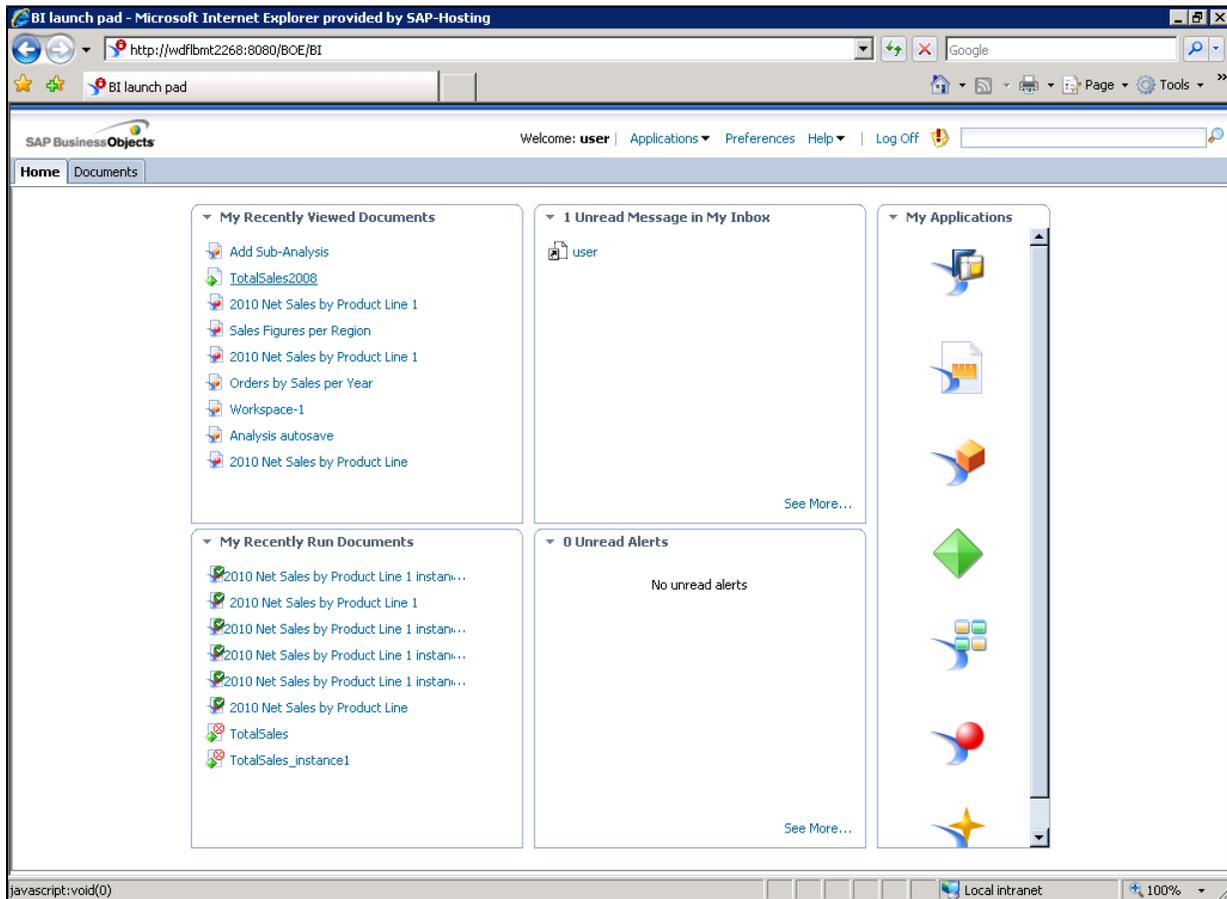


Procedure

BI launch pad



1. Press any key or click anywhere to continue



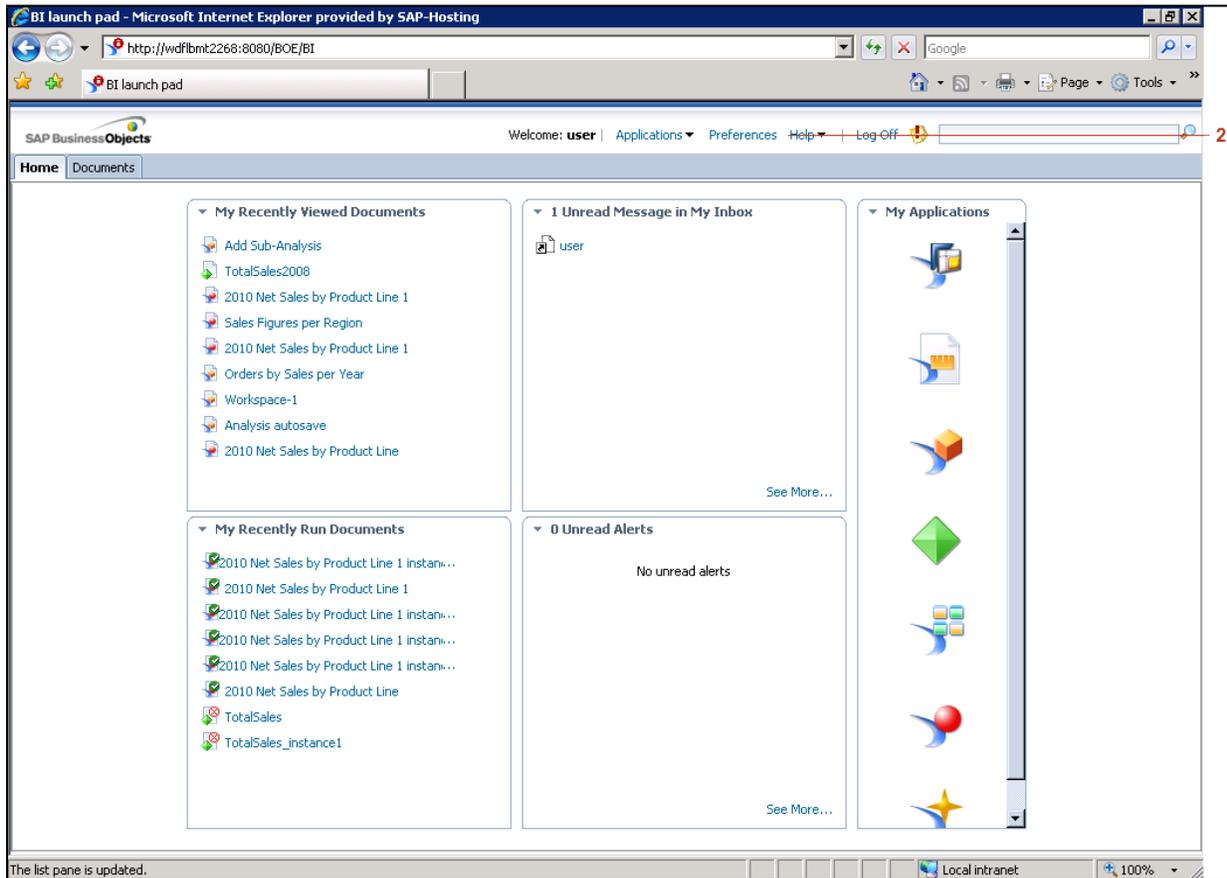
When you click on a Crystal report, it is displayed in a viewer. Depending on the type of viewer you have, you can perform a number of activities.

Set your Crystal report viewing preferences, open a Crystal report, and explore the Crystal report viewer toolbar.

Press any key or click anywhere to continue.

View Crystal Reports

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



2. Click **Preferences**.

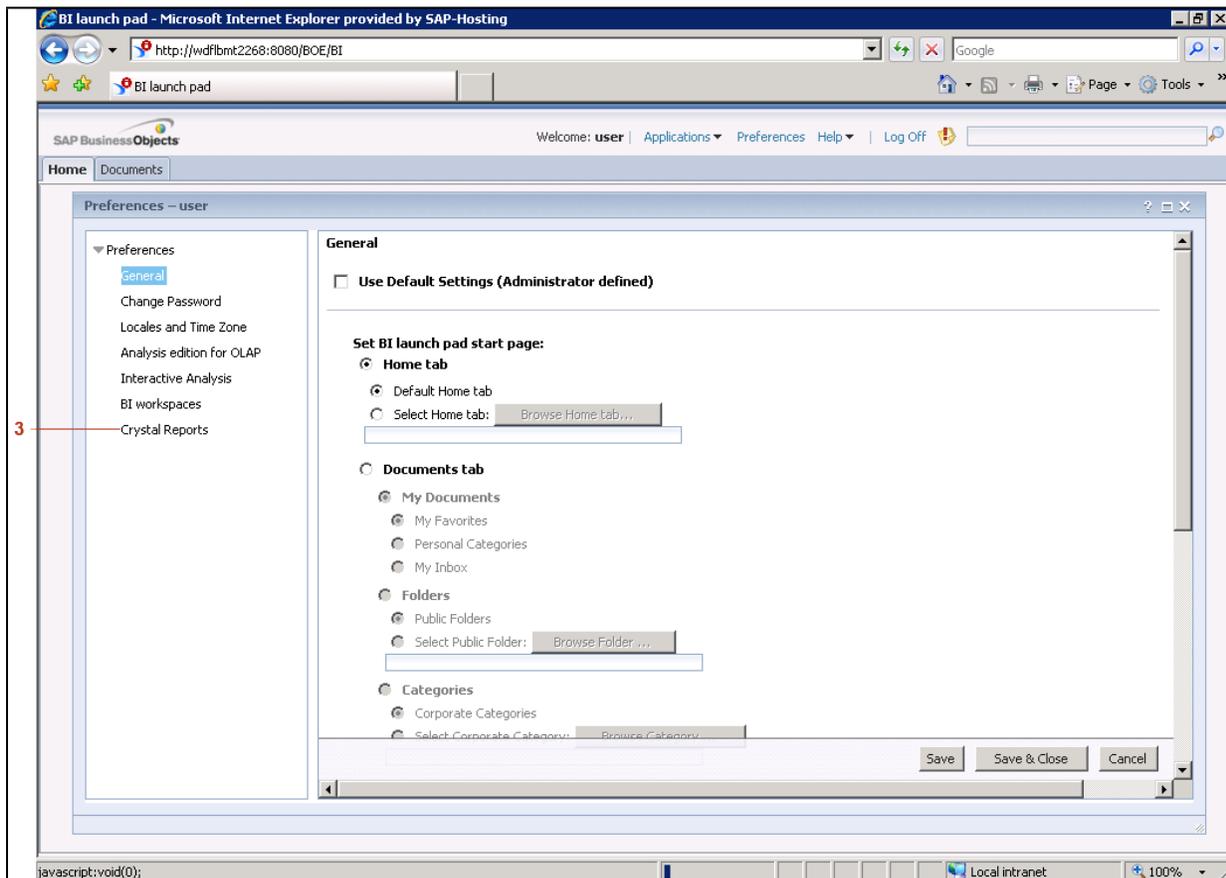


Select the Web ActiveX viewer from the Crystal report viewing preference page.

Note: Typically, your IT administrator selects the viewer type that is best suited to your company's needs. However, you can also manually select your preferred viewer type in your preferences.

View Crystal Reports

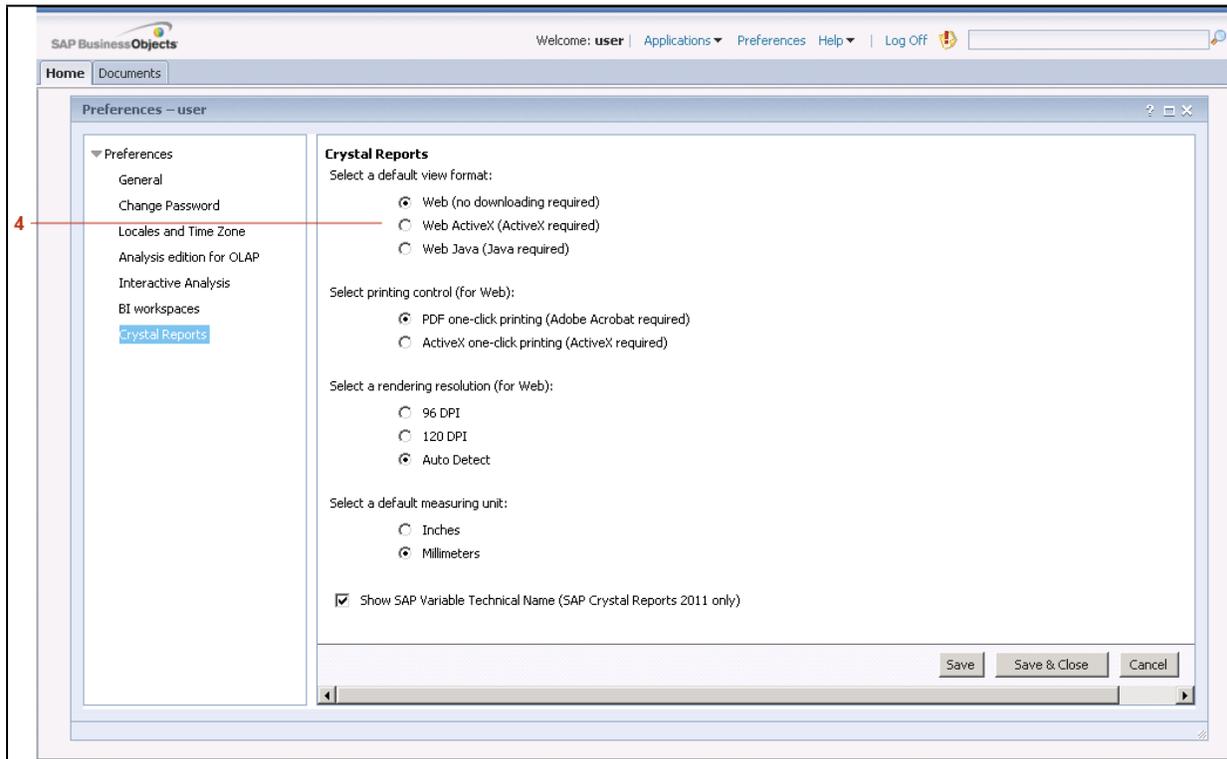
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **Crystal Reports**.

View Crystal Reports

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



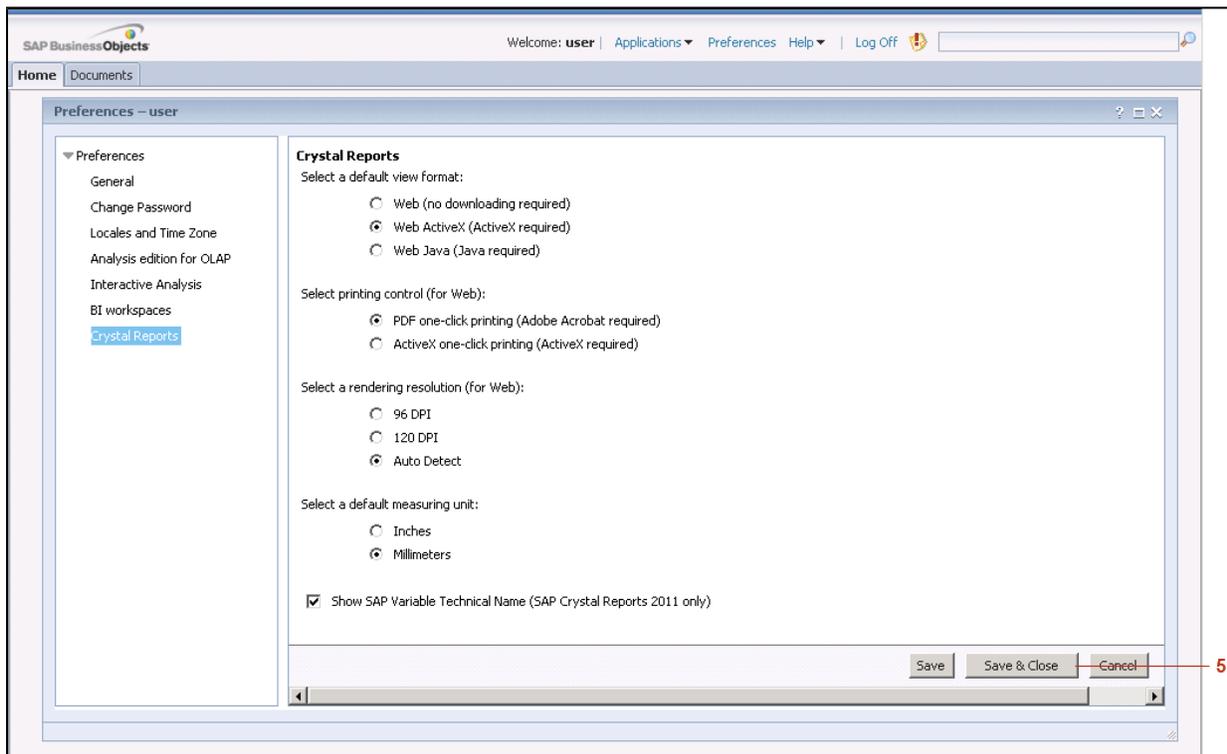
4. Click **Web ActiveX (ActiveX required)**.



The Web ActiveX viewer can be used with Microsoft Internet Explorer versions that support ActiveX controls. It requires you to download and install an ActiveX component. You can view, refresh, and print your reports and export them to a variety of formats.

View Crystal Reports

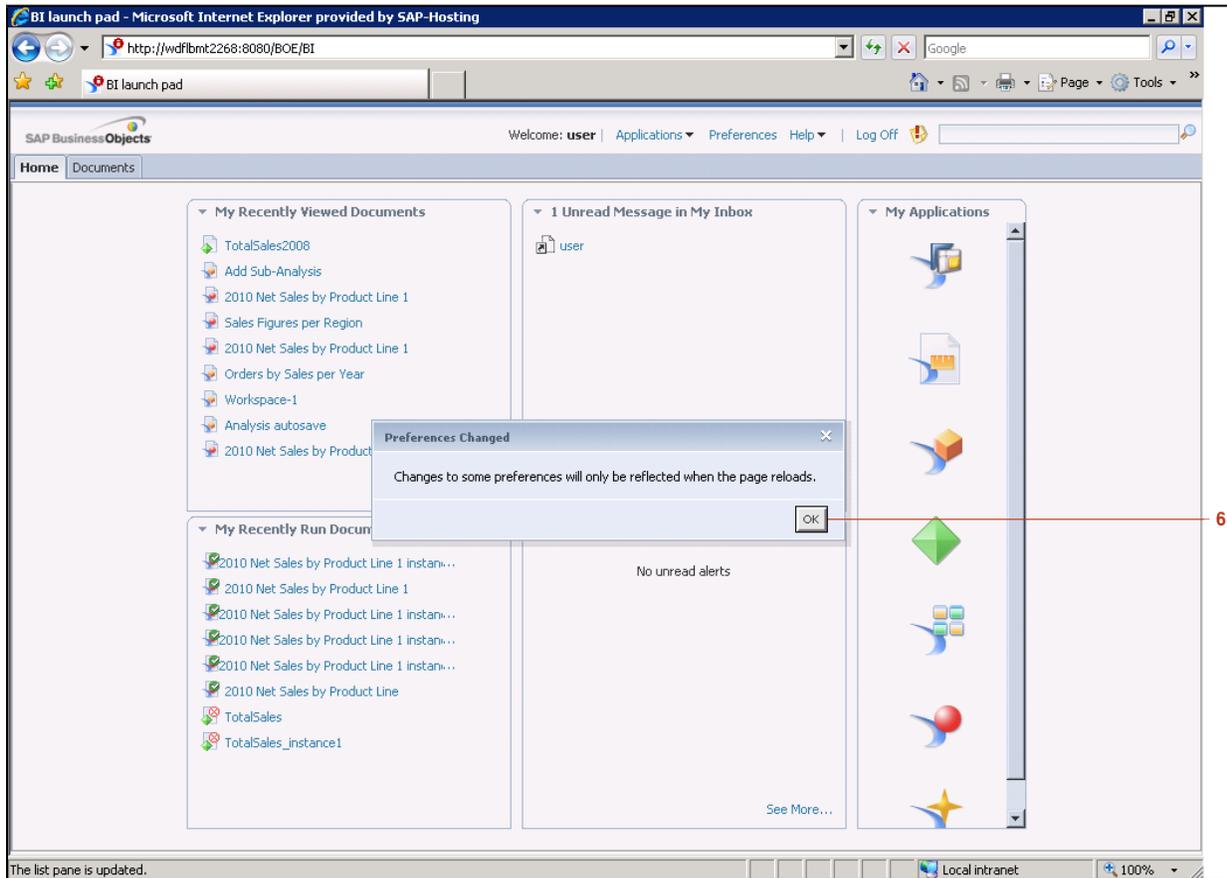
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Save & Close**.

View Crystal Reports

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



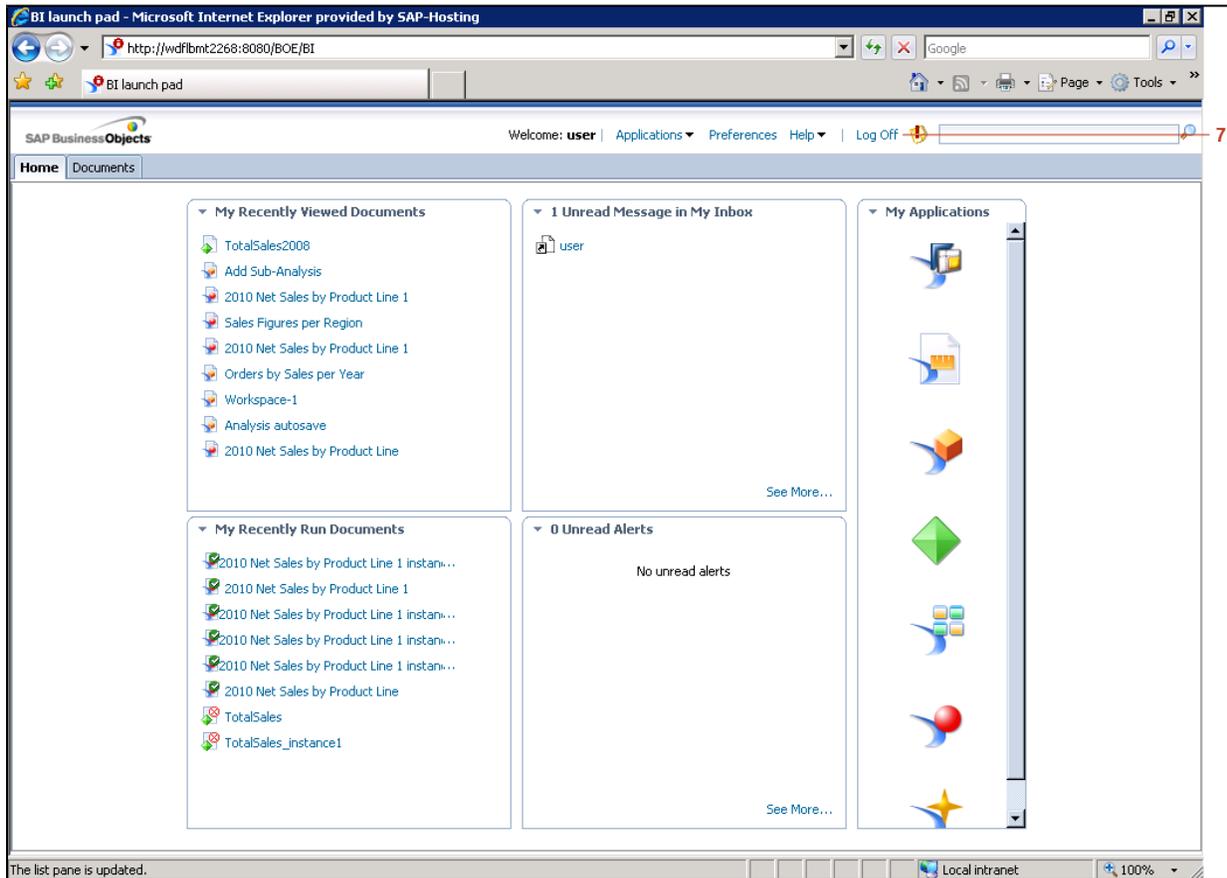
6. Click **OK**.



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

View Crystal Reports

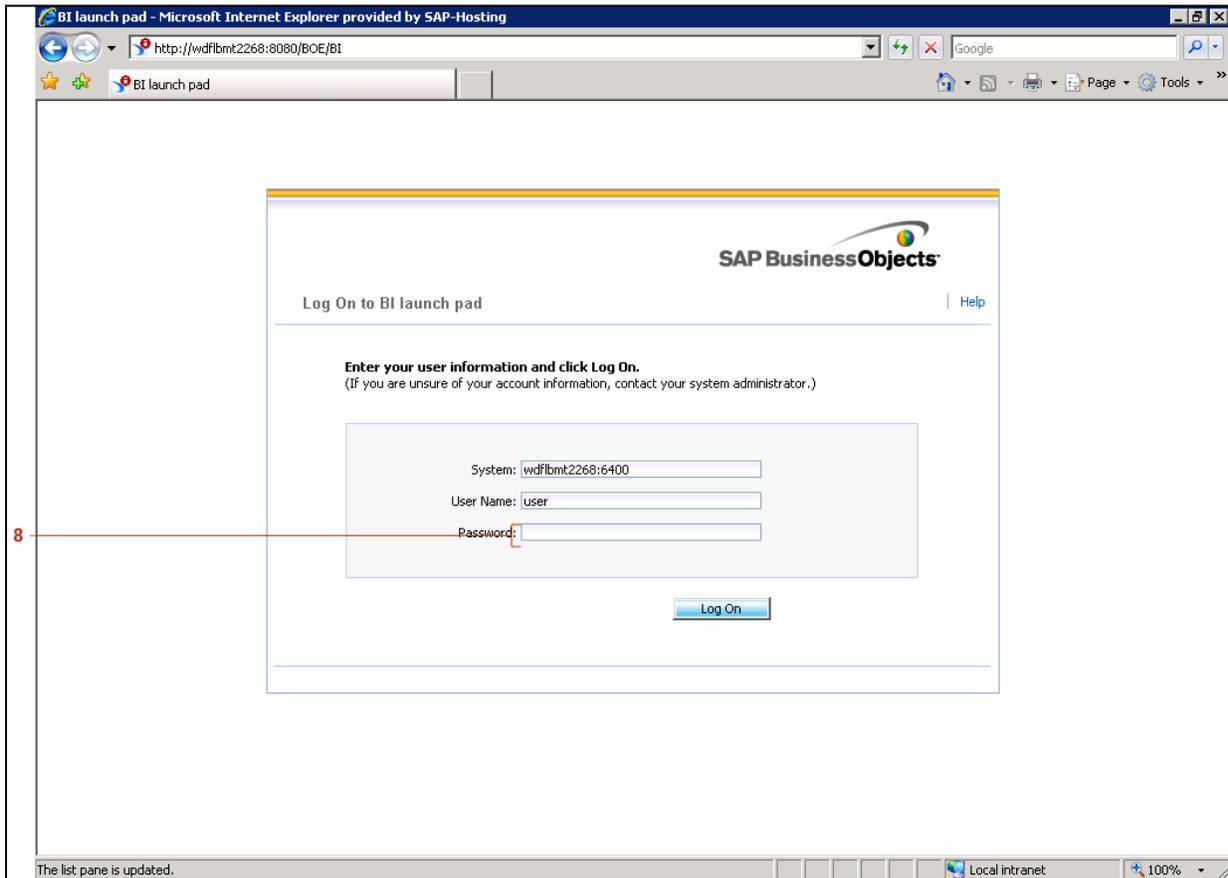
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **Log Off**.

View Crystal Reports

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

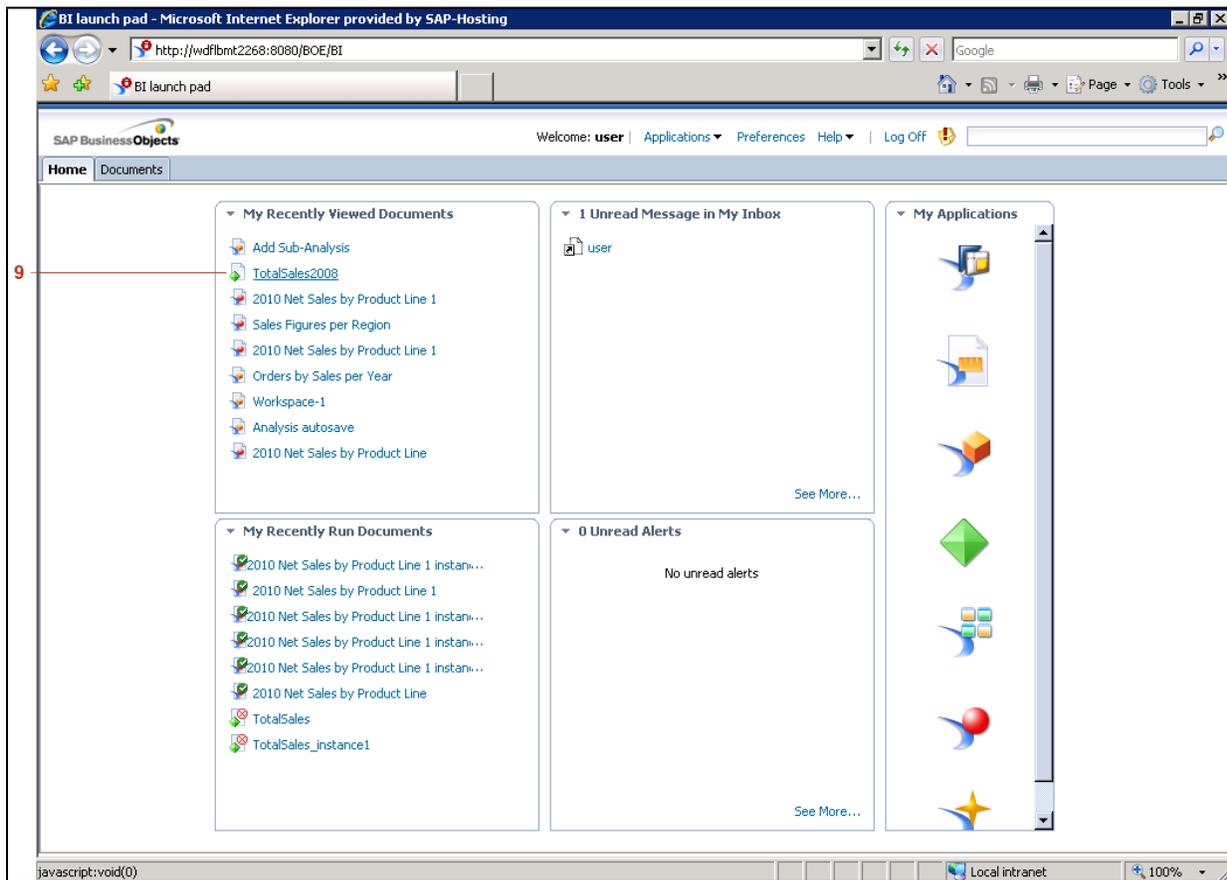


8. As required, complete/review the following fields:

Field	Description
Password:	Example: Password

View Crystal Reports

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



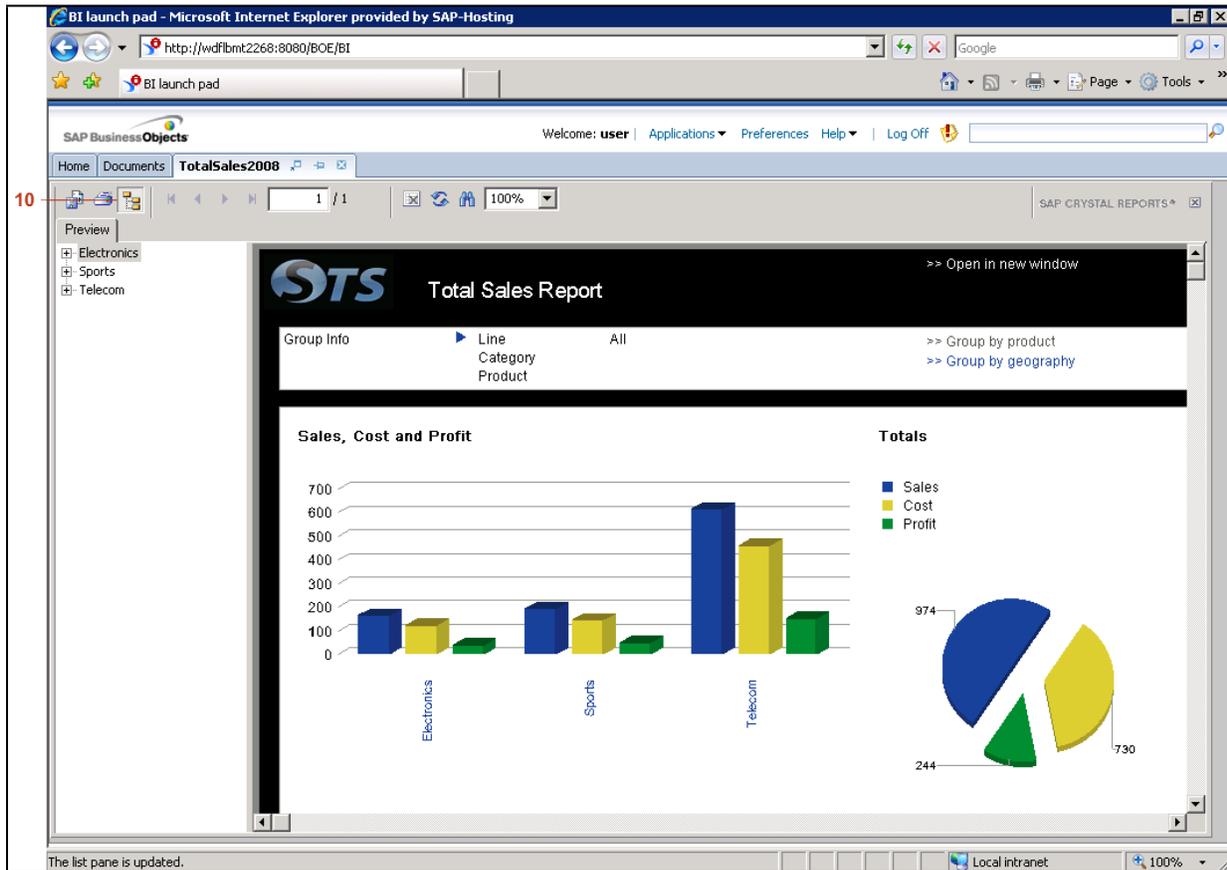
9. Click **TotalSales2008**.



Open the TotalSales2008 report and explore the Crystal report viewer toolbar.

View Crystal Reports

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



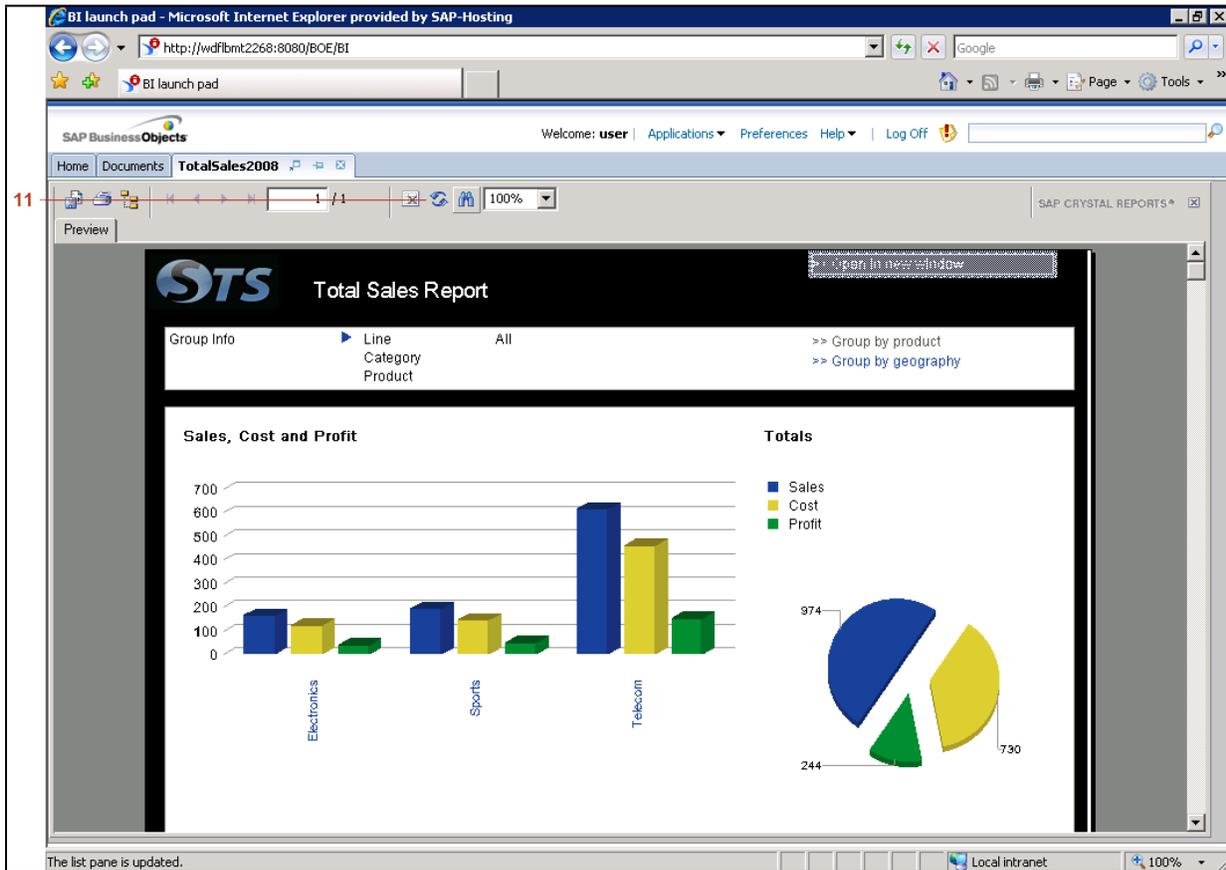
10. Click **Group Tree** .



The Group Tree option shows or hides the "Group Tree". When the "Group Tree" is displayed, you can use it to navigate through the data Group Tree in your report.

View Crystal Reports

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



11. Click **Refresh** .



The Refresh Report option obtains the most up-to-date data from the report's data source.

Note: You must have the necessary rights, and the server must contain the necessary data source information, before you can refresh the report.

View Crystal Reports

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the SAP BusinessObjects BI launch pad. The address bar shows the URL <http://wdfibmt2268:8080/BOE/BI>. The page title is "BI launch pad". The SAP BusinessObjects logo is visible in the top left corner, and the user is logged in as "user". The main content area displays a "Total Sales Report" for "TotalSales2008". The report includes a "Group Info" section with options for "Line", "Category", and "Product", and a "Totals" section with options for "Group by product" and "Group by geography". The report features a bar chart titled "Sales, Cost and Profit" and a pie chart titled "Totals". The bar chart shows data for three categories: Electronics, Sports, and Telecom. The pie chart shows the distribution of Sales, Cost, and Profit.

Category	Sales	Cost	Profit
Electronics	180	120	60
Sports	200	150	50
Telecom	650	480	170

Category	Value
Sales	974
Cost	730
Profit	244

12. Click **Stop Loading** .

View Crystal Reports

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

The screenshot shows a SAP BusinessObjects Crystal Reports viewer window. The browser address bar shows the URL `http://wdfibmt2268:8080/BOE/BI`. The SAP BusinessObjects logo and "Welcome: user" are visible at the top. The report title is "Total Sales Report" with the STS logo. The report content includes a "Group Info" section with options for "Line", "Category", and "Product", and a "Totals" section with options for "Group by product" and "Group by geography". The main report area displays a bar chart titled "Sales, Cost and Profit" and a pie chart titled "Totals". The bar chart shows data for Electronics, Sports, and Telecom categories. The pie chart shows three segments with values 974, 730, and 244. A red arrow labeled "13" points to the zoom options box in the top left of the report area.

Category	Sales	Cost	Profit
Electronics	180	120	60
Sports	200	150	50
Telecom	650	480	170

Category	Value
Sales	974
Cost	730
Profit	244

13. Click the arrow beside the **Zoom options** box.

View Crystal Reports

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

The screenshot shows the SAP BusinessObjects interface in Microsoft Internet Explorer. The browser address bar displays `http://wdflbmt2268:8080/BOE/BI`. The SAP BusinessObjects logo and navigation menu are visible at the top. The main content area displays the 'Total Sales Report' for 'TotalSales2008'. The report includes a 'Group Info' section with a tree view showing 'Line', 'Category', and 'Product'. Below this is a bar chart titled 'Sales, Cost and Profit' with a Y-axis from 0 to 700. The X-axis categories are 'Electronics', 'Sports', and 'Telecom'. For each category, there are three bars: Sales (blue), Cost (yellow), and Profit (green). To the right of the bar chart is a pie chart titled 'Totals' with three segments: Sales (blue, 974), Cost (yellow, 730), and Profit (green, 244). A zoom menu is open over the bar chart, showing options: 'Page Width', 'Whole Page', '400%', '300%', '200%', '150%', '100%', '75%', '50%', and '25%'. The '75%' option is highlighted, and a red line points to it from the number '14' on the left. The status bar at the bottom indicates 'Local intranet' and '100%' zoom.

14. Click **75%**.

View Crystal Reports

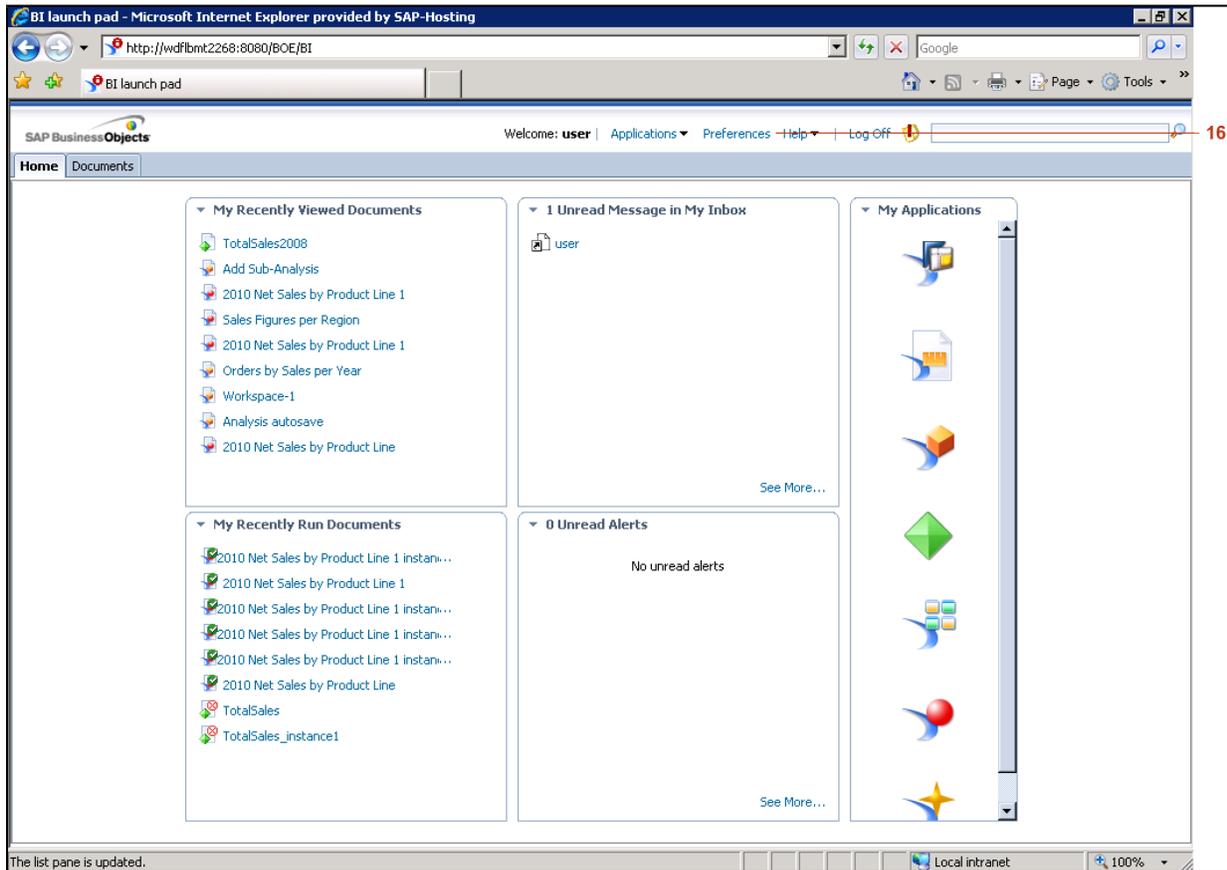
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot shows a web browser window displaying the SAP BusinessObjects interface. The browser's address bar shows the URL `http://wdfibnt2268:8080/BOE/BI`. The page title is "SAP BusinessObjects" and the user is logged in as "user". The main content area displays a "Total Sales Report" for "TotalSales2000". The report includes a navigation menu with "Group Info", "Line", "Category", and "Product". Below the menu is a bar chart titled "Sales, Cost and Profit" showing data for "Electronics", "Sports", and "Telecom". A pie chart titled "Totals" shows the distribution of Sales (974), Cost (750), and Profit (244). At the bottom, a line chart titled "Monthly Totals" shows trends over time. The browser's status bar at the bottom indicates "Local intranet" and "100%" zoom.

15. Click **Close this tab** 

View Crystal Reports

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



16. Click **Preferences**.

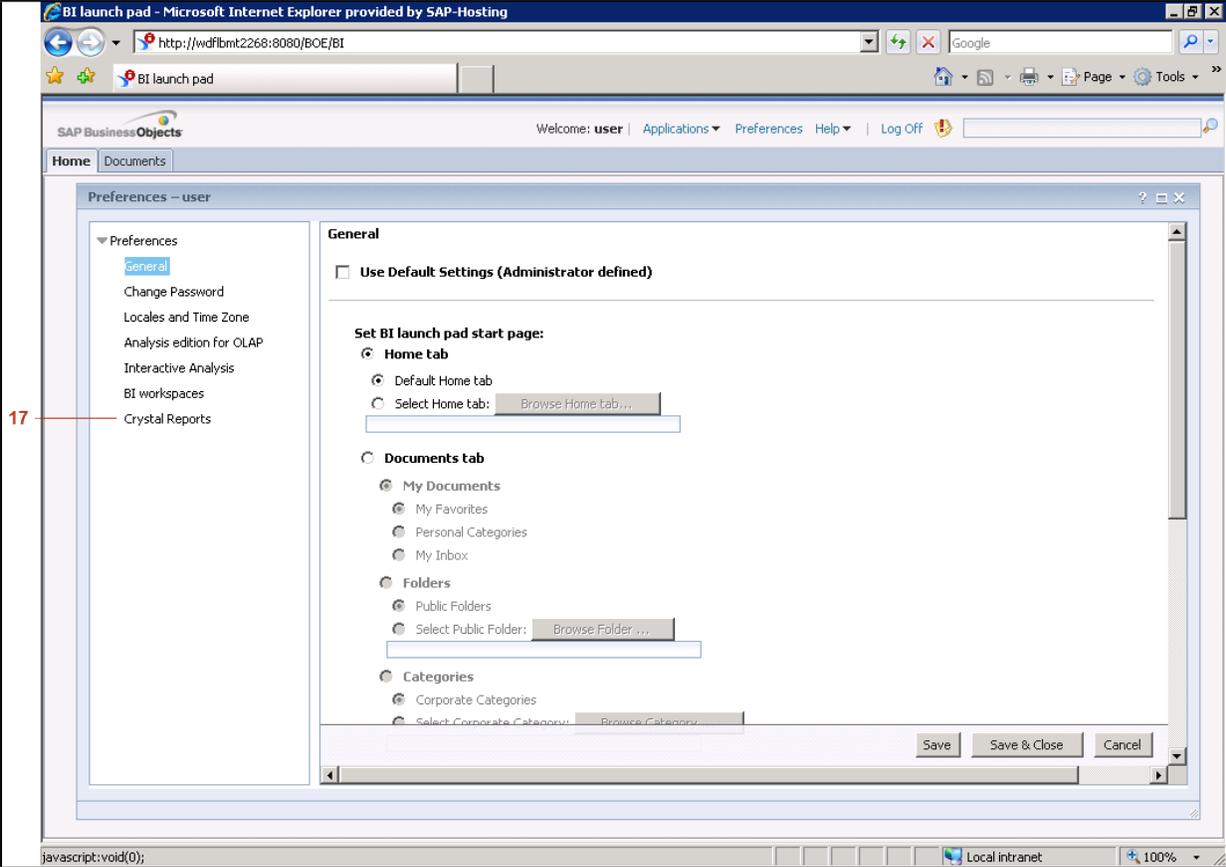


Select the Web Java viewer from the Crystal report viewing preference page.

Note: Typically, your IT administrator selects the viewer type that is best suited to your company's needs. However, you can also manually select your preferred viewer type in your preferences.

View Crystal Reports

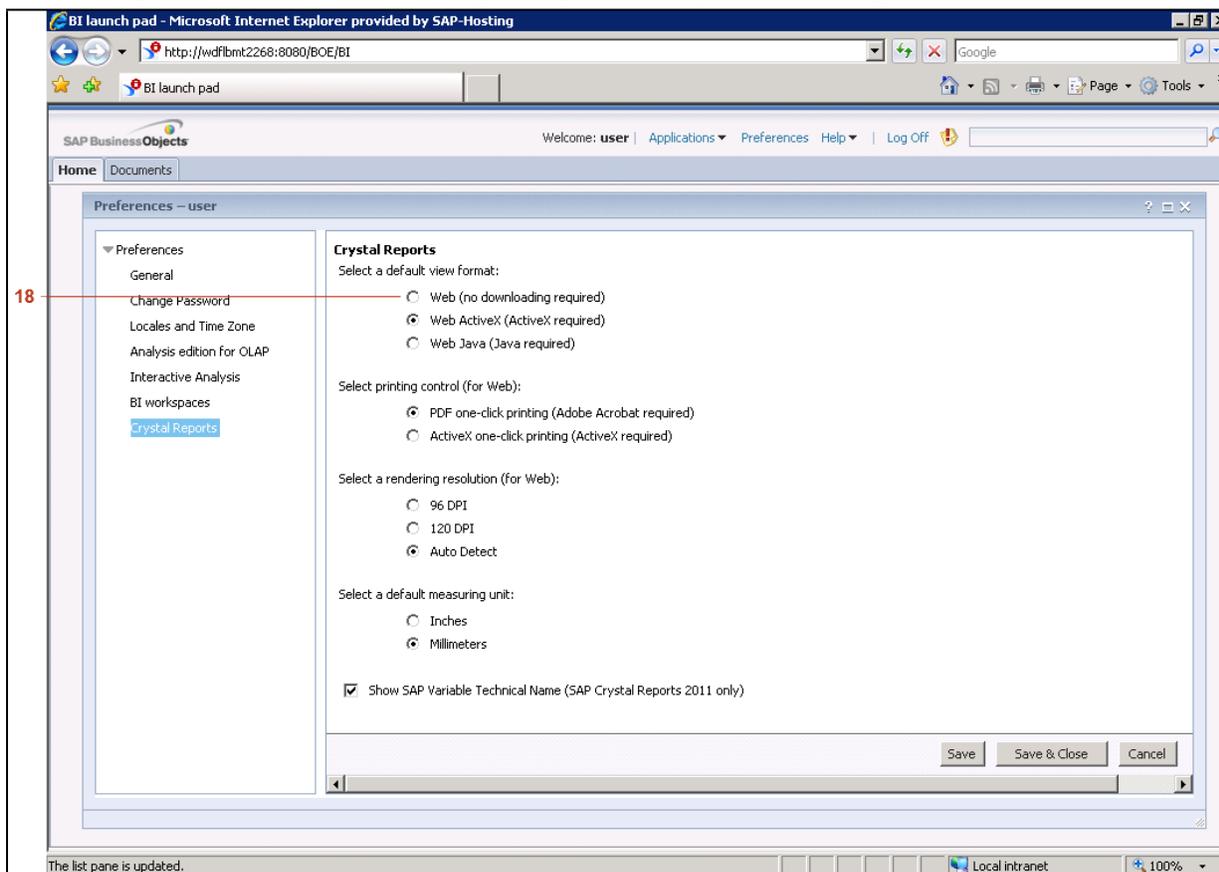
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



17. Click **Crystal Reports**.

View Crystal Reports

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



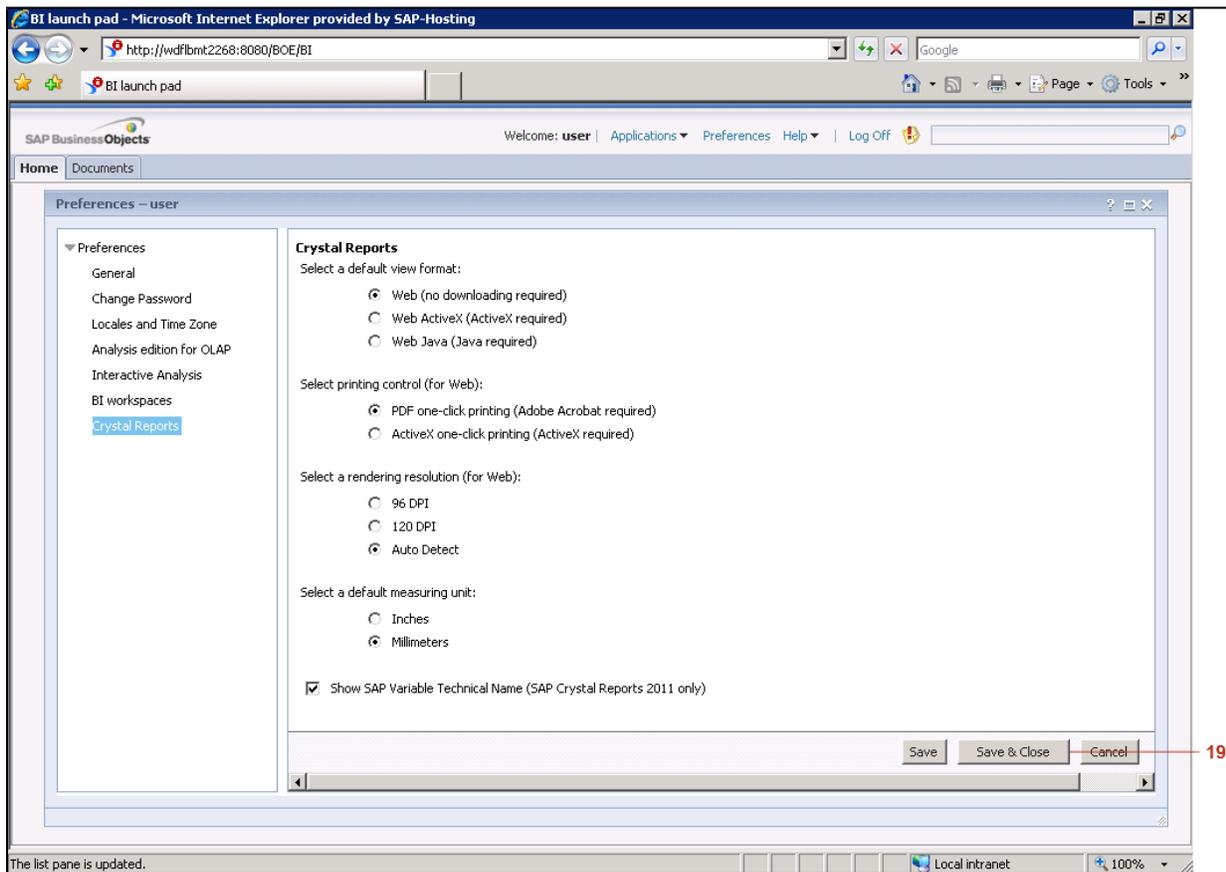
18. Click **Web (no downloading required)**.



The Web viewer can be accessed using your browser without downloading a plugin. You can view, refresh, and print your reports, edit parameters, and export reports to a variety of formats.

View Crystal Reports

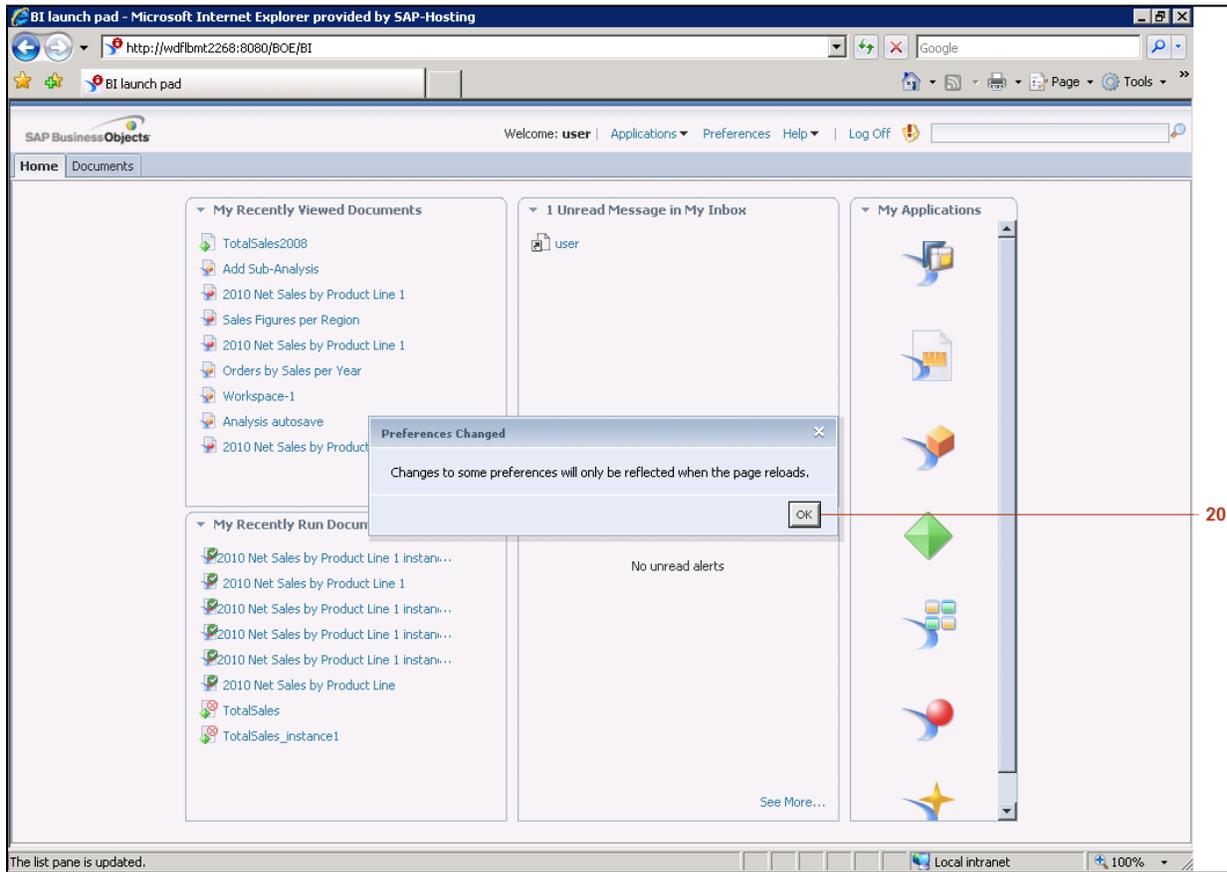
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



19. Click **Save & Close**.

View Crystal Reports

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



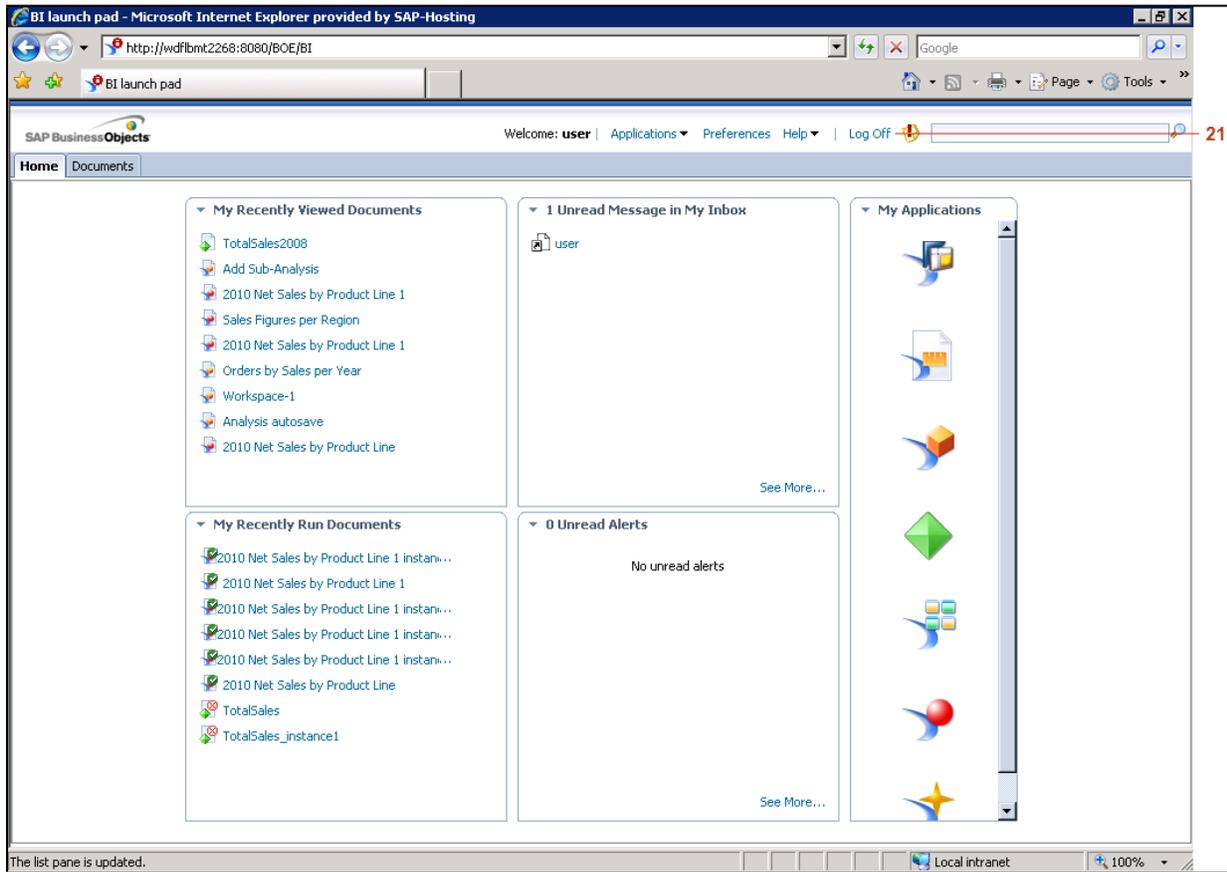
20. Click **OK**.



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

View Crystal Reports

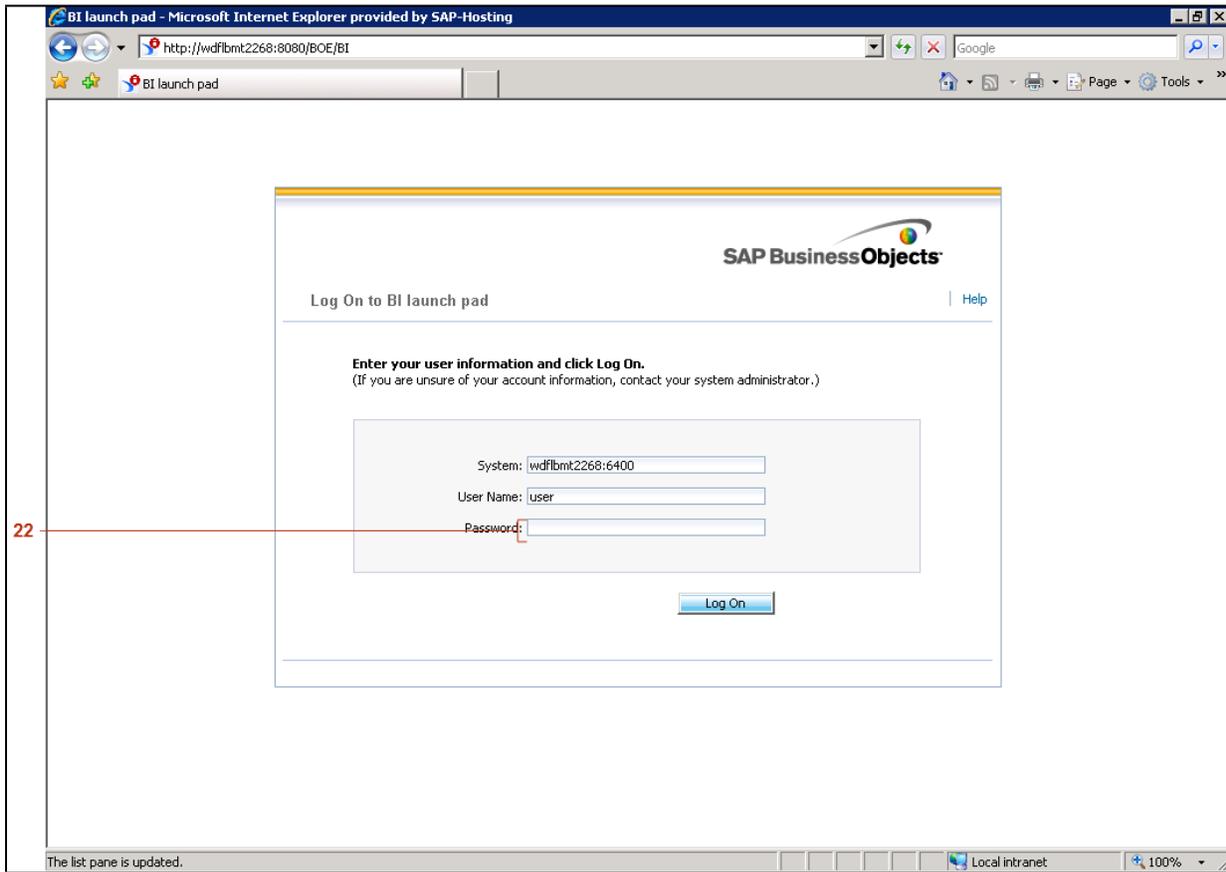
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



21. Click **Log Off**.

View Crystal Reports

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

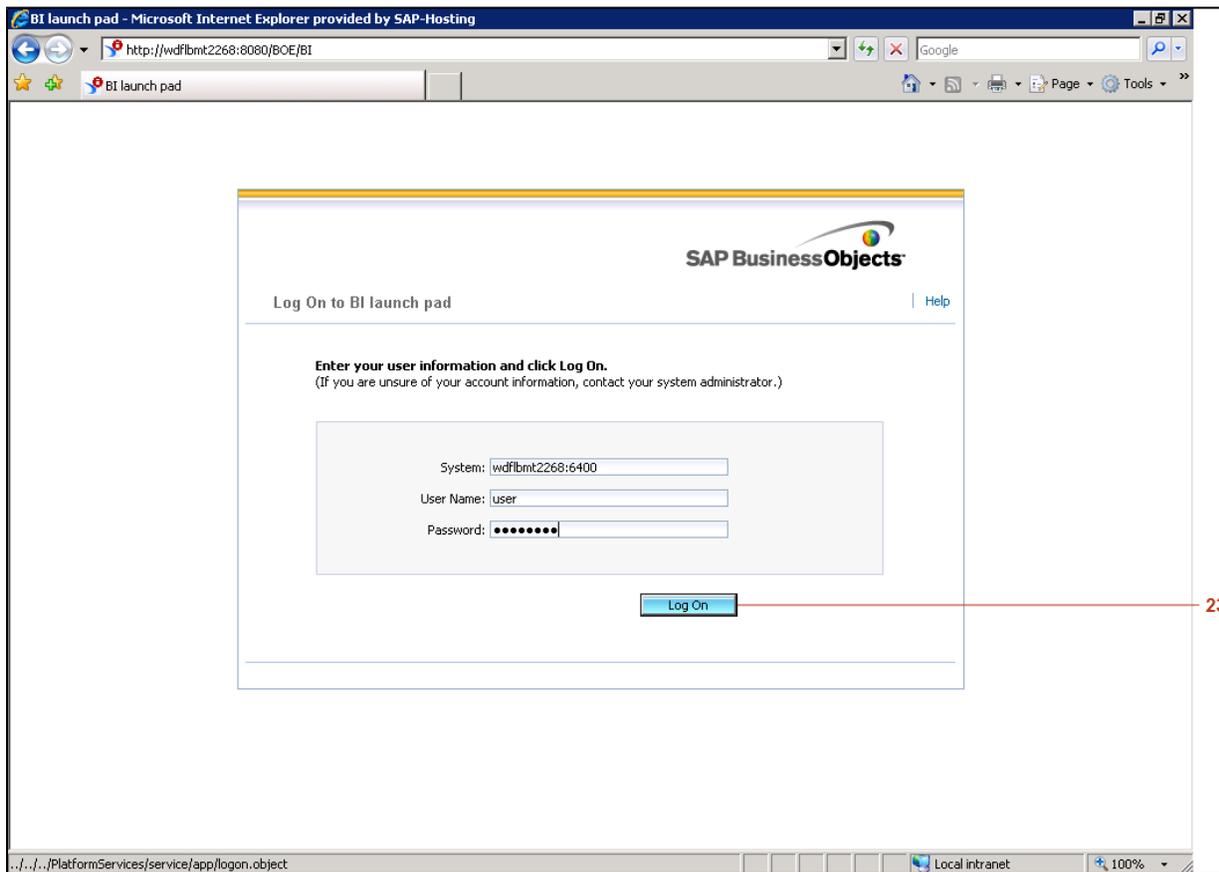


22. As required, complete/review the following fields:

Field	Description
Password:	Example: Password

View Crystal Reports

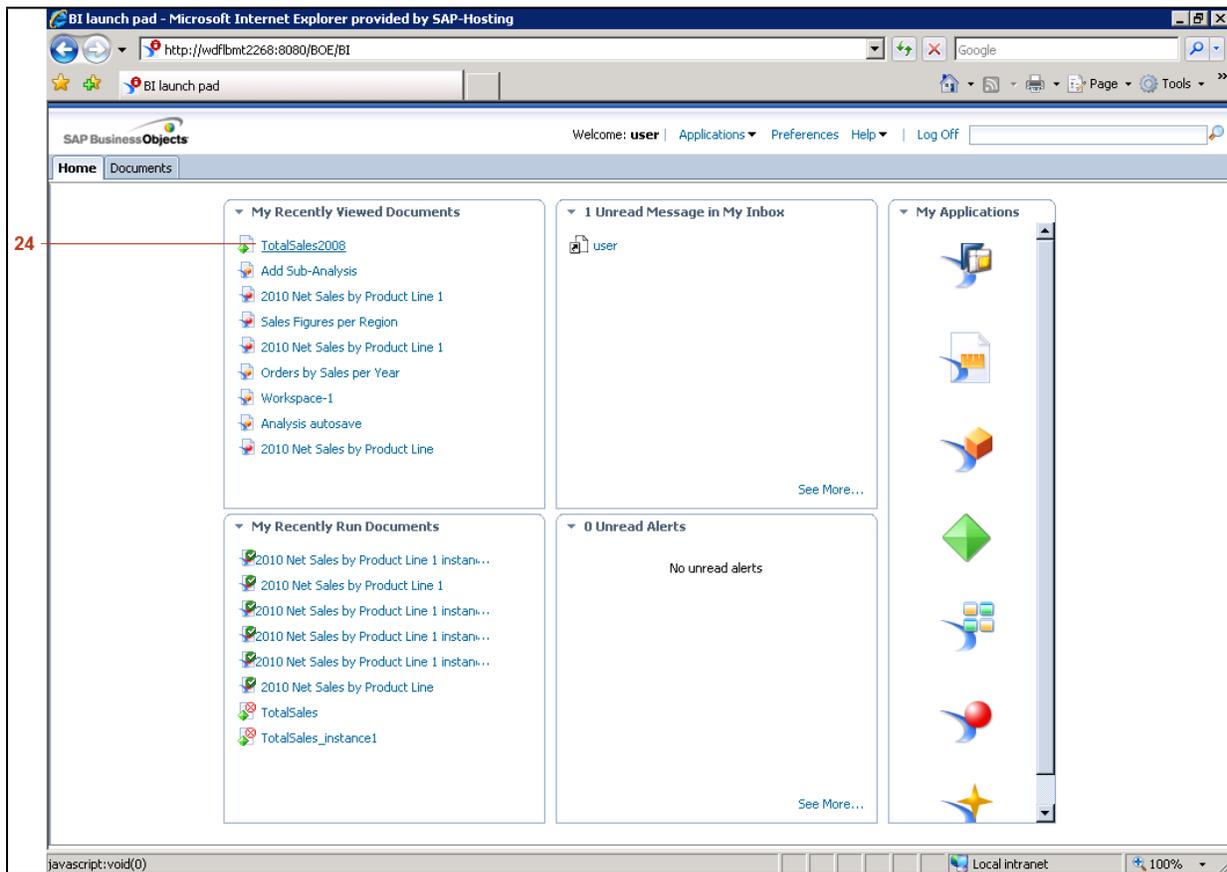
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



23. Click **Log On**.

View Crystal Reports

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



24. Click **TotalSales2008**.



Open the TotalSales2008 report and explore the Crystal report viewer toolbar.

View Crystal Reports

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

The screenshot shows the SAP BusinessObjects interface in Microsoft Internet Explorer. The browser address bar displays <http://wdfibmt2268:8080/BOE/BI>. The page title is "BI launch pad". The SAP BusinessObjects logo is visible in the top left corner, and the user is logged in as "user". The main report is titled "Total Sales Report" and includes a "Group Tree" on the left side. The Group Tree is expanded to show "Electronics", "Sports", and "Telecom". The main report area displays a bar chart titled "Sales, Cost and Profit" and a pie chart titled "Totals". The bar chart shows Sales (blue), Cost (yellow), and Profit (green) for Electronics, Sports, and Telecom. The pie chart shows Sales (blue) at 974 and Profit (green) at 244. The browser status bar at the bottom indicates "Local intranet" and "100%".

25. Click **Group Tree**



The Group Tree option shows or hides the "Group Tree". When the "Group Tree" is displayed, you can use it to navigate through the data Group Tree in your report.

View Crystal Reports

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

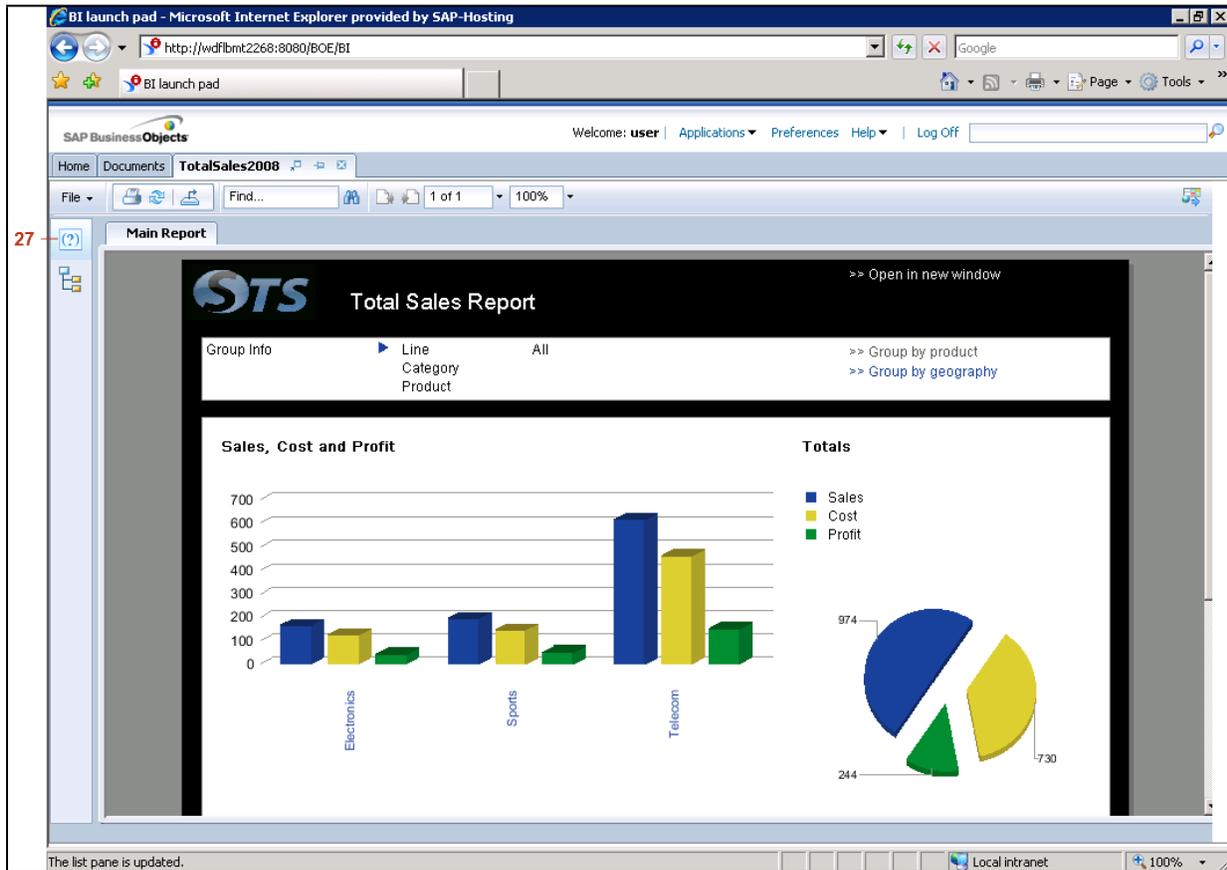
The screenshot shows the SAP BusinessObjects BI launch pad interface. The browser address bar displays `http://wdfibmt2268:8080/BOE/BI`. The main report area is titled "Total Sales Report" and features a bar chart titled "Sales, Cost and Profit" and a pie chart titled "Totals". The bar chart compares Sales (blue), Cost (yellow), and Profit (green) across three categories: Electronics, Sports, and Telecom. The pie chart shows the distribution of these values, with a total of 974 and a segment of 244.

Category	Sales	Cost	Profit
Electronics	~180	~150	~30
Sports	~200	~150	~50
Telecom	~600	~450	~150

The pie chart "Totals" shows a total value of 974, with a segment of 244. The legend indicates Sales (blue), Cost (yellow), and Profit (green).

26. Click **Close Group Tree** .

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



27. Click **Parameter Panel** .



The parameter panel shows or hides the "Parameter Panel". When the "Parameter Panel" is displayed, you can use it to change the data in your report or how it is displayed.

Note: You can access the "Parameter Panel" only from the Web viewer.

View Crystal Reports

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

The screenshot displays the SAP BusinessObjects BI launch pad interface within a Microsoft Internet Explorer browser window. The browser address bar shows the URL <http://wdfibmt2268:8080/BOE/BI>. The interface includes a navigation bar with 'Home', 'Documents', and 'TotalSales2008'. A 'Parameter Panel' is open on the left, with a red '28' next to its title bar. The main report area, titled 'Main Report', displays a 'Total Sales Report' for 'STS'. It features a 'Sales, Cost and Profit' bar chart and a 'Totals' pie chart. The bar chart shows data for Electronics, Sports, and Telecom. The pie chart shows three segments with values 974, 244, and 73. The parameter panel includes fields for Format (Chart), Group1 (Line), Group2 (Category), Group3 (Product), Grid Decrease Level (0.1), Grid Increase Level (0.1), DateStart (4/1/2006), and DateEnd (3/31/2007). A status bar at the bottom indicates 'The list pane is updated.' and 'Local intranet'.

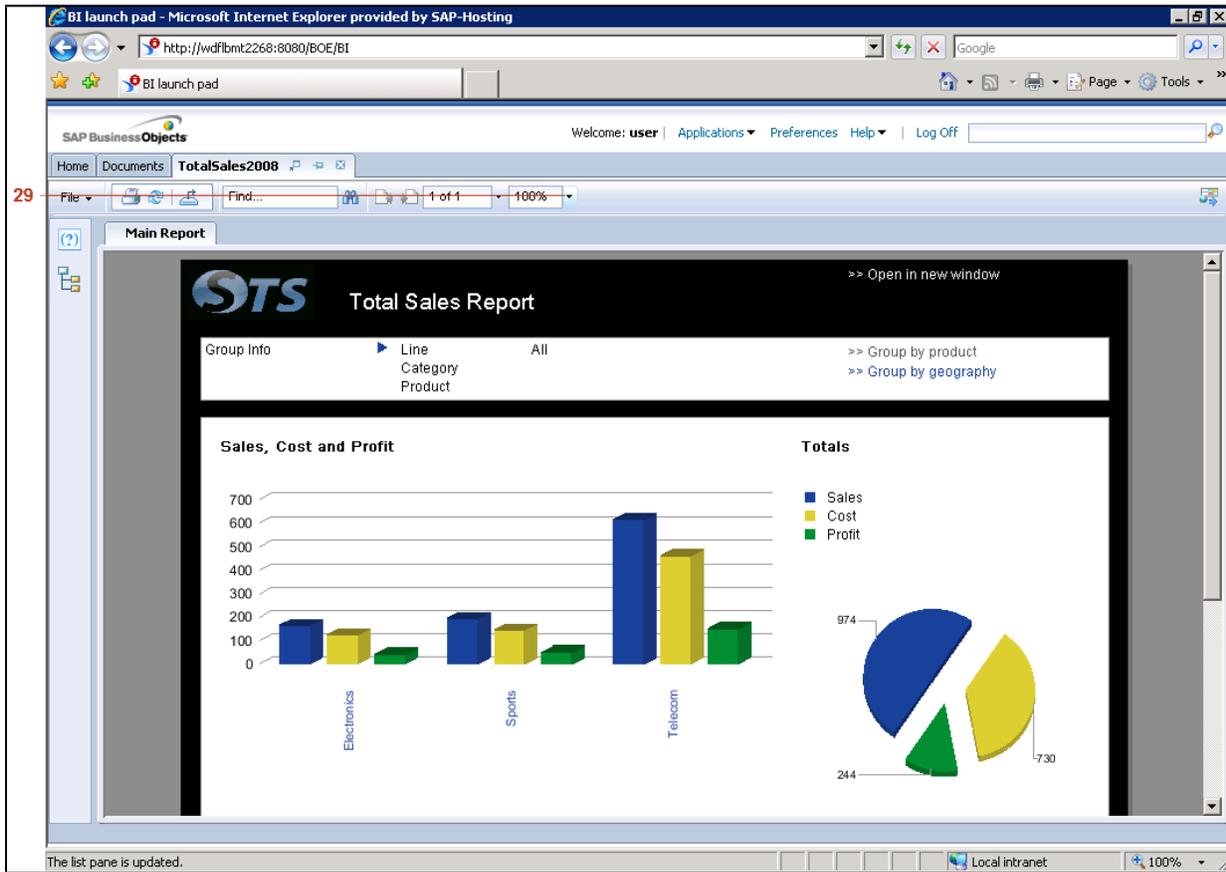
Category	Sales	Cost	Profit
Electronics	200	150	50
Sports	200	150	50
Telecom	600	450	150

Segment	Value
Blue	974
Yellow	73
Green	244

28. Click **Close Parameter Panel** .

View Crystal Reports

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



29. Click the arrow beside the **Zoom options** box.

View Crystal Reports

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

The screenshot shows the SAP BusinessObjects BI launch pad interface in Microsoft Internet Explorer. The browser address bar displays the URL `http://wdfibmt2268:8080/BOE/BI`. The page title is "BI launch pad". The SAP BusinessObjects logo is visible in the top left corner, and the user is logged in as "user". The main report area displays "Total Sales Rep" with a zoom dropdown menu open, showing options from 25% to 400%. A red line points to the 75% option. The report content includes a bar chart titled "Sales, Cost and Profit" and a pie chart titled "Totals".

Category	Sales	Cost	Profit
Electronics	200	150	50
Sports	250	180	70
Telecom	650	450	200

Category	Value
Sales	974
Cost	730
Profit	244

30. Click **75%**.

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

31

The list pane is updated.

31. Click **Refresh Report** .

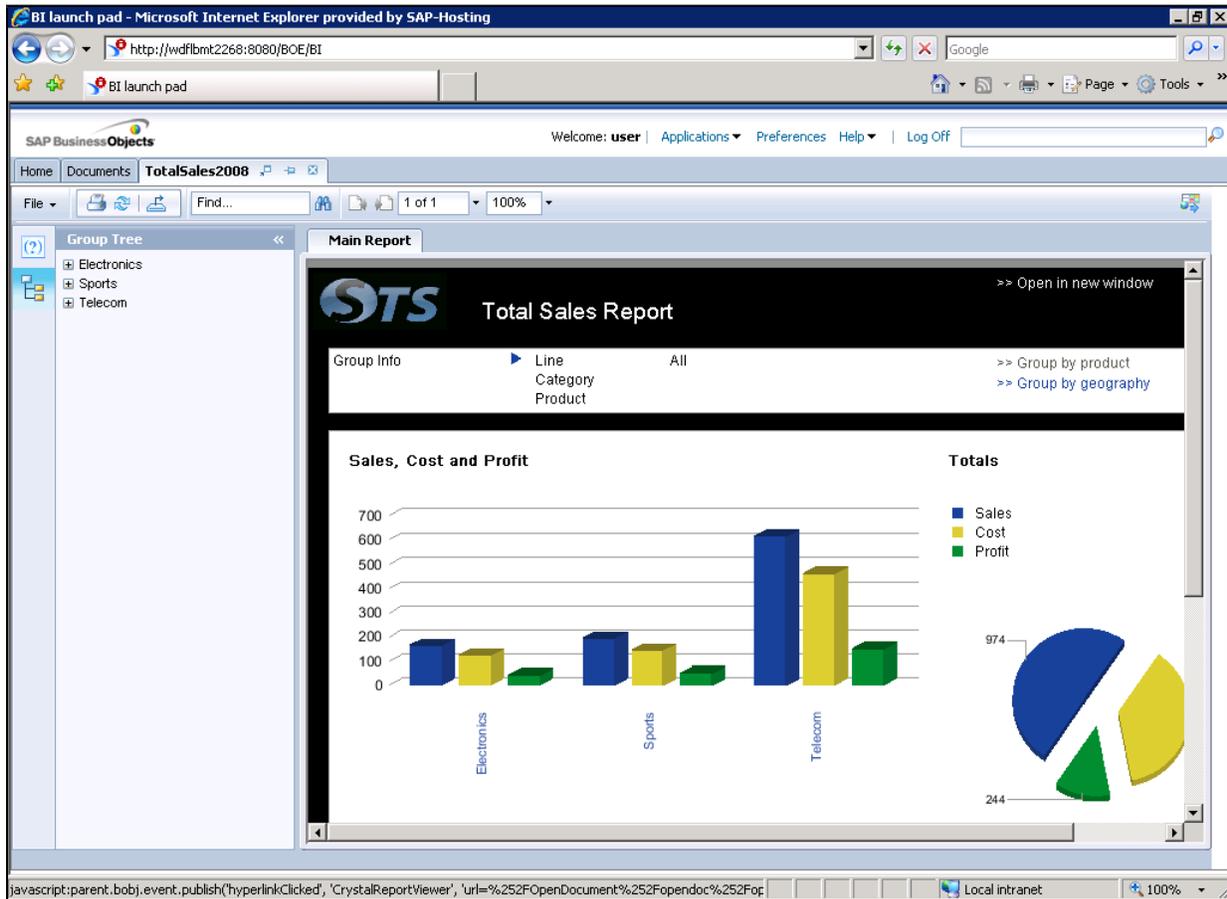


The Refresh Report option obtains the most up-to-date data from the report's data source.

Note: You must have the necessary rights, and the server must contain the necessary data source information, before you can refresh the report.

View Crystal Reports

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



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



You have successfully set your Crystal report viewing preferences, opened a Crystal report, and explored the Crystal report viewer toolbar.

Press any key or click anywhere to exit the activity.