

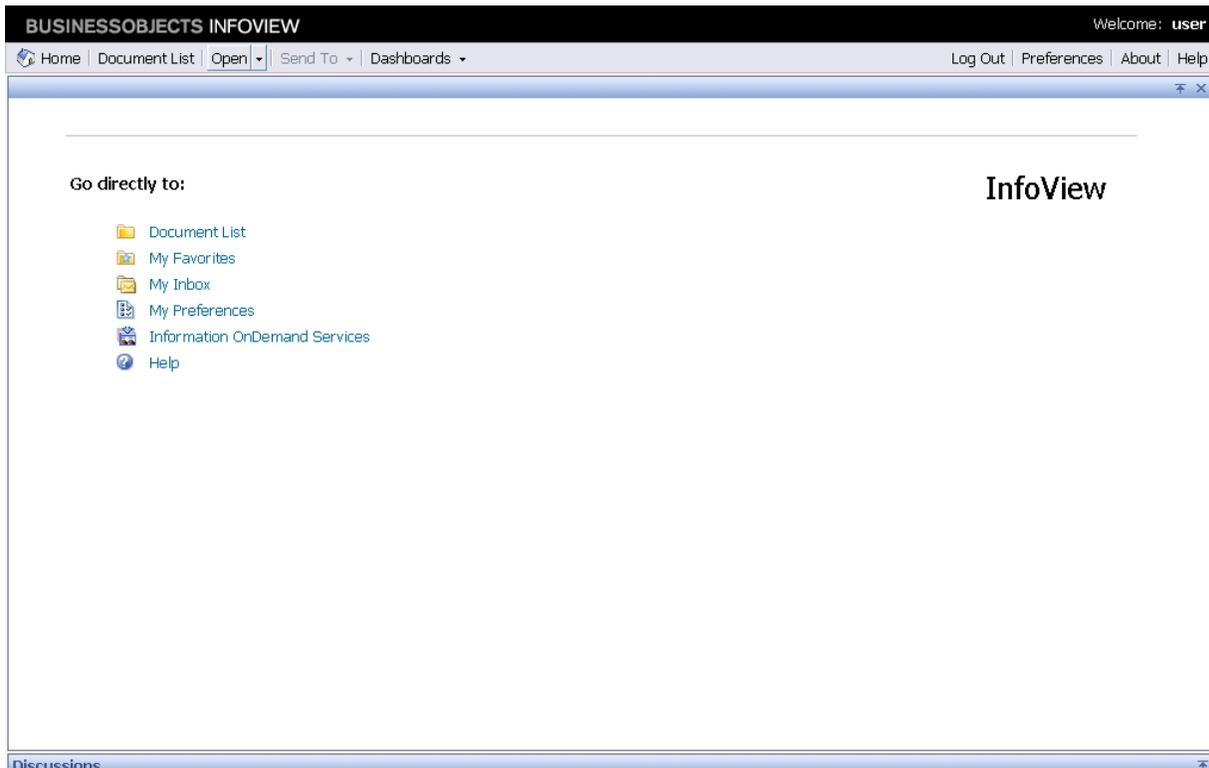
## Creating a dashboard with My InfoView

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### Procedure

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

### null Toolbar



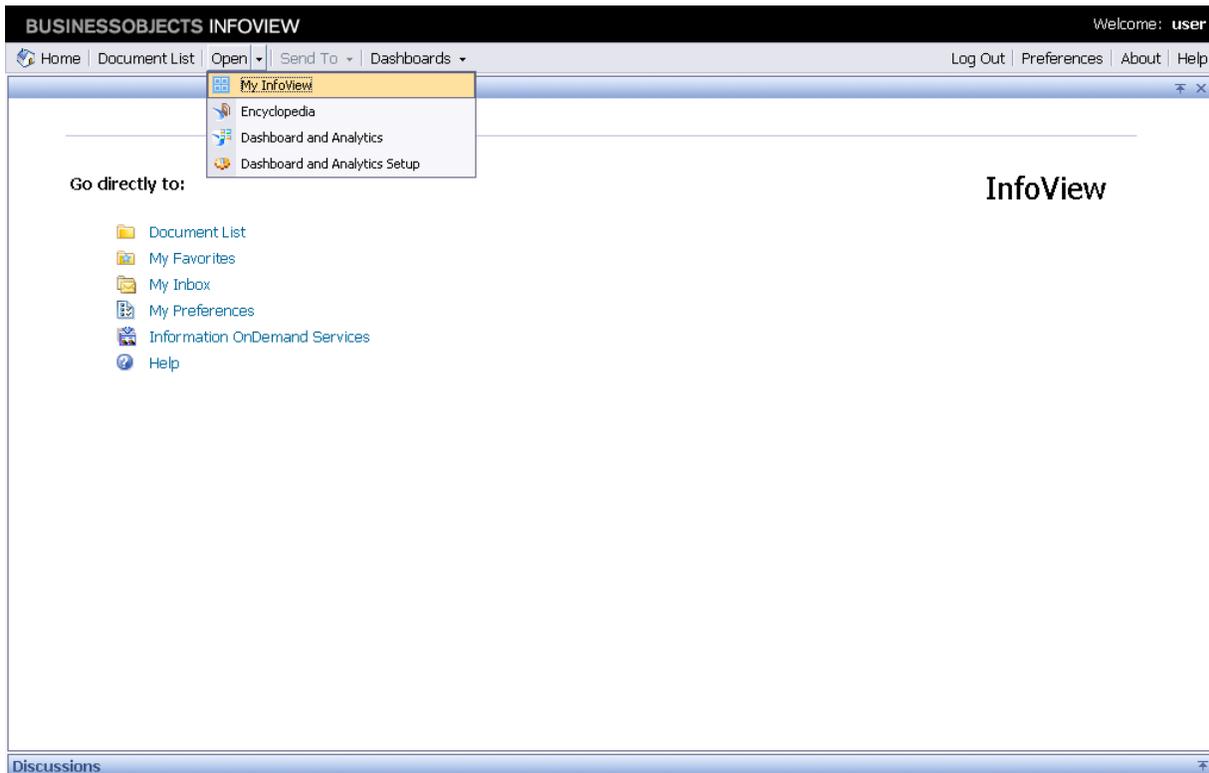
2. Click **Open**.

By using My InfoView, you can create a dashboard to enhance the way you view your objects.

A dashboard is a customized view that contains the objects (for example, reports, documents, and web sites) you view on a regular basis. These objects are displayed according to settings that you define.

## Creating a dashboard with My InfoView

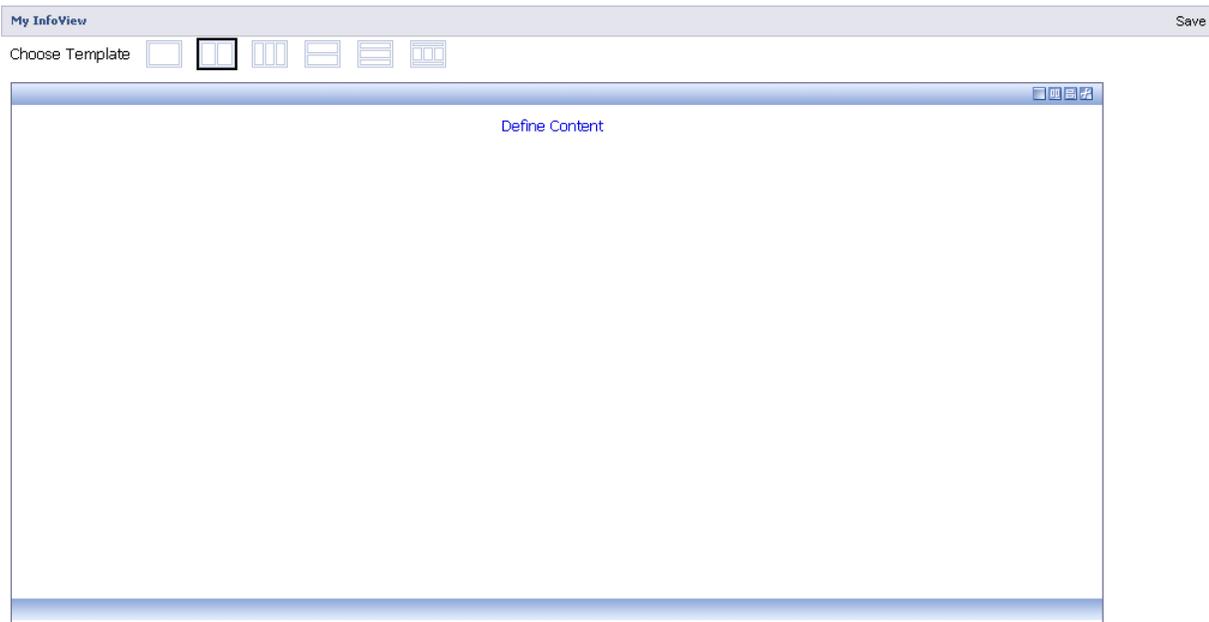
null Toolbar



3. Click **My InfoView**.

## Creating a dashboard with My InfoView

### Internal

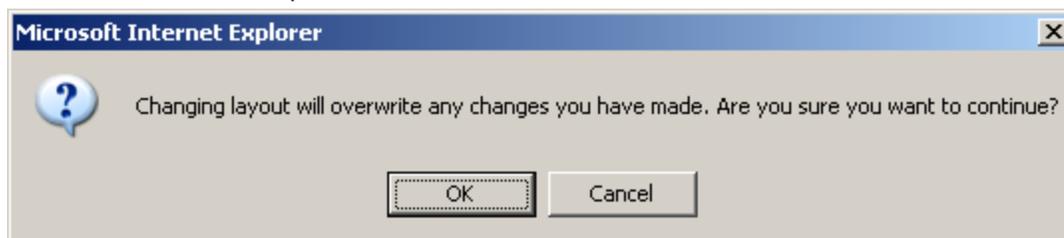


4. Click **Two Columns** .

The My InfoView page appears, displaying the selection of templates. The templates include frames that determine the layout of the objects in your dashboard. Each frame can contain one object.

In this example, you want to see a Web Intelligence document and your Inbox folder in one view.

### Microsoft Internet Explorer

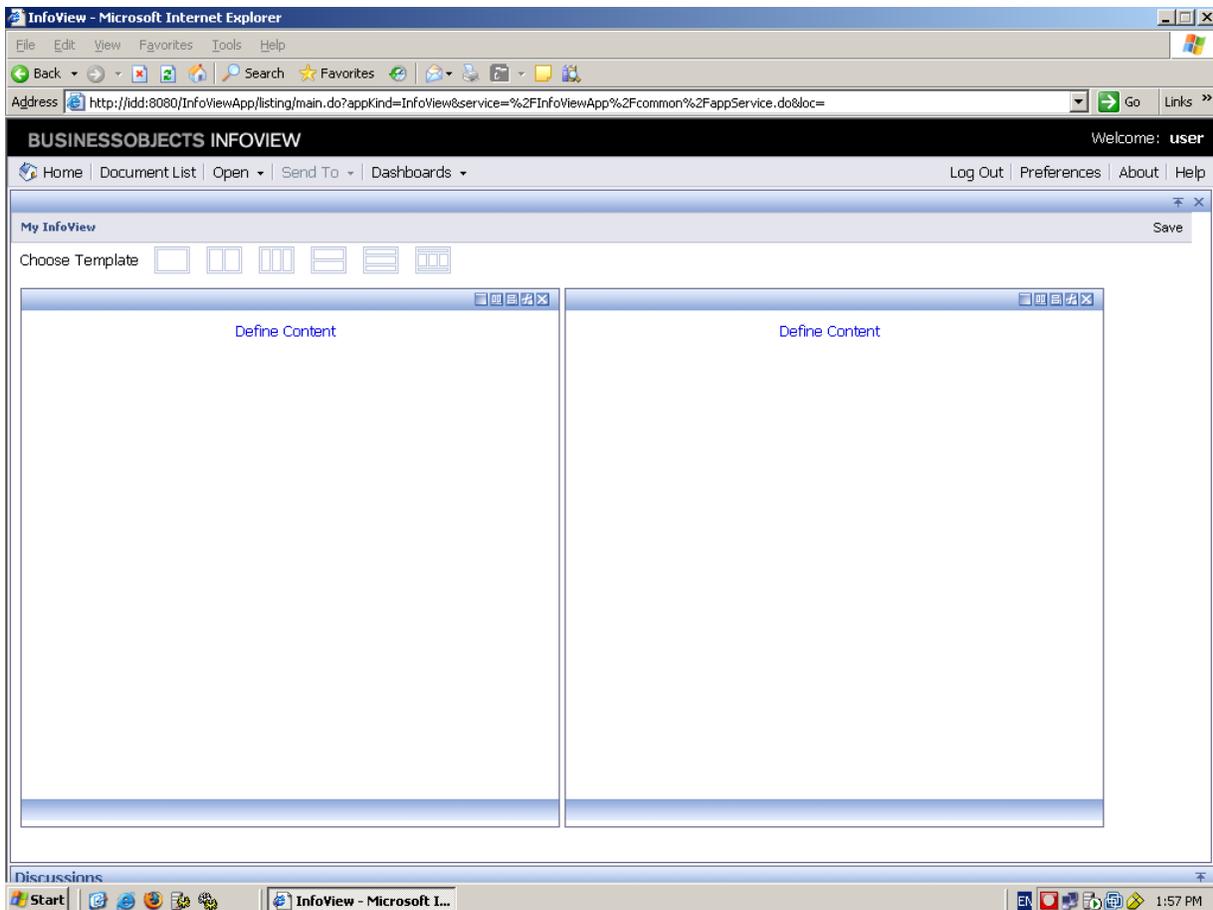


5. Click **OK**.

## Creating a dashboard with My InfoView

Whenever a new template layout is selected, the previous dashboard template is overwritten.

### InfoView - Microsoft Internet Explorer

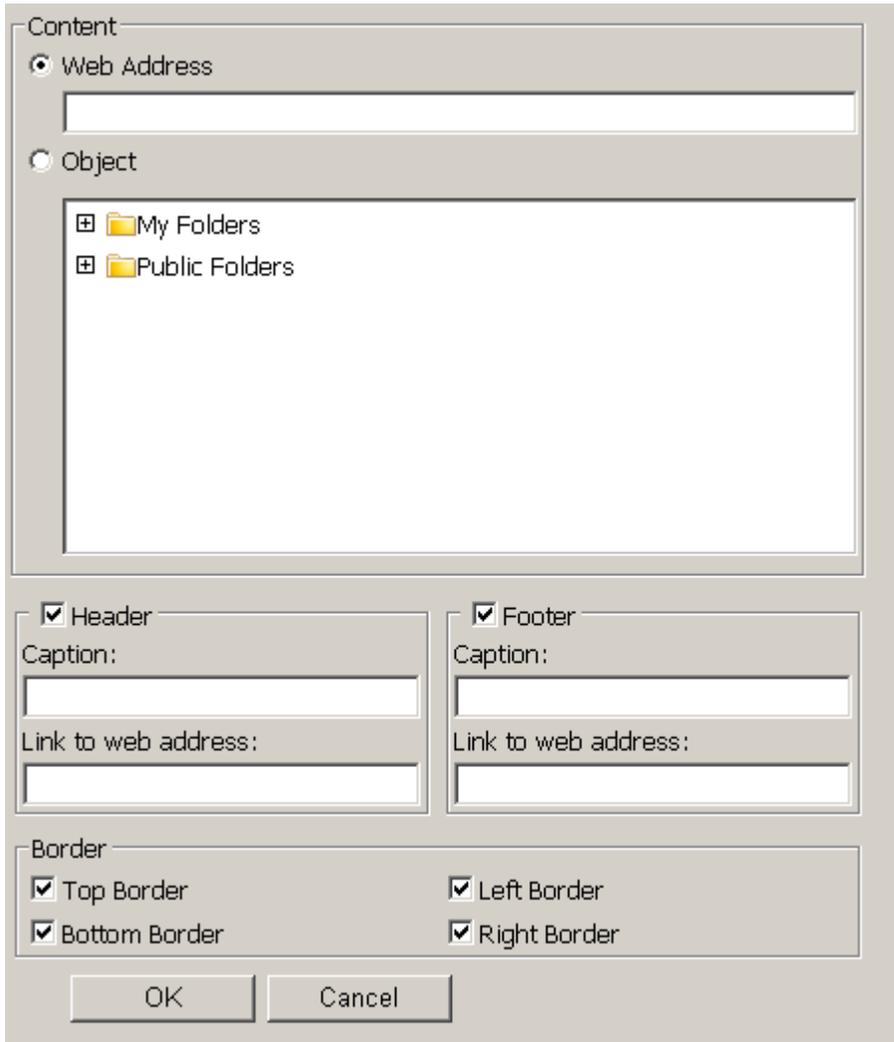


6. Click the **Define Content** link.

The Dashboard Properties dialog box changes to the two column layout.  
Now, you will populate each of the template frames with content.

## Creating a dashboard with My InfoView

### Dashboard Properties



Content

Web Address

Object

My Folders

Public Folders

Header

Caption:

Link to web address:

Footer

Caption:

Link to web address:

Border

Top Border

Bottom Border

Left Border

Right Border

OK Cancel

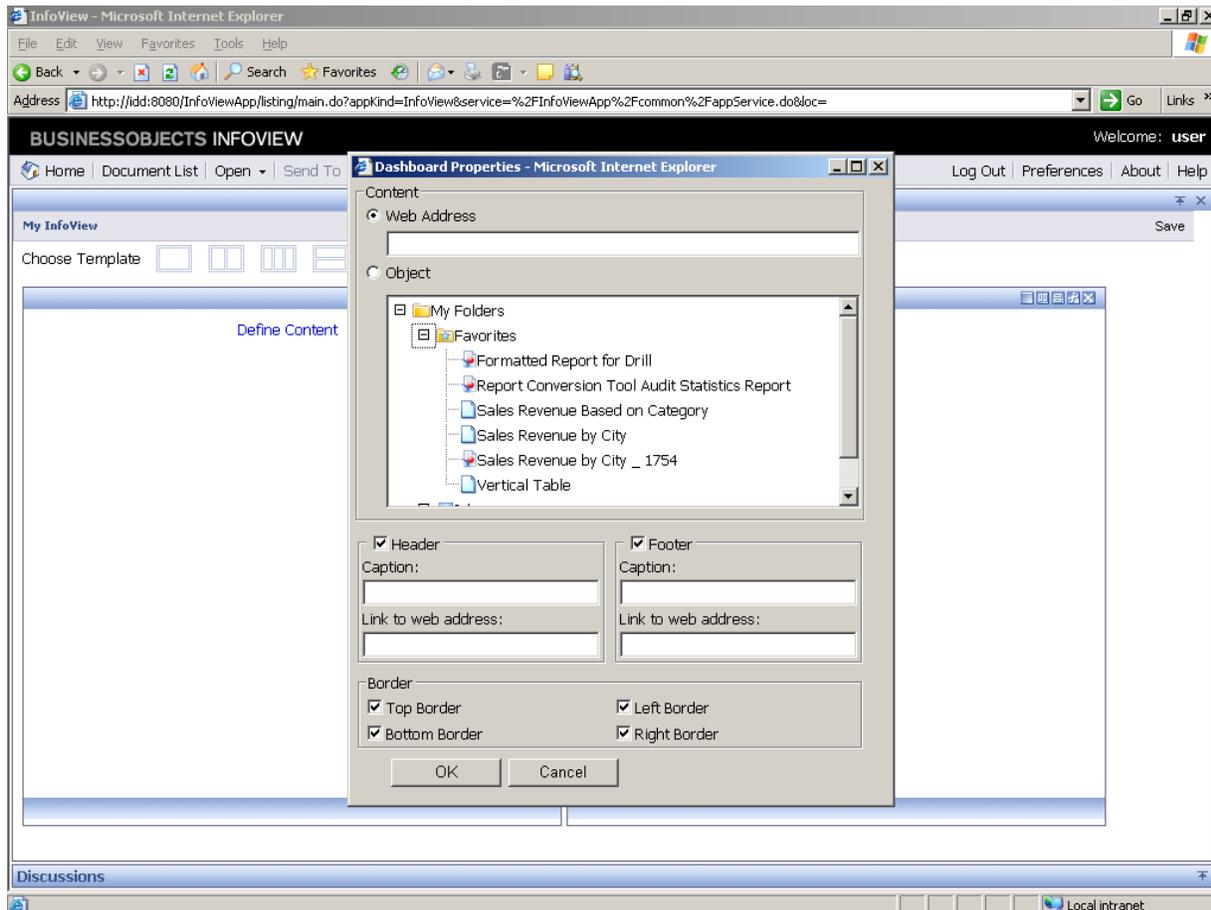
7. Click the **Object** option.

The Dashboard Properties dialog box for the first template frame displays.  
You want to display a Web Intelligence document in this frame.

8. Click the + before the **My Folders** tree item.
9. Click the + before the **Favorites** tree item.

## Creating a dashboard with My InfoView

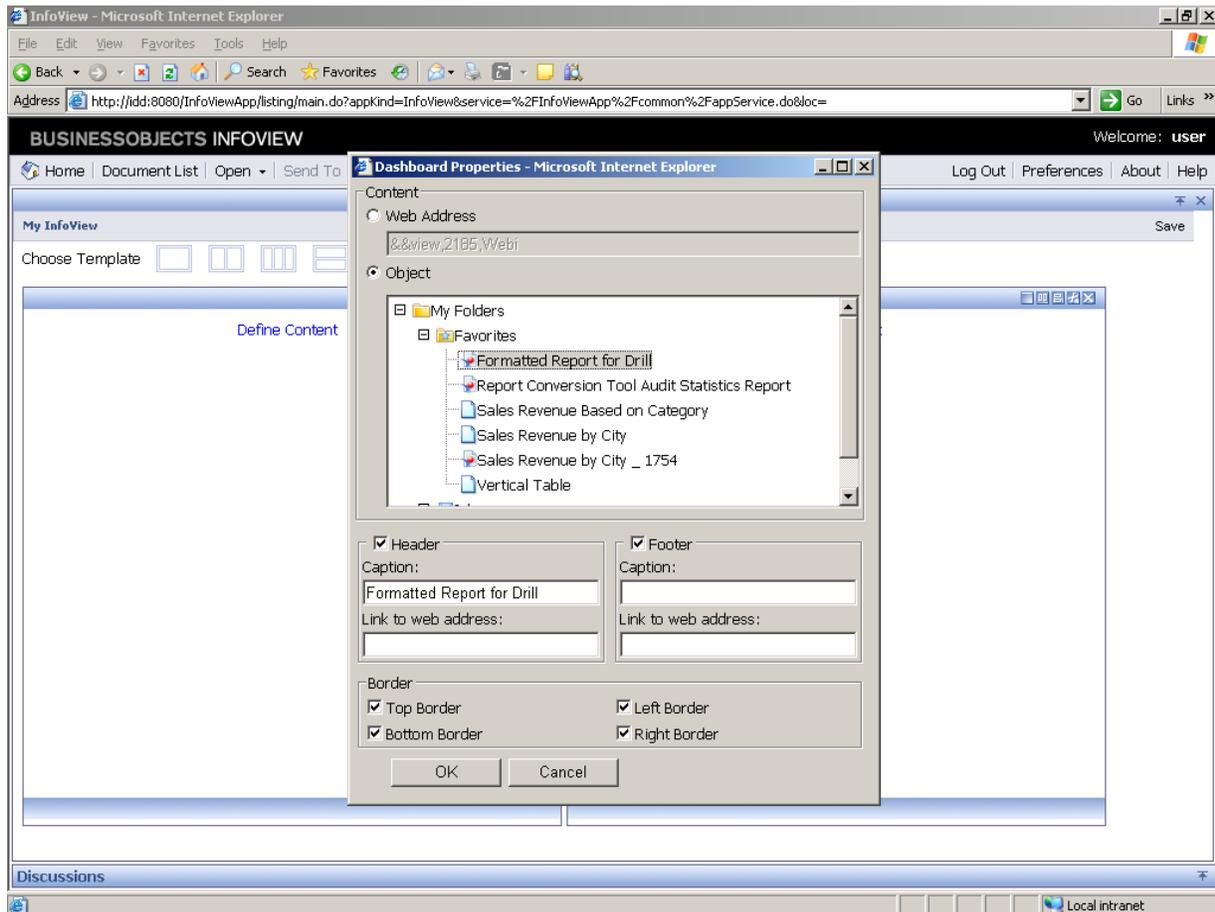
### Dashboard Properties



10. Click the **Formatted Report for Drill** tree item.

## Creating a dashboard with My InfoView

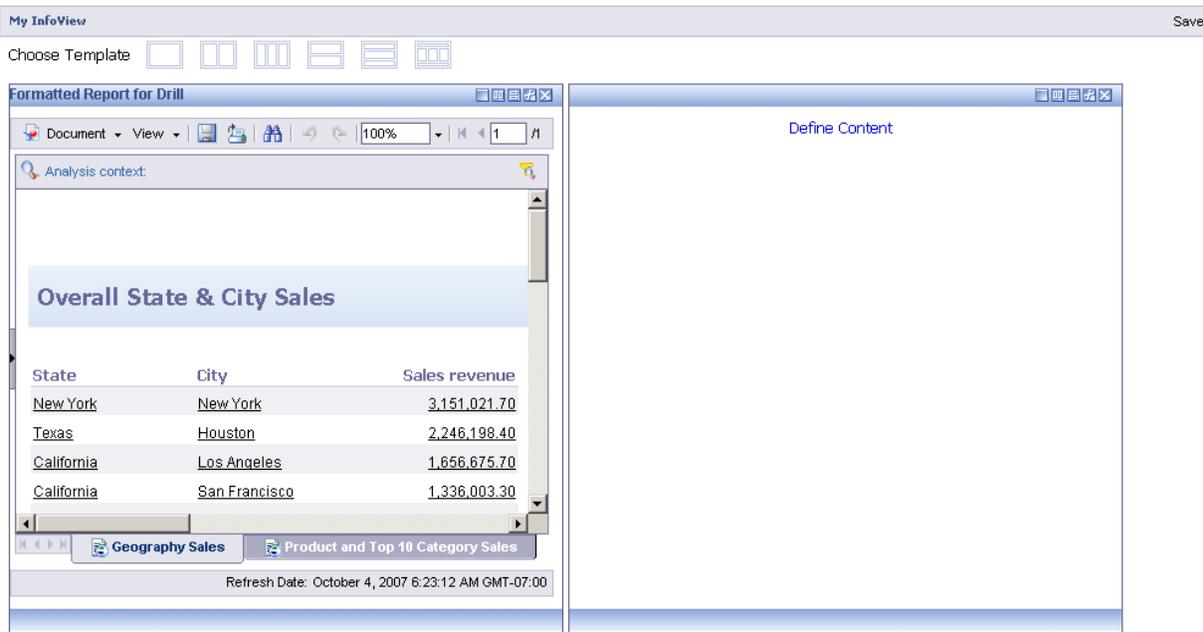
### Dashboard Properties



11. Click **OK**.

## Creating a dashboard with My InfoView

### Internal



My InfoView Save

Choose Template 

**Formatted Report for Drill** Define Content

Document View | 100% | 1 / 1

Analysis context:

### Overall State & City Sales

State	City	Sales revenue
New York	New York	3,151,021.70
Texas	Houston	2,246,198.40
California	Los Angeles	1,656,675.70
California	San Francisco	1,336,003.30

Geography Sales | Product and Top 10 Category Sales

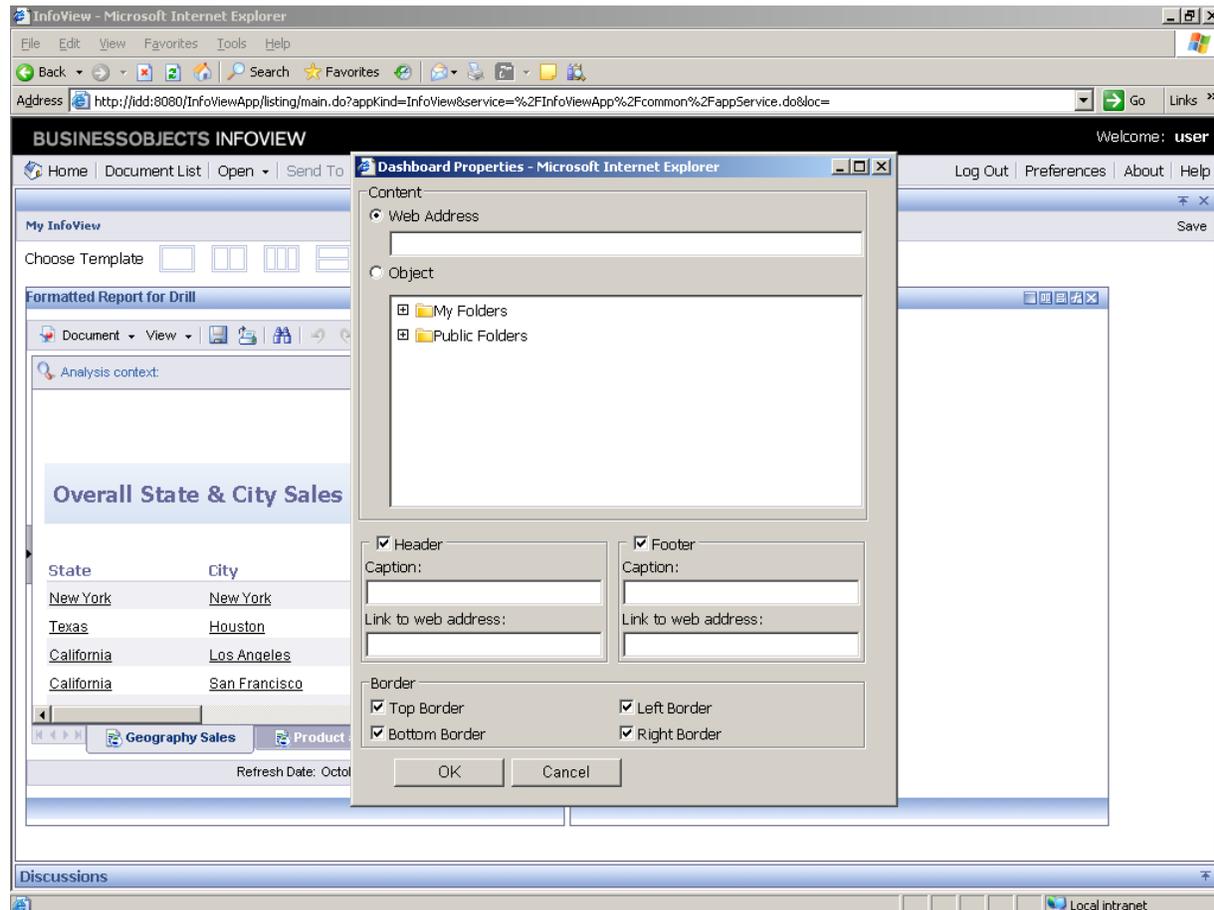
Refresh Date: October 4, 2007 6:23:12 AM GMT-07:00

- Click the **Define Content** link.

The Geographic Sales Report displays in the second frame of the template.  
In the second frame, you will display the list of documents in your Inbox.

## Creating a dashboard with My InfoView

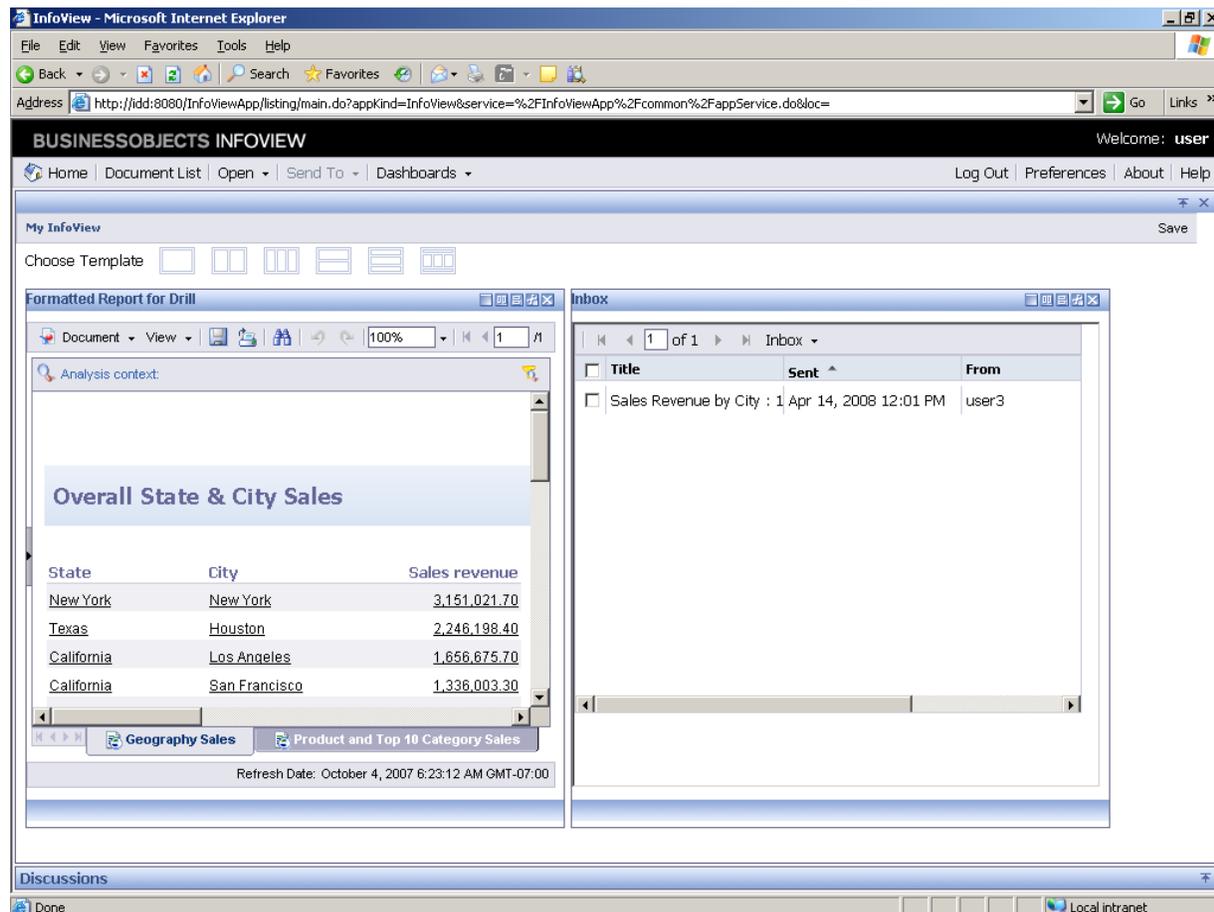
### Dashboard Properties



13. Click the **Object** option.
14. Click the + before the **My Folders** tree item.
15. Click the **Inbox** tree item.
16. Click **OK**.

## Creating a dashboard with My InfoView

### Internal



**Formatted Report for Drill**

Analysis context:

**Overall State & City Sales**

State	City	Sales revenue
New York	New York	3,151,021.70
Texas	Houston	2,246,198.40
California	Los Angeles	1,656,675.70
California	San Francisco	1,336,003.30

Refresh Date: October 4, 2007 6:23:12 AM GMT-07:00

**Inbox**

Title	Sent	From
Sales Revenue by City	1 Apr 14, 2008 12:01 PM	user3

- Click **Save**.

You have now customized My InfoView and created a new Dashboard. Now you must save this Dashboard.

**Note:** If you navigate away from this page without saving, your My InfoView template changes will not be retained and will then need to be recreated.

- Click **Preferences**.

The default location of My InfoView is your Favorites folder. However, you can change your Home page to display My InfoView by default, so that you have access to these

## Creating a dashboard with My InfoView

objects as soon as you log on.  
You set this option in your Preferences.

### Preferences

InfoView Start Page:

- Home
- My InfoView
- Favorites
- Inbox
- Folder: (unspecified)
- Category: (unspecified)
- Dashboard: (unspecified)
- InfoView Page Layout: (unspecified)

---

Document Navigation View:

- Folder
- Category

---

Set the number of objects (max.) per page:

---

Document List Display:

- description
- owner

19. Click the **My InfoView** option.

## Creating a dashboard with My InfoView

### Internal

▼ **General**

InfoView Start Page:

- Home
- My InfoView
- Favorites
- Inbox
- Folder: (unspecified)
- Category: (unspecified)
- Dashboard: (unspecified)
- InfoView Page Layout: (unspecified)

---

Document Navigation View:

- Folder
- Category

---

Set the number of objects (max.) per page:

---

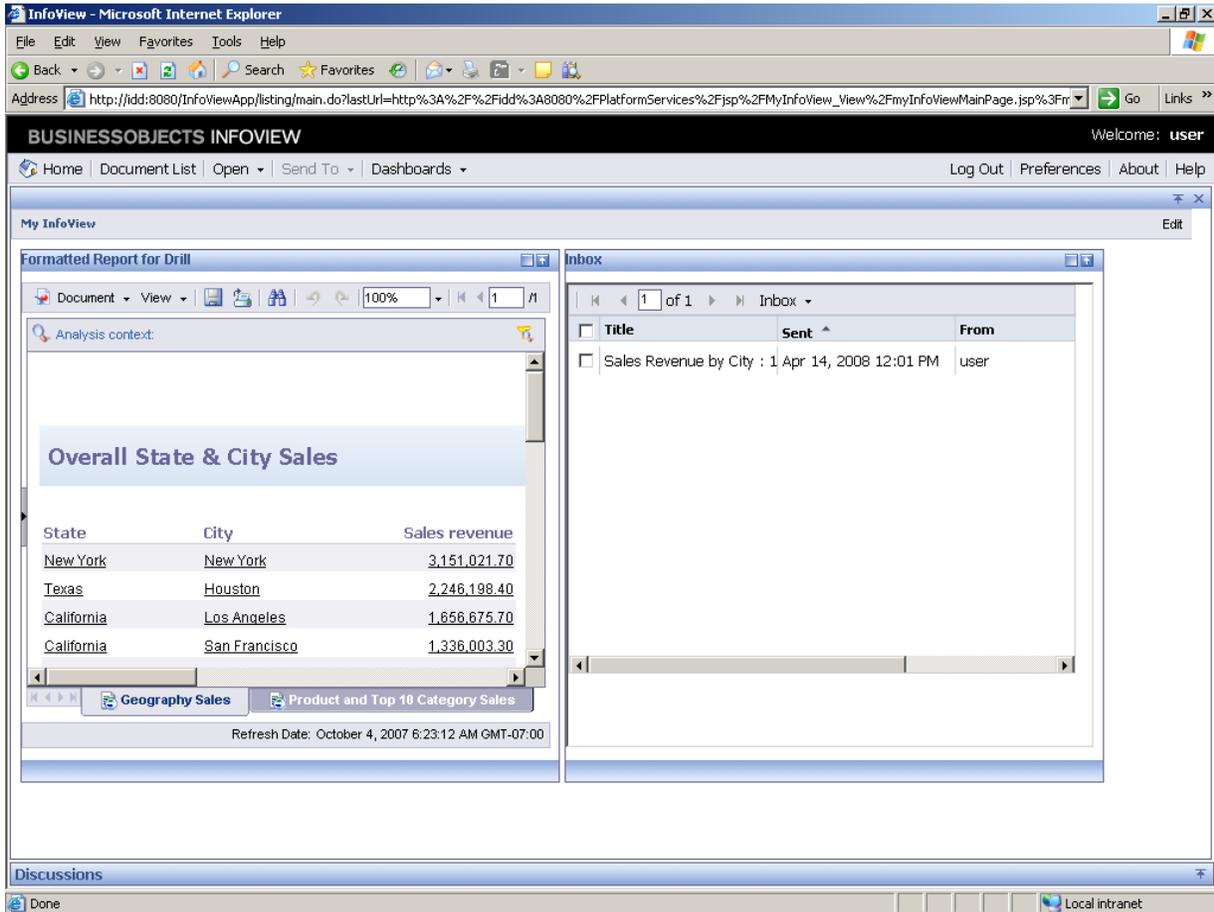
Document List Display:

- description
- owner

20. Click **OK**.

## Creating a dashboard with My InfoView

null Toolbar



State	City	Sales revenue
New York	New York	3,151,021.70
Texas	Houston	2,246,198.40
California	Los Angeles	1,656,675.70
California	San Francisco	1,336,003.30

21. Click **Log Out**.

Now log off InfoView to test your changes.

## Creating a dashboard with My InfoView

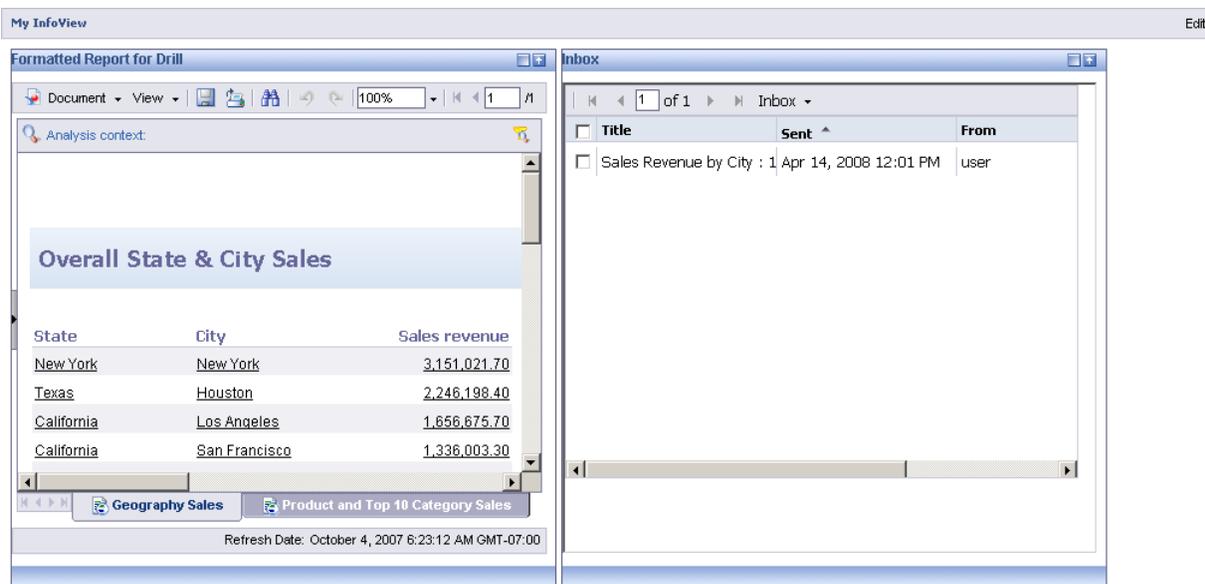
Log On to InfoView

Log On

22. Click **Log On**.

In the application, you would enter your password to log on again. In this exercise, the password has been entered for you.

Internal



The screenshot displays the SAP My InfoView interface. The main window is titled "Formatted Report for Drill" and shows a report titled "Overall State & City Sales". The report contains a table with the following data:

State	City	Sales revenue
New York	New York	3,151,021.70
Texas	Houston	2,246,198.40
California	Los Angeles	1,656,675.70
California	San Francisco	1,336,003.30

Below the table, there are two tabs: "Geography Sales" (selected) and "Product and Top 10 Category Sales". The refresh date is "October 4, 2007 6:23:12 AM GMT-07:00". To the right, there is an "Inbox" window showing one message:

Title	Sent	From
Sales Revenue by City	1 Apr 14, 2008 12:01 PM	user

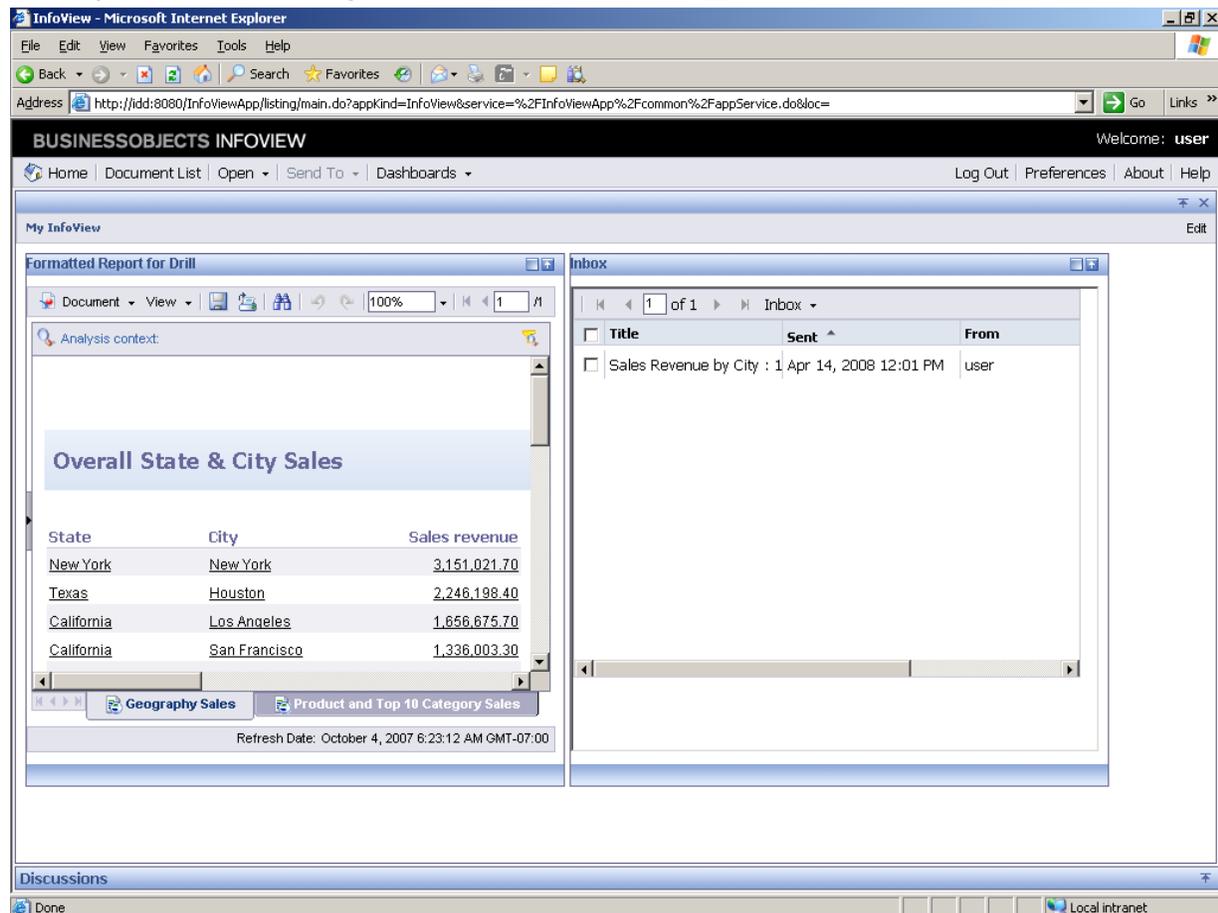
23. Press [Enter] to continue.

## Creating a dashboard with My InfoView

You can see that your My InfoView Dashboard now displays as the initial view when you log on to InfoView.

Press **[Enter]** to continue.

## Workspace Window Sizing Actions



**Formatted Report for Drill**

Analysis context:

**Overall State & City Sales**

State	City	Sales revenue
New York	New York	3,151,021.70
Texas	Houston	2,246,198.40
California	Los Angeles	1,656,675.70
California	San Francisco	1,336,003.30

Refresh Date: October 4, 2007 6:23:12 AM GMT-07:00

**Inbox**

Title	Sent	From
Sales Revenue by City :	1 Apr 14, 2008 12:01 PM	user

24. End of simulation.