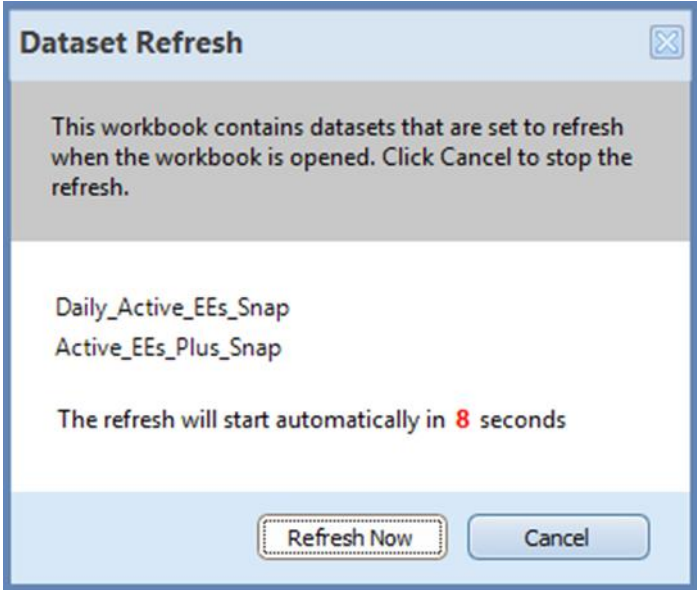


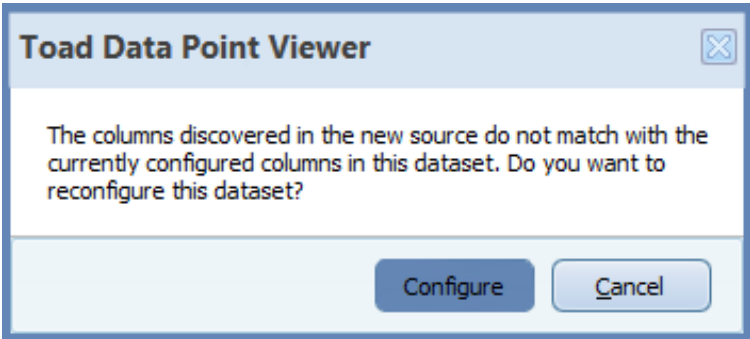
Reconfiguring Data Point Viewer Snapshots

HRIS recently updated some of our snapshots to better meet your reporting needs. However, if you have a saved Data Point Viewer worksheet, you may need to reconfigure the snapshot. Here is how to do it.

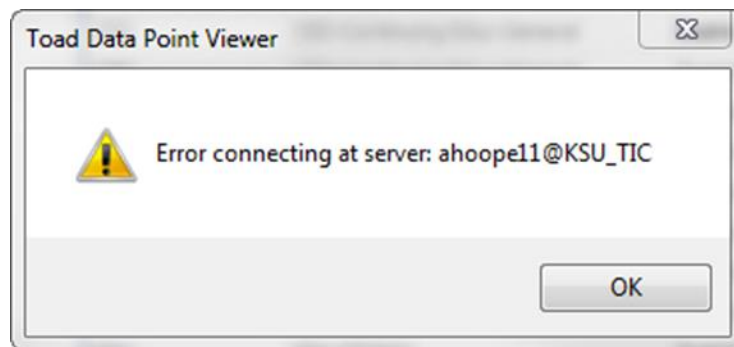
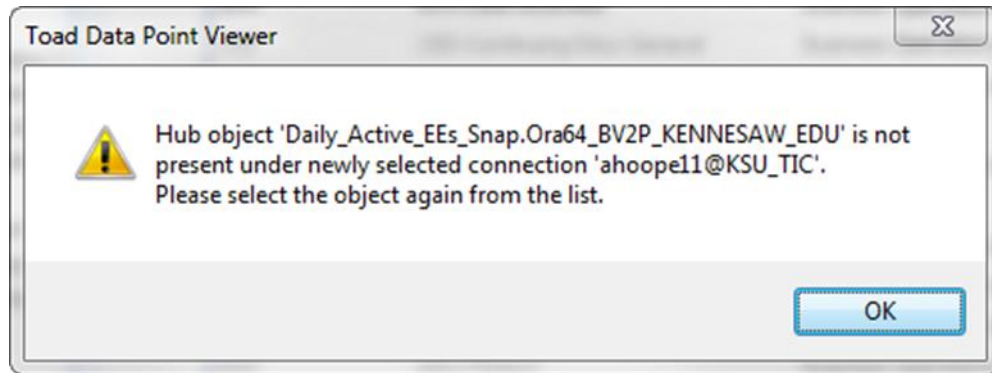
- 1. When you open you saved worksheet you should see the “Refresh Dataset Now” option. Go ahead and either wait for the refresh countdown, or click “Refresh Now”. The window looks like this:



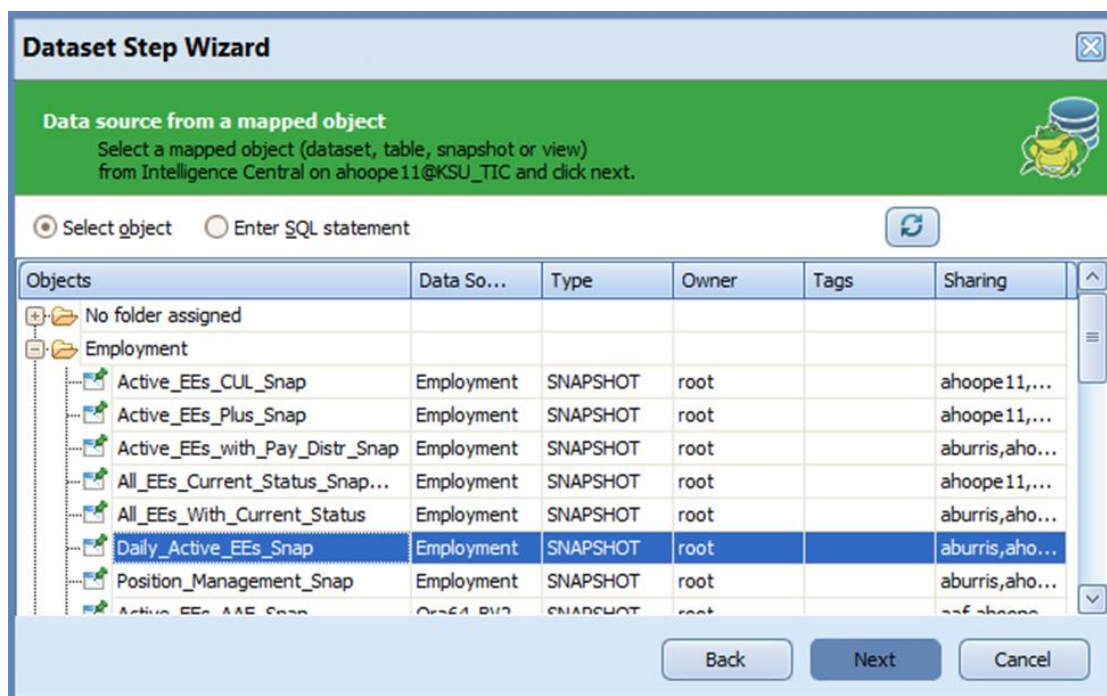
- 2. You will see a new window pop up. Select “Configure”.



- Two error messages will appear. Click "OK" for both.



- Now, you will be taken to the beginning of the Dataset Step Wizard. Simply go through the prompts and select your original dataset.



5. Make sure that this refresh box is checked, and click “Finish”.

Dataset Step Wizard

Name the dataset and choose Refresh options

Dataset name:
Daily_Active_EEs_Snap1

Refresh mode:
Replace - resets dataset data on every refresh

Refresh data (for this dataset) when I click Finish

Refresh dataset whenever workbook is opened

Back Finish Cancel

6. That is it! Data Point Viewer will automatically refresh the data and you can continue building your report, and using your saved template. Make sure to save this worksheet so you will not have to reconfigure again. Please contact us at decision_support@kennesaw.edu with any questions.