Business Warehouse (Reporting)

Accessing Business Warehouse

1. Log in to https://mynku.nku.edu

2. Click the Business Explorer tab

3. Click the BEx Web Analyzer link

Launching a report

1. Click New

2. The “Open” dialog box will display. Click the Roles tab.

   A list of folders will display. This list is determined by user security within Business Warehouse.

3. Place your mouse over the title of the folder you’re interested in opening and single-click.

4. Single-click on the title of the report you wish to launch, then click OK.