

Business Objects OnDemand

BusinessObjects LiveOffice for crystalreports.com

English Only

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Overview

This evaluation guide will take you through installing and setting up LiveOffice with OnDemand:

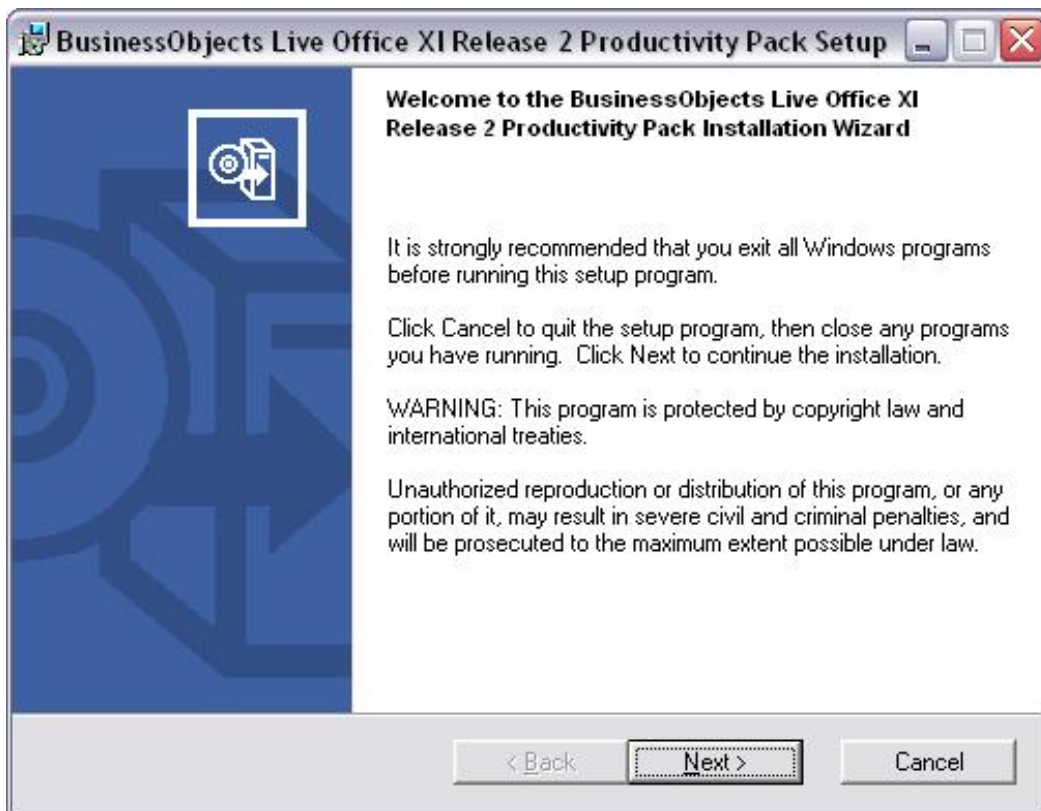
- BusinessObjects LiveOffice XI R2 viewer plug-in for Microsoft Office

Installation Steps for BusinessObjects LiveOffice XI R2

1. Install BusinessObjects Live Office XI R2

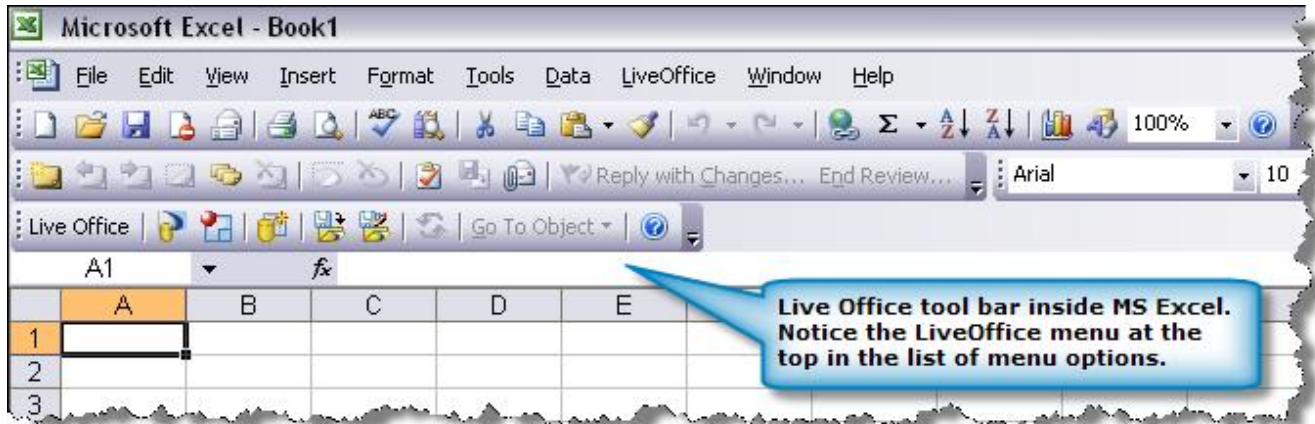
BusinessObjects Live Office enables you to import data from Crystal Reports or Web Intelligence documents that are hosted in crystalreports.com into Microsoft Office. You can then format the imported data using standard Microsoft Office functionality and the features of BusinessObjects Live Office.

- Click this [link](#) to download BusinessObjects Live Office XI R2.
- To install BusinessObjects Live Office, extract the install files and run **Setup.exe** to begin the installation.



- Follow the instructions in the install wizard. You should close any Microsoft Office application that you currently have open when installing BusinessObjects Live Office.

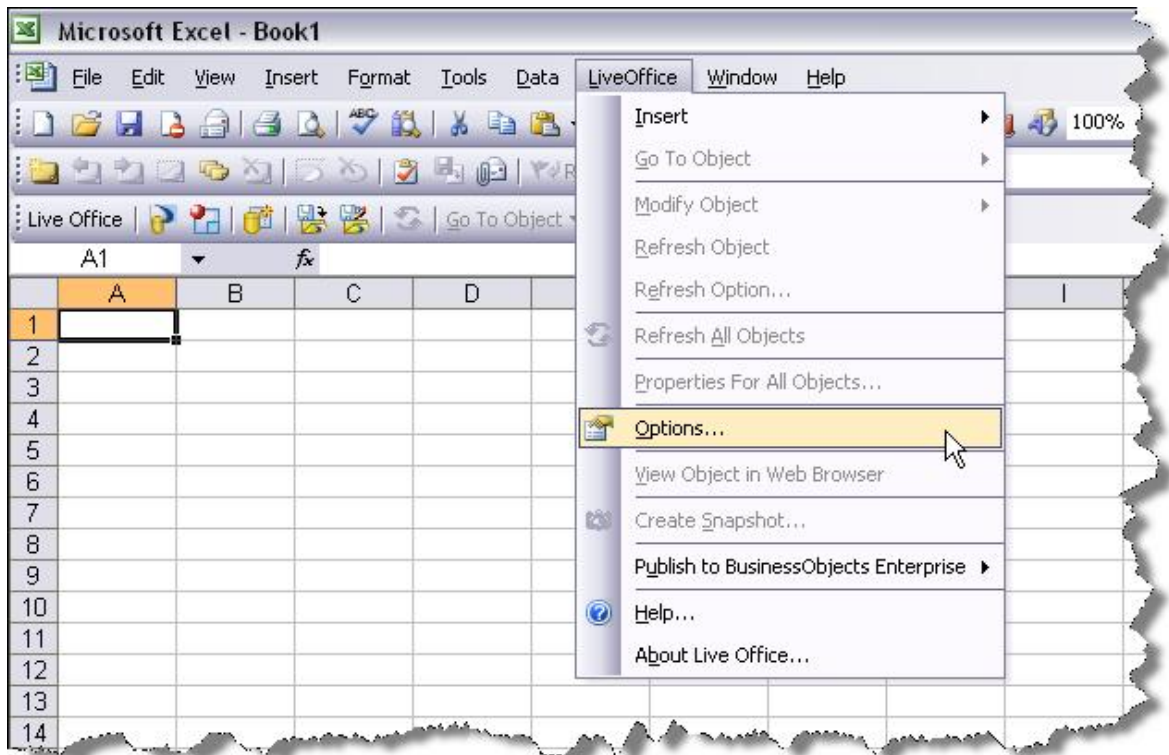
- D. After the installation is complete, open either: MS Excel, MS Word, MS PowerPoint, or MS Outlook. You should see a new BusinessObjects Live Office tool bar appear amongst your set of toolbars.



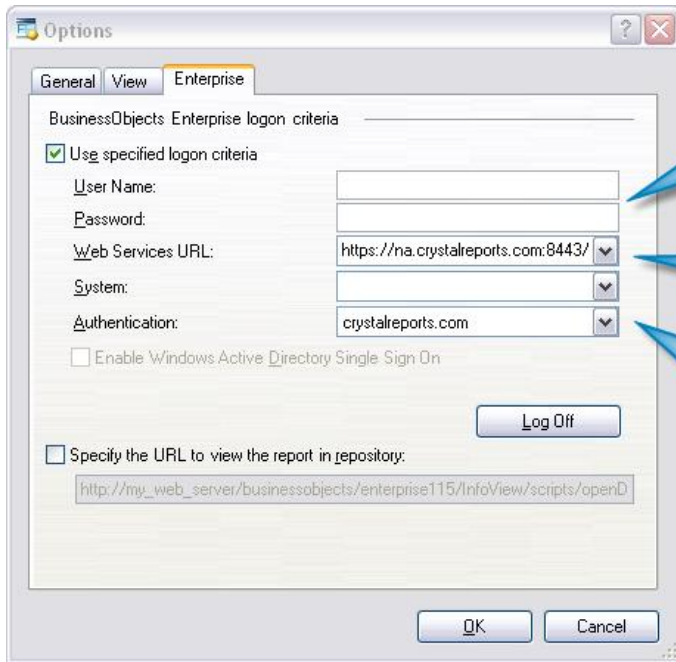
NOTE: If you do not see the Live Office tool bar inside your Microsoft Office application, navigate to the Business Objects technical support site at <http://technicalsupport.businessobjects.com> and search for the following knowledge base articles: c2018043, 3370918

2. How to get started with BusinessObjects Live Office XI R2

- A. Open a Microsoft Office application such as: Excel, Word or PowerPoint.
- B. Navigate to the **LiveOffice** option on the menu bar and select **Options...**



- C. Inside the LiveOffice **Options** window select the **Enterprise** tab and check on the option **Use specified logon criteria** and enter the following line into the **Web Services URL** drop-down box: <https://na.crystalreports.com:8443/dswsbobje/services/session>



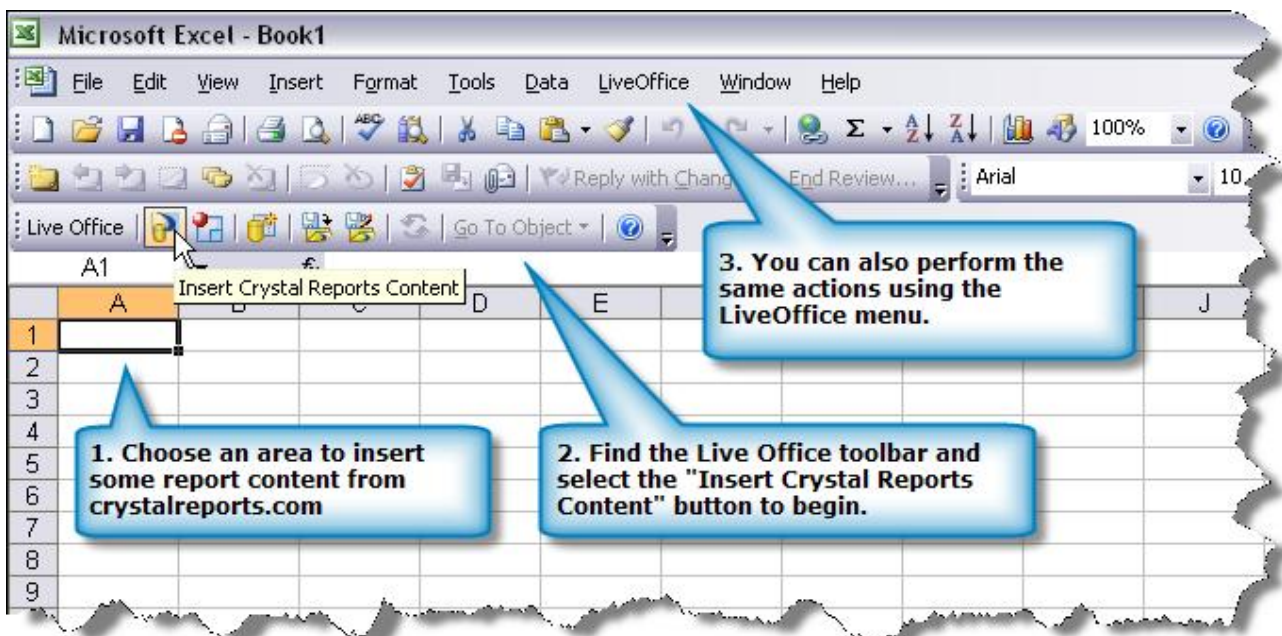
Enter your crystalreports.com login credentials here. The User Name would be your full email address for crystalreports.com along with your account password.

Enter the web services URL here:
<https://na.crystalreports.com:8443/dswsbobje/services/session>

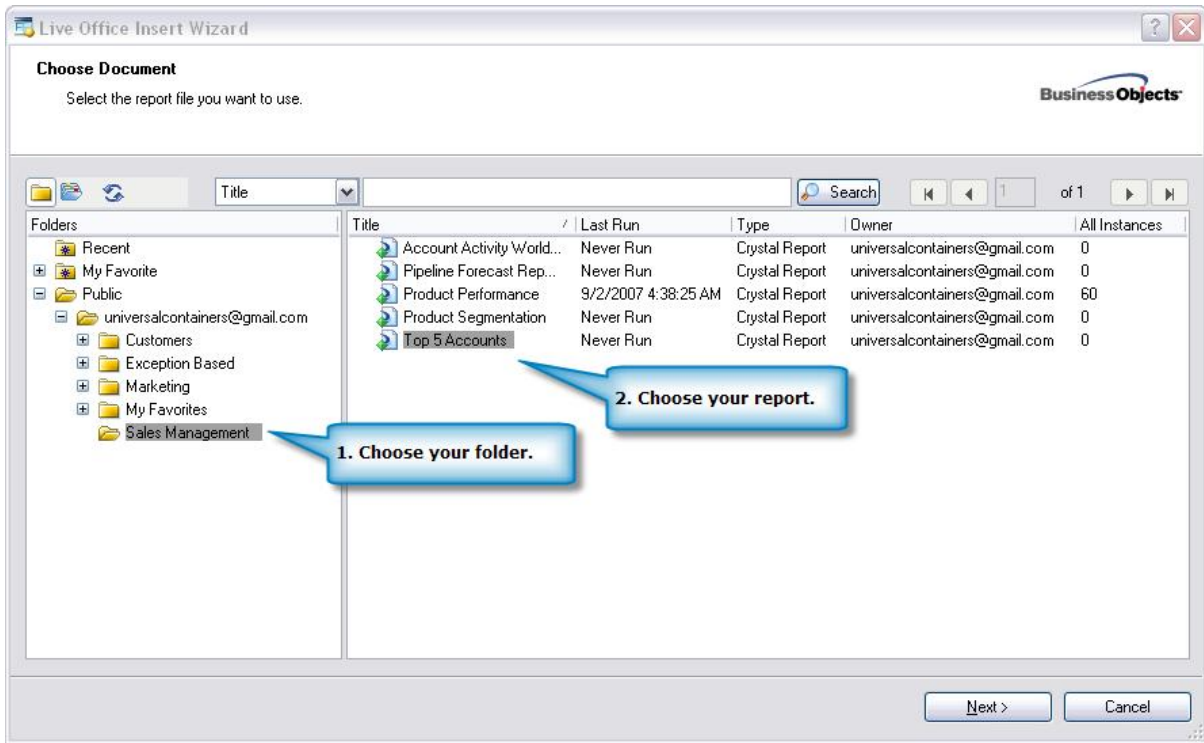
The Authentication will automatically be populated by the selection "crystalreports.com" once the web services URL is validated by LiveOffice.

Complete the User Name and Password fields under the logon criteria. Use your crystalreports.com email address and password when filling out these fields. LiveOffice will then be configured to automatically log into your account when you chose a report connection.

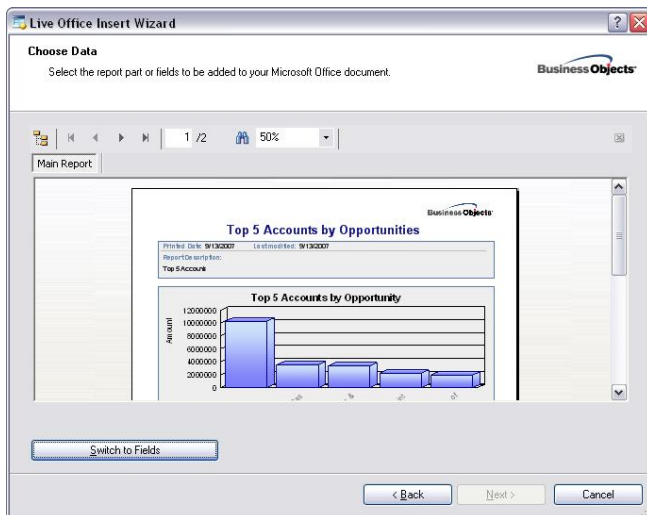
- D. Inside your Microsoft Office application, select an area where you will insert some report content from crystalreports.com. Then choose the **Insert Crystal Reports Content** from the Live Office tool bar or **Insert > Crystal Reports Content** from the **LiveOffice** menu to begin.



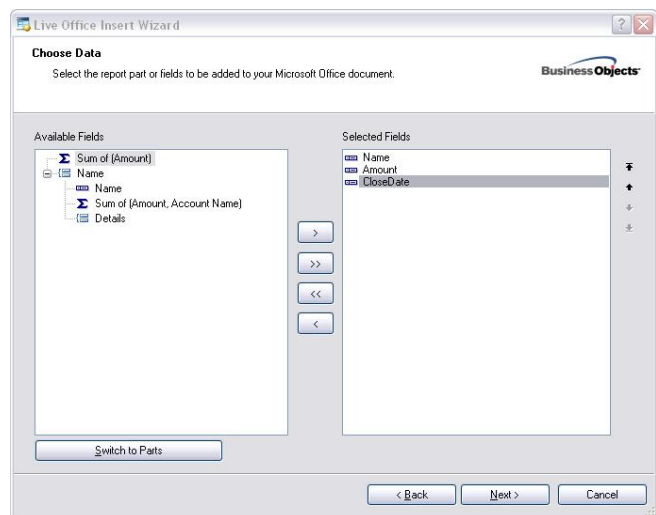
- E. The Live Office Insert Wizard will appear. Under the Folders area, navigate to the report you would like to select content from (for publishers you can choose reports under your report space, for viewers you can choose content publishers have invited you to view).



- F. You can select either parts of a report to insert or report fields to insert content from.

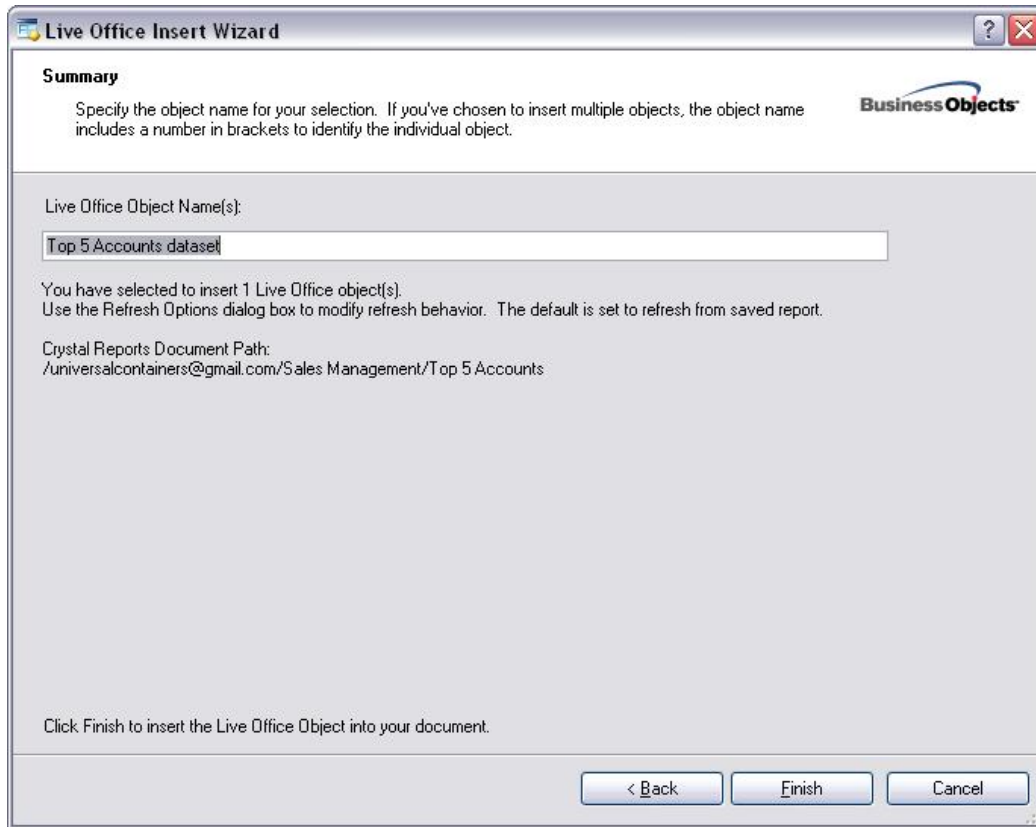


Show above is the report parts viewer.



Shown above is the report fields' viewer.

- G. Once you have selected your report content to insert into your Microsoft Office document, you can give the report object content a name for reference purposes. This is so you can easily identify what report object data you are referencing too since you can insert multiple slices of report content in the same Microsoft Office document.



- H. Congratulations! You have now inserted report content from crystalreports.com into your Microsoft Office document using BusinessObjects Live Office.

- I. To further manipulate your report content once it has been inserted into an area in your Microsoft Office document; right mouse click over the report content area and selecting the LiveOffice pop-up menu option.

