**HRIS Data Mart and PowerBI Reports**

**Daily Maintenance Operation Instruction**

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# Background

To keep HRIS PowerBI reports accurate and refresh daily, there are two separate automatic backend jobs running every day

* ETL jobs: extract data from TechOne – transform data in DWH – delivery to front tables
* PowerBI reports refresh job: automate job to refresh datasets and end users can see the latest data

From maintenance perspective, we need to make sure these above two jobs run successfully every day before 8:30AM.

If there are some errors happen in either of the two jobs, we need to investigate and fix them.

# Subscribe job monitor report to email

There is a report in PowerBI which is monitoring ETL jobs and you can subscribe it to your Anglicare email daily

## Monitor report location

* Login to PowerBI website: <https://app.powerbi.com>
* Go to IT workspace and find report named as ‘**SQLServerETLJobMonitor**’

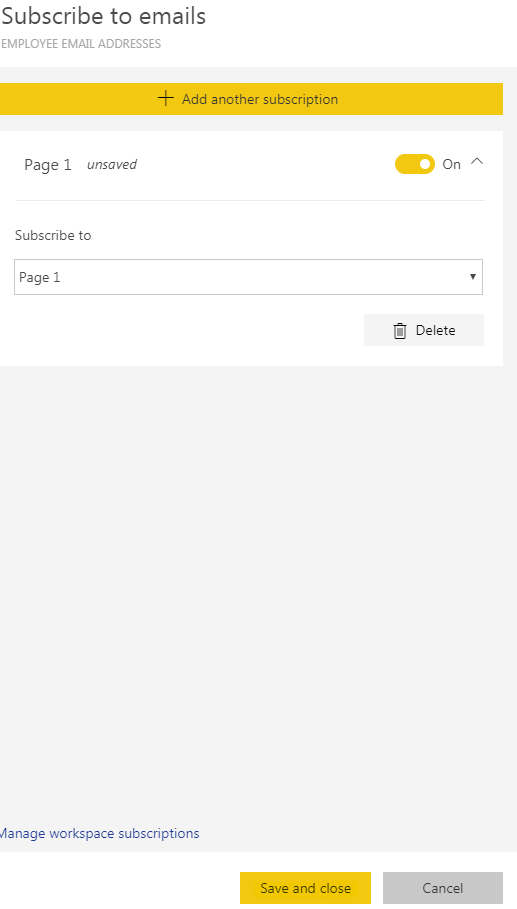


## Subscribe to email

* Open the report and click ‘Subscribe’ button – at the right top corner

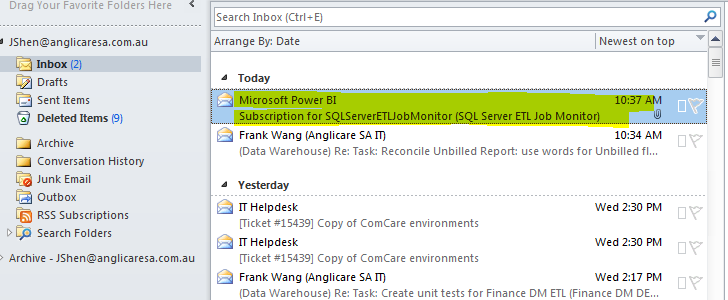


* Add subscription and save



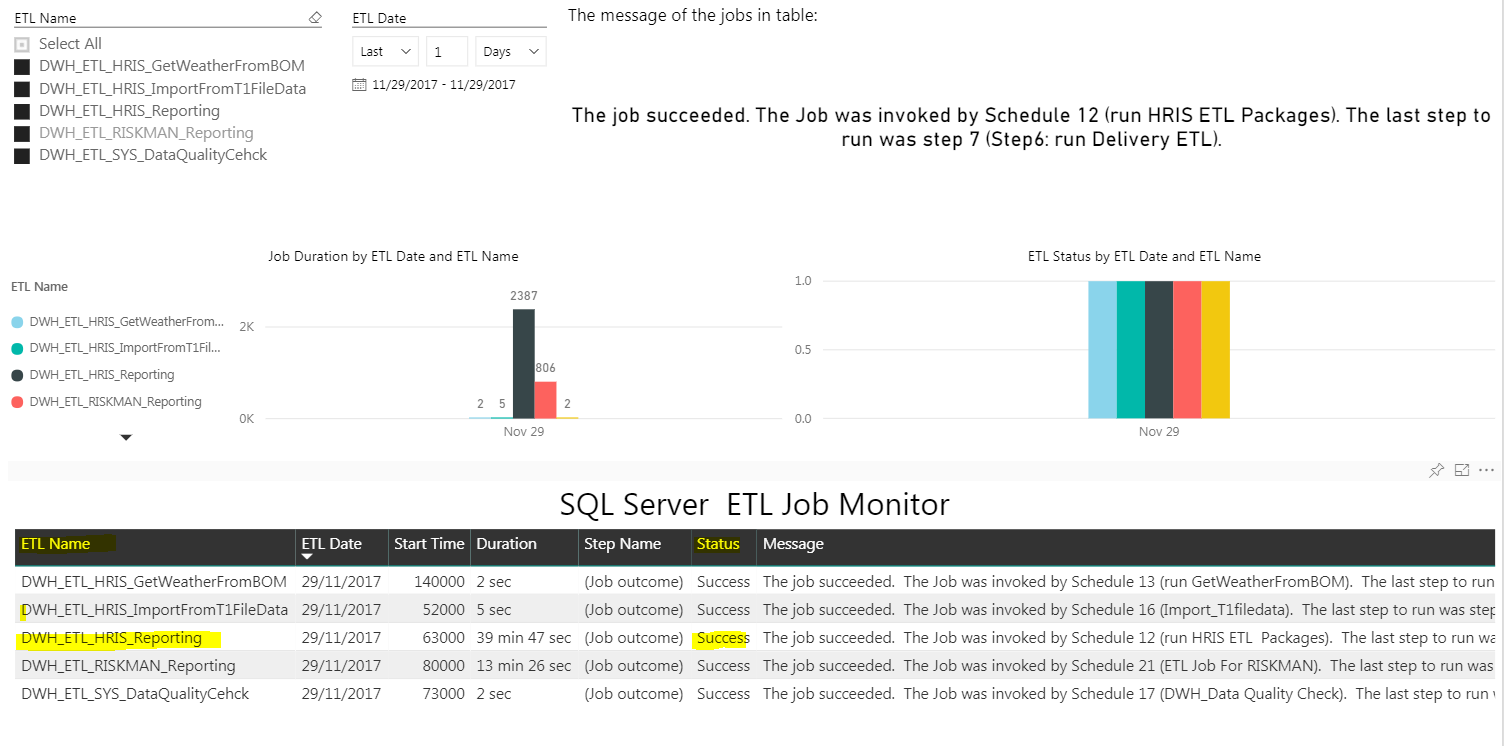
## Check email

After the above subscription process, you will get the report daily by email.



## Find job status

Open the email and you can find the ETL job status for HRIS data mart.



Note: you also can see all the ETL jobs for other data mart in DWH production environment.

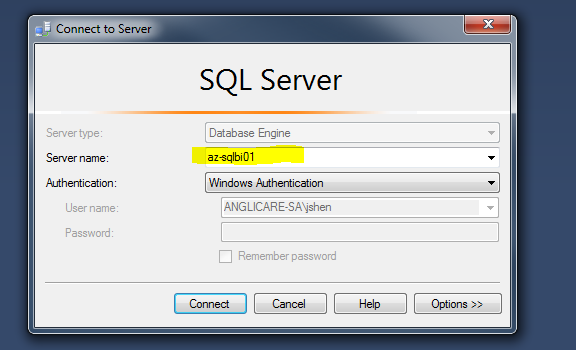
## Action basing on job status

* If Success, nothing need to do
* If failed, go to next step to maintain ETL job

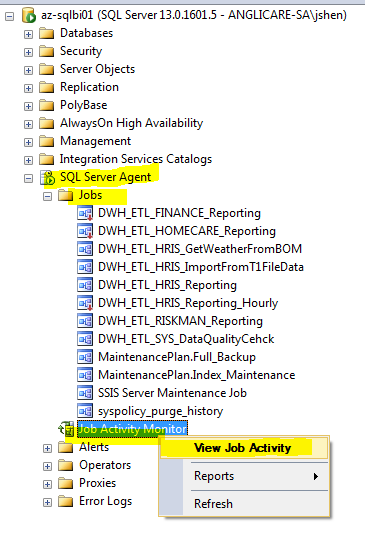
# Re-run ETL job

## Login to DWH SQLServer database

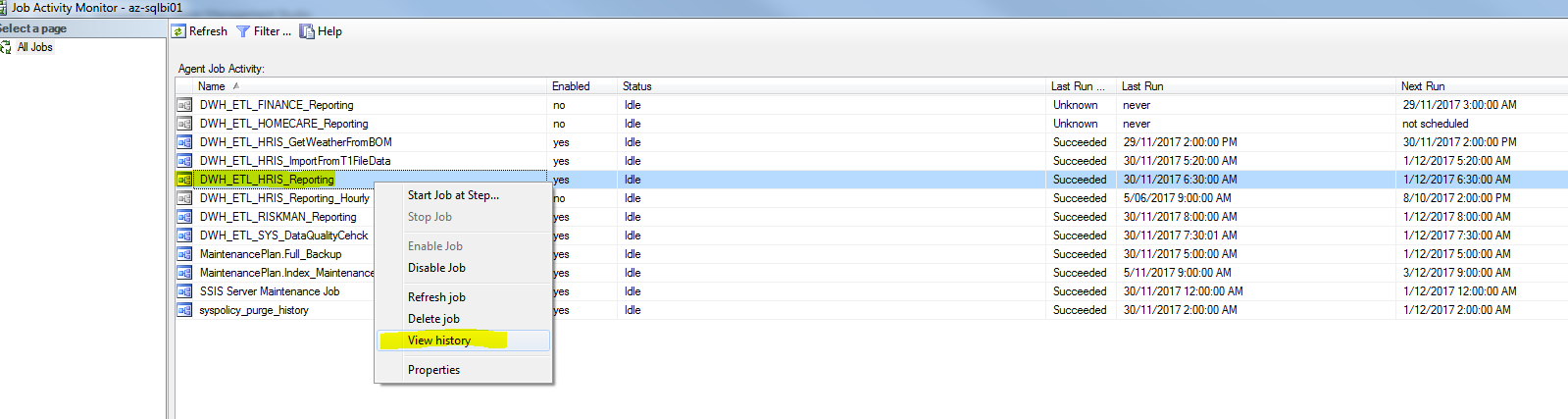
Server name: az-sqlbi01



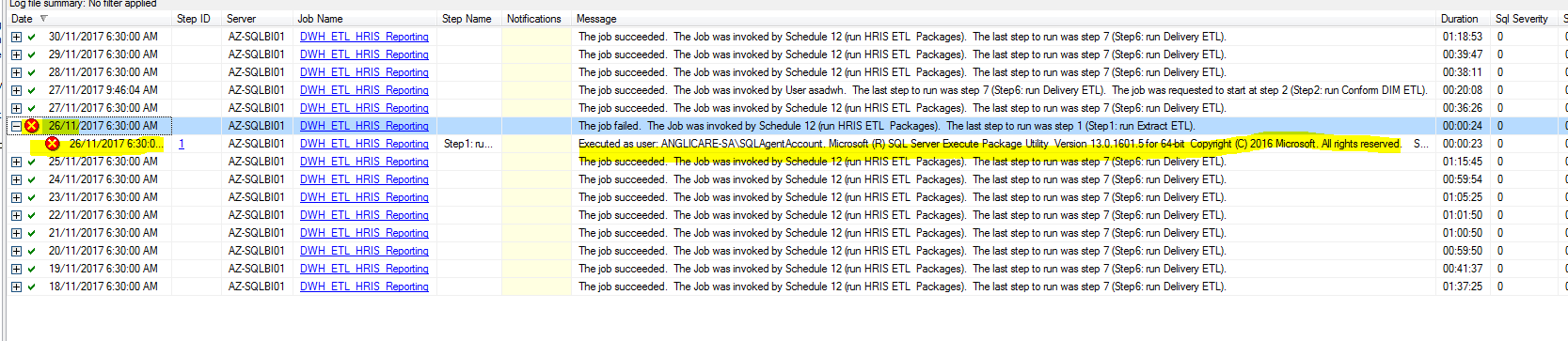
## View Job Activity



## Dig into job history



## Find error details



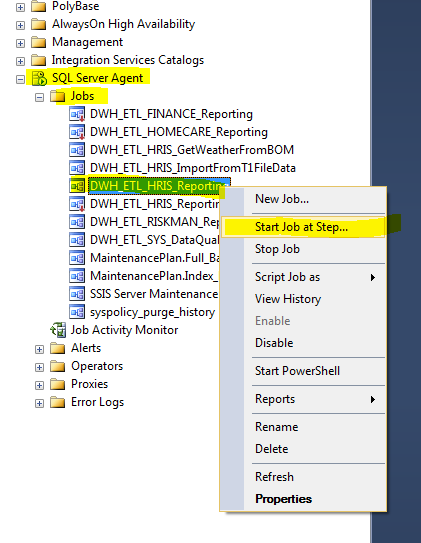
## Error fix

Check the error details and try to fix them

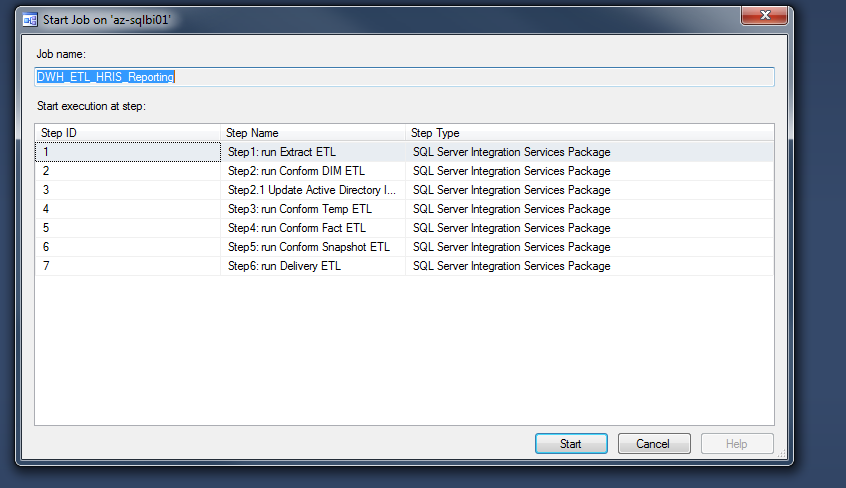
* If the errors are related with development, forward the error to DWH development team to fix.
* If just network connection errors, etc, just move to next step and re-run the ETL.

## Re-run ETL job

### Find the job



### Re-run the ETL job from different steps

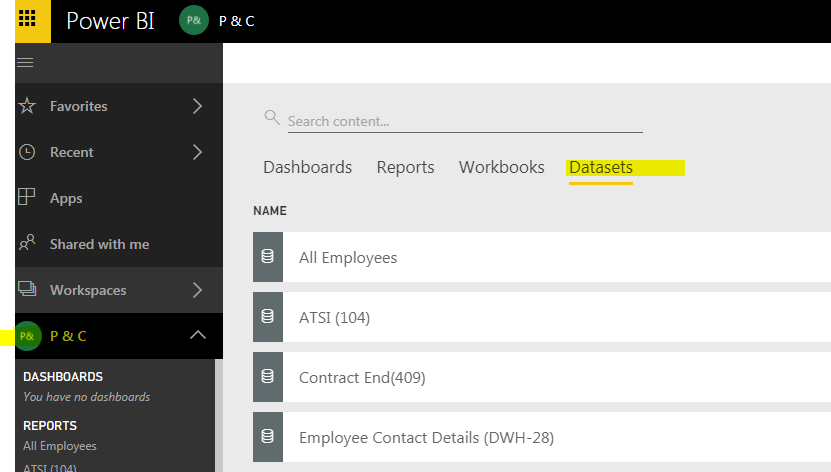


* If error happened at Extraction step, we need to re-run the ETL from step1: run Extract ETL
* If extraction step is ok, then you can start from Step2: run conform DIM ETL.
* After re-run, check the status again.

# Refresh PowerBI datasets manually

After re-run ETL, we need to refresh PowerBI data sets manually.

## Login to PowerBI website and pickup workspace



## Refresh datasets one by one

