

## Document Opens in Reading Mode. Cannot Edit/Refresh. Toolbars missing

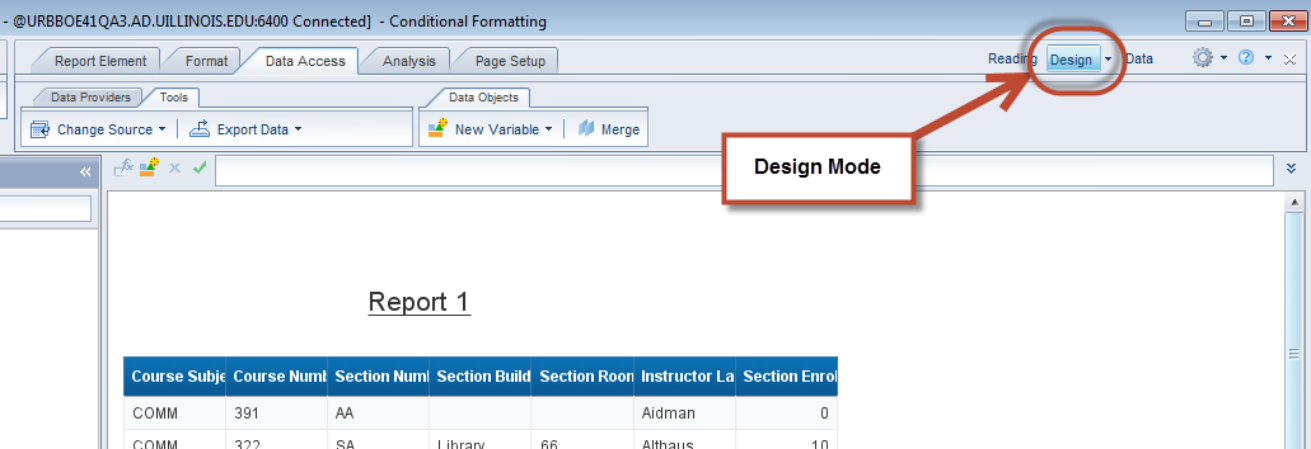
If you open a Web Intelligence document and it looks like the example below, you are in Reading Mode. Web Intelligence 4.1 has two view modes: Reading and Design. Reading mode is a read-only mode used to view, refresh, save, and print reports, but does not allow access to make changes.

The screenshot shows the Web Intelligence Rich Client interface. The title bar indicates the user is connected to a server. The menu bar includes 'Web Intelligence', 'Track', 'Drill', 'Filter Bar', 'Freeze', 'Outline', and a view mode dropdown set to 'Reading'. A red box highlights the 'Reading' and 'Design' options in the dropdown. Below the menu bar, there is a 'Document Summary' pane on the left with sections for 'General', 'Statistics', 'Document Options', and 'Data Options'. The main area displays 'Report 1' with a table of course data. A red box labeled 'Reading Mode' points to the view mode dropdown. The table has columns: Course Subj, Course Numl, Section Numl, Section Build, Section Room, Instructor La, and Section Enro. The table contains 20 rows of data, with some cells highlighted in yellow.

| Course Subj | Course Numl | Section Numl | Section Build | Section Room | Instructor La | Section Enro |
|-------------|-------------|--------------|---------------|--------------|---------------|--------------|
| COMM        | 391         | AA           |               |              | Aidman        | 0            |
| COMM        | 322         | SA           | Library       | 66           | Althaus       | 10           |
| COMM        | 264         | A            | Armory        | 145          | Anderson      | 33           |
| COMM        | 199         | D            | Gregory Hall  | 123          | Berry         | 11           |
| COMM        | 391         | WEB          |               |              | Berry         | 0            |
| COMM        | 391         | WFB          |               |              | Brewer        | 0            |
| COMM        | 365         | A            |               |              | Bui           | 0            |
| COMM        | 391         | PAC          |               |              | Caban         | 0            |
| COMM        | 391         | JPC          |               |              | Chambers      | 0            |
| COMM        | 101         | F            | Gregory Hall  | 123          | Chen          | 25           |
| COMM        | 391         | CC           |               |              | Christians    | 0            |
| COMM        | 410         | C            | Gregory Hall  | 123          | Christians    | 24           |
| COMM        | 391         | CLC          |               |              | Cole          | 0            |
| COMM        | 495         | 1            |               |              | Cole          | 6            |
| COMM        | 495         | 2            |               |              | Cole          | 2            |
| COMM        | 391         | DTC          |               |              | Cook          | 0            |
| COMM        | 250         | A            |               |              | Correa        | 0            |
| COMM        | 391         | AD5          | Engineering   | 106B3        | Crain         | 20           |
| COMM        | 166         | C            | Armory        | 430          | Davis         | 32           |
| COMM        | 391         | SGD          |               |              | Davis         | 0            |
| COMM        | 391         | JD           |               |              | Delia         | 0            |
| COMM        | 391         | ND           |               |              | Denzin        | 0            |
| COMM        | 391         | E            | Foreign Lang  | G36          | Derhemi       | 22           |
| COMM        | 391         | DMD          |               |              | Desser        | 0            |
| COMM        | 391         | AD2          | Armory        | 430          | Doran         | 10           |
| COMM        | 391         | AD3          | Psychology B  | 29           | Doran         | 23           |

To switch to Design mode:

- 1. Click the **Design** button.



The report will now be in Design mode:

