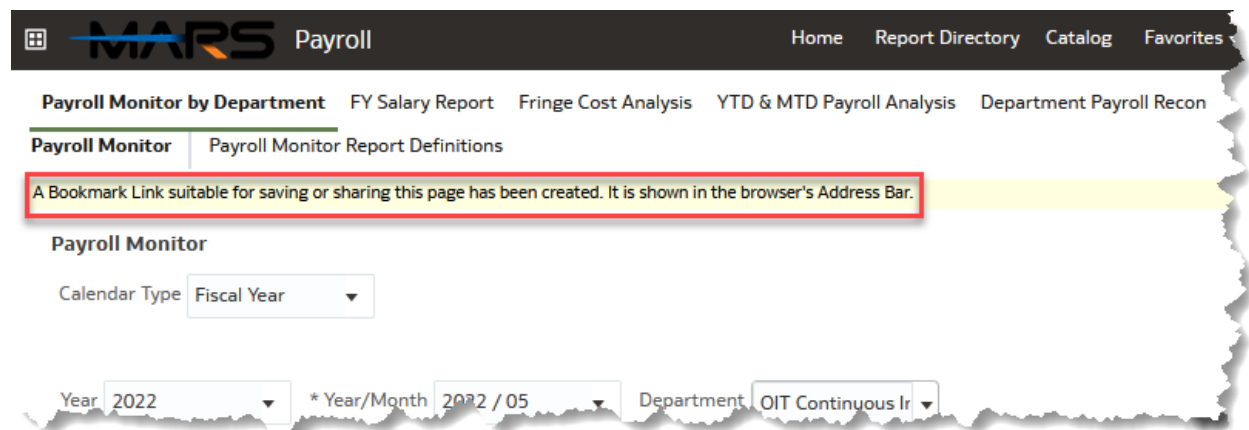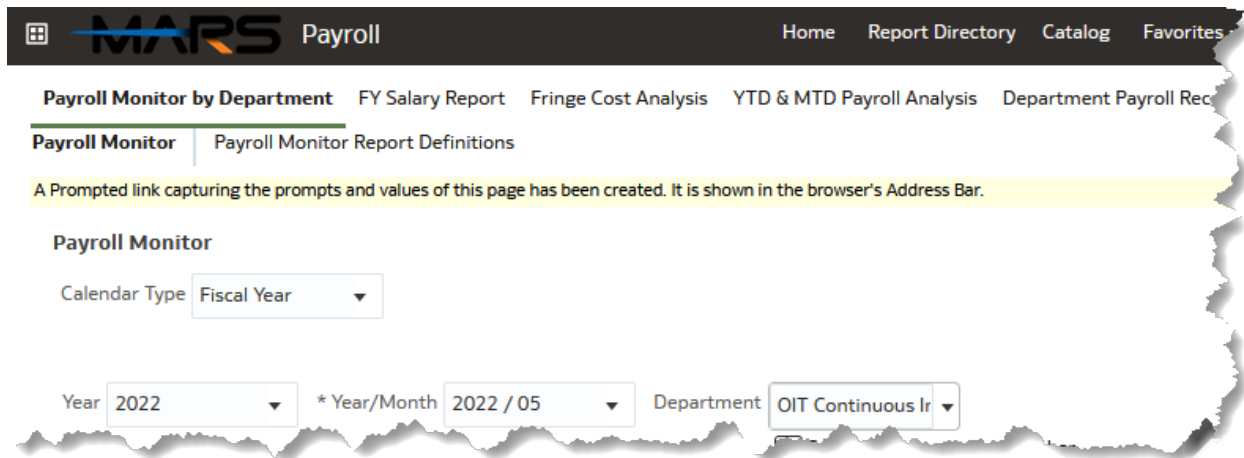

Note: *Only people with access to MARS and permission to the report you are sharing will be able to open the link.*

Create Prompted Link

Creating a prompted link allows you to share a web address/link **with the current prompts and values saved** for others to view. To do so, after you have set your field prompts and applied them to the report, click on the gear icon and select "Create Prompted Link".
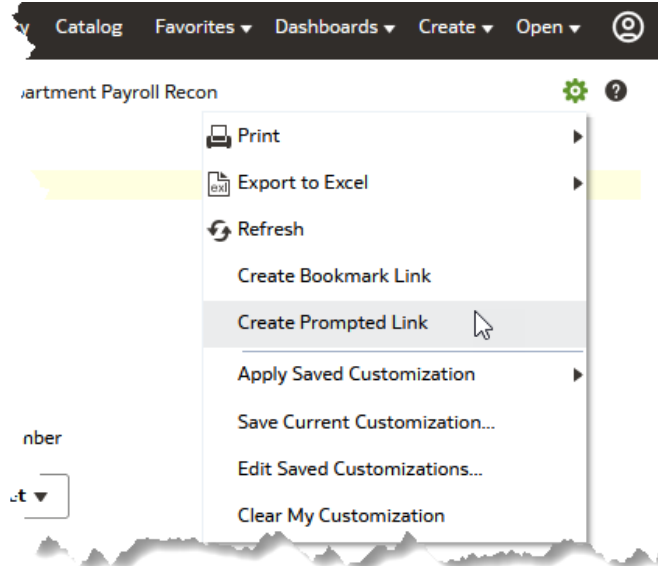
As with the bookmarked link, once you select "Created Prompted Link," a message near the top of your report will let you know a prompted link is ready to copied from your web browser's address bar.

Note: *Only people with access to MARS and permission to the report you are sharing will be able to open the link.*

Considerations/ Resources

MARS vs. University Analytics

Of note, MARS is not part of the University Analytics. University Analytics carries out institutional reporting to government and other entities for an external audience while MARS delivers reporting internally.

Requesting New MARS Reports

To request a new report, please complete a ServiceNow request, **linked here**. You may be asked to log-in. You can also navigate to this page:

1. Navigate to https://uta.service-now.com/selfservice/
2. Select the "Administrative Systems & Reports" tile.
3. Click "Data, Reporting and Analytics".
4. Click "MARS (Mavericks Analytics Reporting System) Report Request."

SERVICE CATALOG

Home > **Administrative Systems & Reports** > **Data, Reporting and Analytics**

Access reporting and analytics from business platforms, data warehouses, dashboards, analytics tools, transactional reporting and data storage.

REQUEST ITEMS

Data Interface Request
Pull data from systems to integrate with other systems or to create reports.

MARS (Maverick Analytics Reporting System) Report Request
Request a new query or report from MARS (Maverick Analytics Reporting System)

Visit our Data, Reporting and Analytics Knowledge base for all related how-to articles or see Related Articles located on the right of this page

In your request, be sure to include a justification, examples of visuals if you require visualizations, and an overview of the data you'd like included. For example, feel free to attach an Excel spreadsheet showing the fields you need.

Note: *Reports using data that is already available in MARS will be quicker to develop than reports that require bringing in new datasets.*