OBIEE

Oracle Business Intelligence

Enterprise Edition

Rensselaer Business Intelligence

Class List Dashboard

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INTRODUCTION

Oracle Business Intelligence Enterprise Edition (OBIEE) is a web-based Business Intelligence tool that provides a full range of reporting and analytics capabilities that allow you to:

- *Collect up-to-date data from your organization*
- *Present the data in easy-to-understand formats*
- *Deliver data in a timely fashion*

These capabilities enable better decisions, informed actions, and the ability to implement more-efficient business processes.

USER INTERFACE

- Web-based application
- Works from all browsers (IE, Chrome, Firefox, Safari)
- Allow pop-ups from rpi.edu (see Browser Settings section for more information)

HOW TO LAUNCH OBIEE

- Web Application (no installation or special setup required)
- URL: https://obiee.server.rpi.edu/analytics/
- Sign In (RCS User ID and RCS password)

Sign In

Enter your user id and password.

User ID

[   ]

Password

[   ]

[Sign In]

HOW TO NAVIGATE

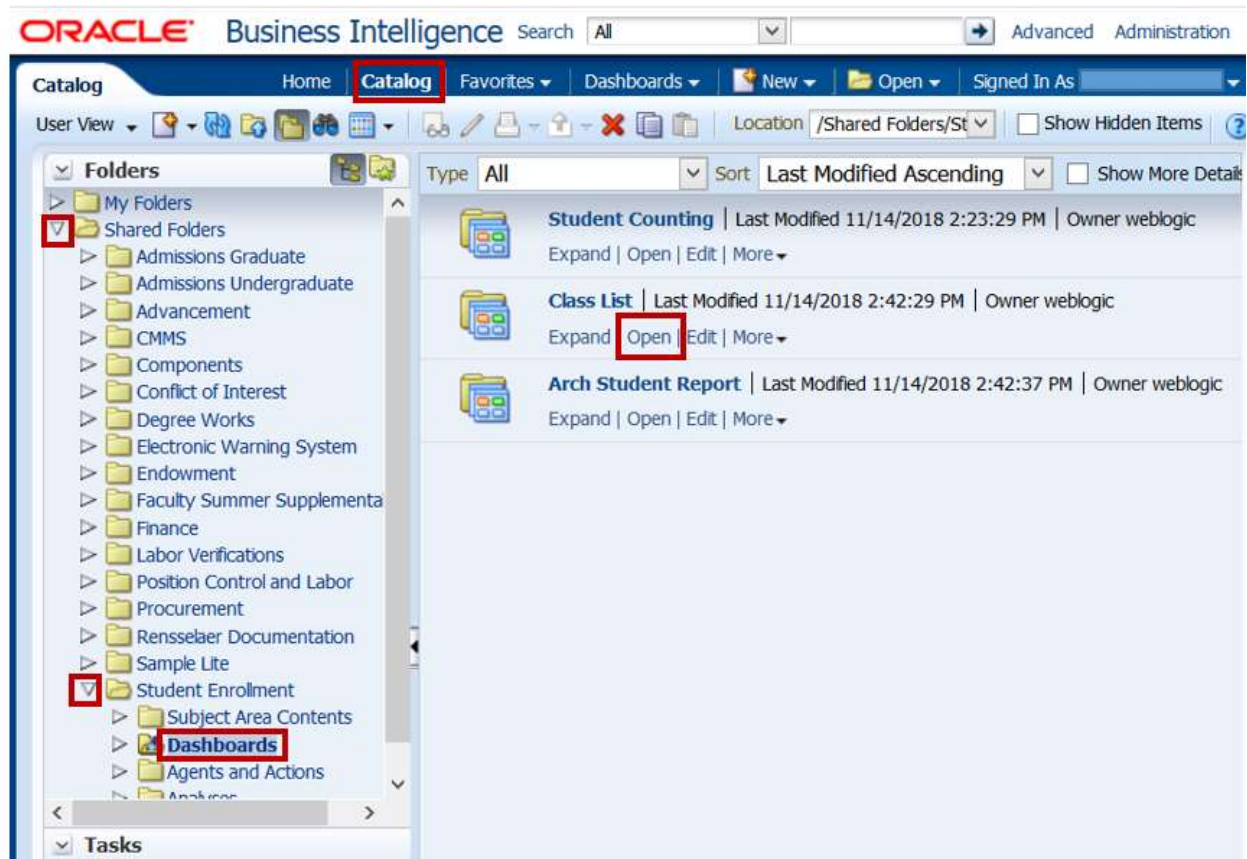- Will open to the Home page, from here, select Catalog
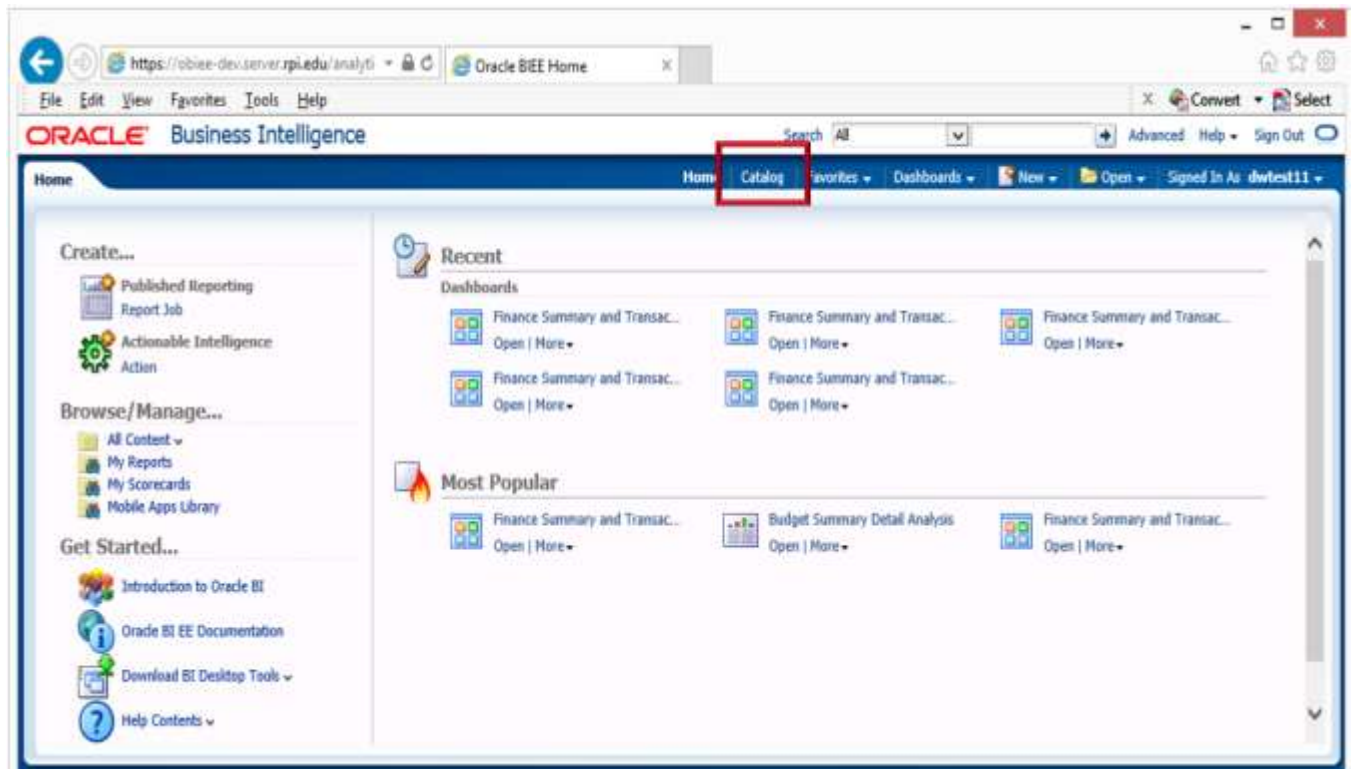
SUBJECT AREAS

- Finance
- Advancement
- Student
- Research
- Position Control
- Admissions

Class List Dashboard

- From Folders, open Shared Folders, Student Enrollment Personal, and select the Dashboards folder
- Select Open from the options below the Class List dashboard
- Subject Area: Student Registration and Academic History
- Purpose: To show class list (list of students) by course CRN with Instructor(s) and Meeting Times

- Will open as:

- To Process:
  - Select College Description (required)
  - Select Department Description (required)
  - For best viewing, select one CRN
    - By default, Term equals the current term (this may be changed as needed by selecting a different term from the prompt)
  - Select Apply

o To view meeting times, select from the first section:

o To view the Class list, select from this section:

o To export class list with meeting schedule:
  ▪ Collapse the prompt section

  ▪ Will look like

  ▪ Collapse the dashboard footer section

- Print to HTML
    - Page Options, Print, Printable HTML
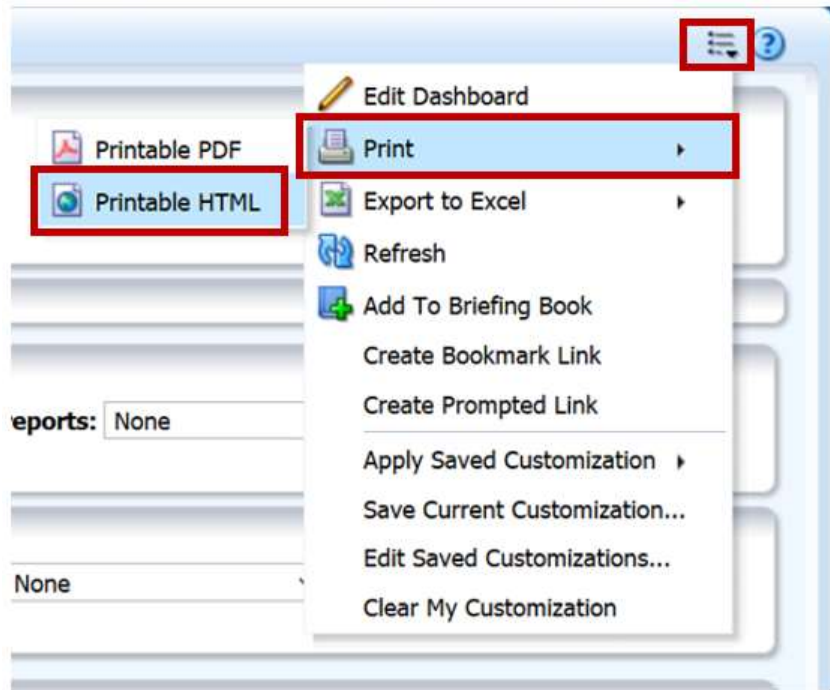
- Or
- Export to Excel
    - Page Options, Export to Excel, Export Current Page
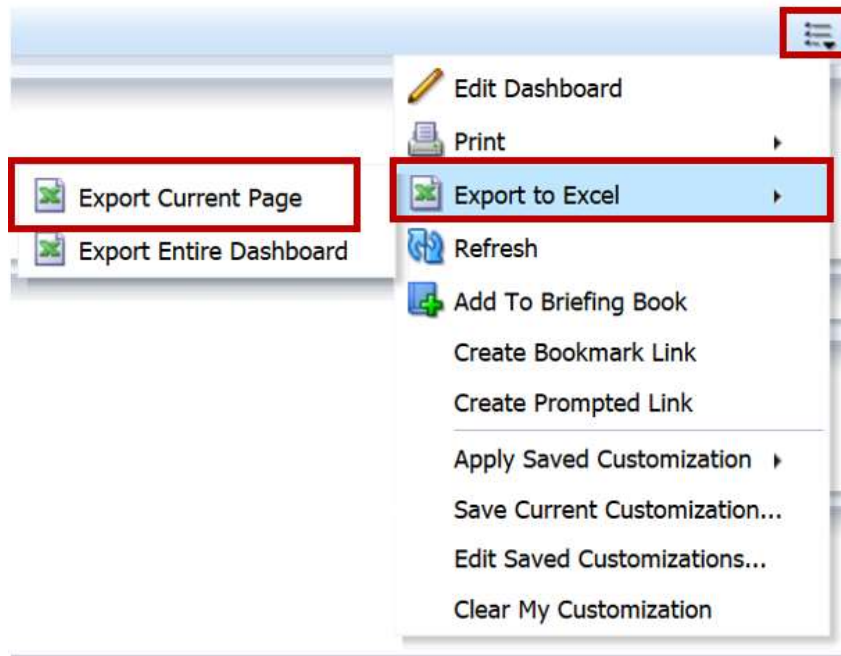
- To export class list without meeting schedule
  - No need to collapse any sections first
  - Select class list report with instructor
  - Select export at the bottom of the report
  - Export to excel or .mht
  - This works well with one or more CRNs or for a specific Instructor

TOOLS AND MENUS

Prompts (drop down lists)

- Select one or more values from the drop-down list or
- Type directly into the drop-down box or
- Search for something specific (at the bottom of the drop down list is a search box)
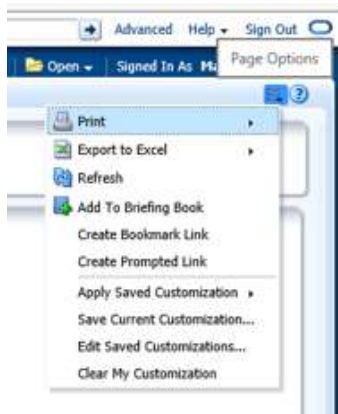- Select Apply (this will process the report based on what you selected in the prompts)

Page Options

Print and Export

- Dashboard (will print or export entire dashboard, all pages)
- Page (will print or export the current page you are on)
- Report (will print or export only the report section you have selected)
- Print
    - Printable PDF
    - Printable HTML (includes more options for resizing, headers and footers)
- Export
    - PDF
    - Excel 2007+ (formatted data, totals are static)
    - PowerPoint 2007+
    - Web Archive (.mht)
    - Data
        - CSV Format (raw, unformatted data, no totals)
        - Tab delimited Format
        - XML Format

Rows Visible (how to view all rows of data)

- By default, only a certain number of rows will be visible. If there are additional rows available, you will see the arrows below. Select the double arrow to view the next 500 rows of data.

Drill to Detail

- If a field in a report is blue, there is additional detail available. Click on the field and a new browser window will open.

Add Column

- Right click on a column name, select Include Column, then select from the available columns

Move Column

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column below the column name until you see a highlighted area where you want to drag it to
- Or, right click and select Move Column, then select Left or Right

Exclude Column

- Right click on a column name, select Exclude Column

Hide/Unhide Sections

- Select the down arrow at the top left of the section to hide
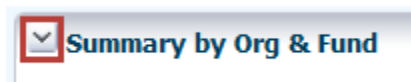
- Select the right arrow at the top left of the section to unhide

Save Current Customization

- From the Page Options menu (upper right), select "Save Current Customizations…"
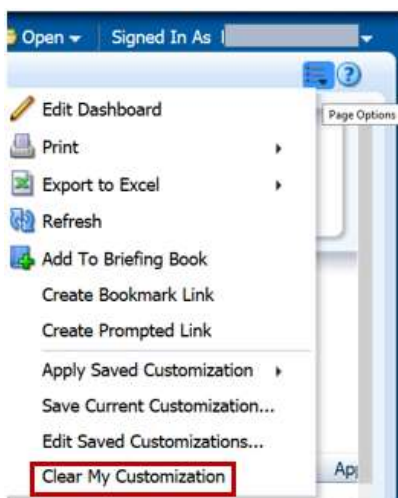

- Then add a meaningful name
- To apply this customization to this dashboard each time you open it, select "Make this my default for this page"


Clear Customization

- From the Page Options menu (upper right), select "Clear My Customization"

Open Custom report

- To view reports that have been saved as customizations
- The newly created customization, plus any others you have available to you, will now be accessible from the Page Options menu
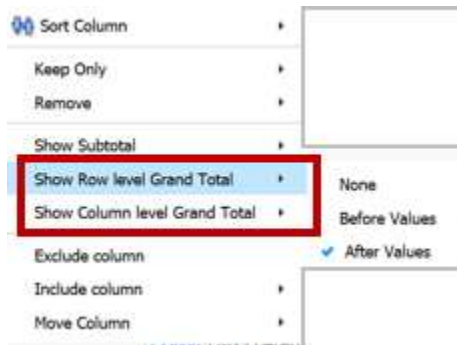- Select "Apply Saved Customization" and select customization from the list
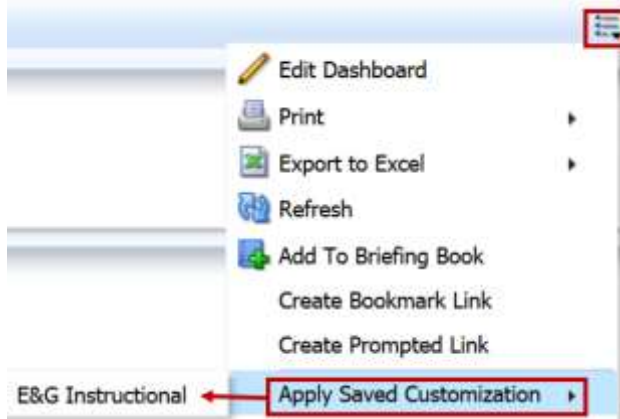
Subtotal

- Right click on a column name, select "Show Subtotal", then select location
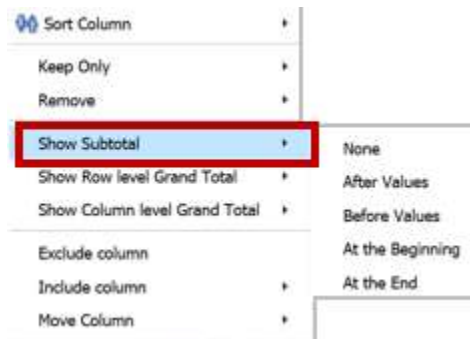
Grand Total

- Right click on a column name, select "Show Row level Grand Total", or "Show Column level Grand Total", then select location

Add Pivot Table Section

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column above the column name until you see a highlighted area named "Sections"
    - o This will move the column above the report

- Or, right click and select Move Column, To Sections
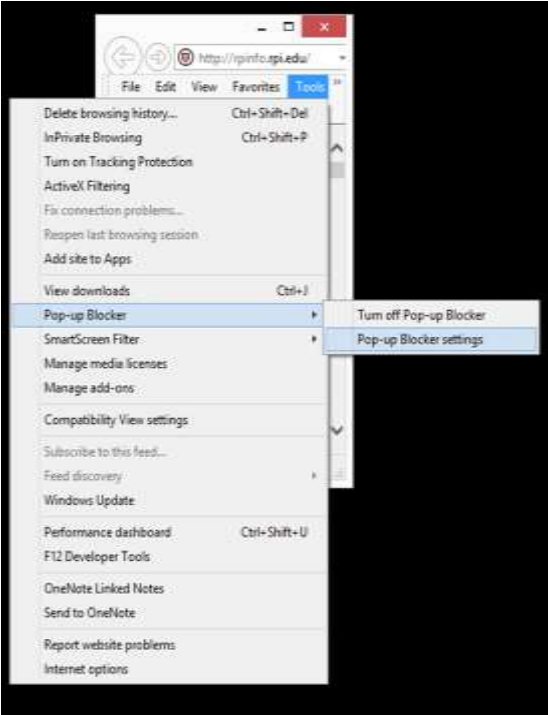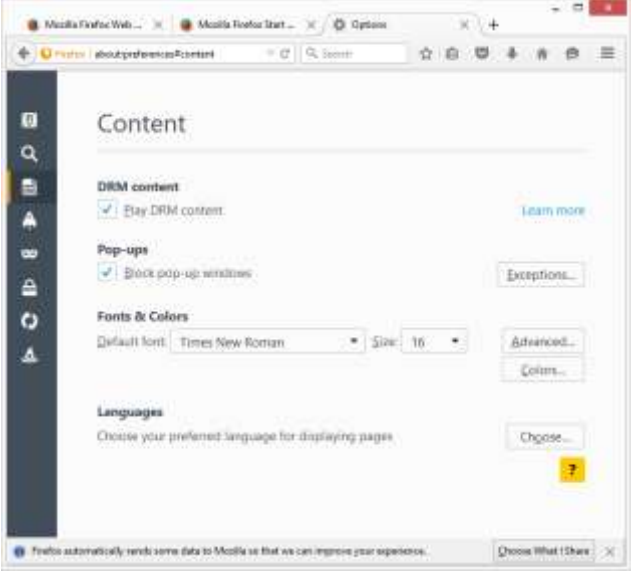
Add Pivot Table Prompt

- Hover cursor over a column name until you see the double arrow cross icon
- Then left click to select and drag column above the column name until you see a highlighted area named "Pivot Table Prompts"
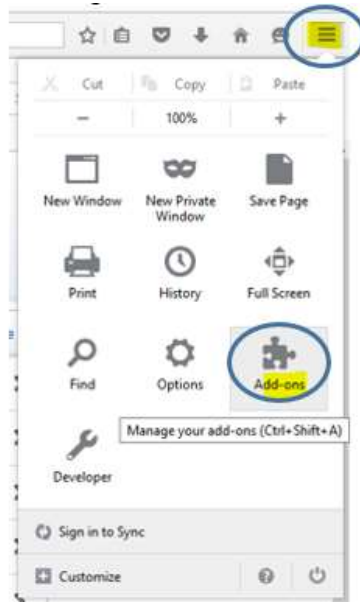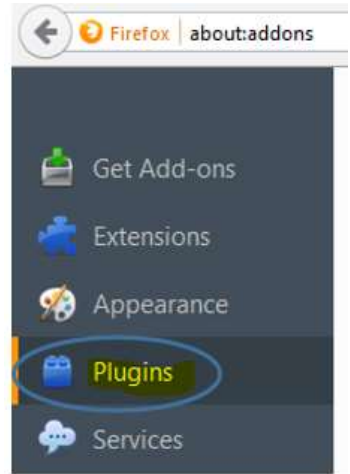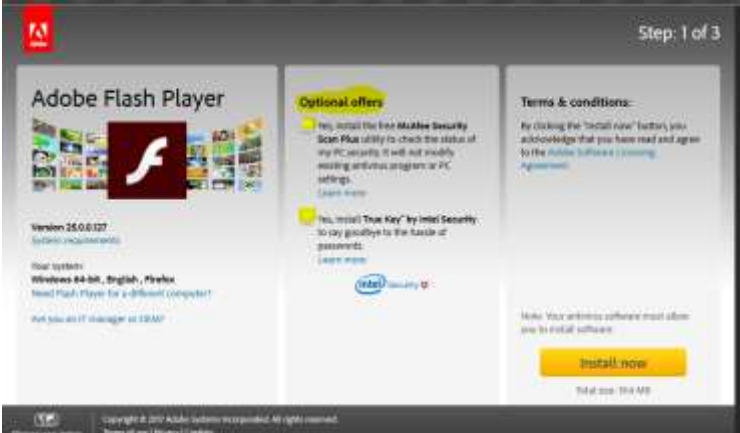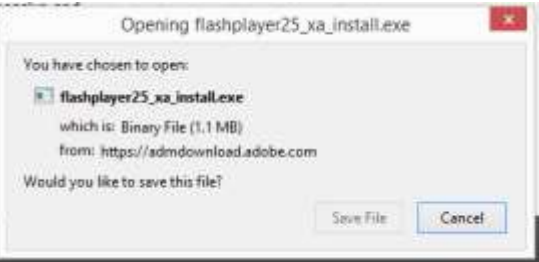   - o This will move the column above the report as a prompt (drop-down list)

- Or, right click and select Move Column, To Prompts

Browser Settings

Pop-Up Blocker

Internet Explorer	Chrome	Mozilla Firefox
From the Tools Menu, hover over the Pop-up Blocker item, and select "Pop-up Blocker settings" option in the fly-out menu. Add *.rpi.edu to the list of Allowed sites	Settings, select "show advanced settings…" at the bottom, under Privacy select content settings, under Pop-ups select manage exceptions, type *.rpi.edu, select Allow	Options, content, exceptions, add https://obiee.server.rpi.edu

Mozilla Firefox: Adobe Flash (Shockwave Flash) must be enabled (to view graphics like charts)

| 1. Top Right of screen, will open menu of options. Select "Add-ons".	2. From top left, select Plugins	3. Select "Update Now":
		4. Recommend, do not leave boxes checked under "Optional offers", select "Install now"
5. Select "Save File": 6. It will ask do you want to install, answer yes	7. Select auto update option, then "Next"	8. Select "Finish" and restart browser

Internet Explorer, Clear Cache
(If menu in isn't visible or there is no content, in IE, the cache may need to be cleared)

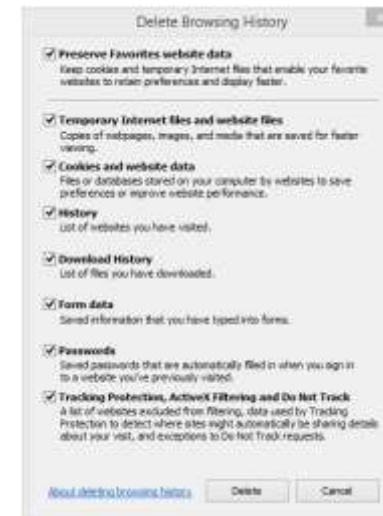| |
|---|
| 1. *Hit F12 (on your keyboard) to display developer tools (or from the menu bar, select Tools, then F12 Developer Tools* |
| 2. *Select the "Network" tab* |
| 3. *Click the "Clear Browser Cache" button (4th from the left)* |
| 4. *Restart browser* |
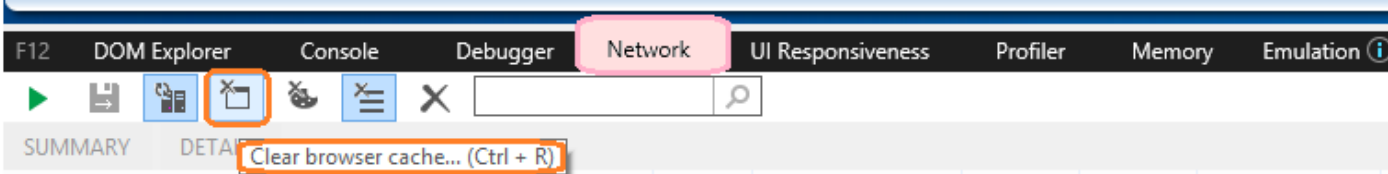
and / or

Under Tools, Delete browsing history…
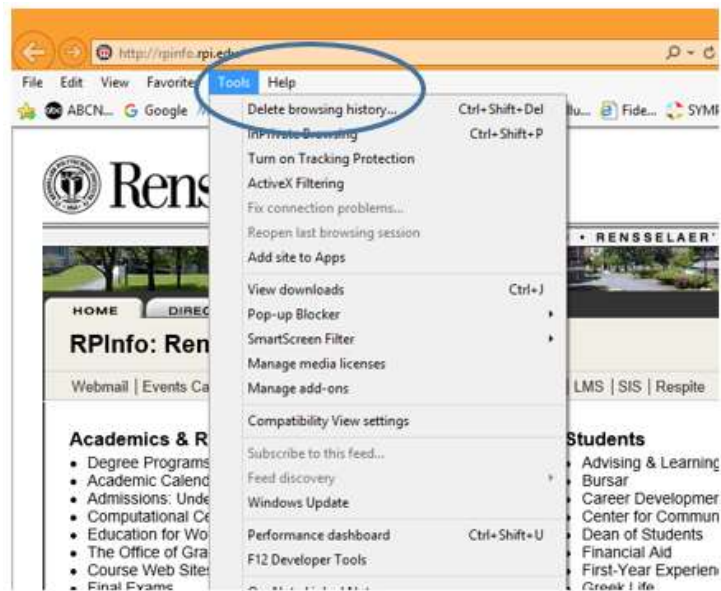
Check all of the boxes in the Delete Browsing History window
Click **Delete** on the bottom of the window

You will eventually after a short period of time, depending on your personal amount of history since the last cache clear, see a pop-up on the bottom of your browser. Click the x to remove the pop-up.

CONTACT INFORMATION

If you have any questions or comments,

please E-mail the data warehouse group:

Email: Data Warehouse Support

iacs-dw-sup@lists.rpi.edu

NOTES