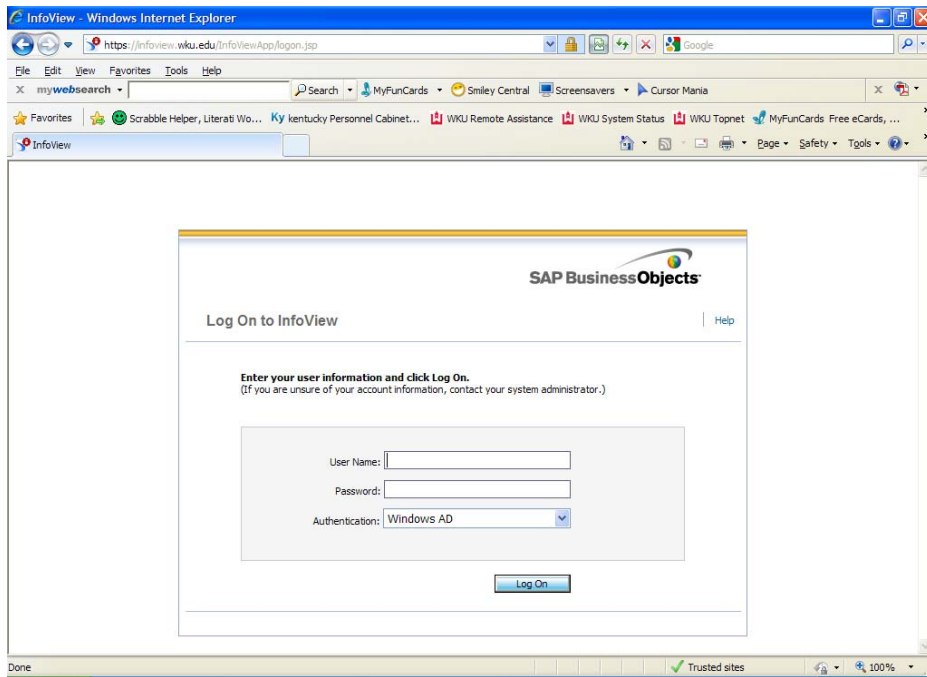


HOW TO ACCESS THE MONTHLY ALLOCATION REPORTS

Using a web browser (Internet Explorer, Safari, Firefox, Google Chrome)

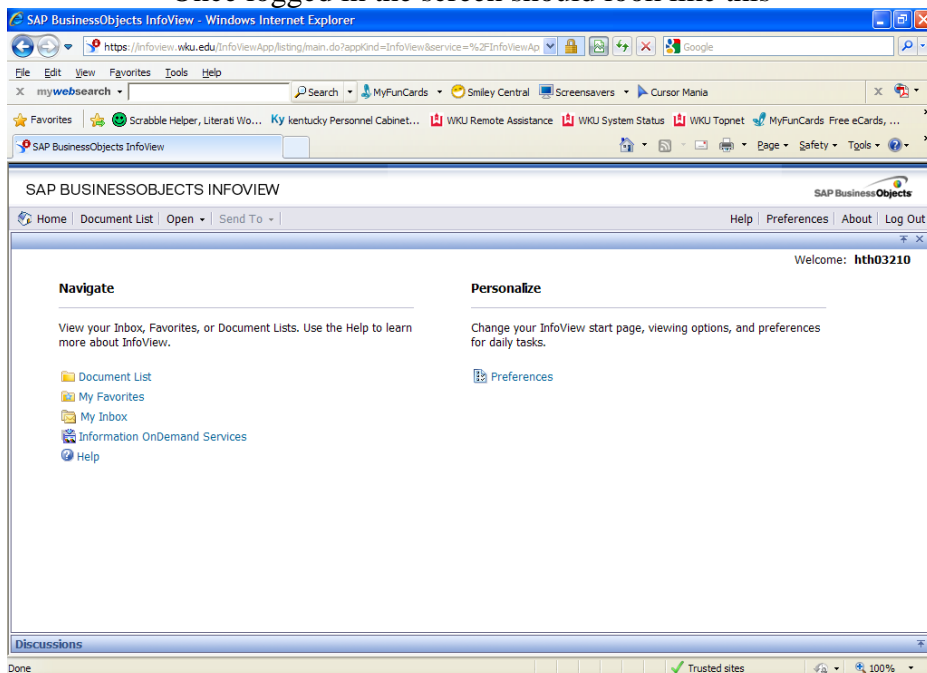
Go to – <https://infoview.wku.edu>

**Security
Number(s):**

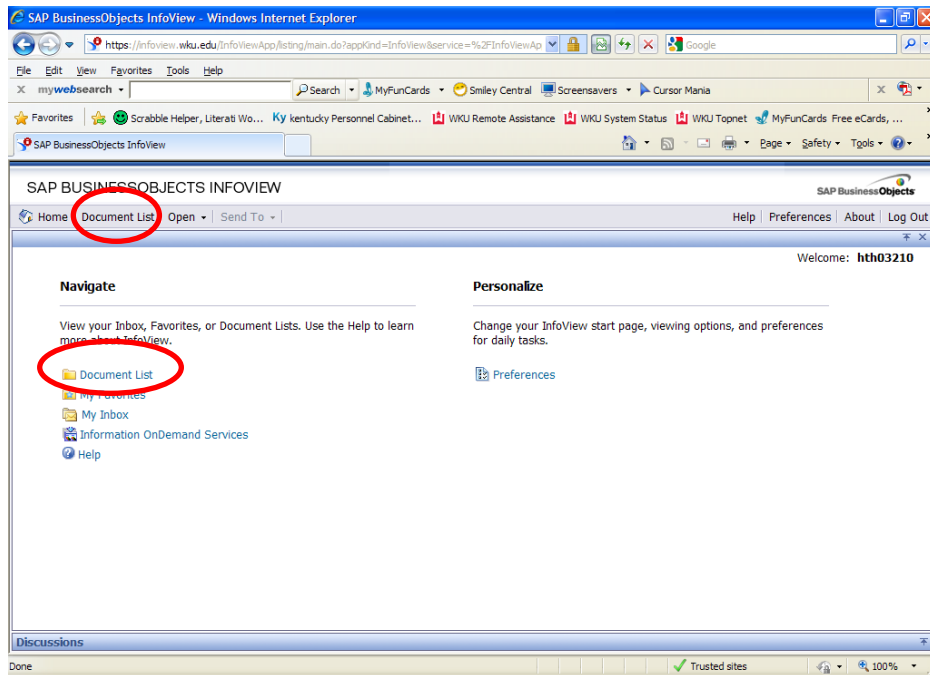



Login: Username – NetID
Password – NetID password
Make sure Authentication is set to Windows AD
Click Logon

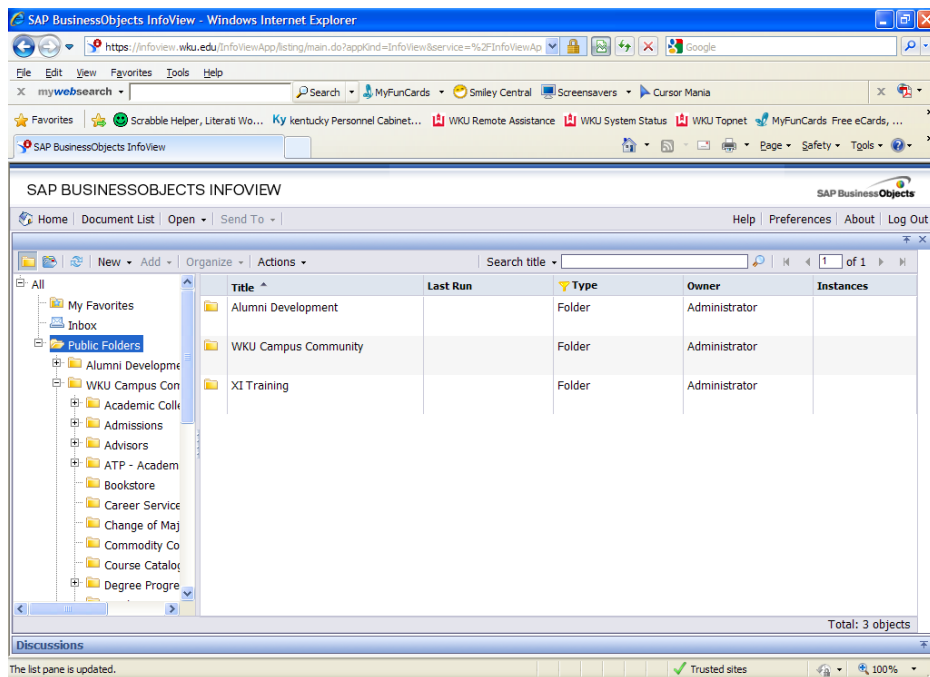
Once logged in the screen should look like this



Click on DOCUMENT LIST

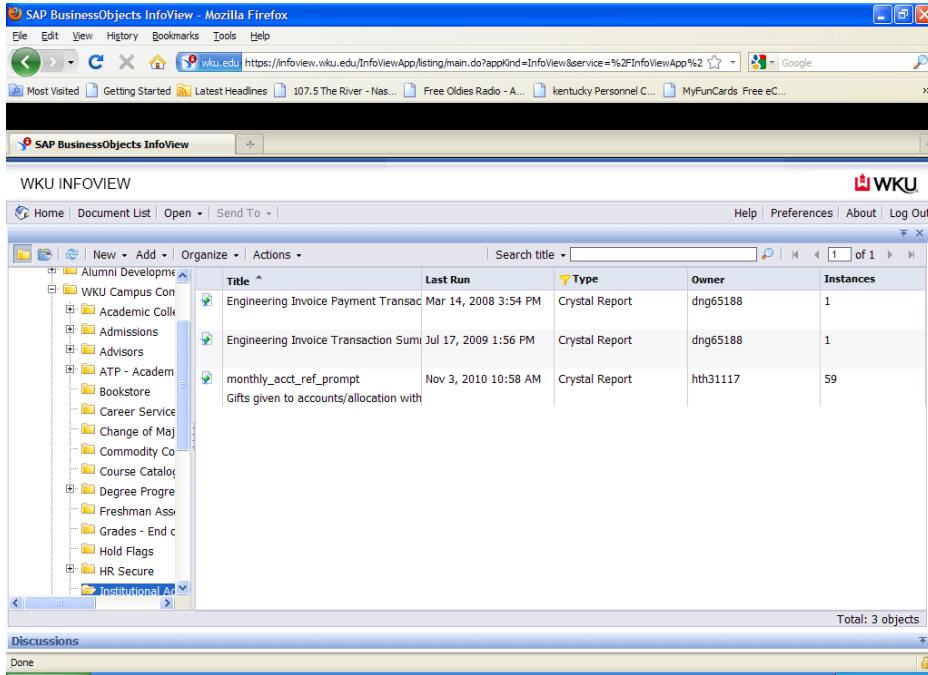


Click on the  beside Public Folders to expand

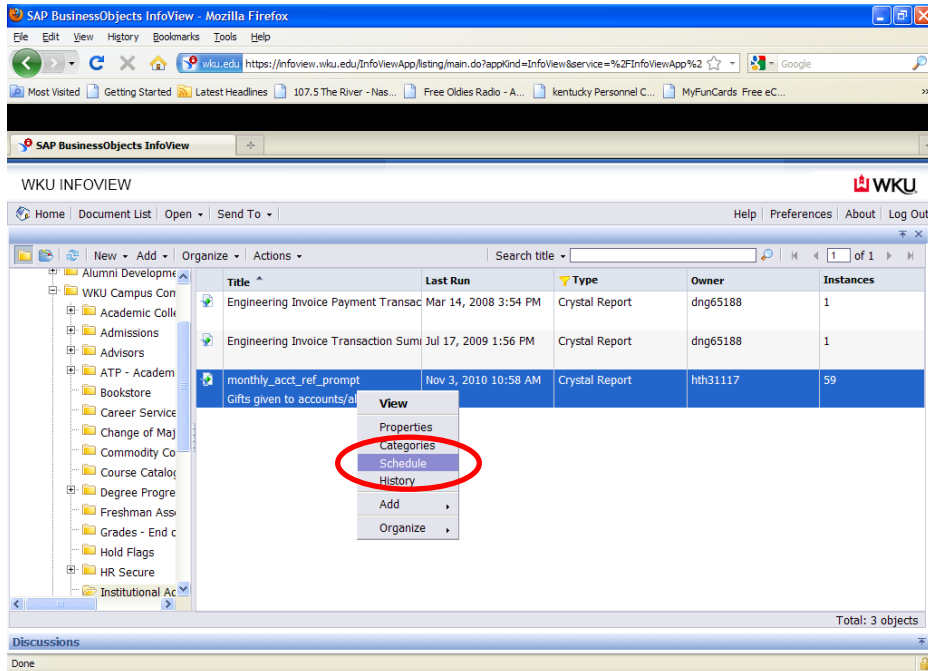


Inside the WKU Campus Community Folder is a folder titled **INSTITUTIONAL ADVANCEMENT**

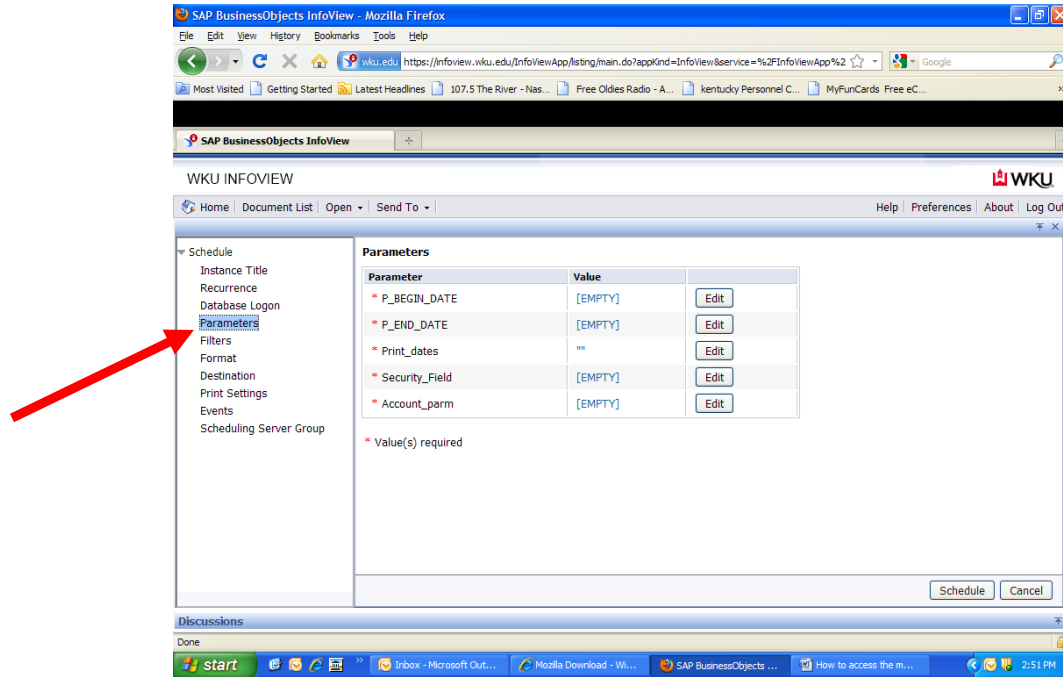
Click that folder



Right Click on **monthly_acct_ref_prompt**
Click on Schedule



Click on Parameters



Click to edit each Parameter


- * P_BEGIN_DATE - 20101101
- * P_END_DATE - 20101130
- * Print_dates – November 2010
- * Security_Field – *Assigned to each Account Administrator*
- * Account_parm – see below

Account Parameters

Enter your 6-digit account number(s) – shown with red circle

Once you enter the account number, click 

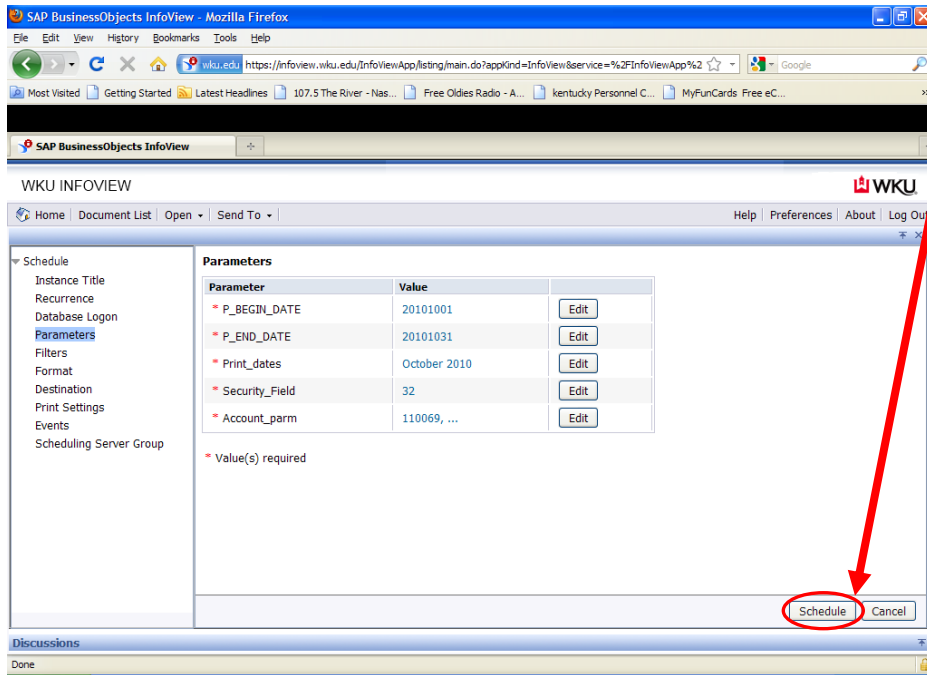
If finished, click OK

To enter multiple accounts, enter one 6-digit account number, and then click 

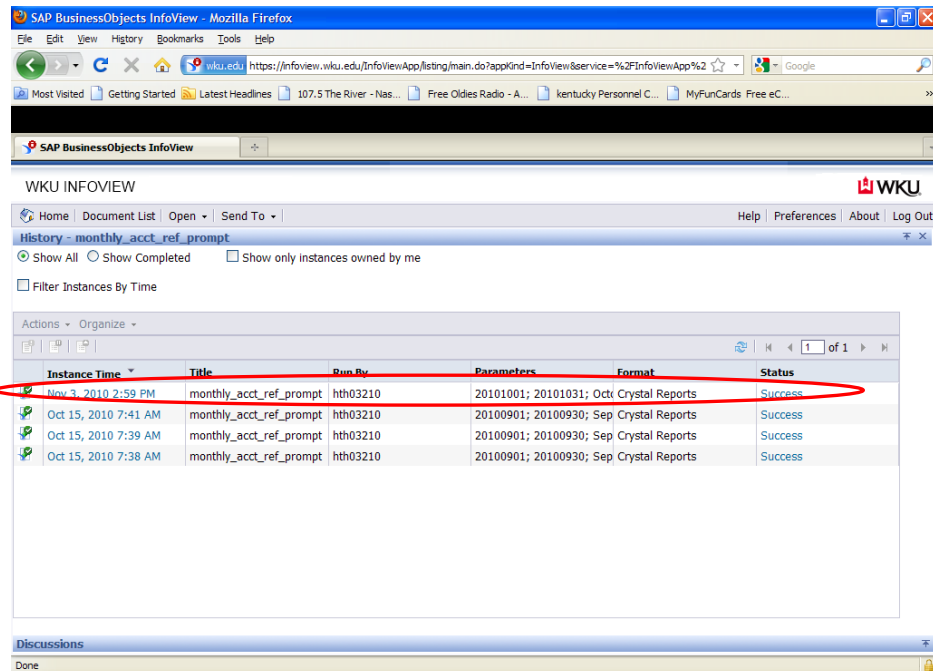
Do this for each account, then click OK

The screenshot shows a dialog box titled 'Enter your account number:' with a sub-title 'Account_parm'. On the left, there is a text input field with a red circle around it. To the right of the input field is a right-pointing arrow button. Below the input field is a 'Selected Values:' box, which is currently empty. A red note is overlaid on this box, stating 'Account number(s) should appear here'. At the bottom of the dialog, there are 'Remove' and 'Remove All' buttons. Below the dialog box, there is an 'OK' button.

Once you click OK and go back to the main screen, click SCHEDULE



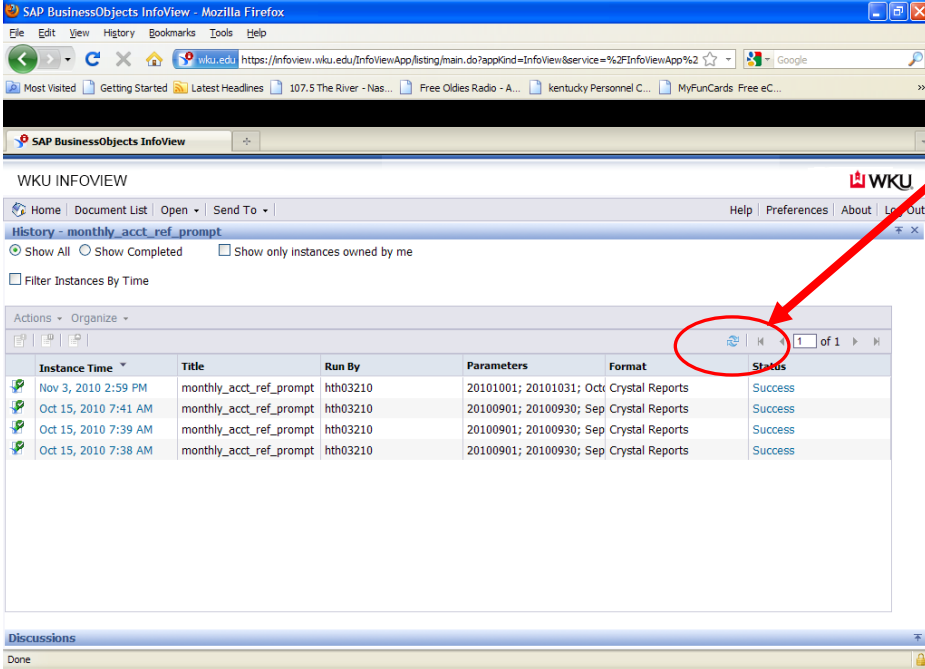
Once you click on Schedule, you will go to another screen
The first line on the screen is the report you scheduled.



Status

If the status says SUCCESS, proceed by clicking on the Instance Time. This will open up your report enabling you to print or save it.

If the status says PENDING, click REFRESH on the screen every few seconds until it has SUCCESS.
DO NOT HIT THE BROWERS REFRESH BUTTON



The screenshot shows the SAP BusinessObjects InfoView interface in a Mozilla Firefox browser. The page title is "WKU INFOVIEW". The main content area displays a table of report instances. A red circle highlights the refresh button (a circular arrow icon) in the top right corner of the table area, with a red arrow pointing to it from the right. The table contains the following data:

Instance Time	Title	Run By	Parameters	Format	Status
Nov 3, 2010 2:59 PM	monthly_acct_ref_prompt	hth03210	20101001; 20101031; Oct	Crystal Reports	Success
Oct 15, 2010 7:41 AM	monthly_acct_ref_prompt	hth03210	20100901; 20100930; Sep	Crystal Reports	Success
Oct 15, 2010 7:39 AM	monthly_acct_ref_prompt	hth03210	20100901; 20100930; Sep	Crystal Reports	Success
Oct 15, 2010 7:38 AM	monthly_acct_ref_prompt	hth03210	20100901; 20100930; Sep	Crystal Reports	Success

NOTES

- If your reports return with no records, there may be no activity for the month. Check your WKU Foundation Project Activity Reports.
- If your reports return with no records, the account numbers did not match the Security Field.
- Wait for the report to indicate SUCCESS before scheduling again