

Report Authoring Guidelines by Output or Product Type

Content Element	Power BI (PBI)					Screenshots/	Written	Print	Power BI (PBI)	Slate
	Dashboard	Excel	CSV/TXT	PDF	WebFOCUS	Snips	Text		Paginated Report	(Campus Reports)
About / Notes Page	R	O	O	O	O	-	O	O	O	-
Title	R	R	-	R	R	R	R	R	R	R
Creator/Author (Full Name)	R	R	R	R	CR	R	R	R	R	R
Requestor	O	O	O	O	CR	O	O	O	O	-
Purpose	R	R	O	O	CR	O	O	O	O	R
Date Published	-	R	R	R	CR	R	R	R	R	R
Data Source	R	R	R	R	R	R	R	R	R	R
Data As Of	R	R	R	R	R*	R	R	R	R	-
Security Classification	R	R	R	R	R	R	R	R	R	R
Key Terms/Definitions	O	O	O	O	O	O	O	O	O	O
Calculations	O	O	O	O	O	O	O	O	O	O
Footnotes	R	R	-	R	O	O	R	R	R	O
<i>Filename</i>	-	O	-	O	-	O	O	O	O	-
<i>Creator/Author</i>	R	O	-	O	-	O	O	O	O	-
<i>Data As Of</i>	-	R	-	R	-	O	R	R	R	-
<i>Page Number</i>	-	R	-	R	O	O	R	R	R	-
Publisher	R	R	-	R	-	R	R	R	R	R
Parameters	-	-	R	O	R^	O	O	O	O	O

R = Required

O = Optional

C= Include in Code/Programming of Report

- = Not Applicable

* Time Stamp included for live data

^Only where parameter is not shown as a column in the output