Accessing Business Objects Reports for the Exempt Time Off Tool

Business Objects (BO) reports are available to all Exempt Time Off (ETO) approvers and delegates.

To navigate to the BO reports use the following link: https://prodreports3.mis.vanderbilt.edu/

Log in to the application using your VUNet ID and e-password.

Navigate to the reports by clicking:
- Document List
- Public Folders
- Exempt Time Off
- Documents
Select the report you wish to run and add the necessary criteria in the fields on the left-hand side. Don’t forget the ‘%’ key is a helpful wild card!

To generate the report, click the “Run” button on the toolbar on the left-hand side.