Data Miner Techniques
Getting to a Dashboard

1. Log in to portal.wvu.edu.

2. In Administrative Tools, click Data Miner.

3. 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.

4. 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.

5. 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.
   
   b. To return to your other dashboards, click on the desired sub-folder on the left side of the screen.
      (This will be the **Finance** subfolder in our example.)

5. Complete the filters and click **Apply**.