# **First-Year Student Deans Advising and Housing Reports in Jasper**

The following is a list of Web Browsers and versions that can be used to access Jasper Reports:

#### Web Browsers

Item	Version
Mozilla Firefox	51 or higher
Microsoft Internet Explorer	11
Microsoft Edge	39.x or higher
Apple Safari	10.1 or higher (MacOSX), 5.1.7(Windows)
Google Chrome	56.0 or higher
Adobe Acrobat	10 or higher
Apple iPad iOS Safari	7.0 or higher

#### Access the Advising and Housing Jasper reports:

To access the reports, click on this link:

https://yalecollege.yale.edu/deans-office/reports/first-year-housing-report-portal

This brings you to the First-Year Housing Report Portal page on the Yale College website. At the bottom of the page under "First-Year Housing Report Portal Resources", you will find the direct links to each of the reports you have access to as well as an instructional video.



First-Year Housin	g Repo	ort Portal Resources	
Advising Report 5 jasper.app.yale.edu	ď	Housing Report F jasper.app.yale.edu	ď
Full Housing Report <sup>©</sup> jasper.app.yale.edu	ല്	MDER Links and Guide (PDF)	E
Jasper Report Guide - First-Year Studen Deans Advising and Housing Reports (PDF)	: 🖻		

## Instructional Video

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*Note: From the Yale College home page you can scroll down to the footer and click on "Get to Know Yale College".* 

Yale College	Academics	Communities	Events
Yale College	Finances	First-Year and New Student Resources	Get to Know Yale College
	Getting Help	Life at Yale	Policies & Procedures
	Registration & Course Selection	Residential Colleges	

Click on the down arrow for "Explore This Section" and click on "Office of the Dean".



Click on the down arrow for "Explore This Section" and click on "Reports".



Click on the down arrow for "Explore This Section" and click on "First-Year Housing Report Portal".



#### Direct Links to reports:

#### Advising PDF

https://jasper.app.yale.edu/jasperserver/flow.html?\_flowId=viewReportFlow&\_flowId=viewReportFlow&ParentFolderU ri=%2Fpublic%2FHousing\_Reports%2FReports&reportUnit=%2Fpublic%2FHousing\_Reports%2FReports%2FYC\_RC\_Advising\_PDF&standAlone=true&decorate=no&viewAsDashboardFrame=false

#### Housing PDF

https://jasper.app.yale.edu/jasperserver/flow.html?\_flowId=viewReportFlow&\_flowId=viewReportFlow&ParentFolderU ri=%2Fpublic%2FHousing\_Reports%2FReports&reportUnit=%2Fpublic%2FHousing\_Reports%2FReports%2FYC\_RC\_Housing\_ ng\_PDF&standAlone=true&decorate=no&viewAsDashboardFrame=false

### Housing Excel

https://jasper.app.yale.edu/jasperserver/flow.html?\_flowId=viewReportFlow&\_flowId=viewReportFlow&ParentFolderU ri=%2Fpublic%2FHousing\_Reports%2FReports&reportUnit=%2Fpublic%2FHousing\_Reports%2FReports%2FYC\_RC\_Housing\_reports%2FReports%2FYC\_RC\_Housing\_reports%2FReports%2FXC\_RC\_Housing\_reports%2FReports%2FXC\_RC\_Housing\_reports%2FXC\_RC\_Housing

### If you are not already logged into CAS you will get the Login screen.

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	Yale Copyright © 2020 Yale University. All Rights Reserved.	Accessibility			V
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#### Advising PDF:

All records assigned to your Residential College will automatically load.

The total number of pages will display in the upper right-hand corner. The single arrow advances you one page, the double arrow advances you to the last page and back to the first page. The search bar allows you to search by Spriden or name or other text.

If the volume of data causes the report to flow to a second page, the header information will appear on the second page.

Report specific filters are provided on the left side of the page. Select the desired filters and click 'Apply' at the bottom of the page. You may reset and apply new filters as needed.

To export, click the drop-down and select PDF. This will open a new browser tab allowing you to save the document to your desktop.

NOTE: Save options are not functional.

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Humanities (e.g., history, philosophy,	RTF			
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# Housing PDF:

# Please reference the notes under the Advising PDF.

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		What do you like to do for fun?			
		What is your greatest concern abou	t coming to college?		

## Housing Full Excel:

In addition to the report specific filters, the Housing Full Excel by default includes the display of your Residential College, and list of the students Spriden ids.

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To export select Excel from the drop-down and the file will appear at the bottom of the screen. Open the file and select 'save as' to save it to your desktop.

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