1. On the "Court Related & Miscellaneous Reports" page, from where these instructions were obtained, click on the 'Logon to Download Reports' link (Figure 1).

Figure 1 - Court Related & Miscellaneous Reports.

2. When the "SAP BusinessObjects BI Launch Pad" page is displayed (Figure 2), please assure
    that the information displayed below is entered before you click the 'Log On' button.
    NOTES: (1) No Password entry is required. (2) Authentication: **Enterprise** can be chosen
    from the drop-down menu (click on the downward-pointing [∨] arrow).

Figure 2 - SAP BusinessObjects BI Launch Pad.

3. After you click the 'Log On' button, a message like the one below could be displayed on the
    "SAP BusinessObjects BI Launch Pad" page:

    **Account information not recognized: All of your system's 10 Concurrent Access Licenses are
    in use at this time or your system's license key has expired. Try again later or contact your
    administrator to obtain additional licenses. (FWB 00014).**

    If this occurs, close your Web browser and try again later. Our latest reports application
    came with an unfortunate consequence; we could not afford to purchase more than 10
    Concurrent Access Licenses. Should you have a personal "deadline" for downloading a
    report (s) that is looming, you can send an email to our Helpdesk staff
    (Helpdesk@brevardclerk.us) and they can arrange for your report (s) to be run. Please
    provide the report name, input parameter values, and desired output file format (Adobe,
    Excel, Word, etc.).

4. Once you are logged on, the BI Launch Pad should open the 'Documents' tab with the 'Public Folders' group tree displayed in the left window pane (Figure 3). Should the 'Public' folder not be open, simply click the Plus Sign [+] next to the folder to open (expand) it and reveal its contents (Folders) in the main window pane.
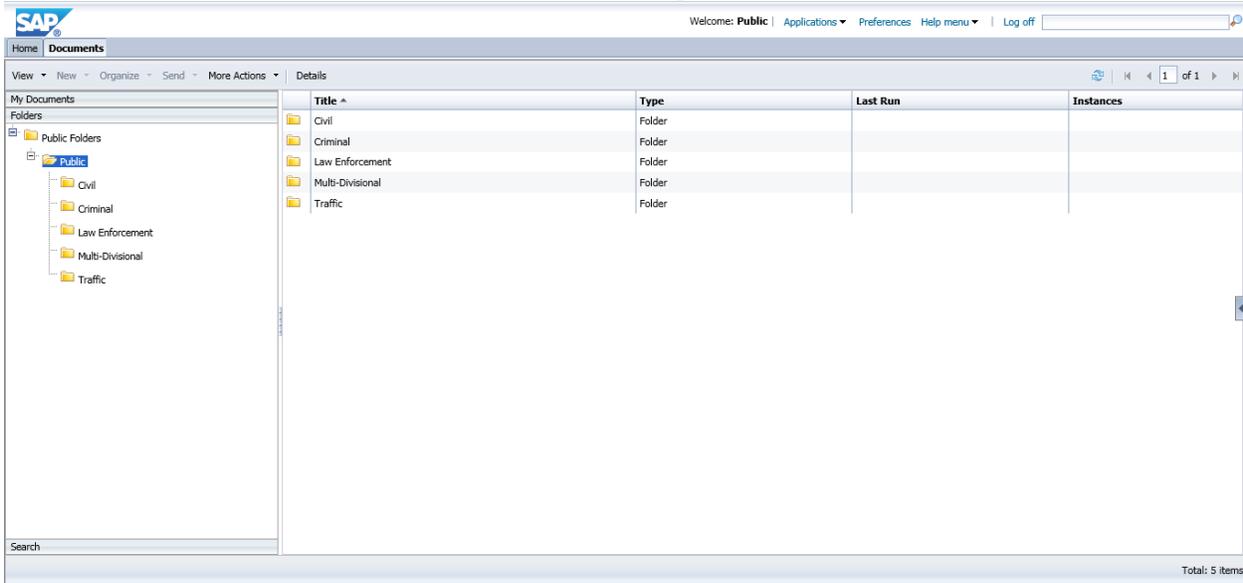

Figure 3 - BI Launch Pad Documents.

5. To open a desired folder, you can single-click on the folder name in the 'Public Folders' group tree or you can double-click on the folder name displayed in the main window pane. Its contents (Reports) are displayed in the main window pane (Figure 4).
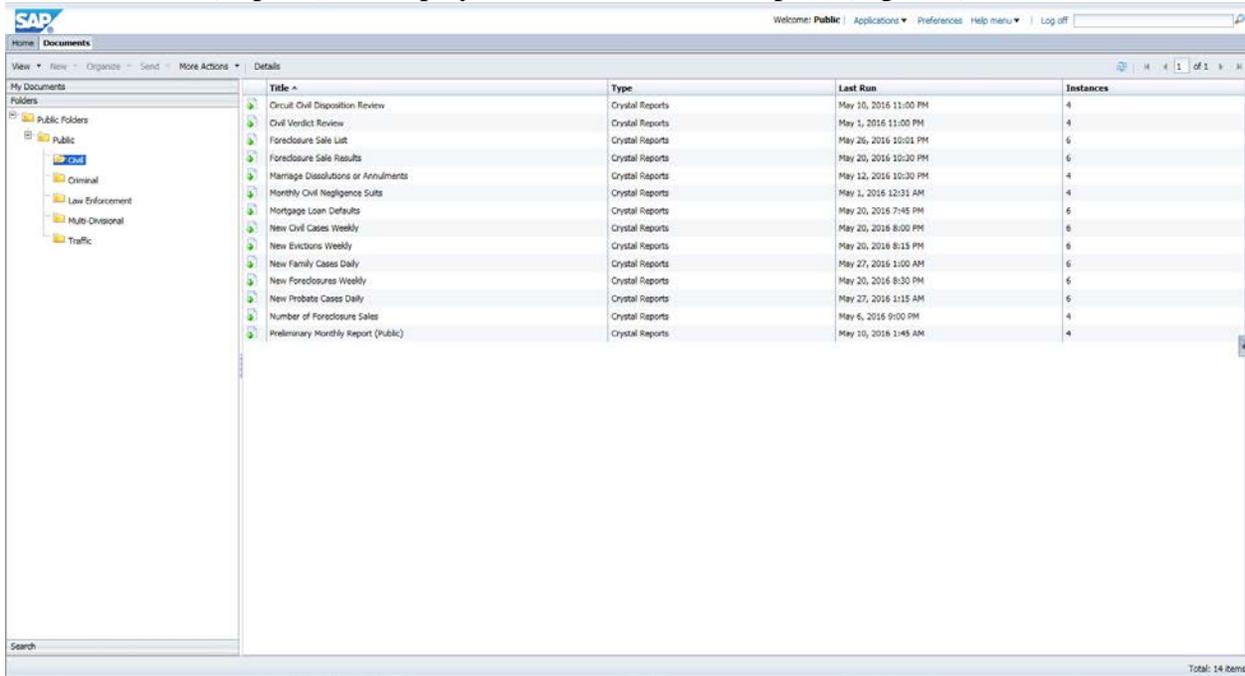

Figure 4 - BI Launch Pad Folder Contents.

NOTE: Should there be a Report tab (s) opened in the BI Launch Pad Folder Contents window when it is displayed (Figure 5), you should close the Report tab (s) by clicking the 'Close' icon [⊠] on the tab. This assures that the 'Documents' tab is opened to display the folder contents.

Figure 5 – Close Old Report Tab (s).

The Report tab (s) was created by a previous 'Public' user who did not close it before they logged off the BI Launch Pad. It may have been created as a result of an 'Error' dialog received (Step 6 below) or it may contain a report output (Step 7 below) of an instance that is no longer available in the report's 'History'; either condition will cause you to receive an 'Error' dialog.

6. To display the most-recent output of a report, you can right-click on the report title and choose 'View Latest Instance' from the pop-up menu (Figure 6). You can also double-click on the report title to accomplish the same action. This differs from previous versions of the reports application, which displayed an 'Error' dialog. <u>You still cannot choose 'View' from the pop-up menu</u>; an 'Error' dialog (Figure 7) will be displayed.
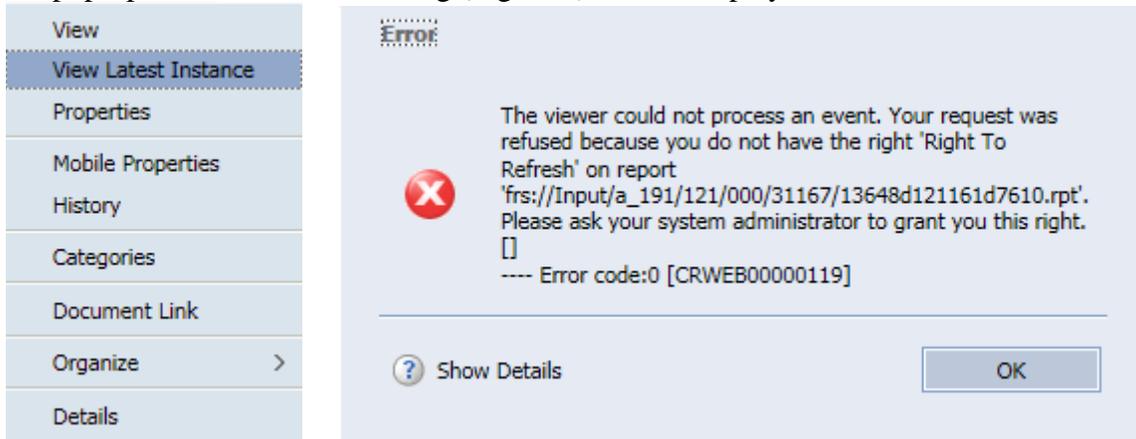
Figure 6 - Right Click Report.   Figure 7 – View Error Dialog.

If this occurs, click the 'OK' button and then close the empty Report tab (Figure 8) by clicking the 'Close' icon [⊠] on the tab. You will be returned to the 'Documents' tab.

Figure 8 – Close Report Tab.

To display an older output of a report, choose 'History' from the pop-up menu to display the 'History' dialog box (Figure 9). Click on a report's Instance Time or Title to display the output. Click the 'Close' icon [⊠] in the upper-right corner to close the dialog box.

Figure 9 – History Dialog Box.

7. Regardless of what method is used above, the BI Launch Pad displays the report output as a separate tab (Figure 10). A group tree is usually displayed to the left of the actual report information; this can be used to navigate through the report output.
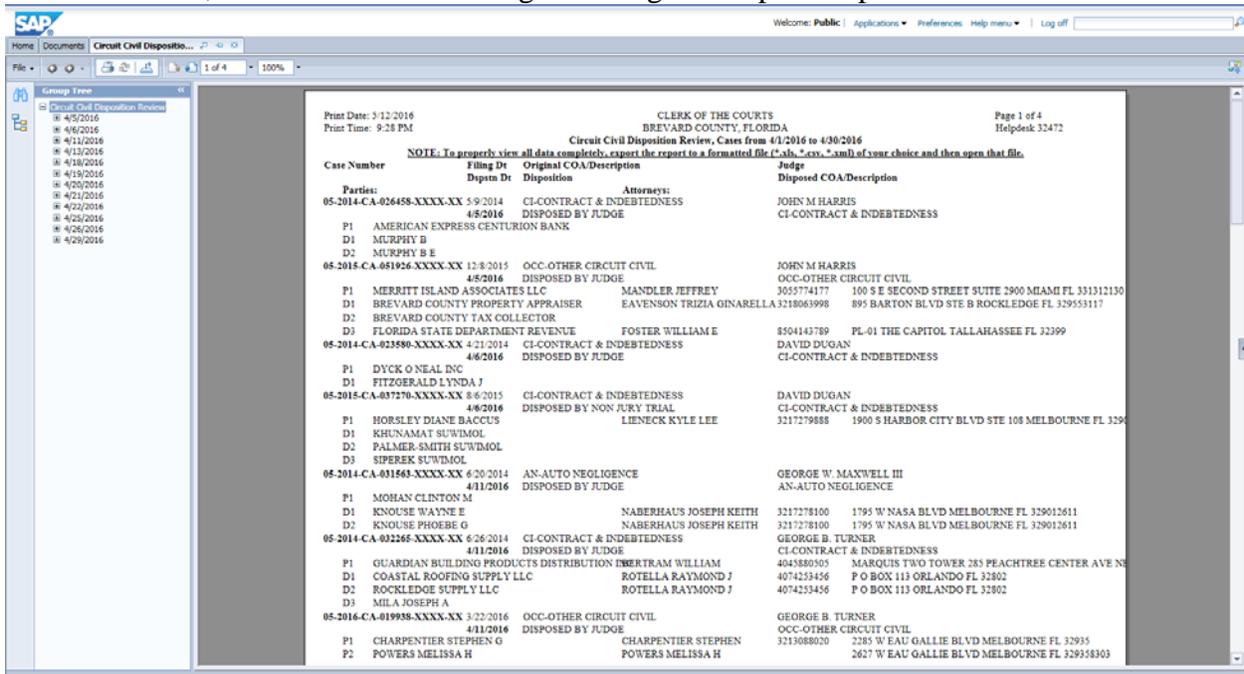

Figure 10 – BI Launch Pad Report Tab.

8. To print the report output, click on the 'Print this report' icon [🖨], located in the Report tab menu bar, to display the 'Print' dialog (Figure 11). Complete the necessary settings for the printer of your choice and click the 'Print' button. NOTE: The printing control (for Web) preference is set as 'PDF one-click printing (Adobe Acrobat required)'. If you do not have Adobe Acrobat, you will be prompted to download a free copy. Once download is completed, the 'Print' dialog should be displayed.
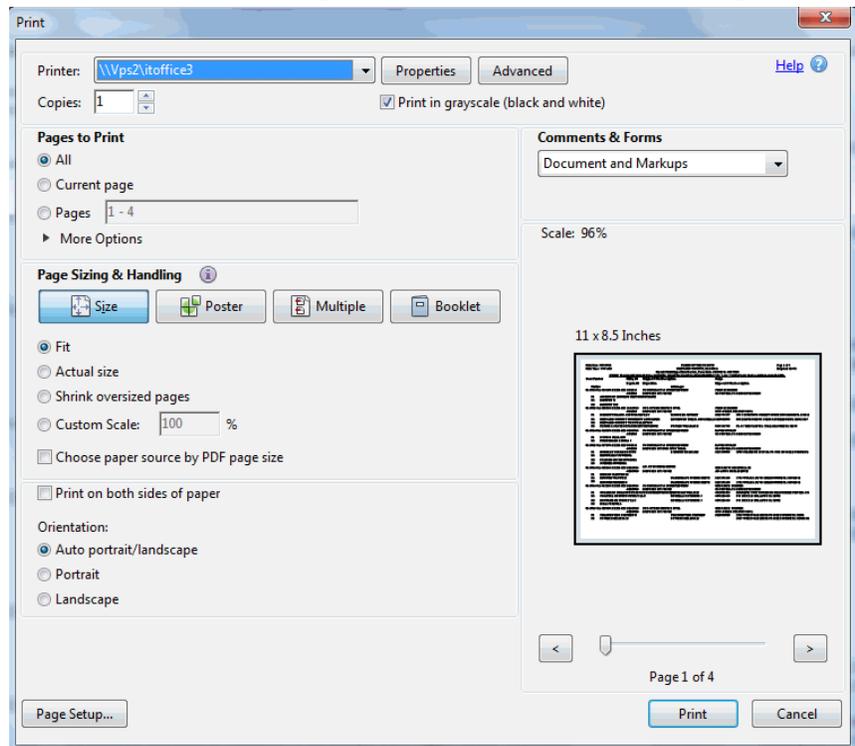

Figure 11 – Print Dialog (PDF).

9. To export the report output, click on the 'Export this report' icon [🖶], located in the Report tab menu bar, to display the 'Export' dialog (Figure 12a). Under File Format, click the downward-pointing icon [▾] to engage the drop-down menu (Figure 12b) and select the format of your choice.
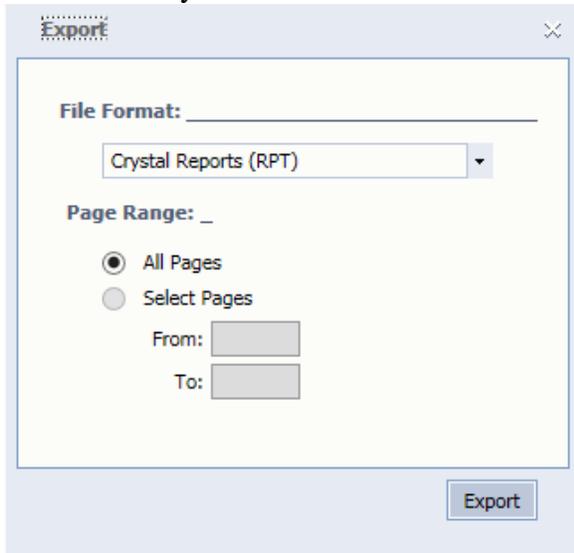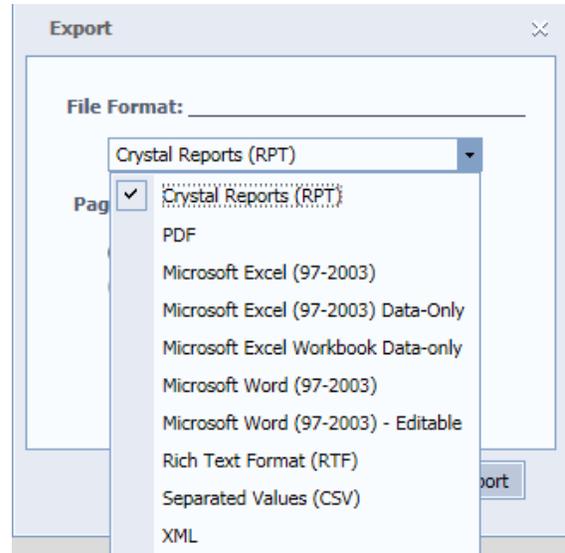

Figure 12a – Export Dialog.

Figure 12b – Export File Format Choices.

Set the Page Range and click the 'Export' button. A 'Download File' dialog (Figure 13a) should be displayed at the bottom of your screen.
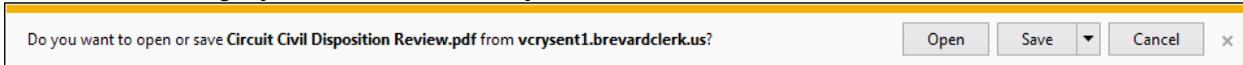

Figure 13a – Download File Dialog.

To download the file to the location of your choice, click the downward-pointing icon [▾] and choose 'Save as' from the pop-up menu (Figure 13b).

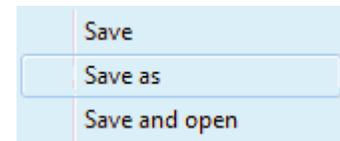NOTE: Other choices will place the file in your Operating System (OS) default location.

Figure 13b – 'Save' Options.

The 'Save As' dialog (Figure 13c) is displayed; choose the desired location and click the 'Save' button. Another 'Download File' dialog (Figure 13d) is displayed; click the appropriate button to take the desired action and/or click the 'Close' icon [x] to close the dialog.
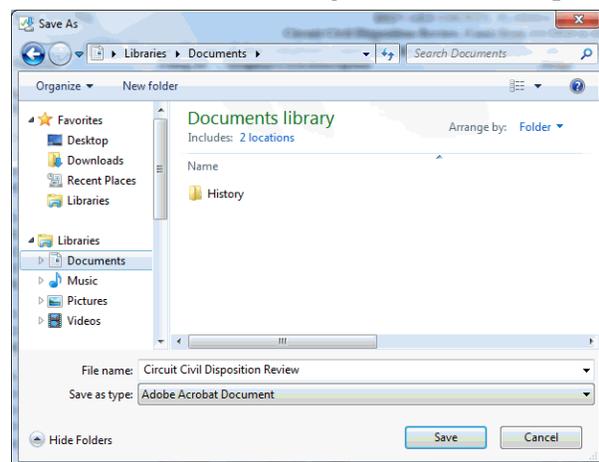

Figure 13c – 'Save As' Dialog.

Figure 13d – Download File Dialog.

10. When you have finished either printing the report output (Step 8 above) or downloading the report output (Step 9 above), you should be returned to the BI Launch Pad Report tab (Figure 14). If you are finished with the Report tab, you should close it by clicking the 'Close' icon [⊠] on the tab (blue arrow). You will be returned to the 'Documents' tab, from where you can proceed to process any other report (s) that you desire.
<u>Any Report tab (s) that is not closed before you log off the BI Launch Pad will remain to distract the next 'Public' user who logs on after you</u>.
If you are finished with all of your processing needs, log off the BI Launch Pad by clicking the 'Log off' link [Log off], located in the window menu bar (red arrow) and close your Web browser.
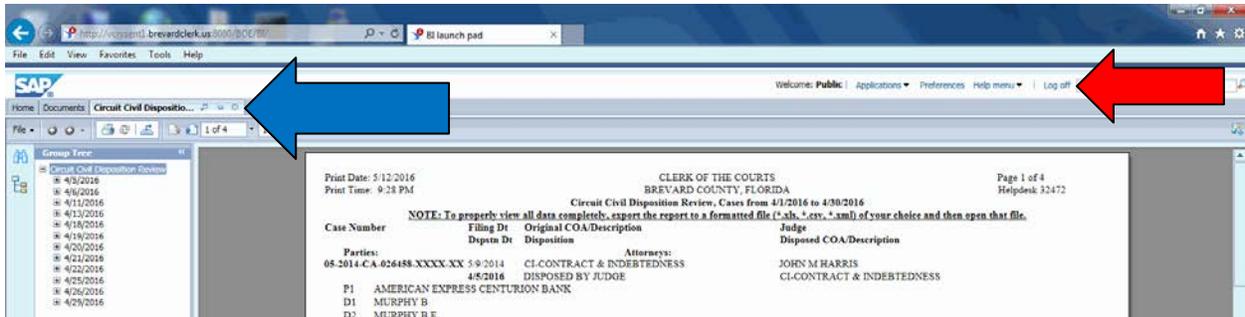

Figure 14 – BI Launch Pad Report Tab.

<u>This will assure that the Concurrent Access License you were using is made available to other users</u>.