Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
4001	MERLIN.net Guide for New Users	Date Revised: 10/10/2016
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Table of Contents

Mississippi Executive Resource Library and Information Network

https://merlin.state.ms.us

MERLIN.net
Guide for New Users

MMRS Call Center Support
(601) 359-1343
8:00 AM to 4:30 PM

Introduction

MERLIN uses data warehousing to collect source data from the Statewide Payroll and Human Resource System (SPAHRS) to integrate, store, and deliver information to users through various reports and queries. MERLIN.net provides the user with timely access to this data over the Internet.

How to Get Started

To access information on MERLIN.net the user will first have to be established as a MERLIN user. MERLIN users will be provided with a user name and password to access our system.

MERLIN.net uses Microsoft Internet Explorer 10.0.

Double click on the Internet Explorer icon on your computer to get to the Internet.

Enter the MMRS homepage address, http://www.dfa.ms.gov/dfa-offices/mmrs and select MMRS Applications > MERLIN > MERLIN.net – Login. The MERLIN.net homepage will be displayed.

For first-time template users, the Template Tutorial should be the first priority. The tutorial is divided into six lessons, each lesson taking approximately 20 minutes to complete. The Template Tutorial is found by clicking on **Template Queries** from the home page and then clicking on **Template Tutorial**.

The following picture illustrates the MERLIN.net homepage.

At the top of the page is the navigation bar. This bar will allow users to go back one page, return to the homepage, or access the help menu.

On the left side of the screen in the blue shaded box are the links to the Transparency Mississippi queries, Pre-Defined queries, Template queries, MERLIN Reference, and the users' saved queries. In the center of the page users will find important user information about MERLIN and a link to MMRS Messages from MERLIN page.

Data Reference/Help

MERLIN Reference features:

*   MERLIN Analyst View Discussion Database - provides all identified data issues for source systems.

*   MERLIN Reference Document Database - provides detailed information on the time frames for each subject area contained in MERLIN.

*   MERLIN Data Dictionary - terms for all data items in MERLIN.net Pre-Defined and Template Queries, and the analyst tool.

The reference databases are extremely valuable in MERLIN. They provide quick answers to most questions.

Reports and Queries

MERLIN.net offers two categories of reports to run: Pre-Defined Queries and Template Queries. In order to access Pre-Defined or Template Queries users must have a MERLIN user name and password. Once the user has selected the report to run by clicking on the name of a specific Pre-Defined or Template Query, the dialog box shown below will pop up for User name and Password entry.

Server Login

Please type your user name and password

User name: [   ]
Password: [   ]

[Log In]

Pre-Defined Queries

The queries are designed to answer specific questions. There are specific sets of prompts for the user to create questions and generate a pre-formatted report.

Template Queries

The templates allow the user the flexibility to create a new customized report by defining selection criteria (*e.g.,* filter on Budget Year = 2009), grouping or sorting, and choosing desired columns. See the Template Tutorial for online instructions on how to create, modify, and save report templates.

NOTE: By creating private folders and storing reports in the folders, users may organize saved reports into separate areas. To save a report to a private folder, click 'Folder.' Any previously created folder names will appear. One of these may be selected, or a new folder can be created and then selected.

NOTE: For a detailed listing of MMRS Pre-Defined Queries and Template Queries please refer to the *4002 MERLIN.net Quick Reference Guide.*

Need a Definition for Pre-Defined or Template Queries? Click on the ⬤ icon.

MERLIN Schedule of Availability

The MERLIN system is currently available to users Monday – Saturday from 7 a.m. - 9 p.m.

Downtime for MERLIN is every Sunday.