

# ANALYZENY

## TIPS & TRICKS - QUICK GUIDE

February 2024

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# Access AnalyzeNY

## Entry Points

[my.ny.gov](http://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.

[Analyze.ny.gov](http://Analyze.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:

The screenshot shows a form with a grid of dropdown menus. A green box highlights the text '\* Selection required' in the top left. A green arrow points to the first dropdown menu, '\* Agency Name', which is currently set to '--Select Value--'. The form contains the following fields:

* Agency Name	Employee Status	Title	Salary Grade	Retirement Tier
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Individual Agency	Appointment Type	Jurisdictional Class - Phi	Grade Group	Age Ranges 1
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
* Pay Period	Work Schedule	PHI Code	Union Type	Age Range 2
2019-PP16	--Select Value--	--Select Value--	--Select Value--	--Select Value--
* Pay Basis Type	Appointment Level Change	Federal Occupational Category	Union	ERS Credit Range 1
Annual	--Select Value--	--Select Value--	--Select Value--	--Select Value--

At the bottom right, there are two buttons: 'Apply' and 'Reset'. A green arrow points to the 'Apply' button.

## Column Selectors

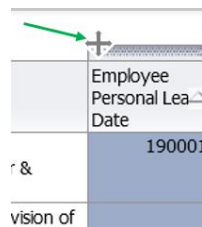
Column selectors allow you to choose extra columns you may want on your report without having to add them 1 at a time. This is not available on all reports. Use the dropdown arrows to display the list of column selectors. After you choose a selector(s), you need to hit the OK button. Here are what column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



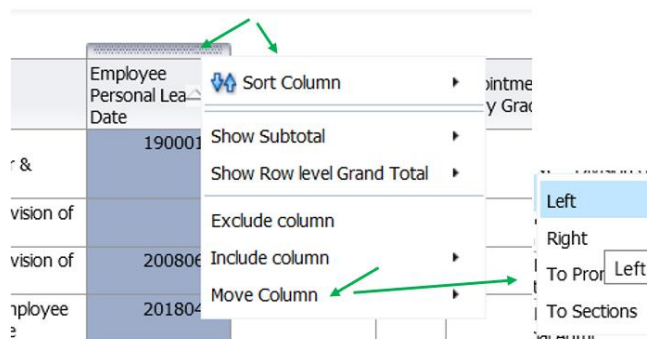
## Manipulation Techniques

### 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.

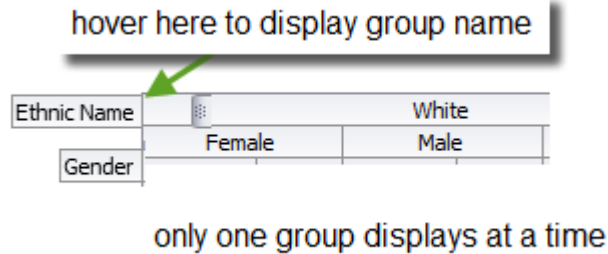


4. You can also use the drop down to move the column(s). Hover over column you want to move, right click and a dropdown will appear; move to the technique you want to perform. Columns can move left or right and can also be moved to a prompt or a section.

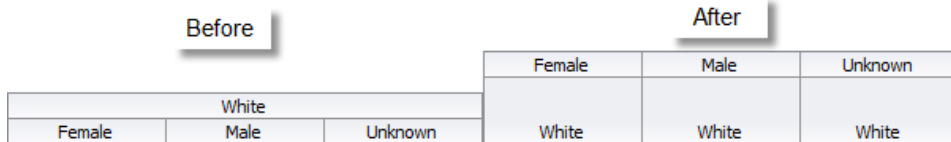
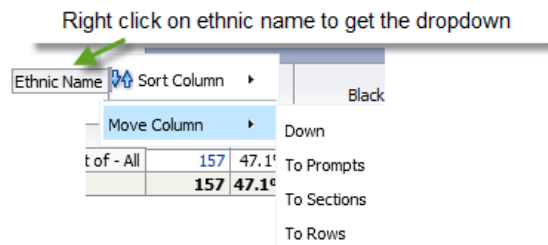


## Move Column Groupings

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.



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.



## 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.

Section Code Description	Employee Personal Leave Date	Employee Vacation Leave Date	Mail Drop ID
-----------------------------	------------------------------------	------------------------------------	--------------------

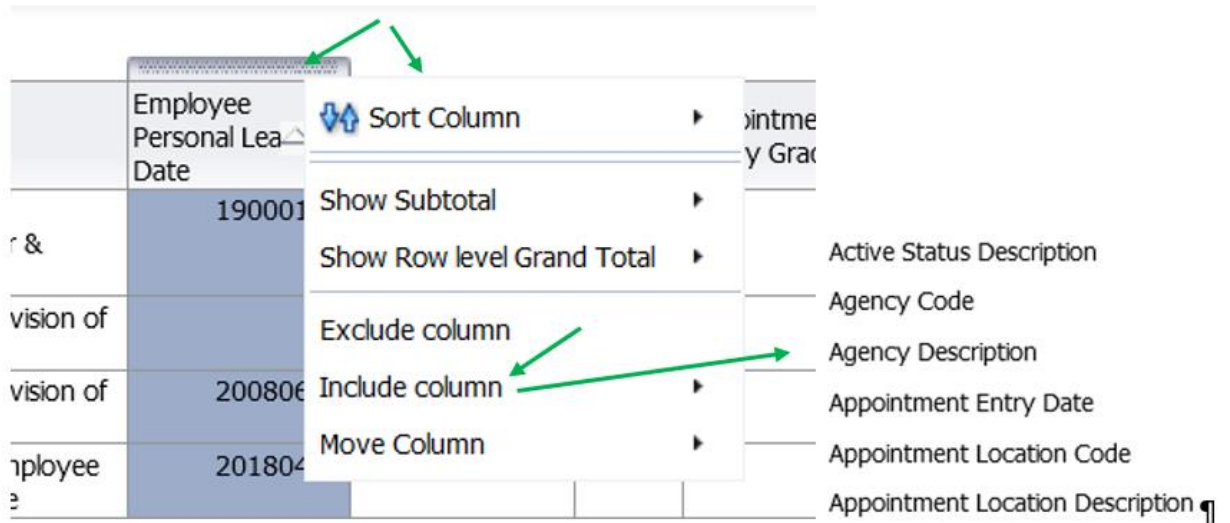
Employee Personal Leave Date	Sort Column	Show Subtotal	Show Row level Grand Total	Exclude column	Include column	Move Column
190001						
200806						
201804						

Employee Personal Leave Date is gone.

Section Code Description	Employee Vacation Leave Date	Mail Drop ID
-----------------------------	---------------------------------	-----------------

## 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.



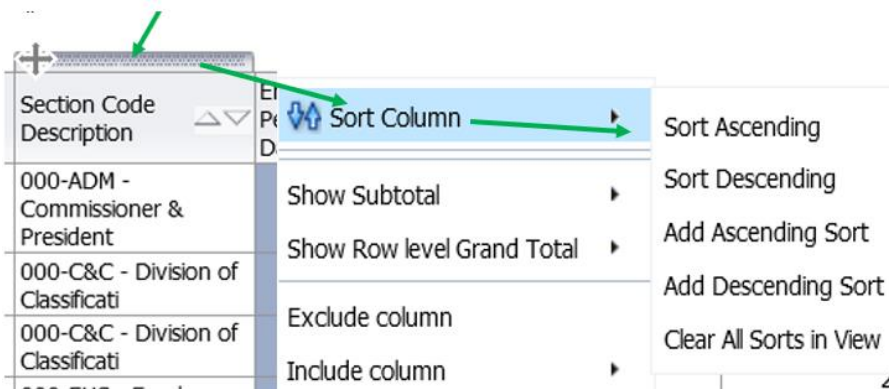
Agency Description is included below.

The screenshot shows a table with three columns: 'Section Code Description', 'Agency Description', and 'Employee Personal Leave Date'. A green arrow points to the 'Agency Description' column header.

Section Code Description	Agency Description	Employee Personal Leave Date
--------------------------	--------------------	------------------------------

## Sort

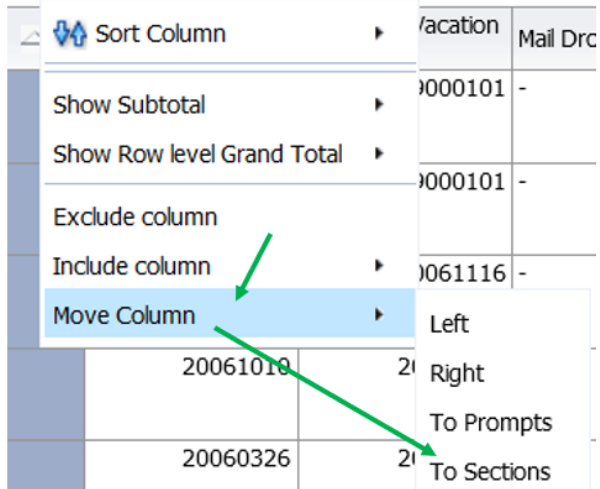
1. Move your mouse just above the column you would like to sort by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Sort Column, then you will be given options of how you would like to sort the column.





## Group

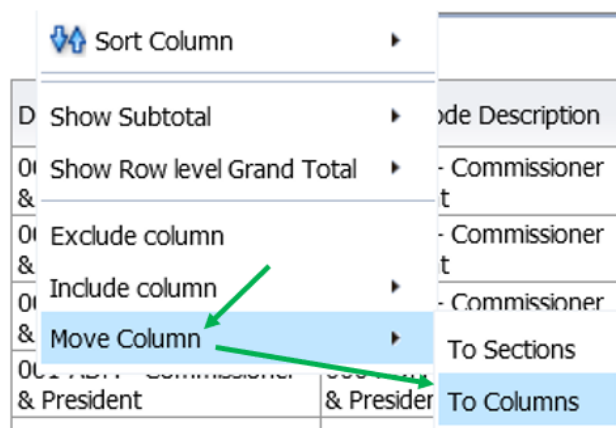
1. Move your mouse just above the column you would like to group by. A grey box appears, and your mouse pointer becomes a + sign with arrows.
2. Right click the box and then choose Move Column, then you will be given options, choose To Sections.



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.

Bureau Code Description	Section Code Description	Employee Name	Employee ID	Supervisor Name	Supervisor Employee ID	Agency Description
000-ADM - Commissioner & President	000-ADM - Commissioner & President					
000-C&C - Division of Classification	000-C&C - Division of Classification					
000-EHS - Employee Health Service	000-EHS - Employee Health Service					
000-EBD - Employee Benefits Division	000-EBD - Employee Benefits Division		20130520			

Section Code Description is now a prompt above the analysis.

**Gray box**      **Prompt**

Section Code Description: 000-ADM - Commissioner & President

Employee Name	NYS Employee ID	Supervisor Name	Supervisor NYS Employee ID	Agency Description

**Analysis**

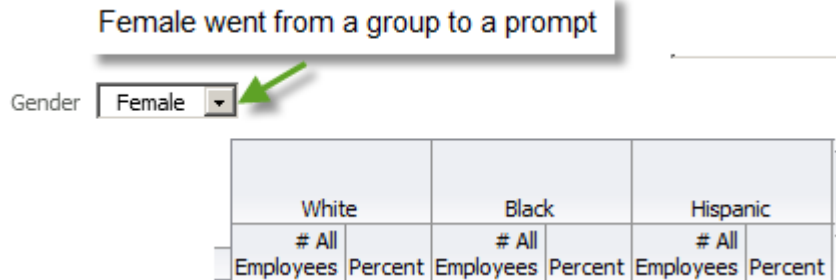
You can now click on the dropdown arrow to see the list of 'Section Code Descriptions'.

Section Code Description: 000-ADM - Commissioner & President

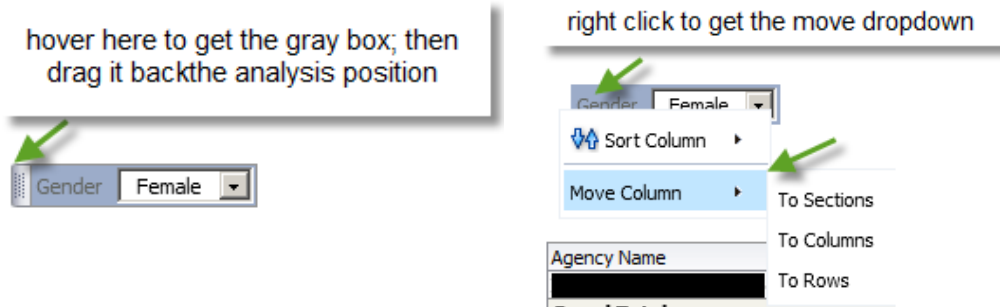
- 000-ADM - Commissioner & President
- 000-ADM - Deputy Commissioner & Ge
- 000-ADM - Deputy Commissioner for
- 000-ADM - Executive Deputy Commiss
- 000-ADM - Internal Audit

## 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.



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.



## 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.

Title	Sort Column	Employee Name	Employ
Info Tech Spec 3	Info Tech Spec 3		
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
Info Tech Spec 3			
<b>Info Tech Spec 3 Total</b>			
Info Tech Spec 3			

## 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.


Category Code Description	Sort Column	Task Code Description
Security Activities-Security Activities	Security Activities-Security Activities	UNKNOWN OR NONE
Security Activities-Security Activities		
Security Activities-Security Activities		UNKNOWN OR NONE
Security Activities-Security Activities		UNKNOWN OR NONE
Security Activities-Security Activities		UNKNOWN OR NONE
Security Activities-Security Activities	ITS-2860-ITS Overhead-	UNKNOWN OR NONE

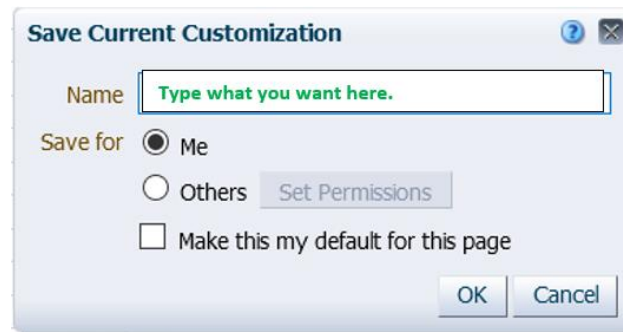
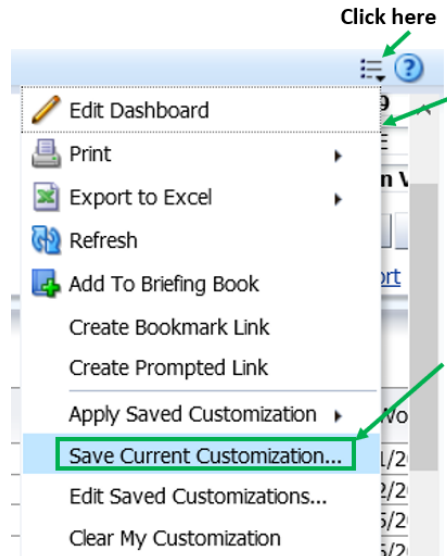
Employee Name	Title Code Description	Section Code Description	Category Code Description	Task Code Description	Pay Period	Hours Worked
					2020-23	3.00
					2020-26	1.50
					2020-23	13.00
					2020-24	1.00
					2020-26	1.00
					2020-24	6.25
						25.75

## Preserve Changes & Data


### Saving Customizations

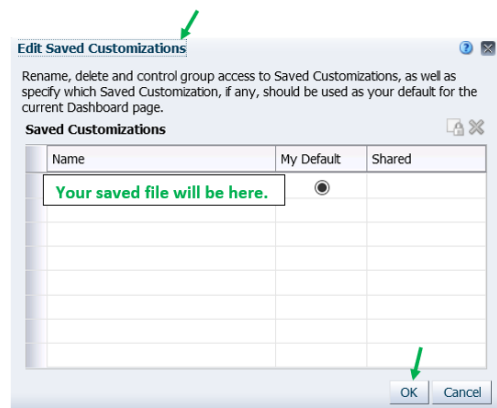
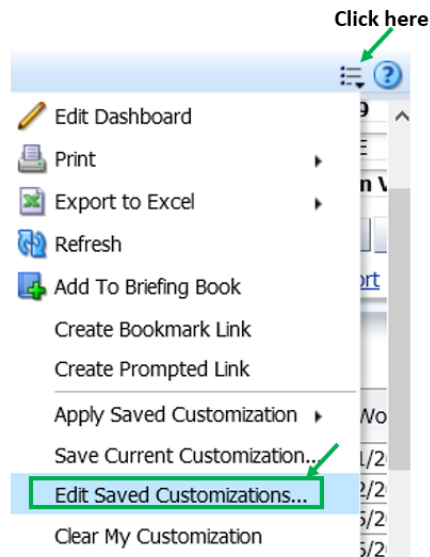
1. Move your mouse to the right-hand corner, click here  to get the dropdown box (see below).
2. From the drop-down box select Save Current Customization.
3. Type a name in the box and click OK.

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



## 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

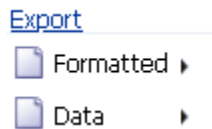
The only way to share a customization is to open an ITSM ticket for our group. In the ticket please put the name of the customization, your my.ny.gov id and the my.ny.gov id of the person or people you would like it shared with.

## Exporting Data

There are two ways to export data.

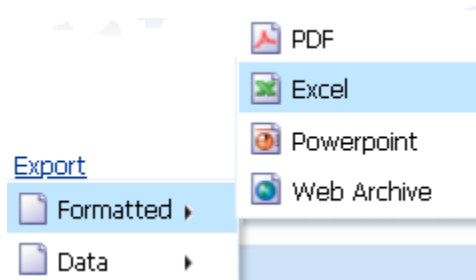
### Method 1:

1. Scroll to the bottom of your report and click the export link.
2. You will see a pop-up box with 2 options, Formatted and Data.



**Formatted** → Excel Option

This will export the report as it is displayed and formatted on the dashboard. We recommend this option to Export data as it exports what is displayed.




**Data** → Excel Option

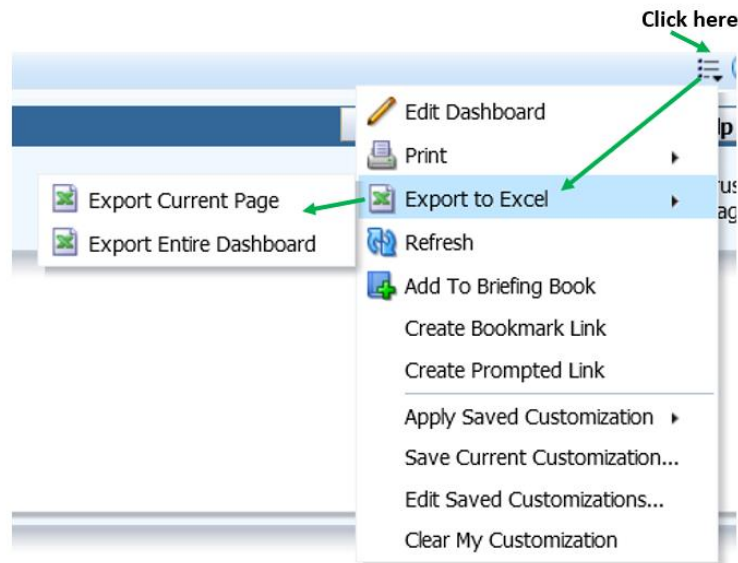
This will export all the underlying data, including hidden columns.



The export to Excel using the Data option will export all the underlying data, including hidden columns. Use this option only if you want a data dump of all the detail records and columns underlying the formatted data displayed.

### Method 2: (excel export)

1. Move your mouse to the top right-hand corner, click  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.




### Navigate To a Linked Report

To navigate to a detail report from summary counts, point your mouse over the count in blue color. This will display a link to navigate to a detailed report. In the Example below, the link will take you to the Employee Listing report. If you click on the text after the gear symbol, it will navigate to the detailed report.

FTE	Number	Percent
216.3	219	61.3%
124.3	126	35.3%
12.0	12	3.4%



216.3	219	61.3%
124.3	127	...
12.0	1	 View Employee Listing

