

UWGB UWBI Shared Catalog Structure

UWBI has a shared catalog structure that is defined in this document. When saving an analysis to the UWBI Shared Catalog, please make sure to save your analysis in the correct location. Contact the UWGB UWBI team if you have any questions on where to save an analysis.

Top Level

▲ UWGBY Shared

UWGBY Shared – This level is the top level that UWBI Authors and Consumers will view when logging into UWBI. All campuses will have a shared folder with a similar naming convention. (Example: UWWTW Shared, UWEAU Shared, etc.)

Department Level

▶ DEPARTMENT NAME

One level below “UWGBY Shared” will be your department folder. This folder will have your specific department name and contents can be viewed by all users in each department. These names will be in all capital letters to distinguish them from the dashboard folders.

▶ Dashboards

Dashboards – Another folder you will see at this level is called “Dashboards”. This has its own folder structure and is only used for dashboard creation. This will be read-only for authors and only used by the UWGB UWBI team.

Analyses/Prompt Level

This level is the lowest level of the hierarchy and where you should save your analyses and prompts. Typically, you will find three folders at this level called “Analyses”, “Dashboard Analyses” and “Prompts”.

▶ Analyses

▶ Dashboard Analyses

▶ Prompts

1. **Analyses** – This is your “working” folder and where you will save your analyses that are in-progress or don’t need to be run from a dashboard page. Authors have full access to this folder and are able to delete, modify, etc. (so be careful)
2. **Dashboard Analyses** – This folder is where you will save finished analyses that need to be run from a dashboard page. This folder will be read-only. Authors will move analyses in this folder and then work with the UWGB UWBI team to have them placed on a dashboard page. Modifications to these queries will directly affect what is run on a dashboard.
3. **Prompts** – This folder is where you will save finished prompts that correlate with a dashboard analysis. Analyses that aren’t on a dashboard don’t need a prompt and will just use filters. The naming standards for prompts are the same as analyses except for the word “**Prompt_**” added as a prefix. (Example: Prompt_GB XX Report Name) This will allow the UWBI team to know what prompt is associated with each dashboard analysis.