Instructions for creating reports that need to run against the BPROD instance:

When creating a report that needs to run against the BPROD instance, developers must first write the report using BREPT. If you have copied a report that already is approved to use the BPROD instance, change the instance to BREPT, make the changes to the report, and rename the report.

When the changes to the report are complete, attach the report to an email to ceadmin@gsu.edu as a new report. Since the report has been requested to run against BPROD, include a justification statement as to why the report needs to run against the BPROD instance and include Dr. Fritz and Cherise Peters on the email as they make the determination as to which reports can use the BPROD instance.

After we receive the report, we will test the report in BREPT and await approval/denial from Dr. Fritz and Cherise Peters. If approval is given, we will change the instance to point to the BPROD instance and publish the report to Crystal Enterprise. If the request for BPROD is denied, then we will publish the report to Crystal Enterprise using the BREPT instance and notify the developer.