

Server / Database / Model Access Guide

After you find the Server / Database / Model you want to work with, follow these steps to open it in a report in Pyramid Analytics.

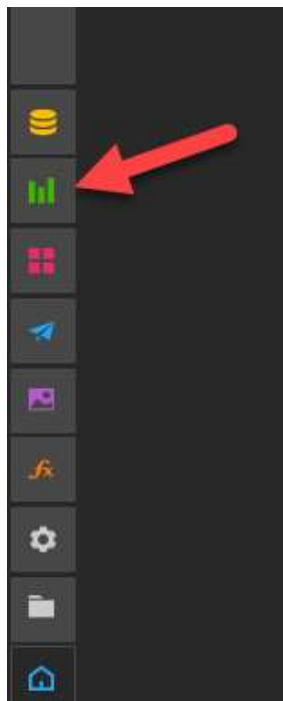
Step 1.)

Click on this Link to launch Pyramid Analytics: <https://pyramid.cdw.va.gov>

*Note -If Pyramid Analytics does not launch, you likely need to one-time register [HERE](#)

Step 2.)

As seen in the image below, from the Pyramid Analytics homepage, click on the green Discover tool from the lower left tool bar.



Step 3.)

Using the Server / Database / Model from the Pyramid Analytics Cube Library above, as seen in the image below, moving from left to right:

1. Select Explorer from the upper left toolbar, 2. Select the Server, 3. Select the Database, and 4. Click Open on the Model

The screenshot displays the Pyramid Analytics Data Source Library and Access Guide interface. It is divided into three main sections: Servers, Databases, and Models. The Servers section on the left lists various servers, with 'VHAAUSBI19' highlighted by a red circle with the number '2'. The Databases section in the middle lists various databases, with 'VSSC_Prod-MDM' highlighted by a red circle with the number '3'. The Models section on the right shows a list of models, with 'VHACDWDWHM09' highlighted by a red circle with the number '4'. The 'Open' button for this model is also highlighted by a red circle with the number '4'. A red arrow points from the 'VHAAUSBI19' server to the 'VSSC_Prod-MDM' database, and another red arrow points from the 'VSSC_Prod-MDM' database to the 'VHACDWDWHM09' model. The 'Open' button is highlighted with a yellow box. The interface also includes a search bar, a refresh button, and a 'Discovery2' dropdown menu at the bottom left.

Step 4.)

Build your report in the Discover Tool.

Things to know:

Not everyone has access to everything. If you get errors, or cannot see what is listed on the SERVER / DATABASE / Model listing,

fill out a **SUPPORT FORM** and someone from the Pyramid Analytics Team will reach out and see if we can assist.

If you need training to get you started building the report here are some options:

- Sign up for our Instructor Led New Users Training Dates here:
<https://dvagov.sharepoint.com/sites/vhapyramid/SitePages/Pyramid-Analytics-Instructor-Led-Training.aspx>
- Recommended to get started right away! There are recorded training modules for new users here: <https://dvagov.sharepoint.com/sites/vhapyramid/SitePages/New-Users-Full-Boot-Camp-Sessions.aspx>

- Attend Office Hours to ask questions. That information is here:
<https://dvagov.sharepoint.com/sites/vhapyramid/SitePages/Pyramid-Analytics-Team-Office-Hours.aspx>

And if you want to look for pre-built content instead of building yourself, check out our Pyramid Analytics Dashboard Directory:

<https://dvagov.sharepoint.com/sites/vhapyramid/SitePages/Pyramid-Analytics-Public-Content-Directory.aspx>