

HAR Report Builder and HAR SharePoint: First Use Tips

This document provides instructions on logging in to the [HAR Report Builder](#) and [HAR SharePoint](#) sites. For detailed instructions on how to *use* HAR and SharePoint, please consult the *Training Manual for HAR MA 2017*.

I. HAR Report Builder

Once access to HAR Report Builder has been granted, find the application link on your Mediware Portal page.

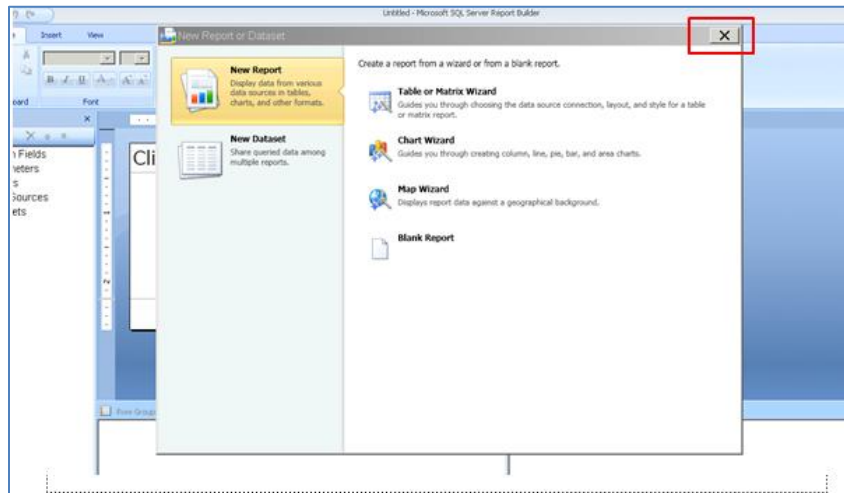


In order to use HAR Report Builder, Citrix must be installed on your computer. www.citrix.com, or access the Mediware suggested client under Application Support Resources: as of 4/3/17, it is *Citrix Receiver 4.5*.

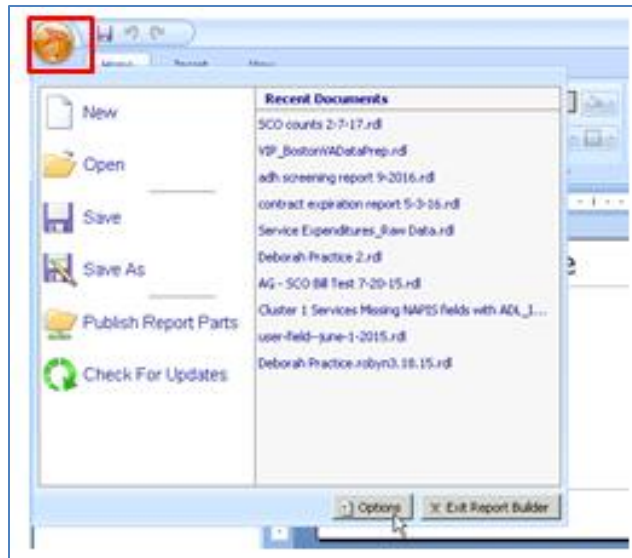
Once HAR Report Builder is loaded, you will see the *New Report or Dataset* window. The first time you use the application, you will need to close this window and make sure that HAR is pointing at the correct data source.

Checking HAR Report Builder Data Source:

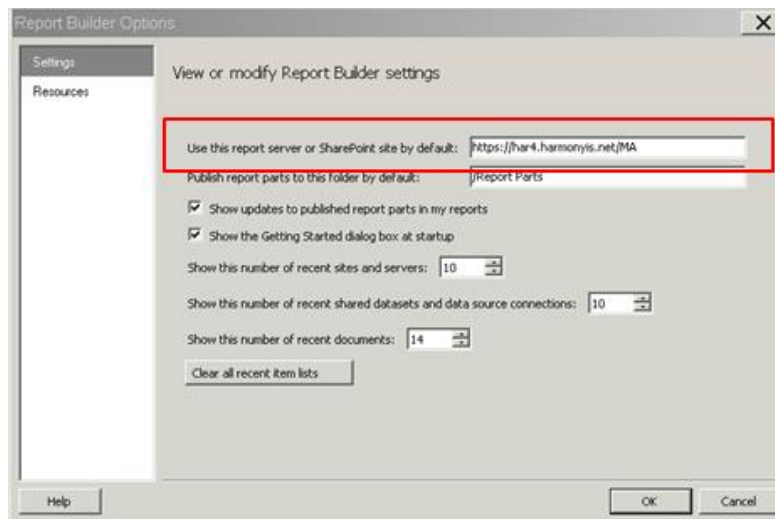
1. First, close *New Report or Dataset* window.



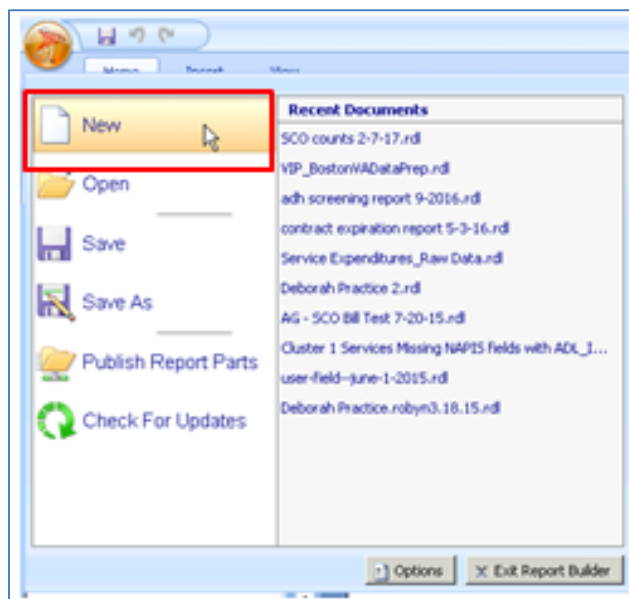
2. Click on the corner *Menu* icon, and select *Options*.



3. Make sure that the address shown is entered in the first field. If not, enter it and click *OK*.

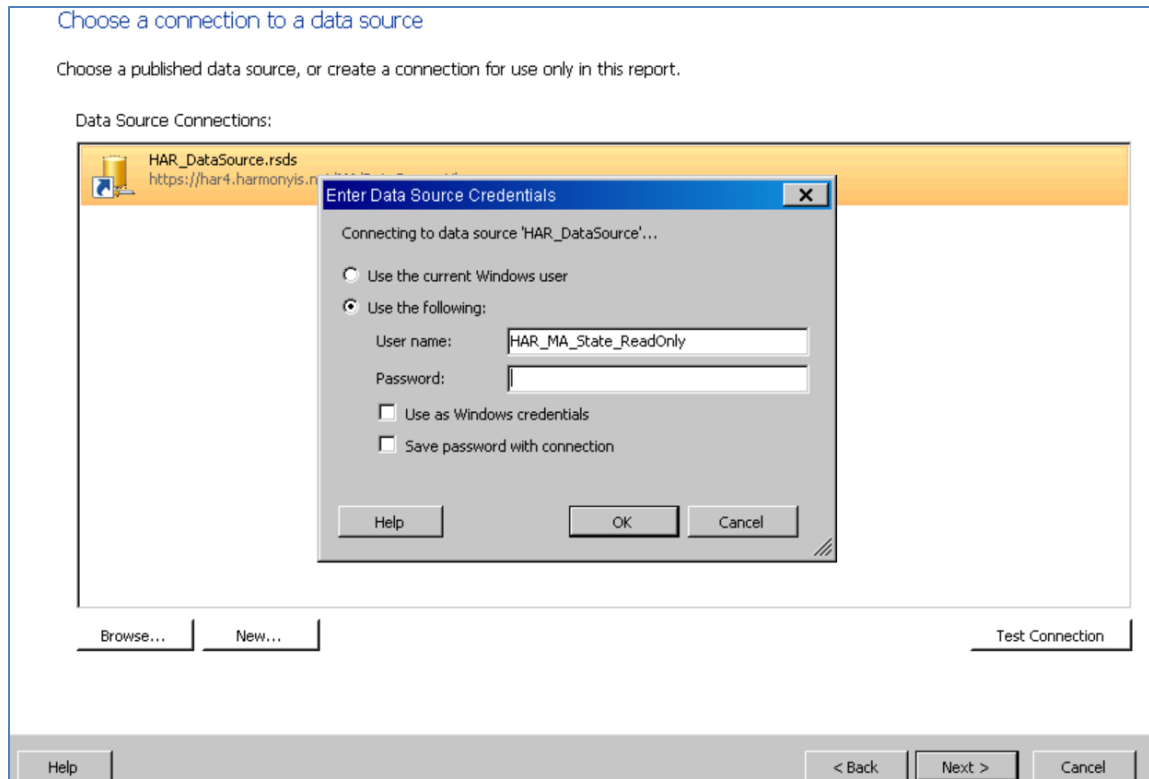


4. To bring up the *New Report or Dataset* window again, click on the corner *Menu* button and select *New*.



You can now proceed to creating reports. Consult the User Guide for detailed information.

***Note:** You may occasionally see the screen below when selecting a *Data Source* in HAR Report Builder. You will need to enter a password to proceed. The password is **M@St@07**. Check the box labeled *Save password with connection* to save time.



Any changes to this password will be communicated to the HAR Report Writers' group.

II. HAR SharePoint

HAR SharePoint is accessed separately from HAR Report Builder, for use by Report Writers and authorized Report Runners. Reports created and saved in HAR Report Builder site can be found on the HAR SharePoint site.

To access HAR SharePoint, enter the following URL in your browser:

<https://har4.harmonyis.net/MA>

You will then be required to enter a username and password. Enter as shown, adding the *agingnetwork* domain, and a *forward slash* (\) before your Mediware username. Password is the same one you use to access the Mediware portal.

