DWANALYZE – DATA WAREHOUSE

WHAT IS THE DWANALYZE APPLICATION?

DWAnalyze is a web-based application that provides you with summarized high-level data, dynamic reporting and analysis capabilities as well as the ability to explore your data from different perspectives.

WHAT IS THE DWANALYZE HUMAN RESOURCES BUSINESS AREA?

The Human Resources Business Area is the NIH administrative area that deals specifically with the topics related to personnel and human resources (analyzing workforce diversity; recruiting new employees; tracking and reporting personnel costs; and monitoring career progressions).

The Human Resources Business Area provides access to the following activities:

- Personnel Costs & FTE Usage
- Workforce Demographics
- Personnel Actions
- Fellowship Payment

WHO DO I CONTACT FOR TECHNICAL SUPPORT?

- Technical Support Web-site: **http://datatown.nih.gov/dw/TechnicalSupport.htm**
- Call the Technical Assistance and Support Center (TASC): (301) 594-6248
- Email: **TASC@nih.gov**

HOW DO I GET ACCESS TO DWANALYZE?

- Go to the NIH Portal, **https://my.nih.gov/** and type in your NIH **User Name**, **Password** and click **Log in**
- Click on the **My Communities** tab and select **nVision**
- Select Launch **User Registration**
- Click on the **nVision Registration System**
- Follow the registration process step-by step

HOW DO I ACCESS THE DWANALYZE APPLICATION?

- Go to the NIH Portal, **https://my.nih.gov/** type in your **User Name**, **Password** and click the **Log in** button
- Click on the **My Communities** tab and select nVision
- Select **Launch Reports** in the nVision Launch Pad
- In the Folders Navigation Panel expand the following **Public Folders** ➝ **Business Areas** ➝ **Human Resources** ➝ and click on **Applications** (see Figure 1)
- Once you click on **Applications** a list of applications will appear in the right panel. Locate the **DWAnalyze-Human Resources** application and click on the link
- The DWAnalyze for Human Resources Main page appears in the right panel (see Figure 2)

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FIGURE 1

*Tip – Hide the Navigation Panel and maximize the right panel for a better view.
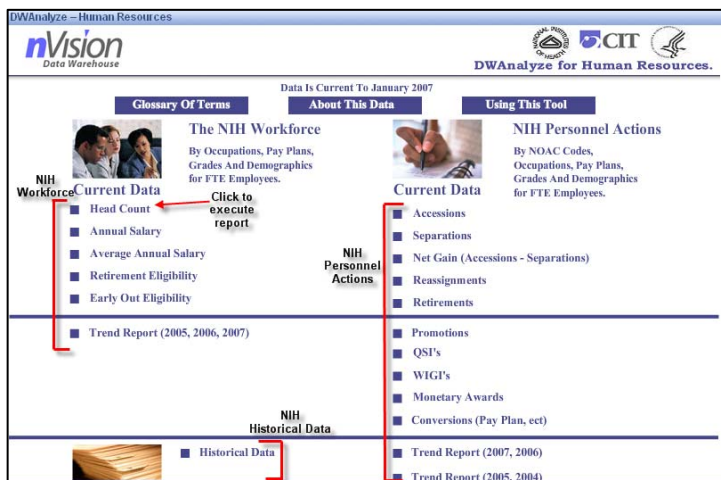
FIGURE 2

*Note: There are three Reporting Groups located on the DWAnalyze for Human Resources Main page which are NIH Workforce, Historical Data, NIH Personnel Actions (see Figure 2).

HOW DO I EXECUTE A DWANALYZE REPORT?

You have the option to select any pre-formatted report listed in the Reporting Groups.

Example:

If you would like to report on the number of employees currently working at NIH. In order to execute a report that would display this data you would need to click on the Head Count report (Figure 2).

FIGURE 3

HOW DO I VIEW RESULTS OF REPORTS?

The report is displayed in the right panel (Figure 3). The report is broken down by IC and can be drilled down to display lower levels of detail in the report.

*Note: Drill down links are underlined and highlighted in blue.