

**Guide for running  
Oracle Business  
Intelligence Reports**

**ver.08.19.20**



# Sign In


The screenshot shows a web browser window with the URL `https://bi.app.vanderbilt.edu/analytics/saw.dll?bieehome`. The page header includes the Vanderbilt University logo and the text "Business Intelligence". A green callout box on the left contains the following text: "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." Below this note is a PulseSecure icon and the text "PulseSecure Icon". The main sign-in form is titled "Sign In" and includes the instruction "Enter your user id and password." The form fields are: "User ID" with the value "baileydl", "Password" with masked characters ".....", and a "Sign In" button. Below the button are checkboxes for "Accessibility Mode" and a language dropdown menu set to "English". A green callout box with an arrow pointing to the "Sign In" button contains the text: "Sign In using your VUNetID and Epassword".

Oracle Business Intelligence

Secure | <https://bi.app.vanderbilt.edu/analytics/saw.dll?bieehome>

VANDERBILT Business Intelligence

**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.**

 PulseSecure Icon

**Sign In**  
Enter your user id and password.

User ID  
baileydl

Password  
.....

Sign In

Accessibility Mode

English

**Sign In using your VUNetID and Epassword**

# Home Page

Oracle BIEE Home

Secure | <https://bi.app.vanderbilt.edu/analytics/saw.dll?bieehome>

VANDERBILT Business Intelligence

Search All

Advanced Help Sign Out

Home Catalog Favorites Dashboards New Open Signed In As Forceno, Linda R

Home

Recent Dashboards

Most Popular

No recommendations are currently available. Most Popular items will be displayed here when results become available.

Once logged in, the tool opens to the Home Page.

# Home Page

The image shows a web browser window displaying the Oracle Business Intelligence Enterprise Edition (BIEE) Home page. The browser's address bar shows the URL `https://bi.app.vanderbilt.edu/analytics/saw.dll?bieehome`. The page header includes the Vanderbilt University logo and the text "Business Intelligence". A navigation menu at the top contains "Home", "Catalog", "Favorites", "Dashboards", "New", "Open", and "Signed In As Forceno, Linda R". A green callout box with a blue border points to the "Catalog" menu item and contains the text "Click Catalog to see Folders and Reports". The main content area is divided into three sections: "Create..." with a purple icon and the text "Actionable Intelligence Action"; "Jobs"; "Recent Dashboards"; and "Most Popular" with a blue information icon and the text "No recommendations are currently available".

Oracle BIEE Home

Secure | `https://bi.app.vanderbilt.edu/analytics/saw.dll?bieehome`

VANDERBILT Business Intelligence

Search All

Advanced Help Sign Out

Home Catalog Favorites Dashboards New Open Signed In As Forceno, Linda R

Create...

Actionable Intelligence Action

Jobs

Recent Dashboards

Most Popular

No recommendations are currently available

**Click Catalog to see Folders and Reports**

# Catalog Page

The screenshot shows the Oracle BI Catalog interface. At the top, there is a browser window with the URL <https://bi.app.vanderbilt.edu/analytics/saw.dll?catalog#%7B%22location%22%3A%22%2Fusers%2Fbaileydl%22%7D>. The page header includes the Vanderbilt Business Intelligence logo, a search bar, and navigation links for Home, Catalog, Favorites, Dashboards, New, Open, and Sign Out. The main content area is titled 'Catalog' and shows a folder tree on the left with 'My Folders' and 'Shared Folders'. A green arrow points from a small triangle next to 'Shared Folders' to a text box at the bottom right.

**Expand Shared Folders by clicking on the Triangle.**

# Folders

Business Intelligence

Search All [ ] Advanced Help Sign Out

Catalog Home Catalog Favorites Dashboards New Open Signed In As Nagarajarao, Soujanya

Location /Shared Folders/Coeus Show Hidden Items

Folders

- My Folders
- Shared Folders
  - Information and Training-
  - Coeus**
    - All Schools Coordinators
    - Alumni
    - BRET Office
    - COEUS Distributed Reports
    - Department Reports
    - Periodic Reports
    - SPA Central Office
    - Subject Area Contents
  - Custom
  - Sample Lite

Type All Sort Name A-Z Show More Details

All Schools Coordinators	Last Modified 3/12/2018 12:21:54 PM	Owner Taylor, Shawn Michael
Alumni	Last Modified 3/12/2018 12:21:55 PM	Owner Taylor, Shawn Michael
BRET Office	Last Modified 3/12/2018 12:21:55 PM	Owner Taylor, Shawn Michael
Distributed Reports	Last Modified 3/12/2018 12:22:46 PM	Owner Taylor, Shawn Michael

**- Folder structure similar to BI Launch Pad**  
**- Access is the same as BI Launch Pad**  
**- Select Coeus**

# Reports

Navigate to a folder and click on the folder name to see a list of reports.

Advanced Help Sign Out

Signed In As Nagarajaroo, Soujanya

Show Hidden Items

Type All Sort Name A-Z Show More Details

- AP1 Investigator (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- AP2 Active Pending Grants by Sponsor (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- AP3 Grants by Department (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- AP4 Department (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- AP6DP Department Award Activity (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- AP6DV Division Award Activity (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya
- Grant History By Sponsor (Department Reports)
- Incoming VUMC Subcontracts to
- Investigator Activity (Department Reports)
- PHS398 Other Support (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Poris, Jillian
- Proposals Submitted By Date Range (Department Reports) Last Modified 3/12/2018 12:21:55 PM | Owner Nagarajaroo, Soujanya

BI Publisher

Sorts A-Z at bottom of report list.

My Folders

Shared Folders

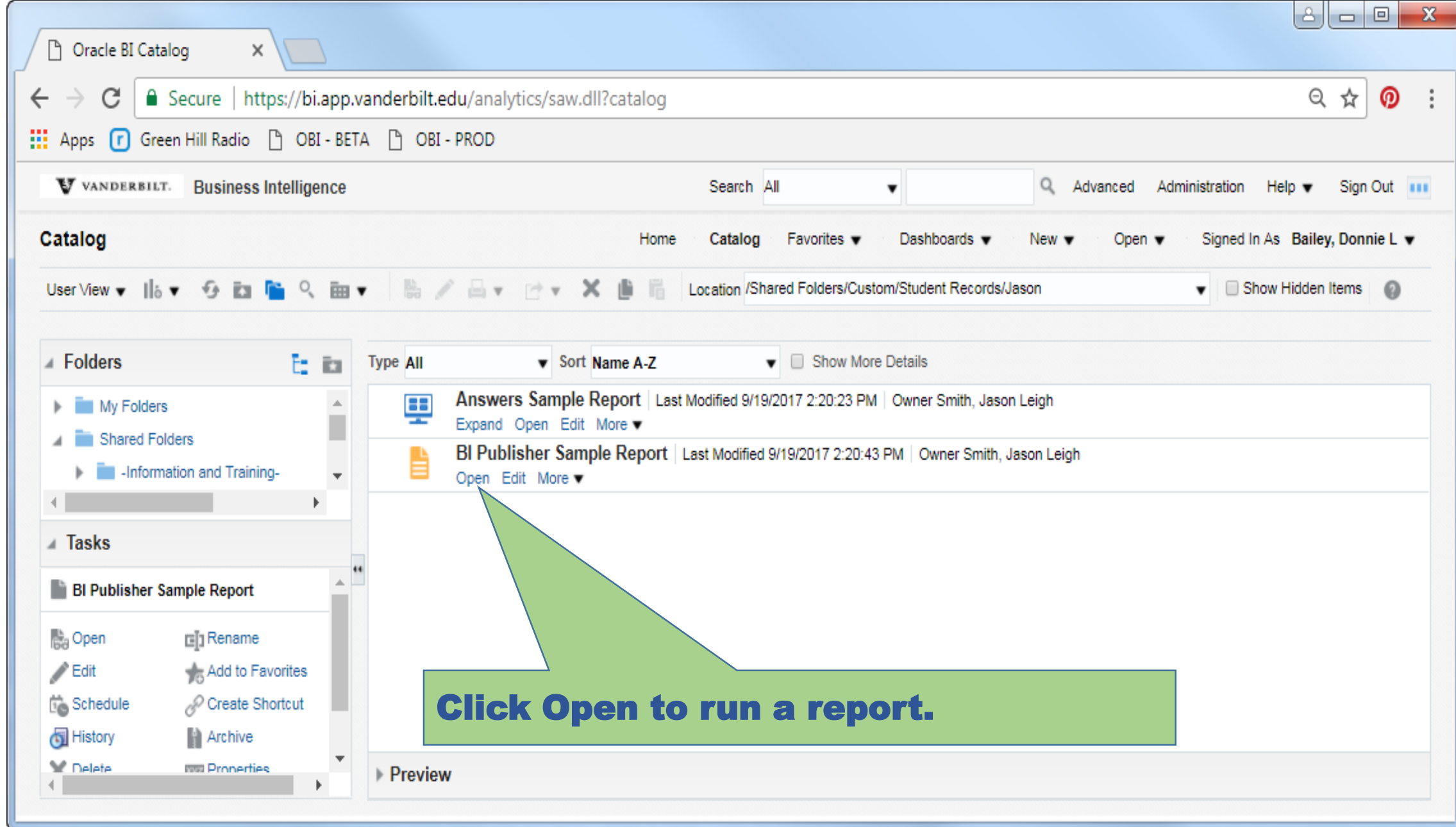
- Information and Tr
- Coeus
  - All Schools Coc
  - Alumni
  - BRET Office
  - COEUS Distributed Reports
  - Department Reports
  - Periodic Reports
  - SPA Central Office
  - Subject Area Contents
- Custom
- Sample Lite

Tasks

Department Reports

Expand Rename

# BI Publisher Report



Oracle BI Catalog

Secure | <https://bi.app.vanderbilt.edu/analytics/saw.dll?catalog>

VANDERBILT Business Intelligence

Search All

Advanced Administration Help Sign Out

Catalog Home Catalog Favorites Dashboards New Open Signed In As Bailey, Donnie L

User View Location /Shared Folders/Custom/Student Records/Jason Show Hidden Items



Folders

- My Folders
- Shared Folders
  - Information and Training-

Tasks

- BI Publisher Sample Report
- Open
- Edit
- Schedule
- History
- Delete
- Rename
- Add to Favorites
- Create Shortcut
- Archive
- Properties

Type All Sort Name A-Z Show More Details

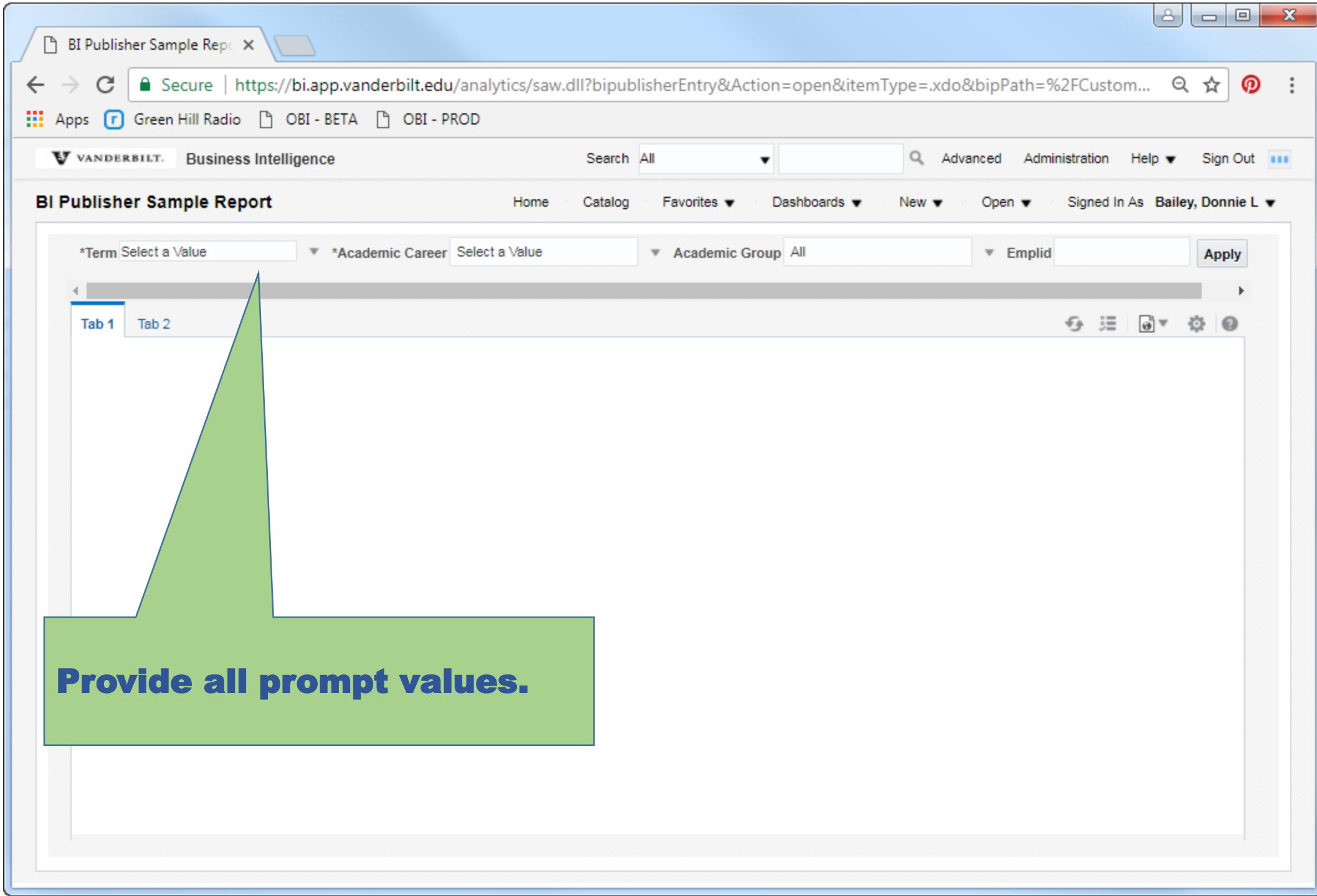
	<b>Answers Sample Report</b>	Last Modified 9/19/2017 2:20:23 PM	Owner Smith, Jason Leigh
	<a href="#">Expand</a> <a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>		
	<b>BI Publisher Sample Report</b>	Last Modified 9/19/2017 2:20:43 PM	Owner Smith, Jason Leigh
	<a href="#">Open</a> <a href="#">Edit</a> <a href="#">More</a>		

**Click Open to run a report.**

Preview



# BI Publisher Report Prompts



The screenshot shows a web browser window displaying a BI Publisher report. The browser's address bar shows the URL: <https://bi.app.vanderbilt.edu/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom...>. The page title is "BI Publisher Sample Report". The interface includes a search bar, navigation links (Home, Catalog, Favorites, Dashboards, New, Open), and a user profile (Signed In As Bailey, Donnie L). Below the navigation, there are four prompts: "\*Term Select a Value", "\*Academic Career Select a Value", "Academic Group All", and "Emplid". An "Apply" button is located to the right of the prompts. A green callout box with a blue border points to the prompts and contains the text: "Provide all prompt values."

# BI Publisher Running a Report

The screenshot shows the BI Publisher interface for running a report. The browser address bar displays the URL <https://bi.app.vanderbilt.edu/analytics/sa>. The page title is "BI Publisher Sample Report". The interface includes a navigation menu with options like Home, Catalog, Favorites, Dashboards, New, Open, and Signed In. The main content area shows a report configuration screen with the following elements:

- \*Term: 2017F
- \*Academic Career: A dropdown menu is open, showing a list of options: LAW, MEDD, MEDM, NURS, PBDP, and UGRD. The UGRD option is selected with a checkmark. A search bar at the bottom of the menu contains "F12".
- Academic Group: All
- Emplid: 000406539,0004717 (highlighted in yellow)
- Apply button (highlighted in yellow)

Two green callout boxes provide instructions:

- Top callout: **Once all required prompts are populated, click Apply**
- Bottom callout: **Multiple ways to select prompt values**
  - Scroll down list and select a value
  - Use Search feature
  - Use comma (,) to separate ID lists

# BI Publisher Report Results

The screenshot shows a web browser window displaying a BI Publisher report. The browser's address bar shows the URL: <https://bi.app.vanderbilt.edu/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom...>. The page header includes the Vanderbilt Business Intelligence logo, a search bar, and navigation links for Advanced, Administration, Help, and Sign Out. The report title is "BI Publisher Sample Report".

At the top of the report, there are several filters: "\*Term" set to "2017F", "\*Academic Career" set to "UGRD", "Academic Group" set to "All", and "Emplid" set to "000406539,0004717". An "Apply" button is located to the right of these filters.

Below the filters, there are two tabs: "Tab 1" (selected) and "Tab 2". The main content area is titled "BI Publisher Example - Tab 1" and contains a table with the following data:

Term	Academic Career	Academic Group	Last Name	Emplid
2017F	UGRD	A&S	Abadula	000406539
2017F	UGRD	A&S	Abbott	000471712
2017F	UGRD	A&S	Abdelmalak	000544239

A green callout box with a blue border points to the "Apply" button and contains the text: "Change Prompts and click Apply for different result sets". Another green callout box with a blue border points to the table and contains the text: "Data appears".

# BI Publisher Printing and Exporting

The screenshot shows the BI Publisher interface in a web browser. A green callout box points to a gear icon in the top right corner of the report viewer, with the text "Click on gear for print and export options". The report is titled "BI Publisher Example - Tab 1" and displays a table with the following data:

Term	Academic Career	Academic Group	Last Name	Emplid
2017F	UGRD	A&S	Abadula	000406539
2017F	UGRD	A&S	Abbott	000471712
2017F	UGRD	A&S	Abdelmalak	000544239

The export menu is open, showing the following options:

- Interactive
- HTML
- PDF
- RTF
- Excel (\*.xlsx)
- PowerPoint (\*.pptx)
- Edit Report
- Edit Layout
- Export
- Send
- Schedule
- Jobs
- Job History
- Republish from History
- Share Report Link

# Return to Report List

The screenshot shows the Oracle BI Catalog web application. The browser address bar displays the URL `https://bi.app.vanderbilt.edu/analytics/saw.dll?catalog`. The page header includes the Vanderbilt University logo, the text "Business Intelligence", a search bar, and navigation links for "Advanced", "Administration", "Help", and "Sign Out". The user is signed in as "Bailey, Donnie L".

The main navigation menu includes "Home", "Catalog", "Favorites", "Dashboards", "New", "Open", and "Signed In As Bailey, Donnie L". A green callout box with a blue border points to the "Catalog" menu item, containing the text: "Click on Catalog to return to the list of folders and reports".

The interface shows a file explorer view of the "Shared Folders/Custom/Student Records/Jason" location. The left sidebar contains "Folders" (My Folders, Shared Folders, -Information and Training-) and "Tasks" (BI Publisher Sample Report). The main content area displays a list of reports:

Type	Name	Last Modified	Owner
Answers Sample Report	Answers Sample Report	9/19/2017	Smith, Jason Leigh
BI Publisher Sample Report	BI Publisher Sample Report	9/19/2017	Smith, Jason Leigh

Each report entry includes "Open", "Edit", and "More" options. A "Preview" section is visible at the bottom of the main content area.

# Favorites

The screenshot shows the Oracle BI Interactive Dashboard interface. At the top, there is a browser window with the URL <https://bi.app.vanderbilt.edu/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FCustom%2FStudent%20Records%2FJ...>. The dashboard header includes the Vanderbilt Business Intelligence logo, a search bar, and navigation links for Home, Catalog, Favorites, Dashboards, New, Open, and Sign Out. The user is signed in as Bailey, Donnie L.

The main content area is titled "Answers Report Prompt Examples". It features a yellow warning banner at the top: "Opening this dashboard page may take a while. Select prompt values and click Continue if you want to continue." Below this, there are several report prompts, including "Answers Report Example" with dropdown menus for "Term Short Descr" and "Academic Career Code".

A green callout box points to the "Favorites" menu, which is open and shows the following options:

- Remove from Favorites
- Manage Favorites...
- Answers Sample Report - Tab 1
- BI Publisher Sample Report.xdo

Below the callout, the dashboard content includes "Answers - Prompt Examples - ANL" with a "Compound View" icon and "Global CSS - ANL". A "Reset" button is visible on the right side of the dashboard.

**Use Favorites for quick access to most often used reports.**

**Need Help?**

**Email**

**[john.l.deltufo@vanderbilt.edu](mailto:john.l.deltufo@vanderbilt.edu)**