WebFOCUS 8.2.07.22 Instructions (New Version)
as of Jan 20, 2021

WebFOCUS has been upgraded to the latest version. We have not upgraded WEBFOCUS in almost 10 years so the look will be very different but once you get to the area where your reports are, the look should be familiar. The main difference will be the Run button and the use of the word portal instead of dashboard.

Although we had a team test as many reports as we could, I expect there to be issues and errors with some reports running.   Anytime there is that much time between upgrades there will always be syntax and formatting anomalies.

What to do if a report does not run?

If a report does not seem to run you will need to contact a programmer in ITS that developed or works with the report to have them assist. If you get an error in a report it might be good to take a screen shot and send it to the programmer in your area. They will work with our vendor on why the report is not running. We have a block of time with them so they can help work issues for the first two weeks after go-live.

You can also put in a TD ticket to your programming area with the issue as well via help.sfasu.edu.

There is also an FAQ at the bottom of this document that will be updated with common problems. Please check there first.


Login and navigation to run reports

You will login with the same credentials you have always used via the link on the banner white page. The look will be very different after login but once you get to the Dashboard area you should be able to find your reports easily.

Upon login you will see a page that will let you do some customizations like adding favorites as well as displaying recently run reports.

Towards the bottom of the main screen are the dashboards you have access to (Example: Admissions General, Student Academic, Payroll etc.). These are now called Portals in the new version (see below)

The main thing to remember is if you get lost navigating around to the different areas you can always click on the word WEBFOCUS in the upper left to take you back home
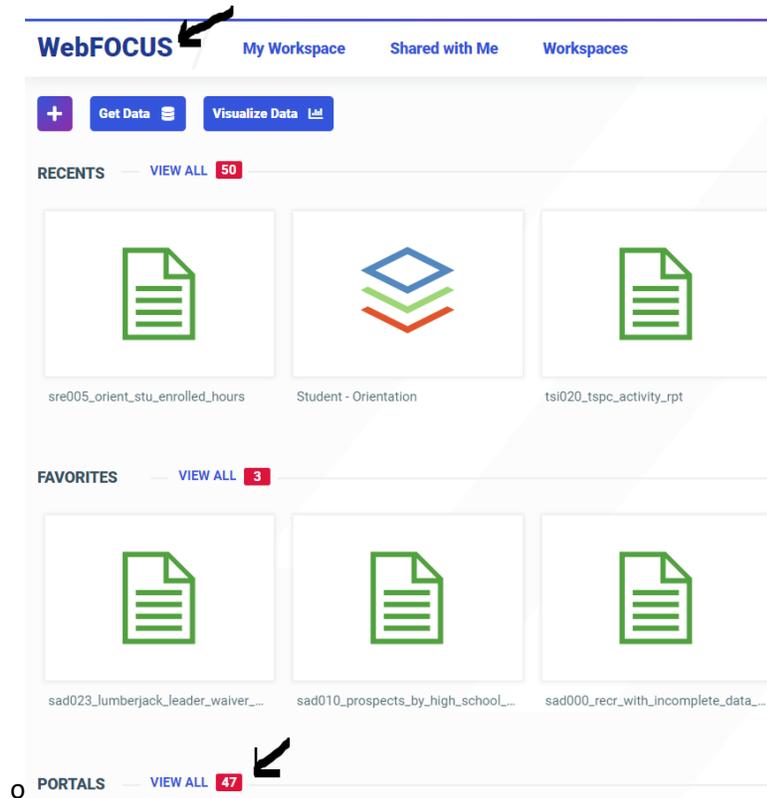
Running a report

If a user only has access to a few portals, they may all be listed from left to right as in the example below.   If there are more than 4 or 5 you may have to click View All.
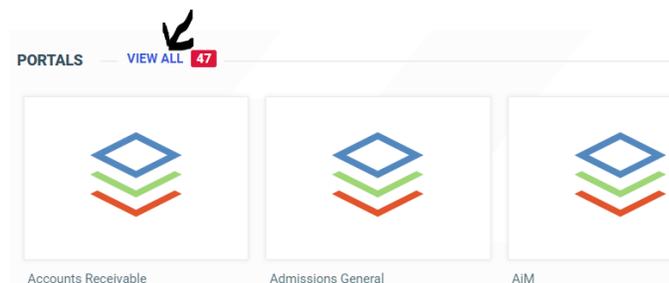

Click on the Portal name and from here the look should be familiar with the SFA portal branding and reports on the left. The main difference here is the run button looks different and is located at the top above the parameters. If you hover over the icon it will indicate what each is. Click "Run with Filter" value once you have typed in or selected the run parameters.   If the report is HTML it will be displayed on the screen in the right area. If the report is a pdf or EXCEL file it will save and the browser will indicate this by showing the filename.   See examples screen shots below.
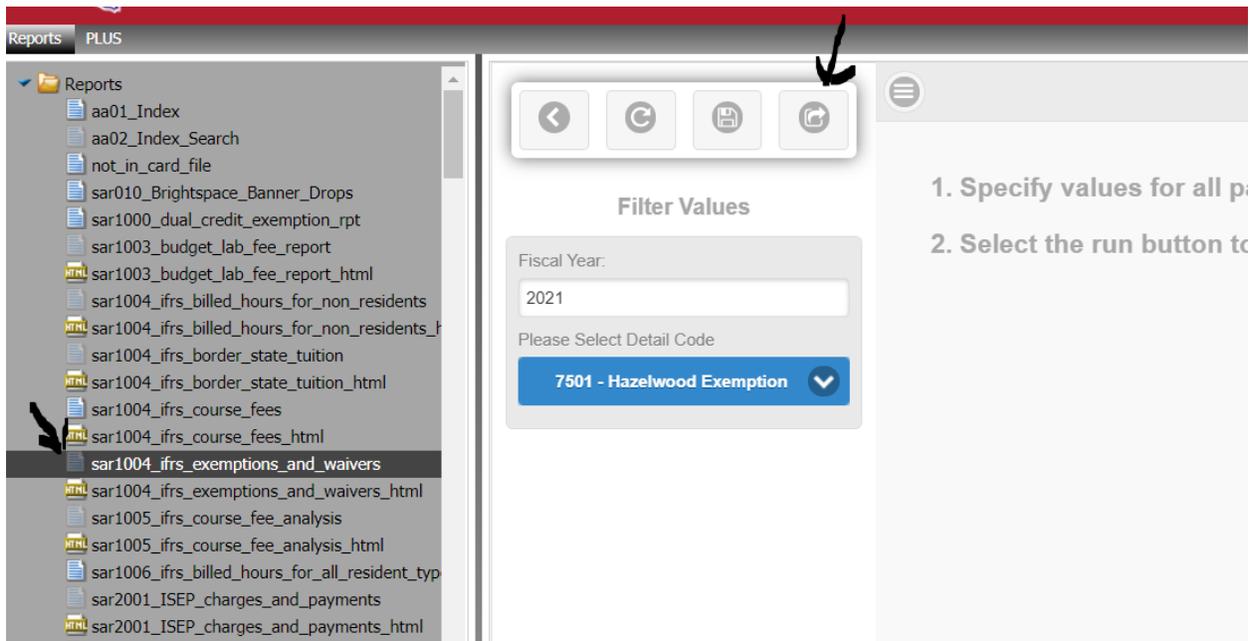
This is an example of an HTML report that shows data on the screen (with data redacted)
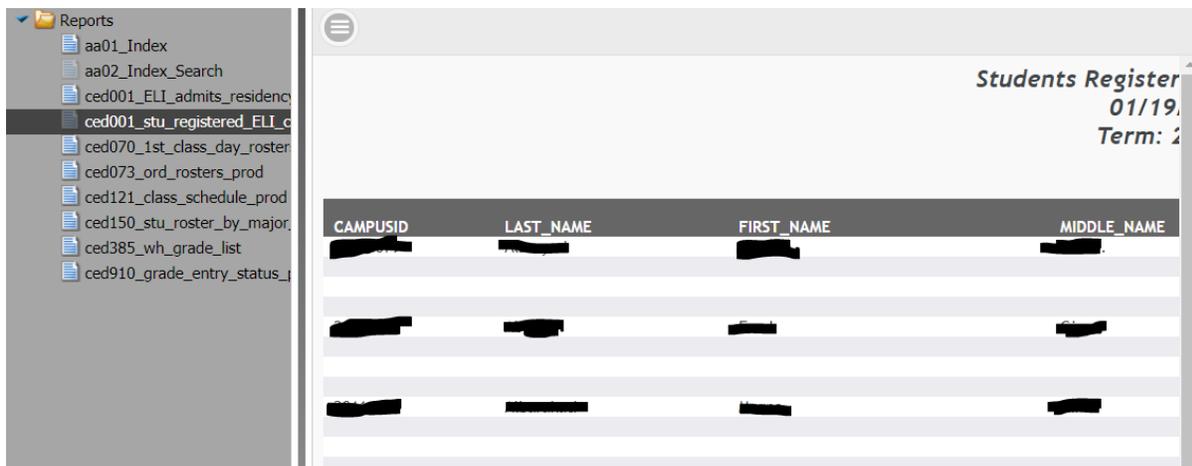
This is an example of a report that runs and creates an EXCEL file. The spinning circle will stay on the screen even after the report has run and the output is available. You can just close the tab or select another report once it has finished. The circle will not go away until you do that. This does not indicate the report is still running (as long as the file appears). If no file appears then it is still running. See run deferred section for a better way of working with longer running reports.
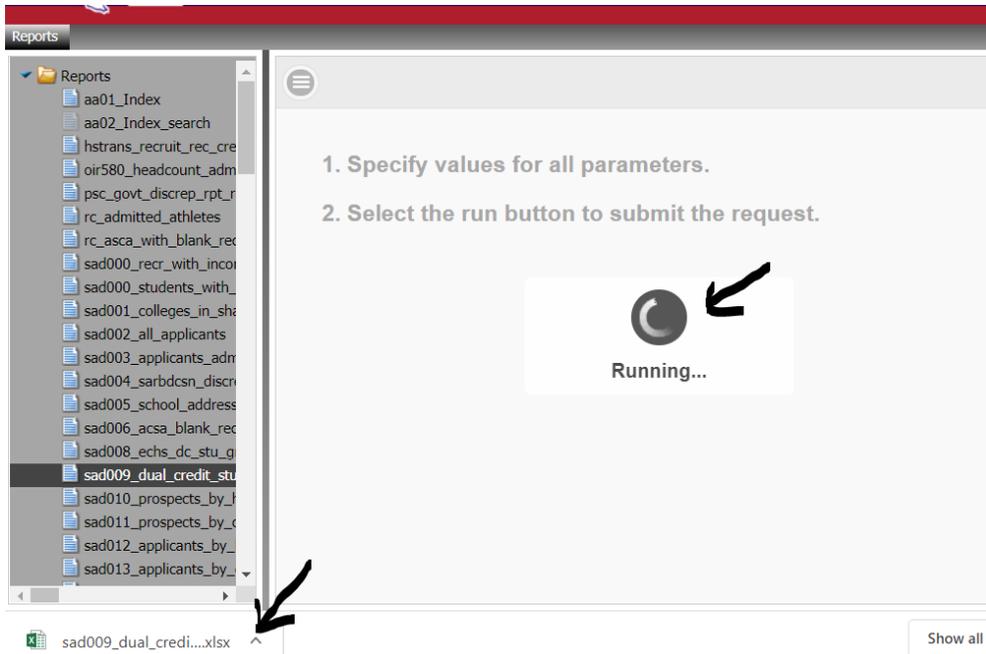
Reports with HTML launch pages should look the same as well and the buttons to select reports and format should work as usual.

What is run deferred?

This is a run option that will let a user run a report and then close the window and come back and view the results later. This is very useful for long running reports or staging several reports at the same time.

To run any report deferred right click on the report to the left in the portal and select Run Deferred.
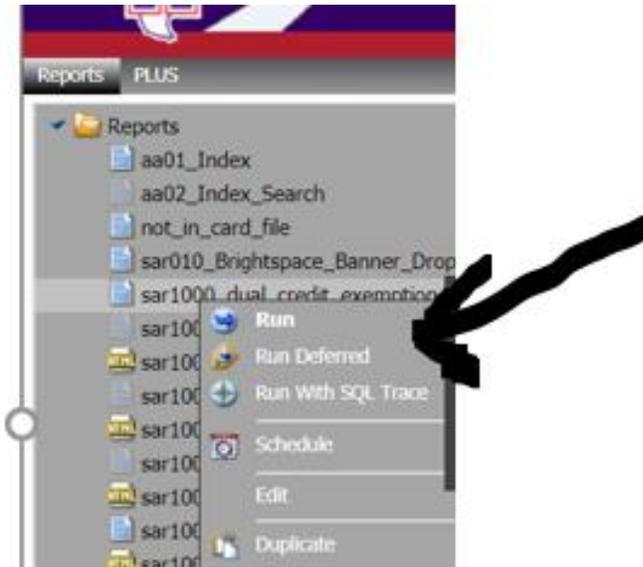

When a report is selected "Run Deferred", results are stored for 30 days and can be accessed any time by going to the Wrench Icon at the top of the home screen and selecting "Deferred Status.
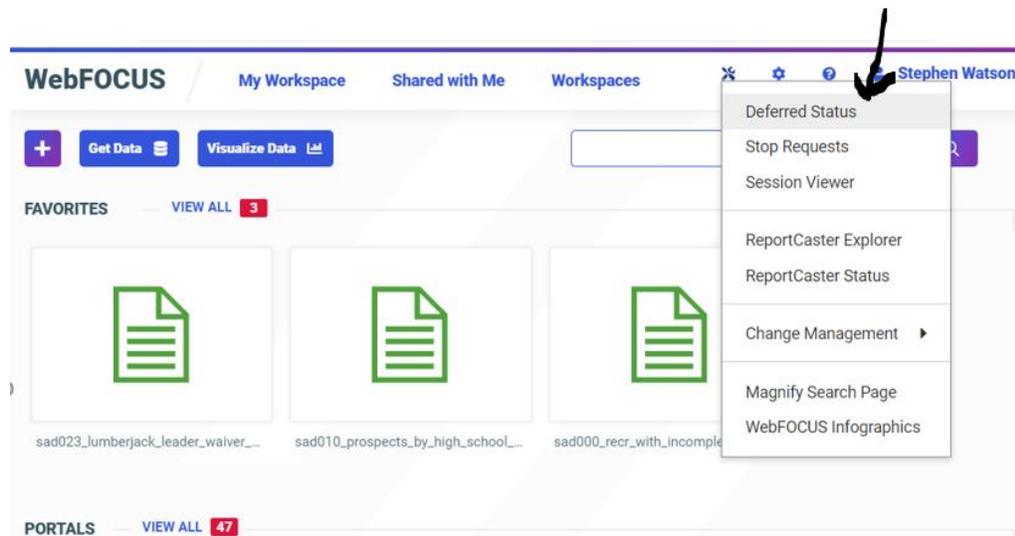

The run deferred area will show reports that have completed, reports still queued to run and reports that have expired (older than 30 days). On reports that have run, you can view or save the output.

Deferred Report Status as of 1/19/2021, 10:15:59 AM					
Refresh ⟳	Sort By Date ▾ ⇅		Delete ✕ ▾	Help	

Refresh every [   ] seconds. (min. 5 seconds)   Enable Refresh: ☐

Completed

Date/Time Submitted	Domains	Description	Expires In	Options
1/19/2021, 10:15:38 AM	Accounts Receivable	sar1004_ifrs_exemptions_and_waivers	29 days	Delete View Save Parameters

Queued

Date/Time Submitted	Domains	Description	Options
1/19/2021, 10:15:54 AM	Accounts Receivable	sar2002_general_property_deposit	Delete

Unknown

Date/Time Submitted	Domains	Description	Status	Options
12/11/2020, 8:28:50 AM	Student - Academic Areas	sre126_lec_lab_list	Expired	Delete Parameters
12/11/2020, 8:28:05 AM	Student - Academic Areas	sre121_class_schedule_prod	Expired	Delete Parameters

Any non-HTML report can be added to favorites by right clicking the report and selecting Add to Favorites.   Once this is done the reports will show up on the main page after login.
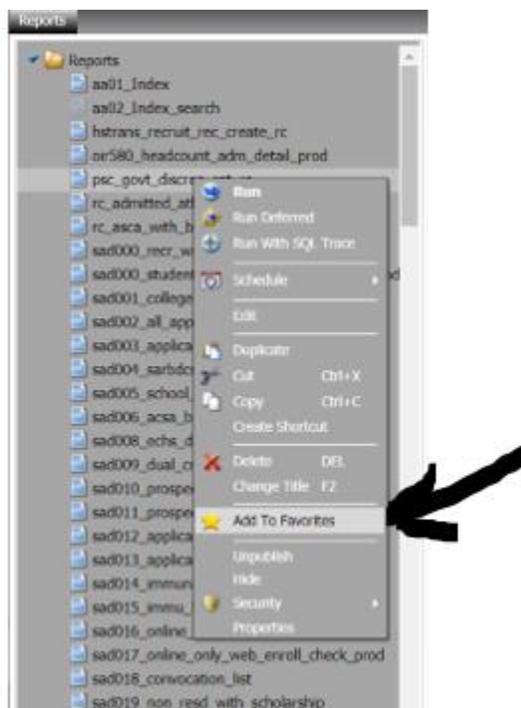
Favorites on the main page shown below.
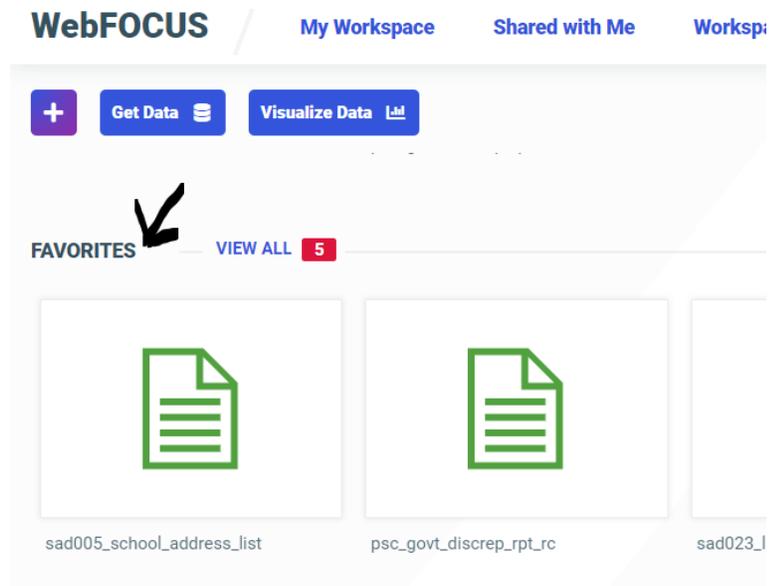
Good luck and let us know if you have any problems or questions by reaching out to a programmer or the Systems area via its-sysmgt@afasu.edu or by submitting a TD ticket at the following link.

Not sure if I want to do a link to the general TD ticket or not. Still deciding

Frequently Asked Questions

Question:	I have a report that I can enter a value or leave blank. This ran in the old systems but tells me missing parameter in the new one. How do I get this to work?
Answer:	In the new version it wants some sort of value enter. If you can leave the parameter blank please try just entering spaces. This should work. Also, the report can be rewritten to better handle this but you will need to put in a TD ticket for this. Please indicate the issue in the ticket.
Question:	I do not see one of my reports I used to see in the old system. What happened to it?
Answer:	When we began this process, we had to keep two systems in sync while we got everything ready in the new one. It's possible once of these reports missed being moved into production. Get with your programmer or fill out a TD ticket for this issue.

Question:	**I had some favorite saved in the old WEBFOCUS systems and now I do not see those. Did those come across?**
Answer:	Favorite did not move with the upgrade so you will need to add these again.
Question:	**I have a bookmark to the webfocus system and that still works to the old one. Will that be going away?**
Answer:	Yes, we are leaving the old system up for a few weeks while we work issues but eventually it will be turned off. It is not a good idea to bookmark a site just for this reason, upgrades. Please always go to banner.sfasu.edu. You can bookmark that site and always get to the latest version of webfocus or App manager or anything else banner related.
Question:	My dropdown box is too big and going behind another parameter
Answer:	Click on the box and use the arrow buttons on your keyboard to move down the list. Also, do a TD for this to get fixed (include name and portlet of the report).