Navy Retention Monitoring System (NRMS)

Update to NRMS effective
16 September 2016

Military Community Management
BUPERS-34
ECM Metrics and Analytic Support Division
September 2016
NRMS Update Overview

• Business Objects Upgrade
  • New Home Screen Launch Pad
    • My Recently Viewed Documents
    • My Recently Run Documents
    • Message Inbox
    • Alerts
  • My Applications
    • New Cube Analysis
    • New Adhoc Analysis
  • New Documents Screen/Tab
    • Default Folders

• Preference Set Up

• CCC Reports
  • Reports remain the same
  • Additional enhancements

• Saving Reports to our Favorites Folder
• Sending Reports to Other Users

• Cube Reports
  • Changes
Home Screen Tab

1. Home Screen (Launch Pad)
2. Document Information (will be filled in once you start using NRMS)
3. Your NRMS user ID
4. Preferences - **Complete Preferences Set Up FIRST before you run any reports**
5. Used to create new reports (NOT RECOMMENDED unless you have advanced training)
Preferences Set Up

- This process sets your default document folder to NRMS so you don’t have to search for reports.
- Sets the number of items to be displayed on a page.

1. Click on Preferences on the Home screen and then complete the next steps.

1. Check Select Public Folder
2. Click on Browse Folder which will bring up another page.
3. Select NRMS and then click on open on the lower left of the page. This will close the Public Folder space.
4. Set the BI launch pad portal as tabs.
5. Set the maximum number of items per page to 25. (This will keep you from having to scroll through pages that have more than 10 reports or items per page.)
6. Click Save & Close on the lower right. *After you save and close you may need close the screen manually.

* Changes will take effect the next time you log in.
Documents Screen Tab

- Navigating folders in the documents tab

1. Click on My Documents to get to your Favorites folder.
   - Or

2. Expand to view report folders to display the report folders.
   - Or

3. Double click on NRMS to view the report folders and then navigate to your report you want to run.
Command Career Counselor Reports Enhancements

- RET-ATT Report after you run it

* Be sure to click on the Reading button on the upper right to enable the appropriated menu bar.

1. User Prompt Input
2. Collapse the User Prompt Input (if you need to view just the report). If collapsed then click on 1 to open the side panel.
3. Cycle through pages.
4. Scroll up/down/left/right.
5. Zoom
Button Descriptions from Left to Right

1. New File (Normally not used).
2. Open a document - Used to open another report. Single report only not tabbed.
3. Save Menu - Save the report to your favorites folder.
4. Print
5. Find - Find cells or data on a page. Enables search bar below the report.
6. History - (Normally not used)
7. Export - Excel (.xls & .xlsx) PDF, CSV, Text. Most common is PDF or Excel.
8. Send to - Send to Business Objects user inbox (send reports to users)
9. Undo
10. Redo
11. Refresh - Refresh the report
12. Track/Drill/Filter Bar/Outline - (Normally not used)
13. Reading - * PREFERRED MODE * Change between normal and PDF.
   Design - (Normally not used)

* If Design mode is selected the File Tabs will be different but the functions listed above will be available on the left.
Command Career Counselor Reports Enhancements

- Saving a report in your Favorites Folder

**Saving a Report to your Favorites Folder**

1. Click on Save as.
2. Click on the Favorites Folder bar.
3. Click on Favorites Folder.
4. Name the file.
5. Update the description of the report. (Optional)
6. Click on Save.

* To find your saved reports refer to slide 4.
Command Career Counselor Reports Enhancements

- Sending Reports to other users or Career Counselors

**Saving a Report to your Favorites Folder**

1. Click on Save as.
2. Click on the Favorites Folder bar.
3. Click on Favorites Folder.
4. Name the file.
5. Update the description of the report. (Optional)
6. Click on Save.

*To find your saved reports refer to slide 4.*
Command Career Counselor Reports Enhancements

- Sending Reports to other users or Career Counselors (cont)

1. Ensure User List is selected.
2. Type in the user name or the NRMS User ID.
3. Click binoculars to search. If the name appears on the left it will be highlighted in blue.
4. Click on "add to selection" arrow.
5. Send. The report will show up in the users in box instantaneously.

* If you type in the wrong user name or ID the results will be blank.
Cube Reports

- Changes to the NRMS Enlisted Cube Reports

NRMS Enlisted Cube Enhancements

1. Icons are the same as previously described on slide 7.
2. Analyze Tab - Create custom calculations and Conditional Formatting in the report.
   - Insert Tab - Add sub analysis or graphs.
   - Display Tab - Swap Axes Function, Measure Formatting, Totals, Hide Nulls Values and Focused Analysis.
3. Icons are the same with an addition of "discard all changes" which will restore the report to its original format.
4. New Layout allows you to add objects to the Rows and or Columns and change the position. The drag and drop feature is still available but will be objects which will move accordingly in the Layout section.
5. No more "Member Selector" Double click the filter and the options to add or remove elements.
6. Analysis workspace works the same.
7. Background replaces the "Slice".

* Measures will be expanded by default so you will have to close them to see the other query objects
Points of Contact

• NSIPS Help Desk
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