

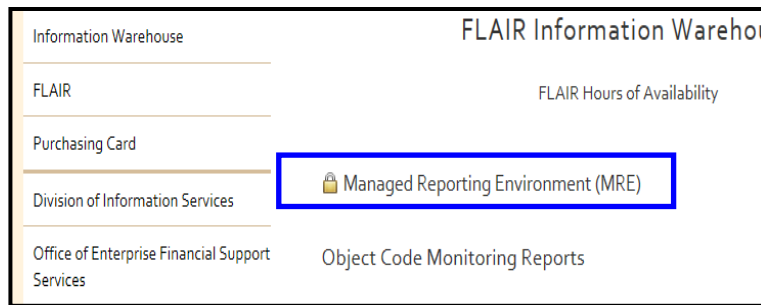
Managed Reporting Environment (MRE) Repository Access



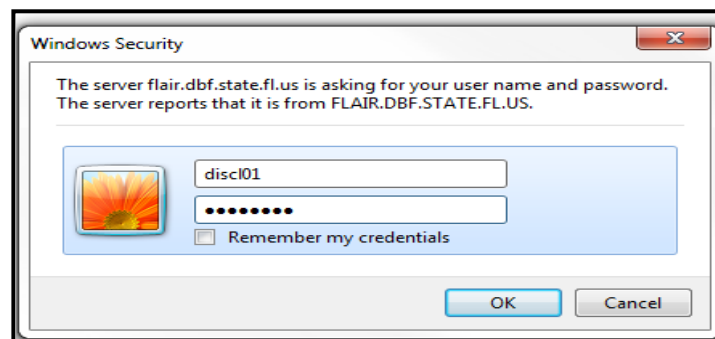
The Managed Reporting Environment (MRE) is an online reporting tool that accesses the Information Warehouse (IW) subsystem within FLAIR. IW contains data from the three main components of FLAIR: Central, Department and Payroll. MRE allows agencies to produce, manage and distribute reports for specific needs.

To access the MRE Repository to create or review report information:

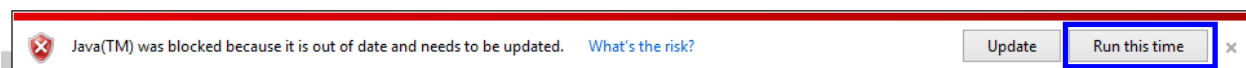
1. Open the Chief Financial Officer FLAIR website: <https://flair.dbf.state.fl.us/>
2. Double Click to Select the **Information Warehouse** link along the left margin.
3. On the FLAIR Information Warehouse screen choose the **Managed Reporting Environment** link with the lock beside it.



4. A **Windows Security** screen appears. Enter your Resources Access Control Facility (RACF) ID and Password into the User Name and Password fields and press Enter or click OK. Password is case sensitive.



5. On the next MRE screen select the **Enter MRE** button.
6. If a JAVA message appears, it is recommended to choose **Run this time**.



7. An **Authentication Required** screen will display. Enter your RACF ID and Password into the User Name and Password a second time and press Enter or OK. Password is case sensitive.



NOTE: If a Security Warning screen appears with the message, “Do you want to run this Application?” Select Run and press Enter.

8. This opens the **Managed Reporting Repository** that allows access to the data that is used to create or review reports. A typical user of MRE selects the **Domains** tab. Domains are categories built by the Information Warehouse Administrators for each agency. Click on the appropriate selection in your repository available to see reports. There will be at least four subtabs showing:
 - a. **Standard Reports**: Contain reports that are created by the agency Administrator for end users to run without modification.
 - b. **My Reports**: Contains reports the person with MRE access creates and saves.
 - c. **Shared Reports**: Contains agency reports that are shared within their domain.
 - d. **Reporting Objects**: Gives users access to specific columns on a table for the purpose of building queries. Advanced MRE users access this tab.

