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 /



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.

Prompts		? ×
Available prompt variants	• 🔛 🛃 🗙	
Prompts Summary	Enter Programme Faculty Name: Type values here Faculty of Arts Refresh Values > Faculty Name > Faculty of Arts Faculty of Biomedical Sciences Faculty of Engineering Faculty of Science Faculty of Science Faculty of Social Sciences and Law 10 February 2016 11:43:13 GMT+00:00	
* Required prompts	OK	icel

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.



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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.

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Input Controls * Map Reset	« CLAS12361	Epic	20	с	Y	N	N		Geue, Dr Tom	1 x essay of c. 2,000 words (50%) a
E Decement Input controls (0)	CLAS12363	Greek and Roman Drama	20	с	Y	Ν	Ν		Michelakis, Dr Pantelis	$1 \times \text{essay}$ of 2,000 words (50%) and
(2) Unit is KIS Provider	* CLAS12365	Art in the Ancient World	20	с	Y	Ν	Y	TB-1	Hales, Dr Shelley	One summative coursework essay
All values N	CLAS12366	History of Thought	20	с	Y	Y	Y	тв-2	Lampe, Dr Kurt	One continuous assessment essay 2500words): 50 marks
• Y	CLAS12367	Studying Written Texts	20	с	Y	Ν	Y	TB-1	Zajko, Dr Vanda	Three written assessment tasks; a c
Unit Is Open All values	* CLAS12368	Using Visual Culture	20	с	Y	Ν	Y	тв-2	D'Costa, Professor Gavin	The assessment should know read:
○ N ○ Y	CLAS12370	Comedy	20	с	Y	Y	N		Liveley, Dr Genevieve	One summative coursework essay
Unit Running Status	CLAS12380	Classical Greece	20	с	Y	Y	Y	тв-2	D'Costa, Professor Gavin	* 1 essay of c. 2,000 words (50%) * 1 90 minute exam consisting of 2 e
All values N	CLAS12381	Late Antiquity	20	с	Y	Y	Y	TB-1	Morley, Professor Neville	* 1 essay of c. 2,000 words (50%)
V Unit Level of Churky Code	CLAS12382	The Hellenistic World	20	с	Y	Ν	N		Knippschild, Dr Silke	* 1 essay of c. 2,000 words (50%)
Select (All)	CLAS12383	Rome: Republic to Principate	20	с	Y	Ν	N		Geue, Dr Tom	* 1 essay of c. 2,000 words (50%)
e c	CLAS12384	The Archaeology of Myth: From the Trojan War to the end of Atlantis	20	с	Y	Y	Y	TB-2	Momigliano, Dr Nicoletta	1 essay of 2,000 (50%) and 1 exam
	CLAS17003	Pagan Religions of the Roman Empire	20	c	Y	Y	N		Sandwell, Dr Isabella	1 essay of c. 2,000 words (50%) an
Org Ø Select (All) Ø Arts Faculty Office	* School of	Humanities .:: Department of English					Unit			

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.
- 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

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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