Impromptu Web Reports

Training Manual

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Access Impromptu Web Reports

To log on to Impromptu Web Reports, all you need is your web browser. Impromptu Web Reports works best with Internet Explorer.
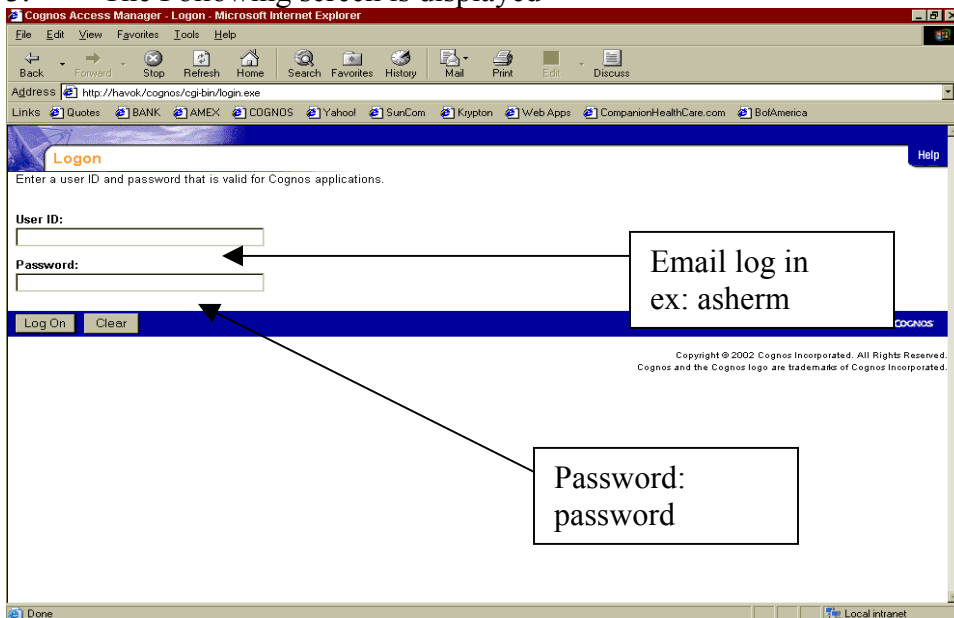
1. Open your Web Browser.

For the Authority: http://sabretooth/cognos
For the University: http://havok/cognos

2. In the address line type:
   For the Authority: http://sabretooth/cognos
   For the University: http://havok.musc.edu/cognos/
3. The Following screen is displayed

Email log in
ex: asherm

Password:
password

4. Log in: The User ID will be your e-mail user ID, and the initial password will be password. You will be prompted to change the your password. WRITE IT DOWN.
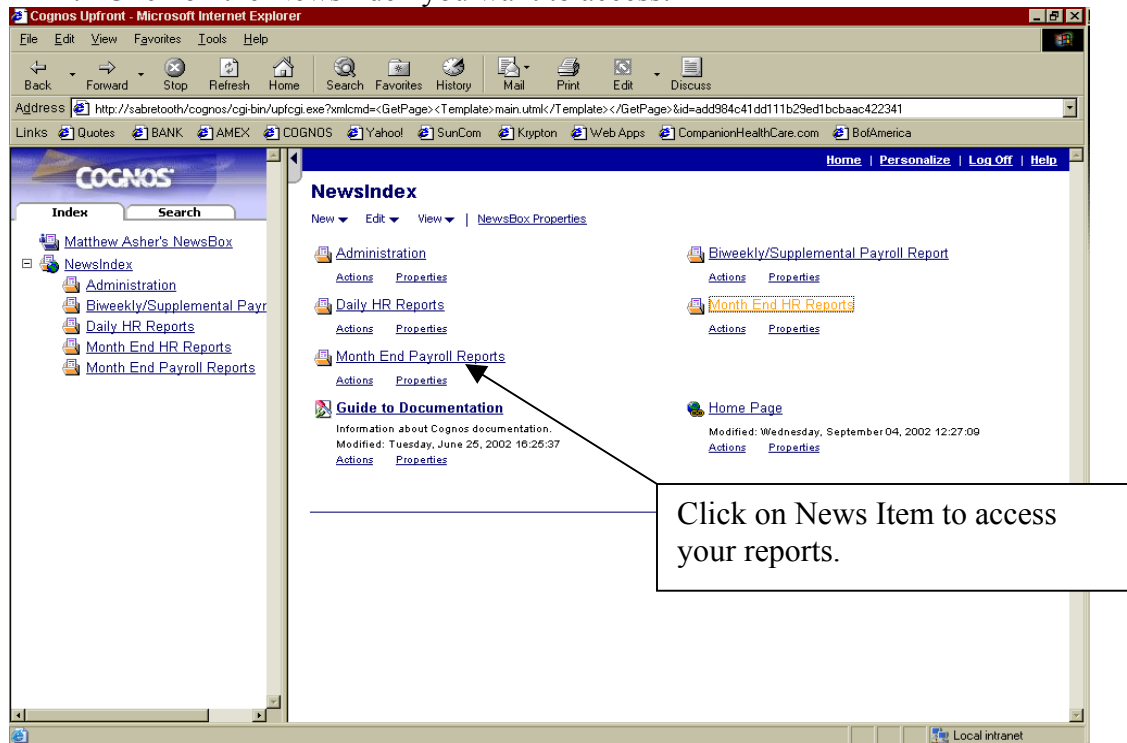
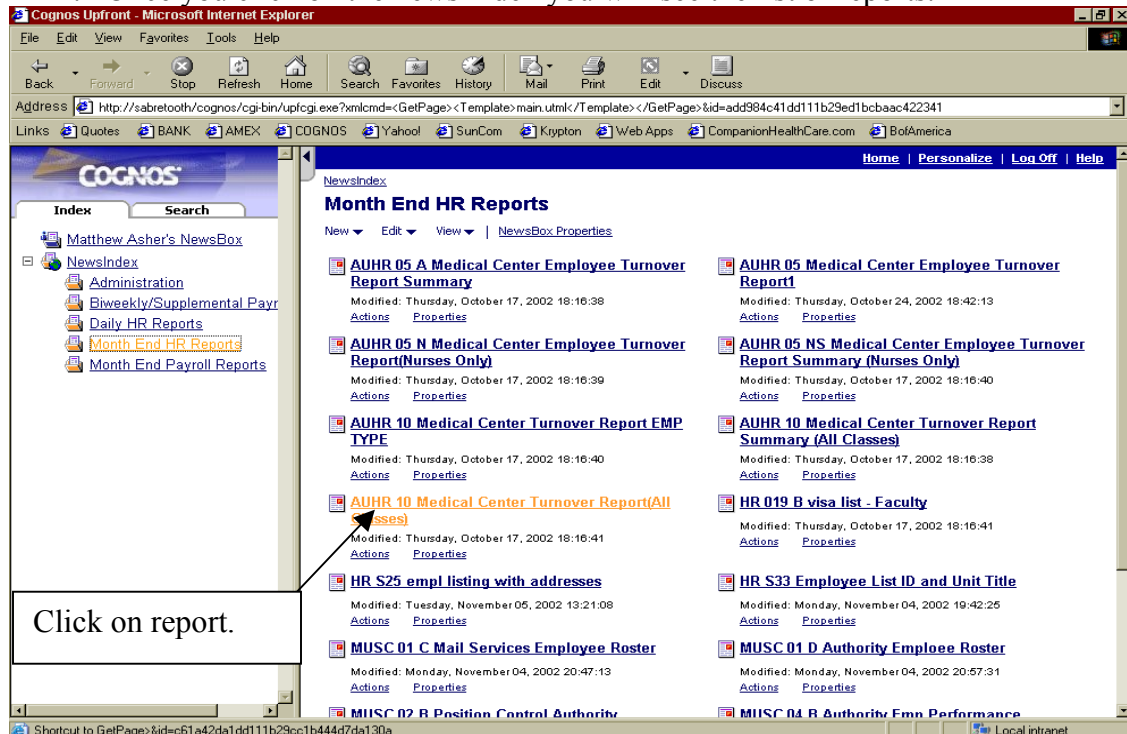5. You are now in Impromptu Web Reports.
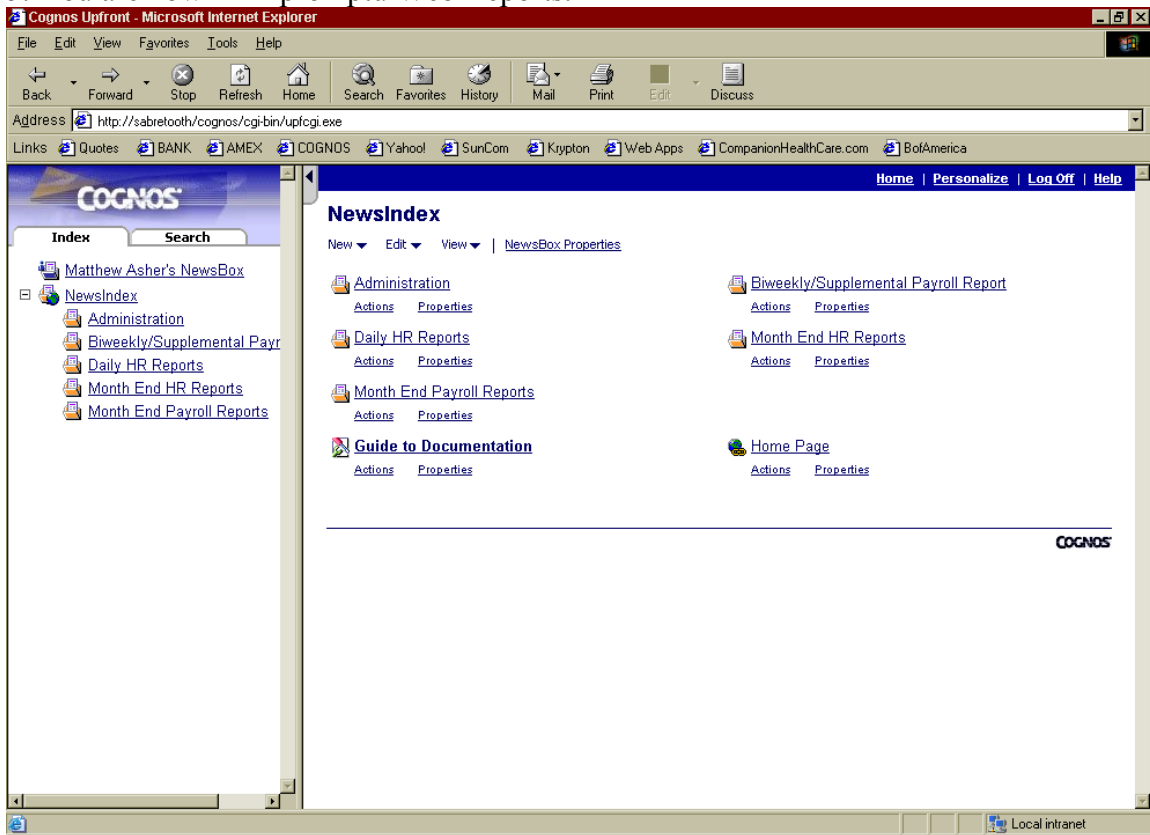
View a Report

To view your report, you must click on the Newsindex you would like to view. THIS VIEW WILL VARY WITH YOUR RIGHTS.

1. Click on the Newsindex you want to access:

Click on News Item to access your reports.

2. Once you click on the news index you will see the list of reports.

Click on report.

3. Click on the report name you would like to view to open the report.

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss

Address gnos%2Fcgi-bin%2Fupfcgi.exe%3Fxmlcmd%3D%3CGetPage%3E%3CTemplate%3Emain.utml%3C%2FTemplate%3E%3C%2FGetPage%3E%26id%3Dc61a42da1dd111b29cc1b444d7da130a

Links   Quotes   BANK   AMEX   COGNOS   Yahoo!   SunCom   Krypton   Web Apps   CompanionHealthCare.com   BofAmerica

HR S33 Employee List ID and Unit Title   Return | Save | Save As | Help

MUSC
MEDICAL UNIVERSITY
OF SOUTH CAROLINA

CONFIDENTIAL

Active Employees
Medical University Hospital Authority

Printed Date: 11/04/2002   Time: 02:42PM
Printed By: authority ADMIN
Rpt. No. HR S33
Effective Date: 10/31/2002

Display Name	Employee ID	Unit	Unit Name	Project
AANSTOOS, CHRISTINE A		9627000	MEDICAL/SURGICAL STAFFING POOL	96270
ABAS, IMELDA T		9621000	8 CHD INFANT CARE UNIT	96210
ABBONIZIO, RACHAEL L		9658000	9 PROGRESSIVE CARDIOVASCULAR CARE	96580
ABNEY, LINDA M.		9316000	RESIDENT'S CLINIC ADULT	93160
ACCERBI, HELEN W		9716000	ENDOSCOPY ROOM	97160
ACEVEDO, JOSEFINA C.		9650000	6 EAST RENAL TRANSPLANT NEPHROLOGY	96500
ACKER, VICTORIA S.		9720000	RADIOLOGY- DIAGNOSTIC	97200
ACKERMAN, CANDACE V		9417000	SUPPORT SERVICES ADMINISTRATION	94170
ACKERMAN, GARY G.		9670000	MAIN OR	96700
ACKERMAN, JAMIE S.		9627000	MEDICAL/SURGICAL STAFFING POOL	96270
ACKERMAN, JENNIFER B		9670000	MAIN OR	96700
ACKERMAN, MICHELLE L		9627000	MEDICAL/SURGICAL STAFFING POOL	96270

156%   1 of 97   8.5 x 11 in

Done   Local intranet
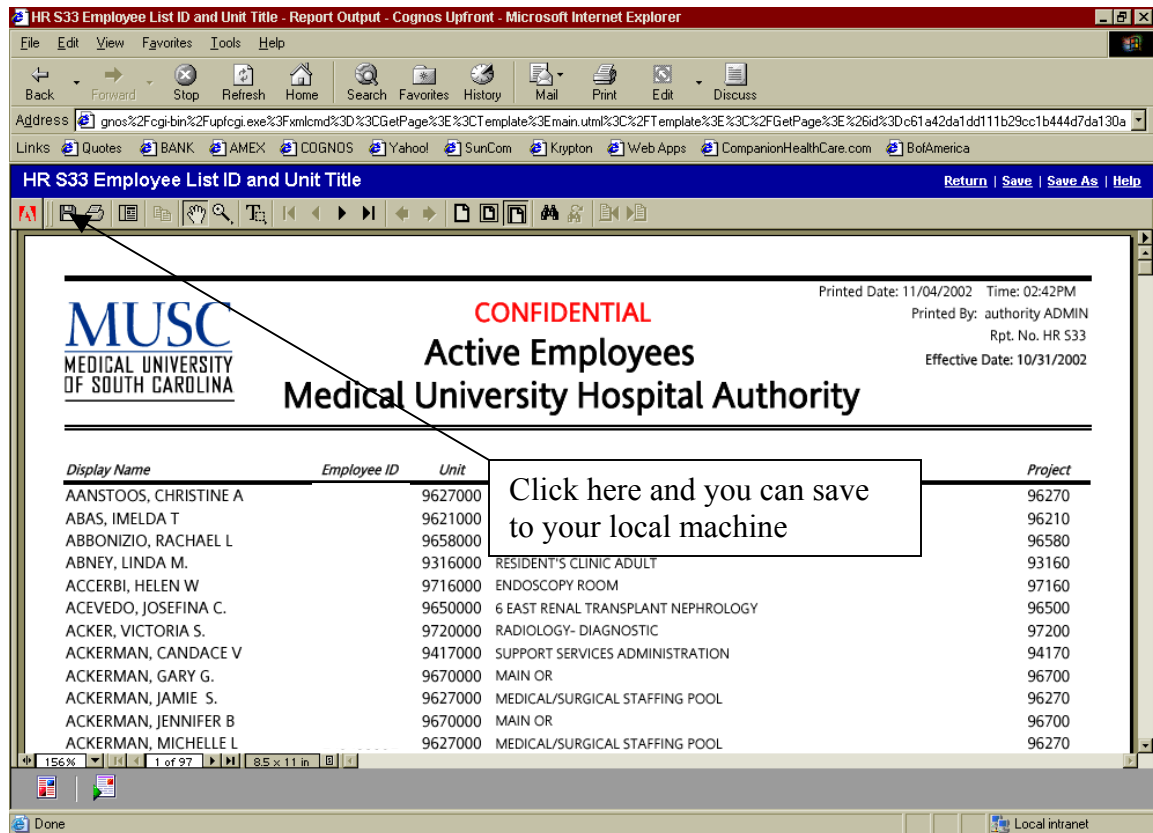
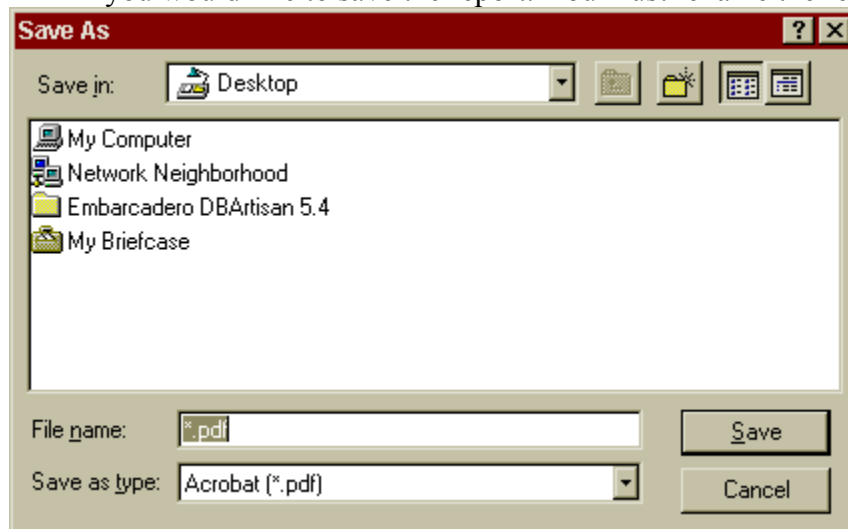*Revised 12/03*   6

Save a report locally

How to save a report to my local machine or my 'I' drive.

1. From this screen:

2. When you click on the disk it will allow you to name the report and choose where you would like to save the report. You must rename the report.
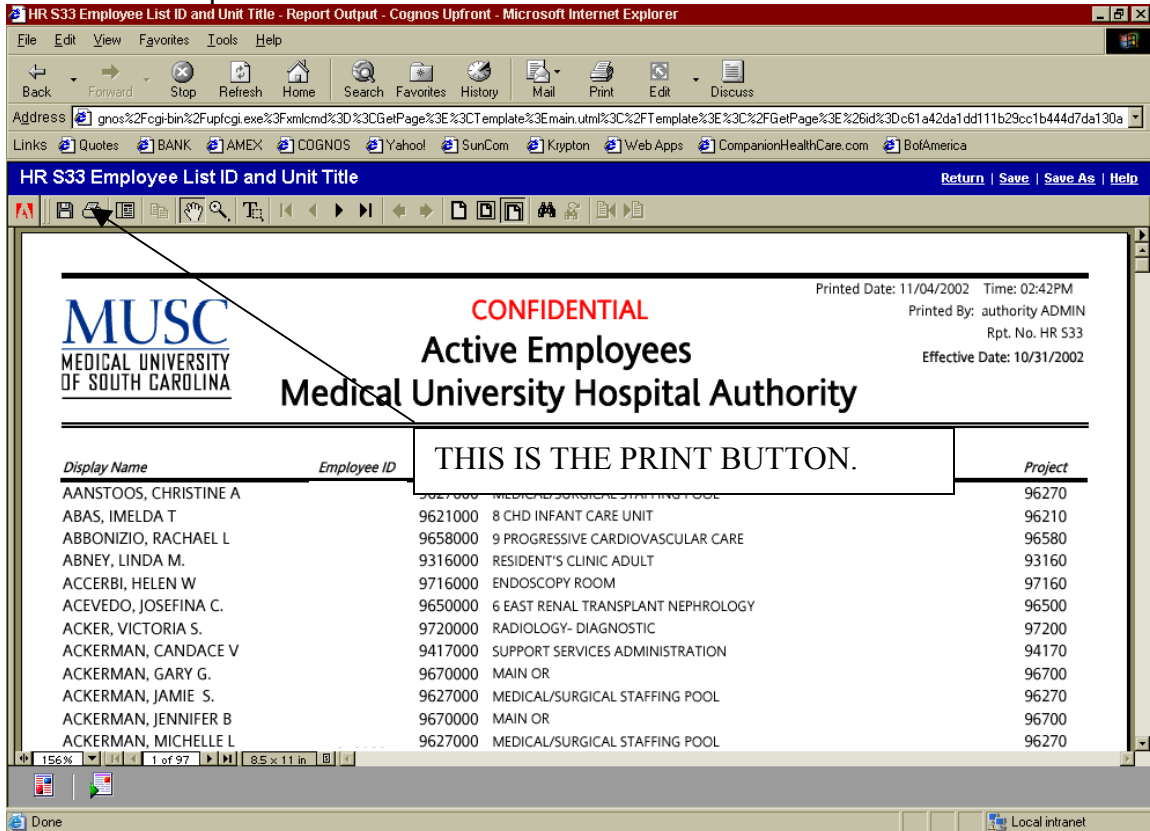

3. You have now saved your Impromptu Report PDF on your computer.

Print a report

How would I print a report that I have viewed on the web?
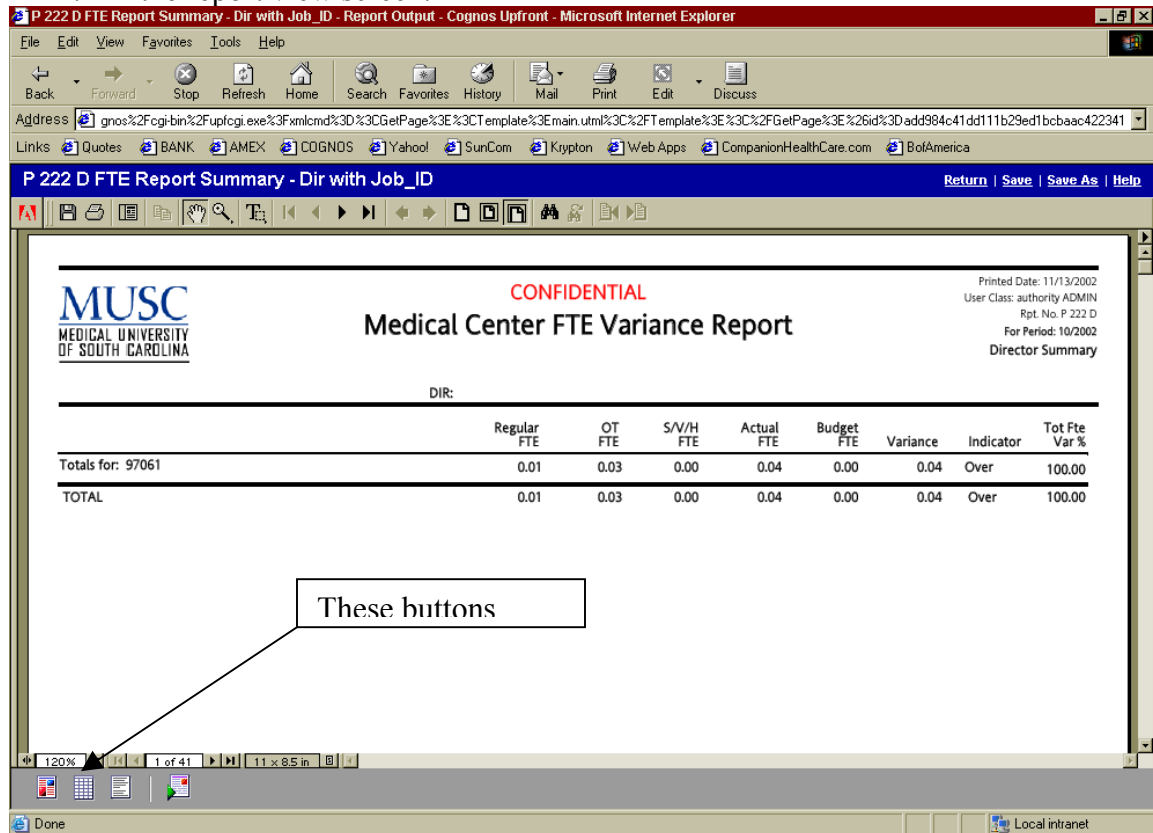
1. In the report view screen.

2. Click on the Print button in the upper left hand corner.

3. You will be presented with your normal print options.

View a report in different formats

Reports can be formatted in PDF, CSV, and excel. To view the additional formats:

1. In the report view screen.

2. If additional formats are available, you will see new buttons in the lower left hand corner of the window.
3. These buttons will show you the report in different formats.

   button is PDF

     button is Excel

     button is CSV (Comma Delimited)

4. If you require assistance, contact your local administrator. See last page of manual.
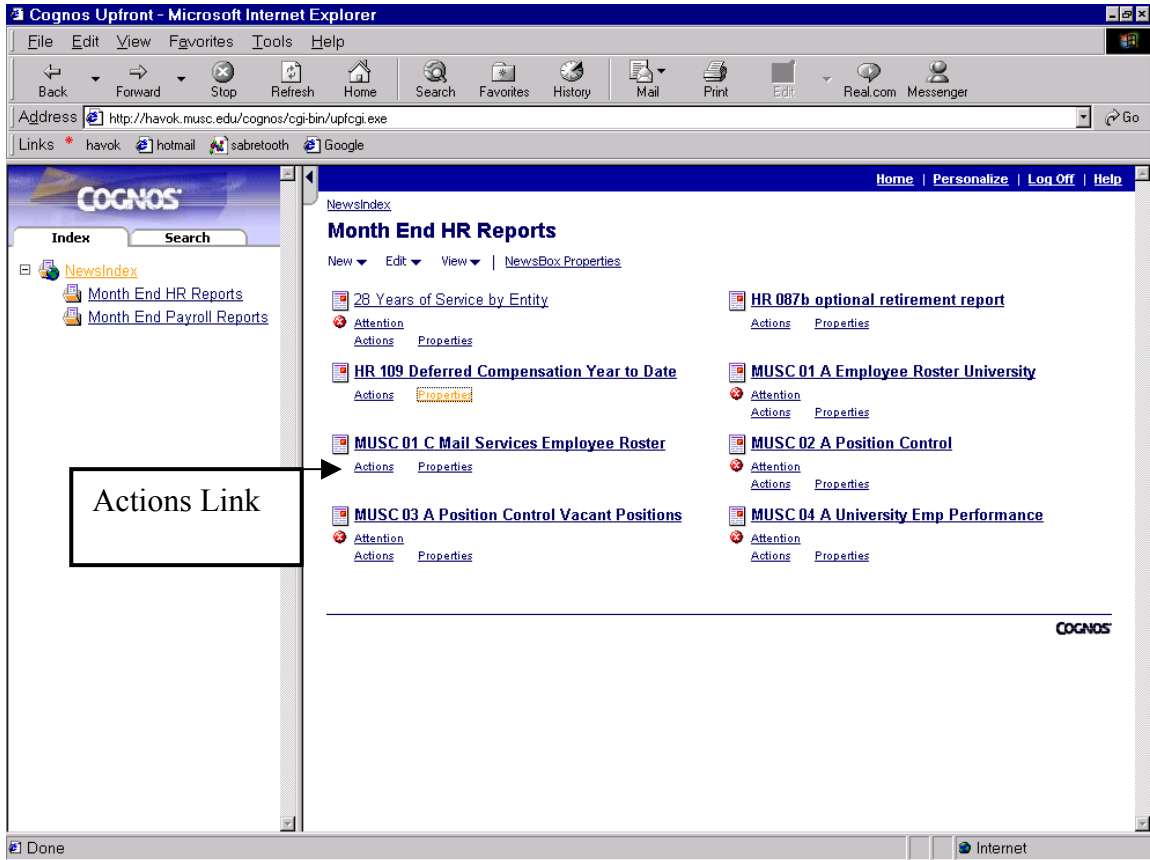
View previous versions of a report

Each report will have 18 versions of previous reports available online, starting with February or March, 2003. Monthly reports will contain 18 months of reports over time. Weekly reports will contain 18 weeks of reports over time.
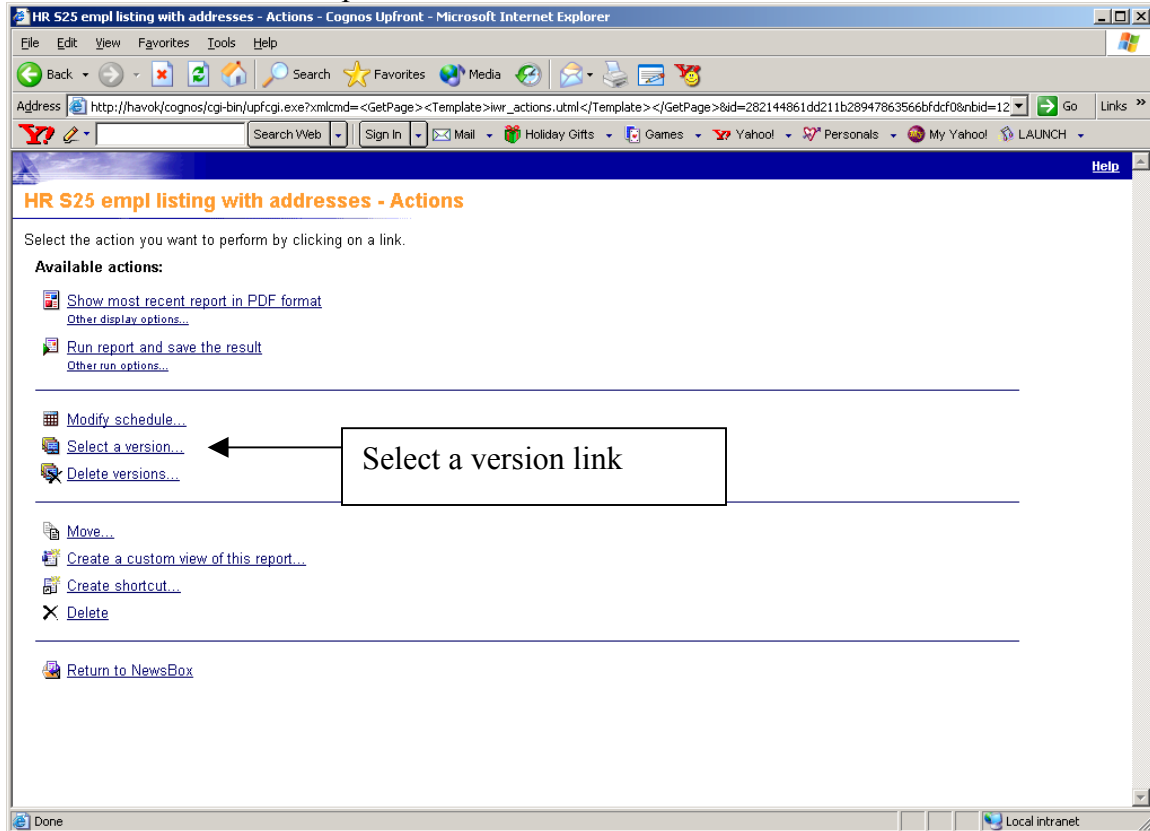
1. From the Newsindex, Select the Newsbox which contains the report.
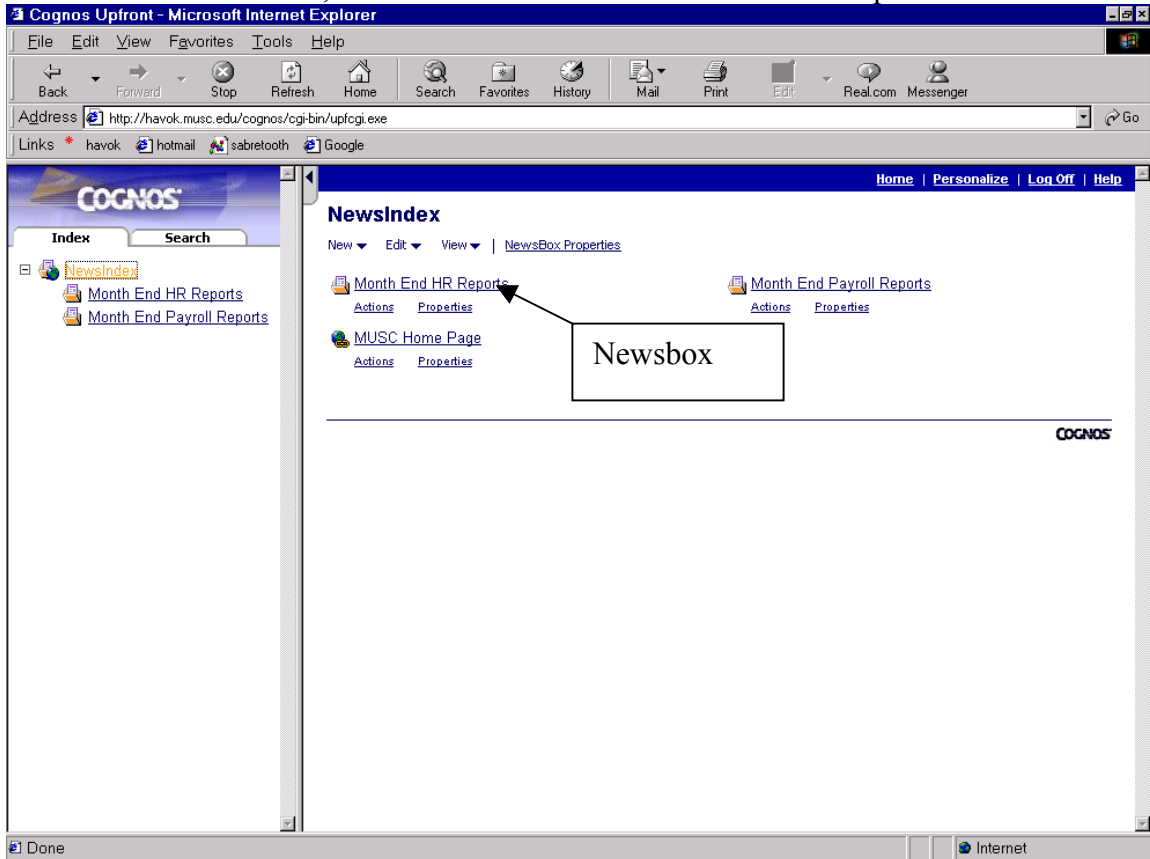
2. Find the report for which you would like to view a previous version, and select the **Actions** link under the Report Title.

3. Select the **<u>Select a version…</u>** link. This will display a list of previous versions which are available for the report.

4. Click the PDF link to display the PDF version of the report.

PDF Link

Help with Impromptu Web Reports

To get help with Impromptu Web Report your first contact should be:

For the Authority: Jane Smith e-mail: smithjan@musc.edu
For the University: Latonia Allen email: allenla@musc.edu