

Setting Up Business Objects Infoview Preferences

- For users needing to create queries with Worcester State University data, Web-Intelligence and Business Objects Infoview, the portal used to gain access to Web Intelligence documents and reports, are replacing “Query Builder”, the familiar tool used with Colleague and UIWeb.
- The first time Business Objects Infoview is used application preferences need to be setup.
- Users will be timed out after 20 minutes of inactivity and a message similar to the following will display: “The document <Name of document> has been autosaved in the Favorites ~WebIntelligence folder. Click restore to retrieve it”. Go to the folder to locate the document.”

Note: Use the **Internet Explorer, Firefox, or Safari** browsers and **Do Not Use** the **Back or Forward buttons** to navigate in Infoview or a Web Intelligence business objects workspace.

Log On to Infoview and Setup Preferences

1. Open **Internet Explorer**, Mozilla Firefox, or the Safari browser.

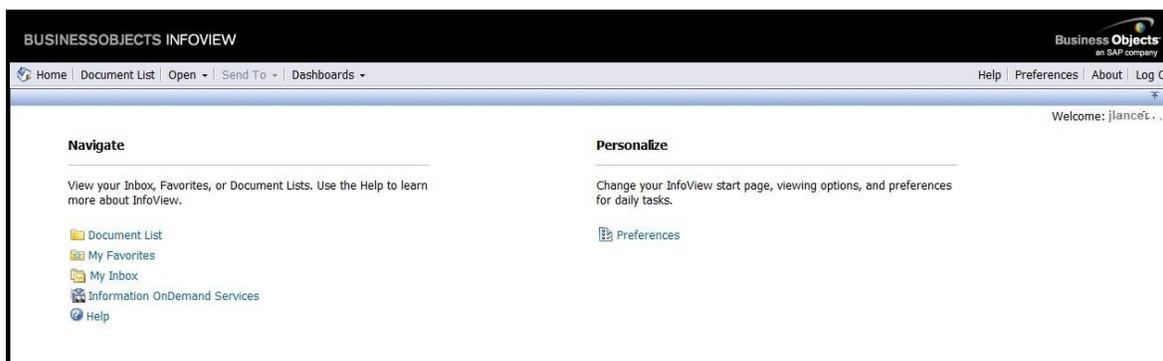
This document was created using Internet Explorer.

2. **Log On** to Business Objects Infoview.

The first time you log into **Business Objects Infoview**, a screen similar to the one below displays.

3. If not, click the **Home** tab to make certain you are viewing the opening window.

A *BusinessObjects panel* and *toolbar* display at the top of the window. The *toolbar* provides tabs and menus that allow the user to perform actions such as returning to the Home screen and opening documents or other business “*objects*” (contents of a folder, reports, or other items you are authorized to view or access).



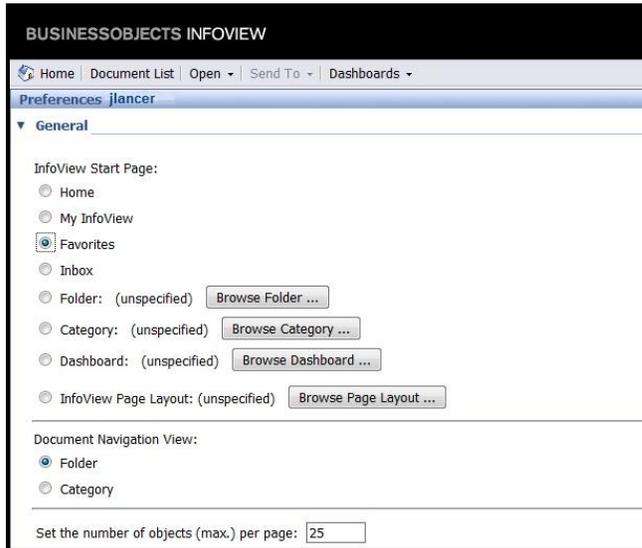
In order to customize the view, on the right-hand side of the page under **Personalize**, click the **Preferences** link.

Web Intelligence Objects and Business Objects Infoview

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4. Under **General**, select **Favorites**.

Some users prefer to create and save to preferred InfoView folders.



5. Under **Set the number of objects (max) per page**, change the maximum number to **25** or **50**.
6. Under **Document List Display**, leave description, owner, date, and instance count **checked** if you want them to display or unchecked if you don't want them to display.
7. Under **Document Viewing**, accept the default **"In the Infoview Portal"** unless you want to have each object display in its own window. If so, select the desired option.
8. Scroll down and click the **blue triangle** to the left of **WebIntelligence** to expand and view the options.



9. Under **Select a default view format**, select **Web**.

Web Intelligence Objects and Business Objects Infoview

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10. Under **Select a default creation/editing tool**, select **Advanced**.
11. Click **OK**.

Business Objects Info view reflects the preference changes.



VERY IMPORTANT NOTE: Due to the limited number of licenses, It is very important to **Log Out of Infoview (or Colleague/UIWeb etc.) when you are finished working in order to keep secure data safe and to free the current user license**. Otherwise, another WSU user might not be able to log into the application.

Log Out of Business Objects Infoview.

1. On the right side of the toolbar, click **Log Out** to end the current application session.



2. **Close Internet Explorer** or other browser window.