****

**MSU Denver Production BI Manual**

Implementation, Design and Maintenance by:

Business Intelligence and Data Warehouse Team (ITS)

**Last Modified: 11/20/2020**

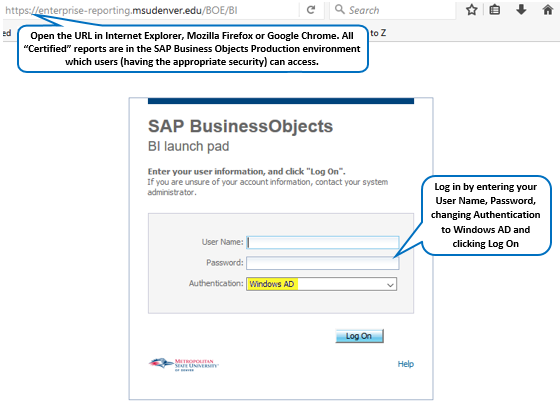
If you have any questions, comments, or suggestions  
please follow the link to our webpage. You can  
request reports and find contact information there.

<https://www.msudenver.edu/enterprise-data-warehouse/>

**Login to SAP Business Objects**

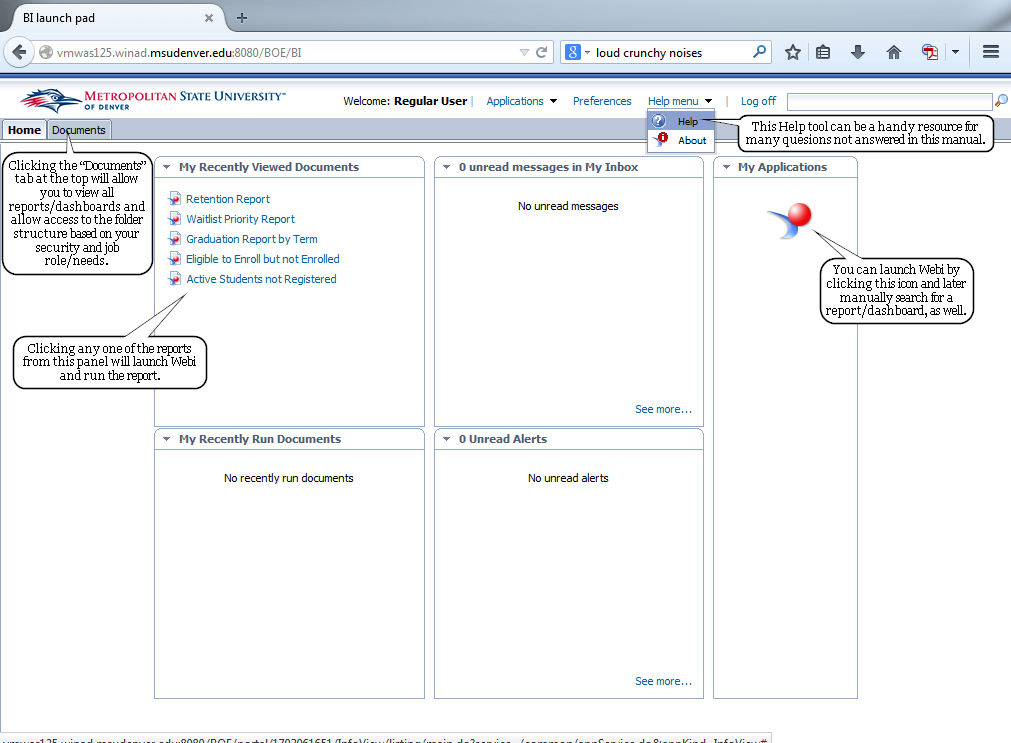
**LAUNCH PAD**

Production Environment URL: <https://enterprise-reporting.msudenver.edu/BOE/BI>

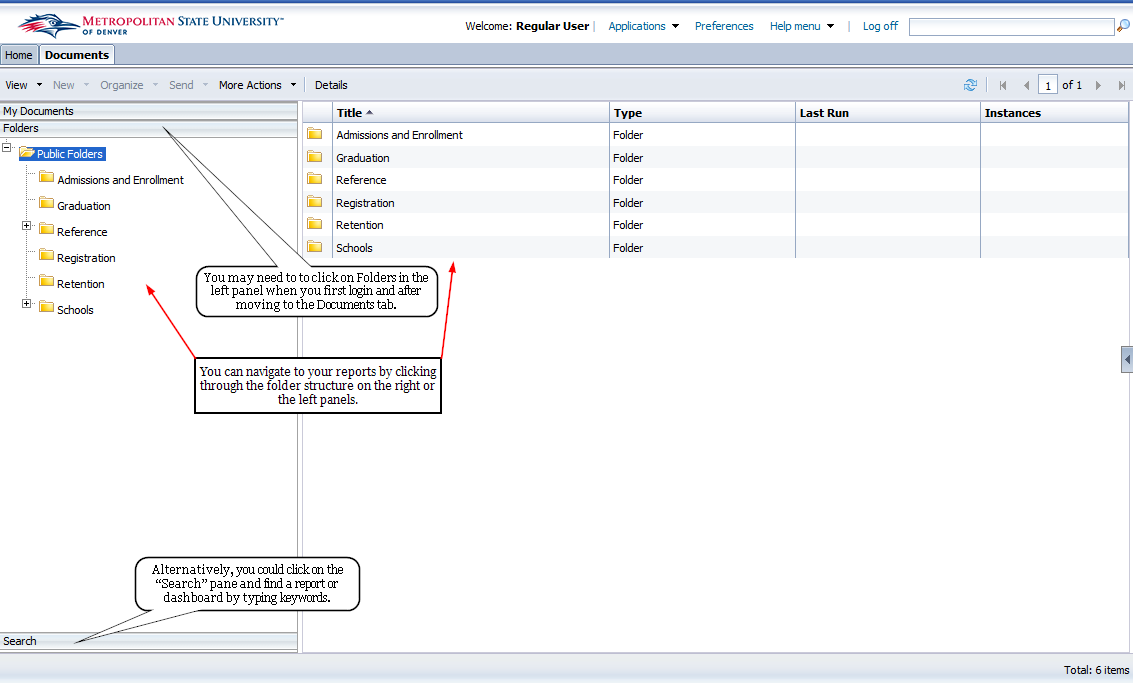


**HOME & DOCUMENTS SCREENS**

Once you have successfully logged in, this is your Home screen:

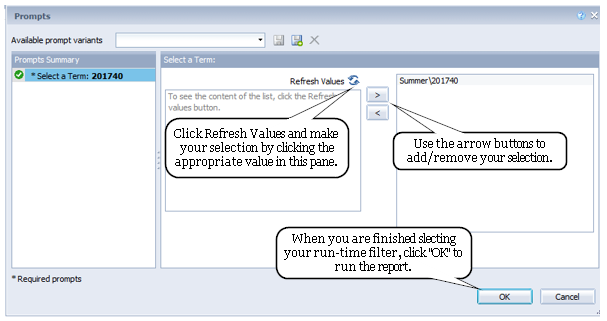


After clicking the “Documents” tab, you will see something like this:



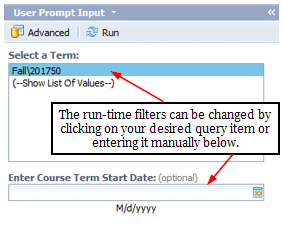
**REPORTS**

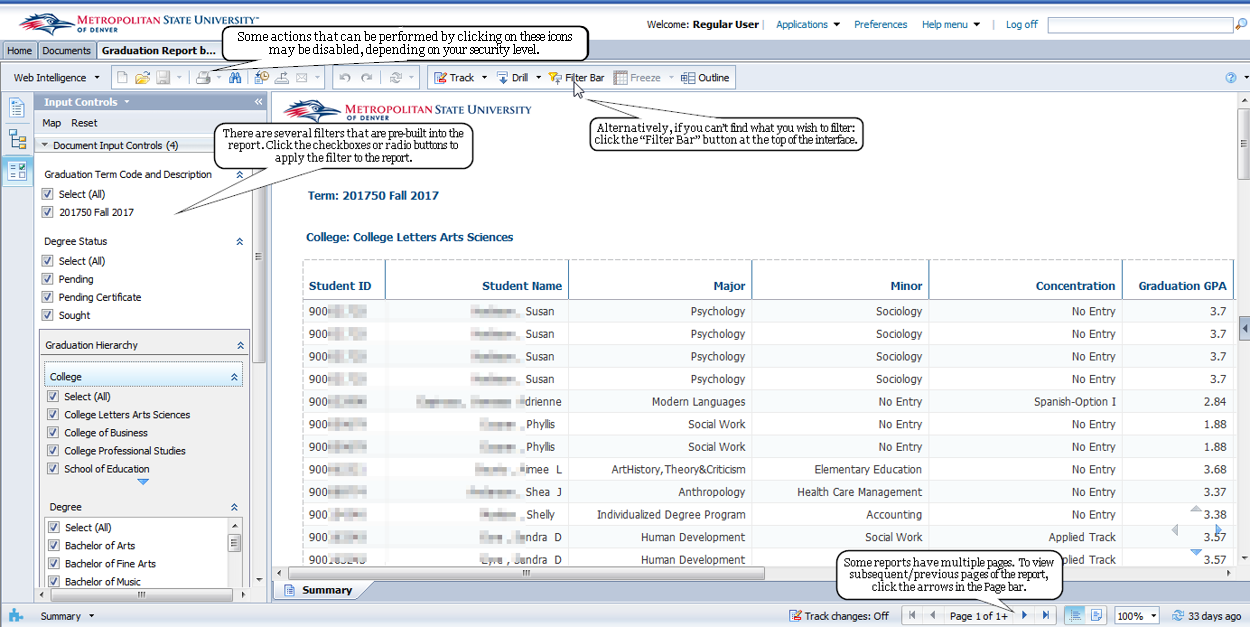
When you run a report it may ask you for a prompt filter. The pop up within the new tab that has opened inside Webi will look like this:



If you wish to change prompt values within the report without re-running it, click the  in the far left pane of the Webi interface.

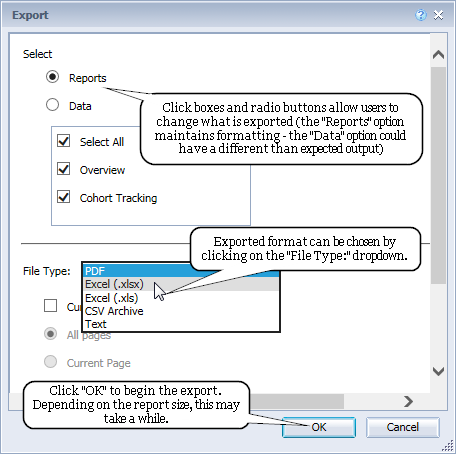
It will change the panel on the left to look like this:





Exporting a document

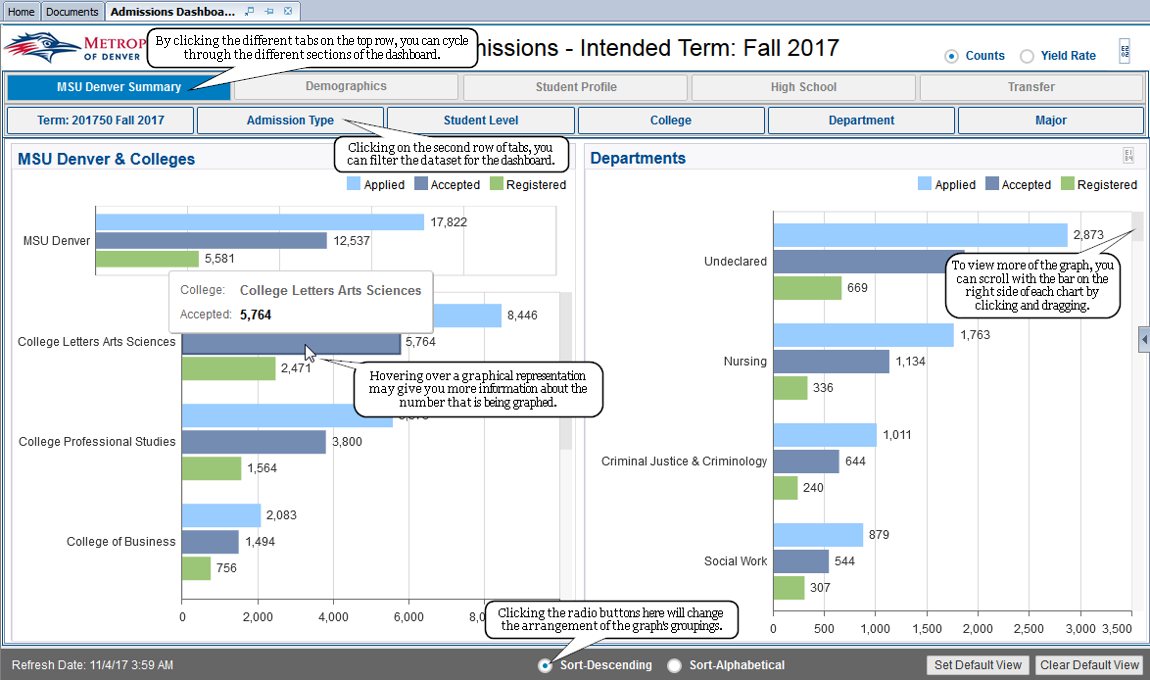
This  icon allows you to export a document to several different formats for further analysis. When you click on this icon it opens up the window below:

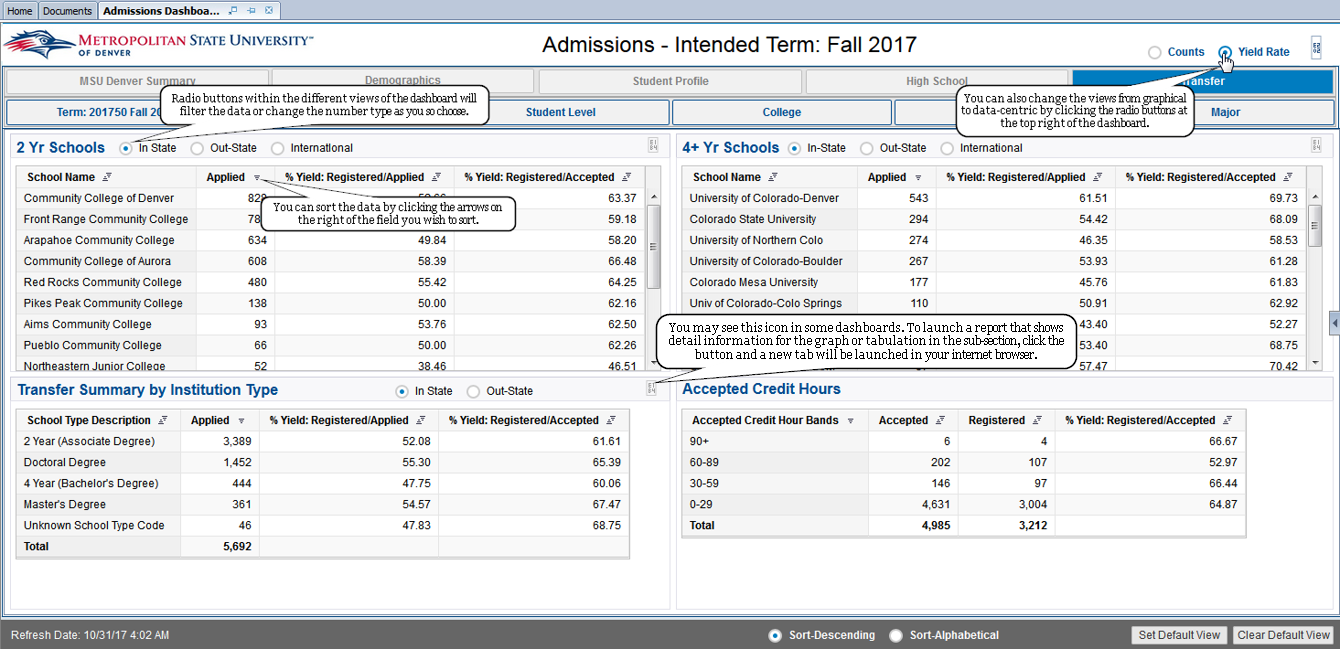


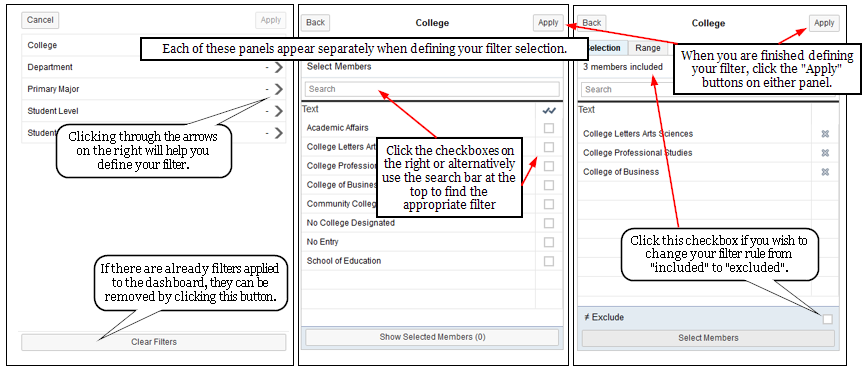
Your browser should allow the option to Open/Save the file once exported.

The PDF file type best retains the formatting of the document (including pagination and headers/footers). The .xlsx format retains pictures, cell design, grouping and breaks, but sometimes merges or shrinks cells/blocks to make files readable in Excel where it may not be expected.

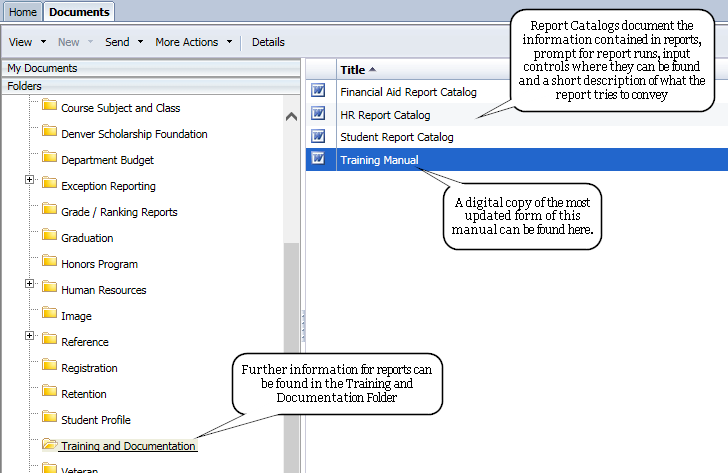
**DASHBOARDS**

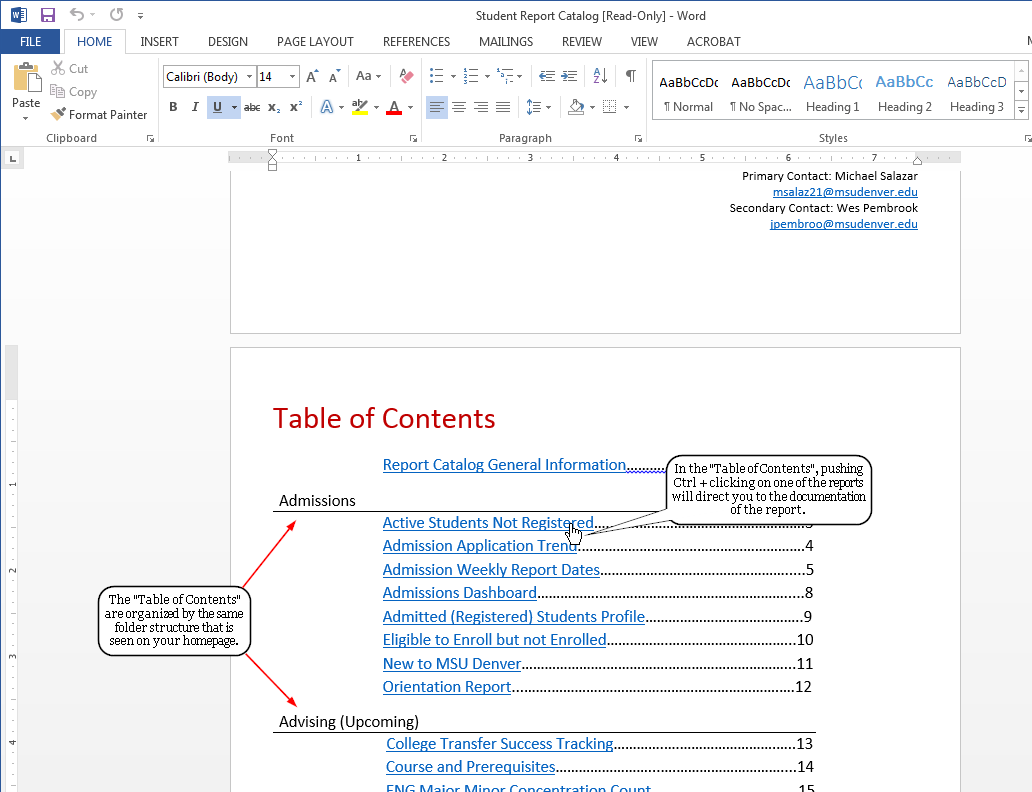


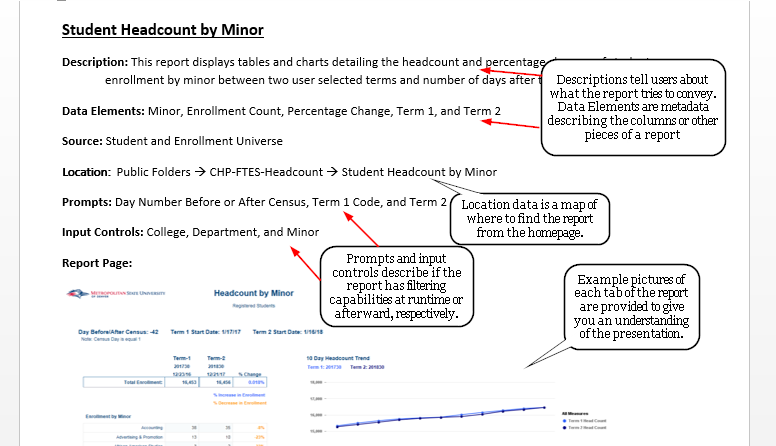




**REPORT CATALOGS**

****

****

****

A “Glossary” is also contained at the end of the Report Catalog describing some of the terms used throughout the document.