The System Offices Training is pleased to announce that we will be conducting an online demonstration of the Data Warehouse Report Portal. The Data Warehouse Report Portal offers increased reporting capacity over TrainTraq, especially for management type reporting. Current reports in TrainTraq will continue to be available. Some sample topics covered in this demonstration include:

- What is the Data Warehouse Report Portal?
- How do I use it?
- What advantages does it offer over TrainTraq?
- What are some sample scenarios of using the data?
- How to obtain access for your users?

Please see the attached Data Warehouse Demo slides for greater detail of the content which will explained.

The demonstration is on September 10, 2008 at 10.00 AM. To connect to the demonstration select the following link: [http://165.95.250.7/GA/main/000000712a2e0000011beb2ed6bc86c9](http://165.95.250.7/GA/main/000000712a2e0000011beb2ed6bc86c9). You will have to enter your name, a screen name, your email address and the event password: warehouse. If you want others from your System member to attend, you may forward this message to them and they can use the same link to access the demonstration. It will take about an hour, depending on the number of questions asked by participants. You can ask questions during the demonstration using a microphone connected to your computer or by submitting a typed chat question to the presenter. We plan to record this demonstration and send a link to the Training Listserv for those who cannot attend. For more detail about how to use Centra, I have also included an attachment that addresses how to get set up and other basic topics.

We will be using Centra web conferencing software to conduct this online demonstration. Some of you have been using this software for quite some time, but we recognize that some of you may be new to Centra. This will be an excellent way for you to not only see the Data Warehouse Reporting Portal, but also to get a demonstration of how Centra Web Conferencing works! For those who are new to Centra, we highly recommend that you test your computer in advance of the demonstration. We have set up a “practice” meeting on Friday, September 5th at 10.00 AM to 11.00 AM at the following link: [http://165.95.250.7/GA/main/0000001f3329a00000011bea9f43ab801](http://165.95.250.7/GA/main/0000001f3329a00000011bea9f43ab801). Again the password is: warehouse. You will be prompted to enter your name, a screen name, and your email address. If this is the first time you have ever used Centra, the software will need to install first (note: it should not require administrator permissions to install). The software installation usually only takes about a minute, but depending on your computer speed, it could take up to about five minutes. Once the software has installed, you will be asked whether you have a headset, speakers, or microphone. Simply indicate what audio hardware you have connected to your computer. If you have any problems, please contact me to let me know.

Please note that the links for the practice session and the actual demonstration are different!
Please let us know if you have any questions. Also, please RSVP to us to let us know if you will be able to attend the live demonstration.

Kris

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Web: http://tamus.edu/offices/training/index.html
Welcome! If you have logged in before the time of the demonstration to test your software, there will not be any audio until the leader joins the meeting and begins speaking. Please stand by until then to test your audio set up.

You can speak during the meeting if you have a microphone connected to your computer. Otherwise, you can submit a question using the Text Chat button at the top of the screen.

Increased Reporting Power

Data Warehouse
Accessing the Data Warehouse

- Log in using Single Sign On
Accessing the Data Warehouse

[Image of Single Sign On interface with highlighted DW Report Portal]
## Data Warehouse vs TrainTraq

<table>
<thead>
<tr>
<th>Data Warehouse Reports</th>
<th>TrainTraq Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple courses</td>
<td>Limited to single course at a time</td>
</tr>
<tr>
<td>Flexible (drill up or down) within a single report</td>
<td>Scope is pre-determined and may require separate reports</td>
</tr>
<tr>
<td></td>
<td>If you choose to view an adloc’s assignments, you cannot “drill up” to view the entire workstation; you must run separate reports</td>
</tr>
<tr>
<td>Automated filtering (all assignments, overdue assignments, overdue by select time frame)</td>
<td>Manual filtering (sort on due date column and divide into groups manually in Excel worksheet)</td>
</tr>
<tr>
<td>Trend snapshot reports available</td>
<td>Only most current (dynamic) data available unless saved separately and historically</td>
</tr>
</tbody>
</table>
Training Reports in DW

Select the scope of the reports: Do you want to pull data from All Courses or only System Required Courses?
# Reports: All Courses

- **Completed by Course**
  - Total completions for a particular course
  - Especially useful for a stand up course added by a System Member or for a non-required System Course (such as Interviewing)

- **Completed by Organization**
  - Total completions for all courses for a workstation for a course or all courses
  - Very useful for aggregate training reports
  - Very useful to view number of total completions across workstations

- **Current Open Assignments**
  - Shows all open assignments for a workstation on all courses
  - Only useful if you use TrainTraq to assign courses beyond the System Required courses

- **Current Open Assignments by Course**
  - Shows all open assignments for a particular course
  - Only useful if you use TrainTraq to assign courses beyond the System Required courses

- **Open Assignments-Trends**
  - Shows a “snapshot” of your workstation’s compliance during the middle of the month
Reports: System Required Courses

- **Completed by Course**
  - Total completions for a particular System Required course
  - You can drill down to view completions by department or individuals

- **Completed by Organization**
  - Total completions for all System Required courses for a workstation
  - You can drill down to view completions by department or individuals

- **Current Open Assignments**
  - Shows all open assignments for a workstation for System Required courses
  - You can toggle to view all assignments, those not past due, and past due assignments arranged in timeframes (30, 60, 90 days past due)
  - You can toggle the view between all courses or an individual course, but cannot show the breakdown for all 8 required courses simultaneously
**Reports: System Required Courses**

- **Current Open Assignments by Course**
  - Shows all open assignments for a particular course or all required courses
  - You can toggle to view all assignments, those not past due, and past due assignments arranged in timeframes (30, 60, 90 days past due)
  - You can toggle the view between all workstations or an individual workstation, but cannot show the breakdown of assignments per workstation

- **Open Assignments-Trends**
  - Shows a “snapshot” during the middle of the month
  - Can toggle view for one required course or all required courses
  - Can toggle view to limit display to all past due assignments or those less than or greater than 30 days.

- **Member Compliance Trend**
  - Shows line graph representation of overdue trends for courses
  - Training Compliance Report will be derived from this data
Scenario 1: Aggregate Training Report for AgrilLife Extension

- All Courses
- Completed by Course
- Select All Completions (Due Dates)
- Select AgrilLife Extension as Workstation
- Select All Courses

<table>
<thead>
<tr>
<th>Completed by Course</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non System</td>
<td>108</td>
<td>68</td>
<td>152</td>
<td>328</td>
</tr>
<tr>
<td>System Course</td>
<td>84</td>
<td>76</td>
<td>49</td>
<td>209</td>
</tr>
<tr>
<td>System Required</td>
<td>2,293</td>
<td>4,098</td>
<td>3,918</td>
<td>10,309</td>
</tr>
<tr>
<td>Grand Total</td>
<td>2,485</td>
<td>4,242</td>
<td>4,119</td>
<td>10,846</td>
</tr>
</tbody>
</table>
You might be curious which non-System classes are most taken.

You can drill the year if you want to expand to see completions by month.

You can scroll down the page to view more results.
You might be curious what System Courses, though not required, AgriLife Extension employees are taking.
Scenario 2 Training Compliance Report

- Select Member Compliance Trend
- Select TFS
- Select 31+ Days Past Due
Scenario 2 continued

- To show a report for only the Information Security Awareness course, select Show Only.

You can drill down to show which departments have the greatest past due assignments.
### Scenario 3: Individual Detail

- Workstation Level
- Adloc Level

```plaintext
<table>
<thead>
<tr>
<th>Record</th>
<th>Assigned</th>
<th>[Organization]</th>
<th>[Dept Code]</th>
<th>[Department]</th>
<th>[Exec Level]</th>
<th>[Division]</th>
<th>[College]</th>
<th>[Adloc Short]</th>
<th>[Div Count]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>11140103</td>
<td>LIN (11140103)</td>
<td>11</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>140103</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>11140103</td>
<td>LIN (11140103)</td>
<td>11</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>-Not Specified (TFS)</td>
<td>140103</td>
</tr>
</tbody>
</table>
```
Next Steps

- Target Date: Available Now!
- Need to complete an access request form for you and your staff to give them access to the DW Report Portal
- Begin using the reports and provide us with feedback
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Getting Started

Introduction

Online Help, is accessible from the Saba Centra Home page.
The Saba Centra Symposium, Conference, and eMeeting Participant Tutorials, are accessible from the Saba Centra Welcome page and the Saba Centra Home page.

Note: The Saba Centra server may not have all the listed features enabled. Contact the System Administrator for assistance.

Attending an Event

There are several ways to attend a Saba Centra Event:
- From a link in an email message
- From the My Schedule page
- From the Public Events page.

Attending from an email message

1. Click the link in your email message.
2. Type in your Email address and click Attend
   Or
   Type your Login and Password.
   Note: If you encounter errors or cannot access a page, contact your System Administrator.
3. If necessary, type a First name, Last name, Display name, and optionally Password. Click Attend.

Attending From My Schedule page

Before attending a session, click System Check to check if the system can successfully support a session.
1. Click the My Schedule link to access your Saba Centra Home page and locate the session that you want to attend.
   Note: A login and password are required to access the My Schedule page.
2. If Download link appears, click this link.
3. Select Automatic Download
4. Click Proceed.
5. Click Attend. If the client is:
   - Installed, access the session.
   - Not installed, a prompt appears to download the client.
   Note: When using Netscape, accept the Netscape plugin (if needed). The client will automatically install. Click Yes in the Security dialog box.

Accessing Public Events

The Public Events page enables users to access public events. When this page is selected as the domain home page (the default in a new installation), users need only the domain URL to access a list of public events.
The Public Events page contains the following features:
- The public navigation bar
- Search Field
- Public events list

Attending Public Events

Participants can attend an event by clicking the Attend link.

Registered Users Only Events

Some events restrict attendance to registered users. Although the event appears in the Public Event List that is shown to users who have not logged in, users can attend this event only by providing the user name and password of a registered account.

Using Public Navigation Bar

The public navigation bar appears on the left side of pages that users access without logging in. The public navigation bar contains links to other pages.
Three of the links in the public navigation bar point to other pages that users can visit without logging in:
- Public Events
- Public Recordings
- Create Account
The other links in the public navigation bar provide shortcuts to pages that users cannot visit without first logging in:
- My Schedule
- Create Meeting
When users click the My Schedule or Create Meeting link, they are first directed to the Log In page. After logging in, they are directed to the My Schedule or Create Meeting page.
Entering a Session

When entering a session, the Audio Wizard starts automatically. It is important to hear the Leader and others. Use the Saba Centra Audio Wizard if there are problems with the audio.

Running the Audio Wizard

In the Saba Centra window, click **Tools** in the main menu and choose **Audio Wizard**.

1. Adjust the Playback volume using the slider to a comfortable level. When done, click **Next**.
2. Specify Speakers or Headset. Click **Next**.
3. Speak into the microphone. Optimal speaking levels are green in color, moving towards red.
4. Adjust the Recording volume to a suitable level using the slider. When done, click **Next**.
5. Click **Finish**.
**During the Session**

The following functions are available to the participant during a session:

- **Click Hand** to ask a question or request a microphone.
- **Click Yes** to respond to a question.
- **Click No** to respond to a question.
- **Click Laugh** to show amusement!
- **Click Applaud** to show approval.
- **Click Text Chat** to communicate with the Leader or other participants.
- **Click Step Out** to step out. Use this function so others know that you are temporarily away.
- **Click Feedback** to provide information to the Leader or the Presenter regarding the session.
- **Click Full Screen** to expand the Participant interface to full screen size.

**Speaking**

Press and hold the Control key, and speak into your microphone.

Or

Click the Lock to Talk button to speak for an extended time.

**Adjusting Audio During a Session**

Use the slide next to the speaker icon to adjust the audio during an event.

---

**Sending Text Chat**

1. Click the Text Chat button.
2. Type a message in the text box.
   - **Note:** The message is addressed to all participants and presenters unless you select a specific name from the To drop-down list.
3. Click Send.

**Markup Tools**

(Not available in Conference)

Click the appropriate tool to mark up a slide on Whiteboard.

---

**Participant Tips**

**Planning**

- Browse course content before a session begins.
  - **Note:** The ability to browse the content may be disabled.
- When experiencing a technical problem, close the session and then rejoin.

**Changing the View**

1. Click View menu.
2. Select one of the following options:
   - **Normal View** - Returns your Participant interface from Full Screen or Application Host View to the previous settings.
   - **Full Screen View** - Expands your Participant interface to full screen size.
   - **Return to Default Size** - Returns your Participant interface to the default size (800 x 600) if you resized the window.