On Demand Reporting
User Guide  Abbreviated Version

This user guide was prepared by the Office of Institutional Research, Demography, and Assessment at Eastern Washington University. A complete version of this user guide is available from OIRDA.
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On Demand Reporting

Welcome to OIRDA’s Jasper Report Server and On Demand Reporting. The purpose of this document is to guide end users through the capabilities of the On Demand Reporting system with a step-by-step set of instructions. On Demand Reporting provides you with a set of standard reports and a unique menu of reports customized specifically to fit your needs.

To gain access to the report server, a username will have to be requested through the Director of OIRDA. You will be required to change your password every 90 days. The URL to the report server is: https://irda-iris2.ewu.edu/jasperserver-pro. Supported browsers include Firefox 2.0 or greater or Internet Explorer 6.0.

On Demand Reporting - Data Security

A username and password is assigned to individuals only. Usernames and passwords are not to be shared with anyone other than the authorized user. Following the data security standards as set forth by the Data Management Committee, users are personally responsible for following the FERPA requirements regarding the use and distribution of confidential student data. All users of this system must sign the special Banner access permission form pertaining to use of the Jasper Server.
Login form

**Jasper Server 4.0 Issues:**
Version 4.0 contains a defect that does not allow for blanks between words in the Organization name. For this reason the Organization name must be specified as Institutional_Research, with an underscore between words. The name can be all upper case, all lower case or mixed case.

On the Login Form input the Organization to which you have been assigned and your user name and password. Be sure and put in the required dash.

If you are logging on to the system for the first time, your password has been reset for you by the system administrator or your password has expired you need to change your password. Click on Change password and fill in your new password as prompted on the form.
Getting Started form

To gain access to standard reports developed for all users and custom built reports designed for you, click on “View Your Reports” to obtain a list of reports your username authorizes you to run. At the present time the ‘Create a Report’ function is reserved for OIRDA staff use only.
Report View

This page provides the list of all standard and customized reports to which you have authorized access. Reports identified as “CENxxx” and/or ‘- Census’ run against snapshot data that was captured as of the tenth day census each term. All other reports listed run from the ‘current’ ODSP database where current is defined as close of business from the prior day. A brief description of the report is also included (note: a more extensive description of each report can be found in the “On Demand Reporting – Standard and Customized Reporting manual” located on the OIRDA website) along with the creation/revision date of the report and the general folder in which the report is housed in our system.

Type all or part of the report name to search the available reports such as CEN for all Census reports.

Clicking on the report name or the Run Button will run the report ‘Real-Time’ and disable your browser window.

Clicking on the ‘Background’ icon will allow you to run the report without disabling your browser window.

Clicking on the ‘Schedule’ icon will allow you to pick a date and time for the report to run.
Ways to run a report

There are multiple ways to run a report:

1. **Real-Time** – Runs right now and displays the output back to your browser. Your browser screen will be rendered unusable during the time it takes to run the report.

2. **Background** – Runs right now but doesn’t render the browser screen unusable. It runs silently in the background. You specify where it is to be delivered (Content Repository and/or e-mail) and in what format (pdf or excel) you want it delivered.

3. **Scheduled** – You can pick the date and time for the report to run. You specify where you want the report to be delivered (Content Repository and/or e-mail) and in what format (pdf or excel) you want it delivered.
Glossary of Terms

The following link will take you to a glossary of commonly used terms within the university. Many of these terms represent units of measure you will find in the On Demand Reports provided through the OIRDA report server.

http://access.ewu.edu/Institutional-Research/IR-Glossary.xml