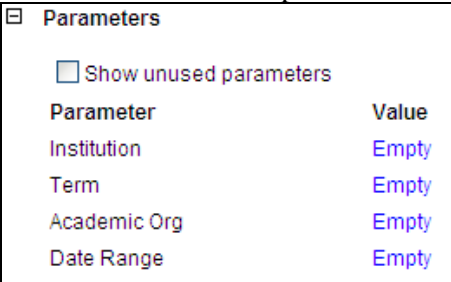






BOE Report Class Schedule Download Date

1.	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
2.	You will find the Class Schedule Download Date report in the Business/IT folder. Public Folders>Paradise Valley CC>Business/IT>Class Schedule Download Date
3.	Click the Schedule link below Class Schedule Download Date.
4.	Click Format to expand the menu.
5.	At Report Format , select Microsoft Word (RTF) .
6.	Click Parameters to expand the menu. 
7.	Set the desired report parameters one-by-one, by clicking the links below Value. Institution: <ul style="list-style-type: none"> Select Institution: PVC09-Paradise Valley Comm College Click OK. Term: <ul style="list-style-type: none"> Select the Term: 4096-Fall 2009, for example. Click OK. Academic Org <ul style="list-style-type: none"> Under Available Values, select 09BUSCIS-Business & Information Tech and click the > to move it under Selected Values. Click OK. Date Range: <ul style="list-style-type: none"> Enter dates for the Start and End of Range. Click the Calendar icon  to select the dates. Click OK.
8.	When you have finished setting parameters, click the Schedule button (lower right corner).
9.	Click the refresh icon  until the Status shows Success . 

10.	<p>To view the report, click the Date/Time link.</p> <p>Note: You may get a warning message that the file has been blocked from downloading. Click the Security bar at the top of the window and select Download File. Renavigate to the folder, Click History, Click the Date/Time link again and Open the file.</p>
11.	<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>)</p> <p>Update any parameters as necessary.</p> <p>Run the report.</p>
12.	<p>To logout of BOE Reports, click the  icon (upper right corner).</p>