

How To

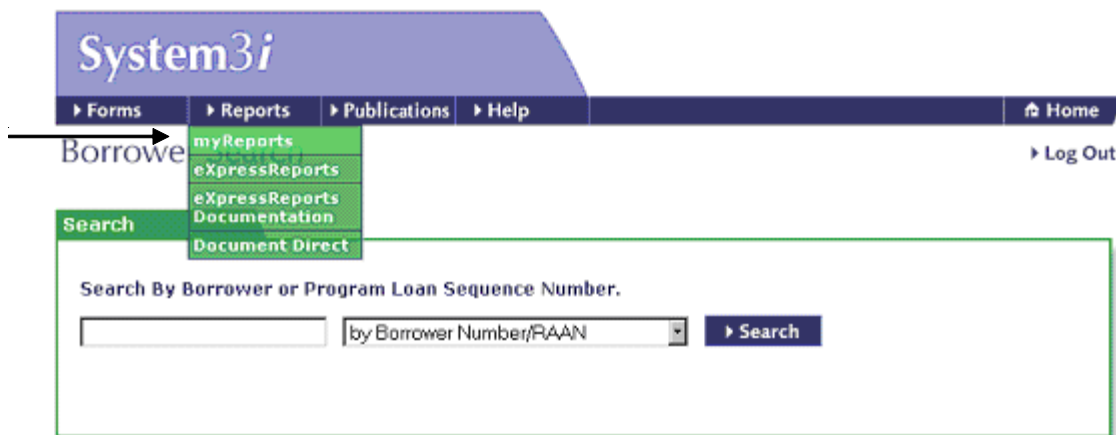
Use myReports

Do you ever need a custom report in a hurry? If so, **myReports** may be just what you are looking for. With myReports, you can create your own customized report in minutes. Updated data is available for query as of the end of the prior post date, and you can create the report for download in PDF format and print it, merge it into an Excel spreadsheet, or provide it in Microsoft Word or Rich Text Format. myReports will satisfy the needs of the school administrator who simply wants a quick listing of loans based on simple criteria as well as the needs of an administrator who needs to perform more complex reporting on their loan portfolio.

To get started

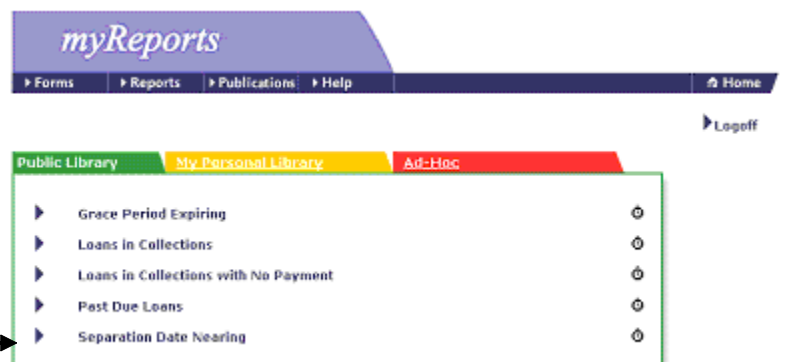
If you have Internet access, an ID and password for our online system, and are interested in using myReports, just send us a *myReport Authorization Form* available from our the forms page on our Web site. If you do not have an online ID, please send us the *System 3i Authorization Form* as well.

myReports is available via System 3i. Once you have logged into System 3i with a valid ID and password from our campuspartners.com home page, you will see the **Borrower Search** page. The myReports link is listed under the Reports drop-down menu. If you click on the myReports link, the primary page for myReports (**Public Library**) is displayed.



Public Library

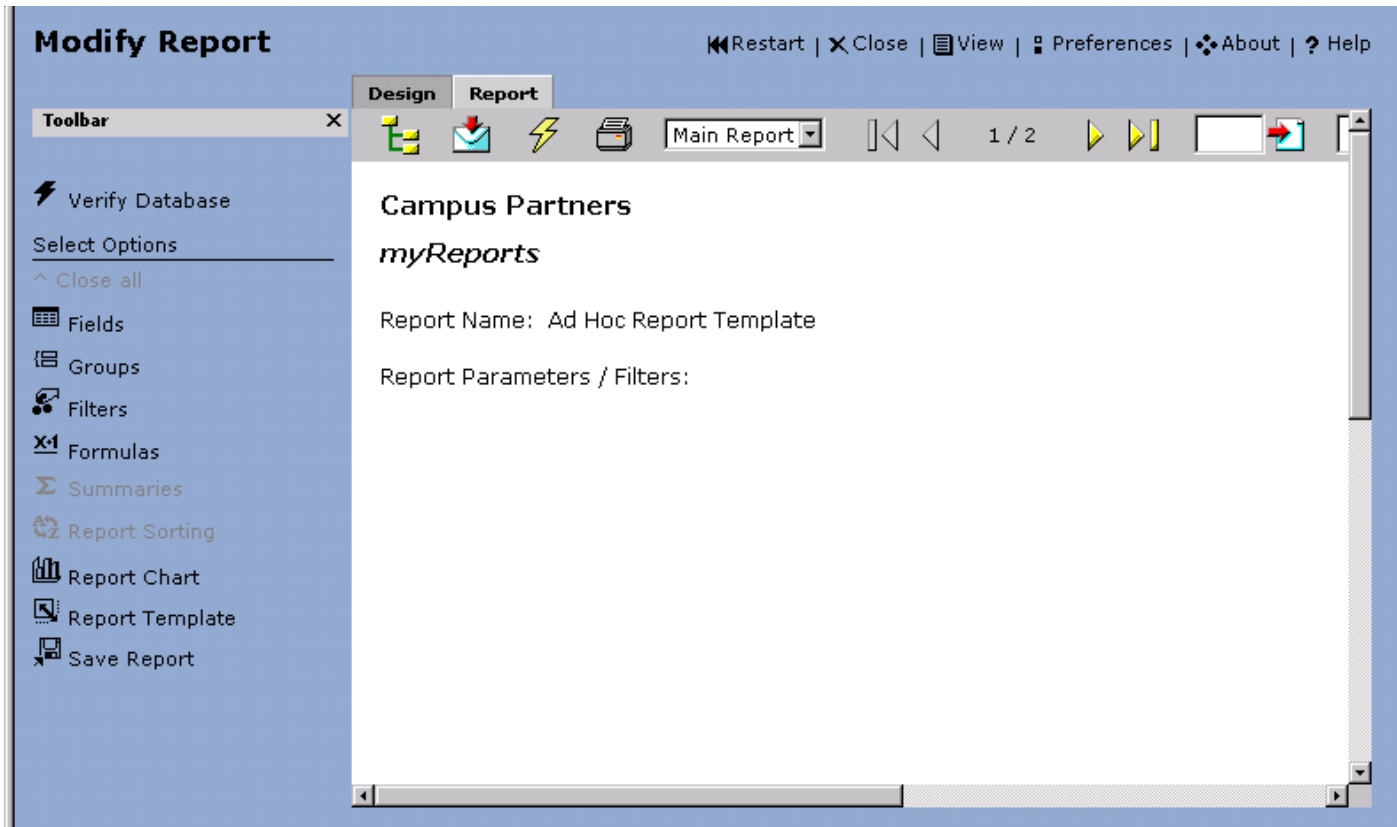
The **Public Library** lists five reports designed to satisfy the needs of many of our customers. You can modify these reports with your own parameters. If your report requirements cannot be met with any of these reports, you can design your own custom report by clicking the Ad-Hoc tab. Historical reports will be displayed by clicking the arrow beside the report.



Ad Hoc Tab

Within the **Ad-Hoc folder**, you should open the Ad-Hoc template. You will be able to install filters to limit the loans selected for your report, specify the data fields that your report should contain, and determine the manner in which the loan records should be sorted on your report. You can also perform other more advanced report options including grouping your report data based on a certain criteria, such as loan status, calculating summary totals, and creating a chart based on your report results.

Complete documentation concerning myReport is available online. If you do not know how to access the manual or need help creating reports, please call your Customer Service Representative.



My Personal Library

After you create reports using the ad hoc reporting tool, you can save them for future use under the My Personal Library tab. Then, you can schedule recurring reports at the interval that you require or run them on demand. Campus Partners can also create reports for you and drop them in the Personal Library tab. The reports displayed in the screen shot below are provided as examples only.

