

DAX User Handbook

Table of Contents

- I. How to use each page in DAX
 - a. Log in
 - b. Home
 - c. DAX User Roles
 - d. Snapshots
 - e. Data Viewer
 - f. Reports
 - g. HR
 - h. Admin
 - i. My Account
 - j. Logout

Login

Sign in to continue to DAX

[Forgot Password?](#)

Forgot your password?

Enter the email address you use for this site to reset your password.

Home

A

About

Welcome to the [Alabama Community College System's Data Access and Exchange \(DAX\)](#).

DAX was created by the [Alabama Supercomputer Authority \(ASA\)](#) as a reporting service for the Alabama Community College System (ACCS).

If you are looking for the Dax Data Maintenance site, please visit [DDM](#)

B

Help

Getting assistance with DAX is easy! Just e-mail dax.help@accs.edu. Please be sure to include as much information in your e-mail as possible to help expedite your solution.

C

Affidavit Dates

Affidavits for a term are available for creation and signature between the following dates:

Fall Term: December 15 - January 15

Spring Term: May 15 - June 30

Summer Term: August 15 - September 15

D

Contacts

The DAX Steering Committee is primarily made up of individuals who work at the colleges and have full-time positions, but who also work diligently to provide assistance. The goal of the DAX Steering Committee is to provide a suggested course of action within two business days of your initial request. The committee can be reached by e-mail at DAXSteeringCommittee@accs.edu.

Current membership (as of July 2015) is:

Fermon Grays, Alabama Community College System

Tim Carter, Gadsden Community College

Jamie Glass, Lawson State Community College

Anthony Hardy, Jefferson Davis Community College

Linda Hodges, Enterprise State Community College

Linda McIntosh, Jefferson State Community College

Lisa Stephens, Beville State Community College

Angie Stone, Northwest-Shoals Community College

A/Red - About: Provides information about this application

B/Orange - Help: Provides email address for users to contact in case they need assistance

C/Green - Affidavit Dates: Provides important dates useful to using the rest of the application

D/Purple - Contacts: Provides names and emails to contact the DAX Steering Committee

DAX User Roles

Hover over the “Home” menu option, and the “DAX User Roles” submenu should appear. Select this submenu option to show additional information about the different roles that users can be assigned to for use in DAX.

A

Access to DAX data is based on role. The three categories of access are 1) Report based, 2) Data based, and 3) Specialty roles. Report based roles have access at varying levels to predefined reports, including the definitions and limits used to create the reports. Data based roles have varying levels of access directly to their college's raw data, including the ability to create custom queries. Specialty roles have varying level of access, including specialty access for specific responsibilities.

Three roles are required at each college and are marked by an * below.

Data Roles	
Data Access	As the most limited data role, users with this level of access will have permission to view reports with drilldown details and the ability to view and create custom queries on raw data. Examples: Institutional Research, Dean level positions, grant writers.
Data Maintenance	This role has the ability to view reports with drilldown details, access report downloads, perform data queries, and download data for their college into the DAX system. Examples: Institutional Research assisting with error correction, Advanced grant writers, Advanced Institutional Effectiveness.
*Data Verifier	This role has the ability to view reports with drilldown details, access report downloads, perform data queries, download DDM data, download data for their college into the DAX system, and generate and sign affidavits.

Report Roles	
Report Access	As the most limited report role, users with this level of access will have permission to view reports. Examples: Any employee that needs to see basic reports without detailed information: faculty or staff.
Report Detailed Access	In addition to what the Report Access role allows, this role will give users access to drilldown details within reports. Users in this role will have access to data with personal identifying information. Examples: Financial Aid Directors, Institutional Research Assistants, Person(s) Responsible for Perkins Reporting, Institutional Effectiveness.
Specialty Roles	
---	---
*President	This role has the ability to view reports with drilldown details and sign affidavits.
*Human Resources	This role has the ability to view Personnel and HR reports and perform data queries on all college data in DAX.
Committee Member	This role has the ability to view reports with drilldown details, access report downloads, perform data queries, download DDM data, and generate and sign affidavits for their college, and view DDM data for all colleges.
Committee Editor	This role has the ability to view reports with drilldown details, access report downloads, perform data queries, download DDM data, and generate and sign affidavits for their college, and view DDM data for all colleges, and edit validation data and rules.
Admin	This role has the ability to view reports with drilldown details for all colleges, access report downloads, perform data queries, download DDM data for all colleges, view DDM data overview for all colleges, and edit validation data and rules.

B [View More Details](#)

A/Orange – Roles and Descriptions: This section contains a table with information about the different roles.

B/Green – Link to PDF of Detailed Role Description: Selecting the “View More Details” link will open a PDF in a new tab with more detailed information about the different user roles.

Snapshots

This page shows statistics and trends over different periods of time and allows selection of specific colleges, time periods and whether or not to include incarcerated students.

a. Data selection options for snapshot charts:

YEAR DATA (INSTRUCTIONAL YEAR)

TERM DATA

TREND DATA

i. Year Data (Instructional Year)

College: Instructional Year: Incarcerated:

1. College
2. Instructional Year
3. Whether to include Incarcerated students

ii. Term Data

College: Term: Incarcerated:

1. College
2. School Term
3. Whether to include Incarcerated students

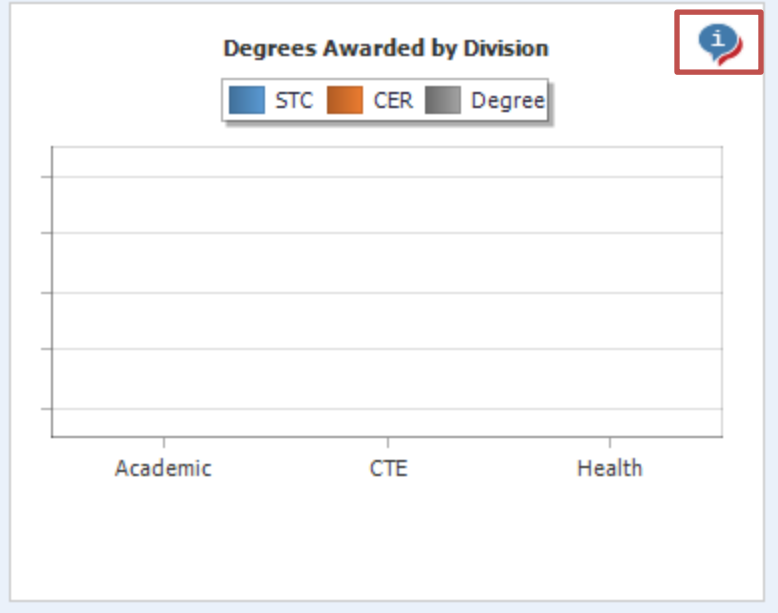
iii. Trend Data



College: Incarcerated: Include Current Year

1. College
2. Whether to include Incarcerated students
3. Whether to Include the current year

b. ****Note:** The user can click between the different tabs of data (i.e. Year, Term and Trend), but they must hit submit in order to change the subcategories of data (i.e. College, Year and Incarcerated)

c. Find a more detailed description of the chart by selecting the information button (blue button with the "i")



DS  Degrees Awarded by Division 

STC CER Degree

Degrees Awarded by Division ⌵

This chart shows the type of degree awarded by division for a given college and semester.

31

53

06 %

Data Viewer

Currently, there are six data viewers available in DAX. Each one contains different options to set, tabs to click through and fields to filter on. Below, the *Awards Conferred* data viewer is used as an example of how to use the data viewers.

Awards Conferred

Institutions: Alabama Southern;Bevill;Bishop;... Incarcerated: Exclude Term: All Year Start: 2013 - 2014 Year End: 2015 - 2016 Export/Print

Datagrid **STC Trends** C/D Trends Assoc. Trends Headcount Graph **Definitions**

Drop Filter Fields Here

STC C/D Assoc. Instructional Year Term

Institution	2013 - 2014			2014 - 2015			2015 - 2016			Grand Total		
	STC	C/D	Assoc.	STC	C/D	Assoc.	STC	C/D	Assoc.	STC	C/D	Assoc.
Alabama Southern	52	54	192	95	43	193	96	53	192	243	150	577
Bevill	138	99	405	128	88	422	231	104	420	497	291	1,247
Bishop	225	77	268	201	100	284	254	83	274	680	260	826
Calhoun	157	56	1,152	293	44	1,199	369	32	1,223	819	132	3,574
Central Alabama	-	-	-	-	-	-	-	-	2	-	-	2
Chattahoochee	20	12	222	11	15	200	52	10	239	83	37	661
Drake	26	40	89	23	37	84	82	46	84	131	123	257
Enterprise	13	1	281	9	2	270	14	2	286	36	5	837
Faulkner	30	45	479	44	54	500	44	57	544	118	156	1,523
Gadsden	340	262	562	330	268	653	408	266	609	1,078	796	1,824
Ingram	187	38	10	175	31	-	277	35	-	639	104	10
Jefferson Davis	30	13	140	30	17	148	31	16	181	91	46	469
Jefferson State	206	274	862	203	242	882	223	270	894	632	786	2,638
L. B. Wallace	85	71	226	80	85	201	135	79	236	300	235	663
Lawson	103	128	219	198	153	246	153	132	220	454	413	685
Marion Military	-	-	84	-	-	101	-	-	126	-	-	311
Northeast	212	121	424	208	93	389	182	63	364	602	277	1,177
Northwest - Shoals	180	84	345	166	112	374	454	106	358	800	302	1,077
Reid	65	58	39	65	64	42	62	66	28	192	188	109
Shelton	93	107	406	55	108	432	67	121	506	215	336	1,344
Snead	57	6	463	85	5	427	126	5	489	268	16	1,379
Southern Union	131	90	726	171	103	576	233	139	653	535	332	1,955
Trenholm	217	58	217	214	54	196	193	56	185	624	168	598
Wallace Dothan	110	136	603	145	125	569	115	166	605	370	427	1,777
Wallace Hanceville	275	91	708	403	97	827	647	108	810	1,325	296	2,345
Wallace Selma	24	187	215	25	144	233	26	159	268	75	490	716
Grand Total	2,976	2,108	9,337	3,357	2,084	9,448	4,474	2,174	9,796	10,807	6,366	28,581

D

Datagrid **STC Trends** C/D Trends Assoc. Trends Headcount Graph **Definitions**

Number of Short Term Certificates awarded (IPEDS Level 01)

Instructional Year: Fall Year 1, Spring Year 2, Summer Year 2 (Year 1 - Year 2)

STC: Number of Certificates and Diplomas awarded (IPEDS Level 02)

C/D: Number of Certificates and Diplomas awarded (IPEDS Level 02)

Assoc.: Number of Associates Degrees awarded (IPEDS Level 03)

A/Red – Select Options to Filter Data: These options allow the user to select the data they would like to view. It is important to note that once an option is selected in the dropdown, the page will automatically begin to refresh.

B/Orange – Export/Print: This option allows the user to export or print the data viewer. This option will export the data according to the options selected in A/Red.

C/Green – Other Data Views and Graph Tabs: These tabs allow the user to select between other views of the data selected in A/Red. This may include graphs and/or other data viewers.

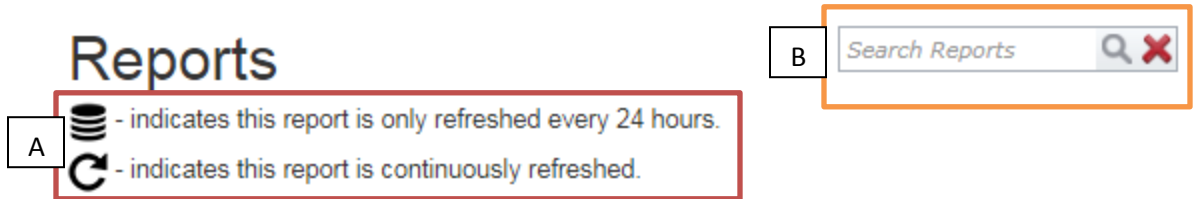
E/Blue – Definitions Tab: The Definitions tab displays information pertaining to the terms used and data provided on the data viewer.

E/Purple – Drag Data Field Headers: The user can drag the fields in this box into the rows or columns of the data viewer in order to further sort the information.

F/Yellow – Sortable Data Field Headers: The fields displayed in the two yellow boxes depict what the rows and columns currently are for the data viewer. By clicking on one of the fields, the user can sort the data according to that field. Click a second time to sort in the opposite direction.

Reports

The reports page contains a list of all of the reports. The reports are sorted under relevant headers. Each report title has symbols listed next to it in order to indicate how often the reports are refreshed (see A/red outline). There is also a search capability in order to easily search and find reports (see B/orange outline).



Selecting one of the report titles will direct the user to a page that looks like the image below. Some of the options may be different according to which report was selected, but the following should explain the general layout of the report viewer page.

Options

Colleges:

- Alabama Southern - 29
- Beville - 64
- Bishop - 22
- Calhoun - 12

All None

Calendar Year: 2017

Incarcerated: Include

Run Report

ACHE SREB Survey

Description:

Page 1 of 0 Pdf View Query

ACHE SREB Survey
Institutions: Calhoun, Drake, Jefferson State

NOT FINAL DATA

Undergraduate Credit Hours

Institution	Spring		Summer		Fall		Total Hours		Total Hours		Hours taken by students still in high school (dual enrollment, joint enrollment early college, etc.)	
	2016	2017	2016	2017	2016	2017	2016	FTE*	2017	FTE*	2016	2017
Calhoun	81,719.0	76,792.0	36,350.0	36,975.0	88,110.0	85,657.0	206,179.0	6,872.6	199,424.0	6,647.5	9,911.0	9,695.0
Drake	8,249.0	7,502.0	3,909.0	3,282.0	8,374.0	7,392.0	20,532.0	684.4	18,176.0	605.9	320.0	511.0
Jefferson State	63,108.0	63,239.0	33,576.0	33,722.0	72,945.0	71,082.0	169,629.0	5,654.3	168,043.0	5,601.4	9,887.0	12,077.0

A/Red – Multi-Select Report Options: One of the options that may be displayed on the report viewer page is a multi-select list of colleges. Individual colleges of interest may be selected by checking box next to the college name. All of the colleges may be selected by clicking the “All” button. This option also

allows the user to select all but a few colleges by selecting “all” and then deselecting the few colleges they are not interested in. Every option selected can be cleared by clicking the “None” button. There are additional parameters such as the Reporting Period (Academic Year, Calendar Year, Federal Year, etc.) and the option for Incarcerated Students/Personnel.

B/Orange – Report Description: In this area, the user will find a detailed description of the report they are about to run. This should help explain what data will be shown and how the data has been processed in order to be displayed in this report.

C/Green – Run Report Button: Selecting the “Run Report” button will run the report and only retrieve the data that was selected in the “options” section. The resulting report will be displayed below the D/Purple section.

D/Purple – Report Toolbar: On this options bar there are several tools needed in order to navigate through the PDF. The user can print, click through pages, save, and switch the format of the document.

E/Yellow – View Query: Selecting the “View Query” button will result in a popup box containing the SQL query used in order to gather this information from the database.

F/Blue – Report Output: The report output is generated after selecting the required parameters in section A. The “NOT FINAL DATA” notification will display at the top of the report if the term has not been closed.

HR

Users with Human Resource access can use this page to find information about different users.

ACCS PERSONNEL

The screenshot shows a table with the following columns: Last Name, First Name, College Name, Campus, Position, EmploymentStatus, Instructional Year, Semester, and #. Callouts are placed as follows: A (red box) around the search bar at the top right; B (orange box) around the 'First Name' header; C (green box) around the 'College Name' header; D (purple box) around the 'EmploymentStatus' dropdown; E (yellow box) around the 'Apply' button; F (blue box) around the pagination controls at the bottom; and G (blue box) around the 'Create Filter' button at the bottom left.

Last Name	First Name	College Name	Campus	Position	EmploymentStatus	Instructional Year	Semester	#
AARON	BECKY	Bevill	Institution Campus in Sumiton	SECRETARY FOR INSTRUCTION TECHNICAL	Part-time	2016-2017	FA2016	
AARON	BECKY	Bevill	Institution Campus in Sumiton	SECRETARY FOR INSTRUCTION TECHNICAL	Part-time	2016-2017	SP2017	
AARON	BECKY	Bevill	Institution Campus in Sumiton	SECRETARY FOR INSTRUCTION TECHNICAL	Part-time	2016-2017	SU2017	
AARON	LINDSAY	Wallace Hanceville	Institution Campus in Hanceville	CLINICAL NURSING INSTR (BSN)	Part-time	2016-2017	FA2016	
AARON	MICHAEL	Shelton	Institution Campus in Tuscaloosa	INSTRUCTOR - BIOLOGY	Full-time	2016-2017	FA2016	
AARON	MICHAEL	Shelton	Institution Campus in Tuscaloosa	INSTRUCTOR - BIOLOGY	Full-time	2016-2017	SP2017	
AARON	MICHAEL	Shelton	Institution Campus in Tuscaloosa	BIOLOGY INSTRUCTOR	Full-time	2016-2017	SU2017	
ABBEY	BRENT	Trenholm	Institution Campus in Montgomery	MEDIA TECHNICIAN	Full-time	2016-2017	FA2016	
ABBEY	BRENT	Trenholm	Institution Campus in Montgomery	MEDIA TECHNICIAN	Full-time	2016-2017	SP2017	
ABBEY	BRENT	Trenholm	Institution Campus in Montgomery	MEDIA TECHNICIAN	Full-time	2016-2017	SU2017	
ABBOTT	BRANDI	Wallace Selma	Institution Campus in Selma	SECRETARY INSTIT EFFECTIVENESS	Full-time	2016-2017	FA2016	
ABBOTT	BRANDI	Wallace Selma	Institution Campus in Selma	SECRETARY INSTIT EFFECTIVENESS	Full-time	2016-2017	SP2017	
ABBOTT	BRANDI	Wallace Selma	Institution Campus in Selma	SECRETARY INSTIT EFFECTIVENESS	Full-time	2016-2017	SU2017	
ABBOTT	JARROD	Wallace Hanceville	Institution Campus in Hanceville	EDUC TALENT SEARCH COUNSELOR	Full-time	2016-2017	FA2016	
ABBOTT	JARROD	Wallace Hanceville	Institution Campus in Hanceville	EDUC TALENT SEARCH COUNSELOR	Full-time	2016-2017	SP2017	
ABBOTT	JARROD	Wallace Hanceville	Institution Campus in Hanceville	EDUC TALENT SEARCH COUNSELOR	Full-time	2016-2017	SU2017	
ABBOTT	JERRY	Bevill	Institution Campus in Sumiton	MAINTENANCE EMPLOYEE	Full-time	2016-2017	FA2016	
ABBOTT	JERRY	Bevill	Institution Campus in Sumiton	MAINTENANCE EMPLOYEE	Full-time	2016-2017	SP2017	
ABBOTT	JERRY	Bevill	Institution Campus in Sumiton	MAINTENANCE EMPLOYEE	Full-time	2016-2017	SU2017	
ABBOTT	PAUL	Bevill	Hamilton	INSTRUCTOR	Part-time	2016-2017	FA2016	

A/Red – Search Data in all Columns: Enter text to search and select “Search” to search over all of the data. The text can be cleared from the search box by selecting “Clear.”

B/Orange – Select Data Header to Sort Data: Selecting any of the column headers will sort the data set by that data field. For example, selecting “First Name” column header will sort the entire data set by first name. Select the header again to sort in the opposite direction.

C/Green – Enter Word to Filter Data: Data columns for First Name, Last Name, College Name, Campus, and Position can be individually searched by entering text into the text box directly beneath the column header. Once entering the text, the user must then select “Apply,” which is shown in the E/Yellow box.

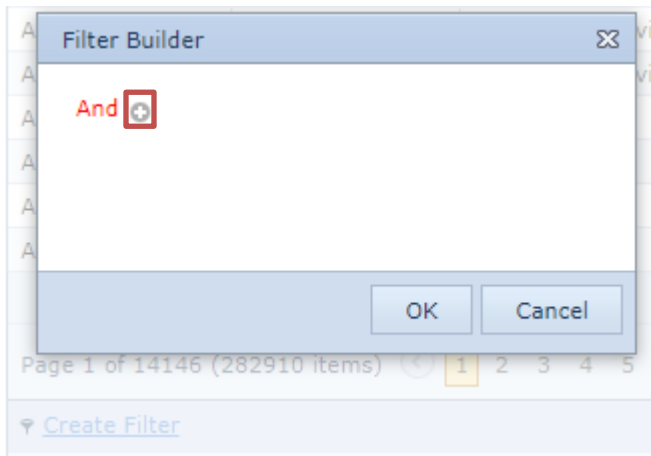
D/Purple – Select Dropdown Option to Filter Data: Data columns *employment status*, *instructional year*, and *semester* can be individually filtered by selecting an option from the dropdown options. After the options have been selected, the user must then click “Apply,” which is shown in the E/Yellow box.

E/Yellow- Apply Filters designated in C/Green and D/Purple: After entering search terms and/or selecting options from the drop down in the C/Green box and/or D/Purple box, the user should select “Apply.”

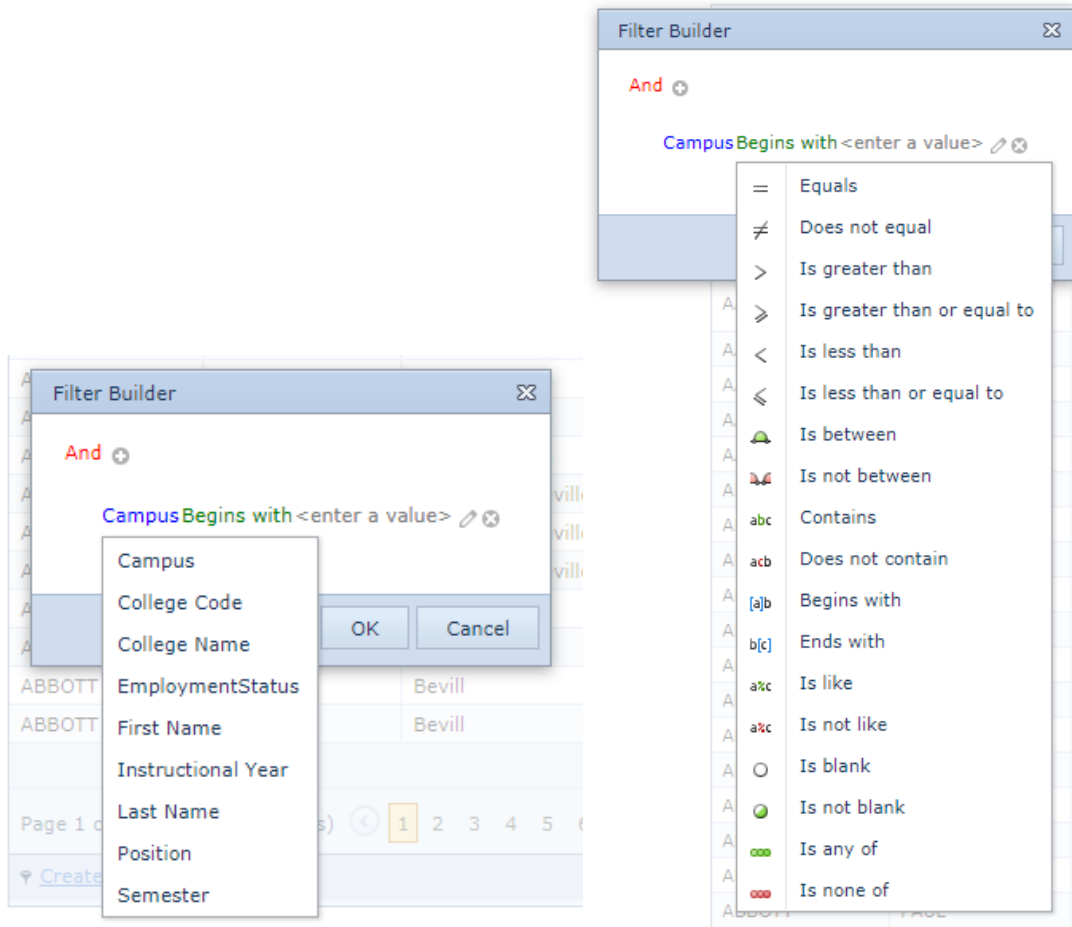
F/Light Blue – Navigate between Pages of Results: Select a specific page of data results or navigate to the next or last page.

G/Dark Blue – Create Data Filter: Select the “Create Filter” option to build a custom data filter. Below I will show some of the different options available.

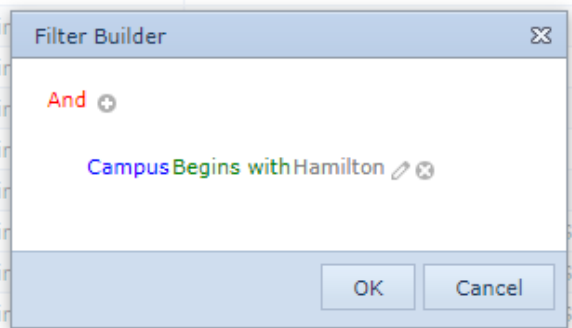
- To start building the filter, select the plus icon that I have outlined in a red box in the image below.



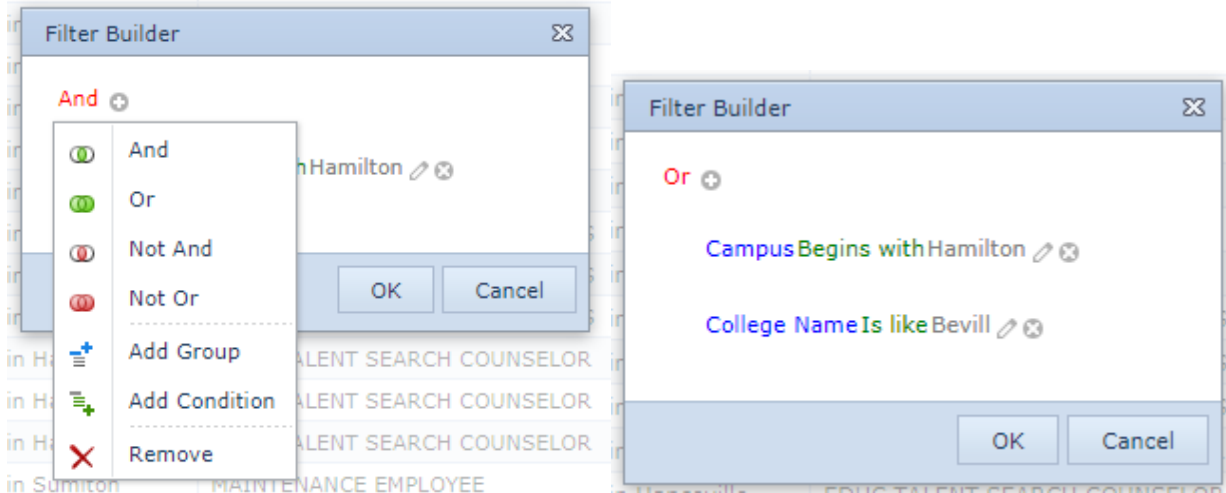
- A statement should now be displayed that has three parts:
 - 1) Data Field: Selectable blue text that, when clicked, expands to reveal a dropdown list that contains all of the data column headers



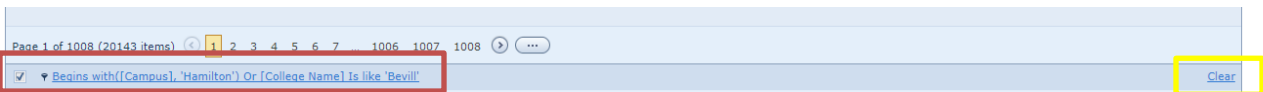
- 2) Logical Operator: Select green text that, when clicked, expands to reveal a dropdown list that shows all of the logical operations that can be used to filter the data.
- 3) Search Term: A text box that allows the user to enter the desired text to filter the already selected data field.



- Multiple filtering statements can be added by selecting the “+” icon. The logic between multiple filtering statements can be changed by selecting the red text “And” to reveal a dropdown list of logical operators.



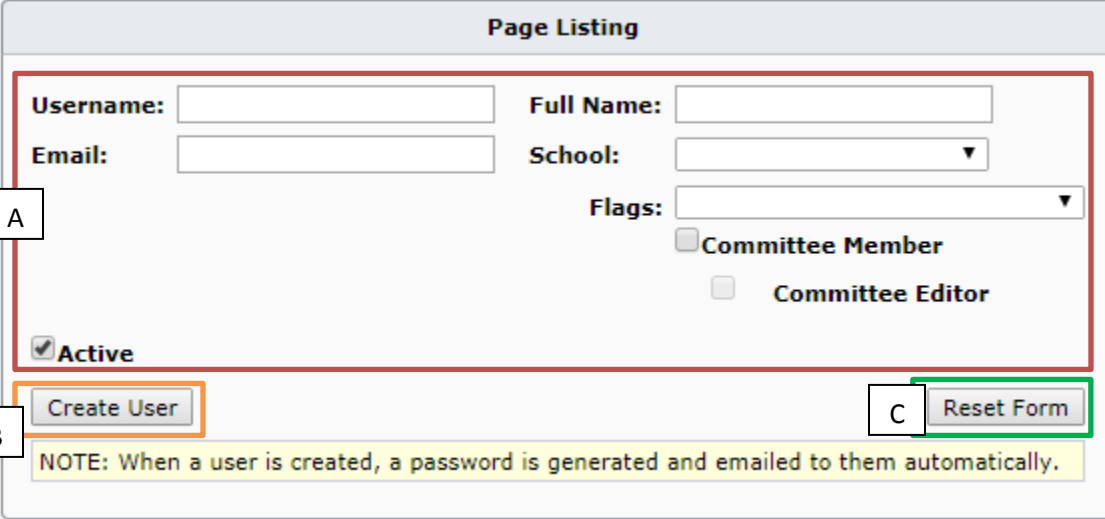
- Select “OK” and the data will be filtered. The logical statement that the data is filtered by is on the bottom pane of the data viewer that is outlined below in red.
- The filter can be cleared by selecting the “clear” button that is outlined below in yellow



Admin

There are two main functionalities available on the Admin Page: a form that can be used to create a new user and a data viewer to display information about all of the users.

Create new user



Page Listing

Username: **Full Name:**

Email: **School:**

Flags:

Committee Member

Committee Editor

Active

NOTE: When a user is created, a password is generated and emailed to them automatically.

A/Red – User Info: Enter information about new user

B/Orange – Create User Button: Once information is entered, select the “Create User” button to create a new user.

C/Green – Reset Form Button: All of the fields in the A/Red box can be cleared by selecting the “Reset Form” button.

User Data Viewer

#	User Name	Full Name	School	Flag	Special	Last Login	Inactive	Locked
Apply								
	acederholm@snead.edu	Annette Cederholm	Snead	Data Verifier		7/7/2017 9:10 AM		
	aclanton@ascc.edu	Ann Clanton	Alabama Southern	Data Maintenance		4/4/2013 3:33 PM		
	adavis@escc.edu	Andrew Davis	Enterprise	Report Detail Access (read-only)		7/10/2017 8:14 AM		
	adavis@jeffstateonline.com	Alan Davis	Jefferson State	Data Access (read-only)		6/8/2017 10:09 PM		
	adrienne.yarbrough@accs.edu	Adrienne Yarbrough	System Office	Report Access (read-only)		5/20/2013 12:51 PM		
	agcobb@lbwcc.edu	Alan Cobb	L. B. Wallace	Data Verifier		5/26/2017 9:08 AM		
	aharbison@sheltonstate.edu	Amanda Harbison	Shelton	Data Access (read-only)		6/1/2017 9:33 AM		
	Akeem.Alexander@accs.edu	Akeem Alexander	System Office	Report Access (read-only)		1/18/2017 2:06 PM		
	akelley@escc.edu	Ann Kelley	Enterprise	Report Detail Access (read-only)		3/21/2017 4:43 PM		
	akin@jeffstateonline.com	Amanda Kin	Jefferson State	Data Verifier		6/16/2017 8:43 AM		

Page 1 of 37 (369 items) [1] 2 3 4 5 6 7 ... 35 36 37 > ...

The screenshot shows the same data table as above, but with several annotations:

- A (Red):** Points to the "Export to XLSX" and "Export to CSV" buttons.
- B (Orange):** Points to the "School" column header.
- C (Green):** Points to the search input field below the "User Name" header.
- D (Purple):** Points to the search dropdown menu, which is open and shows options: "Begins with", "Contains", "Doesn't contain", "Ends with", "Equals", and "Doesn't equal".
- E (Yellow):** Points to the "Apply" button.
- F (Blue):** Points to the search input field below the "Full Name" header.
- G (Dark Blue):** Points to the pagination controls at the bottom of the table.

A/Red – Export data: Select the “Export to XLSX” button to export the data viewer to excel. The data will be exported in the format shown, including all filters and sorting. The data viewer can also be exported to a CSV file by selecting “Export to CSV.”

B/Orange – Sortable Field Header: The data viewer can be sorted by one of the fields (i.e. User name, Full Name, School or Flag) by clicking on the header of the desired header. Clicking the header for a second time will sort the field in the opposite direction.

C/Green – Field Search: Entering text in the field right below the header of a given field allows the user to search just the data in the field. So, for example, if the user enters “adavis” into the text box below

“User Name” and then hits “Apply” (shown in the E/Yellow box), then the data viewer will only display rows with a User Name that Begins With “adavis.”

D/Purple – Field Search Options: Selecting the key icon next to the associated C/Green text box allows the user to select how they want their search term to be searched. The options include *Begins with*, *Contains*, *Doesn't contain*, *Ends with*, *Equals*, and *Doesn't equal*. For example, if the user enters “adavis” into C/Green box, the results would return anything in the User Name field that “Begins with” “adavis”. The user has the option to change “Begins with” to any of the options listed above.

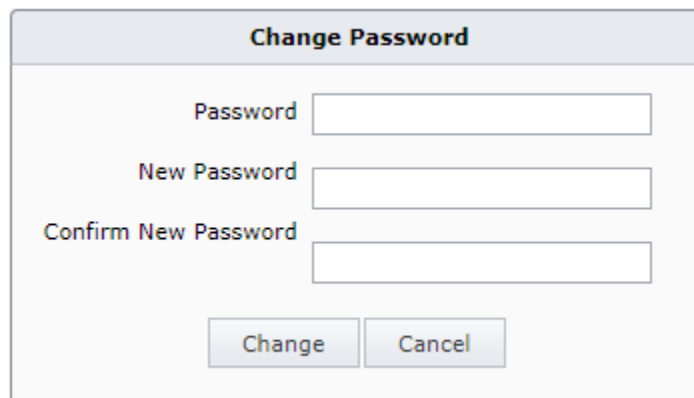
E/Yellow – Apply Search Options: Select this option once the user has entered all of the search terms in the C/green and D/purple boxes.

F/Light Blue – Edit/Delete User: Any of the information about users can be edited by selecting the pencil icon next to their data row. Any of the users can be deleted by selecting the garbage bin/recycling icon next to their data row.

G/Dark Blue – Data Viewer Navigation: This bar allows for navigation between the pages of data results.

Account

This page allows the user to change their password.



The image shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Below the title bar, there are three text input fields. The first is labeled 'Password', the second is labeled 'New Password', and the third is labeled 'Confirm New Password'. At the bottom of the dialog box, there are two buttons: 'Change' and 'Cancel'.

Logout

Select the “Logout” tab in order to log out from application.