



# North Carolina Community College System

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College and Career Readiness

## New Business Objects Account

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September 1, 2020

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# Welcome and Purpose

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The New Business Objects Account webinar is intended to provide a high level overview of the following:

- NCCCS Service Now account and Login
- Business Object Account Application Process
- Login Issues, Password Resets
- Entry Screen and Web Intelligence
- Accessing Universes
- Viewing Error Logs
- Creating a Report
- Downloading Data Files



# Gentle Reminder:

## LEIS Monthly Flat File Submission

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- Flat Files are due by the 15th of every month, or the first business day that follows, if the 15th is on a weekend or falls on a holiday.
- A Flat File may be turned in no earlier than the 1st of the month
- Check the link below after the 15th of the month to see if your flat file has been received: <https://www.nccommunitycolleges.edu/reports-due-dates>
- If your flat file has errors, you will be able to log into your New Business Objects account to view your error logs (report).
- If you need assistance with error corrections, please submit your request in the NCCCS ServiceNow Portal at <https://ncccs.service-now.com/sp>. When submitting the request in ServiceNow for the Literacy (LEIS) data extract, select Category: Student and Subcategory: LEIS/NRS.





# NCCCS College and Career Readiness Business Objects Training

September 1, 2020

# Agenda

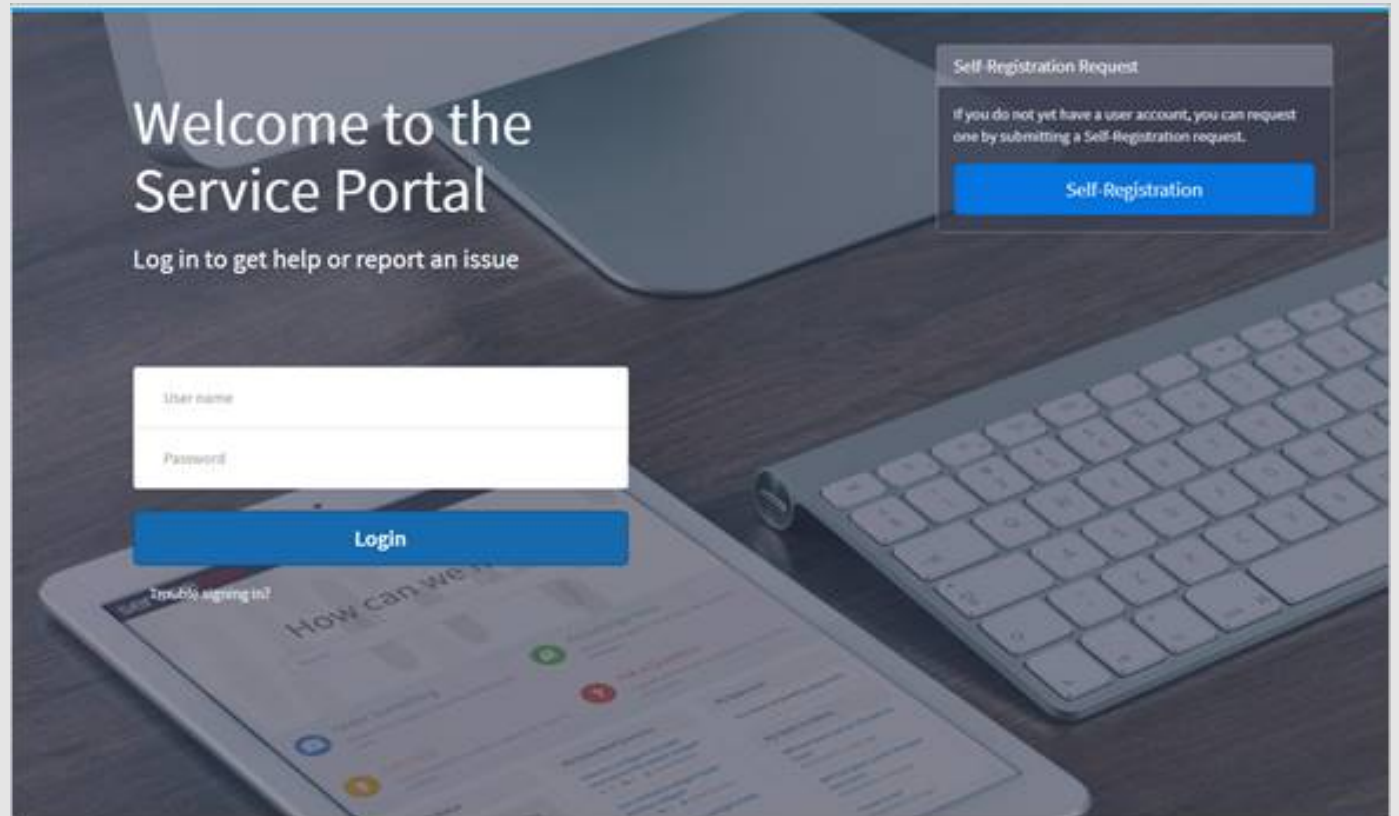
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- NCCCS Service Now account and Login
- Business Objects Account Application Process
- Login Issues, Password Resets
- Entry Screen and Web Intelligence
- Accessing Universes
- Viewing Error Logs
- Creating a Report
- Downloading Data Files

# NCCCS ServiceNow Account and Login

To access the portal page, go to [www.ncccs.service-now.com/sp](http://www.ncccs.service-now.com/sp)

- If you are already a registered user with the System Office, log in with your college email address and Service Portal password.
  - If you have an account, but have issues logging in you can click the “Trouble logging in?” link under the “Login” button (see image)
- New users will need to complete the **Self-Registration** Request to become a registered user first.



# Business Objects 4.2

## Business Objects Account Application Process

<https://ncccs.service-now.com/sp>



### Request Something

Browse the catalog for services and items you need

User Accounts

2

### Data Warehouse/Business O...

Create a new user account in the Data Warehouse for a college or system office user

View Details

### Data Warehouse/Business Objects Access Request

Create a new user account in the Data Warehouse for a college or system office user

- Requesting users must be registered in ServiceNow and logged into their ServiceNow account prior to initiating this request.
- The request is made for the logged in user.
- College user access requests will be routed to the college's data coordinator for the requesting user's college for approval.
- System Office user access requests will be routed to the requesting user's direct manager for approval.

\*Temporary password or assigned username

More information

# Business Objects 4.2

## *Password Resets*

<https://bo.nccommunitycolleges.edu/Passapp/>

SAP Business Objects Password Reset  
Start Again

Welcome to the Password Reset Portal for Business Objects

[Please Click here to Proceed](#)

### *Password Requirements:*

- *Must contain uppercase and lowercase*
- *Must contain at least 1 number*
- *Must contain at least 1 special character*
- *Must be at least 12 characters long*
- *Can't be the same as previous 12 passwords*
- *Changes every 90 days*



# Business Objects 4.2 Entry Screen

To log into Business Objects, type the following information in a browser: <https://bo.nccommunitycolleges.edu>


**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:


User Name:

Password:

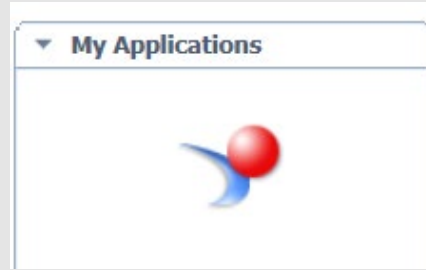
 [Help](#)

Welcome: **BSH-user** | Applications | Preferences | Help menu | Log off

Home | Documents

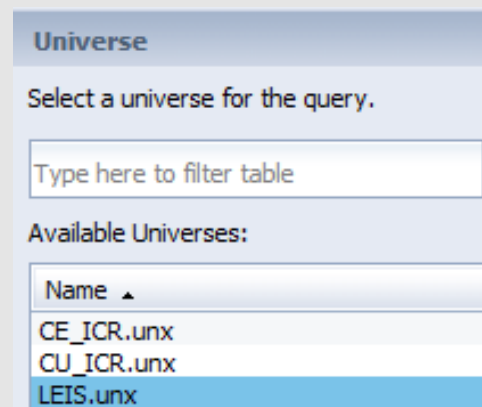
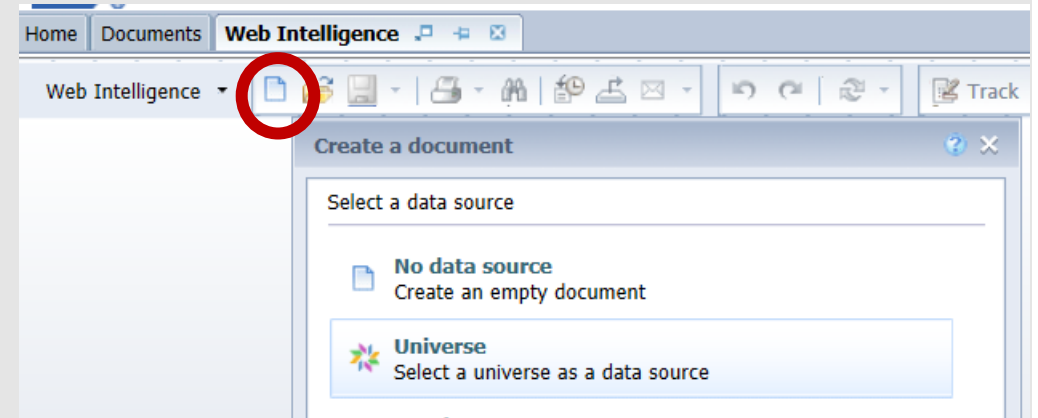
<p>My Recently Viewed Documents</p> <p>No recently viewed documents</p>	<p>0 unread messages in My Inbox</p> <p>No unread messages</p> <p><a href="#">See more...</a></p>	<p>My Applications</p> 
<p>My Recently Run Documents</p> <p>No recently run documents</p>	<p>0 Unread Alerts</p> <p>No unread alerts</p> <p><a href="#">See more...</a></p>	

# Business Objects 4.2 Universe



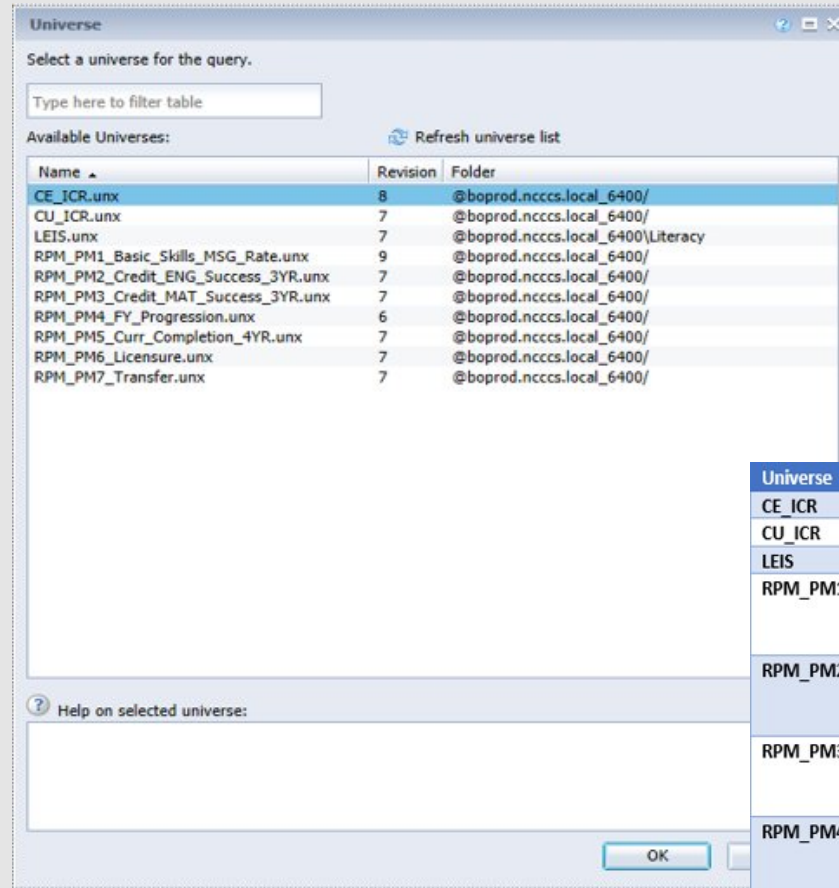
Clicking the Web Intelligence icon on the Home dashboard will give you ability to create reports.

Click the New button then select Universe to gain access to your data.



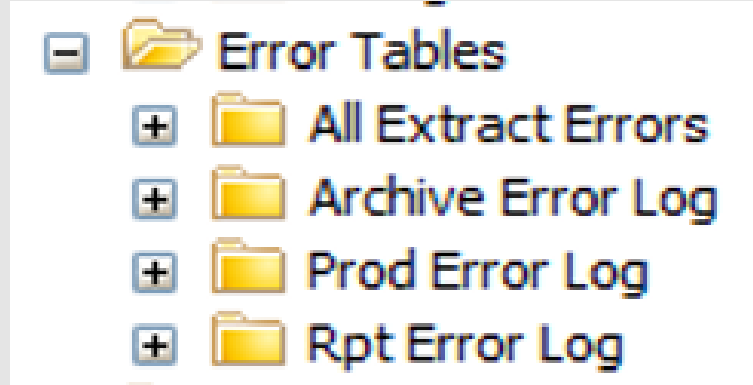
Choose the appropriate Universe for the data that you would like to access.

# Business Objects 4.2 Universes

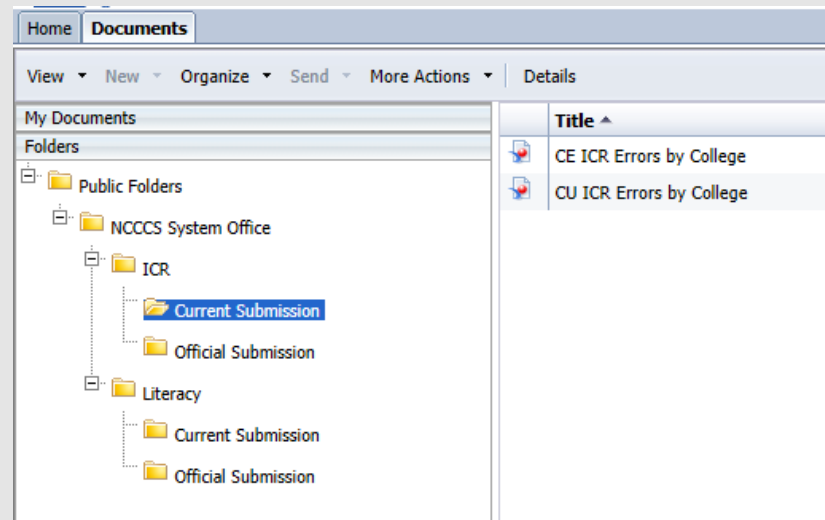


Universe	Description
CE_ICR	Contains Continuing Education ICR extract data
CU_ICR	Contains Curriculum ICR extract data
LEIS	Contains LEIS extract data
RPM_PM1_Basic_Skills_MSG_Rate	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM2_Credit_ENG_Success_3YR	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM3_Credit_MAT_Success_3YR	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM4_FY_Progression	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM5_Curr_Completion_4YR	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM6_Licensure	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu
RPM_PM7_Transfer	RPM provided performance measure. Questions about the data can be directed to RPM@ncccommunitycolleges.edu

# Business Objects 4.2 Error Logs



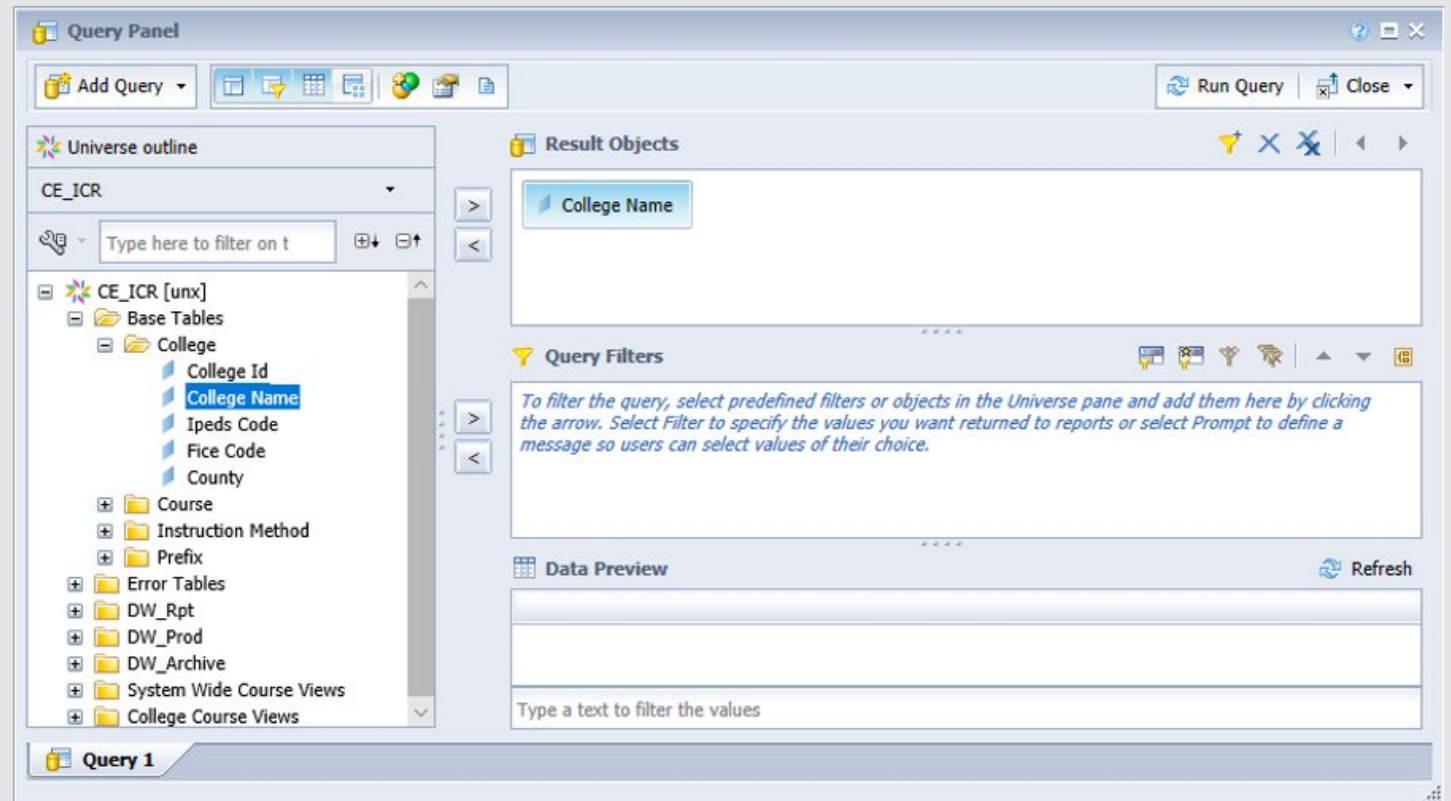
Error Tables folder contains all error data used for error reports.



Error reports can be accessed under each reporting area.

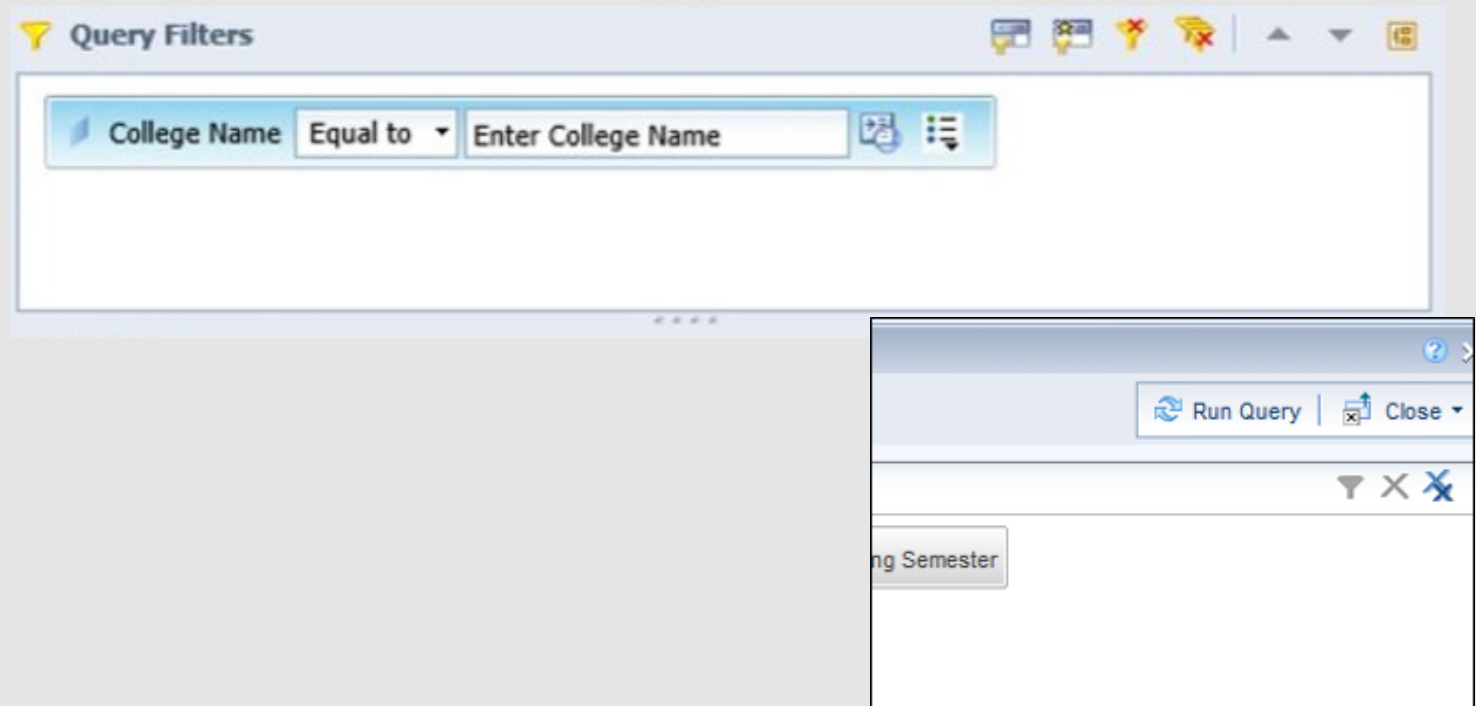
# Business Objects 4.2 Creating Reports

Once you have chosen a Universe as your data source, the software will open a Query panel. The example below shows that the “CE\_ICR,” Universe was chosen. The query panel will allow you to choose what data, or “Result Objects,” you want in your report, as well as giving you the option to include filters and/or prompts.



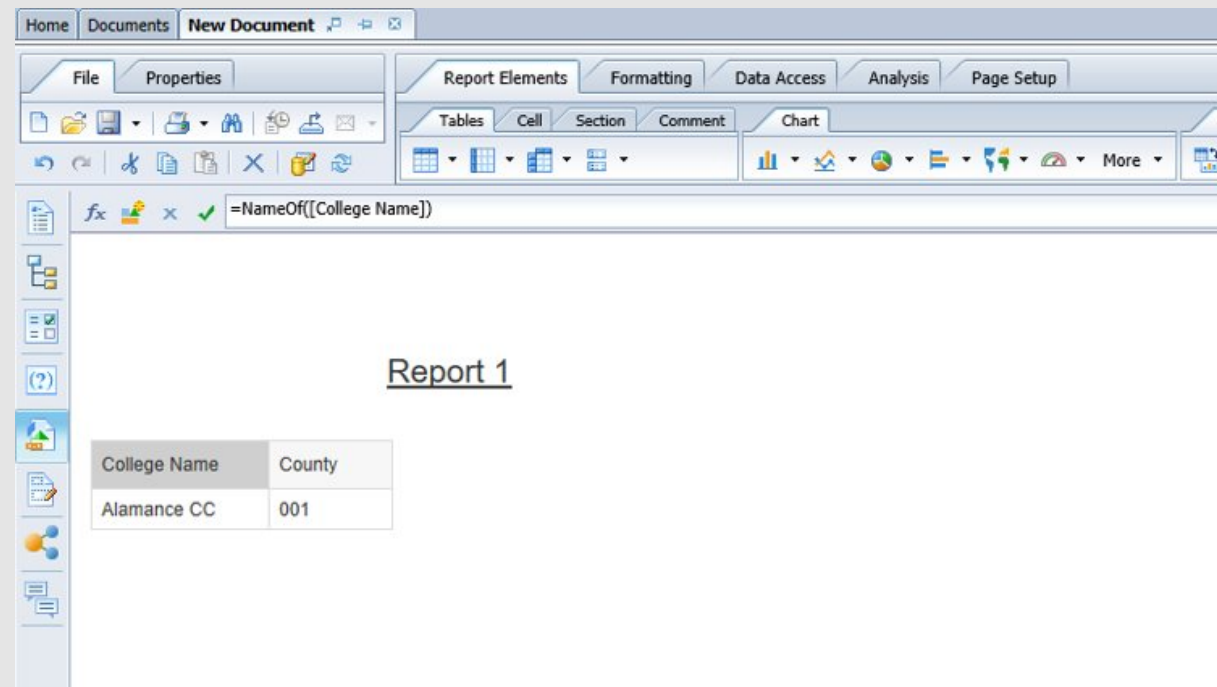
# Business Objects 4.2 Creating Reports

The Filter window below shows that this query will have a filter for “Reporting Year.” The operator is set to “Equal to,” and the it’s set to prompt the user to enter a value when the report/query is run. When you are finished selecting your result objects and filters, you’ll click the arrows that say, “Run Query.” This will run your query and return a dataset and will automatically open the report design window.



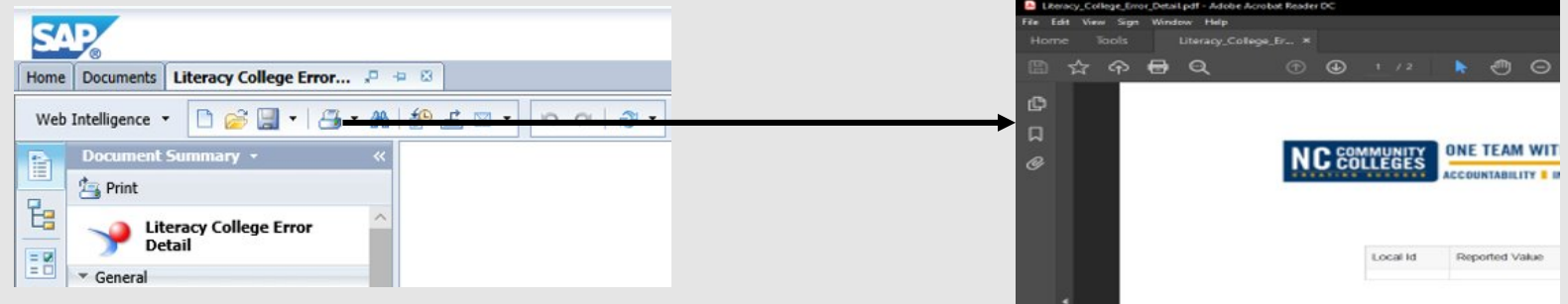
# Business Objects 4.2 Creating Reports

The system will run your query and open the report design window. It will try to automatically create a basic report for you, based on the result objects you choose in your query. You can keep this table, and change it as needed, or you can delete the table and build your own report. To delete the table that was automatically generated, select the table and right click, then choose “Delete.”



# Business Objects 4.2 Downloading Data Files

Once the report is open, you can click the print icon, which will save the report as a PDF.



You can also export the data in a variety of formats by clicking the small icon with an arrow pointing to the right and choosing the format.

