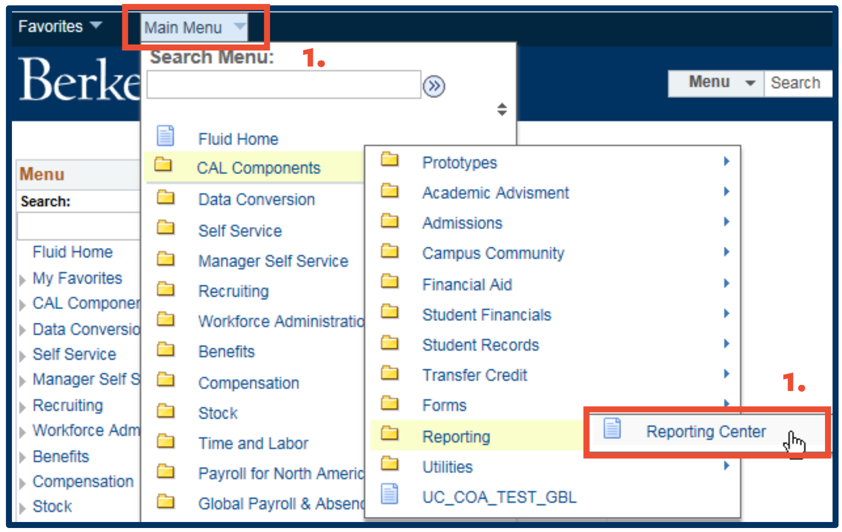
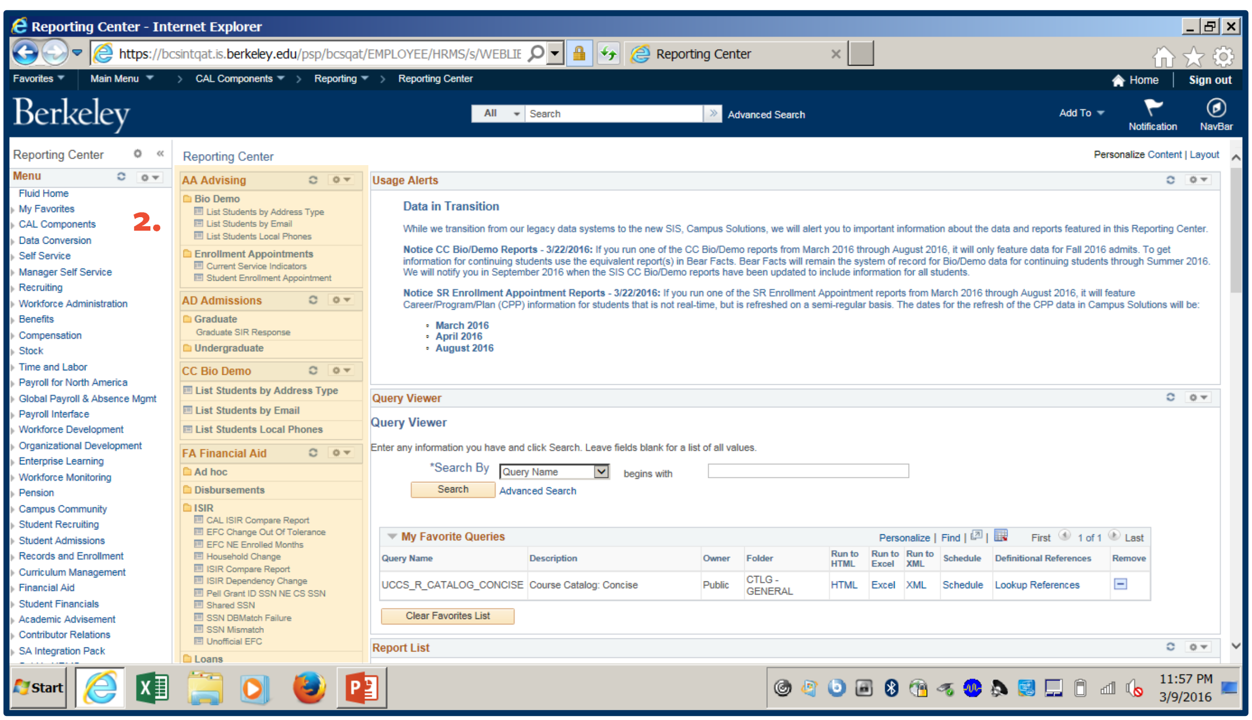
The Reporting Center

The Reporting Center was designed to make it easy for you to find and run your queries in the new SIS *Campus Solutions*.

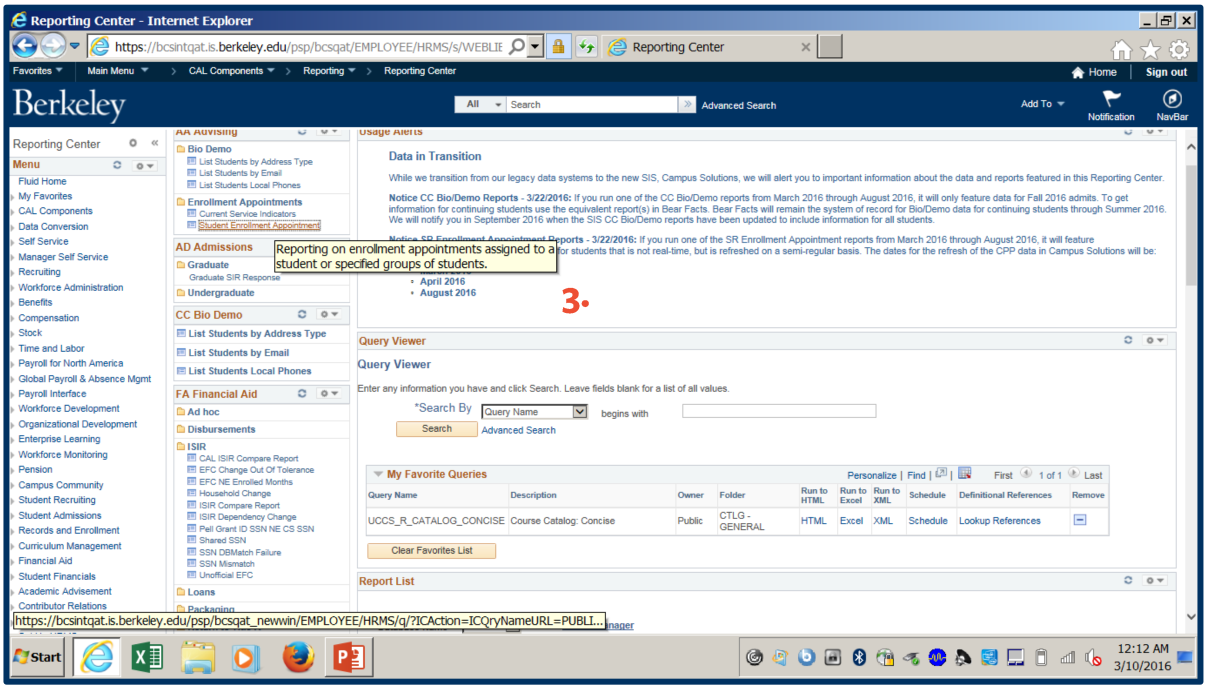
1. After logging in to *Campus Solutions* using your CalNet ID and passphrase, click **Main Menu**>CAL Components>Reporting>Reporting Center.



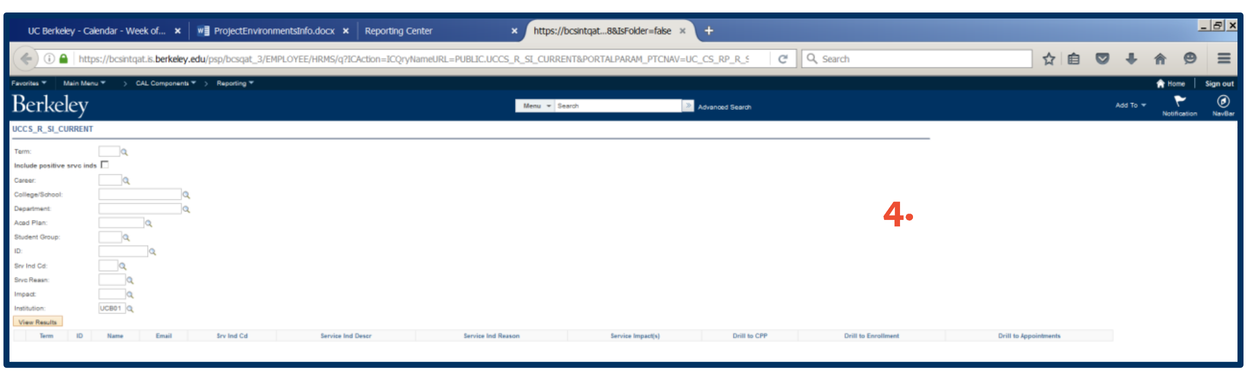
2. You arrive at the **Reporting Center**. Here you can run your queries and reports with a single click. In the middle column of the **Reporting Center**, you will see the list of reports that are available for you to run. They are organized by data area and business process.



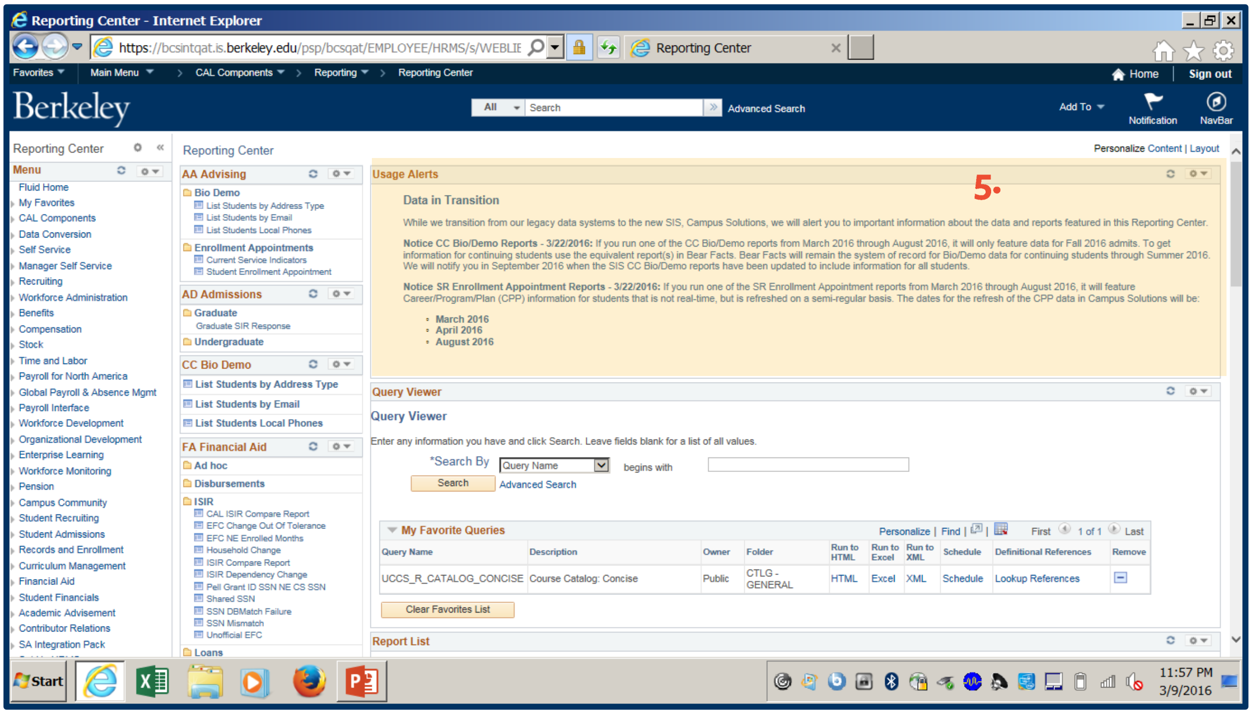
3. When looking through your reports, hover over the report title to view a brief description of the report.



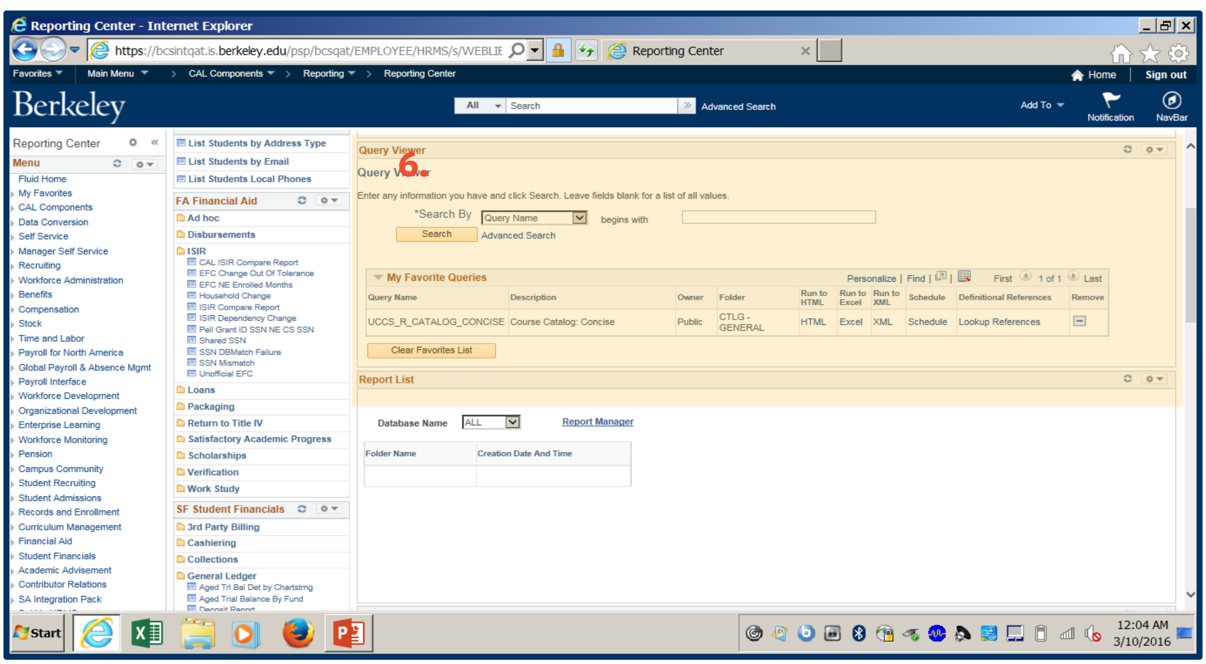
4. When you click on the report title, it will launch your report in the Viewer. You will arrive at a window with blank prompts through which you can customize the result set that returns. After setting your prompts, select View Results to run the report.



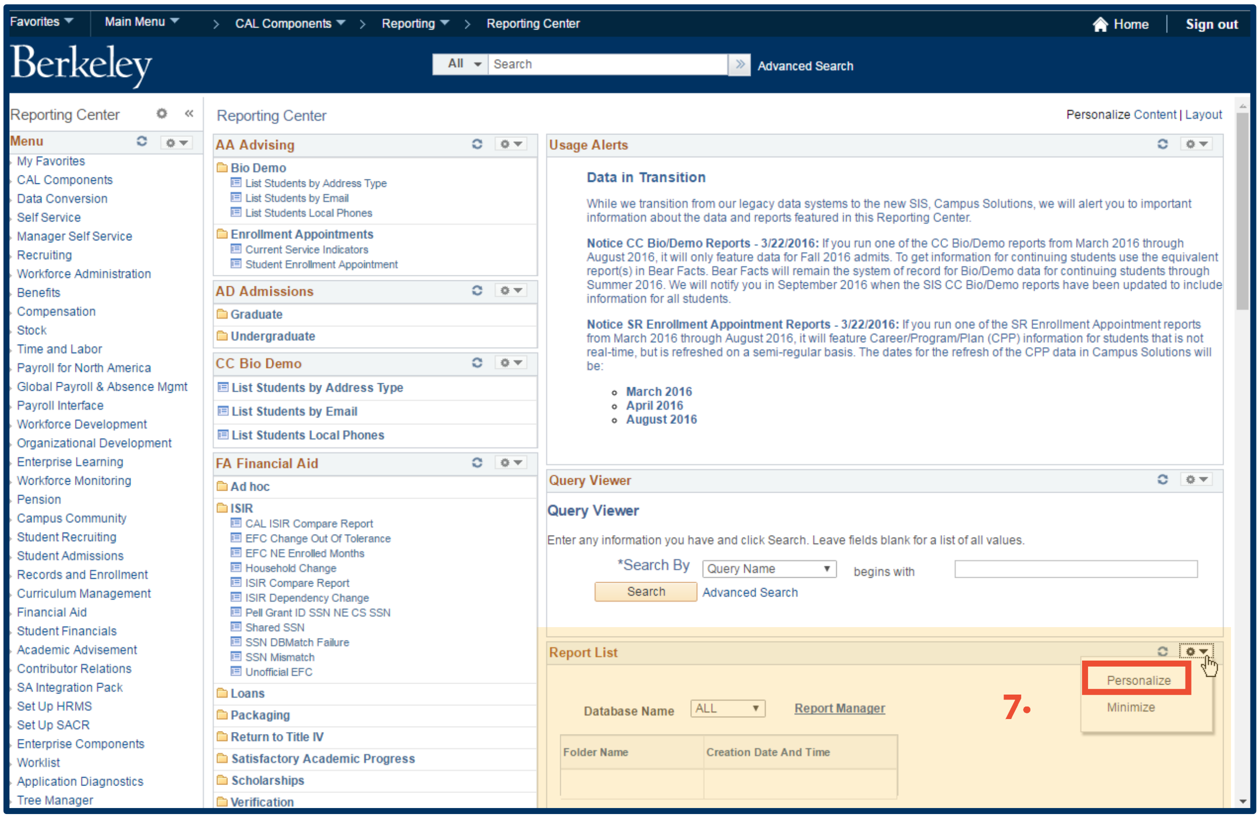
5. On the right are a variety of resources for Reporting Center users. At the top are **Usage Alerts**.



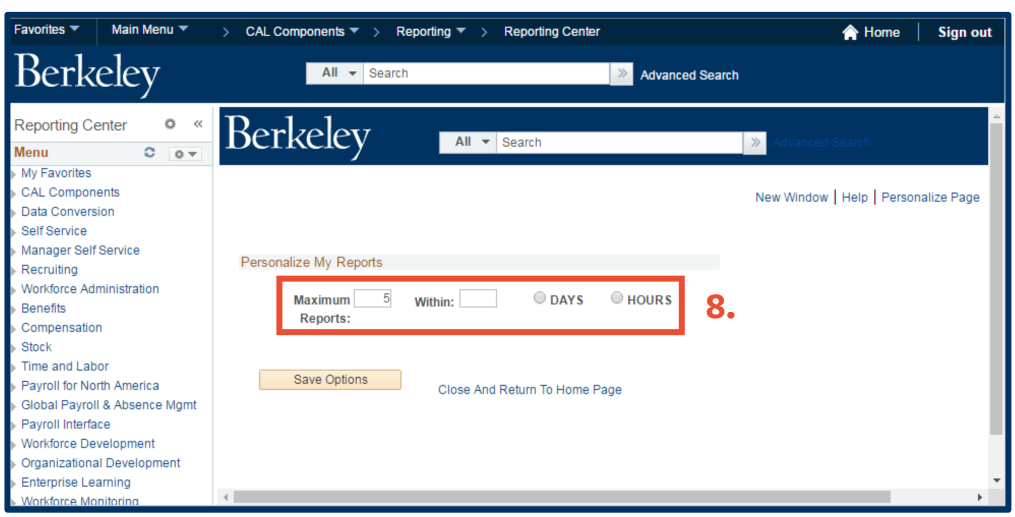
6. Scrolling down we see the **Query Viewer** section, which allows you to look for queries by query name. It also allows you to access queries that have been labeled as **Favorites**.



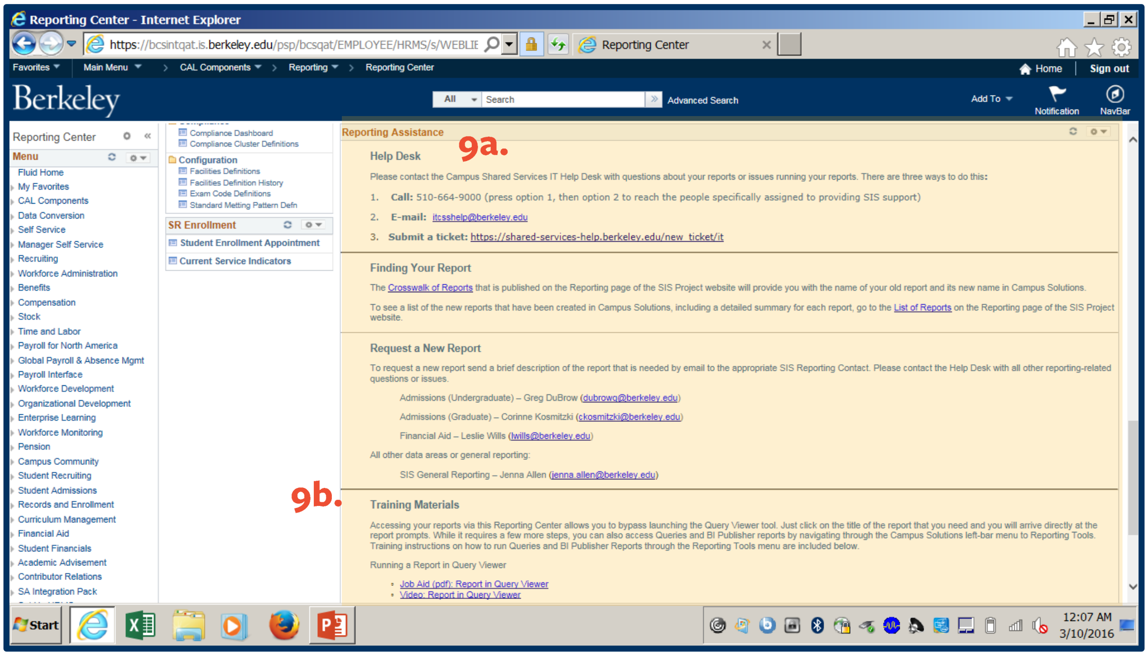
7. Below **Favorites** are the reports that have been scheduled (under **Report List**). A scheduled report provides a snapshot of the data at a particular time that the report is scheduled to run. The **Report List** is the only section in the **Reporting Center** that allows you to personalize the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



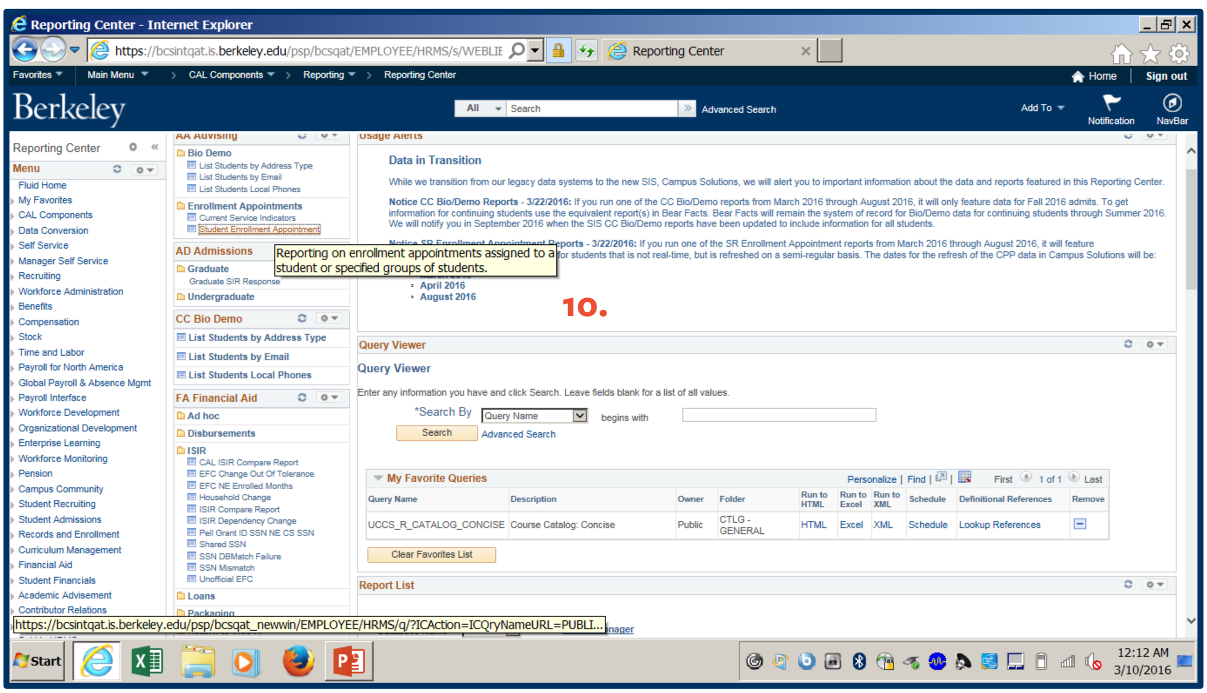
8. Under **Personalize**, you can set the number of reports and the timeframe for how recently they were scheduled to display in you **Scheduled Reports** list.



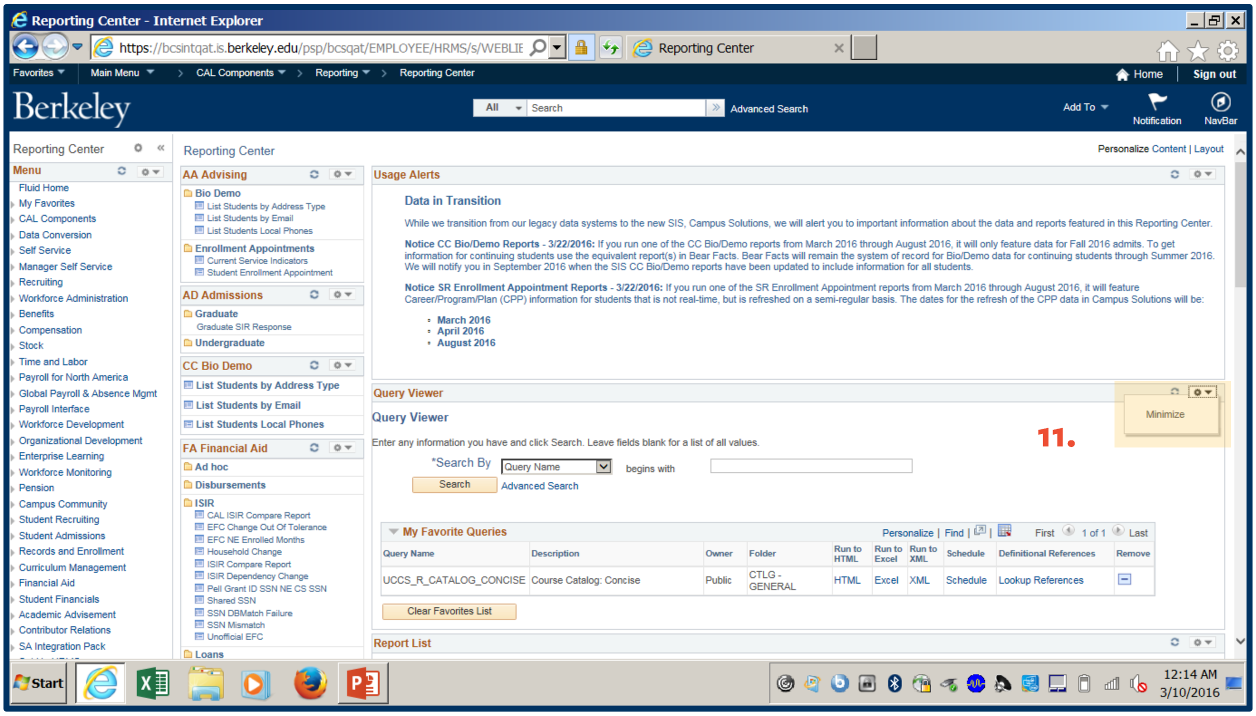
9. Scrolling farther down, we find **Reporting Assistance** (**9a.**), which provides information on whom to contact for help when using the **Reporting Center**. There are instructions on how to find a report and request a new report. Finally, there are links to training materials (**9b.**) on how to use the **Reporting Tools** in the new SIS *Campus Solutions*.



10. When looking through your reports, hover over the report title to view a brief description of the report.



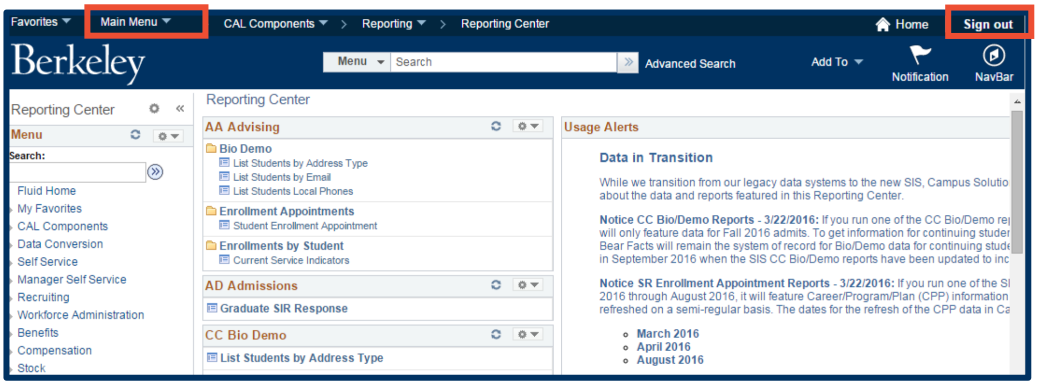
11. Minimize one of the sections you don't need to see by selecting the **Settings** option (downward-pointing triangle) at the top, right of the section header. Then click **Minimize**.



12. To expand a minimized section, click the **Settings** option button one more time, and then click **Expand**.

13. If you are done working in the Reporting Center, click on the **Main Menu** link (**13a.**) at the top of the page to go to another page, *or* click **Sign out** (**13b.**) in the top-right corner of the page.

13a. **13b.**



NOTE: To completely exit *Campus Solutions*, exit your browser, as well, at the end of a browser work session. Do not leave your open browser unattended.

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
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**