

What is the UBI Portal?


The **UBI Portal** (formerly the UBI User Hub) is a centralized location for accessing the UBI applications and modules. From the UBI Portal, you can open *any* app that you have security to access whether it resides on the UBI Reporting (QlikView®) or UBI Analytics (Qlik Sense®) platform.

From the UBI Portal, you can also view a list of fields that are available for a selected app or search for a specific field to view the app(s) that contain that field. Definitions are included for many of the fields and common terms. Plus, there's a 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 **UBI Apps** sheet within the Portal.



You can also access the UBI Portal through the *UBI Qlik Sense Hub* in the **Everyone** Stream.

- Open the [UBI Qlik Sense Hub](#).
- Select the **Everyone** Stream.
- Click the **UBI Portal** thumbnail.

How do I use it?

View info about the sheet & email UBI support

View your access roles

Filter the apps by domain

Check for app/system status

UBI Apps UBI < >

About this Page

This page provides a summary of all UBI Apps. To request access to other apps, take note of the App Owner:

- UBI Central: request through Workday System Access Request application. Instructions: <https://in.virginia.edu/request-access>
- School/Department owned: email UBI Support; we will forward your request to the app owner.

[UBI Support Email](#)

You (ush2aa) will be able to launch apps which you are authorized to use.

Your access roles include:
EDW:EDW_A_MRP_Team,
EDW:EDW_P_Finance,
EDW:EDW_P_JAS

Domain


Administration

Admission

Audit

Status

All overnight reload processes are complete.



App Name	Do I have access?	Launch App	App Platform	Domain(s)	App Owner	Description	Required Role	Last
Accounts Receivable.qvw	Y	Link	UBI Reporting	Finance - Legacy Research Administration	UBI Central	Aging Reports show balances due on all	EDW_A_MRP_Team EDW_P_Finance	-
AP Reporting.qvw	Y	Link	UBI Reporting	Finance - Legacy Research Administration	UBI Central	Allows users to review invoice & voucher details	EDW_A_MRP_Team EDW_P_Finance	-
Budget Development.qvw	Y	Link	UBI Reporting	Facilities Finance - Legacy	UBI Central	Review Original and/or Revised budget	EDW_A_MRP_Team EDW_P_Finance	-
BudgetUVA Audit.qvw	Y	Link	UBI Reporting	Student Affairs Student Records	UBI Central	Review entries made to the BudgetUVA	EDW_A_MRP_Team EDW_P_Finance	-
Building Utility Costs	Y	Link	UBI Analytics	Facilities	Facilities	Provides a monthly	EDW_FM_Dept EDW_FM_Dept_BCH EDW_P_Finance	12-6

Search for an app and view your app access

Select a link to open the app in a new tab

View info about the app such as platform, app owner, and description.


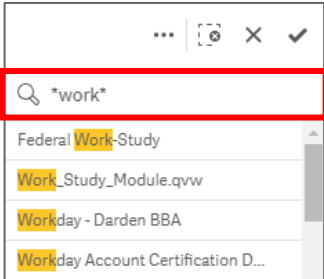



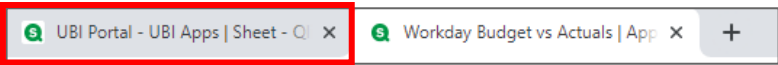



UBI Apps Sheet

You search for and launch apps from the *UBI Apps Sheet* from the **App Name** and **Launch App** fields respectively. Initially, the sheet displays all the UBI apps available and sorts by the apps you have access to first and then by alphabetical order.

This sheet provides the following information:

- **Status** – indicates the status of the system and apps. Alert messages will display here when applicable. For example, if an app’s refresh was delayed, a message will display to alert you of this condition and Delayed will display (instead of On Time).
- **My Access Roles** – lists your UBI access roles. Note, this is for informational purposes only; this is not a filter.
- **App Name** – displays the name of the app. You can search for apps in this field.
- **Do I have access?** – indicates if you have the security to access the app (Y or N).
- **Launch App** – provides a link to open the app. The link only displays if you have the security to access the app.
- **App Platform** – indicates the platform for the app; either UBI Analytics (Qlik Sense) or UBI Reporting (QlikView). The User Interface (UI) and navigation is somewhat different for each platform.
- **App Owner** – indicates the owner who maintains the app. App owners can include UBI Central, UVAFinance, or specific schools or units. The app owner determines the method for gaining access to specific apps. See the “**About this Page**” at the top right of the sheet.
- **Domain(s)** – indicates the reporting domain for the app, such as, Finance, Student Records or Student Finance.
- **Description** – provides a brief description about the app and its purpose.
- **Required Role** – indicates the role(s) required to access the specific app. If you need access to an app, you can use this [information to request](#) the appropriate role.
- **Last Updated** – indicates the date and time the app was last updated.
- **Reloaded Overnight?** – indicates whether the app was reloaded overnight with a check mark. If the app wasn’t reloaded, then an “x” displays. Not all apps are scheduled to reload.

Search for and open an app

Step	Action
1.	Select the UBI Apps sheet (if it's not already selected).
2.	<p>From the <i>UBI Apps</i> sheet:</p> <ul style="list-style-type: none"> In the App Name field, click the Search  icon 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 app name.  <ul style="list-style-type: none"> Select the desired app(s), then click the check mark. <p> HINT Use the Domain filter at the top of the sheet to narrow the list of apps to a specific area (e.g., Finance or Student Records).</p>
3.	<p>The list of apps updates based on your selections.</p> <p>In the Launch App field, click the link to open the app.</p>  <p> NOTE Links will only display for the apps you have security to access.</p>
4.	<p>The app opens in a new tab and is ready for you to use. To return to the UBI Portal, select the UBI Portal tab at the top of your browser window.</p> 
5.	<p>From the UBI Portal, to clear the current selection and select another app, click the  next to the selection at the top of the sheet, or the Clear all selections  button.</p> 

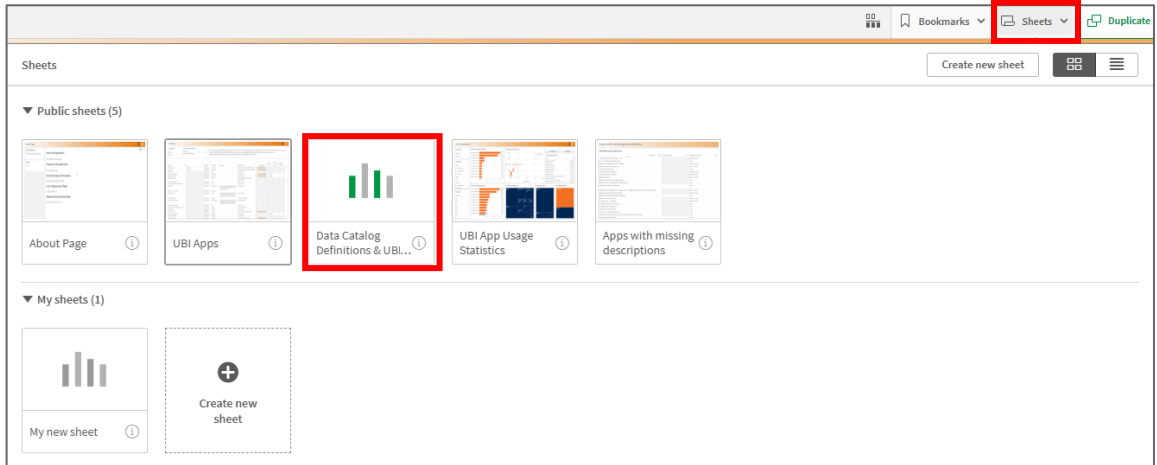

Find and review data definitions

The **Data Catalog Definitions & UBI Fields** sheet allows you to:

- Search and view the fields/terms available in UBI apps.
- Search and view approved definitions for UBI fields as well as other approved terms for understanding data not in UBI apps. Only approved definitions from the UVA Data Catalog display in the UBI Portal. Definitions will continue to be added to the UBI Portal on an on-going basis.




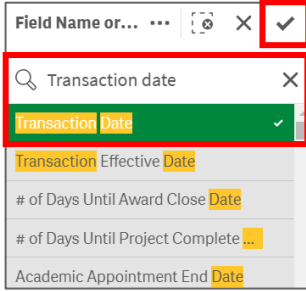
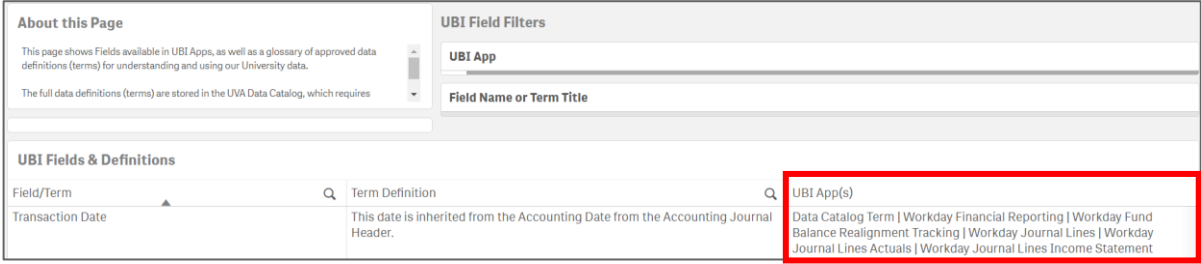
The full data definitions (and in-progress definitions) are stored in the UVA Data Catalog. See the “About this Page” section on this sheet for more information and a link to request access to the Data Catalog.


Step	Action
1.	<p>From the <i>UBI Apps</i> sheet:</p> <p>Click the Sheets drop-down arrow, then select the Data Catalog Definitions & UBI Fields sheet (or click the Forward Arrow to advance to the next sheet).</p>  <p>Or click the Forward Arrow to advance to the next sheet.</p> 

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Step	Action
2.	<p>The Data Catalog Definitions & UBI Fields sheet displays.</p> <p>The table displays the field/term, the corresponding definition (if available), when the term was updated and which UBI apps the field is included (if applicable).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div>
3.	<p>To view available fields in a specific app:</p> <ul style="list-style-type: none"> In the UBI App field filter, click the Search icon to search for the app. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> Select the app from the search results and click the check mark. <p>The table updates to list only those fields available for the app selected. The fields will also display within the Field Name or Term Title field filter if you open it.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div>

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Step	Action
4.	<p>To view the available apps that include a specific field:</p> <ul style="list-style-type: none"> In the Field Name or Term Title field filter, click the Search  icon to search for the field. Select the field from the search results and click the check mark.  <p>The table updates to show only the selected field(s) and the apps it is available. The available UBI apps also display in the UBI App field filter.</p> 

 <p>NOTE</p>	<p>For additional help navigating the UBI Portal, see the UBI Analytics Quick Reference on the Data & Analytics Community in Microsoft Teams. Team membership is required; click the link to request access or use the steps below.</p> <p>To join the Data & Analytics Community Team:</p> <ul style="list-style-type: none"> Open Microsoft Teams. Click the Teams icon on the left-hand side of the window. Click Join or Create a team (at the very bottom of the screen). In the Join a team with a code box, enter this code: 7g617dn <p>If you are a Heath Center or UPG employee, the code will not work. You'll need to email the UBI Team to request access to the Team. Once you've been granted access, be sure to use your @virginia.edu account to log on to the Team.</p>
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