Web Report Training
For Faculty and Staff
Before starting please check the settings for Internet Explorer (IE).

Setting the “Compatibility View Setting”

1. In the IE menu bar click on “Tools”
2. Click on “Compatibility View Settings”
3. Type the Utep.edu in the “Add this Website”
4. Click on the Add then Close

(If you do not see the IE menu bar press down on the “ALT” key on your keyboard)
Setting the “Trusted Site” for Web Reports.

1. In the IE menu bar click on “Tools”
2. Click on “Internet options”
3. Click on the Security Tab
4. Click on the “Trusted sites”
5. Click on “Sites”
6. Type http://itdsrvwrp00.utep.edu/ciweb/ in the “Add this website to the zone”
7. Click on Add then Close
   (Uncheck the box to be able to add the website)
Web Reports: For best results use the Internet Explorer Browser. Other browsers are not compatible with Seagate Info Desktop.

Open your Internet Explorer (IE). Type in URL:  http://itdsrvwrp00.utep.edu/ciweb/  
Double click on Info Desktop for Java

This will generate the log on box to web reports. Pop-up blockers need to be turned off in order for the box to generate. Pop-up blockers can also be overridden by holding down your CTRL key on the keyboard as you click on the link.
Enter your Miners credential (Email username & password). Leave the APS information the same.

Example: **email:** zturner@utep.edu  **User Name:** zturner  **Password:** *******

Click on Connect to continue
You have successfully log on to web reports: Displayed are the web report folders you have access to.

To schedule a report: Select a folder then select the report you need to schedule.

Click on icon to start the scheduling process.
Use *Banner* credentials to schedule report:

Example: Banner User Name ID: zturner  Banner Password: **********

Click on the Prompt tab (#4) to view the different prompts. Click on the prompt name to highlight prompt. Click on Set prompt (#5). Entered your prompt criteria then click “OK”. Repeat process for each prompt.

Once all the prompt values are entered you can click on Schedule

If report does not require a prompt you may go directly to step 6
Once you have clicked on **Schedule** you will be sent back to the Desktop for Java window. Click on the plus sign (+) on the left of the report.

This will expand to show you the status of the report. When the report displays **Success** you are ready to view the report.

(**If the report is “Processing” for a long period of time, verify that your Banner password has not expired. Simply log on directly to Banner. If the password has expired it will prompt you to change your password. Banner password expires approximately every 6 months (180 days))
The report can be viewed by clicking on the report, then clicking on the Magnifying glass icon located in the toolbar of the *Info Desktop for Java*. 
You now are viewing the report.

You can navigate through the report by hitting the arrow buttons above the report.

To print report press the printer icon.

To Export to Excel click on the Envelope icon.
When you are finished viewing the report on the **Info Viewer for ActiveX - Window Internet Explore** you may click on the **X** located on the right top page.
This will take you back to the reports viewer: **Info Desktop for Java**

To properly disconnect click on *File* located in the toolbar of the **Info Desktop for Java**
Then click on **Disconnect**. A confirmation box will appear. Click **OK**
You will get the Log on box. Click on **Cancel**

A blank box will appear. Click on the

You will get another Confirmation box. Click **OK**
This will take you back to the Seagate main web report logon page. You have successfully logged off from Web reports.