

Launching ReportMart 1

ReportMart1 is a web portal through which users access and run reports for a number of administrative systems (other than Oracle Financials) at Stanford. ReportMart 1 is used to access PeopleSoft, STARS, Timecard, iSpace and Pinnacle reports. The software that powers the generation of these reports is called Hyperion (formerly Brio).

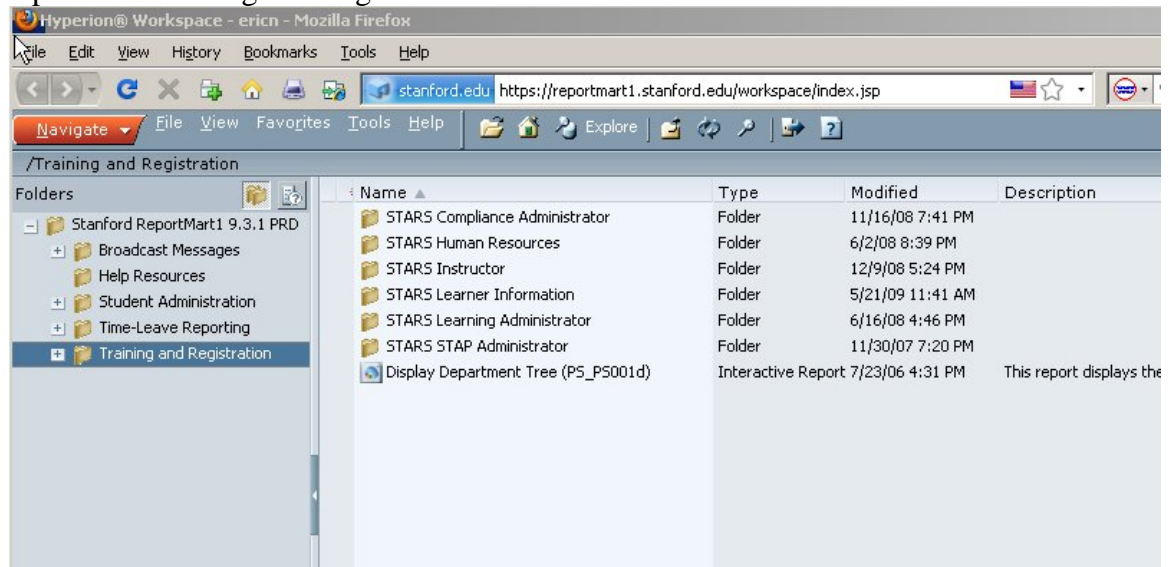
To access ReportMart1 –

1. Use a vendor supported Browser
 - a. For Windows - Internet Explorer 6 or 7, or Firefox 2.0
 - b. For Mac – Firefox 1.5.0.3
2. Go to <http://reportmart1.stanford.edu>
3. Authenticate –



The image shows the Stanford University WebLogin page. At the top is a red banner with "STANFORD UNIVERSITY" in white. Below the banner, the text "WebLogin" is displayed in a large, serif font, with a link "(What is this?)" next to it. Underneath, there are two input fields: "SUNet ID:" and "Password:". Below the password field is a "Login" button.

4. Open the “Training and Registration” folder



The screenshot shows a Mozilla Firefox browser window displaying the Hyperion@ Workspace interface. The address bar shows the URL <https://reportmart1.stanford.edu/workspace/index.jsp>. The page content is organized into a table with columns for Name, Type, Modified, and Description. The "Training and Registration" folder is selected in the left-hand navigation pane.

Name	Type	Modified	Description
Stanford ReportMart1 9.3.1 PRD			
Broadcast Messages			
Help Resources			
Student Administration			
Time-Leave Reporting			
Training and Registration			
STARS Compliance Administrator	Folder	11/16/08 7:41 PM	
STARS Human Resources	Folder	6/2/08 8:39 PM	
STARS Instructor	Folder	12/9/08 5:24 PM	
STARS Learner Information	Folder	5/21/09 11:41 AM	
STARS Learning Administrator	Folder	6/16/08 4:46 PM	
STARS STAP Administrator	Folder	11/30/07 7:20 PM	
Display Department Tree (PS_P5001d)	Interactive Report	7/23/06 4:31 PM	This report displays the

For more information see: <http://www.stanford.edu/dept/as/dmr/ReptMarts.html>