Usage Instructions

Cowboy Data Round-Up Website

http://irim.okstate.edu/cdr

The Cowboy Data Round-Up website contains links to all reports available for consumption. The first section, including the Student Profile, does not require a login to access reports. The second section will require a login to access reports. Access to these reports should not be shared with individuals outside the university community.

Logging in to Cowboy Data Round-Up

When login is required, please use your OKEY short name (not OSU email) and password.

Accessing Reports from an Off-Campus Location

To access Cowboy Data Round-Up reports that require login from an off-campus location, you must log in to the OSU VPN service.

Navigating Reports

Cowboy Data Round-Up has significantly increased the availability of data to the university community. End users now have the ability to interact with reports to obtain the data needed for their specific constituents.

Table of Contents pages are included on many reports. Links on this page will take you to other reports or to pages within the same report. Should a link take you to a different report you can always navigate back to the original report using the drop down menu or the ⤺ icon in the top left corner.
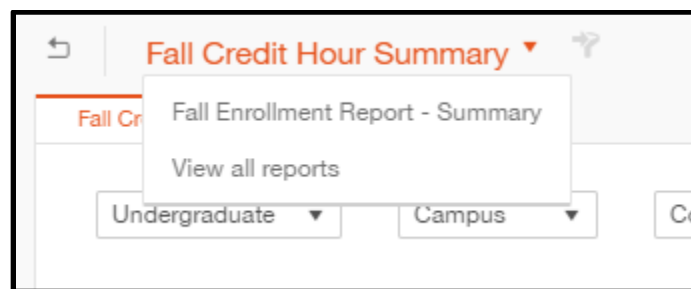

Returning to original report

Page Tabs allow you to move from page to page within a report. You can also use the icon to the right of the page tabs to move between pages.

Filtering Reports

There are several different ways a report can be filtered. These include report controls, page controls, prompt menus, and hierarchies. It is important to be aware of these filters that may or may not be selected when you are viewing a report.

Report and Page Controls

There are several different ways a report can be filtered. Report controls filter the entire report with the specified selection and are located above the page tabs. Page controls filter only the information on the page and are located below the page tabs.
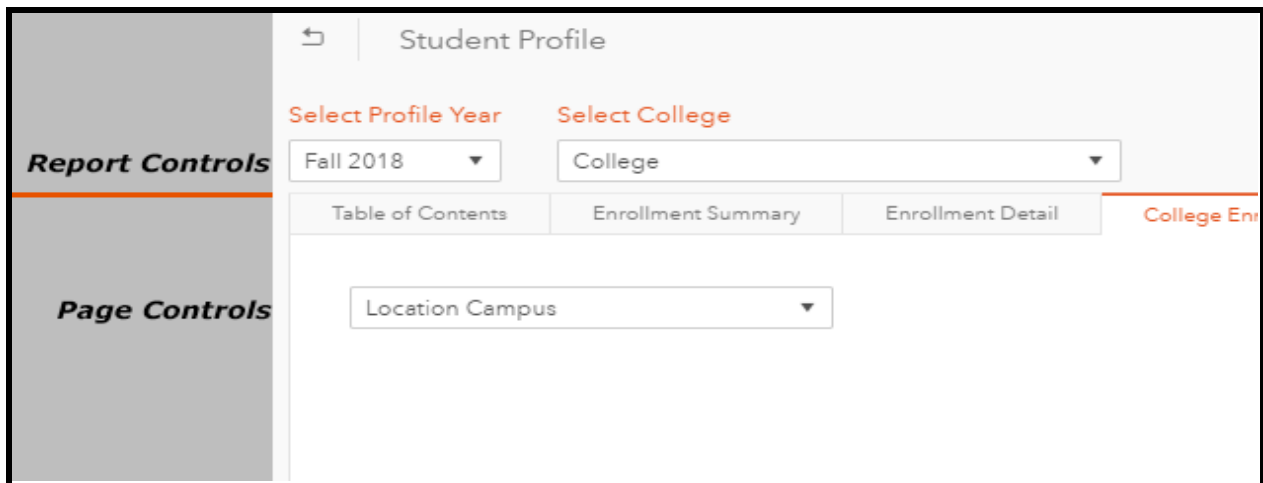
*Report and page control locations*

Prompt Menus

Another useful tool for filtering a report is a prompt menu. These are generally located in the page control section of the report. Prompt menus can contain many different categories that can be selected to filter a report. It is important to be aware of prompts that may or may not be selected when you are viewing a report.
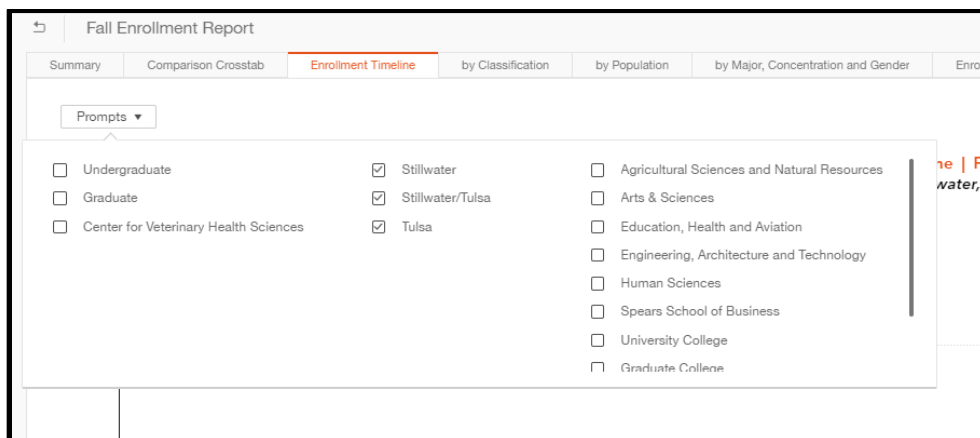
Example of a prompt menu

Hierarchies

Within graphs, hierarchies are a tool that allows the user to click on a label to access more detailed information. Generally, if a label on a graph is underlined a hierarchy is available for selection.
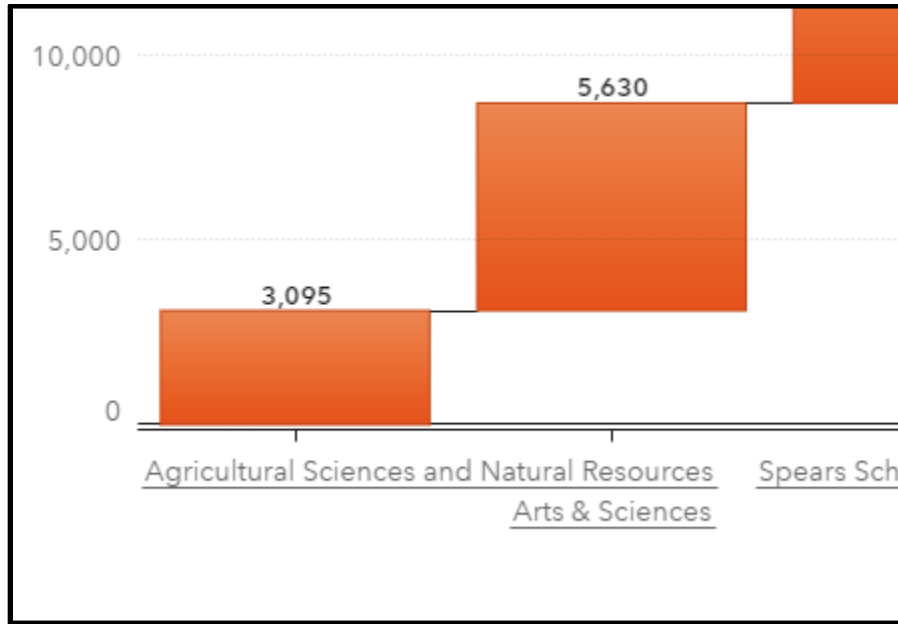

Graph with hierarchy

Crosstabs can also contain hierarchies. If a crosstab has [>] in a row label, a hierarchy is present. You can click on the [>] to expand the hierarchy or click on the row label to drill down and show only the information in the next level of the hierarchy for that particular value.

Crosstab with hierarchy

Graph-to-Graph Filtering

Some graphs may filter other graphs. This is not always apparent on a report. Be aware that clicking a particular data item within a graph may change the output of another graph on the page. An example of this is when a map and crosstab are displayed on a page. Selecting a location on the map may filter the crosstab.
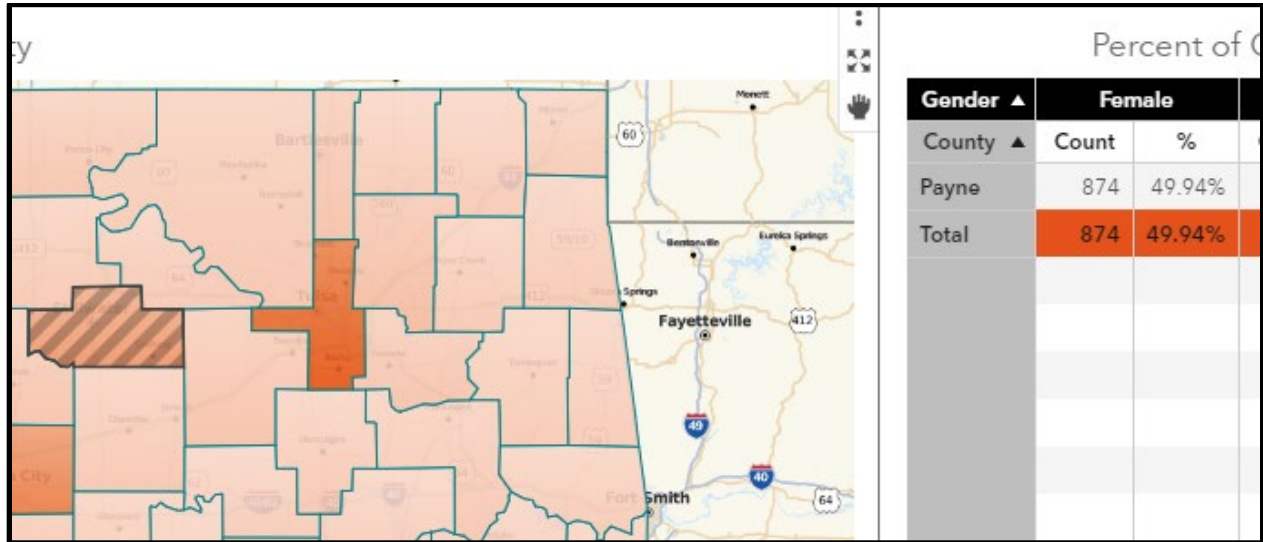
County selected with crosstab filtered

Data Tips

More information about a specific value on a graph may be available within the data tip. To access this information, hover your mouse pointer over the item on the graph.
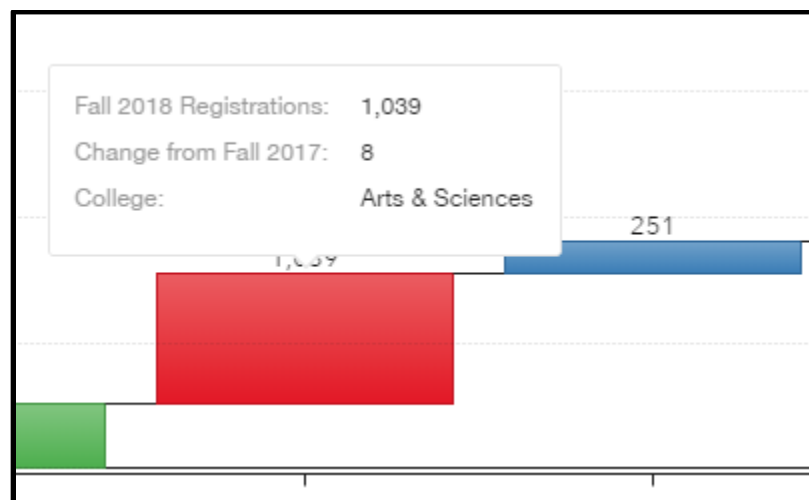
Data tip information

Expanding Report Graphs and Tables

All objects in a report can be expanded to fill the entire page. To do this, click the ⛶ icon in the upper right corner of the object. You can do the same for the entire report by clicking the ⛶ icon in the upper right corner of the report. Expanding a report object will also allow you to see a list table of the data displayed in the object.

Printing Reports

To print a report, select the ⋮ icon in the top right corner of the report. A "Print to PDF" pop-up will appear where you will be able to select options for your print job. The second tab on the pop-up menu will allow you to select specific object for your print job.

Viewing Reports on a Mobile Device

If you choose to view Cowboy Data Round-Up reports on a mobile device, you will need to download the SAS Analytics app from your mobile device app store. Please follow the instructions below to subscribe to the reports once you download the app.

For mobile devices

Step 1: Open the app and click "Add". This will open up a menu will your server connections.

Step 2: To add a connection, click "Add". Enter the following information:

> Server: viya.okstate.edu
> Port: 443
> Secure Connection: On

Step 3: Click "Next"

Step 4: Enter your User ID (OKEY short name) and Password (OKEY Password).

Step 5: Click "Next".

Step 6: Do not enable Esri premium services. Click "Next" and then click "Done".

Your connection is now established. On the next screen you will now see your server connection. If you select it, you will be taken to a list of folders. All reports are located in the /OSU/Public folder. You must subscribe to a report to view it. To subscribe, select the report in the /OSU/Public folder. Once you select the report, click the blue plus sign to subscribe to the report. The report will now appear on the home screen when you enter the app.

Reports will not update automatically within the app. When viewing the report, click the three blue dots in the upper right corner and then click "Update".

For questions regarding Cowboy Data Round-Up, please email osuirim@okstate.edu.