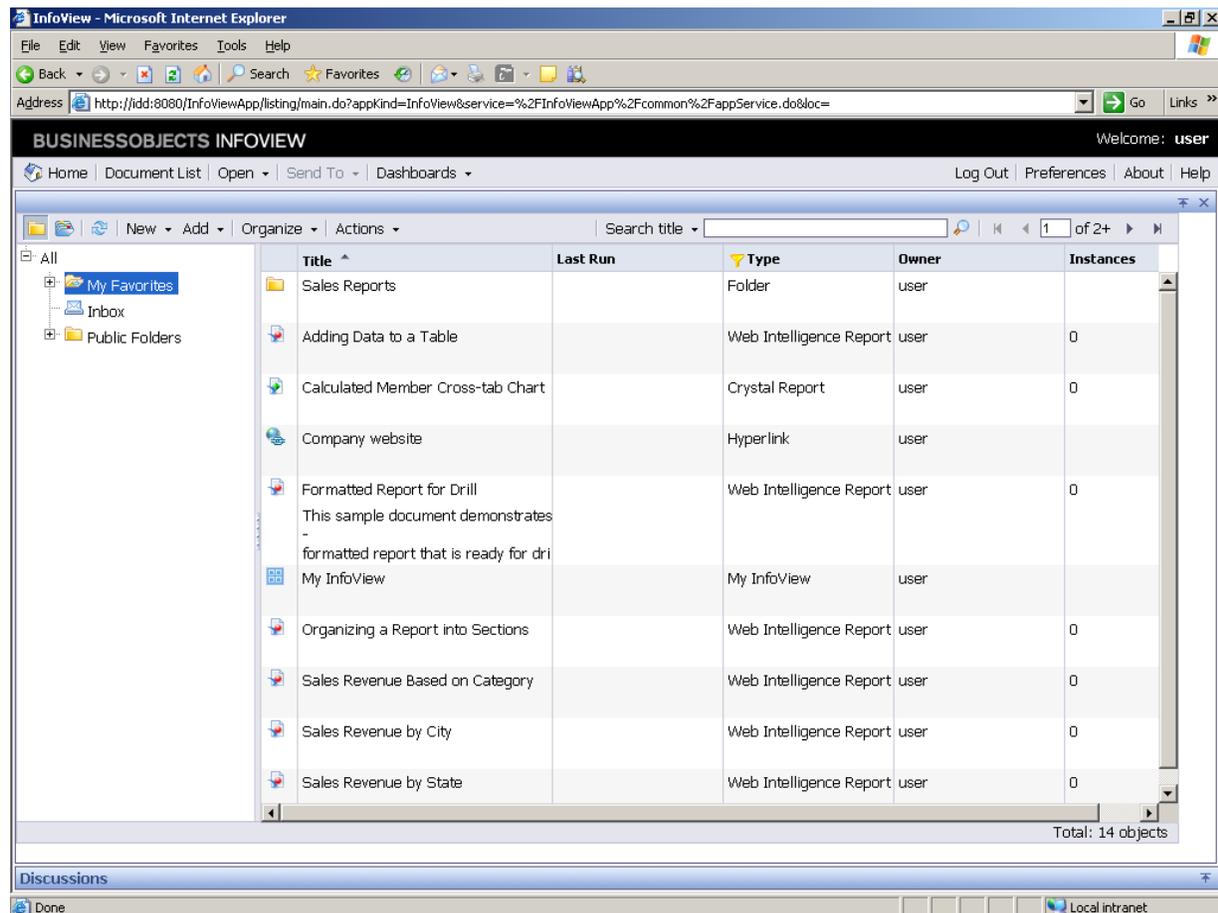


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Procedure

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

InfoView



2. Click **New**.

Create a new folder called 'By Region' in the My Favorites folder. Use the Organize button on the toolbar to cut and paste the new folder into the 'Sales Reports' folder. Use the double-click method to access the folder. Do not use the folder tree.

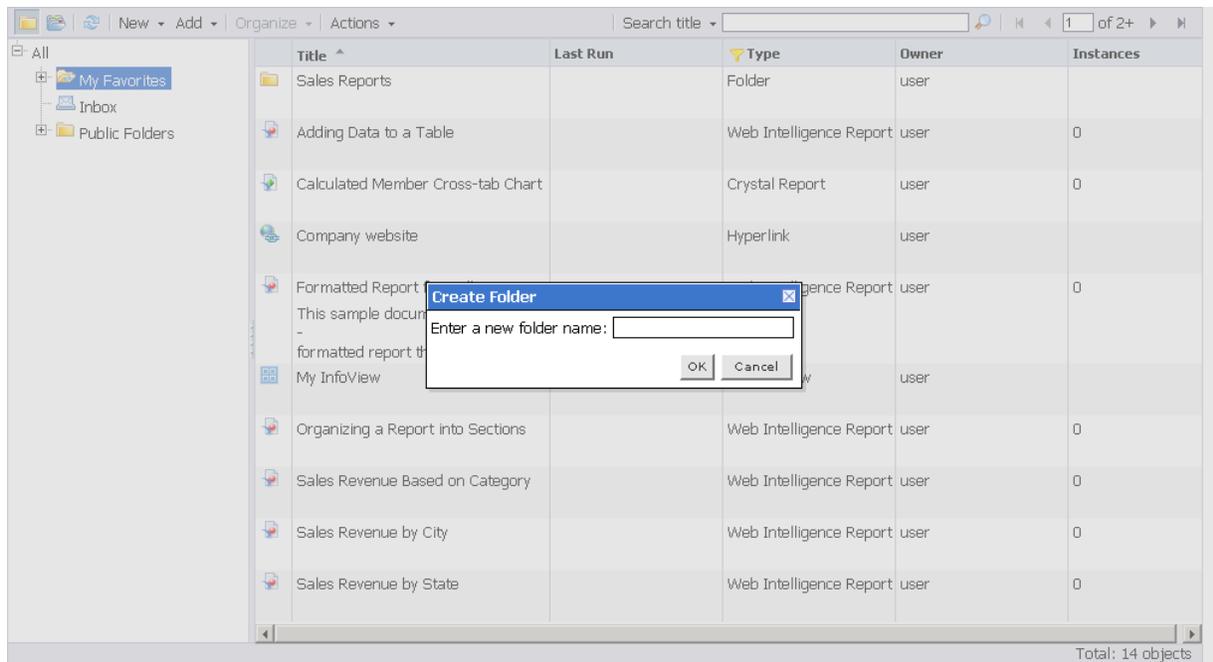
Then return to the My Favorites folder, and use the Organize button on the toolbar to

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copy the 'Sales Revenue by City' Web Intelligence document from the My Favorites folder and paste it into the 'By Region' sub-folder. Use double-click to access the folders. Do not use the folder tree.

3. Click **Folder**.

InfoView



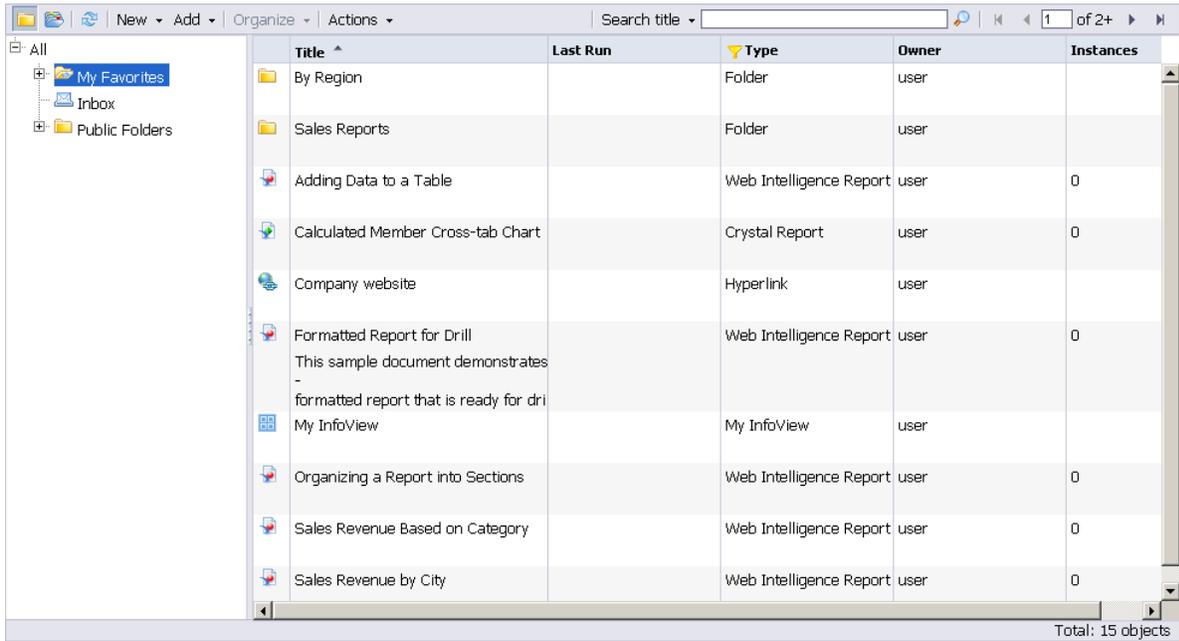
4. As required, complete/review the following fields:

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

5. Click **OK**.

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InfoView



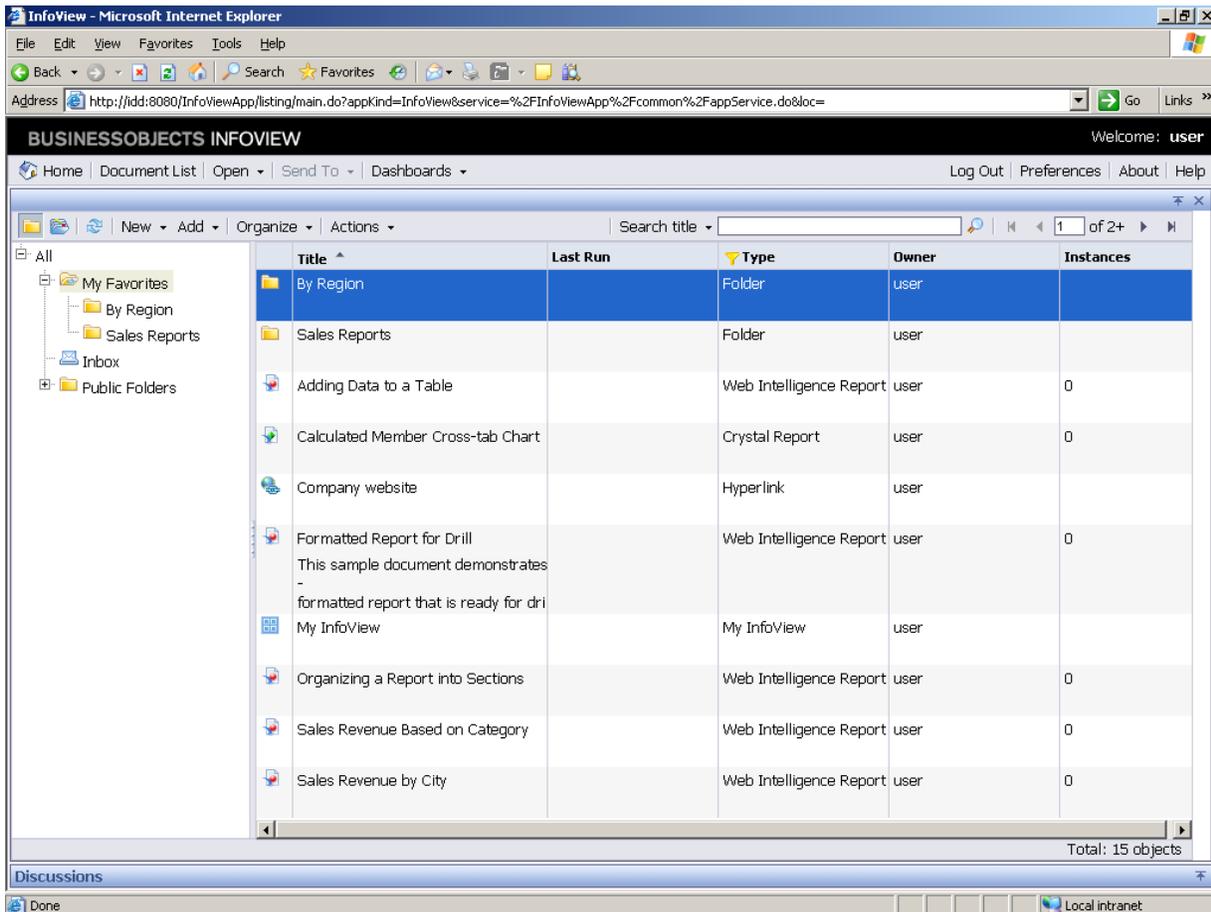
The screenshot shows the SAP InfoView interface with a list of objects. The interface includes a navigation pane on the left with 'All', 'My Favorites', 'Inbox', and 'Public Folders'. The main area displays a table with columns for Title, Last Run, Type, Owner, and Instances. The table contains 15 objects, with the first two being folders and the rest being various reports and hyperlinks.

Title	Last Run	Type	Owner	Instances
By Region		Folder	user	
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
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	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0

Total: 15 objects

6. Click **By Region**.

InfoView

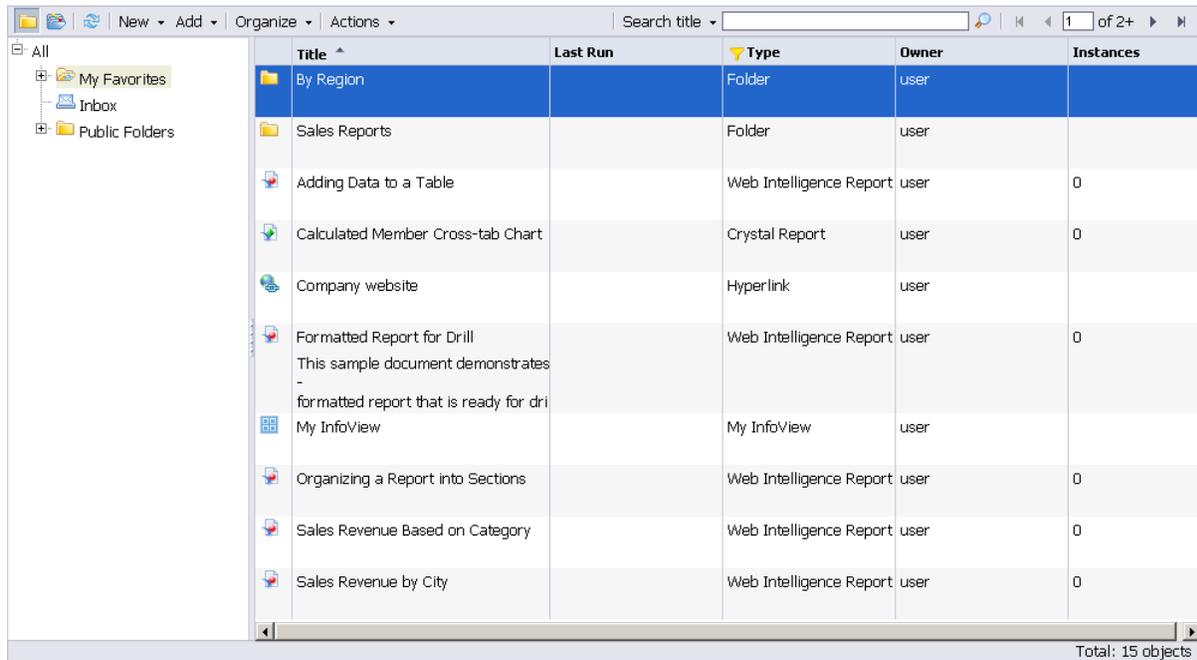


Title	Last Run	Type	Owner	Instances
By Region		Folder	user	
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0

7. Click **Organize**.

8. Click **Cut**.

InfoView



Title	Last Run	Type	Owner	Instances
By Region		Folder	user	
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
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	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0

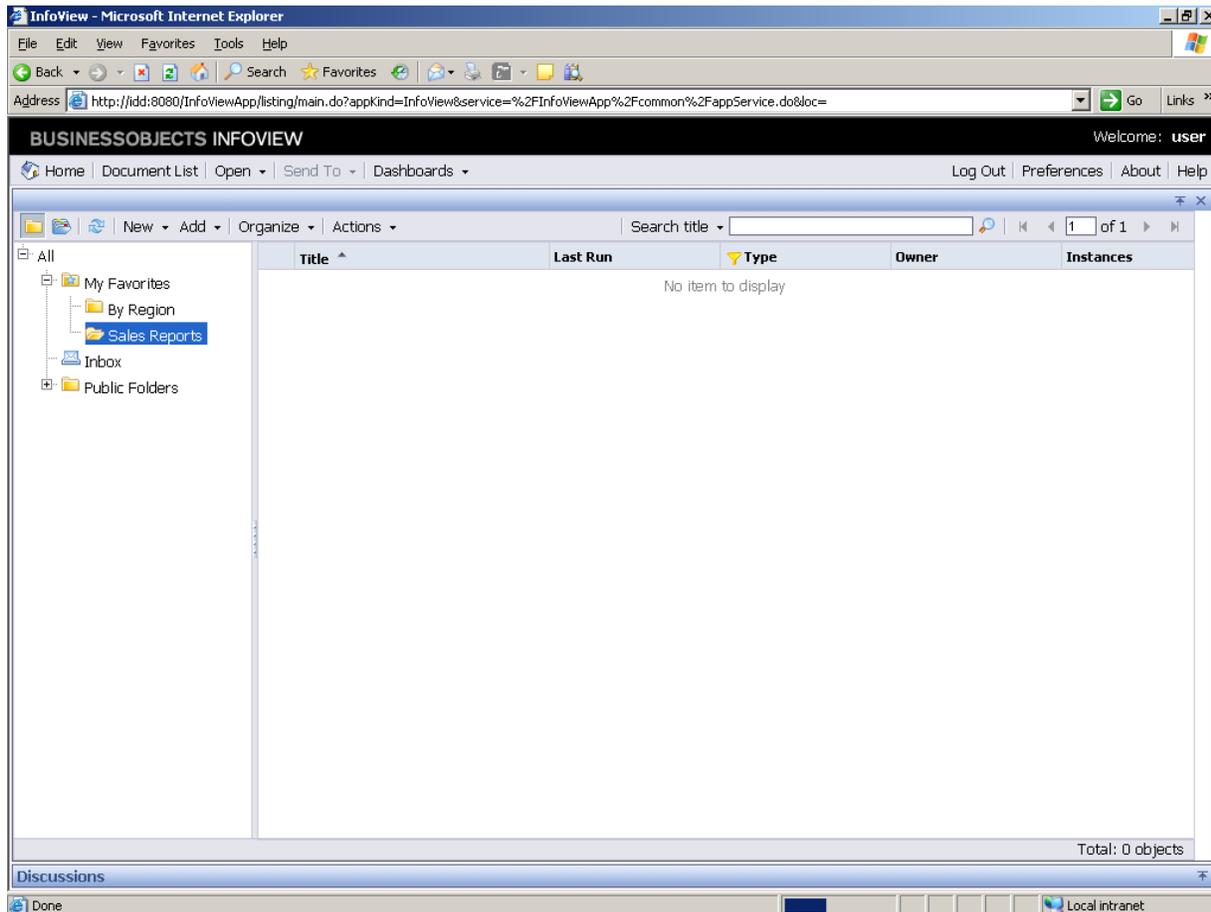
Total: 15 objects

9. Double-click **Sales Reports**.

Paste the By Region folder into the Sales Reports folder.

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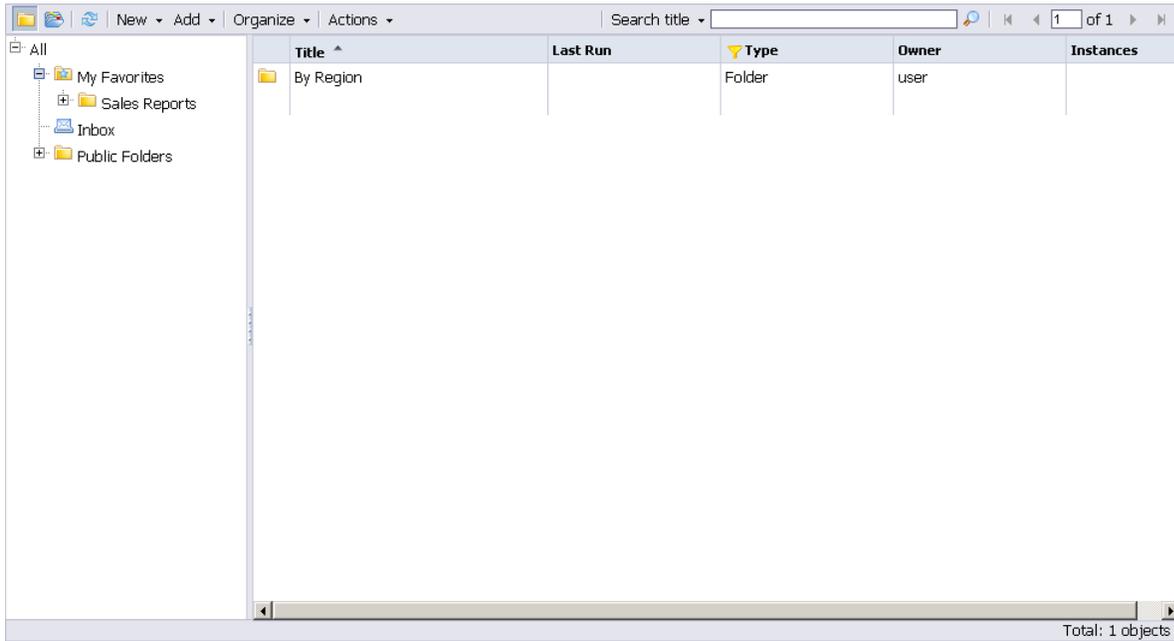
InfoView



10. Click **Organize**.

11. Click **Paste**.

InfoView



The screenshot shows the InfoView application window. On the left is a navigation pane with a tree view containing 'All', 'My Favorites', 'Sales Reports', 'Inbox', and 'Public Folders'. The main area displays a table with the following columns: Title, Last Run, Type, Owner, and Instances. A single row is visible with the following data:

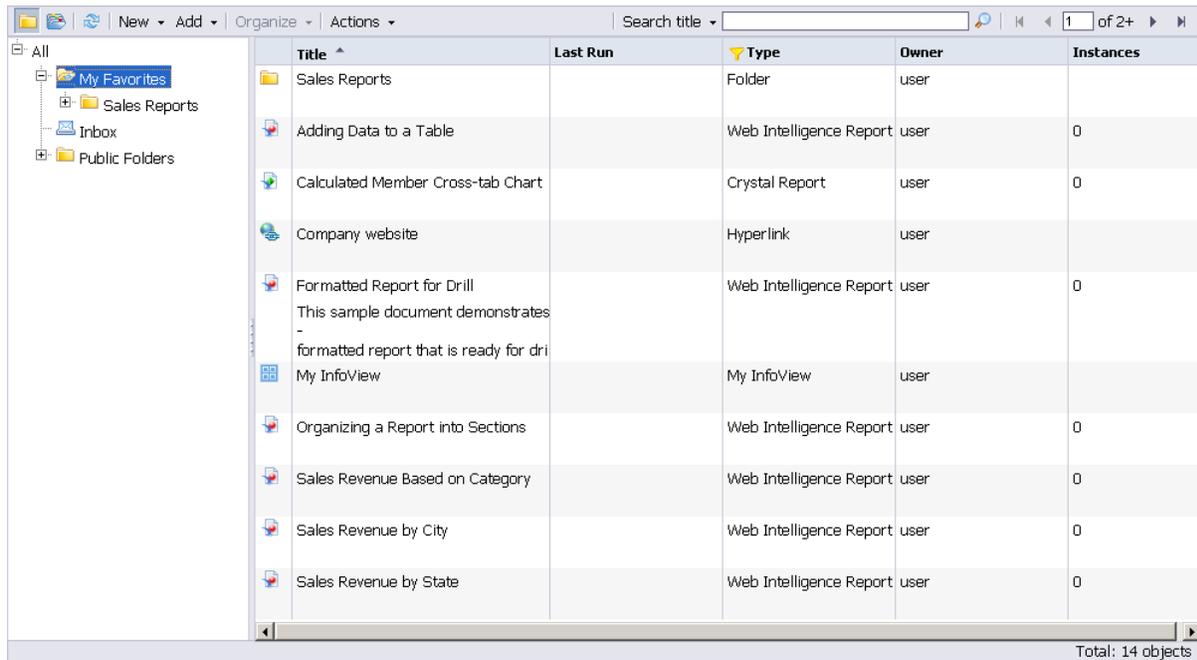
Title	Last Run	Type	Owner	Instances
By Region		Folder	user	

At the bottom right of the window, it says 'Total: 1 objects'.

12. Click **My Favorites**.

Now, return to the My Favorites folder, copy the 'Sales Revenue by City' Web Intelligence document and paste it into the 'By Region' sub-folder of 'Sales Reports'.

InfoView



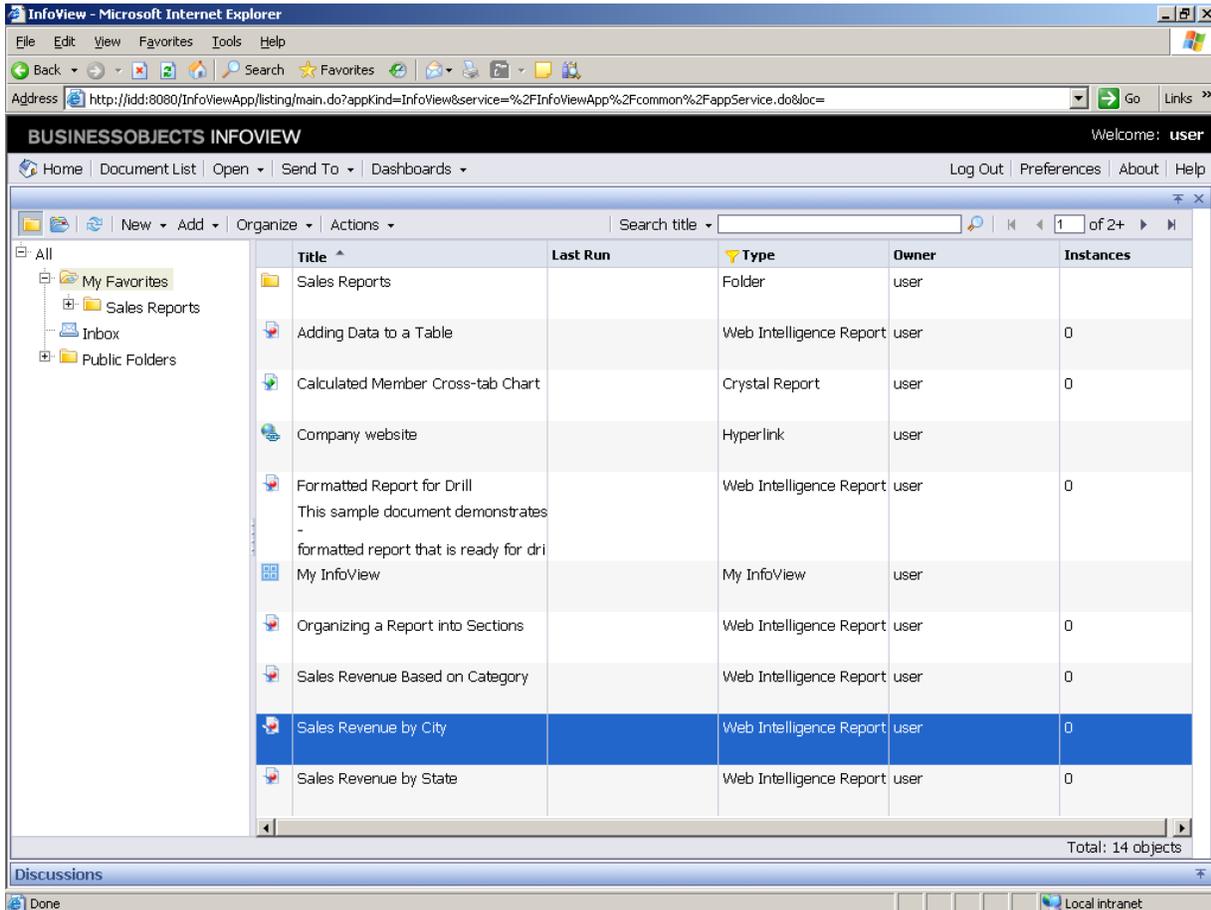
Title	Last Run	Type	Owner	Instances
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Sales Revenue by State		Web Intelligence Report	user	0

Total: 14 objects

13. Click **Sales Revenue by City**.

Now, copy the 'Sales Revenue by City' Web Intelligence document and paste it into the 'By Region' sub-folder of 'Sales Reports'.

InfoView



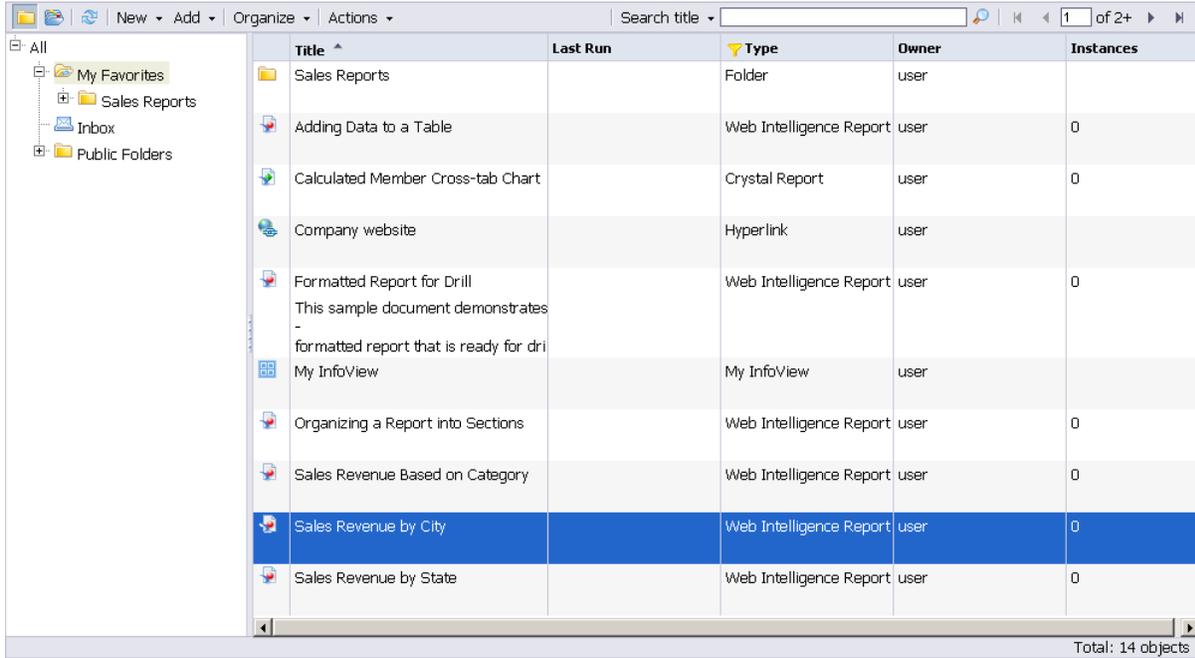
Title	Last Run	Type	Owner	Instances
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Sales Revenue by State		Web Intelligence Report	user	0

14. Click **Organize**.

15. Click **Copy**.

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InfoView



The screenshot shows the SAP InfoView interface with a list of objects. The 'Sales Revenue by City' report is selected. The interface includes a navigation pane on the left with 'My Favorites', 'Sales Reports', 'Inbox', and 'Public Folders'. The main area displays a table with columns for Title, Last Run, Type, Owner, and Instances.

Title	Last Run	Type	Owner	Instances
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
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	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Sales Revenue by State		Web Intelligence Report	user	0

Total: 14 objects

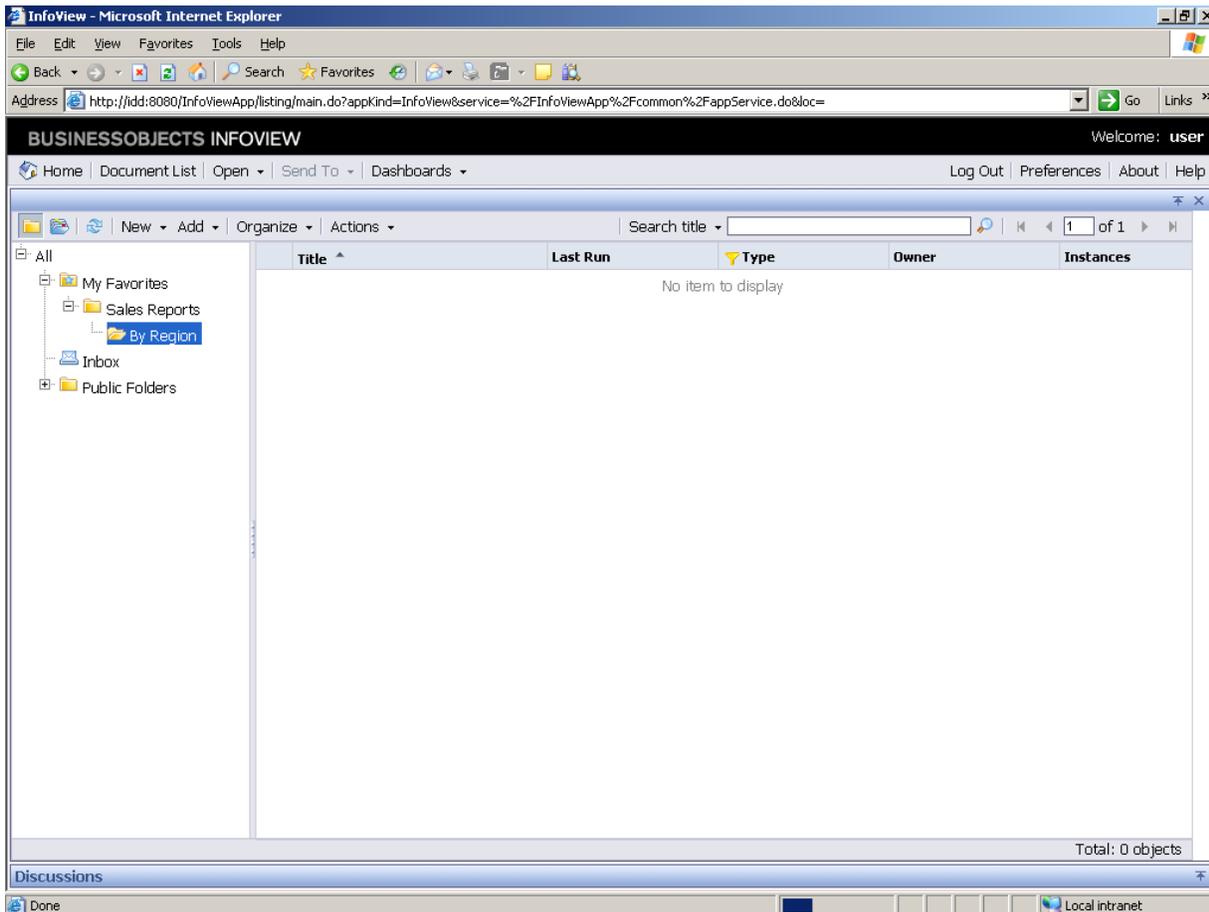
16. Perform one of the following:

If...	Then...	Go To...
	Double-click Sales Reports.	Step 17.
	OR double-click Sales Reports.	Step 17.

17. Double-click **By Region**.

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InfoView



18. Click **Organize**.

19. Click **Paste**.