

## Enterprise Reporting -- Publishing

This Quick Reference Guide documents how to publish, edit, and remove reports created with Oracle APEX to the Enterprise Reporting tab in PowerSchool. This only shows how to manipulate the report data, see PS QRD ER APEX -> Creating New Report to see how to create a new report in Oracle APEX.

- Publishing new Report
- Editing existing Report
- Removing a Report

**Navigation:** Start Page > System Reports link > Enterprise Reporting tab

### Publishing new report

To publish a new report:

1. Click **Add**
2. The publish dialog will appear (see **Figure1: Sample Publish Dialog**).
3. Select {Report} to publish from **Report Name** dropdown.
4. Enter a friendly explanation of the report to help users in the **Description** textbox. *Only 250 characters allowed.*
5. Determine where the report shows on the page by selecting group from the **Category** dropdown. Remember, that users could be limited to certain categories by security.
6. Select the **Published** radio button.
7. Click **Save**

#### Notes:

- Enterprise Reporting will be abbreviated as ER for the rest of this document.
- To publish a report, you need to have a valid ER Role {ER User or ER Admin}. In addition, your role/group must have Modify privileges. *(Ros G., should this be fixed with permission overrides? User should not get to publish, Admin should)*
- Page name in Oracle APEX translates to ER Report Name in PowerSchool

Add Report	Edit Report
<div><b>Report Details</b></div> <div><b>Report Name</b> MH Student Demographic</div> <div><b>Description</b> 250 characters left</div> <div><b>Category</b> Attendance</div> <div><b>State</b> <input type="radio"/> Published <input checked="" type="radio"/> Not Published</div> <div>Cancel</div>	<div><b>Report Details</b></div> <div><b>Report Name</b> MH Student Demographic</div> <div><b>Description</b> 200 characters left</div> <div><b>Category</b> Lists</div> <div><b>State</b> <input checked="" type="radio"/> Published <input type="radio"/> Not Published</div> <div>Cancel</div>


**Figure 1. Sample Publish Dialog**

**Figure 2. Sample Edit Dialog**

Warning: Once published, anyone with a valid ER role can view the report.


### Editing existing report

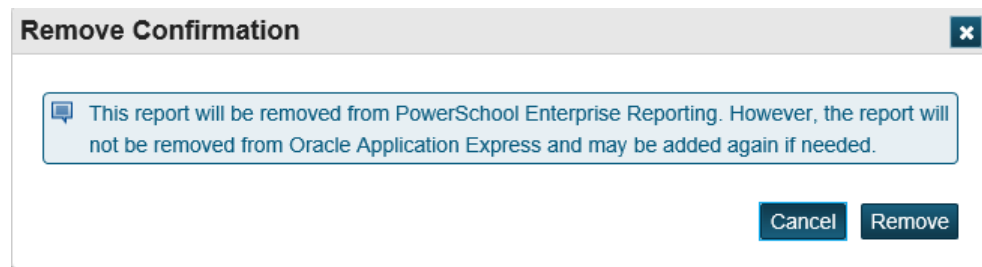
To publish a new report:

1. Click  next to the report to Modify
2. The publish dialog will appear (see **Figure 2: Sample Edit Dialog**).
3. Select {Report} to publish from **Report Name** dropdown.
4. Enter a friendly explanation of the report to help users in the **Description** textbox. *Only 250 characters allowed.*
5. Determine where the report shows on the page by selecting group from the **Category** dropdown. Remember, that users could be limited to certain categories by security.
6. Select the **Published** radio button.
7. Click **Save**

### Removing a report

To remove a report:

1. Click .
2. The Remove Confirmation dialog will appear. (see **Figure 3. Remove Confirmation dialog**)
3. Click **Remove**



**Figure 3. Remove Confirmation dialog**

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