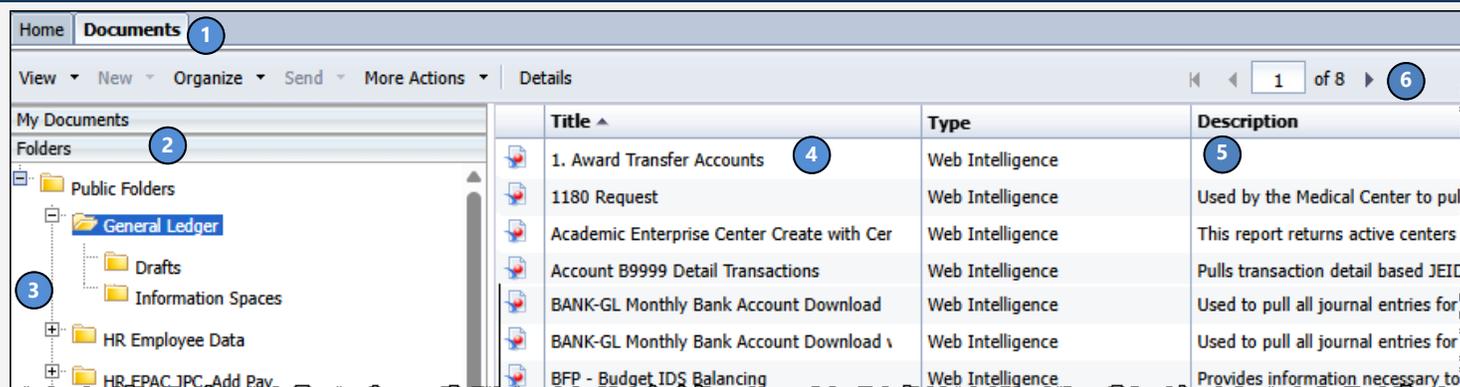


Fundamentals

Links to BI Launch Pad: <https://enterprisebiprod.app.vumc.org/BOE/BI>

- **Wildcard:** Use % for the wildcard within a prompt box when running a report. Entering % in a center prompt will result in all centers within your purview. Whereas entering 123% will result in all centers *beginning* with 123, and %123 will result in centers *ending* with 123. Use * for the wildcard when using the search feature within a list of values.
- **User Input Prompt Box:** Click  from the left side **User Prompt Input** or click  from the lower right hand corner of the page.
- **Multiple page reports:** The page advance buttons (for multiple page reports) are located in the lower right hand corner.
- **Landing Page:** To customize your landing page when logging into BI Launch Pad, click **Preferences** at the top of the page and from the **General** tab, select a Category or File as your **Start Page**.

Running Reports (from Documents tab)



The screenshot shows the 'Documents' tab in the BI Launch Pad application. The interface includes a navigation pane on the left with 'My Documents' and 'Folders' sections. The main area displays a table of reports with columns for 'Title', 'Type', and 'Description'. Numbered callouts (1-6) point to specific UI elements: 1. Documents tab, 2. Folders view, 3. Available Universes (purview), 4. Available reports within selected universe (double-click to run), 5. Report descriptions, and 6. Page through the list of reports.

Title	Type	Description
1. Award Transfer Accounts	Web Intelligence	
1180 Request	Web Intelligence	Used by the Medical Center to pull
Academic Enterprise Center Create with Cer	Web Intelligence	This report returns active centers
Account B9999 Detail Transactions	Web Intelligence	Pulls transaction detail based JEID
BANK-GL Monthly Bank Account Download	Web Intelligence	Used to pull all journal entries for
BANK-GL Monthly Bank Account Download \	Web Intelligence	Used to pull all journal entries for
BFP - Budget IDS Balancing	Web Intelligence	Provides information necessary to

- 1 Documents tab
- 2 Folders view
- 3 Available Universes (purview)
- 4 Available reports within selected universe (double-click to run)
- 5 Report descriptions
- 6 Page through the list of reports

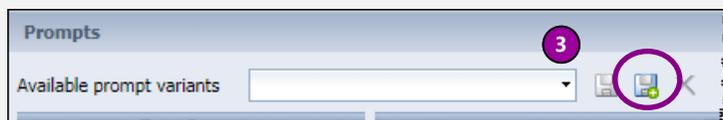
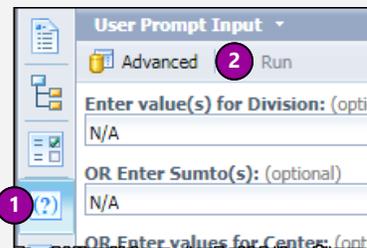
Buttons *(Note: Buttons that appear greyed out within the application are not available under your purview)*

-  **Refresh:** brings up the user prompt input boxes in order to generate a new report; also enables user to refresh a list of values within the prompt window.
-  **Document Summary:** once a report is selected, this button gives information such as creator, creation date, report description, and statistics including last run date.
-  **Navigation Map:** once a report is run, allows navigation to specific sections of the report.
-  **Input Controls:** shows input controls which allow the user to filter results.
-  **User Prompt Input:** displays the prompts needed to generate a report.
-  **Open:** opens a document.
-  **Save:** allows user to save the report format in 'favorites' folder.
-  **Print:** exports the resulting file to a PDF for printing.
-  **Find:** use to search data within the resulting document.
-  **History:** shows dates corresponding to instances of a scheduled document
- **Export:** export as a PDF, Excel, or CSV format to computer.

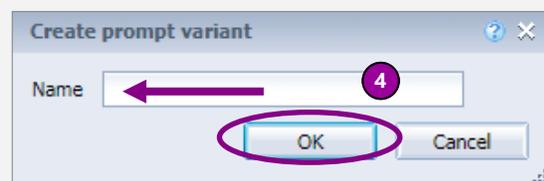
Using Prompt Variants

Use **Prompt Variants** to save prompts from the Advanced Prompt Box. These Prompt Variants are specific to the user and the document being run. They will therefore only appear when that document is accessed and/or run by the user who created the prompt variant.

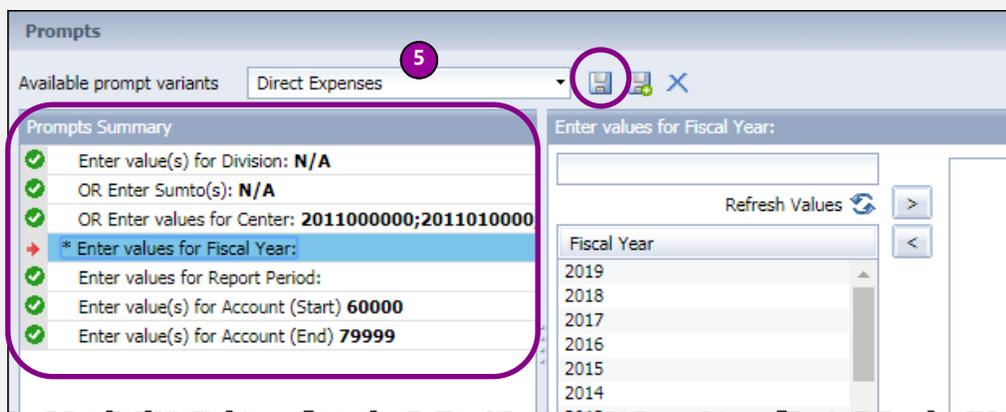
- 1 To access the Advanced Prompt Box, go to the **User Prompt Input** panel.
- 2 Click **Advanced** at the top of the panel or any of the refresh icons on the page.
- 3 To create a new Prompt Variant, click the **Create Prompt Variant** icon.



- 4 At the **Create Prompt Variant** window, enter a Name for the prompt and click OK. Note this name will be saved in the Prompt Variant drop-down

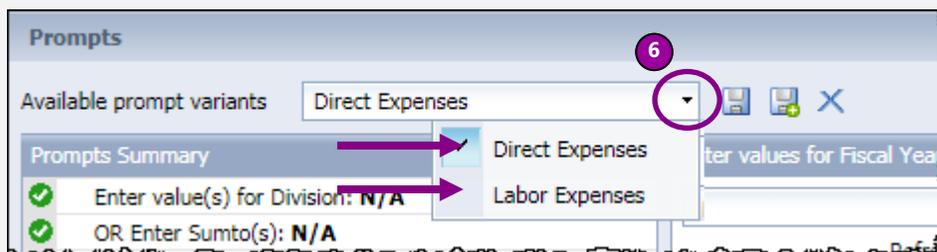


- 5 Set any of the prompts you wish to set and click **Save**.



Note that any required (*) prompts not saved, must be manually updated before the report can be run.

- 6 To run the report anytime using the saved prompts, click the drop-down menu for **Available Prompt Variants**. Complete any required prompts as necessary before running the report.



Additional Links & Support

BI launch pad resources: <https://www.vumc.org/myworkday/additional-resources/#BILaunch>

Business Objects Access Request Form: https://finance.vumc.org/Assets/pub/Business_Objects_Access_Form.pdf

Email Business Education: BusinessEducation@vumc.org