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Step 1: click on Reporting Tools

Run, create, and manage queries and nVision reports.



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Reporting Tools

Run, create, and manage queries and nVision reports.

Query Report Viewer
Run Query-based XMLP reports real-time. View in a window.

Query Report Scheduler
Schedule Query-based XMLP reports. Use to run bursted reports.



Step 02: click on Query Reporting Viewer

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Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: begins with

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Step 03: click on Search

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Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with

Search

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Search Results

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Report Definition					
Report Name	Description	Data Source ID	*Format	Burst	View Report
FAC_SIXTY	Faculty Sixty Report	SIBA_STD_GRADES_FAC_2	HTM	N	View Report

HTM
PDF
RTF
XLS

Step 04: Select any format
for exporting the report



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Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: begins with


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Report Definition					
Report Name	Description	Data Source ID	*Format	Burst	View Report
FAC_SIXTY	Faculty Sixty Report	SIBA_STD_GRADES_FAC_2	PDF	N	View Report



Step 05: click on View Report

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SIBA_STD_GRADES_FAC_2

Enter Term Code:



Step 06: Enter Your Term Code (e.g Fall 2016 : 1613)

OK

Cancel



Step 07: click on OK

Note: In order to get the report file kindly make sure that popup is not blocked in your browser , if it is blocked then kindly enable popup for CMS.