

ESE Data Warehouse Quick Tips

Configure Your Browser

Supported web browsers include:

- Internet Explorer 6.SP1 (or later)
- Firefox 1.0.4+ (or later)

For best results, change your browser settings:

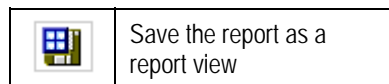
- In Internet Explorer, select **Tools | Internet Options | Security | Trusted Sites** and add the warehouse URL (<https://dwhsep.doemass.org>) as a trusted site.
- Disable popup blockers for the warehouse URL.






Log In to the Warehouse

- 1) Bookmark the Security Portal URL (<https://www4.doemass.org/auth/Login>), or
 - a. Go to the ESE home page: <http://www.doe.mass.edu/>
 - b. Select **Security Portal** from the pull-down menu and click the orange arrow
- 2) On the Security Portal, enter your username and password (set up by your local DA) and click **Log In**
- 3) Click on the **Data Warehouse** link
- 4) The warehouse **Welcome** page displays

Run ESE MCAS Reports

- 1) Click on the **Public Folders** tab
- 2) Click on the **ESE MCAS Reports** folder
- 3) Click on a report name to run it for your district
- 4) Select prompt values and click on **Finish**
- 5) Report runs and displays in your browser. Please make note of the following important icons:



	Re-run report	<i>Use to re-run the report with different options.</i>
	View the report in HTML	
	View the report in PDF	<i>Use to produce reports for printing.</i>
	View in Excel or CSV	<i>See below for problems downloading to Excel.</i>
	Return to the portal	<i>Use instead of the browser's Back button.</i>



Important Note: Always use the *Home* and *Back* buttons in the Cognos Viewer window instead of the browser buttons.

Downloading Reports to Excel

If you are unable to download reports into Excel, try one of the following solutions:

- Hold down the **Ctrl** key when you click on the **View in Excel** button (or menu choice); keep holding down the **Ctrl** key and the **File Download** dialog will appear; click on **Open** to open the Excel file.
- Change your browser settings to open Excel files in a new window:
 - 1) Close all open browser sessions.
 - 2) Click on **My Computer** to open the Windows file explorer.
 - 3) From the menu, select **Tools | Folder Options...**
 - 4) Select the **File Types** tab.
 - 5) Select the extension **XLS**.
 - 6) Click on the **Advanced** button.
 - 7) In the **Edit File Type** dialog uncheck **Browse in same window**.
 - 8) Save the settings and open a new browser window.

EDW User Guides

The warehouse user guides and training materials are accessible from:

- Welcome page in the portal
- EDW public website: <http://www.doe.mass.edu/infoservices/dw/>