

# User Guide

# Running Reports in EDDIE

Business Objects 4.1



UNIVERSITY OF ILLINOIS SYSTEM  
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

## 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

UNIVERSITY OF ILLINOIS SYSTEM  
URBANA • CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID  
YourNetid

Password  
●●●●●●●●

**LOG IN**

[Forgotten or expired password?](#)

[Account options](#) [Help logging in](#)

© 2017 University of Illinois Board of Trustees | Privacy policy

The EDDIE Home Page is displayed:

EDDIE Enterprise Data Delivery Information Environment

Welcome: Curry, Patricia Ann | Applications | Pref

Home Documents

**My Recently Viewed Documents**

- FIGL\_Detail\_General\_Ledger\_Statement
- FIGL\_Detail\_Operating\_Ledger\_Summary
- FIGL\_Operating\_Ledger\_Summary
- FIGL\_Detail\_Operating\_Ledger\_Summary
- FIGL\_Operating\_Ledger\_Transaction\_Statement
- FIAR\_Aging\_by\_Account

**34 unread messages in My Inbox**

- FIGL\_Detail\_Operating\_Ledger\_Summary\_Monthly : 382222
- FIGL\_Detail\_Operating\_Ledger\_Summary : 374724
- Current Emp List Test : 58458323
- Current Emp List Test : 58406596
- Term Sections : 58387020
- Current Emp List Test : 58373343
- Current Emp List Test : 58346931
- Current Emp List Test : 58323248
- Current Emp List Test : 58300084
- Current Emp List Test : 58259667

See more...

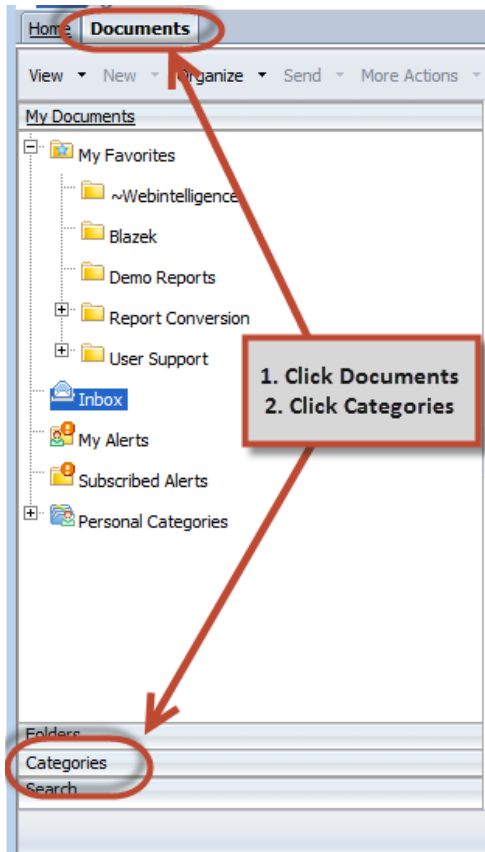
**My Recently Run Documents**

- Current Emp List Test
- Current Emp List Test
- Current Emp List Test
- Current Emp List Test
- Current Emp List Test
- Current Emp List Test
- Current Emp List Test

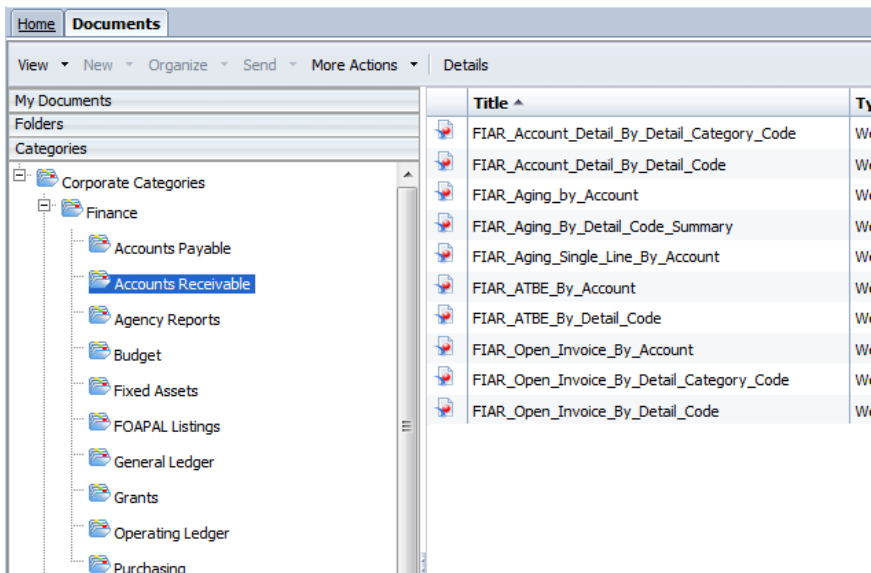
**0 Unread Alerts**


No unread alerts

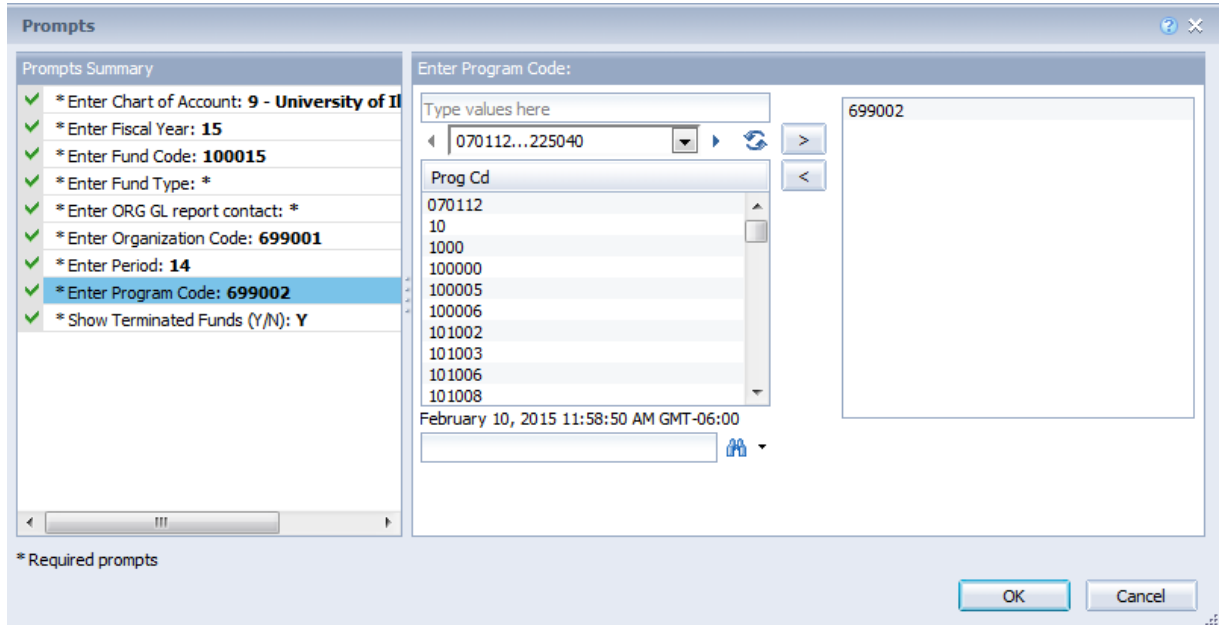
- From the EDDIE home page, click on the **Documents** tab
- Select the **Categories** menu



- 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.

