Running Reports Through rePortal

> June 15, 2007 Version 1.0

In Internet Explorer type <u>http://reportal</u> 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.

	📔 👔 🎾 Search 🕚	🄀 Favorites 🛛 🔀 🗸	🥥 🗹 • 🛄 😳	5 🖳 🖚 👘 👘	
Address 🕘 http://reportal/re	eports.aspx				💙 🄁 G
rePORTAL					
		,,			
Report Search	Search	Reset Show News	Expand All Collapse All		
⊕ Department Chairs					
⊡ Orientation					
⊡- Textbook					
You are logged in as: gs	harvev (Sue Harvev)				
rePORTAL CR v3.2e					

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

File Edit View Favorites Tools Help	
😋 Back 🔹 🌍 - 💌 🗟 🏠 🔎 Search 👷 Favorites 🤣 🔗 - چ 🔯 🗉 🕞 🤀 🦓 🦓	
lddress 🕘 http://reportal/reports.aspx	👻 🄁 (
rePORTAL	
Report Search Reset Show News Expand All Collapse All	
Department Chairs Lesste remaining	
Summary of Seats Remaining by Subi/Crse/Section	
B- Orientation	
e-Student	
ter Textbook	
You are logged in as: gsharvey (Sue Harvey)	
rePORTAL CR v3.2e	

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

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

🗿 Report Para	meters - <u>M</u> icr	osoft Internet	Explorer									320	×
File Edit View	Favori	Tools Help						. I. D.					<u>/</u>
G Back -) · [2 🏠 🔎	Search the F	avorites 🧭	Ø• 🎍	🖸 - 🗾 (Ð 🗉	12 48					
												nks	» ▲
200790	term: V											-	
Enter Subje	ct:												
BIO													
Submit	Cancel												
											_		
🙆 Done										Succel i	Intranet		-
🛃 start	0 🕹 🚱	» 🕒 4 Micros	oft Office	e rePORTA	L - Micros	🚳 Report Param	eters	Docum	ent6 - Micros	Desktop » 🤇	84" 🖸 🚠 🗾 10	D:41 AM	1

The report is displayed on your screen.

Ġ Back 🝷 🐑 🐇 💋] 🏠 🔎 Search 🦻	≿ Favorites 🧐	🖉 • 🍓 🖸 • 🧾	O 🗄 🛍 🦀		
🔮 🚝 📴 н и н н	1 / 1+	🛛 🎢 100% 🖵				Business
Preview						
	6/16/2007	E	astern Illinois University			
	0/15/2007	Summary of Sea	ts remaining by Subject/Cou	irse/Section for 200790		
		Z	SR1045_ENRS3			
	Subject	CRN	Seats remaining	Max Enrollment	1	
	вю					
	1001G 00	1 91714	4	24		
	10010 00	2 91716	0	24		
	10010 00	3 91717	0	24		
	10010 00	5 91750	ů	24 24		
	1001G 00	6 91759	ō	24		
	1001G 00	7 91782	0	24		
	10010 00	8 91783	0	24		
	1001G 00	9 91784	U	24		
	10010 01	2 91726	11	24		
	1001G 01	3 91731	1	24		
	1001G 01	4 91753	0	24		
	1001G 01	5 91754	0	24		
	1002G 00	1 91708	1	24		
	10.030 00	1 91452	Ω	32		
	1003G 00	2 91456	ō	32		
	1003G 00	3 91459	1	32		
	1003G 00	4 91465	4	32		
	1004G 00	1 91727	2	22		
	1004G 00	2 91728	2	21		
	1004G 00	3 92851	U	21		
<) (III)					

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

File Edit View	Favorites	Tools Help						
G Back 🝷 🤅) · 🗙	2 🏠 🔎	Search 🤸	Favorites 🧭) 🔗 · 🌺 🖸 · 🗾	🐨 🖪 🛍 🦓		
🔓 🛎 🖥	н н 🕨	H 1/:	l+ 🔀	M 100% 💌]		Busin	essObjec
Preview								
E-BIO	Go to Pre	vious Page						_
. ± 1002G								
		60	1/2007	E	Eastern Illinois University			
€ 1004G				ummary of Se	ats remaining by Subject/Cou	urse/Section for 200790		
⊕ 1091G				7	SR1045 ENRS3			
🕀 1092G				-	20111040_2141100			
		Subject		CRN	Seats remaining	Max Enrollment	1	
• 1150		0.00,000		0101	could following	in dat Efficiention		
€ 1200G		BIO						
🔁 1300G		10	016 001	91714	3	26		
€ 2001G		10	01G 002	91716	Ō	26		
€ 2002G		10	01G 003	91717	0	26		
😟 2003G		10	01G 004	91718	0	26		
		10	01G 005	91750	1	26		
⊕ 3100		10	01G 006	91759	1	26		
		10	01G 007	91782	0	26		
. 3200		10	016 008	91783	1	20		
⊕ 3300		10	016 009	91764	0	20		
+ 3312		10	010 012	91726	12	26		
+ 3400		10	01G 013	91731	4	26		
		10	01G 014	91753	3	26		
II-3451		10	01G 015	91754	0	26		
III-3510								
±-3520		10	02G 001	91708	1	24		
H-3614		40		04.450				
		10	036 001	91452	U	32		
E 3700		10	036 002	91450	0	32		
E 3720 E 3800		10	036 004	91465	ů	32		
1 3850					-			
i 3050 i 3950		10	04G 001	91727	0	22		
4275		10	04G 002	91728	0	21		
E 4400		10	04G 003	92851	-1	21		
- aaaa	~	<						
A Depa							Saler:	lintran
Done							3 1008	a interaria

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

🕘 Crystal Rep	orts ActiveX V	'iewer - Microsoft I	nternet	Explorer						×	7 ×
File Edit Viev	w Favorites 1	Tools Help								7	- ×
G Back • () · 💌	🛐 🏠 🔎 Searc	י 📩	Favorites 🍕	3 🔗 - 🌺 B	3 · 📙 🚯 🗄	11 - 8				
Preview	₩ ◀ ▶ ♦	4 <u>1</u> /1+	× (100%	•			BusinessObjects	X	^	^
E-BIO		0/04/000			Eastern Illinois Un	iversity					
		6/21/200	" St	Export Rep	port		200790				
		Subject		File Format	: ports (RPT)		llment	1			
 1300G 2001G 2002G 2003G 2200 3100 		вю 1001G 1001G 1001G 1001G 1001G 1001G	001 002 003 004 005 006	Crystal Rep Adobe Acro Microsoft E Microsoft W Microsoft W Rich Text F	borts (RPT) bbat (PDF) xcel (XLS) xcel - Data Only (XLS) Vord (RTF) Vord - Editable (RTF) format (RTF)		6 6 6 6 6				
 ➡ 3101 ➡ 3200 ➡ 3300 ➡ 3312 ➡ 3400 		1001G 1001G 1001G 1001G 1001G 1001G	007 008 009 010 012 013	File name:			6 6 6 6				
⊕ 3450 ⊕ 3510 ⊕ 3520		1001G 1001G 1002G	014 015 001	91 708	ок1	Eancel Browse.	·· 6 6 24				
3614 3620 3700 3720 3720		1003G 1003G 1003G 1003G	001 002 003	91 452 91 456 91 459 91 465	0 0 0		32 32 32				~
3800 3850 ⊕ 3950 ⊕ 4275 ⊕ 4400		1003G 1004G 1004G 1004G	001 002 003	91727 91728 92851	0 0 -1		22 21 21		~		± 0 7
- 4444			_						>	~	
Cone Done								Second Second Second			
🐉 start	0 🕹 🚱	» 🔟 5 Microsoft Ol	fice O	👻 🖳 Runi	ning Reports thro	🥭 8 Internet Explorer	-	Desktop 🤌 🐼 🖂 🗛 ,	89	12:0	12 PM

Type in a file name and click ok.

🗿 Crystal Rep	orts ActiveX Vie	wer - Microsoft In	ternet Explorer] " 🗙
File Edit Viev	v Favorites Too	ols Help					- A	- ×
G Back 🔹 🤇) - 💌 💈	Search 🔎	🔆 Favorites	🖉 - 🍓 🛛 - 🗖	0 🗄 📓 🚳			Ē
Preview	₩ ◀ ▶ ₩	1 / 1+	💌 👬 100% 💌]		BusinessObjects	×	
1002G 1003G 1003G		6/21/2007	E	astern Illinois University		n		
1004G 1091G 1092G			Export Repo	rt	20073			
		Subject	File Format : Microsoft Exe	el (XLS)	liment	1		
	=	BIO 1001G 1001G	001 Page Range 002 • All		6			
		1001G 1001G 1001G	003 C Pages 004 C Pages 005 From	1 To: 1	6 6 6			
3100		1001G 1001G 1001G	007 008 009 File name:		66			
3300 3312 3400		1001G 1001G	010 Seat Counts 012	for June 21, 2007	6			
3450 3451 3510		1001G 1001G 1001G	013	OK Cancel	Browse 6			
± 3510 ± 3520 ± 3614		1002G	001 91708	1	24			
3620 3700 3720		1003G 1003G 1003G	001 91452 002 91456 003 91459	0	32 32			
3720 3800 € 3850		1003G	004 91465	0	32			1 1
		1004G 1004G 1004G	001 91727 002 91728 003 92851	0 0 -1	22 21 21		~	o ∓
± 4400	~ <						>	
ど Done						Second Intranet		.:
🛃 start	🧿 😻 🎯 👋	0 5 Microsoft Offi	ce O 👻 🕎 Runni	ng Reports thro 🧔 8 Int	ernet Explorer 🛛 👻	Desktop 🔌 😒 🖂 847 🖌	12	:06 PM

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.

N	Aic roso	ft Excel	- Seat	Counts for	June 21, 2007.x	s											_ 6	×
:2)	Eile B	<u>E</u> dit ⊻ie	w <u>I</u> nse	ert F <u>o</u> rmat	<u>T</u> ools <u>D</u> ata <u>W</u> ir	idow <u>H</u> elp								Type a	question	for help	é	×
i D	💕 🖌			۵ 💝 🛍	🐰 🗈 🖺 - 🥥	=) - Σ	- <u>2</u> ↓ "	ARIAL	- 10	- B	ΙŪ			\$ %		- 🖏	- <u>A</u> -	1
	(⁴) ⁴		s Xa I	383	Ba n Reniv	with Channes.	End Revi	ew									_	-
	A1	-		£		man <u>w</u> hangest												
	AB	С	DE	FGHI	JKLM	N O	Р	QRSTU	V	W	X	Y	Z	AA	AB	AC	AD	-
1		- 1						- 115 - 15	-		1							- 2
3	-				Eastern Illinois I	Jniversitv												
Б		6/21/200	υ/ s	ummary of S	Seats remaining b	y Subject/Co	ourse/Sect	tion for 5 200790										
7						, , 												
8					ZSRIU45_ENR	5												
10	Suhie	ct		CRN	Seats		P	Aax Enrollment	1									
11	000,0			0111	ocuro													
12	BIO																	
13		1001G	001	91714	3			26										
14		1001G	002	91716	0			26										
15		1001G	003	91717	0			26										
16		1001G	004	91718	0			26										
17		1001G	005	91750	1			26										
18		10016	006 507	91759 51700	1			26										
20		10016	007 1008	91702	U 1			26										
20		1001G	500	91784	n			26										
22		1001G	010	91751	0			26										
23		1001G	012	91726	12			26										
24		1001G	013	91731	4			26										
25		1001G	014	91753	3			26										
26		1001G	015	91754	0			26										
27		10020	501	5 1709	1			24										
29		10020	001	51700	'			24										
30		1003G	001	91452	0			32										
31		1003G	002	91456	0			32										
32		1003G	003	91459	0			32										
33		1003G	004	91465	0			32										
34		10040	504	51777	0			22										
36		1004G	502	91727 01728	0			22										
77		10040	. 502	51720														~
-	•н •	Sheet:	1/					<				ш				16.0.00	>	
Read	ły	_		_						_						NUM		
-	start		ا 😉 🖸	6) 👋 🔟	5 Microsoft Office	👻 💾 Runn	ning Reports	th 🔄 🔁 8 Inte	rnet Explore	ar 👻	🔀 Micros	oft Excel -	Se		🗹 🍾 🎦	84" 🧥 🛒	12:08	PM