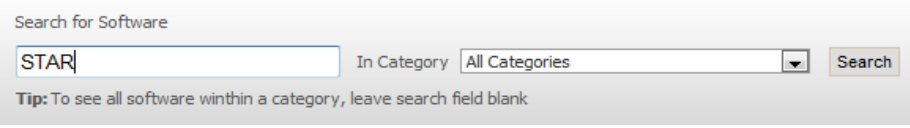
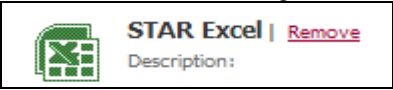
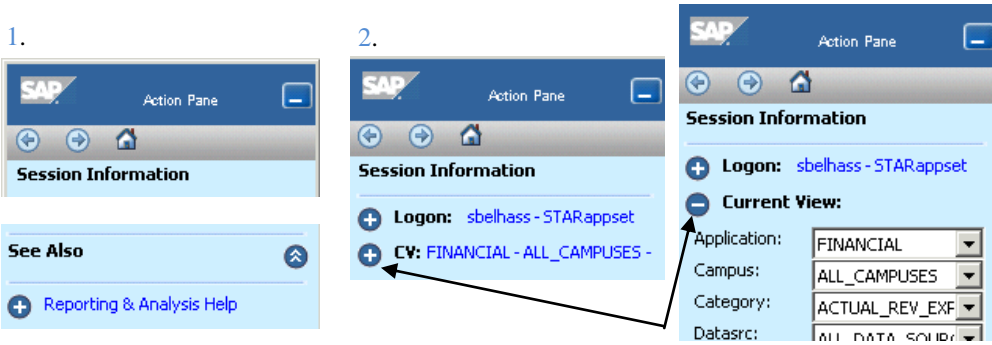
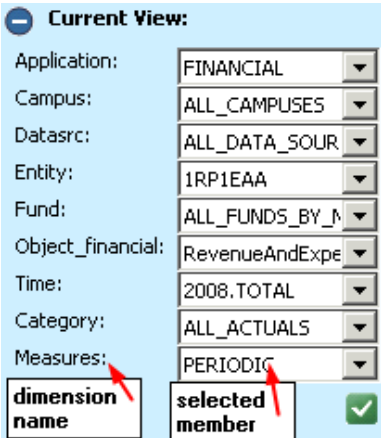
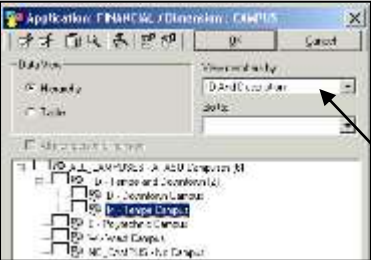



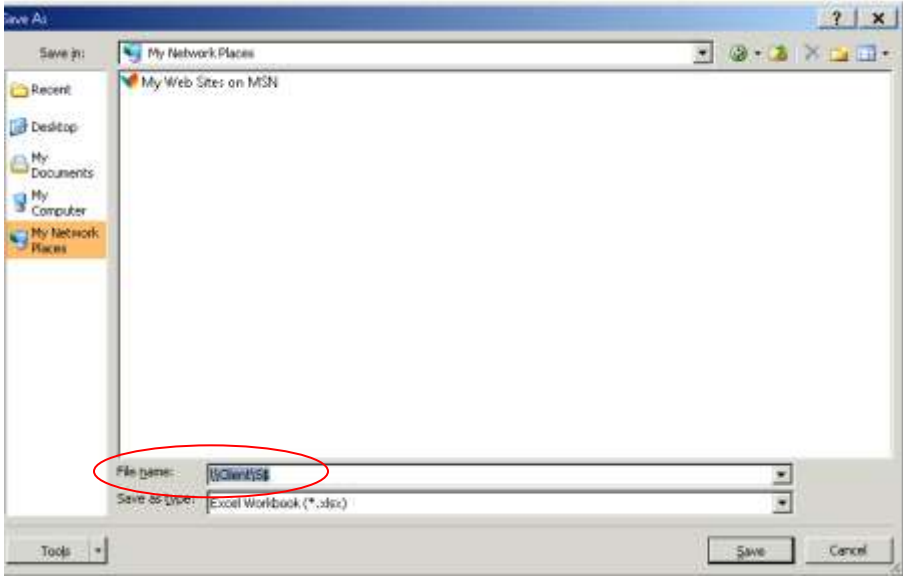
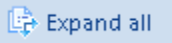
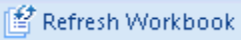
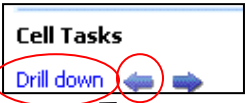


STAR QUICK REFERENCE GUIDE

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| <p>Log in to STAR via MyApps</p> | <p>https://www.asu.edu/myapps or access from the left-hand links in MyASU.</p> |
| <p>Launch STAR Excel (after logging in to MyApps)</p> | <p>STEP 1. Search for STAR if you don't have it already saved:</p>  <p>STEP 2. From Launch Page click on:</p>  |
| <p>Action Pane, Online Help, And Opening Current View</p> | <ol style="list-style-type: none"> On bottom of Action Pane, click on the arrow next to “See Also”, then click on the context-sensitive Help link offered below “See Also.” Click on the + next to CV to open up the Current View in the Action Pane.  |
| <p>STAR Navigation</p> | |
| <p>Current View</p> |  <p>The Current View is your friend in the Action Pane!</p> <p>If any data does not show as expected, this is the first place to check.</p> <p>Every dimension is important!</p> <p>The selected members will drive the data that appear in reports and input schedules unless any dimension members have been hard-coded within the report (typically members are only hard-coded in input schedules or shared reports).</p> |
| <p>Selecting a new Dimension Member</p> | <p>You can select a member by either typing it in directly into the drop-down box and pressing Enter, or by selecting it in the Member Selector Dialog Box (member list).</p>  <p>To open the member list, click on the dimension name. Then navigate to, or search for, the desired member. Highlight the desired member. You do not have to click in the checkbox. You can only select one member at a time.</p> <p>Tip: If you only see “ID,” change “View members by” setting to “ID and Description.”</p> |

STAR QUICK REFERENCE GUIDE

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| <p>Searching for a Dimension Member</p> | <p>You can search for a dimension member by using the search feature found within the Member Selector Dialog Box (or member list). There are two ways you can access the search: Click on the search button:  Or, if you prefer keyboard shortcuts, press CTRL+F.</p> |
| <p>Basic navigation</p> | <p>The navigation buttons at the top of the Action Pane control the menus below the Current View (and do not affect the Current View). </p> |
| <p>REPORTING</p> | |
| <p>Open a STAR web report</p> | <p>In Action Pane, click on Reporting and Analysis > Open an Existing Report</p> |
| <p>Build your own Reports (using dynamic template)</p> | <p>1) In Action Pane→Reporting & Analysis→Build a report using a dynamic template. 2) Select the template that best fits your need: Any by Any is a big favorite! The template will build a report and you may then change the Current View and dropdown box(es) to customize to your needs. You may then save this report to your own folder (below).</p> |
| <p>Save your own Reports to your own computer or network drive</p> | <ol style="list-style-type: none"> 1. From the Microsoft Office menu button , choose Save As. 2. At the bottom, where it says “File name,” type in: <u>\\Client\X\$</u> (in place of ‘X’, substitute the letter of your network drive or drive to which you want to save) and press Enter. 3. Your drive directory will appear. Navigate to the desired location, name your file and Save (click Save when done).  |
| <p>Expand on a dimension in a report</p> | <p> Click on “Expand” all button in the Planning & Consolidation. Expanding redraws the rows and columns and also refreshes the data.</p> |
| <p>Refresh data in a report</p> | <p> Click on the “Refresh Workbook” icon in the Planning & Consolidation ribbon. Refreshing updates data.</p> |
| <p>Drill down to see detail</p> | <p>To “Drill down” to the next level down in the dimension hierarchy, select the bolded row member in your report and:</p> <ul style="list-style-type: none"> • Right click and select “Drill-down”; OR • Double-click; OR • Click on “Drill down” under the Action Pane’s Cell Tasks.  <p>To Drill back “up” (closing the drill-down & returning to previous level), right click to select “Go back” or, click the back arrow next to “Drill down.”</p> |