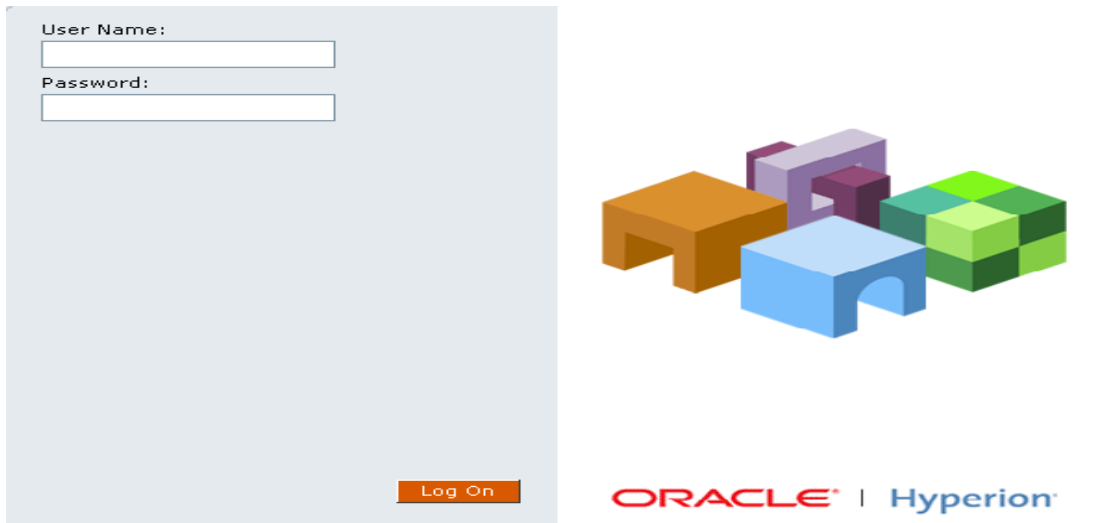


Log On to Hyperion 9.3 Workspace Applications



User Name:

Password:

Log On

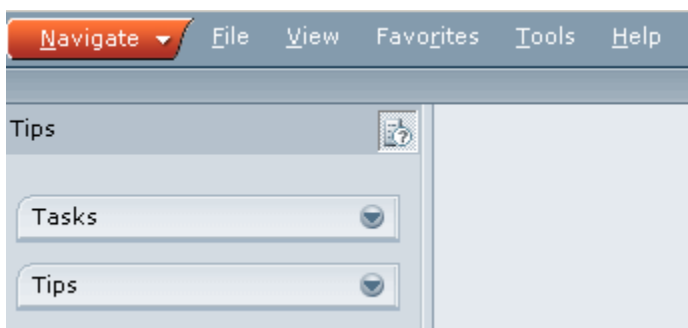
ORACLE | Hyperion

TO LOG ON TO BOTH HYPERION WORKSPACE APPLICATIONS:

1. Go to - <https://dbudgetsys.stanford.edu/workspace/index.jsp>
2. Enter your **User Name (SUNet ID)** and **Password**
3. Click the **Log On** button.

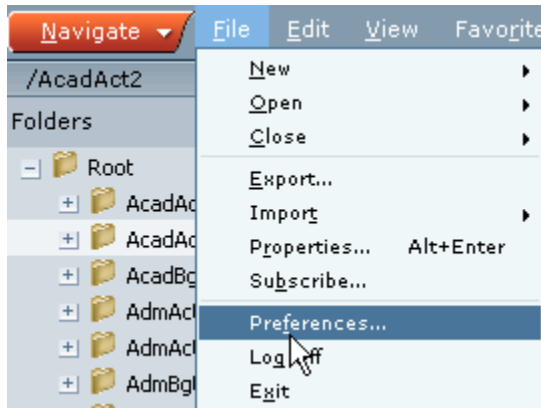
Hyperion Workspace Home Page

Here is the Hyperion Workspace home page.

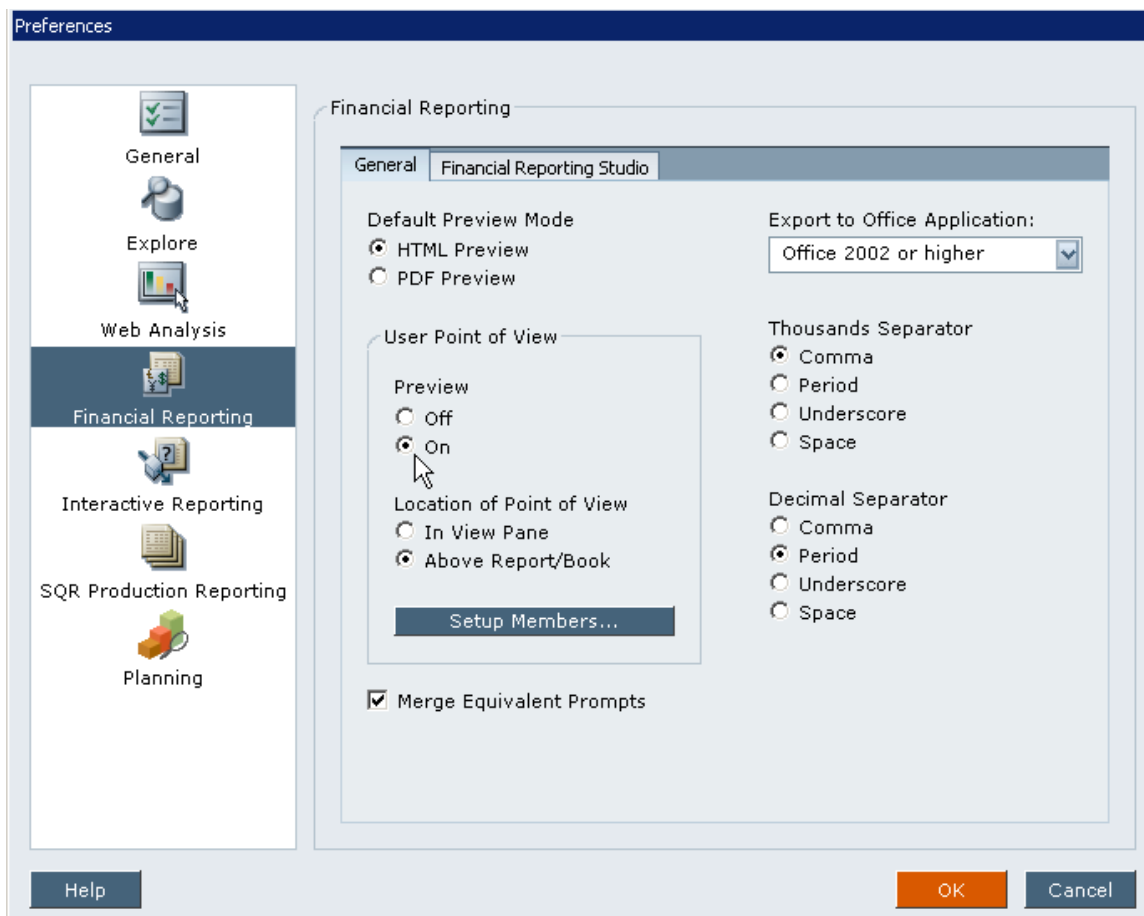


NOTE: There is one setting change that must be made before you start using the application. Please do the following:

From the main menu bar at the top of the screen, choose File and Preferences.



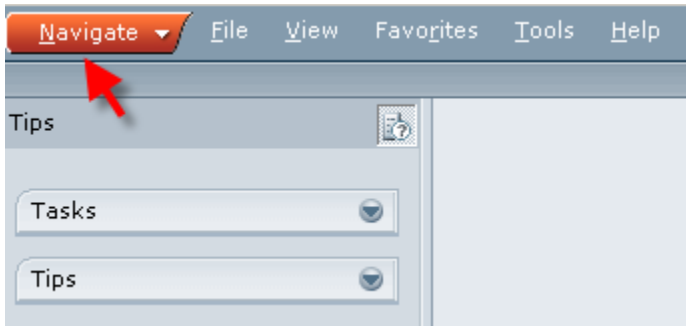
Next, choose Financial Reporting from the left-hand menu in the above pop-up box.



Then select the On radio button under the User Point of View section in the middle of the screen, and click **OK**.

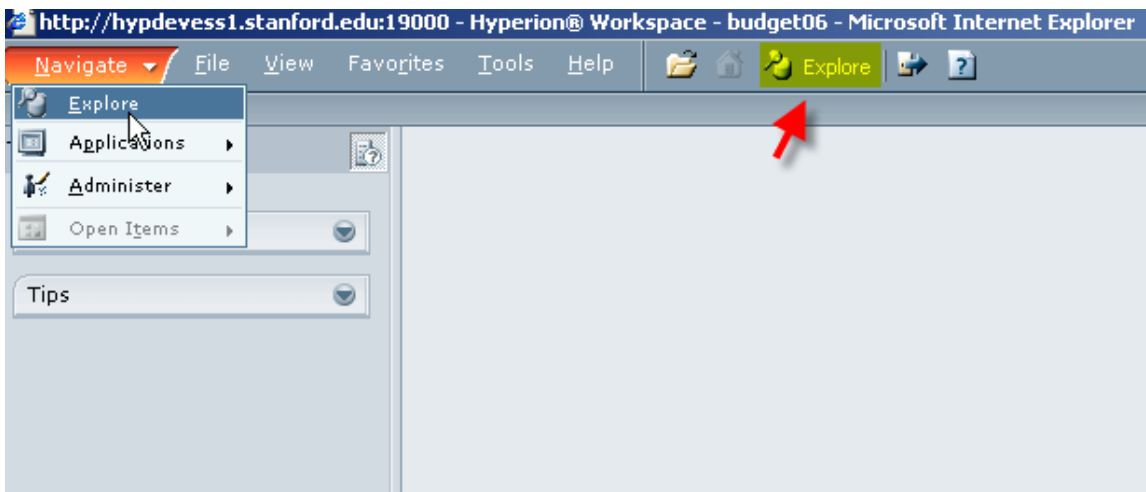
The Navigate menu

You will use the Navigate menu at the top left-hand side of your screen to access both the Hyperion Workspace Data Entry forms and Reports.



Viewing your Actuals Reports in Hyperion Workspace Explore

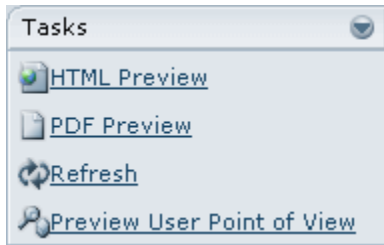
From the Navigate menu, choose Explore. Or, simply click on the **Explore** icon on the main toolbar.




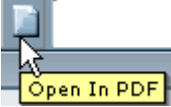
Explore is where you will find all of the reports for your budget unit(s). From this link, you will select your school's folder. This folder contains all of the reports that will assist you in managing the finances for your unit(s).

As is the case in the current software version, all of the reports come in both HTML and PDF format; those in HTML format include interactive features.

Once you have run a report, a new **Tasks** menu will be available in the left-hand menu bar:



From this menu bar, you can choose to look at your report in **HTML** format (the default); or view, print or save the report in **PDF** format.

Additionally, you can use either the Open in HTML  or Open in PDF  icons from the main toolbar at the top of the screen.

If you need to Export a Report to Excel, Choose File --> Export as shown:

