Overview
This document outlines general instructions for using Ohio University’s Oracle Business Intelligence (OBI) system for the Finance Fixed Assets Dashboard page. OBI is a web-based reporting system used to support the campus community’s academic and administrative offices. The Fixed Assets Dashboard provides the ability to display asset(s) by Asset Name, Date in Service, Cost, Department, Building, Room, Tag Number, Serial Number, PO Number, etc.

A prompt page is provided to allow filtering of individual or groups of assets based on Organization Number (Department Number), Organization (Department) and many others.

OBI Login –
1. Login to OBI using: https://obiprd.oit.ohio.edu/ with OHIO ID and password.
2. Upon login, landing page should be Home – if not, click Home in Navigation Pane (top right).

Fixed Assets Dashboard Page Navigation –
1. Click Dashboards to display the list of available dashboards.
2. Navigate to the bottom of the list – Finance and Administration Dashboards and choose the Finance and Administration dashboard link.
Running the Fixed Assets dashboard page

1. The dashboard will automatically return all data. To search for specific Organizations (Department Numbers), see subsequent steps. Users have the ability to search within the prompt or type the Organization Number(s) (for example) that should be separated by semi-colons.

Searching within a Prompt

1. Upon opening the report, choose the selected prompt drop down and click Search…
   a. Note: Search… is available in all prompts, screenshots provided as example only.
2. Use **Starts** if: user knows first letters of search string (searched items will highlight)

![Select Values](image1.png)

3. Use **Contains** if: user knows a certain part of a search string. Will return any results with the letter/number combination entered (searched items will highlight).

![Select Values](image2.png)
4. Use **Ends** if: user knows the end of a word or search string. Will return any results with the letter/number combination entered (searched items will highlight). This search parameter is rarely used.

5. Use **is Like** (pattern match) if: user would like to find any result like a certain search string. Note: use % to return results with **is Like**. This operates like a wildcard.
6. If data resides in external document, like Excel, can click the Edit pencil and paste a copied selection of data from Excel. Once user clicks OK, data appears in Selected pane in Filter.

Fixed Assets dashboard page – Exporting

1. At the bottom of page, there is an Export link. Click this link to choose from Export Options.
2. If choosing Excel, the recommendation is to choose Excel 2007+ to maintain format within OBI. User may select Data/CSV but **will not** retain formatting from within the OBI user interface.

3. Upon choosing export method, the document will download at the bottom of your browser. Double click to open.