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

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

- Deselect the years that you don’t need. Once you are done, click on “show report” at the top right corner.
This gives us the table with only the last 5 years

<table>
<thead>
<tr>
<th>Time</th>
<th>2017 Fall</th>
<th>2016 Fall</th>
<th>2015 Fall</th>
<th>2014 Fall</th>
<th>2013 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>30572.0</td>
<td>29795.0</td>
<td>29404.0</td>
<td>28487.0</td>
<td>28339.0</td>
</tr>
<tr>
<td>Arts and Social Sciences</td>
<td>6876.0</td>
<td>6757.0</td>
<td>6817.5</td>
<td>6987.5</td>
<td>7210.0</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>8160.5</td>
<td>7888.0</td>
<td>7812.5</td>
<td>7714.0</td>
<td>7584.0</td>
</tr>
<tr>
<td>Business</td>
<td>2536.5</td>
<td>2458.0</td>
<td>2427.0</td>
<td>2350.0</td>
<td>2282.0</td>
</tr>
<tr>
<td>Science</td>
<td>5080.0</td>
<td>4803.0</td>
<td>4406.5</td>
<td>4110.5</td>
<td>3791.0</td>
</tr>
<tr>
<td>Engineering and Design</td>
<td>6598.0</td>
<td>6361.0</td>
<td>5991.5</td>
<td>5718.0</td>
<td>5357.0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

“Student Gender” data has been added to table.

Arranging variables – switching

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

The small textured area (   ) 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.
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.

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.
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.

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

<table>
<thead>
<tr>
<th>Academic Unit</th>
<th>2017 Fall</th>
<th>2016 Fall</th>
<th>2015 Fall</th>
<th>2014 Fall</th>
<th>2013 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>25265.0</td>
<td>24359.0</td>
<td>23647.0</td>
<td>23182.0</td>
<td>22778.0</td>
</tr>
<tr>
<td></td>
<td>21289.0</td>
<td>20576.0</td>
<td>20168.0</td>
<td>19974.0</td>
<td>19595.0</td>
</tr>
<tr>
<td></td>
<td>3979.0</td>
<td>3783.0</td>
<td>3479.0</td>
<td>3208.0</td>
<td>3183.0</td>
</tr>
<tr>
<td>All</td>
<td>6105.0</td>
<td>5991.0</td>
<td>6039.5</td>
<td>6238.5</td>
<td>6421.0</td>
</tr>
<tr>
<td>Arts and Social Sciences</td>
<td>5005.5</td>
<td>4871.0</td>
<td>4956.5</td>
<td>5186.5</td>
<td>5367.0</td>
</tr>
<tr>
<td></td>
<td>1099.5</td>
<td>1120.0</td>
<td>1083.0</td>
<td>1052.0</td>
<td>1054.0</td>
</tr>
<tr>
<td>All</td>
<td>6897.0</td>
<td>6626.0</td>
<td>6587.5</td>
<td>6509.0</td>
<td>6598.0</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>5986.0</td>
<td>5690.5</td>
<td>5697.5</td>
<td>5668.0</td>
<td>5715.0</td>
</tr>
<tr>
<td></td>
<td>1011.0</td>
<td>935.5</td>
<td>890.0</td>
<td>841.0</td>
<td>883.0</td>
</tr>
<tr>
<td>All</td>
<td>2230.0</td>
<td>2232.0</td>
<td>2205.0</td>
<td>2155.0</td>
<td>2099.0</td>
</tr>
<tr>
<td>Business</td>
<td>1847.0</td>
<td>1890.0</td>
<td>1897.0</td>
<td>1888.0</td>
<td>1806.0</td>
</tr>
<tr>
<td></td>
<td>383.0</td>
<td>342.0</td>
<td>308.0</td>
<td>267.0</td>
<td>293.0</td>
</tr>
<tr>
<td>All</td>
<td>4573.5</td>
<td>4268.5</td>
<td>3858.5</td>
<td>3577.5</td>
<td>3298.0</td>
</tr>
<tr>
<td>Science</td>
<td>3868.0</td>
<td>3599.0</td>
<td>3296.5</td>
<td>3070.0</td>
<td>2848.0</td>
</tr>
<tr>
<td></td>
<td>705.5</td>
<td>669.5</td>
<td>562.0</td>
<td>507.5</td>
<td>450.0</td>
</tr>
<tr>
<td>All</td>
<td>5462.5</td>
<td>5241.5</td>
<td>4956.5</td>
<td>4702.0</td>
<td>4362.0</td>
</tr>
<tr>
<td>Engineering and Design</td>
<td>4682.5</td>
<td>4525.5</td>
<td>4320.5</td>
<td>4161.5</td>
<td>3859.0</td>
</tr>
<tr>
<td></td>
<td>760.0</td>
<td>716.0</td>
<td>636.0</td>
<td>540.5</td>
<td>503.0</td>
</tr>
</tbody>
</table>

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…”

[Diagram of report layout with selected options]

- 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”.

[Diagram of save report window with title entered and OK button highlighted]
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:

  ![SS.png](https://i.imgur.com/SS.png)

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

  ![SS.png](https://i.imgur.com/SS.png)

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.

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

- 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.
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/browsetables.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.