

Adding documents from a local drive

Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView

Go directly to:

-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

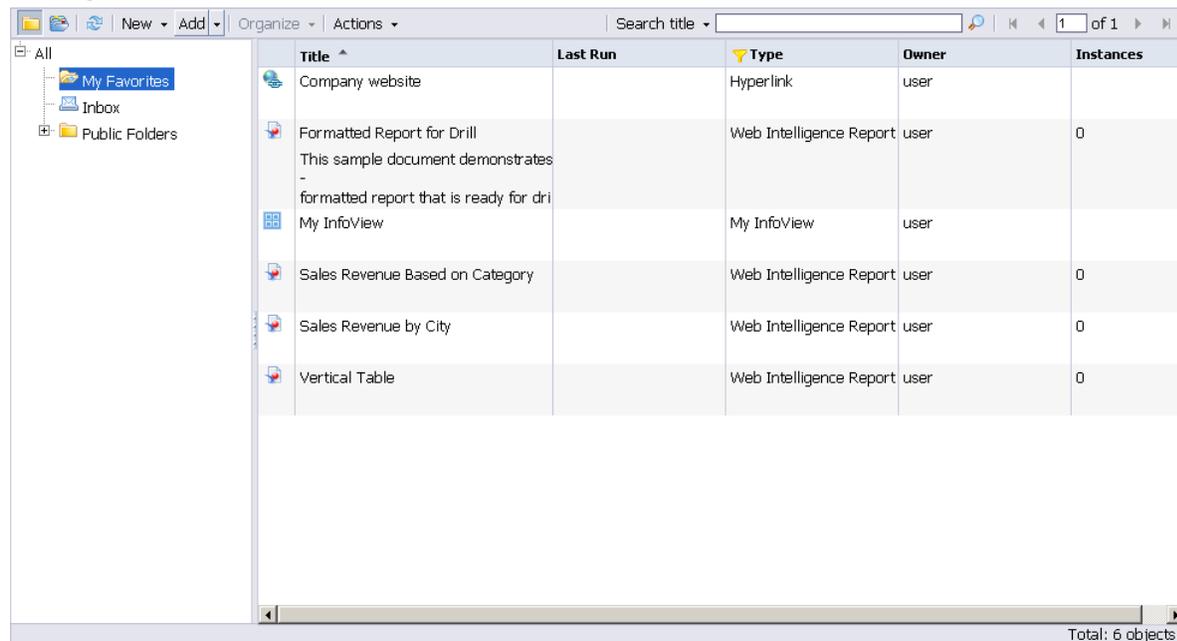
InfoView

2. Click **My Favorites**.

You can add documents to InfoView from your computer. This is useful for sharing other types of documents with Business Objects users.

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Listing



The screenshot shows the SAP InfoView interface with a document listing table. The table has columns for Title, Last Run, Type, Owner, and Instances. The following table represents the data shown in the screenshot:

Title	Last Run	Type	Owner	Instances
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Vertical Table		Web Intelligence Report	user	0

Total: 6 objects

3. Click **Add**.
4. Click **Local Document....**

Internal

Filename: Browse...

File Type:

MIME:

5. Click the arrow next to the **File Type** drop-down list.
6. Click **Microsoft Excel**.

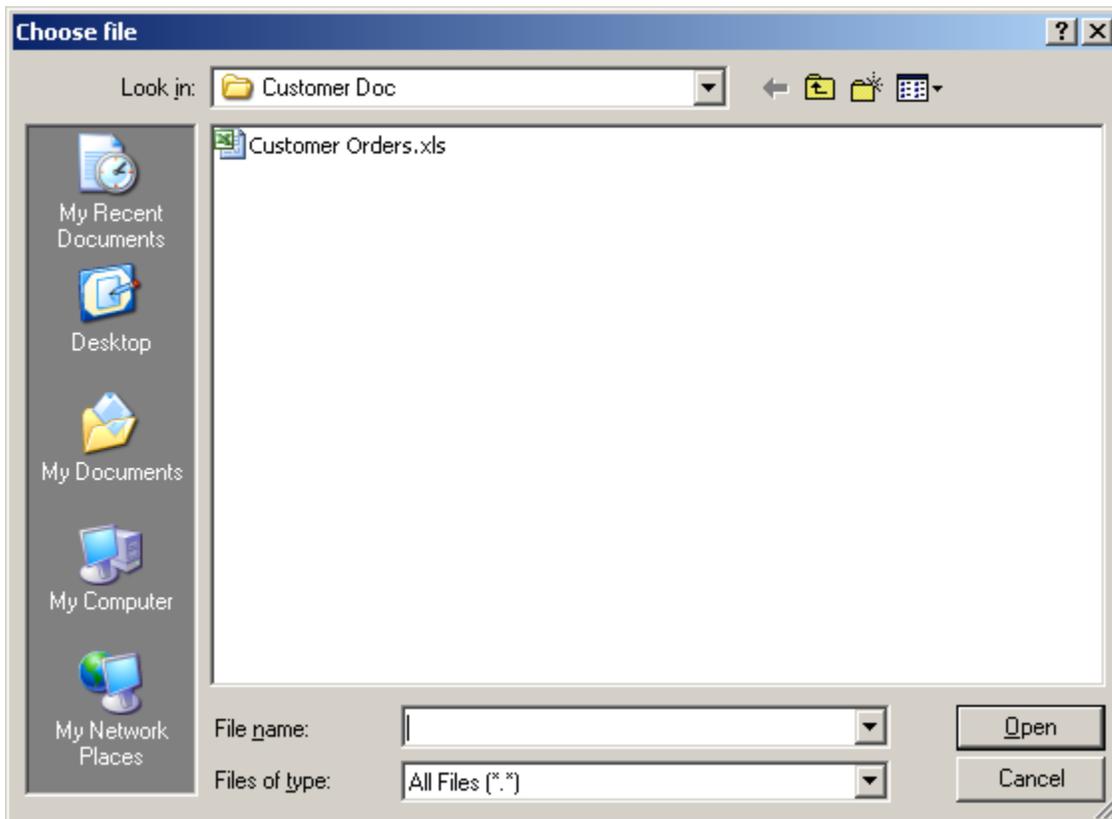
You can add several file types to InfoView. You specify the file type here, so that when you add the document to InfoView, the associated file type will display in the document properties.

In this example you will add an Excel document called Customer Orders.xls from your computer.

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7. Click **Browse....**

Choose file



8. Click **Customer Orders.xls**.

You can browse your computer to select the document you want to add.

9. Click **Open**.

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Internal

▼ **Select Document**

Filename:

File Type:

MIME:

► **General Properties**

10. Click the **General Properties** link.

Customer Orders Properties

Title:

Description:

Keywords:

Last Run On:

Categories

- Personal Categories
- Corporate Categories

11. Click in the **Description** text box.

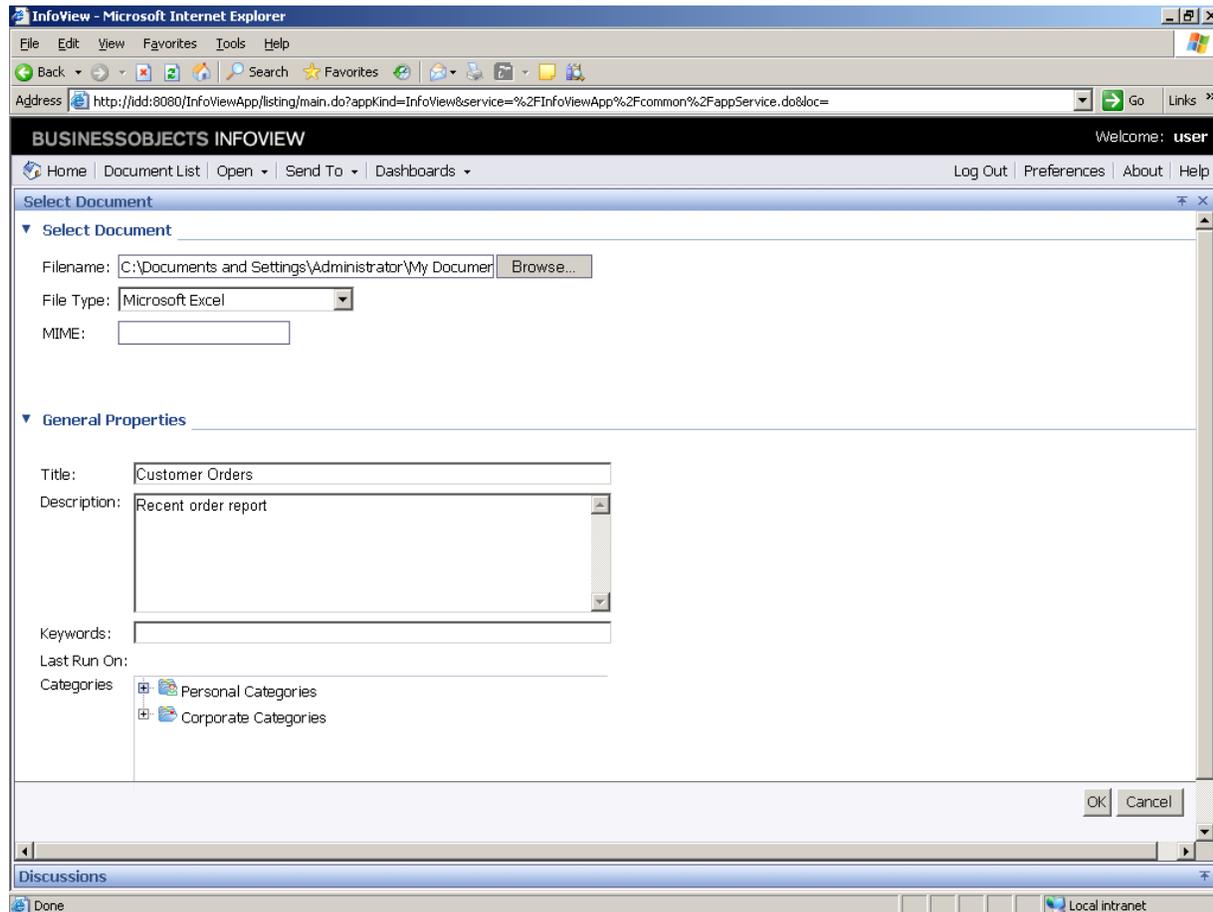
InfoView automatically populates the title field with the document title.

12. As required, complete/review the following fields:

Field	R/O/C	Description
Description:	R	Example: Recent order report

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Customer Orders Properties



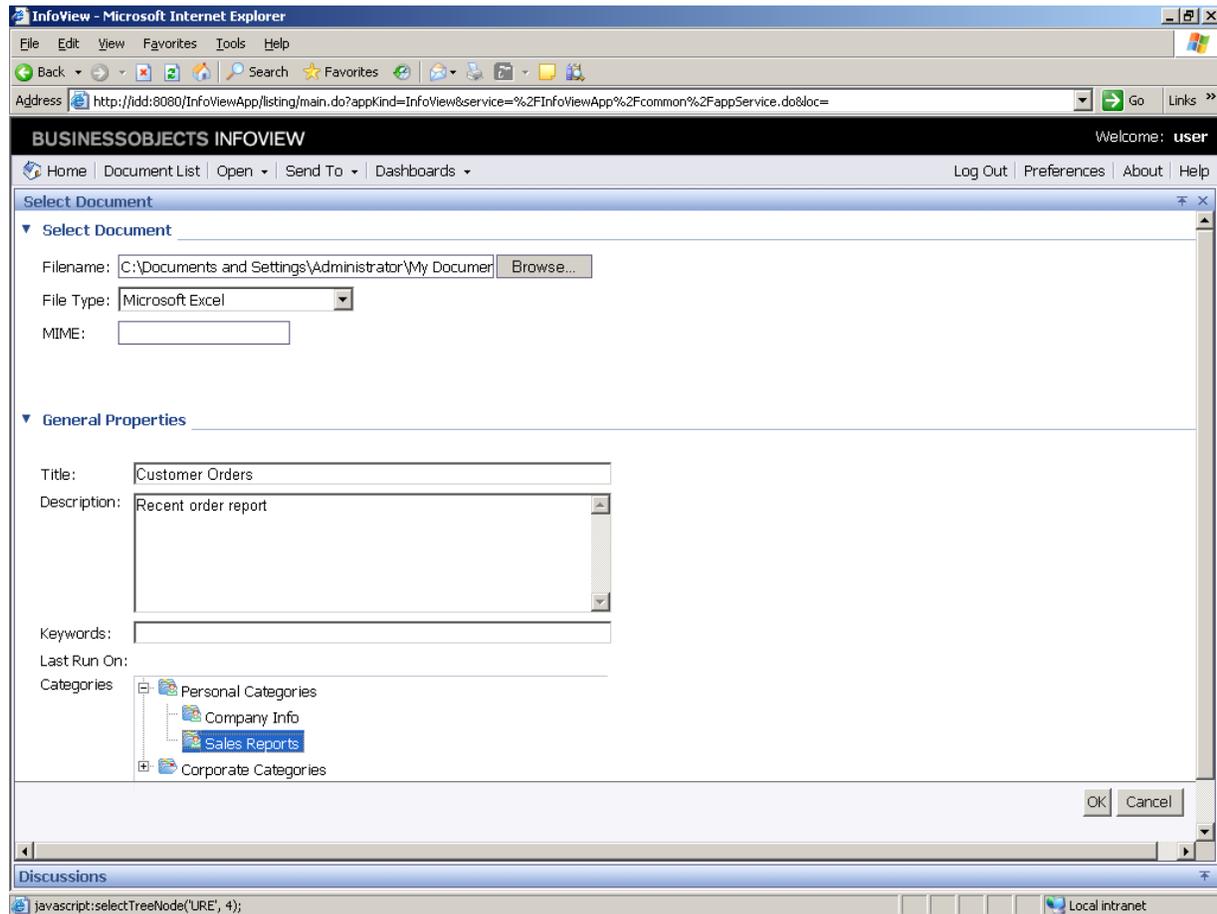
13. Click the + before the **Personal Categories** list item.

You then specify which category you want to place the document in.

14. Click **Sales Reports**.

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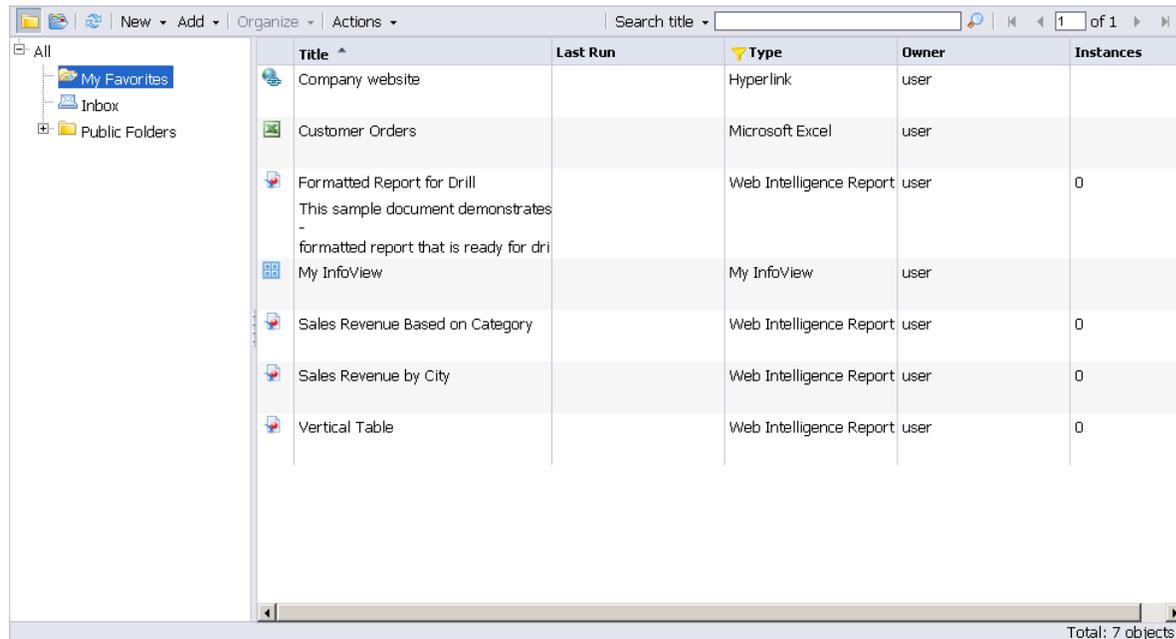
Internal



15. Click **OK**.

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Listing



Title	Last Run	Type	Owner	Instances
Company website		Hyperlink	user	
Customer Orders		Microsoft Excel	user	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Vertical Table		Web Intelligence Report	user	0

Total: 7 objects

16. Press [Enter] to continue.

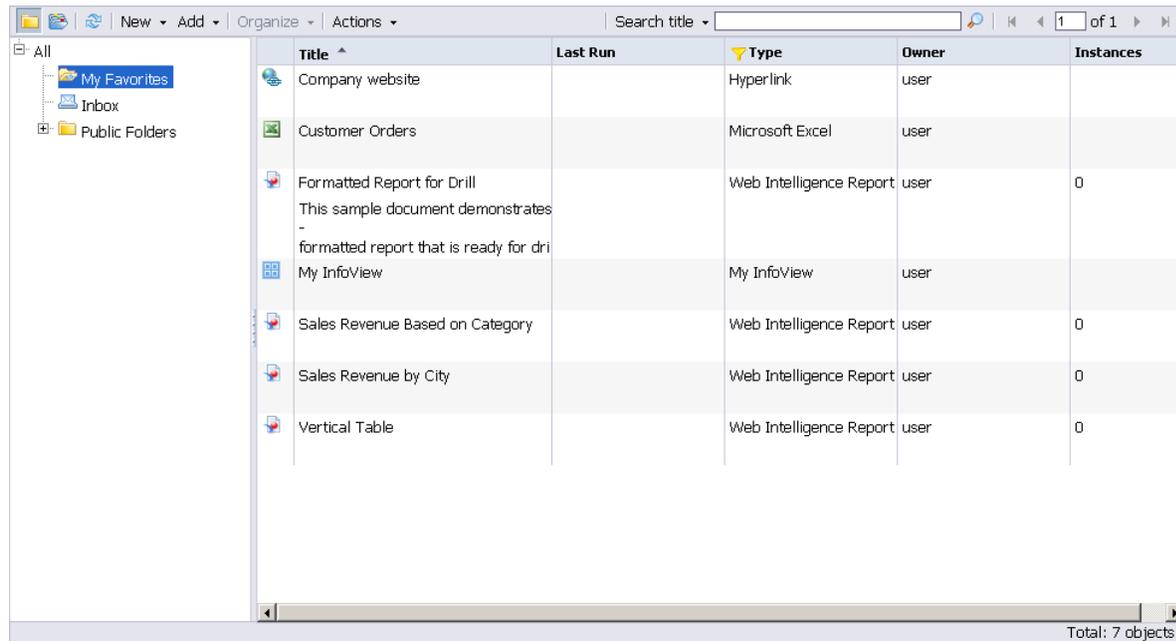
The document has been added from your computer to InfoView.

The document appears in the Workspace Panel within the folder where you placed the document.

Press **[Enter]** to continue.

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End of simulation.



Title	Last Run	Type	Owner	Instances
Company website		Hyperlink	user	
Customer Orders		Microsoft Excel	user	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Vertical Table		Web Intelligence Report	user	0

Total: 7 objects

17. End of simulation.