

## Setting Preferences in Business Objects (first time login):

URL:

<https://boeweb.clemson.edu/BOE/BI>

Sign in using your LDAP ID and password:

### Clemson BI

BI launch pad

Enter your user information, and click "Log On".

If you are unsure of your account information, contact your system administrator.

User Name:	<input type="text" value="busdwh1"/>
Password:	<input type="password" value="••••"/>
Authentication:	<input type="text" value="LDAP"/>

Log On



Help

Click Preferences:

Welcome: **BUSDWH1** | Applications ▾ **Preferences** Help menu ▾ | Log off

## Deselect 'Use Default Settings'

Under General, choose Documents Tab/Folders/Public Folders.

Preferences – BUSDWH1

▼ Preferences

- General
- Change Enterprise Password
- Locales and Time Zone
- Analysis edition for OLAP
- Web Intelligence
- BI workspaces
- Crystal Reports

### General

Use Default Settings (Administrator defined)

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**Set Clemson BI start page:**

Home tab

- Default Home tab
- Select Home tab:

Documents tab

My Documents

- My Favorites
- Personal Categories
- My Inbox

Folders

- Public Folders
- Select Public Folder:

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**Choose Columns to Display on Documents Tab:**

- Type
- Last Run
- Instances
- Description
- Created By
- Created On
- Location (Categories)
- Received On (Inbox)

## Set Web Intelligence settings:

Preferences – BUSDWH1

▼ Preferences

- General
- Change Enterprise Password
- Locales and Time Zone
- Analysis edition for OLAP
- Web Intelligence**
- BI workspaces
- Crystal Reports

### Web Intelligence

View

- HTML (no download required)
- Applet (download required)
- Desktop (Rich Client, Windows only, installation required)
- PDF

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Modify (creating, editing and analyzing documents):  
This is also the interface launched from the Go To list or My Applications shortcut.

- HTML (no download required)
- Applet (download required)
- Desktop (Rich Client, Windows only, installation required)

Select a default universe:

No default universe

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When viewing a document:

- Use the document locale to format the data
- Use my preferred viewing locale to format the data

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Drill options:

- Prompt when drill requires additional data
- Synchronize drill on report blocks
- Hide Drill toolbar on startup

Start drill session:

- On duplicate report
- On existing report

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Select a priority for saving to MS Excel:

- Prioritize the formatting of the documents
- Prioritize easy data processing in Excel

## Set Crystal Report Settings:

Preferences – BUSDWH1

▼ Preferences

- General
- Change Enterprise Password
- Locales and Time Zone
- Analysis edition for OLAP
- Web Intelligence
- BI workspaces
- Crystal Reports**

**Crystal Reports**

Select a default view format:

- Web** (no downloading required)
- Web ActiveX (ActiveX required)
- Web Java (Java required)

Select printing control (for Web):

- PDF** one-click printing (Adobe Acrobat required)
- ActiveX one-click printing (ActiveX required)

Select a rendering resolution (for Web):

- 96 DPI
- 120 DPI**
- Auto Detect

Select a default measuring unit:

- Inches**
- Millimeters

Show SAP Variable Technical Name (SAP Crystal Reports 2013 only)

## Click save and close

Save Save & Close Cancel

Click F5 or View/Refresh for the changes to take effect.

