

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 <u>BC3NP@Michigan.gov</u>. Each local agency is only able to access its own program data.

TABLE OF CONTENTS

Introduction to BusinessObjects	.3
Accessing the Application	.4
BusinessObjects Navigation	.5
Home Page - BI Launch Pad	6
Personalizing User Space	6
Folders	7
Overview of Business Objects Reports	.8
Exporting/Downloading Reports	12

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 (KamalA2@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."

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MILog	in for Thir	d Party											
🕈 HOME	🗄 REQUEST ACCESS	UPDATE PROFILE	♣ SECURITY OPTIONS	CHANGE PASSWORD									
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Access your ap	plications by clicking on the	application links below											
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MDHHS Bus	siness Objects												
Michigan B	reast and Cervical Can	cer Control System											

More Than One Application:

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

IDHHS Busine	ss Objects	
Terms & Conditions The Center for Shared intelligence (EISBI) con of Michigan and subje intended for use only users are prohibited f for any purposes othe state of Michigan. Log not disclose any confi systems users will onl authorization. System partisan political purp maintain any informa systems. When no lor manner specific to the The Computer Fraud a MONITORING AT ALL MONITORING AT ALL	d Solutions (CSS) - Enterprise Information Services and Business mputer information system (systems) are the property of the State ect to state and federal laws, rules and regulations. The systems are by authorized persons and only for official state business. Systems from using any assigned or entrusted access control mechanisms er than those required to perform authorized data exchange with gon IDs and passwords are never to be shared. Systems users must idential, restricted or sensitive data to unauthorized persons. Iy access information on the systems for which they have ns users will not use State of Michigan systems for commercial or poses. Following industry standards, systems users must securely ition downloaded, printed, or removed in any format from the ger needed, this information must be destroyed in an appropriate e format type. Unauthorized access prohibited by Public Law 99-474 and Abuse Act of 1986. Use of this system constitutes CONSENT TO TIMES and is not subject to ANY exception of privacy. If such possible evidence of unauthorized or criminal activity, the evidence dministrative or law enforcement officials for disciplinary action	*
may be provided to a	dministrative or law enforcement officials for disciplinary action	*

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.

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BTMB		BI Laund	h Pad \sim									
Home	Favorites	Recent Documents	Recently Run									

Home Tab:

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

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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.

	BI Launch Pad \sim	
plications	Currently Open Documents	
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Personalizing User Space

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

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#### **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.

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## **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  $\vee$  and  $\rangle$  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."

Public Folders / MDHHS Health Reporting / MDHHS	Health I	BO Production / MDHHS Health Production
> 🖭 Personal Folders		Title
Image: My Subscribed Alerts		BC-001 BC3NP Authorized Services
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✓ I MDHHS Health Reporting		G BC-003 BC3NP Caseload Report (M
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> E CLAIMS		BC-009 BC3NP Enrollments without
> 🖭 CRC		BC-010 BC3NP Client Barriers
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#### Access BC3NP Reports:

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

Title
BC-001 BC3NP Authorized Services
BC-002 BC3NP Caseload Report (CDC)
BC-003 BC3NP Caseload Report (MDHHS)
BC-004 BC3NP Medical History - High Breast Risk
BC-005 BC3NP Medical History - High Cervical Risk
BC-006 BC3NP Enrollments with Never and Rarely Screened
BC-008 BC3NP Priority Population Groups
BC-009 BC3NP Enrollments without Services
BC-010 BC3NP Client Barriers

#### Select Document:

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

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#### 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.

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4. MDHHS Health Production MBCIS		BC-006 BC3NP Enrollments					
5. > 🖻 BC3NP		BC-008 BC3NP Priority Popu					
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#### 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	Ту	Description
BC-001 BC3NP Authorized Services		W	BC-001 BC3NP Authorized Services
G BC-002 BC3NP Caseload Report (CDC)		W	BC3NP Caseload Report provides caseload count by agency and program year. R
G BC-003 BC3NP Caseload Report (MDHHS)		W	BC3NP Caseload Report provides caseload count by agency and fiscal year. Rep
G BC-004 BC3NP Medical History - High Breast Risk		W	Report lists BC3NP Clients with High Breast Cancer Risk based on Medical Histor
G BC-005 BC3NP Medical History - High Cervical Risk		W	Report lists BC3NP Clients with High Cervical Cancer Risk based on Medical Histo
G BC-006 BC3NP Enrollments with Never and Rarely Screened		w	BC3NP Enrollments with Never and rarely screened women for Pap Test
G 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

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	CL-003 Pending Claims												
	REFRESHED 04/20/2023 09:54:35 AM CL-003 Pending Claims								<u>g Claims</u>				
			MBCIS #	Last Name	First Name	SSN	DOB	Claim #	Line #	СРТ	Mod	DOS	Chg Amt

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

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

Export to					
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PDF	Content Options				
🐼 HTML	Reports      Data				
t i∧i ∰ csv	Search	Q			
	✓ All reports				
	CL-003 Pending Claims (Current Report)				
	Export	Cancel			



#### Viewing Exported Reports:

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

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$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\clubsuit$ > This PC > Downloads		
	Name	Date modified Type
	BC-005 BC3NP Medical History	- High 9/20/2023 10:57 AM Micro