How to use a SAP Business Objects:


Go through the “standard” consent banners:


Recently Run reports will show here.
[3] From the Documents tab, click the **Folders** ‘tile’.

**Notes:**

1) Some users may have access to applications other than DOEHS-IH. SAP Business Objects is licensed across many MHS systems.

2) ‘Data Warehouse Reports’ and ‘Transactional Reports’ are two distinct areas of BO requiring different application procedures.

Expand the folders with the (+) as shown.
[4] The “DW-Shared EH” folder is where all reports in the Data Warehouse reside.

Pick a folder under Army and ‘Double-click’ on a report to run it.
[5] Most (though not all) reports utilize Prompts requiring the user to shuttle the Agency, Region, and Program Office(s) (PO) to the right and pick a date range. (Note: a user may only see the PO(s) to which they have been given permission.)

The PO list can be searched if needed.
[6] View and analyze data with the **Input Controls** on the left and **Drill Filters** at the top. Use any combination needed. Tip: Apply an Input Control to minimize the options to select from in the Drill Filters.

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx
The “TR-Shared EH” folder is where all reports in the Transactional Universe reside.

[7]
[8] Run through the prompts and use Input Controls and Drill Filters as shown in steps 5 and 6.

All tutorials found here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHR5_Resources.aspx
[9] Saving to Favorites and Exporting Reports

Saving to Favorites:

- Click the Favorites Folder ‘tile’
- Rename as needed

Exporting:

- Select options as needed

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx