## 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.

	Remote Desktop Connection	×
<u>C</u> omputer:	med-ts01.med.usc.edu	
User name:	None specified	
You will be a	sked for credentials when you connect,	

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

eneral   [	Display Local Resources Programs Experience Advanced
Remote o	computer sound
	Bring to this computer
	In full screen mode only
Local dev	rices and resources Select the devices and resources you want to use in your remote session:
-	I Printers I Clipboard
	More

Open up Drives and checkmark against the C: drive.

Remote Desktop Connection	×
Remote Desktop Connection	1
CLocal devices and resources	
Choose the devices and resources on this computer that you want to use in your remote session.	
I Serial ports	
Drives     A:     Dr:     E:     F:     G:     H:     N:     Which Plug and Play devices can I use in my remote session?	*
OK Car	cel

Click OK.

Click on the Connect button to connect to the server. Log in with MED credentials.

🔁 med-ts01 - Remote Desktop		
	athakker •••••••• Log on to: MED How do I log on to another domain?	
	Switch User	
	Windows Server 2008 R2 Enterprise	

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



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.

1 med-ts01 - Remote Desktop Abtract/ware use adu/eenexts / Javauts /SucalDeafileDage acru/21istId=550100429-6	2407, 42E1, 0CEE, DSR , Windows Internet Fun	lovor	
The participation of the	9497-42F1-9CEE-D68AAE 🔻 🔒 😽 🗙 🗔	Bing	
Favorites     A      A      A      Suggested Sites     A     Web Slice Gallery			
Ahttps://mars.usc.edu/reports/ lavouts/ExcelProfilePa	<u>Å</u> • 5	] 🗸 📑 📥 🕶 Page 🕶 Safety 🕶	Tools + 🔞 + »
Go Back to "Excel Reports"		Welcome Thakker, Aashish ▽	My Links 🔻 📔 🧖
Open 👻   Update 👻   🏦 Find			<b>*</b> •   @
			<b></b>
USC Management Analytic Reporting System			
Note: The columns in this report indicate the CMS location settings (i.e., OF Renal, AMB=Ambulatory Surgery Center, HOM=Home, SKN=Skilled Nursing excluded from the report by setting the 'Invoice Correction Hierarchy' to Ad	S Setung F=Office, INP=Inpatient Hospital, OUT=O Facility, EME=Emergency Room, CUS=Cus tive.	utpatient Hospital, IND=Indep todial Care Facility). Charge co	endent La prrection:
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 🔹 💽	< Select Your Department	
Charge Amount	Column Labels 🛛 🔽		
Site of Service>Department	• OFF	INP	C
USC UNIVERSITY HOSPITAL (236)			
ANESTHESIOLOGY		\$11,167,013	\$5,564,4
DERMATOLOGY		\$16,550	
FAMILY MEDICINE		\$8,280	\$8
MEDICINE	\$750	\$18,569,697	\$3,830,5
NEUROLOGY	\$35	\$2,990,570	\$238,:
NEUROSURGERY		\$9,657,122	\$918,5
OBSTETRICS AND GYNECOLOGY	\$14,560	\$249,410	\$174,:
	1		
Image: state of service and Setting			
) Done	📃 📄 📢 Local intranet   F	rotected Mode: Off 🛛 🖓 🗸	• 100% • //
🎦 Start 🐰 ⊿ 🚞 🧭		* 🛍 🕻	)) 2:24 PM 5/5/2010

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

Co Back (	://mars.usc.edu/reports/_layouts/ExcelProl :o "Excel Reports"	ilePa
Open	🗾   Update 🔻   👫 Find	
×.	Open in Excel Open a copy of the complete workbook in its current state in Excel.	utic
	Open Snapshot in Excel Open a copy of this workbook in its current state containing only the values and formatting.	s by S
exc	luded from the report by setting t	ne 'Invo



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

Click on Options for the Security Warning...



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

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!



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.

🔀 Save As		×
	nputer 👻 🔻 🕶 Search Computer	
Organize 🔻		₩= <b>• ?</b>
Favorites     Desktop     Downloads     Recent Places      Dournents     Music     Pictures     Videos      Computer      Conputer      Con ADM30      Network	<ul> <li>Hard Disk Drives (1)</li> <li>Local Disk (C:)</li> <li>22.2 GB free of 67.6 GB</li> <li>Devices with Removable Storage (1)</li> <li>DVD Drive (D:)</li> <li>Other (1)</li> <li>C on ADM30 System Folder</li> </ul>	
File name:	COMPLIANCE_REPORT_Site_of_Service_and_Setting(1)	•
Save as type:	Excel Workbook	•
Authors:	William Bartlett Tags: Add a tag	
	🗖 Save Thumbnail	
Aide Folders	Tools + Save	Cancel

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.