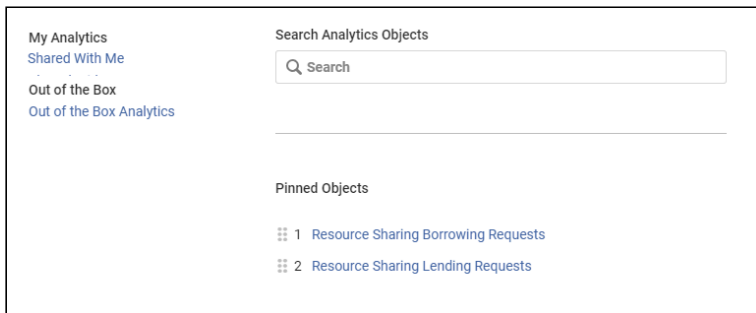


Navigating Analytics

This page describes the menu options available under the Analytics link from the Main Menu and some of the menu options available when creating new reports. To access the Analytics interface and features, select **Analytics** from the Main Menu. The options that appear depend on your user roles.

Analytics Consumers

For an analytics consumer, without administration privileges, the following options are available:

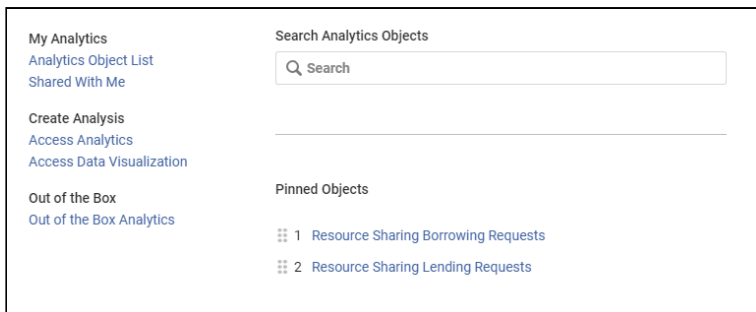


Analytics Options – Analytics Consumer

- [Shared with Me](#)
- [Out of the Box Analytics](#)

Analytics Administrators and Designers

For users with the Analytics Administrator or Designs Analytics roles, the following options are available:



Analytics Options

The following options are available from this area:

- From the My Analytics area:
 - Access the Analytics Object list (if you have the relevant user role). For more information, see [Working with Analytics Objects](#).
 - Access the Shared with Me page where you can view the reports to which you have access:

Shared With Me (1 - 22 of 43)			
Name	Type	Source System	Subject Area
1 Actions Type Dashboard	Analytic Folder Alma University Object created by: Raf Gabzdy on 06/05/2021 Object modified by: Raf Gabzdy on 12/24/2022	Subscribed	Scheduled Report
2 ARL Reports Type Dashboard	Analytic Folder Alma University/portal Object created by: Super User on 02/13/2015 Object modified by: Super User on 02/13/2015		View Full Report
3 Borrowing requests by sharing partners Type Report Subject Areas Borrowing Requests	Analytic Folder Alma University/Borrowing Requests Object created by: Hannah Wagner on 08/28/2015 Object modified by: Hannah Wagner on 01/09/2023	Added as Widget	View Full Report
4 Budget distribution of new acquisitions Type Report Subject Areas Funds Expenditure	Analytic Folder Alma University/acquisitions Object created by: Ex Libris EL/LOCKD - User in Use on 01/05/2015 Object modified by: Raf Gabzdy on 03/20/2022	Scheduled Report	View Full Report
5 Cataloger Activity Type Report	Analytic Folder Alma University/Themes Object created by: Jim Berard on 01/13/2012 Object modified by: Jim Berard on 02/09/2015	Added as Widget	View Full Report

Shared with Me

- From the Create Analysis area, the following options are available, depending on your user role:
 - Access Analytics – create reports and access out-of-the-box reports and dashboards. For more information, see [The Basics of Working with Analytics](#).
 - Access Data Visualization – for more information, see [OAS \(Oracle Analytics Server\) and DV \(Data Visualization\)](#).
 - Access Analytics (Primo) – for more information, see [Analytics](#).
 - Access Data Visualization (Primo) – for more information, see [OAS \(Oracle Analytics Server\) and DV \(Data Visualization\)](#).
- From the Out of the Box area, you can access a list of the out-of-the box reports for which you created analytics objects. For more information, see [Out-of-the-Box Reports](#).
- From the Pinned Objects area, a list of the objects you pinned is displayed.
- From the Search Analytics Objects area, enter the name of an analytics object to display a list of your analytics objects. The upper section contains the objects created by your institution while the lower section contains objects that are available out-of-the-box.

Search Analytics Objects

✕

Search Results

CAUL Reports
Fulfillment Reports
Top ten vendor reports

📌 * Cost per use via COUNTER reports and acquisitions data (defau...
📌 * Usage via COUNTER reports (default)
📌 Acquisitions - Fund Reports (Ex Libris)
Cost per Use for Electronic Inventory and COUNTER reports Dash...
Usage via COUNTER Reports - Release 4 Dashboard (Ex Libris)
Usage via COUNTER Reports - Release 5 Dashboard (Ex Libris)

Search Analytics Objects

Pinned objects appear with a pin icon.

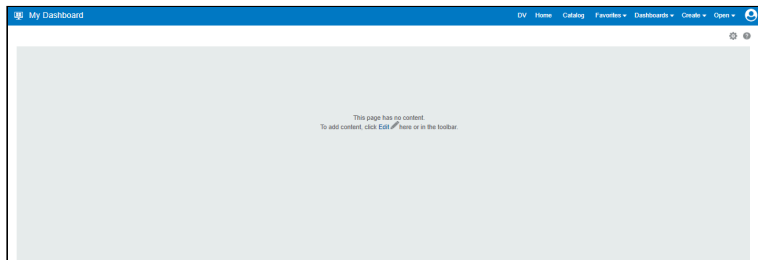
Access Analytics

Note

To create analytics reports you require the Design Analytics role. For more information, see [Design Analytics Role](#).

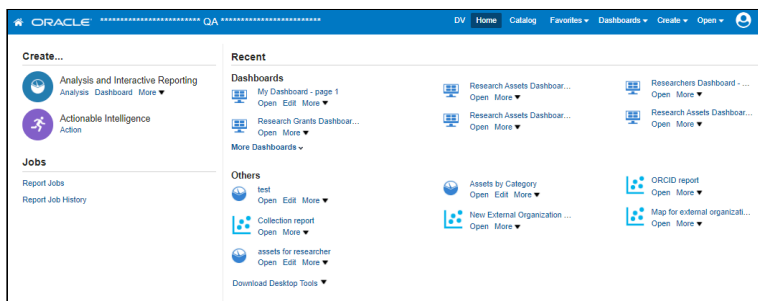
To open the Analytics Home page:

1. Select **Analytics > Access Analytics**. The personal dashboard appears.



Dashboard

2. Select **Home**. The following appears:



Home Page

The Home page is a task-oriented, centralized workspace combined with a global header allowing access to Analytics objects, their respective editors, help documentation and other features.

For more information, see the following section, [Global Header](#).

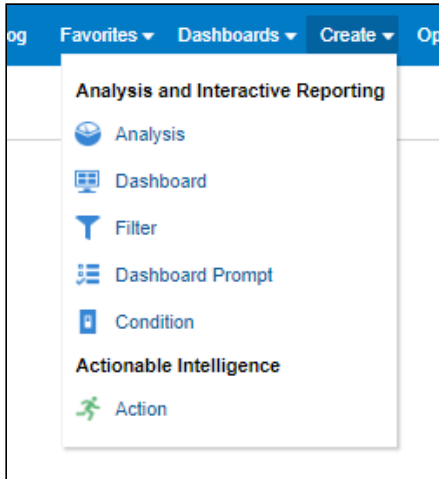
Global Header

The global header includes the following components:

- **DV** – open the DV homepage in a new browser tab.
- **Home** – open the Analytics home page. For more information, see [Access Analytics](#).
- **Catalog** – all reports, including personal and shared reports.
- **Favorites** – manage your favorite dashboards and reports.
- **Dashboards** – all available dashboards that are saved in the dedicated dashboard subfolders.
- **Create** – a list of the objects that you can create. To create an object, select it from the list. The first option – Analysis – is used to create a new report. For a description of the various options, see the Oracle documentation at http://docs.oracle.com/cd/E21764_01/bi.1111/e10544/toc.htm
- **Open:**
 - **Open** – select an object with which you want to work.
 - **Recent Objects** – a list of the objects that you have recently viewed, created, or updated. Select one to work with it.

- **Most Popular Objects** – a list of the objects that are accessed the most often by the users that are assigned to the groups to which you belong. Select one to work with it.
- **My Profile:**
 - **Help** – open the Oracle Analytics Server Help Center.
 - **My Account** – Set preferences, such as time zone, delivery devices, and delivery profile.
 - **Sign Out** – sign out of Analytics.

Throughout Analytics, some of the most commonly used object icons in this guide are as follows:



Analytics Icons