Today’s Agenda

- Students active in the current term who are freshman
- Students with a grade of ‘W’ in the current term
- Students who have graduated for a specific term
- Students that have earned the institutional honor of Summa Cum Laude (SCML)
- Courses by term that are missing an instructor
Accessing the BI Portal

https://webfocus.uncc.edu/

Portal Access

Business Intelligence Group November 14, 2014 Celeste Corpening
Creating Reports

- Text Editor
- InfoAssist
**InfoAssist**

- Right Click on Folder from BI Portal domain’s tree
- Click New
- Click Report
The InfoAssist image will then appear as it loads
- Drag and Drop the data fields you wish to include in your report
- Change column names of fields in Live Preview
  - Right click on the object (e.g. column name)
  - Selecting Title
  - Type new column name
- Add filter
- Save Report by clicking Save icon on top toolbar OR
- Run Report by selecting the format you want your report to appear in, Excel, HTML, or PDF.
  - Click Run
Report Examples & Hands-on Workshop

Business Intelligence Team
Celeste Corpening – Business Intelligence Analyst
Simone Keith – ODS Lead
Tami Kuhn – Business Intelligence Specialist
Joe Pierno – WebFocus Technical Lead
Joanna Swiggett – Business Intelligence Analyst
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