Go to vanderbilt.edu/pie/

Go to the Resources tab and click on Oracle Business Intelligence

The Office for Planning and Institutional Effectiveness (formerly the Vanderbilt Institutional Research Group) partners with Vanderbilt leaders to support decision-making, planning, and actions based on high-quality and relevant data, information, and analysis.

Data Governance and Solutions
Partnering
Institutional Research and
Assessment
Sign In

Note: If working off campus or not connected to a Vanderbilt University network, you will need to connect to the Vanderbilt University VPN using PulseSecure in order to access the login screen.

Sign in using your VUNet ID and Epassword

Add this link to your bookmarks for quick access in the future.
Once logged in, the tool opens to the Home Page.
Click Catalog to see Folders and Reports
Catalog Page

Drag this bar to the right if you are having trouble seeing the name of a folder

Expand Shared Folders by clicking on the triangle
Navigate to a folder and click on the folder name to see a list of reports.

- BI Publisher report
  Sorts A-Z at the bottom of report list

- Answers report
  Sorts A-Z at the top of report list
GUIDE FOR RUNNING ANSWERS REPORTS
Click Open to run a report
Answers
Report Prompts

Required prompts are preceded by an asterisk *

Optional prompts
- Contain text "All Column Values"
- Or can be blank
Once all required prompts are populated, click Continue

Multiple ways to select prompt values:
- Scroll down list and select a value
- Use Search... feature
- Type prompt value directly into box and use semicolons (;) to separate values in list
  - Prompt box will show highlighted values related to what you're typing
## Data appears

<table>
<thead>
<tr>
<th>Term Short Descr</th>
<th>Academic Career Code</th>
<th>Academic Group Code</th>
<th>Last Name</th>
<th>Person ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017F</td>
<td>UGRD</td>
<td>A&amp;S</td>
<td>Abadula</td>
<td>000406539</td>
</tr>
<tr>
<td>2017F</td>
<td>UGRD</td>
<td>A&amp;S</td>
<td>Abbott</td>
<td>000471712</td>
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<td>2017F</td>
<td>UGRD</td>
<td>A&amp;S</td>
<td>Acclamak</td>
<td>000444239</td>
</tr>
</tbody>
</table>

Change prompts and click Apply for different result sets

**Answers Report Results**
Click on gear for print and export options

Under the Export to Excel option, if the report contains multiple tabs:
- Export Current Page will only export the page that is currently visible
- Export Entire Dashboard will export every tab in the report. When using this option, make sure every tab has the prompts set to the desired values.
To add the current page (tab) of a report to your Favorites list, click on the Favorites menu and click on Add to Favorites.

Note: If you want to return to the first tab of a report when accessing it through the Favorites list, make sure to be on the first tab of the report when you click Add to Favorites.
To remove a report from your Favorites, click on the Favorites menu and click on the report you would like to remove.

From there, click back on the Favorites menu and click Remove from Favorites.
Click on Catalog to return to the list of folders and reports.
GUIDE FOR RUNNING BI PUBLISHER REPORTS
Click Open to run a report
BI Publisher Report Prompts

Required prompts are preceded by an asterisk *

Optional prompts
- Contain text "All"
- Or can be blank
Once all required prompts are populated, click Apply

Multiple ways to select prompt values:
- For prompts with choice lists:
  - Scroll down list and select a value
  - Use Search... feature
- For prompts without choice lists:
  - Type prompt value directly into box and use commas (,) to separate values in list
  - Remember: blank prompts may be optional
BI Publisher Report Results

Change prompts and click Apply for different result sets

Data appears
Click on gear for print and export options
To add the current report to your Favorites list, click on the Favorites menu and click on Add to Favorites.

Note: The report may turn blank while the Favorites menu is open.
To remove a report from your Favorites, click on the Favorites menu and click on the report you would like to remove.

From there, click back on the Favorites menu and click Remove from Favorites.
Click on Catalog to return to the list of folders and reports.