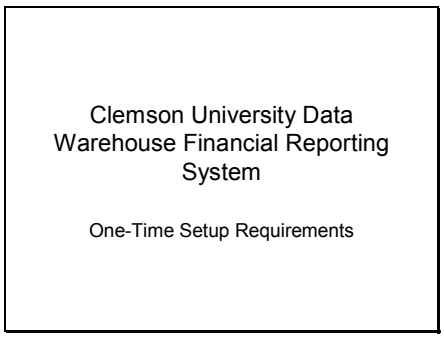
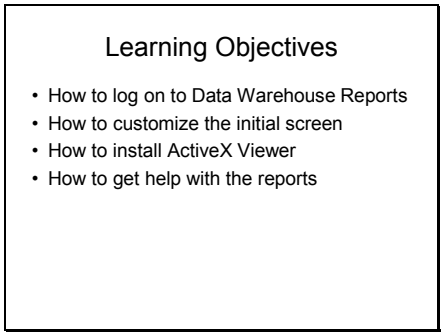
Slide 1



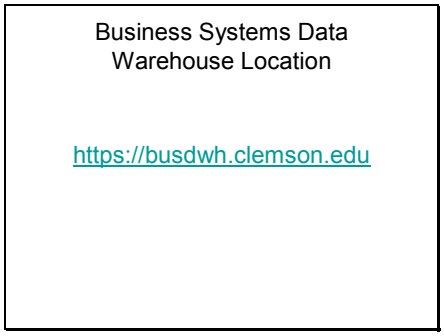
Slide 2



This course will cover all of the one-time setup requirements that are necessary to use data warehouse reports. This course will cover the following learning objectives.

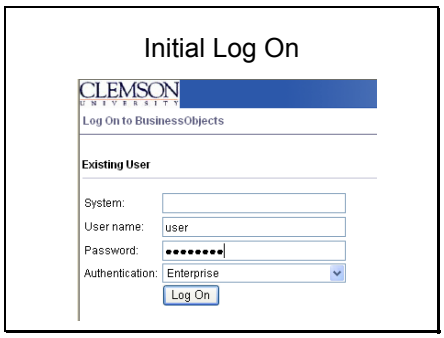
How to log on to data warehouse reports.
How to customize the initial screen.
How to install ActiveX viewer
How to change your data warehouse password.
How to get help with the reports.

Slide 3



Go to the URL shown on your screen to get into the data warehouse.

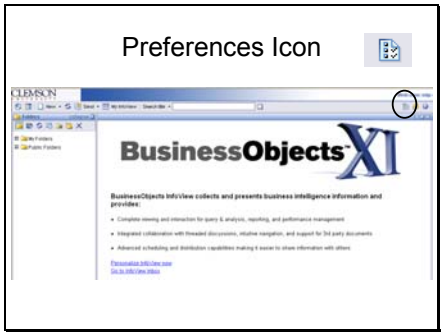
Slide 4



Enter your Novell ID and password.

Click on Log On.

Slide 5

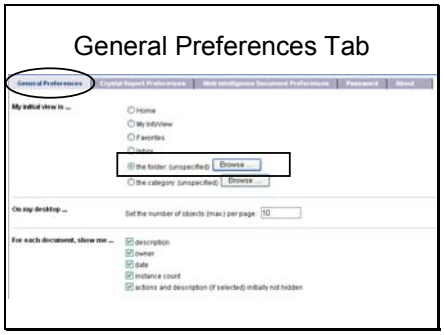


Business Objects 11 is the initial screen.

Using preferences, this screen can be customized to show your daily or monthly reports.

Click on the Preferences icon in the top right corner of the screen.

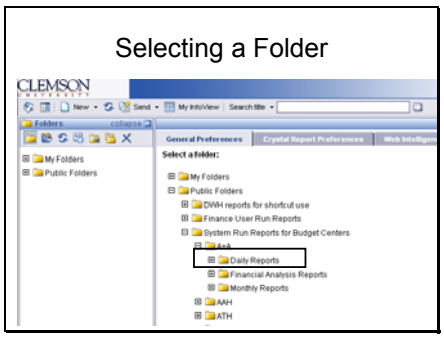
Slide 6



The General Preferences window appears.

Under “My Initial View is”, select: “the folder (unspecified)” radio button and click on “Browse”.

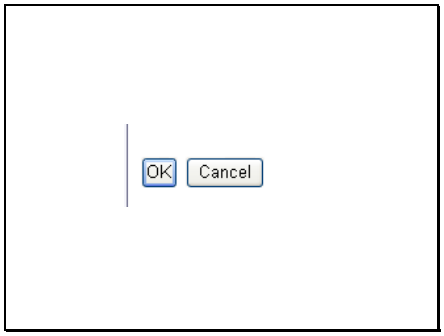
Slide 7



This example will show you how to set Daily Reports as your initial screen.

In the center screen, click on Public Folders – System Run Reports for Budget Centers – select your appropriate budget center – then click Daily Reports.

Slide 8



Click on OK at the bottom left corner of the screen.

Slide 9

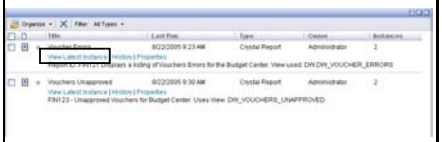
Click on the Crystal Report Preferences tab across the top of the screen.

Select “ActiveX Viewer” radio button under “View my reports using the”.

Click Apply at the bottom right corner of the screen.

Slide 10

Install ActiveX Viewer



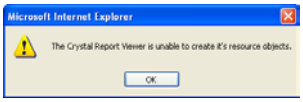
Log off by clicking on the Log Off icon in the top right corner of the screen.

When you log back into data warehouse reports, your initial screen should show your changes.

To install the ActiveX Viewer: click on “View Latest Instance” for a report to view it.

Slide 11

Install ActiveX Viewer (cont’d)



Click OK.

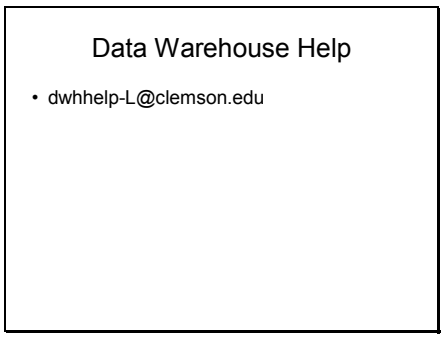
Click on the yellow bar across the top of the screen then select “Install ActiveX Control” from the pop-up menu.

Slide 12

Install ActiveX Viewer (cont’d)

Click Install.

Slide 13



Go to the e-mail address shown on your screen to submit any questions you have regarding data warehouse reports.