

## Open a Report

All reports are either from Ellucian or IT has created them. These reports pull information from Colleague, which helps ensure accuracy; however, it is always good to open and review that reports have been updated.

Crystal Reports are reports indicated with a green dot. Crystal Reports show live data (i.e., Finance and Purge reports) and must be created by IT.

Right-mouse-click on the report you want to open. Then click View.

**i** Note: If you open a report with a schedule attached, it will open an Excel file that does not have the most up-to-date data.

When you open the report, a new tab opens at the top (like a web browser). You can determine the last time a report has been refreshed by hovering over the refresh symbol in the Query section of the toolbar at the top.

**i** Note: If it has a refresh of 5 years ago, it does not mean it's old; sometimes, it means that you do not have the ability to save.

