

**GUIDE TO USING
WEBFOCUS MANAGED
REPORTING
FOR
RUN ONLY PROCESSING
WEBFOCUS 8.X**

YOUNGSTOWN STATE UNIVERSITY



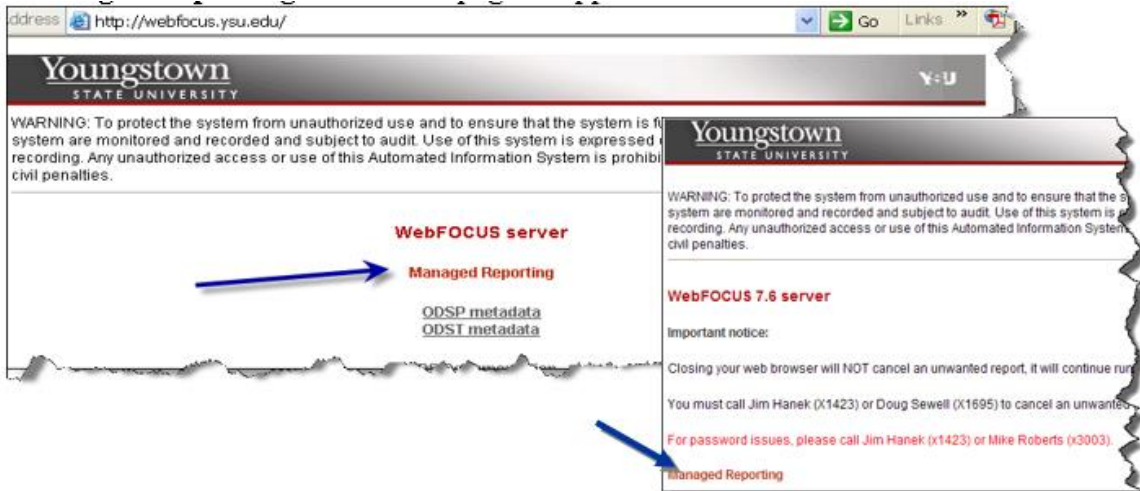
*Training &
Development*

Managed Reporting

WebFOCUS Managed Reporting is a web-based reporting tool that provides a streamlined reporting environment for everyday users. WebFOCUS is one of the reporting tools used to extract data from the Banner Tables, the Operational Data Store (ODS) and the Enterprise Data Warehouse (EDW).

Accessing WebFOCUS

To use the Managed Reporting environment, **direct** your Web browser to **http://webfocus.yzu.edu** and **click Managed Reporting**. **Click Managed Reporting** on the next page to appear.



Log in with your User Name and Password.



The reporting tool is run against the reporting instance of data that is one day behind the production environment data. If your password expires in Internet Native Banner, you will need to wait until the data is copied from the PROD environment or get the environment refreshed.

Content

Content is the highest level of organization. Content provides data on specific system areas.





To access a Content area:

1. **Click on the Content Tab**
2. **Double-Click <desired> System Area (WebFOCUS Training)**
3. **Folders can be expanded by clicking on the arrow clicking on the arrow.**



Content Components

The data is stored in the following domain components:

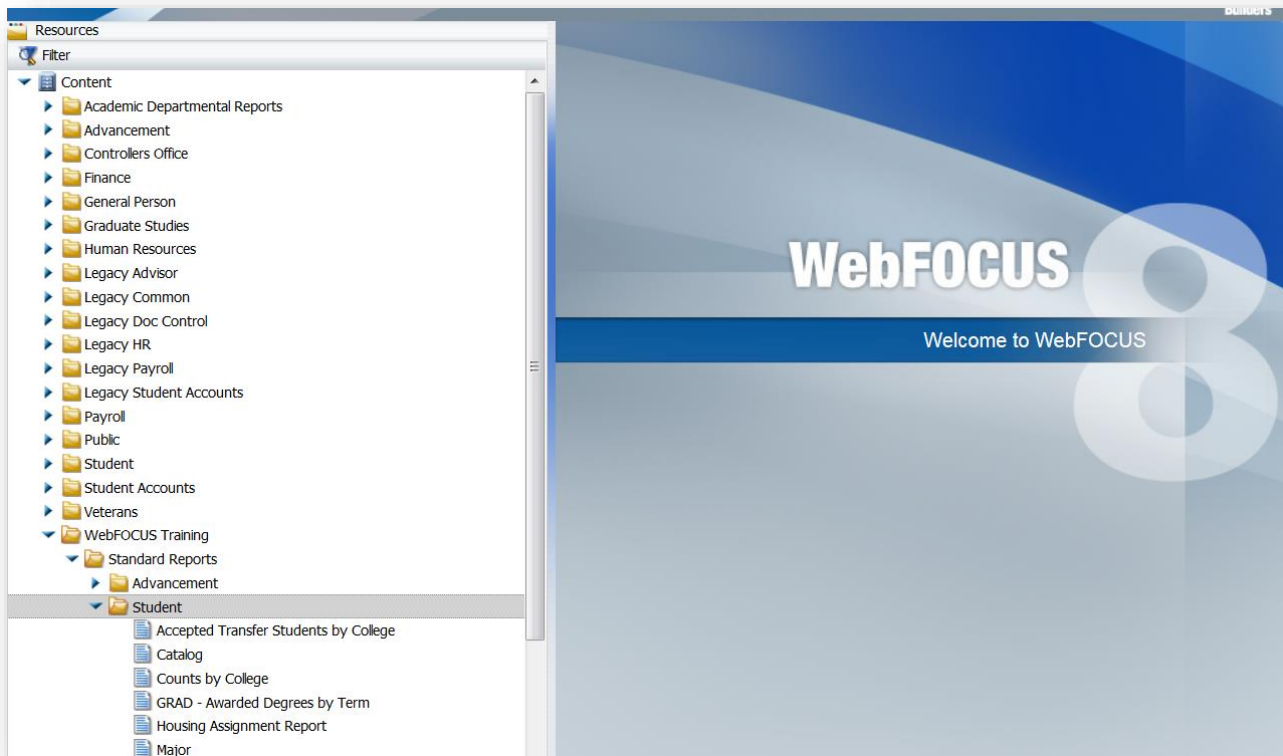
-  **Standard Reports** ~ a pre-defined procedure that is stored in a folder. Standard Reports are used to retrieve data that changes on a regular basis. Each time a Standard Report is run, the output reflects the most current data, while the format of the report stays the same.
-  **My Reports** ~ a personal report area where you can save, run, or edit the report and no other users have access to those reports.
-  **Shared Reports** ~ a report or custom report that another user has prepared and saved with the shared report capability.
-  **Reporting Objects** ~ a tailored view of a set of data that has been created and saved to a folder. The data contained in the reporting object is used to create personal reports quickly and in compliance with standards and University guidelines.

Running Standard Reports

Running Standard Reports from the Managed Reporting environment is a snap!

How to Run a Standard Report

1. **Click desired Content tab (if it is not already expanded)**
2. **Double-Click <desired> system area tab (WebFocus Training)**
3. **Click Standard Reports (it may open as the default)**
4. **Double-Click <desired> folder (STUDENT)**
5. **Double-Click <desired> report (Accepted Transfer Students by College) to run the report.**



- When a Standard Report is selected to run and a parameters screen is displayed please follow the instructions for the required input fields. Any time you enter a Banner ID use a capital Y.
- Select the check box – RUN IN A NEW WINDOW before checking the RUN box. This will open a new browser window for your report to run in and display the output when finished.



Parameters

Select College: Education
Enter Academic Period (YYYYTT): 201240

Run Reset Save Clear Output Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

- You can't cancel a job by closing the browser window. The job is still on the system server running in the background. Please follow the instructions on the WebFOCUS page to cancel a job.

Exiting WebFocus

Be sure to Exit the Web FOCUS environment correctly!

1. **Click Sign Out**
2. **Close Browser Exit icon**

