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
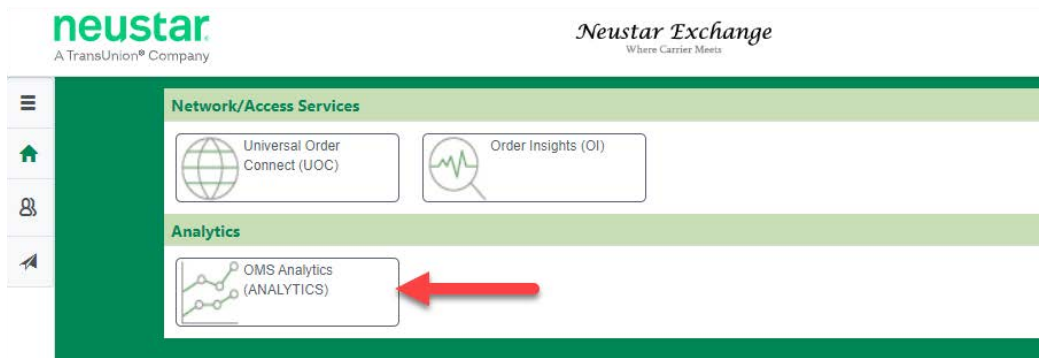
Purpose and guidelines:
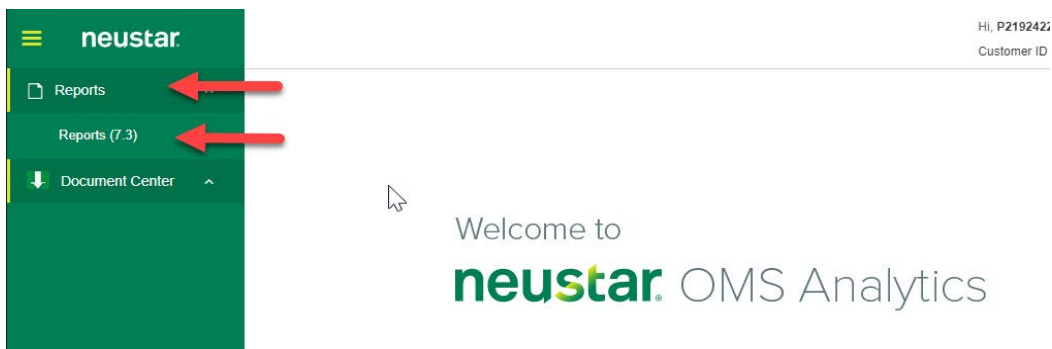**The purpose of this document is to provide guidance on how to pull reporting within OMS Analytics.**

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

Spectrum▶
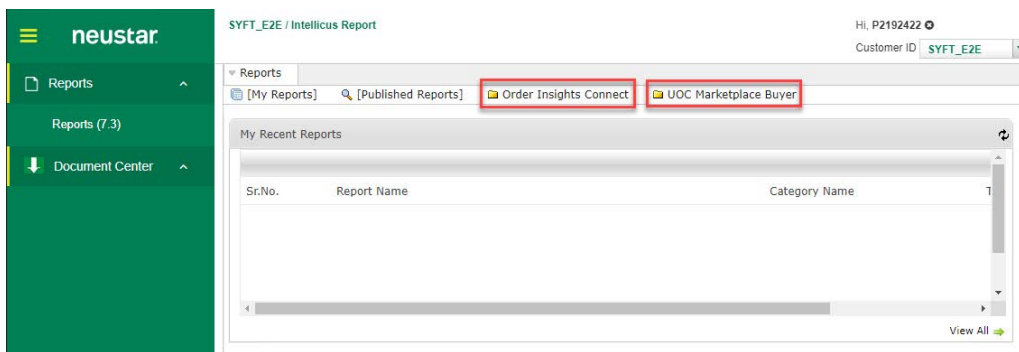**BUSINESS**®

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

Spectrum▶
BUSINESS®

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.**
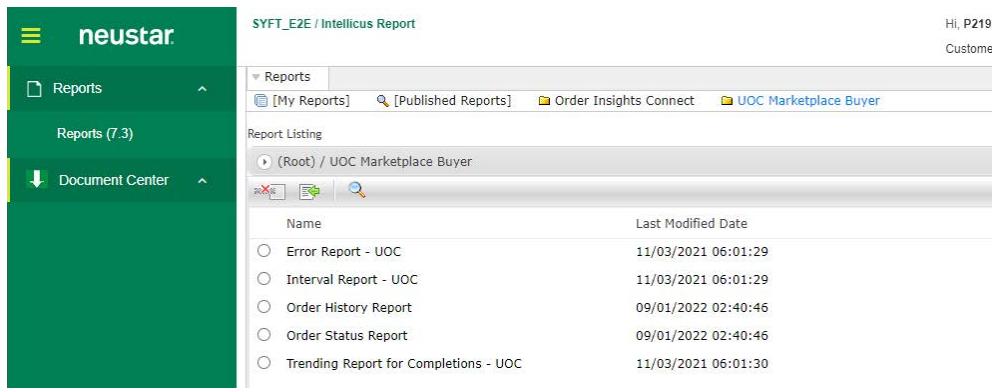
The Report Parameter page will display different fields with dropdown options. Select all that applies then click Run Now at the bottom right
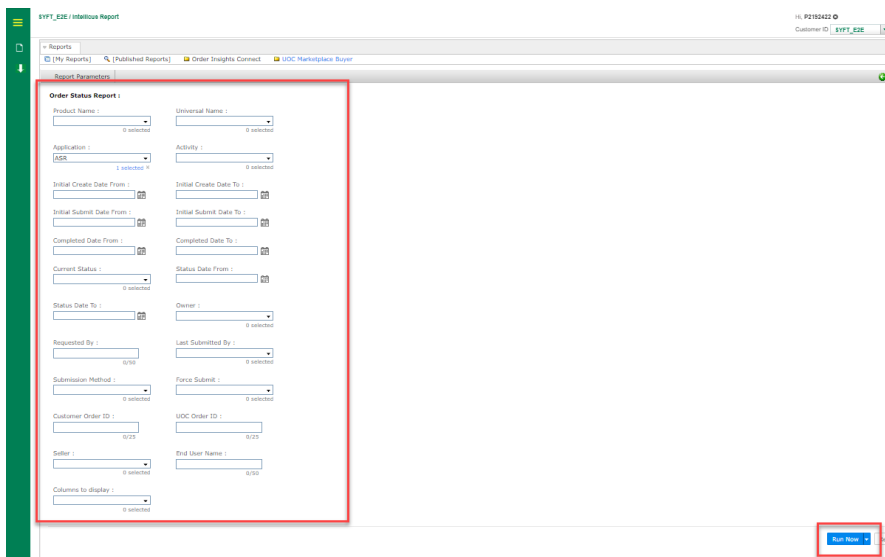
After the Run is completed, it will display on screen. At the top shows your parameters selected. As well as in the body at the top of the report

The 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.

You can view recently ran reports by clicking on **My Reports** at the top left corner of the screen and then select **recent reports**
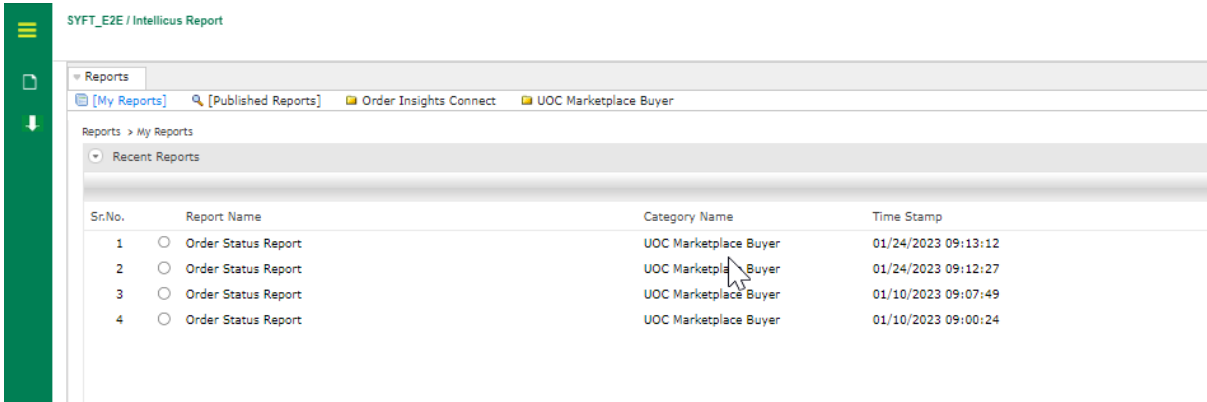
A report can be scheduled to be ran as well. Select **My Report,** click on **Filters**, click on ![icon] icon to select a report to schedule to be ran from the dropdown list.
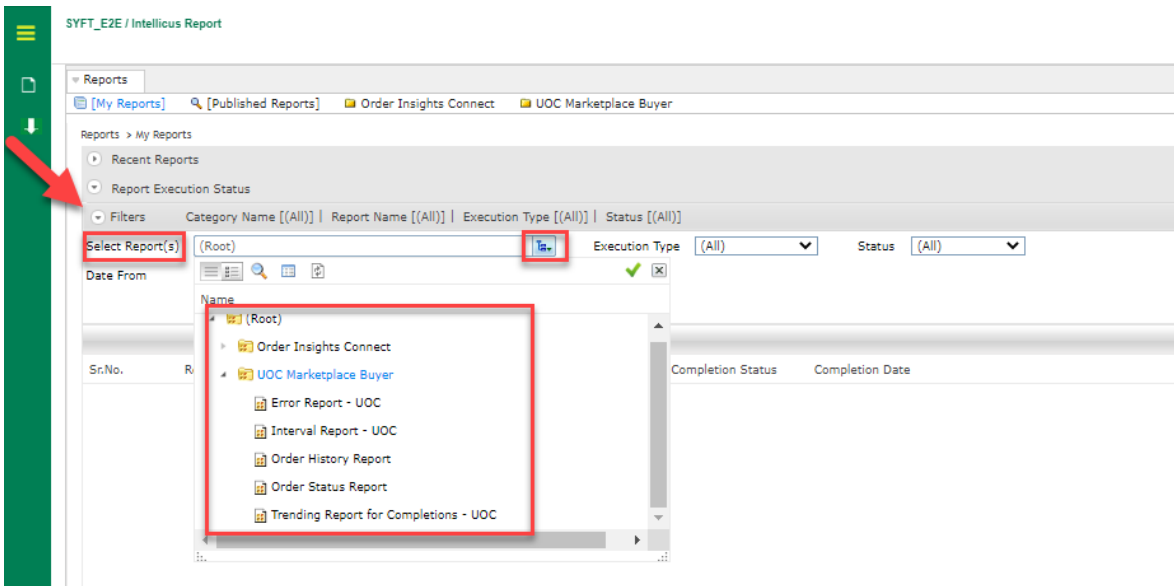
The selected report will display in the field. Select your **Execution type** and the date to start and end the scheduled run. Then click **Refresh.** Your schedule reports will display below
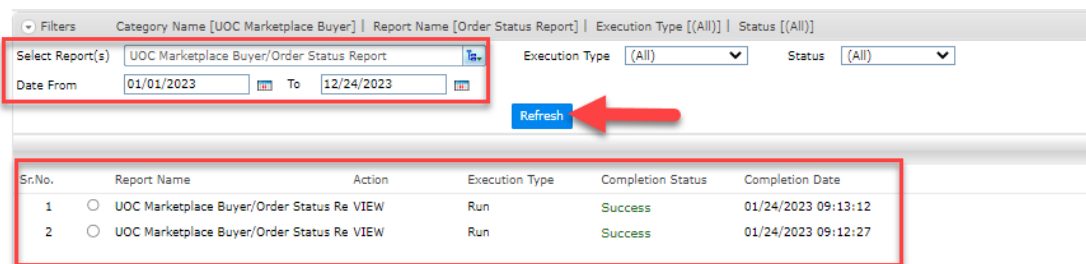
Spectrum
BUSINESS®

Revision	Description	Author(s)
1.0	First Draft	Shavoyah Fox

About Spectrum Business

Spectrum Business, a part of Charter Communications, Inc., is a national provider of scalable, fiber technology solutions serving many of America's largest businesses and communications service providers. The broad Spectrum Business portfolio includes networking and managed services solutions: Internet access, Ethernet access and networks, Voice and TV solutions. The Spectrum Business team of experts works closely with clients to achieve greater business success by providing solutions designed to meet their evolving needs.

Spectrum▶
BUSINESS®