
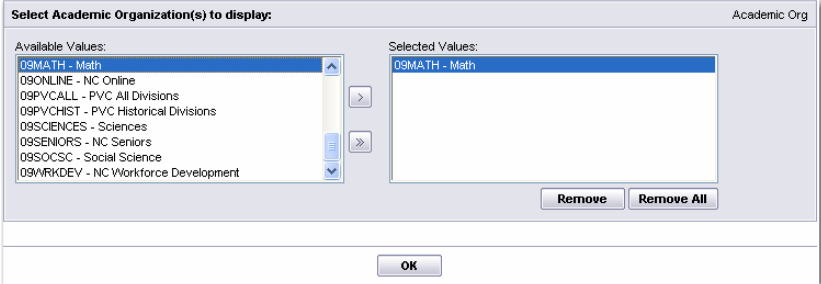

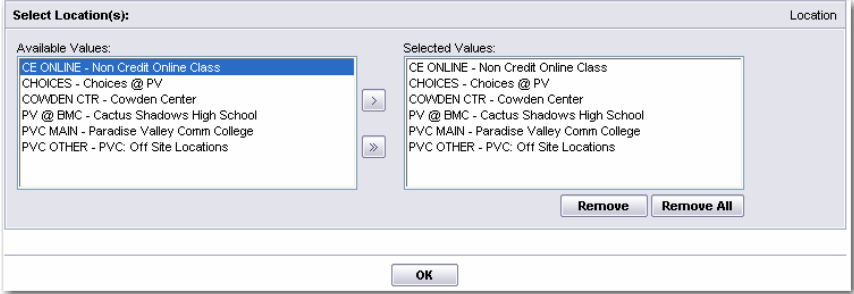







Run BOE Report MCCD_SR_2780 (Legacy SIS 105 Go/NoGo Report)

A Business Objects Enterprise Report (BOE) report can be run which displays the enrollment in classes over time from the start of the semester – 5 weeks to the drop/add deadline. This report can be used to determine which classes will have high enough enrollment to teach.

1.	<p>Login to Business Objects Enterprise. Go to my.maricopa.edu Click Employees tab and click BOEXI login Enter your MEID and password Make sure Authentication=LDAP</p>								
2.	<p>You will find the SR2780 report in the Training Folder. Public Folders>Paradise Valley CC>Training</p>								
3.	<p>Click the Schedule link below the SR_2780 report.</p>								
4.	<p>Click Format.</p>								
5.	<p>At Report Format, select Adobe Acrobat.</p>								
6.	<p>Click Parameters.</p> <div data-bbox="337 892 961 1157" data-label="Image"> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Institution, Terms</td> <td>Empty, Empty</td> </tr> <tr> <td>Academic Org</td> <td>Empty</td> </tr> <tr> <td>Location</td> <td>Empty</td> </tr> </tbody> </table> </div> <p>Follow the instructions below to set the desired report parameters one-by-one.</p>	Parameter	Value	Institution, Terms	Empty, Empty	Academic Org	Empty	Location	Empty
Parameter	Value								
Institution, Terms	Empty, Empty								
Academic Org	Empty								
Location	Empty								
7.	<p>Institution, Terms: Click Empty, the following will display</p> <div data-bbox="337 1312 1123 1671" data-label="Image"> </div> <p>Under Select Institution to display, Use the drop-down arrow to select Paradise Valley. Under Select Term to display, click the term then click the  to move it to Selected Values. Click OK.</p>								

8.	<p>Academic Org: Click Empty, the following will display</p>  <p>Click your Division, then click the  to move it to Selected Values. Click OK.</p>
9.	<p>Location: Click Empty, the following will display</p>  <p>Select a location then click the  to move it to Selected Values If you want all locations, click the  to move all locations at once to Selected Values. Click OK.</p>
10.	When you have finished setting parameters, click the Schedule button.
11.	Click the refresh icon  until the Status shows Success .
12.	To view the report, click the Date/Time link.
13.	To print the report, click the printer icon  in the toolbar directly above the report.
14.	Click the Close (x) in the upper right edge of the report to close it. You will be returned to the report list in the Training folder.
15.	<p>To Reschedule a report without having to reset all the parameters: Click History to display a list of reports run.</p> <p>Locate a report you ran to success. Click the Reschedule link. (<i>Note: you can only reschedule your own reports.</i>) Update any parameters as necessary. Run the report.</p>
16.	To logout of BOE Reports, click the  icon (upper right corner).