WebFocus Reporting Environment (MRE) Repository Access

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

To access the WebFocus 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 WebFOCUS Reporting Environment (MRE Replacement Upgrade) link with the lock beside it.
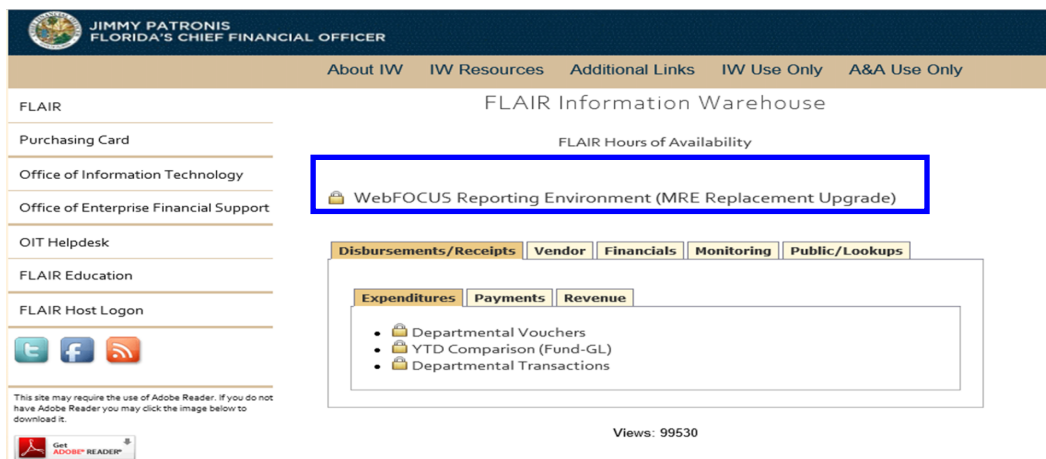
4. A **Welcome to WebFOCUS** screen appears. Enter your Resources Access Control Facility (RACF) ID and Password into the User Name and Password fields and press Enter or click Sign in. Password is case sensitive.
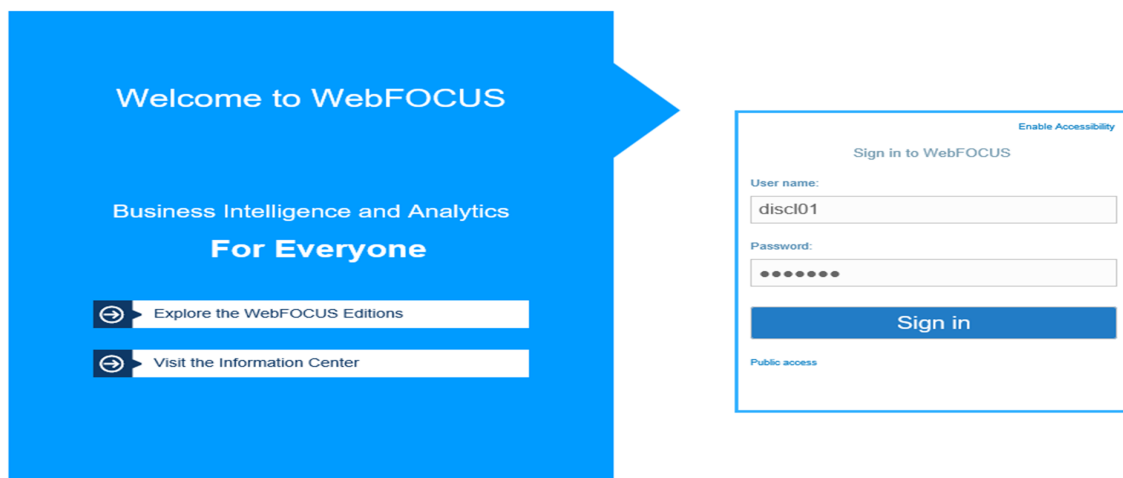
5. A **Welcome to WebFOCUS** screen will display.
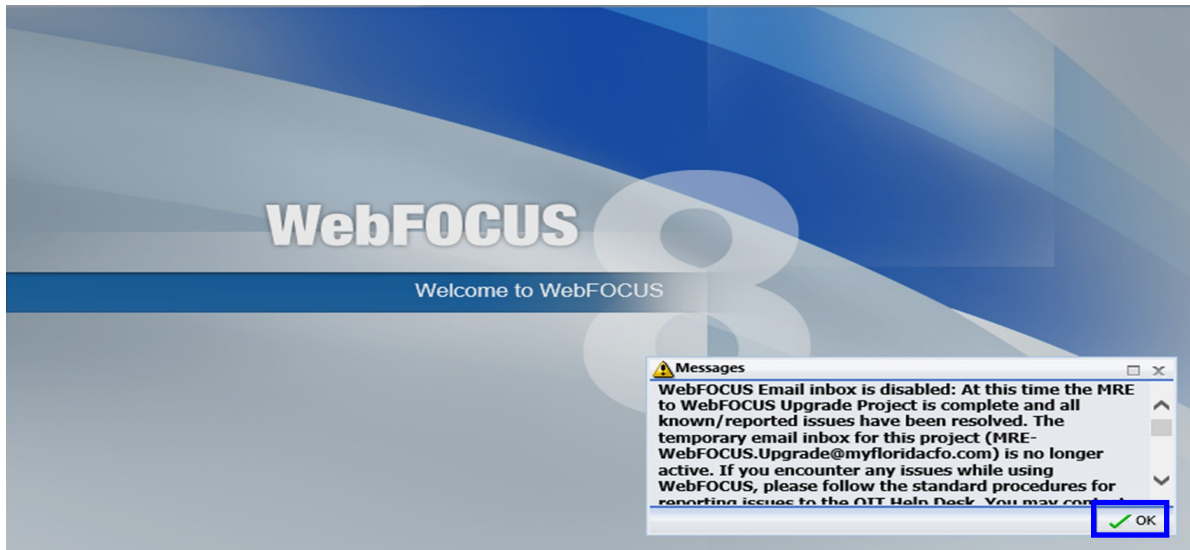
NOTE: A Security Warning screen appears with a message, click OK tab with the check mark beside it.

6. This opens the **WebFocus Reporting Repository** that allows access to the data that is used to create or review reports. User will see 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. Listed are the frequently used subtabs:

a. *Standard Reports*: Contain reports that are created by the agency Administrator for end users to run without modification.

b. *Reporting Objects*: Gives users access to specific columns on a table for the purpose of building queries. Advanced MRE users access this tab.

c. *My Content*: Contains reports the person with MRE access creates and saves.

d. *Shared Content*: Contains agency reports that are shared within their domain.

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