OBI - Management Library Reports

Staff, financial and student reports may be run using the Management Library Reports (MLR) within the Oracle Business Intelligence (OBI) platform. Your access to specific reports is defined by your OBI responsibilities. MLR reports can be accessed via UOM OBI CD MLR Author responsibilities in Themis.

To access the Management Library Reports

1. Log on to Themis via your UOM OBI CD MLR Author responsibility.
   This will open Oracle Business Intelligence (OBI). You will be logged out of Themis and signed into OBI.

2. Navigate to Dashboards and select the appropriate MLR report category from the drop down list.
   Categories currently available are: MLR Finance, MLR Staff, and Student.

   The selected category of reports will open.

3. Use the tabs to navigate to different reports and charts.
   The first report in each category will open by default.

   To change reports, select the relevant tab/report page.
Note: When you open a new dashboard page, or use the prompts to change the data that is displayed, there may be a delay in displaying all the charts on the Home page.

4 To change the parameters used for the report, select a value from the drop-down and click the Apply button. Click in the white space outside the prompt to refresh the chart.

Many of the MLR reports have attached charts you can download.

5 Scroll down the report page to view the charts.

Note: Although the data displayed in the report will change based on the parameters selected, the data displayed in the charts is always presented at the university-wide level.
All the charts in the MLR feature a roll over effect that displays information about specific information in the chart.

6 Roll your mouse over the measure to display further information about the measure.

Classification Profile

- Month: January-13
- Pay Grade Level3 Name: HEW 6
- FTE: 724