

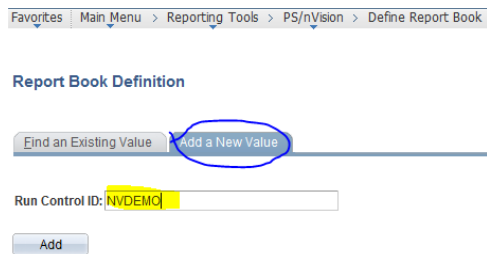
# How do I set up nVision reports to run to the web?

A Report Book Run Control needs to be set up under each person's User ID once.

Use the following path from the Main Menu: *Reporting Tools > PS/nVision > Define Report Book*. It is suggested that this be added to your Favorite menu items with nVision in the Description.

Click on the Add tab and type a name for the Run Control ID that is meaningful to you.

Click on the Add button.



Enter CLKSN in the Business Unit block.

Enter the Report ID name in the Report ID block. You can click on the magnifying glass for a drop down list of reports you have access to or beginning typing the Report ID name, and click on the name that appears through the type ahead feature.

For faculty members, the Report ID for a summary report run to the web will be PG followed by up to 6 characters of the last name. (The Report ID for a summary report distributed by e-mail will be EPG followed by up to 5 characters of the last name.)

If you wish to and are able to run more than one report, click on the + sign to repeat the above process for multiple report requests.

When you are done, Save.

