

## What is Reporting

Staff with relevant access will have access to a number of reports that have been provided as part of the Automated Timetable Project. To access reports, staff must be in the ADSPLUSReports. This can be accessed by email the ITD Help Desk.

## Accessing Reporting

Staff will access Reporting through the Scientia Portal. Estate Office will be responsible for applying security roles allowing access to their associated Division and College.

1. Using the URL navigate to the Scientia Portal.
2. Log in using your JCU Username and Password.
3. Select the Report Manager button




4.

## Selecting a Report

1. Select the Enterprise Reports Tab to select delivered Cyon Reports, or JCU reports to select reports built by JCU.

The available reports will be listed

To run a report, click on the report title

 **Staff activities over week range**  
*Grid timetable of days against weeks showing activities for the chosen staff member over the chosen week range.*

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2. Select your parameters in the available drop down lists:

Department:

Staff:

Start Week (displayed in DD/MM/YYYY format):

End Week (displayed in DD/MM/YYYY format):

Render Type:

**NOTE:** You may render your report to Excel, HTML, and PDF.

3. Select the Run Report button



Following shows the display for each rendered option

### EXCEL

Staff Activities Over Week Range

Staff Name: Vet Staff 1

From week: 9 to: 23

Week No.	9	10	11	12
Week Beg.	23/02/2015	02/03/2015	09/03/2015	16/03/2015
Monday				
Tuesday				
Wednesday				
Thursday			TV3001_TSV_SPL_1_Presentation 1/09	
Friday		TV3001_TSV_SPL_1_Lecture 2/09		
Saturday				
Sunday				

### HTML

Staff Activities Over Week Range

Staff Name: Vet Staff 1

From week: 9 to: 23

Week No. :	9	10	11	12
Week Day	Week Beg. : 23/02/2015	02/03/2015	09/03/2015	16/03/2015
Monday				
Tuesday				
Wednesday				
Thursday			TV3001_TSV_SPL_1_Presentation 1/09 3:00 PM - 5:00 PM	
Friday		TV3001_TSV_SPL_1_Lecture 2/09 9:30 AM - 11:30 AM		
Saturday				
Sunday				

Scientia® Report Generated by Enterprise Reporting

### PDF

Staff Activities Over Week Range

Staff Name: Vet Staff 1

From week: 9 to: 23

Week No.	9	10	11	12
Week Beg.	23/02/2015	02/03/2015	09/03/2015	16/03/2015
Monday				
Tuesday				
Wednesday				
Thursday			TV3001_TSV_SPL_1_Presentation 1/09	
Friday		TV3001_TSV_SPL_1_Lecture 2/09		
Saturday				
Sunday				

## Need Help?

Send an email to [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au)