



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

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**ISIS Memorandum 05-026**

To: Business Objects Users

Subject: Business Objects Upgrade

Business Objects will be upgraded between Thursday, December 9, 2004 and Monday, December 13, 2004. **Therefore, Business Objects will not be available from the morning of Thursday, December 9, through Sunday, December 12.**

In preparation for this upgrade, we recommend all users take the following action on or before December 8.

1. As a precautionary measure, protect all personal documents/reports (userdocs) by backing them up to a CD, diskette, or another drive on your PC. To find these documents, either search for the folder they are stored in or log onto Business Objects and go to the open document folder to see where they stored.
2. Remove all unnecessary or obsolete reports from *Corporate Documents*.

To assist you in the transition to the new version, new online training courses, *Business Objects Changes to WebI* and *Business Objects Changes to ZABO*, will be available beginning Monday, December 6. These courses will be available through our [Online Learning](#) training site.

This memo is being distributed via Business Objects ListServ, which has been updated to include all current users. Additional correspondence regarding the upgrade will be sent out in this manner during the next few weeks. ListServ is OIS' only means of communicating with Business Objects users. If you remove yourself from the list, you must assume responsibility for obtaining all important information from your department technical coordinator or from the OIS website.

PG/ef

c: Whit Kling, Deputy Undersecretary  
Technical Coordinators