ANALYZENY

Workforce Analytics & STARS

TIPS & TRICKS - QUICK GUIDE

March 2021

Table of Contents

Access AnalyzeNY

Entry Points

my.ny.gov

When logging in through my.ny.gov you enter your credentials and then you can choose which application that you have access to that you want to open.

Analyzeny.ny.gov

This is the exact URL for entry into the system.

How to run a report

Choose a subject area, Workforce Analytics or STARS. Choose the category of reports you are interested in and then click the report link you wish to run.

Prompts

Every report will have prompts. Prompts allow you to filter your report upfront. The prompts with an * means that it is a required prompt; an analysis will not run until you have made these selections. You can filter on as many fields as you choose. After you make selection you will be able to press the apply button. Here is an example of what a prompt can look like:

Column selectors allow you to choose extra columns you may want on your report without having to add them 1 at a time. This is not available on all reports. Use the dropdown arrows to display the list of column selectors. After you choose a selector(s), you need to hit the OK button. Here are what column selectors look like:

Manipulation Techniques

Move Columns

1. Move your mouse just above the column you would like to move, exclude or include. A grey box appears, and your mouse pointer becomes a '+' sign with arrows.
2. Click the box to grab it and drag the column where you want to be moved.
3. Once in correct spot release the mouse button. Report will refresh with column in new position.
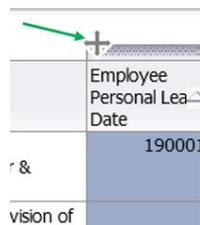
4. You can also use the drop down to move the column(s). Hover over column you want to move, right click and a dropdown will appear; move to the technique you want to perform. Columns can move left or right and can also be moved to a prompt or a section.
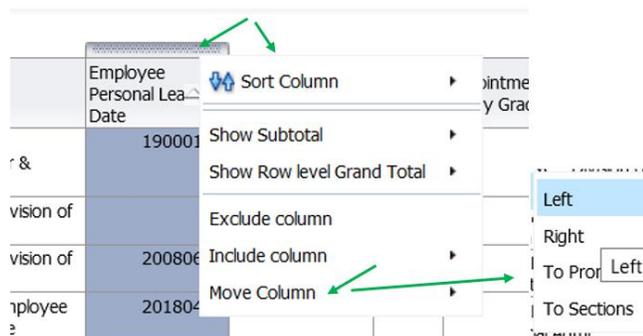
Move Column Groupings

1. You can also move the column groupings. The diagram below shows how gender is the first grouping, ethnic name is the second. If you hover over the left side of each group row, you will get group name.

hover here to display group name

only one group displays at a time
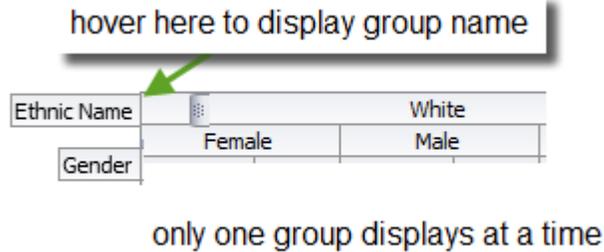
2. Right click on the label to get the dropdown to move, with various options. The diagrams below show moving Ethnic Name down below Gender.
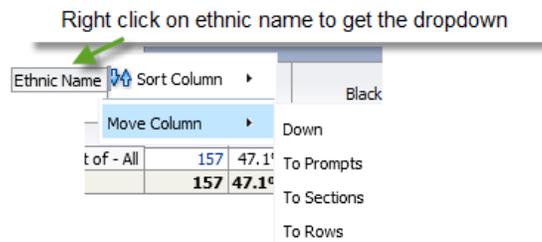
Right click on ethnic name to get the dropdown

Excluding (Hiding) Columns

1. Move your mouse just above the column you would like to exclude (hide). A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Exclude column *(ex: Employee Personal Leave Date)* and the column is removed.

Employee Personal Leave Date is gone.

Including Columns

1. To add a column, move your mouse just above the column you would like to add a column next to *(the column is added on the right)*. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Include column; you will get a dropdown with the alphabetized columns you can insert.
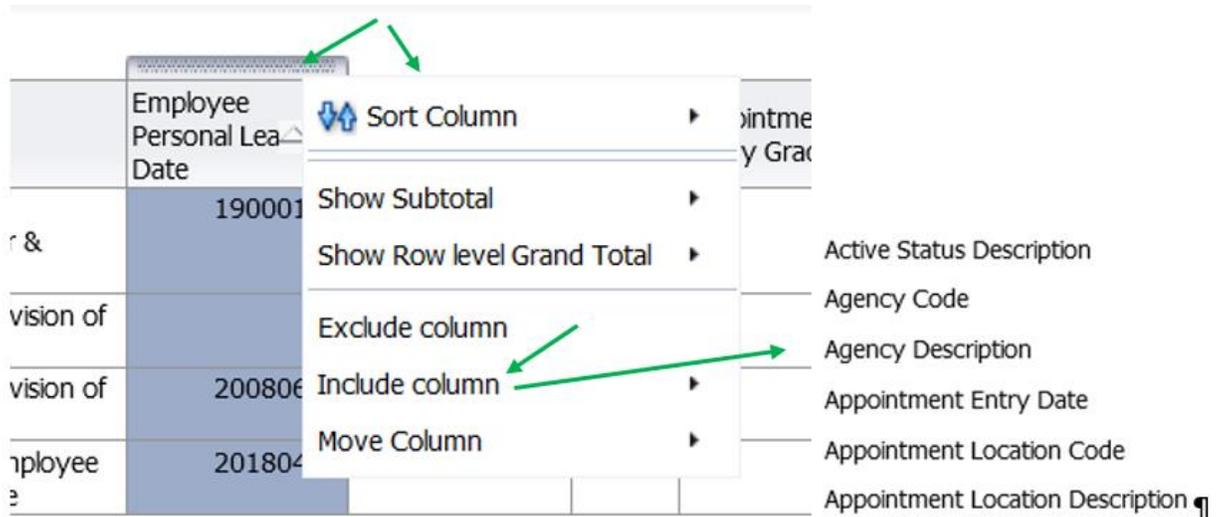
Agency Description is included below.

Sort

1. Move your mouse just above the column you would like to sort by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Sort Column, then you will be given options of how you would like to sort the column.
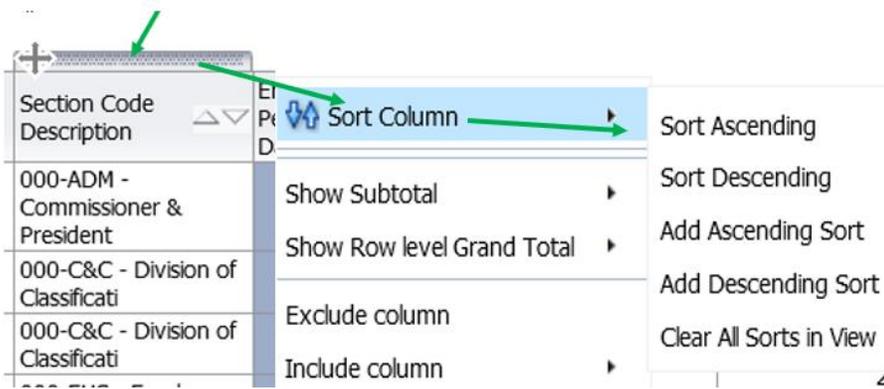
Group

1. Move your mouse just above the column you would like to group by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Move Column, then you will be given options, choose To Sections.

Section appears off to the left, above the analysis.

To move section back to a column, right click the box and then choose Move Column, then you will be given options, choose To Columns.

Filter (Create your own prompts)

1. Move your mouse just above the column you would like to filter by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Move Column, then you will be given options, choose Prompts.
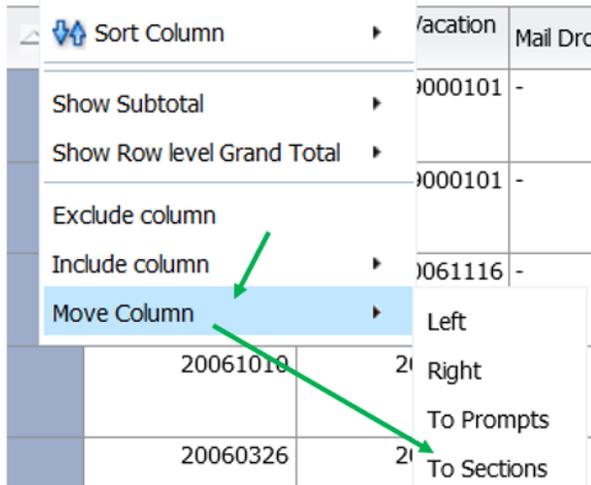3. You can also drag the column up using the mouse; and if you want it back as a column you can drag it back into the analysis by dragging the gray box on the left, and putting it where you want it to appear in the analysis.

Section Code Description is now a prompt above the analysis.

You can now click on the dropdown arrow to see the list of 'Section Code Descriptions'.

Filter (Create your own prompts – from groups)

1. Right click on group to get the dropdown; then select one of the options. Below is an example of moving gender to a prompt.

Female went from a group to a prompt

Gender [Female ▾]

	White		Black		Hispanic	
	# All Employees	Percent	# All Employees	Percent	# All Employees	Percent
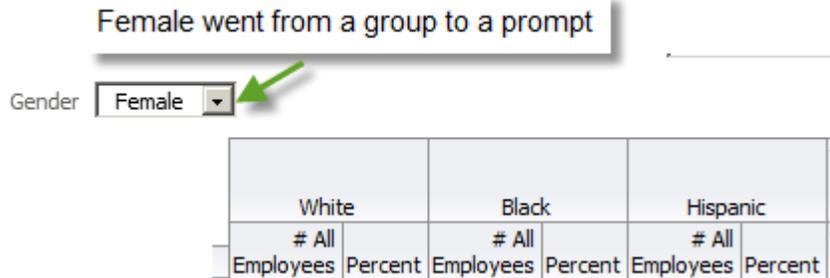
2. To get the prompt back to the analysis, you can click on the gray side on the left of the prompt and drag it back into position or you can also right click and get the move dropdown to choose other options.

hover here to get the gray box; then drag it backthe analysis position

Gender [Female ▾]

right click to get the move dropdown

Gender [Female ▾]

- ⇅ Sort Column ▸
- Move Column ▸
  - To Sections
  - To Columns
  - To Rows
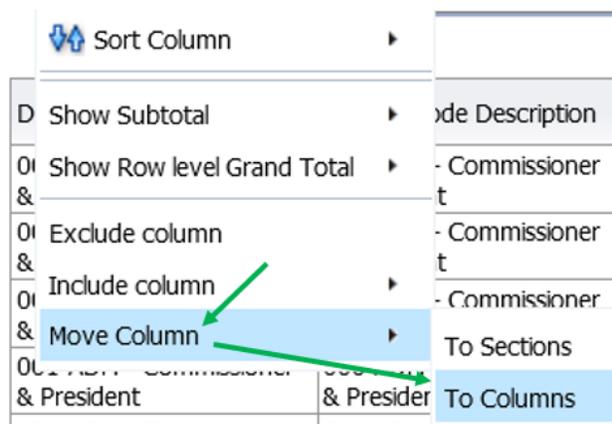
Agency Name

Add Subtotals

1. Move your mouse just above the column you would like to add subtotal by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Show Subtotal, then you will be given options, choose After Values.

Add Grand Totals

1. Move your mouse just above any column to add Grand Total. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Show Row level Grand Total, then you will be given options, choose After Values.
3. This gives you a grand total by grouping of columns that can be summed.

Preserve Changes & Data

Saving Customizations

1. Move your mouse to the right-hand corner, click here [icon] to get the dropdown box (see below).
2. From the drop-down box select Save Current Customization.
3. Type a name in the box and click OK.

 ** Currently you cannot share with others using this dialogue box.

Click here

Edit Dashboard
Print ▶
Export to Excel ▶
Refresh
Add To Briefing Book
Create Bookmark Link
Create Prompted Link
Apply Saved Customization ▶
Save Current Customization...
Edit Saved Customizations...
Clear My Customization

Save Current Customization

Name   Type what you want here.

Save for   ◉ Me
           ○ Others   Set Permissions
           ☐ Make this my default for this page

OK   Cancel

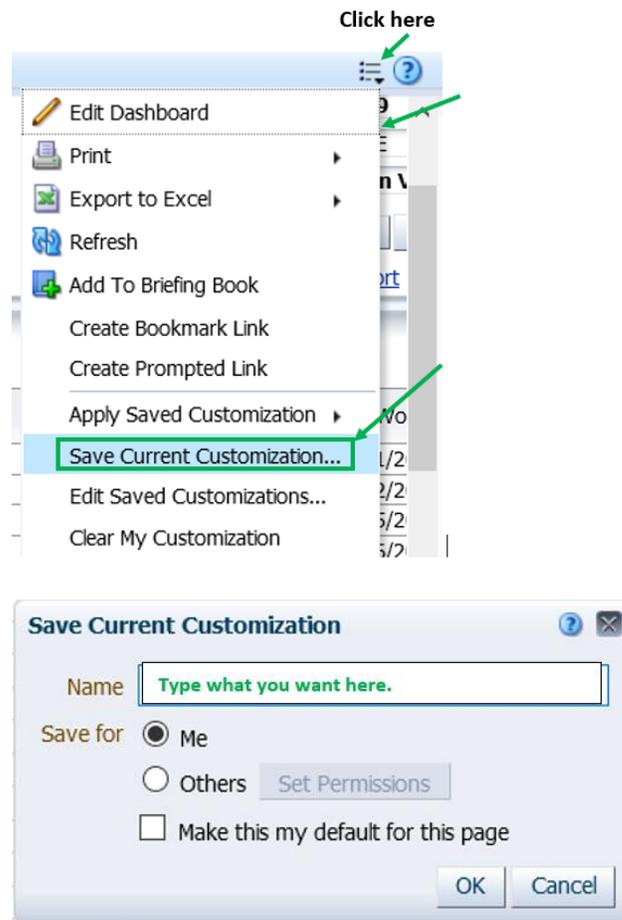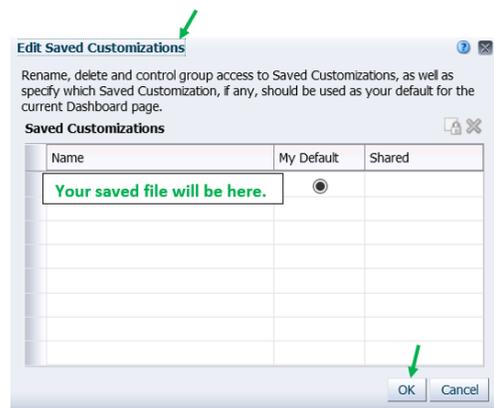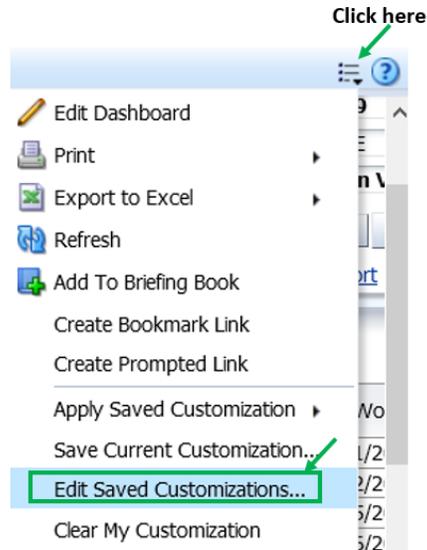## Opening Customizations

1. Move your mouse to the right-hand corner click here ⚏ to get the dropdown box (see below).
2. From the drop-down box select Edit Saved Customization.
3. If you have saved customizations a list will appear, and you can choose the one you prefer.
4. You can update the prompts if needed, before you run the report.

Sharing Customizations

The only way to share a customization is to open an ITSM ticket for our group. In the ticket please put the name of the customization, your my.ny.gov id and the my.ny.gov id of the person or people you would like it shared with.
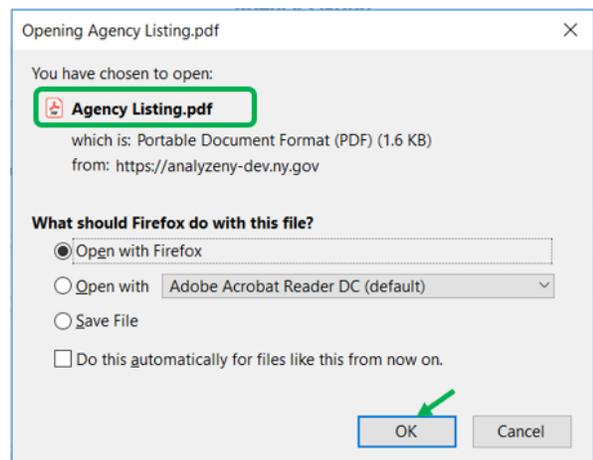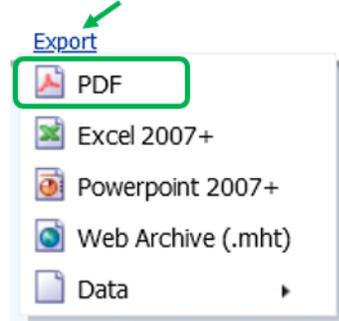
Exporting Data

There are two ways to export data.

Method 1:

1. Scroll to the bottom of your report and click the export link.
2. You will see a pop-up box with multiple export options. For extra large data you may be trying to export, we would recommend exporting as CSV.

Click here

Export
- PDF
- Excel 2007+
- Powerpoint 2007+
- Web Archive (.mht)
- Data ▸

Opening Agency Listing.pdf ✕

You have chosen to open:

Agency Listing.pdf

which is: Portable Document Format (PDF) (1.6 KB)
from: https://analyzeny-dev.ny.gov

What should Firefox do with this file?

⦿ Open with Firefox
◯ Open with Adobe Acrobat Reader DC (default)
◯ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Method 2: (excel export)

1. Move your mouse to the right-hand corner, click [icon] to reveal a drop-down box.
2. From the drop-down box select Export to Excel.
3. Select Export Current Page or Export Entire Dashboard.