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.
8. If you right click on the header/title of the column you will be given the following options:
   - Sort Column
   - Drill
   - Exclude column
   - Include column
   - Move Column

   The Sort option expands to the following options:
   - Sort Ascending
   - Sort Descending
   - Add Ascending Sort
   - Add Descending Sort
   - Clear All Sorts in View

   The Include Column option will give you more criteria to narrow/filter:
   - Left
   - Right
   - To Prompts
   - To Sections
   - To Columns

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.

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

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

Revised 04.10.2019