

## Creating Simple Advanced Reports



**NOTE:** Advanced Reporting is a permission based ability. Only aggregate users can access Advanced Reporting System.

1. Log in to CT-SEDS via the CT State Aggregate site (<https://ctseds.ct.gov/~ctstate/>)
2. Select **Start Advanced Reporting System** in the **REPORTS** tab

Advanced Reports CT State Aggregate

**START ADVANCED REPORTING SYSTEM**

NOTE: The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Hoc Reporting.

Standard Reports

No Reports Available

No reports have been generated yet

3. Select **Home**

Title	Type
~WebIntelligence	Folder
#R/S by Building with Input Control (prompt) (Meant for APSEPs)	Web Intelligence
#R/S by OSEP	Web Intelligence
#R/S by OSEP with Input Control (prompt)	Web Intelligence
#R/S by School System	Web Intelligence
Active SPED Std by School System	Web Intelligence
Duplicate Std	Web Intelligence

4. Select Web Intelligence  in **My Applications** section

My Recently Viewed Documents

- CTSEDS Users with SKA Association
- #R/S by Building with Input Control (prompt) (Meant for APSEPs)
- Duplicate Std
- #R/S by OSEP with Input Control (prompt)
- #R/S by OSEP
- #R/S by School System
- Active Std

My Recently Run Documents

No recently run documents


Unread Messages

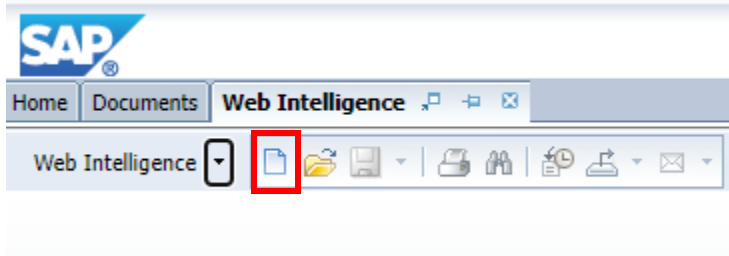
No unread messages

Unread Alerts

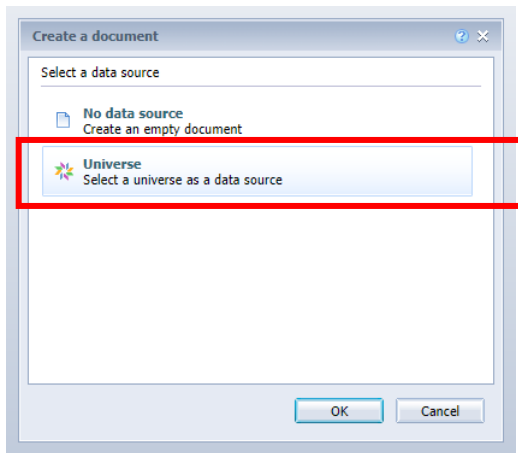
Alerting is not enabled

My Applications

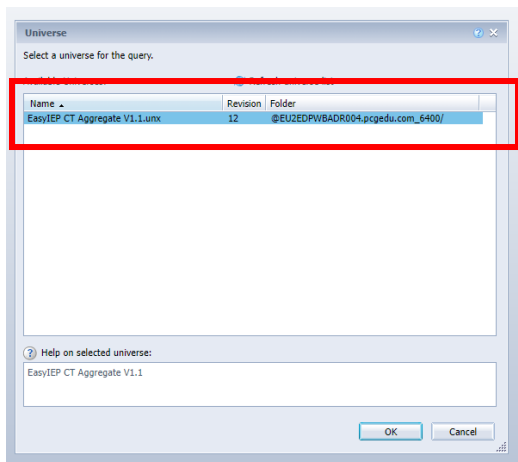
5. Select the **New**  icon to start a new report



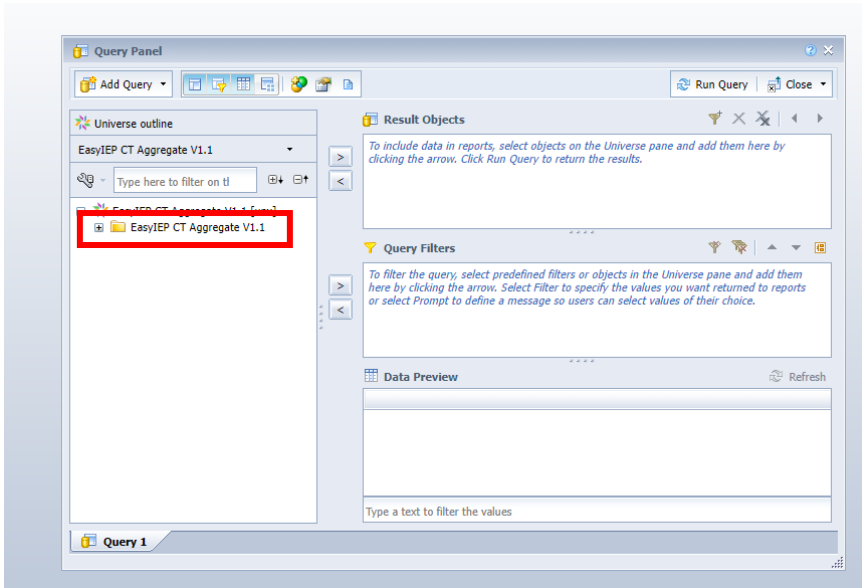
6. Select **Universe**, and **OK**



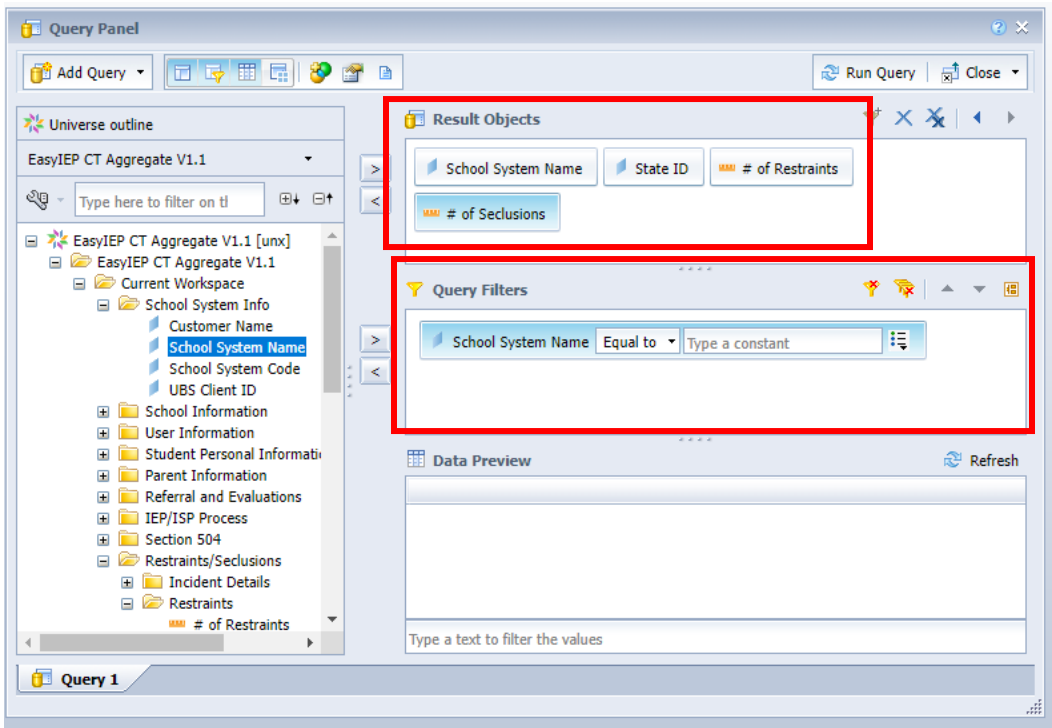
7. Select **EasyIEP CT Aggregate V1.1.unx**, and **OK**



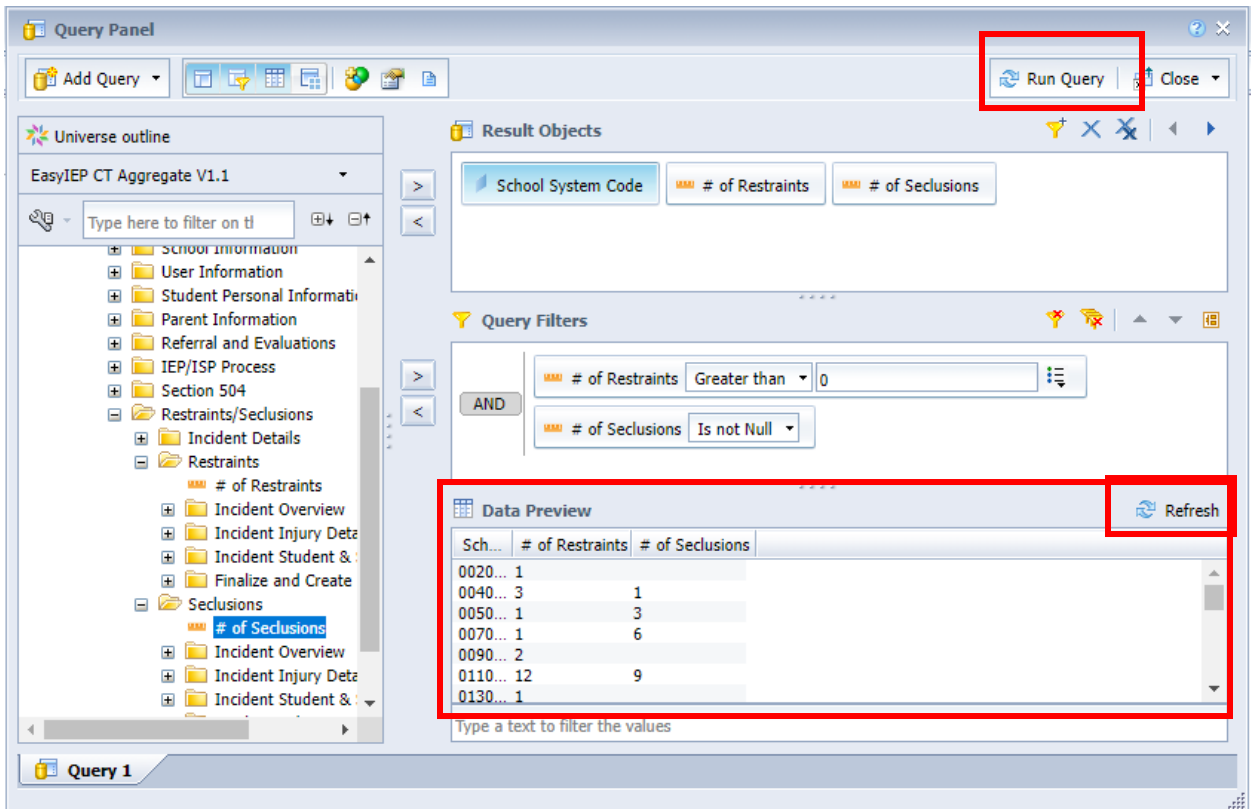
8. A **Query Panel** will open up. To start selecting from the available fields, select the **+** (**plus**) in front of Easy IEP CT Aggregate V1.1



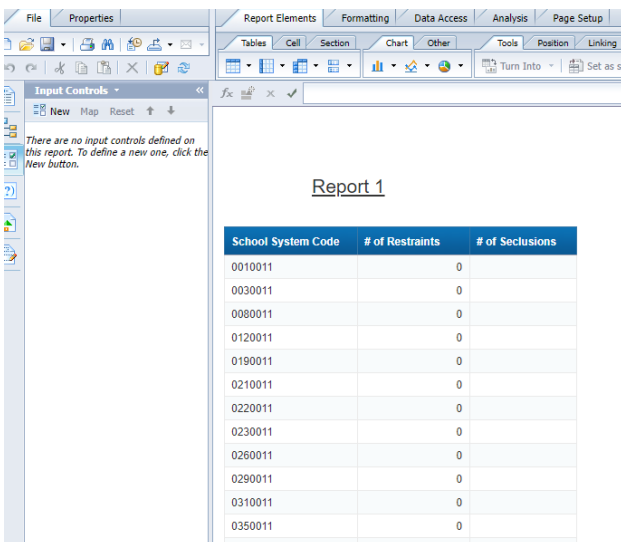
9. Drag the desired fields in the **Results Object** panel and **Query Filters** panel. Adjust the order as desired. (In the example below the selected fields are School System Name, State ID, #of Restraints, and # of Seclusions. School System Name is also added to Query Filters in order to filter the data further.)



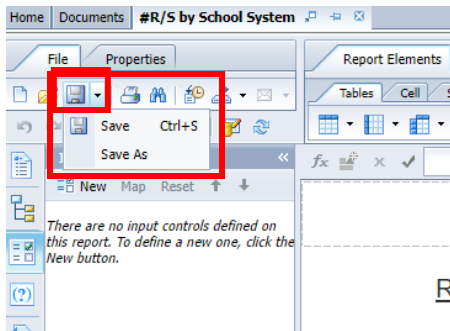
10. Under **Data Preview** panel, select **Refresh** to preview your report. Adjust the **Results Object** or **Query Filters** if needed. Then select **Run Query**.



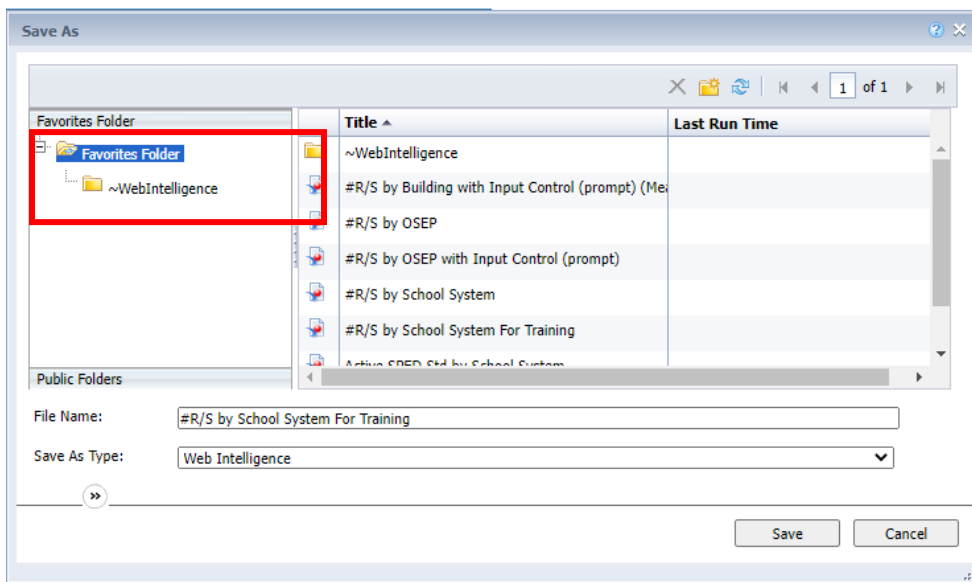
11. The query will open a table with the data.




12. Select **Save**, then **Save As** to save the report created. This will ensure that the created report can be refreshed at any time without having to recreate it.



13. Save the report in **Favorite Folder** with the desired name. The report in the future will appear under the **Home** window next time Advanced Reporting is accessed. Select **Save**



14. Select **Report 1** to change the name of the report. Select **Save** once all the changes have been completed.

15. To **Export** the document in other formats such as pdf, xml, csv, txt, select Export  icon and select the format desired.

