CU Careers: Step-by-Step Guide

Working with Reports in CU Careers

This guide describes how to access, run, and export reports in CU Careers using the Oracle Business Intelligence (OBI) tool.

To locate reports in CU Careers:

1. Login to CU Careers.

2. Click Oracle Business Intelligence.
   
   **Note:** You can also access Oracle Business Intelligence from within CU Careers Recruiting, shown below:

3. Click Catalog.
4. Navigate to **Company Shared** > **CU Careers Reports** > **Recruiting Reports**.

Under **Recruiting Reports**, you will see a list of delivered reports that can then be accessed and exported.
Opening and Running Reports

To open and run a report:

1. Identify the report you want to run, and click **Open**.

   ![Time To Fill](image)

   The system prompts you for criteria by which to filter specific information in the report.

2. Click **OK** to run your report.

   ![Time To Fill](image)

   The system displays an example of the report that you just ran:

   ![Time To Fill](image)

Exporting Reports

To export a report:

1. Click the **Export** link at the bottom of the report.

2. Choose the document type from the options listed.

   ![Export Options](image)