Logging into Web Intelligence Rich Client

Web Intelligence is an easy to use report editor that allows you to create, edit, and analyze both simple and complex business intelligence reports. These instructions will show you how to log into Web Intelligence Rich Client, the desktop version of Web Intelligence.

You will log in to Web Intelligence using your University NetID and Password, and select LDAP from the Authentication drop-down.

1. Open **SAP BusinessObjects Web Intelligence** 🔴 program from your computer.

> **Note:** If you do not have a short-cut for Web Intelligence, you can find it by clicking the Windows start menu, then selecting **All Programs > SAP Business Intelligence > SAP Business Objects Web Intelligence.**
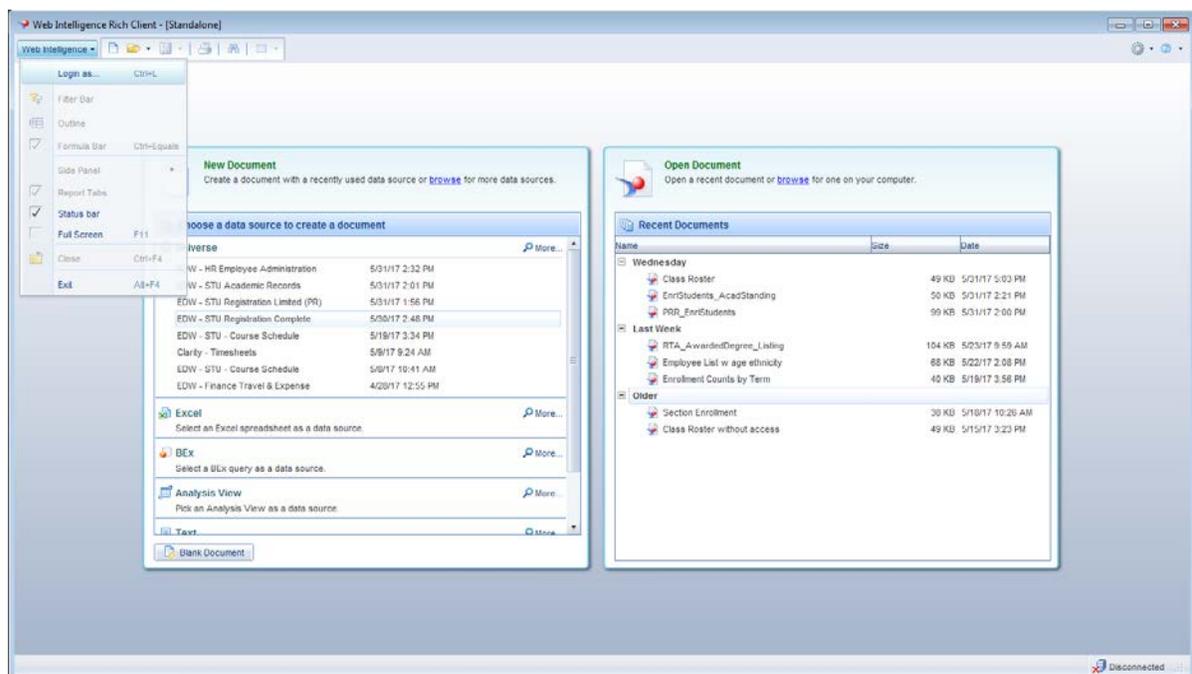
2. Click the **Web Intelligence** menu in the upper-left corner of the window.

3. Select **Login as**

   The SAP BusinessObjects Web Intelligence User Identification window is displayed:

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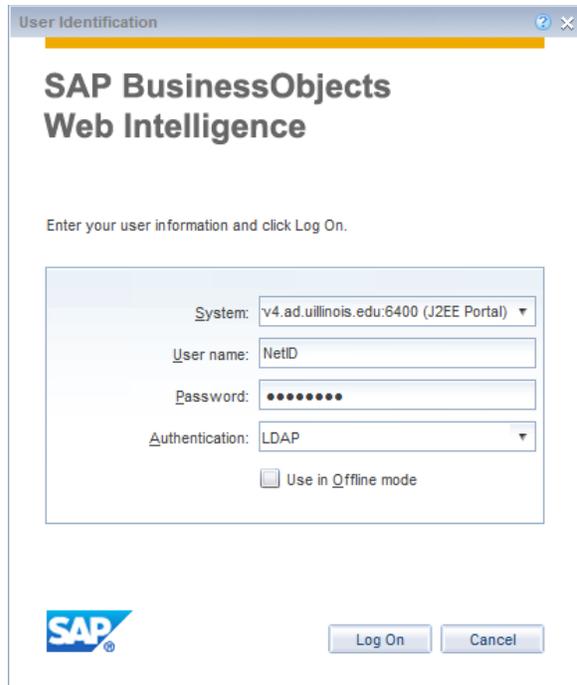
4. Enter the following credentials in the User Identification window:

    a. **System:**   Do not change. Will default to correct system.

    b. **User name:**   Enter your **University NetID**

    c. **Password:**   Enter your **NetID Password**

    d. **Authentication:** Select **LDAP**

5. Click **Log On** button.

> **Note:** If you are logging in to Web Intelligence for the first time, you will need to launch Web Intelligence from the EDDIE webpage. See the Web Intelligence Getting Started Guide.

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