# 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.
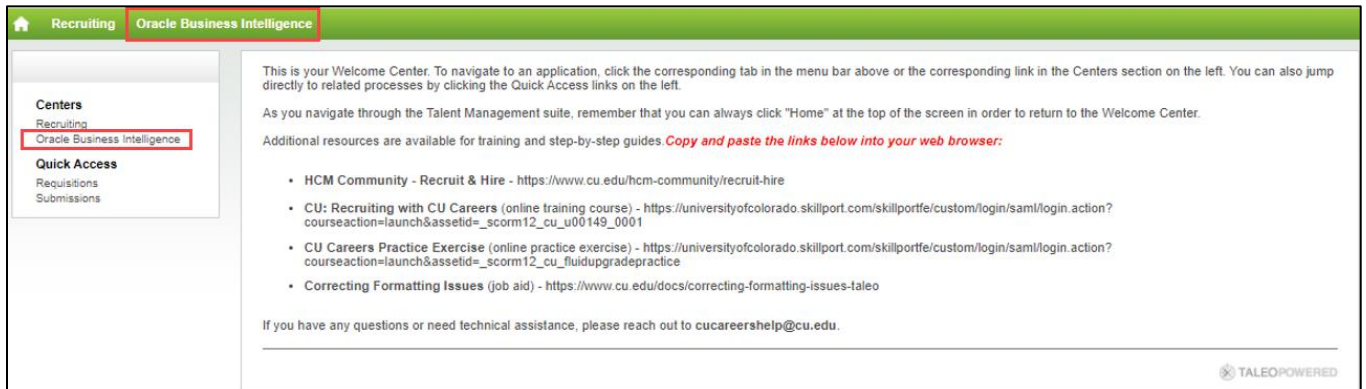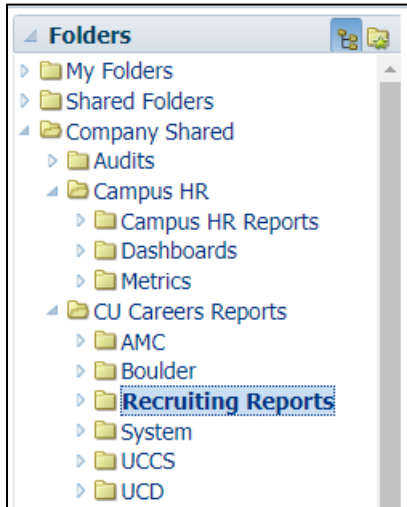

> **Note:** You can also access Oracle Business Intelligence from within CU Careers Recruiting, shown below:
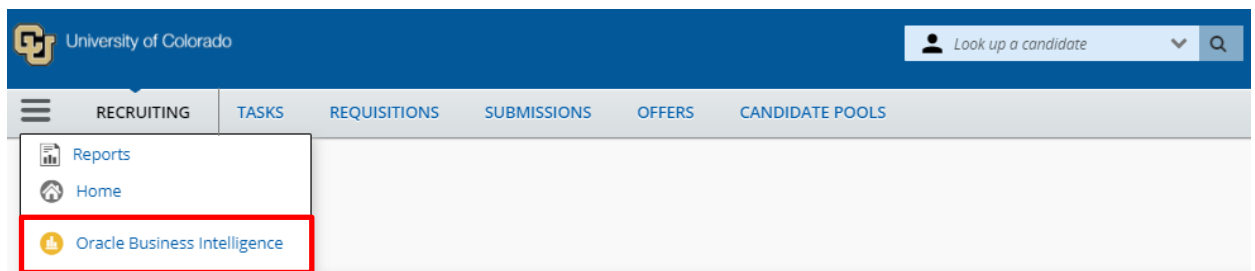
2. Click **Catalog**.

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.

Attachment counts | Last Modified 4/18/2017 6:02:20 PM | Owner Tristan Bender
Open | Edit | More ▾

Attachments report | Last Modified 6/18/2016 6:40:31 AM | Owner System Account
Open | Edit | More ▾

Candidate and Req Overview | Last Modified 4/30/2018 1:48:37 PM | Owner System Account
Open | Edit | More ▾

Candidate Details | Last Modified 1/19/2018 4:38:46 PM | Owner Elijah Olachea
Open | Edit | More ▾

Candidate Summary By Recruiting Status (Time Spent In Each Status) | Last Modified 6/18/2016 6:40:31 AM | Owner System Account
Open | Edit | More ▾

Candidates Requiring Attention (Based On Aging) | Last Modified 10/26/2017 6:56:52 PM | Owner System Account
Open | Edit | More ▾

CLOR Report | Last Modified 6/18/2016 6:40:31 AM | Owner System Account
Open | Edit | More ▾

EEO by Gender | Last Modified 6/21/2016 3:21:44 PM | Owner Elijah Olachea
Open | Edit | More ▾

EEO Race Counts | Last Modified 6/21/2016 11:10:06 AM | Owner Elijah Olachea
Open | Edit | More ▾

Faculty/Research Faculty Postings | Last Modified 10/23/2017 6:29:04 PM | Owner Joanna Meryl Thompson
Open | Edit | More ▾

Most Recent Application Updates | Last Modified 6/18/2016 6:40:31 AM | Owner System Account
Open | Edit | More ▾

Openings vs. Hires | Last Modified 4/13/2017 5:10:11 PM | Owner Tristan Bender
Comparison of total openings to openings filled and unfilled.
Open | Edit | More ▾

Posting Status | Last Modified 8/8/2017 7:03:36 PM | Owner Joanna Meryl Thompson
Open | Edit | More ▾

Pre Screening Report | Last Modified 12/18/2017 6:49:42 PM | Owner Elijah Olachea
Open | Edit | More ▾

Pre-Screening Test | Last Modified 9/11/2017 2:12:16 PM | Owner Joanna Meryl Thompson
Open | Edit | More ▾

Opening and Running Reports

To open and run a report:

1. Identify the report you want to run, and click **Open**.
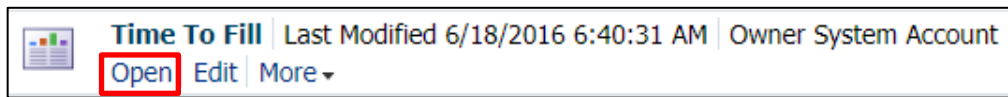
The system prompts you for criteria by which to filter specific information in the report.

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.