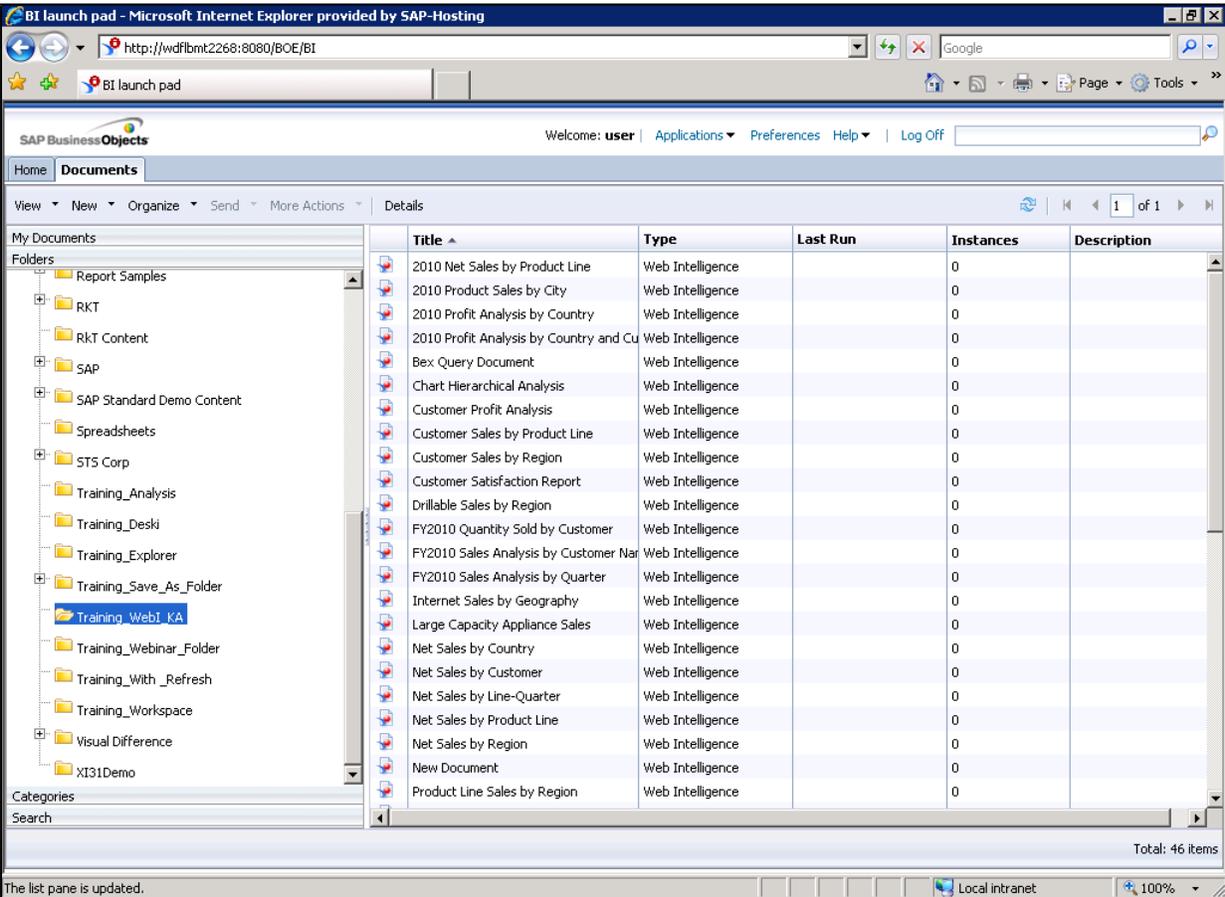


## Procedure

### BI launch pad



1. Press any key or click anywhere to continue



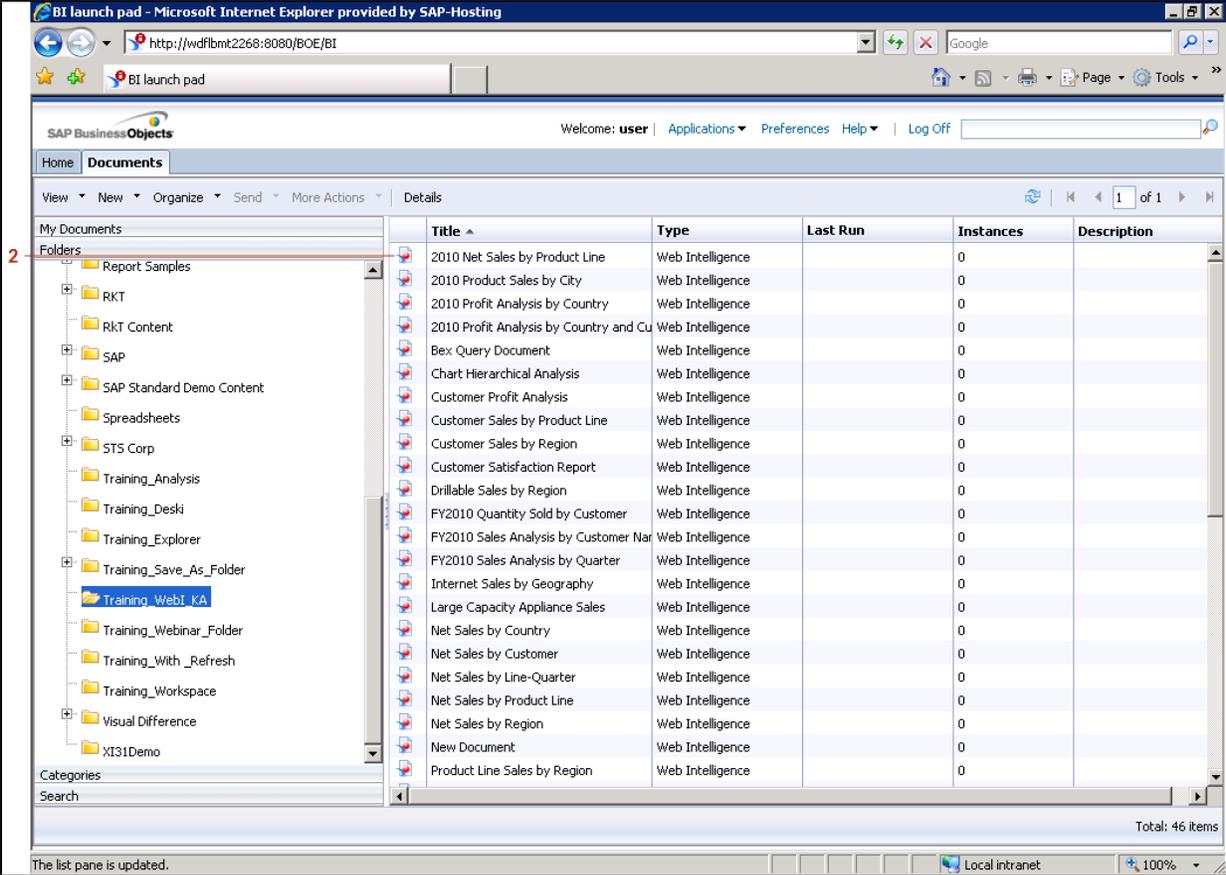
Discussions enables you to create notes for reports, hyperlinks, programs, and other objects in BI launch pad.

Open a discussion, and reply to a note.

Press any key or click anywhere to continue.

# Open Discussions

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



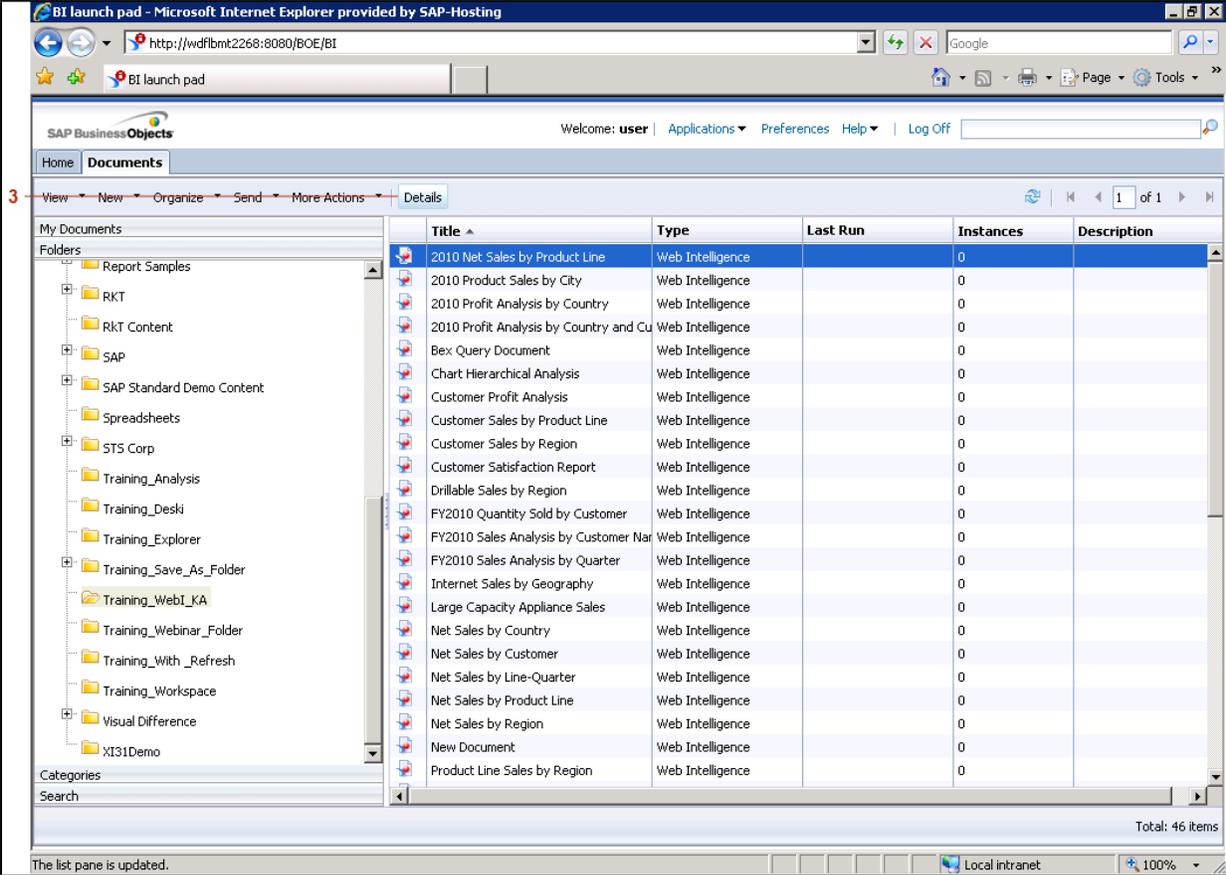
2. Click **2010 Net Sales by Product Line**.



Start by selecting the 2010 Net Sales by Product Line document to open a note message.

# Open Discussions

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

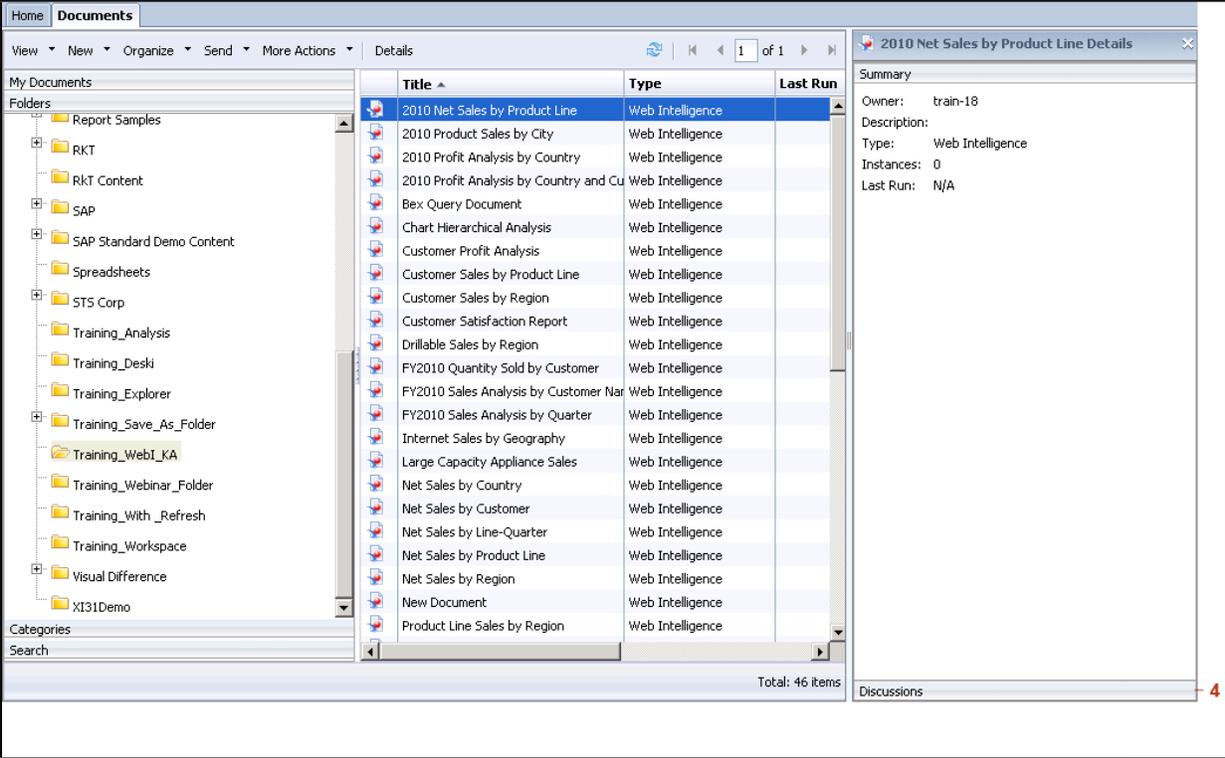


3. Click **Details**.



The Discussions notes and threads for each object are located in the object's Details panel.

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



### 4. Click **Discussions**.



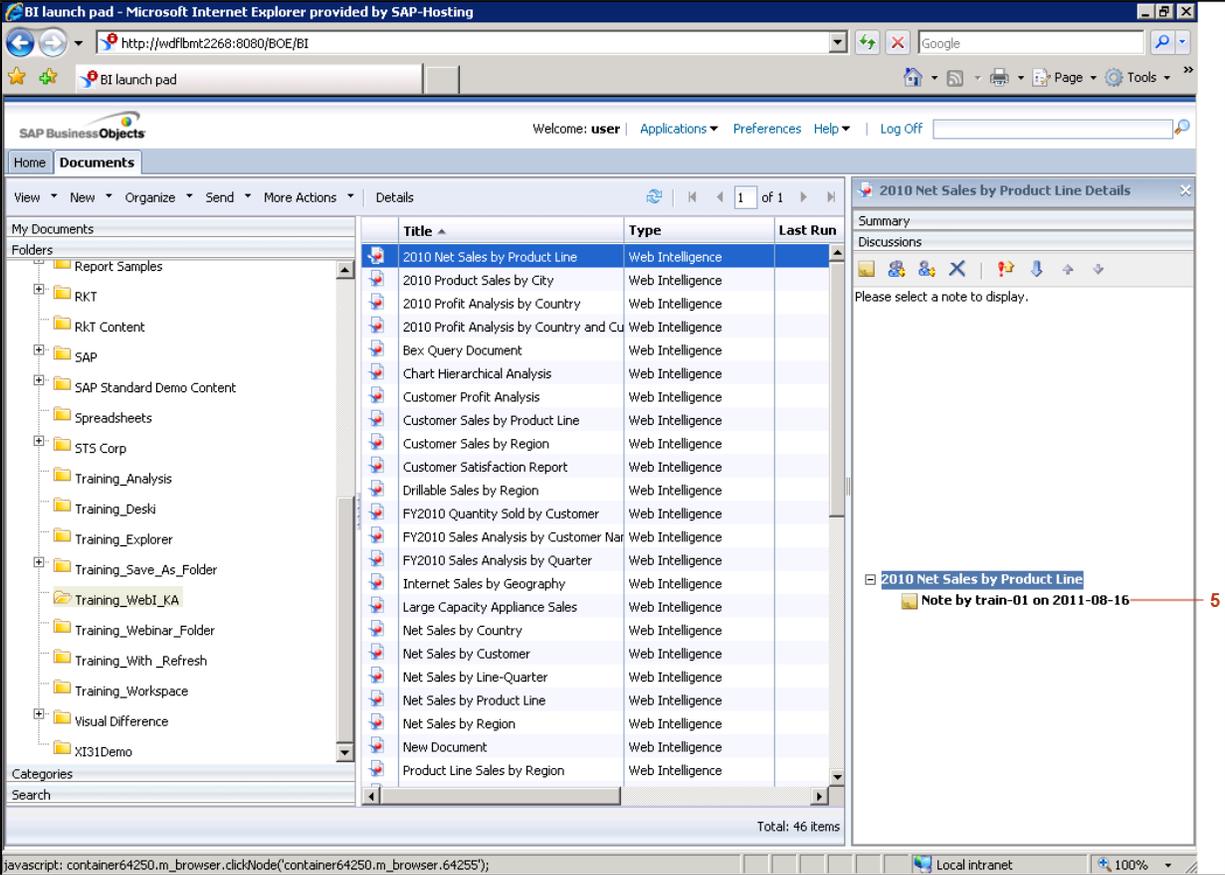
To use Discussions, you must have view rights on an object and its associated notes, and your system administrator must enable Discussions for BI launch pad.



The Details panel opens on the right side of the Documents tab. Expand the Discussions drawer.

# Open Discussions

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

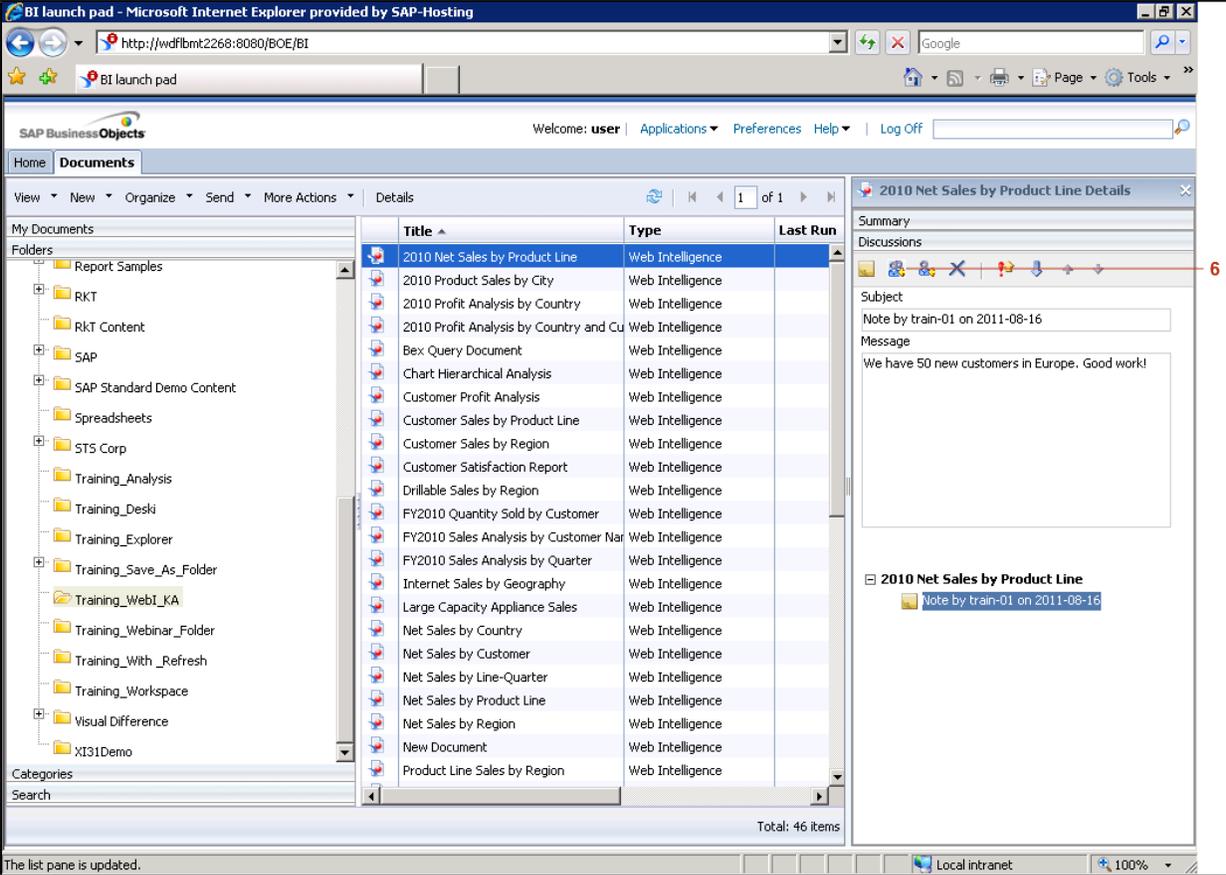


5. Click **Note by train-01 on 2011-08-16**.



Open the note sent by user train-01 and reply to the entire group.

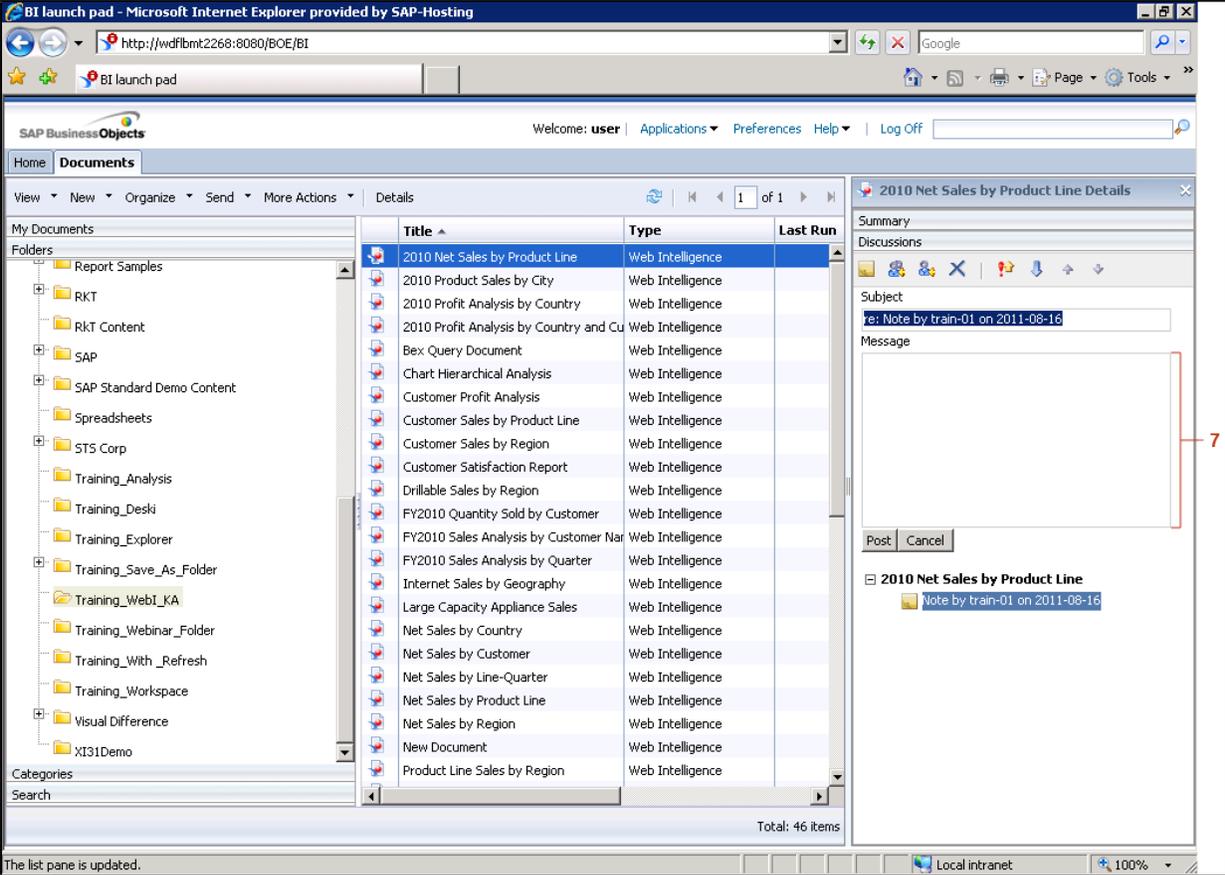
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click **Reply to Group**.

# Open Discussions

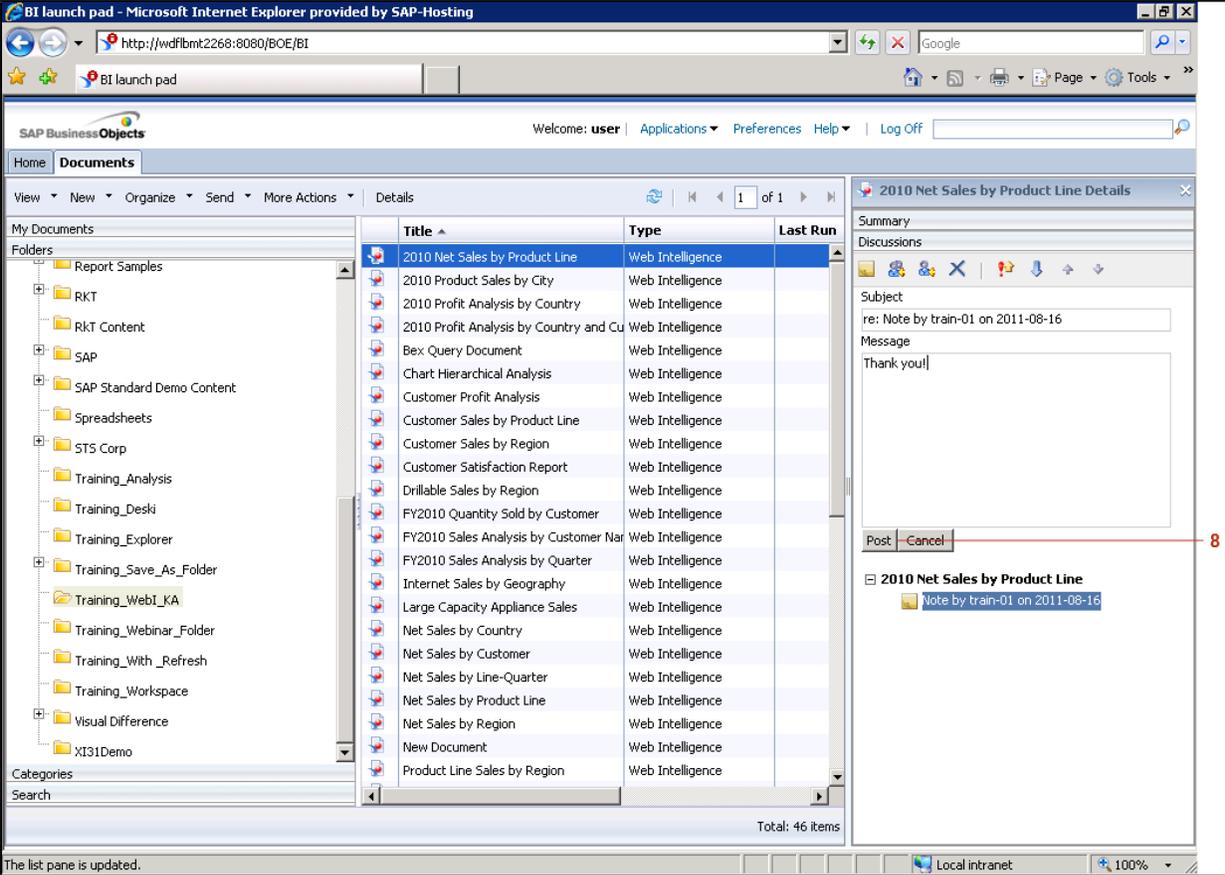
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



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

Field	Description
Message	<b>Example:</b> Thank you!

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

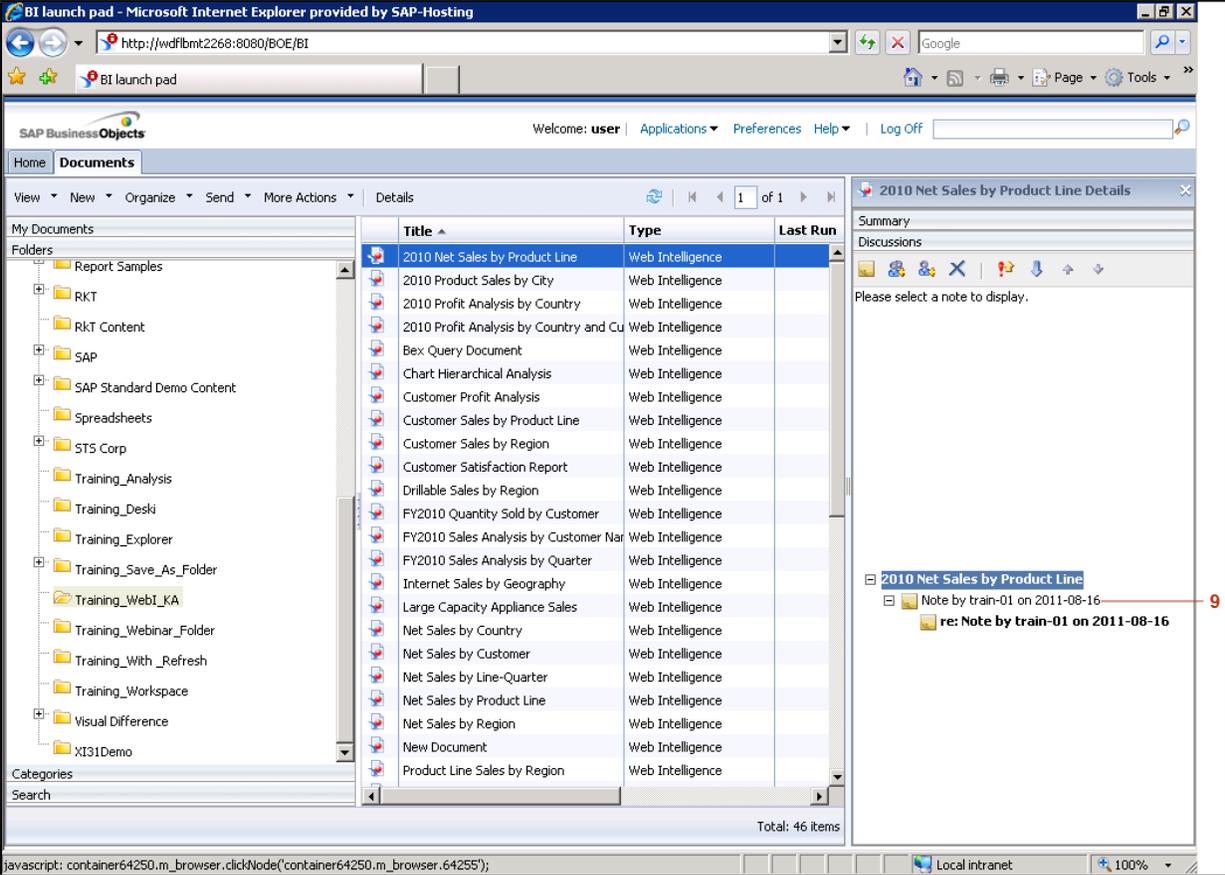


### 8. Click **Post**.



If you choose "Reply to Group", your reply is visible to everyone who has the right to view the notes associated with the object.

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

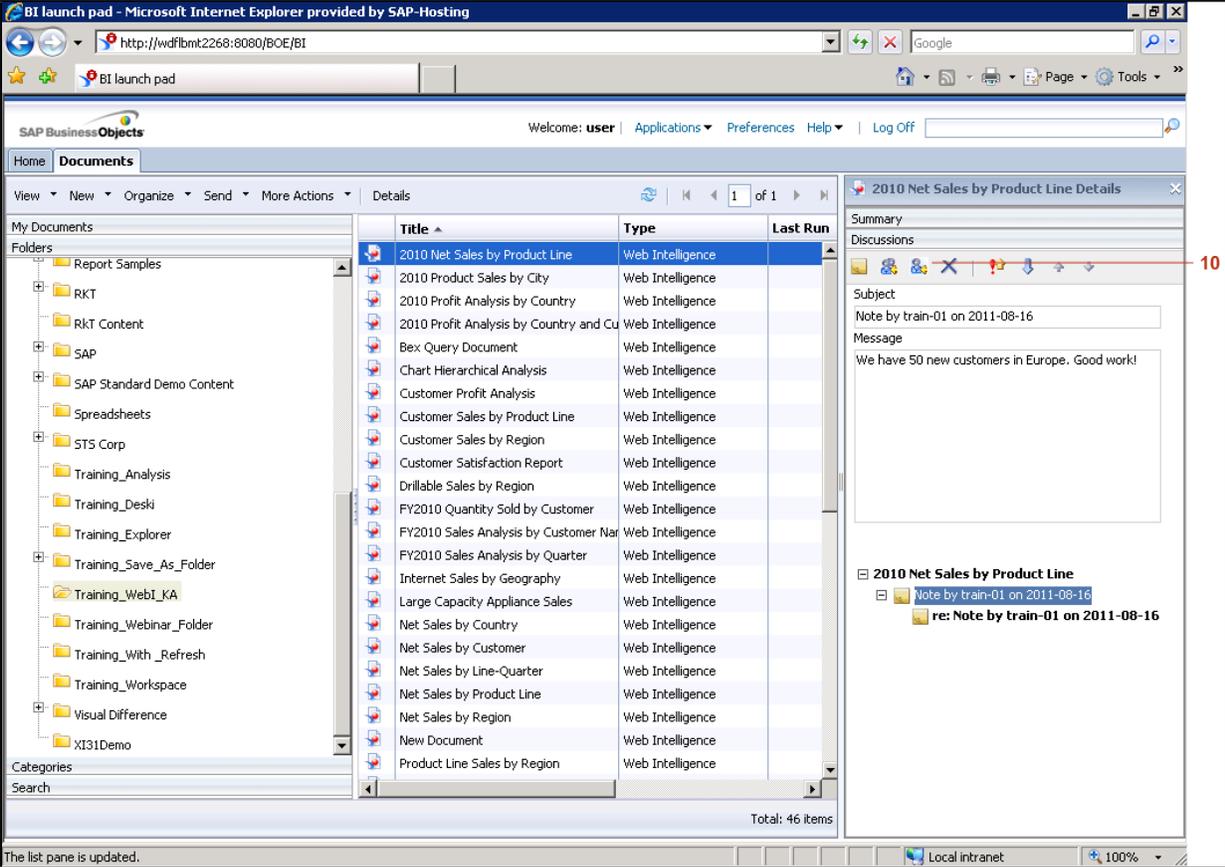


9. Click **Note by train-01 on 2011-08-16**.



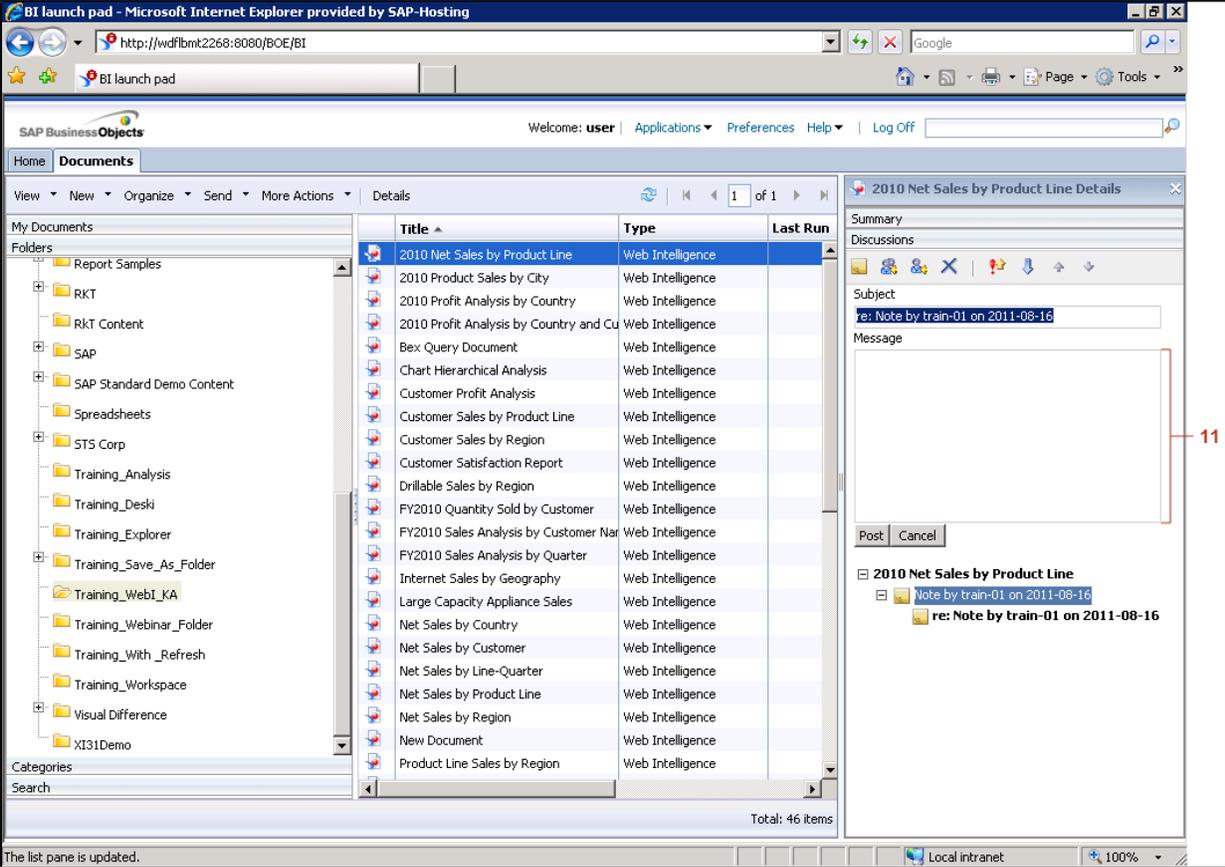
Open the note sent by user Train-01 and reply to the sender only.

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



10. Click **Reply to Sender**  .

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



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

Field	Description
Message	<b>Example:</b> Thank you!

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

The screenshot shows the SAP BusinessObjects BI launch pad interface. The browser window title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows "http://wdfibmt2268:8080/BOE/BI". The SAP BusinessObjects logo and "Welcome: user" are visible. The "Documents" tab is active, showing a list of documents. The "2010 Net Sales by Product Line Details" window is open, displaying a discussion thread. A red line points to the "Post" button in the discussion window, labeled "12".

Title	Type	Last Run
2010 Net Sales by Product Line	Web Intelligence	
2010 Product Sales by City	Web Intelligence	
2010 Profit Analysis by Country	Web Intelligence	
2010 Profit Analysis by Country and Cu	Web Intelligence	
Bex Query Document	Web Intelligence	
Chart Hierarchical Analysis	Web Intelligence	
Customer Profit Analysis	Web Intelligence	
Customer Sales by Product Line	Web Intelligence	
Customer Sales by Region	Web Intelligence	
Customer Satisfaction Report	Web Intelligence	
Drillable Sales by Region	Web Intelligence	
FY2010 Quantity Sold by Customer	Web Intelligence	
FY2010 Sales Analysis by Customer Nar	Web Intelligence	
FY2010 Sales Analysis by Quarter	Web Intelligence	
Internet Sales by Geography	Web Intelligence	
Large Capacity Appliance Sales	Web Intelligence	
Net Sales by Country	Web Intelligence	
Net Sales by Customer	Web Intelligence	
Net Sales by Line-Quarter	Web Intelligence	
Net Sales by Product Line	Web Intelligence	
Net Sales by Region	Web Intelligence	
New Document	Web Intelligence	
Product Line Sales by Region	Web Intelligence	

### 12. Click **Post**.



You cannot edit notes that were created by other users or notes that have replies in a discussion thread unless you have administrative rights.

### 13. Press any key or click anywhere to continue



You have successfully opened a discussion, and replied to a note.

Press any key or click anywhere to exit the activity