

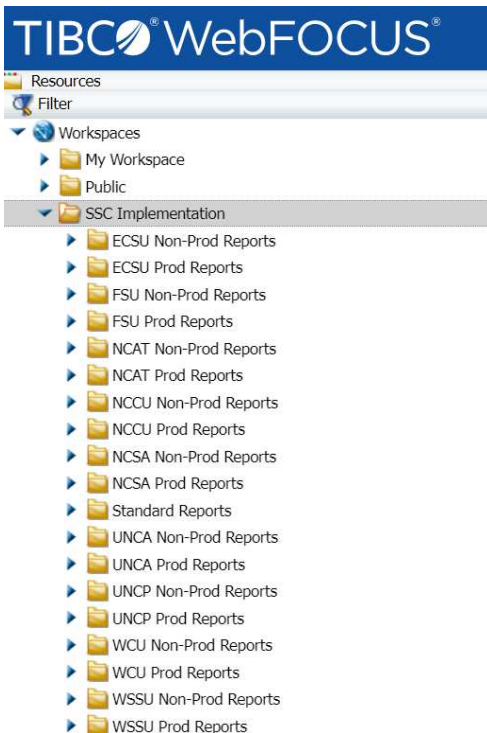
# WebFOCUS Portal

## SHARED SERVICE CENTER (SSC) USER GUIDE

### Centralized & Up-to-date

The WebFOCUS Portal provides a central hosted environment for Shared Service Center HR, Payroll and Finance reports. The portal ensures the latest version of each WebFOCUS report is available to authorized users.

New SSC reports are deployed to campuses for testing in the non-production environments.



### Security

Access to the WebFocus portal must be through a secure university network connection such as hardwired to a campus network, or remotely through secure tools such as VMware, VPN, or eduroam.

Log in by selecting your campus and using your campus credentials.

### Navigation

Non production folders allow access to multiple test databases.



### TIP

Widen folder navigation area using cursor and pull border to right.



### Deferred Reporting

Deferred reporting runs reports in the background, allowing you to run multiple reports at once.

### WebFOCUS Portal



### Bookmark this link

[https://reporting-ga.uncecs.edu/ibi\\_apps/](https://reporting-ga.uncecs.edu/ibi_apps/)

Deferred reporting is useful when reports take a long time to run.

To access deferred reports

1. Highlight report



Right click,  
Run Deferred

2. View reports

Click the [Deferred Report Status](#) interface when the report is run. Or from portal menu, select Tools > Deferred Status.

Reports are available for 30 days and can only be viewed by user that generated the report.

3. Click refresh icon



OR set refresh interval and check box for automatic refresh.

Contact authorized campus reps for security access or technical support

CAMPUS CONTACTS Only authorized contacts may escalate requests to System Office: [ssc-reporting@northcarolina.edu](mailto:ssc-reporting@northcarolina.edu)


1. Campus contact 1

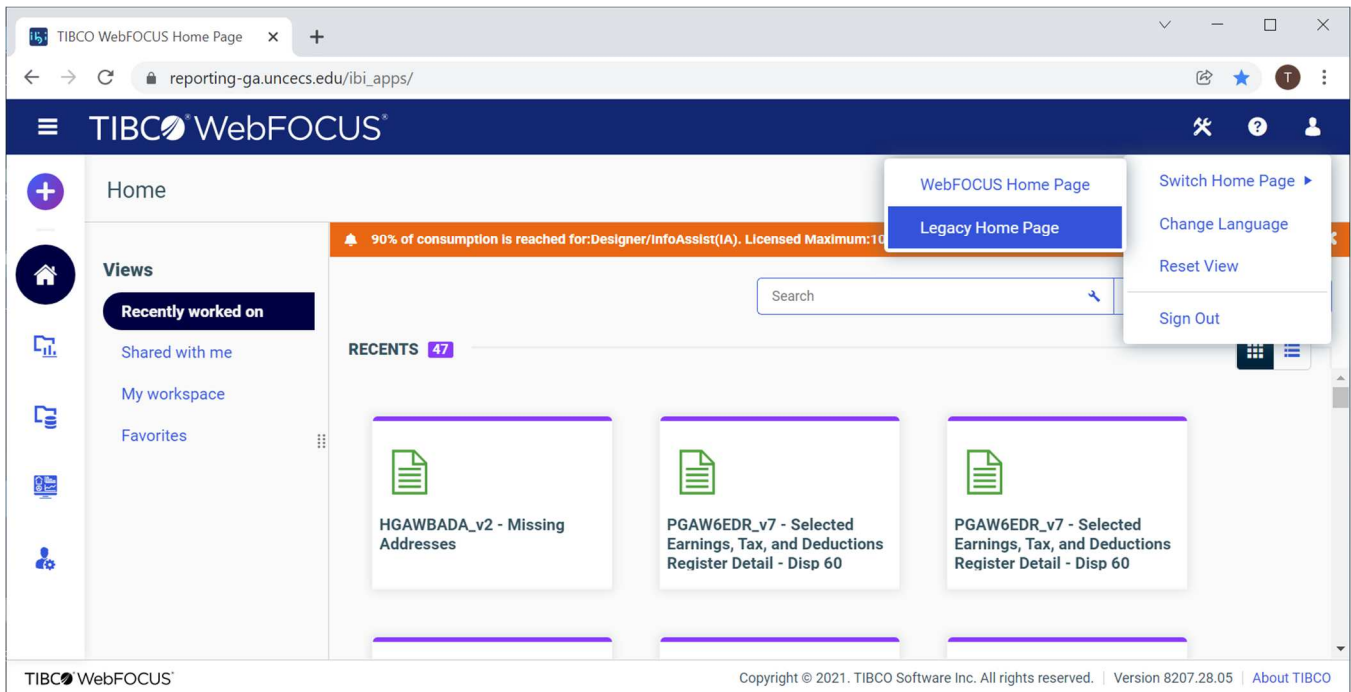
Email:

2. Campus contact 2

Email:

## Shared Service Center (SSC)

To change to the previous webfocus view or legacy view, select the  icon located at the top right corner of the page and select Switch Home Page. Then select Legacy Home Page.



The screenshot displays the TIBCO WebFOCUS Home Page interface. The browser address bar shows the URL [reporting-ga.uncecs.edu/ibi\\_apps/](https://reporting-ga.uncecs.edu/ibi_apps/). The page header includes the TIBCO WebFOCUS logo and navigation icons. A user profile icon in the top right corner has been clicked, opening a dropdown menu with the following options: WebFOCUS Home Page, Legacy Home Page (highlighted in blue), Switch Home Page, Change Language, Reset View, and Sign Out. The main content area features a search bar and a 'RECENTS' section with 47 items. Three recent items are visible: 'HGAWBADA\_v2 - Missing Addresses', 'PGAW6EDR\_v7 - Selected Earnings, Tax, and Deductions Register Detail - Disp 60', and another 'PGAW6EDR\_v7 - Selected Earnings, Tax, and Deductions Register Detail - Disp 60'. The footer contains the text 'TIBCO WebFOCUS' and 'Copyright © 2021. TIBCO Software Inc. All rights reserved. | Version 8207.28.05 | About TIBCO'.