
About this Document

This document is divided into three main areas of discussion:

The IUIE section describes what the IUIE is and how to login.

The Reports section very generally covers the structure and functions of the different report object types. The basic components of each report, such as Metadata, Parameters, output selections and running reports are discussed.

The Catalogs section describes The Master Catalog, My Catalog, and managing My Catalog. The basic features of report objects in general and how data is extracted is covered. Important IUIE functions, such as Search, Shortcut Creation, Scheduling and Shortcut Sharing is also discussed.

The IUIE

The IUIE (Indiana University Information Environment) is a Web-based decision support application. Centrally maintained and enterprise-wide, the online reporting environment provides the university access to institutional data.

The IUIE contains a collection of reports representing various application areas, such as SIS, FIS, and HRMS data. IUIE users submit reports to obtain relevant data.

The IUIE will replace the Information Center. But unlike the Information Center environment, where users are responsible for creating and maintaining their own queries, in the IUIE one report object is created by functional developers and becomes available to all authorized IUIE users.

Information has been placed in the IUIE to facilitate the conduct of University business. Access to information in the IUIE for purposes other than the conduct of University business by persons authorized to access such information and conduct such business, will be handled in accordance with applicable law and University policies, including the Indiana Access to Public Records Act, the Family Educational Rights and Privacy Act, and rules for the protection of human research subjects.

There are two types of IUIE users:

Information Consumers are users who can execute reports that a Data manager has allowed them to access. Consumers have no publishing rights; this means that they will not be able to construct report objects, but will use reports created specifically for their departmental business needs by information providers.

Information Providers are technical developers who are responsible for creating and publishing report objects and establishing access groups to specific reports. **Providers** can be Data Managers, Data Stewards, or other power-users intimately familiar with the data and subject matter.

Accessing the IUIE

Anyone with an Indiana University Network ID and password may authenticate (via the Central Authentication Service) to the IUIE Welcome page.



Since the IUIE is a web application, it can be accessed via web browser. The browser must have scripting enabled, thus there are some limitations and recommendations that may affect which browser is used.

1. To open the IUIE, go to:

<https://onestart.iu.edu/iuie>

The IUIE uses the Central Authentication System (CAS). The username and password required to login to the IUIE are the same as the network ID and password.

Logging in to the IUIE requires no safeword card authentication. Both username and password are case-sensitive and should be entered in lowercase.

2. To login to the IUIE,™ the  button.
3. Enter your username and password in the CAS dialog box.
- 4.™ 

If the login is successful, the opening screen will display Today's News.

NOTE: If you do not yet have an IUIE account, you may register for one by clicking the Register tab and submitting the registration form. If you have a network ID, but not an IUIE account, you will be able to login to the IUIE but your access will be limited to the registration form.

Data Access

User security groups are created to control access to report objects. A user group is assigned to a report object and then users are assigned to a report object's security group. Membership in a report object's security group grants users the rights to view and run the report.

There are two levels of access restriction:

University Internal Access: By default, all IUIE users are members of the user group University Internal, and will be able to access any report object classified as such.

Restricted Access: A Data Manager must authorize access to report objects containing restricted data. Although a report object may appear grayed-out, you can still see the metadata to determine if you need to request access.

Requesting Data Access

If a report appears grayed-out in the Master Catalog, it usually means that the report is restricted: you have not been assigned the user group that will allow you to view or run the report in question.

To request access, you can:

- Click on a report you would like to access. Fill out and submit the request form that loads in the Display pane.
- Alternatively, click the Feedback form to contact an IUIE Help consultant. Provide as much detail as possible when justifying your request. Be sure to also include your campus and departmental information. Accurate details permits a Data Manager to act quickly.

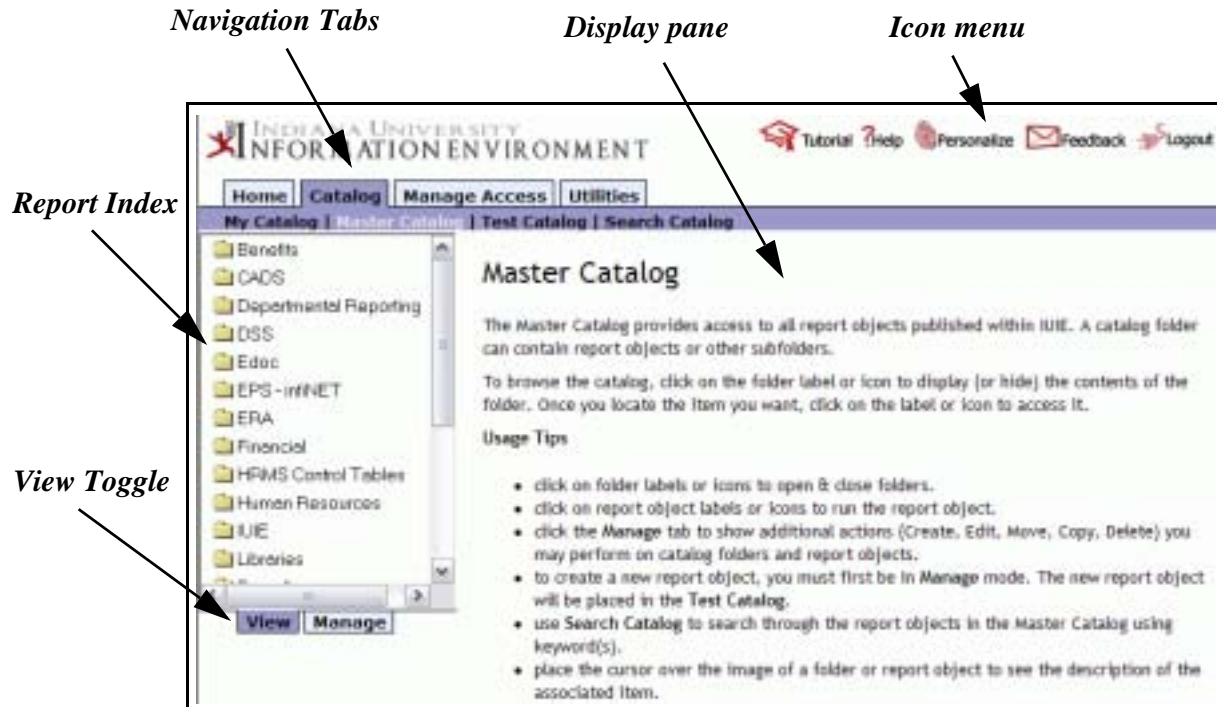
NOTE: All requests for access to Human Resources data must be made directly to the Human Resources Data Managers from the HRMS web page:

<http://www.indiana.edu/~hrsis/HRMS/index.shtml>

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Navigating the IUIE

The IUIE interface is organized into three categories indicated by the corresponding tabs: Home, Catalogs, and Manage Access:








The **Home** tab displays Today's News. Today's News announcements contain information relevant to daily reporting, such as the status of report objects, IUIE news, and database updates. Today's news is updated at 7:30 each morning and is updated throughout the day. Read Today's news each time you log in for the latest news affecting your data.

The **Catalog** tab displays links to access the Master Catalog, My Catalog, or the Test Catalog. Each catalog contains a list of all the report objects published in the IUIE. All users can view the Master and My Catalogs, but only select users are granted access to the reports under development in the Test catalog.

The **Manage Access** tab is visible only to publishers and data managers. This tab provides functions such as the ability to edit user security groups, publishing groups and row-level groups.

The Icon Menu

There are five icons in the IUIE, located at the top right of the browser window. They are as follows:

icon	purpose
	The Tutorial icon links to the IUIE tutorial.
	The Help icon links to IUIE help documentation in the online Knowledge Base.
	The Personalize icon allows you to edit preferences and contact information.
	The Feedback icon opens an email form to submit questions to the IUIE help desk.
	The Logout icon clears the browser's cache and exits the IUIE session.

Preferences

The preferences page, accessed by clicking on the Personalize icon, allows you to edit contact information such as name, e-mail address, and phone number. Always be sure your email address is correct.

From the Administrative section, you can also view your current IUIE role, association, and campus. Other preference settings include:

- email notifications
- change report name display
- display only report objects that you can access
- set the catalog view

A link is provided to send an email to the IUIE Help desk if any of your administrative information needs to be updated, or if you have any questions about preference options.

Catalogs

In the IUIE, there are three catalogs which contain report objects, the Master Catalog, My Catalog, and the Test Catalog.

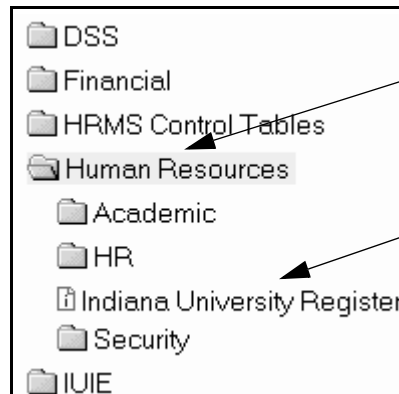
Links to open each of the three catalogs can be accessed on the Catalogs tab, and are described below:

- **Master Catalog** provides an index to all report objects published within the IUIE. All IUIE users can see metadata about the report objects in the Master Catalog, but will only be able to display and run restricted reports with Data Manager permission.
- **My Catalog** provides a place to organize and manage save report object parameter settings, shortcuts, report output and scheduled jobs.
- **Test Catalog** lists report objects under development and/or ready for testing. Publishers create new report objects in this catalog. Only those users with authorization to test reports and access to DSS1TST will see the Test Catalog.

Report Object Index

Each catalog contains a report object index displayed in a catalog window on the left side of the browser window. Arranged in a tree structure of folders and subfolders, report objects are organized by subject.

An example of reports in View Mode:



Click a folder icon or category name to display report objects and subfolders under a specific subject area

Click a report object icon or label to display a report

Managing Views

Catalogs have two modes: View and Manage. The View mode is the default Master Catalog display for information consumers to run reports only. Manage mode is the default view for publishers and data managers, and displays options for editing report objects and managing folders.

My Catalog offers View and Manage modes to all users. The Catalog mode can be changed by selecting the tabs at the bottom of a catalog's index. Users can also set the default mode view from preferences.

The Search Function

The Search function is available as a link on the Master and Test Catalog's submenu.

This example shows the location of the Master Catalog's Search Link:



Search will look for the exact search string in the label name, description and instruction fields of all IUIE report objects found in the selected catalog.

Wildcards can also be used. The percent sign (%) is considered a wildcard search. For example, "acc%pay" will match fields that contain phrases like "Account Pay", "accounting payment", "accountants that are paying", etc.

For each IUIE session, the search string entered is retained and displays in the text box the next time Search is accessed. Simply change the text in the search field to conduct a different search.

1. In the Search text box, type a whole or partial string of characters and then click the Search button.

The IUIE returns a page listing all the possible matches from the selected catalog.

2. Click the report that matches your needs.

The report loads. You can run the report, save the blank form to My Catalogs or save any parameter settings to the New Shortcuts folder in My Catalog.

Advanced Search

The Advanced Search form looks like:

Search Master Catalog - Advanced Options
Enter a word or phrase you wish to search for in the text box below, select other desired options, and then click 'Search'.

Search String

Search report object:

- Name
- Instructions
- Description
- Technical name

Order search results by:

- Report object name
- Technical name
- Type of report object

Show only the report objects for:

Application:

Campus:

Search Scope allows you to choose where to search for the report object text string you have entered. All fields are searched, including the report Name, Instructions, Description and the Technical name, which is unique to each report object.

Order By selections determine the order in which the search results will be displayed. The default order is by Report Name. Search results can also be ordered by Technical Name or Report Object Type. (See Table , “Report Types,” on page 17).

Filter By section restricts the search results based on either the associated Application or Campus or both. The Application setting restricts based on the subject, such as Admissions, Human Resources, and Payroll. The Campus setting restricts the results by a specific campus or designated for “All Campuses”.

Let’s try an advanced search from the Master Catalog.

1. From the Master Catalog, TM click the Search Catalog link.
2. From the Search page, TM click on the Advanced Search link.
3. In the Search text box, type the string: mos

4. In the “Search report object” column, check the “Technical name” check box.
5. In the “Order search results by” column, uncheck the “Report object name” radio button.
6. TM Search.

A list of report objects matching your search criterion is returned.

Reports

When a user selects a report object, the report loads in the Display pane on the right side of the browser window. Reports can be run from both the Master Catalog and My Catalog in View mode.

A basic report form looks like:

The screenshot shows a report form titled "PS ID/SIDN/SSN Map". At the top right, it displays "Last Refresh: 09/10/2003 03:27:23" and links for "Security Information" and "Report Object Help". Below this are links for "Create Shortcut" and "Instructions". A section titled "Specified Field Values Will Determine the Resulting Output:" contains three input fields: "Enter University ID (if known)", "Enter Campus-ID (SIDN) (if known)", and "Enter SSN (if known)".

There are two main sections for configuration:

- Column Selections:** Includes "Select Columns to Be Included" with radio buttons for "All Columns" and "Selected Columns:". Under "Selected Columns:", there are checkboxes for "University ID" and "Social Security Number".
- Field Parameters:** Includes "Include Column Names?" with radio buttons for "Yes" (selected) and "No". There is also a checkbox for "Campus-ID (SIDN)".

Other configuration options include:

- Output Format:** Radio buttons for "Web Browser" (selected) and "Spreadsheet".
- Output Destination:** Radio buttons for "Wait for Output" (selected), "Send Output to Completed Reports Folder", and "Send Output to BARR Printer" (with a text input field).
- Row Limits:** A section titled "Maximum Number of Rows to Return" with a radio button for "100" (selected) and "No Limit".
- Function buttons:** "Return Distinct Rows Only" (checkbox), "Include SQL Query Text with Output" (checkbox), "Run", "Advanced", and "Save Settings".

Annotations with arrows point to various parts of the form: "Metadata Section" points to the top header area; "Column Selections" points to the "Selected Columns:" section; "Output Format" points to the "Web Browser" radio button; "Row Limits" points to the "Maximum Number of Rows to Return" section; "Field Parameters" points to the "Enter University ID" input field; "Column Headings" points to the "Include Column Names?" radio buttons; "Output Destination" points to the "Wait for Output" radio button; and "Function buttons" points to the "Run" button.

Metadata Section

Once a report is open, the Metadata is available. Metadata is detailed information about the report object.

The Metadata section of any report object is displayed at the top of the report form:

The screenshot shows the metadata section for an "ALF Report". At the top right, it displays "Last Refresh: 09/08/2003 07:30:33" and links for "Security Information" and "Report Object Help". Below this are links for "Create Shortcut" and "Instructions".

Each link is described as follows:

Report name, when clicked displays a page containing the technical name and general data information about the report object

Create Shortcut places a shortcut to the report object in the New Shortcuts folder of My Catalog.

Instructions displays details on how to use the report object.

Last refresh date is located at the top-right of some report objects and indicates when the source data was last refreshed and the underlying tables were recreated. If the last refresh date is not updated as expected, contact the IUIE Help desk for more information.

Security Information contains access restriction information for the current user.

Report Object Help displays instructions unique to running an extract against the report object.

Some report objects are not published with the standard Metadata at this time. For questions about the report or the data it contains, please contact the appropriate help desk., (see “Getting Help” on page 42).

Report Parameters

The parameter entry form on most report objects contain sections such as field parameters, column selections, output format and destination options.

Field Values

Field selections determine which rows are selected and returned:

<u>Specified Field Values Will Determine the Resulting Output:</u>		
<u>Set ID</u>	<input type="text"/>	<u>Wildcards Allowed</u>
<u>Vendor ID</u>	<input type="text"/>	<input type="button" value="Valid Values"/>

- Field names are often linked to a page of information about what data is contained in the row.
- If Wildcards are allowed, a Wildcards Allowed link displays. Clicking on the link opens a page with more information on using wildcards.
- A Valid Values button may be available if there is a list of pre-determined parameters for a field. This list usually contains the most commonly used values for the field. Other valid parameters may be available but not represented in the list. Contact the Help desk for your application area if you have questions about what parameters to use.

Column Selections

Column data can be chosen with check box or radio button selections:

<u>Select Columns to Be Included</u>	<u>Include Column Names?</u>
<input type="radio"/> All Columns	<input checked="" type="radio"/> Yes
<input checked="" type="radio"/> Selected Columns:	<input type="radio"/> No
<input type="checkbox"/> <u>User Group ID</u>	<input type="checkbox"/> <u>User Group Name</u>
<input type="checkbox"/> <u>User ID</u>	<input type="checkbox"/> <u>User's Last Name</u>
<input type="checkbox"/> <u>User's First Name</u>	

You can also choose to display all columns or select only the columns you need. You can also choose whether to display column names, which usually loads into a spreadsheet as column headings.

Output

Output Format and Destination parameters can allow users to choose the application in which to open report results and how to view report.

<u>Select an Output Format</u>	<u>Select an Output Destination</u>
<input checked="" type="radio"/> Web Browser	<input checked="" type="radio"/> Wait for Output
<input type="radio"/> Spreadsheet	<input type="radio"/> Send Output to Completed Reports Folder
	<input type="radio"/> Send Output to BARR Printer <input type="text"/>
<input type="checkbox"/> <u>Return Distinct Rows Only</u>	<input type="checkbox"/> <u>Include SQL Query Text with Output</u>
<u>Maximum Number of Rows to Return</u>	
<input checked="" type="radio"/> <input type="text" value="100"/>	
<input type="radio"/> No Limit	

Output Format

Output Format options display the results of a query in pre-determined formats, such as in Excel or WordPad. The publisher establishes the output format options and in which application the report output can open:

Some common format and application options are:

- Word Processor- formats the output in Rich Text Format, which is appropriate for viewing in Word, WordPerfect, and other RTF capable word processors. Plain text, Wordpad and PDF are also common format choices.
- Excel-formats the output in a tab-delimited format and usually opens output in Excel. This option is sometimes described as “Spreadsheet” or “MS Excel”.
- Browser-returns the output in a plain text. This format selection is appropriate for viewing within a web browser, a word processor, or a simple text editor.

Output Destination

Output Destination selections allow you to choose how to view report results.

The common destination options are as follows:

- Wait for Output is the default selection. This means that you wait for the query to run and results are returned to the browser window. This is a good option to select when testing output contents.
- Send Output to the Completed Reports Folder is another option. The query executes in the background, allowing you to work with other reports within the IUIE. When the report completes, an email notification is sent to your inbox. The output can be access from the link provided in the email, or from the Completed Reports folder.

BARR Printing

The BARR Printer output destination allows you to direct output to departmental BARR printer. Next to the radio button is a text field for the input of a 4 character BARR printer ID.

There is no default BARR printer selection. If the radio button is selected but the BARR printer ID field is left blank, the IUIE will read the empty field as an invalid BARR printer ID. An error page will be returned requesting a correct printer ID or to select another output destination.

With the exception of Frozen and Linked reports, a BARR Printing option is available from all report objects in the IUIE. Because BARR is essentially a registration service for personally/departmentally owned printers, you are expected to know the BARR printer ID's that you need to use. Only valid BARR printer ID's will be accepted in the text input field, but no list of valid printers is available through the IUIE.

High Speed Printing

When sending output to the Indianapolis High speed printer, enter the printer destination IRZA and click the “Run” button.

You will see something like:

High Speed Printing Preferences

Campus Mail Address

Username	<input type="text" value="CCOBINE"/>	<input type="button" value="Lookup Address"/>
Full Name	<input type="text" value="Cobine,Carol"/>	
Address Line 1	<input type="text" value="2711 E TENTH"/>	
Address Line 2	<input type="text" value="UITS"/>	
Campus	<input type="text" value="BL"/>	

Accounting Information

Account Code	<input type="text" value="BA - BLOOMINGTON"/>	<input type="button" value="v"/>
Account Number	<input type="text"/>	
Subaccount	<input type="text"/>	

Your username and information will be filled in by default. To change the destination address, enter the username of the recipient, and click the ‘Lookup Address’ button to populate the remaining fields.

Enter in the Accounting Information by selecting an account code, entering in the account number and sub-account number. Click the “Run” button. If you have made an error entering in your department’s account information, you will be asked to reenter them. If you have entered all information correctly, you are returned a confirmation. You will also receive an email when your report is received by printing services. All output is delivered the next business day via Indianapolis to Bloomington Courier.

Function Selections

Function selections are usually buttons that perform actions such as submitting a report to run or saving report parameters. The parameter entry form on most report objects contains a section that includes function selections. All reports can be run and the settings can be saved, but each type of report object has a unique function.

The common functions are as follows:

Run will submit the report to generate output according to the parameter, format and output destinations you have selected.

Reset will clear any parameters you have input and reset the report.

Customize is available only on Datagroup Template forms. Customize returns you to the base datagroup on which the Template is built, providing more parameter selections.

Advanced is available only on Datagroups. The advanced form allows you to write additional sql and provides field delimiter options.

Advanced Options is available only on Indexed report forms. The advanced options form provides additional field values to select.

Save Settings creates a shortcut to the report object in My Catalog for Linked and Frozen reports. For all other types of reports, a blank form may be saved, or you may enter parameters to save to My Catalog. The Save Settings button is also how to initiate report object scheduling.

When pressed, the Save Settings button generates a Save form that looks like:

The screenshot shows a web form titled "Detail Transactions" with a "Help" link in the top right. The form has two main sections separated by "- OR -". The first section is titled "Save this form to the New Shortcuts folder of My Catalog, using the label:" and contains a text input field with "Detail Transactions" entered. The second section is titled "Overwrite the existing Shortcut selected below:" and contains a list box with three items: "Detail Transactions", "Detail Transactions", and "Modified Detail Transactions". At the bottom of the form are "Save" and "Cancel" buttons. Three arrows point from text annotations to the label input field, the list box, and the buttons.

You can keep the suggested label or change it as needed

If you have saved a report more than once you will be asked if you would like to overwrite an existing report or save the report with a new name.

When finished be sure to save your selections. You can also choose to cancel and return to the report form

On the upper left of the form, a link identifies the name of the report to be saved and when clicked, opens metadata about the report.

On the upper right, there is a link to help with saving shortcuts.

A radio button allows you to choose which of the two shortcut functions will be performed when you press the Save button at the bottom of the screen:

- **Save a new shortcut** - in the “Save this form to the New Shortcuts Folder of My Catalog using the label:” field, you can enter a name for the new shortcut. If you invoked the data extract, data template, PDQ, or indexed report from the Master Catalog, this text input box will be initialized with the original label. If you invoked the item through an existing shortcut, the text input box will be initialized with the label associated with the shortcut.
- **Overwrite an existing shortcut**-Beside “Overwrite the existing Shortcut selected below:”, you will see a selection list of the existing shortcuts saved for this report. The selected shortcut will be overwritten with the current form when you click the Save button.

NOTE: If you have no previously saved shortcuts, it is only possible to save a new shortcut. So you will not see the radio buttons or shortcut selection list.

The Save button executes the selected function and displays a confirmation form reporting the name of the shortcut that was saved or overwritten.

The Return button cancel’s the action and returns to the report object form from which you originally pressed the Save Settings button.








Report Types

The UIIE contains six types of report objects. There are Datagroups, Datagroup templates, Indexed reports, Frozen reports (also referred to as “Frozen Files”) Linked reports, and Pre-Defined Queries (PDQ).

With the exception of Frozen and Linked Reports, all report objects require that you select field or column parameters and output format and destination selections.

Report Icons

Each report object type has a corresponding icon, detailed in the following table:

Icon	Type of Report
	Datagroup
	Datagroup Template
	Indexed Report
	Frozen Report
	Linked Report
	PDQ (Pre-defined Query)
	Indicates denied access

Datagroups

The following information explains key features of this type of report object:

- You select the data (the rows and columns) to be returned
- Query executes dynamically when submitted
- Returns raw data with no formatting
- Best for small result sets or to load into a spreadsheet for further analysis
- Source data refreshed on scheduled basis
- Output can be displayed with the SQL query text included.
- An Advanced button is available that allows you to write SQL in an Additional Criteria field.
- Advanced form also provides field and record delimiter selections

Working with Datagroups

We will locate and run the Detail Transactions Datagroup report object. We have some suggested parameters for the purposes of this manual. Please feel free to try your own valid parameters.

To open a report, from the Master Catalog:

1. Select the Financial folder.
2. Select the General Ledger subfolder.
3. Scroll down to Detail Transactions, [™] on the icon or label to open the report.

The report form opens in the display pane.


Parameter Input

Let's select some parameters to see what the output looks like for Detail Transactions.

1. In the University Fiscal year field, change the parameter to 2004.
2. In the Account number field, type: 1912610.

For datagroups, at least one column parameter must be selected in order to generate output.

3. Check the Organization Name check box.
4. Keep the Select Output Format parameter set to "Web Browser".
5. Select the Maximum Number of Rows to Return radio button.
6. Retain the limit of 100.
7. Keep the default output selection set to "Wait for Output".

8. TM  to submit the report.

The resulting output consists of one column. Take a moment to input additional column criteria to add information to the resulting output and run the report again.

Modifying Parameters

Next, we will modify the parameters to output additional information.

1. TM the browser's back button to return to the parameter entry screen.
2. In the University Fiscal year field, change the parameter to 2001.

We will keep the Account Number as 1912610.

3. Select the listed columns:

- Account Name
- Document Type Code
- Transaction Ledger Entry Amount
- University fiscal Period Code


4. Keep the Select Output Format parameter set to "Web Browser".
5. Select the "Maximum Number of Rows to Return" radio button with a limit of 100.
6. Keep the default output selection set to "Wait for Output".
7. Submit the report.

Notice the difference in the output.

Saving Parameters

As discussed earlier, reports can be saved to My Catalog at any time. The blank parameter entry form can be saved as is, or it can be saved with selected parameters.

We tested to see if the parameters we used when running Detail Transactions gave us the results we needed. We can see that it does. We can now save it with the parameters we selected.

1. TM the browser's back button to return to the parameter entry form and scroll to the bottom of the form.
2. TM the  button to save the form.

The next screen prompts you to label the saved form.

3. Enter a new name for this report, if appropriate.

4. Save the report.
5. Click OK to confirm the save.

Linked Report Objects

A Linked report object is a link to a document maintained by the department providing the data. Some online documents may require IU network ID and password authentication before they can be accessed

Working with Linked Reports

1.  on any Linked report.

The report form loads in the display pane. At the top is the Metadata section.

2.  the link provided to open the URL.

The Linked report loads in a separate browser window.


NOTE: The Save Settings button will save the report page containing the link as a shortcut in the New Shortcuts folder in My Catalog.

Templates



Datagroup Templates are datagroup overlays. They can be also described as a view built on a datagroup and containing a subset of the data.

Templates in the IUIE have pre-determined columns and row selection criteria. Information providers create Template reports based on input from a consumer's business needs. The purpose of datagroup templates is to produce reports focused on a subset of data from a datagroup.

The following information explains key features of this type of report object:

- They execute dynamically at request time.
- They return raw data with no formatting.
- The  button opens the underlying base datagroup, providing the ability to further narrow the data selection criteria by specifying additional parameters.

Working with Templates


1.  the Financial Folder > General Ledger folder.
2.  July 1 Budget report.

The report object loads in the display pane.

3. Change the University Fiscal year field parameter to: 2003

4. In the account number field, type: 1912610
5. Submit the report.

Let's take a look at the Customize button and expand the parameter choices available by opening the base datagroup, General Ledger Balance

6. Return to the report form and .

Notice that the parameter entry screen is the General Ledger Balance datagroup, which is the underlying datagroup upon which the template is built.

Notice also that the publisher has already selected several field parameters and columns. These are the default selections we saw when we initially opened the July1 Budget Template report.

Let's select additional columns to get more data.

7. Select the All columns radio button.
8. Limit the maximum rows to 100.
9. Run the report.

Note the change in the output.

Frozen Reports

Frozen reports are completed summary reports that are published as text files. The following information explains key features of this type of report object:

- You cannot dynamically query against a Frozen report.
- Users can choose a version from a list, whether to open or view the report in a browser or save it to disk.
- A pre-formatted report is returned.
- There are no options for selecting a subset of data.

Working with Frozen Reports

For a sample of a Frozen report, we will move outside the Financial folder and open the Student folder to see an Admissions report.

1. Navigate to the Student folder>Student Enrollment Services.
2. Open the Glossary of SES report objects.
3. Select a date in the list to generate output.

4. Select open to view the report or save it to disk.

The output opens in Excel, making data filtering and other editing options available.

NOTE: The data format, including the application the results are generated to, are determined by the report publisher.

Indexed Reports

An Indexed report is subset of a much larger report object, returning pages of data instead of rows and columns. Because the report is indexed on a table's key fields, the parameters you can select are based on those indexed fields to return a subset of data pages.

The following information explains key features of this type of report object:

- Output usually pre-formatted
- Useful for returning a few pages from very large reports
- Advanced Options button may be available for more refined query options. Clicking this button opens a parameter entry form with additional selection criteria.

Working with Indexed report objects

The goal of this exercise is to show you another feature of Indexed reports. Indexed reports will return an error if your report does not return any data.

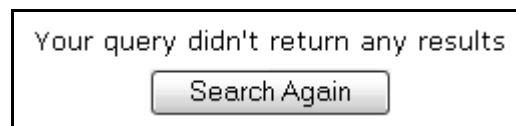
Let's see what the error looks like.

1. Select the Financial folder> General Ledger.
2. TM the Monthly Operating Statement report.

The report object loads in the display pane.

3. Enter Calendar Year: 2002
4. Enter Calendar Month: 04
5. Enter the Account Number: 1912610
6. Run the query.

You see:



7. TM Search Again to return to the report.

8. TM the Advanced Options button to select additional criteria.

Once the form loads, the parameters can be refined as needed.

9. Run the report again.

NOTE: If you are unsure about what correct parameters are correct, just run the report with the default parameters that display when you select the report from the Master Catalog.

Pre- Defined Queries (PDQ)

PDQ's are also views built from a datagroup. Unlike templates, publishers may join data from multiple datagroups to create the PDQ.

The following information explains key features of this type of report object:

- PDQ's contain raw data
- Returned data is determined by parameters you select
- Output format is pre-determined but you may be provided with formatting options
- Query executes dynamically at request time

Working with PDQ report objects

The Catalog Folder Contents PDQ displays the contents of a folder in order.

This PDQ is a good example of the basic PDQ report form.

Like the Search function, this report can be useful when trying to locate a report object in a folder.

1. Select the IUIE folder> IUIE Reports subfolder.
2. Select the Catalog Folder Contents PDQ.
3. From the Catalog Folders drop down list, select Financial.

The output is an ordered list of the contents of the selected folder, in our case, the Financial folder. Experiment by creating reports using different folders for the parameter.

Report Functions

Reports have two special functions, email and upload tables.

Email

The creation and distribution of email notifications to recipients is based on user-entered criteria on PDQ or Data Extract forms.

Only users with approved access will have mailing functionality. Contact your supervisor to send an access request to iuie_help@indiana.edu for additional information.

Upload Tables

User upload functionality allows users to upload files that will be converted to tables containing one or more columns of data.

1. Create the text file to be upload as a table. You will need to know the format of the file you are creating.
2. Click the Utilities tab, then click the Upload Tables link.

You will see the load table screen:

Help section.' There are two 'Upload' and 'Return' buttons. Below the buttons is a label 'Instance Name' and a dropdown menu showing 'DSS1TST'. Below the dropdown is a table with columns 'Actions', 'Table Name', and 'Description'. At the bottom of the table are two 'Upload' and 'Return' buttons."/>

Home | Catalog | Manage Access | Utilities

Update Today's News | Admin Update Actions | Upload Tables

Uploaded Tables

Click "Upload" to upload a file to a table for later use with a specific Report Object. More details on using Uploaded tables can be found in the [Help](#) section.

Upload Return

Instance Name: DSS1TST

Actions	Table Name	Description
---------	------------	-------------

Upload Return

3. Select the instance where the table will reside. The instance you are logged into will appear by default. If you are querying reports from the Master Catalog or My Catalog, DSS1PRD is the correct instance.
4. Click the upload button to begin the upload process.

You will see the Table Preferences screen.

Load Table
Enter the tablename and filename to upload, and appropriate options, then click 'Next'.

Table Name: CCOBINE_ _MT

Description:

Instance Name: DSS1TST ▼

Drop table if it already exists?
 Drop existing rows if table already exists?

File Name:

Field Delimiter: N/A ~ Space Tab *(required for files with multiple fields per line)*

Date Format: MM/DD/YYYY ▼ *...of date-fields (if any) in load file.*

1. Enter the name of the table. The table name should match the name of your file, without the .txt extension.

For example, if your file is named “idnumbers.txt”, simply enter “idnumbers”. The name of your table, when successfully uploaded, will then be:

username_idnumbers_mt

2. Type a description of your table. You may want to include the purpose of the table, and in what reports it will be used.

The instance name is imported from the previous page. You can change the instance where the table will reside. If you do so, the entire page will refresh.

If you are uploading a table that currently exists (same file name) you can choose to overwrite the existing table.

3. Click Browse to get the file location from your desktop.
4. Select the delimiter that exists in the file. It will be important to match the delimiter to create the table properly. If you select the wrong delimiter, the data in the table will look incorrect.

- NA is appropriate if there is only one column.
 - The second box allows you to select a custom delimiter, such as a slash, pipe, comma, tilda, etc.
 - Newlines are not allowed.
5. If you are uploading date fields, select the format of the date fields.
 6. Click upload to create the table.

You will see a preview screen something like the image below:

Preview

Review the sample records, edit column name & type, then click 'Finish' to load the table.

Table Name user_upload.CCOBINE_TEST_MT

Description test table, comma delimited

Name:	Col1	Col2	Col3	Col4
Type:	NUMBER ▾	TEXT ▾	TEXT ▾	TEXT ▾
1	2000			01/03/2004 11:34:00 PM
2		val21		
3	4000.095	val22	val32	12/31/2001 10:25:00 AM
4	1e-74			
5	-39.705			
6	.1			
7	2000			01/03/2004 11:34:00 PM
8		val21		
9	4000.095	val22	val32	12/31/2001 10:25:00 AM
10	1e-74			

Preview this table carefully to make sure the table is correct. If the data is incorrect, you will need to modify the source file and begin again. If the formatting looks incorrect, check to make sure you have selected the correct options while uploading the table.

Each column name can be edited. Make sure your column tech names match what is in the GT you are planning to query. For example, if col1 is prsn_lst_nm in the datagroup, make sure you name Col1 prsn_lst_nm and not any arbitrary name.

You can also edit the type of data, selecting between date, text and number only. The default will be text format.

7. If your table looks correct, click finish.


8. You will see a confirmation:

Uploaded Tables

Your file was successfully uploaded.

Click "Upload" to upload a file to a table for later use with a specific Report Object. More details on using UI can be found in the [Help](#) section.

Instance Name

Actions	Table Name	Description
	user_upload.CCOBINE_TEST_MT	test table, comma delimited

These tables are intended to be used in advanced queries where the query results will be restricted to the data in the uploaded table.

For example, on the data extracts advanced page, additional criteria box, a user will need to include the table schema name (user_upload) in the query as shown in the example below:

If mycol in (select mycol from user_upload.username_test_mt)

The Scheduling Function

Scheduling allows you to schedule the execution of a report object at a specified day and time, or on a specified recurring basis during UIIE online hours.

The Scheduling Function is located within My Catalog, and can be used only with report objects whose parameters have been saved. See "Saving Parameters" on page 19. Using Events, users can also set a report to run only after the source data has been refreshed.

There are a few requirements for scheduling report objects:

- Scheduling is limited to Datagroups, Datagroup Templates, and PDQs. See Table , “Report Types,” on page 17.
- You must be able to access the report object.
- Parameters must have been saved for the report object.
- Scheduled run time must occur during IUIE Online hours.

Preparing a Report for Scheduling

Creating a scheduled report begins with saving report parameters. Only after saving parameters is Scheduling available from My Catalog. See “Saving Parameters” on page 19.

Follow these steps to prepare a report for scheduling in the IUIE:

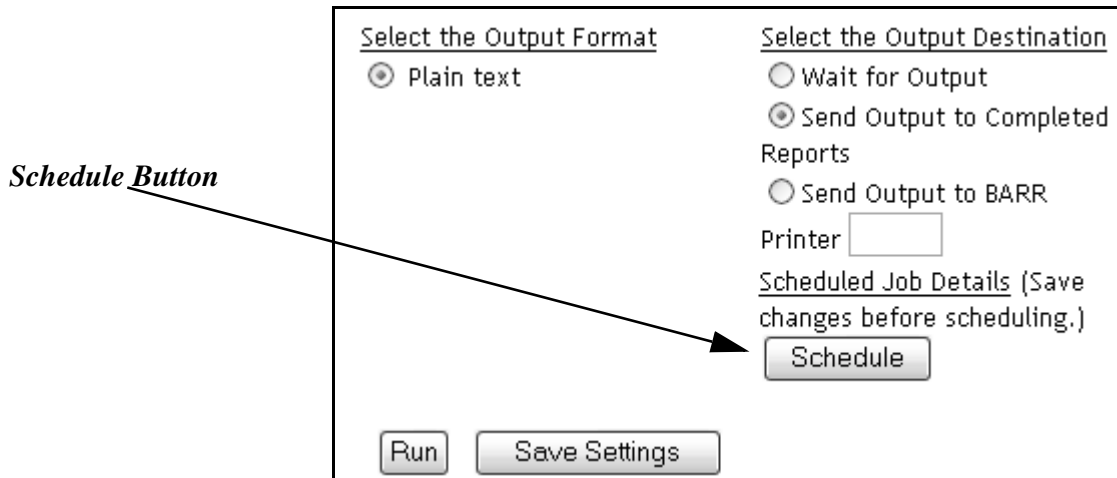
1. In the Master Catalog, TM a report object from the list.
2. Enter and save report parameters.
3. TM the Save Settings button to save the report parameters.
4. Name the report object and confirm the save.

This step creates a shortcut with the saved parameters in the New Shortcuts folder of My Catalog.


Creating a Schedule

When you click on a shortcut saved with parameters, you will see a Schedule button near the bottom of the parameter entry form.

An example of the Schedule button can be seen below:



To begin setting a report schedule:

1. Open the saved report from the New Shortcuts folder in My Catalog. If you have moved the report object to a different folder, open it from that folder.
2. If any report parameters need to be changed, edit the parameters now and then save the report settings.
3.  on the Schedule button.

The Scheduling form will load.

The scheduling form looks something like:

Disable schedule for this report object

Frequency	Options
<input type="radio"/> Daily	<input type="radio"/> Every day <input type="radio"/> Every weekday
<input type="radio"/> Weekly	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="radio"/> Monthly	Day <input type="text"/> of every month
<input type="radio"/> Yearly	Day <input type="text"/> of <input type="text"/> <input type="button" value="v"/>

Run Time: : Run Time is restricted to online hours

After Event(s):

Timeout By :

Start Date: ,

<p>Range of recurrence</p> <input checked="" type="radio"/> No end date <input type="radio"/> End after <input type="text"/> occurrences <input type="radio"/> End by <input type="text"/> <input type="button" value="v"/> <input type="text"/> , <input type="text" value="2003"/> <input type="button" value="v"/>	<p>In case of an IUIE outage</p> <input type="radio"/> Skip job run and notify me by e-mail <input checked="" type="radio"/> Run same day when/if IUIE becomes available
--	--

[Go to saved parameter page](#)

To schedule a report,

1. Select scheduling parameters.

2. Save the schedule.

After the schedule is created and saved, your shortcut is moved into the Scheduled Jobs folder. The details of the schedule can be edited from the Scheduled jobs folder at any time. Once your report runs, you will receive an email if the email option is enabled.

Event Scheduling

Events are publisher-created indicators that trigger a report run only after the data source has successfully refreshed. Event- based scheduling offers users the ability to run a report only after the refresh. Scheduling a report based on an Event creates a dependency on the Event itself.

To schedule a report to run after an Event, select the After Event(s) radio button instead of selecting the Run Time radio button as you would with a normal schedule. The selected Event will cause your report to run only after the successful completion of the scripts or source tables have been refreshed.

1. Select a scheduled report from the Scheduled Jobs folder.
2. On the report form, scroll down to the Run-Time section.

You will see something like:

<input checked="" type="radio"/> Run Time:	3 : 00 PM	Run Time is restricted to online hours
<input type="radio"/> After Event(s):	No Events Chosen...	<input type="button" value="Choose Events"/>
	Timeout By 10 : 00 PM	

3. Select the After Event(s) radio button.
4. Click the Choose Events button.

A page opens with a table listing of all created Events. You will know what Event to choose because your department should have been provided a list from your application- area developers. You may also use the descriptions of the Events as a guide.

5. Select Event your report will run after.

In the case the Event does not become available to trigger your report, it may not run at all. If that is the case, you can select choose when to stop waiting for the Event begin the report by selecting a Time to ignore the event in case it becomes available too late to be of use.

6. To confirm the selection, click the Return Selection.

7. Save the schedule form.

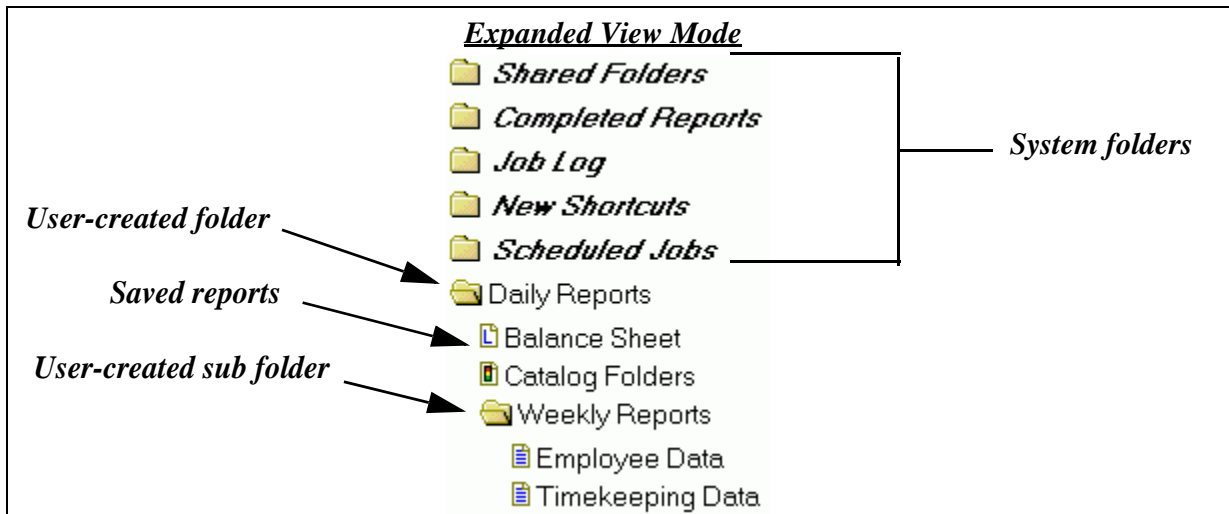
NOTE: Departmental publishers define an event based on a table name or the presence of a specified .done file. The presence of either a table name or .done file indicates that the source data was successfully refreshed. If there is a problem with the scripts, you can choose to let the Scheduled Event time out. You are notified via email if your report has failed to run due to an Event Failure.

My Catalog

The IUIE staff recommends working with report objects from within My Catalog, instead of the Master Catalog. My Catalog has two modes: View mode, which is the default, and Manage mode. The current mode is indicated by the tabs at the bottom of My Catalog.

Reports are run in View mode, which is the default mode. Reports can be displayed and run in this mode with the same functionality available in the Master catalog.

My Catalog contains five System folders:



System Folders

There are five system folders in My Catalog: Shared Folders, Completed Reports, Job Log, New Shortcuts, and Scheduled Jobs. Each folder has a specific function in the IUIE and cannot be renamed or deleted.

The Shared Reports Folder

The Shared Folder is a location to place shortcuts that anyone can access. Any shortcut within My Catalog can be moved to this folder for access by selected users.

Like report objects in the UIIE, shared shortcuts rely on user groups to enable and control access.

In brief, here is how to share shortcuts in the UIIE:

- Create a user security group, called a shared group, to control who can access the folder containing the shortcuts you have chosen to share.
- Assign the security to the shared folder.
- Create the folder.
- Move shortcuts into the shared folder.
- Finally, grant access to the shared folder and its contents by adding the users to the shared group you created at the beginning of the process.

Before creating a shared shortcut in the UIIE, a good strategy is to examine the reports commonly used by your department. List the users who also need to run them, and plan the shared groups you will need to assign.

Let's discuss each step in detail.

Shared Groups


The first step is to create a shared user security group that will control who can access the folder containing the shared shortcuts.

Shared groups control access to shared report objects by a simple mechanism: a shared group is assigned to a shared folder. Users are placed in the shared group.

Membership in a report object's security group grants users the access to view and run the report from the shared folder. Keep in mind in order to utilize any report that is shared, they must also have user group access to the report (see "Data Access" on page 2).

Creating a Shared Group

To create a shared group,

1. Navigate to My Catalog.
2. Open the shared folder.
3. TM the  Shared Folders Groups method option.

4. To begin creating a group, TM



You see a simple form for creating the shared user group.

5. Fill out the Group Name and Description fields.

Both fields are required. Please name and describe the shared group meaningfully.

6. TM



You can create more than one group at a time. Doing so will compile a list of shared groups to which you can assign to shared folders as you create them.

Assigning Shared Groups

Now that you have created and defined the shared group, the first part of creating the physical folder is to assign the new group.

1. TM the  Create Shared Folder method option.

A form will load listing all of the existing shared groups. You will only see groups you are a member of.

2. Assign a shared access group to the folder by checking the appropriate box.

3. To confirm the assignment, TM



Folders can have more than one shared access group assigned to them. Subfolders can also have more than one access group assigned as well. Caveat: a sub folder by definition resides within a Parent folder. Sub folders can have a unique shared access group assigned to them. However, any users accessing subfolders can do so only if they can ALSO access the Parent folder as well.

Here is an example: If you create a folder hierarchy, all users of the folders within the structure needs access at the top level and also of the specific folders down the hierarchy.

Creating the Shared Folder

The second part of the process is to label and describe the shared folder.

1. Fill out the Folder Name and Description fields.

Both fields are required. Please name and describe the shared Folder meaningfully.

2. TM  .

The folder is created and located in the Shared Folders folder, and you will be returned a double confirmation:

The folder was successfully created
Access groups were successfully assigned



Sharing a Shortcut

You can any shortcut to share with others as long as is resides in the New Shortcut folder or within folders you have created.

Sharing a shortcut also physically relocates the shortcut to the Shared shortcuts folder. You can share both a shortcut to a blank report form, or a form with saved parameters.

With personal shortcuts your userid identifies the shortcut as uniquely yours. The process of sharing a shortcut removes your userid as the unique owner of the custom report, however, you do retain the rights as the shared shortcut's co-owner.

Now you are ready to begin the process of moving your shortcuts.

1. Navigate to the shortcut you would like to share.
2. TM the  Share method option.
3. Select the target folder in which to place the shortcut.
4. TM  .


You see a confirmation that your shortcut has been moved.

NOTE: You are no longer the unique owner, but are now a co owner. To retain a unique, private copy of this report along with any parameters you may have saved, you will need to create a new shortcut for yourself.

Assigning Members to a Shared group


Now you can assign users to the shared group. Placing users in a shared group enables them to see the shortcuts in a folder, provided they have access to the report object in the Master Catalog.

When you add user access to a shared report, you can determine the rights each user can exercise.

1. TM the  Shared Folders Groups method option.
2. Locate the user security group that you have assigned to the folder.

3. To add a member, TM on the  button associated with that group.

On the next screen, you should see yourself listed as a co-owner in this group.

1. TM .
2. In the textbox, enter a username.
3. Select a Member Role from the drop down list.

To help choose the most appropriate role code per each user, Member Role definitions and associated rights are described below:

CO-OWNER

- May edit or delete this group.
- May remove this group from a folder to which it is assigned.
- May add, edit, or remove any member in this group.
- May add, edit, or delete folders to which this group is assigned.
- Also has EDITOR privileges.

EDITOR

- May add or remove any member of type MEMBER in this group.
- May add, edit, or remove shortcuts in folders to which this group is assigned.
- Also has MEMBER privileges.

MEMBER

- May view shortcuts in folders to which this group is assigned.
- Member must be in a group assigned to a sub-folder in order to see the sub-folder or its contents

If you want to maintain the integrity of the parameters in your shared shortcut, limit the access rights you assign to users.

Editing Shared Folders

By design, a folder that will have common access must reside in your Shared Folder's file structure. You can organize and modify the folders, sub folder and shortcuts within the Shared folder itself, but you will not be able to move them out.

Method options available for Shared folders are described below:

Create Shared Folder- when this option appears beneath a folder, it created a subfolder.

Assign Access-this action of a shared folder opens a list of the shared-folder groups that the user has privileges to add, with a check box next to each group. The groups that already have access will have their check boxes selected.

Edit Folder Details-allows you to rename or change the description of a folder or shortcut.

Move Folder - allows you to move the folder or subfolder to another location within the Shared Folder.

Delete Folder-removes the folder or subfolder. Deletion is not allowed if the folder contains shared shortcuts. The folder must be empty to be successfully deleted.

Editing Shared Shortcuts

Shared reports can be viewed (run), moved, renamed and deleted just like any other shortcut in My Catalog, but only within the Shared folder.

The Completed Reports Folder

When report output is sent to the Completed Reports folder, the report runs in the background, allowing you to continue interacting with the IUIE. To send a report to the Completed Reports folder, select the “Send Output to Completed Reports folder” radio button before submitting a query.

If preferences are set accordingly, you will receive an email notification when the report has completed running. This e-mail contains a link to the report output stored in the Completed Reports folder. Report output can be accessed from the Completed Reports Folder at any time.



Let’s take a look at the information for one of the reports we ran earlier.

1. TM the Catalog tab> My Catalog to access the Completed Reports Folder.
2. TM the folder label or icon to open the Completed Reports folder.

You will see a listing of your completed reports.

3. Select and open a report object.

Information about the Completed Report loads in the display pane. From this screen, there are several functions to choose from:

	Actions	Description
<i>Reports button</i> →		View in your browser.
<i>Save button</i> →		Download* a copy, which you can then edit and/or save.

A Return button re-displays the list of Completed Reports.

The New Shortcuts Folder

New Shortcuts contains your saved report forms. Shortcuts to frequently-used report objects are also stored in this folder. Shortcuts to reports with saved parameters are stored in the New Shortcuts folder by default. When a report object is accessed from this folder, the parameters can be used as saved. The report parameters can also be modified and saved again.

The Save Settings button (See “Saving Parameters” on page 19.) saves a blank report form or a report form with parameters. Once a report object is saved, it can be accessed from the New Shortcuts folder. Shortcuts can be moved from the New Shortcuts folder to any folder you have created within My Catalog.

The Scheduled Jobs Folder

The details and status of all scheduled report object can be viewed and edited from the Scheduled Jobs folder.

The schedule function can’t be initiated from this folder, but you will see information about reports that have been scheduled and Events your report may rely upon.

1. Open the Scheduled jobs folder.
2. TM on a report in the list to open the scheduling form.

The job can be now be updated, disabled, or deleted.

There are no manage options for the reports listed in the Scheduled jobs folder. Edit and delete functions are available on the scheduling form. See “The Scheduling Function” on page 27.

The Job Log Folder

Job Log lists all the jobs you have submitted to run. This folder does not contain report output, but makes available information about each report submission. The Job Log folder contains the details of a jobs that are currently running. It also lists all of the jobs you have submitted to run. This list of jobs will remain until they have been deleted.

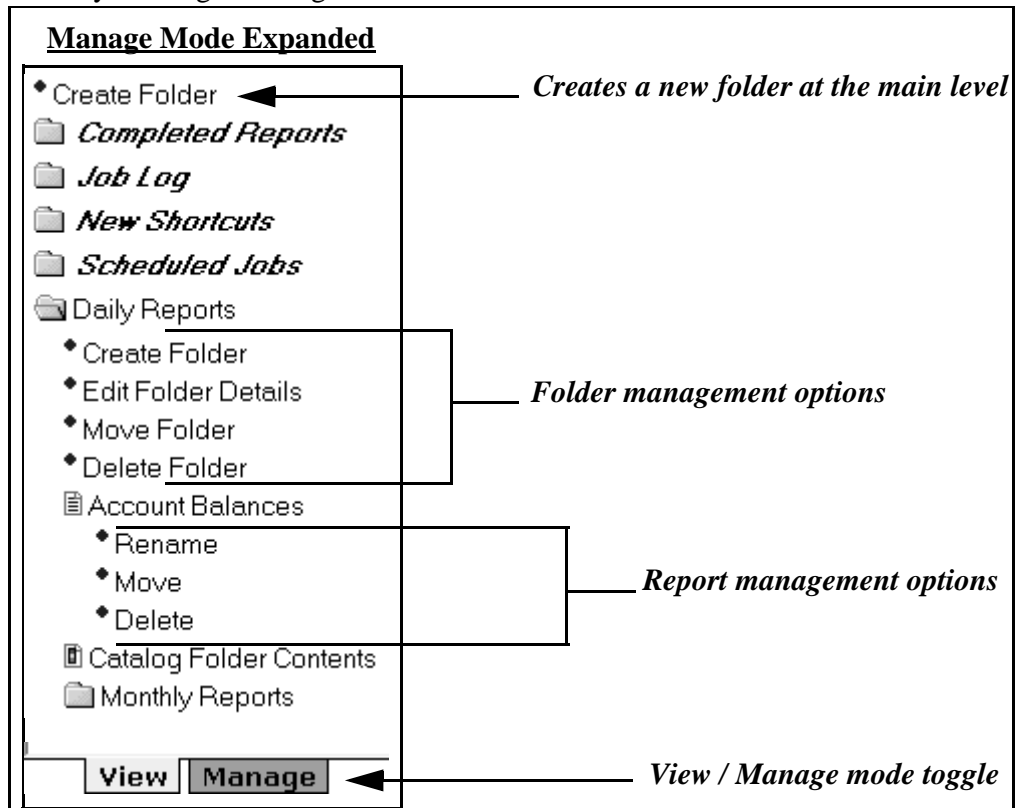
Managing My Catalog

On the Manage toggle, you will find functions for creating additional folders and subfolders. Manage mode also displays options for managing shortcuts to report objects.

When a folder is selected in Manage mode, its contents are displayed in the following order:

- Management options are indicated by a blue diamond
- Folders are indicated by folder icons
- Report objects are indicated by the appropriate type icon
- Subfolders are also indicated by folder icons

My Catalog's Manage mode looks similar to:



To familiarize yourself with how to navigate My Catalog in Manage mode, follow the steps below:

1. To enter Manage mode, [™] on the Manage tab at the bottom of My Catalog.
2. To see a description of an item, mouse over the icon.
3. To open, close, or to display folder-management options, [™] on folder labels or icons.
4. To display report-management options, [™] on report object labels or icons.
5. To hide management options and return to running reports, [™] the View tab at the bottom of My Catalog.

Managing Custom Folders

All new shortcuts are placed in the New Shortcuts folder within My Catalog, but you can move them to any folder you create within My Catalog. Unlike System folders, custom folders can fully edited.

In Manage mode, new folders can be created to organize report objects into more meaningful categories.

1. TM Create Folder, located at the top of the list of folders in My Catalog.
2. On the Add folder page, type the name of the new folder in the Folder Name text box. Enter a description.
3. TM Save to create a new folder.

You will see a confirmation message display, and your new folder will appear in the report object index in My Catalog.

The management options available for folders are:

Create Folder- creates a sub folder under the selected folder.

Edit Folder Details- allows you to change the name and description of a selected folder or sub folder.

Move Folder- moves the selected folder and creates it as a subfolder under any folder you select. You can also move sub folders up in to the main level as well.

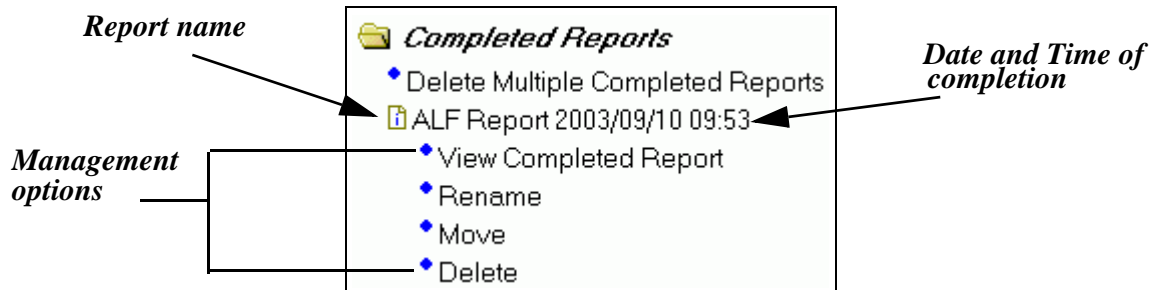
Delete Folder- removes the selected folder from the list. Only empty folders can be deleted.

NOTE: You can only manage the folders you have created. The default folders cannot be edited.

Managing Shortcuts

In Manage Mode, the reports in any folder can be managed in three ways: they can be renamed, moved or deleted.

When you click on a report object, you will see information about the report:



Rename

When "Rename" is clicked, you will see a form that allows you to change the name and description:

The "Rename Shortcut" dialog box contains the following fields and buttons:

- Title: **Rename Shortcut**
- Instruction: *Enter a new name for the shortcut, then click 'Save'.*
- Shortcut: Text input field containing "ALF Report 2003/03/10 14:11"
- Description: Text area containing "Report of 593 fields from the database, indicating items selected to be |or in some stage of being|"
- Buttons: "Save" and "Cancel"

Delete

When the Delete option is selected, a similar page as the following is displayed:

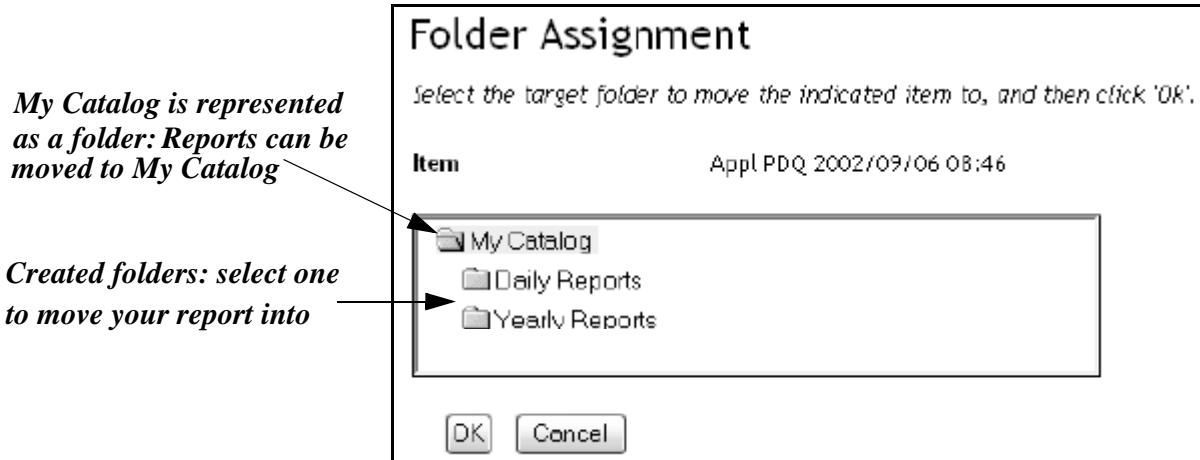
The "Delete Shortcut" dialog box contains the following fields and buttons:

- Title: **Delete Shortcut**
- Instruction: *Are you sure you want to delete this shortcut?*
- Shortcut: Text field containing "ALF Report 2003/03/10 14:12"
- Description: Text field containing "Report of 593 fields from the database"
- Buttons: "Yes" and "No"

A deletion will always be confirmed. Selecting "Yes" performs this action and removes the selected shortcut. Selecting "No" will cancel the action.

Move

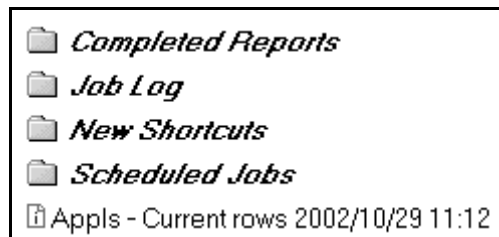
When the Move option is selected a form is returned that displays all of the folders you have created:



If you have not created any folders, you will see only the “My Catalog” folder. Selecting this moves the reports out to the same level as the folders in My Catalog. It is fine to choose to do this- you arrange your shortcuts as you like.

However, moving reports to My Catalog instead of a folder created within My Catalog will place the reports in the main folder list.

This may look similar to:



Try to avoid placing shortcuts at the main level of My Catalog.

NOTE: You have only limited editing options for any given IUIE’s system folder.

Exiting the IUIE

We have finished exploring the IUIE. CAS is single sign on- if you need to work in the IUIE at a later time, simply minimize your browser to avoid logging in again. To exit the IUIE, use the Logout icon at the top right of the IUIE and close the browser.

Getting Help

The Help icon, located at the top right of the IUIE, links to KB documentation containing answers to commonly asked questions as well as specific “how-to” information.

- For specific email help with using the IUIE, contact the IUIE Help desk at iuie_help@indiana.edu.
- For assistance with Network ID's and passwords, call the IU Support Center Help (812) 855-6789 option 1.
- For specific questions about report data, help with parameters, or for more information from specific application areas, choose the following list for email support:

Student or Admissions Data: sishelp@indiana.edu

Financial data: fmshelp@indiana.edu

HRMS Production and Support Web Site:

<http://www.indiana.edu/~hrsis/HRMS/index.shtml>

IUIE Online Hours and Support

The IUIE is locked down nightly at 10:30 to allow for updates. When all the nightly batch processes have run, the database will again be available for reporting. Always check Today's News for notification that data has been refreshed as scheduled.

The IUIE is available according to the following schedule:

Day	Online Hours*	IUIE Help Hours
Monday-Friday	7:30am-10:30pm	8am-5pm
Saturday	10am-10:30pm	N/A
Sunday	12pm-10:30pm	N/A

When you access certain report objects outside the online hours (e.g., data-groups), a message will be displayed on the report object form which will notify you that data may not be available. If you are able to retrieve data from such report objects, pay close attention to the refresh date of the report object in order to determine the age of the data against which you are reporting.

For frozen files (which are always available), the date in the filename indicates the age of the data contained in the report object. Users can access frozen and indexed reports outside online hours, but there is no support. After 5pm, partial

outages may occur in order to make enhancements. Users will receive prior notification. Note also that not all data is refreshed nightly, so you need to check the refresh date at the top right of the report object form.

Common Errors

This section is under construction. As the new IUIE matures, we will list known problems and resolutions here.

Not a Registered User

If you do not have an IUIE account, you will be able to log in but will get redirected to the Registration page with the message:

You are not a registered IUIE user.

If you need access to the IUIE, please submit the registration form and we will begin the process of creating your IUIE account. If you'd like to learn more about the IUIE, click on the Welcome tab or follow the Tutorial and Help links.

Access Restricted

Access to some information in the IUIE is restricted. Use the Feedback icon to send a message to iuie_help@indiana.edu and our team will contact the appropriate Data Managers.

If you click on a report object to which you do not have access, a request access form appears that can be filled out and submitted.

Class Credits

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