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SECTION 1

Login

You have been granted access to Business Objects InfoView for the purpose of viewing reports within the CIRAS Folders.

You can access the reports via the **InfoView Login or InfoView Help** link listed in the **Forms, Reports & Tools** section of the **OneNet** homepage:
After clicking the link you will then have to sign in to the **Web Authentication Period** using the following credentials:

- **Domain:** Employees with illinois.gov accounts
- **Username:** Your.gov id (jane.doe)
- **Password:** Your Outlook password
InfoView Reports

You should now be able to see the InfoView home page. In order to view reports, click **Document List**:
Expand **Public Folders** by clicking on the + sign in front of it. This will show the CIRAS folders, you will only be able to see the folders that you have access to.

*Admin*

*ISC Provider*

*Provider*
If you click on any of these folders, you will see a listing of reports within that folder:
Running InfoView Reports

To run a report, select the report by double-clicking on it, or you can click on it and then click on **Actions** on the Menu Bar and click **View**.
SECTION 2

Formatting InfoView Reports

After Logging in – this is the Home Page.
To achieve this look: Click Preferences on the top right:
Click the arrow in front of General:
Select **Folder**
(as shown here)
Select **Category**
(as shown here)
Set the number of objects to **100**
(this is the max)

Document List Display:
Checkbox **Description**
Only
Click OK on the bottom right of the Preferences menu screen:

Then Logout:
Printing InfoView Reports

To Print:
1. Run a report
2. To print, click the printer ICON
Select the print options and click OK.
Exporting InfoView Reports