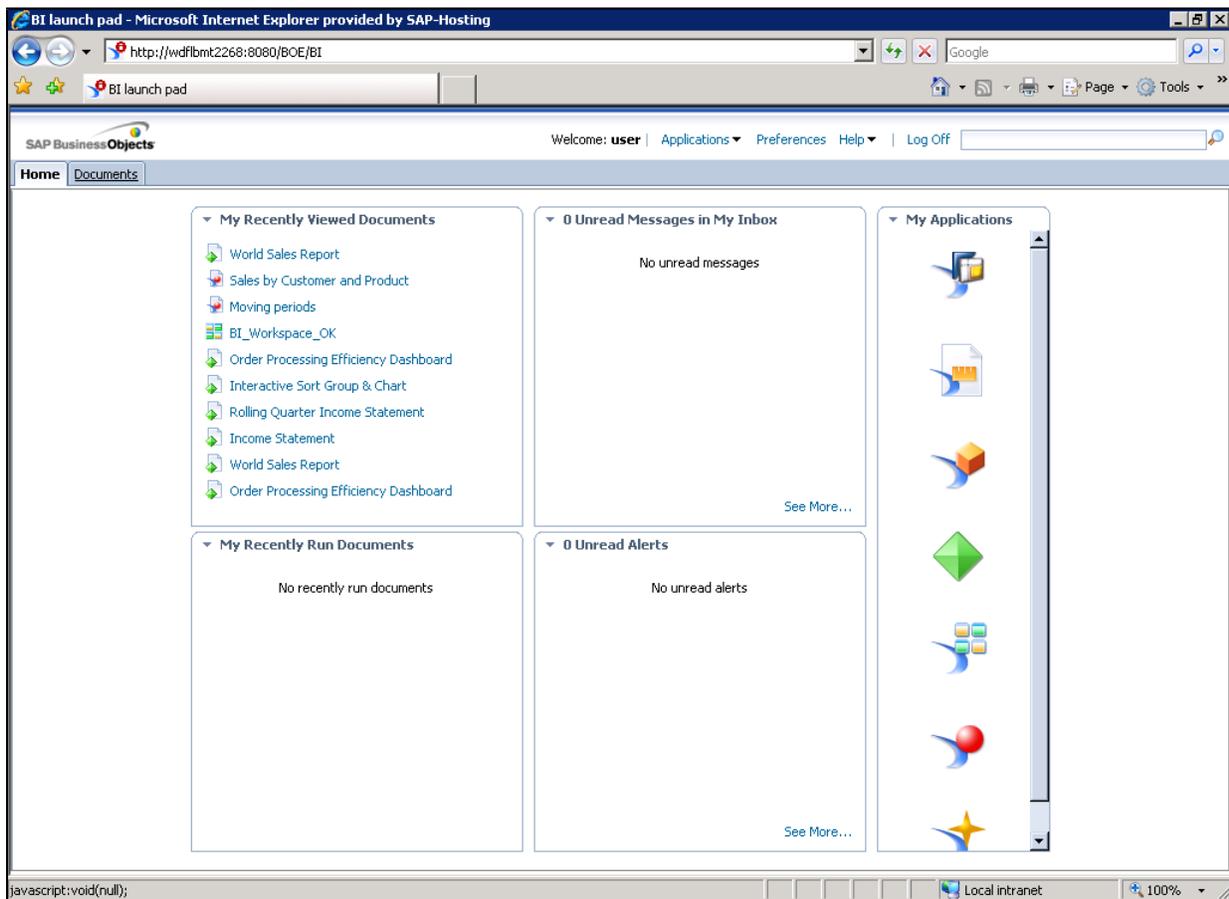


Procedure

BI launch pad



1. Press any key or click anywhere to continue



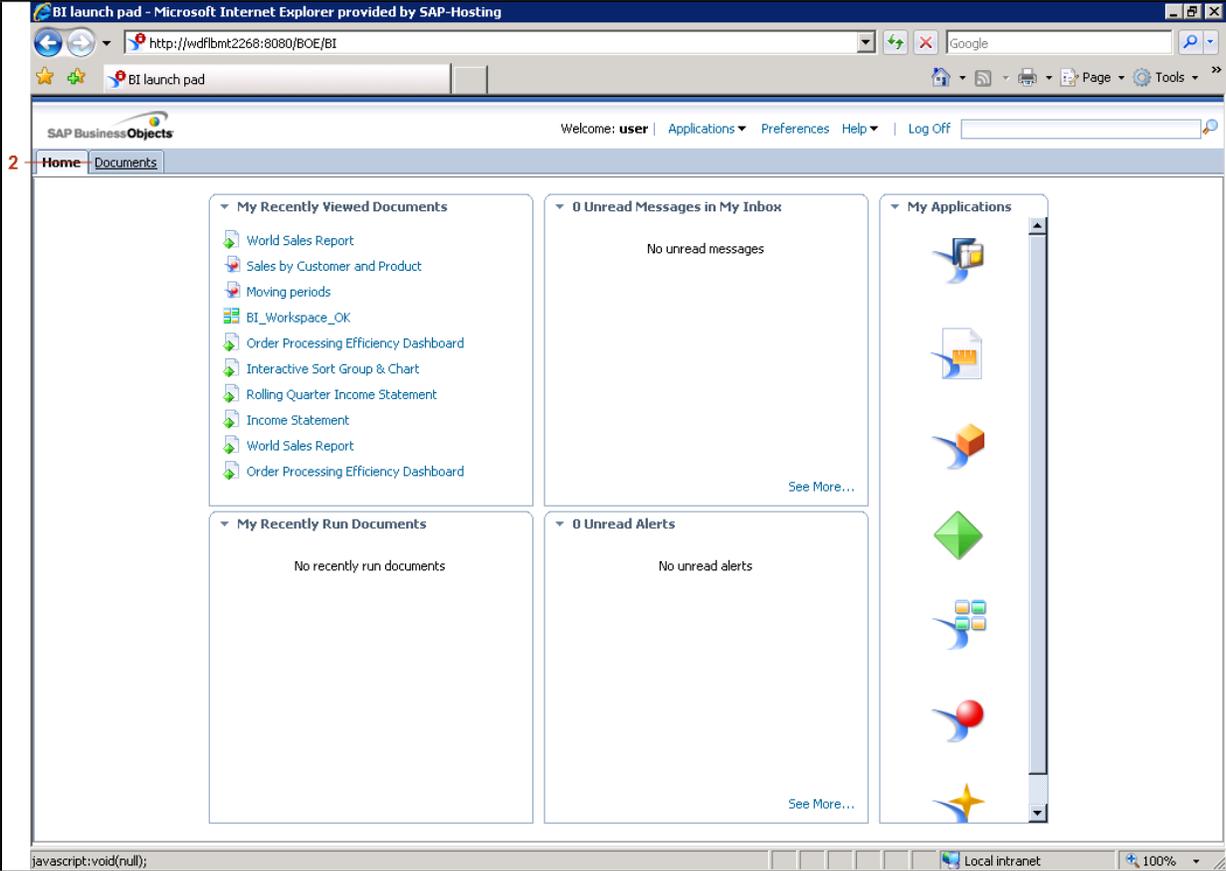
As your documents change, so does the way you prefer to organize your data. Over time, you will want to copy and move folders around to maintain an organized structure within the BI launch pad.

Move a folder, and then copy it to another location.

Press any key or click anywhere to continue.

Copy and Move a Folder

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

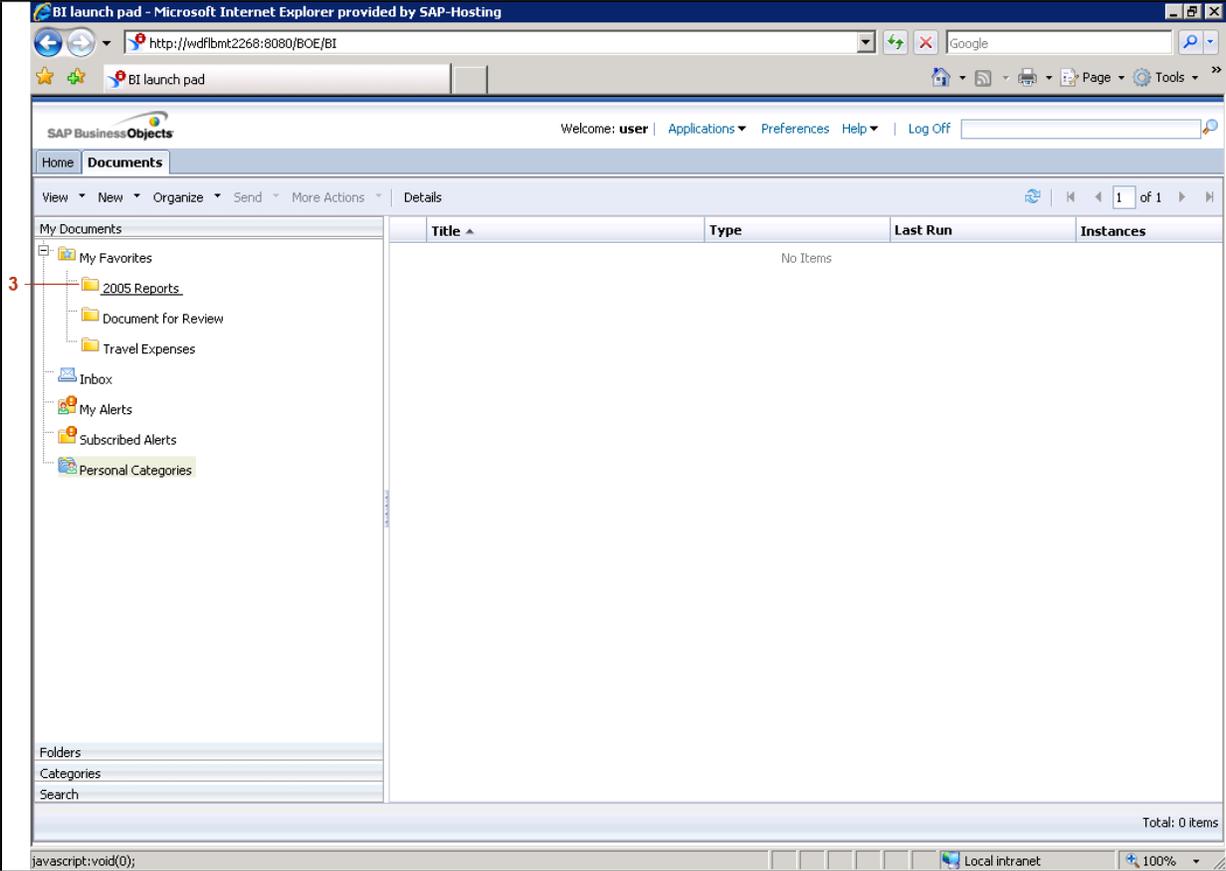


2. Click **Documents**.

 Start by opening the Documents tab to move the 2005 Reports folder to a different location.

Copy and Move a Folder

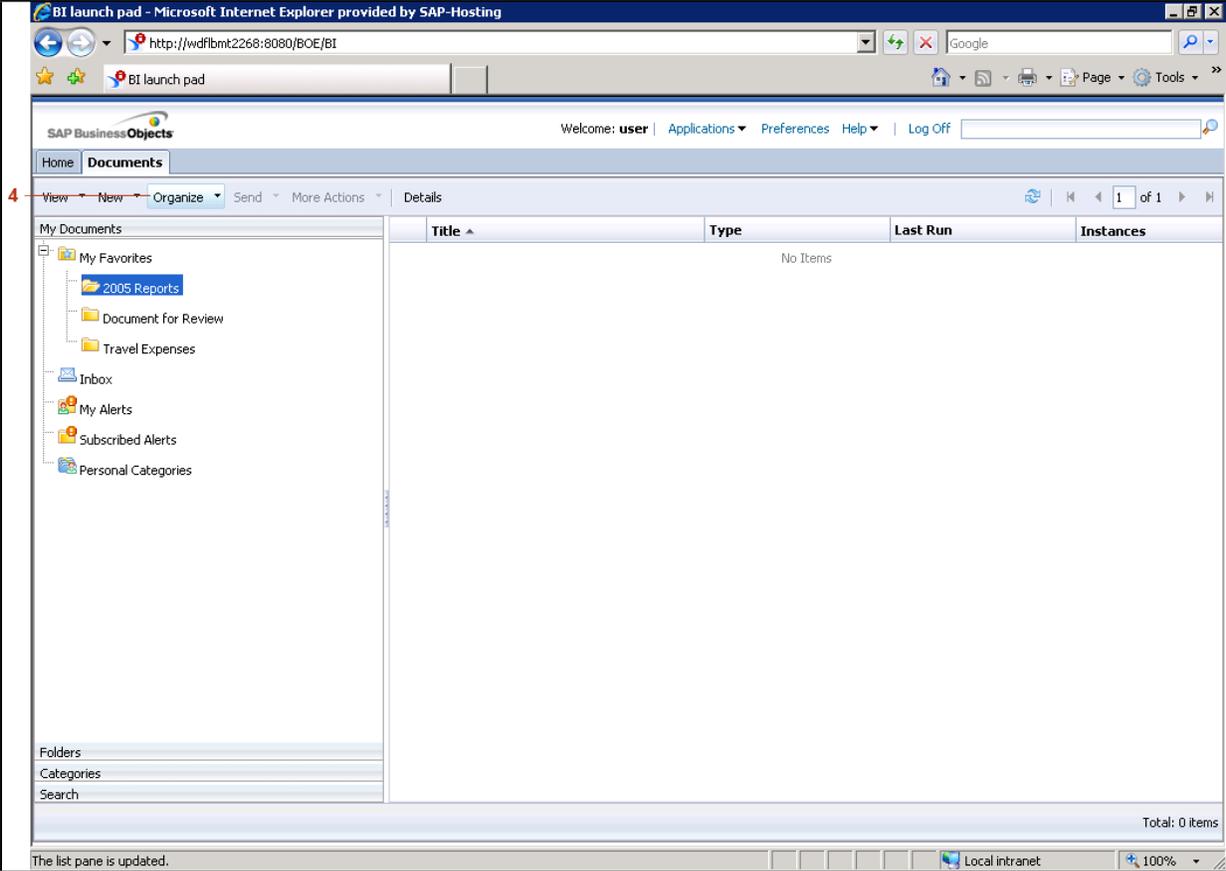
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **2005 Reports**.

Copy and Move a Folder

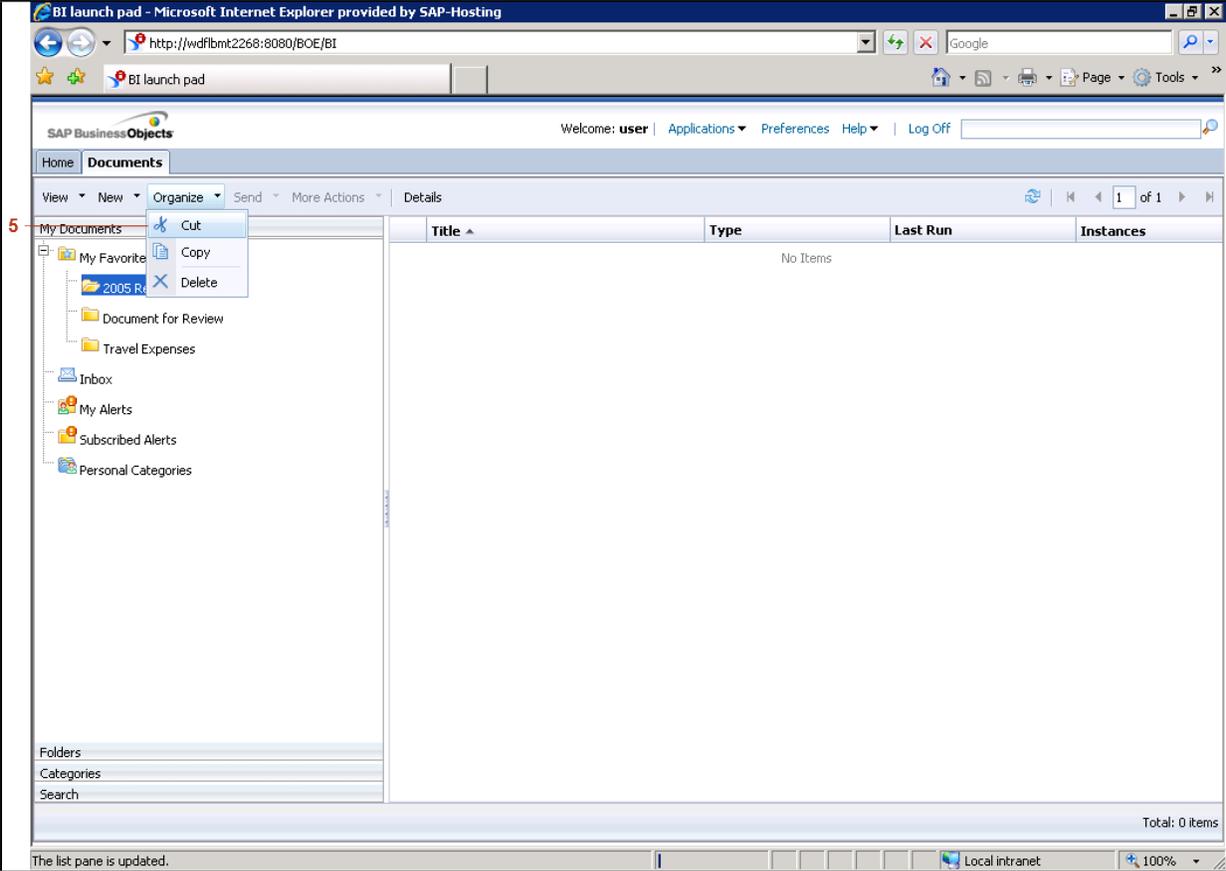
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Organize**.

Copy and Move a Folder

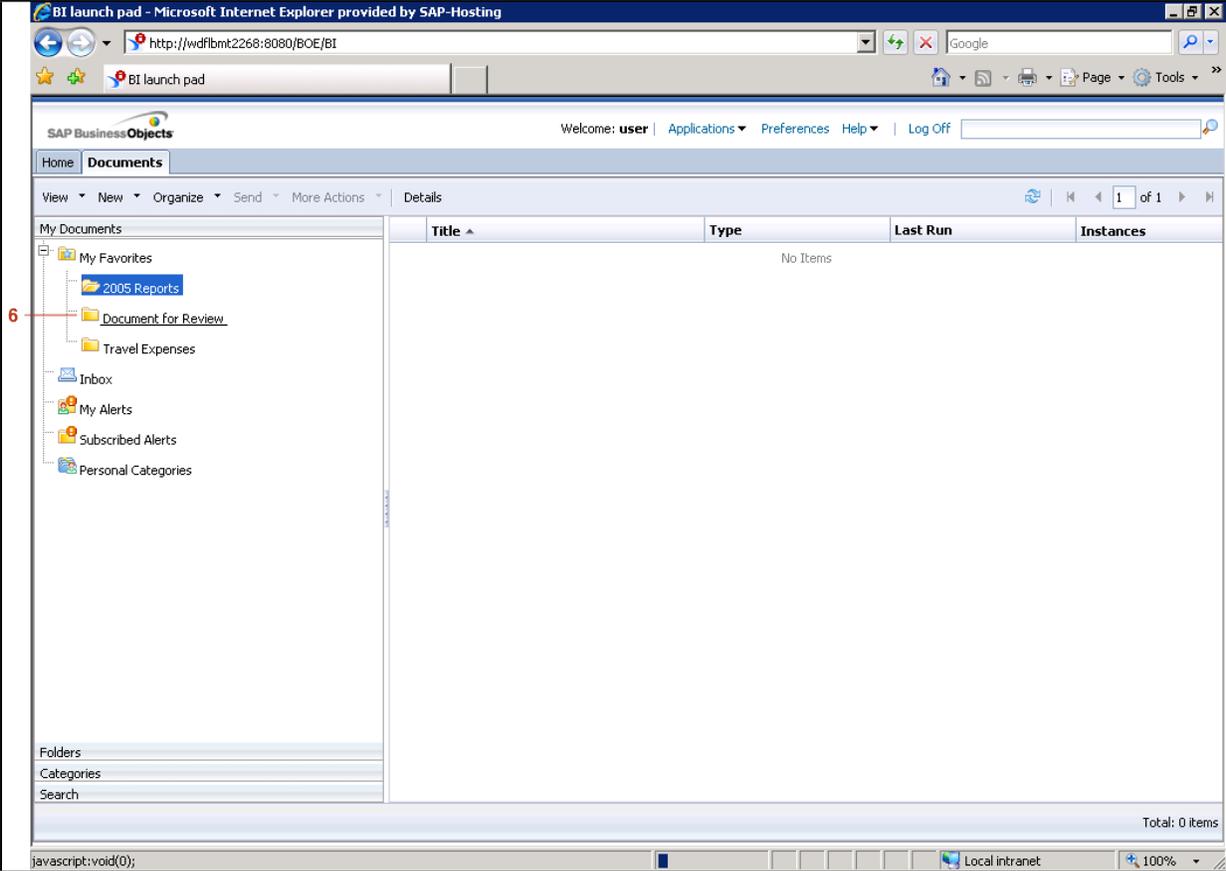
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Cut**.

Copy and Move a Folder

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



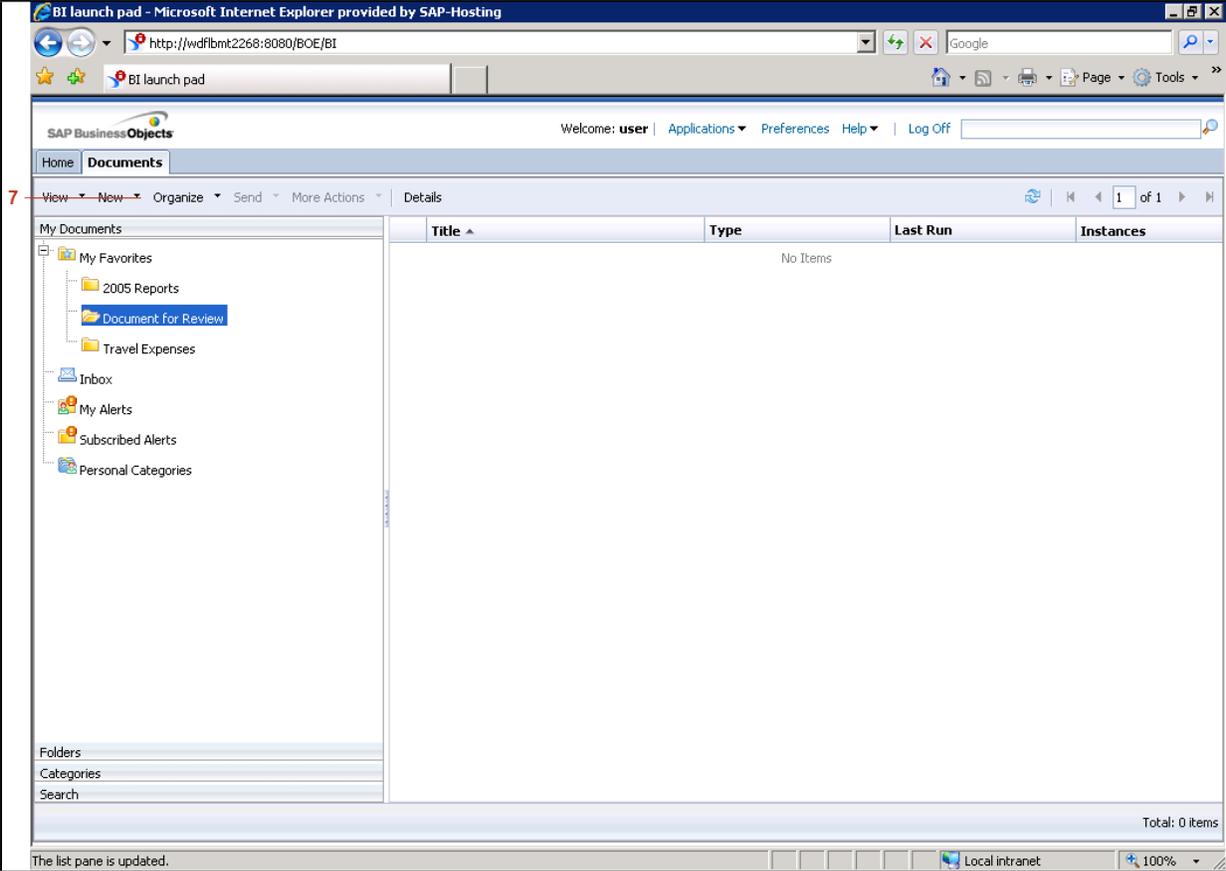
6. Click **Document for Review**.



Select the new location for the folder.

Copy and Move a Folder

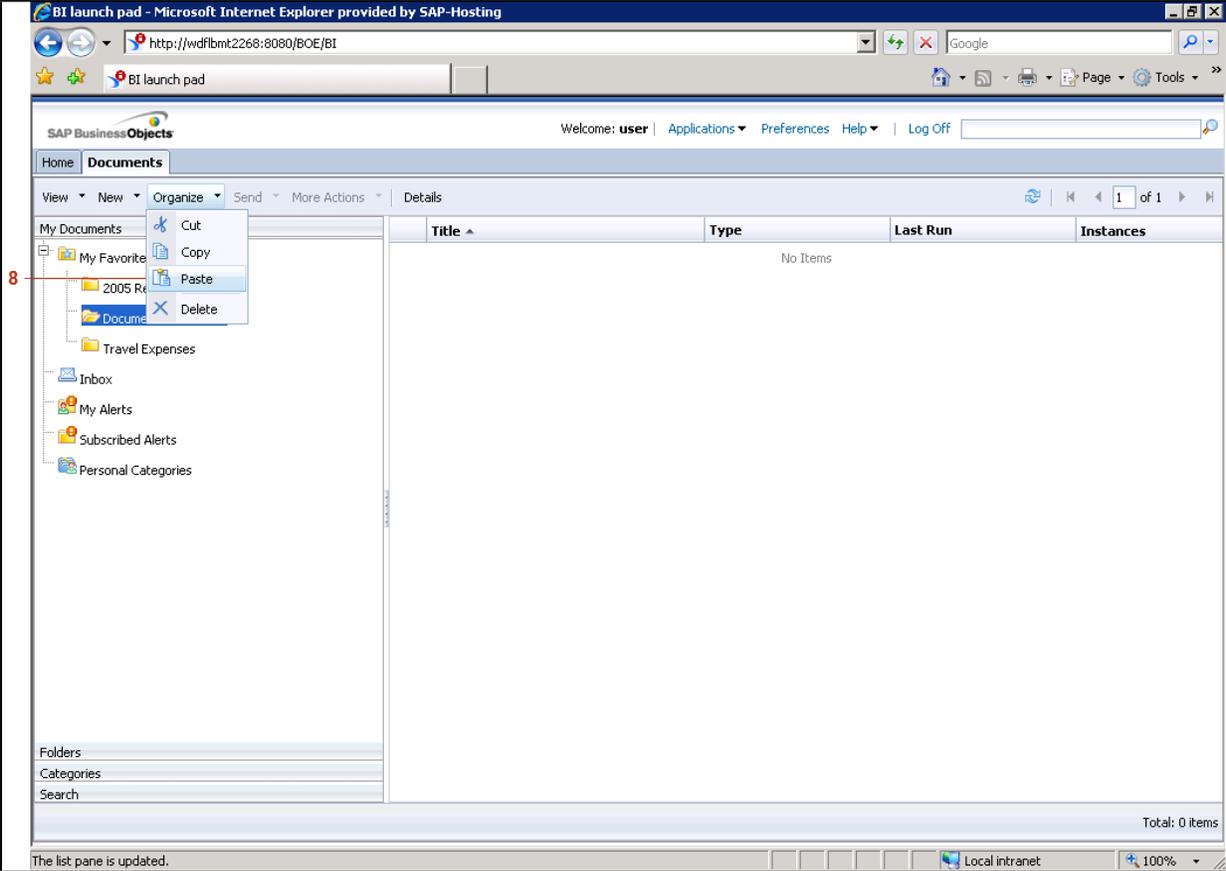
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **Organize**.

Copy and Move a Folder

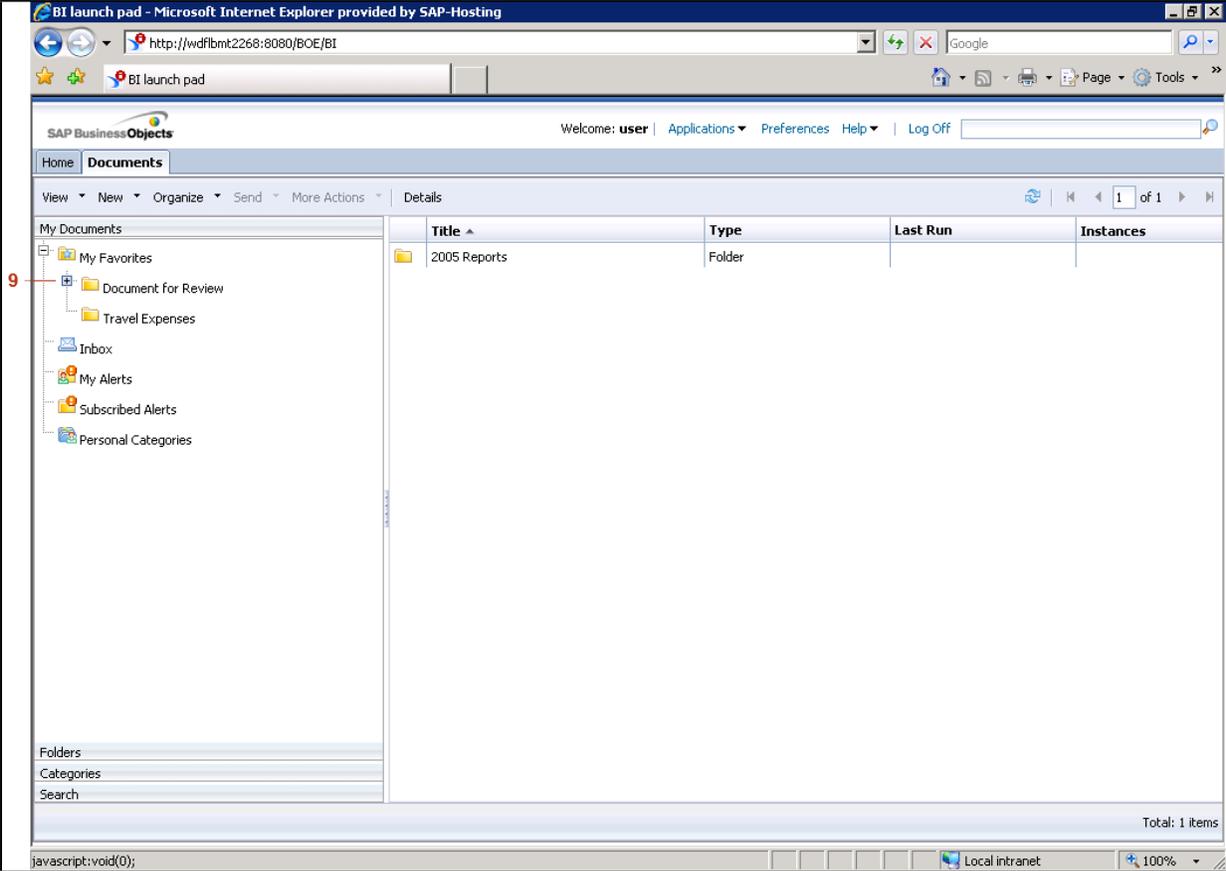
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Paste**.

Copy and Move a Folder

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

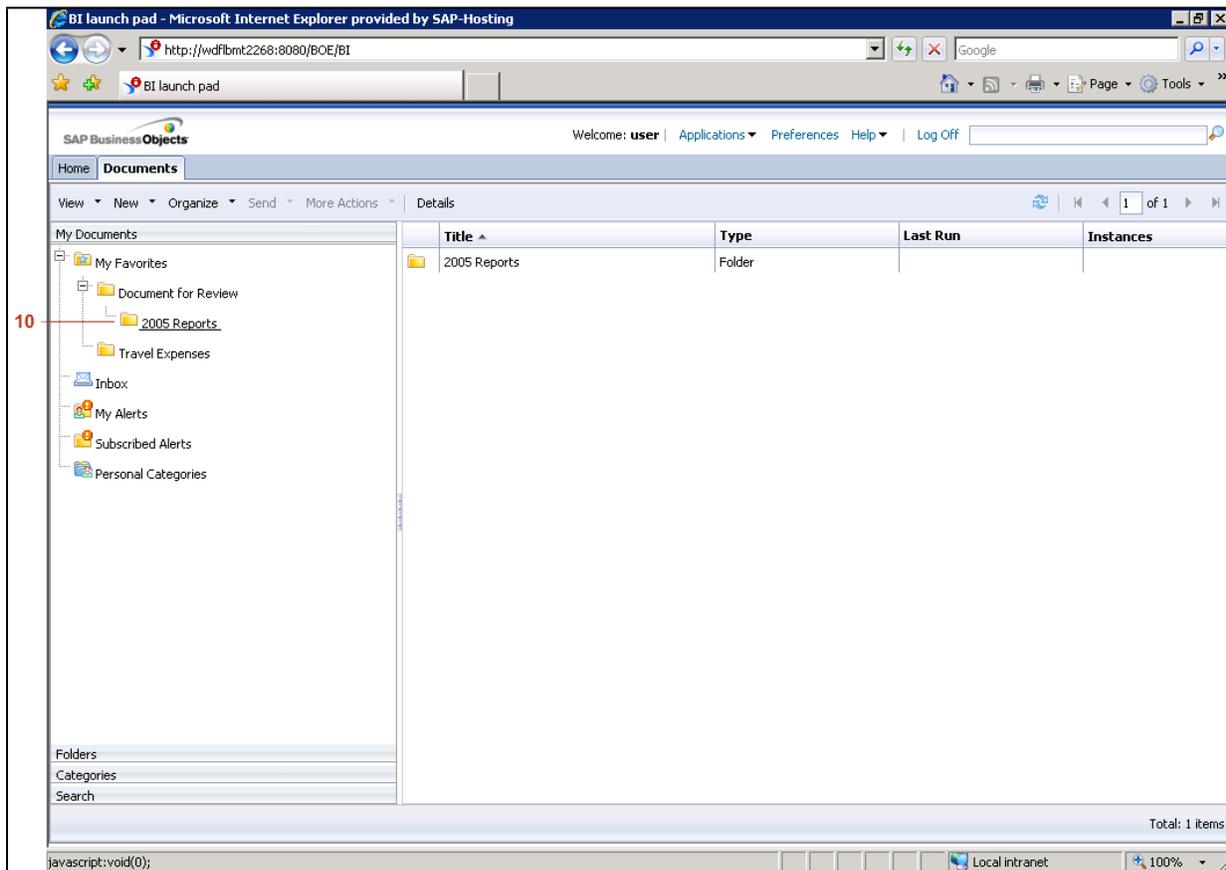


9. Click the + to expand **Documents for Review**.

 The 2005 Reports folder was moved to a new location.

Copy and Move a Folder

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



10. Click **2005 Reports**.

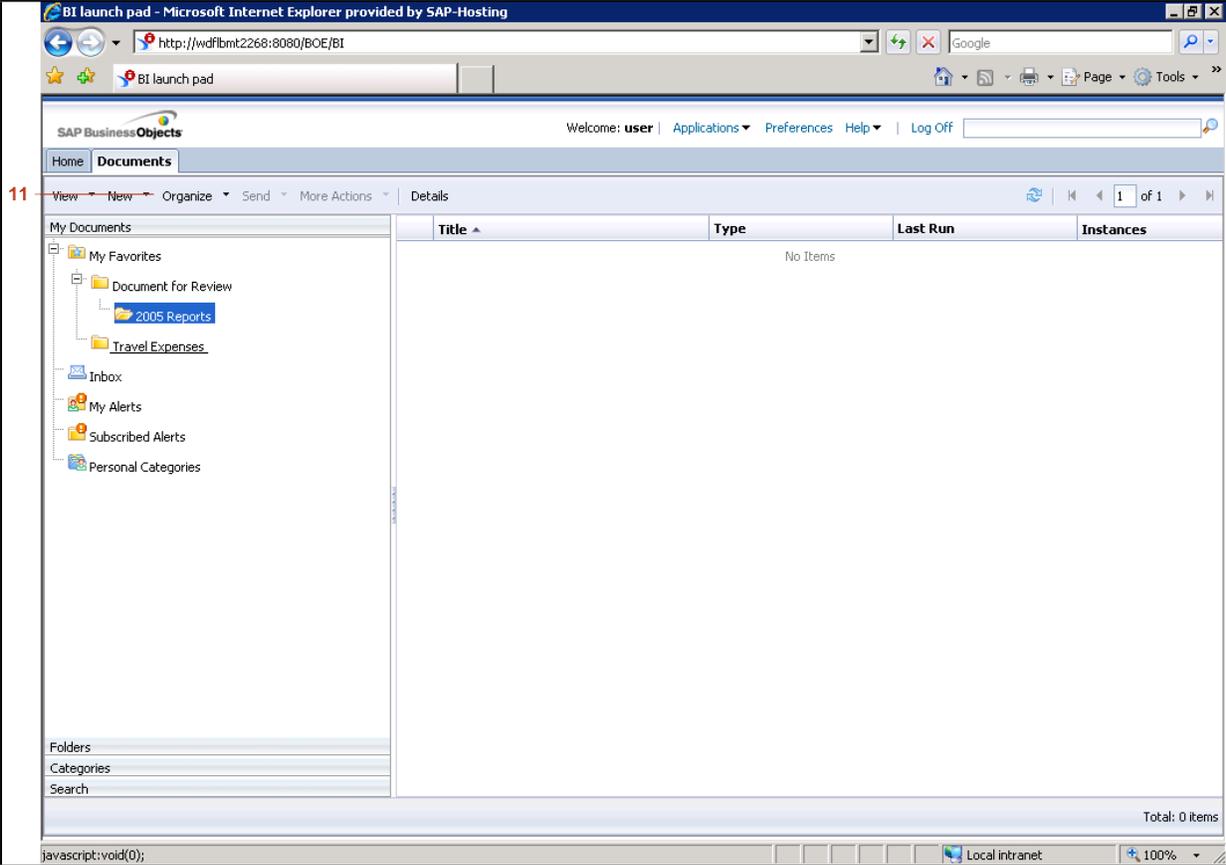


The 2005 Reports folder now appears as a subfolder under the Documents For Review folder.

Now copy the 2005 Reports folder so that it also appears under the Travel Expenses folder.

Copy and Move a Folder

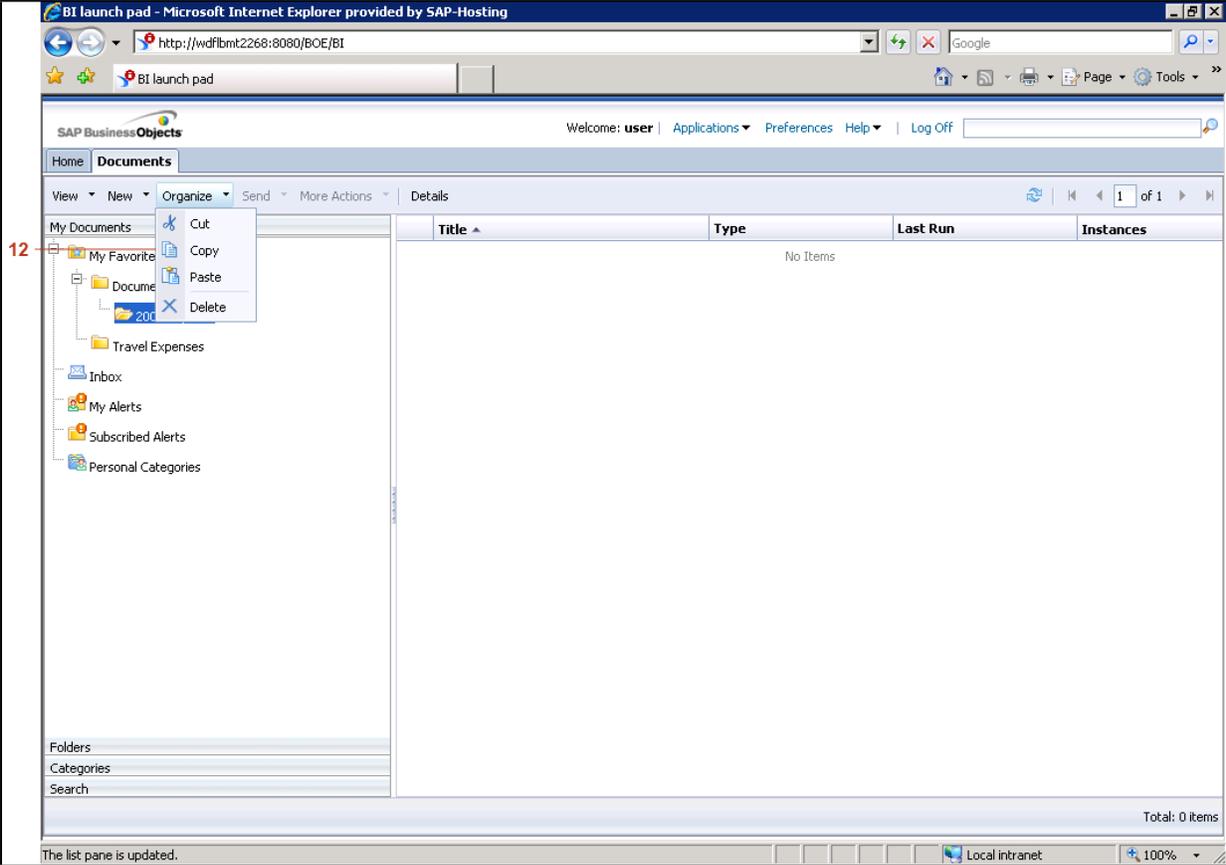
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **Organize**.

Copy and Move a Folder

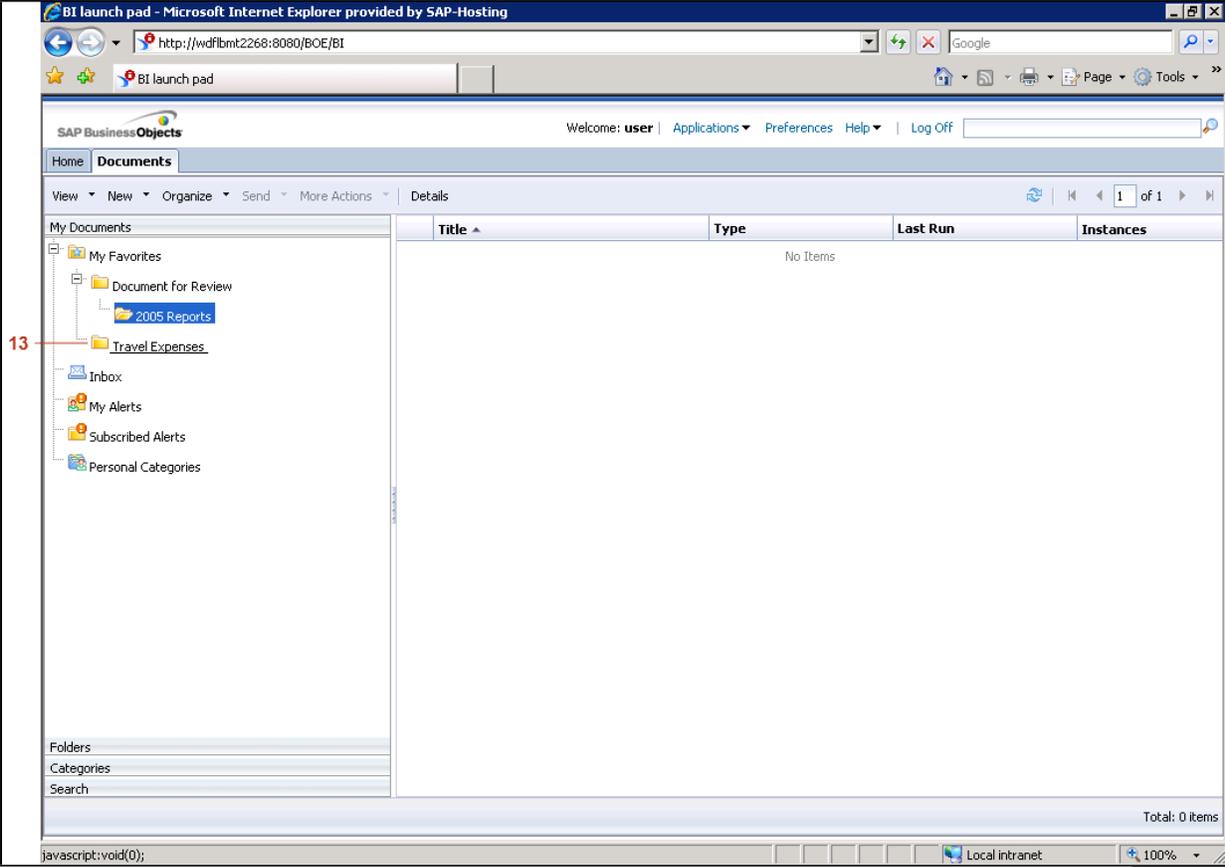
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **Copy**.

Copy and Move a Folder

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

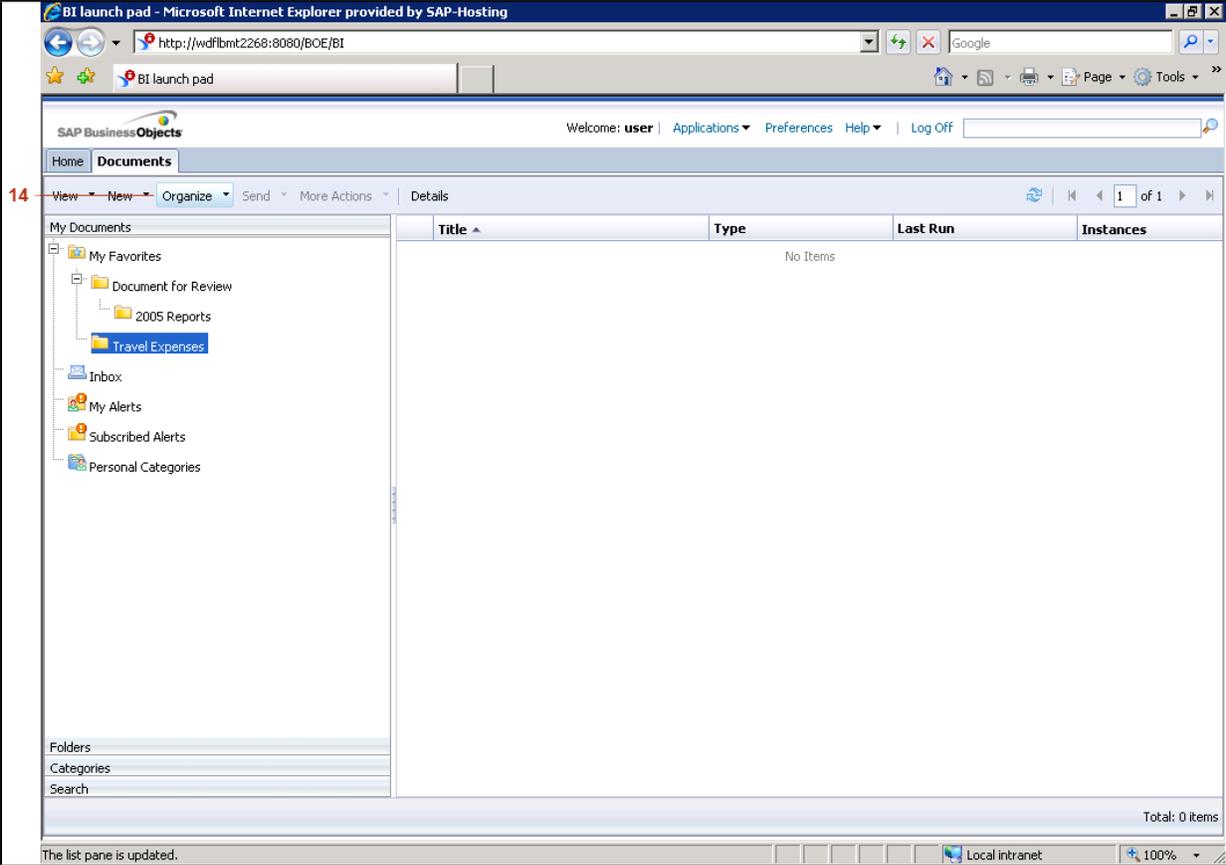


13. Click **Travel Expenses**.

 Select the location for the folder and all of its contents to be copied to.

Copy and Move a Folder

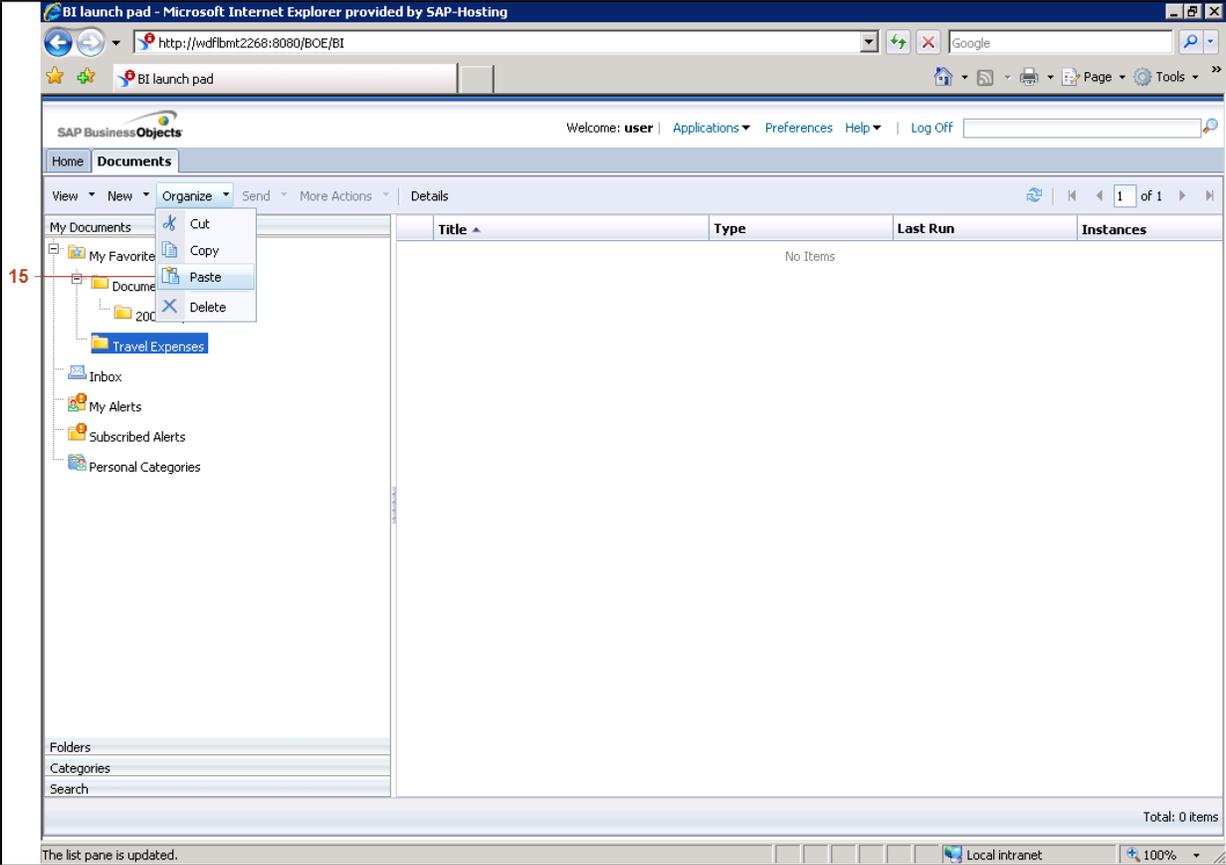
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



14. Click **Organize**.

Copy and Move a Folder

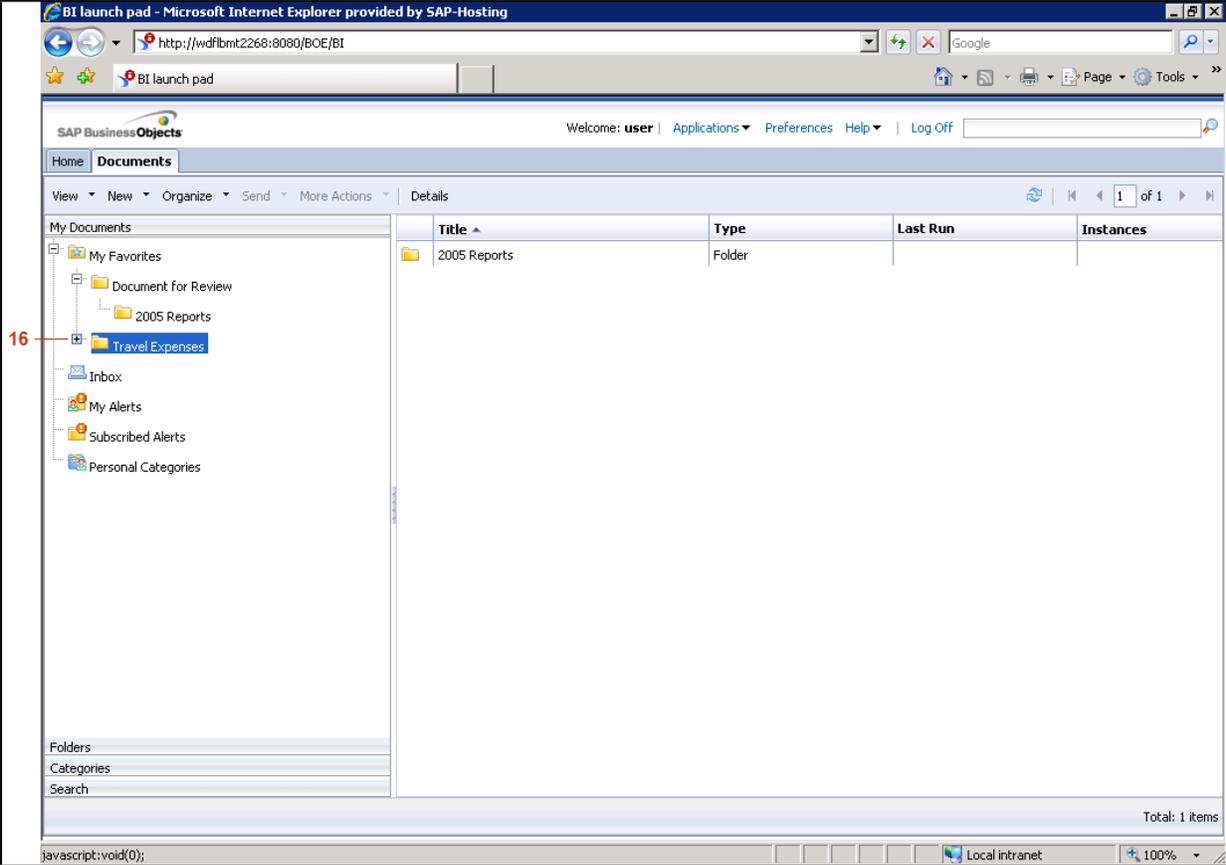
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



15. Click **Paste**.

Copy and Move a Folder

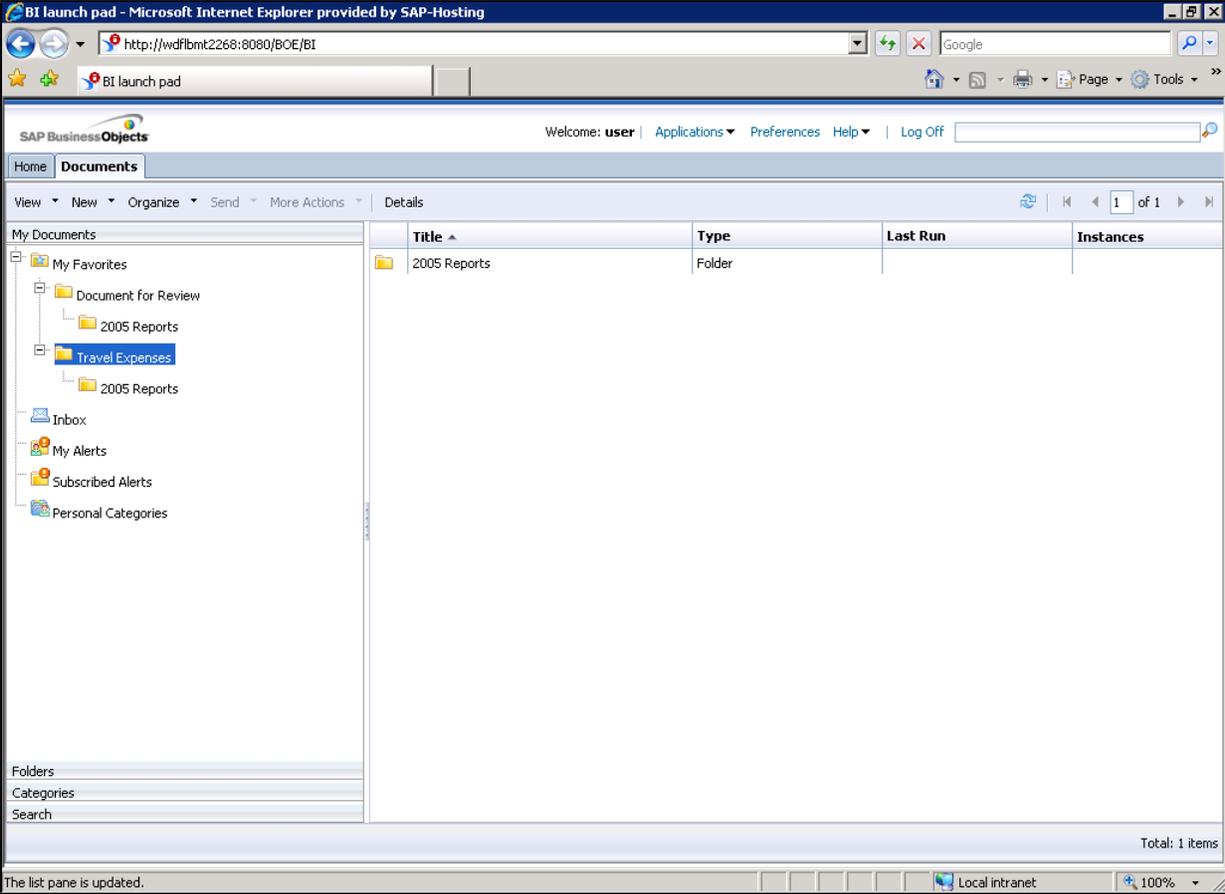
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



16. Click the + to expand **Travel Expenses**.

Copy and Move a Folder

BI launch pad



17. Press any key or click anywhere to continue



The 2005 Reports folder also now appears under the Travel Expenses folder.

You have successfully moved a folder to become a subfolder, then copied it to another location.

Press any key or click anywhere to exit the activity