Guide for running
Oracle Business Intelligence Reports
- Click on the Business Intelligence link

- Go to VIRG.VANDERBILT.EDU
Sign In using your VUNetID and Epassword.

Note: if working off campus or not connected to a Vanderbilt University network you will need to connect to the Vanderbilt University VPN using PulseSecure in order to access the login screen.
Once logged in, the tool opens to the Home Page.
Click Catalog to see Folders and Reports
Expand Shared Folders by clicking on the Triangle.
- Folder structure similar to BI Launch Pad
- Access is the same as BI Launch Pad
Navigate to a folder and click on the folder name to see a list of reports.

- **BI Publisher**
  - Sorts A-Z at bottom of report list.

- **Answers**
  - Sorts A-Z at top of report list.
Reports created in Answers
Click Open to run a report.
Answers Report Prompts

- **Required Prompts**
  - Preceded by asterisk (*)

- **Optional Prompts**
  - Contains text “All Column Values”
  - Or can be Blank
Once all required prompts are populated, click continue.

Multiple ways to select prompt values:
- Type prompt value directly in box
- Scroll down list and select a value
- Use Search feature
- Use semicolons (;) to separate ID lists
Data appears

Change Prompts and click Apply for different result sets
Click on gear for print and export options
BI Publisher

Reports
Click Open to run a report.
BI Publisher Report Prompts

**Required Prompts**
- Preceded by asterisk (*)

**Optional Prompts**
- Contains text “All”
- Or can be Blank
Once all required prompts are populated, click Apply

Multiple ways to select prompt values
- Scroll down list and select a value
- Use Search feature
- Use comma (,) to separate ID lists
Data appears

Change Prompts and click Apply for different result sets
Click on gear for print and export options
Click on Catalog to return to the list of folders and reports
Use Favorites for quick access to most often used reports.
Need Help?

Email

VIRG-REPORTING@LIST.VANDERBILT.EDU