

DDDWeb Business Object Report Development

- How to Create basic Waitinglist Report
- How to Execute the report
- How to Export the report

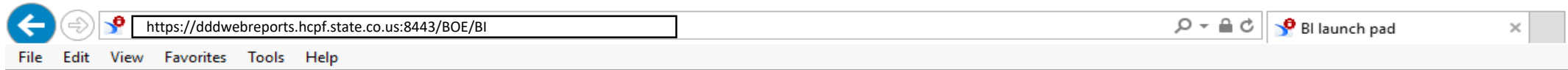


COLORADO
Department of Health Care
Policy & Financing

May 2020

Step1: Login to Business Object info View

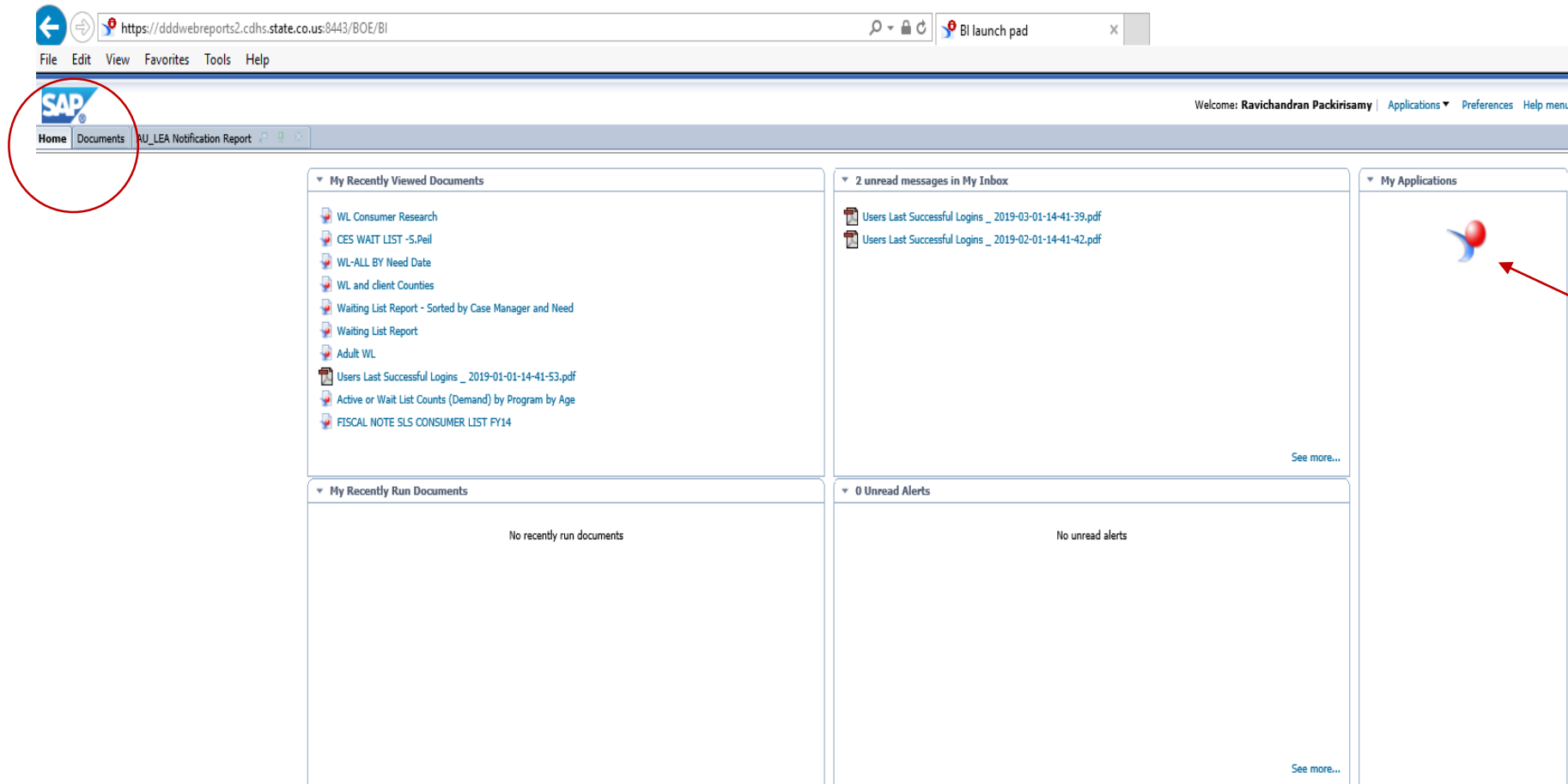
URL: <https://dddwebreports.hcpf.state.co.us:8443/BOE/BI>



Enter your user id and
password

The image shows the SAP BusinessObjects BI launch pad login form. It has a yellow header bar with the text 'SAP BusinessObjects' and 'BI launch pad'. Below this, it says 'Enter your user information, and click "Log On".' and 'If you are unsure of your account information, contact your system administrator.' The form contains three input fields: 'System:' with the value 'HSGCCN319:6400', 'User Name:' with the value 'packirrx', and 'Password:'. A red arrow points from the text box 'Enter your user id and password' to the 'User Name' field. At the bottom right is a 'Log On' button. The SAP logo is at the bottom left, and a 'Help' link is at the bottom right.

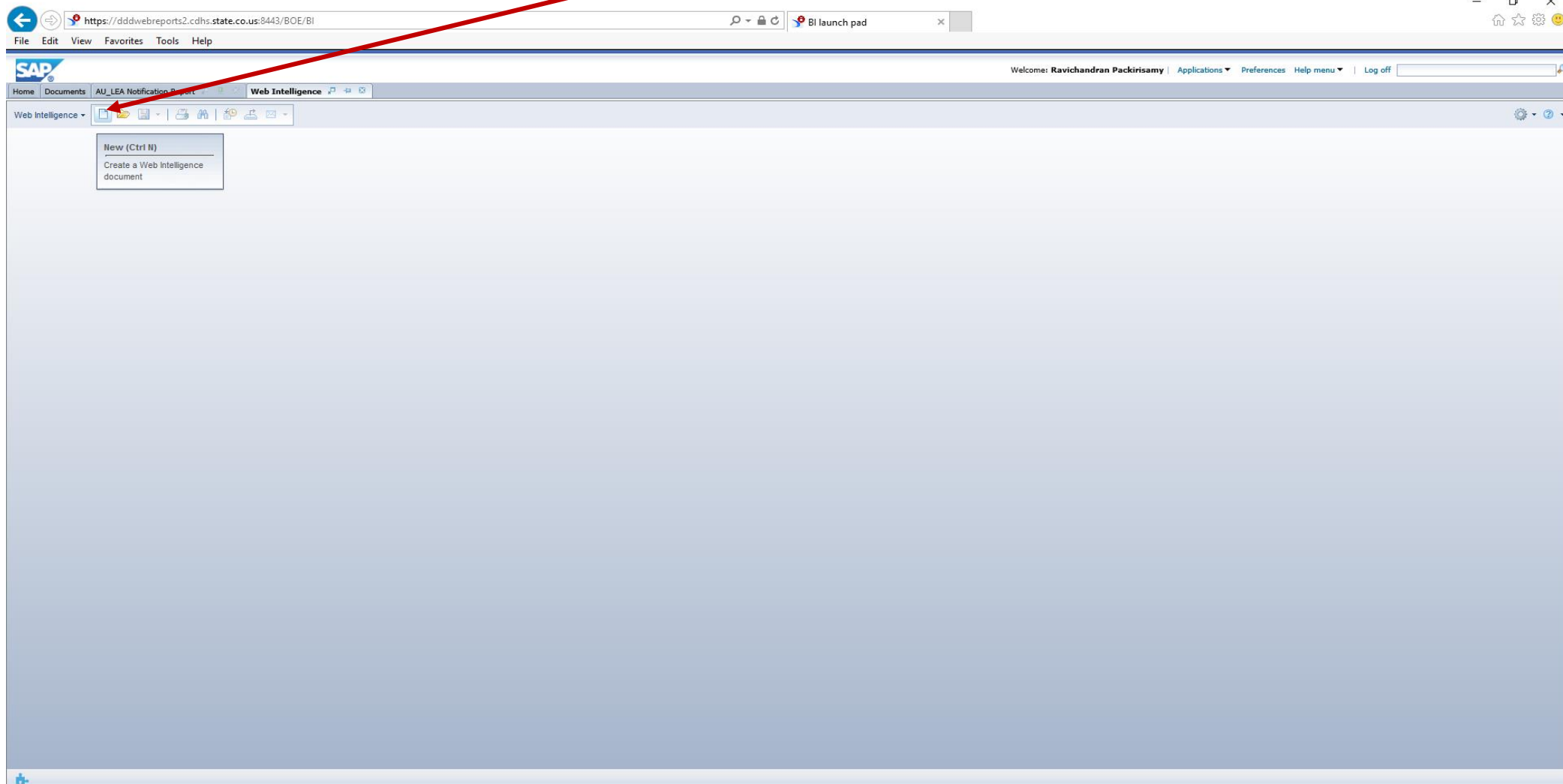
Step2: To create a NEW report, click the Web Intelligence Tool icon. It is on the Home tab



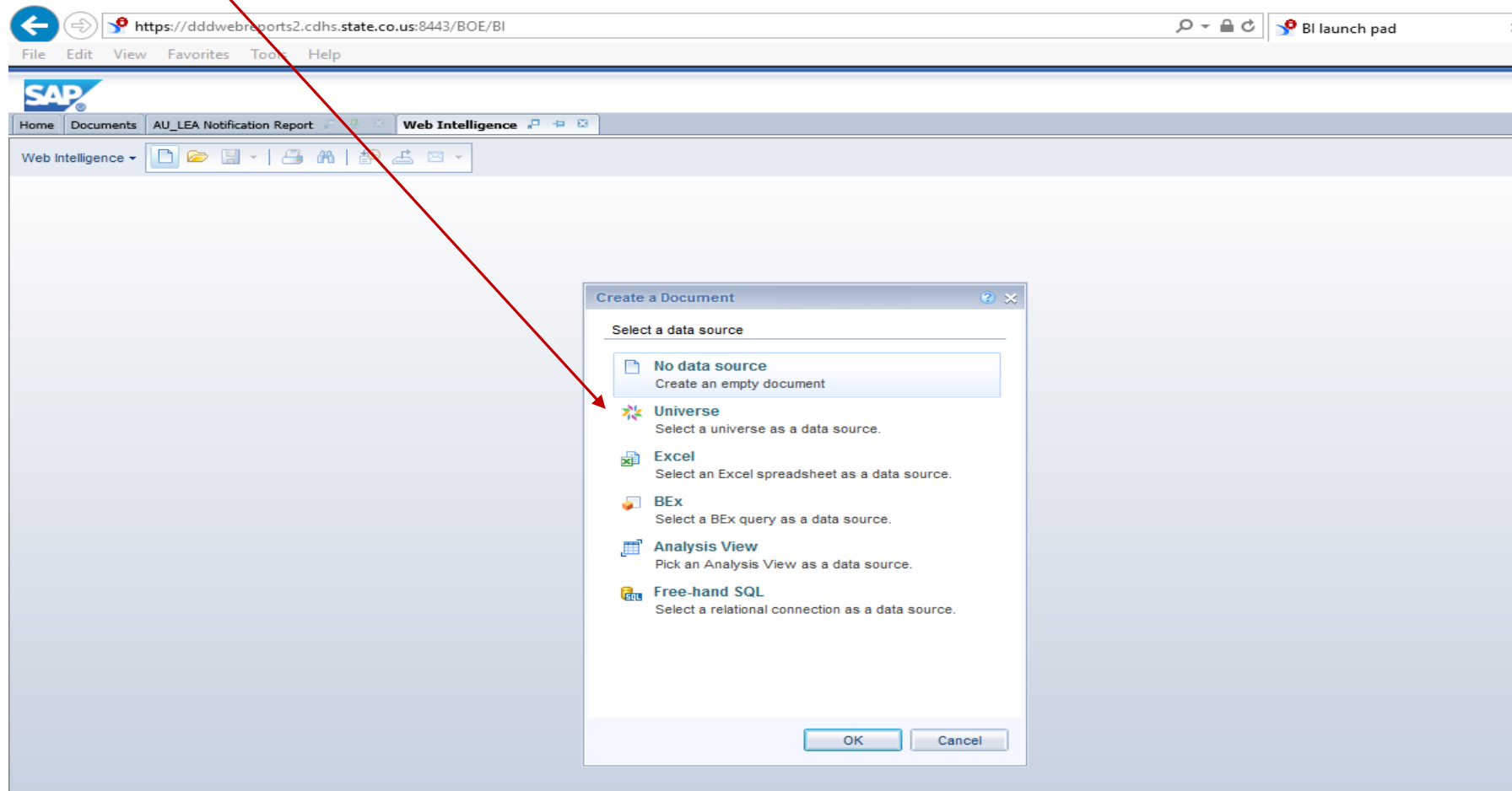
The screenshot displays the SAP BI launch pad interface. The browser address bar shows the URL <https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI>. The SAP logo is circled in red in the top left corner. The top navigation bar includes the 'Home' tab, which is selected, and the 'Documents' tab. The main content area is divided into four panels: 'My Recently Viewed Documents' (listing various reports like 'WL Consumer Research' and 'CES WAIT LIST -S.Peil'), '2 unread messages in My Inbox' (listing 'Users Last Successful Logins' PDFs), 'My Recently Run Documents' (showing 'No recently run documents'), and '0 Unread Alerts' (showing 'No unread alerts'). On the right side, the 'My Applications' panel contains the Web Intelligence Tool icon, which is a red sphere with a blue and white swoosh. A red arrow points from a text box labeled 'Web Intelligence Tool Icon' to this icon.

Web Intelligence Tool Icon

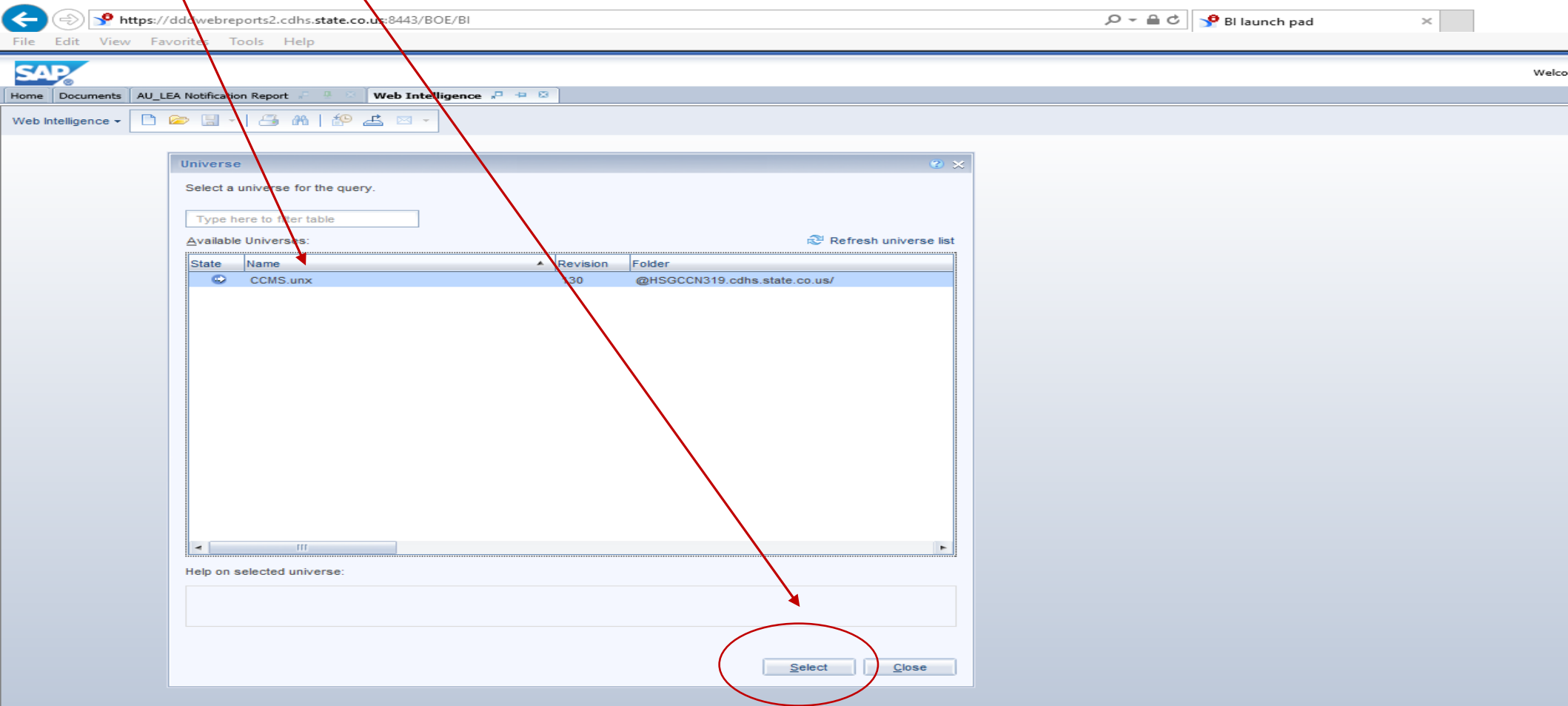
Step 3: After opening the Web Intelligence –Click the ‘New’ report icon



Step 4: 'Universe' and click 'Ok'



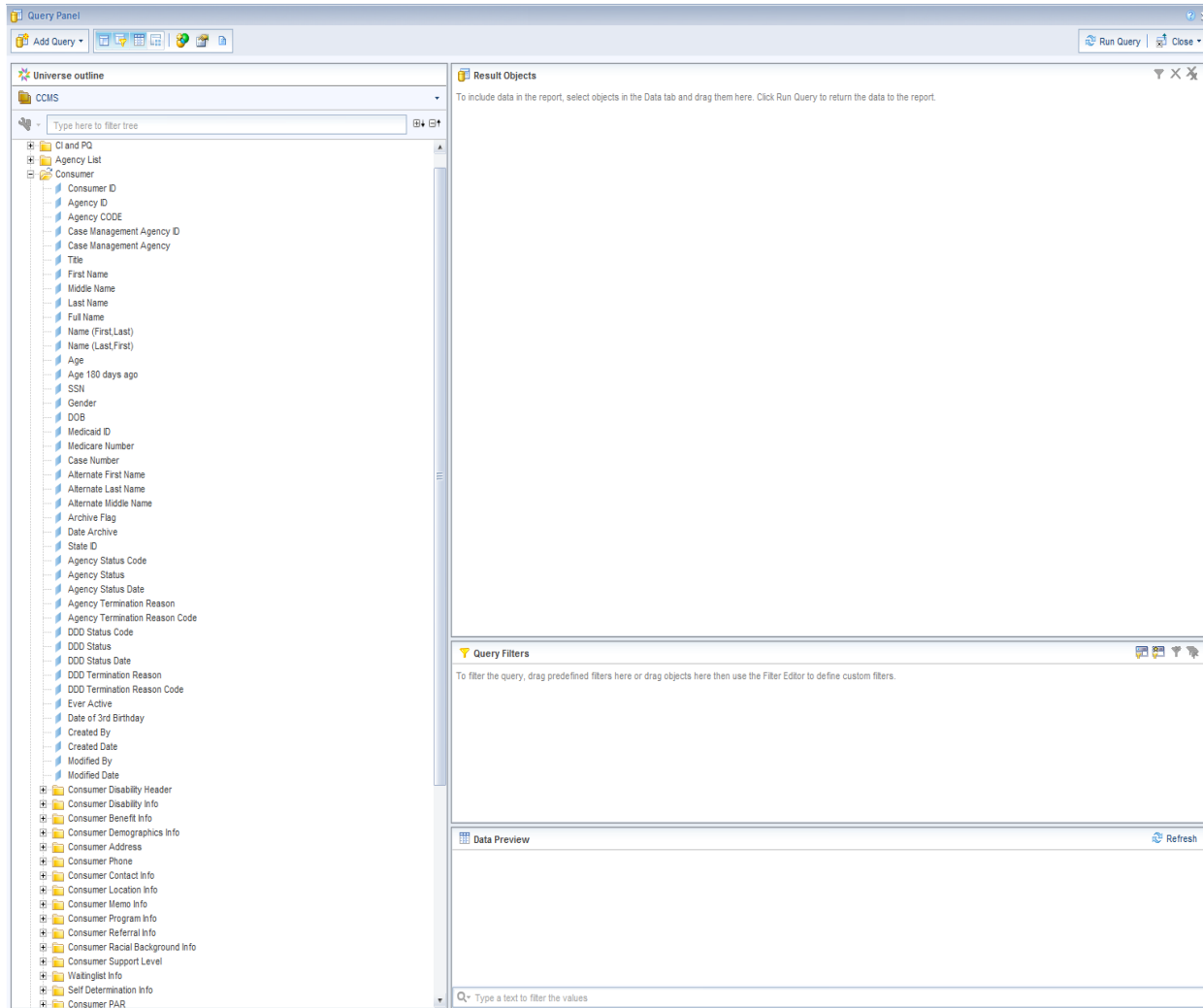
Step 5: Click CCMS.unx and select



Step 6: The different types of packages are listed under the CCMS.unx. The Consumer Folder have contains all the consumer related information. The Agency List tab has all the agency related information. You can select any object or field -you need. The Results Objects panel holds the data elements that you select to use on the report.

The screenshot displays the SAP Web Intelligence Query Panel interface. The browser address bar shows the URL: <https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI>. The SAP logo is visible in the top left corner, and the user is logged in as 'Ravichandran Packirisamy'. The interface includes a 'Web Intelligence' tab and a 'Query Panel' window. The 'Query Panel' window has a 'Universe outline' pane on the left, a 'Result Objects' pane on the right, and a 'Query Filters' pane at the bottom. The 'Universe outline' pane shows a tree structure under 'CCMS' with the following folders: 'CI and PQ', 'Agency List', 'Consumer', 'IFSP Details', 'Billing', 'Cross Check Error List', 'Data Edit Error Report', 'County CCB RC xref', 'Code Lookup', and 'Non User Objects'. A red arrow points to the 'Consumer' folder. The 'Result Objects' pane is empty, and the 'Query Filters' pane is also empty. The 'Data Preview' pane at the bottom is empty. The status bar at the bottom right indicates 'Last refresh date: (This document has never been refreshed.)'.

Step 7: To create a Waitinglist Report, you can pull the information from the consumer folder/package



Step 8: Select the objects to include on the report, then double click or drag and drop them to the Result Objects section.

The screenshot displays the 'Query Panel' interface, which is used for building queries. The interface is divided into several sections:

- Universe outline:** A tree view on the left showing the hierarchy of data objects. The 'Waitinglist Time Code Desc' object is highlighted with a red circle.
- Result Objects:** A section on the right where selected objects are displayed. It contains buttons for 'Consumer ID', 'Full Name', 'Medicaid ID', 'Waitlist ID', 'Program Description', 'Waitinglist Status Code Desc', 'Need Identification Date', 'Time on Waiting List', 'Ces Pro Date', 'Waitinglist Level Code Desc', 'Funding Source Name', 'High Risk', and 'Waitinglist Time Code Desc'. A red arrow points from the 'Waitinglist Time Code Desc' object in the 'Universe outline' to this button in the 'Result Objects' section.
- Query Filters:** A section below 'Result Objects' for defining filters. It includes a text box for entering filter criteria and a 'Filter Editor' button.
- Data Preview:** A section at the bottom for viewing the query results. It includes a 'Refresh' button and a search bar.

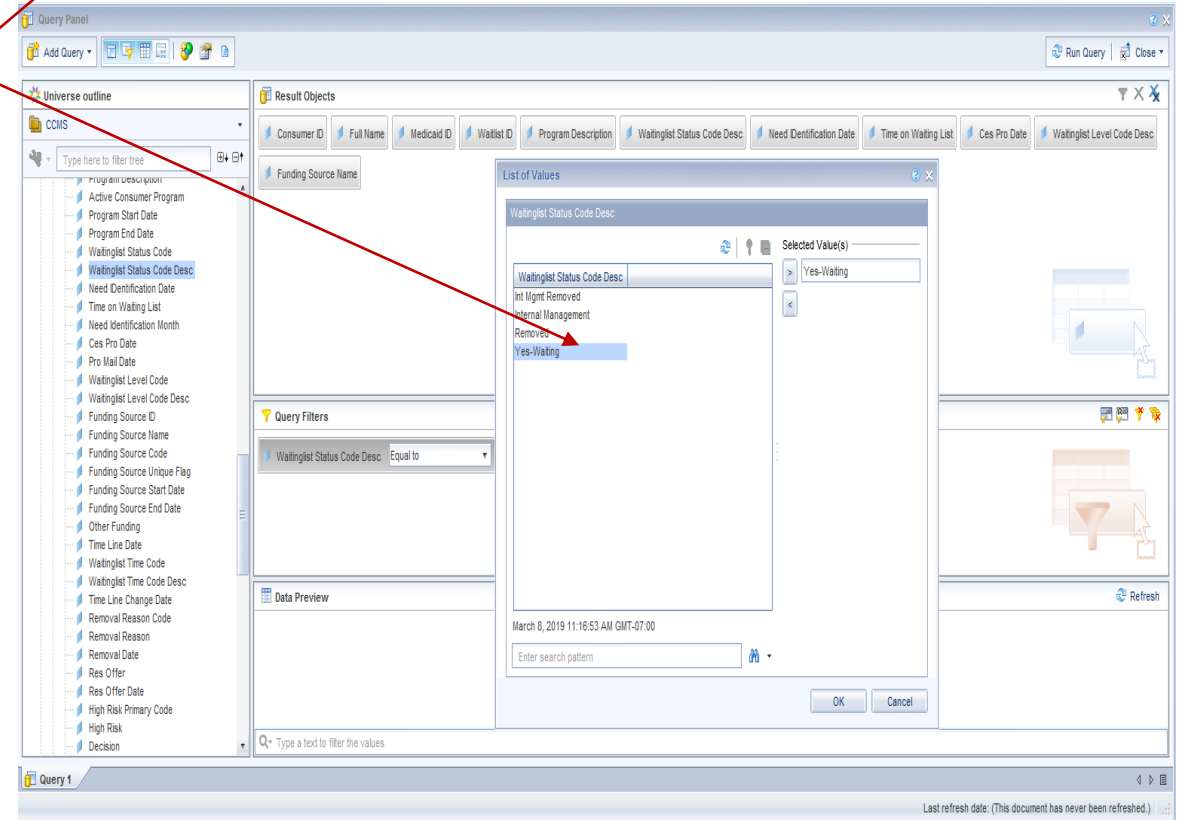
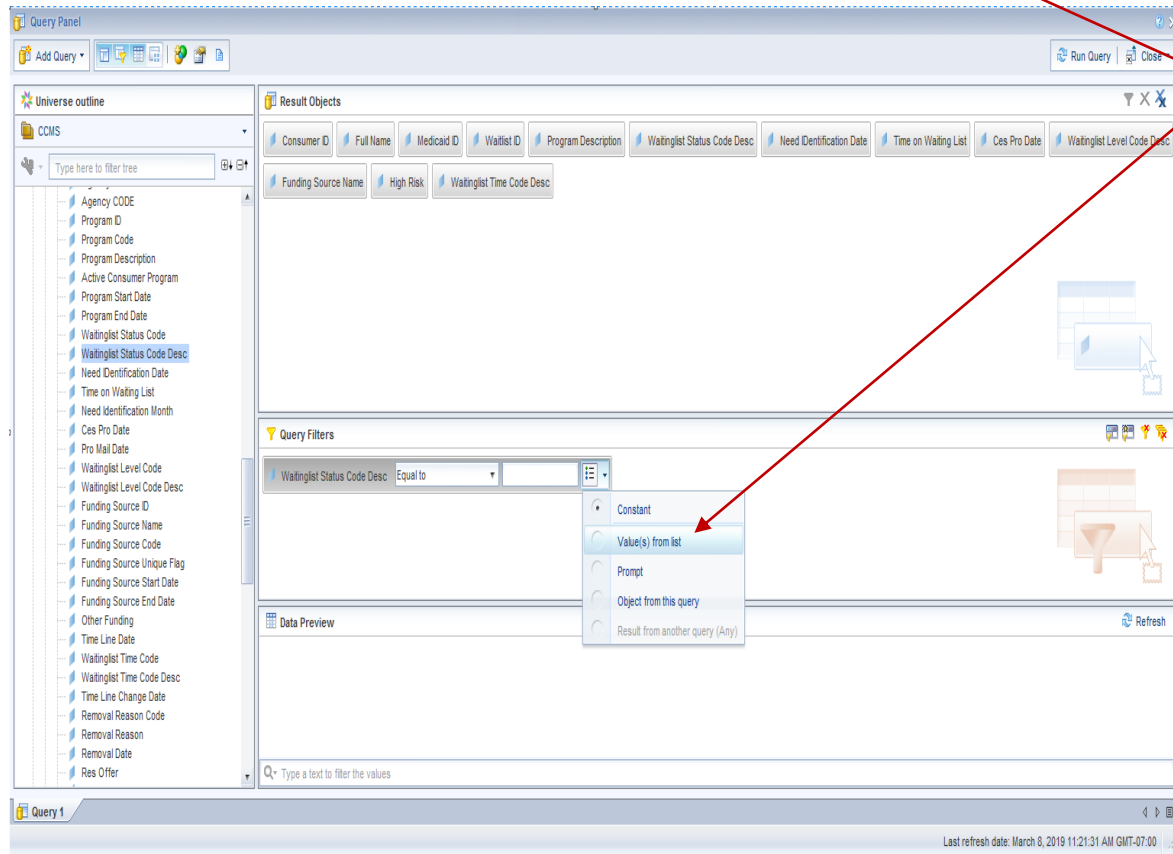
At the bottom of the interface, the status bar shows the 'Last refresh date: March 8, 2019 11:21:31 AM GMT-07:00'.

Step 9: Select the 'Waitinglist Status Code Desc' object and drag and drop it into the "Query filters" section. The first drop-down lists the operand/query filters available.

The screenshot displays the Query Panel interface with the following components:

- Universe outline:** A tree view on the left showing the hierarchy of objects. The 'Waitinglist Status Code Desc' object is highlighted.
- Result Objects:** A section on the right showing a list of objects available for the query. The 'Waitinglist Status Code Desc' object is visible in this list.
- Query Filters:** A section in the center where filters are added. The 'Waitinglist Status Code Desc' object has been added to this section. A red arrow points from the object in the 'Result Objects' section to the 'Query Filters' section.
- Drop-down menu:** A menu is open next to the 'Waitinglist Status Code Desc' filter, showing a list of operand/query filters available. The first option is 'In list'. A red arrow points from the 'Waitinglist Status Code Desc' object in the 'Query Filters' section to this drop-down menu.
- Data Preview:** A section at the bottom for viewing the results of the query.
- Footer:** A status bar at the bottom showing the last refresh date: March 8, 2019 11:21:31 AM GMT-07:00.

Step 10: In the Query Filters drop-down, select Equal to. From the second drop-down field, select the “Value(s) from list”.
The resulting Query Filter is “Waiting List Status Code Description/is Equal To/Values from list”
On the “Waitinglist status code desc” object, select “Yes-Waiting” for your waiting list report.



Step 11: After you have selected the Proper object (Report field information), you are ready to execute the Query . Click the “Run Query” button

The screenshot displays the 'Query Panel' window, which is divided into several sections:

- Universe outline:** A tree view on the left showing the hierarchy of data objects. The 'Waitinglist Status Code Desc' object is selected and highlighted in blue.
- Result Objects:** A horizontal bar at the top right containing buttons for various data fields: Consumer ID, Full Name, Medicaid ID, Waitlist ID, Program Description, Waitinglist Status Code Desc, Need Identification Date, Time on Waiting List, Ces Pro Date, and Waitinglist Level Code Desc. The 'Waitinglist Status Code Desc' button is highlighted.
- Query Filters:** A section below the Result Objects showing a filter for 'Waitinglist Status Code Desc' set to 'Equal to' with the value 'Yes-Waiting'.
- Data Preview:** A section at the bottom right with a 'Refresh' button and a search bar labeled 'Type a text to filter the values'.

A red arrow points from the text 'Click the “Run Query” button' to the 'Run Query' button in the top right corner of the Query Panel window.

Query 1

Last refresh date: March 8, 2019 11:21:31 AM GMT-07:00

Step 12: Wait while the query runs

Query Panel

Add Query

Run Query

Close

Universe outline

CCMS

Type here to filter tree

CCMS [unx]

CI and PQ

Agency List

Consumer

IFSP Details

Billing

Cross Check Error List

Data Edit Error Report

County CCB RC xref

Code Lookup

Non User Objects

Result Objects

Consumer ID

Full Name

Medicaid ID

Waitlist ID

Program Description

Waitinglist Status Code Desc

Need Identification Date

Time on Waiting List

Ces Pro Date

Waitinglist Level Code Desc

Funding Source Name

High Risk

Waitinglist Time Code Desc

Query Filters

Waitinglist Status Code Desc

Equal to

Please wait...

Estimated wait: 1 s

The estimated wait is based on the last refresh.

Help

Cancel

Data Preview

Refresh

Type a text to filter the values

Query 1

Last refresh date: March 8, 2019 11:50:11 AM GMT-07:00

Step13: The report output will be created based on the selection criteria. The columns are in the order they were set up in the Results Objects panel

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https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI

BI launch pad

File Edit View Favorites Tools Help

SAP

Welcome: Ravichandran Packirisamy | Applications Preferences Help menu Log off

Home Documents Ravi -Waitinglist report Ravi -Waitinglist report

File Properties

Report Element Format Data Access Analysis Page Setup

Reading Design Data

Data Providers Tools Data Objects

New data provider Edit Purge New Variable Merge

Available Objects

Type here to filter tree

Ravi -Waitinglist report

Ces Pro Date

Consumer ID

Full Name

Funding Source Name

High Risk

Medicaid ID

Need Identification Date

Program Description

Time on Waiting List

Waitinglist Level Code Desc

Waitinglist Status Code Desc

Waitinglist Time Code Desc

Waitlist ID

Variables

Report 1

Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program De	Waitinglist S	Need Identif	Time on Wai	Ces Pro Dat	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc
2,358	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	4/1/04	43		Specialized	Medicaid Waiver		Safety Net
2,401	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	122XXXXXX	Comprehensiv	Yes-Waiting	3/14/18	359			Medicaid Waiver		As Soon as Avail
2,472	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	8/11/04	1,703		High Need	Medicaid Waiver		As Soon as Avail
2,493	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	12/10/02	3,399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail
2,495	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	2/21/06	2,243		Moderate	Medicaid Waiver		Safety Net
2,495	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Family Suppor	Yes-Waiting	2/21/06	4,763		FFSP Other	State General Fund		Safety Net
2,525	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	124XXXXXX	Comprehensiv	Yes-Waiting	12/12/18	85		High Need	Medicaid Waiver		As Soon as Avail
2,530	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	10/3/07	4,069			Medicaid Waiver		As Soon as Avail
2,537	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	4XXXXXXXXXX	Comprehensiv	Yes-Waiting	9/3/06	3,783		Moderate	Medicaid Waiver		As Soon as Avail

Step14: You are able to change the format. For example, change the report title by double clicking on “Report1” and changing the name . Change the alignment by using Format tab functionality

The screenshot shows the SAP BI Web Reports interface. The browser address bar displays <https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI>. The SAP logo is visible in the top left. The user is logged in as Ravichandran Packirisamy. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The 'Format' tab is selected in the 'Report Element' section. The 'Table' tab is also visible. The 'Available Objects' pane on the left lists various data elements. The main area shows a report titled 'Waitinglist Report' in a design view. Below the title is a data table with the following columns: Consumer ID, Full Name, Medicaid ID, Waitlist ID, Program Des, Waitinglist St, Need Identifi, Time on Wait, Ces Pro Date, Waitinglist Le, and Funding Source Name. The table contains 10 rows of data.

Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program Des	Waitinglist St	Need Identifi	Time on Wait	Ces Pro Date	Waitinglist Le	Funding Source Name
2,358	[REDACTED]	[REDACTED]	45,888	Comprehens	Yes-Waiting	4/1/04	43		Specialized	Medicaid Waiver
2,401	[REDACTED]	[REDACTED]	122,888	Comprehens	Yes-Waiting	3/14/18	359			Medicaid Waiver
2,472	[REDACTED]	[REDACTED]	48,218	Comprehens	Yes-Waiting	8/11/04	1,703		High Need	Medicaid Waiver
2,493	[REDACTED]	[REDACTED]	48,228	Comprehens	Yes-Waiting	12/10/02	3,399		Moderate	Medicaid Waiver
2,495	[REDACTED]	[REDACTED]	48,888	Comprehens	Yes-Waiting	2/21/06	2,243		Moderate	Medicaid Waiver
2,495	[REDACTED]	[REDACTED]	48,888	Family Suppc	Yes-Waiting	2/21/06	4,763		FSSP Other	State General Fund
2,525	[REDACTED]	[REDACTED]	124,888	Comprehens	Yes-Waiting	12/12/18	85		High Need	Medicaid Waiver
2,530	[REDACTED]	[REDACTED]	48,888	Comprehens	Yes-Waiting	10/3/07	4,069			Medicaid Waiver
2,537	[REDACTED]	[REDACTED]	48,888	Comprehens	Yes-Waiting	9/3/06	3,783		Moderate	Medicaid Waiver
2,577	[REDACTED]	[REDACTED]	48,888	Comprehens	Yes-Waiting	3/28/06	3,483		High Need	Medicaid Waiver

Step 15: After executing the query, save the report on your “My Favorites” folder .
Click the save button. It will pop-up another window. You can save the report in the Name field. Click Save

The screenshot displays the SAP Business Explorer interface for the 'Waitinglist Report'. The top navigation bar shows 'Home', 'Documents', and 'Ravi -Waitinglist report'. The main toolbar includes 'File', 'Properties', 'Report Element', 'Format', 'Data Access', 'Analysis', and 'Page Setup'. The 'Available Objects' pane on the left lists various data objects such as 'Ces Pro Date', 'Consumer ID', 'Full Name', 'Funding Source Name', 'High Risk', 'Medicaid ID', 'Need Identification Date', 'Program Description', 'Time on Waiting List', 'Waitinglist Level Code Desc', 'Waitinglist Status Code Desc', 'Waitinglist Time Code Desc', and 'Waitlist ID'. The main design area shows the 'Waitinglist Report' structure. A 'Save Document' dialog box is open, displaying a file explorer view of the 'My Favorites' folder. The dialog box lists files like 'SLS SPAL UTILIZATION-REQUESTER-EMILY', 'CES, SLS CAP Report', 'Case Management Only', 'Foster Care Transition Planning Report', 'Active IP Coversheet-Status', 'Agency List Report', 'ACTIVE PARS FOR CCB AND RC CONSUME...', 'MMIS PAR Within VARIOUS PERCENTS AND...', 'Mill Levy Data - Enrolled in Services -Ravi', 'Ravi-Name List', 'Ravi-Active and Pending Caseload', 'Brenda Waiting List Report', 'HCBS-SLS OR CES PAR CCB Version 3 wt...', 'Service', 'OSA - Avatar Discharges Report', and 'DD Disability Determinations Report'. The 'Name' field in the dialog is set to 'Ravi -Waitinglist report'. A table of report data is visible on the right side of the screen.

Time on Wai	Ces Pro Date	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc
43		Specialized	Medicaid Waiver		Safety Net
359			Medicaid Waiver		As Soon as Avail
1,703		High Need	Medicaid Waiver		As Soon as Avail
3,399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail
2,243		Moderate	Medicaid Waiver		Safety Net
4,763		FSSP Other	State General Fund		Safety Net
85		High Need	Medicaid Waiver		As Soon as Avail
4,069			Medicaid Waiver		As Soon as Avail
3,783		Moderate	Medicaid Waiver		As Soon as Avail
3,483		High Need	Medicaid Waiver		As Soon as Avail
2,454			Medicaid Waiver		As Soon as Avail
4,547		Specialized	Medicaid Waiver		Safety Net
3,783		Moderate	Medicaid Waiver		As Soon as Avail

Step 16: The report will be saved

https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI BI launch pad

File Edit View Favorites Tools Help

Welcome: Ravichandran Packirisamy | Applications Preferences Help menu Log off

Home Documents Ravi -Waitinglist report Ravi -Waitinglist report

File Properties Report Element Format Data Access Analysis Page Setup Reading Design Data

Data Providers Tools Data Objects

New data provider Edit Purge New Variable Merge

Available Objects

Type here to filter tree

- Ravi -Waitinglist report
 - Ces Pro Date
 - Consumer ID
 - Full Name
 - Funding Source Name
 - High Risk
 - Medicaid ID
 - Need Identification Date
 - Program Description
 - Time on Waiting List
 - Waitinglist Level Code Desc
 - Waitinglist Status Code Desc
 - Waitinglist Time Code Desc
 - Waitlist ID
 - Variables

Waitinglist Report

Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program De:	Waitinglist S	Need Identif	Time on Wai	Ces Pro Dat	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc
2,358	Ravi -Waitinglist report		45,888	Comprehensive	Yes-Waiting	4/1/0	43		Specialized	Medicaid Waiver		Safety Net
2,401	Ravi -Waitinglist report		122,888	Comprehensive	Yes-Waiting	4/1/8	359			Medicaid Waiver		As Soon as Avail
2,472	Ravi -Waitinglist report		48,218	Comprehensive	Yes-Waiting	8/11/04	1,703		High Need	Medicaid Waiver		As Soon as Avail
2,493	Ravi -Waitinglist report		47,228	Comprehensive	Yes-Waiting	12/10/02	3,399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail
2,495	Ravi -Waitinglist report		48,888			2/21/06	2,243		Moderate	Medicaid Waiver		Safety Net
2,495	Ravi -Waitinglist report		48,888			2/21/06	4,763		FSSP Other	State General Fund		Safety Net
2,525	Ravi -Waitinglist report		124,252	Comprehensive	Yes-Waiting	12/12/18	85		High Need	Medicaid Waiver		As Soon as Avail
2,530	Ravi -Waitinglist report		78,188	Comprehensive	Yes-Waiting	10/3/07	4,069			Medicaid Waiver		As Soon as Avail
2,537	Ravi -Waitinglist report		48,888	Comprehensive	Yes-Waiting	9/3/06	3,783		Moderate	Medicaid Waiver		As Soon as Avail

Saving...

Step 17: Execute/Run the report

Select the report “Right Click” and View

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https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI

🔍

🔒

🔄

BI launch pad

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File Edit View Favorites Tools Help

SAP

Welcome: Ravichandran Packirisamy | Applications ▾ Preferences Help menu ▾ Log off

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents

My Favorites

~WebIntelligence

Inbox

My Alerts

Subscribed Alerts

Personal Categories

Title	Type	Last Run	Instances
~WebIntelligence	Folder		
Active and Pending Caseload	Web Intelligence		0
Active IP Coversheet-Status	Web Intelligence		0
ACTIVE PARS FOR CCB AND RC CONSUMERS (all programs) -AMANDA	Web Intelligence		0
Adult WL-ravi	Web Intelligence		0
Agency List Report	Web Intelligence		0
Brenda Waiting List Report	Web Intelligence		0
Case Management Only	Web Intelligence		0
CES, SLS CAP Report	Web Intelligence		0
DD Disability Determinations Report	Web Intelligence		0
Foster Care Transition Planning Report	Web Intelligence		0
HCBS-SLS OR CES PAR CCB Version 3 wthin 10% of SPAL or CAP Report	Web Intelligence		0
Mill Levy Data - Enrolled in Services -Ravi	Web Intelligence		0
MMIS PAR Within VARIOUS PERCENTS AND \$1000 OF SPAL Utilization Report for SP-HCA and JBC - with Paid & Authori	Web Intelligence		0
Number of Users in the System	Web Intelligence		0
OSA - Avatar Discharges Report	Web Intelligence		0
OSA - Avatar Discharges Report 34 vs 37	Web Intelligence		0
Program	Web Intelligence		0
Ravi - waitlist report	Web Intelligence		0
Ravi -Waitinglist report	Web Intelligence		0
Ravi_Medicaid Enrolled Count from IPCS All Enrollments	Web Intelligence		0
Ravi-Active and Pending Caseload	Web Intelligence		0
Ravi-Name List	Web Intelligence		0
Service	Web Intelligence		0
SLS SPAL UTILIZATION-REQUESTER-EMILY	Web Intelligence		0
State SLS Utilization Report by CCB-Enhanced for Kevin Nelson	Web Intelligence		0
wait list	Web Intelligence		0
Waiting List Report	Web Intelligence		0

Ravi -Waitinglist report

Type: Web Intelligence

View

Properties

Modify

Schedule

Mobile Properties

History

Categories

Document Link

New >

Organize >

Send >

Details

Folders

Search

Total: 28 items

Step 18: Report will open. Click the “Refresh” icon.
The report will be refreshed with latest data

[illegible]

Step 19: To Export the report to Excel version, click the Export icon, you can export the report in different formats. Select Excel (.xlsx).

Note: To export to Excel, you must have Excel installed on your desktop/laptop.

The screenshot shows the SAP Web Intelligence interface. The browser address bar displays `https://dddwebreports2.cdhs.state.co.us:8443/BOE/BI`. The user is logged in as **Ravichandran Packirisamy**. The report titled **Ravi -Waitinglist report** is open. The 'Export' icon in the top toolbar is highlighted with a red arrow. A context menu is open, showing options: **Export Document As**, **Export Current Report As**, and **Export Data to CSV ...**. The **Export Current Report As** sub-menu is open, showing options: **PDF**, **Excel (.xlsx)** (highlighted with a red arrow), **Excel (.xls)**, **CSV Archive**, and **Text**.

Waitinglist Report

Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program Des	Waitinglist S	Need IDentifi	Time on Wai	Ces Pro Date	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc
2,358	Wagner, Jennifer, Michelle	06520180	45,446	Comprehensi	Yes-Waiting	4/1/04	43		Specialized	Medicaid Waiver		Safety Net
2,401	Rosen, Deborah, J	Y0839476	122,873	Comprehensi	Yes-Waiting	3/14/18	359			Medicaid Waiver		As Soon as Avail
2,472	Lepp, Matt, J	0943474	46,215	Comprehensi	Yes-Waiting	8/11/04	1,703		High Need	Medicaid Waiver		As Soon as Avail
2,493	Woolly, Charles, S	108,7996	47,200	Comprehensi	Yes-Waiting	12/10/02	3,399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail
2,495	Boquist, Amanda, M		46,446	Comprehensi	Yes-Waiting	2/21/06	2,243		Moderate	Medicaid Waiver		Safety Net
2,495	Boquist, Amanda, M		46,446	Family Suppo	Yes-Waiting	2/21/06	4,763		FSSP Other	State General Fund		Safety Net
2,525	Ward, Scott, J	0619041	124,752	Comprehensi	Yes-Waiting	12/12/18	85		High Need	Medicaid Waiver		As Soon as Avail
2,530	Hoffman, Lyndee, Kay	Y083947	76,144	Comprehensi	Yes-Waiting	10/3/07	4,069			Medicaid Waiver		As Soon as Avail
2,537	Winters, Jacqueline, C	Y083273	46,437	Comprehensi	Yes-Waiting	9/3/06	3,783		Moderate	Medicaid Waiver		As Soon as Avail

Step20: Once you have selected Excel, the report export to Excel format In the bottom browser window, you can either Save or Open the spreadsheet for the report.

The screenshot displays the SAP Web Intelligence interface. The main window shows a report titled "Waitinglist Report" with a table of consumer data. The table has columns: Consumer ID, Full Name, Medicaid ID, Waitlist ID, Program Des, Waitinglist S, Need ID/Ref, Time on Wait, Ces Pro Date, Waitinglist L, Funding Source Name, High Risk, and Waitinglist Time Code Desc. The table contains 20 rows of data. On the left, there is a sidebar with "Document Summary" and "General" information. At the bottom, a dialog box is open, asking "Do you want to open or save Ravi -Waitinglist report.xlsx (1.07 MB) from dddwebreports2.cdn.state.co.us:8443/BOE/BI?". The dialog box has "Open", "Save", and "Cancel" buttons. A red circle highlights the "Save" button.

Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program Des	Waitinglist S	Need ID/Ref	Time on Wait	Ces Pro Date	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc
2,358	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	4/1/04	43		Specialized	Medicaid Waiver		Safety Net
2,401	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	3/14/16	359			Medicaid Waiver		As Soon as Avail
2,472	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	8/11/04	1,793		High Need	Medicaid Waiver		As Soon as Avail
2,488	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	12/10/02	3,399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail
2,486	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	2/21/06	2,243		Moderate	Medicaid Waiver		Safety Net
2,486	Blanco, Javier, M	45,348	45,348	Family Support	Yes-Waiting	2/21/06	4,783		FSSP Other	State General Fund		Safety Net
2,525	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	12/12/16	85		High Need	Medicaid Waiver		As Soon as Avail
2,530	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	10/3/07	4,989			Medicaid Waiver		As Soon as Avail
2,537	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	5/3/06	3,783		Moderate	Medicaid Waiver		As Soon as Avail
2,577	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	3/23/06	3,483		High Need	Medicaid Waiver		As Soon as Avail
2,600	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	6/19/12	2,454			Medicaid Waiver		As Soon as Avail
2,672	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	9/25/06	4,547		Specialized	Medicaid Waiver		Safety Net
2,678	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	9/20/05	3,783		Moderate	Medicaid Waiver		As Soon as Avail
2,743	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	8/27/03	4,176		Moderate	Medicaid Waiver		Safety Net
2,757	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	5/29/08	11,243		Specialized	Medicaid Waiver	Caregivers > 60 yo	Safety Net
2,811	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	11/6/16	122		High Need	Medicaid Waiver		As Soon as Avail
2,831	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting					Medicaid Waiver		Safety Net
2,831	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	5/26/01	10,825		Mid Range	Medicaid Waiver		Safety Net
2,831	Blanco, Javier, M	45,348	45,348	Comprehensive	Yes-Waiting	2/25/02	3,848		High Need	Medicaid Waiver		Safety Net

Step 21: When you click open, the report will open in Excel format.

Ravi -Waitinglist report [Protected View] - Excel

Packirisamy, Ravichandran

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PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<u>Waitinglist Report</u>														
2															
3															
4		Consumer ID	Full Name	Medicaid ID	Waitlist ID	Program Des	Waitinglist S	Need Identifi	Time on Wait	Ces Pro Date	Waitinglist L	Funding Source Name	High Risk	Waitinglist Time Code Desc	
5		2358	Woyse, Dennis, Middleboro	000001000	453004	Comprehens	Yes-Waiting	4/1/2004	43		Specialized	Medicaid Waiver		Safety Net	
6		2401	Donnan, Gerald ,	700004738	1220073	Comprehens	Yes-Waiting	3/14/2018	359			Medicaid Waiver		As Soon as Avail	
7		2472	Joseph, Carl, Jr	700004778	400215	Comprehens	Yes-Waiting	8/11/2004	1703		High Need	Medicaid Waiver		As Soon as Avail	
8		2493	Woolley, Dennis,	700079006	472200	Comprehens	Yes-Waiting	12/10/2002	3399		Moderate	Medicaid Waiver	Caregivers > 60 yo	As Soon as Avail	
9		2495	Protopapas, Panagiotis, MI	400004		Comprehens	Yes-Waiting	2/21/2006	2243		Moderate	Medicaid Waiver		Safety Net	
10		2495	Protopapas, Panagiotis, MI	400004		Family Suppo	Yes-Waiting	2/21/2006	4763		FSSP Other	State General Fund		Safety Net	
11		2525	Donnan, Gerald,	700004738	1224792	Comprehens	Yes-Waiting	12/12/2018	85		High Need	Medicaid Waiver		As Soon as Avail	
12		2530	Bedonkohe, Geoffrey, Kay	700004738	700104	Comprehens	Yes-Waiting	10/3/2007	4069			Medicaid Waiver		As Soon as Avail	
13		2537	Winters, George, CC	700004738	400047	Comprehens	Yes-Waiting	9/3/2006	3783		Moderate	Medicaid Waiver		As Soon as Avail	
14		2577	Bedonkohe, II	00142004	400001	Comprehens	Yes-Waiting	3/28/2006	3483		High Need	Medicaid Waiver		As Soon as Avail	
15		2600	Donnan, Gerald, James	700420000	070040	Comprehens	Yes-Waiting	6/18/2012	2454			Medicaid Waiver		As Soon as Avail	