

NINA Training Documentation

Welcome to NINA (Newcastle Information and Analytics)

User ID(UNI ID number plate e.g. ab123):

Password:

Sign in

By logging in I agree to the following terms and conditions in use.

Terms and Conditions of Use

I acknowledge that I am being given access to the NINA (Newcastle Information and Analytics) Portal for the purpose of carrying out my duties as an employee of The University of Newcastle.

I understand that the Portal contains information which may be sensitive or confidential relating to the University's profile and performance.

I accept the importance of confidentiality in the workplace and undertake not to disclose, discuss or distribute the information contained within the Portal except in accordance with the requirements of my duties as an employee of the University.

I understand that maintaining such confidentiality is an essential part of my employment and a breach of that condition may, if sufficiently serious, entitle the University to terminate my employment immediately and/or to seek damages for breach of contract.

I understand that if information is obtained from the Portal for the purpose of presenting and/or publishing externally to the University, approval must be obtained. Refer to the University of Newcastle Procedure 001042 - [Access and Use of Corporate Data at the University of Newcastle](#)

Contents

Introduction	2
Distribution of data – Legal Requirements.....	2
Section 1 - Logging into NINA.....	3
Section 2 – NINA Reports	6
Report Features.....	9
Section 3 – Create Custom Explorations.....	19
Step 1 – Find a report that has the closest similar information	19
Step 1.1 - Show the data source name	19
Step 2 – Create Exploration.....	21
Step 3 – Add the Program Enrolment and Load Report Data source.....	22
Step 4 – Create a simple load by year chart	23
Step 5 - Change to crosstab	26
Step 6 - Add academic level filter	28
Step 7 – Create a customised Aggregated Measure (optional).....	30
Step 8 - Save to My Folder.....	33
Step 9 - Export table to csv.....	33
Step 9.1 – Opening the csv in Excel.....	34
Step 10 - Access your saved exploration.....	35
Conclusion.....	35

Introduction

This documentation demonstrates the functions NINA Reports and shows you how to get specific information by creating an Exploration.

[Section 1](#) – shows you how to log into NINA using your preferred browser

[Section 2](#) – highlights the features of the existing Reports in NINA

[Section 3](#) – demonstrates how to create, save and export datasets using an Exploration

But first, please take note of the Legal Requirements and data distribution policies for publishing the data found in NINA externally.

Distribution of data – Legal Requirements

By signing into NINA you agree with the following Terms and Conditions in use:

I acknowledge that I am being given access to the NINA (Newcastle Information and Analytics) Portal for the purpose of carrying out my duties as an employee of UoN.

I understand that the Portal contains information which may be sensitive or confidential relating to the University's profile and performance. I accept the importance of confidentiality in the workplace and undertake not to disclose, discuss or distribute the information contained within the Portal except in accordance with the requirements of my duties as an employee of the University.

I understand that maintaining such confidentiality is an essential part of my employment and a breach of that condition may, if sufficiently serious, entitle the University to terminate my employment immediately and/or to seek damages for breach of contract.

If you wish to publish these figures externally: Approval must be obtained.

Refer to the University of Newcastle Procedure 001042 - [Access and Use of Corporate Data at the University of Newcastle](#)

Section 1 - Logging into NINA

NINA performs best in **Internet Explorer**, if you wish to use another browser please follow the instructions below.

However, if you wish to use other browsers, you will have to change some of the settings, please see below for instructions for [Chrome](#), [Firefox](#) and [Safari](#).

Chrome

1. Navigate to the settings (Figure 1)
2. Scroll down and click Show advanced settings
3. Scroll down to Languages
4. Click Language and input settings (Figure 2)

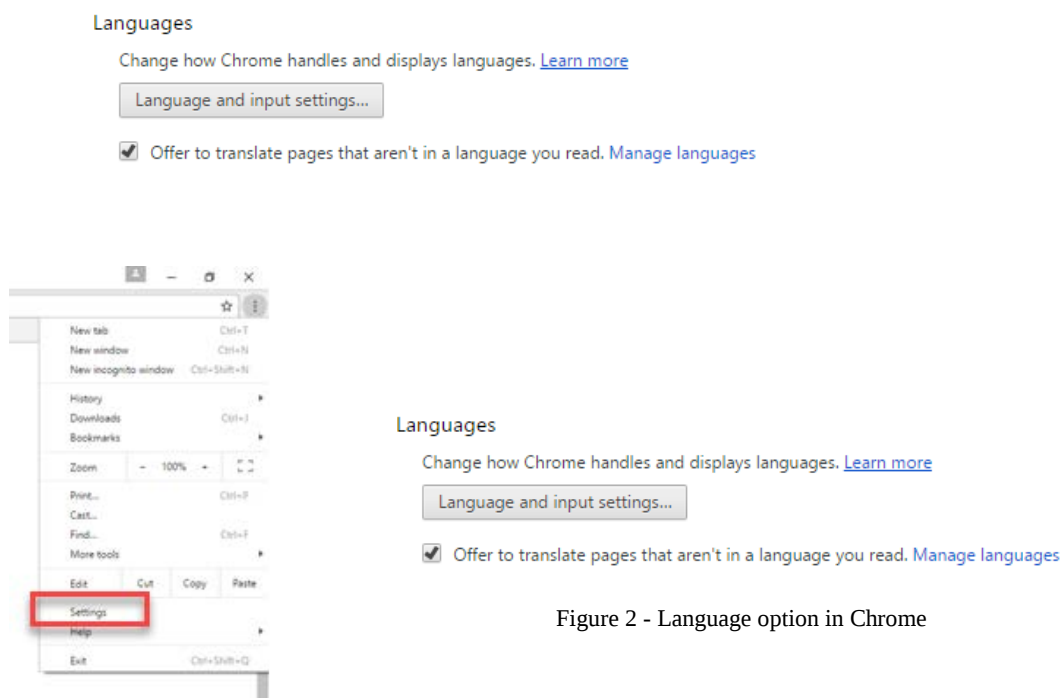


Figure 1 - Navigate to settings
Chrome

Figure 2 - Language option in Chrome

5. Select English and click done (Figure 3)

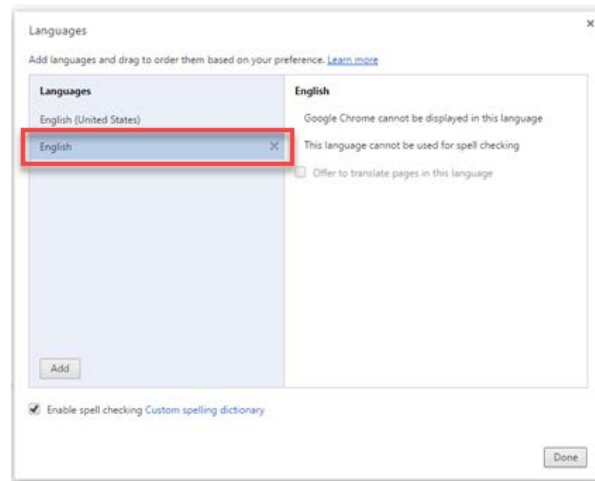


Figure 3 - Language select in Chrome step 5

Firefox

1. Open the menu and select options (Figure 4)
2. Click Content and under Languages click Choose (Figure 5)
3. Click English [en]
4. Click move up then ok
5. The result should look like Figure 6

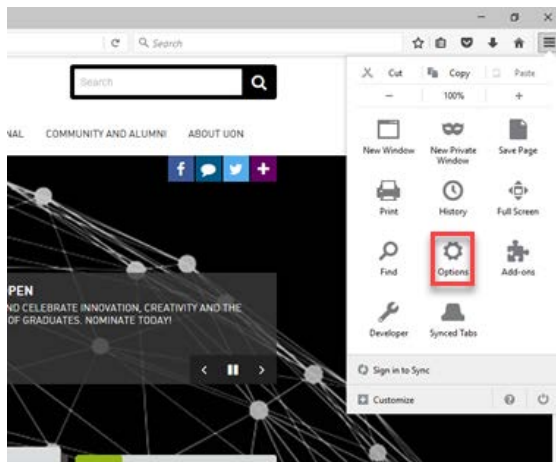


Figure 4 - Options in Firefox

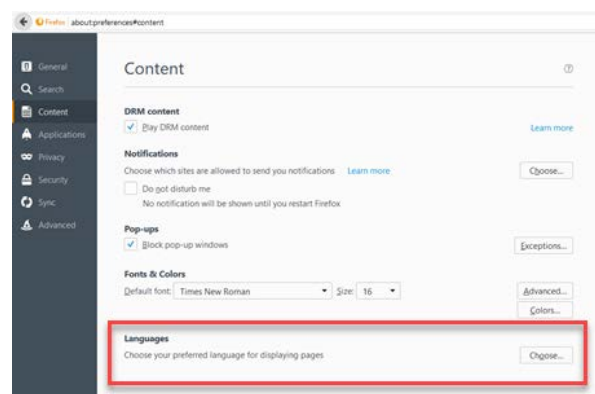


Figure 5 - Change language in Firefox

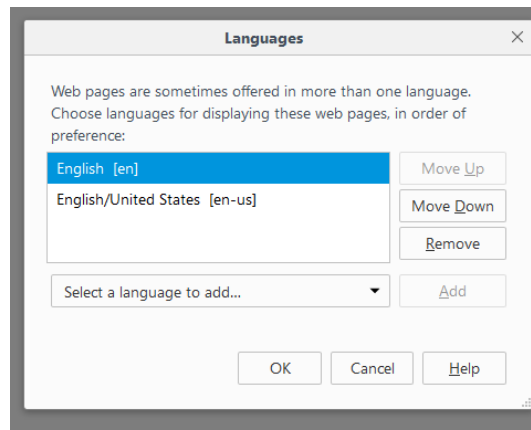


Figure 6 - Move up English en in Firefox

Safari

Changing Language Settings on Mac OS X. Launch System Preferences from your Dock or Apple menu and then click "**Language & Region**." Ensure that "English" is present and listed as the "Primary" **language** at the top of the list on the left. If it is not, click "+" and add it, then drag it to the top of the list.

Section 2 – NINA Reports

Figure 7 below is the NINA Home page, from this page you can access links to reports.

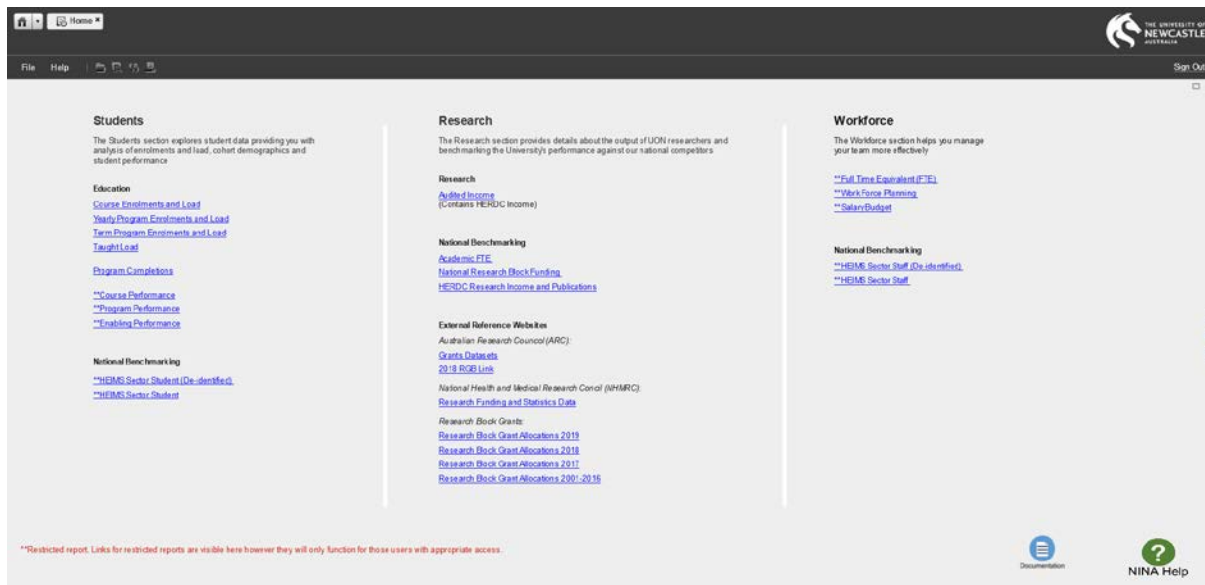


Figure 7 - NINA Home screen

On this page, there are three sections of reports:

- Student
- Research
- Workforce

Important: Please note that reports preceded with a ** are restricted and will only open for users with appropriate access. If you require more access please fill in a ServiceUoN Request with your details, reasons for needing the access and supervisors' approval.

To navigate back to the home page use the Home button (Figure 8).

Important: Please note that the Home button (Figure 8) may return you to the content screen seen Figure 9.



Figure 8 - Home Button

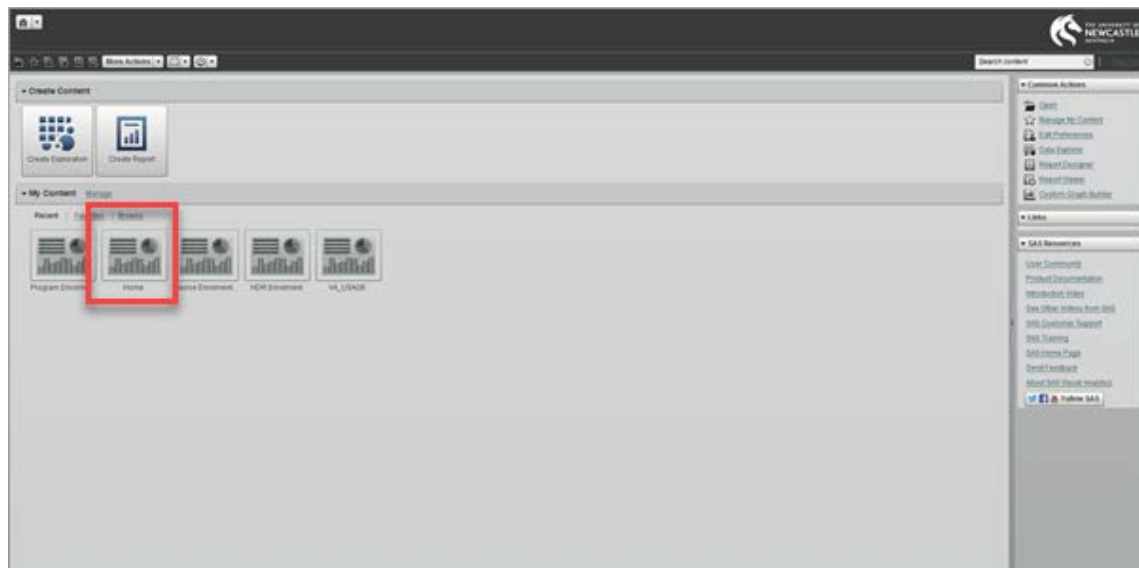


Figure 9 - Content Home

To navigate back to the NINA Home screen, click the down arrow > recent then select Home. See Figure 10 below.

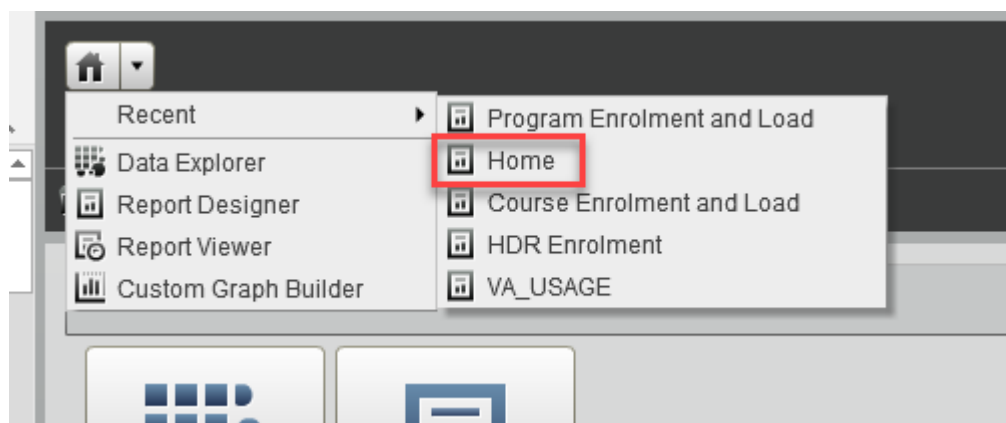


Figure 10 - Navigate home from the content screen

To begin this induction: On the NINA Home Screen navigate to Student > Yearly Program Enrolment and Load Summary see Figure 11.

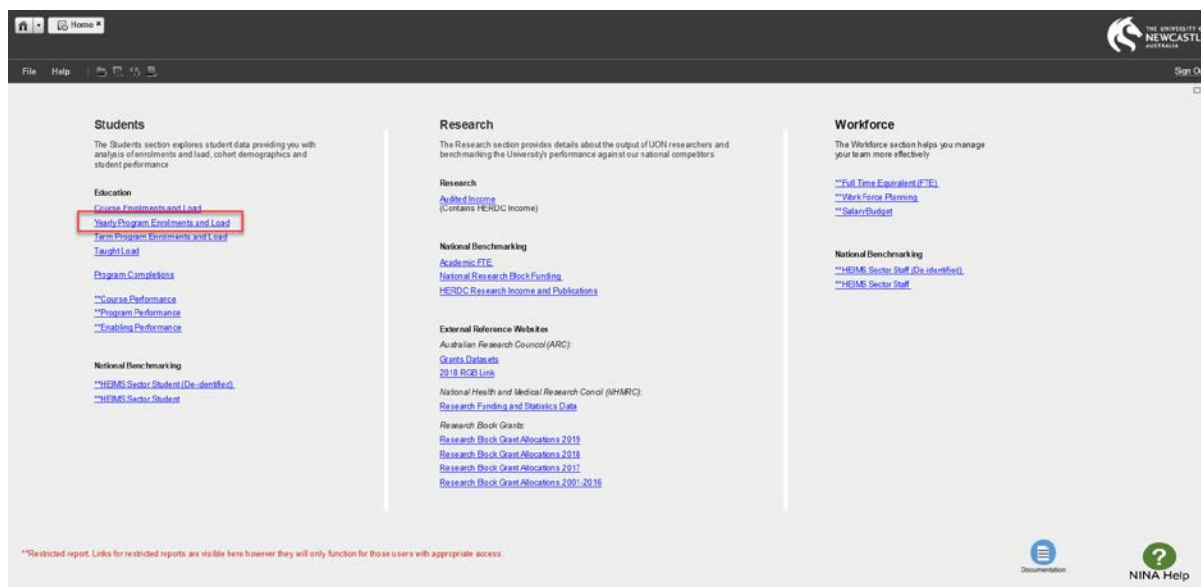


Figure 11 - Select Program Enrolment and Load

Figure 12 below shows the Program and Enrolments Report.



Figure 12 - Program Enrolment and Load Report

Report Features

Figure 13 below highlights the locations of the features available on this report including:

1. Filters
2. Drill in on graphs
3. Maximise and Minimise visualisations
4. Hierarchy
5. Drill in on Table

You can press control and click on an item in the list above, or on the numbers in Figure 13 below.

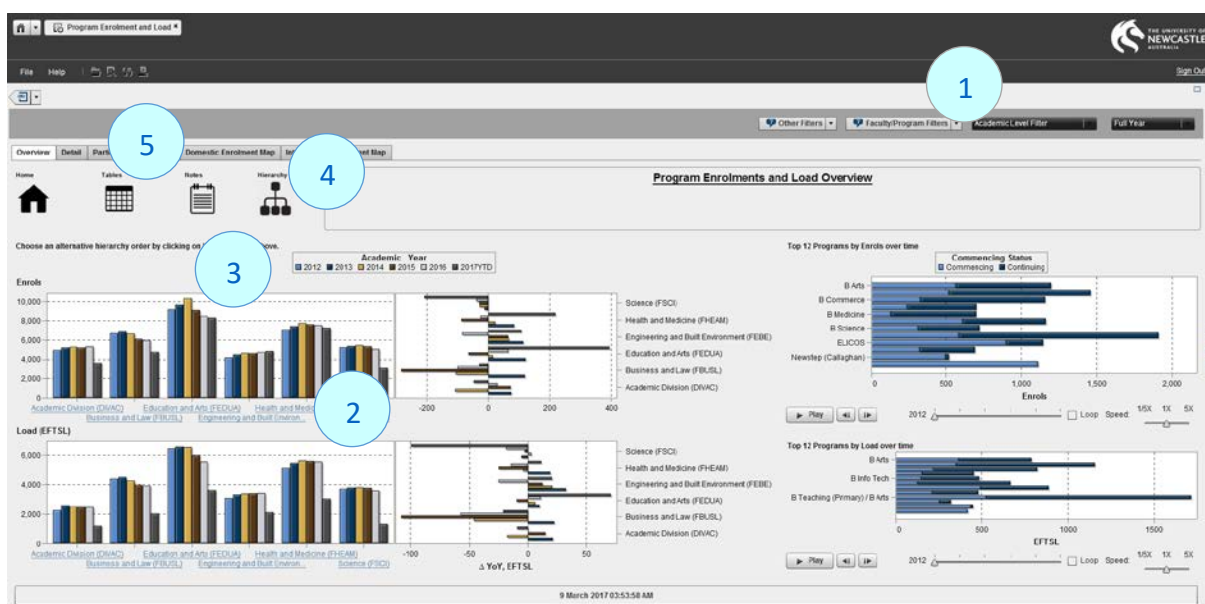


Figure 13 - Report Features

1. Filters

Figure 14 below shows the filters that are available to this report, including:

- Full Year
- Academic Level Filter
- Faculty/Program Filters
- Other Filters

These filters allow for a customised needs based report, the Faculty/Program and other Filters allow further customisation, see Figure 15 and Figure 16 below.



Figure 14 - Program Enrolment and Load Report Filters

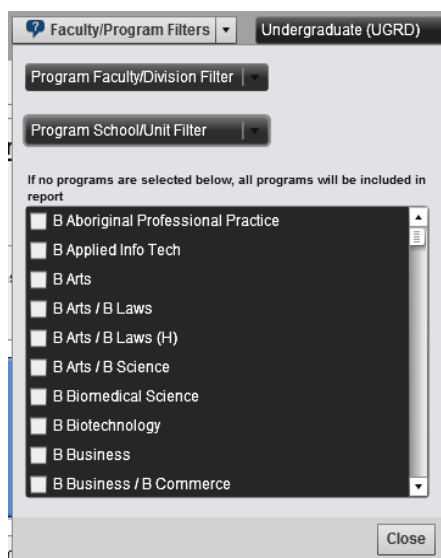


Figure 15 - Faculty/Program Filters

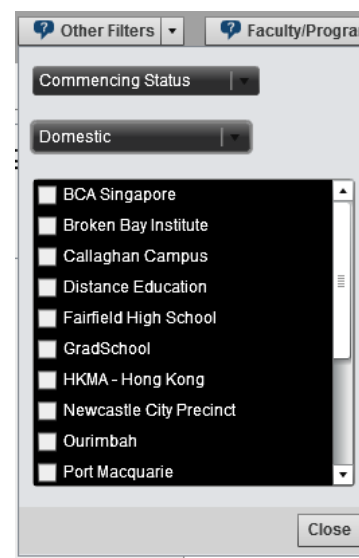


Figure 16 - Other Filters

As an example, try to change the filters to the following:

- Full Year to Year-to-Date
- Academic Level Filter to Undergraduate (UGRD)
- Faculty/Program Filter to Engineering and Built Environment (FEBE)
 - o Program School/Unit Filter to School of Electrical Engineering and Computing (SEEC)
- Other Filters
 - o Commencing Status to Continuing
 - o International Status to Domestic
 - o Select Callaghan Campus

The report should look similar to:

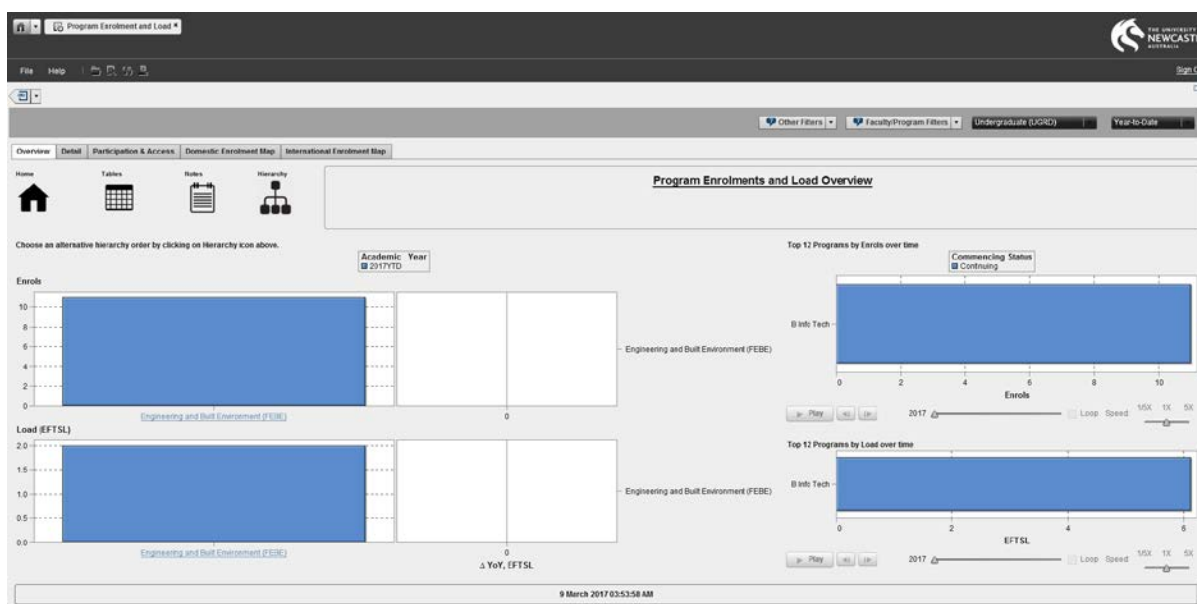
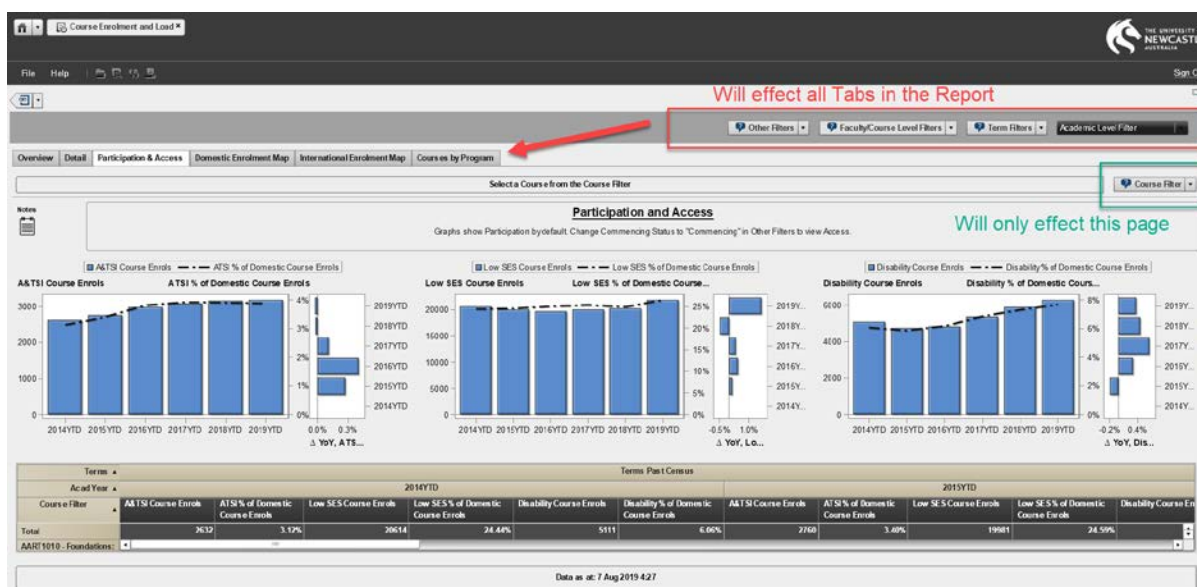


Figure 17 - Filtered report example

Please note that at the time of development of these training materials both FEBE and SEEC were introduced at the beginning of 2017, as these notes were developed in March 2017 there will be differences in data of Figure 17 above.

Note: Filters not found on the grey bar at the top, will only effect the page the filter appears on.



2. Drill in on graphs

In this section you will learn how to Drill in on graphs, Figure 18 below is the graph we will be using in this example.

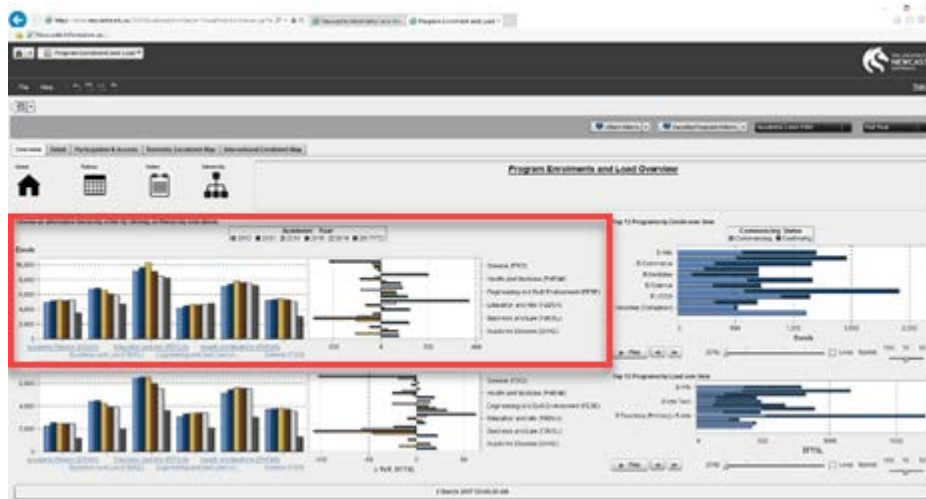


Figure 18 - Drill in on graphs example

Start by clicking on Engineering and the Built Environment (FEBE) see Figure 19.

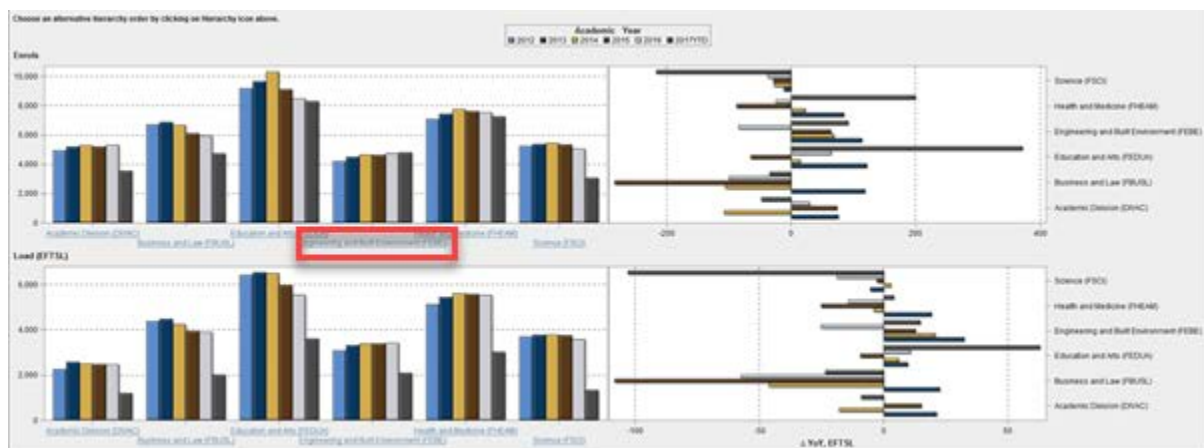


Figure 19 - Drill in - Select FEBE

In the Enrols graph, click the following links:

1. Electrical Engineering and Computing (SEEC)
2. GradSchool
3. Commencing

You should see a page that looks similar to Figure 20 below:

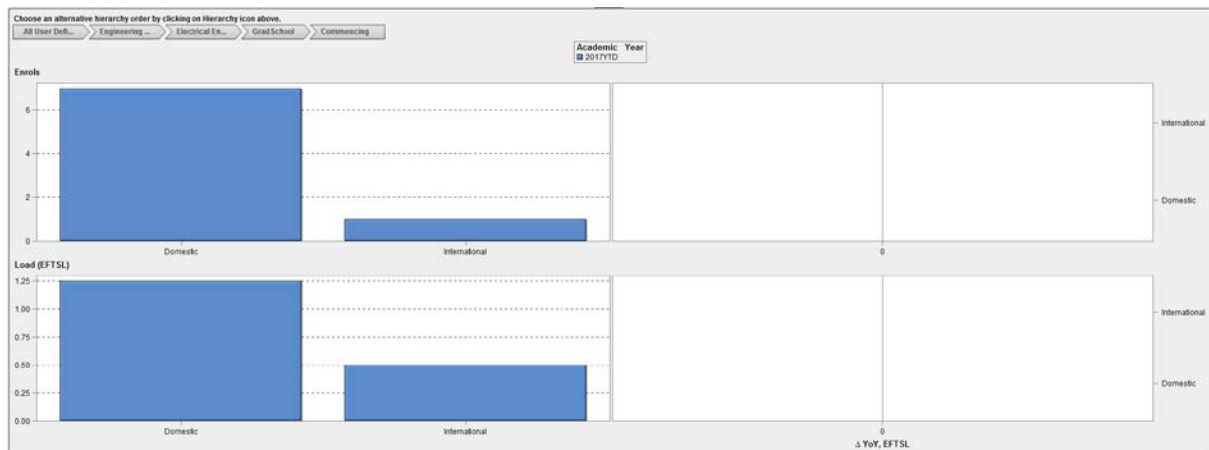


Figure 20 - Drill in - Example final stage

You can navigate back to any of these stages by selecting the level that you would like to return to in the history above, see Figure 21.

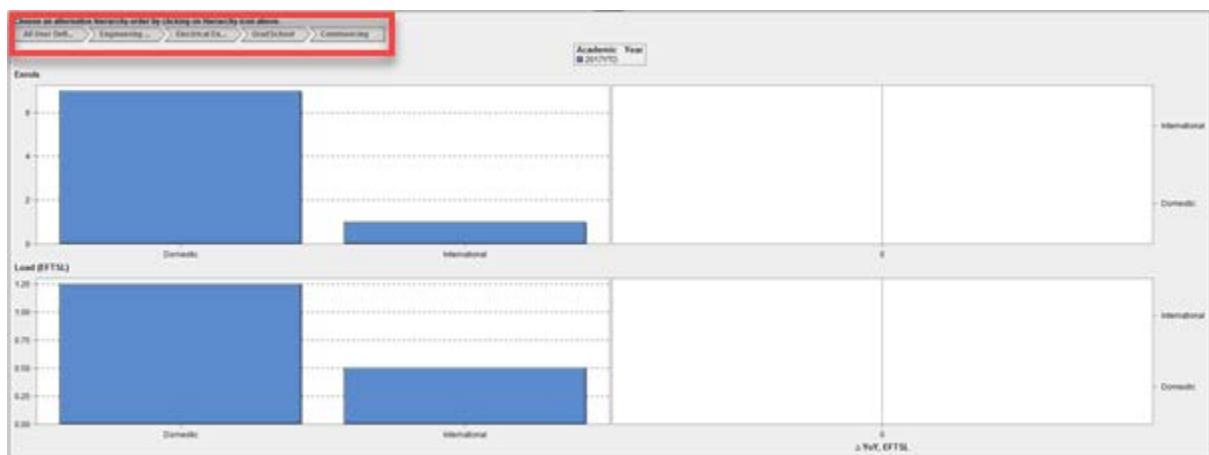


Figure 21 - History trail

3. Maximise and Minimise visualisations

To maximise a graph or table click on the visualisation and then select the rectangle, see Figure 22.

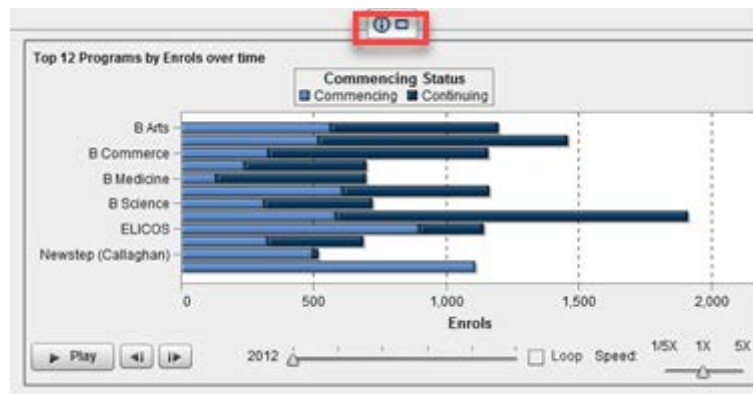


Figure 22 - Maximise a visualisation

To Minimise, click the overlaid rectangles, see Figure 23.



Figure 23 - Minimise a visualisation

4. Hierarchy

Clicking on the Hierarchy icon will allow you to make selections to display the hierarchy in your chosen order, see Figure 24 below.

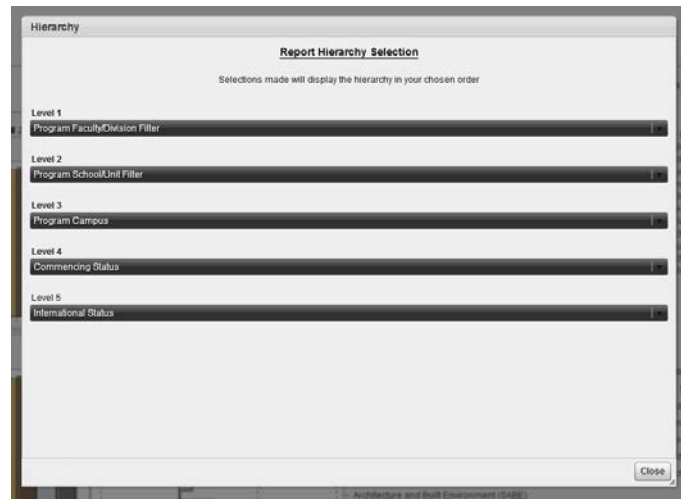


Figure 24 - Hierarchy selections

This example will show you how the hierarchy applies to tables and charts, change the dropdown boxes to make the following selections:

- Level 1 – Program Faculty/Division Filter to Admit Year
- Level 2 – Program School/Unit Filter to Mode of Attendance
- Level 3 – Program Campus to Age Group (0-20, 21-24, 25-29, 30-39, 40+)
- Level 4 – Commencing Status to Academic Level Filter
- Level 5 – International Status to Aboriginal & Torres Strait Islander Status

Click close, you should get a report that looks like Figure 25 below.

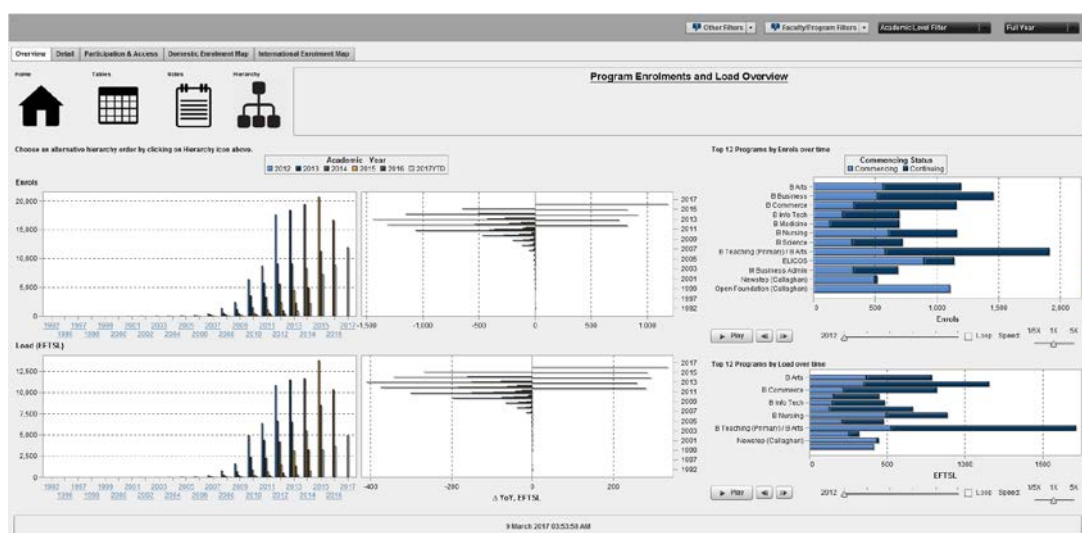


Figure 25 - Hierarchy report example

5. Drill in on Table

Clicking in the table icon will allow you to add up to two groups to the table by selecting from the drop-down boxes. See Figure 26.

Data Tables

Data Table - Add up to two groups to the table by selecting from drop-down boxes below.

Note that Program Enrolment figures will display in red when numbers are 10 or less.
Use caution when comparing groups where this is the case.

Data Group 1

Academic Level Filter

Data Group 2

Commencing Status

YTD / Full Year ▲				Full Year										
Academic Year ▲				2012		2013		2014		2015		2016		
Program Fa. ▲	Program Sc. ▲	Data Group 1 ▲	Data Group 2 ▲	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL	
Academic Division (DIVAC)	English Language and Foundation Studies Centre (ELFS)	ELICOS (ELIC)	Commencing	898	254.250	780	294.150	823	280.775	1012	337.450	895		
			Continuing	244	67.375	324	132.025	322	111.750	326	144.100	384		
		Enabling (ENAB)	Commencing	2910	1594.625	3150	1769.125	3128	1689.125	2872	1573.625	3128		
			Continuing	57	32.625	70	40.250	68	30.750	88	41.875	79		
	Indigenous Education and Research (IER)	Higher Degree Research (HDR)	Commencing	6	3.370	2	1.163	4	2.384	5	2.907	3		
			Continuing	10	5.750	13	9.500	14	10.500	11	7.500	7		
		Undergraduate (UGRD)	Commencing	9	4.750	9	4.500	9	5.625	16	9.625	11		
			Continuing	8	4.750	13	9.250	15	9.125	16	8.625	16		
	Student Central (SC)	ELICOS (ELIC)	Continuing	1	0.250	-	-	-	-	-	-	-	-	
			Commencing	644	248.500	672	279.875	739	339.625	740	319.875	661		
		Non-Award (NOAW)	Continuing	35	10.750	37	15.125	59	21.500	55	23.375	61		
			Commencing	20	2.750	22	3.250	30	4.250	27	3.375	40		
Postgraduate Coursework (PGCW)	Continuing	4	0.750	3	0.500	3	0.375	4	0.500	7				
	Undergraduate (UGRD)	Commencing												

9 March 2017 03:53:58 AM

Close

Figure 26 - Drill in on table

This example will show you can select the two groups to Drill into the table, make the following changes in the dropdown boxes:

1. Data Group 1 – Academic Level Filter to Basis of Admission
2. Data Group 2 – Commencing Status to Gender

Figure 27 is the table that should be generated from this selection:

Data Tables

Data Table - Add up to two groups to the table by selecting from drop-down boxes below.

Note that Program Enrolment figures will display in red when numbers are 10 or less.
Use caution when comparing groups where this is the case

Data Group 1

Basis of Admission

Data Group 2

Gender

YTD / Full Year				Full Year											
Academic Year				2012		2013		2014		2015		2016			
Program Fa...	Program Sc...	Data Group 1	Data Group 2	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL	Enrolment	EFTSL		
Academic Division (DIVAC)	English Language and Foundation Studies Centre (ELFS)	Higher Education	Female	6	5.125	3	1.625	1	0.125	7	2.850				
			Male	2	0.625	4	2.500	6	2.350	5	3.475				
			Female	1229	516.250	1237	509.875	1265	516.000	1124	457.625	130			
			Indeterminate/Intersex/Unspecified	1	0.250	2	0.750	1	0.500						
		Mature Age Special Entry	Male	839	355.750	895	383.500	933	382.125	866	363.500	87			
			Female	1076	575.250	1135	588.625	1020	565.225	980	459.050	101			
			Indeterminate/Intersex/Unspecified			1	0.500	1	1.000						
			Male	930	477.475	974	612.000	1030	591.725	914	478.625	84			
		Professional Qualification	Female	1	0.250										
			Male	4	2.875	26	12.350	34	12.225	196	161.250	10			
			Indeterminate/Intersex/Unspecified												
			Male												

9 March 2017 03:53:58 AM

Close

Figure 27 - Drill in on table result

Important Note: Red numbers indicate when enrolment figures are 10 or less, caution should be used when comparing groups where this is the case.

6. Groups Selector

Figure 28 below demonstrates the Group Selector Feature. This feature will allow you to group the data by a selected group, that is, you will only see the data associated with the groups you have selected.

Navigate to this feature by using the tabs to select Detail.

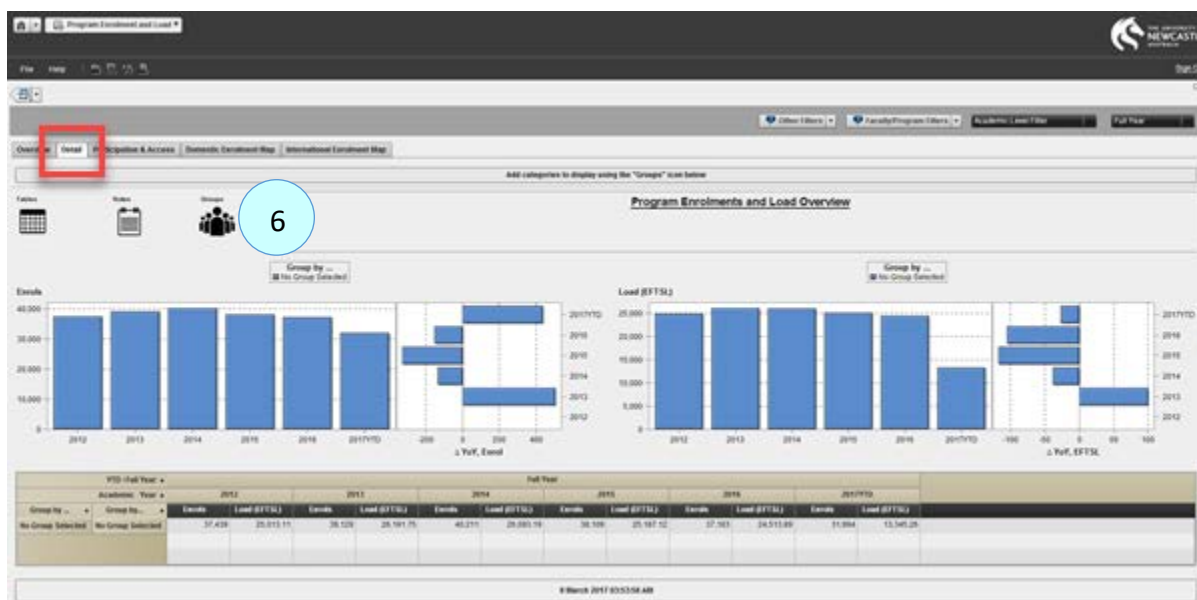


Figure 28 - Group Feature

This example will show you how to make selections applied to groups that will be valid throughout the entire report. In the Report Grouping Category Selection (Figure 29), make the following changes in the dropdown boxes:

1. Add a group to relevant graphs and tables through the report to – First in Family
2. Add a group to relevant graphs and tables through the report to – Country (Birth)

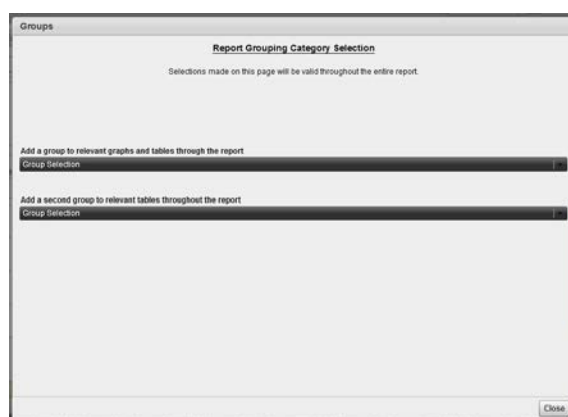


Figure 29 - Report Grouping Category Selection

You should see a graph that looks similar to Figure 30 below.

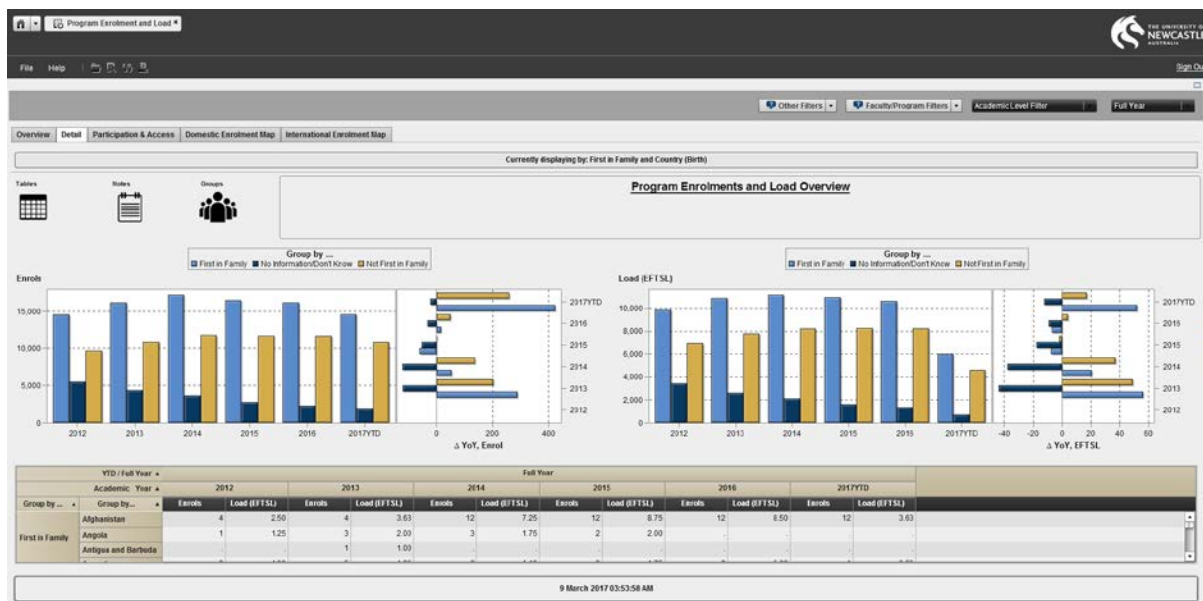


Figure 30 – Group Selection result

In summary, this section has shown you the features of the existing reports in NINA. These features allow you to filter data and generate graphs. However, if these reports have data that is similar to what you want but don't quite line up with what you need, the next section will teach you how to create an Exploration to get this data.

In the following section you will learn about Explorations, including how to find a data source, creating an Exploration, creating a simple chart, changing a graph into a crosstab, how to save to your 'My Folder' and finally, how to export the table to a csv.

Section 3 – Create Custom Explorations

In this section, you will learn how to create an Exploration step-by-step. Explorations allow you to create a custom set of visualisations and tables that answer specific questions. If you have a specific question that cannot be answered in the reports provided you can create an Exploration to answer your question.

For example, if you only want to know about a specific programs enrolments, but need to know what the enrolment numbers over a 5 year period for KPI's like ATSI or Disability, you can use an exploration to collate this data.

Once you have saved an Exploration the data will *automatically update*. If you only need to look at this data once a year, when you return to the data in 12months time it will have automatically updated.

Step 1 – Find a report that has the closest similar information

For this example, we are going to create an exploration with a specific Program (or Programs) in mind.

Navigate to the Program Enrolment and Load Report on the Home page.

Step 1.1 - Show the data source name

Select File > Edit Report

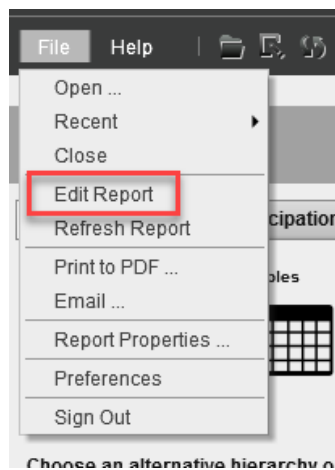


Figure 31 - File > edit for data sources

Figure 32 is the screen that should be displayed.



Figure 32 - Program Enrolments and Load report screen

Go to the left side of the screen where you see the 'Object, Data and Import' tabs and select Data.

From here you can click on the Data tab, the dropdown box will display all the data sources used in the creation of that report. See Figure 33 below.

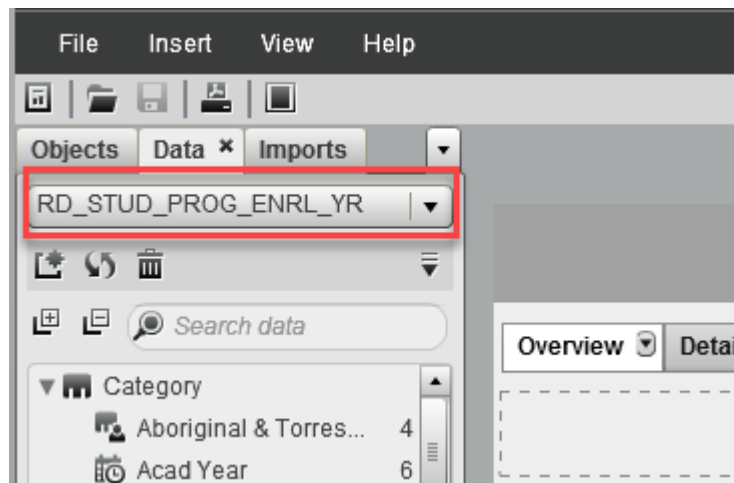


Figure 33 - Data sources

For this demo you will need the following datasets:

RD_REF_STUD_PROG_ENROL_YR_GRP

RD_STUD_PROG_ENROL_YR

Step 2 – Create Exploration

Once you have the name of the data sources, go to the NINA homepage, by selecting the Home button in the top left hand of the screen see Figure 34 below.

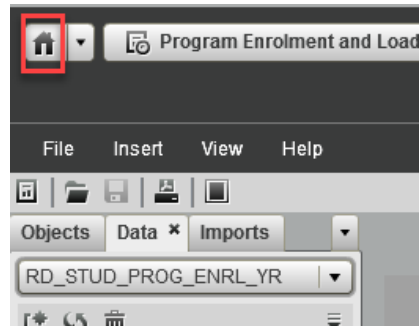


Figure 34 - Home button

Figure 35 should be the screen displayed:

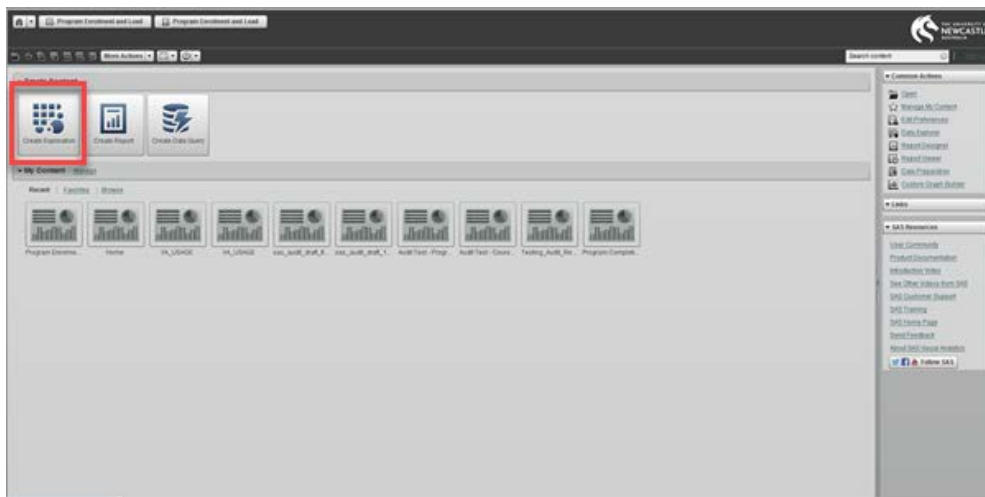


Figure 35 – NINA Home

From here click 'Create Exploration'



Figure 36 - Create exploration button

Step 3 – Add the Program Enrolment and Load Report Data source

1. The following should be displayed, Click select the data source:

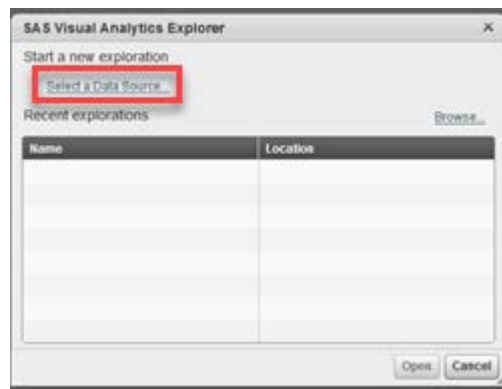


Figure 37 - SAS Visual Analytics Explorer

2. In the Data Sources Search box type, see Figure 38:

RD_STUD_PROG_ENRL_YR

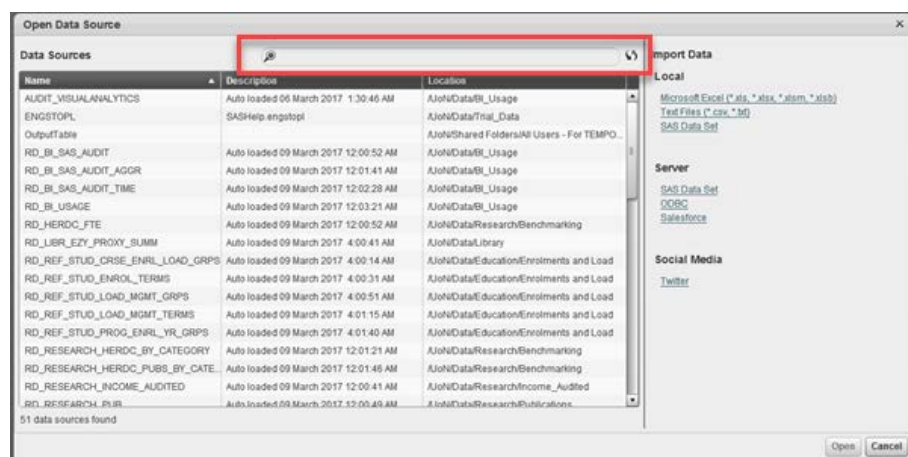


Figure 38 - Open Data Source

Select the row containing RD_STUD_PROG_ENRL_YR and click Open.



Figure 39 - Exploration Visualisation

Step 4 – Create a simple load by year chart

In the toolbar (Figure 40) select the line graph

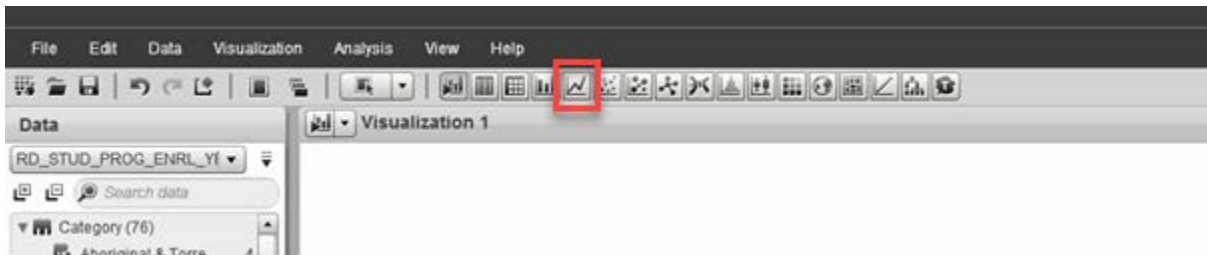


Figure 40 - Select line graph

In the data tab drag 'Academic Year' category (Figure 42) onto the graph, then scroll down and find the EFTSL (Figure 43) measure and drag on to the graph, Figure 41 is an example of how it should appear.

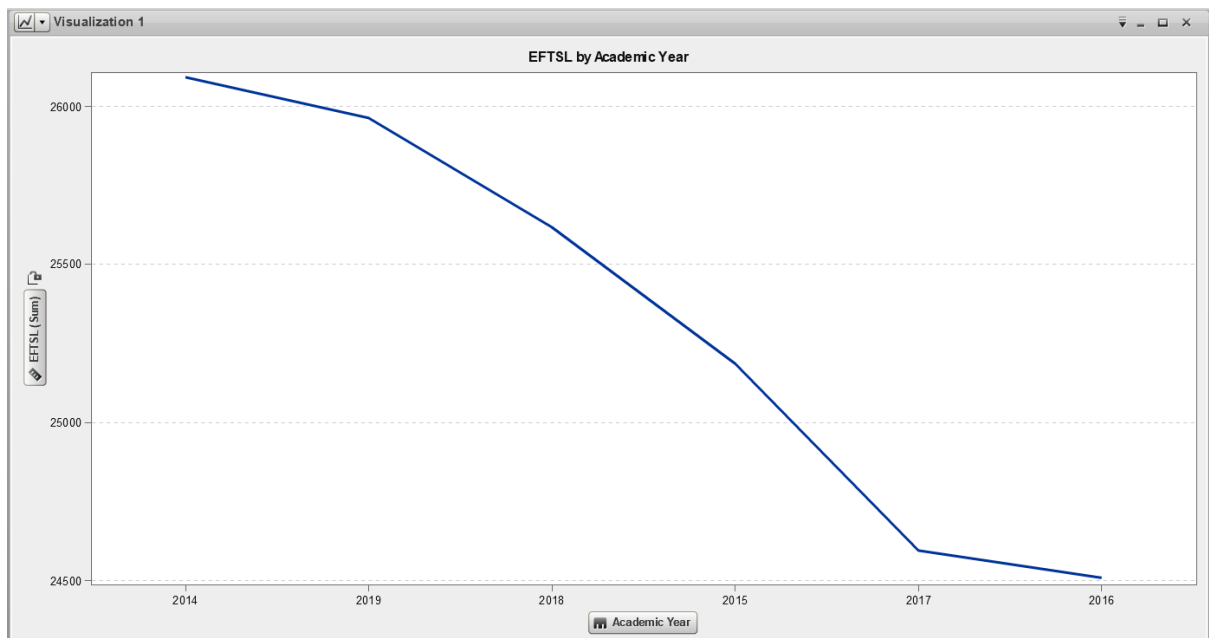


Figure 41 - Simple load by year chart

Categories and Measurements

- **Categories** are 'things' that can group numbers, see Figure 42, for example, *Academic Year*
- **Measures** are numbers that can be grouped by a Category, see Figure 43 for example, *EFTSL*

For example, the category 'Academic Level' groups the 'EFTSL' measure, to create an EFTSL by Academic Level chart, See Figure 44.

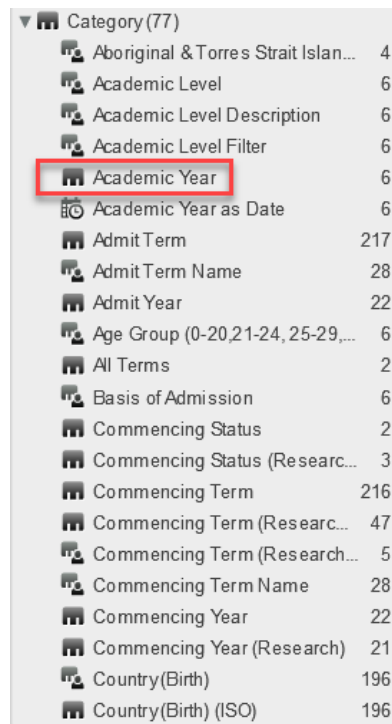


Figure 42 - Category

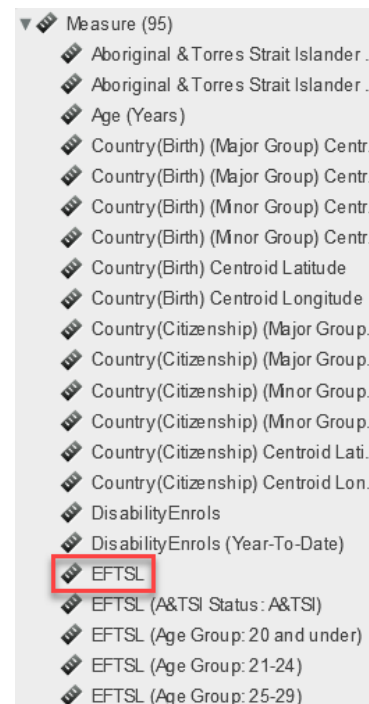
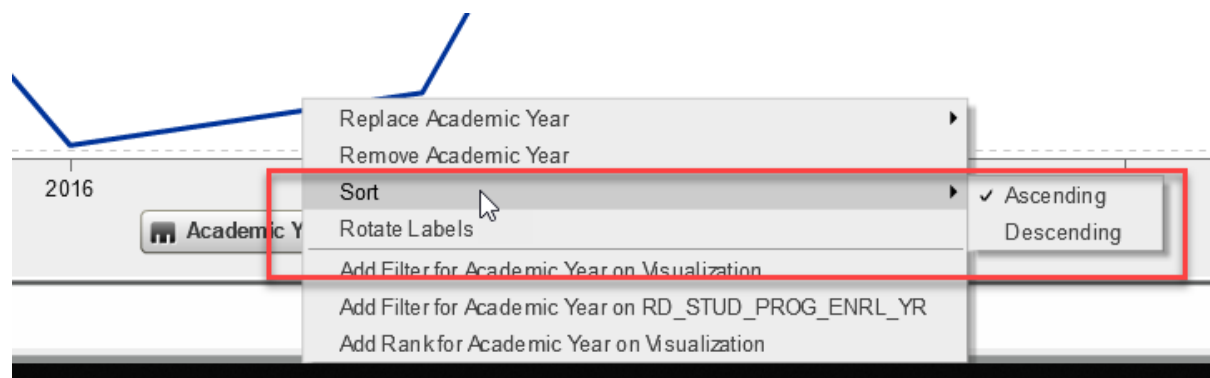


Figure 43 - Measures

Then right click on the Academic year on the graph and select Sort > Ascending



The result should look something like Figure 44 below:

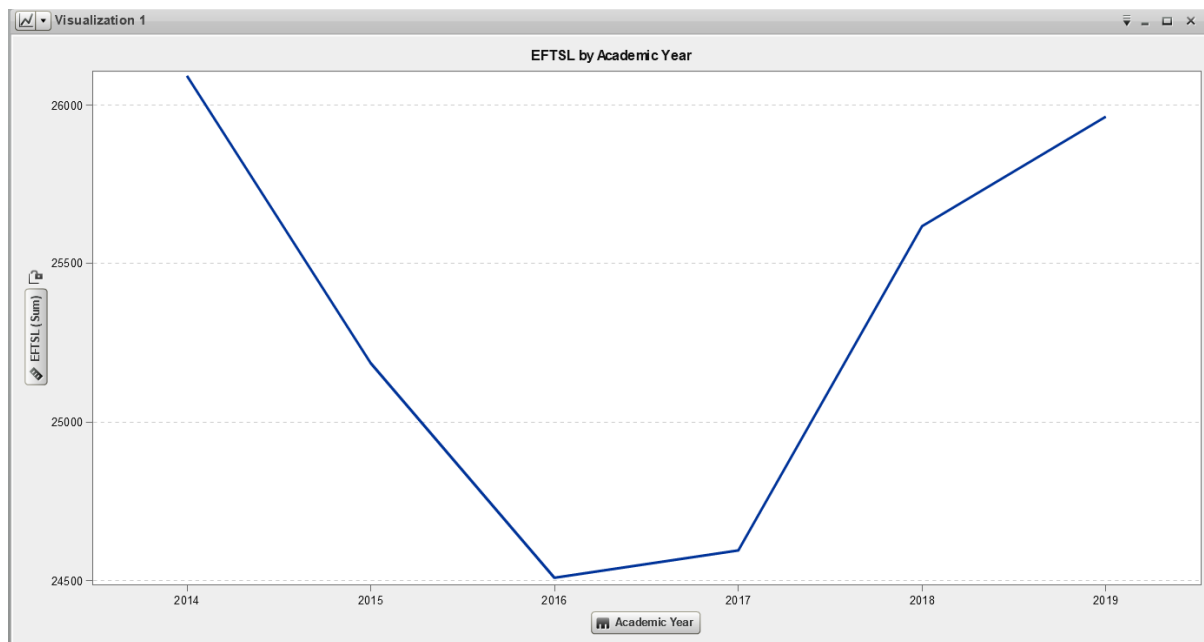


Figure 44 - EFTSL by Academic Year graph

Step 5 - Change to crosstab

To change this graph to a crosstab click on the graph and select the crosstab button in the toolbar. Figure 46 is an example of how it should appear.

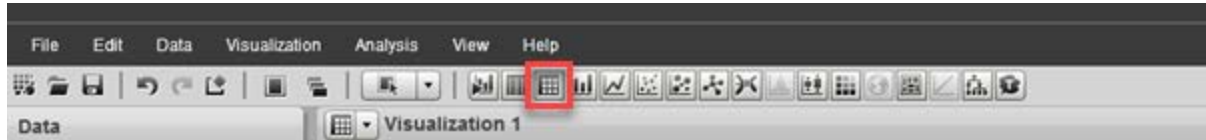


Figure 45 - Crosstab button on the Toolbar

 A screenshot of the 'Visualization 1' window showing a crosstab table. The table has two columns: 'Academic Year' and 'EFTSL'. The data is as follows:

Academic Year	EFTSL
2012	25013.10513
2013	26191.75037
2014	26093.18875
2015	25187.12013
2016	24513.88850
2017	13345.26388

Figure 46 - Load by year crosstab

*** WARNING ***

If you have a table or a figure that does not have a measure, in place of a measure there will be a '**Frequency**' to correct this error, drag a measure onto the visualisation. See Figure 47.

 A screenshot of the 'Visualization 1' window showing a table with a 'Frequency' error. The table has two columns: 'Academic Level' and 'Frequency'. The data is as follows:

Academic Level	Frequency
ELIC	6,498
ENAB	18,166
HDR	9,311
NOAW	4,135
PGCW	42,763
UGRD	143,097

Figure 47 - Frequency error

Frequency is a nonsense number that is not representative of any useful information.

To correct this error simply add a MEASURE to your table or figure.

Note: When adding something to a crosstab, drag it to either a row or a column until the area turns bold. This is useful when ordering items to display in a customised view.

Visualization 1

Course	Academic Year	Term Name	Enrolment	EFTSL
SCIT2100	2013	Semester 1	65	8.125
		Semester 2	49	6.125
	2014	Semester 1	57	7.125
		Semester 2	33	4.125
	2015	Semester 1	40	5.000
		Semester 2	25	3.125
	2016	Semester 1	23	2.875
		Semester 2	54	6.750
	2017	Semester 1	44	5.500
		Semester 2	50	6.250

Visualization 1

Course	Academic Year	Term Name	Enrolment	EFTSL
SCIT2100	2013	Semester 1	65	8.125
		Semester 2	49	6.125
	2014	Semester 1	57	7.125
		Semester 2	33	4.125
	2015	Semester 1	40	5.000
		Semester 2	25	3.125
	2016	Semester 1	23	2.875
		Semester 2	54	6.750
	2017	Semester 1	44	5.500
		Semester 2	50	6.250

Term Name ▲			Semester 1		Semester 2		
Course Facu ... ▲	Course Filter ▲	Academic Ye ... ▲	EFTSL	Enrolment	EFTSL	Enrolment	
Science (FSCI)	SCIT2100 - Science and Prof Comm	2014	7.12500	57	4.12500	33	
		2015	5.00000	40	3.12500	25	
		2016	2.87500	23	6.75000	54	
		2017	5.50000	44	6.25000	50	

Step 6 - Add academic level filter

To add filters simply drag a data item into the Filters tab



This upper section of filters applies to the whole report



This section of the filters tab applies to whichever Visualisation (graph, table, etc.) is selected

Figure 48 - Figures Tab

From here you can select the Academic Level, for this example select the UGRD (Undergraduate) option. See Figure 49 below.



Figure 49 - Filtering Academic Level

Now add Enrolments and Gender to the table, an example of how it should appear can be seen below in Figure 50.

Academic Ye...	Gender	EFTSL	Enrolment
2012	Female	10521.50000	13153
	Indeterminate/Intersex/Unspecified	1.00000	2
	Male	8082.75000	10637
2013	Female	10750.50000	13479
	Indeterminate/Intersex/Unspecified	0.75000	1
	Male	8342.25000	10959
2014	Female	10645.12500	13411
	Indeterminate/Intersex/Unspecified	0.75000	1
	Male	8330.62500	11055
2015	Female	10362.25000	13162
	Indeterminate/Intersex/Unspecified	1.75000	3
	Male	8281.25000	10999
2016	Female	10083.50000	12859
	Indeterminate/Intersex/Unspecified	1.50000	2
	Male	8119.62500	10872
2017	Female	5699.00000	12388
	Indeterminate/Intersex/Unspecified	4.62500	10
	Male	4508.62500	10209

Figure 50 - Simple crosstab result

Step 7 – Create a customised Aggregated Measure (optional)

These are measures that you can calculate from the existing data in the Exploration, in this example, we will create a percentage of EFTSL for Aboriginal and Torres Strait Islander (ATSI) students.

To create a New Aggregated Measure, click the dropdown arrow and select “New Aggregated Measure” See Figure 51 below.

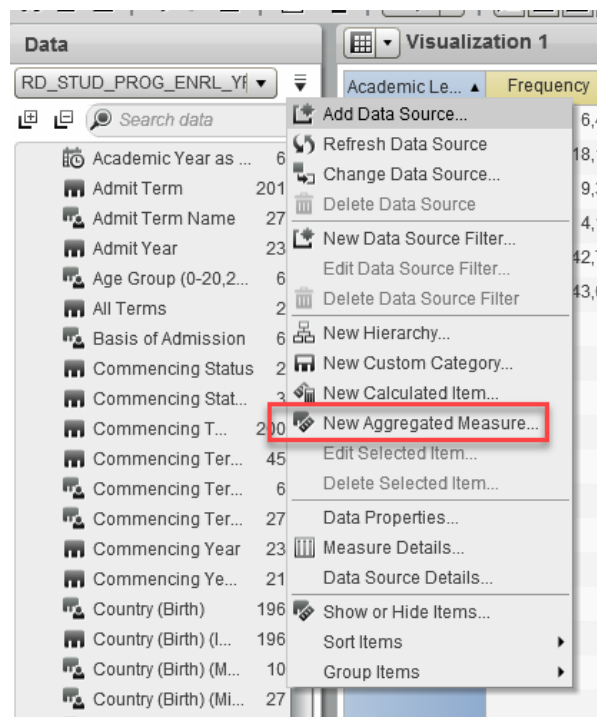


Figure 51 - Create an aggregated measure

Figure 52 will be displayed.



Figure 52 - Aggregated measure screen

For the purpose of this exercise, open Numeric (simple) and drag x / y onto the screen, see Figure 53 below.

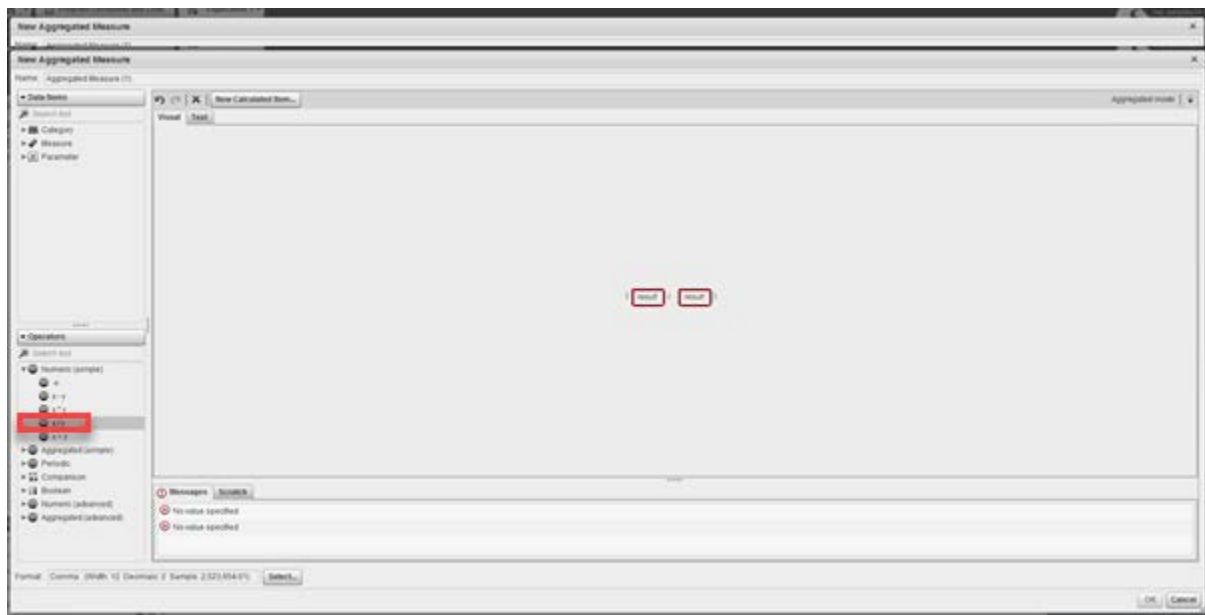


Figure 53 - Drag x / y

Then drag the measure EFTSL (A&TSI Status: A&TSI) and the EFTSL into the red rectangles, see Figure 54 below.

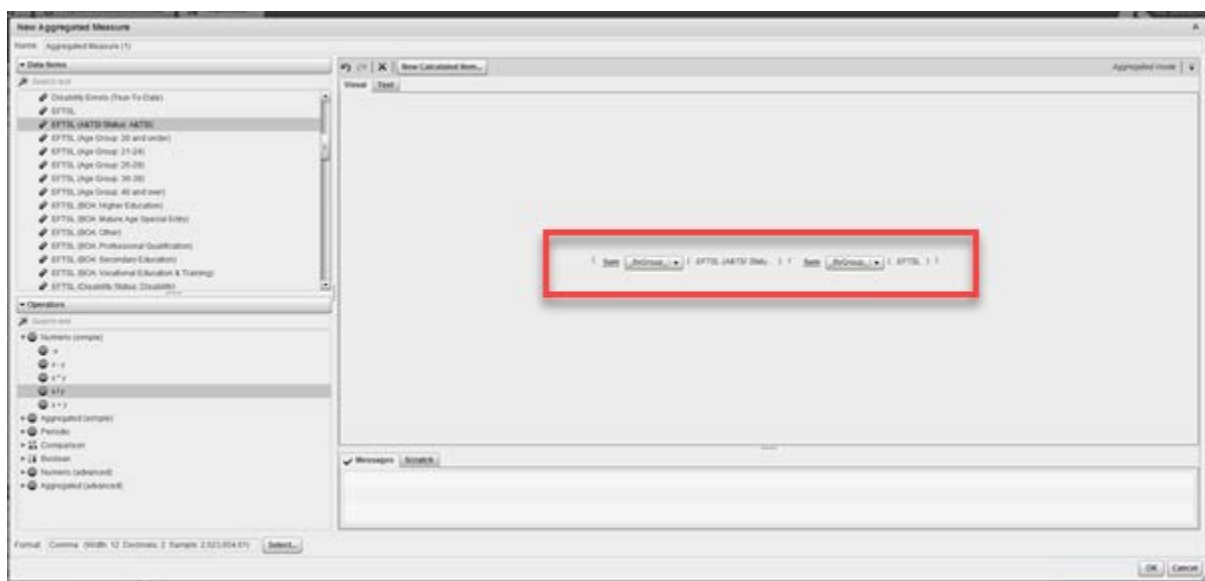


Figure 54 - Drag measures onto the measure

To set the ATSI / EFSTL to a percentage output, click select in the bottom left, and select percent. See Figure 55 below.

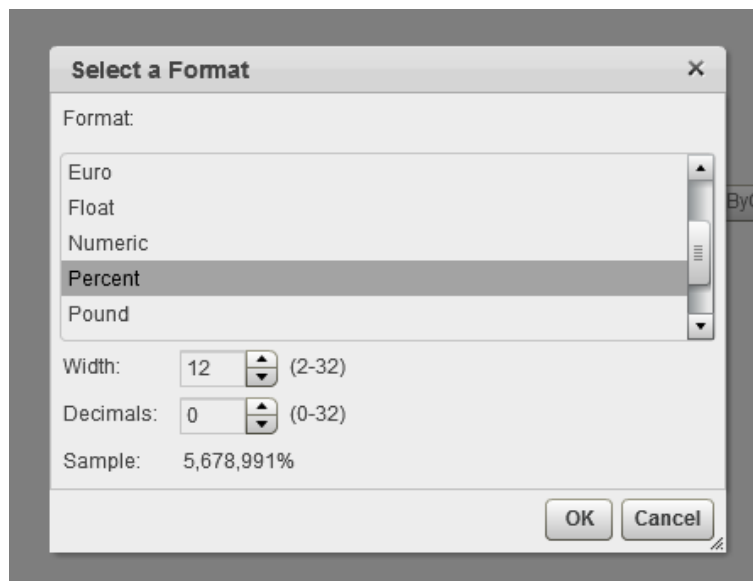


Figure 55 - Set as percentage for the aggregated measure

Lastly, name your measure something **meaningful** and **save** it.

Now the newly created aggregated measure should appear below the measures and can be dragged onto visualisations. See Figure 56 below.

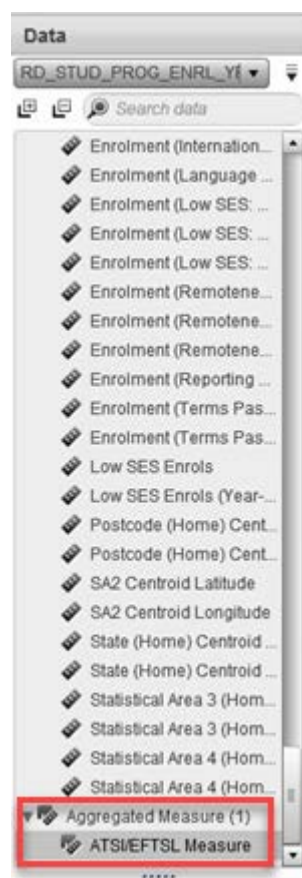


Figure 56 - New aggregated measure

Step 8 - Save to My Folder

Click File > Save > My Folder

Name your exploration something meaningful, see Figure 57 below. Please note that when you save to 'My folder' you are saving a version of the data that only you can access.

Alternatively, saving it in UoN > Shared Folders > All Users – For TEMPORARY Use will allow others to access the file.

Please note that this folder is regularly cleared and should not be used for long term storage.

If you do store files in this area please save it with an appropriate name followed by your staff numberplate. i.e. DemoExploration_staffID123

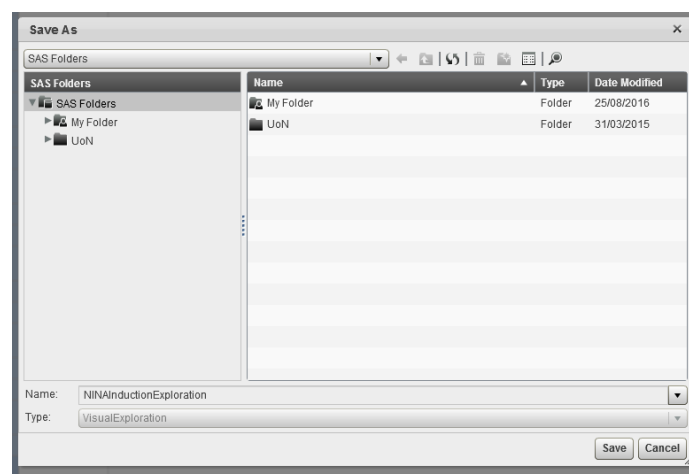


Figure 57 - Saving to My Folder

Step 9 - Export table to csv

Academic Year	Enrolment	Gender	EFTSL	Enrolment
2017	1	Indeterminate/Intersect/Unspecified	4.62500	10
		Male	4508.62500	10209
		Female	5699.00000	12388
2016	1	Indeterminate/Intersect/Unspecified	1.50000	2
		Male	8119.62500	10872
		Female	10083.50000	12859
2012	1	Indeterminate/Intersect/Unspecified	1.00000	2
		Male	8082.75000	10637

Figure 58 - Export table to csv

To export the data to a csv click the down arrow and select Export Data Summary and name the file something meaningful in an appropriate place.

Save the file as: YourfileName.csv it is important that you write .csv after your file name otherwise Excel won't be able to read it

Step 9.1 – Opening the csv in Excel

When opening this file,

1. Go to Excel and click open
2. Navigate to where you saved your file
3. Change the dropdown box in the bottom right to 'All Files' (Figure 59)
4. Select your file and click open
5. In the Text Import Wizard (Figure 60) make sure Delimited is selected
6. Click next
7. Uncheck the Tab checkbox
8. Click the Comma checkbox ()
9. Click next
10. Click finish, you data should now be in the excel spreadsheet

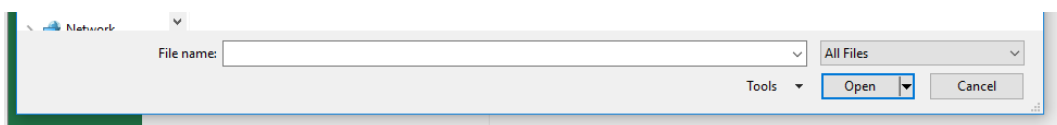


Figure 59 - All files open for excel

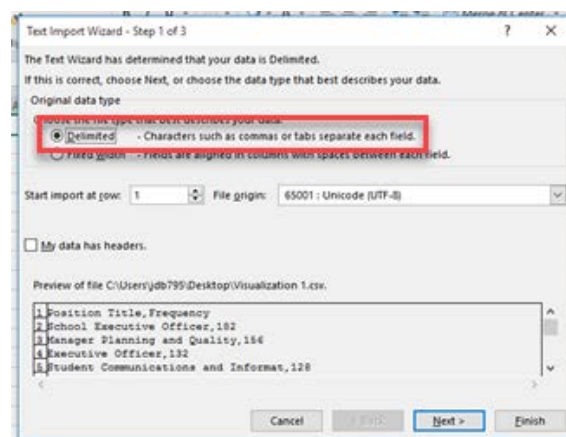


Figure 60 - Text Import Wizard - Step 1 of 3

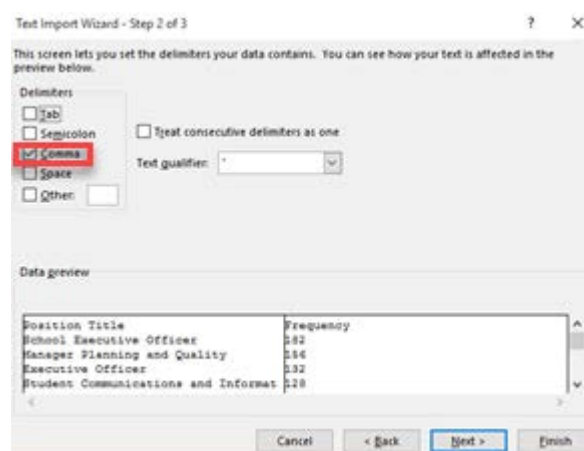


Figure 61 - Text Import Wizard - Step 2 of 3

Step 10 - Access your saved exploration

To access your saved exploration navigate to the Content Home your exploration should be displayed under the “My Content” heading, (Figure 10 - Navigate home from the content screen).

In summary, this section has shown you the features you can use to customise an Exploration for a data query you have. The Exploration is used only when the answers cannot be found in the existing Reports in NINA. If you find a report that is close to what you need, but you need more to get specific details, you can use an Exploration to help you get the data you want.

Conclusion

This documentation has demonstrated the functionality of NINA to enable you to get the data you need. These functions include [logging on with your preferred browser](#), [navigating the existing reports](#), and [creating your customised exploration](#).

If you have further questions, please feel free to send us a ServiceUoN Request.