



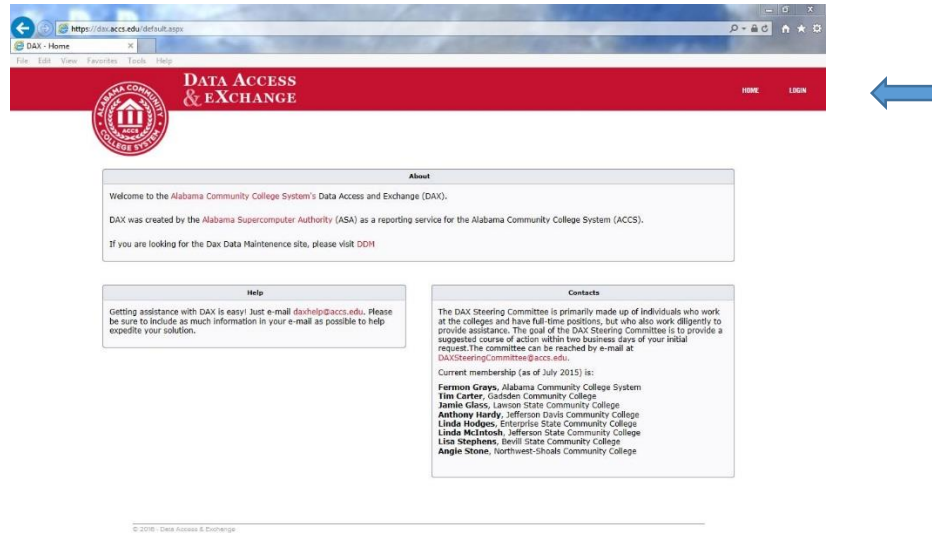
DATA ACCESS & EXCHANGE

Process to Access Data From the DAX System

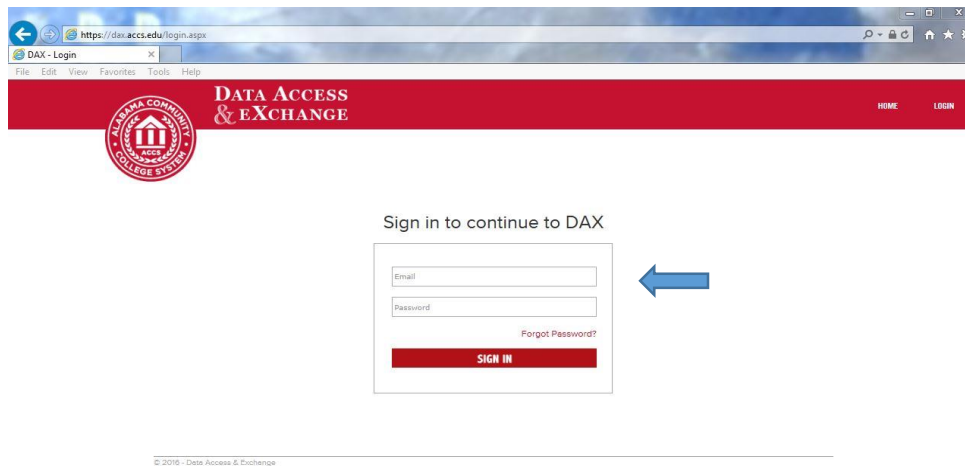
DAX Guide

Go to: <https://dax.accs.edu>

1. Upper right hand corner – click on “login”
(NOTE: obtain login credentials from IT - email: daxhelp@accs.edu).



2. Enter login credentials and click “sign in” or “enter”



3. First page of statistics shows snapshots of system wide data.



4. Upper right hand corner – click on the desired information.

4.1 Data Viewer provides overall information for selected colleges and terms

The 'Awards Conferred' page shows the following table:

Institution	2013 - 2016			2014 - 2015			Grand Total		
	STC	C/D	Assoc.	STC	C/D	Assoc.	STC	C/D	Assoc.
Alabama Southern	-	-	-	93	43	183	93	43	183
Bevill	47	76	45	128	88	416	175	164	463
Bishop	69	30	29	201	94	277	270	124	304
Calhoun	106	3	163	407	44	1,167	513	47	1,350
Central Alabama	1	10	32	18	53	216	14	63	270
Chattahoochee	4	-	80	11	15	199	15	15	279
Drake	14	16	17	17	37	82	21	53	99
Enterprise	-	-	23	7	2	258	7	2	281
Fullerton	1	1	41	42	52	493	43	53	534
Hadley	109	76	150	359	282	803	468	358	783
Ingram	248	41	-	495	90	3	743	121	3
Jefferson Davis	16	3	41	71	33	148	87	38	189
Jefferson State	76	97	267	203	243	881	239	346	1,148
L. S. Wallace	42	22	57	80	83	201	122	107	258
Lawson	22	42	27	192	152	246	214	194	273
Marion Military	-	-	25	-	-	101	-	-	126
Northwest	39	8	72	207	83	378	246	101	451
Northwest - Shoals	-	1	-	164	111	375	164	112	375
Raid	23	32	8	63	44	42	88	96	50
Shelton	24	49	140	35	106	424	79	154	364
Shelton	24	49	140	35	106	424	79	154	364
Shelton	24	49	140	35	106	424	79	154	364
Southern Union	7	35	128	156	100	521	163	135	649
Trenholm	28	20	25	191	34	189	219	74	210
Wallace Dothan	92	79	164	263	125	370	355	204	734
Wallace Hanceville	92	27	150	269	95	624	422	122	974

4.2 “Reports” provides detailed information by college and term.



5. Select report of interest.

5.1 Once report type is selected click on the school(s) and calendar/semester period desired in the “options” block and click “run report”.

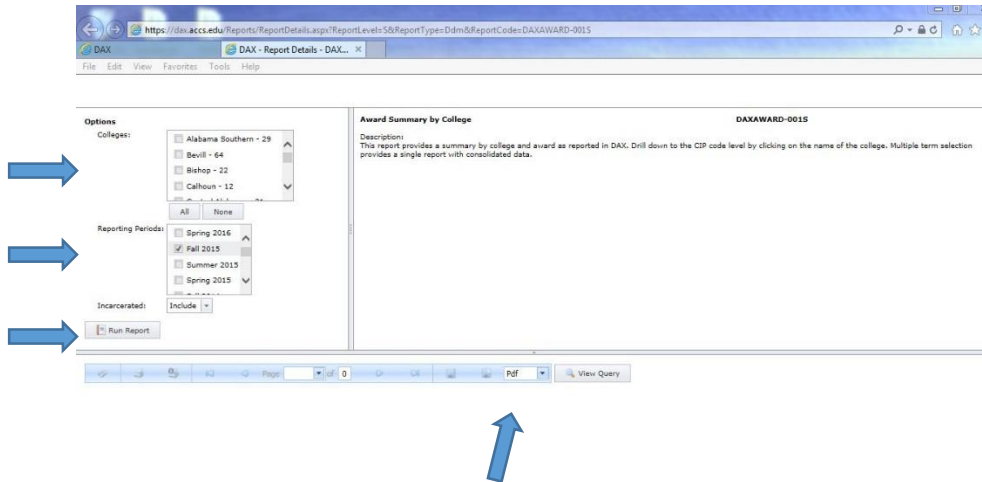
5.2 Different reports allow various multiples of schools or time periods.

5.3 Some reports also allow you to include or exclude incarcerated students.

The screenshot shows the 'Reports' page in the DAX system. It features a search bar at the top right and a list of report categories on the left. The categories include:

- Enrollment Reports (System):** ACHE SREB Survey, Award Sought Headcount by Program CIP Code, Credit Hour Production by Department Code, Credit Hour Summary by Status, Credit Hours by Method of Delivery, Headcount & Credit Hour Trend Report, Student Headcount by College and Ethnicity/Race, Student Headcount by College and Gender, Student Headcount by IPEDS Race Categories and Gender.
- Enrollment Reports (Local):** Campus Enrollment Summary, Credit Hour Report by Dept Code and Campus, Credit Hour Report by Status, Credit Hour Trend Report by Department.
- Registration Reports:** Course Completion Report, Grade Listing by Campus, Grade Listing by Department, Grade Listing by Instructor Status, Grade Listing by Method of Delivery, Grade Trend Report by Course.
- Personnel Reports:** Academic YTD Personnel Summary, Academic YTD Personnel Summary by Occupational Activity, Full-Time Personnel by College and Ethnicity/Race, Full-Time Personnel by College and Gender, Full-Time Personnel by College and Highest Degree.
- Financial Aid:** Student Aid Summary, Student Aid Summary by IPEDS Reporting Category.
- Perkins Reports:** ACHE Data Import, CTE Course Verification, CTE Program Verification, Data for Perkins Vocational Education Funds, DOL Data Import, Perkins Performance Report I - General Info - Columns AT-A5, Perkins Performance Report I - Indicator 1P1 - Columns AG-A8, Perkins Performance Report I - Indicator 2P1 - Columns AS-A14, Perkins Performance Report I - Indicator 3P1 - Columns AT15-A17, Perkins Performance Report II - Indicator 4P1 - Columns B1-B5, Perkins Performance Report II - Indicator 5P1 - Columns B6-B8, Perkins Performance Report II - Indicator 5P2 - Columns B9-B11.
- Graduate Reports:** Award Summary by College.

6. Once the report comes up you can save it in a variety of formats.
 - 6.1 Select the type of format desired (i.e. PDF, XL, ect.). NOTE: Data cannot be manipulated in the current format.
 - 6.2 Select the save option by selecting the icon to the left of desired format.
 - 6.3 The save option lets you open it on screen or save to a file folder.
 - 6.4 To run other reports in the same area simply unmark the current selection and reselect new options and repeat the above process.



7. Once you are finished with the current report exit by clicking on the tab that is open and return to the home window to select another report.
8. Once completed you may either log out of DAX or close the window. NOTE: You will remain logged in to DAX unless you logout or close the window.