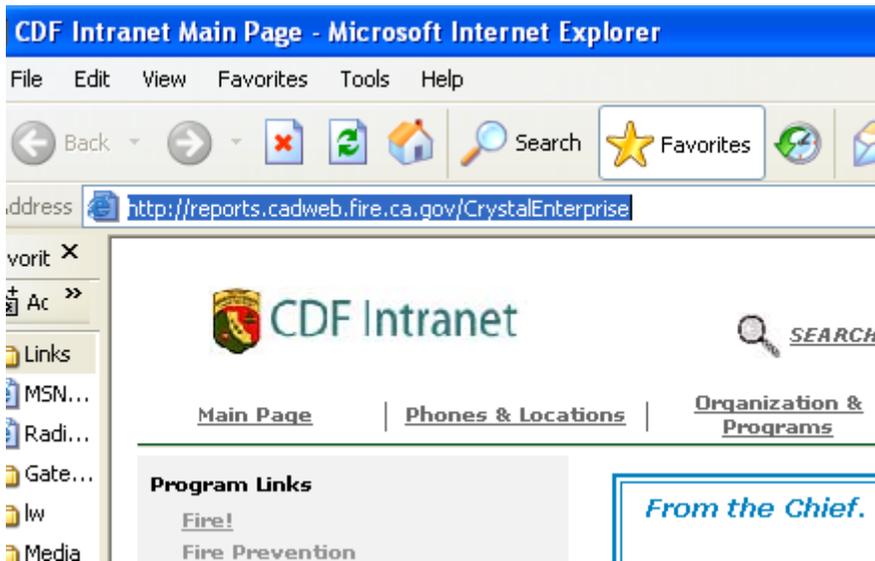


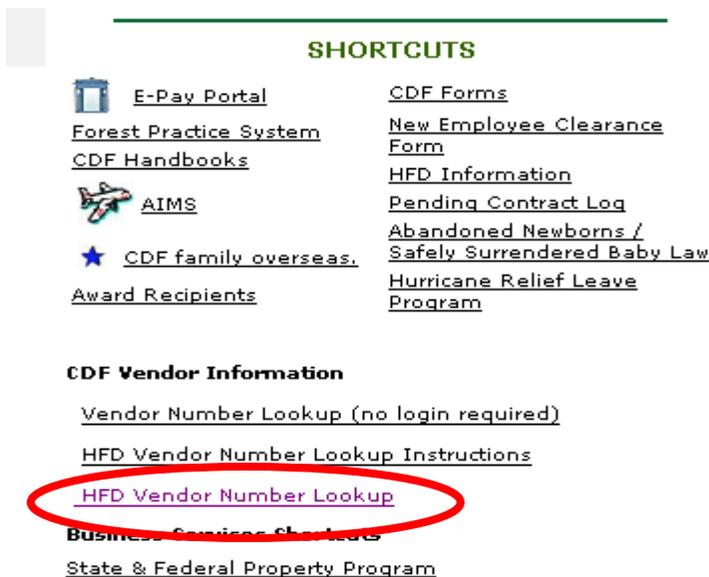
## 3767 NEW HFD LOG – ON INSTRUCTIONS

1. Access HFD using either one of the following:

- Enter this website address:  
<http://reports.cadweb.fire.ca.gov/CrystalEnterprise>



- Click on the shortcut via the CDF Intranet home page



The HFD Online Logon page should appear.

## 2. HFD Online Logon Page

Log On to BusinessObjects InfoView - Microsoft Internet Explorer

Address <http://reports.cadweb.fire.ca.gov/businessobjects/enterprise11/InfoView/logon.aspx> Go Links

**BUSINESS OBJECTS**

Log On to BusinessObjects

**Existing User**

System:

User name:

Password:

Authentication:

Enter the following information:

System: Leave blank

User name: Enter network user name

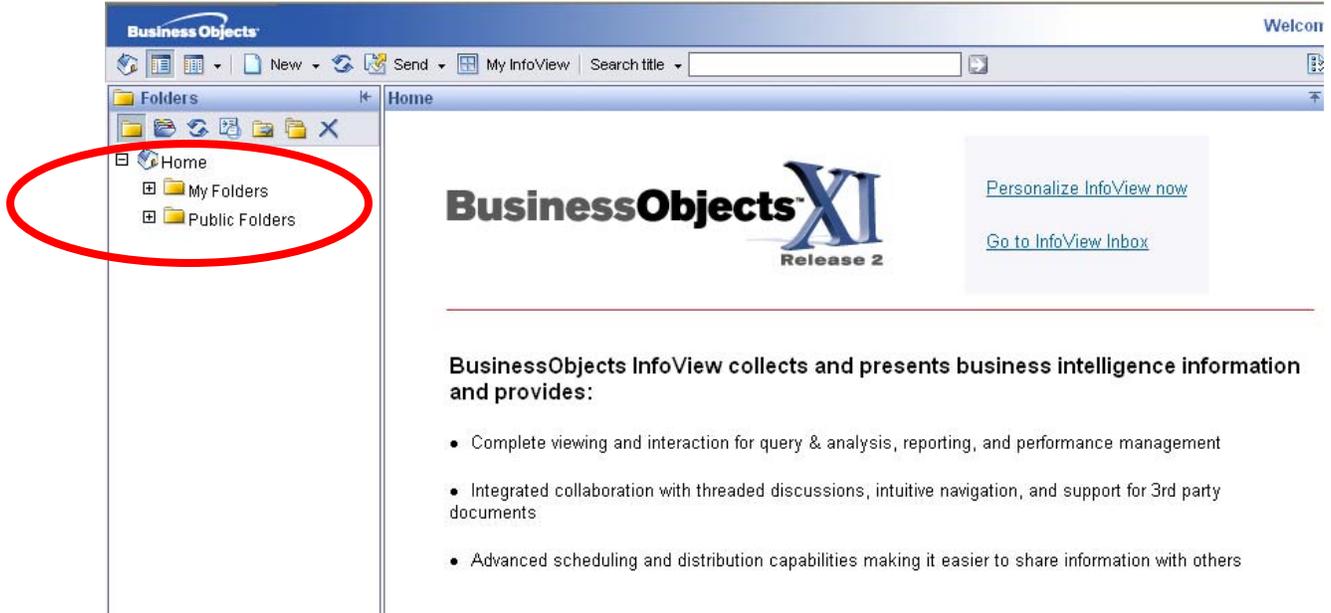
Password: Enter network password.

Set *Authentication* to *Windows AD*

Click *Log On*

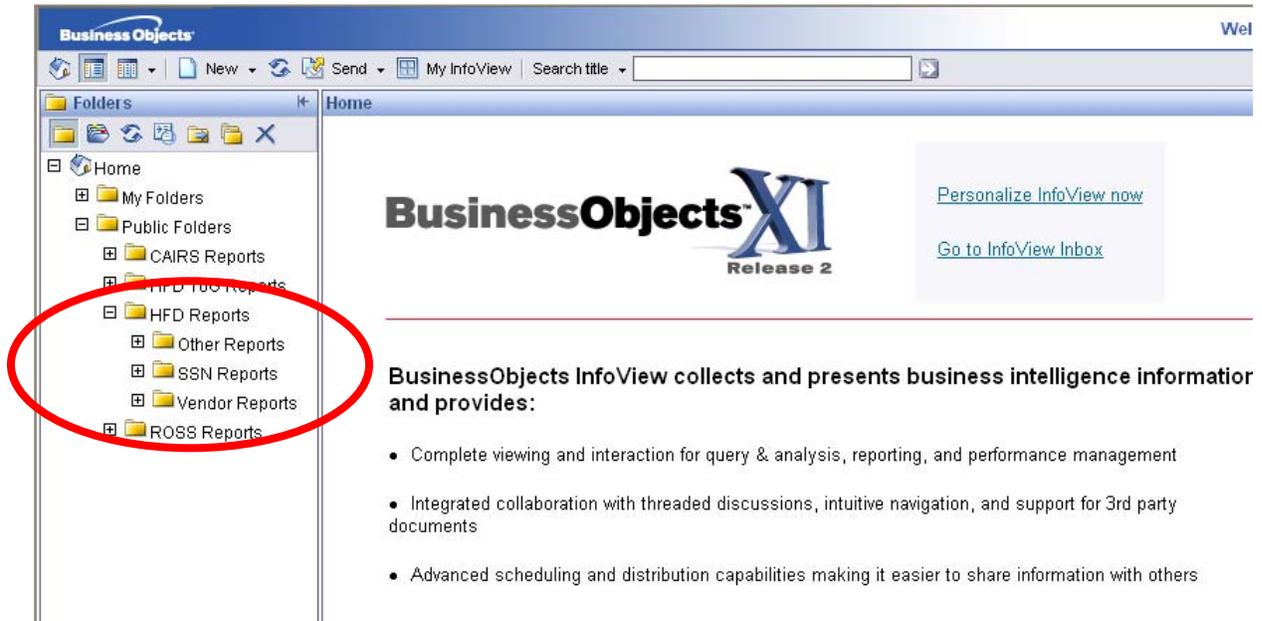
The HFD Online home page will appear.

### 3. HFD Online home page



If not expanded, click the plus sign next to *Public Folders*  

4. If not expanded, click the plus sign next to *HFD Reports*  

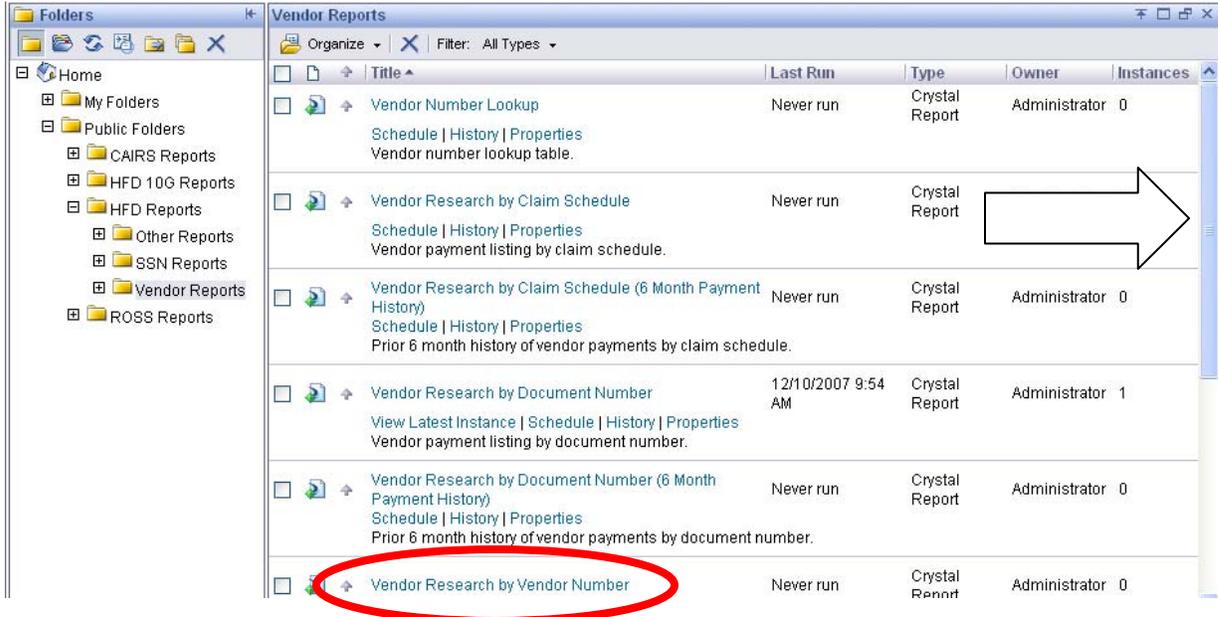


Click on the report group folder:

- Management (not available at this time)
- Other
- SSN reports NOTE: To access this group, user will need HFDSSN user rights
- Vendor Reports

i.e Click on Vendor Report to see the reports listed in the Group.

## 5. Vendor Report Listing (partial list)



Title	Last Run	Type	Owner	Instances
Vendor Number Lookup Schedule   History   Properties Vendor number lookup table.	Never run	Crystal Report	Administrator	0
Vendor Research by Claim Schedule Schedule   History   Properties Vendor payment listing by claim schedule.	Never run	Crystal Report	Administrator	0
Vendor Research by Claim Schedule (6 Month Payment History) Schedule   History   Properties Prior 6 month history of vendor payments by claim schedule.	Never run	Crystal Report	Administrator	0
Vendor Research by Document Number View Latest Instance   Schedule   History   Properties Vendor payment listing by document number.	12/10/2007 9:54 AM	Crystal Report	Administrator	1
Vendor Research by Document Number (6 Month Payment History) Schedule   History   Properties Prior 6 month history of vendor payments by document number.	Never run	Crystal Report	Administrator	0
Vendor Research by Vendor Number	Never run	Crystal Report	Administrator	0

Use the Scroll bar on right side to see entire list.

Click under the report to see the report. (i.e. Vendor Research by Vendor Number)

6. Enter the report parameters (i.e. Vendor No: 700500 and Vendor Suffix: 00).

**Vendor Research by Vendor Number**  
**Enter prompt values.**

---

**Enter a vendor number. (required)**

700500

Set to Null

---

**Enter a vendor suffix. (required)**

...

Enter a Value:

00

Set to Null

---

OK

Click *OK*.  
The report should appear.

## 7. Report Page

**BUSINESS OBJECTS** Welcome: JSahmaun

Address: <http://reports.cadweb.fire.ca.gov/businessobjects/enterprise11/InfoView/main.aspx>

My InfoView Search title

1 / 3 Main Report 100%

**DEPARTMENT OF FORES  
VENDOR RESEAI**

Vendor No: 700500  
 Vendor Suffix: 00  
 Vendor Name: DEPT OF CONSERVATION  
 Vendor Address: ACCOUNTING OFFICE  
 SACRAMENTO CA 958143500

Sorted By: Process Date

Sfx	Ref Doc No - Invoice	Cur Doc No	FY - Index - Object - PCA
00	049 - 06049		05 - 9211 - 384 - 03153
00	8CA01021 02 - 06245	C	05 - 9530 - 384 - 06305
00	8CA01021 02 - 06191		05 - 9530 - 384 - 06305
00	8CA01021 02 - 06173	C	05 - 9530 - 384 - 06305
00	8CA01021 02 - 06156	C	05 - 9530 - 384 - 06305
00	8CA01021 02 - 06042	C	05 - 9530 - 384 - 06305
00	8CA01021 02 - 06042	C	05 - 9530 - 384 - 06305
00	8CA01021 02 - 06104	C	05 - 9530 - 404 - 06305
00	8CA01021 01 - 06043	C	04 - 9530 - 384 - 06305
00	8CA01021 02 - 06042	C	05 - 9530 - 384 - 06305
00	8CA01021 00 - 06008	C	05 - 9530 - 384 - 06305
00	8CA01021 01 - 05945	C	04 - 9530 - 384 - 06305
00	8CA01021 01 - 05921	C	04 - 9530 - 384 - 06305
00	8CA01021 01 - 05908	C	04 - 9530 - 384 - 06305
00	8CA01021 01 - 05864	C	04 - 9530 - 384 - 06305
00	8CA01021 01 - 05863	C	03 - 9530 - 384 - 06305
00	8CA01021 01 - 05864	C	03 - 9530 - 384 - 06305
00	8CA01021 03 - 05864	C	03 - 9540 - 384 - 06182

Discussions expand

Done Internet

## HFD Reports Viewer