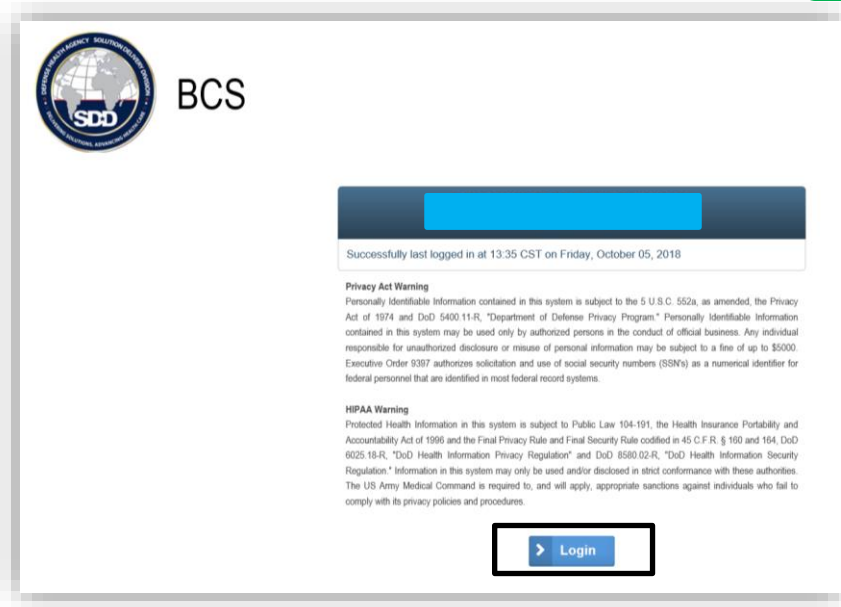


# Business Objects (BO) Reporting

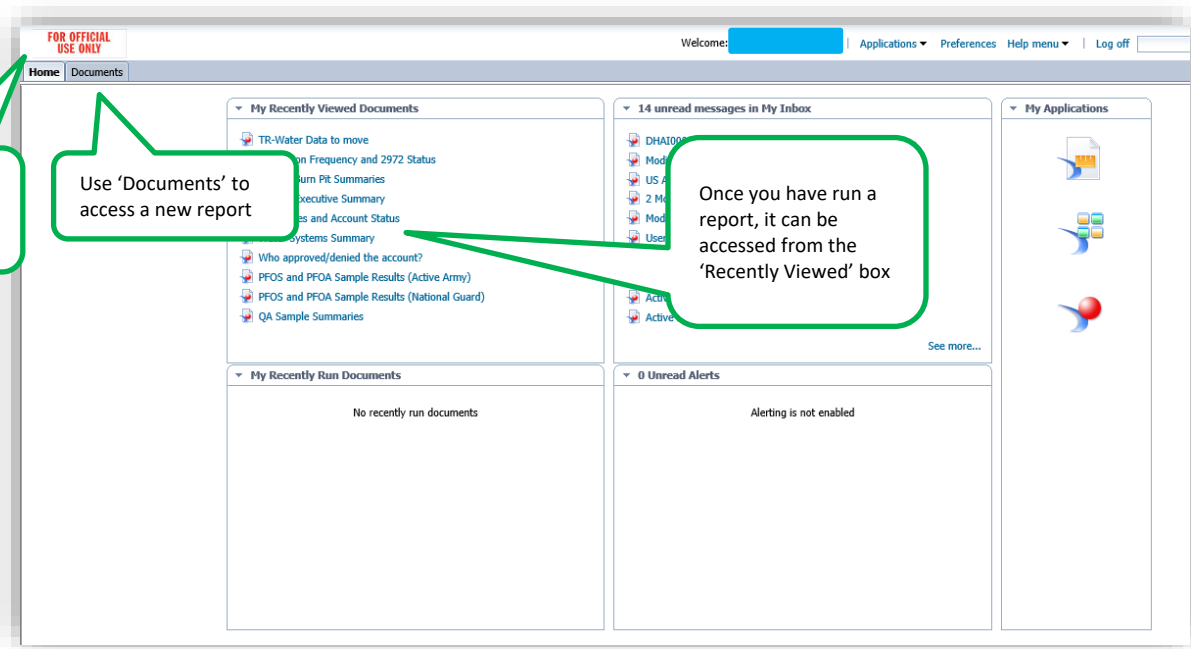
[1] Access Business Objects Reporting from this link: <https://dha-bcs.csd.disa.mil>

Go through the “standard” consent banners:

Contact APHC for application procedures



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

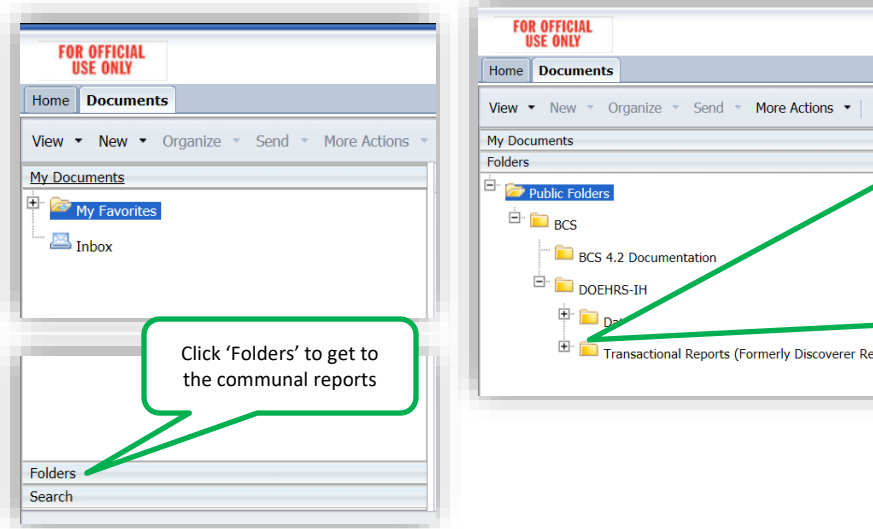


Default view (showing) is the 'Home' tab

Use 'Documents' to access a new report

Once you have run a report, it can be accessed from the 'Recently Viewed' box

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



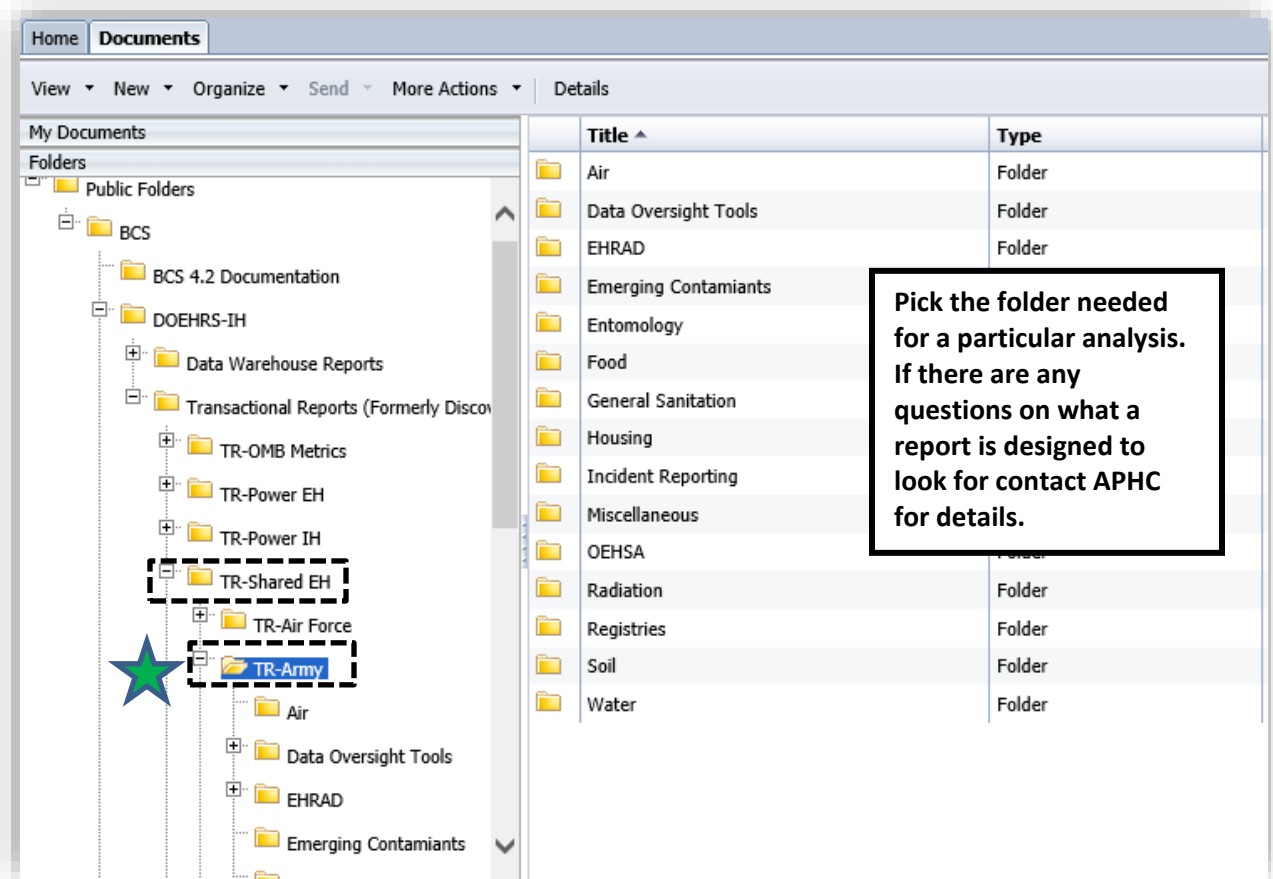
Notes:

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

3) We will only use the Transactional Reports as of March 2021.

[4] The "TR-Shared EH" folder is where all EH reports in the Army reside.



[5] Most (though not all) reports utilize Prompts requiring the user to search/shuttle the Program Office(s) (PO) to the right and pick a date range.

Pick a date (Tip: use the calendar icons when they appear)  
Note: a blank end date assumes present day.

Prompts differ from report to report, but these general themes should universally work.

To pick the correct PO, do a partial name search using the 'search field' + 'binocular icon' and shuttle the office needed to the right.

Click OK when ready

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

'Input Controls' in use will show here

To filter, click this icon to enable the 'Input Controls'

Reports may have multiple tabs

Location	Facility	Operator	Non-Compliant	Substantially Compliant	Fully Compliant	Sum:
US, IN, Camp Allsbury, 10836	Dave's Dwege, Bldg. 339	Army and Air Force Exchange Service	1	8	2	11
US, KY, Fort Knox, 21478	Burger King, Bldg. 2012	Army and Air Force Exchange Service		2		2
US, KY, Fort Knox, 21478	Dave's Dwege @ shoppette	Army and Air Force Exchange Service			1	1

[7] Exporting Reports.

