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Portal Access and Features

What is the data warehouse "Portal"?

Portal is a screen that enables users to quickly find and run Microstrategy reports. It bypasses the cumbersome navigation through the application's folder structure. You can search for reports by name, mark them as your favorites and execute them. The Portal was envisioned by Ken Freda of the Finance Division. Its initial version was built by our consulting partner, Pandera. In June 2017 an enhanced version, built by our own Fei Wu, in introduced.

To watch a video introduction to the Portal, click here.

How do I get to the Portal?

Simply type go/dw in the address bar of your browser (Firefox, IE and Edge). In Safari and Chrome you need to type go.brandeis.edu/dw. You will see a log in screen - use your regular (UNET) credential and log in.

How do I run a report?

Reports are organized in projects and folders within each project. Click on the project name (e.g. Student) and then select a folder from the drop down list to find the report. When clicking on the report name a preview of the data will be presented. You can click on the button saying 'Run Report' to the right of the preview. Note: the report will open in the same tab as the Portal.

How do I return to the Portal after running the report?

Simply click on the big 'M' (Microstrategy logo) at the top left corner of the browser (this feature is still under development).

I often run specific reports. Is there a quicker way to get to them?

You can add reports to your 'My Favorites' list. At the right of the preview picture you will see a button saying 'Add to Favorites'. The report will appear in the list that shows up when you click on 'Favorites' link.

I do not see the report I am looking for, but I know at least part of its name. Can I search for it?

Not all reports will be shown in the folder structure to prevent it from being too crowded. You can search for reports by clicking 'Report Search' button in the action bar below you name. The search document will open in the same browser tab. Enter any part of the report name in the search box (no need to surround it with "*" (wild card) to increase the number of results). Once you found the report's name click on it and then click on 'Run Report' button to run the report.

You can also add this report to your Favorites list if you plan to run it often.
How do I remove a report from 'My Favorites' list?

When clicking on a report's name you will see two links: 'Remove Favorite' and 'Run Report'. Click on 'Remove Favorite' and then confirm your action.

How do I log out?

At the right of the action bar (under your name) you can see a button that says Logout. Clicking on it will log you out of Microstrategy.

Standard time out for inactivity is fifteen minutes. If you take no action you will be logged out automatically.

The Portal screen is a bit confusing, can you explain it?

To watch a video introduction to the Portal, click here.

The Portal is the first landing page when you log in using go/dw or go.brandeis.edu/dw. It attempts to achieve several goals: Ease navigation to oft used reports, convey information about happenings in the data warehouse. See a picture explaining its various elements:

The Portal is a new feature of the data warehouse and we'd appreciate your feedback. Send an email to datawarehouse@brandeis.edu with questions, suggestions and candy wrappers.