



How to Access HSn Reports in FSFN

1. Launch the Public Folders Icon
2. Launch the Archived HSn Reports Folder
3. Choose the appropriate Report Folder
 - a. For xls listings specific to your district, click on your district folder.
 - b. For Statewide Summary such as monthly .pdf reports choose "Statewide Summay" (Yes, there is a typo.)
4. Report Page will launch for the Statewide Summary (Only)

The screenshot shows the Microsoft Internet Explorer browser displaying the Business Objects interface. The address bar shows the URL: <http://fsfnboe1.dcf.state.fl.us:8060/businessobjects/enterprise115/desktoplaunch/InfoView/main>. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a search bar. The main content area is divided into a left-hand 'Folders' pane and a right-hand 'Statewide Summary' table.

In the 'Folders' pane, three items are highlighted with numbered boxes:

- 1. Public Folders
- 2. Archived HSn Reports
- 3. Statewide Summary

The 'Statewide Summary' table displays a list of reports with the following columns: Title, Last Run, Type, Owner, and Instances. The first row is highlighted with a box labeled '4':

Title	Last Run	Type	Owner	Instances
HSN REPORTS_SUMMARY_D1_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D10_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D11_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D12_SW	10/17/2007 10:54 AM	Desktop Intelligence	Administrator	1
HSN REPORTS_SUMMARY_D13_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D14_SW	11/5/2007 12:04 PM	Desktop Intelligence	Administrator	1
HSN REPORTS_SUMMARY_D15_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D2_SW	Never run	Desktop Intelligence	Administrator	0
HSN REPORTS_SUMMARY_D3_SW	10/22/2007 12:13 PM	Desktop Intelligence	Administrator	12



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5. Prompt Pop-Up Page will launch
6. Select the Report that you need from the list of reports by double clicking it
7. Once the report is appears in the Select Report box Click Run Query

A screenshot of a Microsoft Internet Explorer browser window displaying the InfoView application. The browser's address bar shows a URL starting with "http://fsfnboe1...". The application interface includes a "Business Objects" header, a "Folders" pane on the left, and a main content area. A "Prompts" dialog box is open, showing a list of reports. The report "CSA Investigations Commenced By Time" is selected and highlighted. A box with the number "5" points to this report. Another box with the number "6" points to the "Run Query" button in the dialog. A text box with an arrow pointing to the selected report contains the instruction: "Double-click report name to add to top. Then click 'Run Query'". Below the report list, there is a "select report" field containing the name of the selected report. At the bottom of the dialog, there is a "More Information" link and a "Click here to access Search options" link. The status bar at the bottom of the browser shows the refresh date as "September 21, 2007 11:23:21 PM".

8. The Report Page will launch which has a list of the following information
 - a. Run Date
 - b. Report Name
 - c. Format (Excel, PDF)
 - d. Frequency (Daily, Weekly)
 - e. Report Level (District, County, Unit)



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9. Select the report hyperlink for the one you want. If the report is available in Excel, you have the option of opening it (in the viewer) or saving it and then opening it in Excel.

The screenshot shows the InfoView application interface. The main content area displays a table titled "Report For Different Run Dates". The table has the following columns: As Of Date, Begin Date, End Date, Report Format, Report Frequency, Report Level, and Link To Report. The data rows show reports for various dates from 10/31/2004 to 5/31/2005, with report levels alternating between District By Unit and Statewide By District. Each row includes a link to the report, such as "ASA At-A-Glance for Open Investigations.XLS".

As Of Date	Begin Date	End Date	Report Format	Report Frequency	Report Level	Link To Report
10/31/2004		10/31/2004	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
10/31/2004		10/31/2004	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
11/30/2004		11/30/2004	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
11/30/2004		11/30/2004	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
12/31/2004		12/31/2004	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
12/31/2004		12/31/2004	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
1/31/2005		1/31/2005	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
1/31/2005		1/31/2005	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
2/28/2005		2/28/2005	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
2/28/2005		2/28/2005	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
3/31/2005		3/31/2005	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
3/31/2005		3/31/2005	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
4/30/2005		4/30/2005	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS
4/30/2005		4/30/2005	XLS	DAILY	Statewide By District	ASA At-A-Glance for Open Investigations.XLS
5/31/2005		5/31/2005	XLS	DAILY	District By Unit	ASA At-A-Glance for Open Investigations.XLS