# Stanford | University IT

UIT SHC BI Reporting

Running a Client Inventory report (CS003):

All Services and Item Details reports show data for all services that have been ordered, searchable without specifying a period name (billing month and year).

1. Go to Oracle BI

2. Your browser version is checked automatically. If it does not pass, please close the open browser and use a recommended browser. You will need to use your SUNet ID and password to login.

3. In the blue toolbar at the top right, click **Catalog**
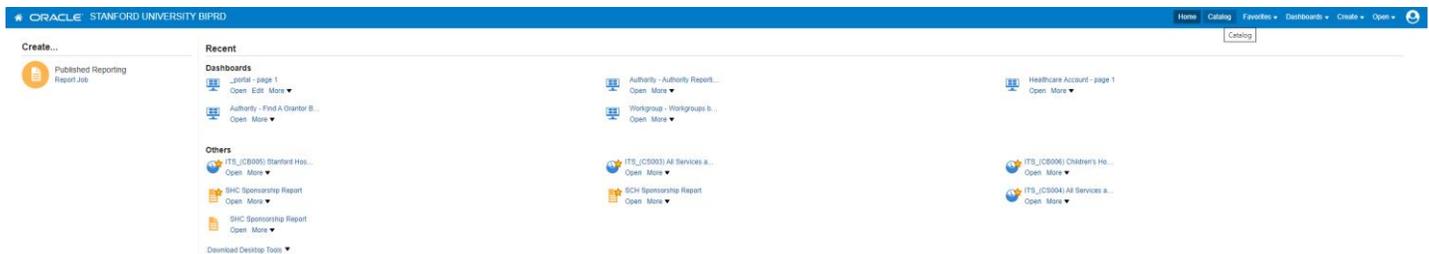
4. In the Folders panel, double-click **Shared Folders** to expand it, then choose **ITS Reports.** Select **ITS Clients** and then the report **ITS_(CS003) All Services and Item Details – Hospital** using the **Open button.**

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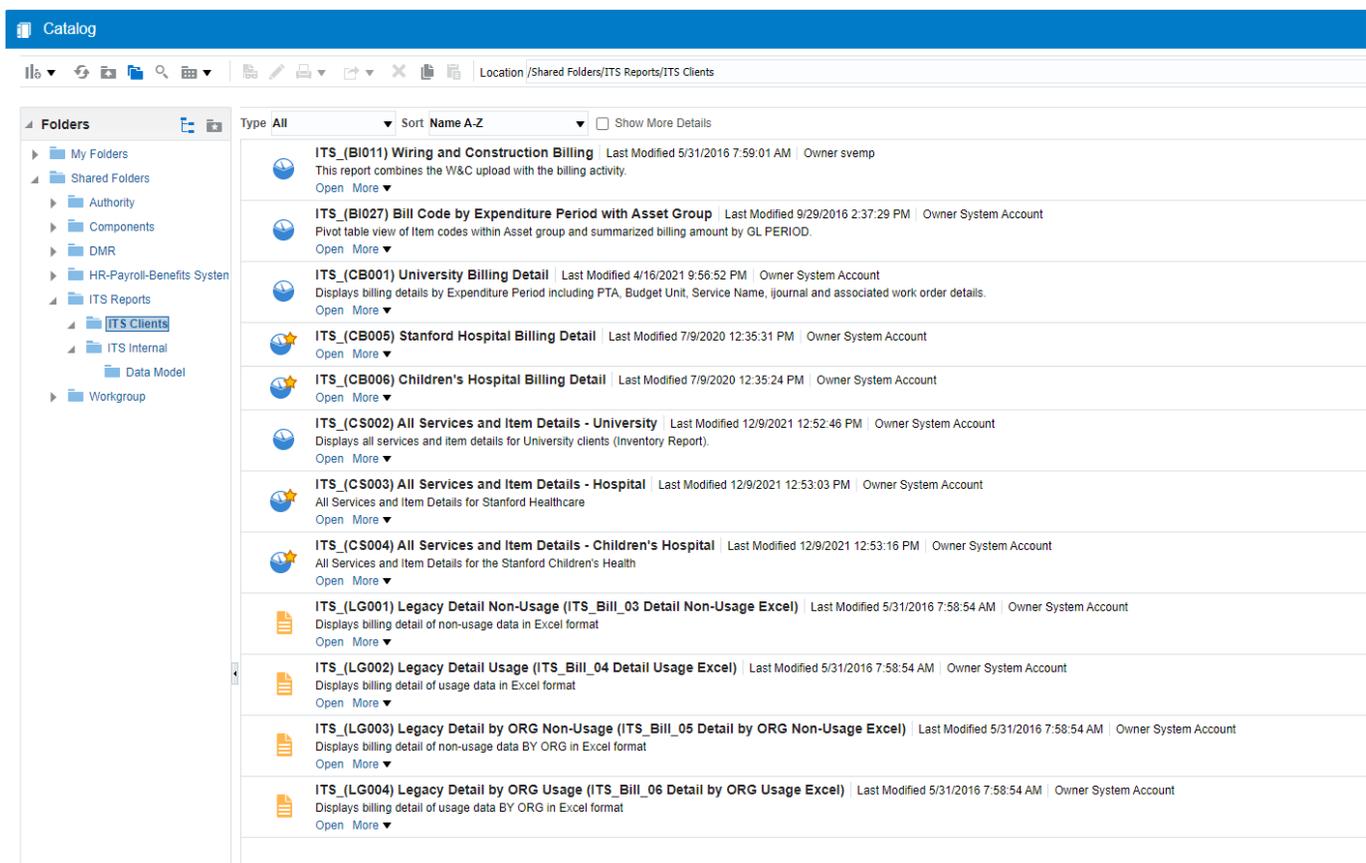
5. Use the filter field arrows to limit your report.
Note: field names are case-sensitive

ITS_(CS003) All Services and Item Details - Hospital

1. All search prompts are case sensitive.
2. Use a semicolon as separator when entering multiple values.
3. Search prompts with no drop-down arrow can take only one value at a time, i.e. no multiple values can be entered.
4. Export results in Tab Delimited or PDF format (excel is not a valid format).

User Name (e.g., Adams, Smith...)	contains any	[ ]
Service Type (e.g., CABLE TV, VOICE, ...)	contains any	--Select Value-- ▼
Cost Center Number =	--Select Value-- ▼	
Budget Unit	contains any	--Select Value-- ▼
Work Order Number	contains any	--Select Value-- ▼
Request Number	contains any	--Select Value-- ▼
Service Number	contains any	--Select Value-- ▼
Quad-Bldg-Floor-Room_1 (QBFR)	contains any	--Select Value-- ▼
Requested Room 1 (e.g., 410) =	--Select Value-- ▼	
TSO 1 (e.g., 2180A) =	--Select Value-- ▼	
ITS Work Order Status (e.g., In Service, Complete, ...) =	--Select Value-- ▼	
Item Code (e.g., CONV FEE, COMM FEE, ...)	contains any	--Select Value-- ▼
Service Identifier 1	contains any	--Select Value-- ▼
Service Identifier 2	contains any	--Select Value-- ▼
Service Identifier 3	contains any	--Select Value-- ▼
Service Identifier 4	contains any	--Select Value-- ▼
Service Identifier 5	contains any	--Select Value-- ▼
Project Name	contains any	--Select Value-- ▼
WorkOrder Requested End Service Date	is equal to / is in ▼	[ ] 🗓
Work Order Creation Date	is equal to / is in ▼	[ ] 🗓

OK   Reset ▼

Refresh - Copy

It is important to pick at least one **ITS Work Order Status (ex. In Service, Complete,...)**

- **In Service** (active – billing)

- **Complete** (canceled – will bill up until the cancel date)

- **Released** (new order not In Service waiting to be provisioned)

6. Click **OK**. The report may take a few minutes to display.

7. To export the report, scroll to the bottom of the page and click **Export > Data > Choose Format**. The report downloads to your computer.

Note:
Transaction Quantity may be a dollar amount where there is upload or custom billing otherwise it is the number of units for a bill code ordered or returned.

Transaction Type: show an issue and return of quantity