

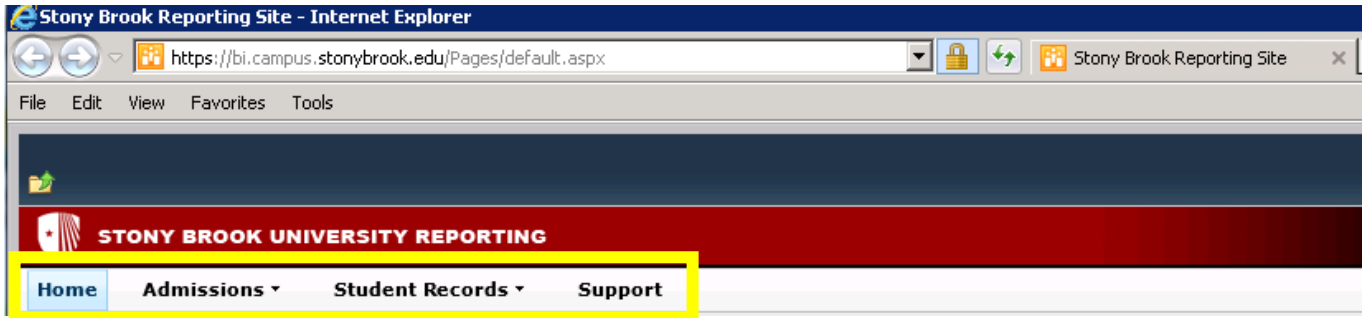
# SBU Reporting Navigation and Data Exports

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

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:

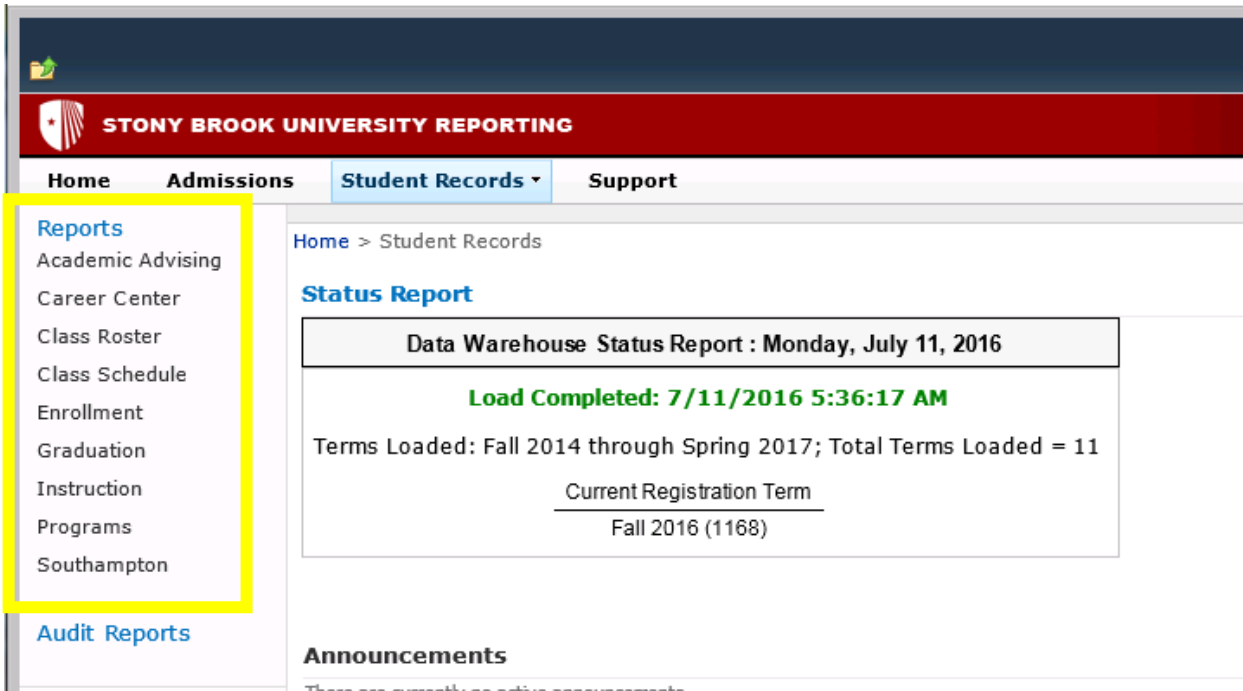
## TOP LEVEL NAVIGATION

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



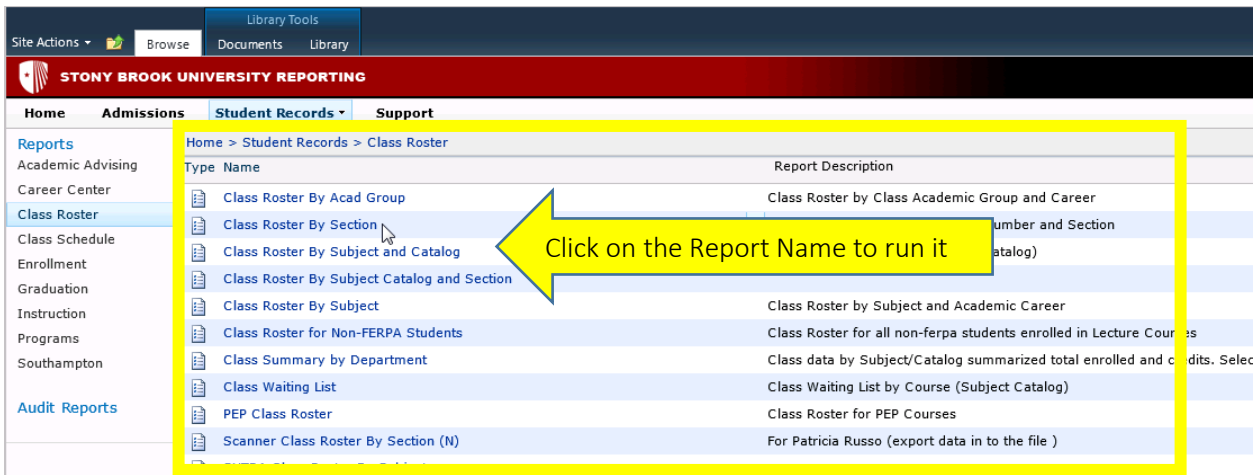
## LEFT NAVIGATION

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



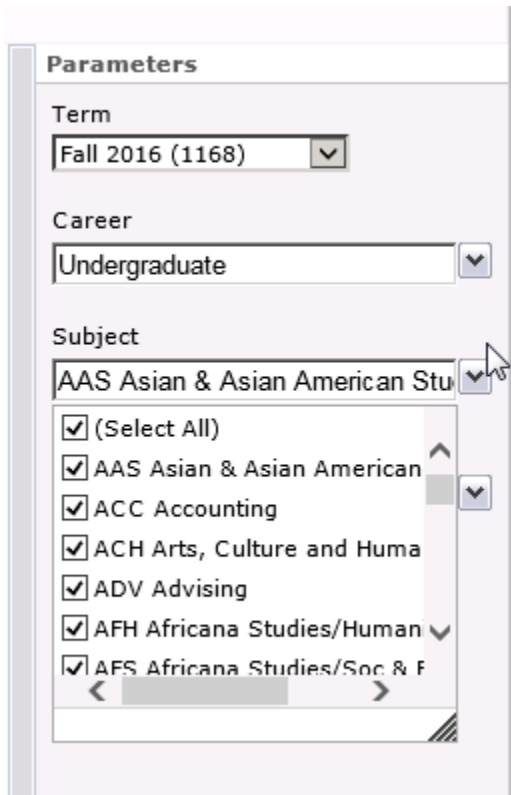
### Run a Report

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.

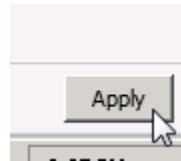


### REPORT PARAMETERS

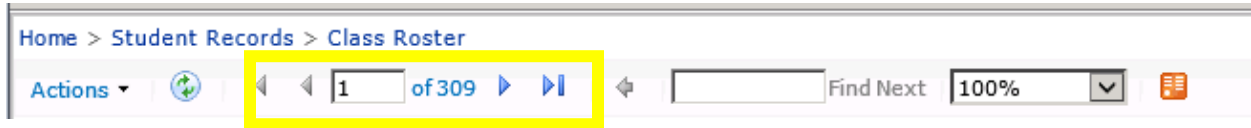
You will be prompted to select Report Parameters



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



PAGE FORWARD OR BACK

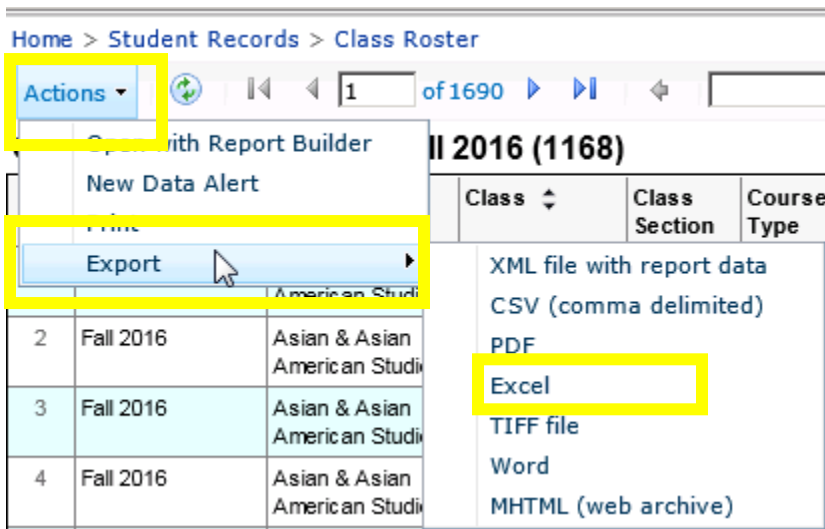


SEARCH FOR TEXT IN REPORT



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

