STAR Training Series

Creating Connections in STAR EPM10
Establishing Connections to the STAR Server

After the MS Office Add-in is installed, connections to the server can be established.
- This only needs to be done once per computer.
- There is one connection for each Model (Financial, Transfers, etc.)
- Only the end user can establish the connections because connecting requires STAR user authentication multiple times.
Connection Process Overview

1. Connect to asu SSVLPN before opening Excel.
2. Open Excel.
3. Find the EPM tab in the Excel ribbon and click the Log-on button.
4. Create a connection following instructions on the next slides.
5. Connections will need to be created for each Model the STAR User is authorized for (Financial, Planning, Salary, Transfers). This can be determined during the creation process when selecting a model to associate with the connection.
6. Create additional connections by duplicating the first one and editing it for each model. Authentication as a STAR user is required for each connection (use STAR credentials).
7. Set a default model (i.e. Financial).
8. Select a Model and log-in.
9. Close Excel to log-off (or click log-off button).
Connecting to the Server Manually

1. Open up Excel and select the EPM Tab.
2. Click Log-on button.
3. Click “...”
Connecting to the Server Manually

4. Click “Create…”
Connecting to the Server Manually

5. Select Microsoft platform

6. Type in Connection Name (i.e. “Financial”)

7. Type in Server URL: http://starp.asu.edu/sap/bpc

8. Click “Connect”
Connecting to the Server Manually

Enter STAR EPM10 ID and Password.

Note: This will be necessary several times throughout the connection process.
Connecting to the Server Manually

9. Select the Model from the drop-down to associate with the Connection Name (i.e. “Financial”).

10. Click “OK.”
Connecting to the Server Manually

Create a duplicate of that first Connection by clicking “Duplicate”.

Tip: You can set a Model to be your default when you’re done setting up connections. The default model will be auto-filled in the log-in window in the future.

Edit the duplicate accordingly (Change the Connection Name and the associated Model as shown in next slide.)
Connecting to the Server Manually

Type in new Connection Name (i.e. Transfers)

Select Model to associate with this Connection (i.e. Transfers)

Click OK

Repeat until all available Models have a Connection.

(Not all models are available to all users – everyone, however, has Financial and Transfers.)
Setting Your Defaults

Once connected to STAR, go through the New User Training materials in the Blackboard Course to find the instructions for setting up your defaults:

- Size the EPM Context appropriately so you can see all the dimensions.
- Change the view of each dimension to show ID – Description.
Next Steps…

(in separate slide deck)

• Performing standard tasks (i.e. reporting, input templates, saving and opening files).