

# Navigating the new ANU Insight – User Guide

<u>ANU Insight</u> was upgraded at the end of September 2017. This user guide provides a quick overview of some of the changes in order to assist you in navigating the new ANU Insight. All the functionality is still there but it may be found in a different location. If you need help, please contact the ANU Insight Service Desk:

# **ANU Insight support contact**

- ANU Insight Service Desk
  - +61 2 6125 8649

Send email

# The Log on screen

Enter your UDS ID and password (see image below) for access to ANU Insight. Your password is normally your UDS or HORUS password.

| ED.                  | Australian<br>National<br>University  |  |  |  |  |  |  |  |
|----------------------|---|--|--|--|--|--|--|--|
| Log in               | n with your UDS ID.   |  |  |  |  |  |  |  |
|                      | User Name   |  |  |  |  |  |  |  |
| C                    | Password  |  |  |  |  |  |  |  |
|                      | Log in  |  |  |  |  |  |  |  |
|                      |   |  |  |  |  |  |  |  |
| Access<br>National   | or use of ANU Insight for purposes not specified by The Australian<br>Il University policy is strictly prohibited and may result in legal action. |  |  |  |  |  |  |  |
| Ensure t<br>your bro | the security of the University's information by logging out and closing<br>owser at the end of your session.                                      |  |  |  |  |  |  |  |
| To arran<br>please o | To arrange access to the system, receive support or for general enquiries, please contact the Insight Service Desk at insight@anu.edu.au.         |  |  |  |  |  |  |  |
|                      |   |  |  |  |  |  |  |  |

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#### The Home screen

| Australien<br>Netronal<br>University ANU Insight |  |                           |                        |                     | ANU Portal 🗸  |  |  |  |  |  |
|--|--|---------------------------|------------------------|---------------------|---|--|--|--|--|--|
| 🚹 Home   | Insight Home   |                           |                        |                     |   |  |  |  |  |  |
|  | Student  | Research                  | Financial              | Human Resources     | s Campus  |  |  |  |  |  |
| O Search   | Enrolment and load   | Grants                    | Financial reporting    | WHS                 | Π   |  |  |  |  |  |
| <b>_</b>   | Student experience   | Publications              | CI financial reporting | Academic activity   | Functions on Campus                                 |  |  |  |  |  |
| My content                                       | Load planning (TM1)  | Publication validation    | Travel reporting       | eForms              | Menu  |  |  |  |  |  |
| Toom content                                     | eForms   | <u>CPA</u>                |                        | PCA                 |   |  |  |  |  |  |
|  |  |                           |                        |                     |   |  |  |  |  |  |
| 😵 Recent   | News O3/10/2017 ANU Insight has been upgraded The ANU Insight portal has gotten a new look   12/09/2017 New income statement report A new income statement report is available News   12/09/2017 Research costing and pricing reports Research costing and pricing reports have been released News |                           |                        |                     |   |  |  |  |  |  |
| Side   |  | _                         |                        |                     |   |  |  |  |  |  |
| imenu  | Recently accessed  | Frequently acces          | ssed Recomm            | ended reports       | My Insight  |  |  |  |  |  |
|  | My modification requests   | Statement of acad         | demic activity Portfo  | lio report pack A   | ANU Insight Training                                |  |  |  |  |  |
|  | <b>A</b> My modification requests  | Q Data reconciliation     | n Projec               | t report pack       | Insight Service Desk                                |  |  |  |  |  |
|  | All publications   | Q Data reconciliation     | n <u>Subpr</u>         | oject report pack P | mail: <u>insight@anu.edu.au</u><br>Phone: 6125 8649 |  |  |  |  |  |
|  | Tracking summary report  | <b>Q</b> Exception Report |                        |                     |   |  |  |  |  |  |
|  | My publications  | Project report pac        | <u>k</u>               |                     |   |  |  |  |  |  |

The new Home screen features the *Menu* at the top with *News* items immediately below. There is a new *Side Menu* for alternative navigation.

### The Menu / Report screen

| Australian<br>Netional<br>University ANU Insight |   |                        |                   |   |                              | ANU Portal 🗸        |  |
|--|---|------------------------|-------------------|---|------------------------------|---------------------|--|
| ▲ Home   | Insight Home » Research » Pub                   | lication validation    |                   |   |                              |                     |  |
|  | Student   | Research               | Financial         |   | Human Resources              | Campus              |  |
| O Search   | Enrolment and load                              | Grants                 | Financial report  | ing   | WHS                          | Π                   |  |
|  | Student experience                              | Publications           | CI financial repo | orting                                      | Academic activity            | Functions on Campus |  |
| My content                                       | Load planning (TM1)                             | Publication validation | Travel reporting  | 1   | <u>eForms</u>                |                     |  |
|  | <u>eForms</u>                                   | <u>CPA</u>             |                   |   | PCA                          |                     |  |
| <b>••</b> Team content                           | Reports for academics                           |                        |                   | Reports fo                                  | or administrators            |                     |  |
| 💉 Recent   | My publications                                 |                        |                   | Acade                                       | mic access and status report | Reports             |  |
|  | My modification requests                        |                        |                   | III Tracki                                  | ing summary report           |                     |  |
|  |   |                        |                   | All put                                     | blications                   |                     |  |
|  |   |                        |                   | Q Data r                                    | reconciliation               |                     |  |
|  |   |                        |                   |   |                              |                     |  |
|  | Help and Support                                |                        |                   | Further Analysis                            |                              |                     |  |
|  |   |                        |                   | No links to further analyses are available. |                              |                     |  |
|  | ANU Insight Training                            |                        |                   |   |                              |                     |  |
|  | Email <u>insight@anu.edu</u><br>Phone 6125 8649 | <u>1.au</u>            |                   |   |                              |                     |  |

The Reports section will display your report. However, to export the report to a different format you

will need to select the

Icon at the top left of the screen.

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This will provide you with the following menu options to export your report.



At the bottom of the screen are the same navigation buttons as before.



For further assistance on any of your reports or if your encounter a problem, please contact the ANU Insight Service Desk:

## **ANU Insight support contact**

ANU Insight Service Desk

+61 2 6125 8649

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