

Business Intelligence

Quick Reference Guide

Signing In to Presentation Services

Signing in to Presentation Services authenticates you as a user.

- <https://bitrn.fiu.edu> → Training Environment
- <https://bi.fiu.edu> → Production Environment
- Panther ID: 7 digit ID
- Password: Same one you use for FIU e-mail

Welcome Page

After signing in, you land on the Business Intelligence Welcome Page. The Welcome Page provides quick facts at a high level about the institution.

FIU Analytics Library

In order to navigate to any of the FIU dashboards, move your cursor to the right side of your browser and hover over or click the word “Dashboards”. You see a section labeled “FIU Analytics Library” or “Colleges and Divisions”. Beneath them, you see all the available dashboards you have access to.

Dashboard Pages/Sub-Pages

Dashboards are composed of multiple elements. See example of a dashboard page (in red) and dashboard sub-page (in green).

Performance Tile

An element of a dashboard that highlights a number. It’s usually used to make something stand out.

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Graph

Used to visualize information on the dashboard.

Drilling on Graphs

If a graph has drill down capabilities, you click on one of the bars to show the available drill down options.

Analysis Criteria

Shows which criteria is being used to filter the data of the analysis.

View Selector

View the same analysis in multiple ways.

Analysis Slider

Scroll thru a range of values without having to select them on a prompt.

Viewing Rows

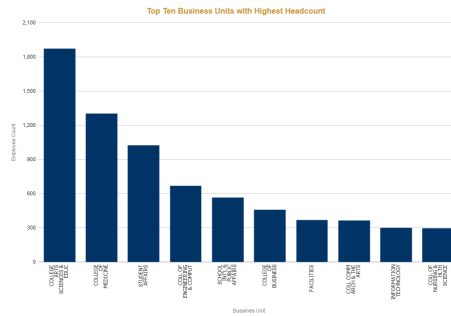
Arrows found above or below a list allow you to scroll thru the rows of the analysis. (Previous/Next/Display All)

Drilling on Tables

If a table has drilldown capabilities, the values will have a blue hyperlink. Click on the value to show the available drill down options.

Analysis/Report Options

Analyses can have several types of actions. "Return" will send you back to the parent report.



Employee Count by Type

Year Name is equal to / is in 2017

and Department Hierarchy Name is equal to FIU01-FIU ORG STRUCTURE
and Department Hierarchy Version is equal to / is in 25-JUL-17
and HR Business Unit Description is equal to / is in COLLEGE ARTS SCIENCES & EDUC

Please select a desired view

Table

Table

Graph

Administrative Faculty Others Staff

Acad Plan and Accountability

Vice Provost BBC

Rows 1 - 25

Department Name	Administrative	Faculty	Others	Staff	Temporary	Active Headcount
Academic Programs	1					1
Biology	11	70	14	15	138	248

Department Name	Administrative	Faculty	Others	Staff	Temporary	Active Headcount
Academic Programs	1					1
Biology	12	71	17	14	115	229
Center for Children and Fam	26	2		21	134	183
Chemistry	3	51	10	7	105	176
Biology	12	71	17			
Center for Children and Fam	2					Employee Details

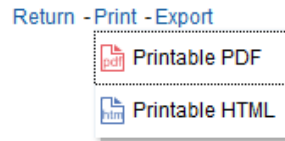
Return - Print - Export

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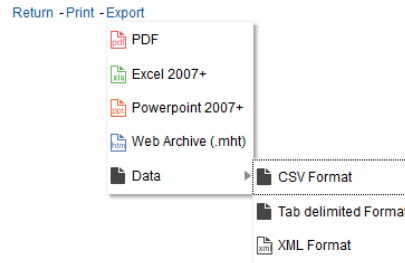
Printing an Analysis

Print the analysis as either a PDF or HTML.



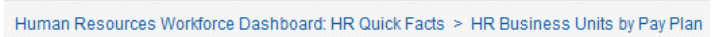
Exporting an Analysis

Export the analysis as a PDF, Excel or PowerPoint. In addition, you can export the contents of the analysis to a CSV file or XML.



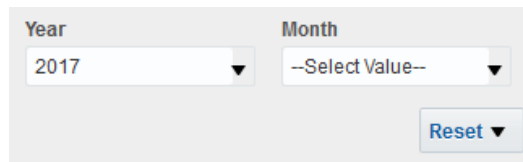
Dashboard Breadcrumbs

Ability to go back one level on the analysis instead of going back to the parent analysis.



Dashboard Prompts

Filter all the results of a dashboard.



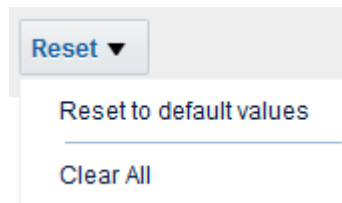
Prompt Values

Some prompts will have pre-selected values in order to show the most updated information in the dashboard (e.g. current term or current year)



Resetting Prompt Values

Reset the prompt values to the original defaults by selecting the "Reset to default values" option in the dropdown.

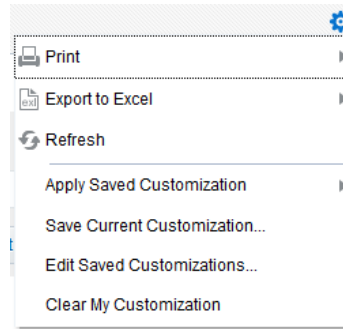


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Printing, Exporting and Customizing the Dashboard

Located on the top right of the dashboard is a sprocket. This sprocket will allow you to print, export and save customizations at the dashboard level.



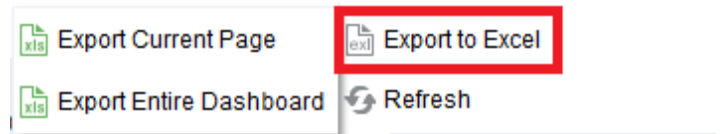
Printing the Dashboard

Print the dashboard as either a PDF or an HTML.



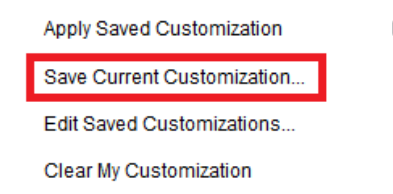
Exporting the Dashboard

Export the current page of the dashboard or the whole dashboard to excel.



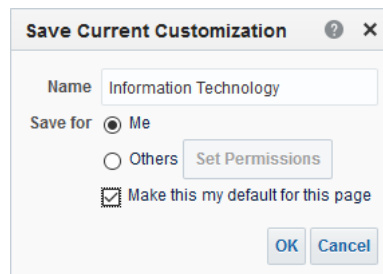
Dashboard Customization

If you select custom values on the prompts, you can save them to apply later to the dashboard (Saving your filters).



Saving a Customization

You can save multiple filters for future use.



Applying a Customization

To apply the saved filter select "Apply Saved Customization" and choose the desired one.

