**OSP Internal Reports** (updated 11 May 2011)

**To Access OSP Internal Reports**

Internet Explorer security has been set to allow authorized users to bypass steps requiring you to enter your MSU domain username and password for specified web sites.

<https://helene.msu.montana.edu/te/oirStart.aspx>

**Running OSP Internal Reports**

There are multiple reports available for viewing. The data used by the reports are run against a summary extract table (FZITD), which is updated twice per day.

Reports are accessed by simply clicking on the title from the list of available OSP Internal Reports. Based on the report you select, you may be asked to supply certain parameters unique to that report; then click on “Run Report”. Specific parameters for each type of report, and brief descriptions for each, are addressed in the document [OSP Internal Reports Quick-Sheet](file:///\\Opal\gccommon$\FM%20Working%20Folder%20-%202011\Web_Reports_Quick-sheet.docx) (<http://www.montana.edu/wwwvr/osp/InternalOSPReports_Quicksheet.docx>)

***Navigation***

Although each specific report is unique, there are several features or capabilities that are common to all. Once run, each report will have two ‘buttons’ for navigation located at the top of the report output page: Return’, and ‘Export CSV.’

The Return’ button allows you to return to the main *OSP Internal* *Reports* page to select an additional report, redefine the parameters you have selected for a particular report or *Logout*.

The *Logout’* button should be used if you wish to exit *OSP Internal Reports* after running your report. ALWAYS use this button when you are done with *OSP Internal* Reports as it is the most secure way to exit the application and protect your login credentials. This option is available from the main *OSP Internal Reports* page.

***Exporting OSP Internal Report Results***

The Export CSV’ button is used to export your report results into an Excel spreadsheet. Click on Export CSV and select either ‘Open’ or ‘Save’. The file name, by default, is the report name with a randomly generated number attached. You may rename it before saving it and you may select where you want to save it (on your Desktop, for example, or in a special folder for that type of report, etc.). The file you saved will open with Excel where you may refine the format more specifically to meet your needs.

***Sorting***

Another feature common to all available reports is the ability to sort by a variety of criteria. By simply left-clicking on a column heading after you run a report, you will be able to sort the data in that report by that column’s criteria.

**Exiting OSP Internal Reports from the Main OSP Internal Reports Page**

As noted above, the ‘Logout’ button is found on the main *OSP Internal* *Reports* page. This feature allows users to protect their credentials from being cached in the browser.  This is especially important if a public computer is being used.  An unauthorized user could hit ‘Return’ if the browser was left open and then be allowed into ‘OSP Internal Reports’.

*PLEASE ALWAYS EXIT OSP INTERNAL REPORTS BY SELECTING THE ‘CLOSE BROWSER’ BUTTON.*