



CALIFORNIA COMMUNITY COLLEGES

# Basic Report Center Training

By: Merrie Wales 04-12-17



# Introduction

## Report Center

The Report Center is the tool provided to the Colleges by the Technology Center (CCCTC) to capture trends, application reports, and general Business Information from all students utilizing the CCCTC suite of software applications.



# Topics

- ❖ **Use the Application Look-Up reports to easily search and retrieve submitted applications by last name, social security number (last 4 digits), or submission date.**
- ❖ **Run reports from the Repository or the Library**
- ❖ **Build custom (ad hoc) reports from submitted application data**
- ❖ **Run, customize and export reports using filters and sorting capabilities**
- ❖ **Schedule recurring reports for print or email**



# Template for URL to Report Center

URL schema for Colleges

Pilot Report Center:

<https://{yourDomain}/idp/profile/SAML2/Unsolicited/SSO?providerId=https://ci.control.openccc.net/shibboleth&shire=https://ci.control.openccc.net/Shibboleth.sso/SAML2/POST&target=https://ci.control.openccc.net/jasperserver-pro/>

Production Report Center:

<https://{yourDomain}/idp/profile/SAML2/Unsolicited/SSO?providerId=https://admin.openccc.net/shibboleth&shire=https://admin.openccc.net/Shibboleth.sso/SAML2/POST&target=https://admin.openccc.net/jasperserver-pro/>



# Create Ad Hoc

The screenshot shows the Report Center web application interface. The browser address bar displays the URL: [https://admin.openccc.net/jasperserver-pro/flow.html?\\_flowid=searchFlow](https://admin.openccc.net/jasperserver-pro/flow.html?_flowid=searchFlow). The page title is "Report Center". The user is logged in as "superuser" and is on the "CCC Support Site". The interface includes a navigation menu with "Library", "View", "Manage", and "Create" (highlighted in orange). The "Create" dropdown menu is open, showing options: "Ad Hoc View", "Report", "Dashboard", "Domain", and "Data Source". The left sidebar shows a "Folders" tree with "Public" selected. The main content area is titled "Repository" and contains a table with columns "Name", "Type", "Created Date", and "Modified Date". The table is empty, and a message box states "There are no resources in the folder." The footer includes "About TIBCO JasperReports Server" and "Copyright © 2005-2014 TIBCO Software, Inc."



## Report Center

Library View Manage Create

Sort By: Name Modified Date

### Folders

- Public
  - Ad Hoc Components
  - Application Lookup
  - Applications Reports**
  - Applications Views
  - Audit
  - BOG Application Lookup
  - BOG Application Reports
  - BOG Application Views
  - BOG Reports
  - Dashboards
  - Data Sources
  - Diagnostic
  - Domains
  - EPPN Mapping Report
  - EPPN Mapping Views
  - International Lookup
  - International Reports
  - International Views
  - Monitoring
  - Research Area
  - Schools Reports
  - Schools Views
  - Summary Reports
  - Summary Views

### Repository

Run Edit Open Copy Cut Paste Delete

	Name	Description	Type	Created Date	Modified Da...
	<b>AB540 Report</b>		Report	4/4/2015	3/26/2015
	<b>Ad Hoc View Report</b>		Report	11/11/2015	11/11/2015
	<b>Application Student Survey Respon...</b>		Report	12/9/2015	12/9/2015
	<b>CCCID specific - Sorted by IP_Addr...</b>	Patty Test	Report	6/30/2016	6/30/2016
	<b>Citizenship Area A Report</b>		Report	4/3/2015	4/3/2015
	<b>Colleges Attended - Date Filter</b>		Report	4/4/2015	7/23/2013
	<b>Foster Youth</b>		Report	4/4/2015	5/8/2014
	<b>Full Application Report by Confirma...</b>	Full report using confirmation number as a filter - Do N..	Report	4/4/2015	Today
	<b>High School - State Filter</b>		Report	4/4/2015	10/7/2013
	<b>March27Applications</b>		Report	4/4/2015	4/1/2015
	<b>Missing Social Security Numbers Re..</b>	This daily report shows applications sorted such that m...	Report	1/22/2016	1/22/2016
	<b>Multiple Measures Basic Report</b>	All MM fields plus CCCID, College, Conf#, Submit Date,...	Report	10/3/2016	11/4/2016
	<b>Needs and Interests</b>		Report	4/4/2015	3/21/2013
	<b>New Applicants by CCCID</b>		Report	4/4/2015	11/14/2013
	<b>New Applicants by IP Address Repo...</b>	Applications grouped by IP Address with filters for CCC...	Report	January 6	January 6
	<b>New Applicants - Date Filter</b>		Report	4/4/2015	3/5/2014
	<b>New Applicants - Date Filter Report</b>		Report	6/15/2015	6/15/2015
	<b>New Applicants - Residency Filter R...</b>	Grouped by Enrollment status, filtered by Residency St...	Report	4/4/2015	3/4/2015
	<b>New Apps with Integrity Flags Rep...</b>	Res Status, Military Status, College Name, CCCID, Sub...	Report	8/24/2015	8/24/2015
	<b>Parent Guardian</b>		Report	4/4/2015	2/12/2013



## Important Links

How to Choose your Data Source (Domain):

<http://community.jaspersoft.com/wiki/jasperreports-server-data-analysis-video>

Creating an Ad Hoc View:

<http://community.jaspersoft.com/wiki/jasperreports-server-ad-hoc-views-video>

How to create Reports:

<http://community.jaspersoft.com/wiki/jasperreports-server-reports-video>



## Contact Information

CCC Technology Center  
Merrie Wales, Support Engineer  
[mwales@ccctechcenter.org](mailto:mwales@ccctechcenter.org)

Google Voice: 530-936-7410

To Schedule a Report Center Training please contact me with a couple of days and times that work for your staff and I will confirm with a Zoom meeting notification