

SETTING PREFERENCES

Click on the Preferences link at the top right-hand side:



Recommended General Settings:

▼ 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)

Set BI launch pad 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:
- Categories
 - Corporate Categories
 - Select Corporate Category:

Choose Columns to Display on Documents Tab:

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

Set document viewing location:

- In the BI launch pad portal as tabs
- In multiple full screen browser windows, one window for each document

Set the maximum number of items per page:

Recommended Web Intelligence Settings:

▼ 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) (installation required)
- PDF

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) (installation required)

Select a default universe:
No default universe

When viewing a document:

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

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

Select a priority for saving to MS Excel:

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

Make any necessary changes then click on 'Save & Close' at the bottom right-hand side:

