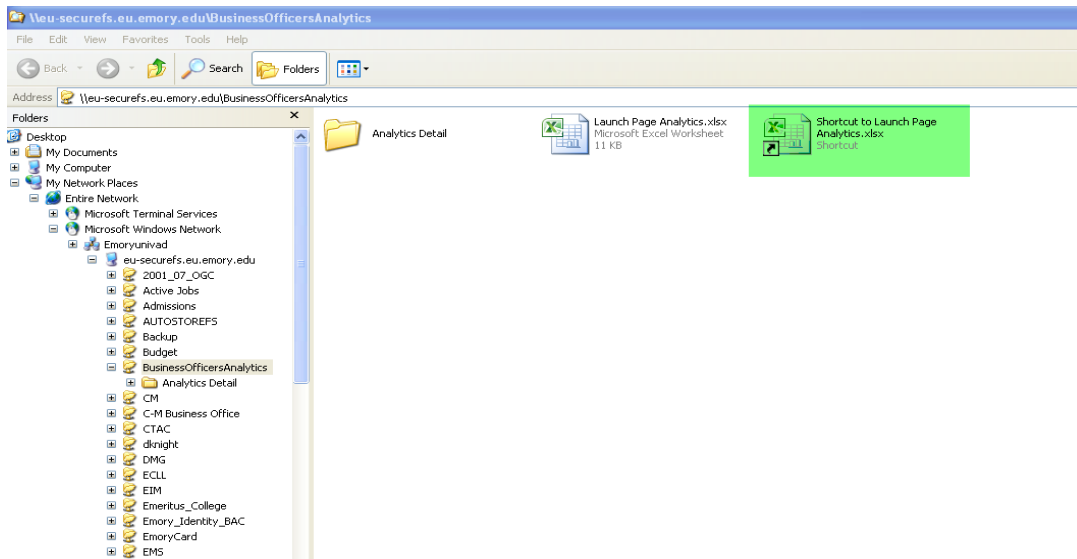


Instructions for connecting to the Business Officers' Analytic Reports

- The reports are located at this server address:
 - <\\eu-securefile\finadmin\BUSINESSOFFICERSANALYTICS>
 - You may want to have your local support technician map this folder to your computer for easier access.
 - If you have any trouble connecting, please contact David Wright (dwrig01@emory.edu) and he will make sure your netID has access permission.
 - Note – you will not be able to connect to this drive if you are not in the Admin Core zone of the network. If you are not, please connect to <http://vpn.emory.edu> and initiate a VPN connection. If you are still unable to connect, contact your local support technician to request VPN access to the Admin Core zone of the network.
- Once you access the folder, **copy the “Shortcut to Launch Page Analytics.xlsx”** to your desktop and then open this workbook.

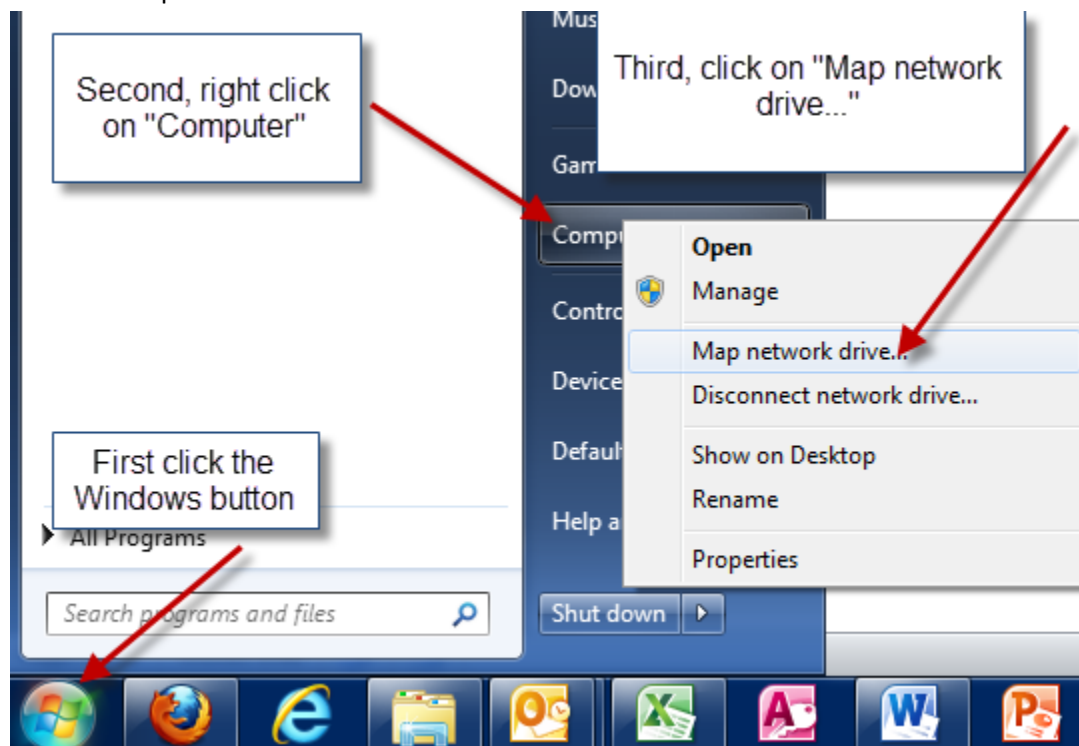


- Below is a view of the excel file “Shortcut to Launch Page Analytics.xlsx” once opened. The hyperlinks will automatically open the file once you click. Going forward, just open the “Shortcut to Launch Page Analytics.xlsx” on your desktop and you are 1-click to access!

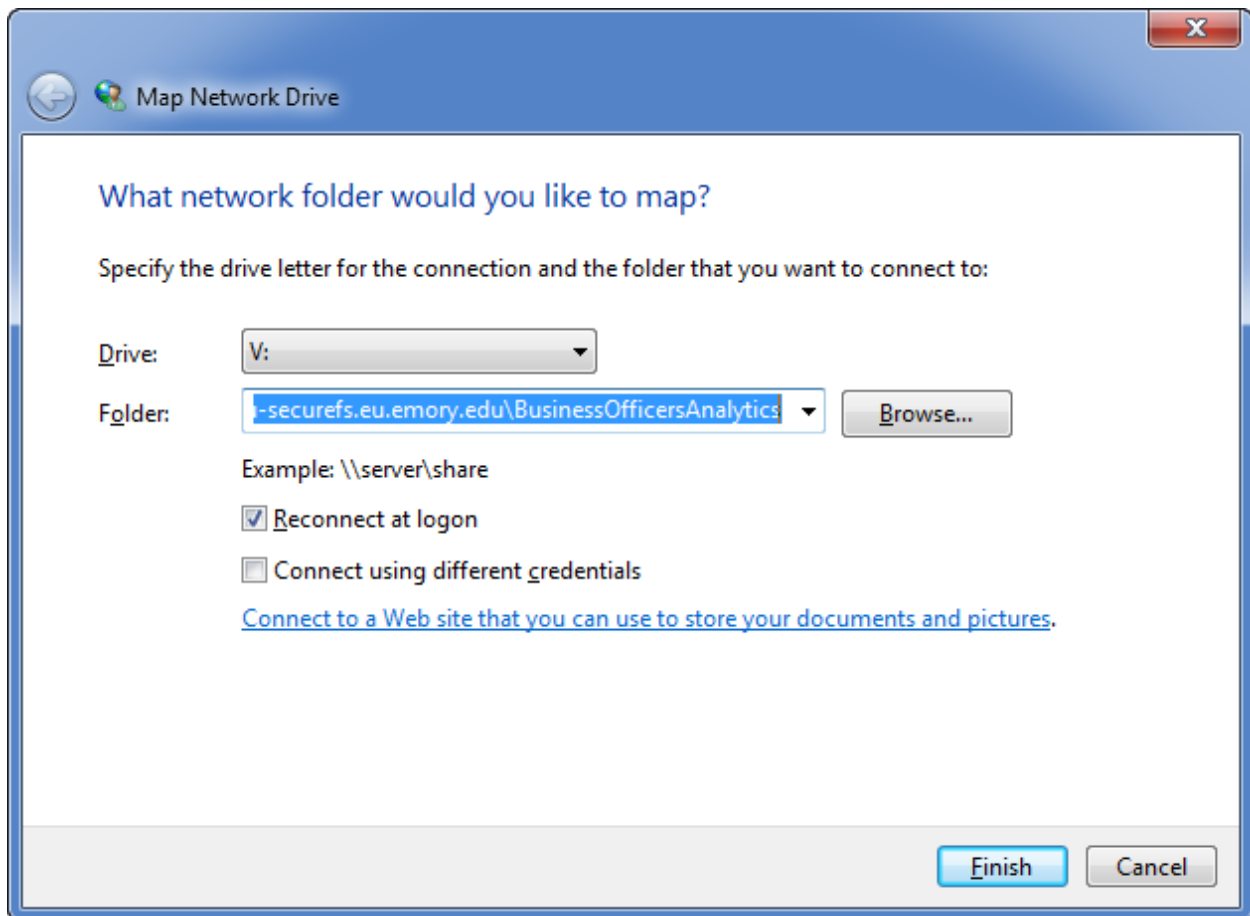
	A	B	C	D
1	Welcome to Financial Operations Business Officer Beta Analytics Site			
2	<i>Provide Centralized Access to various Financial Operations Analytics</i>			
3				
4				
5	Category(Click to open)	Available Data	Overview	
6	FY2011 Key Spend Executive Summay	FY2010 and FY2011	Analysis of Key Spend Areas	
7	FY2011 PCARD Cardholder Analysis	FY2011	Analysis by Cardholder and Merchant	
8				
9				

(Optional) Below are instructions on how to Map this folder to your network drives:

- If you have administrative rights to your computer follow these steps:
 - Click on the Windows button
 - Right click on "Computer"
 - Click on "Map network drive..."



- Select an available Drive Letter from the pull-down menu
- Copy and paste [\\eu-securefile\finadmin\BUSINESSOFFICERSANALYTICS](https://eu-securefile.finadmin.BUSINESSOFFICERSANALYTICS) into the "Folder" box
 - Be sure that "Reconnect at logon" is selected.



- Click "Finish"
- The folder should open and you should see the FY2011 Executive Summary and 3 detail workbooks.

<\\eu-securefile\finadmin\BUSINESSOFFICERSANALYTICS>