# Phoenix Reports - Provider

Provider (Teacher, SLP, OT, PT, etc.) reports are created specifically for the logged in user. Providers can only view their own reports. Administrators and secretaries can create reports for all users.

## Accessing Power BI

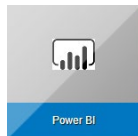District reports, including Phoenix reports, are viewed in Power BI, the district reports site.

### Web Address

https://bi.ssdmo.org/reports

The web address can be stored in the browser bookmarks/favorites list and can also be added to the bookmarks bar for quick access.

### SSD Portal



Click the Power BI tile on the SSD Portal.

### From Phoenix

Click the reports icon on the Header Navigation menu.



## Logging into Power BI

When logging into Power BI for the first time, your credentials may be stored in the browser which makes it unnecessary to enter them each time you open the site. If you are not using your own computer, it is recommended that you use an "Incognito" or "Private" window where your credentials will not be stored. In Google Chrome and Firefox, select the icon in the upper right. In Safari, select File. Then select the appropriate menu option.

| Google Chrome | Firefox | Safari |
|---|---|---|
|  |  |  |
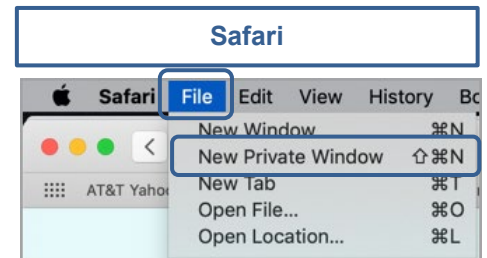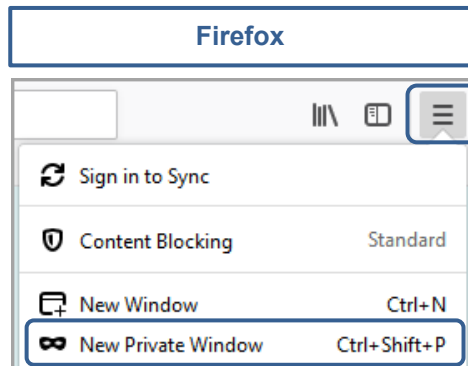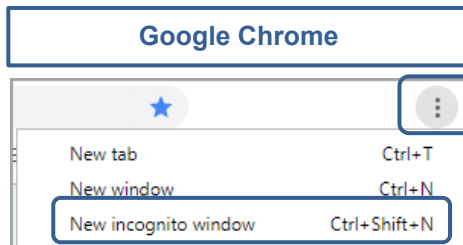
The first time Power BI is accessed the Sign in window opens.

1. Enter your username in this format:
   **ssdco\username** where the username is your SSD username.
   Example: ssdco\fmlast
2. Enter your SSD account **Password.**
3. Click **Sign in.**

Note: Sign in is required after a password change.

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## Viewing Reports

Power Bi opens on the Home page.

1. Click **Special Education Data.**

2. On Special Education Data, click **Phoenix Reports.**

3. On Phoenix Reports, click **Provider**.

4. The reports display as tiles. The reports can be displayed as a list by selecting **Tiles>List.**

5. The Search box can be used to locate a report by name or keyword.

6. Click the tile or link to view the report.

## Viewing Report Information

Click the ellipses on the tile or to the right of the link to open the report information window.

1. The window displays a description of the report.

2. Click the star to **Add to Favorites**. The report is added to your list of favorite reports. The list displays when "Favorites" is selected on the main header. This is a faster way to access reports viewed frequently.

3. Click **Open** to view the report.

**Meetings Due - By Case Manager**

This report lists all IEP and Reevaluation due dates in PHOENIX by Case Manager. Note: Data updates for this report occur hourly each day between 6:00 am and 5:00 pm.

Changed by SSDCO\devopsdeployment on 7/13/2020 1:10 PM
Created by SSDCO\devopsdeployment on 6/28/2019 2:03 PM

☆ Add to Favorites

Open

## Using Excel to Manipulate Report Data

Data in reports can be exported to Excel where it can be manipulated to meet your needs (sorted, filtered, etc.).

Click the save icon then select Excel from the menu.

The Excel file will download or open automatically depending on your browser settings.

Word

Excel