# Introduction and access

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](https://help.qlik.com/en-US/sense/2.2/Content/Tutorials.htm)

Introduction

The Data Exchange is an innovative and intuitive suite of applications (reports) which display data reported in the Data Exchange.

Refer to the Data Exchange translator below to find out more about the terms used in Data Exchange.

Table 1 – Qlik translator

| **QLIK TERM** | **DESCRIPTION** |
| --- | --- |
| **App** | Is the report name. |
| **Drill** | Click to drill down into the selected item. |
| **Hub** | When Qlik starts up, you arrive at the hub. The hub is where you find all the apps you have access rights to use. |
| **Sheet** | Is a page or screen. |
| **Snapshot** | Is a screenshot of a graph or image. |
| **Story** | Is a presentation. |
| **Visualization** | Is a chart or table that presents data in an easy to read way. |

Access and Log in

From the Data Exchange web-site portal, select  located in the **Access MyDEX reports** box.

 Figure 1 - The Data Exchange web-site portal

 

 The **Reports screen** will display.

 Figure 2 – The Reports screen

 

Select a **Report** tile.

 Figure 3 – Standard reports tile

 

The **Login** screen will display.

 Figure 4 – The Login screen



Login with your Digital ID.

The **Qlik Sense** screen will display.

 Figure 6 –The Qlik Sense screen

 

Select the required report.

Table 2 – Qlik navigation items

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| Navigation icon | Select the **Navigation** icon to return you to the **Open hub** |
| Menu icon | Select the M**enu** icon to display **Help** and **About**. |
| Bookmark icon | Select the **Bookmark** icon to save the reference point in the sheet. |
| Story icon | Select the **Stories** icon toaccess the stories already set up. |
| Menu viewer button | Select the **Menu viewer** to display the items in grid or list view.  |
| This is a screen shot of the Sheets drop down arrow. | Select the **Sheets** drop down arrow to view available report types. |
| This is a screen shot of the Back and forward buttons. | Select the **Back** and **Forward** arrows to view the available report types. |
| This is a screen shot of the Magnifying glass used to conduct a search. | Select the **Magnifying glass** to conduct a search. |
| This is a screen shot of the menu icon. | Select the **Menu** icon to access **Development Hub**, **Help** and **About**. |

Supported browsers

In order to access the Data Exchange reports your computer needs to meet certain requirements. Select this link to view the list of [supported browsers](https://help.qlik.com/en-US/sense/September2017/Subsystems/PlanningQlikSenseDeployments/Content/Introduction/supported-browsers.htm).

You can find more information on reporting requirements in the [Data Exchange Protocols](https://dex.dss.gov.au/document/81). For further information on reports functionality, please visit the [Training](https://dex.dss.gov.au/training) tab of the Data Exchange website.

For system support, contact the Data Exchange Helpdesk by email at dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283.