

**QUICK REFERENCE GUIDE**

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**Summary and detailed instructions for moving your ZABO reports to your Business Objects Inbox.**

Click on the link for each step to see more detail.

1. If your reports are located on your agency's shared drive(s), you must first move them to a local drive on your pc. To locate reports on your agency's shared drive(s), search for [documents with a ".rep" extension](#).
2. Once you have moved the reports to a local drive on your pc, make a [screen print of the directories](#) where these reports are located so that you will have a complete list of your report titles and can verify that you have successfully moved them.
3. To make certain that you have located all of your ZABO reports, also [search your local drives](#) for [userDocs](#) folders and [documents with a ".rep" extension](#). Again, make a [screen print of the directories](#) where these reports are located so that you will have a complete list of your report titles and can verify that you have successfully moved them.
4. Open any ZABO report. [Select File > Send to > Users](#)
5. The [Send dialog box](#) opens. Input *your full* User ID (P+8-digits), then hit the Enter key. The P-number and user icon move to the area below the [TO...](#) button
6. Click on the [Browse button](#) on the right side of the SEND dialog box.
7. Locate a folder with your saved ZABO reports. Click on and [select one of the reports](#) in your directory that you want to send to your InfoView Inbox. In the [Select the File to Send](#) box, click on [Add](#) button to the right of the file name.
8. This [adds the report to your Document\(s\) to Send section](#).
9. Repeat the Browse and Search functions until you have selected and added several (five to ten) reports to the send area.
10. Then click [OK at the bottom of the Send box](#) and WAIT patiently ! Depending on the size of these reports ... they may take a few minutes to export.
11. When completed, you will receive a message that your [EXPORT was successful](#).
12. You must repeat this process until you have successfully moved (exported) all of the ZABO reports that you need to retain to the new server.
13. Email the [OIS Lagniappe Team](#) when your process is complete.  
\_DOA-OIS-LAGNIAPPE-TECH@la.gov
14. The OIS Lagniappe Team will then migrate your reports to the upgraded version: BO XI. The reports will be located in your Favorites INBOX when the upgrade is completed.
15. You will be notified when your agency is ready to be upgraded to production version of Business Objects XI.

## QUICK REFERENCE GUIDE

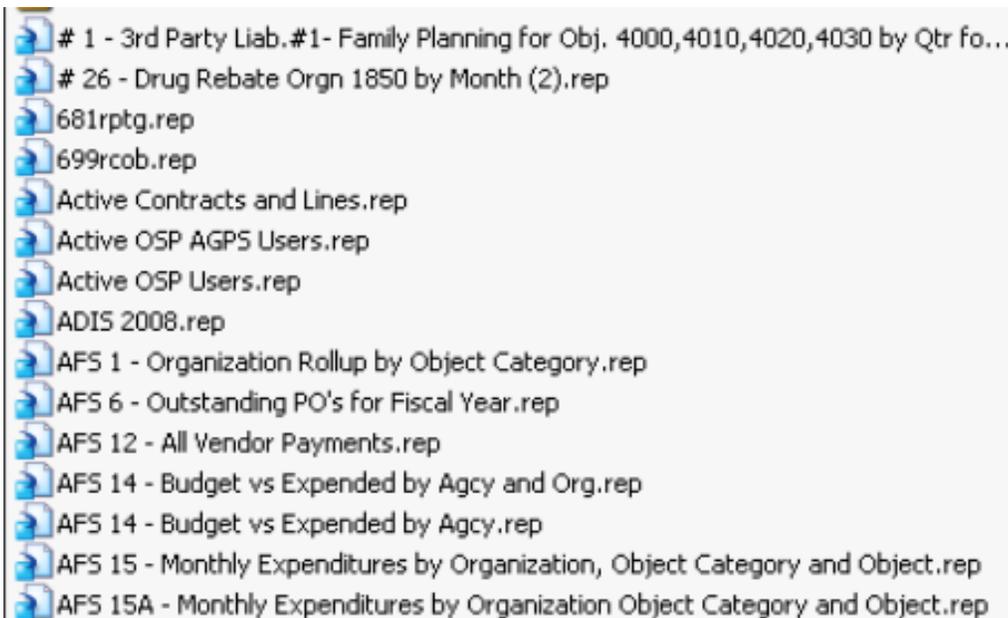
1. If your reports are located on your agency's shared drive(s), you must first move them to a local drive on your pc. To locate reports on your agency's shared drive(s), search for [documents with a ".rep" extension](#).



[TOP](#)

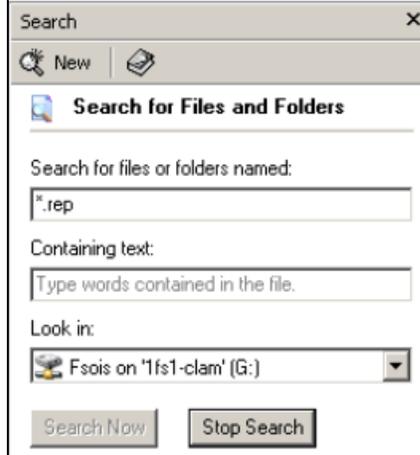
2. Once you have moved the reports to a local drive on your pc, make a [screen print of the directories](#) where these reports are located so that you will have a complete list of your report titles and can verify that you have successfully moved them.

| Name     | In Folder                                     |
|----------|---|
| userDocs | d:\my documents\My Business Objects Documents |

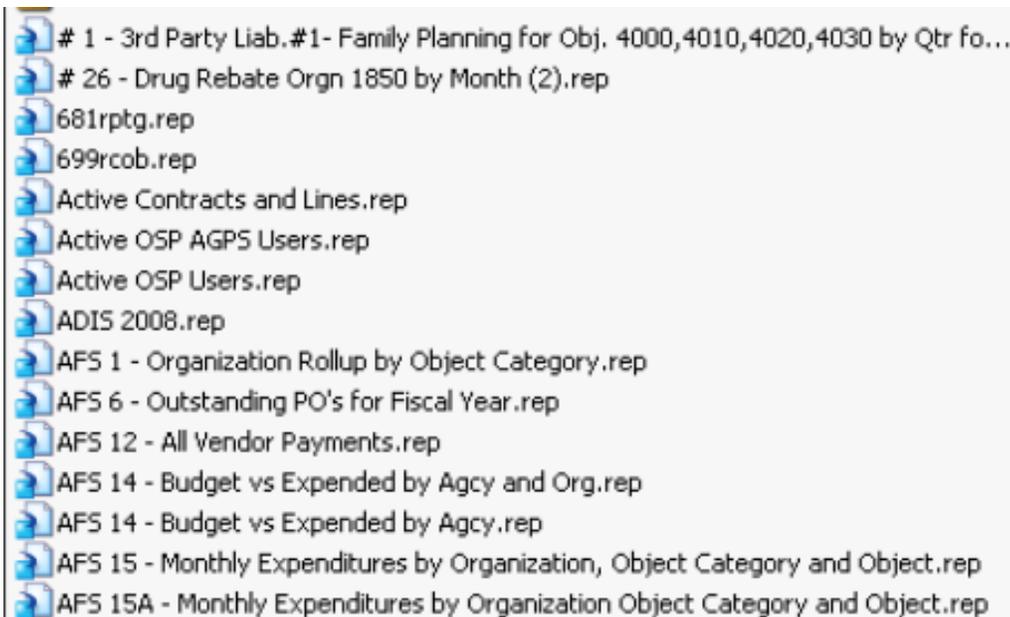


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3. To make certain that you have located all of your ZABO reports, also [search your local drives](#) for [userDocs](#) folders and [documents with a ".rep" extension](#). Again, make a [screen print of the directories](#) where these reports are located so that you will have a complete list of your report titles and can verify that you have successfully moved them.



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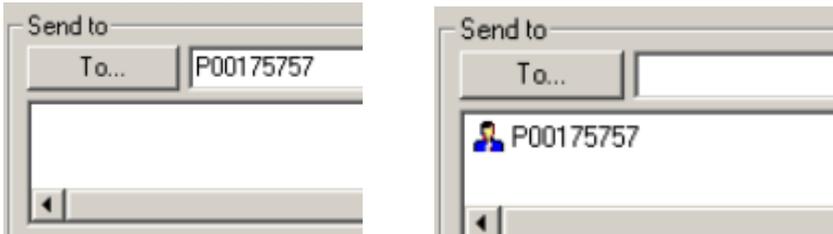
4. Open any ZABO report. [Select File > Send to > Users](#)



[TOP](#)

QUICK REFERENCE GUIDE

5. The **Send** dialog box opens. Input *your full* User ID (P+8-digits), then hit the Enter key. The P-number and icon move to the area below the TO...button.



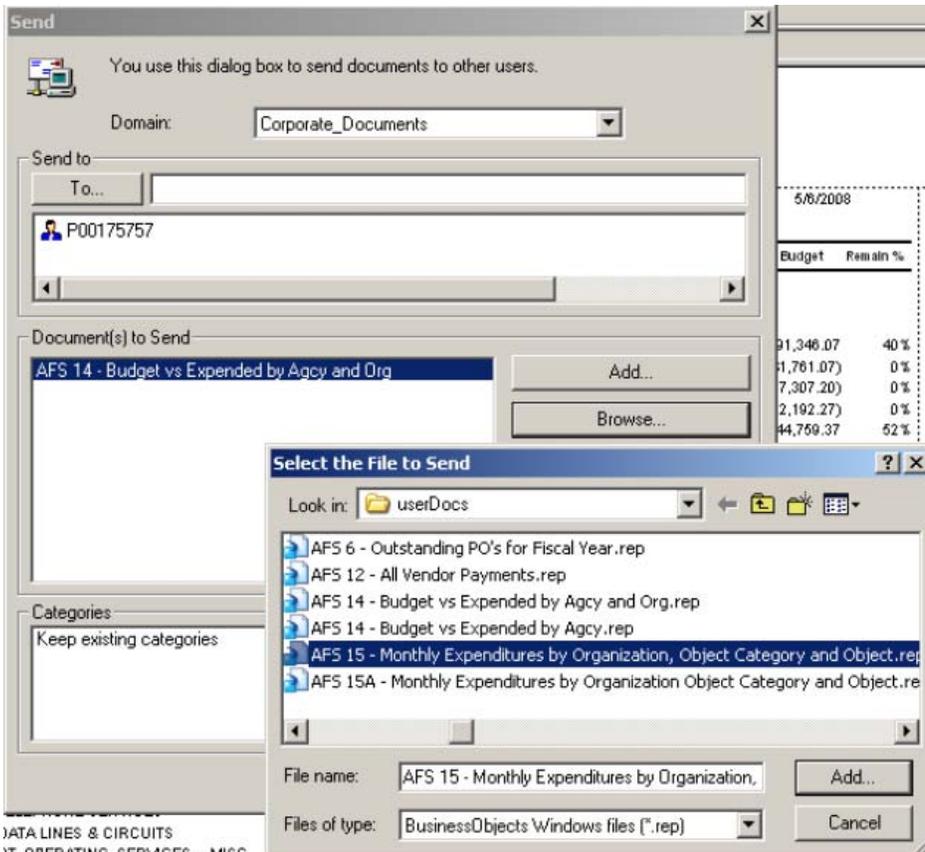
[TOP](#)

6. Click on the **Browse** button on the right side of the SEND dialog box.



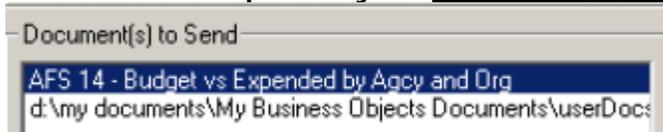
[TOP](#)

7. Locate a folder with your saved ZABO reports. Click on and **select one of the reports** in your directory that you want to send to your InfoView Inbox. In the **Select the File to Send** box, click on **Add** button to the right of the file name.



[TOP](#)

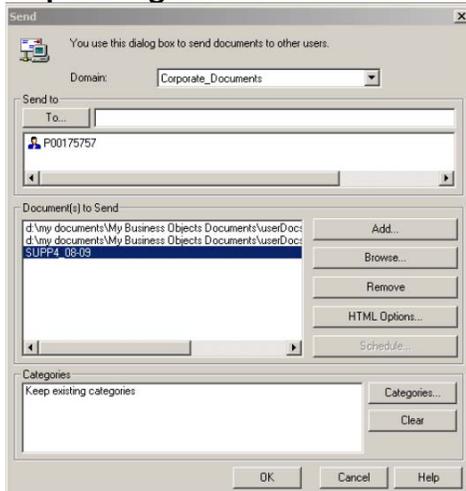
8. This adds the report to your Document(s) to Send section.



[TOP](#)

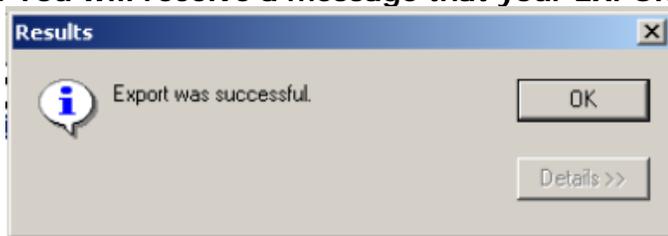
9. Repeat the Browse and Search functions until you have selected and added several (five to ten) reports to the send area.

10. Then click OK at the bottom of the Send box and WAIT patiently !  
Depending on the size of these reports ... they may take a few minutes to export.



[TOP](#)

11. You will receive a message that your EXPORT was successful.



[TOP](#)

12. You must repeat this process until you have successfully exported all of the ZABO reports that you need to retain.
13. Email the [OIS Lagniappe Team](#) when your process is complete.  
\_DOA-OIS-LAGNIAPPE-TECH@la.gov
14. The OIS Lagniappe Team will then migrate your reports to the upgraded version: BO XI.  
The reports will be located in your Favorites INBOX when the upgrade is completed.
15. You will be notified when your agency is ready to be upgraded to production version of Business Objects XI.

[TOP](#)