

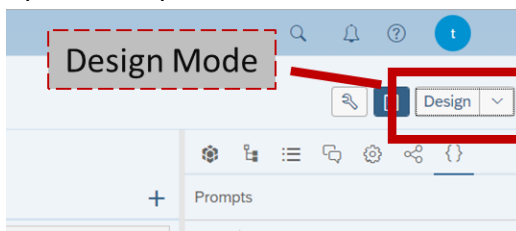
## Edit a Report

*You can only edit a report that is in your Favorites folder. For directions on saving a report you want to use, please refer to the section above, Save a Report.*

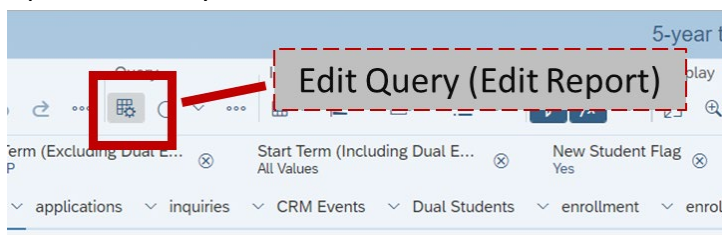
1. Locate and click the report you want to make changes to. Most reports you will look for are in Folders, then Public Folders, and MCCC Reports.

**i** *Note: If you are creating a new report, it is recommended that you find a report close to what you want and then edit the information so you are not creating a report entirely from scratch.*

2. Open the report and click the small down arrow to the right of the design icon.



3. Click the Edit button in the Query section of the toolbar at the top of the report. This will open the Query Panel.



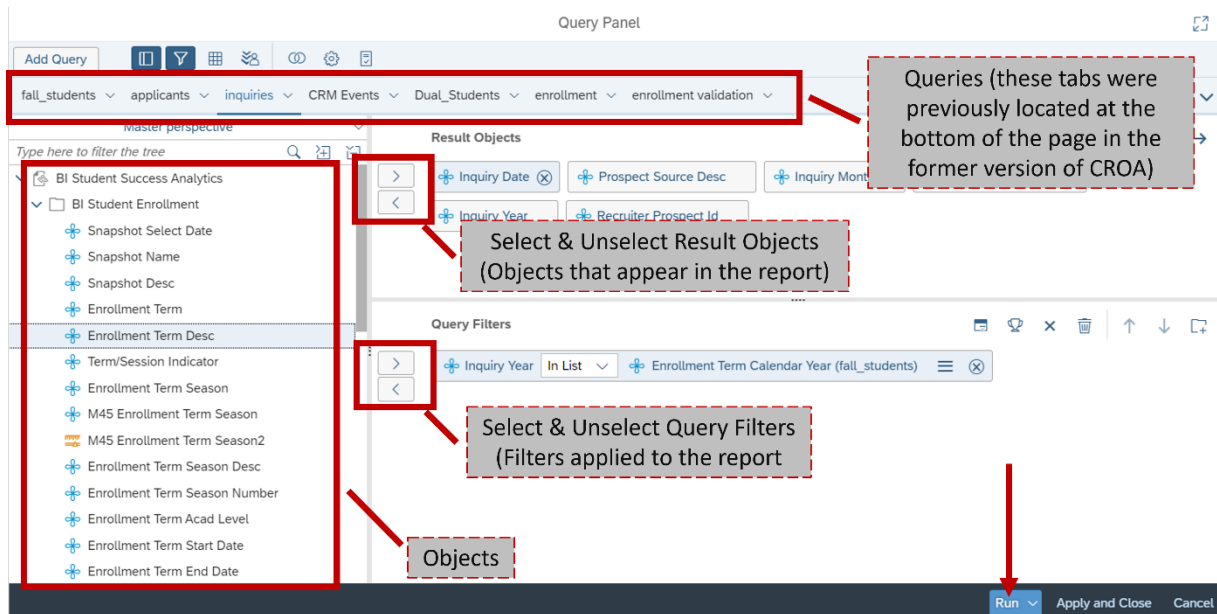
4. Report options that can be edited are as follows:

- **Result Objects:** The information you currently have in the report.
- **Query Filters:** The type of data you see. Think of the Query Filters as to how you will refine the data. For example, if you need a report that indicates a course section but only want to view a specific section from a specific year. You will edit your Query Filter to only pull that specific information. The report will pull every section from every year if this is not specified.

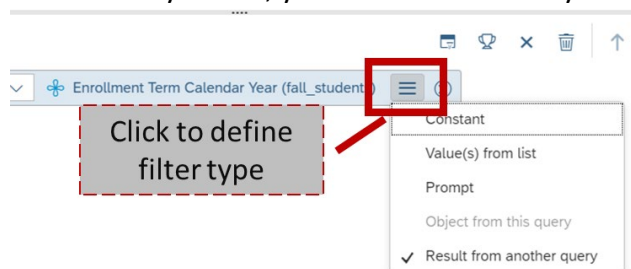
**Note:** M45 is a common prefix for many of the object names. M45 is the Customer number for Ellucian.

5. Select the fields you want and use the arrows to the right of the box to move them into your desired area.

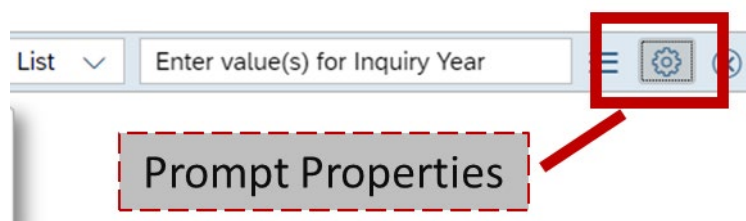
**Note:** You can use the search feature in the panel to the left to search for fields or click on an existing field to take you to the folder where it lives.



6. Under Query Filters, you do have the ability to define your filter type.



7. Click the icon next to the filter you want to define. From the drop-down, select Constant (if this should remain as is), Values from List (choose a value that should be used), or Prompt (if you want to be prompted to enter the information before the report runs).



8. You can also edit the Prompt Properties. A pop-up window will appear where you can define the properties. If Optional Prompt is not selected, then users of this report will be required to enter a prompt. Click OK when finished.

Prompt Properties

Parameter Type: ☒ New prompt ☐ Parameter from universe

Prompt text: Enter value(s) for Inquiry Year

Prompt hint: **B** *I* U

**Prompt Properties**

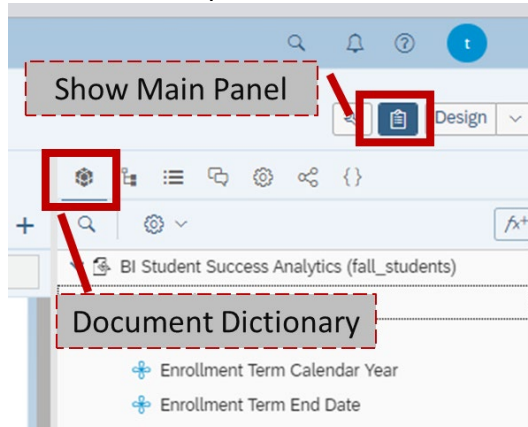
☒ Prompt with List of Values

☐ Select only from list

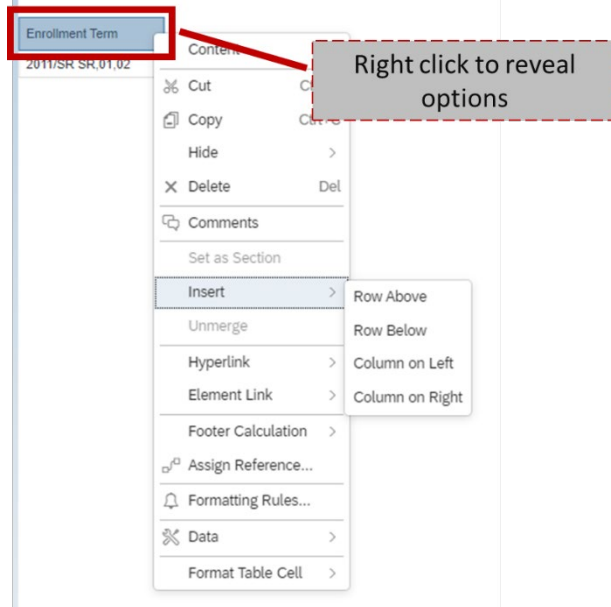
☒ Keep last value(s) selected

☐ Optional prompt

9. When finished, click Run Queries in the upper right corner.
10. If you added or changed the Result Objects of the report, you must add those new fields into the report structure.
11. Click the 'View document dictionary' icon from the right navigation panel (If you do not see this as an option, make sure to have 'Show main panel' selected).



12. To add the new fields to the report right, click on the first line of the data where you want to add the new field, click Insert, then Columns to the Left/Right (depending on where you want it). Then go back to your Document Dictionary panel and drag and drop it into the first blank link of the data field of the column you just added.



13. Once you have the report where you want it, click Save As to ensure you save it where you want it. It is recommended that you save reports as Save As in case you have multiple versions of the same type of report.

**i** Note: As you create and update reports, validate the data within the reports with what you see on Colleague and your report. Any report validation should first be directed to the user's supervisor, and any additional requests can be sent to the Help Desk at [helpdesk@mc3.edu](mailto:helpdesk@mc3.edu).