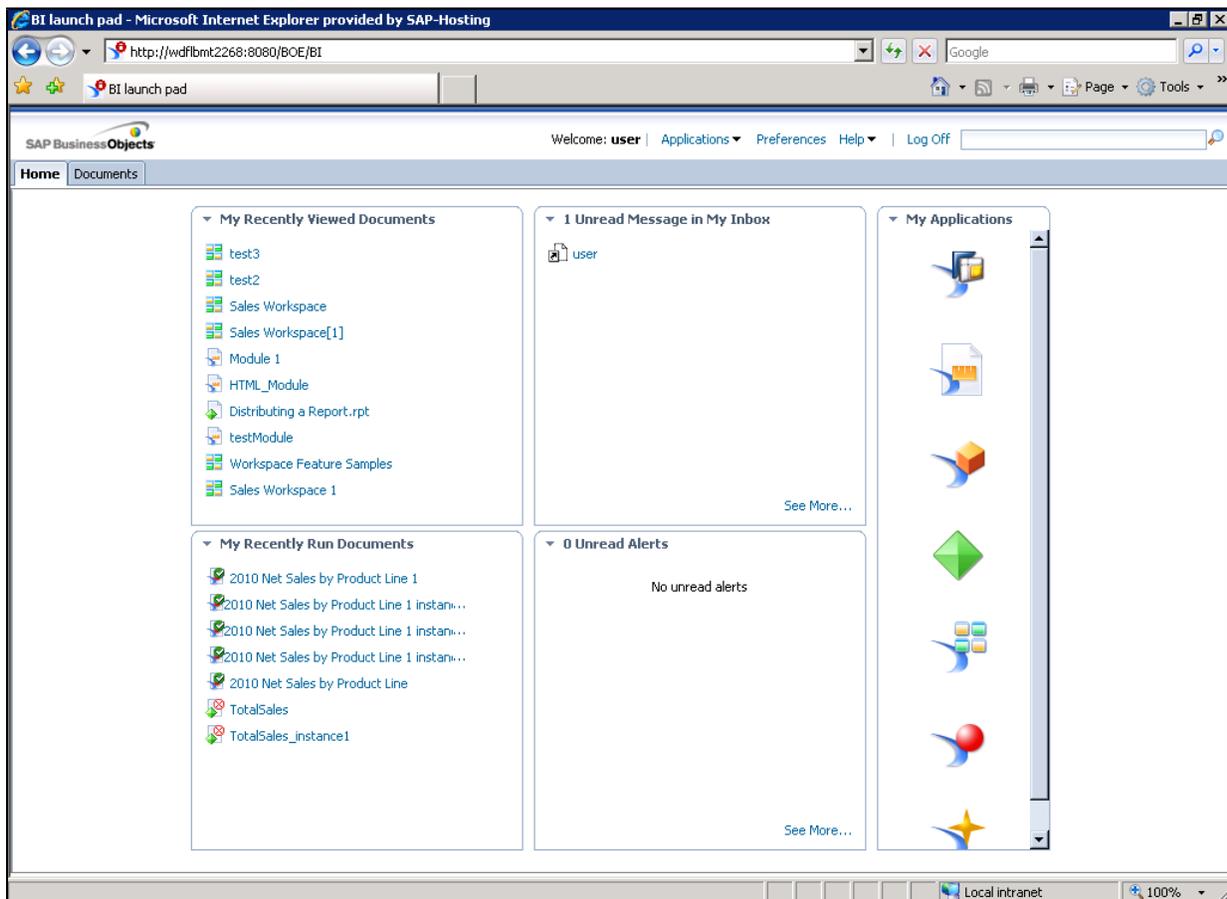


# Set Preferences for BI Workspaces

## Procedure

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



1. Press any key or click anywhere to continue



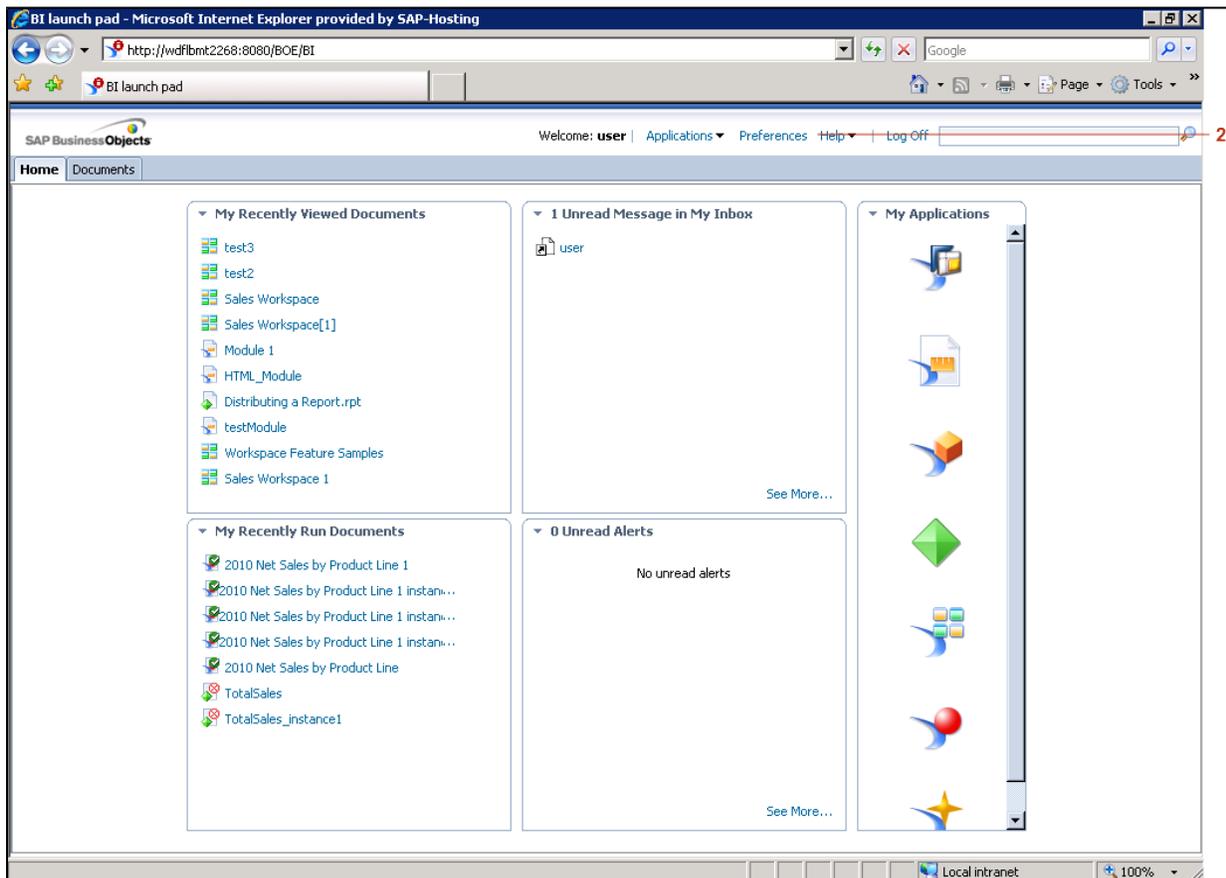
Preferences determine what settings you have for your BI workspaces.

Set your BI workspaces preferences.

Press any key or click anywhere to continue.

# Set Preferences for BI Workspaces

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



### 2. Click **Preferences**.



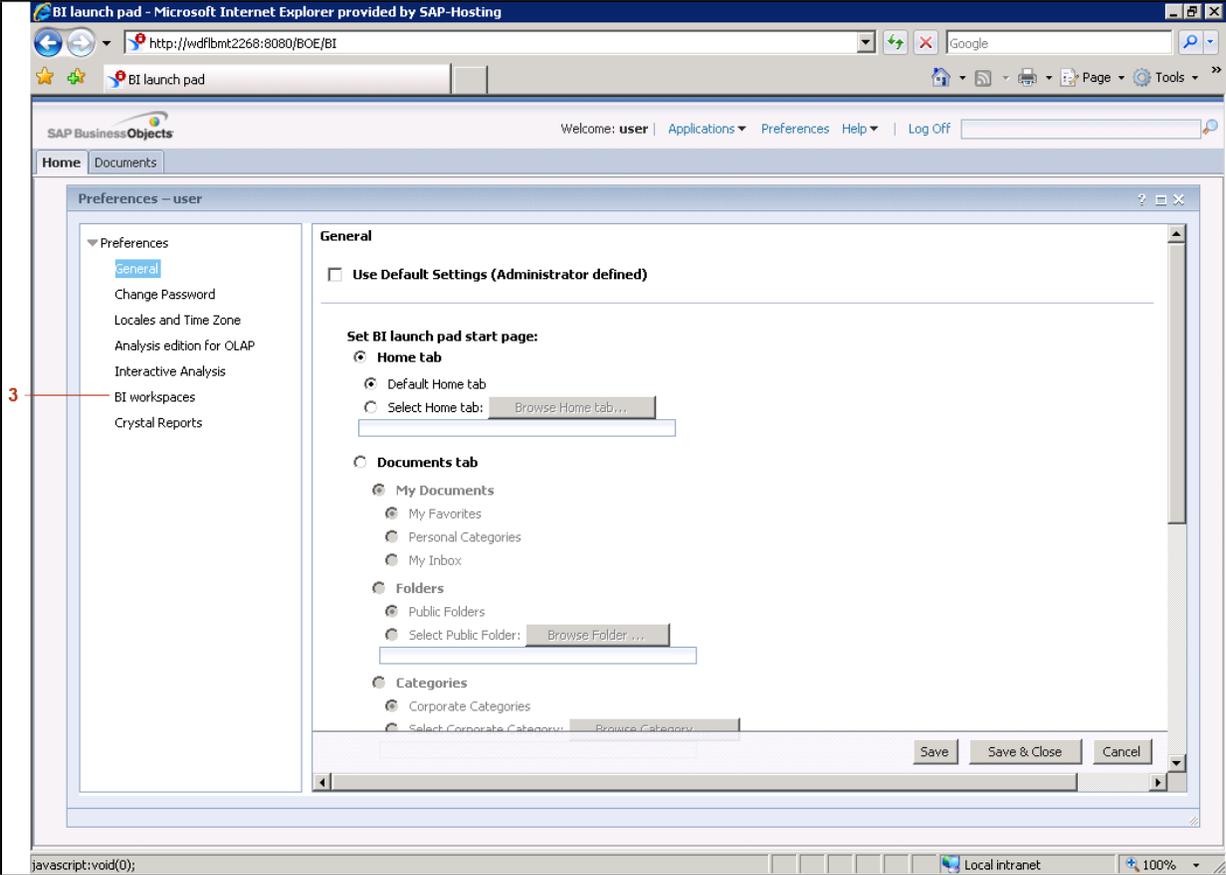
**Note:** As a best practice, you should set your preferences before you begin to work with objects in the BI launch pad. However, depending on your deployment, your System Administrator may have configured your system to use predetermined settings by default.



Start by selecting Preferences on the header panel.

# Set Preferences for BI Workspaces

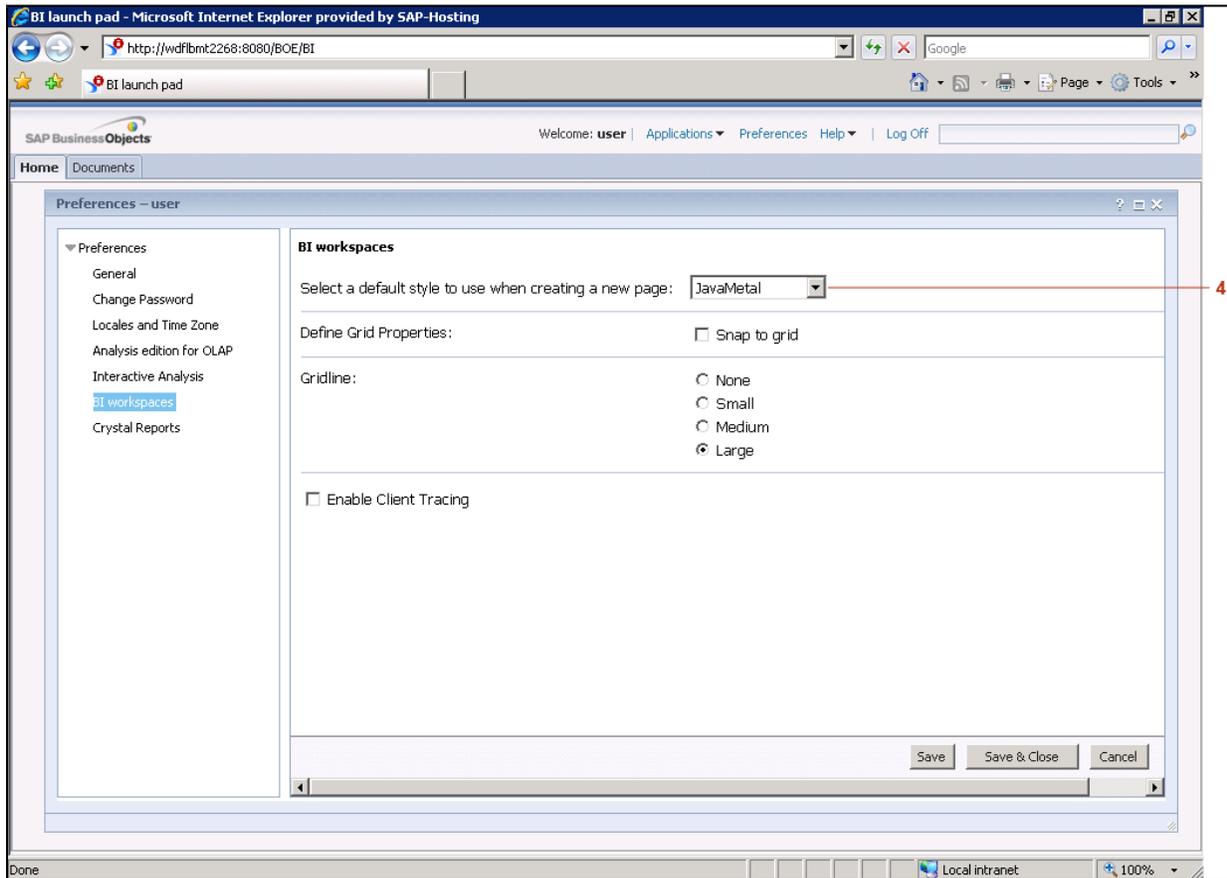
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **BI workspaces**.

# Set Preferences for BI Workspaces

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



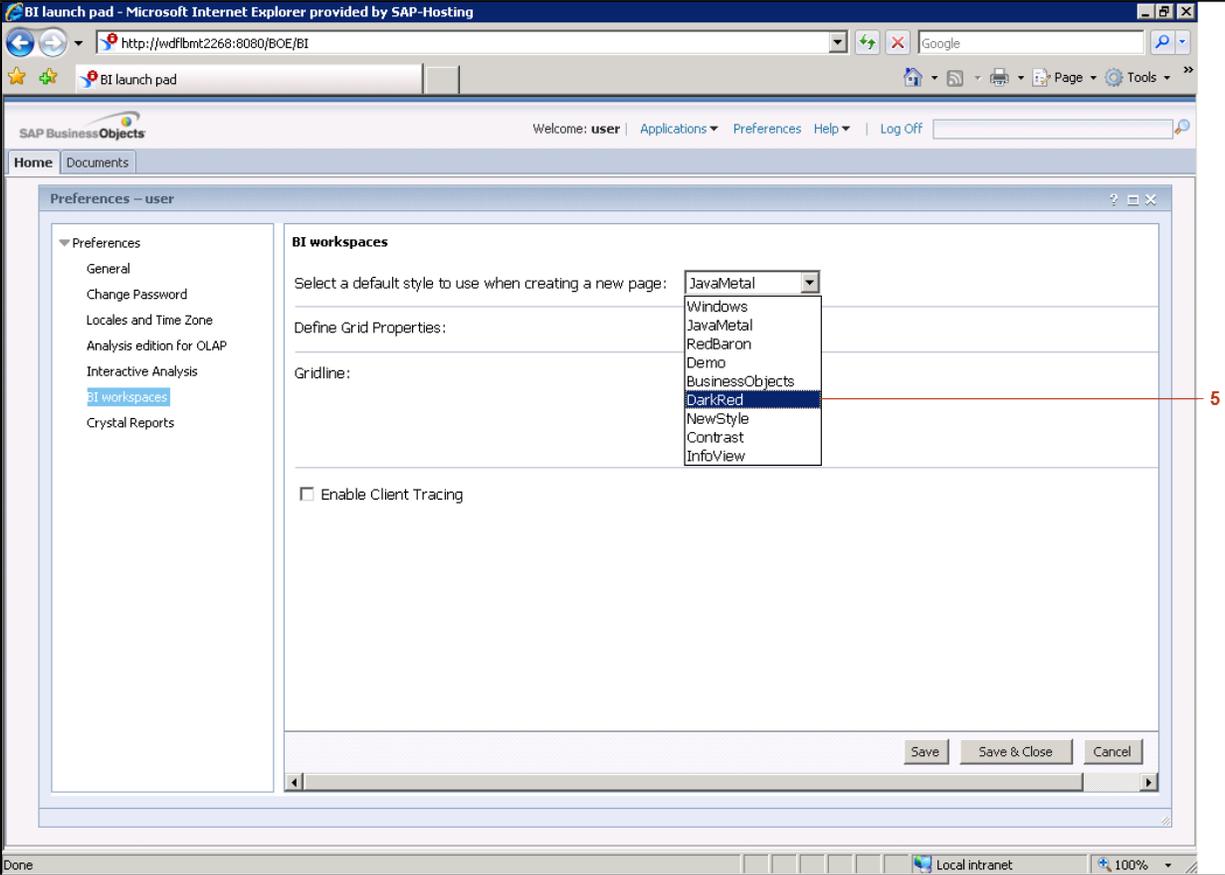
4. Click the **Select a default style to use when creating a new page:** list.



Select the visual style you want to use for new BI workspaces.

# Set Preferences for BI Workspaces

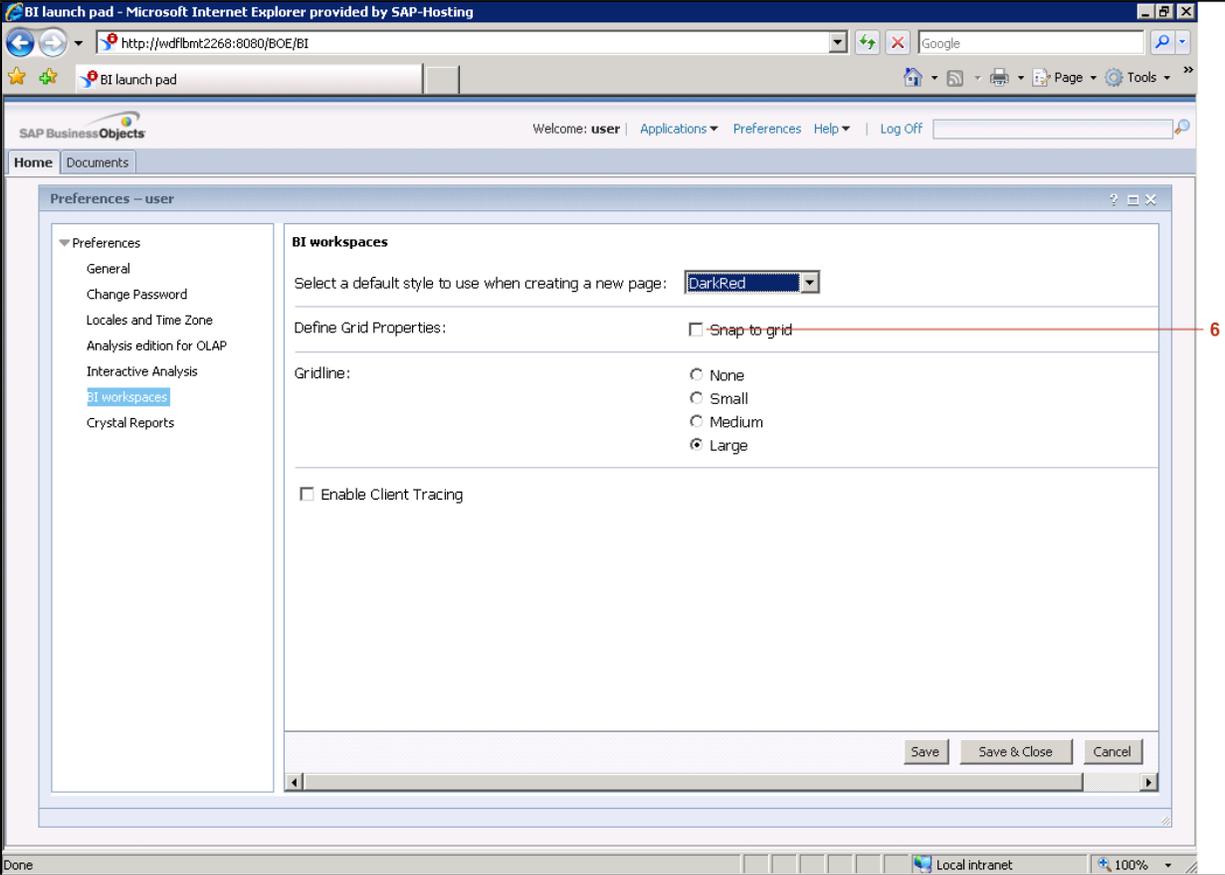
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **DarkRed**.

# Set Preferences for BI Workspaces

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



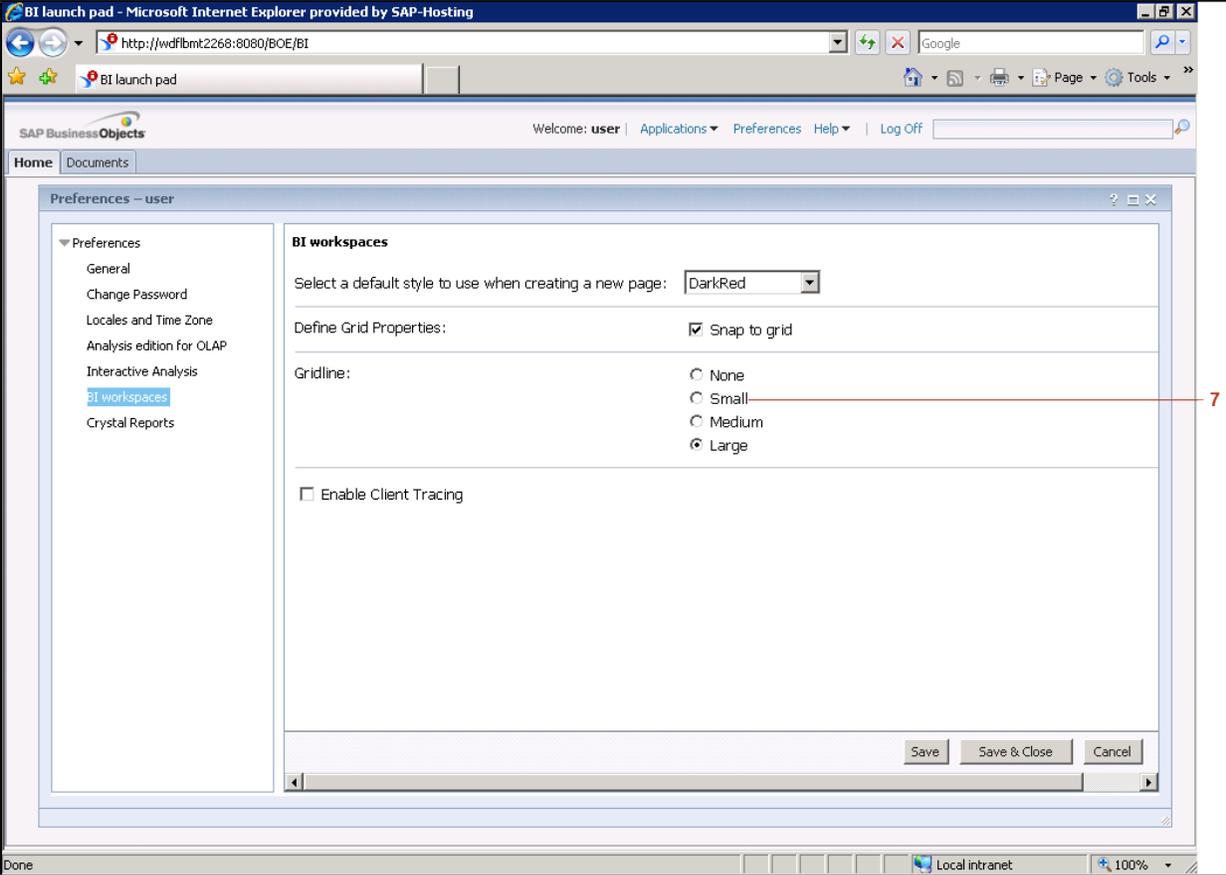
6. Select the **Snap to grid** check box.



Select Snap to grid if you want draggable elements on your BI workspace to automatically align themselves with gridlines when you work in freeform layout mode.

# Set Preferences for BI Workspaces

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



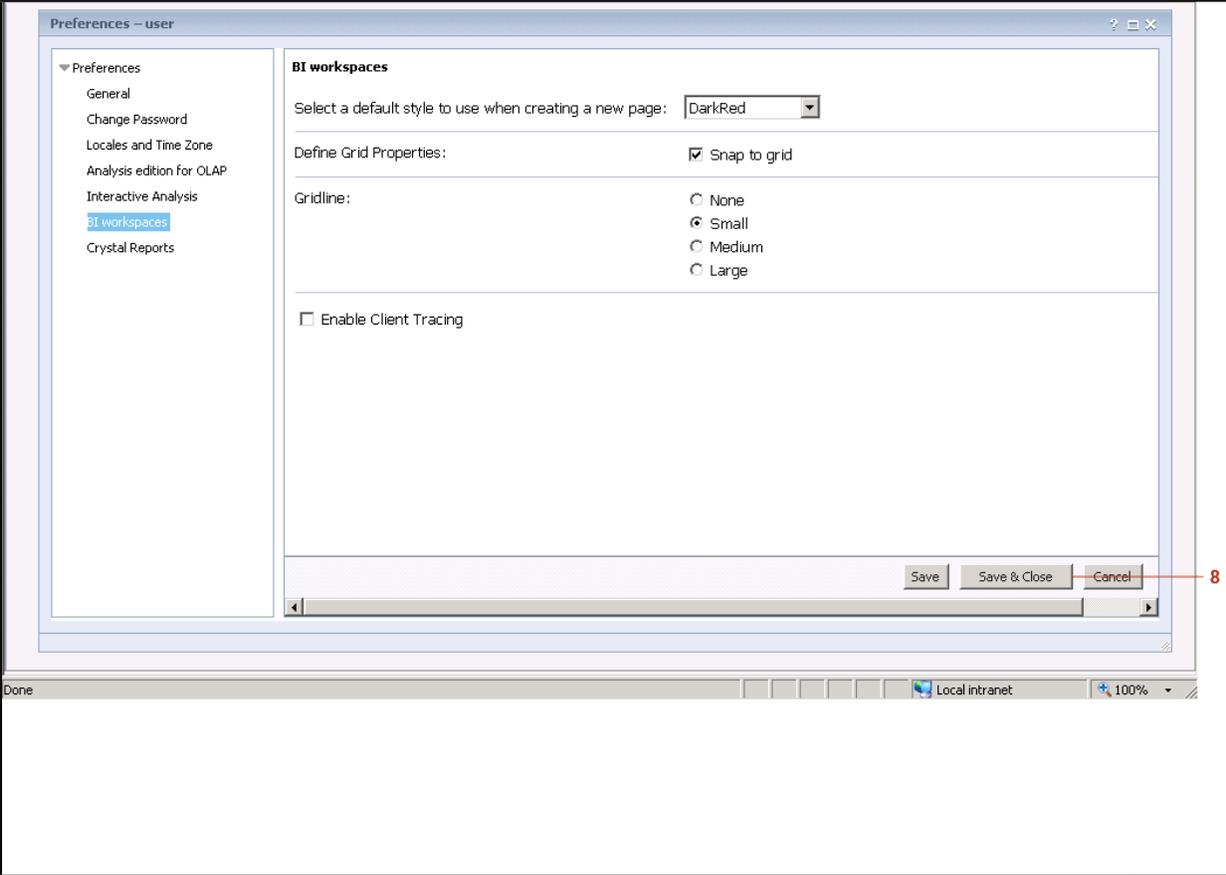
7. Click **Small**.



Select the type of gridline you would like to see while editing BI workspaces in freeform layout mode.

# Set Preferences for BI Workspaces

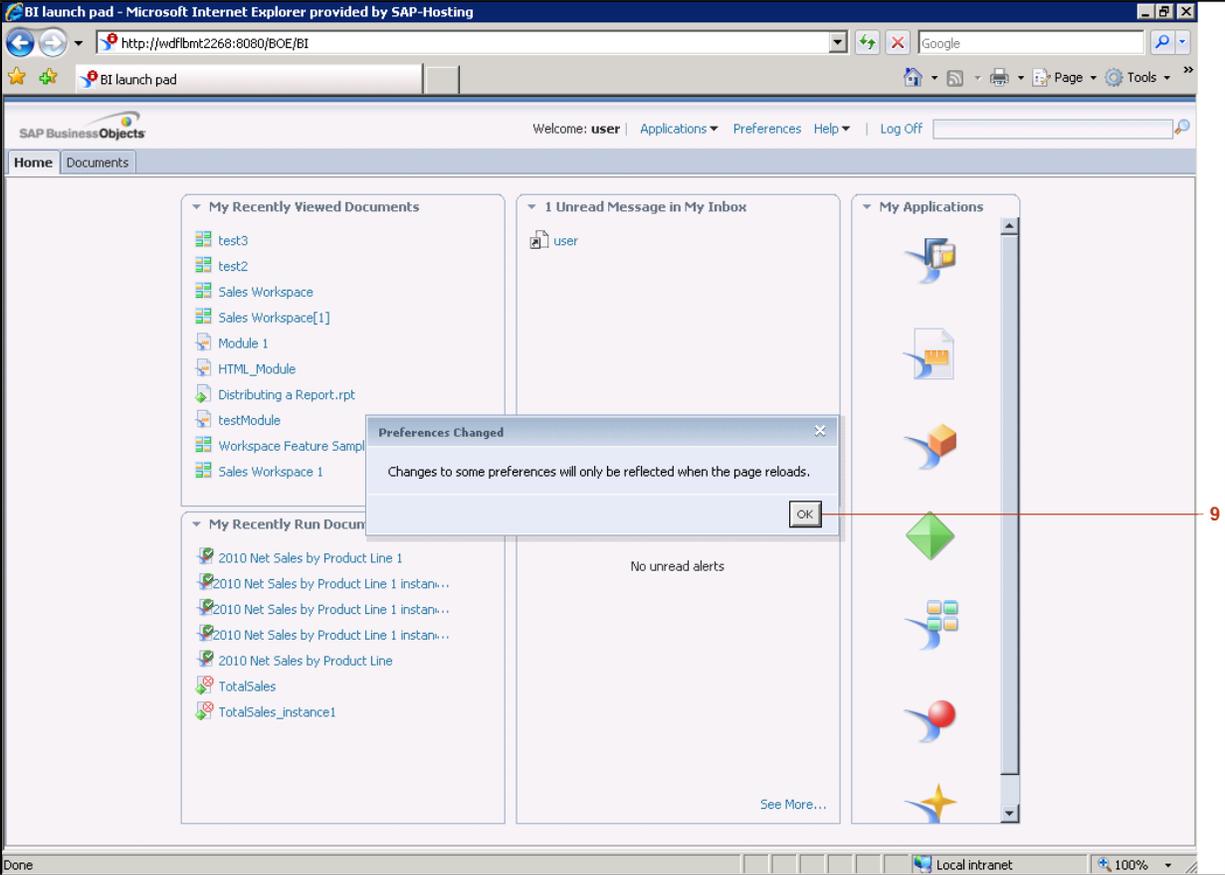
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click **Save & Close**.

# Set Preferences for BI Workspaces

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

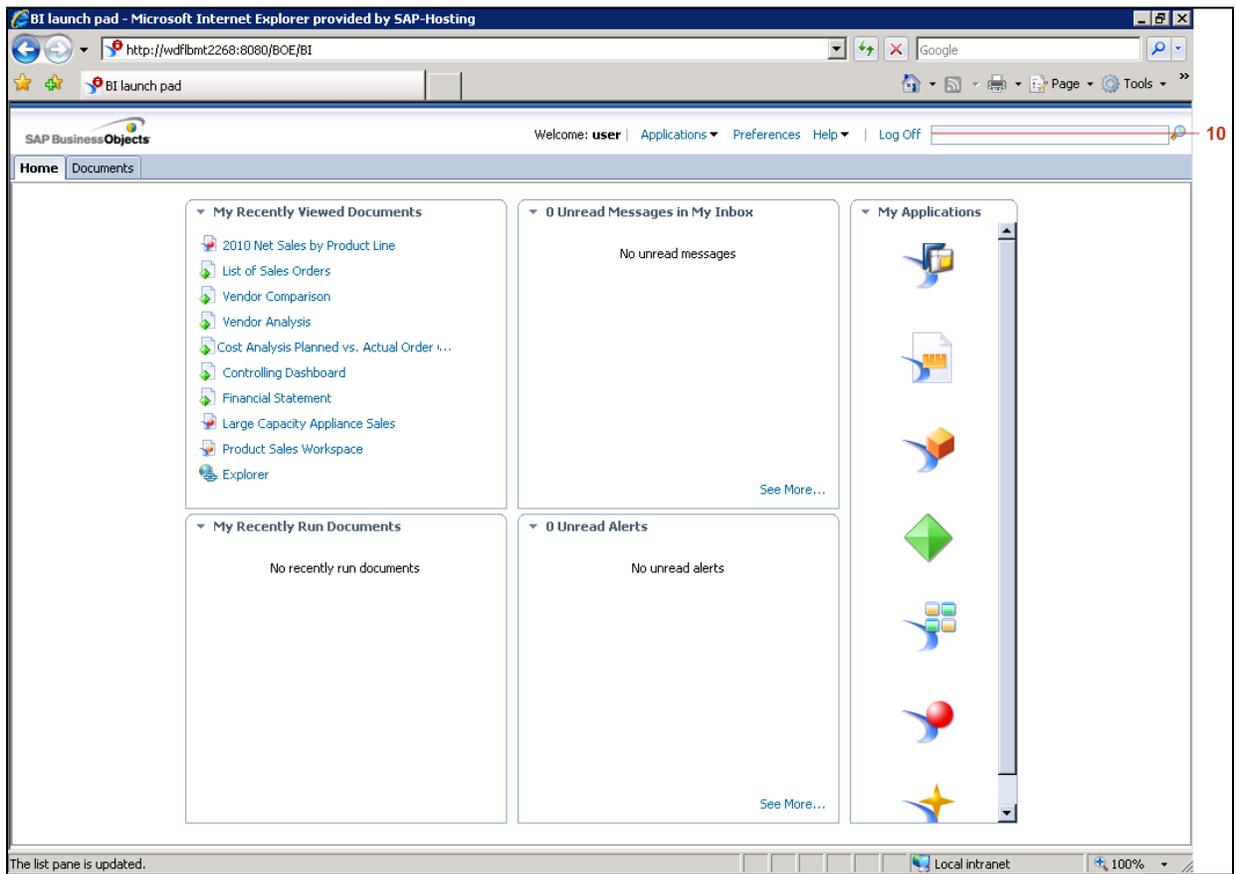


9. Click **OK**.

 The next time you Log On the new settings will be visible.

# Set Preferences for BI Workspaces

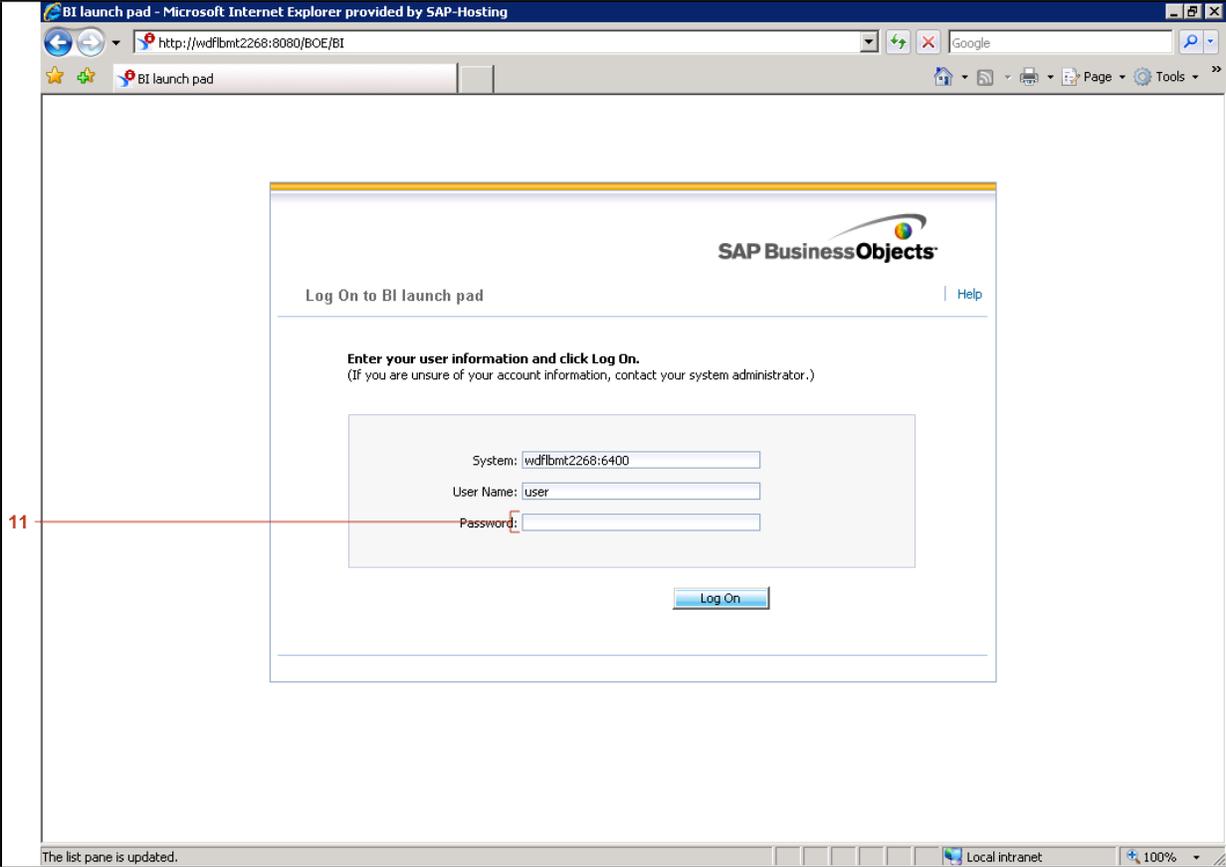
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Log Off**.

# Set Preferences for BI Workspaces

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

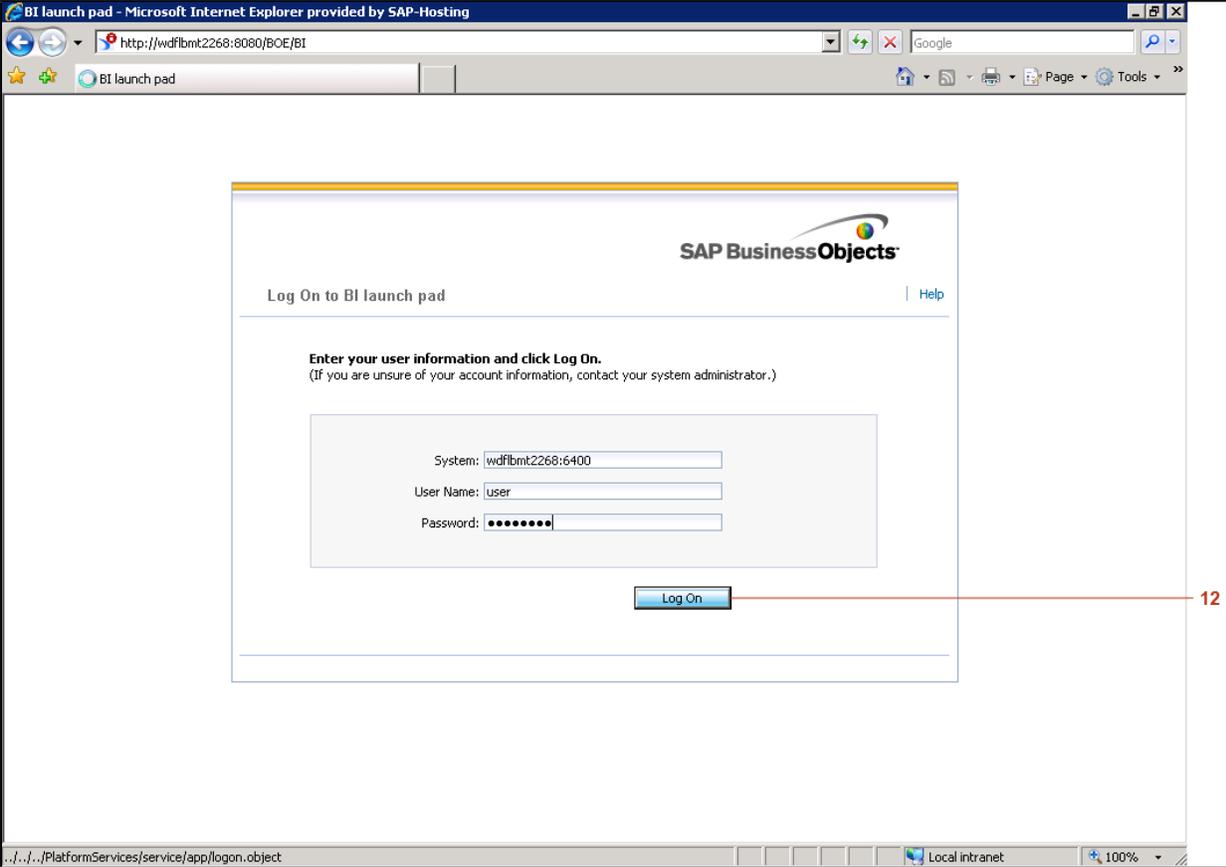


11. As required, complete/review the following fields:

Field	Description
Password:	<p><b>Example:</b> password</p>

# Set Preferences for BI Workspaces

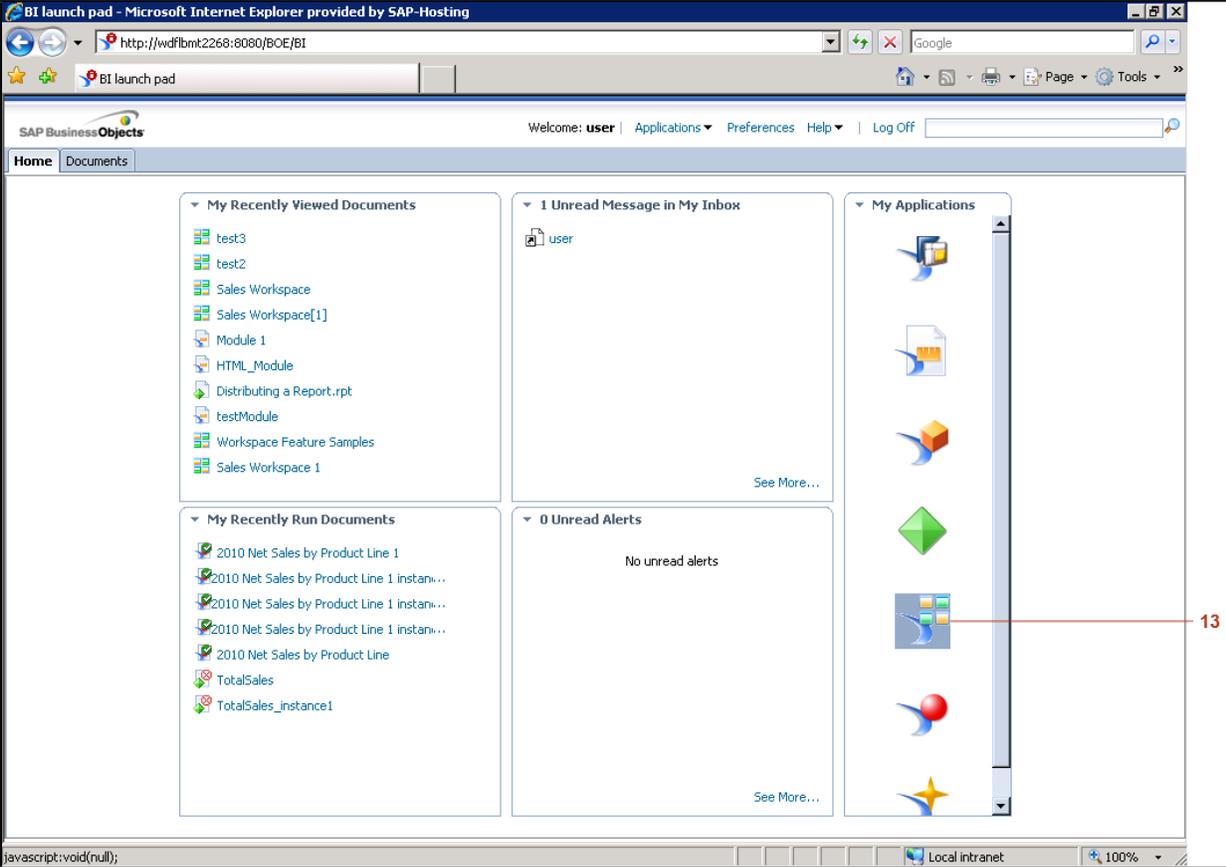
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **Log On**.

# Set Preferences for BI Workspaces

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



13. Click **BI workspace**.

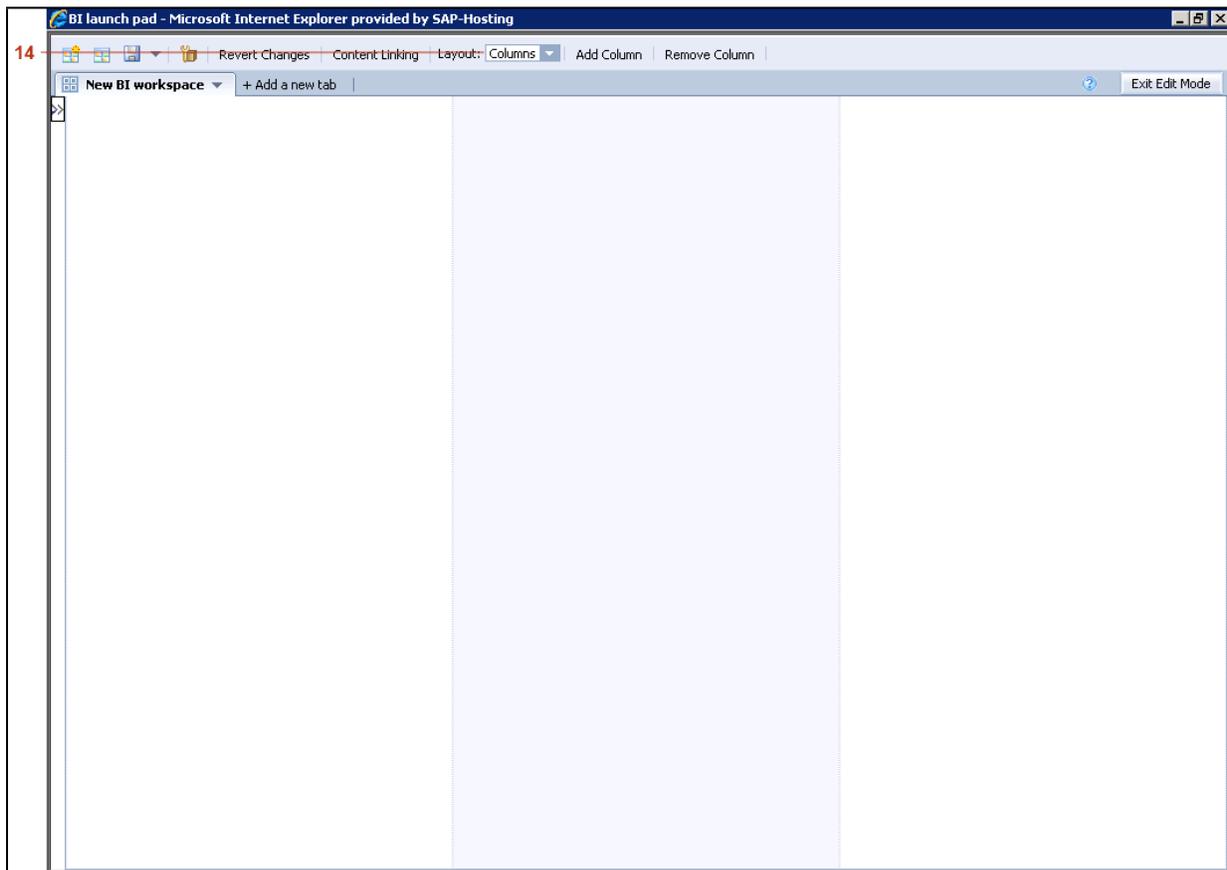


Launch BI workspace to verify the new settings.

## Set Preferences for BI Workspaces

---

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



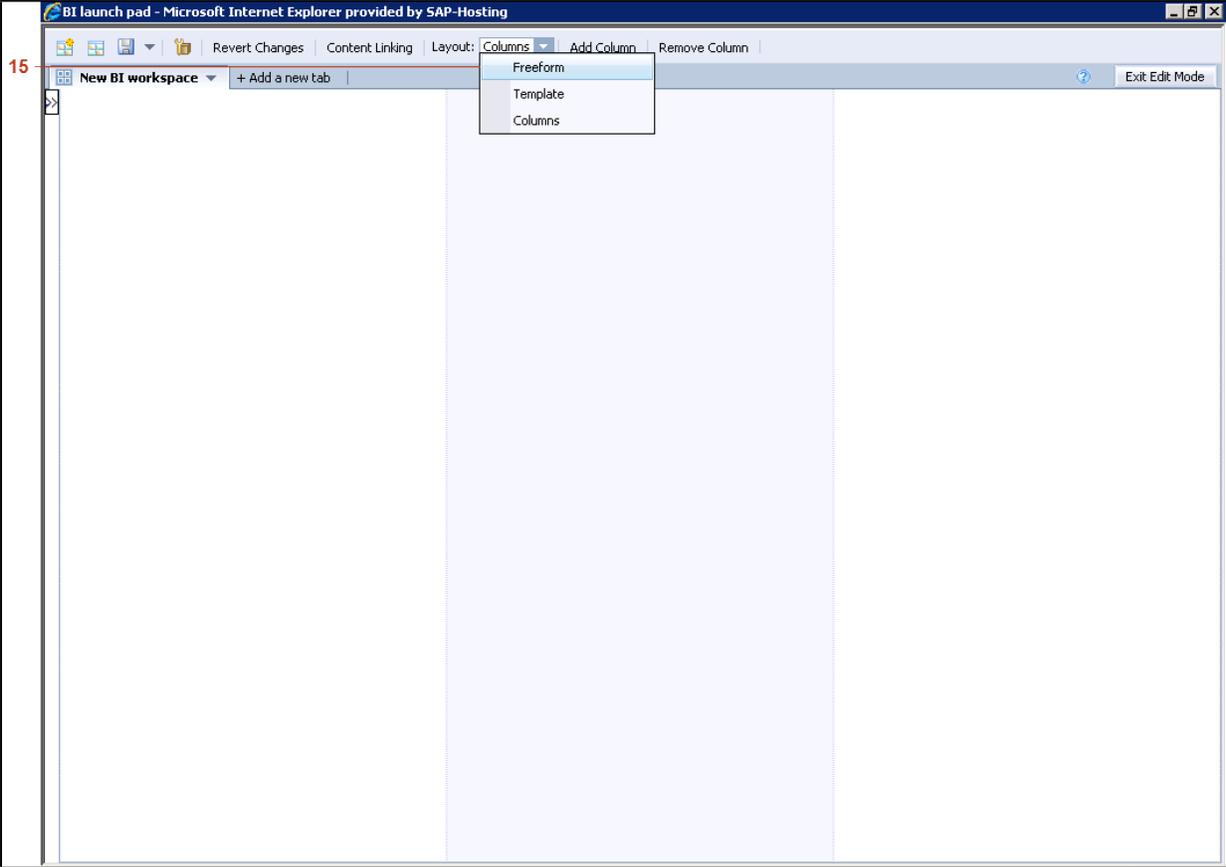
14. Click the **Layout:** list.



Verify that the selected type of gridline is small in BI workspaces in freeform layout mode.

# Set Preferences for BI Workspaces

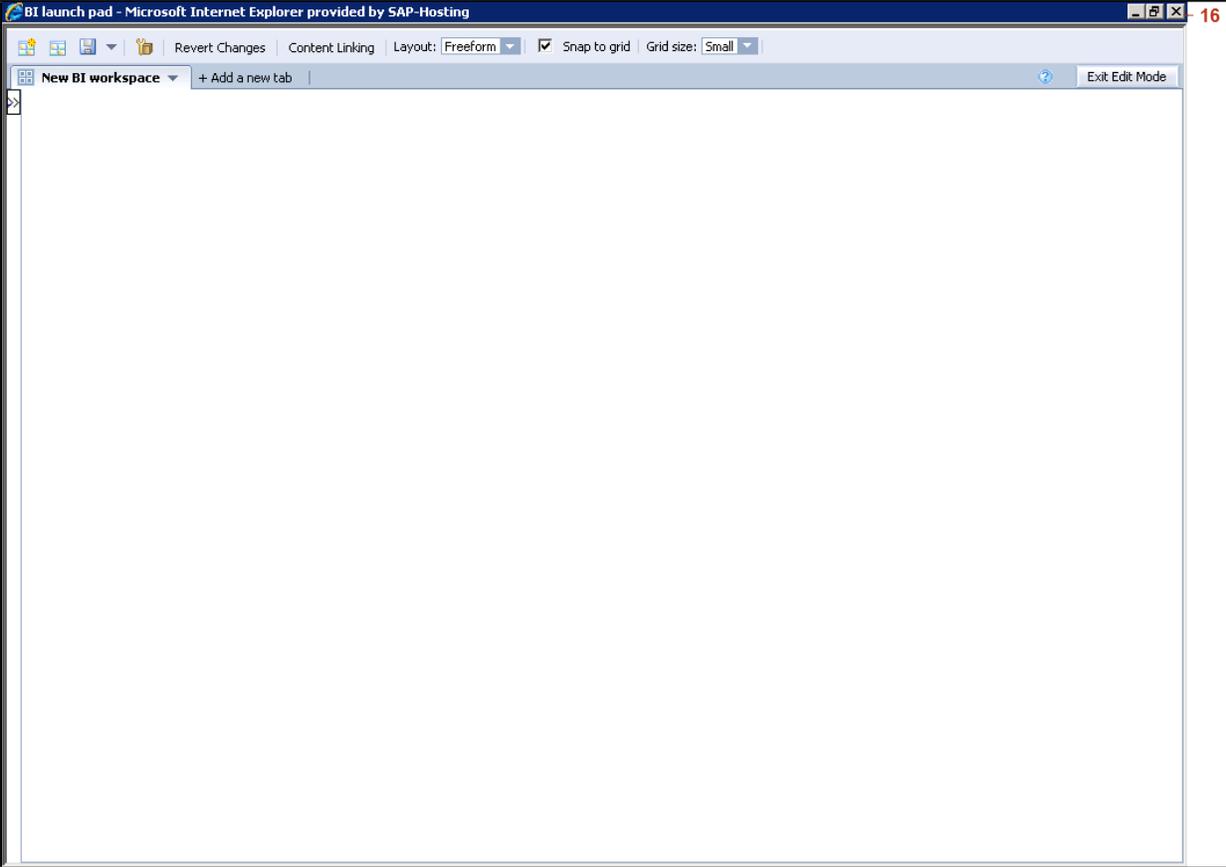
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



15. Click **Freeform**.

# Set Preferences for BI Workspaces

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

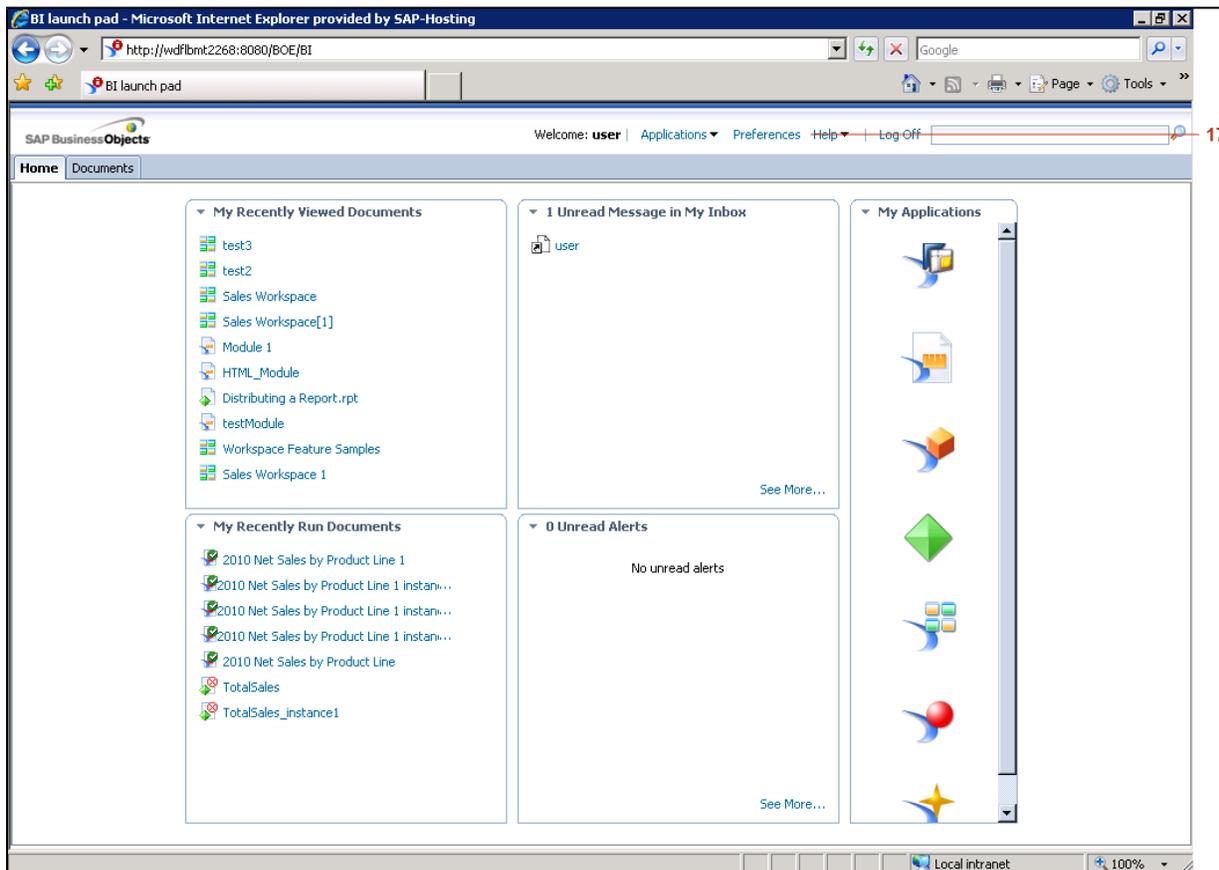


16. Click  to exit.

 The new settings were set in BI workspace.

# Set Preferences for BI Workspaces

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



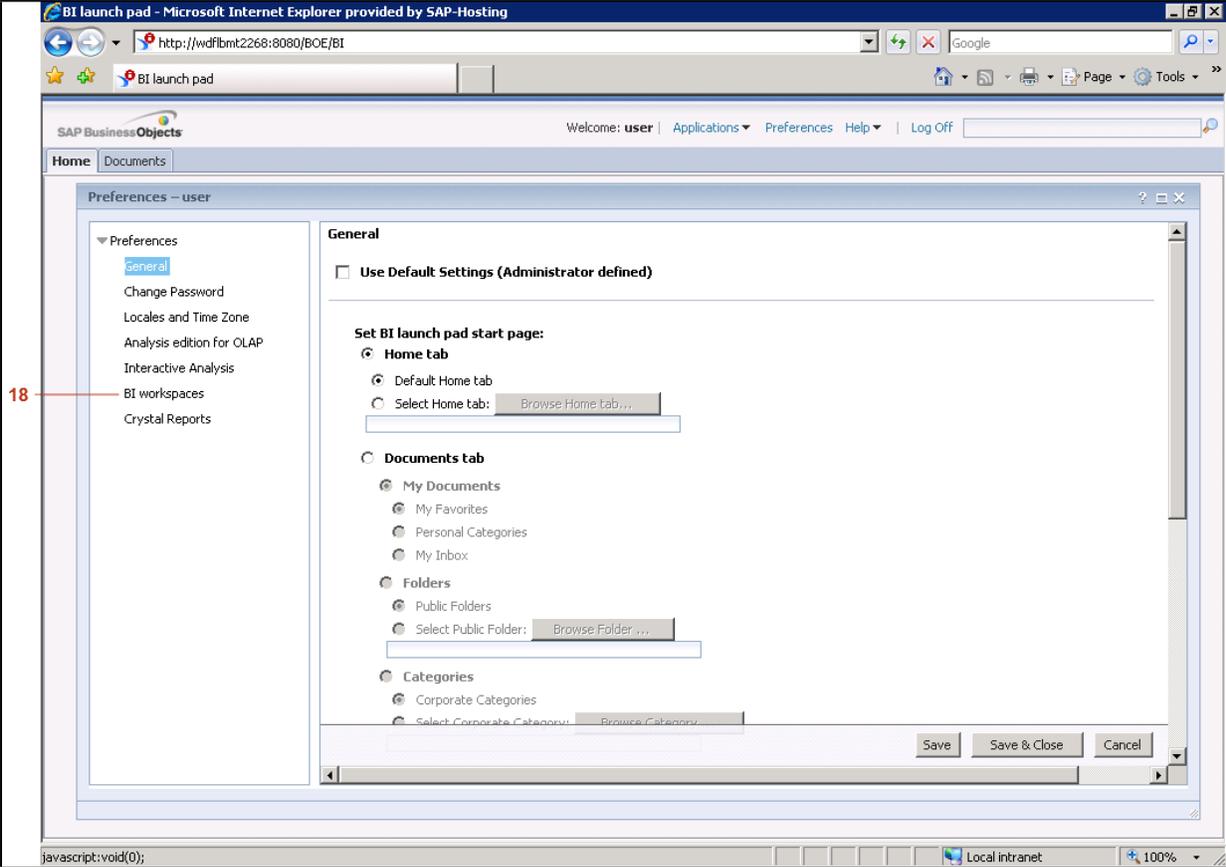
17. Click **Preferences**.



Select **Enable Client Tracing** to view all client-server activity in BI workspaces and modules.

# Set Preferences for BI Workspaces

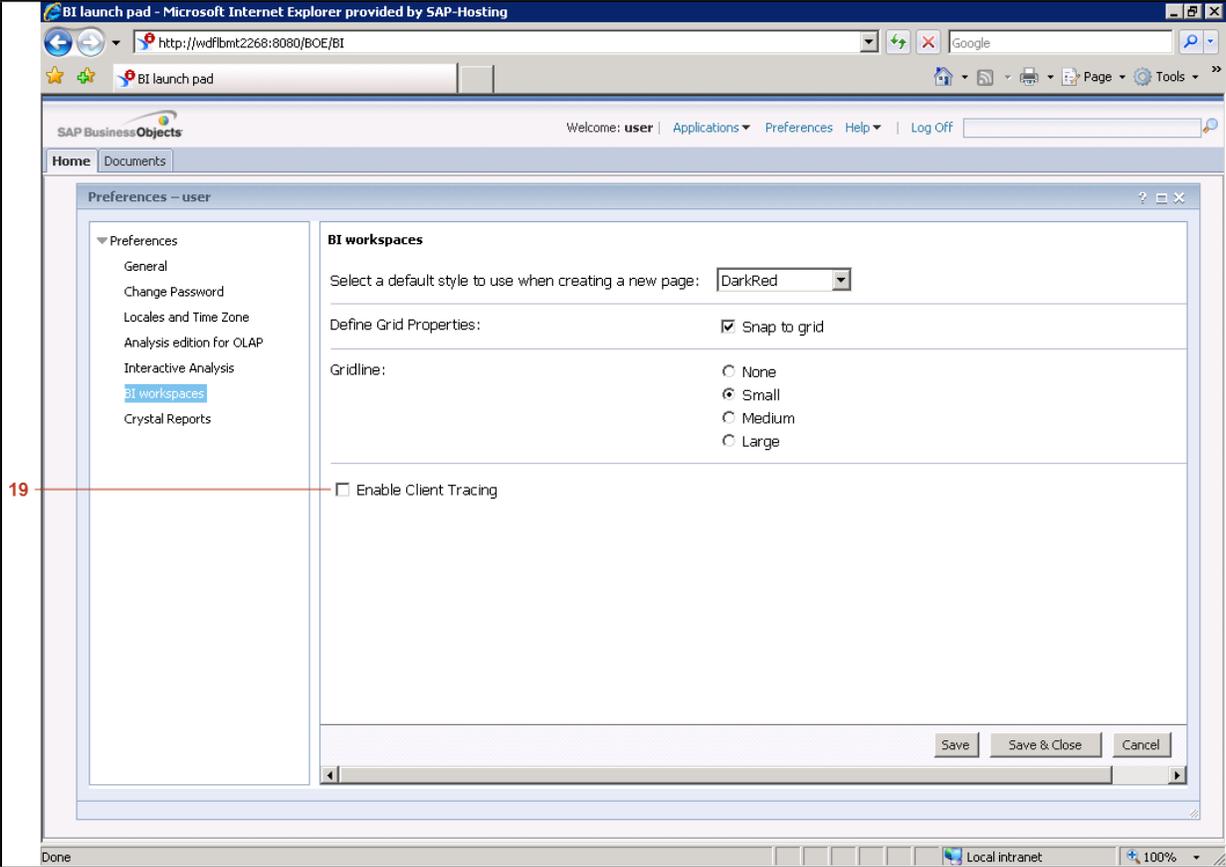
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



18. Click **BI workspaces**.

# Set Preferences for BI Workspaces

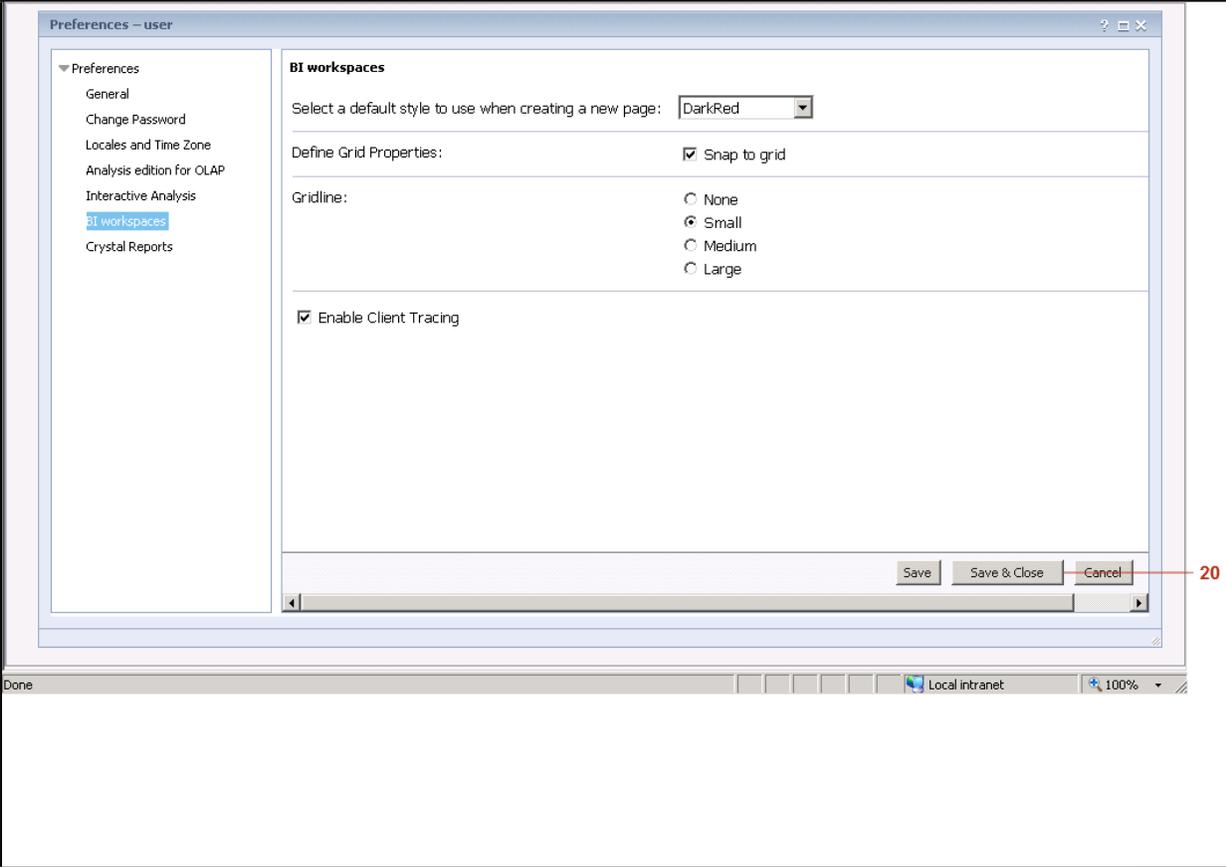
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



19. Select the **Enable Client Tracing** check box.

# Set Preferences for BI Workspaces

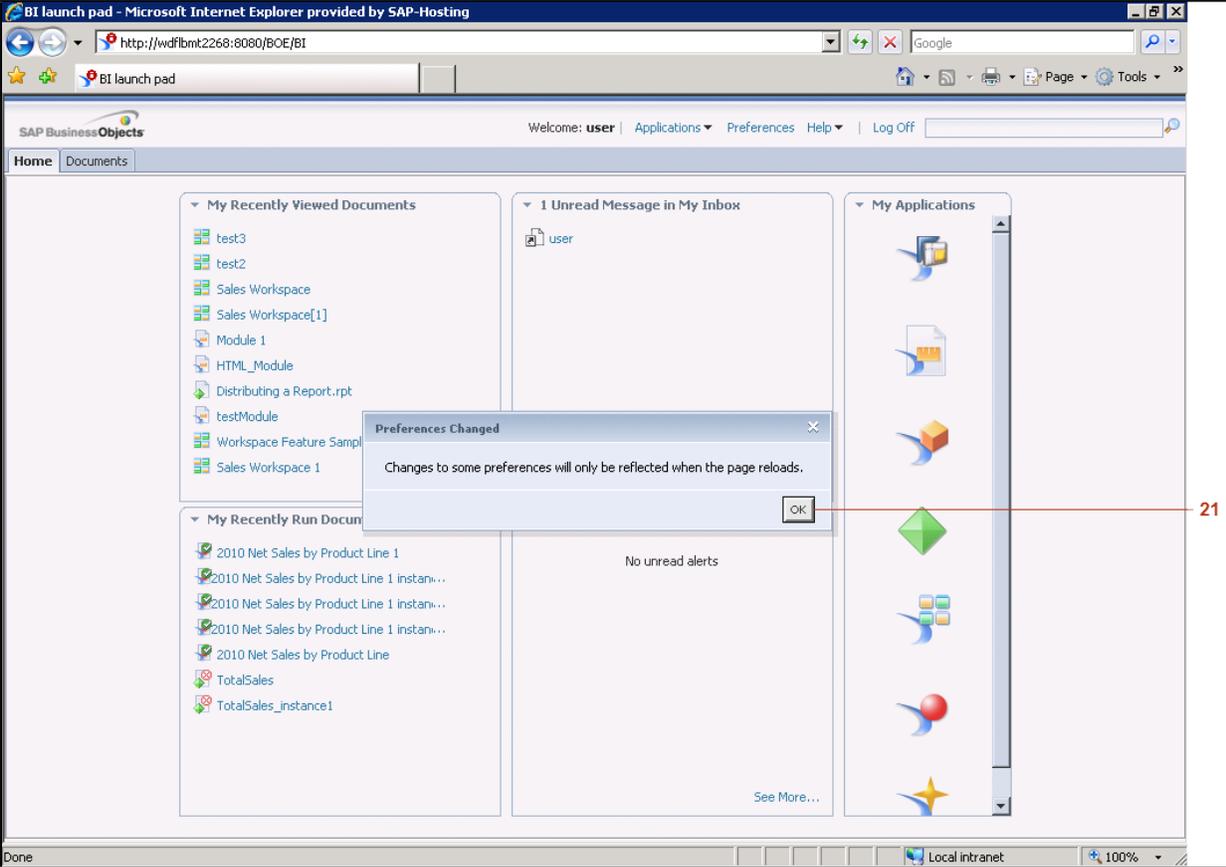
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



20. Click **Save & Close**.

# Set Preferences for BI Workspaces

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



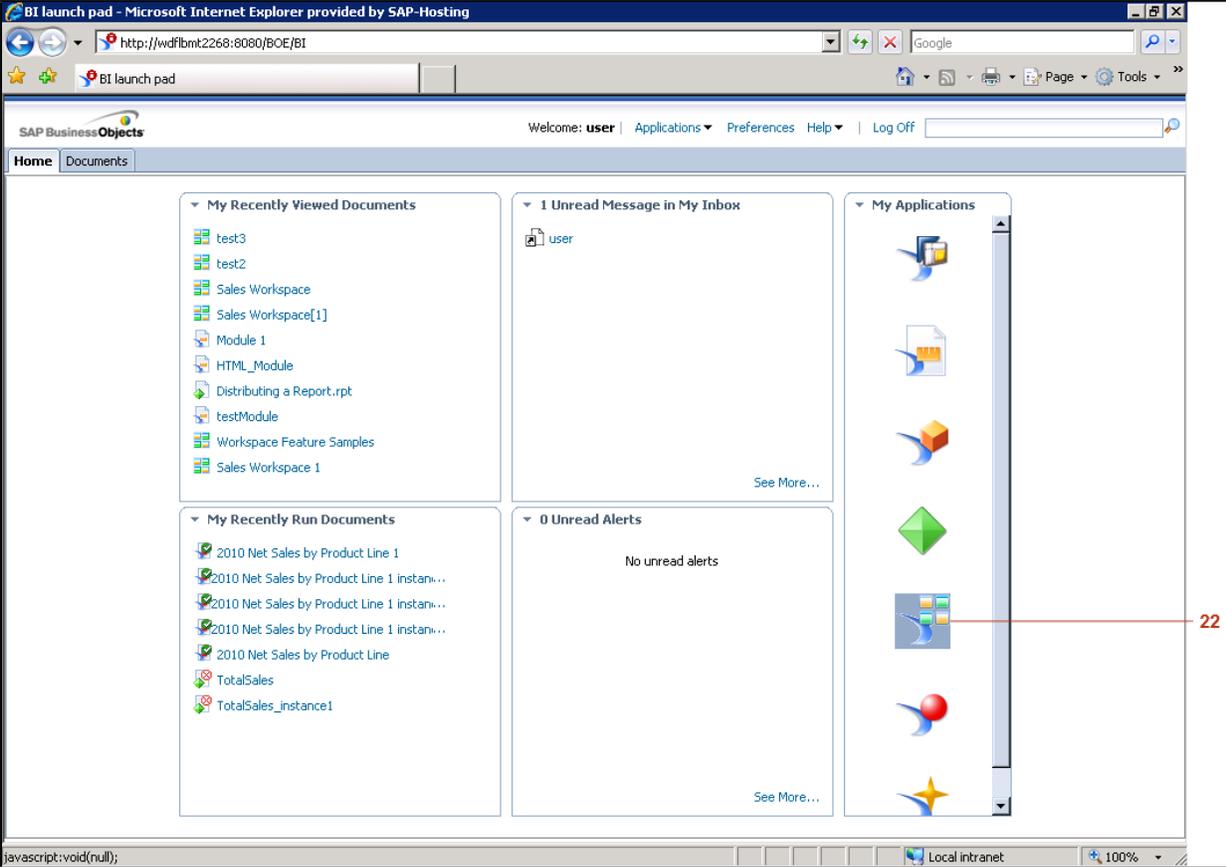
21. Click **OK**.



The next time you Log On the new settings will be visible.

# Set Preferences for BI Workspaces

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



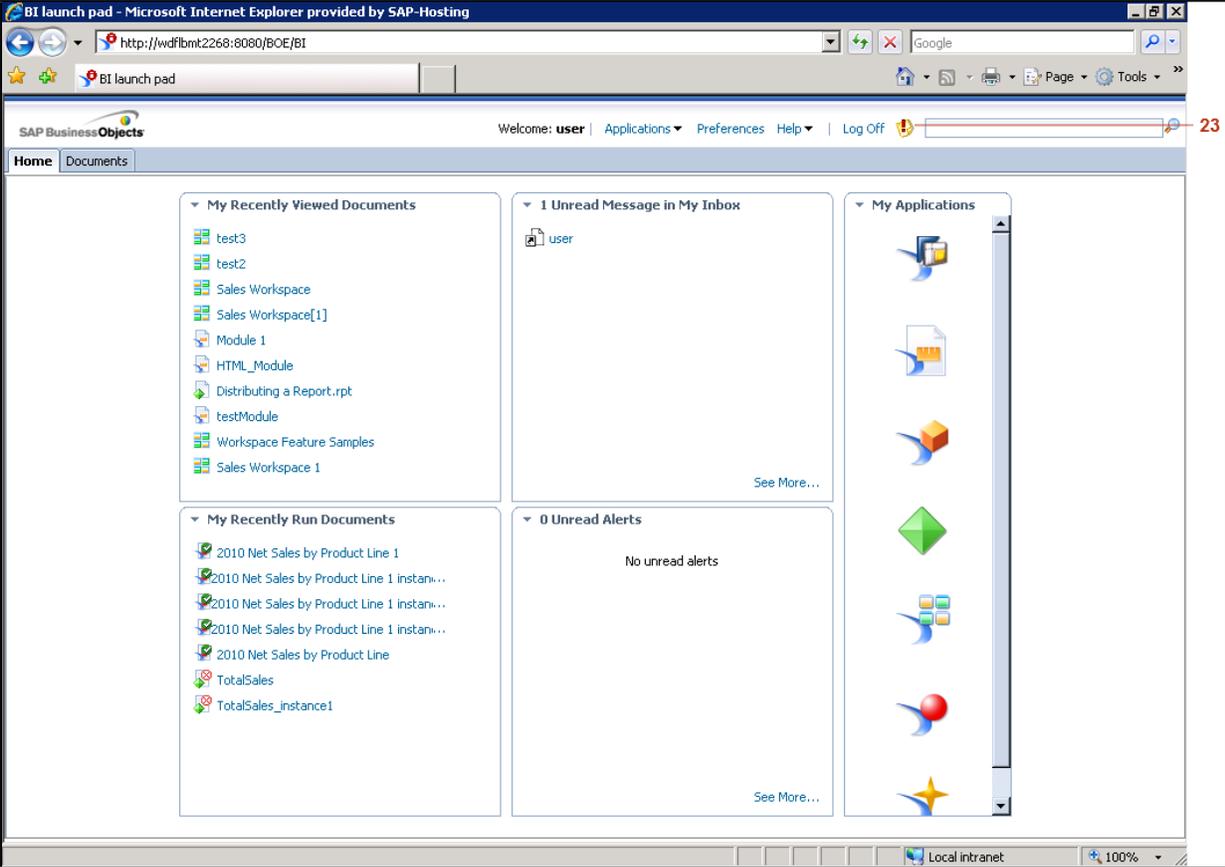
22. Click **BI workspace**.



Launch BI workspace to verify the new settings.

# Set Preferences for BI Workspaces

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

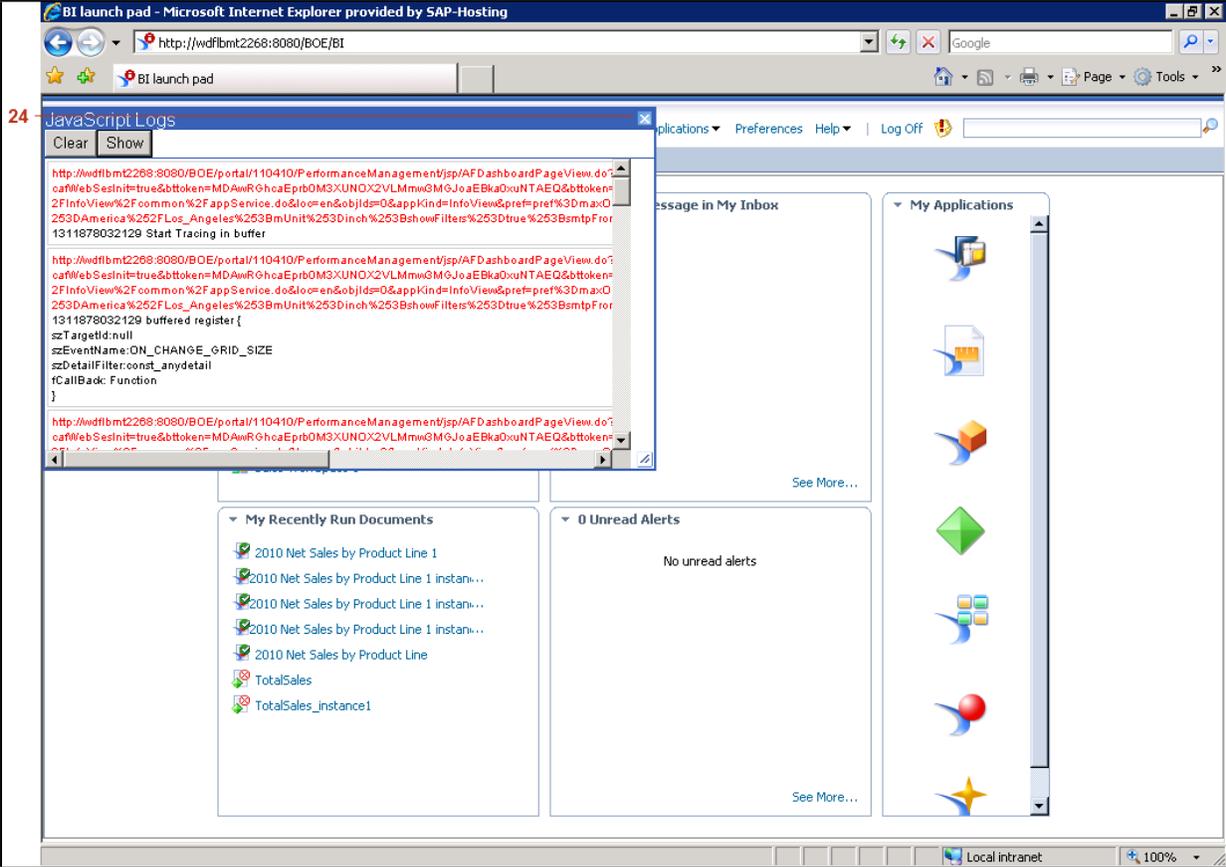


23. Click **Display client tracing logs** .

 View all client-server activities in BI workspaces and modules.

# Set Preferences for BI Workspaces

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



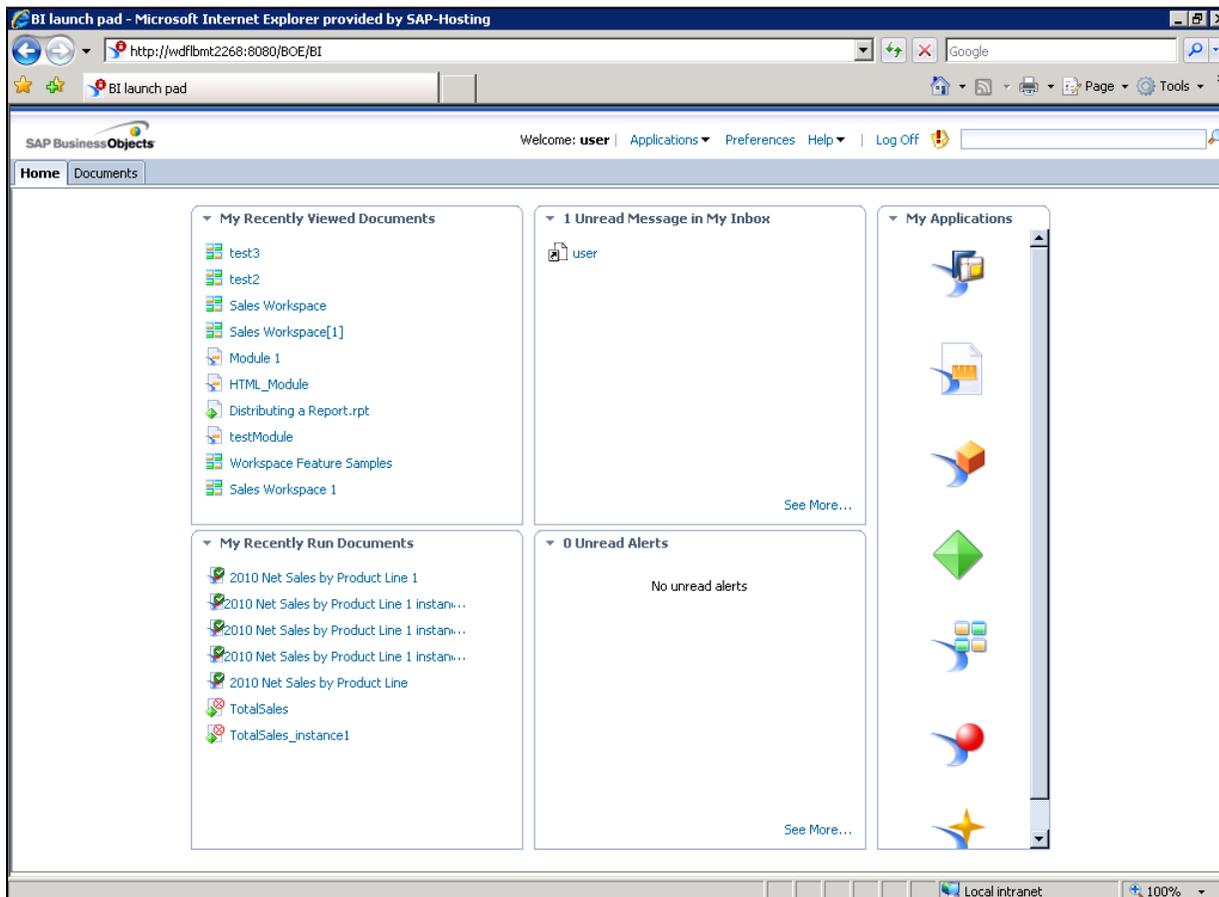
24. Click **Close**.



The JavaScript Logs window shows all client-server activities in BI workspaces and modules.

# Set Preferences for BI Workspaces

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



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



You have successfully set your BI workspaces preferences.

Press any key or click anywhere to exit the activity.