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Introduction
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 and changing standard settings.

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).”

**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.
Accessing Reports in the Business Objects Repository

To access the standard reports available for 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.