

Queries/reports already created using any of the existing views in the Oracle Query Repository will **need to be modified/converted** to make use of the new standardized views once they have been created. IT plans to convert the views in the following order. Please note the target dates are heavily dependent on user input concerning new standard names and other proposed changes to the Oracle data views, as well as the volume of existing reports requiring conversion to the new views.

1. **HRS** – Estimate new user views available by **9/30/03**, old views removed **12/31/03**,
2. **Purchasing** – Estimate new user views available by **10/15/03**, old views removed **1/15/04**,
3. **FRS**– Estimate new user views available by **11/15/03**, old views removed **2/15/04**,
4. **SIS** - Estimate new user views available by **12/31/03**, old views removed **3/31/04**.
5. Changes to other Oracle views normally accessed only by IT or the Data Custodians, and changes to the corresponding WebFOCUS master files, will be done following the completion of the above conversion of the Oracle user views.

Some of these views are/will be more heavily used than others, so IT would like to prioritize the view conversions to address as many user needs as soon as possible. Consequently, we will use the following process over the next several months to facilitate this conversion.

1. A current list of the data views in the Oracle Query Repository can be found at <https://reporting.uky.edu/>. Users should review their existing reports (Brio, Excel, Crystal, etc.) and should prioritize the Oracle views used by these reports for conversion, based on how frequently these reports are run and at what time of the year. Users will be sent a spreadsheet template “ViewConversion.xls” in the next few days. Users should complete this document and send their recommended list of data views/master files conversion priorities to Deb Claunch at Debra.Claunch@uky.edu by **9/15/03**.
2. Users will be kept informed via email of any activity concerning the prioritization and creation of these new views.
3. Once the new views have been completed, existing reports using the old corresponding views will need to be modified. **In order to facilitate this effort, IT has created public folders in Microsoft Outlook in which users can place (drag/drop) any Brio or Crystal reports they wish to have IT convert.** The address of the folder is “All Public Folders/Reporting/ReportConversion/AAA/AAA- XXXXXXXX/AAA-XXXXXXX- RequestedReports”, where AAA is the IDMS system (i.e. FRS, HRS, and SIS) and XXXXXXXX is the tool used to develop the report (i.e. Brio, Crystal). Since some users may have reports with the same file name, please be assured MS Outlook will only allow you to put your report in the public folder, and will NOT overlay another user’s report of the same name. Users will be able to add their own documents, read all documents, but not be able to edit or delete any of the documents in this public folder. (If you do not use Microsoft Outlook as your email system, you may send your reports to Debra.Claunch@uky.edu to have them converted.)
4. Data Administration will send a spreadsheet template (“ReportsConversion.xls”) to users within the next few days. This standard spreadsheet should be completed and sent to Debra.Claunch@uku.edu by **9/22/03**. We would like users to complete this document to identify all the reports they wish to have IT convert. The spreadsheet requests that users indicate when the reports need to be run (i.e. daily, end of month, end of year, etc.) and which reports users would like to have converted in what sequence. It would also be helpful to identify groups of reports that are “variations” of the same report (i.e. contain minor changes on such things as the report title, or the department or account to be selected for the report, but not which data elements appear on the report). This information will aid IT in more efficiently converting the users’ reports to best address their needs during the conversion.
5. IT will merge the information provided by the users in the “Reports.xls” spreadsheet to develop a master spreadsheet of all the reports that IT needs to convert. This spreadsheet

- will be updated to reflect the current status of each report, and will be posted to the web on a weekly basis at the Reporting web site at <https://reporting.uky.edu/>.
6. IT will develop basic instructions and hands-on training for users who wish to modify/convert their own reports, and post this documentation on the reporting web site at <https://reporting.uky.edu/>.
 7. As IT starts work on converting a report, the report file will be moved to the corresponding “All Public Folders/Reporting/ReportConversion/AAA/AAA-XXXXXXXX/AAA-XXXXXXXX-InProgressReports” folder, and then to the corresponding “.../...-CompletedReports” folder when the report has been completed and tested by IT. Users will only have read access to these public folders. Users will be notified by the appropriate IT staff when conversion is begun on one of their reports.
 8. IT will send emails to the users on a weekly basis to identify those reports that have been completed. As noted above, a cumulative list of all reports will also be posted on the Reporting web site at <https://reporting.uky.edu/>. This list will include the name of the IT employee who is responsible for the report conversion and their contact information. If a user needs an update in the intervening time period on the status of a particular report, they can simply check the “Completed” public folder, or contact the IT employee responsible for the conversion for an update.
 9. Once a user’s report has been completed, they should download (drag/drop) the revised report to their desktop. Users are required to run both the old and new reports to verify the new report produces the same results within 30 days. Any problems should be reported to the IT employee responsible for the report conversion..
 10. Once the new report has been successfully tested, users should begin to use the converted report immediately.
 11. Once all reports that have been identified as using an old non-standard data view have been completed, the users will be notified of the “final” target date when the old view will be removed from the Query Repository. After the “old” view is removed, any reports accessing them will no longer run, or be available to use in conversion to the new view. If the users have any problems with the proposed target date, they should respond to the appropriate person identified in the email concerning the date.

Information Technology greatly appreciates your help during this process. Please send any questions concerning this subject to Jayna.Cheesman@uky.edu.