Navigating the new ANU Insight – User Guide

ANU Insight was upgraded at the end of September 2017. This user guide provides a quick overview of some of the changes in order to assist you in navigating the new ANU Insight. All the functionality is still there but it may be found in a different location. If you need help, please contact the ANU Insight Service Desk:

**ANU Insight support contact**

[User icon]  ANU Insight Service Desk

[Phone icon]  +61 2 6125 8649

[Email icon]  Send email

**The Log on screen**

Enter your UDS ID and password (see image below) for access to ANU Insight. Your password is normally your UDS or HORUS password.
The Home screen

The new Home screen features the Menu at the top with News items immediately below. There is a new Side Menu for alternative navigation.

The Menu / Report screen

The Reports section will display your report. However, to export the report to a different format you will need to select the Icon at the top left of the screen.
This will provide you with the following menu options to export your report.

At the bottom of the screen are the same navigation buttons as before.

For further assistance on any of your reports or if you encounter a problem, please contact the ANU Insight Service Desk:

**ANU Insight support contact**

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