

Web Report Library Upgrade – February 19, 2012

General Information

Information Technology will be upgrading the Web Report Library (WRL) to the latest version (Business Objects Enterprise XI 3.1) on Sunday, February 19 at 9 am. No outage or downtime is expected. The new version has many new features and enhancements with minimal changes to the user interface. Also, with the new version of the WRL, we will be migrating to new hardware. The URL for the WRL will remain <http://reports.utoledo.edu>.

The reports within the current WRL have been copied to the new environment and have the same data sources. Any reports you run in this new environment will render the exact same data that the current WRL would render. The new environment is already set-up and working and is currently available at <http://wrl.utoledo.edu>. Scheduled reports for the new WRL are running, but email notifications have been turned off until we go live.

Why are we upgrading the WRL?

- The software we are currently using is no longer supported. We need to move forward with a newer version of the software so we can get support from the vendor in case of issues.
- With every new web browser version the old environment becomes more difficult to manage. Safari no longer works and we are concerned with future versions of all browsers continuing to work with an out-dated version of the WRL.
- This new version is using newer technology and renders web pages faster. This doesn't mean reports will run faster, but when they are done running, they will be sent to your web browser faster.
- The new technology also means better support for browsers. Safari, Chrome, Internet Explorer, and Firefox have all been successfully tested.
- Printing processing has been improved.
- The new version supports access outside UT's network without requiring a VPN connection.
- Newer versions of Crystal Reports are supported (Crystal Reports 2008 and XI).

To use the new WRL before go-live, simply go to <http://wrl.utoledo.edu> and click on the orange BETA WRL button. Use your UTAD credentials to login. After logging in you should see the familiar tree view list of reports, but if you don't just click on the **Document List** button at the top of the screen.

NOTES about new environment:

- Internet Explorer 8 or 9 requires [Compatibility View](#) to be on so that the reports display correctly.
- If you are using Internet Explorer 8 or 9 the web site will automatically switch your browser to Compatibility View.
- If you have other tabs open that are using newer features of Internet Explorer 8 or 9, these may stop working until you restart the browser or turn off Compatibility View.

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Preferred settings based on browser:

Internet Explorer works better with the ActiveX setting and all other browsers work better with Java.

Below is how to change the display settings.

1. Once you log in click on the Preferences button.
2. Scroll down and click on the arrow next to the Crystal Reports section.
3. For Internet Explorer
Default view format: Web ActiveX
Printing Control: ActiveX one-click printing
4. For all other browsers (Firefox, Chrome, Safari, etc...)
Default view format: Web Java
Printing Control: ActiveX one-click printing
5. If you are having any problems displaying or printing reports, use these settings:
Default view format: Web
Printing Control: PDF

If you want to change your default start page to the familiar folder view of the old version:

1. Click on the **Preferences** button or link.
2. Click the **Browse Folder** button
3. Choose the default folder you want show when you log in.
4. Most people will want to choose **Public Folders**, but you can choose any folder you like.
5. Click the OK button.
6. Click the OK button.

Please contact Tom Derby regarding any issues with the new WRL at thomas.derby@utoledo.edu or 530-3559.