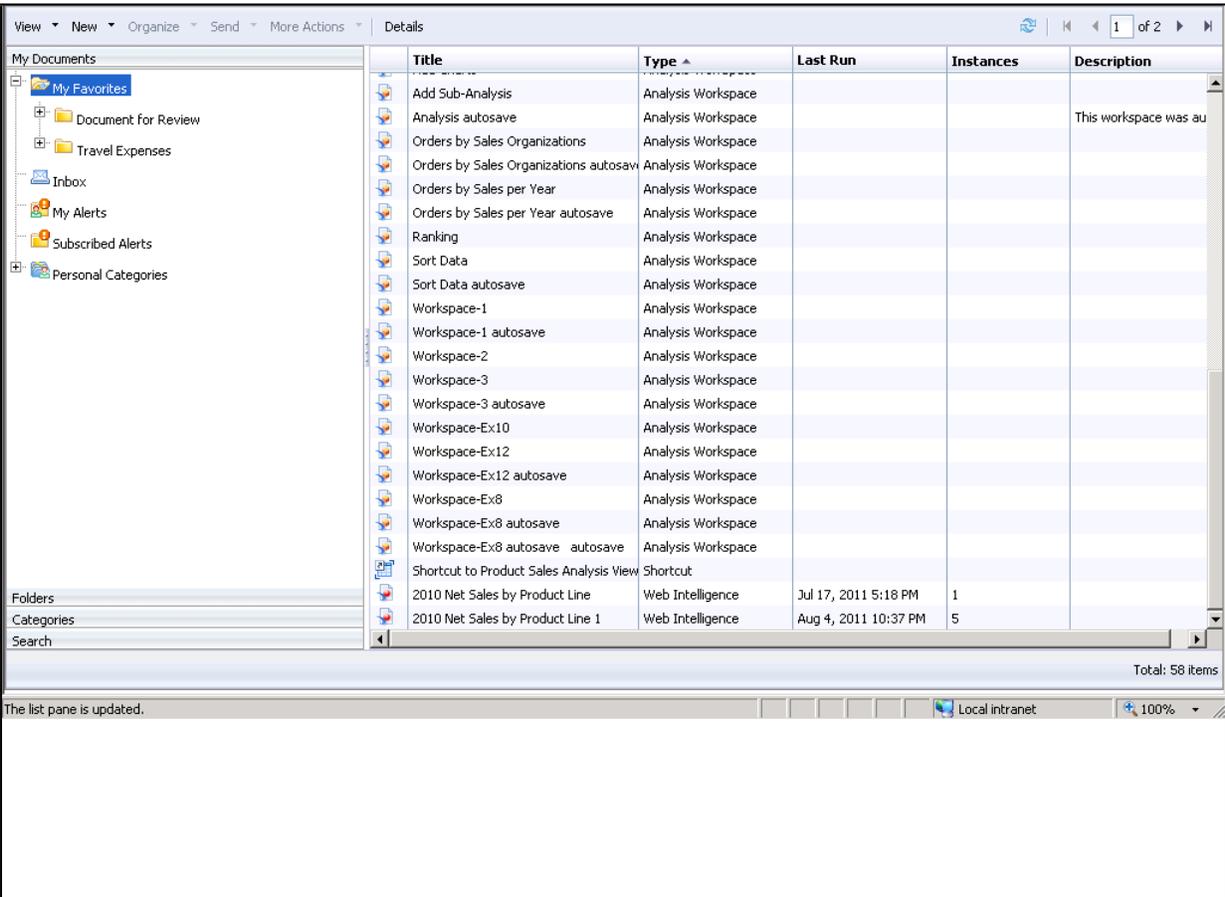


Procedure

BI launch pad



1. Press any key or click anywhere to continue



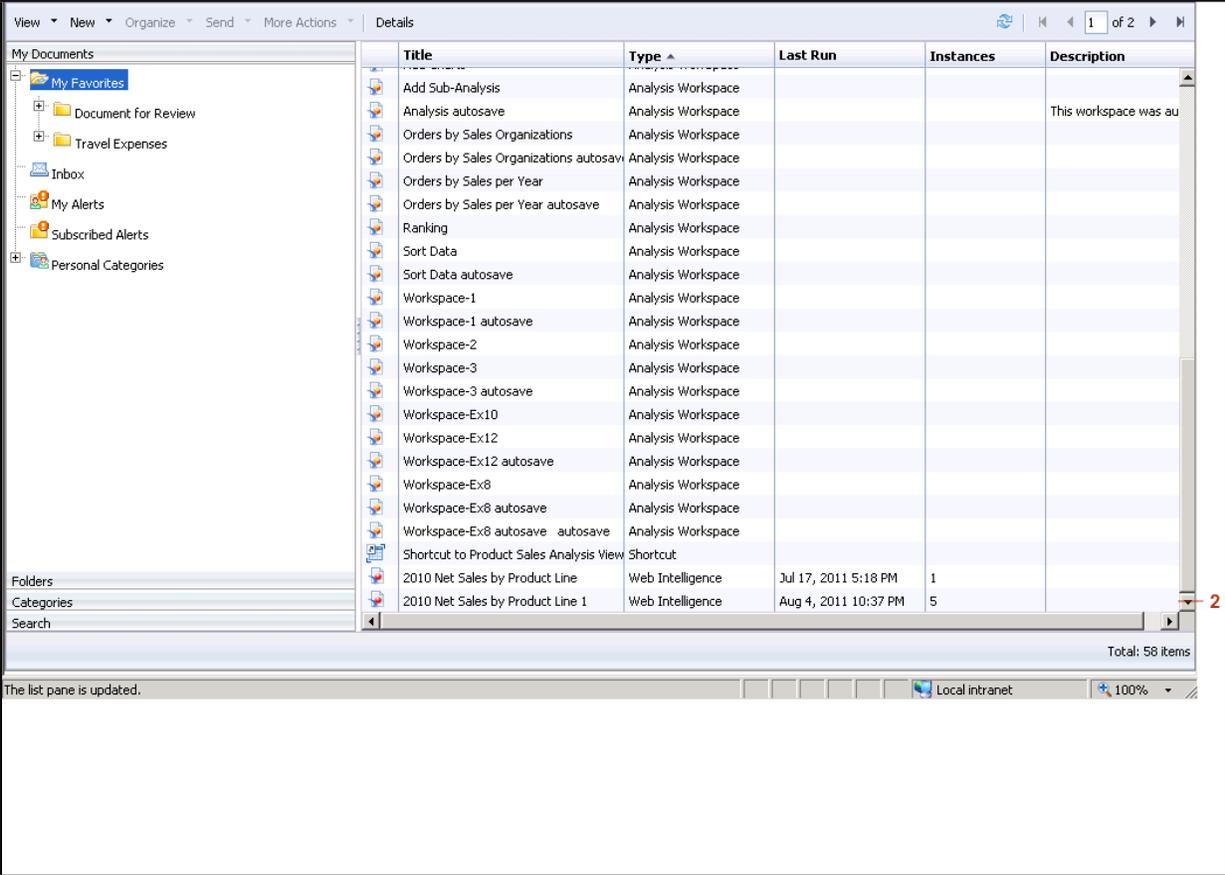
If you pin a document, it will remain open as tab the next time you log onto BI launch pad. Pinning is useful for documents that you view frequently.

Pin a Web Intelligence document. Then, log onto the BI launch pad to confirm the document remains open.

Press any key or click anywhere to continue.

Pin a Web Intelligence Document

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

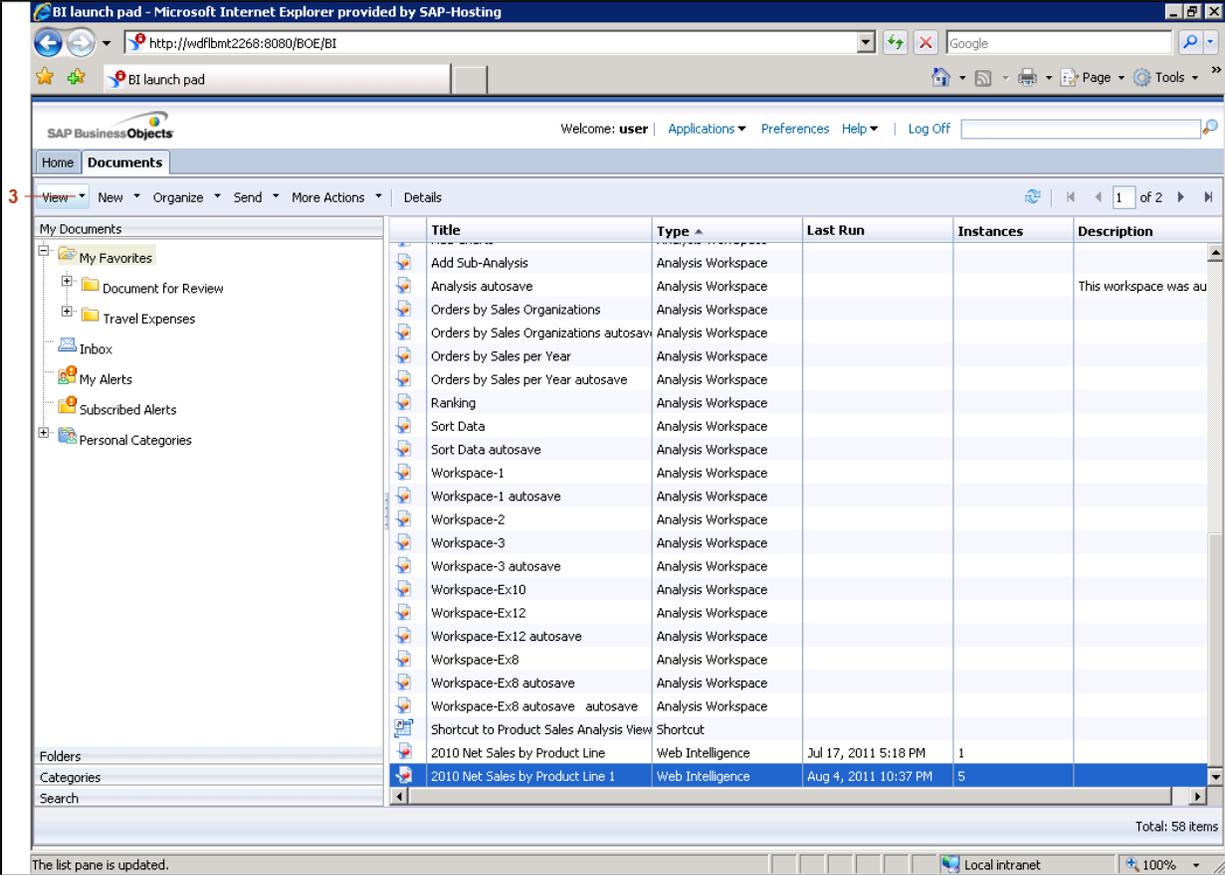


2. Click 2010 **Net Sales by Product Line 1**.

 Open the 2010 Net Sales by Product Line 1 document and then pin the document.

Pin a Web Intelligence Document

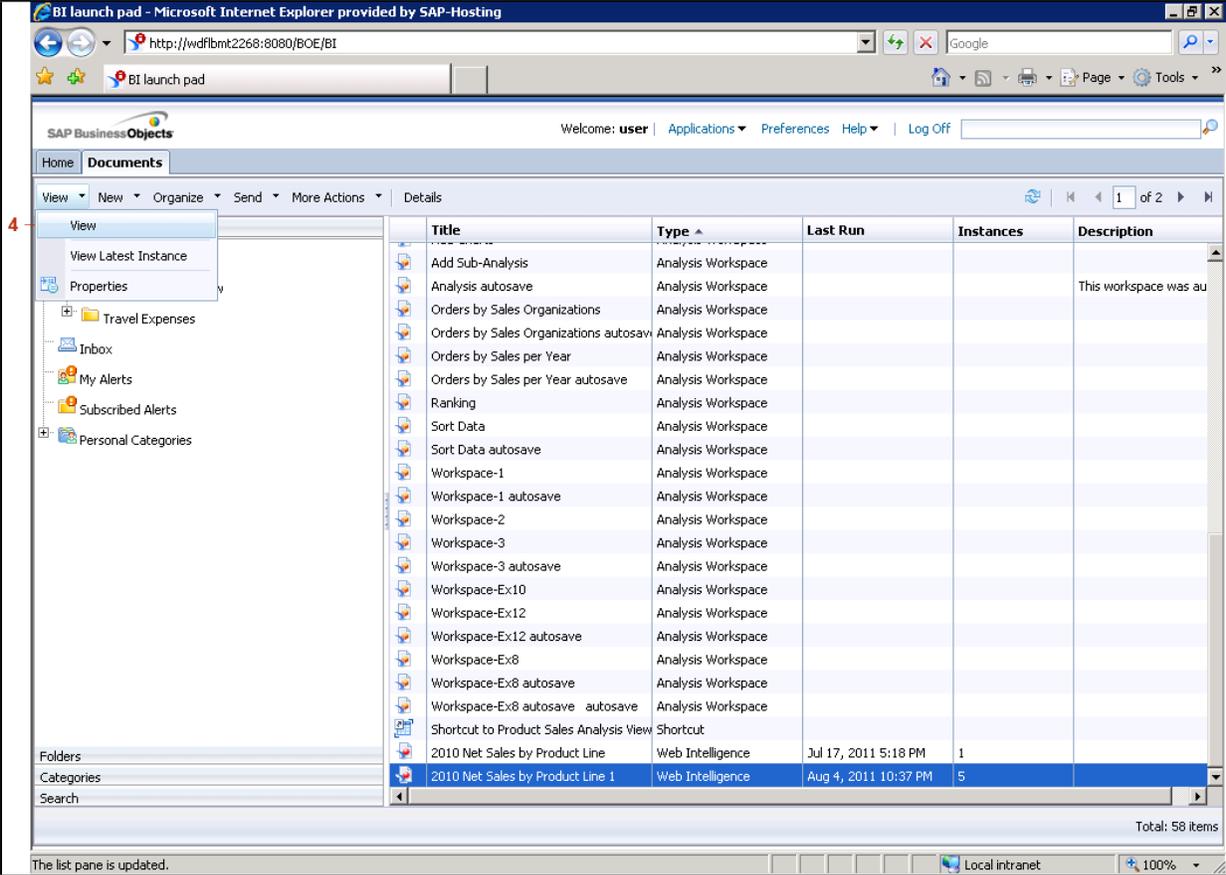
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



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

Pin a Web Intelligence Document

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



4. Click [View](#).

Pin a Web Intelligence Document

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

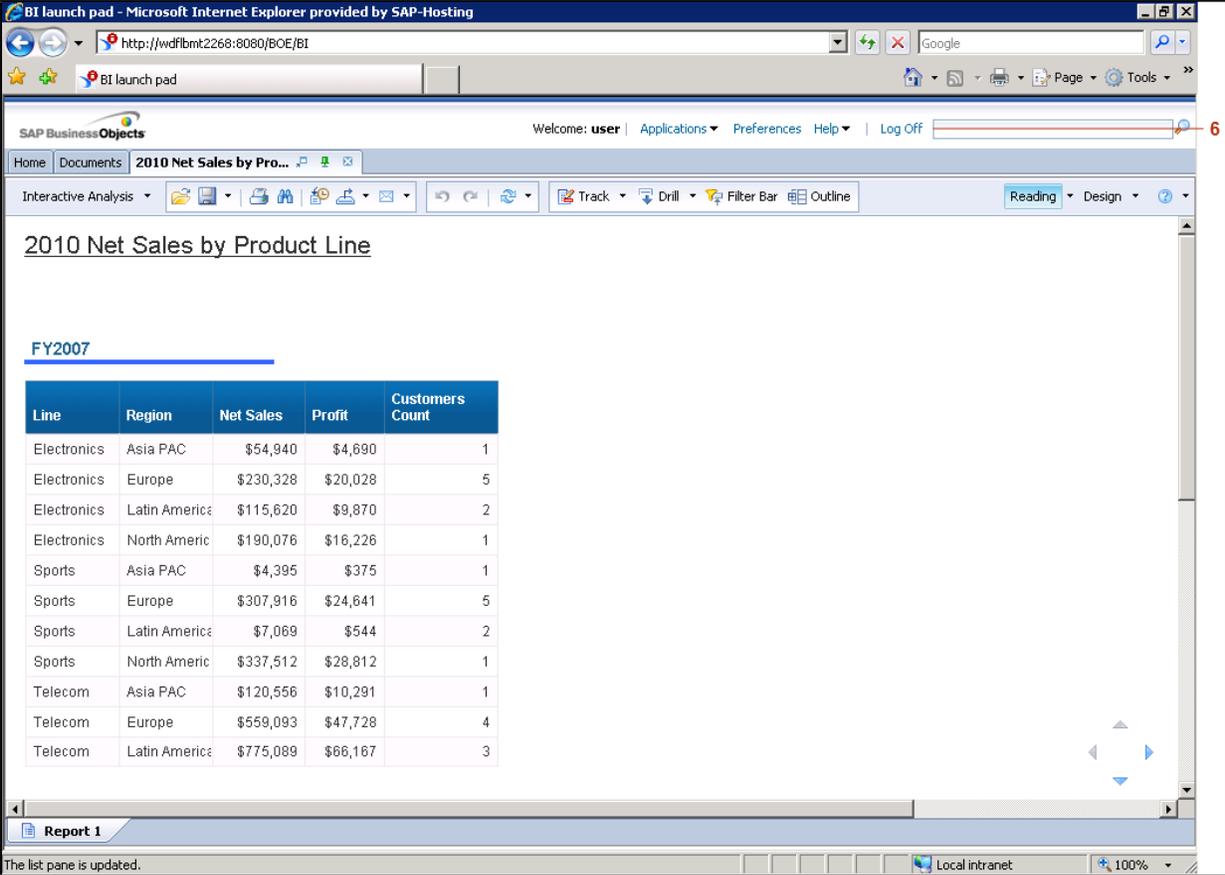
Line	Region	Net Sales	Profit	Customers Count
Electronics	Asia PAC	\$54,940	\$4,690	1
Electronics	Europe	\$230,328	\$20,028	5
Electronics	Latin America	\$115,620	\$9,870	2
Electronics	North America	\$190,076	\$16,226	1
Sports	Asia PAC	\$4,395	\$375	1
Sports	Europe	\$307,916	\$24,641	5
Sports	Latin America	\$7,069	\$544	2
Sports	North America	\$337,512	\$28,812	1
Telecom	Asia PAC	\$120,556	\$10,291	1
Telecom	Europe	\$559,093	\$47,728	4
Telecom	Latin America	\$775,089	\$66,167	3

5. Click  .

 The pin icon appears in the upper right corner.

Pin a Web Intelligence Document

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



6. Click **Log Off**.

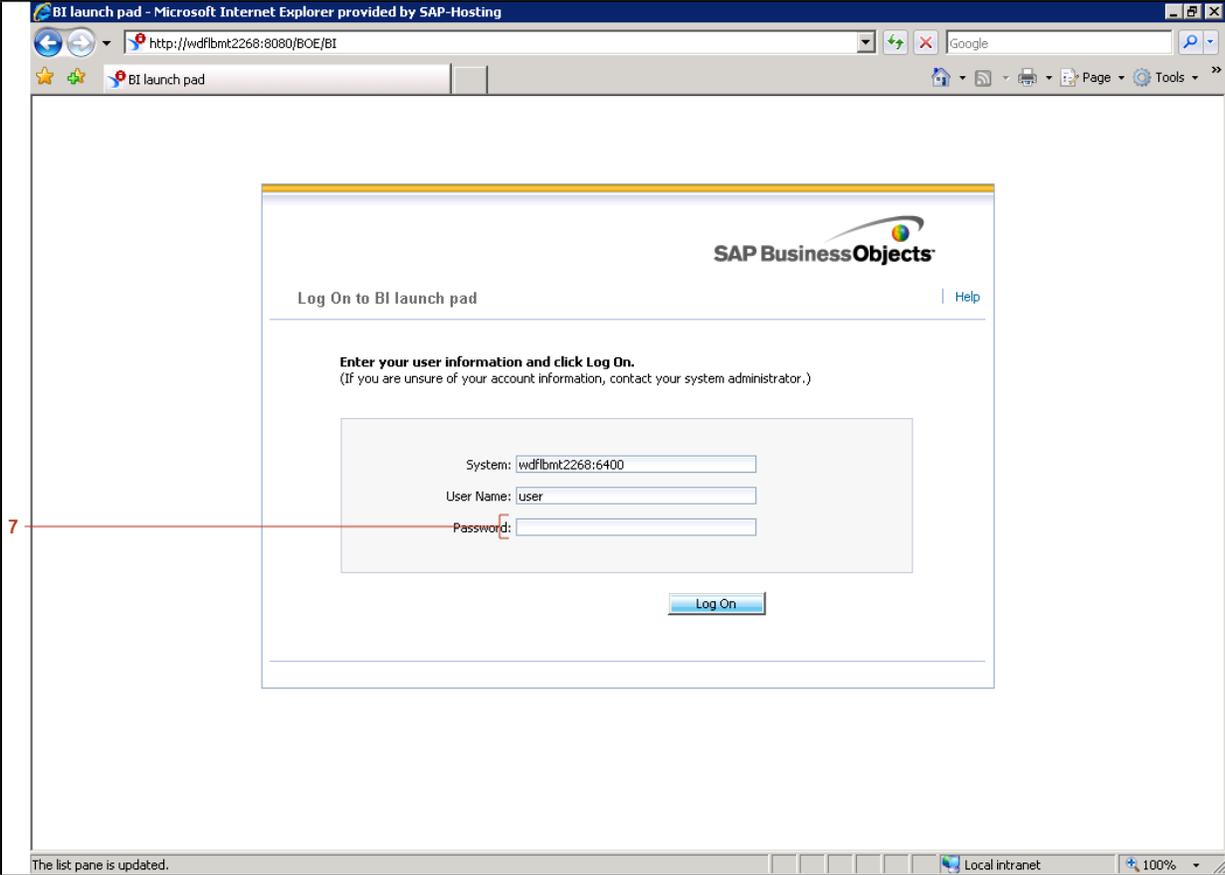


The pin icon points downward, indicating that the tab is now pinned.

Log onto the BI launch pad to confirm the document remains open.

Pin a Web Intelligence Document

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

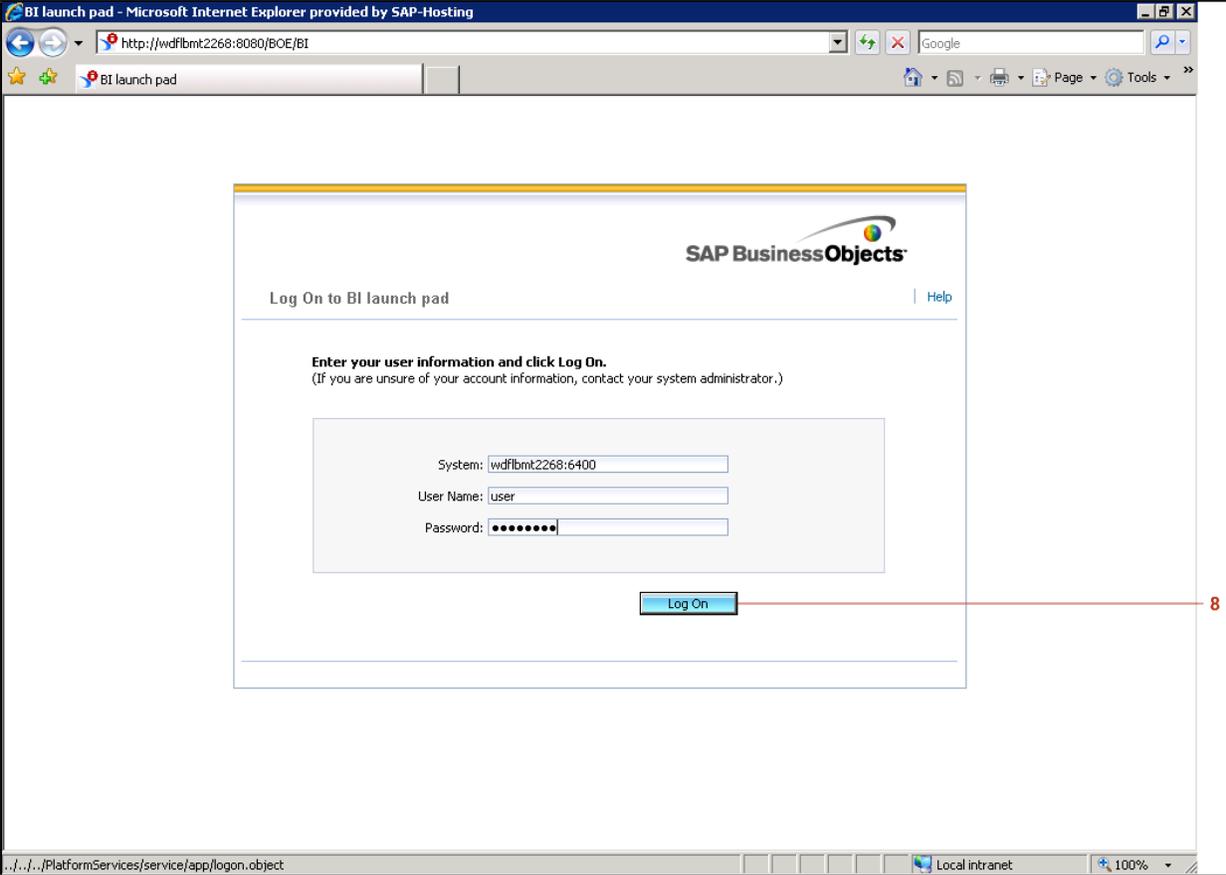


7. As required, complete/review the following fields:

Field	Description
Password:	Example: Password

Pin a Web Intelligence Document

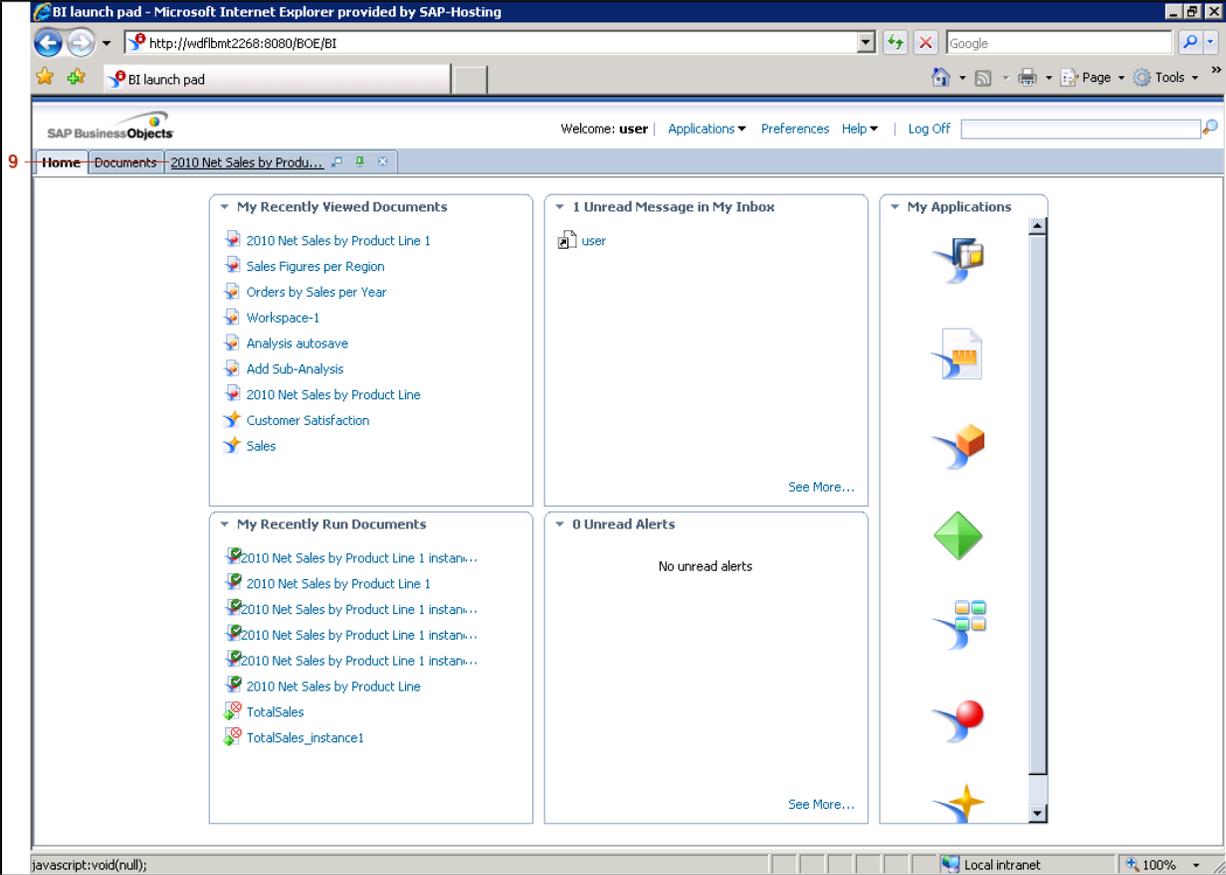
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Log On**.

Pin a Web Intelligence Document

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

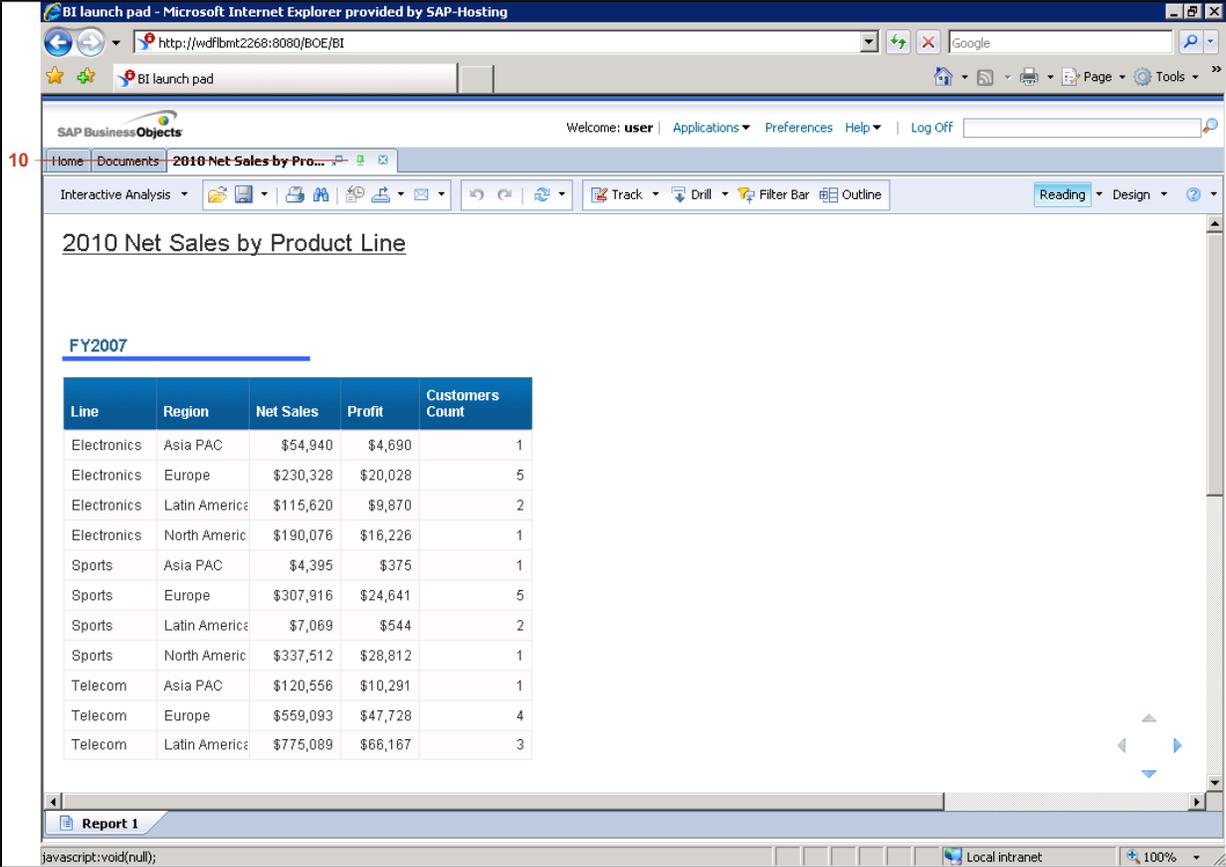


9. Click **2010 Net Sales by Product Line 1**.

 Open the 2010 Net Sales by Product Line document.

Pin a Web Intelligence Document

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



10. Click **Unpin** .



To unpin a tab, click the pin icon so that it points sideways.

Pin a Web Intelligence Document

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

The screenshot shows a web browser window displaying the SAP BusinessObjects BI launch pad. The browser title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows the URL "http://wdfibmt2268:8080/BOE/BI". The page content includes a navigation bar with "Home", "Documents", and "2010 Net Sales by Pro...". Below this is a toolbar with various icons and a "Track" button. The main content area displays the report title "2010 Net Sales by Product Line" and a sub-section for "FY2007". A table with 5 columns (Line, Region, Net Sales, Profit, Customers Count) lists data for various product lines and regions. The status bar at the bottom shows "Report 1" and "Local intranet".

Line	Region	Net Sales	Profit	Customers Count
Electronics	Asia PAC	\$54,940	\$4,690	1
Electronics	Europe	\$230,328	\$20,028	5
Electronics	Latin America	\$115,620	\$9,870	2
Electronics	North America	\$190,076	\$16,226	1
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Telecom	Asia PAC	\$120,556	\$10,291	1
Telecom	Europe	\$559,093	\$47,728	4
Telecom	Latin America	\$775,089	\$66,167	3

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



You have successfully pinned a Web Intelligence document, and logged onto the BI launch pad to confirm the document remains open.

Press any key or click anywhere to exit the activity.