

InfoView and LCM for Power Users BOE Crystal Reports

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Introduction

Crystal reports are created using the Crystal Reports Developer desktop version. The recommended version is Crystal 2008 with Service Pack 2 or higher. Crystal reports must be tested with the desktop version before publishing it to the Business Object Environment (BOE) QA environment.

Once the Crystal report is tested within the desktop version, publish it to Business Object Environment (BOE) QA environment using InfoView. Within InfoView, you can also view the Crystal report and schedule it to run automatically at specified times.

When the report is ready to be promoted to Production, use BOE Life Cycle Management (LCM).

The following user guide is to explain the procedure to do the following:

- Log in to InfoView
- Understand the InfoView main menu
- Publish a Crystal report to BOE using InfoView
- View a Crystal report in BOE using InfoView
- View an older instance of a Crystal report in BOE using InfoView
- Schedule a Crystal report in BOE using InfoView.
- Log in to Life Cycle Management (LCM)
- Promote a Crystal Report from QA to the Production system using LCM



BOE Development environment is reserved solely for NCS to test upgrades, patches, etc.



InfoView

Log in to InfoView

Once a Crystal report is created and tested with a desktop version, it can be published to the BOE (Business Object Environment) QA environment using InfoView:

To log in to InfoView QA environment:

- 1. Open your web browser (i.e. Internet Explorer, Firefox or Safari) and type the following URL: https://greport1.campus.mcgill.ca/InfoViewApp
- 2. The Log On to InfoView screen opens. Enter your *McGill Username and McGill Password in the corresponding fields. Ensure that the Authentication field is LDAP.
- 3. Click Log On.

SAP Busine	ssObjects [.]
Log On to InfoView	Help
Enter your user information and click Log On. (If you are unsure of your account information, contact your system administrator.)	n
McGill Username: janet.smith@mcgill.ca McGill Password: •••••• Authentication: LDAP	
Log On	

* McGill username and McGill Password: for more information, go to <u>http://kb.mcgill.ca/</u> it/easylink/article.html?id=1006



InfoView main menu

Upon successful log in, the SAP BUSINESSOBJECTS INFOVIEW main menu opens. It consists of two sections, the Header panel and the Workspace panel.

ome Document List Open - Send To -	He	ader panel	Hel	Preferences	About	Log Out
			Welcome:	janet.smit	th@McG	* * iill.Ca
Navigate		Personalize				
View your Inbox, Favorites, or Documer Help to learn more about InfoView.	nt Lists. Use the	Change your InfoView s preferences for daily tas	tart page, viewing optic ks.	ons, and		
💴 Document List		Di Preferences				
Sea My Favorites						
🔄 My Inbox	Workspace panel					
Sinformation OnDemand Services						
Quelo						

The **Header panel** displays the logo and the McGill Username used to log in to InfoView. From here, you may use the following items on the InfoView toolbar :

- Click **Home** to display the InfoView home page.
- Click on **Document List** to locate a report in the folders that you have rights to.
- Click **Help** to display the online help for InfoView.
- Click **Preferences** to set how the information is displayed on the InfoView start page. Default preferences are already selected for you. If you make any changes to the preferences (e.g. Change Password), click **OK** to save the changes.
- Click About to display the product information for InfoView.
- Click Log Out to log out of InfoView.
- Do not click **Open** (this allows you to open components of InfoView).

Do not use the back button of the web browser to navigate within InfoView.

The Workspace panel displays InfoView content. From here, you can:

- Publish, view and schedule reports.
- Browse the Document List.



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Note

Publish a Crystal report to BOE QA using InfoView

From the Header panel of the InfoView main menu:

1. Click **Document List** from the InfoView toolbar. All the folders that you have been given access to will display.

SAP BUSINESSOBJECTS INFOVIEW		SAP Business Objects
G Home Document List Open • Send To •	Header panel	Help Preferences About Log Out
		Welcome: janet.smith@McGill.Ca

2. Using **Public Folders** from the pane on the left-hand side, locate and click on the folder where you want to publish the Crystal report.

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My Favorites Monopolarity Public Folders Financial Services	•	McGill Academic Departmen	1	Crystal Report	clive.oidi@mcgill.ci 5	
	۶	Report1		Crystal Report	giovanna.derose@I 0	
e SR e TEST		Test Report		Crystal Report	clive.oidi@mcgill.ci 0	
Other Documents End Contemported	9	Test Report 2		Crystal Report	clive.oidi@mcgill.ca0	
		Test Report 3		Crystal Report	clive.oidi@mcgill.ci 0	

3. Click on Add and select Crystal Reports as shown below.

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All Crystal Reports	J	tle *	Last Run	7 Type	Owner	Instance
- 🛍 My Favorite Local Document. - 🚐 Inbox		CGill Academic Department	n	Crystal Report	clive.oidi@mcgill.ca	4
Public Folders Public Folders Financial Services Financial Services	2	Test Report		Crystal Report	clive.oidi@mcgill.ca	0
E ISK E IEST Crystal Reports	*	Test Report 2		Crystal Report	clive.oidi@mcgill.ca	0
Other Documents E LCM		Test Report 3		Crystal Report	clive.oidi@mcgill.ca	0

- 4. Using the **Filename** field, click on the **Browse** button to find the report you want to publish.
- 5. Click the **OK** button. The report will then appear in the specified folder.



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	•	Report1		Crystal Report ┥	ainet annähikkaras gill	
	•	Test Report		Crystal Report	clive.oidi@mcgill.c	ē 0
	۲	Test Report 2		Crystal Report	clive.oidi@mcgill.c	ž O
	•	Test Report 3		Crystal Report	clive.oidi@mcgill.c	X 0



View a Crystal report in BOE QA using InfoView

From the Header panel of the InfoView main menu:

1. Click **Document List** from the InfoView toolbar. All the folders that you have been given access to will display.

SAP BUSINESSOBJECTS INFOVIEW		SAP Business Objects
S Home Document List Open - Send To -]	Header panel	Help Preferences About Log Out
		Welcome: janet.smith@McGill.Ca

2. Using **Public Folders** from the pane on the left-hand side, locate the Crystal report you want to view. Double-click the report title to open it.



3. If the report requires a data source, a Database Logon page displays. Enter your credentials. For example, if your report is accessing data from the Banner Data Warehouse, you will be asked to enter your data warehouse credentials (Banner User ID and Password). Click **OK**.

SAP Business Objects	ESSOBJECTS INFOVIEW
Help Preferences About Log Out	cument List Open + Send To +
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	ne banrepqa.mcgill.ca Name
	jsmith6
	•••••

4. For some reports, you may be prompted to enter other fields (e.g. fiscal year). Once you enter the field(s), click OK to view the report. The report will then display in the Workspace panel. You can scroll through the report pages as shown on the next page. Click on the Refresh Report icon to get a report using the most recent data. To close the report, click the Close document icon (the 'X' on the top right-hand side of screen).





View an older instance of a Crystal report in BOE QA using InfoView

You can view an older instance of a Crystal report. From the Header panel of the InfoView main menu:

1. Click **Document List** from the InfoView toolbar. All the folders that you have been given access to will display.

SAP BUSINESSOBJECTS INFOVIEW		SAP Business Objects
G Home Document List Open + Send To +	Header panel	Help Preferences About Log Out
		Welcome: janet.smith@McGill.Ca

- 2. Using **Public Folders** from the pane on the left-hand side, locate the Crystal report you want to view. Select the report title by clicking on it.
- 3. Click Actions and select History as shown on the next page.

SAP BUSINESSOBJECTS IN	FOV	IEW			SAPE	usiness Objects
G Home Document List Oper	۱.	Send To +			Help Preferences Ab	out Log Or
🔽 😂 🔍 New - Add - Org	anize	e - Actions - Search	h title •		्रिम क	оf1 ⊨ н
∋ All		Title *	Last Run	т уре	Owner	Instance
- 🕮 My Favorites - 🚐 Inbox	*	McGill Academic Departments and Faculty Affiliation		Crystal Report	clive.oidi@mcgill.ca	0
Public Folders Financial Services	-	Test Report		Crystal Report	clive.oidi@mcgill.ca	0
EST Costal Reports		Test Report 2		Crystal Report	clive.oidi@mcgill.ca	0
Other Documer E LCM		Test Report 3		Crystal Report	clive.oidi@mcgill.ca	0



SAP BUSINESSOBJECTS	5 IN	FOVIEW	1				SAP Business Objects
😚 Home Document List 0	Oper	n • Sen	d To 🔹			Help Preferen	ces About Log Out
🔽 📚 🍣 New + Add +	Org	anize •	Actions -	1	Search title +		4 1 of 1 ⊨ ⊨
🖻 All		Title *	Properties	Last Run	ту ре	Owner	Instances
- 🔤 My Favorites - 📇 Inbox	9	McGill	Categories View	hents an	Crystal Report	clive.oidi@mcgill.ca	0
Public Folders Financial Service TSP	۰	Test R	Schedule History (by)		Crystal Report	clive.oidi@mcgill.ca	0
E TEST	ST Prest Report 2		Crystal Report	clive.oidi@mcgill.ca	0		
Other Doci ELCM	*	Test R	eport 3		Crystal Report	clive.oidi@mcgill.ca	0

The History screen appears. If there are other instances of the report, they will display. Doubleclick the instance you wish to view. You have the option of filtering the instances by selecting the appropriate radio buttons and checkboxes.

To exit the History screen, click the **Close document** icon (the 'X' on the top right-hand side of screen).

-							
01	Home Document List Open	Send To				Help Preferences	About Log
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Ad @	tions - Organize - P P Instance Time - Mar 15, 2012 12:16 PM	Title McGill Academic	Departmer	Run By giovanna.derose@	Parameters No Parameters	्छे। सः सः [Format Crystal R	1_ of 1 → → Reports
Ad P	tions - Organize - P P Instance Time - Mar 15, 2012 12:16 PM Mar 15, 2012 11:41 AM	Title McGill Academic McGill Academic	Departmer Departmer	Run By giovanna.derose@ giovanna.derose@	Parameters No Parameters No Parameters	© ⊨ ← [Format Crystal R Crystal R	1 of 1 → → Reports Reports
Ad P P P	tions - Organize - Instance Time * Mar 15, 2012 12:16 PM Mar 15, 2012 11:41 AM Mar 15, 2012 11:24 AM	Title McGill Academic McGill Academic McGill Academic	Departmer Departmer Departmer	Run By giovanna.derose@ giovanna.derose@ giovanna.derose@	Parameters No Parameters No Parameters No Parameters	Format Crystal R Crystal R Crystal R	1 of 1 → → Reports Reports Reports

Schedule a Crystal report in BOE QA using InfoView

You can schedule a report so it can run it automatically at specified times. When a scheduled report runs successfully, an instance is created. An instance is a version of the report that contains data from the time the report was run.

These instances are accessible by accessing **Actions** > **History** from the Header panel of the Info-View toolbar. For more information on instances, refer to the section on page 9 called 'View an older instance of a Crystal report in BOE QA using InfoView'.



To schedule a Crystal report, from the Header panel of the InfoView main menu:

1. Click **Document List** from the InfoView toolbar. All the folders that you have been given access to will display.

SAP BUSINESSOBJECTS INFOVIEW		SAP Business Objects
G Home Document List Open - Send To -	Header panel	Help Preferences About Log Out
The second secon		¥ X
		Welcome: janet.smith@McGill.Ca

- 2. Using Public Folders from the pane on the left-hand side, locate the Crystal report you want to schedule. Select the report title by clicking on it.
- 3. Click Actions and select Schedule.

				_			*
🔁 😂 🕸 🛛 New 🔹 Add 🔹	Org	anize +	Actions -		Search title •	Р н	\bullet 1 of 1 \rightarrow \times
All		Title *	Properties	Last Run	7 Type	Owner	Instances
My Favorites	•	McGill	Categories View	nents an	Crystal Report	clive.oidi@mcgill.ca	0
Public Folders Financial Service	2	Test Re	Schedule (h) History		Crystal Report	clive.oidi@mcgill.ca	0
B TEST	2	Test Re	eport 2		Crystal Report	clive.oidi@mcgill.ca	0
- 💴 Other Doci 🗷 🔛 LCM		Test R	eport 3		Crystal Report	clive.oidi@mcgill.ca	0

4. You will be presented with different options to schedule your report. Set up the options to run the report at the scheduled time; a new instance of the report is created.

Schedule Options:

Click on the option(s) that you need from the panel on the left-hand side. Once you have set up the option(s), click **Schedule** at the bottom of the screen to schedule the report.

Instance Title: type the name to be used for each scheduled instance of the report.

SAP BUSINESSOBJECTS INFOVIEW				SAP Busine	ss Objects
S Home Document List	Open - Send To -	Help	Preferences	About	Log Out
Schedule Instance Title Recurrence Database Logon Filters Format Destination Print Settings Events Scheduling Server Grou	Instance Title McGill Academic Departments and Faculty		Schedul	* Car	* ×



Recurrence: specify a schedule for running the report. (e.g. Now, Daily, Weekly). Depending on what recurrence schedule you select, you may have to enter more information. For example, in the screen below this report is run weekly and the day(s) of the week, the Start Date/Time and End Date/Times will have to be entered.

SAP BUSINESSOBJECT	SINFOVIEW								SAP Busine	sobjects
B Home Document List 0	Open - Send To	•					Help	Preferences	About	Log Ou
Schedule Instance Title	Recurrence	Wookly								^
Database Logon Filters Format Destination Print Settings Events Scheduling Server Grou	Object will run Monday Tuesday Wednesday Thursday	every w Friday Saturd	eek on lay y	the fo	ollov	wing days.				Ξ.
	Start Date/Time	: 11 ×	25 ~	AM	*	3/15/2012				
	End Date/Time:	10 🛩	44 ~	AM	¥	2/17/2022				
								Schedule	Cance	—

Database Logon: This needs to be entered if the report requires a logon to a database. This needs to be done before you can successfully schedule it.

SAP BUSINESSOBJECTS INFOVIEW		-10		SAP Busine	ssObjects
🌮 Home Document List	Open • Send To •		Help Preferences	About	Log Out
					ŦΧ
Schedule	Database Logon				^
Recurrence	Data Sources				
Database Logon Filters	banrepqa.mcgill.ca				
Filters	Filters Format	Using Original Data Source			
Format		Database Server:			
Print Settings		banrepqa.mcgill.ca			-
Events Scheduling Server Grou	Print Settings Events Scheduling Server Grou	Database:			
5		User:			
		jsmith			
		Password:			
¢ >	1		Schedule	Cance	

Filters: do not use at the present time.



Format: Select Crystal Reports from the list.

SAP BUSINESSOBJECT	S INFOVIEW			SAP Busine	objects
S Home Document List	Open - Send To -	Help	Preferences	About	Log Out
					¥Χ
 Schedule Instance Title Recurrence Database Logon Filters Format Destination Print Settings Events Scheduling Server Grou 	Format Format Options Crystal Reports				
< >			Schedule	Car	ncel

Destination: You can schedule a report instance to be sent to a specific destination (e.g. email). For this purpose, select **Business Objects Inbox** as shown in the screen below.

SAP BUSINESSOBJECT	S INFOVIEW		SAP Busines	Objects
S Home Document List	Open - Send To -	Help Preferences	About	Log Out
 Schedule Instance Title Recurrence Database Logon Filters Format Destination Print Settings Events Scheduling Server Grou 	Destination Destination: Business Objects Inbox © Keep an instance in the history © Use default settings			
< >		Schedul	e Car	ncel

Print Settings: to set the print settings for a Crystal report. Keep as follows:

SAP BUSINESSOBJECT	S INFOVIEW	SAP Busin	assObjects
S Home Document List	Open - Send To -	Help Preferences About	Log Out
			* *
 Schedule Instance Title Recurrence Database Logon Filters Format Destination Print Settings Events Scheduling Server Grou 	Print Settings Please select a print mode in Web viewer Always print to PDF Follow Crystal Reports preference setting Print Crystal reports when scheduling		11
	Specify page layout The page layout will be applied to all formats. Set layout to: Report file default		
4 ×		Schedule Cano	21



Events: do not use at the present time.

Scheduling Server Group: Keep the default 'Use the first available server".



Once you have set up the option(s), ensure that you click **Schedule** at the bottom of the screen to schedule the report.



Life Cycle Management

To promote the Crystal report to the Production system. To do this, you will use BOE LIfe Cycle Management (LCM).

Log in to LCM

To log in to LCM:

1. Open your web browser (i.e. Internet Explorer, Firefox or Safari) and type one of the following URL, depending on the environment you wish to access:

For production, access https://preport1.campus.mcgill.ca/LCM/

For QA, access https://greport1.campus.mcgill.ca/LCM

- 2. The **Log On to Lifecycle Management** screen opens. The **System** field determines if you are in the QA or Production environment.
- 3. Enter your ***McGill Username** and **McGill Password** in the corresponding fields. Ensure that the Authentication field is **LDAP**.
- 4. Click Log On.

SAP Business Objects	
gement Help	Log On to Lifecycle m
port1.campus.mcgill.ca	System :
et.smith@mcgill.ca	User Name :
AP	Authentication :

* McGill username and McGill Password: for more information, go to <u>http://kb.mcgill.ca/</u> <u>it/easylink/article.html?id=1006</u>



Promote a Crystal Report from QA to Production

Upon successful log in, the LIFECYCLE MANAGEMENT Promotion Jobs page displays:

Promotion Jobs	V	Velcome: jan	et sn	nith@McGill.	Ca Administrati	ion Option	ns Preferenc	es Help Ab	out
Promotion Jobs - gre	port1.ca	ampus.mcgill.c	a						
12 × 10 15 × 2 15 P	roperties	B History				Search	title •		
📸 New Job 🚠 Import E	BIAR /	Edit 33 Promot	elwR	tollback				H 4 1 of	2+ >
Pron Status Pron Jobs		Name Sta	tus (Created	Last Run		Source Sys	Destination	S' Cre
		ISR	F	eb 17, 2012 3:	25				fran
		New Job 7 Faile	ure F	eb 24, 2012 9:	34		DReport1	QReport1	fra
		New Job 6 Fail	ure F	eb 24, 2012 9:	19		dreport1:640	greport1:6400	fran
		New Job 5 Faile	ure F	eb 24, 2012 9:	01		dreport1:640	greport1:6400	fran
	🗖 🖷	New Job 4 Fail	ure F	eb 23, 2012 4:	23		DReport1	QReport1	frai
		New Job 3 Suce	cess F	eb 23, 2012 4:	19 Feb 24, 2012	10:13 AM	QReport1	DReport1	fra
	1 🗖 🖏	New Job 2 Fail	ure F	eb 23, 2012 4:	05		DReport1	QReport1	frai
		Medicine ((Part ->P) Suce	tial cess	Jun 13, 2011 3:	19 Jun 13, 2011 3	3:28 PM	QReport1	preport1:6400	fran
		Demote Me Part ->D) Suce	tial cess	Jun 13, 2011 2:	08 Jun 13, 2011 2	2:54 PM	QReport1	dreport1:6400	fran
		Promote Se Suc	cess I	May 30, 2011 8:	38 May 30, 2011	9:03 AM	DReport1	QReport1	Adr
	<								

Ensure that the field located on the top right-hand of the screen displays 'Promotion Jobs'.

From the **Promotion Jobs** home page, click on the icon located on the top left-hand side of the toolbar called '**New Job**' as shown above. This opens another window as displayed below:

Promotion Jobs Welcome: giovanna.derose@	McGill.Ca Administratio	n Options Preferences Help Abou
Promotion Jobs - greport1.campus.mcgill.ca	lob ×	
🛛 🖂 🗠 Properties 🖉 History	Search for Resources	્રિટામ ચાર્ગ
🗄 Add Objects 🕼 Manage Dependencies 🔅 Promote 🕫 Rollba	ack	
Fields marked with an	n asterisk (*) are required fie	elds
Name*:	Statistics for 2012	Copy an Existing Job
	This is used to	
Description:		
	~	
	statistics	
Keywords:		
Save Job in*:		Browse
Source System*:		
Destination System:	v]
	Create	



- 1. Enter the fields for the report you want to promote to Production:
 - Name
 - Description
 - Keywords
- In the Save Job in field, click on the word Browse to select the folder where you want to save the job.
- 3. After selecting the folder, click **OK** to close the dialog box. The folder name will now appear in the **Save Job in** field.

Save Job In	
Promotion Jobs ISR	
	Ok Cancel

4. In the Source System field, select Login to a new CMS.

Source System*:	K
	Login to a New CMS

The **Login To System** screen appears. Fill in the fields as shown below. The System field **QReport1** indicates the QA environment. Enter your McGill Username, McGill Password, and Authentication field **LDAP**. Click **Login**. The **Source System** field will populate.

		-
System	QReport1	~
User name	janet.smith@mcgill.ca	
Password		
Authentication	LDAP	~
	Login Cancel	_

5. In the Destination System, select Login to a new CMS.



The **Login To System** screen appears. Fill in the fields as shown below. The System field **preport1:6400** indicates the Production environment. Enter your McGill Username, McGill Password, and Authentication field **LDAP**. Click **Login**. The **Destination System** field will populate.

System	preport1:6400	*	
User name	janet.smith@mcgill.ca		
Password	•••••		
Authentication	LDAP	~	
Authentication	LDAP	~	
	Login Cance		
	Login Cance	<u> </u>	

The **Promotion Jobs** home page will now be filled in with the values you selected or typed in using the above steps. Click on the **Create** button.

LIFECYCLE MANAGEMENT		SAP Business Object
Promotion Jobs Velcome: glovanna.derose@	McGill.Ca Administratio	n Options Preferences Help About Li
Promotion Jobs - greport1.campus.mcgill.ca New	Job ×	
🔜 🛪 📴 Properties 🔗 History	Search for Resources	₽ H ∢of 1 >
Add Objects 💷 Manage Dependencies 🔅 Promote 🐚 Rollb	ack	
Fields marked with a	n asterisk (*) are required fie	elds
Name*:	Statistics for 2012	Copy an Existing Job
	This is used to	
Description:		
	statistics	
Keywords:		
Save Job in*:	ISR	Browse
Source System*:	QReport1	Log Off
Destination System:	preport1:6400	Log Off
	Create Cancel	
	Create	



The following screen displays. Perform the following steps:

- 1. Navigate to the folder that contains the Crystal report(s) you want to promote to the Production system.
- 2. Select the report(s) from the workspace panel by clicking in the box(es) next to the report(s). The report(s) is now highlighted.
- 3. Click Add & Close.

😂 Properties 😻			Search title	•		H I of 1 F H
Folders and Objects		Name	Type	Created By	Modified o	n Created On
 Financial Services ISR TEST Crystal Reports 	∞ •2	McGill Academic Departments and Faculty Affiliation (grouped)	Crystal Report	clive.oidi@mcgill.	c Feb 27, 2012	2 9:21 Feb 24, 2012 10:4
Other Documents		Report1	Crystal Report	giovanna.derose@	2 Mar 15, 2012	2:52 Mar 15, 2012 2:52
		Test Report	Crystal Report	clive.oidi@mcgill.	c Feb 27, 2012	9:21 Feb 27, 2012 9:21
Access Levels		Test Report 2	Crystal Report	clive.oidi@mcgill.	c Feb 27, 2012	2:37 Feb 27, 2012 2:37
Encyclopedia Folder Business Views Applications		Test Report 3	Crystal Report	clive.oidi@mcgill.	c Feb 28, 2012	2 8:50 Feb 28, 2012 8:50
				A	dd Add &	Close

4. Select the report(s) and click **Promote** from the toolbar.

romotion Jobs - greport1.can	ipus.mo	gil	I.ca New	Job 9 ×		and the second second
Add Objects & Manage Depende	ncios 📑	D	romote ta Roll	Search for Re	sources	i
Aud Objects 💊 Manage Depende				Jack	1	
🖥 New Job 9		Ð	Name*	Туре	Created By	Created On
Folders and Objects			McGill Academic Departments and Faculty Affiliation (grouped)	Crystal Reports	clive.oidi@mcgill.ca	Fri Feb 24 10:47:46 EST 2012
			Report1	Crystal Reports	giovanna.derose@McGill.Ca	Thu Mar 15 14:52:06 EDT 2012



The following screen displays the Summary page to indicate that the report is successfully promoted from QA to Production.

- View that the information in the **Source** and **Destination** fields are correct
- Ensure that the field External Change Management Id is blank

ournmary	Systems	Confirmation		
Mappings	Source	* QReport1		0
Security Settings	Destinatio	n dreport1:6400	*	Log Off
Test Promote Schedule Job	External Objects to	Change Managem be Promoted(4)	nent Id	
	Туре	Location		Name
	🔹 Cry	stal Reports	McGill	ill Academic Departments and Faculty Affiliation (grouped)
	Fol	ders	ISR TEST Crysta	r tal Reports

• To schedule this promotion, click **Schedule Job** from the panel on the left-hand side. Specify a schedule by selecting the appropriate **Run job** field (e.g. daily, weekly, monthly). Depending on what you select, you may have to enter more information. For example, in the screen below this report is run on the first Monday of the month. The Start Date/Time and End Date/Times will have to be entered. Click **Promote**.

Mappings	Schedule Job	
Security Settings	Job Instance Title : FacReport	
Test Promote	Run job : 1st Monday of Month	
Schedule Job	Number of retries allowed: 0	
	Retry Interval in Seconds: 1800	
	Start Date/Time: 01 v 30 v AM v 19/4/2012	
	Start Date/Time: 01 v 30 v AM v 19/4/2012 End Date/Time: 02 v 00 v AM v 19/4/2012	
	Start Date/Time: 01 v 30 v AM v 19/4/2012 End Date/Time: 02 v 00 v AM v 19/4/2012	

