

**Guide To Using
WebFOCUS
For
Run-Only Processing**

WebFOCUS 9.X




**NORTH CAROLINA AGRICULTURAL
AND TECHNICAL STATE UNIVERSITY**

WebFOCUS

WebFOCUS is an enterprise-level business intelligence (BI) and analytics platform that helps the university gain insights from its data. It offers tools for reporting, dashboards, data visualization, and ad hoc querying. With WebFOCUS, users can create interactive reports, design customized dashboards, and explore data through user-friendly interfaces. The platform supports a variety of data sources, including relational databases, spreadsheets, and web services.


Accessing WebFOCUS

To use the WebFOCUS environment, **direct** your Web browser to <https://hub.ncat.edu/administration/its/webfocus/index.php> and **click WebFOCUS Login**.

NCAT.EDU LOG IN SEARCH 🔍 MENU ☰

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WEBFOCUS



WebFOCUS is an enterprise-level business intelligence (BI) and analytics platform that helps the university gain insights from its data. It offers tools for reporting, dashboards, data visualization, and ad hoc querying. With WebFOCUS, users can create interactive reports, design customized dashboards, and explore data through user-friendly interfaces. The platform supports a variety of data sources, including relational databases, spreadsheets, and web services.

Access WebFOCUS

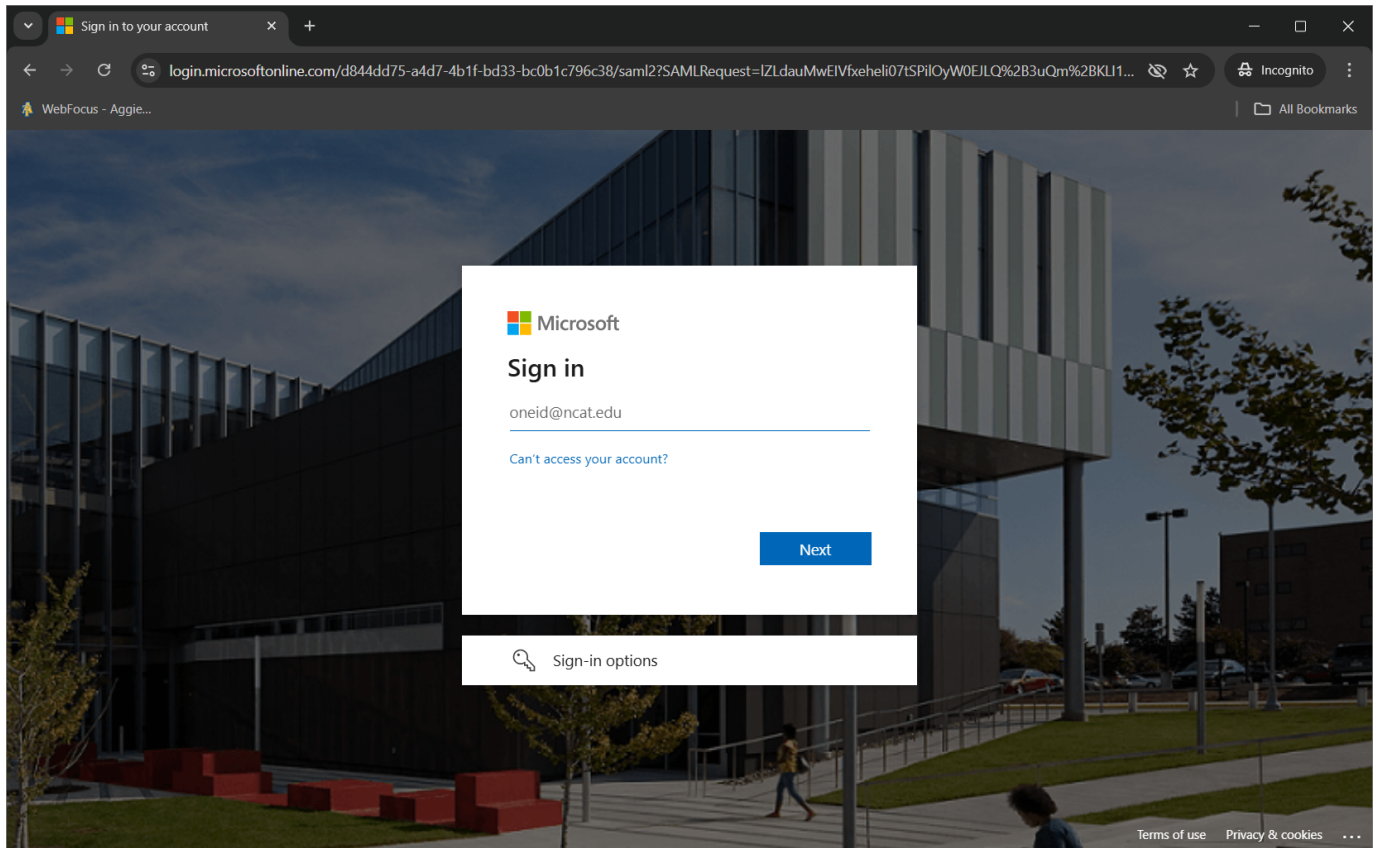
- [Getting Access to WebFOCUS](#)
- [WebFOCUS Production](#)
- [WebFOCUS Test](#)

Stay Informed

- [WebFOCUS 9 Upgrade](#)
Learn more about the University upgrading to WebFOCUS 9.2.5
- [WebFOCUS Training and How-To Documentation](#)

Log in with your **OneId** and **Password**.

Note: You must be VPN'd into the University network before you continue.



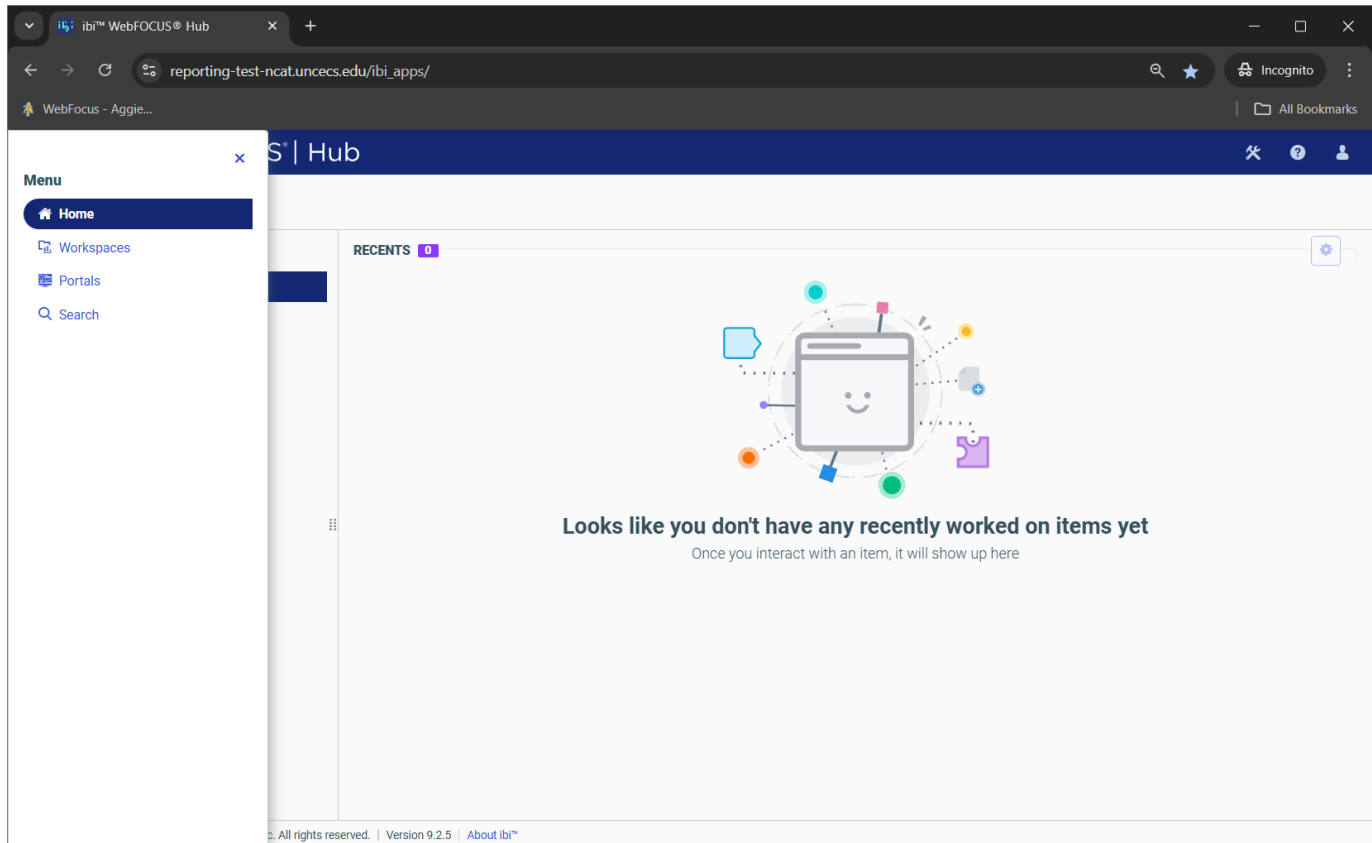
WebFOCUS Hub

The WebFOCUS Hub is the centralized location for all your work and development.

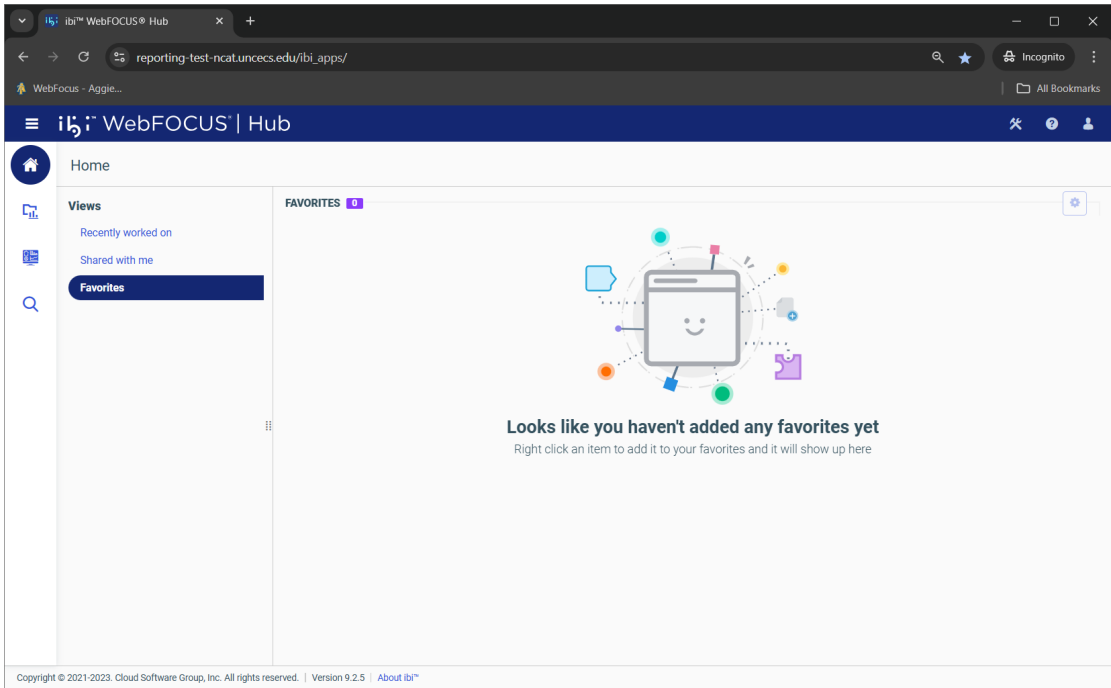
Content is accessible either via the upper-left hamburger menu or via the left-side icons.

For Run-Only Users, the typical options available are:

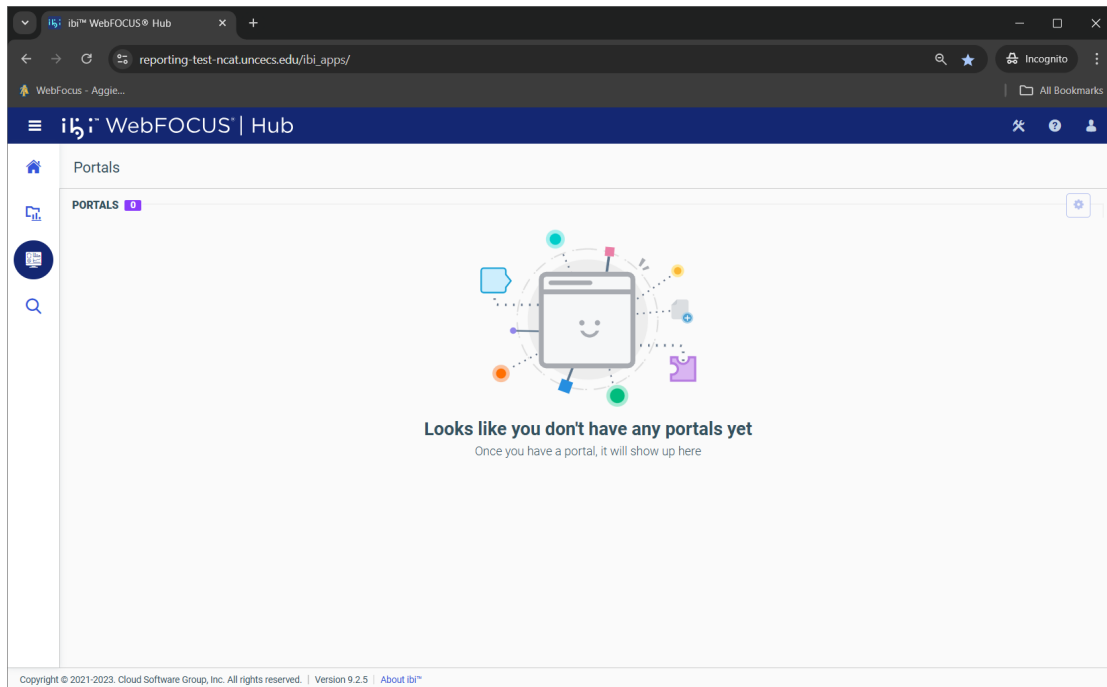
1. **Home**
2. **Workspaces**
3. **Portals**
4. **Search**



As you work through the environment, you will find reports that you use frequently. There is a feature called **favorites** that allows you to place a shortcut to those frequently used reports on your home screen. Below is a sample of that screen (with no reports). We'll add one later.



If any portals (dashboards) are available, they are shown on the **Portals** icon.

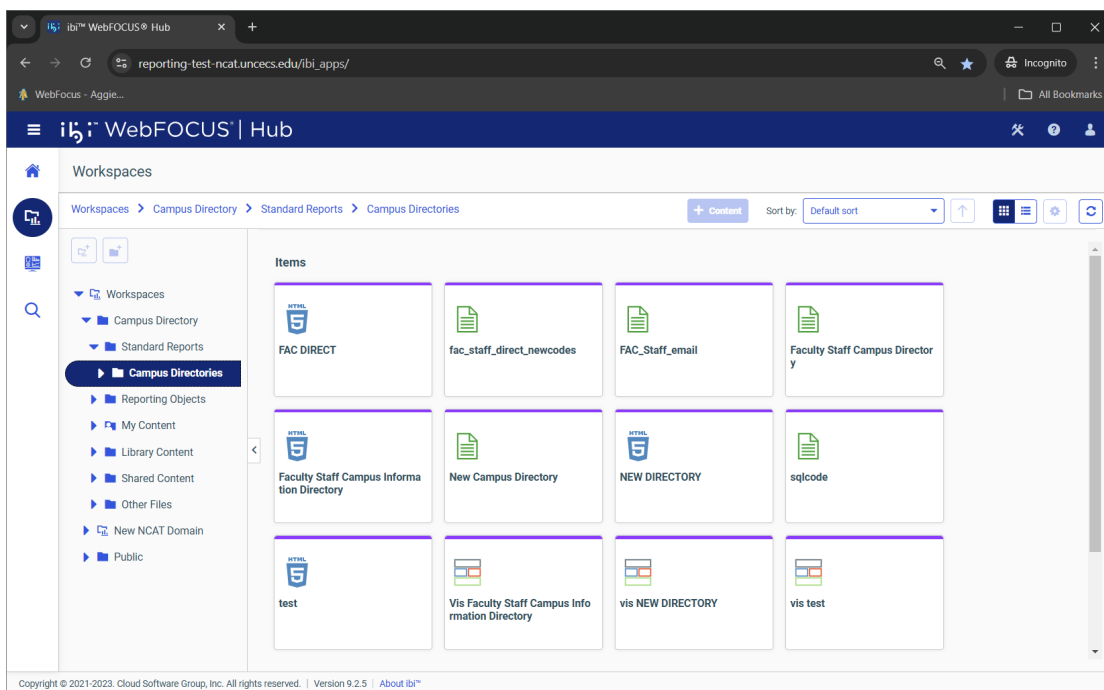


The search feature will be discussed a little later.

The screenshot shows a web browser window with the URL `reporting-test-ncat.uncecs.edu/ibi_apps/`. The page title is "WebFOCUS | Hub". The main content area is titled "Search Content & Data". On the left, there is a search sidebar with a search input field containing the placeholder text "Search (use * ? * + to refine)". Below the input field are three dropdown menus: "Search by" (set to "All categories"), "Type" (set to "All types"), and "Content in" (set to "All workspaces"). At the bottom of the sidebar are "Clear" and "Search" buttons, and a link for "Questions? Get Search help". The main content area features a central graphic of a tablet with a smiley face, surrounded by icons for data, a plus sign, and a gear. Below the graphic is the heading "Find it here!" and the text "Enter search terms and select additional criteria to find data, content and assets within the data and visualizations repositories". The footer contains the text "Copyright © 2021-2023. Cloud Software Group, Inc. All rights reserved. | Version 9.2.5 | About ibi™".

Workspaces (aka domains)

These routinely represent the high level department structures of your organization.



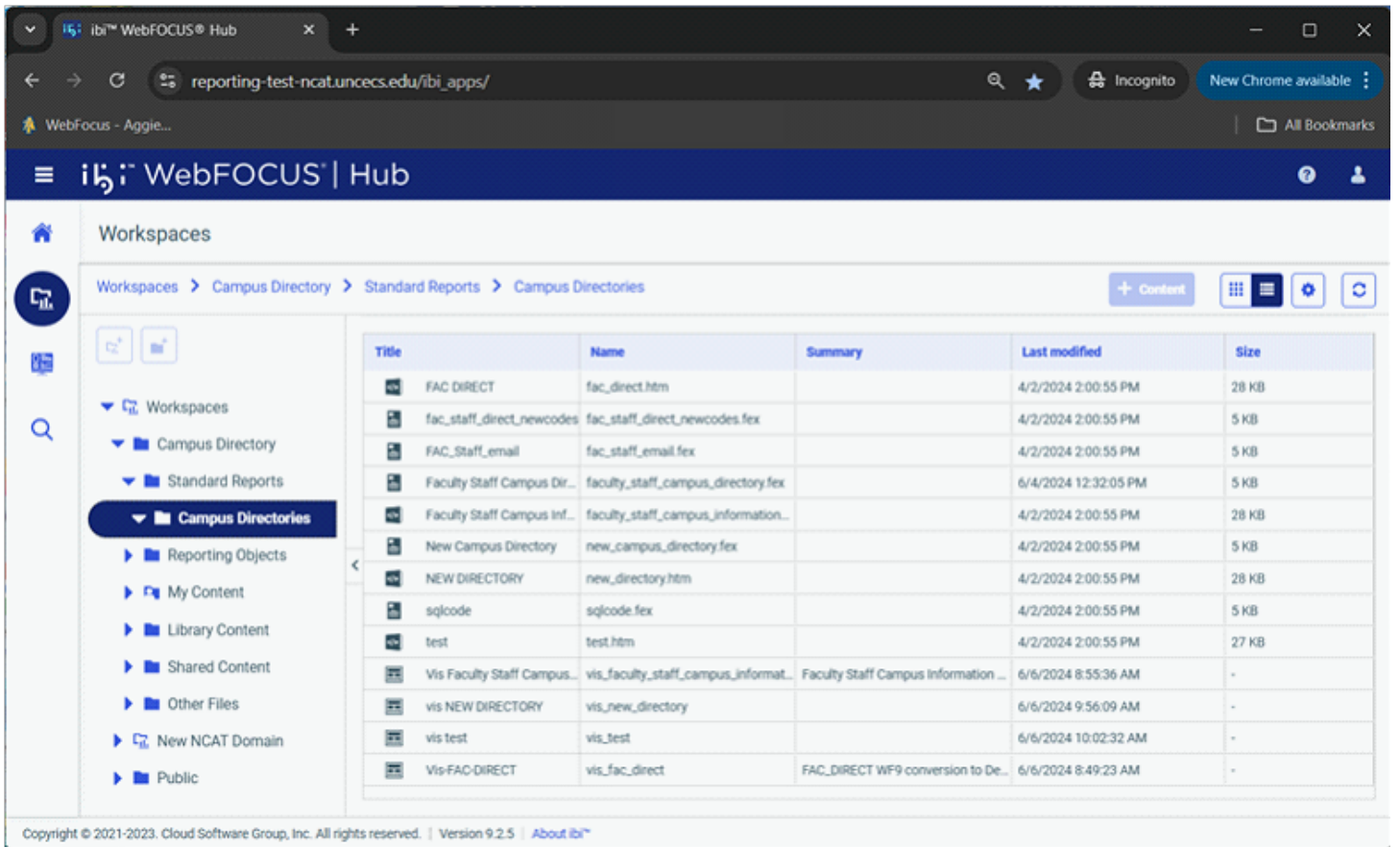
Standard Reports ~ a pre-defined procedure that is stored in a folder. Standard Reports are used to get data that changes on a regular basis. Each time a Standard Report is run, the output reflects the current data, while the format of the report stays the same.

My Content ~ a personal report area where you can save, run, or edit the report and no other users have those reports.

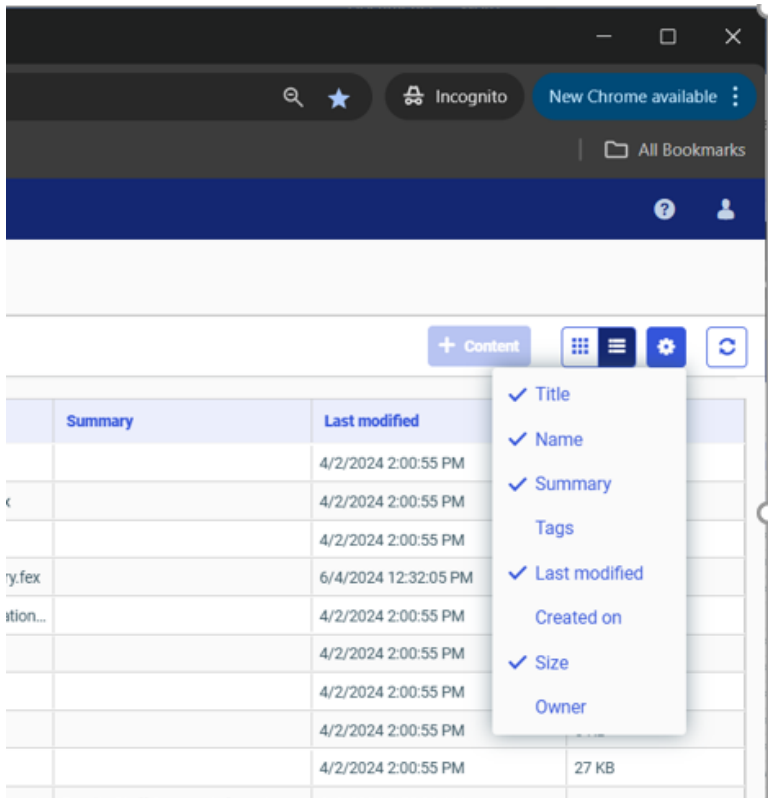
Shared Content ~ a report or custom report that another user has prepared and saved with the shared report feature.

Reporting Objects ~ a tailored view of a set of data that has been created and saved to a folder. The data in the reporting object is used to create personal reports quickly and in compliance with University guidelines.

You can switch from showing assets (reports, html pages, etc) in a panel or card view to a list view by clicking the icon next to the cog in the upper right corner. See below.

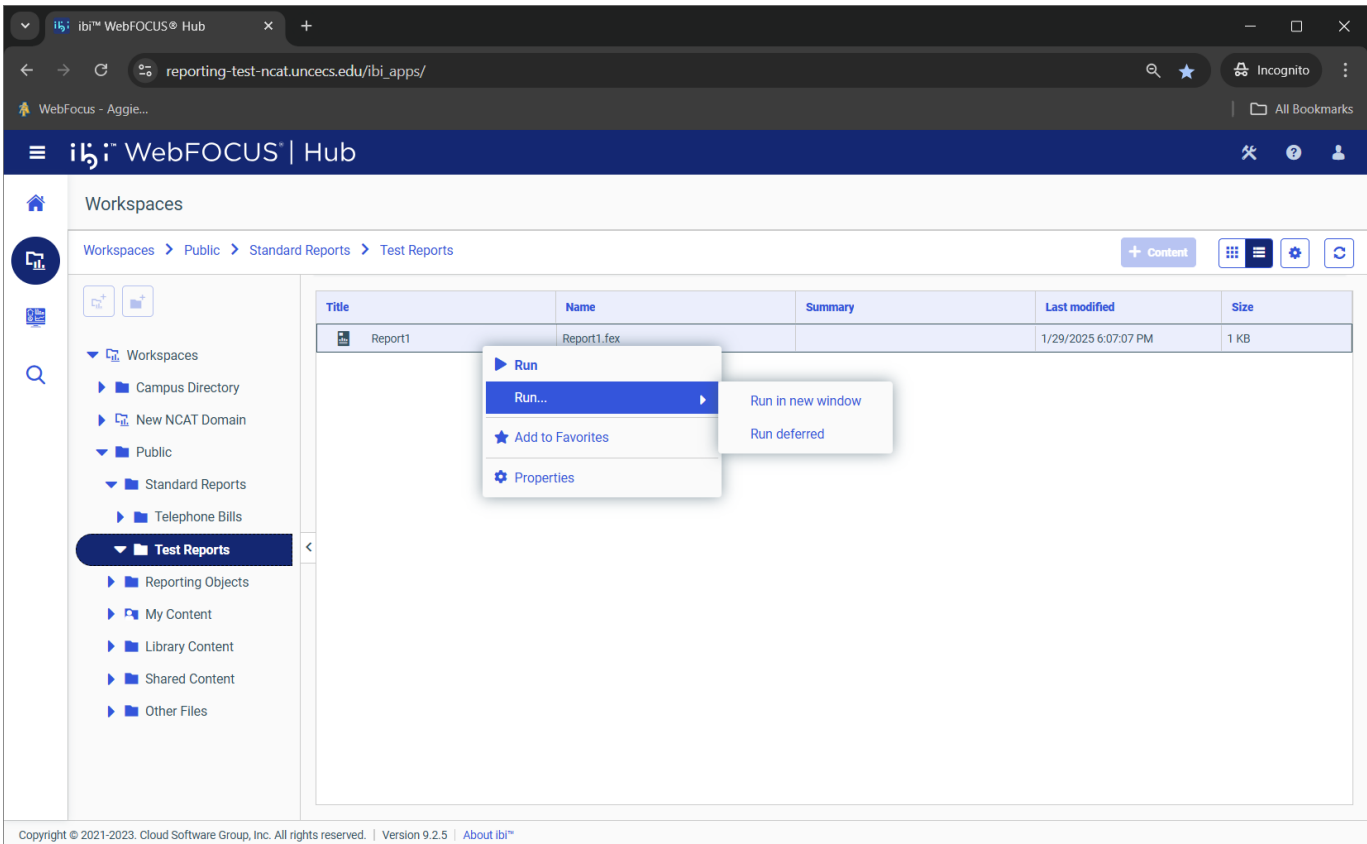


To modify the details of the columns shown, simply click the cog icon in the upper right and choose the details you want.



Running Reports

1. **Double-Click** <desired> report **OR**
2. **Right-Click** <desired> report and choose one of the available **Run options** from the menu



The screenshot displays the WebFOCUS Hub interface in a browser window. The address bar shows the URL `reporting-test-ncat.uncecs.edu/ibi_apps/`. The page title is "WebFOCUS | Hub". The main content area is titled "Workspaces" and shows a breadcrumb path: "Workspaces > Public > Standard Reports > Test Reports". A table lists reports with columns for Title, Name, Summary, Last modified, and Size. The first row is "Report1" with name "Report1.fex", last modified "1/29/2025 6:07:07 PM", and size "1 KB". A context menu is open over the "Report1" row, showing options: "Run", "Run...", "Add to Favorites", and "Properties". The "Run..." option is highlighted, and a sub-menu is visible with "Run in new window" and "Run deferred".

Title	Name	Summary	Last modified	Size
Report1	Report1.fex		1/29/2025 6:07:07 PM	1 KB

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By default, a report runs in the same window. You can move it to a separate window by clicking the upper arrow icon at the upper right corner of the report window.

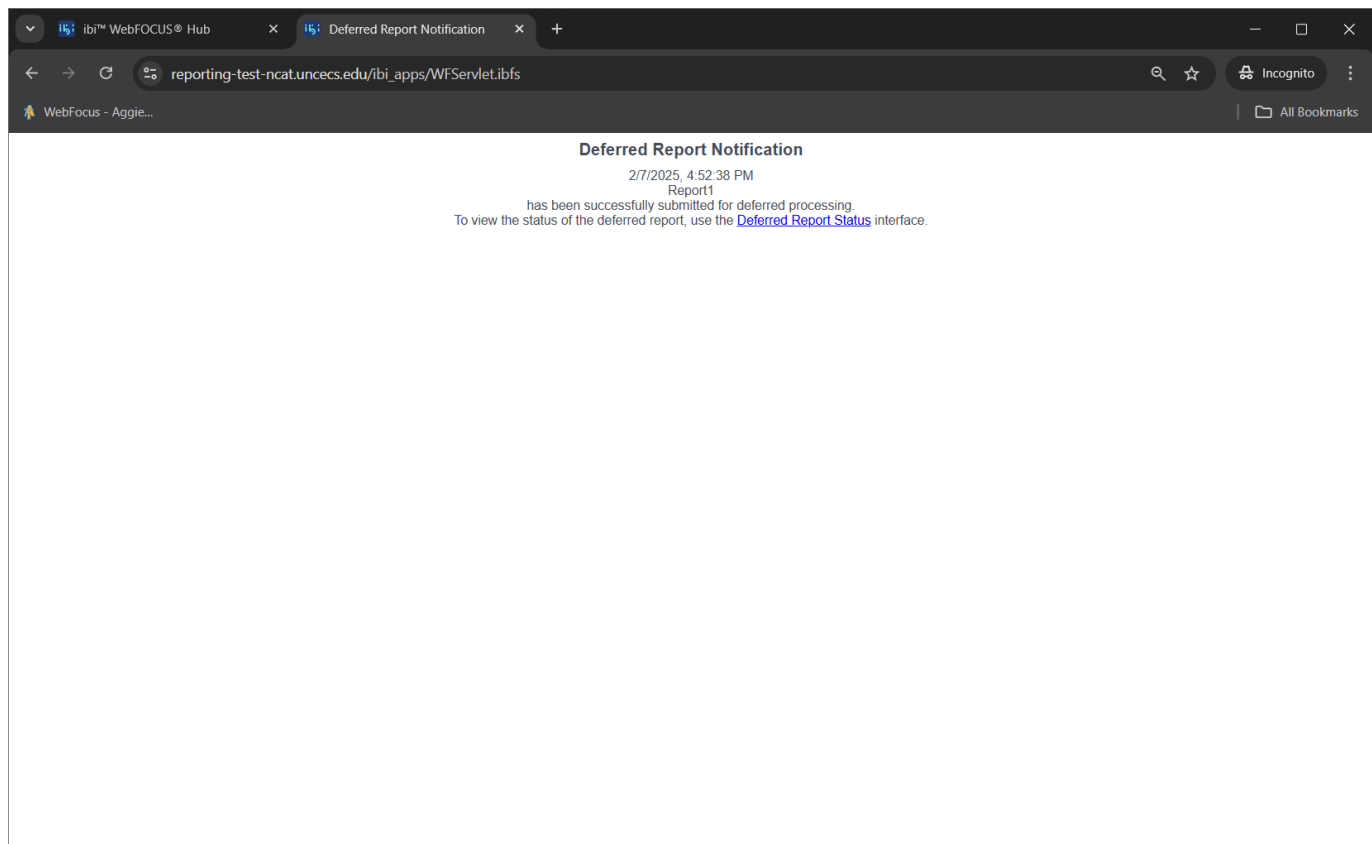
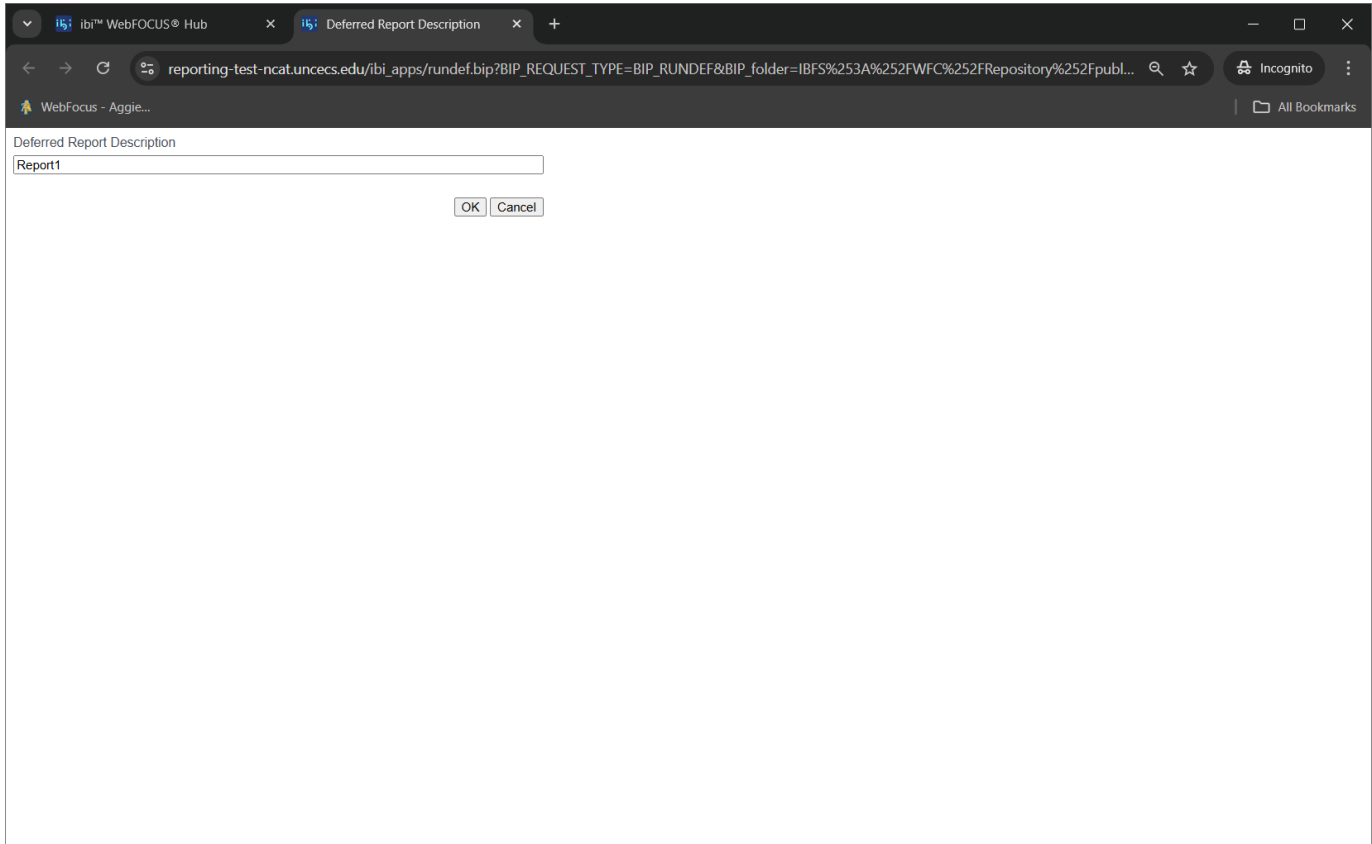
The screenshot shows a web browser window displaying the WebFOCUS Hub interface. The browser's address bar shows the URL `reporting-test-ncat.uncecs.edu/ibi_apps/`. The WebFOCUS Hub header includes the logo and the text "WebFOCUS | Hub". Below the header, there is a "Workspaces" section with a breadcrumb trail: "Report1 > Public > Standard Reports > Test Reports". The main content area displays a report window titled "Report1" containing a table with the following data:

COUNTRY	CAR	DEALER_COST	RETAIL_COST
ENGLAND	JAGUAR	18,621	22,369
	JENSEN	14,940	17,850
	TRIUMPH	4,292	5,100
FRANCE	PEUGEOT	4,631	5,610
ITALY	ALFA ROMEO	16,235	19,565
	MASERATI	25,000	31,500
JAPAN	DATSUN	2,626	3,139
	TOYOTA	2,886	3,339
W GERMANY	AUDI	5,063	5,970
	BMW	49,500	58,762

At the bottom of the page, there is a footer with the text: "Copyright © 2021-2023. Cloud Software Group, Inc. All rights reserved. | Version 9.2.5 | About ibi™".

Running Reports Deferred

If you choose the **Run deferred** option, you will be taken to another screen asking for the report description. This option is for reports you know will take a long time to run. You can come back and retrieve these reports from the **Tools icon** at the top right of the main screen.

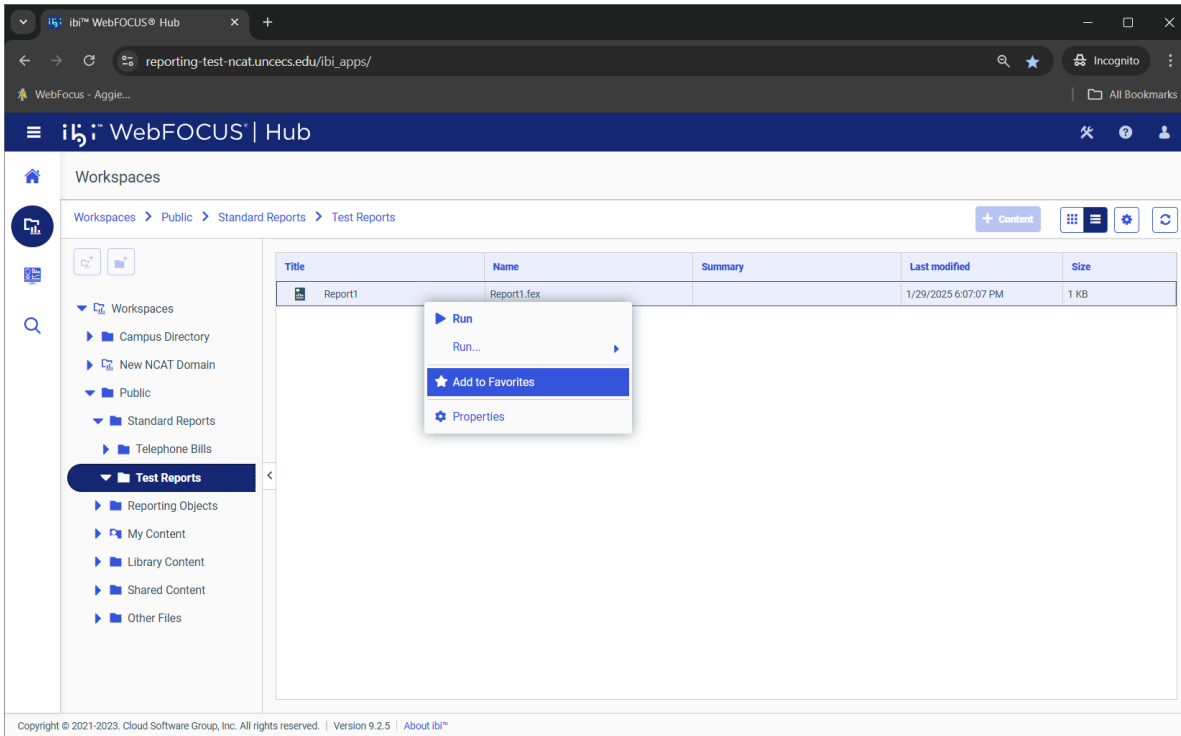


Close this browser tab when done. Click the **Tools icon** in the upper right corner of the main screen to check report status.

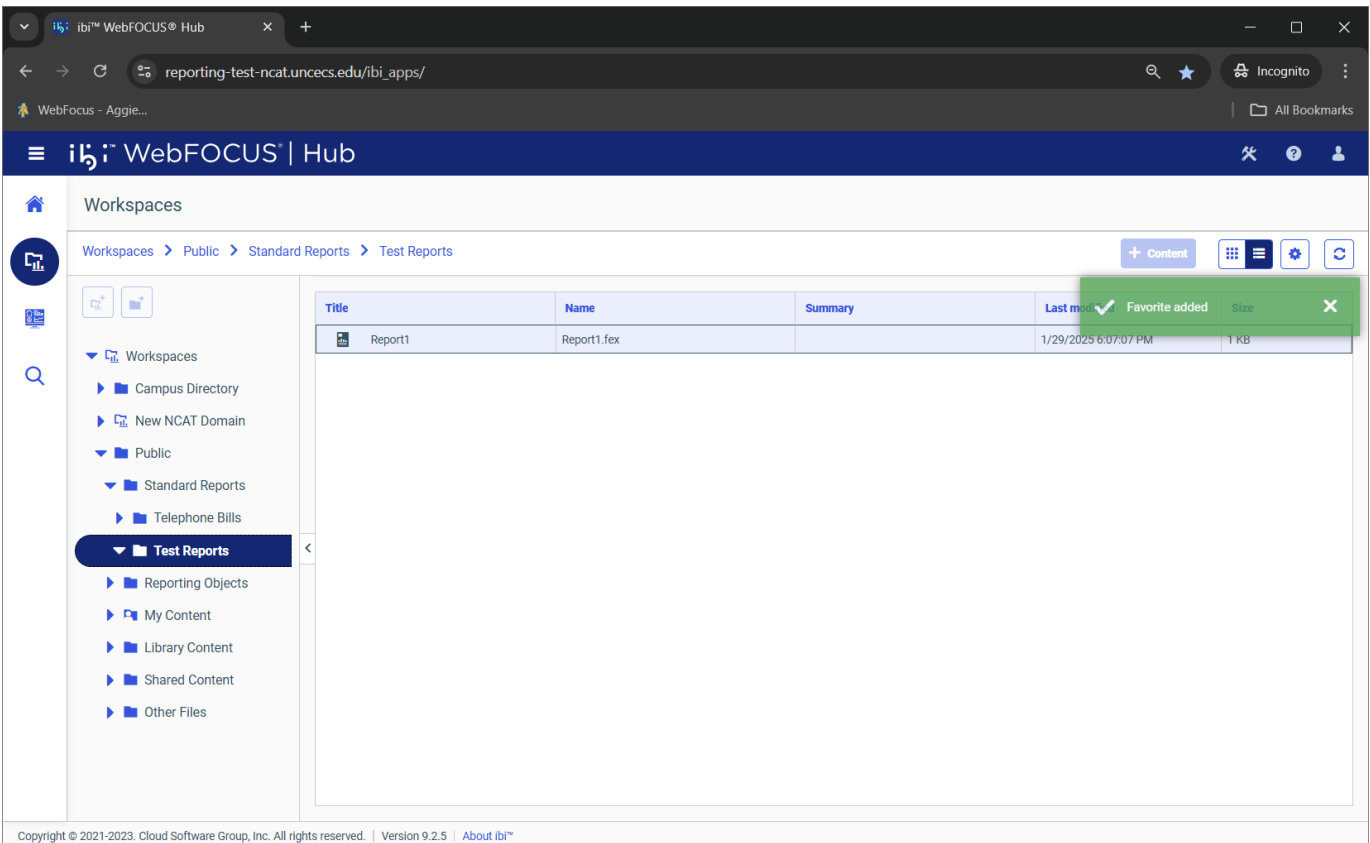


Favorites

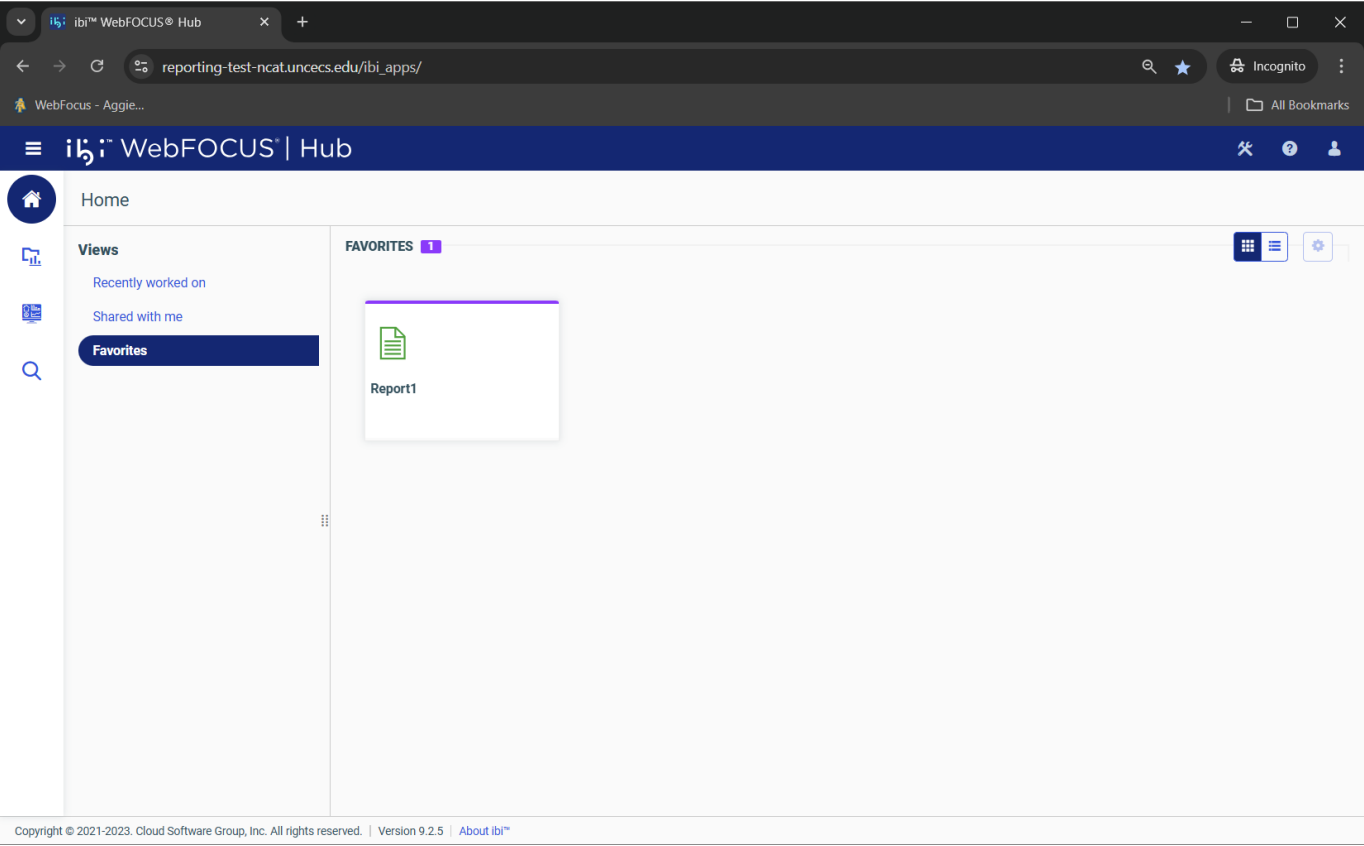
Most items in WebFOCUS have the option **Add to Favorites** which adds this to your favorites section on the Home screen.



Notice the message confirming the report has been added to favorites.



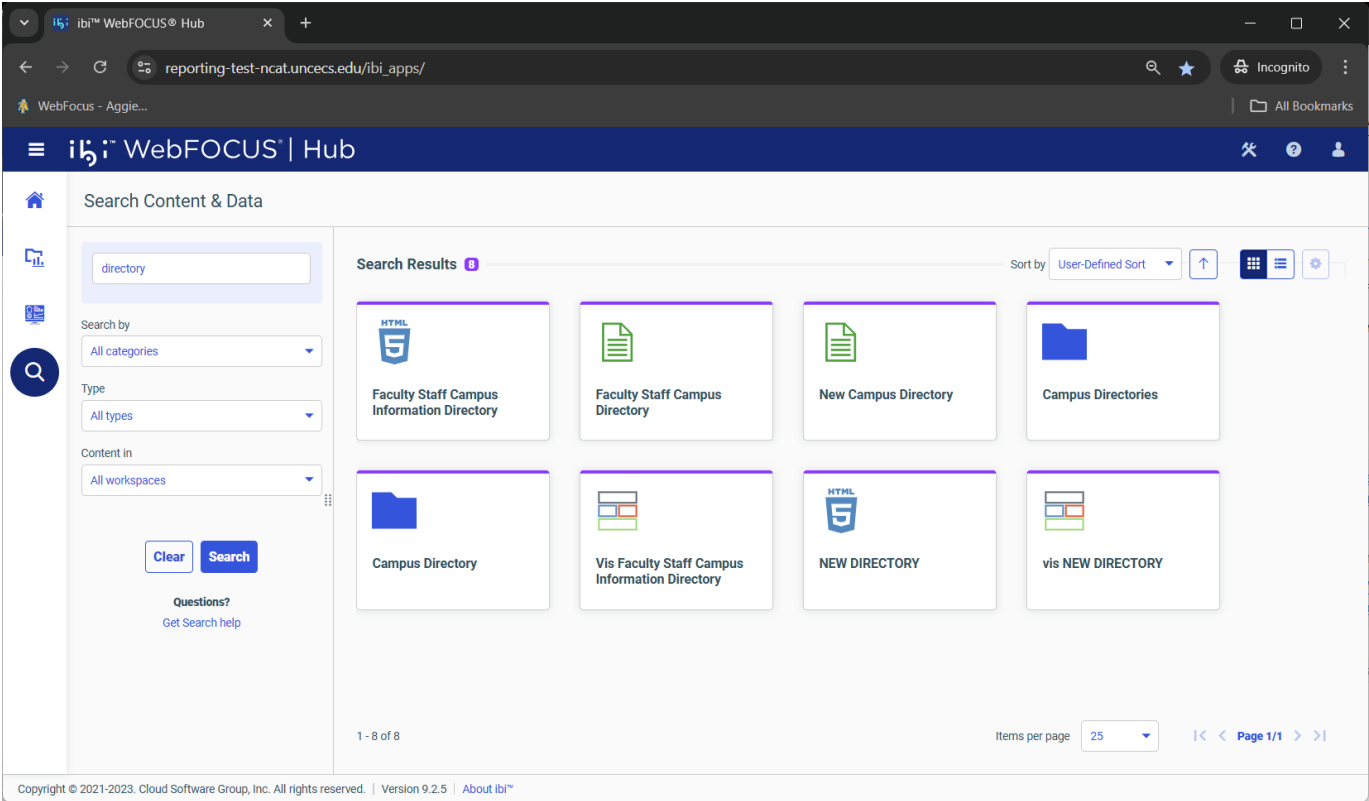
And returning to the Home screen we see that the **Favorites** section has been updated with the new report.



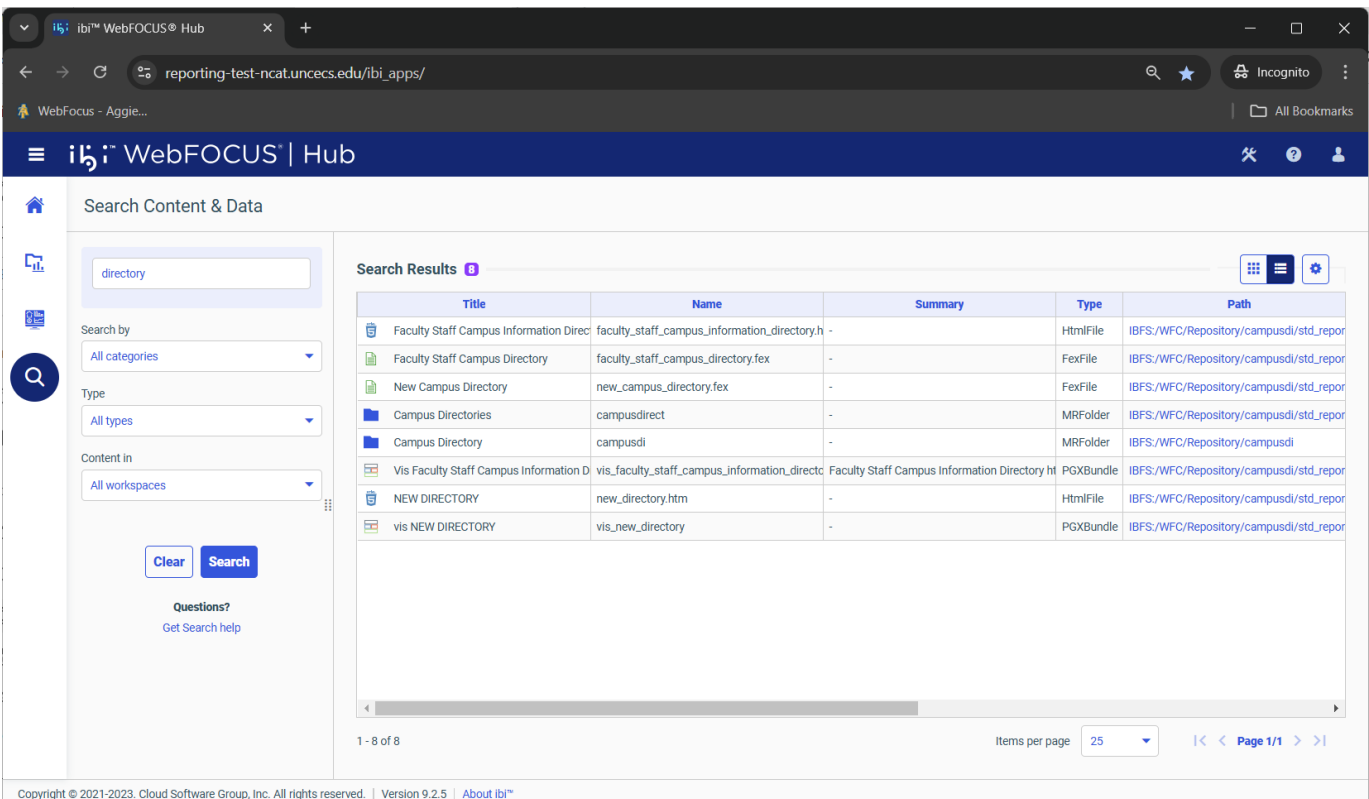
Search Content

The new version of WebFOCUS stores all reports, charts, portals, folders, etc in a database repository. Based on this, a new search capability has been provided to find content based on titles, filenames, summaries, etc. Natural language and fuzzy searches are supported.

In the simple example below, a simple search for the word **directory** is performed. This is across all areas this user has access to and across all object types.



A panel view is default, but for more details I switch to a list view on the following screen.



A really powerful feature of the search facility is the ability to utilize all the capabilities of the product directly from this screen.

You can:

- Run Reports
- Add items to your favorites
- Locate items (take you directly to the Workspace/subfolder where the items exists)
- Look at the detailed properties of items
- Find items that somewhat match what you are looking for (not exactly)

The screenshot shows the WebFOCUS Hub search interface. The search term 'directory' is entered in the search bar. The search results are displayed in a table with columns: Title, Name, Summary, Type, and Path. A context menu is open over the 'New Campus Directory' result, showing options: Run, Add to Favorites, Security, Locate Item, and Properties. The interface includes a sidebar with search filters (Search by, Type, Content in) and a footer with copyright information.

Title	Name	Summary	Type	Path
Faculty Staff Campus Information Direc	faculty_staff_campus_information_directory.h	-	HtmlFile	IBFS:/WFC/Repository/campusdi/std_repor
Faculty Staff Campus Directory	faculty_staff_campus_directory.fex	-	FexFile	IBFS:/WFC/Repository/campusdi/std_repor
New Campus Directory	new_campus_directory.fex	-	FexFile	IBFS:/WFC/Repository/campusdi/std_repor
Campus Directories		-	MRFolder	IBFS:/WFC/Repository/campusdi/std_repor
Campus Directory		-	MRFolder	IBFS:/WFC/Repository/campusdi
Vis Faculty Staff Campus Infor	campus_information_directo	Faculty Staff Campus Information Directory ht	PGXBundle	IBFS:/WFC/Repository/campusdi/std_repor
NEW DIRECTORY		-	HtmlFile	IBFS:/WFC/Repository/campusdi/std_repor
vis NEW DIRECTORY		-	PGXBundle	IBFS:/WFC/Repository/campusdi/std_repor

1 - 8 of 8

Items per page: 25

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Exiting WebFocus

Be sure to Exit the Web FOCUS environment correctly!

1. **Click the person icon in the upper right corner**
2. **Click Sign Out**

