



The Business Intelligence Newsletter

A Human Resources Information Systems Publication

Fall 2013, Issue 1

See What's in the BIN!

Application Spotlight

Claire Paulding, HRMS

As the liaison between HRMS and Academic Affairs, Claire Paulding has a challenging and data-driven job. With multiple data sources in use at KSU, she has to navigate the waters between ADP, the Faculty Information System (FIS), and Managed Faculty Events (MFE).

These multiple sources contain some duplicate data fields such as salary information and job codes. This data is often used as source for third party applications or reports such as the grant management application and IPEDS. So how is this data to be kept consistent between these multiple sources?

"I used to have to look at differences using multiple spreadsheets and doing VLOOKUPS," Claire said. "With Decision Point I can pull the data in from both sources at the same time and then filter out the data that doesn't match electronically."

So how much has this helped Claire in her day-to-day operations?

"This application saved me at least a couple of hours of work the first time I used it, maybe more," Claire stated. "And it will continue to save me time each time I use it to periodically audit the files."

Decision Point allows users to easily link data sets from different sources in order to create reports, compare data values, or look for exceptions. In SAS, the user would have to ask Enterprise Information Management to create the data view that links the different sources. With Decision Point, that isn't necessary. The user can create the link themselves by simply calling in both files, as long as there is a common key element between them. In this case, it was the employee (ADP) number.

"Decision Point has compelling features that make it easy for me to retrieve data and create the reports I need," Claire said.

Did You Know?

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Human Resource Information Systems (HRIS) has developed and implemented nearly 100 SQL programs within the past four months. Since purchasing and implementing the Toad Business Intelligence Suite in June of this year HRIS has rolled out the following services (through October 2, 2013):

- 50+ automated exception and audit reports that are produced daily, weekly, bi-weekly or monthly.
- 30+ data sets that includes data from multiple data sources (ADP, FIS, Banner, etc.). Access to data sets is controlled by user-level security.
- 15 periodic snapshots of data that can be used for data analysis over time.

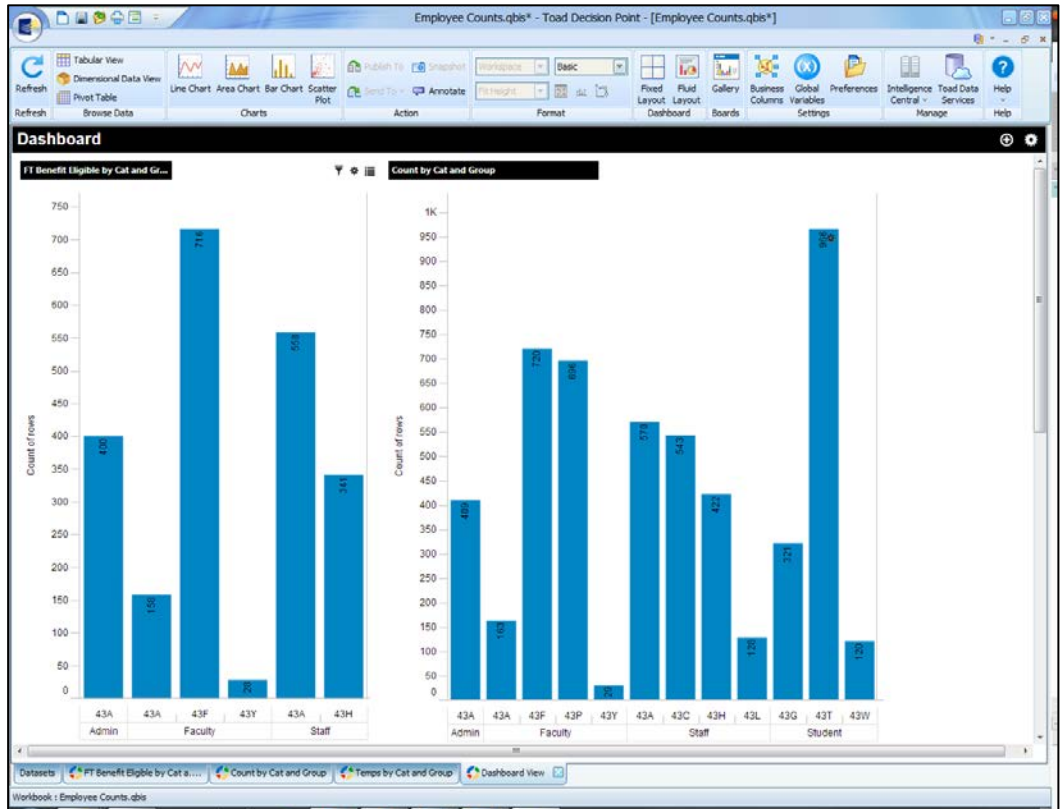
Introducing...Dashboards!

Did you know that you can create dashboards of graphs in Decision Point and have them at your fingertips with updated data any time you need it?

Do you have repetitive requests from campus colleagues for statistics or other information that has to be re-generated again and again? If so, dashboards may be a solution that will save you time and trouble.

This is an example of a dashboard that shows multiple graphs on the same page. Note the scroll bar on the right hand side. There are more statistical graphs below these.

Dashboards are easy to create and refresh when needed.



1. Open Decision Point.
2. Find the View(s) that you need in order to extract the data required.
3. Create as many dimensional, graphic, or tabular views as you would like using the extracted data.
4. When you are ready to create your Dashboard, click on the 'Fluid Layout' option on the top menu bar.
5. A screen will appear showing all of the different views that you have created. Select the ones that you would like to be contained in the Dashboard.
6. Your dashboard will appear. You may need to 'unlink' filters between the different views.
7. Once you have created your dashboard, save the workbook for future reference. You may want to save it to your desktop, or to an often used network drive for easy access.
8. To use the workbook later just double click and open it up.
 - a. Click on the 'Datasets' tab.
 - b. Click on refresh on the Menu bar (Top left side). The data will refresh to the latest information.
 - c. Click on each tab and then select 'Refresh'. Each graph or data view will refresh.
 - d. Select your Dashboard view and select 'Refresh'. You will have all new data without having to 'recreate the wheel'.

Dashboards will be discussed in more detail at the Lunch and Learn on November 13, 11:30-1:00, Town Point Conference Room 2220.

From the Developers Desk: TOAD Business Intelligence Suite

On June 1, 2013, the Human Resource Information Systems (HRIS) department launched the Business Intelligence initiative with the help of the Toad™ Business Intelligence Suite offered by Quest Software, a DELL company. It is an integrated, unified solution that aids decision making by giving management full access to their data. It makes access to the data they need available when they need it and in forms that they choose.

The Toad Business Intelligence Suite is comprised of the following software applications:

Toad Intelligence Central – This fast virtual analytic data layer snaps into and complements existing IT and BI architectures, enabling users of the suite’s desktop tools, Toad Data Point and Toad Decision Point, to easily share and view data from multiple data sources.

Toad Data Point – This desktop tool for analytic data provisioners connects to nearly all traditional and non-traditional data sources through an intuitive dashboard. It automates routine tasks and offers transform and cleanse capabilities.

Toad Decision Point– This desktop tool for business analytic experts alleviates IT burdens by enabling data consumers to explore, analyze, and understand data in simple interactive views. It speeds data analysis and reporting without impacting corporate governance standards.

Through the use of Data Point, HRIS has been able to automate and deliver over 50 audit and exception reports to aid in auditing the data entry function as well as to identify and report data anomalies. In addition, Data Point enables the SQL programmer to easily create and maintain ‘views’ of data for end users accessible by the Decision Point application.

The original roll-out of the Business Intelligence package included 15 user licenses. Once the value of this product is proven by the current user-base, additional licenses will be available. Delivering reports and data accessibility to the user desktop has been a long-time goal of HRIS. TOAD Business Intelligence Suite has enabled HRIS to finally realize that goal.

The end users at KSU are finding new and productive ways to use Decision Point in their daily jobs. They are able to pull information quickly as opposed to waiting for reports to be generated and emailed to them. As the implementation continues, users will be able to pull their data up on their iPads for quick reference during meetings, making quick work of unexpected questions.

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Tips & Techniques: Filtering and Saving Personal Workbooks

The power of Decision Point, as part of the Business Intelligence Suite, is that you can save personal workbooks with pre-filtering built in. Then, you can come back to that workbook any time you need to pull data with different parameters.

For instance, suppose you are often asked to provide department or division managers with personnel reports that contain the data elements found in one or more of the dataset views available in Decision Point.

Rather than creating those reports from scratch each time, you can create a 'skeleton' report one time, save it as a personal workbook, and then pull it up each time you receive a new report request.

Do this by creating the shell of the report with all of the data items that you are most often asked to deliver. Then, you may want to create a filter dialog box of departments and/or division. Save the workbook to your personal network folder.

The next time a department manager or division head requests a report of employment information, open the saved workbook, alter the filters to select the employee group that is requested and, voila, you have your report. Now you can download it to Excel if needed and send it to your customer. No muss, no fuss. You will be a rock star with your customer.

Next newsletter, easy graphs!

Upcoming Payroll Dates – Don't forget early deadlines in November and December around the holidays!

3rd Biweekly Payroll of November

Early Deadlines!

eTIME due: Thursday, 11/21/13 by 11:59 pm

Lockout: Friday, 11/22/13 at 8:00 am

Pay Date: Friday, 11/29/13

November Monthly Payroll

eTIME due: Wednesday, 11/20/13 by 11:59 pm

Lockout: Thursday, 11/21/13 at 8:00 am

Pay Date: Friday, 11/29/13

1st Biweekly Payroll of December

eTIME due: Friday, 12/6/13 by 11:59 pm

Lockout: Monday, 12/9/13 at 8:00 am

Pay Date: Friday, 12/13/13

December Faculty Payroll

eTIME due: Thursday, 12/5/13 by 11:59 pm

Lockout: Friday, 12/6/13 at 8:00 am

Pay Date: Friday, 12/13/13

2nd Biweekly Payroll of December

Early Deadlines!

eTIME due: Wednesday, 12/18/13 by 11:59 pm

Lockout: Thursday, 12/19/13 at 8:00 am

Pay Date: Friday, 12/27/13

December Monthly Staff Payroll

eTIME due: Tuesday, 12/17/13 by 11:59 pm

Lockout: Wednesday, 12/19/13 at 8:00 am

Pay Date: Tuesday, 12/31/13

Coming Attractions

Toad Business Intelligence Suite v2.2 is set to be released in mid-to-late November. Upgrades and improvements will be included for all three components of the BI Suite (see “From the Developer’s Desk” for more details) in this new release.

Desktop users can look forward to the following upgrades:

- ✓ Enhancements to make the selection and configuration of dashboards easier.
- ✓ 7 new color palettes to improve the visualization of your charts
- ✓ Improved ‘legend’ formatting for your charts
- ✓ Seamless switching between bar, line, and area charts
- ✓ New storyboard actions on the toolbar
- ✓ The ability to email a storyboard as an HTML attachment
- ✓ Allows user to select whether case sensitivity should be used in filtering

In addition, some of the improvements for the Data Point product used by the developer will make the creation of datasets for user access easier and more intuitive for the desktop user.

- ✓ Formatting enhancements on export to Excel
- ✓ Support for Date Formatting with an export process
- ✓ Better automation capabilities for scheduled reporting and distribution.

HRIS will continue to work with DELL to improve all three components of the BI Suite and in order to do so, we need your help. If you have ideas for improvements or you find features that are not working correctly, please send us an email to decision_support@kennesaw.edu. We will pass along all ideas to the DELL development team and report any issues with the product to their support team.

Lunch and Learn is Back!

Would you like to learn more about how Decision Point can help you save time and gather information for better decision-making? Have some questions about how to filter data, create charts, or link datasets?

HRIS is hosting a Decision Point “Lunch and Learn.” Everyone is invited to bring their lunch, get some pointers on some tips and techniques, ask questions, and have a generally good time sharing ideas with other Decision Point users.

When?	Wednesday, November 13, 2013 from 11:30 – 1:00
Where?	Town Point Conference Room 2220
Questions?	Email: decision_support@kennesaw.edu / phone: 770-423-6019

Thank you for reading the first issue of the BIN.

Comments? Questions? Suggestions? Contact us at decision_support@kennesaw.edu.