



**APS: Business Process Guide  
Running and Saving a  
Hyperion Report**

**Last Revised: 2/1/2008**

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### REVISION CONTROL

**Document Title:** Running and Saving a Hyperion Report Business Process Guide

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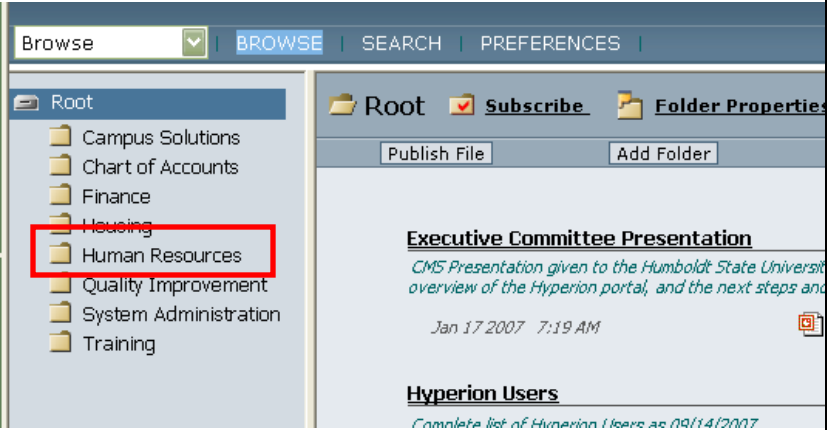


## Introduction

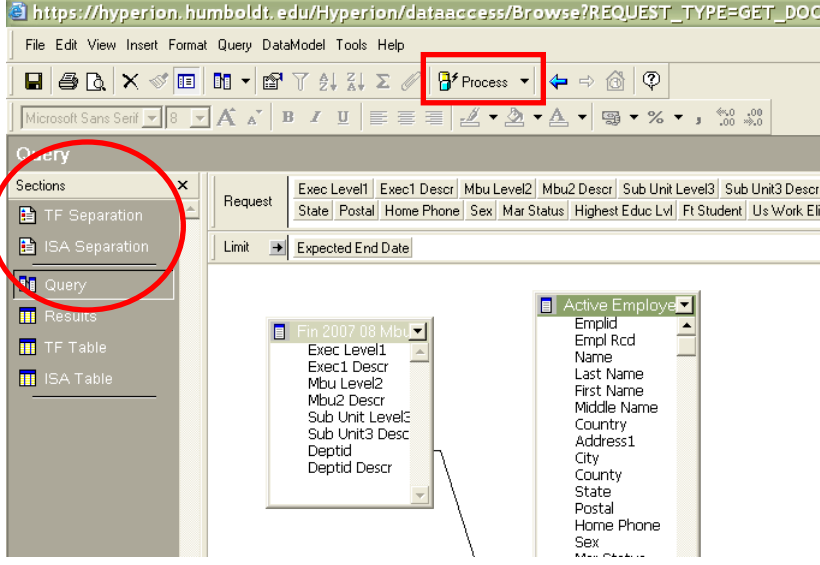
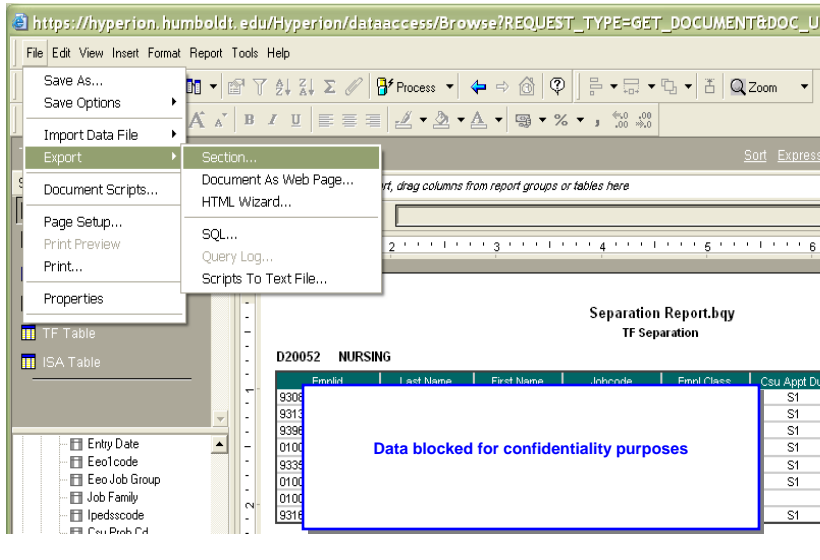
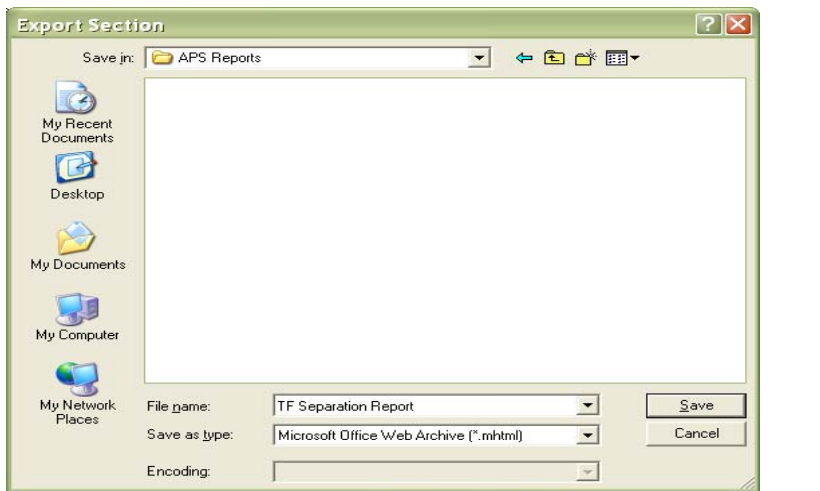
This Business Process Guide describes how to run and save a report using the Hyperion data warehouse. Using this guide, you will learn the steps required to run and save any report using Hyperion. The guide will walk you through running an APS separation report, as an example. Data from CMS PeopleSoft is uploaded into Hyperion during a nightly process, so Hyperion reflects accurate, prior day PeopleSoft data.

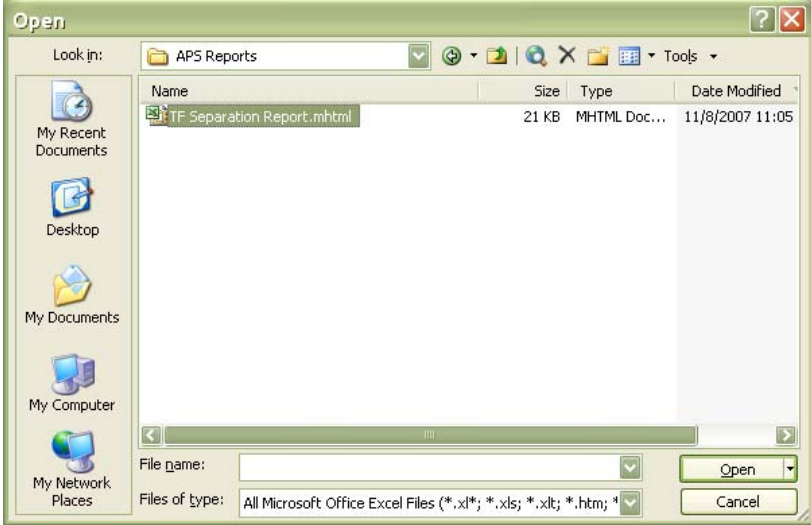
## Processing Steps

**Navigation:** Login to the Hyperion data warehouse at:  
<https://hyperion.humboldt.edu/Hyperion/browse/login>

Your User ID and Password in Hyperion are the same as for your HSU email.

| Processing Steps   | Screen Shot  |
|--|--|
| <ol style="list-style-type: none"> <li>1) Locate the Root in the left hand column</li> <li>2) In the root directory, select the type of report you wish to run (e.g., Finance or Human Resources)           <ul style="list-style-type: none"> <li>▪ <b>In this example, we will run an APS separation report under Human Resources.</b></li> <li>▪ <b>The identical process can be used for any Hyperion report</b></li> <li>▪ <b>Click Human Resources</b></li> <li>▪ Under Human Resources, a subfolder marked APS will appear</li> </ul> </li> </ol> |   |
| <ol style="list-style-type: none"> <li>3) <b>Click APS</b></li> </ol>  |  |
| <ol style="list-style-type: none"> <li>4) Select the <b>Separation Report</b> by clicking on its name           <ul style="list-style-type: none"> <li>▪ The report will open on the Query View screen</li> </ul> </li> </ol>  |  |

| Processing Steps   | Screen Shot  |
|--|--|
| <p>5) <b>Click Process</b> in the top section of your screen</p> <ul style="list-style-type: none"> <li>You may have to wait a few moments for the report to process</li> </ul> <p>6) After Processing is complete, select the section of the report you would like to review. In this case, <b>TF Separation</b> or <b>ISA Separation</b> from the column on the left</p> <ul style="list-style-type: none"> <li>Your results will display. If you have access to data for more than one department, your results will display for each department</li> </ul> |    |
| <p>7) To export data to work with in MS Excel, <b>select File</b>, then <b>Export</b>, then <b>Section...</b></p>  |   |
| <p>8) Enter a File name, then in the "Select as type" box, choose <b>Microsoft Office Web Archive (*.mhtml)</b></p> <ul style="list-style-type: none"> <li>The .mhtml file type allows you to work with the document in MS Excel, while maintaining the report formatting</li> </ul> <p>9) <b>Save</b> file to an appropriate location on your computer</p>  |  |

| Processing Steps  | Screen Shot   |
|---|---|
| <p>10) <b>Open MS Excel</b></p> <p>11) Go to <b>File</b>, then <b>Open</b></p> <p>12) Locate and select your file, then <b>click Open</b></p> <ul style="list-style-type: none"><li>▪ The default File type should be All Microsoft Office Excel Files. If not, you will need to select using the drop down menu</li><li>▪ After opening the file, your results will display in the Excel worksheet</li></ul> |  <p>The screenshot shows a standard Windows 'Open' dialog box. The 'Look in:' field is set to 'APS Reports'. The file list displays a single file named 'TF Separation Report.mhtml' with a size of 21 KB, type 'MHTML Doc...', and a date modified of 11/8/2007 11:05. The 'Files of type:' dropdown menu is set to 'All Microsoft Office Excel Files (*.xl*; *.xls; *.xlt; *.htm; *...)'.</p> |