Setting User Preferences for CIR Reports

You can customize how you use CIR so that the reports, reference manuals, and other items that you use most frequently appear first. Setting Preferences allows you to specify which page within Business Objects to use as your starting page and how it appears, to turn on Interactive editing, and to specify the time zone of your location.

Preferences are sorted into two groups: General and Web Intelligence. Within each of these groups, there are several choices that you can set.

Be sure to refer to the manual Business Objects General Help for more information about setting preferences. Remember that not all of the choices available in the Business Objects software apply to CIR’s implementation of Business Objects.

General Preferences

1. Log in to CIR. Click Reports on the gold menu bar to see the Business Objects Home page. On the right side of the title bar or in the Personalize section of the window, click Preferences. A new window opens and you see General Preferences.

   1. Favorites—You can copy the reports you use most frequently to the My Favorites folder. You can also modify these saved reports in some ways to meet your agency’s needs. For example, you can modify the Voucher Report to sort by Voucher Number. By choosing Favorites as your preferred start page, you see the reports you have saved to the My Favorites folder first when you choose Reports from the gold menu bar.

   2. Inbox—You can schedule the reports you need on a recurring basis, such as a daily Voucher Report. Scheduled reports are delivered to your CIR Inbox. Choose Inbox as your preferred start page to go to the CIR Inbox first.

   3. Folder—You can specify the folder of standard reports that you use most often as your start page.

Set to 30 to see all manuals and reports on one page
General Preferences (cont.)

Choose your time zone to show your local time on your reports

Default folder view with details for each document and report

Uncheck these items to simplify the display within the folder

Simplified folder view with fewer details

Web Intelligence Preferences

2. Scroll down farther on the Preferences page. Click the arrowhead to the left of **Web Intelligence** to open these options.

Remember that not all options apply to CIR’s implementation of the Business Objects software.

Using B.O.’s Interactive mode allows you to make certain changes to your personal copies of standard reports. For example, to change the sort order of a report, make a copy of the report and put it in the My Favorites folder.

1. Right-click in the column you want to use as the sort.
2. Choose Sort from the menu, then Remove Sorts.
3. Right-click again, choose Sort.
4. Choose Ascending or Descending sort.

Not all fields in all reports can be used as sort options.

Do not change any other Web Intelligence preferences.

To learn more about setting preferences, refer to these resources:

• **Business Objects General Help** (CIR reference manual)
  • Personalizing BO
• **CIR Web-Based Training**
  • BO Preference Settings