Overview
This document outlines general instructions for using Ohio University’s Oracle Business Intelligence (OBI) system for Institutional Research data. OBI is a web-based reporting system used to support the campus community’s academic and administrative offices. The legacy Query Builder will reach end of life June 2, 2014, making OBI your new source for IR data.

Institutional Research Login –
1. Login to OBI using: https://obiprd.oit.ohio.edu/ with OHIO ID and password.
2. Upon login, landing page should be Home – if not, click Home in Navigation Pane (top right).

Institutional Research Dashboard Navigation –
1. Click Dashboards drop down to navigate to Institutional Research Dashboard.
2. Hover mouse cursor on “Institutional Research” link and wait for finger icon in order to click.
3. Upon click, you will be directed to the Institutional Research dashboard with four (4) available pages (Reports, Student Enrollment, Course Enrollment, Degrees Awarded).
Institutional Research Reports

The folders to the right contain pre-written reports from Institutional Research.

Request an Ad Hoc Report by sending an email to Institutional.Research@ohio.edu.
Institutional Research – Running a Report

1. To run a report from a dashboard, click the appropriate page (Student Enrollment, Course Enrollment, Degrees Awarded)

2. To activate filters, must click drop down.

3. Click all terms you for which you wish to receive data. **Note:** Asterisk is a required field. You must select **at least one (1) term** in order to return results; however, please keep in mind the selection of 3+ terms may result in degraded query performance.
4. Once you have selected filters, you are able to click “Apply” for a generated report or click “Next” to be taken to another set of available filters. Clicking “Apply” generates Interactive View (preset of the data according to selected criteria).

5. Clicking “Next” will take you to another list of filters (filters applied on the first page will not be lost).

6. Choose filters accordingly. **Note:** Term is the only required filter. Once you hit apply, the new report will show in Interactive View.
In the report, hover over and click the "Student Enrollment" button to view the detailed report. Click to view the "financial aid" report. To view the list of majors for each college, click. Clicking on the "+" sign will expand it, and clicking on the "−" will collapse it.

To view the data on these filters, click the "Student Enrollment" - "Detailed View" report in the "Worksheet View" section. To view all enrollee columns in the results, click on the "Student Enrollment - Download All Columns" report in the "Worksheet View" section. These tables will open in a new window and can be exported in Excel or CSV format for further processing.

Select a report by clicking on the "Institutional Research" button. Click on the "Student Enrollment" - "Detailed View" report to view the detailed report. Click to view the "financial aid" report. To view the list of majors for each college, click. Clicking on the "+" sign will expand it, and clicking on the "−" will collapse it.

To view the data on these filters, click the "Student Enrollment" - "Detailed View" report in the "Worksheet View" section. To view all enrollee columns in the results, click on the "Student Enrollment - Download All Columns" report in the "Worksheet View" section. These tables will open in a new window and can be exported in Excel or CSV format for further processing.
7. At any time, you may click “Reset” to reset all or previous filters.

Institutional Research – Exporting a report

1. At the bottom of page, there is an Export link. Click this link to choose from Export Options.

2. If choosing Excel, the recommendation is to choose Excel 2007+ or Data/CSV for optimum performance. Choosing Excel 2003 is non-standard HTML based format.

3. Upon choosing export method, the document will download at the bottom of your browser. Double click to open.
Institutional Research – Ad Hoc Reports

If you wish to request a Specialized Report, please contact Institutional Research at 740-593-1059 for assistance. You will be asked for as specific as possible report criteria.

1. For a list of General Reports written by IR for general consumption, click the plus sign (+) to see a list of reports.

2. To choose a report, click on the report name to open.

3. Once you have chosen a report to run, you will be first deposited to a filter page. You must choose at least one (1) term in order to return results; however, please keep in mind the selection of a lot (3+) may result in degraded query performance.
Institutional Research Query Builder User Guide
Oracle Business Intelligence

Credit Hours Produced Academic Year Totals

IMPORTANT INFORMATION
- Make selections below to specify report contents, only items with an asterisk (*) are required.
- Enrollment information is currently available that includes final fall 2013 and preliminary spring 2014.
- If you elect not to make selections at this stage, you will have the opportunity to break down the report into sections later in the process.
- After generating the report, you will have options to include detail by campus, residency, ethnicity, sex, and term the degree was earned.

Term: [Select Value] [OK] [Reset]
Course College: [Select Value]
Refresh: [Select Value]
4. You may also choose to filter on College.

5. When you are satisfied with your selected filters, click OK to generate a report.

6. From here, you have the same export options as all other interactive dashboards.
Institutional Research – Modifying Ad Hoc Reports

1. At any point you may modify the report results in OBI.
2. You may hover over any column and drag and drop, which will reformat the criteria in a different view.
3. You also may sort (works like Excel sort function) using the arrows.

<table>
<thead>
<tr>
<th>Academic Year (AU-SU)</th>
<th>Term</th>
<th>Course College</th>
<th>Baccalaureate</th>
<th>Doctoral</th>
<th>General Studies</th>
<th>Master's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>183.00</td>
</tr>
</tbody>
</table>

4. Using the "right click" functionality of your mouse, you have options to exclude, include, move columns.