

1. Access Business Objects from the **OIS Home Page > Reporting ...** or from **LEO > My Work > Business Objects**.

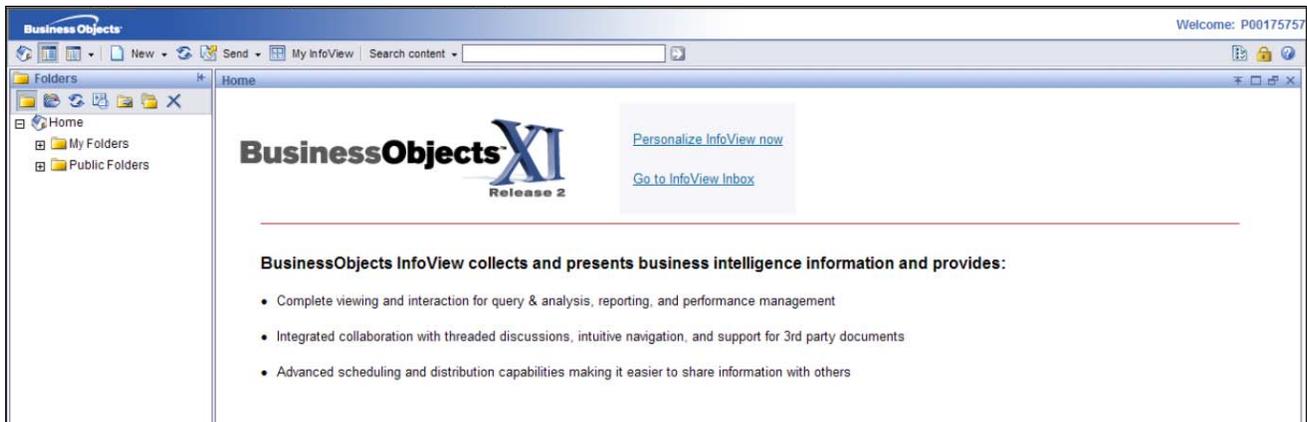
2. Login with your full P-number and BO password.

Select **Enterprise** as the Authentication.

Hit **Enter** or click on the **Log On** button.



3. The new BO XI **Home** Page opens.



4. Comparison of InfoView Home Page:

	<p>new... BO XI / R2</p> <p>My Folders</p> <p>Favorites</p> <p>Inbox</p> <p>Public Folders</p> <p>Public Sub Folders</p>	<p>=</p>	<p>(old) BO 6.5.4</p> <p>Personal Documents</p> <p>Personal Categories</p> <p>Inbox</p> <p>Corporate Documents</p> <p>Corporate Categories</p>
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5. NEW Toolbars:



The **Home** icon will return you to the InfoView's Home Page



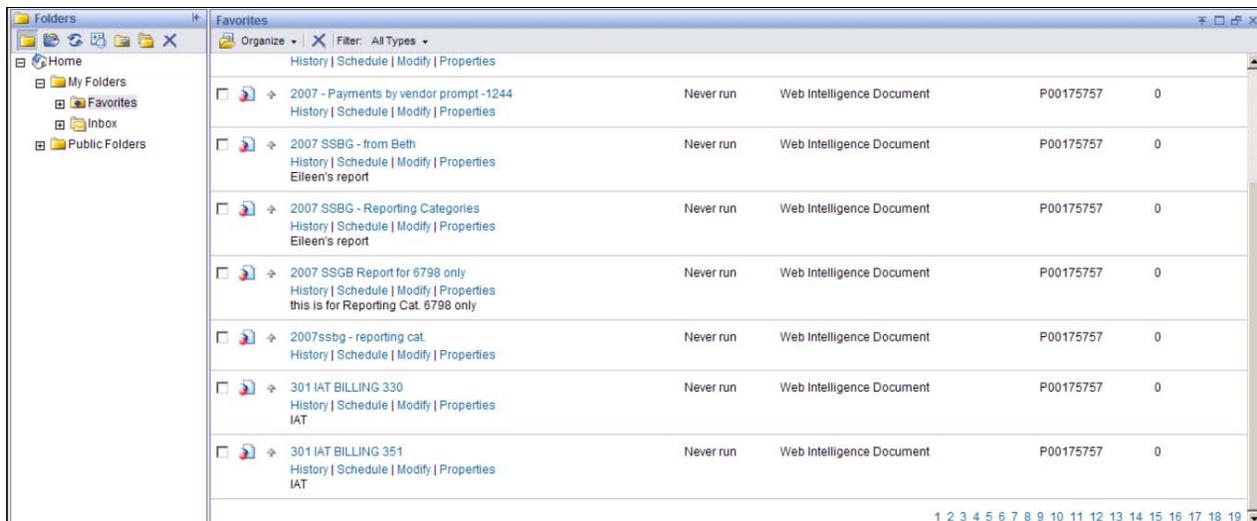
The **Toggle Navigation** icon opens and closes the Report Manager.

6. The ZABO documents that were moved from your hard drive to the server are located in your **Inbox** (or in your Favorites folders).

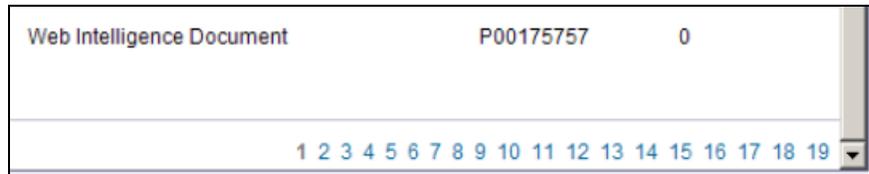
7. Double-click on your **Inbox** (or **Favorites**) to display your reports.



8. Be sure to scroll down and view the number of pages of reports that exist in the folder ... each page displays 10 reports.



- 9. Click thru the page numbers to view the entire list ... **or**



- 10. **To search for a report**, enter KEY WORDS of the report title into the Search title field and click on the arrow.



- 11. All reports containing the search information are listed.

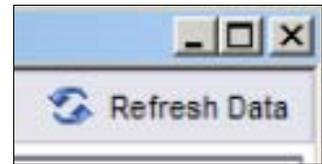
Single click on the report title to open it in InfoView.



- 12. The report opens in PDF view.

Appropriati	Organ	Org Name	Object	Object Name	Budget Obligation A	Expenditure Amou	Encumbrance Am	Remaining Budge	
EXECUTIVE	1900	COMMISSIONER	4490	ACQUISITIONS - OFFICE EQUI	60,742.00	0.00	0.00	60,742.00	
EXECUTIVE	P100	P-CARD CARDHO	2510	IN-ST TRAVEL - CONF,CONV,A	0.00	0.00	0.00	0.00	
EXECUTIVE	P100	P-CARD CARDHO	3185	OPR SUPPS-PURCHASING CA	0.00	115,042.05	0.00	-115,042.05	
EXECUTIVE	P100	P-CARD CARDHO	4492	ACQ-OFFICE EQUIPMENT - \$1	0.00	0.00	0.00	0.00	
EXECUTIVE	PPPP	P-CARD CORPOR	3185	OPR SUPPS-PURCHASING CA	0.00	0.00	0.00	0.00	
EXECUTIVE	T100	CBA TRAVEL ACC	2680	TRAVEL-CENTRAL BUSINESS	0.00	13,888.76	0.00	-13,888.76	
								Sum:	103,965,314.51

13. To refresh a report, click on the **Refresh** icon in the upper right corner of the window.

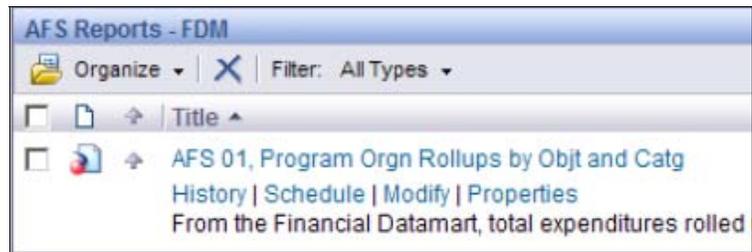


14. To print a report, click on the **Print** icon in the upper left of the window.



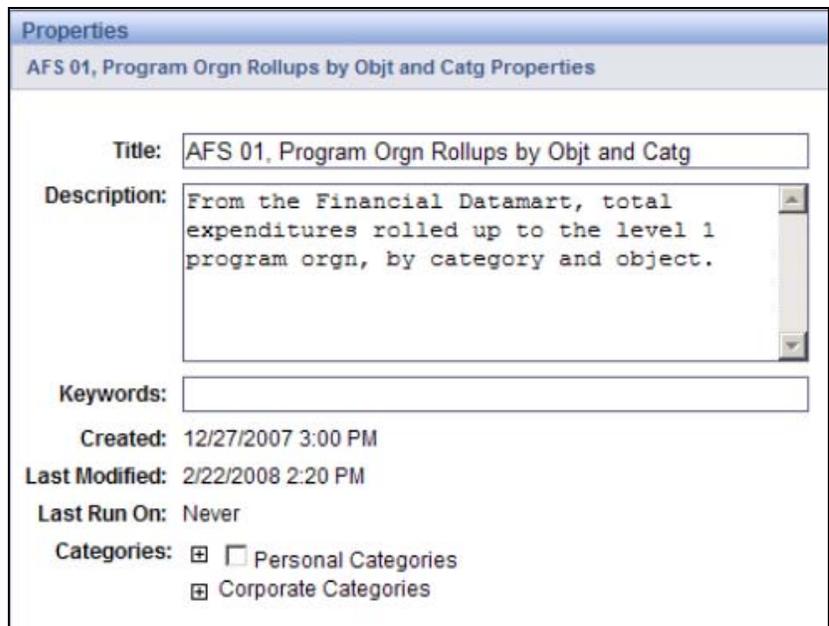
15. Folders include the following information on reports / documents:

- **Report title** - determined by creator
- **History** - of instances report was run
- **Schedule** - if user chooses to schedule report to run at appointed time
- **Modify** - opens the report in Webi
- **Properties** – refer to step 16



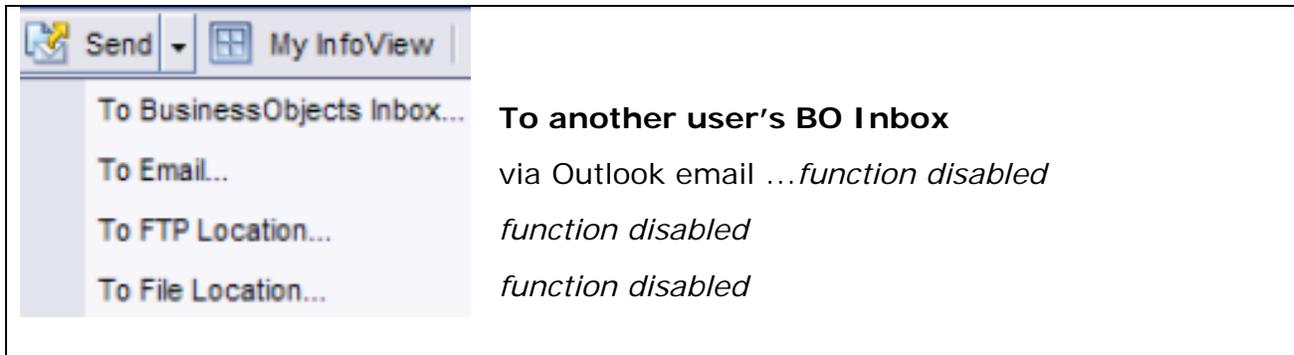
16. Report Properties

- Title
- Description
- Keywords
- Created
- Last Modified
- Last Run On (refreshed)
- Categories



Other functions:

17. Click on the **Send**  icon for these options:



18. Click on the **New**  (dropdown)
Web Intelligence Document to create
a new Webi report

