MIRO Decision Support System
USER GUIDE

Mānoa Institutional Research Office (MIRO)
2500 Campus Road, Hawaiʻi Hall 107, Honolulu, HI 96822
https://manoa.hawaii.edu/miro/
1. MIRO Website
First, please navigate to the MIRO office website: https://manoa.hawaii.edu/miro/

2. Decision Support
Click the “Decision Support” link at the top right corner of the webpage:
3. Login
You will be prompted to enter your UH username and password to access MIRO web apps:

4. MIRO Data Use Terms and Conditions
New users will need to read and agree to the “MIRO Data Use Terms and Conditions” below, when logging into the Decision Support system for the first time. Please carefully read these terms to be familiar with the purpose and responsibility of using the data presented in the web apps. Please note that users are responsible for any consequence of misinterpretation and publication of MIRO data. If users have questions about the data and its appropriate interpretation, please don’t hesitate to contact MIRO for help (miro@hawaii.edu)
5. Interactive Reporting for Decision Support

After logging in, we recommend you watch the video tutorial at the top left corner that gives new users a walkthrough of the different types of data that are available on the site.

We also recommend you click the video icon next to web apps to view tutorials and better understand how to interpret and use the corresponding web app data.

Please also click to view the upcoming face-to-face or online trainings scheduled in the “Meetups & Info Sessions” on the top middle section of the page. Here, you can also find helpful documents and PowerPoints from previous sessions. We encourage data users to attend these training sessions to improve their knowledge, skill, and familiarity with these web apps as well as ask questions and receive additional data support.
6. Main Functions

Lastly, we will briefly introduce a few main functions available on MIRO web apps using the Enrollment Trend Report web app as an example. After you select your filters of interest and click “apply,” the customized report will appear.

Users should check the selected filters summary in a grey box on the top left corner, to confirm that the desired filters have been selected correctly.

The “Download as Excel” function enables you to download the data into a spreadsheet and conduct more data analysis or make a graph using Excel.

By clicking “Clone Report” in the top right corner, users are able to open a new page that clones the current pre-selected filters. Users can then change desired filters to generate a new report. This function is very helpful when comparing different student groups by easily generating two reports side-by-side.

Clicking the “Change Search Criteria” directs users to the filters section on the bottom of the report, where you can change the selected filters and generate a new report.
Mahola for joining the MIRO web app user community! We hope you find the data and reports helpful. Please don’t hesitate to email us if you have any questions or suggestions (MIRO@hawaii.edu).

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