

Logi Analytics/Reporting Portal

Quick Reference Guide

Please contact e-bias-bi-team@txstate.edu
for problems accessing reports or permissions issues.

Browser Requirements

Through your Web browser, the Reporting Portal provides full access to Logi and Cognos reports to which you have access.

Supported Web Browsers

Windows computers: Internet Explorer, Firefox and Chrome

Macintosh Computers: Safari, Firefox and Chrome

Logging on to the Portal

1. Go to the report site: <https://tim.txstate.edu/ReportNetPortal>
2. On the login page, enter your NetID (e.g. zzz99) and password.
3. Click Login.

Navigating the Home Screen

Navigation Tabs:

- **Home:** Main screen
- **List of All:** view all available reports
- **My Custom List:** show list of custom (favorite) reports
- **Customize List:** add reports to custom (favorite) reports
- **Logout:** log off system

To access a report, open the report category, and click on the report title you wish to open. The report will open in a new tab in your browser.

NOTE: Only reports and collections the user is authorized to view will appear in the Logi Analytics Collections list on the Home page or in List of All tab. If you do not see (or do not have access) to a report you are authorized to use, please contact the Business Intelligence team at e-bias-bi-team@txstate.edu

Clicking the + button allows you to see all reports under the report category.

Accessing a Report

Reports will vary.

If a report requires that you enter specific information before it will return data, make sure to select or input the data before executing a report. Reports will open in a new tab within the browser. When you are done, close the tab to return to the main portal screen.

Honors Coursework

Term:

For example, a Term must be selected before clicking the Execute Report button to create the report.

Searching for a Report

Click **List of All** on the Main Screen to see all Available Reports (in alphabetical order). Enter part of the title of the report in the **Search** box and click **Search** to look for all reports that meet your criteria. Click on the report name in the results table to view the report. Use the tools at the bottom of the table to view more or less reports per page, or to move through multiple pages of results.