

State of Illinois

Business Objects InfoView

Sign-On to access

CIRAS Reports

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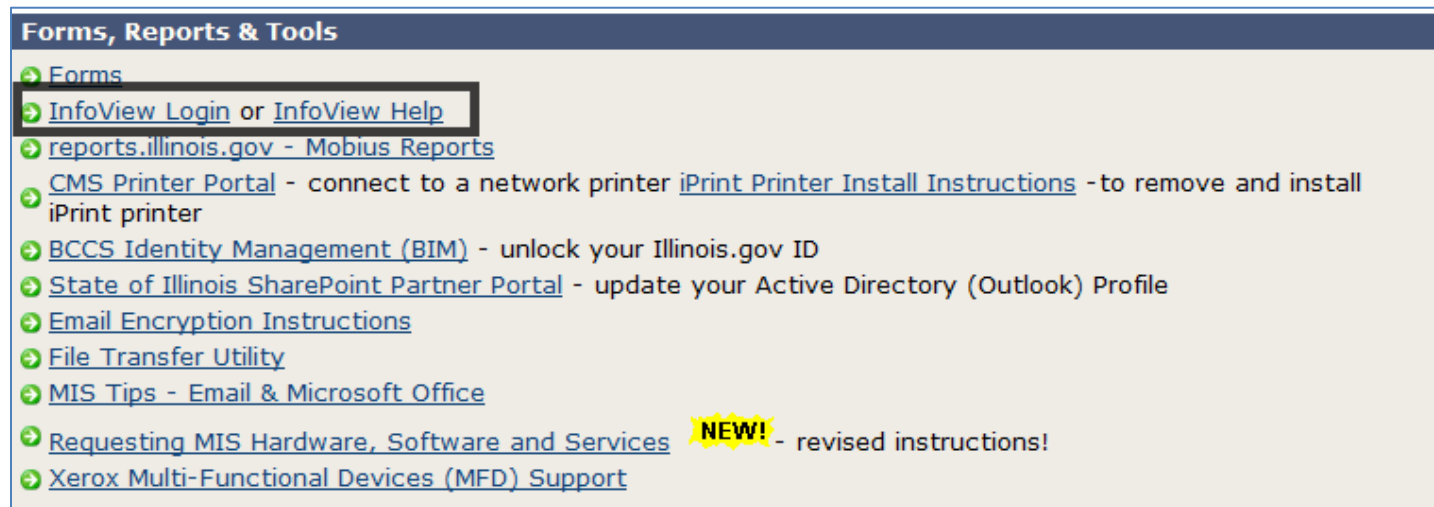
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## SECTION 1

### 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 Portal** using the following credentials:

Domain: Employees with illinois.gov accounts

Username: Your.gov id (jane.doe)

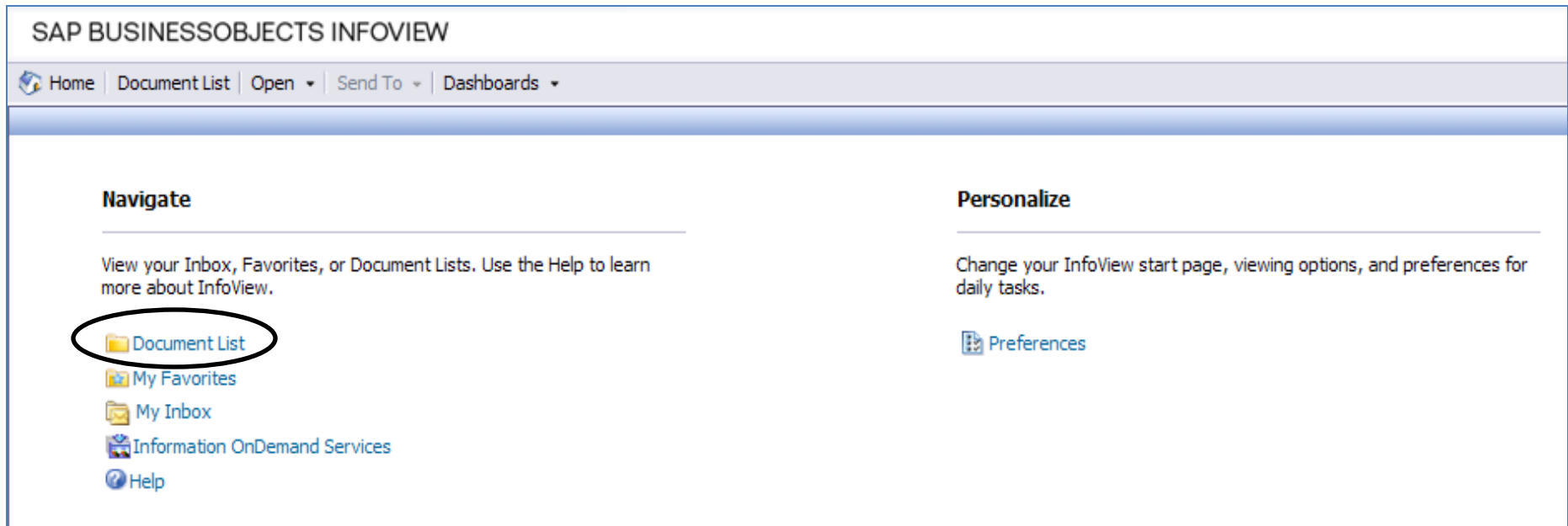
Password: Your Outlook password



The screenshot shows the 'State of Illinois Web Authentication Portal' login interface. At the top left is the State of Illinois seal. The title 'State of Illinois Web Authentication Portal' is centered at the top. Below the title, there is a 'Security' section with two radio buttons: 'This is a public or shared computer' (unselected) and 'This is a private computer' (selected). A red warning message states: 'Warning: By selecting this option you acknowledge that your Domain and User name will be stored in a cookie on your PC.' Below this is a checkbox for 'I want to change my password after logging on' which is unchecked. Another red warning message reads: '\*\*Warning! Unauthorized access is prohibited\*\*'. A paragraph of red text follows, stating: 'Further access is limited to authorized users only. By accessing or using this system you are consenting to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Users should have no expectation of privacy when accessing or using this system or any of its components.' The login fields include a 'Domain:' dropdown menu with 'Employees with Illinois.gov Accounts' selected, a 'User name:' text input field, and a 'Password:' text input field. A 'Log On' button is located below the password field. At the bottom, there is a link for 'Don't have an Illinois.gov ID?' with a 'Sign up' button next to it. The footer text reads: '© 2007 State of Illinois. All rights reserved.'

## InfoView Reports

You should now be able to see the InfoView home page.  
In order to view reports, click **Document List**:

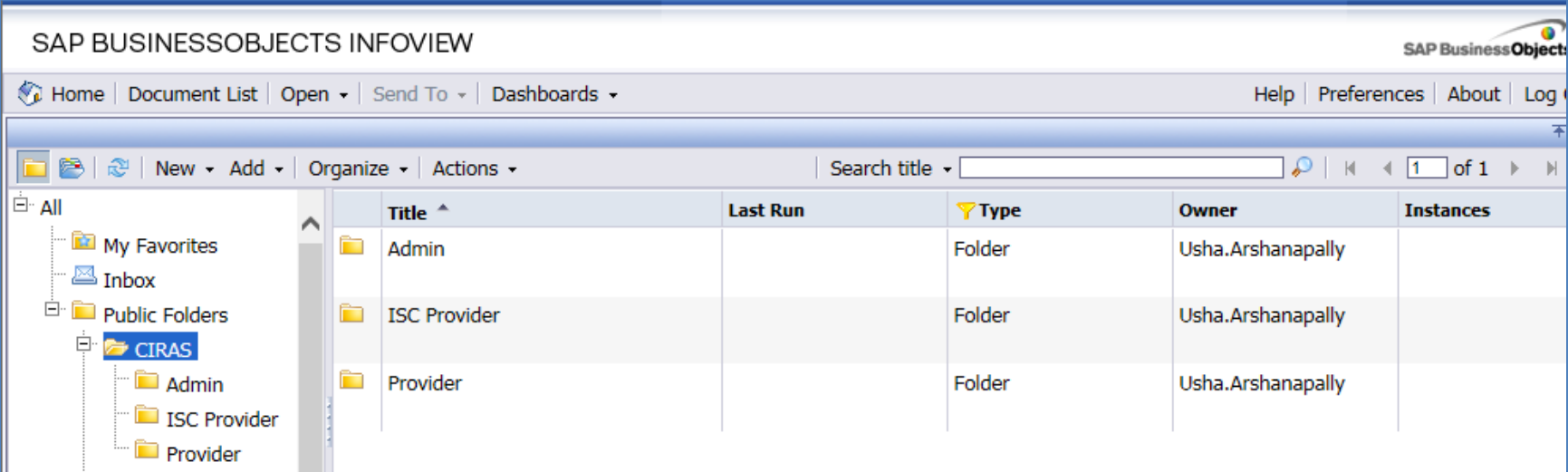


Expand **Public Folders** by clicking on the + sign in front of it. This will show the CIRAS folders, You will only be able to see the folders that you have access to.

**Admin**

**ISC Provider**

**Provider**



The screenshot shows the SAP BusinessObjects InfoView web interface. On the left is a navigation pane with a tree view containing 'All', 'My Favorites', 'Inbox', 'Public Folders', and 'CIRAS'. The 'CIRAS' folder is expanded, showing sub-folders: 'Admin', 'ISC Provider', and 'Provider'. On the right is a table listing these folders with columns for Title, Last Run, Type, Owner, and Instances.

Title ^	Last Run	Type	Owner	Instances
Admin		Folder	Usha.Arshanapally	
ISC Provider		Folder	Usha.Arshanapally	
Provider		Folder	Usha.Arshanapally	

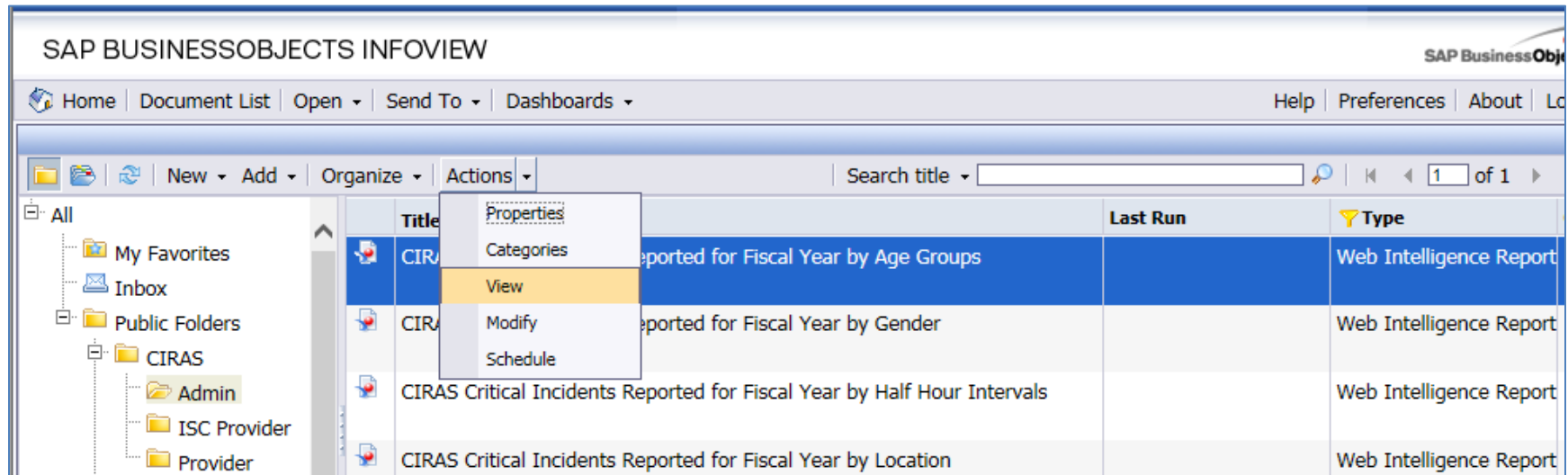
If you click on any of these folders, you will see a listing of reports within that folder:

The screenshot displays the SAP Business Objects InfoView web application. The interface includes a top navigation bar with links for Home, Document List, Open, Send To, and Dashboards. A search bar is located on the right side of the top bar. Below the navigation bar is a toolbar with icons for New, Add, Organize, and Actions. The left sidebar shows a folder tree with 'All' at the top, followed by 'My Favorites', 'Inbox', 'Public Folders', and 'CIRAS'. The 'CIRAS' folder is expanded, showing sub-folders: 'Admin', 'ISC Provider', and 'Provider'. The main content area displays a table of reports under the 'CIRAS' folder. The table has three columns: 'Title', 'Last Run', and 'Type'. There are four rows of reports, all of which are 'Web Intelligence Report' type.

Title	Last Run	Type
CIRAS Critical Incidents Reported for Fiscal Year by Age Groups		Web Intelligence Report
CIRAS Critical Incidents Reported for Fiscal Year by Gender		Web Intelligence Report
CIRAS Critical Incidents Reported for Fiscal Year by Half Hour Intervals		Web Intelligence Report
CIRAS Critical Incidents Reported for Fiscal Year by Location		Web Intelligence Report

## 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**



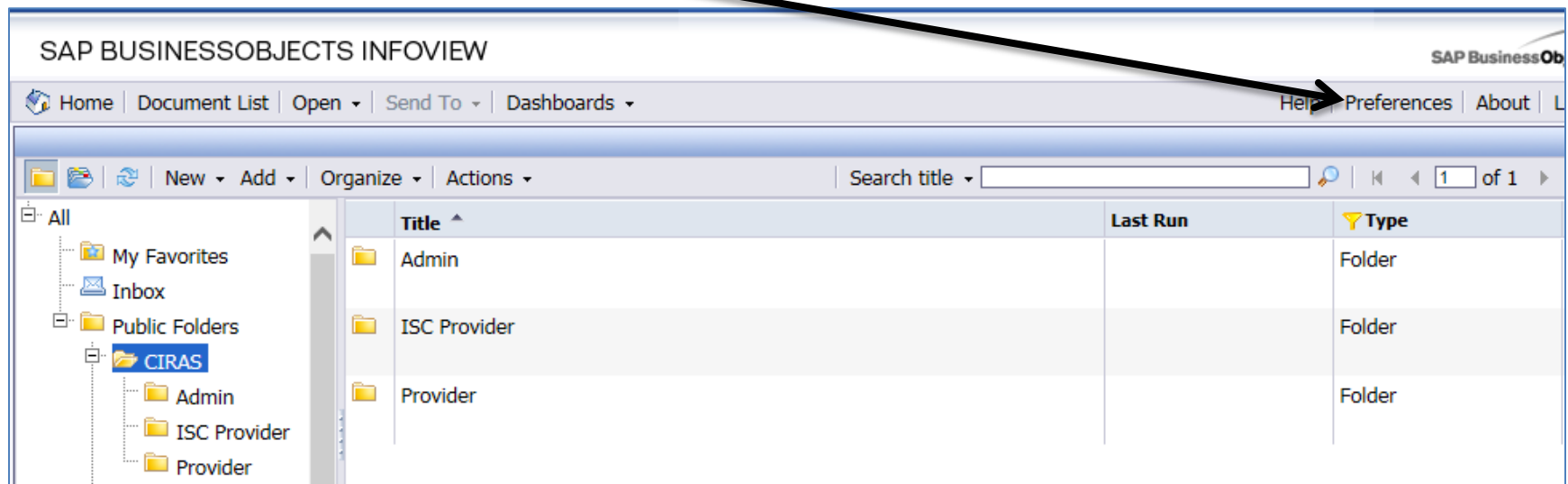


## SECTION 2

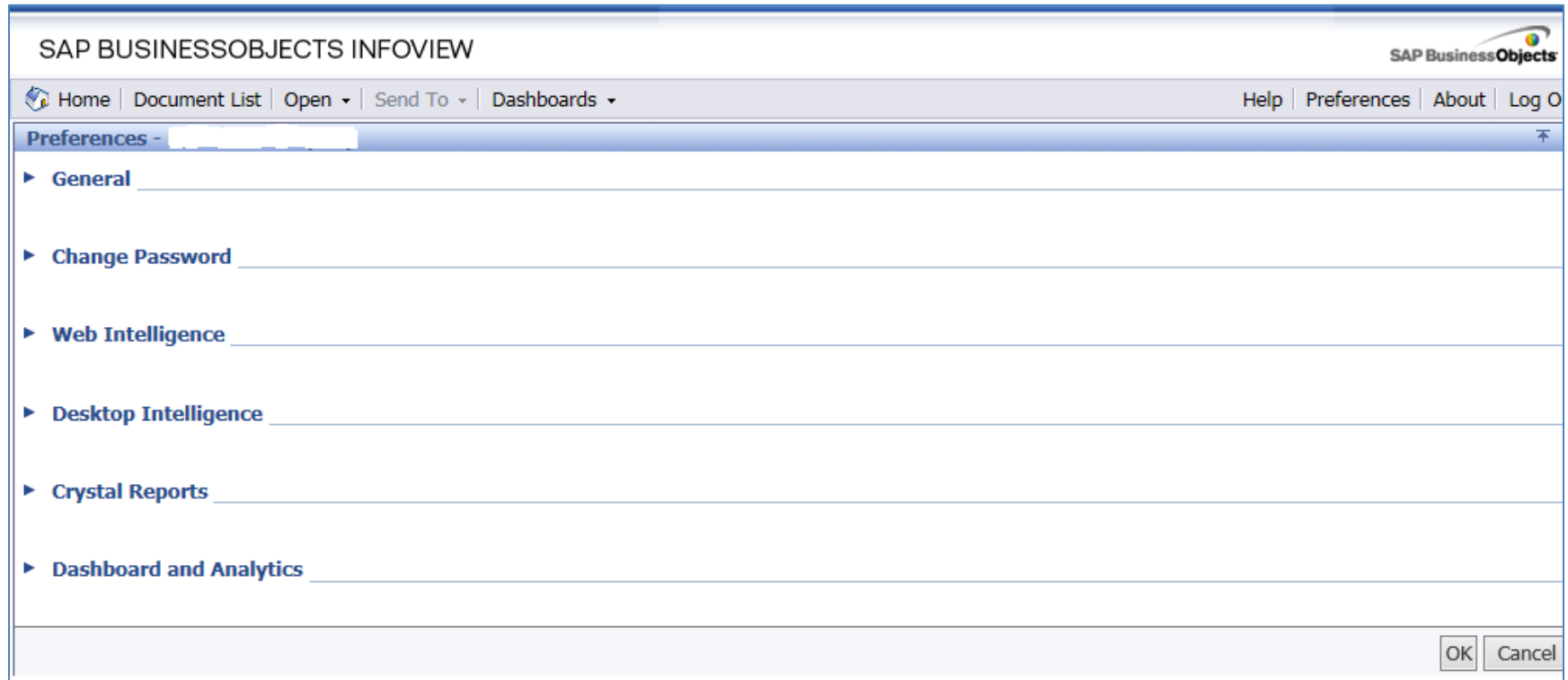
### Formatting InfoView Reports

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:



Preferences - Kaitlyn.Mayer

▼ General

InfoView Start Page:

☐ Home

☐ My InfoView

☐ Favorites

☐ Inbox

☒ Folder: Public Folders

☐ Category: (unspecified)

☐ Dashboard: (unspecified)

☐ InfoView Page Layout: (unspecified)

Document Navigation View:

☐ Folder

☒ Category

Set the number of objects (max.) per page:

Document List Display:

☒ description

☐ owner

☐ date

☐ instance count

Document Viewing:

☒ In the InfoView portal

☐ In a single fullscreen browser window, one document at a time

☐ In multiple fullscreen browser windows, one window for each document

Product Locale:

▼

Current Time Zone:

▼

Preferred Viewing Locale:

▼

Select **Folder**

(as shown here)

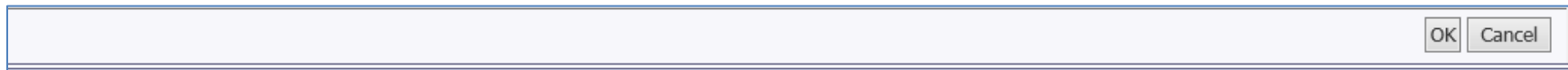
Select **Category**

(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:

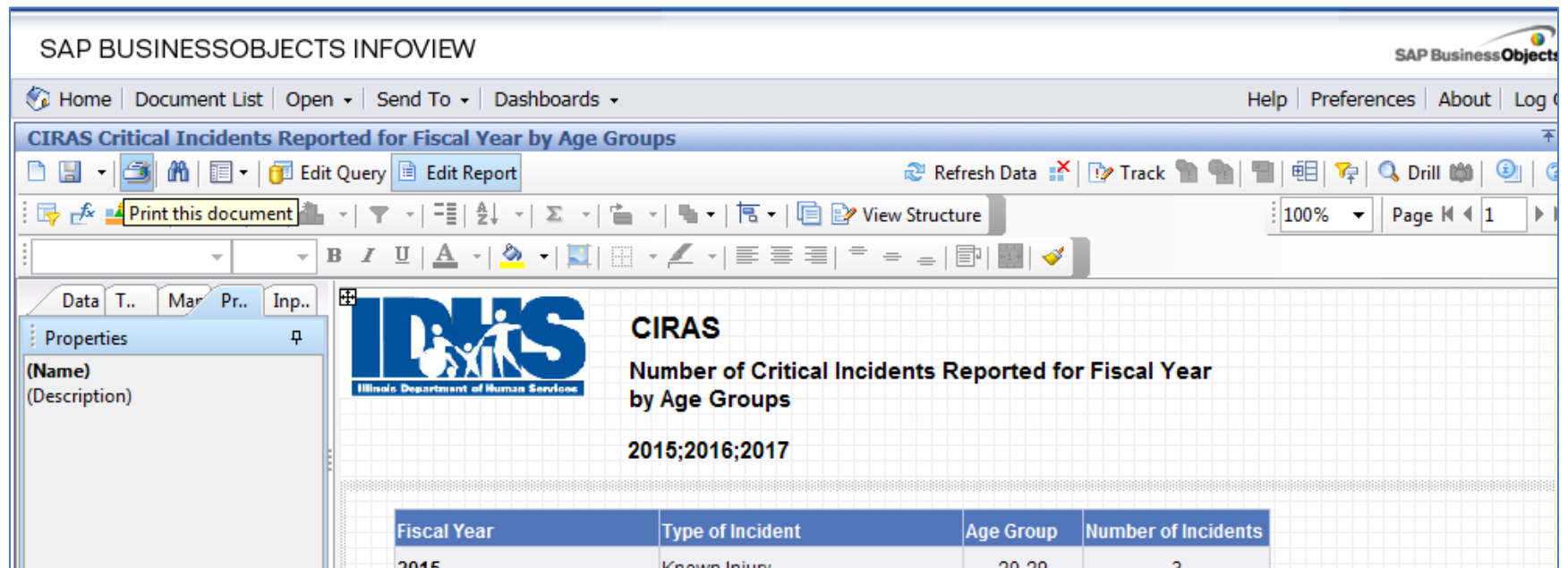


Then Logout:

## Printing InfoView Reports

To Print:

1. Run a report
2. To print, click the printer ICON



SAP BUSINESSOBJECTS INFOVIEW

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

**CIRAS Critical Incidents Reported for Fiscal Year by Age Groups**

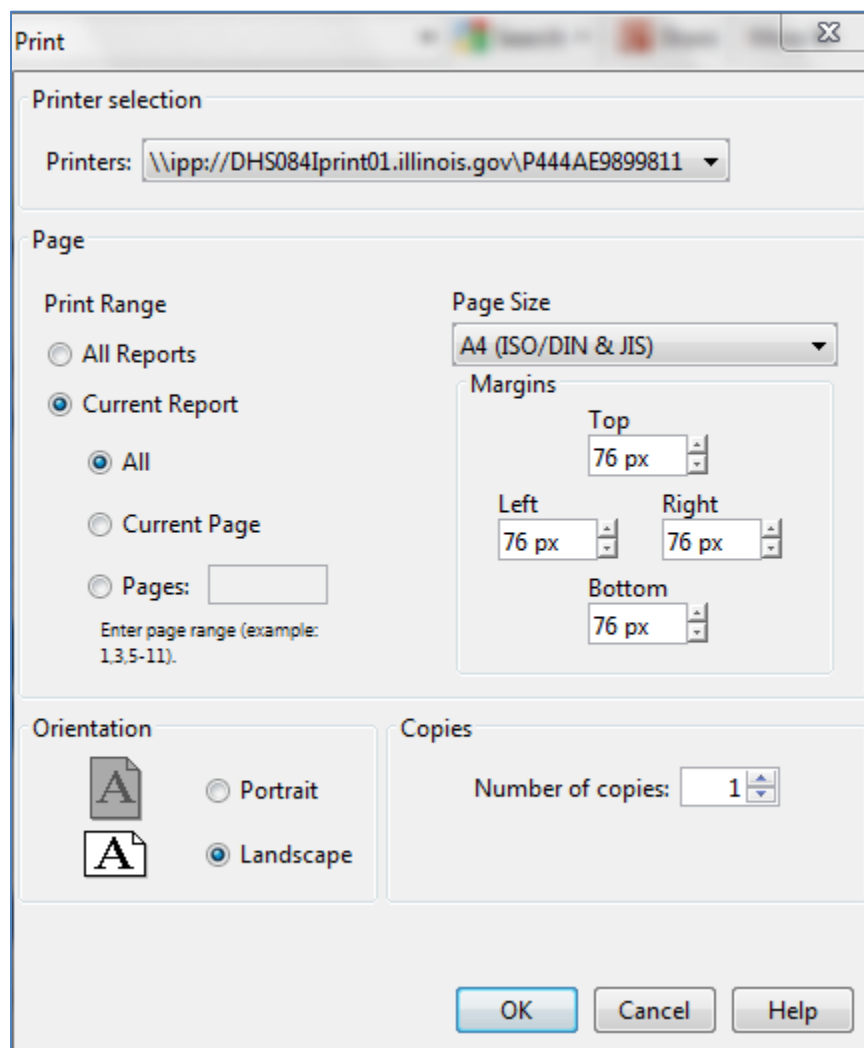
Refresh Data | Track | Drill | 100% | Page 1

Print this document

**CIRAS**  
Number of Critical Incidents Reported for Fiscal Year  
by Age Groups  
2015;2016;2017

Fiscal Year	Type of Incident	Age Group	Number of Incidents
2015	Known Injury	20-29	2

Select the print options and click OK.



The image shows a standard Windows-style print dialog box titled "Print". It contains several sections for configuring the print job:

- Printer selection:** A dropdown menu labeled "Printers:" showing the selected printer as "\\ipp://DHS084Iprint01.illinois.gov\P444AE9899811".
- Page:**
  - Print Range:** Three radio buttons are present: "All Reports" (unselected), "Current Report" (selected), and "Pages:" (unselected). Below "Pages:" is a text box for entering a page range with the example "1,3,5-11".
  - Page Size:** A dropdown menu set to "A4 (ISO/DIN & JIS)".
  - Margins:** A group box containing four spinners: "Top" (76 px), "Left" (76 px), "Right" (76 px), and "Bottom" (76 px).
- Orientation:** Two icons with radio buttons: a portrait icon with "Portrait" (unselected) and a landscape icon with "Landscape" (selected).
- Copies:** A label "Number of copies:" followed by a spinner box set to "1".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

## Exporting InfoView Reports

The screenshot shows the SAP BusinessObjects InfoView interface. The title bar reads "SAP BUSINESSOBJECTS INFOVIEW". The main menu bar includes "Home", "Document List", "Open", "Send To", "Dashboards", "Help", "Preferences", "About", and "Log". The report title is "CIRAS Critical Incidents Reported for Fiscal Year by Age Groups". The toolbar contains icons for "Edit Query", "Edit Report", "Refresh Data", "Track", "View Structure", and "Drill". A "Save as..." menu is open, showing options: "Excel", "Excel 2007", "PDF", "Text", "CSV", "CSV (with options)...", and "CSV (all reports)". The report content area displays the title "CIRAS Number of Critical Incidents Reported for Fiscal Year by Age Groups" and the years "2015;2016;2017". Below this is a table with the following data:

Fiscal Year	Type of Incident	Age Group	Number of Incidents
2015	Known Injury	20-29	2