



## Introduction and access

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](#) and at [Qlik Sense tutorials on YouTube](#).

### 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


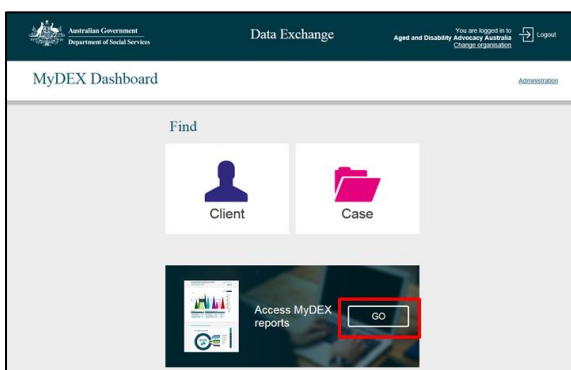
From the Data Exchange web-site portal, select  located in the **Access MyDEX reports** box.

Figure 1 - The Data Exchange web-site portal



The **Reports screen** will display.

Figure 2 – The Reports screen



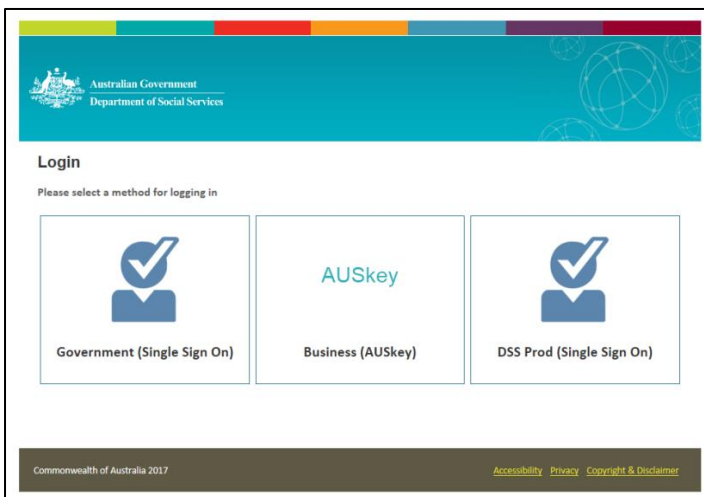
Select the **Partnership reports** tile.

Figure 3 – Partnership reports tile



The **Login** screen will display.

Figure 4 – The Login screen







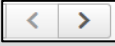




Login via the **AUSkey** tile.

Figure 5 – AUSkey tile

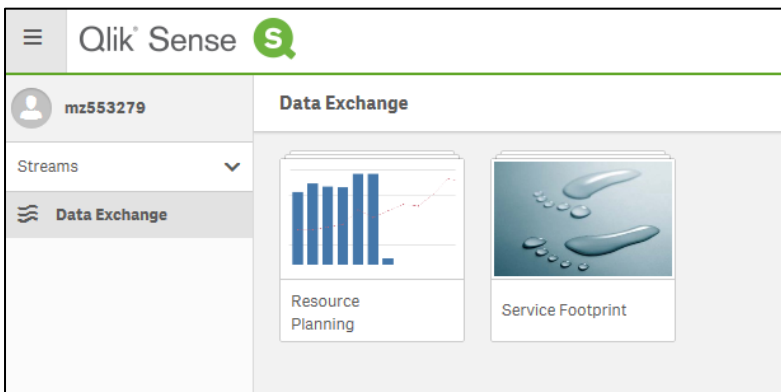


Table 2 – Service Footprint screen navigation items

| ITEM  | DESCRIPTION  |
|---|--|
|  | Select the <b>Navigation</b> icon to return you to the <b>Open hub</b> (where the Resource Planning and Service Footprint tiles are located) |
|  | Select the <b>Menu</b> icon to display <b>Help</b> and <b>About</b> .  |
|  | Select the <b>Bookmark</b> icon to save the reference point in the sheet.  |
|  | Select the <b>Stories</b> icon to access the stories already set up.   |
|  | Select the <b>Menu viewer</b> to display the items in grid or list view.   |
|  | Select the <b>Sheets</b> drop down arrow to view available report types.   |
|  | Select the <b>Back</b> and <b>Forward</b> arrows to view the available report types.   |
|  | Select the <b>Magnifying glass</b> to conduct a search.  |
|  | Select the <b>Menu</b> icon to access <b>Development Hub</b> , <b>Help</b> and <b>About</b> .  |

The **Qlik Sense** screen will display.

Figure 6 –The Qlik Sense screen



Select the required report.

## 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](#).

More information on reporting requirements can be found in the [Data Exchange Protocols. Task Cards on reports functionality can be found on the Self-Service Reports tab.](#)

For technical support; contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.