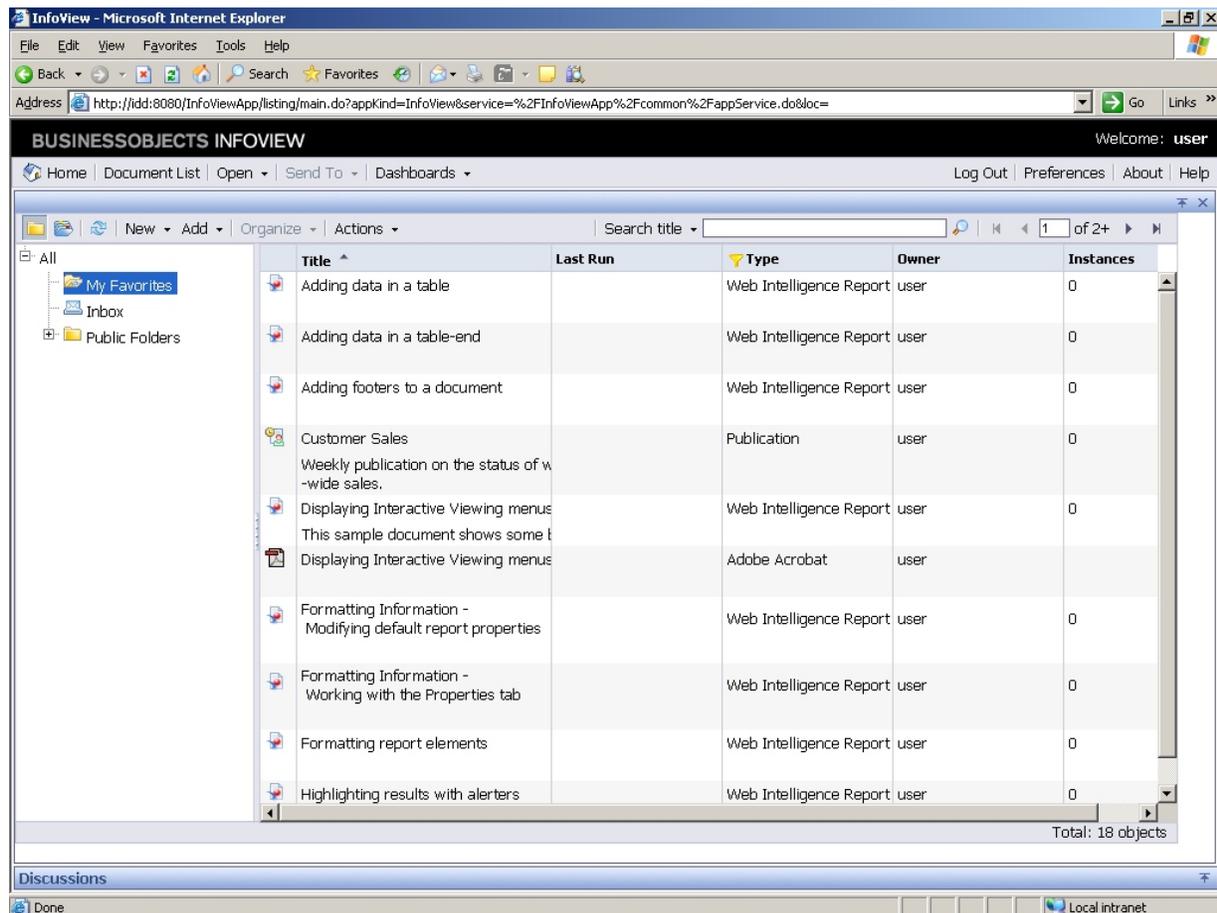


Sharing documents with others

Procedure

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

Send to a folder

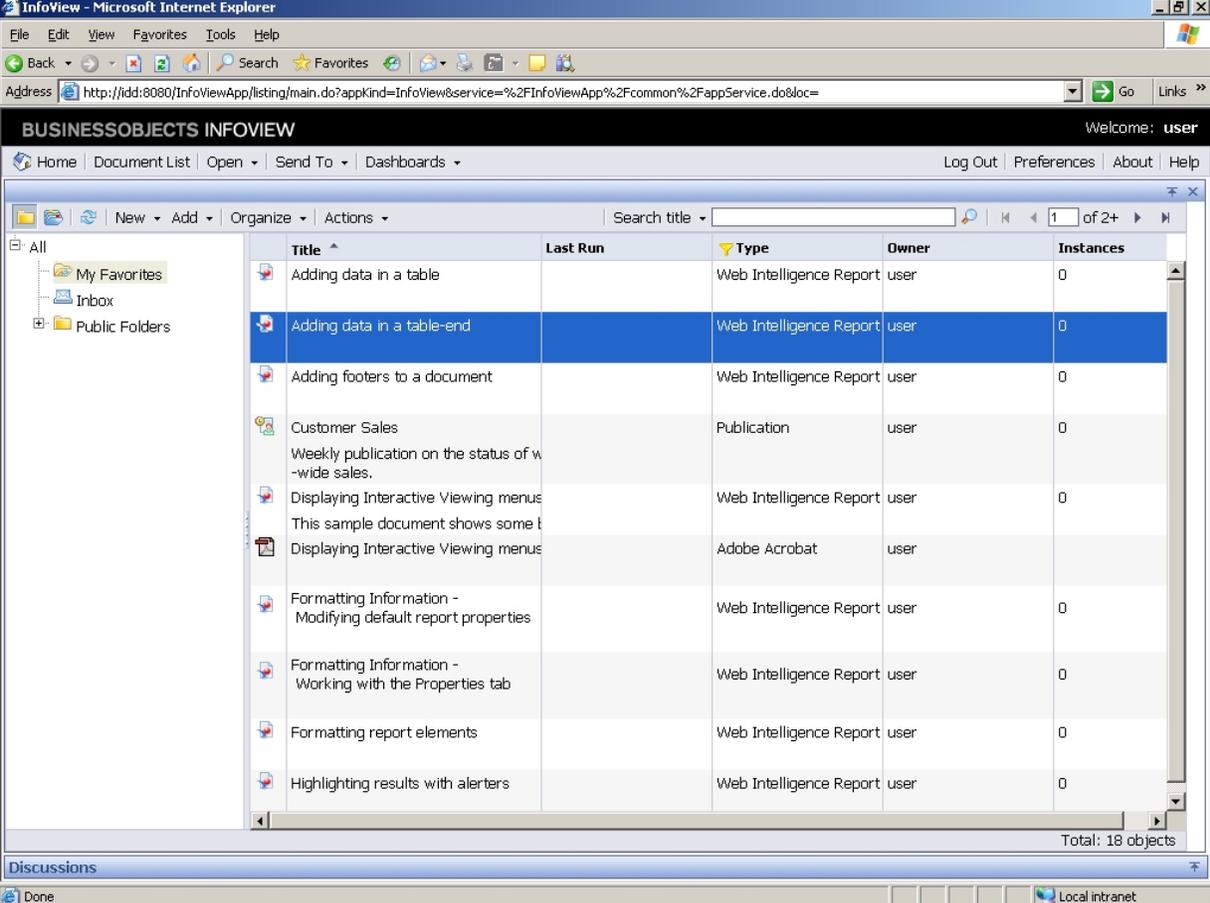


2. Select **Adding data in a table-end** object.

First, send a document to another user's Inbox.

Sharing documents with others

Send to a folder



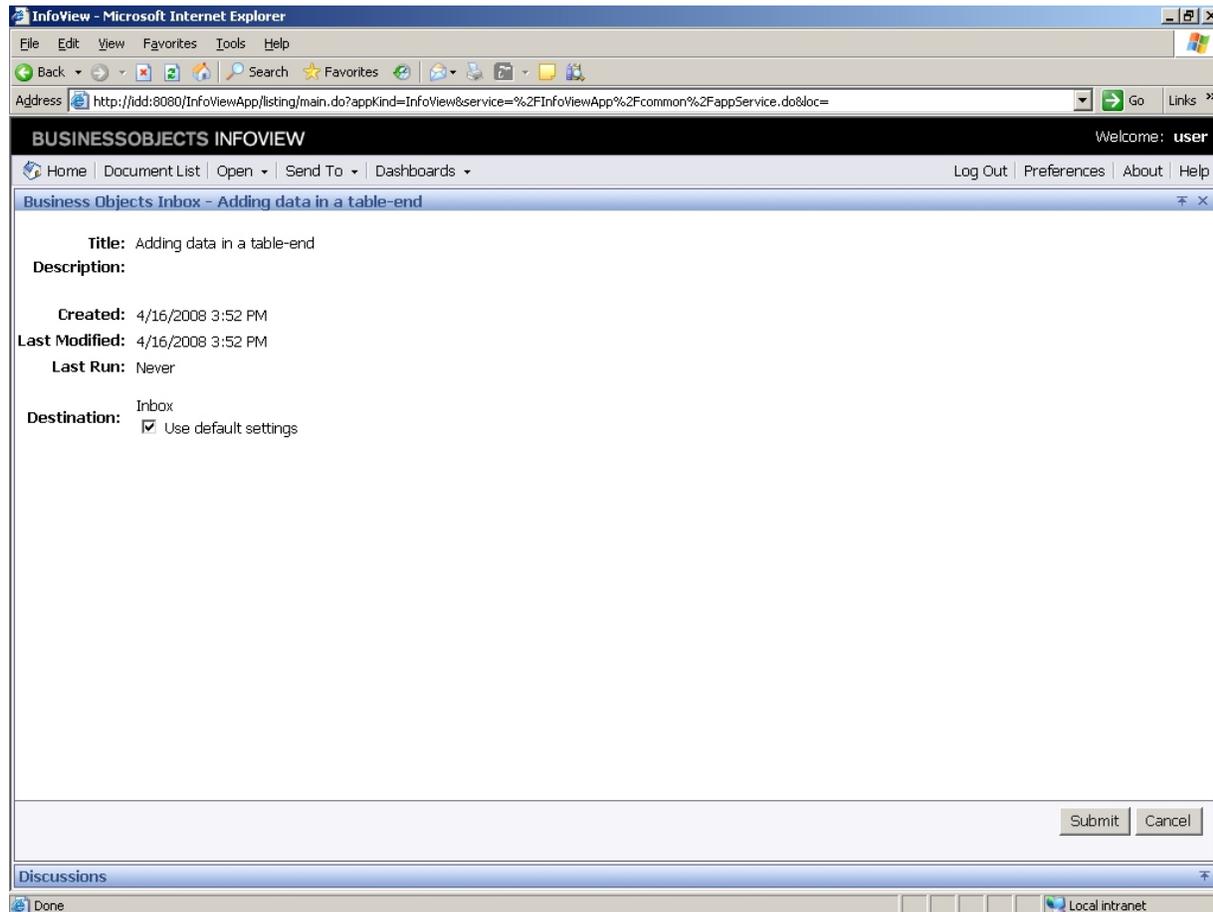
The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser window. The address bar shows the URL: `http://idd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application header includes "BUSINESSOBJECTS INFOVIEW" and "Welcome: user". The main content area displays a table of documents with the following columns: Title, Last Run, Type, Owner, and Instances. The table contains 10 rows of data, with the second row highlighted in blue. The status bar at the bottom indicates "Total: 18 objects".

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales Weekly publication on the status of w -wide sales.		Publication	user	0
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

3. Click the **Send To** drop-down button.
4. Click the **Business Objects Inbox** list item.

Sharing documents with others

Send to a folder



5. Clear the **Use default settings** checkbox.

The Use default settings box is selected by default; this setting is determined by your System Administrator. If you want to send the document to the defaulted BusinessObjects Inbox destination(s), then you can click Submit. If you want to select specific users or groups to receive the document, deselect this box.

6. Click the **Guest** list item.

If there are many users to choose from, you can search for the recipient's name.

You want to send this document to the Guest account.

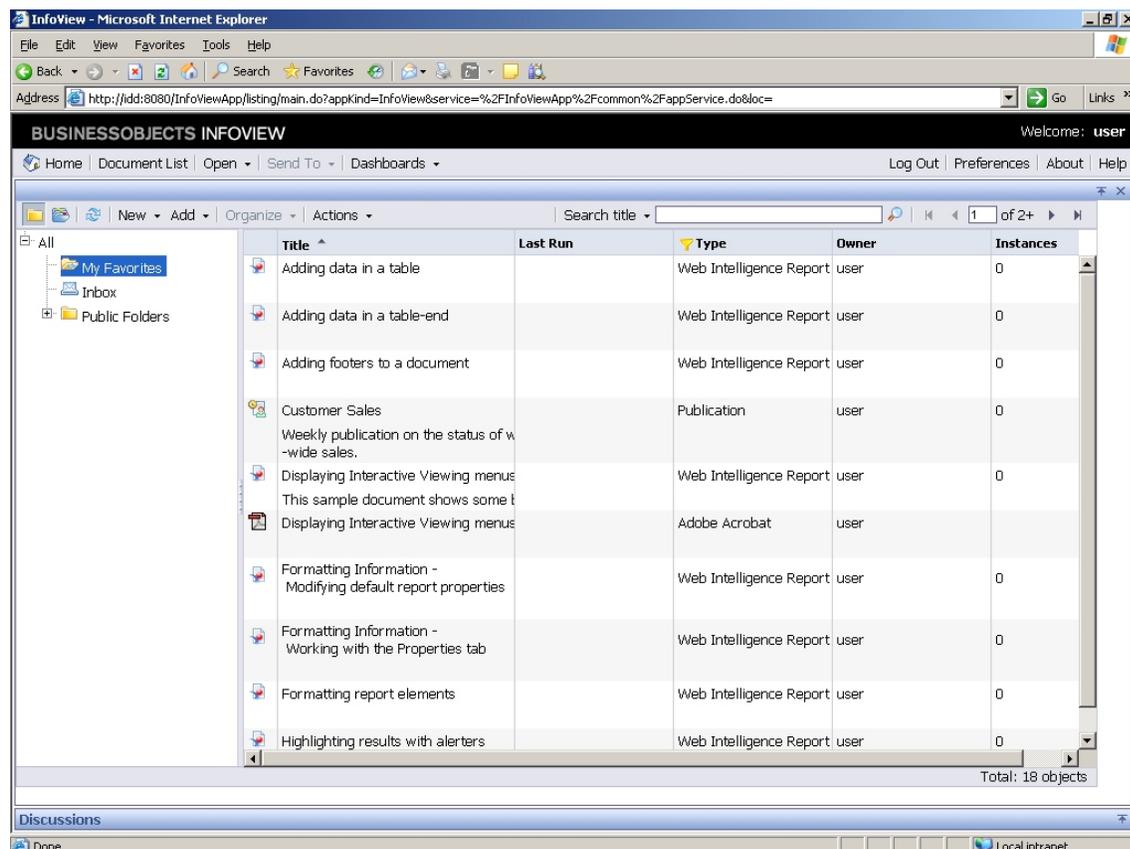
Sharing documents with others

7. Click **Add** .
8. Click to scroll **down**.
9. Click **Submit**.

The recipient's name appears in the *Selected* box. The *Target Name:* default option is *Automatically generated*. You can also choose between sending a shortcut or copy of the document to the recipient.

Caution: When you specify a new target name for the document, you must also add the File Extension placeholder at the end, otherwise the file name will have no extension and will not be sent successfully.

Send to email



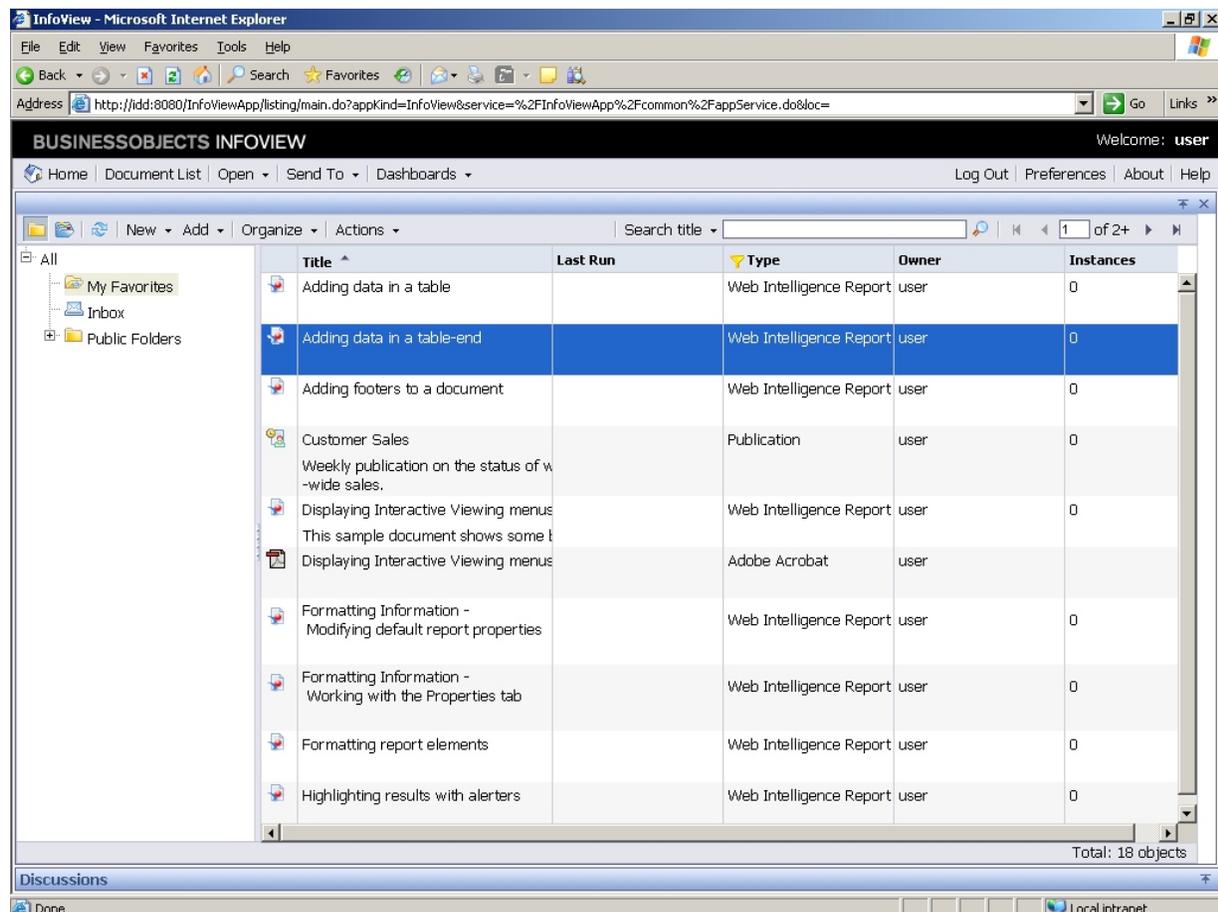
Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales		Publication	user	0
Weekly publication on the status of w -wide sales.				
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

Sharing documents with others

10. Select **Adding data in a table-end** object.

Now, send the same document by email.

Send to email



The screenshot shows the Business Objects InfoView application interface. The main window displays a list of documents with the following columns: Title, Last Run, Type, Owner, and Instances. The document 'Adding data in a table-end' is highlighted in blue. The 'Send To' button is visible in the top navigation bar.

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales		Publication	user	0
Weekly publication on the status of w -wide sales.				
Displaying Interactive Viewing menus		Web Intelligence Report	user	0
This sample document shows some t				
Displaying Interactive Viewing menus		Adobe Acrobat	user	0
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

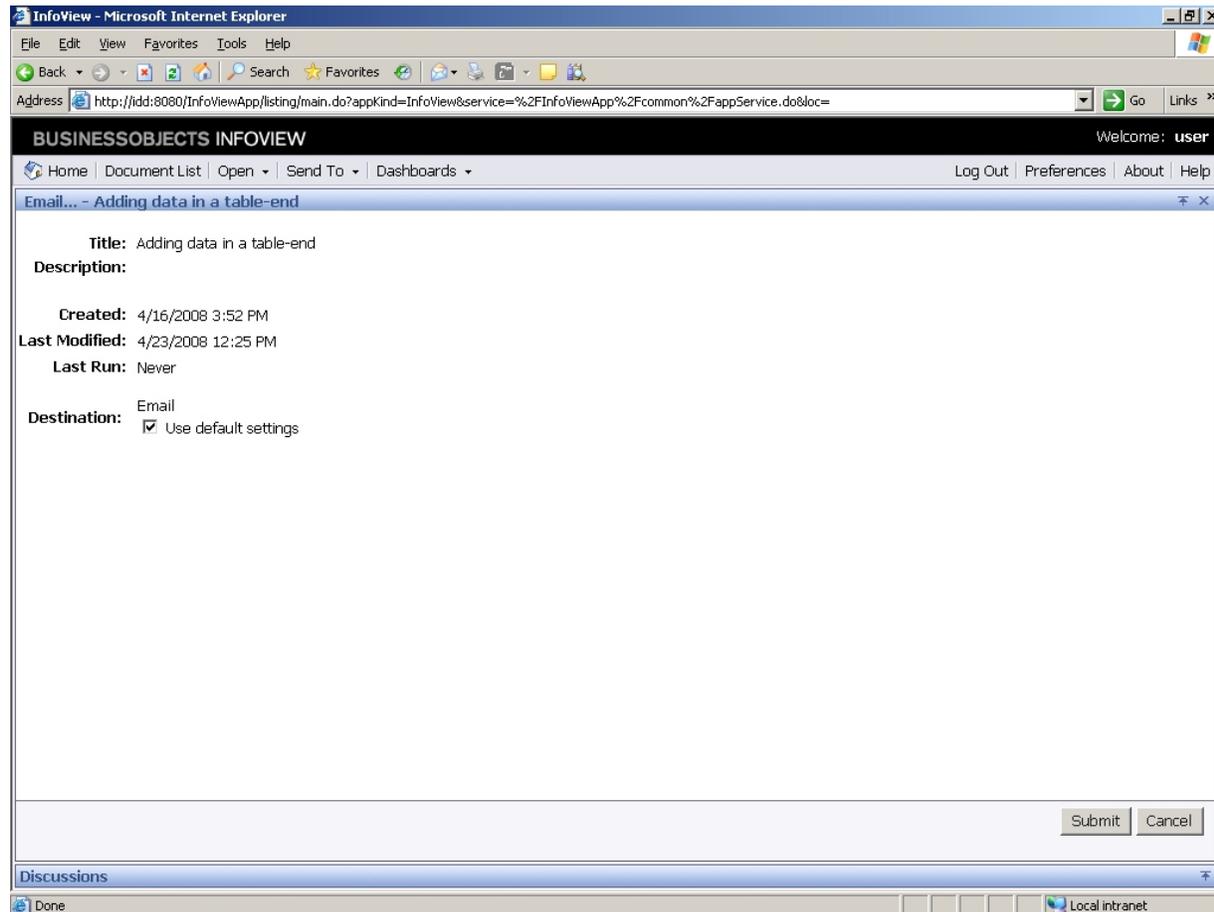
Total: 18 objects

11. Click the **Send To** drop-down button.

12. Click the **Email...** list item.

Sharing documents with others

Send to email



InfoView - Microsoft Internet Explorer

Address: <http://idd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Email... - Adding data in a table-end

Title: Adding data in a table-end

Description:

Created: 4/16/2008 3:52 PM

Last Modified: 4/23/2008 12:25 PM

Last Run: Never

Destination: Email

Use default settings

Submit Cancel

Discussions

Done Local intranet

13. Clear the **Use default settings** checkbox.

The Use default settings box is selected by default; this is determined by your System Administrator.

If you want to send the document to the defaulted email recipient(s), then you can click Submit. If you want to select specific users to receive the document, deselect this box.

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

Sharing documents with others

Field	R/O/C	Description
From:	R	Example: user@company.com

Enter the desired information into the From field.

16. Click in the **To** field.

You are emailing this document to your new employee, because he or she does not have access to InfoView yet.

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

Field	R/O/C	Description
To:	R	Example: guest@company.com

Enter the desired information into the TO field.

18. Click the **Add placeholder...** drop-down button .

You can use a placeholder to add information specific to the report in the email.

19. Click the **Title** list item.

When Mary receives the email, the title of this document will appear in the subject line.

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

Sharing documents with others

Field	R/O/C	Description
Message:	R	<p>Example: Here is the report you requested.</p>

Enter the desired information into the Message field.

22. Click the **Add attachment** option.

If you just wanted to send an email about this document and not include the document as an attachment, you would click Submit now.

In this example you want to send the report with the email.

23. Click scroll **down**.

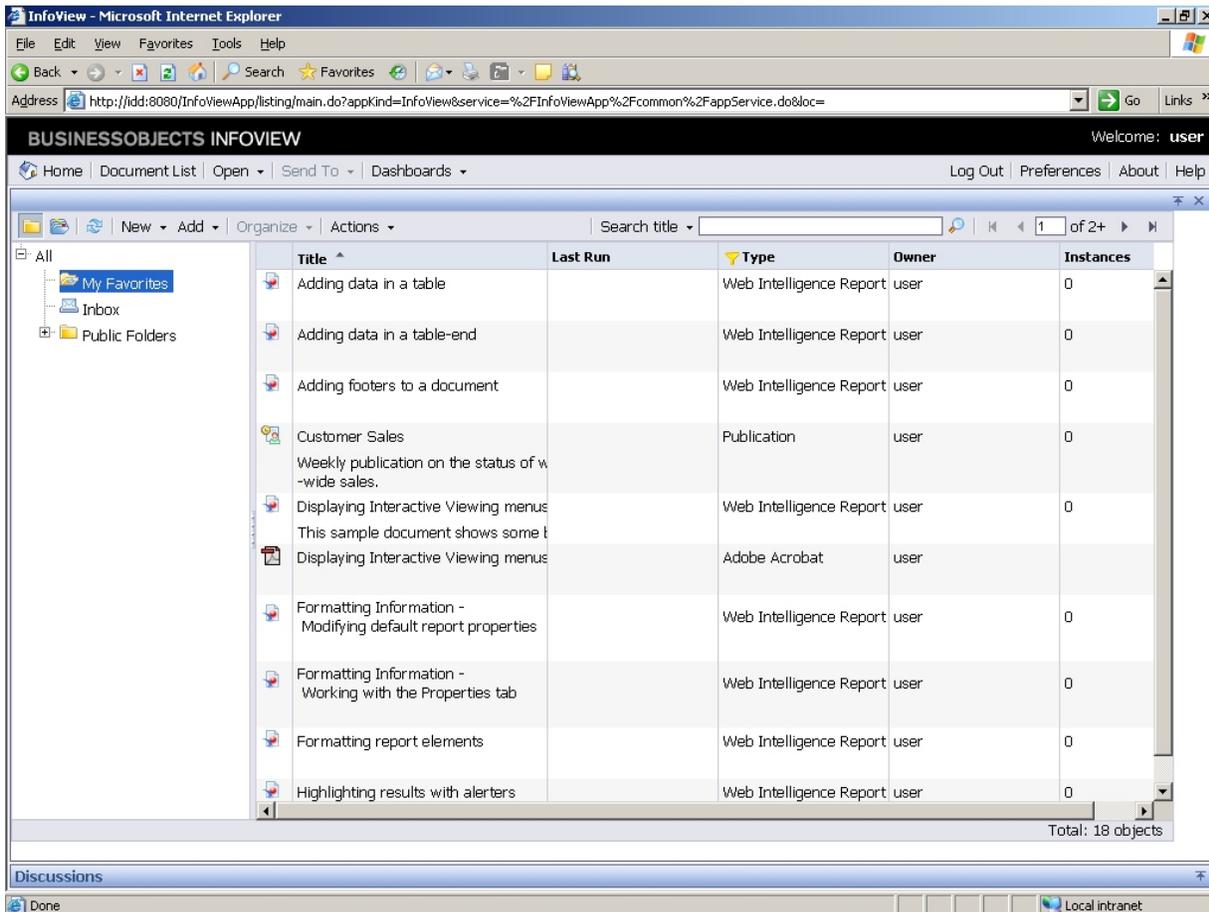
24. Click **Submit**.

The automatically generated option will be selected by default. You can also choose to send a different attachment by selecting Specific Name.

Caution: When you specify a new target name for the document, you must also add the File Extension placeholder at the end, otherwise the file name will have no extension and will not be sent successfully.

Sharing documents with others

Send to a file location



The screenshot shows the InfoView application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application title is "BUSINESSOBJECTS INFOVIEW" and the user is logged in as "user". The interface includes a navigation menu with "Home", "Document List", "Open", "Send To", and "Dashboards". A search bar is present above the main content area. The main content area displays a table of reports with the following columns: Title, Last Run, Type, Owner, and Instances. The table contains 18 objects, with the first few rows visible as follows:

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales Weekly publication on the status of w -wide sales.		Publication	user	0
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

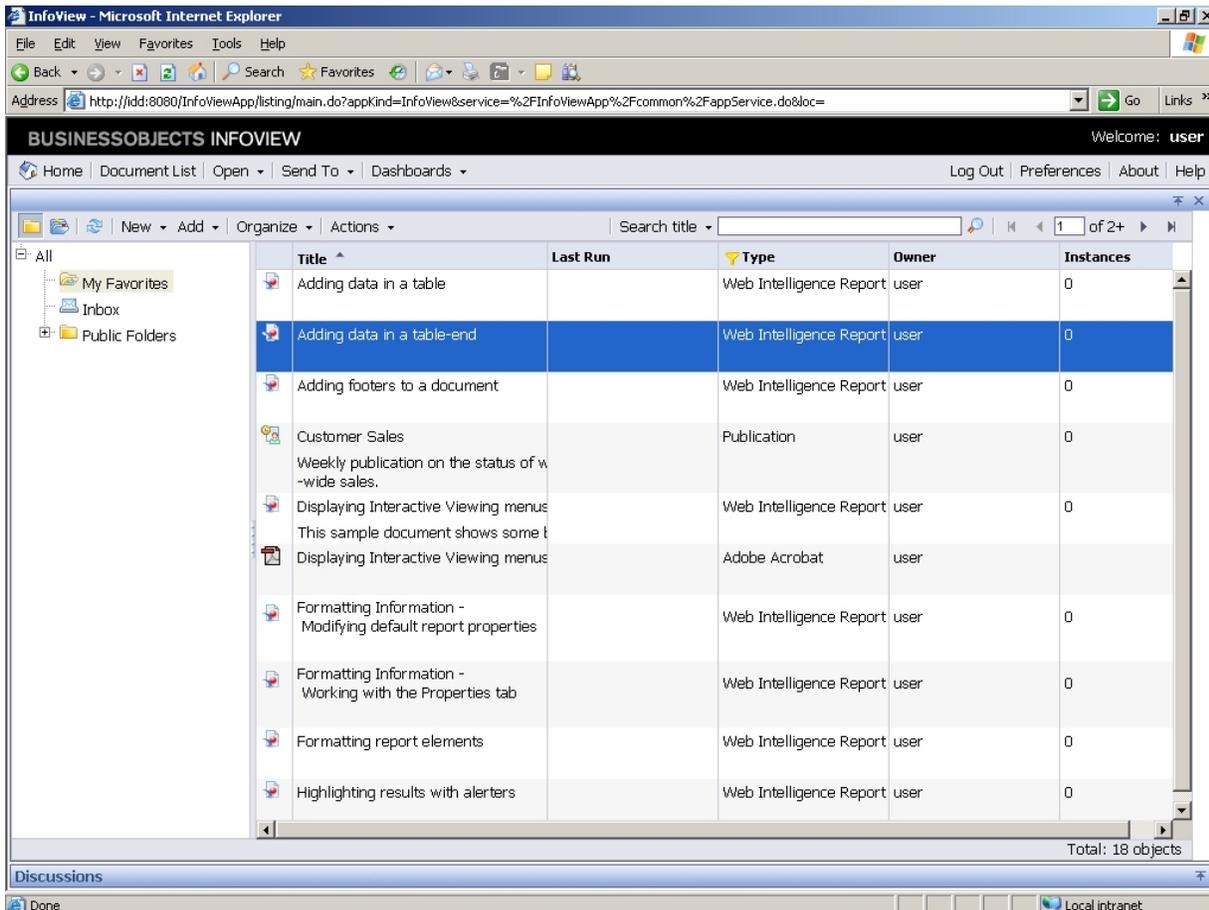
The status bar at the bottom of the table indicates "Total: 18 objects". The browser's status bar shows "Done" and "Local intranet".

25. Select **Adding data in a table-end** object.

Now send the Report to a file location.

Sharing documents with others

Send to a file location



26. Click the **Send To** drop-down button.

27. Click the **File Location...** list item.

The settings for sending a document to a file or FTP location are similar. They both can be sent to defaulted locations, as defined by your System Administrator. Alternatively, you can select specific file or FTP locations for the document. In both cases, you may be required to enter a user name and password, depending on the location you are sending the document to.

The Use the Job Server's default box is selected by default. This setting is determined by your System Administrator. If you want to send the document to a specific

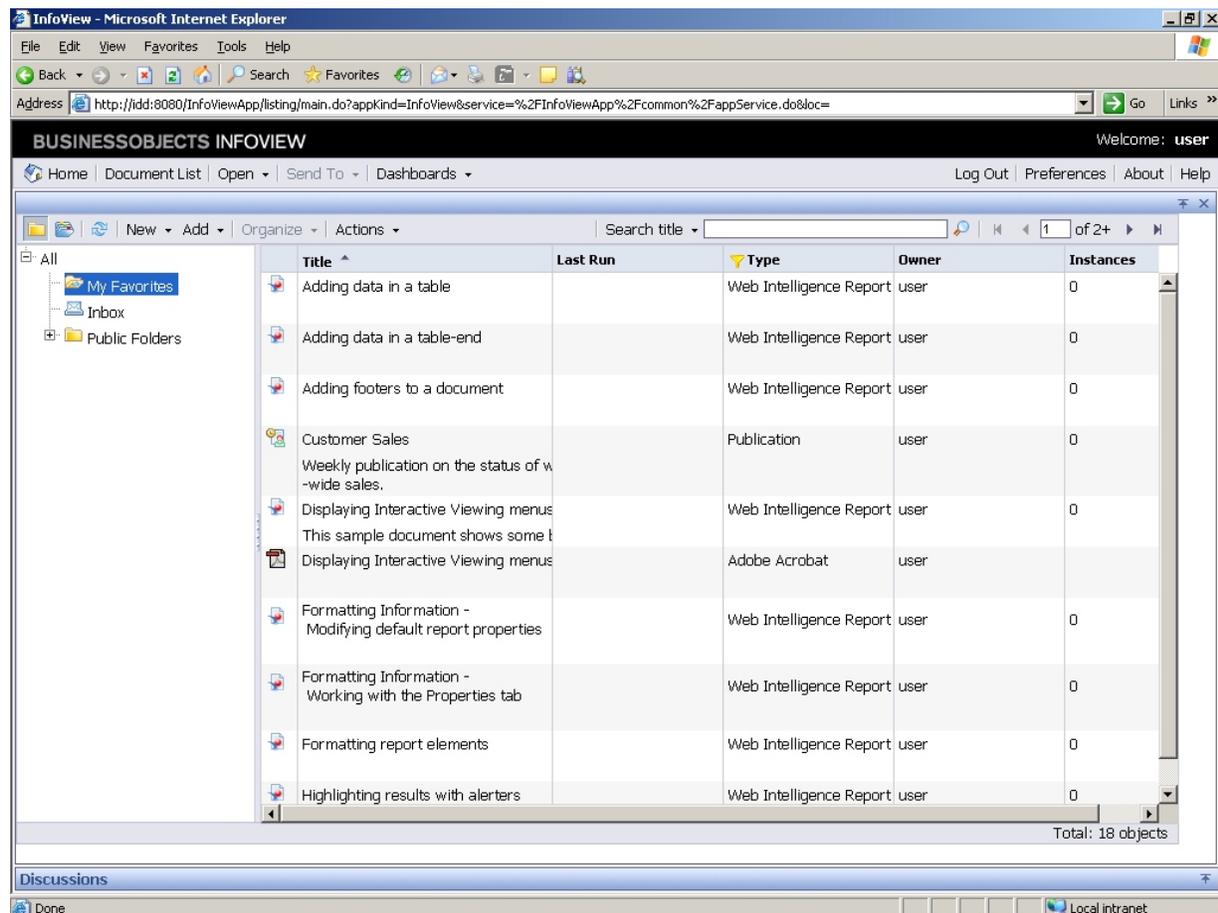
Sharing documents with others

directory, deselect the box.

In this situation, you want to send the document to the default file location.

Using a default location is useful if you need to send documents to the same place often, such as a shared network.

End of Simulation



The screenshot shows the Business Objects InfoView application interface. The main window displays a list of documents with the following columns: Title, Last Run, Type, Owner, and Instances. The list contains 18 objects, with the first few rows visible as follows:

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales		Publication	user	0
Weekly publication on the status of w -wide sales.				
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

The interface also includes a navigation pane on the left with 'My Favorites', 'Inbox', and 'Public Folders'. The status bar at the bottom indicates 'Total: 18 objects' and 'Local intranet'.

28. End of Simulation