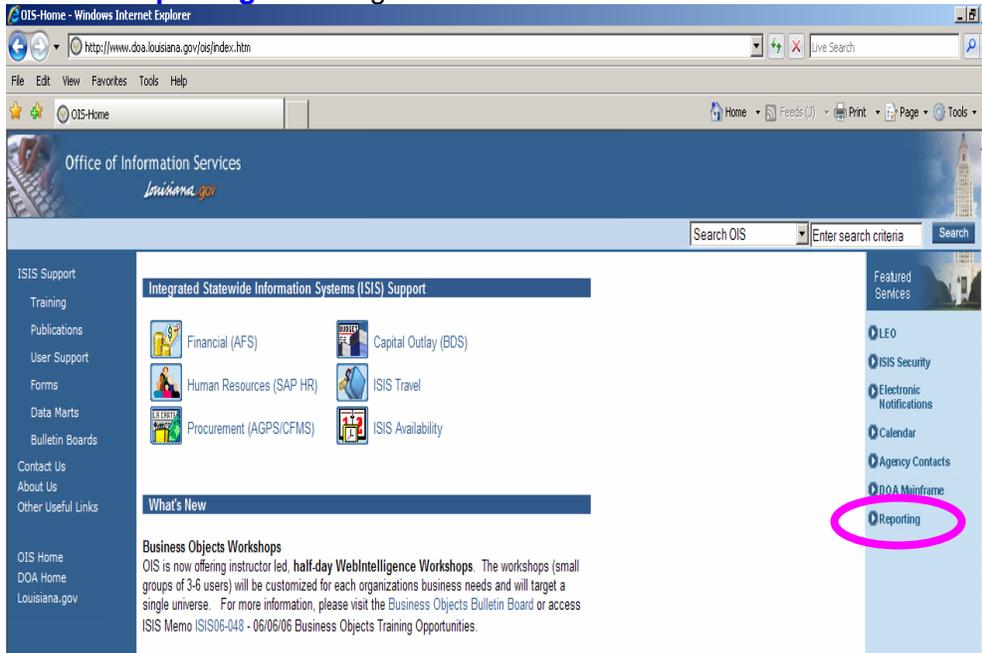


To reinstall ZABO, you must download files from the server. If you receive an error message using these steps, you must contact your agency technical coordinator (the office that usually takes care of your PC problems) for instructions.

Go to the OIS Home page: <http://doa.louisiana.gov/ois/>

1. Click on **Reporting** on the right menu bar.



2. Click on the **Log onto Business Objects** link in the center of the page. The logon page will be displayed.

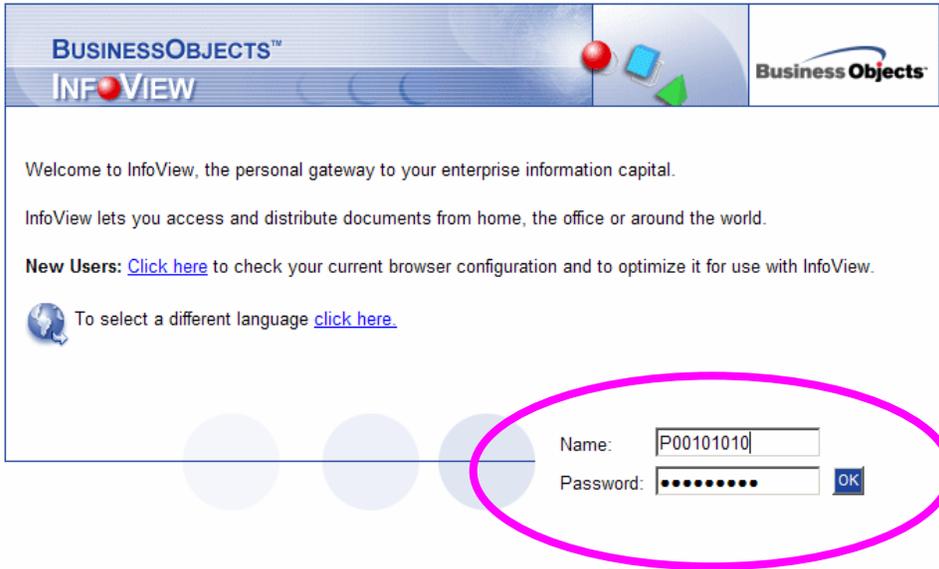
Business Objects® is focused on developing and enhancing the WebIntelligence tool. For that reason, OIS training and support efforts will remain focused on WebIntelligence.

Authorization to access the various Business Objects tools is given after users attend the appropriate training and request a userid.



Training	Miscellaneous
Course Directory	Business Objects Bulletin Board
Recommendation Chart	Help Desk
Forms	Getting Started

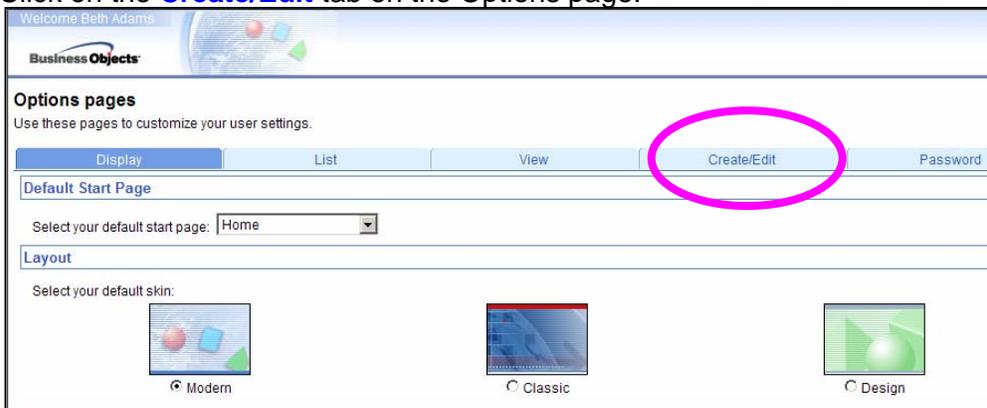
- 3. At the logon page, enter your regular Personnel # for **Name** and enter your **Password**. (Your password is case-sensitive.)



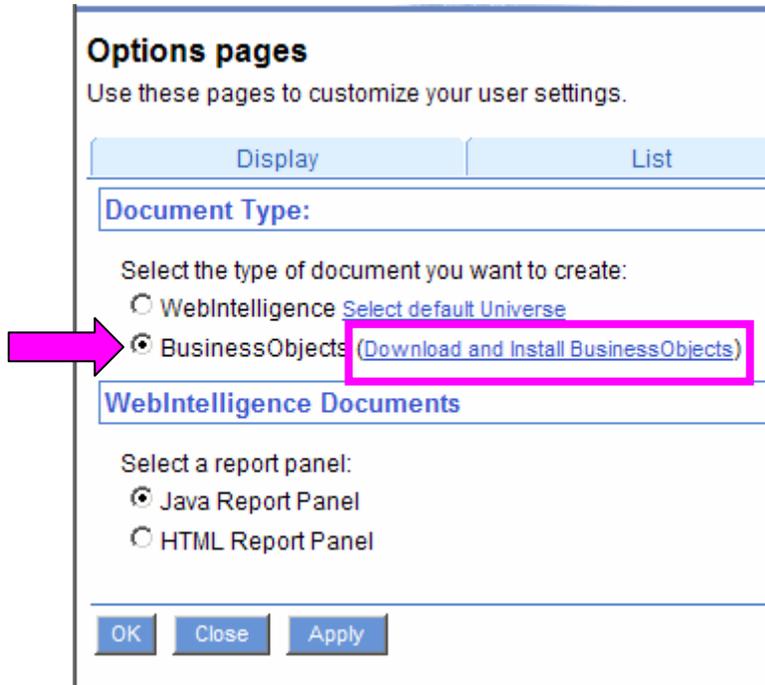
- 4. At the Home page screen, click on the **Options** button in the upper right corner.



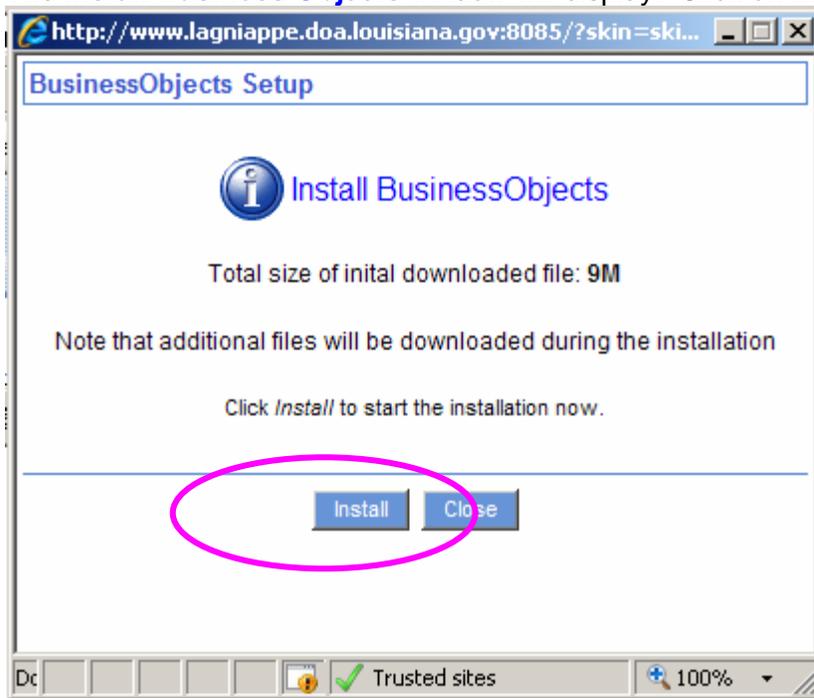
- 5. Click on the **Create/Edit** tab on the Options page.



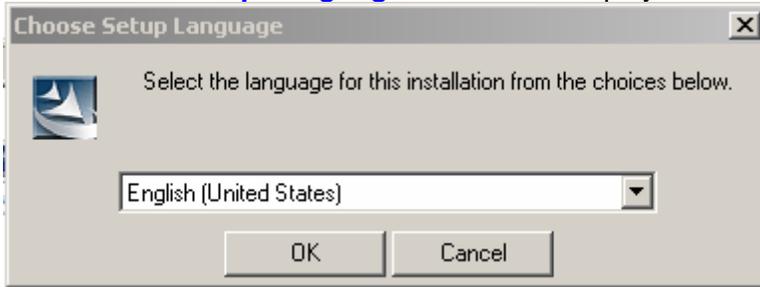
- 6. Under the **Document Type** section, make certain that the **Business Objects button** is selected. If it is not selected ... Click on the **Business Objects radio button**. Next, click on the link: ([Download and install Business Objects](#)).



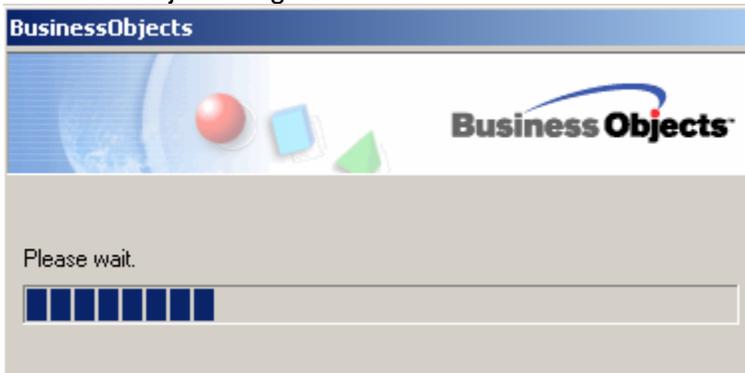
- 7. The **Install Business Objects** window will display. Click on **Install**.



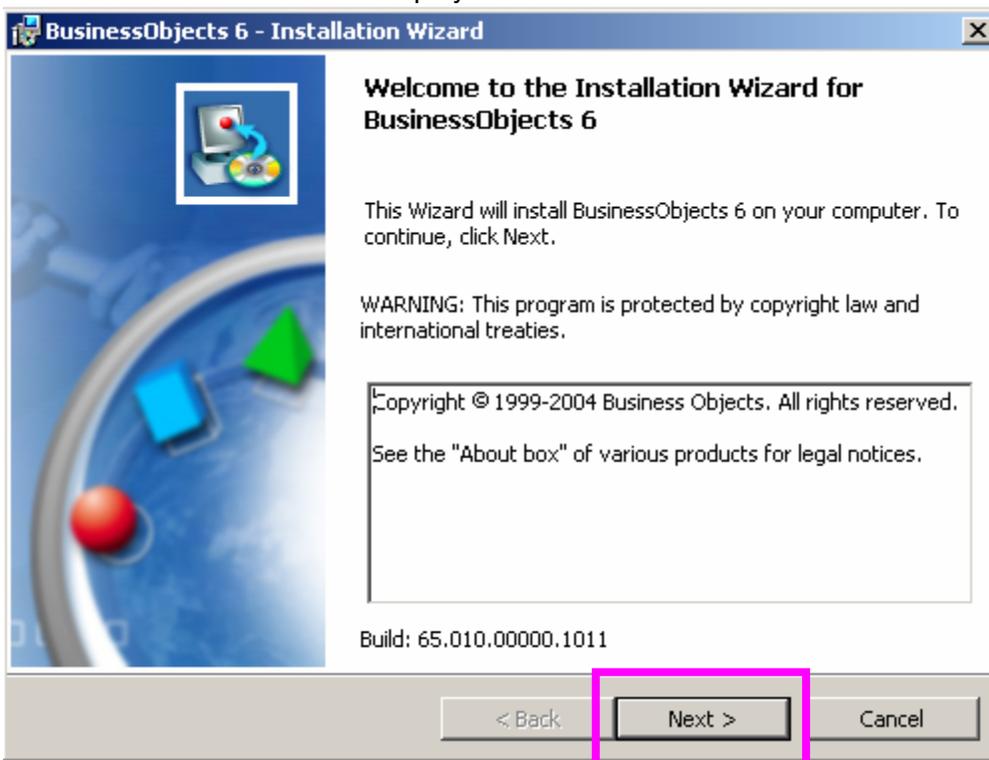
8. The **Choose Setup Language** window will display. Click **OK**.



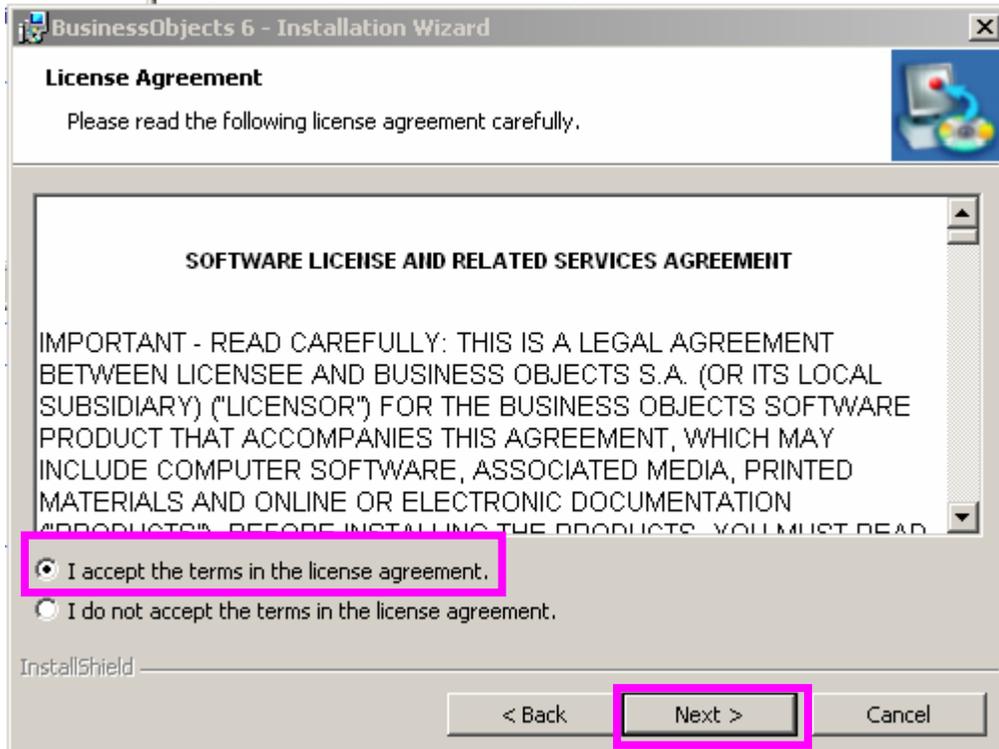
9. Business Objects begins to install.



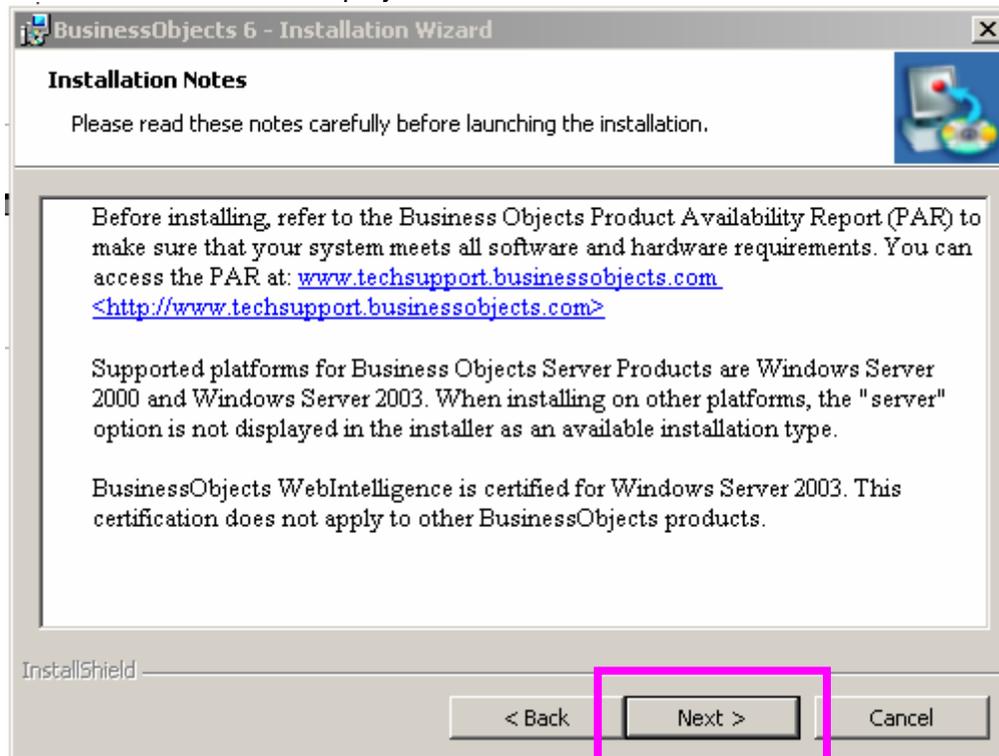
10. The **Installation Wizard** will display. Click **Next**.



11. The **License Agreement** window will display.



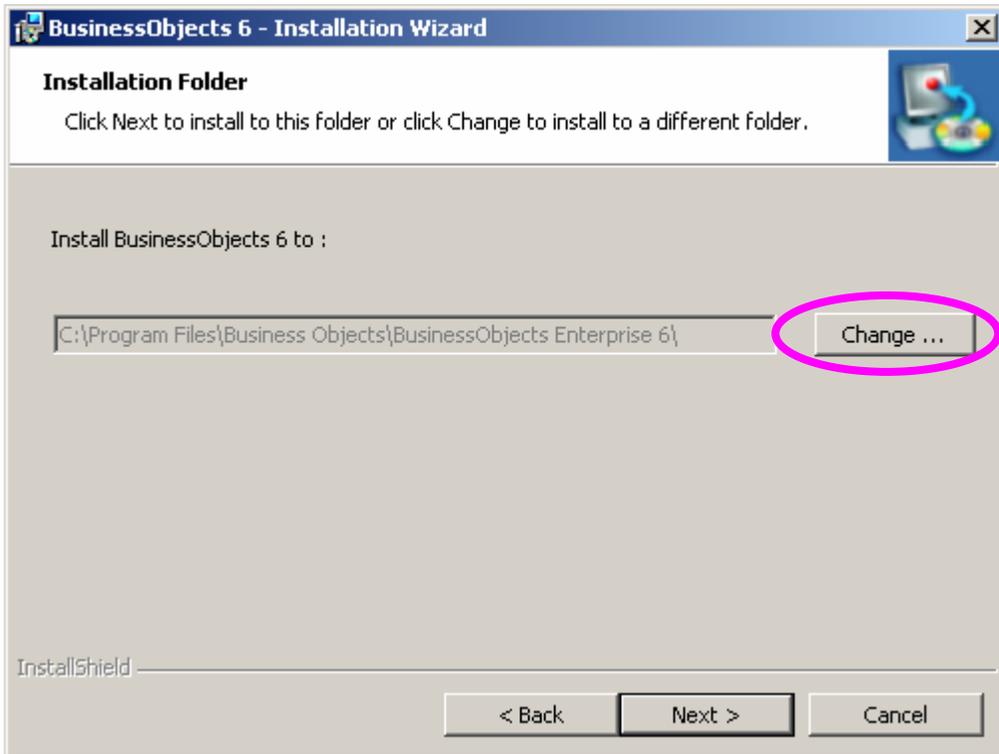
12. **Installation Notes** will display. Click **Next**.



13. **Installation Folder** will display.

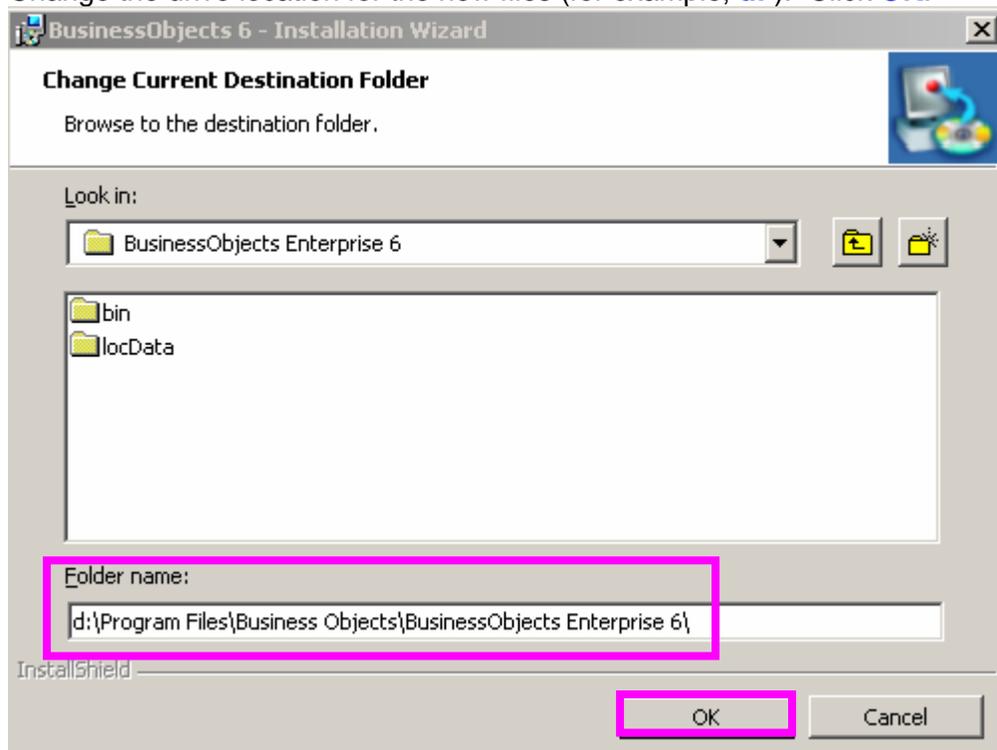
Select **Change** if you want to choose the drive on which you install.

Select **Next** if you want to install on the drive displayed.

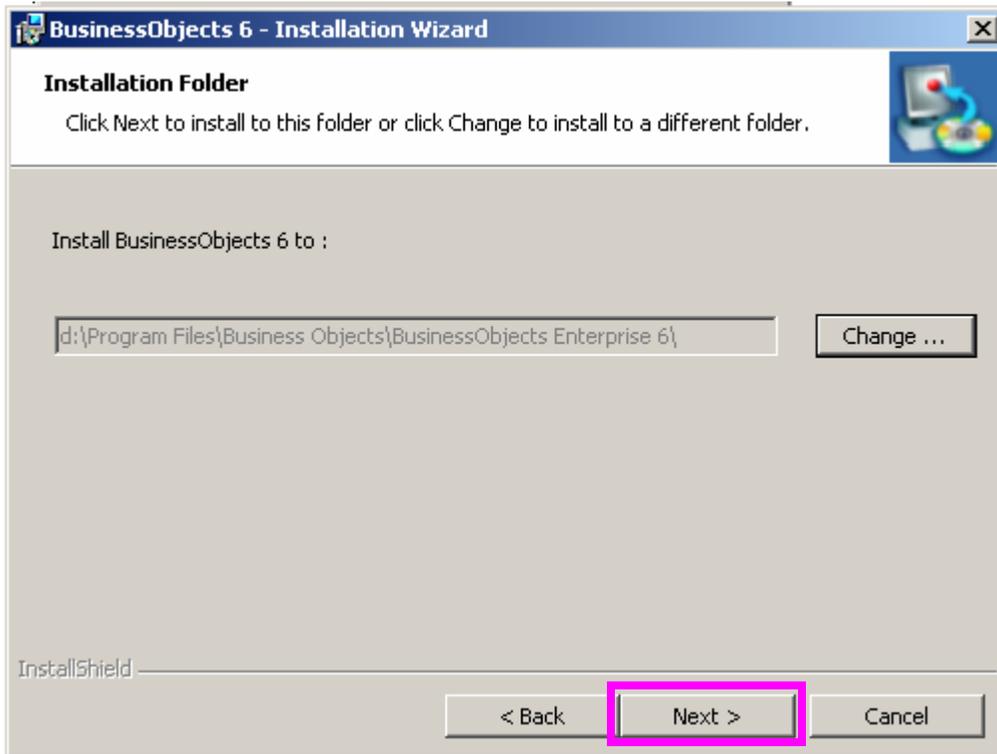


14. The **Change Current Destination Folder** will display.

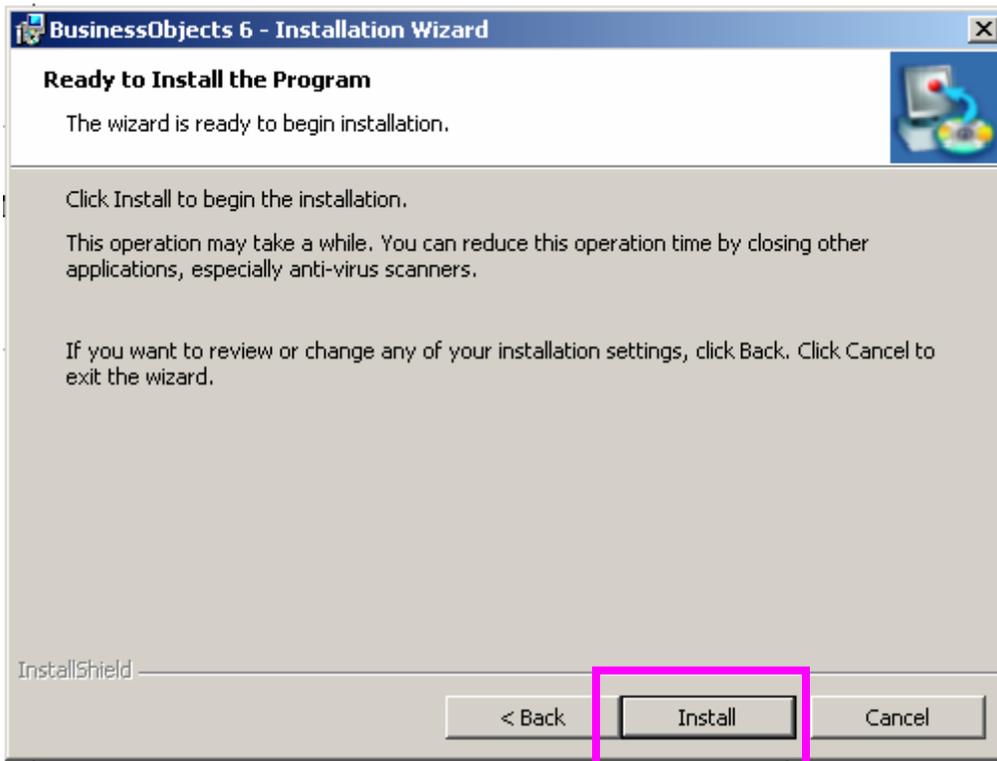
Change the drive location for the new files (for example, **d:**). Click **OK**.



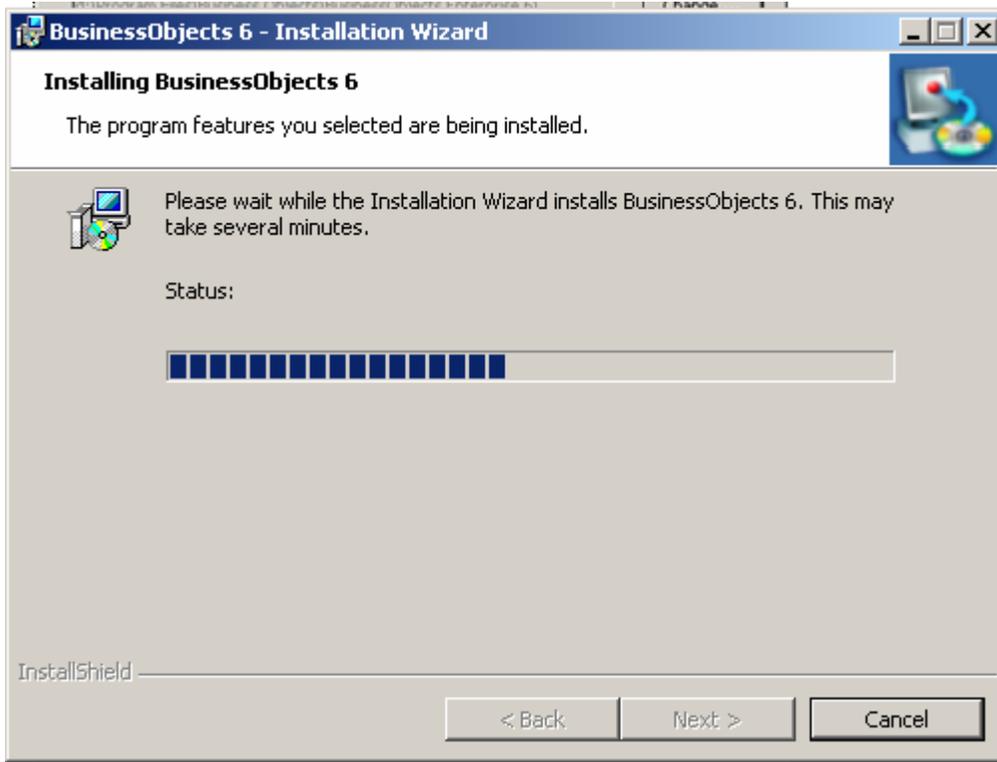
15. The **Installation Folder** window will display. Click **Next**.



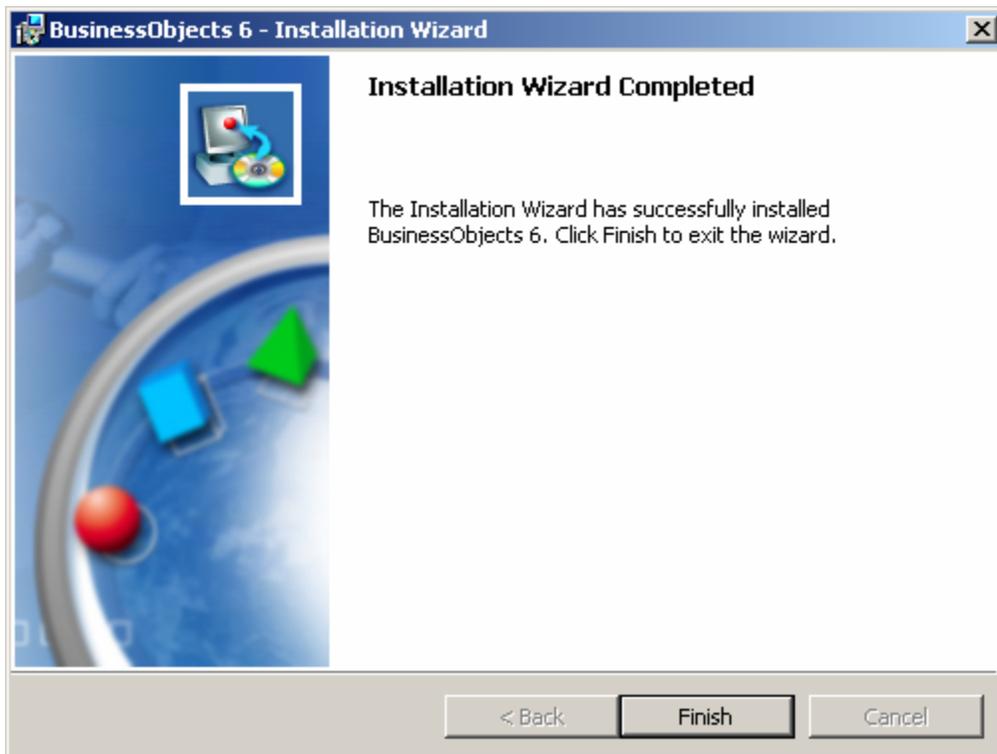
16. The **Ready to Install the Program** window will display. Click **Install**.



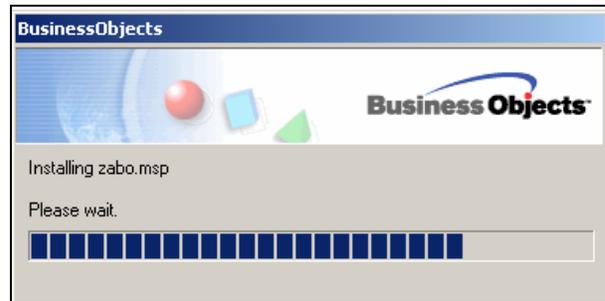
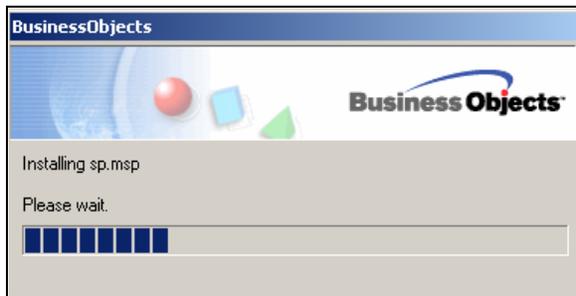
17. The **Installing Business Objects 6** window will display until install is completed.



18. When completed, the **Installation Wizard Completed** window will display. Click **Finish**.



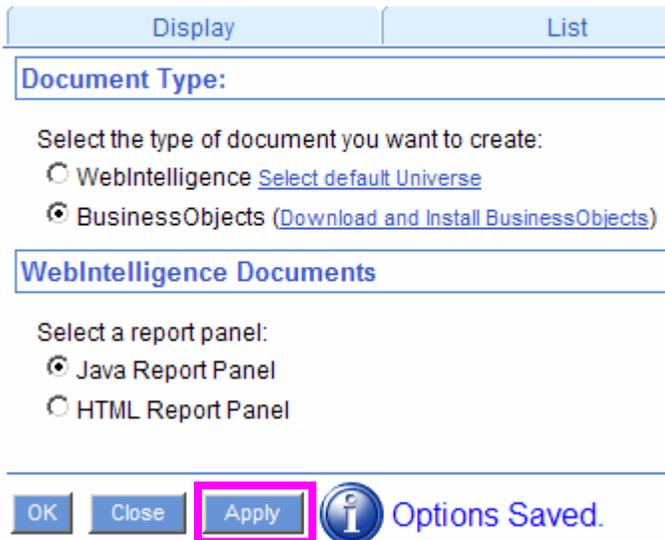
19. The following screens will display ...



20. ...and you will be returned to the **Options pages**. Click **Apply** at the bottom of the page and wait for the **Options Saved** message.

Options pages

Use these pages to customize your user settings.



21. Click on the **Home** button in the upper right of the window .
You may begin working in Business Objects.

