

BOXi/Infoview

- 1) To logon you should use IntraLINK > System Access > Business Objects Xi > Business Objects. You should either be logged straight in (the system will be using your network login) or you will be taken to a login screen as shown below. Complete the login, ensuring that AD is selected in the bottom field.



- 2) You will then see the default *folder* screen.



- 3) All Housing reports are saved under Public Folders > Northgate>LAH (Benefits and Revenues reports are split under 2 folders within. To save you scrolling through all Housing reports you can find a report in 1 of the following 2 ways:
 - I. Using the search facility. If you know the name of the report you wish to view or if you wish to use just one report at this time, type the name or part of the name and click enter or the arrow on the right of the search title field.

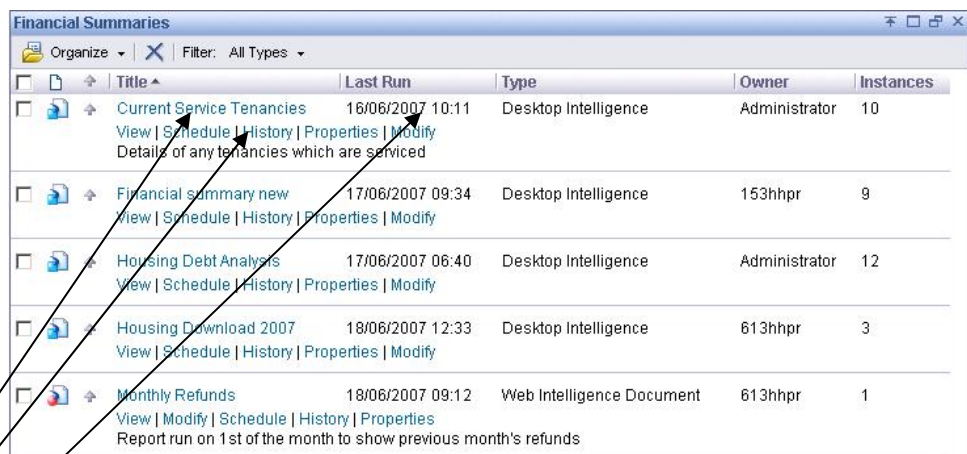


Or

- II. If you have a number of reports belonging to one of the following categories, you can use the *category* view. Click on the Show Categories button (underneath the word Folders on the left hand side) and browse from Corporate>HHSC>LAH to one of the following categories where you will see the reports associated to those categories (some reports may be associated with more than one category)

Current Rent and arrears
 Debt management
 Estates
 Financial Summaries
 Insurance Accounts
 Rent Reconciliation
 Repairs
 Sale of Council Homes
 Supporting People
 Voids

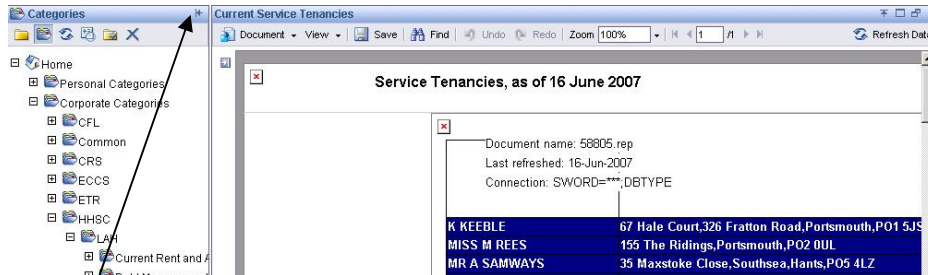
EG By selecting the category Financial Summaries you will see the following reports.



- Click the report name to view the latest copy or "instance" of the report. Do NOT use the view button as this does not always show the latest instance.
- Click 'History' to view a list of previous copies or "instances" of the report

- The last run field shows the time when the report was last refreshed. Reports are scheduled to run at certain times. You can view the schedule in the footer of the report. *By clicking on a report you are not necessarily viewing the data in the originating system as of today.*

4) You will then view the report instance as below:



5) If the report is landscaped (as in 4) above) then you may find that the category or folder view panel on the left handside takes too much room. You can close this panel by clicking on the small pin icon.

6) The report will then use up the entire BOXi window.

	Fixed Rent	Storage of PCC property - Housing	Weekly charge for landlord-controlled heating	Weekly charge for PWC Water Rates	Weekly discount applied to service tenancy (i.e.	Weekly General Service Charge inc ASBO	Sum:
n Road,Portsmouth,P01 5JS	62.28		6.15		-56.46	3.06	15.03
outh,P02 0UL	57.76				-52.17	3.06	8.65

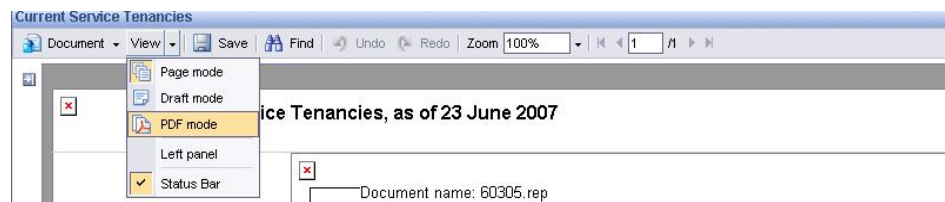
7) At the bottom of the report you may see different tabs that show different subreports of the data.



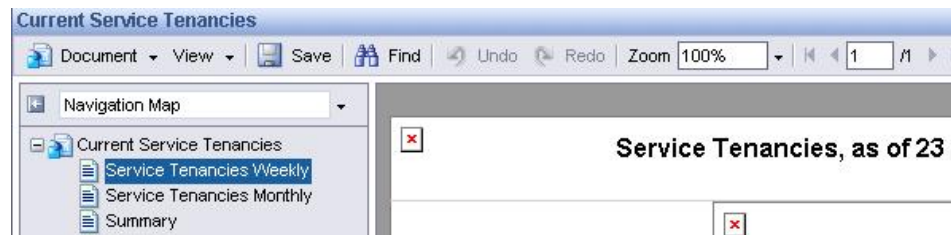
8) If you wish to see the report layout down the left hand side (as in the old QV) click on view as below:



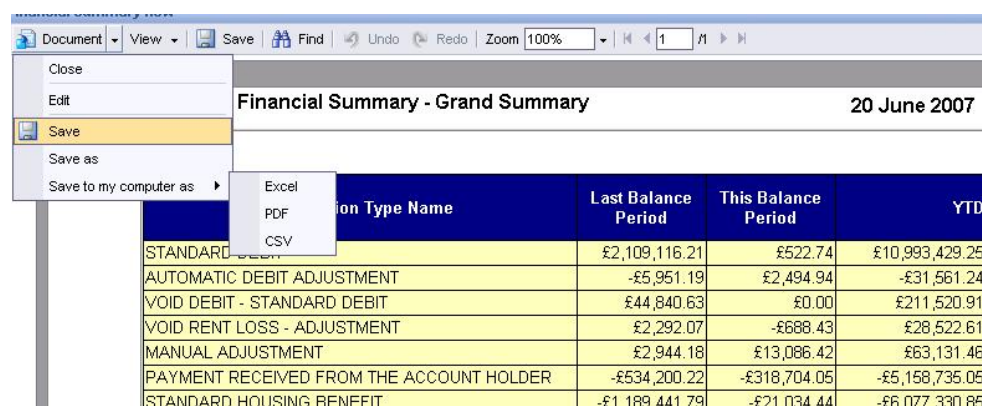
9) Click on left panel:



10) You will then view the left panel navigation as shown below:

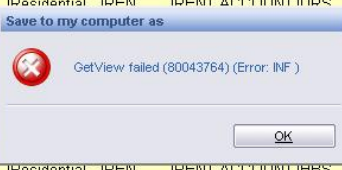


11) If you wish to export the data (only certain job roles have access to this facility) you can either export to pdf, excel or csv. Select "save to my computer as..."



You may encounter the following error message when trying to save as excel:

Ownership	Office	Former /	Residential?	Account	Account Type	Transaction	Transaction	Breakdo	Balance
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	DRA	AUTOMATIC	RENT	03/Jun/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	01/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	15/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	29/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	13/May/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	27/May/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	01/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	15/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	29/Apr/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	13/May/2007
11KARENAVENU	AO10PL	Current	Residential	REN	RENT ACCOUNT	HBS	STANDARD	RENT	27/May/2007
11KARENAVENU	AO10PL	Current	Residential	VRL	Void Rent Loss	VDA	VOID RENT	RENT	03/Jun/2007
11KARENAVENU	AO10PL	Current	Residential	VRL	Void Rent Loss	VDA	VOID RENT	RENT	10/Jun/2007
11KARENAVENU	AO10PL	Current	Residential	VRL	Void Rent Loss	VDS	VOID DEBIT -	RENT	10/Jun/2007
11KARENAVENU	AO10PL	Current	Residential	VRL	Void Rent Loss	VDS	VOID DEBIT -	RENT	24/Jun/2007
11KARENAVENU	AO10PL	Former	Residential	REN	RENT ACCOUNT	DRA	AUTOMATIC	RENT	17/Jun/2007



This error is a known problem and is being investigated. If this error occurs you may need to either:

- 1) Restart your machine entirely and try again
- OR if this doesn't work
- 2) Call Phoenix Support who will export the report for you