

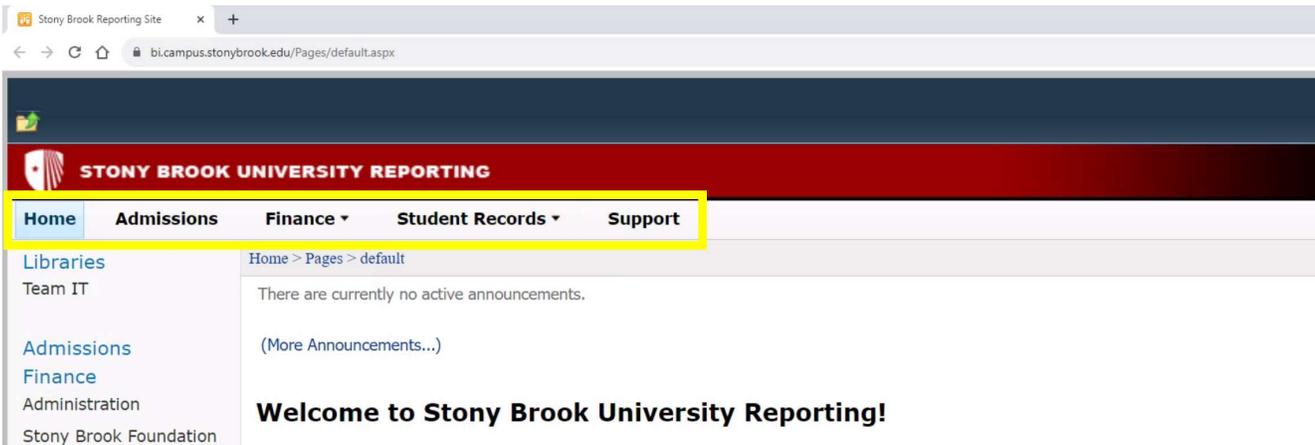
SBU Reporting Navigation and Data Export

<https://bi.campus.stonybrook.edu>

Please use Google Chrome or Microsoft Edge to open the SBU Reporting link above. Depending on the area(s) where you have access, you will see navigation relating to business domains such as Finance, Admissions, and Student Records. Reports are organized within these areas in reporting libraries. Here are some basics to get started:

TOP LEVEL NAVIGATION

Along the top, you will see the horizontal navigation links to functional areas you have access to.



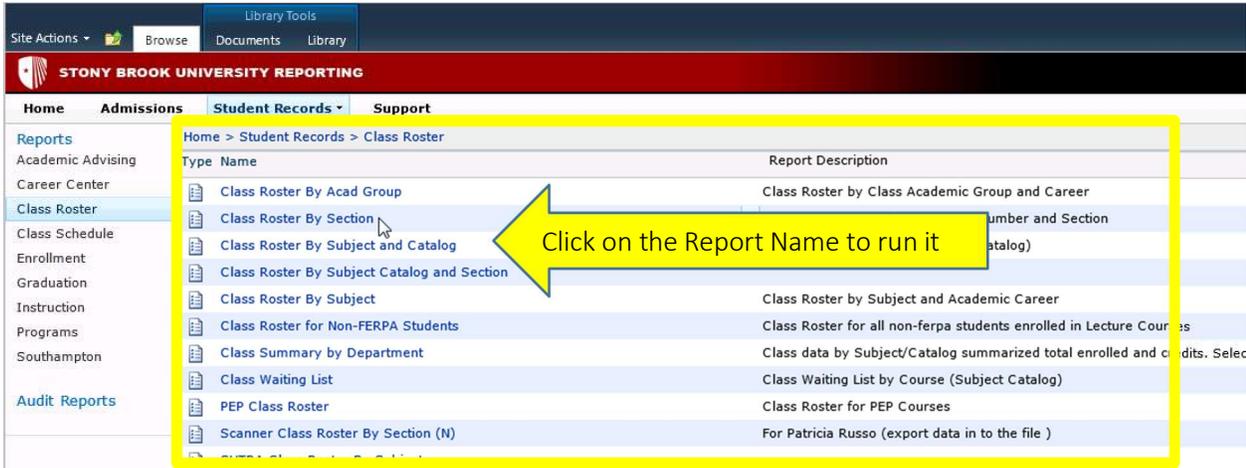
LEFT NAVIGATION

When you select a functional area along the top navigation, you will see Report Libraries along the left side navigation.



Run a Report

When you open a Report Library, in the central content area of the page, you will see a list of reports that you can run.



REPORT PARAMETERS

You will be prompted to select Report Parameters

The "Apply" button in the bottom Right Corner will apply your parameters and run the report

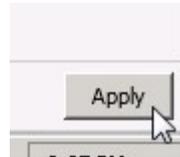
Parameters

Term
Spring 2024 (1244) ▼

Career
UGRD ▼

Class Academic Group
Arts & Sciences, College of (CAS) ▼

- (Select All)
- Arts & Sciences, College of (CAS)
- Business, College of (HARR)
- Engring & App Sci, College of (CEAS)
- Communication & Jrn, School of (JRM)
- Marine & Atmos Sci, School of (MSR)
- Sustainability Studies (SUSTN)
- Professional Dev. School of (CPD)



PAGE FORWARD OR BACK

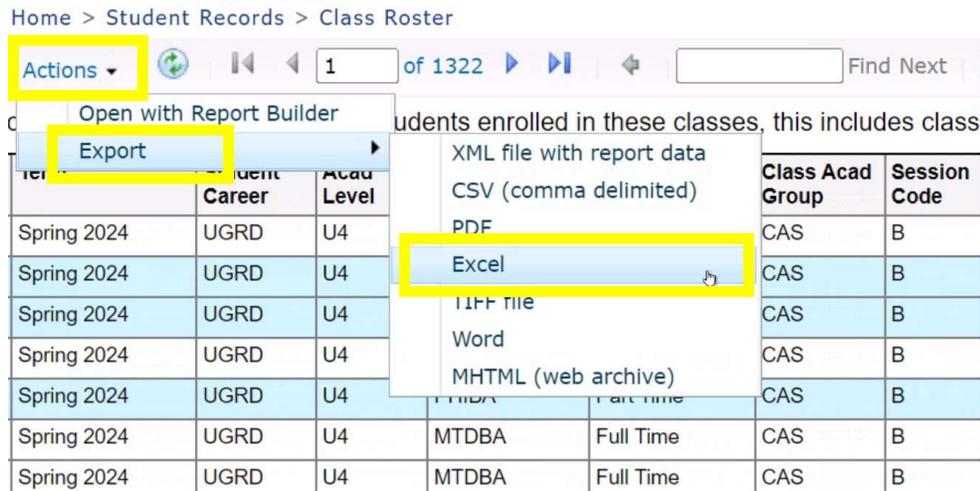


SEARCH FOR TEXT IN REPORT



EXPORT TO EXCEL

You can Export your report to excel from "Actions" > "Export" located in the Top Left side of the report



BREADCRUMB NAVIGATION

You will always have a Breadcrumb navigation to help you navigate back

