QUICK REFERENCE GUIDE: INTRODUCTION TO INFOADVANTAGE
Introduction to infoAdvantage

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OVERVIEW

infoAdvantage Overview

infoAdvantage is a secured web-based SAP Business Objects system. Using infoAdvantage allows easy access to run financial related reports from the Statewide folder or State agency folder. The financial information found in infoAdvantage comes from the Arizona Financial Information System (AFIS) since inception (starting in fiscal year 2016).

infoAdvantage will time out following ASET policy, just as AFIS will. You can log in again from AFIS using the Jump to dialog, but you may need to refresh the AFIS screen in order to make the Jump to work again.

Logging into infoAdvantage

1. Log into AFIS using Microsoft Edge
2. In the Jump To menu type INFOADV
3. Select Go

Next, the infoAdvantage application will open in a new window. If it does not:

1. Check the browser popup blocker in the upper right corner of the screen to select Always allow pop-ups and redirects from website and select Done
2. If the new window does not open after selecting Always, select the AFIS Home button to return to the home screen and re-enter INFOADV in the Jump To in order to continue
infoAdvantage Homepage

Overview of infoAdvantage Homepage

- Click the **Documents Tab** to locate the public folders that contain report documents. The documents tab contains Statewide reports and Agency specific reports.

- Click the **Preferences** link to set or change all of your Business Objects preferences, including your start location and Web Intelligence preferences.

- Click the **Web Intelligence** Icon under My Applications to launch the Web Intelligence editor to create new reports. Only Report Developers have the ability to create new reports.

- The **Recently Viewed Documents** section displays the ten most recently opened documents in infoAdvantage. This feature allows users to open recently viewed documents directly from the Homepage.

- The **My Inbox** feature is turned off in infoAdvantage.

- The **Recently Run Documents** section displays the ten most recently refreshed documents in infoAdvantage. This feature allows users to open recently viewed documents directly from the Homepage.
Setting your infoAdvantage Preferences

The preferences section allows users to change specific general default settings.

- The **Preferences** section is located in the upper right navigation pane.

Under **General** preferences, users can:

- Reset options to the default
- Select a different tab, folder, or category as the start page
- Select which columns to display in the Documents tab
- Increase or decrease the number of items (documents) to display in lists per page
Preferences: Viewing Scheduled Instances

To see if there are scheduled instances attached to a report, users can add the Instances column to the column display.

1. Select the check mark titled **Instances** under the Choose Columns to Display on the Documents Tab

Preferences: Setting Start Page

To limit the amount of folder navigation required, users can select a different folder as the start page.

1. Select the **Documents Tab** radio button under Set CGI infoAdvantage start page
2. Select the Folders, then **Select Public** Folder radio buttons
3. Next, using the **Browse Folder** button navigate to the preferred folder selection
Running Reports
Locating Statewide or Agency On-Demand Report

1. From the infoAdvantage home page, select the Documents tab
2. Select Folders menu option on the bottom left
3. Click the + icon to expand the Public Folders, and locate the 1–Statewide Reports folder or Department Folders

- The 1–Statewide Reports folder is organized by functional areas. Click on the desired folder, and then locate the desired report

- The Department Folders are organized by department code. Click on the desired department folder, and locate the On Demand Reports folder to find the desired report
Entering Prompts

1. Double click the report to open (the report will open in a new tab within infoAdvantage).
2. Select the Refresh icon to refresh the report *(you must refresh the report to get current data).* The refresh icon can be located in the center of the upper navigation pane or the lower right corner of the report.
3. Select each **prompt** on the right, and enter or select the desired value(s)
   - Prompts indicated by a **Red arrow** are required. A value must be entered
   - Prompts indicated by a **Green checkmark** are optional. A value does not have to be entered
   - Prompts can be selected from the list of available values (if available) or hand typed into the **Type values here** bar (above the list of available values). **Prompts are case sensitive!**
   - There is a Search option to filter the list of available values with any search string. **The search option is NOT case sensitive. The search returns values that contain that string; no “wild card” (*) is needed.**
   - Next, select **OK** to run the report

4. Some reports may generate a dialog box that similar to the example to the right.
5. Before assuming that a report did not generate results check the **Go to Next Page** selector at the bottom right corner of the report.

*Note: All Statewide reports can be scheduled in the Statewide folder. For more information on how to schedule a report, please refer to the Quick Reference Guide (QRG) on Scheduling Reports in infoAdvantage.*

*Note: Some reports have one or multiple tabs of data (similar to Excel tabs).*

**Exporting the Report**

infoAdvantage users have the ability to export a report as a complete document or as an individual report in a PDF (.PDF), an Excel spreadsheet (.XLSX Excel 2007+ or .XLS Excel 97 to 2003) or text file (.TXT).

1. Select the **Export** icon to export the report.
   - Next, the **Export dialog box** will open.
2. Use the **Select All** option at the center of the dialog box to export the entire report or select the checkbox next to each individual report tab to customize the export.
3. Select the preferred file type from the dropdown list and select **OK**.

The download dialog box will open once the report has been successfully downloaded.