



# **Institutional Intelligence Reports User Guide**

**Institutional Intelligence**

**March 2017**

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## Introduction

Institutional Intelligence (II) is moving towards empowering users to generate their own MI reports through a self-help facility on the Institutional Intelligence web portal. It provides a single source of data for reporting (i.e. one version of the truth).

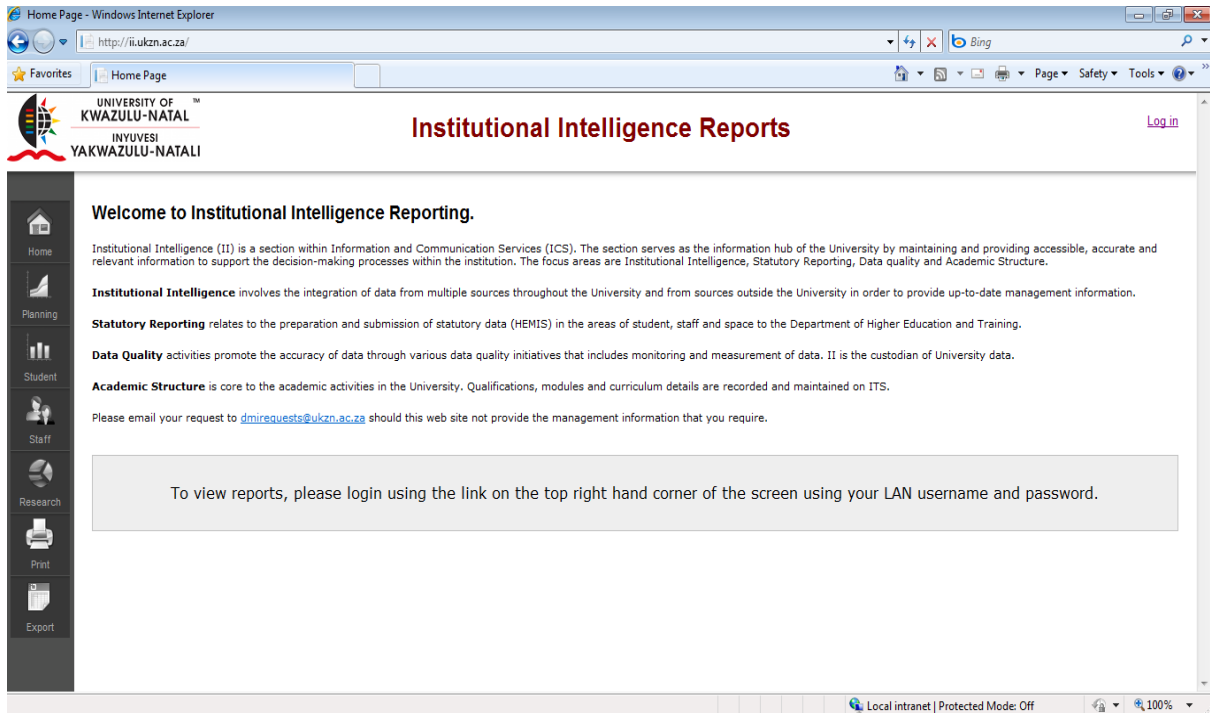
The web portal contains enrolment planning, student (admissions, headcount, graduations, module enrolments and student performance reports), staff and research reports.

This User Guide provides you with necessary information for using the web portal to access and customize reports as well as useful Excel features that can be used to manipulate data from the reports to further customise it. It also contains a glossary of terms used in the reports as well as a brief descriptions of the reports.

## Institutional Intelligence (II) Reports Web Address

The II reports can be found at <https://ii.ukzn.ac.za>.

*Tip: Add this to your favourites for easy access in the future.*



The screenshot shows a Windows Internet Explorer browser window displaying the Institutional Intelligence Reports page. The address bar shows the URL <http://ii.ukzn.ac.za/>. The page header includes the University of KwaZulu-Natal logo and the title "Institutional Intelligence Reports" with a "Log in" link. The main content area features a "Welcome to Institutional Intelligence Reporting." section, followed by a brief description of the II section's role. Below this, three key areas are defined: Institutional Intelligence, Statutory Reporting, and Data Quality. An Academic Structure section is also mentioned. A prominent grey box at the bottom of the main content area contains the instruction: "To view reports, please login using the link on the top right hand corner of the screen using your LAN username and password." The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of 100%.

Home Page - Windows Internet Explorer  
http://ii.ukzn.ac.za/

UNIVERSITY OF KWAZULU-NATAL  
INYUVESI YAKWAZULU-NATALI

### Institutional Intelligence Reports

[Log in](#)

**Welcome to Institutional Intelligence Reporting.**

Institutional Intelligence (II) is a section within Information and Communication Services (ICS). The section serves as the information hub of the University by maintaining and providing accessible, accurate and relevant information to support the decision-making processes within the institution. The focus areas are Institutional Intelligence, Statutory Reporting, Data quality and Academic Structure.

**Institutional Intelligence** involves the integration of data from multiple sources throughout the University and from sources outside the University in order to provide up-to-date management information.

**Statutory Reporting** relates to the preparation and submission of statutory data (HEMIS) in the areas of student, staff and space to the Department of Higher Education and Training.

**Data Quality** activities promote the accuracy of data through various data quality initiatives that includes monitoring and measurement of data. II is the custodian of University data.

**Academic Structure** is core to the academic activities in the University. Qualifications, modules and curriculum details are recorded and maintained on ITS.

Please email your request to [dmirequests@ukzn.ac.za](mailto:dmirequests@ukzn.ac.za) should this web site not provide the management information that you require.

To view reports, please login using the link on the top right hand corner of the screen using your LAN username and password.

Local intranet | Protected Mode: Off | 100%

## Logging In

Access to the II reports is restricted.

1. To view the reports, login by clicking on the 'Log in' link located on the top right corner of the screen.



Institutional Intelligence Reports

[Log in](#)

2. When the log in form appears, enter your LAN username and password and press 'Enter' or click the 'Log in' button

## Log In

**Use this form to enter your user name and password.**

Log in Form

1. User name
2. Password
3.  Remember me?

3. Once you are logged in, your username and staff number will appear on the top right corner of the screen.

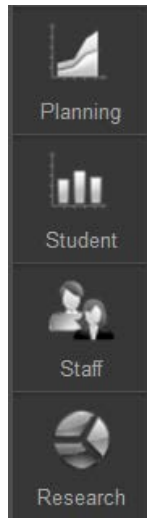


Institutional Intelligence Reports

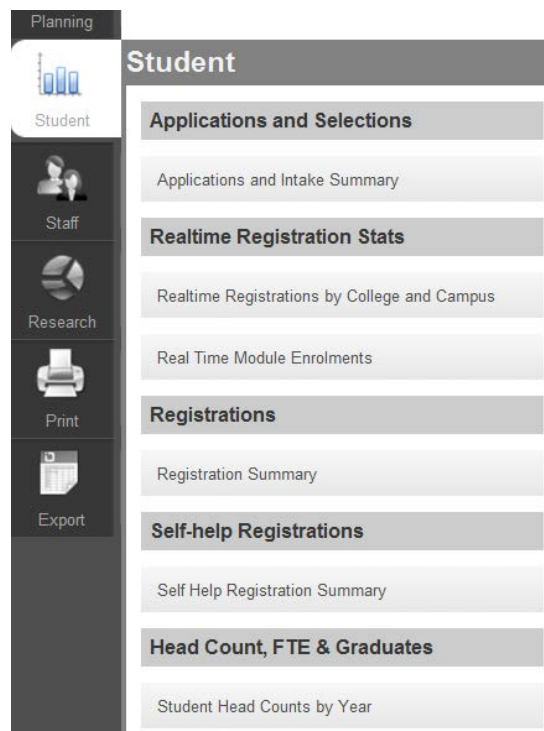
Hello, User Name (Staff Number) | [Log off](#)

## Selecting a Report

1. Click on the relevant category e.g. Student from the Menu on the left of the screen.



2. A sub menu for the category appears.  
Scroll down the list if necessary and select a report by clicking on it.



3. The report opens defaulting to a table of data.

## Student Student Head Counts by Year

Col	College	2011	2012	2013	Average
21	COLLEGE OF AGRICULTURE, ENGINEERING & SCIENCE	9100	8819	9073	8997
22	COLLEGE OF HEALTH SCIENCES	5380	5837	6082	5766
23	COLLEGE OF HUMANITIES	17470	17271	17269	17337
24	COLLEGE OF LAW & MANAGEMENT STUDIES	10145	10058	10176	10126
<b>TOTAL</b>		<b>42095</b>	<b>41985</b>	<b>42600</b>	<b>42227</b>

4. Below the table are notes. If the table is large you may need to scroll to the bottom to see the notes.

**Note:**

Data as at 2013-07-13 10:39:22

Next update scheduled for 2013-07-16 16:37

Enrolments are based on students registered for a primary qualification at census date.

**CONDITIONS:(College = 21) (Qual Group: All Undergraduates)**

The notes contain important information such as:

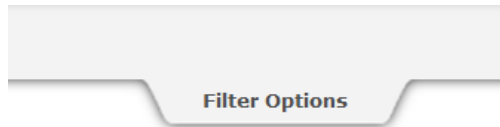
- The date when the data was extracted
- The date for the next update
- Criteria used in the report.
- Definitions of terms used in the report
- The filters selected for the reports are displayed in red as 'Conditions'. More about filters in 'Customising the Report '.

When using data from an II report in another report, include the notes to prevent incorrect interpretation of the figures.

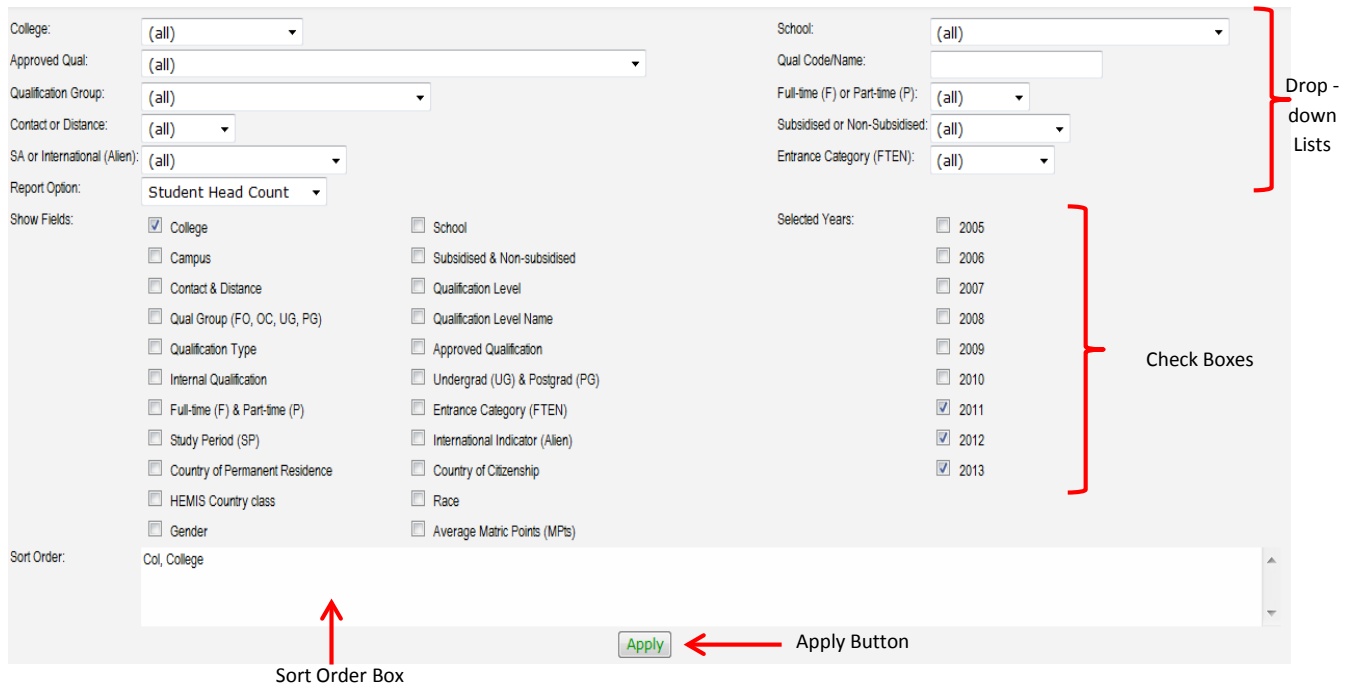
## Customising the Report

If the default report does not meet your requirements you will need to customise the report.

1. To customise the report, click on filter options above the report on the top right corner.



2. The filter options tab opens displaying multiple variables in the form of drop down lists and check boxes which you can use to customise the reports



College: (all) School: (all)

Approved Qual: (all) Qual Code/Name: (all)

Qualification Group: (all) Full-time (F) or Part-time (P): (all)

Contact or Distance: (all) Subsidised or Non-Subsidised: (all)

SA or International (Alien): (all) Entrance Category (FTEN): (all)

Report Option: Student Head Count

Show Fields:

<input checked="" type="checkbox"/> College	<input type="checkbox"/> School
<input type="checkbox"/> Campus	<input type="checkbox"/> Subsidised & Non-subsidised
<input type="checkbox"/> Contact & Distance	<input type="checkbox"/> Qualification Level
<input type="checkbox"/> Qual Group (FO, OC, UG, PG)	<input type="checkbox"/> Qualification Level Name
<input type="checkbox"/> Qualification Type	<input type="checkbox"/> Approved Qualification
<input type="checkbox"/> Internal Qualification	<input type="checkbox"/> Undergrad (UG) & Postgrad (PG)
<input type="checkbox"/> Full-time (F) & Part-time (P)	<input type="checkbox"/> Entrance Category (FTEN)
<input type="checkbox"/> Study Period (SP)	<input type="checkbox"/> International Indicator (Alien)
<input type="checkbox"/> Country of Permanent Residence	<input type="checkbox"/> Country of Citizenship
<input type="checkbox"/> HEMIS Country class	<input type="checkbox"/> Race
<input type="checkbox"/> Gender	<input type="checkbox"/> Average Matric Points (MPs)

Selected Years:

<input type="checkbox"/> 2005
<input type="checkbox"/> 2006
<input type="checkbox"/> 2007
<input type="checkbox"/> 2008
<input type="checkbox"/> 2009
<input type="checkbox"/> 2010
<input checked="" type="checkbox"/> 2011
<input checked="" type="checkbox"/> 2012
<input checked="" type="checkbox"/> 2013

Sort Order: Col, College

Apply Button

### Using the Filter Options

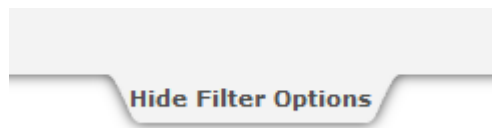
#### Drop down list:

- Select an option from a drop down list to filter the report by this option i.e. display data only for that option e.g. selecting College of Humanities from the College drop down list.
- Selections can be made from more than one drop down list e.g. College of Humanities from the College drop down list and School of Education from the School drop down list.



**Check box:**

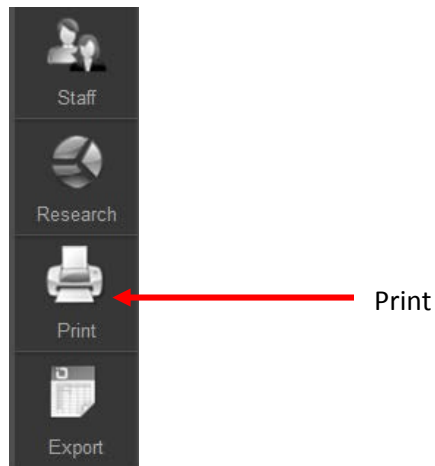
- The check boxes selected are displayed as columns in the report.
  - Click on an unticked check box to display this variables in the report e.g. race.
  - Click on a ticked checkbox to remove a variable from the report e.g. school
  - The variables will appear as columns in the report in the order in which they are selected.
  - The order in which the check boxes are selected is displayed in the Sort Order box. Select and deselect the check boxes to get the required sort order for your report.
3. As the selections are made, the report updates accordingly. Should this not happen, however, click on the 'Apply Button'.
  4. Click on 'Hide Filter Options' to hide the filter tab once you have customised your report.



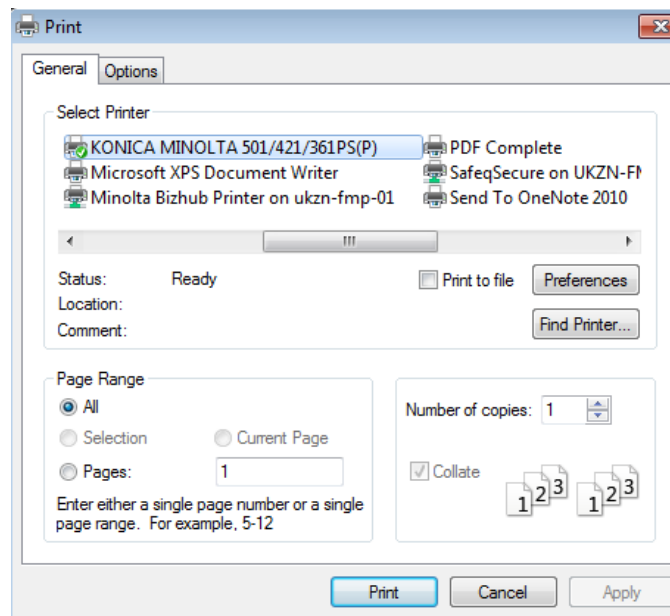
## Printing the Report

Once the report is displaying the information you require, you may want to print it

1. To print the report click on 'Print' on the Menu on the left of the screen.



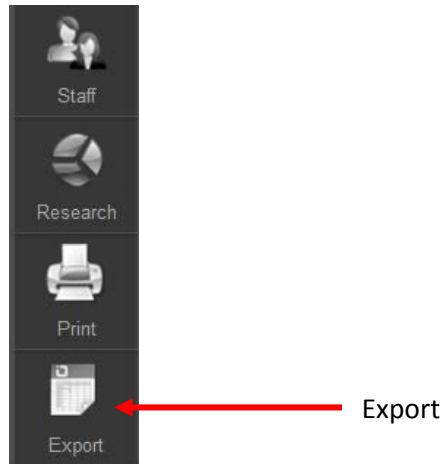
2. Change any printer settings if necessary and click on the print button.



## Exporting the Report

Once the report is displaying the information you require, you may want to export it to Excel or copy it to Word to include in another report.

1. To export the data to Excel click on 'Export' on the Menu on the left of the screen.



2. You will be prompted to open or save the file.



3. You can also 'click and drag' and select the report, then copy and paste into Excel or Word.

## Logging Off

1. To log off from the web portal, click on the 'Log Off' link located on the top right corner of the screen.
2. Please note that a user will be automatically logged off if there is no activity on the site for 60 minutes.



**Institutional Intelligence Reports**

Hello, [User Name \(Staff Number\)](#) | [Log off](#)

## Glossary of Terms used in Reports

Terms	Description
<b>Academic Level</b>	<p>Academic level of the module. This is a classification of the modules prescribed by UKZN for operational and reporting purposes. Undergraduate modules are classified according to the academic year of study it is usually offered.</p> <p>00 - Access module            01 - 1st year module            02 - 2nd year module            03 - 3rd year module            04 - 4th year coursework module            4R - 4th year research module            05 - 5th year module            06 - 6th year module            PB - Postgraduate Bachelors module            PD - Postgraduate Diploma coursework module            PR - Postgraduate Diploma research module            H - Honours coursework module            HR - Honours research module            MC - Masters coursework module            MT - Masters research module            DC - Doctors coursework module            D - Doctors research module</p>
<b>Academic Staff</b>	Staff undertaking instruction/teaching and research.
<b>Appointment Group</b>	Classification of staff based on conditions of service, permanent, temporary or contract and academic or support.
<b>Approved Qualification</b>	A degree, diploma or certificate approved by the Department of Higher Education & Training (DHET) for government subsidy purposes, accredited by the Council on Higher Education (CHE) and registered with the South African Qualifications Association (SAQA).
<b>Contract Staff</b>	Staff employed for a period of 1 year or more.
<b>Delivery Mode</b>	This relates to the method of delivery of teaching/learning of a module / course. It may be delivered in either contact, distance or mixed mode.
<b>Entrance Category (FTEN)</b>	<p>Entrance category of the student. There are 4 categories:</p> <p><i>F (First time entering)</i> - For undergraduate students it refers to students who register at a higher education institution for the first time. For postgraduate students it refers to students who register for a postgraduate qualification for the first time.</p> <p><i>E (Entering)</i> - refers to students who register for an approved qualification for the first time but have previously been registered at UKZN for another approved qualification. This does not apply to postgraduate students who were previously registered for an undergraduate qualification.</p> <p><i>N (Non Entering)</i> - refers to students who register for the same approved qualification that they were previously registered for at UKZN (also known as continuing students).</p> <p><i>T (Transfer)</i> - refers to students who register at UKZN for the first time and were previously registered at another higher education institution.</p>

Terms	Description
<b>Exam Type</b>	<p>Main exam only – Pass rate for the June/ November exam only and excludes the supplementary exam.</p> <p>Supp exam only – Pass rate for the supplementary exam.</p> <p>All – Overall pass rate for the module including the results of both the main exam and the supplementary exam.</p>
<b>Formal Time</b>	Formal time. This is the minimum study time required to complete an approved qualification as determined by DHET. It includes the experiential time for the approved qualification.
<b>FTE</b>	Full Time Equivalent - A measure of the load of an enrolled student based on the weighting of their modules in the curriculum. The weighting is based on the credit points.
<b>Intake</b>	Intake refers to all students that are 'new' to the University i e first time entering, entering and transfer students (see Entrance Category).
<b>Internal Qualification</b>	Internal qualifications are specialisations of an approved qualification. Internal qualifications are also referred to as programmes in the University. For example, all BSc qualifications such as BSCSIT or BS-CCT are specialisations of the BSc approved qualification.
<b>JME Staff</b>	Staff employed jointly by the Department of Health and UKZN.
<b>Module Enrolments</b>	Headcount enrolment for the module
<b>Module funding</b>	<p>Main-funded – The fee income from these modules go into the University's main fund.</p> <p>Self-funded – The fee income from these modules go directly towards the cost of teaching the modules and not to the University's main fund.</p>
<b>Qual Type</b>	A descriptor classifying qualifications into groupings e.g. General Bachelors Degrees, Professional Bachelors Degrees, Honours, Masters, Doctors.
<b>Qualification Group (Student)</b>	<p>Occasional – non-degree enrolments.</p> <p>Foundation – 1 yr access programmes.</p> <p>Undergraduates (excl.Occ and Foundation) – undergraduate degrees, diplomas and certificates excluding occasional and foundation.</p> <p>Postgraduates (excl.Occ) - postgraduate degrees, diplomas and certificates excluding occasional.</p> <p>All Undergraduates - undergraduate degrees, diplomas and certificates including occasional and foundation.</p> <p>All Postgraduates - postgraduate degrees, diplomas and certificates including occasional.</p>
<b>Qualification Level</b>	<p>Similar to qualification type but more detailed, providing coding for e.g. Access qualifications, distinguishing between course work and research masters students etc.</p> <p>AD - Advanced Diploma</p> <p>DC - Doctoral - Coursework</p> <p>DP - Post Doctoral</p> <p>DR - Pre-Doctoral</p> <p>DT - Doctoral - Thesis</p>

Terms	Description
	DV - Provisional Doctoral FC - Foundation (with credit) HO - Honours MC - Masters - Coursework MP - Masters - Professional MT - Masters - Thesis MV - Provisional Masters ND - Not for Degree Purposes (UG) NP - Not for Degree Purposes (PG) PB - Postgraduate Bachelors PC - Postgraduate Certificate PD - Postgraduate Diploma PE - Postgraduate Certificate: Exit UB - Undergraduate General Bachelor: 3-yr UC - Undergraduate Certificate UD - Undergraduate Diploma UH - Professional Bachelor: 3-yrs UP - Professional Bachelor: 4+yr
<b>Quintile</b>	One of five groups into which all South African public ordinary schools are placed, and where the grouping is according to the poverty of the community around the school.
<b>Rank Level</b>	Classification of Staff into the following categories:  Professor Associate Professor Senior Lecturer Lecturer Junior Lecturer Below Junior Lecturer Other
<b>Repeating Module – Repeating/ Not repeating</b>	Repeating – Students repeating the module Not repeating – Students attempting the module for the first time
<b>Returning Student</b>	A student who enrolls at UKZN for the same approved qualification that they were enrolled for previously at UKZN (see Entrance Category).
<b>SAPSE Productivity Units</b>	SAPSE Productivity Units (or Research Output) relates to academic staff contributions to Conference proceedings, Journals, Books and Chapters in Books that the Institution is funded for by the DHET.
<b>Self Help vs ITS Back Office Registrations</b>	Self Help – Online registration via i-Enabler ITS Back Office Registrations – Manual registration via ITS
<b>Standard deviation</b>	Standard deviation measures how much - on average - individual scores of a given group vary (or deviate) from the average (or mean) score for this same group.
<b>Study Period</b>	Study period. This is the academic year of study of the student.
<b>Subject Level</b>	A subject or course classified into the following levels:  1 - Pre-tertiary – access modules 2 - Lower undergraduate – undergraduate certificates/diplomas 3 - Intermediate undergraduate – first 3 years of undergraduate degrees 4- Higher undergraduate – 4 <sup>th</sup> year of undergraduate professional

Terms	Description
	qualification 5 - Preparatory postgraduate – postgraduate diplomas 6 - Lower postgraduate – honours & postgraduate bachelors 7 - Intermediate postgraduate (non-research) - masters 8 - Intermediate postgraduate (research) - masters 9 - Higher postgraduate (non-research) – doctors 10 - Higher postgraduate (research) - doctors
<b>Subsidised or Non subsidised</b>	This relates to programmes that are funded or not funded by DHET.
<b>Support Staff</b>	Staff not involved primarily in instruction/teaching and research, and consists of professional, technical and administrative personnel.
<b>Temporary Staff</b>	Staff employed for a period of less than 1 year.
<b>WTE</b>	FTE weighted by funding groups and subject levels.



## Brief Description of Reports

### Planning

#### Enrolment Plan Summary

The report shows the approved enrolment plan for the period 2011 to 2013 reflecting intake, returning students and total enrolments.

##### Filter Options available for this report

Plan:	Final Plan 2011-2013 ▾	College:	(all) ▾			
School:	(all) ▾	Campus:	(all) ▾			
Delivery Mode:	(all) ▾	Subsidised:	Subsidised ▾			
Qualification Group:	(all) ▾	Qual Level:	(all) ▾			
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Campus	<input type="checkbox"/> Mode of Delivery	<input type="checkbox"/> Subsidised	<input type="checkbox"/> Qual Level Code
	<input type="checkbox"/> Qual Level Name	<input type="checkbox"/> Qual Code	<input type="checkbox"/> Qual Name	<input type="checkbox"/> Grad Category	<input type="checkbox"/> Qual Type	<input type="checkbox"/> Formal Time

#### All Student Enrolments: Current vs. Planned

The report compares current enrolments with planned enrolments for total (new and returning) students.

##### Filter Options available for this report

College:	(all) ▾	School:	(all) ▾			
Qualification Group:	(all) ▾	Subsidised:	Subsidised ▾			
Mode of Study:	(all) ▾					
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Campus	<input type="checkbox"/> Mode of Delivery	<input type="checkbox"/> Subsidised	<input type="checkbox"/> Qual Level Code
	<input type="checkbox"/> Qual Level Name	<input type="checkbox"/> Appr Qual Code	<input type="checkbox"/> Qual Name	<input type="checkbox"/> Qual Group	<input type="checkbox"/> Qual Type	

#### New Student Enrolments: Current vs. Planned

The report compares current enrolments with planned enrolments for new students.

##### Filter Options available for this report

College:	(all) ▾	School:	(all) ▾			
Qualification Group:	(all) ▾	Subsidised:	Subsidised ▾			
Mode of Study:	(all) ▾					
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Campus	<input type="checkbox"/> Mode of Delivery	<input type="checkbox"/> Subsidised	<input type="checkbox"/> Qual Level Code
	<input type="checkbox"/> Qual Level Name	<input type="checkbox"/> Appr Qual Code	<input type="checkbox"/> Qual Name	<input type="checkbox"/> Qual Group	<input type="checkbox"/> Qual Type	

### All Students: Admissions vs. Intake and Planned Enrolments

The report shows current selections, acceptances and actual intake against planned undergraduate and postgraduate enrolments.

#### Filter Options available for this report

College:	<input type="text" value="(all)"/>	School:	<input type="text" value="(all)"/>
Qualification Group:	<input type="text" value="(all)"/>	Subsidised:	<input type="text" value="Subsidised"/>
Mode of Study:	<input type="text" value="(all)"/>		
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Campus
	<input type="checkbox"/> Qual Level Name	<input type="checkbox"/> Qual Code	<input type="checkbox"/> Qual Name
	<input type="checkbox"/> Mode of Delivery	<input type="checkbox"/> Qual Group	<input type="checkbox"/> Qual Type
	<input type="checkbox"/> Subsidised	<input type="checkbox"/> Qual Level Code	

### UG Students: Admissions vs. Intake and Planned Enrolments, Including First Time Entrance

The report shows current selections, acceptances and actual intake against planned undergraduate enrolments reflecting first time entering students.

#### Filter Options available for this report

College:	<input type="text" value="(all)"/>	School:	<input type="text" value="(all)"/>
Qualification Group:	<input type="text" value="(all)"/>	Subsidised:	<input type="text" value="Subsidised"/>
Mode of Study:	<input type="text" value="(all)"/>		
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Campus
	<input type="checkbox"/> Qual Level Name	<input type="checkbox"/> Qual Code	<input type="checkbox"/> Qual Name
	<input type="checkbox"/> Mode of Delivery	<input type="checkbox"/> Qual Group	<input type="checkbox"/> Qual Type
	<input type="checkbox"/> Subsidised	<input type="checkbox"/> Qual Level Code	<input type="checkbox"/> Quintile

### Graphs – Actual vs. Planned Enrolments

Graphical representation of actual versus planned enrolments by College, School/ Qualification Categories.

### Planned vs. Actual Dashboard

Graphical representation showing actual versus planned enrolments for Undergraduates, Honours, Masters and Doctoral qualifications.

#### Filter Options available for this report

Plan:	<input type="text" value="Final Plan 2011-2013"/>	College:	<input type="text" value="(all)"/>
School:	<input type="text" value="(all)"/>	Campus:	<input type="text" value="(all)"/>
Planned / Actual Year:	<input type="text" value="2013"/>	Report Level:	<input type="text" value="Institution"/>
Guages Per Row:	<input type="text" value="6"/>	Show Legend:	<input type="text" value="Yes"/>
Subsidised:	<input type="text" value="Subsidised"/>		

**Output Counts:**

**Student HC**

<input checked="" type="checkbox"/> All	<input type="checkbox"/> Contact	<input type="checkbox"/> Distance	<input type="checkbox"/> Subsidised
<input type="checkbox"/> Non-subsidised	<input type="checkbox"/> Undergraduate	<input checked="" type="checkbox"/> UG Bachelors	<input checked="" type="checkbox"/> UG Professional
<input type="checkbox"/> Postgraduate	<input checked="" type="checkbox"/> Honours	<input checked="" type="checkbox"/> Masters	<input checked="" type="checkbox"/> Doctors
<input type="checkbox"/> African	<input type="checkbox"/> Colored	<input type="checkbox"/> Indian	<input type="checkbox"/> White
<input type="checkbox"/> Female	<input type="checkbox"/> Male		

Max:

## Real-time Registrations by College and Campus

The report shows a snapshot of current qualification enrolments by College and Campus. This report is useful during the registration process as it is updated every 15 minutes.

## Registration Progress Table

Table showing the cumulative total number of students registered on specific dates comparing registrations to the same date in previous years.

### Filter Options available for this report

College:	(all)	Data Output:	Rolling Student Totals
Show Selected Years:	<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input checked="" type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013	Show Selected Fields:	<input type="checkbox"/> College <input type="checkbox"/> Campus <input type="checkbox"/> Mode (Cont/Dist) <input type="checkbox"/> Grad Type (UGPG) <input type="checkbox"/> Year of Study (SP) <input type="checkbox"/> Qual Level

## Registration Progress Graph

Graphical representation of the cumulative total number of students registered on specific dates comparing registrations to the same date in previous years.

### Filter Options available for this report

College:	(all)	Campus:	(all)
Qualification Group:	(all)	Mode:	(all)
Show Value Labels:	No	Data Output:	Accumulated Registrations
Subsidised or Non-subsidised:	(all)	Show Selected Years:	<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input checked="" type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013

## Student

### Applications & Intake Summary

The report shows applications, selections, acceptances and registrations. This report is useful during the admission process.

#### Filter Options available for this report

The screenshot shows a filter interface with the following options:

- College: (all)
- Approved Qual: (all)
- Qualification Group: (all)
- Subsidised or Non-subsidised: (all)
- Selected Years:  2007  2008  2009  2010  2011  2012  2013
- Show Fields:  College,  School,  Campus,  Subsidised & Non-subsidised,  Contact & Distance,  Qualification Level,  Qualification Type,  Approved Qualification,  Internal Qualification,  Undergrad (UG) & Postgrad (PG),  Study Period (SP),  Race,  Gender,  Quintile,  Average Metric Points (MIPs)
- School: (all)
- Internal Qual: (all)
- Contact or Distance: (all)
- Quintile: (all)

### Real-time Registrations by College and Campus

The report shows a snapshot of current qualification enrolments by College and Campus. This report is useful during the registration process as it is updated every 15 minutes.

### Real-time Module Enrolments

The report shows a snapshot of current module enrolments by College and Campus. This report is useful during the registration process as it is updated every 15 minutes.

#### Filter Options available for this report

The screenshot shows a filter interface with the following options:

- College: COLLEGE OF AGR, ENG & SCIENCE
- Campus: (all)
- School: (all)
- Module: (all)
- Under or Postgraduate: (all)
- Show Fields:  College,  Mode of Delivery,  Campus,  Offering Type,  School,  Qualification,  Module
- Contact or Distance: (all)
- Offering Type: (all)
- Qualification Group: (all)
- Block Code: (all)
- Academic Level: (all)

### Registration Summary

The report shows student registrations by college, campus, undergraduate and postgraduate. This report is useful during the registration process as it is updated every 15 minutes.

## Student Headcounts by Year

The report shows current and historical headcount enrolments. Enrolments are based on students registered for a primary qualification at census date.

### Filter Options available for this report

College:	(all)	School:	(all)
Approved Qual:	(all)	Qual Code/Name:	
Qualification Group:	(all)	Full-time (F) or Part-time (P):	(all)
Contact or Distance:	(all)	Subsidised or Non-Subsidised:	(all)
SA or International (Alien):	(all)	Entrance Category (FTEN):	(all)
Report Option:	Student Head Count	Selected Years:	<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013
Show Fields:	<input checked="" type="checkbox"/> College <input type="checkbox"/> Subsidised & Non-subsidised <input type="checkbox"/> Qual Group (FO, OC, UG, PG) <input type="checkbox"/> Approved Qualification <input type="checkbox"/> Full-time (F) & Part-time (P) <input type="checkbox"/> International Indicator (Alien) <input type="checkbox"/> HEMIS Country class <input type="checkbox"/> Average Metric Points (MPs)	<input type="checkbox"/> School <input type="checkbox"/> Contact & Distance <input type="checkbox"/> Qualification Level Name <input type="checkbox"/> Internal Qualification <input type="checkbox"/> Entrance Category (FTEN) <input type="checkbox"/> Country of Permanent Residence <input type="checkbox"/> Race	<input type="checkbox"/> Campus <input type="checkbox"/> Qualification Level <input type="checkbox"/> Qualification Type <input type="checkbox"/> Undergrad (UG) & Postgrad (PG) <input type="checkbox"/> Study Period (SP) <input type="checkbox"/> Country of Citizenship <input type="checkbox"/> Gender

## Module Enrolments (HC, FTE & WFTE)

The report shows module enrolments by headcount, FTE and weighted FTE.

### Filter Options available for this report

College:	COLLEGE OF AES	School:	SCHOOL OF AGRI, EARTH & ENV SC
Report Option:	Module Enrolments	Module Code/Name:	
Qual Code/Name:		Qualification Group:	(all)
Block (0=Year, 1=Semester 1, 2=Semester 2):	(all)	Contact or Distance:	(all)
Subsidised or Non-Subsidised:	(all)	Module Funding:	(all)
Show Fields:	<input checked="" type="checkbox"/> College <input type="checkbox"/> Discipline <input type="checkbox"/> Subsidised Non-subsidised <input type="checkbox"/> Qualification Type <input type="checkbox"/> Internal Qualification <input type="checkbox"/> Subject Level <input type="checkbox"/> Undergrad (UG) Postgrad (PG) <input type="checkbox"/> Race	<input type="checkbox"/> School <input type="checkbox"/> Campus <input type="checkbox"/> Contact Distance <input type="checkbox"/> Approved Qualification <input type="checkbox"/> Qualification Level <input type="checkbox"/> Block (Semester) <input checked="" type="checkbox"/> Subject <input type="checkbox"/> Gender	Selected Years: <input type="checkbox"/> 2005 <input type="checkbox"/> 2007 <input type="checkbox"/> 2009 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2013 <input type="checkbox"/> 2006 <input type="checkbox"/> 2008 <input type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2012

## Graduates by year of Completion

This report shows graduates by year of completion (not the year of the graduation ceremony) and time taken to complete.

### Filter Options available for this report

College:	(all)	School:	(all)
Campus:	(all)	Approved Qual:	(all)
Internal Qual:	(all)	Qualification Group:	(all)
Full-time (F) or Part-time (P):	(all)	Contact or Distance:	(all)
Subsidised or Non-Subsidised:	(all)	Report Option:	Years
Show Fields:	<input checked="" type="checkbox"/> College <input type="checkbox"/> Subsidised & Non-subsidised <input type="checkbox"/> Qualification Level Name <input type="checkbox"/> Internal Qualification <input type="checkbox"/> Full-time (F) & Part-time (P) <input type="checkbox"/> Gender	<input type="checkbox"/> School <input type="checkbox"/> Contact & Distance <input type="checkbox"/> Qualification Type <input type="checkbox"/> Undergrad (UG) & Postgrad (PG) <input type="checkbox"/> Study Period <input type="checkbox"/> Year	<input type="checkbox"/> Campus <input type="checkbox"/> Qualification Level <input type="checkbox"/> Approved Qualification <input type="checkbox"/> Formal Time <input type="checkbox"/> Race
			Selected Years: <input type="checkbox"/> 2000 <input type="checkbox"/> 2002 <input type="checkbox"/> 2004 <input type="checkbox"/> 2006 <input type="checkbox"/> 2008 <input type="checkbox"/> 2010 <input type="checkbox"/> 2012 <input type="checkbox"/> 2001 <input type="checkbox"/> 2003 <input type="checkbox"/> 2005 <input type="checkbox"/> 2007 <input type="checkbox"/> 2009 <input type="checkbox"/> 2011

### Year on Year

The report shows the status of students at the end of the year viz. graduated, excluded, dropped-out or continuing (registered for the same qualification or different qualification).

#### Filter Options available for this report

College: (all) School: (all)  
Approved Qualification: (all) Contact or Distance: (all)  
Under or Postgraduate: (all) SA or International (Alien): (all)  
Subsidised: (all) Qualification Type: (all)  
Entrance Category (FTEN): (all)  
Years:  2004  2005  2006  2007  2008  2009  2010  2011  2012  
Show Fields:  College  School  Campus  Approved Qualification  UGPG  Qualification Type  Qualification Level  
 Contact / Distance  Subsidised / Non-Subsidised  SA / International  Entrance Category (FTEN)  Gender  Race

### Cohort Analysis

The report shows the status of a cohort of students to date viz. graduated, excluded, dropped-out or continuing. The report shows the status of the student for the initial approved qualification or for all approved qualifications (where students change qualifications).

#### Filter Options available for this report

College: (all) Approved Qualification: (all)  
Race: (all) Gender: (all)  
Under or Postgraduate: (all) Qualification Type: (all)  
Qual Level: (all) Contact or Distance: (all)  
Subsidised or Non-subsidised: (all) SA or International (Alien): (all)  
Report Type: Approved Qualifications Entrance Category (FTEN): (all)  
Years:  2004  2005  2006  2007  2008  2009  2010  2011  2012  2013  
Show Fields:  Approved Qualification  Race  Gender

### Cohort Analysis - Time Taken to Graduate

The report shows the time taken to complete for students with a graduation status.

#### Filter Options available for this report

College: (all) Approved Qualification: (all)  
Race: (all) Gender: (all)  
Under or Postgraduate: (all) Qualification Type: (all)  
Qual Level: (all) Contact or Distance: (all)  
Subsidised or Non-subsidised: (all) SA or International (Alien): (all)  
Entrance Category (FTEN): (all)  
Years:  2004  2005  2006  2007  2008  2009  2010  2011  2012  
Show Fields:  Approved Qualification  Race  Gender

### Module Pass Rate

The report shows pass rates per module for the main, supplementary and overall exam.

#### Filter Options available for this report

College: (all) Campus: (all)  
School: (all) Block / Semester: (all)  
Academic Level: (all) Repeating Module: (all)  
Exam Type: (all) Qualification: (all)  
Module: (all) Race: (all)  
Gender: (all) Year: 2013  
Show Fields:  College  Academic Level  Module  School  Race  Gender  Qualification

## Final Mark Analysis

The report shows a mark analysis in terms of the mark range, min, max and standard deviation.

### Filter Options available for this report

College:	(all)	Campus:	(all)			
School:	(all)	Block / Semester:	(all)			
Academic Level:	(all)	Repeating Module:	(all)			
Exam Type:	(all)	Qualification:	(all)			
Subject:	(all)	Race:	(all)			
Gender:	(all)	Year:	2013			
Under or Postgraduate:	Undergrad					
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> Academic Level	<input type="checkbox"/> Subject	<input type="checkbox"/> School	<input type="checkbox"/> Race	<input type="checkbox"/> Gender

## Staff

### Staff Headcounts

The report shows the number of staff currently employed as well as staff employed at a point in time in history. The figures reflect permanent, contract and temporary academic & support staff.

### Filter Options available for this report

College/Support Sector:	College	College/Division:	(all)					
School/Dept:	(all)	Academic/Support:	(all)					
Perm/Temp/Cont:	(all)							
Years:	<input checked="" type="checkbox"/> 2004 <input checked="" type="checkbox"/> 2005 <input checked="" type="checkbox"/> 2006 <input checked="" type="checkbox"/> 2007 <input checked="" type="checkbox"/> 2008 <input checked="" type="checkbox"/> 2009 <input checked="" type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013							
Show Fields:	<input checked="" type="checkbox"/> College/Division	<input type="checkbox"/> School/Dept	<input type="checkbox"/> Acad/Support	<input type="checkbox"/> Perm/Temp/Cont	<input type="checkbox"/> Race	<input type="checkbox"/> Gender	<input type="checkbox"/> Age Group	<input type="checkbox"/> Disabled
	<input type="checkbox"/> Country of Citizenship	<input type="checkbox"/> Qualification Group	<input type="checkbox"/> Rank Level	<input type="checkbox"/> Appointment Group				

## Research

### Productivity Units

This report shows productivity units for a College/School as well as for an individual staff member.

*Filter Options available for this report*

College:	(all) ▾	School:	(all) ▾	
Show Data For:	Everybody ▾			
Show Fields:	<input type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Race	<input type="checkbox"/> Gender

### Publication (Author) Units

This report shows publication (Author) Units for a College/School as well as for an individual staff member.

*Filter Options available for this report*

College:	(all) ▾	School:	(all) ▾	
Show Data For:	Everybody ▾			
Show Fields:	<input type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Race	<input type="checkbox"/> Gender

### NRF-RATED Researchers

This report shows NRF-RATED Researchers for a College/School.

*Filter Options available for this report*

College:	(all) ▾	School:	(all) ▾		
Race:	(all) ▾	Gender:	(all) ▾		
Rating:	(all) ▾				
Years:	<input checked="" type="checkbox"/> 2014				
Show Fields:	<input checked="" type="checkbox"/> Rating	<input type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Race	<input type="checkbox"/> Gender
	<input type="checkbox"/> Name	<input type="checkbox"/> End Date	<input type="checkbox"/> Year	<input type="checkbox"/> Staff Number	<input type="checkbox"/> Date of Birth

### Grants & Contracts

This report shows Research Grants & Contracts for a College/School.

*Filter Options available for this report*

College:	(all) ▾	School:	(all) ▾		
Principal Investigator:	(all) ▾	Organisation:	(all) ▾		
Years:	<input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013				
Show Fields:	<input checked="" type="checkbox"/> College	<input type="checkbox"/> School	<input type="checkbox"/> Project	<input type="checkbox"/> Principal Investigator	<input type="checkbox"/> Organisation



## NRF Funding

This report shows NRF Funding for a College/School.

### Filter Options available for this report

College: (all)	School: (all)
Race: (all)	Gender: (all)
Grant Type: (all)	Country: (all)
Broad Field: (all)	Research Field: (all)
Specialisation: (all)	
Years: <input checked="" type="checkbox"/> 2008 <input checked="" type="checkbox"/> 2009 <input checked="" type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input checked="" type="checkbox"/> 2013	
Show Fields: <input checked="" type="checkbox"/> College <input type="checkbox"/> School <input type="checkbox"/> Race <input type="checkbox"/> Gender <input type="checkbox"/> Grant Type	
<input type="checkbox"/> Country <input type="checkbox"/> Broad Field <input type="checkbox"/> Research Field <input type="checkbox"/> Specialisation ;	

## Ethics Awards

This report shows Ethics Awards for a College/School.

### Filter Options available for this report

College: (all)	School: (all)
Category: (all)	Reference: (all)
Gender: (all)	Race: (all)
Application Status: (all)	Designated Authority Status: (all)
Years: <input checked="" type="checkbox"/> 2014	
Show Fields: <input checked="" type="checkbox"/> Category <input type="checkbox"/> College <input type="checkbox"/> School <input type="checkbox"/> Reference <input type="checkbox"/> Name	
<input type="checkbox"/> Surname <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Designated Authority Status	

## Excel Features for Data Manipulation

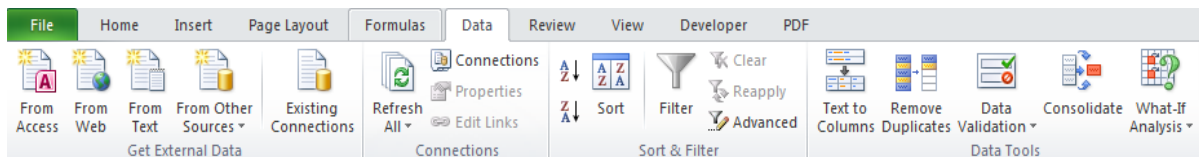
### Sorting a List

When working with large lists of data you may need to sort the list to easily find the data you need. You can do this by using the Sort feature in Excel.

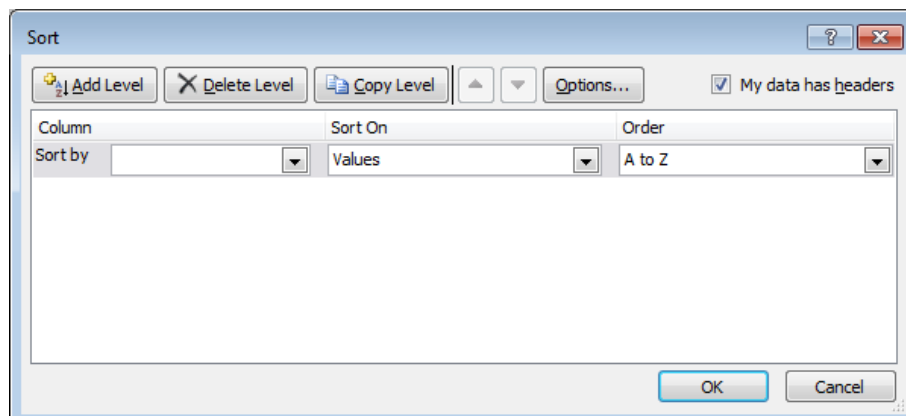
1. Select or click in the list of data you want to sort.

	A	B	C	D	E	F
1	Year	Dept	Subj	Campus	BC	NormEnr
2	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT270	4 - Westville	1	45
3	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	4 - Westville	1	3
4	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	2 - Pietermaritzburg	2	11
5	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT8FR	2 - Pietermaritzburg	2	10
6	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT810	2 - Pietermaritzburg	1	13
7	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT719	2 - Pietermaritzburg	1	9
8	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT719	4 - Westville	1	21
9	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT221	2 - Pietermaritzburg	1	86
10	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT130	4 - Westville	1	443
11	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT140	2 - Pietermaritzburg	2	51
12	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	PD92710	4 - Westville	1	11
13	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT130	2 - Pietermaritzburg	S1	2
14	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH9SY	4 - Westville	1	2
15	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH910	2 - Pietermaritzburg	1	2
16	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH910	4 - Westville	2	2
17	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH778	4 - Westville	2	8
18	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH718	4 - Westville	1	14
19	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH327	2 - Pietermaritzburg	2	23

2. Select the Data tab and click the Sort button in the Sort & Filter group



The Sort dialog box appears.



3. From the Sort By drop-down list, select the column by which you want to sort.  
The drop-down list contains all the column headings from the list.
4. Check that the Sort On drop-down list is set to Values.
5. From the Order drop-down list, select how you want to sort the data, either in ascending or descending order.
6. To sort by another column, click the Add Level button.  
A second drop-down list containing the column headings appears. Repeat steps 3 to 5 for the second sorting level.
7. You can add more sort columns as required. You can change the order of the sort columns if necessary by clicking on the Move Up and Move Down buttons
8. Click OK and the list will be sorted.

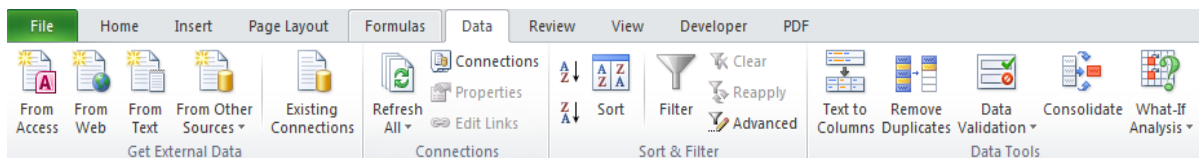
## Filtering Data from a List

When working with large lists of data you may want to view only a subset of the list e.g. if a list contains data for all schools in a College, you may want to view data only for a particular school. You can do this by using the Filter feature in Excel. Filtering a list only displays rows for the criteria you specify and hides rows that don't match the criteria.

1. Select or click in the list of data you want to sort.

	A	B	C	D	E	F
1	Year	Dept	Subj	Campus	BC	NormEnr
2	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT270	4 - Westville	1	45
3	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	4 - Westville	1	3
4	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	2 - Pietermaritzburg	2	11
5	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT8FR	2 - Pietermaritzburg	2	10
6	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT810	2 - Pietermaritzburg	1	13
7	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT719	2 - Pietermaritzburg	1	9
8	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT719	4 - Westville	1	21
9	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT221	2 - Pietermaritzburg	1	86
10	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT130	4 - Westville	1	443
11	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT140	2 - Pietermaritzburg	2	51
12	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	PD92710	4 - Westville	1	11
13	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT130	2 - Pietermaritzburg	S1	2
14	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH9SY	4 - Westville	1	2
15	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH910	2 - Pietermaritzburg	1	2
16	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH910	4 - Westville	2	2
17	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH778	4 - Westville	2	8
18	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH718	4 - Westville	1	14
19	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	MATH327	2 - Pietermaritzburg	2	23

2. Select the Data tab and click the Filter button in the Sort & Filter group



3. Filter arrows appear on the right of the column headings.

	A	B	C	D	E	F
1	Year	Dept	Subj	Campus	BC	NormEnr
2	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT270	4 - Westville	1	45
3	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	4 - Westville	1	3
4	2013	2185 - SCHOOL OF MATHS,STATS &COMP SC	STAT9SY	2 - Pietermaritzburg	2	11

4. Click the filter arrow for the column heading you want to filter.  
A drop-down list appears containing unique values from the column.

5. Remove the check mark from Select All.  
All values in the list are deselected.
6. Select one or more check boxes from the list.
7. Click OK and only the rows that match your selections will be displayed.
8. To filter on additional columns, repeat steps 4 to 7.  
You can apply filters to multiple columns in a list to further streamline the subset of data you want to view. You will notice that the filter arrow on a filtered column changes as below.



9. To remove all filters from the list, click the Clear button on the Data tab.  
To remove a filter from a particular column only, click on the filter arrow for that column and select Clear Filter.  
To remove the filters arrows from the list, select the Data tab and click the Filter button in the Sort & Filter group

## Pivot Tables

Excel pivot tables are very useful and powerful feature of MS Excel. They can be used to easily summarize data.

Table 1 displays a list of qualifications displaying College, Campus, Qualification Level and the registrations in 2011 to 2013. Using Excel pivots, you can easily find out the number of registrations by College and Qualification Level in 2011 to 2013 (see Table 2).

Table 1

Coll.	College	Cam	Qualification	QL	2011	2012	2013
23	CHUM	E	Bachelor of Education	UP	2253	2293	2322
23	CHUM	E	National Professional Diploma in Education	UD	758	735	713
21	CAES	P	Bachelor of Agriculture	UB	9	9	9
23	CHUM	H	Bachelor of Arts	UB	506	481	457
23	CHUM	P	Bachelor of Arts	UB	239	227	215
24	CLMS	W	Bachelor of Commerce	UB	1915	2030	2172
24	CLMS	W	Bachelor of Commerce	UB	1674	1774	1898
21	CAES	H	Bachelor of Science in Engineering	UP	1889	1983	2083
23	CHUM	H	Bachelor of Social Science	UB	388	369	349
23	CHUM	H	Bachelor of Social Work	UP	605	575	546
23	CHUM	E	Advanced Certificate in Education	UC	1242	1266	1266
23	CHUM	P	Advanced Certificate in Education	UC	1082	1103	1103
22	CHS	W	Bachelor of Pharmacy	UP	366	366	366
24	CLMS	H	Bachelor of Laws	UP	1155	1189	1225
24	CLMS	P	Bachelor of Laws	UP	443	456	470
21	CAES	P	Bachelor of Science	UB	222	220	216
21	CAES	W	Bachelor of Science	UB	634	623	614

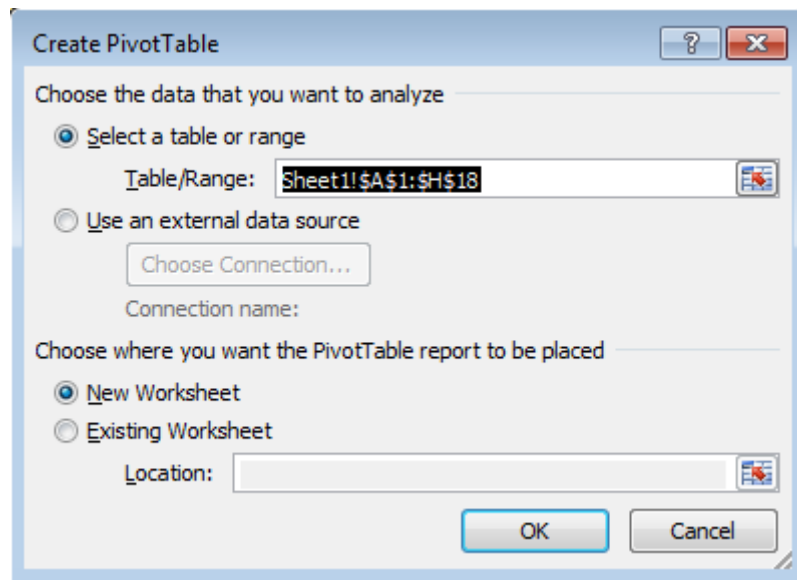
Table 2



College	QL	2011	2012	2013
CAES	UB	865	852	839
	UP	1889	1983	2083
<b>CAES Total</b>		<b>2754</b>	<b>2835</b>	<b>2922</b>
CHS	UP	366	366	366
<b>CHS Total</b>		<b>366</b>	<b>366</b>	<b>366</b>
CHUM	UB	1133	1077	1021
	UC	2324	2369	2369
	UD	758	735	713
	UP	2858	2868	2868
<b>CHUM Total</b>		<b>7073</b>	<b>7049</b>	<b>6971</b>
CLMS	UB	3589	3804	4070
	UP	1598	1645	1695
<b>CLMS Total</b>		<b>5187</b>	<b>5449</b>	<b>5765</b>
<b>Grand Total</b>		<b>15380</b>	<b>15699</b>	<b>16024</b>

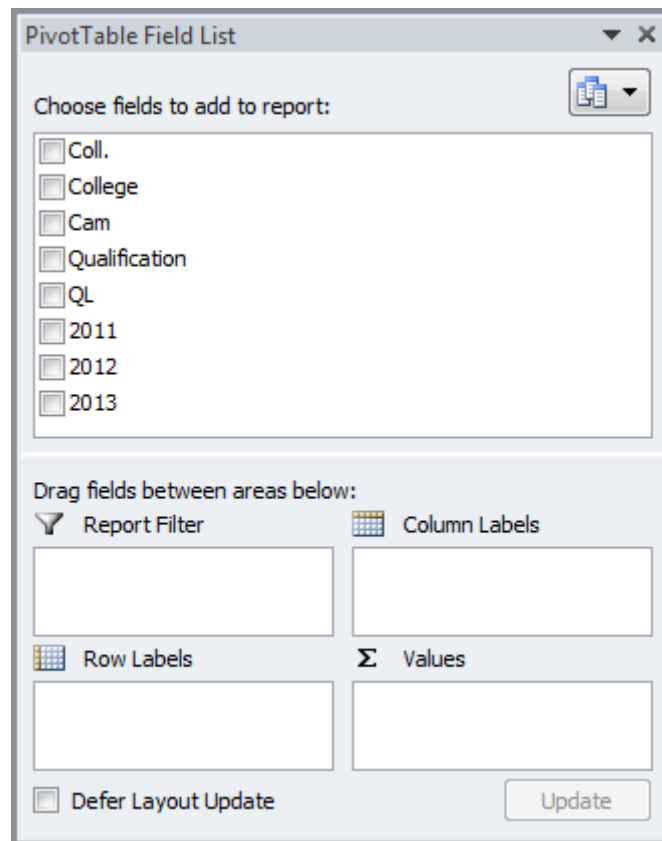
## How to create a Simple Pivot Table using Excel

1. Go to menu and click on Insert
2. Click PivotTable icon  
Excel will display a pivot table wizard where you can specify the source data and pivot table target location.



3. Click on Select a Table or Range
4. Select New worksheet.
5. Click OK.  
Your pivot table will be placed in newly created worksheet.

6. The pivot table is divided into Report Filters (header), Column Labels, Row Labels and Values. The fields in your list are displayed. You can drag and drop the fields you want in each area.



7. Drag and Drop College and QL in the Row Labels.
8. Drag and drop 2011, 2012 and 2013 in the Values.
9. Left click on the 2011. Select the Value Field Settings. Select Sum. Click OK.
10. Repeat Step 6 for 2012 and 2013.
11. Right click inside the pivot. Select PivotTable Options. Select the Display tab. Click on the Classic Pivots.

### Some useful tips on Excel Pivot Tables

- You can apply any formatting to the pivot tables. MS Excel has some very good pivot table formats.
- Whenever the original data from which pivot tables are constructed, just right click on the pivot table and select "Refresh Data" option.
- If you want to drill down on a particular summary value, just double click on it. Excel will create a new sheet with the data corresponding to that pivot report value. (This is extremely useful)
- All columns must have headings.
- There must not be gaps between the heading and the data. Note that empty cells are OK. What isn't OK is a whole row or a whole column of empty cells.
- For detailed information about how to work with PivotTable reports, go to the internet and search for PivotTables using Excel.



## VLOOKUP

This function allows you to look up values in a table/list given another value.

Example:

Table 1 shows registrations by qualification for 2011 and Table 2 shows registrations by qualification for 2012. Excel's VLOOKUP can easily be used to match 2012 registrations in Table 2 to Table 1 using the qualifications in Table 1 as a key to generate Table 3.

**NB: The list of qualifications in Table 2 must be unique.**

Table 1

Qualification	QL	2011
Bachelor of Education	UP	2253
National Professional Diploma in Education	UD	758
Bachelor of Agriculture	UB	9
Bachelor of Arts	UB	239
Bachelor of Commerce	UB	1915
Bachelor of Science in Engineering	UP	1889
Bachelor of Social Science	UB	388
Bachelor of Social Work	UP	605
Bachelor of Laws	UP	443
Bachelor of Science	UB	222

Table 2

Qualification	QL	2012
Bachelor of Agriculture	UB	9
Bachelor of Science	UB	220
Bachelor of Arts	UB	227
Bachelor of Social Science	UB	369
Bachelor of Laws	UP	456
Bachelor of Social Work	UP	575
National Professional Diploma in Education	UD	735
Bachelor of Science in Engineering	UP	1983
Bachelor of Commerce	UB	2030
Bachelor of Education	UP	2293

Table 3

Qualification	QL	2011	2012
Bachelor of Education	UP	2253	2293
National Professional Diploma in Education	UD	758	735
Bachelor of Agriculture	UB	9	9
Bachelor of Arts	UB	239	227
Bachelor of Commerce	UB	1915	2030
Bachelor of Science in Engineering	UP	1889	1983
Bachelor of Social Science	UB	388	369
Bachelor of Social Work	UP	605	575
Bachelor of Laws	UP	443	456
Bachelor of Science	UB	222	220

VLOOKUP format looks like the following:

#### How to use VLOOKUP in Excel

1. Go to the cell where you want to place the retrieved value. Make sure that the lookup value is to the left of the cell.
2. Enter the formula

=vlookup(lookup value, table where values reside, column # where values are located,false)

- lookup value – click on the cell that holds the lookup value.
- table where values reside – highlight the columns of the list where the values reside. Make sure that the first column contains the list of values that you are searching for.
- column # where values are located – insert the column number that contains the value to be retrieved in relation to the first column.