**FSFN Webinar: Business Objects XI R 3.1 Overview**

**April 17 and 18, 2012**

**Question 1:** Can I search starting in “All” to search all?

**Answer:** No, the “All” in the tree panel cannot be used to search. You have to select a specific folder to use the search function.

**Question 2:** When you set the report to a text format, does the first row show the header row?

**Answer:** Yes, it does show the column headers.

**Question 3:** Can end-users who cannot create reports use defined input controls?

**Answer:** Yes, if the input controls have been created for the report when it was designed.

**Question 4:** Are you able to search history by date?

**Answer:** You can sort by instance time order. You can also search for a report on your advanced search and enter start and end dates.

**Question 5:** Are you able to search history by date. I want to search investigations received in December 2011?

**Answer:** See question 4

**Question 6:** With the new build, can I schedule a report that only runs monthly, to run more frequently, i.e. weekly or every Monday?

**Answer:** If it is a canned report, you cannot adjust the schedule the report runs on.

**Question 7:** For the daily placement exception report, can it be scheduled to run daily and delivered to the inbox?

**Answer:** Yes, this is an on demand report it can be run whenever needed.

**Question 8:** In the new system, is there a “back” button when you need to access the history of a report to compile historical performance?

**Answer:** No, you cannot navigate with the back button. You must click on the document list.

**Question 9:** For those of us with a statewide profile, has there been any attempt to distinguish between the multiple reports (Excel files) that are generated for that type of report?

**Answer:** Statewide users have access to all districts. To review a report for a specific district the best option is to click on the last excel file in the listing. This file includes all districts, once the report is open you can sort or filter by district. Another option and this is just an example; if you are in district 11 then that will always be the third report in the list.
**Question 10:** Is there a place where we can get instructions on how to create reports. (I have access, but my reports never come out with the information I want)?

**Answer:** Training material is located on the FSFN website [http://fsfn.dcf.state.fl.us/](http://fsfn.dcf.state.fl.us/) under the FSFN Reports section. Select the Datawarehouse hyperlink and in the “Overview” section there is a Trainer Guide, User Guide and Universe Descriptions.

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**Question 11:** For a canned report like “CARS” can it be scheduled for auto-run and sent to the inbox, or do we have to run it each time we want it?

**Answer:** Create a shortcut of the report and place it in your box. Once it’s there every time you open it you will have the latest version.

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**Question 12:** How would we go about getting the ability to build reports?

**Answer:** If your Supervisor feels the need that you should be able to build reports you would have to go through the appropriate channels of getting your “Reporting User Group” changed in FSFN. Once you have the access to create reports there is documentation located on the FSFN website on how to create reports. See question 10 for the documentation.

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**Question 13:** With a canned report, the major report that my agency need’s is the birth parent contact report. This is currently a report that runs monthly. It would help us manage if we could have this weekly. Is this a possibility?

**Answer:** No, the design of the report is to run monthly. If you want to change the frequency of the report you can create and submit a Change Request through the Program Office.

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**Question 14:** Will reports update more often or will they still batch and update on the current schedule?

**Answer:** Reports will still post on the current schedule.

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**Question 15:** How do you select/do tracking on data on recreated/saved reports?

**Answer:** There is an icon on the reporting toolbar that states “Track”. This allows you to track the data activity.

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**Question 16:** Where and how can we access materials for further training?

**Answer:** See question 10.

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**Question 17:** How do I clear old searches from the inbox?

**Answer:** Right click on the report name select organize and then select delete (you can also select the report and then select the “organize” from the menu bar and then delete).
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Question 18: Will you be going over the process for getting reports while the FSFN system is down?

Answer: There is a memo posted on FSFN “BOE Upgrade Summary Memo”. You can access this directly from FSFN or select this hyperlink http://fsfn.dcf.state.fl.us/

Question 19: Is there documentation (user guide) for the enhancements?

Answer: Currently, only the Power Point used for today’s presentation which is located on the Center for the Advancement of Child Welfare Practice http://centervideo.forest.usf.edu/fsfn/boeupgrade/boeupgrade.html and on the FSFN website http://fsfn.dcf.state.fl.us/

Question 20: Will there be additional training or documentation for folks who program ad-hoc WEBI reports?

Answer: IT and the program office will work together to develop a training plan and schedule.

Question 21: It is my understanding that the entire FSFN system will not be down, but only the ability to run reports from this Saturday at midnight until Sunday AM, correct?

Answer: Below is the schedule:

<table>
<thead>
<tr>
<th>Environments</th>
<th>Start Date Time</th>
<th>End Date Time</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>4/20/2012 – 8PM</td>
<td>4/22/2012 – 3AM</td>
<td>Users will not be able to access FSFN reports (scheduled and ad-hoc) during this time. Downtime will be from 8PM 4/20/12 to 3AM 4/22/12</td>
</tr>
<tr>
<td>Application</td>
<td>4/22/2012 – 12AM</td>
<td>4/22/2012 – 12:30AM</td>
<td>Users will not be able to access FSFN online application and reports (scheduled and ad-hoc) during this time. Downtime will be from 12AM 4/22/12 to 12:30AM 4/2/12</td>
</tr>
</tbody>
</table>
Critical Reports

These are the actual names of the critical reports:

   a. PATH (Agency and District Listings/Child Investigation/Management)
2. "Adult Investigations Status Report - Daily"
   a. PATH (Audit and Deskl Reports/Listing Reports - Deskl/Adult Investigation)
3. "OnCall Schedule Listing"
   a. PATH (Statewide Scheduled Reports/Statewide Summary Reports/Child Investigation/Intake )
   b. This report will be emailed
4. "COC and FC"
   a. PATH (Ad Hoc Shared Folder/Ad Hoc Intakes)