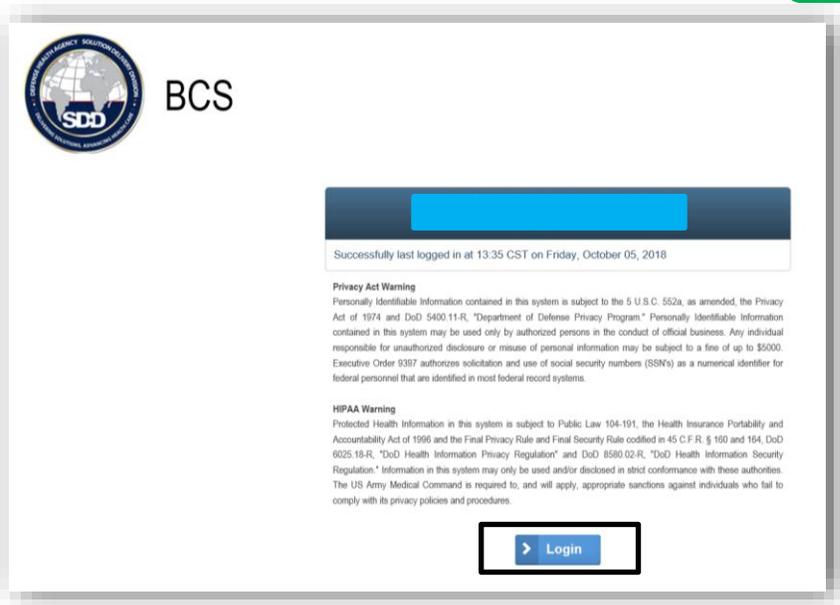


# Business Objects (BO) Reporting

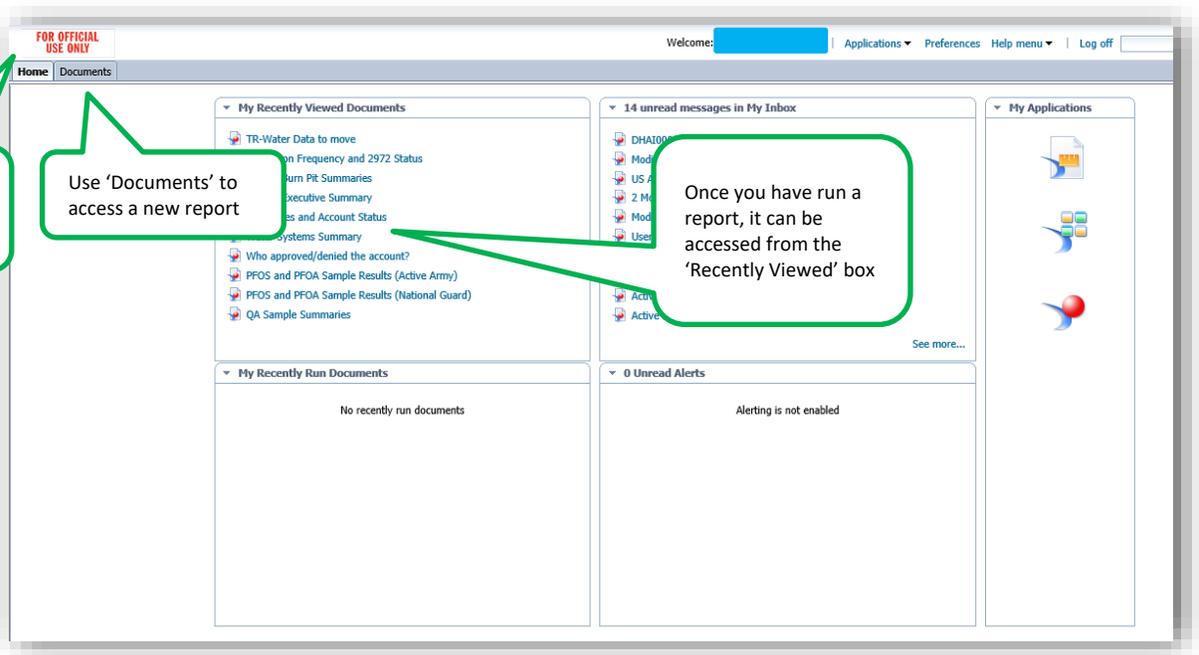
[1] Access Business Objects Reporting from this link: <https://dha-bcs.csd.disa.mil>

Go through the “standard” consent banners:

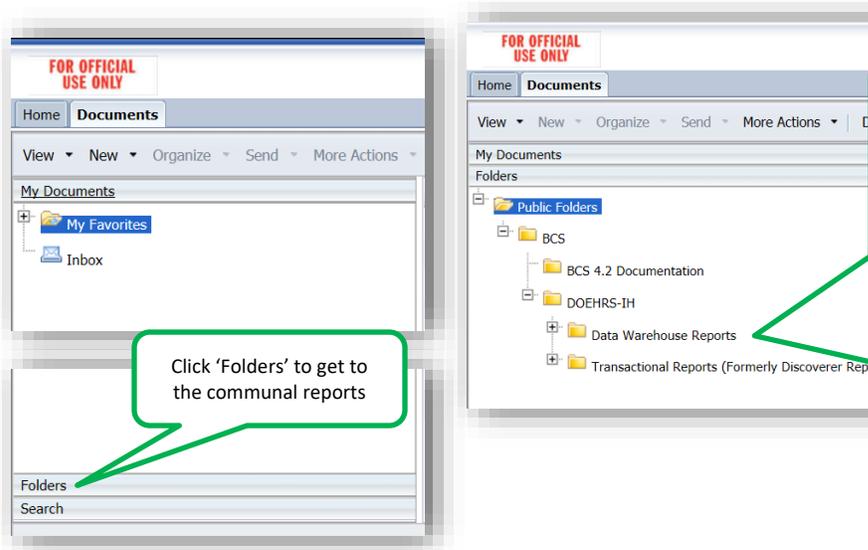
Contact APHC for  
application procedures



[2] From the ‘Quad Box’ Home page, click **Documents**.



[3] From the Documents tab, click the **'Folders'** tile.



FOR OFFICIAL USE ONLY

Home Documents

View New Organize Send More Actions

My Documents

My Favorites

Inbox

Click 'Folders' to get to the communal reports

FOR OFFICIAL USE ONLY

Home Documents

View New Organize Send More Actions

My Documents

Folders

Public Folders

BCS

BCS 4.2 Documentation

DOEHRHS-IH

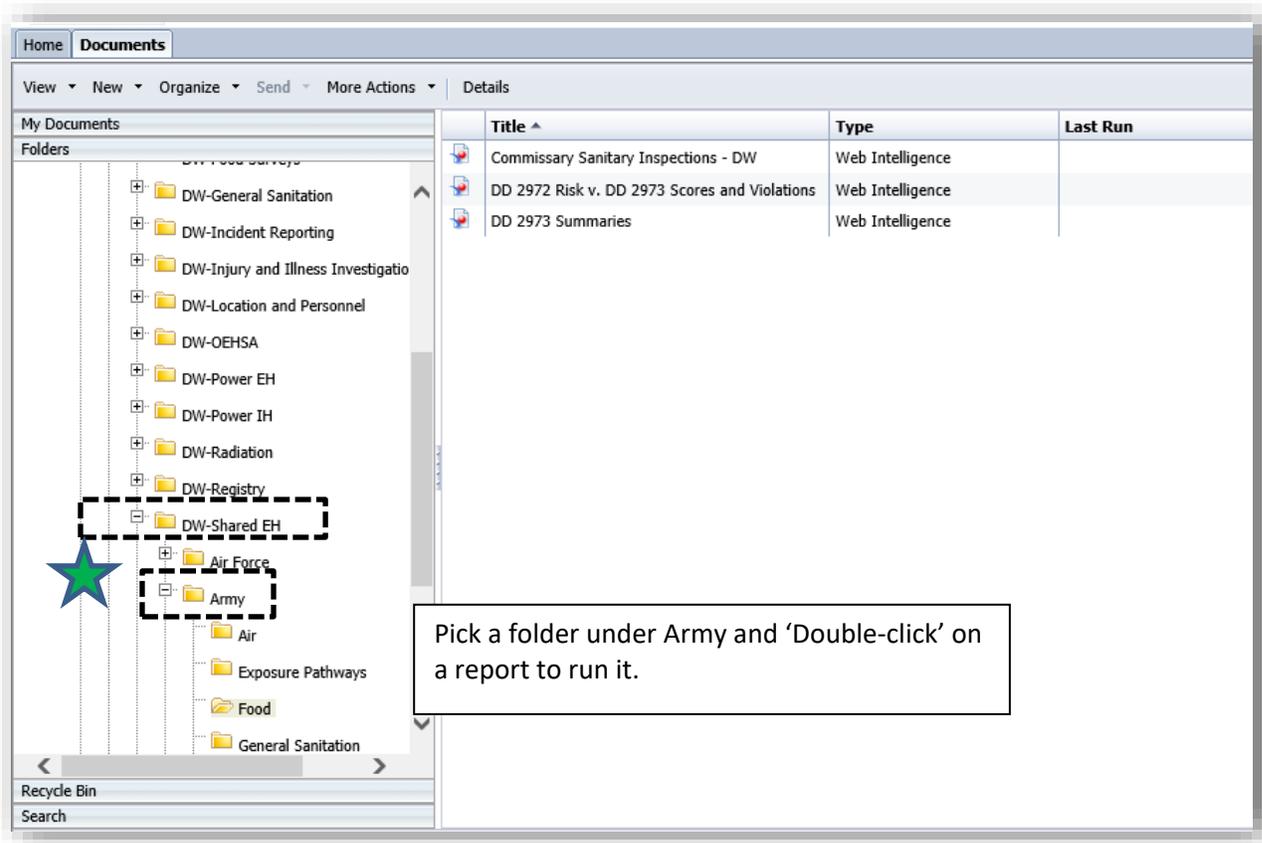
Data Warehouse Reports

Transactional Reports (Formerly Discoverer Rep

Notes:

- 1) Some users may have access to applications other than DOEHRHS-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.

[4] The "DW-Shared EH" folder is where all reports in the Data Warehouse reside.



Home Documents

View New Organize Send More Actions Details

My Documents

Folders

DW-Shared EH

Air Force

Army

Air

Exposure Pathways

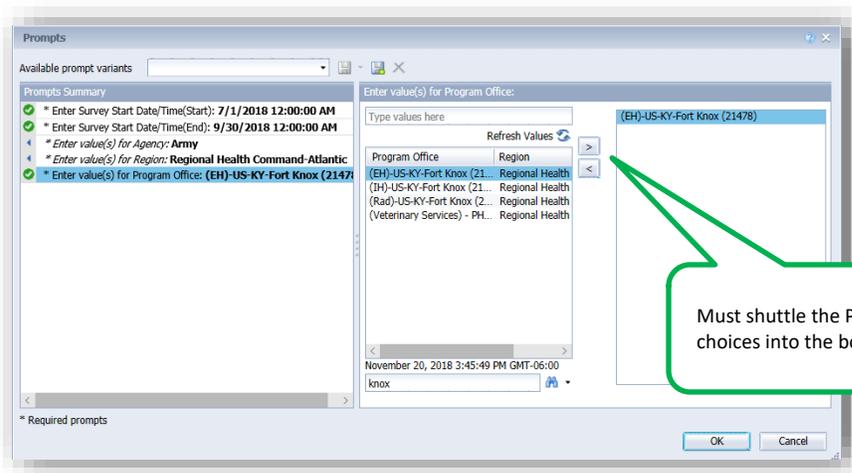
Food

General Sanitation

Title	Type	Last Run
Commissary Sanitary Inspections - DW	Web Intelligence	
DD 2972 Risk v. DD 2973 Scores and Violations	Web Intelligence	
DD 2973 Summaries	Web Intelligence	

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.)



[6] View and analyze data with the **Input Controls** on the left. Use any combination needed.

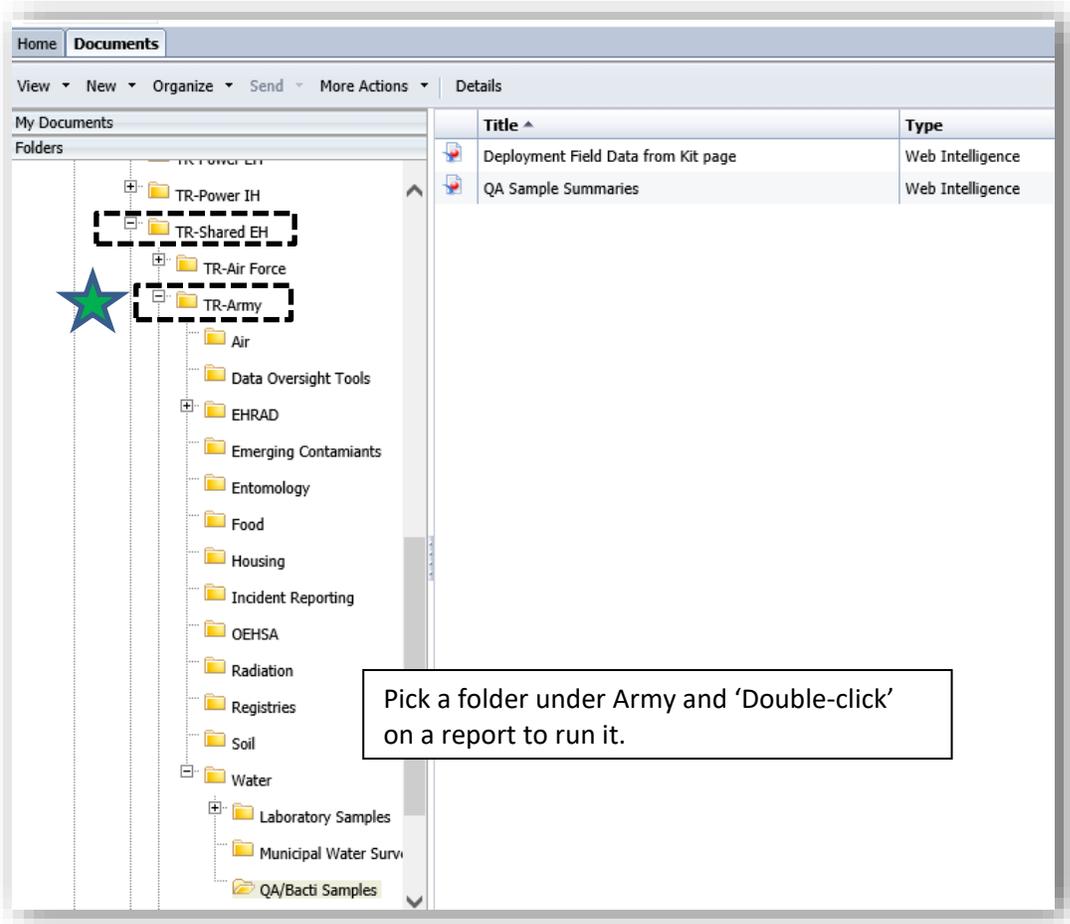
Click this icon to enable the Input Controls

Input Controls in use will show here

Reports may have multiple tabs

Program Office	Location	Food Facility	Food Facility Operator Type	Food Facility Ty
(DoD) Deployment Surveillance	Base Camp - TAJI (0544)	Al's (11752)	Other - SOSI General Store	Food Retail
(DoD) Deployment Surveillance	Base Camp - TAJI (0544)	Reef #1 ( next to MWR ) (11794)	Other - SOSI	Food Service
(DoD) Deployment Surveillance	Base Camp - TAJI (0544)	Reef #2 (19034)	Other - SOSI	Food Service
(DoD) Deployment Surveillance	Base Camp - TAJI (0544)	Jimmy's (11791)	Other - SOSI General Store	Food Retail

[7] The “TR-Shared EH” folder is where all reports in the Transactional Universe reside.



[8] Exporting Reports

