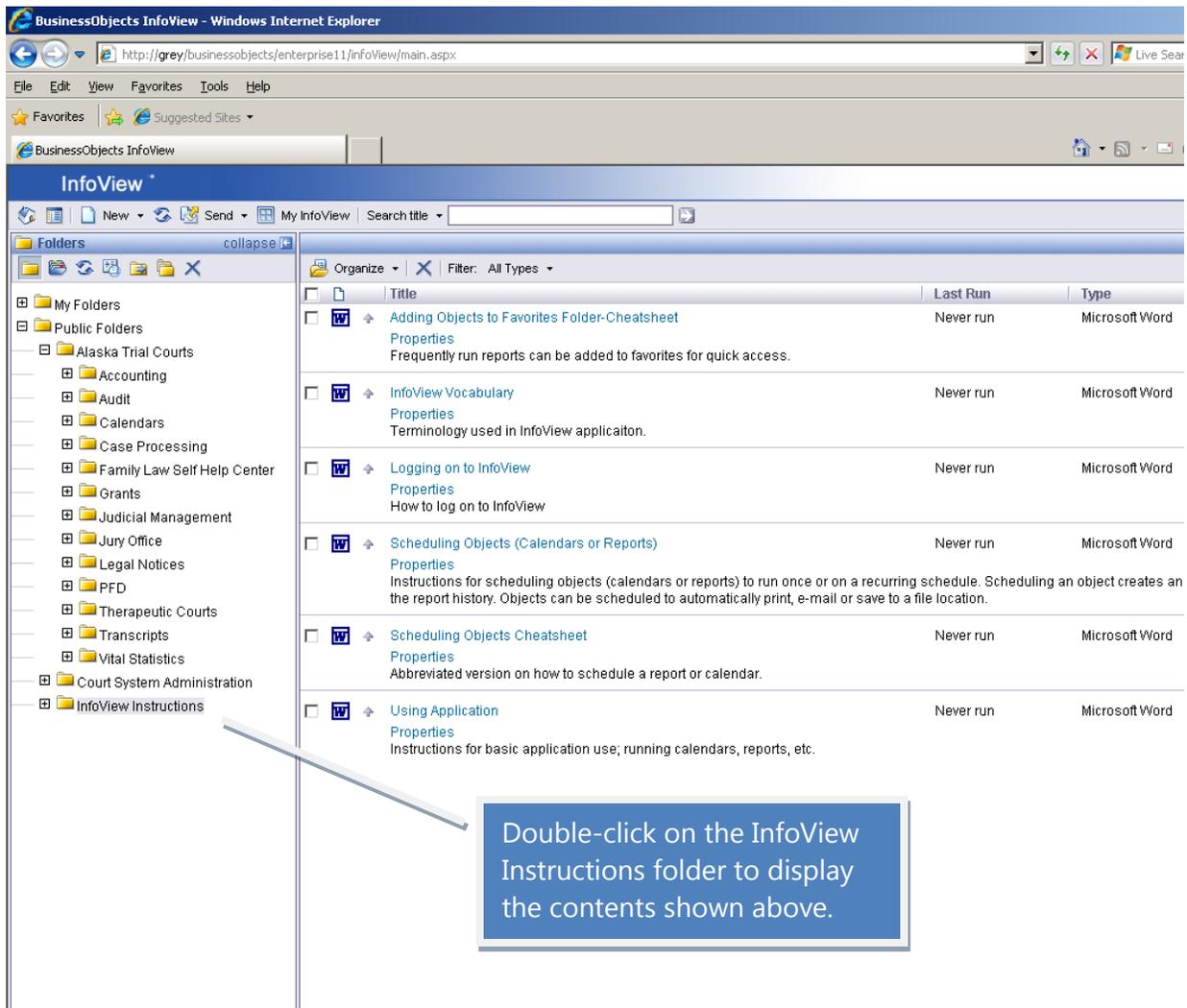


APPENDIX II – INFOVIEW

To access the InfoView application, click on the “Salmon Infoview” icon shown below from your desktop.



Instructions for using InfoView are available in the “InfoView Instructions” folder shown in the image below:

A screenshot of the BusinessObjects InfoView application running in Internet Explorer. The browser address bar shows "http://grey/businessobjects/enterprise11/infoView/main.aspx". The application interface includes a "Folders" pane on the left with a tree view containing "My Folders", "Public Folders", "Alaska Trial Courts", "Accounting", "Audit", "Calendars", "Case Processing", "Family Law Self Help Center", "Grants", "Judicial Management", "Jury Office", "Legal Notices", "PFD", "Therapeutic Courts", "Transcripts", "Vital Statistics", "Court System Administration", and "InfoView Instructions". The main content area displays a table of reports with columns for "Title", "Last Run", and "Type". A blue callout box with a white border and a blue background contains the text: "Double-click on the InfoView Instructions folder to display the contents shown above." An arrow points from the "InfoView Instructions" folder in the left pane to the callout box.

Title	Last Run	Type
Adding Objects to Favorites Folder-Cheatsheet Properties Frequently run reports can be added to favorites for quick access.	Never run	Microsoft Word
InfoView Vocabulary Properties Terminology used in InfoView applicaiton.	Never run	Microsoft Word
Logging on to InfoView Properties How to log on to InfoView	Never run	Microsoft Word
Scheduling Objects (Calendars or Reports) Properties Instructions for scheduling objects (calendars or reports) to run once or on a recurring schedule. Scheduling an object creates an the report history. Objects can be scheduled to automatically print, e-mail or save to a file location.	Never run	Microsoft Word
Scheduling Objects Cheatsheet Properties Abbreviated version on how to schedule a report or calendar.	Never run	Microsoft Word
Using Application Properties Instructions for basic application use; running calendars, reports, etc.	Never run	Microsoft Word