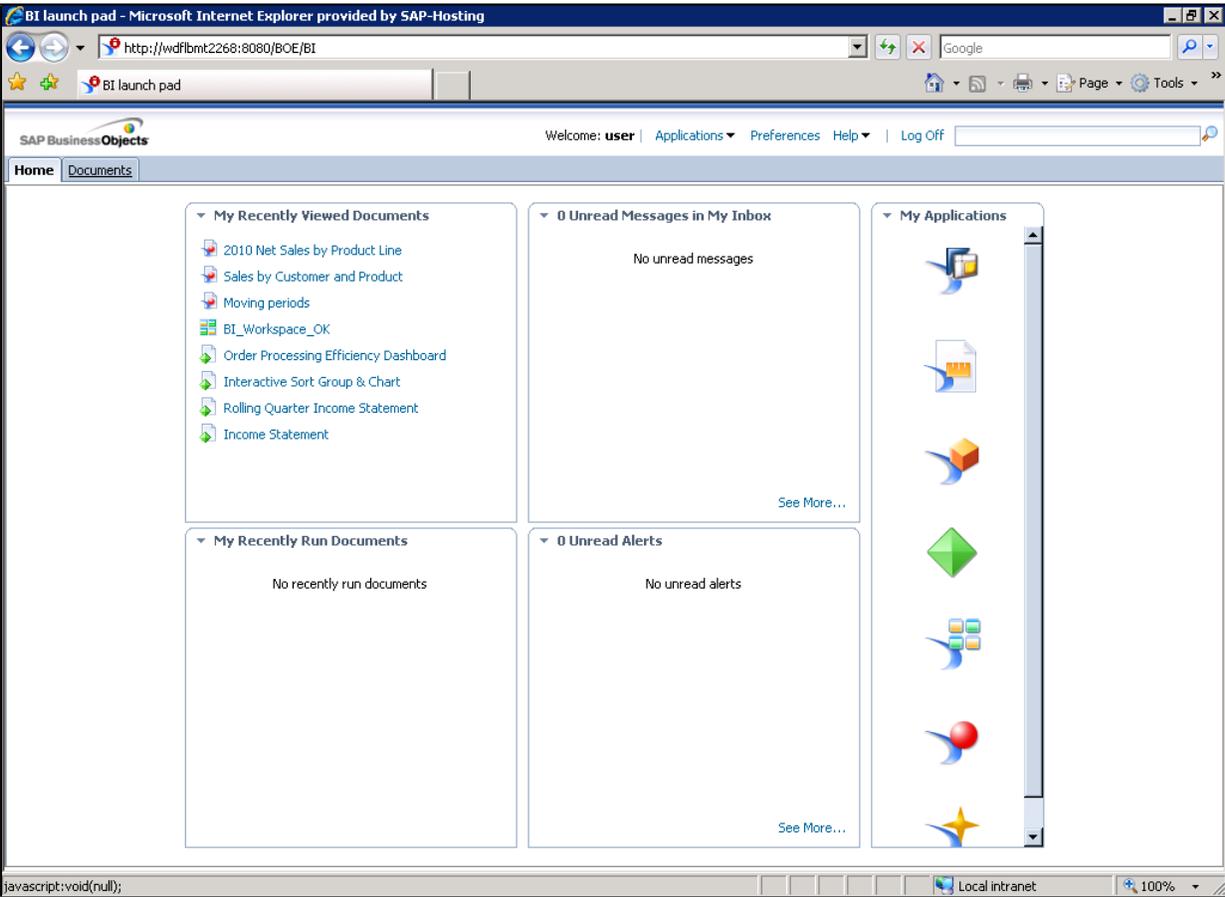


Procedure

BI launch pad



1. Press any key or click anywhere to continue



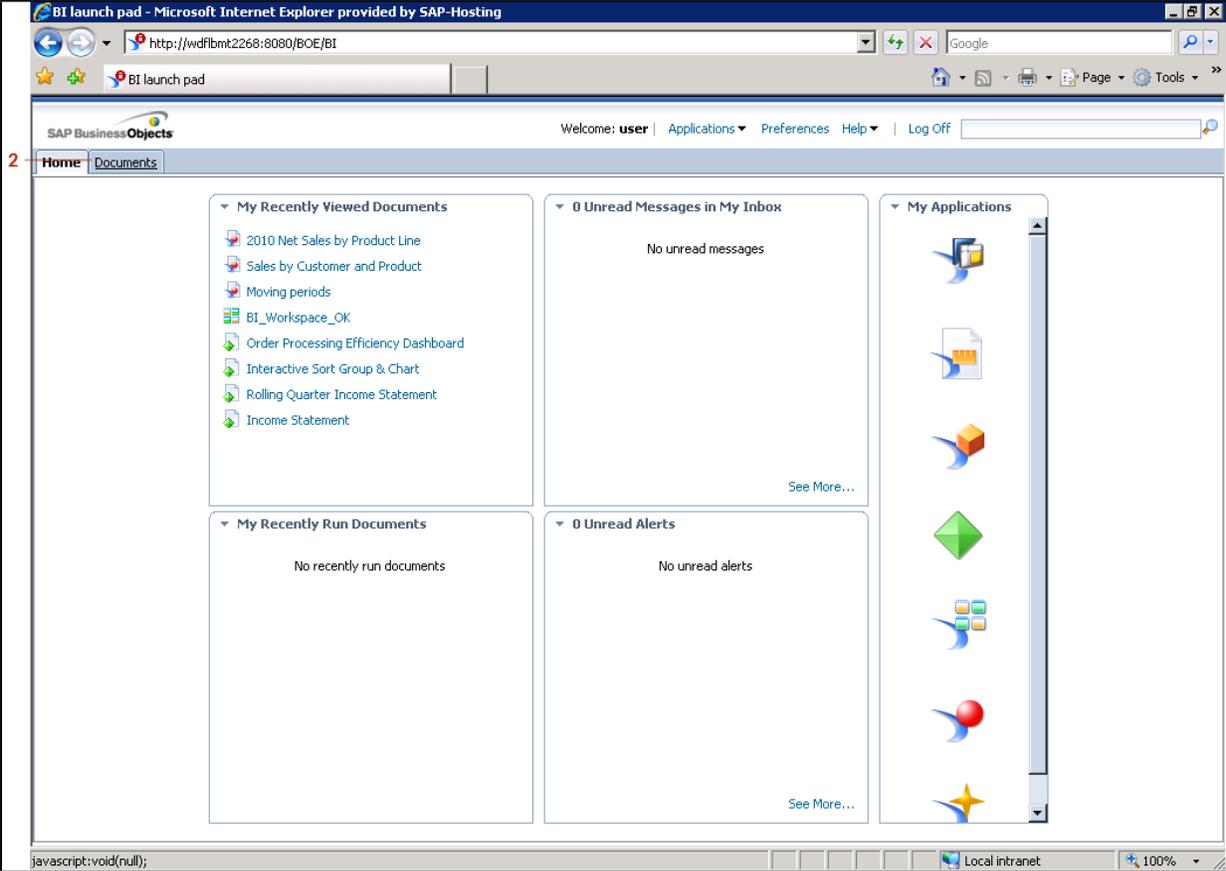
Hyperlinks in the BI launch pad are objects that provide easy access to commonly used URLs, such as a company website.

Create a hyperlink in my Favorites.

Press any key or click anywhere to continue

Create a Hyperlink

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



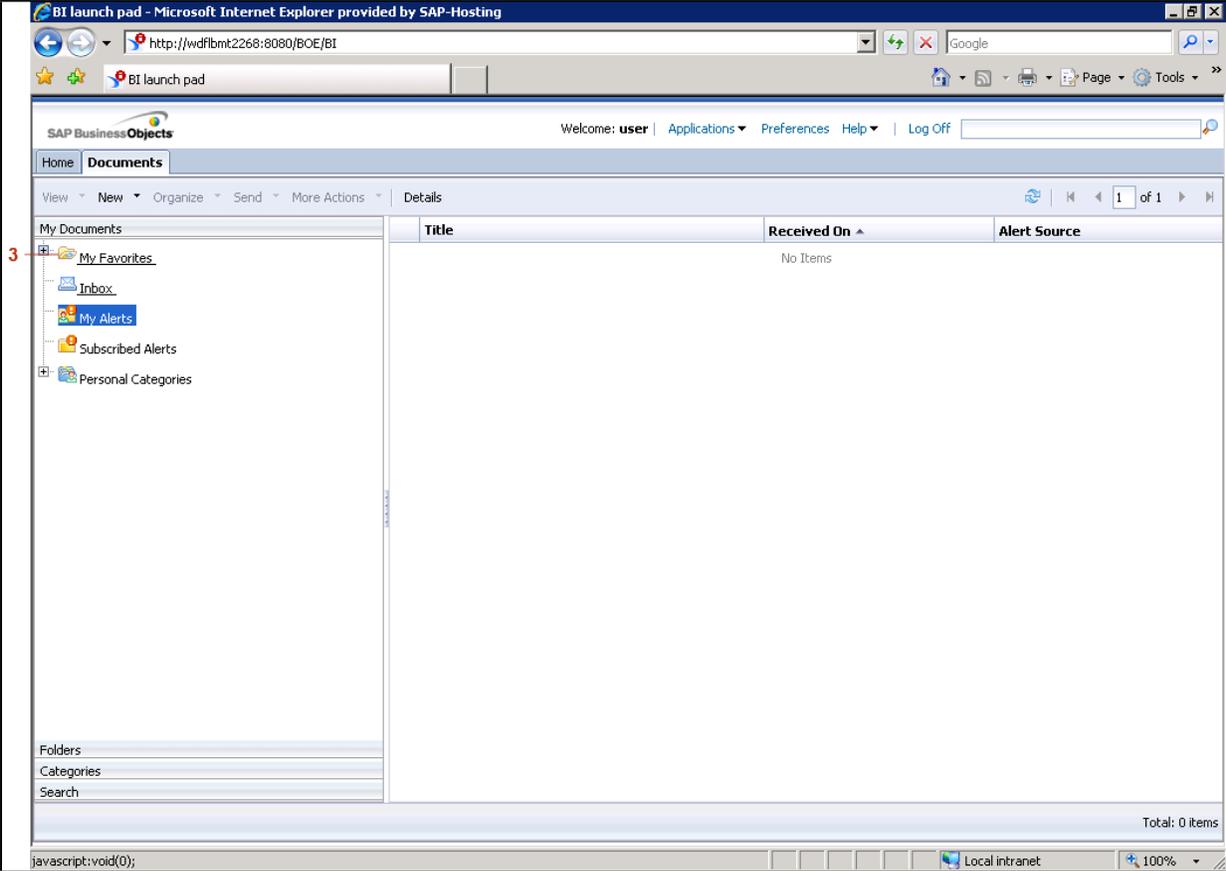
2. Click **Documents**.



Start by opening the Documents tab to create the hyperlink in your Favorites.

Create a Hyperlink

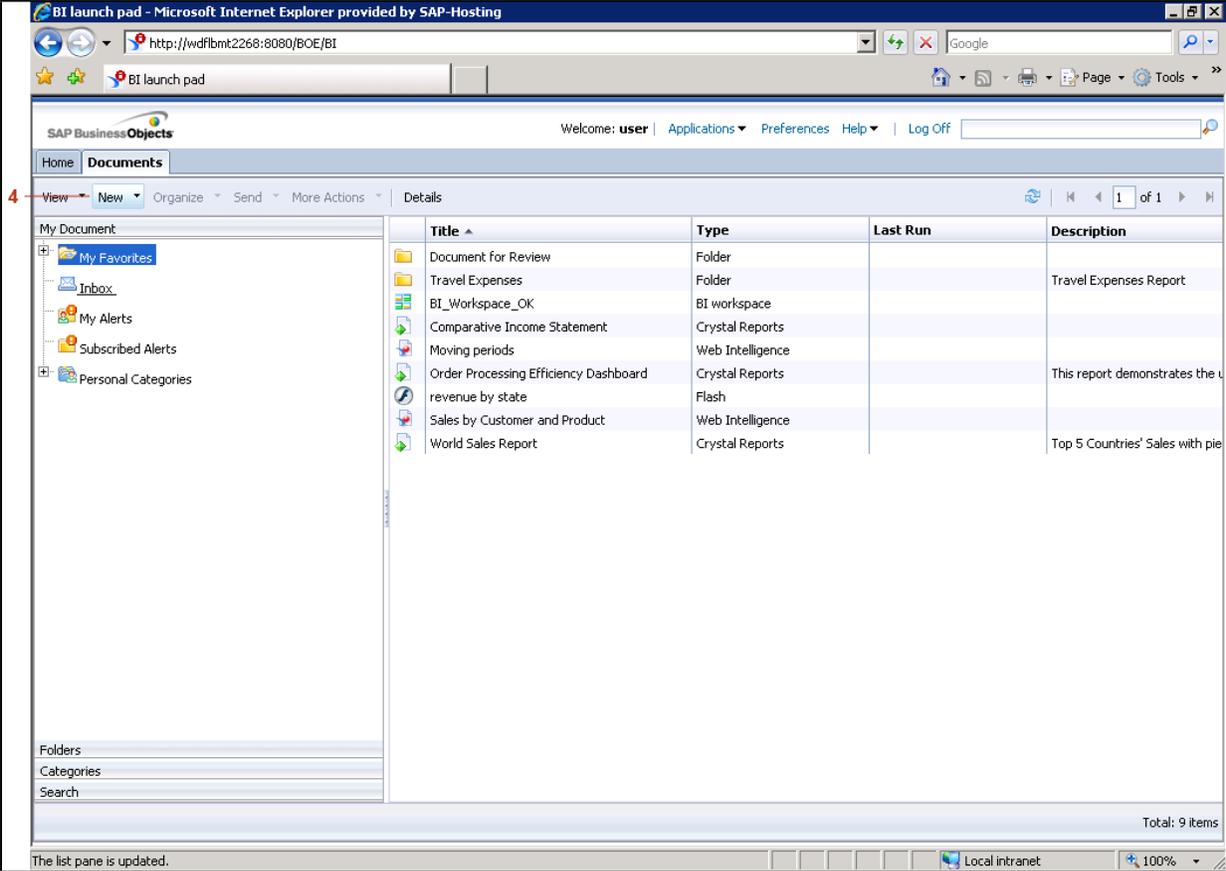
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **My Favorites**.

Create a Hyperlink

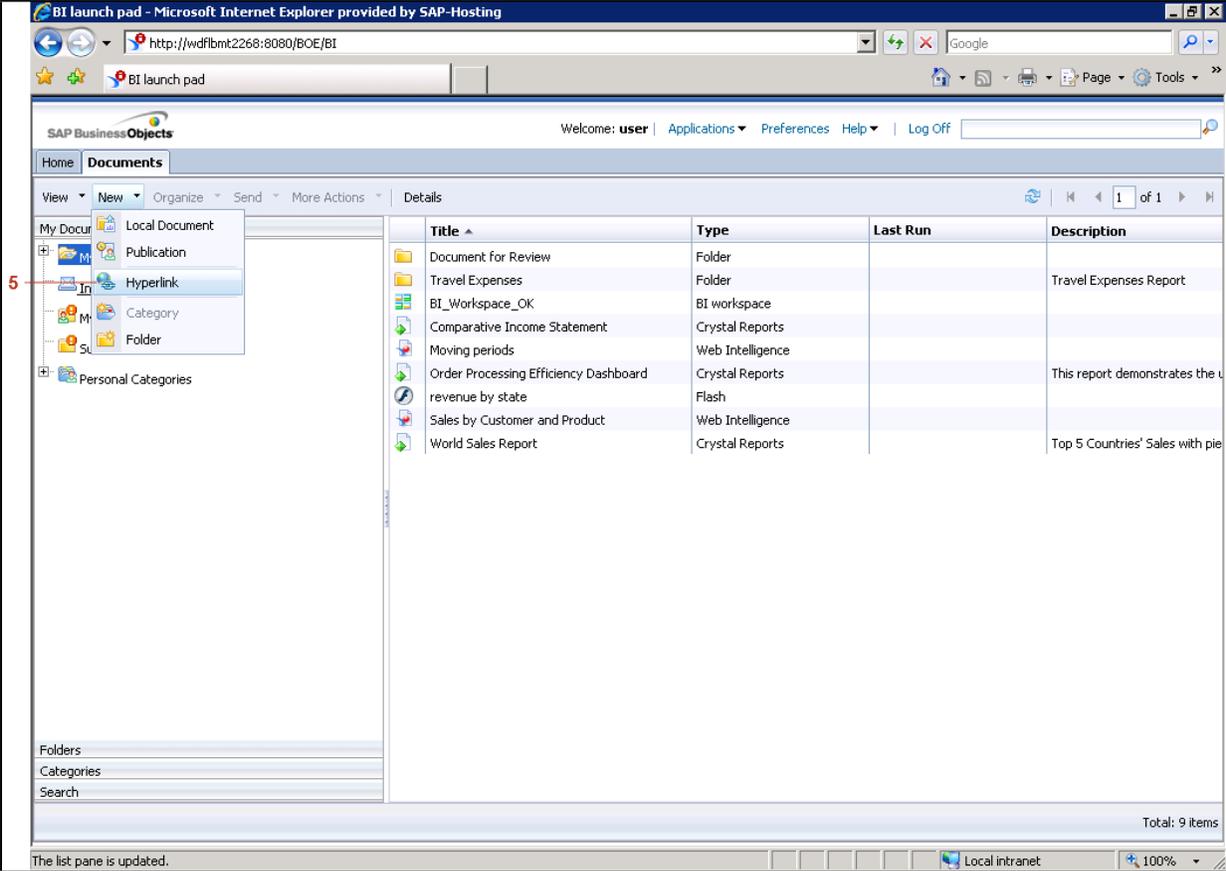
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **New**.

Create a Hyperlink

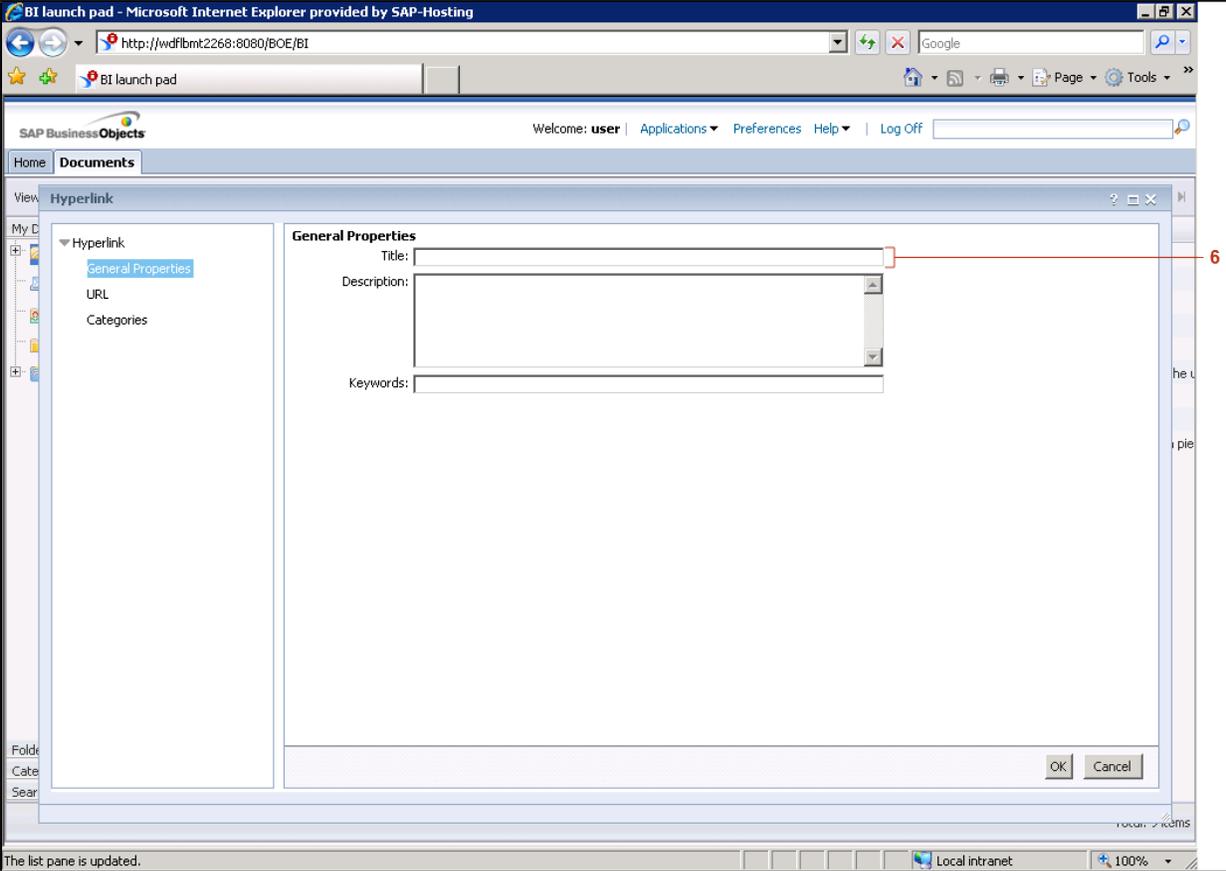
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Hyperlink**.

Create a Hyperlink

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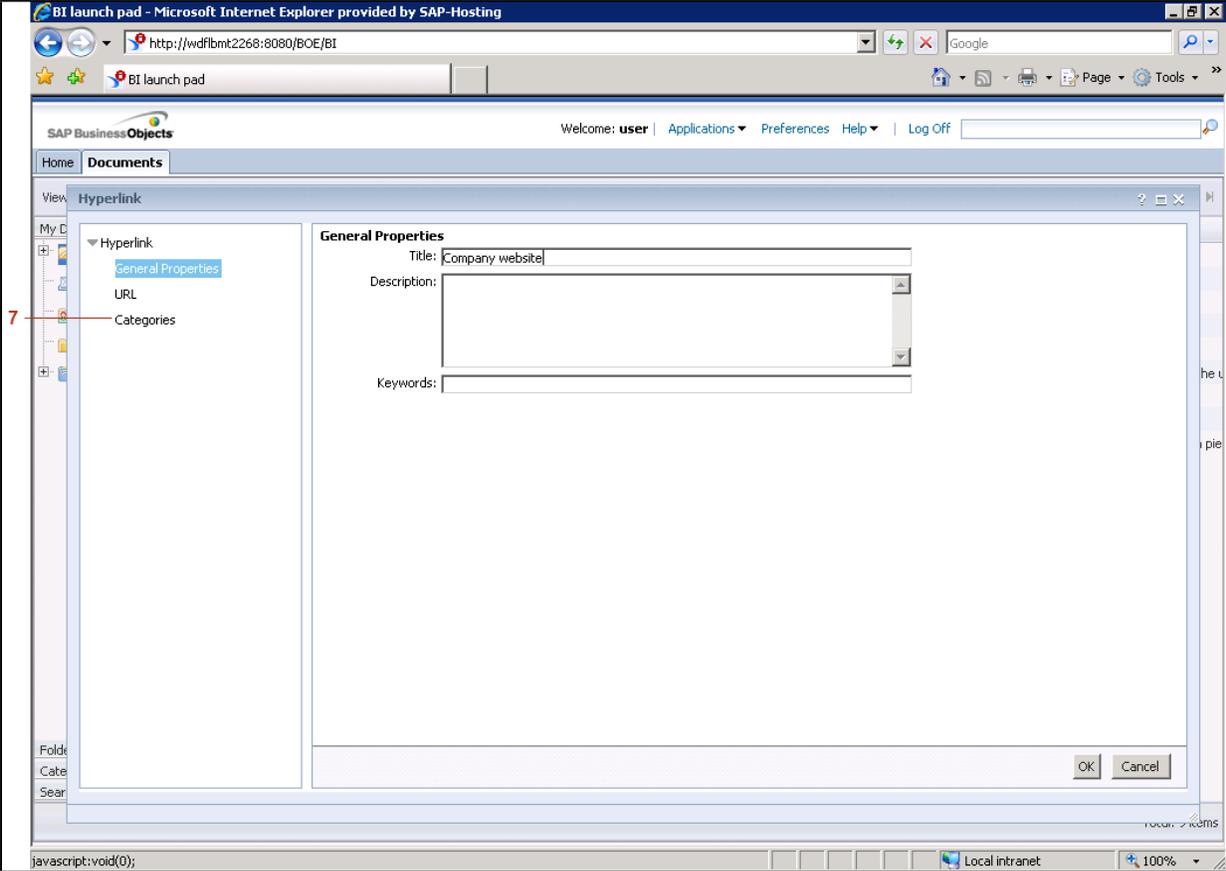
6. As required, complete/review the following fields:

Field	Description
Title:	Example: Company website

 Enter the desired information into the Title field

Create a Hyperlink

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



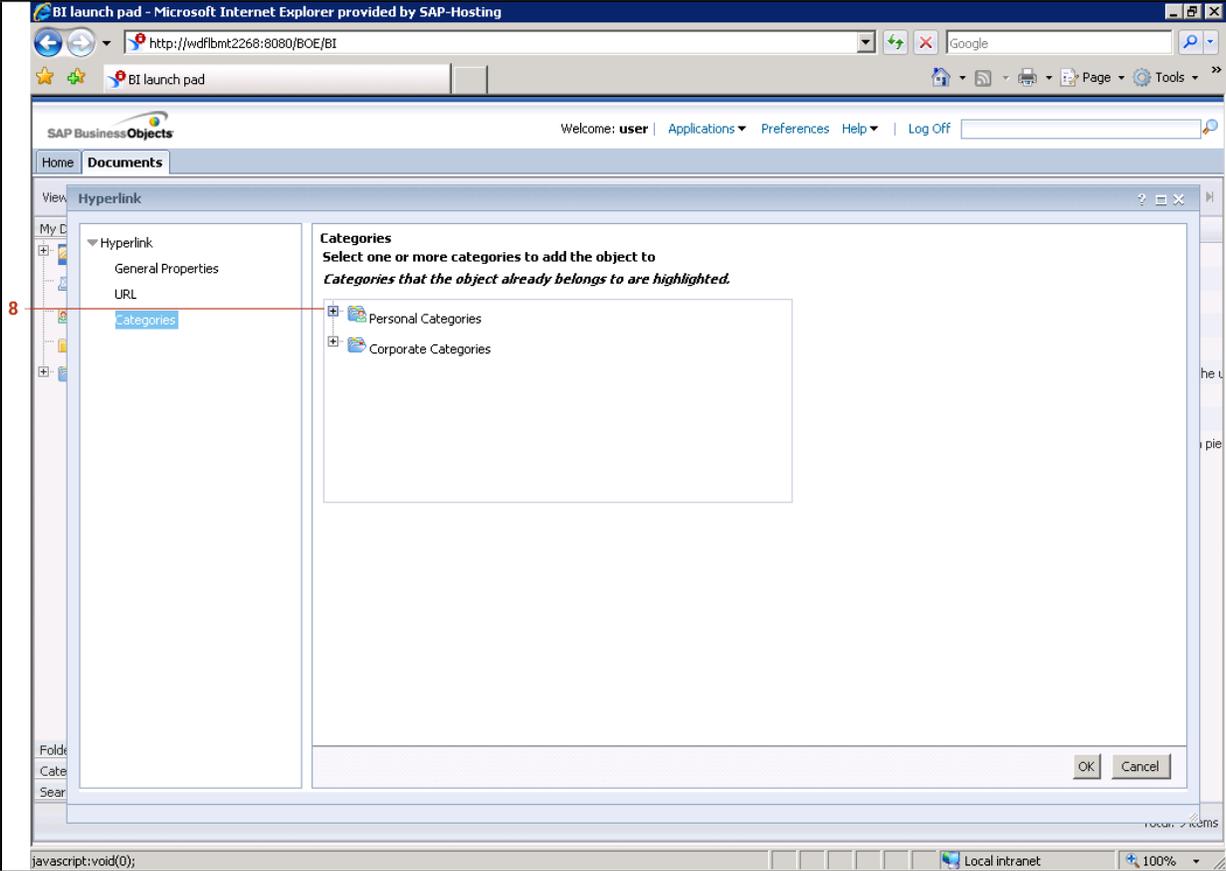
7. Click **Categories**.



Assign the hyperlink to the Company Info category.

Create a Hyperlink

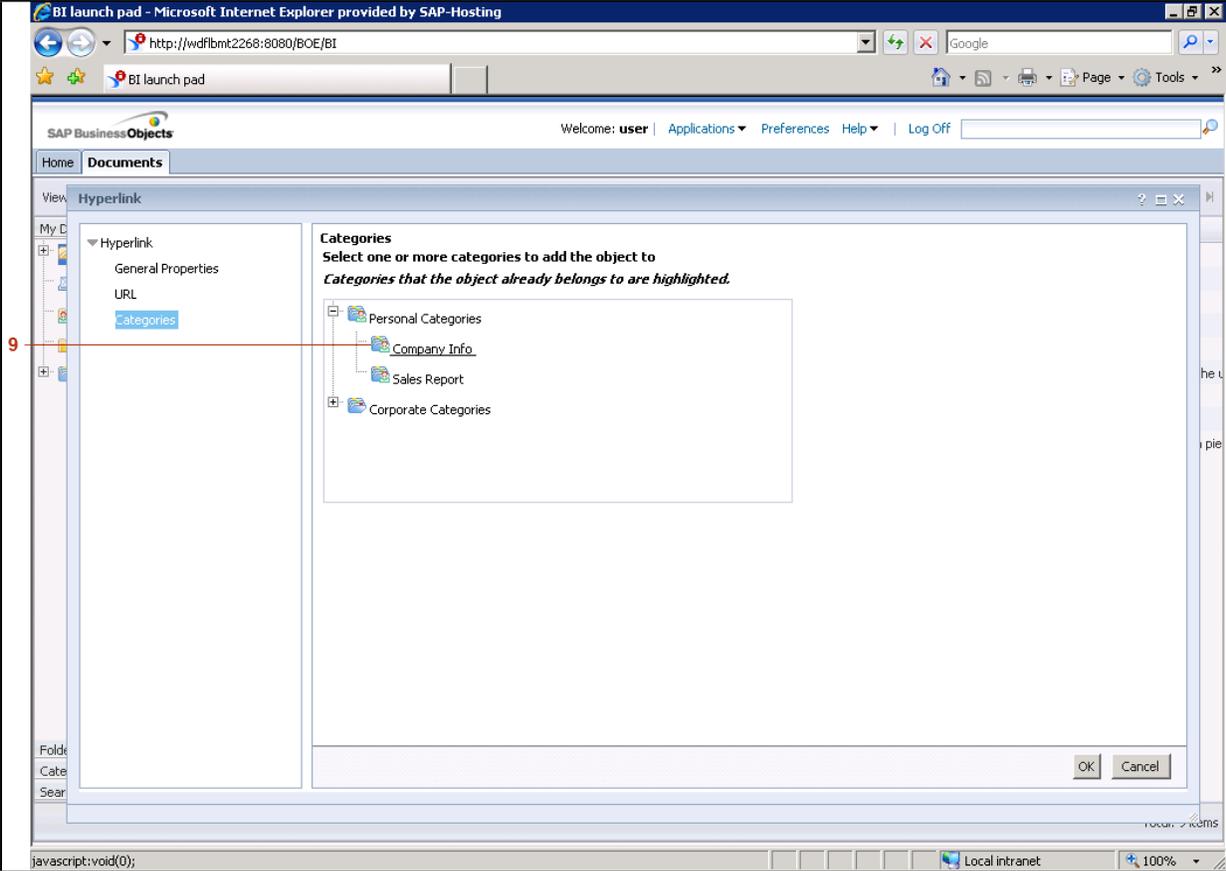
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8. Click the + button before **Personal Categories**.

Create a Hyperlink

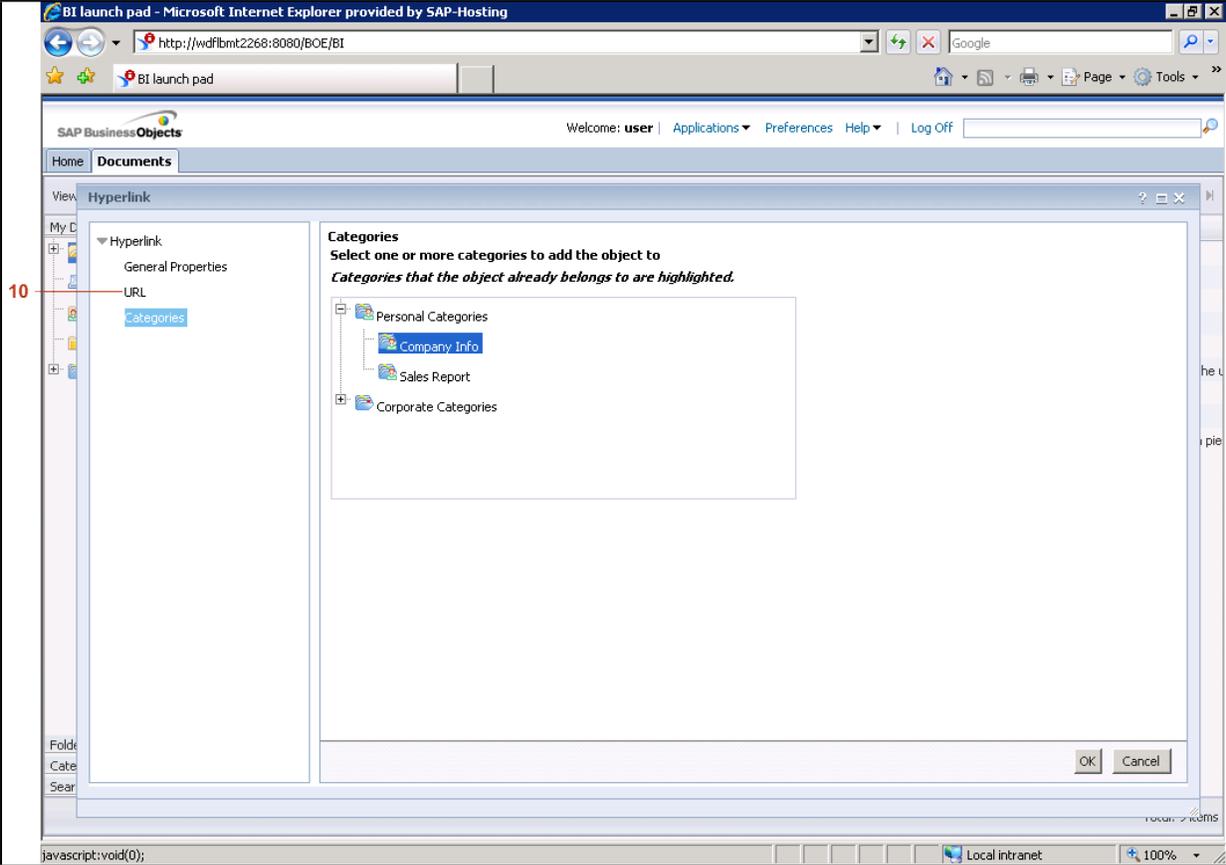
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9. Click **Company Info**.

Create a Hyperlink

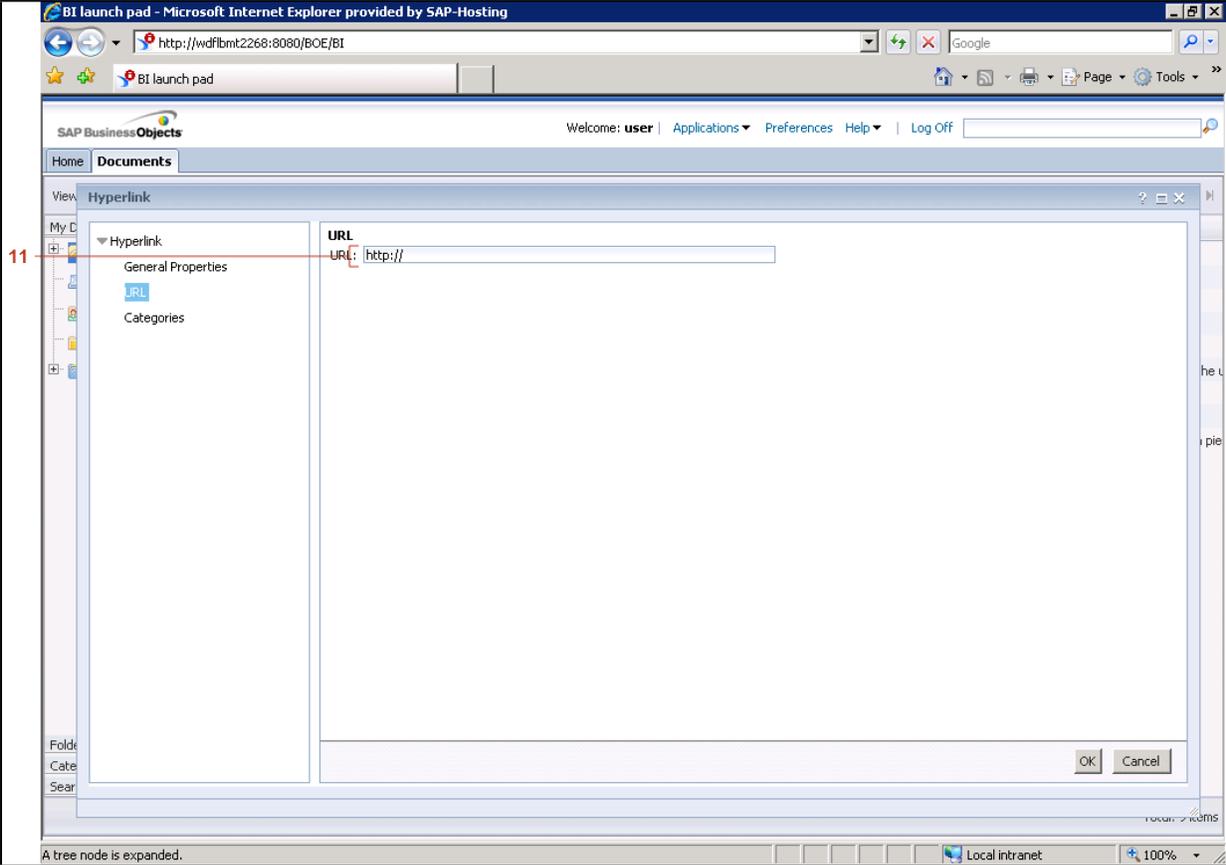
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10. Click **URL**.

Create a Hyperlink

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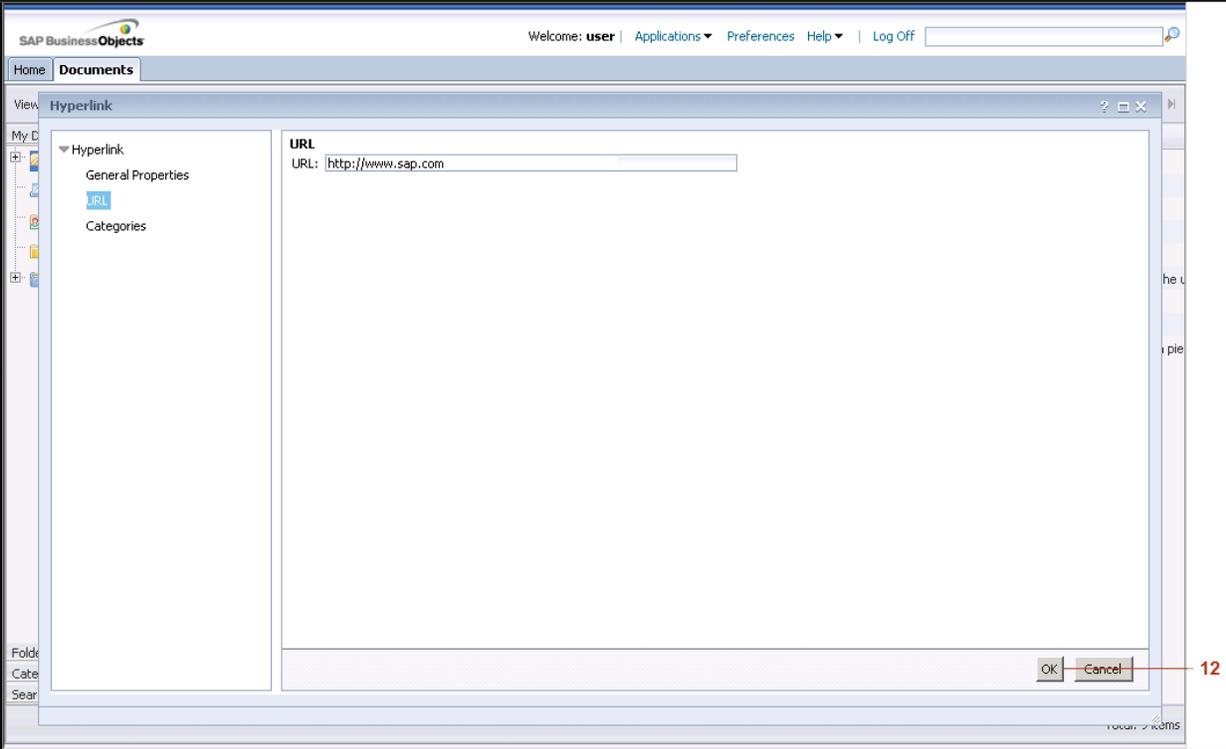


11. As required, complete/review the following fields:

Field	Description
URL:	Example: http://www.sap.com

Create a Hyperlink

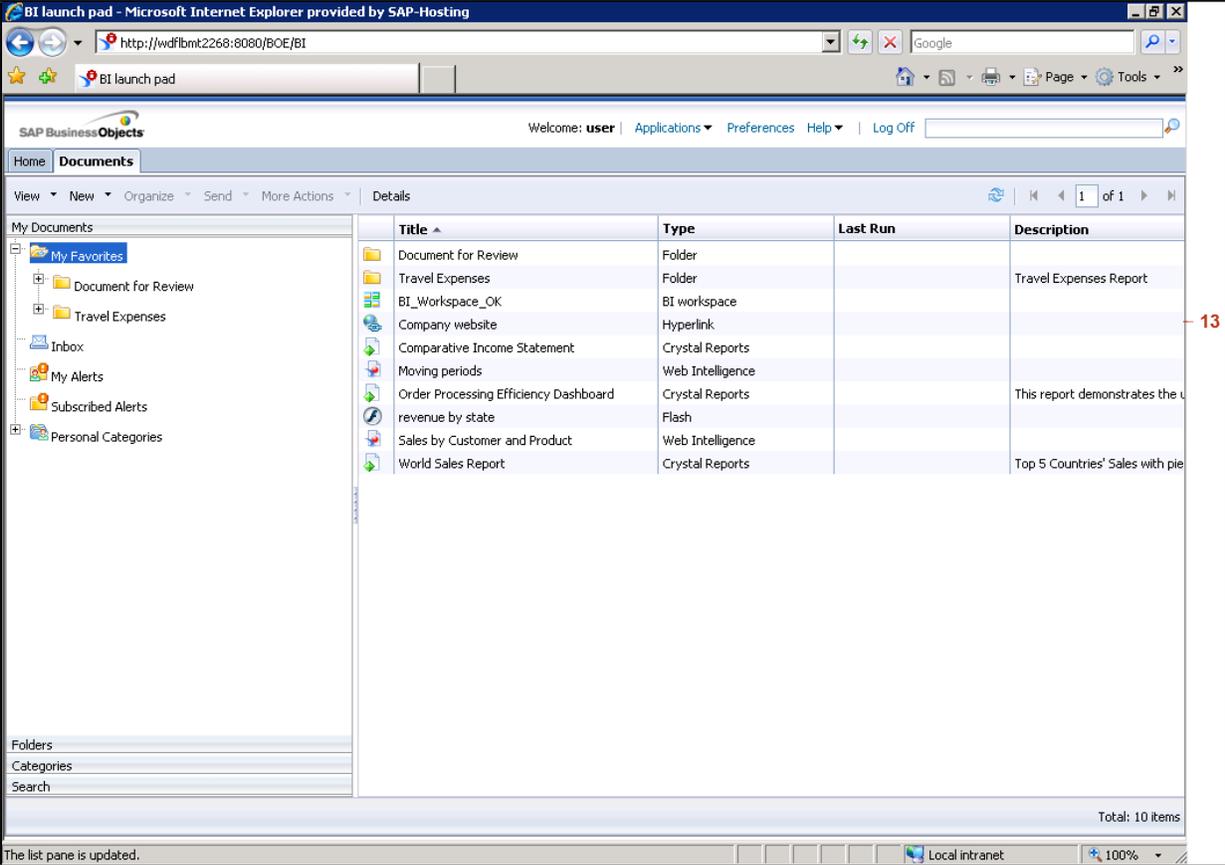
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **OK**.

Create a Hyperlink

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13. Double-click **Company website**.



Open the hyperlink to see the Company website.

Create a Hyperlink

BI launch pad

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Contact the webmaster@sap.com.

The list pane is updated. Local intranet 100%

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



You have successfully created a hyperlink.

Press any key or click anywhere to exit the activity.