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Introduction
The latest version of Business Objects is available for use; an upgrade from Business Objects 5.1 has taken place to ensure on-going support from the software supplier and stable interaction with the database. Under Business Objects XI, the program you will be using to produce reports is called Desktop Intelligence or “Deski” for short.

About this guide
This guide is intended to get a user up and running with Business Objects Xi, it includes logging in, opening and running reports changing standard settings and migrating reports from 5.1 to Xi.

Getting Started
Logging in for the first time
Click Start (or the blue ball) go to All Programs > BusinessObjects XI 3.1 > BusinessObjects Enterprise Client Tools > Desktop Intelligence

Tip Create a shortcut to desktop intelligence: Right click on Desktop Intelligence. From the list, select Send To and then Desktop (create shortcut) to add a shortcut to your desktop.
The Business Objects Desktop Intelligence User Identification pop-up will appear, to log in set System to “STRUCTURE:6400”. Use your existing BUCS username and password and ensure that Authentication is set to “Active Directory (Campus)”. System should be set to “STRUCTURE:6400”, you will need to type this in the first time you log on. The Authentication is Active Directory (CAMPUS). Once entered, it should remember them whenever you log in. Your User Name and Password are your normal University credentials.

Please Note System should be set to “STRUCTURE:6400”, you will need to type this in the first time you log on. The Authentication is Active Directory (CAMPUS). Once entered, it should remember them whenever you log in. Your User Name and Password are your normal University credentials.
Changing Language Settings
The Date formatting will be in the American style as this is the installation default. To change this, or if you want to make sure you’re using the European format, you will need to set the language to English (United Kingdom).

From Tools on the tool bar towards the top of Desktop Intelligence choose Options. This will display the options window.

Towards the bottom of this is the current language with a button to the right which allows you to select an alternative language. Tick the box “Migration Forced”, this will tell Desktop Intelligence to use the language setting on every report. Now click the “English” button.

Click on the plus sign next to “Unsupported Languages” and scroll down the list of languages and select “English (United Kingdom)”.

Highlight as shown and then click the OK button. This will return you to the Options click the OK button to close the options panel.
Migrating Local Reports To Business Objects Xi

**Warning!** Directly opening a report you have created, written or modified using *business objects 5.1* in *Business Objects Xi* may corrupt the report to an irretrievable state. Please ensure you have a backup of any created, written or modified reports.

BUCS can migrate reports from users' inboxes in *Business Objects 5* to their inboxes in *Business Objects Xi*.

**How to migrate a report**

In *Business Objects 5.1* and open the report you wish to migrate.

Click File > Send To > Users…
Click “To…”

In the users and groups locate your own username, then click “Add ->” click “OK”.

**Tip** You can just click in the Send To box and type in your username.

Now click OK and the report will be sent to your own inbox, repeat this for each report you wish to migrate.
Once you have posted all the reports you wish to migrate to yourself raise a BUCS help ticket to state that you have reports that need migration and BUCS MIS will perform the migration. You do not need to list the reports, BUCS simply need to know which users have reports to migrate.

Once you have received an email confirming that your reports have been migrated open Business Objects Xi Desktop Intelligence. Click File > Import from Repository…

Select “Folders” and click “Refresh” the migrated reports will be displayed in the right pane, remove the tick from “Open on retrieval” select the reports you need and click “Retrieve”.

**Tip** You can select all the documents to retrieve them all in 1 import.
Accessing Corporate Documents

To access the corporate documents in Deski you will need to do the following:

Start Desktop Intelligence and log in with your university username and password.

Cancel the wizard that appears on start up.

Click File > Import From Repository...

Navigate to the SAMIS folder and browse the relevant sub-folder for the reports.

**Please Note** As you click through the sub folders the documents will be displayed on the right, depending on your level of access you may or may not be able to see documents in the folders.
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Changing the default program in Windows
The upgrade has meant that users have an old and a new installation of Business Objects on their local machines. It is likely that Windows is still set to use the original Business Objects 5.1 as the default application to open report files “.rep”.

This will need to be changed to switch the default to the new program. BUCS MIS have produced a registry file that should switch this for you when installed. However the number of installations on campus means that not every machine is the same, so some extra steps may be necessary to complete the switch. Once complete you will not need to perform this task again.

⚠️ Please Note ⚠️ A restart is required to complete this process, ensure you have saved any work before continuing.

Open the zip file that you have been provided and drag the file from within it to the desktop
Once copied open the file

When asked if you wish to continue click Yes

After it’s complete, click OK
Now restart your machine for the change to take effect.

Once you have logged back in to your machine try to open a saved report and you should see the Desktop Intelligence login.

**Warning**! Directly opening a report you have created, written or modified using *business objects 5.1* in *Business Objects Xi* may corrupt the report to an irretrievable state. Please ensure you have a backup of any created, written or modified reports.
A small number of users are presented with the following screen because the association with Business Objects is lost. If this happens please complete the following steps:

Choose “Select a program from a list of installed programs” and click OK
Do not select a program from the list as this will re-instate the old association to Business Objects, instead click Browse.
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Past the following line in the file requestors File name field and click Open

C:\Program Files\Business Objects\BusinessObjects Enterprise 12.0\win32_x86\busobj.exe
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Windows should now have selected Business Objects, click OK
The change is complete, there is no need to restart your machine again. Try to open a saved report and you should see the Desktop Intelligence login.

**Warning!** Directly opening a report you have created, written or modified using *business objects 5.1* in *Business Objects Xi* may corrupt the report to an irretrievable state. Please ensure you have a backup of any created, written or modified reports.
What to do if you encounter a problem
If you encounter a problem with the process please raise a BUCS Ticket using the Help form available at http://www.bath.ac.uk/bucs/help/contact/index.html and we will investigate the issue for you.