



# Emergency Management Business Intelligence (EMBI) Quick Start Guide

The Emergency Management Business Intelligence (EMBI) application allows users to generate detailed reports from the EMP applications. These reports can range from daily summary reports to detailed reports on historical trends. This guide details how to login and navigate around the EMBI application. It will also show you a number of the key features that will help you get the most from EMBI and how to customize them to your needs.

## Logging In

To login in to EMBI, click on the link in the EMP Application and enter your portal username and password.

The screenshot shows the Oracle Business Intelligence login interface. At the top, there is a banner with the Oracle logo and the text "BUSINESS INTELLIGENCE". Below the banner, the text "Oracle Business Intelligence" is displayed in a large font. A message reads: "Please enter your User ID and Password below, and then press the Log In button." There are two input fields: "User ID" and "Password". Below the "Password" field is a "Log In" button. At the bottom, there is a "Select a Language" dropdown menu currently set to "English". The version number "Oracle Business Intelligence 10.1.3.3.2" is displayed below the login fields. At the very bottom, there is a copyright notice: "Copyright © 1997, 2007, Oracle. All rights reserved. The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited."

Figure 1 - Login Screen



# Emergency Management Business Intelligence (EMBI) Quick Start Guide

## Home Screen

When you first login, you will be taken to the EMBI home screen which is the gateway to the different EMP EMBI subject areas. The home page also displays links to the FAQ and help pages.

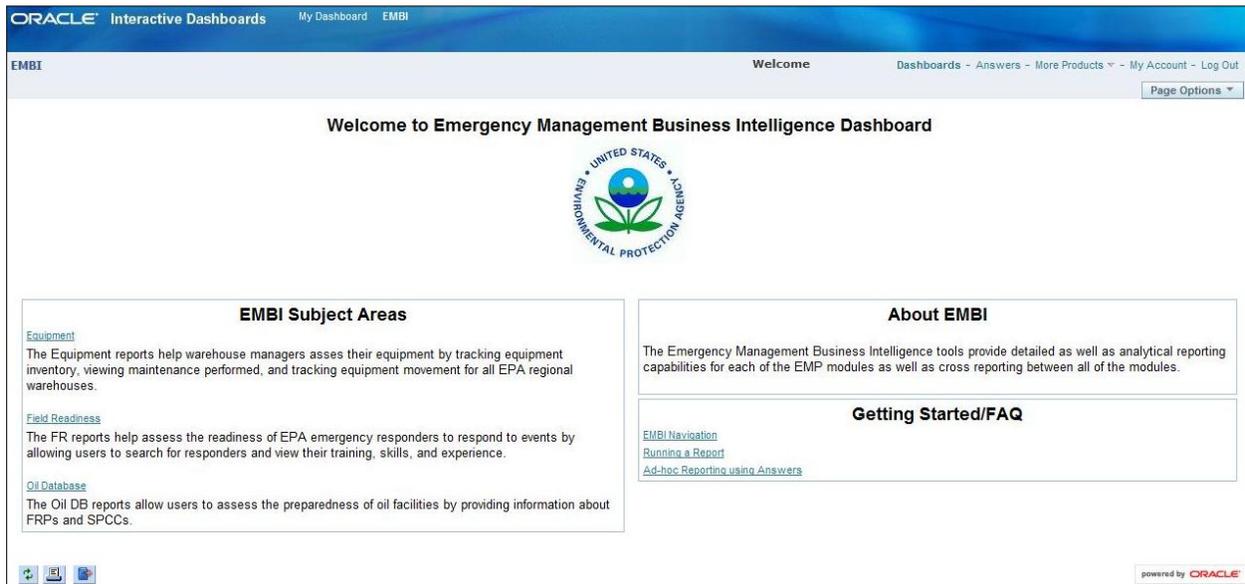


Figure 2 - Home Screen

You can set your default dashboard (the page you see upon login) by going to “My Account” in the top right corner of the screen. This will open a pop-up window and under “Preferences” there will be a dropdown box allowing you to select your default dashboard. Click “Finished” to save.



Figure 3 - Default Dashboard

## Navigation

### EMBI Header

Across the top of the page is the EMBI header. This stays the same on all pages of the EMBI application. It allows the user to switch between subject areas without needing to return to the home screen. To switch between subject areas, click on the link for “EMBI” and a drop down will appear displaying links to each subject area.

The portal header also contains a link to the “My Dashboard” page which is a customizable dashboard individual to each user. See the [My Dashboard](#) section for more details.



# Emergency Management Business Intelligence (EMBI) Quick Start Guide



Figure 4 - Portal Header

## Tabs

The subject areas are split up in to a number of tabs. These are located below the [EMBI Header](#). The tabs help ground topics inside each subject area and display key reports as well as links to related reports. To switch between tabs, click on the tab name.



Figure 5 - Tabs

## Charts

The EMBI portal contains several types of charts (i.e. bar charts, pie charts, etc); all of which have drill down capabilities. This allows you to go in to more detail on a certain chart, or to see the data behind the report in a [table](#). You can click on a segment or area of a chart, or on the legend that is displayed under the chart to drill down. The “Return” button at the bottom of the page will take you back one level on your drill down.

## Filtering

Some charts or dashboards have drop down menus to help filter the results displayed. For example the drop down may allow you to display data for a specific region or to display the report at a national level. After selecting your choice from the drop down, click the “Go” button to apply the filter to the reports.

## Printing Charts

All charts can be printed or exported by clicking the links (Figure 8) at the bottom of the chart.

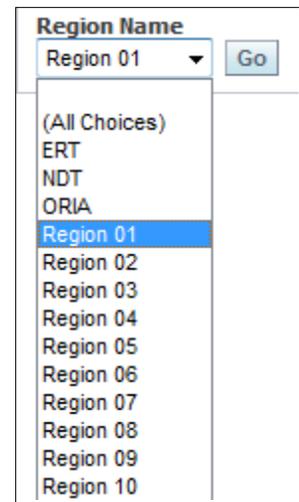


Figure 6 - Filtering



# Emergency Management Business Intelligence (EMBI) Quick Start Guide

## Tables

Detailed reports are often displayed in a table format, which can be sorted by clicking on a column heading. By default OBIEE will display the first 25 records of a table and provide pagination buttons allowing you to view more records. A box will display informing you of how many results the table has in total. As each table is exportable to Microsoft Excel, or other file formats, it can be easier to export a table with a large number of results instead of displaying the full table in OBIEE. All tables can be printed or exported by clicking the links (Figure 8) at the bottom of the table.

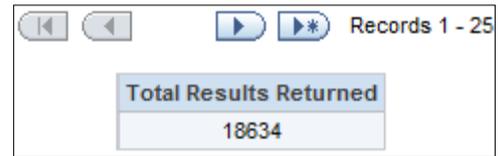


Figure 7 – Pagination & Total Results

## Drilling Down

To drill down in to more detail, click on any blue text displayed in the table. The “Return” button at the bottom of the page will take you back one level on your drill down. The “Back” button will return you to the dashboard you clicked on originally.

[Return](#) - [Back](#) - [Print](#) - [Download](#) - [Create Bookmark Link](#)

Figure 8 - Printing, Downloading & Navigating

## My Dashboard

The “My Dashboard” page gives you the ability to customize a dashboard for you. You can add any reports that you have created or any of the standard reports to this page.

The first time you click “My Dashboard” on the portal header the page will display an empty dashboard and offer a link to add content. Clicking this link will take you to the “Dashboard Editor”.

Once your dashboard has been created it can be edited by selecting the “Page Options” button in the upper right corner, and then clicking “Edit Dashboard”.

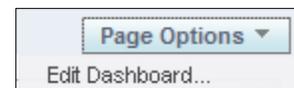


Figure 9 - Edit Dashboards

## Dashboard Editor

The Dashboard Editor allows you to build sections for each of your reports, or you can put all your reports into one section. You will need to start by building a section. To do this click and drag the section box to the space on the right (Figure 10).

Next add a report by opening either “My Folders” or the “EMBI” shared folder for the subject area from which you wish to select a report and then dragging the report you want to the appropriate section on the right. You are able to move any of the sections in your dashboard once they are in place.



# Emergency Management Business Intelligence (EMBI) Quick Start Guide

The box labeled “Text” allows you to add a header or other text to explain what the report does. Once you have a report installed you should add links that will allow you to print and/or download the report. In the report box (Figure 10), click on the small box called “Properties”, this will open a drop down box with an option called “Report Links...”, which gives you choices of “Modify, Refresh, Printer Friendly, Download, Add to Briefing Book, and Copy”. Select the ones that you want and click OK.

You can add as many reports as needed to your dashboard. One thing to keep in mind is that some reports will start loading data as soon as the dashboard opens and too many of these will slow things down. You can always remove reports later if you find it makes things too slow.

After clicking “Save” at the top right of the page, your dashboard is now ready for use.

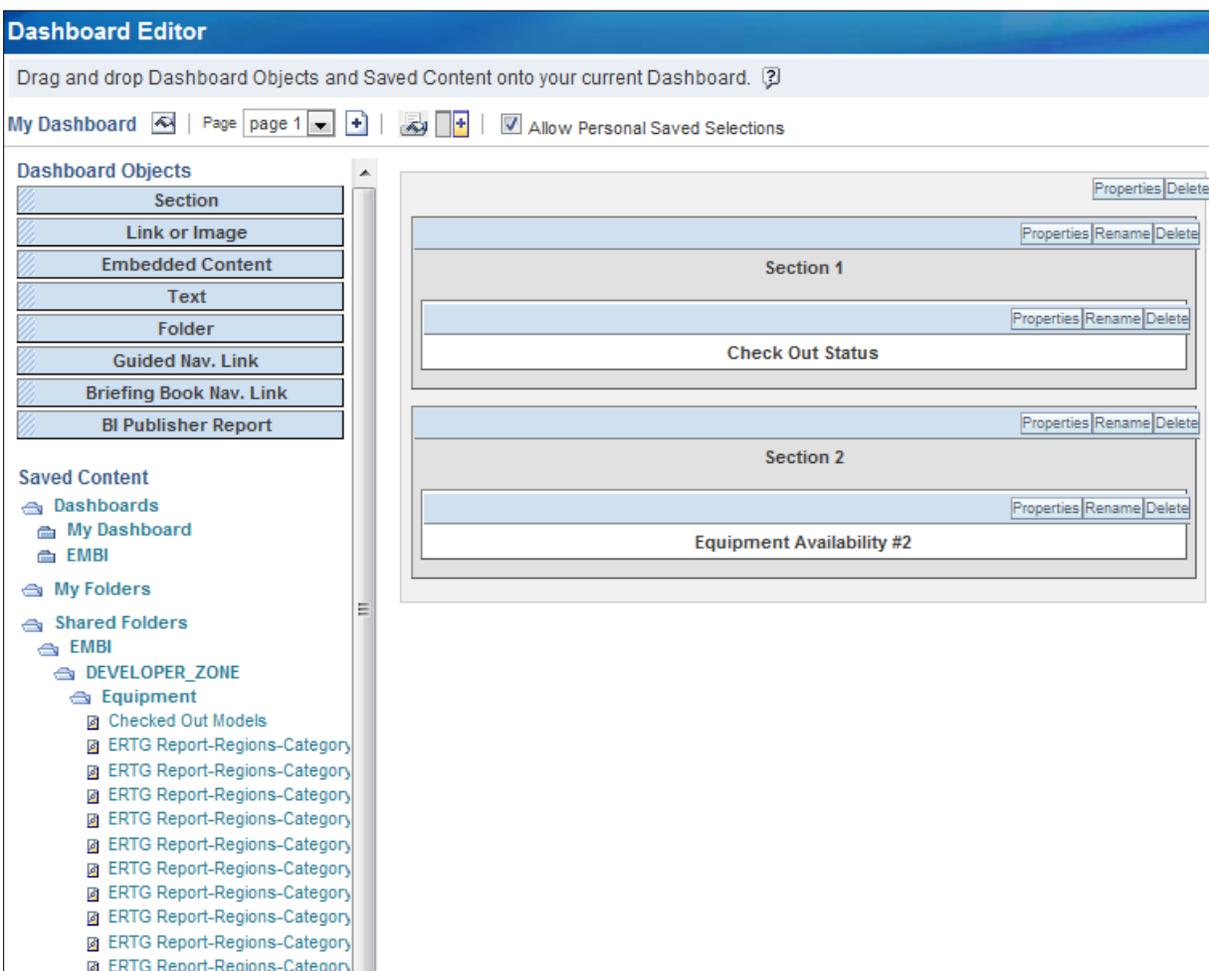


Figure 10 - Dashboard Editor