Dear Rutgers Colleagues,

In preparation of the upcoming Quarterly Patch in Oracle Financial Cloud on the weekend of 11/21 please be advised that Oracle will be updating the URL for BI Reports and OTBI Dashboards and Queries along with Smart View Excel Plugin. In order to prevent any disruption, you will need to update your local bookmarks and Smart View Connection. **Please note that these tasks can be done immediately without any interruption and should be completed by 11/23** or you may experience an error message or a message stating *"The cloud service you are trying to access is currently undergoing maintenance. Rest assured, we will get you up and running again as soon as possible. We apologize for the inconvenience."*

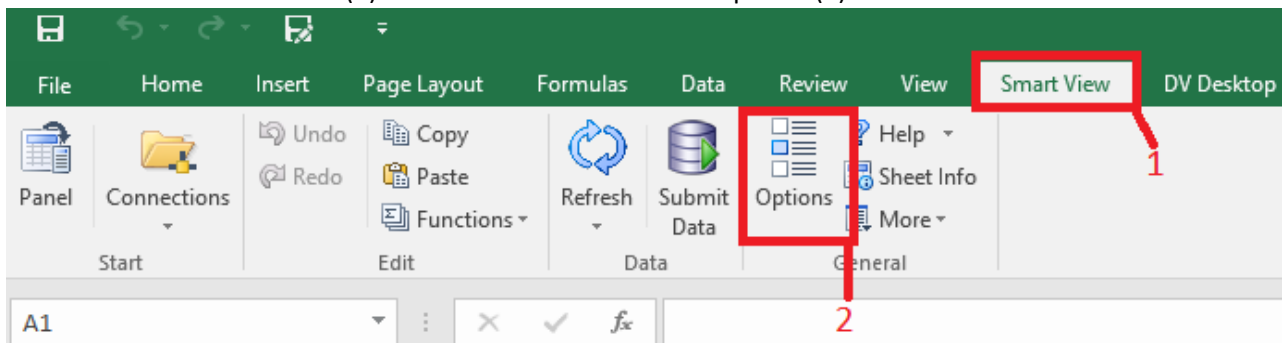This update requires the following actions:

- Update Local Bookmarks in your web browser for BI Reports and OTBI Dashboards and Queries
    - *Please note that reports and saved queries accessed directly from within application or via my Rutgers portal you do not need to take any action for reports/saved queries*

- Update Shared Connection URL for Smart View Excel Plugin

- Update Private Connection URL for Smart View Excel Plugin (Only necessary if you have setup Private Connection)

Instructions to update bookmarks in your web browser for BI Reports and OTBI Dashboards and Queries
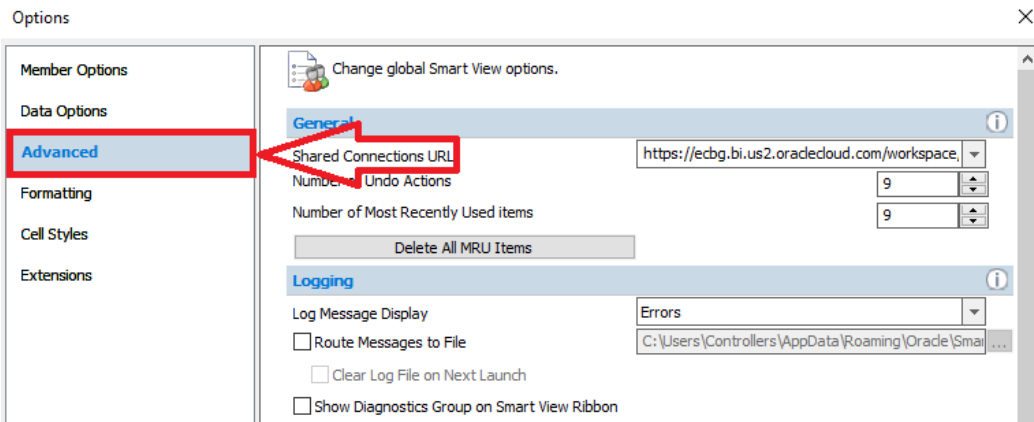
- Open your web browser
- Edit any local bookmark that points to a BI Report/OTBI Dashboard or Query
    - [Managing Chrome Bookmarks Instruction](#)
    - [Managing Firefox Bookmarks Instruction](#)
    - [Managing Safari Bookmarks Instruction](#)
- Inspect for any saved bookmark URL that begins with
    - https://ecbg.**bi**.us2.oraclecloud.com/........
- Replace with **.bi** with **.fa (Only replace .bi with .fa as shown below)**
    - https://ecbg.**fa**.us2.oraclecloud.com/........
- Save local bookmark

Instructions to update Shared Connection URL for Smart View
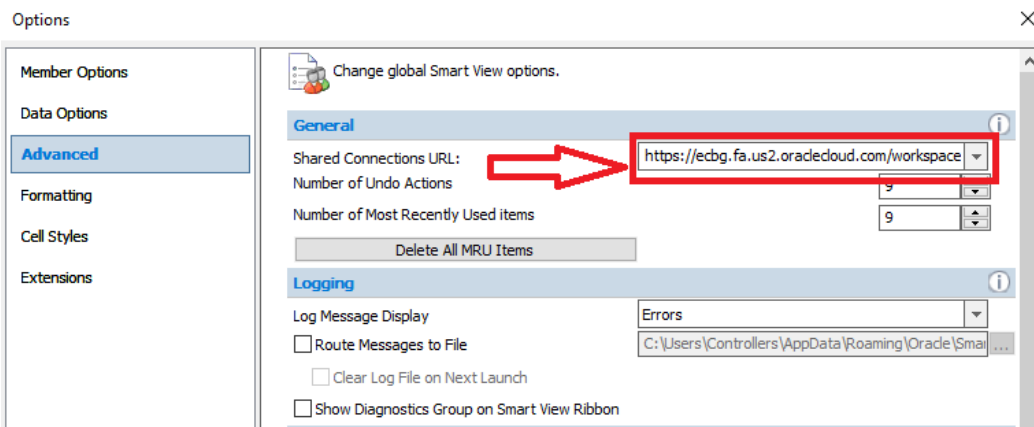
- Open Excel and select a new Blank Workbook
- Click on the Smart View Tab (1) from the Ribbon and select Options (2)
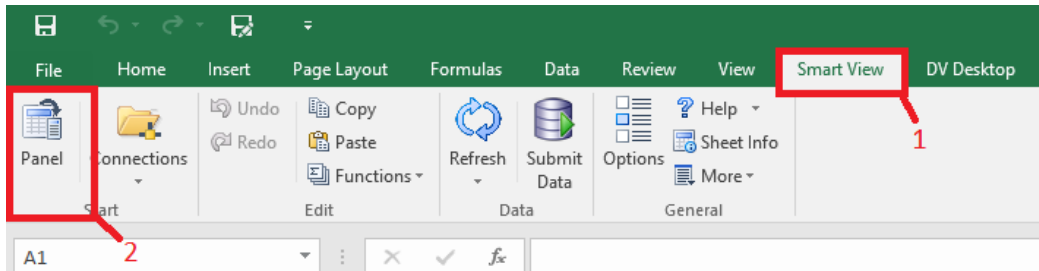
- Click on the Advanced Tab
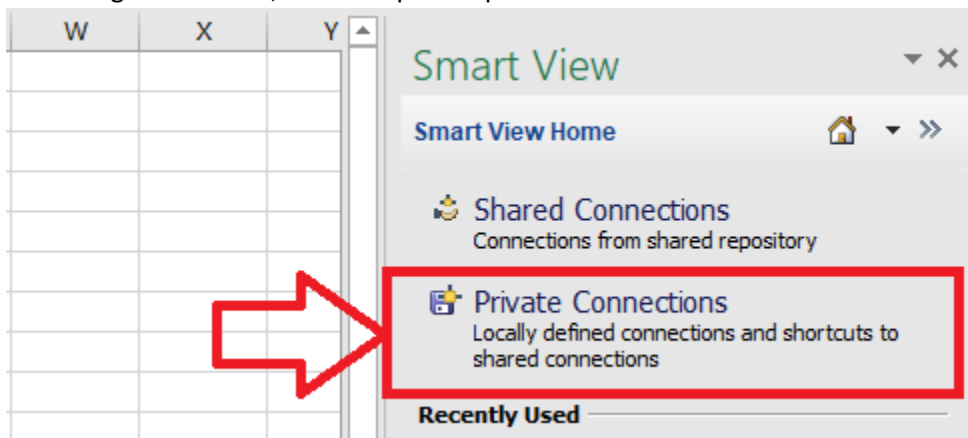

- Replace the Shared Connections URL with: https://ecbg.fa.us2.oraclecloud.com/workspace/SmartViewProviders

- Click OK to accept changes and Close Excel

Instructions to update Private Connection URL for Smart View (Only necessary if you have setup Private Connection)
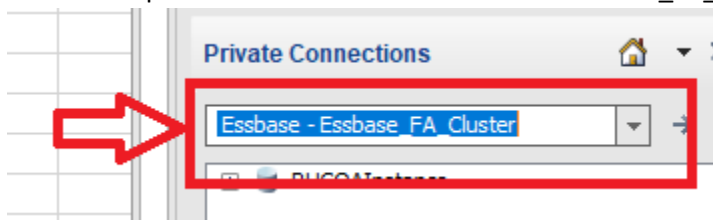
- Open Excel and select a new Blank Workbook
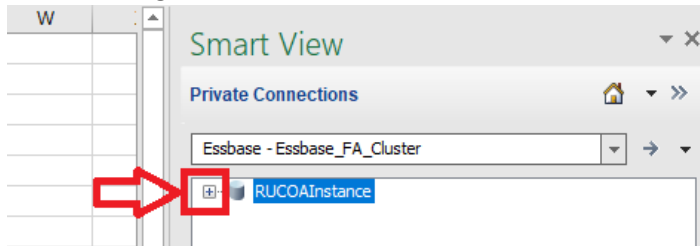- Click on the Smart View Tab (1) from the Ribbon and select Panel (2)

- On the right hand side, once the panel opens click on Private Connections
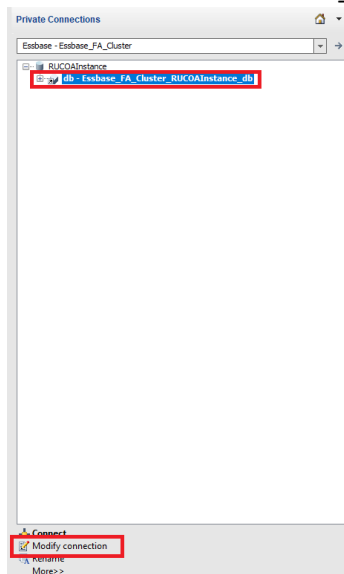
- Use the drop down menu and select Essbase – Essbase_FA_Cluster from the drop down menu
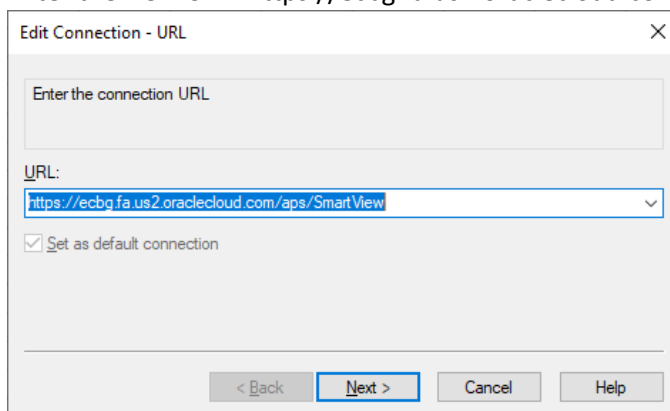

- Click the + sign to the left of RUCOAInstance

- Click on the text db-Essbase_FA_Cluster_RUCOAInstance_db (highlighted blue) and select Modify Connection
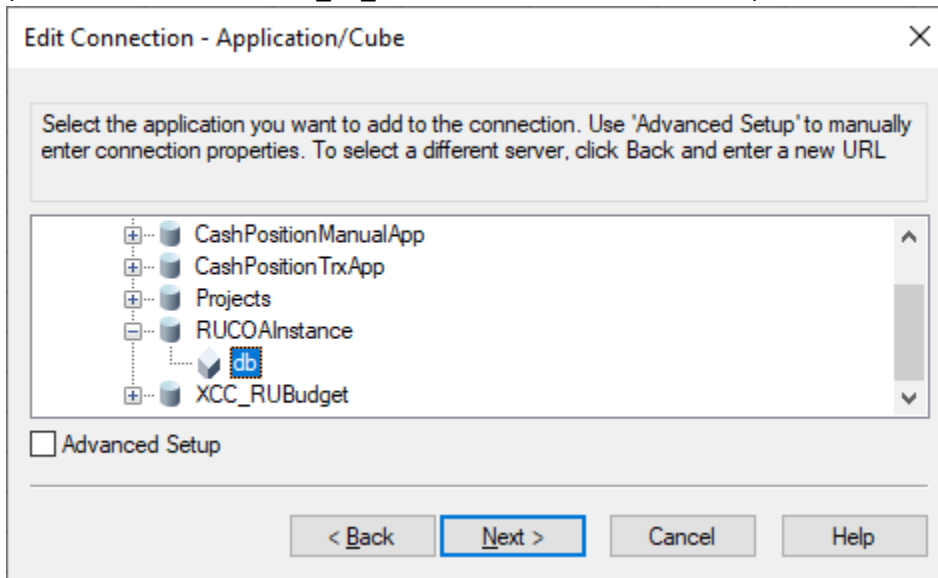

- Enter the New URL: https://ecbg.fa.us2.oraclecloud.com/aps/SmartView
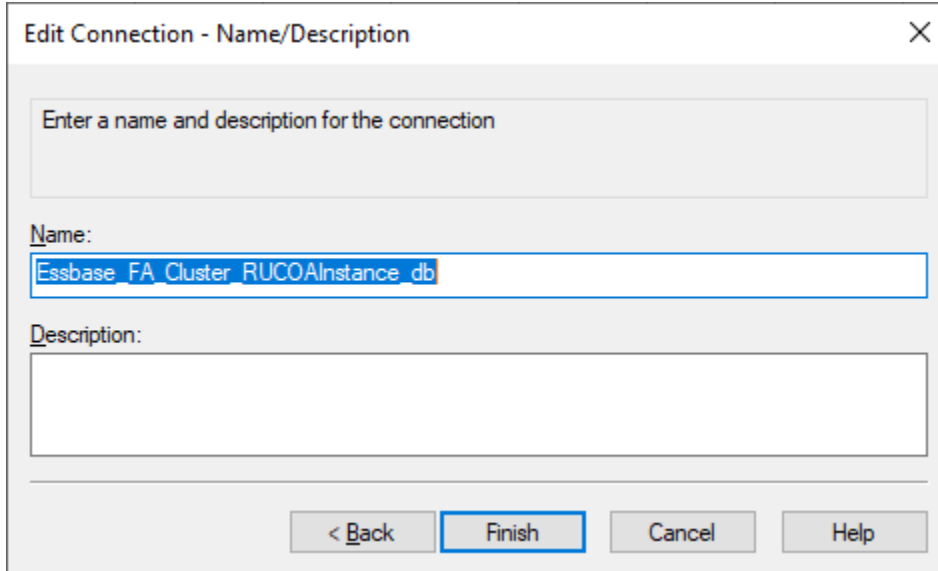

- Click Next and you will be prompted to login as normal (select yes if any script error appears)

- After logging in Expand using + and select db under RUCOAInstance
  (Servers -> Oracle Essbase_FA_Cluster -> RUCOAInstance -> db)

Edit Connection - Application/Cube   ✕

Select the application you want to add to the connection. Use 'Advanced Setup' to manually enter connection properties. To select a different server, click Back and enter a new URL

⊞ CashPositionManualApp
⊞ CashPositionTrxApp
⊞ Projects
⊟ RUCOAInstance
　　　✔ db
⊞ XCC_RUBudget

☐ Advanced Setup

[< Back] [Next >] [Cancel] [Help]

- Click Next then Finish

Edit Connection - Name/Description   ✕

Enter a name and description for the connection

Name:
Essbase_FA_Cluster_RUCOAInstance_db

Description:

[< Back] [Finish] [Cancel] [Help]

- Close Excel

If you experience any difficulty completing this task or run into an error or maintenance message when clicking a link or need additional information, please contact reporting@finance.rutgers.edu