

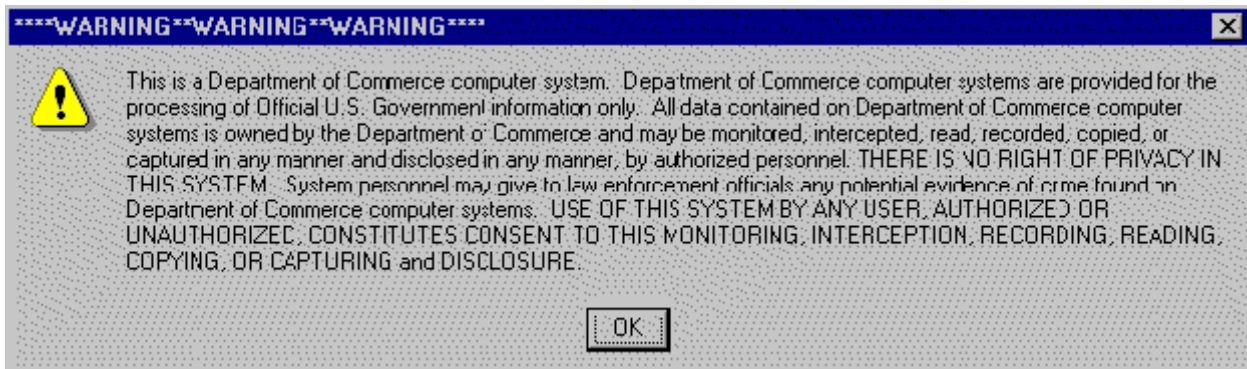
CAMS Data Warehouse Logon & FedEx Report Procedures

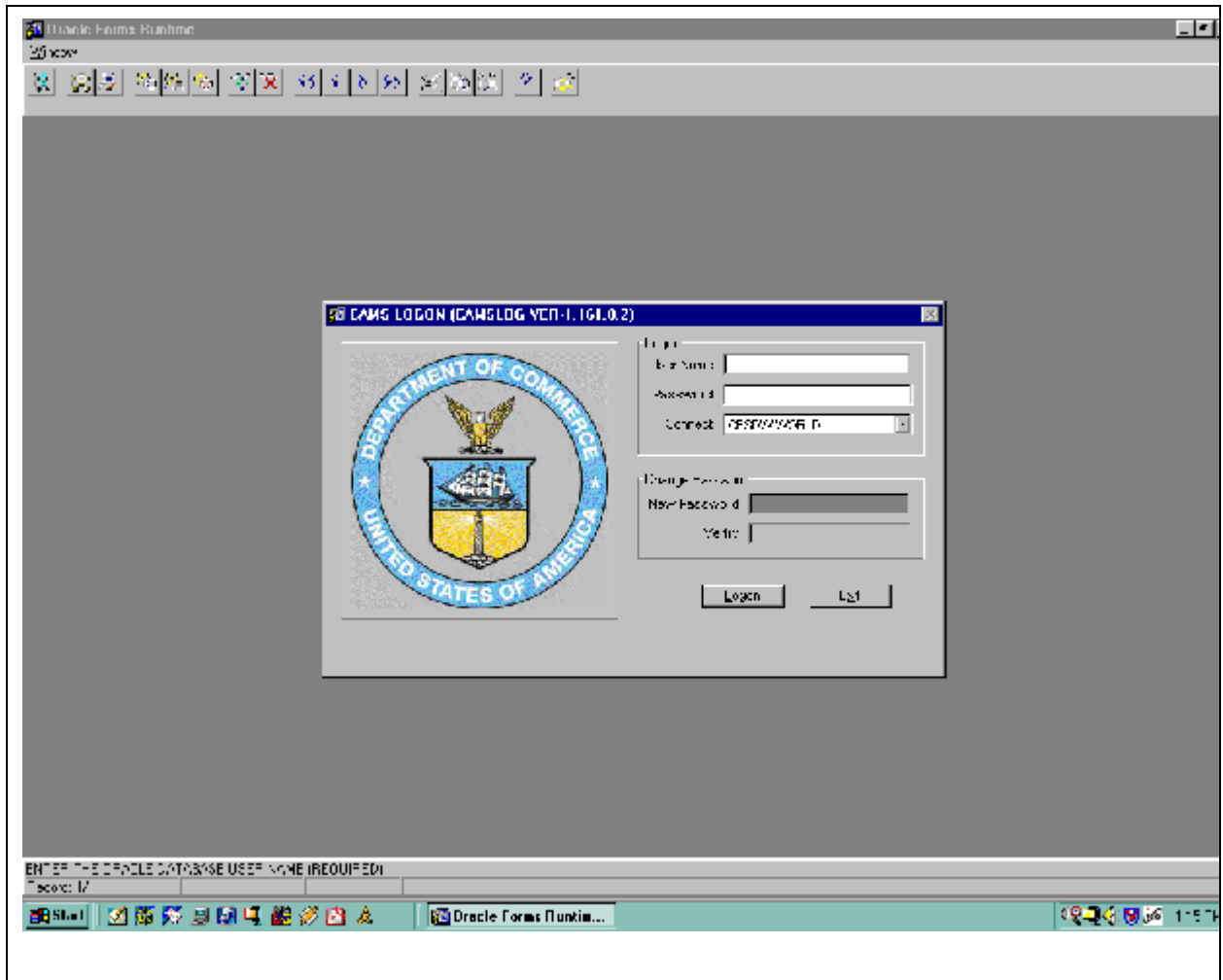
An icon (example below) must be set up and configured on your desktop before you can access the CAMS Data Warehouse. (If one is not set up on the desktop, you should contact your local systems support staff to request that one be set up. Technical assistance can also be acquired from the CAMS Client Services Help Desk on (301) 427-1023.)



Double click this icon on your desktop to access the CAMS Data Warehouse.

The following Department of Commerce computer system warning screen will appear. Click on the “OK” button to proceed to the CAMS Data Warehouse Logon Screen shown on the next page.





User Name - Enter your assigned CAMS Data Warehouse user name (i.e., ops\$micmou01). If you do not have a data warehouse user name and password, you must complete a CAMS User ID Request Form and submit it to CAMS Client Services for processing. You can request the form from CAMS Client Services on (301) 427-1023 or access it through the “Forms” hyperlink on the CAMS web site (www.rdc.noaa.gov/~cams).

Password - Enter your personal CAMS Data Warehouse password.

NOTE: If a user enters their User Name/Password incorrectly 3 times, their CAMS Data Warehouse “account” will be locked barring further access. To regain access, users must send an e-mail to clientservices@noaa.gov requesting to have their CAMS Data Warehouse User Name/Password unlocked.

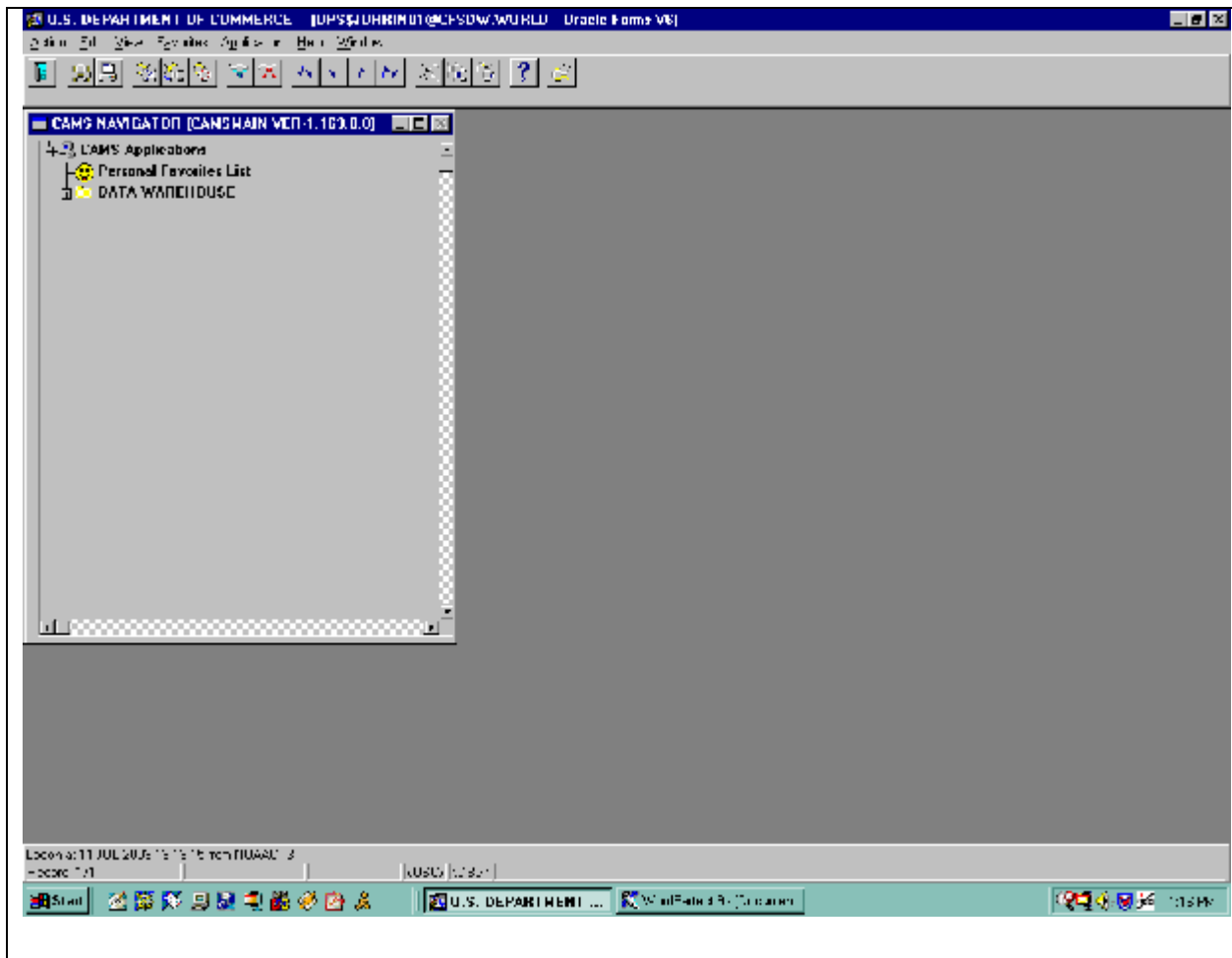
Connect - Ensure that you are connecting to “CFSDW.WORLD”. Either select it from the field pick list (small down arrow button) or type it in.

New Password - Enter a new personal password here whenever required to by the system (every 60 days) or whenever the user desires to change their existing one. The password will be hidden as it is typed and only display asterisks (*). New passwords must be entered prior to clicking on the **Logon** button.

Verify - Enter your new personal password again to verify that you typed it correctly. The password will be hidden as it is typed and only display asterisks (*).

Logon - Click this button to logon and display the CAMS Navigator Menu as shown on the next page.

Exit - Click this button to exit the logon procedures.

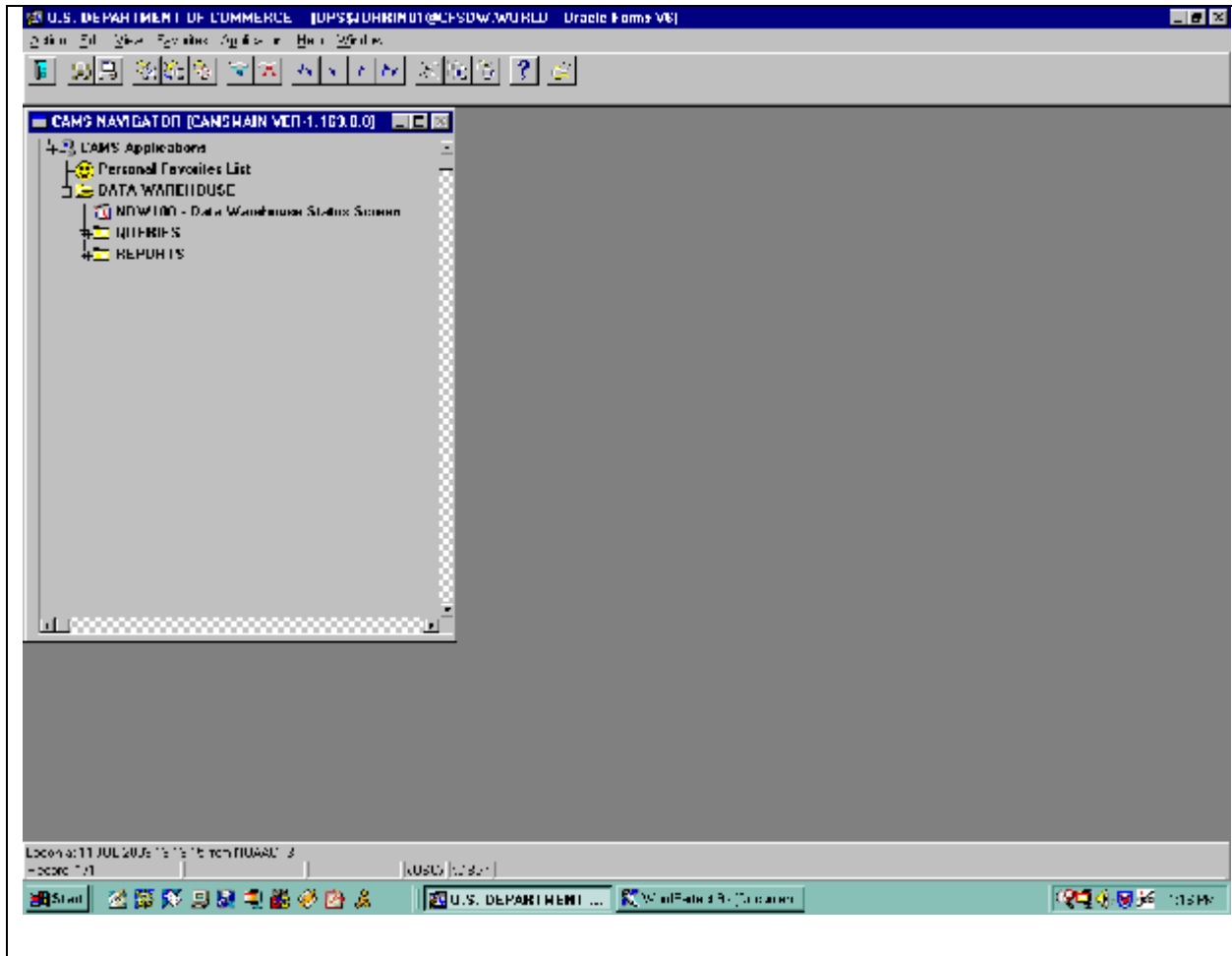


The CAMS Navigator Menu will be displayed. Menus will differ among users, depending on job functions and options authorized for each user.

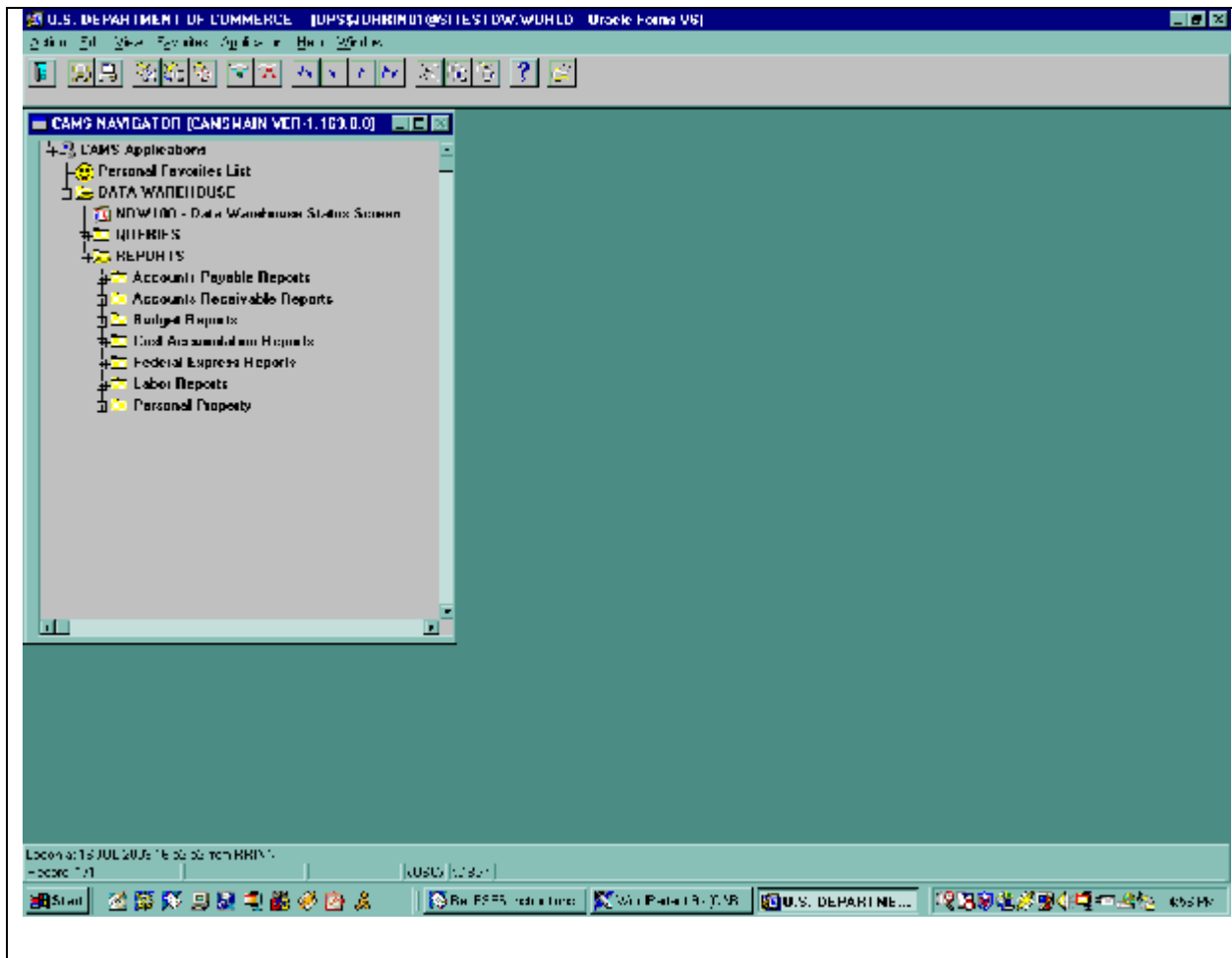
Clicking on the plus (+) or minus (-) sign next to a specific folder on the CAMS Navigator Menu will expand or compress the available menu options displayed. Or, double-clicking the folder will expand or compress the available menu options. Users can also click **View/Expand** or **View/Collapse** on the menu bar at the top of the screen to expand or collapse the menu options.

You can select desired menu options from the CAMS Navigator Menu by double-clicking on an option or by using the drop-down lists on the menu bar at the top of the screen.

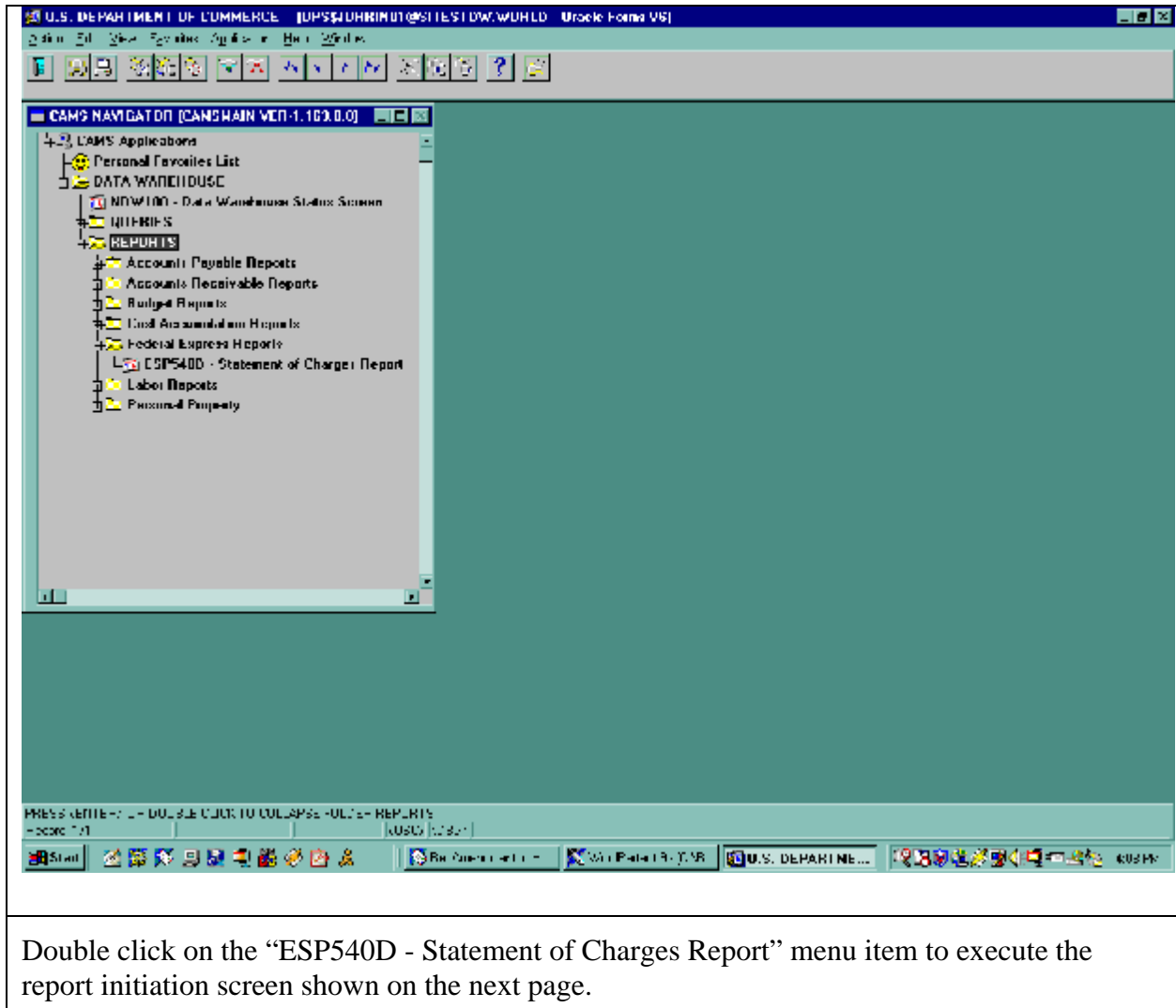
Click on the plus (+) sign next to the DATA WAREHOUSE folder to expand the menu options as shown on the next page.



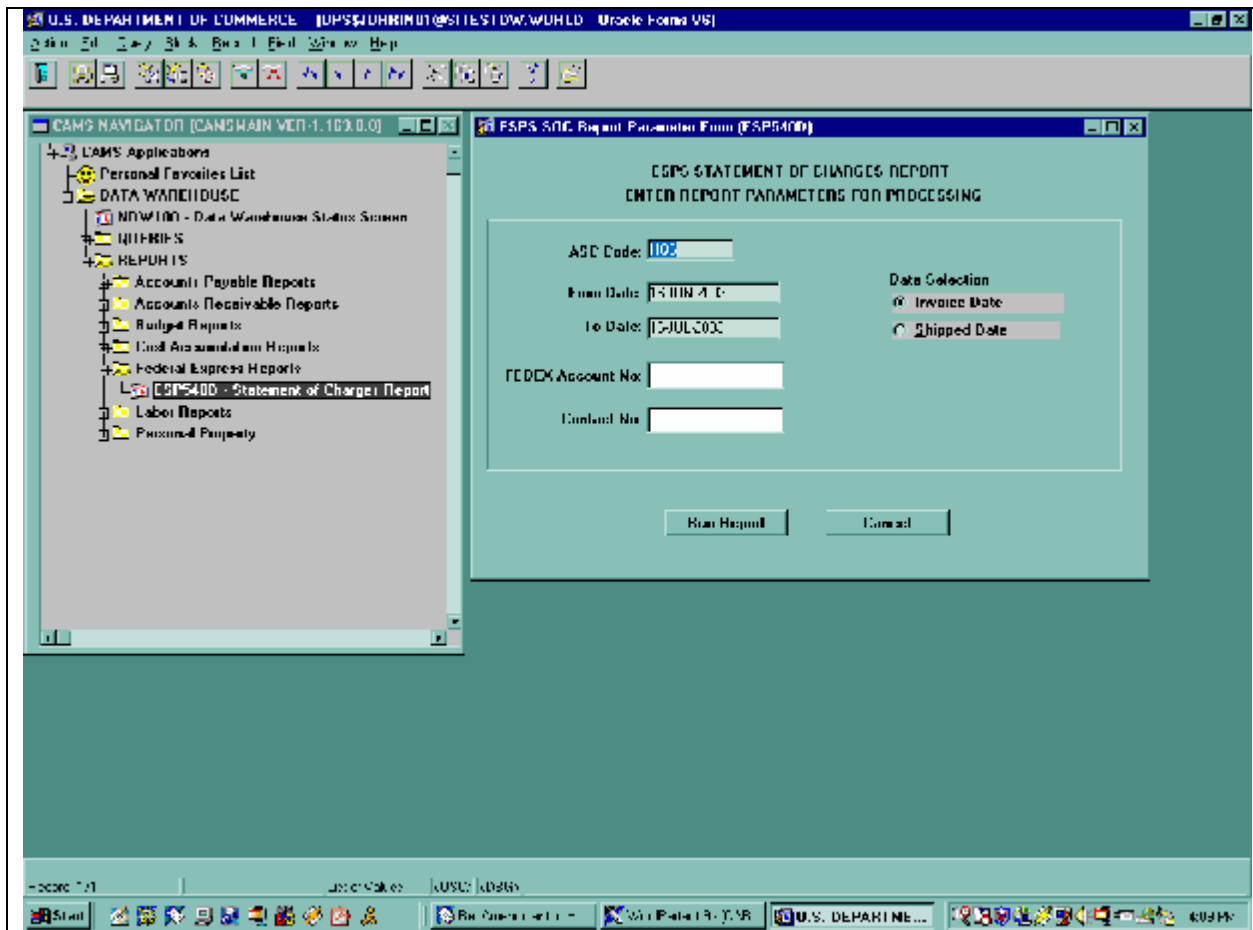
To get to the Federal Express “Statement of Charges” report, click on the plus (+) sign beside the REPORTS folder or double-click the REPORTS folder name to expand the menu options as shown on the next page.



Click on the plus (+) sign in front of the Federal Express Reports folder or double-click the Federal Express Reports folder to get to the “Statement of Charges Report” menu item shown on the next page.



Double click on the “ESP540D - Statement of Charges Report” menu item to execute the report initiation screen shown on the next page.



All report parameters must be filled in before clicking on the **Run Report** button.

ASC Code - Double-click in the field to obtain a list of values to choose from

From Date - Enter the beginning date of the data to include in the report (formatted as DD-MON-YYYY). The field will default to today's date initially.

To Date - Enter the ending date of the data to include in the report (formatted as DD-MON-YYYY). The field will default to a date one month in the future initially.

Date Selection - Click the appropriate radio button to indicate which date to use when selecting reportable Federal Express shipments from the data warehouse

FEDEX Account No. - Double-click on the field to get a list of valid account numbers to choose from or select "ALL" (see Fig.1 below). You can also search for a specific FedEx account number by entering part of it or all nine digits in the "Find" field at the top of the list of values screen and clicking on the "Find" button at the bottom of the List of values screen. **NOTE:** The percent (%) sign is a wild card and should be used in front of and after the value you're searching for.

Contact No. - Double-click the field to get a list of valid FedEx account contact points to choose from or select "ALL" (see Fig. 2 below). You can also search for a specific Contact Point name by entering part or all of it in the "Find" field at the top of the list of values screen and clicking on the "Find" button at the bottom of the List of values screen. **NOTE:** The percent (%) sign is a wild card and should be used in front of and after the value you're searching for.

Run Report button - Click on this button to generate the report based on the values supplied above (see Fig. 3 below as an example of a completed initiation screen)

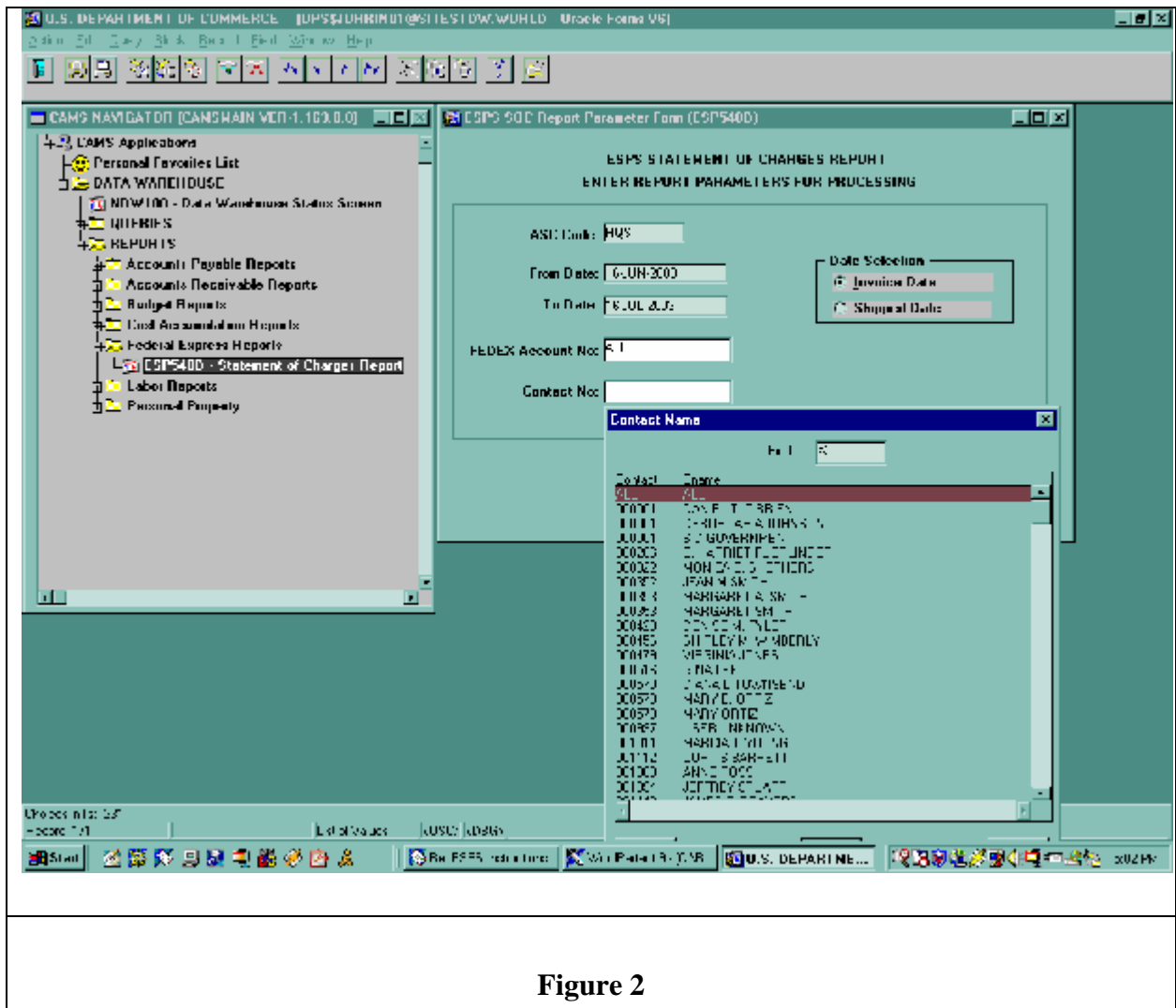


Figure 2

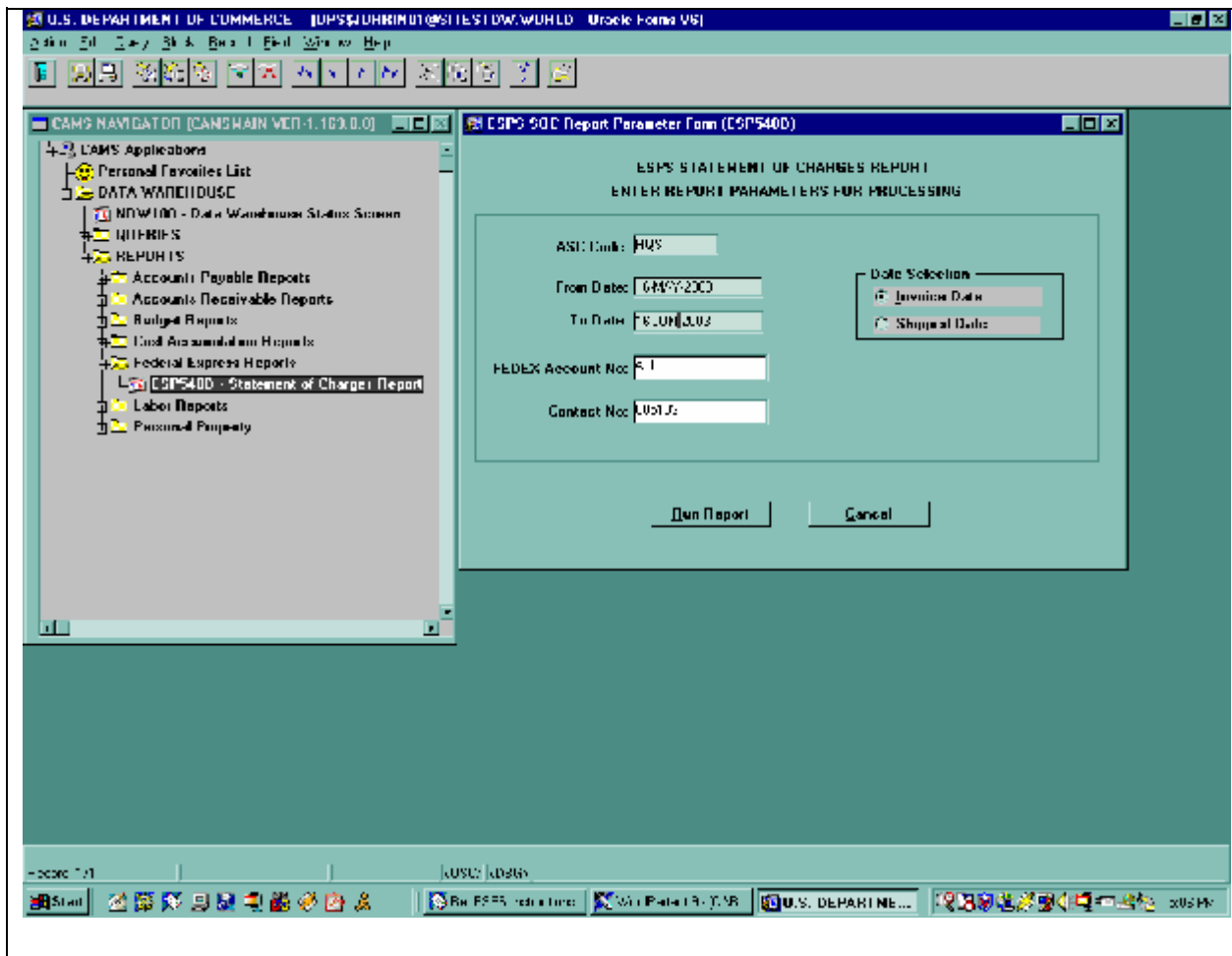
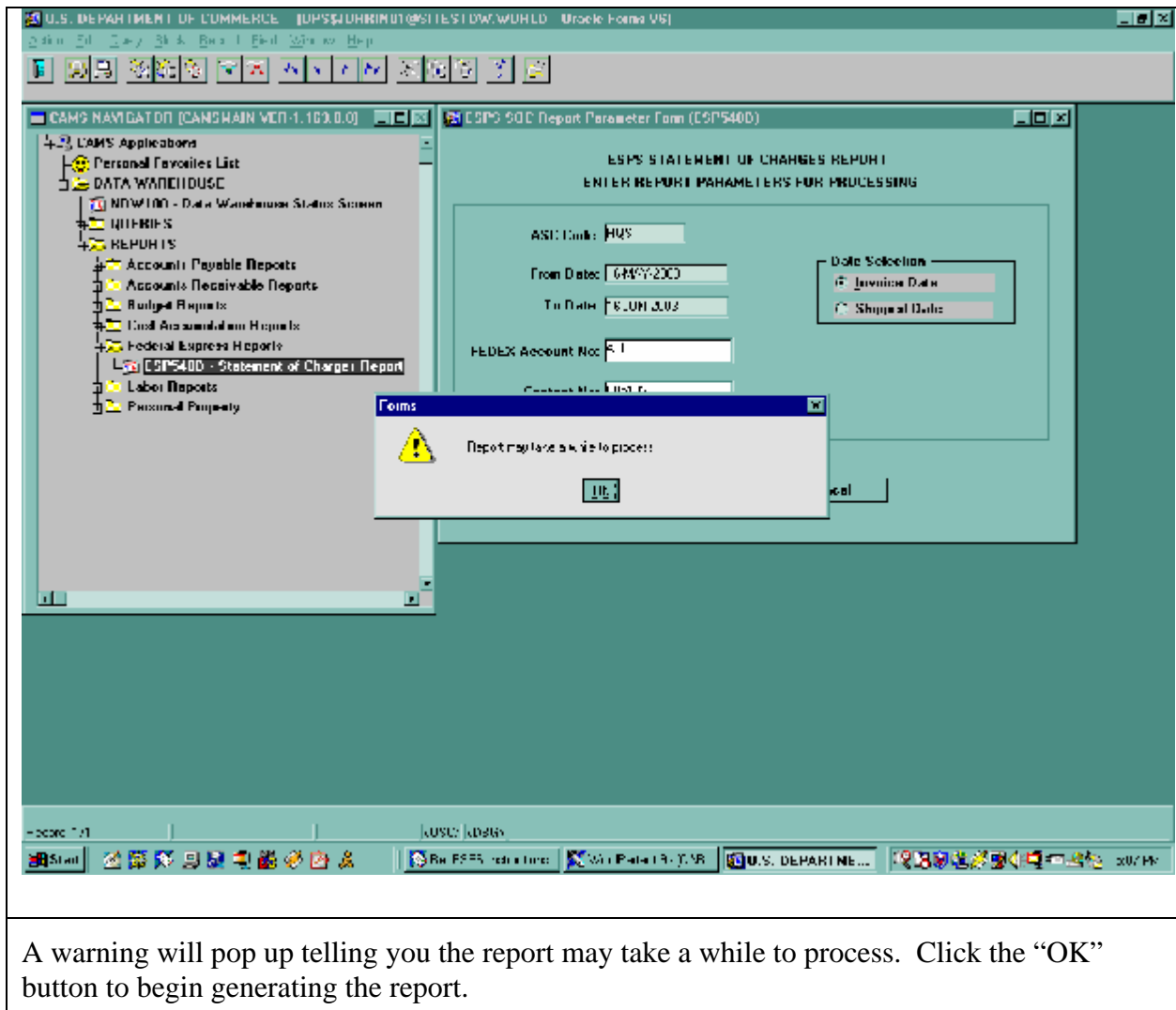
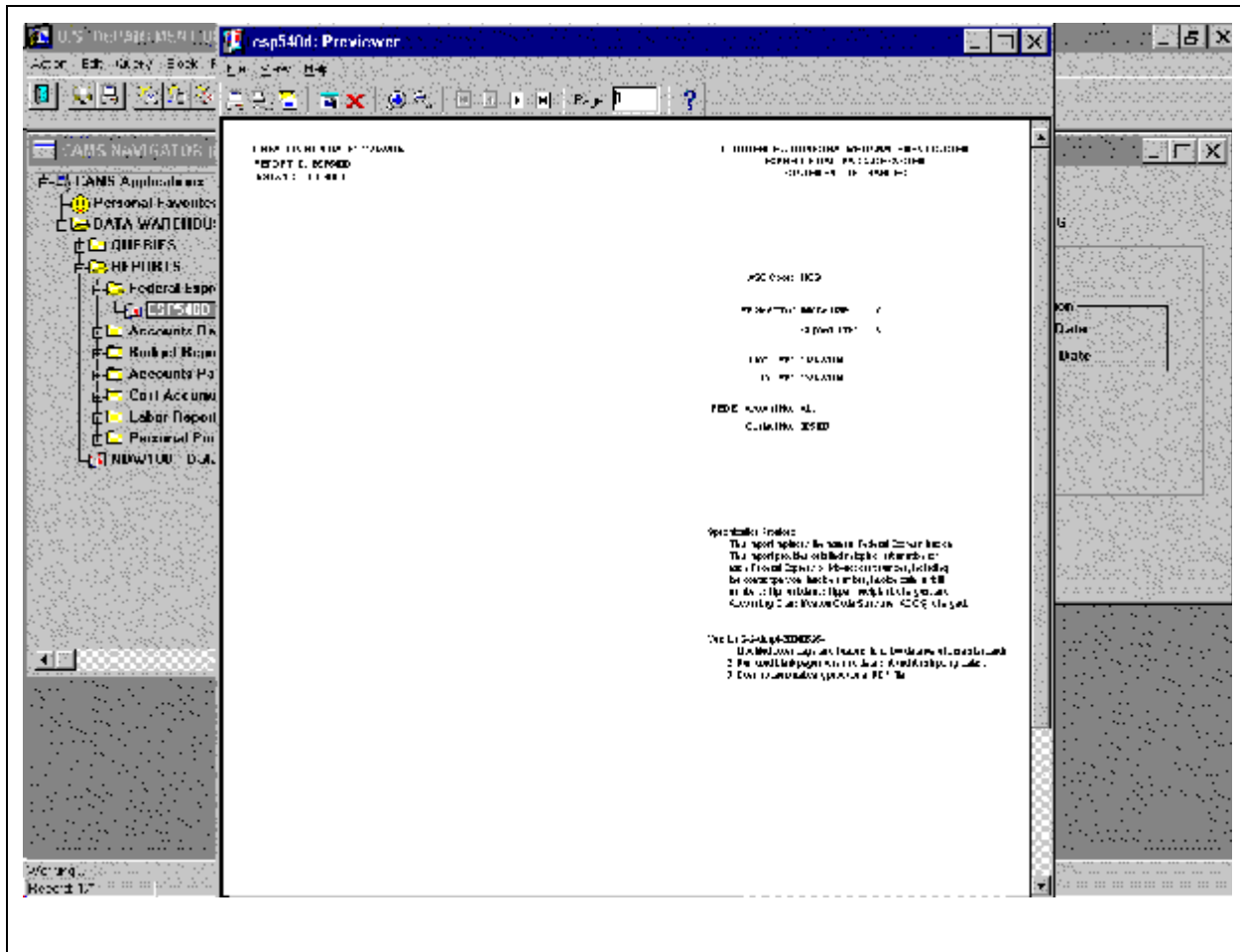


Figure 3



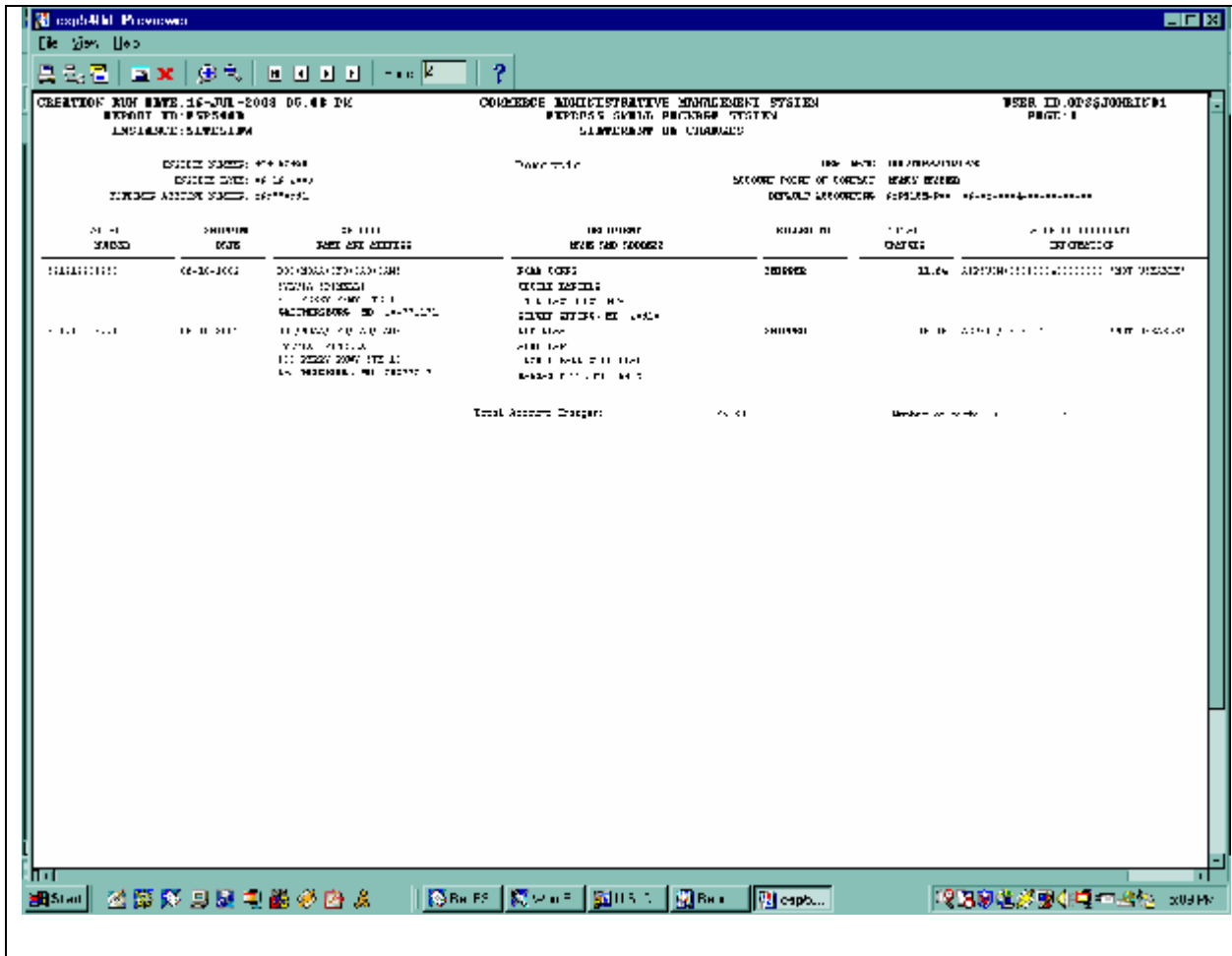
A warning will pop up telling you the report may take a while to process. Click the “OK” button to begin generating the report.



A report previewer window will open automatically when the report is finished. Page 1 will be a report cover page denoting in the title “Statement of Charges” and it will also reflect the user entered parameters used to generate the report. Click on the next page button at the top of the previewer window to see the first page of any data that was selected from the data warehouse. See the next page of the user guide for an example.

Click on the plus (+) and minus (-) magnifying glasses at the top of the previewer window to increase or decrease the amount of the report that is viewable.

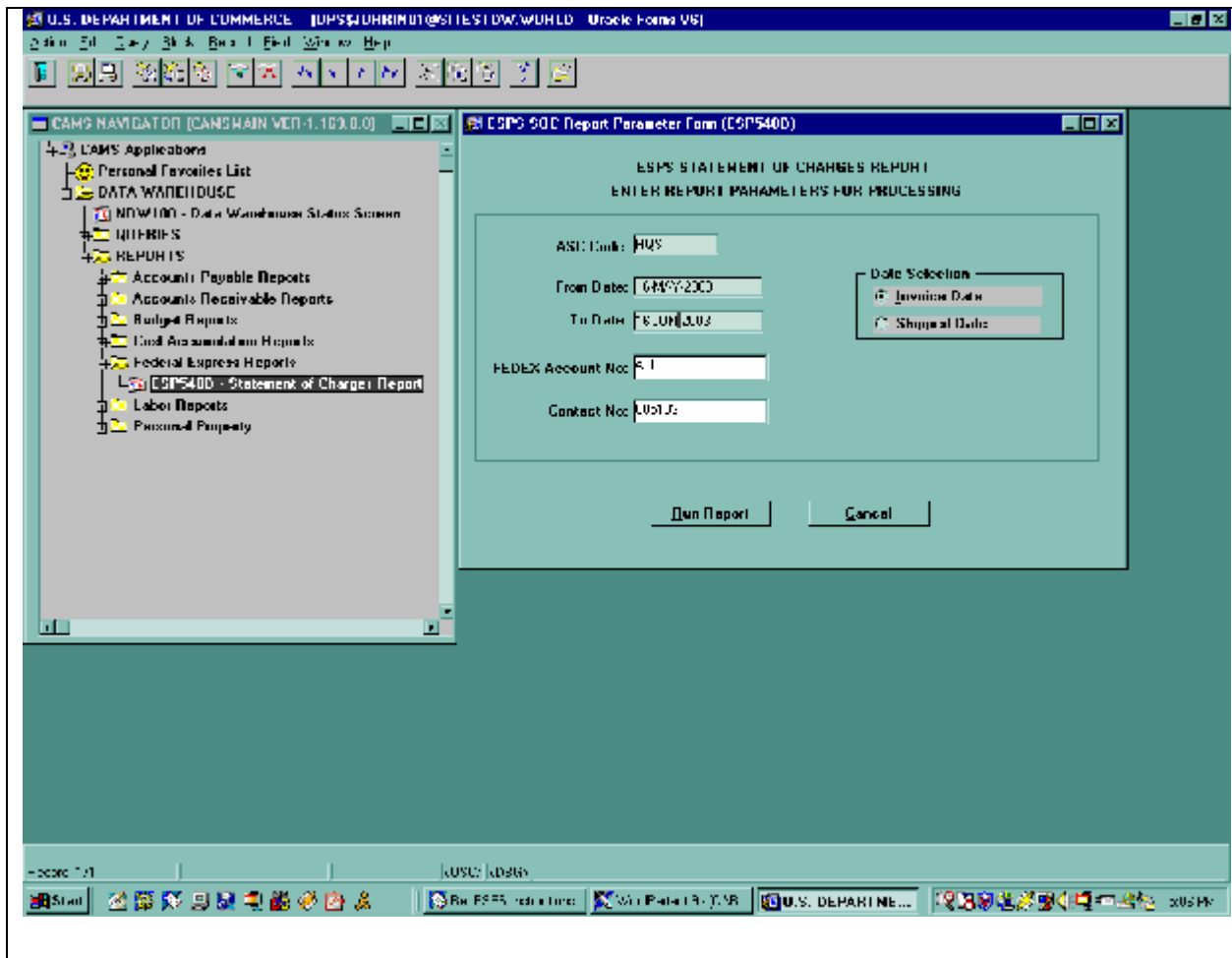
You can also “stretch” the size of the previewer window to fill the screen, if desired, and view the entire width of the report without having to utilize scroll bars.



This is a sample report as seen in the report previewer.

You have the option of printing this report to a local printer or saving this report as a file on your workstation or network drive in one of several formats.

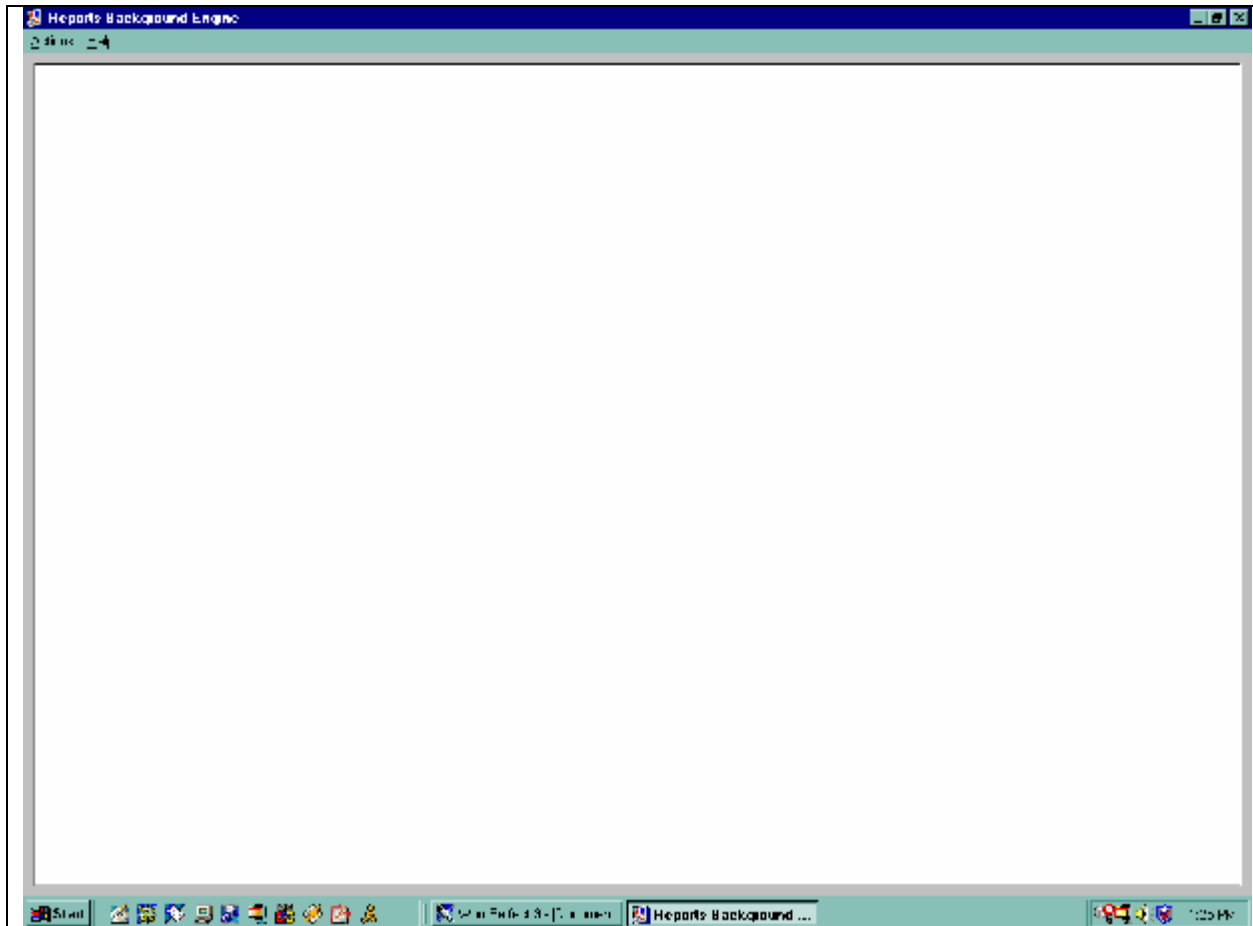
When finished viewing the report on screen, click on the red “X” at the top of the previewer window to close the previewer.



You can now change any report parameters on the ESP540D screen and execute a new report by clicking on the **Run Report** button.

To exit the ESP540D screen, click on the **Exit** button (open door) at the top of the window.

To exit the CAMS Navigator Menu and data warehouse, click on the **Exit** button (open door) at the top of the window.



After exiting the data warehouse, a Reports Background Engine window will remain open on your desktop. You will have to close this window yourself whenever you generate a data warehouse report.