GSU
INFOVIEW
Quick Start Guide
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1.0 Introduction

This user guide has been developed to assist all users of the Georgia State University reporting community in the use of Business Object Infoview at GSU.

This guide is intended as a brief overview of Infoview. It only covers a limited number of options available in Infoview.

What is Infoview?

Infoview is a portal that provides you with the means to view, update and manage reports that are developed in Crystal Reports.

Prerequisite software. Please make sure the following software is installed on your computer before attempting to use Infoview.

<table>
<thead>
<tr>
<th>SOFTWARE</th>
<th>VERSION</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Explorer, Firefox, or Safari (for Macintosh users)</td>
<td>7.0 or 8.0</td>
<td>Web Browser</td>
</tr>
<tr>
<td>Active X</td>
<td>—</td>
<td>Print &amp; display preference.</td>
</tr>
</tbody>
</table>

* Google Chrome is not supported.

If you need to have your Crystal Password reset, please email the help desk at help@gsu.edu or call the Help Center at (404)413-4357.

If you have any questions about this document or need assistance with Infoview, please contact ceadmin@gsu.edu.
2.0 Accessing InfoView

Type the URL https://boprdapp01.gsu.edu/InfoViewApp/logon.jsp into your web browser. (case sensitive)
3.0 Logging into Infoview

Follow the directions below to log into Infoview.

1. Type your **Crystal ID** and **Password**.

2. Click the **Log On** button.
4.0 Preferences

Follow the directions below to select the Crystal Report preferences.

1. Click the **Preferences button** in the top right corner of the page.
2. Next scroll to the bottom of the page.
3. If the **Crystal Reports link** is not expanded, click the link to display settings.

Select the following settings:

**Default view** = Web ActiveX (ActiveX required)

**Printing control (for Web)** = ActiveX one-click printing (ActiveX required)

**Rendering resolution (for Web)** = 120 DPI

**Default measuring unit** = Inches

Once the preferences are set, click the **OK button** in the lower right corner.
5.0 Scheduling a Crystal Report

1. Click the **Document List Link** from the list or click the **Document List button** on the toolbar.

2. Next, click the **plus sign(+)** next to the **Public Folders**. This will display a list of all folders that are available to you.
3. Continue to expand the folder tree until it list the reports in that folder. You can maneuver through the reports on this page by using the (C) scroll bar to the right of the screen. You may advance to another page of the reports by (B) entering the page number or using the arrows in the upper right corner of the screen. Or you may choose to type the name of the report in the (A) Search Title box.

4. Right click the Crystal Report icon in the far left section of the screen; a View drop down box will appear. Click on...
We will review 3 key options from the Schedule menu:

- Database Logon
- Parameters
- Formatting

5.1 Database Logon

Most reports developed at GSU use data from SCT Banner Tables. In order to access the Banner Database, follow the directions below.

Click the Database Logon Link on the Schedule Panel on the left side of the page.

Complete the Database Logon information below:

1. Type CampusID.
2. Type CampusID Password.

Your Campus ID is the same as the User ID used to sign into Banner.
5.2 Parameters

1. Once you have entered the Database Logon information, you may need to enter parameter information if the report has parameters.

2. Click the **Parameters link** on the **Schedule Panel**. If the **Value** is empty, click the **[EMPTY]** to populate the parameters.

3(a). A parameter prompt will appear after you click the **EMPTY link**. Enter or select a parameter and click the **OK Button**. **Continue** with the next parameter until all parameters are populated.

### Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Term</td>
<td>[EMPTY]</td>
</tr>
<tr>
<td>* College</td>
<td>[EMPTY]</td>
</tr>
</tbody>
</table>

* Value(s) re

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**The Value Field must be populated. It can never be [EMPTY].** The report will fail.
3(b). You may notice a difference in scheduling a report that has a long parameter listing. The listing is divided into batches. In order to run the entire parameter listing, you will need to select each batch that makes up the listing using the next batch arrows or by clicking the number from the discrete values drop down box. Next, use the double arrows to move the Available Values to the Selected Values box. Continue this process until all values appear in the Selected Values box. Click OK.

Example  Residency Applicant by Program Report (program parameter)

Select batch 1  AS00 –ASND_PHI  Click double arrows button(>>) then
Select batch 2  ASND_PHY—QAS_TRN  Click double arrows button (>>).

Now the entire Program List appears in the Selected Values box, Click OK.
5.3 Formatting

You may choose to present your report in one of the following formats:

* Crystal Reports Team only supports Crystal Reports Format

Follow the directions below to format your report.

1. Click the **Format Link** from the Schedule Panel on the left side of the screen.
2. Select one of the report formats from the drop down box.
When you have completed all of your scheduling options, Click the **Schedule** button in the bottom right corner of the screen.

While the report is being processed, you may click the ![progress](image)[progress] button to see the current status of the report. The report has successfully completed when you reach **SUCCESS** status.
6.0 Rescheduling a Crystal Report

You may want to reschedule a report. The advantage of rescheduling a report is that the parameters from the previous run are kept in the history.

Follow the instructions below to reschedule a report.

1. **Right click** the **Crystal Report icon** on the document listing screen; a View drop down box will appear.

2. Click on **History**.

3. A listing of previous instances of that report run should be listed. Highlight the instance that you would like to reschedule by clicking the **Crystal Report icon** on the far left section of the screen.

4. Choose **Action** in the upper left section of the screen. Click **Reschedule** from the drop down box.
Notice that logon information and parameter information already exist for these instances.

5. You may elect to edit Reschedule options information or leave it the same.

6. Next click the Schedule Button in the bottom right corner of the screen.

7.0 Viewing / Printing the Crystal Report

After the report has successfully completed, click the date/time stamp under the Instance Time. This should open your report to be viewed in the

In order to print the report, click the Printer Icon in the upper left corner of the screen.
If you received the following error message when trying to view a report:

Choose the following **Crystal Report Preference settings:**

- **Default view** = Web (no downloading required)
- **Printing control (for Web)** = PDF (Adobe Acrobat required)
- **Rendering resolution (for Web)** = 120 DPI
- **Default measuring unit** = Inches