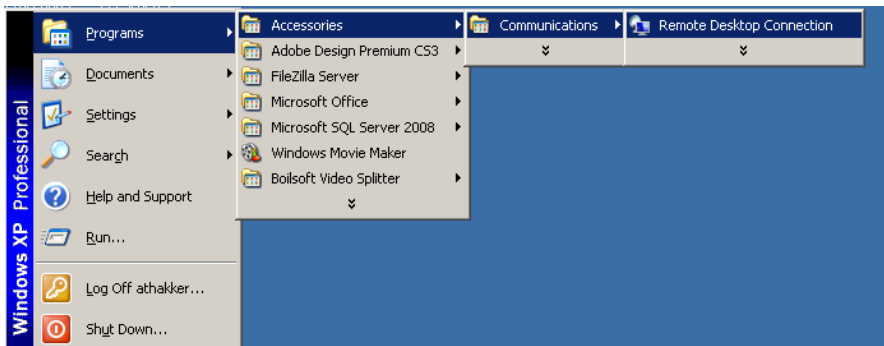


## Connecting to MARS via Terminal Services

Launch Remote Desktop Connection.



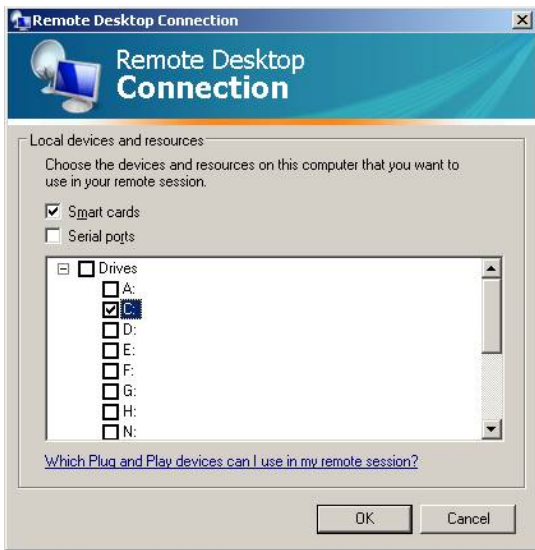
Type in **med-ts01.med.usc.edu** in the Computer field and click on the **Options** button.



Go to the **Local Resources** tab and click on More.. Under the **Local devices and resources** section.



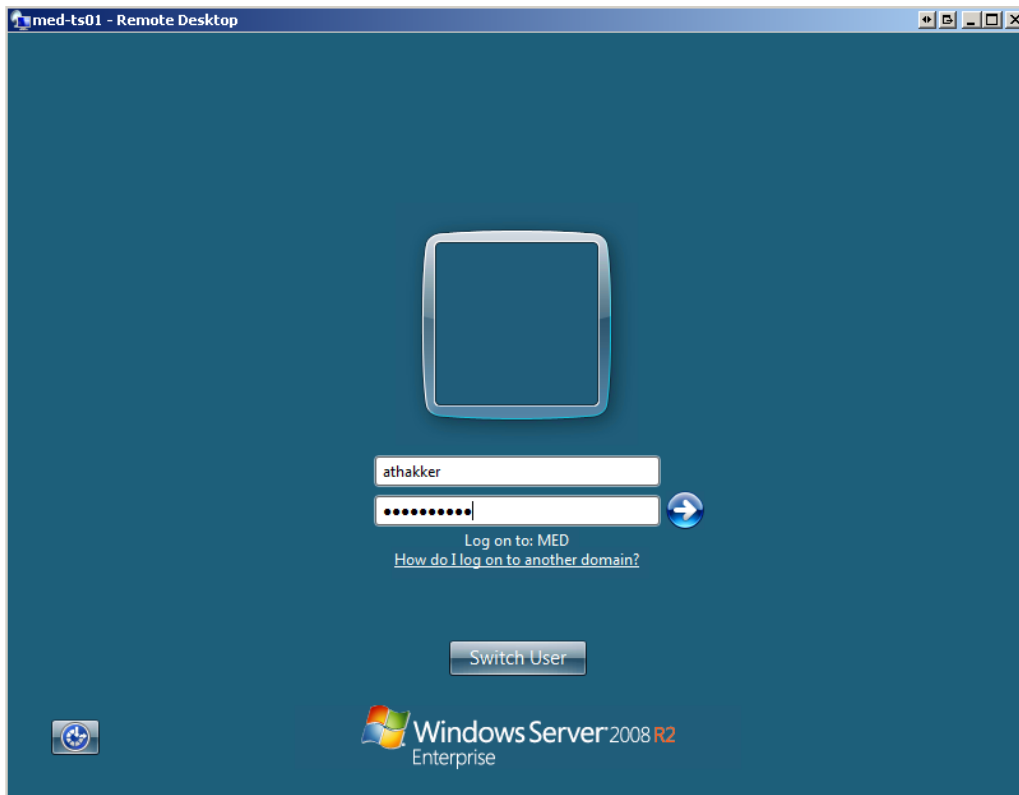
Open up Drives and checkmark against the C: drive.



Click OK.

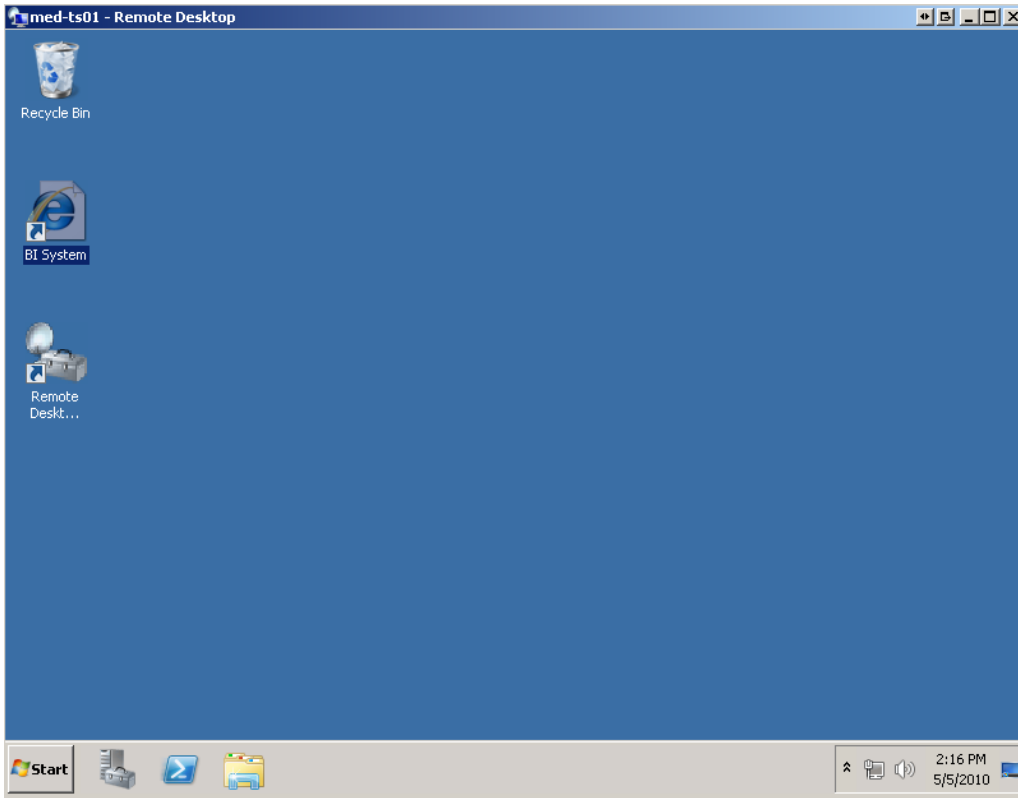
Click on the Connect button to connect to the server.

Log in with MED credentials.



On the Desktop you will see a shortcut for the **BI System**

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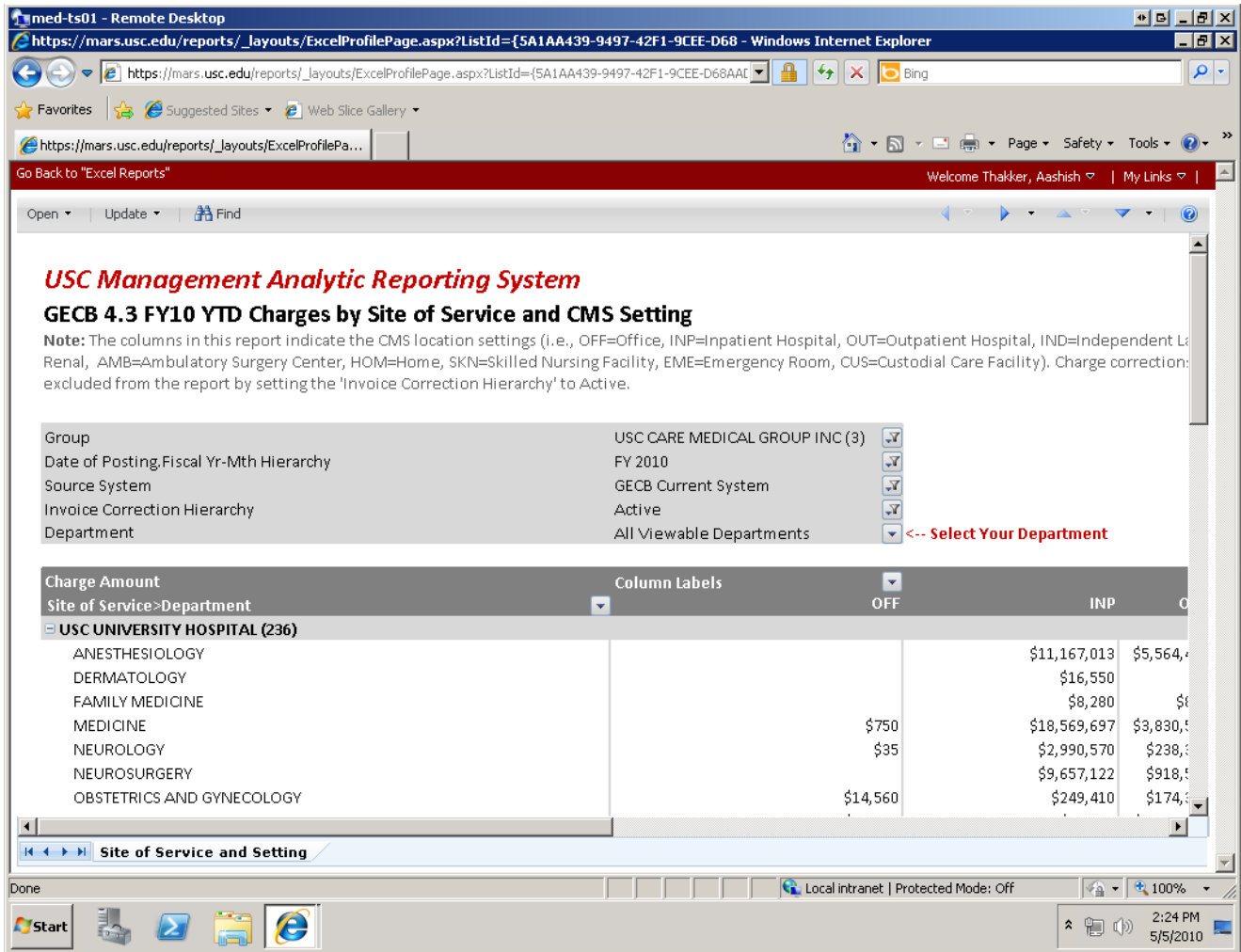
Double click the BI Shortcut icon to launch Internet Explorer and go to the MARS portal site at <https://mars.usc.edu>



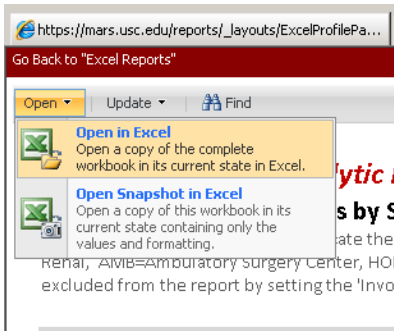
You can go to the Reports site by clicking on the link for Excel Reports in the Menu on the left column:



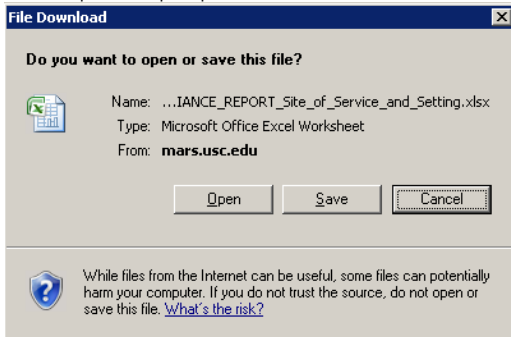
Click on any of the reports to open them up on the website.



To customize this report you can now open it up in Excel, locally, by clicking on Open -> and choosing the Open in Excel option.

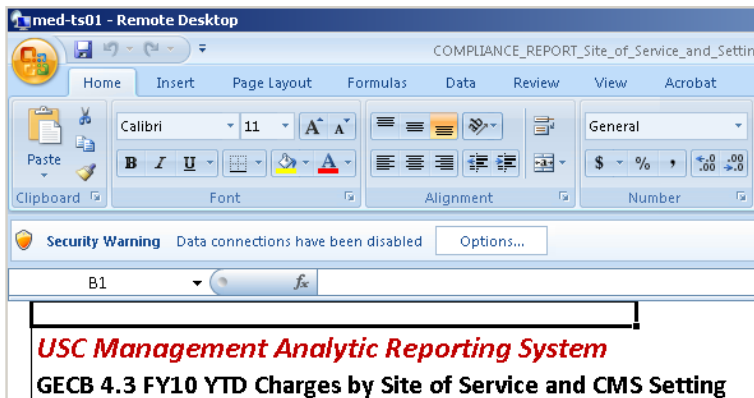


Click on Open when prompted to download the file.

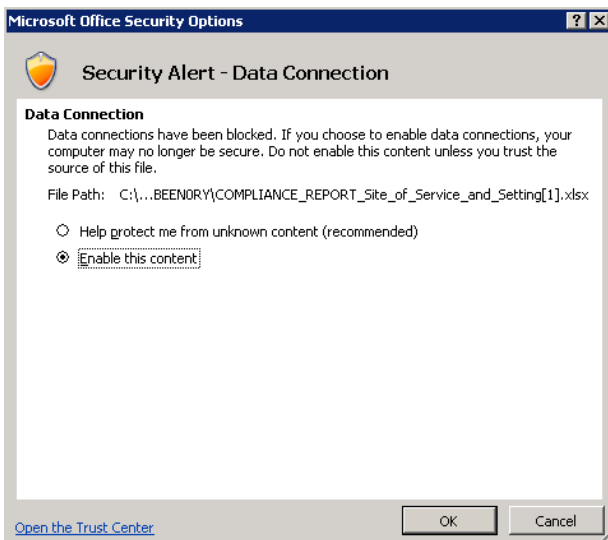


Now the report will open in Excel on your Terminal Services connected session.

Click on Options for the Security Warning...

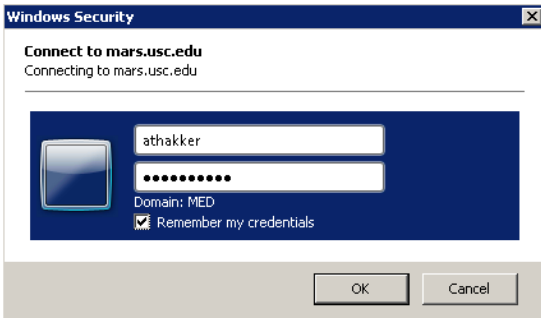


And choose "Enable this content" and click OK.



Because the file you just opened has a live data connection to a data source, Excel prompts you that in order to ensure the safety of your pc it has disabled the connection and hence you must enable it manually. This is an Excel safety feature. You do want to enable the connection to MARS if you wish to customize any reports.

The first time you enable data connections, Excel will prompt you to authenticate using your MED credentials. It is advisable to checkmark the box against "Remember my credentials".



Click anywhere within the report and you will now be able to see the complete Field List to the right, ready for customization!

**USC Management Analytic Reporting System**  
**GECB 4.3 FY10 YTD Charges by Site of Service and CMS Setting**

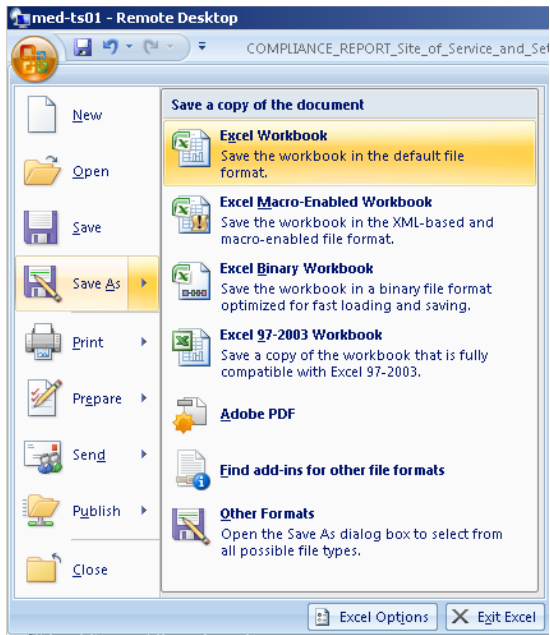
**Note:** The columns in this report indicate the CMS location settings (i.e., OFF=Office, INP=Inpatient Hospital, OLS=Outpatient Surgery Center, ESR=End Stage Renal, AMB=Ambulatory Surgery Center, HOM=Home, SKN=Skilled Nursing Facility, EME=Emergency Department, etc.). Corrections have already been excluded from the report by setting the 'Invoice Correction Hierarchy' to Active.

Group: USC CARE MEDICAL GROUP INC (3) ✓  
 Date of Posting, Fiscal Yr-Mth Hierarchy: FY 2010 ✓  
 Source System: GECB Current System ✓  
 Invoice Correction Hierarchy: Active ✓  
 Department: All Viewable Departments <-- Selected

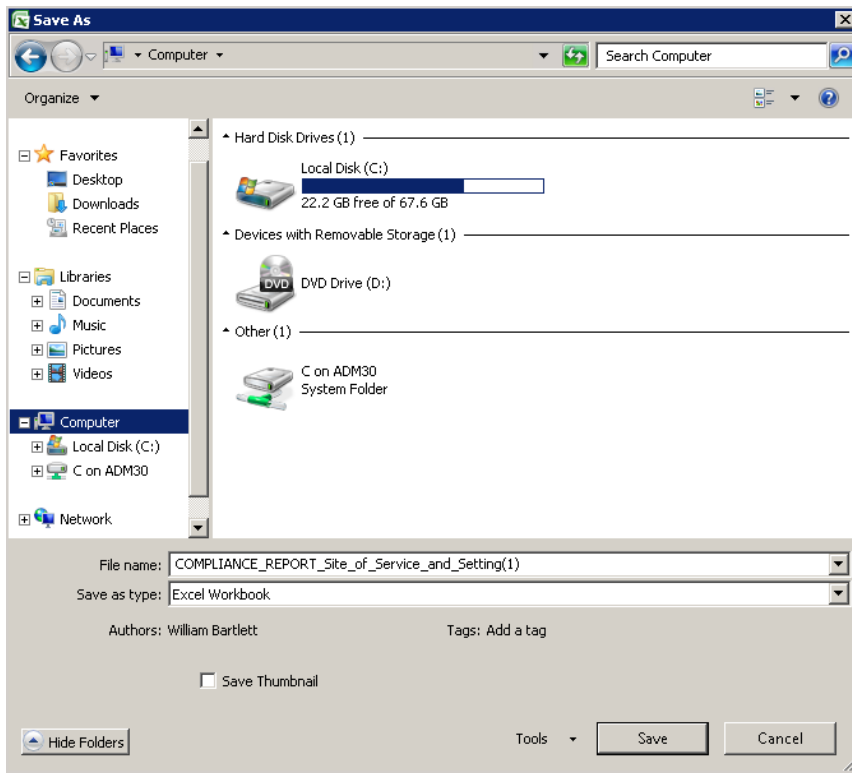
Charge Amount	Column Labels	OFF
<b>USC UNIVERSITY HOSPITAL (236)</b>		
ANESTHESIOLOGY		\$11,000
DERMATOLOGY		
FAMILY MEDICINE		
MEDICINE		\$750
NEUROLOGY		\$35
NEUROSURGERY		\$9
OBSTETRICS AND GYNECOLOGY		\$14,560
OPHTHALMOLOGY		\$10,380
ORTHOPAEDIC SURGERY		\$8,000

Once you make all necessary changes you need to save this. The MED-IT department does not allow saving of reports on the Terminal Server. However, you can save it on your local pc's drive.

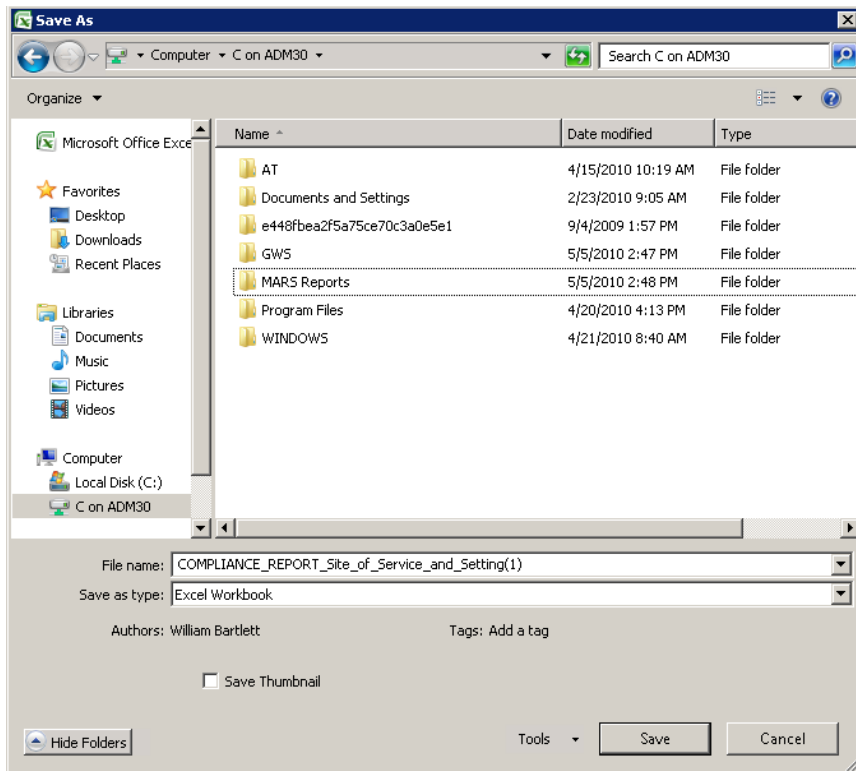
To save the report, click on the Office Icon on the top left and choose Save As -> Excel Workbook



In the Save As window, in the left column, locate Computer and open it up by clicking the plus sign next to it. You should now see a Local Disk (C:) and another drive called C on XXXX (XXXX being the name of the pc you are logging in from). This is the C drive on your local computer.



Click on **C on XXXX** (or open up the + sign) and locate a folder on your local pc to save the report to. (We recommend creating a folder called MARS Reports).



Choose **MARS Reports** and click Save.