



Cancer Prevention
and Control Section

Michigan Breast and Cervical Cancer Control Navigation Program

BusinessObjects Version 4.3 Manual

If you are having difficulty accessing this document using screen reading software, please reach out to the State of Michigan's Cancer Prevention and Control Section at BC3NP@Michigan.gov. Each local agency is only able to access its own program data.

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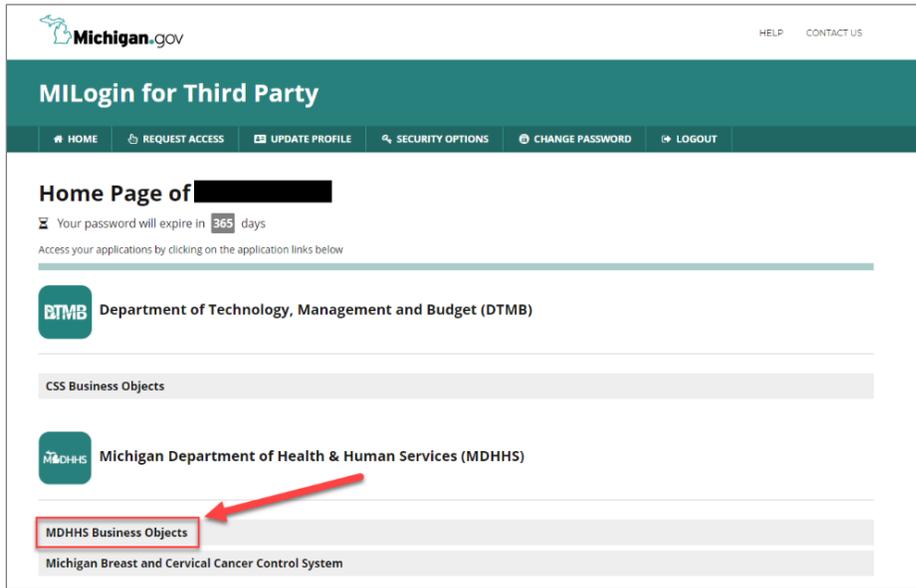
Introduction to BusinessObjects

Business Objects is a reporting tool that allows State of Michigan BC3NP staff and local agency users to access real time data in the ***Michigan Breast and Cervical Cancer Control Navigation System (MBCIS)*** through a secured internet connection. To access Business Objects the user will log on through the State of Michigan (SOM) MILogin.

Prior to accessing Business Objects, the user must complete the Business Objects Application User Agreement Form. If the user does not have access to BusinessObjects, send an email to Asad Kamal (KamalaA2@michigan.gov) requesting a user agreement form. This form is renewed annually to maintain access to the application.

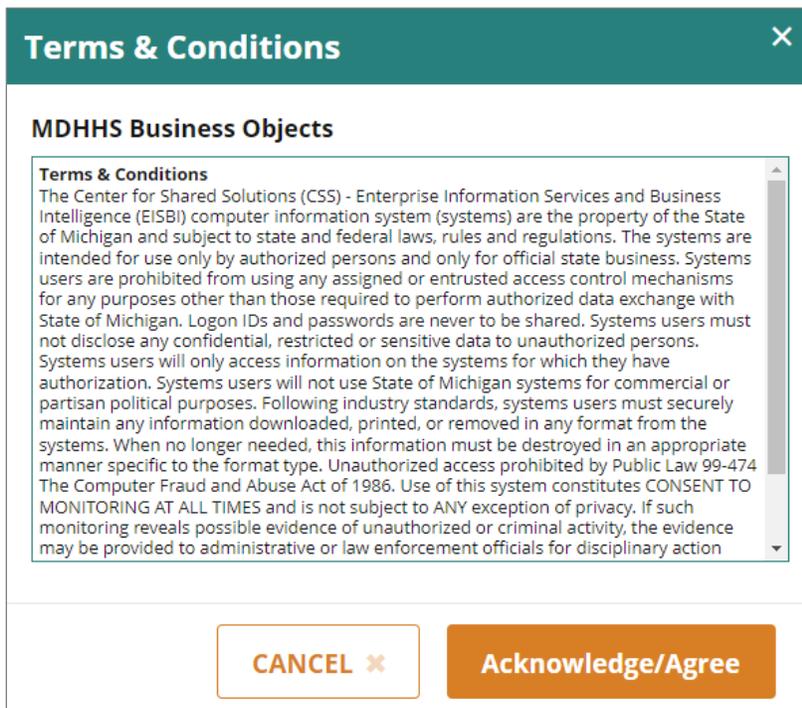
Accessing the Application

On the MILogin for Third Party homepage, navigate to “MDHHS Business Objects.”



More Than One Application:

If one or more applications appear, select “MDHHS Business Objects” in the lower left corner.

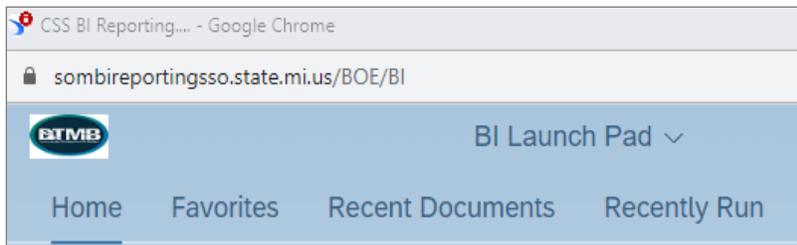


Terms & Conditions:

The **Terms & Conditions** for user agreement should appear. When ready, select “**Acknowledge/Agree**” in the lower right corner.

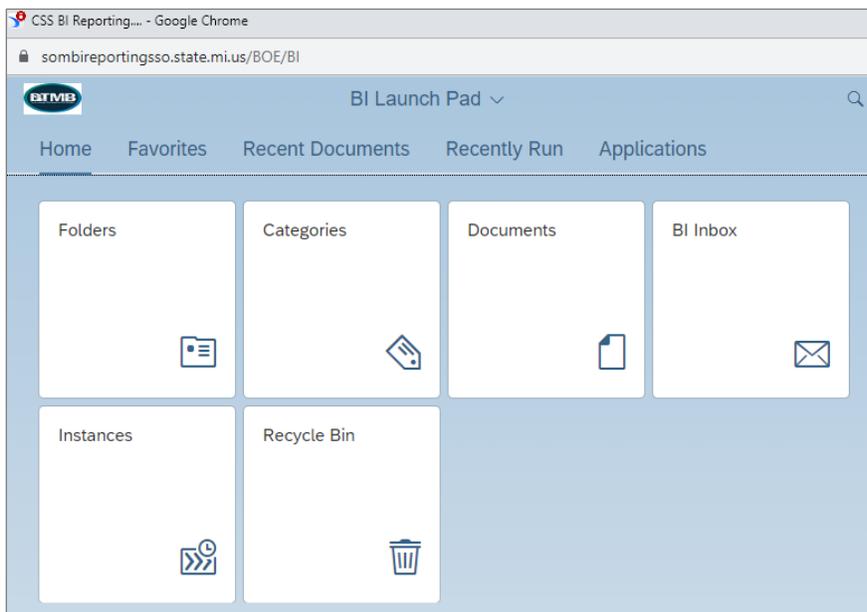
BusinessObjects Navigation

The Business Intelligence Launchpad has five tabs allowing the user to navigate to different parts of the application: **Home**, **Favorites**, **Recent Documents**, **Recently Run**, and **Applications**. When logging in, the launch pad will display recent documents, the documents the user has designated as favorites, and the recently executed documents that align with regularly scheduled ones.



Home Tab:

The **Home** tab consists of six tiles: **Folders**, **Categories**, **Documents**, **BI Inbox**, **Instances**, and **Recycle Bin**.

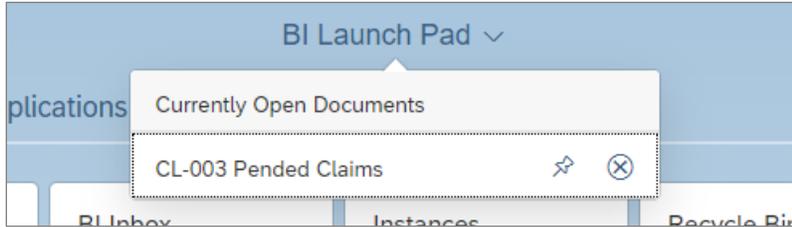


Folders Tile:

For BusinessObjects users, the primary focus area is the **Folders** tile. Within the **Folders** tile, the user can explore the MBCIS reports.

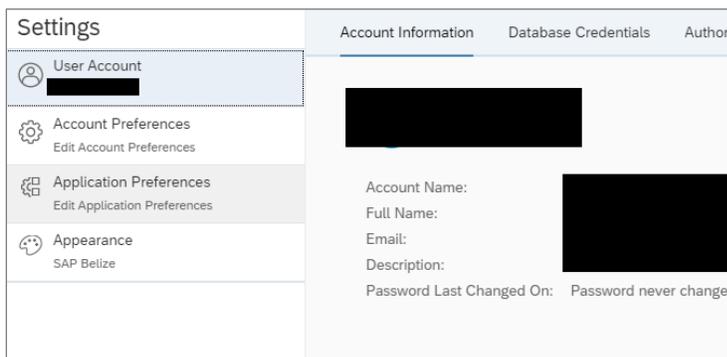
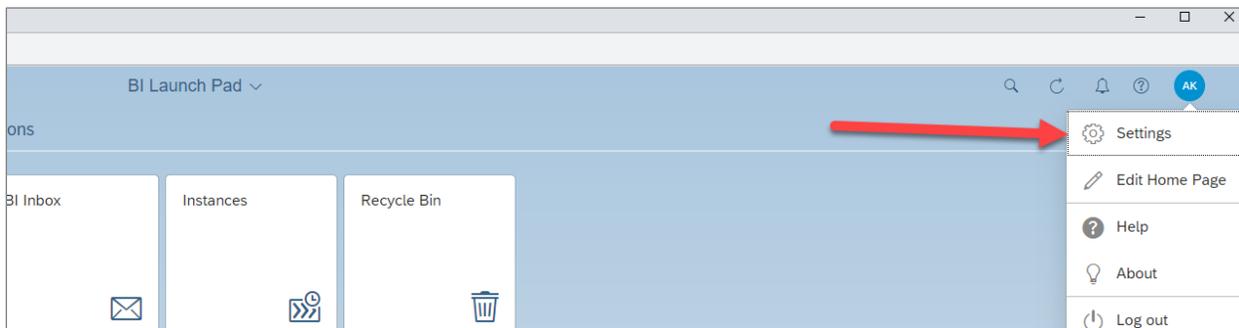
Home Page - BI Launch Pad

The BI Launchpad will display whichever document/report the user currently has open.



Personalizing User Space

To access settings, navigate to the **user** icon in the upper right corner of the BI Launchpad.



Settings Pane:

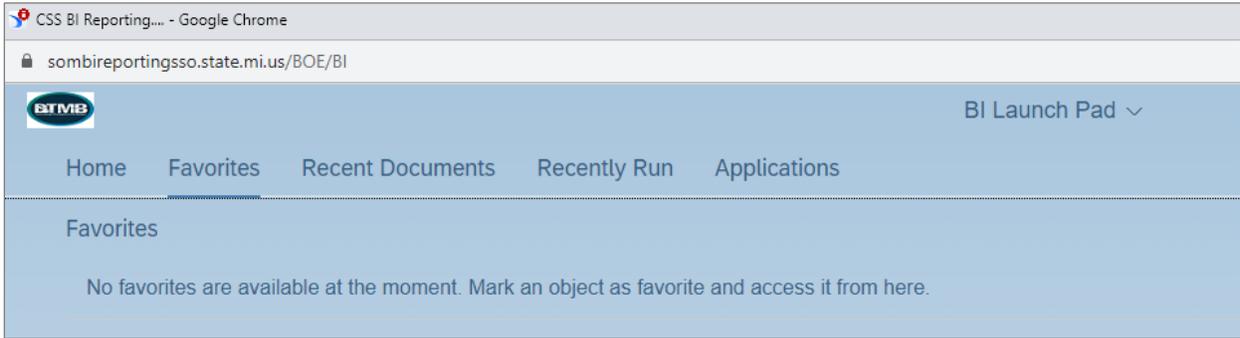
A **Settings** pane will open on the right side of the screen where the user can check their account, adjust application preferences, and check database credentials.

Folders

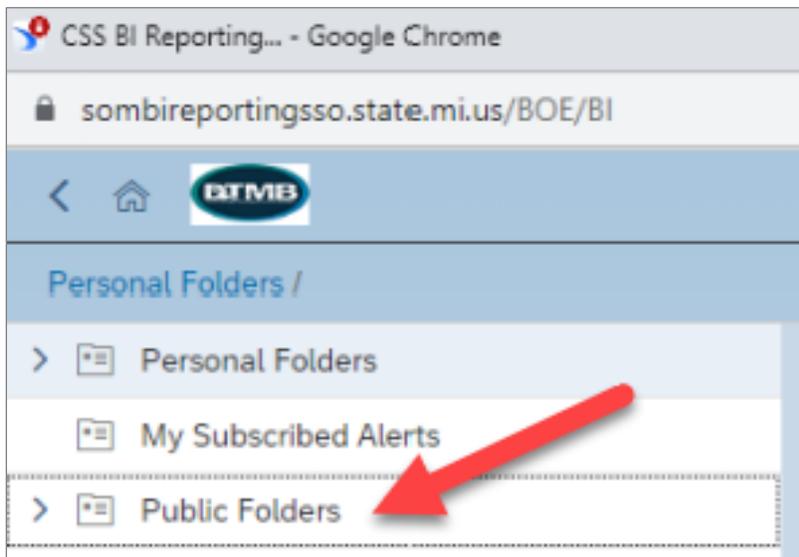
Folders serve as containers designed for the purpose of grouping and structuring other objects, ensuring that content is logically organized. Every object within the BI platform must be located within a folder.

The BI platform automatically generates a folder for each user within the system. To view a folder, you must have at least **View** access rights for it.

In the BI Launchpad, these personal folders are referred to as **Favorites** folders.



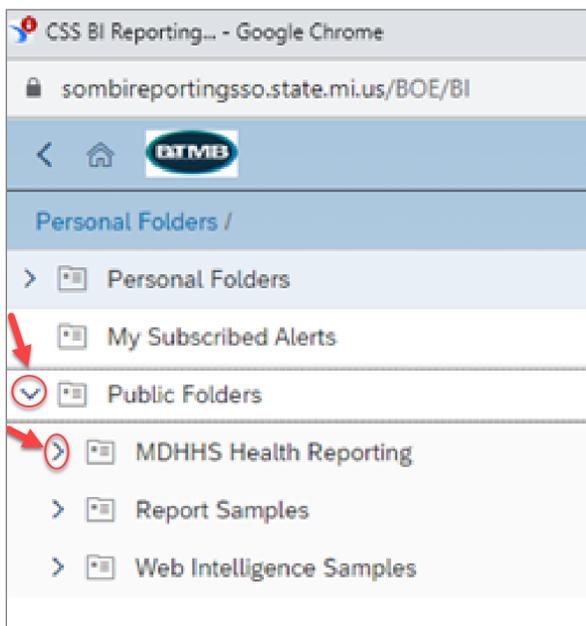
Overview of Business Objects Reports



Accessing Reports:

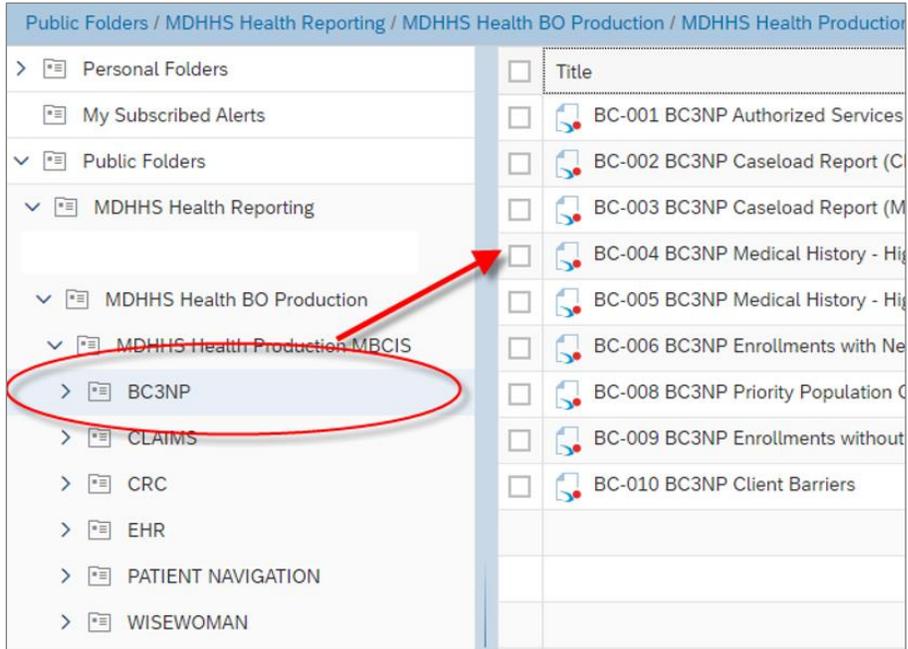
To access a report, navigate to **"Public Folders"** from the BI Launchpad.

Select the folder in which the desired report is located. To navigate through folders and access different reports, select the **∨** and **>** icons.



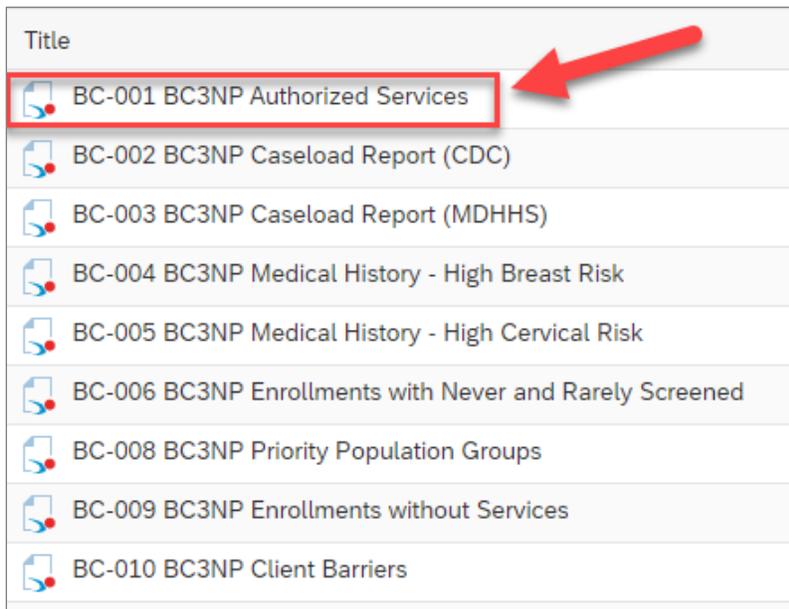
Follow these steps to access the BC3NP reports:

1. Select the arrow next to **"Public Folders."**
2. Select the arrow next to **"MDHHS Health Reporting."**
3. Select the arrow next to **"MDHHS Health BO Production."**
4. Select the arrow next to **"MDHHS Health Production MBCIS."**
5. Select on the word **"BC3NP."**



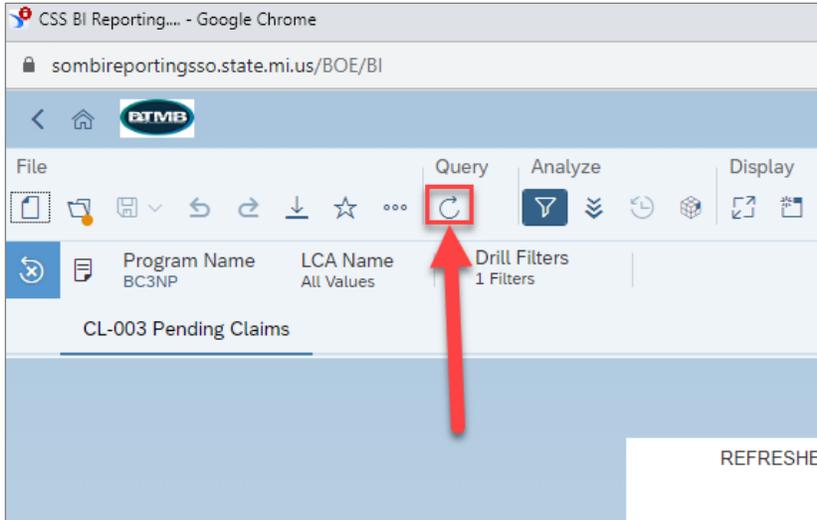
Access BC3NP Reports:

Within the “**MDHHS Health Production MBCIS**” menu, select the word “**BC3NP.**”



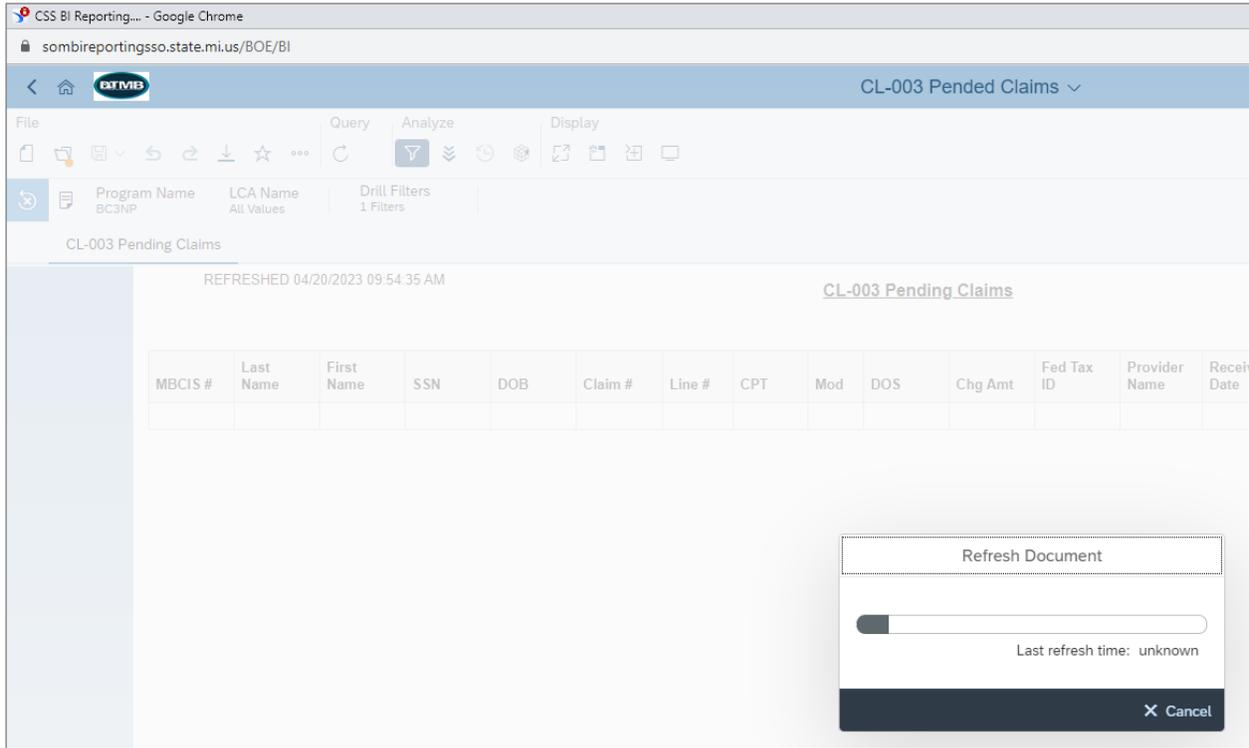
Select Document:

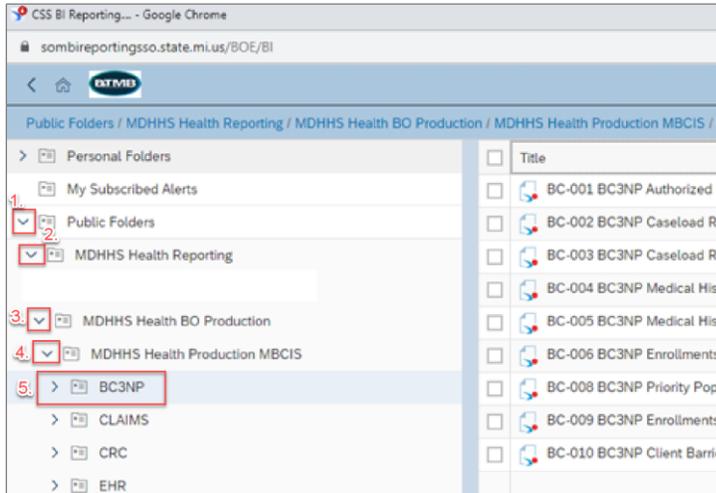
In the right pane, select the desired document/ report to open and run.



Troubleshooting:

If the report opens to a blank workbook, navigate to and select the highlighted icon under **Query** to refresh the report and query the data.





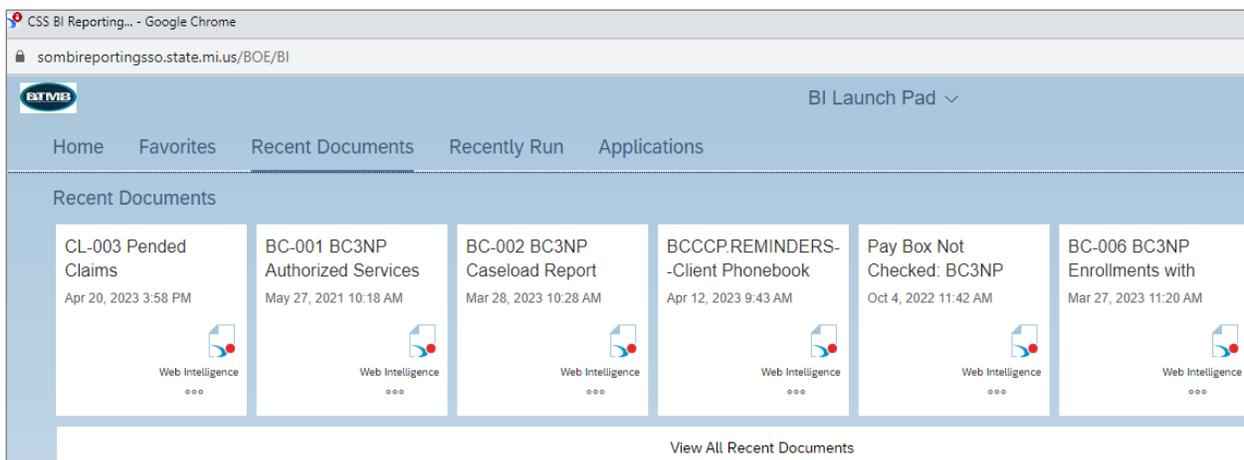
Accessing Breast & Cervical Reports:

To access all Breast & Cervical reports, navigate through the path outlined in the image on the left.

Title & Description of all currently available Breast & Cervical reports:

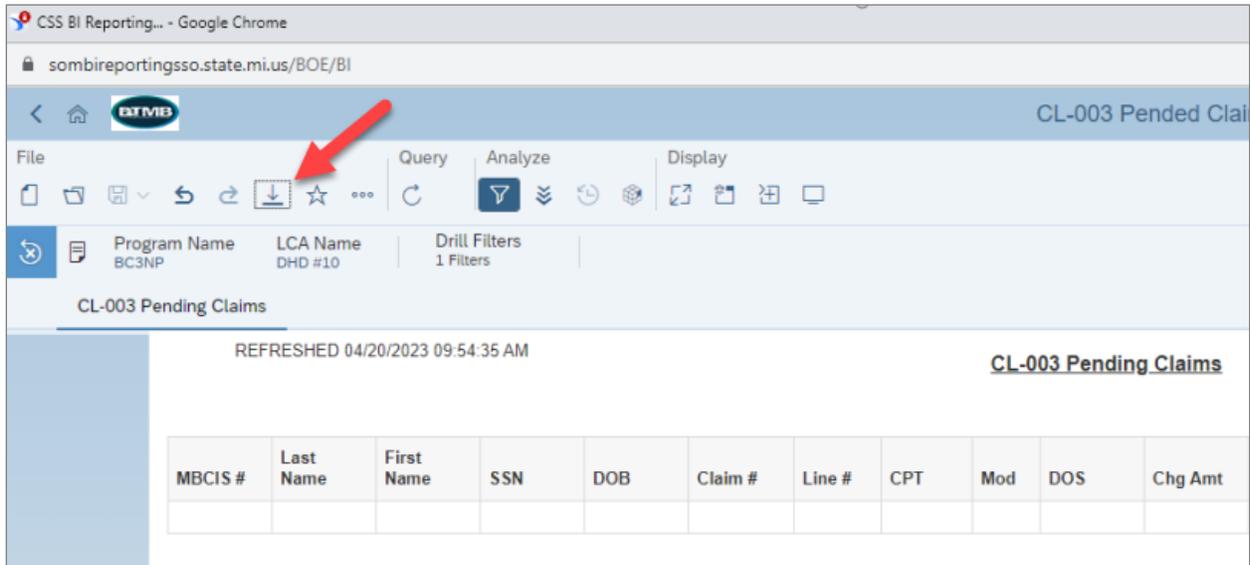
Title	Fa...	Ty...	Description
BC-001 BC3NP Authorized Services		W...	BC-001 BC3NP Authorized Services
BC-002 BC3NP Caseload Report (CDC)		W...	BC3NP Caseload Report provides caseload count by agency and program year. R
BC-003 BC3NP Caseload Report (MDHHS)		W...	BC3NP Caseload Report provides caseload count by agency and fiscal year. Rep
BC-004 BC3NP Medical History - High Breast Risk		W...	Report lists BC3NP Clients with High Breast Cancer Risk based on Medical Histor
BC-005 BC3NP Medical History - High Cervical Risk		W...	Report lists BC3NP Clients with High Cervical Cancer Risk based on Medical Histe
BC-006 BC3NP Enrollments with Never and Rarely Screened		W...	BC3NP Enrollments with Never and rarely screened women for Pap Test
BC-008 BC3NP Priority Population Groups		W...	Report lists Priority Population groups. Age Group/Race Category/Hispanic/Povert
BC-009 BC3NP Enrollments without Services		W...	Report lists clients with open enrollment cycles but no services. These enrollment

Reports recently run by the user will be displayed under **Recent Documents** in the menu at the top of the window located within the BI Launchpad.



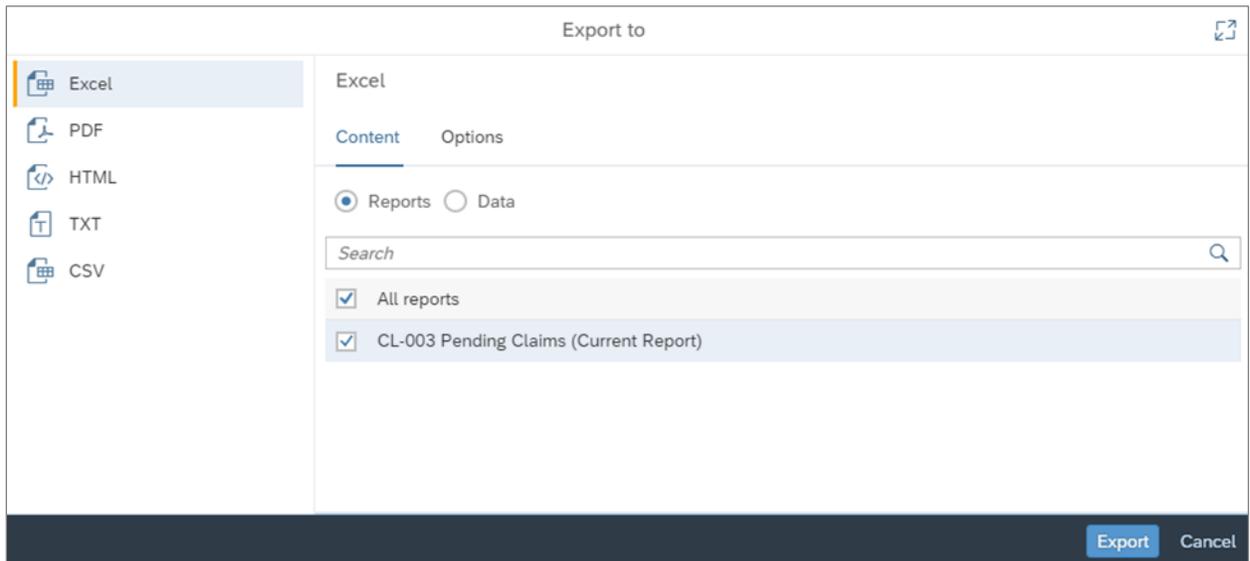
Exporting/Downloading Reports

To export a document/report, navigate to the toolbar to select the **Export** option.

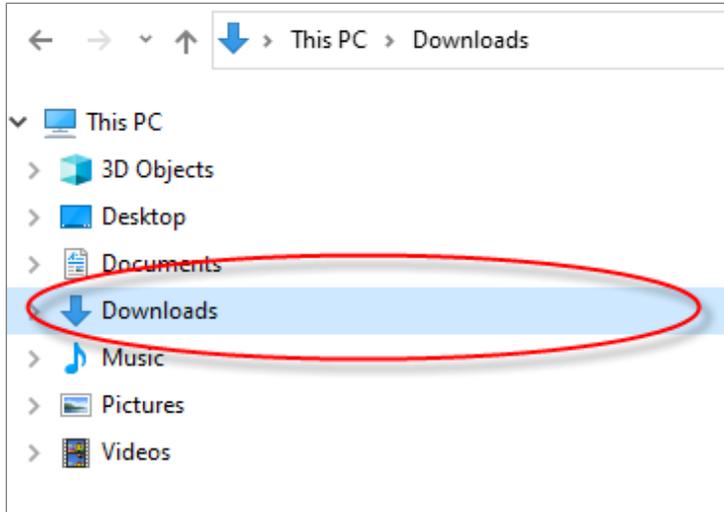


The screenshot shows a web browser window with the URL `sombireportingsso.state.mi.us/BOE/BI`. The page title is "CL-003 Pended Clai". The interface includes a toolbar with icons for File, Query, Analyze, and Display. A red arrow points to the download icon in the File section. Below the toolbar, there are filters for Program Name (BC3NP), LCA Name (DHD #10), and Drill Filters (1 Filters). The main content area displays "CL-003 Pending Claims" with a refresh timestamp of "REFRESHED 04/20/2023 09:54:35 AM". A table with the following columns is visible: MBCIS #, Last Name, First Name, SSN, DOB, Claim #, Line #, CPT, Mod, DOS, and Chg Amt.

Different exporting options will be displayed such as downloading the document/report as an Excel sheet, PDF, CSV, or text file.



The screenshot shows the "Export to" dialog box. On the left, there is a list of export options: Excel, PDF, HTML, TXT, and CSV. The "Excel" option is selected. On the right, the "Excel" section is active, showing "Content" and "Options" tabs. Under "Options", the "Reports" radio button is selected. A search bar is present with the text "Search". Below the search bar, there are two checked items: "All reports" and "CL-003 Pending Claims (Current Report)". At the bottom right, there are "Export" and "Cancel" buttons.



Viewing Exported Reports:

Exported reports will appear in the **Downloads** folder on the user's local machine.

