The Reporting Center

Find and Run your reports in The Reporting Center.

 From the Main Menu, navigate to: CAL Components > Reporting > Reporting Center.



2. The list of available reports appear in the middle column of the **Reporting Center** and are organized by data area and business process.



3. Hover over the report title to view a brief description of the report.

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4. A window appears with blank prompts/fields where you can customize the results. After setting your prompts, select **View Results** to run the report.

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5. On the right are a variety of resources for **Reporting Center** users.

Sensitive Data in Reports		
All campus users with access to reports in the SIS should review the Campus's FERPA Privacy Disclosure and comp	plete FERPA training if ne	eded.
Query Viewer	0	0 7
Query Viewer		
Enter any information you have and click Search. Leave fields blank for a list of all values.		
*Search By Query Name	1	
Search Advanced Search		
Report List	0	0 -
Reporting Assistance	0	0 1
Help Desk		
Please contact the Campus Shared Services IT Help Desk with questions about your reports or issues running your do this:	reports. There are three w	vays t
1. Call: 510-664-9000 (then select 6 from the menu)		
2. E-mail: sishelp@berkeley.edu		
Submit a ticket: <u>https://berkeley.service-now.com/ess/create_incident</u>		

6. The Query Viewer section allows you to look for queries (reports) by query name as well as access queries that have been labeled as **Favorites**.

Query Viewer									
Query Viewer									
Enter any information you have and click Sear	ch. Leave fields blank for a list	of all va	lues.						
*Search By Query Name	begins with								
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Search Results *Folder View - All Folders	Ŧ		To	o many	items m	et your	search criteri	a. Only the first 300 iter	ms displayed.
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Query Name	Description	Owner	Folder	HTML	Excel	XML	Schedule	Definitional References	Favorites
AA_TEMP5		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD702TEST_TABLES	AD702Test Tables	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD716GPA_TYPE_TABLE	AD716GPA Type Table	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD726PROGRAM_ACTION_REASON	AD726Program Action Reason	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD727MATERIAL_TYPE_TABLE	AD727Material Type Table	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD728SCHOOL_TYPE_TABLE	AD728School Type Table	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AD729TEST_COMPONENT_TABLE	AD729Test Component Table	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

7. Below Favorites are the reports that have been scheduled (under Report List). A scheduled report provides a snapshot of the data at a particular time that the report is scheduled to run. The Report List is the only section in the Reporting Center that allows you to personalize the Settings option.

Favorites 🔻 Main Menu 🔻	> CAL Components 🔻 > Reportin	ng 🔻 > 🛛 F	Reporting	Center 🛉 Home	Sig	n out
Berkeley		All 👻	Search	Advanced Search		
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My Favorites CAL Components Data Conversion Self Service	Bio Demo List Students by Address Type List Students by Email List Students Local Phones			Data in Transition While we transition from our legacy data systems to the new SIS, Campus Solutions, we will alert you to im information about the data and reports featured in this Reporting Center.	oortant	
Manager Self Service Recruiting Workforce Administration	Enrollment Appointments Current Service Indicators Student Enrollment Appointment			Notice CC Bio/Demo Reports - 3/22/2016: If you run one of the CC Bio/Demo reports from March 2016 thr August 2016, If will only feature data for Fail 2016 admits. To get information for continuing students use the report(s) in Bear Facts. Bear Facts will remain the system of record for Bio/Demo data for continuing student	ough equivale ts through	nt
Benefits	AD Admissions	0	0 -	Summer 2016. We will notify you in September 2016 when the SIS CC Bio/Demo reports have been update information for all students.	ed to inclu	ide
Compensation	🗅 Graduate			Notice SR Enrollment Appointment Reports - 3/22/2016: If you run one of the SR Enrollment Appointment	t reports	
Stock	🗅 Undergraduate			from March 2016 through August 2016, it will feature Career/Program/Plan (CPP) information for students t	nat is not	
Payroll for North America	CC Bio Demo	0	0 -	be:	iuuons wii	
Global Payroll & Absence Mgmt	E List Students by Address Type			• March 2016		
Payroll Interface	E List Students by Email			 April 2016 August 2016 		
Organizational Development	E List Students Local Phones			· ruguetzee		
Enterprise Learning	FA Financial Aid	0	0 -			
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Fension Campus Community Student Recruiting Student Admissions Records and Enrollment Curriculum Management Financial Aid Student Financials Academic Advisement	ISIR ICAL ISIR Compare Report ICAL ISIR Compare Report IFC Change Out Of Tolerance IFC NE Enrolled Months Indusehold Change ISIR Compare Report ISIR Dependency Change Pell Grant ID SSN NE CS SSN SSN DBMatch Falure SSN DBMatch Falure			Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name ▼ begins with Search Advanced Search	0	
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SA Integration Pack	Loans			All - Deput Manager	20	
Set Up SACR	Packaging			Database Name ALL Y Report Manager		
Enterprise Components	Return to Title IV			Folder Name Creation Date And Time		
Worklist	Satisfactory Academic Progress			Creation Date And Time		
Application Diagnostics	Scholarships					
I ree Manager	Verification					-

8. In Personalize, you can set the number of reports/timeframe display in your Scheduled Reports list.

Favorites 🔻 Main Menu 🔻	> CAL Components 🔻 > Reporting 👻 > Reporting Center 🔶 🏠 Home 🛛 Sign o	out
Berkeley	All - Search Advanced Search	
Reporting Center • «	Berkeley All - Search >> Advanced Search	*
My Favorites AL Components Data Conversion Self Service	New Window Help Personalize Page	Ð
Manager Self Service Recruiting Workforce Administration Benefits Compensation Stock	Personalize My Reports Maximum 5 Within: O DAYS O HOURS Reports:	
Time and Labor Payroll for North America Global Payroll & Absence Mgmt Payroll Interface Workforce Development Organizational Development Enterprise Learning	Save Options Close And Return To Home Page	
▶ Workforce Monitoring	4	F

9. Reporting Assistance provides contact information for help when using the **Reporting Center**, including instructions on how to find and request a new report. There are also links to **Training Materials** on how to use the **Reporting Tools**.

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10. To minimize a section you don't need, select the **Settings** option (downward-pointing triangle) at the top, right of the section header. Then click **Minimize**.



11. To expand a minimized section, click the **Settings** option button again, then click **Expand**.

Query Viewer		0-
Report List	Expand	վեղ
		Exran

12. When finished working in the **Reporting Center**, click on the **Main Menu** link at the top of the page to go to another page, *or* click **Sign out** in the top-right corner of the page.

Support:

For questions or assistance, please contact Campus Shared Services IT.

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu