

1 GETTING STARTED

Request an ID:

- Go to "Request ID" at www.columbia.edu/cu/sis.
- Click "SIS Desktop Reports" for Report Server access. After you complete the form, SIS will have you set up in as little as two business days.

Install SDR:

- Go to "Downloads" at www.columbia.edu/cu/sis.
- Download SIS Desktop Reports to your desktop for either Windows 95/98 or Windows NT/2000/XP.
- Install SIS Desktop Reports from your desktop.
- After installation, open SIS Desktop Reports and select update.

Change Your SDR Password:

- Double-click on "SIS Desktop Reporting" icon.
- Open the "Misc" folder.
- Double-click on "Utilities.exe".
- Select the "r_change_report_server_password" report and follow the prompts.



2 RUNNING REPORTS

Launch SIS Desktop Reports:

- Double-click on "SIS Desktop Reporting" icon.
- Select from the available folders (Accounts, Admission, FinAid, Housing, Records, Misc).
- Double-click on the .exe file that contains your report.
- Login with your SDR ID.

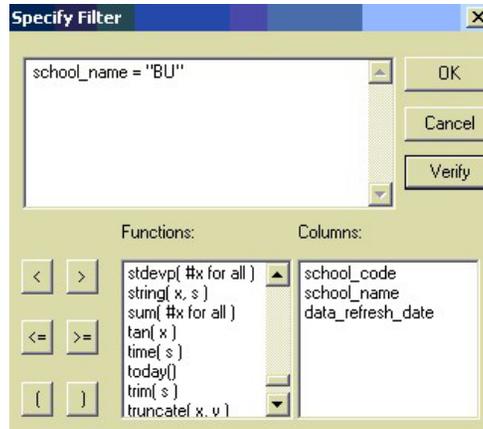


- Click on "Reports" and select from the "Select Report" window.
- Enter input parameters when prompted and click "OK". For a listing of the most common input parameters, please see below.

3 FILTER UNWANTED INFORMATION

Filter Unwanted Results:

- Select "Rows" from the toolbar.
- Select "Filter" from the drop-down menu.
- In the "Specify Filter" window, enter filter expression in text box by clicking on items in the "Functions" and "Columns" areas in bottom half of the window or typing a filter expression.
- Click "Verify" to check your syntax, then "OK" to apply condition.



Some filtering examples.

Where the value you are seeking is

equal to xx:	column_name = "xx"
not equal to xx:	column_name <> "xx"
one of a list:	column_name in ("xx", "yy")
not in a list:	column_name not in ("xx", "yy")
null:	isnull(column_name)
not null:	not (isnull(column_name))

TIP1: Update your SDR Reports.

Reports are created and modified regularly by SIS. To access current reports, click on "Update SIS Desktop Reports" at least once per week.

TIP2: NULL means that the data value for the particular field is "unknown" or "not available."

NULL is not synonymous to "zero" (numerical values) or "blank" (character values). Rather, null values allow you to distinguish between a deliberate entry of zero for numeric columns or blank for character columns and a non-entry which is NULL.

4 SORT YOUR RESULTS IN ANY ORDER

Sort Results:

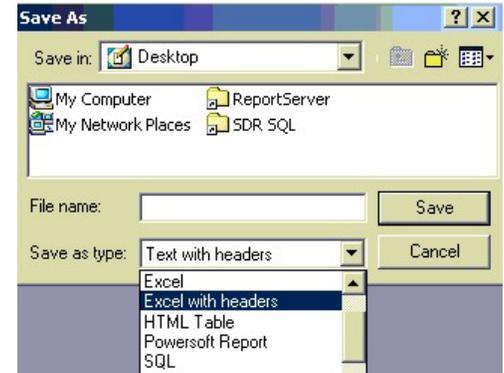
- Select "Rows" from the toolbar.
- Select "Sort" from the drop-down menu.
- In the "Specify Sort Columns" window, drag column titles from the "Source Data" to the "Columns" area
- Click "OK".



5 EXPORT RESULTS TO EXCEL, WEB, ETC.

Export Results:

- Select "File" from the toolbar.
- Select "Save Rows As..." from the drop-down menu.
- In the "Save As" window, specify a File Type from the drop-down menu.
- Click "Save".



TIP3: Some reports allow you to choose more than one parameter at a time.

If the input parameter name ends with "_List," multiple values can be entered for that parameter. For example, to retrieve information for Spring 2002, Summer 2002, and Fall 2002, type: "20021,20022,20023".

COMMONLY USED PARAMETERS

Using Reference.exe to Lookup Parameters:

Examples can be found in the SDR Records folder in the Reference.exe report.

- Double-click on "SIS Desktop Reporting" icon.
- Open the "Records" folder.
- Double-click on "Reference.exe".
- Click on "Reports".
- Select from the available reports.

School:

The School code generally consists of 2 letters and corresponds to the "Division" in SIS. The following list is only a sampling of the more than 40 codes. For a complete list, refer to the "Schools" report in the Reference.exe report.

AC	School of Architecture, Planning & Preservation
BU	School of Business
CC,CN	Columbia College
DD, DN	School of Dental and Oral Surgery
EN, EP	SEAS, Undergraduate and Graduate
GF,GG,GD	Graduate School of Arts & Sciences
GS	School of General Studies
GN	General Studies, Post Grad Program
IA	School of International & Public Affairs
JN	School of Journalism
MD	Medicine
NP, RN	School of Nursing, Graduate and Undergrad
OT	Occupational Therapy
PH	Mailman School of Public Health
PS	College of Physicians & Surgeons
SP	School of Continuing Education
SW	School of Social Work

Term:

The term code is always five digits long, beginning with the year and ending with the term number.

Spring = 1	Spring 2003 =20031
Summer = 2	Summer 1999=19992
Fall = 3	Fall 2002=20023

Graduation Term:

Always 5 digits: Year (e.g., 2002) + Month (1, 2, 3, or 4)

- 1=February
- 2=May (main graduation)
- 3=June (HS campus only)
- 4=October

* FINDING REPORTS WITH BOOMERANG

About Boomerang:

Boomerang provides a complete and searchable list of all reports that are available on SIS Desktop Reports (SDR). For access, go to www.columbia.edu/cu/sis and select Boomerang.



Report Index:

Click "Report Index" to obtain a complete list of all SDRs or only those reports in a single functional area, such as Accounts or Records.

Basic Search:

Type one or more key words into the "Basic Search" field to search for a specific report.

Report History:

View all reports you ran during a selected time period. Then click on the report name to see the specific parameters you used.

? CONTACT INFOLINE FOR HELP

For all your student information questions, help is available from 9 a.m. to 5 p.m., Monday through Friday at

infoline@columbia.edu
www.columbia.edu/cu/sis
212 854 2989

STUDENT INFORMATION SYSTEMS

Quick Tips for SIS Desktop Reports

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- 4 Sort Results
- 5 Export Results