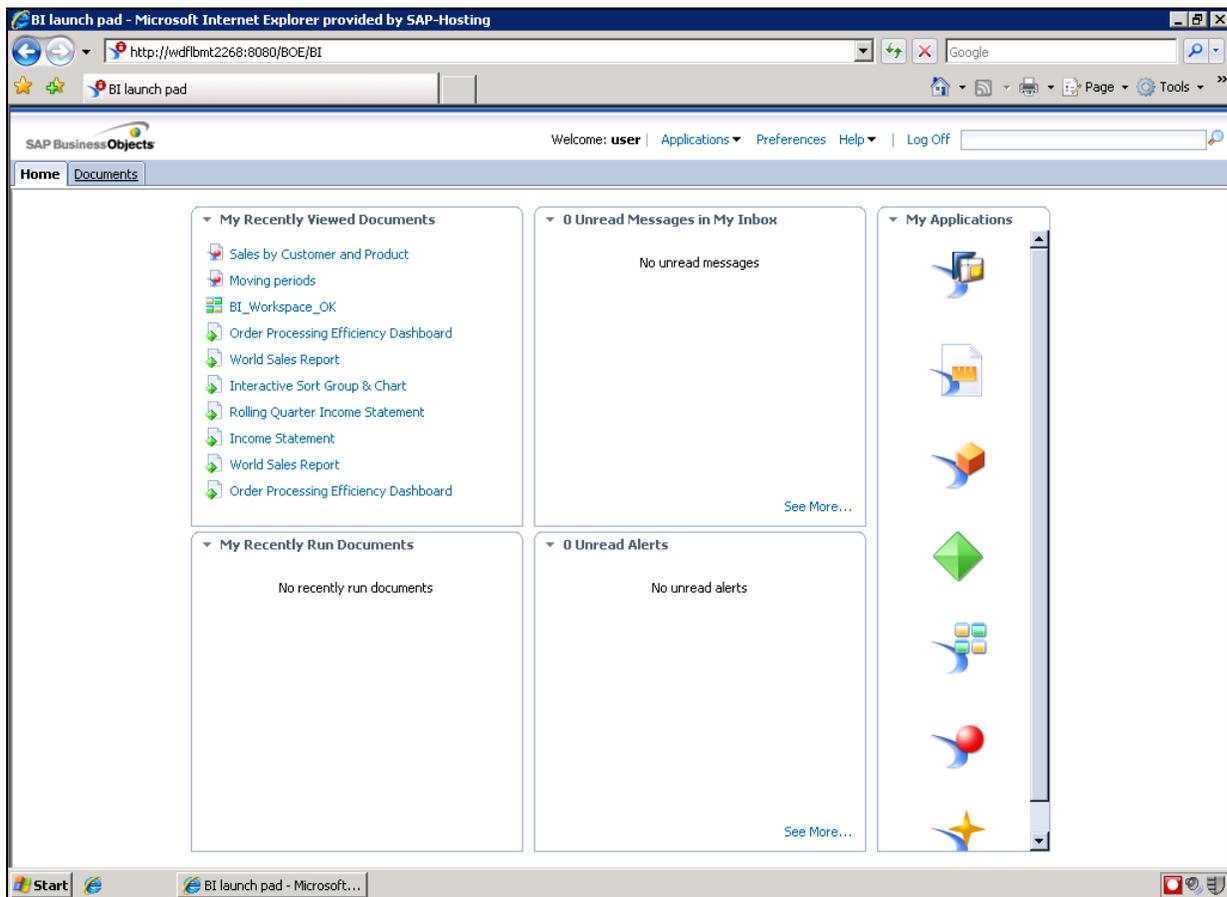


Procedure

BI launch pad



1. Press any key or click anywhere to continue



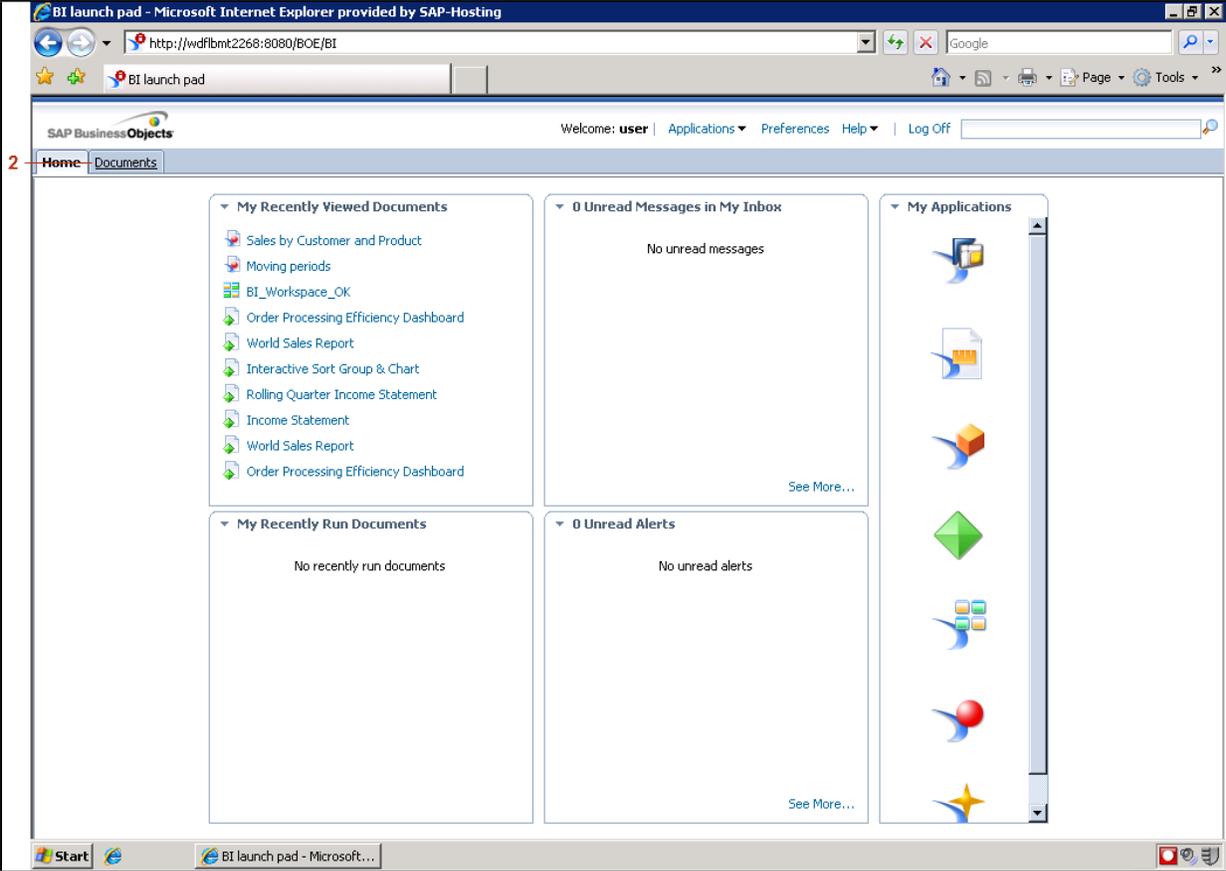
Folders are containers of other folders and documents. They are used to organize information within the BI launch pad. Using the BI launch pad, you can access public folders that are accessible to everyone, and you can also create your own personal folders that are only available to you. Folders will help you manage your documents effectively so you can find the information you need.

Create a new folder in my Favorites to store documents, add properties to the folder. Finally, practice to change the name of the folder.

Press any key or click anywhere to continue.

Create and Modify a Folder

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



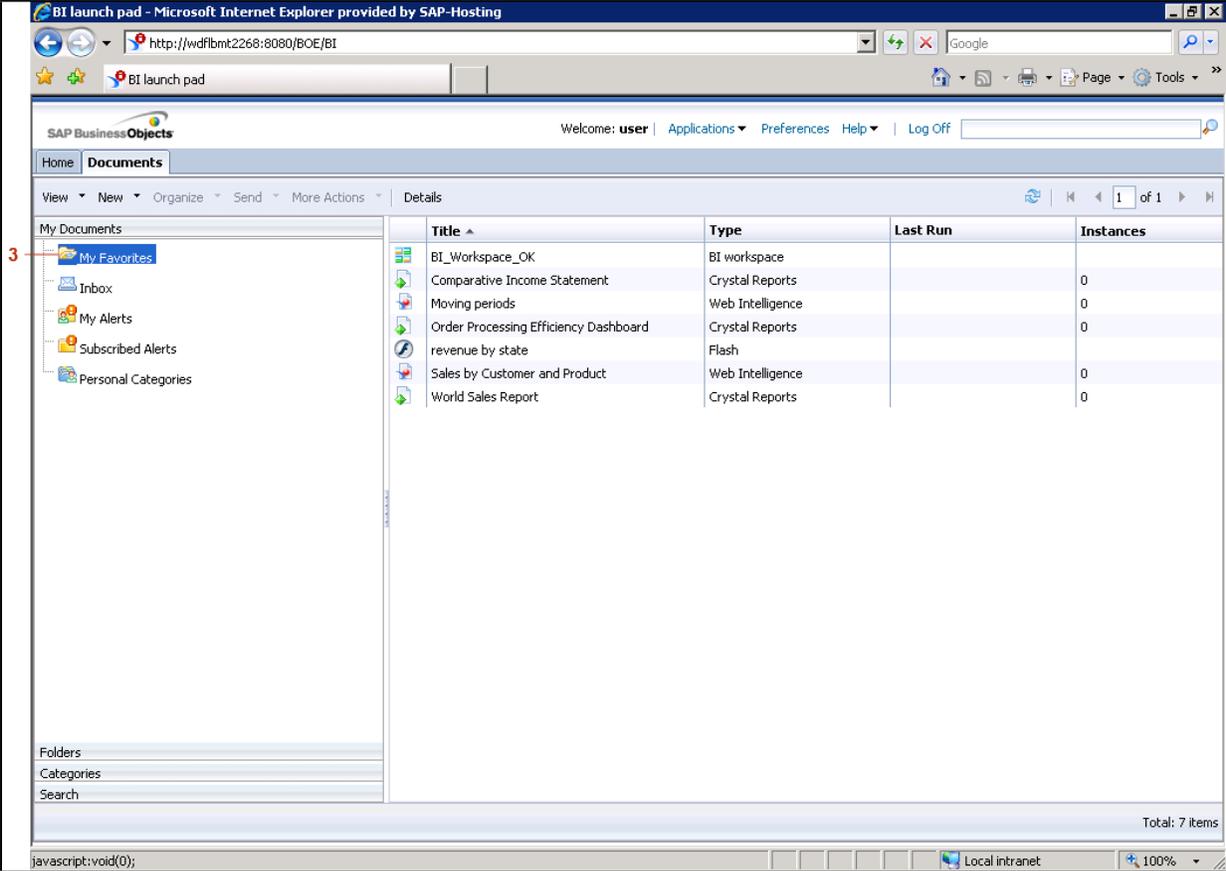
2. Click **Documents**.



Start by opening the Documents tab to create the new folder.

Create and Modify a Folder

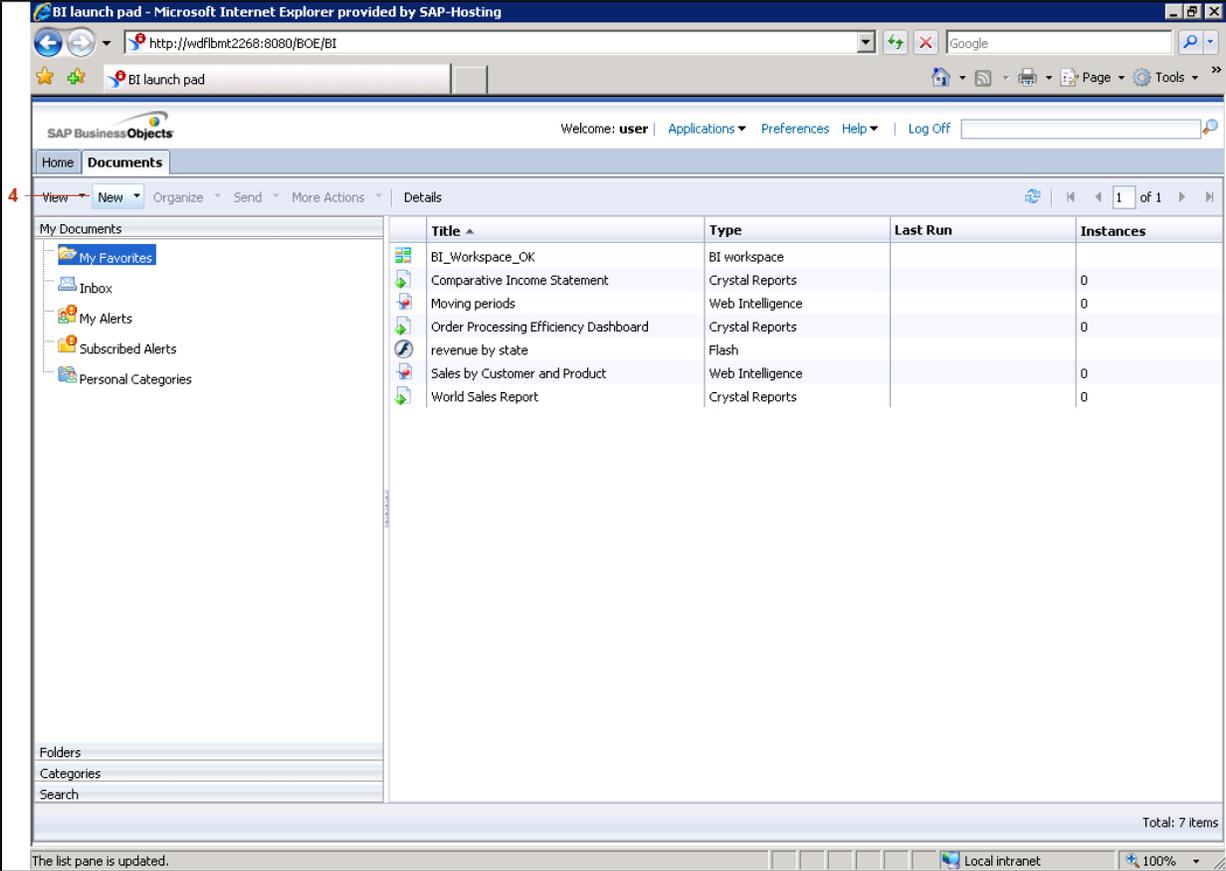
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **My favorites**.

Create and Modify a Folder

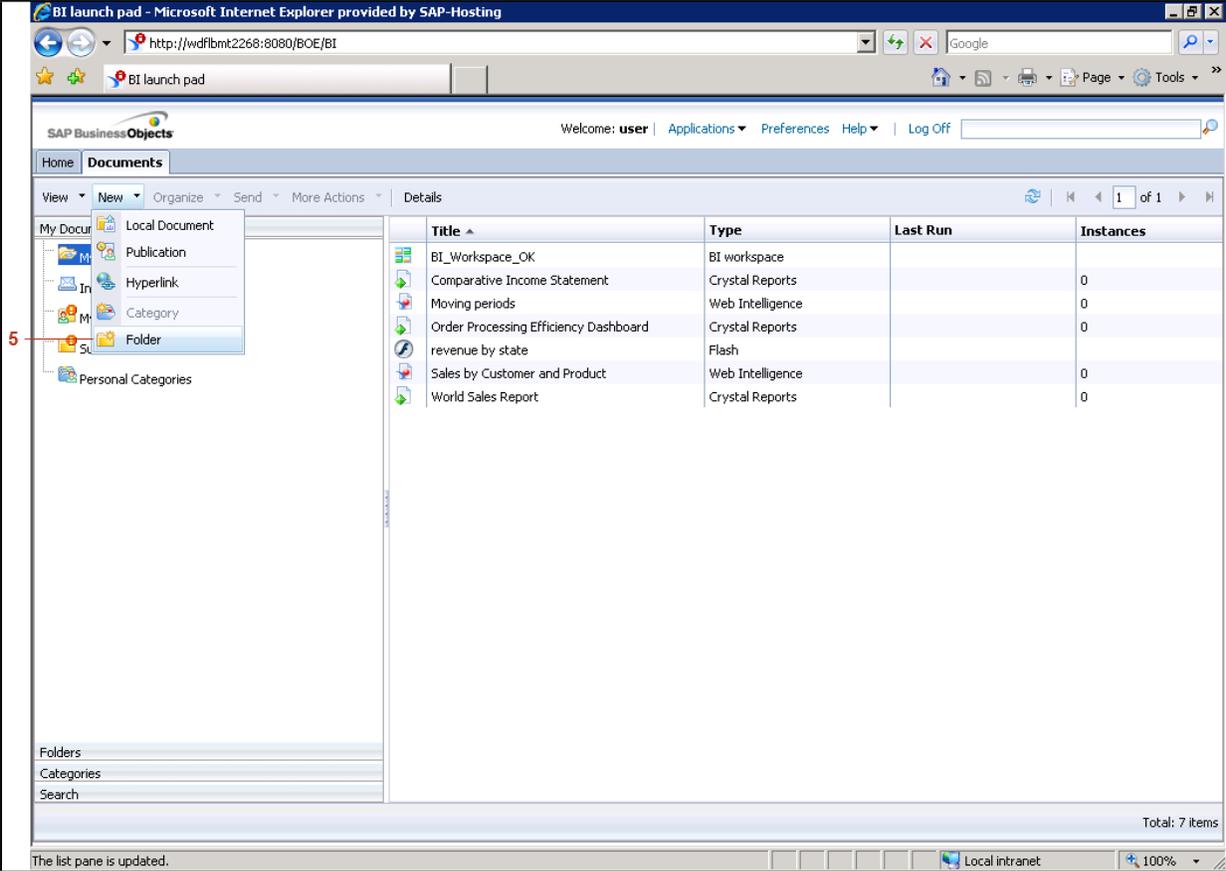
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **New**.

Create and Modify a Folder

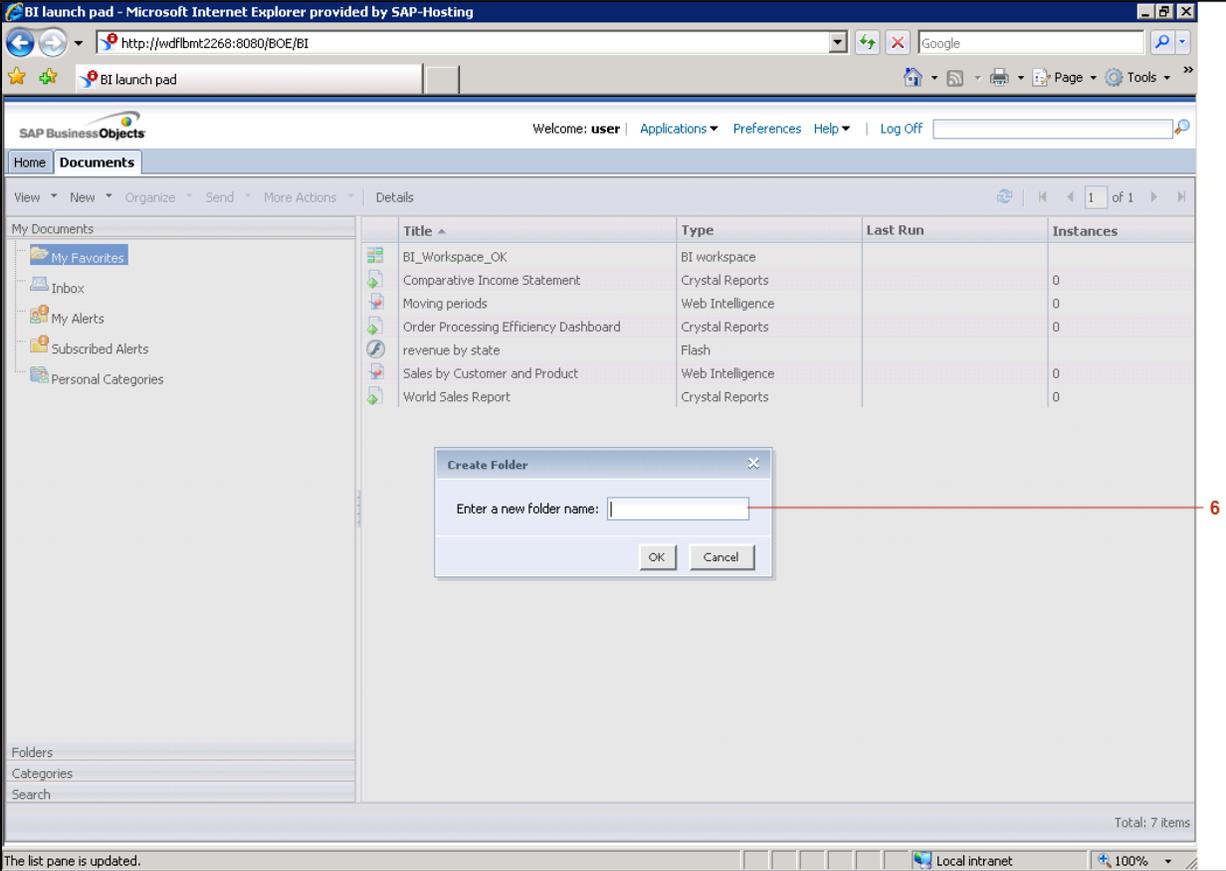
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Folder**.

Create and Modify a Folder

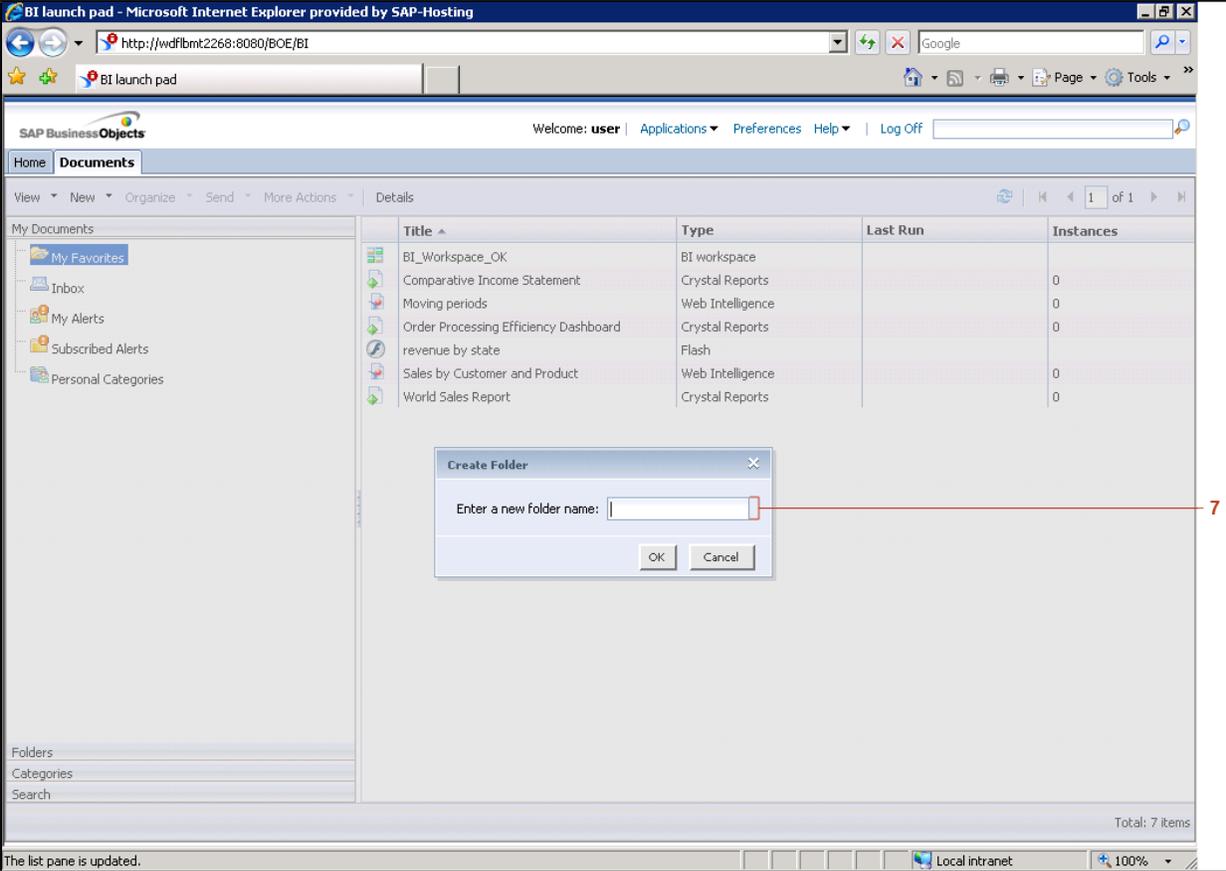
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click in the **Folder name** field.

Create and Modify a Folder

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



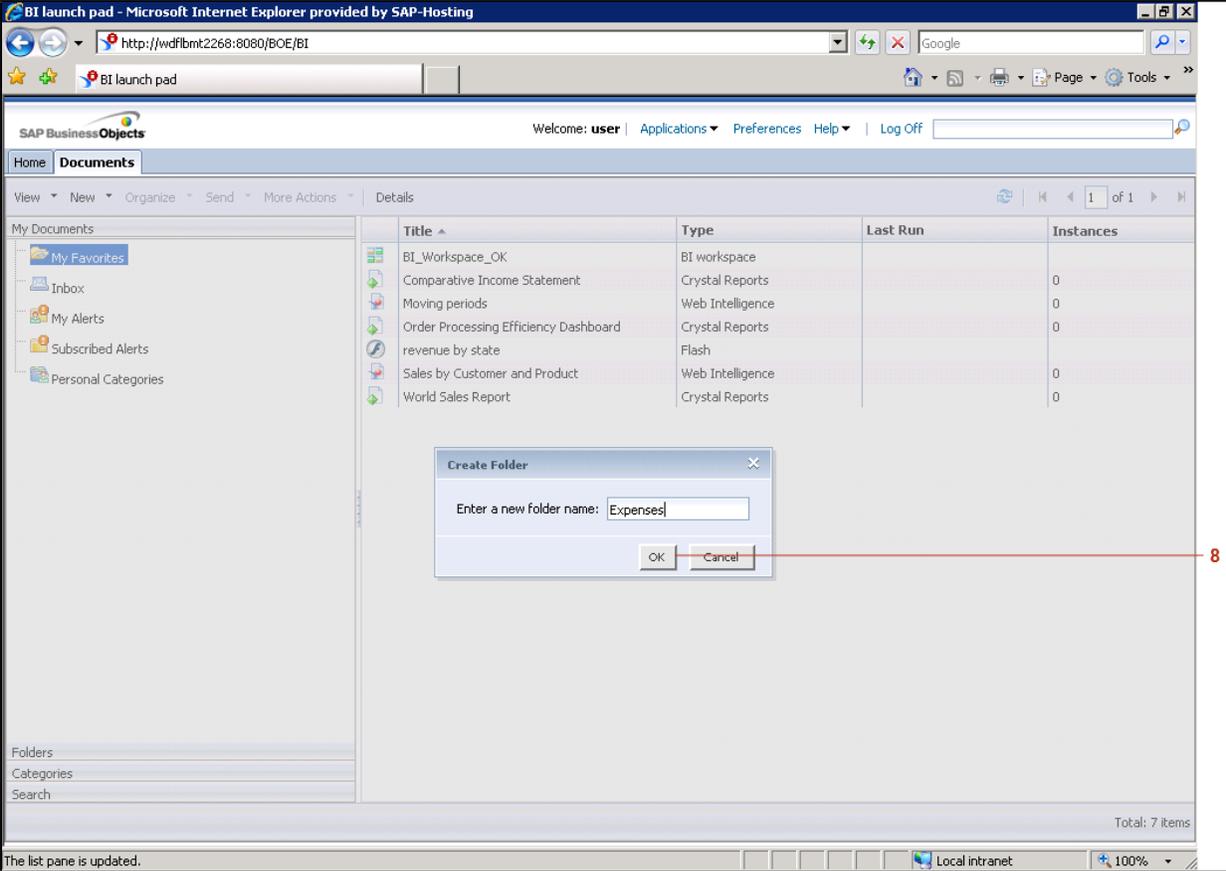
7. As required, complete/review the following fields:

Field	Description
Enter a new folder name:	Example: Expenses

 Enter the desired information into the folder name field.

Create and Modify a Folder

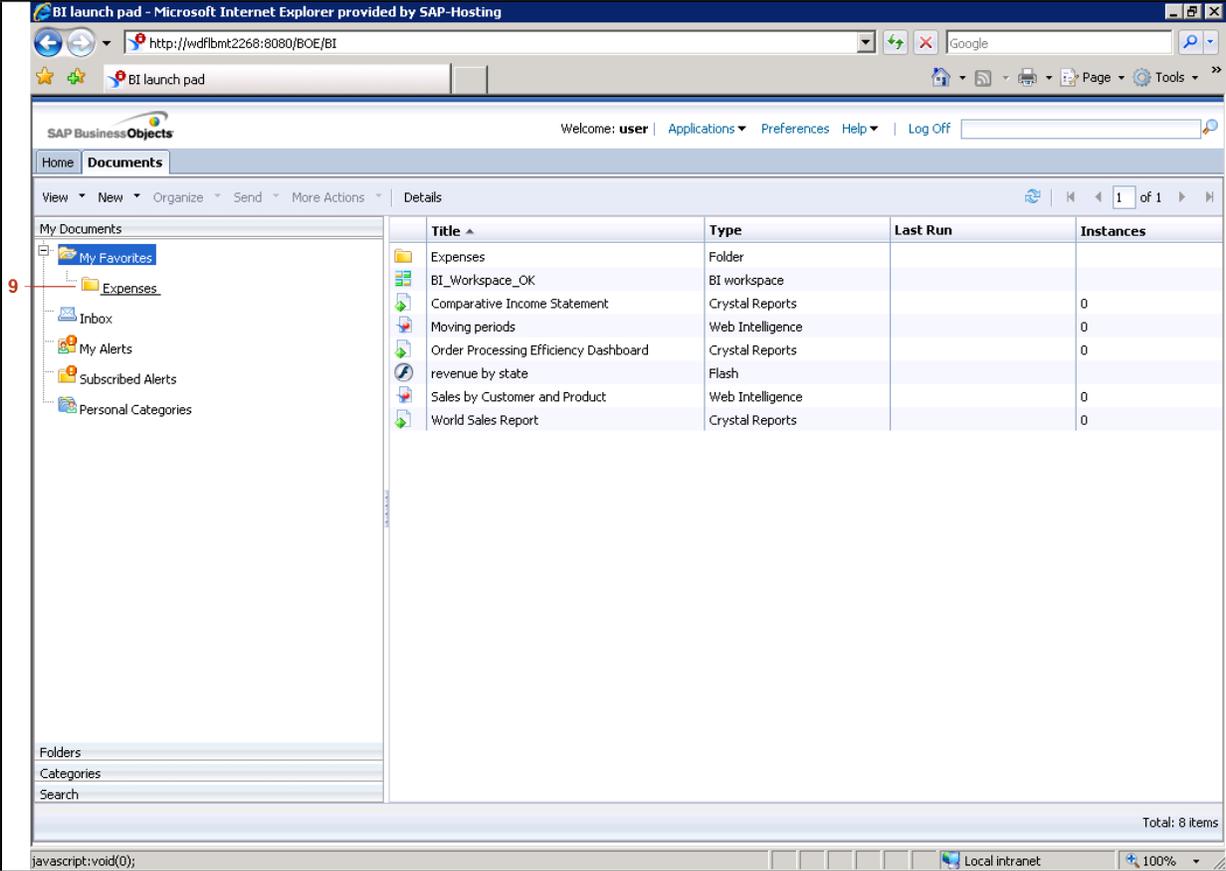
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **OK**.

Create and Modify a Folder

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



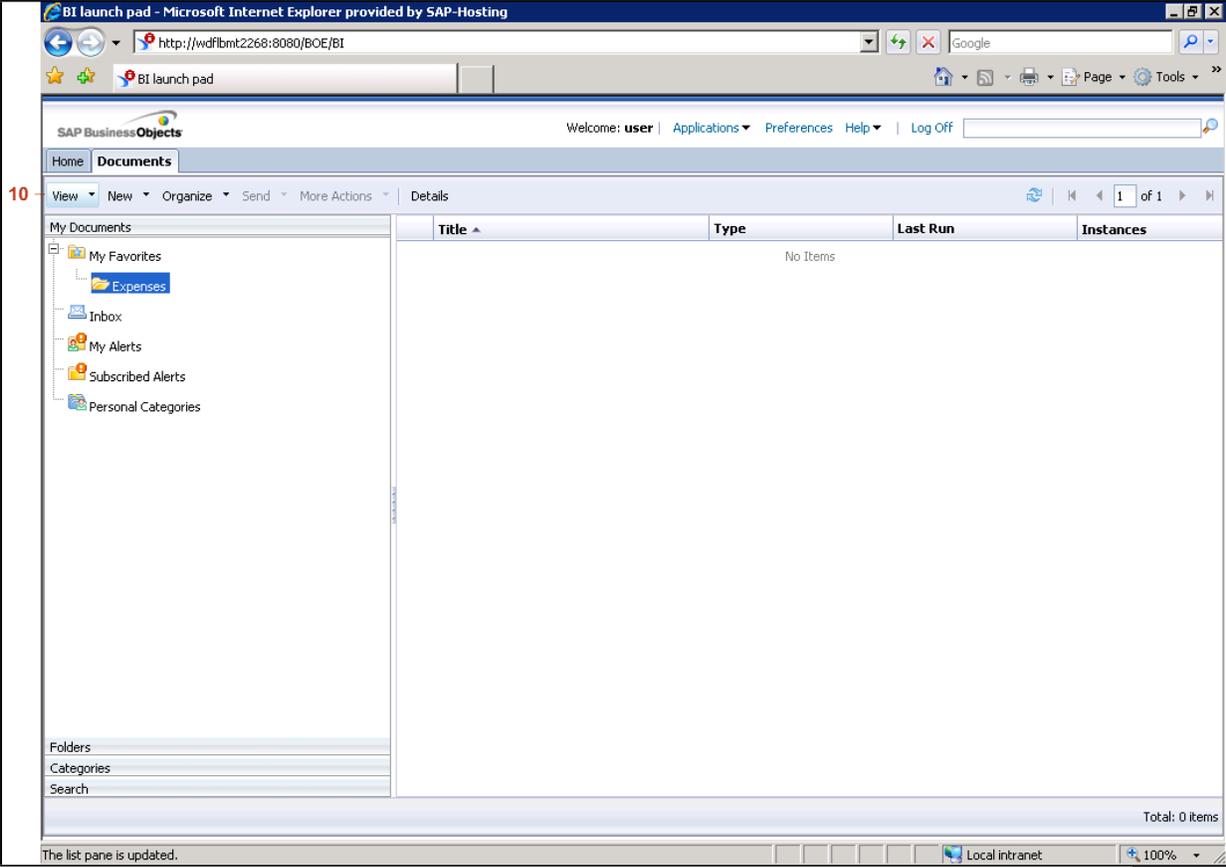
9. Click **Expenses**.



The new folder appears in the Navigation Panel and in the List panel.

Create and Modify a Folder

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



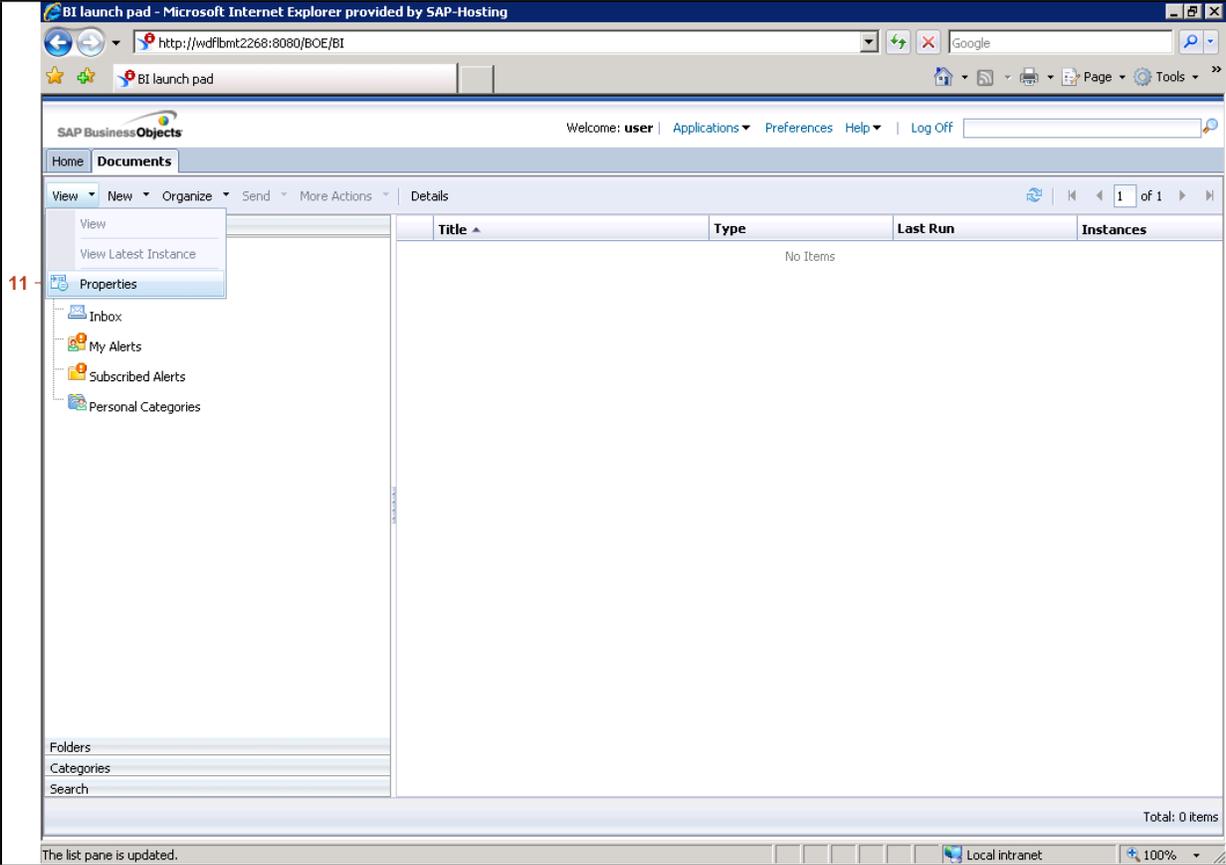
10. Click **View**.



Now add a description and keywords for the folder.

Create and Modify a Folder

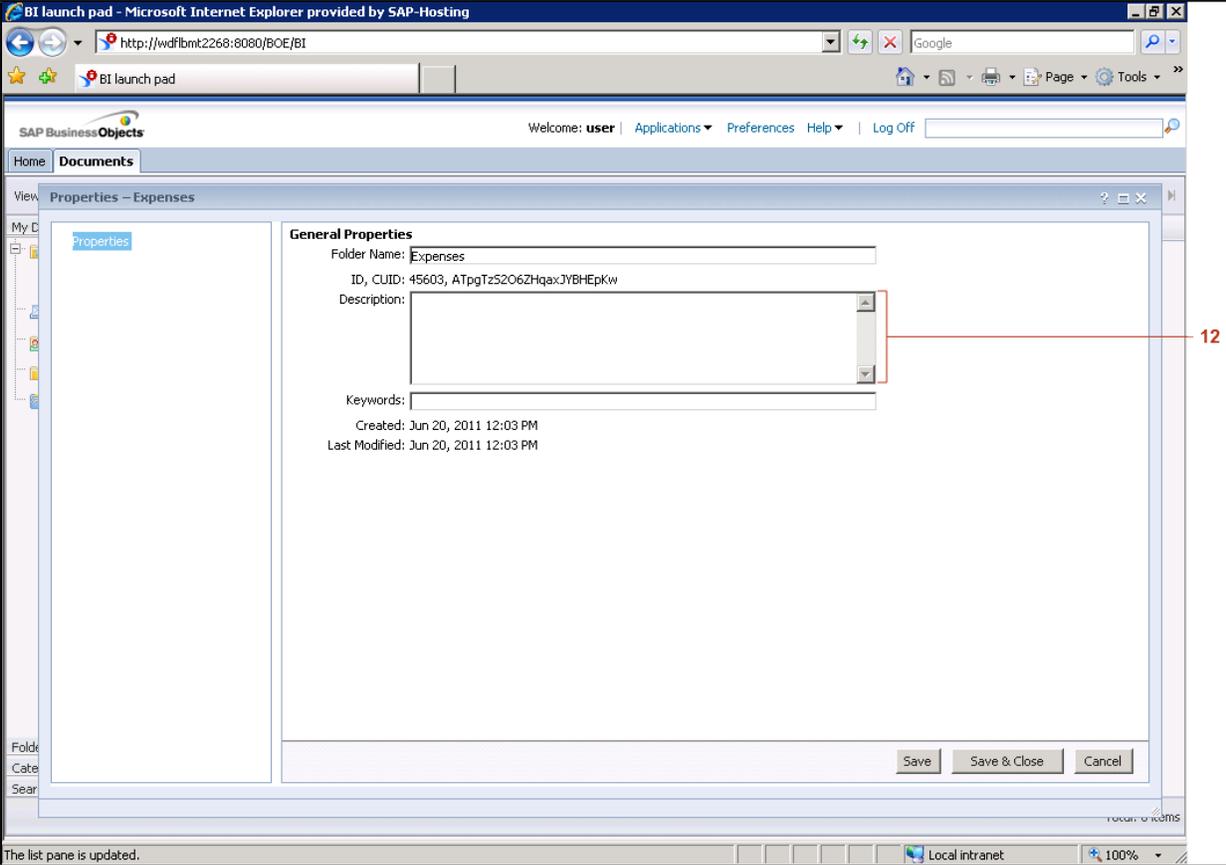
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **Properties**.

Create and Modify a Folder

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



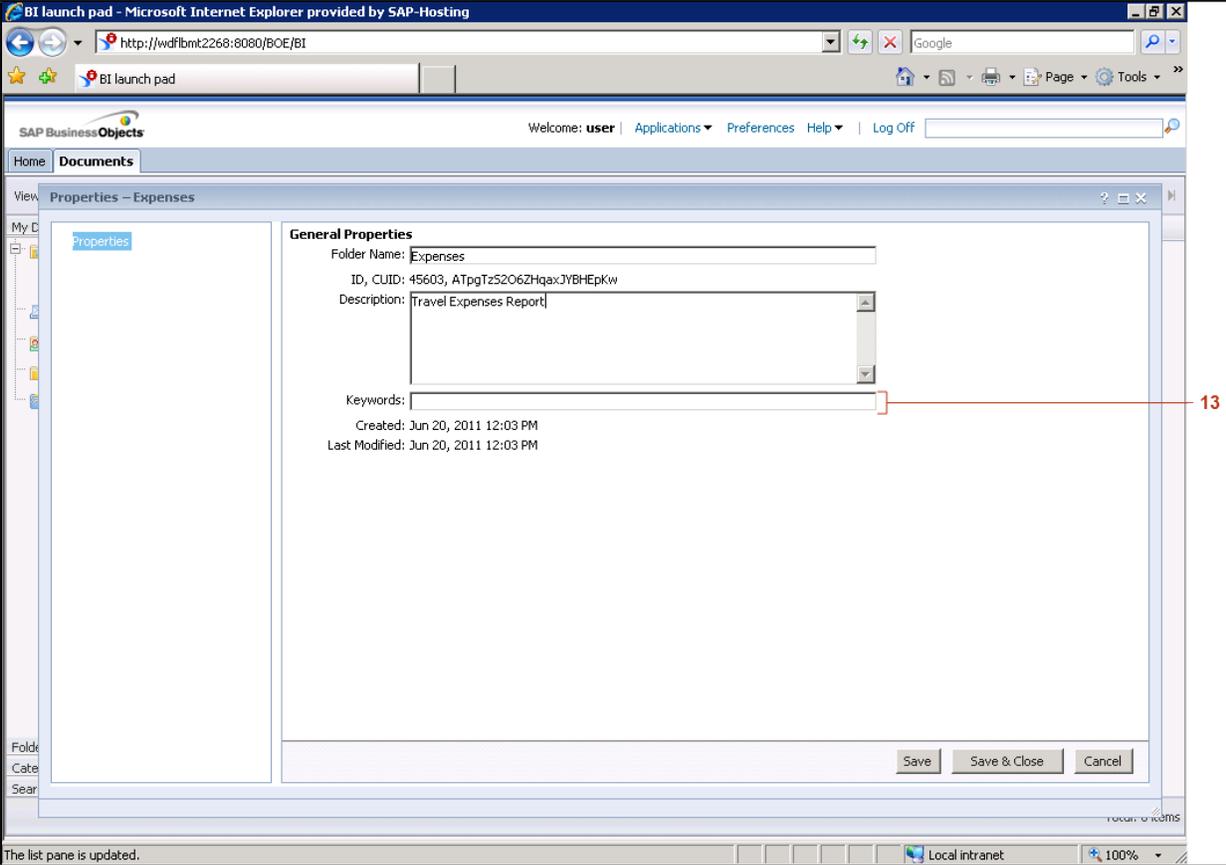
12. As required, complete/review the following fields:

Field	Description
ID, CUID: Description:	Example: Travel Expenses Report

 Enter the desired information into the Description field.

Create and Modify a Folder

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



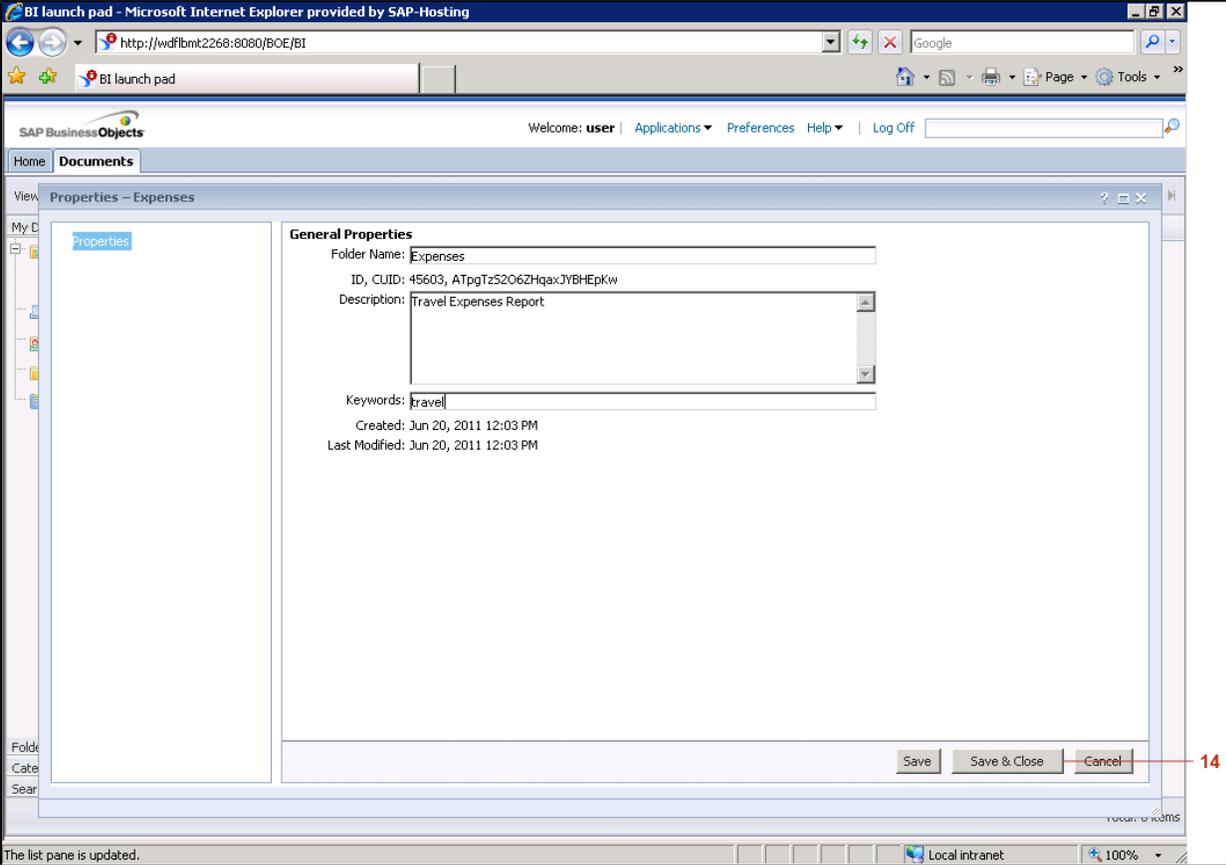
13. As required, complete/review the following fields:

Field	Description
Keywords:	Example: travel

 Enter the desired information into the Keywords field.

Create and Modify a Folder

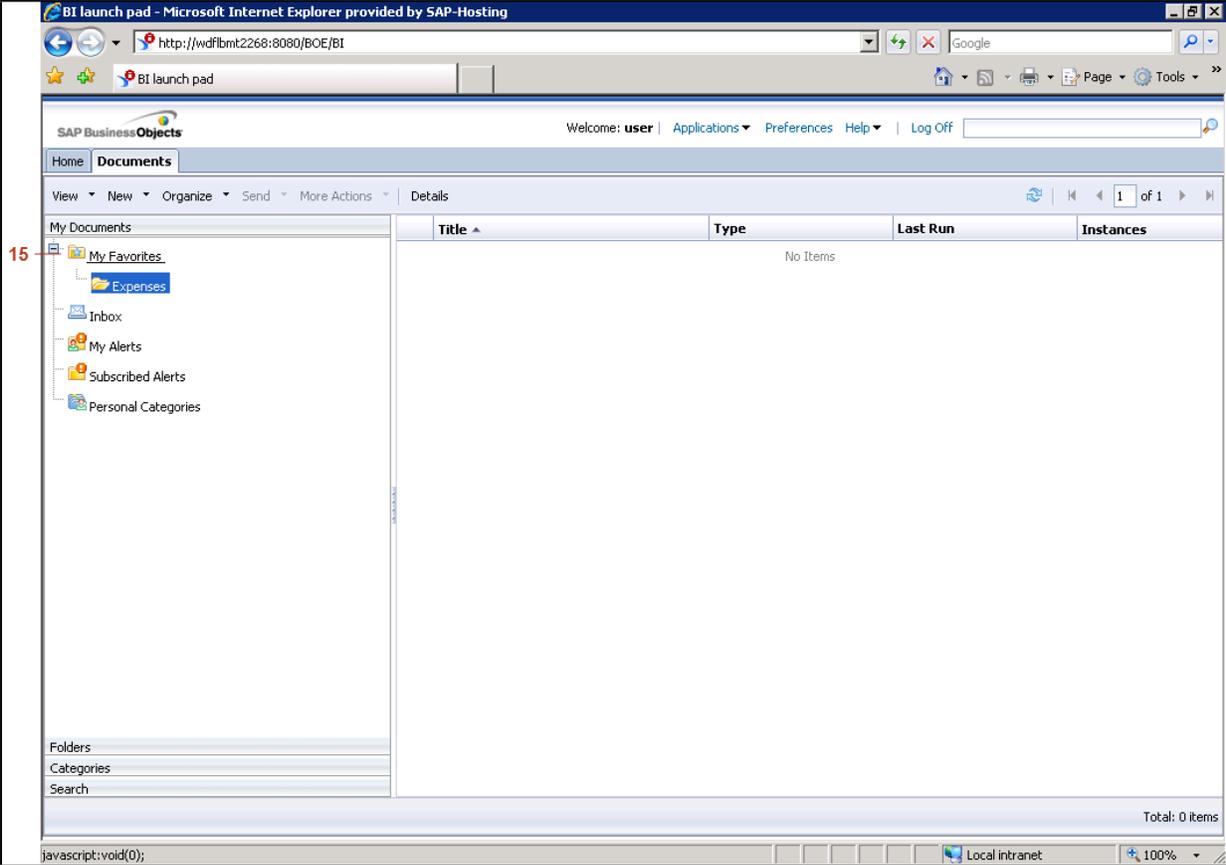
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



14. Click **Save & Close**.

Create and Modify a Folder

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



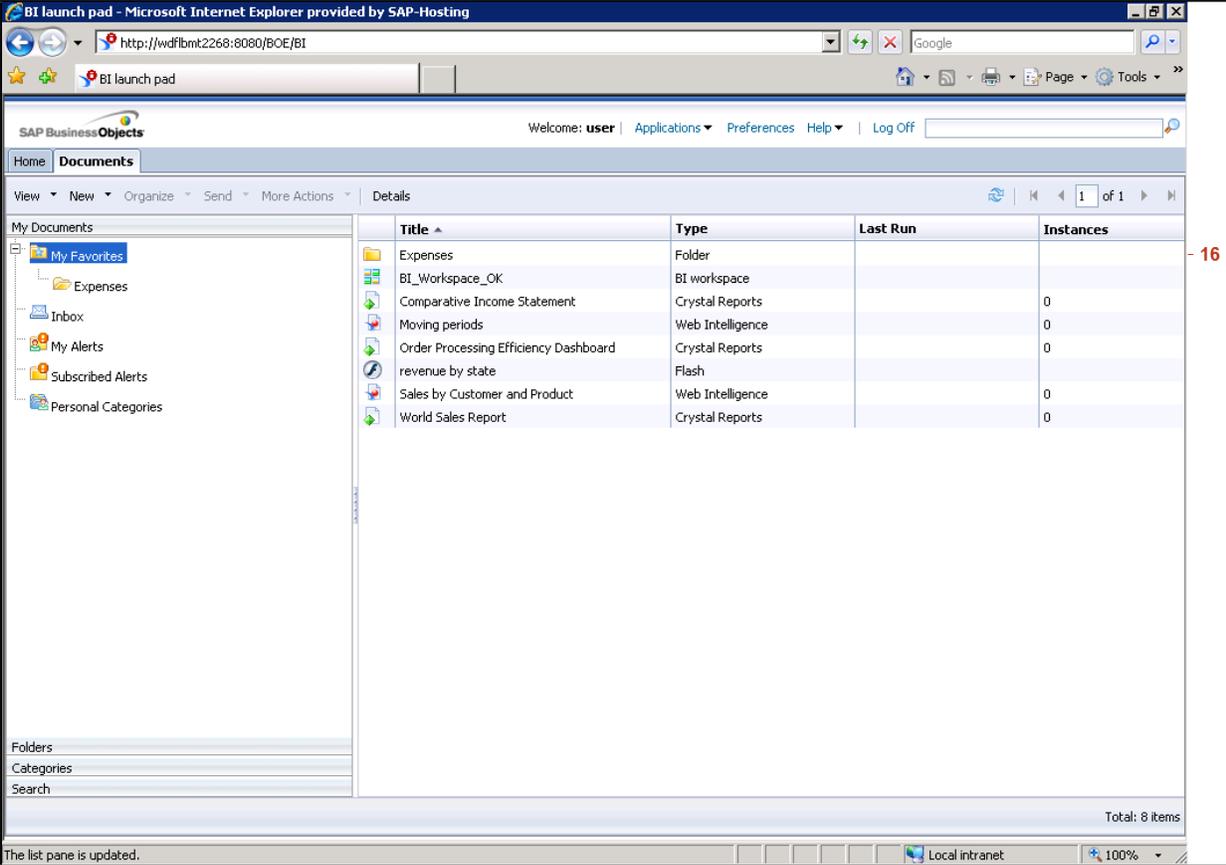
15. Click **My Favorites**.



The Folder description shows up under the folder in the List panel unless the option is not selected in the Preferences menu.

Create and Modify a Folder

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



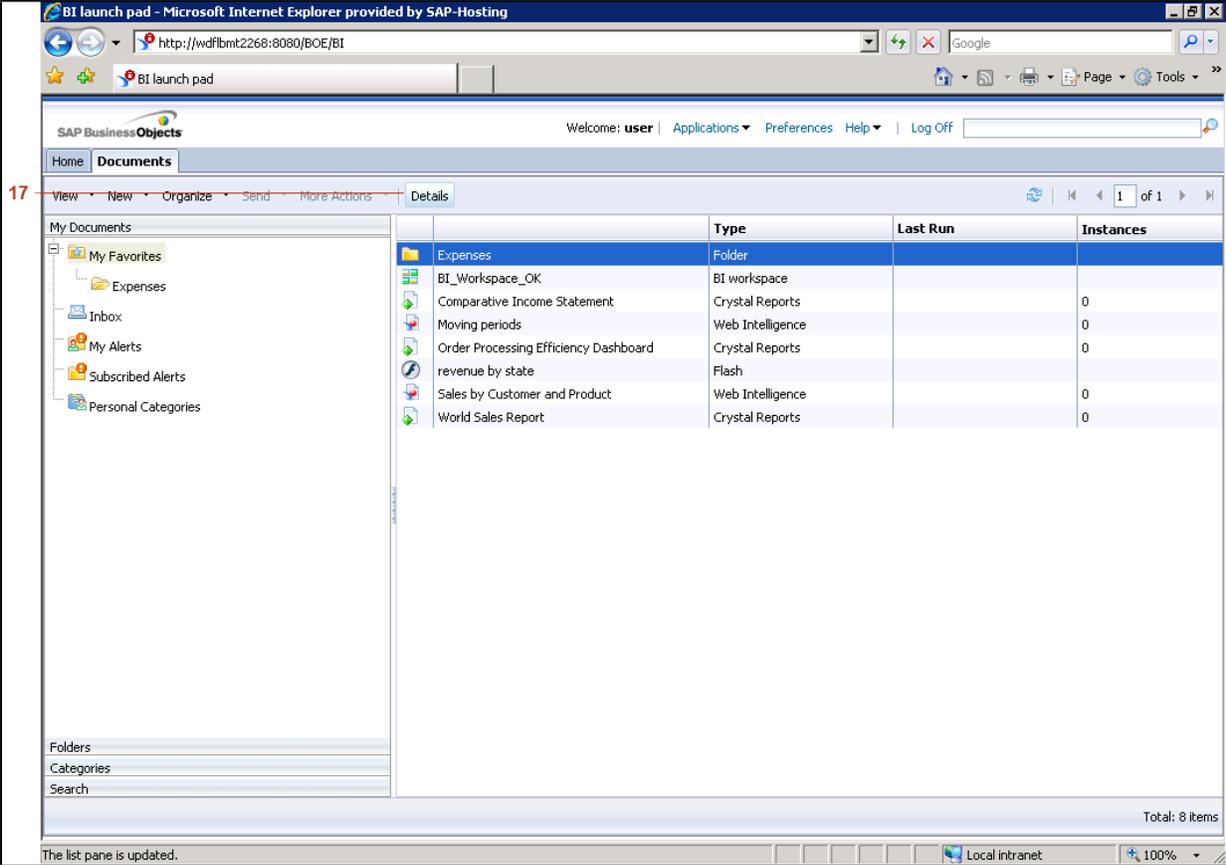
16. Click **Expenses**.



Select the folder to see the summary of the report properties.

Create and Modify a Folder

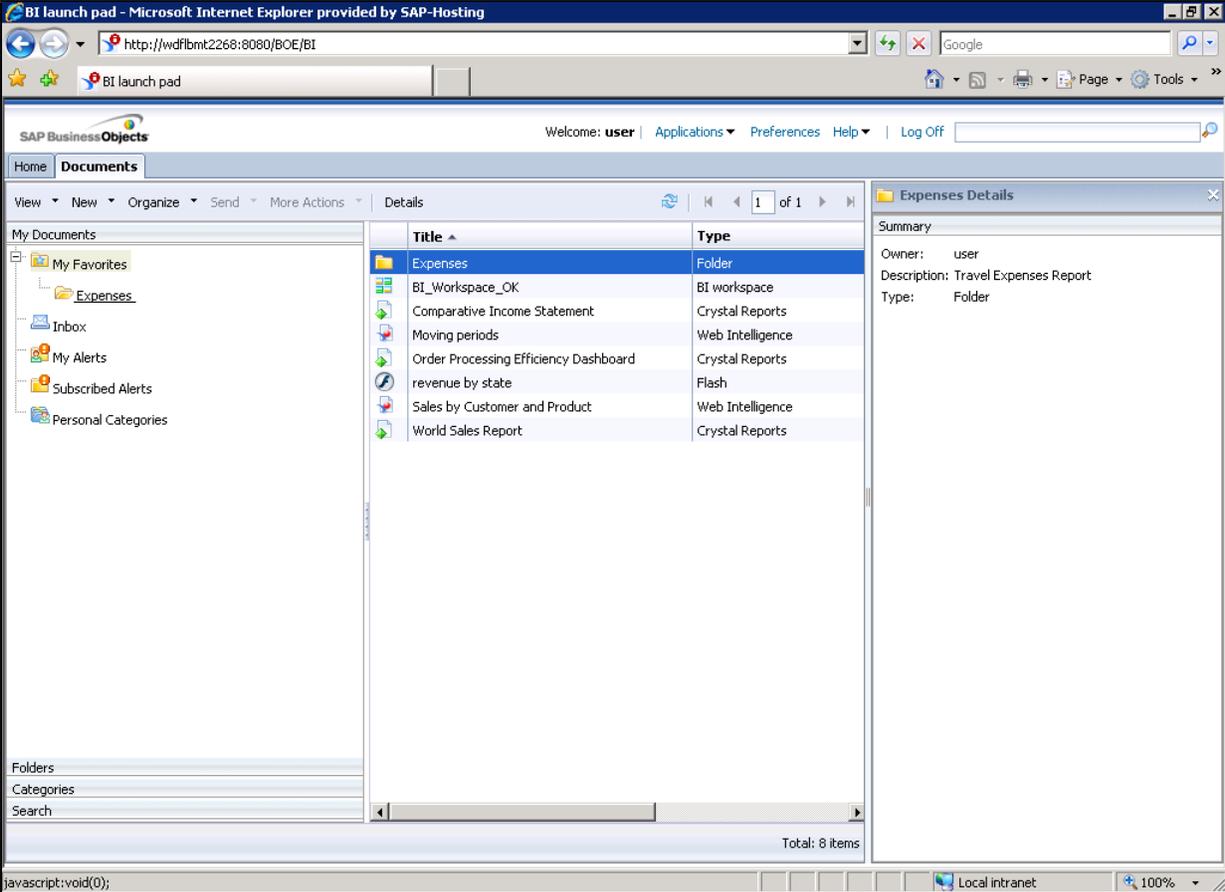
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



17. Click **Details**.

Create and Modify a Folder

XXXX



18. Press any key or click anywhere to continue

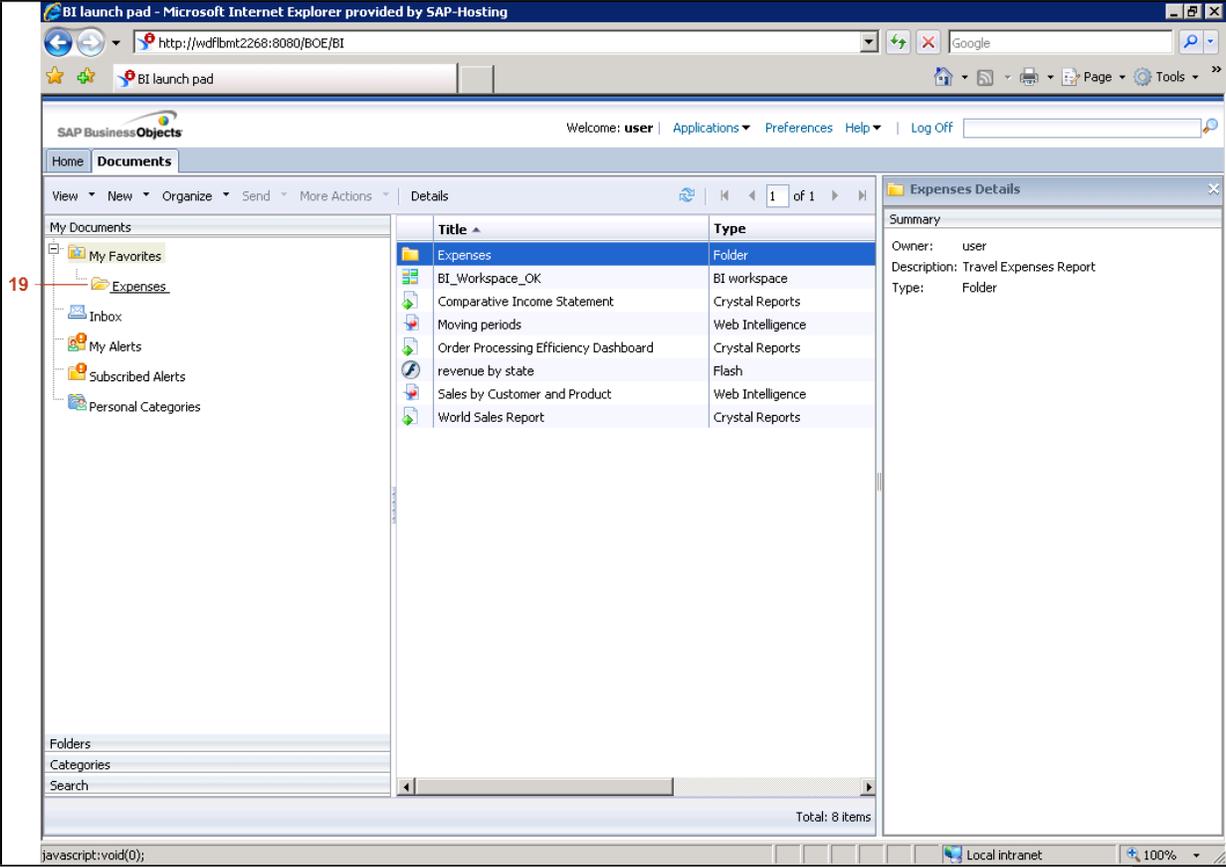


A summary of the report properties appears in the Details panel.

Press any key or click anywhere to continue.

Create and Modify a Folder

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

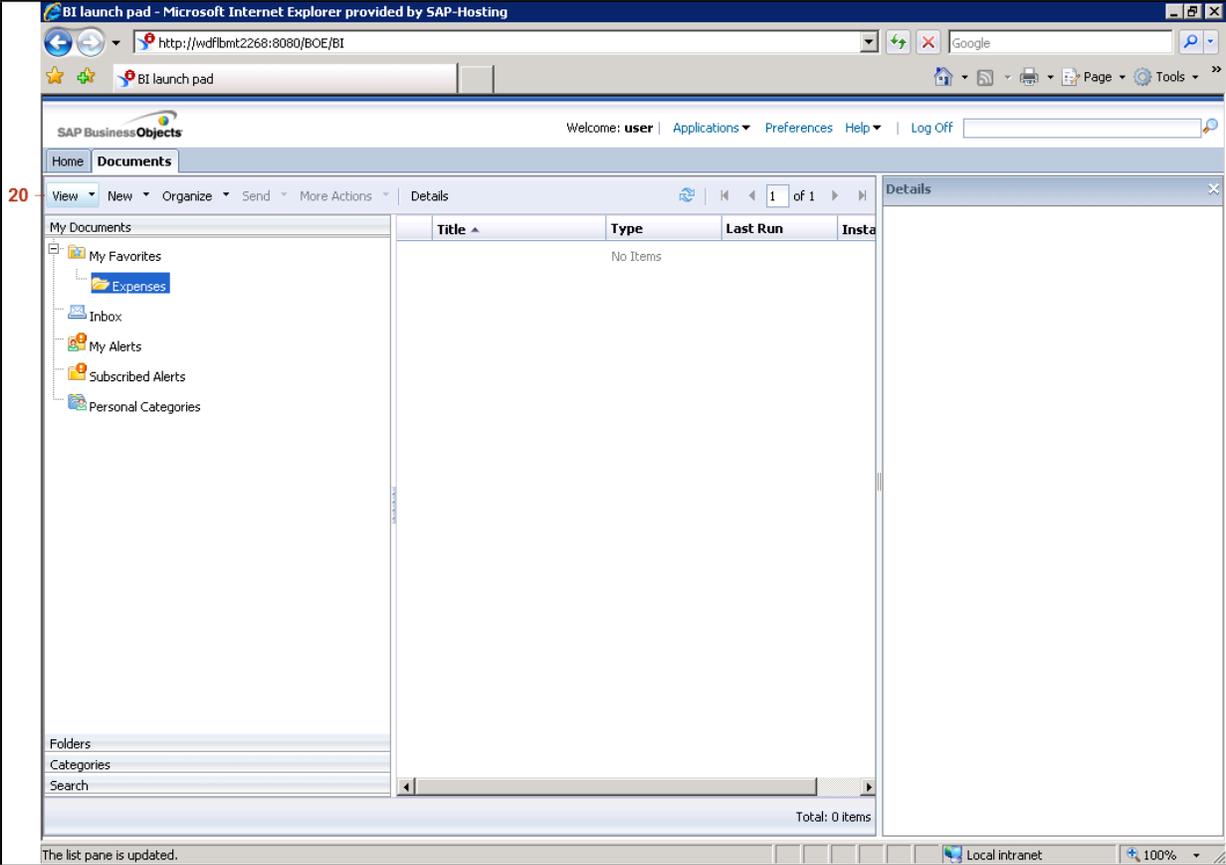


19. Click **Expenses**.

 Modify the name of the folder by adding the word "Travel".

Create and Modify a Folder

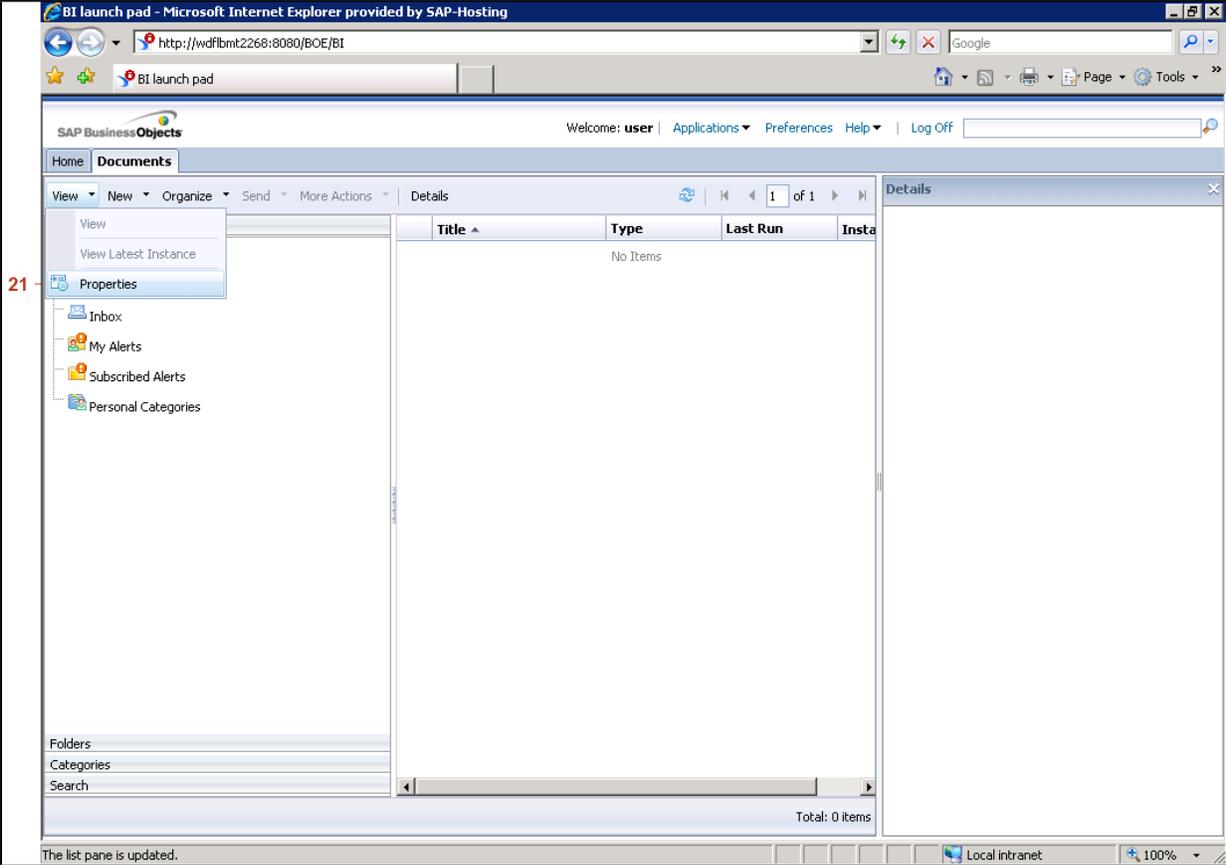
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



20. Click **View**.

Create and Modify a Folder

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



21. Click **Properties**.

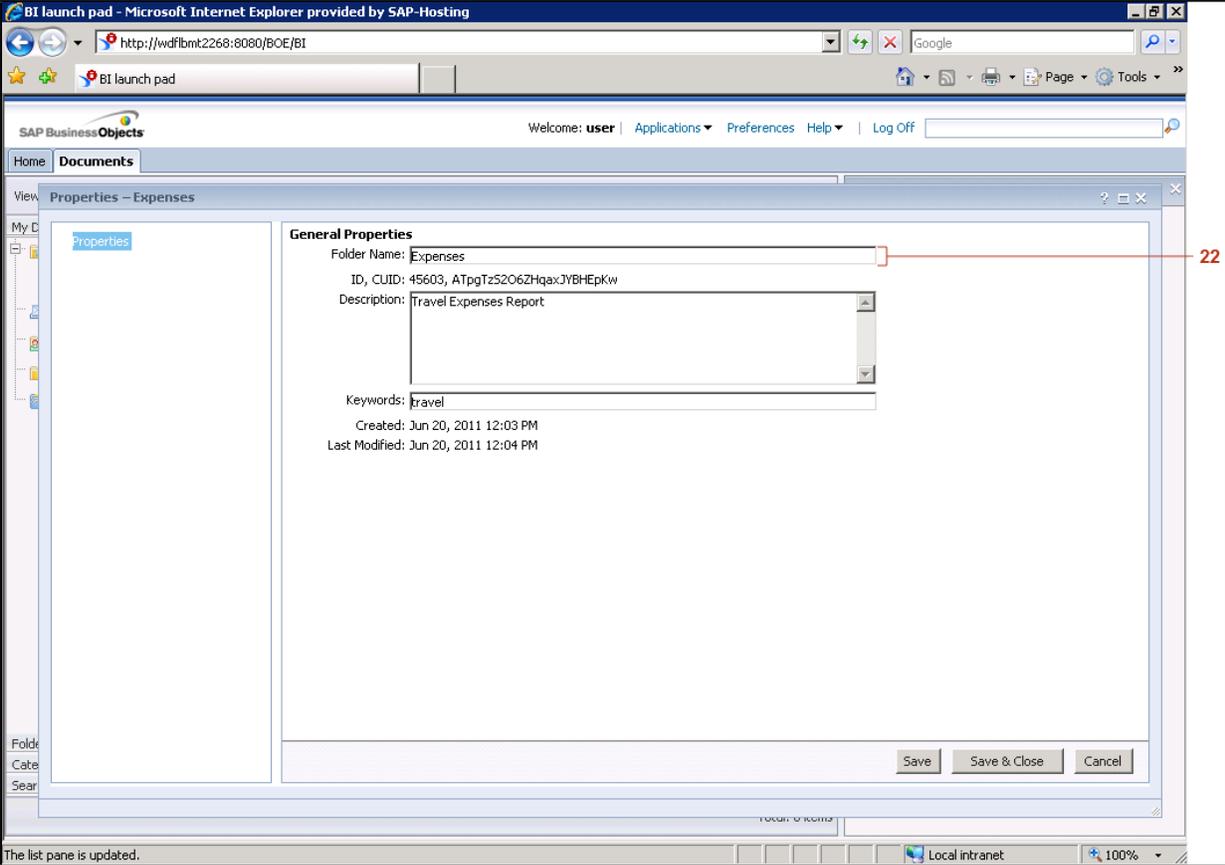


You can change the properties of your folder by using the Properties option on the Navigation panel.

Change the name of the folder Expenses to Travel Expenses.

Create and Modify a Folder

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

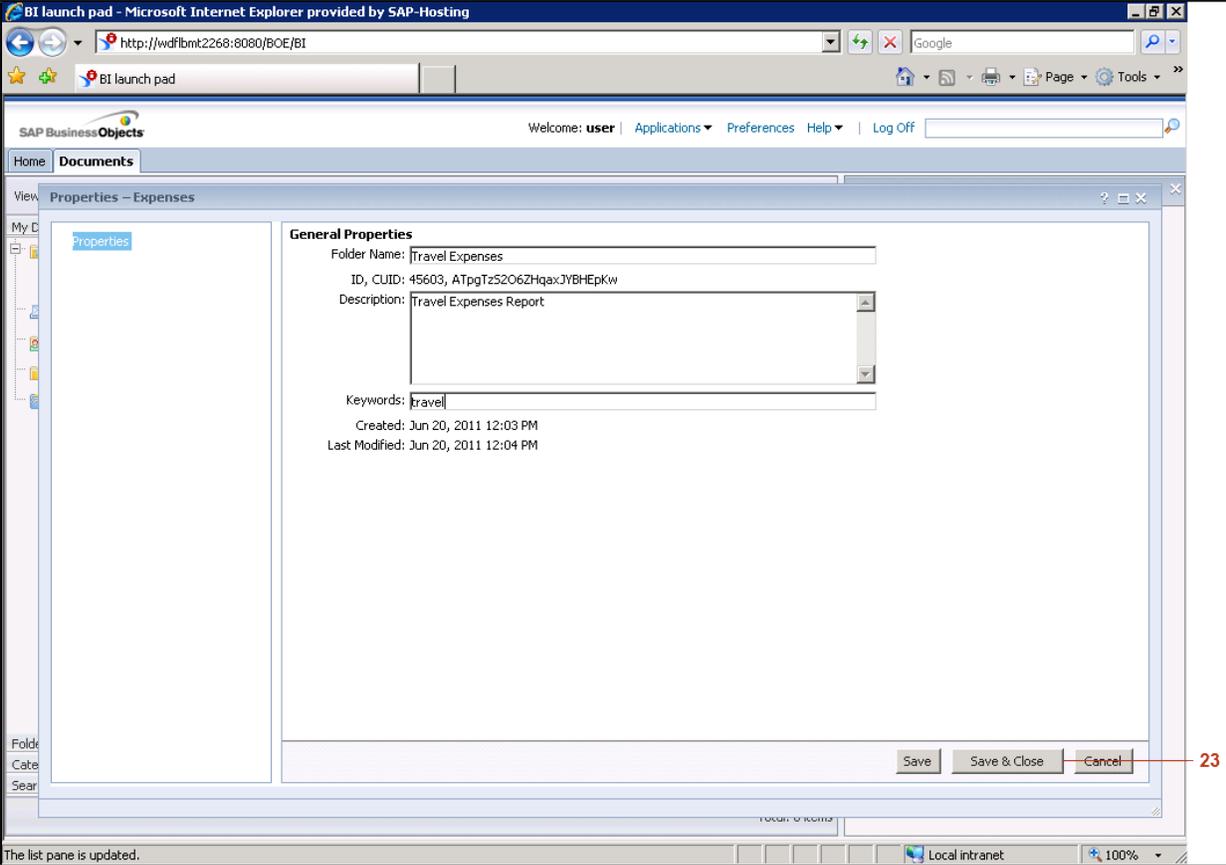


22. As required, complete/review the following fields:

Field	Description
Folder Name:	Example: Travel Expenses

Create and Modify a Folder

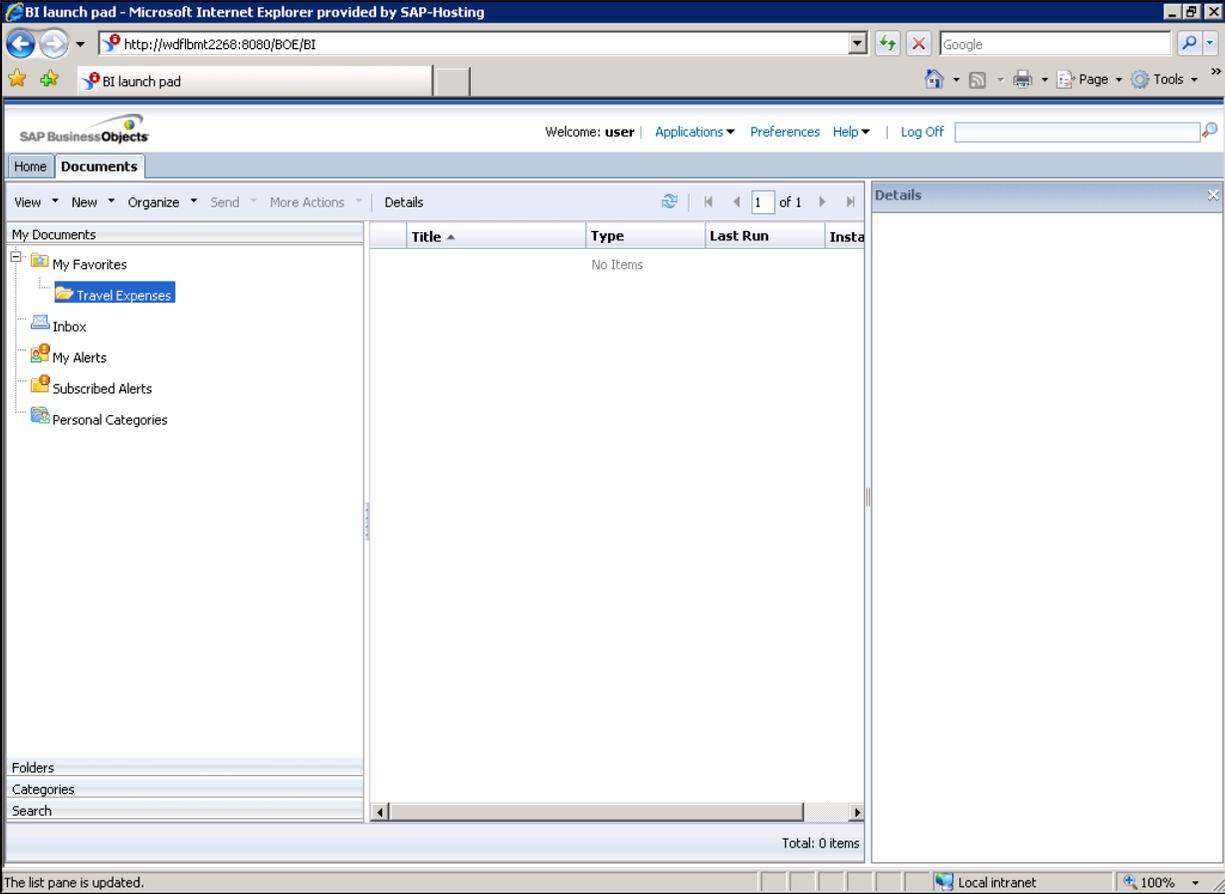
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



23. Click **Save & Close**.

Create and Modify a Folder

BI launch pad



24. Press any key or click anywhere to continue



You have successfully created a new folder and modified its name.

Press any key or click anywhere to exit the activity.