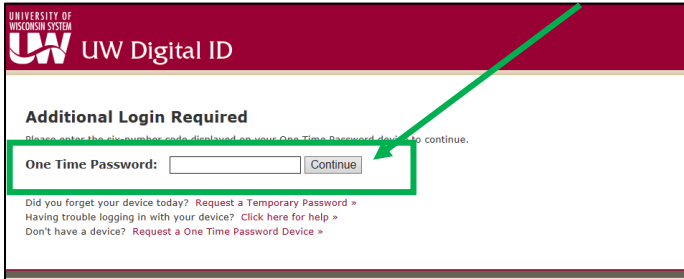


UW BUSINESS INTELLIGENCE

QUICK GUIDE: Using Prompt Tables and Exporting

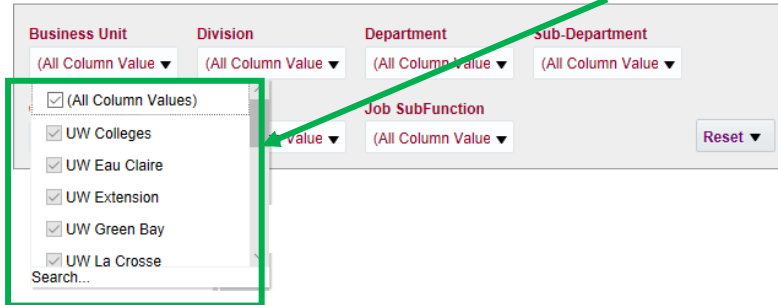
Signing Into UWBI



1. Go to UWBI Production: <https://uwbi.wisconsin.edu>
2. Enter your One Time Password and click the Continue button:



NOTE: If you don't have a one-time password go to the DoIT Help Desk at <https://kb.wisc.edu/helpdesk/page.php?id=32644> or your institutions BI Support Desk and follow the outlined steps.

3. [Navigate](#) from the UWBI Landing Page to the desired dashboard and view reports.
4. Select criteria from the prompt table "drop down menu items."



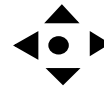
5. Click Continue in the top right corner.
6. Scroll down and click on the  icon at the bottom of the data table to display ALL results.
NOTE: For viewing/expanding large amounts of data, please use the Sections Expansion icon  to quickly get results and not the Expand All icon shown in #6 above.
7. Use the side scroll bar to scroll to the top.



Hover over any text and if you get the pointer icon, you can click on the text to further narrow down your search.

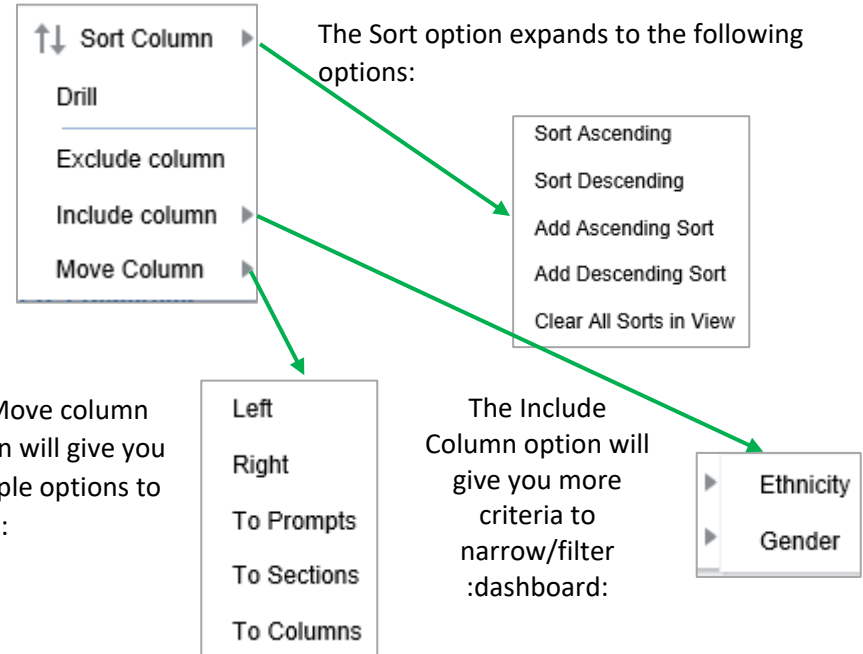


Hover over the header/title of a column and select the upward triangle icon for Sort Ascending or downward triangle to sort Descending.



Hover over the header/title of a column until this icon appears. You will be able to drag/move the column order in the table.

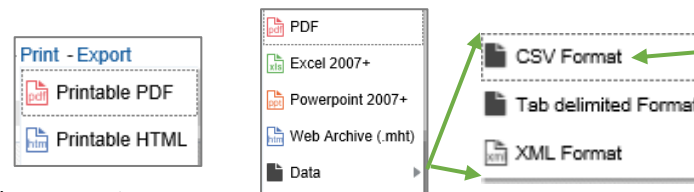
8. If you right click on the header/title of the column you will be given the following options:



The Move column option will give you multiple options to move:

The Include Column option will give you more criteria to narrow/filter dashboard:

9. If you scroll down, you will have the option to Print – Export



When exporting you can export with keeping the tables formatting shown in the dashboard.

Contact us at: uwbi@uwsa.edu
Visit us at: www.wisconsin.edu/bi

NOTE: For large amounts of data please use Data>CSV Format to export, then open using Excel.