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
EDDIE Home Page (BI LaunchPad)
EDDIE Documents Tab

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

- Categories:
  - Find Standard Reports & Solution Library

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

Enter Search Word(s) or Phrase

Filter Search Results by: Author, File Type, File Location, Last Refresh
Refreshing Reports in EDDIE
Refreshing Reports in EDDIE

Document Tab

Open in New Window  Pin Document Open  Close Document

Document Toolbar

Print  Send  Save  Export  Refresh
Setting EDDIE Preferences

- Set Default EDDIE Start Page
- Set Default Folder or Category for Documents Tab
- Choose Columns to display in Documents tab
- Increase the # of documents and folders per page
Further Assistance

View Online Training Materials:
https://www.aits.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