



Welcome to the IDW Communiqué!

*This newsletter introduces you to the **Integrated Management Navigation System (I-MANAGE) Data Warehouse (IDW)**, the central core of the I-MANAGE vision. The IDW is an easy-to-use reporting and analysis tool that provides managers with timely, meaningful information for business decision making.*

Welcome New IDW Users

The rollout of the I-MANAGE Data Warehouse (IDW) across the Department of Energy has been successfully completed. The IDW now has over 900 Discoverer Viewer Users and over 190 Discoverer Plus Users. These users are currently accessing the IDW Portal to view reports such as Status of Obligations, Management Travel, Funds Detail, Liquidation Status and Departmental Training reports based on STARS data as well as to create custom reports for their offices and programs. For a refresher on how to best utilize IDW, a tutorial can be found on the IDW website by clicking on the link **I-MANAGE: IDW Training**.

The I-MANAGE Help Desk is operational and ready to answer any calls related to IDW. The Help Desk provides operational desktop, application and technical support for the Department's I-MANAGE IDW and STARS systems. It can be reached by email at I-MANAGE.HelpDesk@hq.doe.gov or by calling either (301) 903-2500 and selecting Option 4 or by calling (866) 834-6246 and selecting Option 4. The hours of operation are Monday through Friday from 8:00 am - 6:00 pm EST. For more information on IDW and the I-MANAGE program, please visit the I-MANAGE website: <http://www.mbe.doe.gov/me2-5/i-manage>.

Role of IDW Discoverer Plus Users

The IDW Discoverer Plus users fill an important role on the I-MANAGE Program acting as an extension of the IDW Team. These users all have a working knowledge of Structured Query Language (SQL), the standard language for relational database management systems, as well as prior exposure to report design software such as Discoverer Plus, Crystal Reports, Business Objects or Cognos. While IDW Discoverer Viewer users have the ability to filter data and perform drilldowns, Discoverer Plus users have expanded capabilities. These include the ability to design custom reports and specialized queries for their organizations to use, as well as the capacity to assist users in developing custom reports. The I-MANAGE IDW Team will continue to support the reporting needs of DOE while Plus Users will help in supporting custom report development for their individual offices.

IDW Data Updated Nightly

In contrast to the Financial Data Warehouse (FDW) which was updated on a monthly basis, data in the IDW is updated through a nightly update process. As data changes are made in STARS, data in IDW will be refreshed. To assist users, each reports tab on the IDW portal identifies the date that the underlying data was last updated. These nightly updates will ensure that IDW users have access to the most current information as soon as it is received by STARS.

Reminder: Although STARS data is fed to the IDW nightly, M&O contractor data is only uploaded monthly into STARS. Updated M&O contractor data will only be refreshed monthly into the IDW. Once the monthly M&O contractor data upload is complete in STARS, this data will be fed into IDW through the nightly upload process.

I-MANAGE Program Office Working Group Kickoff

On July 14, 2005 the I-MANAGE Program kicked off the **I-MANAGE Program Office Working Group**. This working group has been established to facilitate communication between the STARS and IDW Teams and Program Offices from across the Department. Representatives from each Program Office were invited to participate in the working group. The goals of the working group are:

- To improve communications between the I-MANAGE Program and the Program Offices
- To better understand Program Office issues and needs
- To identify areas in which I-MANAGE can provide immediate assistance to the Program Offices
- To allow Program Offices to assist with the assignment of priorities for the program teams

Meetings will be held monthly with the next meeting being held August 18, 2005. Important updates and information from these meetings will be relayed to users in future Communiqués.

The STARS and IDW Teams are currently addressing data questions and issues provided by program office staff. More information regarding these topics will be provided to the IDW community in the near future.

IDW Updates Release Schedule

The IDW Team continues to work to improve IDW functionality. Three new updates will be available for IDW users over the next three months. These updates will increase the functionality of IDW, improving usability and user efficiency. Expect more releases to be announced through the Communiqué in the future. A brief description of what is included in each upcoming release is below.

The August release adds new functionality for users with the addition of Group Pages. The Group Page framework will allow IDW Portal users to share reports within their own group (program or field office). When a user logs in to the IDW, they will see one or more tabs depending on the number of groups to which they belong. By clicking on these tabs, the user will be brought to that particular group page. Once on the group page, users will see reports customized for that particular group by one of the group's Discoverer Plus users. Users will also be able to upload and share documents and links with the other group members. More information on this functionality entitled **Program Office Framework**, can be found under the **I-MANAGE: IDW User Resources** page on the IDW website.

Detailed information on the September and October releases will be available in future Communiqués.

August - Release 1.1

- Small Business Reports
- Reports to support EM and NETL information processing requirements
- Map Joule measures from multiple years, to enable performance trending
- Incorporate Group Pages for sharing Plus reports across user groups such as Program or Field Offices

September - Release 1.2

- Advanced page setup and printing capability
- Save reports in viewer
- Plus users can share reports with standard viewer users
- End users can reset passwords without calling the Help Desk

October - Release 1.3

- IDW Report update and validation for new Fiscal Year
- Insight into field definitions and calculations used in the Data Warehouse
- Financial Performance Indicators supporting managers ability to make sound financial management decisions
- Visibility into quarterly performance measures for program offices

IDW Project Information

I-MANAGE Program Site: <http://www.mbe.doe.gov/me2-5/i-manage/>

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To be added to the IDW Communiqué mailing list, please send an email to IDW@hq.doe.gov

