Once you select the report you want to run, a report details page displays tabs that contain important information you and your colleagues may want to know:

- **OVERVIEW**: High-level summary of what the report is and how it can be used
- **TECHNICAL INFORMATION**: Report details including data origin, when the report was last updated, who authored the report, the group that supports that report, and which tables populate the report.
- **SECURITY INFORMATION**: Details displaying which roles have access to this report as well as your EDW Access granted role.

**QUICK TIP: Select the right report**

“There are so many reports! How do I know which report is exactly what I’m looking for?”

*Knowledge Navigator* is your guide to understanding UW data and information.

Find information across subject areas, databases, glossaries, business intelligence and diagrams. Connect from Knowledge Navigator to the exact report in BI Portal that contains that data and information you need.

Visit: metadata.uw.edu

**WHAT IS THE BI PORTAL?**

The BI Portal is your gateway to the UW’s Enterprise Data Warehouse (EDW) reporting and analysis tools. Use BI Portal to find reports, data visualizations, and analysis cubes, as well as description information about those tools.

**WHAT IS THE EDW?**

UW’s EDW is a set of databases accessible across the University. Nearly every UW school, college, and unit uses EDW data to perform data analysis and meet their operational and compliance reporting needs.
Find a Report
Explore available Reports using the following:
• Search by name
• Filter by
  • Subject Areas
  • Support Group
  • Table
  • Database

Understand the Report Details
After you choose the Report you want to explore, you navigate to the Report Details page with the following tabs:
• Overview: Learn the Report's purpose
• Technical Information: Discover technical specifics
• Security Information: See access details
• SQL Queries in Report: Review report's query
• Recommended Reports: Discover similar reports

Run a Report
Select “Run Report.” This will open the Report in your browser. Use the filters to narrow your Report criteria.

Note: You may be asked for your username and password if this is the first Report you've run in this session.

Run Note: Some reports may take longer to display due to the complexity of the data.

View a Report
Select “View Report” to see the Report details.

Note: To save, use the “Export dropdown menu.”