WyoCloud Business Intelligence (BI) Reporting

What is WyoCloud Business Intelligence (BI) Reporting?
A self-service reporting solution that enables users to retrieve information on demand. It consists of a series of dashboards and reports for end users to consume the necessary information. WyoCloud BI Reporting will be the primary reporting tool at the University of Wyoming, serving as the single source of reporting information throughout campus. It will allow for reporting on the intersection of a number of different data sources. Currently Financial and Student reporting is available with Human Capital Management reporting coming in fall 2018.

**WyoCloud BI Home Page**

Below is the BI Homepage. Here, you can access dashboards as well as additional WyoCloud resources such as the Data Dictionary and Training Materials. Which dashboards are available in your view will depend on your role at the university.

- For student reporting access a signed Family Educational Rights and Privacy Act (FERPA) agreement on file with the Registrar is required.

Tip: You can navigate back to the homepage by selecting WyoCloud BI Home at the bottom of all pages.
Dashboard

Each dashboard is an easy-to-read display, showing a graphical or tabular presentation of current and historical data trends. It may contain multiple dashboard pages, multiple reports, and multiple views for a report.

Dashboard Page

Each dashboard has multiple dashboard pages. The dashboard pages are broken out by functional areas. Each dashboard page has a prompt, and many reports, views, action links, and drill-downs.
A **report** renders results through meaningful intersections of data for users to answer questions. A report can have multiple views.

A **view** allows for a user to see the data of a report in certain formats such as pivot tables, and graphs. For example, in the screen below there are 2 reports represented by 2 views (graph and pivot table) on this dashboard page.
A prompt consists of columns that allow users to find different intersections of data based on the values selected. A prompt is organized by columns, but users find an intersection of data by selecting values in those columns.

A column consists of similar values of data grouped together (e.g. Academic Year, Term, Academic Group, Academic Organization). Prompts are organized by columns.
Values are listed within a column. Values are what make up a column. For example: 2012, 2013, 2014, 2015, 2016 are values in the Academic Year column.

Navigating WyoCloud Business Intelligence.

**Step One**

Login to WyoCloud Business Intelligence (BI).

Go to WyoWeb ([https://wyoweb.uwyo.edu](https://wyoweb.uwyo.edu)) and click on Business Intelligence under WyoCloud.
Upon logging in, you’ll arrive on the WyoCloud Business Intelligence homepage.

**Step Two**

Navigate to a report.

Scroll down on the WyoCloud Business Intelligence homepage and select a blue link to access a dashboard.
On each dashboard page, one prompt is displayed. Changing the **prompt** filters the data in the report to allow you to view specific elements of the report.

Once the desired values have been selected in each column, Click the **Apply** button for the dashboard page to refresh accordingly. In this example, a value has been chosen in the Academic Year column to filter the dashboard page to information for the 2016 Academic Year.
To clear selected prompts, click the **Reset** button for a drop-down menu.

There are three drop-down options to choose from including: Reset the prompts to their last applied values, Reset to the default values, and Clear All.

- **Reset to last applied values** will only apply to the last values selected. It’s similar to using the Undo feature in other applications.
- **Reset to default values** will return prompt to its default values.
- **Clear All** will clear out all the values in each of the columns in the prompt.
**Step Three**

Change how the data is displayed to fit your needs.

**Select View** is used to change the view of the report. Changing the view of a report between a graph or table is done by clicking the drop-down arrow next to Select View.
**View By** is used to change the columns included in the report. Changing the View By between Instruction Mode and Instructor Role is done by clicking the View By drop-down arrow.
A **drill-down** allows you to navigate from summary level data to specific detailed information. For example: users can drill from year to term (from 2016 to Fall 2015, Spring 2016, and Summer 2016).

To use a drill-down, click on any blue text that is within the structure of a report.

Below is what the drill-through report looks like when drilling into Academic Year 2016.
An **action link** on a report takes you to a report which provides additional information. Action links are not hierarchical in nature and simply bring up separate, unique reports to compliment the original report.

To use an action link, click on any blue text that is outside of the report structure.

Below is what the report looks like when accessing the Instructor Profile Details action link. **NOTE**: action link reports can have a separate prompt.