



Page 1 - Getting Started with BO 4.1

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

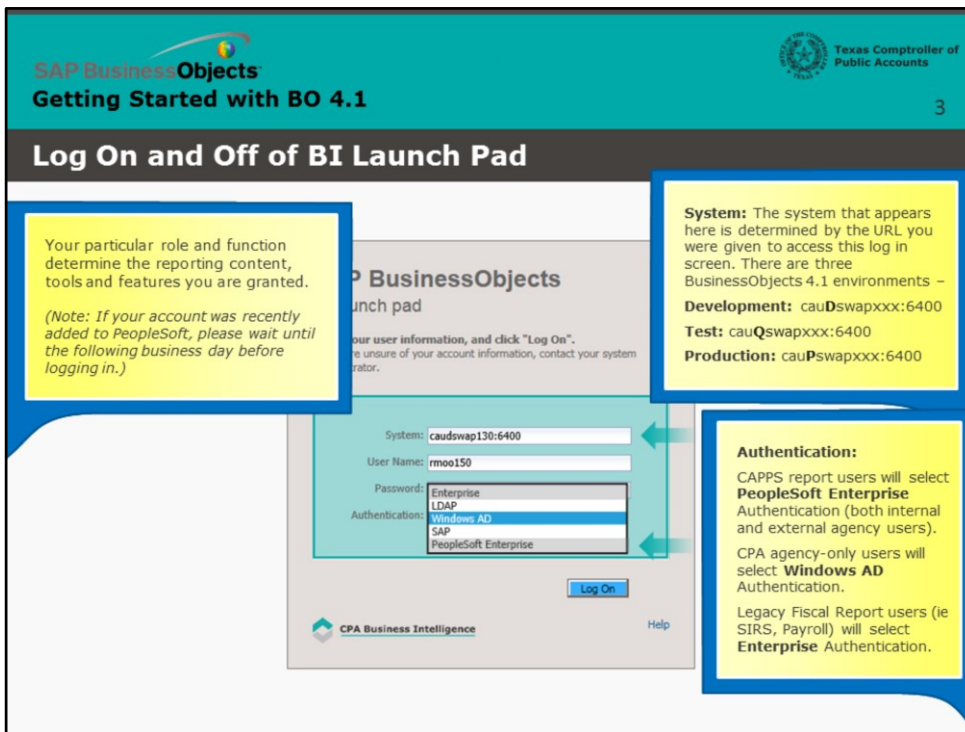
Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.



Page 2 – Log On and Off of BI Launch Pad

Before you can log on to BusinessObjects, a user account with appropriate permissions will need to be created in BusinessObjects.



Page 3 – Logging On

Your particular role and function determine the reporting content, tools and features you are granted. (Note: If your account was recently added to PeopleSoft, please wait until the following business day before logging in.)

The system that appears here is determined by the URL you were given to access this log in screen. There are three Business Objects 4.1 environments – Development, Test, and Production. Each of these three systems has their own unique label.

The **Development** system name begins with the letters c-a-u-**D**-swap. Note the letter D in the 4th position.


The **Test** system name begins with the letters c-a-u-**Q**-swap. Note the letter Q in the 4th position.


And the **Production** system name begins with the letters c-a-u-**P**-swap. Note the letter P in the 4th position.

For authentication, CAPPS report users – both internal and external - will select PeopleSoft Enterprise.

CPA agency-only users will select Windows AD Authentication.

Legacy Fiscal Report users (ie SIRS, Payroll) will select Enterprise Authentication.

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Log On and Off of BI Launch Pad

In this example, we'll log on to and off of BI launch pad using ABC3774, an external user account.

SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

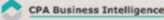
Systems: caupswap130:6400

User Names: ABC3774

Password: ●●●●●●

Authentication: Enterprise

Log On

CPA Business Intelligence

Help

Select the **User Name** text box and populate it.

Select the **Password** text box and populate it.

Select the **Log On** button.

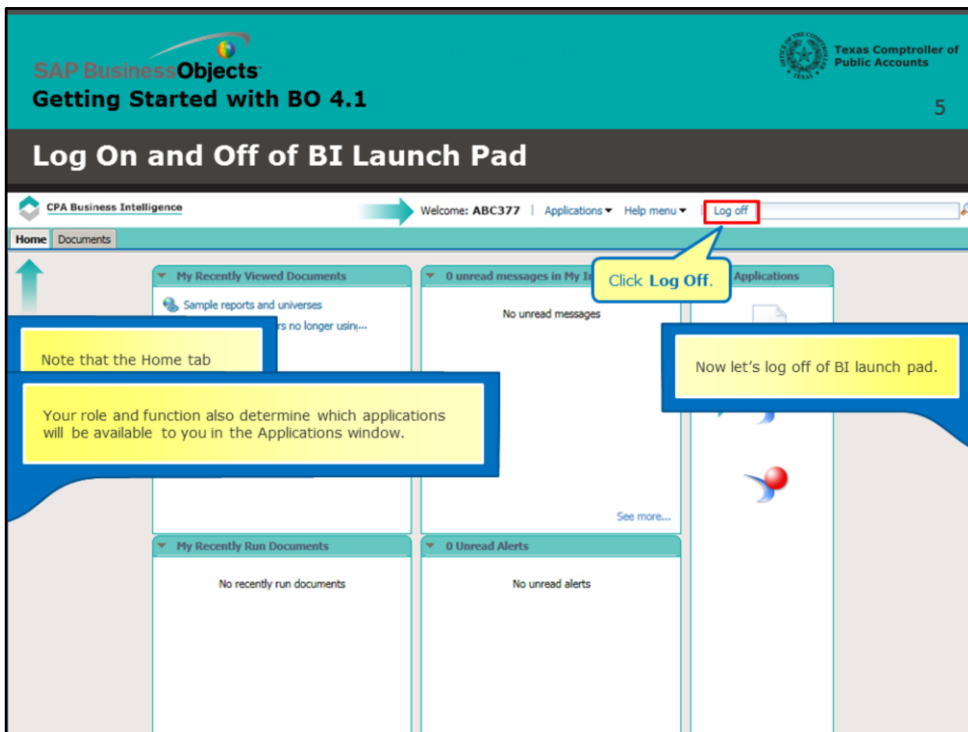
Page 4 – Logging On (continued)

In this example, we'll log on to and off of BI launch pad using ABC377, an external account.

Select the **User Name** text box and populate it.

Select the **Password** text box and populate it.

Select the **Log On** button.

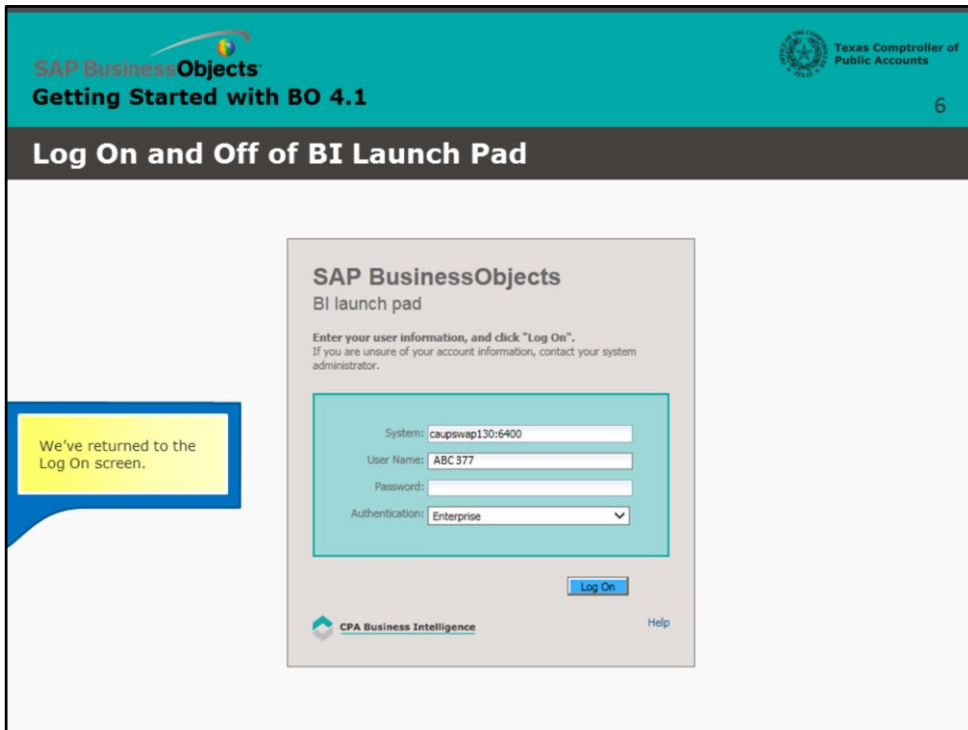


Page 5 – The Home Tab

Note that the Home tab displays, and our account name appears at the top of the screen.

Your role and function also determine which applications will be available to you in the Applications window.

Now let's try logging off of BI launch pad.



Page 6 – Return to the Log On Screen

We've returned to the Log On screen.

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Log On and Off of BI Launch Pad

This concludes this lesson.

Additional Tutorials

CPA Business Intelligence

Page 7 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials