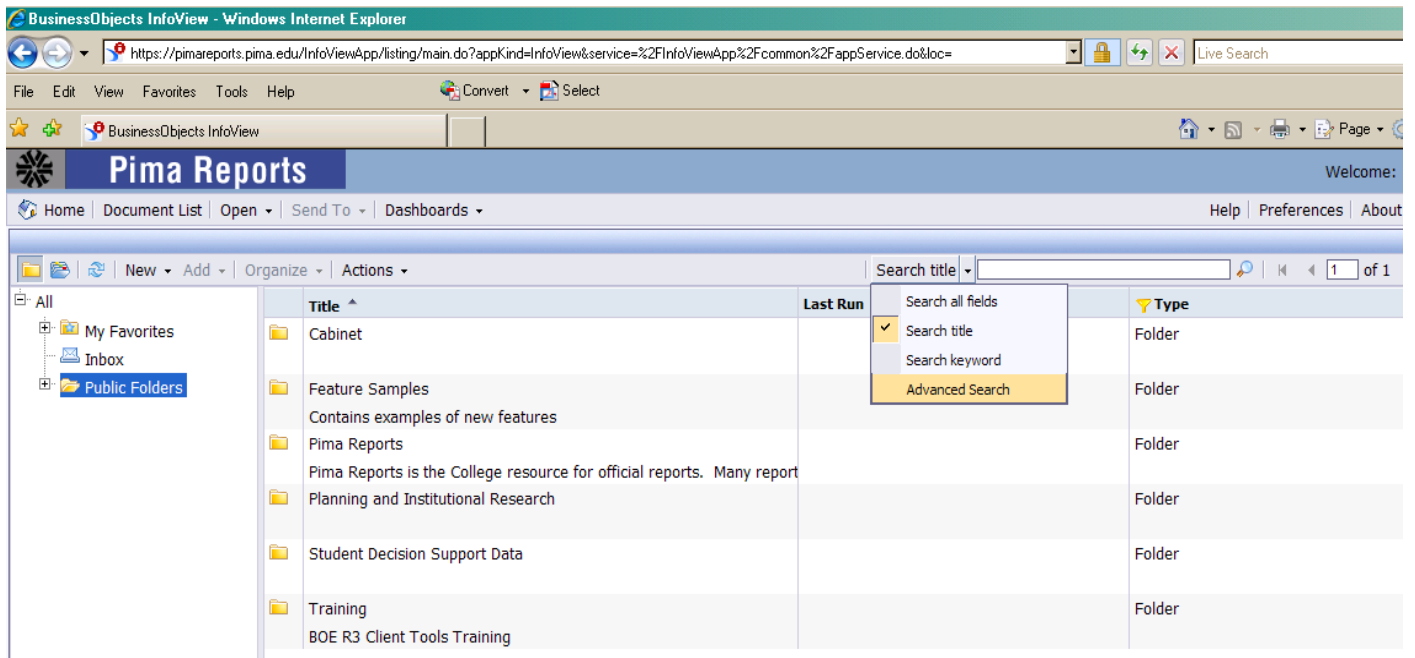


# PIMA REPORTS

## Quick Reference for Finding a Report

- 1<sup>st</sup> suggestion – Work for the first few times in full-screen view.
2. Log on to Pima Reports (<https://pimareports.pima.edu>);
3. 2<sup>nd</sup> suggestion – Go to your “Preferences”, click on the Arrow next to “General”:
  - a. Set my “InfoView Start Page” to “Folder” and Click on “Browse” set it to “Public Folders” Click on OK;
  - b. To avoid issues with Printing – Click on the Arrow next to “General” (Closing the category). Click on “Crystal Reports” and under “Select printing control” select PDF to utilize Adobe Printing Control;
4. Let’s look at the search capabilities, the search function is a very powerful search tool. Click on the down arrow next to the “Search Title” box.



- a. You have the ability to utilize “Search All Fields,” “Search Title,” and “Search Keywords” without going to an “Advanced Search” function. Once you are logged on, it defaults to “Search Title.” Most of the time you can search on “Search Title” only and find the report you need; however, when in doubt click on the “Search All”. One should only utilize the “Advanced Search” when one can’t find a report with this method.
  - b. You actually can put in parts of words with NO wildcards and be able to find reports. Example: If you type in “Enrol” it will find reports like “Daily Enrollment” “Enrollment Monitoring” etc. Keeping your search to one word or a part of a word is advisable! Searching is **the preferred method** of finding any report! **The search function only applies to the folder you have selected.**
5. For your convenience, there will always be a “Alphabetical Listing of All Reports” and a “Listing of All Oracle Reports”, just search for the reports. Also, for your convenience, you can utilize the “Search Keyword” to find “Oracle Reports” that you know by their acronyms (Example: SYOSTCENSUS).
  6. An alternate method of finding reports is by viewing the Folders or the Categories. By default, your viewers are set to view by Categories. To change this setting you need to go into “Preferences”.
  7. As a note, remember not everyone can run every report. You have to have permissions to that report to run it! To check permissions for an individual(s) please contact Pima Reports at e-mail [PimaReports@pima.edu](mailto:PimaReports@pima.edu) and someone will answer your questions. If you require additional permissions you’ll have to request said permissions through IT utilizing the Banner Account Request form:  
[http://www.pima.edu/admin/it/ITforms/banner\\_account\\_fill.pdf](http://www.pima.edu/admin/it/ITforms/banner_account_fill.pdf)