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
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.
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.