Use this job aid to: retrieve a report that has been viewed recently.

Retrieving a Report You Have Recently Viewed

Open Analysis

Click the Enterprise Reporting tab and then click the Open Analysis link.

Daily Loads

Monday, October 6, 2014

There are issues with the following queries in Production. If you run them you MUST enter a Funds Center or the query will time out. We are actively working with SAP and will keep users posted.
Non Sponsored - Financial Retail (link)

The link will launch the BusinessObjects Launchpad. Click the Home tab.
My Recently Viewed Documents lists the last 10 documents you viewed or opened. This can include saved favorites as well as standard university reports.

You may use the My Recently Viewed Documents to open a report (workspace). Click the file name to open a file.

TIP: Hovering your cursor over a file name shows when that file was viewed, i.e., opened. If you included a description when you saved it to your Favorites, it will show that too.