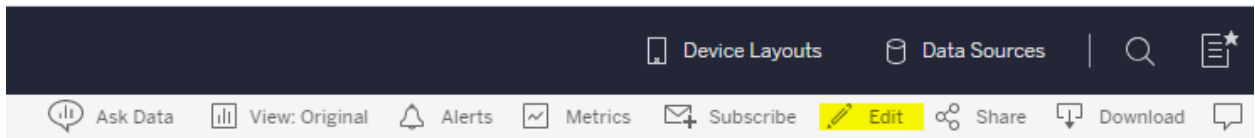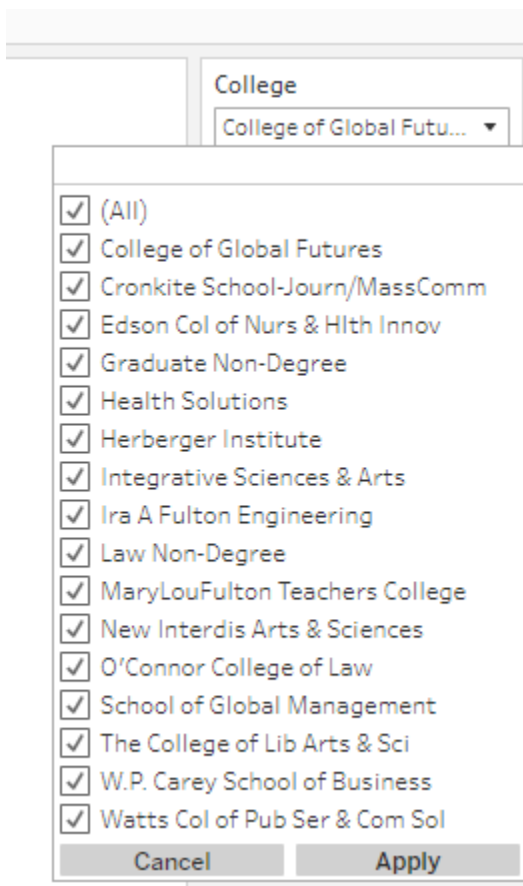# Customizable Report Guide

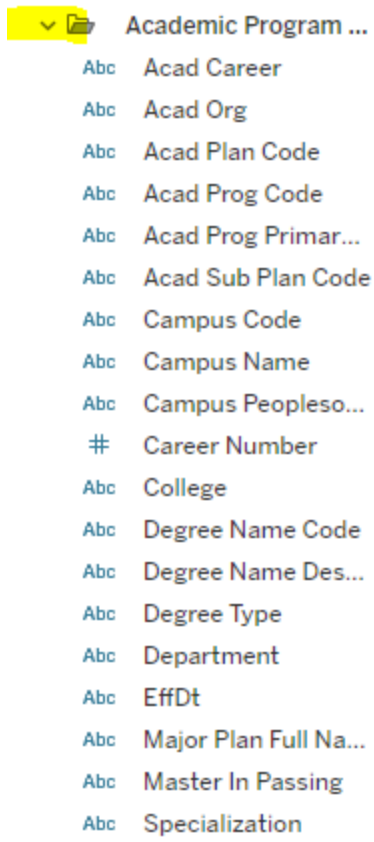1. Click on Edit in the top menu bar.

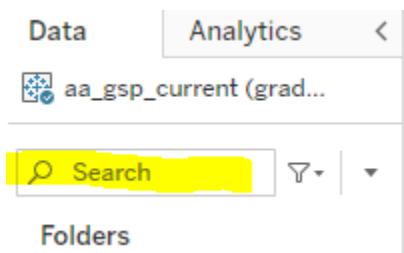2. Choose your College(s) and Department(s) and click on Apply.

3. The folders in the left menu bar can be expanded by clicking on the >. A table of contents showing all of the fields is on the next page.
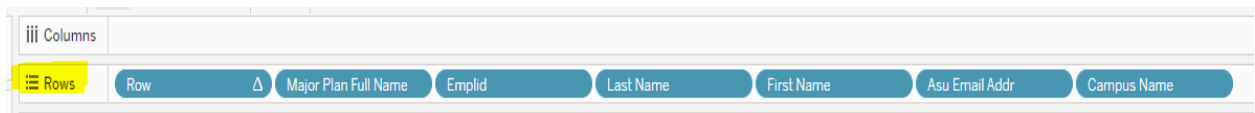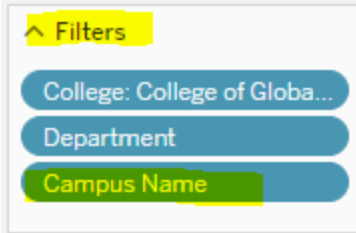
Folders

∨ 📂 Academic Program ...
    Abc Acad Career
    Abc Acad Org
    Abc Acad Plan Code
    Abc Acad Prog Code
    Abc Acad Prog Primar...
    Abc Acad Sub Plan Code
    Abc Campus Code
    Abc Campus Name
    Abc Campus Peopleso...
    # Career Number
    Abc College
    Abc Degree Name Code
    Abc Degree Name Des...
    Abc Degree Type
    Abc Department
    Abc EffDt
    Abc Major Plan Full Na...
    Abc Master In Passing
    Abc Specialization

> 📁 Assistantship Info

4. Users can also search for a field by typing it into the Search box.

Data   Analytics   <

🔲 aa_gsp_current (grad...

🔍 Search   ▽▾ | ▾

Folders

5. Once the desired field is located, click and drag it into the Rows box.

⠿ Columns

≣ Rows   Row   Δ Major Plan Full Name Emplid Last Name First Name Asu Email Addr Campus Name

6. The data will automatically be added to the existing data.

7. You can also click and drag the field into the "Filters" box.

A pop up will allow you to choose the criteria that you want to filter for and then click OK.
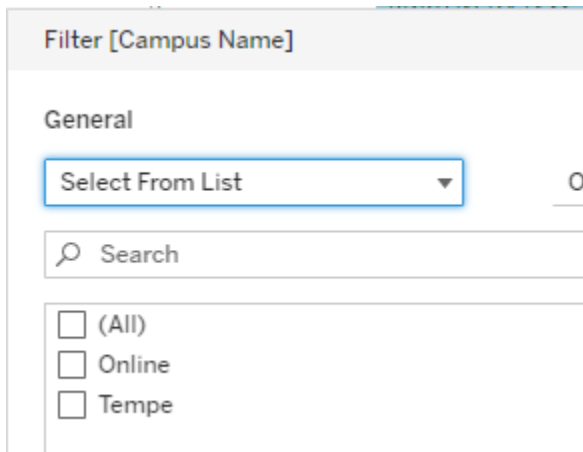
The existing data will automatically adjust based on the chosen filter(s).

8. At any time, you can click and drag the field back to the folder to remove the row from the data.
9. You can save the report and filters so that you can return to it at a later date and the data will automatically be refreshed. Click on "File" then "Save as"
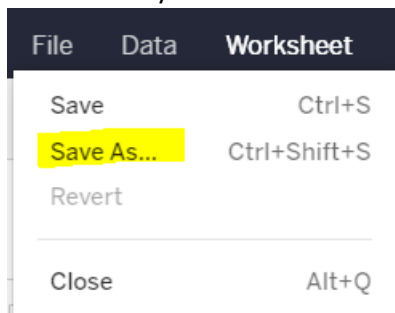
10. Expand the "Graduate Student Progress" folder and then select the "Web Authoring" folder

Save Workbook

Name:

Project:

- Experience Center Enterprise
- FDM Public
- GC DEV
- Global Education Office Enterprise
- Graduate College - Finance Administrati...
- Graduate College - Internal
- Graduate College Dashboard
- ⌄ Graduate Student Progress
  - Custom Reports
  - Web Authoring
  - Graduate Student Progress - Custom

☑ Show sheets as tabs

☑ Embed password for data source

Cancel   Save

11. Name your report

Save Workbook ✕

Name:

Sample Report

Project:

- 📁 Experience Center Enterprise
- 📁 FDM Public
- 📁 **GC DEV**
- 📁 Global Education Office Enterprise
- 📁 Graduate College - Finance Administrati...
- 📁 Graduate College - Internal
- 📁 Graduate College Dashboard
- ∨ 📂 Graduate Student Progress
  - 📁 Custom Reports
  - 📁 Web Authoring
- 📁 Graduate Student Progress - Custom

☑ Show sheets as tabs

☑ Embed password for data source

Cancel   **Save**

12. Click "Save"