

# North Carolina Community Colleges

## Business Intelligence Reporting System

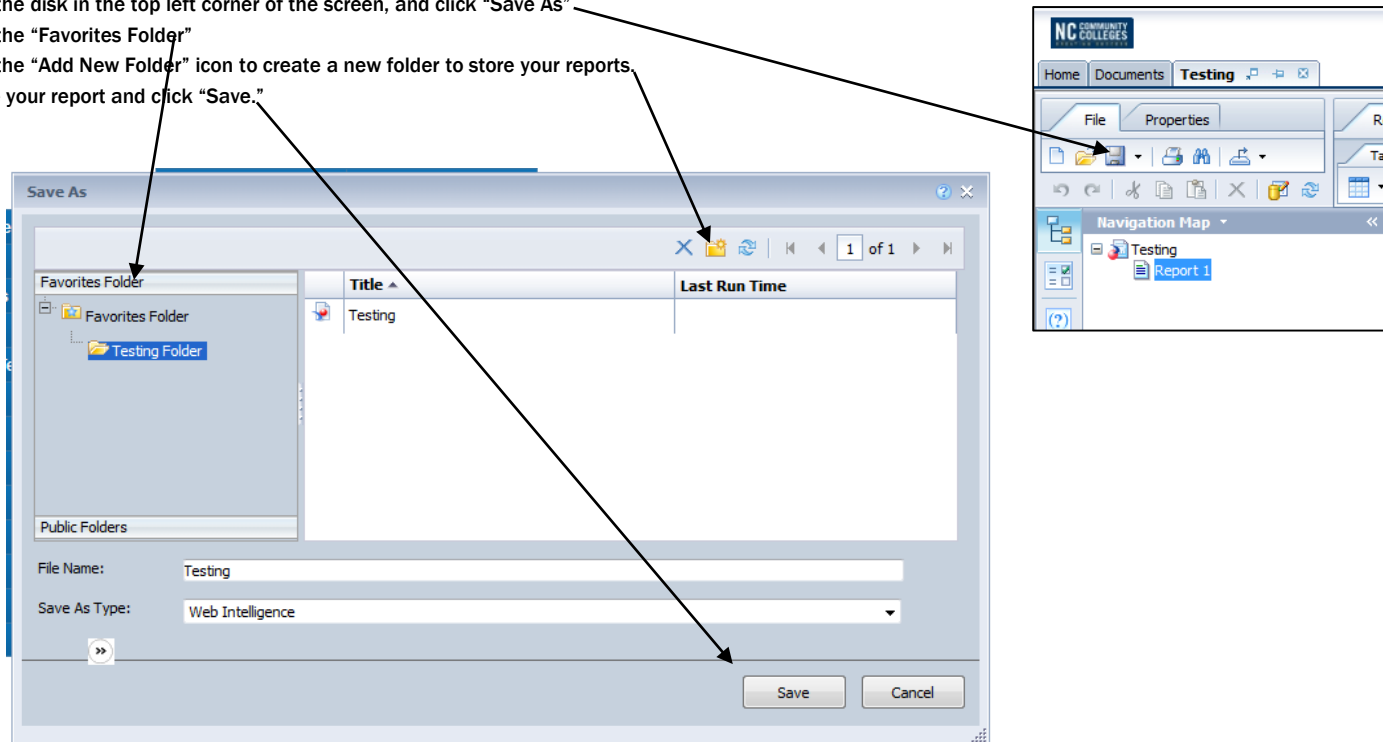
College User Manual

Saving and Retrieving your Custom Reports

# Saving and Retrieving your Custom Reports

## Saving your Report to the Repository (for future use)

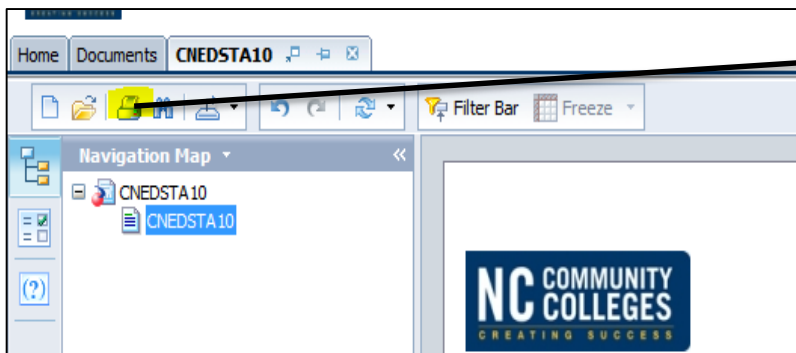
- You can save your report to the server's repository, or you can export your report in various other formats (see following slide). For storage reasons, please only save reports to the repository that you'll likely use often.
- If you will need to run this report again, you'll want to save it as a Web Intelligence Document (WID). This will save your report to the server (in your own folder) and will make it available to you in the future. Follow the instructions below to save the file for the first time.
  - Click the disk in the top left corner of the screen, and click "Save As"
  - Click the "Favorites Folder"
  - Click the "Add New Folder" icon to create a new folder to store your reports.
  - Name your report and click "Save."



# Saving and Retrieving your Custom Reports

You can also export/save your reports in a variety of other useful formats

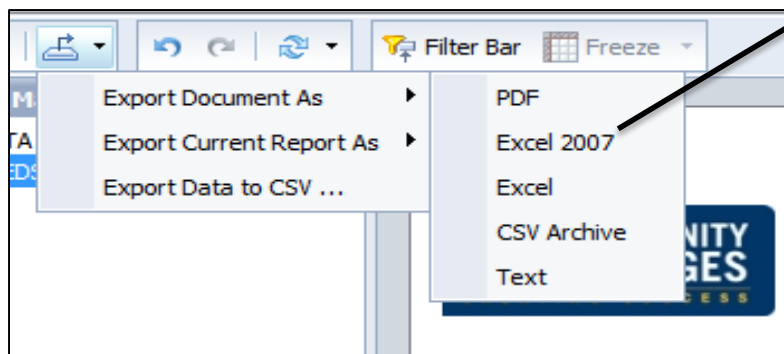
- Once the report is open, you can click the print icon, which will save the report as a PDF.



A screenshot of the report viewer showing the full report content. The report title is 'North Carolina Community College System Continuing Education Student Information Student Enrollment by Race and by College (Unduplicated High Year: 2012-2013)'. Below the title is a table with the following data:

College	American Indian/Alaska Native	Asian	Black, Non-Hispanic	Hawaiian/Pacific Islander	Hispanic	Multiple
Alamance CC	40	84	1,470	8	1,373	42
Asheville-Duncombe TCC	100	105	1,446	19	1,009	27
Beaufort County CC	16	7	1,406	1	139	3
Bladen CC	256	7	1,002	5	266	10
Blue Ridge CC	49	98	573	17	803	19
Brunswick CC	43	13	560	4	371	12
Caldwell CC and TI	63	114	697	2	654	22
Cape Fear CC	201	110	2,898	33	1,127	66
Carteret CC	35	33	405	3	218	26
Catawba Valley CC	64	240	1,206	11	1,100	20

- You can also export the data in a variety of formats by clicking the small icon with an arrow pointing to the right, and choosing the format.



A screenshot of the Excel spreadsheet showing the report data. The spreadsheet has columns for 'College', 'American Indian/Alaska Native', 'Asian', 'Black, Non-Hispanic', 'Hawaiian/Pacific Islander', 'Hispanic', and 'Multiple'. The data is identical to the table shown in the previous image.

# Saving and Retrieving your Custom Reports

Retrieving your custom report from the repository

- After save your report to the Business Intelligence server's repository, you can easily retrieve it by following the steps below:
  - When you first login, click the "Documents" tab in the top left portion of the window.
  - If it's not already expanded, click on the "My Documents" option.
  - Click "My Favorites" to access the folder you created when saving your document.
  - You should now see your report listed in the window on the right of your screen. Double click the report to view. It will initially open in "Reading" mode, which does not allow editing. If you want to edit your document, you'll simply have to click the "Design" option, which will open the report in an editable mode.
  - Be sure to save any changes you make to the report.

