

Accessing the PIMS Postsecondary Pilot Reports

Once institutions have loaded their data into the PIMS Data Warehouse through eScholar Data Manager they can run verification reports in Cognos to verify that the data was loaded appropriately. For each of the pilot templates there is a detailed verification report showing the record-level detail and a summary report. The steps required to view these reports are shown below.

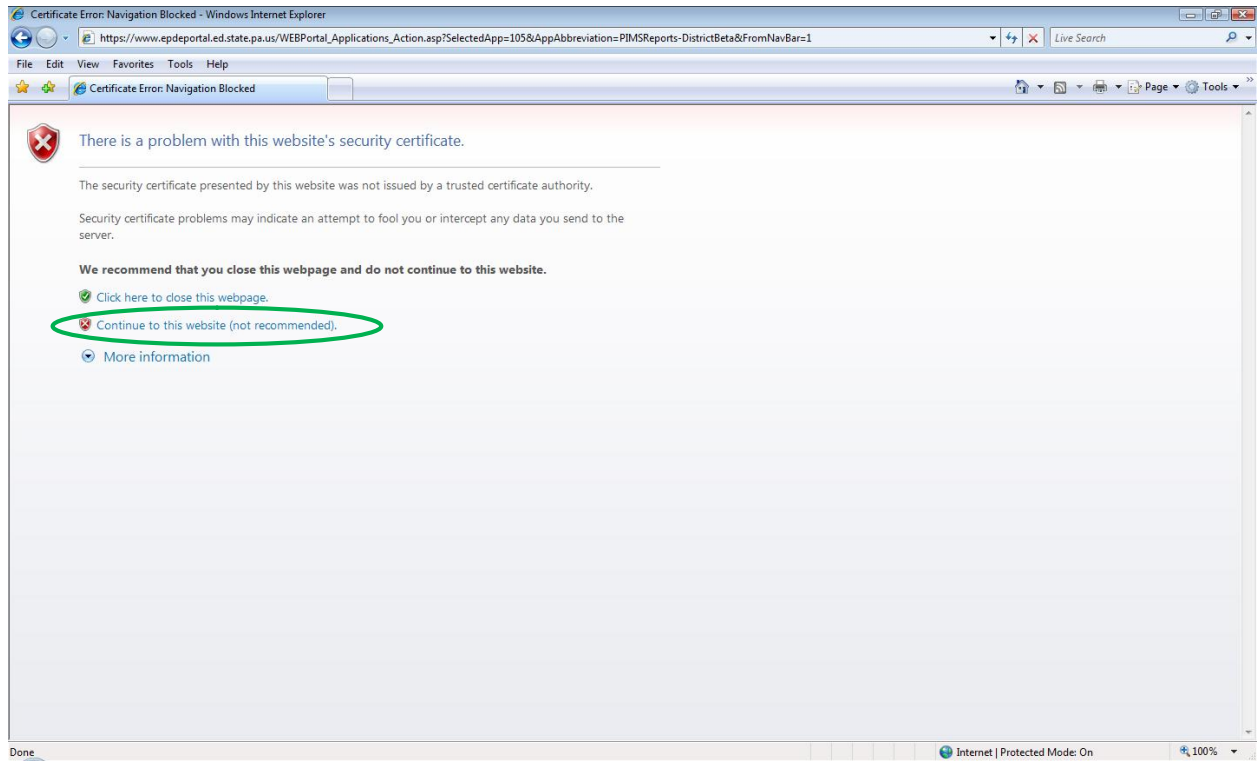
Step 1: Log into the PDE Web Portal and select the “PIMSReports-DistrictBeta” link under “Applications” in the lower left corner of the page.

The screenshot shows the ePDE Web Portal interface. The browser address bar displays the URL: https://www.epdeportal.ed.state.pa.us/WEBPortal_Intro.asp. The page header includes the Pennsylvania Department of Education logo and the text "ePDE Web Portal". Below the header, the page is titled "Welcome to the ePDE Web Portal" and provides instructions on how to use the portal. The instructions are organized into four main sections:

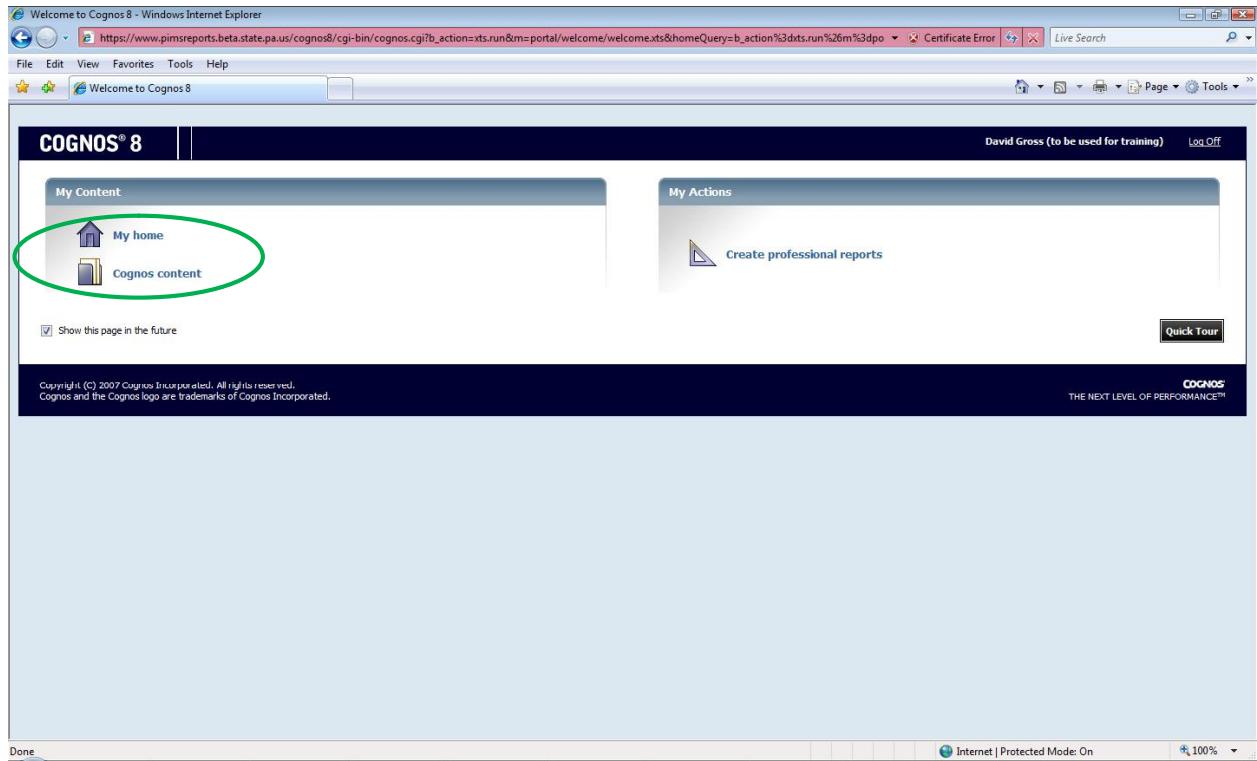
- Register/Login in to the PA Power Port**
 - o Congratulations...You are a registered user with the PA PowerPort and are currently logged in. You may proceed to use the ePDE Web Portal functions provided below.
- Update your User Profile**
 - o If you would like to modify your User Profile, click [Modify User Profile](#).
- Register to use one of PDE's Applications**
 - o If you would like to register to use one of PDE's Applications, click [Register for an ePDE Application](#).
- Access a PDE Application for which you are currently registered**
 - o If you would like to use a PDE Application that you're currently registered for, click [Access a Registered Application](#).

In the left sidebar, under the "Applications" section, the link "PIMSReports-DistrictBeta" is circled in red. Below the main content area, there is a red "Return" button. At the bottom of the page, it states "Best viewed using IE 6.0 or Netscape 7.0" with a "CHOOSE" button. The footer contains contact information for the Pennsylvania Department of Education and support/maintenance policies.

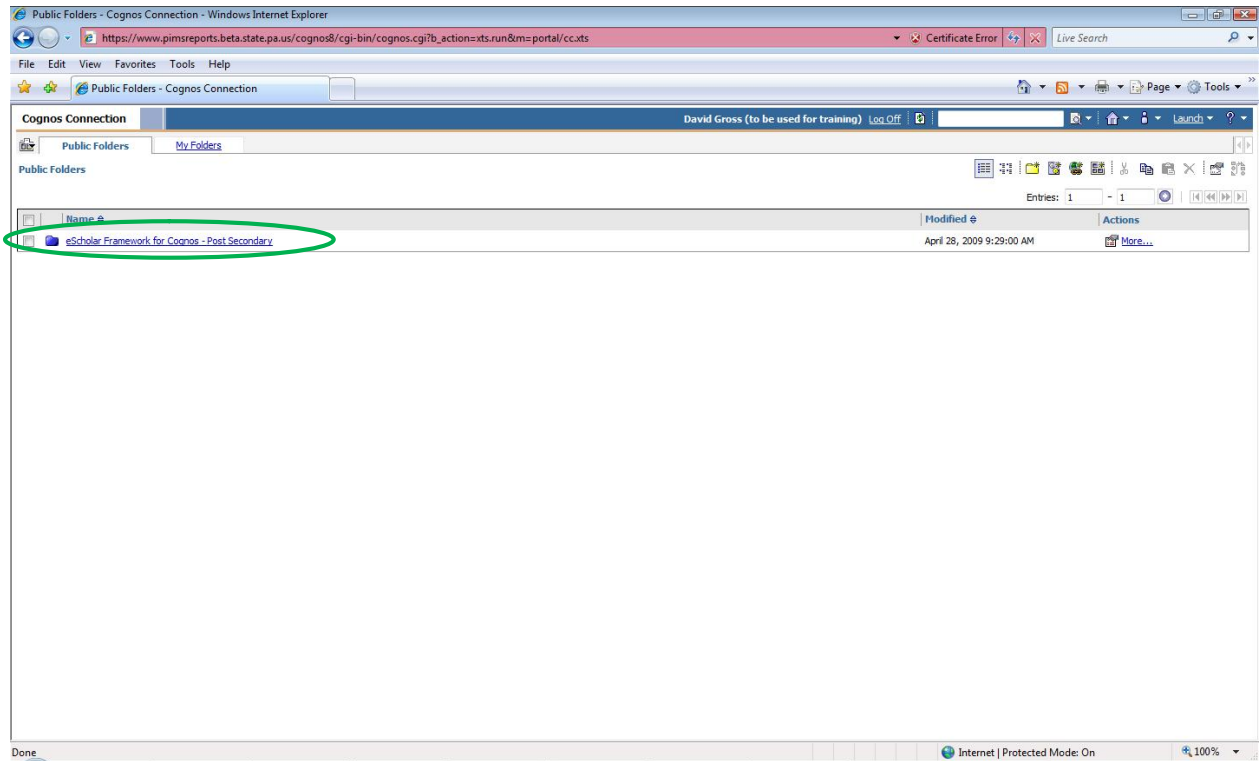
Step 2: If the below page appears, click the “Continue to this website (not recommended)” link.



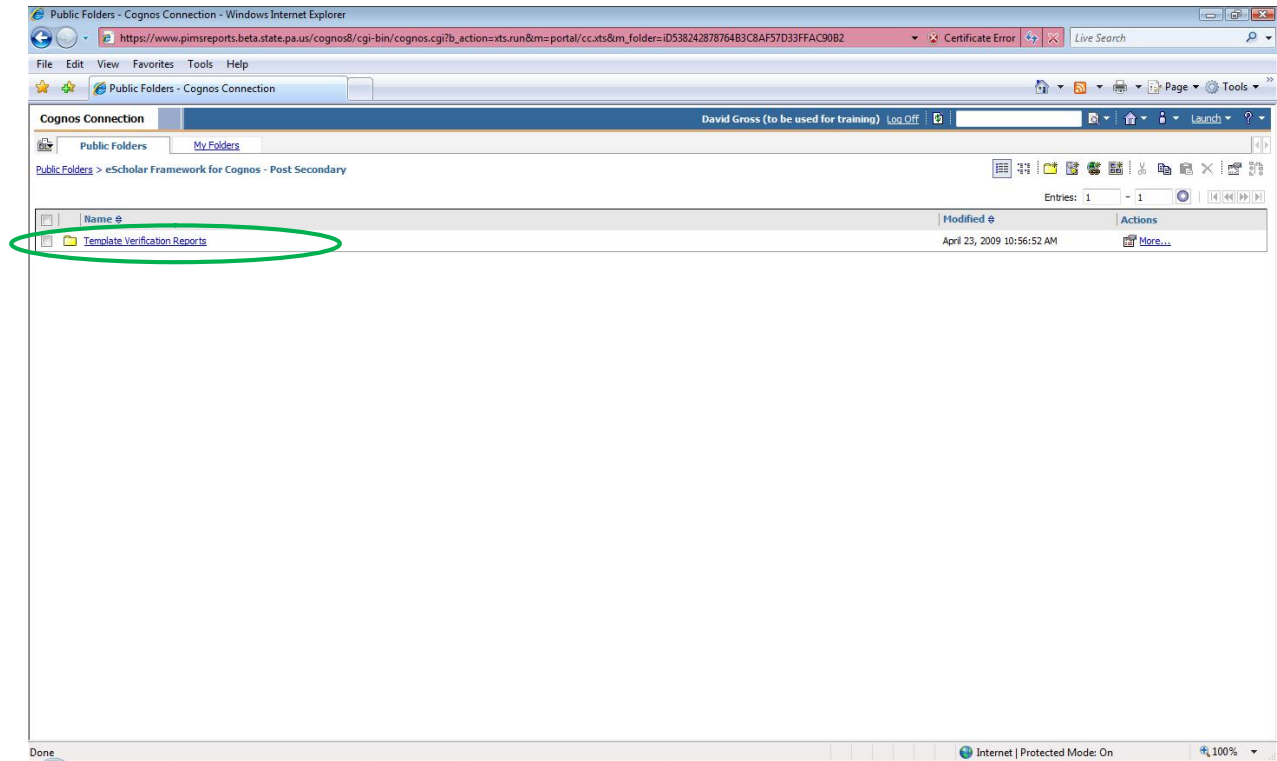
Step 3: At this point the “Welcome to Cognos 8” screen will appear. Click the “My Home” or “Cognos Content” link.



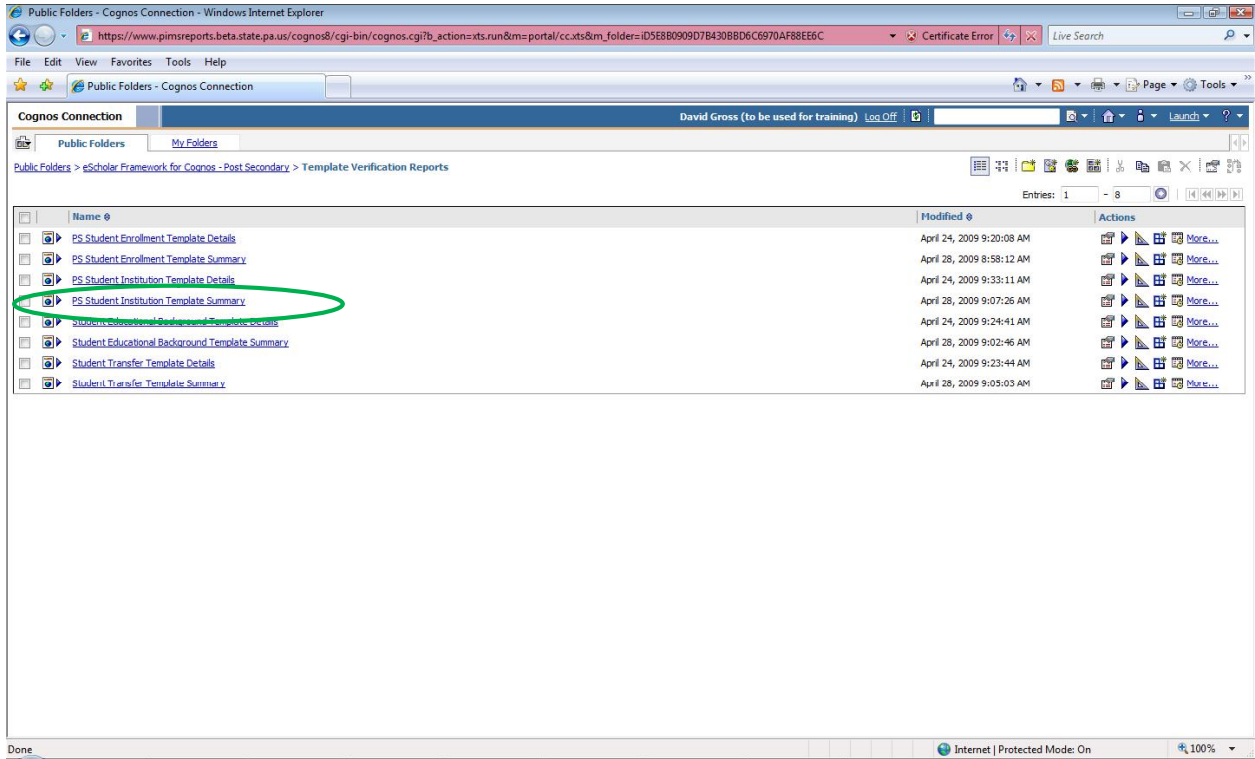
Step 4: Click the “eScholar Framework for Cognos – Post Secondary” link.



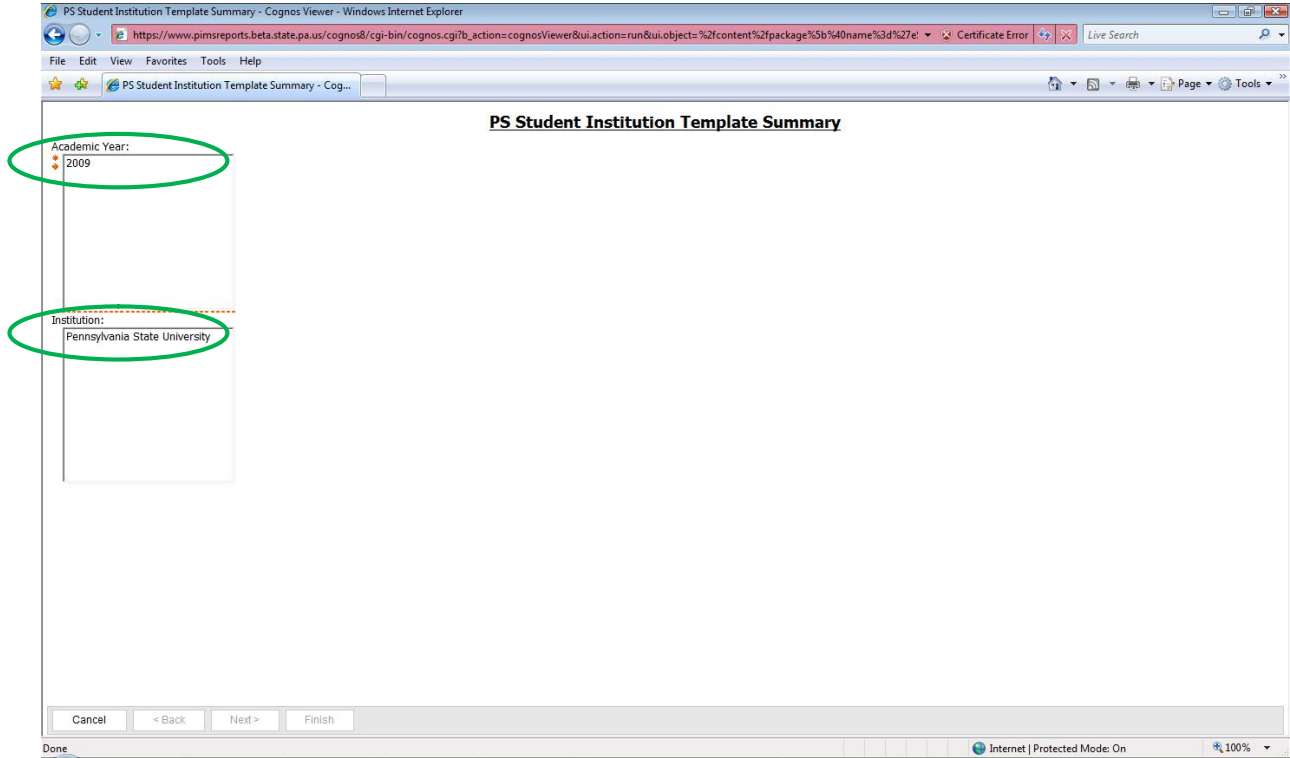
Step 5: Click the “Template Verification Reports” link.



Step 6: The eight template verification reports will be displayed. Click on the report name to run a report.



Step 7: Most reports contain prompts for Academic Year, Institution and Snapshot. Since this is the first time data is being submitted each prompt will only contain one value (e.g., only 2009 will appear in the Academic Year prompt). Note that for some reports there are multiple pages of prompts. Once you have selected values in each of the prompt lists boxes click the “Finish” button.



Step 8: The report will be generated and displayed in HTML format. See the screen shot below for the specific toolbar buttons to rerun the report, view the report in PDF or Excel format and for returning to the menu of reports.

The screenshot shows a web browser window displaying a Cognos report. The report title is "PS Student Institution Template Summary". Below the title, it indicates "Academic Year: 2009". A table with the following data is visible:

Institution ID	Institution Name	Snapshot Term	Snapshot Type	Record Counter
410147201	Pennsylvania State University	SPRING	PILOT	130
Summary				130

At the top right of the report area, there is a toolbar with several icons. Three callout boxes with arrows point to these icons:

- The first callout box points to the "Keep this version" icon and contains the text: "Click this button to rerun the report."
- The second callout box points to the PDF and Excel icons and contains the text: "Click this button to view the report in PDF or Excel format."
- The third callout box points to the "Add this report" icon and contains the text: "Click this button to return to the list of reports."

The browser's status bar at the bottom shows the date "Apr 30, 2009", the page number "1", and the time "8:22:04 AM".