Accessing FDS Reports from My Columbia

How to access FDS Reports

How to set up folder preferences, i.e. to take you directly to the ARC folder or HR folder

How to add reports to My Favorites

How to set a new browser window for each report selected (for viewing multiple reports at one time)

ARC & HR Manager Resources Portal View

There is a convenient button at the top of the ARC Portal for navigation to all FDS Reports. (There is also a link from the HR Manager Resources page for FDS Payroll Reports). Clicking on the “Go to FDS” button will take you to the Business Objects Infoview homepage, which is where all FDS reports can be run from.
ARC Reports
Please note that a few reports are run out of ARC and not FDS. These reports are listed in the “ARC Portal Reporting Quick Links” section, just under another FDS Reports link (which navigates to the same location as the “Go to FDS” button at the top). You’ll find the PIN Report in the “ARC Reports” section plus some additional reporting options for users with special access in the “Advanced Reporting Tools” section.
Business Objects Infoview Homepage
This is the Business Objects Infoview page you will come to after clicking on “FDS Reports” link from the ARC Portal or the “Payroll Reports” link from the HR Manager Resources page.

1. Click on “Document List” (either in the navigation bar or on the page) which will bring you to the following page:

2. Click on “Public Folders” which will bring you to the following page:
   Note: Depending on what reporting access you have for other systems, you may also see additional folders, i.e. HR, SIS.
3. Click on the “ARC” folder to open it, which will bring you to the following page:

Note: Payroll Reports are in the ARC folder, not the HR folder.

4. Double click on any of the report folders to open them and access the specific reports. For example, if you double click on ChartField Statements, this is what you will see. Please note that as well as the report name, you will now see the report number as part of the report title.
From here, you can run any of the reports you have the appropriate access for. Reports are identified by the following Crystal Reports icon next to the report name:

If you want to move from viewing one report to then run another report, click the “Document List” button on the top left of the Infoview page.

You will then return to the list of reports. In this example, a Department Summary Report was run from the ChartField Statements folder, so the page returned to will show the ChartField Statement reports:
Timing Out

In accordance with University policy, you will be timed out after a session has been inactive for 30 minutes or more. For example, you have run a report, and then decide to run another report. However, if it has been more than 30 minutes since you ran the first report and you have not been active in that report, i.e. drilling down. In this scenario, when you click on “Document List” to return to the list of reports, you will receive the following message:

“Your session has expired or you logged out, please [Click Here] to re-log in.”

When you click on the “Click Here” button, you will be returned to the My Columbia homepage to re-log in.

You will see the above message the majority of times when your session expires (you time out) or when you log out. However, please note the following exception: if you go in to InfoView and open the “Document List” but don’t try to access any reports for 30 minutes or more, and then try to browse the folders, you will receive the following error message:

“An error has occurred. Please contact your system administrator for assistance.”

If you receive this error message, click on the “Document List” again and you will then receive the appropriate time out message:

“Your session has expired or you logged out, please [Click Here] to re-log in.”
Setting Infoview Folder Preferences

To set-up your personalized homepage in Infoview, i.e. to take you directly to the ARC folder or HR folder, follow these steps:

1. From the Infoview homepage, click on “Preferences” (top right corner):

2. The following screen will be displayed. Click on “Folder” and then “Browse Folder”.

Revised 3.25.14
3. The following screen will be displayed. Choose your preferred folder for your homepage by double clicking on the folder, i.e. ARC or HR.

4. Once you’ve chosen the folder you want to show on your homepage, click “OK”.

Revised 3.25.14
5. You’ll see your preferences reflected on the following page. Click “OK” at the bottom right corner to confirm your preferences.

6. Click on “Home” and you’ll see your preferences reflected:
Adding Reports to My Favorites

To add reports to your My Favorites page in Infoview, i.e. to ease navigation to frequently used reports by creating shortcuts, follow these steps:

1. Click on “Document List”.
2. Navigate to the report group within the ARC or PAC folder you want to create a shortcut to and select it.
3. Right click on the specific report you want to add to My Favorites. Choose “Organize” from the pull-down menu and select “Create Shortcut”.
4. Navigate to the “My Favorites” folder (on left bar) in which you want to create the shortcut.
5. Right click on folder, choose “Organize” from the pull-down menu and select “Paste Shortcut”.

Revised 3.25.14
6. This action will past a shortcut to the report in the “My Favorites” folder.

**Setting a new browser window for each report selected (for viewing multiple reports at one time)**

To be able to view several reports at one time, the “Document Viewing” option must be set up as follows:

1. From the Infowview homepage, click on “Preferences” (top right corner):
2. Scroll down to the “Document Viewing” section and click on the “In multiple fullscreen browser windows, one window for each document”. Then click on “OK” (bottom right):

Note: Time outs will occur based on inactivity of the initial Infoview session (when working with multiple browser windows), even if later sessions have not been inactive for 30 minutes.