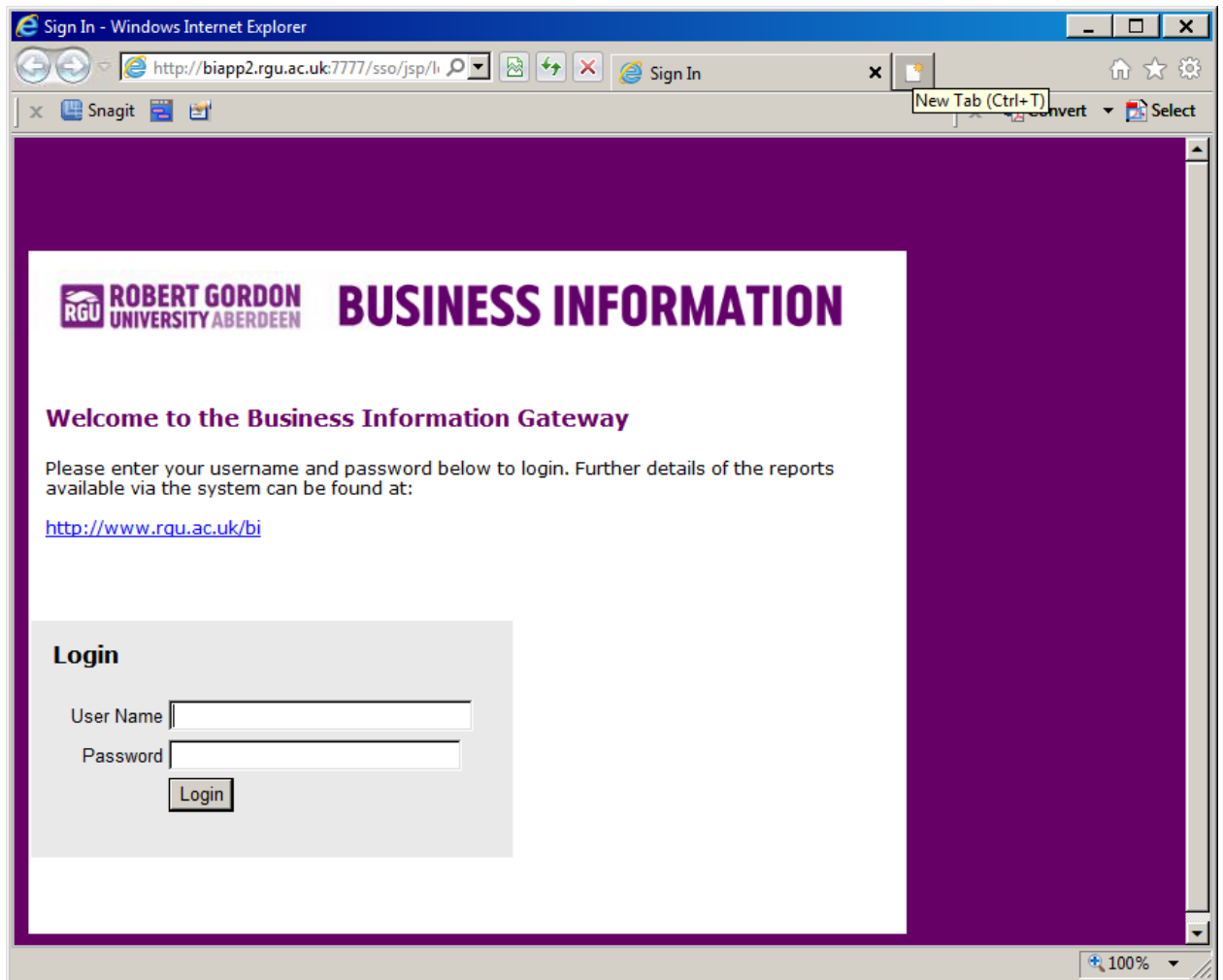


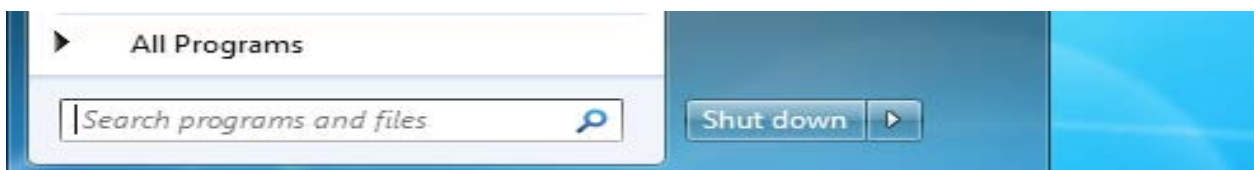
## LOGIN TO BI – TUTORIAL 1



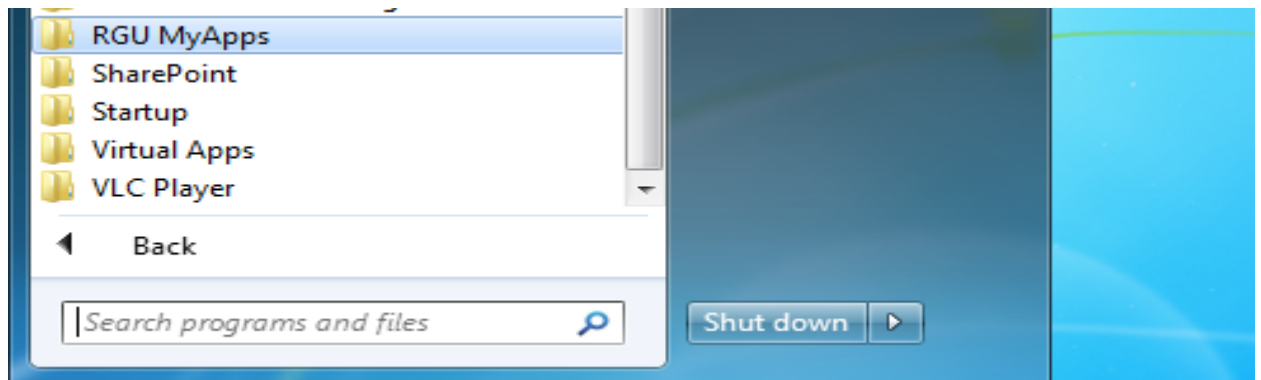
Press the Start button positioned at the bottom left of your task bar:



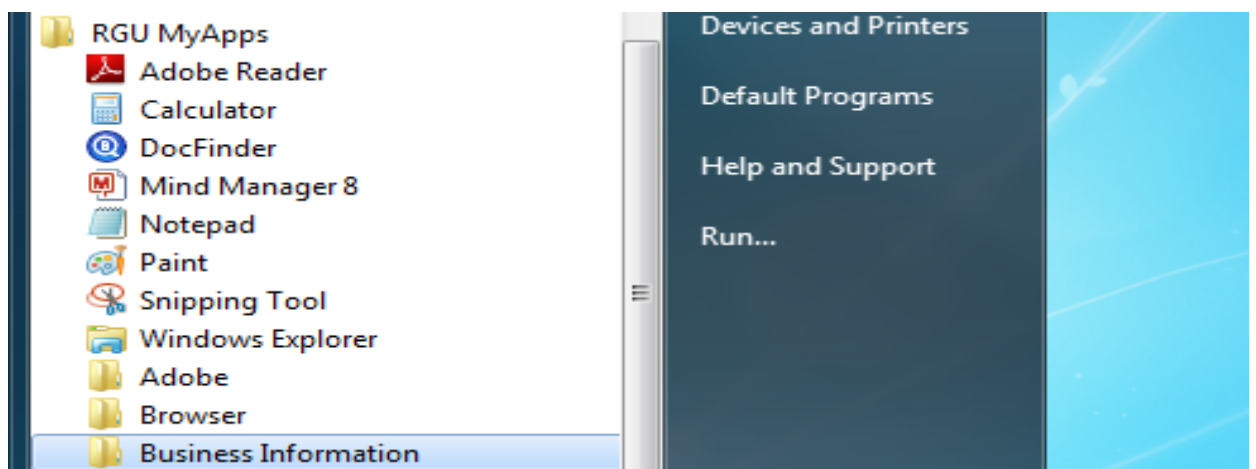
Select All Programs:



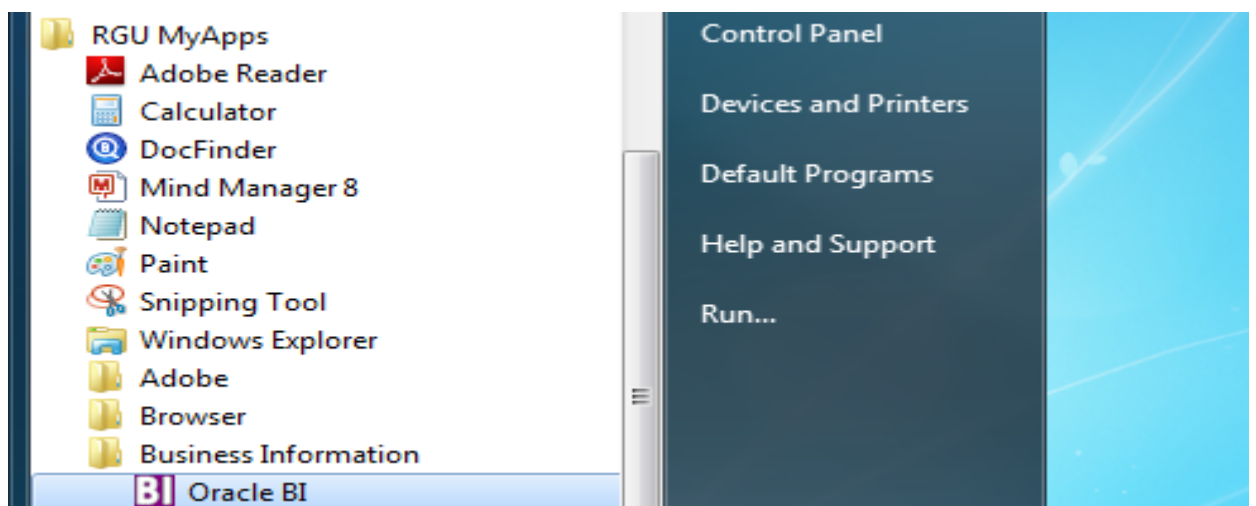
Select RGU MyApps:



Select Business Information:

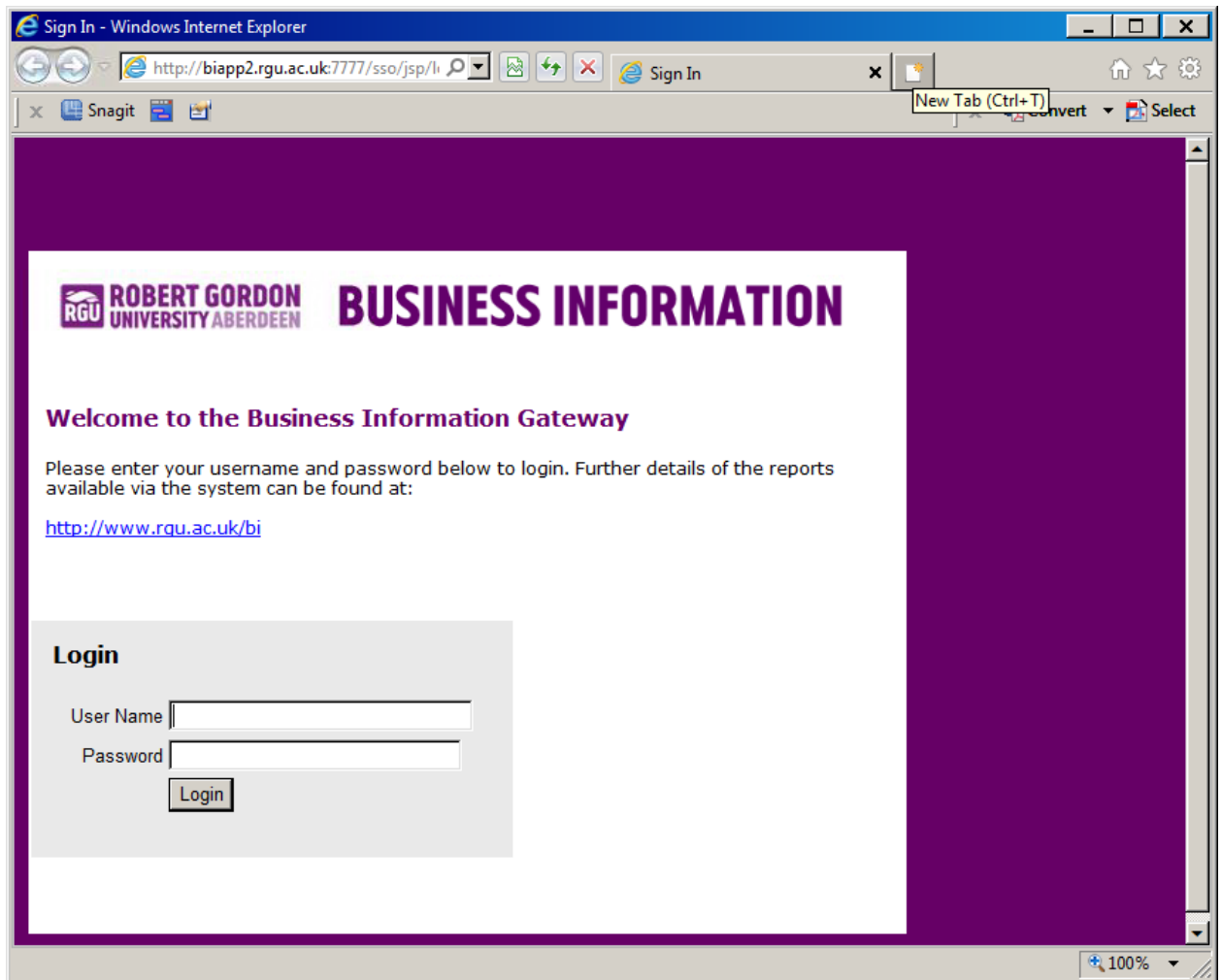


Select Oracle BI:



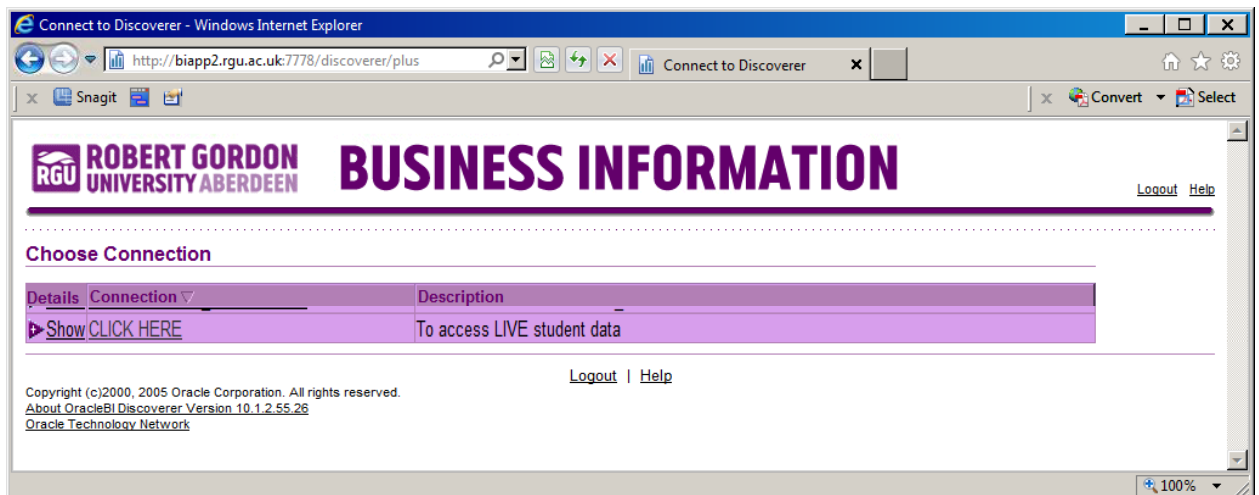
The BI Login should now appear on your screen.

Enter your network User Name and Password and click on the Login:

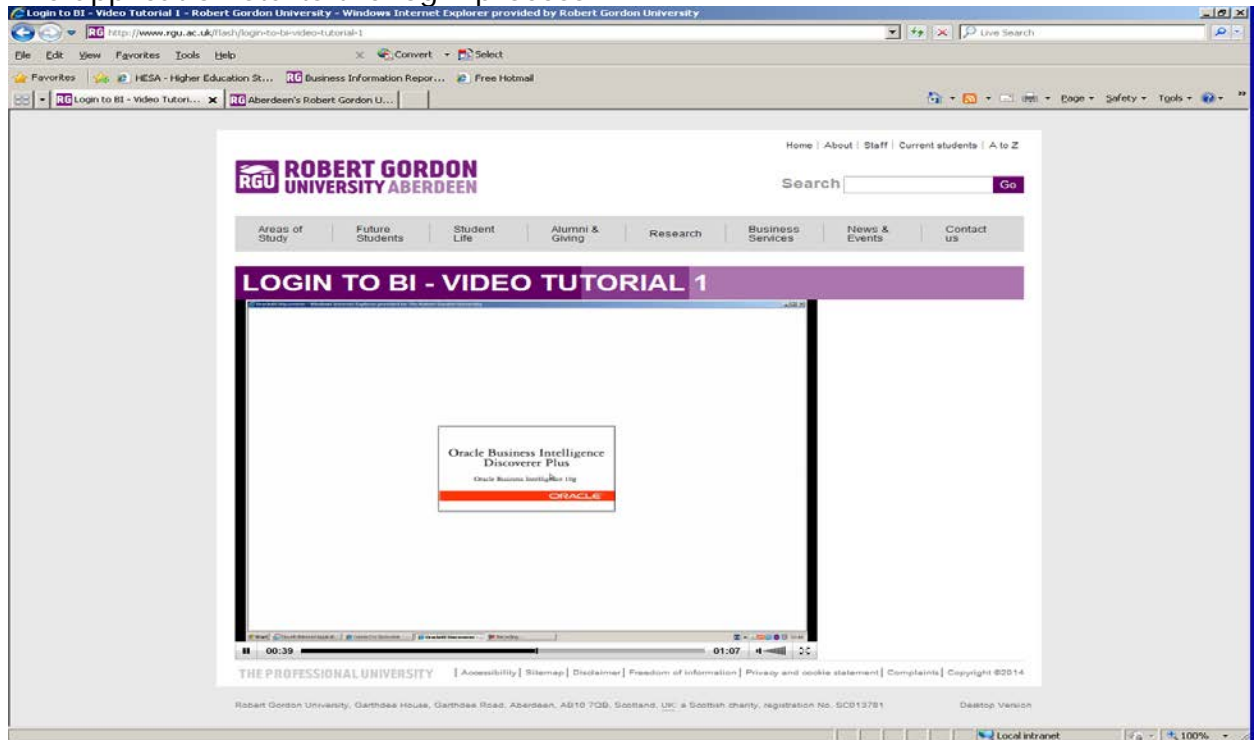


The Business Information connection page should now appear on your screen.

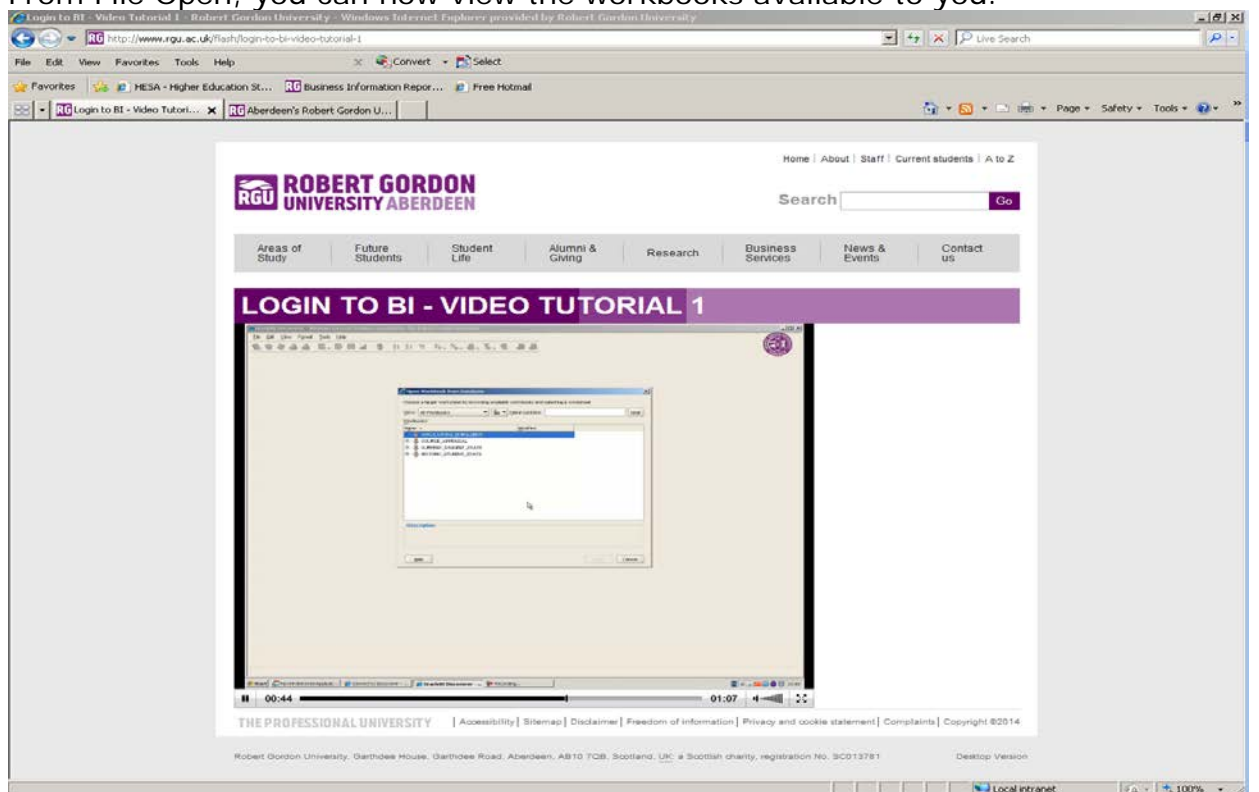
Select 'CLICK HERE' to open the connection:



The application starts the login process:



From File Open, you can now view the workbooks available to you:



For guidance, please refer to 'How to open a report Tutorial 2.'

To reach the BI Login for next time, you can pin BI to the Start menu. To do this, go to the Start Menu and right mouse click on Oracle BI from your list of recently viewed application icons and select Pin to Start Menu.