BusinessObjects XI 3.1 Quick Reference Guide

In this guide:
     Log in
     Run and view reports
     Export reports to Excel or PDF
     View scheduled reports
     Log out

Log in
1. Open an Internet browser and go to https://reports.case.edu.
2. Log in with your CWRU Network ID and password.
3. The SAP BusinessObjects Infoview screen appears.

Run and view reports

1. Click the **Document List** tab or **Document List** link in the Navigate section. Your Folders will appear.
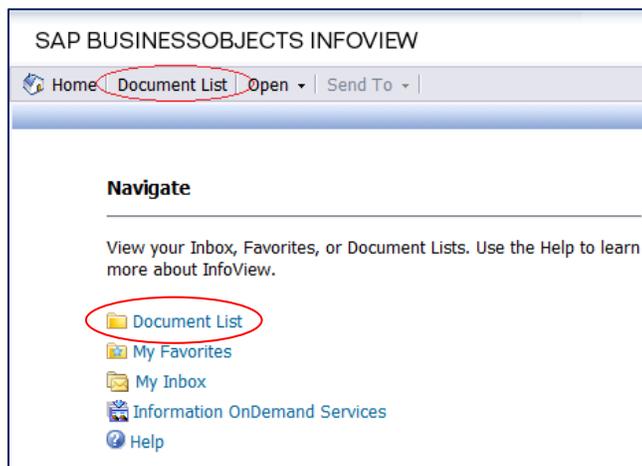
2. Click on the appropriate Folder (and Sub-Folder, if necessary).
3. To run a report, double-click its name.
4. Enter information into the prompts as requested.
   - A Document Autosave and Recovery message may appear. If you prefer not to see this message in the future, check the **Don't notify me again** checkbox and click the **OK** button.

Export reports to Excel or PDF

1. Click the **Document** menu dropdown. The Document menu appears.
2. Point your mouse to **Save to my computer as**.
3. Select Excel or **PDF** from the menu that appears.
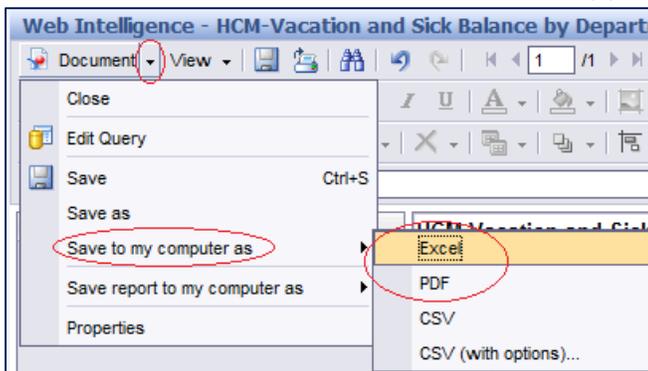
View scheduled reports

1. To view the latest instance of a report, right-click the report.
2. Click **View Latest Instance**.
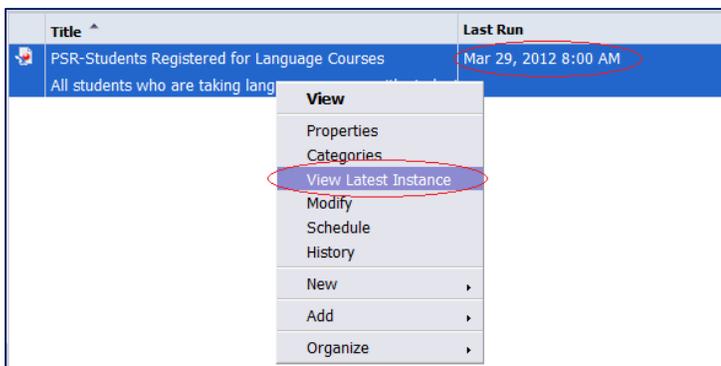
3. To view a historical instance of the report, right-click the report.
4. Click **History**.

5. A list of report instances appears. Click on the instance that you wish to view.

Log out

Click the **Log Out** button in the top right corner of the BusinessObjects window.