

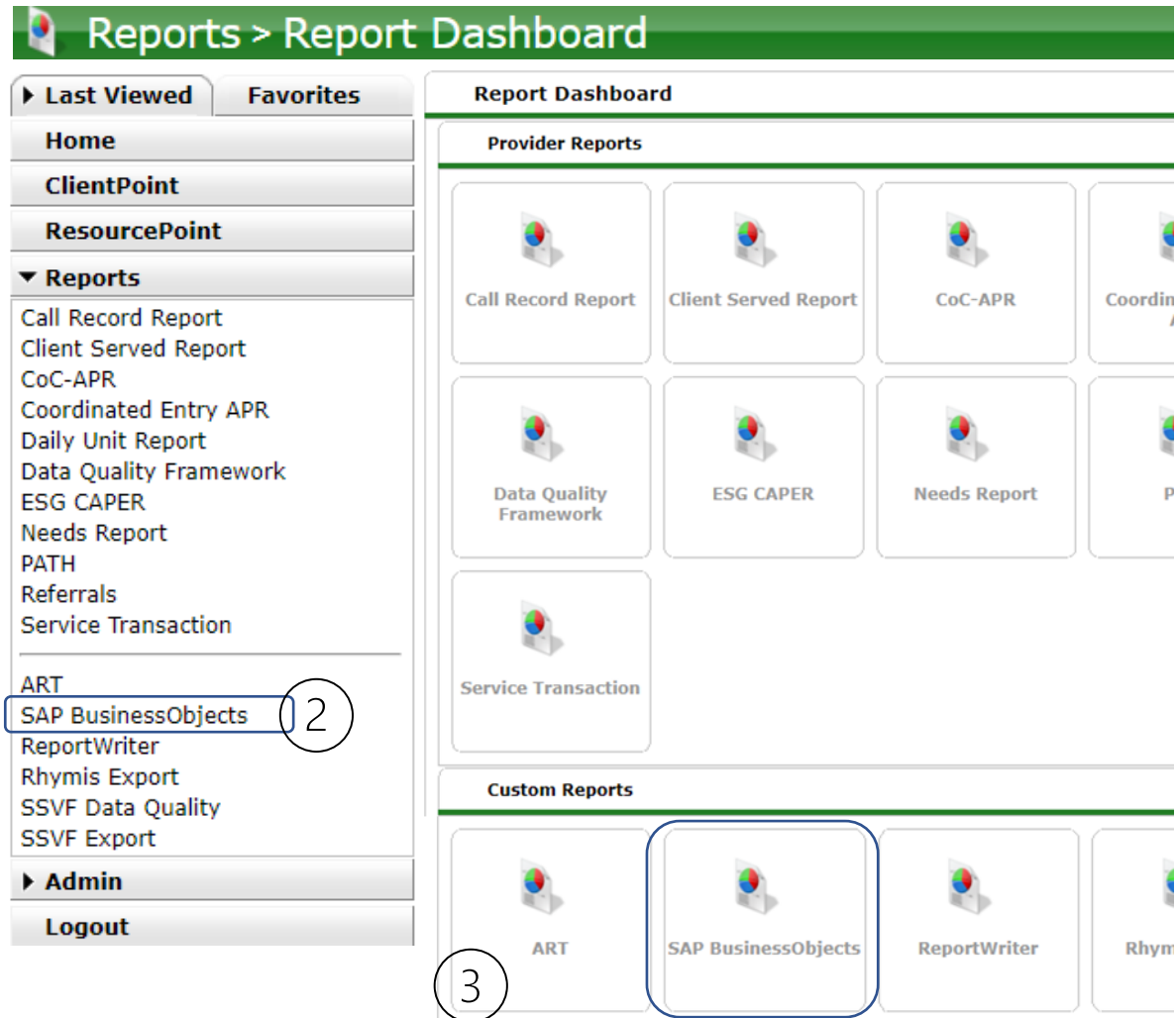
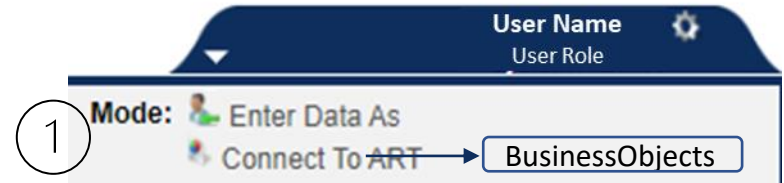
## Launching BusinessObjects

ART has been upgraded to BusinessObjects 4.3. Links to ART will remain until WellSky completes their post-upgrade validations.

1. After ART is offline, the link in the upper right corner will change to "Connect to BusinessObjects"

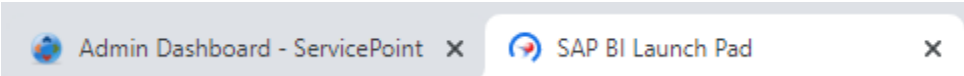
2. BusinessObjects is available in the Reports menu and Custom Reports tiles - and should be used instead of ART.

3. Links to ART will eventually be removed.



# The Home Page

There's a Search option!



## ART

**Advanced Reporting Tool**

New Report

**ART Browser**

- Inbox
- Available Reports and Templates
- Available WellSky Resources
- Diagnostic Test Folder
- Public Folder
  - 01 Regional Share
  - 02 DuPage
  - 03 Suburban Cook (Common Share)
  - 04 HMIS Admin Share
  - ART Gallery Reports and Resources
  - Community Solutions Custom Reports
  - CTA Custom Reports
  - Dashboard Reports In-Use
  - Recycle Bin (Public)

**Scheduled Reports**

Name	Interval	Start Date	End Date
------	----------	------------	----------

## Business Objects

SAP Welcome: User Name BI Launch Pad

Home Favorites Recent Documents Recently Run

Folders Categories Documents

*BI Launch Pad "Tiles"*

SAP Welcome: User Name Folders

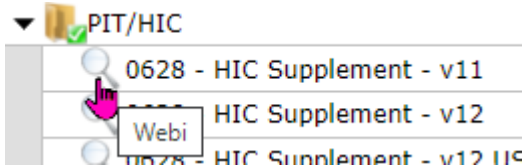
Personal Folders My Subscribed Alerts Public Folders

Title	Favorites	Type
01 Regional Share		Folder
02 DuPage		Folder
03 Suburban Co...		Folder
04 HMIS Admin ...		Folder
ART Gallery Rep...		Folder

## Viewing Reports

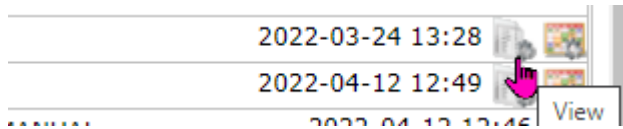
### ART

Click on magnifying glass and then "View Report"

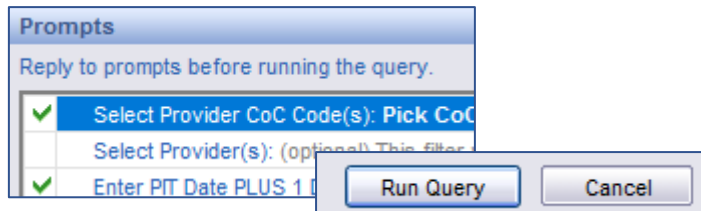


OR

Click *View* icon

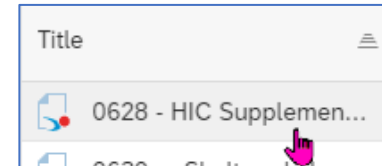


Fill in prompts and click *Run Query*



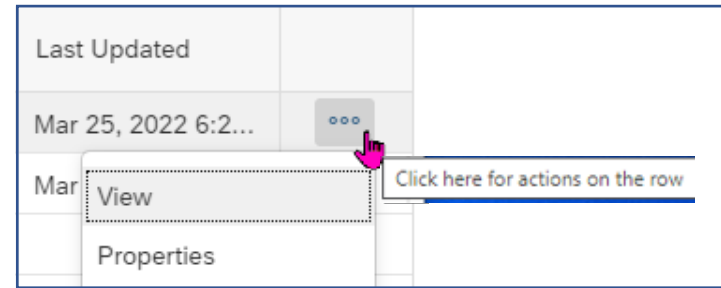
### Business Objects

Click on report name

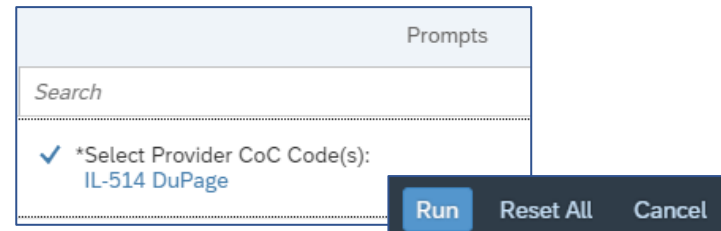


OR

Click on row actions, select *View*



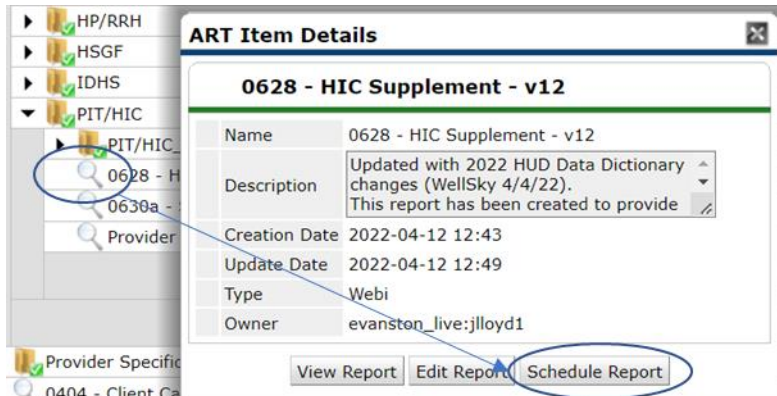
Fill in prompts and click *Run*



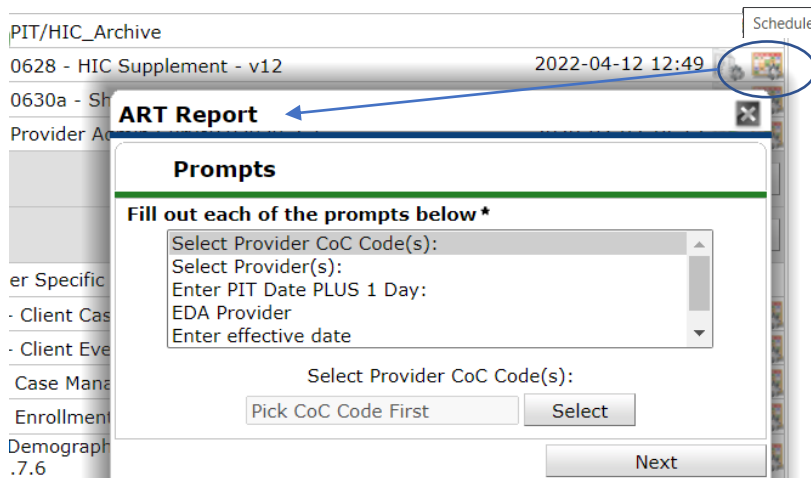
# ART Upgrade 2022: Quick Start Guide

## Scheduling Reports

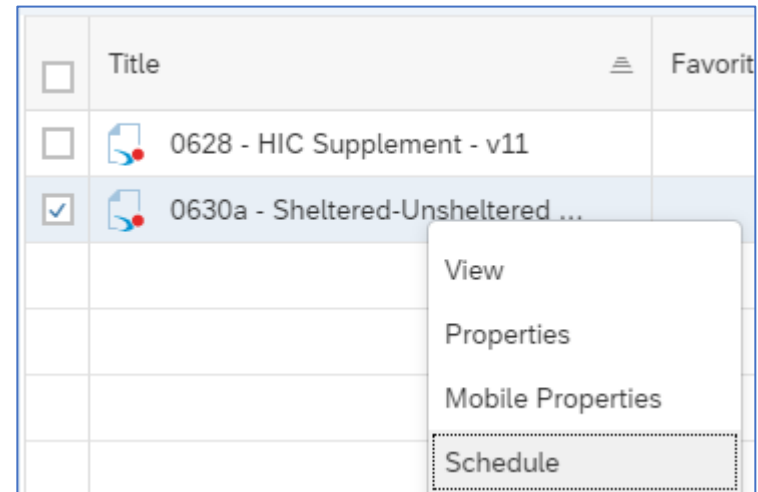
### ART



- OR -

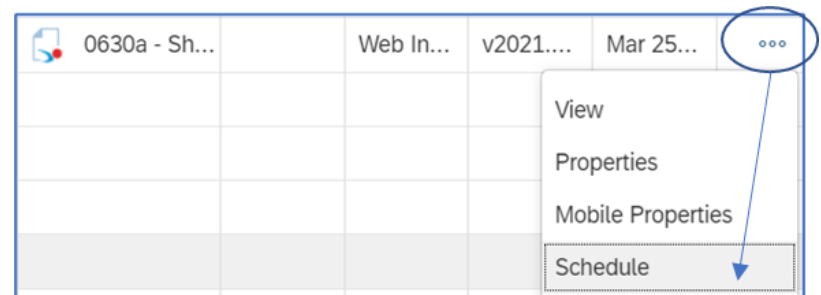


### Business Objects



Right-click > Schedule

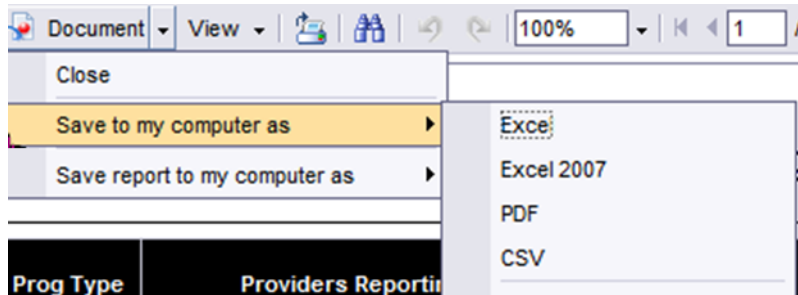
- OR -



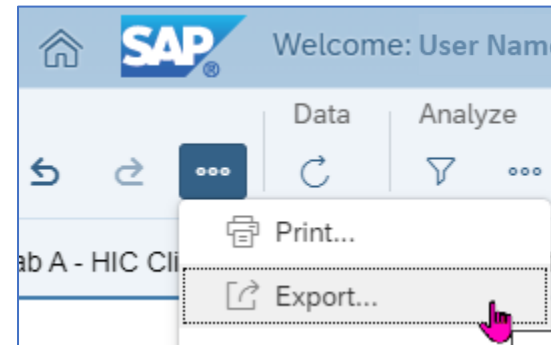
**!** The option to schedule reports to *other* users' Inboxes may not be available right away, but is expected.

## Exporting Report Results

### ART



### Business Objects



Excel	
Reports Options	
Export to	
<input checked="" type="checkbox"/> Excel	Sele
<input type="checkbox"/> PDF	
<input type="checkbox"/> HTML	
<input type="checkbox"/> TXT	
<input type="checkbox"/> CSV	
Search	
<input checked="" type="checkbox"/> All	
<input checked="" type="checkbox"/> Tab A - HIC Client Count(Current Report)	
<input checked="" type="checkbox"/> Tab B - Populations	
<input checked="" type="checkbox"/> Tab C - Subpopulations	
<input checked="" type="checkbox"/> Tab D - Client Detail	
<input checked="" type="checkbox"/> Tab E - Disability Detail	
<input checked="" type="checkbox"/> Tab F - Additional Information	

# ART Upgrade 2022: Quick Start Guide

## Inbox and Favorites

### ART

Reports > ART

Most Viewed Favorites

Home

entPoint

sourcePoint

#### Advanced Reporting Tool

#### ART Browser

Inbox

### Business Objects

Home Favorites Recent Documents Recently Run Applications

Folders

Categories

Documents

BI Inbox

Last Updated

Mar 25, 2022 6:2...

- View
- Properties
- Mobile Properties
- Schedule
- History
- Categories
- Mark As Favorite

NIL-HMIS / BusObjects\_QuickStart\_Viewers

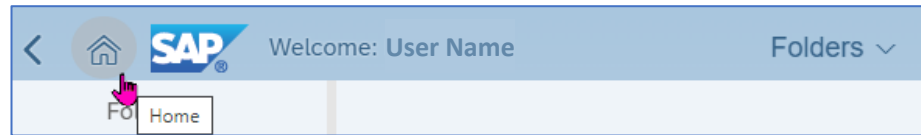
6

# ART Upgrade 2022: Quick Start Guide

## Navigation Notes

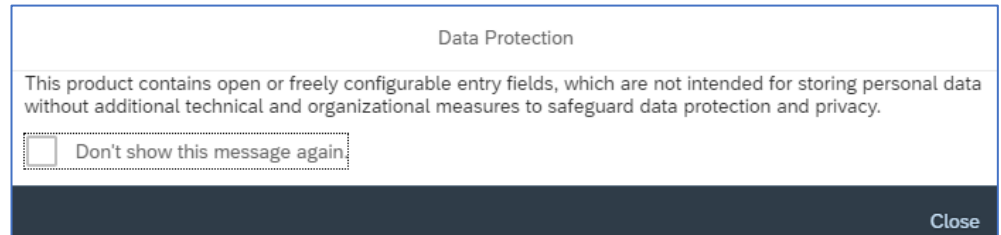
### The *Home* Icon

...returns you to the Home page of your session.



### Data Protection Pop-Up

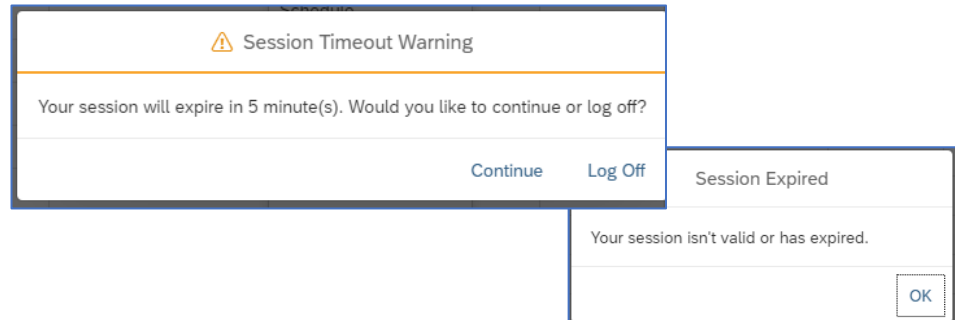
The first time you open Business Objects, you will see a Data Protection warning. You can close this warning. Check the "Don't show..." option if you want it stop appearing for future logins.



### Session Timeouts

If a screen is left unattended for 10 minutes, a warning will pop up giving you 5 more minutes before disconnection.

Users have 60 minutes of active time before they are logged out of BusinessObjects (same as ART).



### Data Refresh

Data will continue to be refreshed nightly just as with ART. The most recent refresh date will be included in the report information.

