The ERP Combo List report shows SIR and Issue information for Data Warehouse, Financials, Human Resources, and Student Information System.

1. How to get to the Combo List Report.
   b. Click .
   c. Enter your OSU Internet username (Name.#) and password.
   d. Click Login.
2. Navigate to the ERP Combo List

Path: eReports > Enterprise Applications > CMB001DW – ERP Combo List

3. Double-click CMB001DW - ERP Combo List to open the ERP Combo List Report Specific Parameters page.
4. Select the desired parameters.
   a. Select the **Type** of information you want in your report.
      • Select Incident to see information from the Incidents log, Issues for information from the Issues log, SIR to see information from the SIR log, or ALL to see information from all three.
      • To select multiple options, hold the control key and click on each item.

   b. Select from the **Application** menu.
      • To select multiple options, hold the control key and click on each item.
      • The choice(s) from the Application menu will determine the menu items displayed in the Module/Functional Area menu.
c. Select the **Module/Functional Area(s)** you want to include in your report.
   - Again, to select multiple options, hold the control key and click on each item.
   - The Module/Functional Area maps to the **Functional Reference** and **Area Impacted** fields in the Incident, SIR and Issue Logs. As such, there may be a blank in the Module/Functional Area menu. Do not select the blank option as it will not return any results. Instead, do not make a selection on this menu option or select [ALL].

![ERP Combo List Report](image-url)
d. Enter the **Date Range for Closed Items**, if applicable.
   - You must enter the **Date Range** to be able to view the **All Closed Items** pivot table report.
   - Enter the **From Date** and the **Through Date** in MM/DD/YY format.
   - Leaving the **Through Date** blank will default to today’s date.

![Date Range for Closed Items](image)

```
Date Range for Closed Items (Required for All Closed Items Pivot)
From Date: ______
Through Date: ______
The valid format is MM/DD/YYYY e.g. 12/31/1999
Blank defaults to today's date
```

e. Click on **Select Report** to view the **Information Topics** page.

![ERP Combo List Report](image)
5. Select a report and output option.
   a. Two versions of the report are available, All Open Items and All Closed Items. Select the check box next to the report version you want or click **Select All** to view both.
   - Remember, to view the All Closed Items you must enter a valid From date on the report parameters page.
   b. You may choose Print or Export as your output options.
   - Popular Export options include Excel (default), HTML, PDF, and text.
   c. Click **Process Selected Reports** to print or export the selected version(s).
View and Format a Pivot Table

1. Click **Pivot** to view your report in pivot table format.

Sort Pivot Table Data

1. Click **Sort** on the pivot table title bar.
2. Use the drop-down lists to select sorting criteria.
3. Determine the sort order by clicking $\uparrow$ to sort in ascending order or $\downarrow$ to sort in descending order.
Reorder Labels
Reordering the Row Labels in the pivot table will change the focus of the table. Reordering will also change the sort order for the data.

1. Choose the Row Label you want to move and where you want to move it.

2. Drag the Row Label to its new position.
   - The focus of the table has changed and it is now sorted in ascending **Number** order.
3. Click ![button] to change the order.

For more information see Using Pivot Tables and Pivot Table Tips at https://assist-erp.osu.edu/assisterreports84/WebHelp/assisterreports.htm.