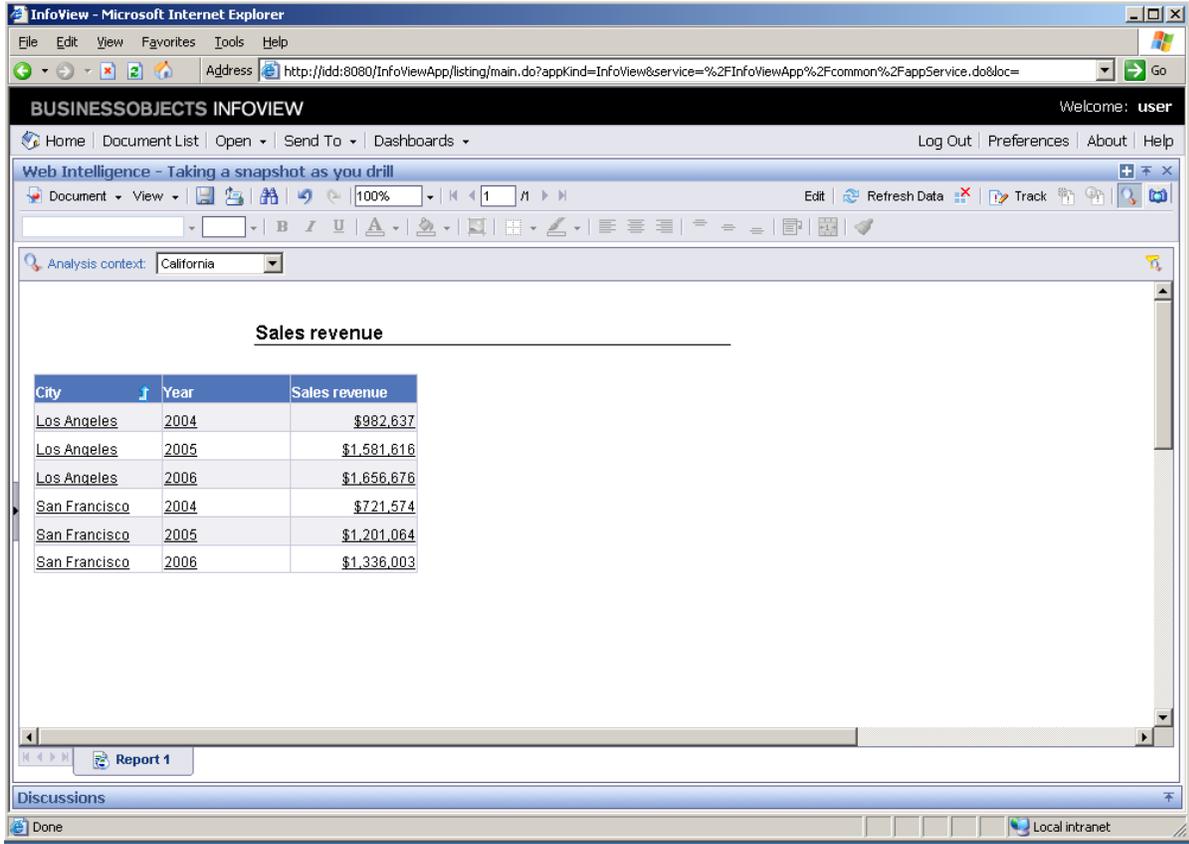


Taking a snapshot as you drill

Procedure

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

Internal



Sales revenue

City	Year	Sales revenue
Los Angeles	2004	\$982,637
Los Angeles	2005	\$1,581,616
Los Angeles	2006	\$1,656,676
San Francisco	2004	\$721,574
San Francisco	2005	\$1,201,064
San Francisco	2006	\$1,336,003

2. Click **Take Snapshot** .

As you drill, it is a good idea to make copies of the reports during your analysis to help you remember the trends you discover.

3. Click the **Report 1(1)** tab.

Taking a snapshot as you drill

A new report is inserted in the document.

4. Press [Enter] to continue.

The new report is an exact copy of the report as it appeared while you were drilling down, but without the drillable hyperlinks.

You can rename the report to clearly identify the information it shows.

In the application you would right-click the **Report 1(1)** tab. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

5. Click **Rename Report**.
6. As required, complete/review the following fields:

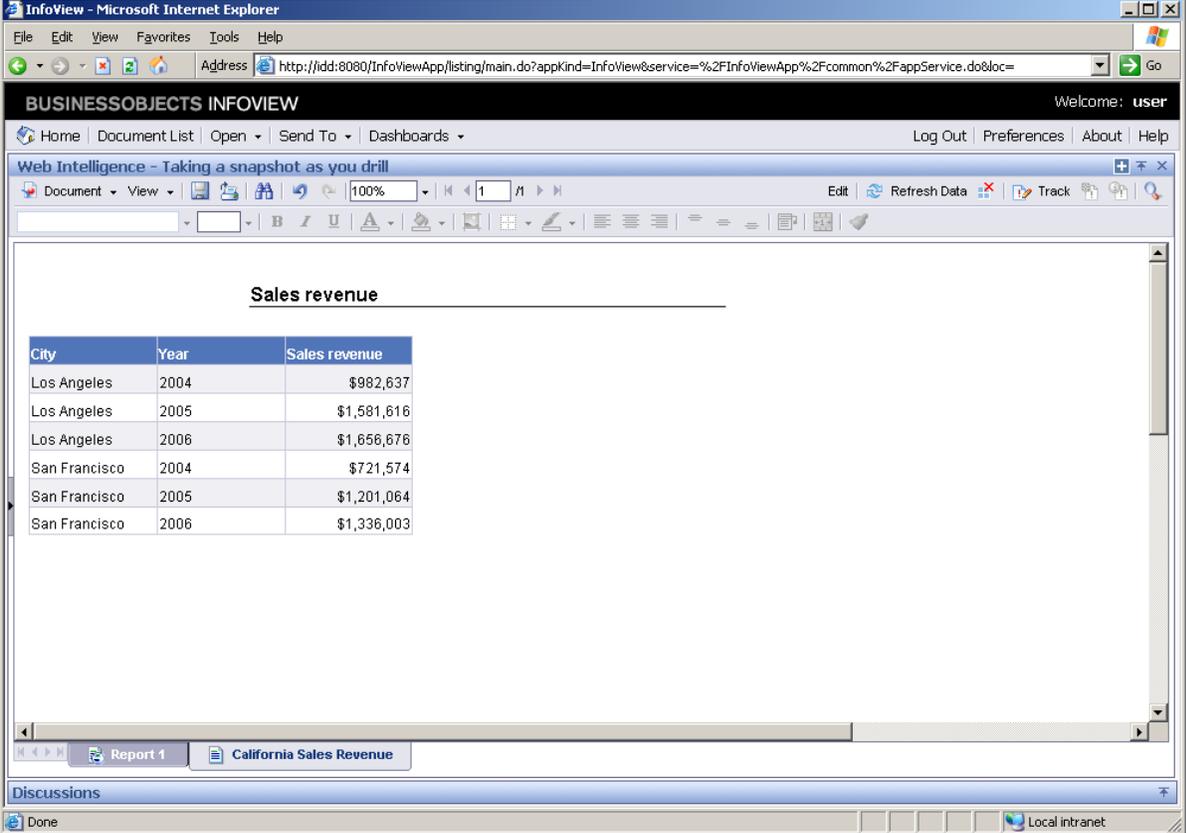
Field	R/O/C	Description
	R	Example: California Sales Revenue

Enter the desired information into the field.

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

Taking a snapshot as you drill

Internal



The screenshot shows a web browser window displaying a Business Objects InfoView report. The report title is "Sales revenue". The data is presented in a table with three columns: City, Year, and Sales revenue. The table contains six rows of data for Los Angeles and San Francisco across the years 2004, 2005, and 2006. The browser's address bar shows the URL: http://idd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=.

City	Year	Sales revenue
Los Angeles	2004	\$982,637
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San Francisco	2005	\$1,201,064
San Francisco	2006	\$1,336,003

8. Press [Enter] to continue.

The report has been renamed to reflect its content.

You can continue drilling in the original report to see details concerning other states, cities, or years and take more snapshots of your analysis in this one document.

Press **[Enter]** to continue.