

Logging In

Log in to BOE at <http://boe.emich.edu/> using your My.Emich username and password. Firefox is the preferred browser for BOE.

You can also access BOE from the Reports Tab in My.Emich. Click on the Go To BOE button on the left-hand side of the page.

BOE Categories

The BOE categories are listed along the left-hand side of the BOE interface. Follow these steps to navigate categories:

1. Click the plus sign (+) next to the category named **Corporate Categories**.
2. Click the plus sign next to the **Student Information** category.
3. Click a category name to see a list of reports for that category:
 - **Admissions Reports** – Reports used to process admissions applicants.
 - **Dept Reports** – Live queries for Section Enrollment, Majors/Minors and Graduation Applicants data.
 - **Other Reports** – Static reports that run either daily or weekly.

View On Demand (VOD)

The **View on Demand** feature gives you a live query to get the latest data available. Only the reports in the Dept Reports category are currently set up for VOD. Follow these steps:

1. Click the View link underneath the report listing. A list of report parameters will be displayed.
2. Select your **Output Format**:
 - Select **Crystal - Printable Format** to view the data online or print it
 - Select **Excel - Data Format** to export as an Excel file
3. **Term code** – choose the term from the drop-down list (except on current Majors/Minors report)
4. Select at least one parameter from College, Department, Major, etc. Be careful with the parameter fields, incorrect parameters will result in no data being returned.
5. Click the **OK** button to perform your query.

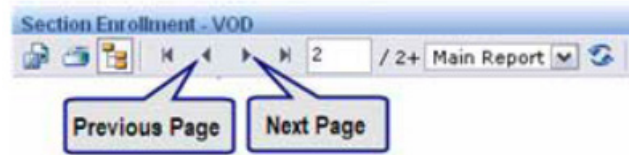
Note: Parameters will vary depending on the report.

Navigating a Crystal Reports File

Click the **Toggle Navigation** button in the BOE toolbar to maximize your screen real estate. You can click it again later to see the BOE categories again.

There are two ways to navigate through a Crystal Reports file.

1. In the navigation toolbar above the report area, click the **Next Page** button to advance one page at a time. Click the **Previous Page** button to go back one page at a time.



You can also use the left-hand navigation column to navigate through the pages:

1. Click the plus sign (+) next to your **college code**.
2. Click the plus sign (+) next to your **department code**.
3. Click the plus sign (+) next to your **major code** (or subject code for section enrollment). A list of the next grouping level will be displayed.
4. Click on the label of the desired grouping level. For example, in the section enrollment report click on the course number 105 to view the data for that course.

Printing a Report

If you have problems printing, check the following settings in the BOE Preferences:

1. Click on the **Preferences** icon in the top right-hand corner of the screen. It looks like a checklist and is located to the left of the “Log off” lock icon.
2. Click on the **Crystal Report** tab.
3. Under **DHTML viewer printing uses the ...** select **Acrobat Reader printing control**
4. The print function will now generate a PDF file that can be saved or printed.

Once you have changed your printing preferences, follow these steps to Print a Crystal File:

1. Click the **Print** button in the BOE toolbar. The Print Report dialog box will appear.
2. Click the **OK** button to print all pages, or specify the page range before clicking OK.
3. Open the PDF file that is generated.
4. Click the Acrobat Print button to print the PDF file. You can also save the PDF to your hard drive.

Exporting to Excel

You can export a VOD report to Microsoft Excel for further sorting. To export to Excel follow these steps:

1. Click the **View** link below the report title.
2. For the Output Format parameter, select **Excel – Data Format** from the list.
3. Choose a Term Code from the drop-down list (except on the current Majors/Minors reports).
4. Select at least one parameter from **College, Department, Major**, etc.
5. Click the **OK** button to perform your query.

Once the data is loaded into your browser window, you will notice fields overlapping each other. This file is formatted for Excel, so you need to export the data to view it:

1. Click the **Export this report** button in the BOE toolbar. The Export Report window will appear.
2. At the top of the window next to File Format, select **Microsoft Excel 97-2000 – Data Only (XLS)** from the pull-down list.
3. The page range will default to All. You can change the print range to print specific pages.
4. Click the **OK** button. An Opening ePortfolio.xls window will appear.
5. Click the radio button next to **Open With** and select Microsoft Office Excel from the pull-down list.

You can click the checkbox next to **Do this automatically** for files like this from now on to save time in the future.

6. Click the **OK** button to open your Excel file.

Access from Off Campus

You cannot access BOE from your home (or via wireless) unless you connect using the **Virtual Private Network (VPN)**. To request access to the VPN contact the IT Help Desk at 487-2120.

Tips and Tricks

1. Click the **Toggle Navigation** button in the BOE toolbar to maximize your screen real estate. You can click it again later to see the BOE categories again.
2. Click the **Refresh Page** button above the report data to rerun the report with different parameters.
3. Click the **Lock** button in the upper right-hand corner to log out of BOE.

Filtering Data in Excel

To filter data in Excel 2007 follow these steps:

1. Select all cells in the spreadsheet by clicking in the upper left-hand corner of the Excel screen.
2. Click the **Format** pull-down menu and select **AutoFit Column Width** from the list. This will set each column width wide enough to view the content in the field.
3. Click the **Sort & Filter** pull-down menu and select **Filter** from the list.
4. Click on the pull-down menu at the top of one of the columns. A Filtering menu will appear.
5. Uncheck all values by clicking **Select All**.
6. Click the radio button next to the value you want to filter on.
7. Click the **OK** button.

Once you have activated a filter, in the lower-left corner you will see the number of records your filter is displaying, out of the total number. (i.e. 58 of 395 records found)

You can use more than one filter at a time. Remember, the second filter will only affect the subset of data created by the first filter.

You can remove a filter by clicking **Clear Filter** from the pull-down menu.

Static Reports

Besides the Dept Reports category, all other BOE files are either run overnight, or run once per week. To access these reports follow these steps:

1. Click the **History** link under the report listing. A list of report instances will appear, each run on a particular day and for a particular term. (Some reports run nightly, other reports run once per week)
2. Click the **Instance Time** link for the report instance you want to access. The Crystal Reports file will be loaded in your browser.
3. You can navigate page-by-page or by using the group navigation links on the left-hand side of the interface. See **Navigating a Crystal Reports File** for detailed steps.