DEED Reporting Services – User Guide

User Access Instructions

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# Access Request

If you need access to Reporting Services, open and complete the [DEED Reporting Services Access Request Form](https://mn.gov/deed/programs-services/reporting-services/).

## DEED Staff Access

Use these instructions if you are a DEED staff member, working on a computer connected to the MNDEEDDOM domain, and inside the network (at the FNB building or at a WFC)

1. To access the reporting site navigate to <https://reports.deed.state.mn.us/> \* you will automatically be logged in via your Active Directory account
2. You should see your name in the upper right-hand side and the tabs and reports that you have access to.

## Non-Deed Staff Access - DEED Reporting Services Logon Process

Use these instructions if you are NOT a DEED staff member or are a DEED staff member but are working outside the network (at home, at a hotel, on a county or city network, wireless card, etc…).

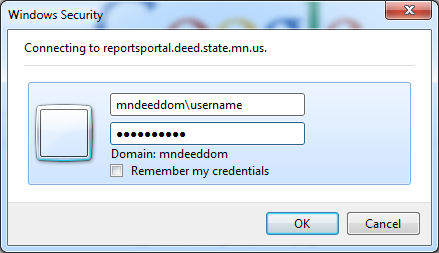
*Note that your account and login credentials are active only in your current internet browser session. Once you close your browser you will have to login again as outlined below in items #1 and #2.*

**Confirm that you have a MNDEEDDOM Account and have registered it for password recovery prior to proceeding**

* Make sure that you have registered with the Self Service Reset Password Management Tool. This is important because this tool will allow you to reset your own password in the event that you are unable to recall it.
* <https://ssrpm.deed.state.mn.us/>

**#1 First Login Prompt**

* Browse to <https://reports.deed.state.mn.us/>



* Type your username
* (using this pattern = **mndeeddom\username**)
* Type your password
* Click “OK”

**#2 Second Login Prompt will occur when you run your first report from the DEED Reporting Services portal.**

* The 1st time during your session that you attempt to view a report, you may receive another Login Prompt.

This is because Reports run on a different secure database server which requires your account credentials.

**Important:**

**Avoid selecting “Remember my credentials” which will likely cause complications after forced password changes.**

If you experience issue because of selecting the Remember my credentials check box please refer the document:

<http://mn.gov/deed/programs-services/reporting-services/index.jsp>

**DEED\_Reporting\_Services\_Logon\_Process\_v2014.doc**

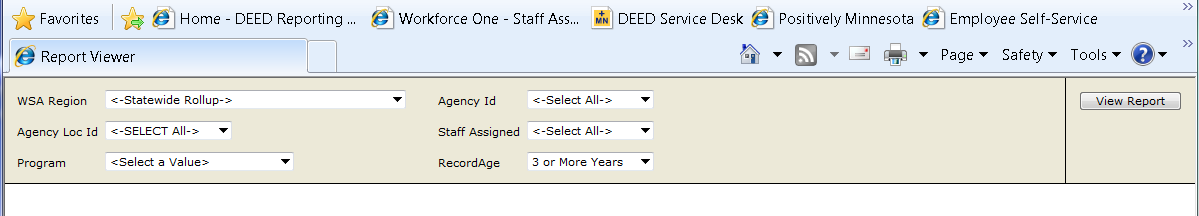
# Reporting Site Navigation

Once logged in you will see program folders for those programs that you have access to. From there program folders can be selected which will reveal the reports you have access to.

You will only see Folders and reports that you are authorized to view.

## Parameter Selections

Report parameters are selected from the left to right and top to bottom.



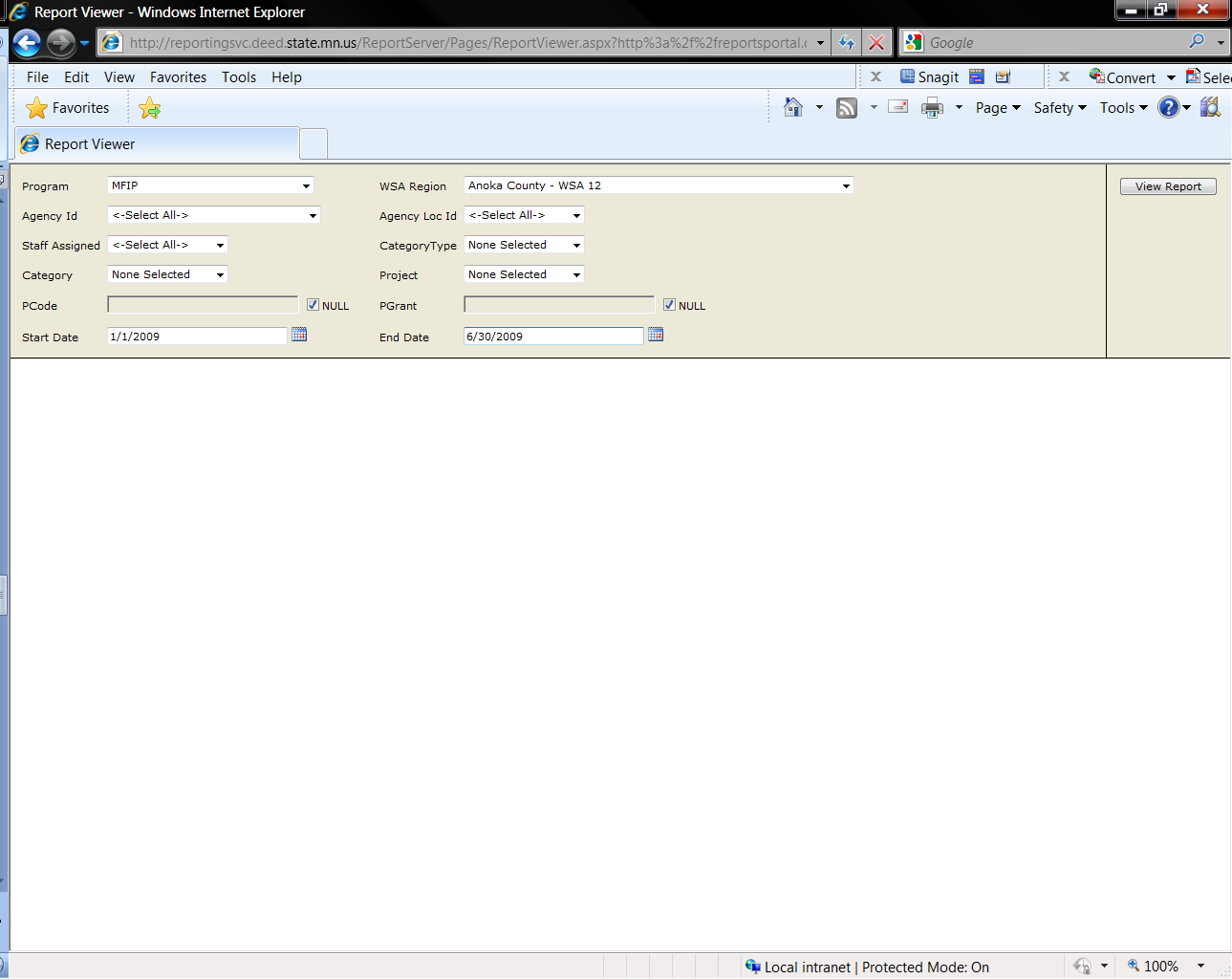
## General Parameter Information

Parameters are located at the top the report page. Parameters are designed to allow you to sellect specific information that you want to view within the report before it is generated by sellecting the “View Report” button.

1. Reports can also be developed with a tighter and more sophisticated level of security called Role Based Data Level Security which is usually used for reports that contain specific client data that is required to be secured at a more granular level based on the role of the employee viewing this data. This security is built into the parameter selections of a report. The Parameters are displayed are controlled by the Role the user is assigned. Users of these types of reports will see different versions of the parameter lists depending on the users assigned security role.

## Executing a Report

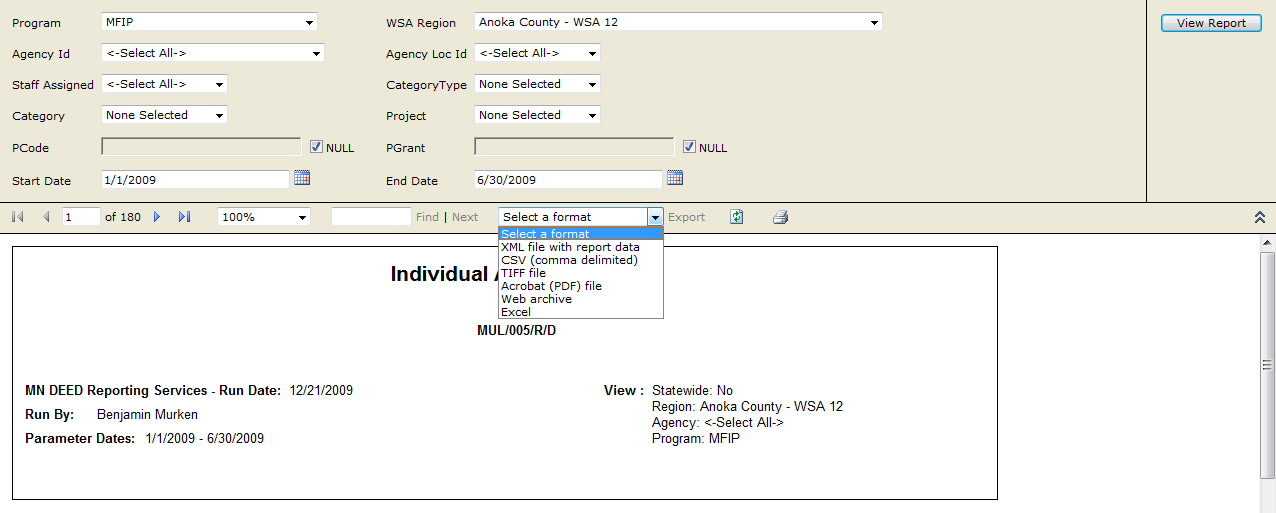
1. Navigate to the report category desired
2. Click on the report you want to run
3. Complete the report parameters required for the selected report
4. Click the View Report button to execute the report results



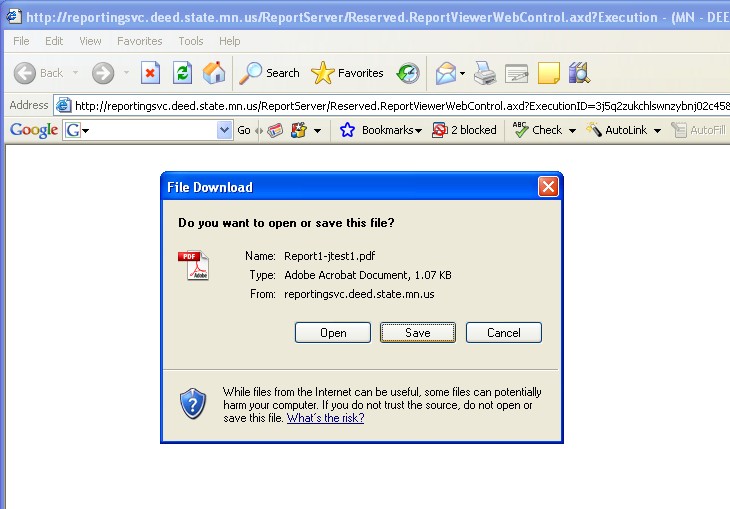
## Exporting Reports

To export a report, you must first run the report. Once the report is run you can then export it. To do so:

1. Choosing the desired format from the dropdown box located by selecting the file export icon in the middle of the page, above the report, and under the report parameter section.
2. Click the Export button



3. Click the save button when the File Download dialog appears and Save to desired location when prompted.



# Additional Information and Help

## For Assistance with your Password—Contact: [DEED.servicedesk@state.mn.us](mailto:DEED.servicedesk@state.mn.us)

## MN.IT Services @ DEED Service Desk 651-297-1111

MN.IT Services @ DEED Service Desk will be able to assist you with password resets or other password related support questions, including any assistance with your Active Directory account, the SSRPM tool, or using Reporting Services.