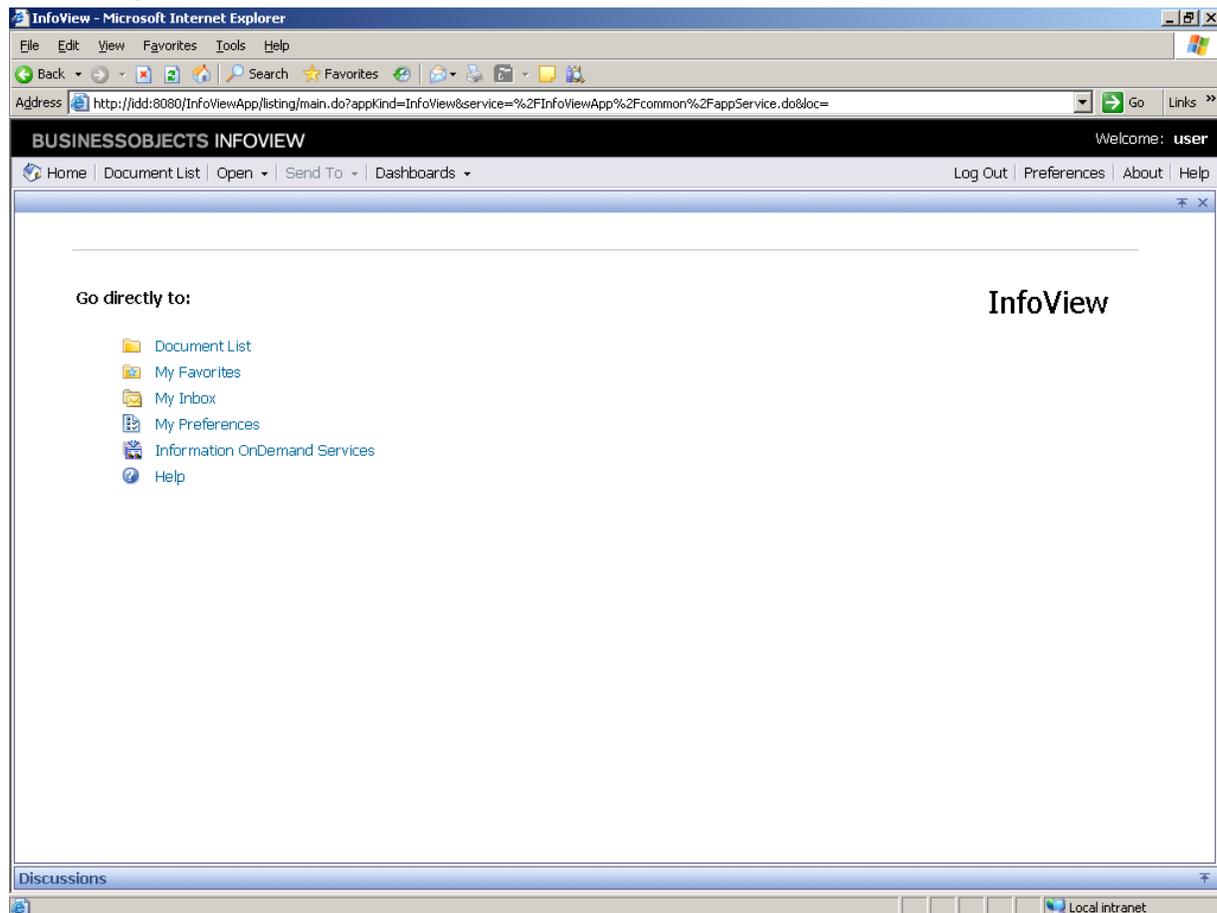


Accessing documents

Procedure

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

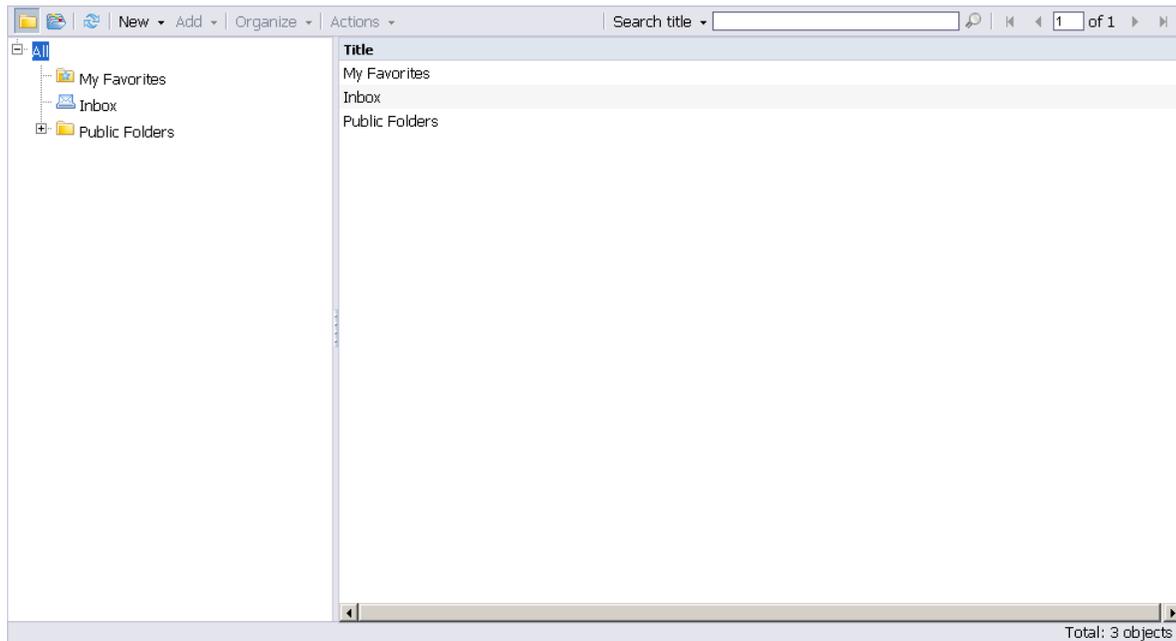
Home Page of InfoView



2. Click the **Document List** object.

Accessing documents

Listing



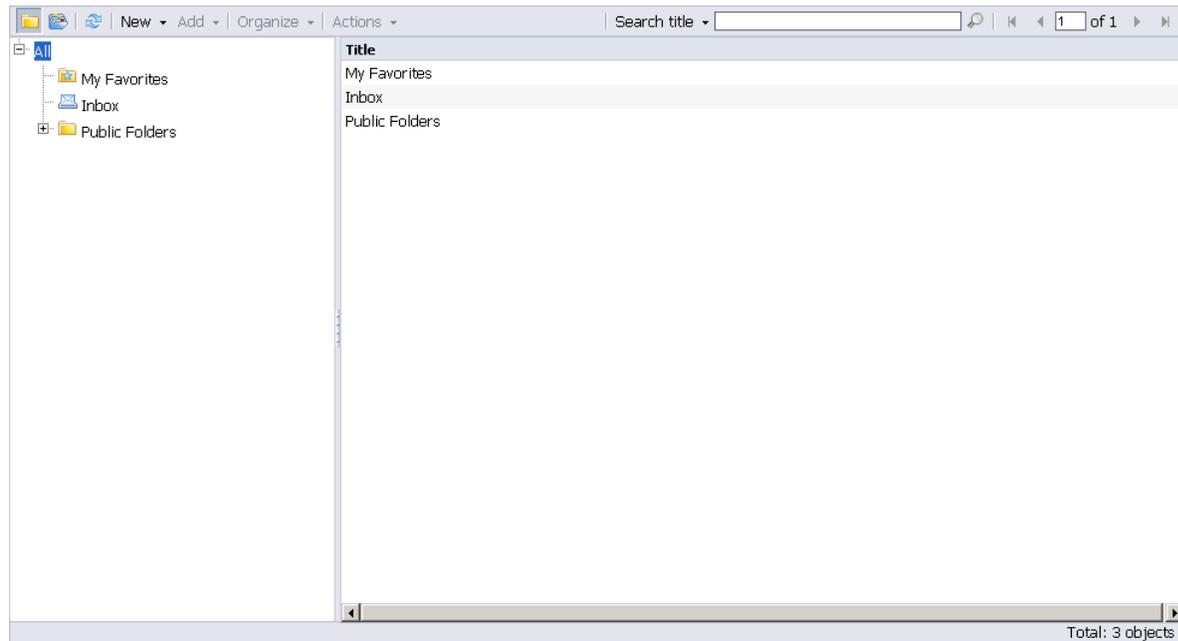
3. Press [Enter] to continue.

The Navigation Panel displays several toolbar buttons to manage your folders and categories.

Press **[Enter]** to continue.

Accessing documents

Listing



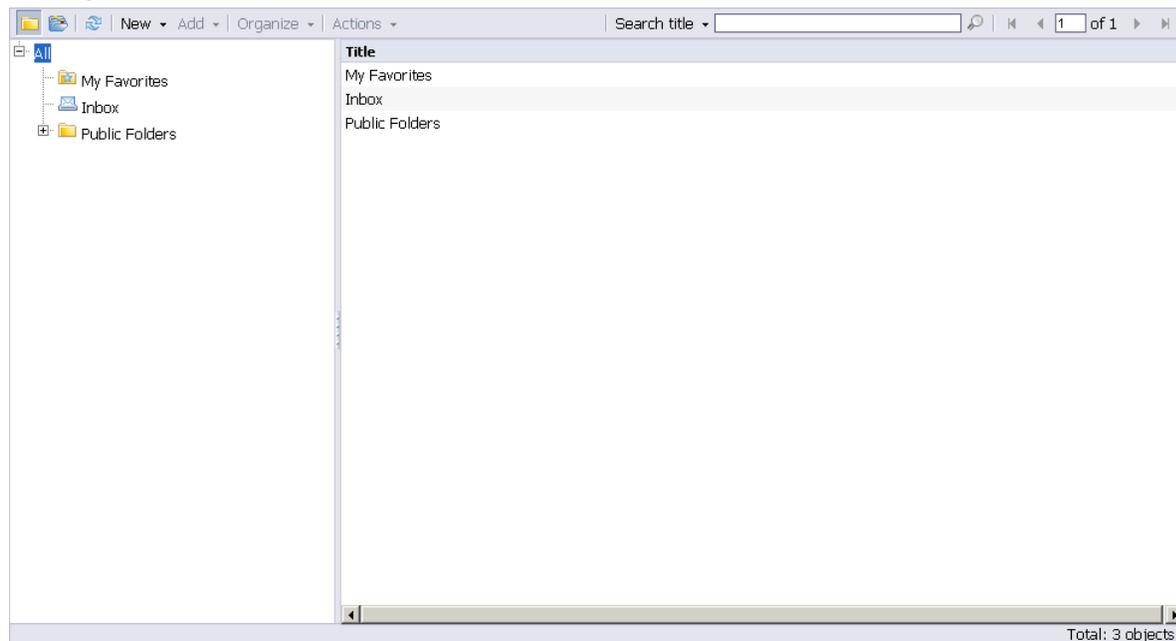
4. Press [Enter] to continue.

The Folder button displays your folders in the Navigation pane.

Press **[Enter]** to continue.

Accessing documents

Listing



5. Press [Enter] to continue.

There are two folder levels: **My Folders** and **Public Folders**.

My Folders store documents you have saved for your own personal use.

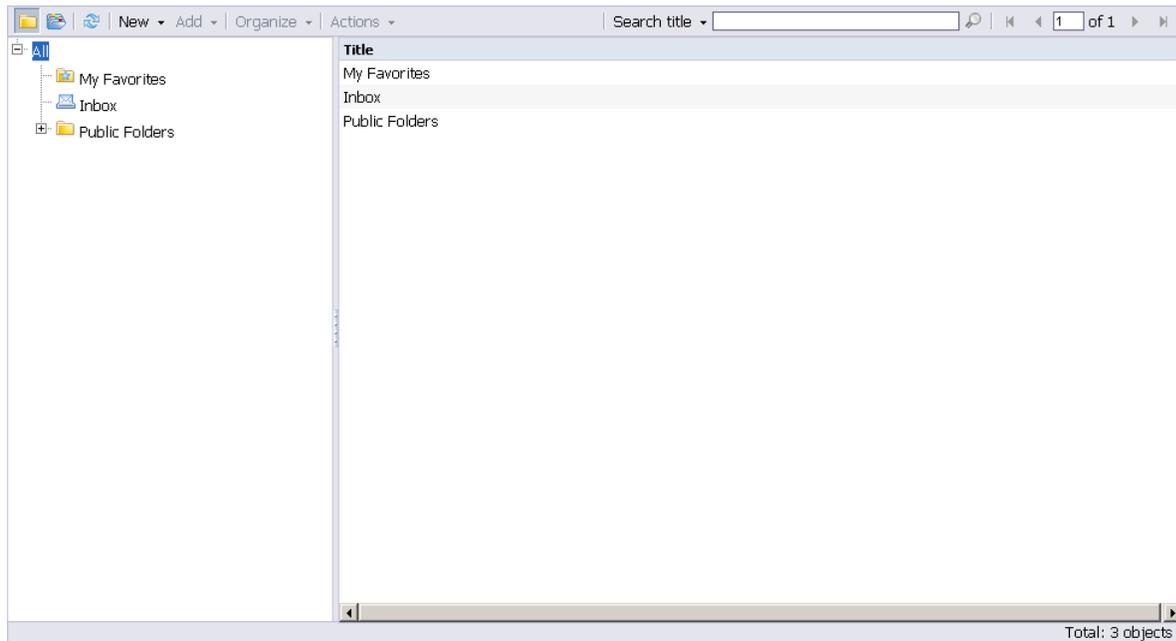
Public Folders store documents created and published for users throughout your organization.

Note: If you attempt to perform certain tasks with Public folders or documents contained within them, you may get an error message informing you that you do not have the appropriate access rights. To obtain access to perform these tasks, contact your System Administrator.

Press **[Enter]** to continue.

Accessing documents

Listing



6. Press [Enter] to continue.

Each folder level may contain subfolders.

My Folders is divided into **My Favorites** and **Inbox** folders.

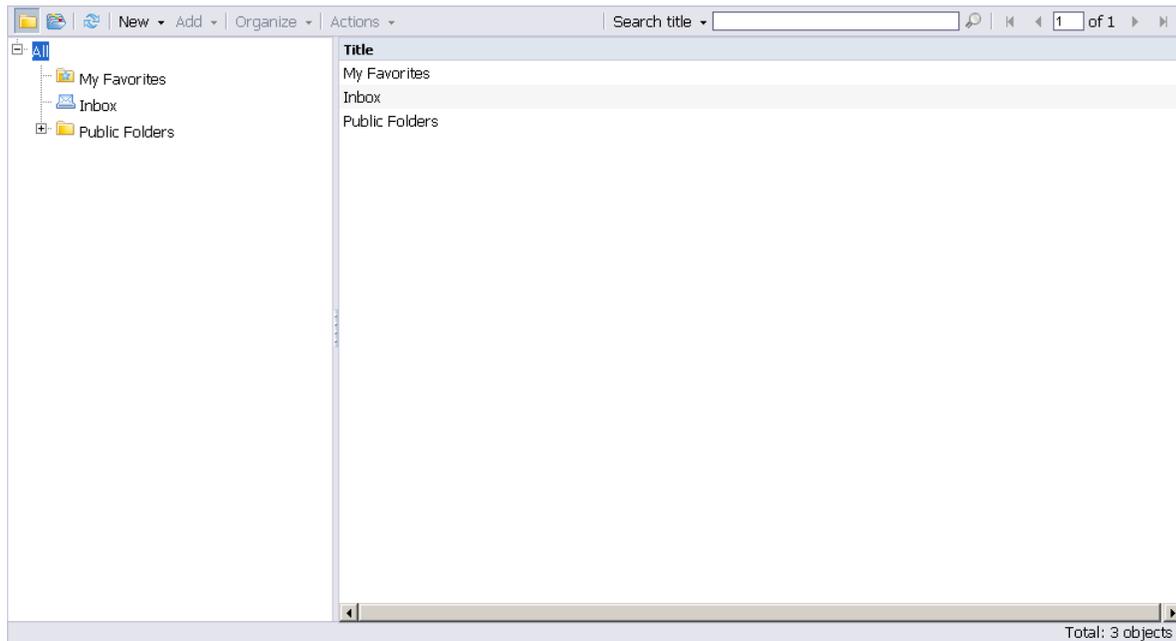
The Favorites folder organizes any personal documents.

The Inbox folder organizes documents that have been sent to you.

Press **[Enter]** to continue.

Accessing documents

Listing



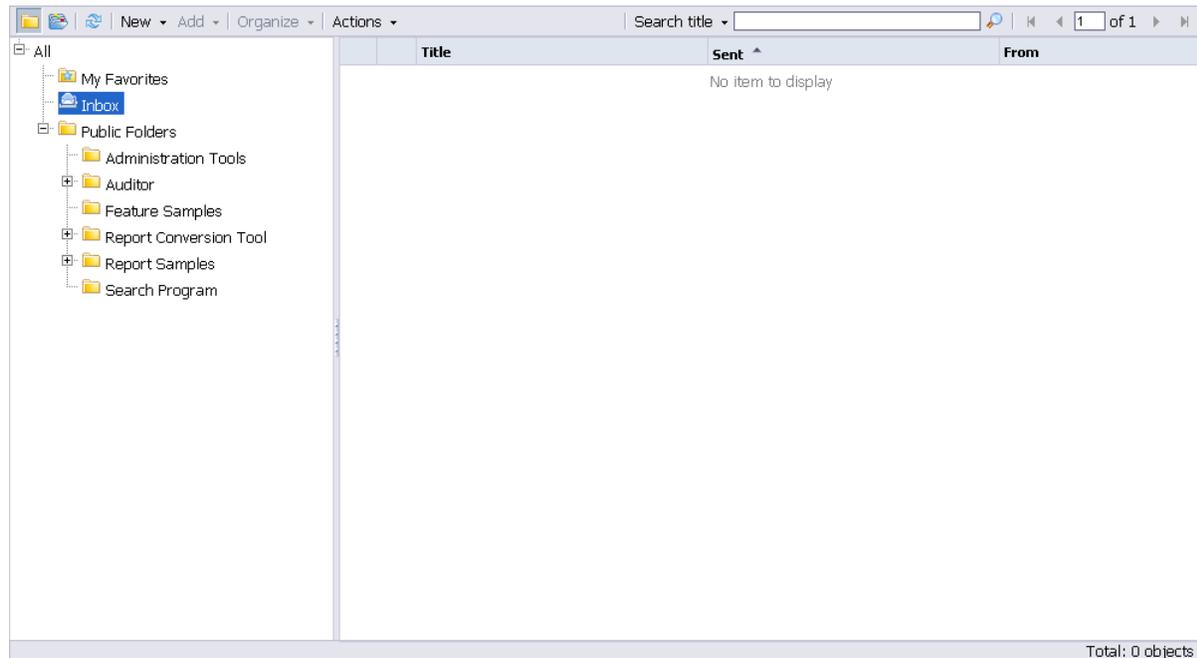
7. Click the + button before the **Public Folders** tree item.
8. Press **[Enter]** to continue.

Public Folders are organized according to users who have access to create Public Folders.

Press **[Enter]** to continue.

Accessing documents

Listing

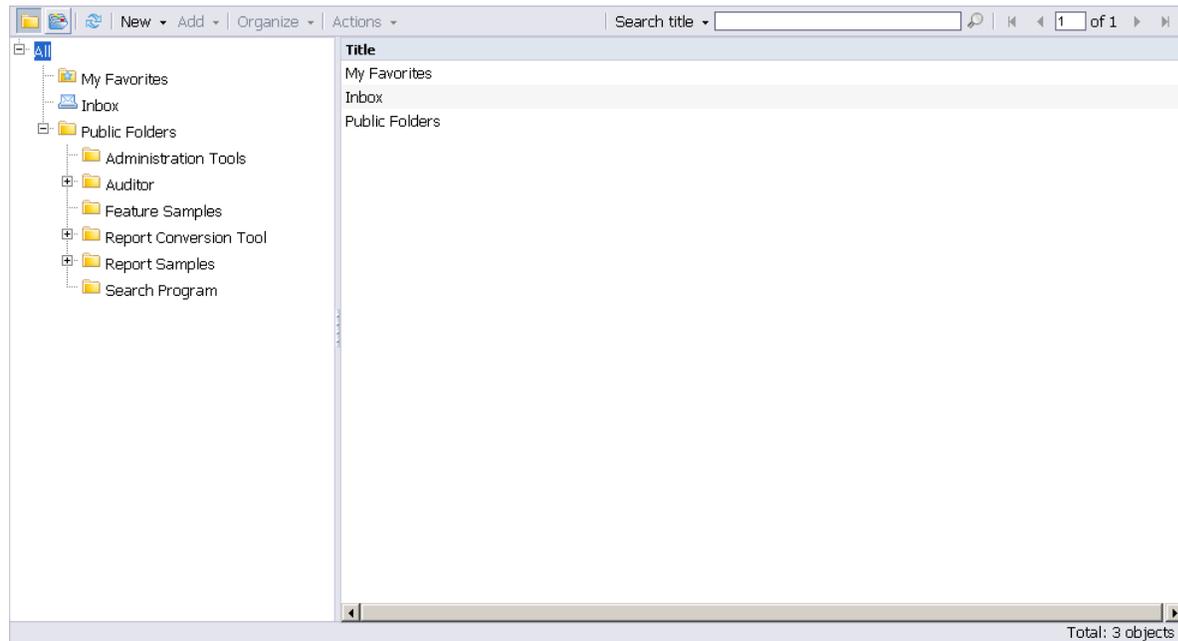


9. Click the **Feature Samples** tree item.

When you select a folder or category, the list of documents contained within it will appear in the Workspace Panel.

Accessing documents

Listing



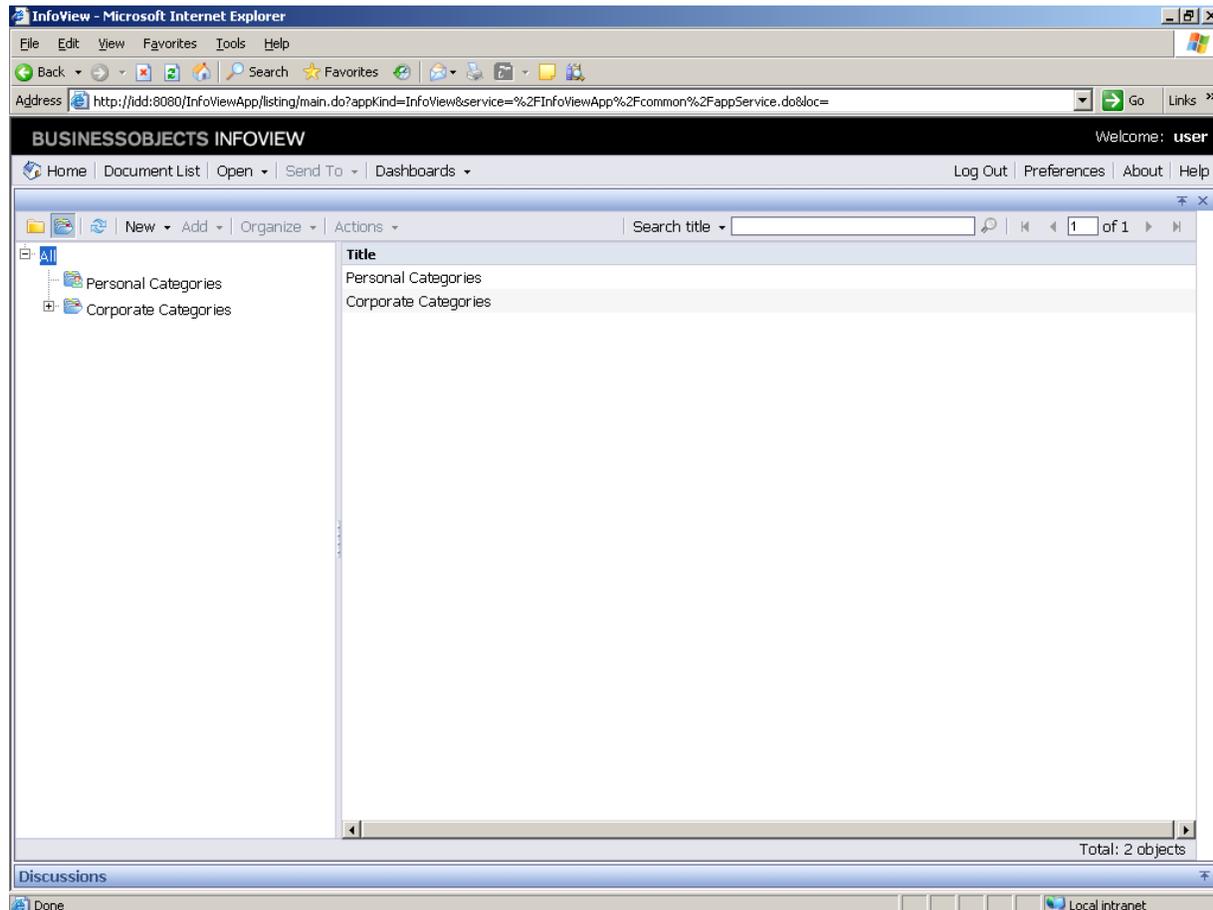
10. Click **Show Categories**.

The list of documents contained in the Feature Samples folder appears in the Workspace Panel.

The other way to organize documents is through categories.

Accessing documents

Listing



11. Press **[Enter]** to continue.

Like folders, there are two levels of categories: **Personal** and **Corporate**.

Personal Categories classify documents for personal use.

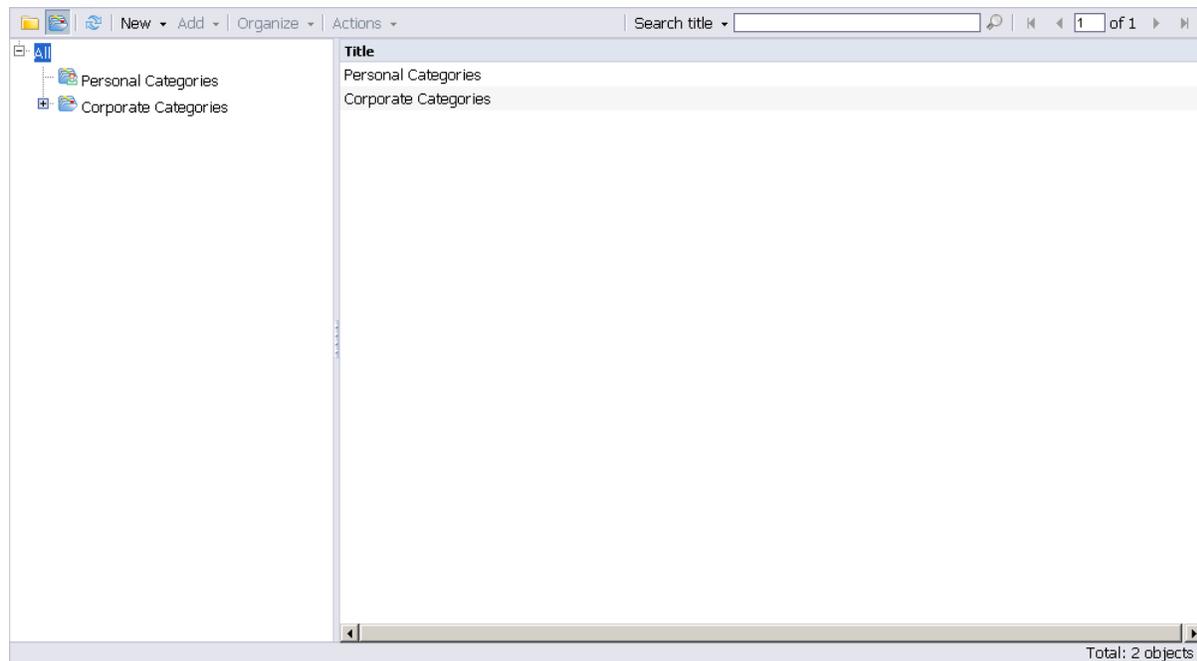
Corporate Categories classify documents that are shared throughout your organization.

Note: As with Public folders, if you attempt to perform certain tasks with Corporate Categories, you may get an error message informing you that you do not have the appropriate access rights. To obtain access to perform these tasks, contact your System Administrator.

Accessing documents

Press **[Enter]** to continue.

Listing



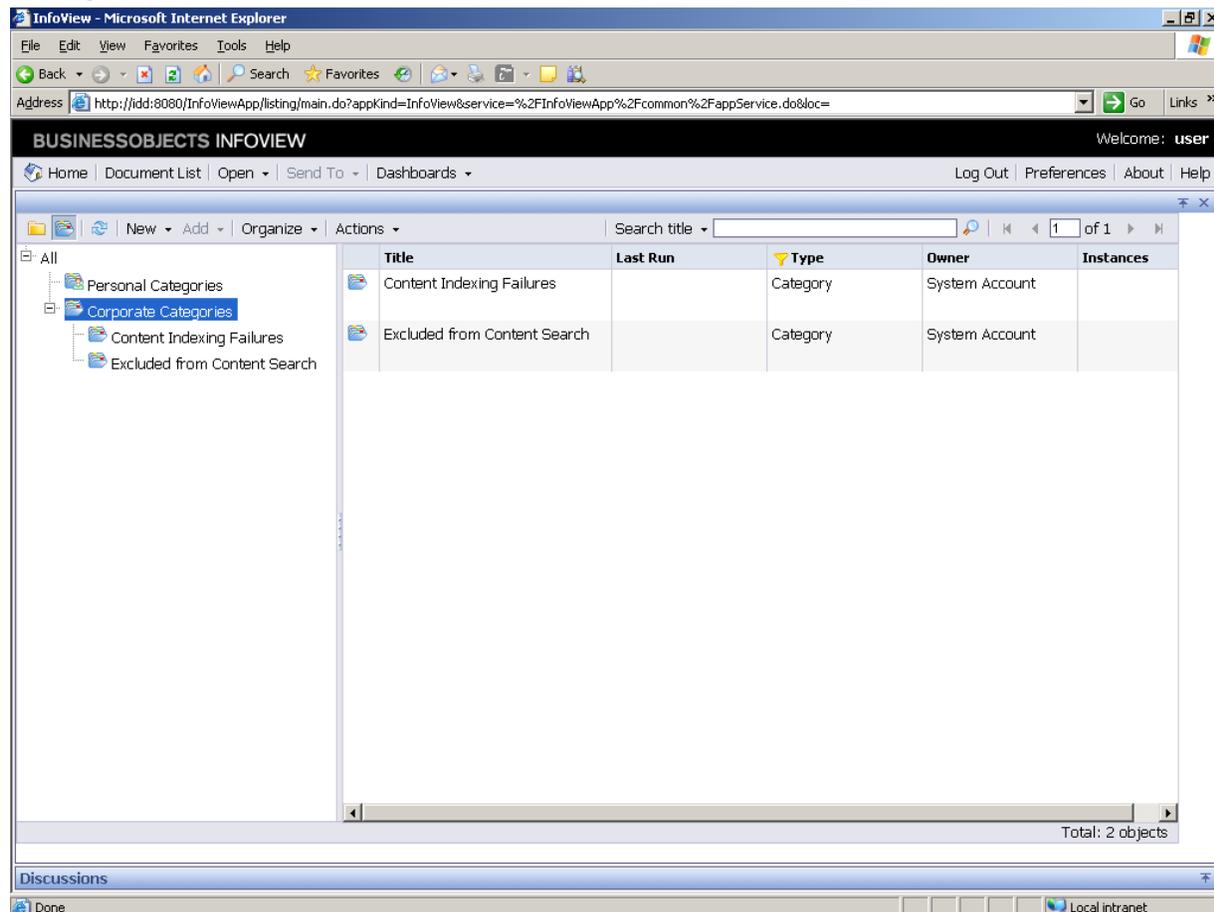
12. Click the + button before the **Corporate Categories** tree item.

You can also have subcategories within the categories.

You can create subcategories in your Personal Categories. As with Public Folders, you must have the appropriate security rights to create subcategories.

Accessing documents

Listing



The screenshot shows the Business Objects InfoView application interface. The navigation pane on the left displays a tree structure with 'Corporate Categories' selected. The main content area shows a table with the following data:

Title	Last Run	Type	Owner	Instances
Content Indexing Failures		Category	System Account	
Excluded from Content Search		Category	System Account	

The status bar at the bottom right of the table area indicates 'Total: 2 objects'.

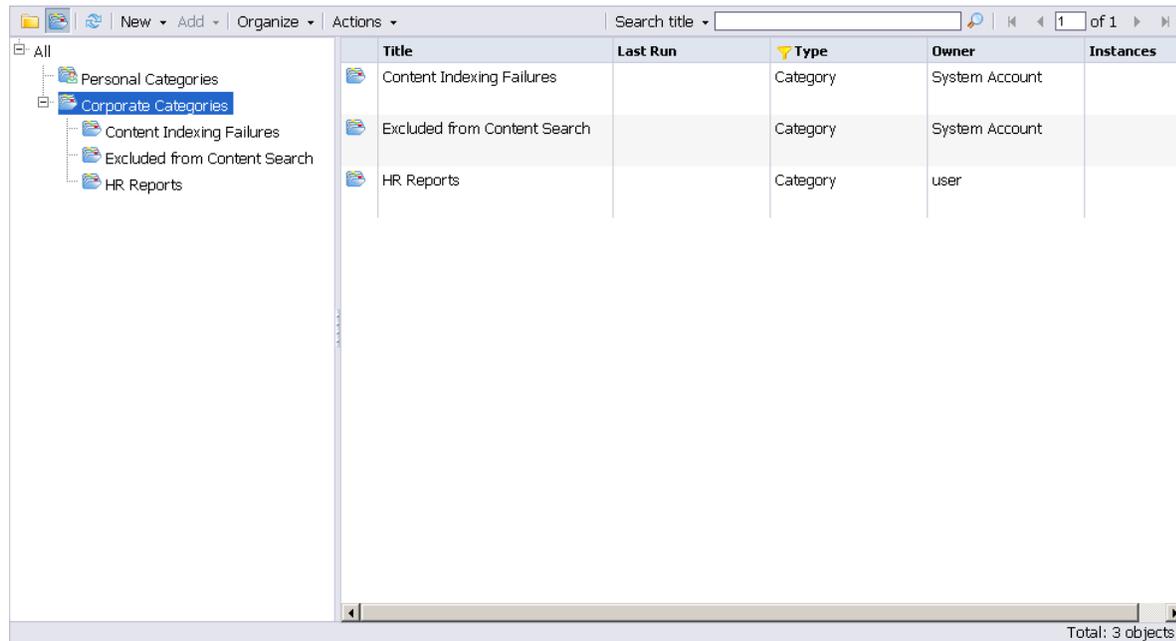
13. Click **Refresh** the Navigation Panel.

It is possible that the System Administrator or other users may update folders, categories, and document lists while you are working in InfoView. You can use the Refresh button to ensure you are viewing the most recent folder and category lists.

In this example, the Human Resource Manager of your organization has been working in InfoView at the same time as you, and has added a document that you want to view in a new category.

Accessing documents

Listing



Title	Last Run	Type	Owner	Instances
Content Indexing Failures		Category	System Account	
Excluded from Content Search		Category	System Account	
HR Reports		Category	user	

14. Click the **HR Reports** tree item.

A new category called HR Reports appears in the category list.

The Web Intelligence document that you want to view appears in the Workspace Panel.

Press **[Enter]** to continue.