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 (after logging in):

1. From the Welcome Center page, click **Oracle Business Intelligence** from the main task bar menu or under Centers from the quick links left-hand panel.

   ![Welcome Center page with Oracle Business Intelligence highlighted]

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

   ![Recruiting page with Oracle Business Intelligence highlighted]

2. Click **Catalog**.

   ![Catalog page with Oracle Business Intelligence highlighted]
3. 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.

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

2. Click OK to run your report.

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

   

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.