Connecting to OLAP cubes

Using Excel
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Requesting Access

- In order to connect to the AITS – Decision Support OLAP cube, you must first get access to it.

- In order to get approved for access, you must have access to the relevant subject data in the EDW. If you do not have access, your Unit Security Contact (USC) must request access to it.

- If you have access to the relevant subject data in the EDW, your USC can submit a request specifically for the OLAP sub access.
Once you have access, Start in Excel
Go to the Data Tab
Select “From Other Sources” Then “From Analysis Services”
Fill in the information in the Data Connection Wizard

1. In Server Name, type: “chibisql1.admin.uillinois.edu”

2. Most units use Active Directory. If your unit does, you can use Windows Authentication.

3. Click Next
If you do not use Active Directory, you will get the below error message:

![Microsoft Office Excel error dialog](image)

- If you get the above error, go to the **Appendix** to see additional instructions for accessing the cube.
Select the OLAP appropriate cube in the pull down menu and highlight the name.

This example uses the Headcount FTE cube. Your options will vary depending on your access.
Click on Finish

![Data Connection Wizard](image)

**Save Data Connection File and Finish**

Enter a name and description for your new Data Connection file, and press Finish to save.

- **File Name:** chibisql1.admin.illinois.edu Employee Headcount-FTE Analysis.odc
- **Description:** *(To help others understand what your data connection points to)*
- **Friendly Name:** chibisql1.admin.illinois.edu Employee Headcount-FTE Analysis
- **Search Keywords:**
- **Always attempt to use this file to refresh data**
- **Excel Services:** Authentication Settings

[Finish button highlighted]
The data connection wizard wants to start the Pivot Table in A1. Click “OK”.

![Image of the Import Data dialog box with A1 selected for the Pivot Table Report]
You are now ready to start using the OLAP Cube.
Connecting to the Cube next time

- After you have connected to the cube once, the next time you need to connect to it will be much easier.
Start in Excel at the Data tab
This time we will go to Existing Connections
Select “chibisql1.admin.uillinois.edu Employee Headcount- FTE Analysis”

- This example uses the Headcount OLAP cube. The connection will start with chibisql1.admin.uillinois.edu. The cube name will vary depending on which cube you are trying to select.
The data connection wizard wants to start the Pivot Table is A1. Click “OK”.

![Import Data dialog box](image)
You are now ready to start using the OLAP Cube.
Appendix

First Time Connection Problems
If you get an error message, try this method

1. In Server Name, type: “chibisql1.admin.uillinois.edu”

2. Click on the radio button, next to “Use the following User Name and Password”

3. In User Name,
   a) **At UIC**, enter “AD” followed by a backslash and your username (AD\username).
   b) **At UIS**, In User Name, enter “UISAD” followed by a backslash and your username (UISAD\username).
   c) **At UIUC**, enter “UIUC” followed by a backslash and your username (UIUC\username).

4. In Password, enter your Desktop Login password

5. Click Next
Click on Authentication Settings...
Click on SSO.

1. In SSO ID:,
   a) **At UIC**, enter “AD” followed by a backslash and your username (AD\username).
   b) **At UIS**, In User Name, enter “UISAD” followed by a backslash and your username (UISAD\username).
   c) **At UIUC**, enter “UIUC” followed by a backslash and your username (UIUC\username).

2. Click OK
Click Save password to file
You get a warning message that your password is saved on your computer.
Select the OLAP cube in the pull down menu and highlight the name.
The data connection wizard wants to start the Pivot Table is A1. Click “OK”.

![Import Data dialog box](image)
You are now ready to start using the OLAP Cube.
If you are still having connection problems:

- Please send an email to Decision Support User Support Specialists (dsuss@uillinois.edu)
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