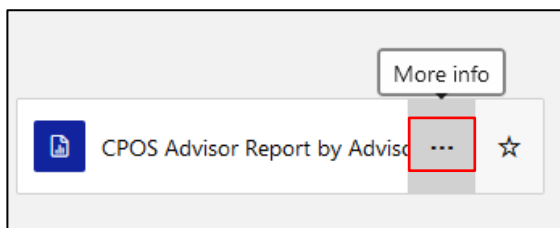


How to Create an ecuBIC Report Subscription

1. Go to CPOS Report Folder in ECUBIC
2. Click on the ellipse to the left of the star on the CPOS Advisor Report by Advisor ID. You won't see it until you move your mouse over it.



3. Select Subscribe from the pop-up menu.
4. Give the subscription a description. Include the term (for example: Spring 2024 CPOS Advisor Report)
5. Under the Schedule section, click on the Edit Schedule button.

Schedule

Deliver the report on the following schedule:

Shared schedule Select a shared schedule ▾

Report-specific schedule **Edit schedule**

At 2:00 AM every day, starting 8/15/2023

6. Set the schedule and click Apply.
7. Under the Report Parameters section enter:
 - a. Enter the registration term in Academic Period field.
 - b. Enter your Banner ID in the Advisor ID field.

Report parameters

Parameter	Source of value	Value/field
ACADEMIC PERIOD	Enter value ▾	<input type="text"/> ▲
ACCEPT	Enter value ▾	<input type="text"/> ▾
ADVISOR ID	Enter value ▾	<input type="text"/> ▲

8. Click the Create Subscription button.