

Quick Reference Guide:

How to Navigate in FDI Reporting



Purpose:

Oracle Fusion Data Intelligence (FDI) is a platform where WaveWorks users will access reports. This document will help users with general navigation in FDI.

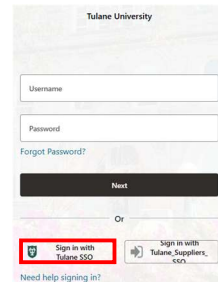
REQUIREMENT: The ability to see report data is based on the security a user has in WaveWorks. If a user is unable to access data in FDI, they will need to request the appropriate access via the Service Now Access Request Form. Please check each report for the necessary role needed to view data.

Accessing FDI:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



Click on Shared Folders.



Click on Custom.



Click on FDI Production.



All available reports will be in this file



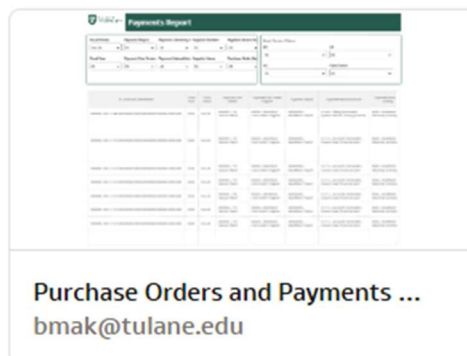
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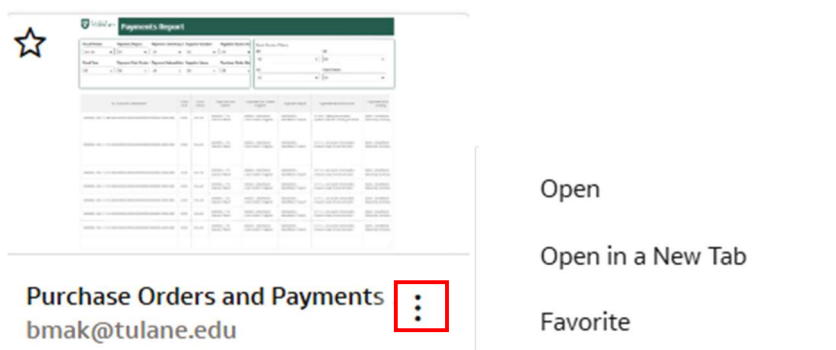
Opening Reports:

Double Click on the Report.

OR



Click on the three dots to open or open in a new tab.

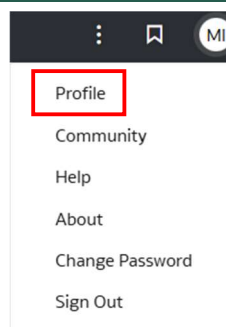


The three dots will not appear until hovering over the report

Set your Profile to always open Reports to a New Tab:

Click on your initials in the upper right hand corner.

Choose Profile.



Select Advanced

Advanced

Make sure Open Editors in New Tabs is toggled on.

Open Editors in New Tabs ☒



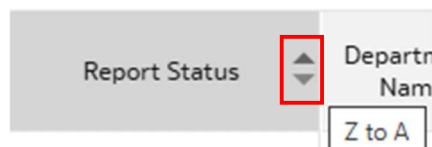
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Sorting Columns:

Hover in a header cell to sort A to Z or Z to A.



Using the Report Filters:

Filters will only show available data to filter. The filter box is draggable on the screen.

Click on the filter to change.

Filters may vary on each report

Click on the option to select.

Multiple selections are possible

Add all options with the Add button at the bottom of the filter

Click outside of the selection box to minimize the box

To unselect a filter, click on it from the selection area.

Clear all options with the Clear button at the bottom of the filter

Clear (1)

Click Apply.

Apply

If there is no Apply button, the report will auto update based on the filter selection



Using Hyperlinks:

Some reports like the Budget Variance Report and the Transaction Report have hyperlinks which will bring a user to more detailed information.

Hyperlinks will show an underlined amount in the field. Click on the number for more detailed information.

30,221.25

The hyperlink will only appear when you hover over the cell

Hyperlinks are not available in every cell

Saving a State:

Saving a state allows a user to retain specific filters each time they run a particular report. If a state is saved, users may need to unselect the filter when drilling through on transactions to view data. Users may have multiple states saved and toggle between them.

Set the desired filters for your report.

Fiscal Period	Fiscal Year	Project	Natural Account	Cost Center Program
Apr-26	2026	All	All	All

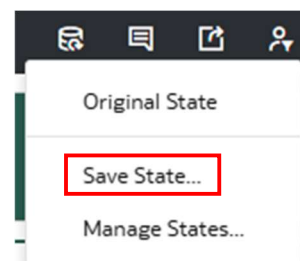
Cost Center	L5	L4	L3
All	All	All	All

Filters may vary on each report

Click on State Menu.



Save State.



Original State will return a user to the base filter for the report.

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Name the State.

Save State

Name

☐ Set as default state

Cancel

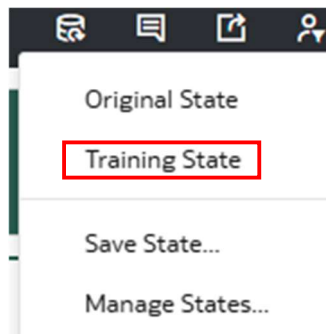
Save

Click Save.

Set as default if applicable

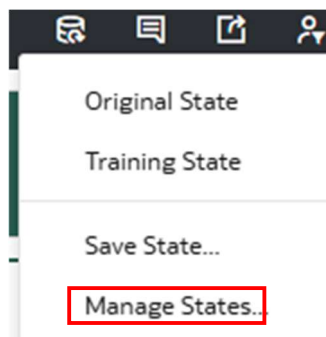
Users may set up to 15 states

Upon opening the report again, click on State Menu and Choose the Appropriate State to apply the chosen filters.



Deleting a State:

To delete a State,
Choose Manage States.



Click the trash can
next to the state to
delete.

✓ Training State

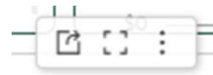


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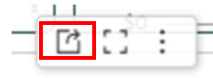
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Exporting Tables:

To export a table, hover over the table until these 3 icons appear.



Click the Export button.



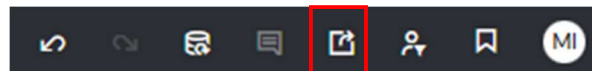
PDF
Powerpoint
Image
Excel
CSV
Print
File
Teams
Slack

Export is recommended as CSV

CSV will return more rows than Excel

Exporting an Entire Report:

To export an entire report, click on the Export button on the menu bar.



Click the Export button.

