



Setting Default Preferences

ACE Reports Video

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INTRODUCTION

ACE Reports allows you to customize some of the UI settings. Use the **Preferences** options to modify the Web Intelligence interface, such as your starting page, current time zone, and options to view and save reports.

The following preferences have no effect in ACE Reports because the functions are unused or administrative settings override the options.

- Change Enterprise Password
- Analysis edition for OLAP
- BI workspaces
- Crystal Reports

SET DEFAULT PREFERENCES

1. At the top of the **ACE Reports homepage**, select the **Preferences** option.

The **Preferences** dialog box opens with **General** options displaying by default.

2. In the **General** options section, deselect the **Use Default Settings (Administrator defined)** checkbox to make changes to your default preferences.

The **Set BI launch pad start page**: options are now active for selection.

- a. Select an open checkbox to change your default start page preference.
 - b. In the **Choose Columns to Display on Documents Tab** section, select and/or deselect your preferred options.
 - c. Select **Save** at the bottom right of the dialog box to save your changes.
3. Select **Locales and Time Zone** from the **Preferences** option list on the left.

The **Locales and Time Zone** options display.

- a. Select your **Locale** options and your **Current Time Zone** preference.
 - b. Select **Save** at the bottom right of the dialog box to save your changes.
4. Select **Web Intelligence** from the **Preferences** option list on the left.

The **Web Intelligence** options display.



IMPORTANT: View and Modify must be set to **HTML. Applet**, a Java setting, is no longer supported.

- a. Make preferred selections for viewing and reporting in the additional sections.
- b. Select **Save** at the bottom right of the dialog box to save your changes.