North Carolina Community Colleges
Business Intelligence Reporting System

College User Manual

Accessing Reporting System
Contact Info

• To log in to Business Intelligence system:
  – https://bi.nccommunitycolleges.edu

  – If you have any questions about this document or need assistance using the Business Intelligence Reporting System please contact the State-Level Reporting team using the bi@nccommunitycolleges.edu
Introduction

• This user guide has been developed to assist all users of the North Carolina Community Colleges Data Warehouse (NCCCSDW) in the use of Business Objects 4.1 LAUNCHPAD to retrieve system level reports. The intended audience of this guide is any user that executes documents from Business Objects 4.1 LAUNCHPAD.

• NOTE: LaunchPad users should have a basic understanding of navigation techniques and conventions used in Microsoft Windows and Microsoft Office.

• College users will now use ONLY ONE ID to build custom reports and retrieve canned reports/documents. In previous versions, users were issued two ID’s, SKW and EIS, to gain access to two different systems; Web Intelligence Desktop Client, and Infoview (EIS). Users will now have ONLY one ID, which will allow the user to retrieve prepared reports, and also create custom reports within a web browser.
System Requirements

- To access the system, you should be using a current (and updated) web browser. Internet Explorer, Mozilla Firefox, and Google Chrome are all supported browsers.

- Your system should have at least 4GB or memory, and Windows 7 or later. Earlier operating systems with a current browser installed may work, but could have limited functionality.

- To use the system to create your own reports, you will have to have the most current version of JAVA installed on your system. To verify your installed JAVA version is the most current, go to: https://www.java.com/en/download/installed.jsp. As always, we ask that you advise your local IT staff before installing or changing any software on your PC. There is also a training document detailing the installation of JAVA located at http://www.nccommunitycolleges.edu/analytics/data-warehouse-access-and-training
Initial Login

• Go to https://bi.nccommunitycolleges.edu

• Enter your initial username and password (supplied to you by a member of the NCCCS Business Intelligence Team). If you do not have an ID, you can request an ID by following Step One here: http://www.nccommunitycolleges.edu/analytics/data-warehouse-access-and-training

• The first time you login you will be required to create a new password. The password requirements are:
  – Rules for New Passwords
    • Minimum of eight characters.
    • Must use letters and numbers.
    • Cannot re-use a password.

• After you have entered your new password, click “OK” to login to the reporting system.
The following section will walk you through accessing high-level canned reports through our Business Intelligence Reporting System (similar to the EIS system in our previous system).

For instructions on building your own custom reports, please use the “Building Custom Reports” manual, located at [http://www nccommunitycolleges edu/analytics/data-warehouse-access-and-training](http://www.nccommunitycolleges.edu/analytics/data-warehouse-access-and-training)
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- Your initial login screen will resemble the screenshot below. You’ll see a listing of the available folders, which contain high-level “canned” reports that can be run as needed.
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- You can use the “+” on the left to expand folders, or double click the folder in the window to the right. This will allow you to navigate to the appropriate report, which you’ll double click to run.
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- Once you double click a report name, the system will open the report. If there are any filters associated with the report (such as reporting year, etc.), choose the appropriate value and click “Ok.” Your report should open in the viewing area.
Once the report is open, you can click the print icon, which will save the report as a PDF.

You can also export the data in a variety of formats by clicking the small icon with an arrow pointing to the right, and choosing the format.
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• You can refresh the data in a report by clicking the icon with two arrows.

• You can also search the report’s text by clicking the icon that looks like binoculars. It will open a small search window at the bottom left of the report in view.