

How to Run the TIP Management Report

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About the TIP Management Report

This report helps School and Department TIP (Textbook Information Provisioning) liaisons monitor textbook submissions for a specified term. Its detail and summary reports help you determine:

- Which subjects do not yet have textbook submissions.
- Which subjects could have submissions.

Before You Begin

In order to run this report, you must:

1) Have Data Warehouse Access

- If you do not yet have access to the Data Warehouse, you can [request it online](#).
(Allow one full working day beyond the date of your request for your access to be activated.)
- If you already have access, but have forgotten your Data Warehouse password, [you can reset it online](#).

2) Install BrioQuery

Windows XP or Vista

1. Install the [Oracle 9i Client Core](#).
2. Install [BrioQuery](#).

Windows 7

1. Install the [Oracle 11gR2 Client for Windows](#) (be sure to choose the 32-bit version).
2. Install [BrioQuery](#).

Macintosh

BrioQuery is not available for Macintosh, and so mac users must run it via Citrix instead. You will need to:

1. Activate your Citrix account.
2. Install the Citrix Receiver client software.

You can find instructions for all of these steps at:

[Citrix Workspace for Macintosh Installation and First Launch](#).

3) Download the Report Template

1. Right-click on the [TIP Management report template download link](#) (**Note:** on a mac, ctrl-click instead of right-clicking).
2. Choose the option to download the file. Depending on your browser, the option may be called "**save target as**", "**download linked file as**", or "**save link as**".

The report can also be found in the [Data Warehouse list of reports](#).

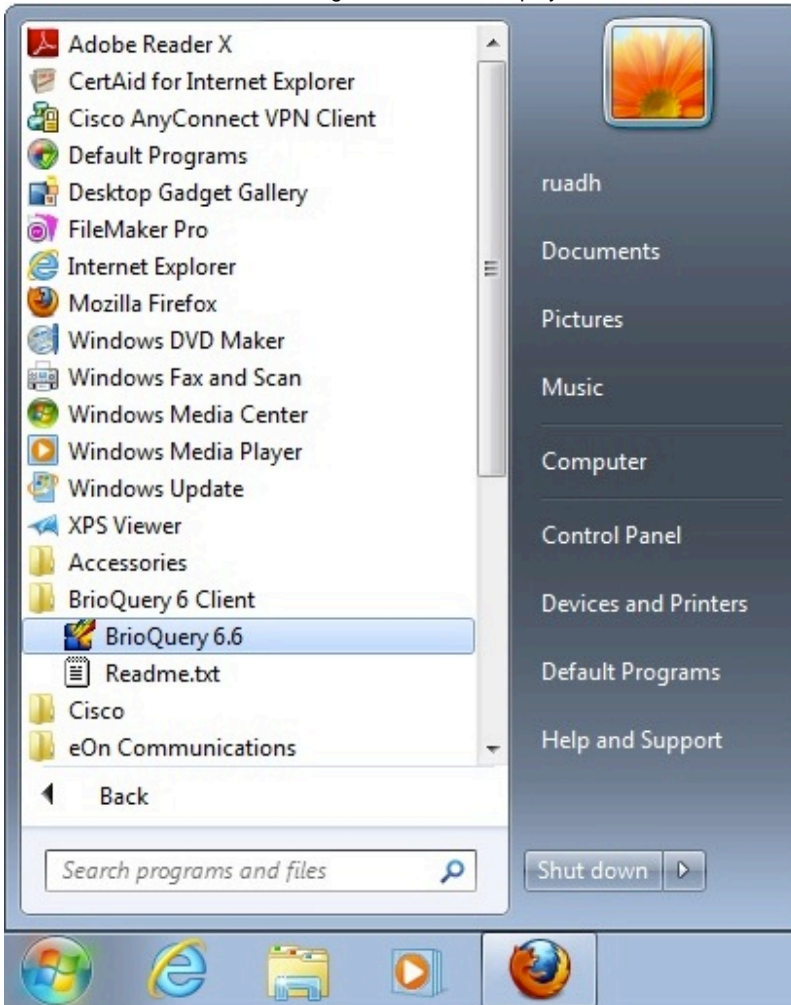
Result: the file Tip_report.bqy is downloaded.

4) Load the Report Template

On Windows

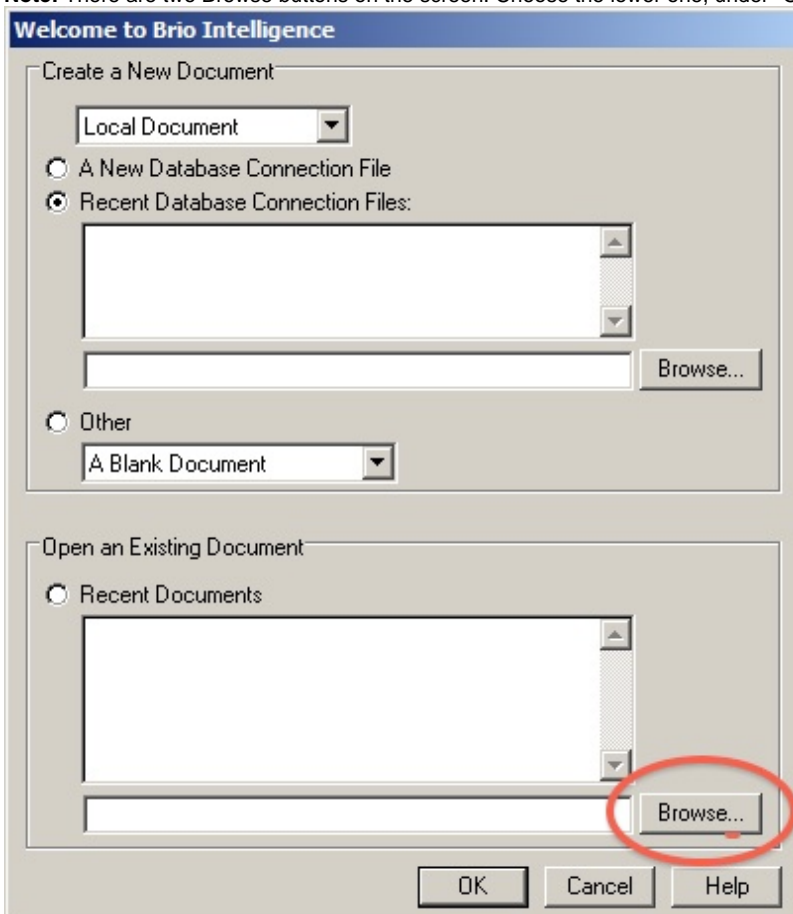
1. Launch BrioQuery: Go to **Start > Programs > BrioQuery 6 Client > BrioQuery 6.6**.

Result: The Welcome to Brio Intelligence window is displayed.



2. If Tip_report.bqy is listed in the "Open Existing Document" section, select it. If not, click on the **Browse** button under "Open Existing Document", navigate to where you saved the report template, and select it.

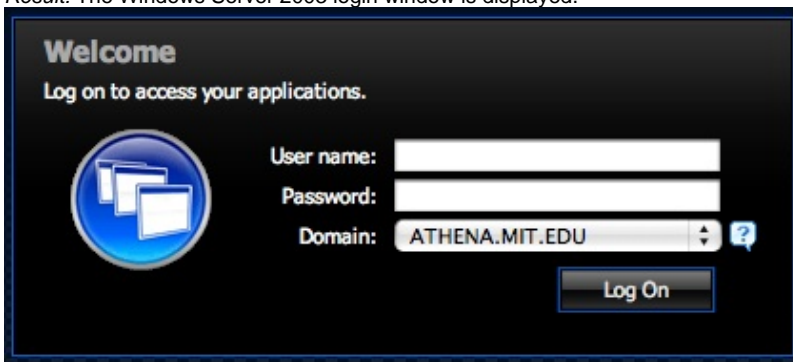
Note: There are two Browse buttons on the screen. Choose the lower one, under "Open Existing Document"



3. Click **OK**.

On a Macintosh

1. Go to <https://citrixapps.mit.edu/> and log in with your kerberos username and password.
Result: The Windows Server 2003 login window is displayed.



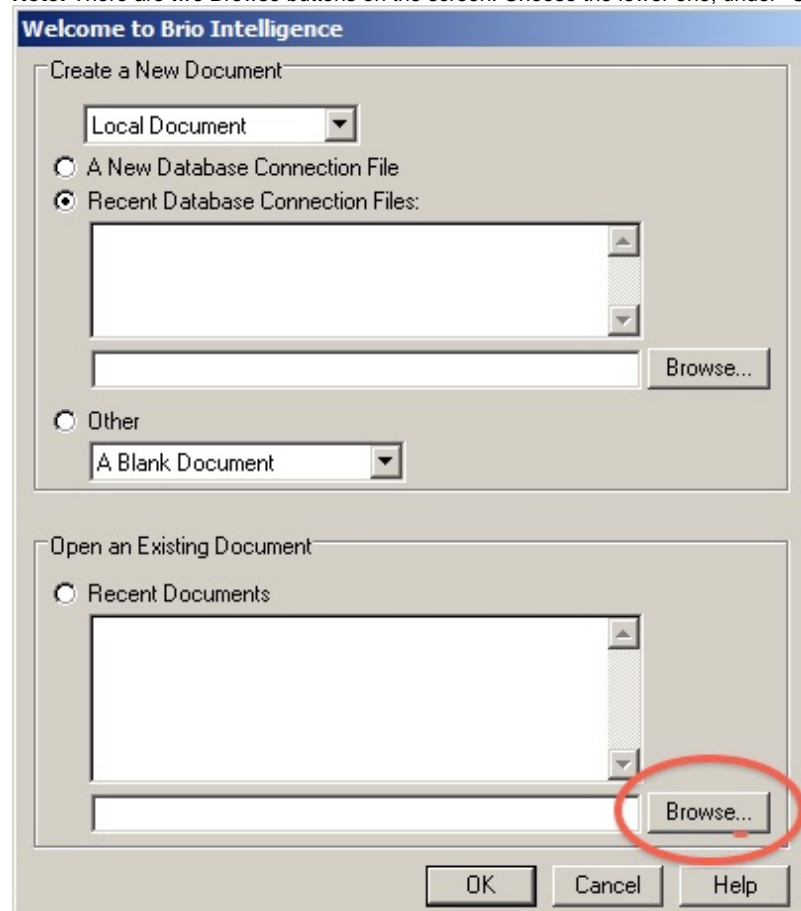
2. Click on the **BrioQuery** icon.
Note: be sure to **single-click**, not double-click.
Result: The Citrix Viewer application launches, and the Welcome to Brio Intelligence window is displayed.



Note: It may take a few moments for the application to launch. Please be patient.

3. If Tip_report.bqy is listed in the "Open Existing Document" section, select it and click OK. (Then skip the next steps.)
4. Otherwise, click on the **Browse** button under "Open Existing Document".

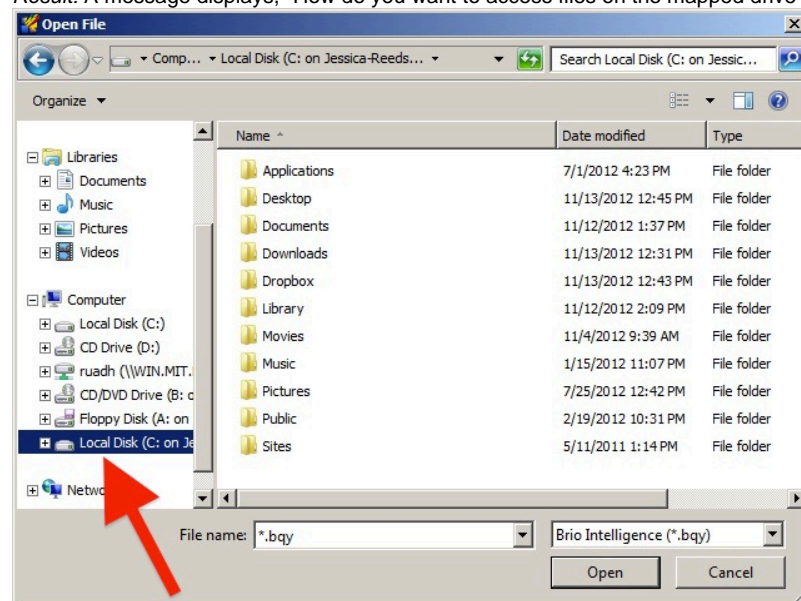
Note: There are two Browse buttons on the screen. Choose the lower one, under "Open Existing Document".



5. In the left-hand pane, go to **Computer**, then choose the **last** entry beginning with **Local Disk (C: on your-computer-name)** to go to your mac's hard drive.

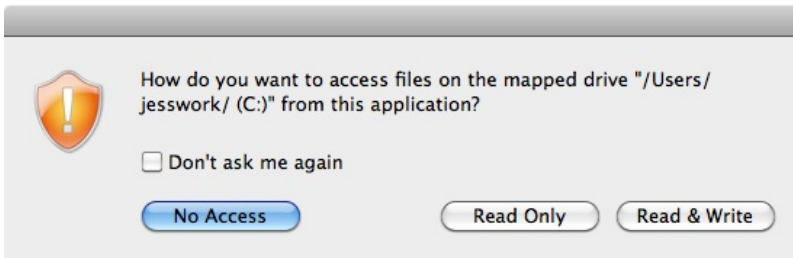
Note: There are two options that begin with "Local disk*". Be sure to choose the **last** one in the list, "Local Disk (C: on your-computer-name)", not the first one "Local Disk (C:)".

Result: A message displays, "How do you want to access files on the mapped drive "/Users/your-account-name/ (C:)"?".

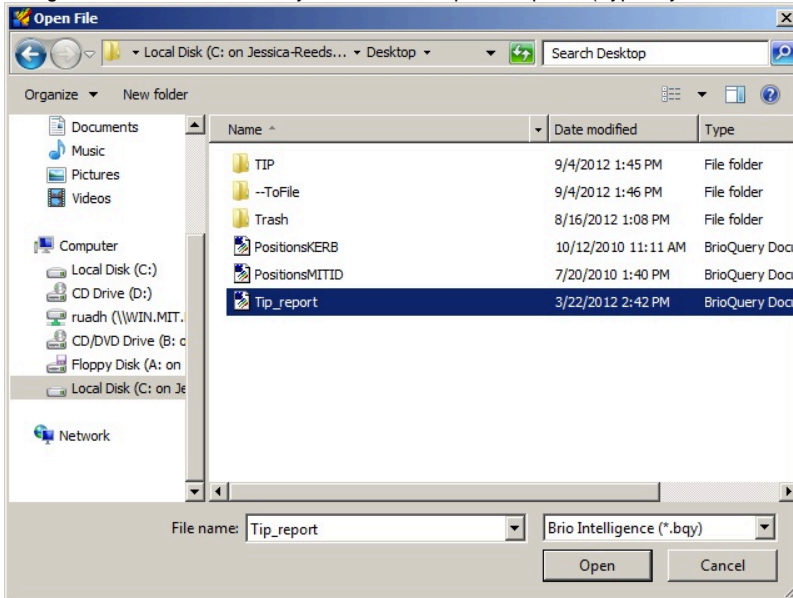


6. Click **Read & Write**

Note: If you don't need to save the results of your report, you may choose **Read Only** instead.



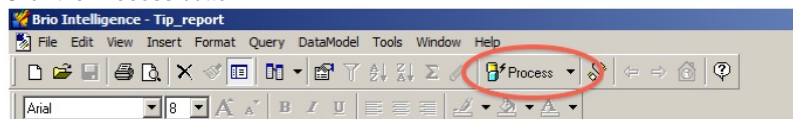
- Navigate to the location where you saved the report template. (Typically the Downloads folder.)



- Select the Tip_report.bqi file and click **OK**

5) Enter Your Report Criteria

- Click the **Process** button.



- Enter your data warehouse username and password, and click **OK**.
(If you have forgotten your Data Warehouse password, [you can reset it online.](#))
Result: The Limit Term Code dialog is displayed.



- Select the term code for the desired term and click **OK**.

Note: Terms may be labeled differently than you are used to. For the 2011-2012 academic year all terms will begin with 2012; 2012FA (Fall), 2012JA (IAP) and 2012SP (Spring).

Note: If you do not see a list of term codes, click on the Show Values button.

Limit: Term Code

Enter a term code. Example: the Fall term of the 2011-2012 Academic Year is 2012FA.

Name:

☐ Include Nulls

☐ Not

2011FA
2011JA
2011SP
2011SU
2012FA
2012JA
2012SP
2012SU
2013FA

4. Select the School you are reporting on, and click **OK**.

Note: To select multiple schools, hold down the ctrl key and select the schools you are interested in.

Limit: Offer School Name

Name:

☐ Include Nulls

☐ Not

Architecture and Planning
Engineering
Hum, Arts & Social Sciences
MIT, academic
MIT, non-academic
Science
Sloan School of Management

5. Select the Department you are reporting on, and click **OK**.

Note: To select multiple departments, hold down the ctrl key and select the departments you are interested in.

Limit: Offer Dept Name

Name:

☐ Include Nulls

☐ Not = Equal

Aeronautics and Astronautics
 Biological Engineering
 Chemical Engineering
 Civil and Environmental Eng
 Computation for Des & Optimiz
 Computational and Systems Bio
 Electrical Eng & Computer Sci
 Engineering Systems Division
 Health Sciences & Technology
Materials Science and Eng
 Mechanical Engineering
 Nuclear Engineering
 System Design & Management Prg

Result: When the query finishes, it will bring up the raw results page and should look similar to this:

	Is No. Course Material	Repor L Count	Term Code	Master Course Number	Master Course Number Sort	Master Course Number Desc	Master Subject Id	Master Subject Id Sort	Course Number	Course Number Sort	Course Number Desc	Subject Id	Subject Id Sort	Subject Title	Q
1			2013FA	3	3	Materials Science and	3.016	3.016	3	3	Materials Science and Eng	3.016	3.016	Math Methods for Materials	3
2			2013FA	3	3	Materials Science and	3.034	3.034	3	3	Materials Science and Eng	3.034	3.034	Organic & Biomaterials Che	3
3			2013FA	3	3	Materials Science and	3.04	3.04	3	3	Materials Science and Eng	3.04	3.04	Problems in Matls Sci & En	3
4			2013FA	3	3	Materials Science and	3.055	3.055	3	3	Materials Science and Eng	3.055	3.055	Biomaterials Science & Eng	3
5			2013FA	3	3	Materials Science and	3.080	3.080	3	3	Materials Science and Eng	3.080	3.080	Econ & Envir Matls Selecti	3
6			2013FA	3	3	Materials Science and	3.372	3.372	3	3	Materials Science and Eng	3.372	3.372	Stcm & Processng Structur	3
7			2013FA	3	3	Materials Science and	3.57	3.57	3	3	Materials Science and Eng	3.57	3.57	Materials Selectn Design, E	3
8			2013FA	3	3	Materials Science and	3.69	3.69	3	3	Materials Science and Eng	3.69	3.69	Teaching Fellows Seminar	3
9			2013FA	3	3	Materials Science and	3.691	3.691	3	3	Materials Science and Eng	3.691	3.691	Teaching Matls Science & E	3
10			2013FA	3	3	Materials Science and	3.692	3.692	3	3	Materials Science and Eng	3.692	3.692	Teaching Matls Science & E	3
11			2013FA	3	3	Materials Science and	3.696	3.696	3	3	Materials Science and Eng	3.696	3.696	Teaching Matls Science & E	3
12			2013FA	10	10	Chemical Engineering	10.960	10.960	3	3	Materials Science and Eng	3.903	3.903	Seminar: Polymer Sci & Te	3
13			2013FA	20	20	Prog in Applied Biologi	20.441	20.441	3	3	Materials Science and Eng	3.96	3.96	Biomaterials: Tissue Interac	3
14			2013FA	3	3	Materials Science and	3.965	3.965	3	3	Materials Science and Eng	3.963	3.963	Biomaterials Science & Eng	3
15			2013FA	3	3	Materials Science and	3.990	3.990	3	3	Materials Science and Eng	3.990	3.990	Sem-Archaeolog Method &	3
16			2013FA	2	2	Mechanical Engineerin	2.EPR	2.EPR	3	3	Materials Science and Eng	3.EPR	3.EPR	UPOP Reflective Learning	3
17			2013FA	3	3	Materials Science and	3.970	3.970	3	3	Materials Science and Eng	3.970	3.970	Spec Sudy in Matls Sci & En	3

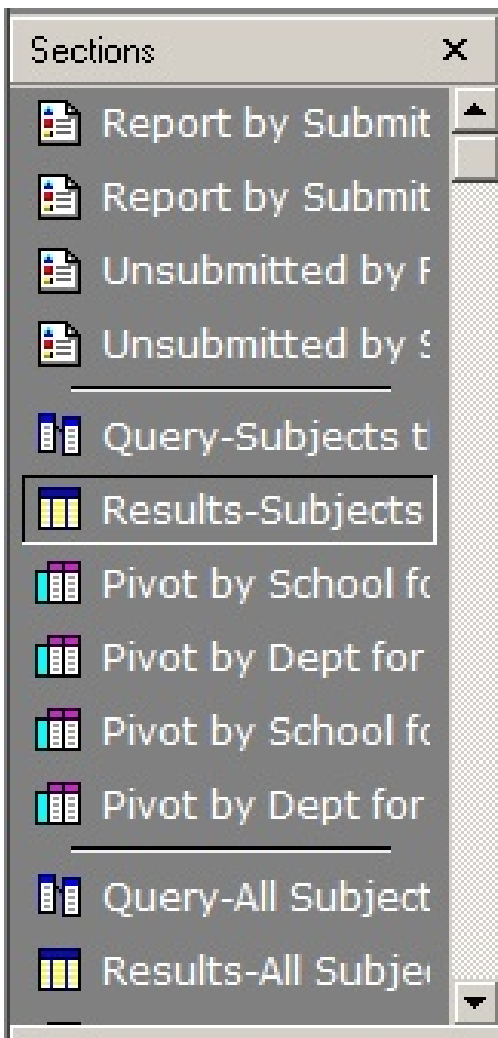
Note: The time it takes for the query to run depends on how many schools and department are selected.

Viewing the Report

Now that you've run the report, you can select how you'd like to view the information. The TIP report includes several different report views.

To select your report view:

1. Go to the **Section** pane on the left side of the BrioQuery window.
2. Select the report view you'd like to see.



The report views are:

- **Report by Submitted, Faculty, Subject**
This view shows you which subjects do and don't have textbook information submitted. It's sorted first by submission status, then by faculty member, then by subject number.
- **Report by Submitted, Subject, Faculty**
This view shows you which subjects do and don't have textbook information submitted. It's sorted first by submission status, then by subject number, then by faculty member.
- **Unsubmitted by Faculty, Subject**
This view shows you only those subjects that don't have textbook information submitted. It's sorted first by faculty member, then by subject number.
- **Unsubmitted by Subject, Faculty**
This view shows you only those subjects that don't have textbook information submitted. It's sorted first by faculty member, then by subject number.
- **Pivot by...**
These report views show you statistics on how many subjects do and don't have textbook information submitted. You can select a pivot report by department or school.

Note: The Data Warehouse staff occasionally updates report templates to add new features, so this list is subject to change.

How to Export the Report

You can export this report in many formats, including Excel and PDF.

Windows

1. Go to **File > Export > Section**.
2. Select the desired format from the **Save As Type** pull-down menu.

3. Navigate to the location where you'd like to save the exported report.
4. Click **Save**.

Mac

Here's how to export your report:

1. Go to **File > Export > Section**.
2. Select the desired format from the **Save As Type** pull-down menu.
3. Navigate to the location where you'd like to save the exported report.
Note: Be sure to choose a location on your local machine. Since you're working on Citrix, your local hard drive is under "Local Disk (C: on *your-computer-name*)". (Not to be confused with "Local Disk (C:)".) For example, if you want to save the file on your mac's desktop, you should navigate to Local Disk (C: on *your-computer-name*) > Desktop.
4. Click **Save**.
5. If you are asked to allow write access, choose **Allow**.

How to Print the Report

1. Go to **File > Print**.
2. Select your printer from the list.
3. Click **OK**.

See Also

- [TIP Landing Page](#)

Getting Help

- If you need assistance using BrioQuery or Citrix, or with running the report, please contact the IS&T Help Desk's educational systems specialists at helpdesk-edsys@mit.edu.
- If you have any questions about the content of the report, please contact your TIP liaison. If you are your department's liaison, please contact helpdesk-edsys@mit.edu.