
Business Objects (BOBJ) Reporting Frequently Asked Questions

- 1. What happened to the Data Warehouse Reports selection on the Reports landing page?**
As of October 29, 2018, all reports are accessed from the Reports landing page.
- 2. Why are there more reports showing in the report categories on the Reports landing page?**
All data warehouse and SAP reports are combined within each report category. As a result, the number of reports in each category has increased.
- 3. How do I identify which reports are data warehouse reports?**
Reports with an asterisk (*) at the end of the report title are data warehouse reports.
- 4. What is the Recent Reports section used for?**
The Recent Reports section includes the last 10 reports selected within the browser. This functions as a quick link to access those reports again.
- 5. What does the Data Warehouse Status mean?**
The Data Warehouse Status indicates whether the nightly data warehouse refresh has been completed. If a red X is shown, the nightly data warehouse refresh has not completed and data warehouse reports should not be run. If a green checkmark is shown, the nightly data warehouse refresh has been completed and data warehouse reports can be run.
- 6. How old is the data in the data warehouse reports?**
Most data in the data warehouse reports is as of the previous day. However, there are exceptions, such as the Insurance Benefits reports, which are as of the previous weekend.
- 7. Are there training materials available to help me run the reports from the Reports landing page?**
Yes. In the Resources section on the Reports landing page there is a link titled "How to Run Reports in People First" that launches a video on how to run reports. In addition, there is a link titled Reports Instructional Guide that provides additional information on running reports in People First.
- 8. When I select a report, how do I know what filters/prompts are required?**
All required filters/prompts are marked with an asterisk (*).

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9. I selected only one value for a filter/prompt (can be any field that supports a range (to / from values), but I'm getting data for additional values, why?

For filters/prompts that support a range (to / from values), to limit the results you must select a from and a to value, otherwise, the value equal to the from value you selected, and any value greater, will be returned.

10. If I have issues getting the correct data within a report, who do I contact?

Contact the People First Division's Data Warehouse team by sending an email to PeopleFirstDataWarehouse@dms.myflorida.com.

11. What is the Ad Hoc Reporting link in the Resources section of the Reports landing page?

The Ad Hoc Reporting link allows report builders to access the new Business Objects (BOBJ) report solution to build their own ad hoc reports.

12. Why do I not see the Ad Hoc Reporting link on my Reports landing page?

The Ad Hoc Reporting link is only presented to individuals who have been granted ad hoc reporting access.

13. How do I get access to the Ad Hoc Reporting link to create my own reports out of the People First Data Warehouse?

Your agency must complete the People First Data Warehouse Authorization Form and submit to DMS to request access. This form is available at https://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/business_objects_bobj

14. Are there training materials available to help me create my own Ad Hoc reports?

Yes. There are training materials available on the People First Division's BOBJ website that assist in developing your own ad hoc reports:

https://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/business_objects_bobj

15. If I need assistance creating an Ad Hoc Report, who do I contact?

Contact the People First Division's Data Warehouse team by sending an email to PeopleFirstDataWarehouse@dms.myflorida.com.