


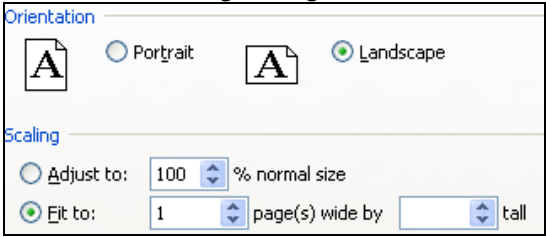



BOE Report PVCC_0009 Class Enrollments Rev 4-1-09

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 Rev 4-1-09 report in the Business/IT folder. Public Folders>Paradise Valley CC>Business/IT>PVCC_0009 Class Enrollments Rev 4-1-09</p>										
3.	<p>Click the Schedule link below PVCC_0009 Class Enrollments Rev 4-1-09 .</p>										
4.	<p>Click Format to expand the menu.</p>										
5.	<p>At Report Format, 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 Microsoft Excel. 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="246 873 1128 1354" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Format</p> <p>Report Format: Microsoft Excel ▼</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 : Whole Report ▼ <input type="text" value="1"/></p> <p><input type="radio"/> Constant column width (in points): <input type="text" value="36.0"/></p> <p>Export page header and page footer : Once Per Report ▼</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 : <input type="text" value="1"/> To : <input type="text" value="1"/></p> </div>										
6.	<p>Click Parameters to expand the menu.</p> <div data-bbox="246 1398 1409 1688" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Parameters</p> <p><input type="checkbox"/> Show unused parameters</p> <table border="1" data-bbox="292 1501 1396 1680"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Institution, Career, Term</td> <td>PVC09 - Paradise Valley Comm College, CRED - Credit, 4092 - Spring 2009</td> </tr> <tr> <td>Academic Org</td> <td>% - All Organizations</td> </tr> <tr> <td>Sort</td> <td>Instructor Mode</td> </tr> <tr> <td>Start Date</td> <td>[Date(2009,02,02)..Date(2009,04,30)]</td> </tr> </tbody> </table> </div>	Parameter	Value	Institution, Career, Term	PVC09 - Paradise Valley Comm College, CRED - Credit, 4092 - Spring 2009	Academic Org	% - All Organizations	Sort	Instructor Mode	Start Date	[Date(2009,02,02)..Date(2009,04,30)]
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7.	<p>Set the desired report parameters one-by-one, by clicking the links below Value.</p> <p>Institution, Career, Term:</p> <ul style="list-style-type: none"> Select Institution: PVC09-Paradise Valley Comm College (use the drop-down menu) Select Academic Career: CRED-Credit (Under Available Values, highlight CRED-Credit and click the > to move it to Selected Values.) 										

	<ul style="list-style-type: none"> • Select the Term: 4096-Fall 2009, for example. • Click OK. <p>Academic Org</p> <ul style="list-style-type: none"> • Under Selected Values, click Remove All • Under Available Values, select 09BUSCIS Business & Information Tech and click the > to move it under Selected Values. • Click OK. <p>Sort:</p> <ul style="list-style-type: none"> • Select the field by which you wish to have the report sorted. Course, for example. • Click OK. <p>Start Date:</p> <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.	<p>Click the refresh icon  until the Status shows Success.</p> 
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> <p>If you chose the Microsoft Excel format: For optimum results, it is best to print preview the spreadsheet and reformat as needed. Office Button>Print>Print Preview Recommended Page Setup settings: In Print Preview, click the Page Setup button. Make the following settings. Then click OK.</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. Run the report.</p>
12.	To logout of BOE Reports, click the  icon (upper right corner).