Data Miner Techniques
Getting to a Dashboard

1. Log in to MyAccess: Myaccess.wvu.edu

2. Click the Data Miner tab.

3. Click the Data Miner icon to reach the Data Miner Home page.

4. All dashboards you have used recently will appear in the Recent area on the Home page. To access a dashboard, click either the dashboard name, its icon, or the Open link.

5. If the dashboard contains more than one tab and does not open to the one you need, click the name of the analysis you want to run. To see names of additional analyses, click the double arrows when available.

6. Complete the filters and click Apply.
Using the Catalog to Access Dashboards Not in the Recent Area

1. If the dashboard you need does not appear in the Recent area, click the Catalog link. For example, to see a newly created dashboard, you may need to locate the dashboard from the Catalog.

2. Click Shared Folders.

3. Click Expand in the sub-folder area.
   (In this example, the sub-folder is Finance, but yours may have a different name.)

4. Click Open to bring the dashboard on the screen.
   a. If you clicked Expand in step 4, you will see a list of all tabs within a dashboard. Click Open for the tab you wish to view.

   To get back to your other dashboards, click on the desired sub-folder on the left side of the screen.
   (This will be the Finance sub-folder in our example.)

5. Complete the filters and click Apply.