

User Guide

Running Reports in EDDIE

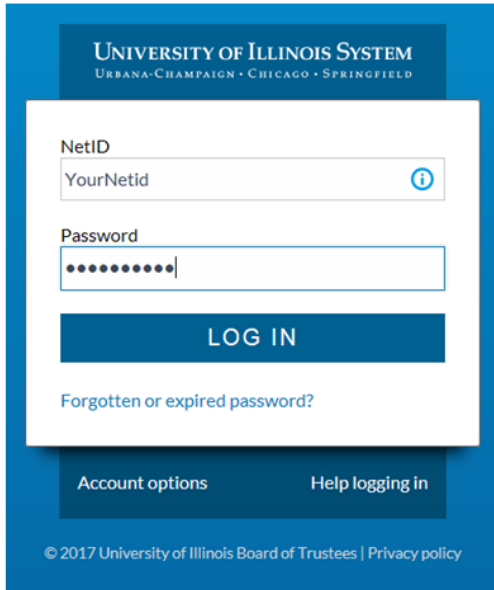
Business Objects 4.1



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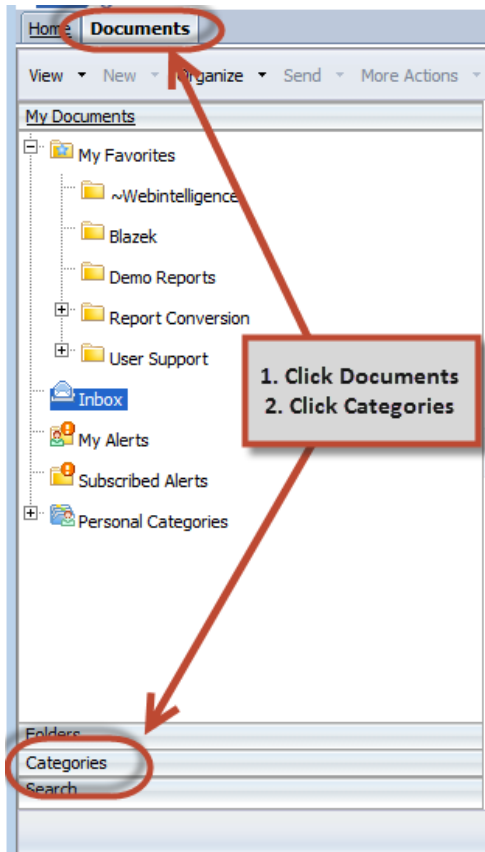
Running Standard and Solution Library Reports

1. Open the EDDIE login page: <https://eddie.ds.uillinois.edu/>
2. Click the **Login to EDDIE** button.
3. Enter your University NetID Login credentials

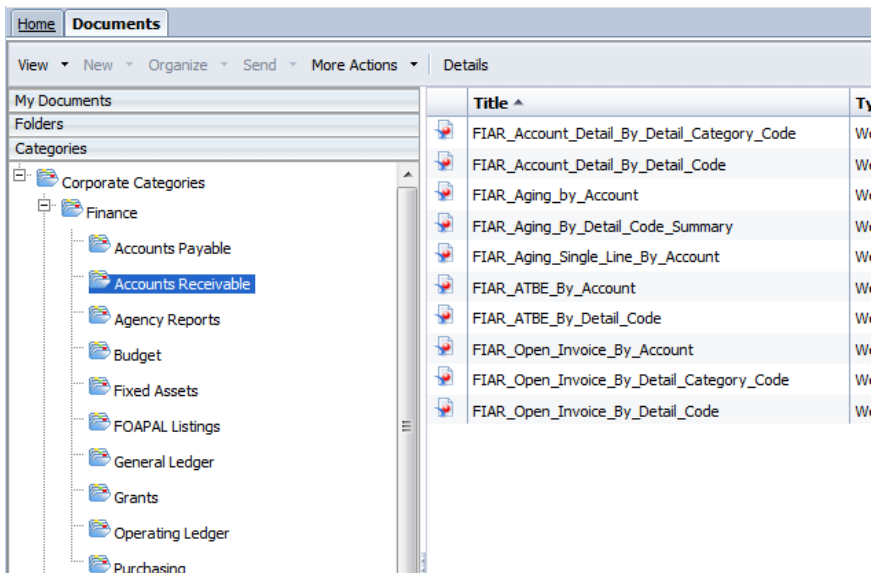



The EDDIE Home Page is displayed:

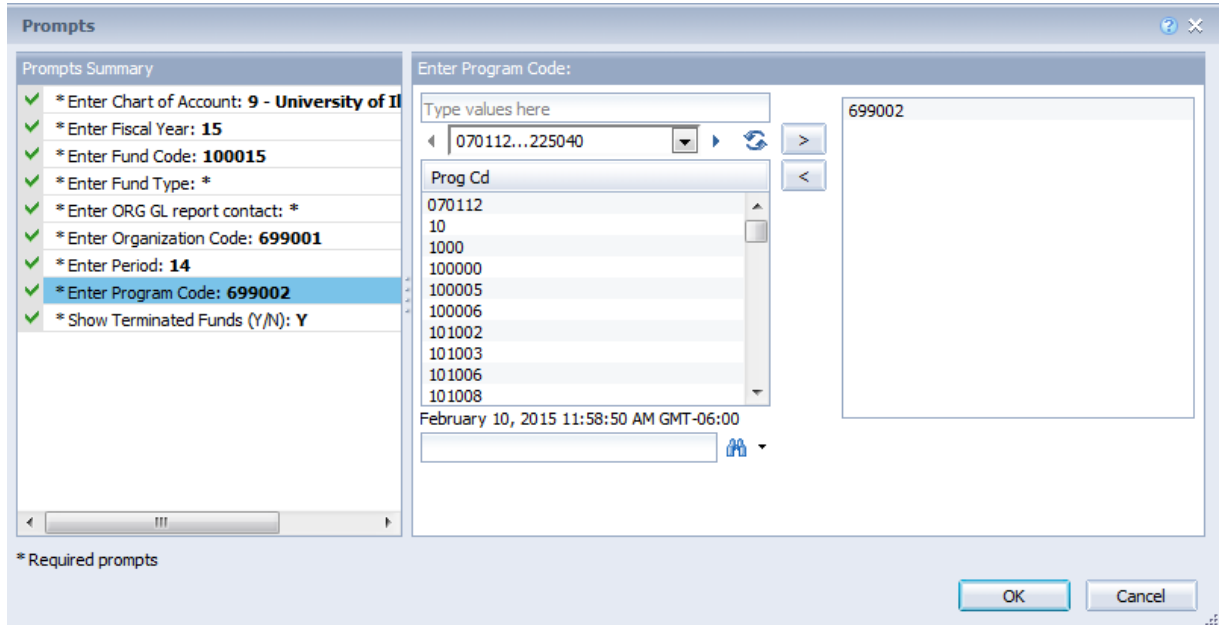
- From the EDDIE home page, click on the **Documents** tab
- Select the **Categories** menu



- Click the + to expand the Corporate Categories, and locate the desired report
- Double-click the report to open



- Click the  Refresh button to refresh the report. Or click the **Advanced** button on the left-side panel User Prompt Input menu.
- Select each prompt on the left, and enter or select the desired value(s). If a prompt does not have an (*) next to it, it is optional and does not have to be answered.



- Click **OK** to run the query.

Tip: To save time, you can change your default start page in the preferences menu. Then when you log into EDDIE, you automatically open to a specific folder or category.

