

GUIDE

Neustar

OMS

analytics

User Guide

What is OMS analytics?

OMS Analytics is a reporting tool that can be used to get On-Demand and Scheduled Reports as needed

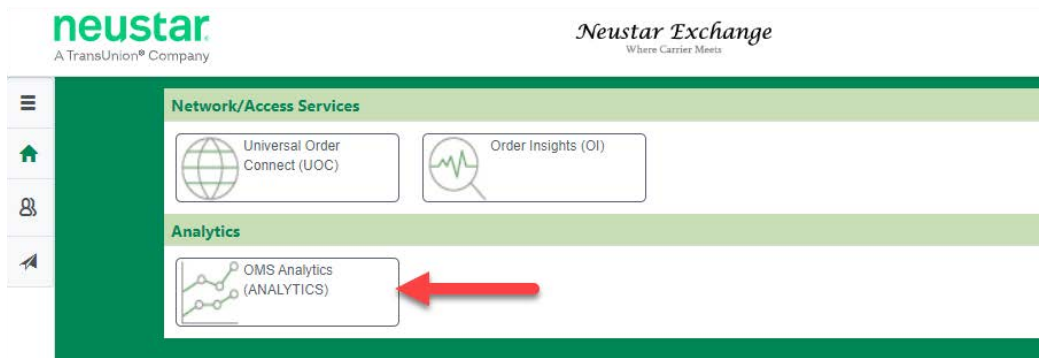
Purpose and guidelines:

The purpose of this document is to provide guidance on how to pull reporting within OMS Analytics.

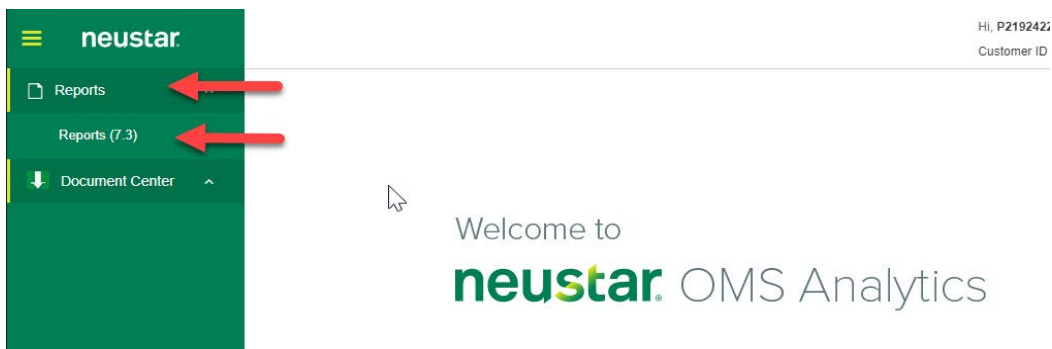
Note: These are canned reports. The only option available will be within the dropdown list of parameters.

How to pull reporting

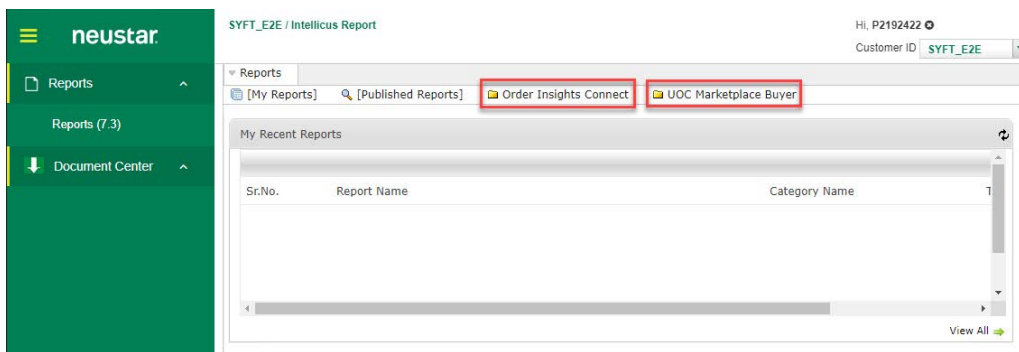
From Neustar Exchange home screen select **OMS ANALYTICS**



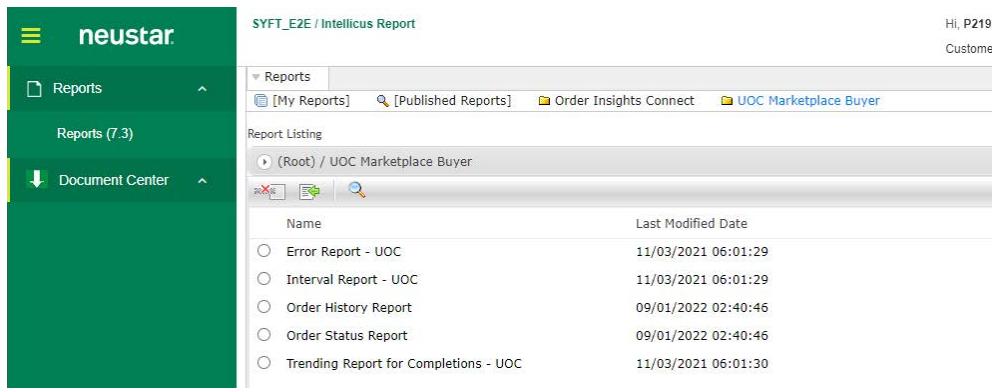
Select Reports in the left panel, then Reports (7.3)



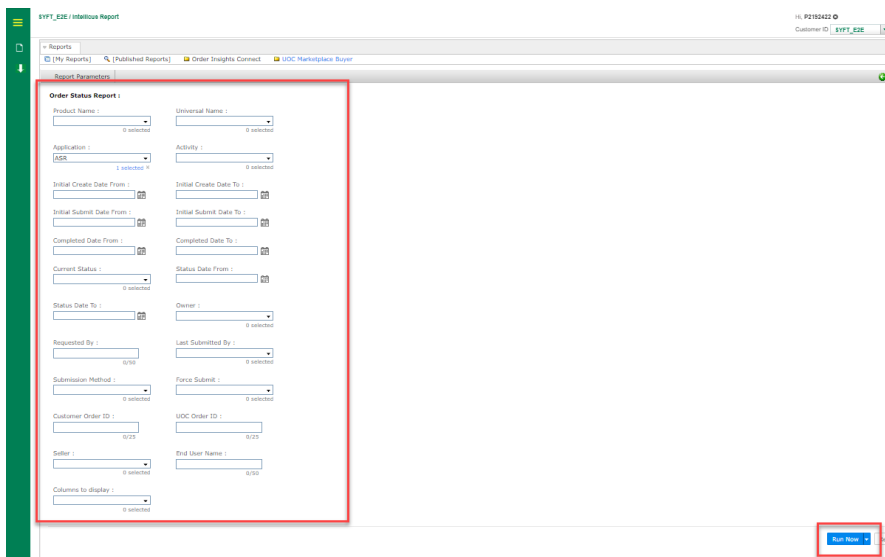
From the top Menu you have the option to click on UOC Marketplace Buyer or Order Insights Connect



Clicking on **UOC Marketplace Buyer** or **Order Insights Connect** and a list of Canned Reports will display under **Report Listing**. Select the report to pull and it will open to the **Report Parameters**.



The **Report Parameter** page will display different fields with dropdown options. Select all that applies then click Run Now at the bottom right



After the Run is completed, it will display on screen. At the top shows your parameters selected. As well as in the body at the top of the report

The screenshot shows the 'Order Status Report' interface. At the top, it displays 'Data as of Date: 01/24/2023'. Below this is a table of filter parameters:

Order Status Report	
Domain:	Generated by:
SYFT_E2E	P2192422

Product Name	Filter not applied
UniversalName	Filter not applied
Application	ALL
Activity	Install.Change
Initial Create Date From	08/07/2022
Initial Create Date To	Filter not applied
Initial Submit Date From	Filter not applied
Initial Submit Date To	Filter not applied
Complete Date From	Filter not applied
Complete Date To	Filter not applied
Current Status	Filter not applied
Status Date From	Filter not applied
Status Date To	Filter not applied
Owner	Filter not applied
Requested By	Filter not applied
Last Submitted By	Filter not applied
Submission Method	Filter not applied
Force Submit	Filter not applied
Customer Order ID	Filter not applied
UOC Order ID	Filter not applied
Seller	Filter not applied
End User Name	Filter not applied

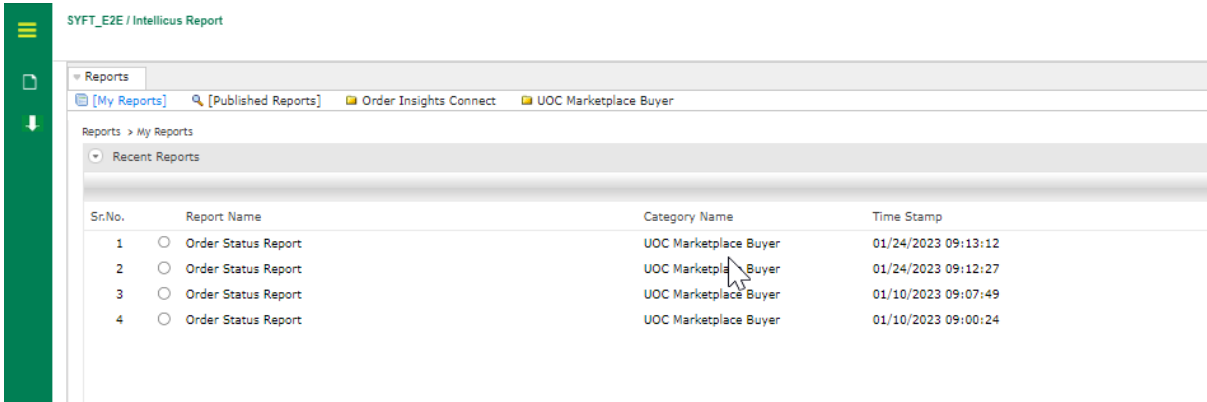
Below the table, there are instructions: 'Export instructions for multiline data in single cell :-' and 'Open in excel. select top left corner and click Wrap Text'.

Initial Create Date	Initial Submit Date	PON	Child PON	RPON	Seller Access Request Number	Customer Order ID
09/13/2022 13:10:10	09/13/2022 13:10:18	STS5-WAVE0913				
09/06/2022 08:10:34	09/06/2022 08:10:35	PT-REG-TC07-0509				
09/07/2022 08:03:52	09/07/2022 08:03:53	PT-REG-TC09-0809				
09/05/2022 11:01:35	09/05/2022 11:01:36	PT-REG-TC08-0509				
09/06/2022 10:45:15	09/06/2022 10:45:17	PT-REG-TC09-0809				
09/05/2022 13:28:19	09/05/2022 13:28:19	PT-REG-TC08-0509				
08/12/2022 14:30:26	08/12/2022 14:30:27	PT120822-US595-7				

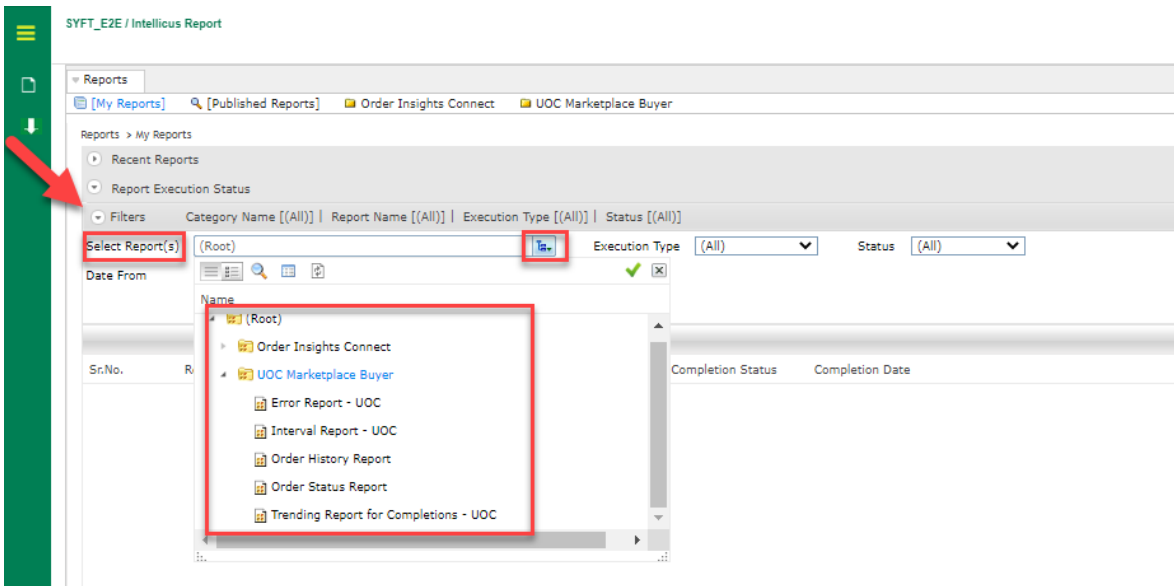
The menu at the top middle of the screen have options you can select on how to handle the report after it's ran. You can hover your mouse over each icon to display what they are.

The screenshot shows the 'Reports' menu bar. It includes options like 'My Reports', 'Published Reports', 'Order Insights Connect', and 'UOC Marketplace Buyer'. Below the menu, the 'Report Parameters' section is visible, showing the same filter settings as in the previous screenshot: Product Name: NONE, Universal Name: NONE, Application: ALL, Activity: Install.Change, Initial Create Date From: 08/07/2022.

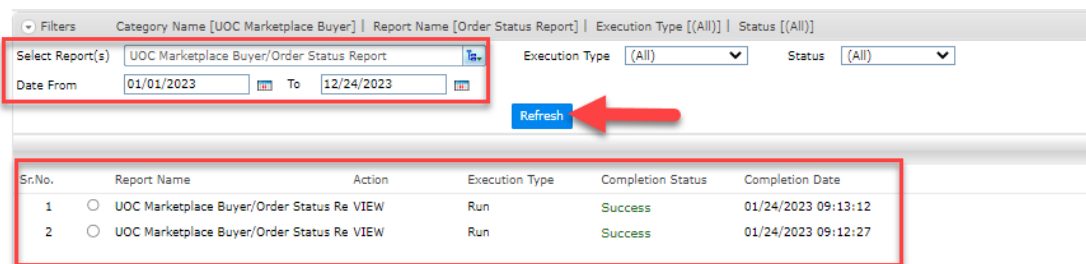
You can view recently ran reports by clicking on **My Reports** at the top left corner of the screen and then select **recent reports**



A report can be scheduled to be ran as well. Select **My Report**, click on **Filters**, click on  icon to select a report to schedule to be ran from the dropdown list.



The selected report will display in the field. Select your **Execution type** and the date to start and end the scheduled run. Then click **Refresh**. Your schedule reports will display below



Revision	Description	Author(s)
1.0	First Draft	Shavoyah Fox

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