

# Reporting Center Anatomy of a Page

The purpose of this job aid is to provide a visual guide to the key features of the Reporting Center, through which faculty and staff can access Enterprise reports from UM Reports, UM Analytics, and PeopleSoft. Report categories include Finance, Research, Physical Asset Management, Human Resource Management, and Student Services. Navigation to the Reporting Center is through the portal.

The screenshot shows the MyU Reporting Center interface. At the top, there are navigation tabs: MyU, Key Links, Recommended, Favorites, and My Interests. Below these is a welcome message and utility links for Email, Calendar, Notifications, MyU Settings, and Signout. The main content area is titled 'Reporting Center' and includes a search bar for filtering reports by title. A 'Need Assistance' button is located in the top right corner. The interface is organized into several sections: 'Reports Run For Me', 'My Favorite Reports', 'Reporting Tools', and several report categories: Finance, Research, Student Services, and Human Resource Management. Each category is an expandable folder containing a list of report titles. Callouts with dotted lines point to various elements: a search bar, the 'Need Assistance' button, a report title in the 'My Favorite Reports' section, a blue star icon next to a report title, a category name, and a blue star icon next to a category name.

Filter reports within Reporting Center by report title.

Reports from PeopleSoft that are centrally run and distributed.

Selected reports are included here as favorite shortcuts. Favorites can be viewed and removed.

Links to additional reporting tools.

Clicking the “i” icon next to a report opens the Help document specific to the report.

Report Categories: Finance, Physical Asset Management, Research, Human Resource Management, and Student Services are expandable folders for browsing and contain report titles for each category.

The MyU Favorites menu includes any reports also listed in My Favorite Reports.

Help, FAQ, and other resources are available by clicking Need Assistance.

Clicking the blue star next to a report title will add the report to My Favorite Reports.

*Tip: Hovering over a report title with the mouse will display a report description and additional information on the report business rules.*