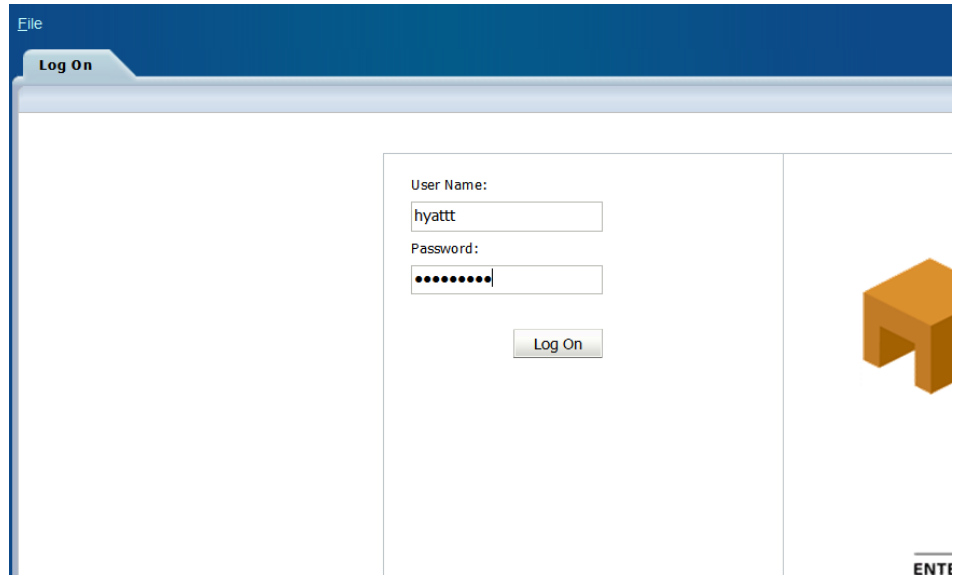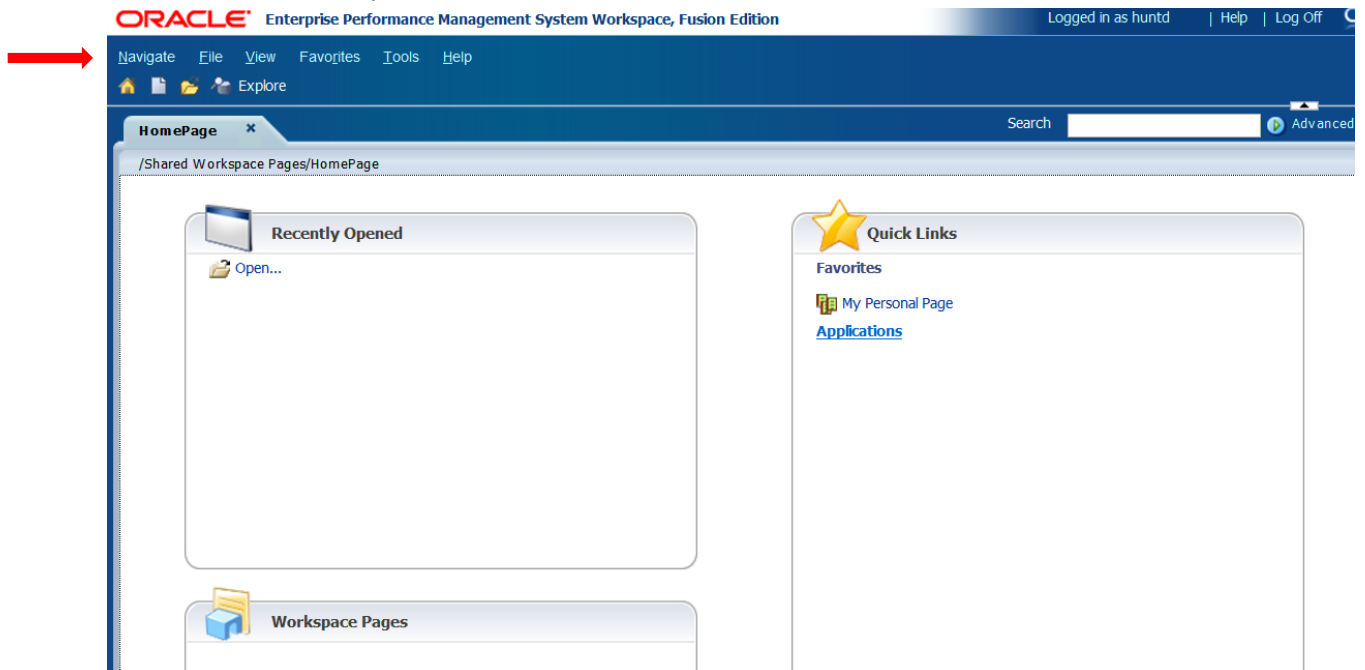**Setting Up User Preferences In The New eReports Server**

The first time a user logs in to the new eReports server they will have to set up their preferences to be able to see the listing of reports they saw on the old server. Please follow the instructions below to accomplish this.

1   Navigate to eReports as you normally would and log in

File

Log On

User Name:

hyattt

Password:

•••••••••

Log On

ENTE

2   Select File from the top menu the select Preferences

ORACLE Enterprise Performance Management System Workspace, Fusion Edition   Logged in as huntd | Help | Log Off

Navigate   File   View   Favorites   Tools   Help

Explore

HomePage   ✕

/Shared Workspace Pages/HomePage

Search   Advanced

Recently Opened

Open...

Quick Links

Favorites

My Personal Page

Applications

Workspace Pages

3   In the Default Startup Options window that appears select the Content: box down arrow and click on Explore
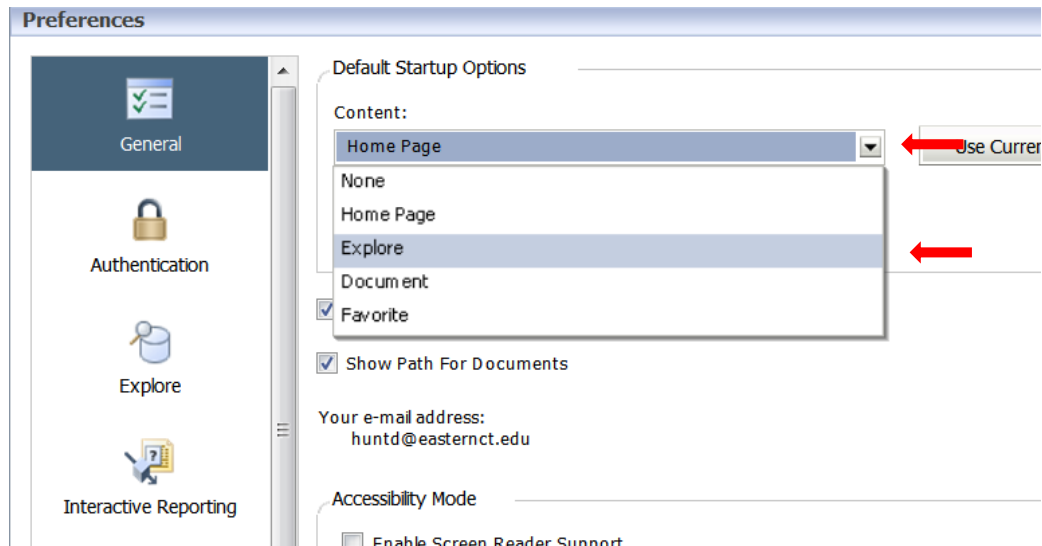
4   Enter /My Eastern Reports in Folder: box
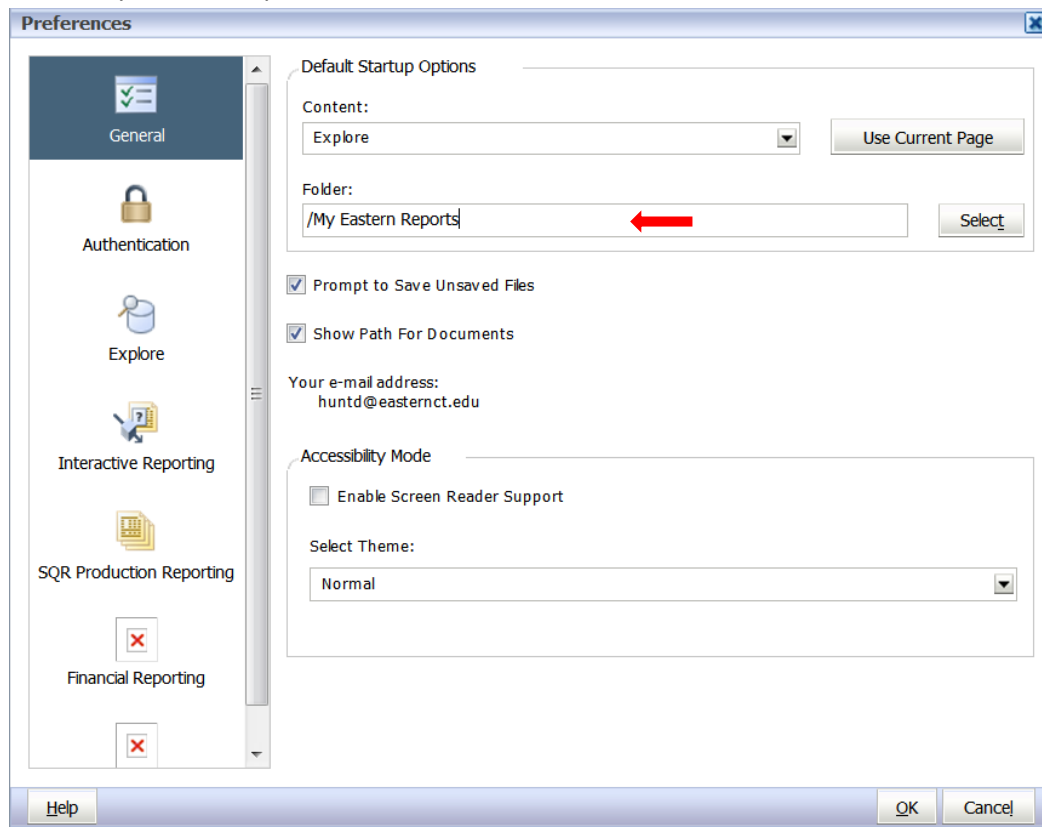
5   In the left hand pane, Click on Interactive Reporting

6   Check to make sure the Default Open Format is set to Interactive Reporting Web Client. If it is not then click on the down arrow and select it.
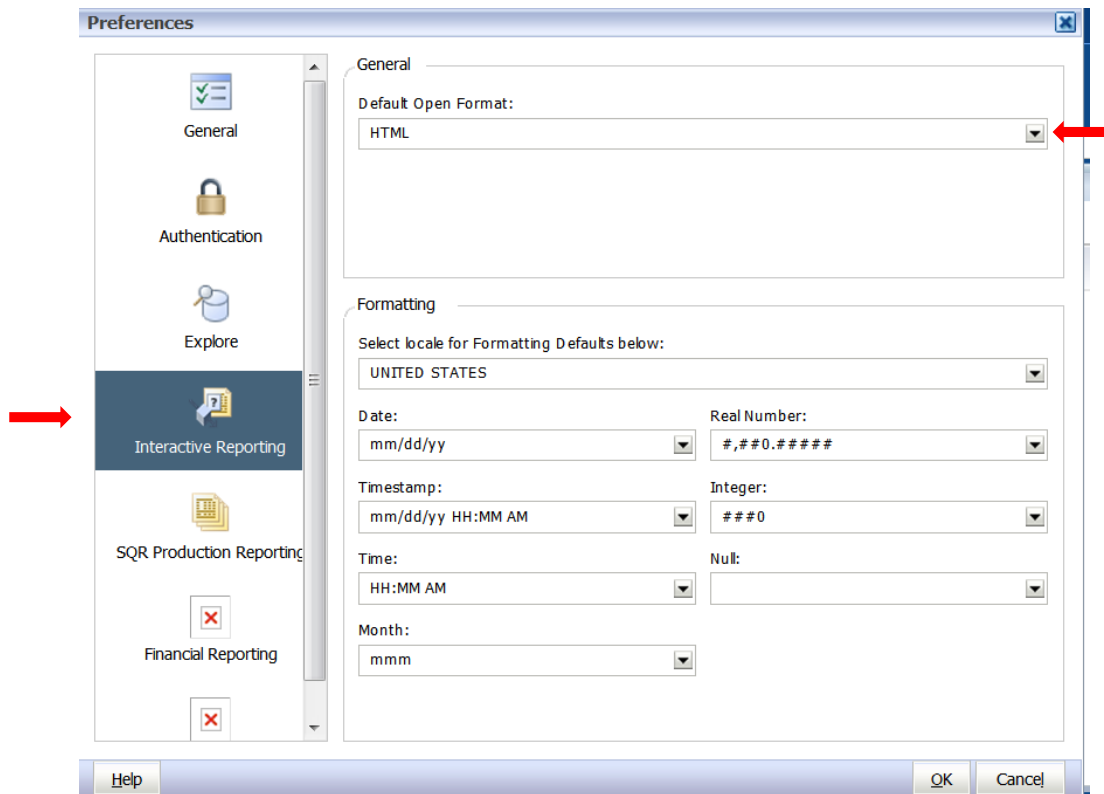
7   Click OK

8   Then select log off in the top right hand corner of the window and log back on to eReports to see the listing of reports you are authorized to run.

9   Run a report to make sure the new setup is working properly for you.

If you have any questions or problems contact Trudy Hyatt, hyattt@easternct.edu