

How to Use the Maricopa Reporting System (BOExi)

Last revised by D. Sheldon 7/16/08

BOE is short for "Business Objects Enterprise", as known as BOExi, the Maricopa Reporting System. We will be demonstrating how to run the EMC_SR_105 Course Sections Overview report written by Steve Brown. This report is comparable to the Legacy SIS 105 Course Sections screen, but includes some additional course details. *Note: Employees may need to contact their college security administrator(s) for job-related access to the SIS, BOExi and R25 systems. The BOExi EMCC administrators are Chad Galligan and Steve Brown.

Log into BOExi & Viewing Report List

1. Open Internet Explorer or Netscape and enter the URL for Business Objects, InfoView
<https://reporting.maricopa.edu/>

2. Login screen is displayed. Enter your Enterprise ID (MEID available in the Memo PAT tool), and enter your MEMO Password (email password), and verify that Authentication is set to LDAP. Then click on the Log On button.

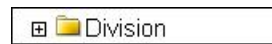
3. Public Folder will contain the folders that are available to you based on availability and your level of access in InfoView.* Click on the plus sign to maximize the box to the left of the Public Folders.



4. Click on the plus sign to the left of Estrella Mtn Community College folder.



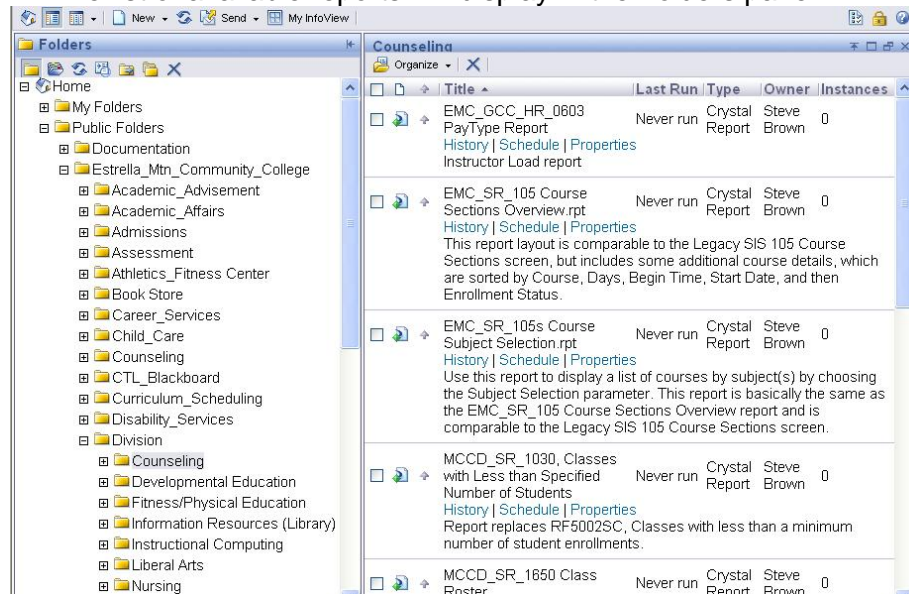
5. Click on the plus sign to the left of the Division folder.



6. Click on the folder with the name of your division



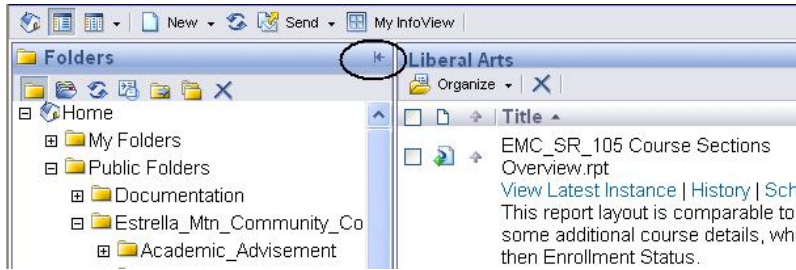
7. The list of available reports will display in the Folders pane.



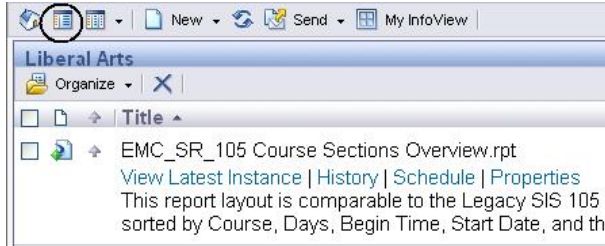
Note: Additional pages of reports may be viewed by scrolling to the bottom right of folder pane and clicking on page numbers



8. If you desire to hide the folder list, click on the Hide Navigation Panel arrow icon.



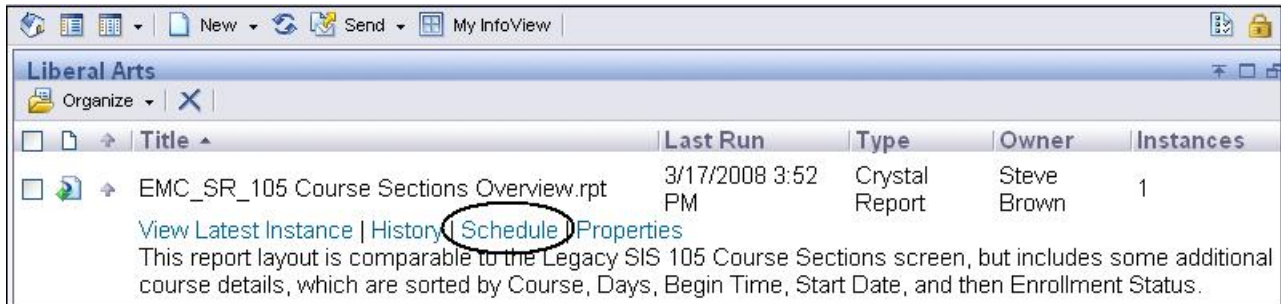
9. If you desire to show the folder list, click on the Toggle Navigation icon.



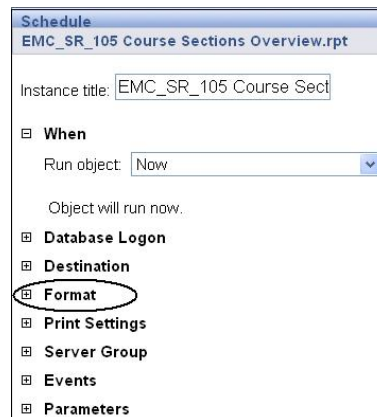
Running New Reports

1. Find a report located in your division/department's Estrella Mtn folder, for this example, locate the report named EMC_SR_105 Course Sections Overview.

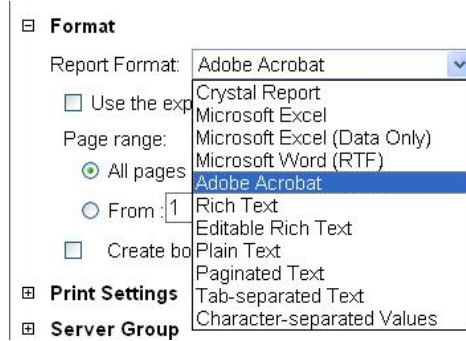
2. Click on the Schedule link.



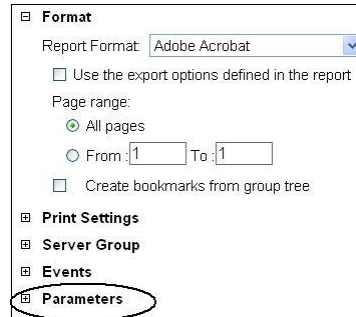
3. The report scheduling page displays. Click the plus sign to the left of **Format**.



4. For this example, **choose Adobe Acrobat** (for pdf) from the Report Format pull down list.



5. **Click the plus sign** to the left of **Parameters** on the report scheduling page displays.



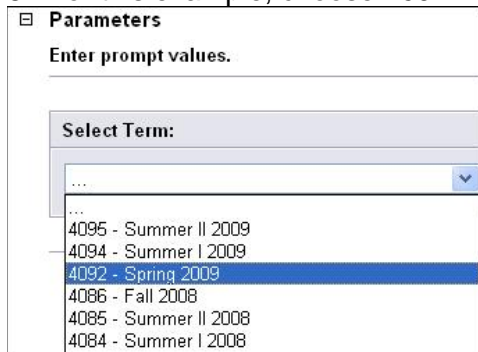
6. The default Parameters for this report are displayed. The reports that are run will display data depending on which values are chosen. For this report example, the Academic Institution value will be for EMC10 – Estrella Mountain Community College.

Parameter	Value
Academic Institution	EMC10 - Estrella Mountain Comm College
Term	Empty
Academic Career	Empty
Academic Org	Empty
Class Status	A - Active, ...
Day Evening Class Designation	D - Day Class Designation, ...
Dual Enrollment	Y - Dual Enrollment Class, ...
CAMPUS On OFF	Y - On Campus Designation, ...

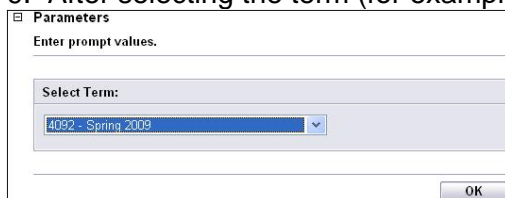
7. To choose a Term for the report click on the **“Empty”** value to the right of Term.



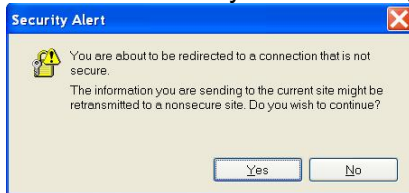
8. For this example, choose **4092 – Spring 2009** from the Select Term pull down list.



9. After selecting the term (for example 4092 – Spring 2009) click the OK button.



10. If the Security Alert message displays, just click YES.

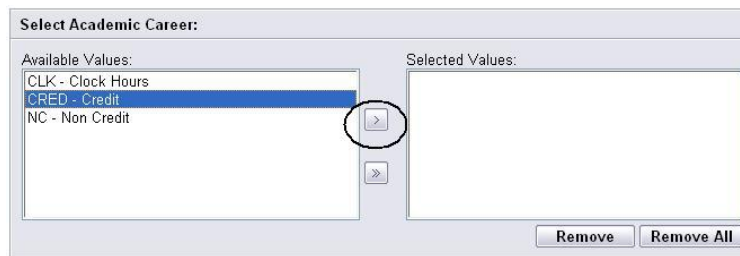


11. To choose an Academic Career for the report click on the "Empty" value to the right of Academic Career.

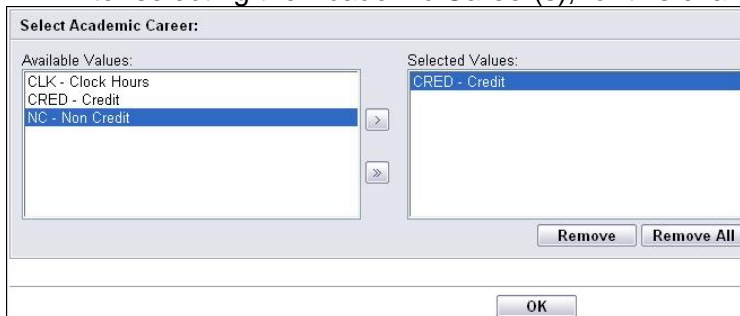
Academic Career	Empty
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12. For this example, select *CRED - Credit* from the Select Academic Career values.

13. Add the value by clicking on the arrow. The value displays in Selected Value box to the right.
Note: All available values can be added at once by clicking on the double arrows.



14. After selecting the Academic Career(s), for this example Credit, click the OK button.



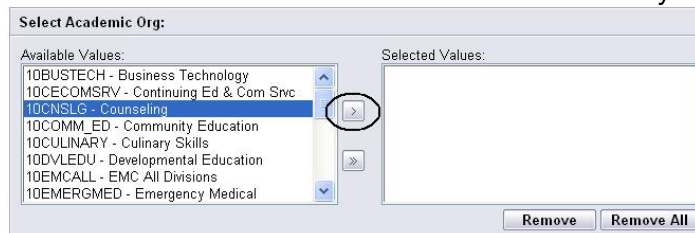
Note: If the Security Alert message displays, just click YES.

15. To choose an Academic Organization (aka Division) for the report click on the "Empty" value to the right of Academic Org.

Academic Org	Empty
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16. For this example, select *10CNSLG - Counseling* from the Select Academic Org values.

17. Add the value by clicking on the arrow. The value displays in Selected Value box to the right.
Note: All available values can be added at once by clicking on the double arrows.



18. After selecting the Academic Org(s), for this example 10CNSLG -Counseling, click the OK button.

Note: If the Security Alert message displays, just click YES.

19. To choose a Class Status for the report click on the “A- Active” value to the right of Class Status.

20. All of the available class status values have been pre-selected. For our example, we do not want cancelled classes to appear on the report.

Click on the X – Cancelled value in Selected Value box to the right.

21. Click the Remove button.

Note: All available values can be removed at once by clicking on the Remove All.

22. After selecting or removing the Class Status(es) that you want on the report, click the OK button.

Note: If the Security Alert message displays, just click YES.

23. Click on the value to the right of Day Evening Class Designation.

24. The available Day or Evening Class values have been pre-selected to appear on this report. For this example, keep both of the day and evening values. Click the OK button.

Note: If the Security Alert message displays, just click YES.

25. Click on the value to the right of Dual Enrollment.

Dual Enrollment	Y - Dual Enrollment Class, ...
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26. All of the available values have been pre-selected to appear on this report. For our example, we do not want dual enrollment classes to appear on the report. Click on the *Y – Dual Enrollment Class* value in Selected Value box to the right.

27. Click the Remove button.

Select Dual Enrollment Class Y/N:

Available Values:

- Y - Dual Enrollment Class
- N - Not Dual Enrollment Class

Selected Values:

- Y - Dual Enrollment Class
- N - Not Dual Enrollment Class

Remove Remove All

OK

28. After selecting or removing the values that you want on the report, click the OK button. Note: If the Security Alert message displays, just click YES.

29. Click on the value to the right of CAMPUS On Off.

CAMPUS On OFF	Y - On Campus Designation, ...
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30. Both of the available Campus On/Off values have been pre-selected to appear on this report. For this example, keep both values. Click the OK button.

Select Campus On/OFF:

Available Values:

- Y - On Campus Designation
- N - Off Campus Designation

Selected Values:

- Y - On Campus Designation
- N - Off Campus Designation

Remove Remove All

OK

Note: If the Security Alert message displays, just click YES.




All parameters must be filled in before scheduling reports to run to avoid a failed status!

31. Click on the Schedule button location in the bottom right-hand corner of the page.

Schedule	Cancel
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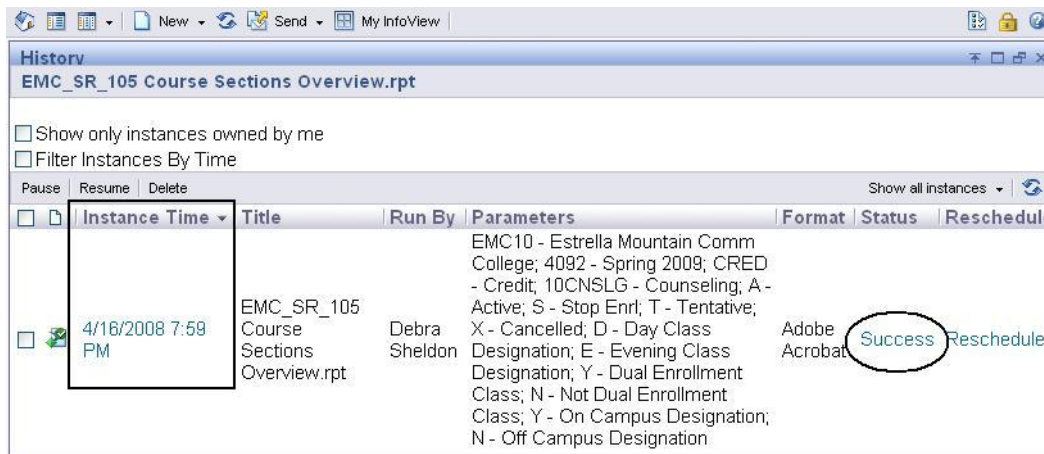
Note: If the Security Alert message displays, just click YES.

32. The report shows a Status of **Running** and/or Pending.

33. Click the **Refresh button**  until the report Status of **Success** displays.



34. After the report displays Success, click on the **Instance Time** (date/time area) for the report to be viewed.



35. The report file can be opened or saved to your computer. (Note: May want to include date when renaming files).

ESTRELLA MOUNTAIN COMMUNITY COLLEGE		Course Sections Overview (sorted by Course)														Data Date & Time						
A Maricopa Community College		Term = 4052 Spring 2009														7/16/2008 1:56:42AM						
EMC_SR_105 Course Sections Overview																Date & time printed						
																7/16/2008 5:53:45PM						
																Page 1 of 1						
Legacy Sec	Class Status	Course	Section	Assos Class	Nbr	Mode	WL	Cap	TOT	AVL	Enrl Status	Comb ID	Com-ponent	Units	Honors	Notes	Start Date	Days	Begin	Bldg / Rm	HS Dual Enrl	Instructor
1009	A	CPD103BC	0001	1	15070	P	0	25	0	25	C		LEC	2.00			01/20/2009	TR	10:00AM	KOM CNS128	N	F. Garrett
4951	A	CPD103BL	0001	1	15710	P	0	0	0	0	C		LEC	2.00			01/21/2009	W	1:00PM	KOM CNS128	N	H. Jackson
5001	A	CPD104	0003	3	15722	P	0	25	0	25	C		LEC	3.00			01/20/2009	T	6:00PM	OCT 114	N	L. Fishleder
1015	A	CPD104	0002	2	15072	HY	0	15	0	15	C		LEC	3.00			01/13/2009	T	11:30AM	EST 282	N	F. Garrett
1013	A	CPD104	0001	1	15071	P	0	25	0	25	C		LEC	3.00			01/20/2009	TR	11:30AM	OCT 114	N	D. Fina
A	CPD115	0001	1	45532	P	0	20	0	20	0	C		LEC	1.00			01/20/2009	T	11:30AM		N	Staff
A	CPD115	0002	2	45533	P	0	20	0	20	0	C		LEC	1.00			01/21/2009	W	12:00PM		N	Staff
1045	A	CPD150	0001	1	15073	P	0	25	0	25	C		LEC	3.00			01/21/2009	MWF	11:00AM	OCT 114	N	F. Garrett
A	CPD150	0003	3	45531	HY	0	20	0	20	0	C		LEC	3.00	1009		01/20/2009	T	8:30AM		N	Staff
1047	A	CPD150	0002	2	15074	P	0	25	0	25	C		LEC	3.00			01/20/2009	TR	11:30AM	MON 109	N	L. Fishleder
4915	A	CPD150AA	0001	1	15708	P	0	0	0	0	C		LEC	1.00	0034		01/26/2009	M	3:45PM	OCT 114	N	B. Medina
4917	A	CPD150AA	0002	2	15709	P	0	0	0	0	C		LEC	1.00	0034		01/20/2009	T	3:45PM	OCT 114	N	B. Medina
1049	A	CPD160	0001	1	15075	P	0	30	0	30	C		LEC	3.00			01/20/2009	TR	11:30AM	OCT 118	N	J. Martinez
4907	A	CPD298AA	0001	1	15707	P	0	15	0	15	C		LAB	1.00			01/20/2009	T	11:30AM	KOM CNS128	N	B. Medina

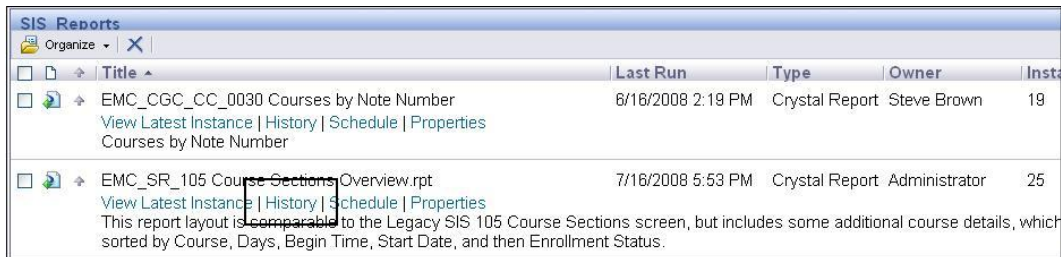
36. Close  the report overview to return to the list of SIS reports.

Rescheduling (re-running) Reports

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

1. To reschedule or rerun one of your reports, find a report located in your division/department’s Estrella Mtn folder. For this example, locate the report you just ran named **EMCC_SR_105 Course Sections Overview**.

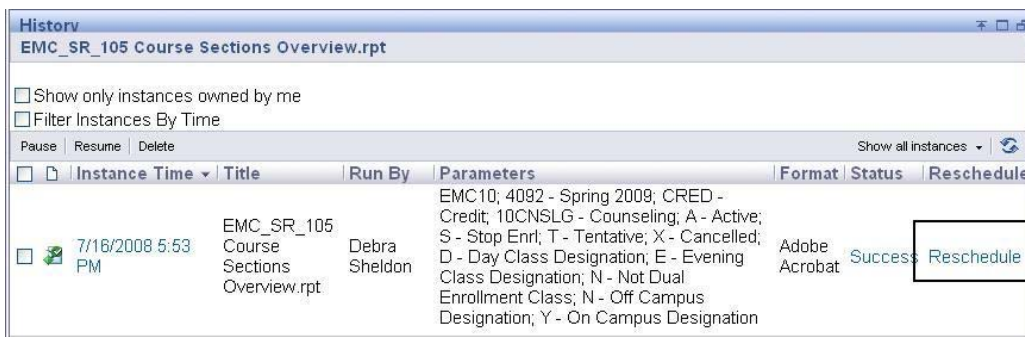
2. Click on **History**.



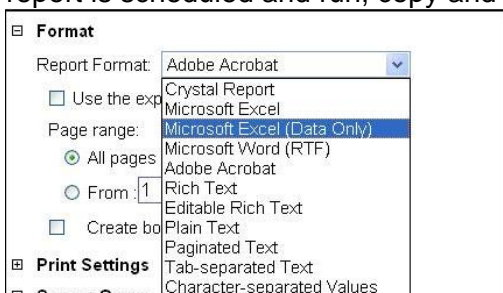
3. If desired, filter the history of reports so that you only see the reports previously run by you, by checking the checkbox named *Show only instances owned by me*.



4. Click on **Reschedule**.



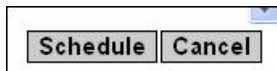
5. Change any necessary settings. For this example, change Report Format to **Microsoft Excel (Data Only)** in the Format options. Note: No Excel column headings will be exported. After the report is scheduled and run, copy and paste the data into a new Excel worksheet.



6. Make any other desired changes to the parameter settings (for example, you could change the term to 4094 – Summer 2009).


Parameter	Value
Academic Institution	EMC10
Term	4092 - Spring 2009
Academic Career	CRED - Credit
Academic Org	10CNLSLG - Counseling
Class Status	A - Active, ...
Day Evening Class Designation	D - Day Class Designation, ...
Dual Enrollment	N - Not Dual Enrollment Class
CAMPUS On OFF	N - Off Campus Designation, ...

7. Click on the **Schedule** button location in the bottom right-hand corner of the page.



Note: If the Security Alert message displays, just click YES.

8. The report shows a Status of **Running** and or Pending.

9. Click the **Refresh button**  until the report Status of **Success** displays.

10. After the report displays Success, click on the **Instance Time** (date/time area) for the report to be viewed.

11. The report file can be opened or saved to your computer.
(Note: May want to include date when renaming files).

For this example, the Report Format of **Microsoft Excel (Data Only)** was chosen. After the report is scheduled and run, open it and copy and paste the data into a new Excel worksheet.

EMC SR 105 Course Sections Overview.rpt												
	A	B	C	D	E	F	G	H	I	J	K	L
1	Legacy	Class St	Assoc	Enr	St	Comb	IC	Com-D	HS	Dual Enrl		
2	4906	A	CPD100	0001	1	10140	P		0	0	0	0 C
3	4908	A	CPD100	0002	2	10141	P		0	0	0	0 C
4	1084	A	CPD104	0001	1	10002	P		0	25	0	25 C
5	4974	A	CPD150	0003	3	10151	P		0	30	0	30 C
6	4939	A	CPD150	0002	2	10143	P		0	30	0	30 C
7	4904	A	CPD150	0001	1	10139	P		0	0	0	0 C
8	1014	A	CPD160	0001	1	10001	P		0	30	0	30 C

12. Close  the report overview to return to the list of SIS reports.

13. To log off from BOExi click on the yellow lock icon 