



**Subject:** Business Objects 4.1 Upgrade and Freeze Period

**Audience:** Business Objects Reporting Users

The SCEIS Team is pleased to announce that we are upgrading Business Objects to version 4.1 on Monday, December 1, 2014. Business Objects 4.1 will have a different look from version 3.1. To assist users in adjusting to the upgrade, the SCEIS Team has created a navigation guide, [Business Objects 4.1 Quick User Guide](#). This guide is also posted on the SCEIS Weekly Updates page in conjunction with this message.

Before go-live, a freeze period is necessary to upgrade the system and move reports housed in your Favorites folder to version 4.1. **The freeze period for Business Objects will begin at 2:00 p.m. on Friday, November 21 and will continue until go-live on Monday, December 1.**

During the freeze period, users will not be able to log into Business Objects. However, users will receive any batch reports that are distributed by the SCEIS Team via email.

Please continue to clean up your Favorites folders by deleting any unused reports and job (scheduling) history. It is best practice to periodically review your Favorites folders and delete any unused documents, but this is particularly important before a system upgrade.

If you have any questions about this message, please email them to [sceis@sceis.sc.gov](mailto:sceis@sceis.sc.gov).