Accessing Business Objects Reports

1. From Custom Reports section of Reports module of ServicePoint, select SAP Business Objects
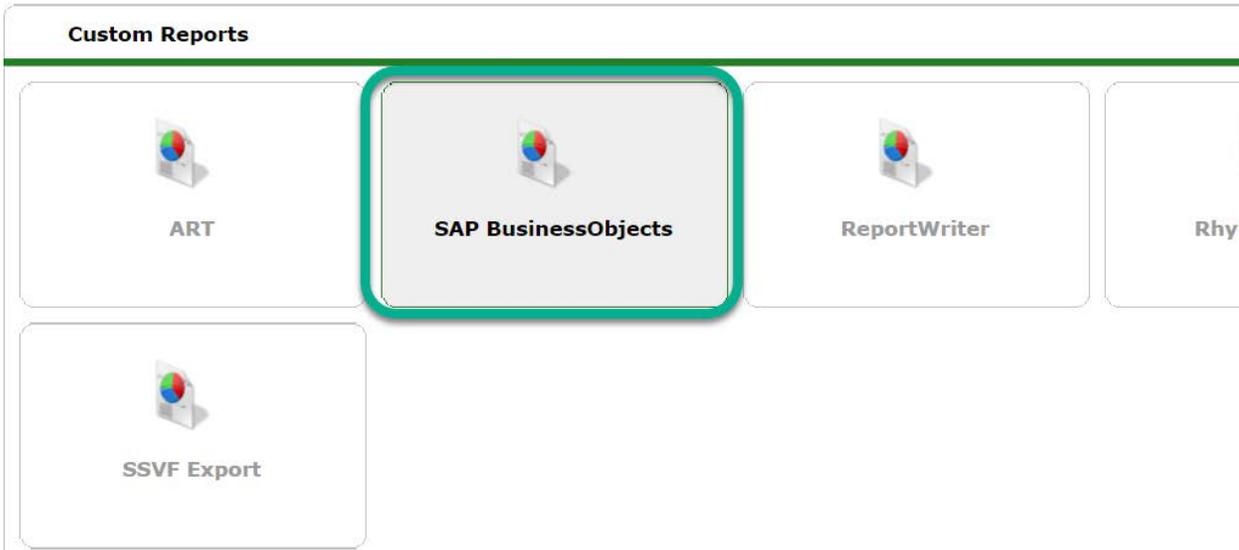
2. In Business Objects select BI Inbox or Instances to find recent reports sent to you by JOHS staff.
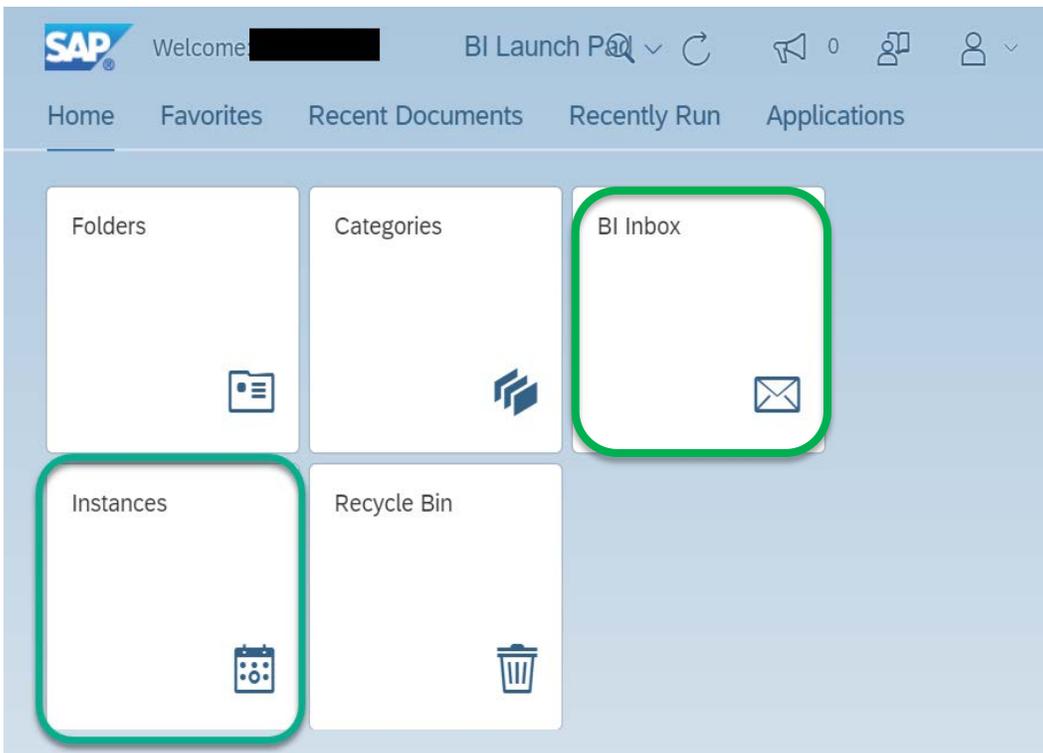
3. You should see the reports that were sent you in Instances, but if they don't appear, make sure "Instance Time" includes the date the report was sent. Click to download. You can also find them in BI Inbox, usually with 'from _____ on x/x date' in the title

4. Alternatively, you can access the reports in the BI Inbox module. Note that reports will only appear here if you select BI Inbox as a destination when running the report. Click the View button to download the report.