CORE – reporting & data retrieval system

CORE: BI Query/Data Warehouse Reports Search

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.

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.
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.