



# How do I create an Interactive Reporting Document from scratch using EEOC's Hyperion 11?

## User Experience:

I want to be able to create a report from scratch or modify an existing report and save it.

## How to Solve This Problem:

Prerequisites:

1. Make sure you have the Hyperion 11.1.2.0 web client installed on your PC. If you are not sure check with your computer administrator or verify that it is installed on your PC if you have permission. Direction on how to install the web client is located at the EEOC BI Reporting login page at <https://bi.eeoc.gov> by following the how to article "How to install Interactive Reporting Web Client" located on the left side of the login screen
2. You submit to EEOC to grant you permission to create report. If you have not done so you must complete this step in order to successfully open the template.

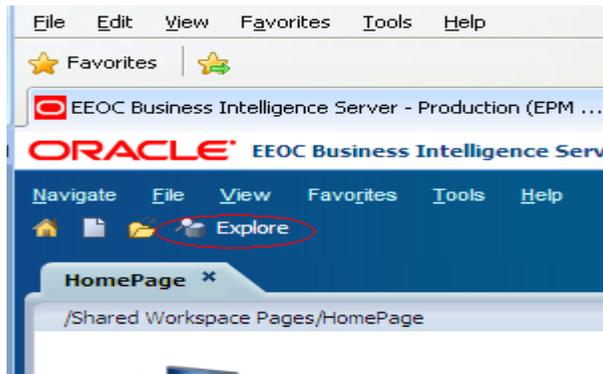
**Note: You must use the Web Client to create or modify reports. You will not be able to modify or create reports using the HTML viewer. See article "how can I tell the difference between HTML viewer and Web Client".**

3. Knowledge of the IMS database tables and knowledge of Hyperion Interactive Web Client. You may browse the web for Hyperion Interactive Web Client materials.

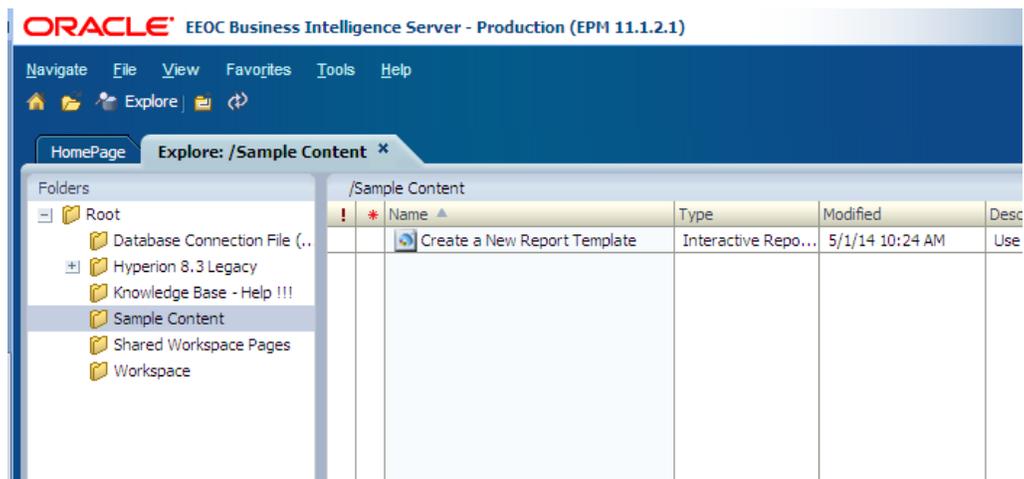
**Go to next page If you met all prerequisites...**

If all prerequisites are met, follow these steps to create a report from scratch and save it to your desktop PC or shared drive.

1. Login to EEOC BI Reporting at <https://bi.eeoc.gov>
2. Go to Explorer

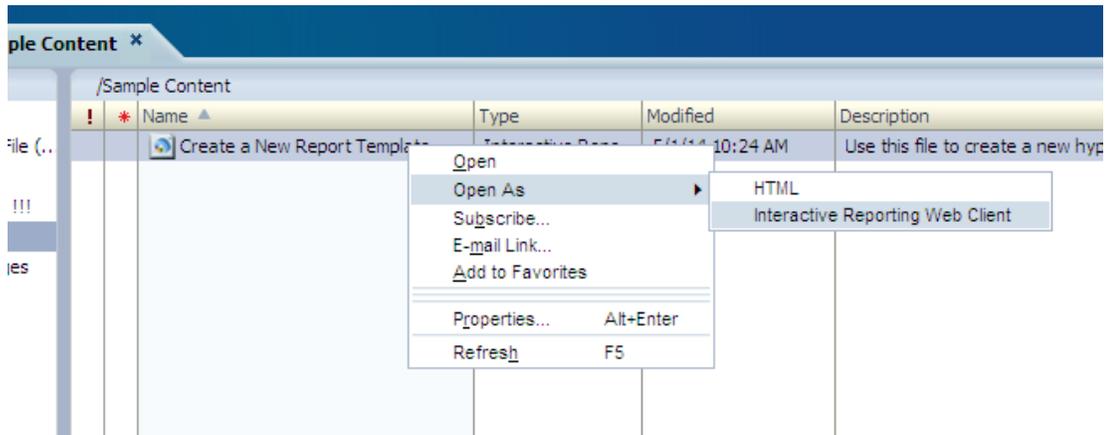


3. Using the folders section of explorer click on Sample Content located under the Root folder



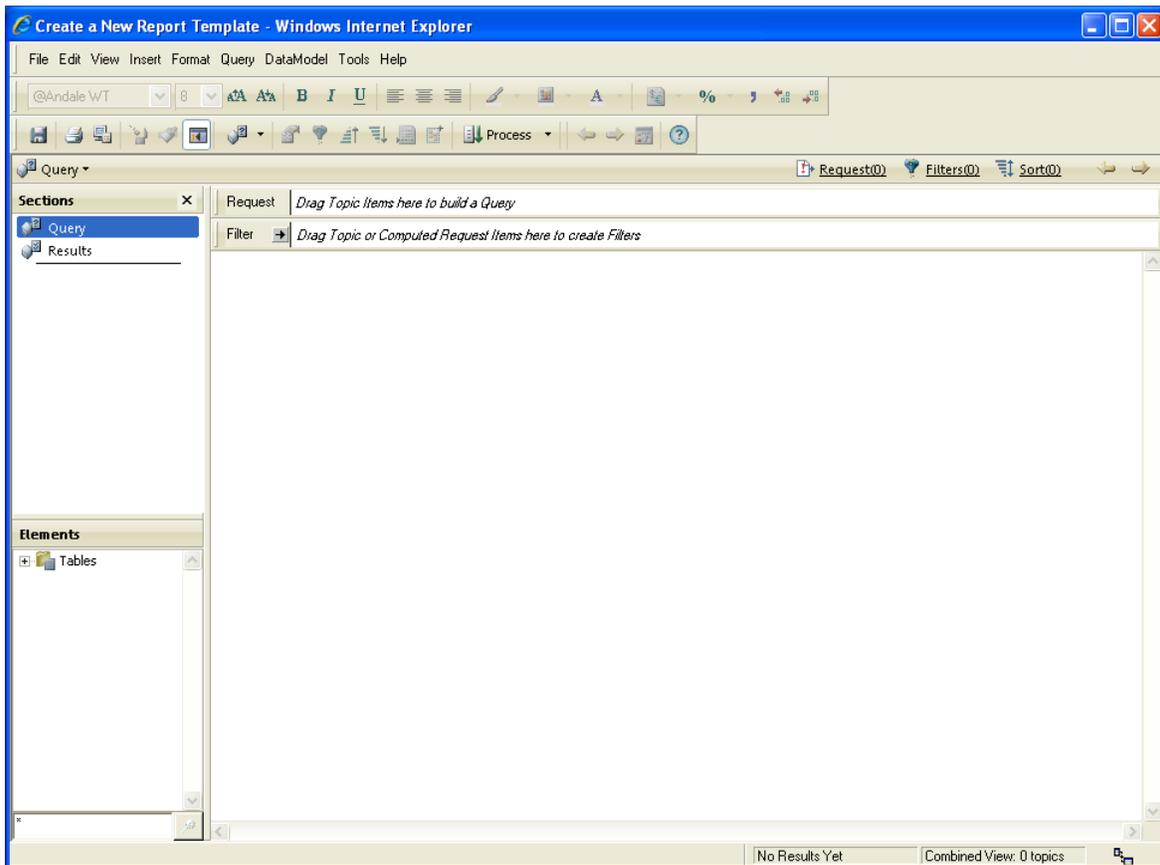
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4. You will see that the right panel will show “Create a New Report Template” reporting document. Right click to activate the sub menu go to **Open As**, and click on “**Interactive Reporting Web Client**”



**Note: If you do not see the option that means you have not met the prerequisite #2.**

5. Now a new window will pop up. This is your web client. Your window will look similar to below. You may now create new reports and query against IMS data.



**Note: Functionality of the web client in Hyperion 11 is exactly the same as it was in Brio 8.3.**

6. To save the report file to your desktop or shared drive, in the web client go to **File**, then **Save As**. You may use the Save Option to save results with the document, compress the document or password protect prior to saving the document.
7. You may ask to promote the saved report to the repository such that it could be shared among members by submitting a serviceNow ticket or contact EEOC help desk with subject “promote file to Hyperion 11 repository”. **Indicate the folder it goes needs to be placed in to expedite your request.** If there is an existing file with the same name in the folder, **the default procedure at EEOC will be to version on top of the existing one, unless it is indicated “do not replace existing file” otherwise.**