

About Ad Hoc Reports

 Report access is based upon a user's permissions. For example, a provost might have permissions to access all reports at the university level and below, while deans might only have access to reports for their colleges.

With Ad Hoc Reports, users have the ability to craft their own reports to show specific information that is most relevant for them. After spending the time to create the exact report that is desired, users can set them as quicklinks for easy access at a later date.

What kind of questions can an Ad Hoc Report answer?

The power behind Ad Hoc reporting is that it can show a lot of different information and can also display the titles in ways that are needed for specific needs.

What fields are available for Ad Hoc Report?

When you are running an Ad Hoc report, users will have access to the following:

- Unit Selector
- Form selector
- Date Ranges
- Add Data Column

Ad Hoc Reports

A Configure Basic Reporting Options

Unit	Rockhurst University [Change]		
Form	Workload ▾		
Begin Semester	Spring ▾	2019 ▾	
End Semester	Spring ▾	2019 ▾	

B Configure Data Columns (Drag ↕ to reorder)

Report Preview

Add Data Column

Generate Report

Go Back

After selecting the Add Data Column button, you will be given options to choose a new data column:

- Data Entity
- Field

While making selections for the fields, from left-to-right, the next field will populate with new options to select in order to generate the exact column you want.

B

Configure Data Columns

(Drag ↕ to reorder)

Report Preview

↕ 1. Click to Configure

✎ ✕

Data Entity	Field	Example	Field Options
Select ▼	Select ▼		

Column Title:

Okay

Add Data Column

Generate Report

When you make a selection, you have the ability to name the column whatever you like with the 'Column Title' field.

B

Configure Data Columns

(Drag ↕ to reorder)

Report Preview

Last Name

Smith

↕ 1. Custom Last Name

✎ ✕

Data Entity	Field	Example	Field Options
Faculty Information ▼	Last Name ▼	Smith	No options available.

Column Title:

Custom Last Name

Okay

Add Data Column

Generate Report

Click **Okay** to insert your custom field and add another by selecting **Add Data Column** again. Select the **Edit Pencil** symbol to edit the field again.

3. Consulting

Data Entity

Field

Activity Input Counts

Consulting

Column Title: Consulting

Okay

Add Data Column

Select Pencil to edit

Select X to delete

💡 By selecting Add Data Column multiple times, you can add more than one empty field to customize.

Configure Data Columns (Drag to reorder)

Report Preview

Custom Last Name	Faculty Rank	Grants
Smith	Assistant Professor	3

1. Custom Last Name

Data Entity

Field

Example

Field Options

Faculty Information

Faculty Rank

Assistant Professor

No options available.

Column Title: Faculty Rank

Okay

3. Grants

Data Entity

Field

Example

Field Options

Activity Input Counts

Grants

3

No options available.

Column Title: Grants

Okay

Add Data Column