MIAMI-DADE COUNTY PUBLIC SCHOOLS

CASAS/SBBS Report
User Guide

Office of Budget Management
May 2010

Logging in to CASAS/SBBS Reports

The first step in the budgeting process is logging into the system. You accomplish this by using the following steps:

Your ID serves as both a single sign-on and as security for the application, thus no additional entry of your ID and Password is required. Only authorized users have access to SBBS.

STEP 1 – Navigate to the Dadeschools home page.
http://www.dadeschools.net and Click on the Employees Tab.

STEP 2 – Click the Employee Portal.

STEP 3 – Click on the link to School Based Budget System
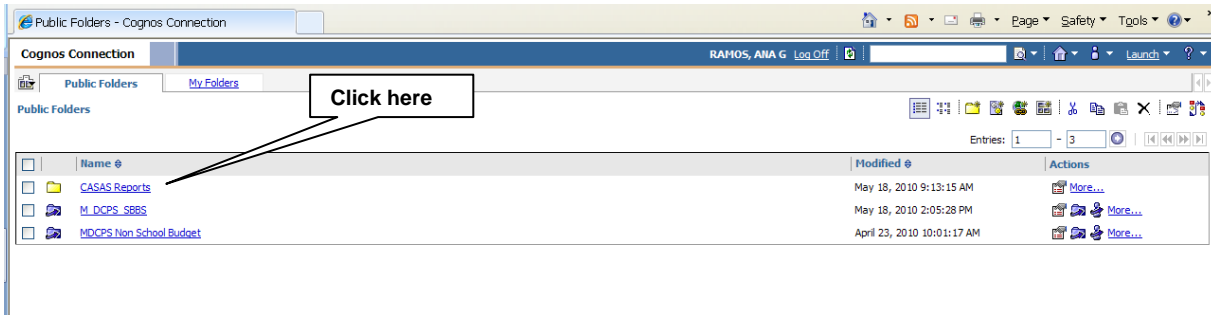

STEP 4 – Click on My home

STEP 5 – Click on CASAS Reports folder

This folder contains the CASAS Detail by School, CASAS SBBS PAC Comparison, SBBS Detail by School, and SBBS Detail Magnet reports.
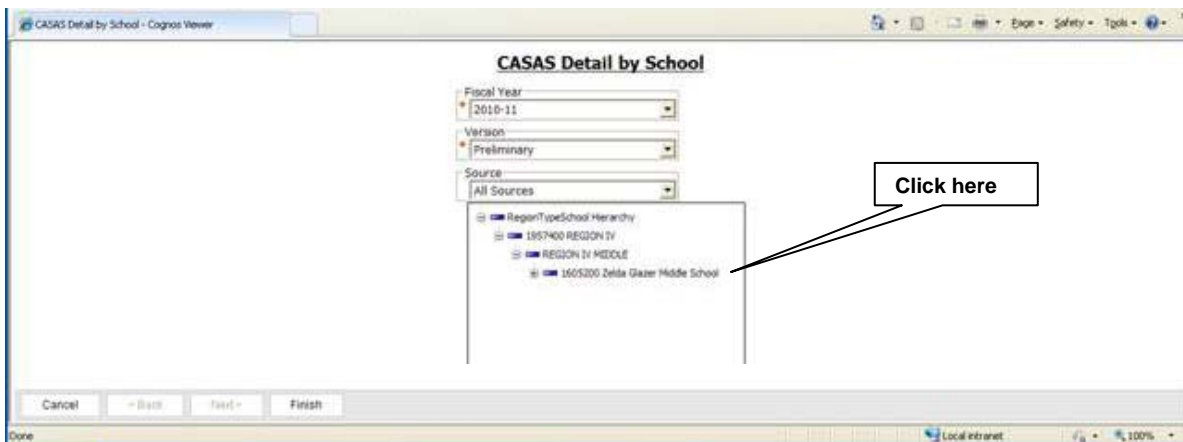

The next screen in the Cognos Connection is where you will select which report you wish to view by school year and version. The same steps are followed for all the reports.
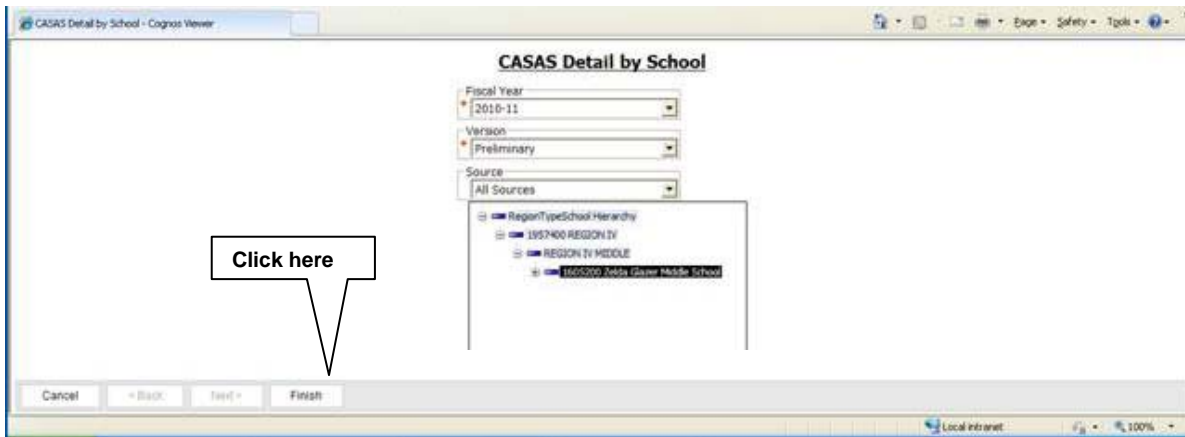
STEP 6 – Click on CASAS Detail by School
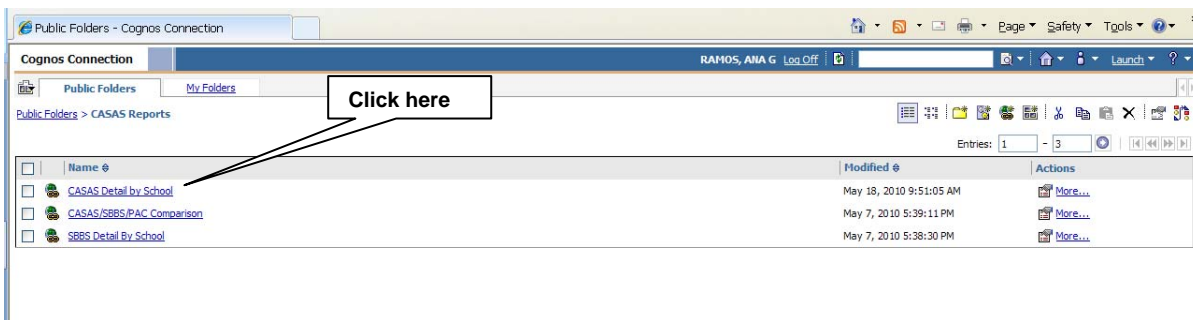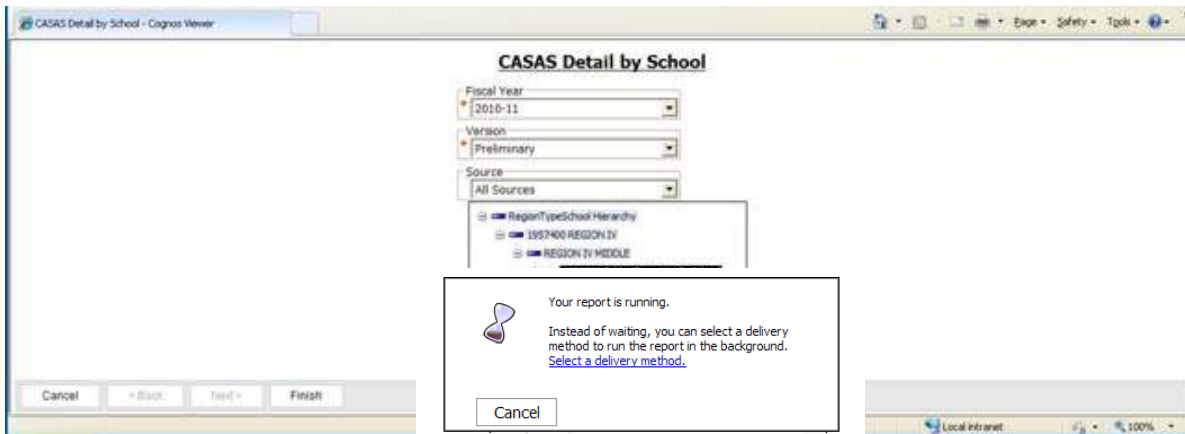

STEP 7 – Select CASAS Version

STEP 8 – Select School

Once you have selected the school click Finish.

Once you have selected Finish a message will appear indicating that the report is running. Run time may vary depending on size of report, please allow 40 seconds to 1 minute.

STEP 9 – View the Report

The report will open in Cognos Viewer. Once the report opens you may select to view the report in this screen or you may opt to use the conversion drop down to convert it to PDF or Excel.

To convert the report click on the down arrow and select the format desired.

Click here

- View in HTML Format
- View in PDF Format
- View in XML Format
- View in Excel Options ▶

A message will appear indicating that the report is running. Run time may vary depending on size of report, please allow at least 40 seconds.
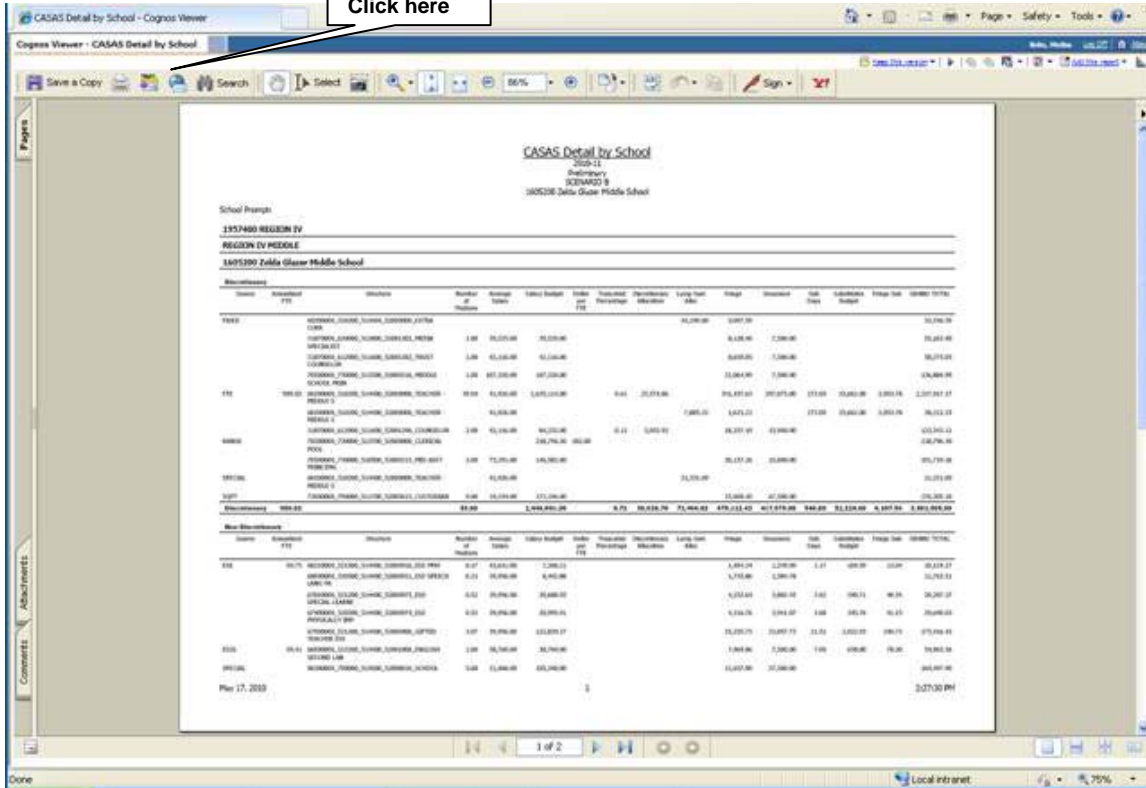
Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background. Select a delivery method.
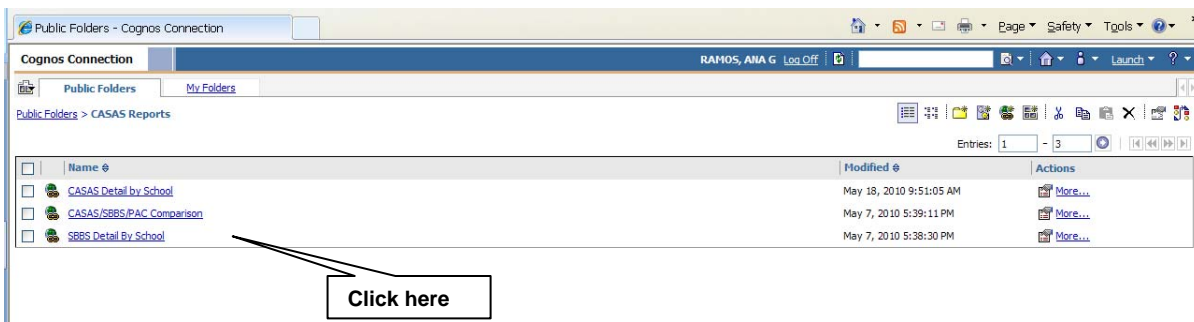
Cancel

STEP 10 – View the Report in Selected Format

Once the report opens in the format you selected you may use the toolbar to Save a Copy, Print, and/or send via Email.

Repeat steps 6 through 10 for all other reports.