IMIR Reporting Services

A guide to use reporting services application at IMIR

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Introduction

What is Microsoft Reporting Services

SQL Server Reporting Services is a comprehensive, server-based solution that enables the creation, management, and delivery of both traditional, paper-oriented reports and interactive, Web-based reports. An integrated part of the Microsoft Business Intelligence framework, Reporting Services combines the data management capabilities of SQL Server and Microsoft Windows Server with familiar and powerful Microsoft Office System applications to deliver real-time information to support daily operations and drive decisions.

SQL Server Reporting Services supports a wide range of common data sources, such as OLE DB and Open Database Connectivity (ODBC), as well as multiple output formats such as familiar Web browsers and Microsoft Office System applications.

Authoring, Designing, and Building with Reporting Services

Microsoft SQL Server 2008 Reporting Services includes everything you need to create traditional and interactive reports. Optimized to best serve each group of report stakeholders in the enterprise, the tools in Reporting Services allow organizations to accommodate any reporting need—all from a single reporting platform.

- **Ad-Hoc Reporting**

  To extend the reach of Reporting Services within organizations, SQL Server 2008 Reporting Services includes Report Builder, a new ad-hoc reporting tool that allows business users to create their own reports and explore corporate data. Report Builder’s user-friendly business query model lets end users build reports without a deep technical understanding of the underlying data sources.

- **Pre-defined Reports**

  Reporting services provides developers and content managers to author pre-defined reports to be consumed by end users. These reports can include drill-down capability, filters and even charts for graphical representation of the underlying data.
Getting Started with Reporting Services

At IMIR we have setup an instance of Reporting Services platform at the following URL:

https://webdata.iupui.edu/

IMIR staff members can login browse to this site to either consume pre-defined reports or start building ad-hoc reports. See below for a sample of welcome screen.

Presently, we have set up two main reports folder:

A) IUPUI Point-In-Cycle Reports
   Reports for admission and enrollment for IUPUI Point-In-Cycle.
   - Admissions
     - a) Applicants Admits and Enrolled by School
     - b) Applicants Admits and Enrolled by Entry Groups
     - c) Applicants Admits and Enrolled Students Profile
     - d) Admission funnel by Entry groups with Yield rates
     - e) Weekly Trend Reports by Entry Groups
     - f) International Students - Applicants Admits and Enrolled Students
     - g) International Students by Entry Groups
     - h) International Students - Quality Profile
   - Enrollment
     - a) Student Credit Hours by Course Levels
     - b) Student Credit Hours by Schools
     - c) Student Headcount by Class Levels
     - d) Student Headcount by Class Levels with Department Filter
     - e) Student Headcount by Schools
How do I login to the Reporting Services website?

You can connect/browse the IMIR Reporting Services site at: [https://webdata.iupui.edu/](https://webdata.iupui.edu/)

Once you login/authenticate with your IU network username/password you should see a screen like below.

This is the home screen for the RS site. You will notice that there are three main folders which serve as primary navigation links.

How do I configure Internet Explorer for IMIR Reporting Services?

**Manual configuration**

To manually configure IE so it works well with IMIR Reporting Services:

1. In IE, select the **Tools** menu. If you do not see the menu, press the Alt key.
2. Click **Internet Options**.
3. On the **Security** tab, select **Trusted Sites**, and then click **Sites**.
4. Under "Add this website to the zone", add the following sites (type one at a time, clicking **Add** after each):
   - [https://*.webdata.iupui.edu](https://*.webdata.iupui.edu)
   - [https://webdata](https://webdata)
5. Click **Close**.
6. Make sure **Trusted Sites** is still selected, and then click **Custom Level**.
7. Scroll to the bottom to the **User Authentication** setting, and then under "Logon", select **Automatic logon with current user name and password**. Click **OK**.
8. Switch to the **Connections** tab, and then click **LAN settings**.
9. Make sure **Automatically detect settings** is not selected.
10. Click **OK** twice, and then close and re-launch Internet Explorer.
In Windows, how do I configure Firefox for IMIR Reporting Services?

Using Firefox, you may have difficulty logging into IMIR Reporting Services at IUPUI. To avoid problems, you can configure Firefox for Windows to allow Reporting Services' automatic authentication mechanism. No fix is currently known for Firefox for Mac OS X.

1. In the Firefox Address Bar, instead of typing a URL, enter: about:config

   This will open the configuration interface. You may need to agree to a security warning in order to proceed.

2. Next to "Filter", enter uris. In the filter results, double-click network.automatic-ntlm-auth.trusted-uris.

3. In the Enter string value dialog box, enter:

   Note: Make sure to separate individual URLs with commas, but do not put spaces between them.

   When you're finished, click Ok.

4. Return to the filter results, and then double-click network.negotiate-auth.trusted-uris. Enter the same information you entered in the previous step, with the URLs separated by commas and with no spaces. When you're finished click Ok.

5. Close Firefox, and then relaunch it.
How do I browse to a report and view or download data?

If you are interested in looking at one of the pre-defined reports, just click on the folder link for ex:

To view Admission funnel by School report click on → A) IUPUI Point-In-Cycle Reports → Admissions → A) Admission funnel by School

Next, you will see report rendered which will look similar to shown below.

You can change the report parameters (for ex: Current Term and Week) from the drop down and then click on ‘View Report’ button on the right side page border.

To export data to an excel spreadsheet or Adobe PDF or few other formats you can click on ‘Select a format’ and then click ‘Export’

Note:

Many of the reports published on this site have drill down capabilities. That is you can click on the hyperlinked row items to get further breakdown of the total numbers.
Help and Related Documents

You can get this document as well as other supporting documents from IMIR Reporting Services Help site at:

https://www.sharepoint.iu.edu/sites/imir/Help

Data Dictionary

For details about the fields used in the dataset to build this reports refer to the attached document at:

https://www.sharepoint.iu.edu/sites/imir/Help