

## AdHoc/WebI 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.

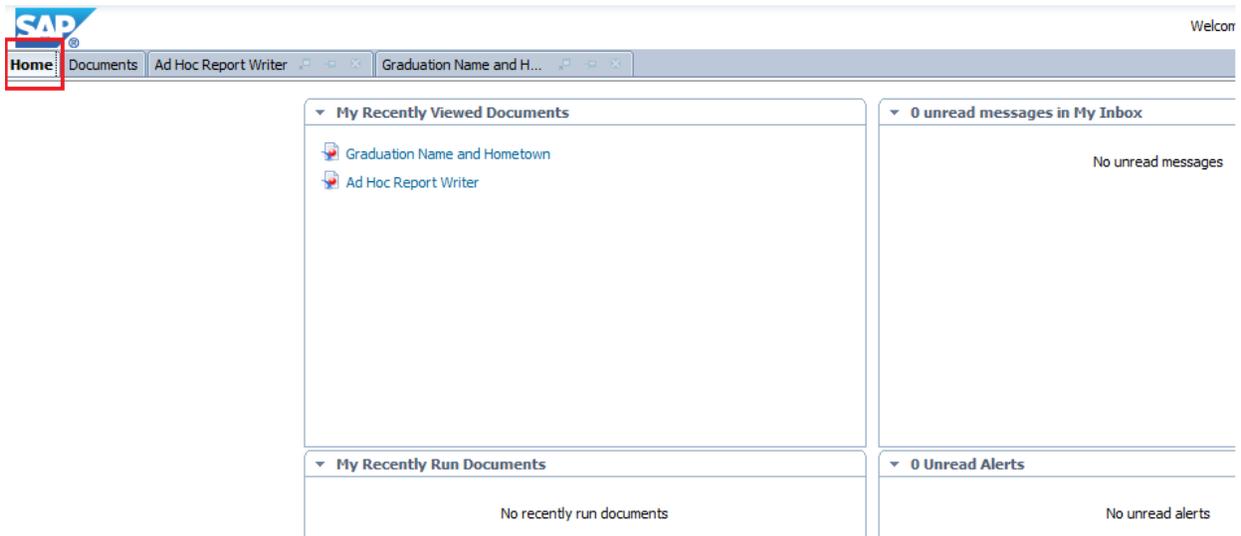


Business Objects 4.1  
Development Office Only

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.

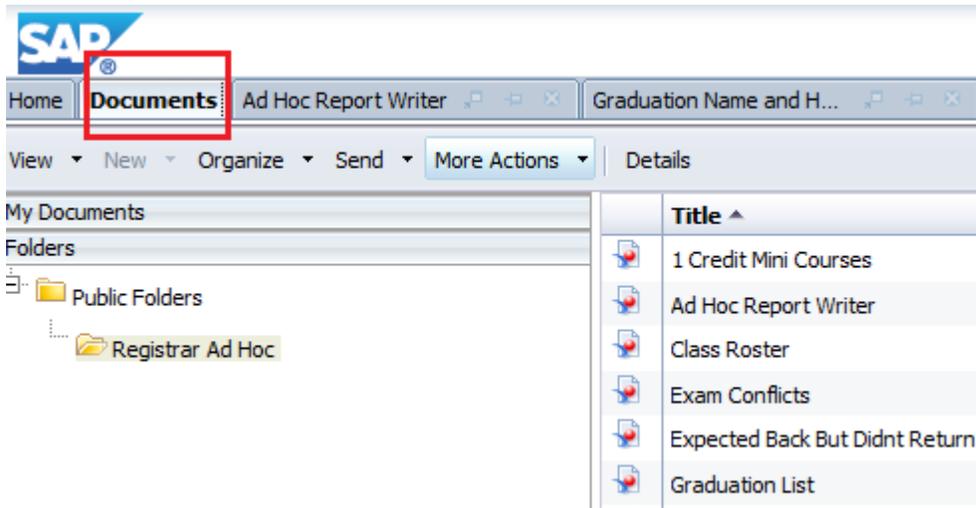
### Image 1 – Home Screen

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.

The screenshot shows the 'Preferences - regtest' window. On the left, the 'Preferences' sidebar has the 'General' tab selected and highlighted with a red box. The main content area is titled 'General' and contains several settings. At the top, there is a checkbox for 'Use Default Settings (Administrator defined)'. Below that, the 'Set BI launch pad start page:' section has two main options: 'Home tab' and 'Documents tab'. The 'Documents tab' is selected. Under 'Documents tab', there are three sub-options: 'My Documents', 'My Favorites', and 'My Inbox'. The 'Folders' option is selected and highlighted with a red box. Under 'Folders', there are two sub-options: 'Public Folders' and 'Select Public Folder:'. The 'Select Public Folder:' option is selected and highlighted with a red box, and its value is set to 'Registrar Ad Hoc' in the text input field below it. A 'Browse Folder' button is next to the input field.

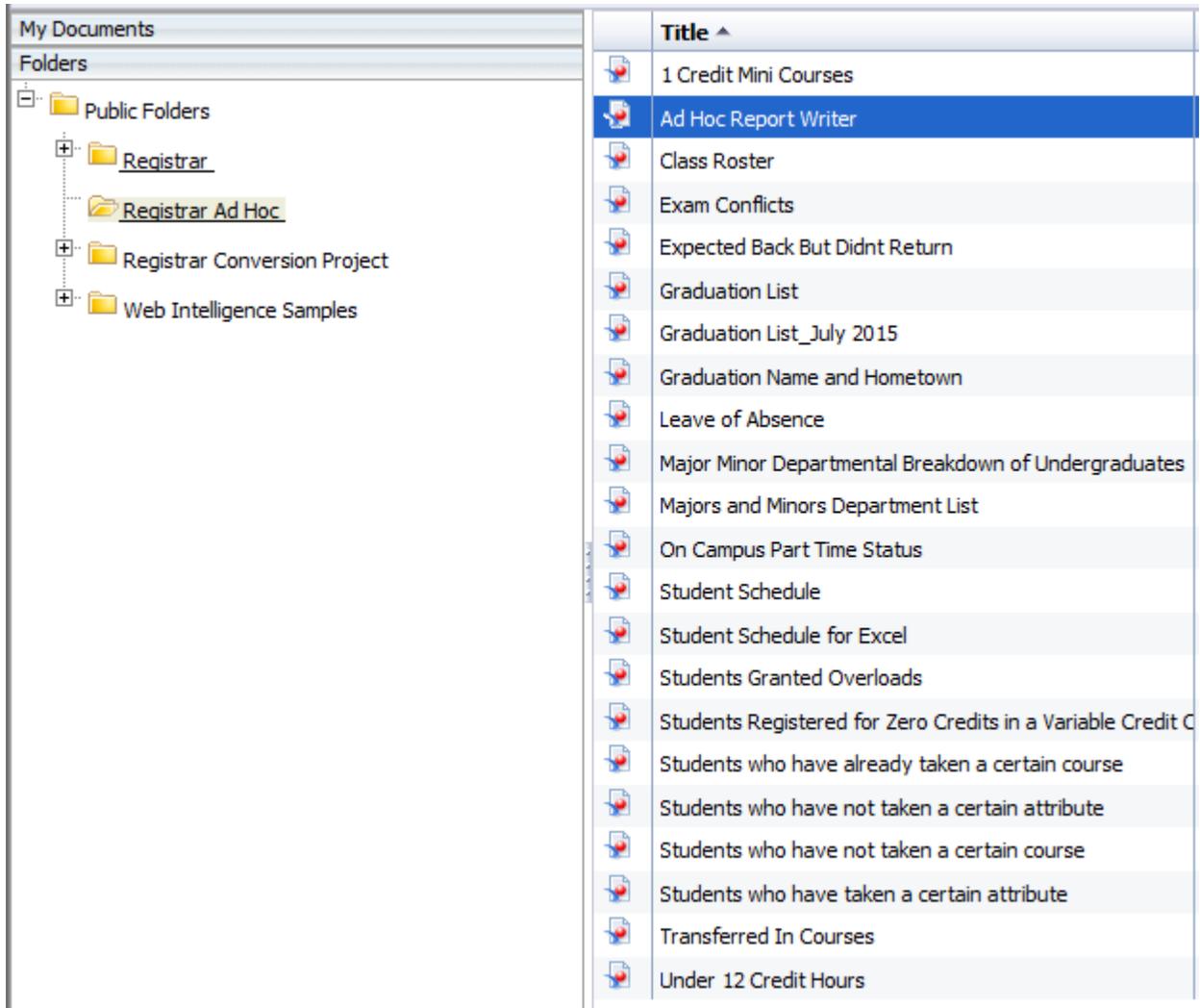
## Browser functionality

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.

The screenshot shows the 'Web Intelligence' preferences window. On the left is a sidebar with a tree view containing: Preferences, General, Change Enterprise Password, Locales and Time Zone, Analysis edition for OLAP, Web Intelligence (highlighted), BI workspaces, and Crystal Reports. The main content area is titled 'Web Intelligence' and has a 'View' section with four radio button options: 'HTML (no download required)' (selected and highlighted with a red box), 'Applet (download required)', 'Desktop (Rich Client, Windows only, installation required)', and 'PDF'. Below this is a section for 'Modify (creating, editing and analyzing documents):' with a note that this is the interface launched from the 'Go To list or My Applications shortcuts'. It also has the same four radio button options, with 'HTML (no download required)' selected and highlighted with a red box. At the bottom, there is a 'Select a default universe:' section with the text 'No default universe' and a 'Browse ...' button.

## 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.

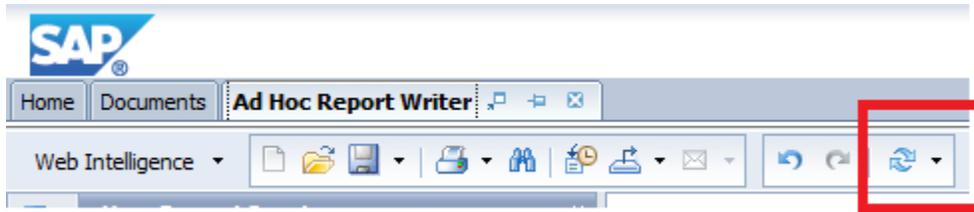


The screenshot displays a file explorer window titled "My Documents". The left pane shows a folder tree under "Public Folders" with the following items: "Registrar", "Registrar Ad Hoc" (highlighted), "Registrar Conversion Project", and "Web Intelligence Samples". The right pane shows a list of reports, each with a document icon and a "Title" column. The "Ad Hoc Report Writer" report is selected and highlighted in blue.

Title ^
1 Credit Mini Courses
Ad Hoc Report Writer
Class Roster
Exam Conflicts
Expected Back But Didnt Return
Graduation List
Graduation List_July 2015
Graduation Name and Hometown
Leave of Absence
Major Minor Departmental Breakdown of Undergraduates
Majors and Minors Department List
On Campus Part Time Status
Student Schedule
Student Schedule for Excel
Students Granted Overloads
Students Registered for Zero Credits in a Variable Credit C
Students who have already taken a certain course
Students who have not taken a certain attribute
Students who have not taken a certain course
Students who have taken a certain attribute
Transferred In Courses
Under 12 Credit Hours

## 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.



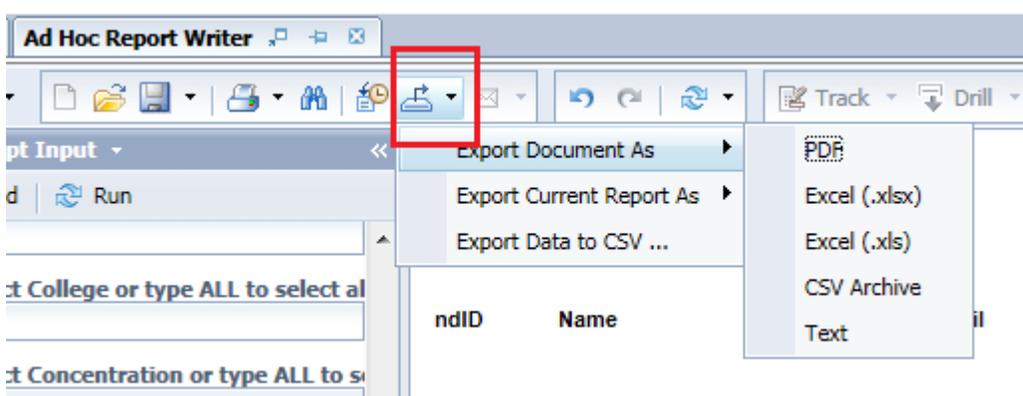
## Navigation



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.

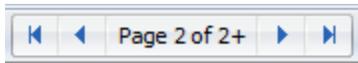


## Other Features

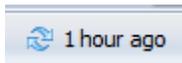
Instead of having multiple tabs open for multiple reports, they now all appear in the same session, as tabs. Notice, I have both the 'Ad Hoc Report Writer' and the 'Graduation Name and Hometown' reports open at the same time in the example below.



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.



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.



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