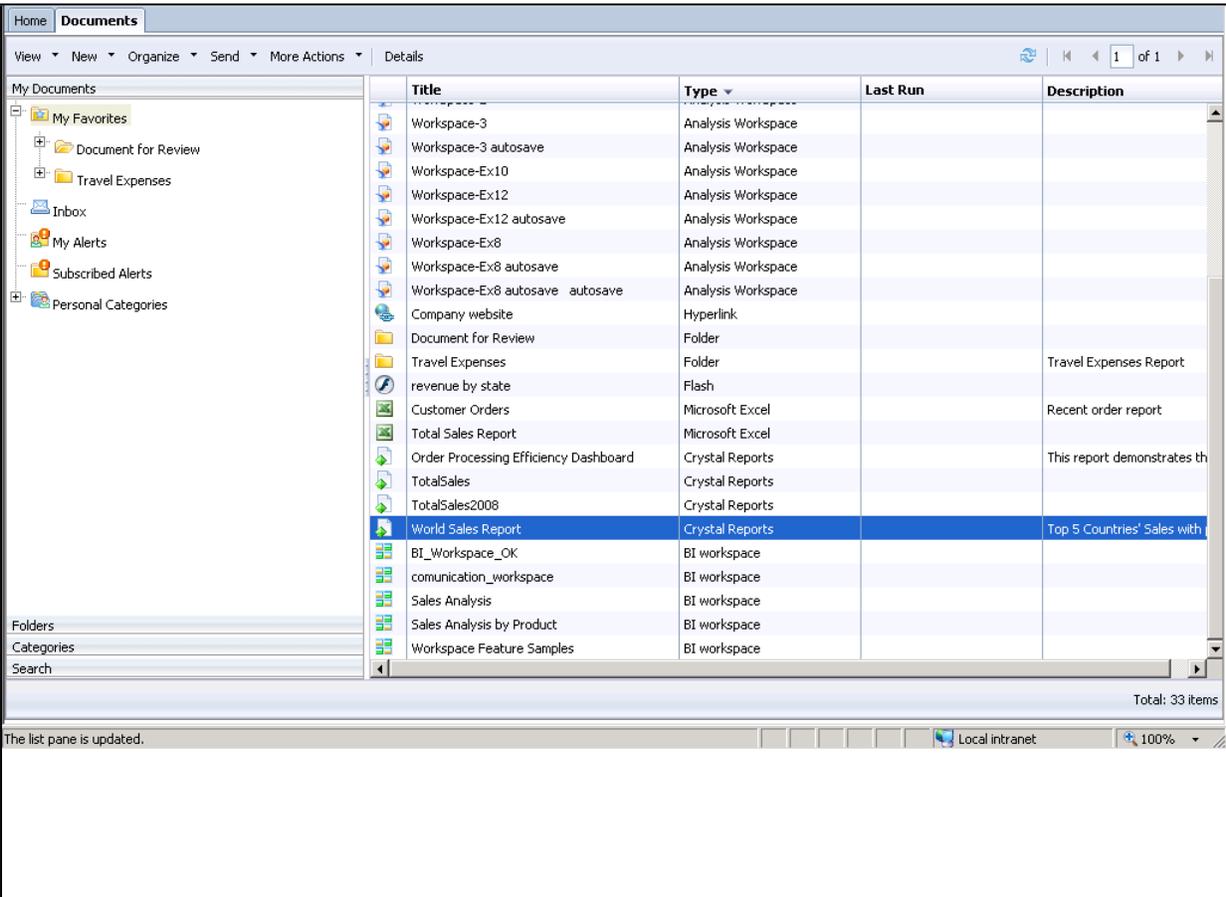


Open a BI Workspace

Procedure

BI launch pad



1. Press any key or click anywhere to continue



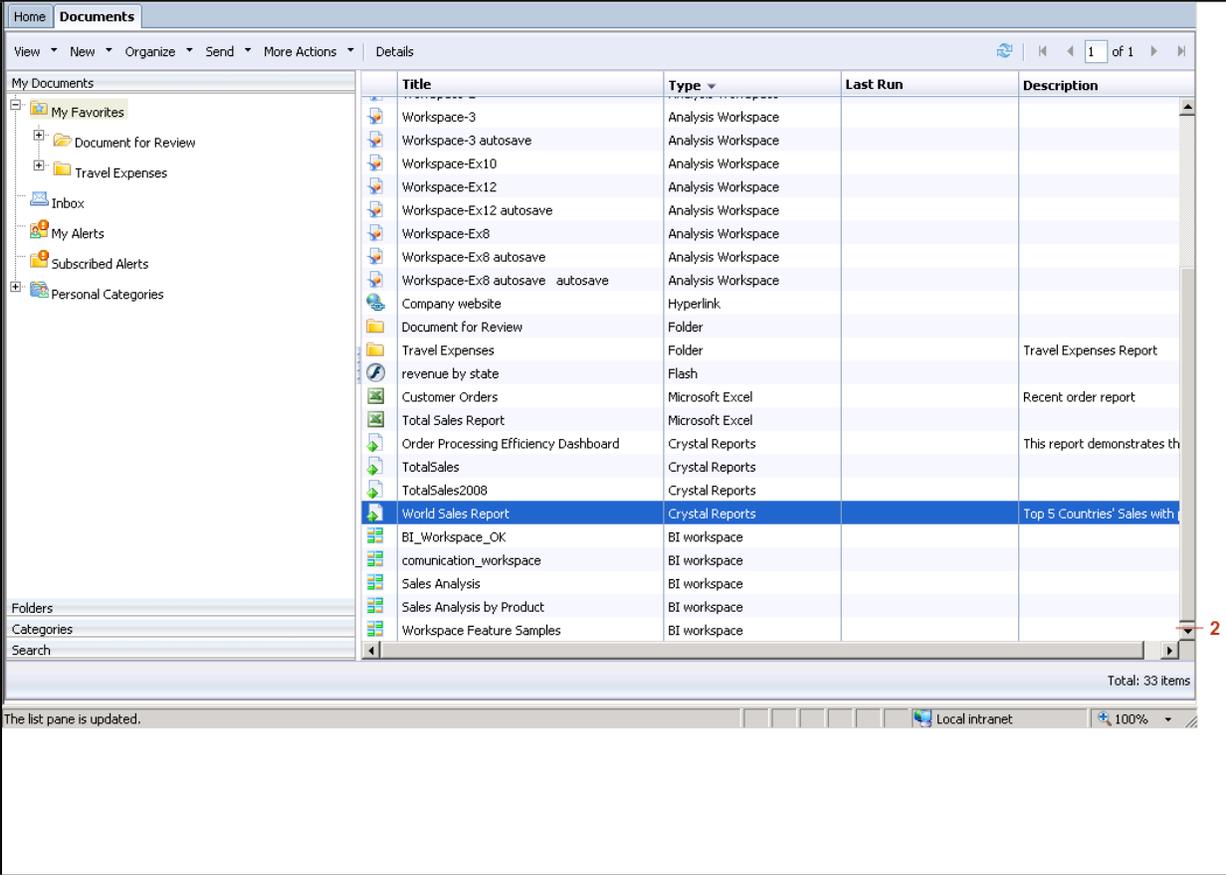
BI workspaces provides a consistent, up-to-date way to monitor critical business areas. It also provides tab-based navigation and page creation capabilities.

Open a BI workspace and explore some of its features.

Press any key or click anywhere to continue.

Open a BI Workspace

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

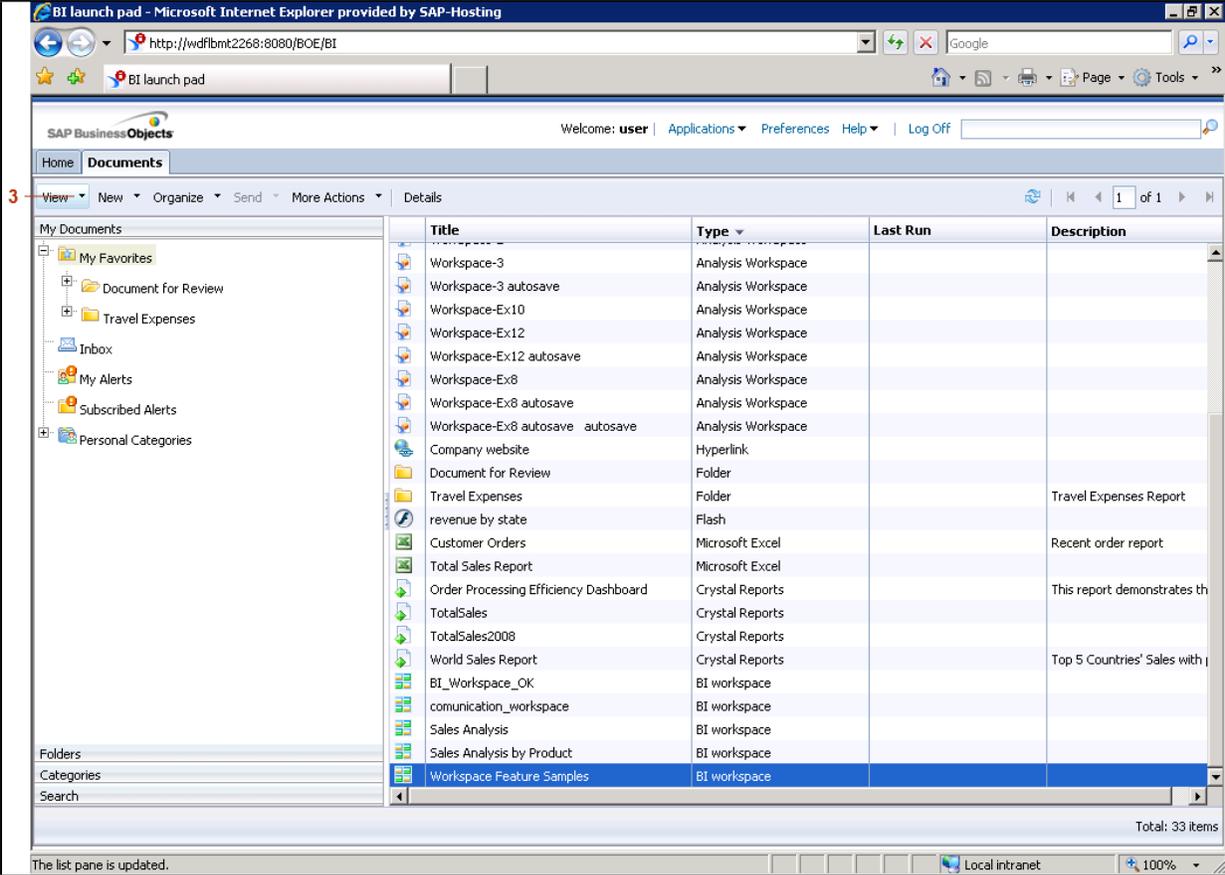


2. Click **Workspace Feature Samples**.

 Start by selecting the Workspace Feature Samples document.

Open a BI Workspace

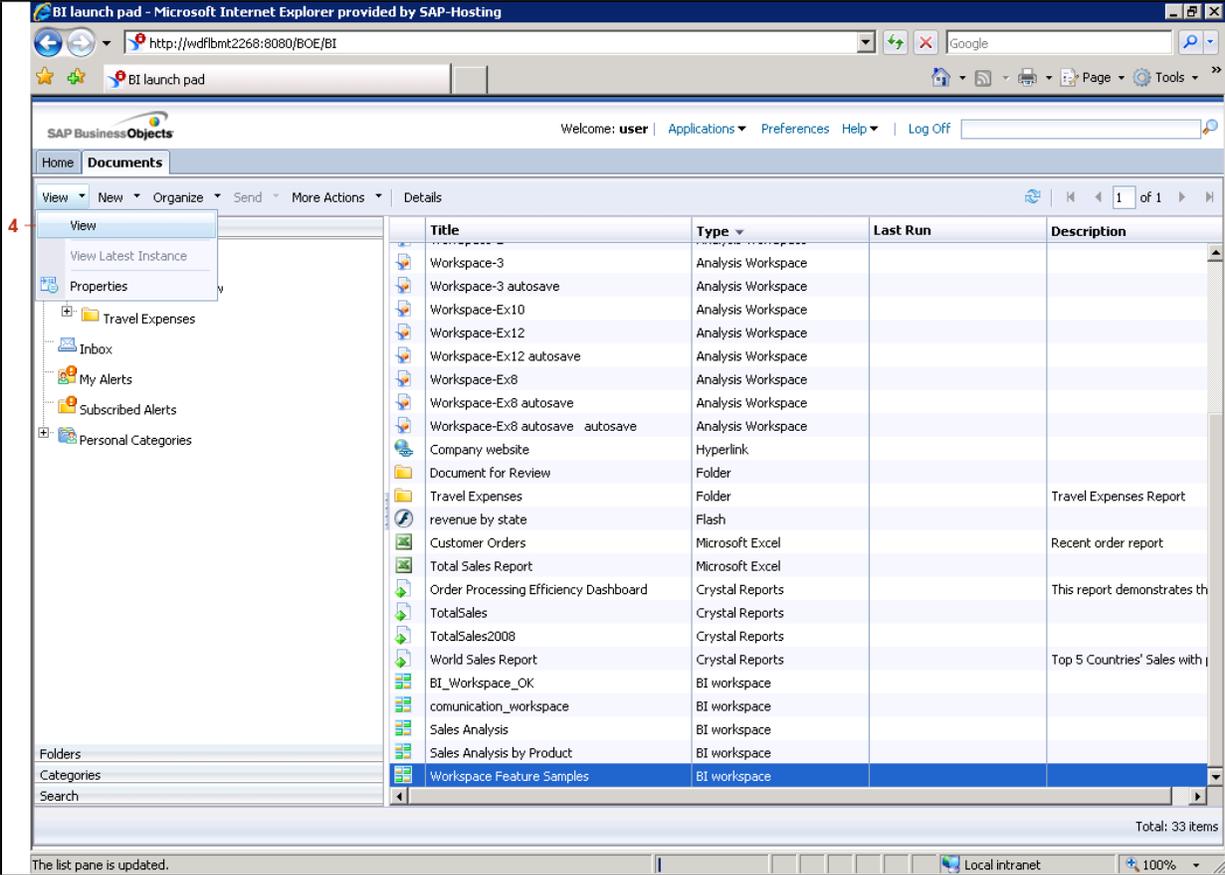
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click the arrow beside the **View** box.

Open a BI Workspace

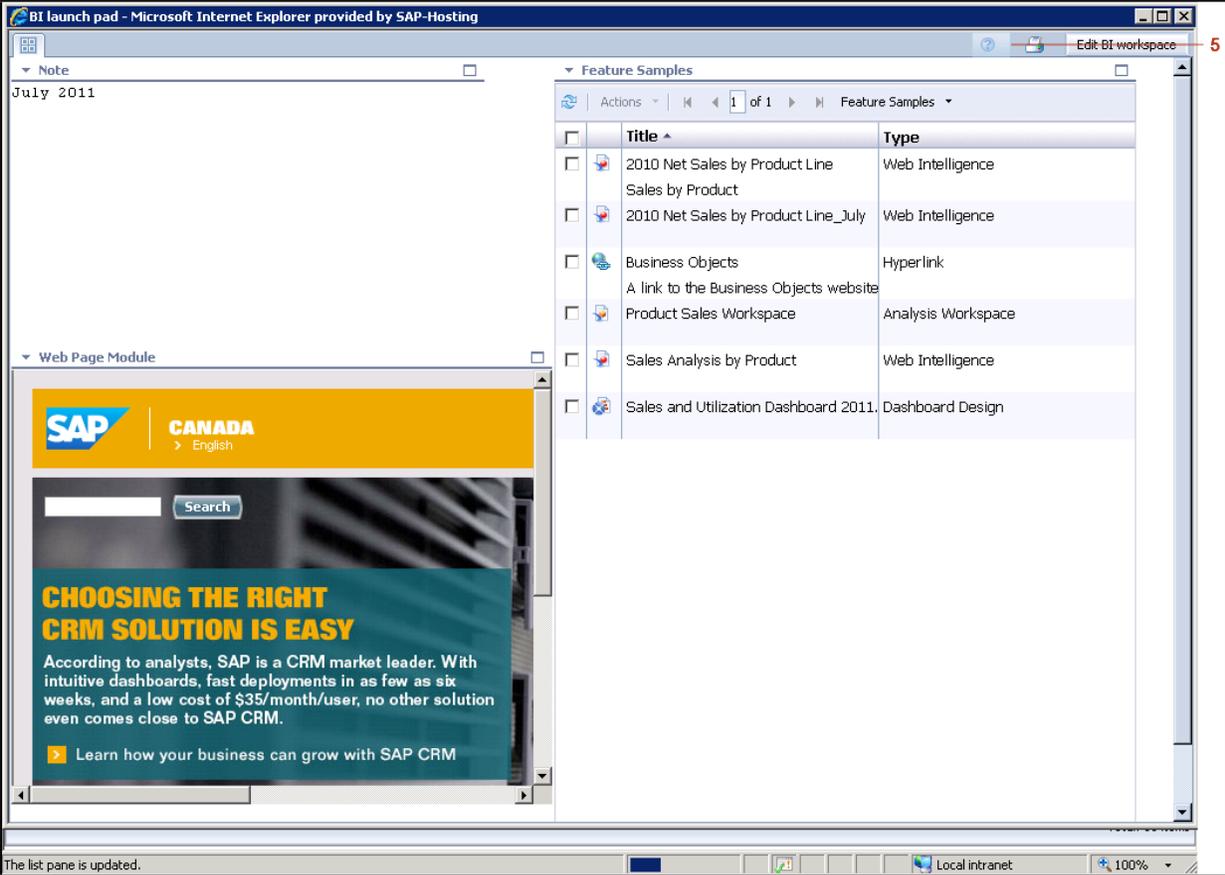
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click [View](#).

Open a BI Workspace

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



5. Click **Help** .



When you select a BI workspace in the Documents tab for viewing or editing, it opens in a new tab.

Now select Help.

Open a BI Workspace

BI Launch Pad Help - Microsoft Internet Explorer provided by SAP-Hosting

Launch Pad Help - Microsoft Internet Explorer provided by SAP-Hosting

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Tabs in BI launch pad

BI launch pad uses tabs to display multiple pages and documents in one web browser window. This section lists the different types of tabs you are likely to encounter.

Note: If you set your document viewing preferences to open objects in new windows, documents will not open in tabs.

Home tab
Home tab is one of the default tabs available in BI launch pad. For more information, see [Home tab](#).

Documents tab
The Documents tab lets you view and manage repository objects. For more information, see [Documents tab](#).

Viewers
Special viewers provide additional functionality when you view Crystal reports and Interactive Analysis documents in BI launch pad. For more information about viewing documents, see the following sections:

- "Viewing objects"
- "Viewing Crystal reports"
- "Viewing Interactive Analysis documents"

Applications
Applications that integrate with BI launch pad such as SAP BusinessObjects Advanced Analysis open in separate tabs. You can access the online help available in these applications when you open them.

In this section:

- [Home tab](#)
- [Documents tab](#)

pane is updated. Local intranet 100%

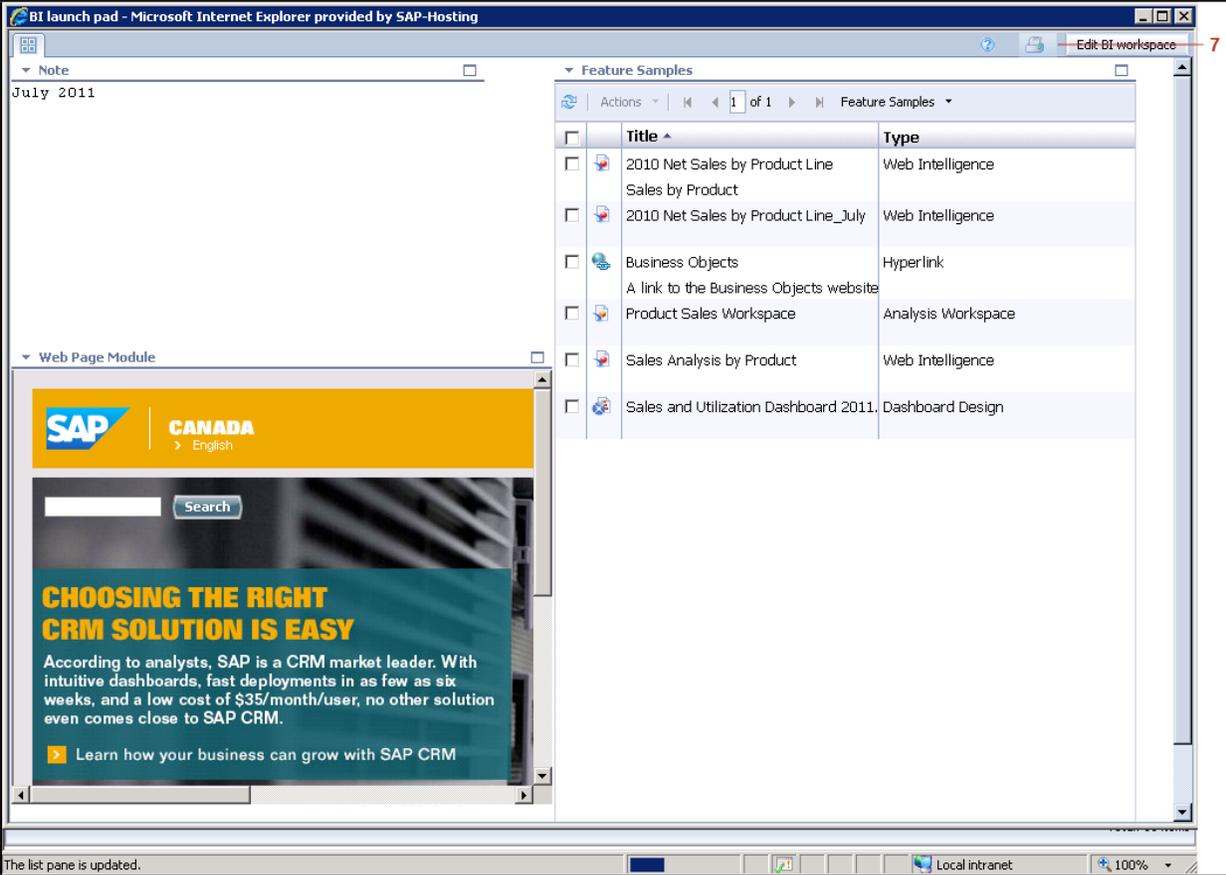
6. Click **Close** .



Help lets you access the online help for BI launch pad.

Open a BI Workspace

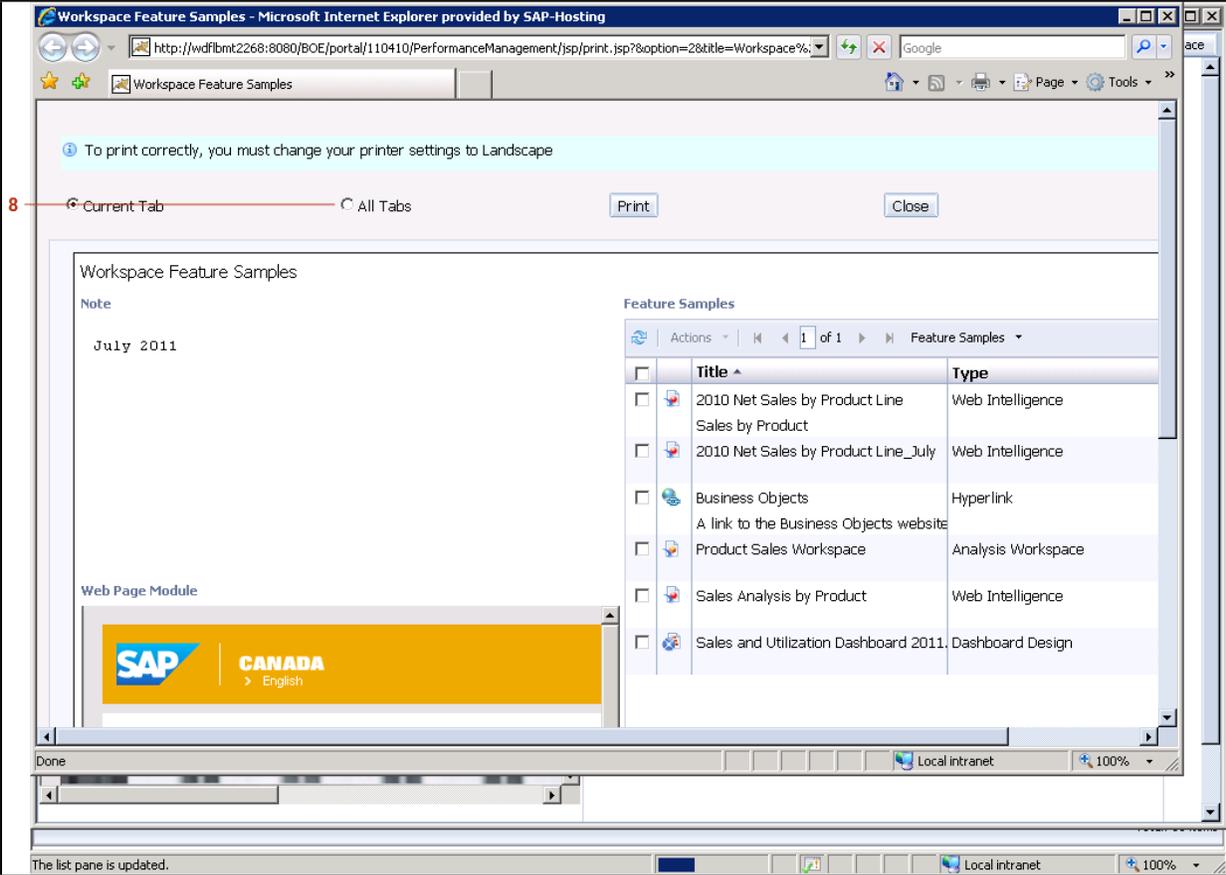
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **Print Preview** .

Open a BI Workspace

Workspace Feature Samples - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **All Tabs**.

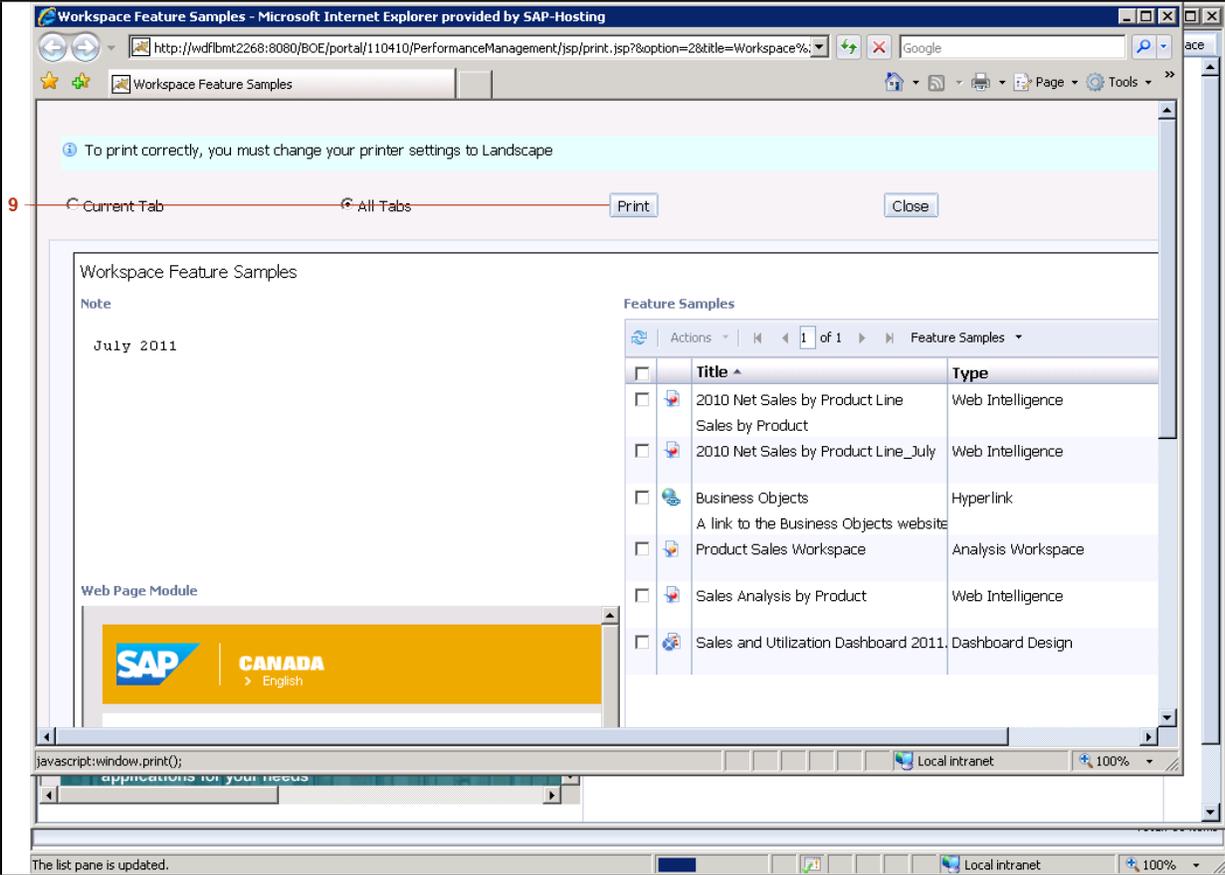


The print option allows you to view and print dynamic content in a BI workspace.

It displays the current state of the BI workspace view so that you do not have to reload a particular document for printing.

Open a BI Workspace

Workspace Feature Samples - Microsoft Internet Explorer provided by SAP-Hosting



9. Click **Print**.

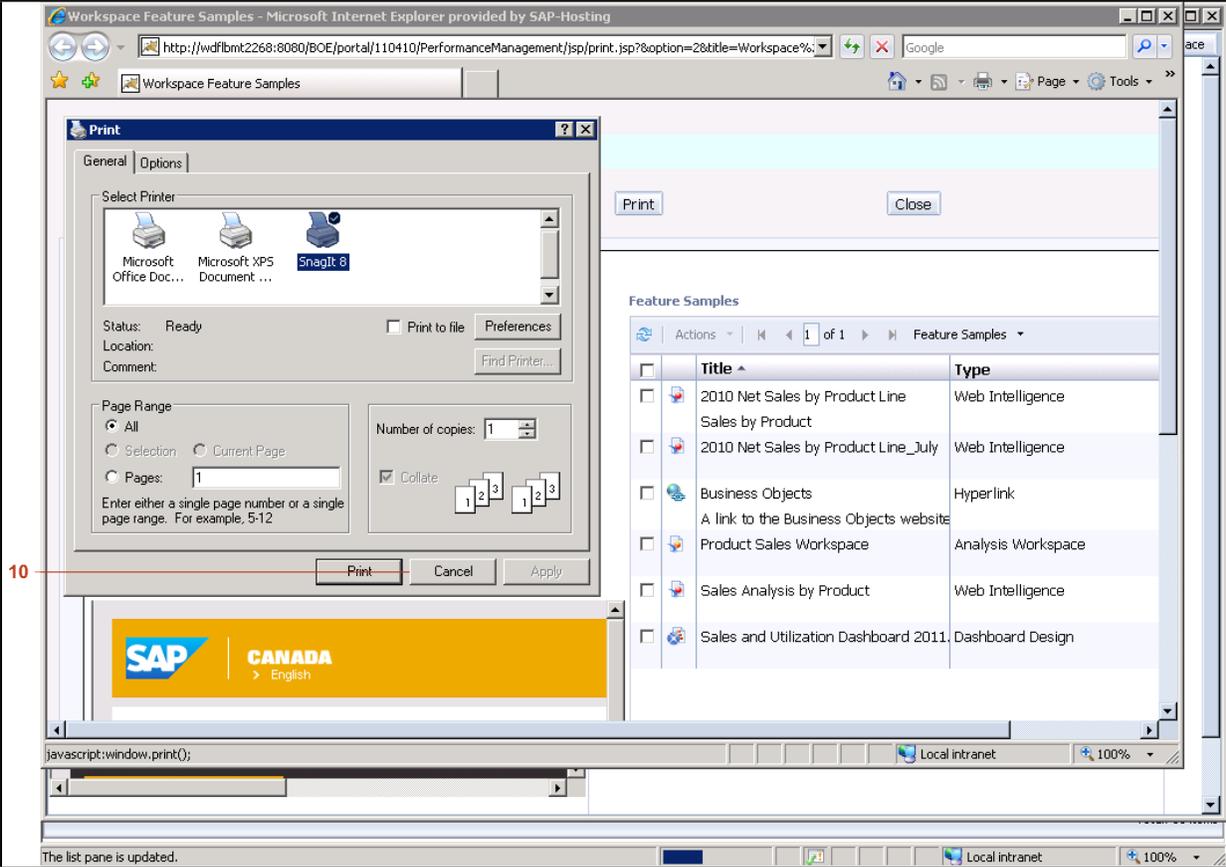


Use the option Current Tab to print just the tab you are currently viewing. This is the default option.

Use the option All Tabs to print all of the tabs and sub tabs in the BI workspace you are currently viewing.

Open a BI Workspace

Print



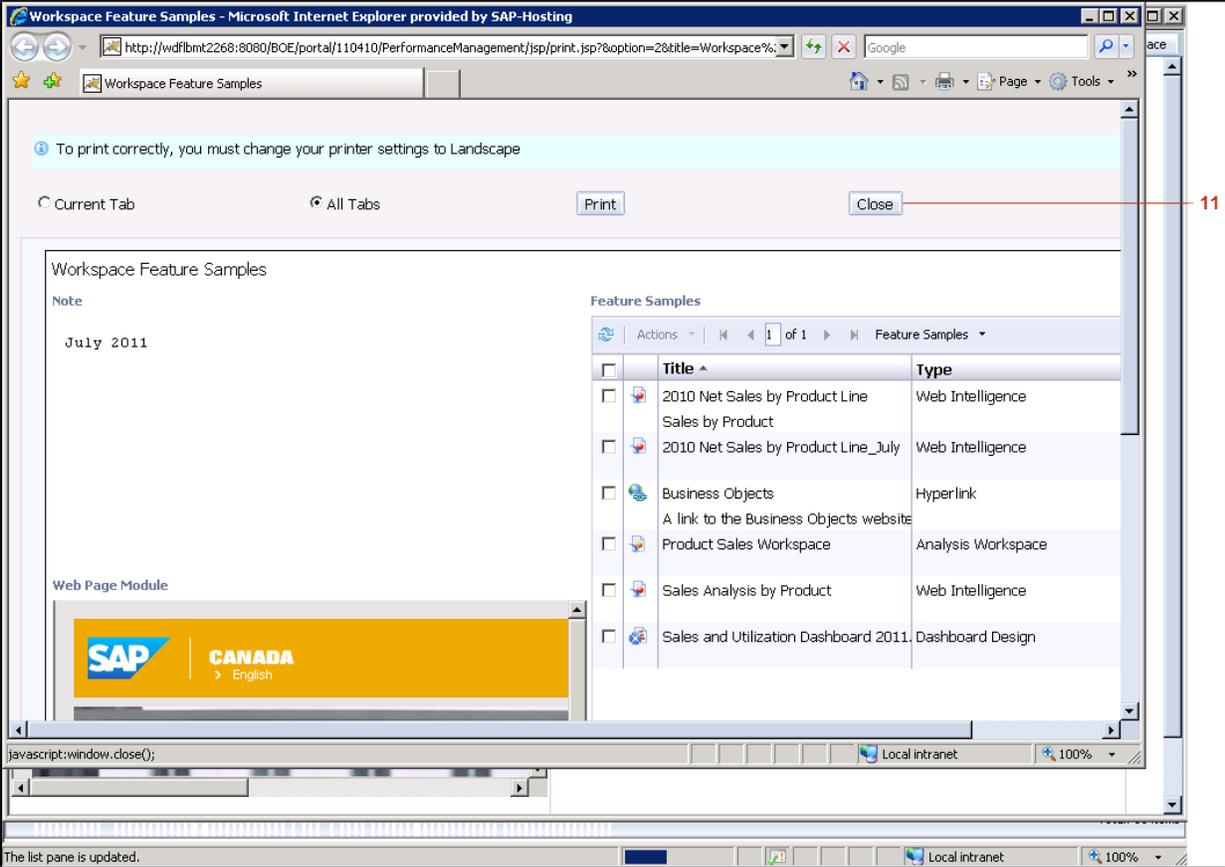
10. Click **Cancel**.



Each BI workspace tab will be printed on one page.

Open a BI Workspace

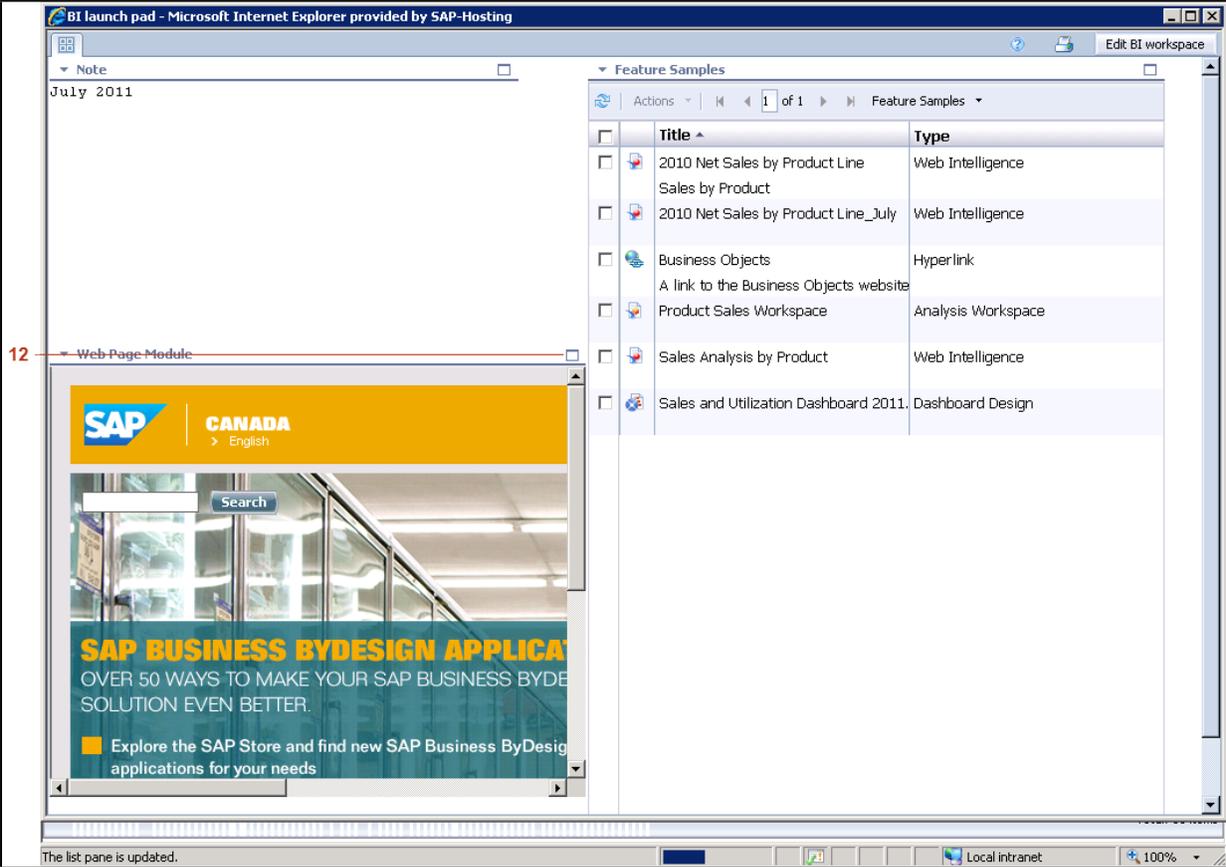
Workspace Feature Samples - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **Close**.

Open a BI Workspace

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



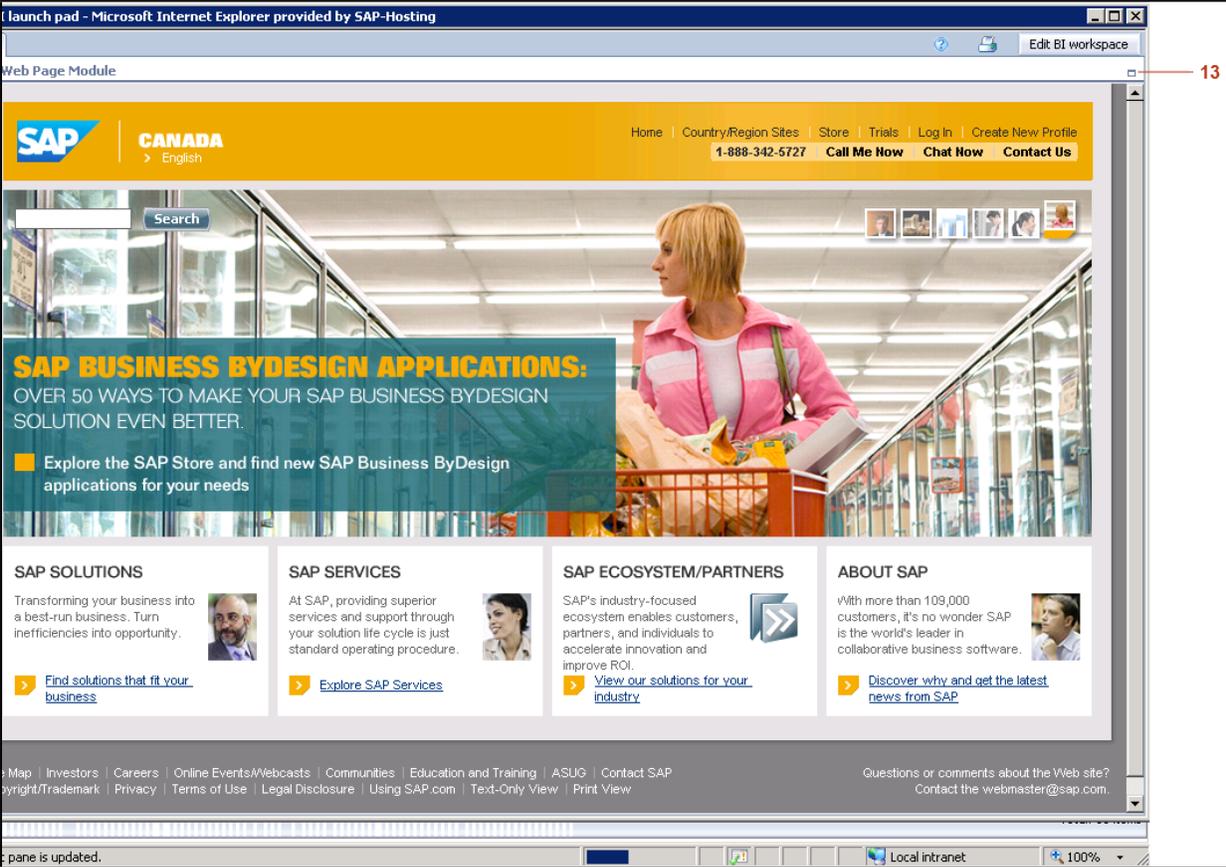
12. Click **Maximize** .



Maximize the Web Page Module.

Open a BI Workspace

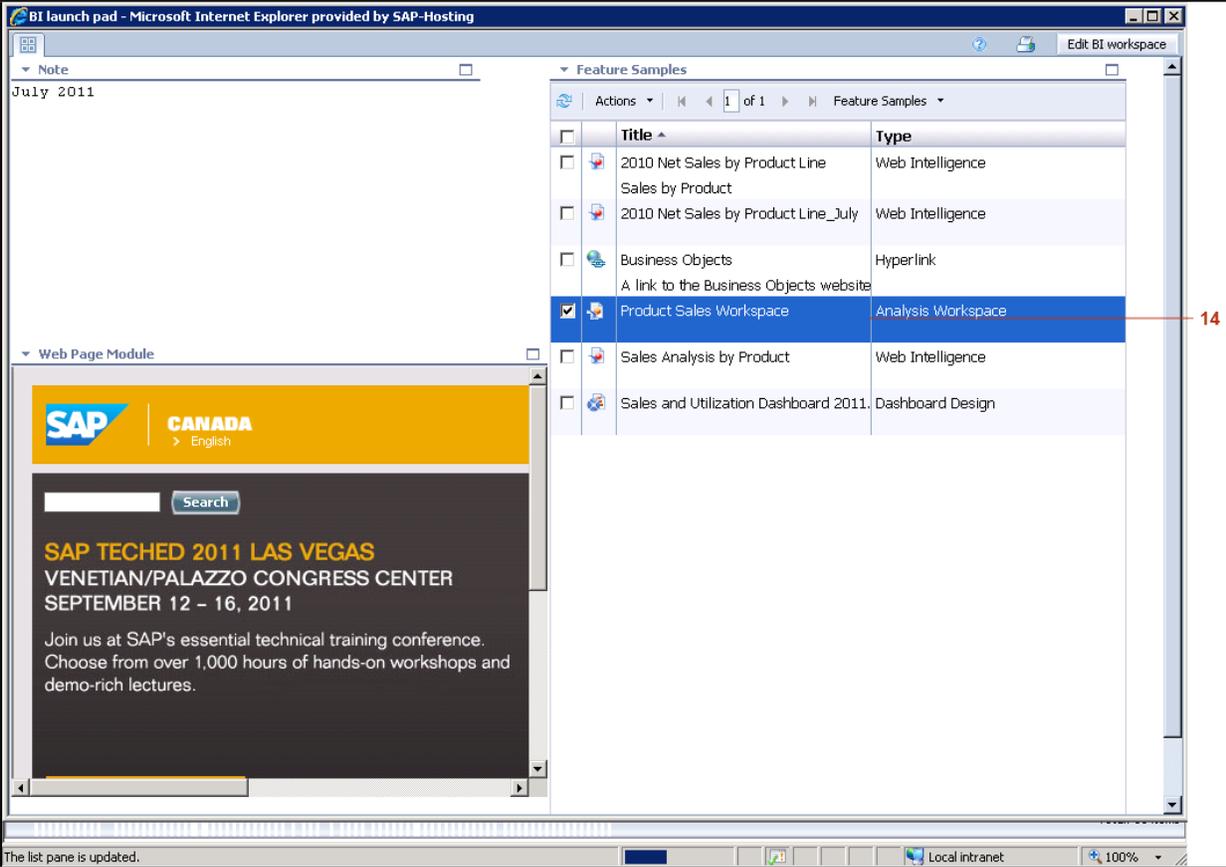
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click **Restore** □.

Open a BI Workspace

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



14. Double-click **Product Sales Workspace**.



Open the Product Sales Workspace Analysis workspace.

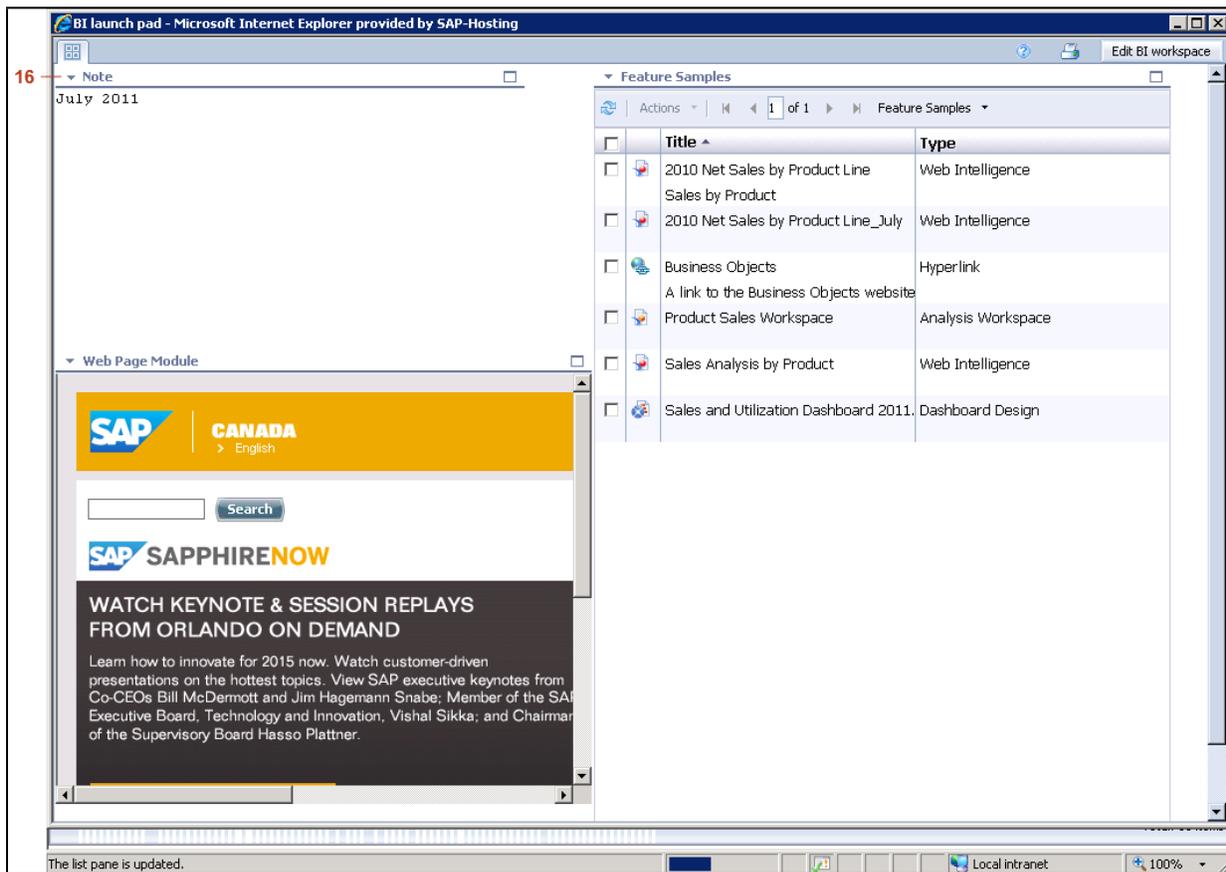
Open a BI Workspace

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

15. Click [Close](#).

Open a BI Workspace

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



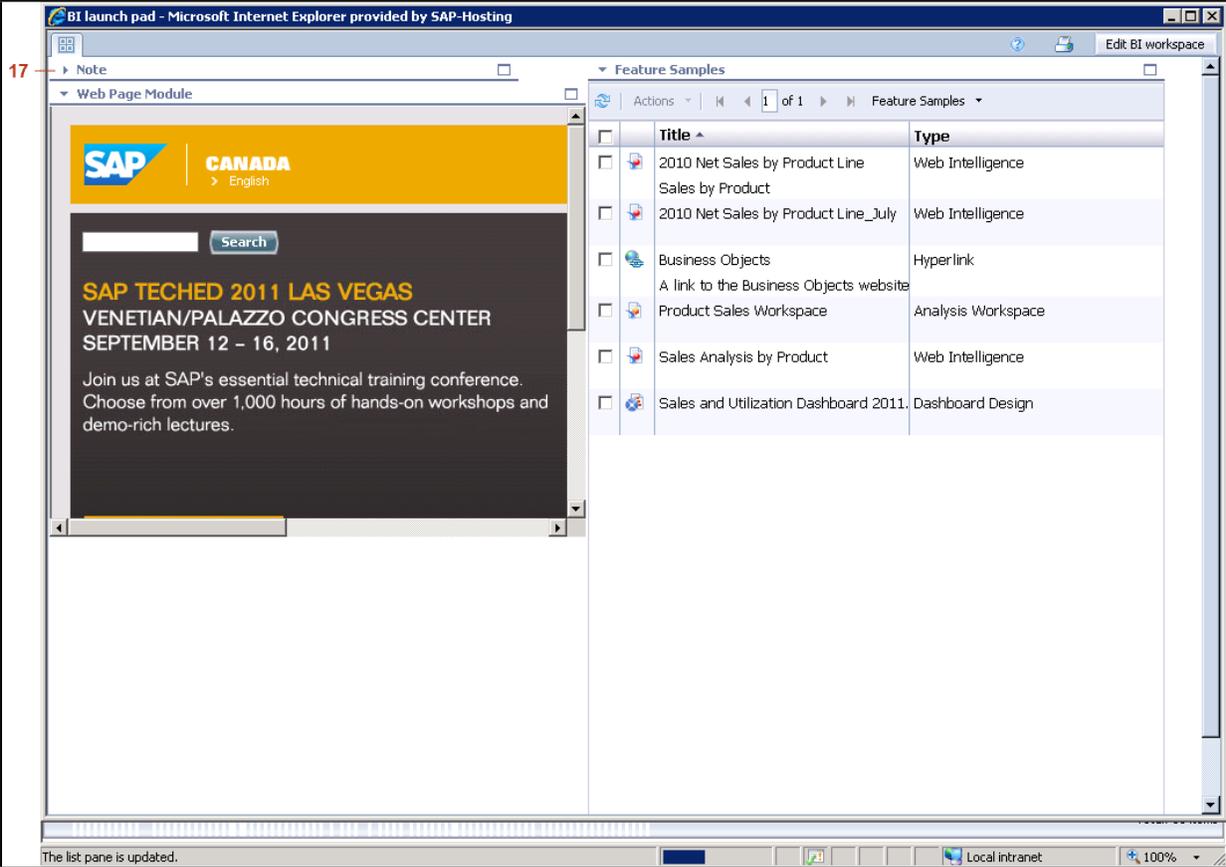
16. Click the arrow beside **Note** box.



Collapse the module.

Open a BI Workspace

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



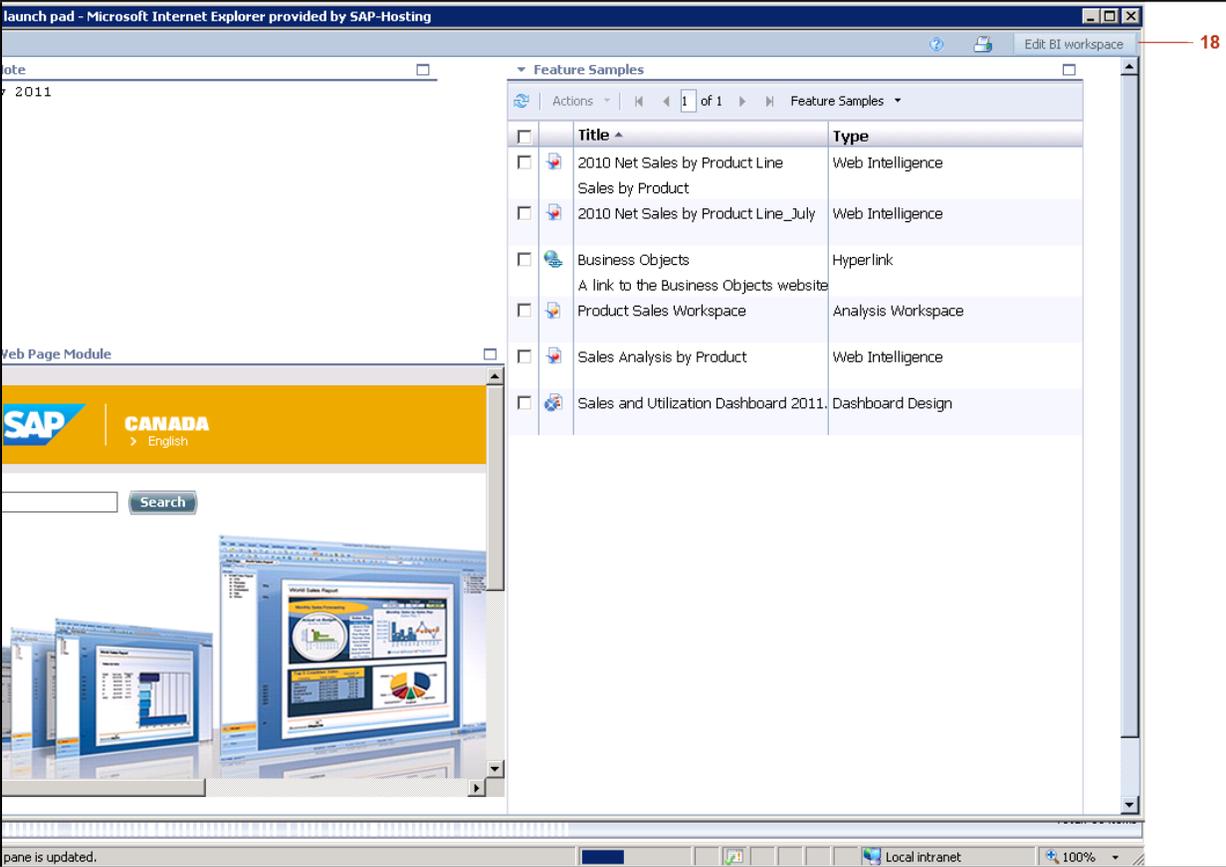
17. Click the arrow beside **Note**.



Now, expand the module.

Open a BI Workspace

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



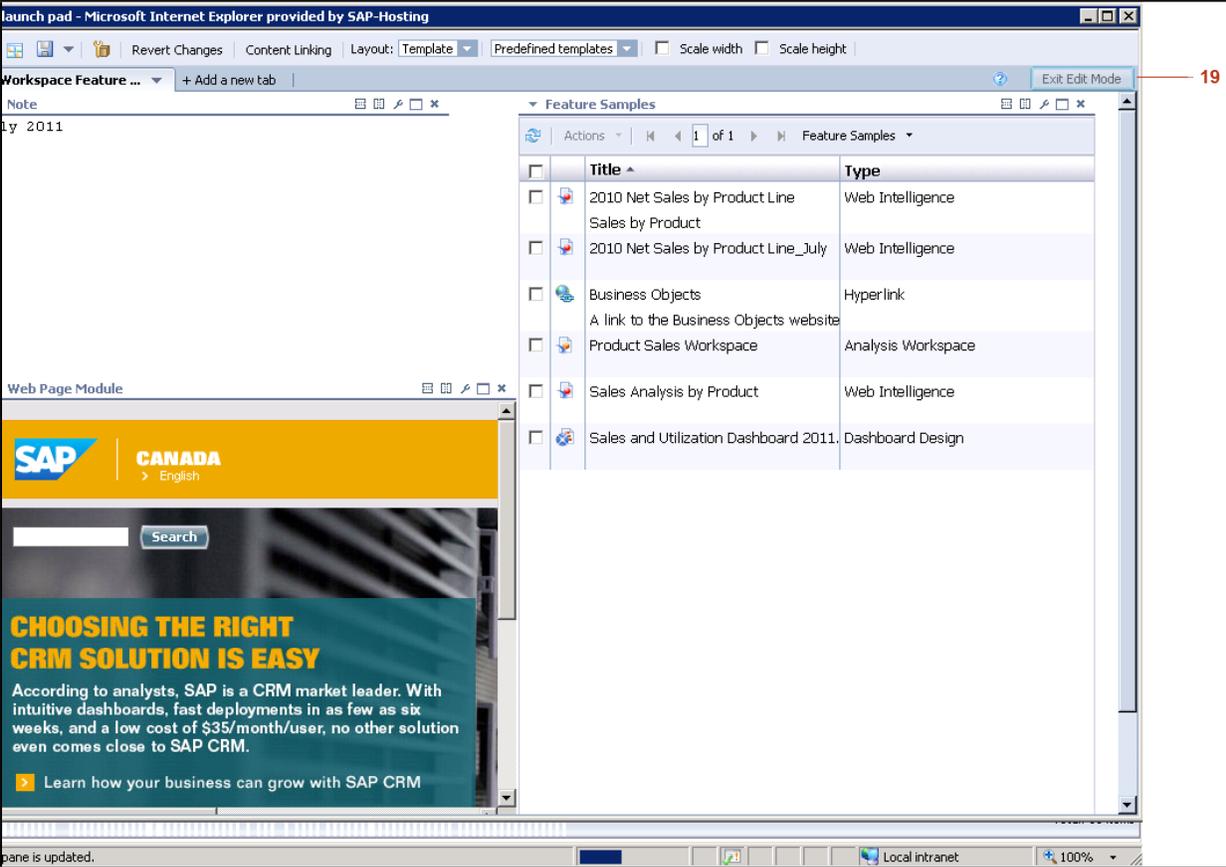
18. Click **Edit BI workspace**.



You can customize a BI workspace in edit mode using the menu options available on the BI workspace toolbar.

Open a BI Workspace

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



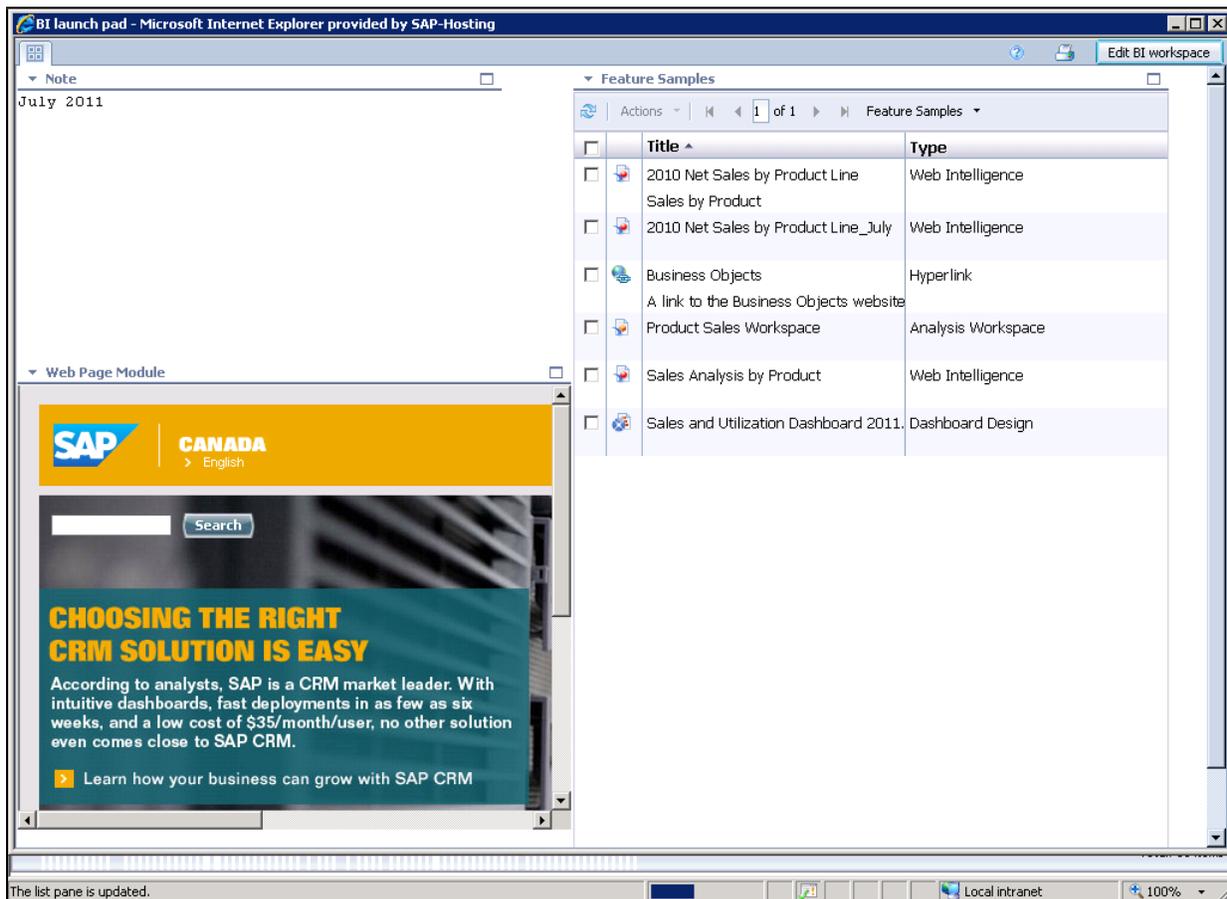
19. Click **Exit Edit Mode**.



The edit BI workspace toolbar with menu options and Module Library are displayed.

Open a BI Workspace

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



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



You have successfully opened a BI workspace and explored some of its features.

Press any key or click anywhere to exit the activity.