AdHoc/Webl 4.1 – The New Look, Same Functionality

To get to Business Objects, starting on 11/9/2015, within InsideND, you will click on the icon below in ‘Quick Apps’ channel on the ‘Home’ tab. The text that indicates which offices should use it will eventually go away once all offices have been migrated by the end of 2015.

Once logged in, the screen will look a bit different. The ‘Home’ screen view is below. You can have it default to this look, or to the ‘Documents’ look – on the next page.

Image 1 – Home Screen

This shows reports you have viewed recently in the upper left. The other three panels will not be used.
Image 2 – Documents Screen

This is the view you are familiar with. You can default the setting to look at a particular folder so you do not have to navigate through everything. (Covered further in this document.)
Setting your default location

To navigate directly to the ‘Registrar Ad Hoc’ folder that contains all the self-service reports available to you, go to your settings on the ‘General’ tab in ‘Preferences’ and set as shown in the highlighted section.
Browser functionality

To make your Business Objects ‘Java-immune’, you should use the HTML mode. OIT is working to default end users across campus to automatically have this as their setting. In the event it cannot be defaulted, you will need to choose ‘Web Intelligence’ from ‘Preferences’ to choose the mode you will work in and then select the HTML radio button. Leaving the ‘Applet’ radio button enabled will cause issues with browser, Java, and download-ability.
Registrar Ad-Hoc Folder

AdHoc is more than just a single report. Anyone who has access to the AdHoc report folder, has access to all the other reports as well, on a self-serve basis.
Refreshing a Report

The two arrows feeding into each other button to refresh the report is the same as previous versions. The location is slightly different. Please see the highlighted area below.

Navigation

To view the input controls, document map, or other document properties, the menu on the left side of the screen will prove helpful.

Exporting

In order to export files to be used as Excel or .csv, you click on the icon circled below. Please be sure that if you export any data, that it is used properly, securely disposed of after use, and is not shared with anyone.
Other Features

Instead of having multiple tabs open for multiple reports, they now all appear in the same session, as tabs. Notice, I have both the ‘Ad Hoc Report Writer’ and the ‘Graduation Name and Hometown’ reports open at the same time in the example below.

![Image of SAP interface with Ad Hoc Report Writer and Graduation Name and Hometown tabs highlighted]

Pagination is covered at the bottom of the page with a ‘Page x of y’ functionality. The arrows will move you in either direction of a report if it has multiple pages.

![Pagination arrows and text 'Page 2 of 2+']

Report last saved appears in the lower right hand corner of the screen. This is NOT the last time the report was refreshed, but rather, the last time someone saved it. This feature is helpful in letting you know the age of the report/refresh.

![Timestamp '1 hour ago']

Any questions should be directed to Jennie Brackett in the Office of the Registrar at jbracket@nd.edu or 574-631-5240.