



Login to OBI and Navigate to dashboards

The purpose of this document is to show you how to login to OBI and Navigate to a Dashboard.

Oracle Business Intelligence (OBI) is a web-based reporting tool used to support the campus community's academic and administrative offices.

LOGIN

- To login to OBI, using Mozilla Firefox, Google Chrome, or Internet Explorer, visit <https://www.ohio.edu/finance>

- Click the OBI icon



- Enter your **OHIO ID** and **Password**

WARNING: MICROSOFT EDGE IS NOT COMPATIBLE WITH OBI.

NAVIGATE TO DASHBOARDS

When you login, to OBI, click Dashboards in the top right corner.

The screenshot shows the OBI user interface. At the top, there is a search bar with 'All' selected, and navigation links for 'Advanced', 'Help', and 'Sign Out'. Below this is a main navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', and 'Open'. The 'Dashboards' dropdown menu is open, showing a list of dashboard options: 'Most Recent (GL General - Funds Available View)', 'My Dashboard', and 'Finance and Administration Dashboards'. The 'Finance and Administration Dashboards' section is expanded, showing a list of sub-dashboards: 'Employee Lookup', 'Finance Lookups', 'GL General', 'Grants General', and 'Student FA View'. The 'Finance Lookups', 'GL General', and 'Grants General' items are highlighted with a red box.