



BusinessObjects-based Data Dashboard Crib Sheet for Program Review

Finding it: Use the single-sign-on MySWC button and choose campus apps/BusinessObjects. The folder you land on contains the reports that comprise the data dashboard.

Getting Background Info: Go to the SWC site for the Research Unit and examine the data directories found under Data Resources (<http://www.swccd.edu/index.aspx?page=3212>) if you have a question about a formula or term. There are also links to external data sources that may help in overall area trend analysis.

Video “How to” Help: is found on the page above or directly at <https://youtu.be/sYEUstBiOis>.

Basic Workflow:

1. Select the relevant report by double-clicking on it in the displayed list.
2. Use pull-down filters and/or embedded drilldown links to find the data at the level you seek.
3. Export that view of the report by using the export icon () and choosing the appropriate export item (the whole document or the single visible report) and the desired format:
 - a. PDF for attaching to an existing document.
 - b. Excel (.xlsx) for capturing an image of any graphic, working with the data table directly, or creating any Excel-based graphics from the data in the table.
4. Close the tab with the “x” icon if you are done with that particular report (optional).
5. Click on the “Document” tab to return to the report list and select another report for analysis.
6. When done, use the Log-off link in the upper right to exit.

Software Help Available:

- *Research Unit:* Contact Bob Stretch at extension 5460 or rstretch@swccd.edu.
- *ServiceNow:* Create a service ticket using the category “Application Support” and the subcategory “BusinessObjects (Data Dashboard)”
- *User Group:* In SharePoint, under “Departments” is a BusinessObjects User Group (BUG) that we have recently started for those who plan to use BusinessObjects at a deeper level.

A General Note on Data: the Research Unit and IT are always striving to provide the best and most accurate data to the campus community. If you believe any piece of data you find on the dashboard to be inaccurate, please contact us with details and examples of where you believe the data to be erroneous. We will assess the situation and get back to you with the resolution. Thank you.