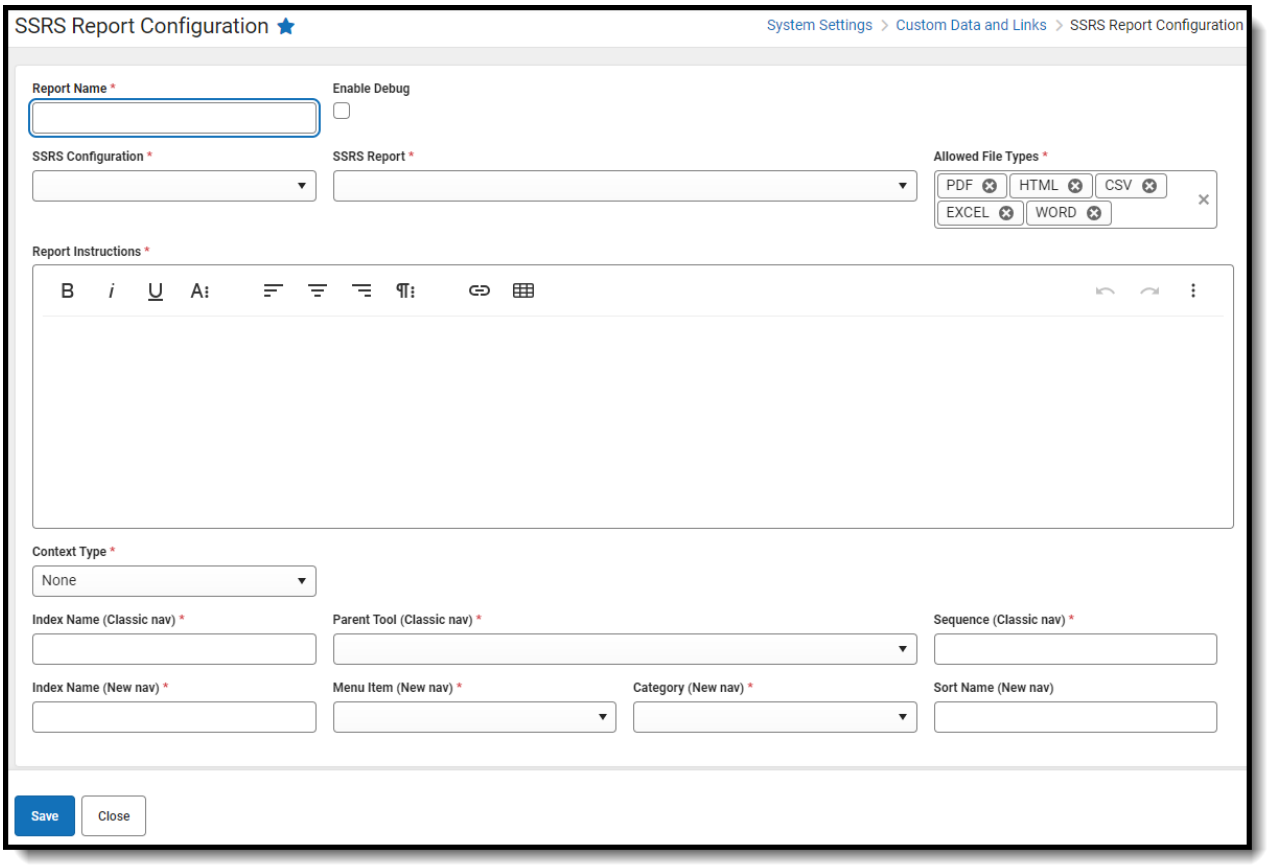
# SSRS Report Configuration

Last Modified on 06/09/2025 2:53 pm CDT

SSRS Report Configuration Fields | Setting Up SSRS Report Configuration | Publish to Districts for State Edition

Tool Search: SSRS Report Configuration

SSRS Reports Configuration pulls reports in that have been setup on the SSRS server. Once a report has been built, deployed to the SSRS server, then configured in Report configuration, it will appear in the outline. The created tool will display the report options configured for the report and allow the user to run it from inside Infinite Campus.




See the Custom Data and Links Tool Rights article for information about tool rights for this and related tools.

# SSRS Report Configuration Fields

| Field | Description |
|---|---|

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| | |
|---|---|
| **Enable Debug** | When enabled, finds known issues or fields configured in ways that can cause issues to reports. |
| **SSRS Configuration** | Server configuration within Infinite Campus. |
| **SSRS Report** | Report from the configured server that will be added to Infinite Campus. |
| **Allowed File Types** | Allows a report to be downloaded as PDF, HTML, CSV, Excel, or Word files. |
| **Report Instructions** | User instructions that will be on the report page in Infinite Campus. |
| **Context Type** | Specifies which search menu will be displayed when using each report. |
| **Index Name (Classic nav)** | Name of the index in the classic navigation the report will appear in. |
| **Parent Tool (Classic nav)** | Name of the tool in the classic navigation the report will appear in. |
| **Sequence (Classic nav)** | Order the report is in the navigation under the parent tool. |
| **Index Name (New nav)** | Name of the index in the new navigation the report will appear in. |
| **Menu Item (New nav)** | Name of the menu item in the new navigation the report will appear in. |
| **Category (New nav)** | Name of the category in the new navigation the report will appear in. |
| **Sort Name (New nav)** | Name used for sorting. |

# Setting Up SSRS Report Configuration

1. Click **New**.
2. Select an **SSRS Configuration**.
3. Select an **SSRS Report**.
4. Enter **Report Instructions**.
5. Enter an **Index Name (Classic nav)**.
6. Select the **Parent Tool (Classic nav)**.
7. Enter a **Sequence (Classic nav)**.
8. Enter an **Index Name (New nav)**.
9. Select a **Menu Item (New nav)**.
10. Select a **Category (New nav)**.
11. Click **Save**.

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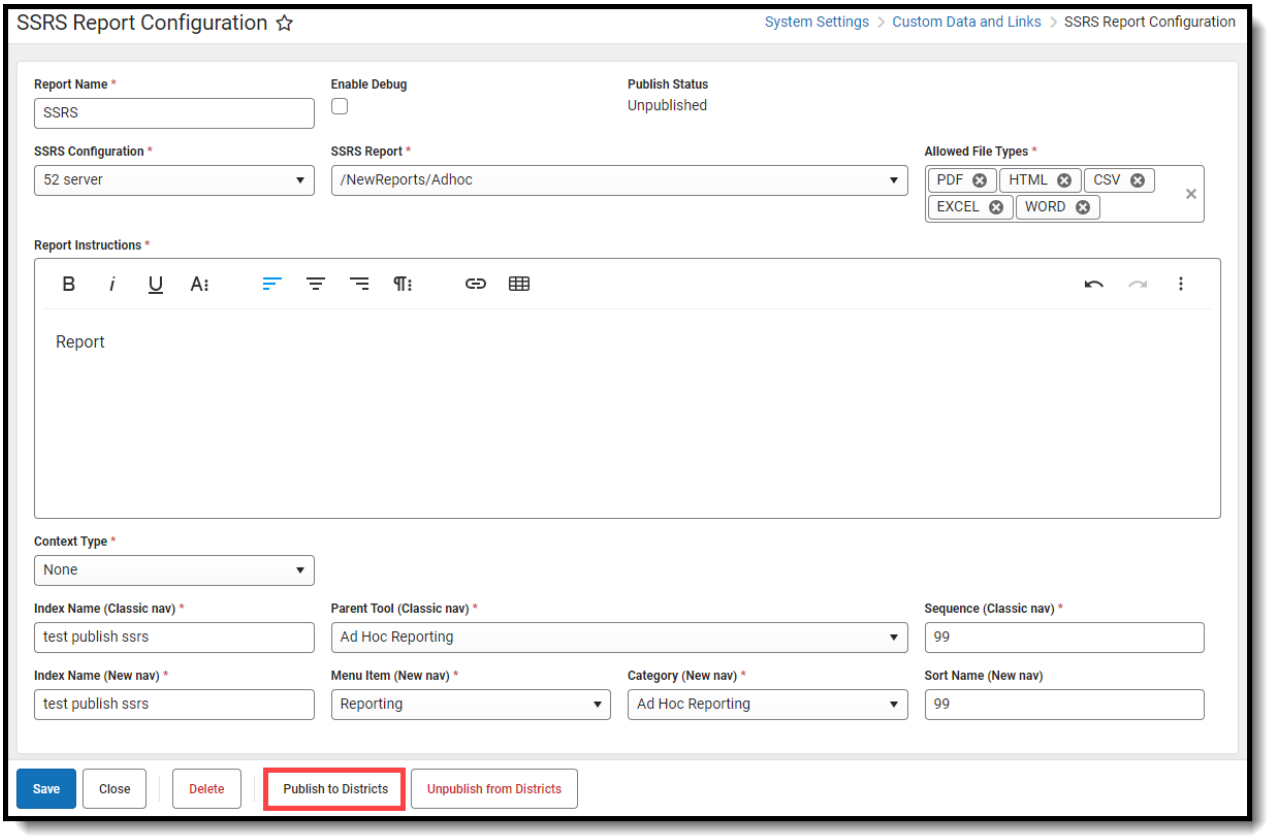
# Publish to Districts for State Edition

State Edition users will be able to use the Publish to Districts tool, which moves the SSRS Report to all districts within the state.




| Buttons | Descriptions |
|---|---|
| **Publish to Districts** | Districts need Managed Services at Infinite Campus to enter the State SSRS server info onto their sites in order to run the report.<br>• This will need to be done via the Support Account (Campus Helper Account).<br>  ◦ This account must handle this task as we are specifically searching for it.<br>• If Publish to Districts is used prior to the server being set up, it will create a dummy server. |
| **Unpublish from Districts** | Unpublish removes the report from district sites.<br>• After unpublishing, there will not be a record that existed at the district level.<br>• Changes it to unpublished at the State level. |

### Previous Version

SSRS Report Configuration [.2331 - .2431]

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