

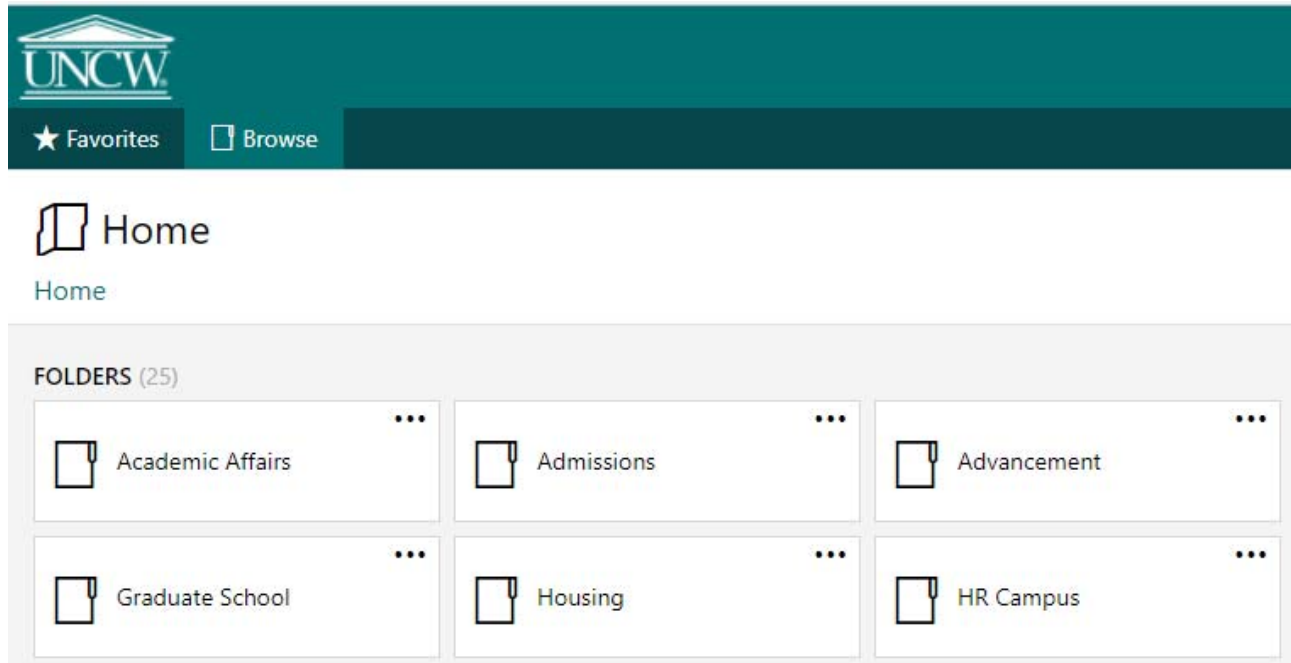
SQL Server Reporting Services (SSRS)

Web Reports Portal 2016

To access the SSRS Web Reports portal, open a browser of your choosing (Chrome is strongly recommended) and navigate to <https://reports.uncw.edu/Reports> or navigate to the UNCW Faculty & Staff web page and select “SSRS Web Reports”.

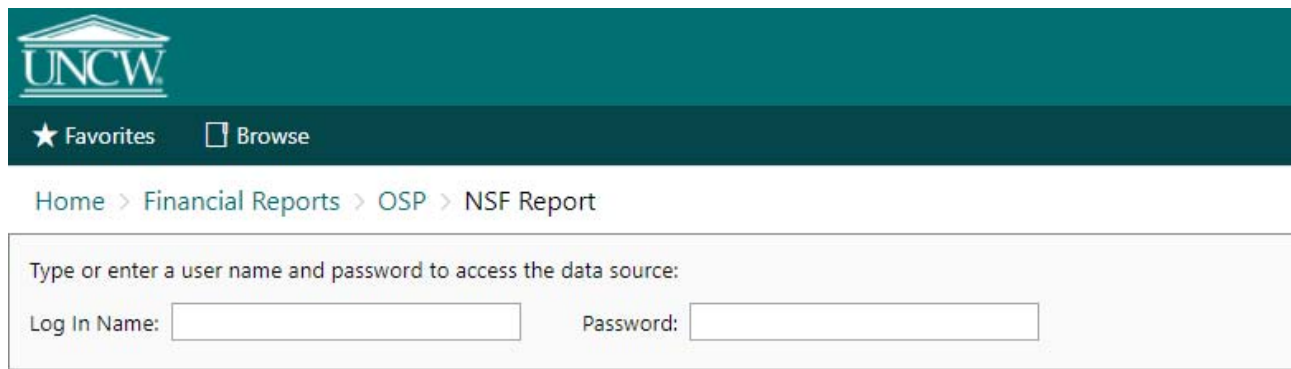
Running Your Reports

The SSRS Report Manager (below) is a web-based interface that provides user-level access to reports. One’s individual security access predetermines the folders shown.



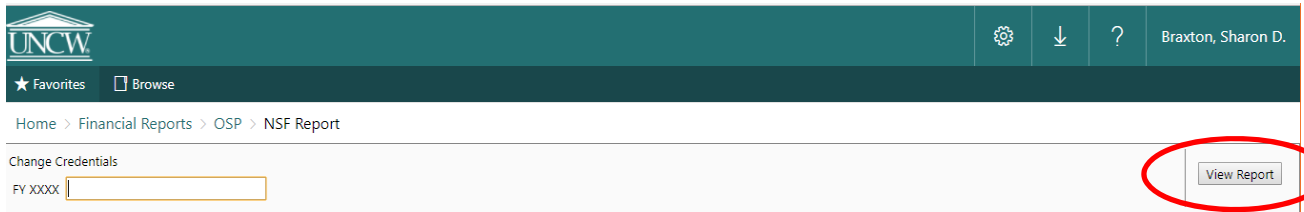
The screenshot shows the top navigation bar with the UNCW logo and 'Favorites' and 'Browse' buttons. Below the navigation bar is a 'Home' section with a folder icon. The main content area is titled 'FOLDERS (25)' and displays a grid of six folders: Academic Affairs, Admissions, Advancement, Graduate School, Housing, and HR Campus. Each folder has a folder icon and a three-dot menu icon.

To execute a report, click on the appropriate folder, followed by the name of the report. If a username prompt appears, then enter your reporting database credentials.

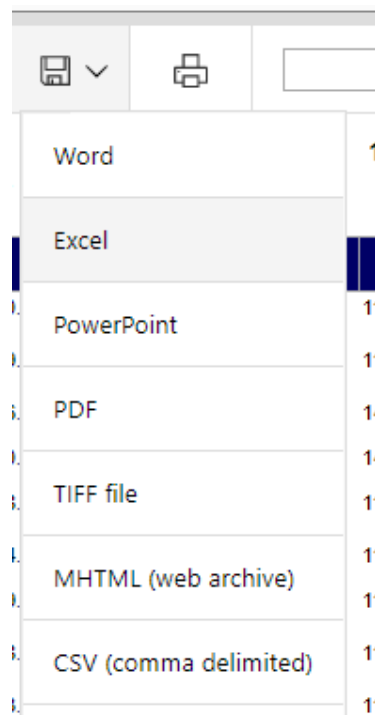


The screenshot shows the top navigation bar with the UNCW logo and 'Favorites' and 'Browse' buttons. Below the navigation bar is a breadcrumb trail: Home > Financial Reports > OSP > NSF Report. The main content area contains a login prompt: 'Type or enter a user name and password to access the data source:'. Below the prompt are two input fields: 'Log In Name:' and 'Password:'.

Some reports will not generate until you enter the required parameters. In the example below, the report is requesting a Fiscal Year. Type the fiscal year value in the box and then click the 'View Report' button. The report generates with the output displayed on your screen. Depending on the amount of data that is being processed, the report may take several minutes or just a few seconds to execute.

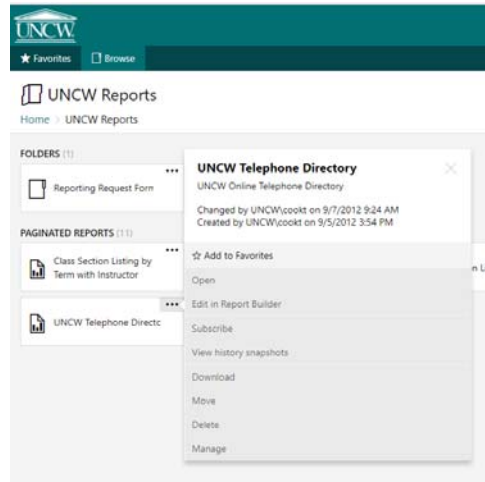


If desired, you can choose to export your data. To do so, simply select the appropriate format from the "Export drop down menu".

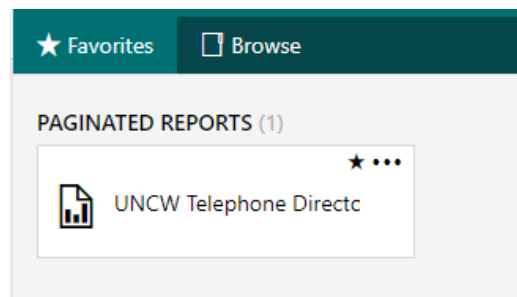


My Favorites

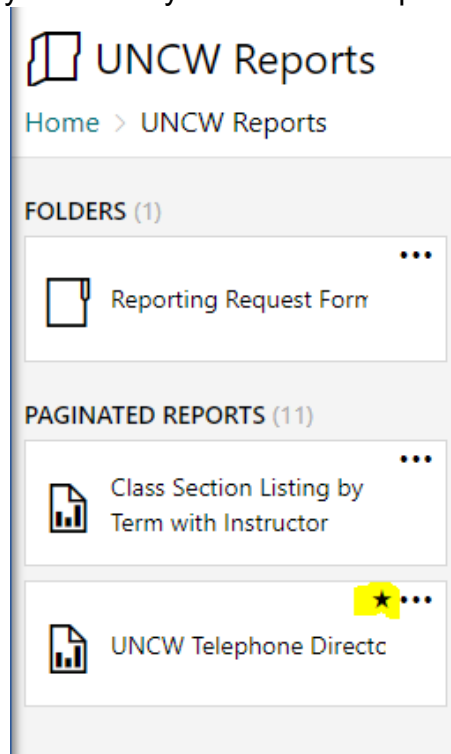
A new feature within SSRS Web 2016 is the addition of a "Favorites" tab. For reports that you run frequently you can add them to your "Favorites" section and eliminate time spent searching for the report. To enable this feature find your report, click on the ellipsis (three dots) in the upper right hand corner and select "Add to Favorites".



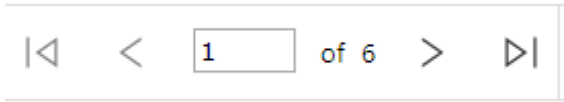
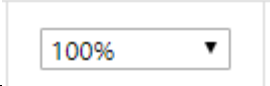
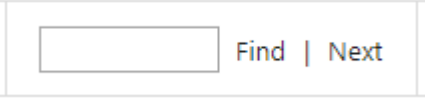


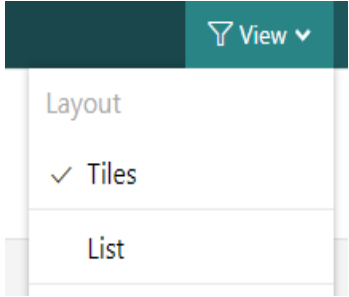

Now when you are in the SSRS Web home directory and click on the Favorites tab, you will see your report:



You will also notice that in your folder your “favorite” report is now annotated with a star:



Navigation Tips

<p>First Page/Previous Page Next Page/Last Page</p>	
<p>Resize button</p>	
<p>Find/Next Find Button</p>	
<p>Refresh</p>	
<p>Print</p>	
<p>Toggle Tiles/List (Details) View</p>	
<p>Favorites Reports /All Reports*</p>	
<p>View Web Reports 2016 in full screen mode</p>	<p>View, Full Screen (F11) <Esc> to Exit</p>