



EBI NAVIGATION CLASS

HOW TO LAUNCH THE NAVIGATION CLASS

1. **Mozilla Firefox** is the preferred browser for this training.
2. Click [HERE](#) and sign into ELMS with your Network ID
3. Click “Search Catalog”



4. Enter “Business Intelligence” in the Title field and click Search to see all EBI courses

Search Catalog

Advanced Search

Type:

Title:

Code:

Description:

Location:

Category:

Objective:

Language:

Start/End Dates

From Date: Through Date:

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

5. Click “Emory Business Intelligence: Navigation (260345)”

Search Results: Previous Next

Results 1 - 3 of 3 for business intelligence

Your Search was restricted to Language : English

Your Search was restricted to Type : All

[Emory Business Intelligence \(EBI\) Reports \(260351\)](#) Enroll

This course provides participants practical knowledge of how to run and retrieve Emory Business Intelligence (EBI) reports, including selecting prompts, saving customizations, drilling to see more specific data, and exporting data in various formats.

[Emory Business Intelligence: EBI eLearning Videos \(260371\)](#) Enroll

This online course is a collection of EBI eLearning Videos.

[Emory Business Intelligence: Navigation \(260345\)](#) Enroll

This is an online course designed to teach participants basic navigation in the data analysis tool called Emory Business Intelligence.

Search Results Previous Next

6. Click “Enroll”

Emory Business Intelligence: Navigation

Description:

This is an online course designed to teach participants basic navigation in the data analysis tool called Emory Business Intelligence.

The table below shows the different delivery options and start dates for the Catalog Item. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

By the end of this course, the participant will be able to:

- Access Dashboards
- Navigate Dashboards
- Set a Prompt
- Save, Apply and Delete Customized Prompts
- Print from a Dashboard
- Export from a Dashboard

Activity Options for Emory Business Intelligence: Navigation							
Activity Code	Type	Start Date	Start Time	End Time	Price		Add to Plan
260345-7427	Online				0.00 USD	View Details	Enroll Add to Plan

[Add Item To Plan](#) [Return to Previous Page](#)

7. Click "Submit Enrollment"

Activity Name:	Emory Business Intelligence: Navigation	Type:	Online
Activity Code:	260345-7427	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0

[Submit Enrollment](#) [Search Catalog](#) [Browse Catalog](#)

8. Click "Launch"

Activity Name:	Emory Business Intelligence: Navigation	Type:	Online
Activity Code:	260345-7427	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	560032
Start Date:	--	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

Date:

[Launch](#)

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

9. Click "Launch" again

Component Name:	Business Intelligence: Navigation	Type:	Online
Activity:	Emory Business Intelligence: Navigation	Duration:	30 Minutes

Table Of Contents			
Title	Status	Score	
Business Intelligence: Navigation	Not Attempted		Launch

[Click here to Refresh your Score](#)

[Print Certificate](#)

[Return To Activity Progress](#)

10. The course will launch in a separate window

- If you enroll but decide to launch the course at a later time, please contact [Anita Paye](#) for additional instructions.
- **Important Note:** Please be aware that the two parts of the course – Navigation and Report Basics – are displayed as separate links. Be sure to take both parts of the course.