Locate the *Search* box at the top of the CORE window.
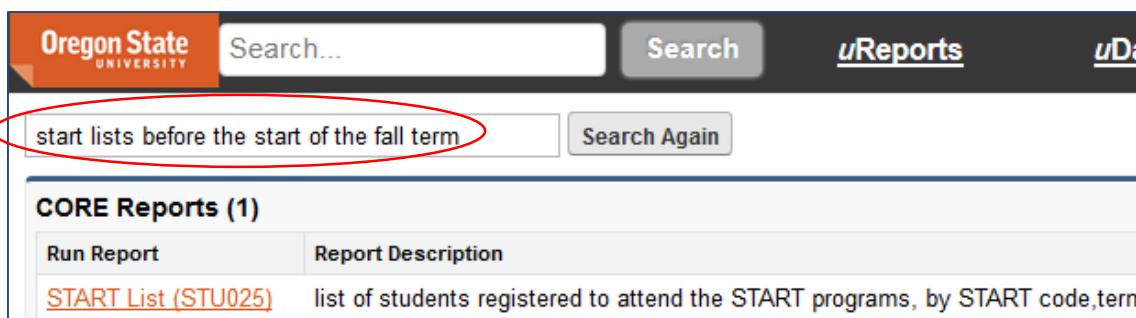

Report Search Options:

1. **Type into the *Search* box one of the following and click the search button.**

   - Data Warehouse
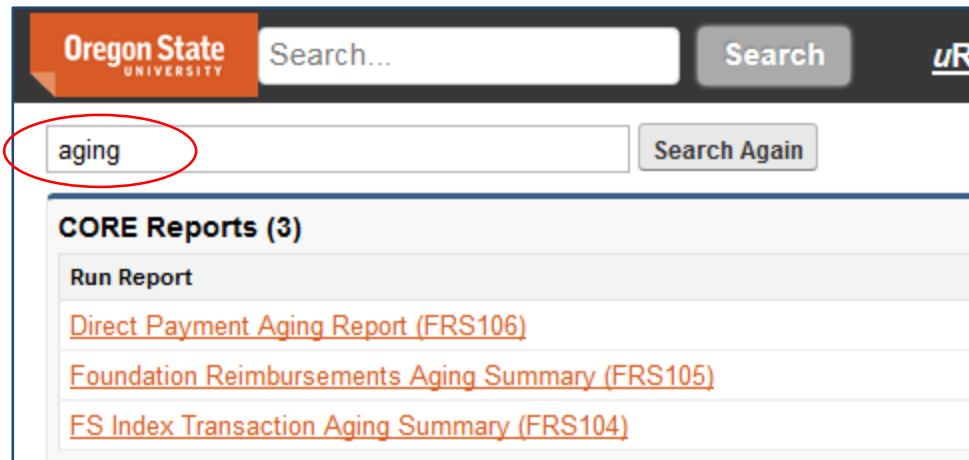   - DW
   - DW report

   The *CORE Reports* which correspond to or are similar to existing BI Query reports will populate. Only the first 10 reports will appear but the total number of available reports, based on search criteria, will be included in the heading in parentheses. Select *Go to List* to populate the first page of the report list. If there are more than 40 reports, it will be necessary to scroll through pages to locate the desired report.

CORE Reports (82)	
Run Report	**Report Description**
Academic Status (VAL2700)	List of academic status for students
Account Type (VAL2755)	List of account types
Acct Codes (VAL2754)	List of account
Active Jobs for a Position Labor Distribution Index (HRS1400)	Active Jobs for a Position Labor Distribution Index; This report uses the index entered in the Position Lab
Active Jobs for Timesheet Org (HRS1401)	List of active jobs for a timesheet org
Advanced Standing by START Session (ADV0353)	List of students with Advanced Standing enrolled/ registered for START sessions; students may not have Period, College, Major (Primary, multi select), Campus, and START Code (multi select)
Building (VAL2701)	List of buildings
Business Center ORG Hierarchy (FIN0050)	Business Center ORG hierarchy - drilldown to Org Summary and Index Summary Reports
Campus (VAL2702)	List of campuses
Class List (STU0852)	Class Lists in Data Warehouse format
Go to list »	

2. **If the name of the BI Query/Data Warehouse report is known, type the report name into the** *Search Again* **box.** A list of reports similar to the search criteria will populate.

CORE Reports (1)	
Run Report	**Report Description**
START List (STU025)	list of students registered to attend the START programs, by START code,term

3. **To further reduce the list of reports, using the** *Search Again* **feature, type in a keyword or report identifying word.** A list of reports similar to the search criteria will populate.

Once a report list populates with the report of interest, click on the report title to access.

NOTE: The *Run Reports* list will include all reports based on the search criteria. As a CORE user you are not guaranteed access to all BI Query/Data Warehouse reports. You MUST have the appropriate BI Query permissions to access one of these reports. If you do not have the required security permission, an error message will display.