

## **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.

	Title ^		Last Run
-	PSR-Students Registered for Language Courses		Mar 29, 2012 8:00 AM
	All students who are taking lang	View	
		Properties	
		Categories	
		View Latest Instance	$\geq$
		Modify	
		Schedule	
		History	
		New	•
		Add	•
		Organize	•

- 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.

	Instance Time 🔻	Title
	Mar 29, 2012 8:00 AM	PSR-
<b>1</b>	Mar 28, 2012 8:03 AM	PSR-
<b>1</b>	Mar 28, 2012 8:00 AM	PSR-
<b>1</b>	Mar 27, 2012 8:03 AM	PSR-
<b>1</b>	Mar 26, 2012 8:03 AM	PSR-
<b>1</b>	Mar 25, 2012 8:03 AM	PSR-
<b>1</b>	Mar 24, 2012 8:03 A Mar 25, 2012 8:03	AM TR-
<b>1</b>	Mar 23, 2012 8:03 AM	PSR-
	Mar 22, 2012 8:04 AM	PSR-

# Log out

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

Help	Preferences	About (Log Out)