Critical Tracking Report Filters and Sorting in My Reports – Round 1 and 2:

The new report can be found at hyperion.asu.edu under:

Student> Student Records> eAdvisor – Off Track Reports> Off Track Reports – Semester in Progress

Select the report you would like to view and apply any/all of the following to see the data relevant to you.

**Filtering results:**

**Athletes:**

Rather than have separate reports for athletes and non-athletes this is now handled via a filter. Double click the “Athlete?” column and you will be prompted to enter a filter.

![Filter: Athlete?](image)

If you click the “Show Values” button you can see a list of possible values to filter on. You can select “=Equal” Y to see only athletes or check the “Not” flag along with “=Equal” Y to see non-athletes.
By ACAD Plan

Similarly you can filter the results to see a smaller list by acad plan:

For example, if you wanted to only see results for acad plans that start with BA you would click the box above the Acad Plan column header to select the column, right click in the column and select filter. The filter box should appear, you can then select from the drop down menu the option which reads “Begins With” and in the text box directly below that drop down menu enter “BA”. When you click OK the filter will be applied.
You can sort the students by student ID by clicking in the box above the column header “Emplid” to highlight the column, right clicking in the column, and selecting “Sort Ascending” or “Sort Descending”
Running the report:

You can rerun the report on demand if you think there should be new results by clicking the process button and clicking the OK button when each of the prompts appears. You should not need to adjust the filter items pre-selected in the report.