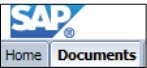
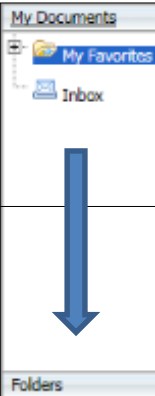
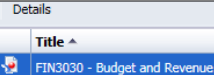


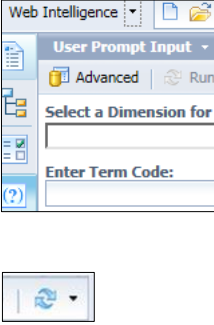
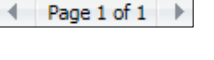
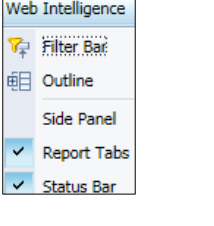

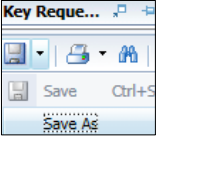


WebIntelligence 4.1 BI Launch Pad: Report Reader Quick Guide

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Supported software		Software supported info for WebI, like browsers: http://www.usnhgateway.org/images/ets_support_matrix.JPG
Using VPN at your campus		You must be logged into your campus VPN application to access WebI's login page. <ul style="list-style-type: none"> UNH/USNH/UNHM/UNHL/GSC: Log in to Junos Pulse Secure VPN. If not installed, go to: http://www.usnhgateway.org and click "Access new Connect VPN Here". KSC/PSU: to learn how to log in to your campus VPN, contact your IT service desk.
WebI login page		<ul style="list-style-type: none"> Once connected to VPN, in Internet Explorer go to: http://www.usnhgateway.org Click Gateway Quick Links menu on the right and choose Access WebIntelligence At the logon screen: <ul style="list-style-type: none"> UNH/GSC/System: choose "LDAP" in Authentication drop-down menu. Enter your AD username & password in User Name & Password boxes. PSU & KSC: Choose "Enterprise" in the Authentication drop-down menu. Enter your WebI username & password in User Name & Password boxes. Click Log On <p>Timeouts: WebI sessions time out if there is no activity (such as refreshing a report) for 20 min. You must log in again to start a new session.</p>
Preferences		To change preferences: on the menu bar, in upper right, click link for Preferences . To save updates, click Save and Close at the bottom right-hand side. Recommended settings: <ul style="list-style-type: none"> General>Set document viewing location: Set to "In the BI launch pad portal as tabs" General>Set max number of items per page: Set to 30 WebIntelligence>View: Set to HTML WebIntelligence>Modify: Set to HTML <p><i>Note:</i> Preferences are not active for BI Work Spaces & Crystal Reports and give errors</p>
Report lists		At top left below the SAP logo, click Documents tab for reports in My Documents (Favorites/Inbox reports) or Folders (Published reports)
Accessing published ("Public") reports		<p>Folders, the folder with published reports, is on the Documents tab in the left panel, below My Documents folder. If My Documents is open, Folders shifts to the bottom.</p> <p>**To access Public folders containing the published reports, click the word Folders**</p> <p>To set Home tab as start page, but have Folders stay open & at top of Documents tab:</p> <ul style="list-style-type: none"> On the menu bar in upper right, click link for Preferences In "Set BI launch pad start page" pick buttons for Documents tab, Folders, and Public folders. Click Save. Now, select the button for Home tab. Click Save & Close, and click OK to the message. Log off and log back in for change to take effect.
Open reports		<ul style="list-style-type: none"> On Documents tab, open a folder. Double-click a report name in the list to open. For a description, click a report and click Details link above list. A panel opens on the right with details. To close, click Details again.

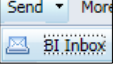
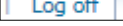
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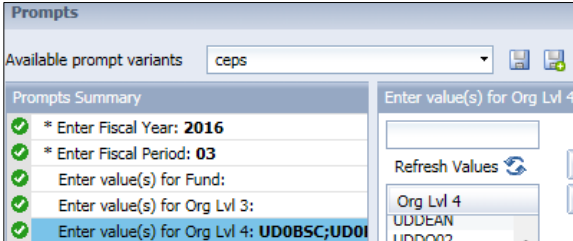
Refresh reports		<p>After opening a report, refresh it to update it:</p> <ul style="list-style-type: none"> • If User Prompt Input pane isn't visible on the left, click User Prompt Input icon in left panel. It is the last of the four icons displayed. • If you know responses/formats needed, enter responses and click Run to refresh • To access a Prompt box with pick lists, click Advanced in User Prompt Input panel. Highlight selections; double-click or use arrow to move to the right. • If a prompt shows no values, click Refresh Values icon to the left of the arrows • Click OK to refresh • You can also refresh using Refresh icon (blue arrows) in the top & bottom bars
Navigate		<p>To navigate report pages, use Go to Page function in lower right (says Page x of y)</p>
Display Status bar		<p>The Status bar should display at the bottom of the Documents tab by default. It has Page navigation and Zoom features.</p> <p>If the status bar doesn't display by default, click the button in upper left of menu bar for Web Intelligence, then click Status Bar.</p>
Display Report tabs		<p>Report tabs should display at the bottom of the Documents tab by default.</p> <p>If report tabs are not displaying below a report, click the button in upper left of menu bar for Web Intelligence, then click Report Tabs.</p>
Save to Favorites		<ul style="list-style-type: none"> • Click the down-arrow beside the Disk icon on the menu bar and choose Save As • In Save As box, pick a Favorites folder on the left. Click "Favorites folder" if you don't see them. • Edit name if needed. To edit description, click >> icon below "Save as type". • Click Save
Export as Excel, PDF or CSV		<ul style="list-style-type: none"> • After report is refreshed, click down-arrow beside the Export icon on the menu bar • Option 1 exports all tabs in the specified format; option 2 exports just a tab you have selected in the specified format; option 3 exports raw results as CSV • Choose Open or Save in file download box
Print		<p>To Print, click the arrow next to the Print icon in top menu, and choose Print.</p> <p>From the print dialog box, your choices are:</p> <ol style="list-style-type: none"> 1. Print entire report (leave the default selection "All Reports", in Print range) 2. Print only the report tab you are on (select "Current Report", in Print range) 3. Print selected pages (select "Current Report" in Print range, then "Pages", and enter a page range to print)
Close reports		<p>If reports are set to open as tabs: click the x in the tab's right corner to close</p> <p>If reports are set to open in multiple browser windows: close browser window to close</p>
New folder		<ul style="list-style-type: none"> • Highlight My Favorites and right-click • Select New and then Folder. Enter a folder name and click OK to save.

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Move reports to Favorites		<ul style="list-style-type: none"> • Highlight reports. To select more than one, hold Ctrl key while clicking. • Right-click; in shortcut menu, choose Organize>Cut • Right-click a Favorites folder; in shortcut menu, choose Organize>Paste
Report shortcuts		<p>You can save shortcuts to reports in My Favorites. Shortcuts are pointers that open reports in their original locations. To save a shortcut:</p> <ul style="list-style-type: none"> • Right-click a report; in shortcut menu, choose Organize>Copy Shortcut • Right-click a Favorites folder; in shortcut menu, choose Organize>Paste Shortcut
Send reports		<p>You can send saved reports within WebI to other WebI users. To send:</p> <ul style="list-style-type: none"> • In the Documents tab, choose a report you have saved • On the menu bar, click Send and choose BI Inbox • Search for recipient(s): <ul style="list-style-type: none"> ○ By WebI username: leave Find title, enter username, click Binoculars ○ By full name: change to Find full name, enter part of name, click Binoculars • Click right-facing arrow to move to Selected recipients; repeat for each recipient • Click User List on left between each search or it will search in previous results only • Click Send
Log off		<p>Click Log off link in upper right of the top navigation bar</p>

New Features

 Pin reports		<p>To pin a report so it stays beside the Home & Documents tabs when you log in:</p> <ul style="list-style-type: none"> • On an opened report you want to pin, click the Pin this tab icon. It looks like a pushpin on its side, located on the report tab between the open & close icons. • The pin points down & turns green. To unpin, click pushpin again.
 Freeze Panes		<p>You can freeze rows & columns in a report so headers or other columns stay in place as you navigate a report, similar to freeze panes in Excel. The Freeze Pane icon works only on non-formatted report tabs like “Excel tab” on some reports. On other tabs, it is grayed out.</p>
 Prompt variants		<p>If a report has many prompts or is run for many values, save responses as a Prompt variant, which fills in saved values on the report. A per-user, per-report feature.</p> <p>Create a Prompt variant:</p> <ul style="list-style-type: none"> • Enter responses. Click Create prompt variant icon (disk with green + sign) • Enter a name and click OK. Be patient while it is created or you may get an error. • You can update selections and resave with Save icon (disk without + sign) <p>Use a Prompt variant you created:</p> <ul style="list-style-type: none"> • In Prompts box, click drop-down next to Available prompt variants & pick variant • Prompts fill with the saved values. Run your report as usual. 

Currently Unavailable Features: “BI workspace” and “Search” are two currently unavailable features.