



SAP BUSINESSOBJECTS 4.3 FAQ FOR UAT

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SAP BUSINESSOBJECTS 4.3 FAQ AND UAT HIGHLIGHTS

Starting January 10th, 2022, WellSky ART users will gain access to the upgraded BusinessObjects reporting application, SAP BusinessObjects 4.3. This new application will eventually replace the existing ART (Advanced Reporting Tool) application, which is BusinessObjects Web Intelligence XI 3.1. Between January 10th and January 31st, WellSky will be holding the User Acceptance Testing phase of our upgrade process. This will allow users to experience the new application, providing valuable feedback, and allow WellSky to see real-time usage.

This document will cover the some of the common Frequently Asked Questions that may arise during the UAT period.

USER ACCEPTANCE TESTING

What is the UAT?

User Acceptance Testing is the period time WellSky will utilize to identify issues, features, and settings that need to be addressed before ART is turned off and SAP BusinessObjects becomes the new third party reporting application. It is currently scheduled for January 10th, 2022, through January 31st, 2022. This timeline is subject to change as testing continues.

What is required to participate in the UAT

Your *Community Services* site must be on CS5.14.5 and have ART installed. Otherwise the SAP BusinessObjects links are not accessible. Once upgraded, any user with an existing ART AdHoc License or ART Viewer License will gain immediate access to SAP BusinessObjects. To add more users to testing, assign them an ART license and either a) wait for the nightly builds to occur or b) request a new ART/SAP Build.

Do I have to participate in the UAT?

You are not required to participate. However, be aware that your BusinessObjects data will continue to build nightly and WellSky will monitor user and server usage regardless of direct participation or communication from your account. WellSky recommends each System Admin work with key users to ensure various community stakeholders have an opportunity to test and provide feedback. All feedback should be submitted to WellSky via the Client Support Portal.

Participation is strongly encouraged so WellSky can capture real-world and real-time usage of this new application. The more users that log in, run, and create reports, schedule reports, and use other features within BusinessObjects, the more possible issues can be found. This in turn means more possible settings and features we can apply to improve the overall experience.

How do I test BusinessObjects?

WellSky is looking for the following information when submitting a case in the Client Community:

- Title and location of the report
- Prompts, Shadow Mode, and EDA used within report
- User running report, role, and report license type (Ad Hoc or Viewer)
- Location of any found discrepancies, such as the report tab, table, visualization, or variable name
- Any performance or functionality related issues such as access issues, user or report timeouts.

We would like users to report on items such as:

- Any unusual lengths of time in logging in or opening a report
- Missing reports
- Formulas, Filters, or Variables no longer functioning

- Key functionality not working as intended, such as Input Controls, Report Filters, Variables, Formulas, Creating/Editing/Saving Reports, Scheduling Reports, etc.
- Any discrepancies between reports run in ART and those run in BusinessObjects 4.3

SYSTEM REQUIREMENTS

CS version

Clients must be on CS5.14.5 to access the SAP BusinessObjects report tile and report list link.

Browser

SAP documentation indicates that there are no Browser compatibility issues or required plugins to use BusinessObjects 4.3. WellSky's limited testing has indicated Chrome is the best performing Browser; however, Edge and Firefox have performed well, and both have performed better than Internet Explorer.

Popup blockers allowing our site

If pop-up blockers are utilized within the user's browser, ensure that the following site is put on the "Allowed" list.

<https://boreports.servicept.com/>

Supported File Formats

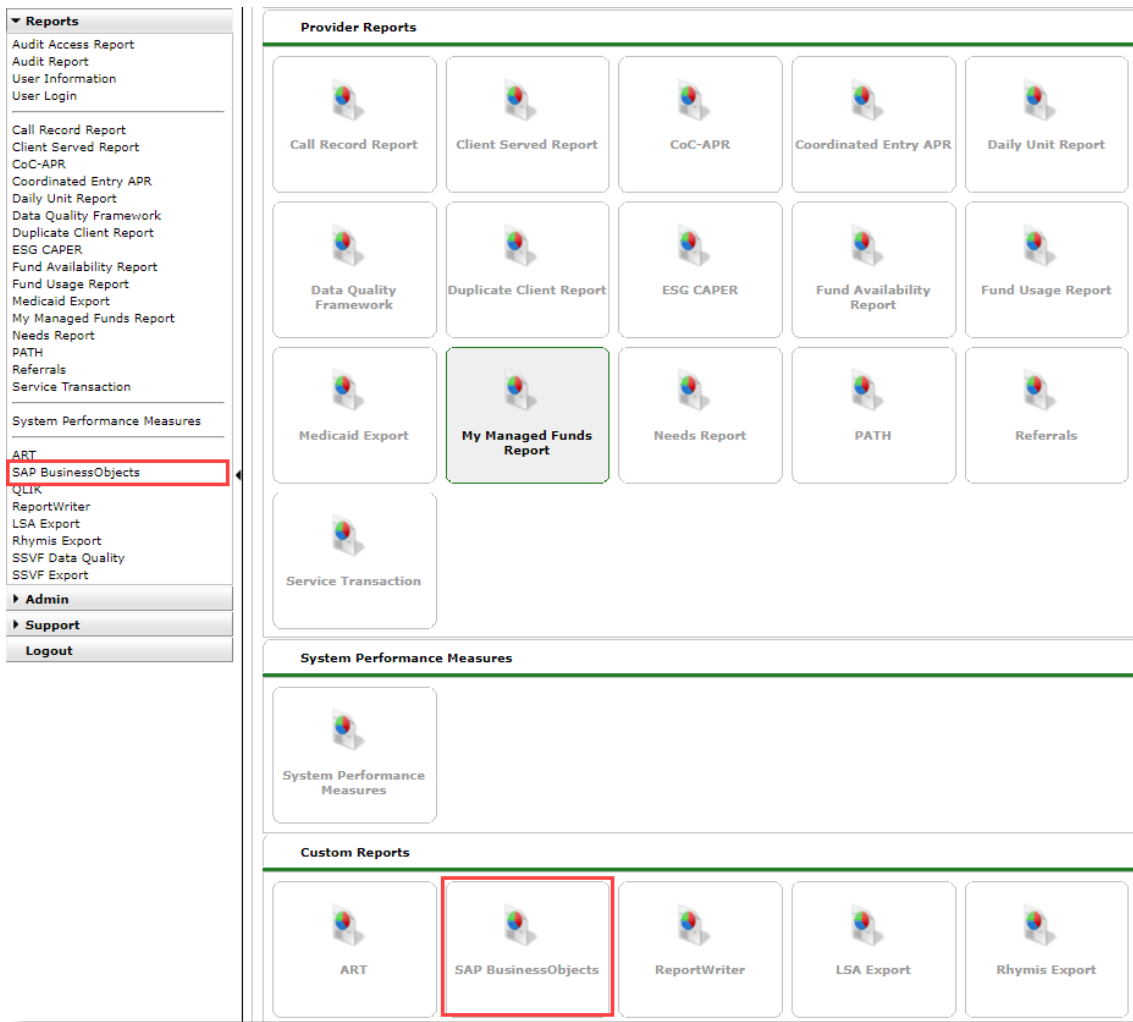
SAP BusinessObjects exports to the following formats:

- .CSV
- HTML
- .PDF
- .XLSX
 - This is the updated excel format for Excel 2007 and above. There is no option for the previous .XLS format.

FREQUENTLY ASKED QUESTIONS

How do I access SAP Business objects 4.3?

To access SAP BusinessObjects 4.3, navigate to the Reports module and click either the "SAP BusinessObjects" report tile under Custom Reports, or click "SAP BusinessObjects" link the navigation panel on the left.



What data was migrated/copied to 4.3?

The following content should have been copied from ART into BusinessObjects 4.3:

- Users
 - Any user with an ART AdHoc or Viewer License
- Public folders
- Reports in public folders
- Universes
- Shared site folders
 - This is a custom feature utilized by several sites that allows users to share reports between sites. Please contact WellSky via the Client Community if you have any questions about this feature.

What data was not copied over?

The following content was intentionally not copied from ART into BusinessObjects 4.3:

- Inboxes
 - This means downloads of scheduled reports from 3.1 are not copied over.
- Favorites
 - This folder has been rebranded as “Personal Folders”. After extensive review of the data, we determined it was best to empower users to pick and move desired reports from their Favorites to a Public Folder location before the next data migration.

When were these migrations?

Three migrations are scheduled, two of which have already occurred.

- October 8th through October 10th, 2021
- December 3rd through December 5th, 2021
- Final Migration will be scheduled after UAT testing concludes.

How are scheduled reports handled?

Any reports that were scheduled to run in ART will need to be rescheduled within SAP BusinessObjects. All copies of scheduled reports, which include scheduled instances (Pending, Running, etc) and downloads in the Scheduler and Inbox, will not be copied over to SAP BusinessObjects 4.3.

Scheduling reports contains the same options as before, with better management options such as multi-select for scheduled instances and search functionality. Reports can still be scheduled either once, daily, weekly, monthly, or on specific days with different intervals.

What about my favorite reports?

This folder has been relabeled as “Personal Folders”. Folders and reports that existed within this folder will not be migrated over to SAP BusinessObjects. After extensive review of the data, we determined it was best to empower users to pick and move desired reports from their Favorites to a Public Folder location before the next data migration.

How does Adhoc and Viewer work in 4.3?

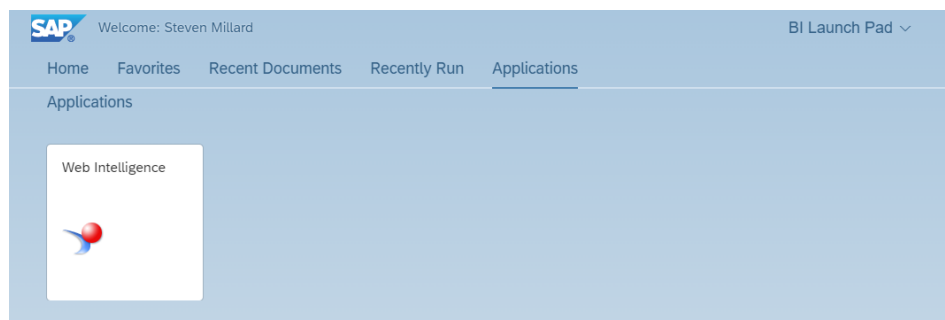
The ART licenses carry over their respective functionality to SAP BusinessObjects 4.3. See the table below for more information.

	ART and BusinessObjects AdHoc	ART and BusinessObjects Viewer
Template WellSky Published Reports	✓	✗
Create and Save Custom Reports	✓	✗
Edit Reports	✓	✓*
Run/View Reports	✓	✓
Export Reports as Excel, CSV, or PDF	✓	✓
Schedule Reports	✓	✓
Inbox	✓	✓
Upload Files	✓	✗
Personal Folders	✓	✓*
Add, Copy, Edit, and Delete Reports and Folders	✓	✗

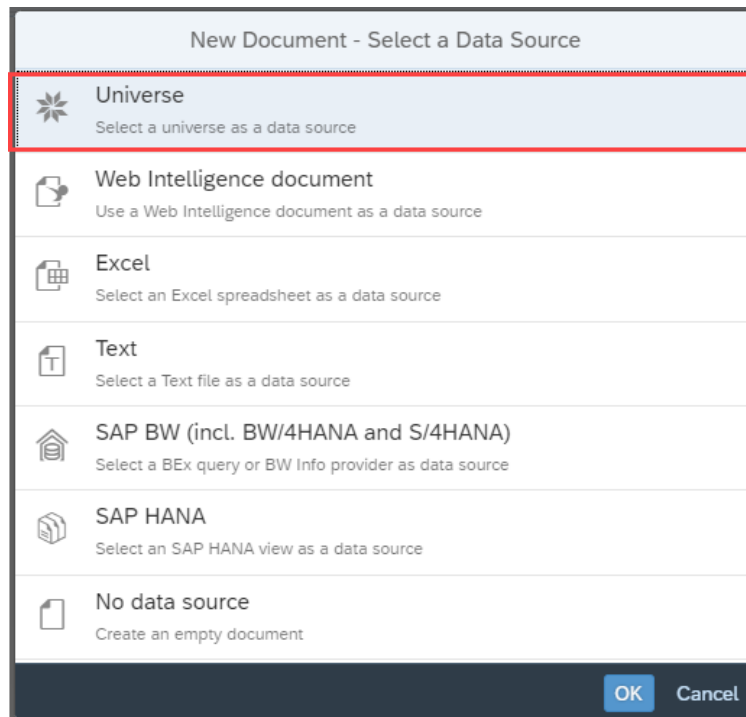
* A Viewer License has the ability to edit reports but cannot save any changes to the report itself. This allows those with the license to edit headings or add objects like Client Names but only save it as an Excel or PDF. They also have a Personal folder in BusinessObjects but this is limited to holding uploaded files only.

How do I create a new report?

To create a new Web Intelligence report, in the LaunchPad under the Applications section, click "Web Intelligence".

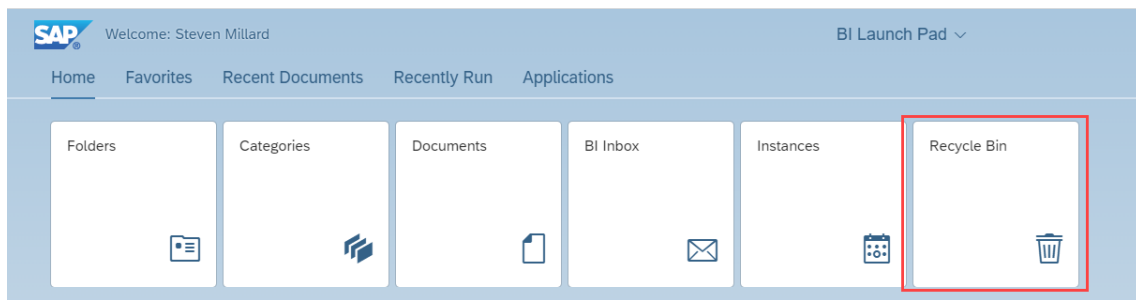


The user will be taken into a Web Intelligence document and must choose a source to start with. Please choose Universe, as other sources are not supported at this time.



Did the recycle bin change?

The Recycle Bin folders are no longer used in SAP BusinessObjects. They have been replaced with a Recycle Bin application on the LaunchPad. It retains deleted reports, files, and documents for up to 30 days.



How many reports can I view/open simultaneously?

Currently there is no limit to the amount of reports that can be viewed simultaneously. SAP BusinessObjects utilizes browser memory so users are limited by their PC's memory allocation. During our testing we browsed between 2 to 10 reports on a regular basis.

How long will my login session last?

Users have 60 minutes of active time before they are logged out of BusinessObjects. This is the same rule that ART utilized. BusinessObjects now has an additional warning screen. If a screen is left unattended for 10 minutes, a disconnection warning will pop-up giving the user 5 more minutes before automatic disconnection.

How often does 4.3 data refresh/rebuild?

SAP BusinessObjects utilizes the same build schedules as ART. Currently for the UAT period, the build begins immediately after the ART build completes. After UAT we will re-examine the possibility of more frequent build times. Otherwise the builds for BusinessObjects will replace the ART builds.

What Training Materials are available?

We are currently working on a series of training videos to assist users during the UAT period. To view these, please see the links and passwords below:

Webinar Title	Description	Length	URL	Password
Getting to Know 4.3 (View-License)	Quick highlight of UI changes: layout, folders, what to QA.	10 minutes	Zoom Link - Click Here	!D6uX&sX
Query design validation (Edit-license) Validating variables	Focus on validation of existing reports. Edit a few reports, confirm that variables are loading properly and familiarize yourself with the new layout of Business Objects 4.3.	15 minutes	Zoom Link - Click Here	+mKs27Kc
How to create a new report (basics)	Familiarize yourself with the layout for creating a new report in Business Objects 4.3	8 minutes	Zoom Link - Click Here	^!\$9^a9s

Additional Documentation

For more BusinessObjects 4.3 related materials, please review the document “WellSky BusinessObjects FAQ for 2021-10-14 Webinar” in the Client Community.

DOCUMENT VERSION HISTORY

Date of Revision	Document Version #	Revision Notes
2022/01/06	V01	First Release of document
2022/01/25	V02	Updated URLs for Training Videos