



Business Intelligence Center

CORE Help

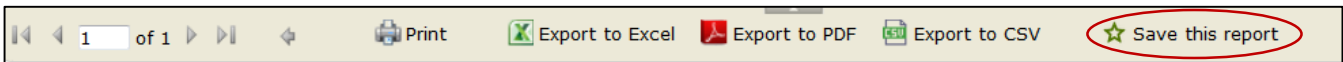
CORE Reports: **Chrome Browser** – Saving & Sharing* Reports

Please note: The *Save this Report* feature is not available for all CORE reports at this time (August 2016). This feature will be added to more CORE reports as time allows. Your patience is appreciated.

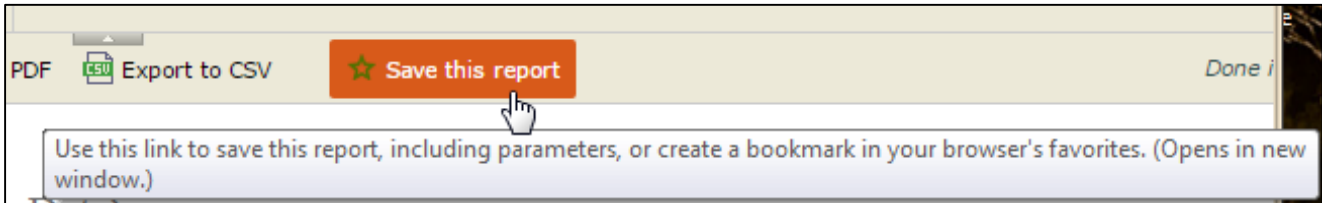
The BIC Team

Saving a Report

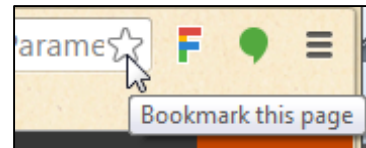
1. Run the report. Locate *Save this Report*, which appears with the *Print/Export* options.



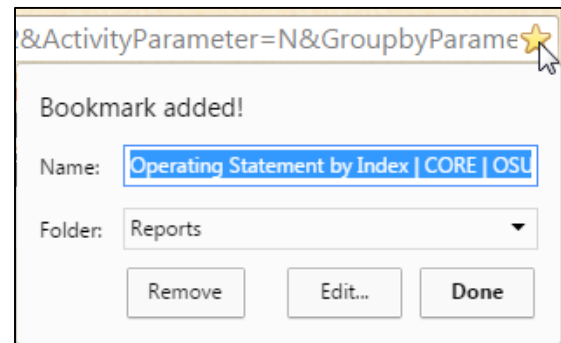
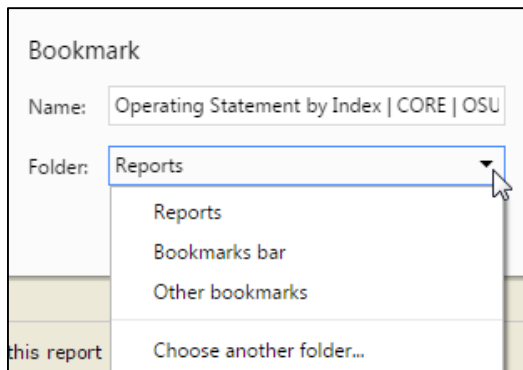
2. Click *Save this Report*. This action forces the system to rerun the report and opens it in another window, retaining the report's query and structure. Note: If you *Bookmark* your original report, it does not retain your field values.



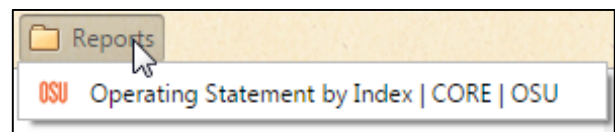
3. In the second report window, locate the Chrome *Bookmark Star*.



4. Click the *Bookmark Star*, which prompts the window *Bookmark added!* to open. You now can change the report default name and select from the dropdown list the Folder for saving the report.



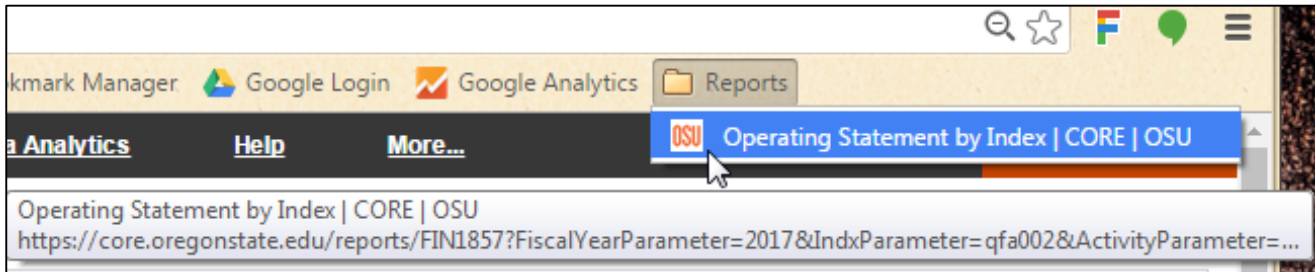
5. Once the folder is selected, click the **Done** button. Your CORE report has been saved as a Chrome *Bookmark* for ease of access at a later date.



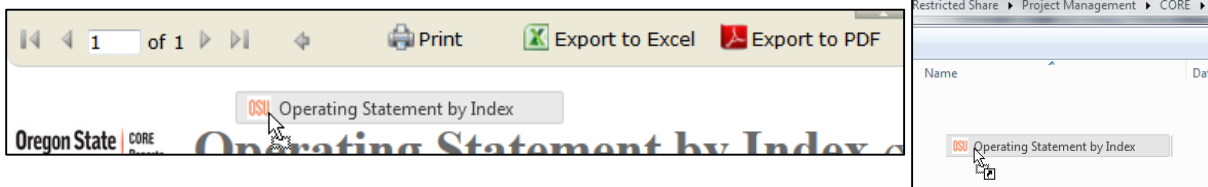
Saving a Report as a Shortcut

Another option for saving frequently used reports is to save them as *Shortcuts*. You will need to first save your report as a *Bookmark* in your browser. Once you save a *Shortcut* in a folder, you have the option to delete the report link in your *Bookmarks* folder.

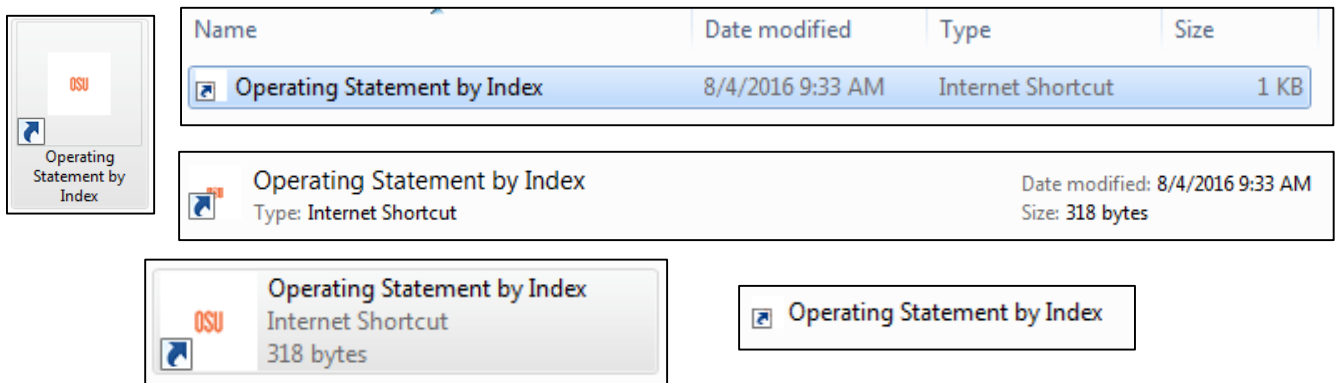
1. Follow the steps for saving your report as a *Bookmark*.
2. Locate and open the folder where you want to save the *Shortcuts* for your CORE reports. Now open your Chrome *Bookmarks* folder and locate the desired report.



3. Using your left mouse button, "grab and drag" the report icon and title to your *Shortcut* folder and "drop" it into your folder. **Note:** You can also "drag and drop" report *Shortcuts* onto your desktop.



4. The format of the report shortcut will default to your current setting. Below are some examples of the views available in *Change your View* folder settings.



Sharing* a Saved Report

Both the *Bookmark* and *Shortcut* methods for saving reports, makes it possible to efficiently share reports.

Bookmark Method

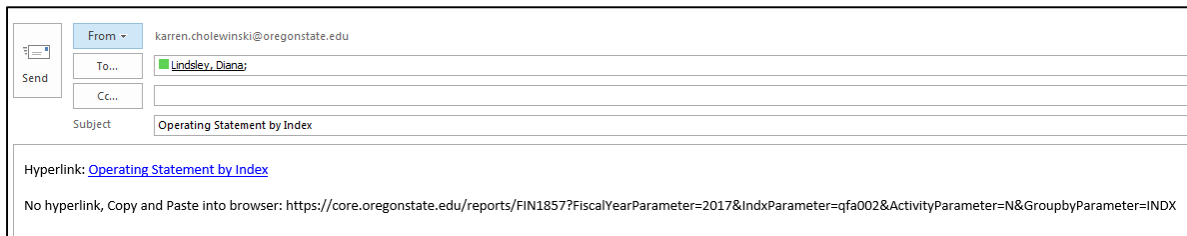
1. Open your Chrome browser, locate the *Bookmark* icon and click to see the dropdown list.
2. In your Chrome *Bookmark* list, locate the report you want to share. Open your email account, and select the new message option. Now “drag and drop” the report icon/title into the body of the message window. Depending on your email setting, the report *Bookmark* may or may not appear as a hyperlink. At the minimum, the message recipient will need to copy and paste the link into their browser.

Shortcut Method

3. To share a report saved as a *Shortcut*, open the folder with saved reports or locate the report *Shortcut* icon on your desktop. Open your email account and select the new message option. Now “drag and drop” the *Shortcut* (report icon/title) into the body of the message window. Depending on your email setting, the report *Shortcut* may or may not appear as a hyperlink.

Bookmark & Shortcut Methods

4. Below is an example of how your email message may appear following the “drag and drop” action. As the sender you will need to include the subject and a message.



The screenshot shows an email composition window. The 'From' field is set to 'karren.cholewinski@oregonstate.edu'. The 'To' field contains 'Lindsley, Diana'. The 'Subject' field is 'Operating Statement by Index'. The body of the email contains a blue hyperlink: 'Hyperlink: [Operating Statement by Index](https://core.oregonstate.edu/reports/FIN1857?FiscalYearParameter=2017&IdxParameter=qfa002&ActivityParameter=N&GroupbyParameter=INDX)'. Below the hyperlink, there is a note: 'No hyperlink, Copy and Paste into browser: https://core.oregonstate.edu/reports/FIN1857?FiscalYearParameter=2017&IdxParameter=qfa002&ActivityParameter=N&GroupbyParameter=INDX'.

***Note about Sharing Reports** – CORE system security **requires** the *Recipient* (the person to whom you are sending a report) **must have at least** the same security level as the *Sender* (you) in order to access the report.