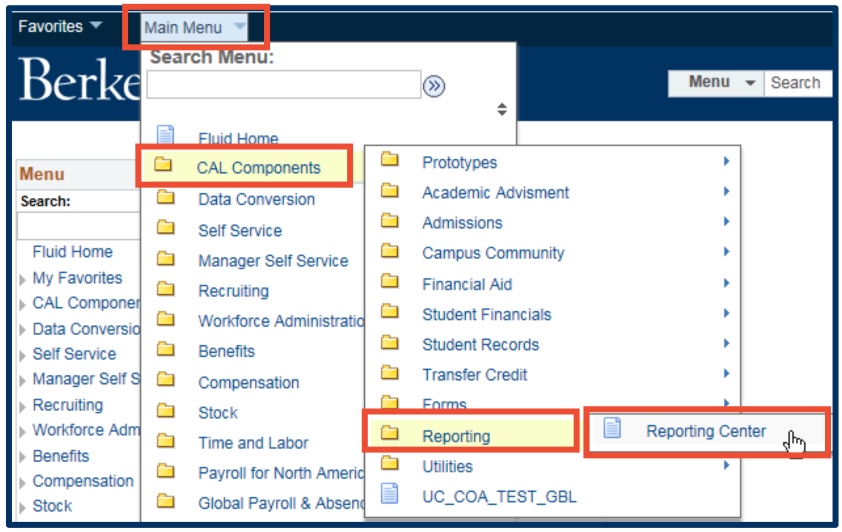
Berkeley | Student Information Systems

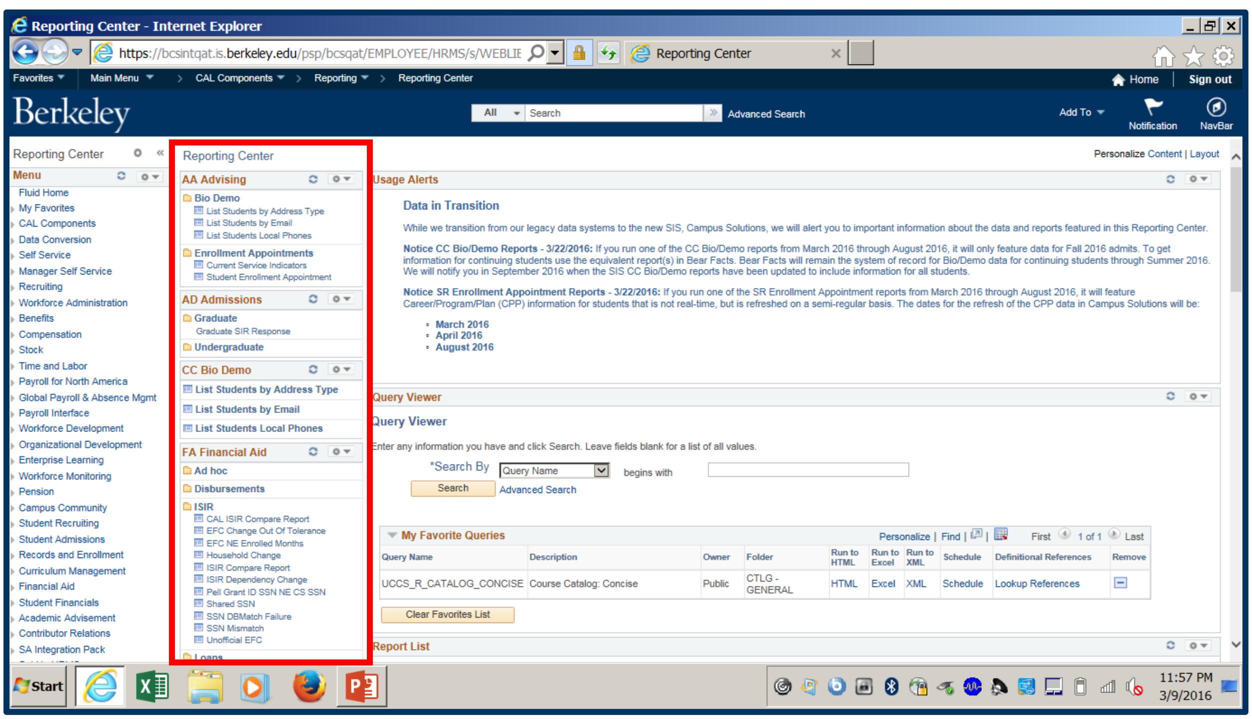
# The Reporting Center

Find and Run your reports in The Reporting Center.

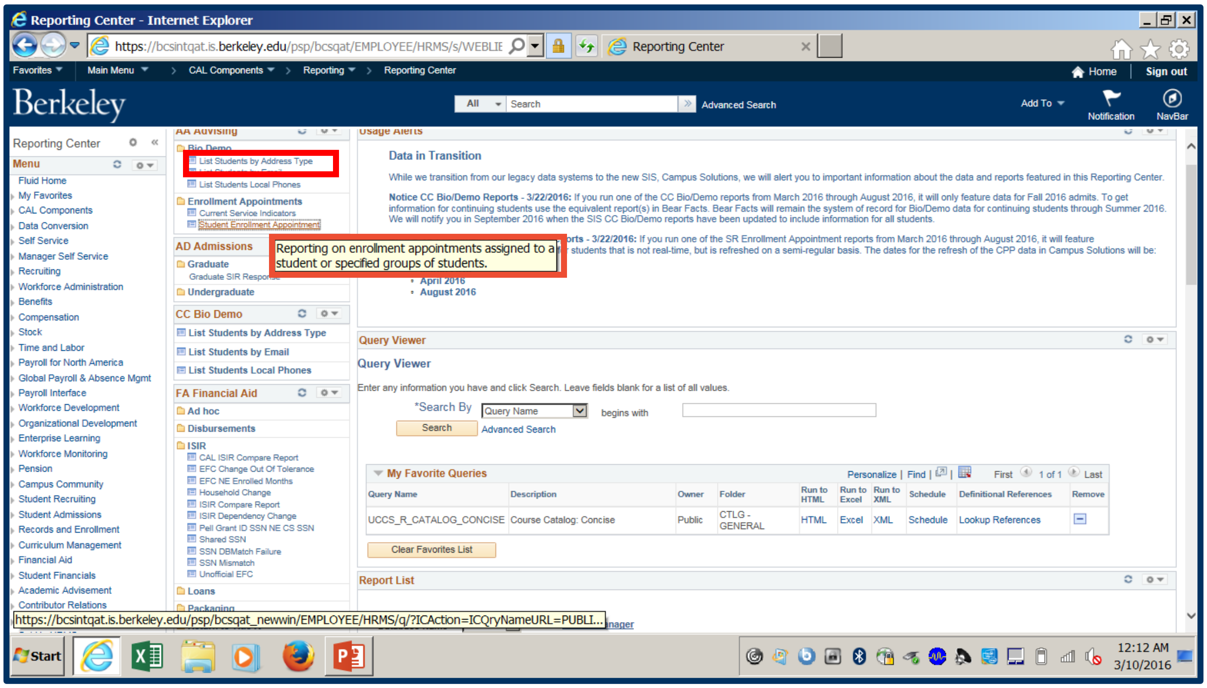
1. From the **Main Menu**, navigate to: **CAL Components** > **Reporting** > **Reporting Center**.



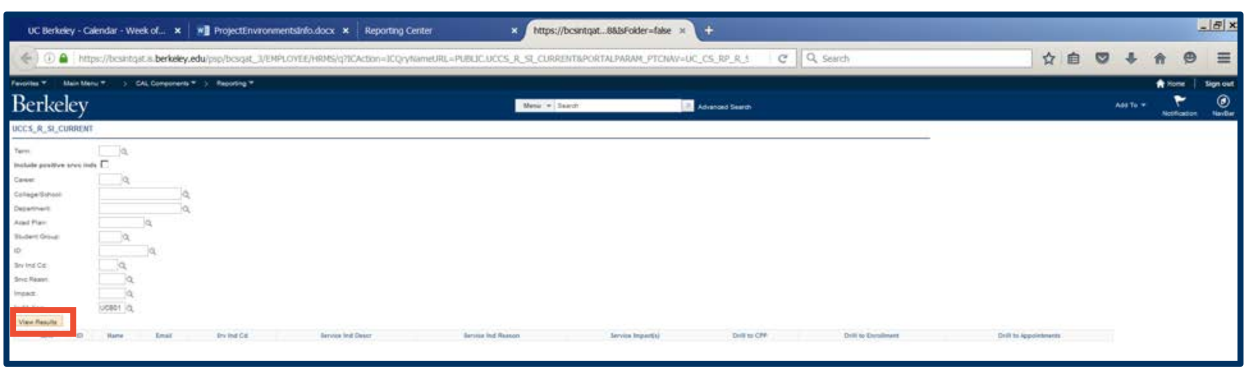

2. The list of available reports appear in the middle column of the **Reporting Center** and are organized by data area and business process.



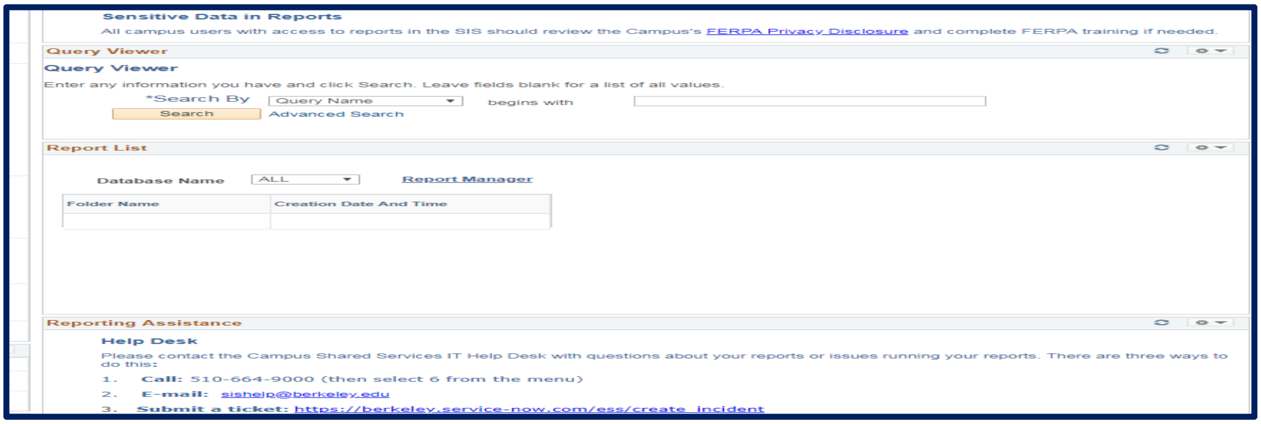
3. Hover over the report title to view a brief description of the report.



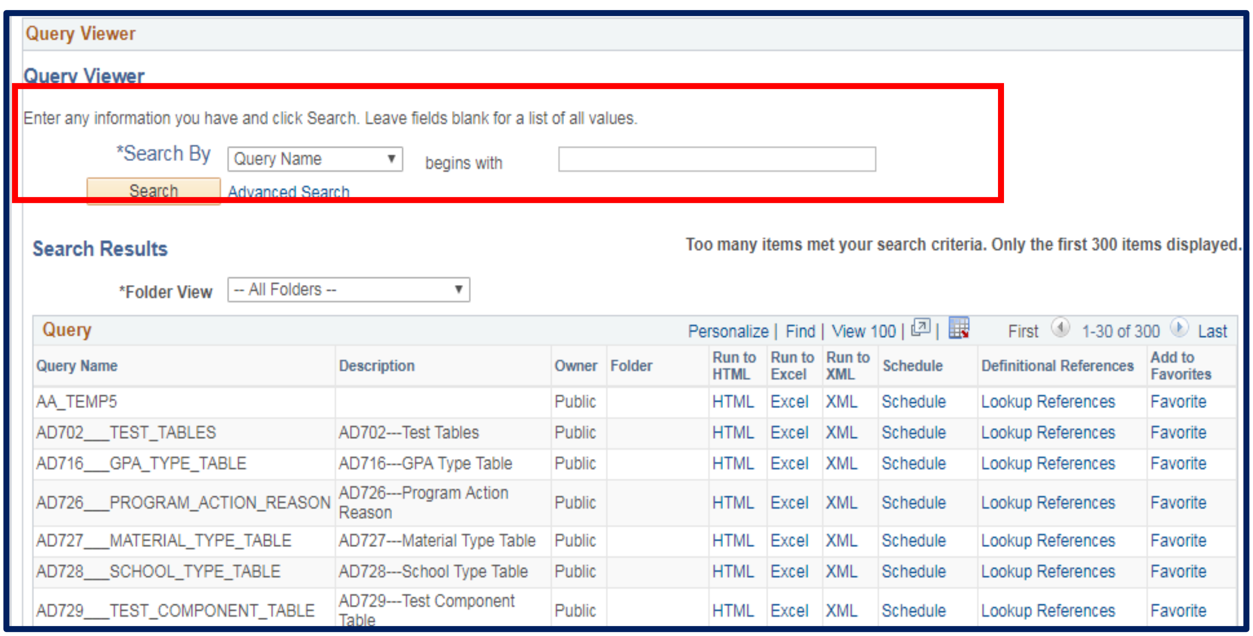

4. A window appears with blank prompts/fields where you can customize the results. After setting your prompts, select **View Results** to run the report.



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

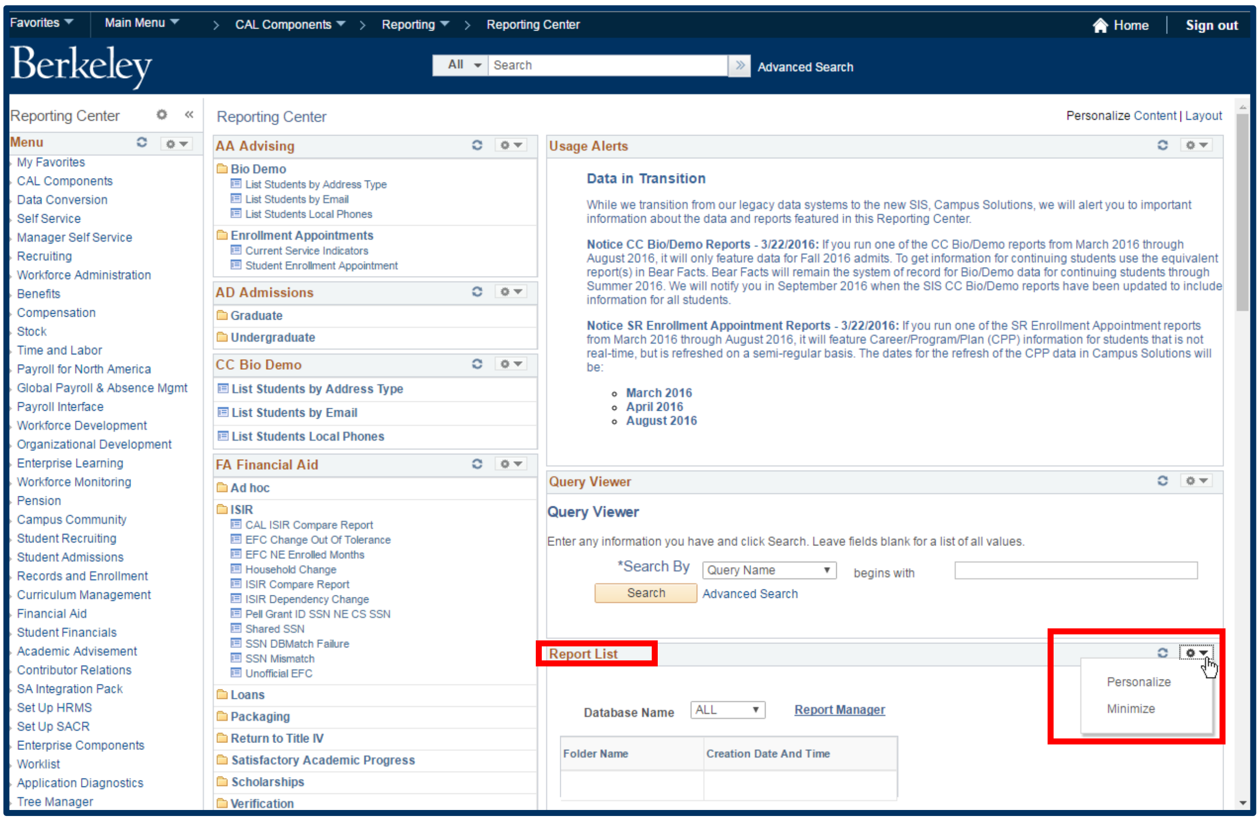



6. The **Query Viewer** section allows you to look for queries (reports) by query name as well as access queries that have been labeled as **Favorites**.



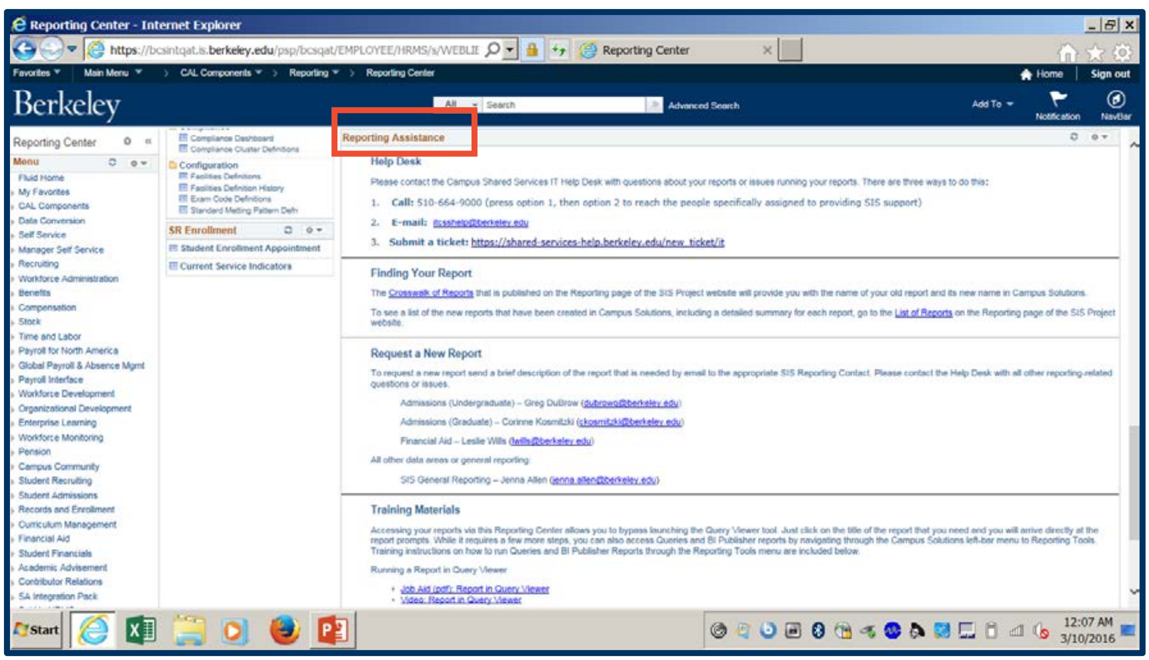

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|---|---|---|---|---|---|---|---|---|---|
| AA_TEMP5 | | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD702___TEST_TABLES | AD702---Test Tables | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD716___GPA_TYPE_TABLE | AD716---GPA Type Table | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD726___PROGRAM_ACTION_REASON | AD726---Program Action Reason | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD727___MATERIAL_TYPE_TABLE | AD727---Material Type Table | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD728___SCHOOL_TYPE_TABLE | AD728---School Type Table | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| AD729___TEST_COMPONENT_TABLE | AD729---Test 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.

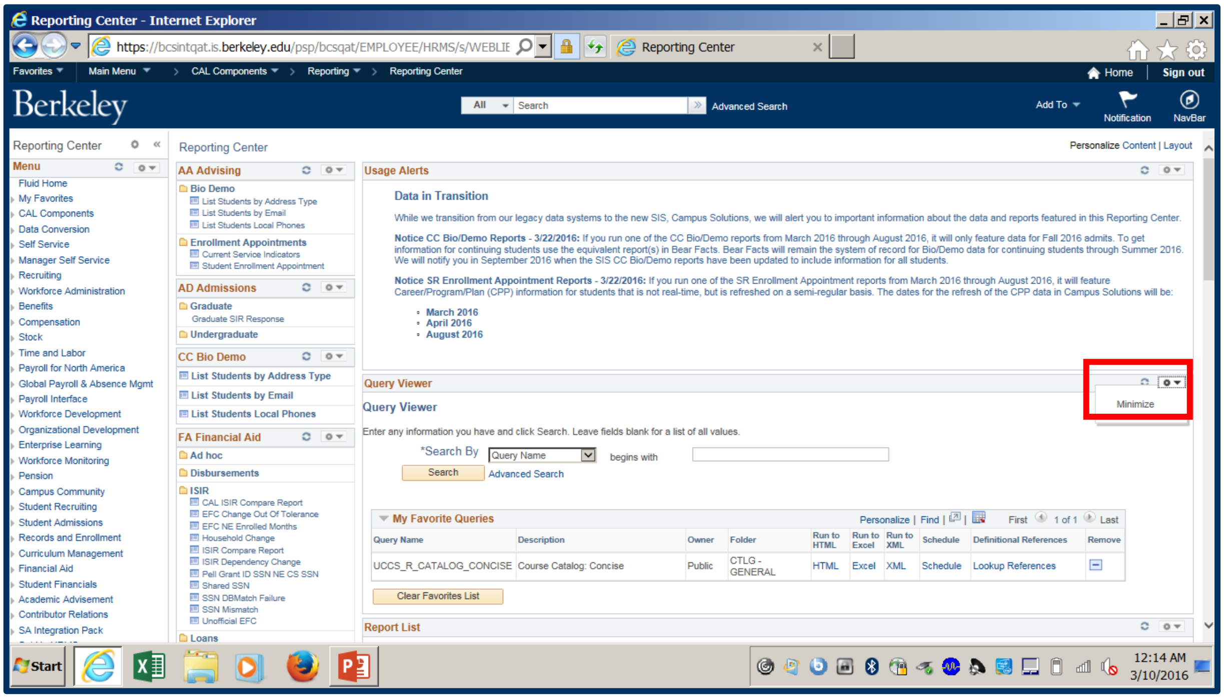


8. In **Personalize**, you can set the number of reports/timeframe display in your **Scheduled Reports** list.


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**.



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**.


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](mailto:sishelp@berkeley.edu)