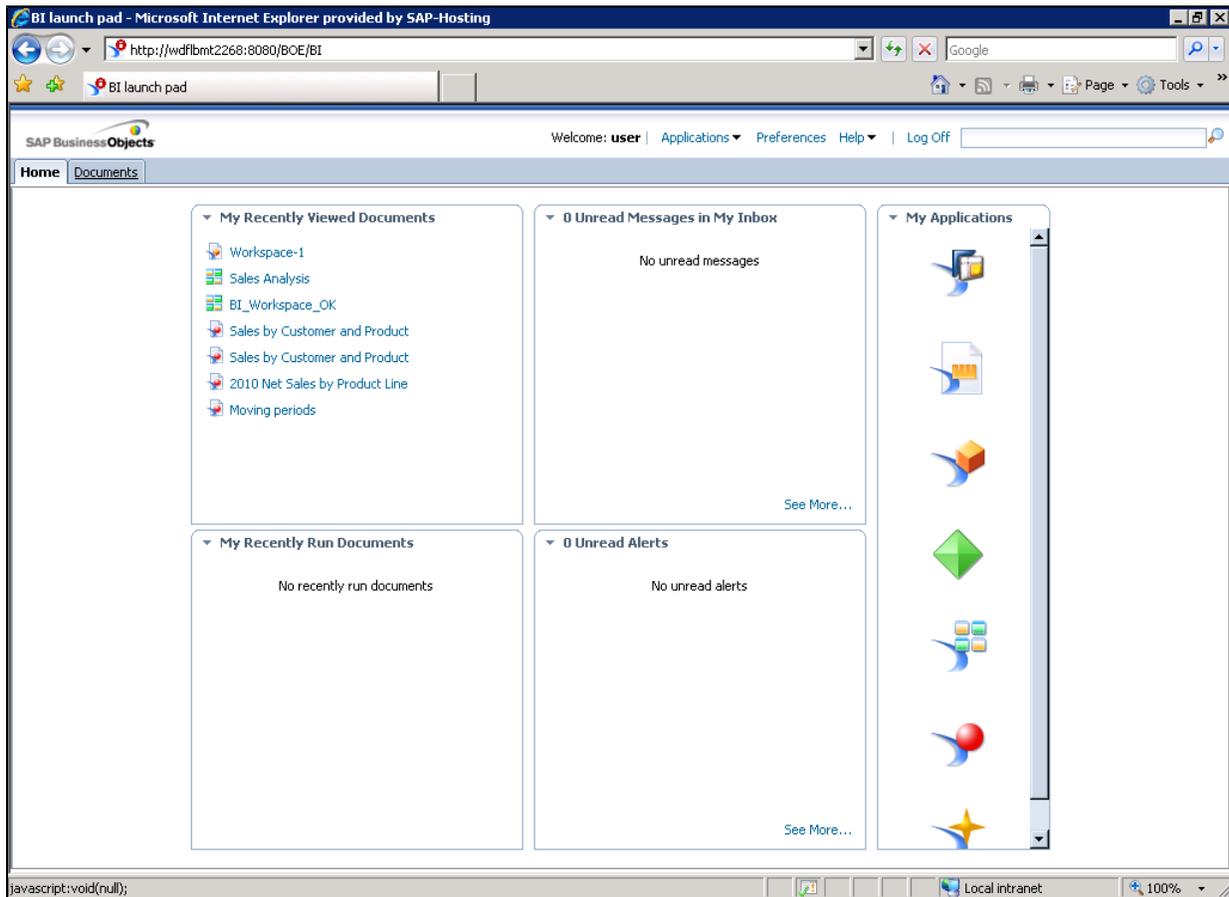


Procedure

BI launch pad



1. Press any key or click anywhere to continue



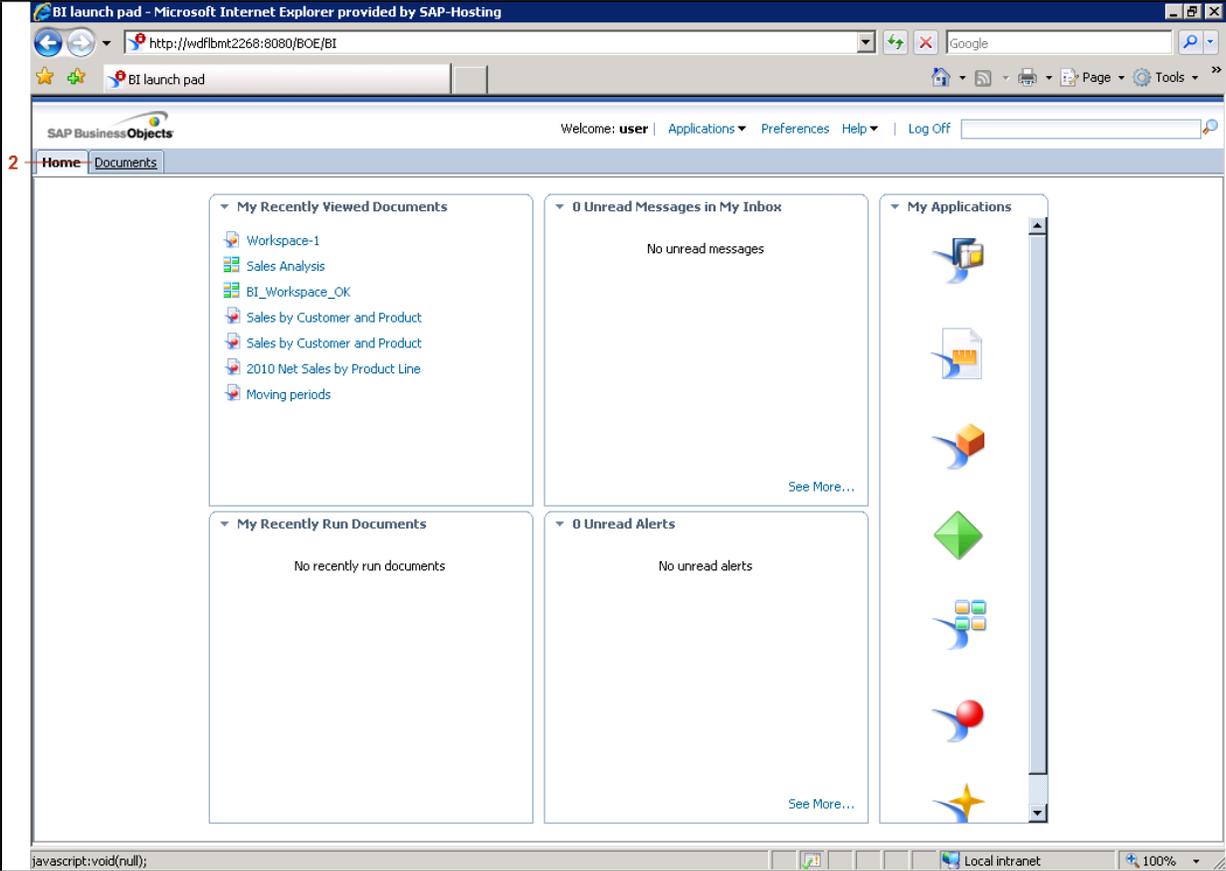
You can copy a BI workspace using the Copy command in BI launch pad or using the Save as option menu provided on the BI workspace toolbar.

Copy the BI workspace into your Favorites, and then save it with a different name.

Press any key or click anywhere to continue.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

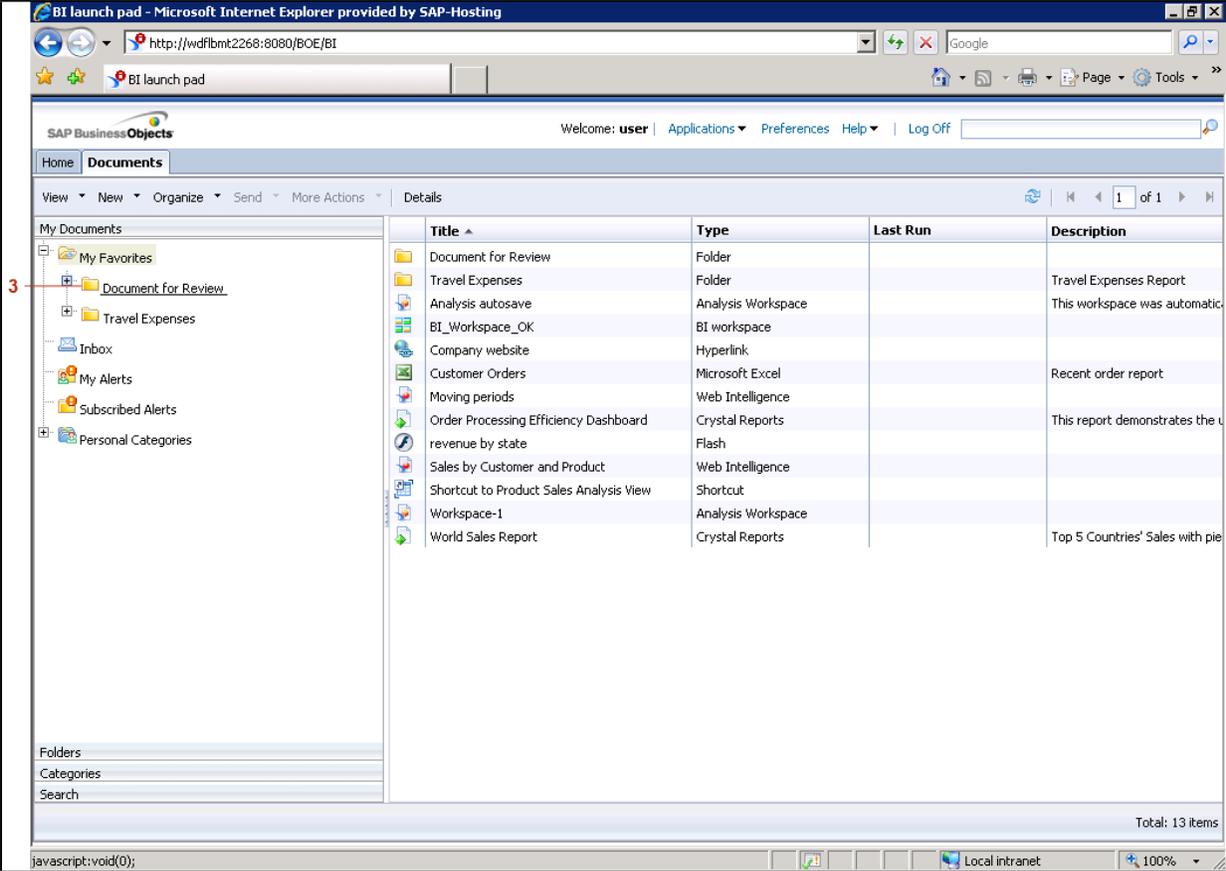


2. Click **Documents**.

 Start by selecting the Documents tab to copy the BI workspace into your Favorites.

Copy and Save a BI Workspace

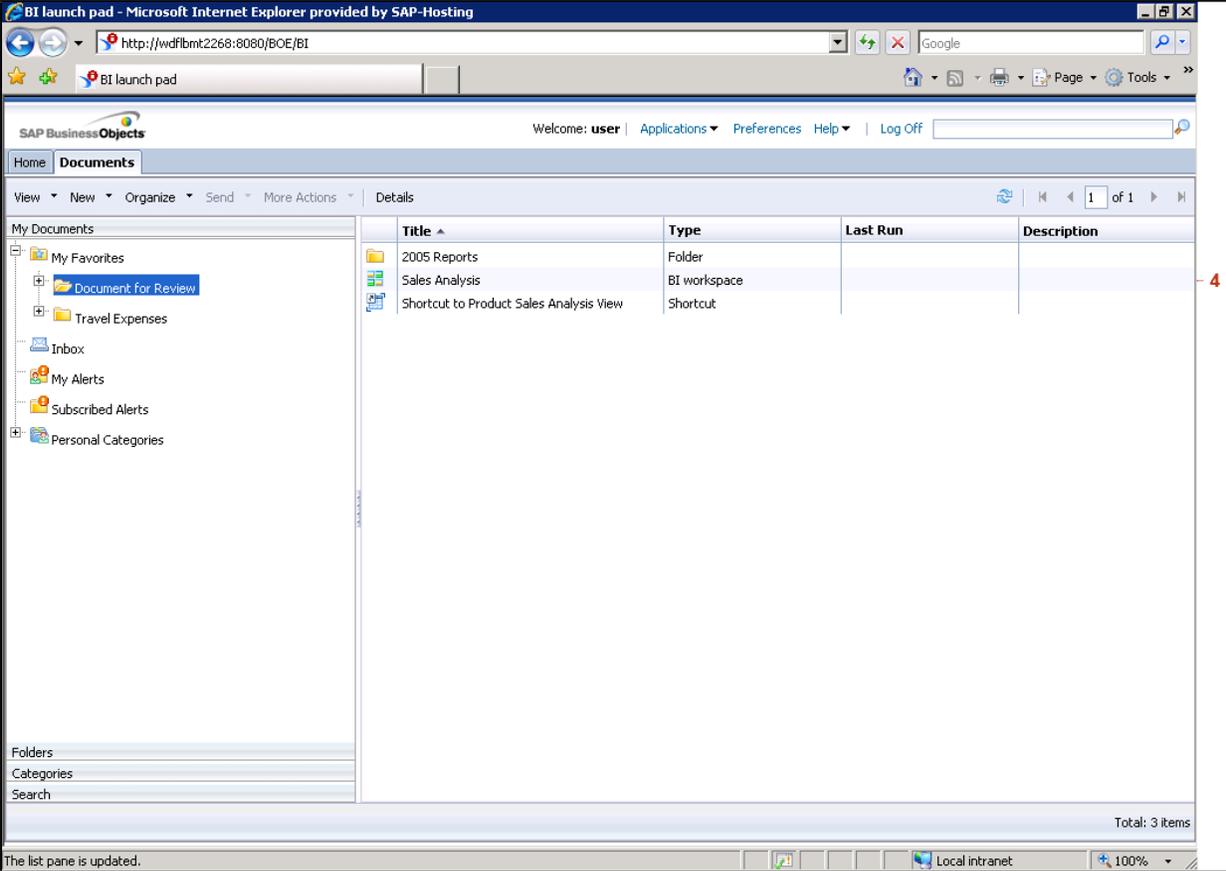
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **Document for Review**.

Copy and Save a BI Workspace

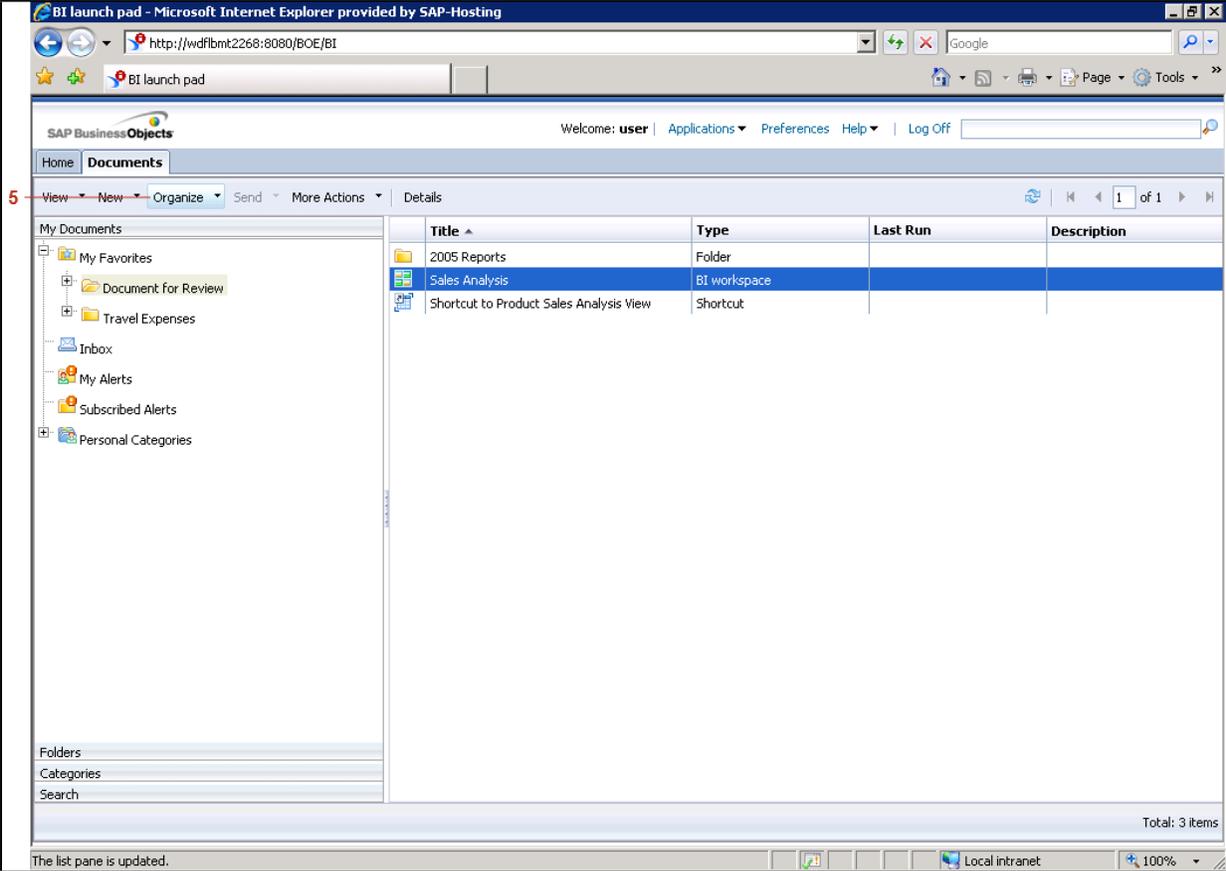
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Sales Analysis**.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

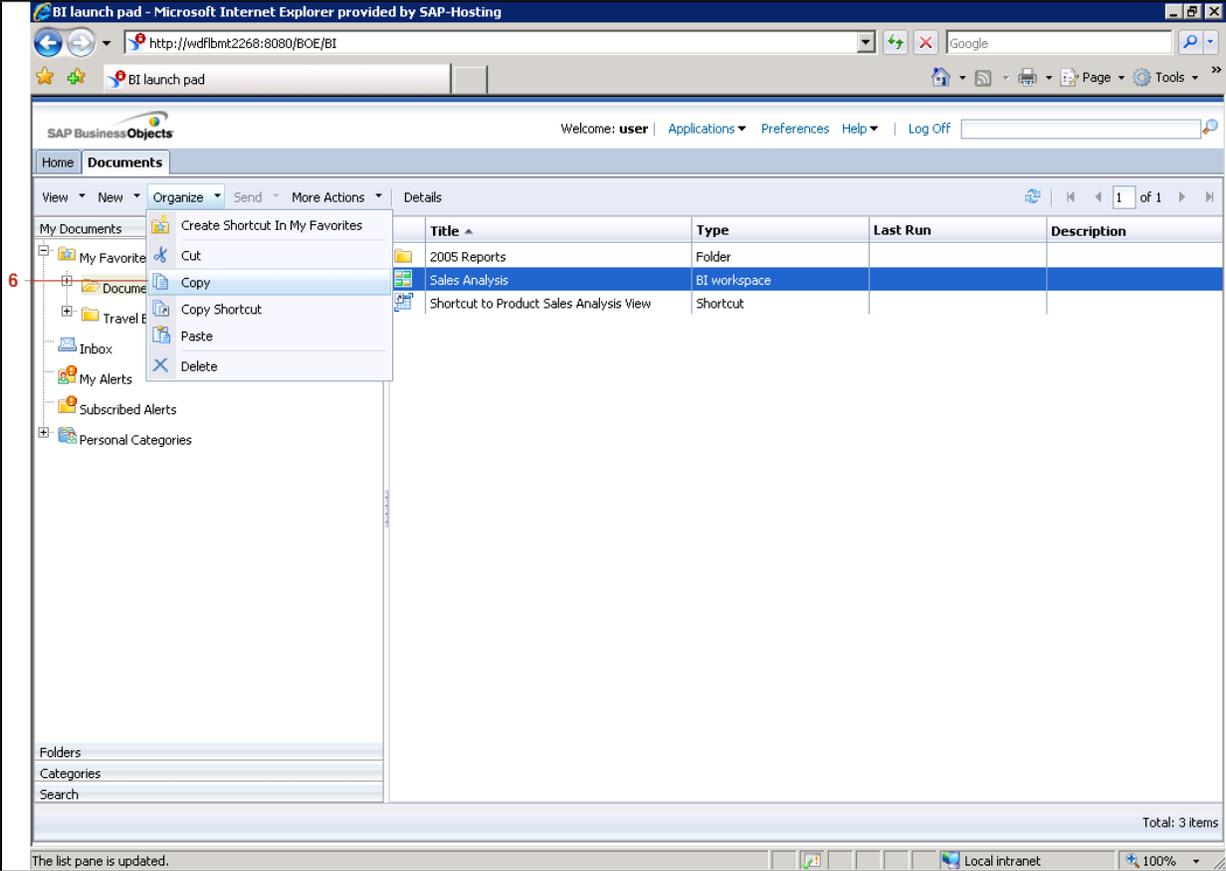


5. Click **Organize**.

 Copy the Sales Analysis BI workspace in your Favorites.

Copy and Save a BI Workspace

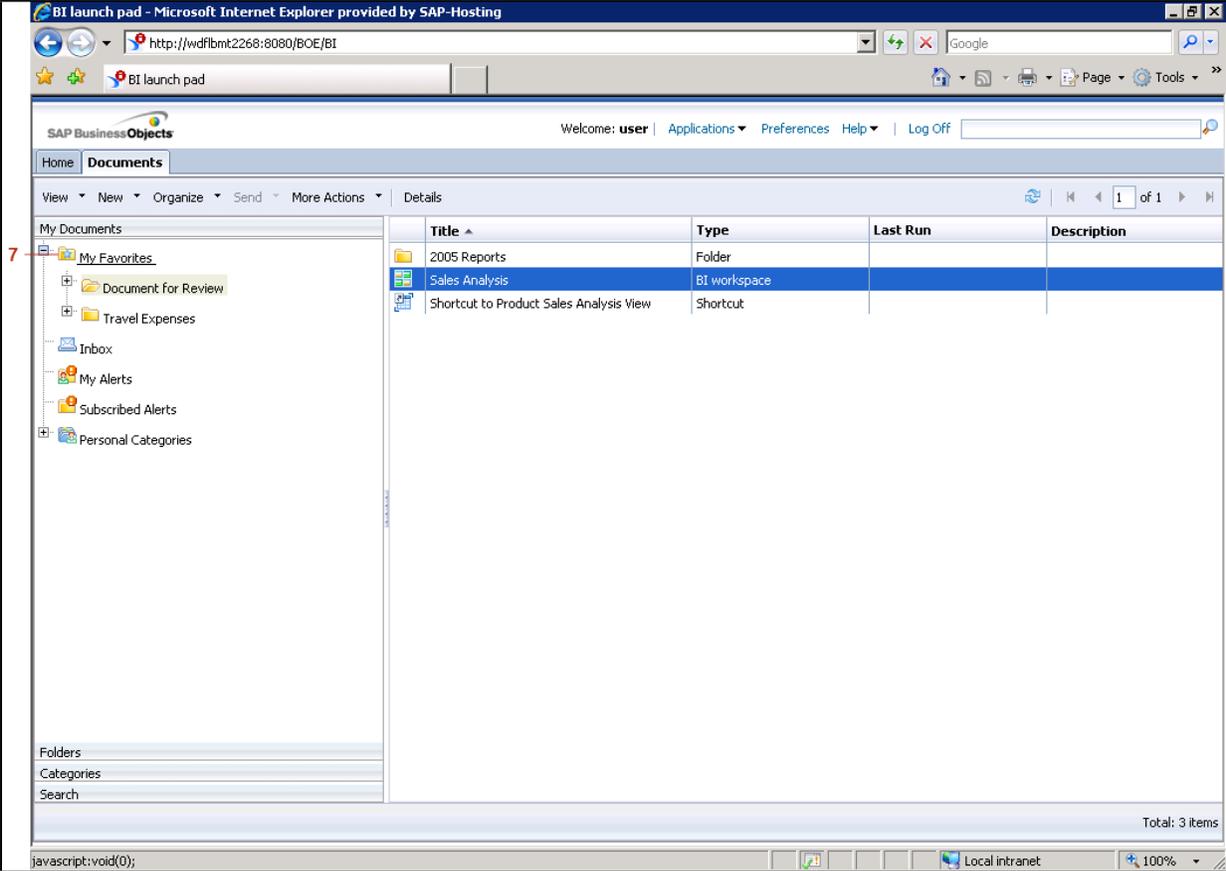
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click **Copy**.

Copy and Save a BI Workspace

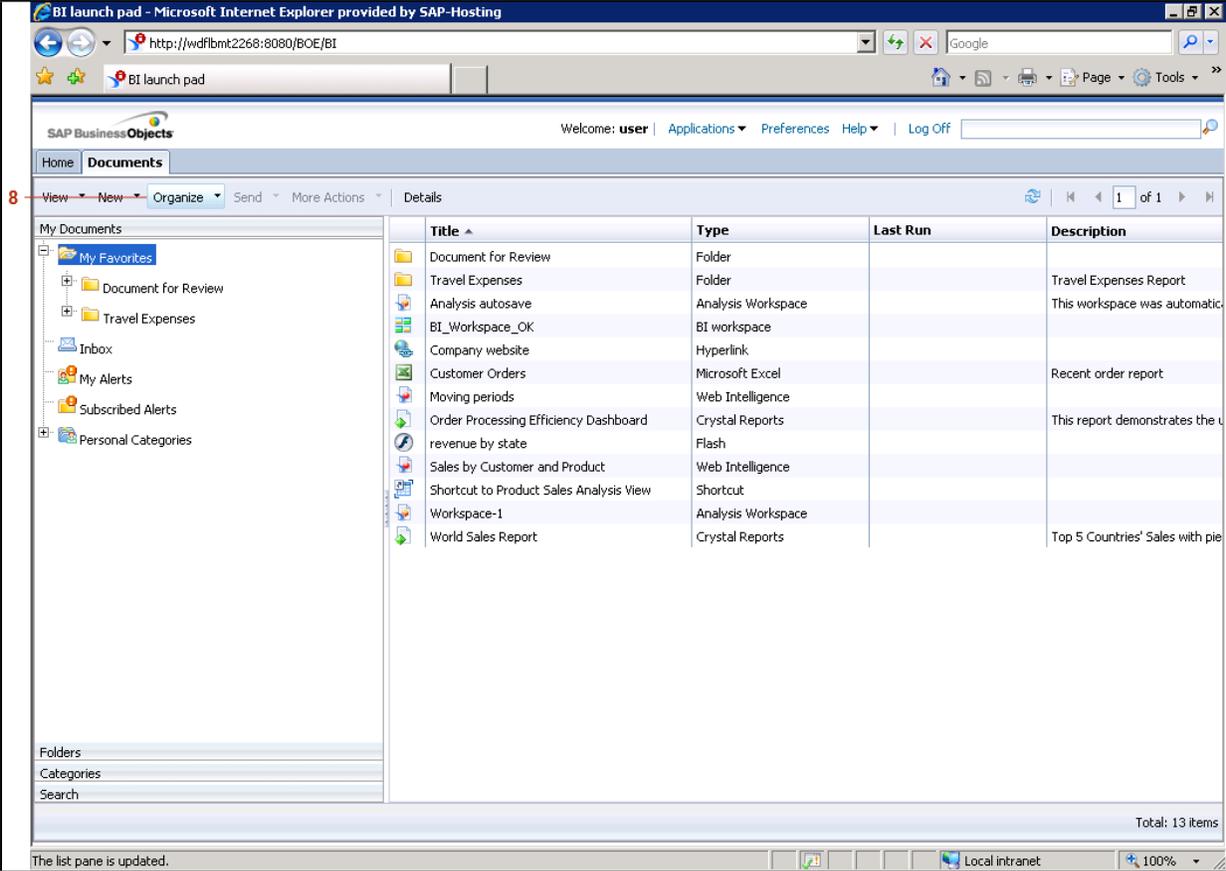
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **My Favorites**.

Copy and Save a BI Workspace

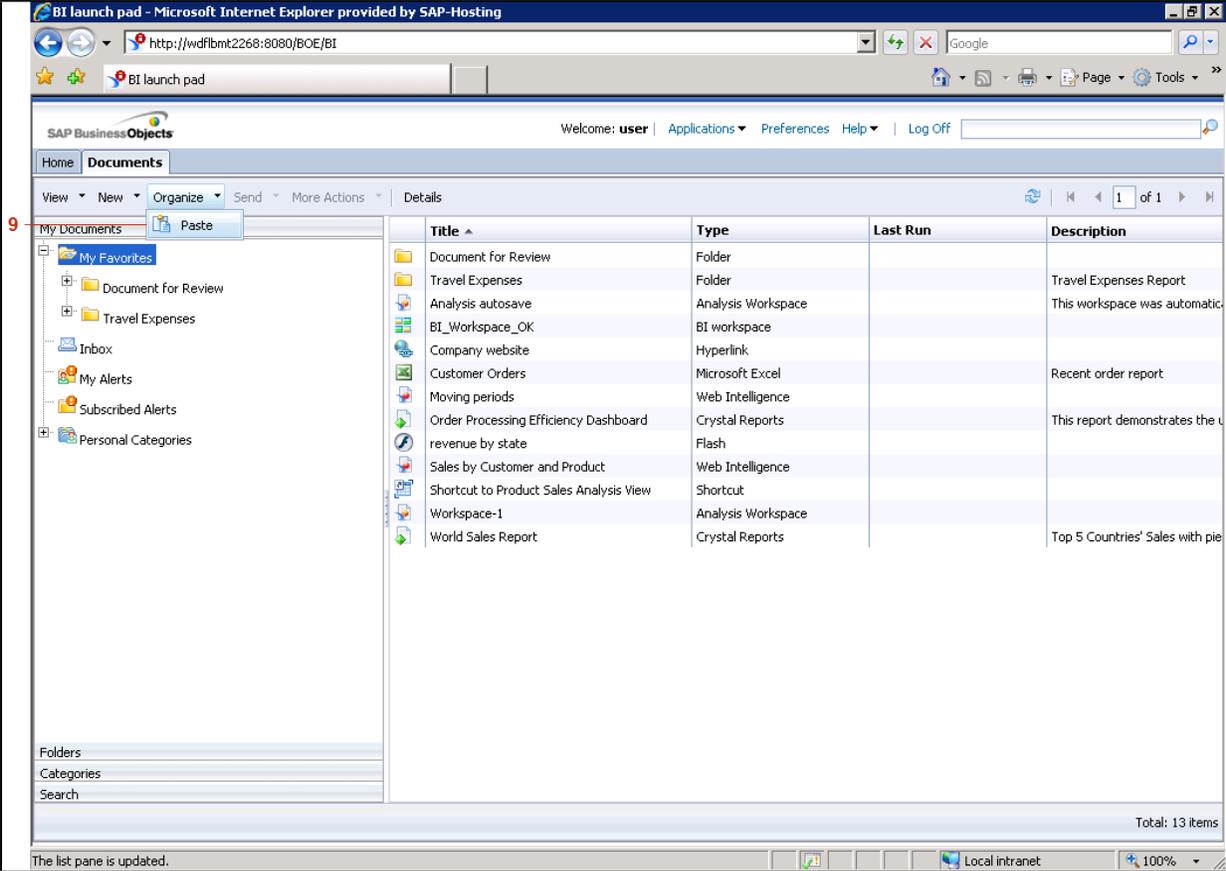
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Organize**.

Copy and Save a BI Workspace

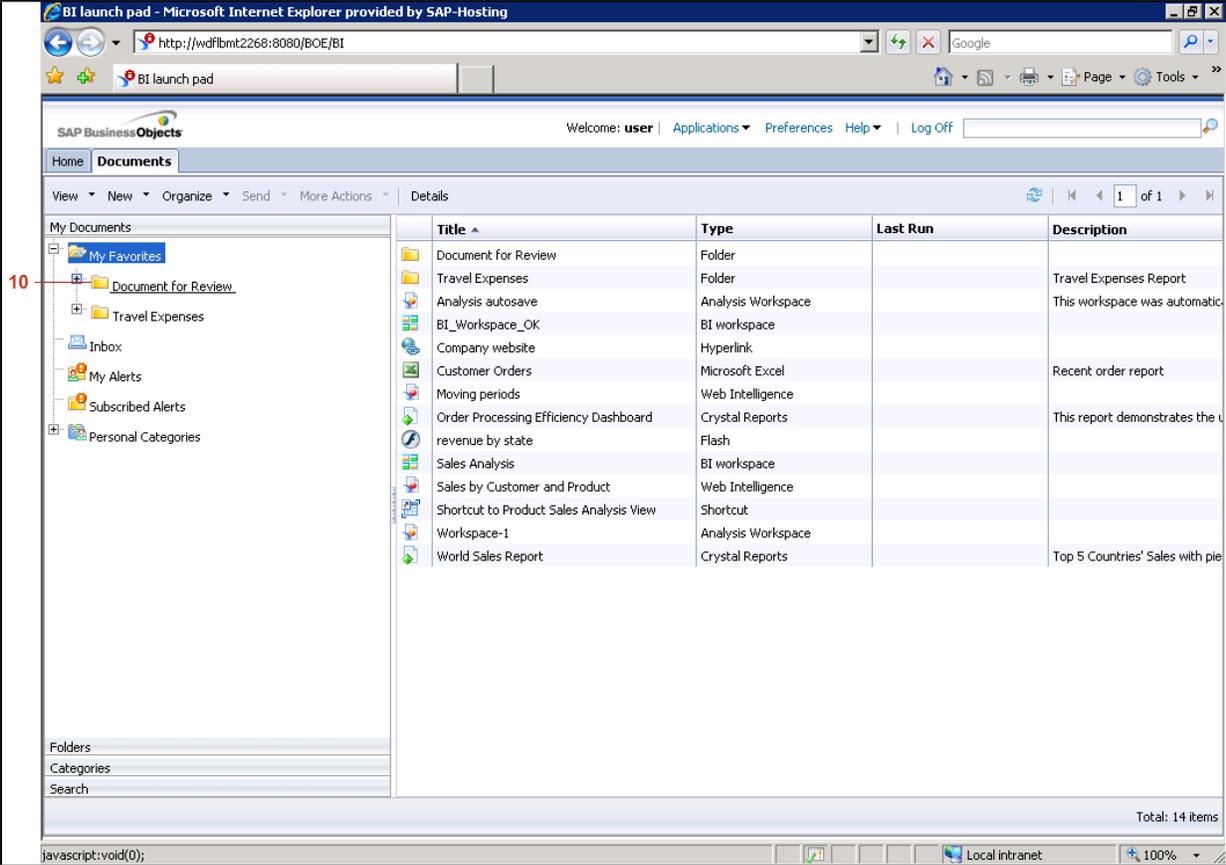
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



9. Click **Paste**.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

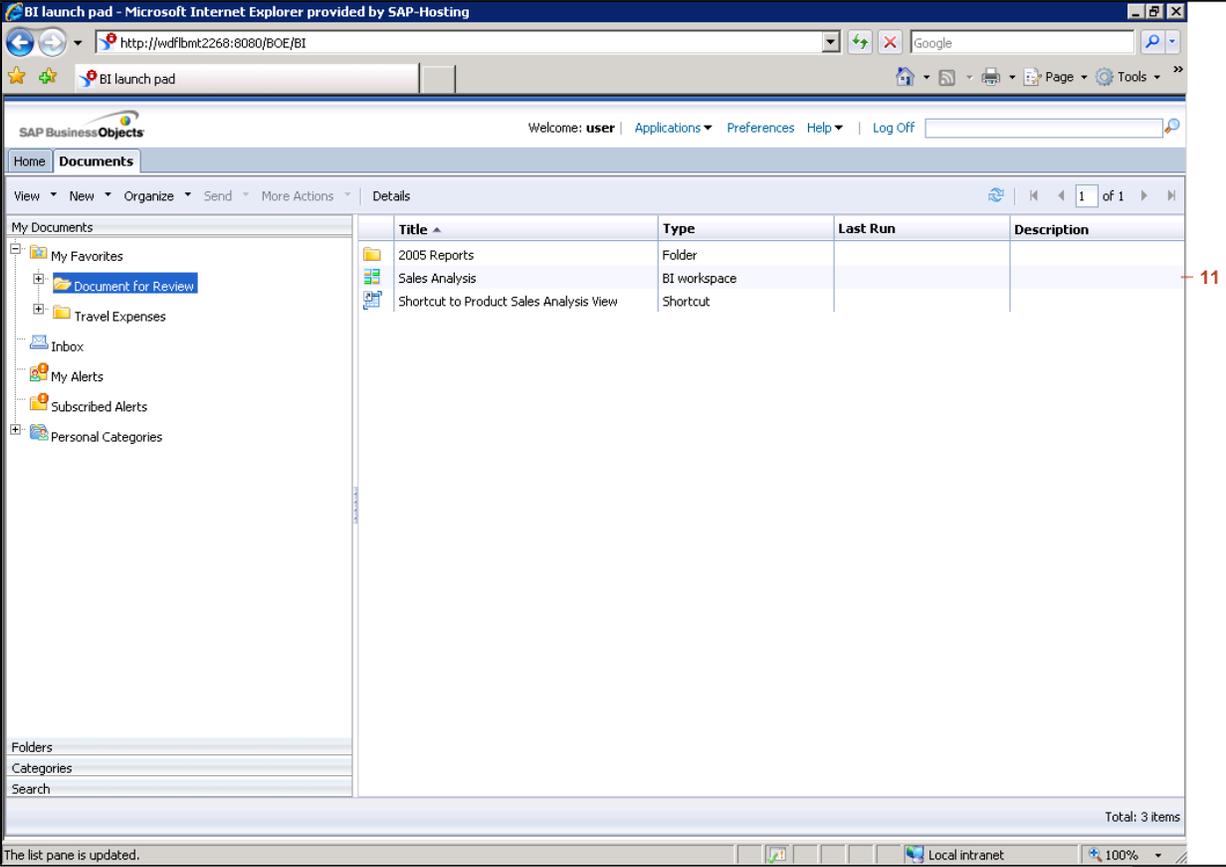


10. Click **Document for Review**.

 Now open the BI workspace and save it in your favorites with a different name.

Copy and Save a BI Workspace

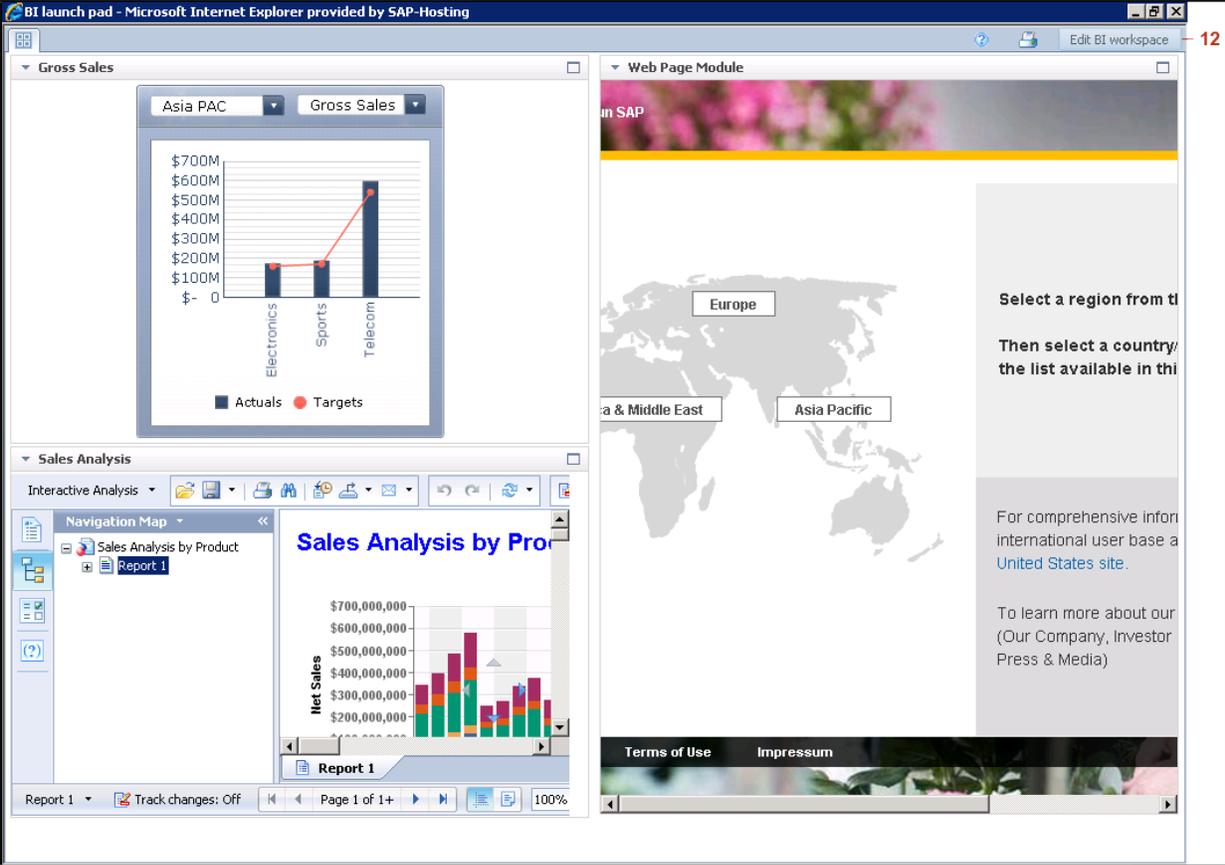
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Double-click **Sales Analysis**.

Copy and Save a BI Workspace

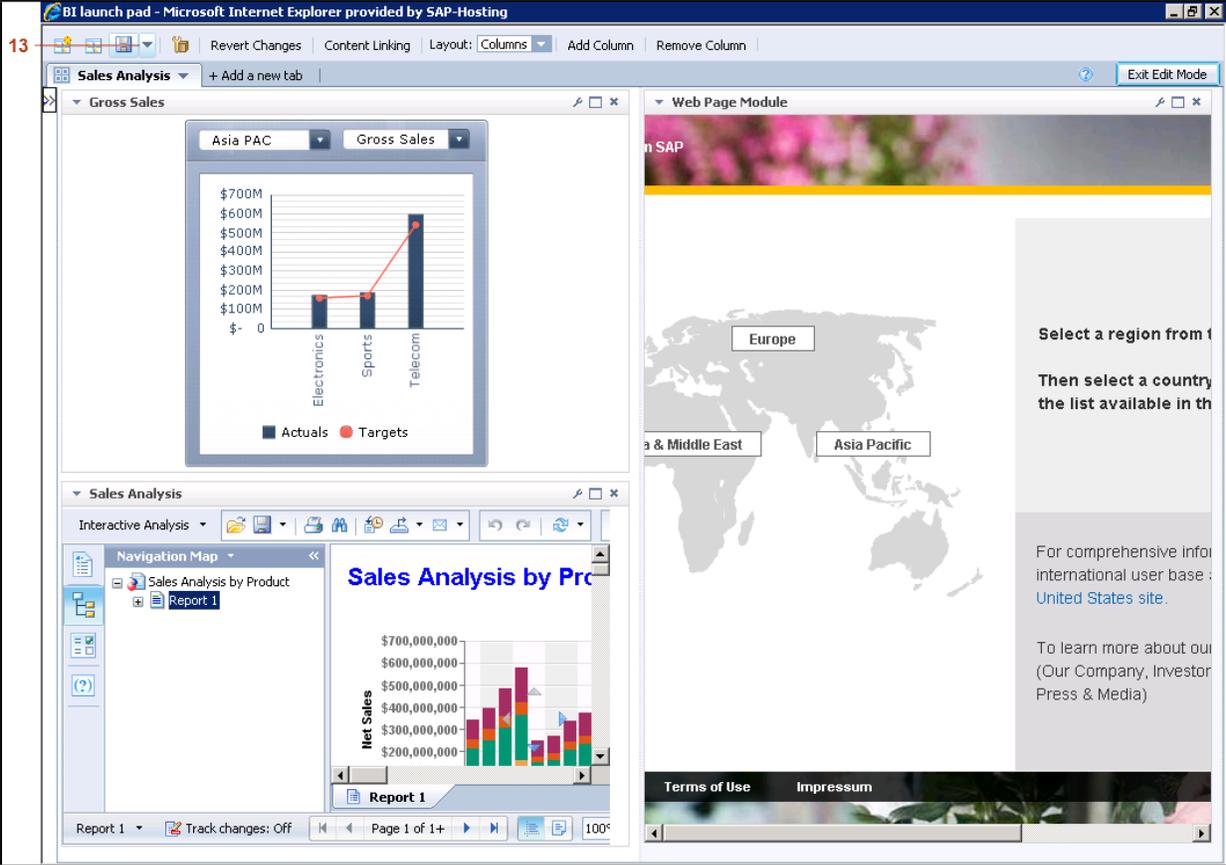
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **Edit BI workspace**.

Copy and Save a BI Workspace

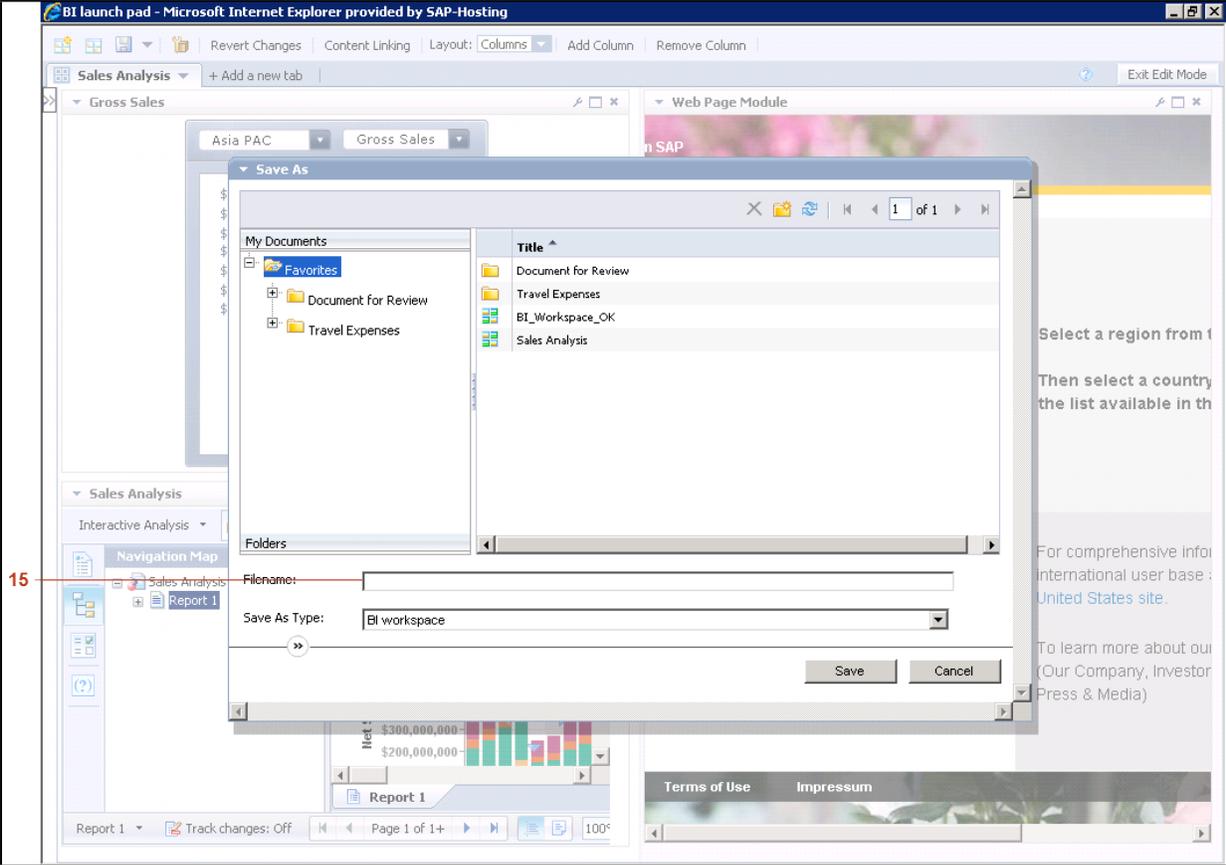
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click the arrow beside **Save**.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

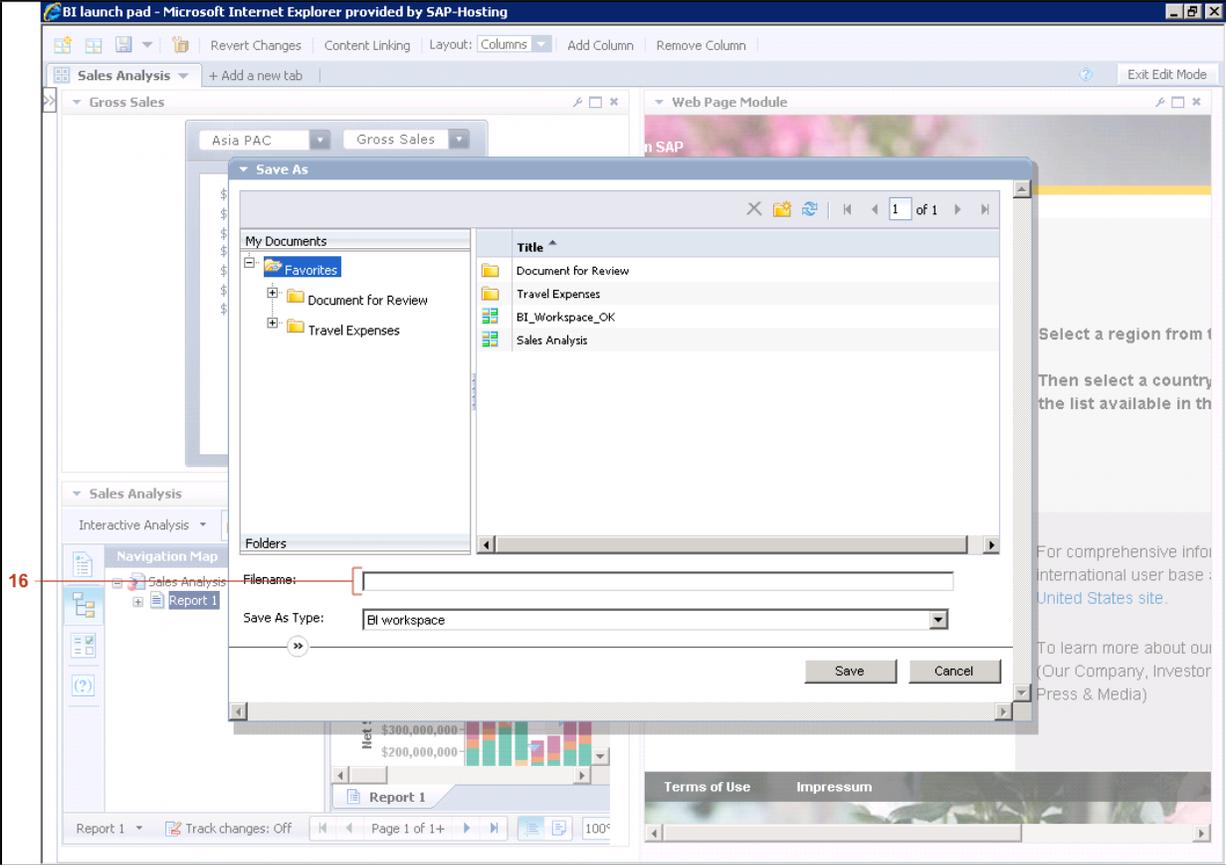


15. Click in the **Filename** text box.

 The Save As option performs a copy function besides saving new BI workspaces. It also allows you to save an existing BI workspace with a new name.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

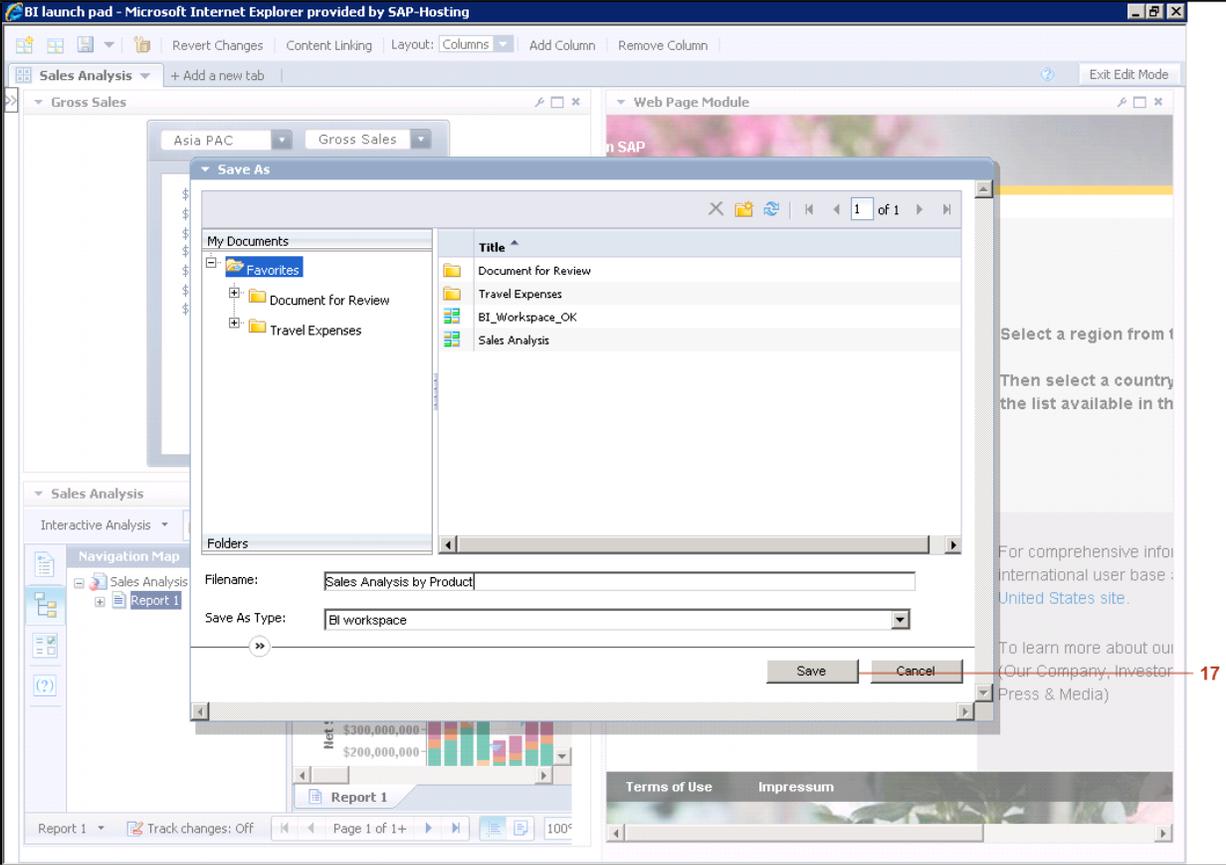


16. As required, complete/review the following fields:

Field	Description
Filename:	Example: Sales Analysis by Product

Copy and Save a BI Workspace

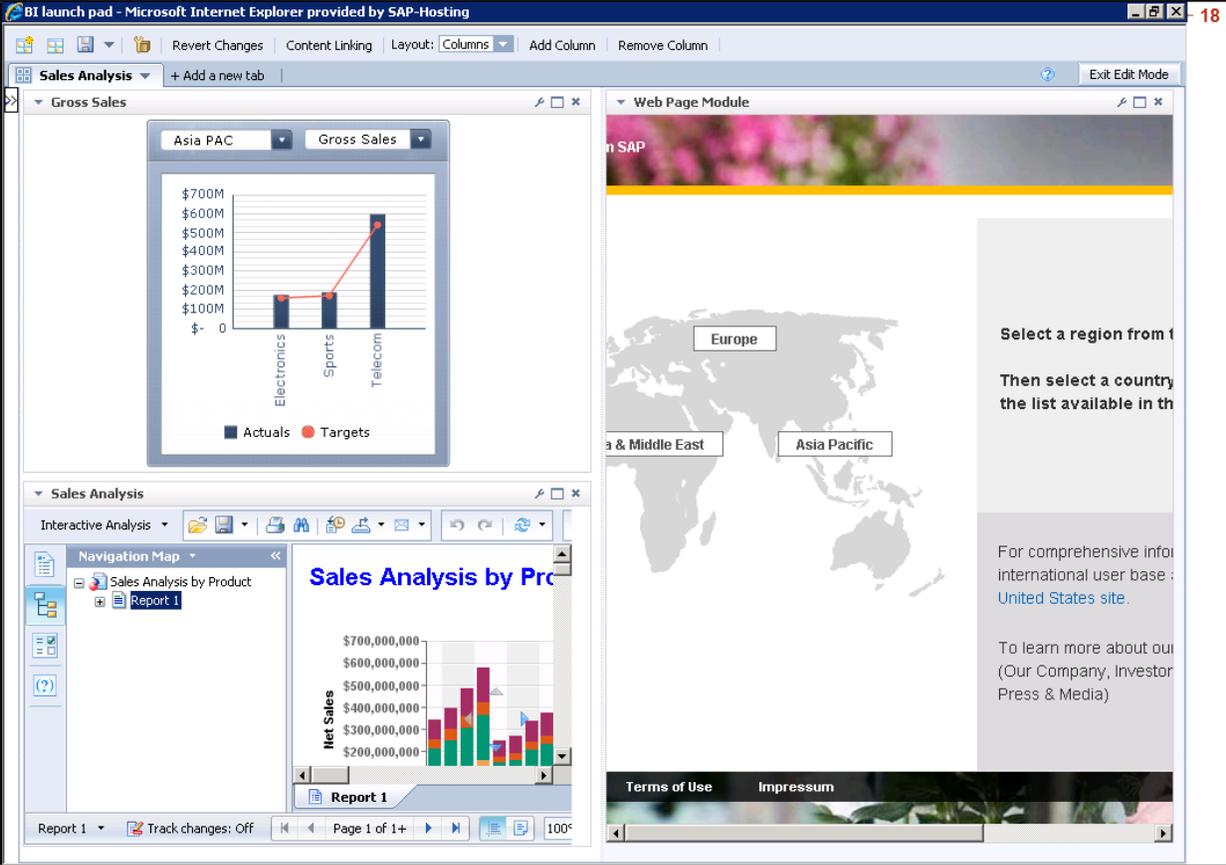
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



17. Click **Save**.

Copy and Save a BI Workspace

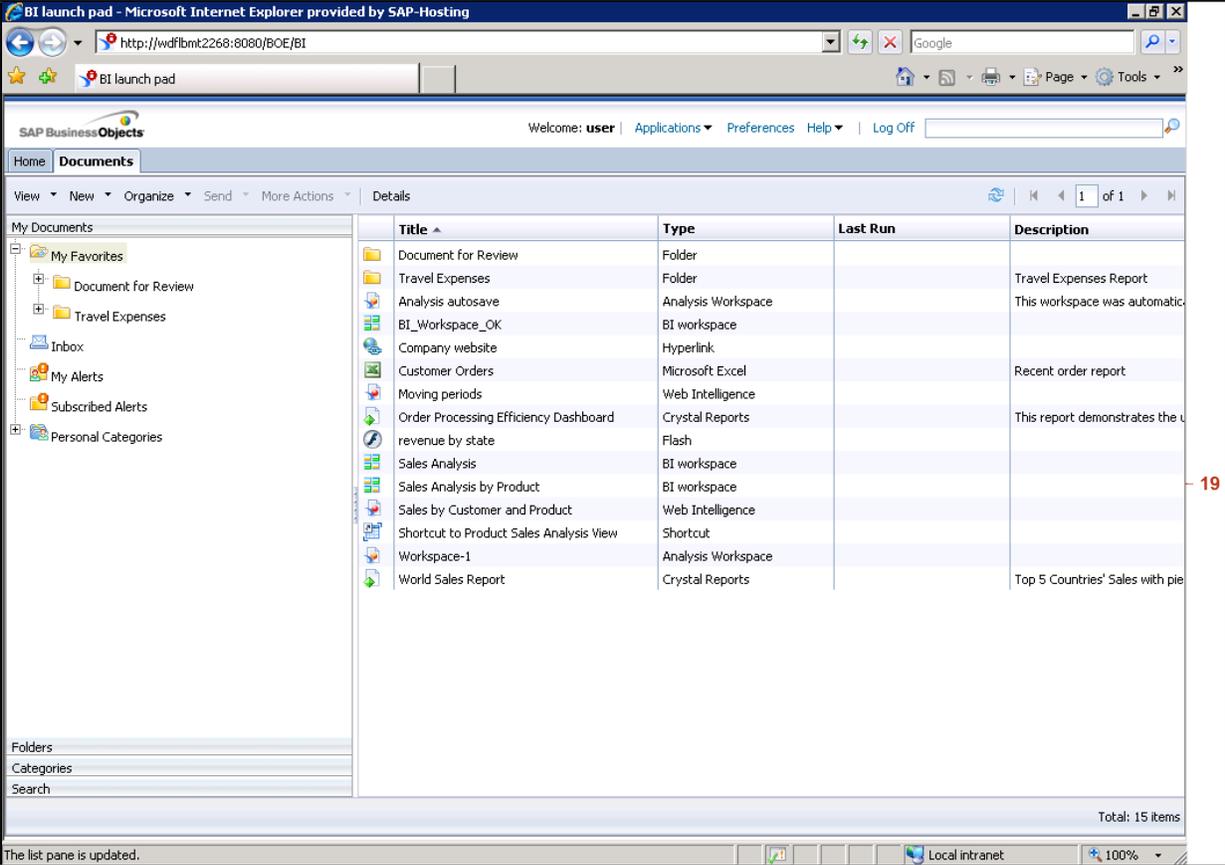
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



18. Click **Close** .

Copy and Save a BI Workspace

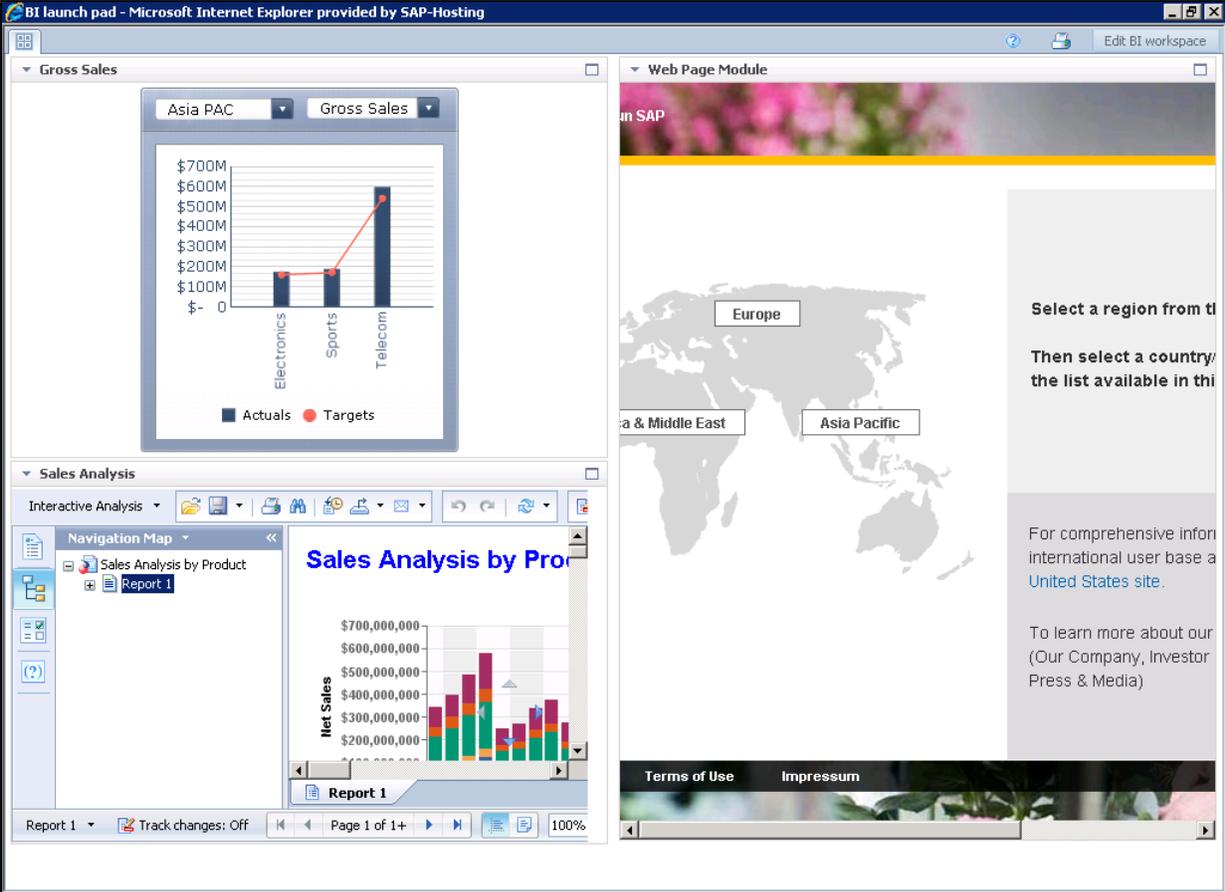
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



19. Click **Sales Analysis by Product**.

Copy and Save a BI Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



20. Press any key or click anywhere to exit the activity.

 You have successfully copied a BI workspace into your Favorites, and then saved it with a different name.

Press any key or click anywhere to exit the activity.