

Creating and modifying folders

Procedure

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

Home Page of InfoView

Go directly to:

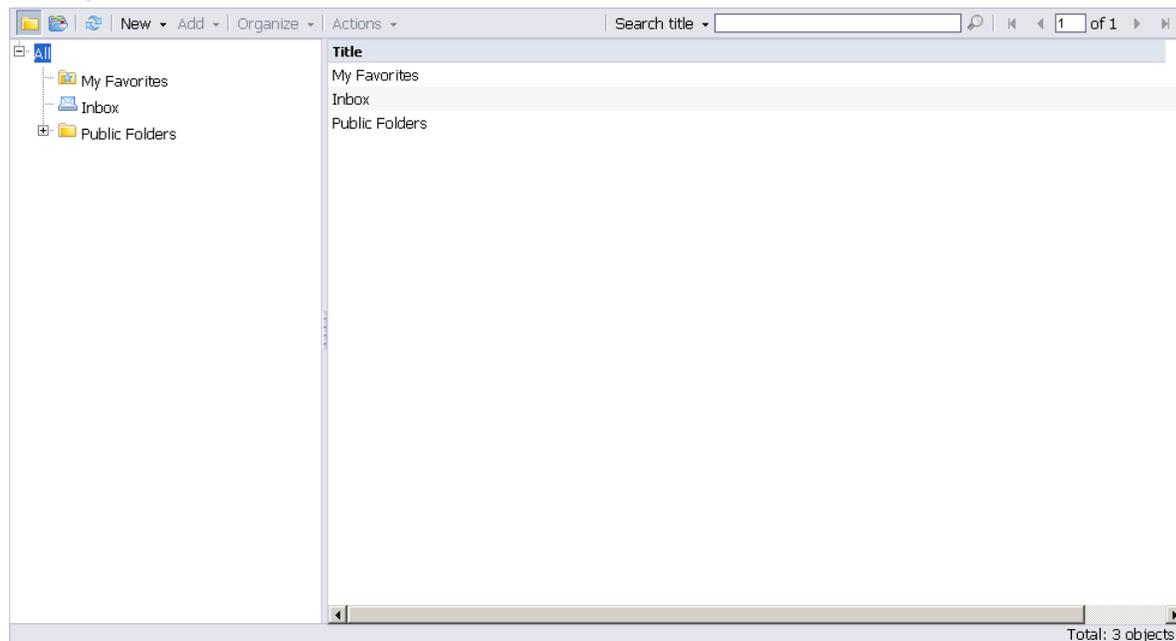
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click the **Document List** tree.

Creating and modifying folders

Listing



3. Press [Enter] to continue.

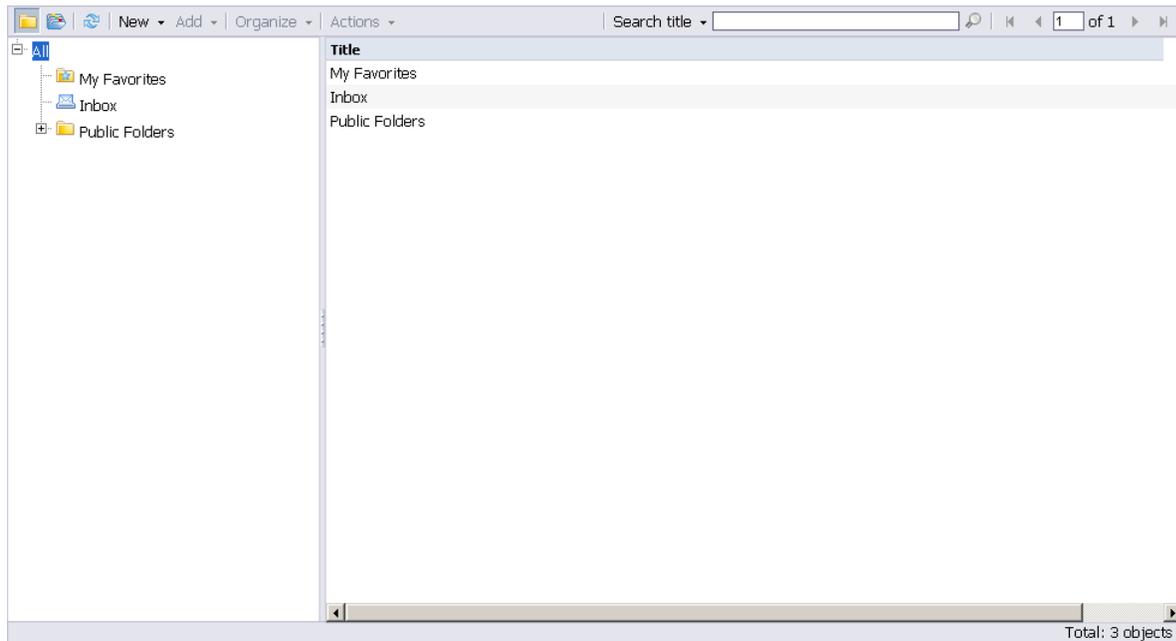
Folders are containers of other folders and documents. They are used to organize information within BusinessObjects Enterprise. Using InfoView, you can access public folders that are accessible to everyone, and you can also create your own personal folders that are only available to you.

You will need to create new folders to store documents in an organized way as you add them to InfoView. Folders will help you manage your documents effectively so you can find the information you need.

Press **[Enter]** to continue.

Creating and modifying folders

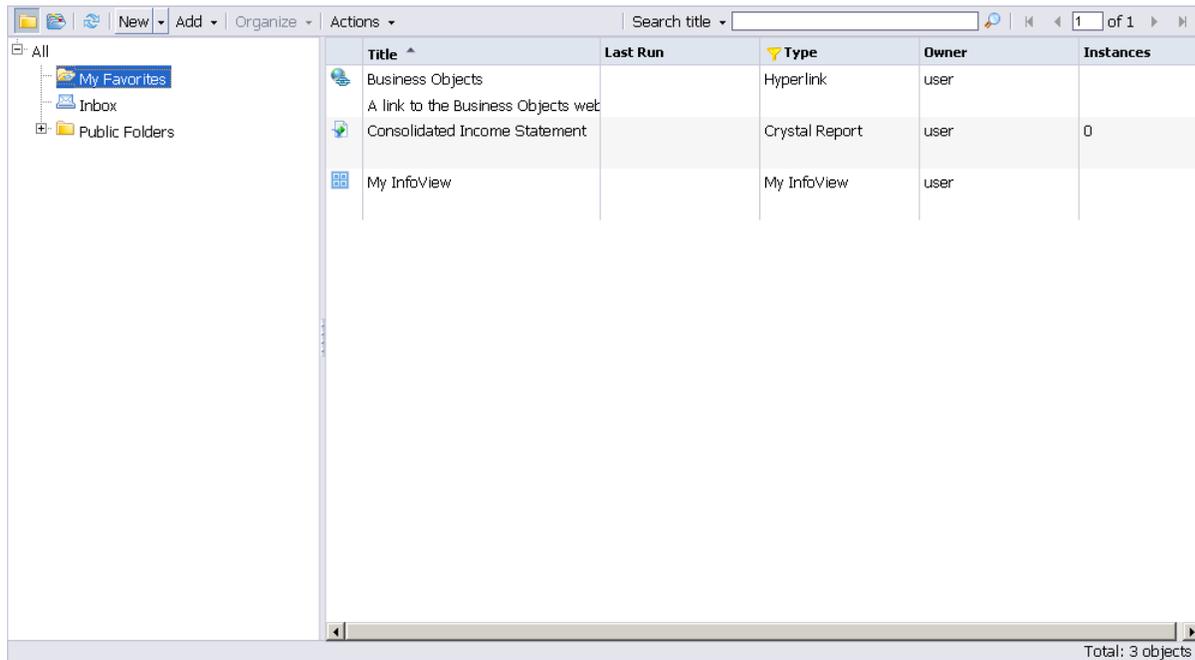
Listing



4. Click the **My favorites** tree item.

Creating and modifying folders

Listing



5. Click **New**.
6. Click **Folder**.
7. Click in the **Folder Name** field.
8. As required, complete/review the following fields:

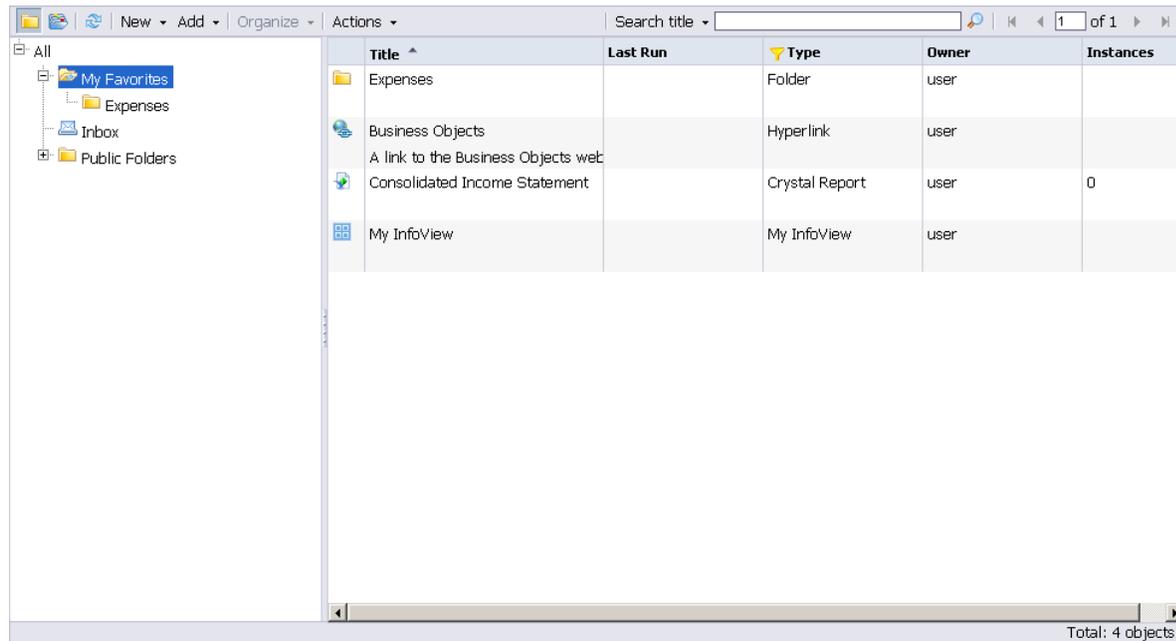
Field	R/O/C	Description
Enter a new folder name:	R	Example: Expenses

Enter the desired information into the Folder Name field.

9. Click **OK**.

Creating and modifying folders

Listing



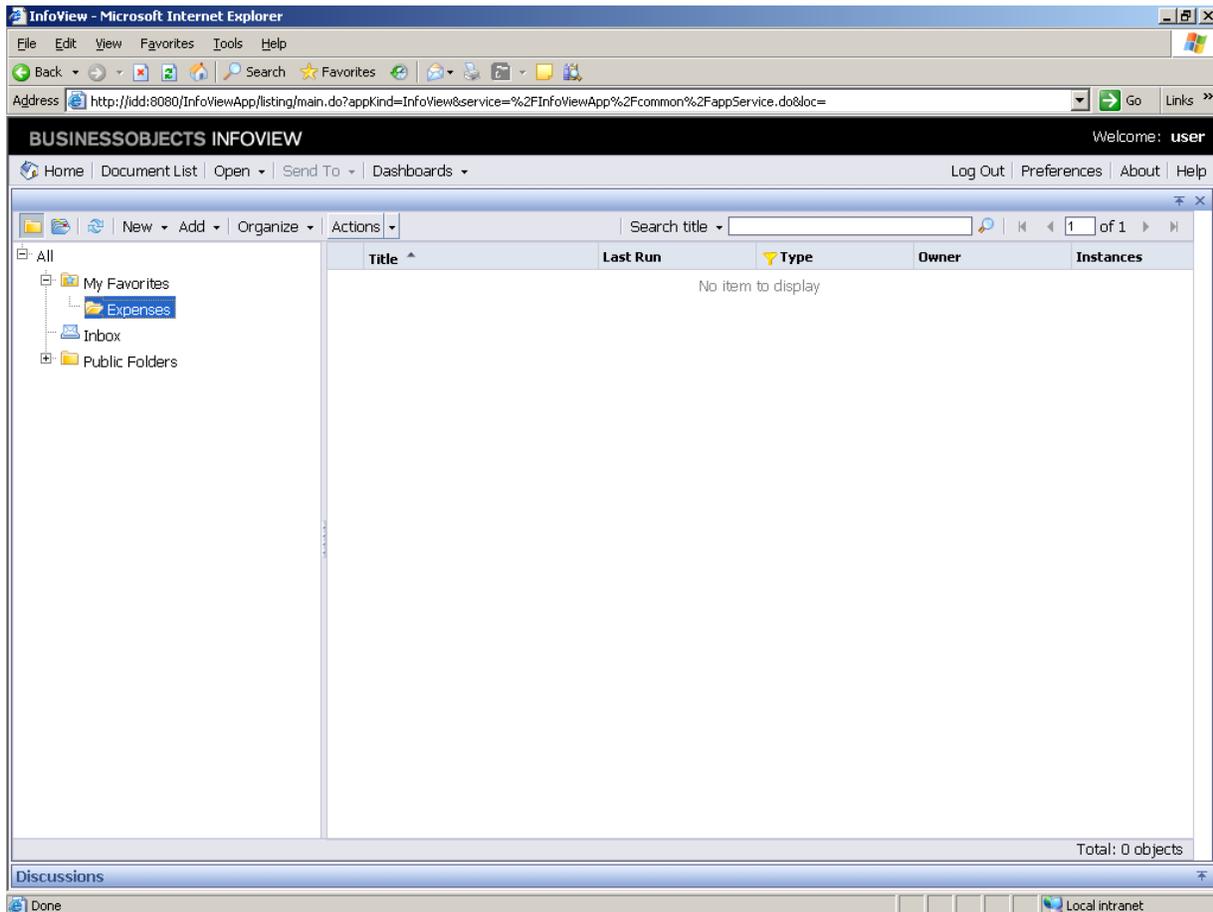
Title ^	Last Run	Type	Owner	Instances
Expenses		Folder	user	
Business Objects A link to the Business Objects web		Hyperlink	user	
Consolidated Income Statement		Crystal Report	user	0
My InfoView		My InfoView	user	

10. Click the **Expenses** tree item

The new folder appears in the Navigation Panel.

Creating and modifying folders

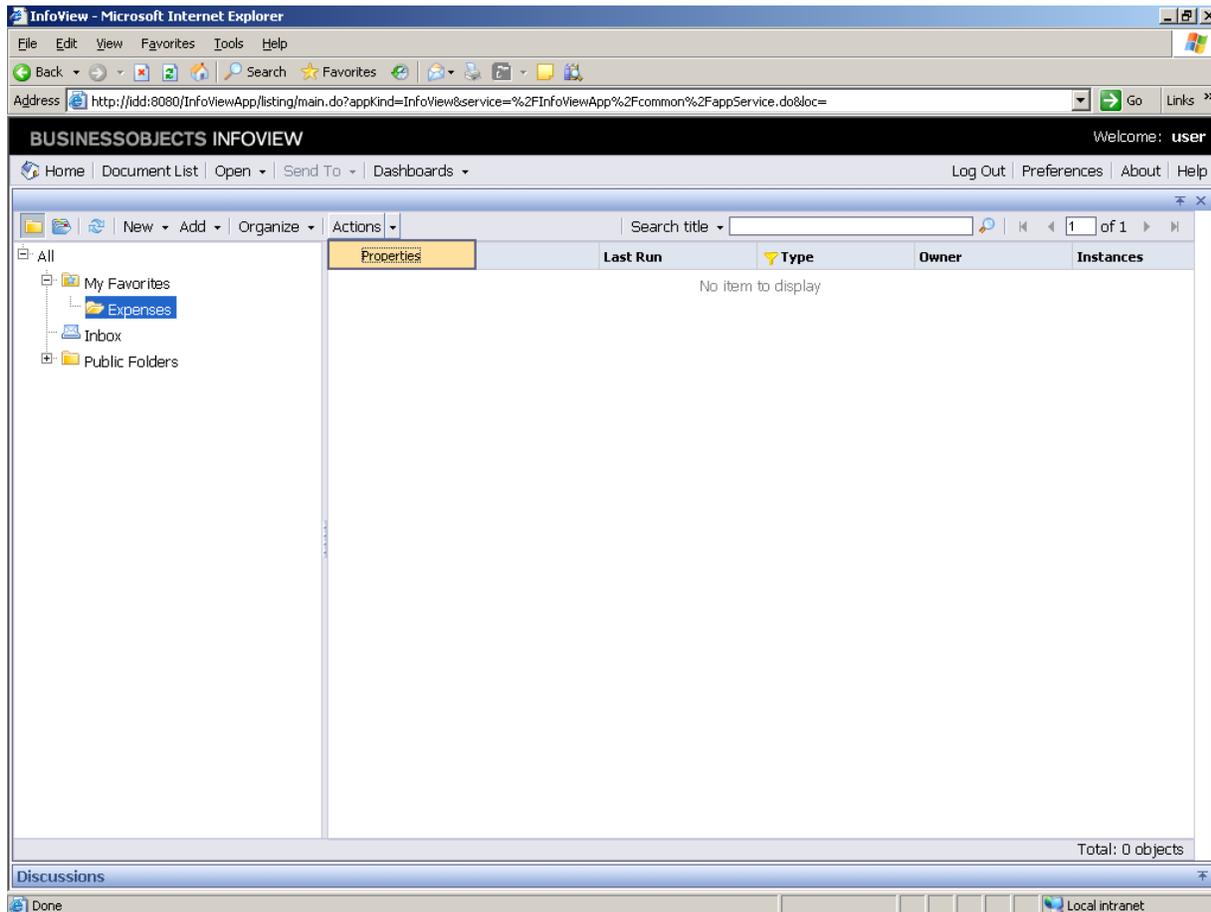
Listing



11. Click **Actions**.

Creating and modifying folders

Listing



12. Click **Properties**.

Expenses Properties

Folder Name:

ID, CUID: 2138, ARIw2POSkclEos9ahZdASrs

Description:

Keywords:

Created: Apr 29, 2008 9:17 AM

Last Modified: Apr 29, 2008 9:17 AM

Creating and modifying folders

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

Field	R/O/C	Description
Description:	R	Example: Travel Expense Report

Enter the desired information into the Description field.

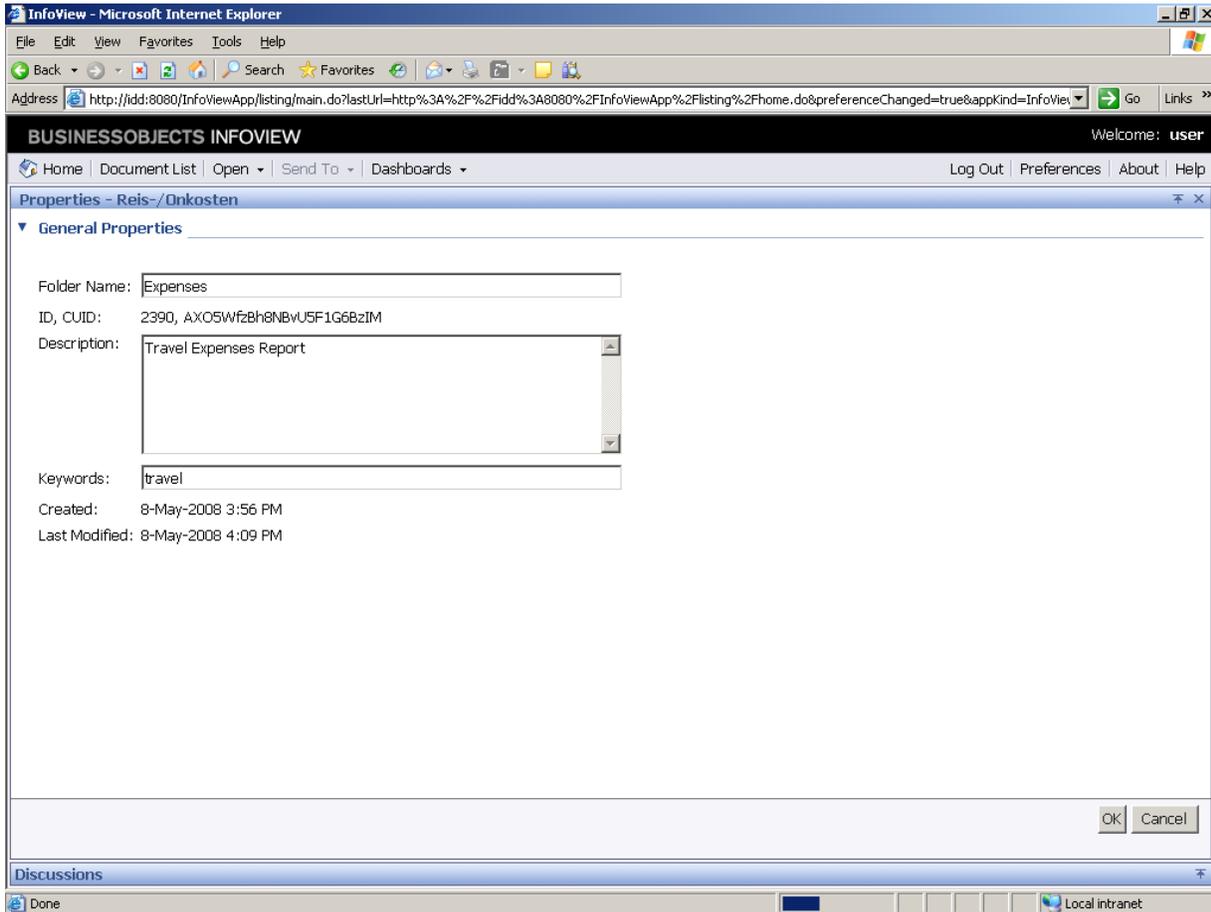
14. As required, complete/review the following fields:

Field	R/O/C	Description
Keywords:	R	Example: travel

Enter the desired information into the Keywords field.

Creating and modifying folders

Expenses Properties



The screenshot shows a web browser window displaying the 'Expenses Properties' dialog box in the InfoView application. The dialog box is titled 'Properties - Reis-/Onkosten' and contains the following information:

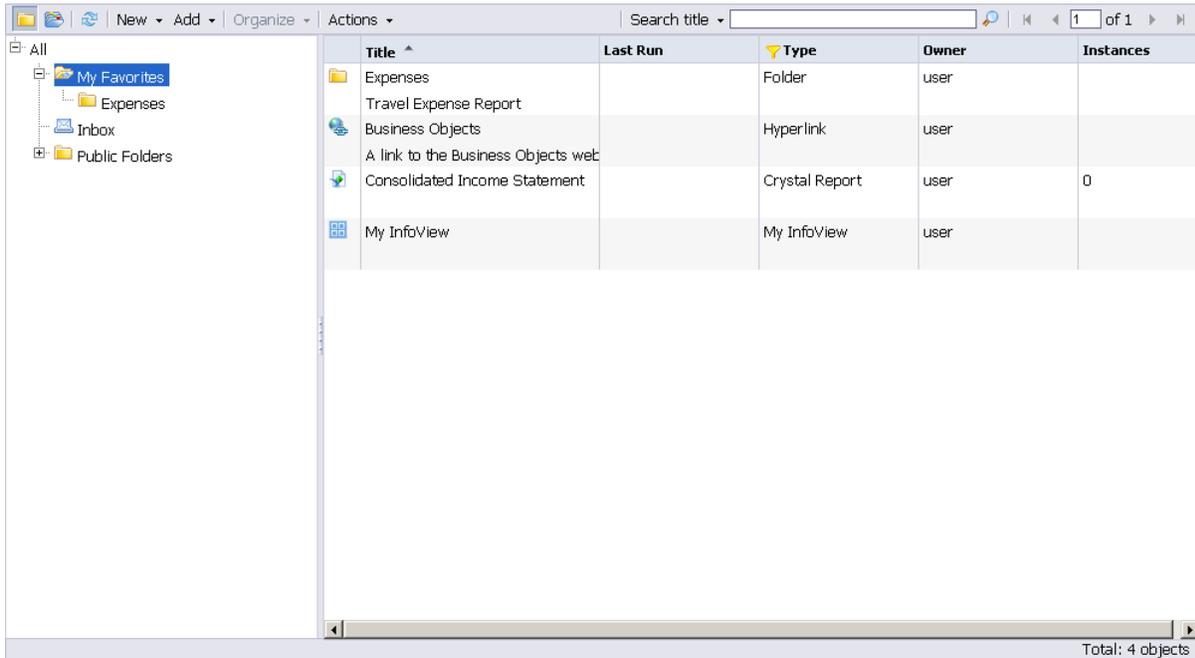
- Folder Name: Expenses
- ID, CUID: 2390, AX05WfzBh8NBvU5F1G6BzIM
- Description: Travel Expenses Report
- Keywords: travel
- Created: 8-May-2008 3:56 PM
- Last Modified: 8-May-2008 4:09 PM

At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. The browser window shows the URL: <http://idd:8080/InfoViewApp/listing/main.do?lastUrl=http%3A%2F%2Fidd%3A8080%2FInfoViewApp%2Flisting%2Fhome.do&preferenceChanged=true&appKind=InfoView>. The browser title is 'InfoView - Microsoft Internet Explorer'.

15. Click **OK**.

Creating and modifying folders

Listing



Title	Last Run	Type	Owner	Instances
Expenses		Folder	user	
Travel Expense Report		Hyperlink	user	
Business Objects		Hyperlink	user	
A link to the Business Objects web		Crystal Report	user	0
Consolidated Income Statement		Crystal Report	user	0
My InfoView		My InfoView	user	

Total: 4 objects

16. Click the **Expenses** tree item.
17. Click **Actions**.
18. Click **Properties**.

You can change the properties of your folders by using the Properties option on the Navigation Panel toolbar.

Expenses Properties

Folder Name:

ID, CUID: 2138, ARIw2POSklEos9ahZdASrs

Description:

Keywords:

Created: Apr 29, 2008 9:17 AM

Last Modified: Apr 29, 2008 9:17 AM

Creating and modifying folders

19. Click in the **Folder Name** field.

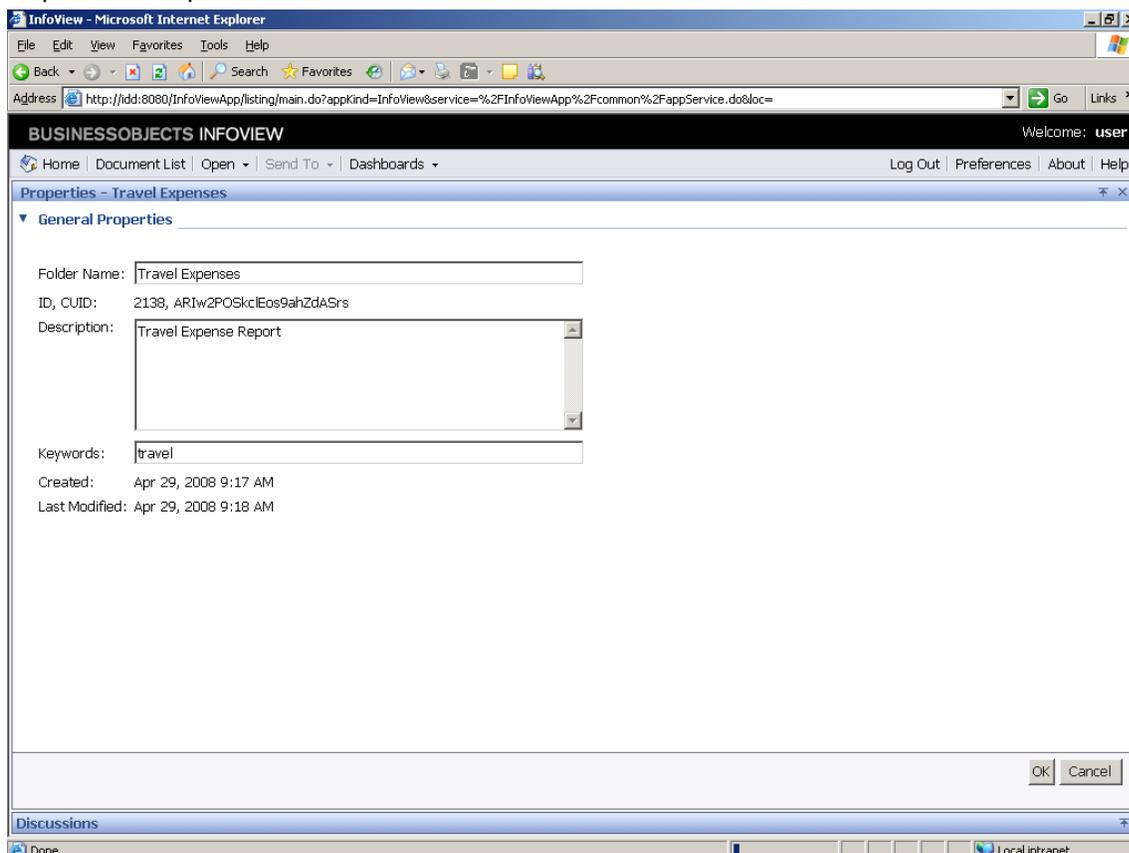
In this example you want to add the word Travel before Expenses in your folder title.

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

Field	R/O/C	Description
Folder Name:	R	Example: Travel Expenses

Enter the desired information into the Folder Name field.

Expenses Properties



The screenshot shows the 'Expenses Properties' dialog box in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <http://idd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>. The dialog box title is 'BUSINESSOBJECTS INFOVIEW' and the user is logged in as 'user'. The 'Properties - Travel Expenses' window is open, showing the 'General Properties' section. The fields are as follows:

- Folder Name:
- ID, CUID: 2138, AR1w2POSkcIeos9ahZdASrs
- Description:
- Keywords:
- Created: Apr 29, 2008 9:17 AM
- Last Modified: Apr 29, 2008 9:18 AM

At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. The browser status bar at the bottom shows 'Done' and 'Local intranet'.

Creating and modifying folders

21. Click **OK**.

The properties of the folder have been modified. The new folder name is now Travel Expenses.

Press **[Enter]** to continue.