

BUSINESS OBJECTS 4.2

LAUNCH PAD (FORMERLY INFOVIEW)
INSTRUCTIONS FOR CIRAS
REPORTS



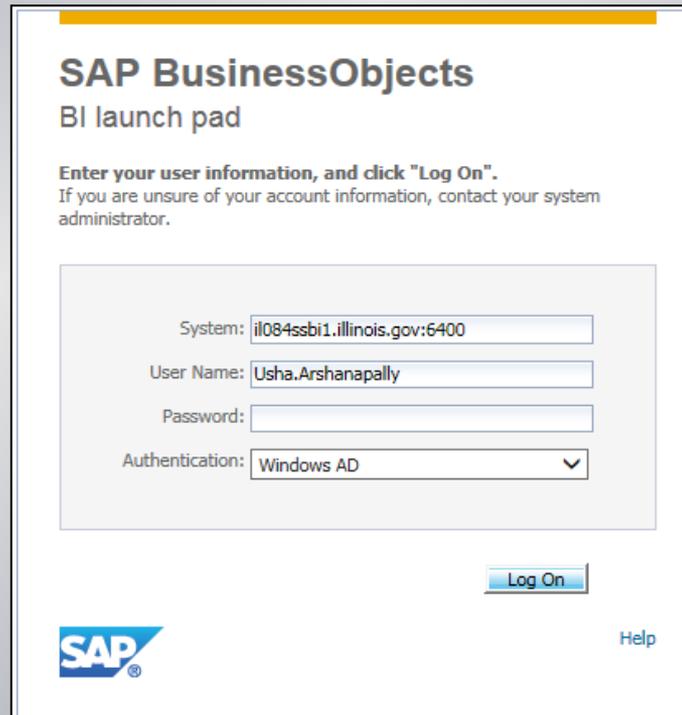
BI LAUNCH PAD SIGN IN SCREEN

Clicking the link <https://prodbi.illinois.gov/BOE/BI> to access reports will take you to the BI Launch pad sign in screen or to the Home screen. If the BI Launch pad screen is displayed. You will want to make sure to enter the credentials as follows:

System: il084ssbi1:6400
User Name: Your illinois.gov id
Password: Your illinois.gov password
Authentication: Windows AD

When all credentials are entered, click the Log On Button located in lower right corner of screen

Log On



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

Authentication:

Log On

SAP Help



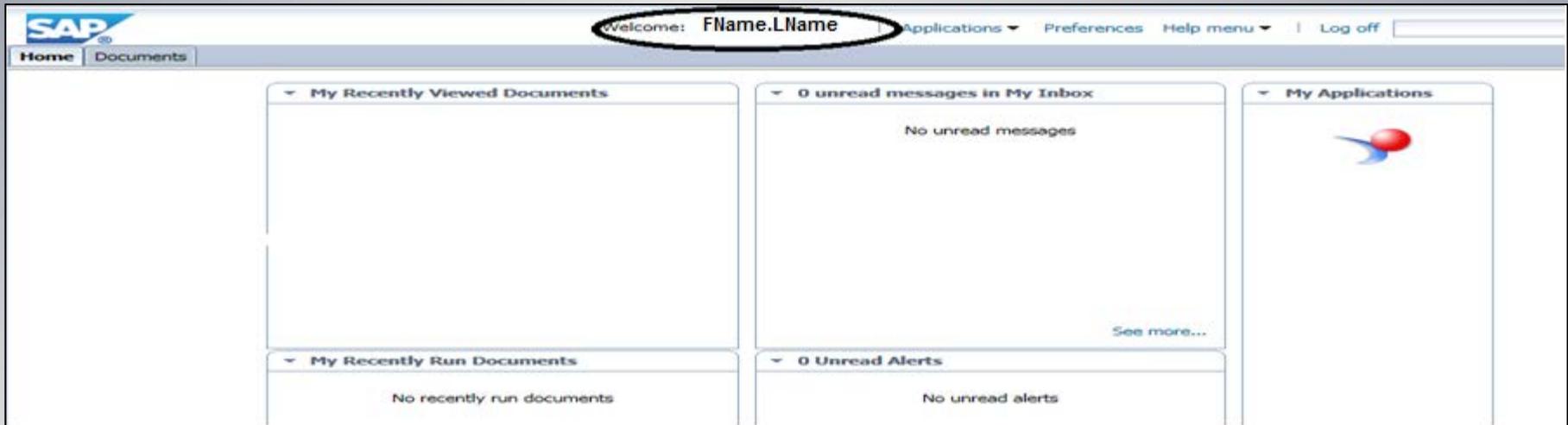
NAVIGATING HOME SCREEN

After completing the log in process, the Home Screen for BI Launch Pad is displayed.

The user's name will be displayed on the Toolbar.

There are 5 main areas of the Home Screen:

- My Recently Viewed Documents
- My Recently Run Documents
- My Inbox
- Alerts
- My Applications



DOCUMENTS SCREEN

Next to the Home Tab is the Documents Tab.

The Documents Tab will allow you to see what reports you have access to run.

The screenshot displays the SAP user interface. At the top left is the SAP logo. The top navigation bar includes the text "Welcome: FName.LName" followed by menu items: "Applications", "Preferences", "Help menu", and "Log off". Below this is a secondary navigation bar with two tabs: "Home" and "Documents". The "Documents" tab is highlighted with a black oval. The main content area is a dashboard with several widgets:

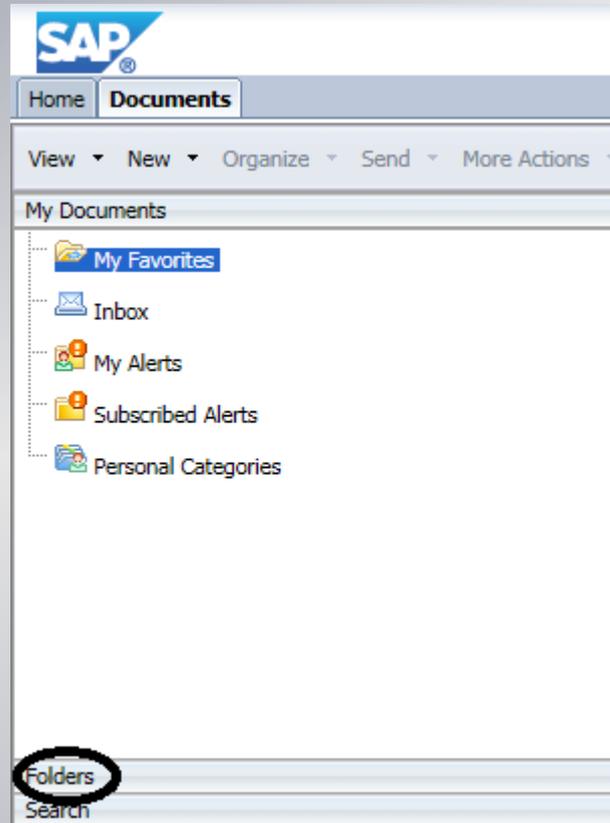
- My Recently Viewed Documents:** A large empty box with a downward arrow icon.
- 0 unread messages in My Inbox:** A box containing the text "No unread messages" and a "See more..." link at the bottom right.
- My Applications:** A box containing a red and blue circular icon.
- My Recently Run Documents:** A box containing the text "No recently run documents".
- 0 Unread Alerts:** A box containing the text "No unread alerts".



DOCUMENTS SCREEN

Located at the bottom of the Documents Tab is the Folders Tab.

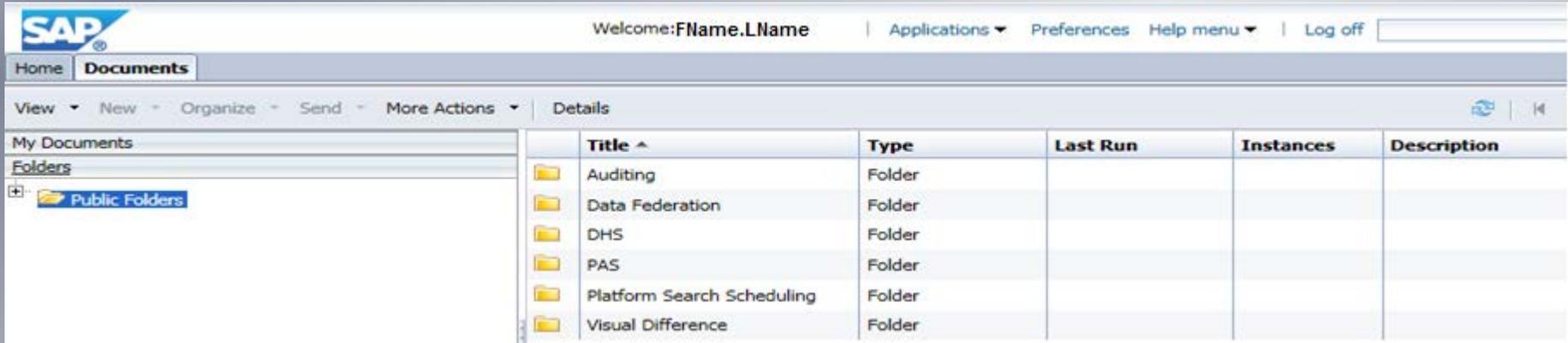
Click the Folders Tab in order to see what Folders / Reports you have access to view.



DOCUMENTS SCREEN

Located on the Folders Tab is Public Folders.

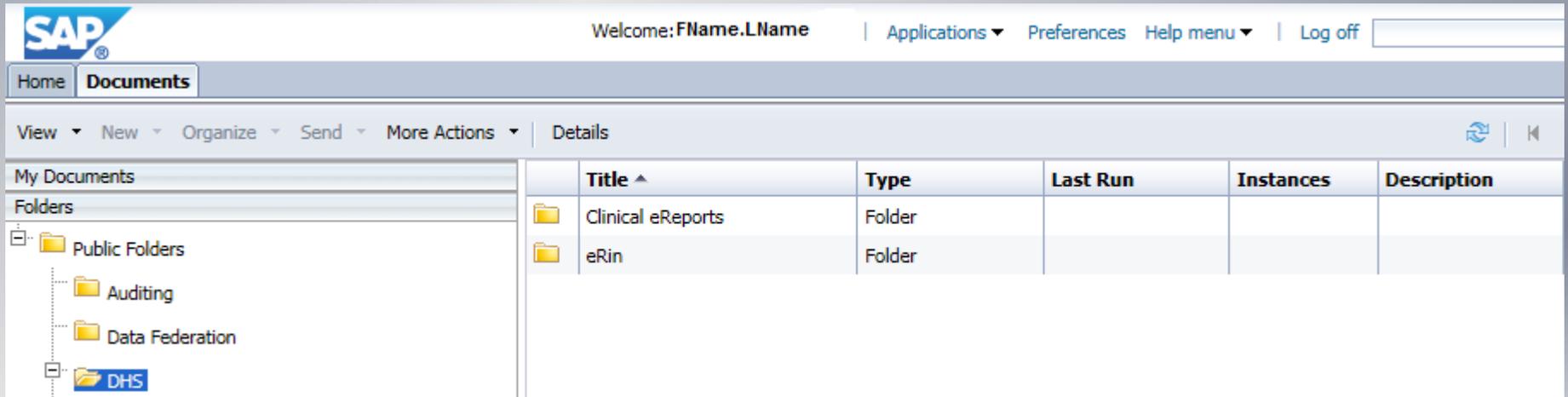
To view the Folders within Public Folders, click the plus sign located to the left to expand the folder.



The screenshot shows the SAP Documents interface. The top navigation bar includes the SAP logo, a user welcome message 'Welcome:FName.LName', and links for 'Applications', 'Preferences', 'Help menu', and 'Log off'. Below this is a breadcrumb trail 'Home Documents'. A menu bar contains 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. On the left, a 'My Documents' sidebar shows a 'Folders' section with 'Public Folders' expanded, indicated by a plus sign. The main area displays a table of folders:

| Title ^ | Type | Last Run | Instances | Description |
|----------------------------|--------|----------|-----------|-------------|
| Auditing | Folder | | | |
| Data Federation | Folder | | | |
| DHS | Folder | | | |
| PAS | Folder | | | |
| Platform Search Scheduling | Folder | | | |
| Visual Difference | Folder | | | |

The DHS Folder will be displayed. Click the plus sign located to the left to expand that folder.



The screenshot shows the SAP Documents interface with the 'DHS' folder expanded. The top navigation bar and breadcrumb trail are the same as in the previous screenshot. The 'My Documents' sidebar shows 'Public Folders' expanded, with 'DHS' selected and expanded, indicated by a plus sign. The main area displays a table of folders:

| Title ^ | Type | Last Run | Instances | Description |
|-------------------|--------|----------|-----------|-------------|
| Clinical eReports | Folder | | | |
| eRin | Folder | | | |



DOCUMENTS SCREEN

The folder, or folders, the user has access to will now be displayed.
In this case, access is to all the folders within the CIRAS folder.
Double-click the folder to view the reports in the folder.
Reports will be displayed on the right side.

The screenshot shows a web application interface. At the top, there are tabs for 'Home' and 'Documents', with 'Documents' selected. Below the tabs is a menu bar with options: 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into two panes. The left pane, titled 'My Documents', shows a folder tree under 'Folders'. The tree includes 'Public Folders', 'Antibiotic', 'DHS', and 'CIRAS'. Under 'CIRAS', there are sub-folders: 'Admin', 'ISC Provider', and 'Provider'. The right pane displays a table of reports.

| | Title ^ | Type |
|--|--|------------------|
| | CIRAS Critical Incidents Reported for Fiscal Year by Age Groups | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Gender | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Half Hour Intervals | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Location | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Month | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Provider | Web Intelligence |
| | CIRAS Critical Incidents Reported for Fiscal Year by Quarter | Web Intelligence |
| | CIRAS Information All | Web Intelligence |
| | CIRAS Information by Incident ID | Web Intelligence |



DOCUMENTS SCREEN

Viewing a report

- Right click on the report and click View.
- Or double-click on the report.

| Title ^ | Type |
|--|------------------|
|  CIRAS Critical Incidents Reported for Fiscal Year by Age Group | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Critical Incidents Reported for Fiscal Year | Web Intelligence |
|  CIRAS Information All | Web Intelligence |
|  CIRAS Information by Incident ID | Web Intelligence |
|  CIRAS Information by Social Security Number | Web Intelligence |

- View
- Properties
- Modify
- Schedule
- Mobile Properties
- History
- Categories
- Document Link
- New >
- Organize >
- Send >
- Details



WEBI REPORT

The Webi report is displayed.

In addition to the Home and Documents Tab, there is now a tab with the name of the report.

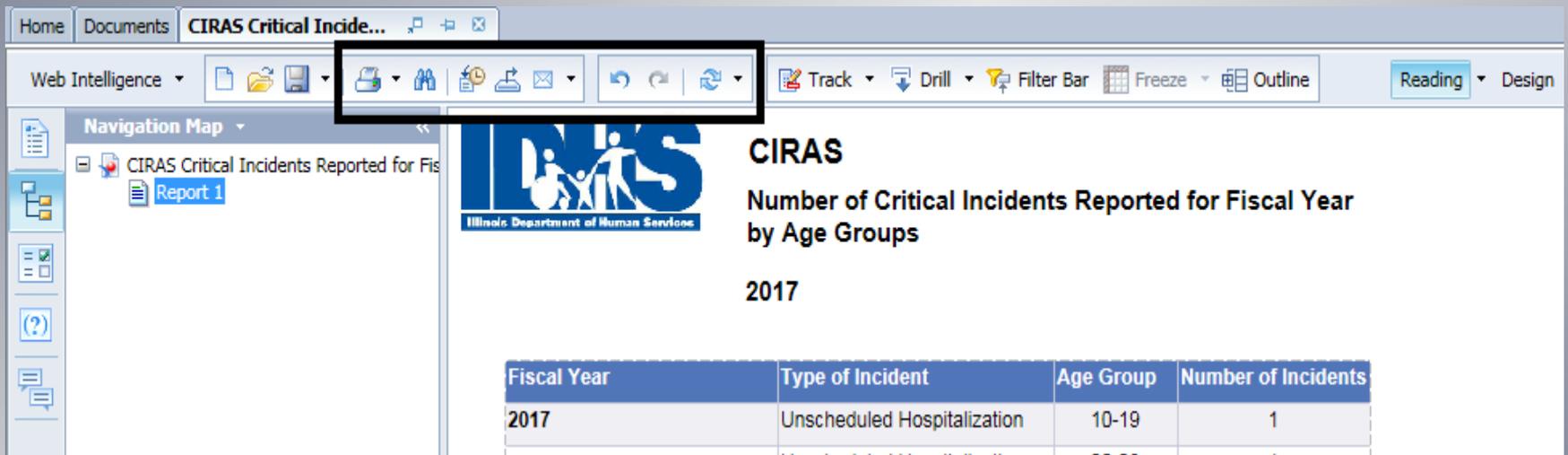
The screenshot shows a Web Intelligence report viewer interface. The browser tab is titled "CIRAS Critical Incide...". The report content includes the IDHS logo (Illinois Department of Human Services) and the title "CIRAS Number of Critical Incidents Reported for Fiscal Year by Age Groups 2017". A table displays the data for 2017, showing two incidents of "Unscheduled Hospitalization" for age groups "10-19" and "20-29".

| Fiscal Year | Type of Incident | Age Group | Number of Incidents |
|-------------|-----------------------------|-----------|---------------------|
| 2017 | Unscheduled Hospitalization | 10-19 | 1 |
| | Unscheduled Hospitalization | 20-29 | 1 |



WEBI REPORT

There are icons on the Toolbar to print , refresh , and export  the report.



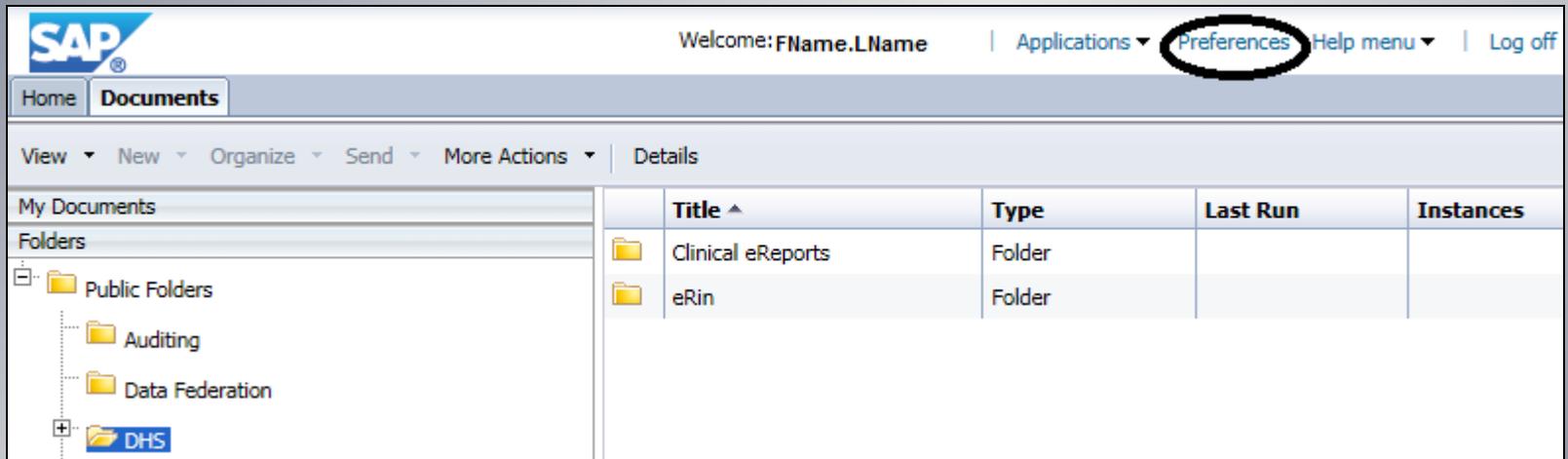
The screenshot shows a Web Intelligence report viewer interface. The toolbar at the top contains icons for print, refresh, and export, which are highlighted with a black box. The report content shows the title "CIRAS" and "Number of Critical Incidents Reported for Fiscal Year by Age Groups 2017". A table below displays data for the year 2017, including "Type of Incident", "Age Group", and "Number of Incidents".

| Fiscal Year | Type of Incident | Age Group | Number of Incidents |
|-------------|-----------------------------|-----------|---------------------|
| 2017 | Unscheduled Hospitalization | 10-19 | 1 |



PREFERENCES

Click on Preferences to customize the settings.



The screenshot shows the SAP user interface. At the top, the SAP logo is on the left, and the user name 'Welcome: FName.LName' is in the center. On the right, there are navigation links: 'Applications', 'Preferences' (circled in black), 'Help menu', and 'Log off'. Below the navigation bar, there are tabs for 'Home' and 'Documents'. A menu bar contains 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The main area is divided into two panes. The left pane, titled 'My Documents', shows a tree view of folders: 'Public Folders', 'Auditing', 'Data Federation', and 'DHS'. The right pane is a table with the following data:

| | Title ^ | Type | Last Run | Instances |
|-------------|-------------------|--------|----------|-----------|
| Folder icon | Clinical eReports | Folder | | |
| Folder icon | eRin | Folder | | |



PREFERENCES

Select the Documents tab, Folders, Select Public Folders, Browse Folder.

The screenshot shows a 'Preferences' dialog box with a sidebar on the left and a main content area on the right. The sidebar is titled 'Preferences' and has a dropdown arrow. Underneath, 'General' is selected and highlighted in blue. Other options listed are 'Locales and Time Zone', 'Analysis edition for OLAP', 'Web Intelligence', 'BI workspaces', and 'Crystal Reports'. The main content area is titled 'Documents tab' and has a radio button selected. Below this, there are two sections: 'My Documents' and 'Folders'. 'My Documents' has three radio buttons: 'My Favorites' (selected), 'Personal Categories', and 'My Inbox'. 'Folders' has two radio buttons: 'Public Folders' and 'Select Public Folder:'. The 'Select Public Folder:' option is selected and has a 'Browse Folder' button next to it. Below this is an empty text input field. A horizontal line separates this section from the 'Choose Columns to Display on Documents Tab:' section. This section has four checked checkboxes: 'Type', 'Last Run', 'Instances', and 'Description'. At the bottom right of the dialog box are three buttons: 'Save', 'Save & Close', and 'Cancel'.

▼ Preferences

General

Locales and Time Zone

Analysis edition for OLAP

Web Intelligence

BI workspaces

Crystal Reports

Documents tab

My Documents

- My Favorites
- Personal Categories
- My Inbox

Folders

- Public Folders
- Select Public Folder:

Choose Columns to Display on Documents Tab:

- Type
- Last Run
- Instances
- Description



PREFERENCES

Click on the CIRAS folder, click on the Open button.



PREFERENCES

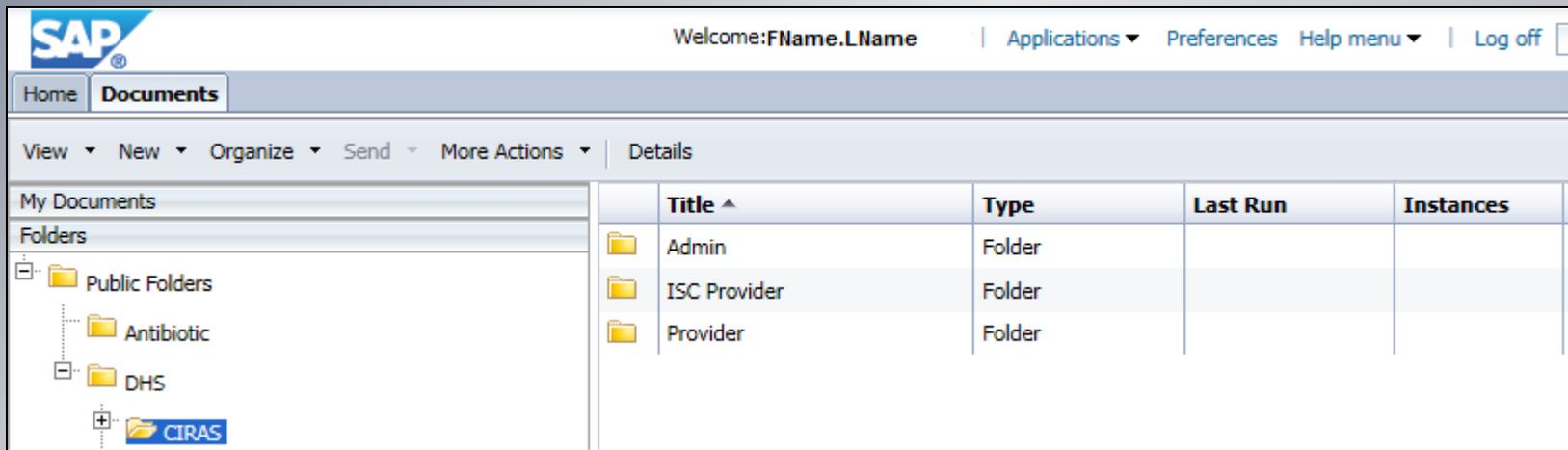
Click on the Save & Close button.

The screenshot shows a 'Preferences' dialog box with a sidebar on the left and a main content area on the right. The sidebar contains a 'Preferences' header and a list of categories: 'General' (highlighted in blue), 'Locales and Time Zone', 'Analysis edition for OLAP', 'Web Intelligence', 'BI workspaces', and 'Crystal Reports'. The main content area is titled 'Documents tab' and contains several sections. At the top is an empty text input field. Below it is a radio button labeled 'Documents tab'. Under this are two sub-sections: 'My Documents' with three radio buttons ('My Favorites', 'Personal Categories', 'My Inbox') and 'Folders' with two radio buttons ('Public Folders', 'Select Public Folder:'). The 'Select Public Folder:' option is selected and has a 'Browse Folder' button next to it. Below this is a text input field containing the text 'CIRAS'. A horizontal line separates this section from the 'Choose Columns to Display on Documents Tab:' section. This section contains four checked checkboxes: 'Type', 'Last Run', 'Instances', and 'Description'. At the bottom right of the dialog are three buttons: 'Save', 'Save & Close', and 'Cancel'.



PREFERENCES

The CIRAS folder will be displayed when user clicks on the reports link to access the reports.



The screenshot shows the SAP Documents interface. At the top, there is a header with the SAP logo, a welcome message "Welcome:FName.LName", and navigation links for "Applications", "Preferences", "Help menu", and "Log off". Below the header, there are tabs for "Home" and "Documents". A menu bar contains "View", "New", "Organize", "Send", "More Actions", and "Details". The main content area is divided into two panes. The left pane, titled "My Documents", shows a tree view of folders: "Public Folders", "Antibiotic", "DHS", and "CIRAS". The "CIRAS" folder is highlighted with a blue icon. The right pane displays a table with the following columns: "Title", "Type", "Last Run", and "Instances".

| | Title ^ | Type | Last Run | Instances |
|--------|--------------|--------|----------|-----------|
| Folder | Admin | Folder | | |
| Folder | ISC Provider | Folder | | |
| Folder | Provider | Folder | | |



CONTACT INFORMATION

For password problems, please email

DoIT.HelpDesk@illinois.gov

For problems with the reports, please email

DoIT.UHSINFO@illinois.gov

