

QUICK REFERENCE GUIDE

July, 28, 2022

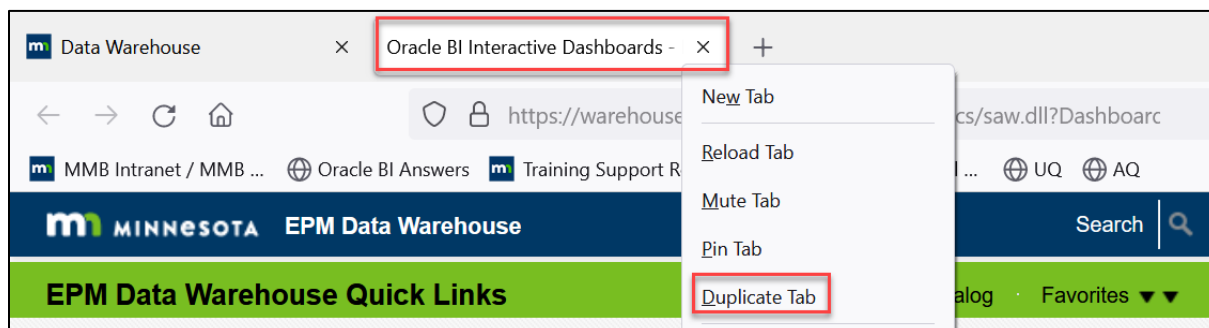
Avoid Errors when Accessing the EPM Data Warehouse

The EPM Data Warehouse was successfully upgraded on July 11, 2022. The upgrade changes how users should open and close EPM Data Warehouse pages.

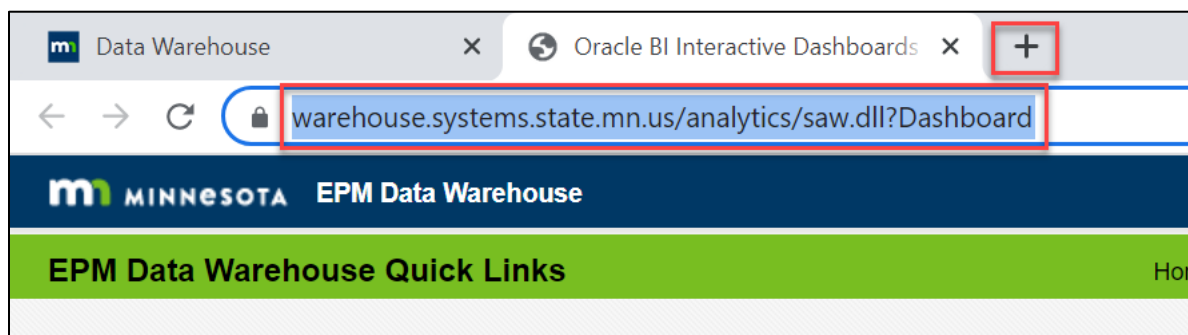
To initiate EPM Data Warehouse sessions simultaneously

Prior to the July 11 upgrade, users selected the **Warehouse Reporting** tile multiple times to open and work in different EPM Data Warehouse sessions simultaneously. In the upgrade, select the **Warehouse Reporting** tile one time. If you need to open additional EPM Data Warehouse pages in your browser, you can do so in a couple of ways.

1. One way is to press down on the right mouse button on the current tab. Choose “Duplicate Tab” or “Duplicate,” depending on your browser. The EPM Data Warehouse will open a new session in the duplicated tab.

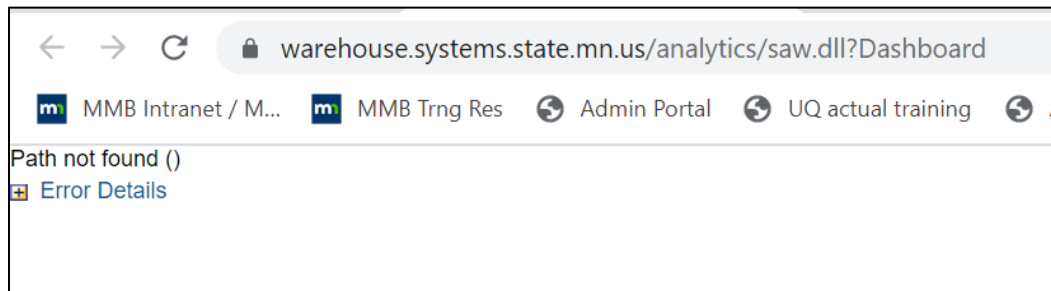


2. Another way is to copy and paste the current session's URL in a new browser window.

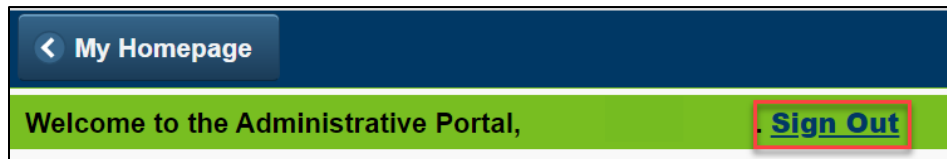


SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

If you try to select the **Warehouse Reporting** tile after selecting it once before, you will get an error message, indicating “Path not found ().”

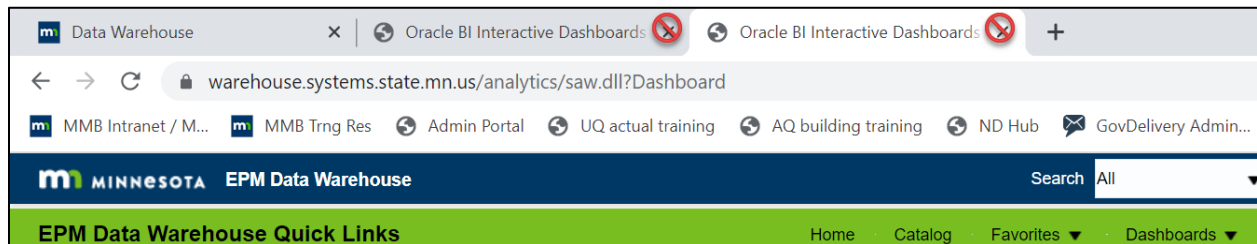


Once you have received this error, you will need to sign out of the Administrative Portal, clear browser's cache, and re-sign into the Administrative Portal to access the EPM Data Warehouse. Refer to the [Clear Browsing History and Cache](#) quick reference guide for instructions.

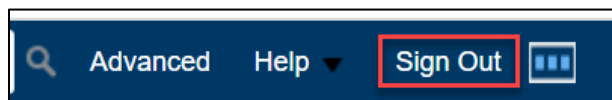


To close a Reporting session

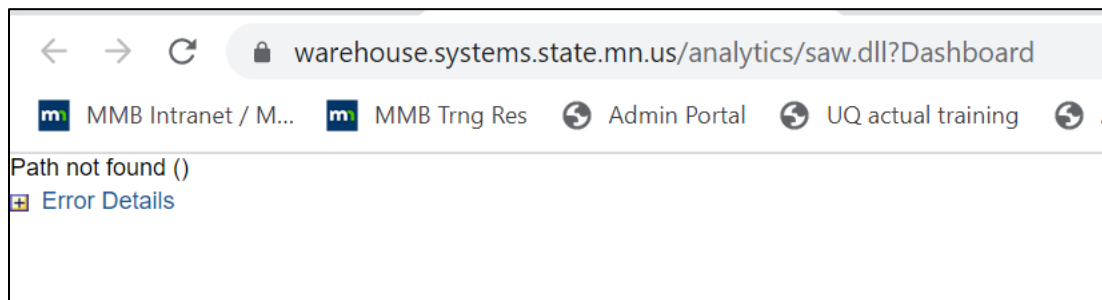
Prior to the July 11 upgrade, users would simply close a reporting session by selecting the “X” in the upper right-hand corner of the browser window.



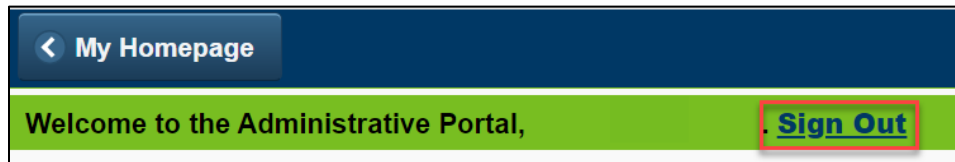
With the upgrade, it is important to select the *Sign Out* hyperlink instead.



If you do not use the *Sign Out* hyperlink, you will receive an error the next time you try to initiate a new session of the EPM Data Warehouse.



Once you have received this error, you will need to clear cache and re-sign into the Administrative Portal to access the EPM Data Warehouse.



In conclusion

1. Do not close simply close your browser window. Instead, use the *Sign Out* hyperlink.
2. Use the **Warehouse Reporting** tile only for your first reporting session. Instead choose “Duplicate Tab” or copy and paste the current session URL in a new browser window.
3. If you receive an error, clear your browser’s cache before trying to sign in to the EPM Data Warehouse.

Questions? Contact the SWIFT Help Desk: Swifthelpdesk.mmb@state.mn.us.