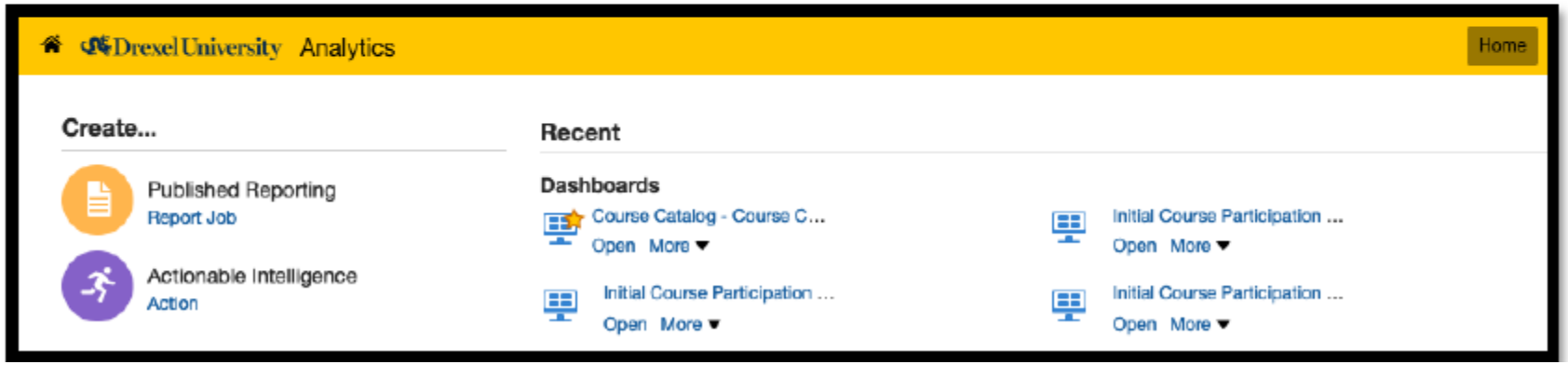
Oracle Analytics Server (OAS) Basic Training

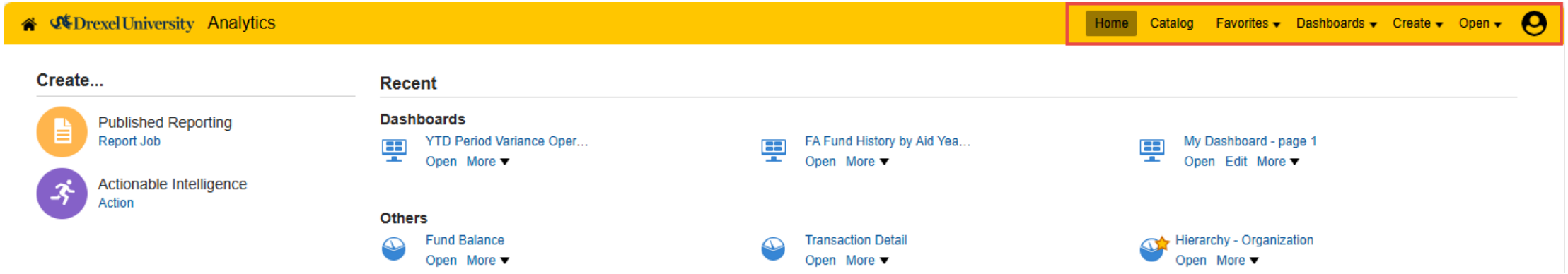
Logging into OAS

Note: OAS is compatible with any web browser. Drexel VPN is required when working off-campus.

To log into OAS, visit the following URL: https://reports.dcollege.net/analytics/, then enter your Drexel One username and password. Once logged in, you will be brought to the OAS homepage



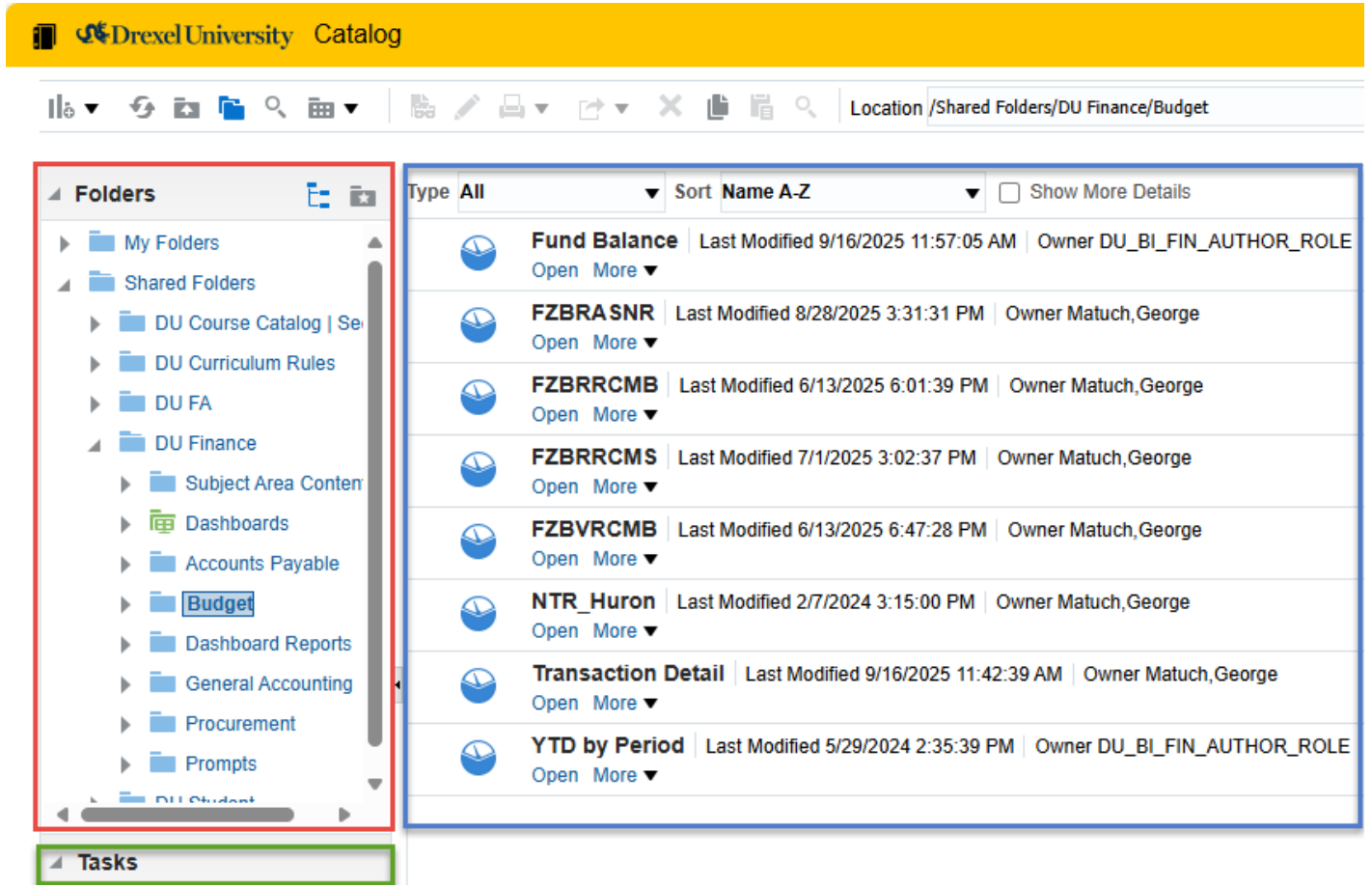
Navigation from Home Page



Options on yellow ribbon:

- Home - where you land when you log into the system ; shows recent dashboards/reports you have utilized
- Catalog – opens Catalog view which shows Folders in the left pane and dashboards/report details in the right pane
- Favorites –specific dashboards/reports that you "☆" as favorites are listed here
- Dashboards – shows available dashboards you have access to
- Create – n/a
- Open – n/a

Catalog View



Navigating the Folders Pane

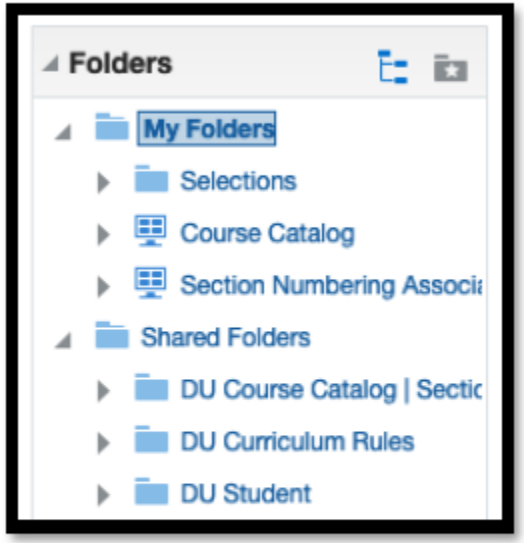
There are two main folders in OAS:

***My folders**: users' personal folders for saving documents (e.g. analysis/dashboards/reports*

Note: Access to save files to My folders varies by role

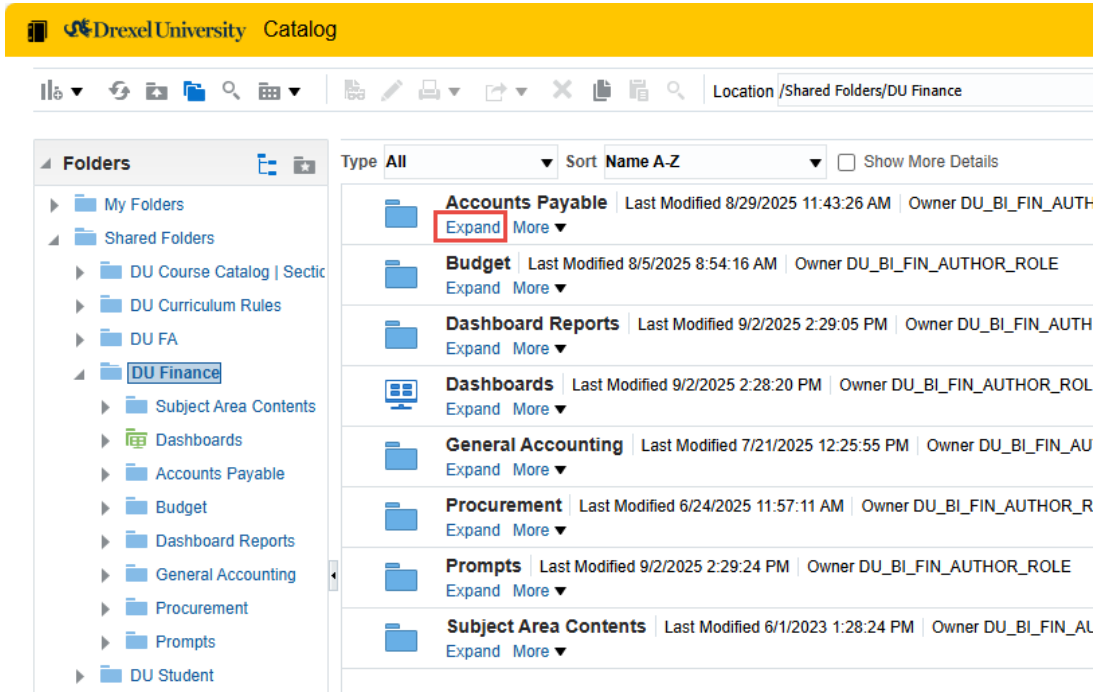
**** Shared folders**: a directory of shared folders listed by topic or subject area that users have access to*

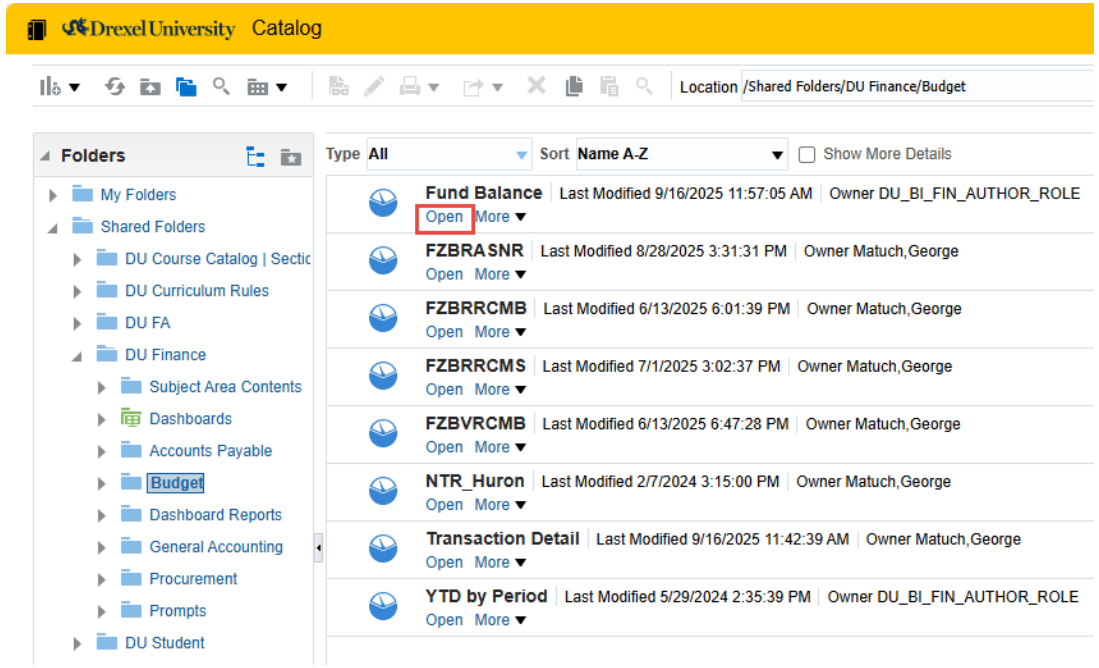
Note: Folders and subject areas vary by role.



To **expand or collapse** a folder pane, users can click on the **arrow** next to a specific folder, or they can click the show/hide folder icon  to show and hide the folder pane altogether.

Opening folders/subfolders or dashboards/reports

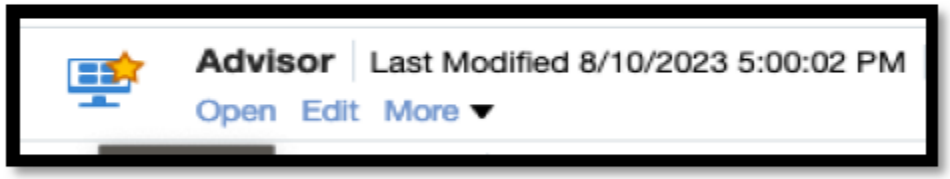




Adding Favorites

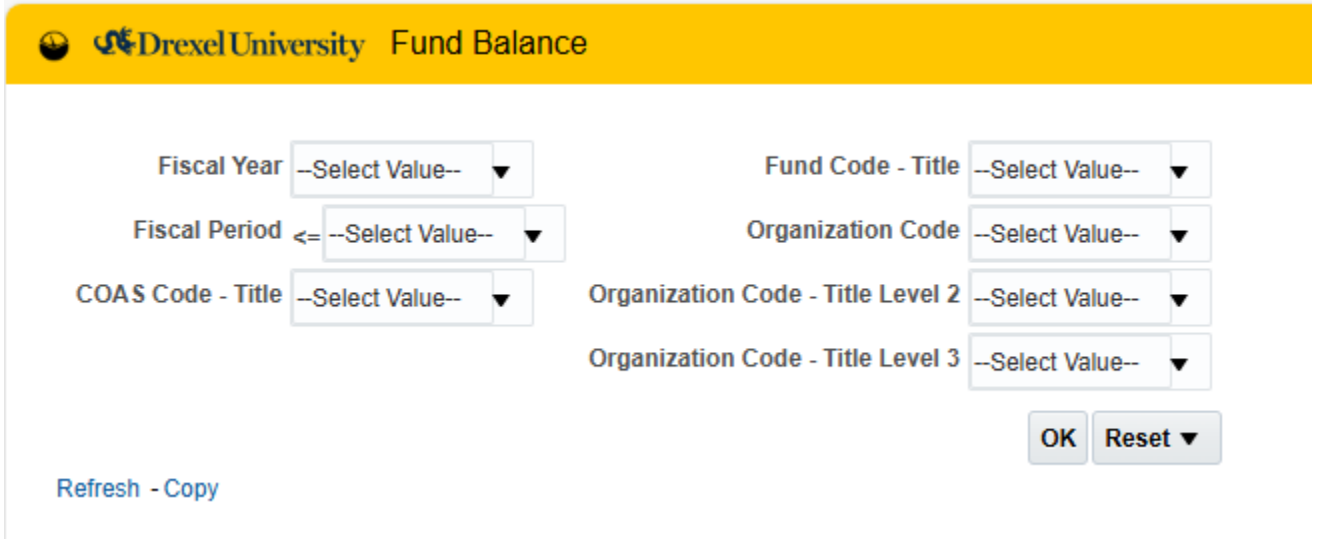
Users can bookmark content from the **catalog** page. Favorites are displayed with a gold star.

- From the Classic Home page, click **Catalog**
- In the **Catalog page**, search for the content that you want to mark as a favorite
- In the search results for the item, click **More**, and then **Add to Favorites**



Users can verify the object/content is added as a favorite by clicking the Favorites tab. Users can also Manage Favorites from this drop-down menu, which allows them to add, remove and organize their favorites into categories.

Applying Filters to your Dashboard/Report



To change or add parameters, you have three methods available to you:

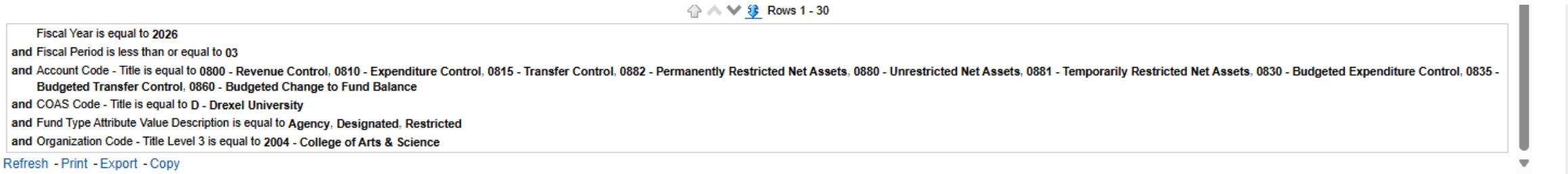
- You can type directly into the field box if you know the exact format the field requires, or
- click on the black triangle and check boxes of the values that appear (please wait… until the values are populated), or
- You can also click on the word “Search…” which will open the Select Values window from which you need to move the values you want from the left side of the window to the right using the buttons in the middle of the window. You can also use the search tool to narrow down your search if the lists are extremely long.

Click “OK” when you are finished.

Example of report output

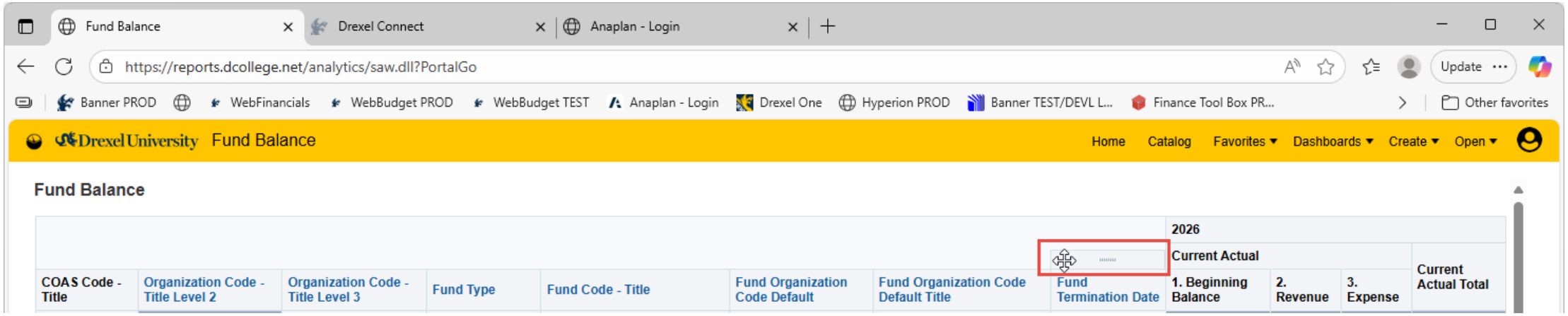


- The report will return the first thirty rows on the page. If you want to see all the rows, click the blue double arrow icon at the bottom of the record set.



- Also, at the bottom of the record set you will see the parameters that were used to execute your query.
- Additional actions are available below this section and can be taken by clicking one of the blue words (Refresh – Print – Export – Copy).

Options to analyze the data

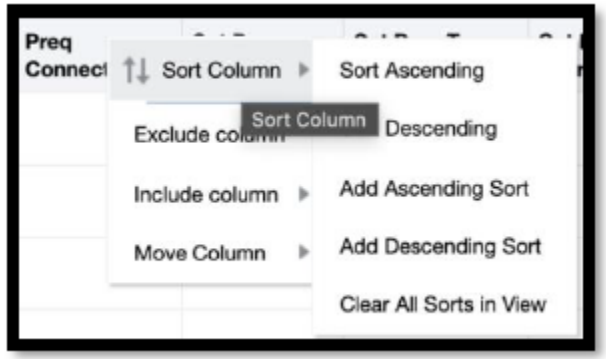


- Right clicking on a column header (red box)
  - Sorting columns
  - Drill
  - Exclude columns
  - Include columns
  - Moving columns
- Clicking on drillable fields (blue number)

Sorting Columns + Drilling

To sort by column, users can click the upwards and downward triangles found in the column headings.

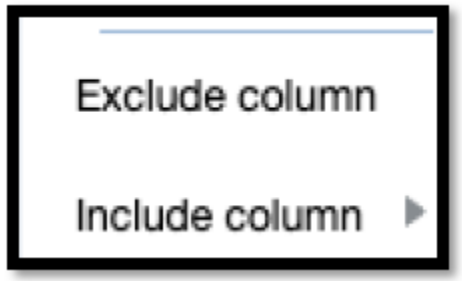
As a second way to sort by column, users can right-click the column they want to sort by to see all the sorting options.



Exclude/Include Column + Move Column

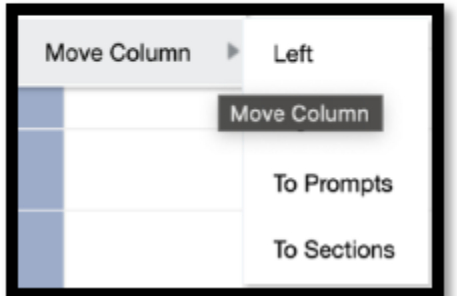
The exclude function allows users to 'hide' a column from the analysis/dashboard.

The include function allows users to add a column that was previously hidden from an analysis/dashboard to the existing object.

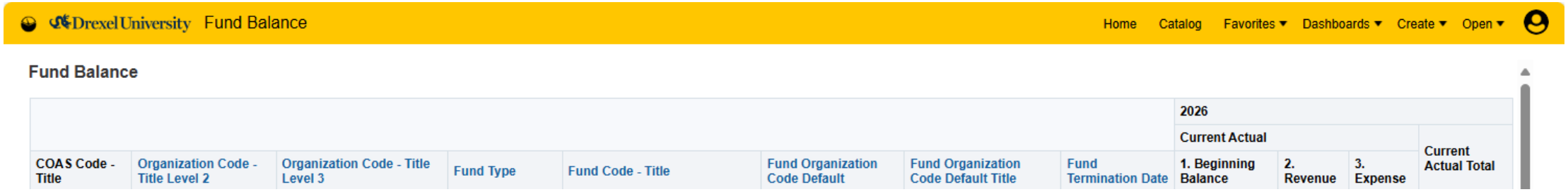


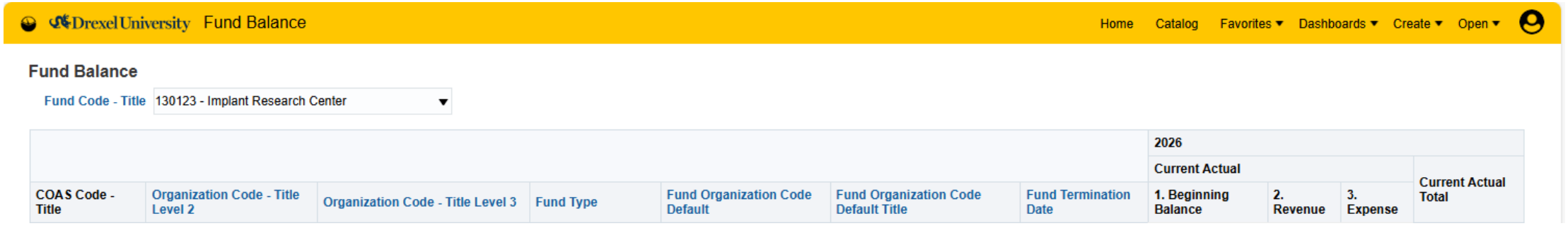
To move a column in OAS, click the top section of the column until the cursor turns into a hand icon. Then drag and drop the column to the location you would like to move it to.

Alternatively, users can select to move a column by right clicking the top of column and choosing where they want the column to appear –to the **Right/Left**, to a **Prompt** or to a **Section.**



Example: Moving columns to prompts





Example: Moving columns to sections



Actions listed at bottom of report



- Refresh
  - Will rerun the dashboard/report using the existing parameters
- Print
  - Will give you the option to create a Printable PDF or Printable HTML
- Export
  - Formatted (export will look the same as it does on the page)
    - Options are PDF, Excel, Powerpoint, and Web Archive
  - Data (export will be the raw data including columns that are not shown)
    - Options are Excel, CSV, Tab Delimited, and XML
- Copy
  - Copies analysis XML to the Clipboard

Saving Dashboard Customizations

- Parameters for Dashboards can be saved as a custom Dashboard
- Fill out parameters that you want and select the cog icon on the upper right of the page



- Select “Save Current Customization”
- Give the customization a name and hit the OK button
- Next time you open the dashboard, select the cog icon and then “Apply Saved Customization”