

# EDDIE Highlights

Business Objects 4.1

# What is EDDIE?

The EDDIE is an Business Objects Content Management System that allows you to:

- ▶ Access and Run AITS Standard Reports
- ▶ Access and Run DS Solution Library Reports
- ▶ Store and Organize your Favorite Business Objects Reports
- ▶ Schedule Reports to Run Automatically
- ▶ Share Reports with other users through the BI Inbox

# What's New in EDDIE 4.1

- ▶ BI LaunchPad replaces InfoView software
- ▶ Better usability, look, and feel
- ▶ Tabbed menus for easier document navigation
- ▶ Useful Home Page shows recent documents and unread
- ▶ Pin open frequently used documents so they are open when you log in to EDDIE
- ▶ Dynamic Search function

# Logging into EDDIE

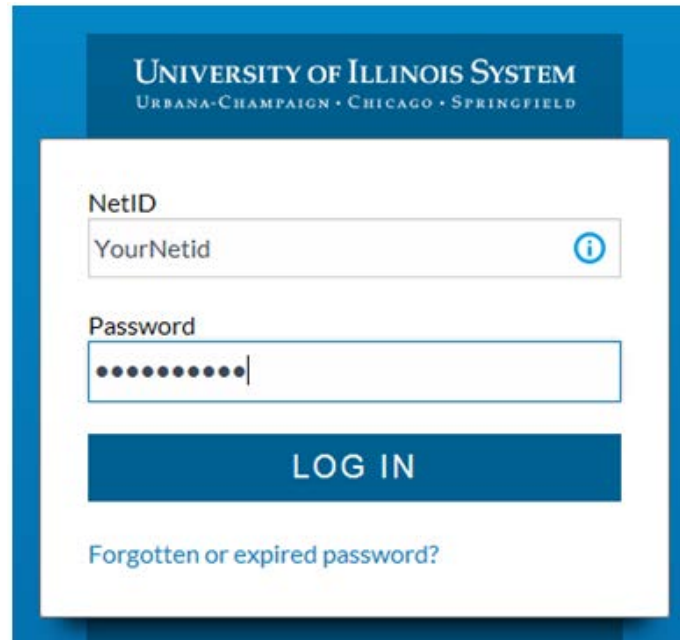
- ▶ Go to <https://eddie.ds.uillinois.edu/>
- ▶ Click **Log In to EDDIE**
- ▶ Enter your university NetID login credentials
- ▶ Click **Log On**
- ▶ The EDDIE Homepage is displayed

## Welcome to EDDIE from AITS

The Enterprise Data Delivery Information Environment (EDDIE) system is a Business Objects environment for delivery of query, analysis, and reporting at the University of Illinois. Through EDDIE, you can retrieve, view, and print reports. You can also create custom reports of your own.

### Log In to EDDIE

▶ Log In to EDDIE



The screenshot shows a login form for the University of Illinois System. At the top, it says "UNIVERSITY OF ILLINOIS SYSTEM" with "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD" below it. The form has two input fields: "NetID" with the placeholder text "YourNetid" and an information icon, and "Password" with a masked password field. Below the fields is a blue "LOG IN" button. At the bottom, there is a link for "Forgotten or expired password?".

# EDDIE Home Page (BI LaunchPad)

The screenshot shows the EDDIE Home Page (BI LaunchPad) interface. At the top left, the logo reads "EDDIE Enterprise Data Delivery Information Environment". The top right shows a user welcome message: "Welcome: Curry, Patricia Ann" and navigation links for "Applications", "Preferences", "Help menu", and "Log off". Below the header are "Home" and "Documents" tabs. The main content area is divided into several sections:

- My Recently Viewed Documents:** A list of document titles including "FIGL\_Detail\_Operating\_Ledger\_Summary", "FIGL\_Operating\_Ledger\_Summary", "FIGL\_Detail\_Operating\_Ledger\_Summary", "FIGL\_Operating\_Ledger\_Transaction\_Statement", "FIGL\_Detail\_General\_Ledger\_Statement", and "FIAR\_Aging\_by\_Account".
- 34 unread messages in My Inbox:** A list of messages including "FIGL\_Detail\_Operating\_Ledger\_Summary\_Monthly ...", "FIGL\_Detail\_Operating\_Ledger\_Summary : 374724", and several "Current Emp List Test" messages with various IDs.
- My Applications:** A section for user applications.
- My Recently Run Documents:** A list of documents with green checkmarks, including multiple "Current Emp List Test" documents and "Detailed Expense Transactions by CFOAP TEST".
- 0 Unread Alerts:** A section indicating "No unread alerts".

Four callout boxes with arrows point to specific features:

- Quick access to recently viewed documents:** Points to the "My Recently Viewed Documents" section.
- Quick access to recently run documents:** Points to the "My Recently Run Documents" section.
- View & Access unread Inbox Documents:** Points to the "34 unread messages in My Inbox" section.
- View System Alerts:** Points to the "0 Unread Alerts" section.
- Dynamic Search to Locate EDDIE Docs:** Points to the search bar at the top right.

# EDDIE Documents Tab

EDDIE Enterprise Data Delivery Information Environment

Welcome: Curry, Patricia Ann | Applications | Preferences | Help menu | Log off

Home Documents

View | New | Organize | Send | More Actions | Details

1 of 1

Title	Type	Last Run	Instances	Description	Created By
~Webintelligence	Folder				trishak
Report Conversion	Folder				trishak
CS Support	Folder				trishak
CS Aging July 2014 : 57821158	Web Intelligence	Jul 22, 2014 10:47 AM	2		trishak
CS_SectCap	Web Intelligence		0		trishak
Detailed Expense Transactions by		Aug 22, 2014 4:47 PM	31		trishak
DGS & LAS ICT outs_wGPA : 58218			0		trishak
DMS Current Job Listing with Salary			0		trishak
Edasss Mismatches					trishak
FIGL_Detail_General_Ledger_Stat					trishak
FIGL_Detail_Operating_Ledger_Su					trishak
Summary Report from FIGL_D					trishak

**My Documents**  
- Save Favorite Docs  
- View Inbox Docs

**Right-click Menu:**  
Schedule, Send, View History, & More

**Categories**  
- Find Standard Reports & Solution Library

My Documents

- My Favorites
- Inbox
- My Alerts
- Subscribed Alerts
- Personal Categories

View  
Properties  
Schedule  
Mobile Properties  
History  
Categories  
Document Link  
Send >  
Details

Folders  
Categories  
Search

Total: 15 items

# Dynamic Search

**EDDIE Enterprise Data Delivery Information Environment** | Welcome: Curry, Patricia Ann | Applications | Preferences | Help menu | Log off

Home | **Documents**

View | New | Organize | Send | More Actions | Details | 1 of 1

**My Documents**

Folders

Categories

Search

FIGL

Refine Search Results By:

**author**

- taylor5 (17)
- charr (14)
- amandala (5)
- hessgill (4)
- jmckinly (3)
- More...

**type**

- web intelligence (48)
- microsoft excel (1)

**location**

- finance standard reports (29)
- finance additional reports (4)
- qa41 (4)
- obfs standard reports (3)
- viewdirect reports - finance (3)
- More...

**Refresh Time**

- All (49)
- Last Year (46)
- Last Month (8)

**corporate categories**

- operating ledger (23)
- general ledger (7)
- foapal listings (5)
- obfs reports (4)
- fixed assets (1)
- More...

**Search Results**

- FIGL\_Operating\_Ledger\_Summary**  
FINGLITD - FIGL\_Operating\_Ledger\_Summary  
Finance Standard Reports
- FIGL\_Operating\_Ledger\_Summary\_ITD  
FINGLITD - FIGL\_Operating\_Ledger\_Summary\_ITD..  
Finance Standard Reports
- FIGL\_Detail\_Operating\_Ledger\_Detail  
Detail Report from FIGL\_Detail\_Operating\_Ledger\_Statement  
ViewDirect Reports - Finance
- FIGL\_Detail\_Operating\_Ledger\_Summary  
Summary Report from FIGL\_Detail\_Operating\_Ledger\_Statement  
ViewDirect Reports - Finance
- FIGL\_Detail\_Operating\_Ledger\_Summary  
Summary Report from FIGL\_Detail\_Operating\_Ledger\_Statement  
ViewDirect Reports - Finance
- FIGL\_Detail\_Operating\_Ledger\_Summary : 374724  
Summary Report from FIGL\_Detail\_Operating\_Ledger\_Statement  
QA41/Inboxes/trishak
- FIGL\_Detail\_Operating\_Ledger\_Summary\_Monthly : 382222  
Summary Report from FIGL\_Detail\_Operating\_Ledger\_Statement  
QA41/Inboxes/trishak
- FIGL\_Operating\_Statement\_Rollup  
Finance Standard Reports
- UR\_FIGL\_LOCATION  
Finance Additional Reports
- FIGL\_Encumbrance\_Statement  
Finance - GL - Banner - Encumbrance Statement

**Filter Search Results by Author, File Type, File Location, Last Refresh**

**Enter Search Word(s) or Phrase**

# Refreshing Reports in EDDIE

The screenshot displays the EDDIE Enterprise Data Delivery Information Environment interface. The main content area shows a financial report titled "University of Illinois Summary General Ledger Statement FY 14 Period 01 Month-End Final". The report includes a table with columns for Account, Description, PM Ending Bal, CM Change, CM Ending Bal, and PY Ending Bal. The report is filtered by Fund Code 301442 and Period 01.

Key UI elements highlighted with red callouts include:

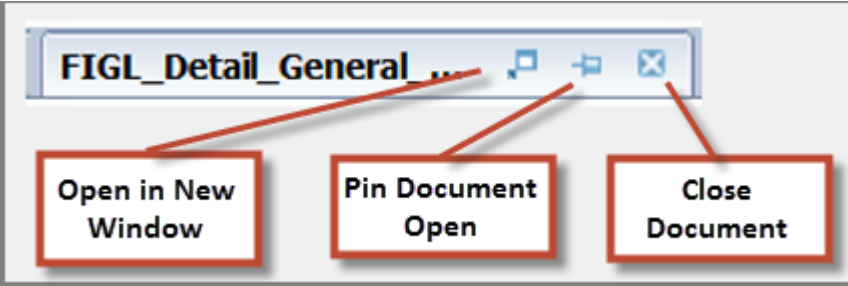
- Document Tab:** Located at the top of the window, showing the current document name "FIGL\_Detail\_General...".
- Document Toolbar:** A toolbar located below the document tab, containing various icons for document manipulation.
- Answer Prompts:** A sidebar on the left containing input fields for "Enter Chart of Account:", "Enter FUND GL report contact:", "Enter Fiscal Year:", "Enter Fund Code:", and "Enter Period:". The "Enter Fiscal Year:" field is currently set to "14".
- Report Tabs:** Located at the bottom of the report area, showing "SummaryGeneralLedger" and "DetailGeneralLedger".
- Page Navigation:** Located at the bottom right of the window, showing "Page 1 of 1" and "242 days ago".

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51	Cash and Cash Equivalents	23,937.23	-4,398.00	19,541.23	23,937.23
<b>Total Assets</b>		<b>23,937.23</b>	<b>-4,398.00</b>	<b>19,541.23</b>	<b>23,937.23</b>
61	Accounts Payable and Accr Expense	-405.54	343.84	-61.70	-405.54
65	Accrued Payroll	-810.00	810.00	0.00	-810.00
<b>Total Liabilities</b>		<b>-1,215.54</b>	<b>1,153.84</b>	<b>-61.70</b>	<b>-1,215.54</b>
71	Current-Unrestricted	-22,721.89	0.00	-22,721.89	-33,034.29
85	Revenue Control	0.00	-3,720.00	-3,720.00	-169,284.65
88	Expenditure Control	0.00	6,962.16	6,962.16	179,577.25
<b>Total Fund Balance</b>		<b>-22,721.89</b>	<b>3,242.16</b>	<b>-19,479.53</b>	<b>-22,721.89</b>
Budget/Encumbr					
81	Budgeted	0.00	0.00	0.00	45,000.00
82	Budgeted Expenditure Control	0.00	0.00	0.00	-39,500.00
84	Budgeted Change to Fund Balance	0.00	0.00	0.00	-5,500.00
88	Encumbrance Control	0.00	0.00	0.00	0.00

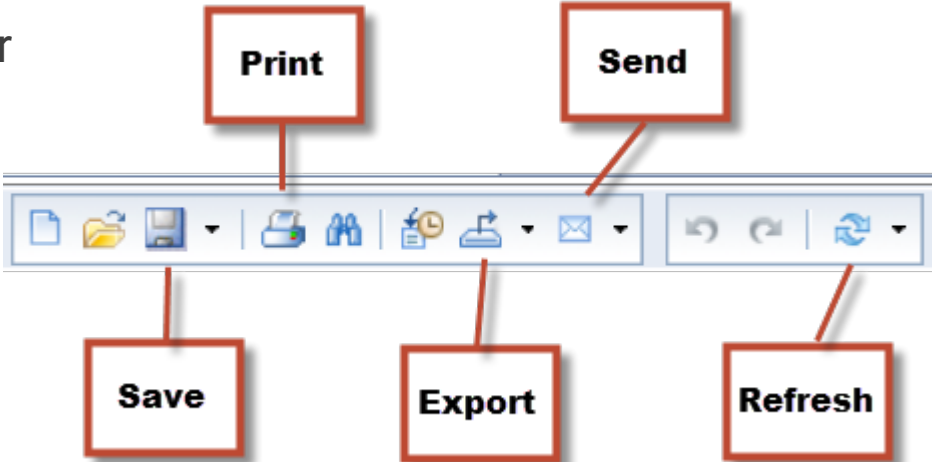


# Refreshing Reports in EDDIE

Document Tab



Document Toolbar



# Setting EDDIE Preferences

The screenshot shows the 'Preferences - Curry, Patricia Ann' window. The 'General' tab is selected in the left sidebar. The main area contains several sections with callout arrows pointing to specific settings:

- General**
  - Use Default Settings (Administrator defined)
- Set BI launch pad start page:**
  - Home tab
    - Default Home tab
    - Select Home tab:
  - Documents tab
    - My Documents
      - My Favorites
      - Personal Categories
      - My Inbox
    - Folders
      - Public Folders
      - Select Public Folder:
    - Categories
      - Corporate Categories
      - Select Corporate Category:
      -
- Choose Columns to Display on Documents Tab:**
  - Type
  - Last Run
  - Instances
  - Description
  - Created By
  - Created On
  - Location (Categories)
  - Received On (Inbox)
  - From (Inbox)
- Set document viewing location:**
  - In the BI launch pad portal as tabs
  - In multiple full screen browser windows, one window for each document
- Set the maximum number of items per page:**

Callout arrows point to the following settings:

- Set Default EDDIE Start Page (points to 'Default Home tab')
- Set Default Folder or Category for Documents Tab (points to 'My Favorites')
- Choose Columns to display in Documents tab (points to the 'Choose Columns to Display on Documents Tab' section)
- Increase the # of documents and folders per page (points to the 'Set the maximum number of items per page' field)

Buttons at the bottom: Save, Save & Close, Cancel

# Further Assistance

## **View Online Training Materials:**

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data/help\\_and\\_training/training/online\\_training\\_resources/](https://www.ait.s.uillinois.edu/services/reports_and_data/help_and_training/training/online_training_resources/)

## **Register for a Training Class or Lab:**

<http://go.uillinois.edu/registration>

## **Email Decision Support:**

[DS-BOupgradeissues@uillinois.edu](mailto:DS-BOupgradeissues@uillinois.edu)