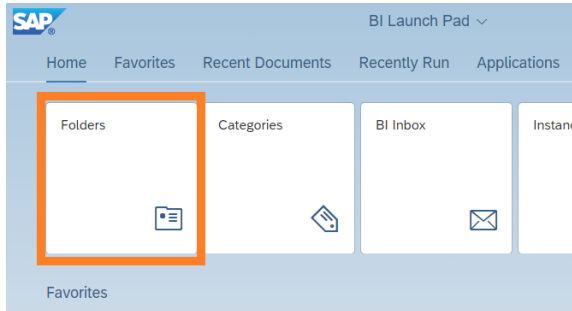


# How to Run a SAP/BusinessObjects Report

To run a SAP/BusinessObjects (BO) report, click on **“Connect to BusinessObjects”** in the top right of your ServicePoint-Community Services Home screen.

Alternatively, you can navigate to BO through **>Reports >BusinessObjects**.

**Special Note:** If you need to run a BO report but do not see the: **“Connect to BusinessObjects”** option, it is possible you do not currently have a License assigned to you. In this case, contact the HMIS team (contact info at the end of document) for assistance.



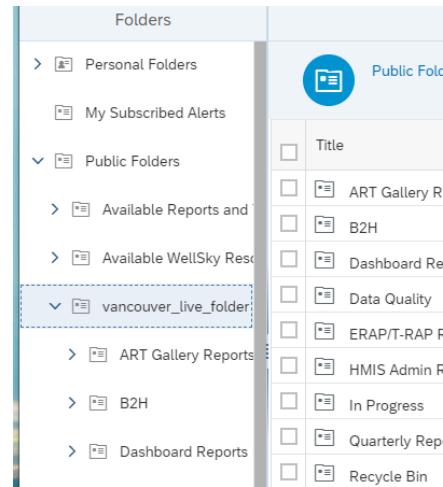
Here you will be presented with a graphic interface. Click on the icon/box **“Folders”**.

**Tip:** Once you have run a report it may appear in the section: **“Recent Documents”** section, on this page.

Now you will Open/Expand the **Public Folders > vancouver\_live\_folder >** (etc.) and find the report you want to run.

**Tip:** You can resize columns by clicking and dragging them, just like in **Excel**.

In this case, we are running the entry/exit data completeness report card. Click anywhere on the report name to open the report.



Selected Folder						
Public Folders / vancouver_live_folder /						
	Title	Favorites	Type	Description	Last	
<input type="checkbox"/>	Data Quality		Folder		May	
<input type="checkbox"/>	ERAP/T-RAP Reports		Folder		May	
<input type="checkbox"/>	HMIS Admin Reports		Folder		May	
<input type="checkbox"/>	In Progress		Folder		May	
<input type="checkbox"/>	Quarterly Reports		Folder		May	
<input type="checkbox"/>	Recycle Bin		Folder	Site Recycle ...	May	
<input type="checkbox"/>	0220 - Data Incongruity Locator - Age, Gender, Household ...		Web Intellige...	This data qu...	May	
<input type="checkbox"/>	0243 - Data Completeness Report Card (Needs) - v13		Web Intellige...	This report is...	May	
<input type="checkbox"/>	0252 - Data Completeness Report Card (EE) - v17 (By User)		Web Intellige...	Do you want...	May	
<input type="checkbox"/>	0252 - Data Completeness Report Card (EE) - v17 New		Web Intellige...	Do you want...	May	
<input type="checkbox"/>	0260 - HUD CoC APR Data Quality/Completeness - v6		Web Intellige...	This report is...	May	

**Tip:** When you are familiar with BO, you can mark reports as **Favorites**, too.

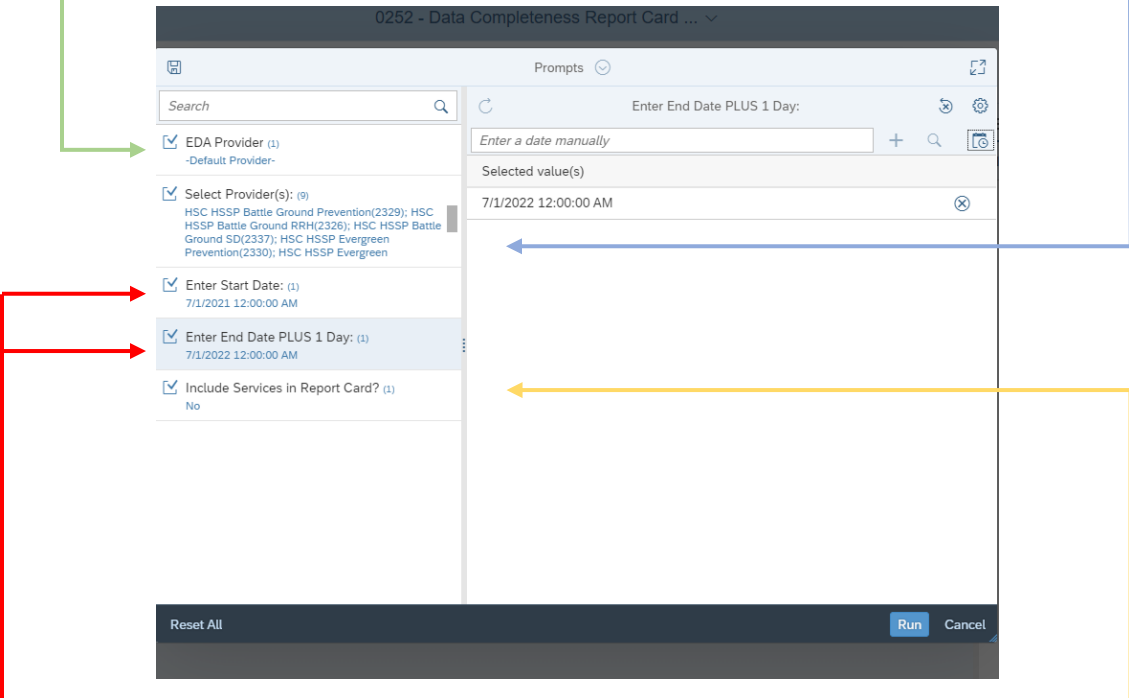
[Note: Clicking in the box to the left of the report name will select it for general file operations in this screen, instead of running the report.]

Next you will be presented with the Report Details and Date Prompts for your report. There is no “Item Details” page. That is handled later when choosing how to save the report. *Verify that the following items reflect the report that you wish to run:*

## Reading a Report and Date Prompts

**EDA Provider:** You generally won't need to change this item.

**Select Provider:** You can use this option to choose which provider's data you are studying.

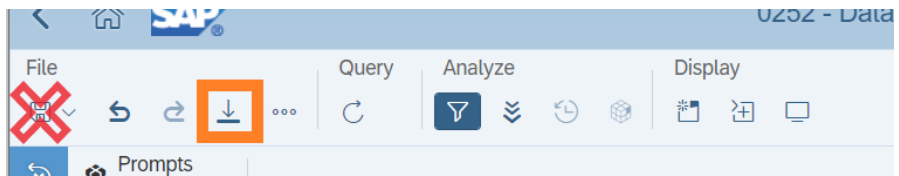


Enter dates representing desired time period for the report. In this case, we will be looking at the 2021 (July 1, 2021 – June 30, 2022) reporting year. *Note: June 30 PLUS 1 is July 1.*

Additional options that may be relevant for your report will be listed here as well. In this case we do not need to change anything.

Finally, hit **[Run]** in the bottom right of the window to build the report.

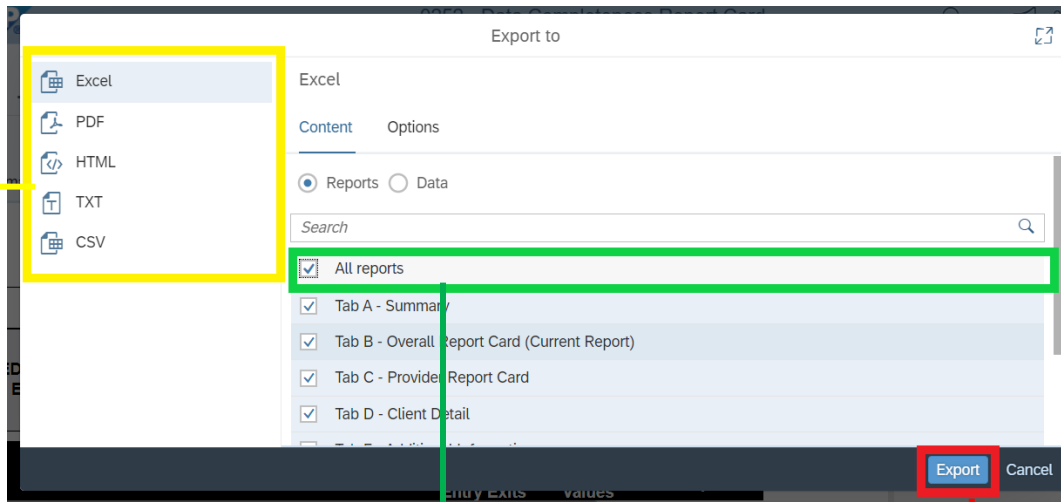
You will now be **Reading** the report, and you can do any further modifications you may need.



When complete, the Toolbar at the top provides options for document control, similar to MS Word or Excel. However, these are **BO** controls. To **Download**, you want to use the **Down Arrow**.

**DO NOT CLICK ON THE FLOPPY DISK ICON! It only saves in BO, not on your computer.**

After clicking on the **Download** arrow, the **Export to** window will open. The following window is what it looks like for our report:

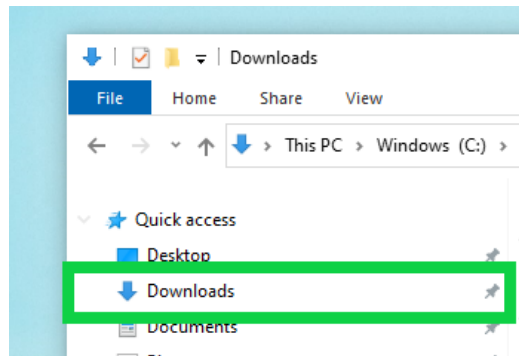


Select your preferred **File Type**, generally Excel, but others are available.

Select the reports you want to export. The default is currently the viewed page only, so if your report has multiple pages you will probably want to select **All Reports**.

Click **Export** to save the document to your computer (see below).

Your report will be in your computer's **Downloads** folder, unless you have previously designated a different target folder.



If you have any further questions please contact the CFTH HMIS team:

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*Your HMIS team:*

*Dale: [dwhitley@councilforthehomeless.org](mailto:dwhitley@councilforthehomeless.org)*

*David: [dtonn@councilforthehomeless.org](mailto:dtonn@councilforthehomeless.org)*

*Zoe: [zwarner@councilforthehomeless.org](mailto:zwarner@councilforthehomeless.org)*

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