CCC Report Center

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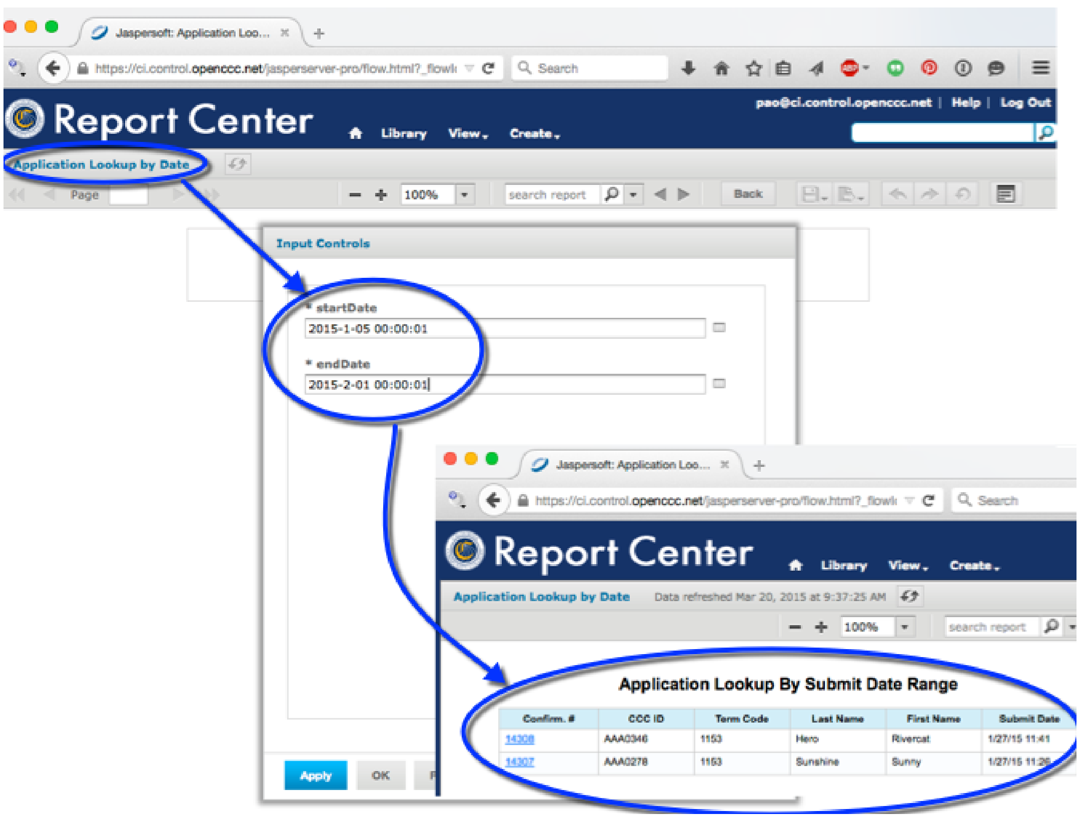
CCC Report Center Overview

The Report Center is an easy-to-use tool with ready-to-use standard reports that allow you to report on submitted CCCApply (Standard and International) and BOG Fee Waiver student applications and school information. You can also create your own reports by either starting with one of the standard reports' Views or by creating your own report View from scratch.

The Report Center is powered by JasperReports, a Java-based open-source reporting tool. JasperReports allows for advanced reporting usage and provides extensive help that you can access from the Help link. The information provided in this document serves as a "Quick Start" guide to your CCCApply-specific needs.

The image below is an example of the kind of report you can run in the Report Center. This report shows the results of looking up student applications submitted in a specific date range.



Making XAP Applications Available in Reporting

It is expected that if you have any legacy XAP-based student applications they have been imported into your Student Information System (SIS) and are available for reporting. XAP-based student applications have their own unique Data Dictionary and application data download process. Contact the CCC Tech Center to request Data Dictionary and/or download process information if necessary.

Accessing the CCC Report Center

You can access the Report Center data for your college in two different environments: Pilot and Production.

- The Pilot environment allows you to experiment with Report Center functionality in a test environment while you learn to use the tool.
- The Production environment allows you to report on live data for submitted student applications and school information.

Logging In to the Report Center

1. Navigate to the URL provided by your IT staff for either the Pilot or Production environment.
2. At the login screen, enter your college credentials for the username and password.
3. Click the Sign In button.

Setting up Report Center Users

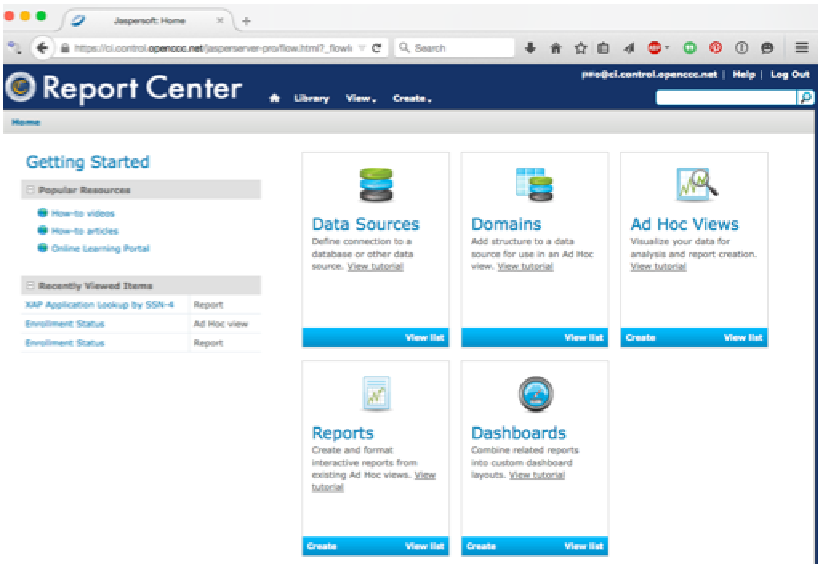
A designated person (or persons) at your school will have been configured by the CCCTC as a user with "add authority," and will be able to add other Report Center users. The person with "add authority" for your school will use the following steps to add Report Center users (these steps are also documented in the Administrator guide):

1. Log in to the Administrator.
2. Select *Report Center* from the *Select an Application* drop-down list.
3. Select your college from the *Select a College* drop-down list to display the *Users* tab.
4. Click the *Users* tab to select it and to display the User fields.
5. Enter a unique EPPN in the *EPPN* field for a new user.
6. Select *Data Use Only* from the *Authorization Type* drop-down list to assign the new user the ability to use Report Center reporting functionality. OR, select *Add User Authority* from the *Authorization Type* drop-down list to assign the new user the ability to use Report Center reporting functionality AND the ability to add other Report Center users.
7. Select your college's MIS code from the *Authorized MIS Code* drop-down list. If you are setting up a user for a District instead of an individual college, then you will select the District MIS code. District MIS codes end in '0'. District-level users can access and report on data for all the colleges in the district.

Logging in to the Report Center

Once your Report Center user account is set up and you have the Report Center URLs for your college's Pilot and Production environments, use the following steps to log in:

1. Navigate to the URL for your Report Center in a web browser of your choice.
2. Enter your college user ID and password and click Login to display the Report Center home page.



Note:

The Report Center is configured for single-sign on, which means that the user ID and password you use to access your college accounts are the same as those you use to log in to the Report Center.

Report Center Home Page

The Report Center Home page displays the following items:

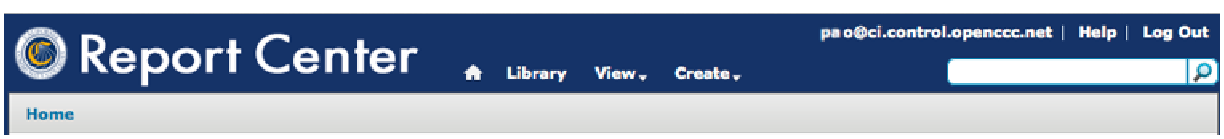
- A Getting Started section (with links to JasperReports community resources) and links to recently-viewed items
- Resources options for defining data sources, structuring data sources, Ad Hoc Views, Reports, and Dashboards
- Links across the top of the Report Center to the Library, View, and Create features

Note:

It is expected that most Report Center users will use the Ad Hoc Views, Reports, and Dashboards resources.

Report Center Navigation

When you log in to the Report Center, the title bar across the page includes your user ID, a *Help* link, a *Log Out* link, and a search bar.



- Click the *Help* link to open the Introduction page for the JasperReports Server help web site in a new browser window.
- Click the *Log Out* link to log out of the Report Center.
- Enter search text in the search bar and press the Enter key or click the Lookup icon to display search results.

Wherever you are located in the Report Center, you can always click the Home icon to return to the Report Center Home page.

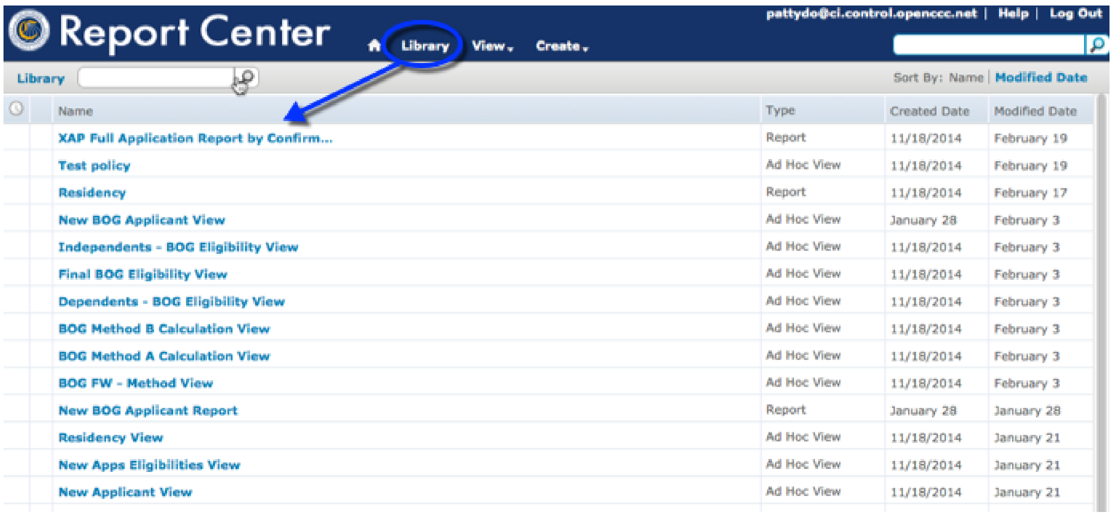
Accessing, Working With, and Running Reports

Accessing Standard Reports

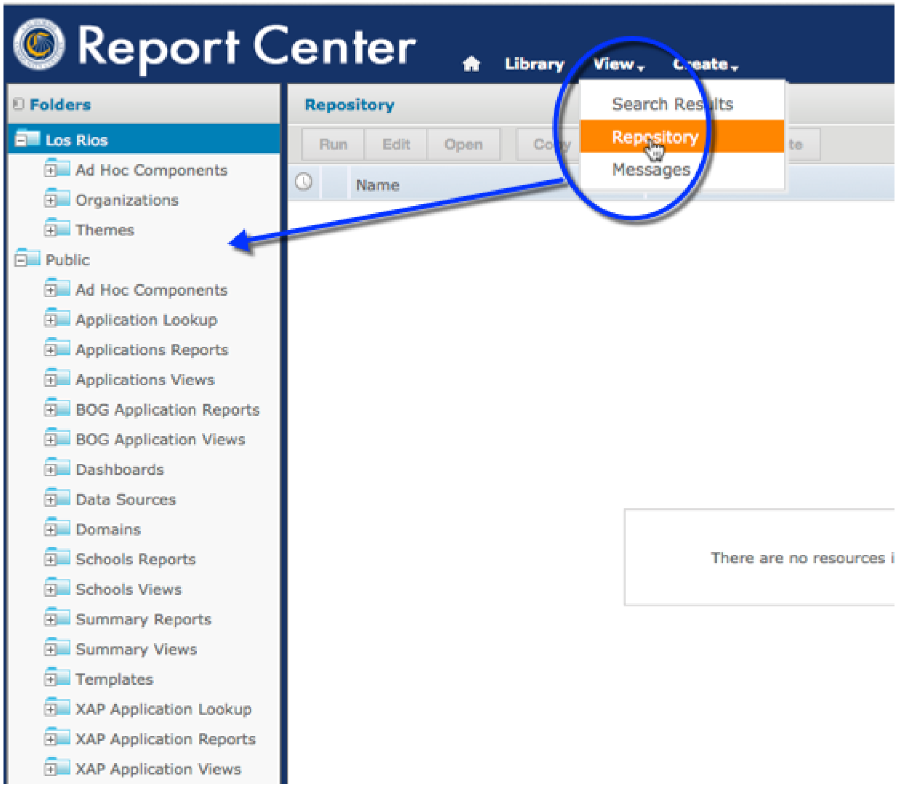
There are three ways to access all reports in the Report Center:

- *Library* link
- *View* -> *Repository* link
- Search bar

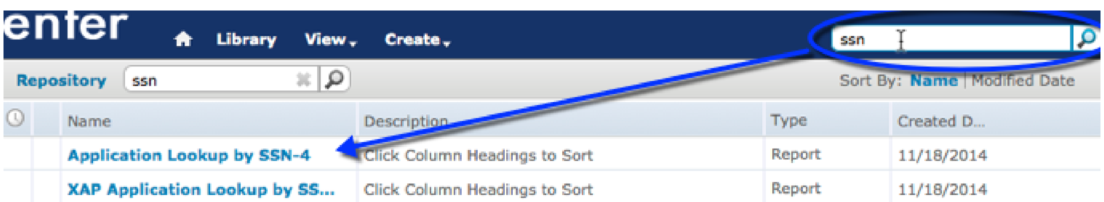
The *Library* link displays a list of all available reports and their views. By default, the list is sorted ascending by Name; to sort the list by the date each report was last modified, click the *Modified Date* link (which toggles to display Name as the active link).



Clicking the *View* link displays drop-down list options of *Search Results, Repository,* and *Messages*. When you select *Repository*, the available reports display in two categories: your college(Los Rios in the example image below), and Public.



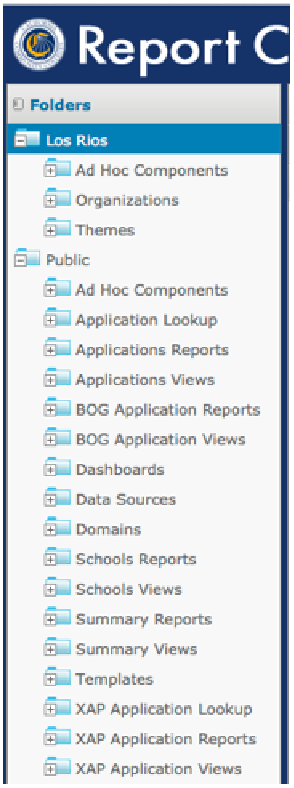
Entering a search value in the Search bar returns reports in the Repository view that match the search criteria.



Clicking the linked report name for a report opens the report.

Working with Reports and Their Views in the Public and College Report Folders

For the purposes of this "Quick Start" guide, it is assumed you are accessing reports by clicking *View -> Repository* to view the Public and college reports.



Understanding Reports and Their "Views" (Design)

In order to create a report you must first create a View, and then create a report from it. A Report View is a kind of "report designer" that defines the type of report and the format, layout, data, groupings, and filters to be applied when the report is generated.

Once a report is created, it can be run immediately, run in the background, scheduled, or included on a dashboard. Reports can be scheduled to run at any interval you define. Scheduled reports can also be distributed via e-mail to specified recipients.

Public reports include ready-to-use standard reports that have already been created for you, along with their corresponding Views. For example, in the image above, the Summary Reports subfolder is followed by a Summary Views subfolder. Each report in the Summary Reports subfolder has a matching View in the Summary Views subfolder.

You can copy existing Views, renaming them to create a new View where you can add or remove fields. Or, you can create your own new Ad Hoc View from scratch.

Details for using Views and their reports are included in the sections below, but in general, use the following "best practices" when working with Views and reports:

- Keep your Views organized in folders that have the word "View" in their name to make the Views easier to find
- Keep your reports organized in folders that have the word "Reports" in their name to make the reports easier to find
- Use the same name for the View as you do for its corresponding report but include "View" or "Report" in its name to further help with organization
- If you change a View, you will need to create a report from it in order to see the changes in report form
- If you want to keep the original View when making changes, use the **Save As** button to save the View with a different name and then make your changes (and use the *Description* field in the *Save As* dialog box to add information)
- Public reports and their Views cannot be edited or deleted (though in some reports you may have the option to filter out certain data from the displayed results)

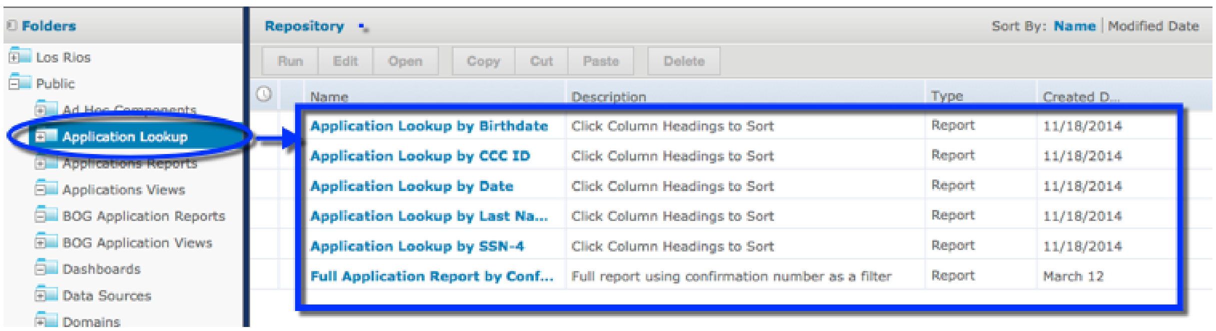
- Only copy a report's View if you need to edit or customize it; otherwise, always run a Public report from the Public folder in the Repository
- When copying or customizing an existing View, add the word "Report" or "View" onto the end of the new name to keep the report/View distinction clear

Running a Public Report

When you first log in to the Report Center, you will find a number of pre-defined standard reports in the Public folder. You can run any of these reports. A public report that is associated with submitted student applications will display data only for applications submitted to your college. Most of the Public reports have filters that restrict the output to a subset of your college's submitted student applications.

Follow these steps to run a Public report:

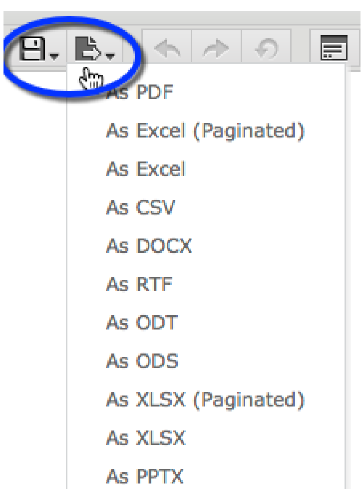
1. Click the *Public* folder to expand it and display the sub-folders that contain standard reports.



2. Click the subfolder name to display the report options for that report type in the Repository list.
3. Click the report *Name* link in the Repository list to run the report.
4. If the report you selected prompts you for input (such as the Lookup reports), then you will need to click the **OK** button to close the *Input Controls* dialog box that displays prior to running the report.

   Note: When you run a report that prompts you to enter a date and time, even if you do not need to use time as a measure for your results, you must enter at least 1 second in the time field in order for the report to return results properly.

5. You can then save the report or export the report into a variety of file formats.



The following types of standard reports are available in the Public folder:

- *Application Reports*: These include some common "detail" reports of submitted applications. Many of these reports include Lookup fields that prompt you for your report criteria.
- *Summary Reports*: These include some commonly-requested summaries, typically including charts and crosstab reports.

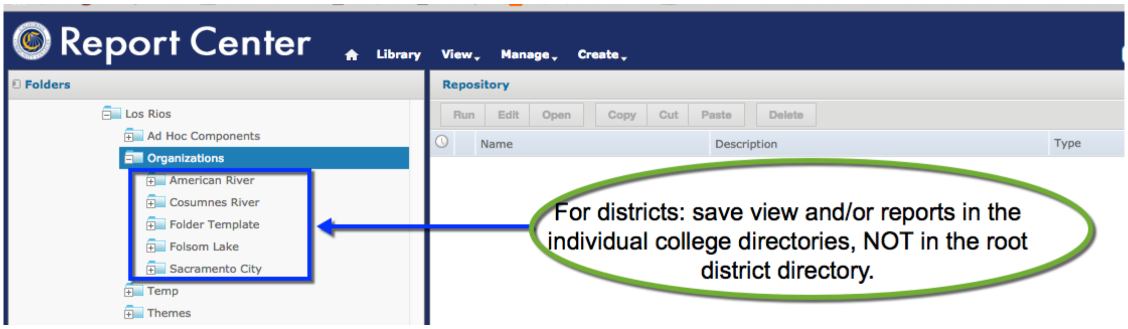
- *Schools Reports*: These allow interactive searches of the School database table used in the CCCApply School fields. You can search (query) the School database table using a variety of different filters. These reports are not unique to any college.

College Reports

The College folder includes the Ad Hoc Components, Organizations, and Themes subfolders. You can create subfolders in the College folder to contain any Public reports and their associated Views that you copy for customization, as well as any Ad Hoc reports that you create from scratch.

Note:

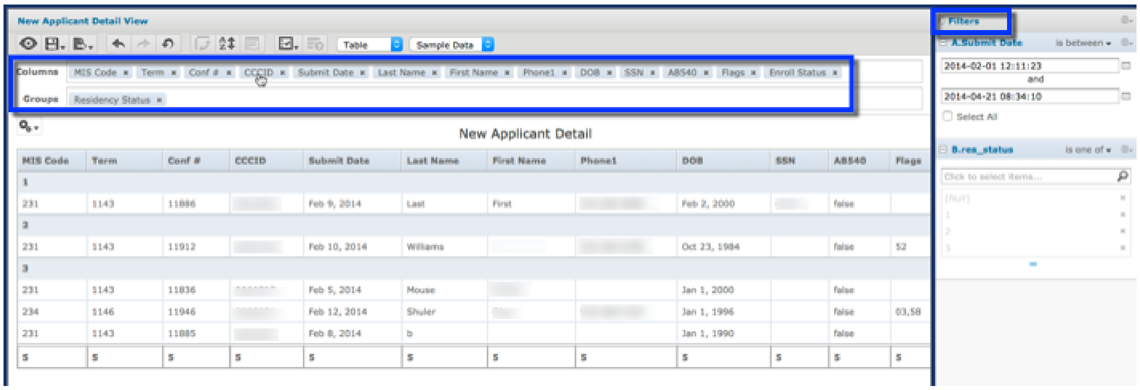
For districts, when you copy a View and/or a report into your College folder, you need to copy it into the specific college directory. You cannot save View and/or reports in the root district directory.



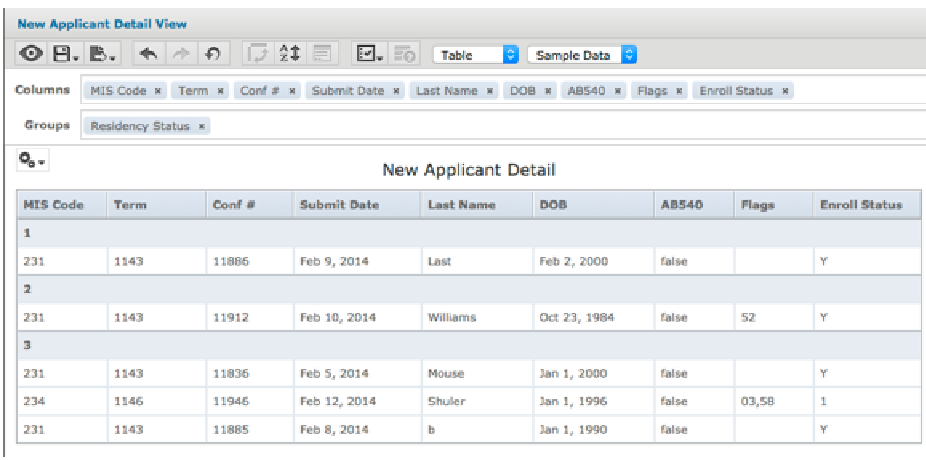
Customizing Reports

How to Customize a Public (Standard) Report

Some Public reports provide the option to customize the results displayed. You can change the displayed results by removing data, but you cannot add data. For example, in the New Applicant Detail Report, the report includes options to alter the Columns and Group displayed, as well as Filter controls to the right of the report.



You can quickly alter the details displayed by clicking the "x" icon for each of the columns to remove that particular column from the report results. For example, after removing some of the columns, the report might look like the example image below.



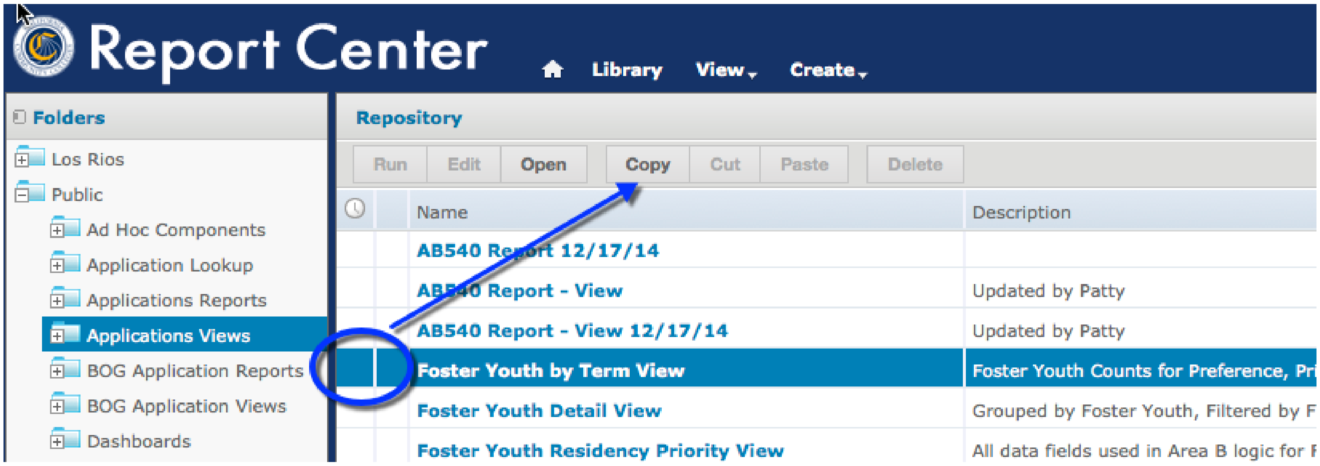
If you want to alter a Public report by adding data to it, you must copy the Public report's corresponding View into your college folder where you can modify it and then create a report from it.

Use the following steps to copy and then customize a Public report view:

1. In the Public folder, navigate to the "View Folder" that contains the View you want to change.
2. Copy the View in one of two ways: using the **Copy** button or the *Save As* drop-down list option.

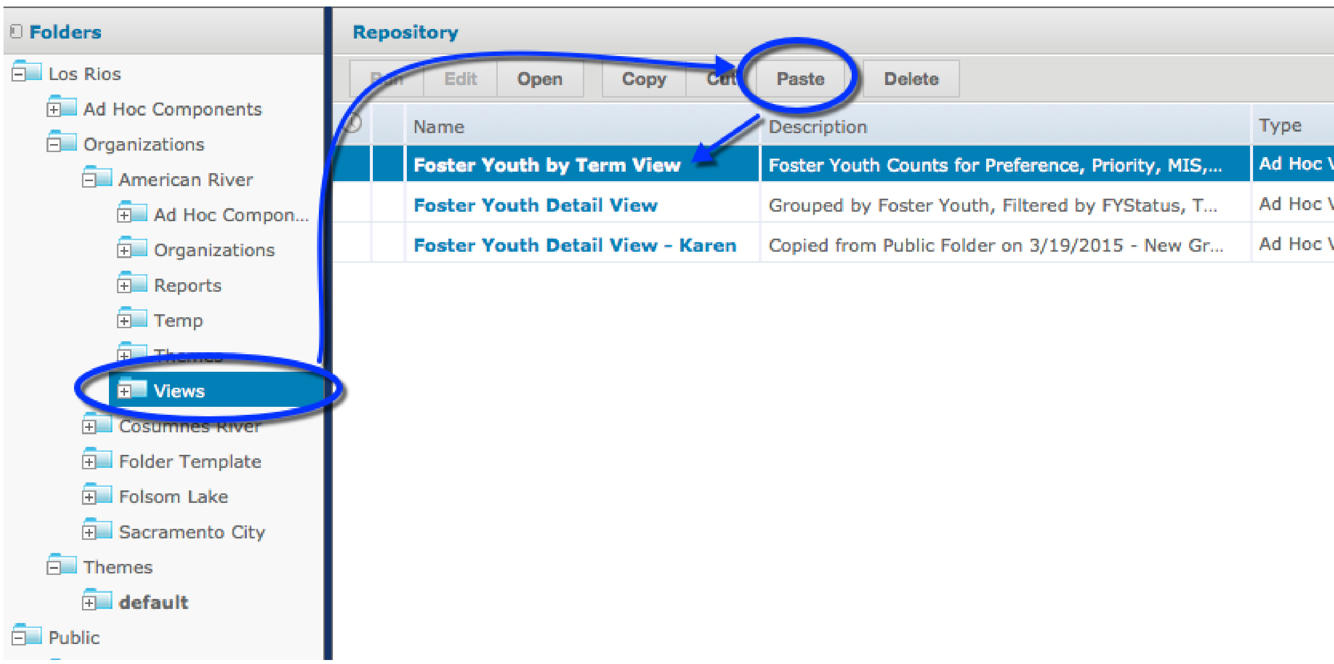
   To Copy the View:

   a. Select the View by clicking the square to the left of the view name. This will make the **Copy** button on the top of the list active.



b. Click **Copy**.

c. Navigate to the folder where you store the views for your college and click the **Paste** button.

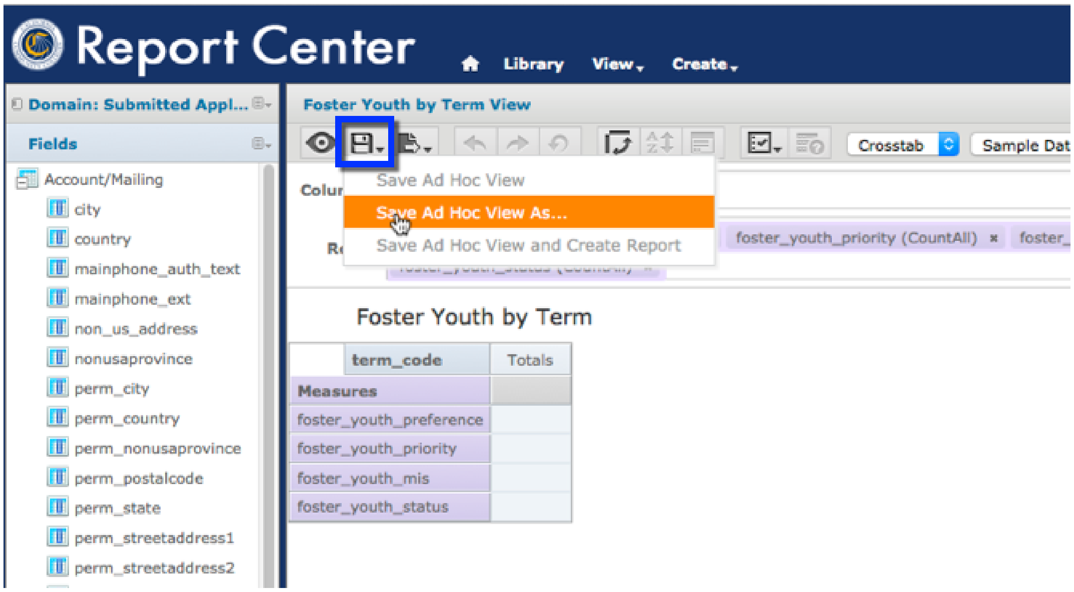


now have a copy of the view which you can modify and save as an "Ad Hoc" report.

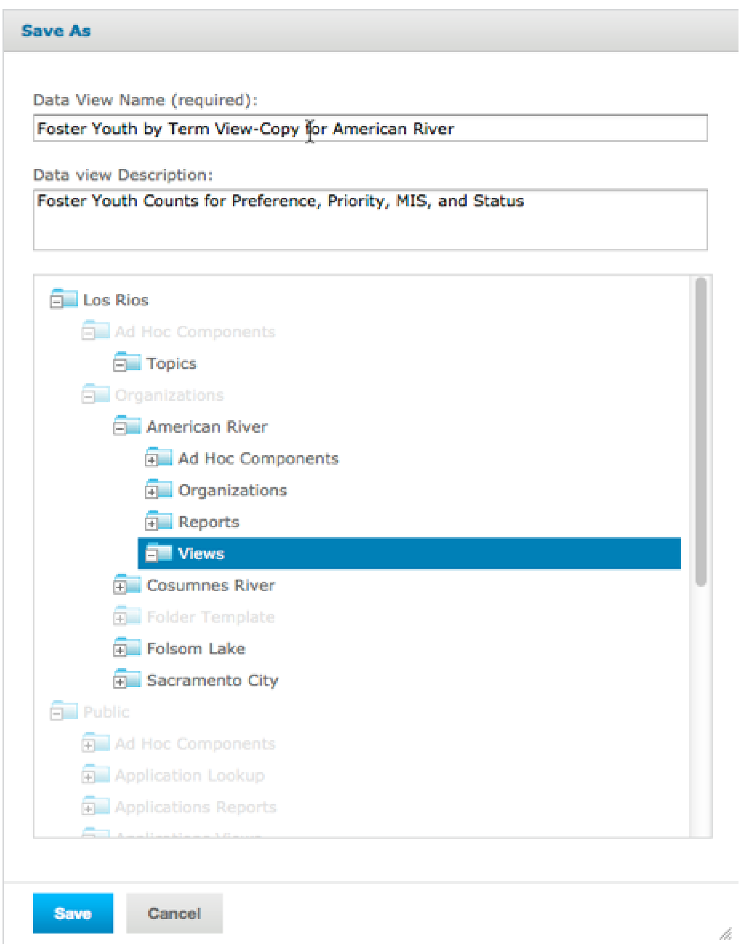
-OR-To copy the View using *Save As*:

d. Click the View name link to open it in the Ad Hoc editor view.

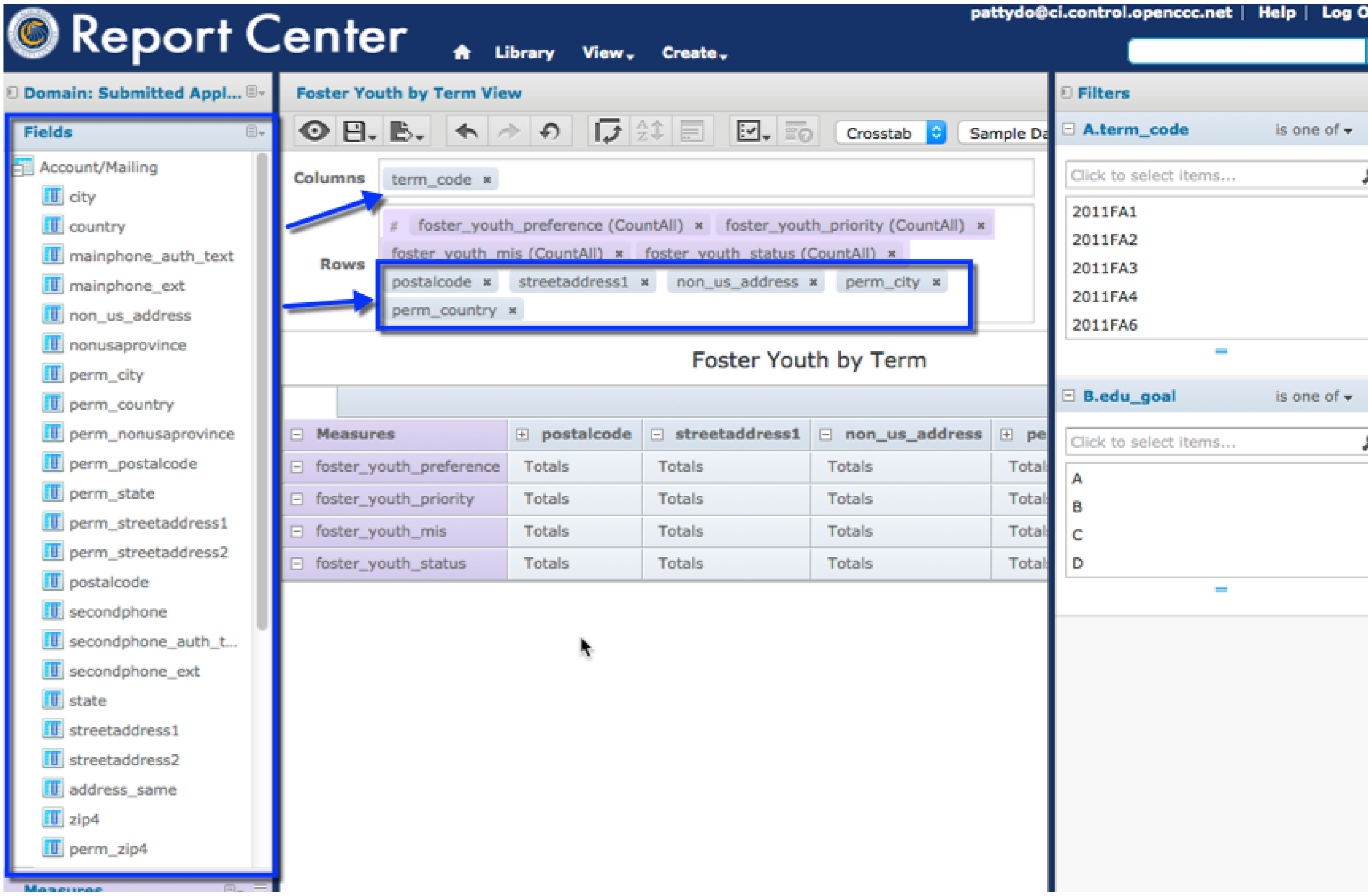
e. Click the *Save* icon and select the *Save Ad Hoc View As*... option.



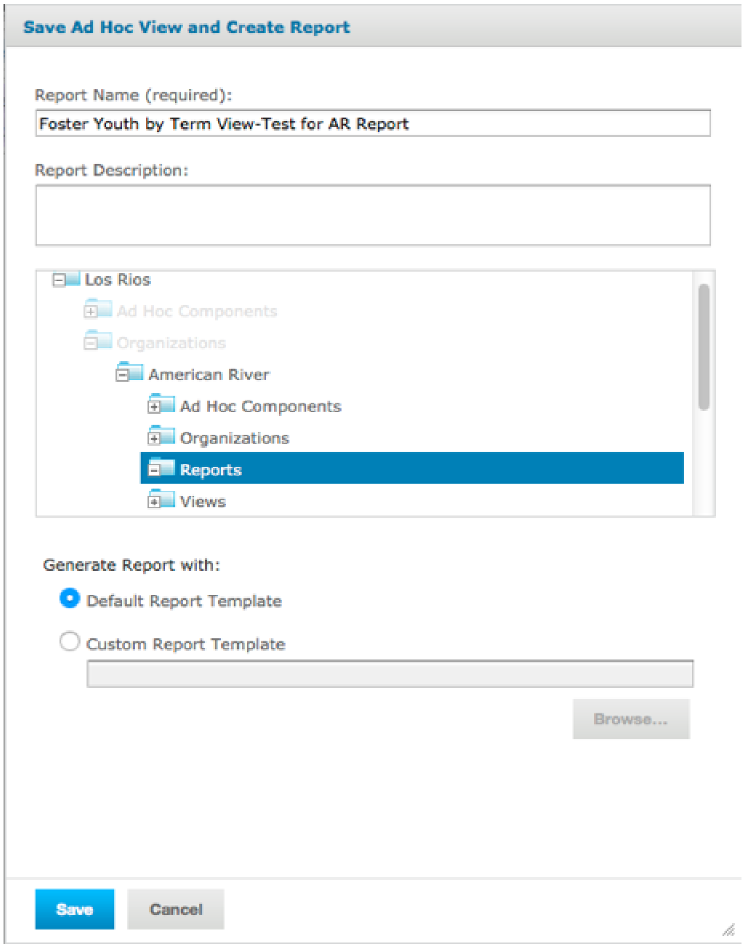
f. When the *Save As* dialog box opens, navigate to the college folder (or, as in the example below, navigate to the college folder in your district), enter a revised name in the *Data View Name (required):* field, enter any revised text in the *Data view Description* field, and click **Save**.



3. Open the View you just copied in the college folder so that it displays in the Ad Hoc editor with a list of *Fields* options from which you can choose from on the left side of the window.



4. Click and drag any fields you want to add from the *Fields* options to the *Columns* or *Rows* fields in the Ad Hoc editor view.
5. In the Ad Hoc editor view, click the "x" icon for any fields that you want to remove from the View. From here you can use the Ad Hoc editor controls to further customize the view.
6. When you are done updating the View, click the *Save* icon again and select the option to *Save Ad Hoc View and Create Report* from the drop-down list to display the *Save Ad Hoc View and Create Report* dialog box.



7. Select the Reports folder for your college and click the **Save** button to save the report. The View the report is based on remains saved in the View folder for the college.

Creating Ad Hoc Views and Reports

Creating Your Own Ad Hoc View and Report

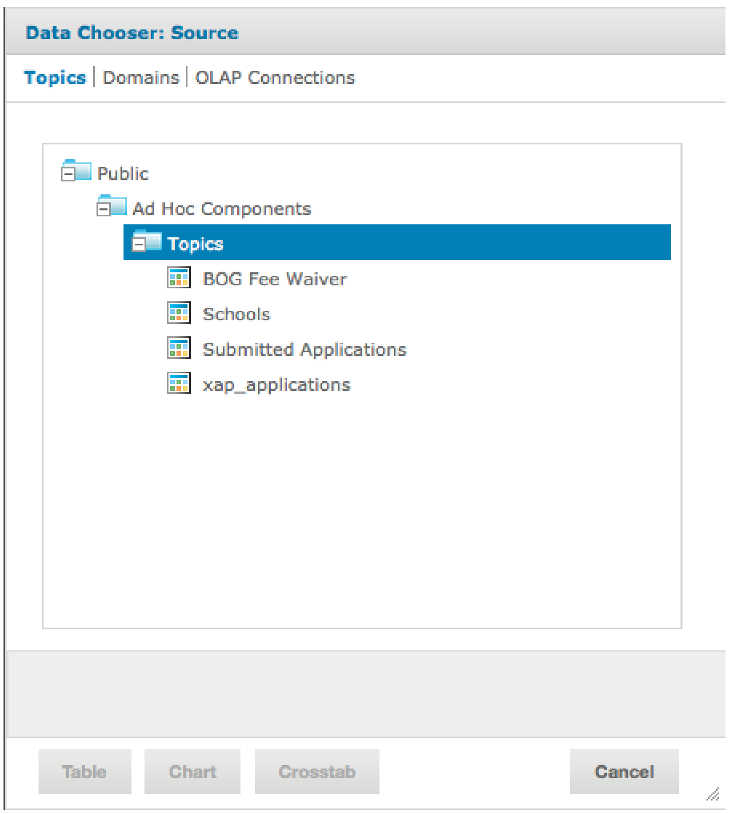
You can create your own custom Ad Hoc reports most easily by copying one of the standard Views from the Public folder and pasting it into your College View folder.

You can also create your own View from scratch. To create your own Ad Hoc View from scratch, you'll first create the View, and then save the report from it. Once a report is created, it can be run immediately, run in background, scheduled, or included on a dashboard. Dashboards provide the ability to have more than one report on the same web page. Reports on a dashboard can have the same or different filter criteria.

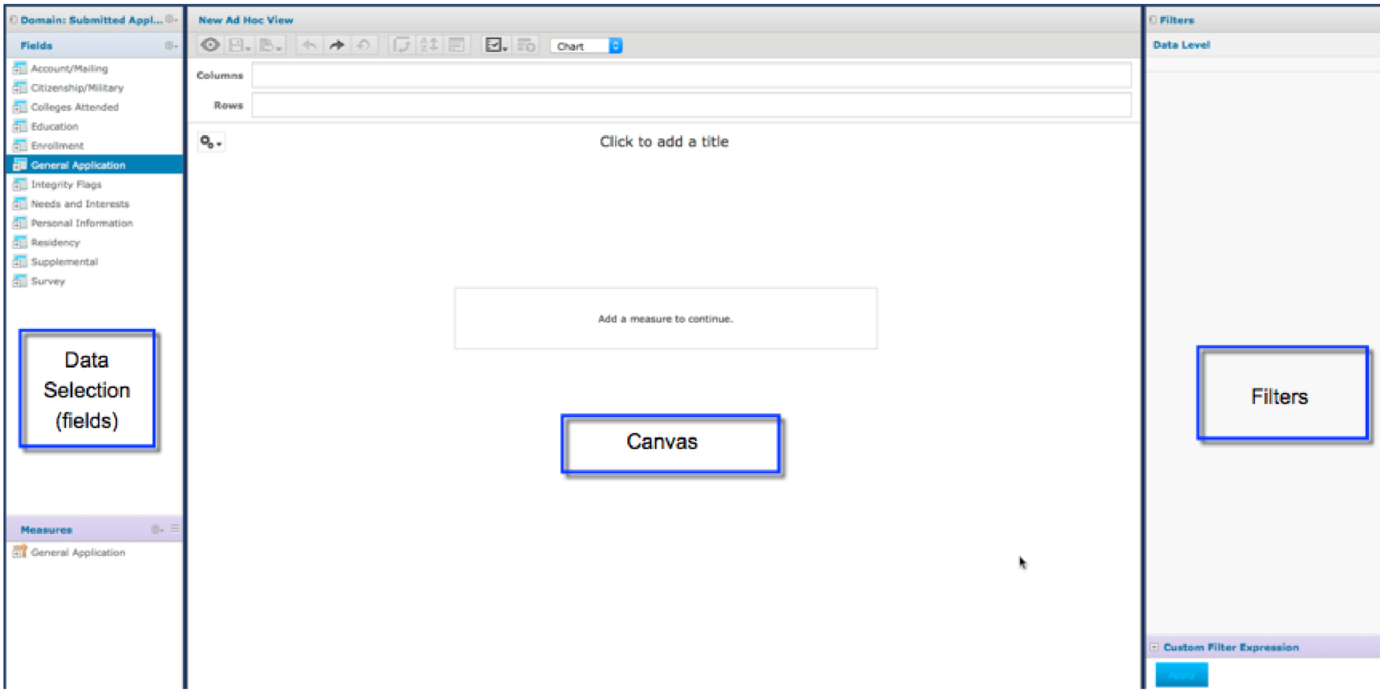
Important note: Any change you want to make to a report must be first made to its associated View, either by editing the View, or copying the View and then editing it.

To create an Ad Hoc view, use the follow steps:

1. Select *Create -> Ad Hoc View* from the Report Center menu bar, or, from the Home page, click the *Create* link from the *Ad Hoc Views* resource option to open the *Data Chooser* dialog box.



2. Click to open the Topics subfolders and then click to select from one of the options: *BOG Fee Waiver, Schools, Submitted Applications,* or *xap_applications*. The **Table**, **Chart**, and **Crosstab** buttons become enabled.
3. Click to select **Table**, **Chart**, or **Crosstab** and automatically display a blank *New Ad Hoc View*. Three panels display along with a Tool Bar.



- The *Data Source Selection*panel (left) displays data fields available based on the data source (topic or) you selected. The fields are organized in categories. Click the + to open a field category. You can use the Data Dictionary for the CCCApply application (Standard or International) or BOG Fee Waiver on which you are reporting for more information on each field's details.
- The *Ad Hoc View* panel (center) is where you build your view by clicking and dragging items from the *Data Selection* panel and Measures options onto the canvas. Other tools you can use here include the Ad Hoc Editor Tool bar, the Layout Band (columns and rows fields), and the Canvas Options selector (gears) icon.
- The *Filters* panel (right) displays any fields you select to be used as filters and allows you to refine the definition of those filters.

Note:

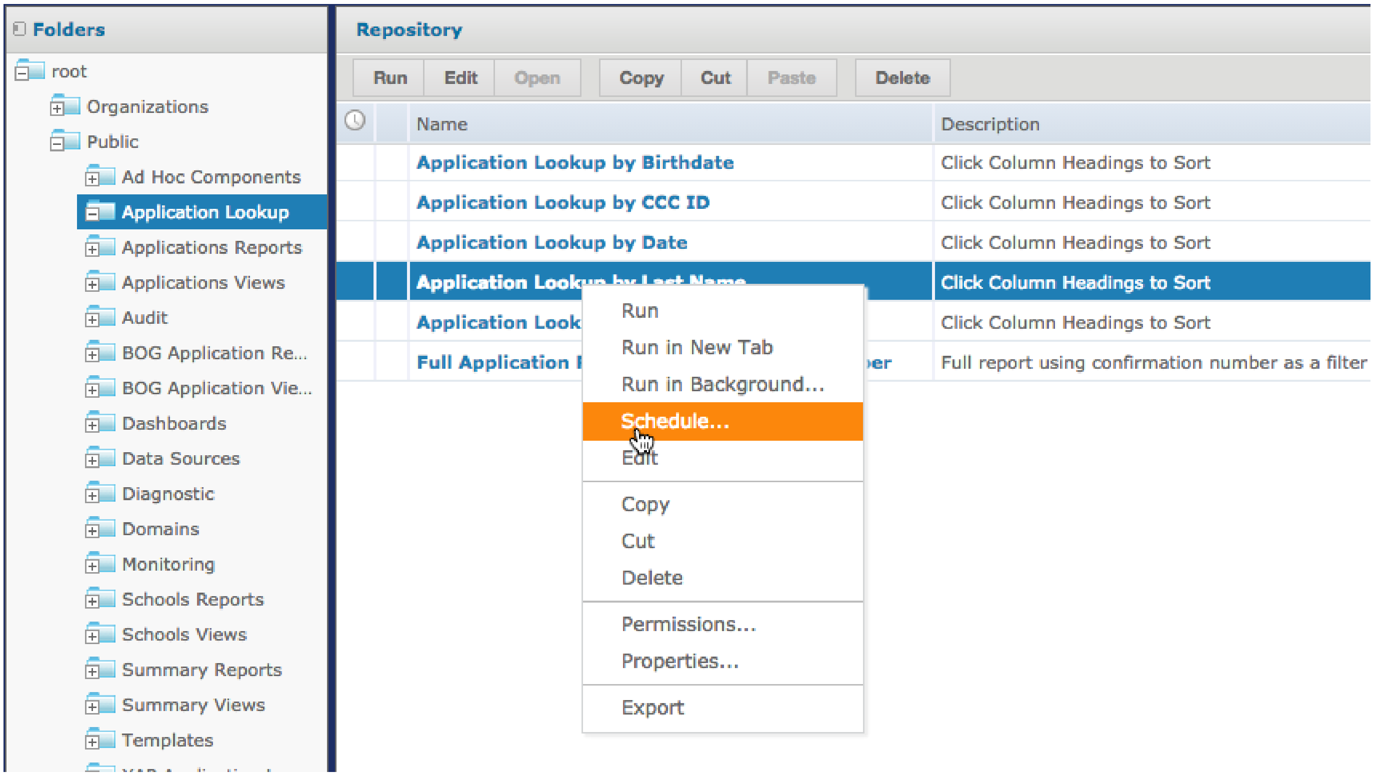
For filters based on date fields, you can configure a "relative date filter" that refreshes data to a specified date range by using key words and a number. For example, if you want to run a report that displays student data that is only from the previous week, you would set a filter that looks like this: "WEEK-1". For details, see the online help's "Using Filters" topic.

See the "Working with the Ad Hoc Editor" help topic in the online Help for further information.

Scheduling Reports

Scheduling Reports

You can schedule a report to run at a specific date and time, including a recurring time frame (every Friday at 9 am. for example). The image below is an example of how you begin this process. When you right-click a report *Name*, a pop-up menu displays and you can click the *Schedule...* option to open a *Scheduled Jobs* window that allows you to configure your scheduled report.



The online help includes detailed information on scheduling a report under the help topic "Scheduling Reports" (within the "Running Reports and the Report Viewer" topic).