



# One Analytics Console

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Handbook

**CAPITA**

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# 01 / Introduction

## Introduction to the One Analytics Console Handbook

This handbook is designed to help you use the One Analytics Console. It should be used alongside your training materials. Because One Analytics is built upon the Tableau® business intelligence toolset, the Tableau help guides are referenced where appropriate within the document. If you have questions about the software that are not covered within the manuals or training guides, you should check the Tableau online help guides:

Tableau server (online client): <https://onlinehelp.tableau.com/current/server/en-us/help.htm>

**NOTE:** The Tableau help guides fully apply to One Analytics except where they reference connections to other (external) data sources. In One Analytics, you can only connect to data sources provided by Capita One or imported using the One Analytics Import Tool.

## One Analytics Overview

One Analytics is a reporting and analysis solution enabling Local Authorities to:

- Provide all levels of management with access to information through dashboards displaying trends within their Capita One data.
- Provide self-service reporting, enabling all users with the appropriate permissions to report on their data, even if they do not consider themselves to be report writers.
- Analyse geographic patterns within their One data to identify different needs and levels of service provision across each local area.
- Use filters and dashboards to understand the impact of particular services on vulnerable groups, and identify those where additional support is required.
- Support multi-agency working, early intervention and close relationships with other agencies by sharing dashboards (and self-service reporting, if desired) with partners such as schools, academies, health and police.
- Access prebuilt dashboards and reports available through the Report Catalogue.

# 02 / The One Analytics Console

## Introduction

The One Analytics Console is a wrapper on top of One Analytics Server. It is designed for use by report interactors and data discoverers. As well as being able to access the server through the console, you can also use it to view SSRS reports individually and alongside One Analytics reports in the One Analytics Console Report Viewer.

Through One Analytics Server, you can analyse and report on data held within the data warehouse, and use it to create, share and collaborate on visualisations and dashboards.

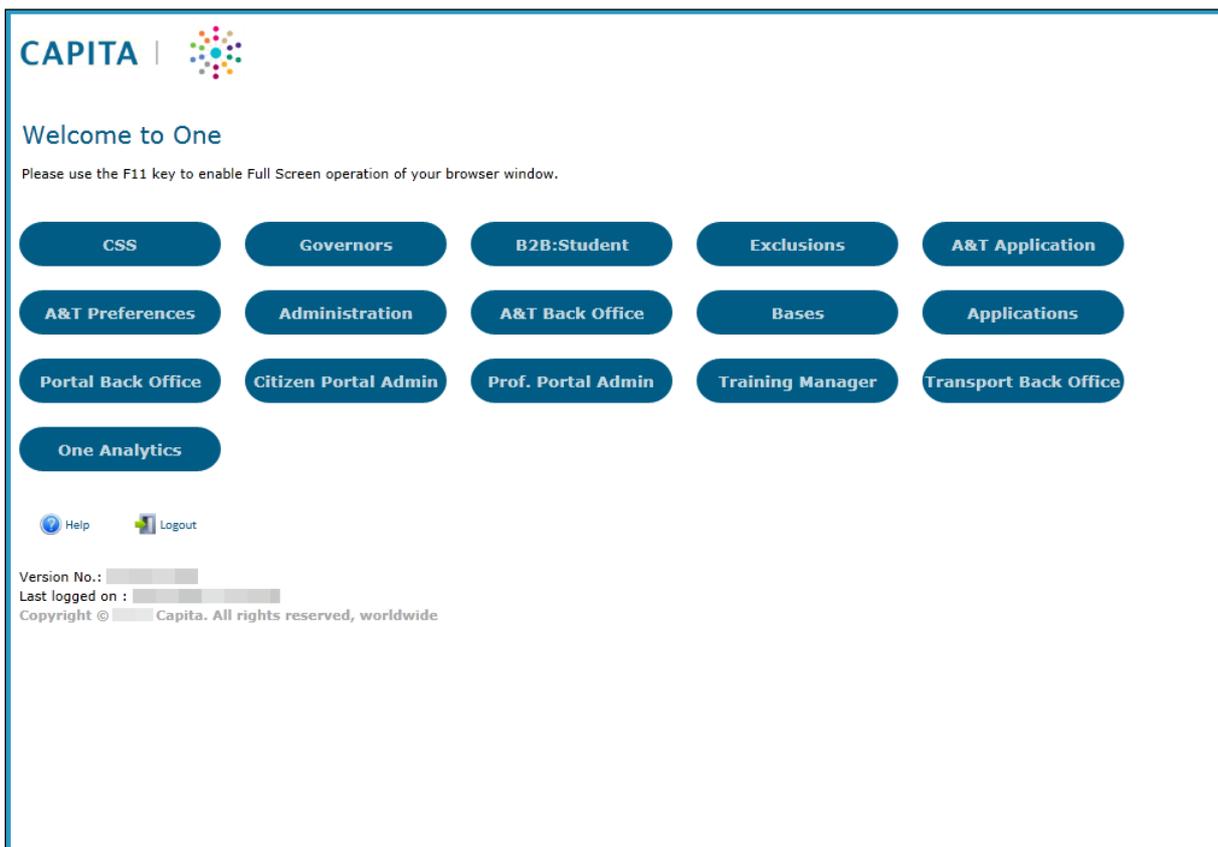
You log in to the One Analytics Console using your Capita One login credentials.

## Accessing the One Analytics Console

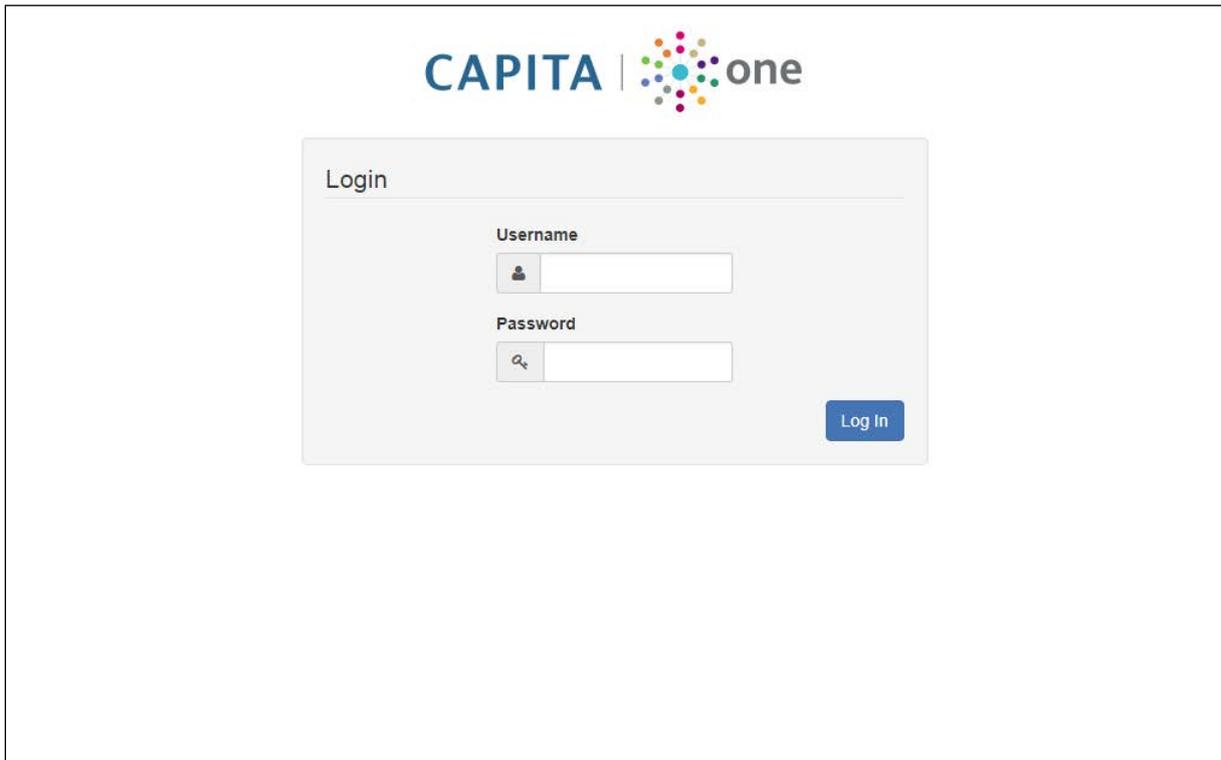
The One Analytics Console is accessed through One v4 Online.

To access the Console:

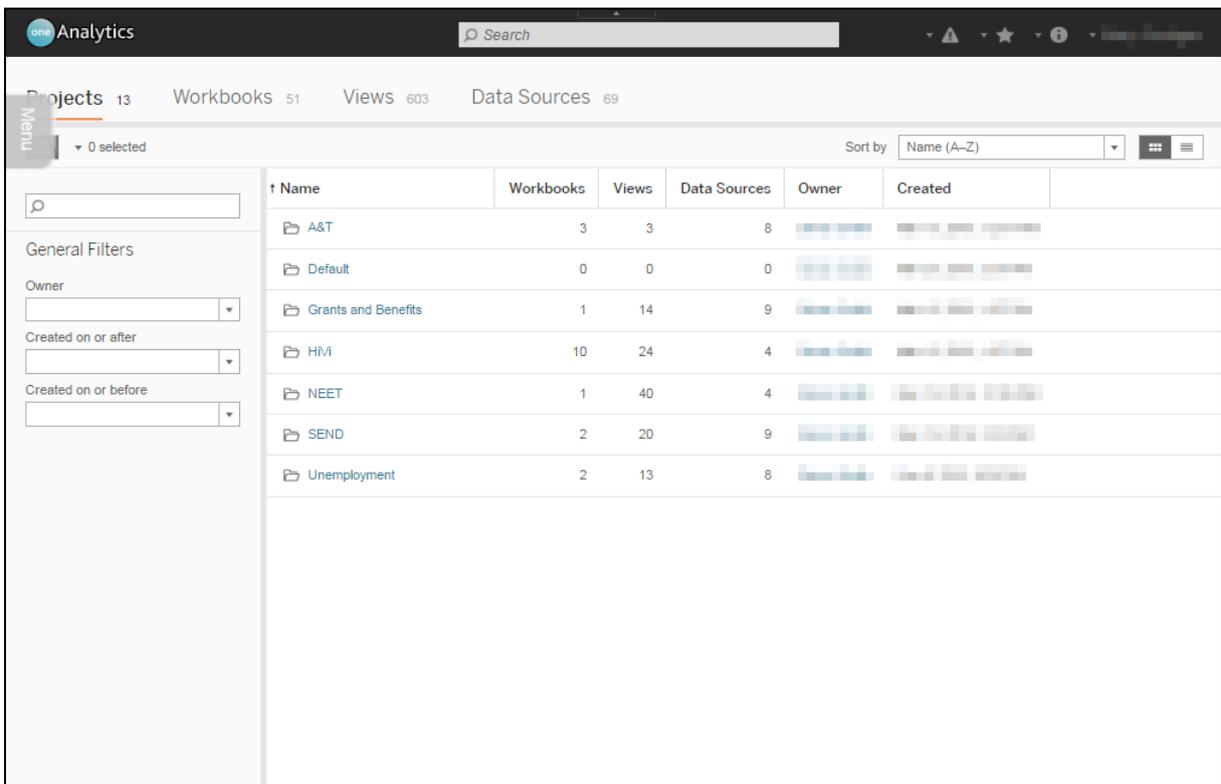
1. Log in to One v4 Online.



- Click the **One Analytics** lozenge to display the One Analytics login screen.



- Enter your Capita One **Username** and **Password**.
- Click the **Log In** button to display the One Analytics Console homepage.



## The One Analytics Console

From this page, you can access **Projects**, **Workbooks**, **Views** and **Data Sources**, depending on your permissions. You can also access the One Analytics Report Viewer through the **Menu** tab (see [The One Analytics Console Report Viewer](#) on page 5).

The screenshot displays the One Analytics Console interface. At the top, there is a search bar and navigation icons. Below the search bar, the main content area is titled "Data Sources" with a count of 69. A "Menu" tab is visible on the left side of the table. The table has columns for "Workbooks", "Views", "Data Sources", "Owner", and "Created". The table is sorted by "Name (A-Z)".

	Workbooks	Views	Data Sources	Owner	Created
	3	3	8		
	0	0	0		
ews and Benefits	1	14	9		
	10	24	4		
	1	40	4		
	2	20	9		
ployment	2	13	8		

# 03 / The One Analytics Console Report Viewer

## Introduction

The One Analytics Console Report Viewer enables you to view SSRS reports and One Analytics charts within the One Analytics Console. You can use the report viewer to display a single report on its own or four reports simultaneously.

## Using the One Analytics Report Viewer

### Accessing the Report Viewer

To access the report viewer:

1. In the One Analytics Console, select the **Menu** tab to expand the navigation menu.



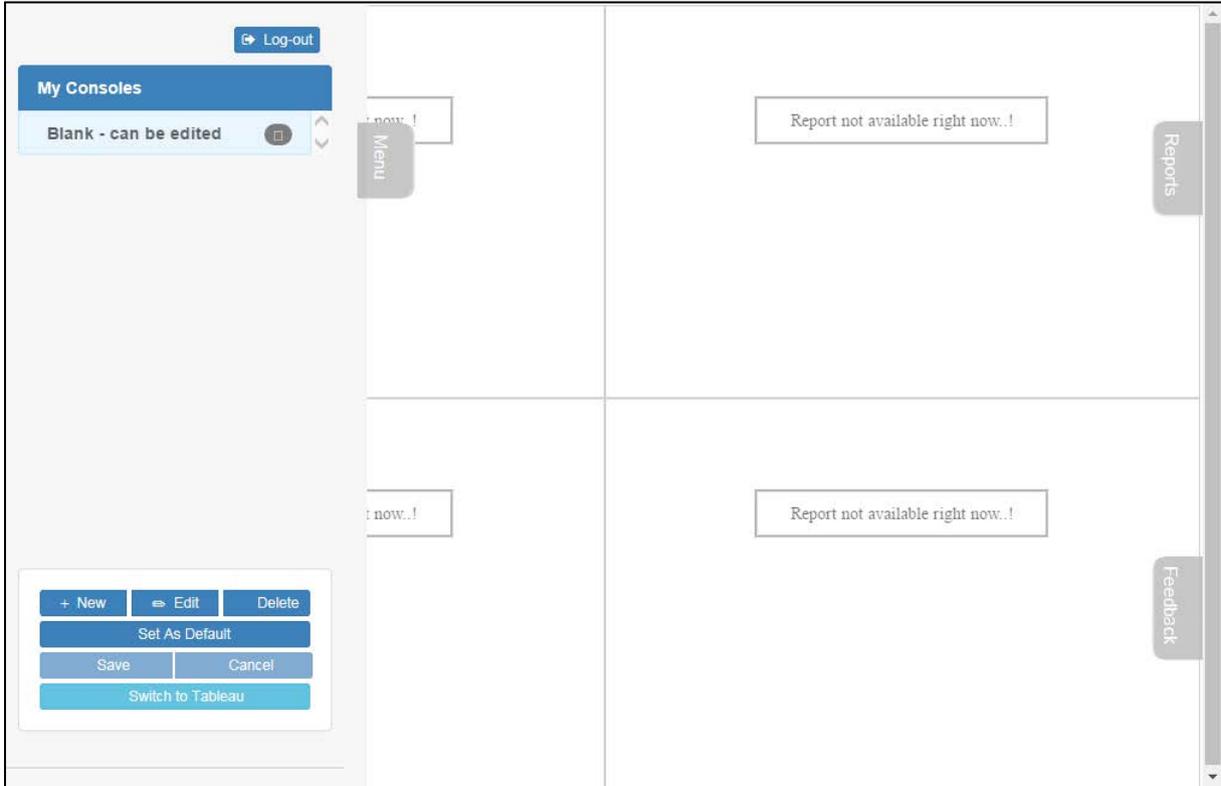
2. Click the **Switch to Console** button to display the One Analytics Report Viewer homepage.

## Creating a Report Viewing Grid

Report viewing grids can display one or four reports. After a grid is saved for the first time, the number of reports displayed in that grid cannot be altered. If you want to change the number of reports, you must create a new grid.

To create a new report viewing grid:

1. On the report viewer homepage, select the **Menu** tab to display the **My Consoles** list.



2. Click the **New** button to display the options for a new grid.

A form for creating a new console grid. It has a 'Console Name' field with a placeholder 'Name of Console'. Below it is a 'Number Of Pane' section with two radio buttons: 'One' and 'Four'. At the bottom are 'Save' and 'Cancel' buttons.

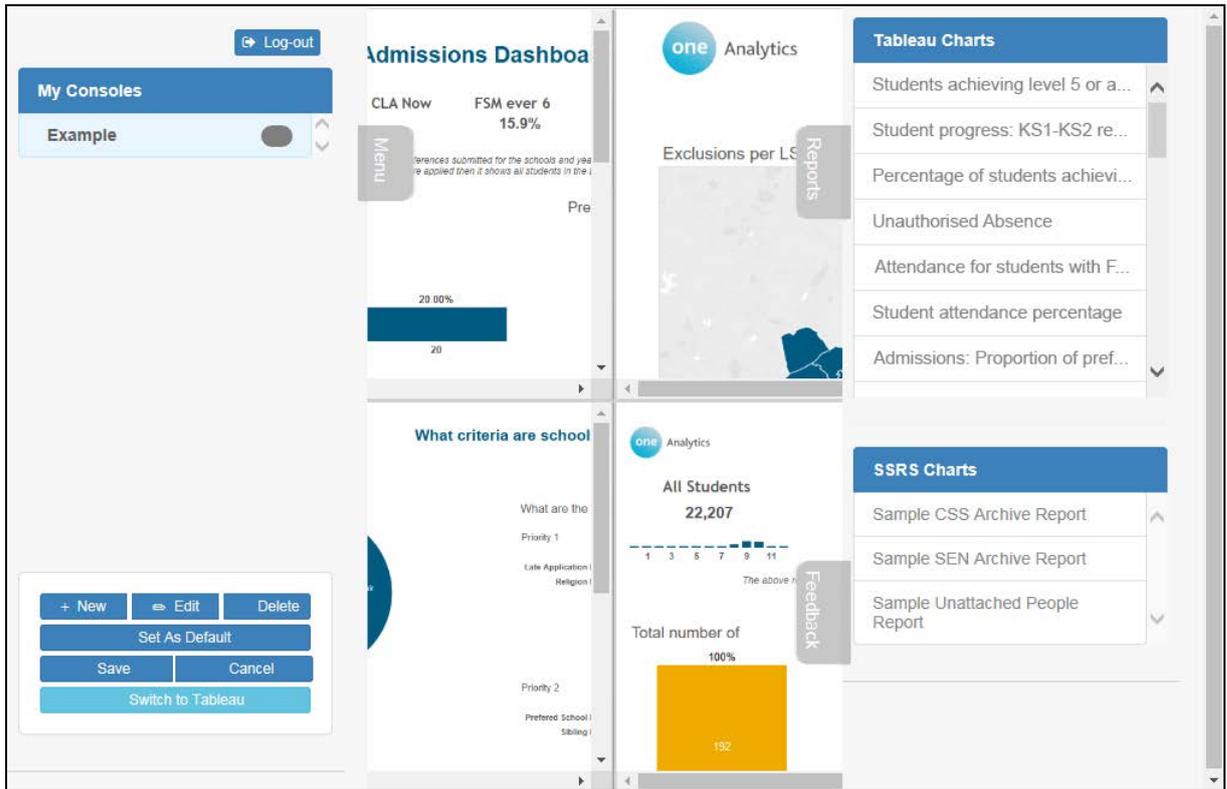
3. In the **Console Name** field, enter the name of the new grid.
4. In the **Number Of Pane** area, select **One** or **Four**. This determines how many reports are displayed in the grid.

5. To assign reports to specific panes:
  - a. Select the **Reports** tab to display a list of available charts.



- b. From the lists of available reports, drag a report to the pane in which you want it displayed.
    - c. If prompted, enter your **Log In Name** and **Password**.

d. Repeat for the additional reports you want displayed.



6. If not already displayed, select the **Menu** tab.
7. Click the **Save** button to save the grid configuration.
8. If you want to make the grid the default displayed when logging in, click the **Set As Default** button. The default grid has a black circle next to its name, and is highlighted in yellow when it is not selected.

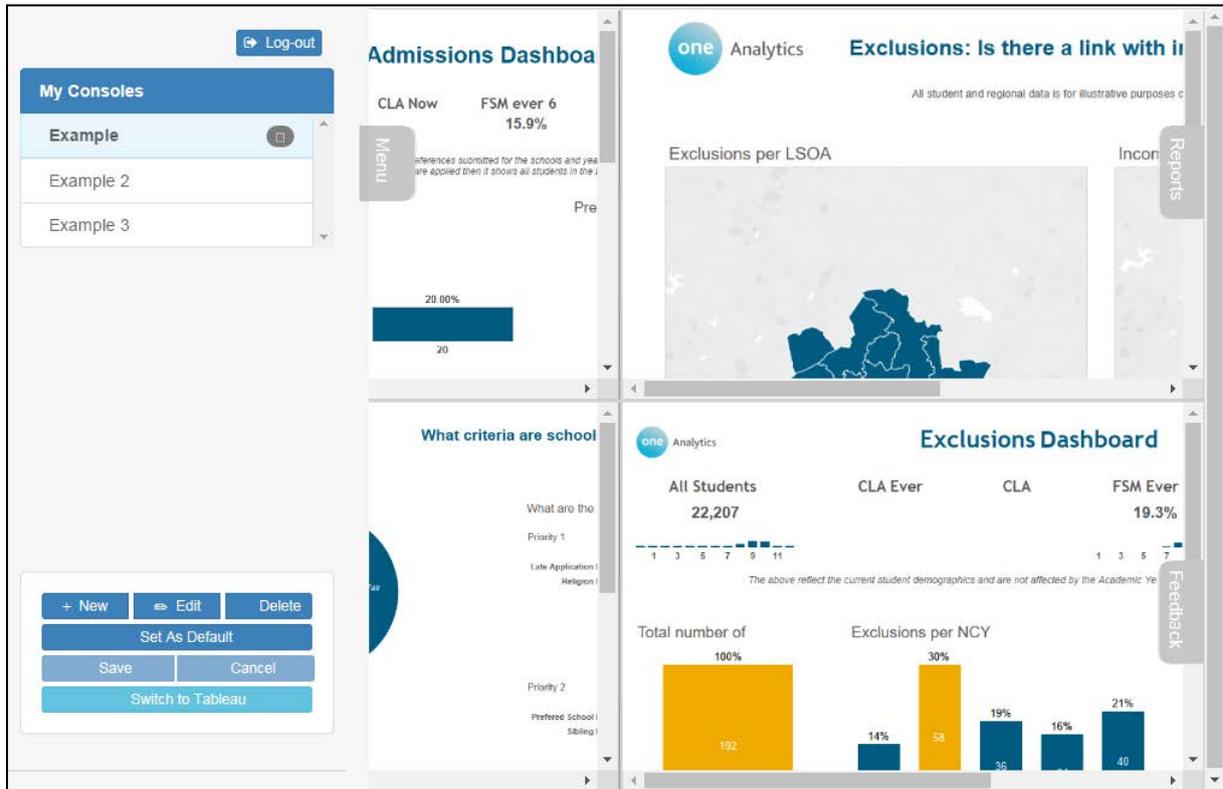


## Editing a Grid

After making a grid, you can edit the name and change the reports that are displayed within it. However, you cannot change the number of reports displayed, this is fixed at one or four depending on how the grid was originally configured.

To edit a grid:

1. In the report viewer, select the **Menu** tab to display the **My Consoles** list.



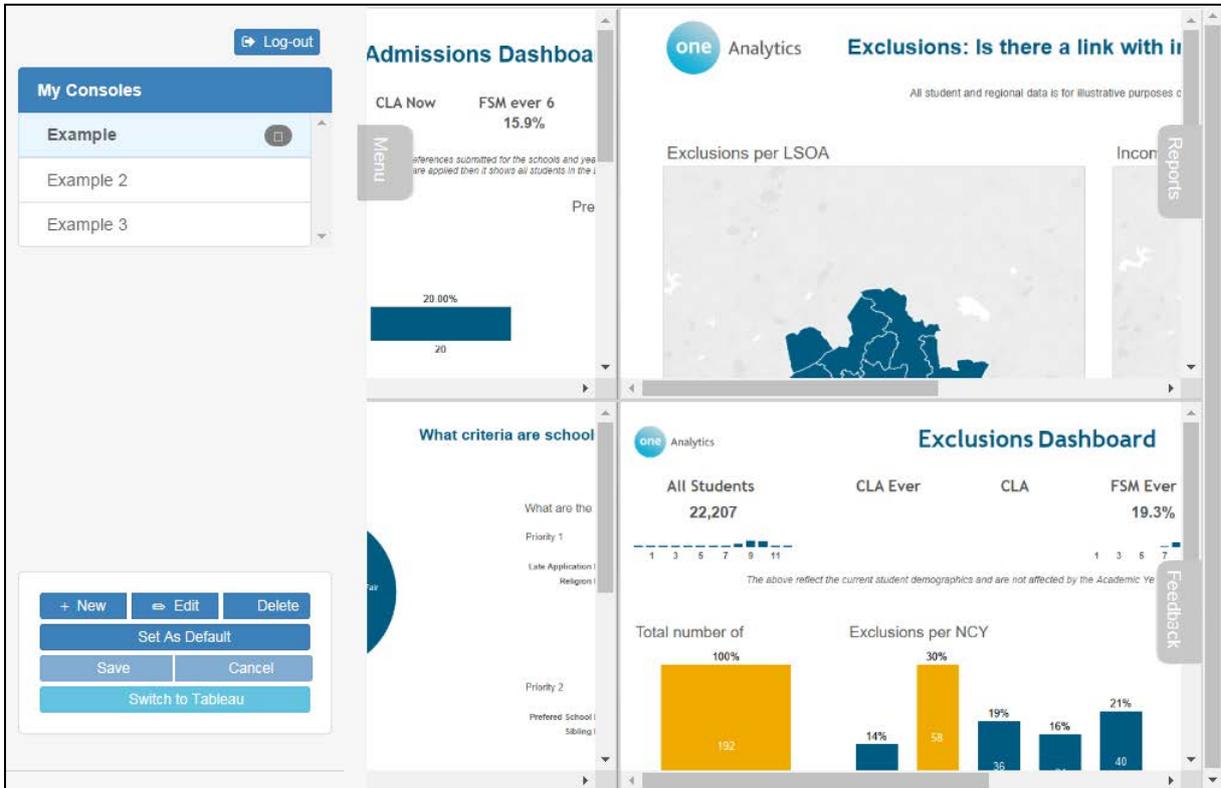
2. In the **My Consoles** list, highlight the grid you want to edit.
3. Click the **Edit** button to display the options.
4. Adjust the name or displayed reports as required.
5. Click the **Save** button to record the changes.

## Assigning a Default Grid

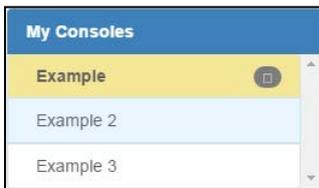
If you have created more than one grid, you can designate a default grid that displays automatically when logging into the report viewer.

To assign a default grid:

1. In the report viewer, select the **Menu** tab to display the **My Consoles** list.



2. In the **My Consoles** list, select the grid you want to make the default. The currently selected grid is highlighted in blue. The current default grid is highlighted in yellow.



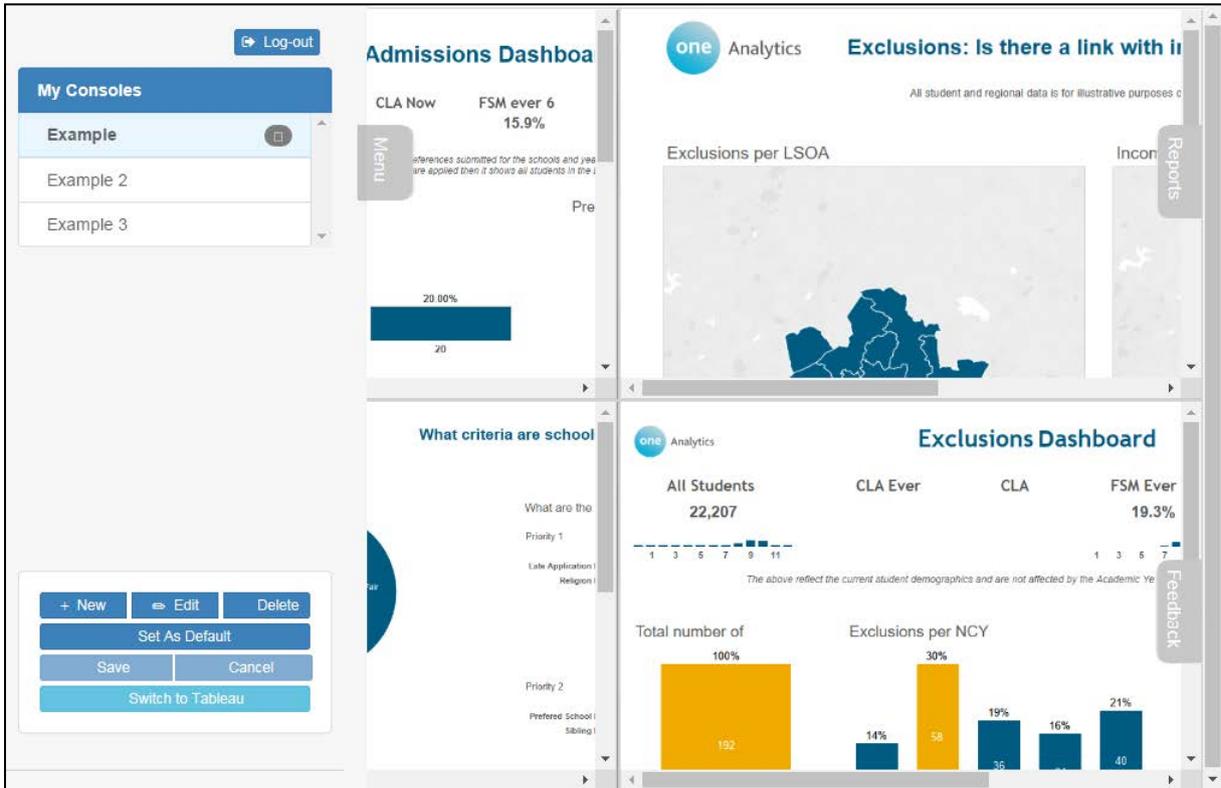
3. Click the **Set As Default** button to make the currently selected grid the default. A confirmation message is displayed and the new default grid has a black circle displayed next to the name.



## Deleting a Grid

To delete a grid:

1. In the report viewer, select the **Menu** tab to display the **My Consoles** list.



2. In the **My Consoles** list, highlight the grid you want to delete.
3. Click the **Confirm** button to delete the grid.

# 04 / The One Analytics Server

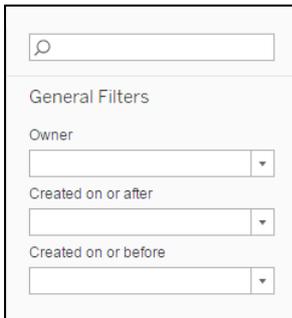
## Introduction

You can navigate between the different areas of One Analytics using the **Projects**, **Workbooks**, **Views** and **Data Sources** tabs.

You can display the content within each tab by thumbnails or in a list, display or hide the **General Filters** pane, or change the order in which content is displayed using the display options provided within the tab:



Within each tab, you can search for an item of content, or filter those displayed in the **General Filters** pane:



The filters available vary with the content type.

## Projects

Projects are used to group and organise workbooks, views and data sources. The projects you can access depend on your permissions. Projects are created and configured by the system administrator.

## Workbooks

Workbooks contain visualisations (reports or dashboards). They connect to the data sources that provide the data structure for your visualisations. A workbook can connect to multiple data sources and contain multiple worksheets (one per report) and dashboards.

A workbook can only belong to a single project.

## Views

A view or visualisation is a report or dashboard created within a workbook. The **Views** tab displays all views you are authorised to access.

## Data Sources

One Analytics uses data sources to organise the data within the data warehouse. They contain module-specific data as well as common student and base data. Data sources enable you to create visualisations using data items that are organised into folders and contain metadata in tool tips to provide additional information on what the data item contains. Hierarchical data items enable you to drill-down through data layers within visualisations.

Data sources contain the following elements:

### Dimensions

Dimensions are independent data items that do not require aggregating. Dimensions are usually discrete data items.

### Measures

Measures are a function of one or more dimensions. They are usually continuous.

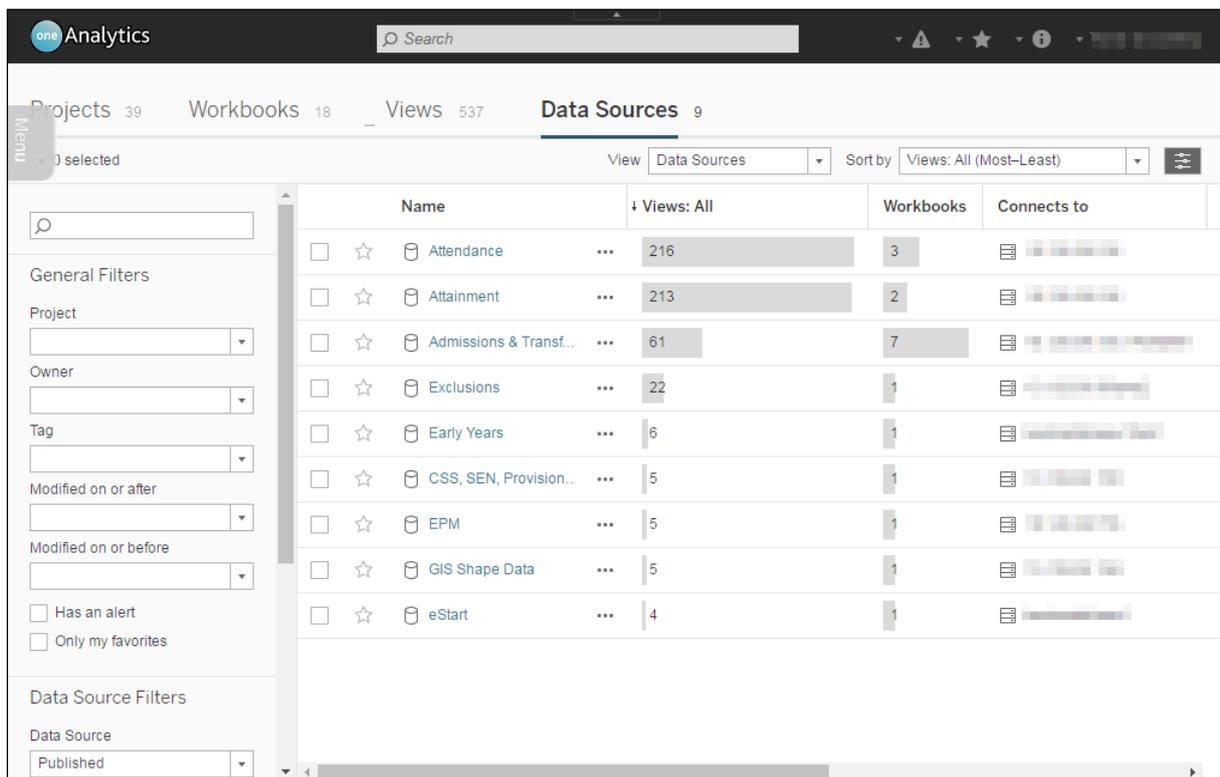
### Parameters

Parameters are predefined elements that enable you to replace constant values in calculations, filters or reference lines with a dynamic value that can be changed within a worksheet or dashboard. Parameters can only be created or edited in One Analytics Desktop, however you can use them in views in which they have already been entered.

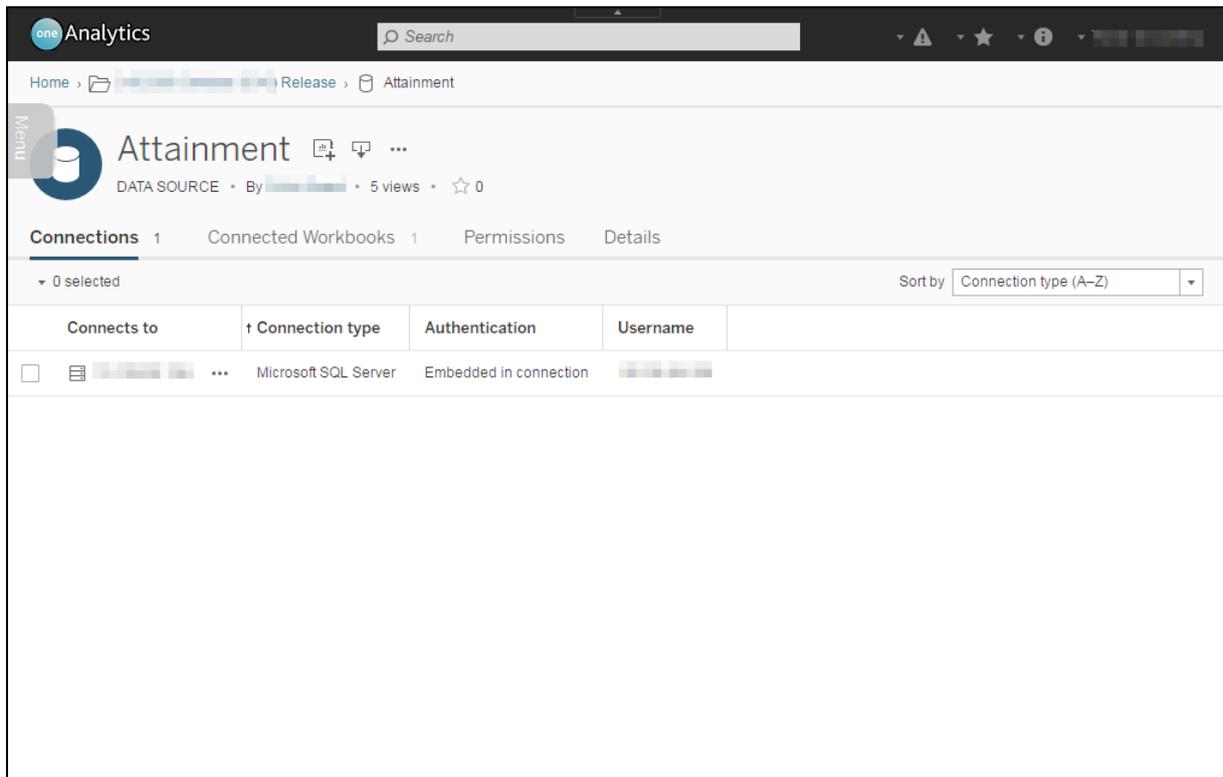
## Connecting to a Data Source

To connect to a data source:

1. Log in to the One Analytics Console.
2. Select the **Data Sources** tab to display the available data sources.



3. Click the required data source in the **Name** column to display the **Data Source** screen.



You are now connected to the data source and can interact with it by creating a new workbook using the **New Workbook** button.

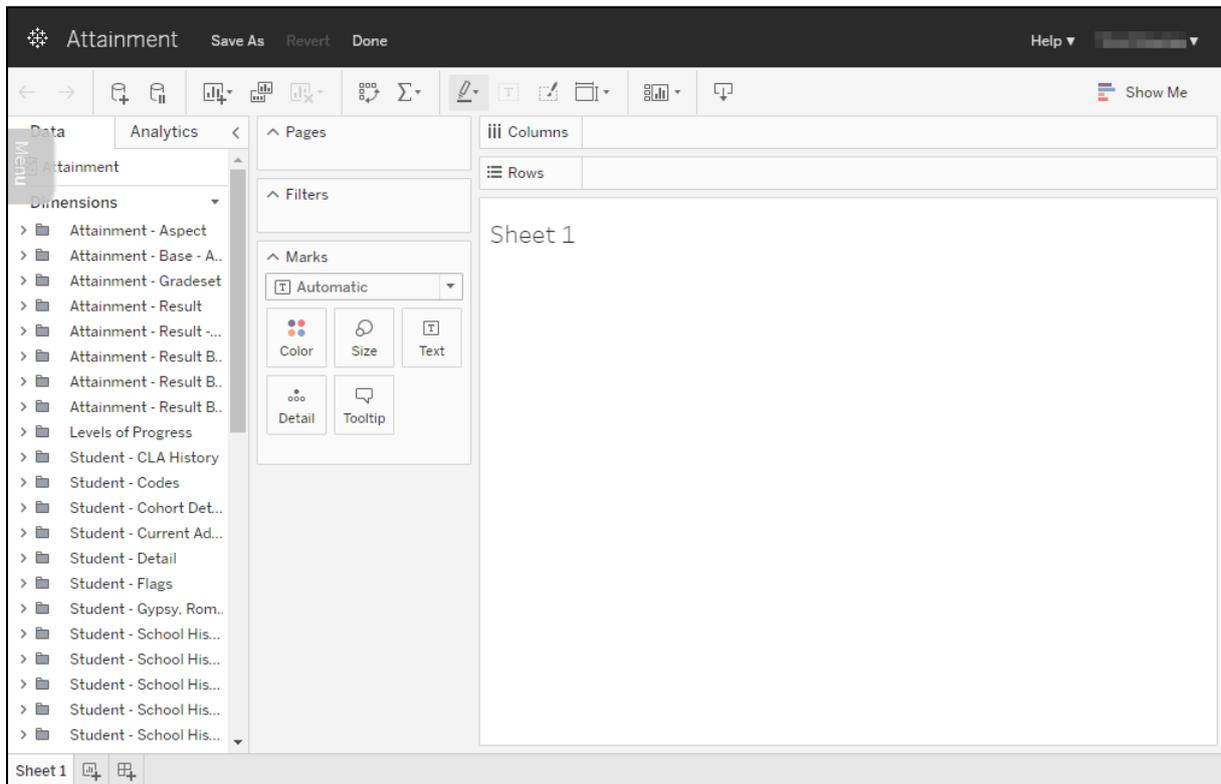
## Creating a New Workbook

Only users with the appropriate permissions can connect a new workbook to a data source.

To connect a new workbook to a data source:

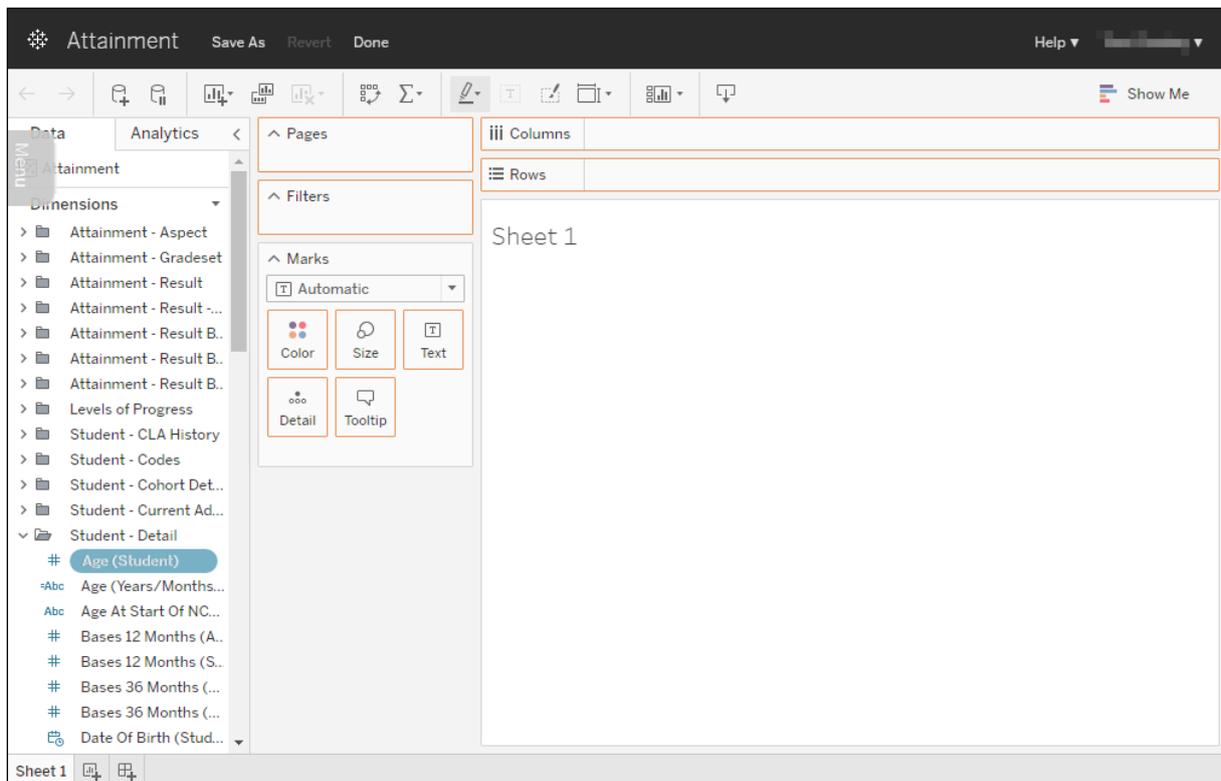
1. Connect to the required data source.

- Click the **New Workbook** button to create a blank workbook in a new web browser tab.

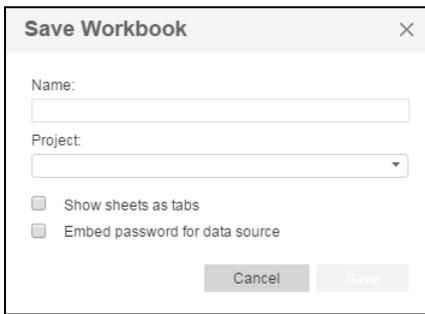


- Create the workbook as required by dragging and dropping dimensions and measures from the **Data** tab onto the sheet.

When you drag a dimension or measure, the shelves or cards onto which you can drop it display an orange border.



- To save the workbook, click the **Save As** button to display the **Save Workbook** dialog.



- Enter a **Name** for the workbook, and select a **Project** from the drop-down.
- Select the other options as required.

**NOTE:** Selecting the **Embed password for data source** check box enables you to store the database credentials for the data source within the workbook. This means users do not have to sign in to the database to connect to the data source from the workbook. Users still need to sign in to One Analytics if this option is selected.

- Click the **Save** button to close the dialog and update the workbook.



- Click the **Done** button to close the workbook and return to the **Data Source** screen.

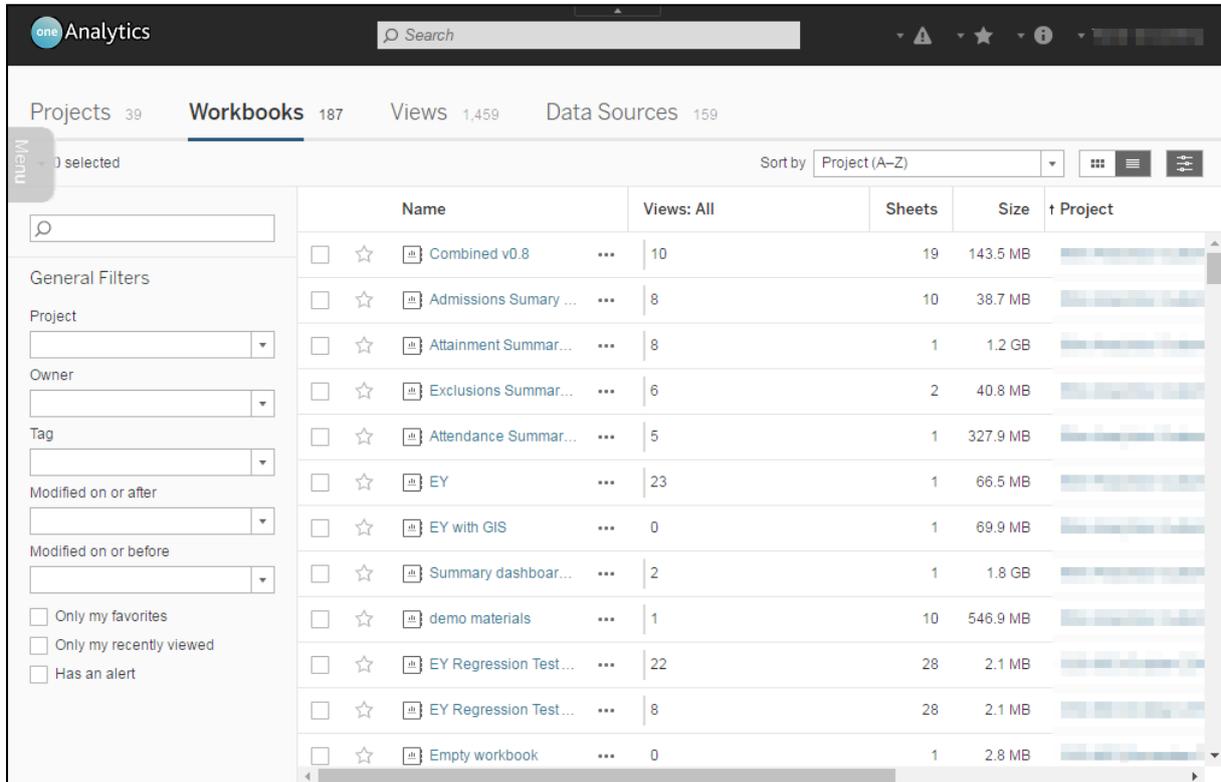
**NOTE:** If the workbook is not displayed in the **Connected Workbooks** tab, refresh the page.

## Downloading a Workbook

Users with the appropriate permissions can download workbooks.

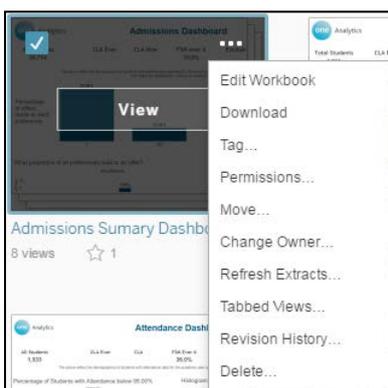
To download a workbook from One Analytics Server:

1. Select the **Workbooks** tab to display the available workbooks or locate the required workbook in a project.



2. Click the ellipsis (...) for the required workbook to display the drop-down with available options.

**NOTE:** In the thumbnail view, you need to hover the cursor over the workbook to display the ellipsis.



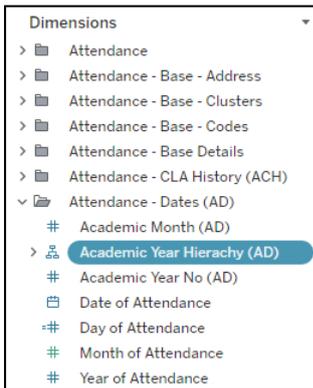
3. Select **Download**.

The workbook is saved to your default download location as a TWBX file.

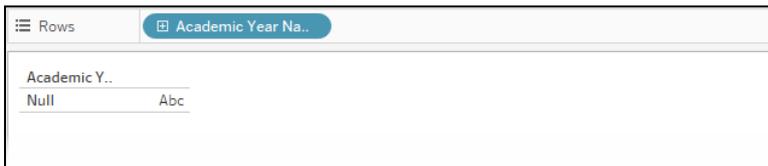
# 05 / Hints and Tips

## Hierarchies

One Analytics data sources contain hierarchical dimensions. Hierarchical dimensions can be expanded to enable a deeper analysis into the data. They are denoted by a hierarchy symbol next to the dimension name.



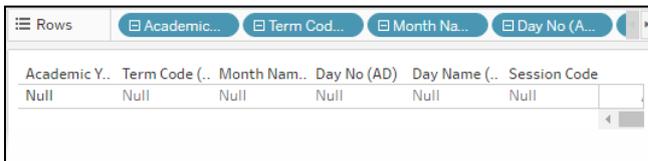
Hierarchical dimensions are dragged onto the **Rows** and **Columns** shelves like other dimensions.



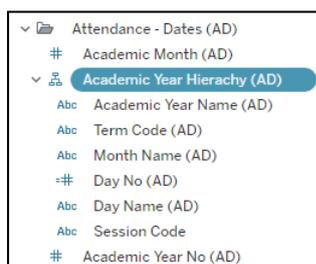
To expand the hierarchy, click the **+** icon next to the name of the highest-level item within the hierarchy. This displays the next level of data.



You can repeat this for as many levels of data as the hierarchy contains.



You can also expand the hierarchy in the **Dimensions** pane to display all of the levels, enabling you to access a certain level without expanding each previous level manually.



## Useful Hierarchies

### Mark Type (Attendance)

The **Mark Hierarchy** dimension (**Dimensions | Attendance - Mark Type**) contains the following levels:

- **Statistical Meaning Description**
- **School Meaning Description**
- **Attendance Mark.**

Statistical Meaning Description / School Meaning Description / Attendance Mark											
Approved Educational Authority							Attendance Not Required				Auth
Null	Approved sports...	Dual registration	Educated off site	Educational visit	Interview	Work experience	Enforced closure	Non-compulsory school age absence	School closed to pupils and staff	Excluded (no alternative)	
Null	P	D	B	V	J	W	Y	X	#	E	
Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	

Statistical Meaning Description	School Meaning Description	Attendance Mark
Null	Null	Null
Approved Educational Authority	Educated off site (NOT Dual Registration)	B
	Educational visit or trip	V
Attendance Not Required	Enforced closure	Y
	Non-compulsory school age absence	X
	School closed to pupils and staff	#
Authorised Absence	Excluded (no alternative)	E
	Family holiday (agreed)	H
	Illness (NOT medical or dental etc. appointments)	I
	Medical/Dental appointments	M
	Other authorised circumstances (not covered by another appropriate code/description)	C
	Religious observance	R

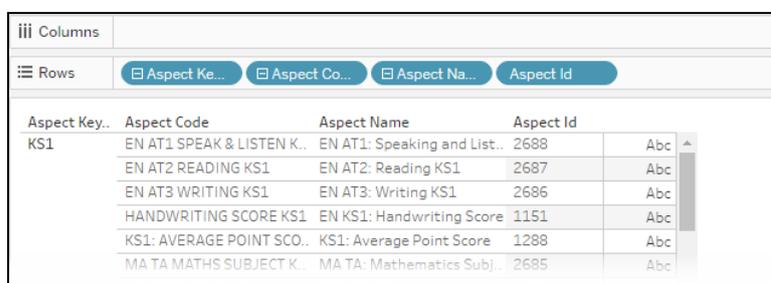
## Hints and Tips

Statistical Meaning Description	School Meaning Description	Attendance Mark
No Mark	All should attend / No mark recorded	-
Present	Late (Before registers closed)	L
	Present (AM)	/
	Present (PM)	\
Unauthorised Absence	Family holiday (NOT agreed or days in excess of agreement)	G
	Late (After registers closed)	U
	No reason yet provided	N
	Unauthorised absence (not covered by another appropriate code/description)	O

## Aspect Hierarchy (Attainment)

The **Aspect Hierarchy** dimension (**Dimensions | Attainment - Aspect**) contains the following levels, enabling you to view the different codes, names, and IDs associated with the different aspect key stages:

- **Aspect Keystage**
- **Aspect Code**
- **Aspect Name**
- **Aspect Id.**



Aspect Key..	Aspect Code	Aspect Name	Aspect Id
KS1	EN AT1 SPEAK & LISTEN K..	EN AT1: Speaking and List..	2688
	EN AT2 READING KS1	EN AT2: Reading KS1	2687
	EN AT3 WRITING KS1	EN AT3: Writing KS1	2686
	HANDWRITING SCORE KS1	EN KS1: Handwriting Score	1151
	KS1: AVERAGE POINT SCO..	KS1: Average Point Score	1288
	MA TA MATHS SUBJECT K..	MA TA: Mathematics Subj..	2685

The **Aspect Name** level is useful for filtering aspects as it enables you to view the name, not the code or ID, which might not always be sufficiently descriptive.

## Pausing Auto Updates

Every time you add a data item or calculation to a worksheet, it is automatically repopulated with all the data you have requested. If you are working with a large amount of data, this can cause One Analytics to experience reduced performance.

You can increase the performance of One Analytics when using large amounts of data by pausing the auto-update function.

To stop the worksheet automatically updating, click the **Pause Auto Updates** icon.



*Pause Auto Updates icon*

To resume the automatic updates, click the **Resume Auto Updates** icon.



*Resume Auto Updates icon*

## Reporting on Vulnerable Groups

You can use One Analytics to report on risks that have been recorded against students in One v4. This enables you to identify vulnerable groups and highlight people at risk, according to the risk categories that have been imported into One Analytics.

Risk categories imported from One v4 populate the following dimensions:

### Student - Detail:

- **Assessment Date**
- **Risk End Date**

### Student - Codes:

- **Risk Category Code**
- **Risk Category Code Description**

Each risk category imported also creates two flags:

- **[Risk Category Code] Now**
- **[Risk Category Code] Ever**

These flags are listed in the **Dimensions** pane below the folders, and have values of True, False and Null. If required, you can add the flags to a specific folder and create aliases for the values. You can add the flags to visualisations to indicate whether students currently belong or have ever belonged to a vulnerable group.

Student Id (Student)	DD Ever	DD Now	DP Ever	DP Now	ESS2 Ever	
1	False	False	False	False	False	Abc
2	False	False	False	False	False	Abc

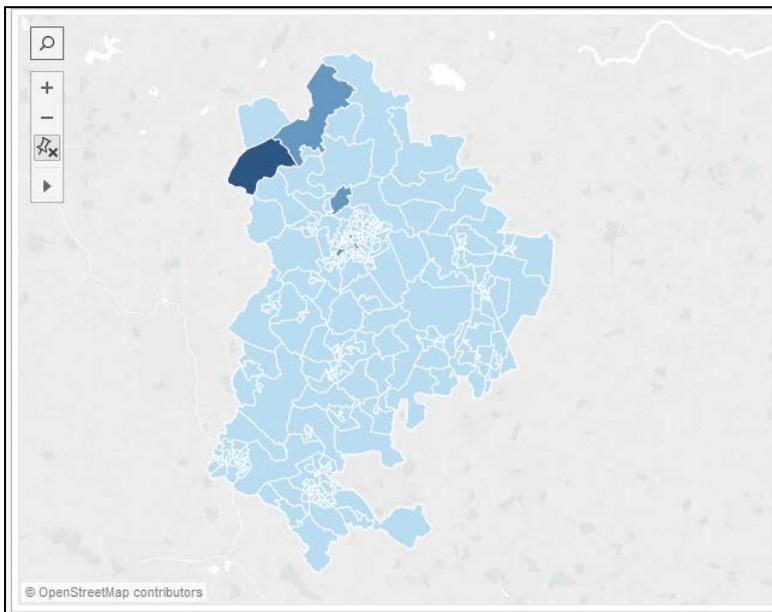
# 06 / Using Maps within One Analytics

## Introduction

One Analytics enables you to use geospatial data held within the data sources to display information in map format. You can create two types of map:

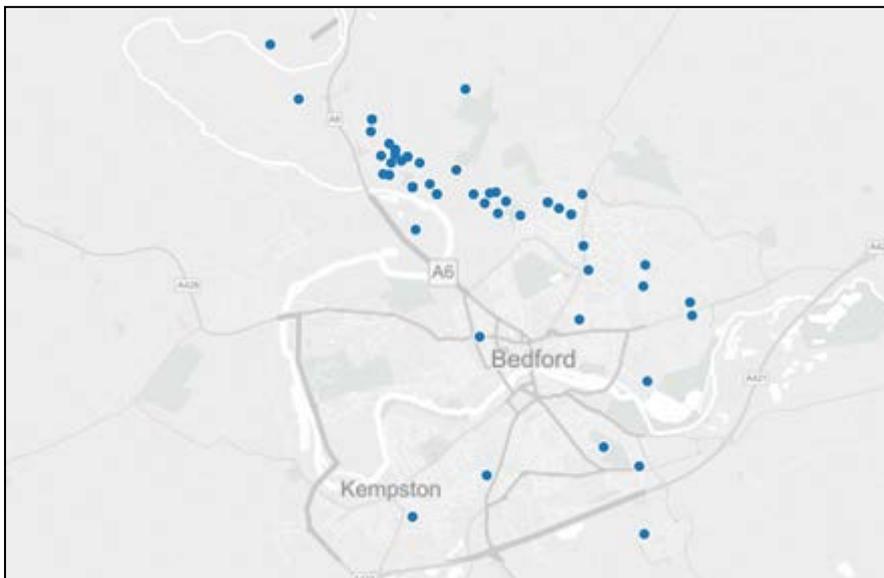
### Polygon Maps

Polygon maps compare information between different areas or polygons on a map. Polygons are formed based on geographical areas, and data is selected and plotted against these areas.



### Point Maps

Point maps are used to identify clusters or patterns within an area. Latitudinal and longitudinal points are plotted on the map, and significance can be given to the different points through colour or size.



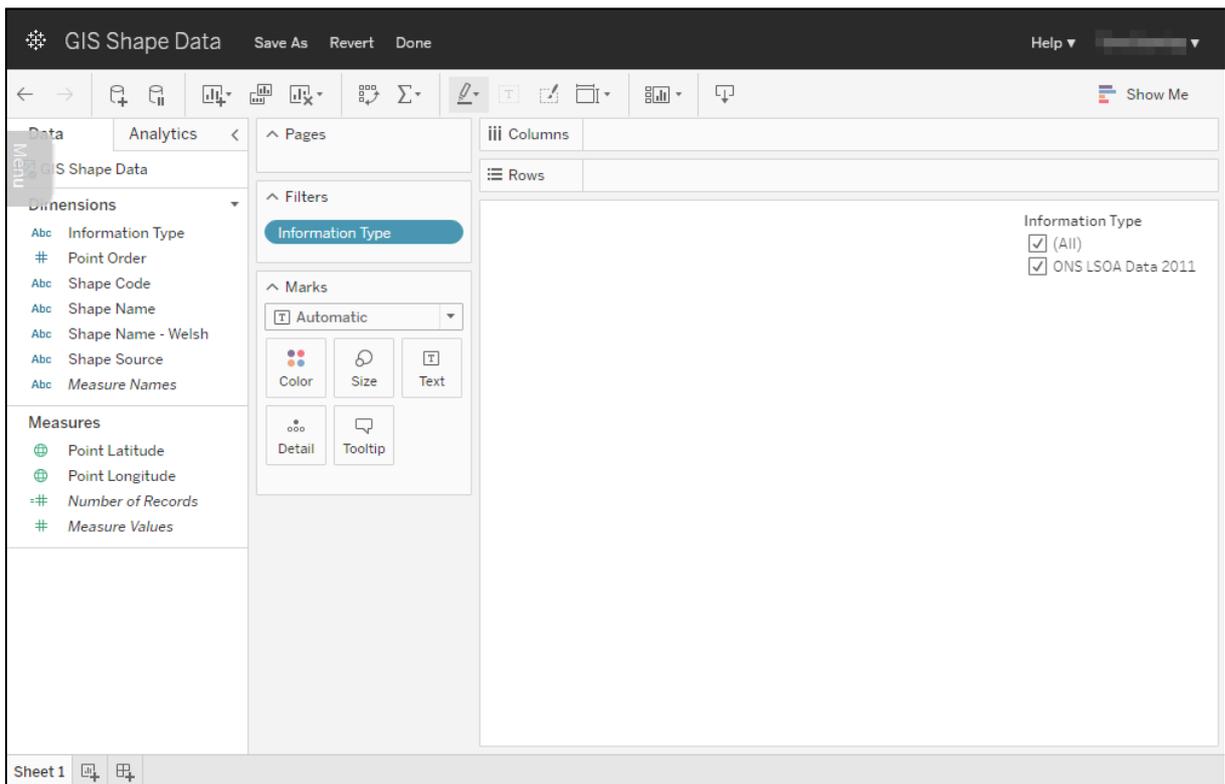
## Plotting Polygons on Maps

You can plot polygons on a map using the GIS Shape Data data source. Entering longitude and latitude details in the **Row** and **Column** shelves in One Analytics automatically produces a map of the specified area, but unless it has data plotted against it, it is unlikely to be of benefit. You can blend the geographic data with other data sources to display information about the geographic area covered by the polygons in a variety of ways, e.g. heatmaps.

GIS Shape Data data sources can contain different types of shape data, e.g. Super Output area and school catchment areas. These are identified by the **Information Type** dimension. You should only plot polygons from one shape set onto a map, unless you are certain that they do not contain overlapping geographical areas, e.g. Super Output and school catchment shape sets are likely to overlap each other, so plotting them on the same map will result in conflict errors. If the data source contains overlapping shape sets or shape sets you do not need, you should filter them out (see *Step 2*) when creating the polygon map to avoid any conflict errors or unnecessary data processing. If you want to plot your data against multiple shape sets, you should create a map for each set.

To create a new polygon map:

1. Connect to the GIS Shape Data data source.
2. If required, filter out any overlapping or unnecessary shape sets:
  - a. Drag and drop the **Information Type** dimension from the **Dimensions** pane to the **Filters** card to display the **Information Type** filter card in the worksheet.

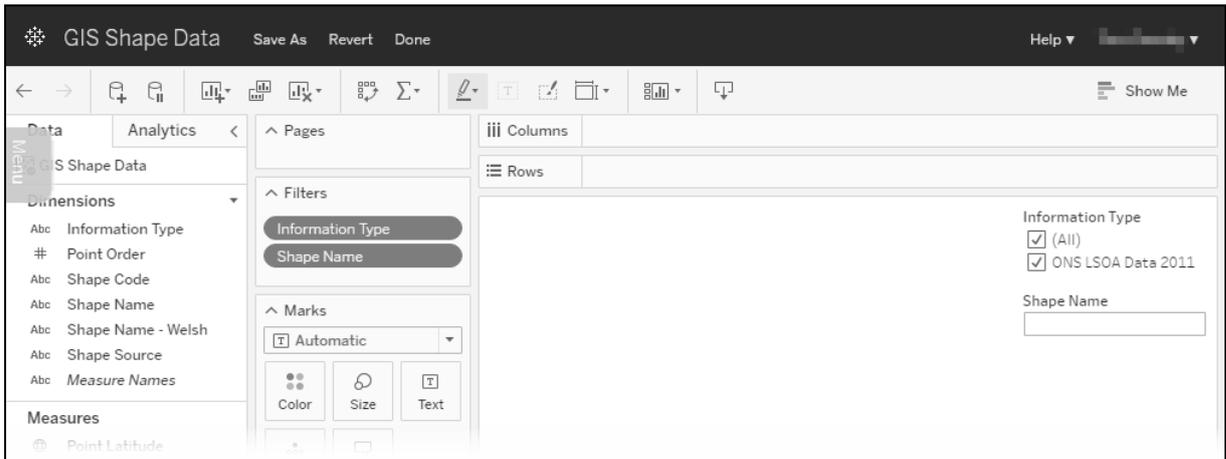


- b. If required, in the **Information Type** filter card, deselect any shape types you do not want to use.
3. If you want to include or exclude certain areas or shapes from the map, e.g. if the **Information Type** shape set contains shapes that are not relevant to you because some shapes fall far outside your LA boundaries, you can apply a shape name filter.

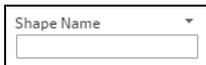
## Using Maps within One Analytics

To apply a shape name filter:

- a. Drag and drop the **Shape Name** dimension from the **Dimensions** pane to the **Filters** card to add the **Shape Name** filter card to the worksheet.



- b. Hover the cursor over the card to display an arrow icon in the top right-hand corner of the card.



- c. Click the icon and select **Multiple Values (dropdown)** from the menu.
- d. To manually select the individual shapes, select the relevant check boxes from the drop-down.



**TIP:** You can also display the available shapes as a list, or use the **Wildcard Match** function to filter the shapes.

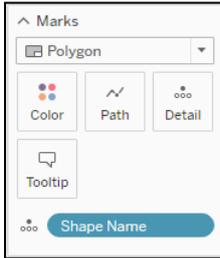
4. You should pause auto updates at this point to prevent repeated updates during shape plotting. To do so, click the **Pause Auto Updates** icon in the toolbar.



*Pause Auto Updates icon*

5. Drag the **Shape Name** dimension from the **Dimensions** pane to the **Detail** field on the **Marks** card. Do not drop it until the field displays an orange border.

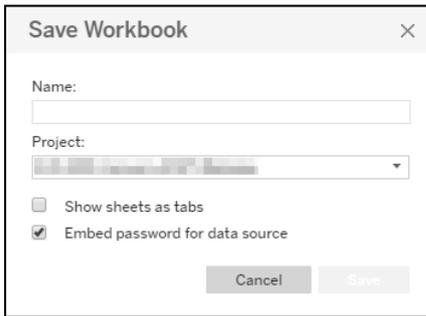
- In the drop-down on the **Marks** card (currently displaying the **Automatic** option), select **Polygon** to display the **Path** field.



- Drag and drop the **Point Order** dimension from the **Dimensions** pane onto the **Path** field on the **Marks** card.
- Drag and drop the **Point Latitude** measure from the **Measures** pane to the **Rows** shelf and the **Point Longitude** measure from the **Measures** pane to the **Columns** shelf.
- If you paused auto updates, click the **Resume Auto Updates** icon to display the shape map.



10. To save the shape map:
  - a. Click the **Save as** button to display the Save Workbook dialog.



- b. Complete the fields as required.
  - c. Click the **Save** button.

## Using Polygon Maps to Create Geographical Heat Maps

After you have created a polygon map, you can plot data against it. In order to plot data against a shape, the GIS Shape Data data source must be blended with a secondary data source that contains the information you want to display.

Data blending combines related data from multiple data source types within a single worksheet using common dimensions. It does not create row-level joins, and should not be used to add new dimensions or rows to your data.

### **MORE INFORMATION:**

Blending: [http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#multiple\\_connections.html?](http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#multiple_connections.html?)

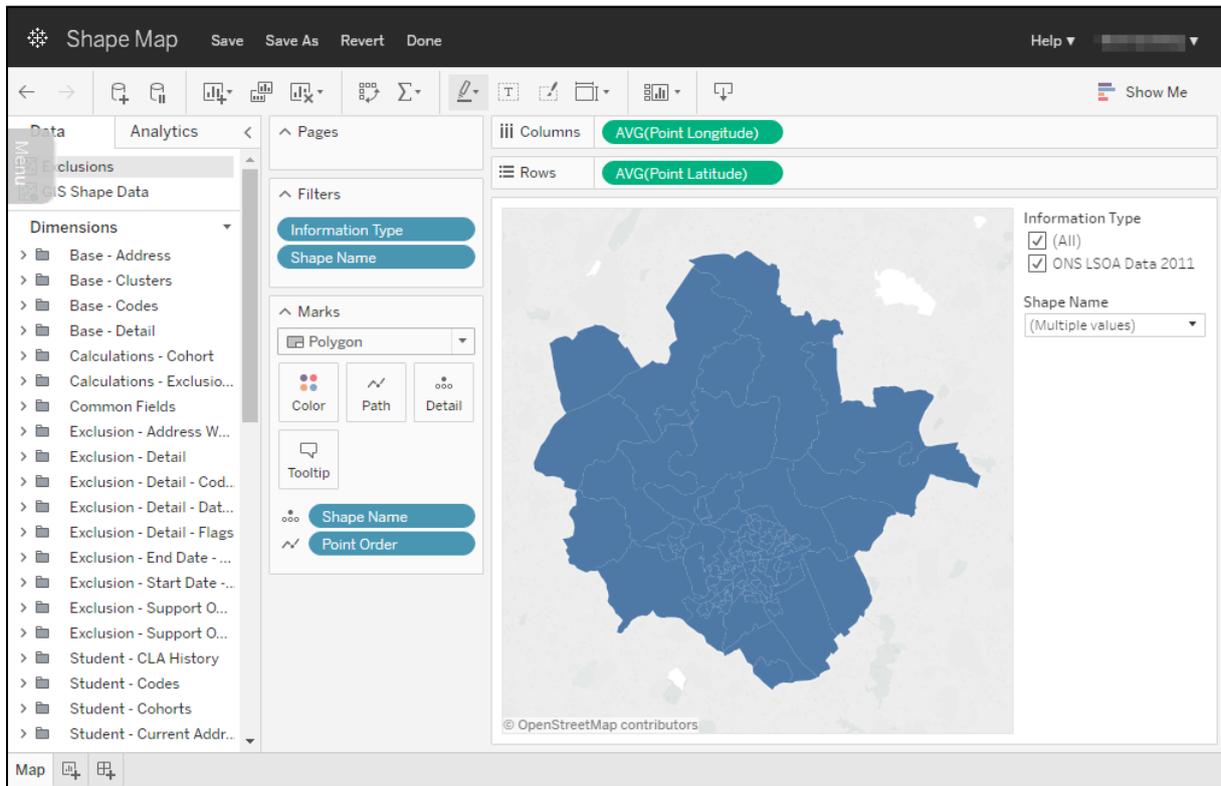
Blending geographic data: [http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#maps\\_customgeocode\\_datablend.html?](http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#maps_customgeocode_datablend.html?)

Joining data: [http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#joining\\_tables.html](http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#joining_tables.html)

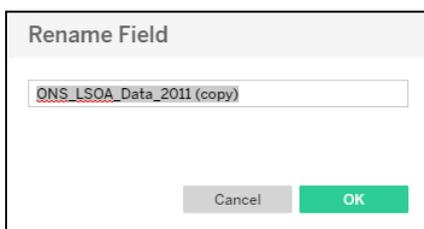
To plot data against a polygon map:

1. Open the workbook containing the polygon map.
2. Click the **New Data Source** icon to select a data source to plot against the polygon map.

3. If it is not already displayed, click the appropriate worksheet tab at the bottom of the screen to display the polygon map.

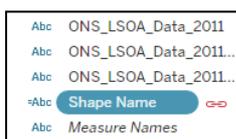


4. If the new data source (in this case Exclusions) is not highlighted in the **Data** tab, select it.
5. Link the two data sources using a shared field:
  - a. Locate the Exclusions dimension containing the **Information Type** used by the GIS Shape Data data source, in this case **ONS\_LSOA\_Data\_2011**.
  - b. Duplicate the dimension by right-clicking it and selecting **Duplicate**.
  - c. Right-click the copied dimension and select **Rename** to display the **Rename Field** dialog.



- d. Rename the dimension 'Shape Name' (or 'Shape Code' if you created the polygon map using shape codes).
- e. Click the **OK** button.

The dimension now displays an orange chain link icon.

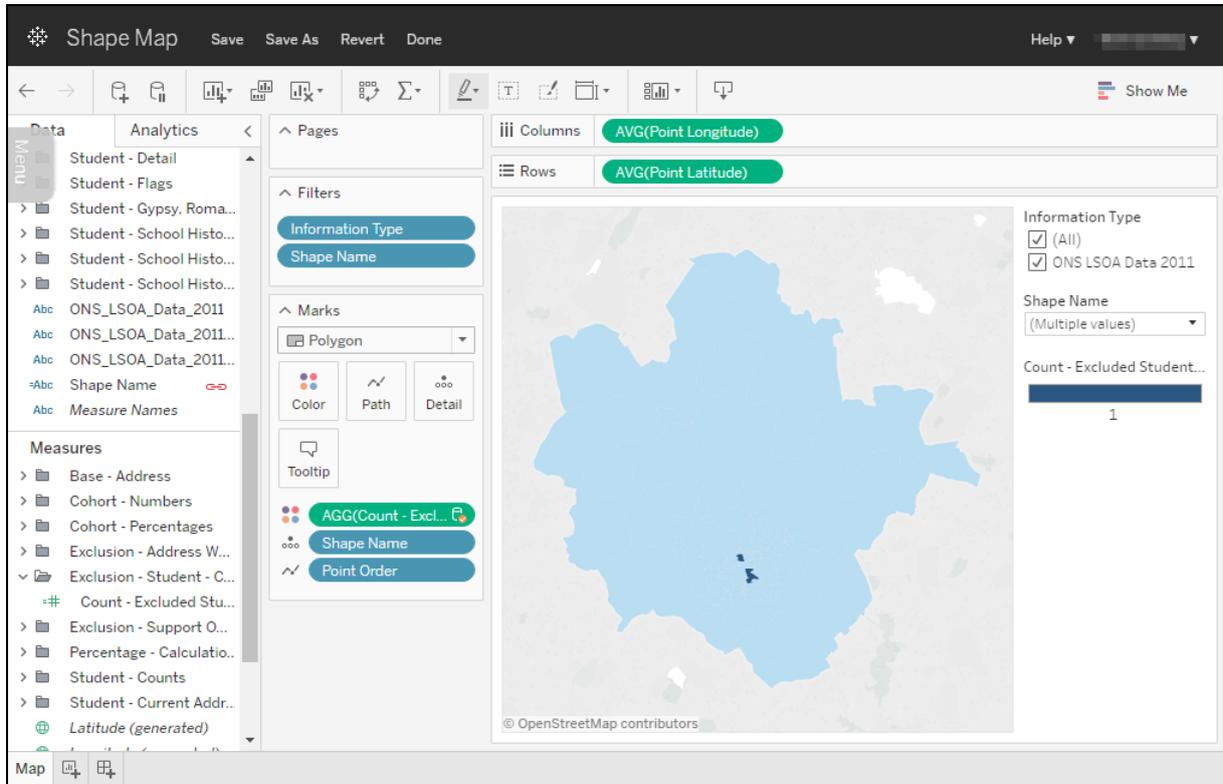


If a broken link icon is displayed, check that the name of the new dimension exactly matches the name of the corresponding dimension in the GIS Shape Data data source.

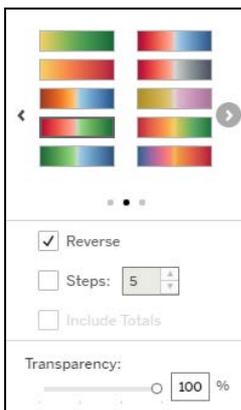
## Using Maps within One Analytics

You can link and unlink the data sources by clicking the chain link icon.

- To display information on the shape map, drag and drop the appropriate numerical measure, e.g. count or percentage, onto the **Color** field on the **Marks** card. The map is updated to display the information via a colour code and the measure is displayed in a new card.

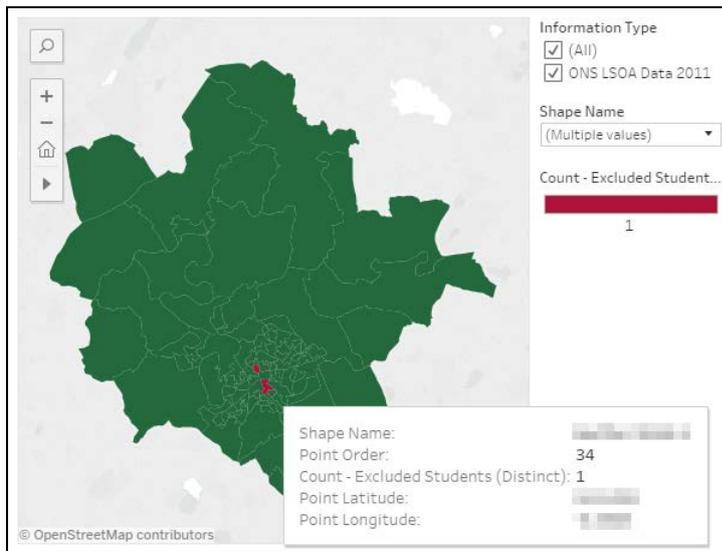


- If required, change the colour scheme for the map:
  - In the **Marks** card, click the **Color** field to display a colour selector.



- Select the required colour.

Hovering the cursor over a shape displays all the information used in mapping the shape:



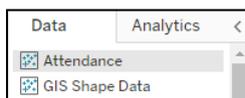
## Point Maps

Entering longitude and latitude details in the **Row** and **Column** shelves in One Analytics automatically produces a map of the specified area, but unless it has data is plotted against it, it is unlikely to be of benefit. You can blend the geographic data with other data sources to plot individual data points on a map.

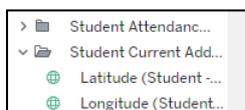
**NOTE:** For this guide, the Attendance data source is used. When following these instructions, replace 'Attendance' with the appropriate data source.

To create a point map:

1. Connect to the required data source and the GIS Shape Data data source.
2. In the **Data** tab, select the **Attendance** data source to display the Attendance **Dimensions**, **Measures** and **Parameters** panes.

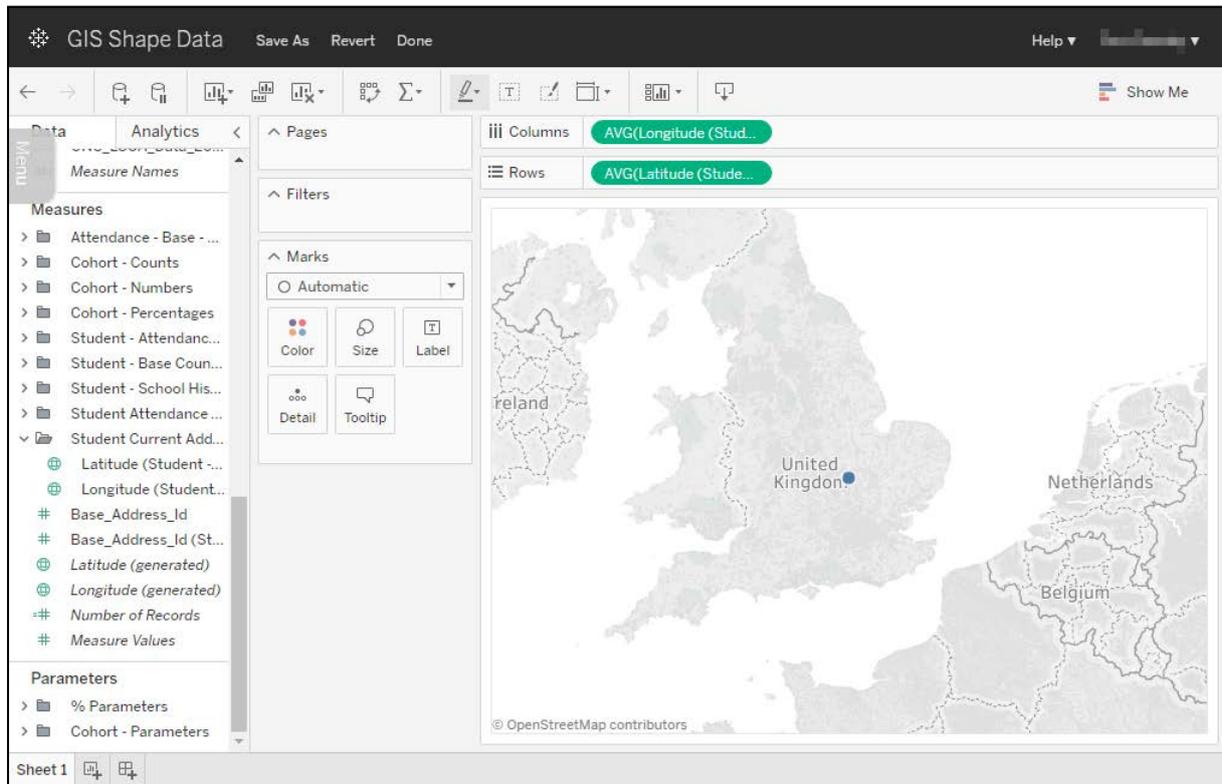


3. In the **Measures** pane, locate the required latitude and longitude measures.



## Using Maps within One Analytics

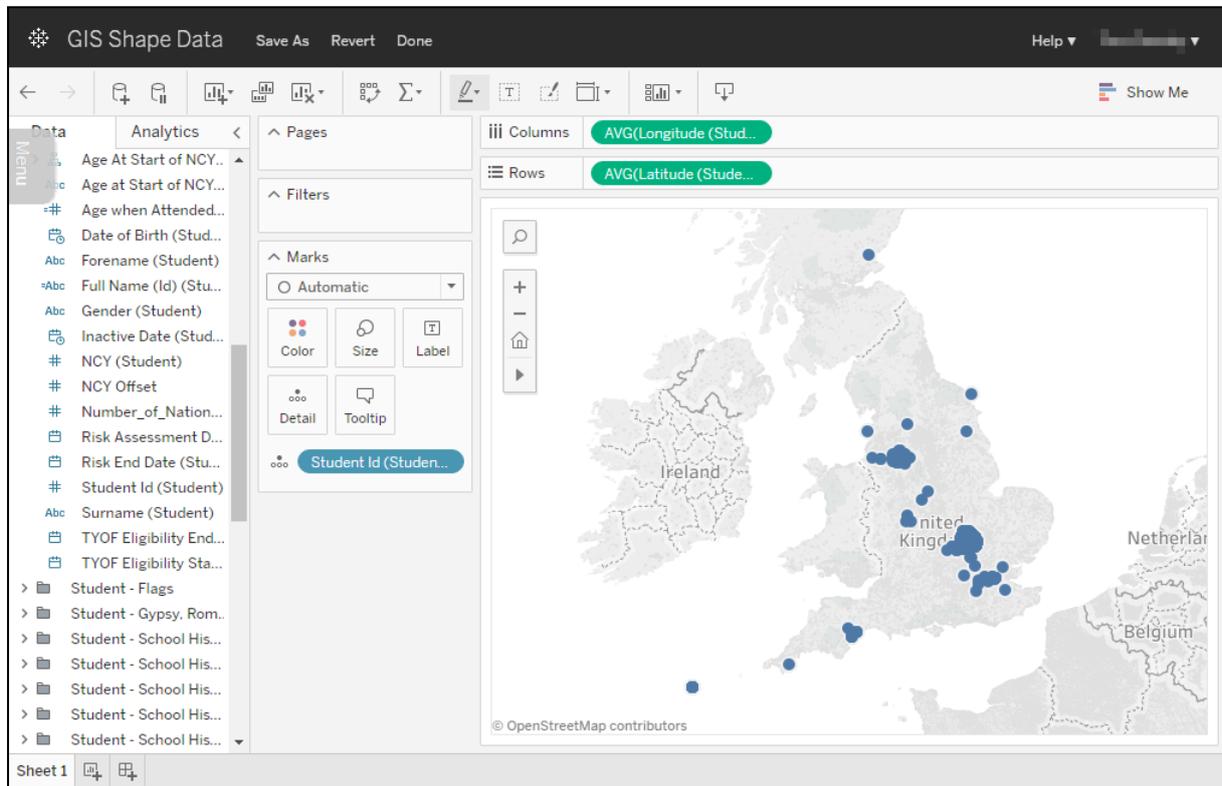
4. Double-click the latitude and longitude measures to add them to the **Columns** and **Rows** shelves to display a map.



5. To create the individual points on the map, drag and drop the required **Dimension** on to the **Details** field in the **Marks** card, e.g. **Student ID ("Full name (Id) (Student))"** in the following image).

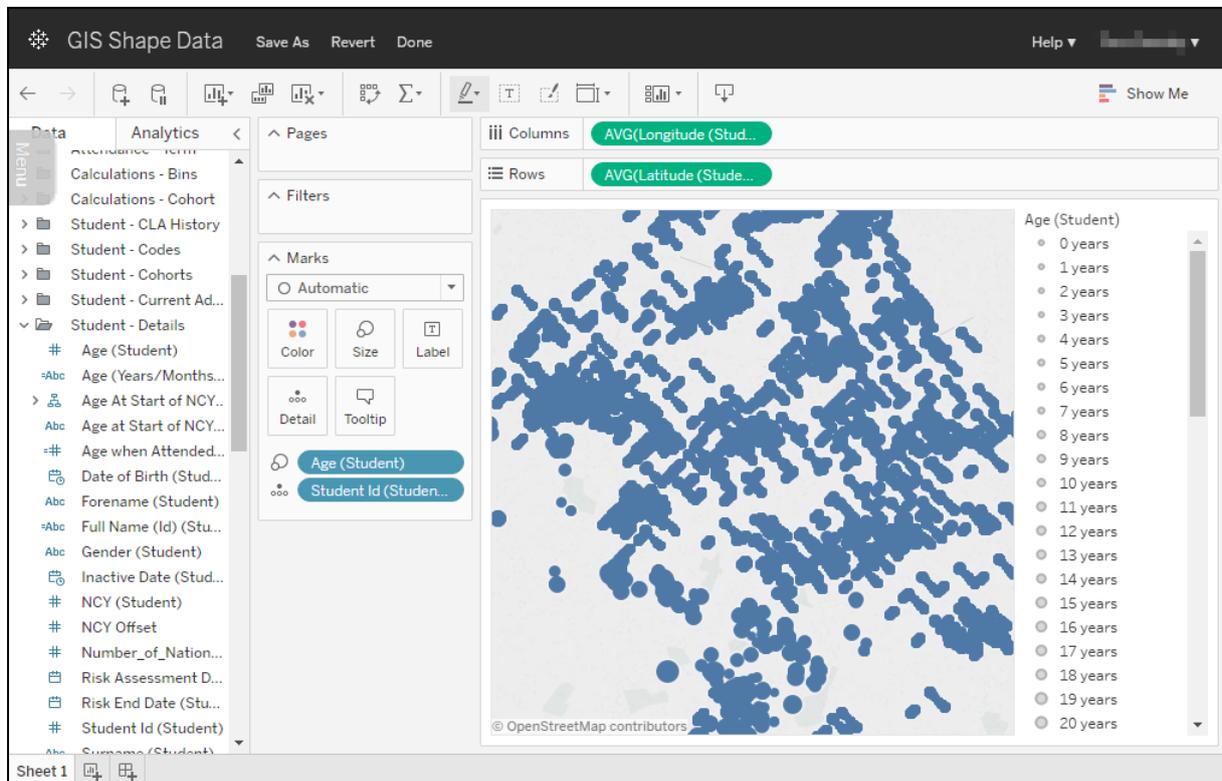
A point is plotted for each unique data point in the dimension used, meaning that if you want a point for each individual student, the dimension you choose must include a unique identifier for each student, e.g. **Student Id** or **Full name (Id)** both include the unique Student ID reference, enabling distinct points to be plotted.

The points are then plotted based on the data provided by the dimension.



- After you have plotted the **Dimension**, drag and drop the required **Measures** on to the **Color** or **Size** fields in the **Marks** card. The measure key is displayed in the worksheet and the points on the map are updated accordingly.

Data displayed by **Size**:

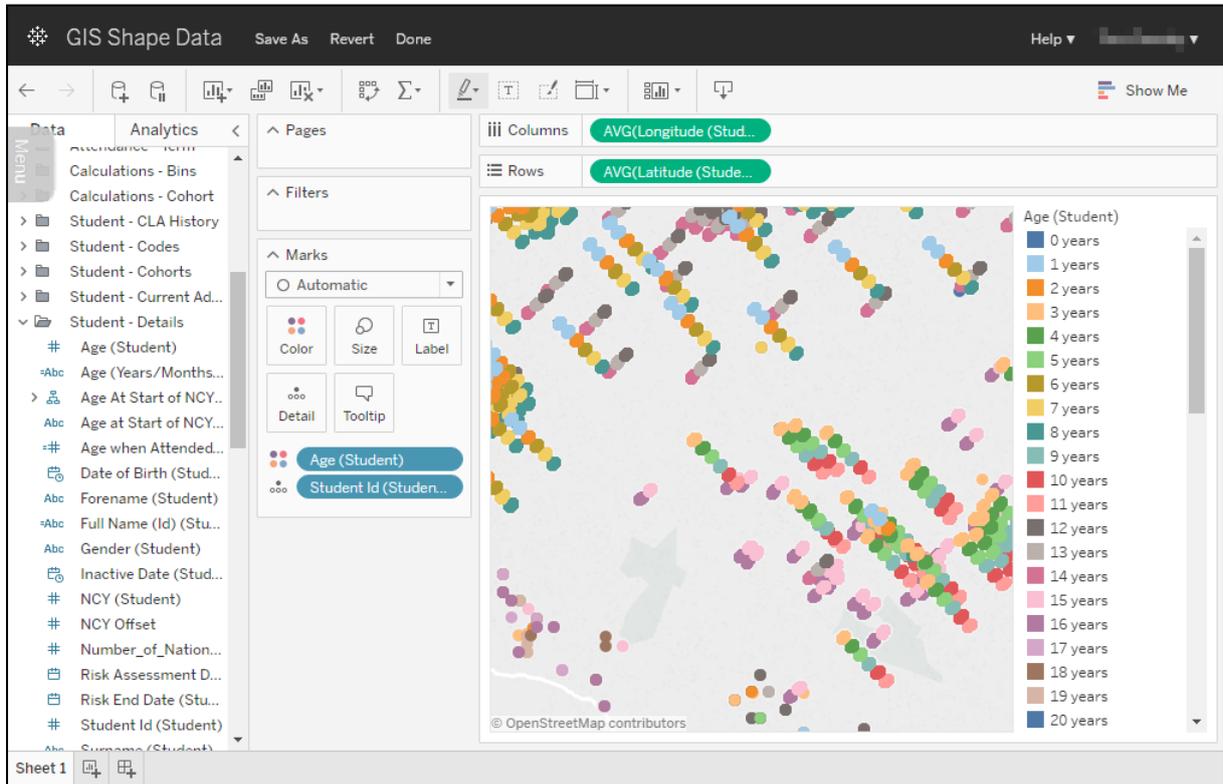


## Using Maps within One Analytics

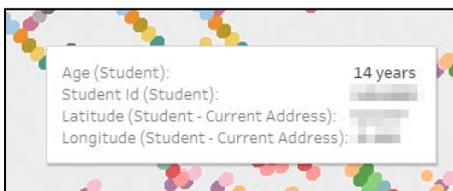
Hovering the cursor over a point displays all data used in mapping the point:



Data displayed by **Color**:



Hovering the cursor over a point displays all data used in mapping the point:



**TIP:** You can change the colours by clicking the **Color** field on the **Marks** card to display a configuration menu, and selecting a new colour scheme.

# 07 / Creating Visualisations

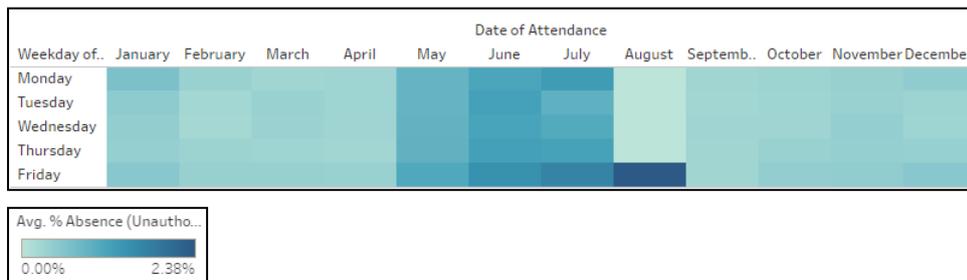
## Introduction

One Analytics Server, accessed directly or through the console, enables you to create simple visualisations to analyse and present your data. Certain functions available in One Analytics Desktop are not available in the server application.

This section provides instructions on how to create an attendance heat map, displaying the average unauthorised attendance by weekday for each month. For more information on producing visualisations and dashboards through the One Analytics Console, refer to the Tableau Server online guide: [https://onlinehelp.tableau.com/current/server/en-us/web\\_author.htm](https://onlinehelp.tableau.com/current/server/en-us/web_author.htm)

## Unauthorised Absence Heat Map

You can use heat maps to identify the days and months that have the highest levels of unauthorised absence.

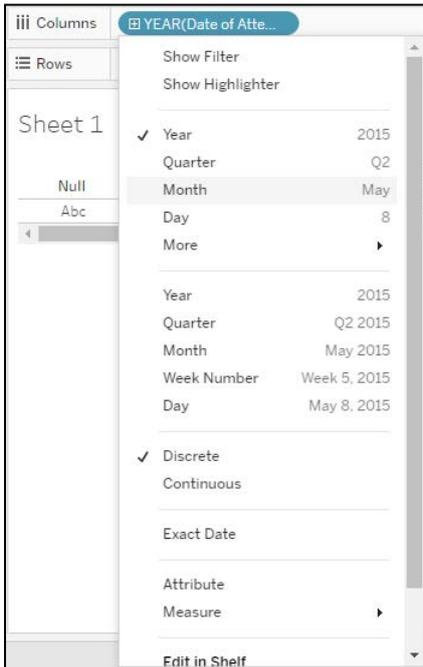


To create a heat map:

1. Open a blank worksheet connected to the Attendance data source.
2. Drag the **Date of Attendance** dimension (**Dimensions | Attendance - Dates (AD)**) to the **Columns** shelf.

## Creating Visualisations

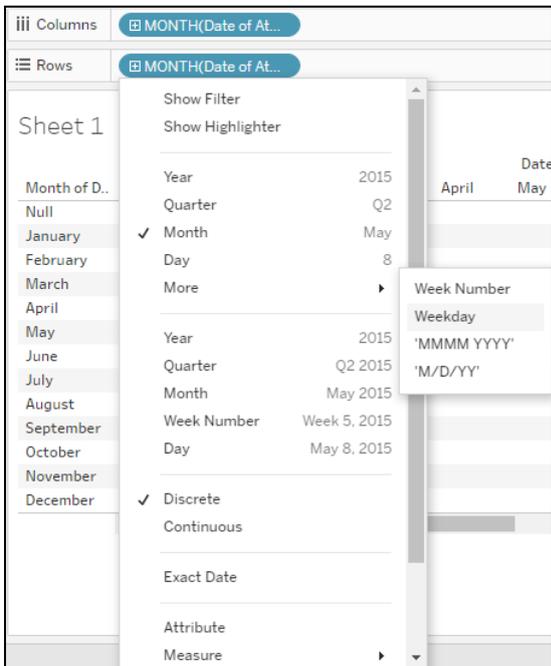
3. Right-click the **Date of Attendance** lozenge and select the first **Month** option, i.e. the one that does not have a year beside it.



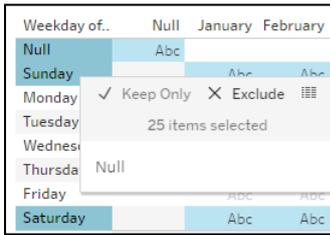
4. Hold the **Ctrl** key and drag the **MONTH(Date of Attendance)** lozenge from the **Columns** shelf to the **Rows** shelf to duplicate it.



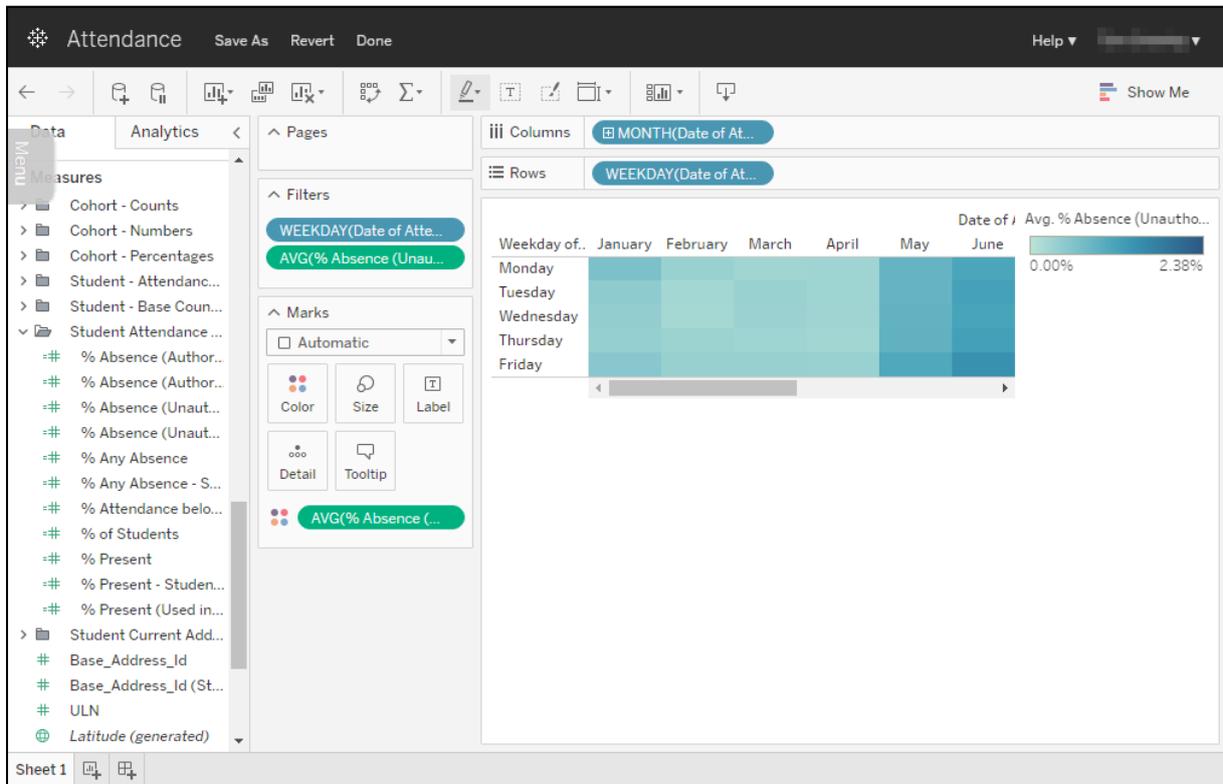
5. Right-click the **MONTH(Date of Attendance)** lozenge you just added to the **Rows** shelf, and select **More | Weekday**.



- Exclude non-schooldays by holding the **Ctrl** key and selecting **Null**, **Sunday** and **Saturday**, then selecting **Exclude**.



- Drag the **% Absence (Unauthorised)** measure (**Measures | Student Attendance Percentages**) onto the **Color** field on the **Marks** card to create the heat map.
- If required, change the summed percentage to an average by right-clicking the **SUM(% Absence (Unauthorised))** lozenge and selecting **Measure | Average**.



- To change the colours, click the **Color** field on the **Marks** card and select a new colour scheme.

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