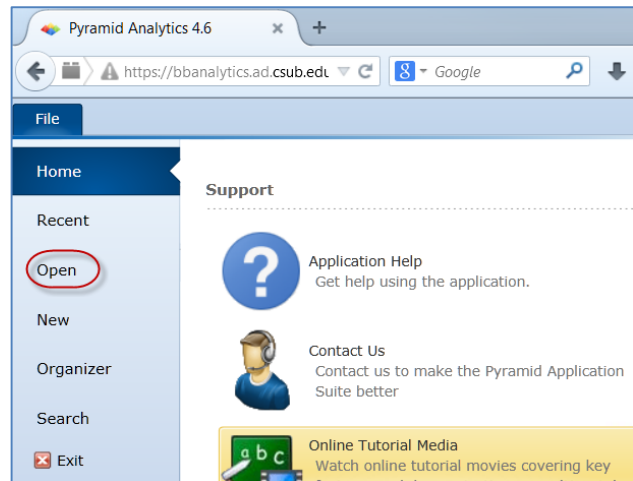


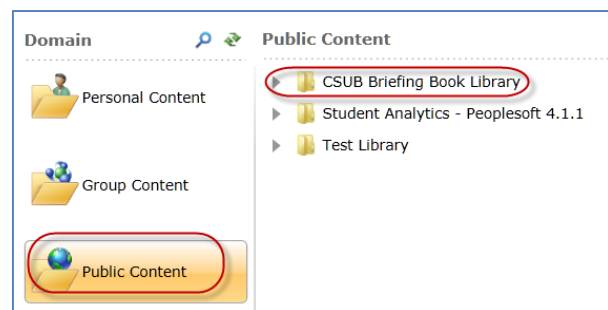
How to Run a Report

The CSUB Briefing Book Library in the Public Content folder contains several report for you to run. These instructions will guide you in running an existing report.

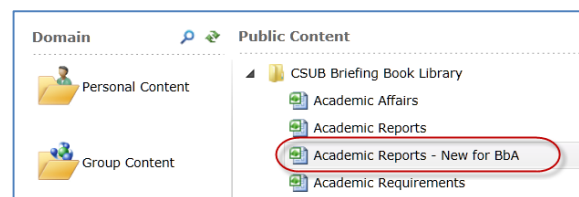
1. From the Home page, click Open



2. To view a listing of reports,
 - a. Under **Domain**, click **Public Content**
 - b. Click **CSUB Briefing Book Library** to expand it



3. Click the desired report group, such as *Academic Reports – New for BbA*

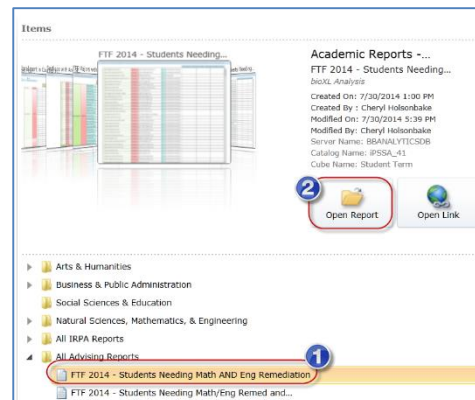


4. Under Items a list of folders are show, expand the desired folder, such as *All Advising Reports*





5. From the list of reports,
 - a. Make your selection, such as *FTF 2014 – Students Needing Math AND Eng Remediation*
 - b. Click **Open Report**



6. Your report opens.

FTF 2014 - Students Needing Ma...				
First Term in Career Count by CSU English Placement Test (CSU English Placement Test) on columns; and Student (Student), Email (Student) and CSU Entry Level Math (CSU Entry Level Math) on rows sub-set by First Time Freshman (Fall 2014)				
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (1 remedial) (1)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (1 remedial) (1)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (1 remedial) (1)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)
Student: [ID]	All Emails	[Email Address]	All	Not Qualified (2 remedial) (2)