

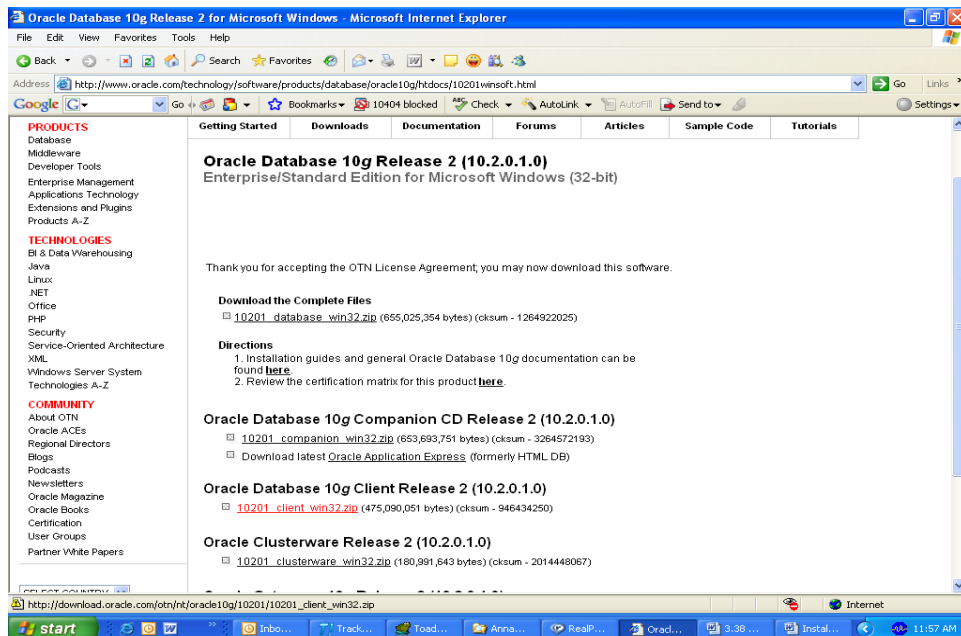
**3.38 Procedures for setting up OSST DW accounts**

**Install Oracle Client Software**

- 1) Navigate to the Oracle website  
<http://www.oracle.com/technology/software/products/database/oracle10g/htdocs/10201winsoft.html> to download the oracle client software.

**For Windows Vista users navigate to the Oracle website at this link**  
<http://www.oracle.com/technology/software/products/database/oracle10g/htdocs/10203vista.html>  
to download the oracle client software for Windows Vista

Click the **Accept License Agreement** button.  
Scroll down to **Oracle Database 10g Client Release 2 (10.2.0.1.0)** and click on the file to **download**.

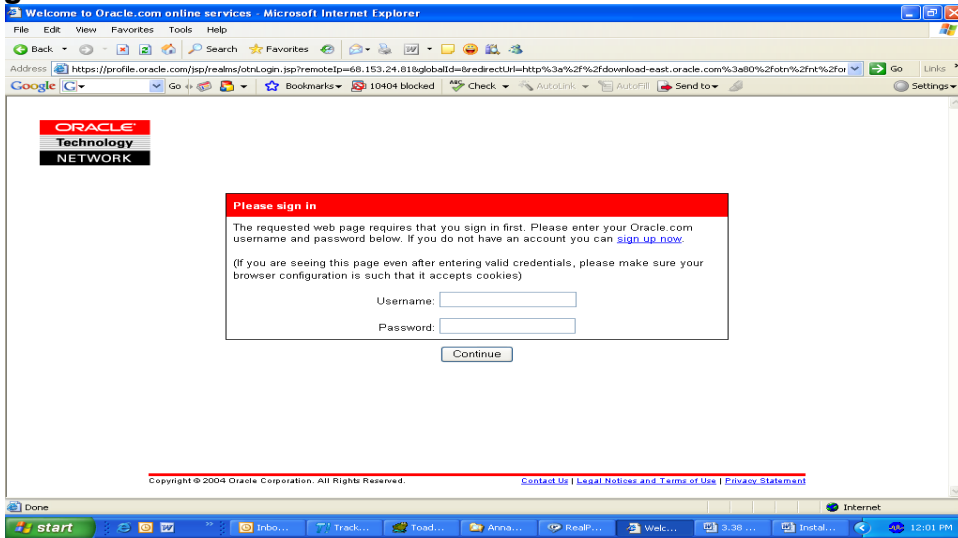


- 2) You will need to sign onto the OTN (Oracle Technology Network) using a username and password. If you do not have an account please create one by clicking on the sign up now link

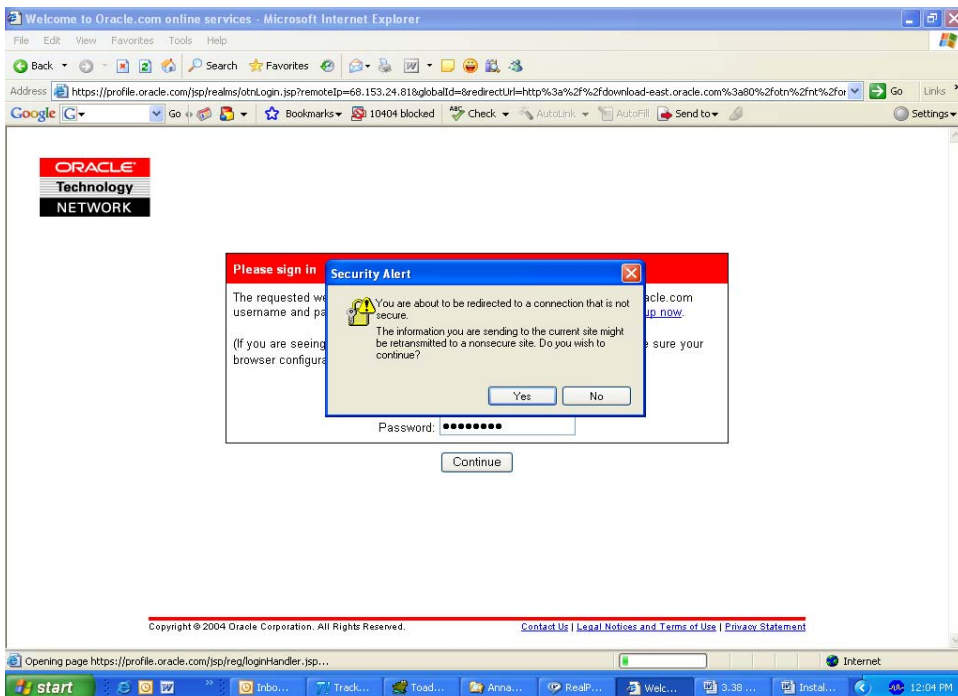
# Agency for Workforce Innovation Information Technology Operations Manual SOP

Origin Date: 05/21/2007

Modified Date: 5/13/2009

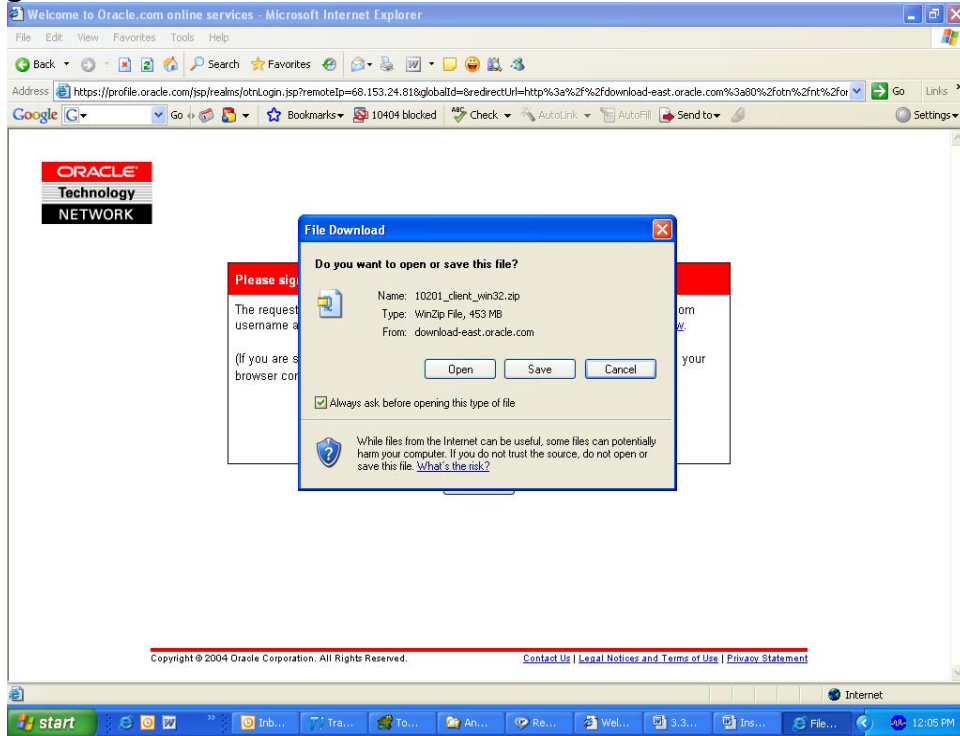


- 3) Once the username and password are entered click continue which will pop security alert window, Click yes to proceed



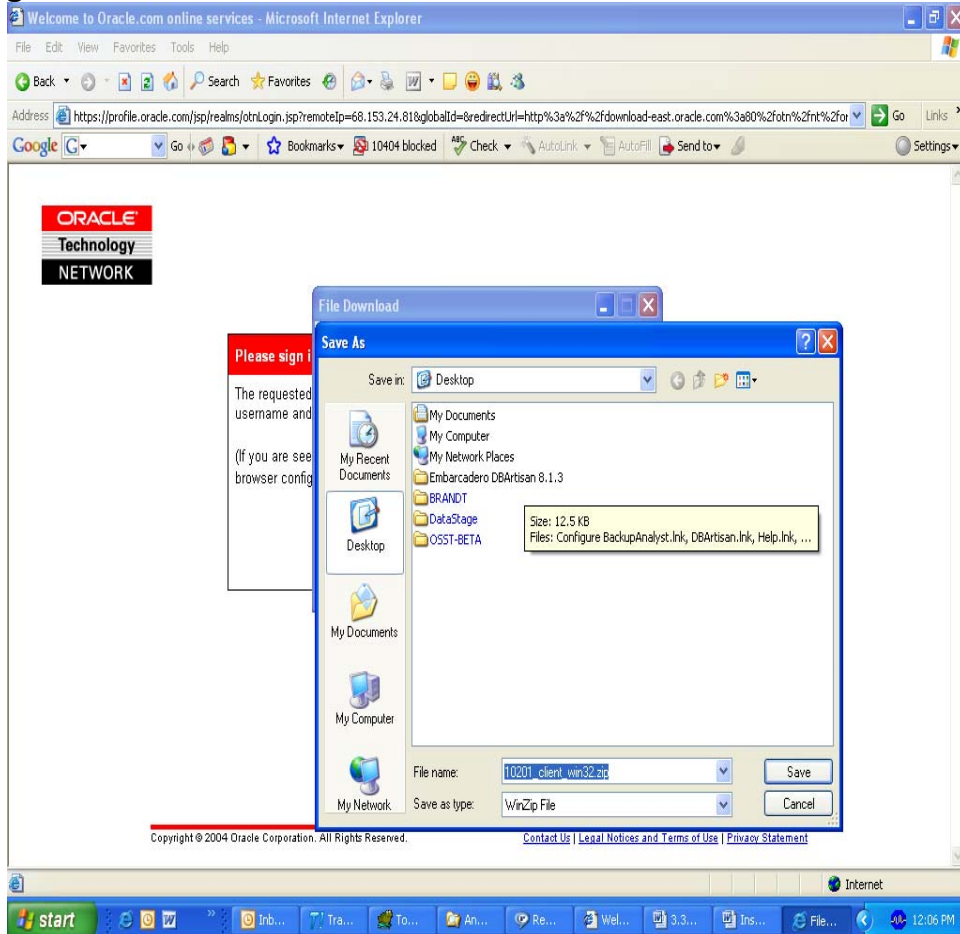
- 4) A window pops up with options to open / save file.

**Agency for Workforce Innovation**  
**Information Technology Operations Manual SOP**  
Origin Date: 05/21/2007 Modified Date: 5/13/2009



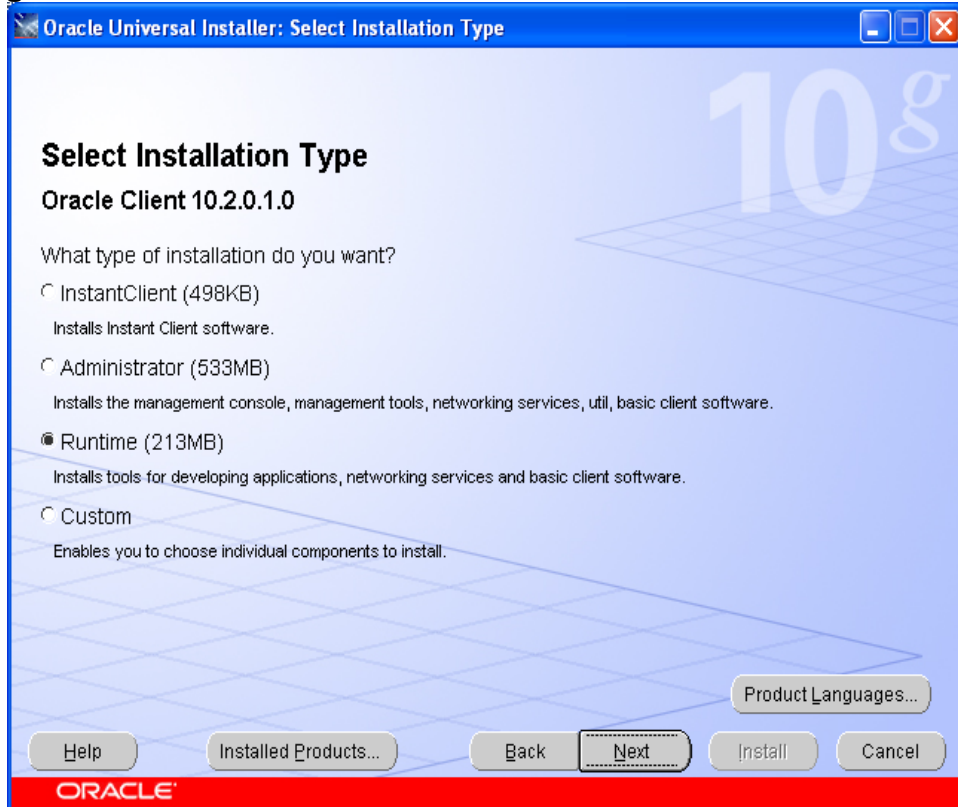
5) Select save option and select the location to save the file

**Agency for Workforce Innovation**  
**Information Technology Operations Manual SOP**  
**Origin Date: 05/21/2007** **Modified Date: 5/13/2009**



- 6) Downloading this file will take some time depending upon the speed of internet connection
- 7) Once the download completes, unzip the file which will create a folder called client.
- 8) Navigate to the client folder and double click the file 'setup.exe' to begin the oracle client install

- 9) Once the installation begins you get the screen below. Select the option 'Runtime' and click next



- 10) Select the defaults for the remainder of the screens until you get a prompt for install.
- 11) After the installation finishes locate the file 'tnsnames.ora' which is present in the directory where the oracle client is installed under 'oracle\product\10.2.0\client\_1\NETWORK\ADMIN'

For example if the oracle client software is installed on the C drive then the file can be located at **C:\oracle\product\10.2.0\client\_1\NETWORK\ADMIN**

- 12) Open the tnsnames.ora file and add a new entry as shown below and save it.

```
OSSTDW =  
(DESCRIPTION =  
  (ADDRESS_LIST =  
    (ADDRESS = (PROTOCOL = TCP)(HOST = osstdwh.awi.state.fl.us)(PORT = 1521))  
  )  
  (CONNECT_DATA =  
    (sid = osstprod)  
  )  
)
```

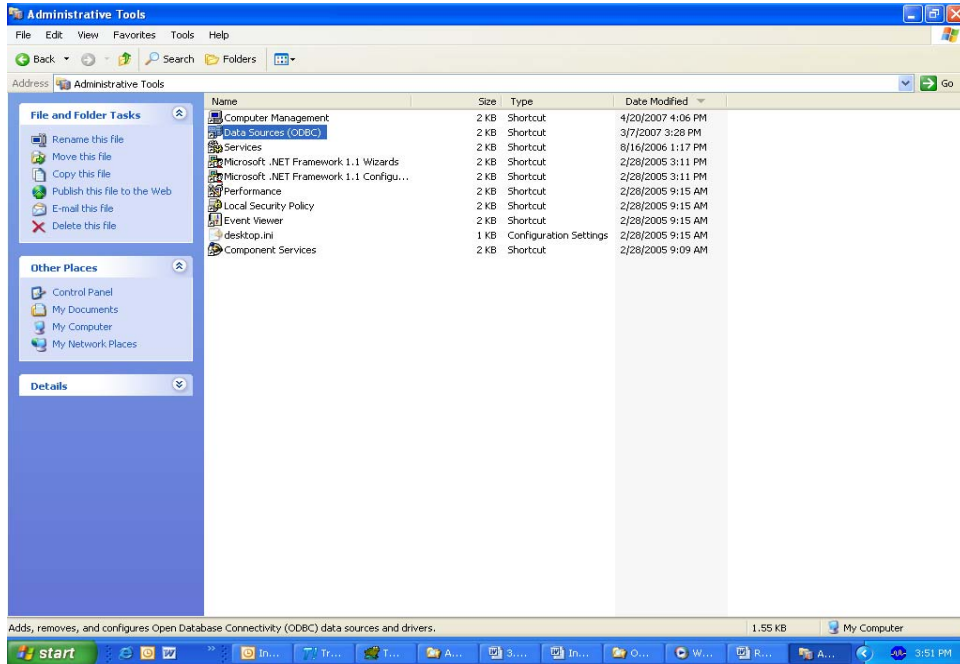
**Note:** Ensure that there are no spaces between the lines of the above entry when copied to the tnsnames.ora file.

- 13) Reboot the machine

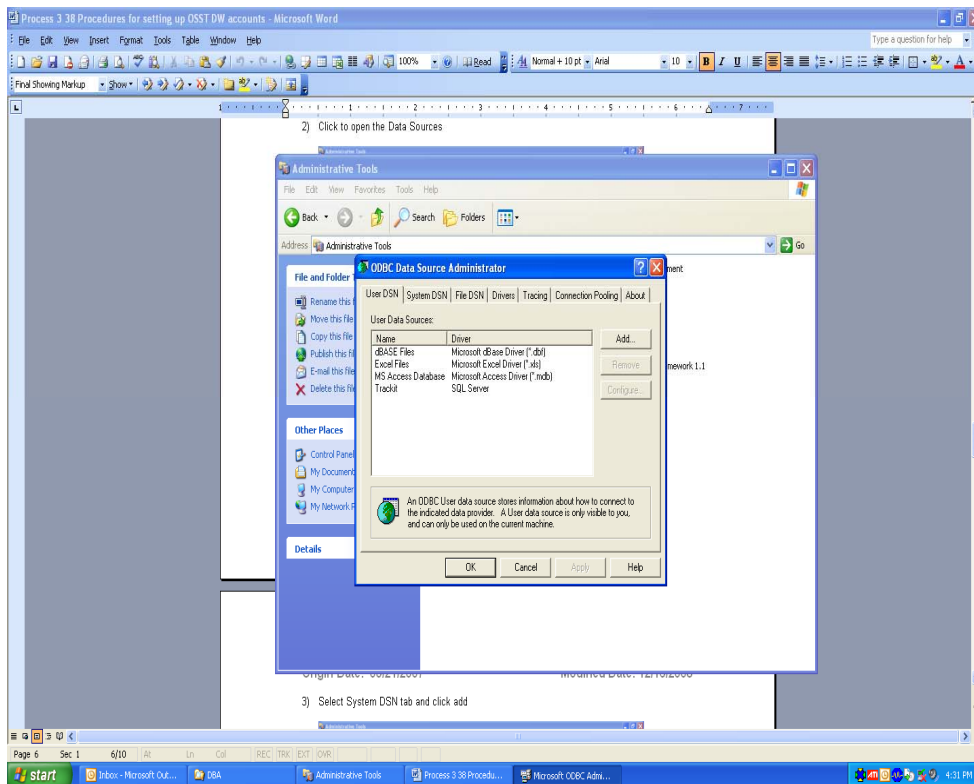
**Agency for Workforce Innovation**  
**Information Technology Operations Manual SOP**  
Origin Date: 05/21/2007 Modified Date: 5/13/2009

**Setup ODBC Connection**

- 1) Go to control panel and open Administrative Tools and select Data Sources

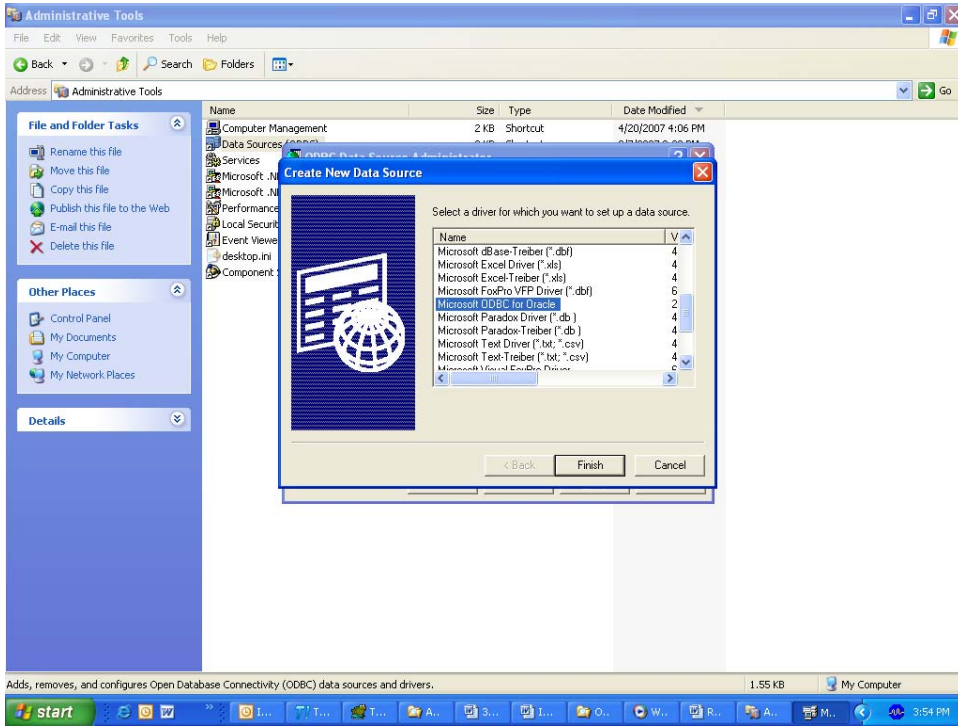


- 2) Click to open the Data Sources

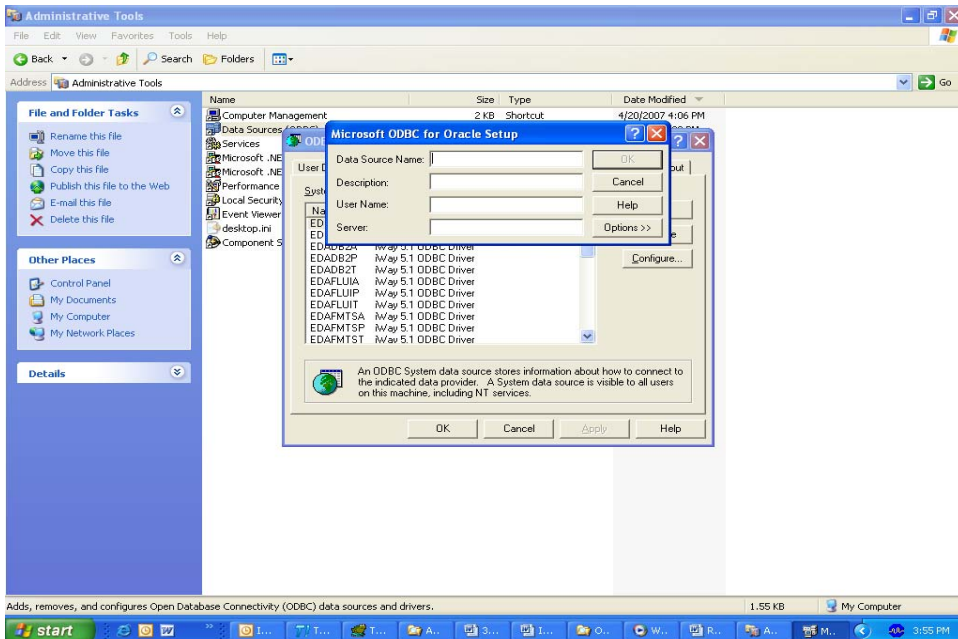


**Agency for Workforce Innovation**  
**Information Technology Operations Manual SOP**  
Origin Date: 05/21/2007 Modified Date: 5/13/2009

3) Select System DSN tab and click add



4) From the list select Microsoft ODBC for Oracle and click finish and window pops which prompts for the Data Source Name, Description, User name and Server.



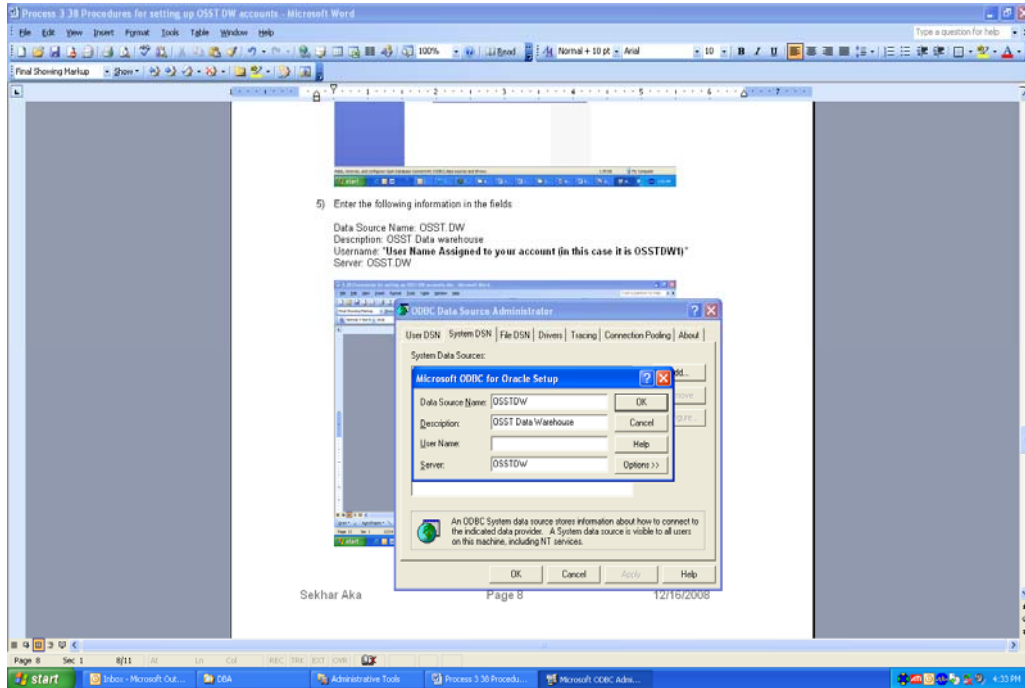
**Agency for Workforce Innovation  
Information Technology Operations Manual SOP**

**Origin Date: 05/21/2007**

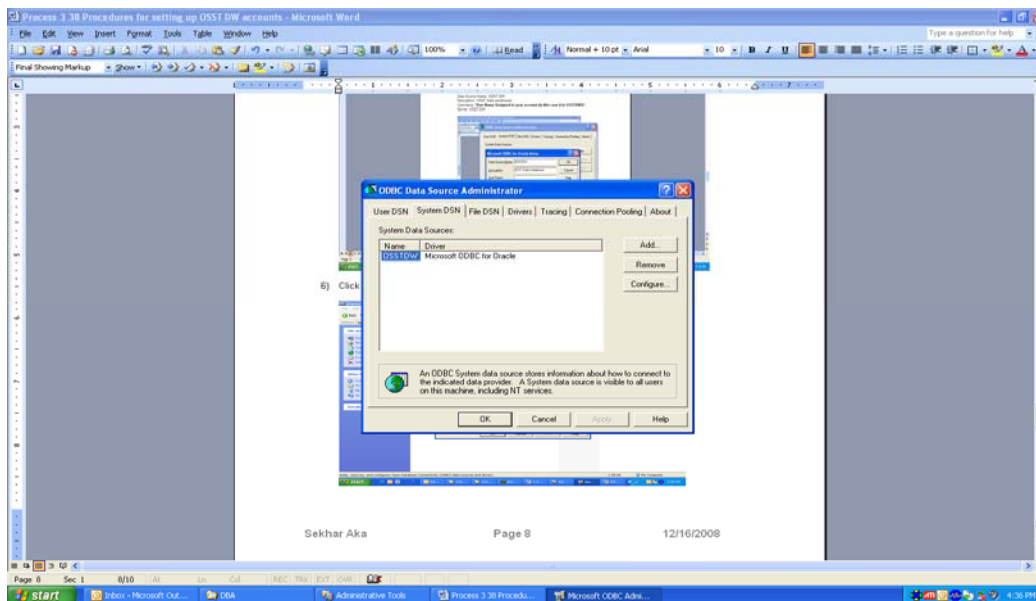
**Modified Date: 5/13/2009**

5) Enter the following information in the fields

Data Source Name: OSSTDW  
Description: OSST Data warehouse  
Username: **"User Name Assigned to your account"**  
Server: OSSTDW



6) Click OK and the entry OSSTDW is saved in the list



7) Click OK and close all the windows and reboot the machine.



**Agency for Workforce Innovation  
Information Technology Operations Manual SOP**

**Origin Date: 05/21/2007**

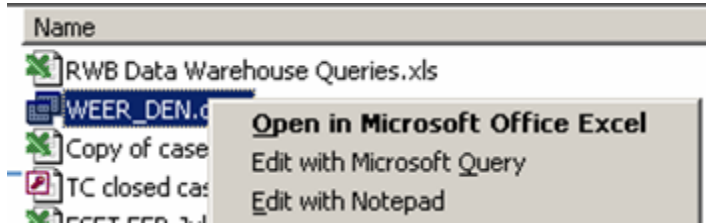
**Modified Date: 5/13/2009**

**TO RUN DATA WAREHOUSE QUERIES ALREADY CREATED**

- 1) Find the QUERY file you wish to run by opening Windows Explorer (it doesn't matter where you have stored the file.



- 2) Right Click on the .dqy file



- 3) Click on Edit with Notepad
- 4) Change the query parameters DATE PARAMETERS to the months you wish to use for your query

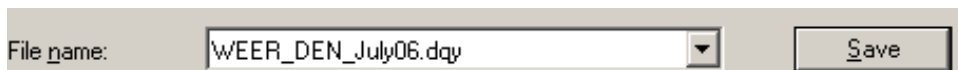
Examples of different DATE PARAMETER commands:

yyyymm = '200608' (August 2006)

yyyymm between '200607' and '200609' (July 2006 and September 2006)

j.jpstartdate BETWEEN '01-JUL-2006' and '30-SEP-2006' (July 1, 2006 and Sept 30, 2006).

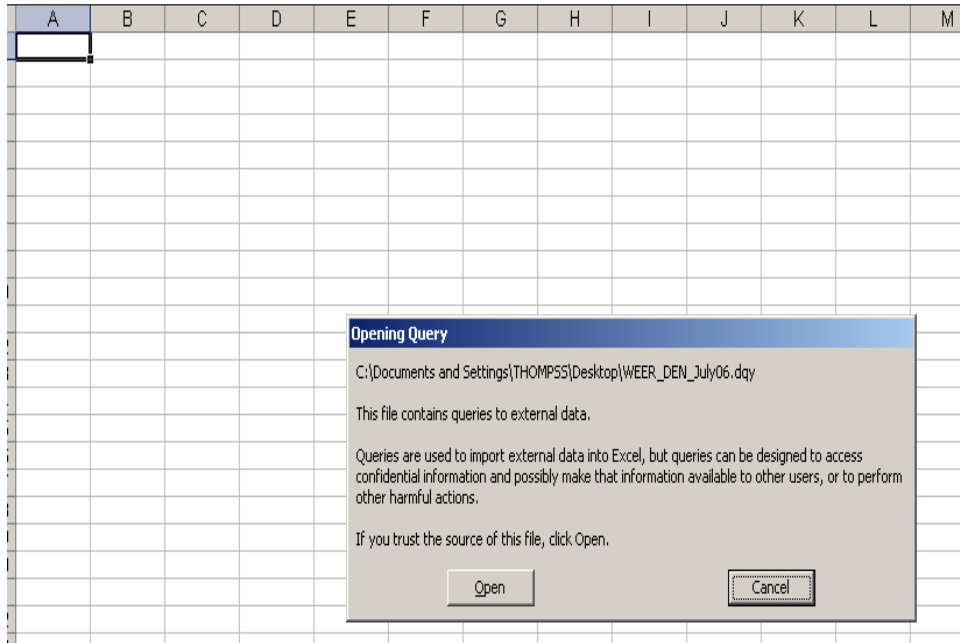
- 5) Once the correct date parameters are inserted, save query with new (hint: use date parameter in file name)



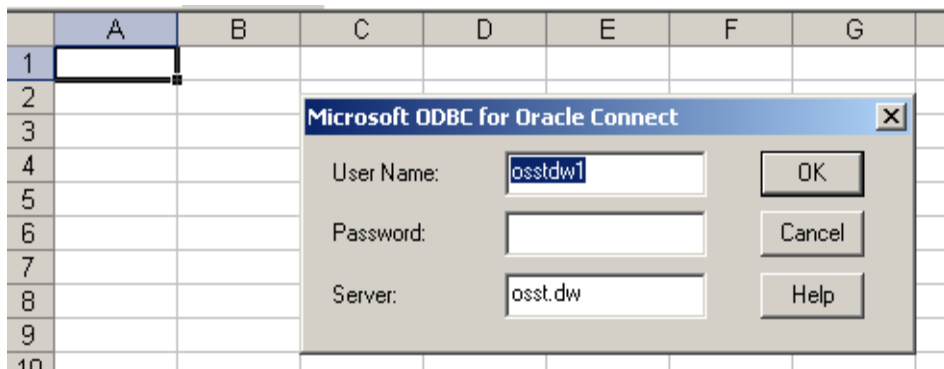
- 6) Run the new query by double clicking on the new .dqy file



7) Click OPEN at the below screen



8) Insert OSST Data Warehouse Password assigned to your user account and click OK



9) Query Result set will appear in the excel sheet.