WEBFOCUS 7 to WEBFOCUS 8 INSTRUCTIONS

In WebFocus 7 there were views; they are now called portals in WebFocus 8.

DO NOT USE YOUR BACK ARROW. IT WILL LOG YOU OUT OF WEBFOCUS.

WebFocus can always be accessed from the banner white page at http://banner.sfasu.edu/ under the other software products link. This is the best place to go to get into WebFocus as the link is always updated. Bookmarking the page can be an issue if the link changes, as we have done with this upgrade. If you feel you must bookmark a link, the link is listed below. If you have an existing bookmark to WebFocus, it will need to change to this new link.

WebFocus 8 link: https://webfocus8.sfasu.edu/ibi_apps/bip/portal/SFAWebFOCUS

Login with your normal WebFocus login information.
Something **similar** to the screen below will appear after login. This will show all the portals you have access to in WebFocus 8. The screen shot below is just an example; your screen will show your portals.
To see the reports available in each portal, double click on the name of the portal (NOT the arrow to the left of the name). The example below is Accounts Receivable.
Something similar to the screen below will display. These are all the reports in the Accounts Receivable portal. Notice there are still multiple tabs within the portal (Reports and PLUS). Not all portals have multiple tabs.
Clicking on a tab will list the reports for that tab. Below is an example of clicking on a tab in the Accounts Receivable Portal.
To run a report, double click on the name and the report will load into the frame to the right. Nothing is different on running reports; just enter the parameters and click Run.

1. Specify values for all parameters.
2. Select the run button to submit the request.
To navigate between portals, click on Portals in the top right-hand corner (see green arrow). Then in the box below, double click on any portal and it will navigate to that portal. To go back to the main page, double click SFAWebFOCUS.
To exit, click Sign Out in the top right-hand corner. WebFocus 8 tracks the last portal accessed, so at the next login WebFocus may navigate to the last portal accessed. To navigate to any other portal, just click on Portals. Please note: If you had a report up to run when you exited, an error like the one below may display. Just click on a report or tab and the error message will go away. The best way to avoid this error is to always use the WebFocus 8 Link provided:

https://webfocus8.sfasu.edu/ibi_apps/bip/portal/SFAWebFOCUS