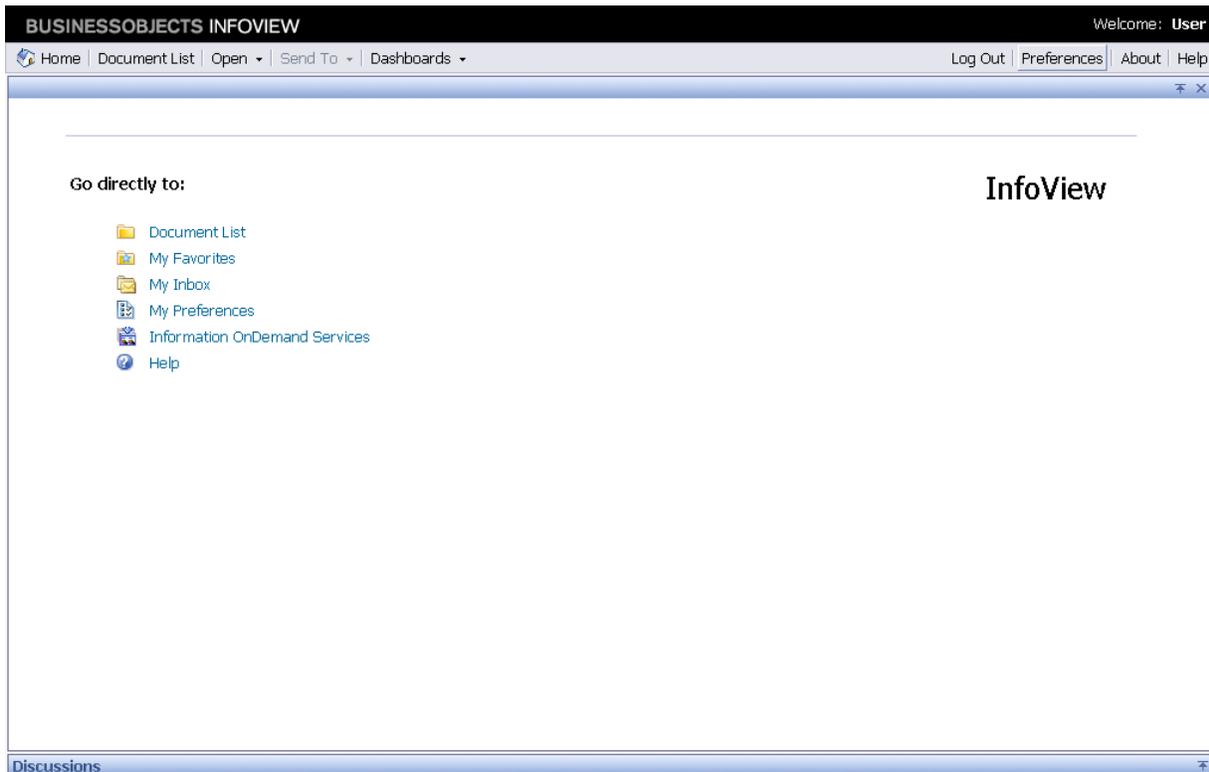


Setting general preferences

Procedure

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

InfoView



2. Click **Preferences**.

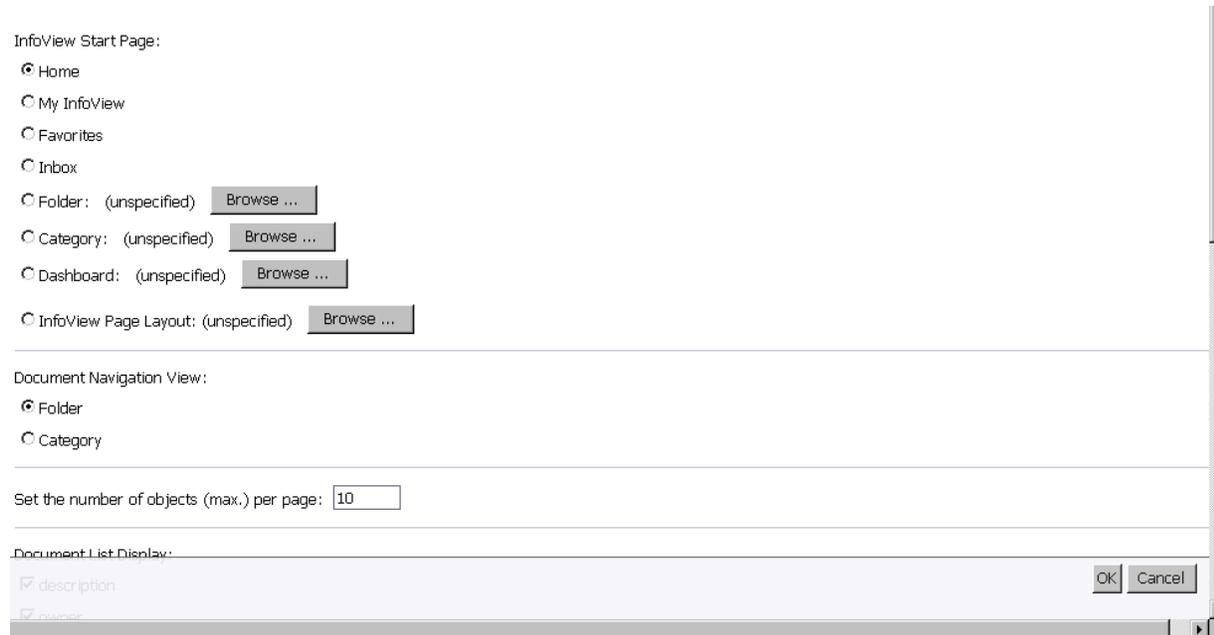
You can set general preferences for InfoView to determine your default settings when you view documents. Your General Preferences determine how you log on to InfoView and what view is displayed when you do.

Note: As a best practice, you should set your preferences before you begin to work with objects in InfoView. However, depending on your deployment, your System Administrator may have configured your system to use predetermined settings by default.

Setting general preferences

You will now learn how to change some general preferences that control what you see how your documents are displayed.

Preferences



The screenshot shows the 'Preferences' dialog box with the following sections:

- 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
 - overview

Buttons: OK, Cancel

3. Click the **Favorites** option.

InfoView Start Page:

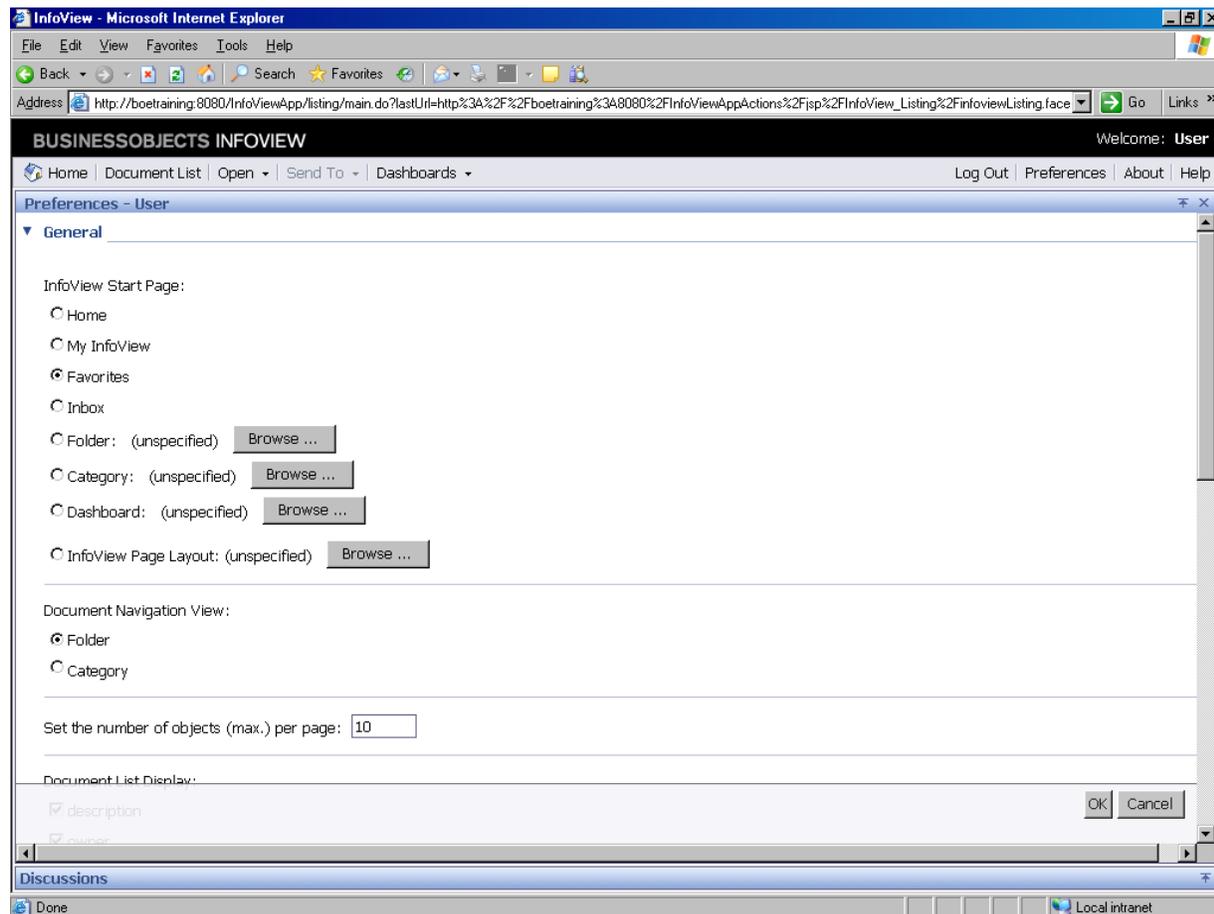
The initial default view when you log on is a home page that introduces InfoView. You can change this setting so that the initial view defaults to something that you access often. For example, if you choose Favorites, then the contents of the Favorites folder are automatically displayed in the Workspace Panel the next time you log on.

In this scenario, you want to view your Favorites folder as your start page.

Refer to the *InfoView User's Guide* for more information on these options.

Setting general preferences

Preferences



4. Click in the **Set the number of objects (max.) per page:** text box.

Document Navigation View:

The option that you choose determines whether the Navigation panel displays the objects in InfoView by the folders in which they are located or the categories to which they are assigned.

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

The default number of documents you see on a page is 10. You can increase or decrease this number.

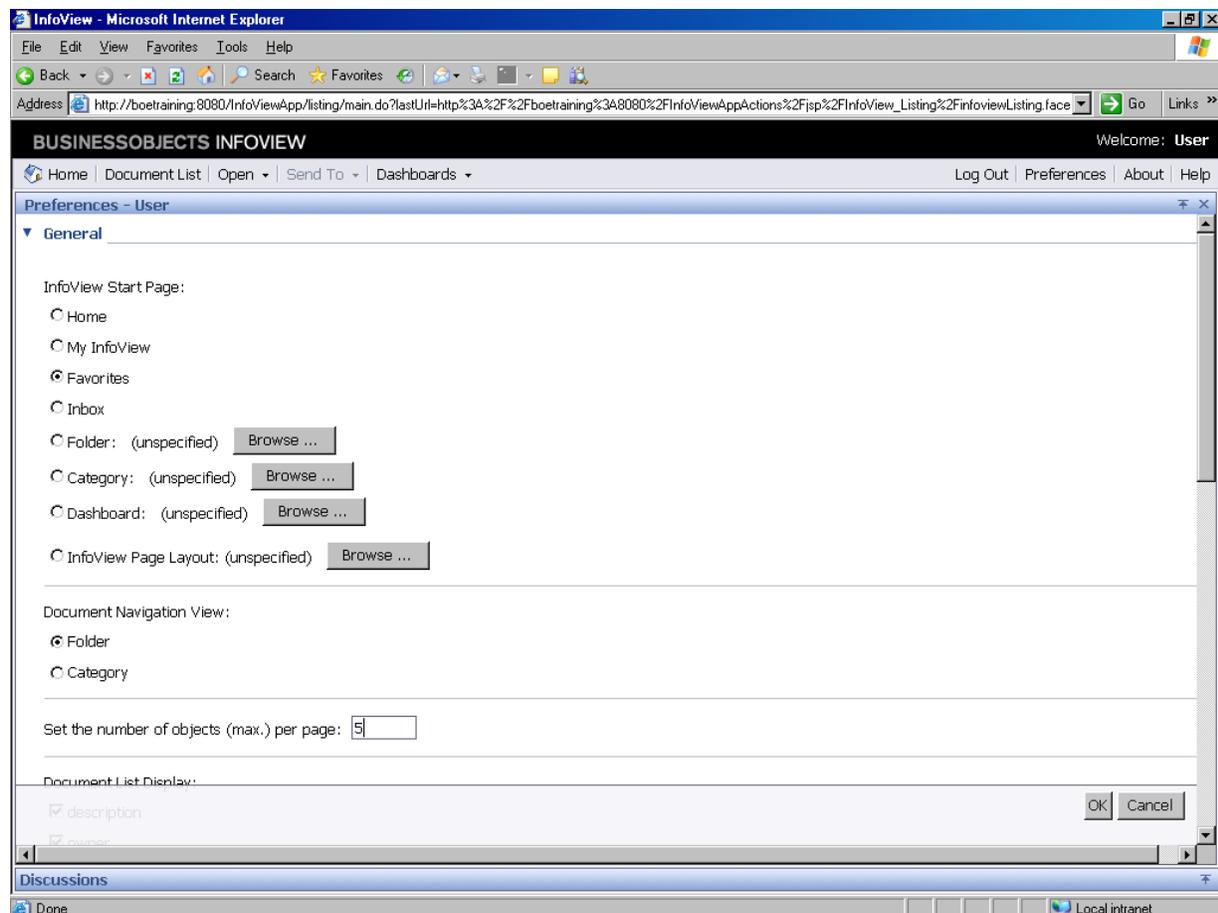
Setting general preferences

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

Field	R/O/C	Description
Set the number of objects (max.) per page:	R	Example: 5

In this scenario you want to reduce the amount of documents listed in your document list view.

InfoView



The screenshot shows the 'BUSINESSOBJECTS INFOVIEW' application running in Microsoft Internet Explorer. The 'Preferences - User' dialog box is open, showing the 'General' tab. The 'InfoView Start Page:' section has radio buttons for Home, My InfoView, Favorites, Inbox, Folder: (unspecified), Category: (unspecified), Dashboard: (unspecified), and InfoView Page Layout: (unspecified). The 'Document Navigation View:' section has radio buttons for Folder and Category. The 'Set the number of objects (max.) per page:' field is a text box containing the number '5'. The 'Document List Display:' section has checkboxes for 'description' and 'author'. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog box.

Setting general preferences

6. Click to scroll **down**.
7. Click the **description** check box.

Document List Display:

You can select the summary information that you want to see in the Workspace panel for the objects that you view.

You can choose to show or hide the description, owner, last run date and instance count for the documents that appear in your document list.

In this scenario, you want to hide the document description from each object as they appear in your document list.

8. Click the **In a single fullscreen browser window, one document at a time** option.

Document Viewing:

These settings determine how you want to view documents in a window: from within InfoView, from a single new window for all documents, or from a new window for each document.

In this scenario, you want to view the documents you open one at a time in a single fullscreen browser window.

Setting general preferences

InfoView

Document List Display:

description

owner

date

instance count

Document Viewing:

In the InfoView portal

In a single fullscreen browser window, one document at a time

In multiple fullscreen browser windows, one window for each document

Product Locale:

Use browser locale ▾

Current Time Zone:

Local to web server ▾

Preferred Viewing Locale:

Use browser locale ▾

OK Cancel

Change Password

9. Press [Enter] to continue.

Product Locale:

This setting determines the language set and date format that is used by InfoView.

Current Time Zone:

This setting determines the time-zone used.

Note: It is important that you check this setting before you schedule any objects to run. By properly setting your time zone, you ensure that your scheduled objects are processed in accordance with the time zone in which you are working. For more information, contact your System Administrator.

Preferred Viewing Locale:

This setting determines the locale that uses the formatting conventions for dates, numbers, and time that you would like to use while viewing objects.

Press **[Enter]** to continue.

Setting general preferences

InfoView

Document List Display:

- description
- owner
- date
- instance count

Document Viewing:

- In the InfoView portal
- In a single fullscreen browser window, one document at a time
- In multiple fullscreen browser windows, one window for each document

Product Locale:

Use browser locale ▾

Current Time Zone:

Local to web server ▾

Preferred Viewing Locale:

Use browser locale ▾

OK Cancel

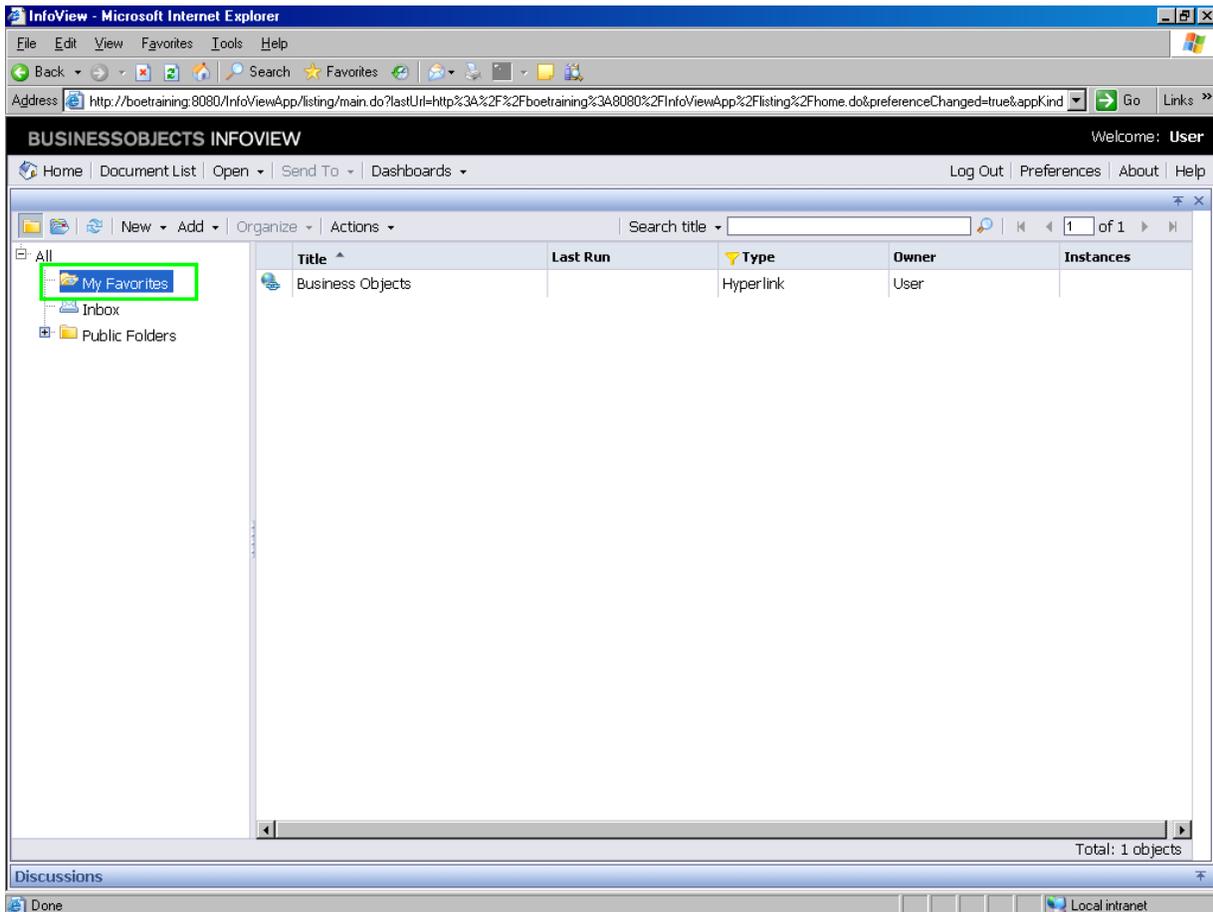
Change Password

10. Click **OK**.

Now you will check to see how your general preference changes appear in InfoView.

Setting general preferences

InfoView

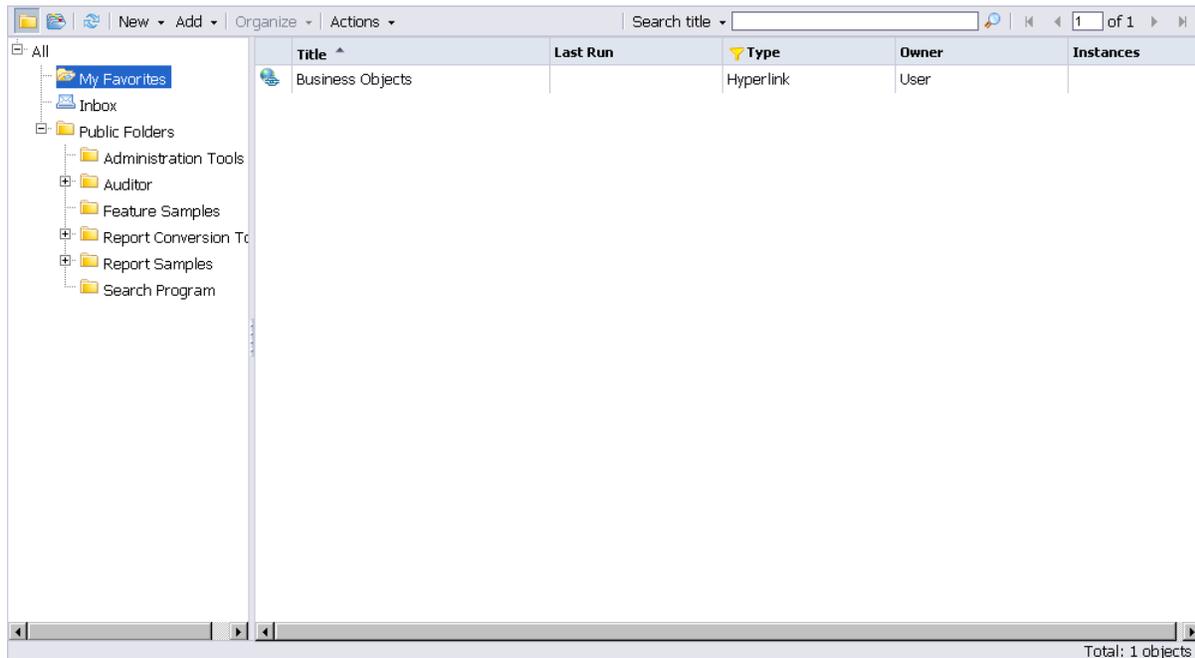


11. Click + to expand **Public Folders**.

You can see the default view has now been changed to the My Favorites folder.

Setting general preferences

InfoView

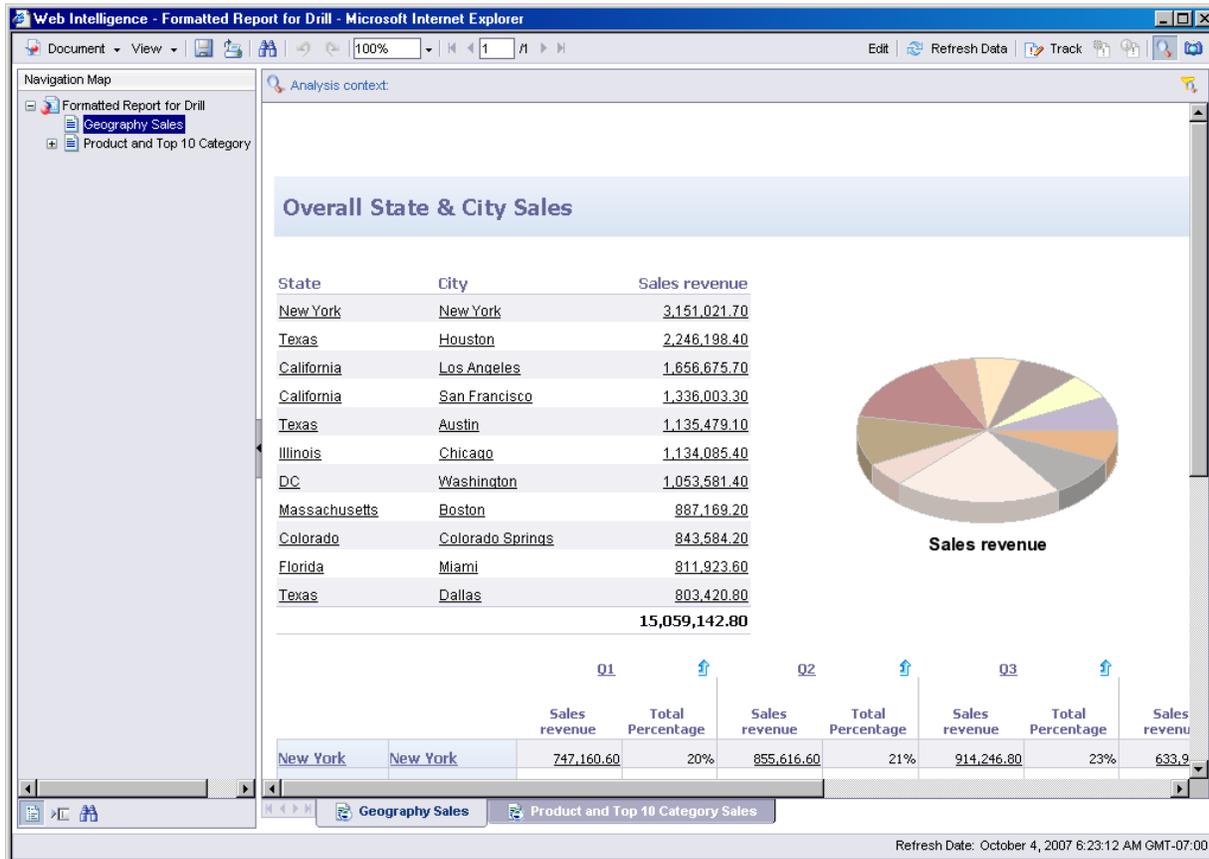


12. Click the **Feature Samples** folder.
13. Double-click the **Formatted Report for Drill** document.

You can see that only 5 documents appear at a time in the list and that the description is hidden for each document.

Setting general preferences

Setting general preferences



- Click **Close** .

The document opens in a new browser window, instead of opening from within InfoView.