User Guide

Web Intelligence Rich Client

Getting Started

UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

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Contents

Purpose of this Guide

This guide will take you step-by step through the process of Setting your Web Intelligence Preferences, Installing the Web Intelligence Rich Client, and launching the program for the first time.

About Web Intelligence

Business Objects offers two versions of Web Intelligence that can be used to create and Edit Web Intelligence documents: HTML and Desktop (Web Intelligence Rich Client). While our training and documentation will focus on using the Desktop version of Web Intelligence, feel free to explore the HTML option accessed within the EDDIE environment. The advantage to using the Desktop version is that you can store documents locally on your computer or on a network drive. If you choose to use the HTML editor, you must store all of your documents in EDDIE.

Log into EDDIE

Prior to logging into Web Intelligence Rich Client, you must first log into EDDIE, set your Web Intelligence preferences, and launch Web Intelligence from the EDDIE home page.

1. Open the EDDIE Login page - https://eddie.ds.uillinois.edu/

2. Click the ▶ Log In to EDDIE button.

    The University of Illinois System Login screen is displayed:
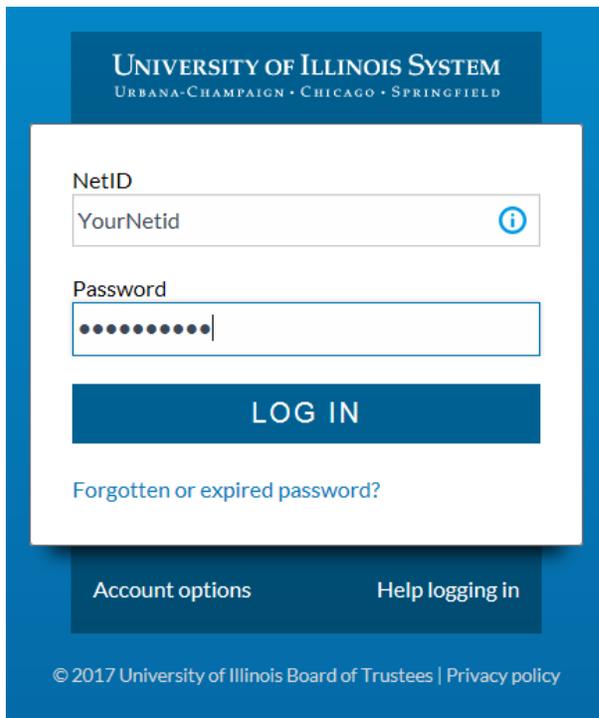
3. Enter your **NetID User Name and Password.**

4. Click **Log In** button.

Setting your Web Intelligence Preferences

1. Select **Preferences** (upper right corner)
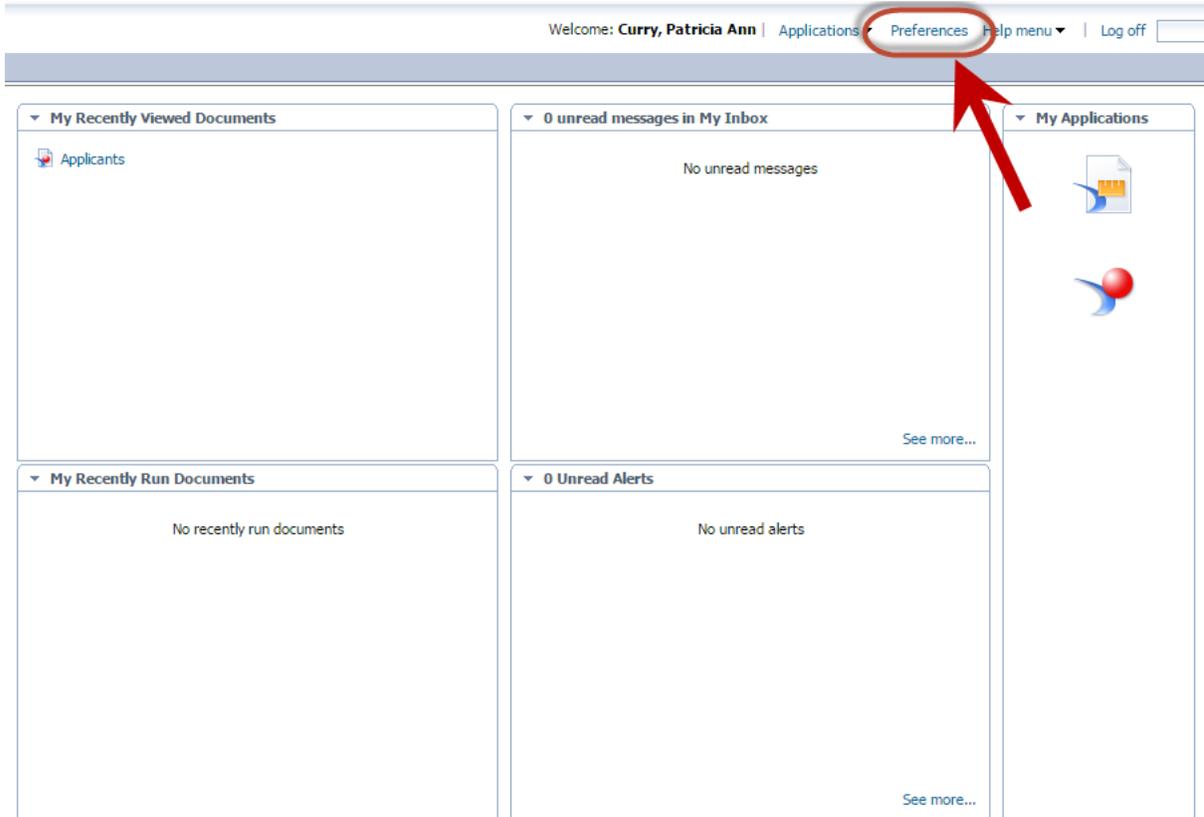
2. Under Preferences – select Web Intelligence
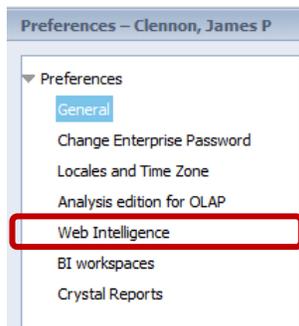
3. Under Modify (creating, editing and analyzing documents), select **Desktop** (Rich Client, Windows only, installation required)
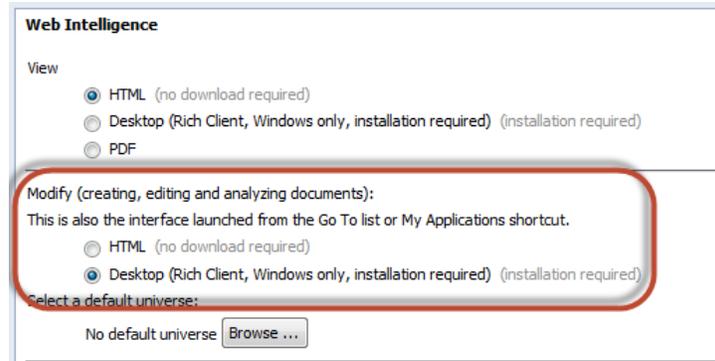
4. Click the **Save and Close** button. (Bottom right corner of window)

> **Note:**
> In order to use the desktop option, you must have Web Intelligence Rich Client installed on your computer. Launch the installation by clicking the *Installation required* link, but you must be an administrator on your computer to install. See the Web Intelligence Rich Client Installation Guide.

5. Click **OK** on the Preferences Changed dialog box:
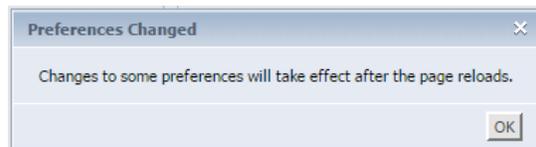
Launching Web Intelligence Rich Client for the First Time

The Web Intelligence Rich Client must be started for the first time from the BI Launch Pad (EDDIE). When the program is launched from EDDIE, a file will be downloaded to your computer. This file download is necessary in order to log directly into the Web Intelligence Rich Client program directly from your desktop.

1. From EDDIE home page **My Applications** menu, double-click the Web Intelligence icon.
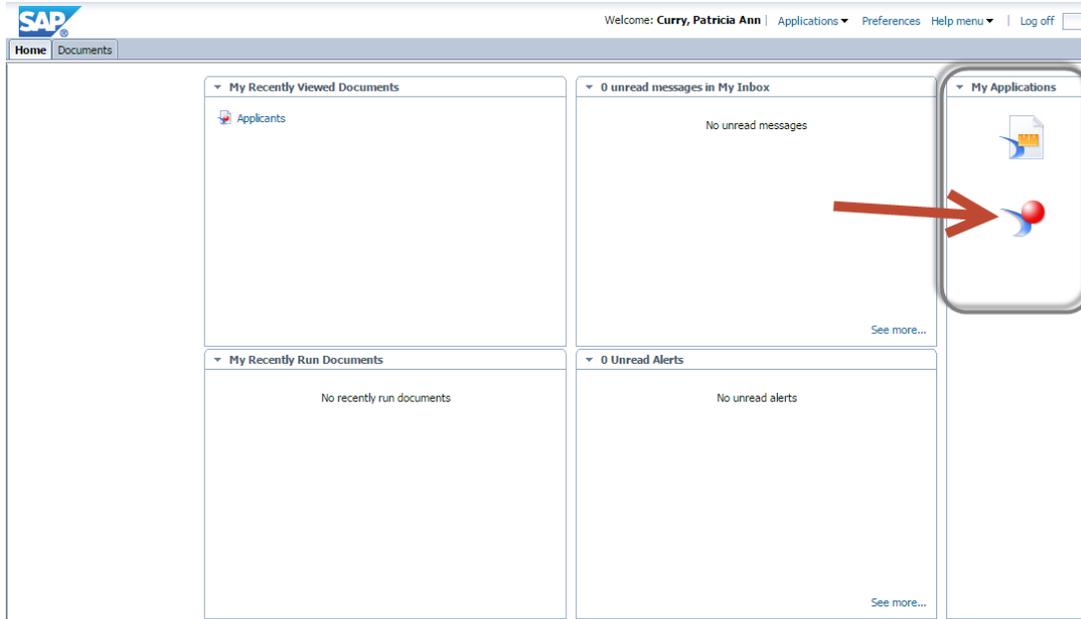
2. When prompted to Open or Save the file, Click **Open**

Do you want to open or save ZHVtbXlOYW1l.zabo_wi (2.95 KB) from **qa-eddie41.ds.uillinois.edu**?   Open   Save ▼   Cancel   ×
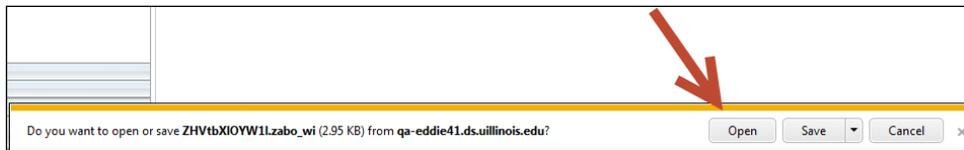
3. Web Intelligence Rich Client opens and the home page is displayed:
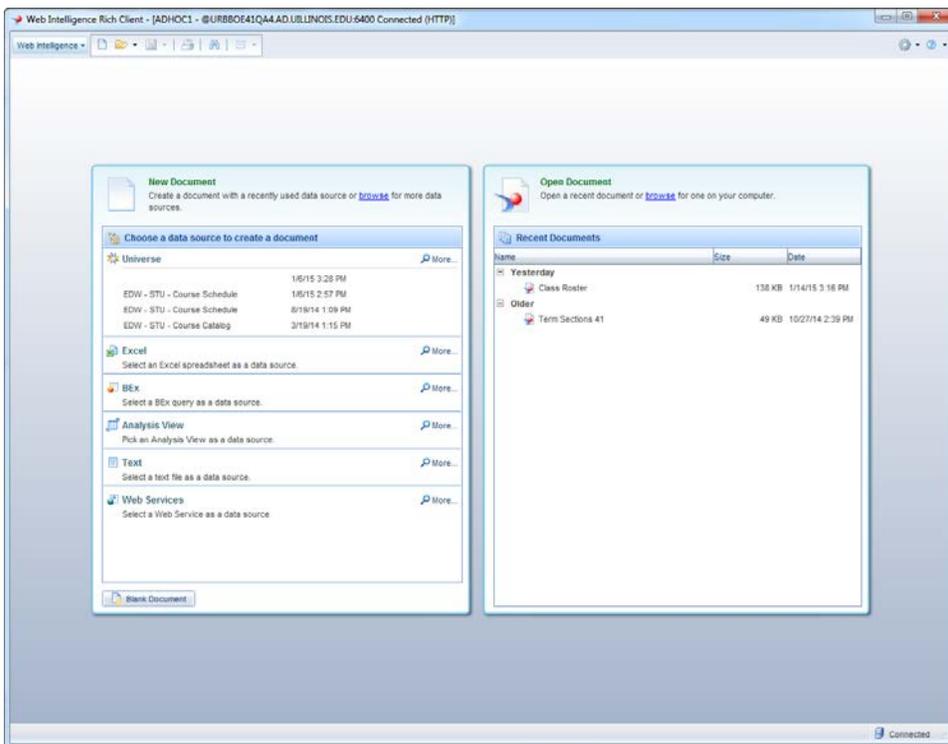
4. Exit the program by selecting **Exit** from the **Web Intelligence** drop-down menu, or by closing the window.
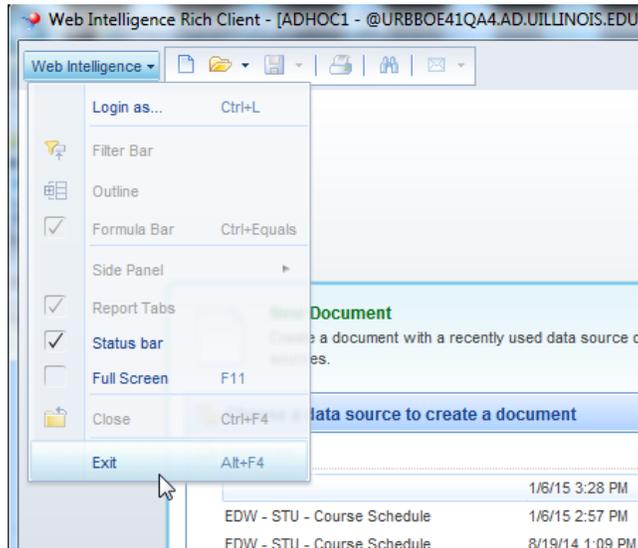
Opening Web Intelligence Rich Client from the Desktop

Once you have successfully launched Web Intelligence from EDDIE, you will be able to launch the program directly from your desktop.

> **Note:**
> Web Intelligence Rich Client will be located in the SAP Business Intelligence folder. If you still have BOXI 3.1 installed on your computer, those files will be located in the Business Objects XI 3.1 folder.

1. Click on your Window's Start menu

2. Select **Programs**

3. Select the **SAP Business Intelligence** folder

4. Select the **SAP BusinessObjects Web Intelligence** sub-folder

5. Select **SAP BusinessObjects Web Intelligence Rich Client** program
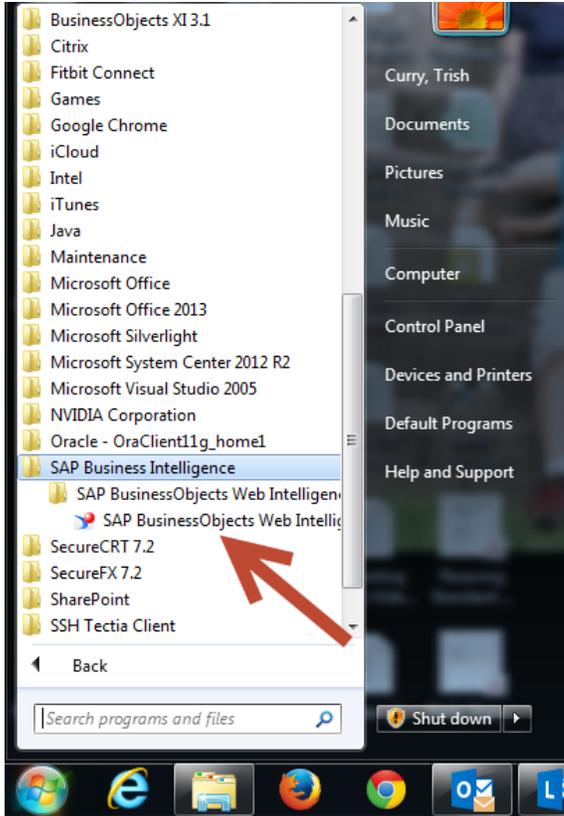
The Web Intelligence Rich Client home page is displayed:
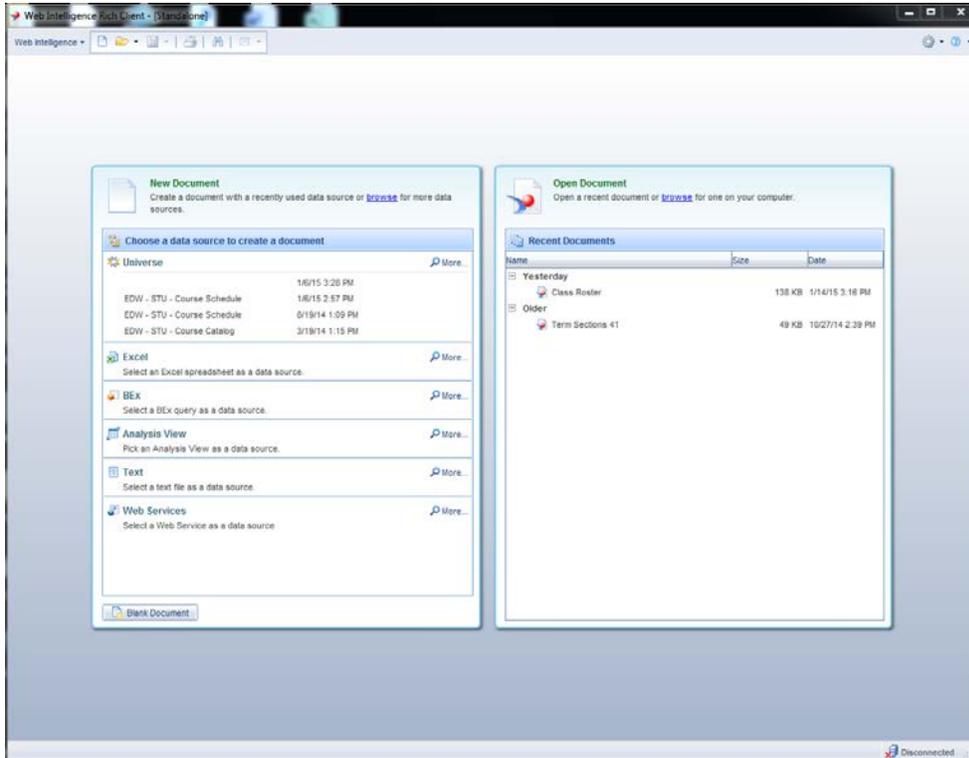
> **Note:**
>
> Web Intelligence will not prompt you for your user name and password until you attempt to connect to the server. (i.e. select a document or create a new document. Your connection status will always be displayed in the bottom right corner of the program window. (Connected or Disconnected).
>
> Once you are connected, you will remain connected to the server, even if you exit the program.

1. Click the **Web Intelligence** menu in the upper-left corner of the window.

2. Select **Login as**

   The SAP BusinessObjects Web Intelligence User Identification window is displayed:
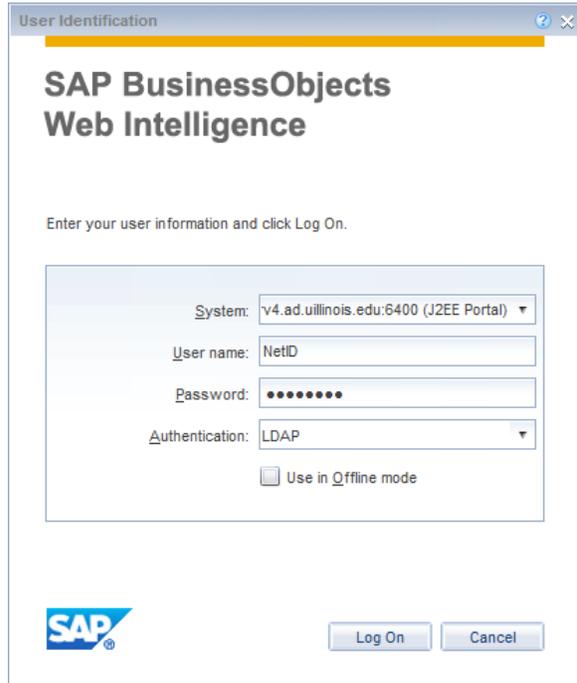
3. Enter the following credentials in the User Identification window:

   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**

4. Click **Log On** button.