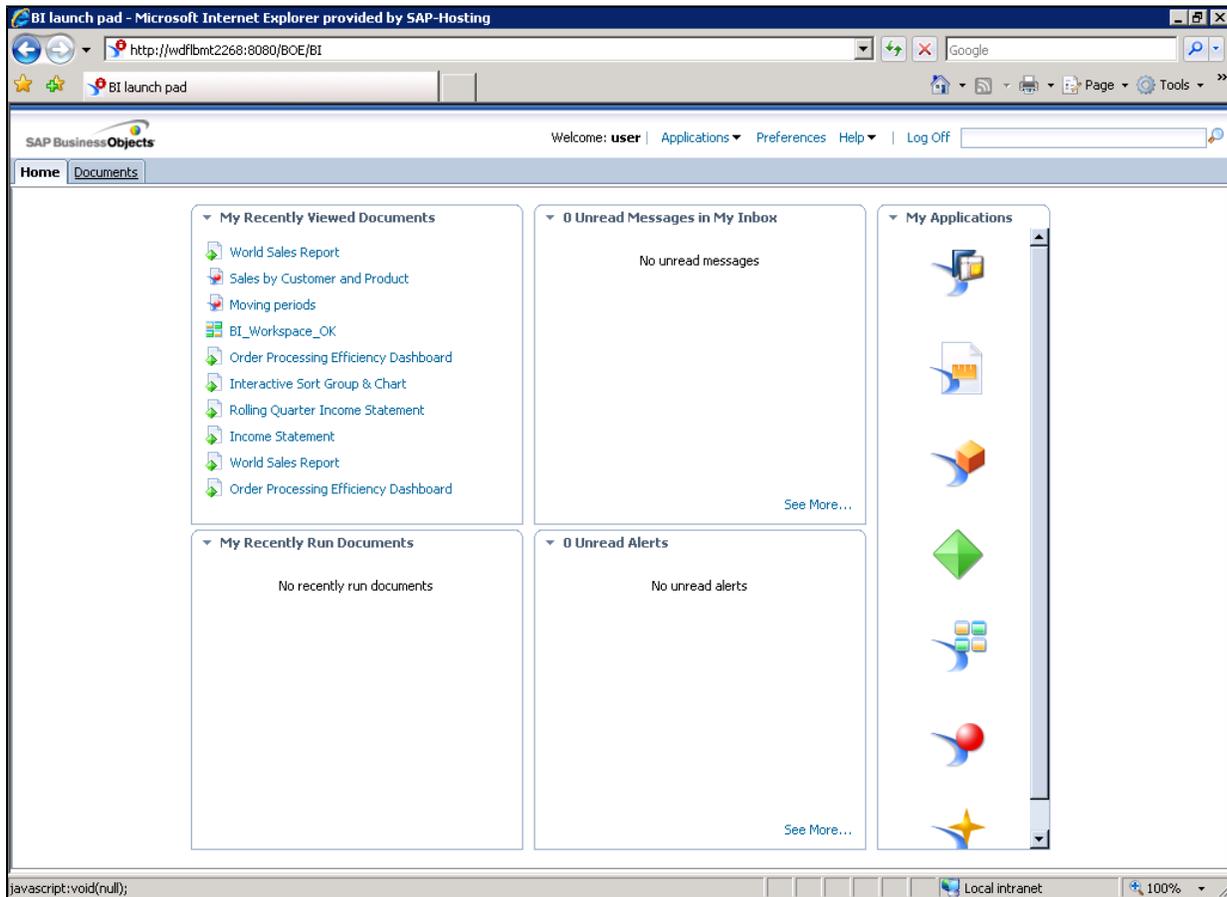


## Procedure

### BI launch pad



1. Press any key or click anywhere to continue



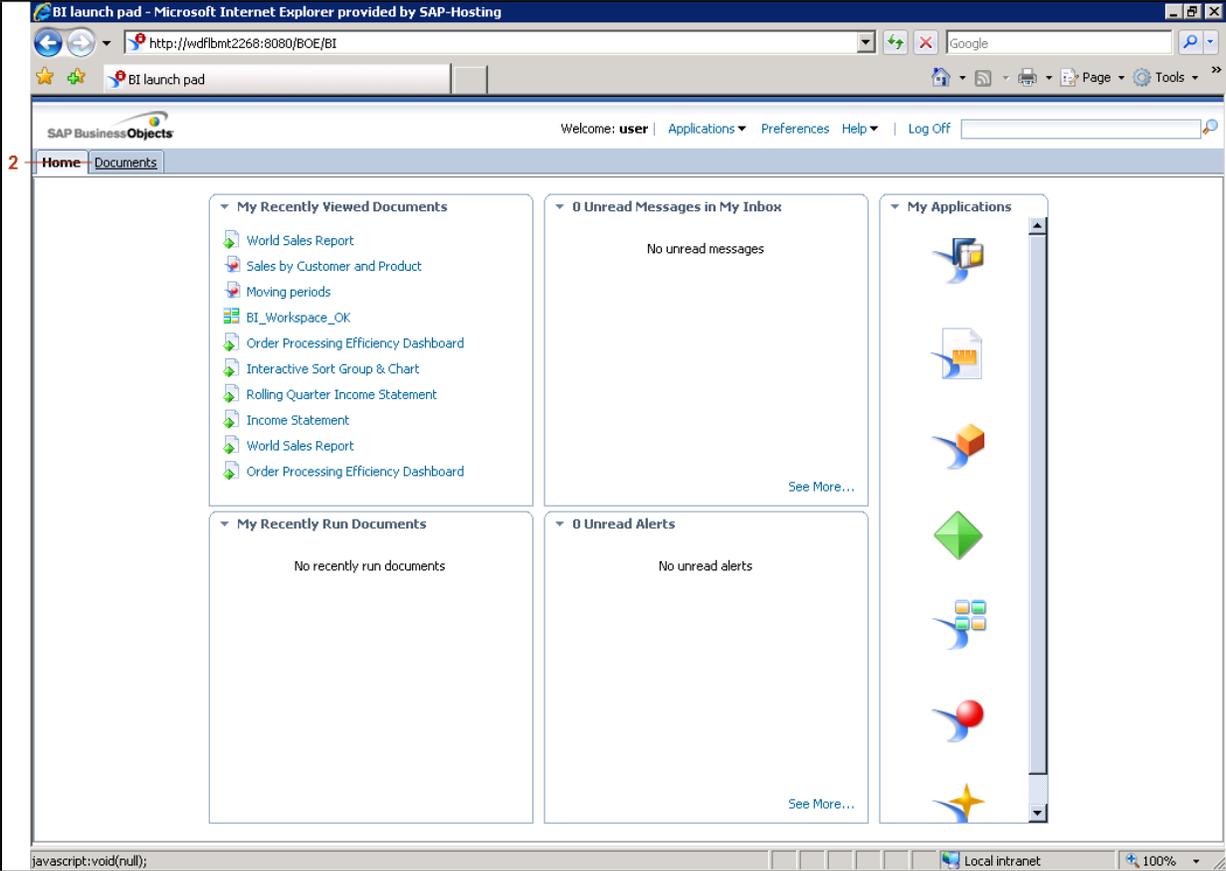
BI launch pad allows you to make copies of objects and save them in folders you have the necessary rights to. Also, you can move objects to a new location.

Move and copy documents between folders to organize your data efficiently.

Press any key or click anywhere to continue.

# Copy and Move Documents

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

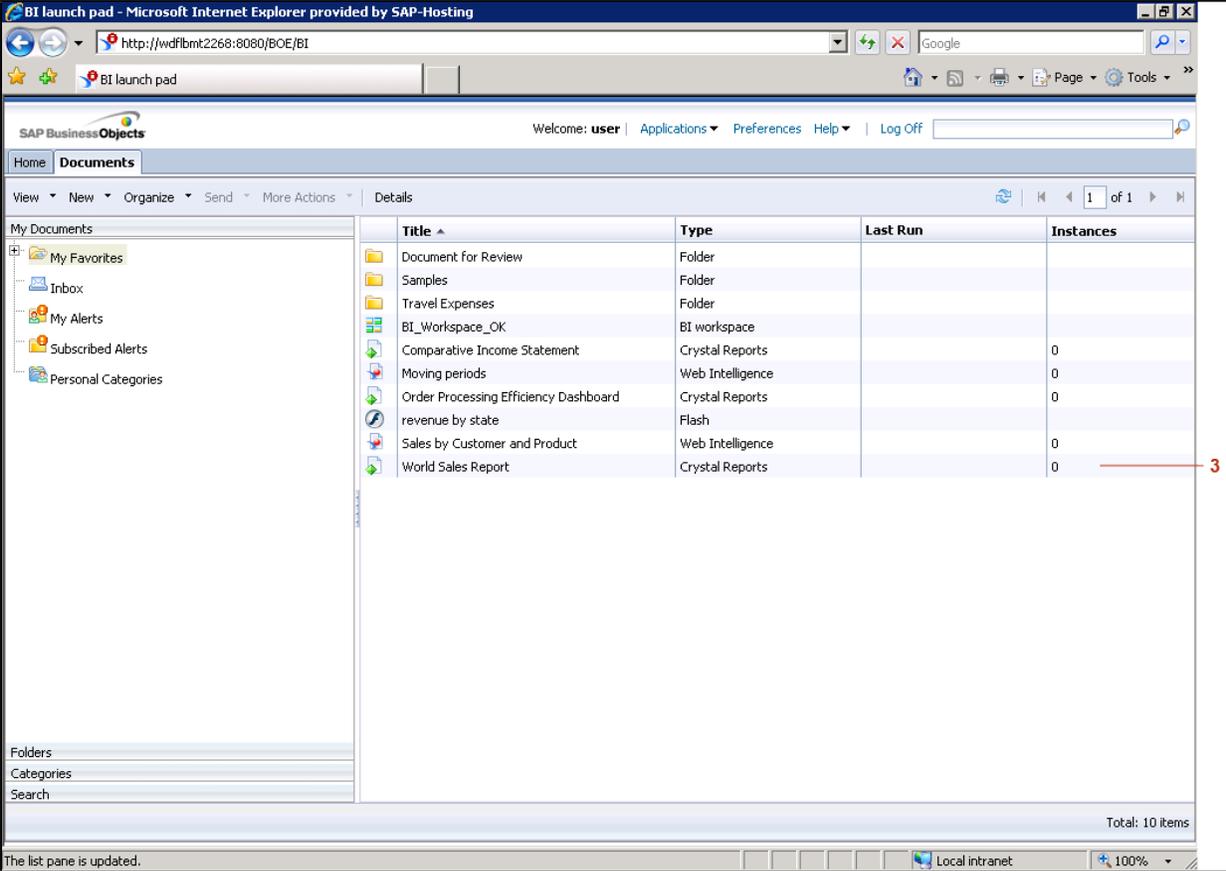


2. Click **Documents**.

 Start by opening the Documents tab to move a document to a different location.

# Copy and Move Documents

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

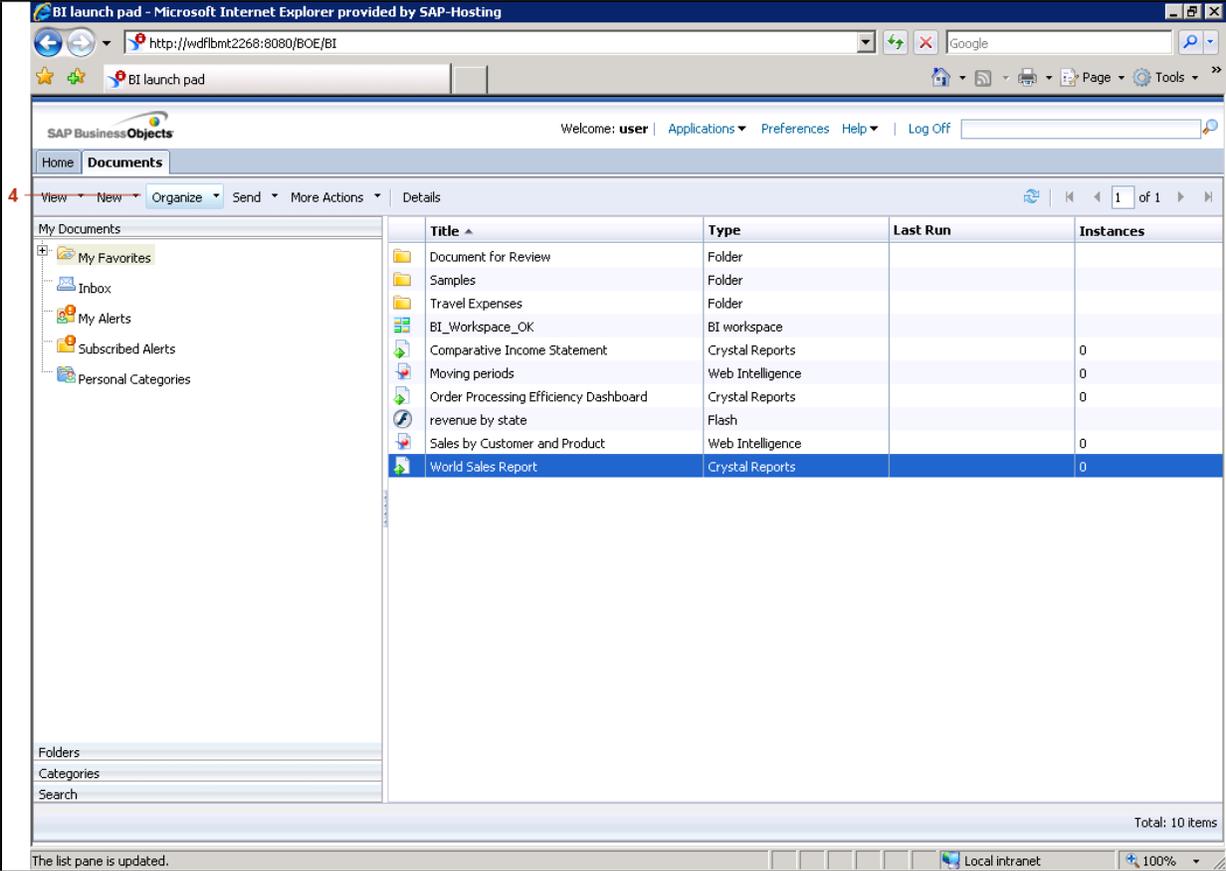


3. Click **World Sales Report**.

 You want to move the World Sales Report to a different folder.

# Copy and Move Documents

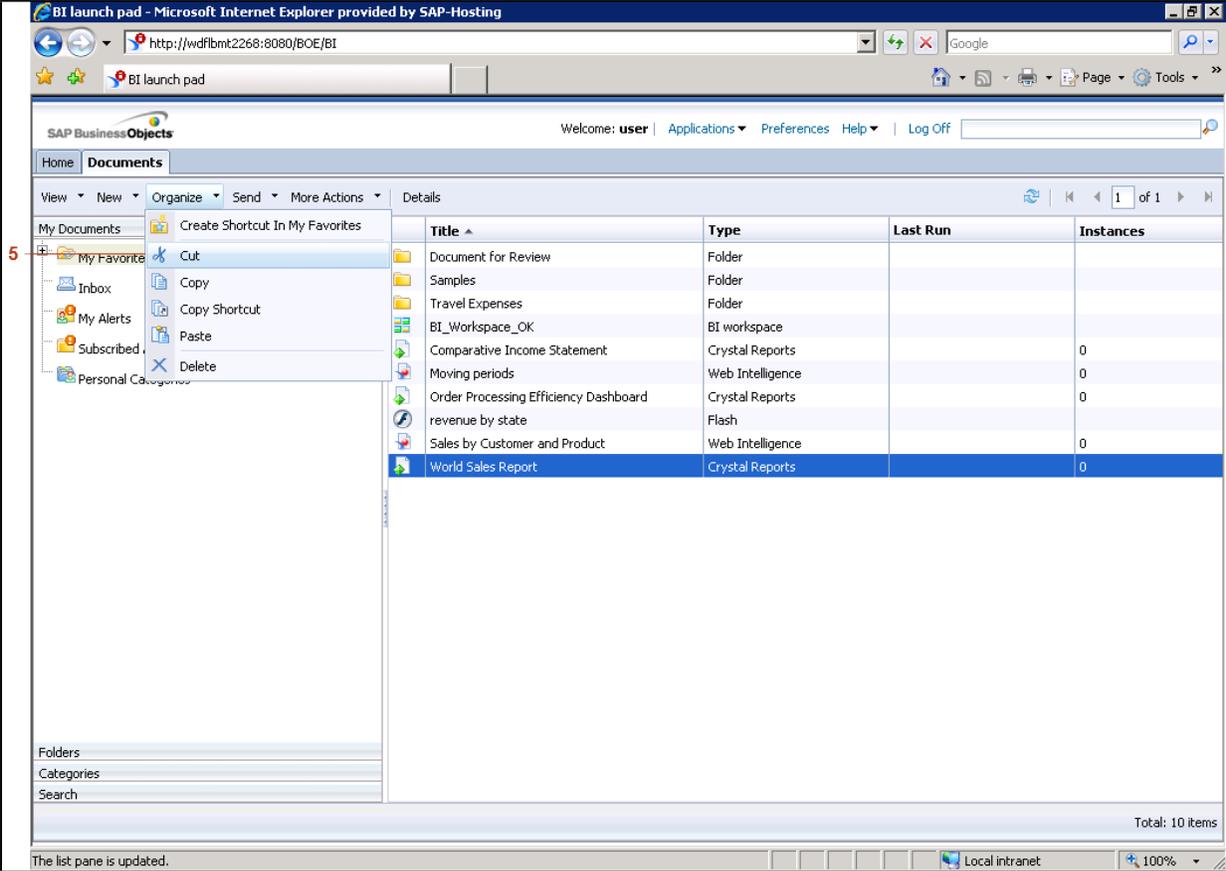
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Organize**.

# Copy and Move Documents

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



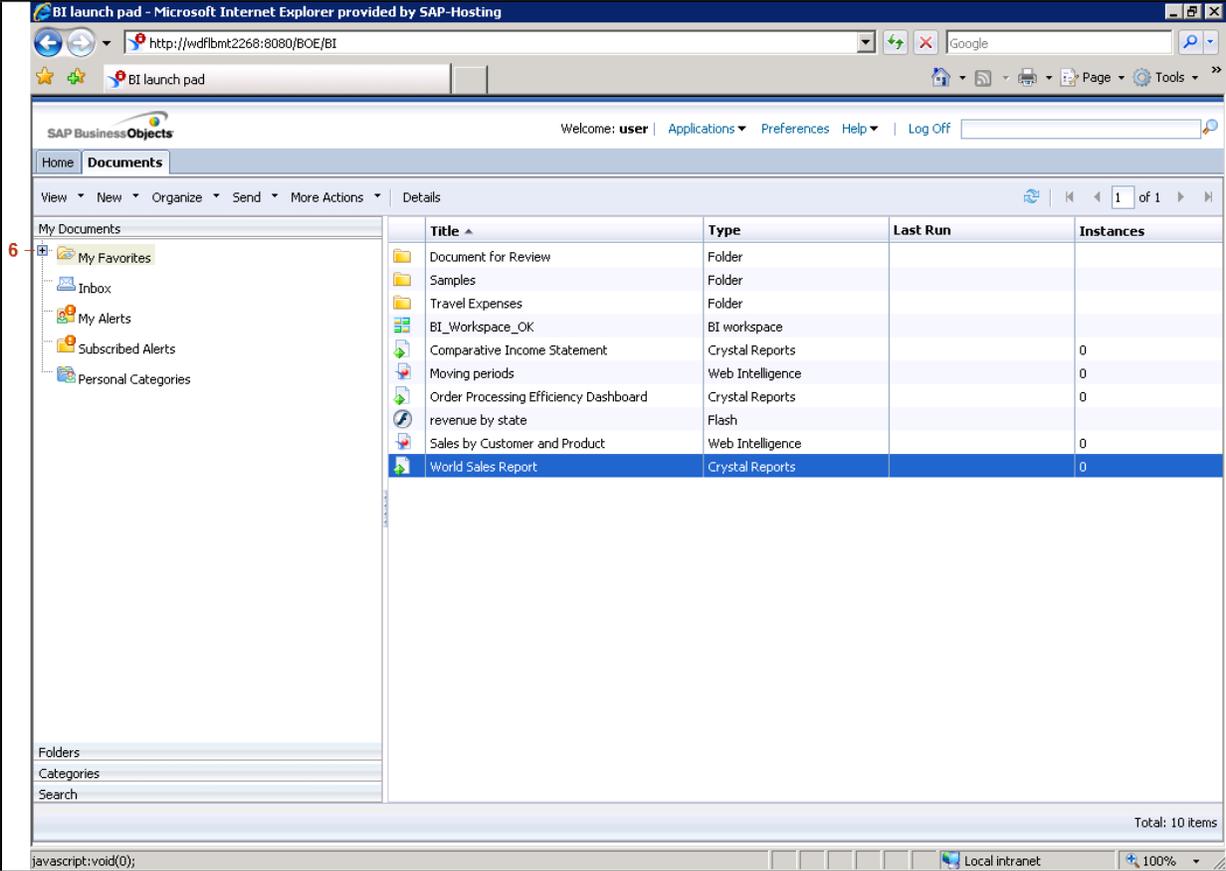
### 5. Click **Cut**.



Moving a document or folder using cut and paste, moves the original object to a new location. Changes made to this item will be made in the original.

# Copy and Move Documents

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



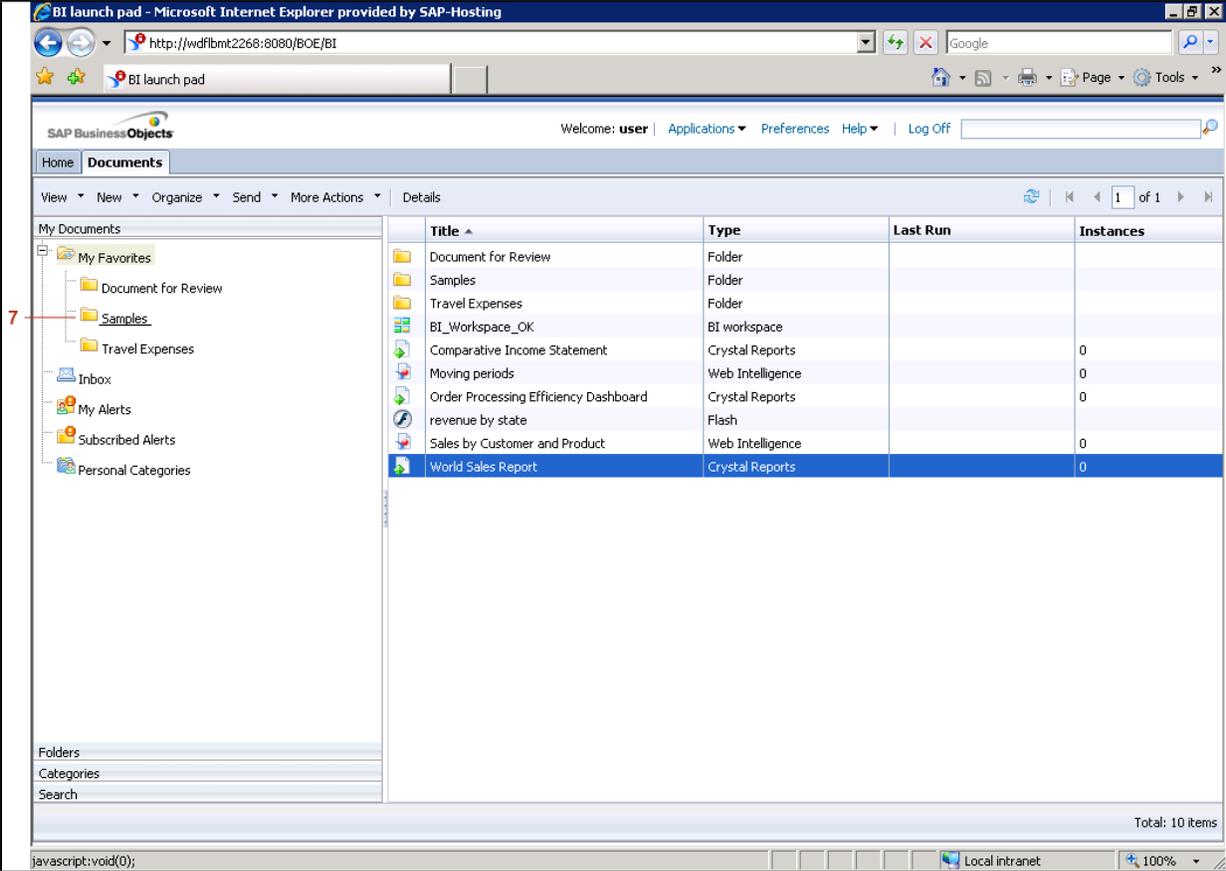
6. Click + to expand **My Favorites**.



Move the World Sales Report to the Samples folder.

# Copy and Move Documents

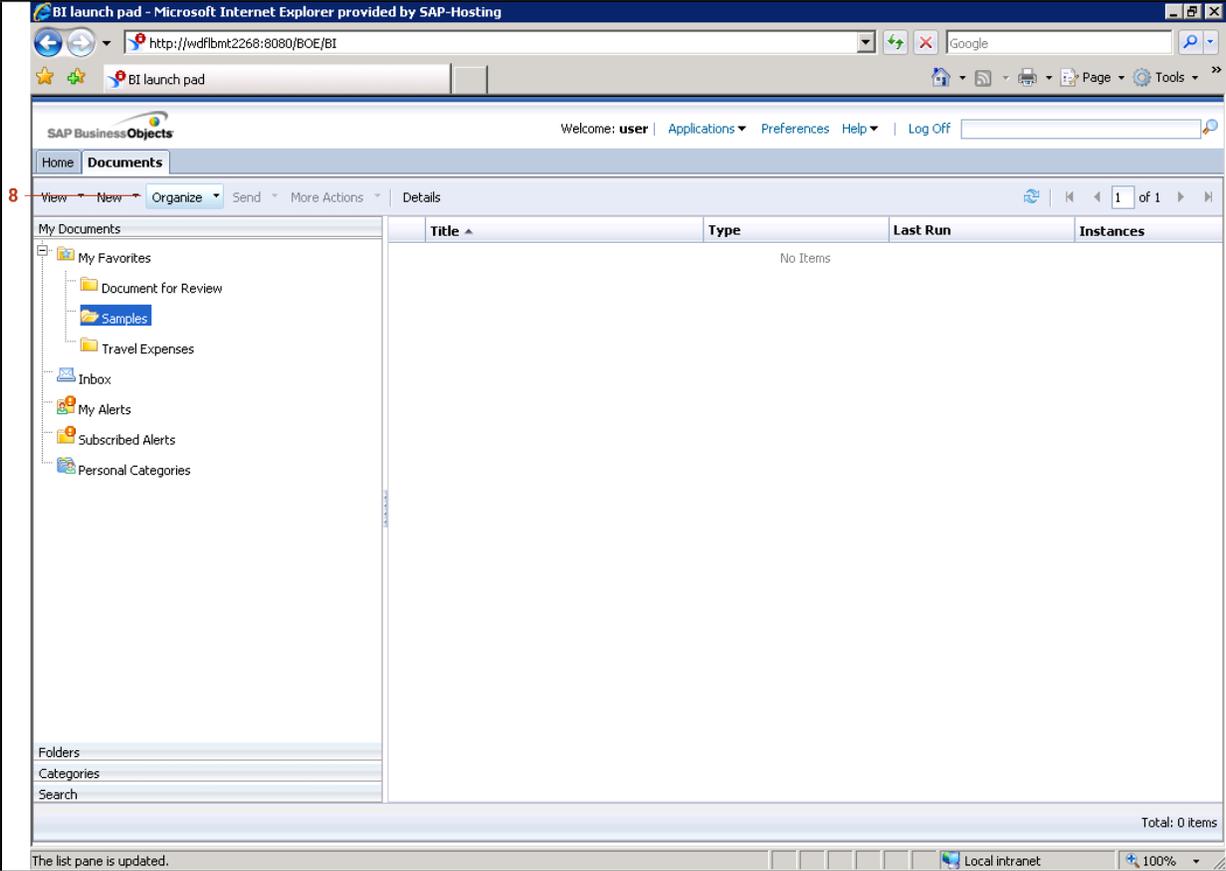
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **Samples**.

# Copy and Move Documents

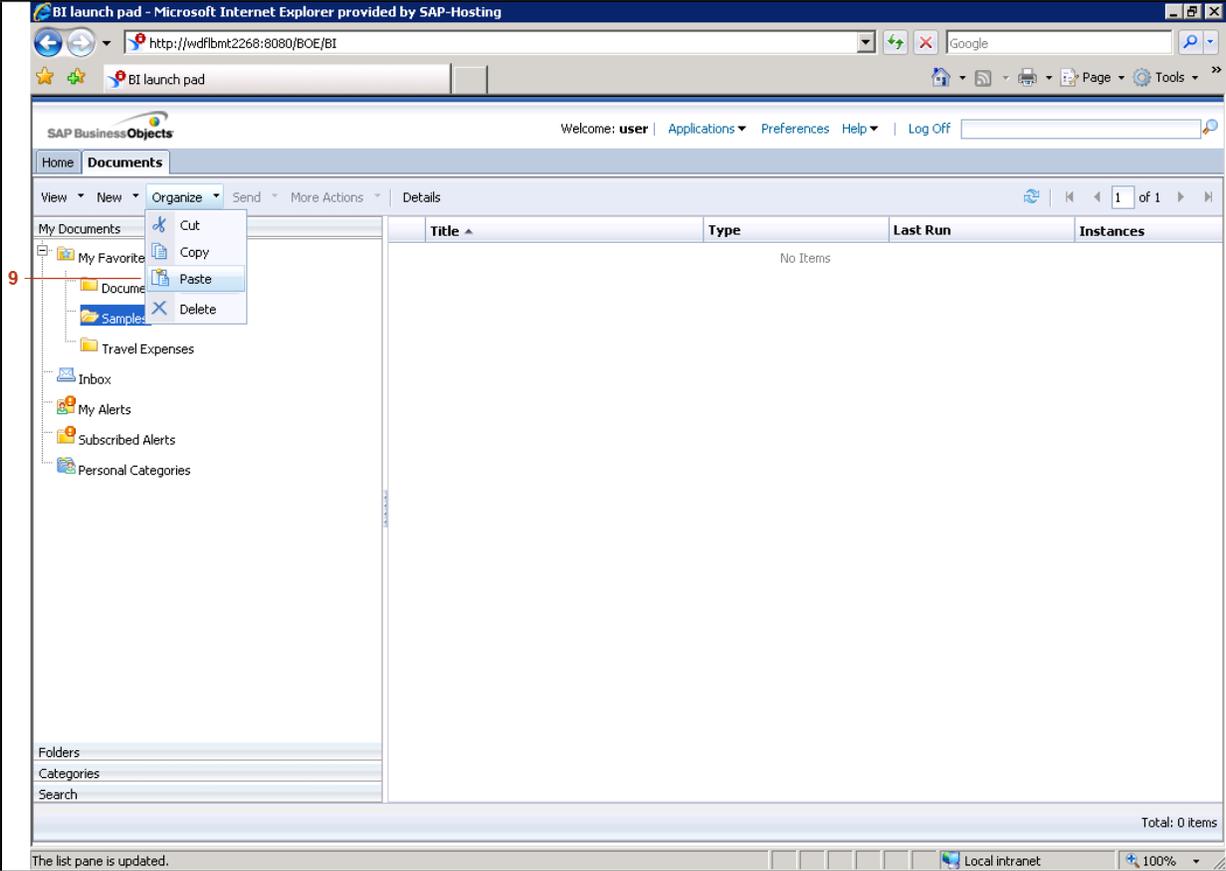
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Organize**.

# Copy and Move Documents

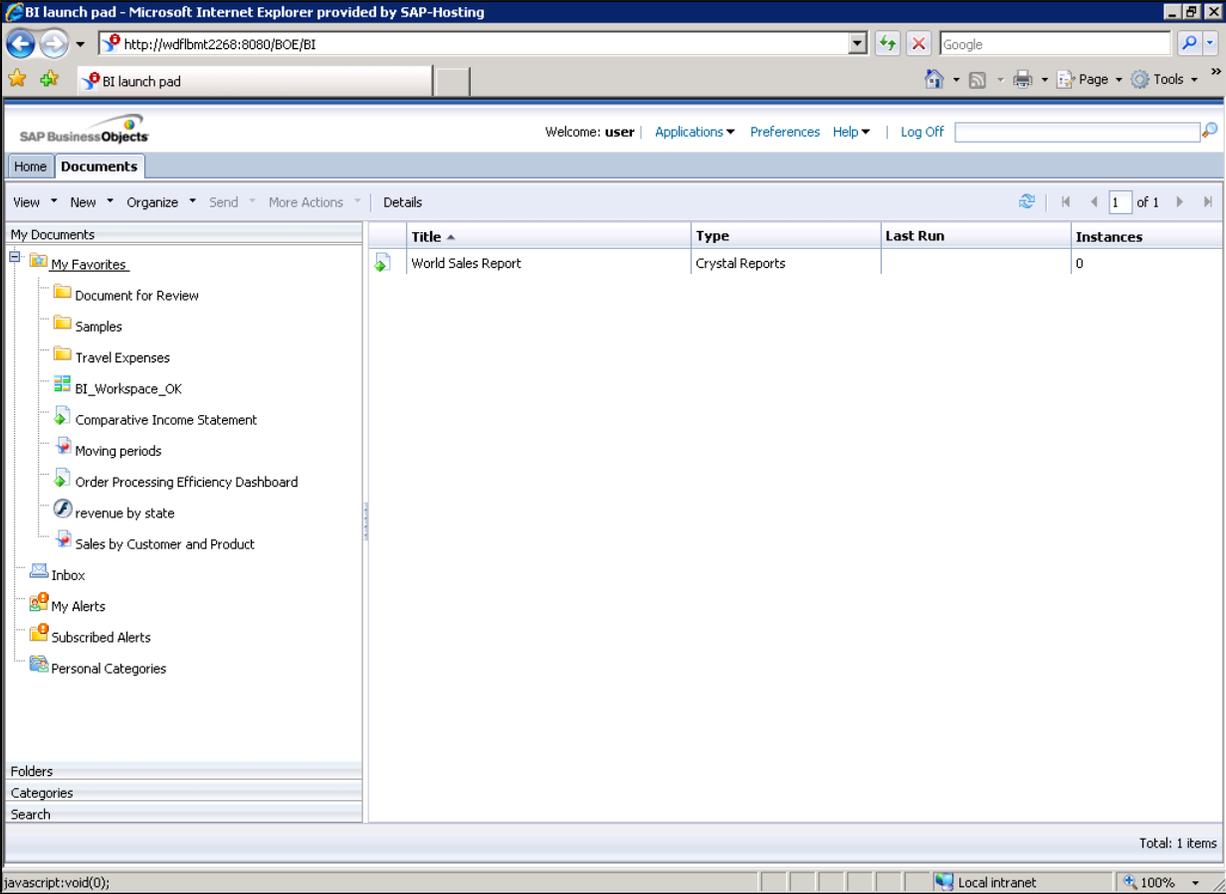
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



9. Click **Paste**.

# Copy and Move Documents

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



10. Press any key or click anywhere to continue

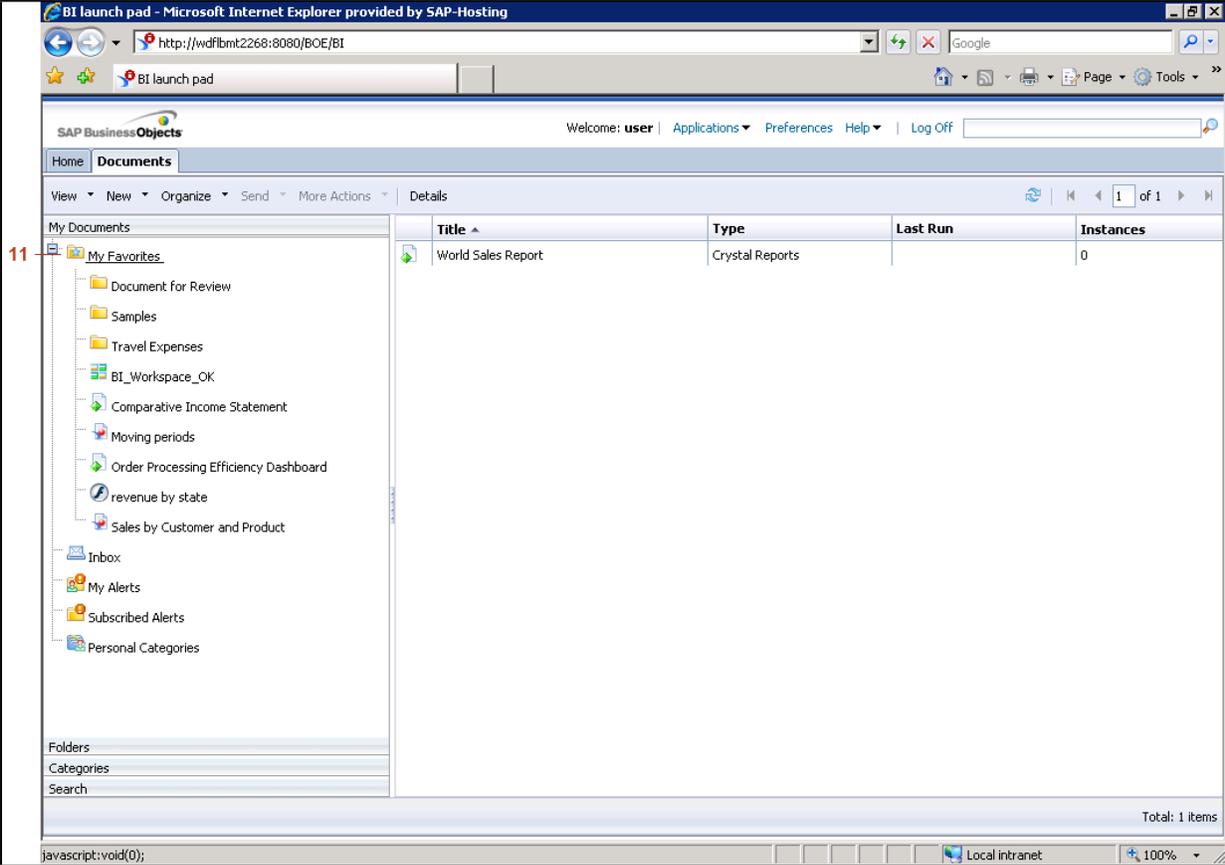


The World Sales Report document appears in the Samples folder.

Press any key or click anywhere to continue

# Copy and Move Documents

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



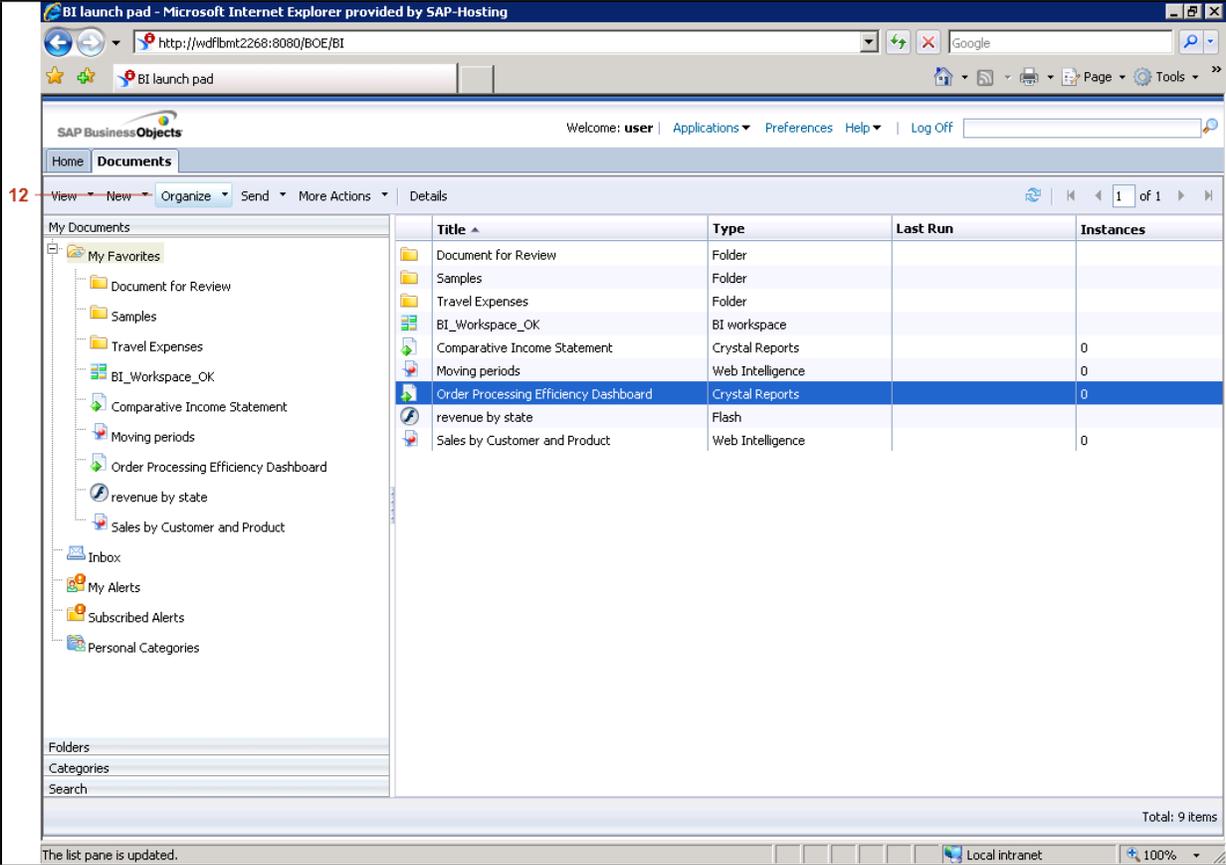
11. Click **My Favorites**.



Now copy the Order Processing Efficiency Dashboard document to the Samples folder.

# Copy and Move Documents

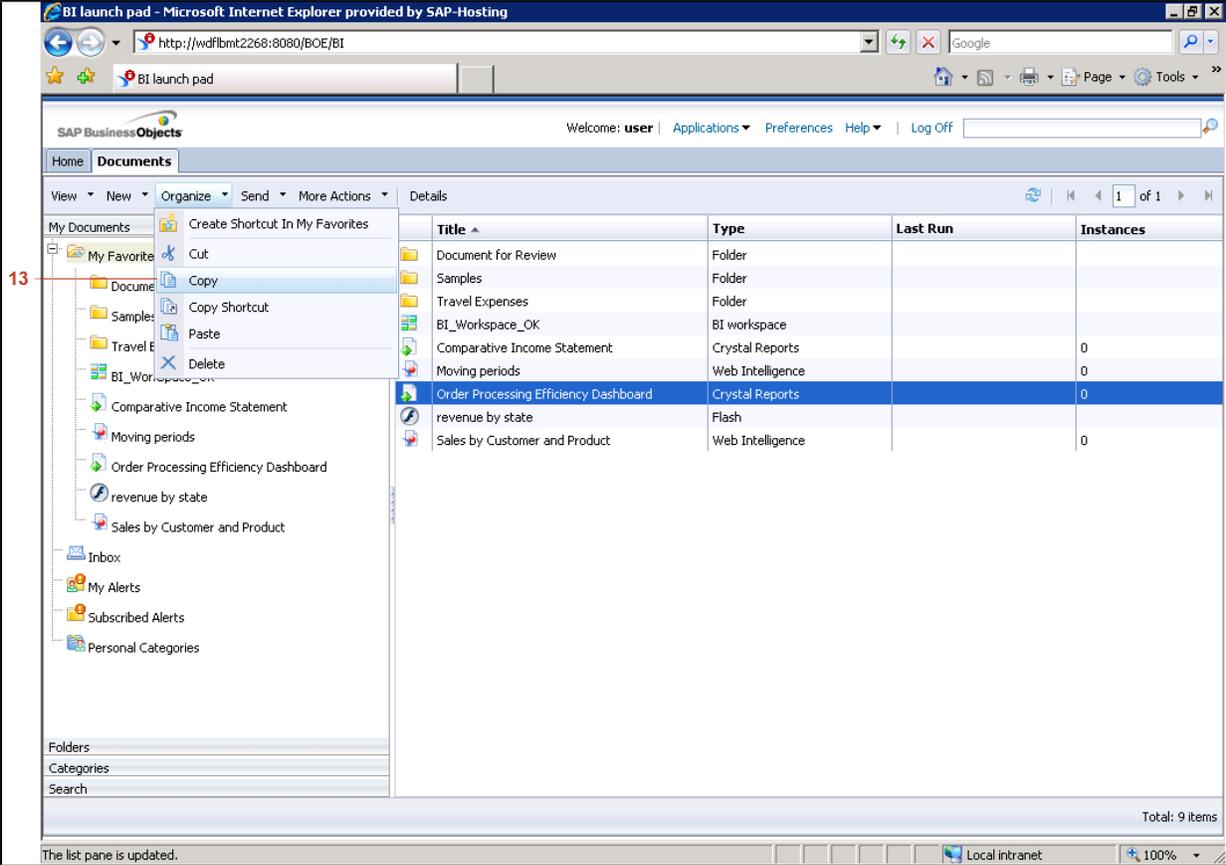
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **Organize**.

# Copy and Move Documents

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



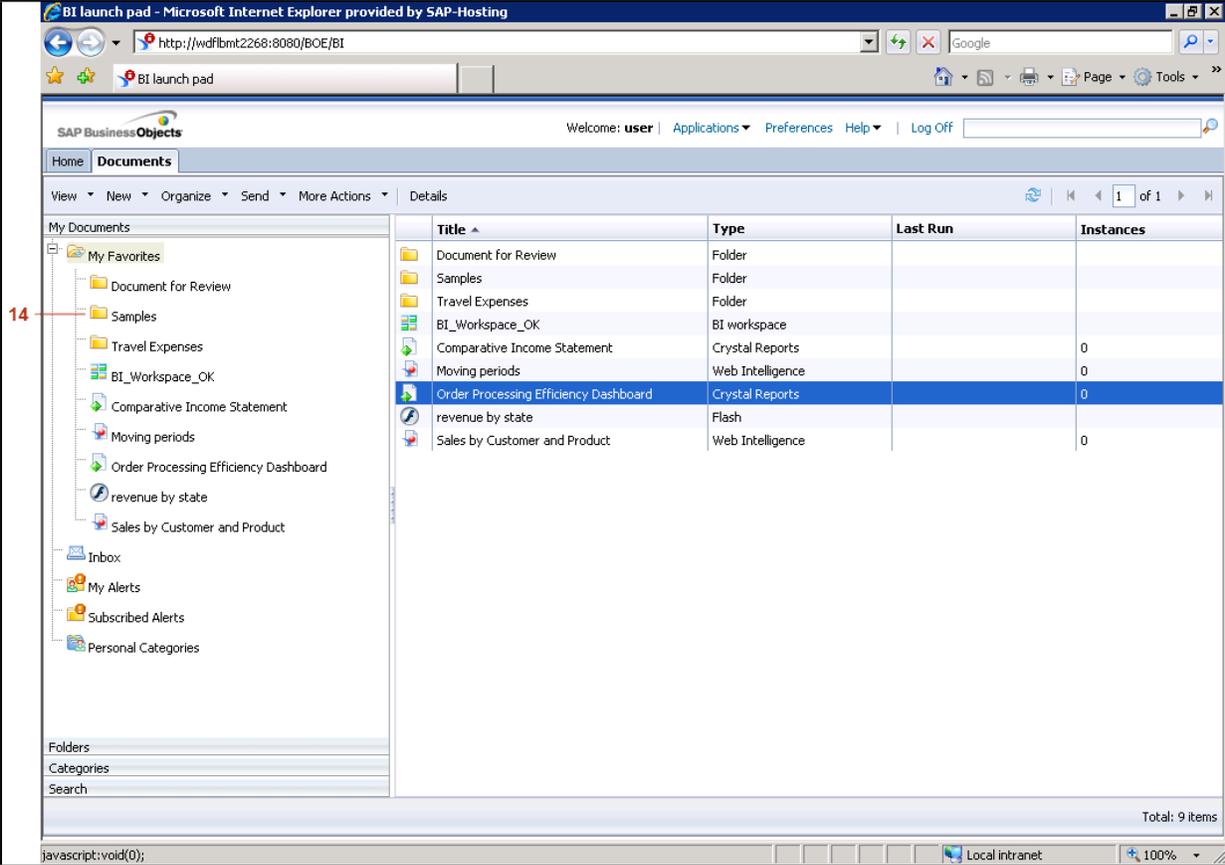
13. Click **Copy**.



Copying a document or folder using copy and paste, moves a duplicate of the original object to a new location. Changes made to the duplicate will not be reflected in the original.

# Copy and Move Documents

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



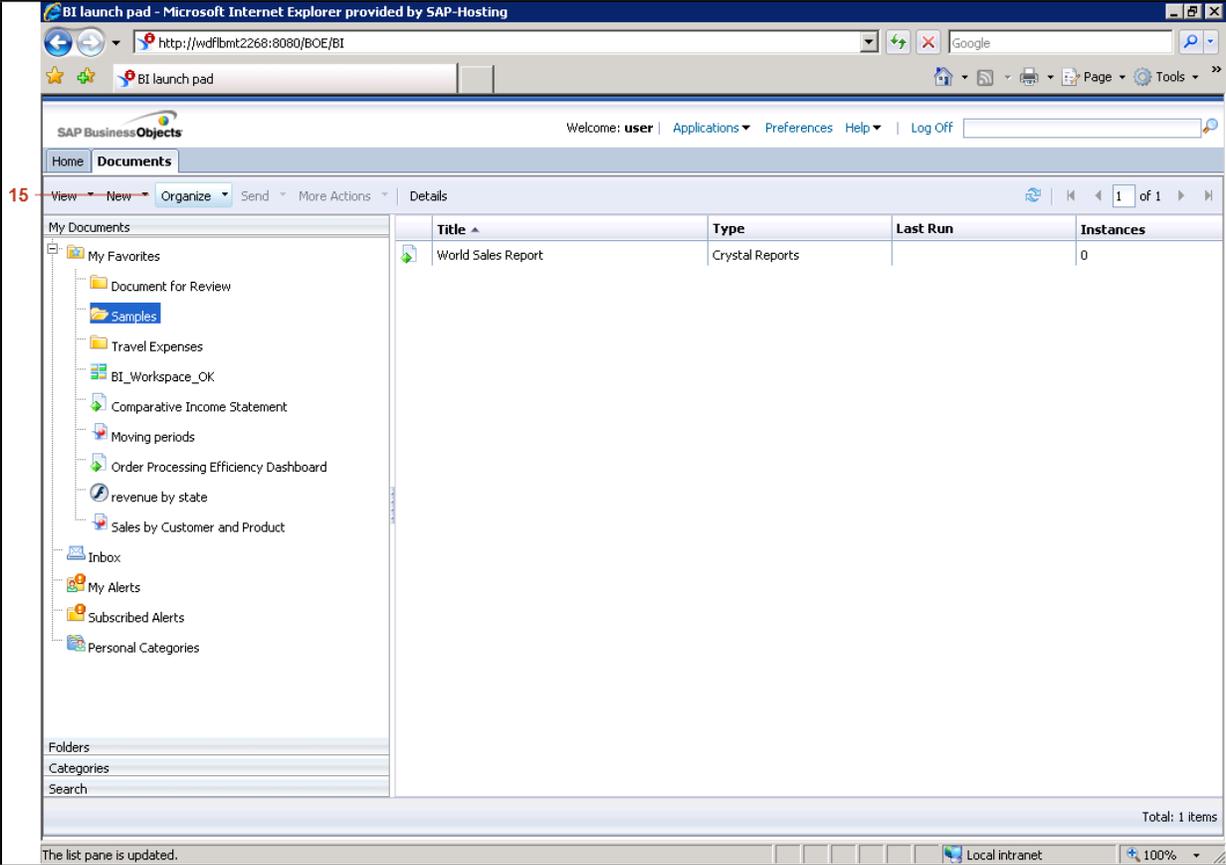
14. Click **Samples**.



Select the target folder to copy the document.

# Copy and Move Documents

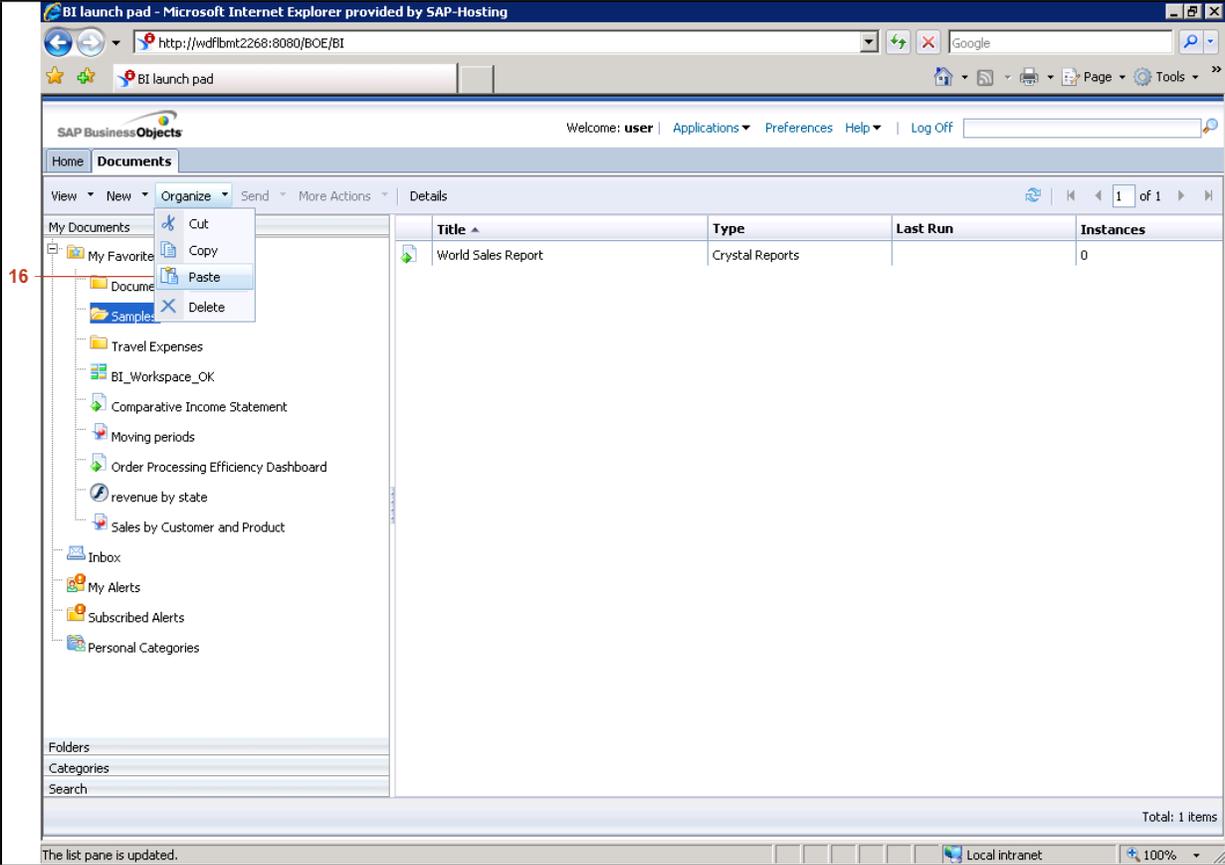
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



15. Click **Organize**.

# Copy and Move Documents

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



- 16. Click **Paste**.
- 17. Press any key or click anywhere to continue



The World Sales Report and the Order Processing Efficiency Dashboard Report documents appear in the Samples folder.

You have successfully moved and copied documents between folders to organize your data efficiently.

Press any key or click anywhere to exit the activity