

# ***ECU BIC: Report Manager***

To access BIC Reports go to <https://reports.intra.ecu.edu>.

## Select ecuBIC

The screenshot shows a web browser window with the address bar containing <https://reports.intra.ecu.edu/reports/Pages/Folder.aspx>. The page header includes the ECU BIC logo, the text "SQL Server Reporting Services Home", and navigation links for "Home", "My Subscriptions", and "Help". A search bar is also present. Below the header, a "Contents" tab is active, displaying a list of folders: "AdventureWorks Sample Reports", "My Reports", "Users Folders", and "Models". The "ecuBIC" folder is circled in red. A description for the "ecuBIC" folder reads: "Home of the ECU Business Intelligence Center. All enterprise ad-hoc reports are stored here." A "Show Details" link is visible in the top right of the folder list area.

Address <https://reports.intra.ecu.edu/reports/Pages/Folder.aspx> Go Links SnagIt

Home | [My Subscriptions](#) | [Help](#)

**ecu BIC** SQL Server Reporting Services Home

Search for:  Go

**Contents**

Report Builder [Show Details](#)


- [AdventureWorks Sample Reports](#)
- [My Reports](#)  
Use this folder to store personalized reports.
- [Users Folders](#)
- [Models](#)
- [ecuBIC](#)**  
Home of the ECU Business Intelligence Center. All enterprise ad-hoc reports are stored here.








## Select the Student folder.

**ecu BIC** SQL Server Reporting Services  
Home > ecuBIC

Home | My Si  
Search for:

**Contents** **Properties**


 Report Builder


-  [Advancement](#)
-  [FacilitiesServices](#)
-  [FactBook](#)
-  [Finance](#)
-  [HumanResources](#)
-  [InformationTechnology](#)
-  [Student](#)

Select the folder you wish to access.

**ecu**  
**BIC** SQL Server Reporting Services  
Home > [ecuBIC](#) >  
Student

Contents **Properties**

 Report Builder

 Advising

Reports for Advisors

 Registrar

## Select the report you wish to process.

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Navigation Bar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, Mail, Print, Word, PDF, People.
- Address Bar:** <https://reports.intra.ecu.edu/Reports/Pages/Folder.aspx?ItemPath=%2fecuBIC%2FStudent%2FAdvising&ViewMode=List>
- Page Header:** **ecuBIC** SQL Server Reporting Services  
Home > [ecuBIC](#) > [Student](#) > [Advising](#) Search
- Navigation:** **Contents** | **Properties**
- Actions:** New Folder, New Data Source, Upload File, Report Builder
- Report List:**
  - [Advisee Listing](#)
  - [Advisee Listing with GPA and Hours](#)
  - [Cancelled Schedule By ID !NEW](#)
  - [Class Roster Report](#)
  - [Course List By ECUID LikeRG301](#)
  - [Course List Like RG312](#)
  - [Course List Like RG53 v2](#)
  - [Course Enrollment Distribution](#)
  - [Graduation List By Department](#)
  - [Instructor Schedule by Term](#)
  - [Intended Major](#)
  - [Major Data](#)
  - [Ods Shared !NEW](#)
  - [Rank By Program](#)
  - [Registration Pin By ID](#)
  - [Registration Student Pins](#)
  - [RG GPA CALCULATOR](#)
  - [Transcript Evaluation](#)
  - [Writing Intensive Courses](#)

***Add the parameters needed and select view report.***



SQL Server Reporting Services  
Home > [ecuBIC](#) > [Student](#) > [Registrar](#) >  
Advisee Listing

[Home](#) | [My Subscriptions](#) | [Help](#)

Search for:

**Enter parameters needed.  
Select view report.**

**View** | **Properties** | **History** | **Subscriptions**

New Subscription

Academic Period

Advisor ECU Id

## Export Report Options

New Subscription

Academic Period  Advisor ECU Id

1 of 1 100% Find | Next Select a format Export

**Select format for report information.**

Advisee Listing for  
Total Advisees: 0

Last	First	Middle	ECU Id	Email	Major
------	-------	--------	--------	-------	-------

- Select a format
- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel