Guide for running

Oracle Business Intelligence Reports
Sign In using your VUNetID and Epassword

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.
Once logged in, the tool opens to the Home Page.
Click Catalog to see Folders and Reports
Expand Shared Folders by clicking on the Triangle.
- Folder structure similar to BI Launch Pad
- Access is the same as BI Launch Pad
- Select Coeus
Navigate to a folder and click on the folder name to see a list of reports.
Click Open to run a report.
Provide all prompt values.
Once all required prompts are populated, click Apply.

- Scroll down list and select a value
- Use Search feature
- Use comma (,) to separate ID lists
Data appears

Change Prompts and click Apply for different result sets
Click on gear for print and export options.
Click on Catalog to return to the list of folders and reports.
Use Favorites for quick access to most often used reports.
Need Help?

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