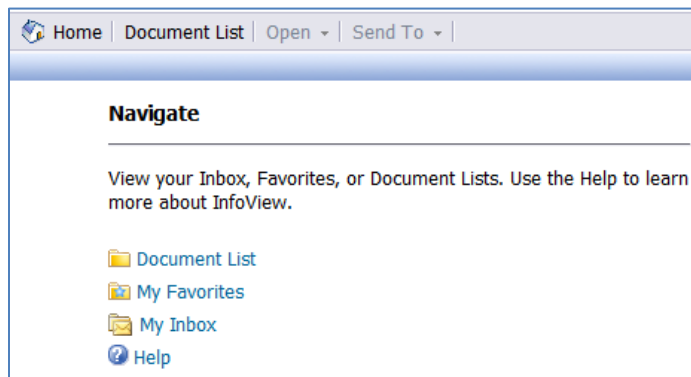
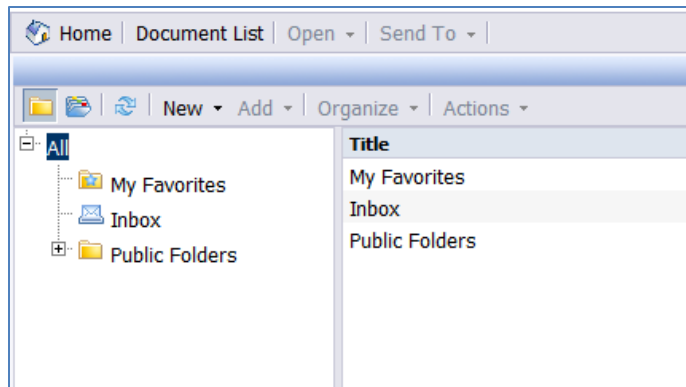


## NAVIGATING PUBLIC REPORT FOLDERS

1. Once you've logged in successfully to Enterprise Reporting, click on either **Document List** link.



2. Expand the **Public Folders** by clicking on the expand symbol (+) or by double clicking on **Public Folders** to see folders containing the reports for which you've been granted access.



### PUBLIC FOLDER DESCRIPTIONS:

- The **Advantage – Financial Reports** folder has university financial reports from FY12 and older.
- The **Departments** folder has reports specific to a department. *Only users granted access to a specific department folder will see this.*
- The **Financial Management Reports** folder has university financial reports from FY13 to current day.
- The **Help** folder has User Guides and QuickTips to effectively use Enterprise Reporting. There are also **Help** folders available as subfolders in most of the public folders.
- The **LOUIE – Student Reports** folder has student-related reports such as advising, class rosters, graduation, student financials and student records.
- The **Miscellaneous** folder has telephone bills, FERPA Tutorial Results and Information Security Essentials Results. **Note: there is an additional layer of security required to view Telebill reports.**

