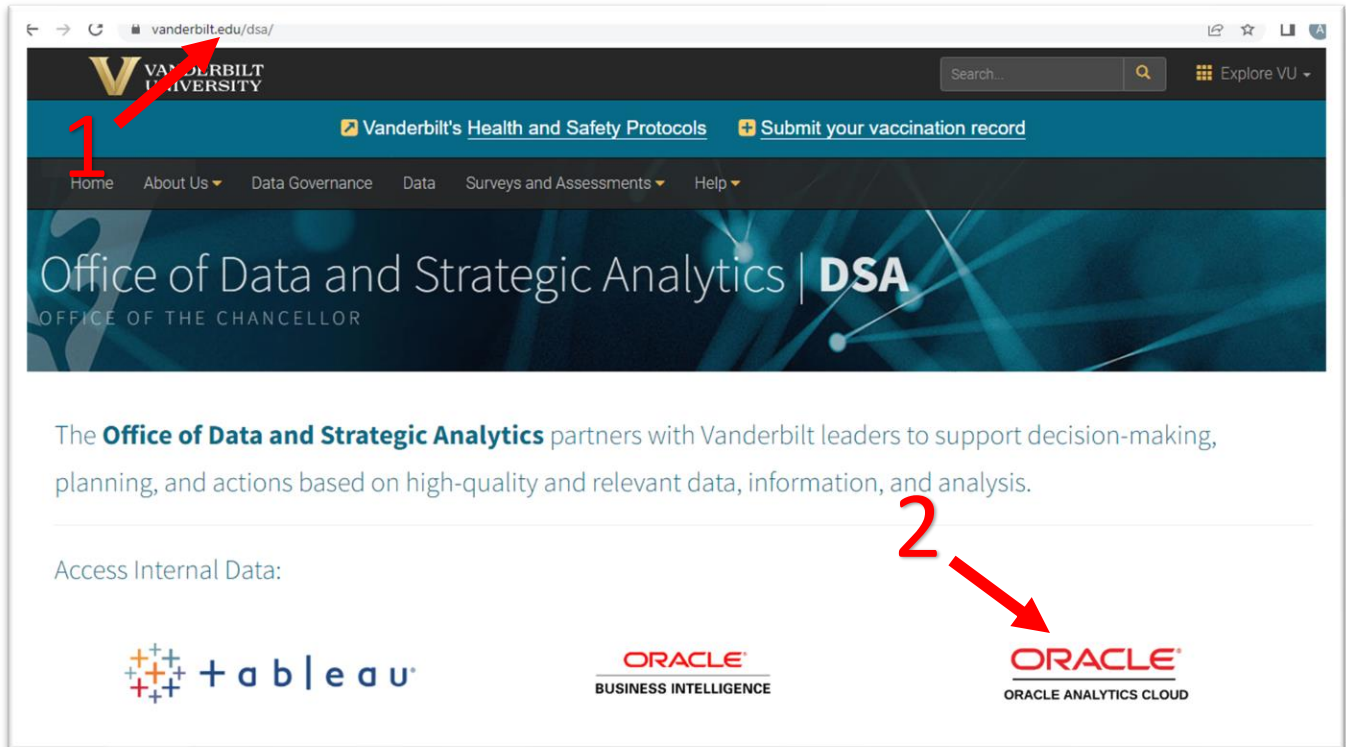
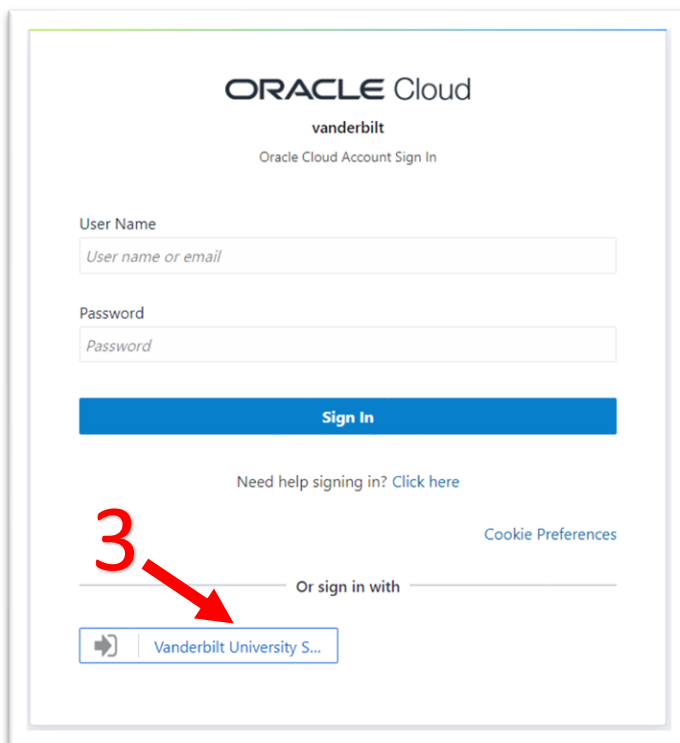


# Guide for Running OAC Reports

1. Go to <https://www.vanderbilt.edu/dsa/> in your web browser.
2. Click on the Oracle Analytics Cloud icon.



3. You will be redirected to the following page where you will use the “**Vanderbilt University SSO**” option to sign in.
  - a. You may be required to provide DUO Multi-Factor Authentication in order to sign in.
  - b. If not set up already, directions for setting up DUO Multi-Factor Authentication can be found at the following link: [it.vanderbilt.edu/services/catalog/security/identity\\_and\\_access\\_management/Multi\\_Factor\\_Authentication.php](https://it.vanderbilt.edu/services/catalog/security/identity_and_access_management/Multi_Factor_Authentication.php)

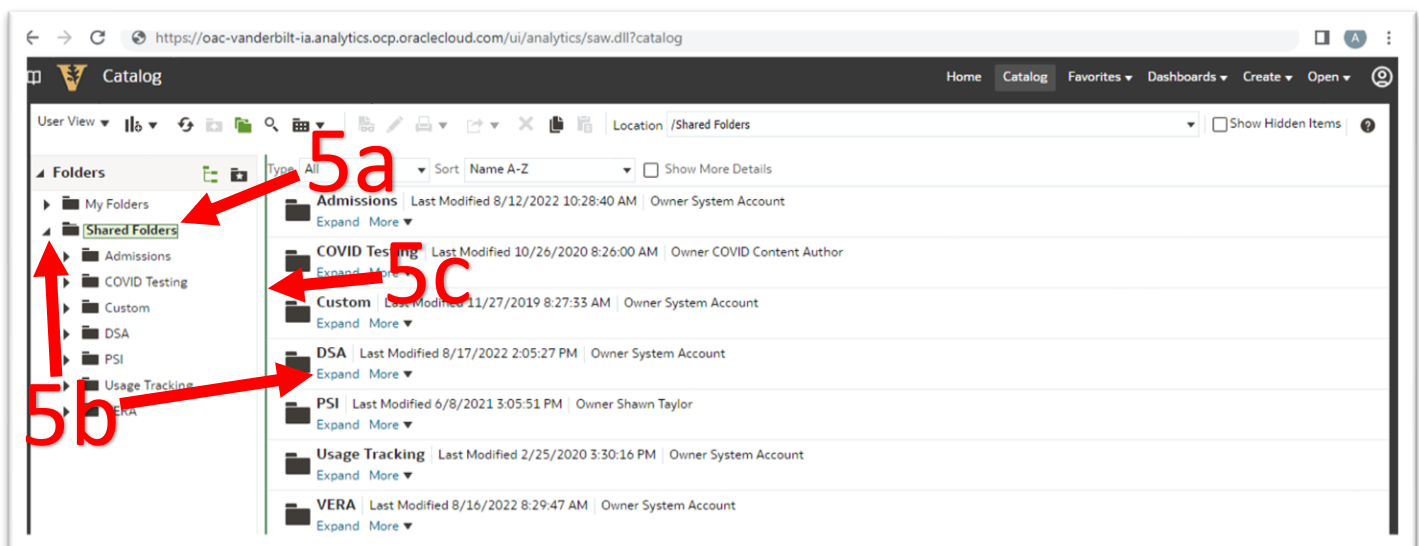


4. You will be asked to sign in using your Username (VUNet ID) and password, as shown below, and then you will be asked for your DUO Multi-Factor Authentication, which should have been set up in step 3.

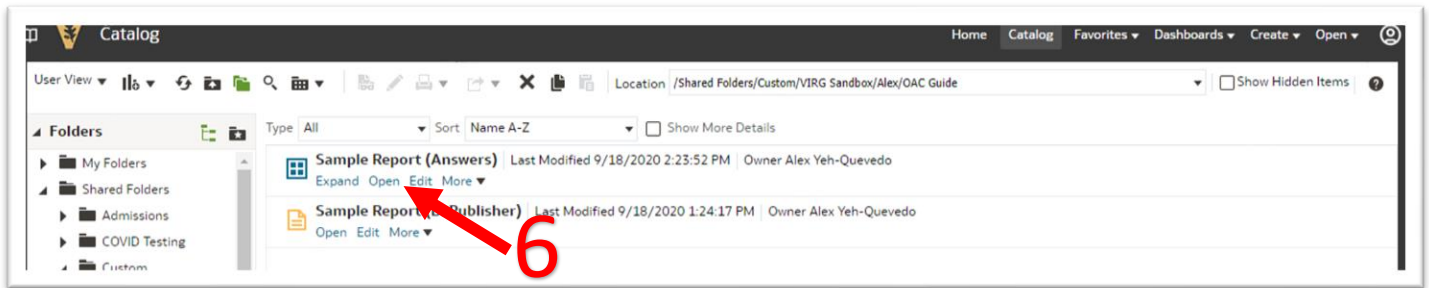
The first screenshot is the 'Sign On' page for Vanderbilt University. It features the university's logo at the top. Below the logo, there are two input fields: 'USERNAME' and 'PASSWORD'. A checkbox labeled 'This is my device' is located below the password field. A blue 'Sign On' button is positioned below the checkbox, and a link for 'Change Password?' is at the bottom.

The second screenshot is the 'Two-Factor Authentication' page. It also features the Vanderbilt University logo. Below the logo, there is a 'Settings' button. Two green buttons are present: 'Send Me a Push' and 'Enter a Bypass Code'. A checkbox for 'Remember me for 30 days' is located below these buttons. At the bottom, a blue banner displays the message 'Pushed a login request to your device...' with a 'Cancel' button.

5. Once logged in, you will be redirected to the Catalog Page of OAC, which you can add to your Internet Browser's bookmarks/favorites list for quicker access in the future.
- By clicking on the **"Shared Folders"** in the left-hand panel, you can view all report folders you have access to.
  - You can expand folder contents by clicking on the triangle directly to the left of the folder name in the left-hand panel, clicking on a folder name in the left-hand panel, double clicking on a folder name in the right-hand panel, or by clicking on the **"Expand"** option beneath the folder name in the right-hand panel.
  - You can drag the left-right dividing bar to create more space in the Folders list if needed.

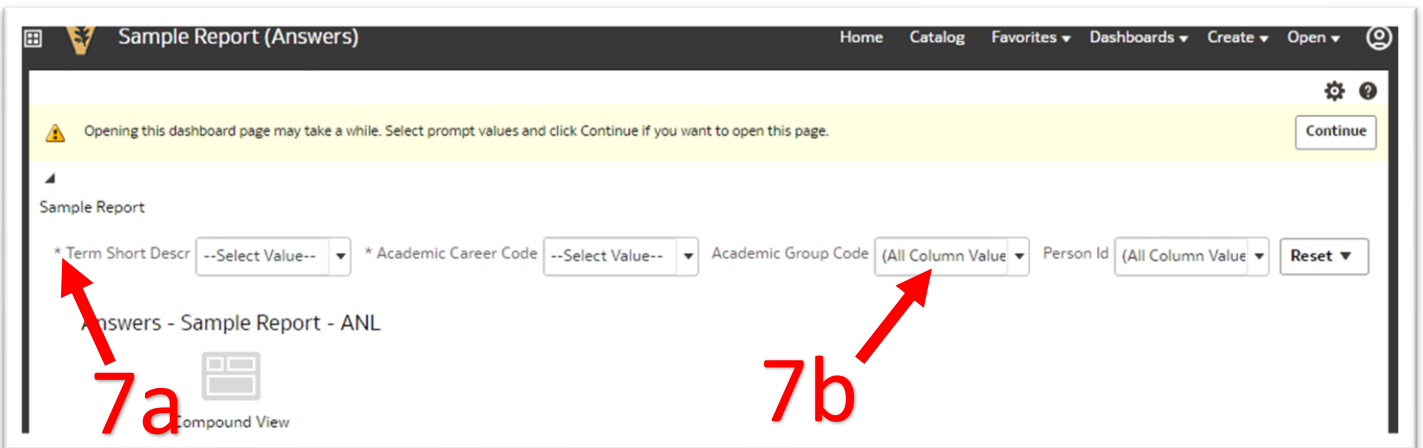


6. Click **“Open”** to run a report.
- Answers (📊) reports sort A-Z at the top of the report list.
  - BI Publisher (📄) reports sort A-Z at the bottom of the report list.

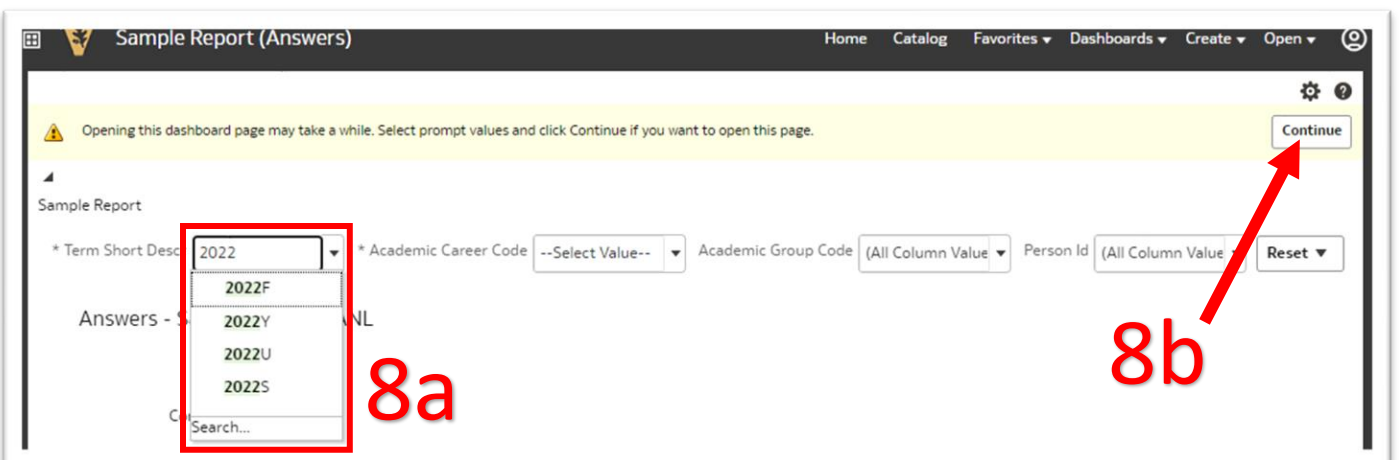


## Answers (📊) Reports

7. a. Required report prompts are preceded by an asterisk.  
b. Optional report prompts are not preceded by an asterisk and usually contain the text “All Column Values.”



8. a. There are multiple ways to select prompt values:
- Scroll down the choice list and select a value.
  - Use the **“Search...”** feature.
  - Type prompt values directly into the box and use semicolons (;) to separate values in the list.
    - Example: 2022F;2022S;2022U (without spaces after semicolons)
    - The prompt box will show highlighted values related to what you’re typing into it.
- b. Once all required prompts are populated, click **“Continue.”**



9. a. Data appears here.
- b. Change prompts and click “**Apply**” to return different result sets.

**Sample Report (Answers)**

\* Term Short Descr: 2022F \* Academic Career Code: UGRD Academic Group Code: (All Column Value) Person Id: 000759608;0006 **Apply** **Reset**

Term Short Descr	Academic Career Code	Academic Group Code	Last Name	Person Id
2022F	UGRD	A&S	Aaron	000759608
2022F	UGRD	A&S	Abadali	000638971
2022F	UGRD	A&S	Abbas	000867440

#### 10. Data Exporting Options

- a. If the data you’re exporting has an “Export” link at the bottom, use this option, otherwise use options (b) and (c).
- b. Click on the gear for Printing and Exporting options.
- c. 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.

2022F	UGRD	A&S	Ambal	000848228
2022F	UGRD	A&S	Amberg	000631743
2022F	UGRD	A&S	Ambriano	000660673

**Export** Rows 1 - 100

**Sample Report (Answers)**

\* Term Short Descr: 2022F \* Academic Career Code: UGRD Academic Group Code: (All Column Value) Person Id: 000759608;0006

Term Short Descr	Academic Career Code	Academic Group Code	Last Name	Person Id
2022F	UGRD	A&S	Aaron	000759608
2022F	UGRD	A&S	Abadali	000638971
2022F	UGRD	A&S	Abbas	000867440

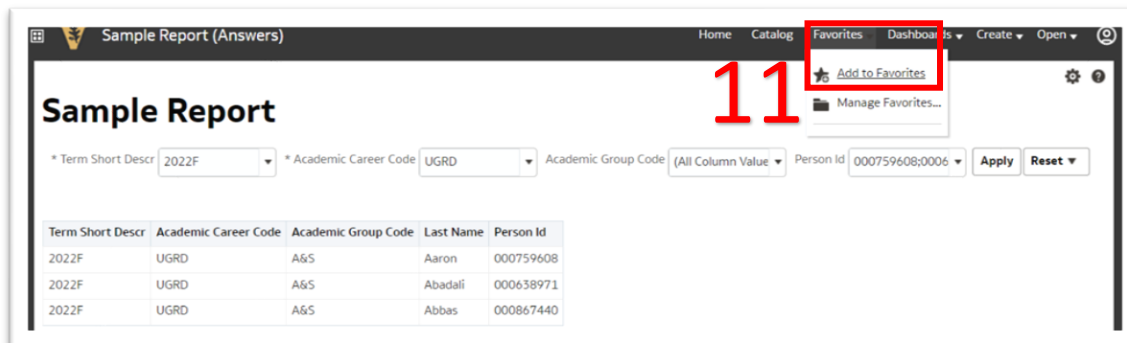
**Export to Excel**

- Export Current Page
- Export Entire Dashboard

## 11. Favoriting a Report

To add the current page (tab) of a report to your Favorites list, click on the Favorites menu and click on **“Add to Favorites.”**

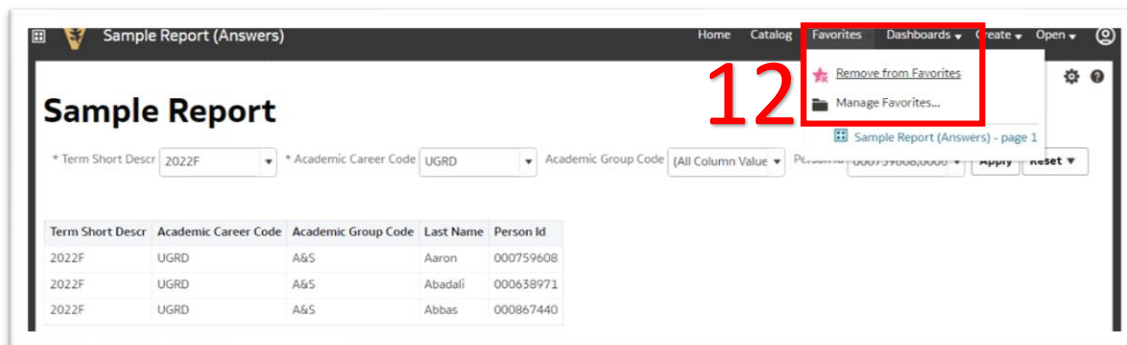
- If you want to return to the first tab of a report when accessing it through the Favorites list, make sure to be on the first tab of the report when you click **“Add to Favorites.”**



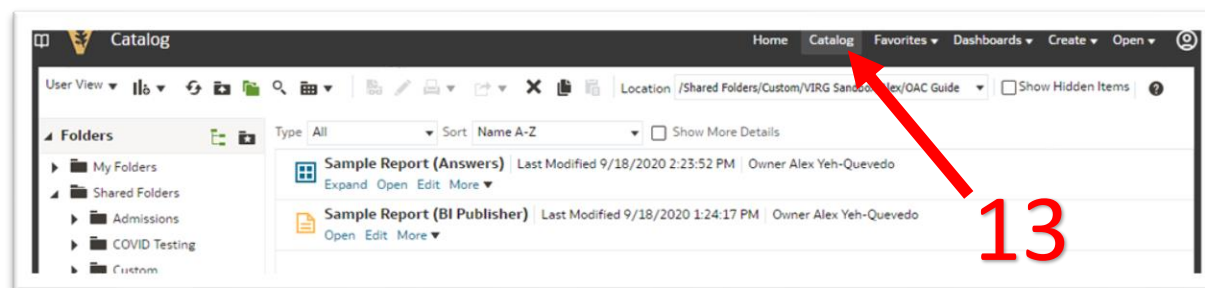
## 12. Removing a Favorited Report

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.”**

- Alternatively, you can use the **“Manage Favorites...”** option to remove a Favorited page.



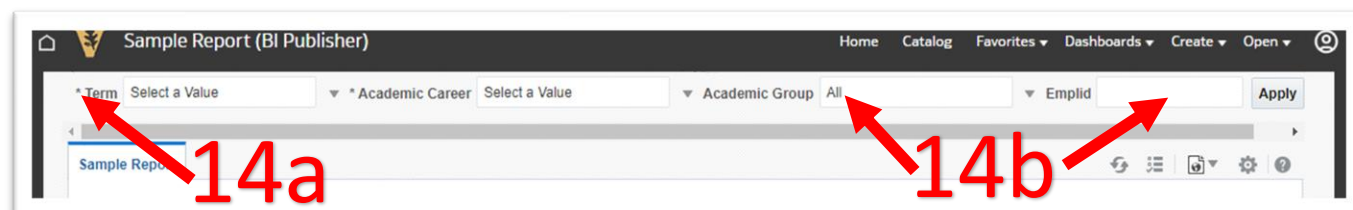
## 13. Click on “Catalog” to return to the list of folders and reports.



## BI Publisher (📄) reports

### 14. a. Required report prompts are preceded by an asterisk.

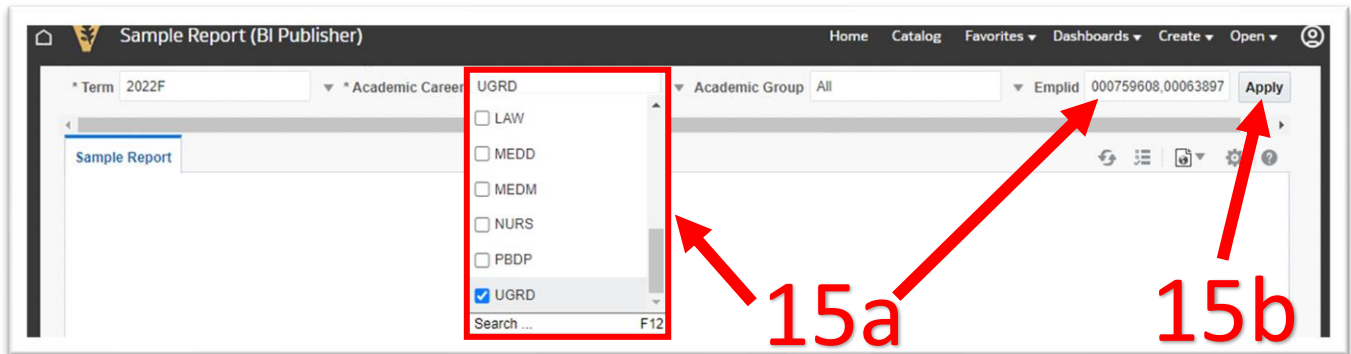
b. Optional report prompts are not preceded by an asterisk and usually contain the text “All” or are left blank



15. a. There are multiple ways to select prompt values:

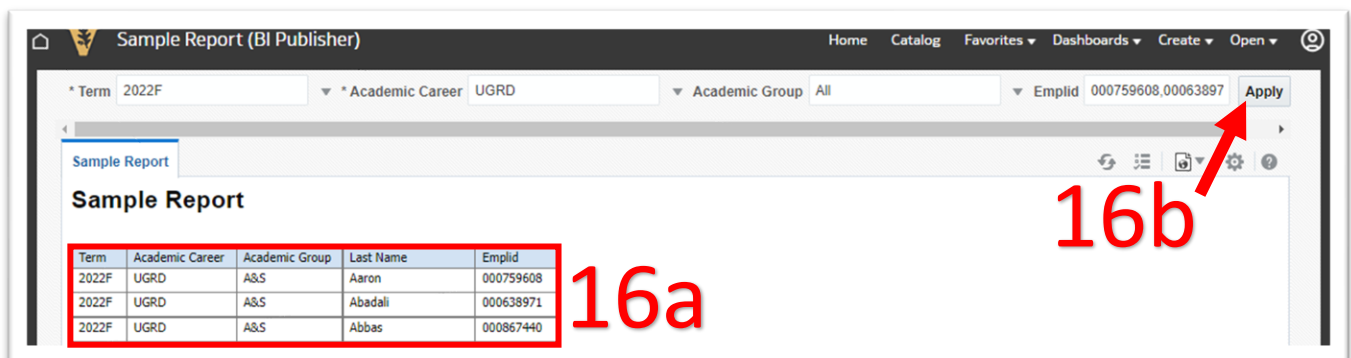
- For prompts with choice lists:
  - Scroll down the list and select a value.
  - Use the “Search...” feature.
- For prompts without choice lists:
  - Type prompt values directly into the box and use commas (,) to separate values in the list.
  - Example: 2022F,2022S,2022U (without spaces after commas)
  - Note: Blank prompts may be optional.

b. Once all required prompts are populated, click “Apply.”



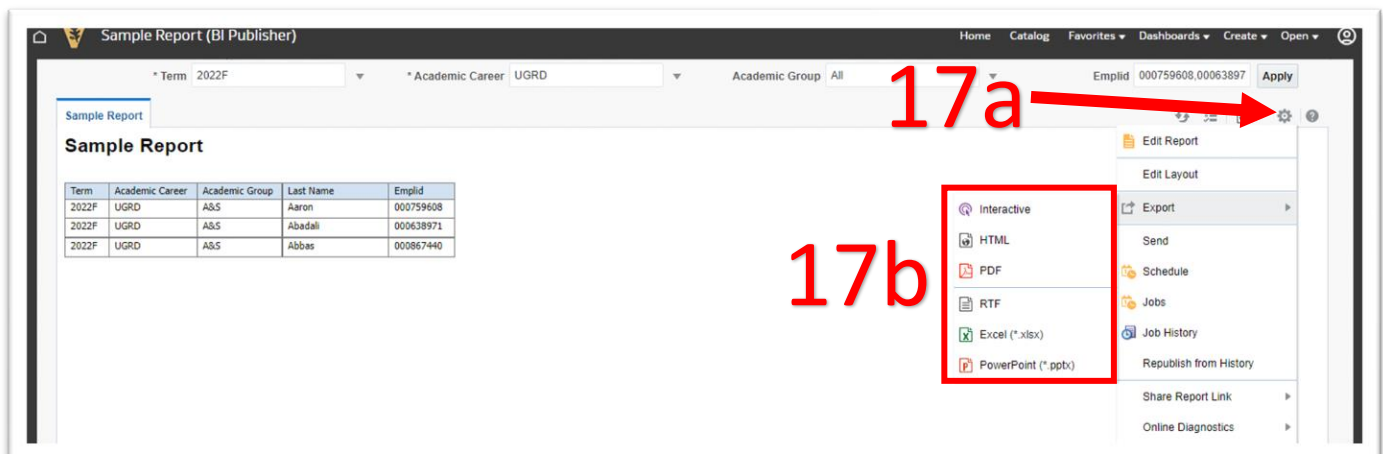
16. a. Data appears here.

b. Change prompts and click “Apply” to return different result sets.



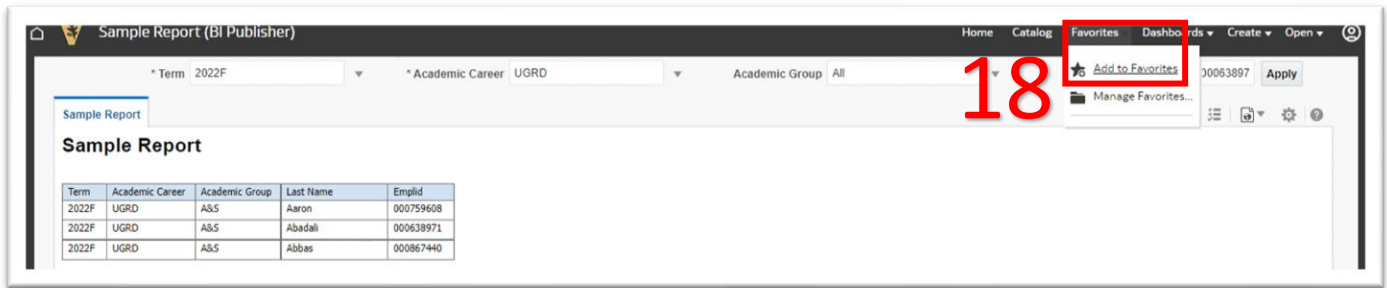
## 17. Data Exporting Options

- a. Click on the gear for Printing and Exporting options.
- b. Find export options by hovering over the “Export” option.



## 18. Favoriting a Report

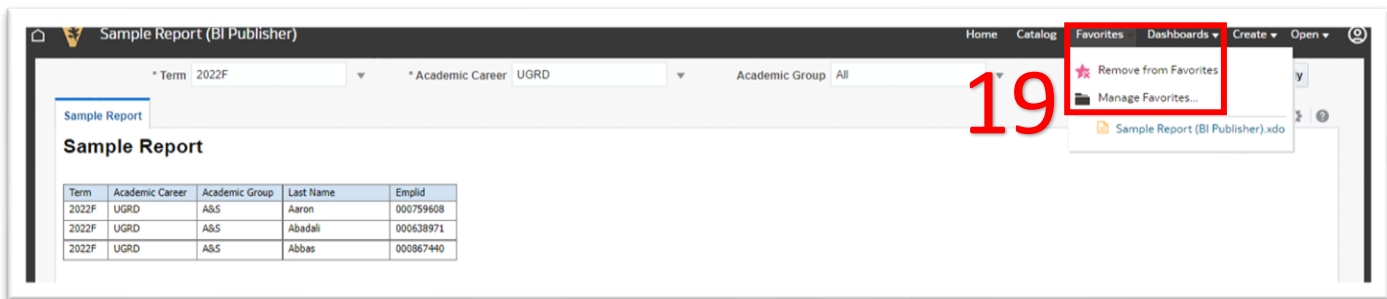
To add the current report to your Favorites list, click on the Favorites menu and click on “Add to Favorites.”



## 19. Removing a Favorited Report

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.”

- Alternatively, you can use the “Manage Favorites...” option to remove a Favorited page.



20. Click on “Catalog” to return to the list of folders and reports.

