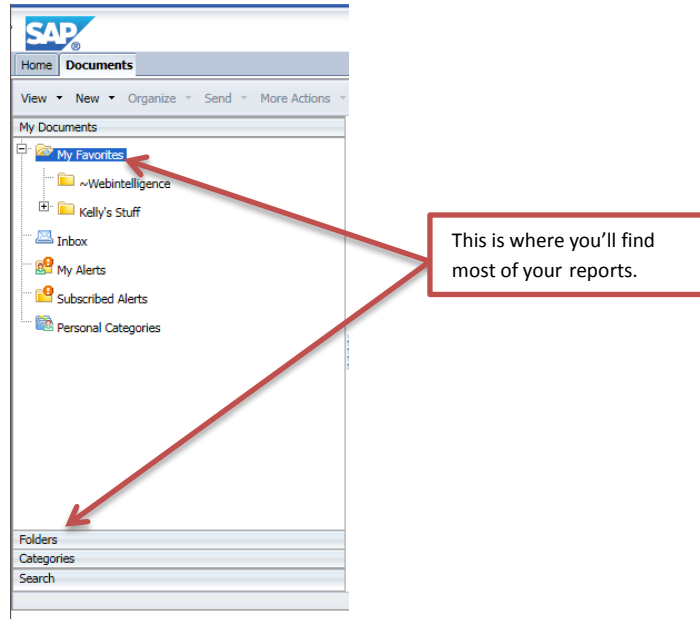


WHERE ARE THE WEBI REPORTS?

When you first log into WebI, the left-hand side of your screen should look something like this:



Reports are typically located either in the 'My Favorites' folder located at the top of the screen, or under 'Folders' at the bottom of the screen.

My Favorites = your reports

Folders = public and shared reports

Take a look at the following instructions for finding reports in each of these areas.

MY FAVORITES

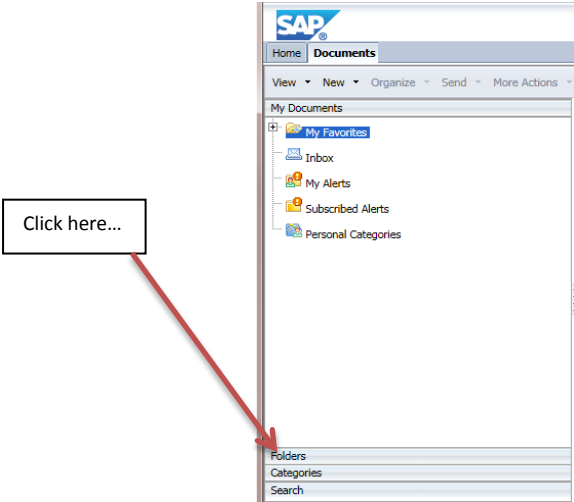
Clicking on **My Favorites** will display your reports on the right-hand side of the screen

Click here...

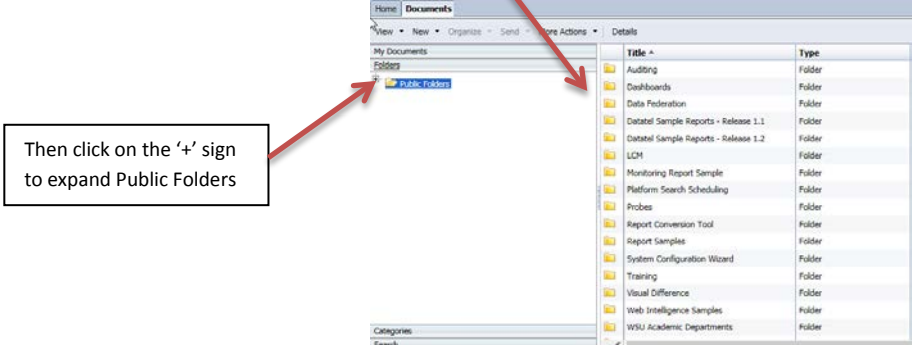
...to display reports from your My Favorites folder

~Webintelligence	Folder
Kelly's Stuff	Folder
Application Analysis	Web Intelligence
DHECCF	Microsoft Excel
Doreen - Purchase Order Report	Web Intelligence
GL Summary Analysis Report	Web Intelligence
Incoming Students Eligible for WSU Honors	Web Intelligence
Jim M - Boxes Assigned to Non-Residents	Web Intelligence
Need Amount Issue	Web Intelligence
New Funnel Report	Web Intelligence
Nursing RD GPA	Web Intelligence
Survey_uploadSpring2015	Microsoft Excel
Total Credits for Students by Enrollment	Web Intelligence
WebI SL	Microsoft Excel

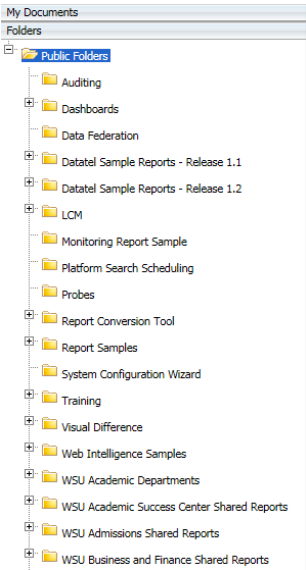
FOLDERS (PUBLIC AND SHARED REPORTS)



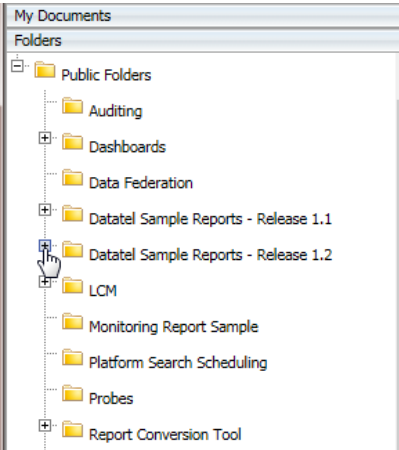
...to see all of the available Public Folders



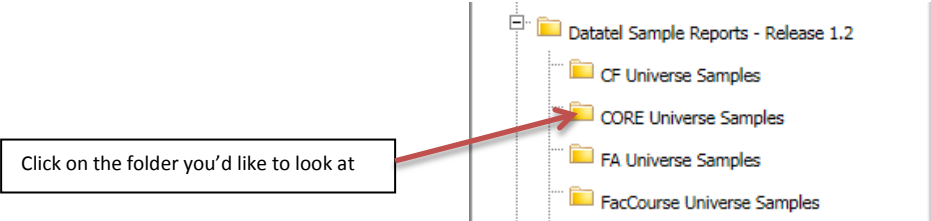
This is a sample of the available public report folders:



For example, to find a report under **Datatel Sample Reports – Release 1.2**, click on the '+' next to that folder:



You will see folders containing various types of available reports:



AND VOILA...

These are the available reports under **Folders** → **Public Folders** → **Datatel Sample Reports – Release 1.2** → **CORE Universe Samples**

The screenshot shows a file explorer window with a folder tree on the left and a table of reports on the right. A red arrow points from the text box above to the 'Basic Person Demographics' row in the table.

Title	Type	Last F
Academic Credentials for Persons	Web Intelligence	
Basic Person Demographics	Web Intelligence	
Organization Basic Demographics	Web Intelligence	