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.

	You can also access the User Hub through the UBI Qlik Sense Hub in the Everyone Stream.
	Open the <u>UBI Qlik Sense Hub</u> .
	Select the Everyone Stream.
	Click the UBI User Hub thumbnail.





Search for and Open an app/module

Step	Action	
1.	From the Your Apps, UBI Field Mapping sheet, click the Search ^Q 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 <i>all</i> selections that contain those characters. This is helpful when you can't remember the exact module name.	Q. *work1 × Federal Work-Study Work_Study_Module.qvw Workday Budget vs Actuals Vorkation (Study Study St
	Select the desired module, then click the green check mark. Use any of the other filters at the top of the sheet to nar a specific subject area(s), app owner or platform.	row the list of app/module links to
2.	The UBI App/Module links list and UBI Fields and Definitions list Scroll through the list of UBI fields on the right side of the table in the selected app/module. Click the link to open the app/mod	st update. to view all of the fields available dule. UII Fields and Definitions Betec a field name before to display the module(b) in which it's used.
	Audit Kanban P72933 Link (Use App/Module filte to Q. Description Q. App, Plat Q. Reloa. Batten Admission Dashboard Workday Budget vs Actuals Review Workday Actual transactions egainst Use App, Plat Q. Reloa. Batten Communications Dashboard Workday Budget vs Actuals Review Workday Actual transactions egainst Use App, Plat Q. Reloa. Batten Communications Dashboard Workday Budget vs Actuals Review Workday Actual transactions egainst Use App, Plat Q. View App, Plat Q. Batten Enrollment Status Use App, Plat Q. Use App, Plat Q. View App, Plat Q. View App, Plat Q.	Q UBIApp Field Name Q App / Module Q V Workday Budget vs Activity Workday Budget vs Actuals Activity Center Workday Budget vs Actuals Activity Center Name Workday Budget vs Actuals
3.	The app or module opens in a new tab and is ready for you to u Hub, select the UBI User Hub tab at the top of your browser win	use. To return to the UBI User ndow.
4.	To clear the current selection and select another app/module, at the top of the sheet (in the Current Selections area), or the C To find all the modules that a specific field is used/avail and then search for the field in the Field Name field und	click the [©] next to the selection Clear all selections [©] button. able, clear the App/Module field, fer <i>UBI Fields and Definitions</i> .

View all Available Apps

Step	Action
1.	From the Your Apps, UBI Field Mapping sheet, click the Next Sheet button.
2.	The <i>All UBI Apps</i> 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. 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.
	Analysis Story
	Sheets Create new sheet
	▼ Public sheets (6)
	About Page Your Apps, UBI All UBI Apps All Data Definitions UBI App Usage For UBI Team Only
	▼ My sheets (0)
	Create new 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.
	Field Name Q Symonym Q Definition Q Link to Data Cookbook Q Functional Area Q Update Dt Q Award
	Award Close Date Award Close Dt Date representing the close of the administrative period to clean Click to see full definition in DataCookbook Finance and Business Operations 02/22/2016
	Award Lind Date Acure Award Lind Acure of the Standard file Expension of end o
	Award Number Award Num A seven digit alpha-numeric field in the University's Integrated System (Durit the Medical Center) Click to see full definition in DataCookbook Finance and Business Operations 02/22/2016
	Award Number Name Averald Num Name A derived field: concatenation of Award Number and Award Click to see full definition in DataCookbook Finance and Business Operations 92/22/2016
	Average Feature Average Feature The off effect of the last block book of the average of the off effect of the average of the aver
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).
	conditions before it will open.
	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.

