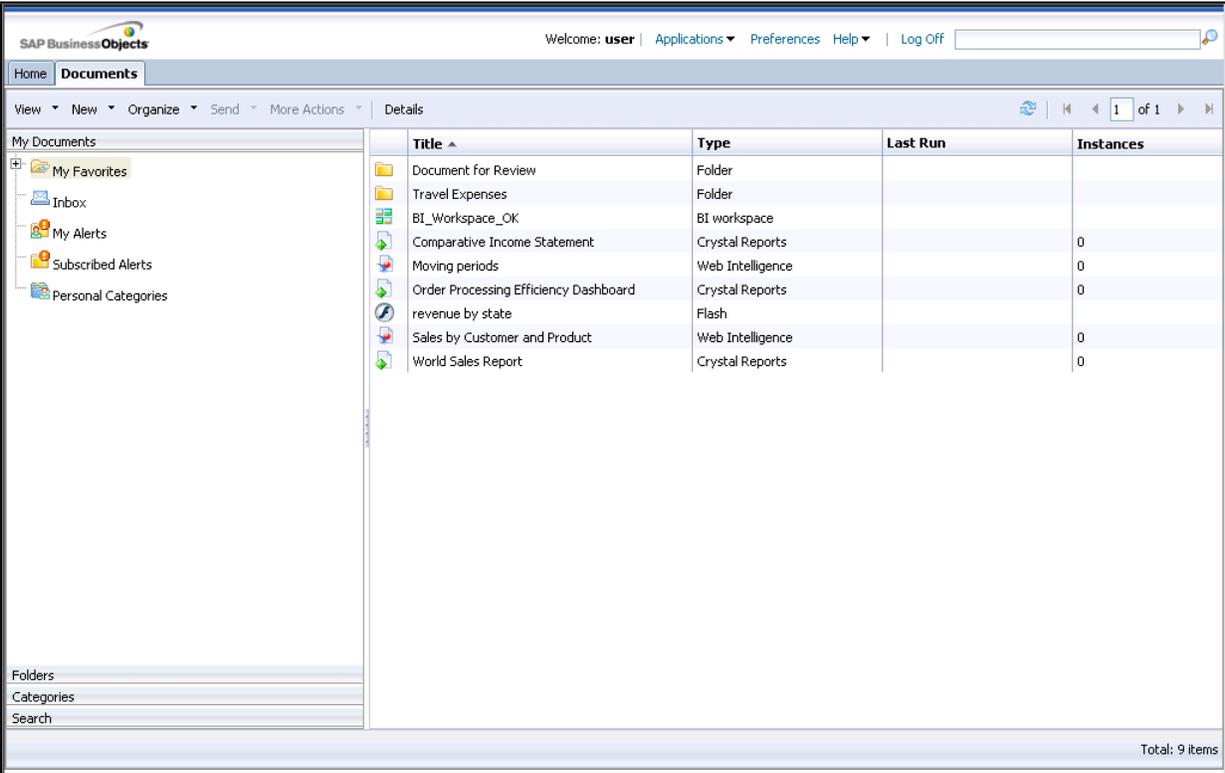


Create and Modify a Category

Procedure

BI launch pad



1. Press any key or click anywhere to continue



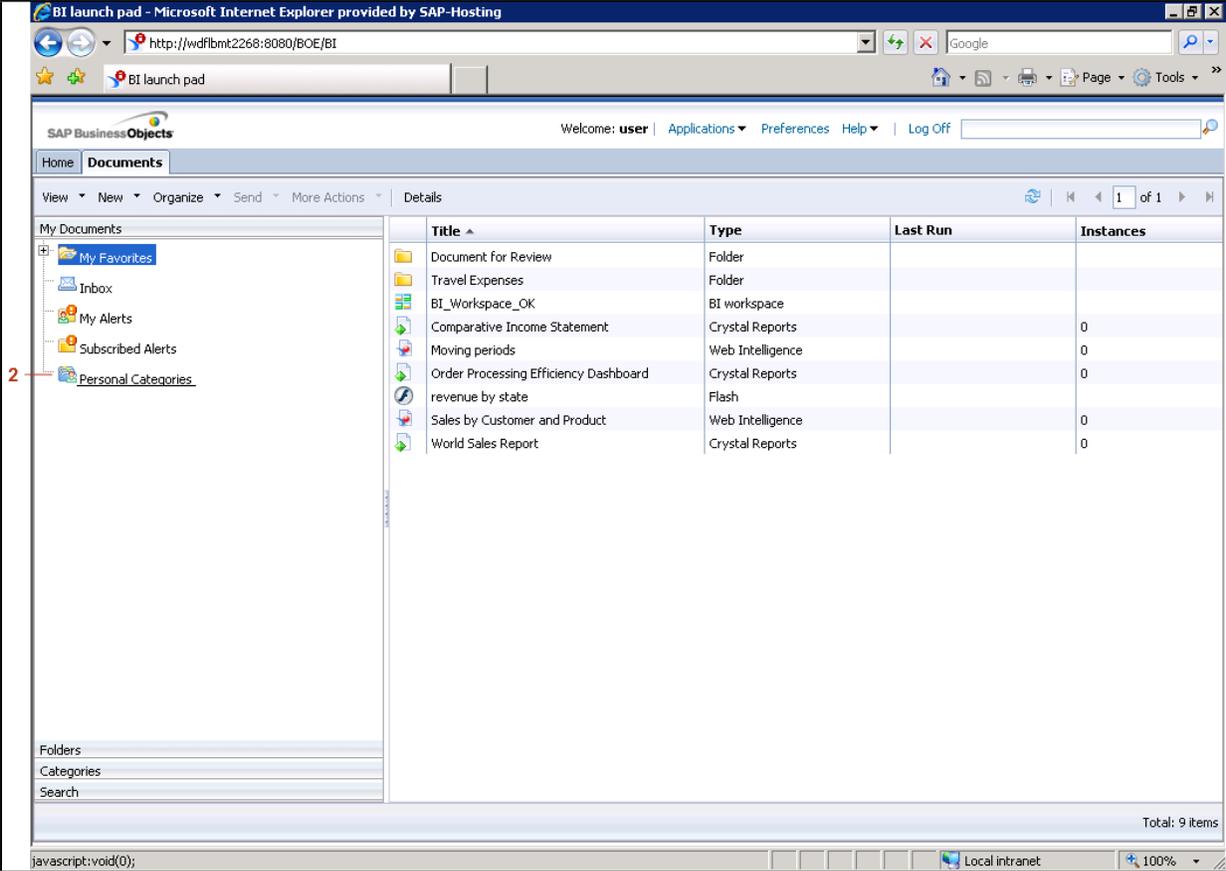
You can create any number of personal categories to organize your objects. As you add new objects to the BI launch pad, you want to create and modify categories to help classify your data.

Create a new personal category so that you can categorize any documents related to sales figures.

Press any key or click anywhere to continue.

Create and Modify a Category

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



2. Click **Personal Categories**.



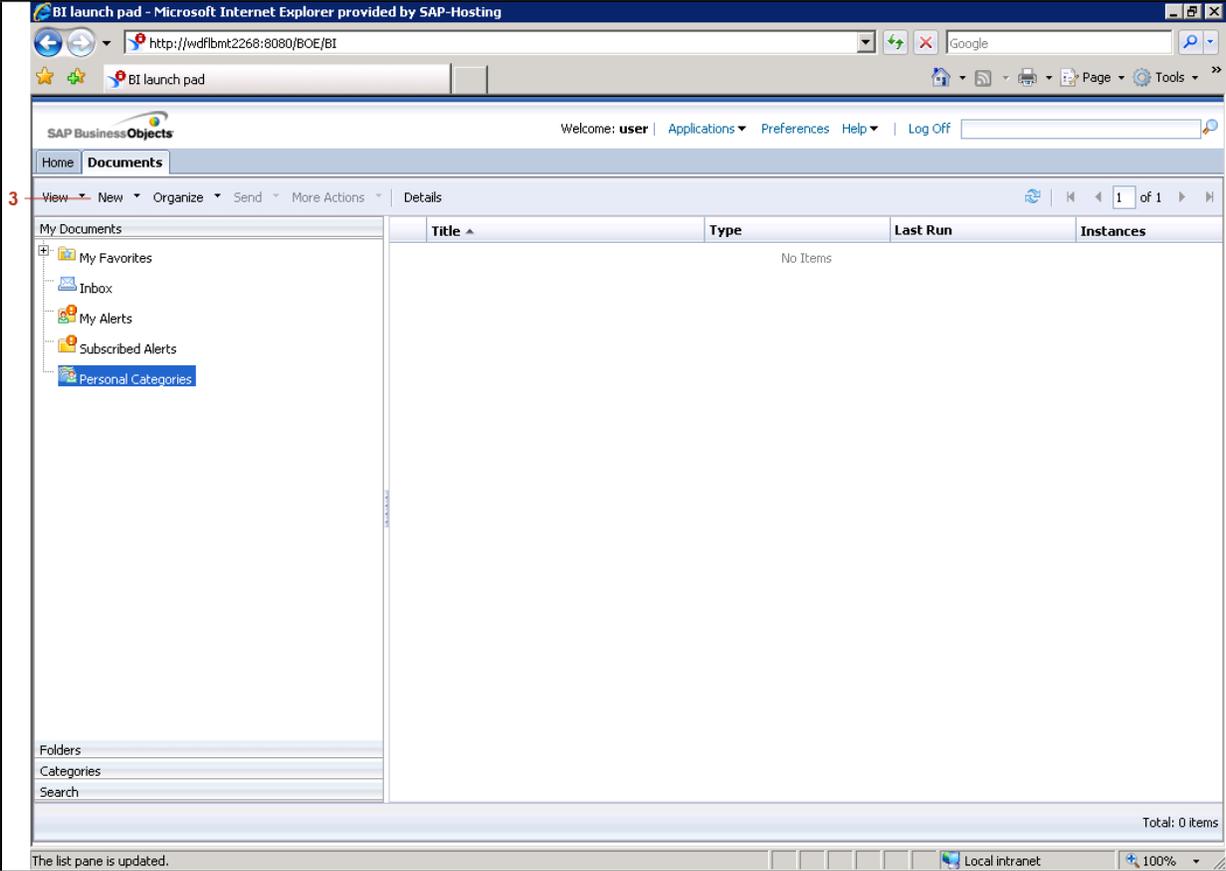
Corporate Categories is located under the Categories drawer.



Start by opening the Personal Categories to create the new category.

Create and Modify a Category

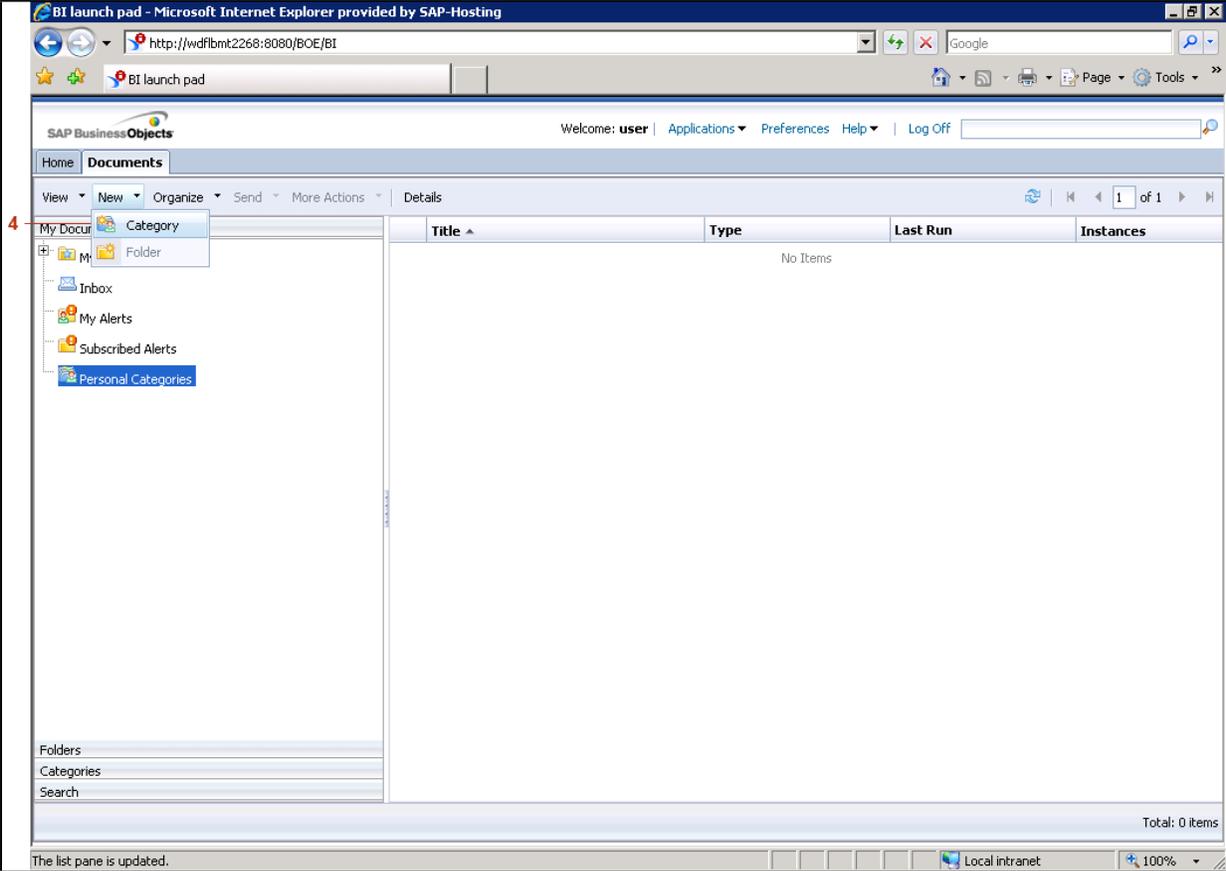
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **New**.

Create and Modify a Category

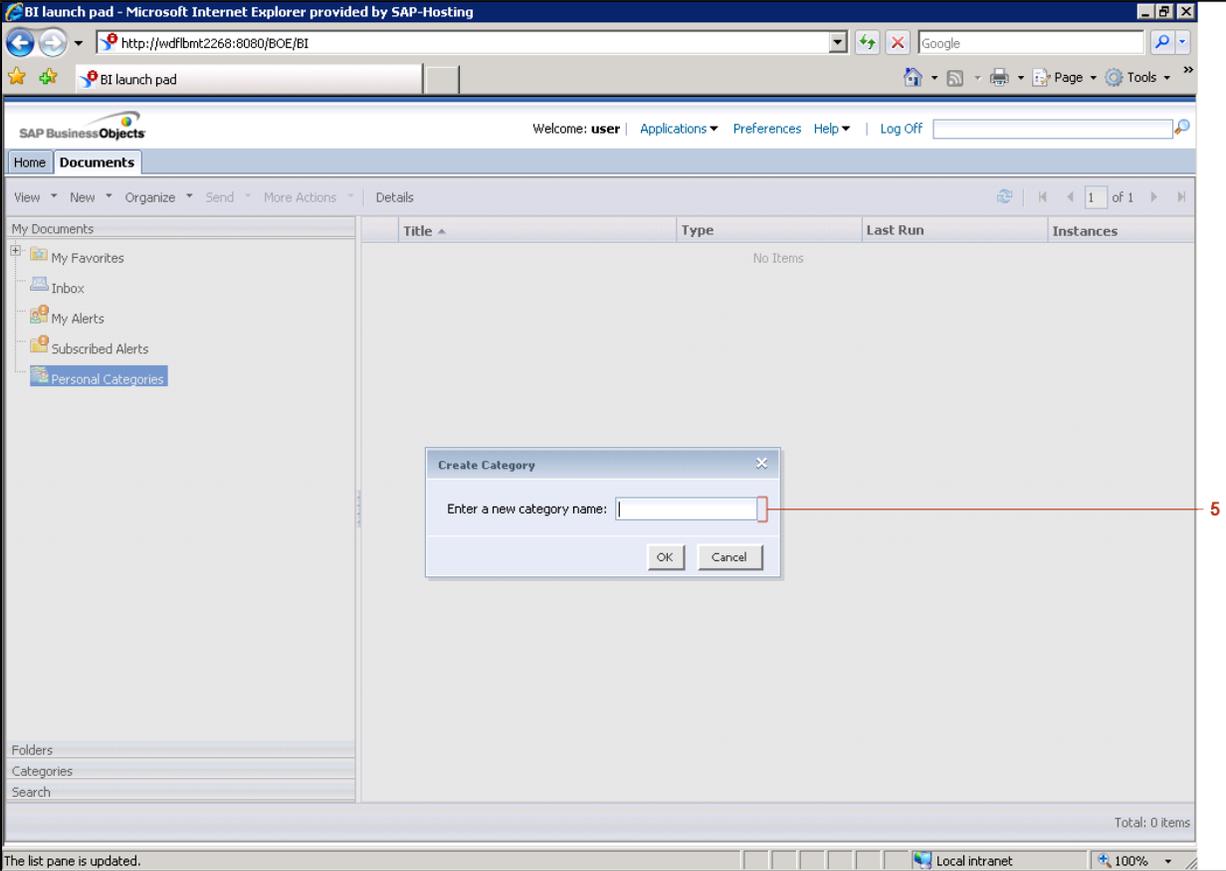
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Category**.

Create and Modify a Category

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

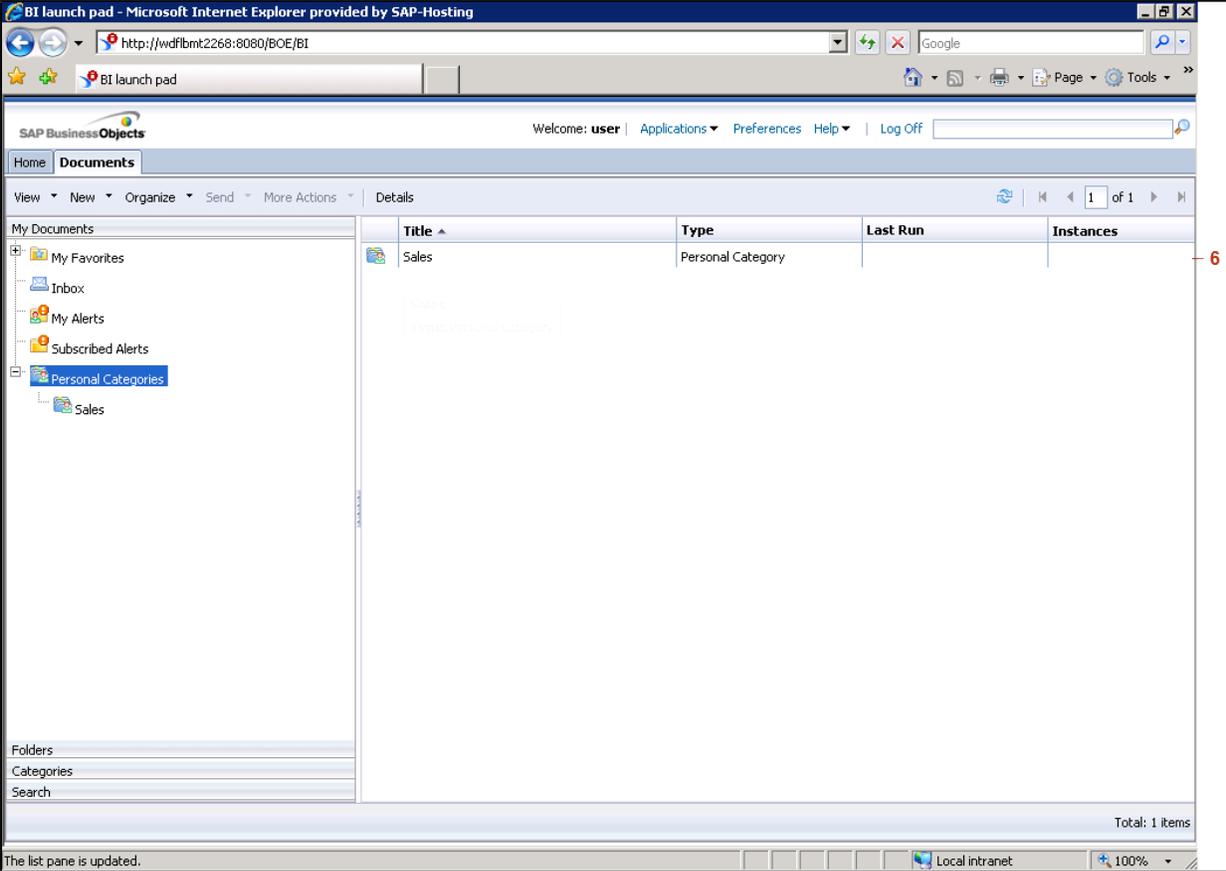


5. As required, complete/review the following fields:

Field	Description
Enter a new category name:	Example: Sales

Create and Modify a Category

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



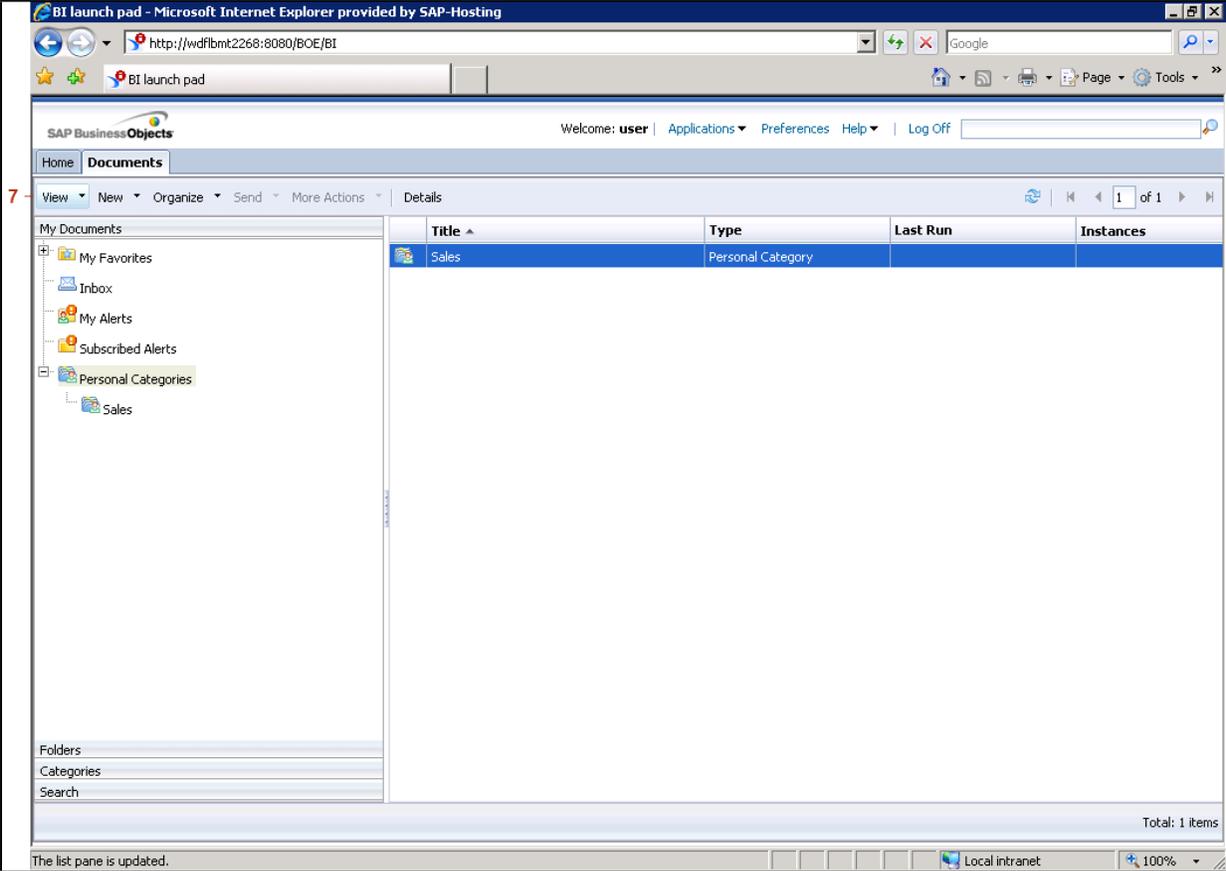
6. Click **Sales**.



The new Sales category is created in Personal Categories.

Create and Modify a Category

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



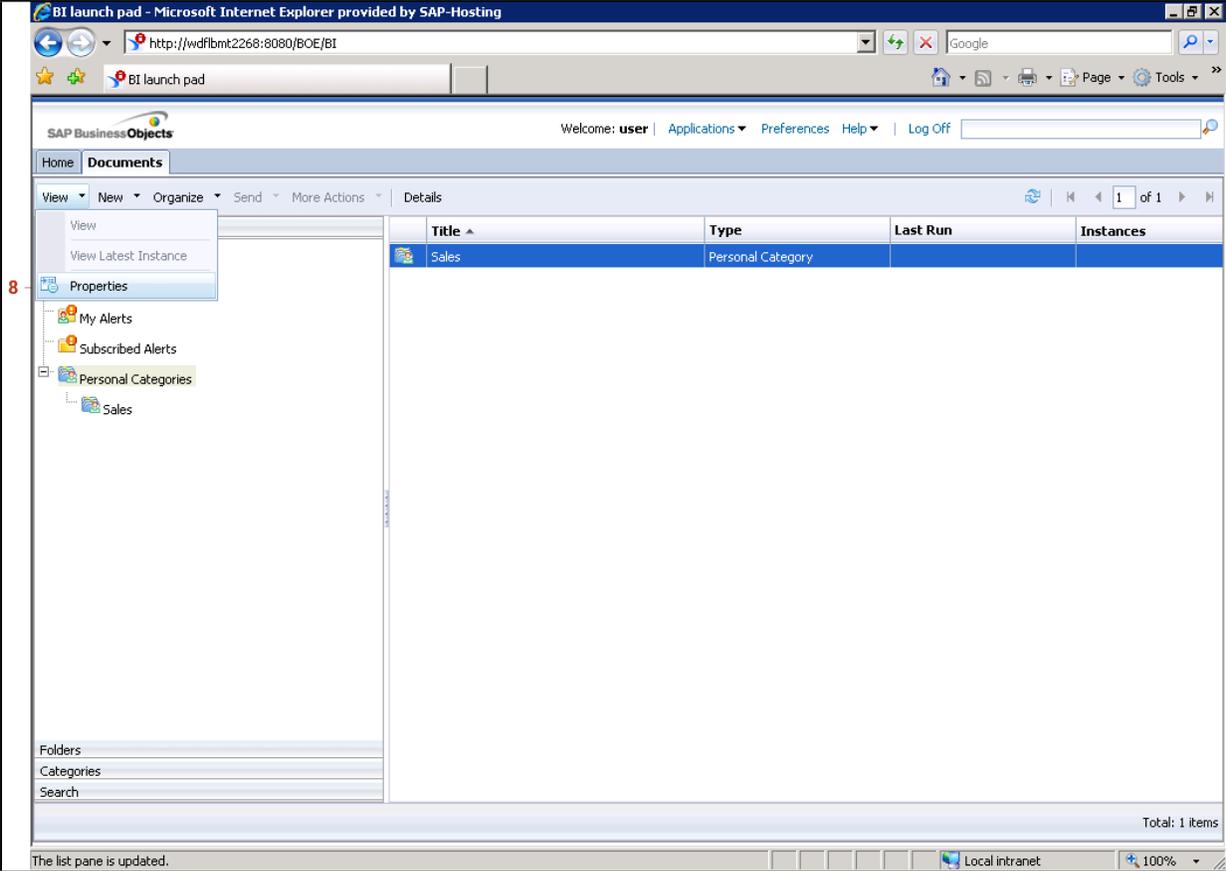
7. Click **View**.



Enter information into the Description field.

Create and Modify a Category

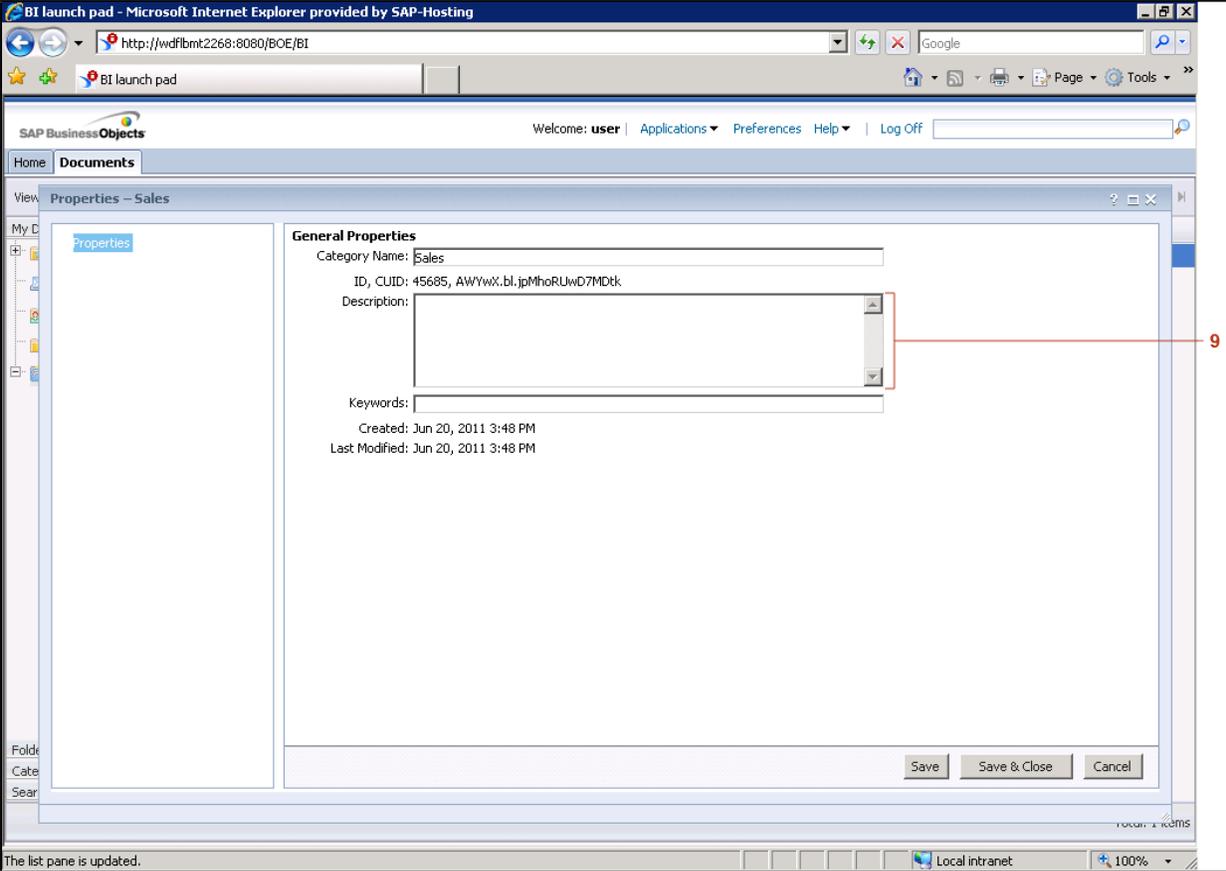
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Properties**.

Create and Modify a Category

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



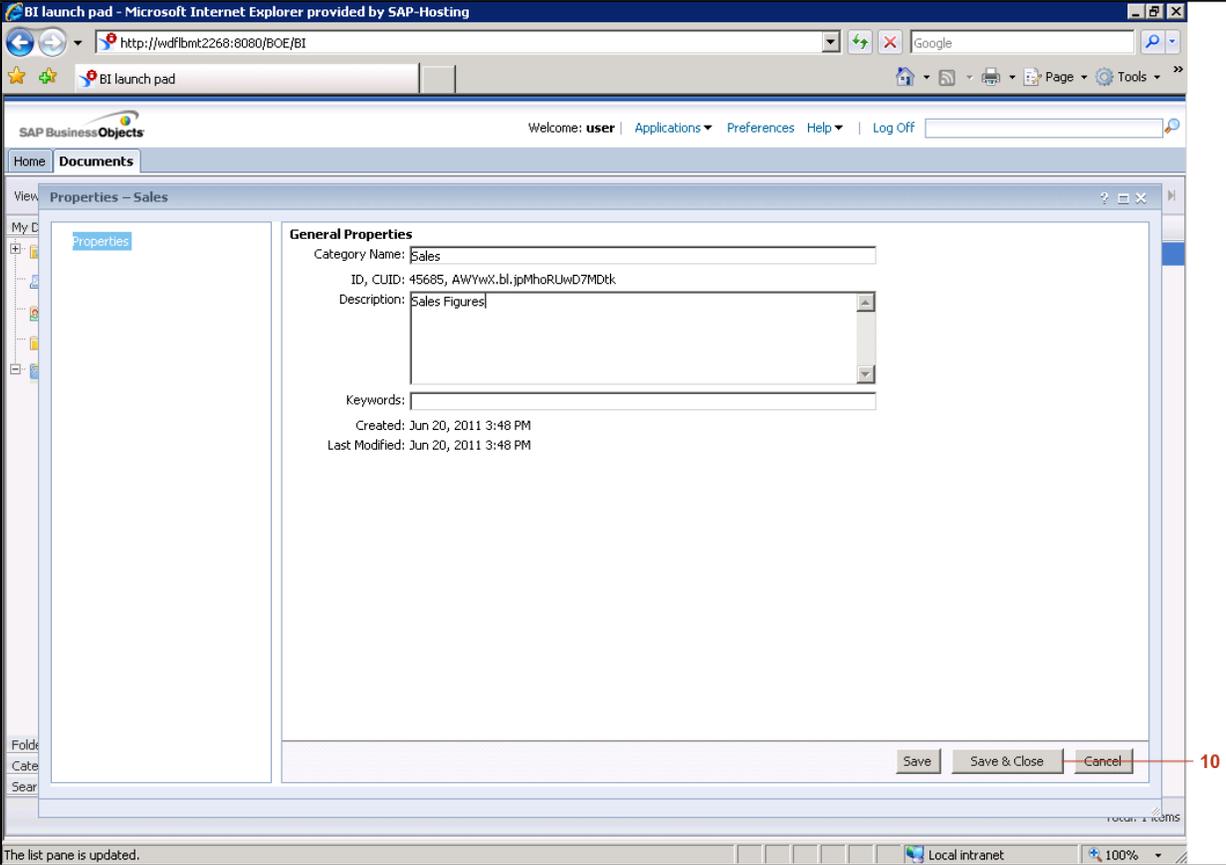
9. As required, complete/review the following fields:

Field	Description
ID, CUID: Description:	Example: Sales Figures

 Enter the desired information into the Description field.

Create and Modify a Category

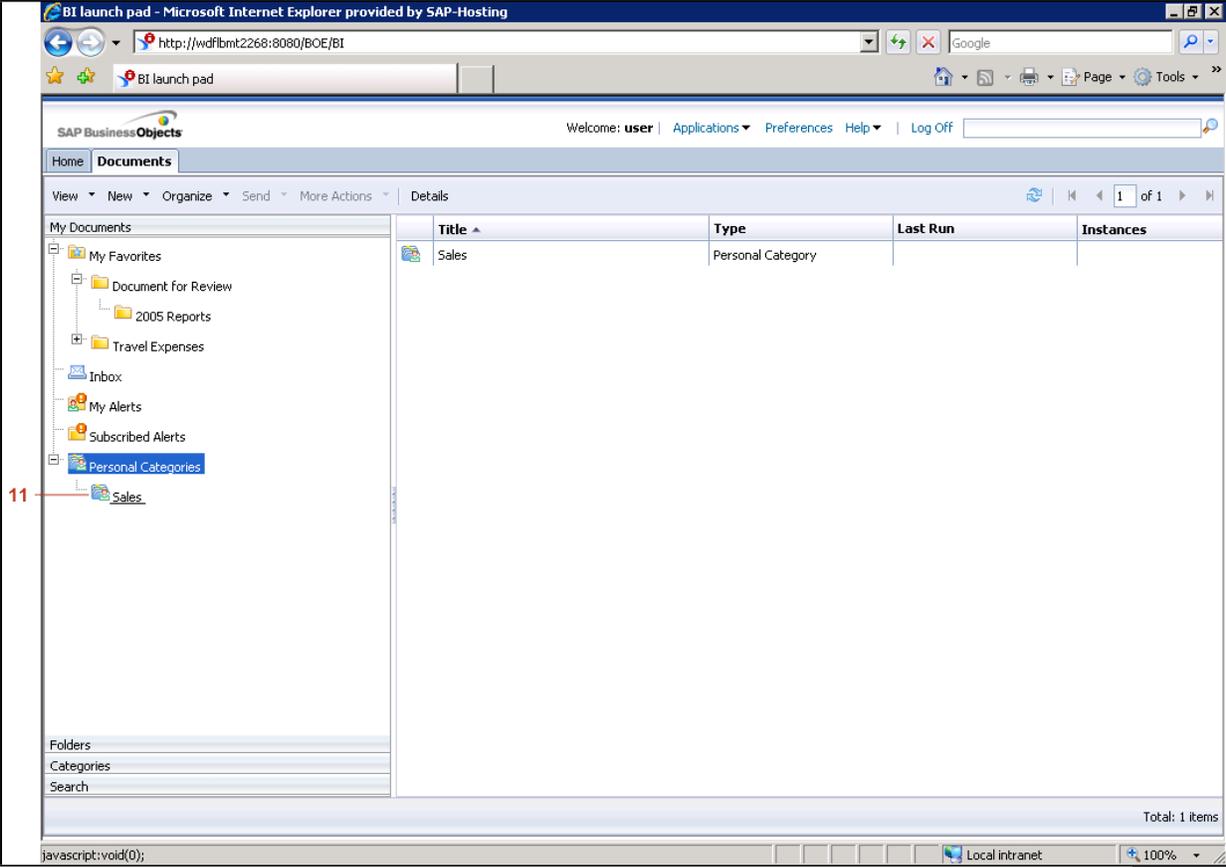
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Save & Close**.

Create and Modify a Category

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



11. Click **Sales**.

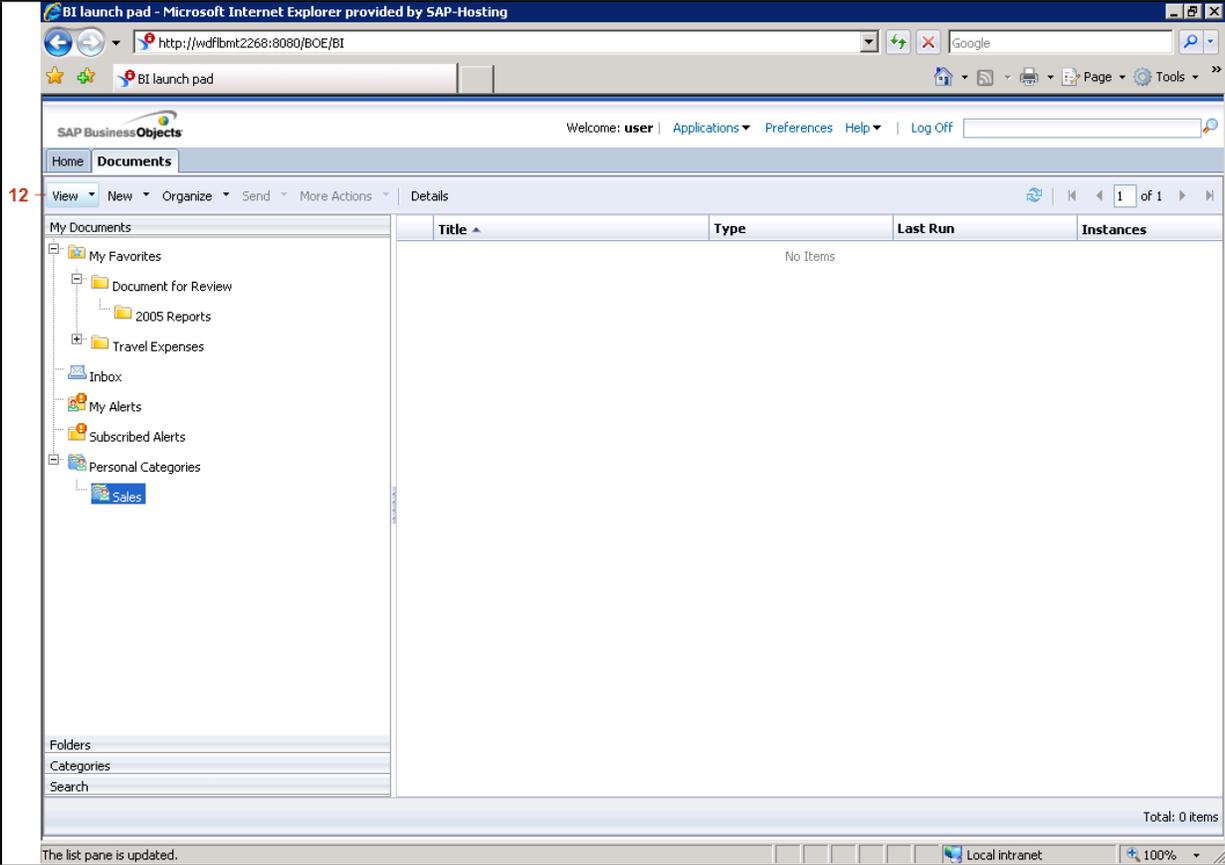


Sales now appears as a subcategory in your Personal Categories.

Now modify the properties so that the category is called Sales Reports.

Create and Modify a Category

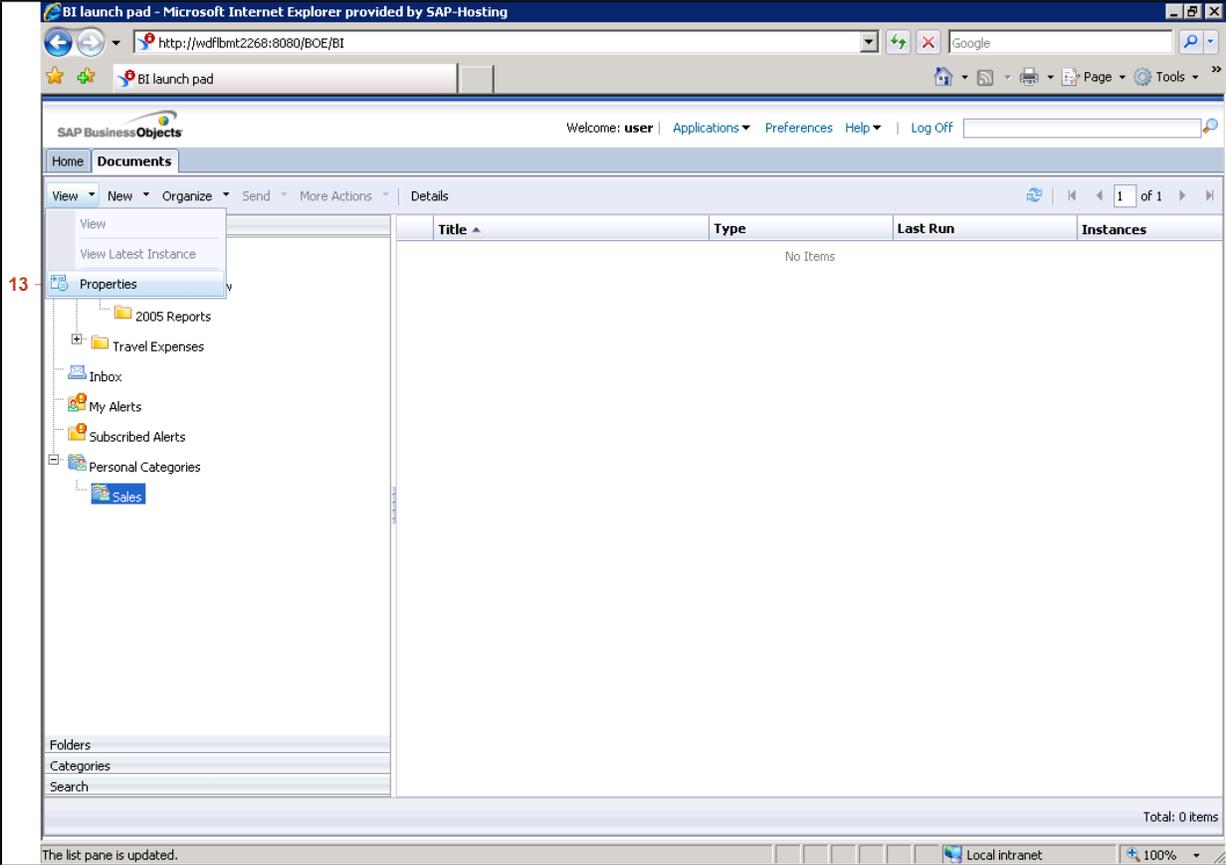
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **View**.

Create and Modify a Category

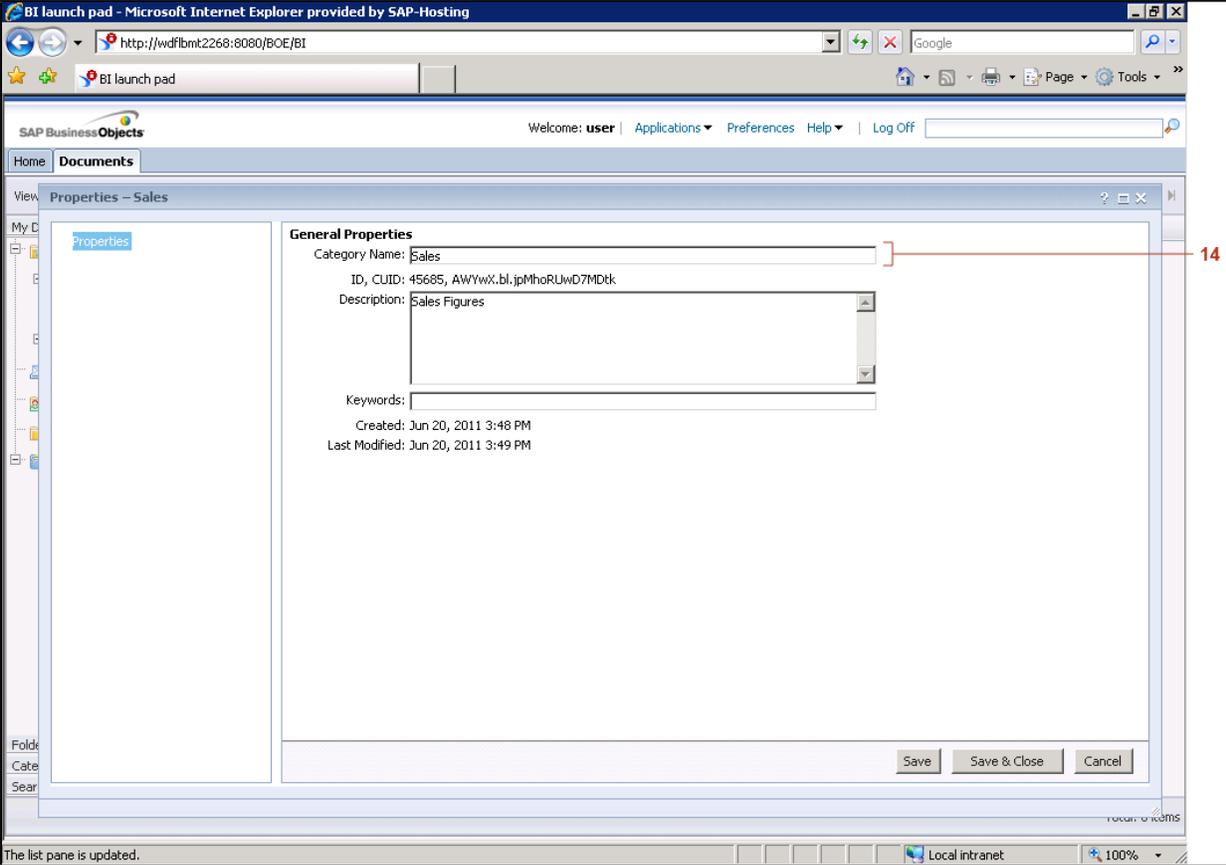
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click **Properties**.

Create and Modify a Category

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



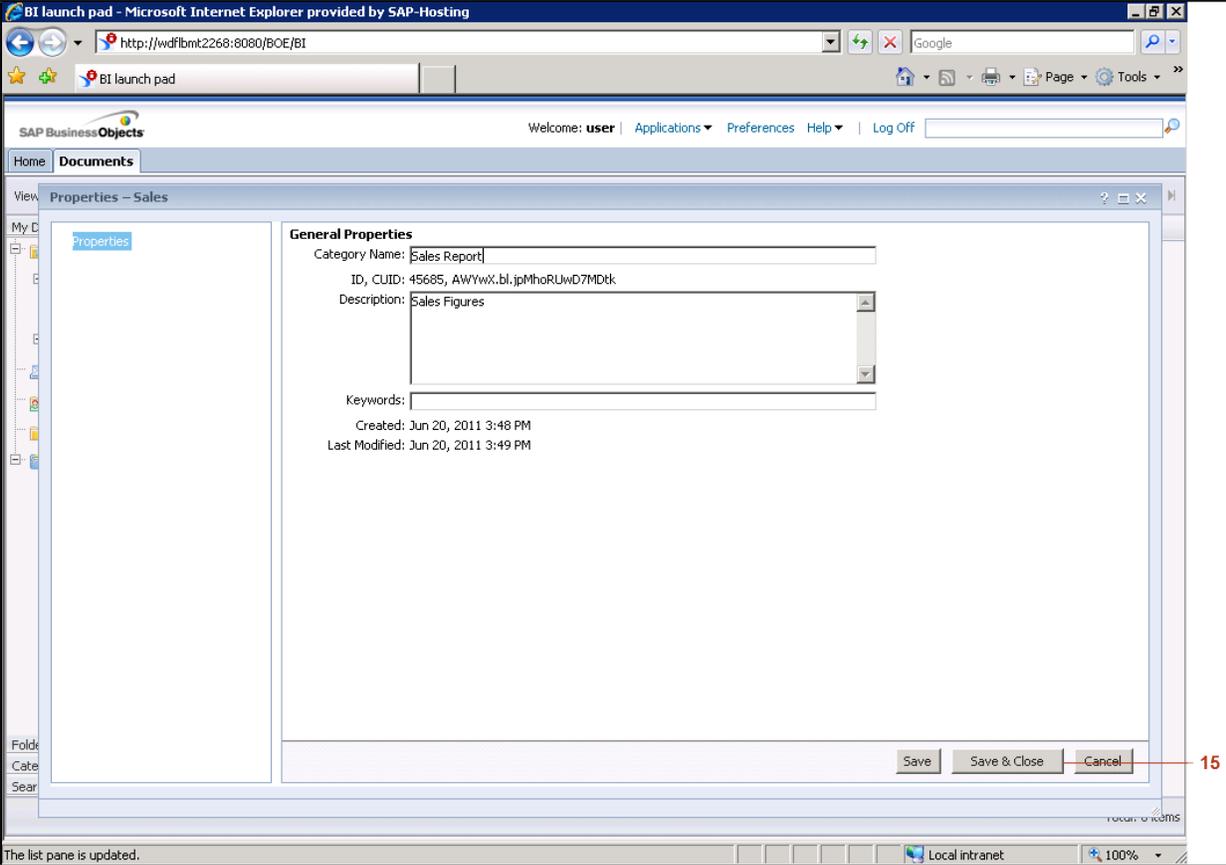
14. As required, complete/review the following fields:

Field	Description
Category Name:	Example: Sales Report

 Enter the desired information into the Category Name field.

Create and Modify a Category

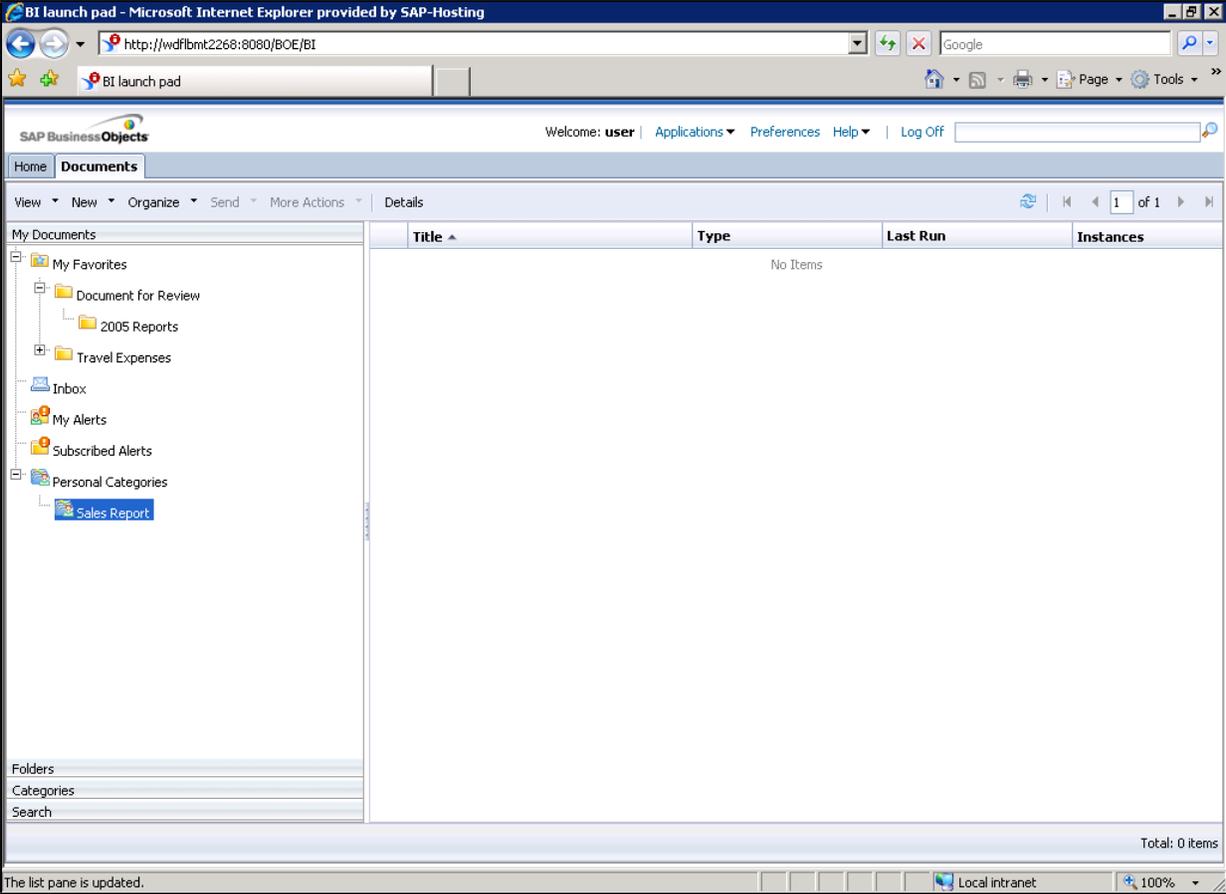
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



15. Click **Save & Close**.

Create and Modify a Category

BI launch pad



16. Press any key or click anywhere to continue



The category name has been modified to Sales Reports. You can now assign documents to this category.

You have successfully created a new Personal Category so that you can categorize any documents related to sales figures.

Press any key or click anywhere to exit the activity.