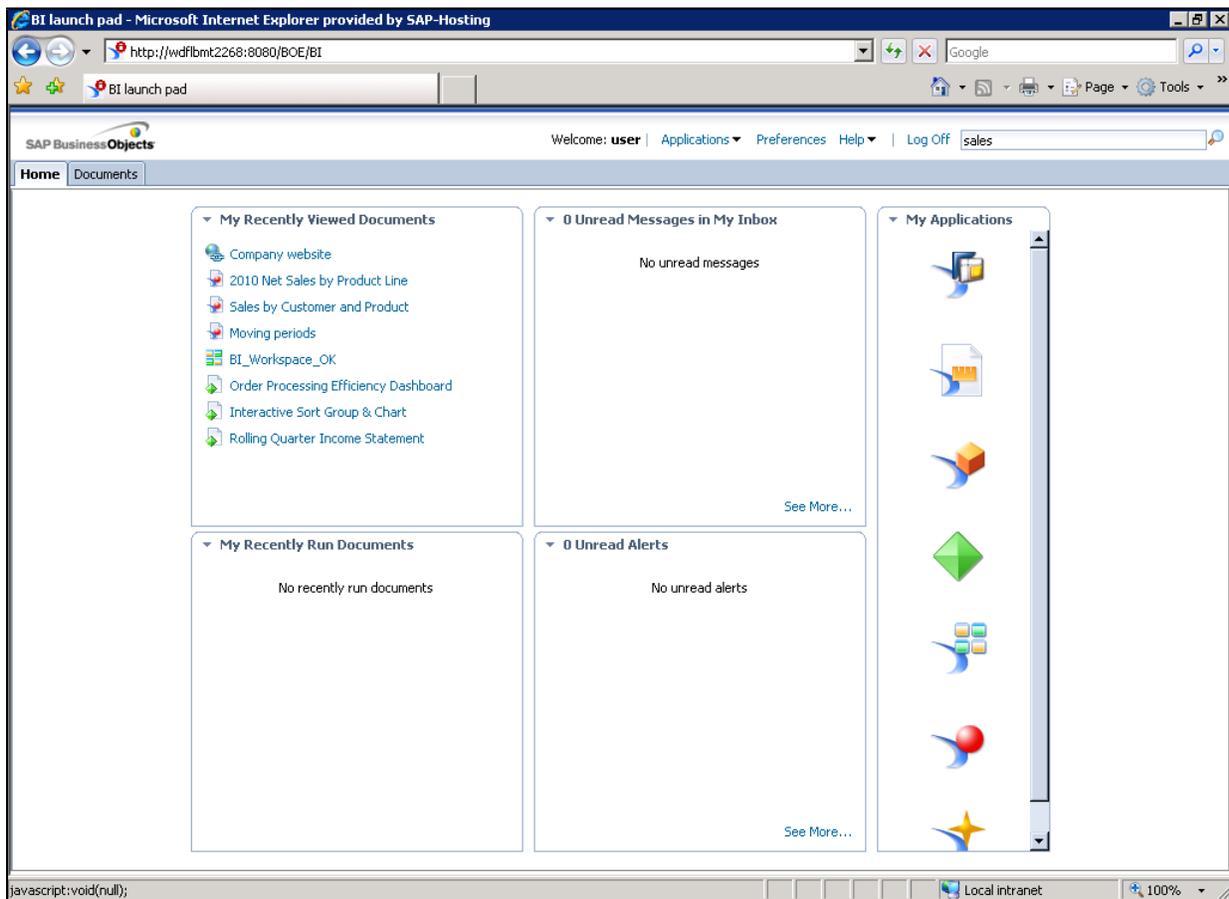


Delete Documents and Folders

Procedure

BI launch pad



1. Press any key or click anywhere to continue



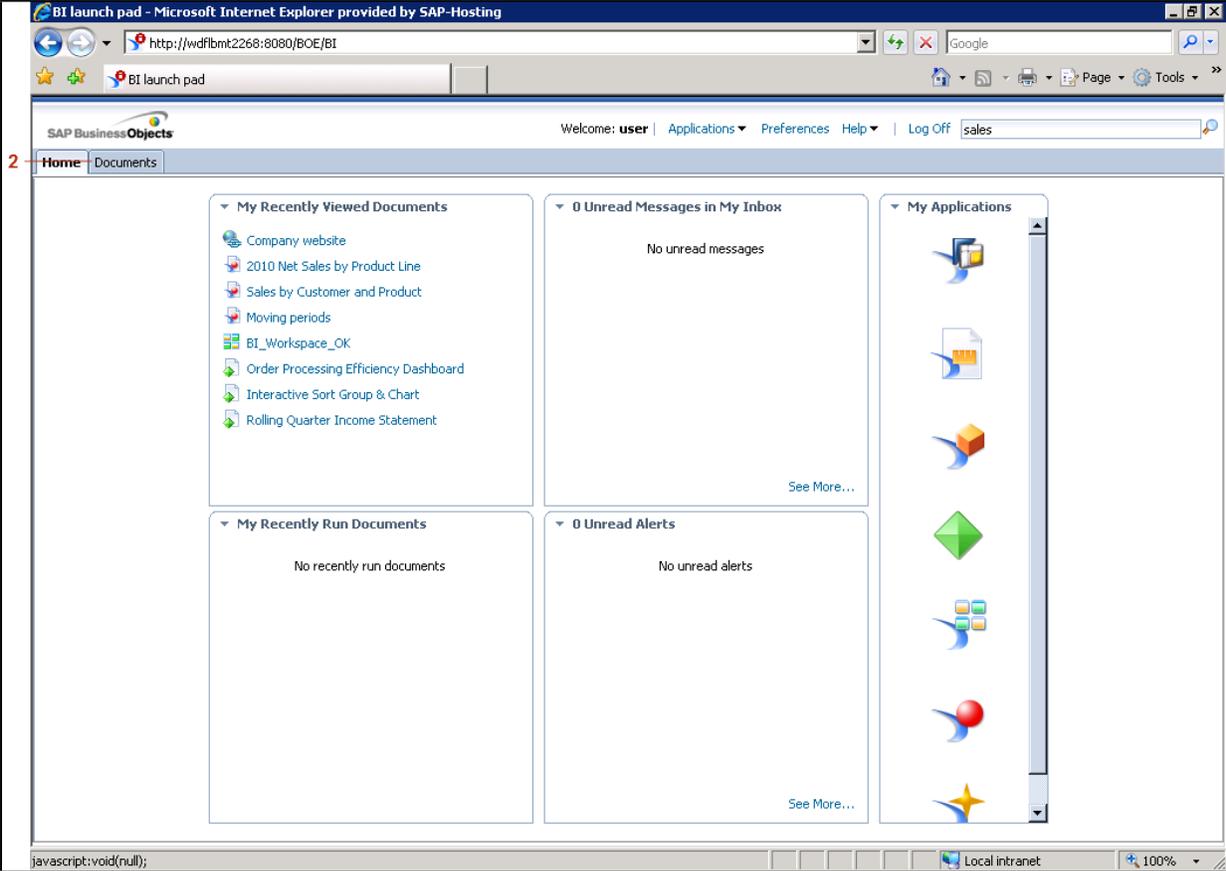
If you have the necessary rights, you can delete objects in BI launch pad.

Delete a document and a folder from your Favorites.

Press any key or click anywhere to continue.

Delete Documents and Folders

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

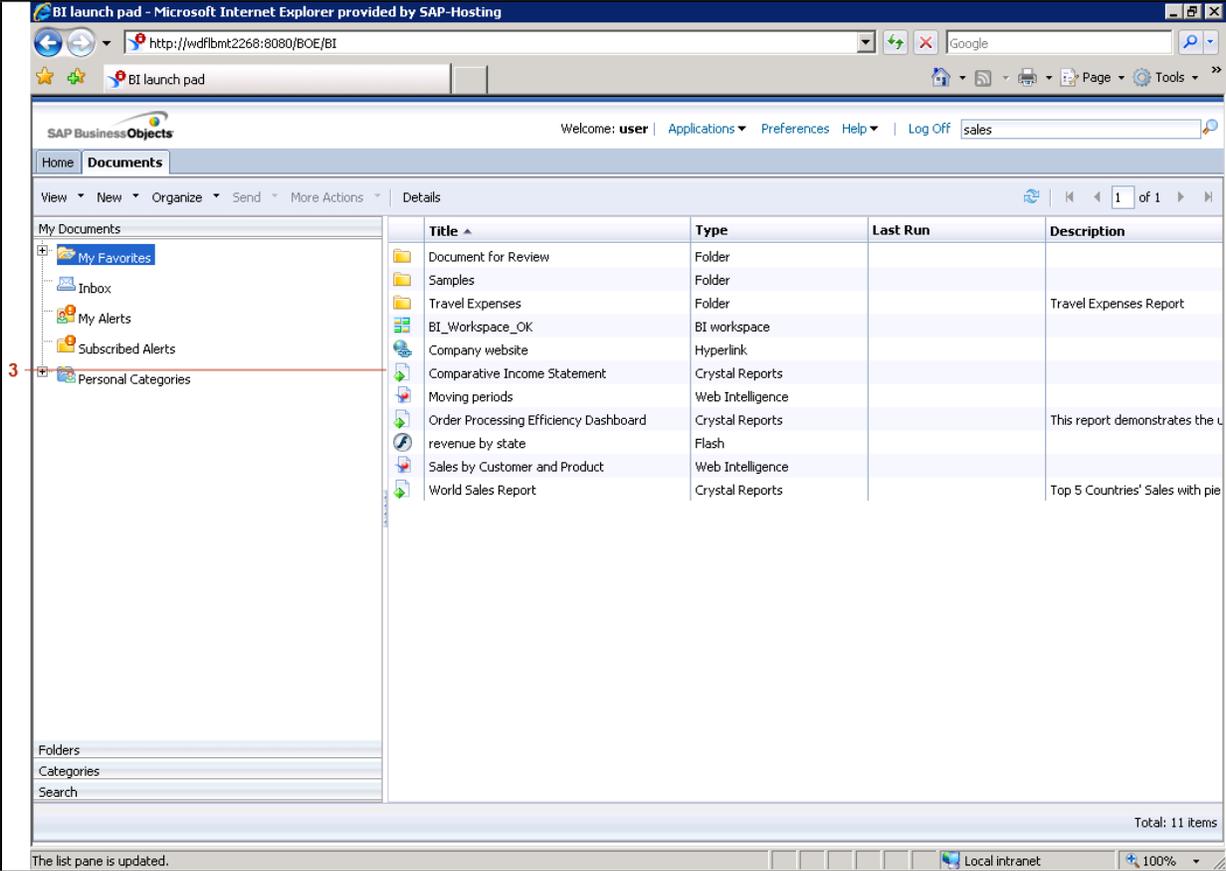


2. Click **Documents**.

 Start by opening the Documents tab to delete the Comparative Income Statement report.

Delete Documents and Folders

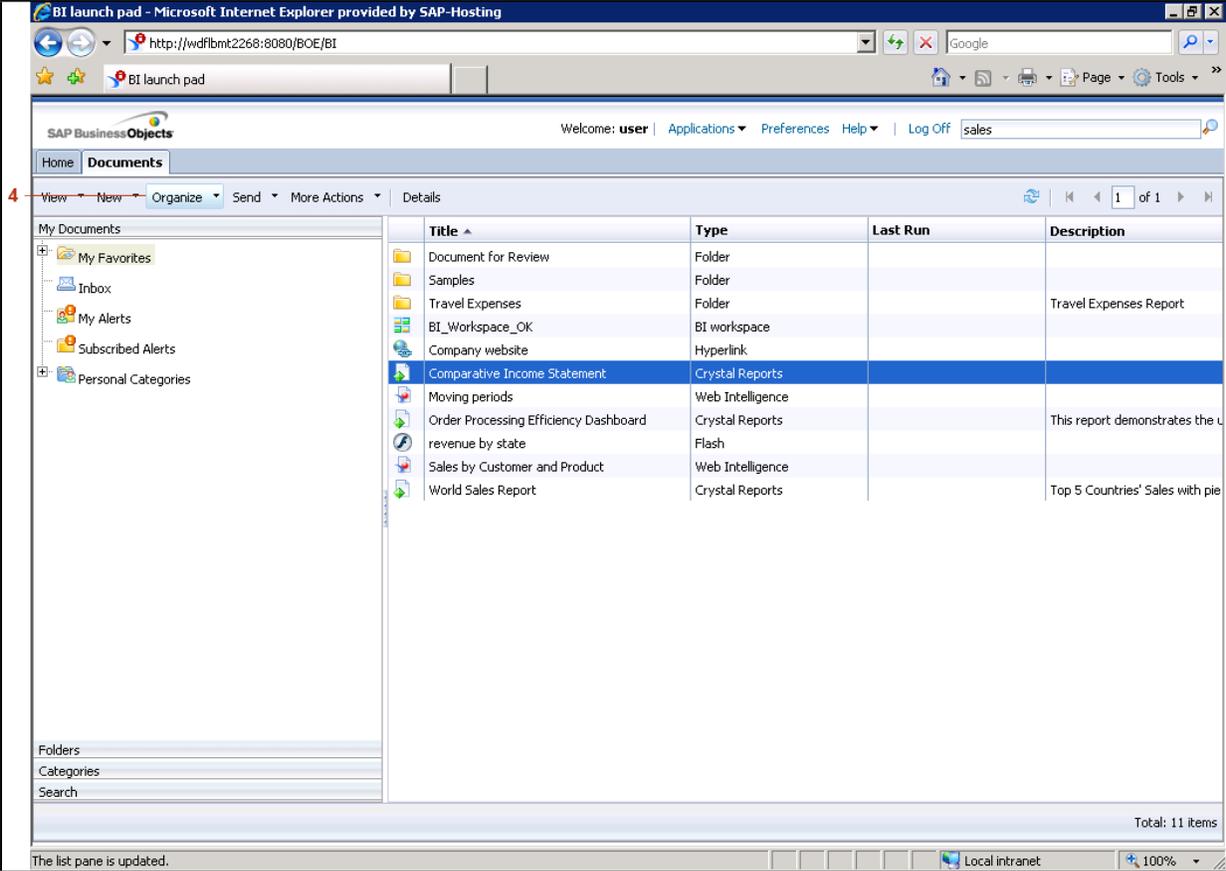
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click the **Comparative Income Statement** report.

Delete Documents and Folders

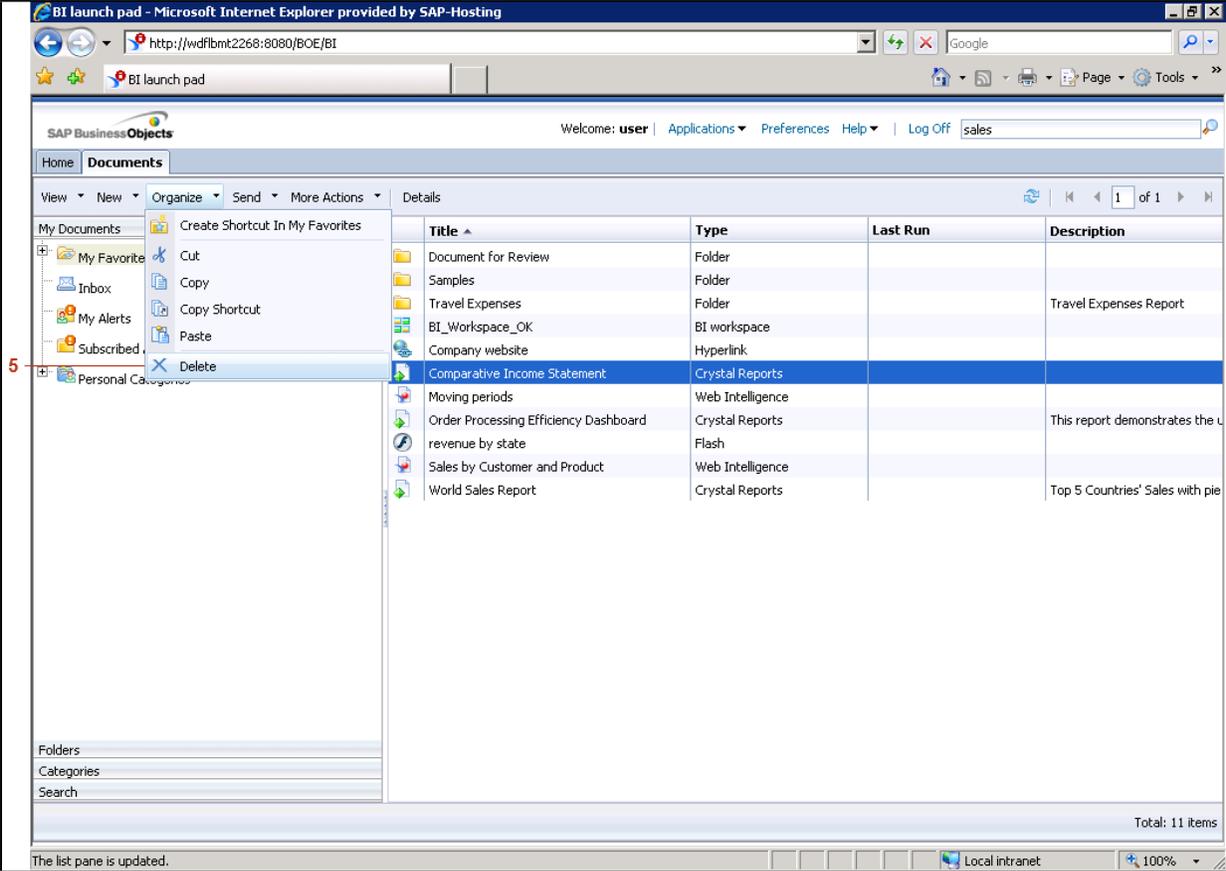
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Organize**.

Delete Documents and Folders

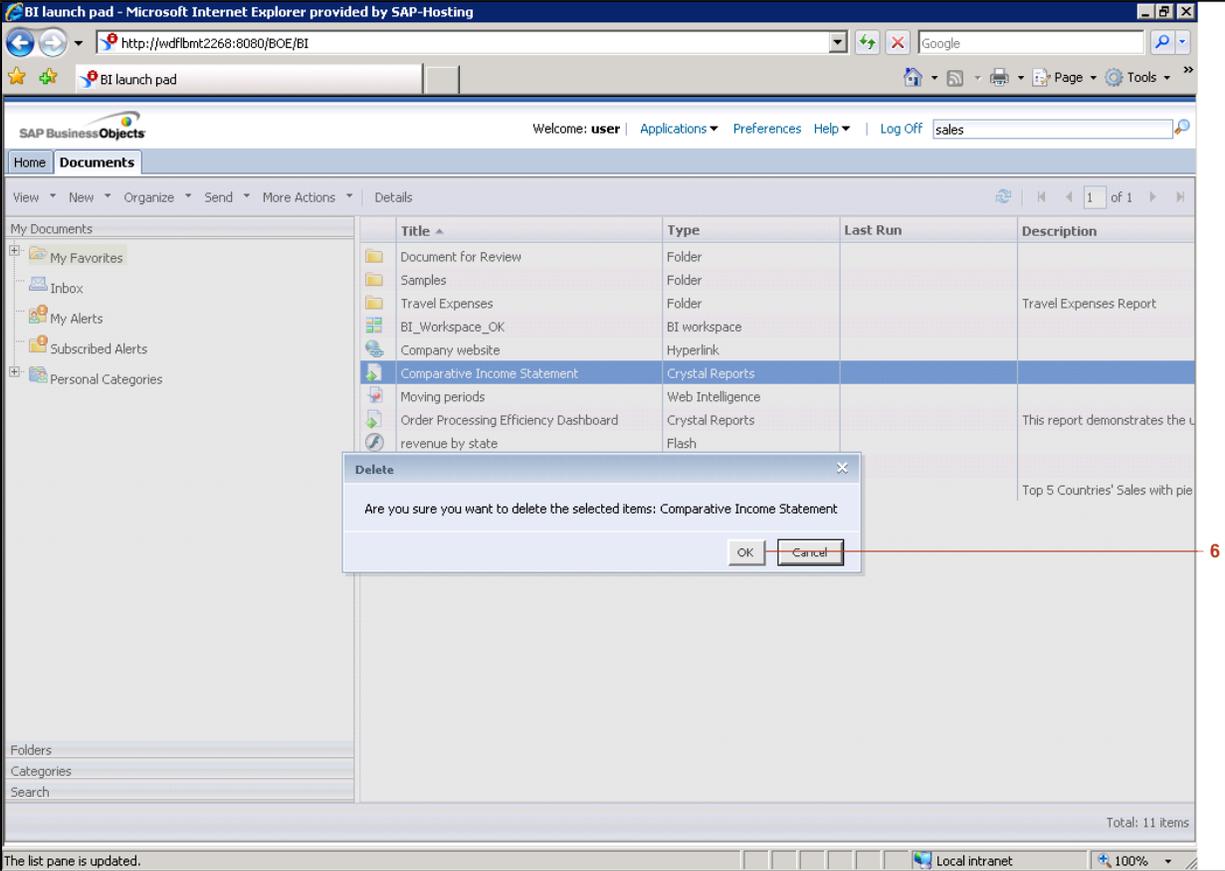
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Delete**.

Delete Documents and Folders

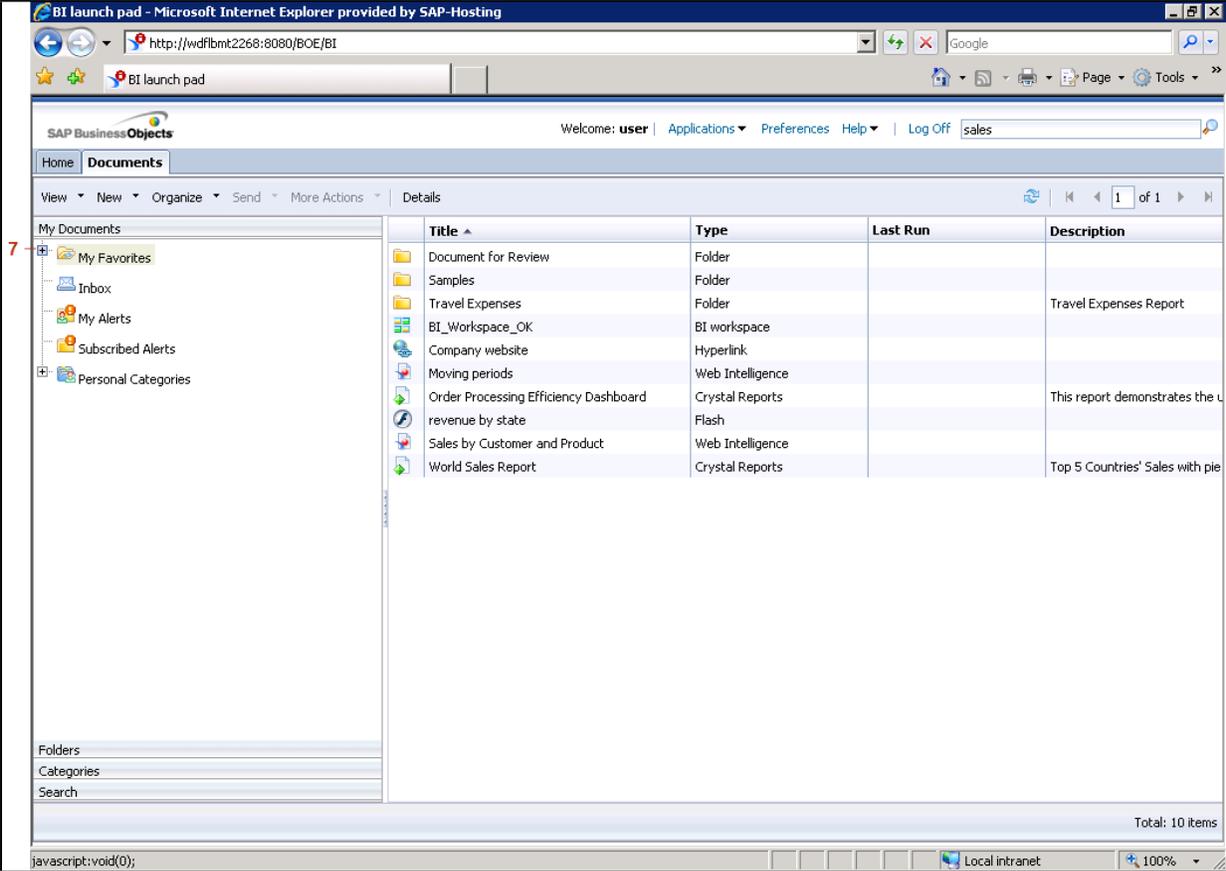
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click **OK**.

Delete Documents and Folders

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



7. Click the + to expand **My Favorites**.

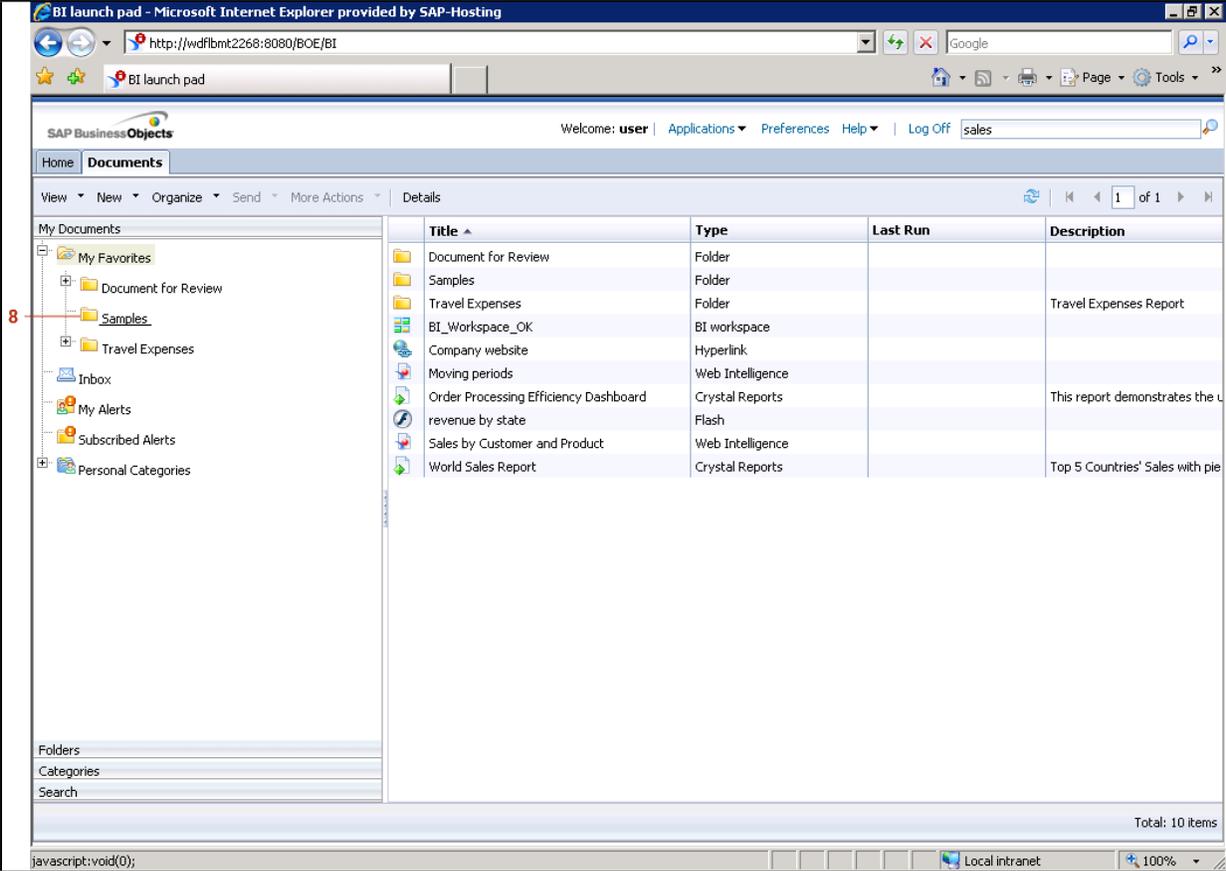


The document has been deleted from your Favorites.

Now, delete the folder Samples from your Favorites.

Delete Documents and Folders

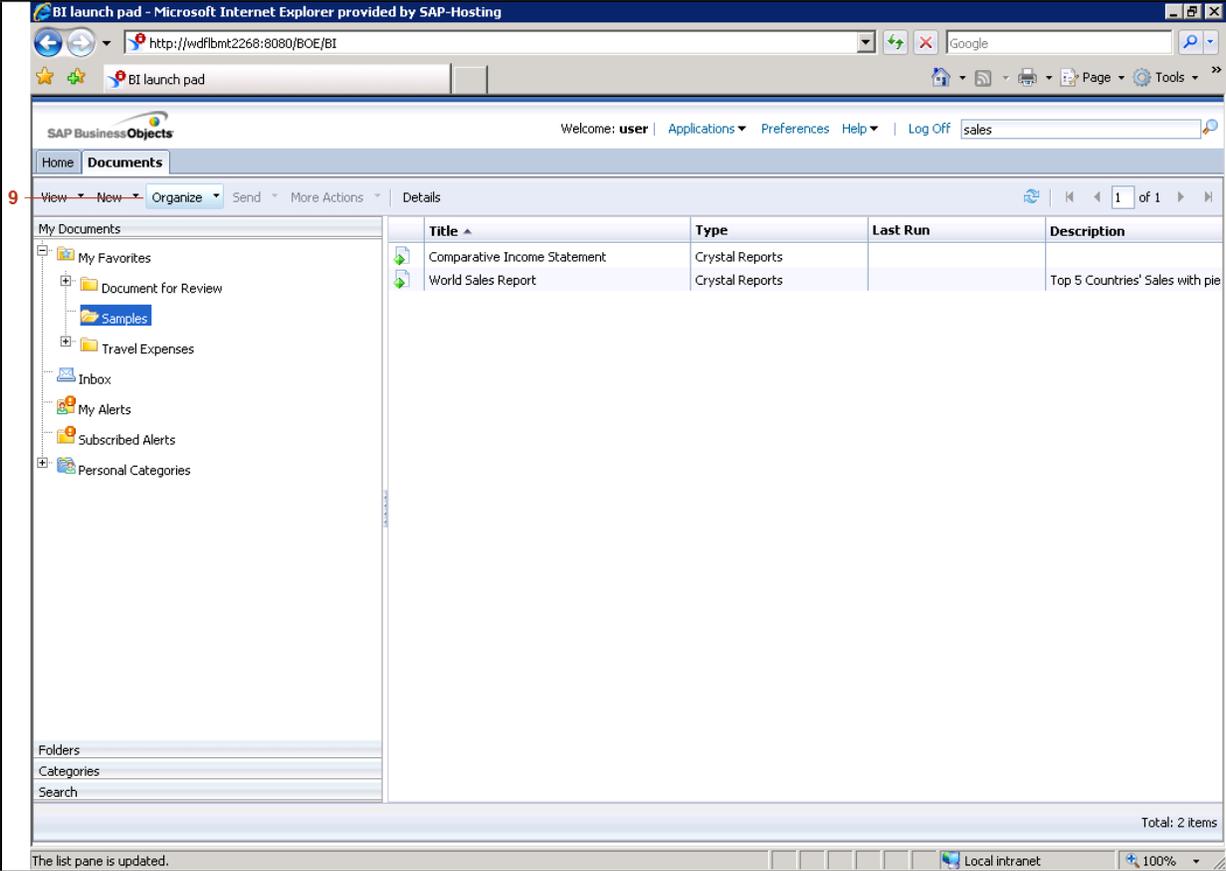
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Samples**.

Delete Documents and Folders

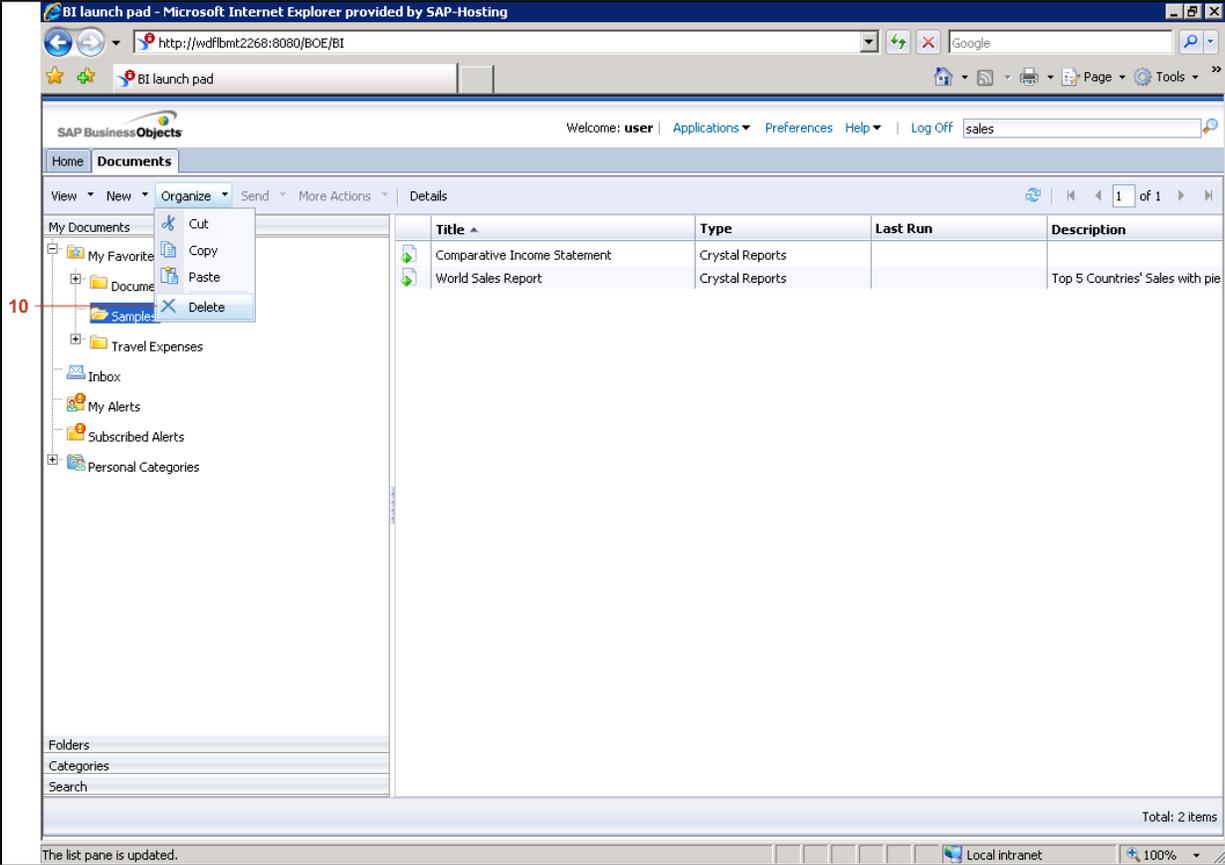
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



9. Click **Organize**.

Delete Documents and Folders

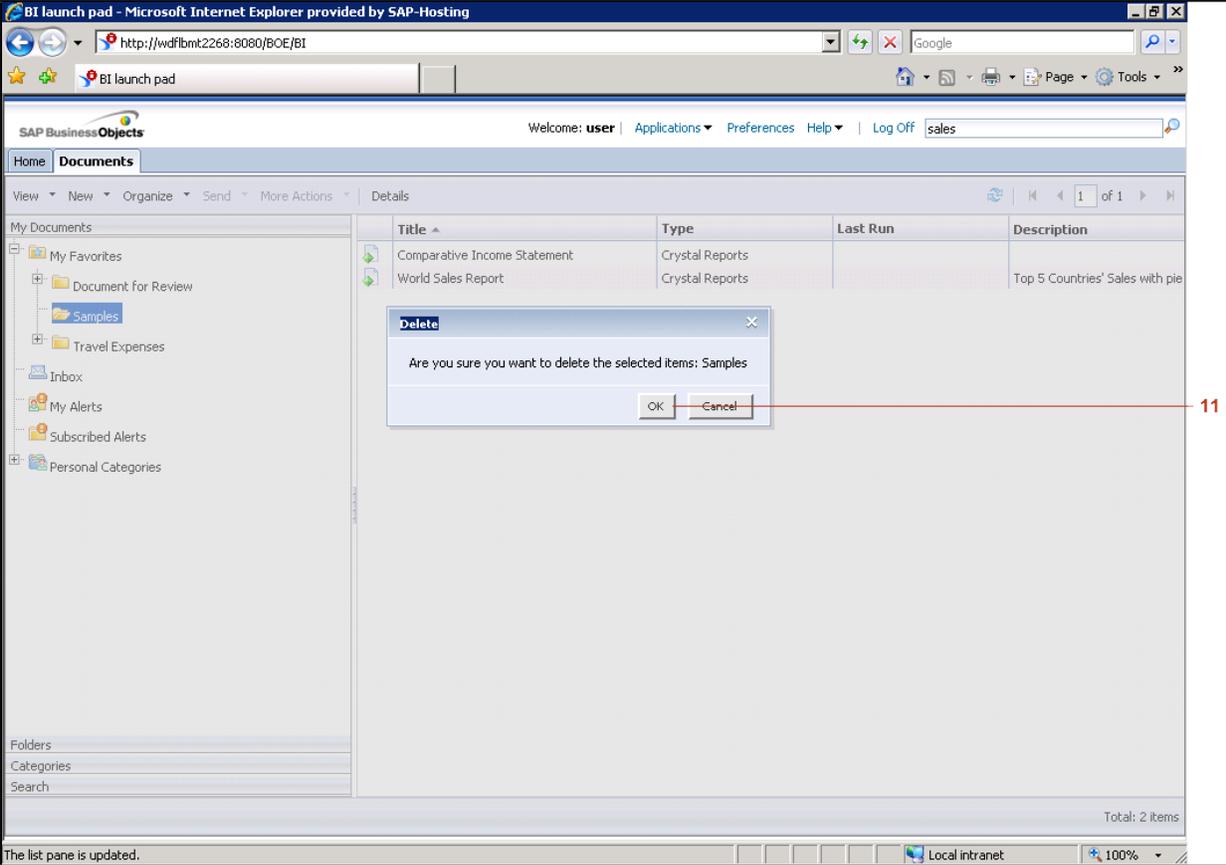
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Delete**.

Delete Documents and Folders

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



11. Click **OK**.

Delete Documents and Folders

BI launch pad

The screenshot shows the SAP Business Objects BI launch pad interface. At the top, it says 'SAP Business Objects' and 'Welcome: user | Applications | Preferences Help | Log Off sales'. Below this is a navigation bar with 'Home' and 'Documents'. A menu bar includes 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. On the left, there is a 'My Documents' sidebar with a tree view showing 'My Favorites' containing 'Document for Review' and 'Travel Expenses', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. The main area displays a table of documents:

Title	Type	Last Run	Description
Document for Review	Folder		
Travel Expenses	Folder		Travel Expenses Report
BI_Workspace_OK	BI workspace		
Company website	Hyperlink		
Moving periods	Web Intelligence		
Order Processing Efficiency Dashboard	Crystal Reports		This report demonstrates the U
revenue by state	Flash		
Sales by Customer and Product	Web Intelligence		
World Sales Report	Crystal Reports		Top 5 Countries' Sales with pie

At the bottom right of the interface, it says 'Total: 9 items'.

12. Press any key or click anywhere to continue



You have successfully deleted a document and a folder from your Favorites.

Press any key or click anywhere to exit the activity