



## New Customized View of nVision Report Request

A customized view of the **nVision Report Request** page will be available starting on Monday, March 5, 2007. This view is intended to simplify the use of nVision report requests. The procedure for running nVision reports will not change; the page will simply look slightly different.

The screenshot displays the 'nVision Report Request' page with the following details:

- Business Unit:** UMCEN **Report ID:** RE\_APP9
- Report Title:** Revenue & Exp-Approp-All
- Layout:** REV\_AND\_EXP\_APPROP\_ALL\_UMCEN
- Report Date Selection:**
  - As Of Reporting Date:** Specify
  - Tree As Of Date:** Use As Of Reporting Date
- Scope Selection:**
  - My Scopes  Campus Scopes
  - Report Scope:**
- Output Options:**
  - Type:** Web
  - Format:** Microsoft Excel Files (\*.xls)

Buttons at the bottom include: Run Report, Save, Return to Search, Notify, Add, and Update/Display.