Go to vanderbilt.edu/pie/

Go to the Portal tab and click on PIE Data Reports (OBI)

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.
If working off campus or not connected to the Vanderbilt University network, you will need to connect to the Vanderbilt University VPN using Pulse Secure. Click here to get help setting up this connection.

Click on this link to access the Oracle Business Intelligence (OBI) reports, connecting first to the Vanderbilt University VPN, if necessary.
Add this link to your bookmarks for quick access in the future

Sign in using your VUNet ID and Epassword
Once logged in, the tool opens to the Home Page.
Click Catalog to see Folders and Reports
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.

- Answers report
  Sorts A-Z at the top of report list

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

Data appears

Change prompts and click Apply for different result sets
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
**BI Publisher Report Prompts**

- **Required prompts** are preceded by an asterisk (*).
  - Contain text "All"
  - Or can be blank.

**Optional prompts**
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
Change prompts and click Apply for different result sets.
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.