
MicroStrategy Quick Guide: Running a Report – Academic/Admissions

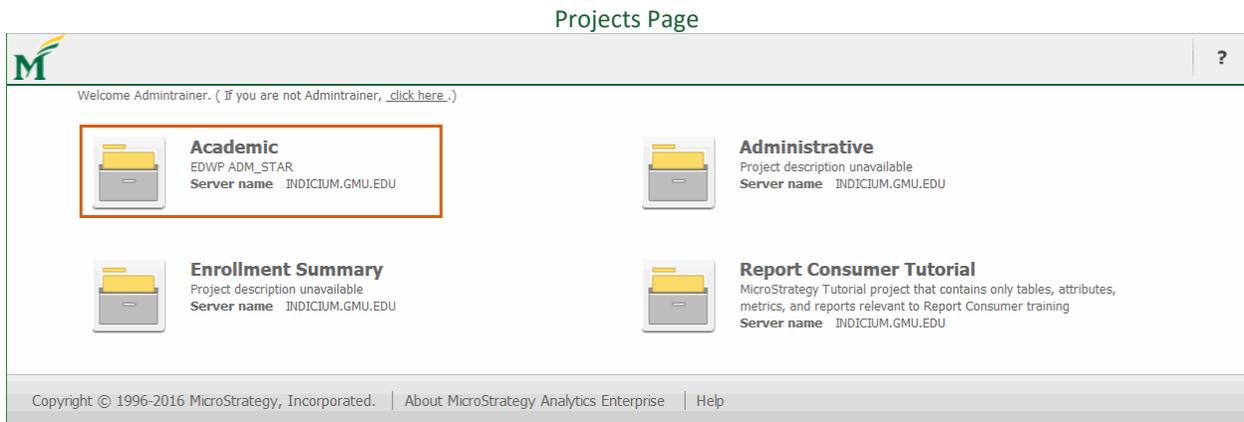
CONTENTS

Navigate to a Report.....	2
Run a Report.....	6
Answer Prompts	7
Default Prompt Answers	7
Shopping Cart Prompts.....	8
Optional Prompts	10
Date Prompts.....	10
Retrieve Data	12
View a Report	13
Report Sections	13
Report Details.....	14
View Filter.....	14
Prompt Details.....	14
Report Objects.....	15
Data Grid.....	15
Re-prompt a Report.....	16

NAVIGATE TO A REPORT

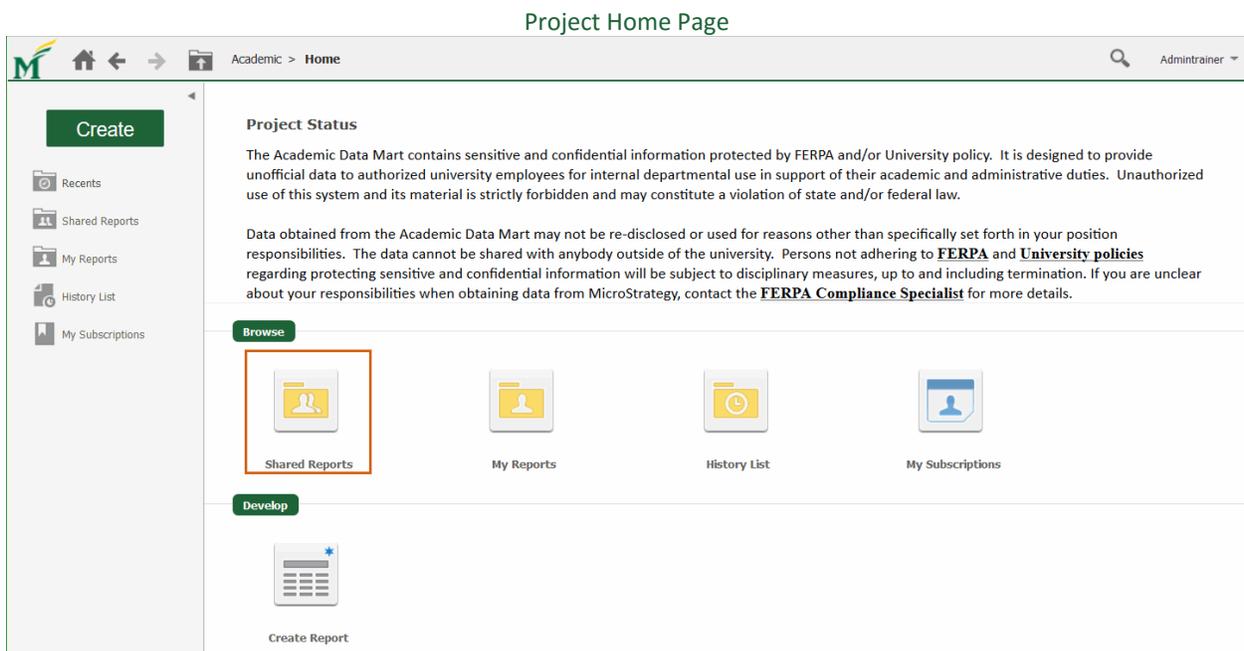
In this example, you see how to navigate through the MicroStrategy folder structure to the Missing or Incorrect Campus report found within the Academic project.

1. On the MicroStrategy projects page, click the Academic project.



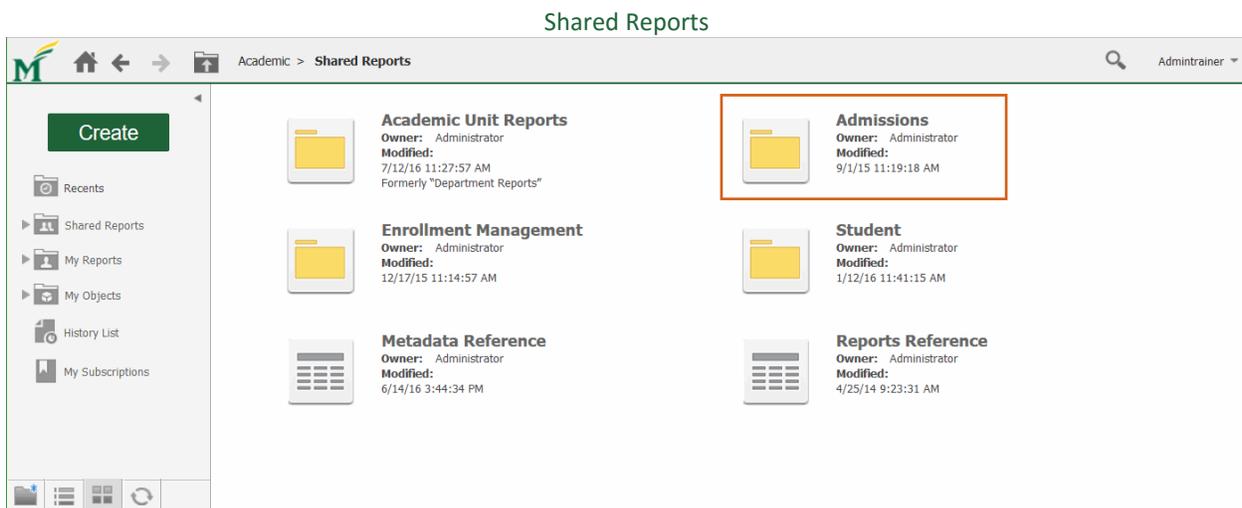
The Academic project home page displays.

2. On the Academic project home page, click Shared Reports.



The Shared Reports page displays reports, documents, and folders that are shared with other users. Your user permissions determine the objects that are available to you in the Shared Reports folder. For example, you might have access to only Folder A in the Shared Reports folder, another user might have access to only Folder B, while a different user has access to both folders.

3. On the Shared Reports page, click the Admissions folder.



The Admissions folder contains additional subfolders, used to organize reports by topic. Some of these topics are Trend Reporting, Graduate Admissions, and Undergraduate Admissions.

4. On the Admissions page, click the BOTH UG and GR Admissions folder.

Admissions Folder

Academic > Shared Reports > **Admissions** Admintrainer ▾

 <p>Admit by Residency Owner: Administrator Modified: 10/15/14 1:47:24 PM</p>	 <p>BOTH UG and GR Admissions Owner: Administrator Modified: 9/15/15 12:48:53 PM</p>
 <p>Cube Data Sources Owner: Administrator Modified: 11/7/14 1:04:15 PM</p>	 <p>Data Validation Alerts Owner: Administrator Modified: 10/15/14 1:31:14 PM</p>
 <p>Graduate Admissions Owner: Administrator Modified: 10/29/14 3:35:16 PM</p>	 <p>Trend Reporting Owner: Administrator Modified: 10/20/15 11:56:31 AM</p>
 <p>Undergraduate Admissions Owner: Administrator Modified: 2/24/16 3:02:42 PM</p>	

The BOTH UG and GR Admissions folder contains one subfolder and a few reports. At this level, subfolders contain multiple, related reports that give you the same functionality you had within one Discoverer report.

5. On the BOTH UG and GR Admissions page, click the Campus Check folder.

BOTH UG and GR Admissions Folder

Academic > Shared Reports > Admissions > **BOTH UG and GR Admissions** Admintrainer ▾

 <p>Campus Check Owner: Administrator Modified: 11/2/16 11:25:10 AM</p>	 <p>Checklist/Test Score Status Report Owner: Administrator Modified: 9/15/15 12:48:12 PM</p>
 <p>Complete Applications Owner: Administrator Modified: 3/15/16 11:08:04 AM</p>	 <p>New Applications Owner: Administrator Modified: 9/1/15 11:19:18 AM</p>

The Campus Check folder includes the Missing or Incorrect Campus report. The next example demonstrates how to run this report.

Campus Check Folder

Academic > Shared Reports > Admissions > BOTH UG and GR Admissions > **Campus Check** Admintrainer ▾



Missing or Incorrect Campus
Owner: Administrator
Modified:
9/15/15 12:48:53 PM
This report shows applications that have either Campus Code 000 or a different Campus Code than they had yesterday. Use the link from G# to access the application information for that application as of yesterday.



Yesterday's Application Information
Owner: Administrator
Modified:
9/15/15 12:48:53 PM
This report shows applications as they were yesterday. Access this report from the G# link in "Missing or Incorrect Campus" to view the application details for a specific application.

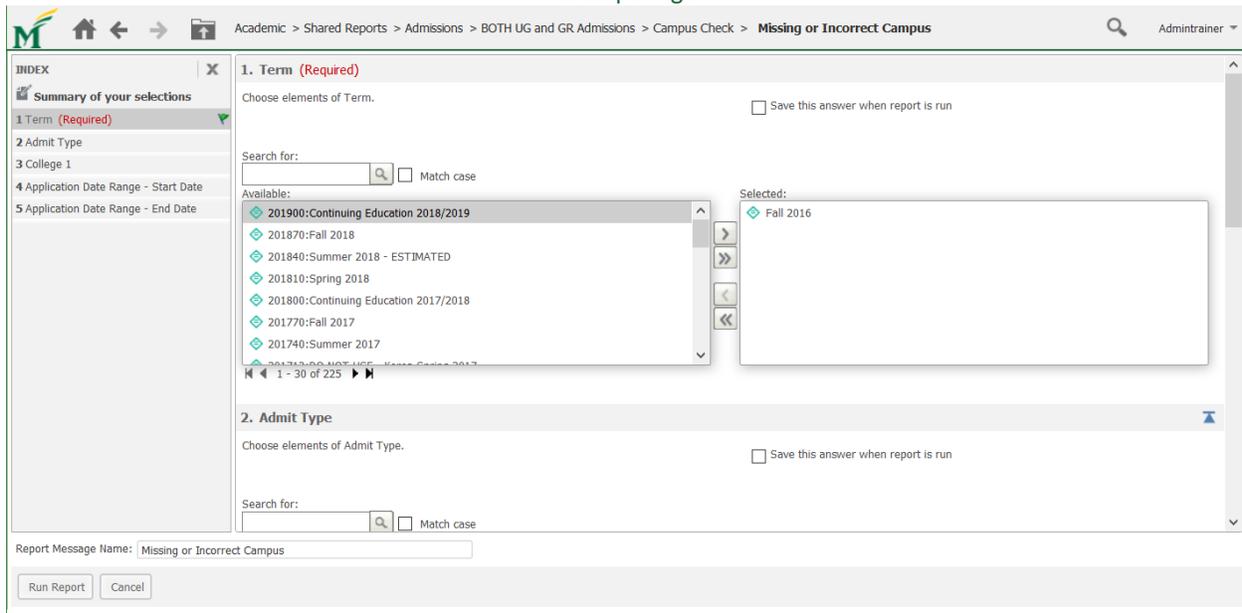
RUN A REPORT

In this example, you see how to run the Missing or Incorrect Campus report and answer the prompts.

1. On the Campus Check page, click the Missing or Incorrect Campus report.

This report is a prompted report. A prompt is simply a question presented to you when a report is executed. How you answer the question determines what data is displayed on the report when it is returned from the data warehouse. Prompts were called parameters in Discoverer.

Prompt Page



Academic > Shared Reports > Admissions > BOTH UG and GR Admissions > Campus Check > **Missing or Incorrect Campus** Admintrainer

INDEX

- Summary of your selections
- 1 Term (Required)
- 2 Admit Type
- 3 College 1
- 4 Application Date Range - Start Date
- 5 Application Date Range - End Date

1. Term (Required)

Choose elements of Term. Save this answer when report is run

Search for: Match case

Available:

- 201900:Continuing Education 2018/2019
- 201870:Fall 2018
- 201840:Summer 2018 - ESTIMATED
- 201810:Spring 2018
- 201800:Continuing Education 2017/2018
- 201770:Fall 2017
- 201740:Summer 2017

Selected:

- Fall 2016

2. Admit Type

Choose elements of Admit Type. Save this answer when report is run

Search for: Match case

Report Message Name:

ANSWER PROMPTS

Before continuing, you need to provide answers for these prompts. The Missing or Incorrect Campus report has five prompts, which you see listed in the index on the left side of the page. Use the index to quickly see which prompts are required and which have been answered. Required prompts are indicated with the text “(Required)” in red next to the prompt name. Answered prompts are indicated with a green flag icon to the right of the prompt name in the index. Each prompt listed in the index is also a link, enabling you to jump directly to a particular prompt.

Prompt Page Index

INDEX	X
Summary of your selections	
1 Term (Required)	🚩
2 Admit Type	
3 College 1	
4 Application Date Range - Start Date	
5 Application Date Range - End Date	

As you can see, the first prompt, Term, is required. The report will fail if you do not provide an answer for this prompt.

Term Prompt

1. Term (Required)

Choose elements of Term.

Default Prompt Answers

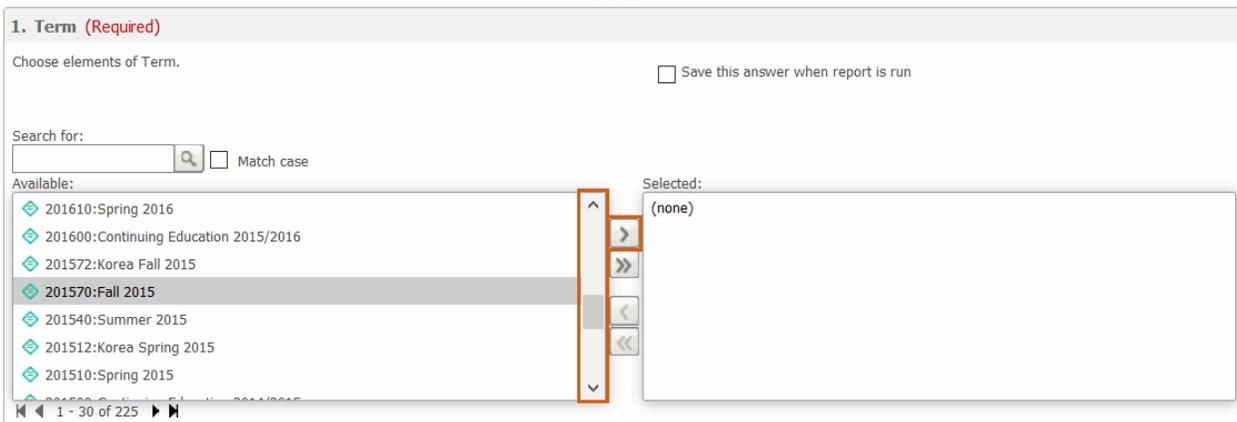
For some prompts, a commonly used answer will automatically be provided as a default. You can leave this default answer if it meets your needs, or you can make a different selection.

Shopping Cart Prompts

A shopping cart prompt may contain a long list of available items from which to choose. You can use the scroll bar to browse each item, or you can use the Search feature to narrow down the list of choices. In this example, you want to find and select Fall 2015.

- 1) **Scroll** – Use the scroll bar to find Fall 2015. Select Fall 2015 by clicking it. Use the right-pointing, single arrow to move it to the Selected list on the right.

Scroll



1. Term (Required)

Choose elements of Term. Save this answer when report is run

Search for: Match case

Available:

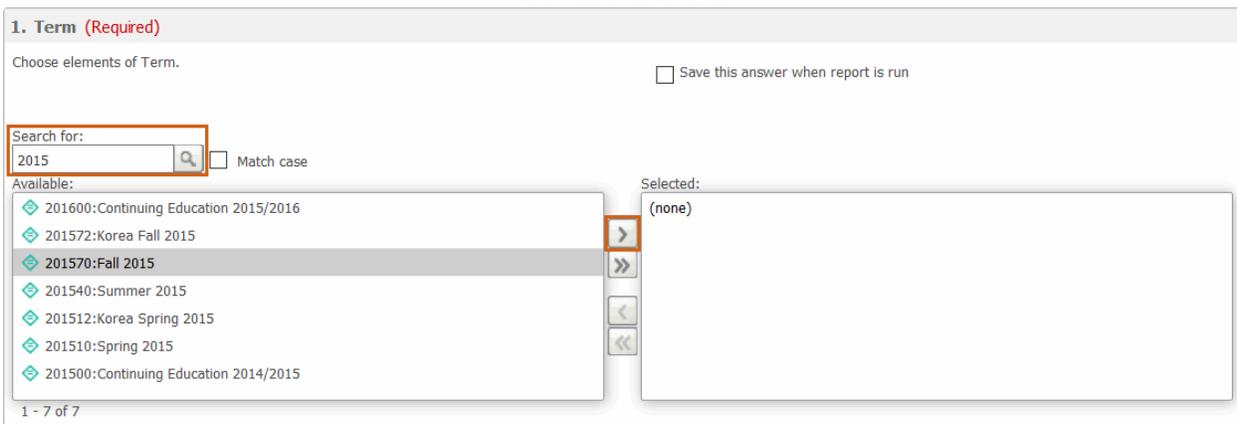
- 201610:Spring 2016
- 201600:Continuing Education 2015/2016
- 201572:Korea Fall 2015
- 201570:Fall 2015**
- 201540:Summer 2015
- 201512:Korea Spring 2015
- 201510:Spring 2015

Selected:

(none)

- 2) **Close Match Search** – Type 2015 in the Search for box and click the magnifying glass. A list of all items that contain 2015 in their description appear. Select Fall 2015 by clicking it. Use the right-pointing, single arrow to move it to the Selected list on the right.

Close Match Search



1. Term (Required)

Choose elements of Term. Save this answer when report is run

Search for: Match case

Available:

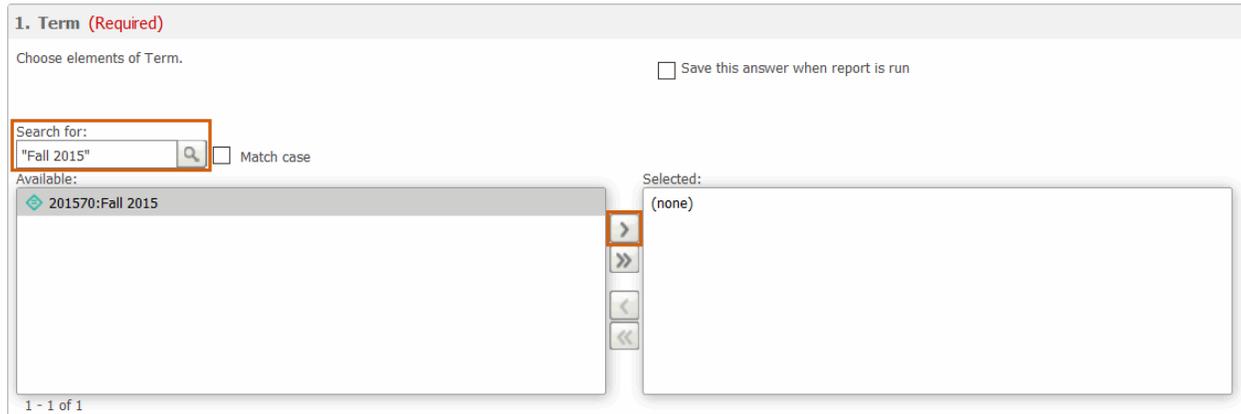
- 201600:Continuing Education 2015/2016
- 201572:Korea Fall 2015
- 201570:Fall 2015**
- 201540:Summer 2015
- 201512:Korea Spring 2015
- 201510:Spring 2015
- 201500:Continuing Education 2014/2015

Selected:

(none)

- 3) **Direct Match Search** – Type “Fall 2015” in the Search for box and click the magnifying glass. Be sure to type the double quotes to get an exact match on a multi-word phrase. A list of all items that contain Fall 2015 in their description appear. Select Fall 2015 by clicking it. Use the right-pointing, single arrow to move it to the Selected list on the right.

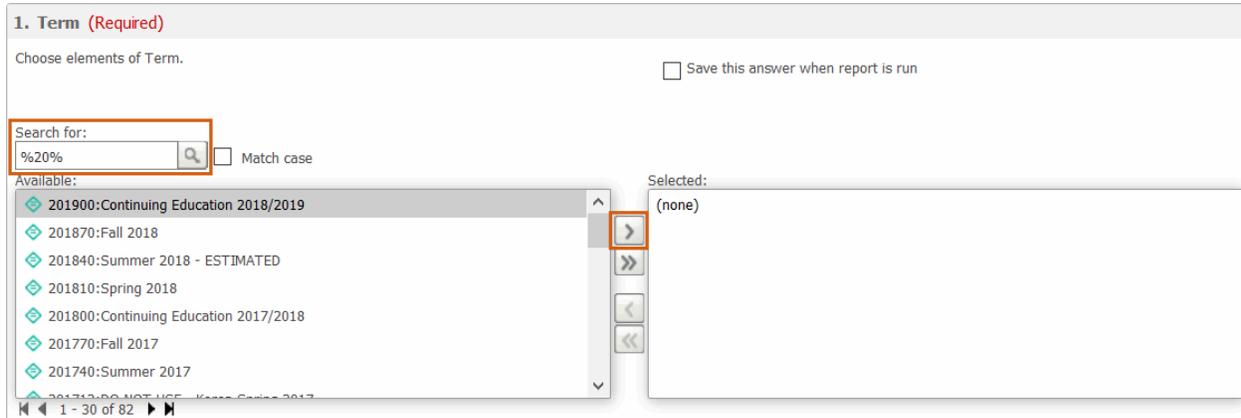
Direct Match Search



The screenshot shows the 'Direct Match Search' interface. At the top, it says '1. Term (Required)'. Below that, it says 'Choose elements of Term.' and there is a checkbox for 'Save this answer when report is run'. The 'Search for:' box contains the text '"Fall 2015"' and has a magnifying glass icon. To the right of the search box is a 'Match case' checkbox. Below the search box is the 'Available:' list, which contains one item: '201570:Fall 2015'. To the right of the available list are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. The 'Selected:' box on the right is empty and contains the text '(none)'. At the bottom left, it says '1 - 1 of 1'.

- 4) **Wildcard Match Search** – Use % as a wildcard. Type %20% in the Search for box and click the magnifying glass. A list of all items that contain 20 in their description appear. Again, make your selection, and use the right-pointing, single arrow to move it to the Selected list on the right.

Wildcard Match Search



The screenshot shows the 'Wildcard Match Search' interface. At the top, it says '1. Term (Required)'. Below that, it says 'Choose elements of Term.' and there is a checkbox for 'Save this answer when report is run'. The 'Search for:' box contains the text '%20%' and has a magnifying glass icon. To the right of the search box is a 'Match case' checkbox. Below the search box is the 'Available:' list, which contains several items: '201900:Continuing Education 2018/2019', '201870:Fall 2018', '201840:Summer 2018 - ESTIMATED', '201810:Spring 2018', '201800:Continuing Education 2017/2018', '201770:Fall 2017', and '201740:Summer 2017'. To the right of the available list are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. The 'Selected:' box on the right is empty and contains the text '(none)'. At the bottom left, it says '1 - 30 of 82'.

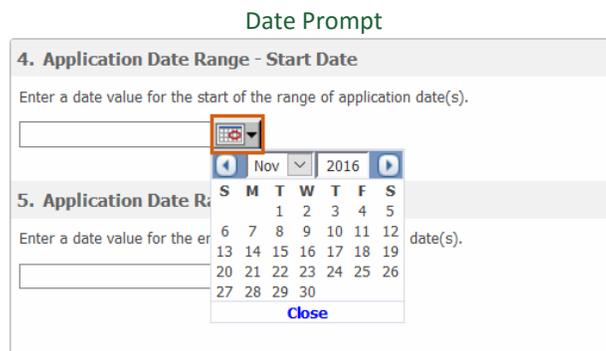
Optional Prompts

The second prompt, Admit Type, is an Optional prompt, which means an answer is not required. If you skip this prompt, MicroStrategy retrieves data for every Admit Type. If you prefer to filter on Admit Type, use any of the above methods to find the desired item. Select the item, and use the right-pointing, single arrow to move it to the Selected list on the right.

The third prompt, College 1, is also an Optional prompt. Remember that you will only see Colleges to which you have access, but if you have access to many colleges, the report may run slowly. To improve report performance, you may want to make a selection on this prompt.

Date Prompts

The fourth prompt, Application Date Range – Start Date, and the fifth prompt, Application Date Range – End Date, are both date prompts. These prompts are also optional, so no selection is required. However, in order to bring back results quickly, you may want to make a selection. Click the arrow next to the calendar icon to open the calendar.



In the calendar, navigate to the appropriate month and year. You can move backward one month or forward one month by clicking the back and next buttons at the top of the calendar. You can use the month drop-down to go directly to a particular month. You can also use the year box to type in any year you choose. Once you navigate to the desired month, click a day to make your selection. You now see the selected date in the previously empty text box.

Date Prompt with Date Selected

4. Application Date Range - Start Date

Enter a date value for the start of the range of application date(s).



5. Application Date Range - End Date

Enter a date value for the end of the range of application date(s).



RETRIEVE DATA

In this example, you see how to retrieve your data.

1. In the lower, left corner of the Prompt Page, click Run Report.

Run Report

Report Message Name:

If the report is complex or returns a large volume of data, you see this Processing Request page, also called a Wait page.

Wait Page

     Academic > Shared Reports > Admissions > BOTH UG and GR Admissions > Campus Check > **Missing or Incorrect Campus** Admintrainer ▾

PROCESSING REQUEST 

Report name: Missing or Incorrect Campus
Current status: Running Report

Report description: This report shows applications that have either Campus Code 000 or a different Campus Code than they had yesterday. Use the link from G# to access the application information for that application as of yesterday.

Please wait or choose one of the following actions:

[Check Status Again](#) [Add To My History List](#) [Show Report Details](#)

Be patient. The report results will display momentarily.

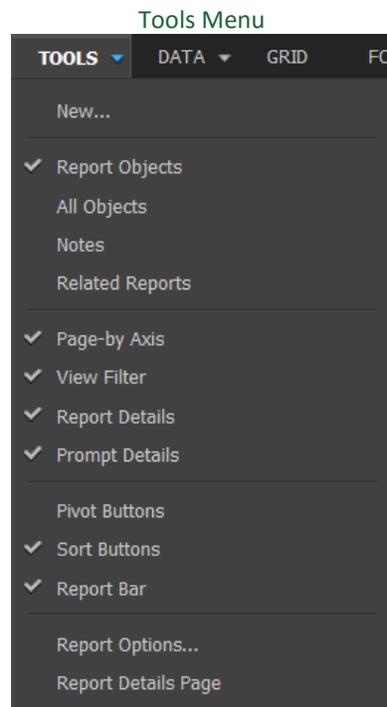
VIEW A REPORT

In this example, you view your report results. In addition to the data grid, several other report sections also display.

REPORT SECTIONS

In addition to the data you requested, you see a number of report sections. You can hide any report section using its close button in the top, right corner. You can display or hide any section using the Tools menu.

1. On the Tools menu, select the report section to display.
2. On the Tools menu, select the report section again to hide.



Report Details

The Report Details section displays any filters applied to your report. A filter is made up of conditions, which define the criteria against which the report's data is retrieved from the data warehouse. The report designer may have applied conditions to the report, in addition to the filters defined by your prompt answers.

Report Details

REPORT DETAILS ? x

Report Filter:
 ({{App Term}} = 201570:Fall 2015) And ({{App History Ind}} (ID) = "N") And ({{App College 1}} = AR:CVPA:Coll Visual & Performing Arts) And ((({{App Date}} (ID) <> 11/2/2016) And ({{Today's Campus}} And Not({Yesterday's Campus}))) Or ({{App Campus}} = 000:Undefined Campus)

View Filter

The View Filter section is where you create additional filters on the data retrieved from the data warehouse.

View Filter

VIEW FILTER The filter is empty. + Add Condition Auto-Apply changes ? x

Prompt Details

The Prompt Details section displays all report prompts, along with your answers.

Prompt Details

PROMPT DETAILS x

Prompt 1: Term
201570:Fall 2015

Prompt 2: Admit Type
Prompt not answered

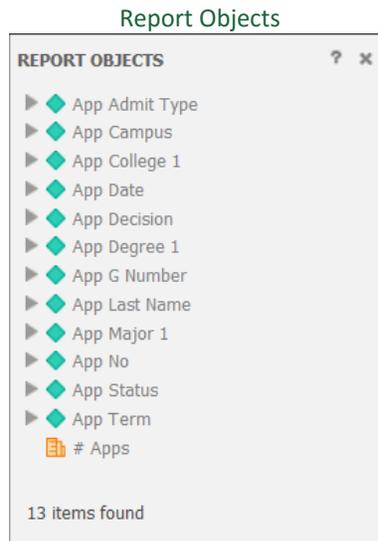
Prompt 3: College 1
AR:CVPA:Coll Visual & Performing Arts

Prompt 4: Application Date Range - Start Date
Prompt not answered

Prompt 5: Application Date Range - End Date
Prompt not answered

Report Objects

The Report Objects pane displays on the left. Here you see all the MicroStrategy objects included in the definition of this report. In this example, you see one metric – # Apps. The remaining listed objects are attributes.



Data Grid

Lastly, you see the data grid. A grid report displays results in a format similar to a spreadsheet. Grid view provides an effective display to analyze details of your business data.

You can see how many rows and columns are returned in the display at the top, right of the grid.

Data Grid

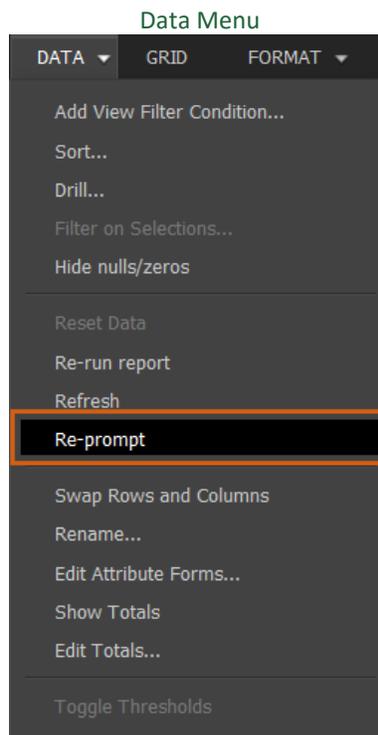
App Term	App Admit Type	App G Number	App Last Name	App Campus	App Decision	App No	App Date	App Status	App College	App Degree	App Major	# Apps
201570	GR			000	AR	3	11/23/2014	D	AR	CERG	ARTL	1

Data rows: 1 | Data columns: 1

RE-PROMPT A REPORT

If you would like to run the report again, but with different prompt answers, you can re-prompt the report.

1. On the Data menu, select Re-prompt.



The prompt page displays and you can select different prompt answers and then run the report.