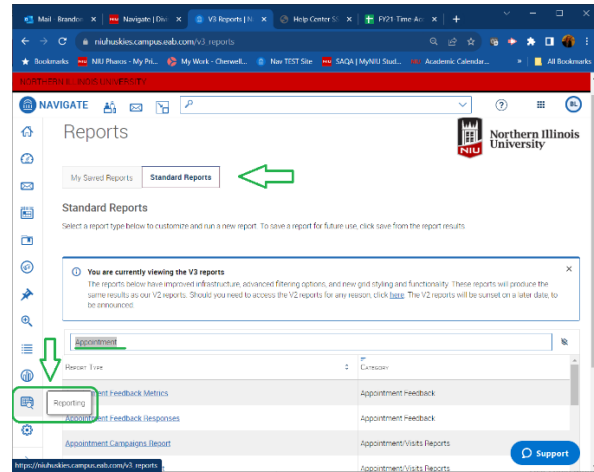


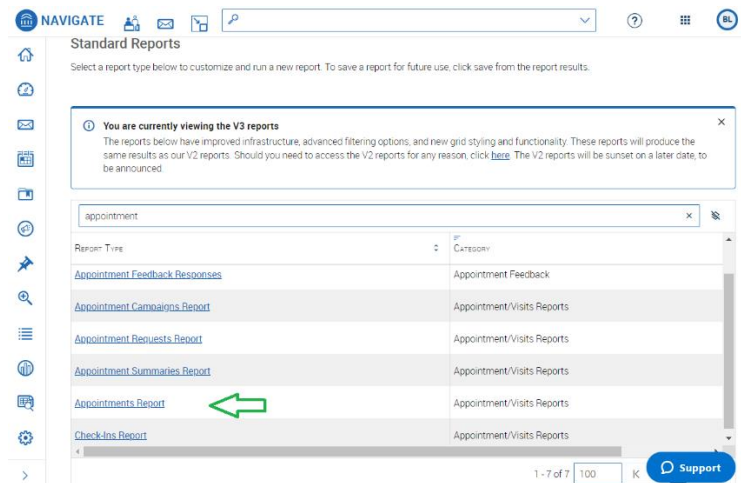
REPORTS

Locate a Report Type.

- ❑ Click on the **Reporting** icon in Navigate Staff.
- ❑ 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).

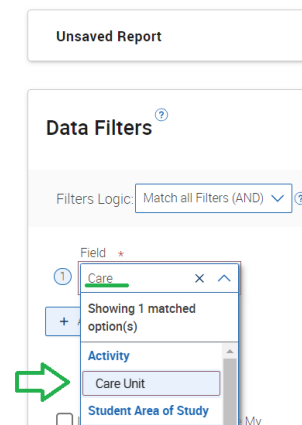


- ❑ From the list of available report types, click on the link for the report you wish to run (e.g., **Appointments Report**).



Tailor Your Report With Data Filters.

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



Tailor Your Report With 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	Value *
① Care Unit	contains any	University Honors Program

+ Add Filter

Include Inactive Users Include My Students Only

- Advising
- Athletics
- English Dept. Writers' Workshop
- Huskie Academic Success Center (HASC)
- 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.

Data Filters

Filters Logic: Match all Filters (AND) Results must match ALL filters: 1 AND 2

Field *	Condition	Value *
① Care Unit	contains any	University Honors Program
② Date Summary Report Submitted	date range	Start Date: 08/28/2023, End Date: 10/23/2023

+ Add Filter

Include Inactive Users Include Cancelled Appointments Include No Shows Report Filed Only Campaign Appointments Only

Support

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 Running

Report Results

Search in Results

0 selected 1 - 0 of 0

Report Results

Search in Results

Export

<input type="checkbox"/>	Student Name	Email	Student ID	Alternate ID	Categories