

## Business Objects Server (Crystal Reports)

For more information, or to access the complete user guide, please go to <http://www.uvsc.edu/it/reporting>, or call Laura Busby at ext. 8456.

### How to Schedule and Receive a Report Using the Business Objects Server

1. Open a web browser.
  - a. *You must be using a computer on campus to access the server at the present time.*
2. Go to <http://uvcrysal.uvsc.edu>.
  - a. You will be redirected to the Business Objects Server login page.
3. Enter your Novell user ID and password to login.
4. Navigate to the folder that you would like to open by clicking on the plus signs to the left of the folder names. The “tree” will expand, and you will see any existing subfolders that you may access.
5. Once you have located the folder you wish to open, click on its name.
6. Each object in the folder will be listed in the right-hand frame of your browser. There should also be brief summary information to tell you about the report and what information it contains.
7. Schedule Crystal Report objects to run by clicking on the word “Schedule” below the title of the object.
  - a. You will see a list of controls for the object in the right-hand frame. Defaults have been entered for each control. To see the defaults, and to change them, click on the plus sign to the left of the item name. The key controls you should always check are listed below:

#### **When**

If you want the report now, you can keep the default “Now”. However, if you want to have the report run on a regular basis, you can select another option.

#### **Destination**

Most reports have a default e-mail destination; you should change the “To:” e-mail address to your own.

#### **Parameters**

Some reports will have parameters that you can enter, to pull only the data you need. To change a parameter, click on the word “empty”, enter the code or item you want your report filtered by, and click “OK”.

- b. Once you have set the scheduling controls, click on the “Schedule” button at the bottom of the page to schedule the report.
  - c. You may check the status and view the report within the Business Objects environment on the object history page, which will show up once you click “Schedule”. Click on the “Refresh” button at the top-right of the page to see an updated status. Once the report shows “Success”, you can either wait for it to be delivered to your e-mail inbox, or you can click on the date and time of the report instance (far left column on the Object History page).
8. To logout of Business Objects, you should click on the gold padlock icon, in the upper right-hand corner of the browser window.

#### **A note on parameters**

If you need assistance with the entry of parameters for a report, contact your report sponsor (Sponsors are listed on IT reporting web page above). A common parameter is the term code, which is composed by using the calendar year, and appending a two-digit suffix for the semester. The suffixes are 20 for Spring, 20 for Summer, and 40 for Fall. For example, Fall 2006 would be entered as “200640”.