



Office of Institutional
Research and Planning
CARLETON UNIVERSITY

Slicing and dicing in the Perspectives cubes

—

a guide to some basic functionalities

carleton.ca/oirp

Slicing and dicing in the Perspectives cubes – a guide to some basic functionalities

Contact Info:

If you have any questions regarding this document, the cubes in general, or would like to enquire about data cube training opportunities please feel free to contact us by:

Phone: x3617

Email: OIRP.Administrator@carleton.ca

Purpose:

This document will illustrate some functionalities of the Perspectives cubes using the following example:

We would like to view Carleton's Undergraduate Enrolment for the past 5 years broken down by Faculties and by Status (FT/PT) with the possibility of viewing it by Gender.

To get started:

Go to our main page: carleton.ca/oirp

Click on "Carleton University Data Cubes" (Quick Link) and then on "Perspective Cubes (CU-Internal)".

Login with your MyCarletonOne credentials.

You can now view the list of reports available in Perspectives, each report contains a repository of information about different University statistics, grouped by topics such as enrolment, funding, retention, convocations, admissions, and on-going registration, amongst others.

Let's select the "Enrolment by Academic Unit" report.

Default view

After clicking on “Enrolment by Academic Unit” the report appears in its default view as shown below.

The screenshot shows the Carleton University Office of Institutional Research and Planning report interface. The report title is "Enrolment by Academic Unit" for the Main Campus, with a count date of Provincial. The interface includes a "Report contents" sidebar on the left, a "Slicer area" above the table, and a data table below. The table displays enrolment data by academic term (columns) and academic unit (rows). The table is annotated with three callouts: "1. List of Variables" pointing to the sidebar, "2. Slicer area" pointing to the area above the table, and "3. Table" pointing to the data table.

Academic Unit	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall	2012 Fall	2011 Fall	2010 Fall	2009 Fall	2008 Fall
All	30672.0	29795.0	29044.0	28487.0	28039.0	27394.0	26768.0	25832.0	25153.0	24211.0
Arts and Social Sciences	6876.0	6757.0	6817.5	6987.5	7210.0	7141.0	7232.5	7179.0	7036.5	6876.5
Public Affairs	8160.5	7888.0	7812.5	7714.0	7804.0	7739.0	7568.0	7280.5	7110.0	7061.5
Business	2506.5	2458.0	2427.0	2350.0	2282.0	2222.0	2213.0	2174.0	2097.0	1900.0
Science	5080.0	4803.0	4406.5	4110.5	3791.0	3479.5	3250.0	2977.0	2810.5	2638.0
Engineering and Design	6598.0	6361.0	5991.5	5718.0	5357.0	5081.5	4695.5	4369.5	4095.0	3824.0

1. List of variables

Lists variables that can be brought into the report contents (variable also referred to as “dimension”). Variables/dimensions highlighted in light blue are already part of the report contents. For example, the variable “Measures” appears in the slicer area and the variable “Academic Unit” appears in the table.

2. Slicer area

Above the table is the slicer area. It is used to hold variables and their selections. The data for the selected member of each variable is displayed in the table. For example, the variable “Full-Part Time” shows “All” (full-time and part-time) students are displayed.

3. Table

The table shows enrolment data by academic term (column) and academic unit (row), both for its default members. For example, the default members for “Academic Unit” are: “All”, and the five Faculties.

Selecting members of a variable in the table

When variables in the header of the table are underlined, that means that you can click on it to select or deselect members.

- To select only the last five years, click on Academic Term

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

Rows 1-6 of 6 (0 Suppressed) Columns 1-10 of 10 (0 Suppressed)

Measures: Acadunit Weighted Count Program (Degree): All Student Level: All

Drag dimensions here so they do not show as a row or column in table

<u>Time</u> (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall	2012 Fall	2011 Fall	2010 Fall	2009 Fall	2008 Fall
<u>Academic</u>	Select members of Academic Term									
All	30672.0	29795.0	29044.0	28487.0	28039.0	27394.0	26768.0	25832.0	25153.0	24211.0
Arts and Social Sciences	6876.0	6757.0	6817.5	6987.5	7210.0	7141.0	7232.5	7179.0	7036.5	6876.5
Public Affairs	8160.5	7888.0	7812.5	7714.0	7804.0	7739.0	7568.0	7280.5	7110.0	7061.5
Business	2506.5	2458.0	2427.0	2350.0	2282.0	2222.0	2213.0	2174.0	2097.0	1900.0
Science	5080.0	4803.0	4406.5	4110.5	3791.0	3479.5	3250.0	2977.0	2810.5	2638.0
Engineering and Design	6598.0	6361.0	5991.5	5718.0	5357.0	5081.5	4695.5	4369.5	4095.0	3824.0

- Deselect the years that you don't need. Once you are done, click on "show report" at the top right corner.

Enrolment by Academic Unit
Time (Academic Term)

Select by: Save selection set...

Members * Totals Percentages Time series

Members 1-49 of 49

Select/Clear: Select/Clear

Default member: All Tip: Use "Expand all" dropdown list to expand to a given level

members by level: All Lowest level Range...

2003 Fall

2004 Fall

2005 Fall

2006 Fall

2007 Fall

2008 Fall

2009 Fall

2010 Fall

2011 Fall

2012 Fall

2013 Fall

2014 Fall

2015 Fall

2016 Fall

2017 Fall

1. Deselect unwanted years

Click to enlarge/shrink screenshot.


Show report

2. Click on show report

Sort by label

This gives us the table with only the last 5 years

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Acad. Weighted Count	30672.0	29795.0	29044.0	28487.0	28039.0
All	6876.0	6757.0	6817.5	6987.5	7210.0
Arts and Social Sciences	8160.5	7888.0	7812.5	7714.0	7804.0
Public Affairs	2506.5	2458.0	2427.0	2350.0	2282.0
Business	5080.0	4803.0	4406.5	4110.5	3791.0
Science	6598.0	6361.0	5991.5	5718.0	5357.0
Engineering and Design					

A useful feature is the *information* icon , it gives us some more information on a particular variable.

- When we click on the *i*, it will open a new tab with the information it contains. In this case, we opened the *i* next to Time.

Information opens in a new tab

Dimension
Time

Notes
Academic Year
Academic Year (measured in TERM) - A full academic year in the Cubes is made of three terms (Summer,Fall,Winter). For example: the 2005/2006 academic year comprises three terms - Summer 2005, Fall 2006, and Winter 2006. In "Banner" coding these would be terms 200520, 200530 and 200610.

Term
Term in Academic Year (Summer,Fall,Fall/Winter,Winter)
Fall/Winter courses are two term courses.

Session in Academic Year (Summer or Fall/Winter)
Fall/Winter includes courses in the Fall and Winter term including two term Fall/Winter courses. Fall/Winter courses reported using Fall term counts.

When members in the body of the table are underlined, you can drill down to get more details on the underlined member (for example, if you click on Science, you'll be able to see all the departments within Science).

- Just for viewing purposes, click on Science.

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

◆ Rows 1-6 of 6 (0 Suppressed) ◆ Columns 1-5 of 5 (0 Suppressed)

Measures: Acadunit Weighted Count | Program (Degree): All | Student Level: All

Full-Part Time: All | New - Returning: All

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit					
All	30672.0	29795.0	29044.0	28487.0	28039.0
Arts and Social Sciences	6876.0	6757.0	6817.5	6987.5	7210.0
Public Affairs	8160.5	7888.0	7812.5	7714.0	7804.0
Business	2506.5	2458.0	2427.0	2350.0	2282.0
<u>Science</u>	5080.0	4803.0	4406.5	4110.5	3791.0
Engineering and Design	6598.0	6361.0	5991.5	5718.0	5357.0

Click to drill down

Click on any underlined member in the body of the table to drill down

The table now displays all the members of the variable you drilled down on, in this example, we only see departments within Science.

Beyond 20/20 Perspective - X

If you need to go back to the previous view, use your browser's "Back" arrow.

Secure | https://oirp2.carleton.ca/perspective60/view/dispview.aspx

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File View Help

Report contents
Instructions:
Click on dimension names below to change or edit report contents

Measures: Acadunit Weighted Count | Program (Degree): All | Student Level: All

Full-Part Time: All | New - Returning: All

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit					
Biology	819.0	856.5	820.5	794.5	741.5
Chemistry	257.0	268.0	256.0	268.5	258.5
Department of Health Sci...	268.0	206.0	145.0	92.0	25.0
Earth Sciences	149.5	174.5	176.0	189.0	184.5
Institute: Biochemistry	197.0	197.5	188.0	212.5	201.5
Institute: Environ Scienc...	166.0	164.0	157.0	141.0	137.0
Institute: Integrated Sci...	22.0	37.0	98.0	183.0	283.0
Mathematics & Statistics	363.0	364.5	328.0	328.0	294.0
Neuroscience	553.5	546.5	497.5	419.5	326.5
Physics	263.0	240.5	236.5	202.5	192.0
School: Computer Science	1996.0	1715.0	1463.0	1263.0	1131.5
Undeclared (Science)	26.0	33.0	41.0	17.0	16.0

We can now see only departments in the faculty of Science

Another useful feature (not a cube feature though) is your browser's "Back" arrow, it allows you to go back to previous views of the table, so if you clicked something by mistake, or something you didn't need, you don't have to start from scratch.

Click on your browser's "Back" arrow to return to the table view with all 5 faculties.

Selecting a member of a variable in the slicer area

Another way to select a member of a variable is by navigating through the members of the variable in the slicer area. In the following example we are going to select “Undergraduate” in “Student Level”.

- We can click on the arrows in the “Student Level” tile. The data in the table changes as the arrows cycle through the members of “Student Level”.

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

Rows 1-6 of 6 (0 Suppressed) Columns 1-5 of 5 (0 Suppressed)

Measures - Acadunit Weighted Count | Program (Degree) - All

Student Level - All | Full-Part Time - All | New - Returning - All

Drag dimensions here so they do not show up in table

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit					
All	30672.0	29795.0	29044.0	28487.0	28039.0
Arts and Social Sciences	6876.0	6757.0	6817.5	6987.5	7210.0
Public Affairs	8160.5	7888.0	7812.5	7714.0	7804.0
Business	2506.5	2458.0	2427.0	2350.0	2282.0
Science	5080.0	4803.0	4406.5	4110.5	3791.0
Engineering and Design	6598.0	6361.0	5991.5	5718.0	5357.0

After clicking on the right arrow, “Undergraduate” is selected. Now data shown in the table is for undergraduate students only.

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File View Help | Welcome joycebai

Report contents
Instructions: Click on dimension names below to change or edit report contents

Measures | Academic Unit | Age | Application Type Ugrad | Campus | Citizenship | Class Size | Cohort | Count Date | Course Level | Course Terms | Course Type

View as: Table | Chart

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

Rows 1-6 of 6 (0 Suppressed) Columns 1-5 of 5 (0 Suppressed)

Measures - Acadunit Weighted Count | Program (Degree) - All

Student Level - Undergraduate | Full-Part Time - All | New - Returning - All

Drag dimensions here so they do not show up in table

Now the data shown in the table is for UG only

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit					
All	25268.0	24359.0	23647.0	23182.0	22778.0
Arts and Social Sciences	6105.0	5991.0	6039.5	6238.5	6421.0
Public Affairs	6897.0	6626.0	6587.5	6509.0	6598.0
Business	2230.0	2232.0	2205.0	2155.0	2099.0
Science	4573.5	4268.5	3858.5	3577.5	3298.0
Engineering and Design	5462.5	5241.5	4956.5	4702.0	4362.0

Selecting a variable from the list of variables

Example: selecting “Student Gender” from the list of variables and bringing it into the table.

- Scroll down the list of variables until you see “Student Gender”, click on it.

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File View Help

Report contents
Instructions:
Click on dimension names below to change or edit report contents

WGU
New - Returning
OUAC Type
Program
Concentration
Degree
Major
Minor
Program Hierarchy
Region
Region COU
Student Gender
Student Level
Time
Academic Term
Academic Year

View as: Table Chart
Email report definition... Show report list

Welcome saraseiler

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

Rows 1-6 of 6 (0 Suppressed) Columns 1-5 of 5 (0 Suppressed)

Measures: Acadunit Weighted Count Program (Degree)
Student Level: Undergraduate Full-Part Time
New - Returning
Time (Academic Term)
Academic Unit

Academic Unit	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
All	25268.0	24359.0	23647.0	23182.0	22778.0
Arts and Social Sciences	6105.0	5991.0	6039.5	6238.5	6421.0
Public Affairs	6897.0	6626.0	6587.5	6509.0	6598.0
Business	2230.0	2232.0	2205.0	2155.0	2099.0
Science	4573.5	4268.5	3858.5	3577.5	3298.0
Engineering and Design	5462.5	5241.5	4956.5	4702.0	4362.0

- Select the members of the variable you would like to bring into the table, for this example we selected “All”, “Female” and “Male”. Then click on “Show report” after selecting your variable members.

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View Tools Help

Report contents
Instructions:
Click on dimension names below and select members (on right) to include in your report

WGU
New - Returning
OUAC Type
Program
Concentration
Degree
Major
Minor
Program Hierarchy
Region
Region COU
Student Gender
Student Level

Enrolment by Academic Unit
Student Gender

Select by: Save selection set...

Members * Totals Percentages Custom groups Calculated members

Members 1-4 of 4
Select/Clear
members by level All Lowest level Range...
Default member: All Tip: Use "Expand all" dropdown list to expand to a given level

All (Default member) Female Male Unknown

1. select variable members

2. click on "Show report"

Show report Show report list Help

After clicking on “Show report”, the table looks like this:

View as: Table Chart [grid icon] [info icon] [print icon] [download icon] [refresh icon] Email report definition... [Show report list](#)

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

Rows 1-6 of 6 (0 Suppressed) Columns 1-15 of 15 (0 Suppressed)

Measures: Acadunit Weighted Count [grid icon] Program (Degree) [grid icon] Student Level [grid icon] Undergraduate [grid icon]

Full-Part Time [grid icon] All [grid icon] New - Returning [grid icon] All [grid icon] [grid icon] Drag dimensions here so they do not show as a row or column in table

Time (Academic Term)	2017 Fall			2016 Fall			2015 Fall			2014 Fall			2013 Fall		
	All	Female	Male	All	Female	Male	All	Female	Male	All	Female	Male	All	Female	Male
All	25268.0	12004.0	13152.0	24359.0	11554.0	12804.0	23647.0	11181.0	12465.0	23182.0	10941.0	12241.0	22778.0	10797.0	11981.0
Arts and Social Sciences	6105.0	4193.5	1874.0	5991.0	4048.5	1942.5	6039.5	3981.5	2058.0	6238.5	4004.5	2234.0	6421.0	4131.5	2289.5
Public Affairs	6897.0	3951.0	2916.0	6626.0	3810.5	2814.5	6587.5	3717.0	2869.5	6509.0	3611.5	2897.5	6598.0	3624.5	2973.5
Business	2230.0	926.0	1298.0	2232.0	941.0	1291.0	2205.0	937.0	1268.0	2155.0	938.0	1217.0	2099.0	867.0	1232.0
Science	4573.5	1727.5	2821.0	4268.5	1635.0	2633.5	3858.5	1487.5	2371.0	3577.5	1399.5	2178.0	3298.0	1261.0	2037.0
Engineering and Design	5462.5	1206.0	4243.0	5241.5	1119.0	4122.5	4956.5	1058.0	3898.5	4702.0	987.5	3714.5	4362.0	913.0	3449.0

“Student Gender” data has been added to table.

Arranging variables – switching

Example: switching “Student Gender” and “Full-Part Time” variables.

The small textured area ([grid icon]) to the left of each variable can be used to drag and drop variables to re-arrange them.

- Let’s hover over the textured area to the left of the “Full-Part Time” variable until we can see the “click to drag” message and the four arrows icon.

View as: Table Chart [grid icon] [info icon] [print icon] [download icon] [refresh icon] Email report definition... [Show report list](#)


Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

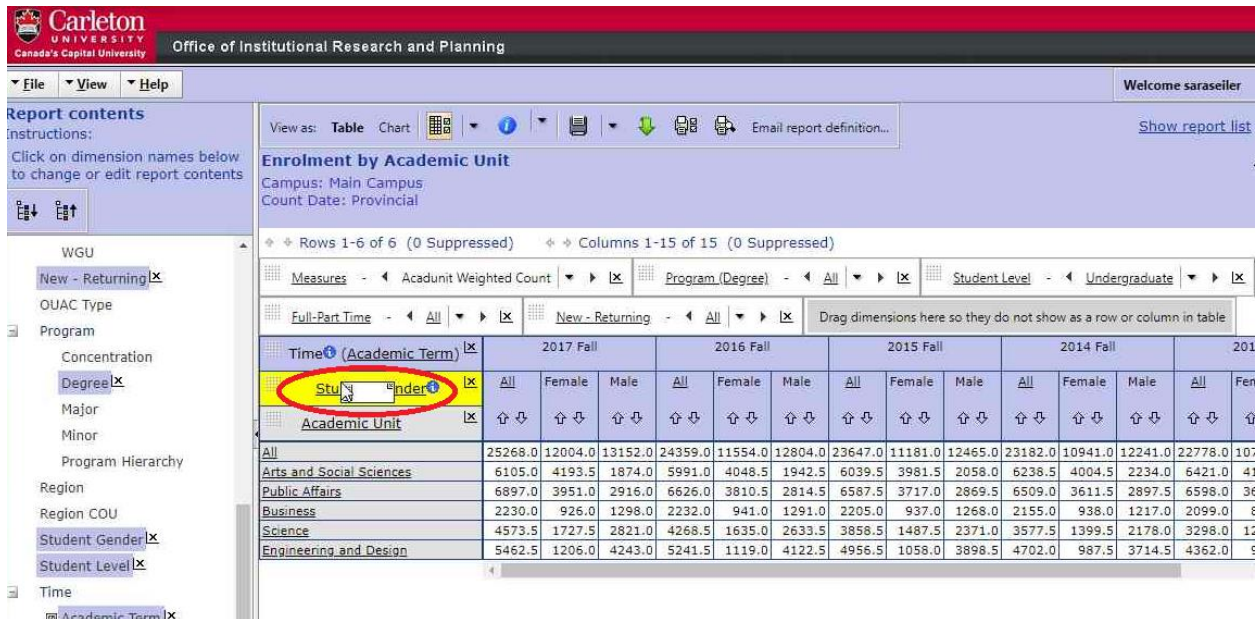
Rows 1-6 of 6 (0 Suppressed) Columns 1-15 of 15 (0 Suppressed)






Measures: Acadunit Weighted Count [grid icon] Program (Degree) [grid icon] Student Level [grid icon] Undergraduate [grid icon]

Full-Part Time [grid icon] All [grid icon] New - Returning [grid icon] All [grid icon] [grid icon] Drag dimensions here so they do not show as a row or column in table

Time (Academic Term)	2017 Fall			2016 Fall			2015 Fall			2014 Fall			2013 Fall		
	All	Female	Male	All	Female	Male	All	Female	Male	All	Female	Male	All	Female	Male
All	25268.0	12004.0	13152.0	24359.0	11554.0	12804.0	23647.0	11181.0	12465.0	23182.0	10941.0	12241.0	22778.0	10797.0	11981.0
Arts and Social Sciences	6105.0	4193.5	1874.0	5991.0	4048.5	1942.5	6039.5	3981.5	2058.0	6238.5	4004.5	2234.0	6421.0	4131.5	2289.5
Public Affairs	6897.0	3951.0	2916.0	6626.0	3810.5	2814.5	6587.5	3717.0	2869.5	6509.0	3611.5	2897.5	6598.0	3624.5	2973.5
Business	2230.0	926.0	1298.0	2232.0	941.0	1291.0	2205.0	937.0	1268.0	2155.0	938.0	1217.0	2099.0	867.0	1232.0
Science	4573.5	1727.5	2821.0	4268.5	1635.0	2633.5	3858.5	1487.5	2371.0	3577.5	1399.5	2178.0	3298.0	1261.0	2037.0
Engineering and Design	5462.5	1206.0	4243.0	5241.5	1119.0	4122.5	4956.5	1058.0	3898.5	4702.0	987.5	3714.5	4362.0	913.0	3449.0

- Let's click on it and drag the variable "Full-Part Time" over "Student Gender". Release the mouse when the variable field is highlighted in yellow and this small icon  appears over the "Student Gender" variable.



View as: Table Chart      Email report definition... [Show report list](#)

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

◆ Rows 1-6 of 6 (0 Suppressed) ◆ Columns 1-15 of 15 (0 Suppressed)

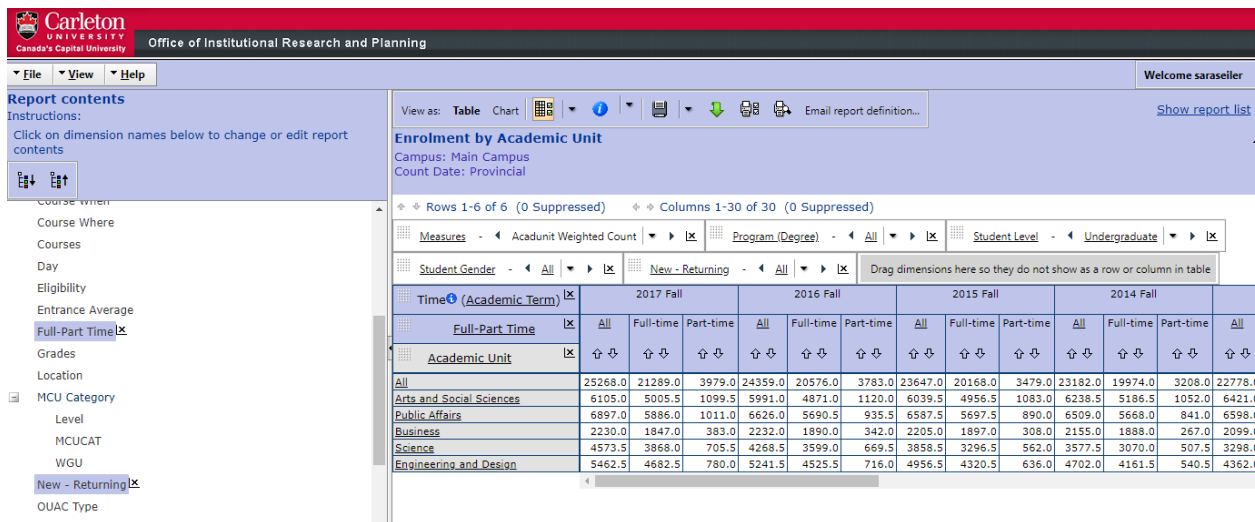
Measures - Acadunit Weighted Count - Program (Degree) - Student Level - Undergraduate






Full-Part Time - All - New - Returning - All

Time (Academic Term) - All - Female - Male - All - Female - Male - All - Female - Male - All - Female - Male - All - Female - Male

Academic Unit	2017.Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
All	25268.0	12004.0	13152.0	24359.0	11554.0
Arts and Social Sciences	6105.0	4193.5	1874.0	5991.0	4048.5
Public Affairs	6897.0	3951.0	2915.0	6626.0	3810.5
Business	2230.0	926.0	1298.0	2232.0	941.0
Science	4573.5	1727.5	2821.0	4268.5	1635.0
Engineering and Design	5462.5	1206.0	4243.0	5241.5	1119.0

The variables switched places. "Full-Part Time" data is now displayed in the table as shown below. The "Student Gender" variable was moved to the slicer area above.



View as: Table Chart      Email report definition... [Show report list](#)

Enrolment by Academic Unit
Campus: Main Campus
Count Date: Provincial

◆ Rows 1-6 of 6 (0 Suppressed) ◆ Columns 1-30 of 30 (0 Suppressed)

Measures - Acadunit Weighted Count - Program (Degree) - Student Level - Undergraduate


Student Gender - All - New - Returning - All

Time (Academic Term) - All - Full-time - Part-time - All - Full-time - Part-time - All - Full-time - Part-time - All - Full-time - Part-time - All - Full-time - Part-time

Academic Unit	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
All	25268.0	21289.0	3979.0	24359.0	20576.0
Arts and Social Sciences	6105.0	5005.5	1099.5	5991.0	4871.0
Public Affairs	6897.0	5886.0	1011.0	6626.0	5690.5
Business	2230.0	1847.0	383.0	2232.0	1890.0
Science	4573.5	3868.0	705.5	4268.5	3599.0
Engineering and Design	5462.5	4692.5	780.0	5241.5	4525.5

Arranging variables – nesting

Variables can be re-arranged in the table to make it easier to read. In the following example we are going to drag the variable “Full-Part Time” and move it next to “Academic Unit”.

- We click on the small textured area () in the “Full-Part Time” tile.

Enrolment by Academic Unit
 Campus: Main Campus
 Count Date: Provincial

◆ ◆ Rows 1-6 of 6 (0 Suppressed) ◆ ◆ Columns 1-15 of 15 (0 Suppressed)

Measures - Acadunit Weighted Count | Program (Degree) - All

Student Level - Undergraduate | Student Gender - All

New - Returning - All

Drag dimensions here so they do not show as a row or column in table

Time (Academic Term)	2017 Fall			2016 Fall			2015 Fall		
Full-Part Time	All	Full-time	Part-time	All	Full-time	Part-time	All	Full-time	Part-time
Academic Unit	↕	↕	↕	↕	↕	↕	↕	↕	↕
All	25268.0	21289.0	3979.0	24359.0	20576.0	3783.0	23647.0	20168.0	3479.0
Arts and Social Sciences	6105.0	5005.5	1099.5	5991.0	4871.0	1120.0	6039.5	4956.5	1083.0
Public Affairs	6897.0	5886.0	1011.0	6626.0	5690.5	935.5	6587.5	5697.5	890.0
Business	2230.0	1847.0	383.0	2232.0	1890.0	342.0	2205.0	1897.0	308.0
Science	4573.5	3868.0	705.5	4268.5	3599.0	669.5	3858.5	3296.5	562.0
Engineering and Design	5462.5	4682.5	780.0	5241.5	4525.5	716.0	4956.5	4320.5	636.0

- As we drag the tile, a small tile image appears. It shows the result of the dropping the tile at the moment. When we move it to the right of “Academic Unit” a right arrow appears and “Academic Unit” is highlighted in yellow.

Enrolment by Academic Unit
 Campus: Main Campus
 Count Date: Provincial

◆ ◆ Rows 1-6 of 6 (0 Suppressed) ◆ ◆ Columns 1-15 of 15 (0 Suppressed)

Measures - Acadunit Weighted Count | Program (Degree) - All

Student Level - Undergraduate | Student Gender - All

New - Returning - All

Drag dimensions here so they do not show as a row or column in table

Time (Academic Term)	2017 Fall			2016 Fall			2015 Fall		
Full-Part Time	All	Full-time	Part-time	All	Full-time	Part-time	All	Full-time	Part-time
Academic Unit	↕	↕	↕	↕	↕	↕	↕	↕	↕
All	25268.0	21289.0	3979.0	24359.0	20576.0	3783.0	23647.0	20168.0	3479.0
Arts and Social Sciences	6105.0	5005.5	1099.5	5991.0	4871.0	1120.0	6039.5	4956.5	1083.0
Public Affairs	6897.0	5886.0	1011.0	6626.0	5690.5	935.5	6587.5	5697.5	890.0
Business	2230.0	1847.0	383.0	2232.0	1890.0	342.0	2205.0	1897.0	308.0
Science	4573.5	3868.0	705.5	4268.5	3599.0	669.5	3858.5	3296.5	562.0
Engineering and Design	5462.5	4682.5	780.0	5241.5	4525.5	716.0	4956.5	4320.5	636.0

- After we release the mouse the table looks like the following.

Enrolment by Academic Unit
 Campus: Main Campus
 Count Date: Provincial

Rows 1-18 of 18 (0 Suppressed) Columns 1-5 of 5 (0 Suppressed)

Measures - Acadunit Weighted Count Program (Degree) - All
 Student Level - Undergraduate Student Gender - All
 New - Returning - All

Drag dimensions here so they do not show as a row or column in table

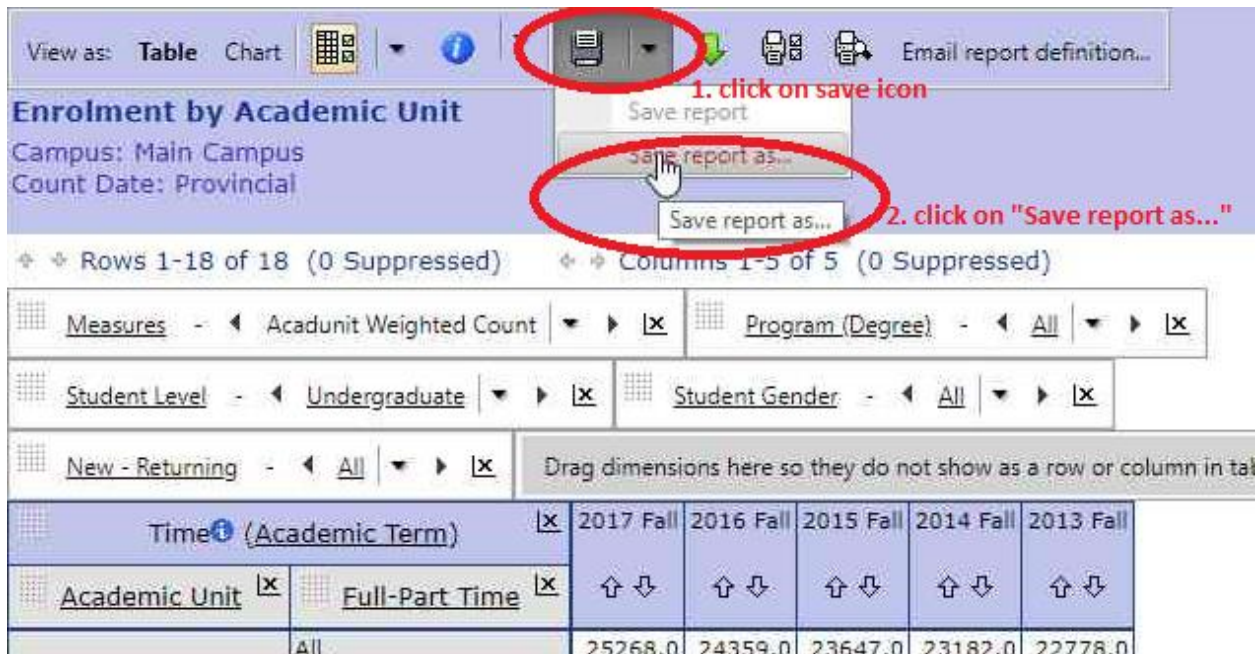
Time (Academic Term)		2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit	Full-Part Time					
All	All	25268.0	24359.0	23647.0	23182.0	22778.0
	Full-time	21289.0	20576.0	20168.0	19974.0	19595.0
	Part-time	3979.0	3783.0	3479.0	3208.0	3183.0
Arts and Social Sciences	All	6105.0	5991.0	6039.5	6238.5	6421.0
	Full-time	5005.5	4871.0	4956.5	5186.5	5367.0
	Part-time	1099.5	1120.0	1083.0	1052.0	1054.0
Public Affairs	All	6897.0	6626.0	6587.5	6509.0	6598.0
	Full-time	5886.0	5690.5	5697.5	5668.0	5715.0
	Part-time	1011.0	935.5	890.0	841.0	883.0
Business	All	2230.0	2232.0	2205.0	2155.0	2099.0
	Full-time	1847.0	1890.0	1897.0	1888.0	1806.0
	Part-time	383.0	342.0	308.0	267.0	293.0
Science	All	4573.5	4268.5	3858.5	3577.5	3298.0
	Full-time	3868.0	3599.0	3296.5	3070.0	2848.0
	Part-time	705.5	669.5	562.0	507.5	450.0
Engineering and Design	All	5462.5	5241.5	4956.5	4702.0	4362.0
	Full-time	4682.5	4525.5	4320.5	4161.5	3859.0
	Part-time	780.0	716.0	636.0	540.5	503.0

The table shows enrolment numbers for undergraduate students, broken down by both academic unit and full/part time, from Fall 2013 to Fall 2017.

Saving a report

If you are planning to use a report in the future, it may be useful to save the layout of the report in “My reports”. Please note that saving a report only saves the table view and your variable/member selections, but not the actual data (i.e. data can change after updates).

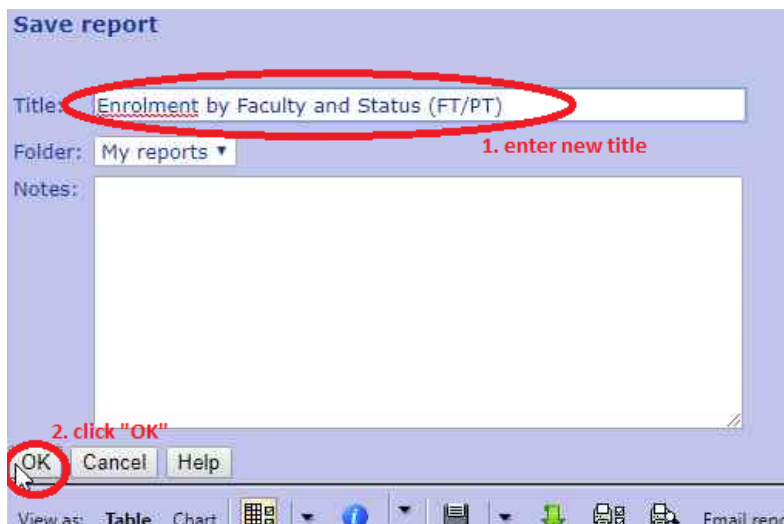
- Click on the save icon above the slicer area, and then on “Save report as...”



The screenshot shows the top toolbar of the report interface. The 'Save report' icon (a floppy disk) is circled in red with the annotation "1. click on save icon". Below it, the 'Save report as...' option is also circled in red with the annotation "2. click on 'Save report as...'". The report title is "Enrolment by Academic Unit" and the view is set to "Table". The slicer area shows "Acadunit Weighted Count" and "Program (Degree)". The table below shows data for "Time (Academic Term)" from 2017 Fall to 2013 Fall, with "Academic Unit" and "Full-Part Time" as dimensions.

Time (Academic Term)	2017 Fall	2016 Fall	2015 Fall	2014 Fall	2013 Fall
Academic Unit					
Full-Part Time					
All	25268.0	24359.0	23647.0	23182.0	22778.0

- The save report window opens. Change the title so it is meaningful to you. For our example, we changed it to “Enrolment by Faculty and Status (FT/PT). Then click on “OK”.



The screenshot shows the "Save report" dialog box. The "Title" field contains "Enrolment by Faculty and Status (FT/PT)" and is circled in red with the annotation "1. enter new title". The "Folder" is set to "My reports". The "Notes" field is empty. The "OK" button is circled in red with the annotation "2. click 'OK'". The dialog box has "Cancel" and "Help" buttons as well.

- To view any previously saved reports, click on the “My reports” tab after accessing the Perspective cubes.



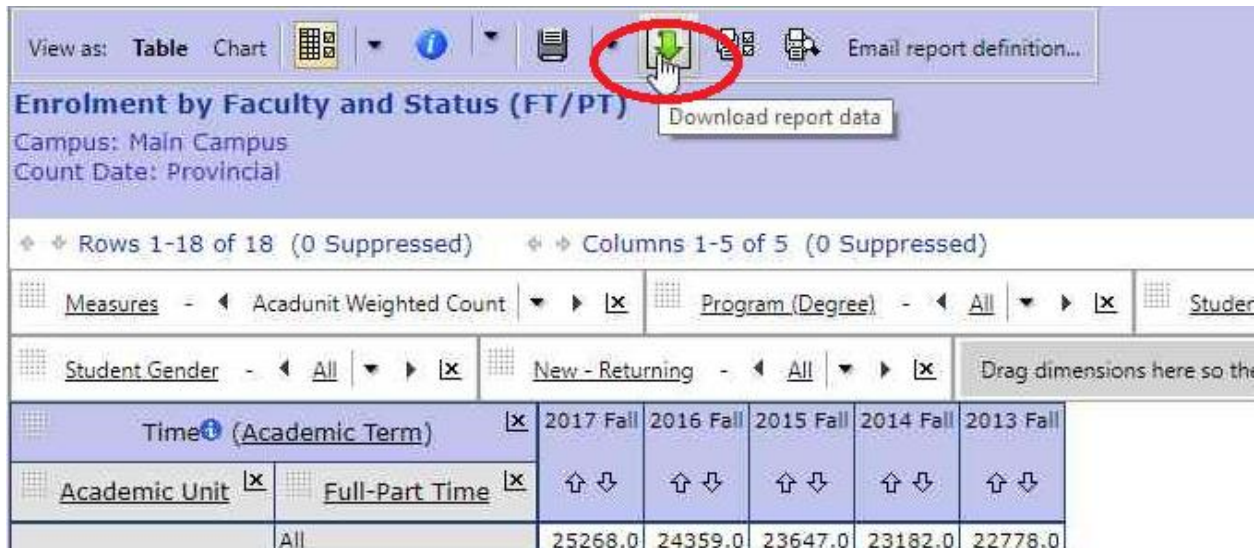
- Select the previously saved report by clicking on it.



After selecting the report you can view it. Remember that data may have changed as you’ve only saved the layout of the table, but not the actual data.

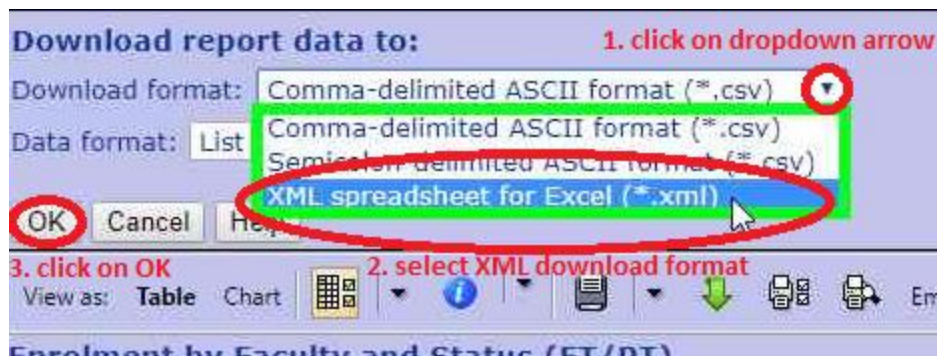
Download report data for Excel

- To download the data into Excel, click on the green arrow above the slicer area:



The screenshot shows the top toolbar of the report interface. The 'Download report data' button, represented by a green arrow icon, is circled in red. Below the toolbar, the report title 'Enrolment by Faculty and Status (FT/PT)' is displayed, along with filters for 'Campus: Main Campus' and 'Count Date: Provincial'. The main area shows a table with columns for 'Academic Unit' and 'Full-Part Time' across various academic terms from 2017 Fall to 2013 Fall. The data values are: 25268.0, 24359.0, 23647.0, 23182.0, and 22778.0.

- Select "XML spreadsheet for Excel (*.xml)" as the download format from the dropdown list of formats, then click on "OK":



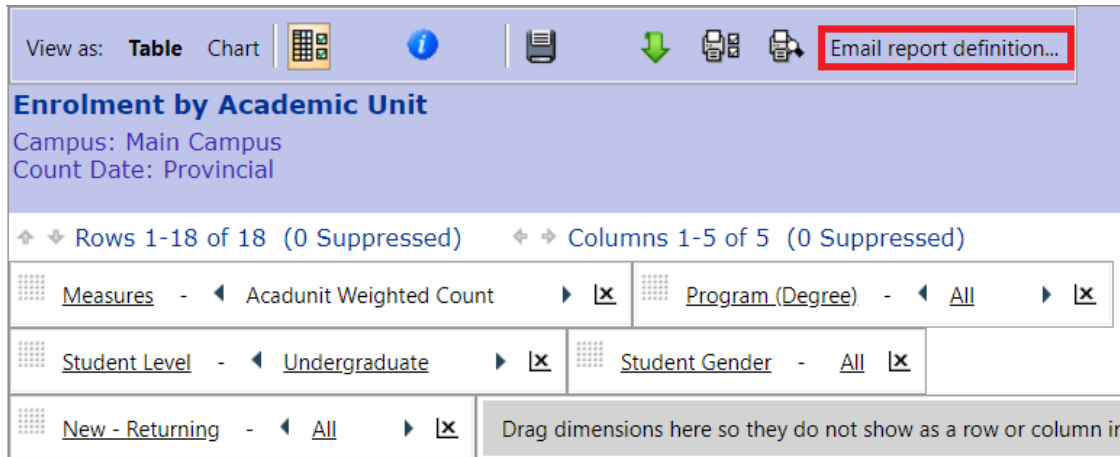
The screenshot shows the 'Download report data to:' dialog box. The 'Download format' dropdown menu is open, and the option 'XML spreadsheet for Excel (*.xml)' is highlighted with a green box and circled in red. A red circle around the dropdown arrow is labeled '1. click on dropdown arrow'. A red circle around the 'OK' button is labeled '3. click on OK'. A red circle around the 'XML spreadsheet for Excel (*.xml)' option is labeled '2. select XML download format'. The background shows the same report interface as the previous screenshot.

The downloaded file can now be opened in Excel (depending on the browser you are using different options will be available). The file contains three sheets, the data itself can be found in the third sheet labeled "REPORT". You can now also save the report as an Excel-file (*.xlsx).

Table sharing – sending

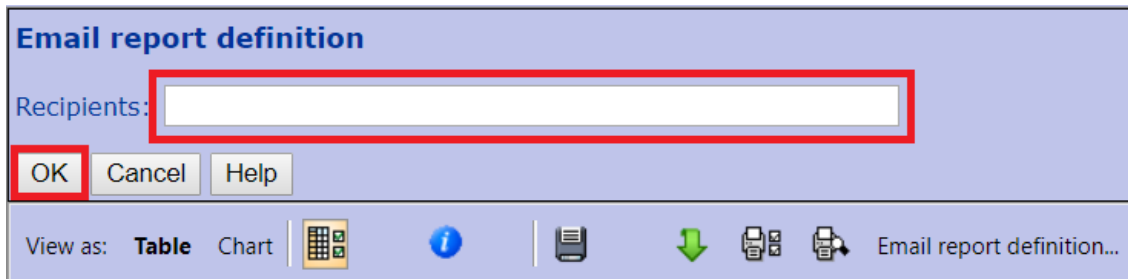
You may want to send the table layout to someone so that he/she does not need to recreate it. Remember that to send the actual data in the table you need to save it in MS Excel first which has been introduced in the “Download report data for Excel” section, and then send him/her the MS Excel document.

- Click on the “Email report definition” button at the top of the page.



The screenshot shows a report titled "Enrolment by Academic Unit" with filters for Campus (Main Campus) and Count Date (Provincial). The report is displayed as a table with 18 rows and 5 columns. The dimensions are: Measures (Acadunit Weighted Count), Program (Degree), Student Level (Undergraduate), Student Gender (All), and New - Returning (All). The "Email report definition..." button is highlighted in red in the top right corner of the interface.

- Type the email address of the person you want to send in the text box.
- Click on the “OK” button once you finish typing.



The screenshot shows the "Email report definition" dialog box. The "Recipients:" text box is highlighted in red. Below the text box are three buttons: "OK", "Cancel", and "Help". The "OK" button is also highlighted in red. The background shows the same report interface as the previous screenshot.

- A pop-up message will appear to let you know that the email has been sent. Click on the “OK” button to finish the process.

oirp2.carleton.ca says

Report definition has been emailed.

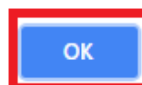
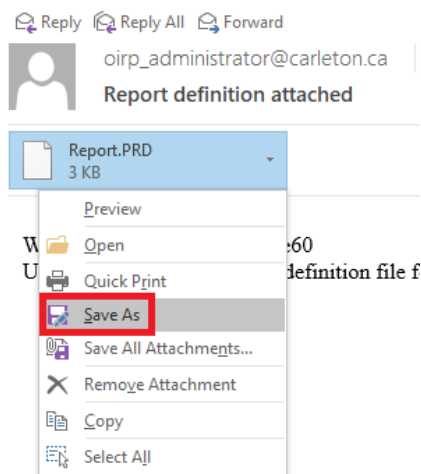


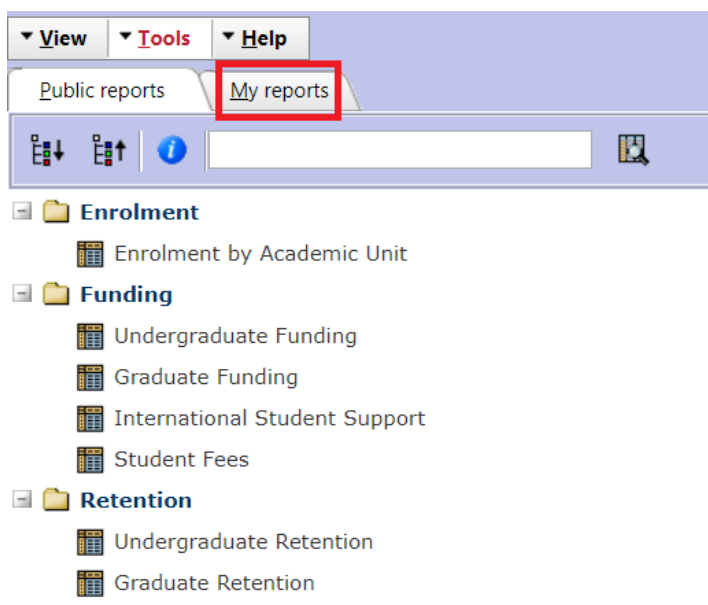
Table sharing – importing

A .prd file cannot be opened by just clicking on it. Instead it needs to be imported first. Also remember that the .prd file stores the layout of the table instead of the data in the table, meaning that the contents in the table get updated automatically when new data is available. If you want to save the data in the table you will need to save it in MS Excel which has been introduced in the “Download report data for Excel” section.

- Open your email. You should have received an email from oirp_administrator@carleton.ca with an attached “Report.PRD” file.
- Save the file on your computer.

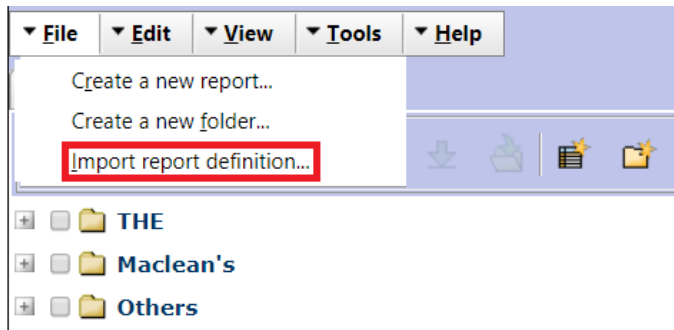


- Go to <https://oirp2.carleton.ca/perspective60/Browse/browsestables.aspx>
- Click on the “My reports” tab.



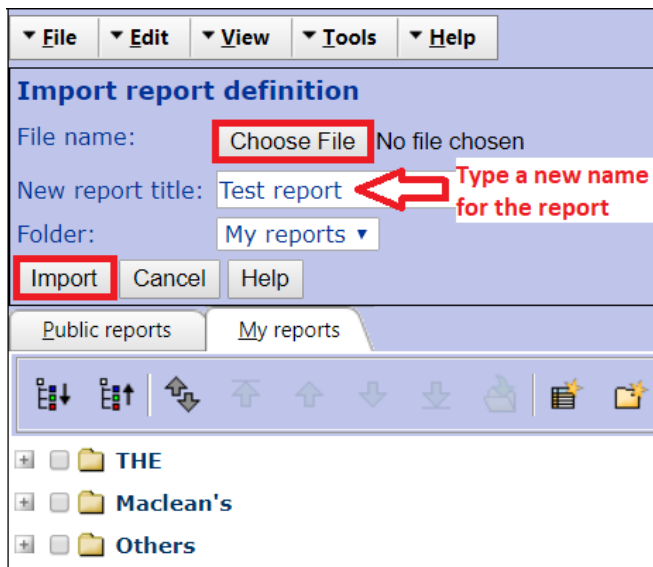
The list of reports in “My reports” will be presented.

- Click on the “File” button at the top of the page and then select “Import report definition” from the drop-down list.



Now you are going to import report definition.

- Click on the “Choose File” button and select the file you’ve just saved.
- Type a name for it in the “New report title” text box. The name should not have been used in “My reports”.
- Click on the “Import” button.



Now the file should be available in “My reports” list.

