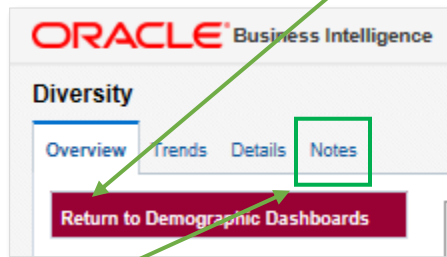


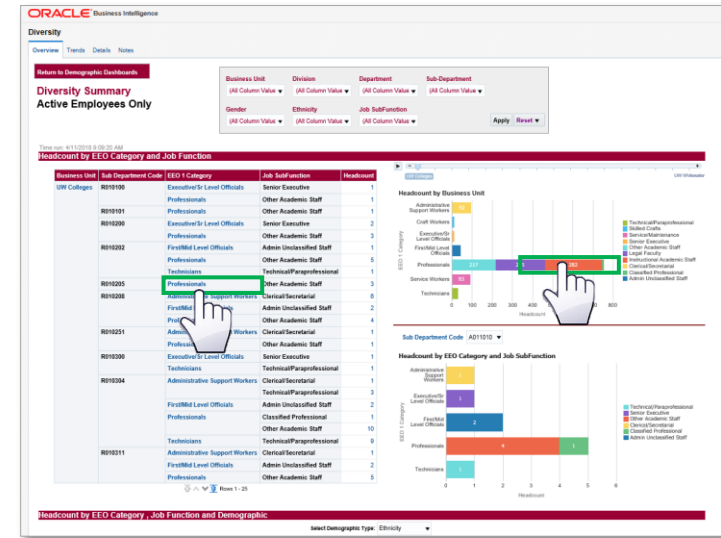
QUICK GUIDE: Working with Charts, Graphs, Tables, and Notes.


Signing Into UWBI

1. Go to UWBI Production: <https://uwbi.wisconsin.edu>
2. Enter your One Time Password (OTP) and click the Continue button:
 - a. **NOTE:** If you don't have an OTP 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. Click the **Continue** button in the upper right corner.
5. Select criteria from the prompt table "drop down menu items."
6. Once you select prompts, click the **Apply** button.
7. Depending on the dashboard, tabs in the upper left-hand side may vary. There will however always be a red **"Return to..."** button to return to the previous dashboard.



8. The **Notes** tab on every dashboard tells you about the data you are view, directions on to create, use prompts, and translate the data, legacy mapping, and a crosswalk to historical reports (ex. IR Report equivalent).
9. To view charts and graphs, navigate through the provided tabs.



8. To view more detailed information, hover over the bar graph "bar" and if an  icon appears, you can click on the bar to drill down results.
9. Once you select the bar, it will bring you to more tables with detailed information. You can keep selecting and filtering prompts to further narrow down your data search:

NOTE: Some tables show both sensitive and non-sensitive data. **Navy Columns display sensitive data** and **Red Columns display non-sensitive data.**

*NOTE: When exporting/printing/sharing data from tables with sensitive data you may want to **Exclude** the data/column which we will cover shortly in this exercise.*

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