



iSEEK SuperCruncher

Quick Reference Guide

For Reporting Users

Revised 9-2-09

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Introduction

This guide is intended for new users getting accustomed to the iSEEK SuperCruncher and the various features and functionality available, and is not intended for users with 'Administrator' permissions.

1. Getting Started

To access iSEEK SuperCruncher, go to:

<https://supercruncher.vantage.com>

The screen shown in Figure 1 should appear.

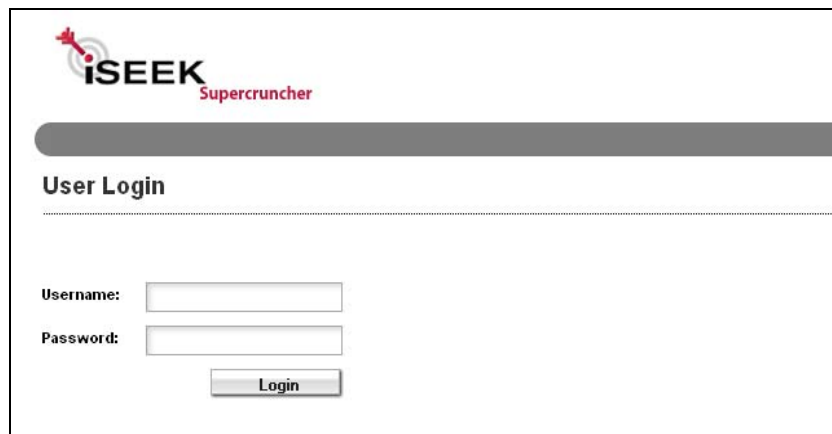
The image shows a screenshot of the iSEEK SuperCruncher login page. At the top left, there is a logo for iSEEK SuperCruncher, featuring a red key icon and the text 'iSEEK SuperCruncher'. Below the logo is a dark grey horizontal bar. Underneath the bar, the text 'User Login' is displayed. A dotted line separates the title from the login fields. There are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. Below these fields is a 'Login' button.

Figure 1. SuperCruncher Access/Home Page

Enter the username and password for your account. If correct, you will be directed to the Main Menu screen for your reports (if this is the first time you have accessed the system, it will first direct to a screen detailing your permissions). If the credentials are not accepted, you will be prompted to re-enter your information, or taken to a Single Sign On page if the SuperCruncher is tied in to other applications.

2. Main Menu Screen

Once you have successfully logged in, you will be brought to the main screen shown in Figure 2.

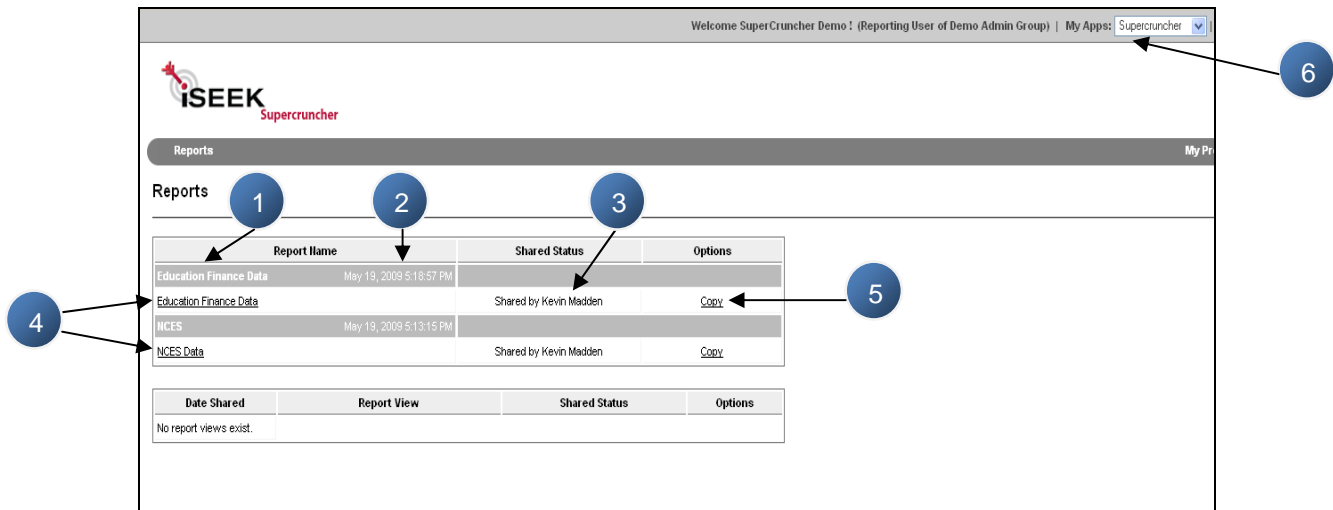


Figure 2. Main Menu Screen

On this main screen, you will see a list of all reports that are in your account and available for access:

1. This is the name of the template from which the report was created. The template is controlled by the Administrator of your group and cannot be adjusted by a user.
2. The date the dataset was last updated.
3. The person or account that is sharing this report with you.
4. The reports that can be opened and viewed. There can be multiple reports per template depending on use. Clicking on this link will launch the SuperCruncher view of the data.
5. An option to make a copy of a report. This will be discussed in greater detail in the last section of the guide, as creating a copy will allow for a number of new options.
6. If Single-Sign-On between applications is available, the other applications you are logged into will be listed in this drop down.

You may notice some reports highlighted red when you log in to your system. If this is the case, changes have been made to the report by the person who is sharing it with you.

3. Navigating the User Interface

When a report is initially opened, the user interface (UI) for interacting with the data will be displayed as shown below in Figure 3. The example report shown is for data relating to the elementary-secondary school districts throughout the country. The UI is essentially broken down into 3 sections: Targets (or search fields), Summary, and Results.

The screenshot displays the ISEEK Supercruncher Education Finance Data report. The interface is organized into several sections:

- Selected Targets:** Located at the top left, indicated by callout 1.
- Targets:** The main data area, indicated by callout 2. It features a search bar and a table with columns: State, School System ID Number, School System Name, FIPS State and County Code, and Consolidated Statistical Area. The table lists 13 states and their corresponding school systems.
- Summary:** Located below the Targets section, indicated by callout 3. It is currently hidden, with an 'Expand' button on the right.
- Results:** Located at the bottom of the interface, indicated by callout 4. It is also currently hidden, with an 'Expand' button on the right.
- Navigation and Action Buttons:** Located in the top right corner, indicated by callout 5. These include 'Reset', 'Send Report View', and 'Save As' buttons.
- Status Information:** Located in the top right corner, indicated by callout 6. It shows 'Results Found: 15188' and 'Query Time: 0.564 s'.

Figure 3. Initial View of Data

1. Once you have selected any targets or performed searches, they will be listed in the 'Selected Targets' section. They can they be closed out or locked depending on preferences and use.

2. The 'Target' section is the main section of the UI. All the available fields of data will be listed in the windows shown. If there are many fields, they may be grouped together and separated by tabs as shown above.

3. The 'Summary' section will display all the formulas and graphs applied to the data. It will initially be hidden, but click 'Expand' on the right to view. (See Figure 4 for sample)

4. The results of any searches are displayed at the bottom. Again, click 'Expand' to view as they are also hidden to start. (See Figure 5 for sample)

5. In the upper right, you can reset the report and clear any selected targets by clicking 'Reset', email a copy of the report by clicking 'Send Report View' (detailed later in this guide), or save the current report under a different name by clicking 'Save As'.

6. A brief summary of the number of records contained in the dataset, and also a timer for how long the system is taking to respond to queries.

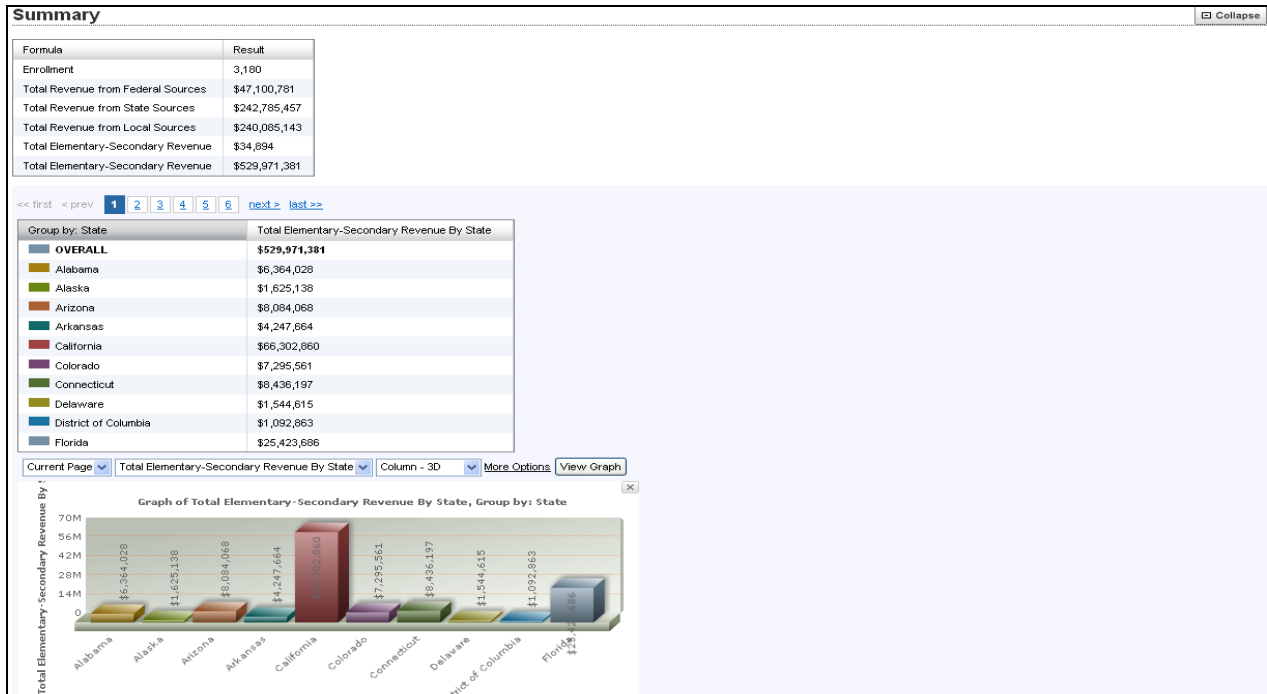


Figure 4. Sample Summary/Formulas Section

Results Export Collapse

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >> Results Found: 15188
Query Time: 0.564 s

School System ID Number	School System Name	FIPS State and County Code	Core-Based Statistical Area	Consolidated Statistical Area	NCES ID Number	Enrollment	Total Elementary
14501640300000	A E R O SPECIAL EDUCATION COOP	17031	16980	176	1700024	0	\$23,944
39500290100000	A W BEATTLE AVTS	42003	38300	430	4280010	0	\$4,991
16507800100000	A-H-S-T SCHOOL DISTRICT	19155	36540	420	1904080	606	\$6,330
24504730100000	A.C.G.C. SCHOOL DISTRICT	27093	00000	000	2700106	858	\$9,416
41500100100000	ABBEVILLE CO SCH DIST	45001	00000	000	4500690	3,680	\$32,559
50501050100000	ABBOTSFORD SCH DIST	55019	00000	000	5500030	666	\$6,594
44510900100000	ABBOTT IND SCH DIST 901	48217	00000	000	4807380	302	\$2,702
05501970200000	ABC UNIF SCHOOL DIST	06037	31100	348	0601620	21,660	\$187,281
48501400100000	ABERDEEN SCH DIST 5	53027	10140	000	5300030	3,872	\$44,262
13500600100000	ABERDEEN SCH DIST 58	16011	13940	292	1600030	895	\$6,878
42500700300000	ABERDEEN SCH DIST 6-1	46013	10100	000	4602070	3,685	\$30,343
25504800200000	ABERDEEN SCHOOL DISTRICT	28095	00000	000	2800360	1,649	\$13,840
44509500100000	ABERNATHY IND SCH DIST 901	48189	38380	000	4807410	795	\$8,644
28501200100000	ABIE SCH DIST 25	31023	00000	000	3127720	11	\$131
44522101100000	ABILENE IND SCH DIST 901	48441	10180	000	4807440	16,656	\$142,504

Figure 5. Sample Results Section

Search Options

There are many options for searching and filtering the data to get down to the set of results you are looking for. Figure 6 shows the different types of search fields you will come across in the ‘Target’ section of the report.

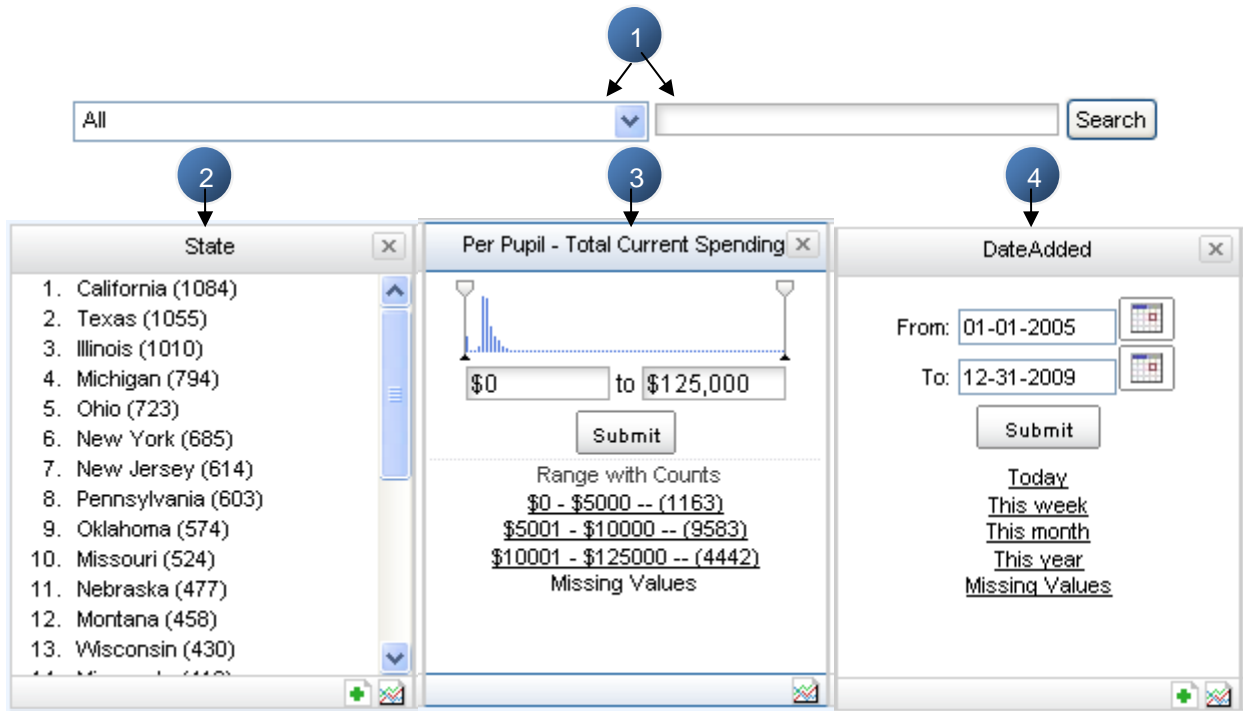


Figure 6. Different Search Options

1. Standard Search - This query bar allows for keyword searches against the dataset. Searches can be made against all the fields or by individual fields which can be selected via the drop down menu to the left of the query bar. Multiple terms can be searched for at once by using standard SQL language such as AND, OR, NOT, etc.
2. List Values – This type of search lists all the values in that particular field. A user can select the filters by clicking the data they want to see – multiple selections can be made per field. In the bottom right, there is an icon to display a chart of that data (📊). When selected, the counts in parentheses will be graphed out as shown in Figure 7. The top 25 for each field is listed, but the top 1000 can be viewed by clicking the ‘+’ symbol (⊕), which is demonstrated in Figure 8. After selecting all the data to be displayed, click ‘Submit’ to close the box.
3. Numeric Slider – For data that is numeric, a slider can be placed on it that will allow you to set the range by sliding the pointers to the left or right. Once the desired range is set, click ‘Submit’ to query the data. Sparklines can also be shown to give you an idea of where along the range large amounts of data reside. In addition, ranges may be shown to give a breakdown of the data as well. These ranges can be selected by clicking them, and then clicking ‘Submit.’ The ‘Missing Values’ link will bring back all records in the dataset where that field was left blank. Also, the same chart and top 1000 icons are available.

4. Date Picker – For data relating to the date, a date selector is available along with ranges to help filter the data. Either expand the calendar and select the date range, or use the pre-defined ranges to filter. Once the range is selected, click ‘Submit’ to query the dataset. Again, the same ‘Missing Values’, chart, and top 1000 view are available as defined above.

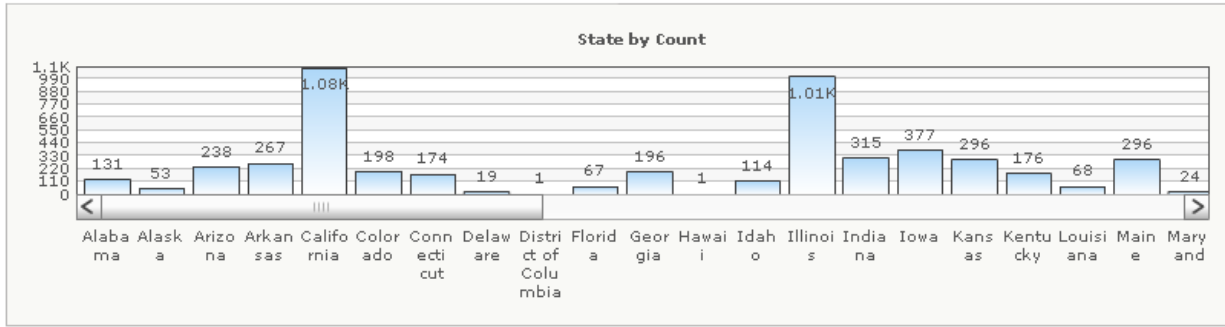


Figure 7. Chart Showing Count Per Field

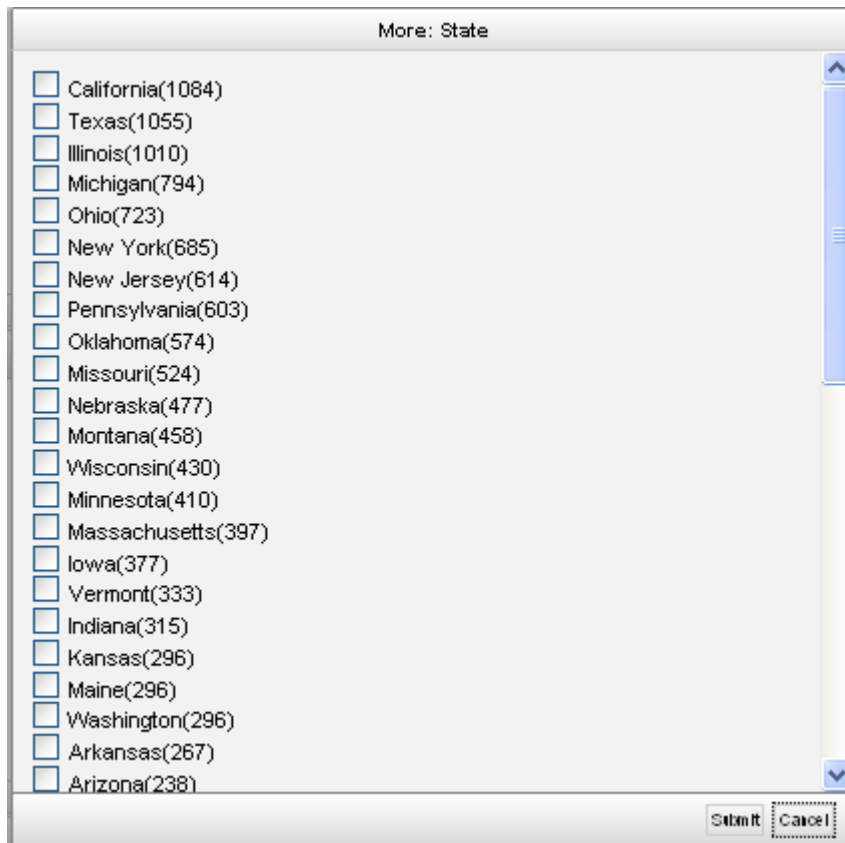


Figure 8. Pop-Up Showing up to Top 1000 Fields.

Display Options

If a report contains fields that you are not interested in viewing, or do not need on the display, it is easy to remove them by clicking the 'x' in the upper right hand corner of the field window as shown below in Figure 9.

Welcome SuperCruncher Demo! (Reporting User of Demo Admin Group) | My Apps: Supercruncher | Logout

Reports My Profile

ISEEK Supercruncher Education Finance Data [Reset] [Send Report View] [Save As]

Selected Targets

Targets

All [Search] Results Found: 15188 Query Time: 0.559 s

General Information Revenue From Federal Sources Revenue From State Sources Revenue From Local Sources Current Spending Current Spending For Instruction

Current Spending For Support Services Percentage - Revenue Related Per Pupil Spending Other Misc. Metrics

State	School System ID Number	School System Name	FIPS State and County Code
1. California (1084)	1. 01500100100000 (1)	1. CLAY CO SCH DIST (7)	1. 17031 (163)
2. Texas (1055)	2. 01500200100000 (1)	2. LINCOLN CO SCH DIST (7)	2. 26163 (98)
3. Illinois (1010)	3. 01500300100000 (1)	3. REGIONAL MANAGEMENT INFORMATION CENT (7)	3. 06037 (91)
4. Michigan (794)	4. 01500300200000 (1)	4. COMMUNITY CONSOLIDATED SCHOOL DISTRI (6)	4. 34003 (78)
5. Ohio (723)	5. 01500400100000 (1)	5. FRANKLIN CO SCH DIST (6)	5. 36103 (67)
6. New York (685)	6. 01500500100000 (1)	6. JACKSON CO SCH DIST (6)	6. 25027 (66)
7. New Jersey (614)	7. 01500500200000 (1)	7. MARION CO SCH DIST (6)	7. 25017 (64)
8. Pennsylvania (603)	8. 01500600100000 (1)	8. MONROE CO SCH DIST (6)	8. 04013 (58)
9. Oklahoma (574)	9. 01500700100000 (1)	9. WASHINGTON CO SCH DIST (6)	9. 34025 (57)
10. Missouri (524)	10. 01500800200000 (1)	10. FAYETTE CO SCH DIST (5)	10. 36059 (56)
11. Nebraska (477)	11. 01500800300000 (1)	11. JEFFERSON CO SCH DIST (5)	11. 42003 (52)
12. Montana (458)	12. 01500800400000 (1)	12. JEFFERSON CO SCH DIST (5)	12. 06029 (51)
13. Wisconsin (430)	13. 01500800500000 (1)	13. JEFFERSON CO SCH DIST (5)	13. 17097 (49)

Figure 9. Clicking the 'x' will remove the field from view.

There are many other options available for the display of data, and they will be discussed in greater detail in last section of this guide – Creating a Copy.

4. Exporting Data

Once the data has been filtered, and the results have been refined to your preferences via the selected targets, they can be exported to a .csv file.

By clicking the 'Export' button in the results section of the UI, a pop-up will appear allowing you to export the results to a .csv, and to save the file to your computer.

This process is shown in Figure 10 on the next page.

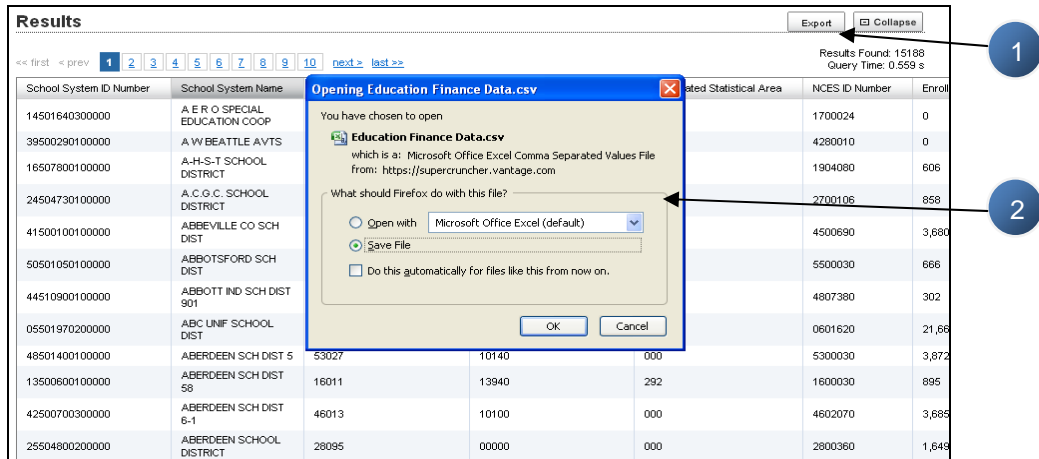


Figure 10. Export Process

1. The 'Export' button is in the upper right corner of the results section. Clicking this will display a pop-up prompting you to save the results as a .csv file
2. The pop-up box will prompt a user to save the results file as a .csv.

5. Emailing Data

In order to share data and report views with other people, an option to email a link to the report is available as shown in Figure 11. This button is located in the upper right hand corner of the report.

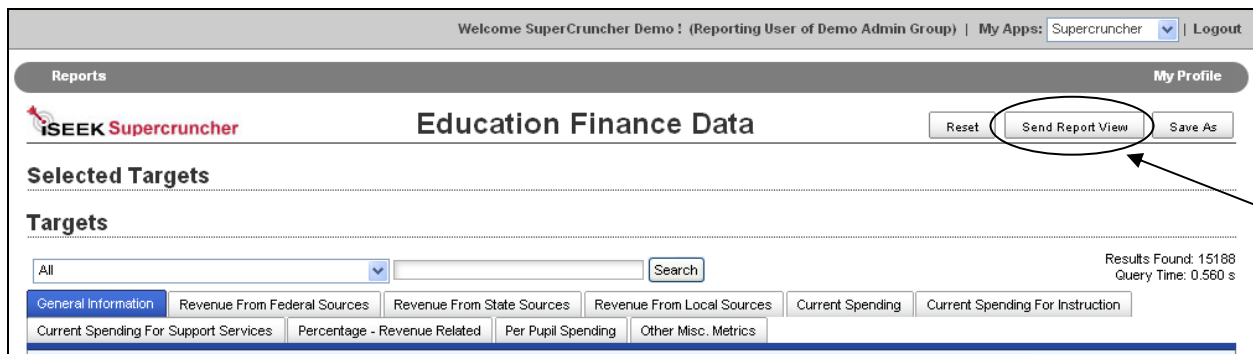


Figure 11. Send Report View Option

Once clicked, a pop-up will appear showing the different options with which the report view can be sent to others. Figure 12 on the next page shows this pop-up.

The screenshot shows a dialog box titled "Send Report View" with a close button (X) in the top right corner. The dialog contains the following elements:

- 1:** A warning icon and text: "All Selected Targets will automatically be **LOCKED**."
- 2:** A text input field labeled "Name of Report View:" containing the text "Education Finance Data".
- 3:** A text input field labeled "Send to Email Addresses: (separate multiple addresses with a comma)".
- 4:** A dropdown menu labeled "How long will the report be available to view?" with "1 Day" selected.
- 5:** A checkbox labeled "Hide the 'Targets' section to prevent further selections?" which is checked.
- 6:** A text input field labeled "Comments: (optional)".
- 7:** A checkbox labeled "Send an email to yourself?" which is checked.

At the bottom right of the dialog are two buttons: "Submit" (highlighted with a dashed border) and "Cancel".

Figure 11. Send Report View Option

1. Any targets that have been selected are automatically locked to prevent unauthorized access to data.
2. The report name can be changed from its standard name.
3. Enter all email addresses you would like to share data with. This can be sent to users who already have access to the system, but also to those who do not have accounts yet. A guest account will be created and a un/pw will be sent along with the link to the report for those users who do not already have an account.
4. Select how long the data will be available to the people it is sent to. The options range from (1) day to (1) year.
5. The 'Target' section of the report can be hidden so no additional filters may be selected, but this is optional. If selected, the person who receives this report will only be able to view the 'Summary' and 'Results' section.
6. Enter any comments to be sent with the report.
7. Option to send a copy of the sent email to yourself.

After a report view has been sent, it will be logged on the Main Menu screen as shown in Figure 12. This allows you to track any data you have sent and provides an option to remove any views that you no longer want to share.

Report Name	Shared Status	Options
Education Finance Data May 19, 2009 5:18:57 PM		
Education Finance Data	Shared by Kevin Madden	Copy
HCES May 19, 2009 5:13:15 PM		
NCES Data	Shared by Kevin Madden	Copy

Date Shared	Report View	Shared Status	Options
Aug 28, 2009 3:27:51 PM	Education Finance Data	Shared View	Remove View

Figure 12. Log of All Shared Views on Launchpad Screen

6. Creating a Copy

In order to edit the overall layout of a report, add formulas, and share the report with other users, a Reporting User must create a copy of the report. On the Main Menu screen, there is an option to 'Copy' the report as show in Figure 13.

Report Name	Shared Status	Options
Education Finance Data May 19, 2009 5:18:57 PM		
Education Finance Data	Shared by Kevin Madden	Copy
HCES May 19, 2009 5:13:15 PM		
NCES Data	Shared by Kevin Madden	Copy

Date Shared	Report View	Shared Status	Options
No report views exist.			

Figure 13. Option to Create a Copy

When this is selected, the user will be guided through a process of setting up a new report based on the report that has been shared with them. No additional data will be available – only data that is in the shared report. The following screenshots show the process.

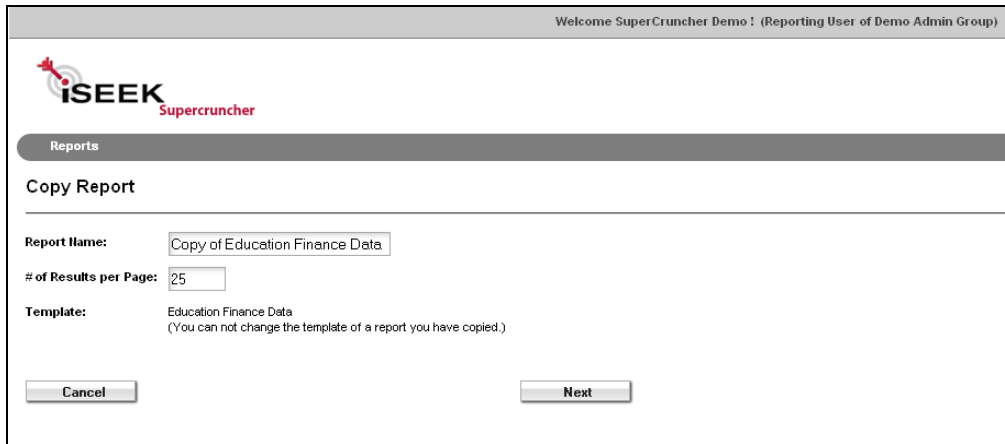


Figure 14. After the copy option is selected, the user is presented with the option of renaming the report and displaying a different amount of results per page as shown above. Clicking 'Next' brings you to the Search Configuration.

Search Configuration

NOTE: THE FOLLOWING SCREENSHOT & DESCRIPTIONS ARE OPTIONS ONLY, AND ARE OFTEN LEFT UNTOUCHED BY SCROLLING TO THE BOTTOM OF THIS SCREEN AND CLICKING 'NEXT'.

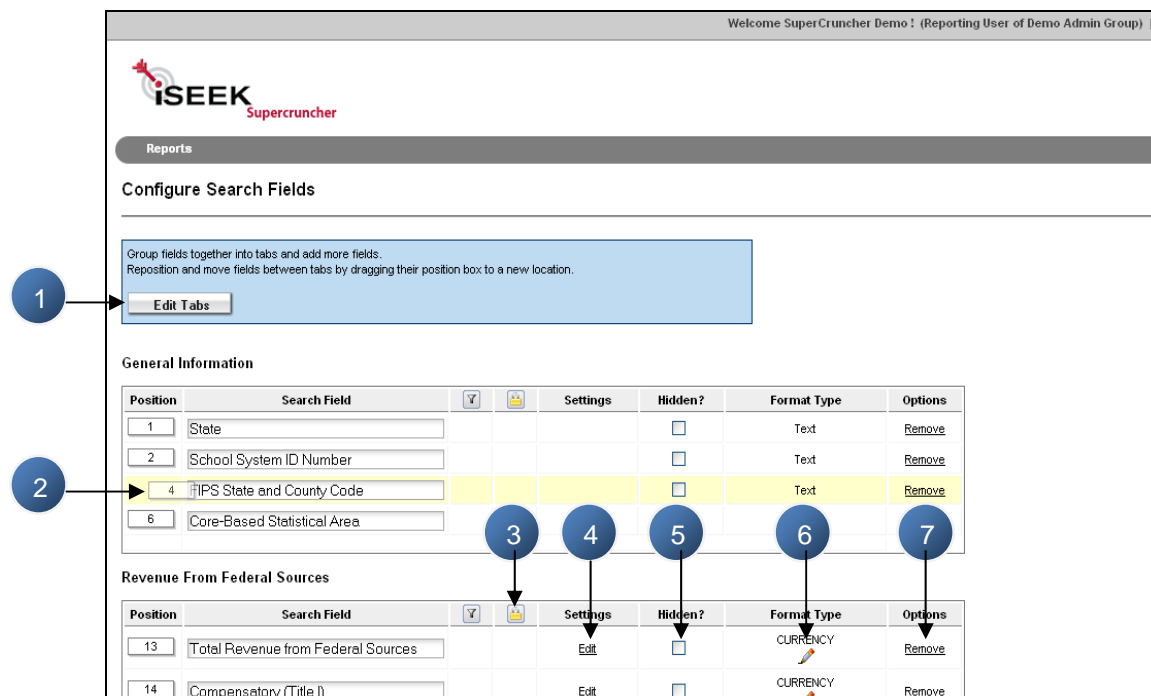


Figure 15. First Set of Options – Configuring the Search Fields

Figure 15, above, shows the first set of options presented to a user when creating a copy. The changes affect the layout of the report and how fields are formatted.

1. As shown in Figure 3, point 2, when many search fields are present, they are often grouped into tabs to make the UI more compact and easier to navigate. The name/order of these tabs can be edited by clicking 'Edit Tabs,' and the screen in Figure 16 will display.

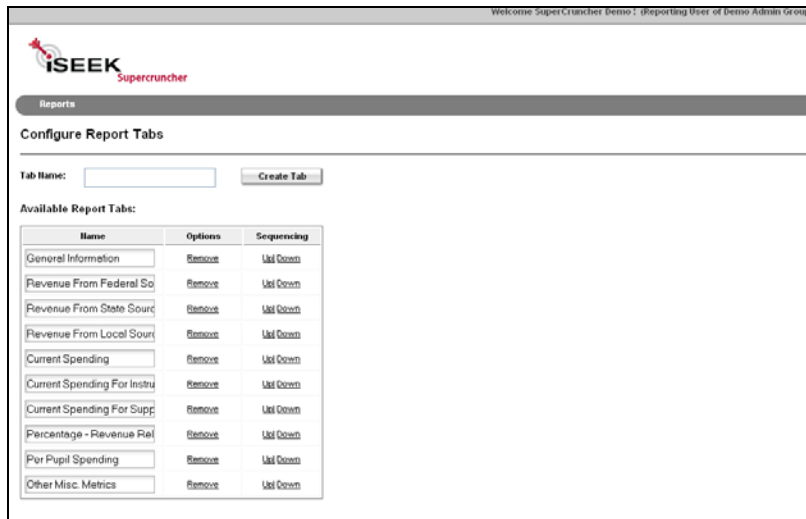


Figure 16. Tabs can be created, renamed, removed, or reordered in the 'Edit Tabs' link.

2. The search fields within each tab grouping can be renamed, or moved to a new tab with a simple drag-n-drop feature.

3. This column will show a user what fields are locked.

4. For search fields that have a numeric slider as detailed in Figure 6, point 3, the user can edit the settings selected on that field as shown below in Figure 17. This is where Sparklines can be added/removed, and where ranges can be set.

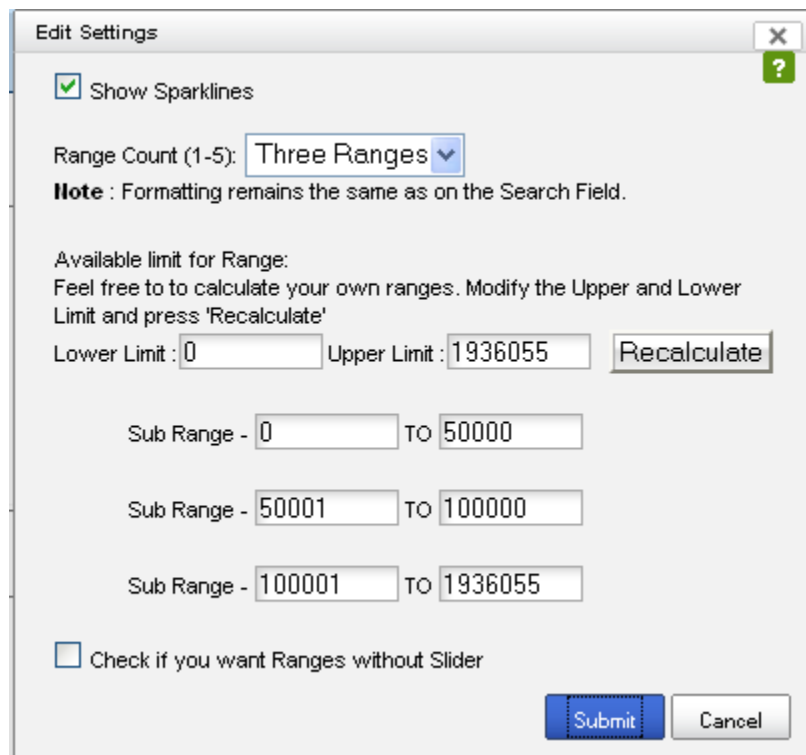


Figure 17. The 'Edit Settings' link for Numeric Sliders.

5. Search fields can be hidden, either by checking this box, or clicking the 'x' in the upper right hand corner of a search field in the report view.
6. For numeric fields, the formatting can be changed to Number, Currency, or Percentage as chosen from the drop down in Figure 18. Other options such as abbreviating numbers, rounding and truncating numbers, and adjusting the amount of decimal places are also available.

Figure 18. Formatting Options for Numeric Values.

7. Search fields can be removed from the report view by clicking 'Remove.'

After the search fields have been configured, scroll to the bottom of the page and click 'Next.'

Results Configuration

When the search fields are configured and you proceed, the screen in Figure 19 displays and allows you to configure the order of the results that are displayed in the report. Many of the same features mentioned above pertain to this section as well, such as drag-n-drop, hiding fields, adjusting formats, and removing the fields. If a result has an actionable link (i.e. can be clicked to redirect to another application), it will be displayed on this screen under that field. Once the results are set to desired preferences, scroll to the bottom and click 'Next.'

Welcome SuperCruncher Demo! (Reporting User of Demo Admin Group)

iSEEK
Supercruncher

Reports

Configure Result Fields

Reposition fields by dragging their position box to a new location.

Position	Result Field	Actionable?	Hidden?	Format Type	Options
1	School System ID Number		<input type="checkbox"/>	Text	Remove
2	School System Name		<input type="checkbox"/>	Text	Remove
3	FIPS State and County Code		<input type="checkbox"/>	Text	Remove
4	Core-Based Statistical Area		<input type="checkbox"/>	Text	Remove
5	Consolidated Statistical Area		<input type="checkbox"/>	Text	Remove
6	NCES ID Number		<input type="checkbox"/>	Text	Remove
7	Enrollment		<input type="checkbox"/>	NUMBER	Remove
8	Total Elementary-Secondary Revenue		<input type="checkbox"/>	CURRENCY	Remove
9	Total Elementary-Secondary Expenditure		<input type="checkbox"/>	CURRENCY	Remove

Figure 19. Configure the Results

Creating a Formula

After configuring the results, you will be brought to the 'Configure Report Formulas' page. This screen will enable you to create formulas that will be displayed in the Summary section of the report.

Welcome SuperCruncher Demo ! (Reporting User of Demo Admin Group) |

ISEEK
Supercruncher

Reports

Configure Report Formulas

Show the: For the Field:

Group By

Compare to Benchmark

Name this Formula:

Current Formulas:

Name	Formula	Option
Enrollment	Average of Enrollment	Remove
Total Revenue from Federal Sources	Total of Total Revenue from Federal Sources	Remove
Total Revenue from State Sources	Total of Total Revenue from State Sources	Remove

6

Figure 20. Creating a Formula

1. Select the formula you would like displayed: Total, Average, Count, Percentage, Minimum Value, Maximum Value, Missing Values Count, or Standard Deviation, and then select the field you would like it applied to.
2. If you select the 'Group By' box, a drop down for all the fields will appear. If desired, select the field to have your formula grouped by. If you want to display a graph, you will need to select a field to group by so that 2 variables are present for a graph.
3. A numeric benchmark can be entered for comparison purposes.
4. A default name for the formula will be displayed, but can be changed depending on your preferences.
5. Click 'Add Formula' to have this formula displayed in the report.
6. Click 'Save Report' to have the report saved on your Main Menu.

The new report can then be viewed, shared, or displayed on your Main Menu as shown below in Figure 21.

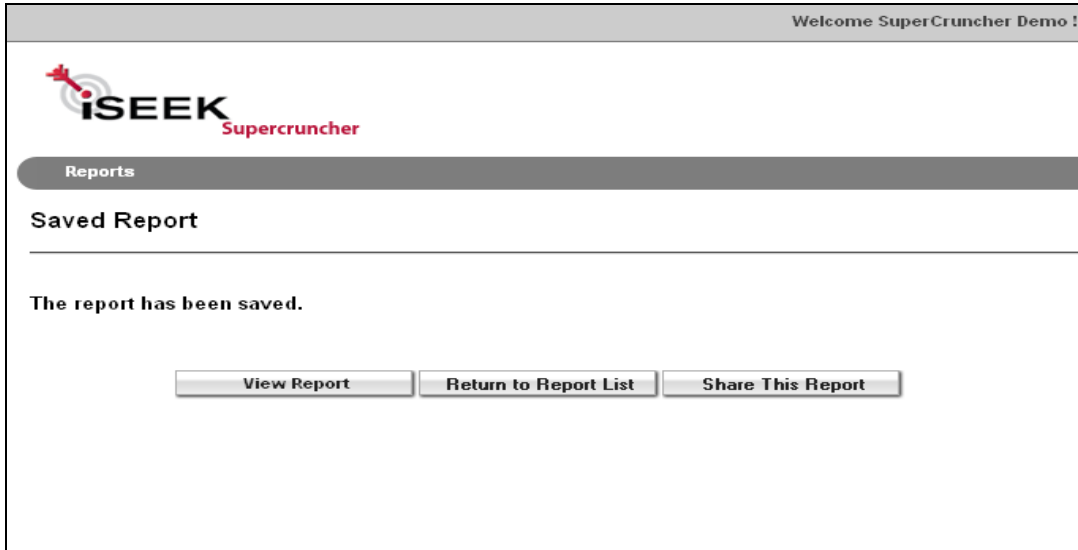


Figure 21. Saved Report Screen

Viewing a Copied Report

When a copied report is viewed, the report display should look the same except for 4 new buttons as shown below – (3) ‘Edit’ options and (1) ‘Save’ option.

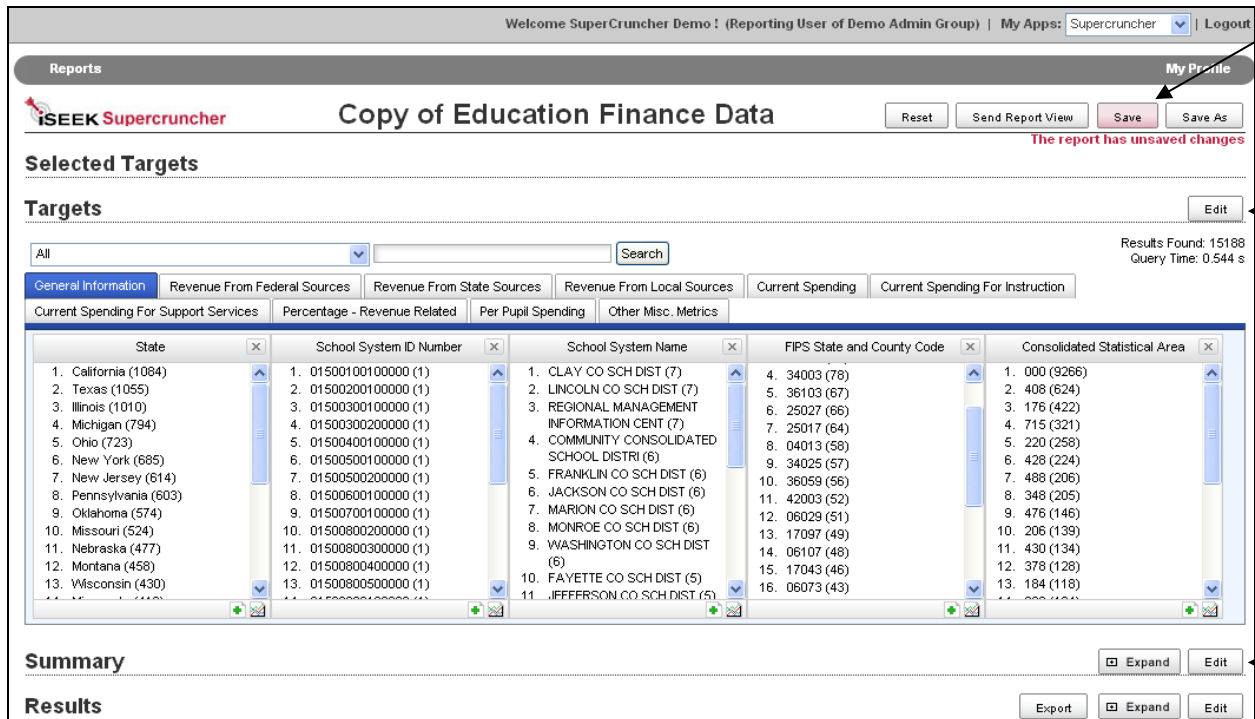


Figure 22. View of Copied Report

1. This 'Edit' option will bring up the Search Configuration option and the same screen as shown in Figure 15. All the same options are available as mentioned in that section.
2. This 'Edit' option displays the Configure Reports Formula page as shown in Figure 20. Same options are available.
3. This 'Edit' option relates to the Results, and bring up the same configuration screen as shown in Figure 19. Same options are available.
4. Any changes that are made in the 'Edit' screens mentioned above will prompt you to 'Preview Changes in Report' before proceeding. When this is chosen, the new edits will be implemented on the report, but they WILL NOT BE SAVED automatically. To save these edits, either click the 'Save' button at the top right hand corner (which will highlight red once edits have been made to alert you of unsaved changes), or click 'Save As' to create a new report with these changes.

Sharing a Copied Report

On the Main Menu, there will be new options associated with your copied report as shown below.

Welcome SuperCruncher Demo ! (Reporting User of Demo Admin Group)

ISEEK
Supercruncher

Reports

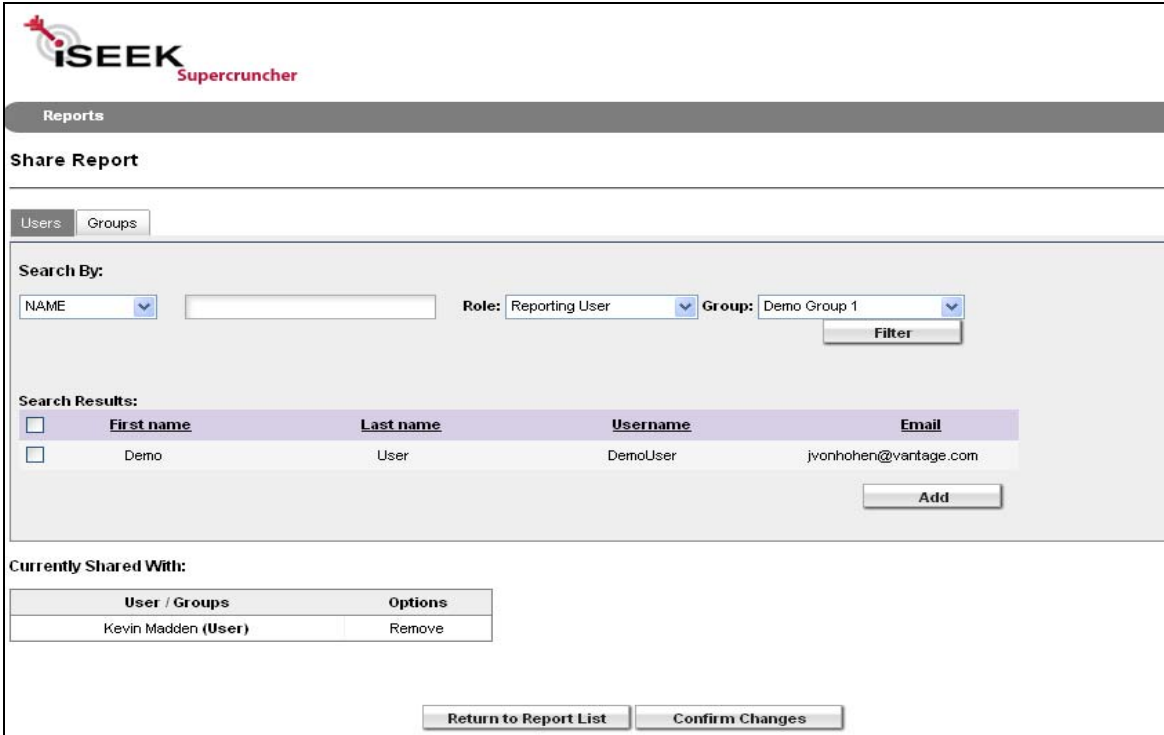
Reports

Report Name	Shared Status	Options
Education Finance Data May 19, 2009 5:18:57 PM		
Education Finance Data	Shared by Kevin Madden	Copy
Copy of Education Finance Data	Not Shared	Edit - Copy - Share - Delete

Figure 23. Copied Report on Main Menu

The 'Edit' link brings you through the same process as detailed above in the Search Configuration, Result Configuration, & Creating a Formula section, while 'Copy' would create another new report and you will be presented with the same options as detailed previously. The 'Share' link allows you to now share this report with other users in your group. When this is selected, a new window appears showing all the users you have the ability to share your report with. Check off the users, click 'Add', and confirm changes as shown in Figure 24.

Once you have confirmed the changes, a new confirmation page (Figure 25) will display showing the users the report will be shared with, and which fields have been locked. After reviewing the changes, select 'Yes' at the bottom to share the report. Your report is now shared.



ISEEK Supercruncher

Reports

Share Report

Users Groups

Search By:

NAME Role: Reporting User Group: Demo Group 1

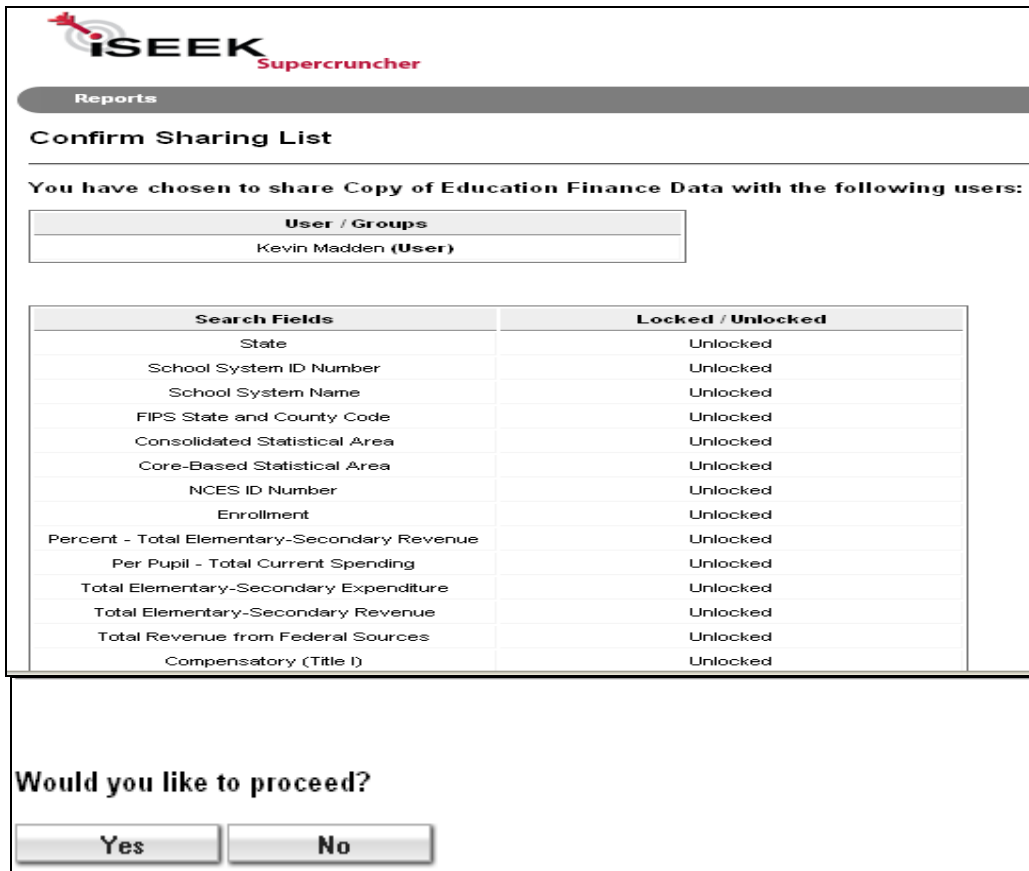
Search Results:

<input type="checkbox"/>	First name	Last name	Username	Email
<input type="checkbox"/>	Demo	User	DemoUser	jvonhohen@vantage.com

Currently Shared With:

User / Groups	Options
Kevin Madden (User)	Remove

Figure 24. Select Users to Share Report With



ISEEK Supercruncher

Reports

Confirm Sharing List

You have chosen to share Copy of Education Finance Data with the following users:

User / Groups
Kevin Madden (User)

Search Fields	Locked / Unlocked
State	Unlocked
School System ID Number	Unlocked
School System Name	Unlocked
FIPS State and County Code	Unlocked
Consolidated Statistical Area	Unlocked
Core-Based Statistical Area	Unlocked
NCES ID Number	Unlocked
Enrollment	Unlocked
Percent - Total Elementary-Secondary Revenue	Unlocked
Per Pupil - Total Current Spending	Unlocked
Total Elementary-Secondary Expenditure	Unlocked
Total Elementary-Secondary Revenue	Unlocked
Total Revenue from Federal Sources	Unlocked
Compensatory (Title I)	Unlocked

Would you like to proceed?

Figure 25. Share Report Confirmation Page