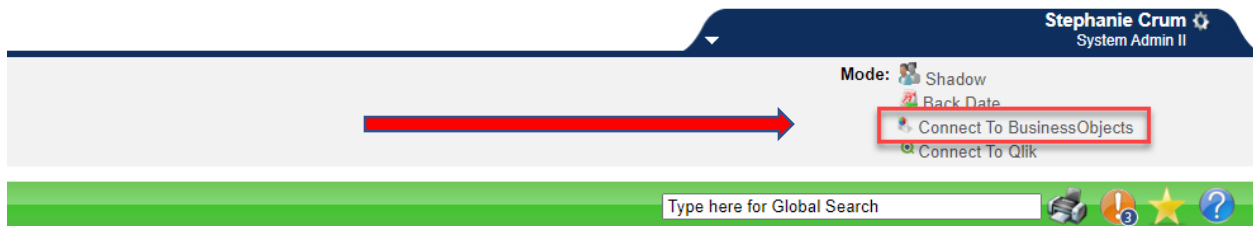


SAP Business Objects (SAPBO) Scheduling your First Report

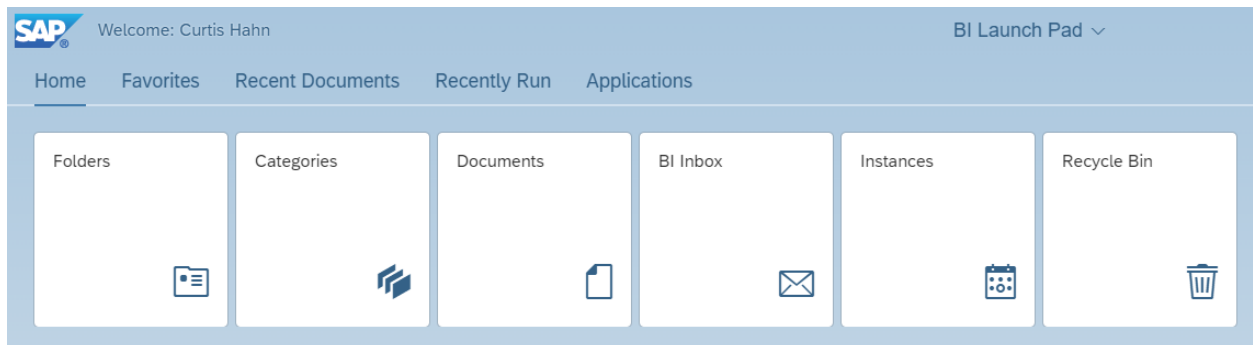
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Step One – Log in to the SAP BI Launch Pad (SAPBO)

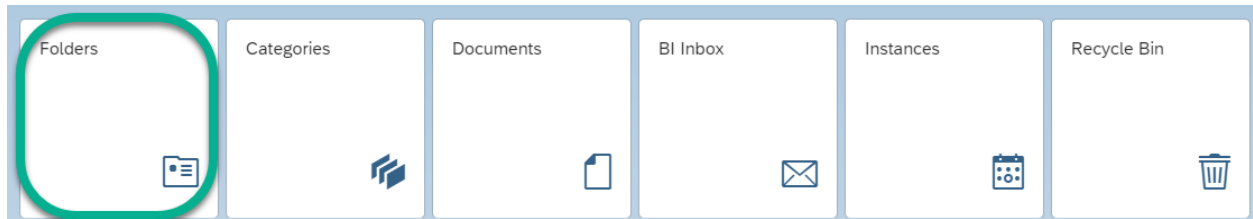
1. Log-In to Servicepoint
2. From the Home Page Dashboard navigate to the Reports Dashboard in the upper righthand corner of the screen



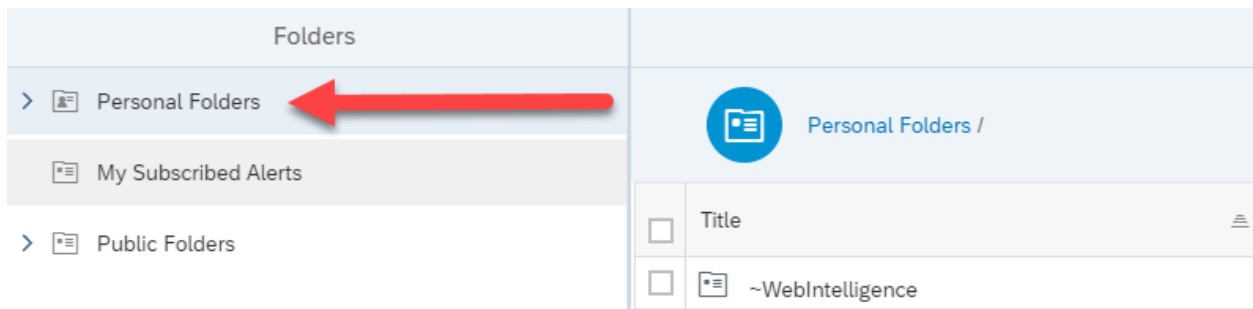
3. This will launch a new tab called SAP BI Launch Pad



4. From the Launch Pad Click Folders Tile (Green Highlight Below)



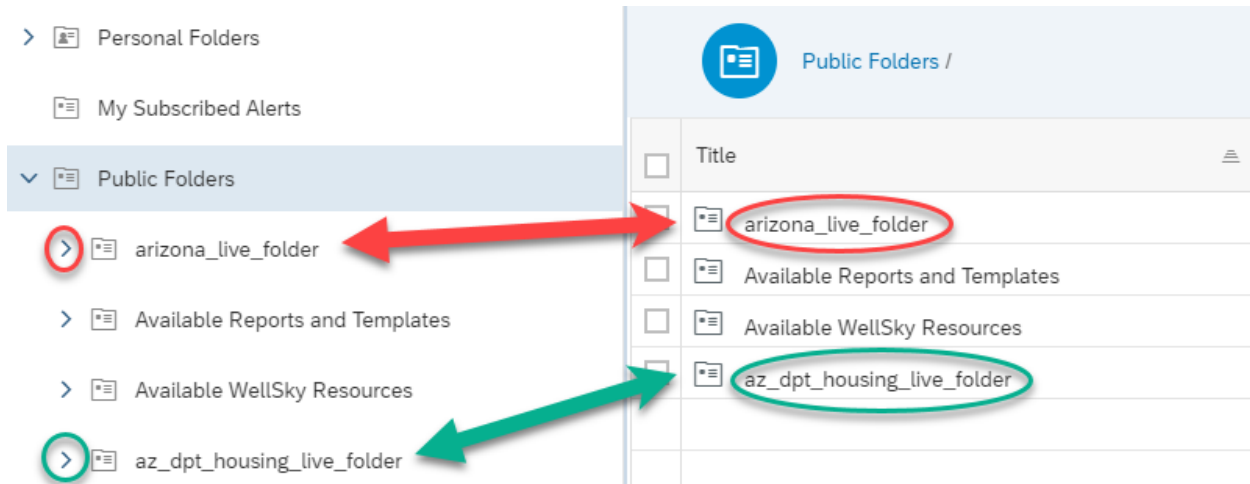
5. Click Public Folders (Red Arrow Below)



6. Click arizona_live_folder for **Maricopa** (Red Arrow/Circles Below) or the az_dpt_housing_live_folder for **BOS** (Green Arrow/Circles Below)

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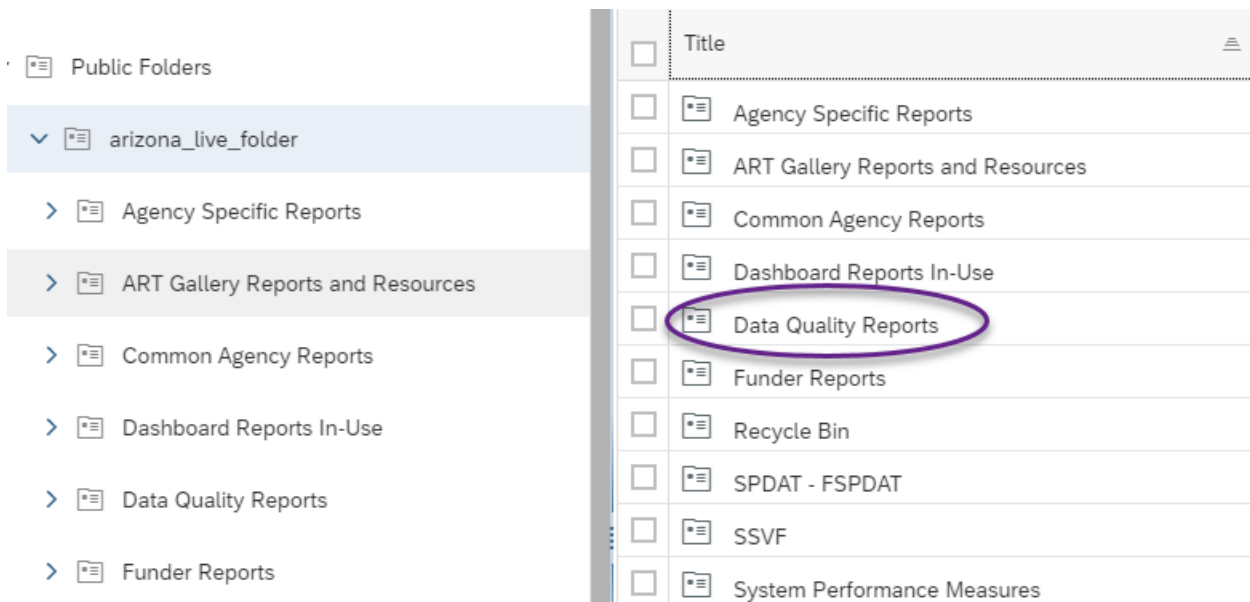
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Note:

Report Organization is the Same as in ART – Locate the desired Report by following the folder paths either clicking the nested drop downs on the left side of the screen or navigating the contents of the Folder in the primary screen. Navigation is very similar to File Explorer in Windows. The HMIS Team recommends using the main screen to locate reports. Now, let's run our first report the 0252 – Data Completeness Report Card!

7. Click Data Quality Reports from the main folder view (Purple Circle Below)



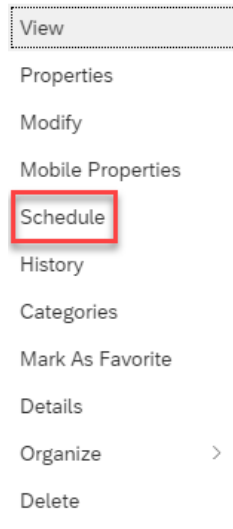
8. To Schedule the 0252 – Data Completeness Report Card click the 3 dots to the right of the desired report to Open the menu (Yellow Circle Below)

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<input type="checkbox"/>	Title	Favorites	Type	Descripti...	Last Updat...	
<input type="checkbox"/>	Archived DQ Reports		Folder		Nov 22, 20...	...
<input type="checkbox"/>	0252 - Data Completeness Report Card (EE) with Names - v18		Web I...	Do you ...	Mar 25, 20...	...
<input checked="" type="checkbox"/>	0252 - Data Completeness Report Card (EE) with Names with Reporti...		Web I...	Do you ...	Mar 25, 20...	...
<input type="checkbox"/>	0252 - Data Completeness Report Card (EE) without Names - v18		Web I...	Do you ...	Mar 25, 20...	...
<input type="checkbox"/>	0260 - HUD CoC APR Data Quality/Completeness - v9		Web I...	This rep...	Mar 25, 20...	...

9. From the Resulting Menu Select Schedule (Red Rectangle Below)



10. From the Resulting Screen there are few options

a. Two Tabs

i. General

1. Title – Allows the option to change the name of the report add the date ran or the project ID# for easier future identification
2. Destinations – Allows options to select Delivery Destinations and send the report to another Users BI Inbox the option defaults to “Default Enterprise Location” this is similar to the Scheduled Reports section in ART

SAP Business Objects (SAPBO) Scheduling your First Report

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The screenshot shows the 'Schedule' configuration page in SAP Business Objects. At the top, there are two tabs: 'General' (selected) and 'Report Features'. Below the tabs is the 'Instance Title' section, which includes a 'Title*' field containing the text '0252 - Data Completeness Report Card (EE) without Names - v18'. Below this is the 'Destinations' section, which includes a 'Delivery Destinations' label and a blue 'Add' button.

Note: In this guide we are only covering the standard fields there are other fields on this tab, but they are not necessary for standard reports and most often will not be utilized. If you have questions about these more advanced options, please reach out to the HMIS Help Desk

ii. Report Features

1. Formats – Allows selection of the Format of the Reports Output

- a. Web Intelligence – View the Report within the BI Launch Pad
- b. Microsoft Excel – View the Report as a downloadable Excel Doc .xls
- c. Adobe Acrobat – View the Report as a PDF .pdf
- d. Comma Separated Values (CSV) – Data
- e. Comma Separated Values (CSV) Archive – Reports
- f. Plain Text – View the Report as a Text Document .txt
- g. HTML Archive

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2. Prompts – Allows Editing of the Report Time Frame, Providers, and other Standard Prompt Options

Schedule

General ▾ Report Features ▾

Formats

Web Intelligence ▾

Prompts

0252 - Data Completeness Report Card (EE) without Names - v18 Edit Prompt Values

EDA Provider	-Default Provider-	Constant value ▾
Select Provider(s):	None Selected	Constant value ▾
Enter Start Date:	10/1/2021 12:00:00 AM	Constant value ▾
Enter End Date PLUS 1 Day:	10/7/2021 12:00:00 AM	Constant value ▾
Include Services in Report Card?	No	Constant value ▾

Note: There are a few other options available on this tab however they will not be covered in this Guide as the majority of user will not need to utilize these functions. Most Reports will be formatted as Web Intelligence, Excel, or Adobe Acrobat other formats can be utilized but are not suggested for standard use.

11. From the Reports Features Tab Select Excel from the Formats Drop-down
 - a. Click Any Where on the drop-down Bar (Red Arrow below)
 - b. Click Microsoft Excel within the drop-down (Green Arrow below)

Formats

Microsoft Excel ▾

Web Intelligence

Microsoft Excel ←

Adobe Acrobat

Comma Separated Values (CSV) - Data

Comma Separated Values (CSV) Archive - Reports

Plain Text

HTML Archive

12. Edit Prompt Values by Click the Blue Text on the Far Right of the Screen in the Prompts Section (Blue Rectangle Below)

SAP Business Objects (SAPBO) Scheduling your First Report

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Prompts

0252 - Data Completeness Report Card (EE) without Names - v18

Edit Prompt Values

EDA Provider	-Default Provider-	Constant value
Select Provider(s):	None Selected	Constant value
Enter Start Date:	10/1/2021 12:00:00 AM	Constant value
Enter End Date PLUS 1 Day:	10/7/2021 12:00:00 AM	Constant value
Include Services in Report Card?	No	Constant value

13. From the Resulting Prompts Pop-Up Edit each prompt to reflect the correct Provider, Start Date, End Date, etc. as you would in ART
 - a. Click Providers – Scroll or Search by Project Name or ID to Select your Project
 - b. Click Enter Start Date – Enter Desired Start Date for the Report
 - c. Click Enter End Date PLUS 1 Day – Enter Desired End Date for the Report
 - d. Once Satisfied with your Prompt Values Click Apply in the bottom right corner of the Prompts Pop-Up – The Report Features will now reflect your desired prompt values

Note: In each Prompt click the small-circled X to delete previous entered values

Prompts

✓ *EDA Provider -Default Provider-	>
✓ *Select Provider(s): CASS - Single Adult Shelter - ES(14681)	>
✓ *Enter Start Date: 3/1/2022 12:00:00 AM	>
✓ *Enter End Date PLUS 1 Day: 4/1/2022 12:00:00 AM	>
✓ *Include Services in Report Card? No	>

Apply Cancel

14. To Schedule the Report, Click Schedule in the Bottom Right Corner of the Window (Yellow Rectangle Below)

SAP Business Objects (SAPBO) Scheduling your First Report

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Formats

Microsoft Excel

Prompts

0252 - Data Completeness Report Card (EE) without Names - v18

[Edit Prompt Values](#)

EDA Provider	-Default Provider-	Constant value
Select Provider(s):	CASS - Single Adult Shelter - ES(14681)	Constant value
Enter Start Date:	3/1/2022 12:00:00 AM	Constant value
Enter End Date PLUS 1 Day:	4/1/2022 12:00:00 AM	Constant value
Include Services in Report Card?	No	Constant value

Delivery Rules

The scheduled content has been successfully refreshed and is not partial.If this condition is not met, return the following status:

Warning

Failed

The scheduled content contains data.If this condition is not met, return the following status:

Warning

Failed

Schedule

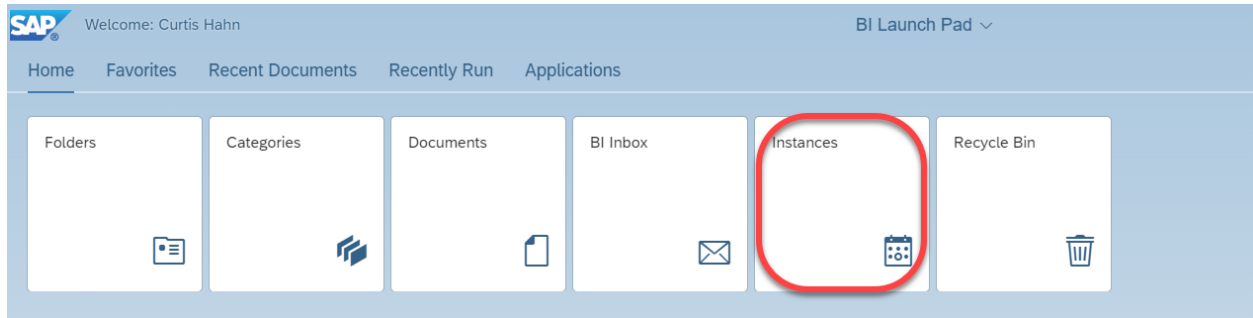
Close

15. After Clicking Schedule, the BI Launch Pad will redirect to the Instances Window which is the Default Enterprise Location (Similar to the Scheduled Reports Section of ART)

SAP Business Objects (SAPBO) Scheduling your First Report

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- a. You Can Navigate to the Instances Tab from the Home Screen of the BI Launch Pad by clicking Instances Button (Highlighted in Red Below)



- b. Click the Report to Download (Red Rectangle Below)
c. Use the 3 Dots Icon to access the Menu to Reschedule, Delete, or View the Details of how the report was run. (Red Arrow Below)

Schedule Instances

Instance Time: 19.04.2022 - 20.04.2022 Status: Select Instance Status Type: Select Document Type Title: Enter Document Title Go

Instances (1)

<input type="checkbox"/>	Title	Type	Status	Instance Time	Scheduled By	Subscription	
<input type="checkbox"/>	0252 - Data Completeness Report Card (...)	Microsoft Excel	✓ Success	Apr 20, 2022 1:27 PM	arizona_live:chahn		→ ...