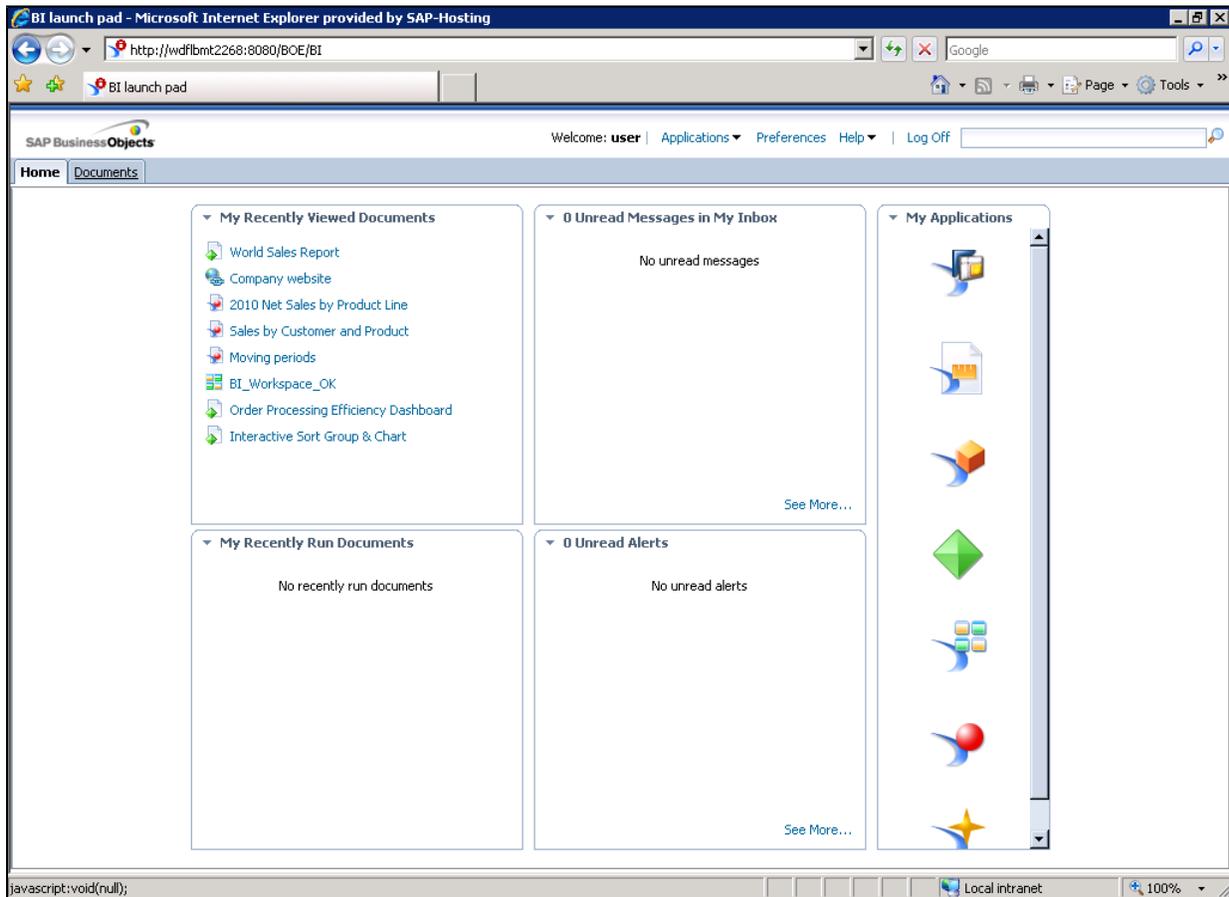


Add a Document to a Local Drive

Procedure

BI launch pad



1. Press any key or click anywhere to continue



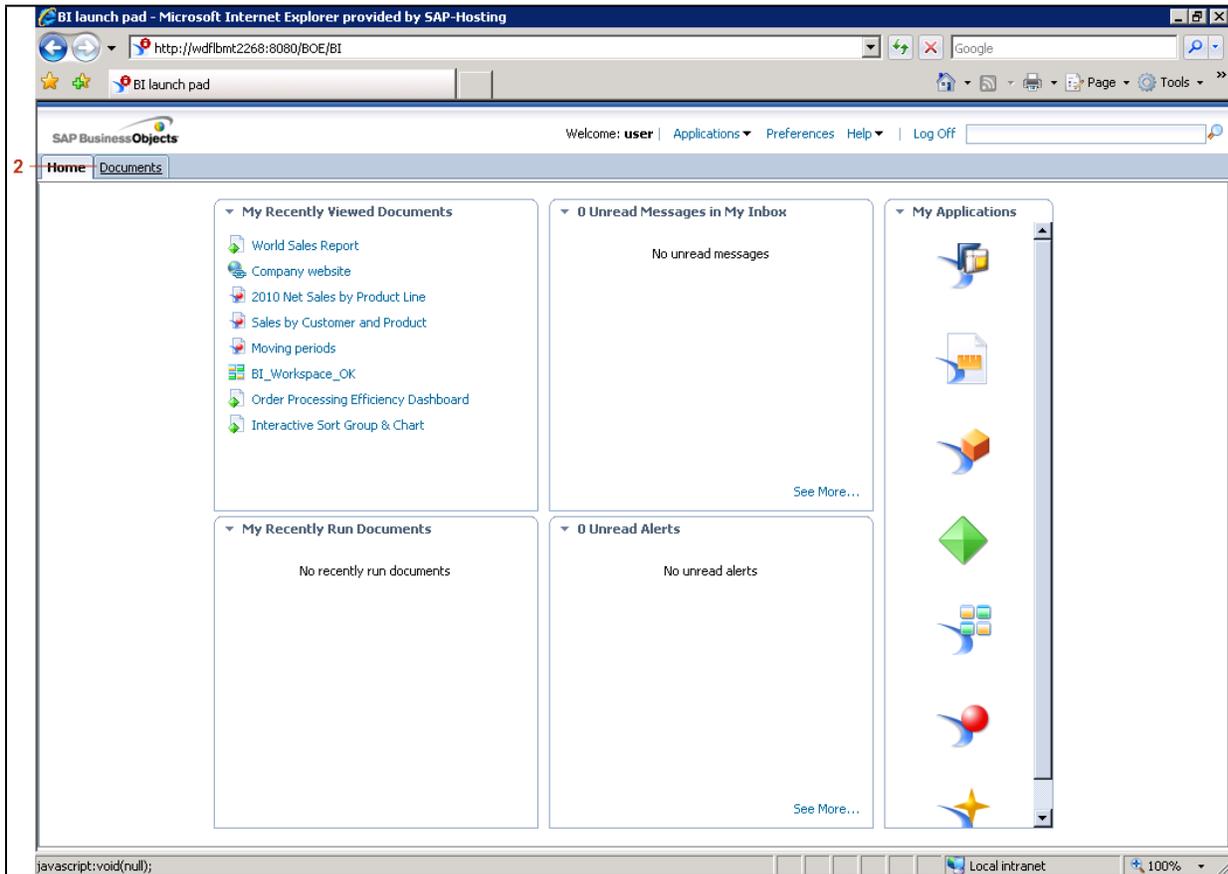
If you have the necessary rights, you can add objects to BI launch pad from your local computer.

Add a document from your computer to the BI launch pad.

Press any key or click anywhere to continue.

Add a Document to a Local Drive

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



2. Click **Documents**.



Start by opening the Documents tab to add the document Customer Orders. xls to your Favorites.

Add a Document to a Local Drive

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 the URL `http://wdfibmt2268:8080/BOE/BI`. The interface includes a navigation pane on the left with a tree view containing 'My Favorites', 'Document for Review', 'Travel Expenses', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. A red number '3' is positioned next to the 'My Favorites' folder icon. The main content area displays a table with the following data:

Title	Type	Last Run	Description
Document for Review	Folder		
Travel Expenses	Folder		Travel Expenses Report
BI_Workspace_OK	BI workspace		
Company website	Hyperlink		
Moving periods	Web Intelligence		
Order Processing Efficiency Dashboard	Crystal Reports		This report demonstrates the u
revenue by state	Flash		
Sales by Customer and Product	Web Intelligence		
World Sales Report	Crystal Reports		Top 5 Countries' Sales with pie

The interface also shows a 'Total: 9 items' indicator at the bottom right of the table area. The browser status bar at the bottom indicates 'Local intranet' and '100%' zoom level.

3. Click **My Favorites**.

Add a Document to a Local Drive

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 the URL: `http://wdfibmt2268:8080/BOE/BI`. The page title is "BI launch pad". The interface includes a navigation menu with "Home" and "Documents" (selected). A menu bar contains "View", "New", "Organize", "Send", and "More Actions". A red number "4" is positioned to the left of the "New" button. The main content area displays a table of documents:

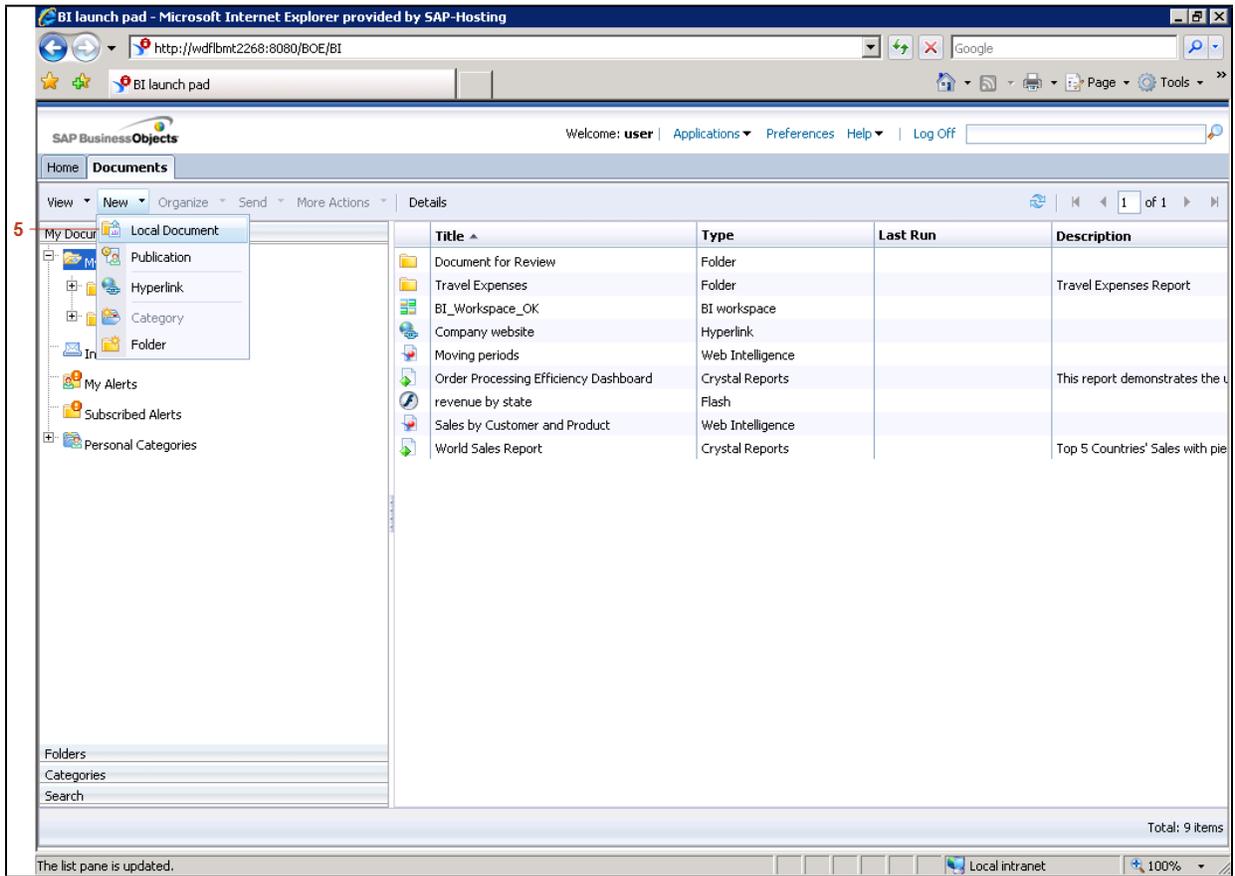
Title	Type	Last Run	Description
Document for Review	Folder		
Travel Expenses	Folder		Travel Expenses Report
BI_Workspace_OK	BI workspace		
Company website	Hyperlink		
Moving periods	Web Intelligence		
Order Processing Efficiency Dashboard	Crystal Reports		This report demonstrates the u
revenue by state	Flash		
Sales by Customer and Product	Web Intelligence		
World Sales Report	Crystal Reports		Top 5 Countries' Sales with pie

The interface also shows a "My Documents" sidebar with "My Favorites" containing "Document for Review" and "Travel Expenses". At the bottom right, it indicates "Total: 9 items".

4. Click **New**.

Add a Document to a Local Drive

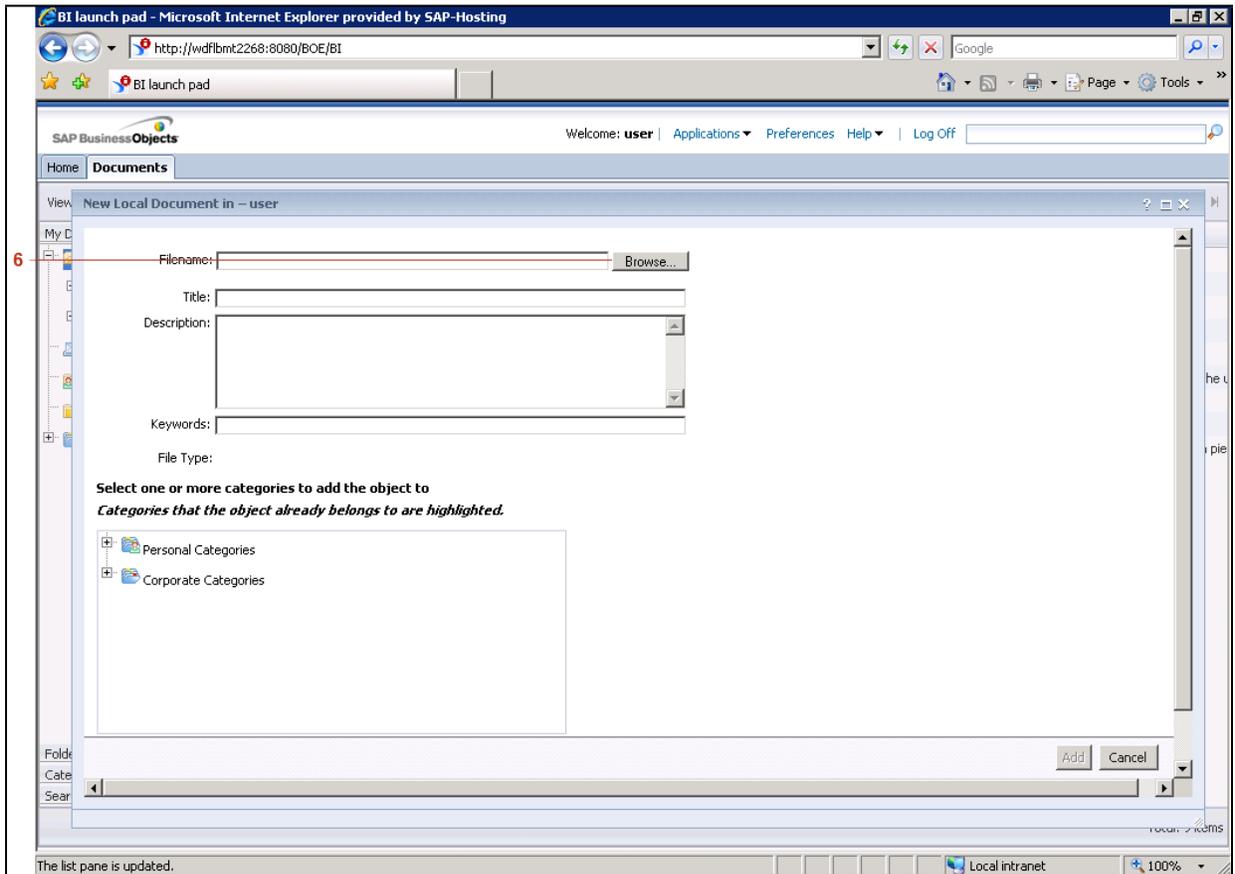
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



5. Click **Local Document**.

Add a Document to a Local Drive

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



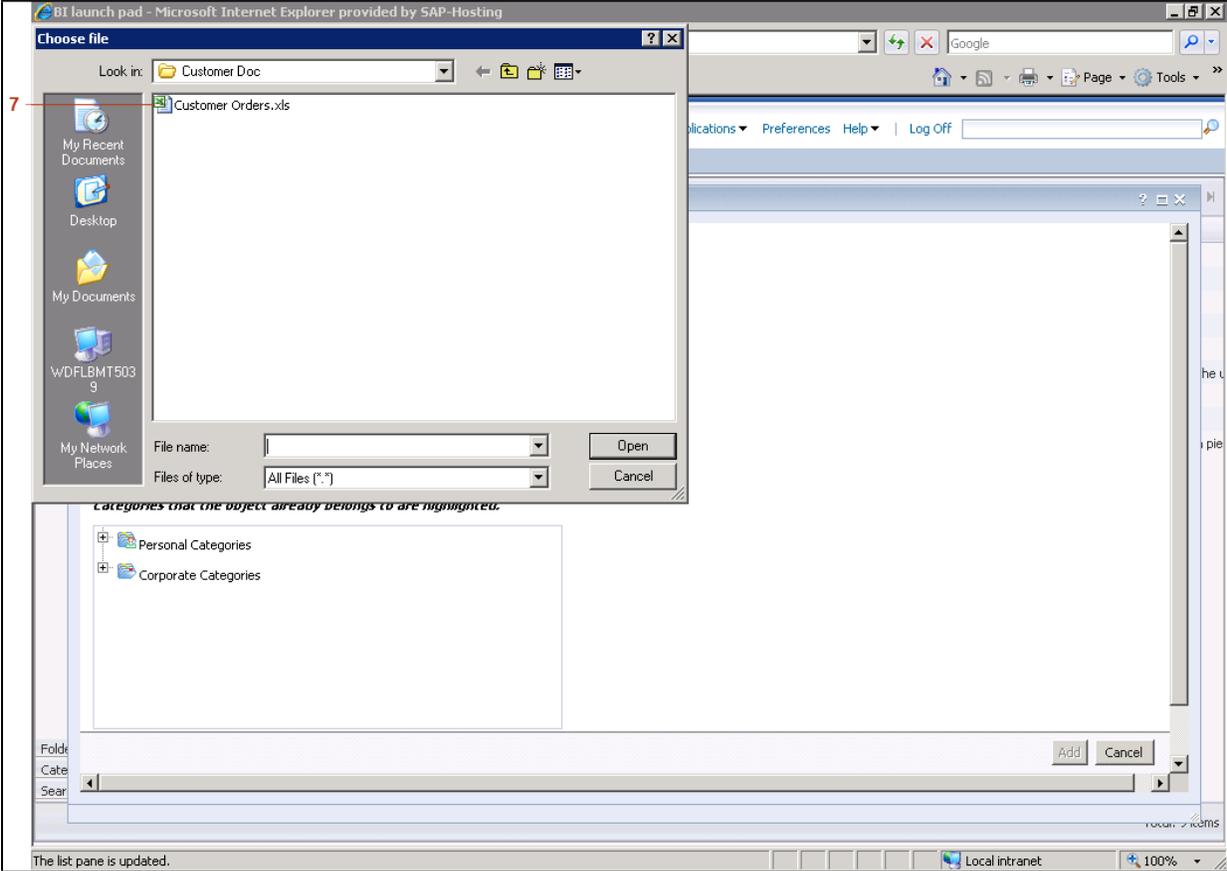
6. Click **Browse...**



Choose the document you want to add.

Add a Document to a Local Drive

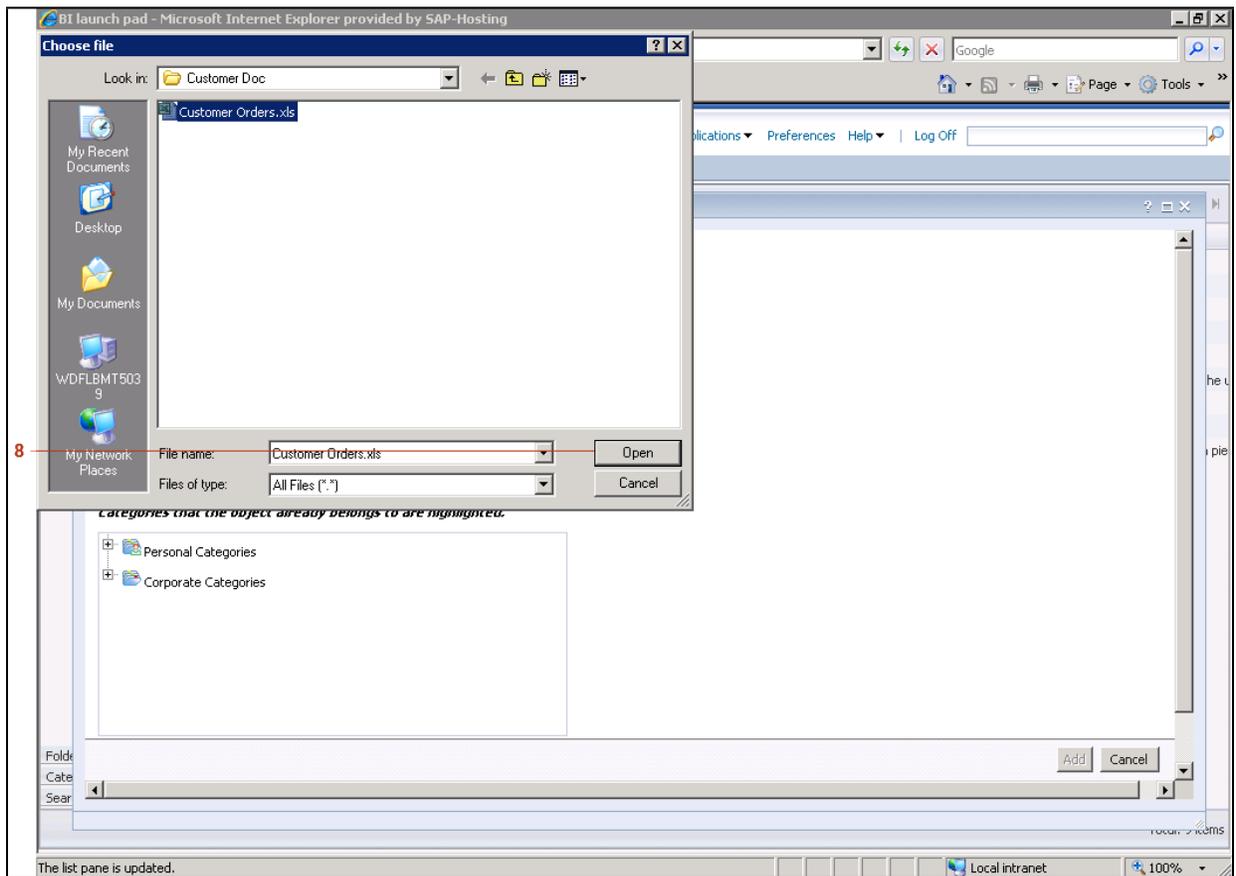
Choose file



- 7. Click **Customer Orders.xls**.

Add a Document to a Local Drive

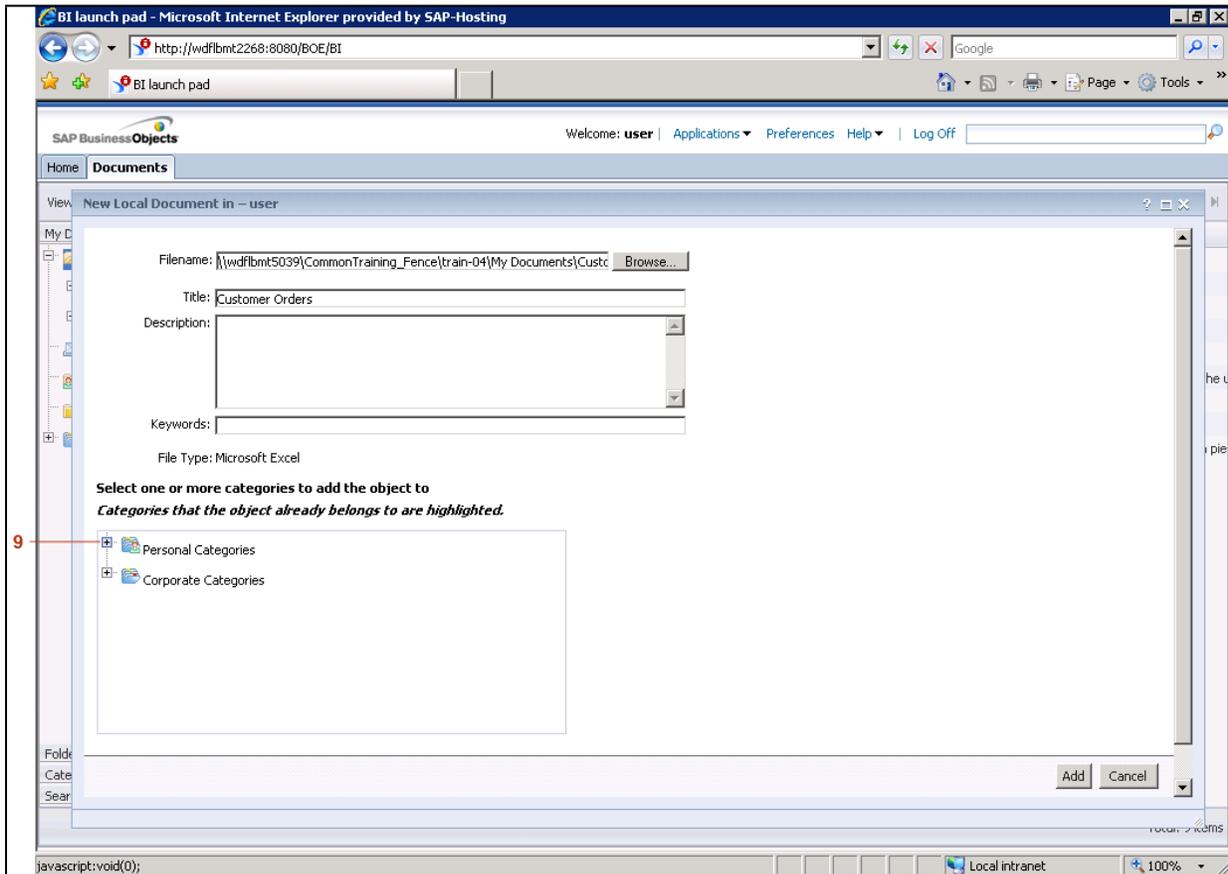
Choose file



8. Click **Open**.

Add a Document to a Local Drive

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



9. Click the + before **Personal Categories**.



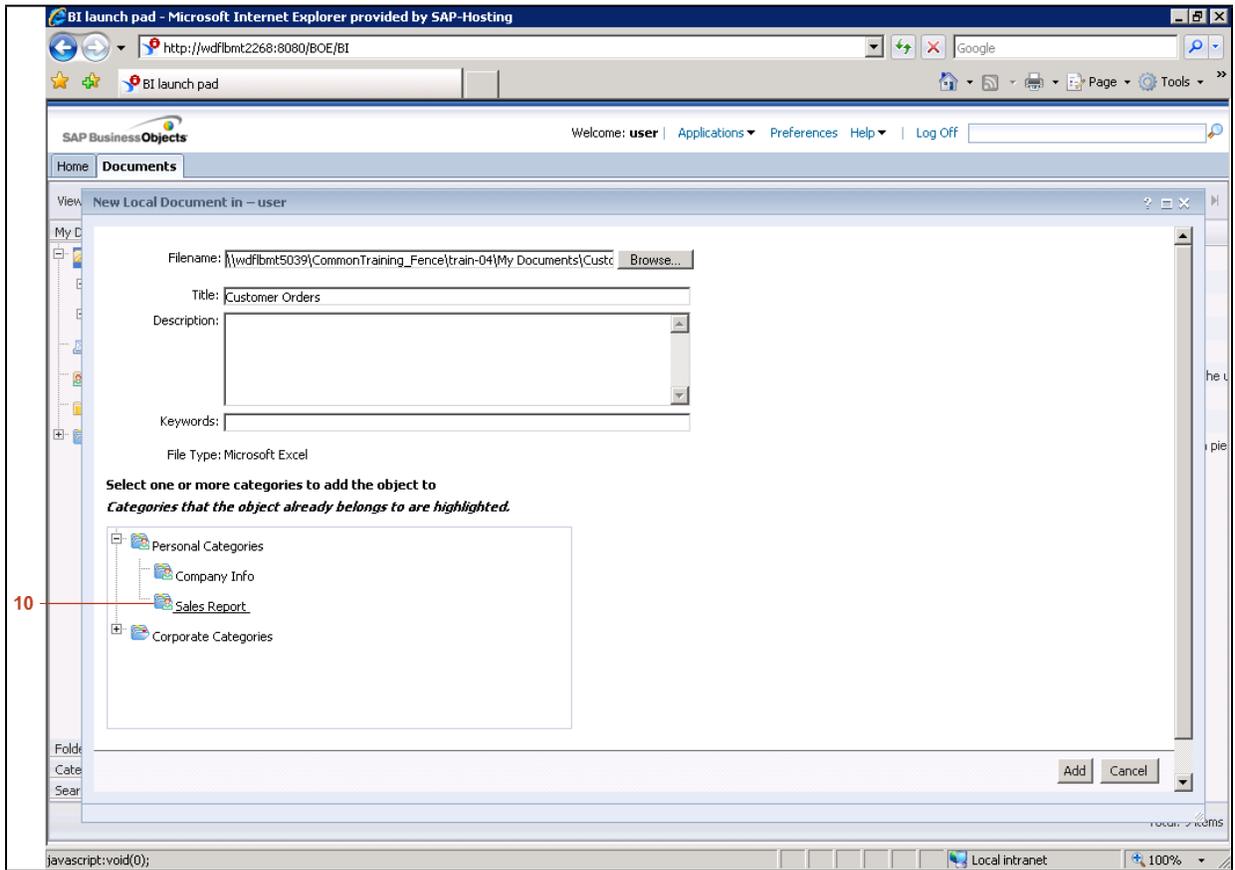
You can enter title, description, and keywords for your document.

The title for the document was entered for you.

Now, assign the document to Sales Report in your Personal Categories.

Add a Document to a Local Drive

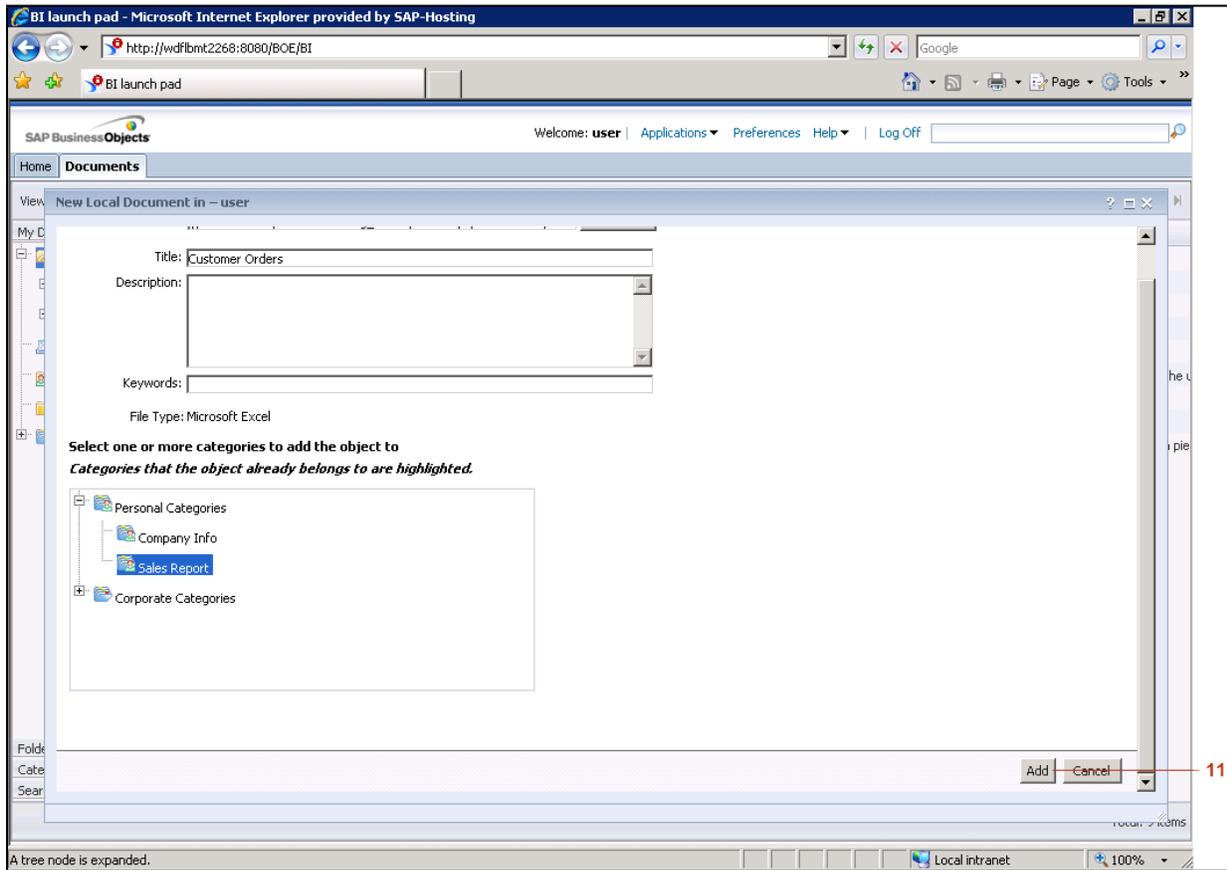
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Sales Report**.

Add a Document to a Local Drive

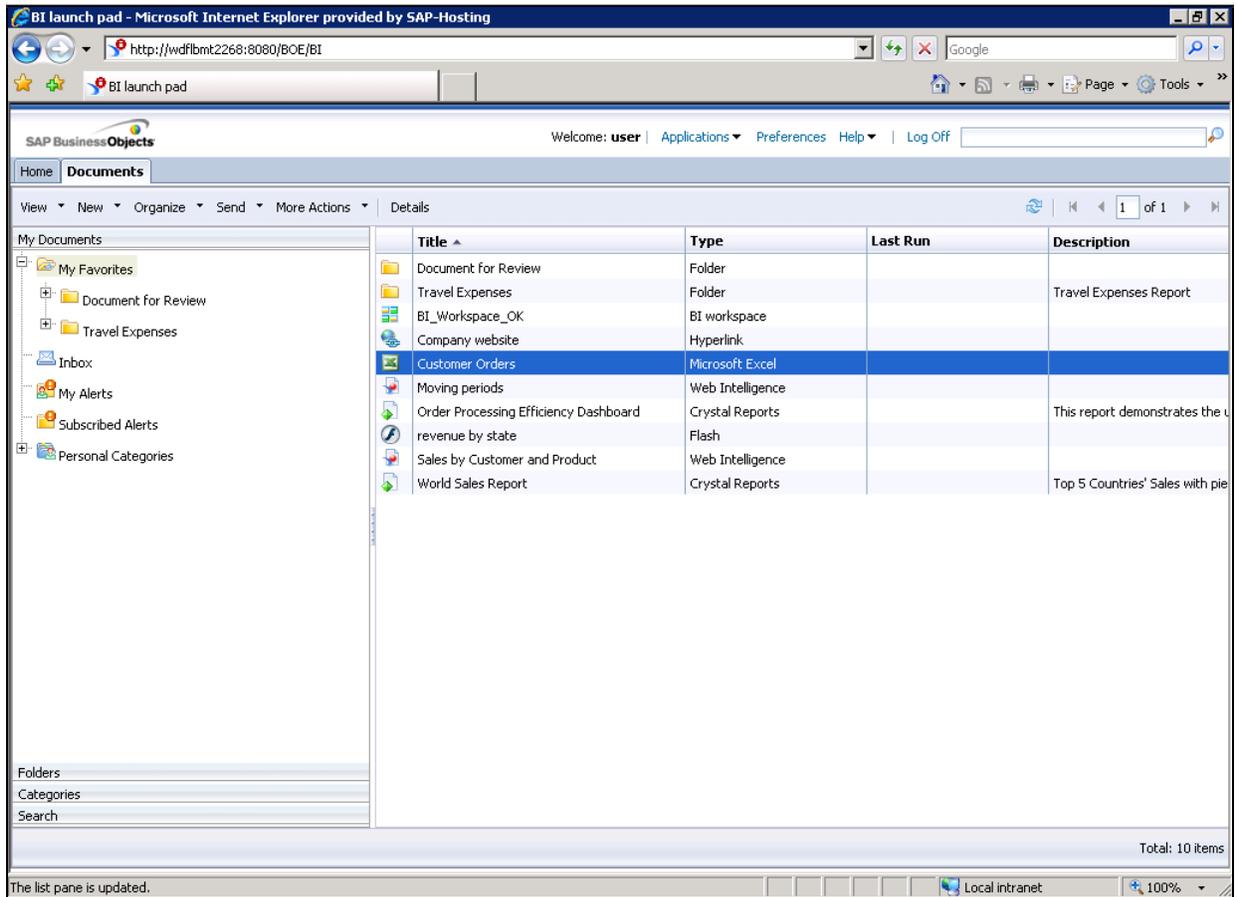
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **Add**.

Add a Document to a Local Drive

BI launch pad



The screenshot shows the SAP BusinessObjects BI launch pad interface. The browser title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows "http://wdfibmt2268:8080/BOE/BI". The page header includes "SAP BusinessObjects" and "Welcome: user | Applications | Preferences | Help | Log Off". The main content area is titled "Documents" and displays a list of documents in a table format. The table has columns for "Title", "Type", "Last Run", and "Description". The "Customer Orders" document is highlighted in blue. The left sidebar shows "My Documents" with a tree view including "My Favorites", "Document for Review", "Travel Expenses", "Inbox", "My Alerts", "Subscribed Alerts", and "Personal Categories".

Title	Type	Last Run	Description
Document for Review	Folder		
Travel Expenses	Folder		Travel Expenses Report
BI_Workspace_OK	BI workspace		
Company website	Hyperlink		
Customer Orders	Microsoft Excel		
Moving periods	Web Intelligence		
Order Processing Efficiency Dashboard	Crystal Reports		This report demonstrates the u
revenue by state	Flash		
Sales by Customer and Product	Web Intelligence		
World Sales Report	Crystal Reports		Top 5 Countries' Sales with pie

12. Press any key or click anywhere to continue



The Customer Orders document now appears in your Favorites.

You have successfully added a document from your computer to the BI launch pad.

Press any key or click anywhere to exit the activity.