BOE Reports

Login to BOE Reports

1. Navigate your browser to **http://reporting.maricopa.edu**.

2. In the *Enterprise ID:* textbox, enter your MEID.
3. In the *Memo Password:* textbox, enter your MEMO password.
4. Verify authentication is set to LDAP.
5. Click on Log On.

Viewing the Report List

1. From the Folders panel at the left, click on the ⊞ to the left of Public Folders to display all public folders.
2. Click on the ⊞ to the left of the Phoenix_Community_College folder to display all college folders you have access to.

NOTE: *The listing of folders will vary depending on your role and access level.*

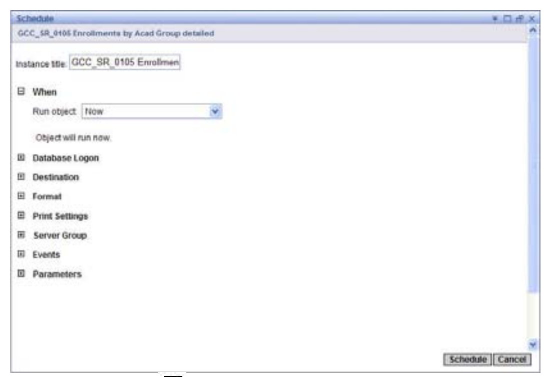
3. Click on the appropriate folder to display the reports in the panel at the right.

NOTE: *The listing of reports available is being updated as new reports are needed. Your listing may vary from the example.*

Each report has four possible options: (you may not see all of them depending on your access).
View Latest Instance – shows only after a report has been run – used to view the last saved version of a report (no matter who created it).
History – a historical listing of all saved reports and their individual settings. You can choose which one you may want to view (will not display if the report has not been run).
Schedule – allows you to run a report 'ad hoc' or on a regular reoccurring basis, such as biweekly, monthly, always on the 15th, etc.
Properties – displays the report description, historical information on when the report was originally created, when it was last modified, and when it was last run.

Running a Report

1. Locate the report name.
2. Click on Schedule.



3. Use the ⊞ to the left of each option to customize your report.

When – the report can either be run 'ad hoc' (Now) or scheduled to run hourly, daily, weekly, monthly, at predetermined monthly times, or on specific dates.
Database Logon – used only by system administrators.
Destination – allows you to identify whether you want the report emailed to you, displayed on the screen, or sent directly to the printer. The default is the screen.
Format – allows you to identify whether you want the report in HTML, PDF, Excel, Word, or other formats.
Print Settings – not currently being used.

Server Group – not currently being used.
Events – not currently being used.
Parameters – provides customization options by report. *Most reports require some parameters be identified.* (If parameters are needed and none are identified, the report will either fail or run with no data.)

4. To set an individual parameter, click on “empty” under the *Value* heading.
5. Be sure to click the OK button after setting each parameter.
6. After customizing the desired settings, click on **Schedule**.

After the report is scheduled, the History screen displays with your settings listed at the top and the status showing as **Pending**. The Pending status changes to **Running** and then **Success** once the report is complete.

7. To refresh the screen, click on .
8. To view the report, click on the Instance Time (displays as the date and time) at the left.

Editing a Report

Reports you have created can be edited or “rescheduled” by you. This is especially helpful if all, or most, of the parameters will remain the same.

1. Click on your folder in the left panel.
2. From the Report History screen, click on **Reschedule**.
3. Make the desired changes to the settings.
4. Click on **Schedule**.

Note: *You cannot edit or reschedule a report someone else created, but you can view their parameters in the History page and view their report by clicking on the date and time of their instance.*

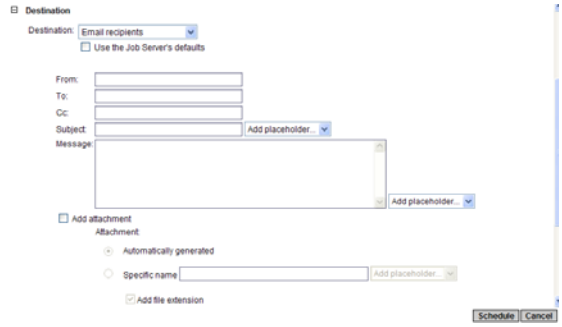
Printing a Report

Most reports can be accessed from on-screen and won’t need to be printed. If you need to print a report, use your web browser’s printing tool.

Emailing a Report

If you need to import data from SIS into other programs, you can email an electronic version of the report to yourself in Word, Excel, or comma or tab delimited format.

1. Select the instance of a previously run report.
2. From the Send drop-down menu, select To Email.
3. If necessary, deselect the checkbox for
   ☐ Use the Job Server's defaults



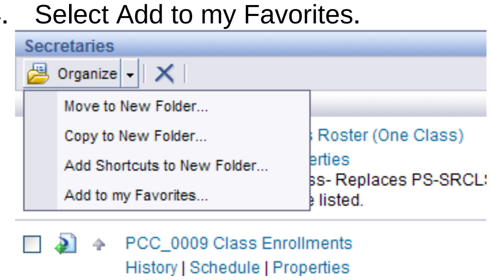
4. In the *From:* textbox, type your full email address.
5. In the *To:* textbox, type the full email address of the individuals you want to receive the report.
6. In the *Subject:* textbox, type a subject (such as the name of the report).
7. Select the *Add attachment* box.
8. Verify the *Automatically generated* radio button is selected.
9. Click on the **Submit** button.

An email will be generated to the recipients with the report as an attachment.

Adding a Report to Favorites

Reports you use on a regular basis are easier to access if you add them to your Favorites.

1. Navigate to the report folder.
2. Click in the checkbox to the left of the report to select it.
3. From the toolbar at the top of the right panel select **Organize**.
4. Select Add to my Favorites.



You can either type the name of a new folder or select the folder named Favorites.

5. Click on the **Favorites** folder to select it.
6. Click on the **OK** button at the lower right corner of the window.

Using Favorites

To access a report you’ve added to your Favorites.

1. Click on the ⊞ to the left of My Folders.
2. Click on Favorites folder to display the list.
3. Click on the name of the report.

To delete a report you’ve added to your Favorites.

1. Click on the ⊞ to the left of My Folders.
2. Click on Favorites folder to display the list.
3. Click the name of the report.
4. Click the X on the toolbar.