UN BUSINESS INTELLIGENCE

QUICK GUIDE: Preferences and Accessibility

Setting Your Preferences & Accessibility

- 1. Go to UWBI PROD: https://uwbi.wisconsin.edu
- In the top right of your header menu select the dropdown arrowby Signed in as Username.
- 3. Select My Account



4. Make desired changes such as your default landing page:



5. You can al so turn on and off the accessibility mode:

lear ID: Usarnama@uura a	4
isplay Name: Username@uwsa.e	au wsa.edu
Preferences BI Publisher P	references Mobile Preferences Delivery Options Application Roles
Starting Page	Default
Locale (location)	Default - English - United States
User Interface Language	Default - English
Time Zone	Default - Unknown Time Zone
Subject Area Sort Order	Default - Sort in Saved Order 💌
Analysis Editor	Default - Start on Results tab when editing Analysis 💌
Accessibility Mode	● Default ◯ On ◯ Off

NOTE: If you need additional assistance with accessibility, contact your campus BI contact at: <u>https://www.wisconsin.edu/bi/uwbi-</u> <u>support/</u> or contact the UWBI enterprise support team at: <u>uwbi@uwsa.edu</u>.

6. When you have competed any preference updates, select the OK button located in the lower right corner of the pop-up box.