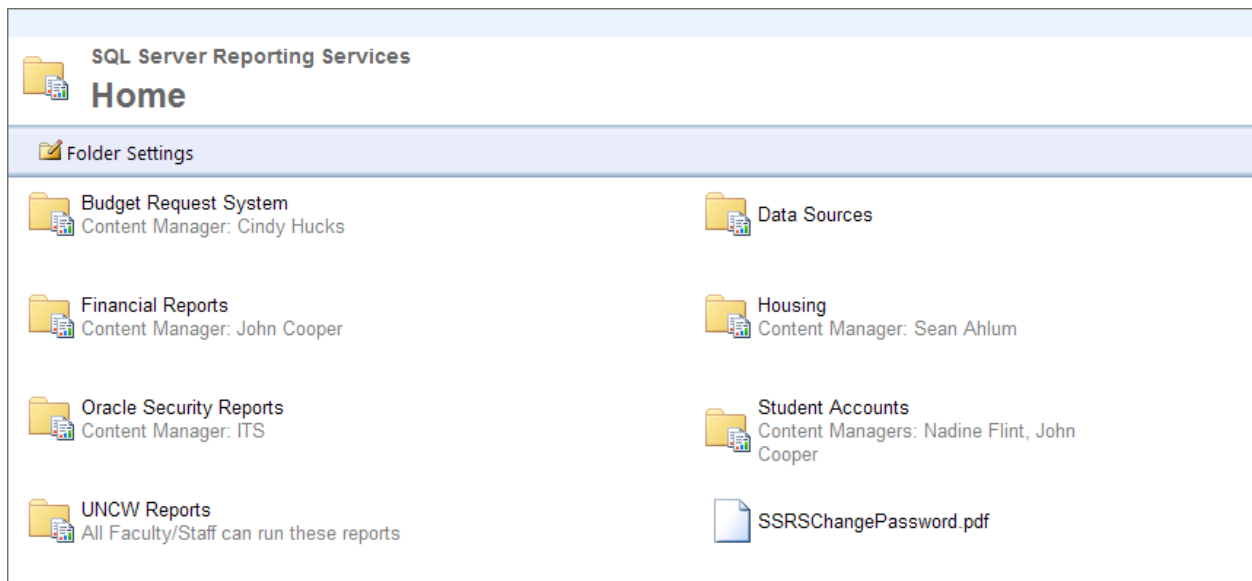


SQL Server Reporting Services (SSRS) Web Reports

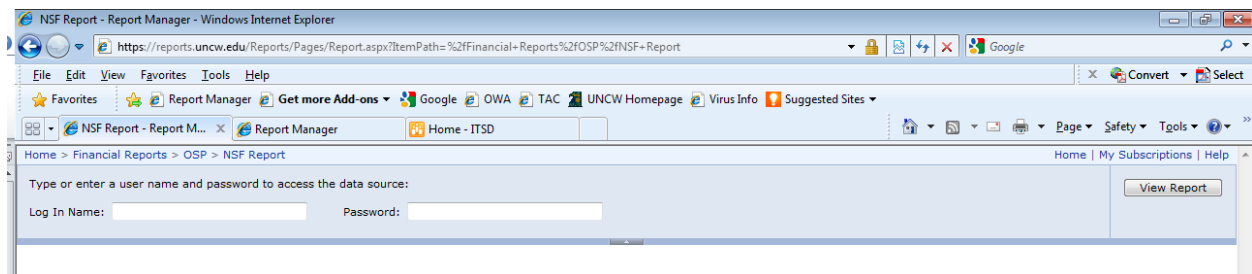
To access the SSRS 2008 Web Reports server, open Internet Explorer and navigate to: <https://reports.uncw.edu/Reports>

Running Your Reports

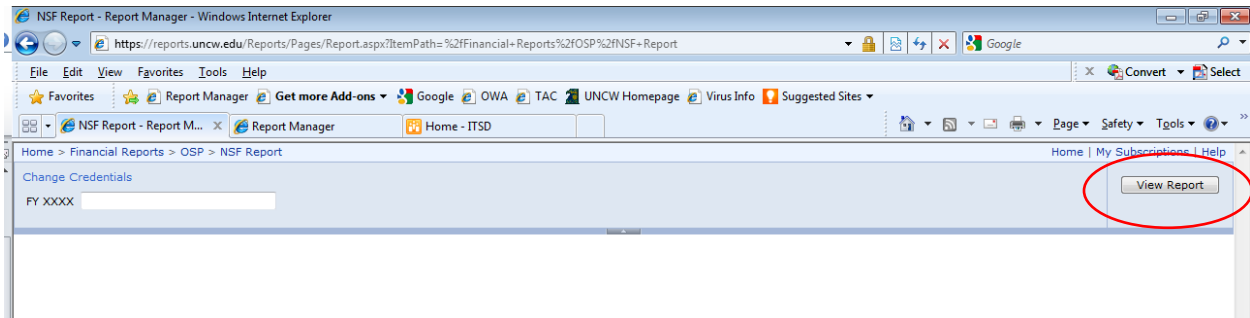
The SSRS Report Manager (shown below) is a web-based interface that provides user-level access to reports. The folders that you see will be determined by your individual security access.



To execute a report, click on the appropriate folder followed by the name of the report. You may then be prompted to enter your database security information.

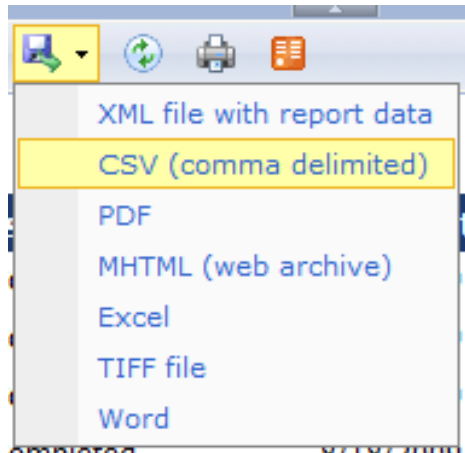


In addition, some reports will not generate until you enter the required parameters. In the example below you are being asked to provide the Fiscal Year. Type the year in the box and then click on the 'View Report' button. The report is now automatically generated and the output displayed on your screen.

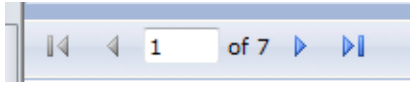
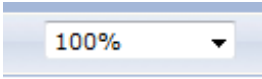
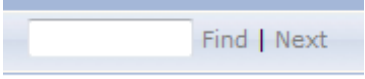




If all you want to do is run the report, then you are finished. Depending on the amount of data that is to be returned, the report may take several minutes or just a few seconds to execute.

You can also choose to export your report data. To do so simply click the down arrow, choose the appropriate format and click Save.



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