UBI UNIVERSITY BUSINESS INTELLIGENCE

UBI User Hub
Quick Reference Guide

What is the UBI User Hub?

The *UBI User Hub* is a centralized location for accessing the UBI modules and applications. From the User Hub, you can access *any* module you have security to access whether it resides in the UBI Reporting (QlikView AccessPoint) or UBI Analytics (Qlik Sense Hub) platform.

You can also view the fields that are available in each selected module or search for a field to see where it is used. Plus, there's a sheet to ***view*** a list of ***all*** the UBI apps/modules, allowing you to see what else is available and being used, and another sheet to review general statistics for UBI usage.

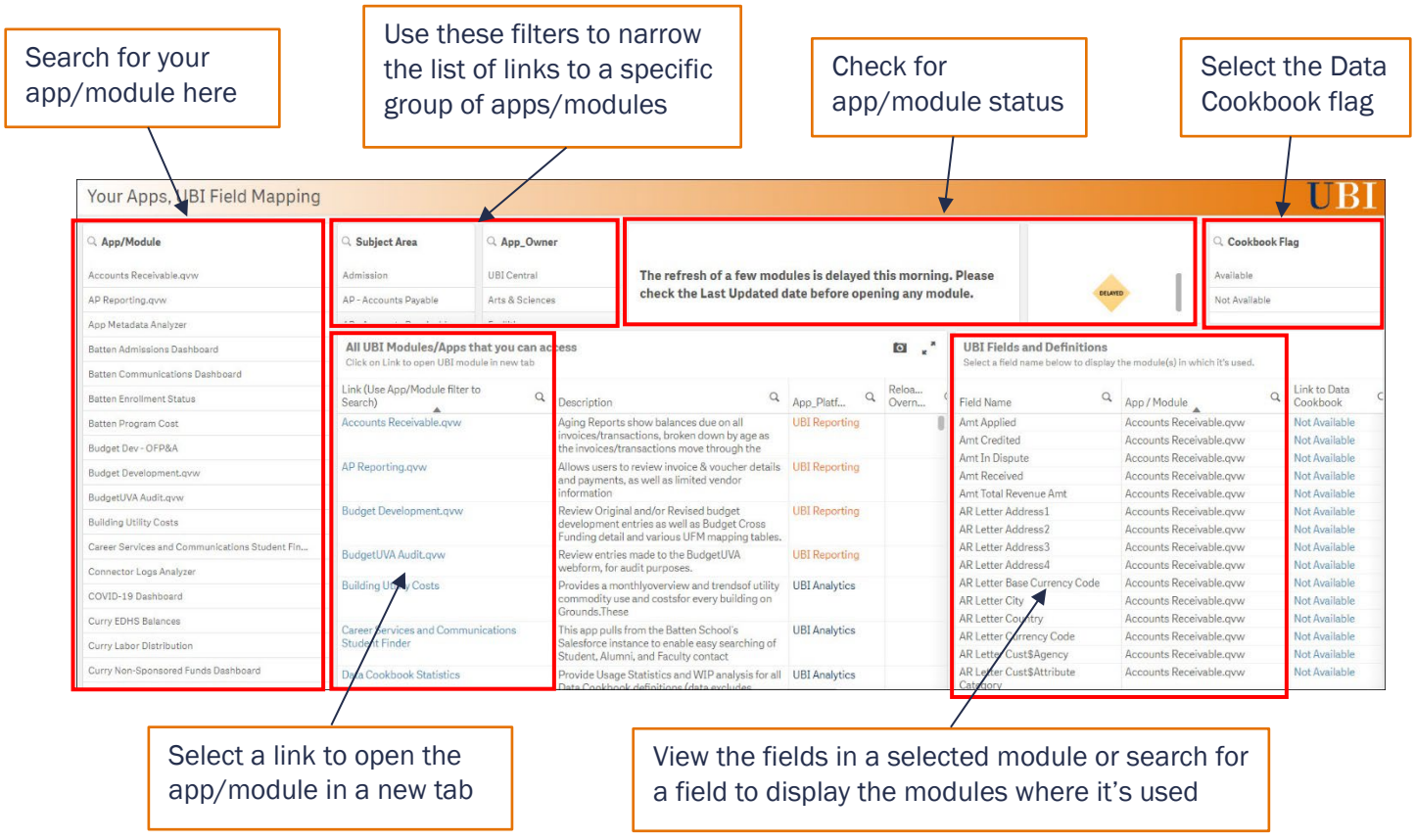
Where do I access it?

Open and bookmark this link: https://ubihub.admin.virginia.edu/

The above link takes you directly to the ***Your Apps, UBI Field Mapping*** sheet within the Hub. From here, you can open any module or app you have the security to access.

NOTE	You can also access the User Hub through the *UBI Qlik Sense Hub* in the **Everyone** Stream. • Open the UBI Qlik Sense Hub. • Select the **Everyone** Stream. • Click the **UBI User Hub** thumbnail.

How do I use it?



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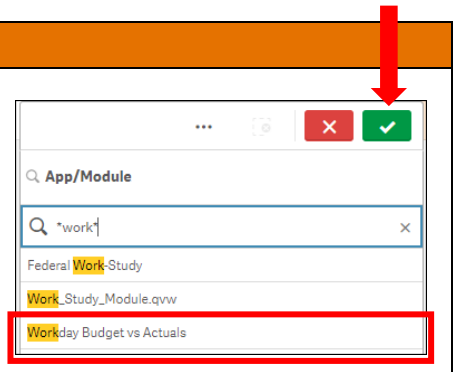
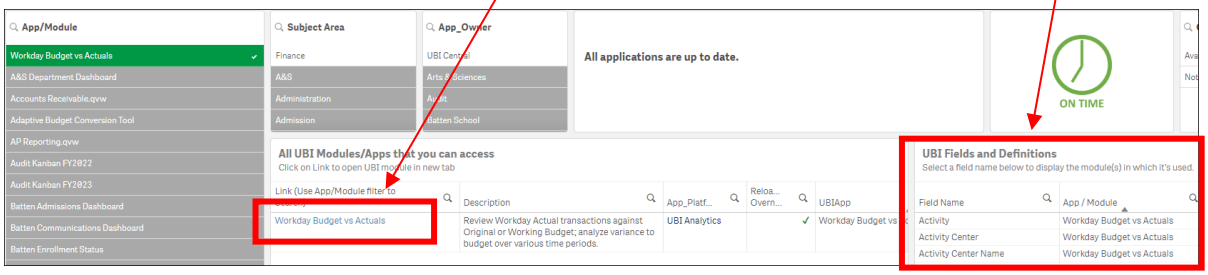
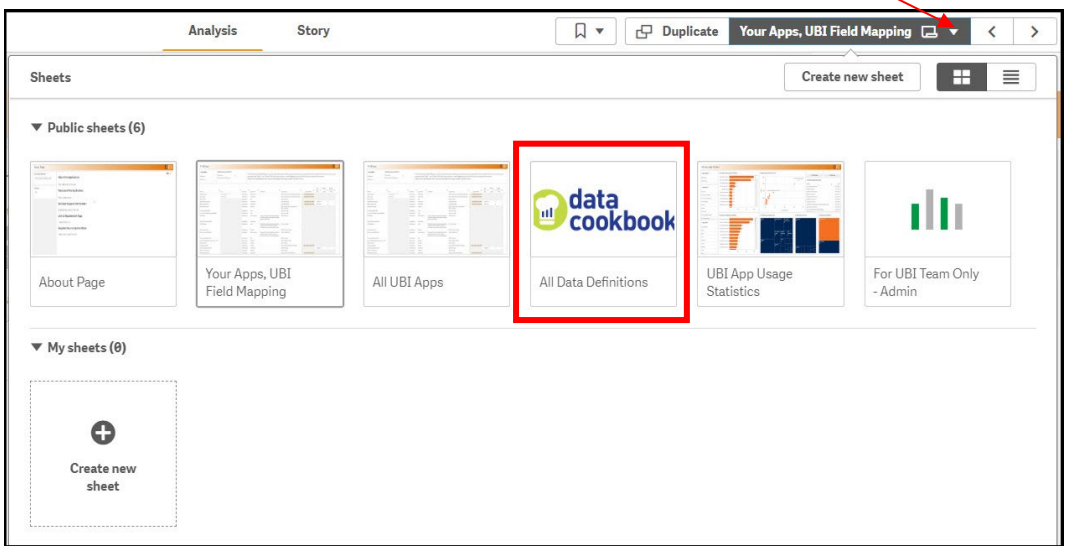
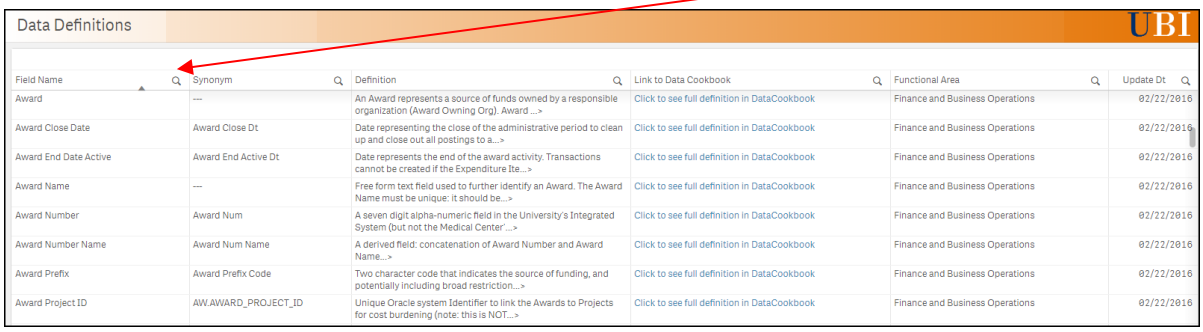
Search for and Open an app/module

Step	Action
1.	From the *Your Apps, UBI Field Mapping* sheet, click the **Search** icon in the **App/Module** field and enter your search text. As needed, add asterisks (wildcards) to each side of your search text to find ***all*** selections that contain those characters. This is helpful when you can't remember the exact module name. Select the desired module, then click the **green check mark**.  HINT Use any of the other filters at the top of the sheet to narrow the list of app/module links to a specific subject area(s), app owner or platform.
2.	The UBI App/Module links list and UBI Fields and Definitions list update. Scroll through the list of UBI fields on the right side of the table to view all of the fields available in the selected app/module. Click the link to open the app/module. 
3.	The app or module opens in a new tab and is ready for you to use. To return to the UBI User Hub, select the **UBI User Hub** tab at the top of your browser window.
4.	To clear the current selection and select another app/module, click the ⊗ next to the selection at the top of the sheet (in the Current Selections area), or the **Clear all selections** button. NOTE To find all the modules that a specific field is used/available, clear the App/Module field, and then search for the field in the **Field Name** field under ***UBI Fields and Definitions***.

View all Available Apps

Step	Action
1.	From the *Your Apps, UBI Field Mapping* sheet, click the **Next Sheet** button.
2.	The *All UBI Apps* sheet displays listing all of the available apps/modules and includes data such as, last updated, last opened, and number of logins in the past 90 days for each module.
3.	Search on the desired filters to narrow the list of apps/modules. HINT You can see the UBI groups you belong to in the **Groups you are a member of** field at the top of the screen.

Find and Review Data Definitions

Step	Action
1.	From the *Your Apps, UBI Field Mapping* sheet, click the Sheets drop-down arrow, then select the **All Data Definitions** sheet. 
2.	The All Data Definitions sheet displays. Scroll through the list of fields to view their corresponding definitions or search for a specific field in the **Field Name** field. 
3.	Click the **link to the Data Cookbook** to open the Data Cookbook and see the full definition and other information for the field (such as, who created it and the created by date). **NOTE** The first time you access the Data Cookbook, you will need to accept the terms and conditions before it will open. **HINT** There are also links to the Data Cookbook from the *Your Apps, UBI Field Mapping* sheet for the fields that are included in the Data Cookbook.

NOTE	For additional help navigating the UBI User Hub, see the UBI Analytics Quick Reference on the UBI Community.