

# BUSINESS OBJECTS

## BO - Introduction

Business objects are consolidated reports compiled by backend engines which are able to publish trends and results for user's quick analysis.

Is BO the right tool for your reporting needs? Check the [Reporting tools guide](#)

## Getting a BO account

To request an account creation, modification or deletion on Business Objects, click on [BO Online Application form](#) to fill the necessary details.

You can find a list and description of the available applications from [here](#). When completed, you will receive a copy of the request.

Note that the modifications are subject to approval by the Authorisation Contact. IS will request validation depending on the parameters and applications requested. If you have any questions about the online form, or you want to modify a request you already sent, please contact directly the customer support team. Please refer to below for the step by step instruction for how to fill up the BO application form.

## How to fill online BO account application form

### Step 1 - User identification:

This is general information about you so that IT and later the validator can identify you.

- Solvay E-mail : Important since the summary/acknowledgement of this application will be sent to this address.
- User GBU and \* User Function : the GBU and/or Function you are part of. If you are not in a GBU or Function, please select "None".
  - Important : This does not affect the access you will get. It's only for identification.

### Step 1 - Application Type:

Please select Creation/Modification/Deletion of the account based on your need. This will determine further steps.

- User Creation - Please Enter your preferred login : it is advised to use the same login as for Windows, or your SAP login. It is possible IT will reject the proposed login and assign a different one for several reasons :
  - Login already exists and is used by another user.
  - Need to have same login as other SAP tools due to licence rules.
  - Respect general naming policy.
- User Modification/Deletion : please provide your current BO account login.
  - If you do not remember your login, please contact the helpdesk.

### Step 2 - BO Access (Modification/Creation):

- What type of access do you need :
  - Visualize & Refresh : this is the normal access for BO. It allows to refresh existing reports but also to personalize the layout/format. For most users this is enough.
  - Visualize & Refresh + Query design : this is the advanced access for BO. It allows to personalize even further the existing reports by allowing the modification of the source query (program extracting the data). This is only to be requested for users that have already used BO before.
- Please choose the Application :

In Business Objects, there are several databases or "Universes" which are grouped under "Applications". When you request an access to BO, you need to specify to which applications you want to have access to.

Please select at least 1 application. You can check the list and description of each applications [here](#).

Note that :

- Getting an access to an application will allow you to run all the reports in the corresponding database.
- The selected application will define who the security team will contact to request a validation of your request.

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if you are not able to find the solution here, please contact [SBS Support](#) .



Get Support

- You will not be able to see reports (nor run) the reports from the other applications.

### Step 3 - Perimeters (Modification/Creation):

Depending on the applications that you selected in Step 2, you will need to select the values for the perimeters used for the autorizations.

- This will define what data you can see when refreshing the report
- This will define who will have to validate the application request.

#### *Example*

For the PPE and PPS applications, the access is given by Business Unit (One or several) but can also be restricted by company or zone (1 only).



It is possible that during the request processing by IT part of the requested perimeter will be rejected : in that case IT will give you access only to the perimeter that was approved.

### Step 3 - Account deletion (Deletion):

Please enter the date for deletion : You can choose the date at which you want the account to be deleted. Basically this means you can request an account deletion in advance (For example to delete an intern account at the end of the internship).

### Step 4 - Comment & Send

If something wasn't clear or was missing, please don't hesitate to add a comment.

By clicking on "Send" :

- You will receive a summary of your application by email (to the email provided in Step 1)
- A User Request will automatically be created in Footprints and IT will process your request.

## Getting Started

BO is used via a web navigator like Internet Explorer. Everything is done via the "InfoView" page, the main BO page.

You can access BO by going to the [Infoview](#) - [here](#)

If it is your first usage of BO we advice that you change your account preferences once (see the [preferences recommended values](#)).

To start using BO, you can check the [Basic User Guide BI4](#) to learn how to use it.

## Getting Training

For general training or support, you could refer to [SolvayOne](#) (SBS Trainings offers) for more information