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 reached 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 – 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.
7. At any time, you may click “Reset” to reset all or previous filter.

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.
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) arrows.

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