

# **Running Reports Through rePortal**

**June 15, 2007  
Version 1.0**

In Internet Explorer type <http://reportal> in the address box and enter.

The screenshot shows the Microsoft Internet Explorer browser window displaying the Eastern Illinois University website. The address bar contains the URL <http://reportal>. The page header includes the university's name and navigation tabs for 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends'. The main content area is divided into several sections:

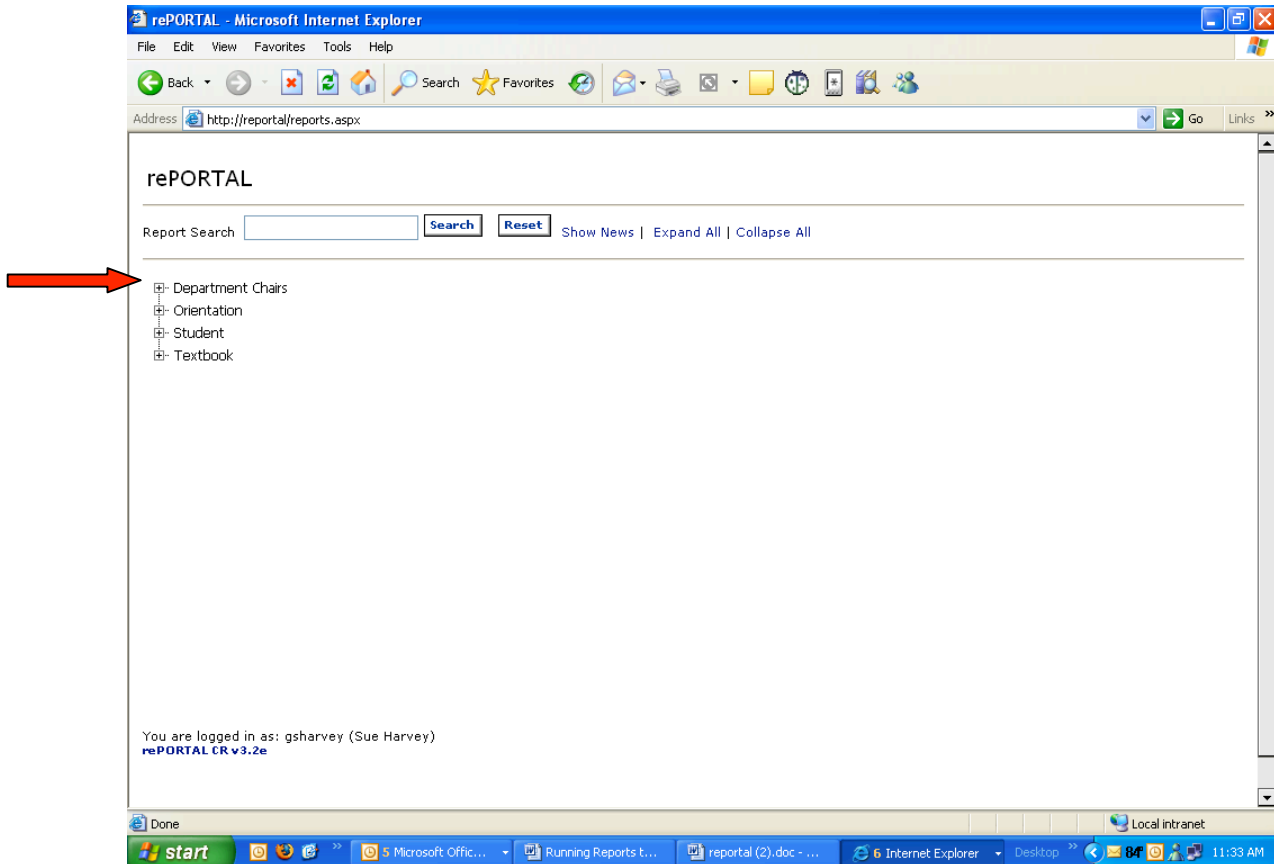
- Academics Admissions:** Links to Booth Library, Panther Athletics, Check Your PantherMail, Outlook Web Access, PAWS: Student Access, and WebCT.
- Current Student:** A dropdown menu with options like Student Official Notices, PAWS: Online Registration, Academic Calendar, and Catalogs.
- EIU this week...:** A featured article with the headline "maximize your time... live on-campus" and a digital clock showing 7:00. The text discusses choosing a home away from home and provides a link to the housing page: <http://www.eiu.edu/~housing/>.
- On the EIU calendar ...:** A list of upcoming events and deadlines, including Premier Boys State, Eight Week Session Graduate Student Purchase Option Deadline, and Textbook Rental Service closures.
- Prospective Students:** A section featuring a photo of a student and the text "i am eiu." with the sub-headline "Three little words can change your life...". It includes links for finding a major, financial aid, and other resources.

The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 10:12 AM on Friday, June 15, 2007.

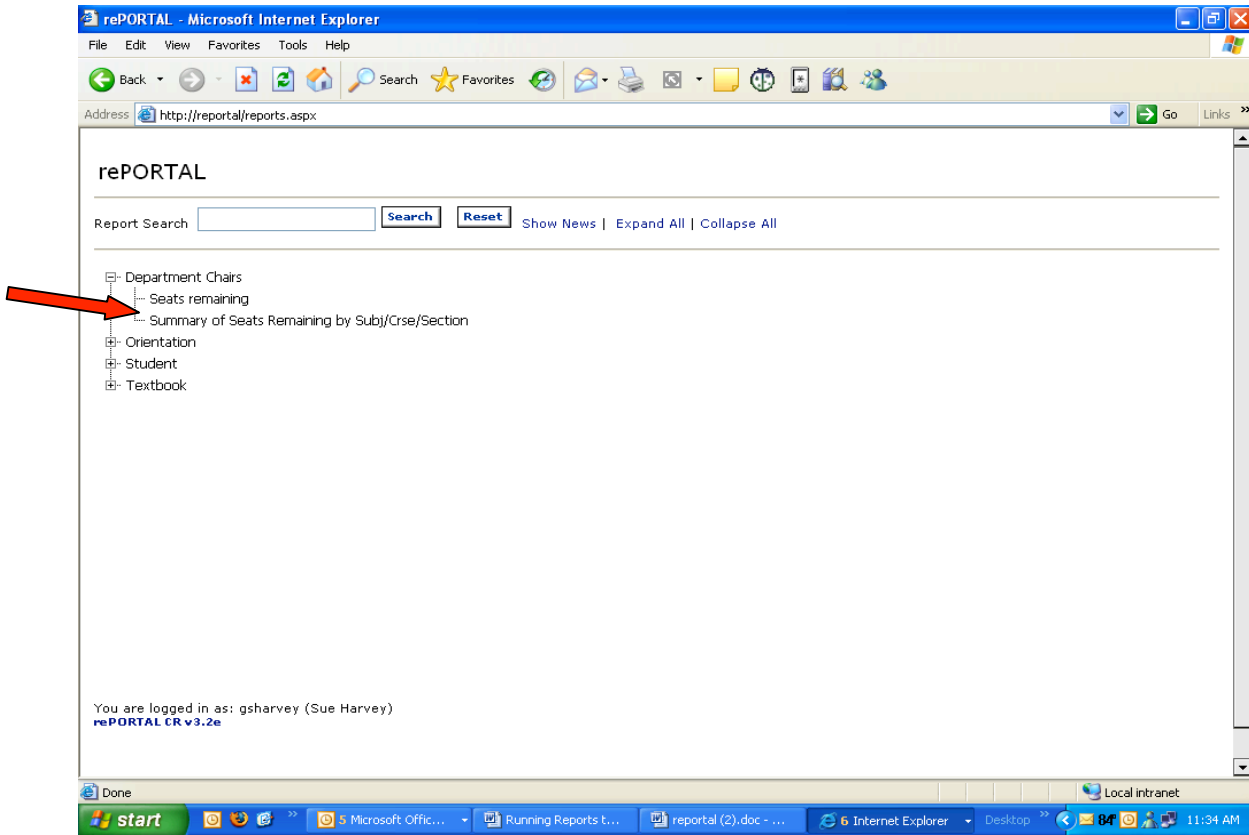
Click the plus sign in front of the directory you would like to access.

**NOTE:** The listing of directories shown on your screen may be different than the screen shown below. The screen displays only the security roles to which you have been assigned.

If you are prompted to install Active X controls, accept the installation or the report will not display properly.

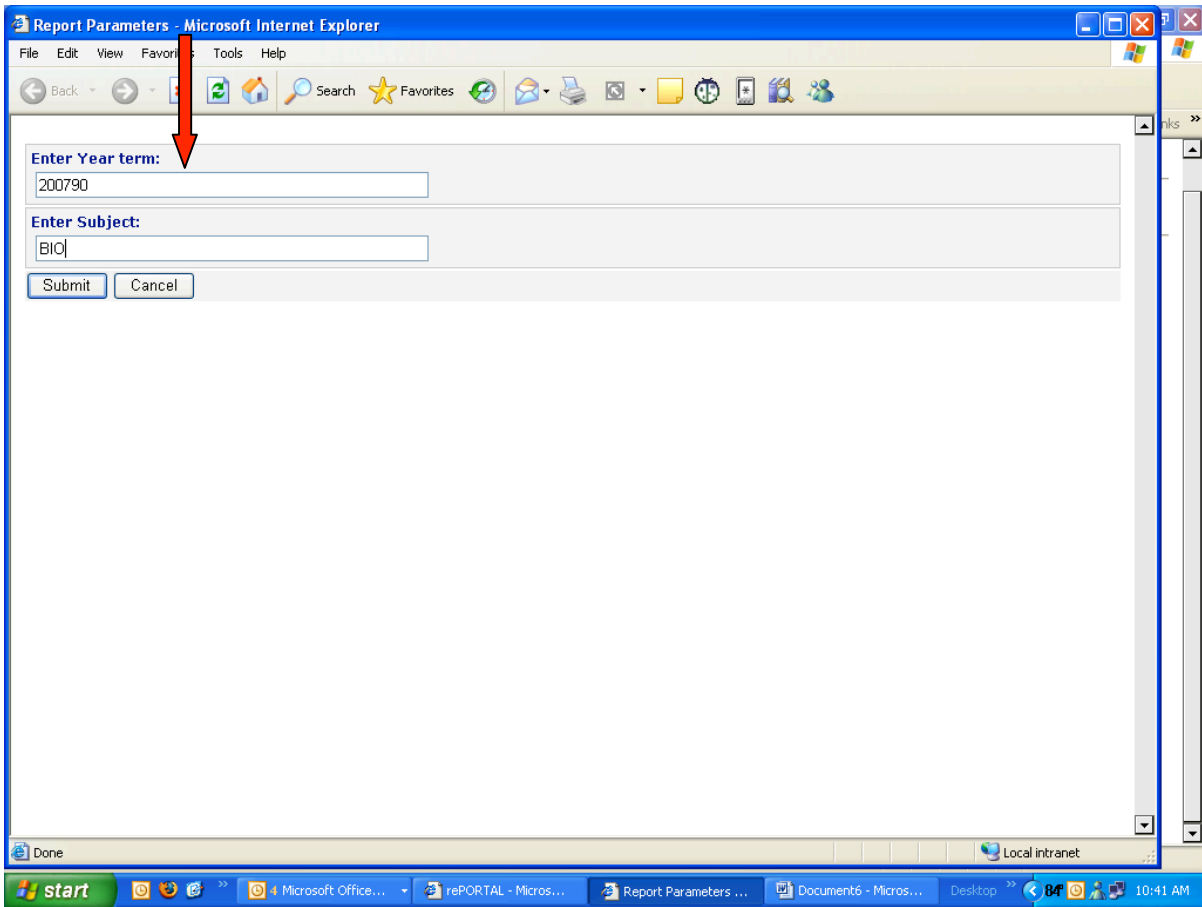


Click on the link for the report you wish to run.



If parameters are required, enter them, then click submit.

**NOTE: It will take a few seconds to process your request.**



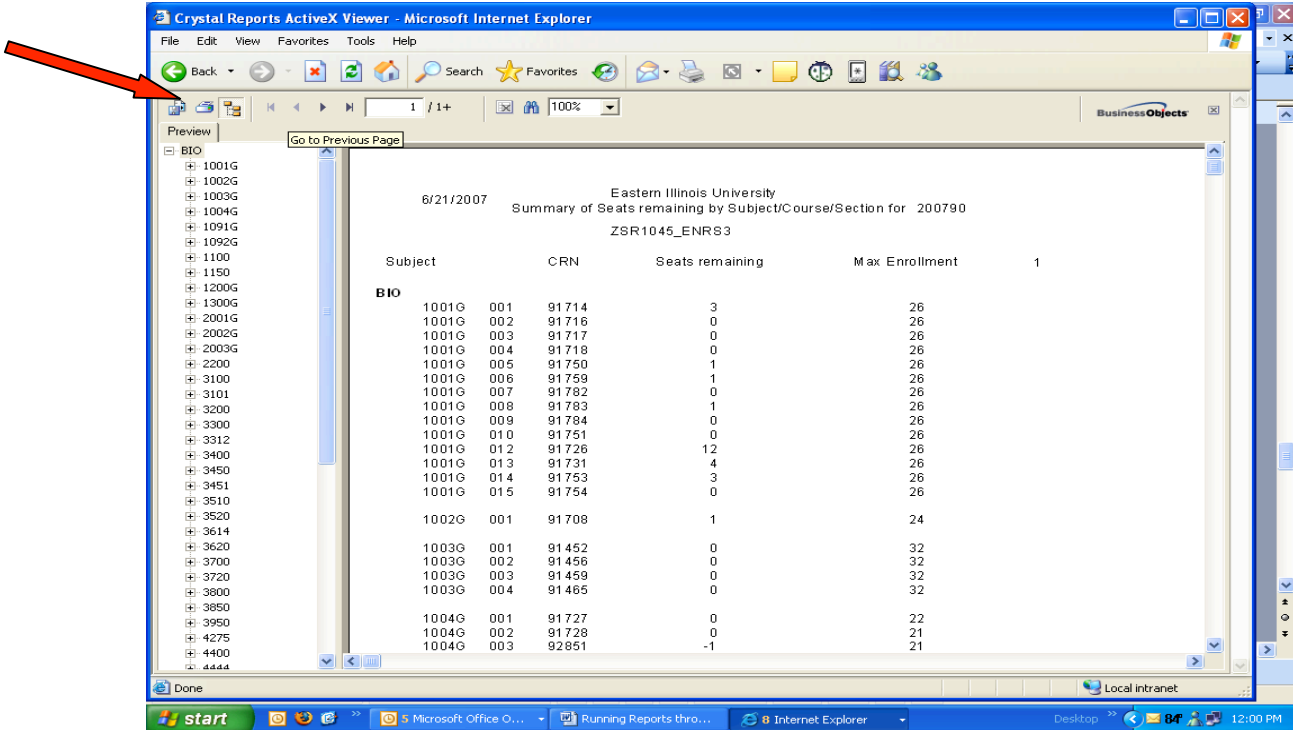
The report is displayed on your screen.

The screenshot shows a web browser window titled "Crystal Reports ActiveX Viewer - Microsoft Internet Explorer". The browser's address bar shows "BusinessObjects". The main content area displays a report titled "Eastern Illinois University Summary of Seats remaining by Subject/Course/Section for 200790 ZSR1045\_ENR83". The report is dated "6/15/2007". The report content is as follows:

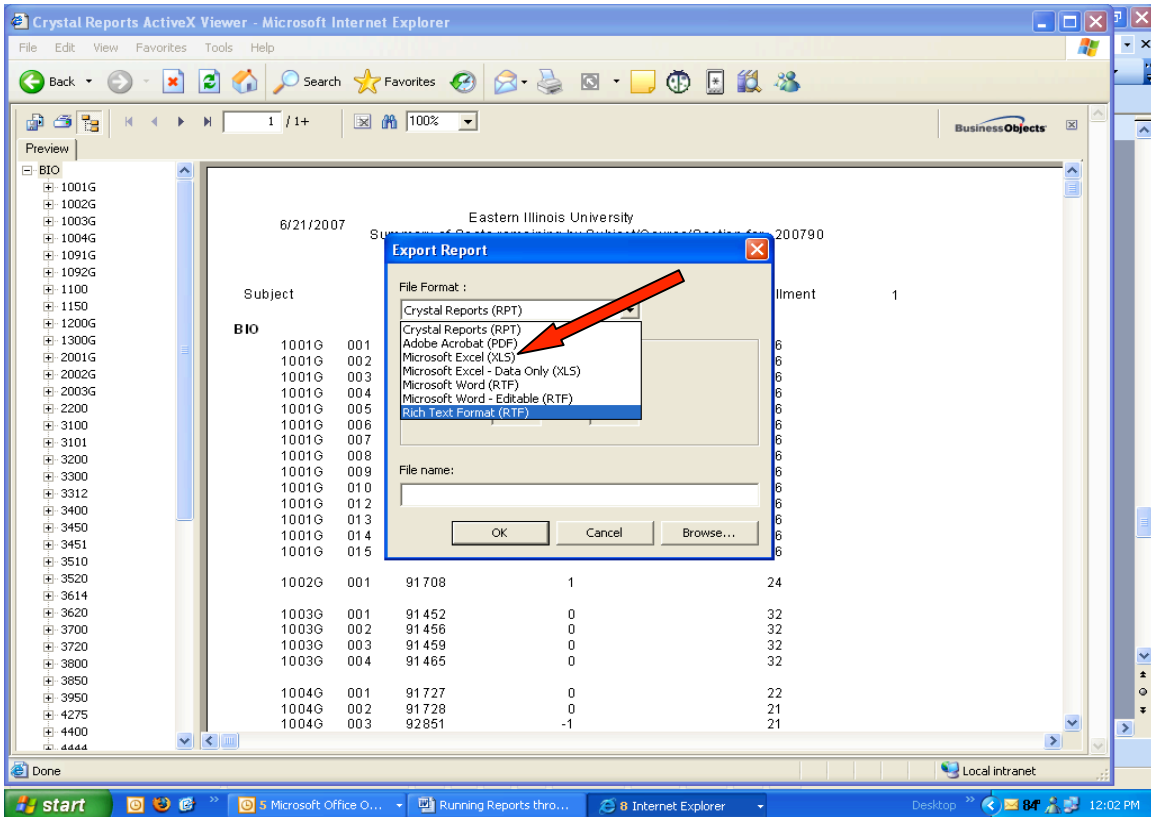
Subject	CRN	Seats remaining	Max Enrollment	1
<b>BIO</b>				
1001G 001	91 714	4	24	
1001G 002	91 716	0	24	
1001G 003	91 717	0	24	
1001G 004	91 718	0	24	
1001G 005	91 750	0	24	
1001G 006	91 759	0	24	
1001G 007	91 782	0	24	
1001G 008	91 793	0	24	
1001G 009	91 784	0	24	
1001G 010	91 751	0	24	
1001G 012	91 726	11	24	
1001G 013	91 731	1	24	
1001G 014	91 753	0	24	
1001G 015	91 754	0	24	
1002G 001	91 708	1	24	
1003G 001	91 452	0	32	
1003G 002	91 456	0	32	
1003G 003	91 459	1	32	
1003G 004	91 465	4	32	
1004G 001	91 727	2	22	
1004G 002	91 728	2	21	
1004G 003	92851	0	21	

A red arrow points to the "Preview" tab in the browser's navigation pane on the left side of the report viewer.

The report may be exported to another format by clicking on the export icon. This example will export the report to Microsoft Excel.



A box titled “Export Report” will open. Click on “Microsoft Excel (XLS).”



Type in a file name and click ok.

The screenshot shows the Crystal Reports ActiveX Viewer interface. The main window displays a report preview for Eastern Illinois University, dated 6/21/2007. The report content includes a table with columns for 'Subject', 'ID', 'Count', and 'Total'. The 'Export Report' dialog box is overlaid on the report, with the following details:

- File Format:** Microsoft Excel (XLS)
- Page Range:** All
- File name:** Seat Counts for June 21, 2007
- Buttons:** OK, Cancel, Browse...

A red arrow points to the 'OK' button in the dialog box.

Subject	ID	Count	Total
1001G	001	91708	24
1002G	001	91452	32
1003G	002	91456	32
1003G	003	91459	32
1003G	004	91465	32
1004G	001	91727	22
1004G	002	91728	21
1004G	003	92851	21



Once the report has run, you will receive a message “The report has been exported. Would you like to open it?” Click yes. The report opens in Excel and can be saved in that format.

Microsoft Excel - Seat Counts for June 21, 2007.xls

6/21/2007 Eastern Illinois University  
Summary of Seats remaining by Subject/Course/Section for 200790  
ZSR1045\_ENRS3

Subject	CRN	Seats	Max Enrollment
<b>BIO</b>			
1001G 001	91714	3	26
1001G 002	91716	0	26
1001G 003	91717	0	26
1001G 004	91718	0	26
1001G 005	91750	1	26
1001G 006	91759	1	26
1001G 007	91782	0	26
1001G 008	91783	1	26
1001G 009	91784	0	26
1001G 010	91751	0	26
1001G 012	91726	12	26
1001G 013	91731	4	26
1001G 014	91753	3	26
1001G 015	91754	0	26
1002G 001	91708	1	24
1003G 001	91452	0	32
1003G 002	91456	0	32
1003G 003	91459	0	32
1003G 004	91465	0	32
1004G 001	91727	0	22
1004G 002	91728	0	21