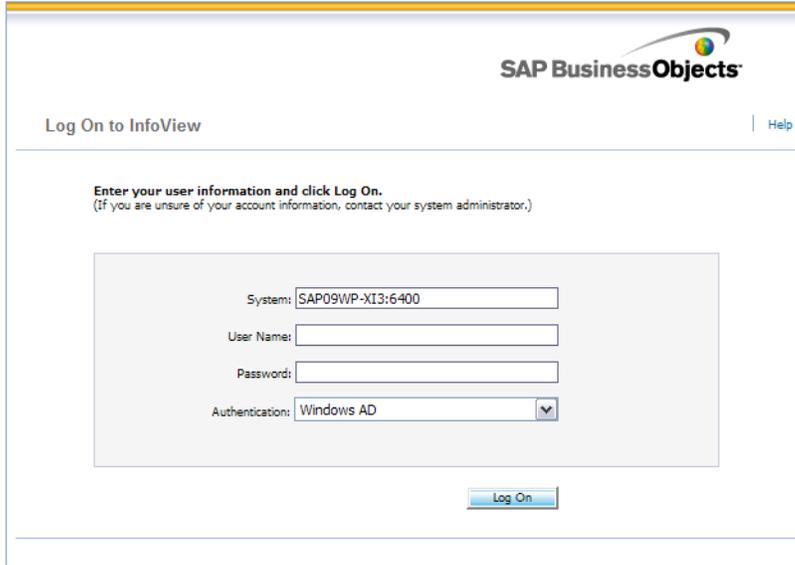


Accessing Business Objects Reports for the Exempt Time Off Tool

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/>

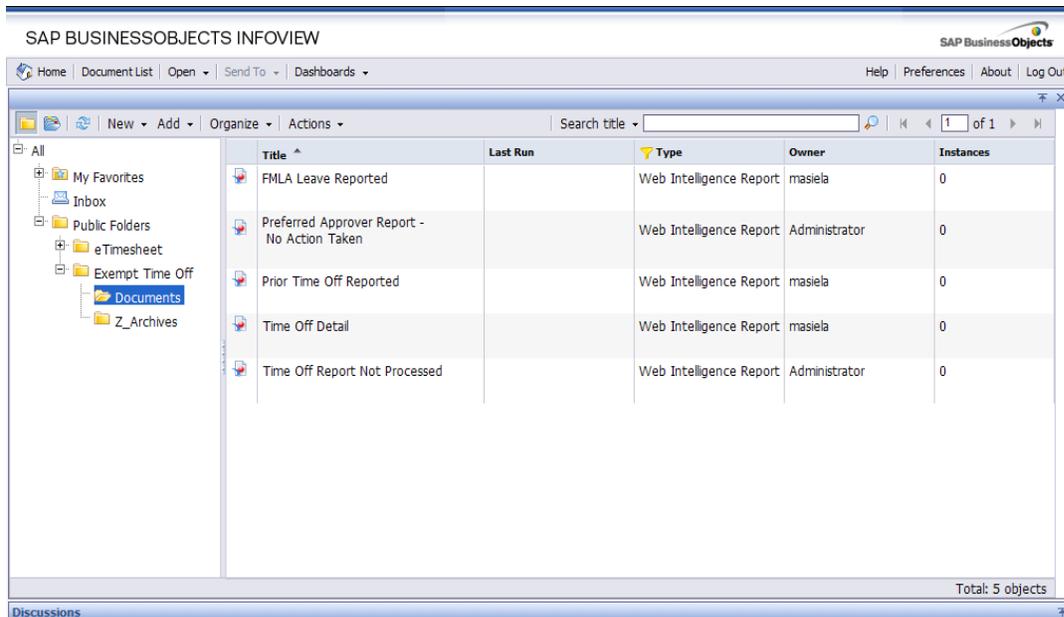
Log in to the application using your VUNet ID and e-password.



The screenshot shows the SAP BusinessObjects 'Log On to InfoView' interface. At the top right is the SAP BusinessObjects logo. Below it, the text 'Log On to InfoView' is displayed with a 'Help' link. A central instruction reads: 'Enter your user information and click Log On. (If you are unsure of your account information, contact your system administrator.)'. Below this is a form with four fields: 'System' (containing 'SAP09WP-XI3:6400'), 'User Name', 'Password', and 'Authentication' (a dropdown menu set to 'Windows AD'). A 'Log On' button is positioned at the bottom center of the form.

Navigate to the reports by clicking:

- Document List
- Public Folders
- Exempt Time Off
- Documents



The screenshot displays the SAP BusinessObjects InfoView 'Document List' window. The window title is 'SAP BUSINESSOBJECTS INFOVIEW'. The interface includes a navigation pane on the left with a tree view showing folders like 'My Favorites', 'Inbox', 'Public Folders', 'eTimesheet', 'Exempt Time Off', 'Documents', and 'Z_Archives'. The main area shows a table of reports with columns for Title, Last Run, Type, Owner, and Instances. The table contains five rows of report data. At the bottom right, it indicates 'Total: 5 objects'.

Title	Last Run	Type	Owner	Instances
FMLA Leave Reported		Web Intelligence Report	masiela	0
Preferred Approver Report - No Action Taken		Web Intelligence Report	Administrator	0
Prior Time Off Reported		Web Intelligence Report	masiela	0
Time Off Detail		Web Intelligence Report	masiela	0
Time Off Report Not Processed		Web Intelligence Report	Administrator	0

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!

SAP BUSINESSOBJECTS INFOVIEW

Web Intelligence - Time Off Detail

Enter Employee Name:
Smith%

Enter Pay End Date(Start):
01/31/2012
M/d/yyyy h:mm:ss a

Enter Pay End Date(End):
03/31/2012
M/d/yyyy h:mm:ss a

Enter Department Number: (optional)

Enter value(s) for Employee ID: (optional)

Enter Preferred Approver Name: (optional)

Time Off Detail 03/1

Employee Name
Home Department

Regular Time Off Reported

Month Reported	Time Off Date	Time Off Reported	Hours	Preferred Approver	Approved By
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To generate the report, click the "Run" button on the toolbar on the left-hand side.

SAP BUSINESSOBJECTS INFOVIEW

Web Intelligence - Time Off Detail

Enter Employee Name:
Smith%

Enter Pay End Date(Start):
01/31/2012
M/d/yyyy h:mm:ss a

Enter Pay End Date(End):
03/31/2012
M/d/yyyy h:mm:ss a

Enter Department Number: (optional)

Enter value(s) for Employee ID: (optional)

Enter Preferred Approver Name: (optional)

Time Off Detail 03/1

Employee Name
Home Department

Regular Time Off Reported

Month Reported	Time Off Date	Time Off Reported	Hours	Preferred Approver	Approved By
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