## Click here to access reporting in Terrier eDevelopment

- 1. Login with your BU credentials.
- 2. You will be directed to the reporting page. In the upper left corner, click on the + folder icon next to **BOSTONUNIVERSITY\_PROD**:

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3. More folders will expand. Click on the second folder named Ad Hoc Components:

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- 4. To see your report, click on Sexual Misconduct Individual Status Report.
- 5. This will bring you into your report, which will display all staff or faculty that roll up to you.

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Sexual Misconduct Individual Status Report Data refreshed 2018-10-26 at 13:43:12											
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- 6. If you click on the third icon in the upper left corner, you will see your export options.
- 7. If your report is long, use the arrows in the upper right corner to navigate through each page (note: the export will compile all individuals, not just those displaying on the screen at that time).