Running Reports
Through
rePortal

June 15, 2007
Version 1.0

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

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.
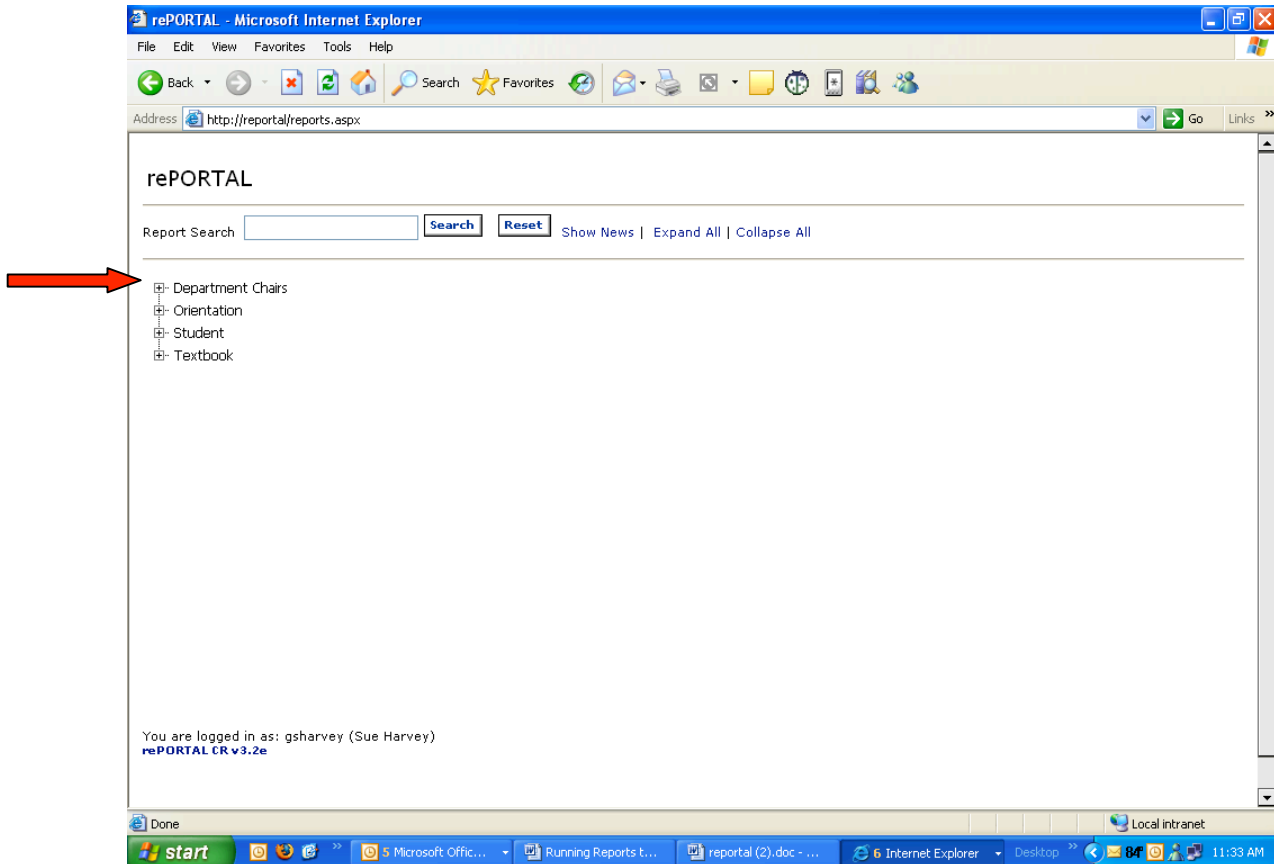
Click on the link for the report you wish to run.
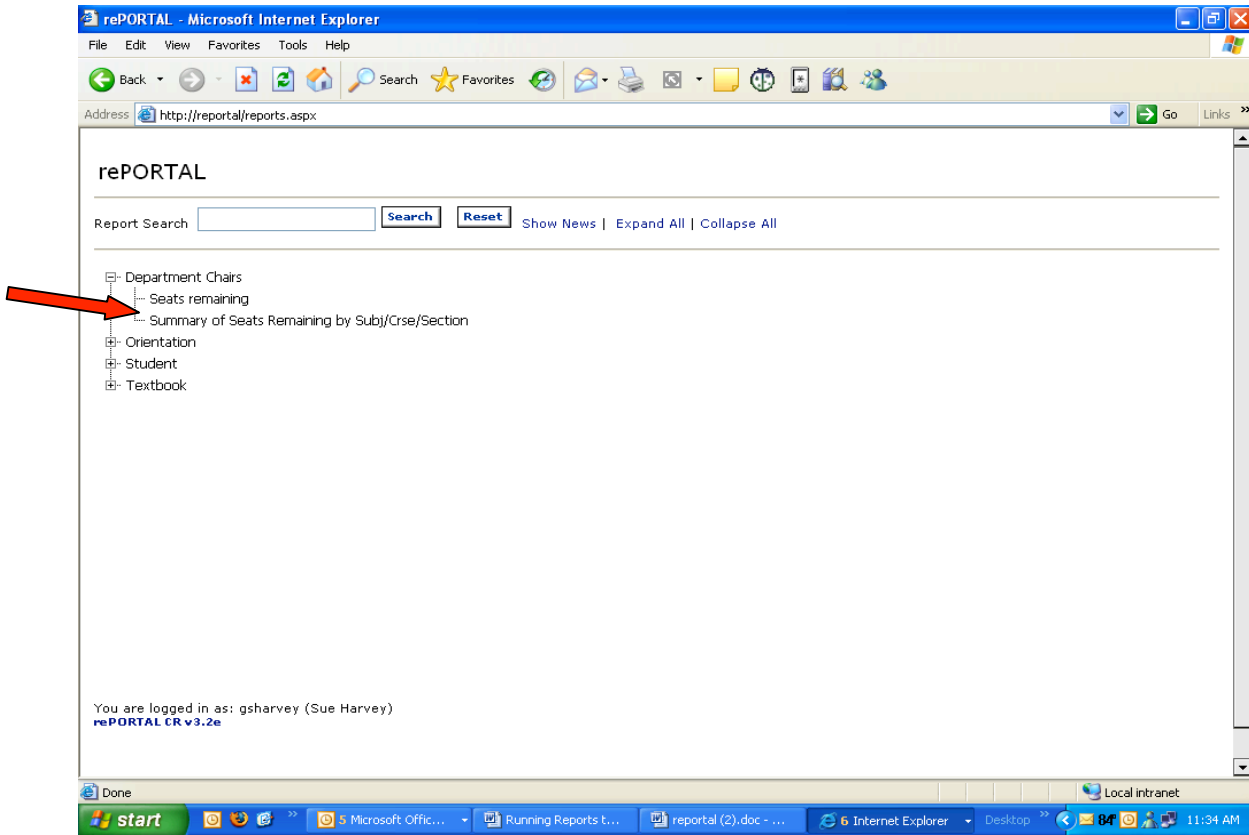
If parameters are required, enter them, then click submit.

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

The report is displayed on your screen.

Crystal Reports ActiveX Viewer - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back | Search | Favorites

Preview

BIO

			Eastern Illinois University		

6/15/2007   Summary of Seats remaining by Subject/Course/Section for   200790

ZSR1045_ENRS3

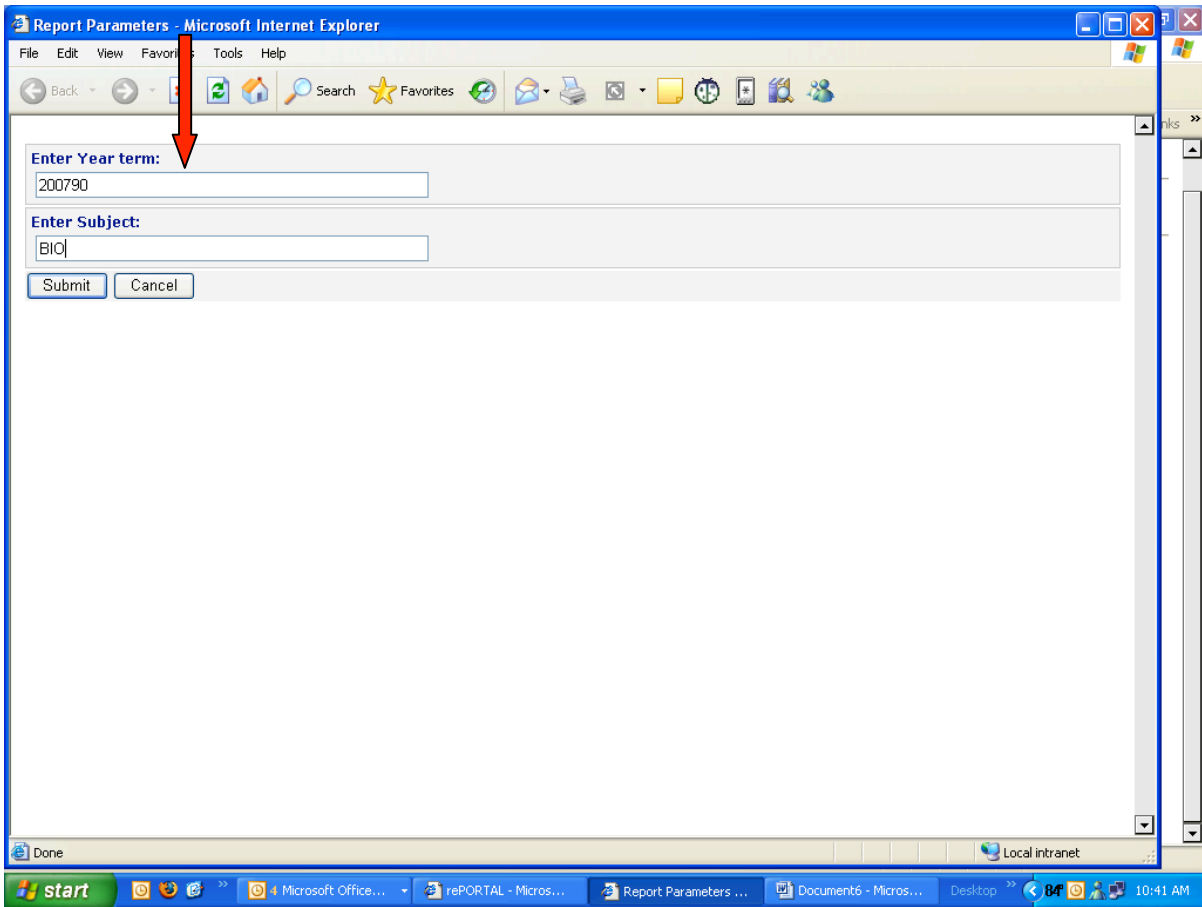| Subject		CRN	Seats remaining	Max Enrollment	1
BIO					
1001G	001	91714	4	24	
1001G	002	91716	0	24	
1001G	003	91717	0	24	
1001G	004	91718	0	24	
1001G	005	91750	0	24	
1001G	006	91759	0	24	
1001G	007	91782	0	24	
1001G	008	91783	0	24	
1001G	009	91784	0	24	
1001G	010	91751	0	24	
1001G	012	91726	11	24	
1001G	013	91731	1	24	
1001G	014	91753	0	24	
1001G	015	91754	0	24	
1002G	001	91708	1	24	
1003G	001	91452	0	32	
1003G	002	91456	0	32	
1003G	003	91459	1	32	
1003G	004	91465	4	32	
1004G	001	91727	2	22	
1004G	002	91728	2	21	
1004G	003	92851	0	21	

Done   Local intranet

start   4 Microsoft Offic...   rePORTAL - Micros...   Crystal Reports Ac...   Document6 - Micro...   Desktop   10:49 AM

The report may be exported to another format by clicking on the export icon. This example will export the report to Microsoft Excel.
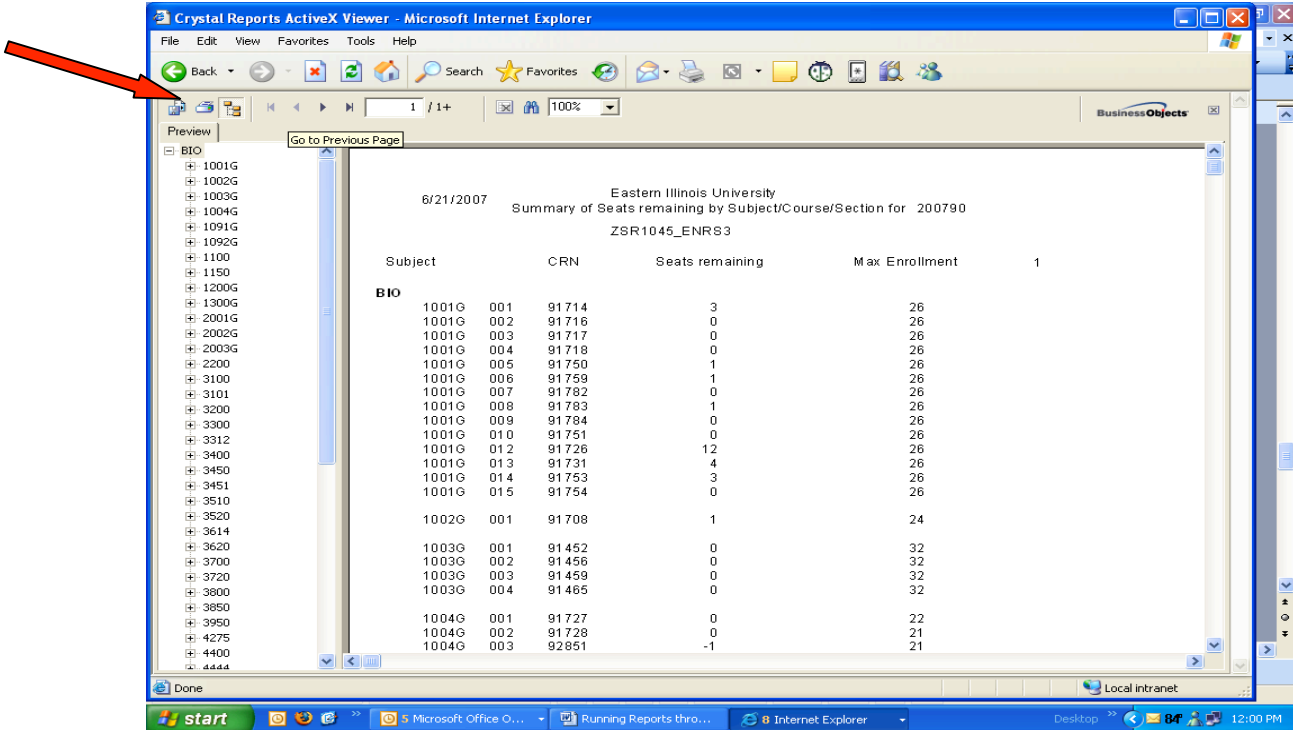
A box titled "Export Report" will open. Click on "Microsoft Excel (XLS).
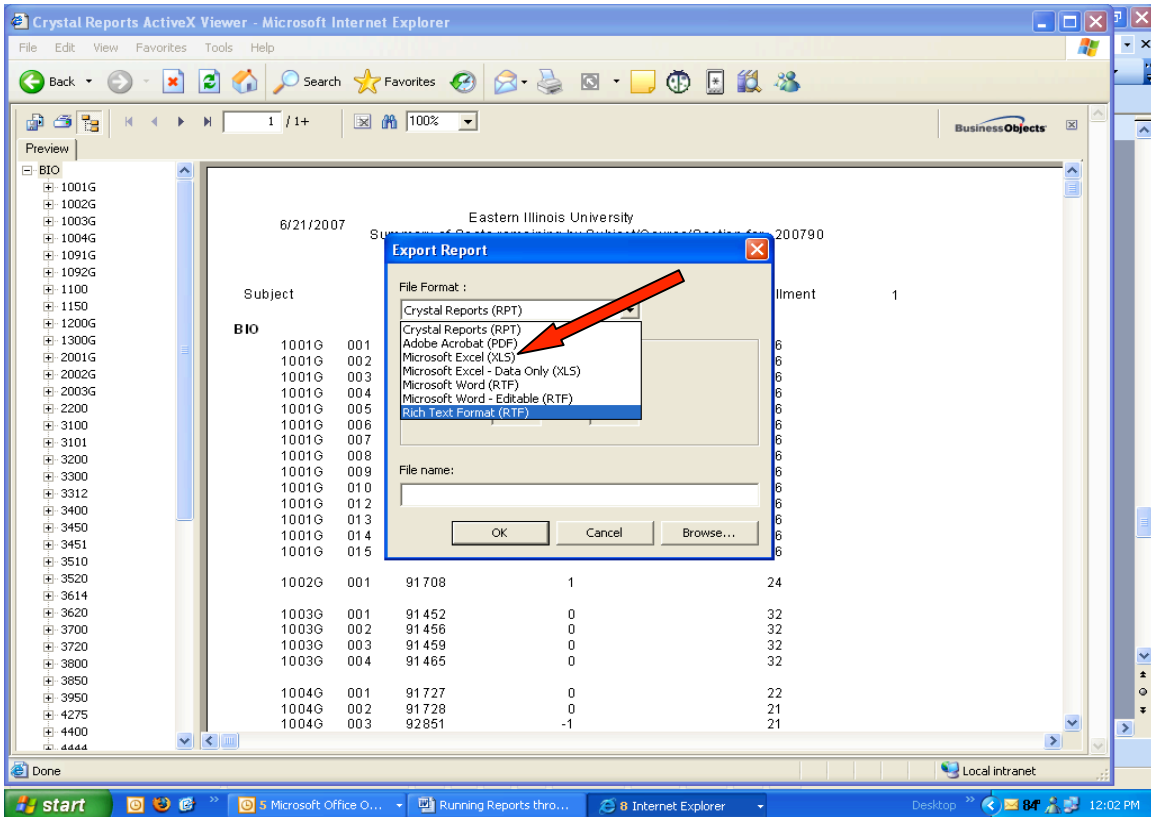
Type in a file name and click ok.

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.

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

ZSR1045_ENRS3

Subject		CRN	Seats	Max Enrollment	1
BIO					
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	