



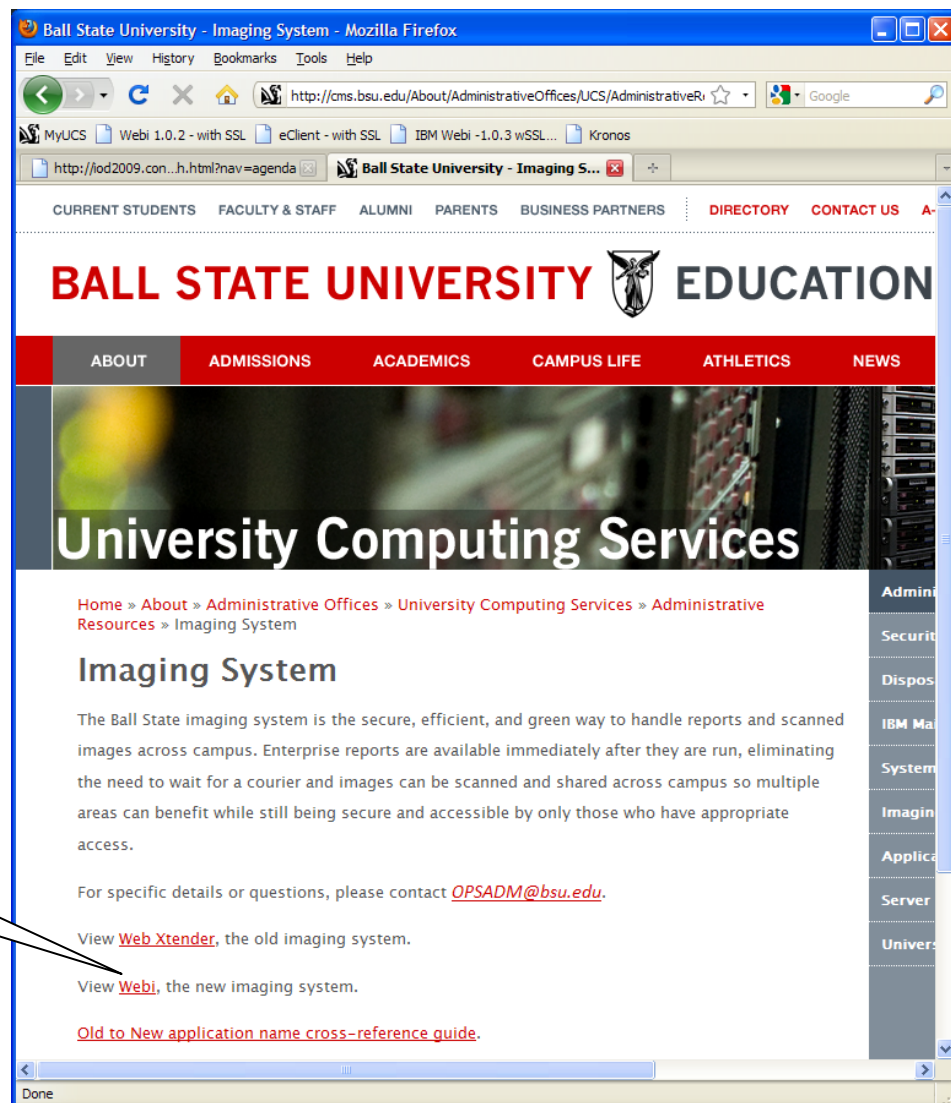
Logging into the ECM system to view Tally Reports ...using WEBi.

The Content Manager imaging system at Ball State University is a powerful tool that allows the university to distribute and maintain important reports, records and other information efficiently and securely. As part of that security, each user who needs access must utilize their own ID, which is then in-turn given the necessary accesses.

Your user name and password is the same one you use to access your BSU e-mail. If you have problems logging on, please contact Chuck Tuite 5-1386 or Wayne Grile 5-3055.

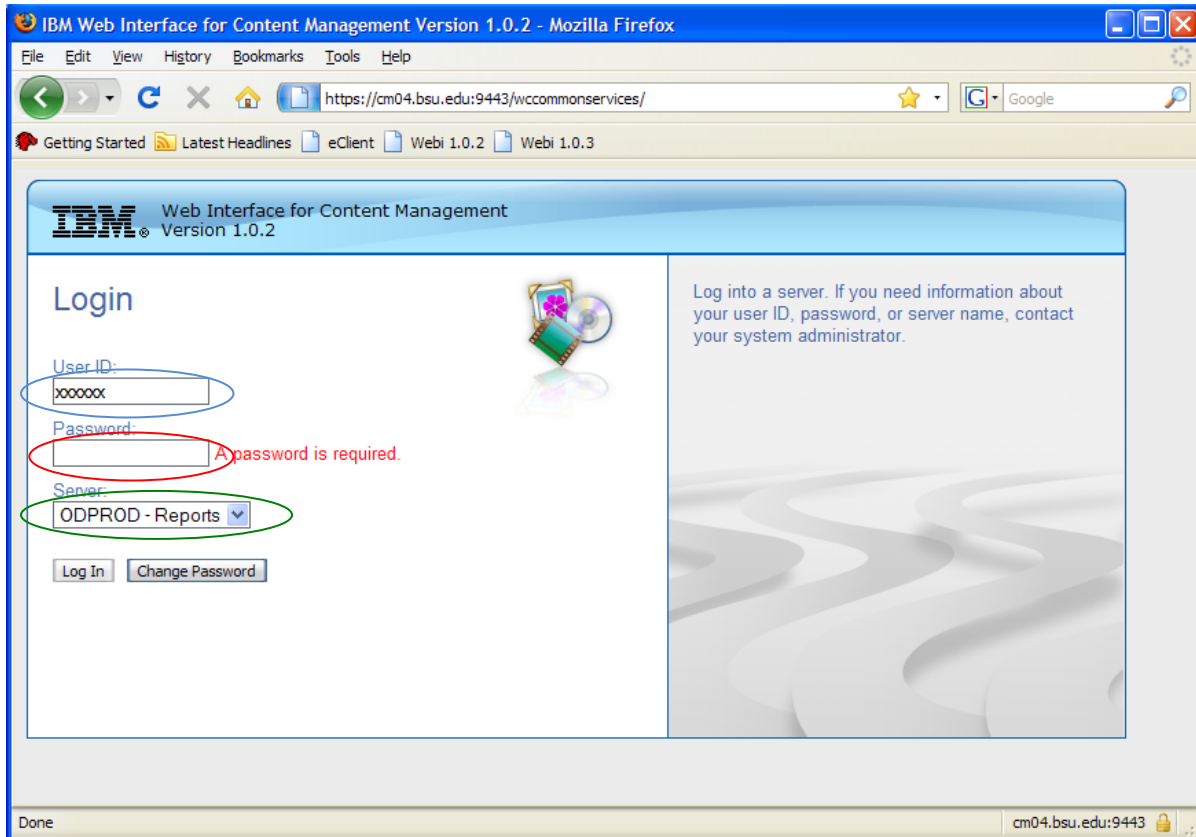
The following steps will enable you to successfully log into and begin using the system.

Step #1: Open up a web browser and go to <http://www.bsu.edu/imaging>. This will bring up the Imaging System web site.

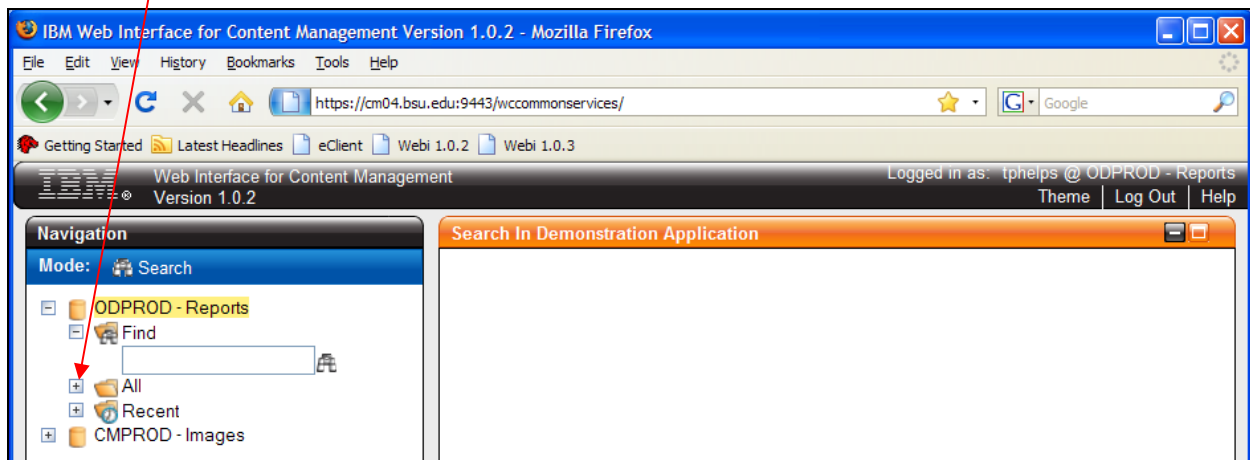


Click on this link to log into WEBi

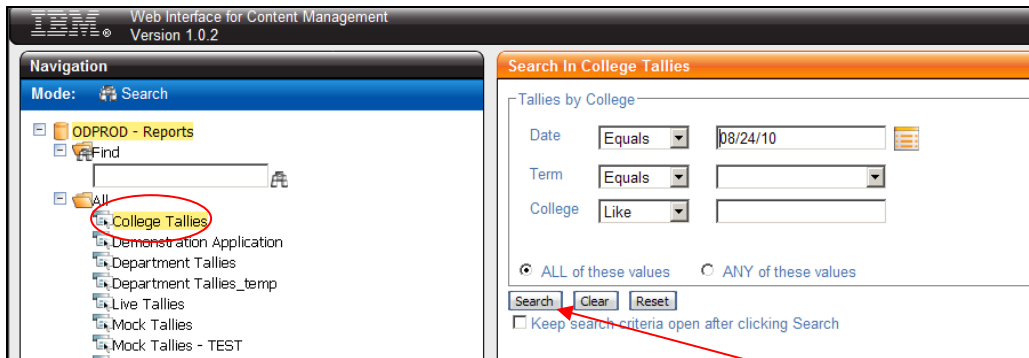
Step #2: Enter your user ID and password and MAKE SURE that ODPROD – Reports is selected as the Server drop-down. Then click **Log In**



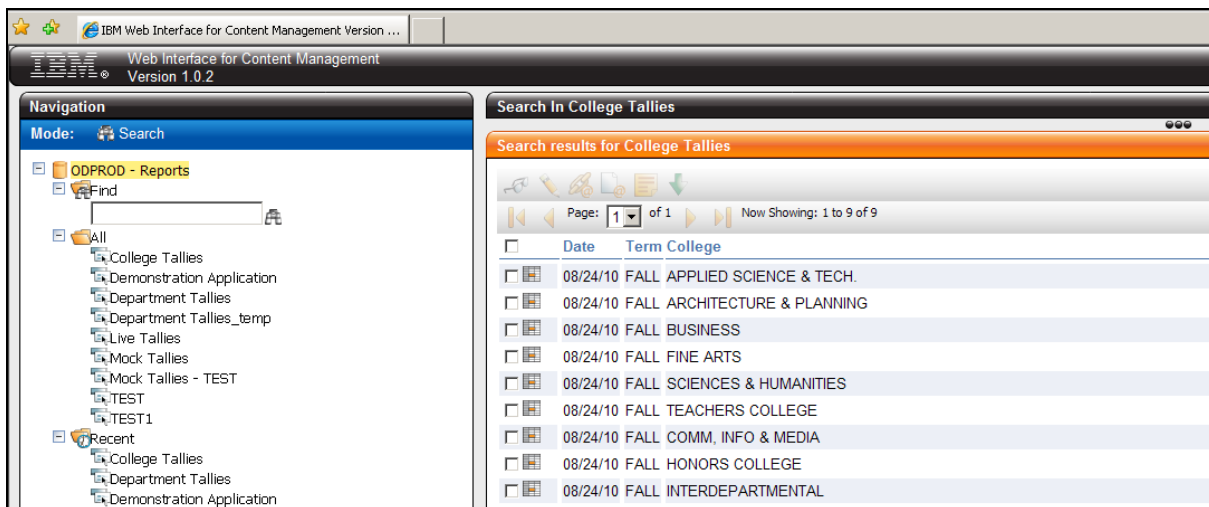
Step #3: When you have successfully logged on, you will see a screen similar to the following. At the left, click on the '+' to expand the All folder. It will then show you everything you have access to see.



Step #4: Single-left-click on the Item Type (application) you wish to search. A listing of index values will be shown on the right-hand side of the screen. For the examples in these instructions we will use the College Tallies, but the same instructions would apply to the Department Tallies. The screen will look something like this:



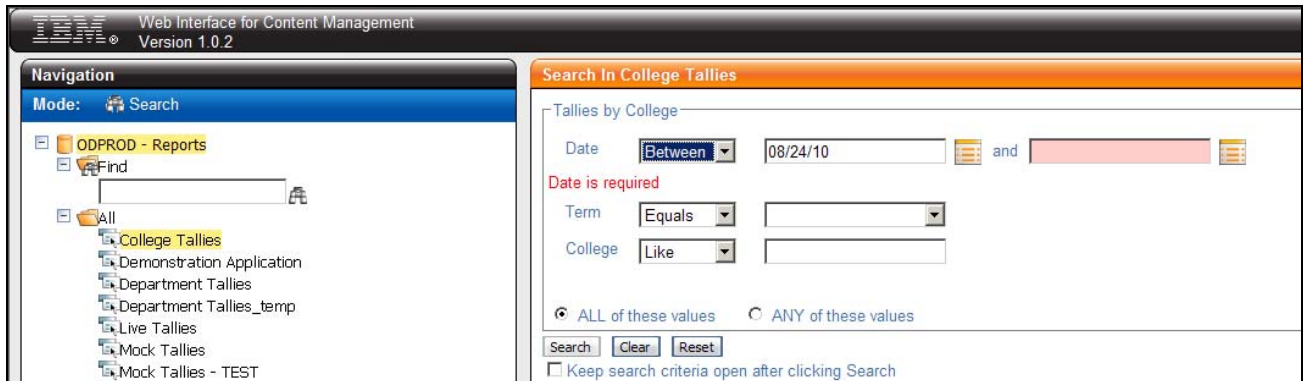
If all you want to see is the most recent Tallies, all you need to do is click on the Search button. Everything else will be done for you. When you click on it, you will see something similar to this:



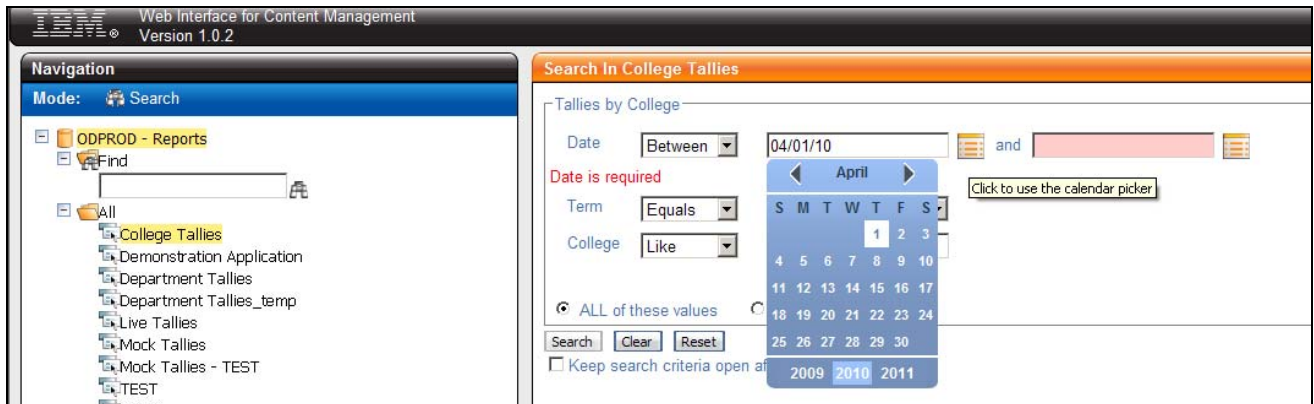
If you want to see historical Tallies, first figure out the date of the earliest one you want to see (remember that these used to run weekly, so some earlier versions will only have the information as of a Friday of any given week), as well as the latest one you wish to see. When you have determined those dates, then you will need to follow the steps on the next page.

Step #5: Enter the two dates from the previous step. You can either type them in in MM/DD/YY format (EXAMPLE A) or use the date pickers to set them (EXAMPLE B). When you're done the screen will look like EXAMPLE C.

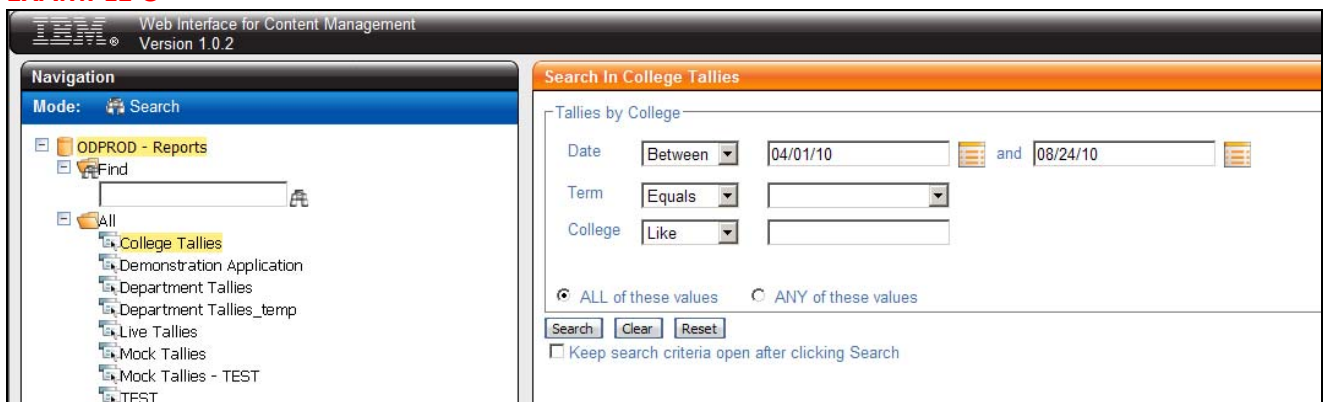
EXAMPLE A



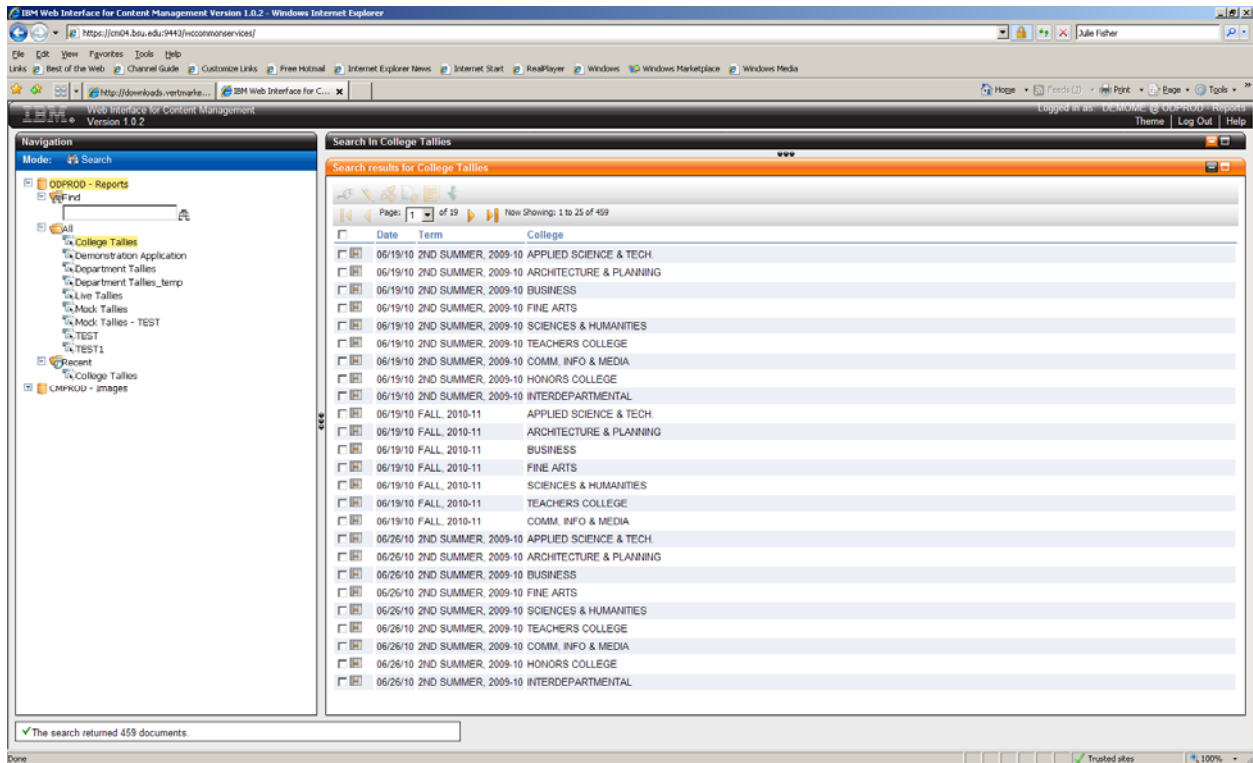
EXAMPLE B




EXAMPLE C

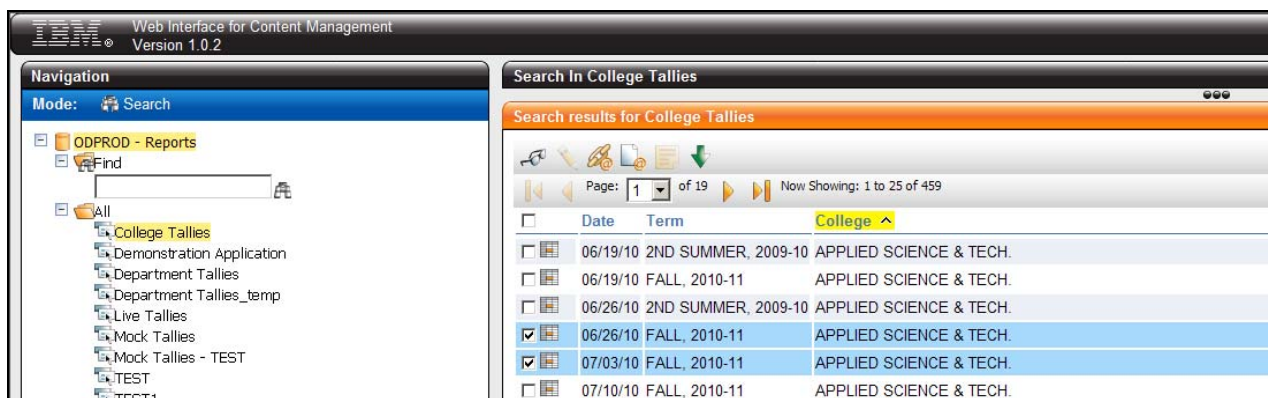


Step #6: Click on the Search button. Everything else will be done for you. When you click on it, you will see something similar to this:



Check the box in front of the report you want to see and click the "View" icon  to display the report page.

You can also view multiple entries at the same time by single clicking the check box next to those desired entries, like the example below. Then click the "View" icon.



If you selected multiple entries, in this example two, they will be displayed in a tabbed view. To alternate between the two entries simply click the appropriate tab. To close a single entry, click the small red x associated with that page. To close all the entries click the large red X in the upper right-hand corner of the window.

PGRM ID: REG1026 BALL STATE UNIVERSITY TALLY REPORT FOR FALL, 2010-11 PAGE 1
 RUN DATE: 06/26/10 ALL CLASSES BY COLLEGE OF APPLIED SCIENCE & TECH.
 RUN TIME: 16:15:19 FOR ALL STUDENTS
 DEPT : AQUA

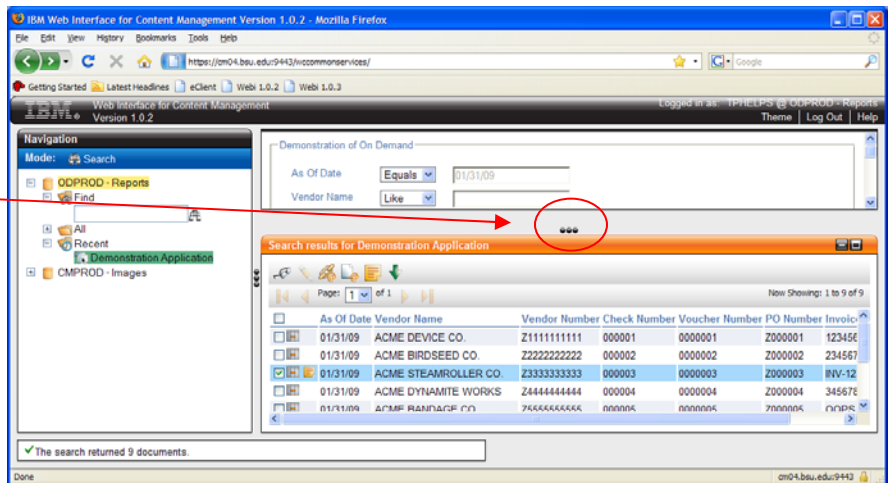
CL - INDICATES CLASS IS CLOSED
 * - INDICATES A TAU
 H - INDICATES CLASS IS ON HOLD

REF	DEPT	CRSE	SECT	HOUR	DESCRIPTION	INSTRUCTOR	TIMES	BLDG	ROOM	PART OF TERM	SEC NUM	SPACE	
L	NBR	NAME	NBR				START	END	DAYS		LMT	ENR	LEFT
76679	AQUA	190	001	3.0	INTR TO AQUA	YARGER	1000 1115	M W	PL 209		25 15	10	
					COURSE TOTALS -		LIMIT: 25		ENROLLED: 15		REMAINING: 10		
76687	AQUA	215	001	1.0	INT SWIM	YARGER	0800 0850	M W	LP SU		25 2	23	
					COURSE TOTALS -		LIMIT: 25		ENROLLED: 2		REMAINING: 23		
76695	AQUA	217	001K	1.0	CANOE KAYAK	STAMM	1130 1600	F	LP SU	8/27 - 10/29	14 10	4	
					MEETS 10 WEEKS;								
					COURSE TOTALS -		LIMIT: 14		ENROLLED: 10		REMAINING: 4		
76709	AQUA	219	001	1.0	OFFICIAL AQ	STAMM	1400 1450	T R	PL 209		25 0	25	
					COURSE TOTALS -		LIMIT: 25		ENROLLED: 0		REMAINING: 25		
76717	AQUA	220	001	2.0	OP H2O SCUBA	REED	1500 1650	M W	BG 001		16 14	2	
							1500 1650	M W	PL 209				
					OPEN ONLY TO EXER SCI MGR, 106N***;								
					COURSE TOTALS -		LIMIT: 16		ENROLLED: 14		REMAINING: 2		
76725	AQUA	221	001	2.0	ADV SCUBA	REED	1500 1650	T R	BG 001		16 17	1-CL	

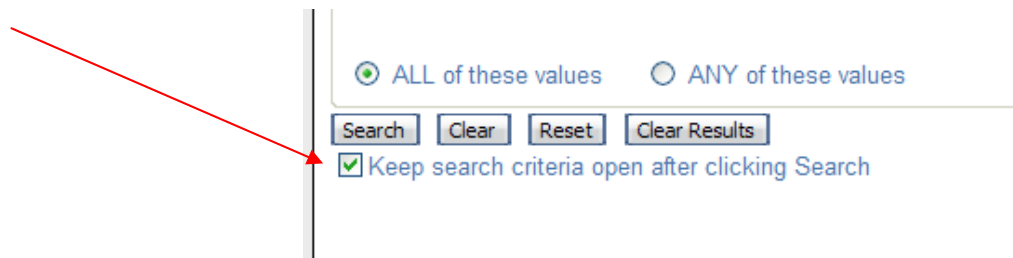
General Usage items:

Arranging your windows:

1. You may notice once you click the search button all your search fields disappear and you are presented with a list of the search results. To display your search fields again simply click and slide the three dark circles at the top of the search results window down.
2. The search fields will be viewable once again.

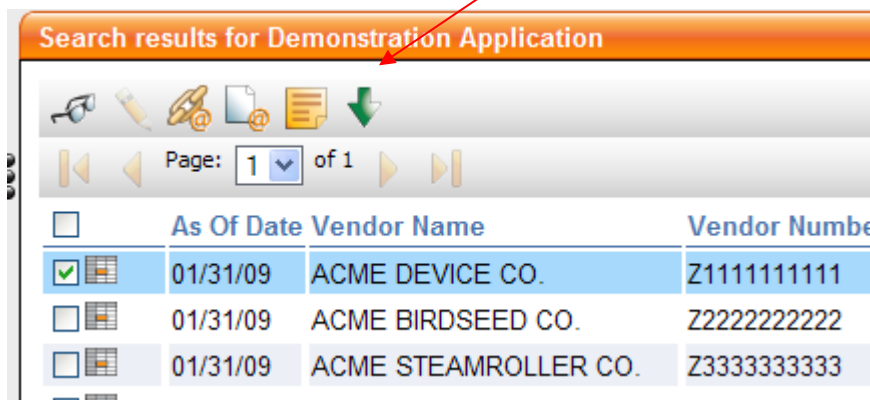


- To keep your search fields always viewable, click the check box just beneath the search button:

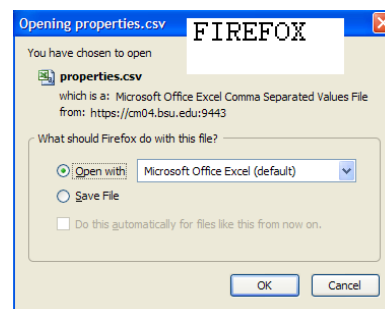
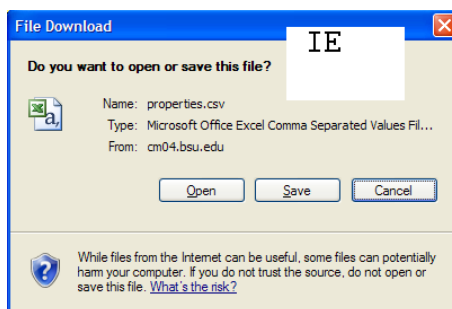


Downloading to your PC:

- If you wish to download a report(s), select the desired item by clicking the check box next to it and click the Download button on the toolbar. 



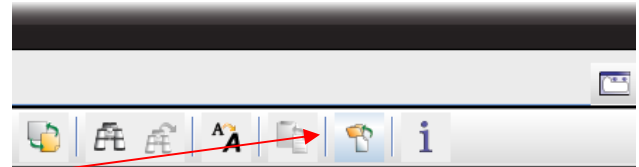
- This will invoke the download interface box. Specify how you want the file, either opened up in Excel or saved to a file on your computer. Firefox and IE will look slightly different.



- If you selected Excel – the page you selected will be presented to you in Excel. You can then save it as desired.
- If you selected, save file, you will see a download window appear briefly as the download takes place. Once the window disappears the operations is complete.

Copy Pages:

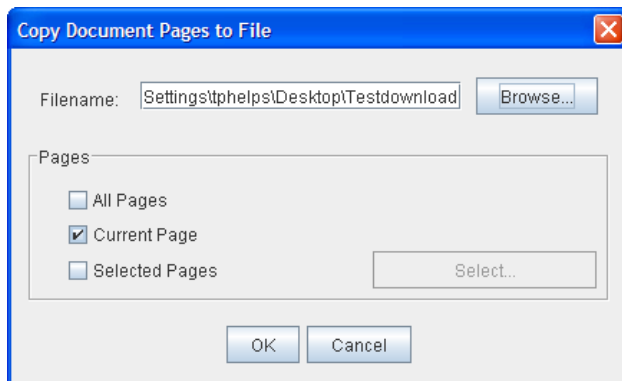
1. When you want to only copy select pages from a large report, use the copy pages option. Open the report you wish to save and click the Copy Pages icon.



BALL STATE UNIVERSITY
WIDGETIAL RECORDS SYSTEM
0 DATE CASH DISBURSEMENT REGISTER THRU 01/31/09 - NAME SEQUENCE

UMBER PTION	P.O. NUMBER	INVOICE REF	BATCH DATE	HOLD TC	FLAG	GROSS AMOUNT	DISC AMOUNT
	Z000001	111111	ABC123	111		1,234.00	
*	CHECK 01-000001	TOTAL	*			1,234.00	
	Z000002	222222	ABC234	112		567.00	
*	CHECK 01-000002	TOTAL	*			567.00	

2. This will bring up the 'Copy Document Pages to File' dialog box. Here you have the option to select All, Current page, or Select pages.



3. Click the 'BROWSE' button to select the destination of the report you are about to download and give it a name you can remember and click 'OK'. The copy pages dialog box will disappear once the download has completed.

For additional instructions and hints on conducting searches, please look through the documentation located at www.bsu.edu/imaging