

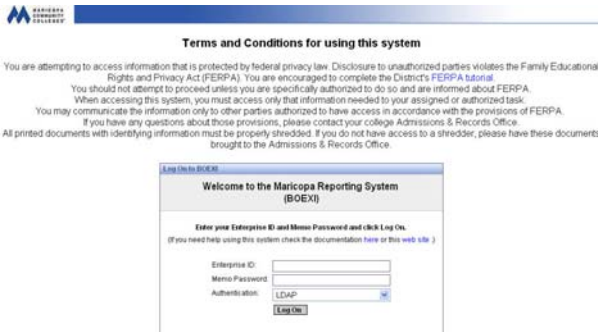


BOE Reports



Log into BOE Reports

1. Go to <http://my.maricopa.edu>
Click **Employees tab>BOEXI Reports**



2. In the *Enterprise ID*: textbox, enter your MEID.
3. In the *Memo Password*: textbox, enter your MEMO password.
4. Verify authentication is set to LDAP.
5. Click on .



Viewing the Report List

1. From the Folders panel at the left, click on the to the left of Public Folders to display all public folders.
2. Click on the to the left of the Paradise_Valley_Community_College folder to display all college folders you have access to.

NOTE: The listing of folders will vary depending on your role and access level.

3. Click on the Business/IT folder to display the reports in the panel at the right.

NOTE: The listing of reports available is being updated as new reports are needed. Your listing may vary from the example here.

Department/Secretaries	Title	Last Run	Type	Owner	Instances
<input type="checkbox"/>	GCC_AD_0002 GCC Off-Campus Enrollment 89	Never run	Crystal Report	Administrator	0
History Schedule Properties Class enrollments at off campus locations. (Site, class (nss & legacy section #), status, bldg/rm, days, units, start time), Parms: Term					
<input type="checkbox"/>	GCC_SR_0105 Enrollments by Acad Group detailed	Never run	Crystal Report	Administrator	0
History Schedule Properties Lists enrollment numbers by Academic Group. This was designed to replace the 105 screen.					
<input type="checkbox"/>	MCCD_SR_2075 Combined Classes	Never run	Crystal Report	Administrator	0
History Schedule Properties Combined Classes report replaces RBAG24. Option Report replaces option 73 for Day, 74 Evening, and 75 both Day and Evening selection by course w day-even selection, 43 Cancelled Status Class Selection and is not a PeopleSoft Report					

Each report has four possible options: (you may not see all of them depending on your access).

View Latest Instance – shows only after a report has been run – used to view the last saved version of a report (no matter who created it).

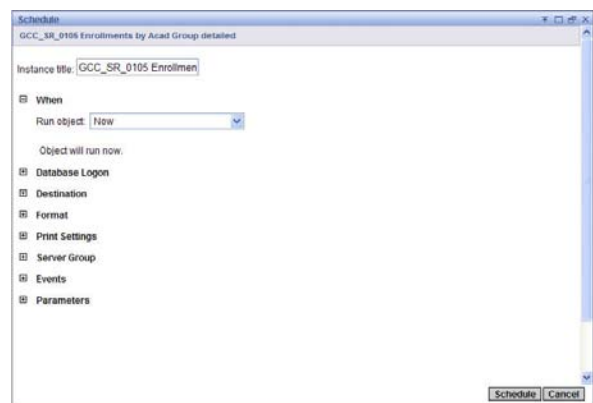
History – a historical listing of all saved reports and their individual settings. You can choose which one you may want to view (will not display if the report has not been run).

Schedule – allows you to run a report 'ad hoc' or on a regular reoccurring basis, such as biweekly, monthly, always on the 15th, etc.

Properties – displays the report description, historical information on when the report was originally created, when it was last modified, and when it was last run.

Running a Report

1. Locate the report name.
[GCC_SR_0105 Enrollments by Acad Group](#)
2. Click on [Schedule](#).



3. Use the to the left of each option to customize your report.

When – the report can either be run 'ad hoc' (Now) or scheduled to run hourly, daily, weekly, monthly, at predetermined monthly times, or on specific dates.

Database Logon – used only by system administrators.

Destination – allows you to identify whether you want the report emailed to you, displayed on the screen, or sent directly to the printer. The default is the screen.

Format – allows you to identify whether you want the report in HTML, PDF, Excel, Word, or other formats.

Print Settings – not currently being used.

Server Group – not currently being used.

Events – not currently being used.

Parameters – provides customization options by report.

Most reports require some parameters be identified. (If parameters are needed and none are identified, the report will either fail or run with no data.)

4. Be sure to click the OK button after setting each parameter.
5. After customizing the desired settings, click on **Schedule**.

After the report is scheduled, the History screen displays with your settings listed at the top and the status showing as **Pending**. The Pending status changes to **Success** once the report has been completed.

6. To view the actual report, click on the Instance Time (displays as the date and time).

Editing a Report

Reports you have created can be edited or “rescheduled” by you. This is especially helpful if all, or most of the parameters will remain the same.

1. From the Report History screen, click on **Reschedule**.
2. Make the desired changes to the settings.
3. Click on **Schedule**.

Note: You cannot edit or reschedule a report someone else created, but you can view their parameters in the History page and view their report by clicking on the date and time of their instance.

Printing a Report

Most reports can be accessed from on-screen and won't need to be printed. If you need to print a report, use your web browser's printing tool.

Emailing a Report

If you need to import data from SIS into other programs, you can email an electronic version of the report to yourself in Word, Excel, or comma or tab delimited format.

1. Click on the left of **Destination** to expand the menu.
2. From the drop-down menu select **Email recipients**.
3. If necessary, click in the checkbox by **Use the Job Server's defaults** to deselect it.

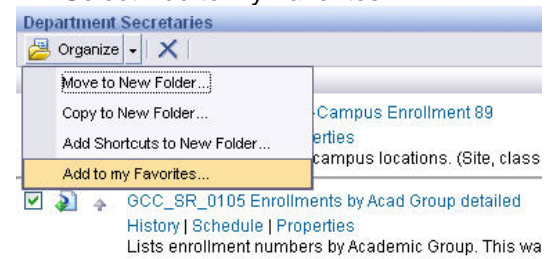
4. In the *From:* textbox, type your full email address.
5. In the *To:* textbox, type the full email address of the individuals you want to receive the report.
6. In the *Subject:* textbox, type a subject (such as the name of the report).
7. Select the *Add attachment* box.
8. Verify the *Automatically generated* radio button is selected.
9. Click on the **Schedule** button.

When the report has successfully run, an email will be generated to the recipients with the report as an attachment.

Adding a Report to Favorites

Reports you use on a regular basis are easier to access if you add them to your Favorites.

1. Navigate to the report folder.
2. Click in the checkbox to the left of the report to select it.
3. From the toolbar at the top of the right panel select **Organize**.
4. Select Add to my Favorites.



You can either type the name of a new folder or select the folder named Favorites.

5. Click on the **Favorites** folder to select it.
6. Click on the **OK** button at the lower right corner of the window.

Using Favorites

To access a report you've added to your Favorites.

1. Click on the **My Folders** icon to the left of the report list.
2. Click on Favorites folder to display the list.
3. Click on the name of the report.