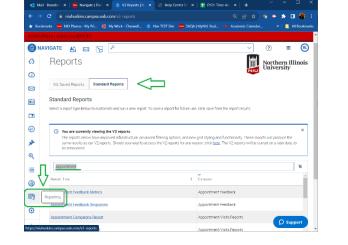


REPORTS

Locate a Report Type.

- Click on the **Reporting** icon in Navigate Staff.
- **G** Select the **Standard Reports** tab.
- In the Search in Results box type a few words to describe the type of report you seek (e.g., appointment).

□ From the list of available report types, click on the link for the report you wish to run



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	elect a report type below to customize and run a new report. To	case a report for future size, allow on a from the report results.							
3	elect a report type below to clustornize and for a rew report. To	save a report for ruture use, click save from the report results.							
F									
	 You are currently viewing the V3 reports The reports below have improved infrastructure, advance 	d filtering options, and new grid styling and functionality. These reports will pro	duce the						
	same results as our V2 reports. Should you need to accer be announced	ss the V2 reports for any reason, click <u>here</u> . The V2 reports will be sunset on a l	ater date, t	0					
L	be announced.								
	appointment		×						
	appointment	-	<u> </u>						
F	Report Type	CATEGORY							
4	Appointment Feedback Responses	Appointment Feedback	Appointment Feedback						
L	Appointment Campaigns Report	Appointment/Visits Reports	Appointment/Visits Reports						
e	Appointment Requests Report	Appointment/Visits Reports	Appointment/Visits Reports						
A	Appointment Summaries Report	Appointment/Visits Reports	Appointment/Visits Reports						
4	Appointments Report	Appointment/Visits Reports	Appointment/Visits Reports						
2	Check-Ins Report	Appointment/Visits Reports							
.4			O Supp						

Tailor Your Report With Data Filters.

(e.g., Appointments Report).

- □ In the first filter, type **Care Unit** into the first search field box.
- □ Select the **Care Unit** option from the drop-down menu.

Unsaved Report

Data Filters®



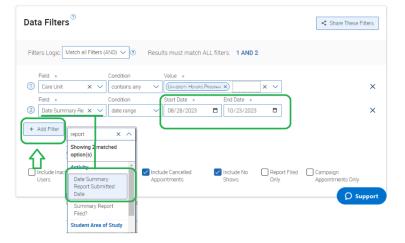
- In the Value field, type the first word of the care unit for which you will be reporting activity (e.g., University).
- Select the name of the care unit from the drop-down menu (e.g., University Honors Program).

Data Filters Filters Logic: Match all Filters (AND) 🗸 💿 Results must match ALL filters: 1 Field > Condition 1 Care Unit x 🗸 contains any UNIVERSITY HONORS PROGRAM X x ^ \sim + Add Filter Advising Athletics English Dept. Writers' Workshop Huskie Academic Success Center (HASC) Include Inactive Include My Students Only Users Student Services University Honors Program Run Report

- Click +Add Filter to refine your search results using one or more parameters (e.g., Date).
- Type the first words of the search parameter or scroll through the list of available options to select a search field to return the results you need.
- In the Condition field, select the condition to refine your search (Date Summary Report Submitted).
- □ In the Value field, select an option for your search (e.g., range of dates in the term).
- If some students withdrew from NIU during the term, you can select Include Inactive Users to retrieve a complete report of appointments from the specified date range.
- Click **Run Report** to see the report results.

Accessing Your Report Results.

- □ As the report runs, the button will appear as gray and will read **Running Report...**
- When the report has finished, the names of students will appear in the box where the three dots had shown. (Note: The count at the bottom of the list of students shows the number of rows returned in the report and not the number of distinct students.)
- To export report results as an Excel file (CSV file) click on the export icon located across the top row of the search result table.
 (Note: The icon appears as a down-arrow pointing to a box.)





Report Results							Ŷ				
Sear	rch in R	esults						Export	6 ~		0
	≡	STUDENT NAME	:	EMAIL	٥	STUDENT ID	\$	Alternate ID	¢	Categories	
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