

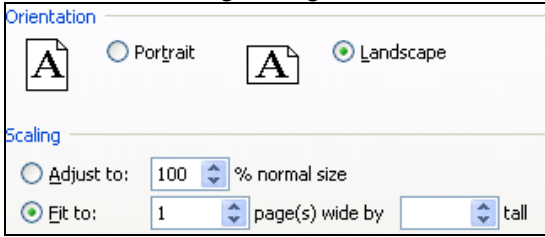



# BOE Report PVCC\_0009 Class Enrollments Choices Rev 4-7-09

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 PVCC_0009 Class Enrollments Choices Rev 4-7-09 report in the Business/IT folder.  <b>Public Folders&gt;Paradise Valley CC&gt;Business/IT&gt;PVCC_0009 Class Enrollments Choices Rev 4-7-09</b></p>										
3.	<p>Click the <b>Schedule</b> link below PVCC_0009 Class Enrollments Choices Rev 4-7-09 .</p>										
4.	<p>Click <b>Format</b> to expand the menu.</p>										
5.	<p><b>At Report Format,</b>          If you don't need to edit the information in the report, select the Adobe Acrobat Report Format and proceed to step 6.</p> <p>If you will want to edit the information, select <b>Microsoft Excel.</b>          Uncheck "Use the export options defined in the report"          Set Column Width based on objects in the "Whole Report"          Export page header and page footer: select "Once per Report"</p> <p>This is what the "Format" section should look like if you choose Microsoft Excel:</p> <div data-bbox="245 911 1127 1388" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> <b>Format</b></p> <p>Report Format: <span style="border: 1px solid gray; padding: 2px;">Microsoft Excel</span> ▼</p> <p><input type="checkbox"/> Use the export options defined in the report</p> <p>Set Column Width:</p> <p><input checked="" type="radio"/> Column width based on objects in the : <span style="border: 1px solid gray; padding: 2px;">Whole Report</span> ▼ <span style="border: 1px solid gray; padding: 2px;">1</span></p> <p><input type="radio"/> Constant column width (in points): <span style="border: 1px solid gray; padding: 2px;">36.0</span></p> <p>Export page header and page footer : <span style="border: 1px solid gray; padding: 2px;">Once Per Report</span> ▼</p> <p><input type="checkbox"/> Create page breaks for each page      Page range:</p> <p><input type="checkbox"/> Convert date values to strings      <input checked="" type="radio"/> All pages</p> <p><input type="checkbox"/> Show gridlines      <input type="radio"/> From : <span style="border: 1px solid gray; padding: 2px;">1</span> To : <span style="border: 1px solid gray; padding: 2px;">1</span></p> </div>										
6.	<p>Click <b>Parameters</b> to expand the menu.</p> <div data-bbox="245 1436 870 1730" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> <b>Parameters</b></p> <p><input type="checkbox"/> Show unused parameters</p> <table border="1" data-bbox="293 1541 854 1730"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Institution, Career, Term</td> <td>Empty, Empty, Empty</td> </tr> <tr> <td>Academic Org</td> <td>Empty</td> </tr> <tr> <td>Sort</td> <td>Empty</td> </tr> <tr> <td>Type</td> <td>Empty</td> </tr> </tbody> </table> </div>	Parameter	Value	Institution, Career, Term	Empty, Empty, Empty	Academic Org	Empty	Sort	Empty	Type	Empty
Parameter	Value										
Institution, Career, Term	Empty, Empty, Empty										
Academic Org	Empty										
Sort	Empty										
Type	Empty										
7.	<p>Set the desired report parameters one-by-one, by clicking the links below Value.</p> <p><b>Institution, Career, Term:</b></p> <ul style="list-style-type: none"> <li>• Select Institution: PVC09-Paradise Valley Comm College (use the drop-down menu)</li> <li>• Select Academic Career: CRED-Credit (Under Available Values, highlight CRED-Credit and click</li> </ul>										

	<p>the &gt; to move it to Selected Values.)</p> <ul style="list-style-type: none"> <li>• Select the Term: 4096-Fall 2009, for example.</li> <li>• Click OK.</li> </ul> <p><b>Academic Org</b></p> <ul style="list-style-type: none"> <li>• Under Available Values, select <b>09BUSCIS Business &amp; Information Tech</b> and click the &gt; to move it under Selected Values.</li> <li>• Click OK.</li> </ul> <p><b>Sort:</b></p> <ul style="list-style-type: none"> <li>• Select the field by which you wish to have the report sorted. Course, for example.</li> <li>• Click OK.</li> </ul> <p><b>Type:</b></p> <ul style="list-style-type: none"> <li>• Select the type of class you want. Select an option under Available Values then click &gt; to move it to Selected Values. You can select all by clicking &gt;&gt;.</li> <li>• Click OK.</li> </ul>
8.	When you have finished setting parameters, click the <b>Schedule</b> button (lower right corner).
9.	<p>Click the refresh icon  until the <b>Status</b> shows <b>Success</b>.</p> 
10.	<p>To view the report, click the Date/Time link.</p> <p><b>Note:</b> 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> <p><b>If you chose the Microsoft Excel format:</b>  For optimum results, it is best to print preview the spreadsheet and reformat as needed.  Office Button&gt;Print&gt;Print Preview  Recommended Page Setup settings:  In Print Preview, click the Page Setup button.  Make the following settings. Then click OK.</p> 
11.	<p><b>To Reschedule a report without having to reset all the parameters:</b>  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. Run the report.</p>
12.	To logout of BOE Reports, click the  icon (upper right corner).