Guidance on Using AQPO Business Objects Reports

These are the general guidance notes on using the AQPO Business Objects Reports.

Logging On

You should log into Business Objects using your usual UOB user name and password.

Navigating the Folders

The UPMS Reports are saved in:

Public Folders / UoB Students / Open /
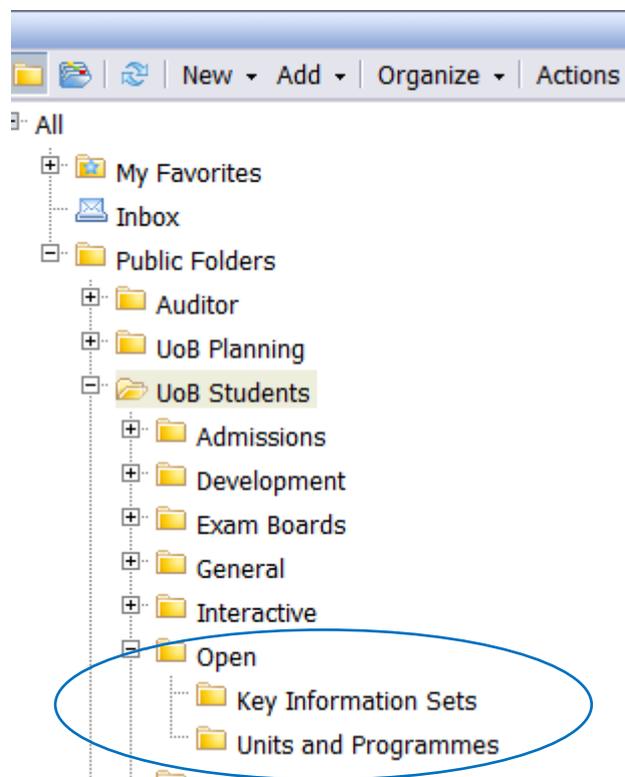
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Viewing a Report

You will be presented with a prompt box where you can select variables such as faculty and year. If no values appear select 'Refresh Values'.

Select the relevant value by double clicking on it or by clicking once to highlight it and using the arrow to move it to the right hand box (see diagram below). Click OK to run the report.
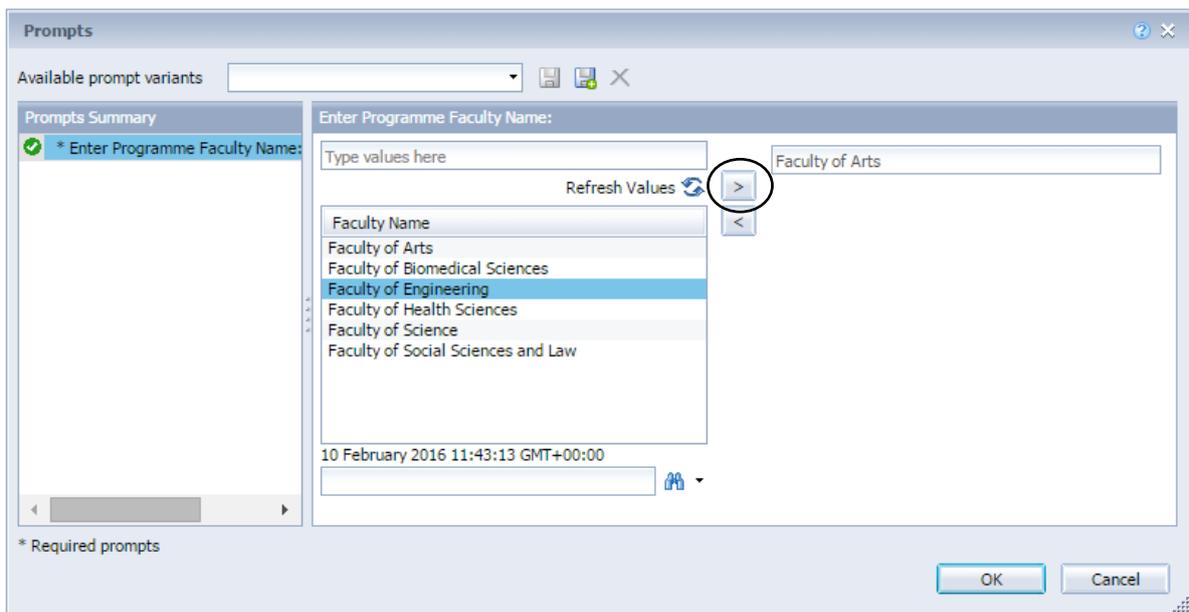
Reports should open in 'Quick Display Mode' and display all the data returned. If this is not the case, you may be viewing the report in 'Page Mode' and will need to scroll through the pages using the page number box in the grey bar at the bottom of your report. Alternatively you can change the view by clicking the icons to the right of the page numbers at the bottom of your report.

Applying Filters to the Data

Not all reports will have built in filters (input controls). If filters have been set up on the report you are viewing, these can be viewed and accessed on the panel on the left of the screen and will allow you to narrow down the search results. Simply select and unselect categories to change the data that is returned.
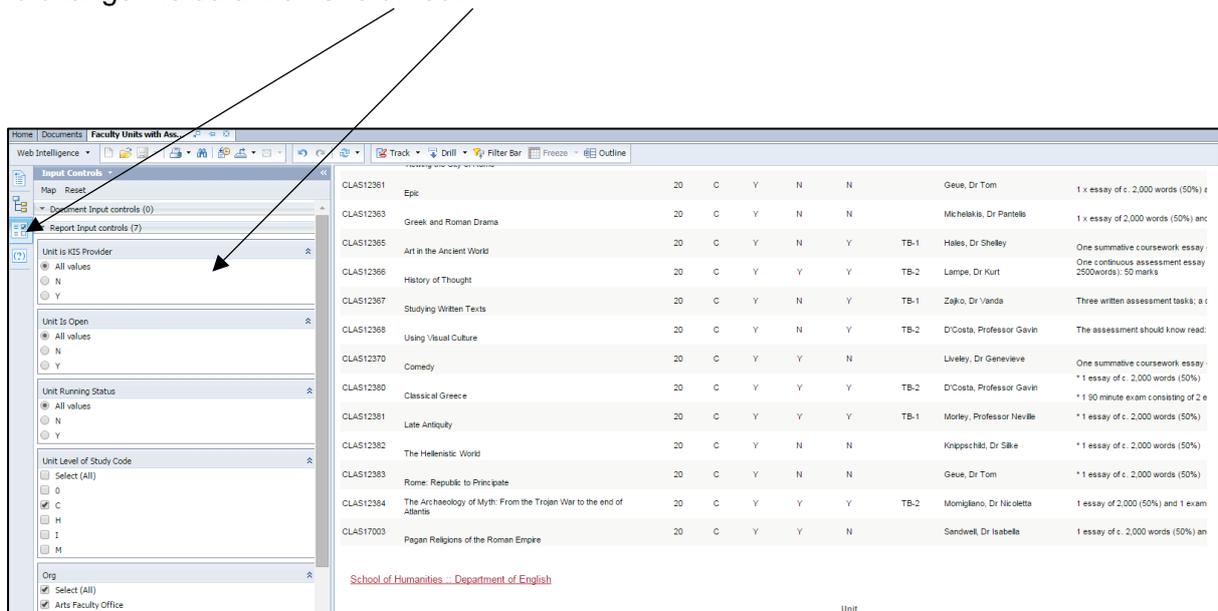
Printing a Report

There are 2 ways to print a report:

1. From the menu click the print icon. This will print the current view of all tabs.
2. Click on "Export" from the menu; select "Export Current Report as"; then select "PDF" or "Excel" etc.

Option 1 – Select print icon   Option 2- Select Export
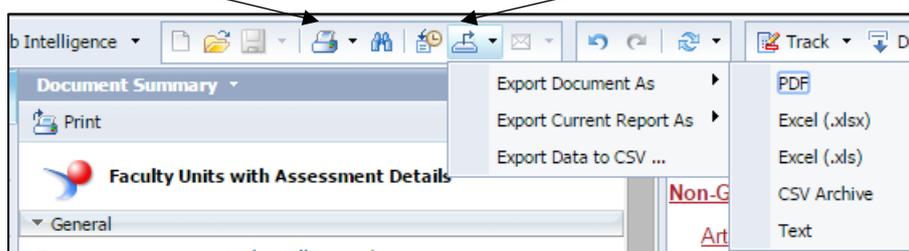
Further Information

For further assistance using the AQPO Business Objects Reports, please contact Sophie Billings in the Academic Quality and Partnerships Office on tel. 82907