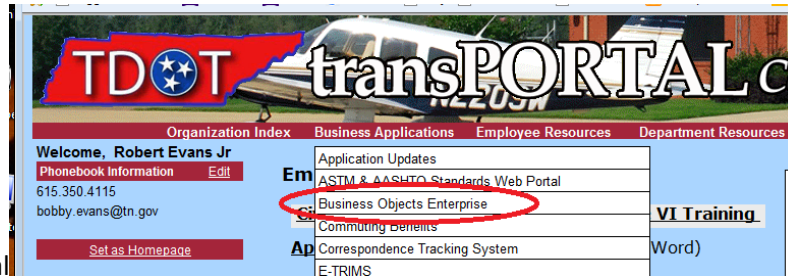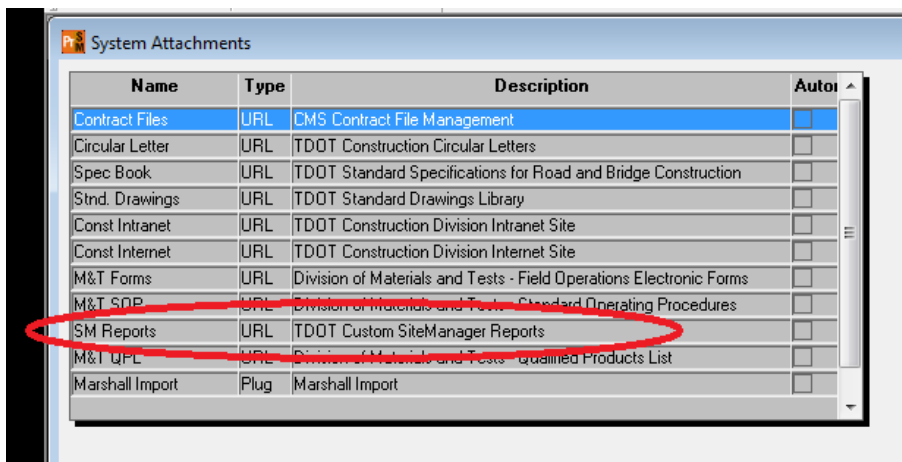There are a couple of different ways to access BOE:
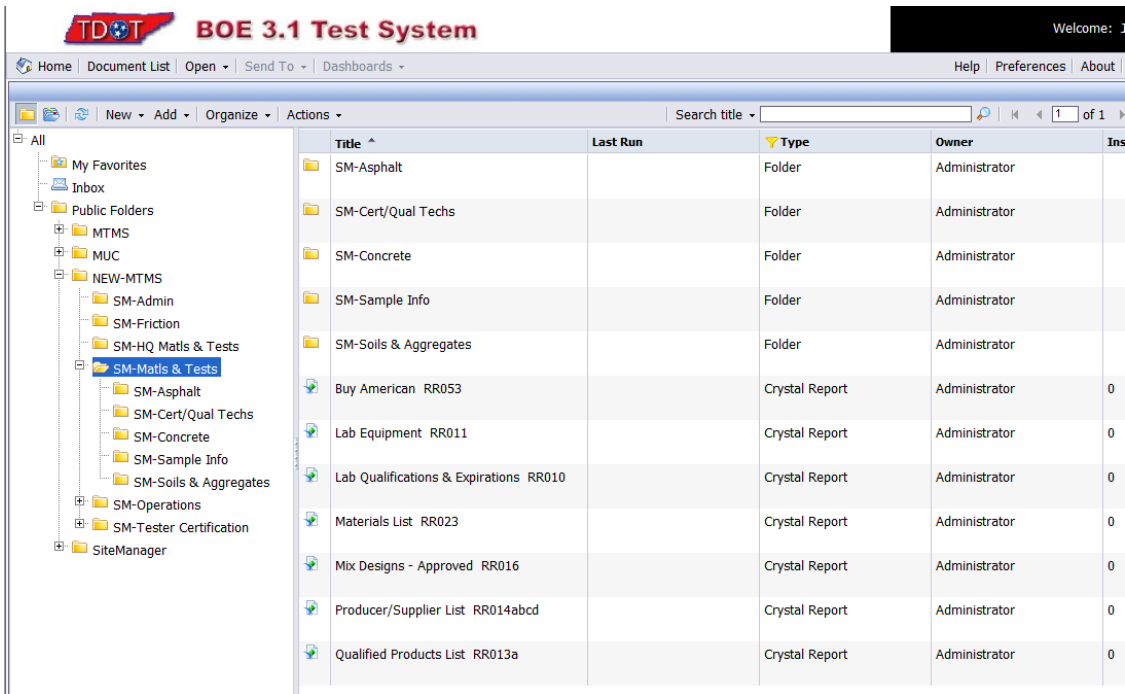

1. Thru transportal

2. In SiteManager. Navigation is Accessories/ System Attachments. Then select SM Reports:
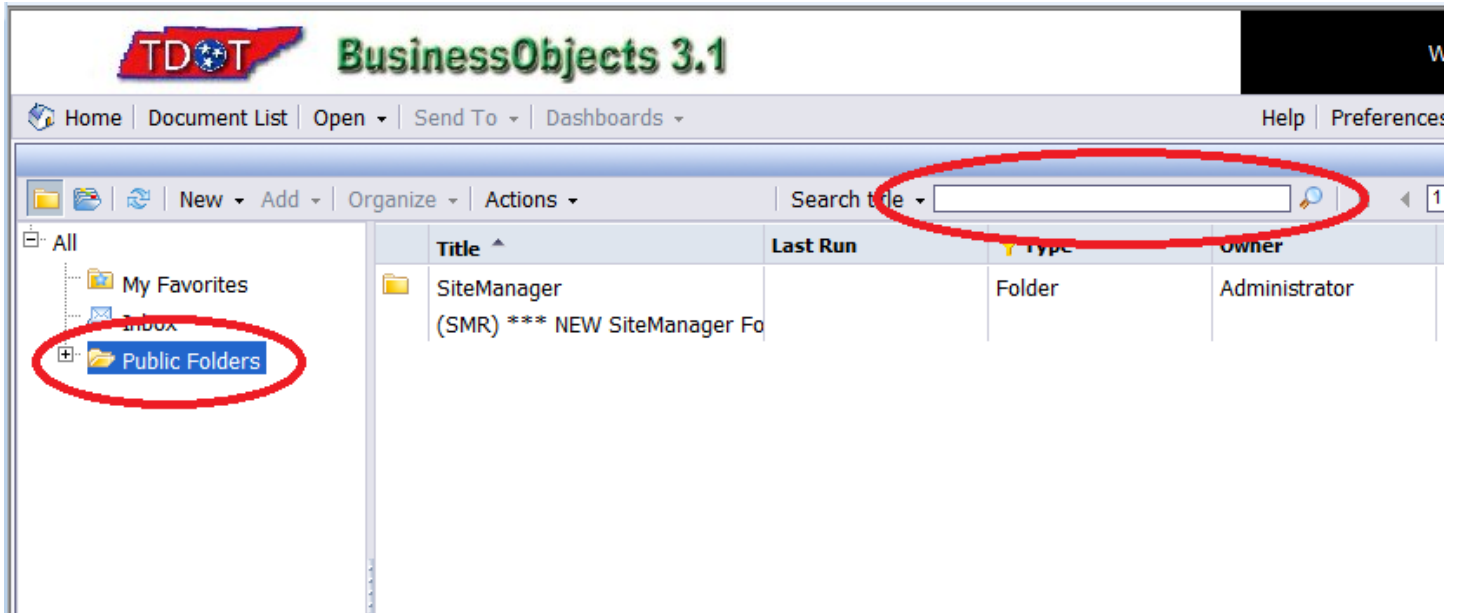

Link : http://jj01sdcwa00012/InfoViewApp/logon.jsp

This is BOE, it is where we can generate sitemanager reports:

The easiest way to find a report is to have the "Public Folders" folder selected. Then enter a word that is in the title or report number (RR005 for example) into the Search Title field.

You can select the criteria you want for your report. Some fields require a selection, others are optional.

Once a report has been generated, you will have to click arrows to go from one page to another:
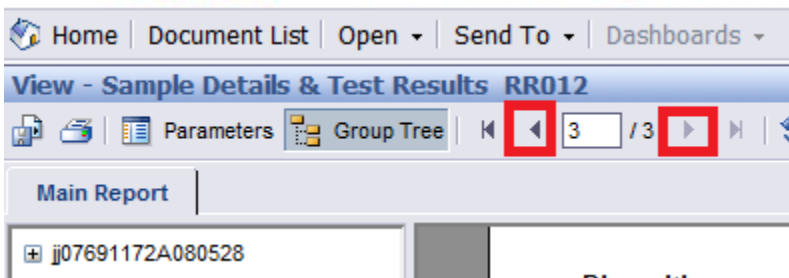
Once the report is generated you can do several different things:

1. Export to a document you can save on your computer

2. Change the format to a different format like work excel or pdf (they are created to look best using pdf)

3. Click refresh to change criteria for report without starting over completely

4. Return to the folder you were in before selecting a report to generate.

The data for reports is up to date. If I were to make a change in SiteManager, as soon as I saved it someone could generate a report and the data would be there.