

Reporting Portal

User Guide

January 2024

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Introduction

The University of Greenwich (UoG) Reporting Portal is available through the UoG Portal and is accessible by all UoG Business Objects users providing a front end to the Business Intelligence Reports produced by PAS and other operational areas of the University. Users are required to have attended a “University Reporting” training session, held jointly each month by ILS & PAS in order to gain access to these reports.

The current Reporting Portal interface was developed in 2020 by ILS, it is available on campus and via VPN/remote desktop. More information about connecting remotely to University systems is available on the UoG portal ([Remote Desktop for staff via staffdesktop.gre.ac.uk | IT and Library Services | University of Greenwich](#)).

In January 2024 the Business Object software was upgraded to version 4.3, this led to some changes to the look and feel although the content and functionality of reports in the reporting portal remained unchanged.

Accessing the Reporting Portal

The Reporting Portal is accessed via the University Portal by selecting “Reporting” from the menu in the black bar at the top. The Reporting Portal home screen loads automatically in a new tab, using single sign-on to log users in. Once logged in the home screen should look like this: (figure 1)

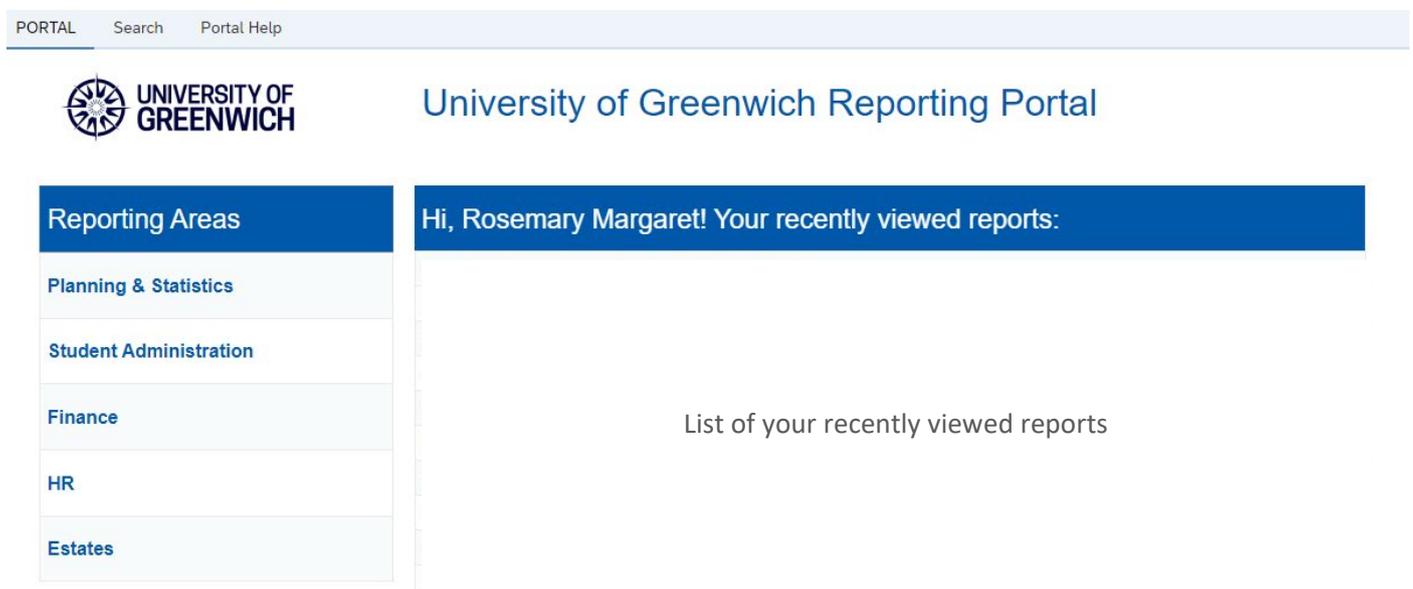


Figure 1

Accessing Reports in the Reporting Portal

Reports can be opened by navigating the menus or via the “Your recently viewed reports:” section, centre right, (once you have run some reports).

When a report link is selected, it will open in a new tab, leaving the Reporting Portal home page in the original tab. It is therefore possible to have multiple reports open in the same session.

Within the reports you will find a prompt and/or input controls to filter report data. These have updated in the January 2024 upgrade and may look different to previous versions; however the functionality will remain the same (see appendix 1 & 2 for further details).

Using the Menus

The menu structure in the upgraded Reporting Portal interface has remained the same in the January 2024 upgrade.

Users can navigate the menus by selecting a Reporting Area and then further selecting the lower-level menus until the report required is displayed.

Please note: The menus in the Reporting Portal interface require closing before a new Reporting Area can be selected. I.e. each menu previously selected needs to be deselected to view menus above. This can be achieved by selecting the icon in the top right of the menu selected, to “close” the selected menu.

Example:

To find reports using the menu structure, click on the area of interest (e.g. “Student Administration”) and the sub menu will appear, followed by other sub menus.

To find reports in the “Students on a Programme” sub menu, for example, click ‘Student Administration > Student Reporting > Students on a Programme > Report List’ to get to the list of reports (Figure 2).

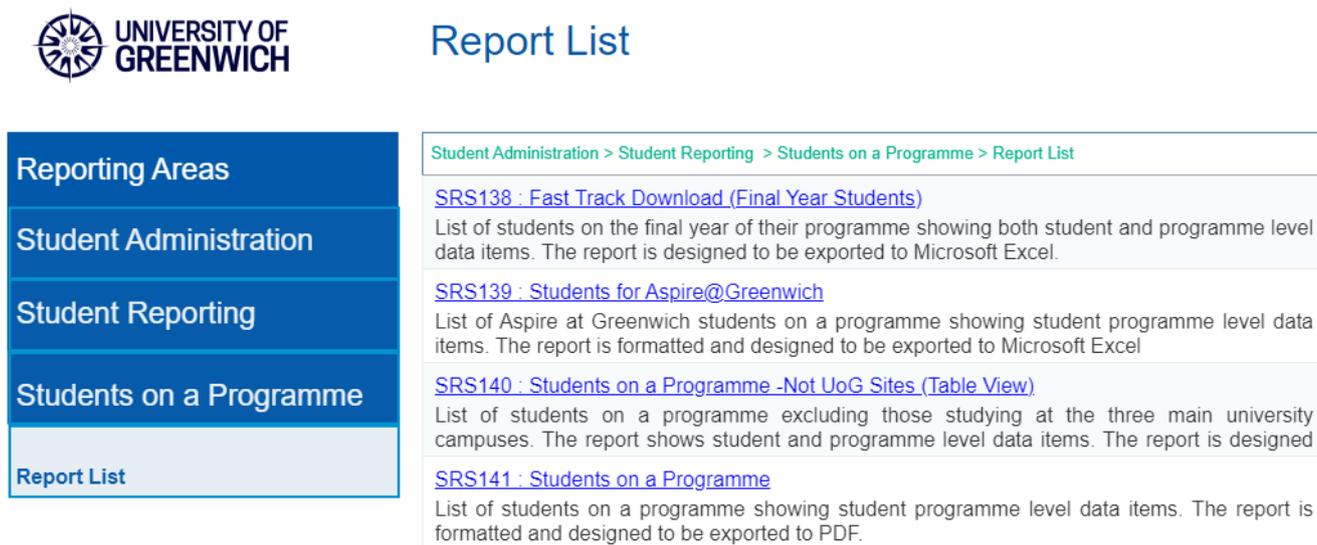


Figure 2

To go to another area within “Student Administration” click back up the menu (the menu items that are shaded dark blue) – e.g. Students on a Programme > Student Reporting > Student Administration. From there you can go into different sub menus.

Please note: menus work by browsing up and down the menu structure sequentially – it is not possible to ‘jump’ from “Students on a Programme” to “Student Administration”, as they are not in sequence.

Using the Search function

The search function in the new Reporting Portal interface is located in the top left of the portal (Figure 3, circled).

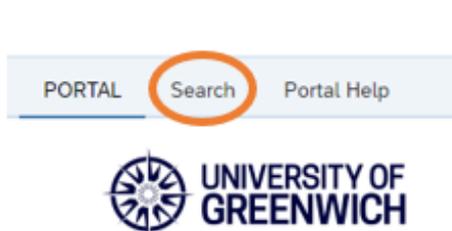


Figure 3

Selecting “Search” will open the search tab, where search terms can be entered by selecting the funnel icon (circled in figure 4) followed by “Search All Values” below and then entering the search value in the “Value...” box (Figure 4, below)

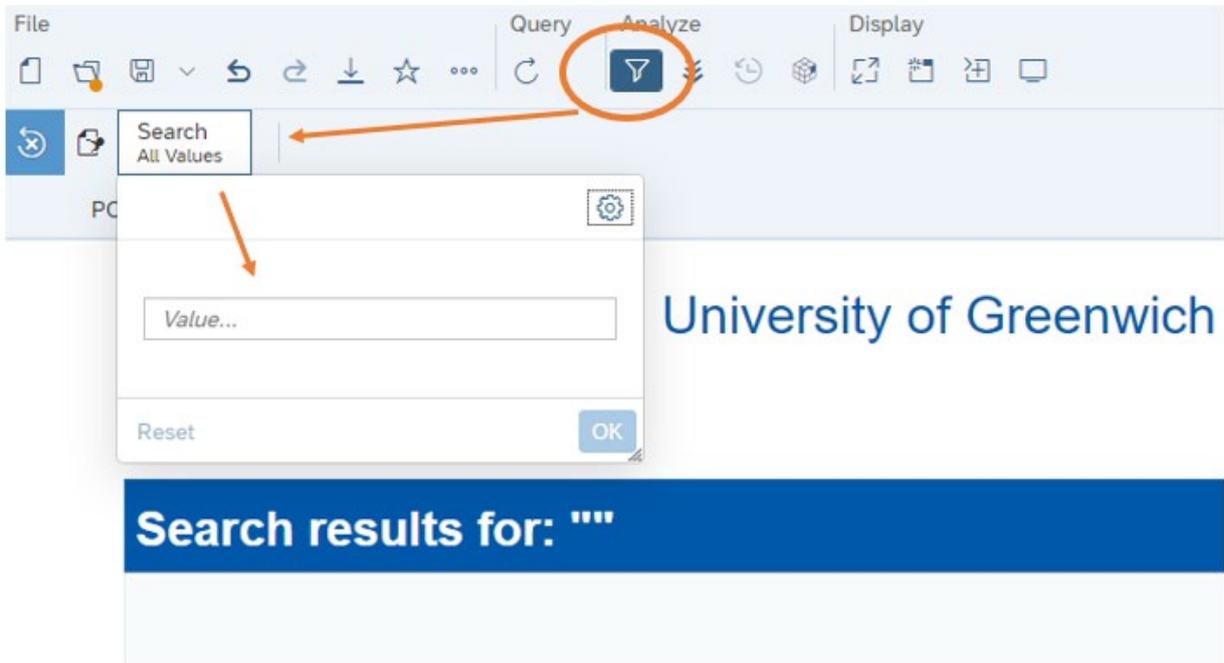


Figure 4

Within this tab, results are displayed in the report, and the search terms are entered using a filter bar.

The search function will search for the term entered in the box within report names and description fields and displays a list of reports in the main pane.

Enter the search term e.g. “student” or “PAS4” and press the OK button to display the list of results. Selecting a result from the search will open the report in a separate tab.

To return to the home page, select the “PORTAL” button in the top left, next to the search tab. (Figure 5 below).

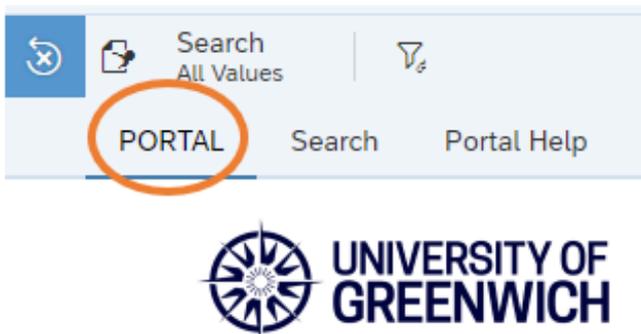


Figure 5

Help

Help is available from the home page (Figure 6, circled).



Figure 7

Contact details

For further details about the new Reporting Portal or to raise any technical queries please contact IT Servicedesk in the first instance. For information about PAS reports please email "PAS Queries". Further report specific contact details are available on the Reporting Portal menu pages and within reports.

Appendix 1- Using Input Controls

Following the upgrade of business objects in January 2024 the appearance and location of input controls (filters used in reports to select data) has changed. To use the input controls, open a report and select the funnel icon under the "Analyze" menu (see arrow in figure 8).



Figure 8

The report filters that you can use will appear in a filter bar at the top of the report (highlighted in figure 8), these were previously displayed on the left panel of the report. Select the input control that you want to use and a drop down menu will be displayed where you can select/deselect items (see figure 9 below)

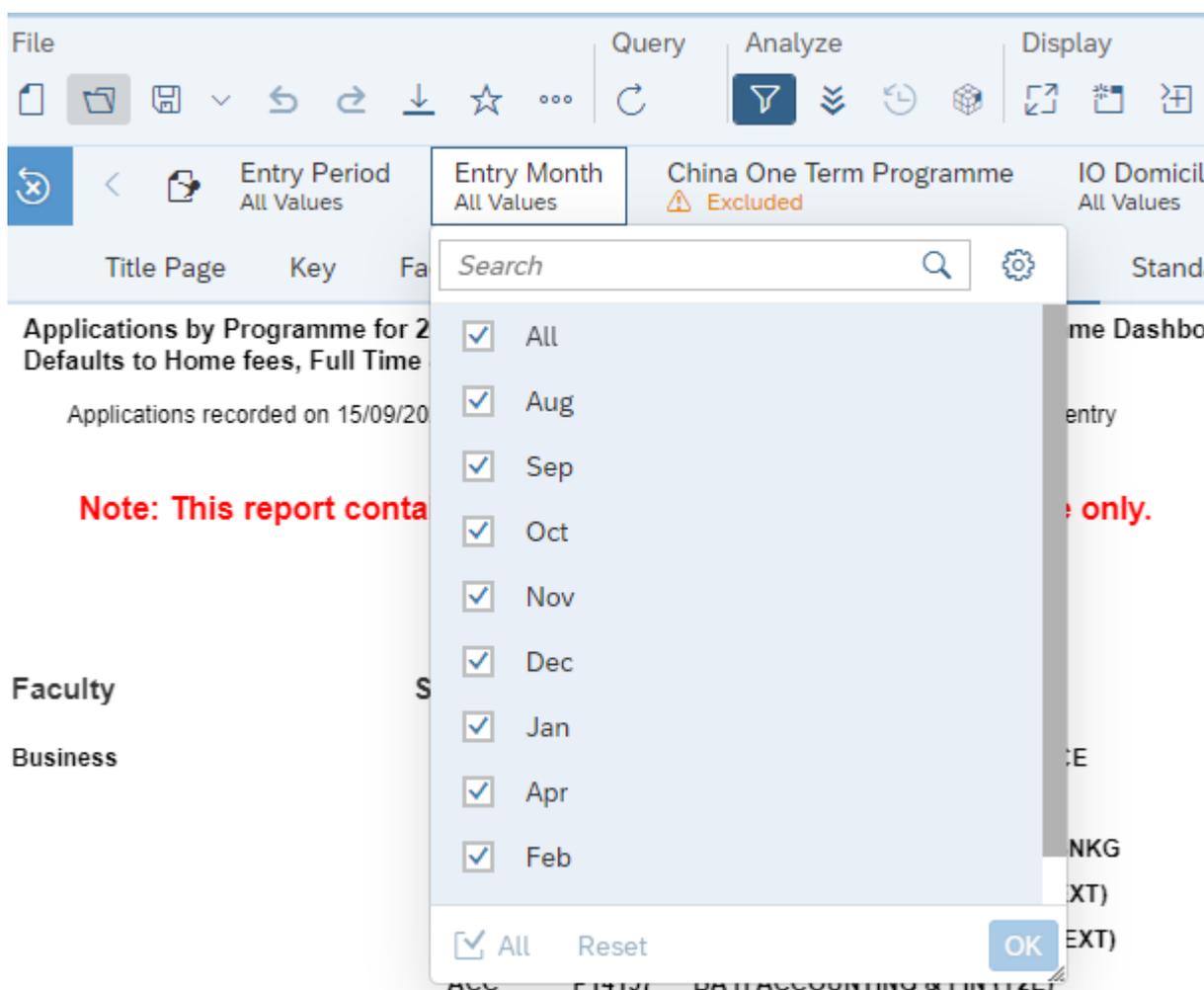


Figure 9

Appendix 2- Using Prompts

Following the upgrade of business objects in January 2024 the appearance of report prompts (filters used to select data before a report is run) will change. The prompt box will pop up when a report with prompts is selected, this enables the user to select what report data they want to run for their report. Mandatory prompts must be selected before a report is run; these are shown with an “i” in the list of prompts (circled in figure 10 below) and when selected the report “Run” option becomes available.

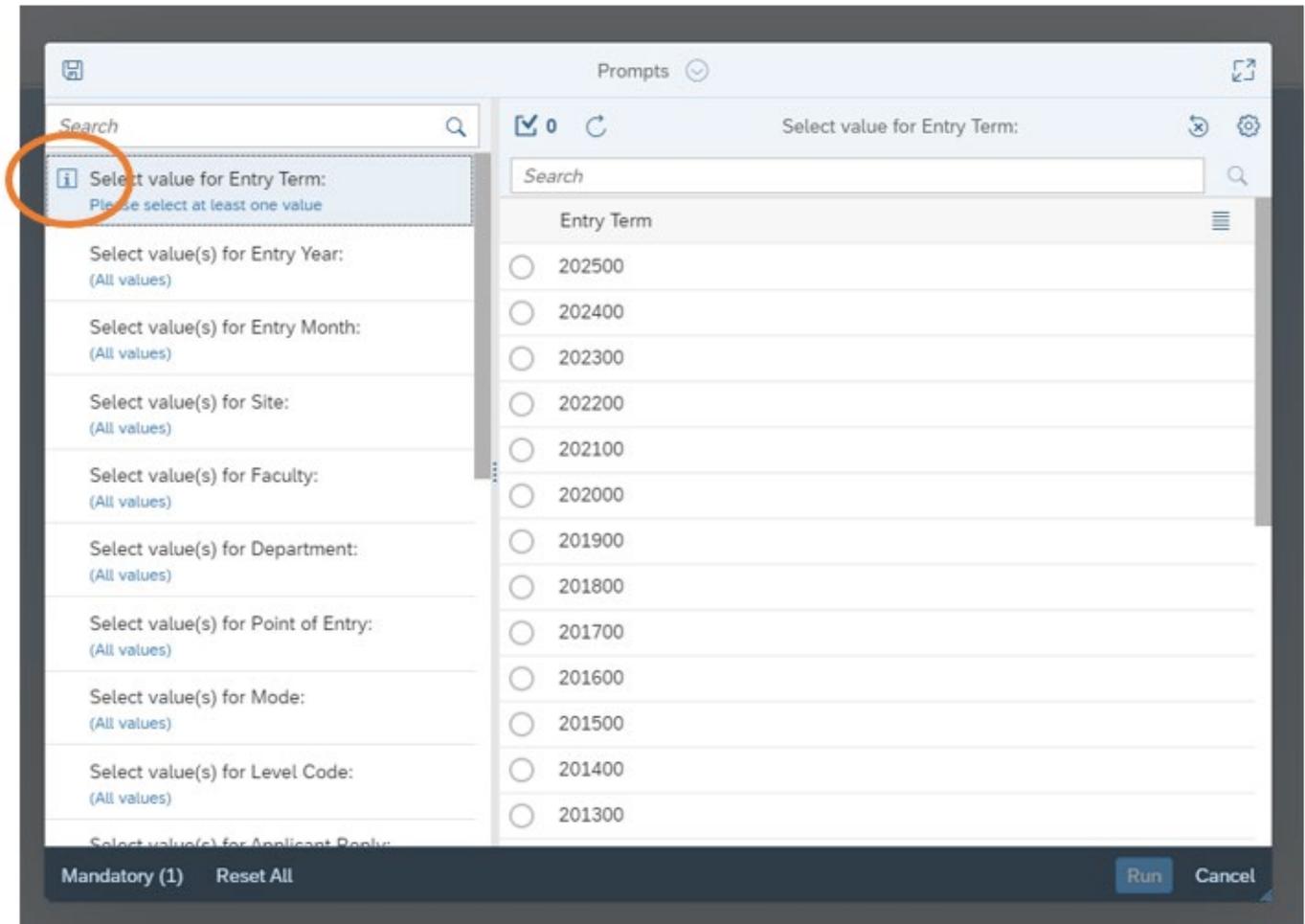


Figure 10

Some prompts will require a refresh to show their list of values, this can be done by selecting the circular arrow at the top of the prompt box (circled in figure 11 below).

The search box in the left pane enables users to search the report prompts. The search box in the right pane enables users to search the contents of a prompt.

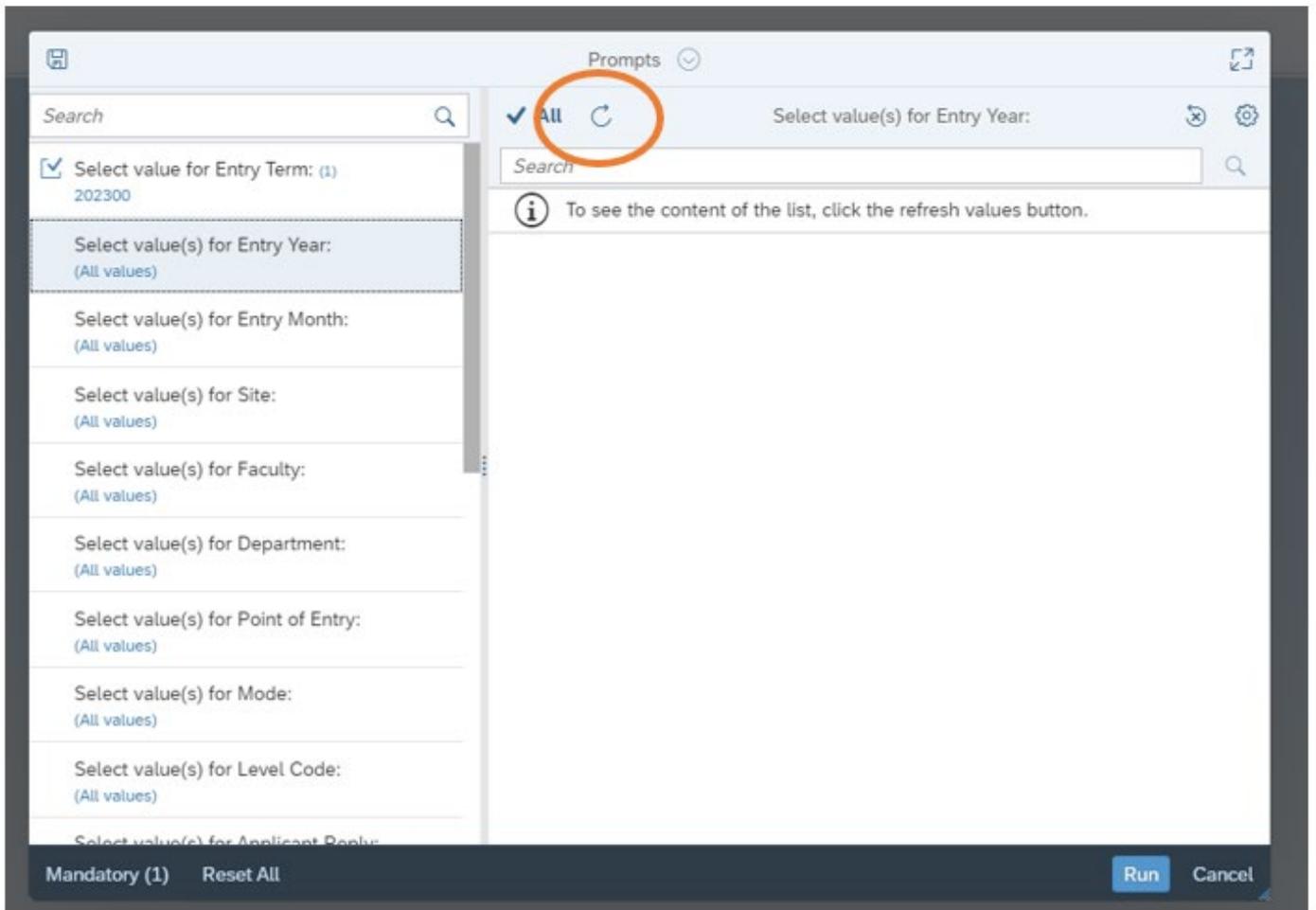


Figure 11