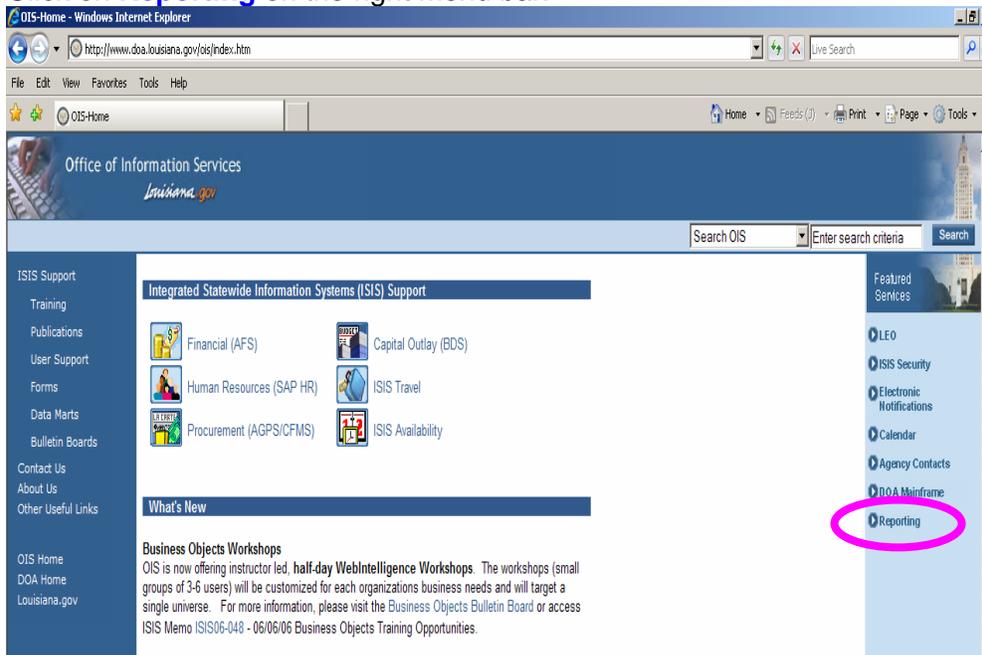


To use the new version of WebIntelligence, you must download files from the server. If you receive an error message using these steps, you must contact your agency technical coordinator (the office that usually takes care of your PC problems) for instructions.

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.

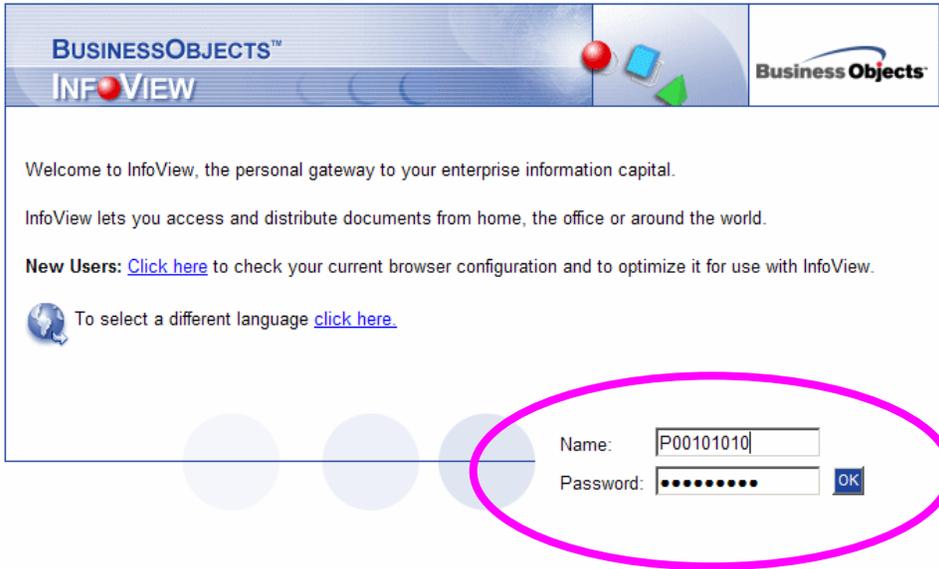
Business Objects® is focused on developing and enhancing the WebIntelligence tool. For that reason, OIS training and support efforts will remain focused on WebIntelligence.

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

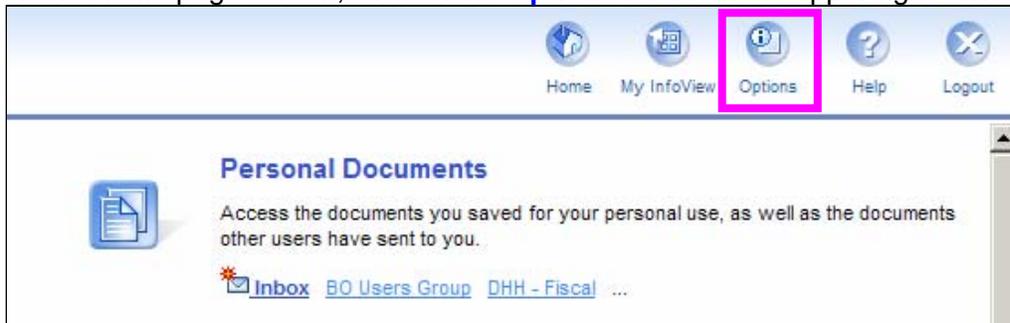


Training	Miscellaneous
Course Directory	Business Objects Bulletin Board
Recommendation Chart	Help Desk
Forms	Getting Started

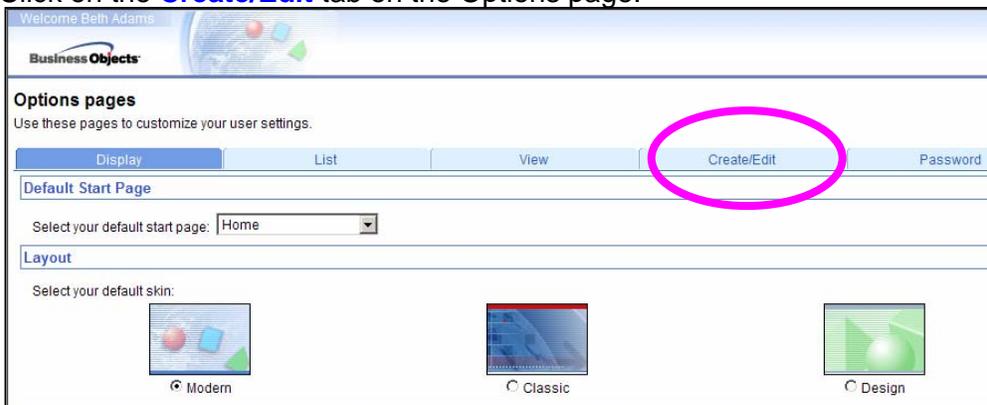
- 3. At the logon page, enter your regular Personnel # for **Name** and enter your **Password**. (Your password is case-sensitive.)



- 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 **WebIntelligence** button is selected.

Options pages
Use these pages to customize your user settings.

Display List

Document Type:

Select the type of document you want to create:

WebIntelligence [Select default Universe](#)

BusinessObjects ([Download and Install BusinessObjects](#))

WebIntelligence Documents

Select a report panel:

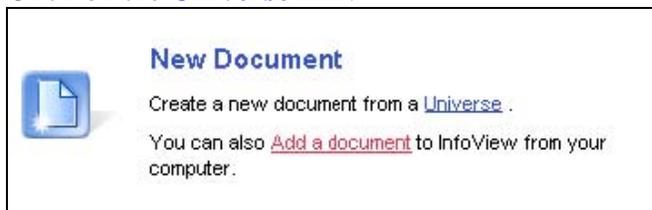
Java Report Panel

HTML Report Panel

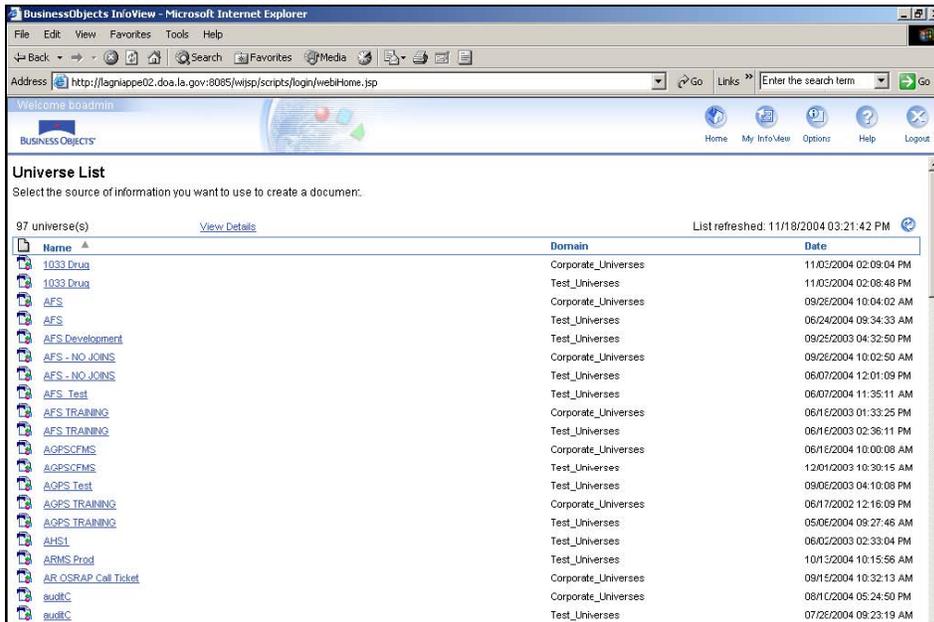
OK Close Apply

If it is not selected ...

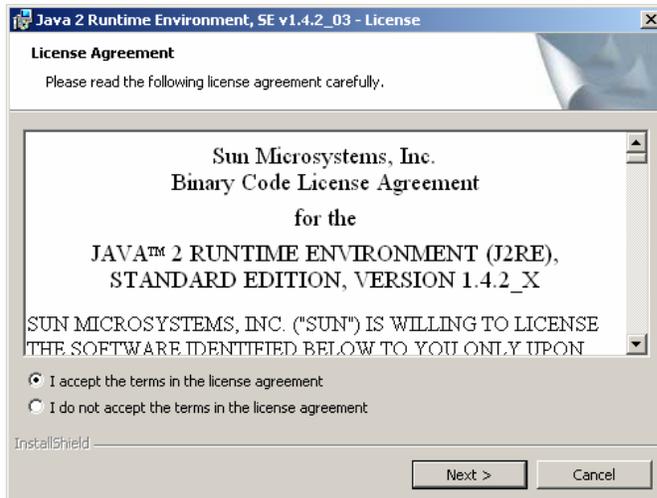
- Click on the **WebIntelligence** radio button.
 - Click on the **Apply** button.
 - You will receive a message that your options have been saved.
 - Click on **OK**.
 - Click on **Home** in the upper right portion of the page to return to the **Home page**.
7. Look at the **New Document** section of the **Home** page.
Click on the **Universe** link.



- A **Universe List** will be displayed.
Click on one of the universes.



- A Java **License Agreement** will display.
Click **I accept the terms in the license agreement.**
Then click **Next.**



NOTE: If you do not have the authority to download files, you will not be able to continue. Please contact your agency technical coordinator to continue.

10. The Setup Type window will be displayed.

Select **Typical** if you want to install on your C: drive.

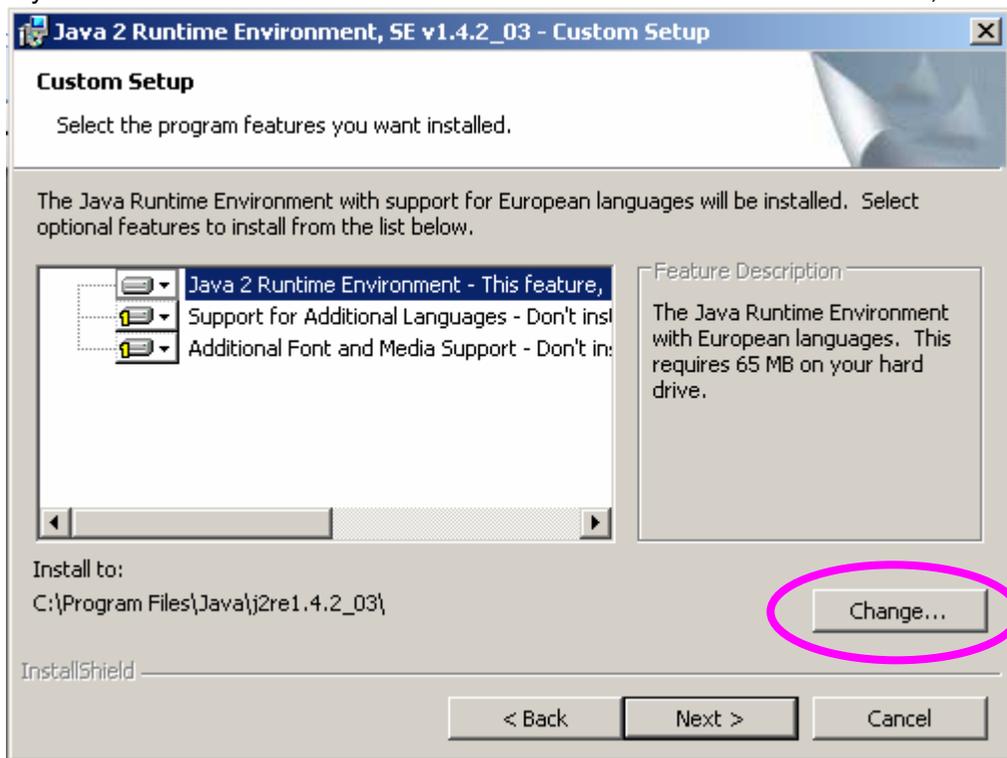
Select **Custom** if you want to choose the drive on which you install.

(It is recommended that you install Java 2 on your hard drive, usually drive d:)

Click on **Next**.

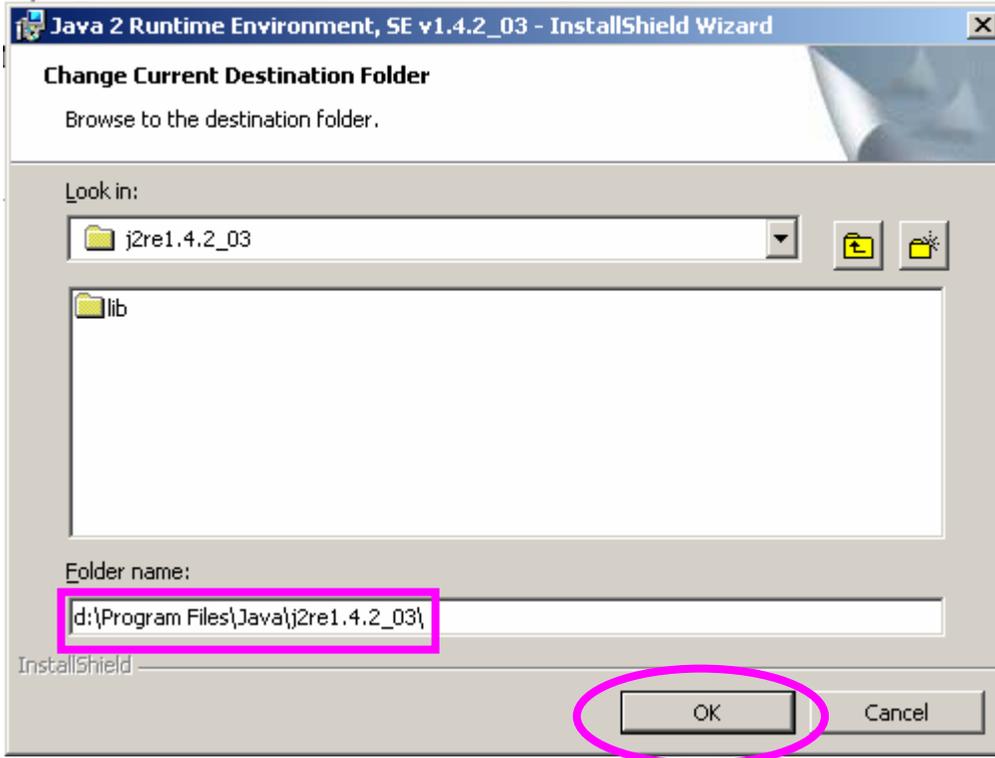


11. If you have selected **Custom** ... and want to install this on another drive, click **Change**.

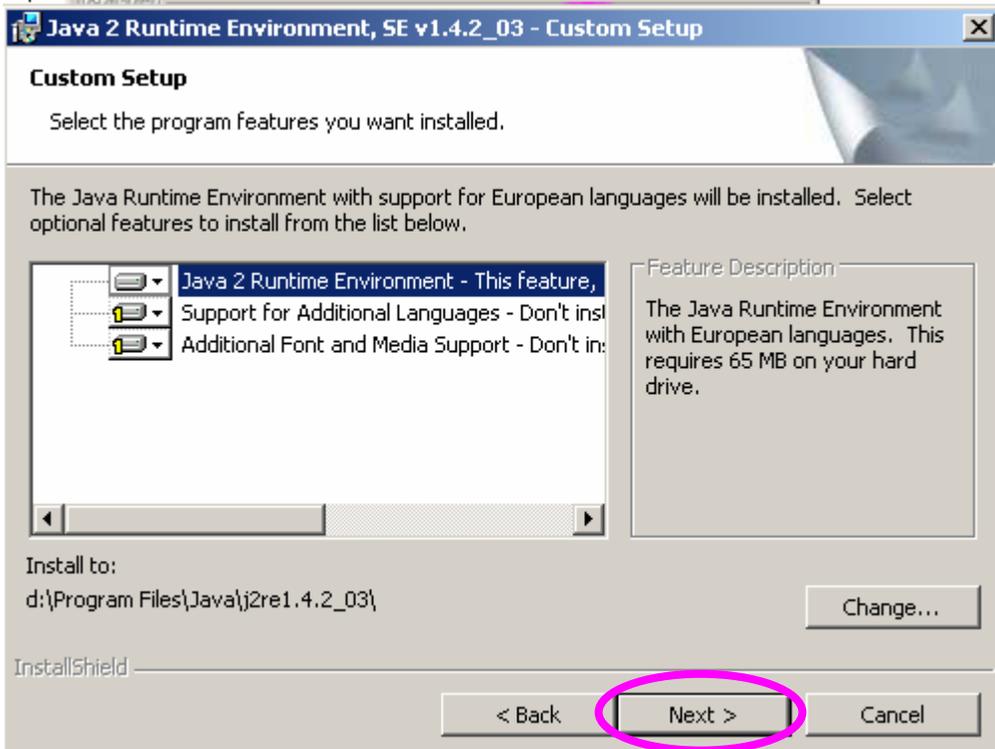


12. The **Change Current Destination Folder** window will be displayed.

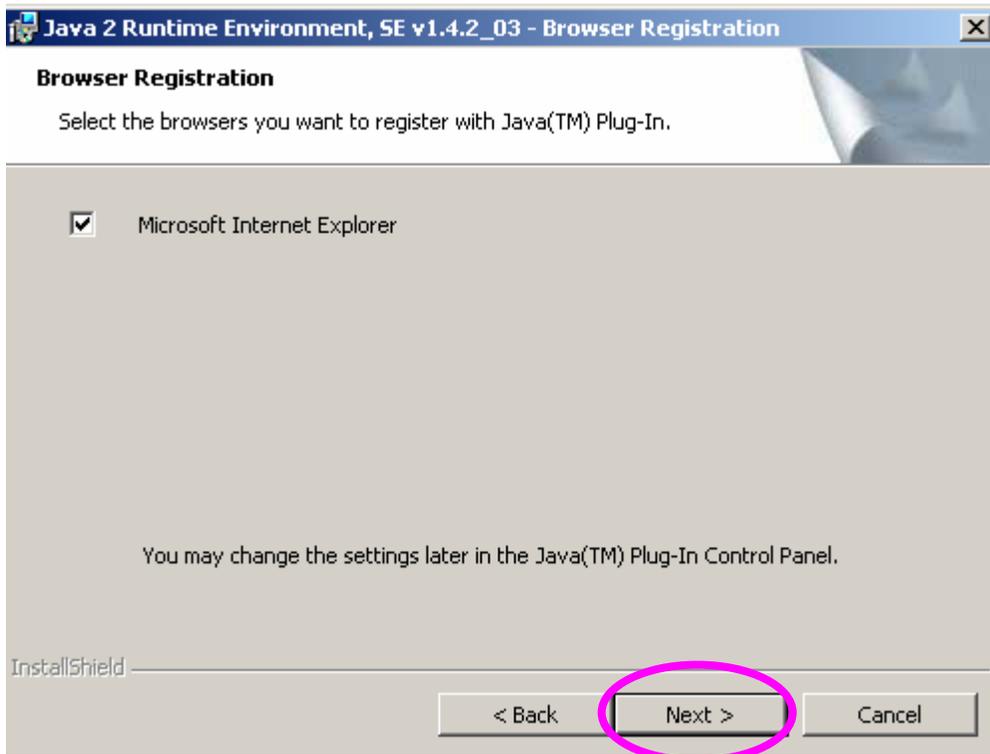
Change the drive location for the new files (for example, d:). Click **OK**.



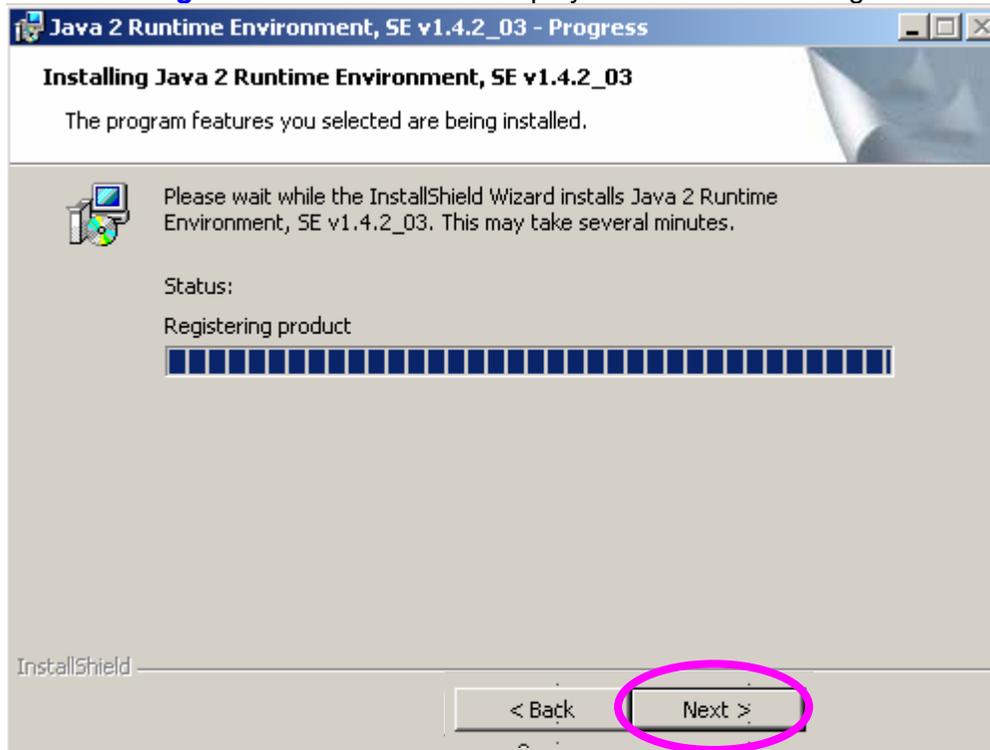
13. The **Custom Setup** window displays. Click **Next**.



14. The **Browser Registration** window will be displayed. Click on **Next**.

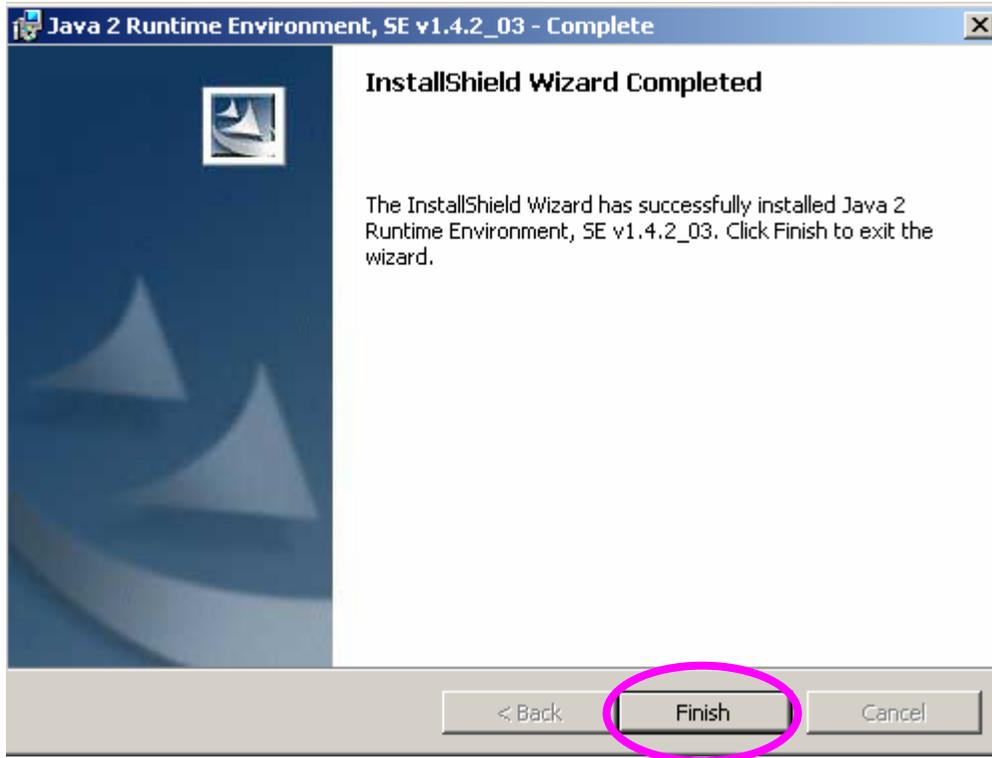


15. The **Installing Java 2** window will be displayed. Click **Next** to begin the install.



16. When complete, the **InstallShield Wizard Completed** will be displayed.

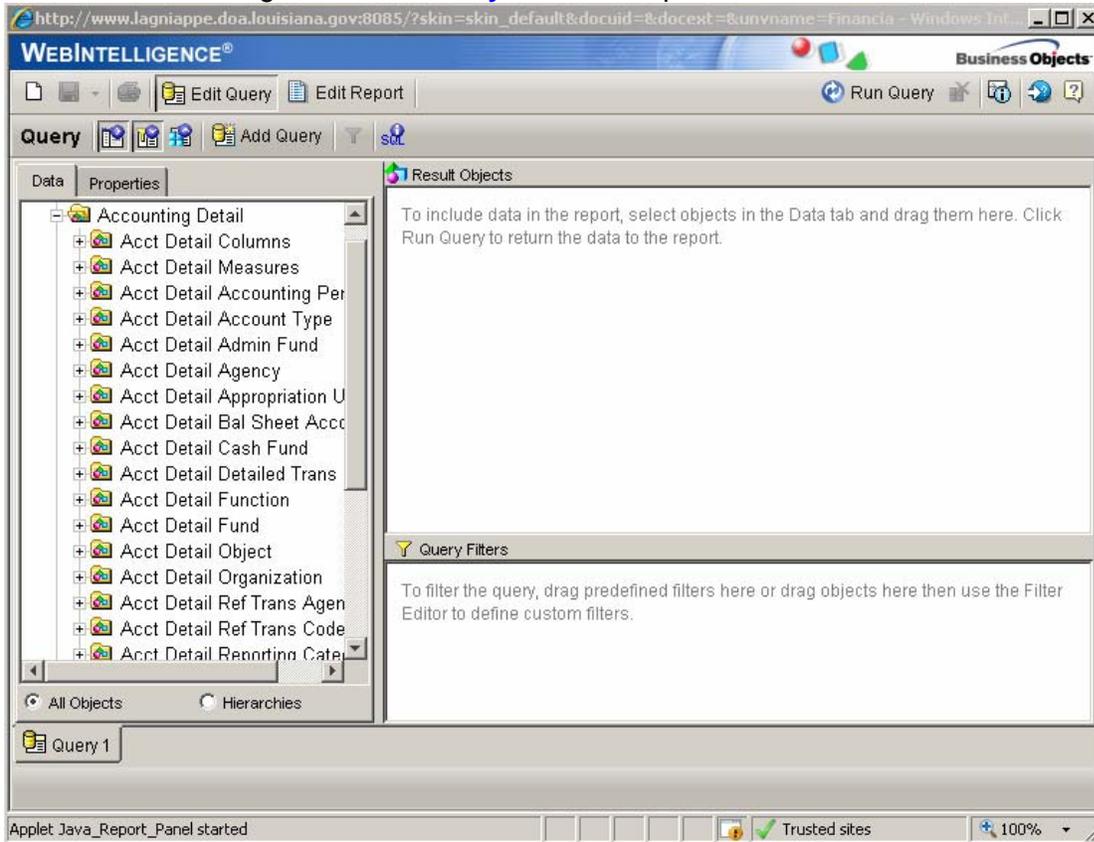
Click on **Finish**.



17. **WebIntelligence** (Business Objects 6.5.4) will begin to install ...



18. ...and the WebIntelligence **Java Query Panel** will open.



19. You may **CLOSE** out of the Java Query Panel by clicking on the **X** in the very upper right of the window.



20. **LOGOUT** – **be certain that you Logout of Business Object ... do not just Close this window, it will hang your session up on the server.**

