Microsoft Reporting Services - Navigation

Where to Access

Where to access

http://mywsu.wichita.edu > Faculty/Staff Resources tab, Administrative Tools > myTools > Reporting Services or http://win.wichita.edu.

Web Browser

Mac users

Reporting Services is best accessed using terminal services. For more information, please contact Applications Training at 978-5800.

Internet Explorer

Reporting Services can be accessed using a PC with the most current version of Internet Explorer.

Report Selection

Folder Selection

Reports are stored in folders for security and organizational purposes. Select by clicking on the folder name. Examples of folders include:

- Financial Reports--Organization (Department)
- Student - Schedule Building

Report Selection

Select the desired report by double clicking on the report name. Only information for which you have security is displayed on the report.

Enter information and report viewing

Enter the information as prompted. For example, the Organization (Department) Financial Report shown below requires the organization code, fiscal period and fiscal year. Click View Report to activate.
Menu Bar

Menu Bar functions

- Navigate the pages of the report
- Enlarge or reduce the display size of the report page
- Search for content in the report
- Display the report in the selected format and click Export activate
- Refresh the report
- Print the report
- Open Help for Reporting Services online help

Printing

Printer Icon

Click on the printer icon located on the Menu bar to print the report.

Note: The browser toolbar print option will not print a complete report.

Active X installation

The first time a printed report is requested, the user will be prompted to install Active X. Click on the prompt to start the installation process.

Select a Format and Export

Select a format option

Click on the drop down arrow beside “Select a format” to view the export options. Select the desired format and click Export to activate.

Online Help

Help

Click on the Help icon for information regarding the Menu Bar options and other Reporting Services items. A sample is shown below.