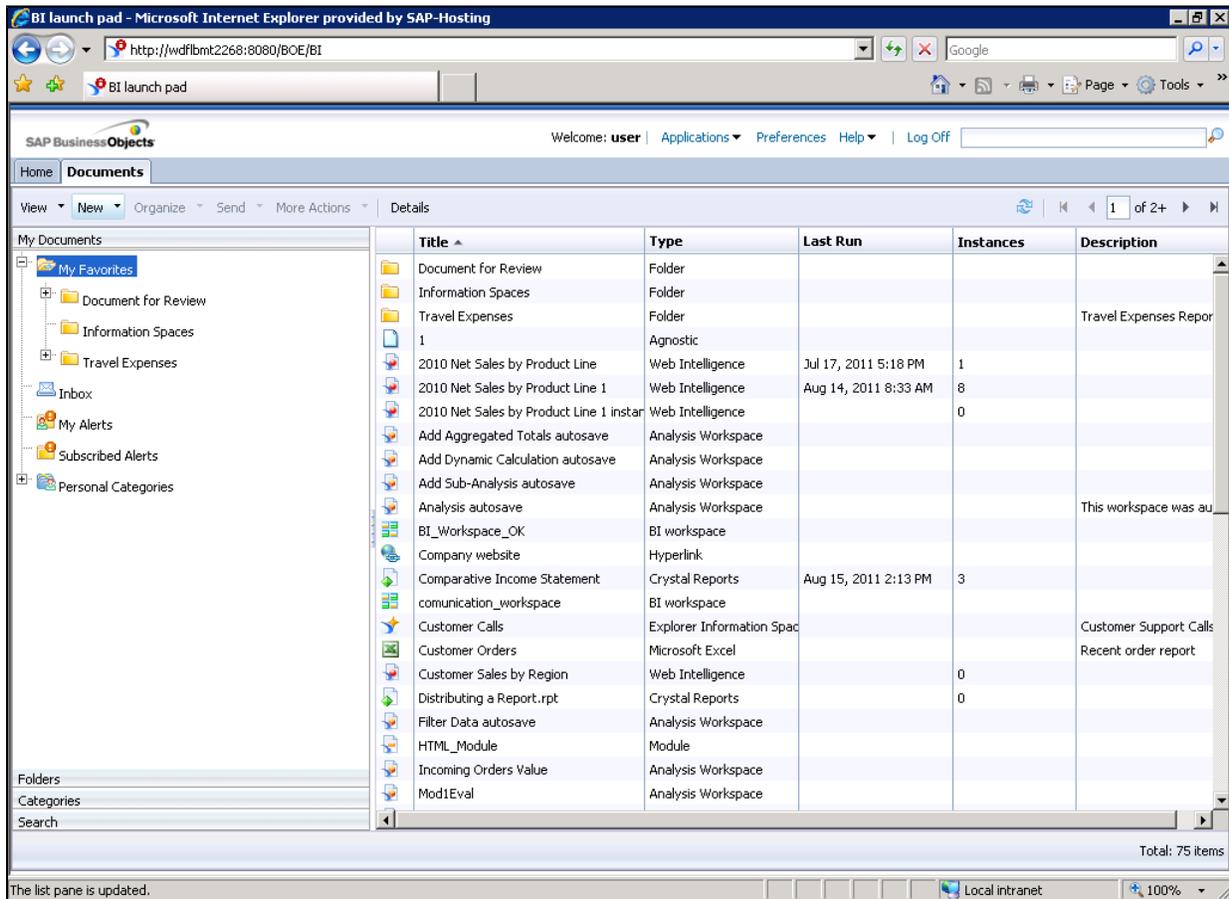


Create a New Publication

Procedure

BI launch pad



The screenshot shows the SAP BusinessObjects BI launch pad interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL <http://wdfibmt2268:8080/BOE/BI>. The page title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The user is logged in as "user". The interface displays a "Documents" view with a list of documents and folders. The list has columns for Title, Type, Last Run, Instances, and Description. The status bar at the bottom indicates "Total: 75 items".

Title	Type	Last Run	Instances	Description
Document for Review	Folder			
Information Spaces	Folder			
Travel Expenses	Folder			Travel Expenses Report
1	Agnostic			
2010 Net Sales by Product Line	Web Intelligence	Jul 17, 2011 5:18 PM	1	
2010 Net Sales by Product Line 1	Web Intelligence	Aug 14, 2011 8:33 AM	8	
2010 Net Sales by Product Line 1 instan	Web Intelligence		0	
Add Aggregated Totals autosave	Analysis Workspace			
Add Dynamic Calculation autosave	Analysis Workspace			
Add Sub-Analysis autosave	Analysis Workspace			
Analysis autosave	Analysis Workspace			This workspace was au
BI_Workspace_OK	BI workspace			
Company website	Hyperlink			
Comparative Income Statement	Crystal Reports	Aug 15, 2011 2:13 PM	3	
communication_workspace	BI workspace			
Customer Calls	Explorer Information Spac			Customer Support Calls
Customer Orders	Microsoft Excel			Recent order report
Customer Sales by Region	Web Intelligence		0	
Distributing a Report.rpt	Crystal Reports		0	
Filter Data autosave	Analysis Workspace			
HTML_Module	Module			
Incoming Orders Value	Analysis Workspace			
Mod1Eval	Analysis Workspace			

1. Press any key or click anywhere to continue



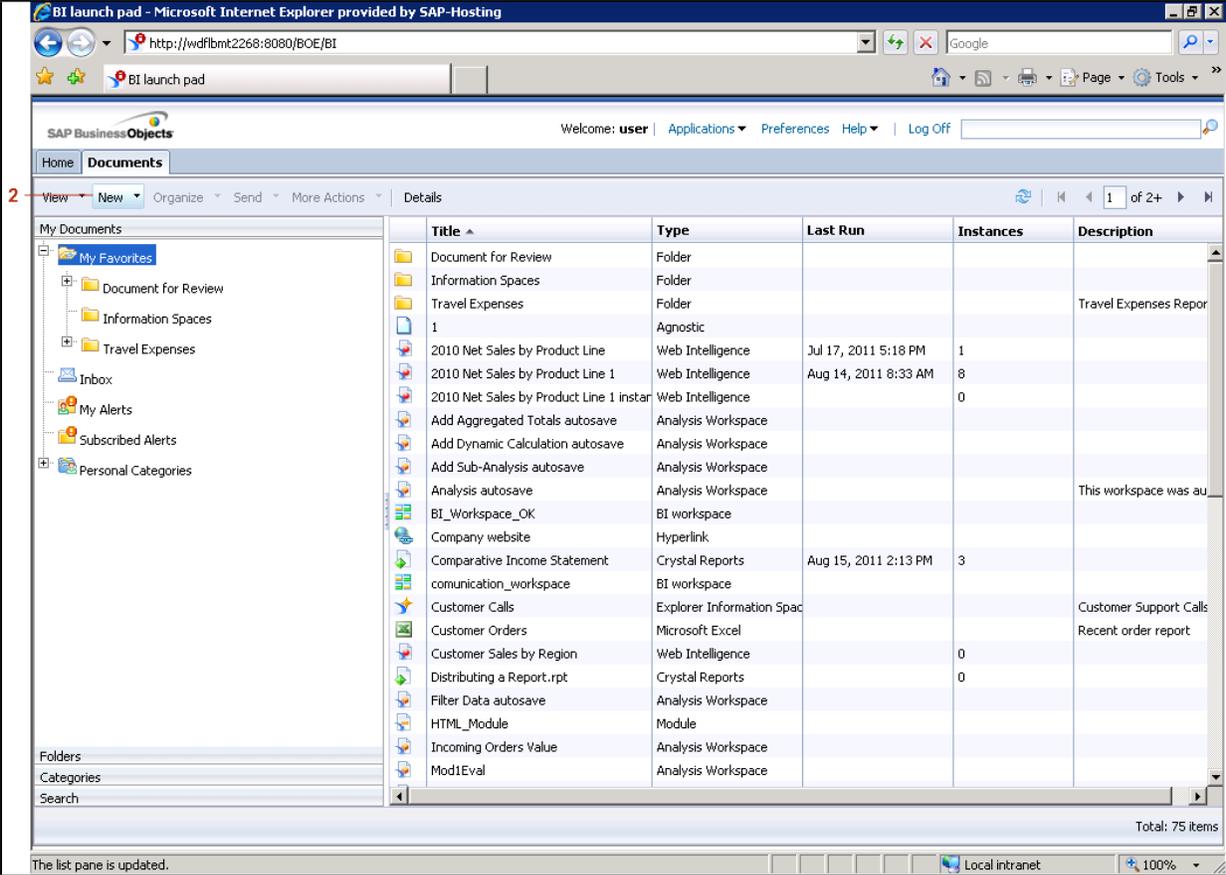
A publication is a collection of documents intended for distribution to a mass audience. Publications can help you send information through your organization more efficiently.

Create a new publication that contains the source documents, recipients, and the destinations.

Press any key or click anywhere to continue.

Create a New Publication

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



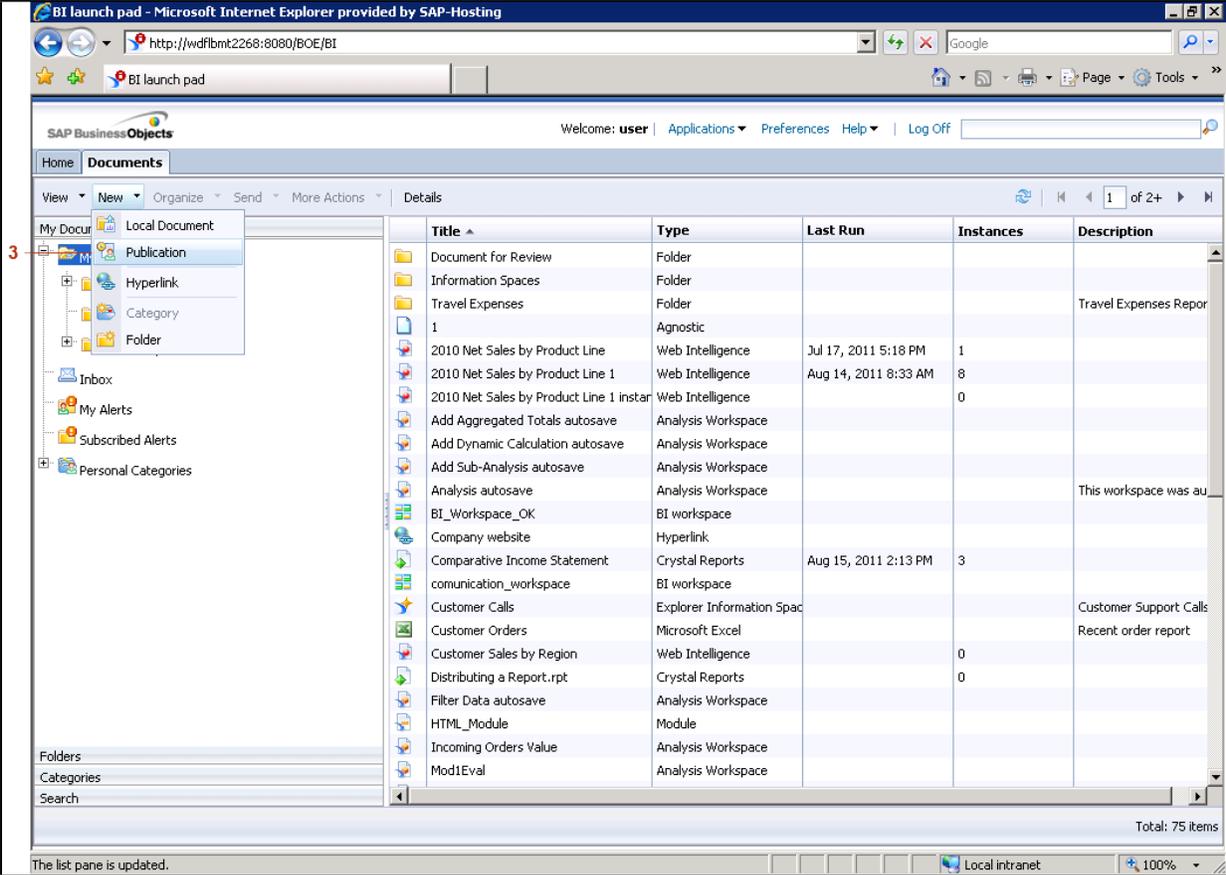
2. Click **New**.



Start by selecting the option to create a new publication.

Create a New Publication

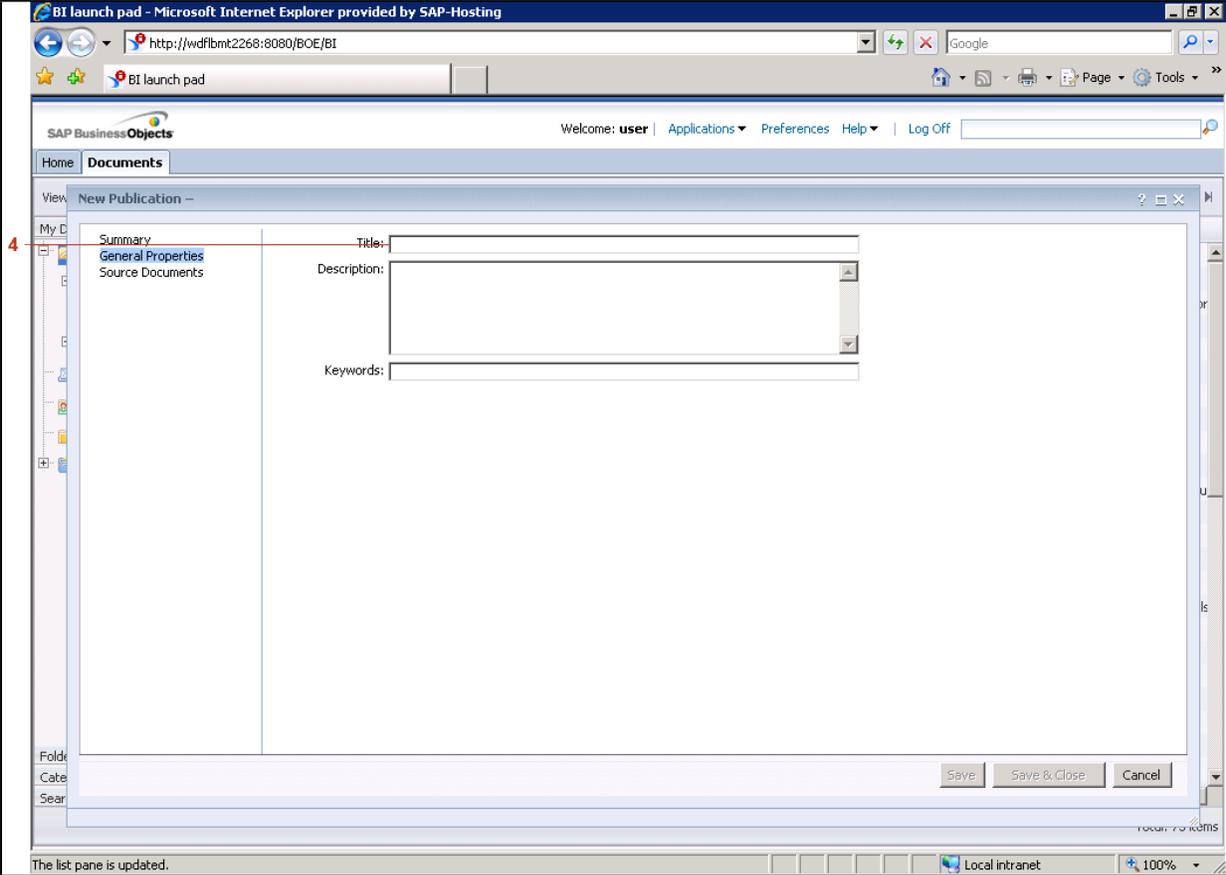
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **Publication**.

Create a New Publication

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



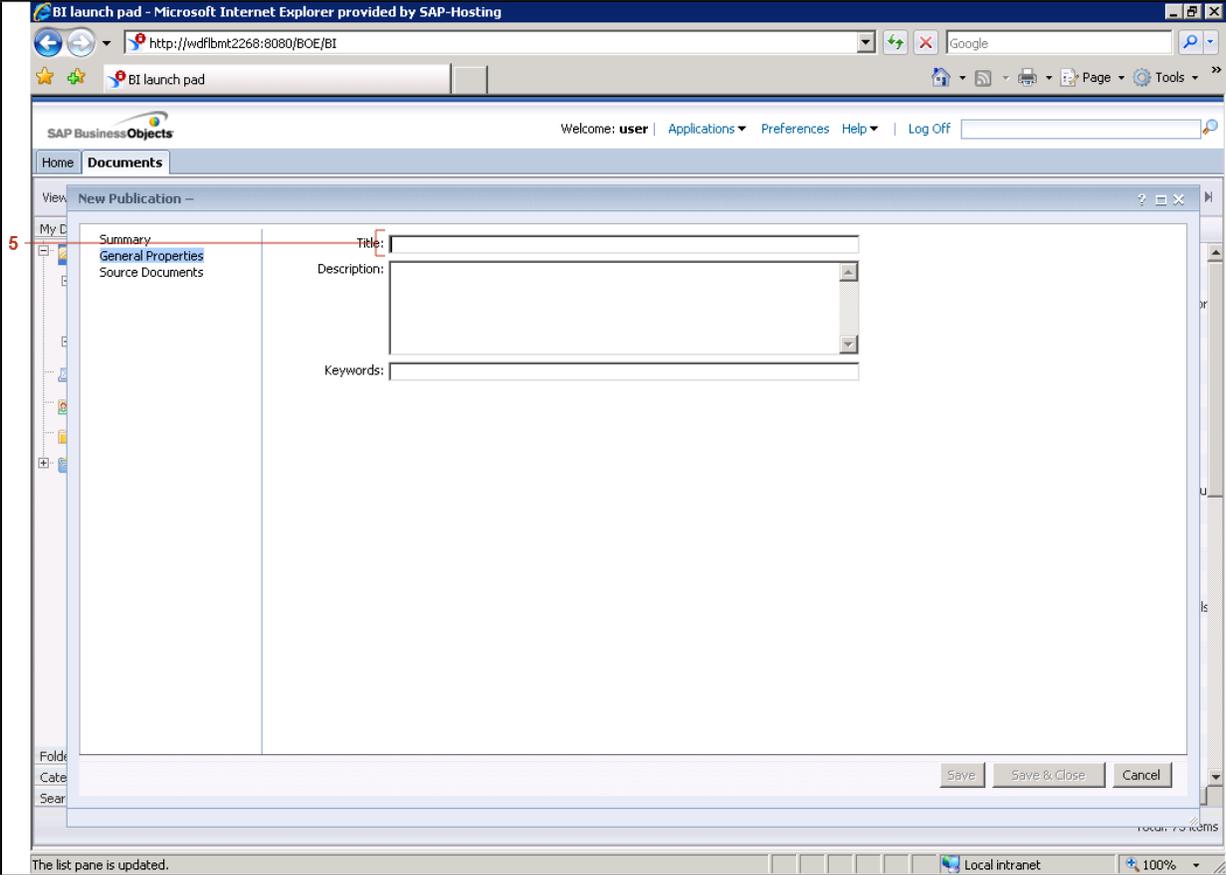
4. Click in the **Title:** field.



Add the general properties to the new publication.

Create a New Publication

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

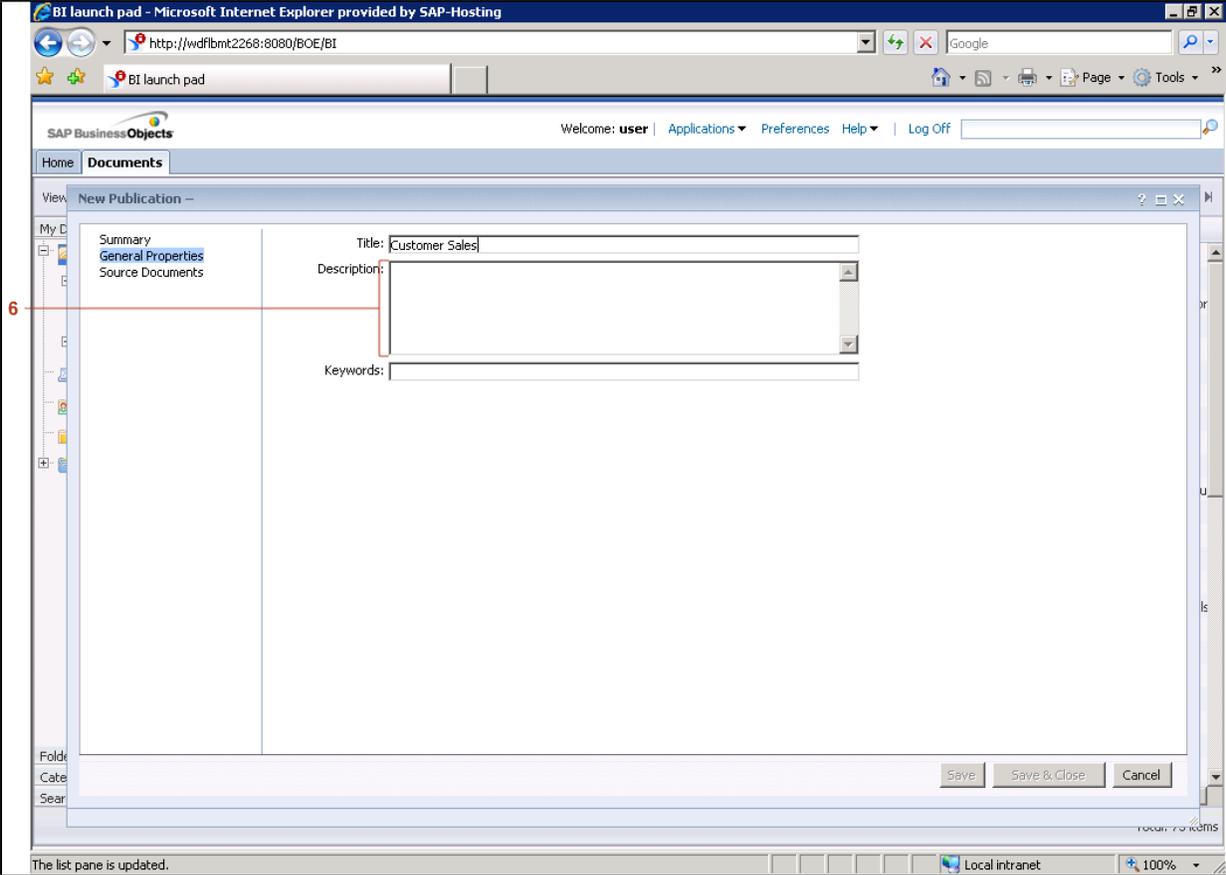


5. As required, complete/review the following fields:

Field	Description
Title:	Example: Customer Sales

Create a New Publication

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

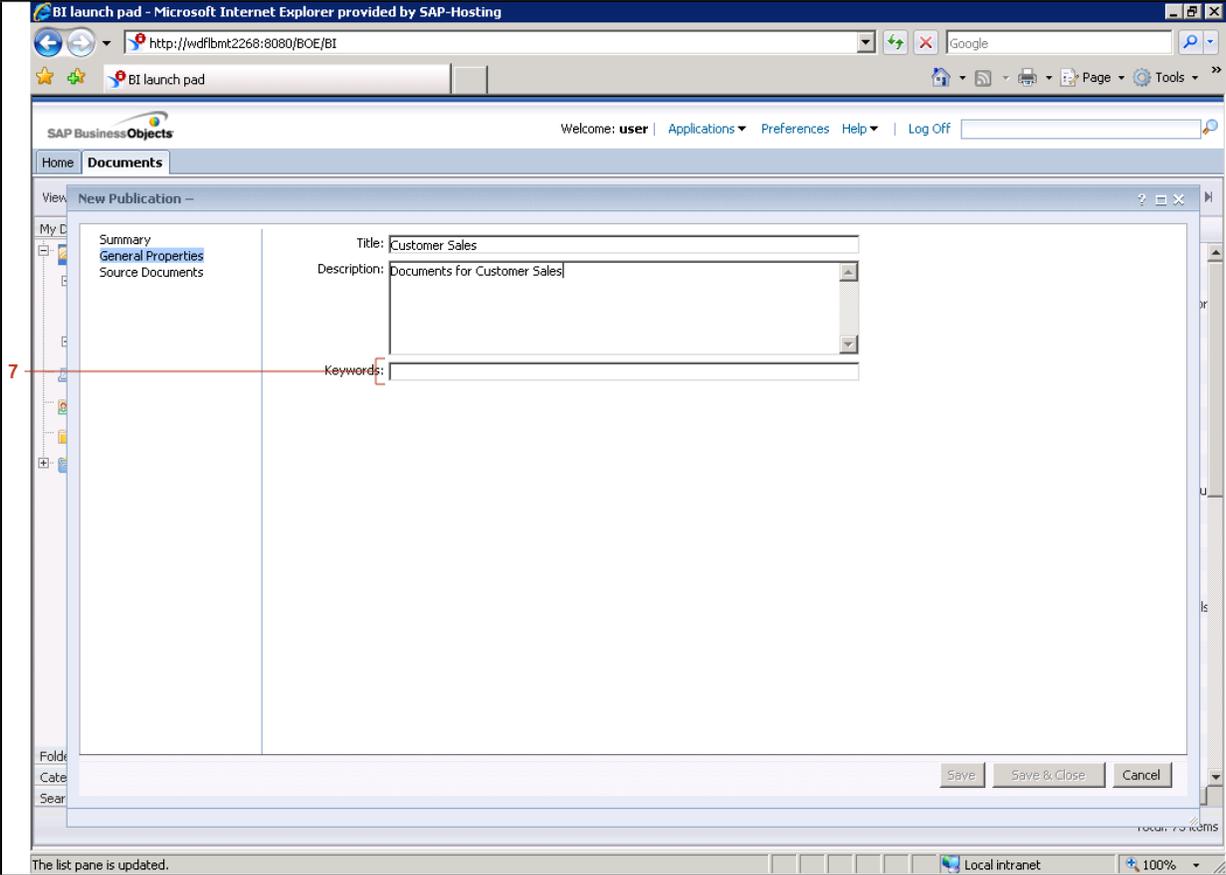


6. As required, complete/review the following fields:

Field	Description
Description:	Example: Documents for Customer Sales

Create a New Publication

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

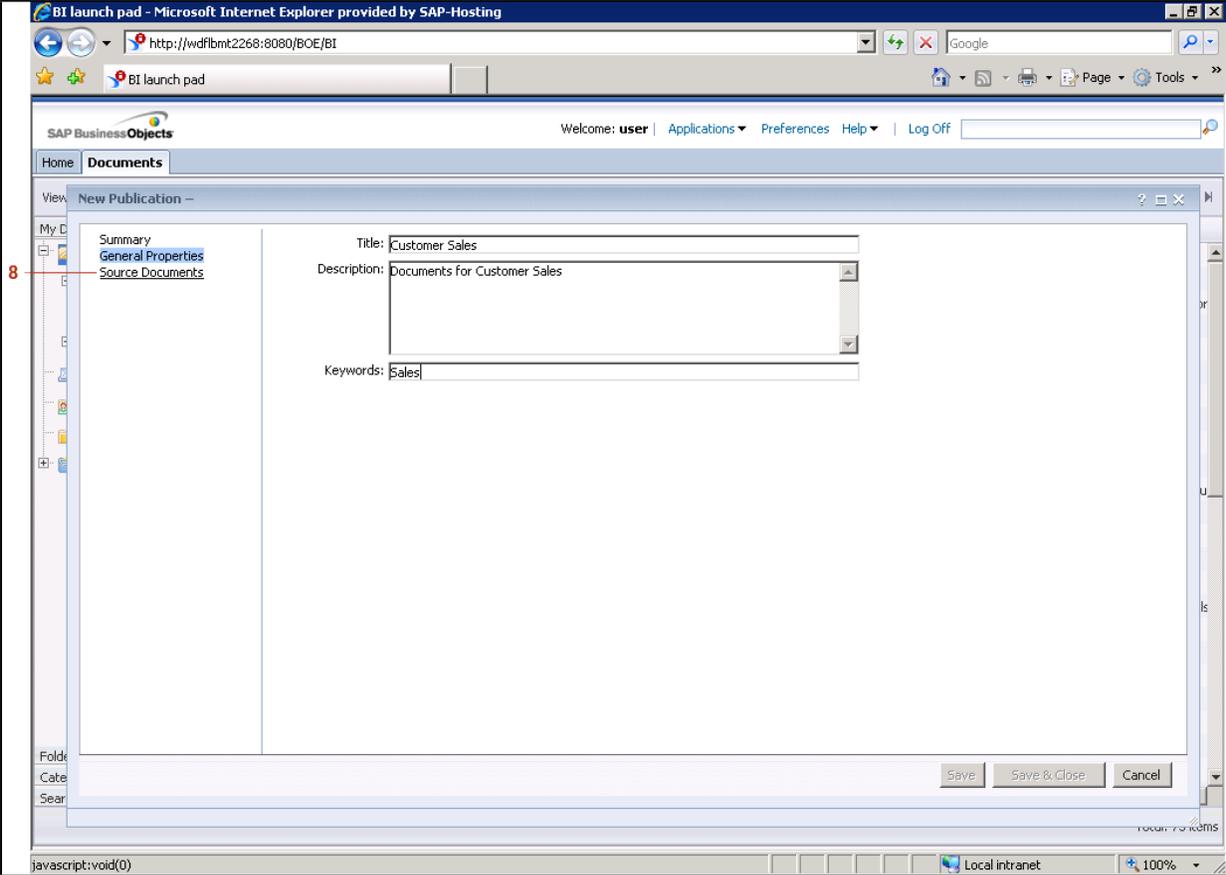


7. As required, complete/review the following fields:

Field	Description
Keywords:	Example: Sales

Create a New Publication

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



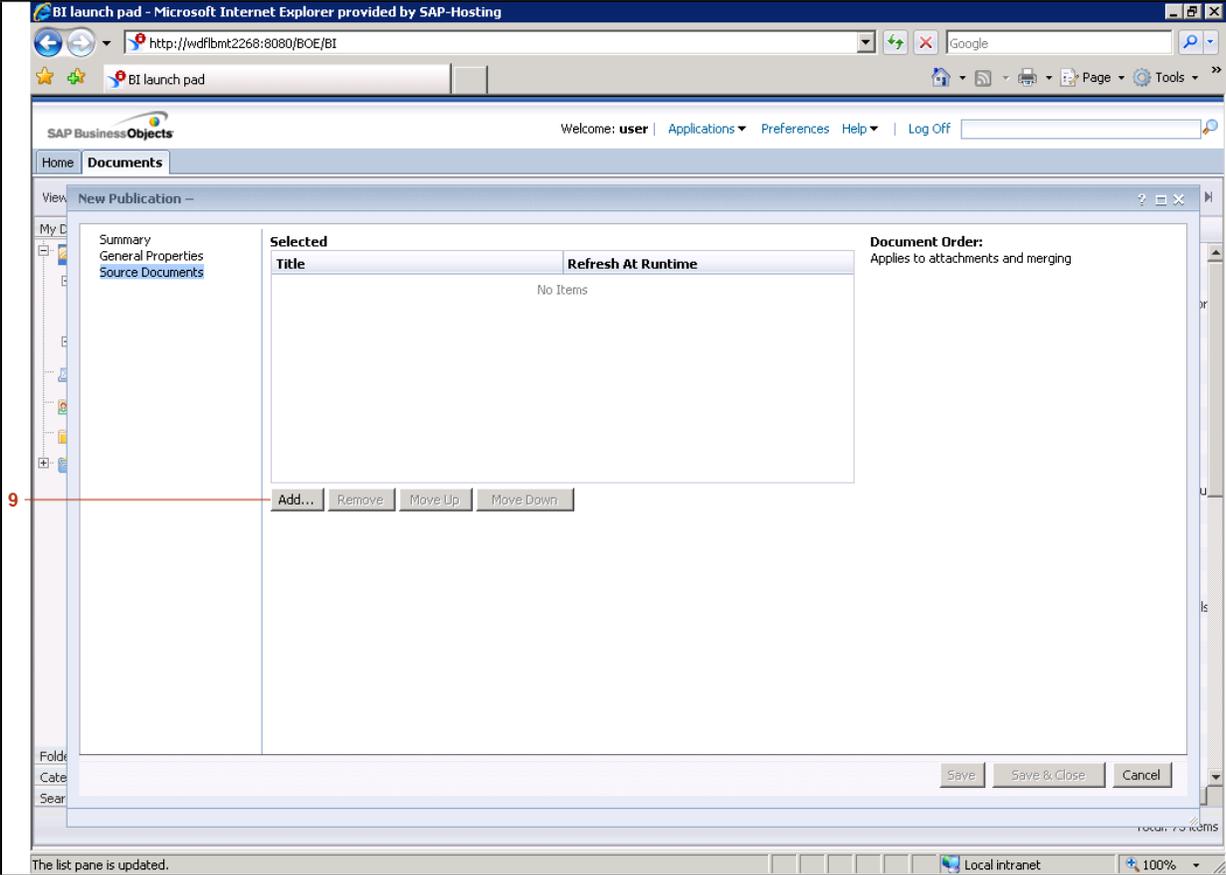
8. Click **Source Documents**.



Include the source documents to the new publication.

Create a New Publication

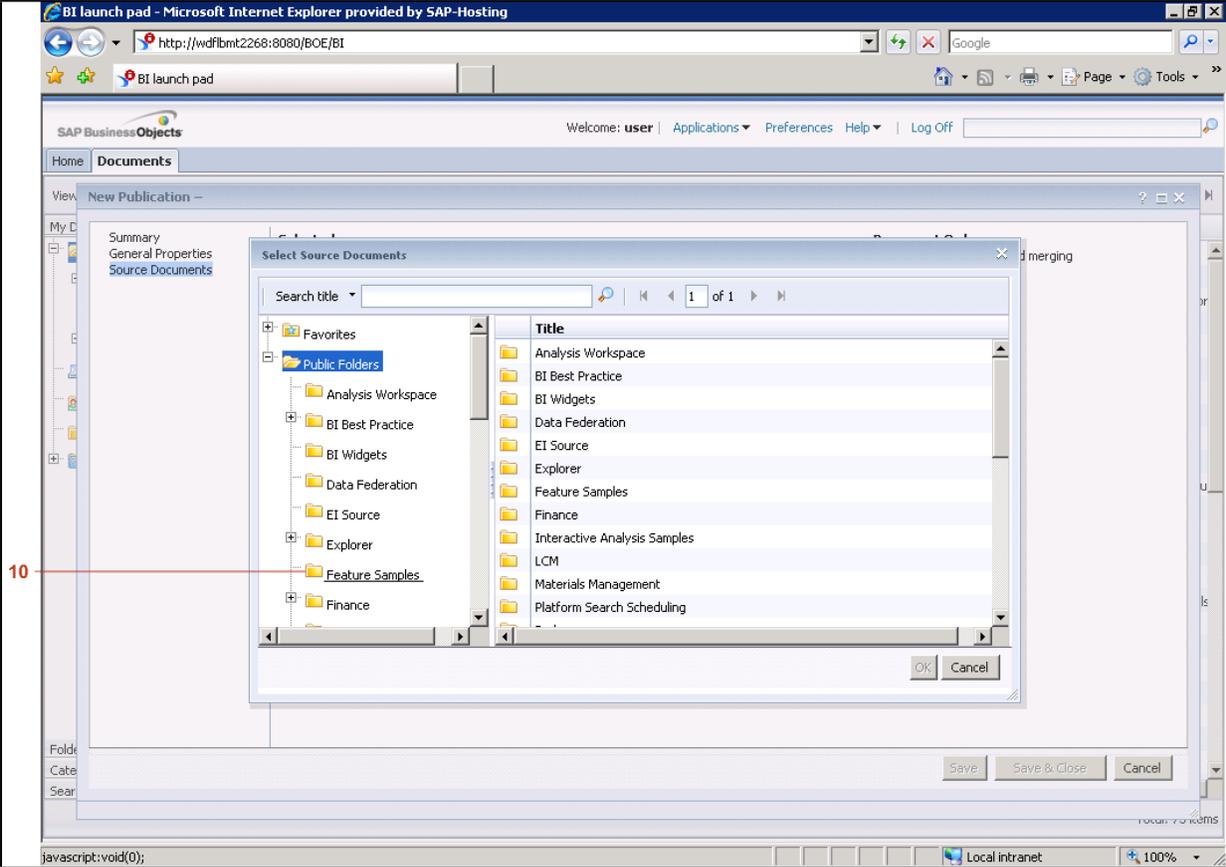
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



9. Click **Add...**

Create a New Publication

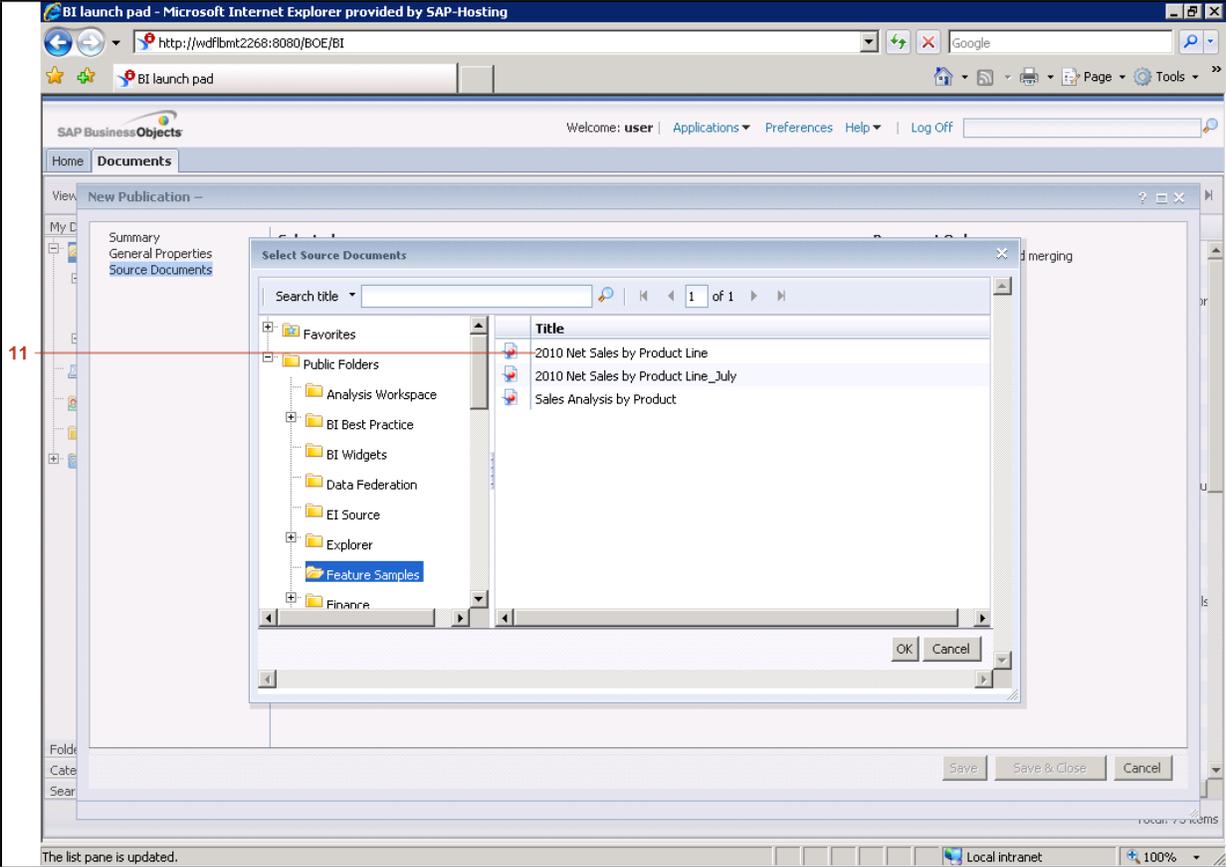
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Feature Samples**.

Create a New Publication

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



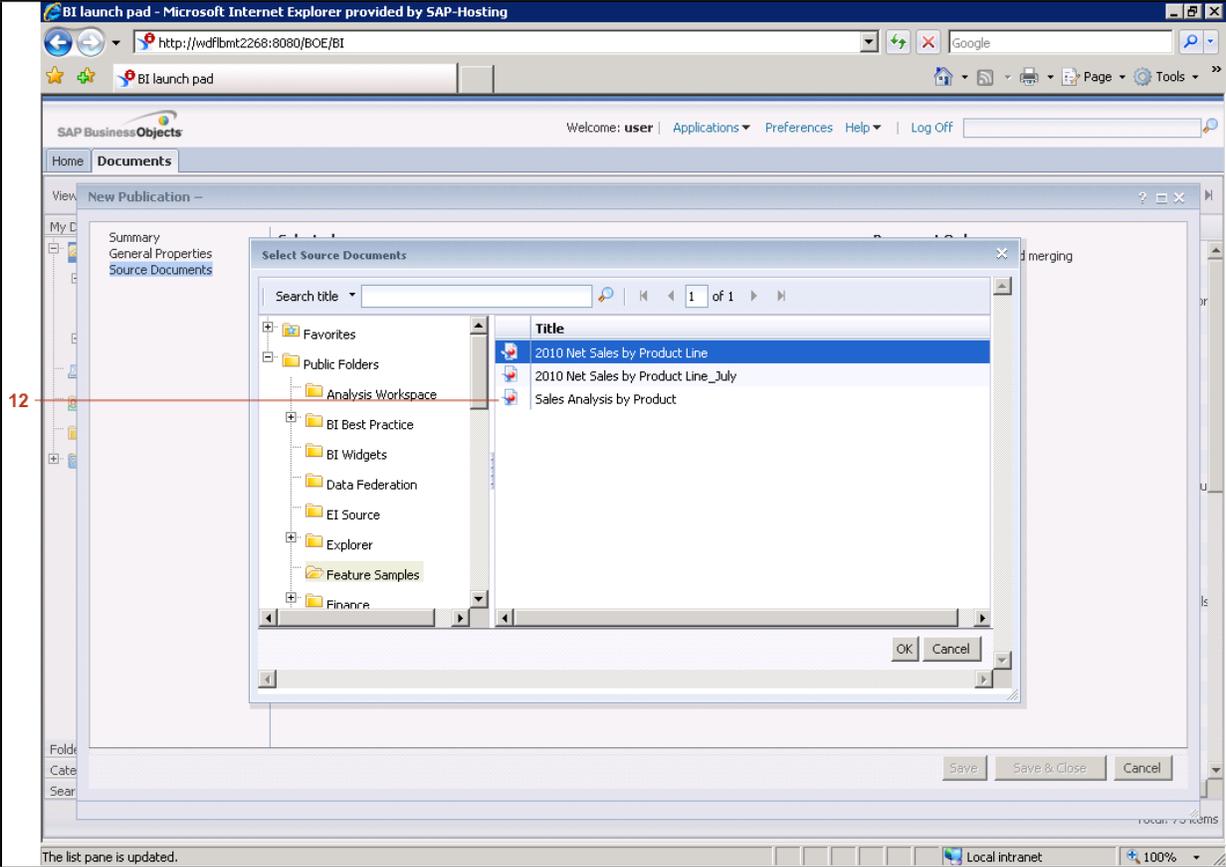
11. Click **2010 Net Sales by Product**.



You can create different types of publications based on Crystal reports or Web Intelligence documents.

Create a New Publication

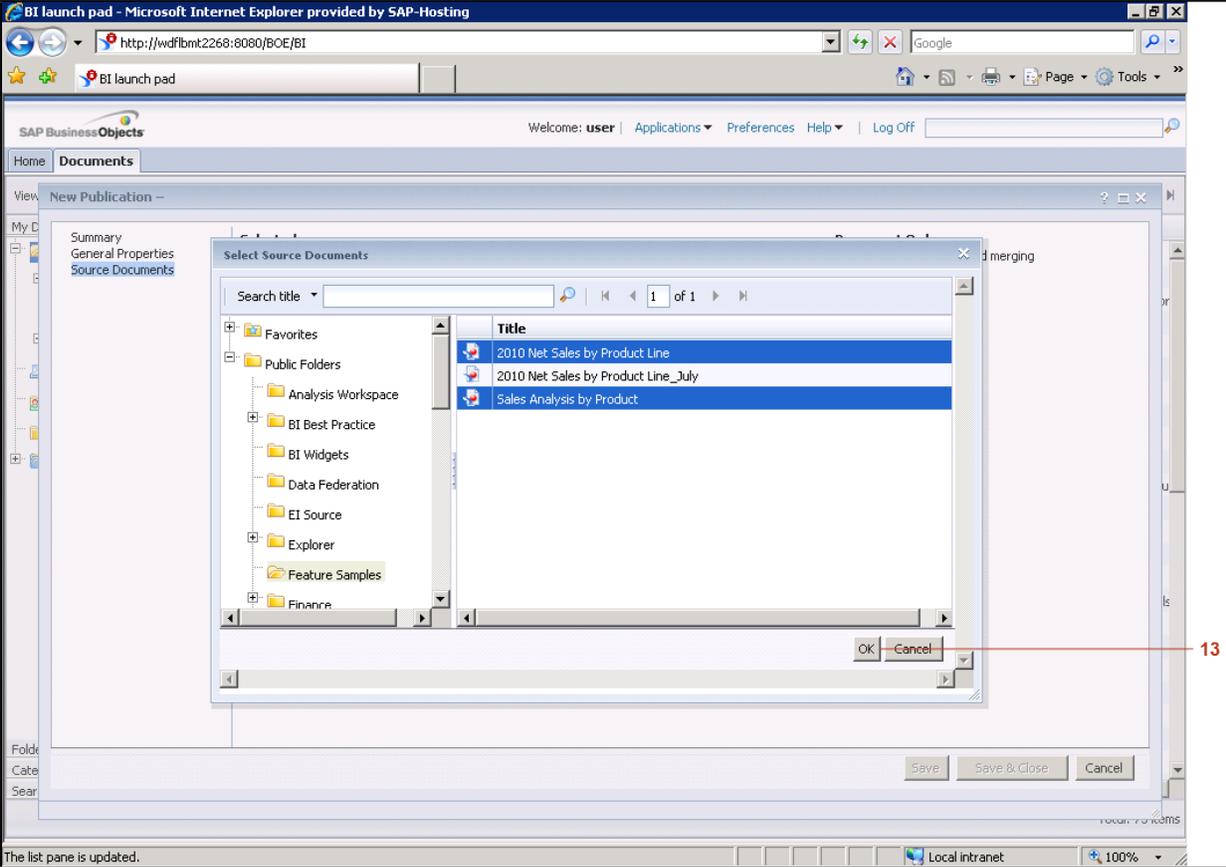
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Press **[Ctrl]** and click **Sales Analysis by Product**.

Create a New Publication

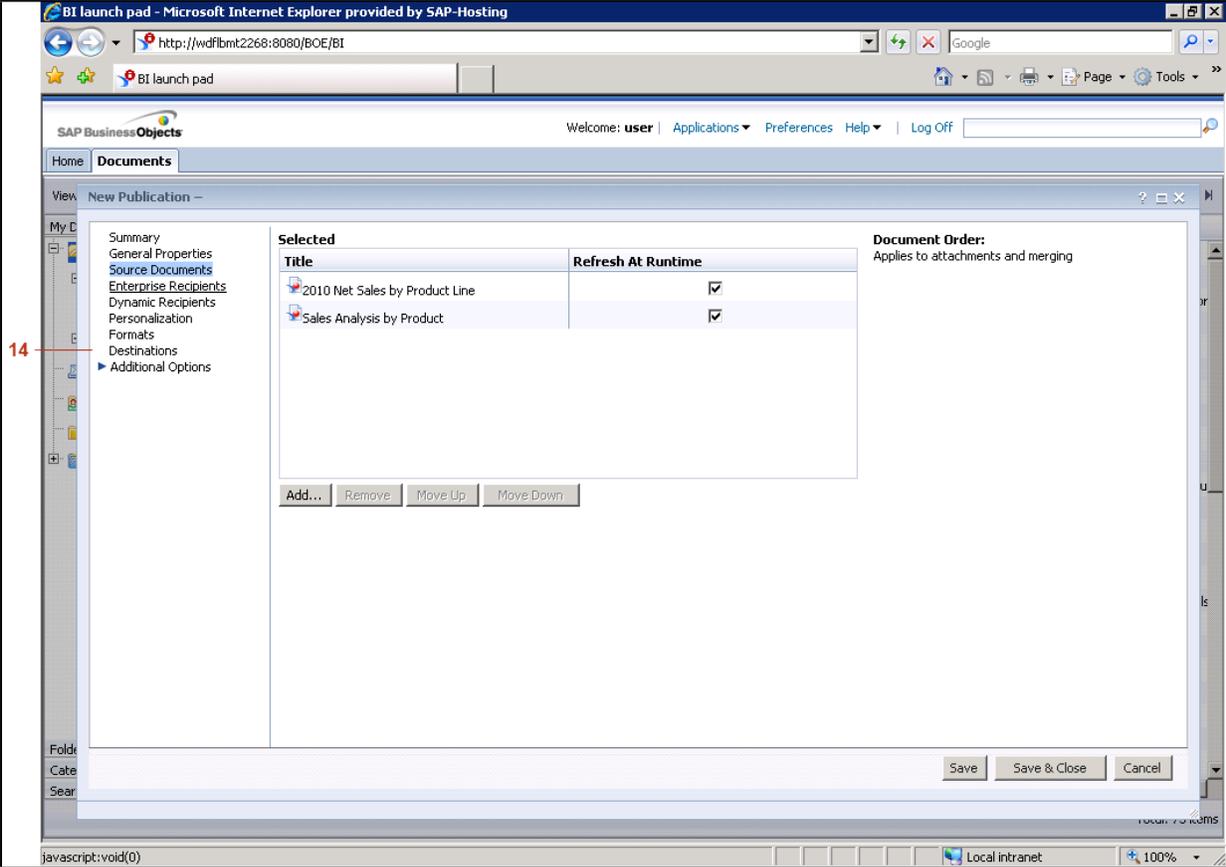
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click **OK**.

Create a New Publication

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



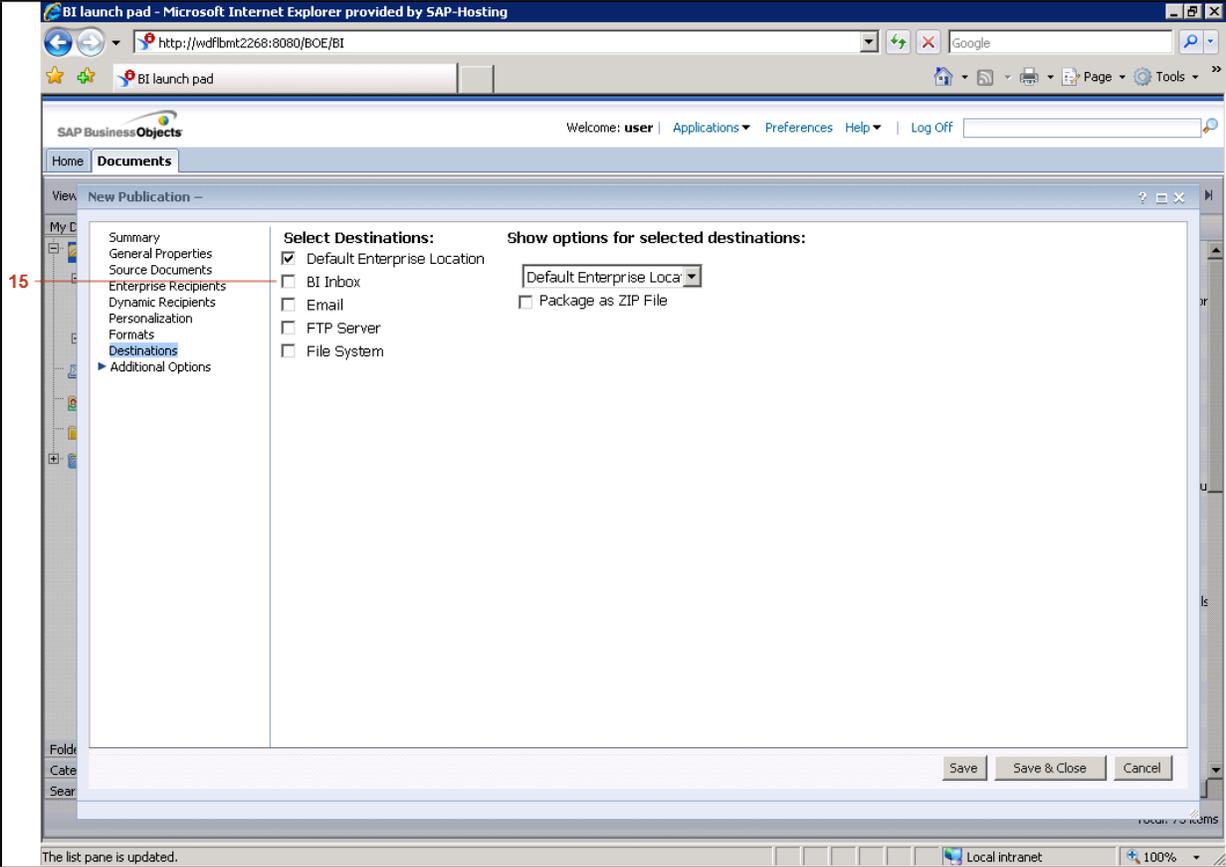
14. Click **Destinations**.



On the "New Publication" page, you can specify all the information required for your publication, including source documents, recipients, delivery formats and destinations, and how those documents are personalized.

Create a New Publication

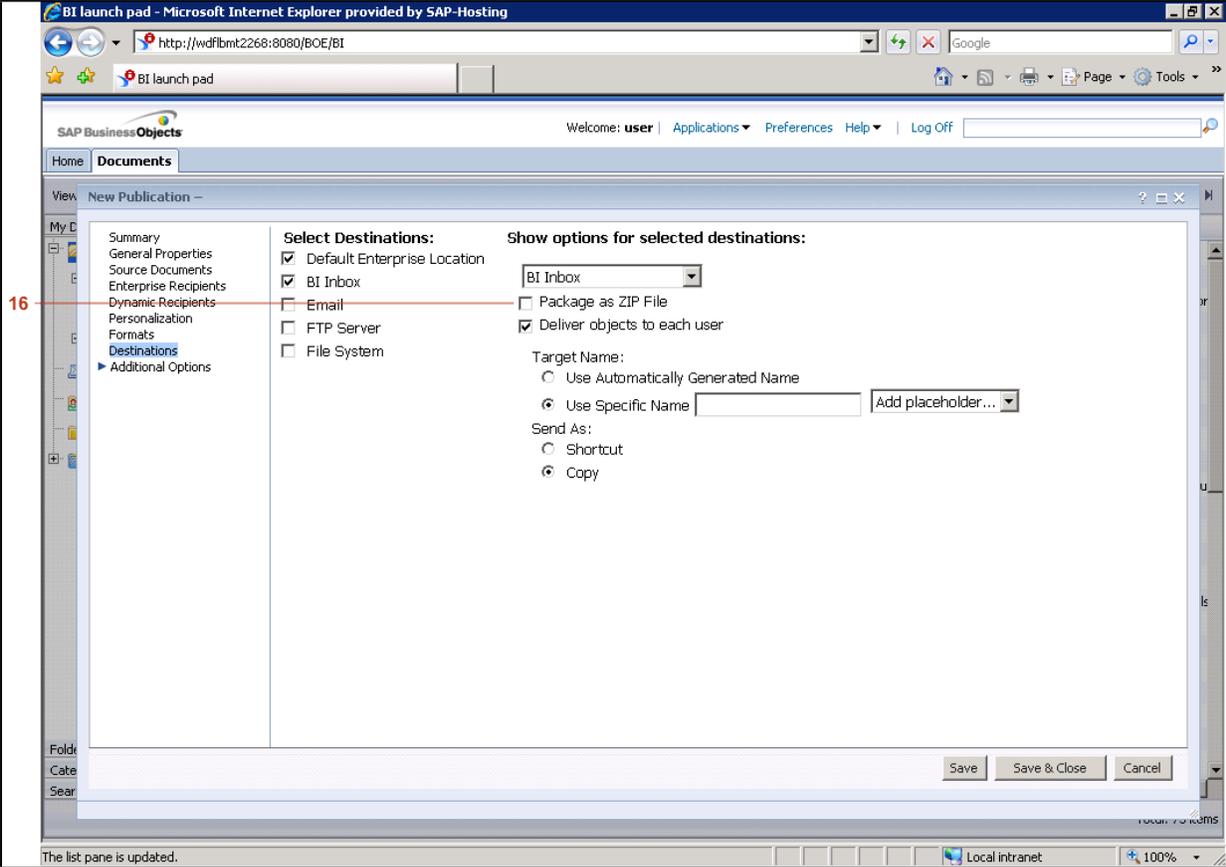
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



- 15. Select the **BI Inbox** check box.

Create a New Publication

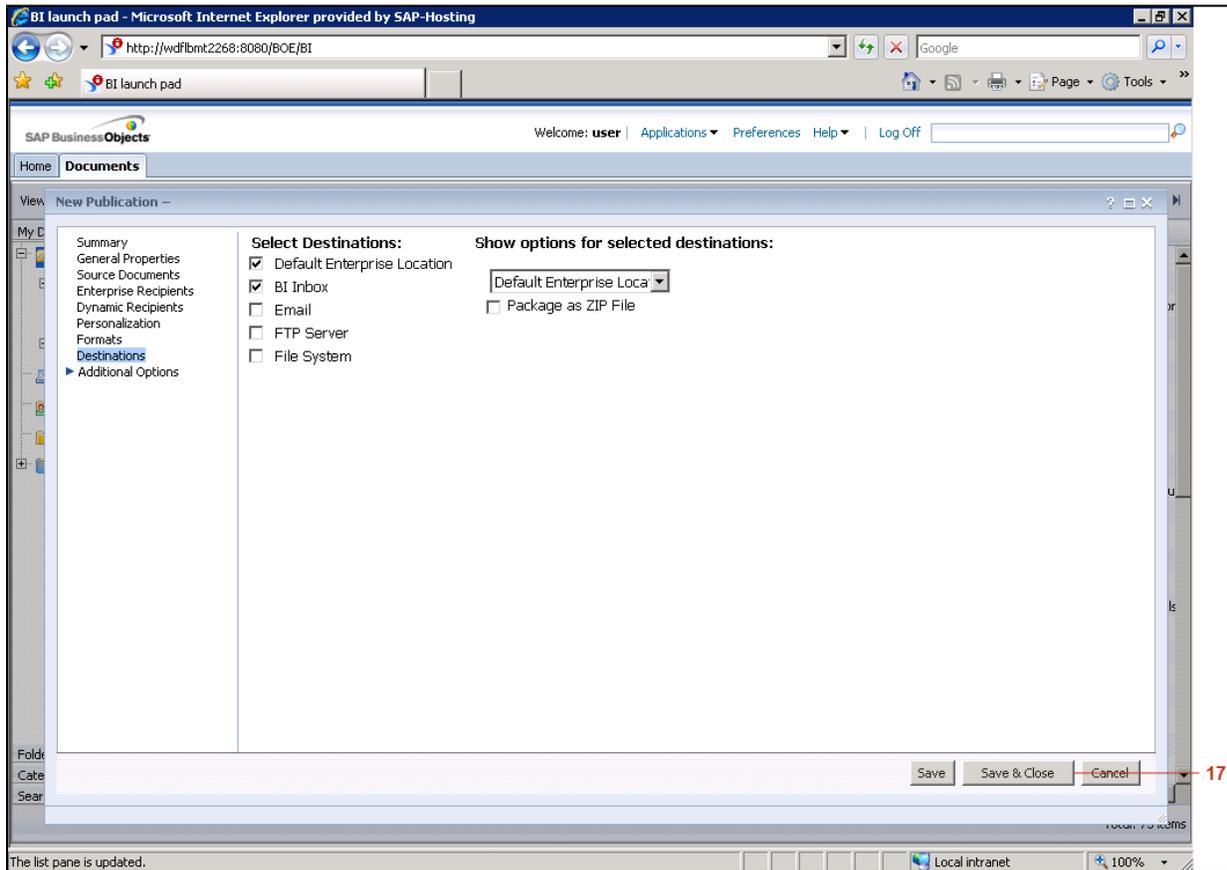
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



16. Select the **Package as ZIP File** check box.

Create a New Publication

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



17. Click **Save & Close**.
18. Press any key or click anywhere to continue



You have successfully created a new publication that includes the source documents, recipients, and the destinations.

Press any key or click anywhere to exit the activity.