

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 [v] arrow).



**SAP BusinessObjects**  
BI launch pad

Enter your user information, and click "Log On".  
If you are unsure of your account information, contact your system administrator.

System: VCRYSENT1:6400  
User Name: public  
Password:   
Authentication: Enterprise [v]

Log On

SAP Help

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](mailto: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.).

- 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.

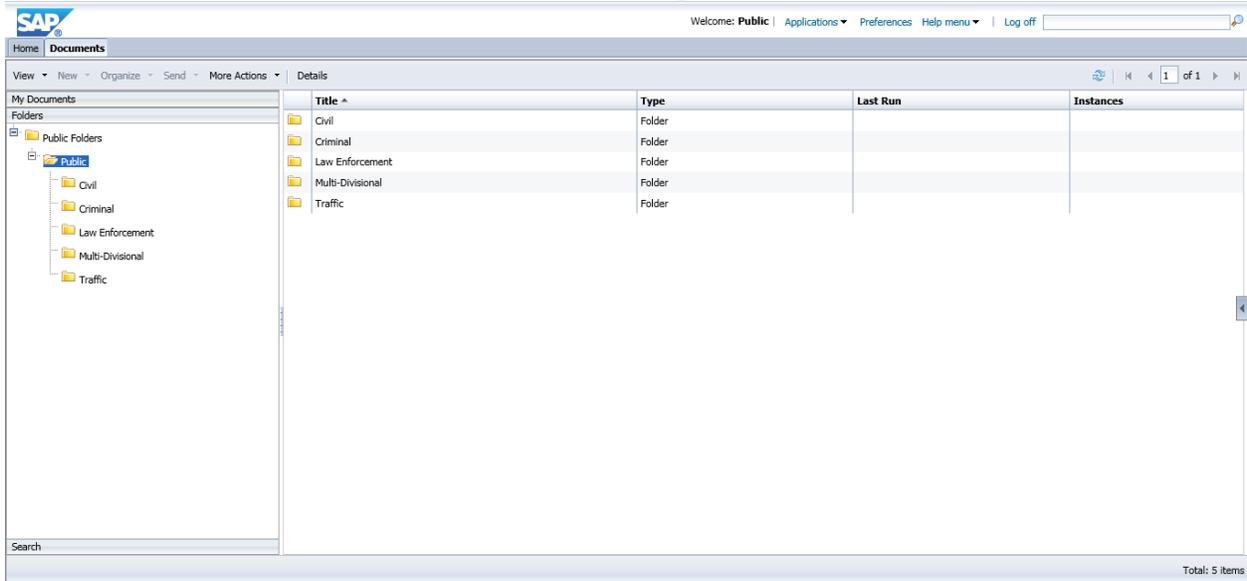


Figure 3 - BI Launch Pad Documents.

- 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).

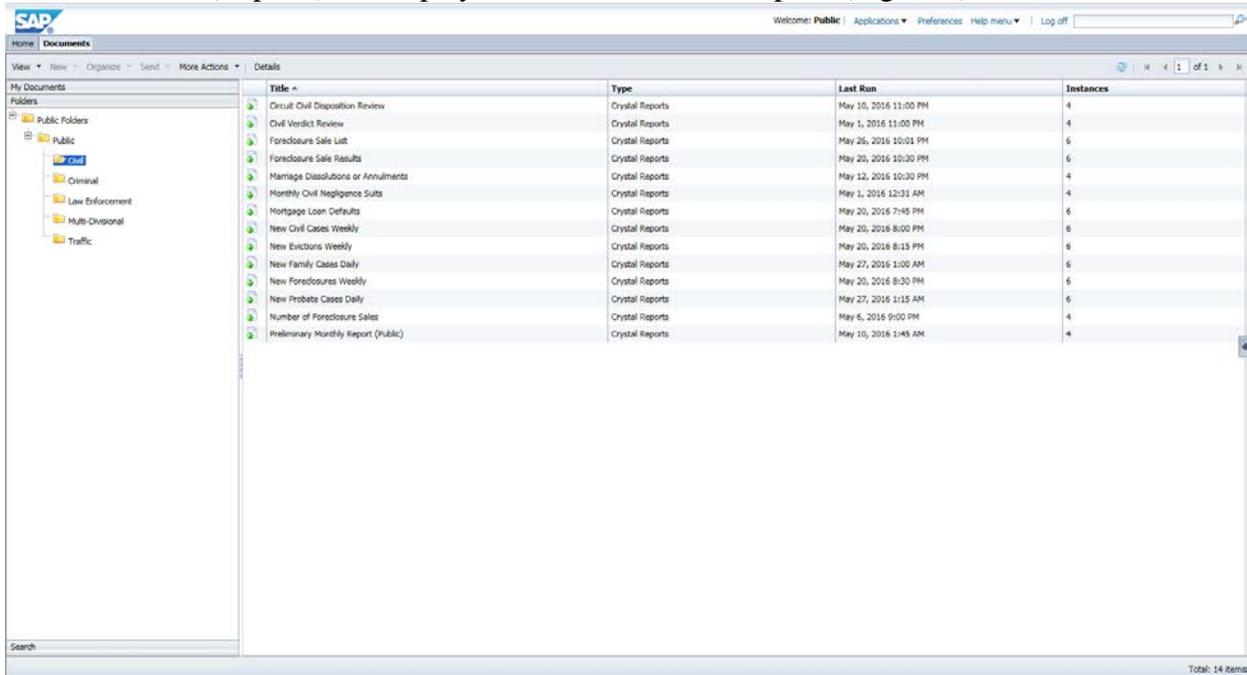
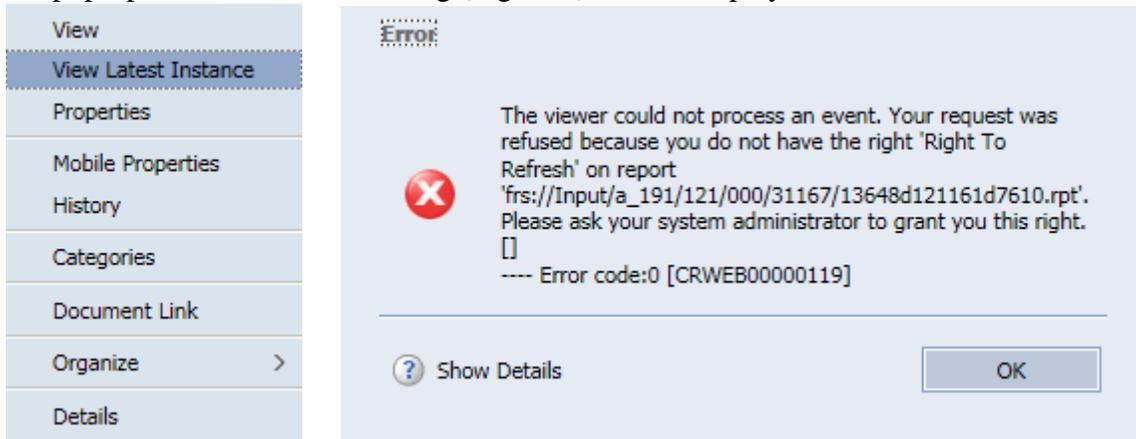


Figure 4 - BI Launch Pad Folder Contents.

- 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 5). 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. You still cannot choose 'View' from the pop-up menu; an 'Error' dialog (Figure 6) will be displayed.



**Figure 5 - Right Click Report. Figure 6 – View Error Dialog.**

If this occurs, click the 'OK' button and then close the empty Report tab (Figure 7) by clicking the 'Close' icon [X] on the tab. You will be returned to the 'Documents' tab.



**Figure 7 – 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 8). Click on a report's Instance Time or Title to display the output. Click the 'Close' icon [X] in the upper-right corner to close the dialog box.

Instance Time	Title	Status	Created By	Type	Locale	Parameters
May 26, 2016 10:01 PM	Foreclosure Sale List	Success	Administrator	Crystal Reports		null; null
May 25, 2016 10:00 PM	Foreclosure Sale List	Success	Administrator	Crystal Reports		null; null
May 24, 2016 10:00 PM	Foreclosure Sale List	Success	Administrator	Crystal Reports		null; null
May 23, 2016 10:03 PM	Foreclosure Sale List	Success	Administrator	Crystal Reports		null; null
May 20, 2016 10:01 PM	Foreclosure Sale List	Success	Administrator	Crystal Reports		null; null
Mar 22, 2016 12:23 PM	Foreclosure Sale List	Recurring	Administrator	Crystal Reports		null; null

**Figure 8 – History Dialog Box.**

7. Regardless of what method is used above, the BI Launch Pad displays the report output as a separate tab (Figure 9). A group tree is usually displayed to the left of the actual report information; this can be used to navigate through the report output.

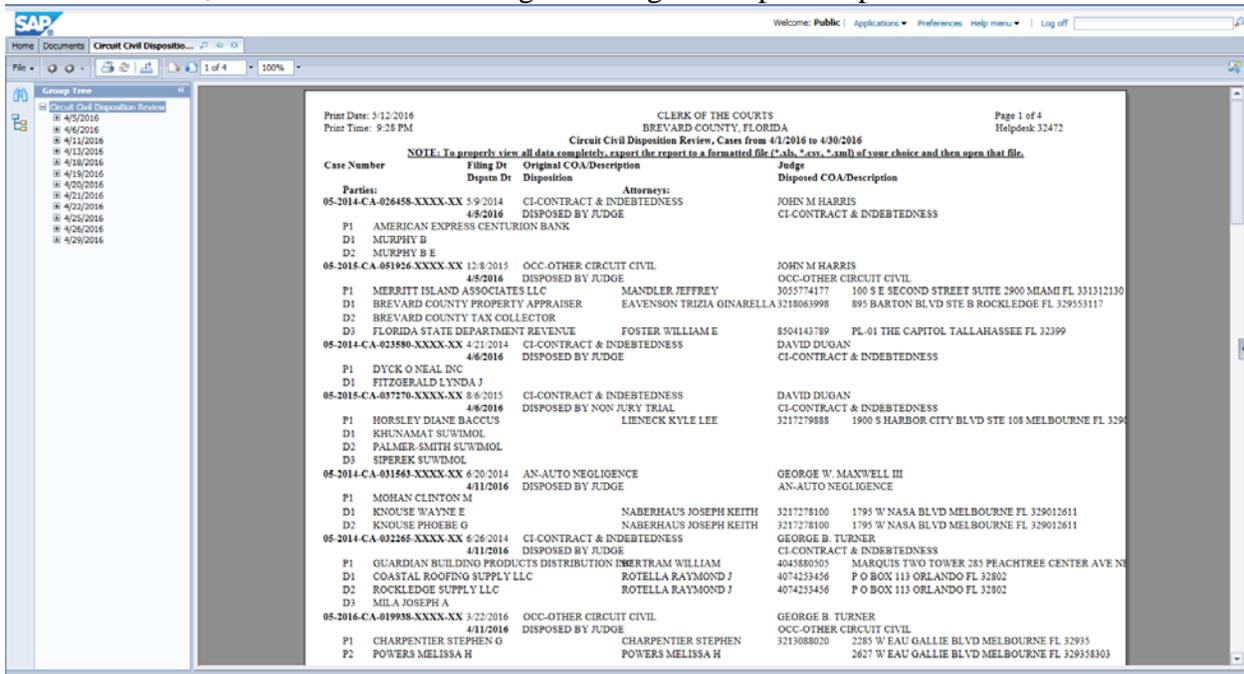


Figure 9 – BI Launch Pad Report Tab.

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 10). 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.

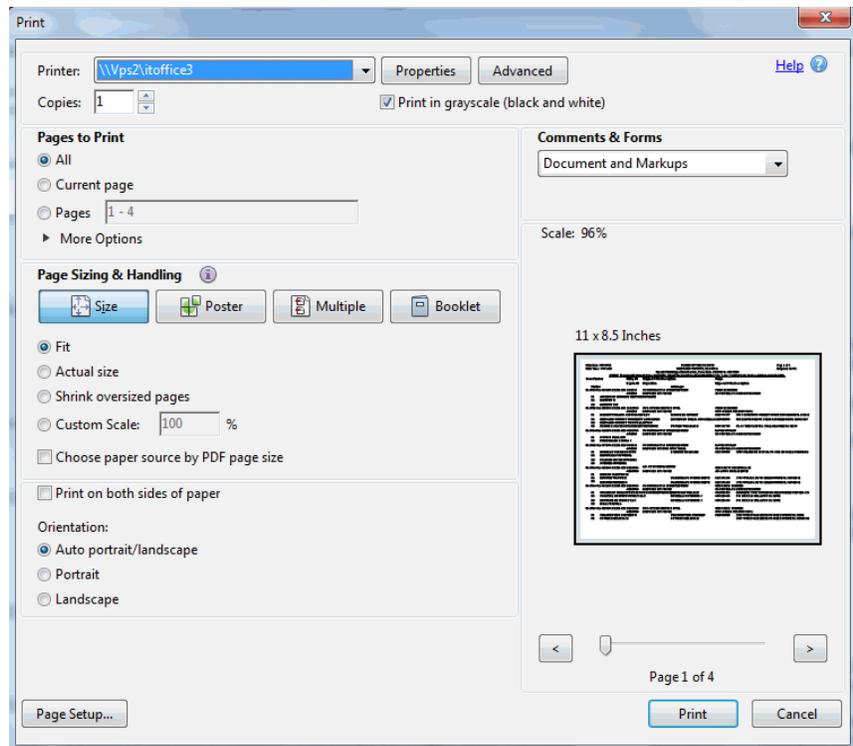
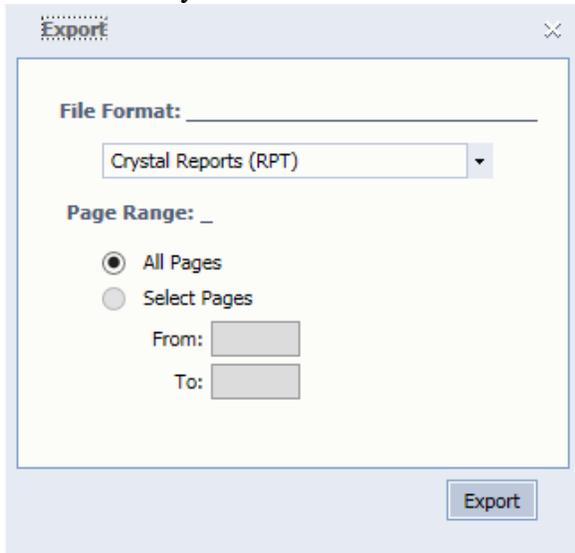
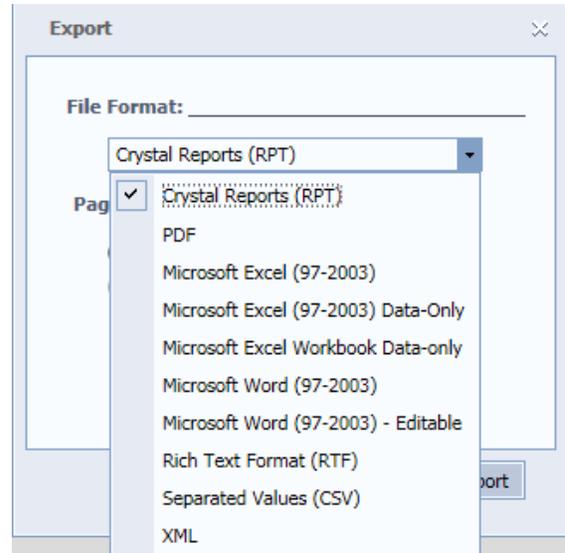


Figure 10 – Print Dialog (PDF).

- 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 11a). Under File Format, click the downward-pointing icon [▼] to engage the drop-down menu (Figure 11b) and select the format of your choice.

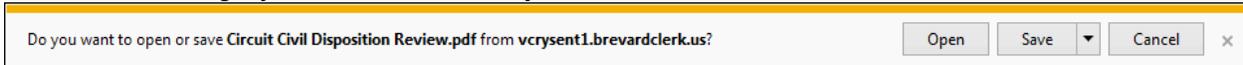


**Figure 11a – Export Dialog.**



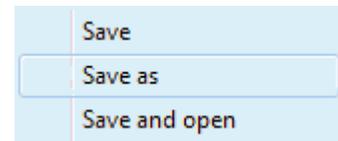
**Figure 11b – Export File Format Choices.**

Set the Page Range and click the ‘Export’ button. A ‘Download File’ dialog (Figure 12a) should be displayed at the bottom of your screen.



**Figure 12a – Download File Dialog.**

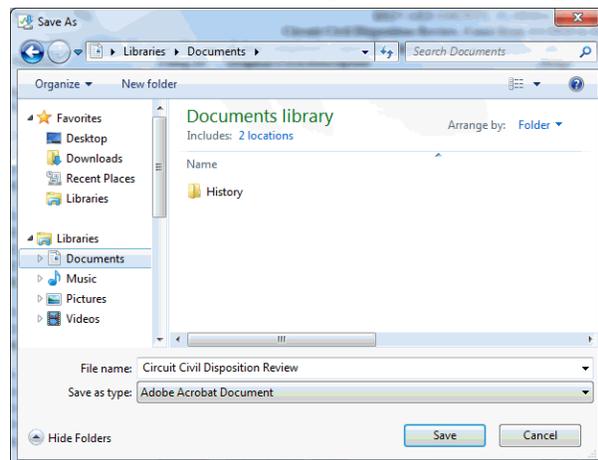
To download the file to the location of your choice, click the downward-pointing icon [▼] and choose ‘Save as’ from the pop-up menu (Figure 12b).



**Figure 12b – ‘Save’ Options.**

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

The ‘Save As’ dialog (Figure 12c) is displayed; choose the desired location and click the ‘Save’ button. Another ‘Download File’ dialog (Figure 12d) is displayed; click the appropriate button to take the desired action and/or click the ‘Close’ icon [X] to close the dialog.



**Figure 12c – ‘Save As’ Dialog.**



**Figure 12d – 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 13). If there is another report (s) you wish to process, close the Report tab by clicking the 'Close' icon [X] on the tab (blue arrow). You will be returned to the 'Documents' tab, from where you can proceed to process the other report (s). If you are finished with you 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.

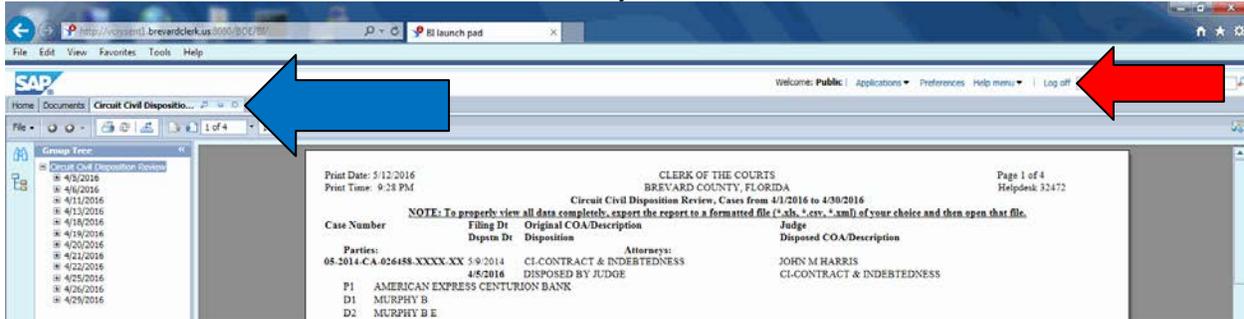


Figure 13 – BI Launch Pad Report Tab.

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