Reports

Transaction System Reporting – is a web-based tool to run reports to collect information from the Blackboard Transaction System. Each user will have to be granted access by the BG1 Card Office Administrator before logging in to BbTS. A password must be at least 7 characters and contain both alphabetic and numeric characters and must be changed at least every 90 days. Users with access to both the BbTS application and BbTS Reporting System will use the same user name and password for both systems.

Once access is granted, go to https://bbts1.bgsu.edu/ReportingSystem/User/Login.aspx

Reports, also known as queries, can be generated in order to see many types of data such as sales, products or cashiers. Reports can be generated on an as-needed basis. If you run reports on a regular basis, you can save the report in order to avoid setting up the parameters or filters each time you need to run them.

The report options are broken down into several categories. Your access will determine which of the categories you will see on this page.

If you will ever save the output from your reports, you will need to format your preferences.

In this PDF example, you have several options such as selecting paper, font and font size. You can also add passwords.

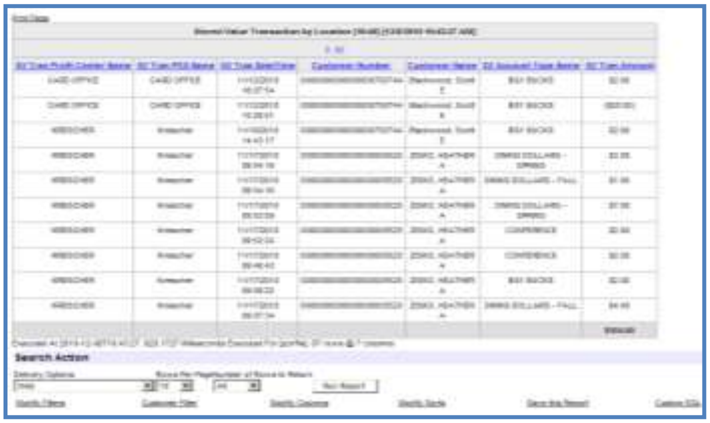
To run a query, select from the list by clicking on the report type. For this example, we will select Stored Value Transaction by Location.

Click on "create new report"

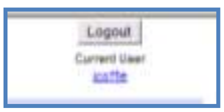
Add the appropriate filter by selecting from the drop-down boxes and clicking "add". The filter details to include vary with the filter type.

Once you add a filter, it will appear under the "all of the conditions below" line. You may add as many filters as needed by selecting the new filter using the drop-down box and clicking "add".

Click on “Run Report”. The image below shows the output for this report.



If this is a report you will run again, click “save this report”. When you are ready to run this report again, click on your user name under “Current User”. This will show all of the reports that you have saved.



From the image below, you can click “edit” to change the filter information such as date. If you want to rerun the report as it was saved, click “run”.