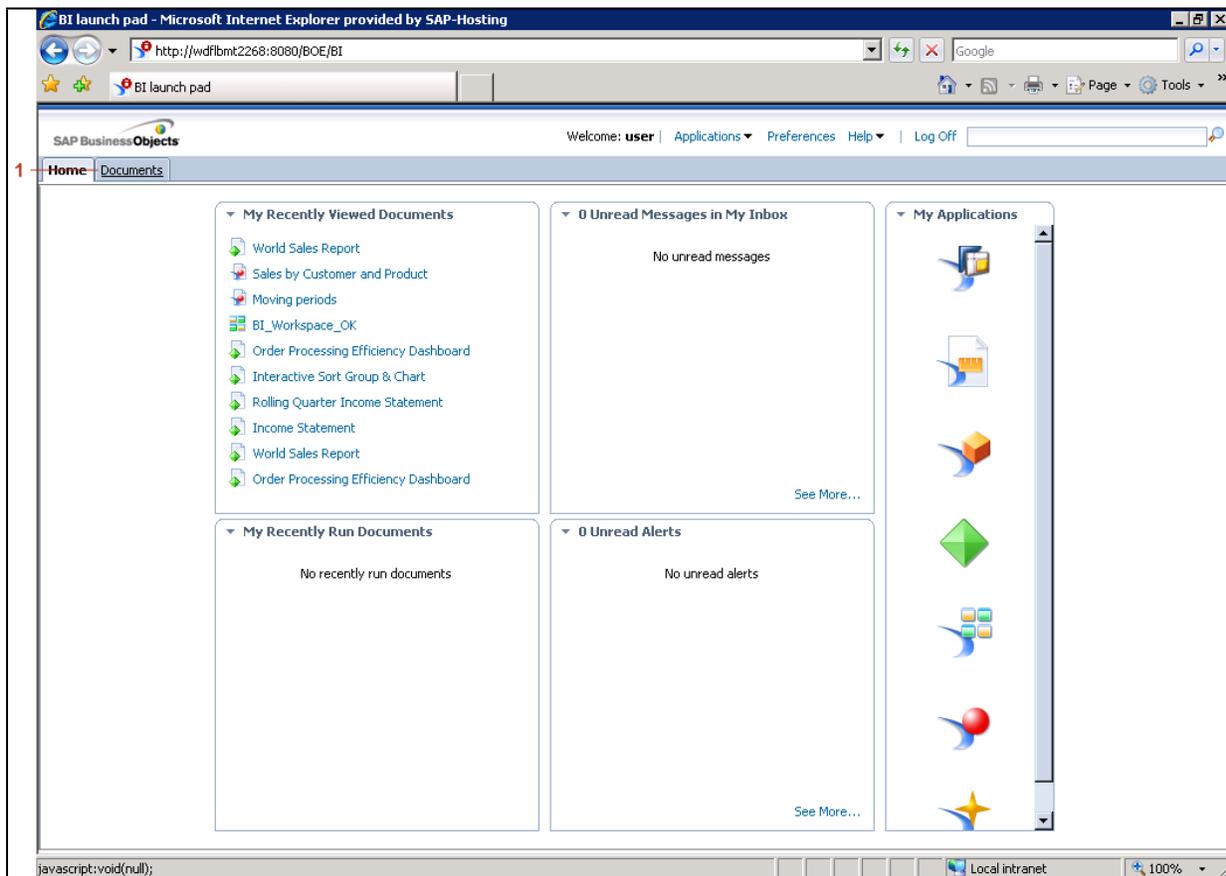


## Procedure

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



1. Click **Documents**.



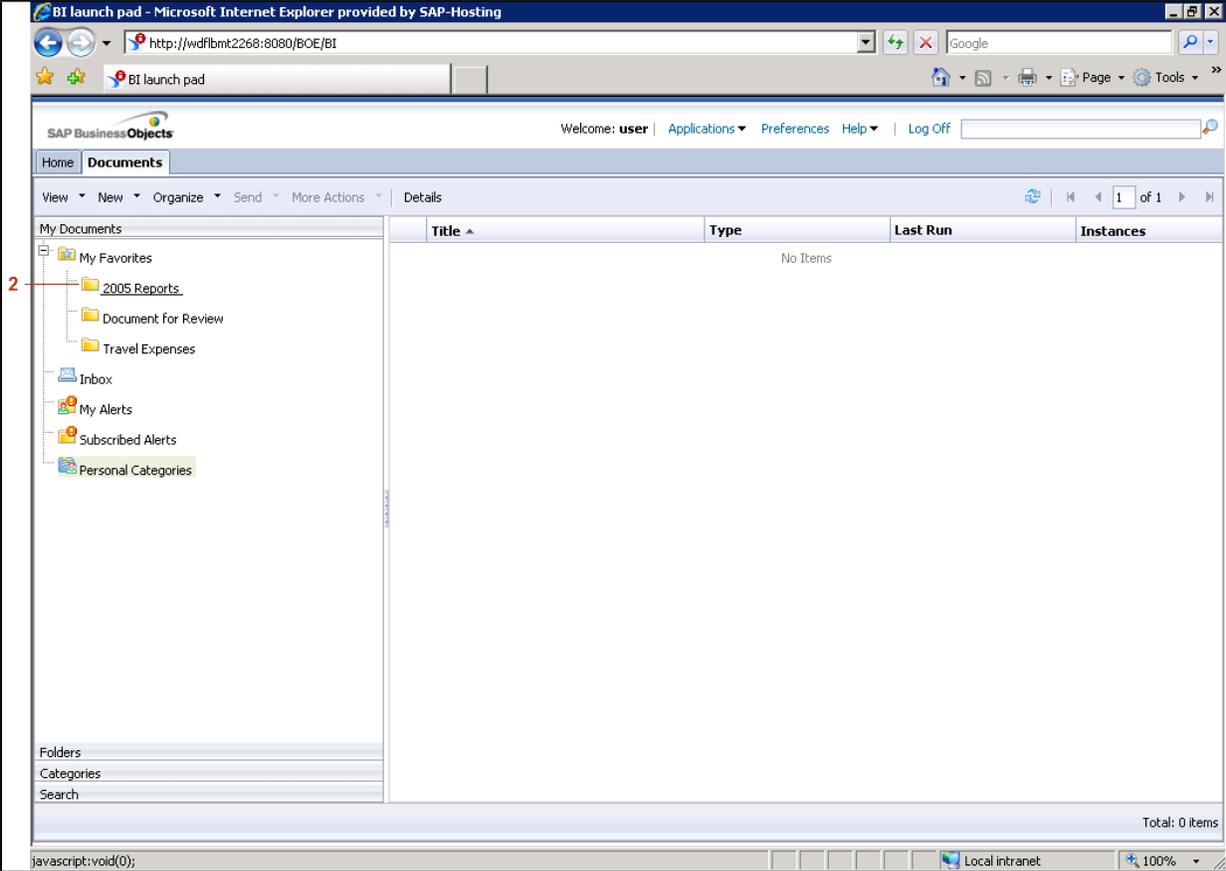
Move a folder, and then copy it to another location.

Perform the following steps:

- Open the Documents tab.
- Move the 2005 Reports folder to the Document for Review folder (use cut and paste).
- Expand the Document for Review folder.
- Copy the 2005 Reports folder so that it also appears under the Travel Expenses folder (use copy and paste).

# Evaluation: Organize Objects

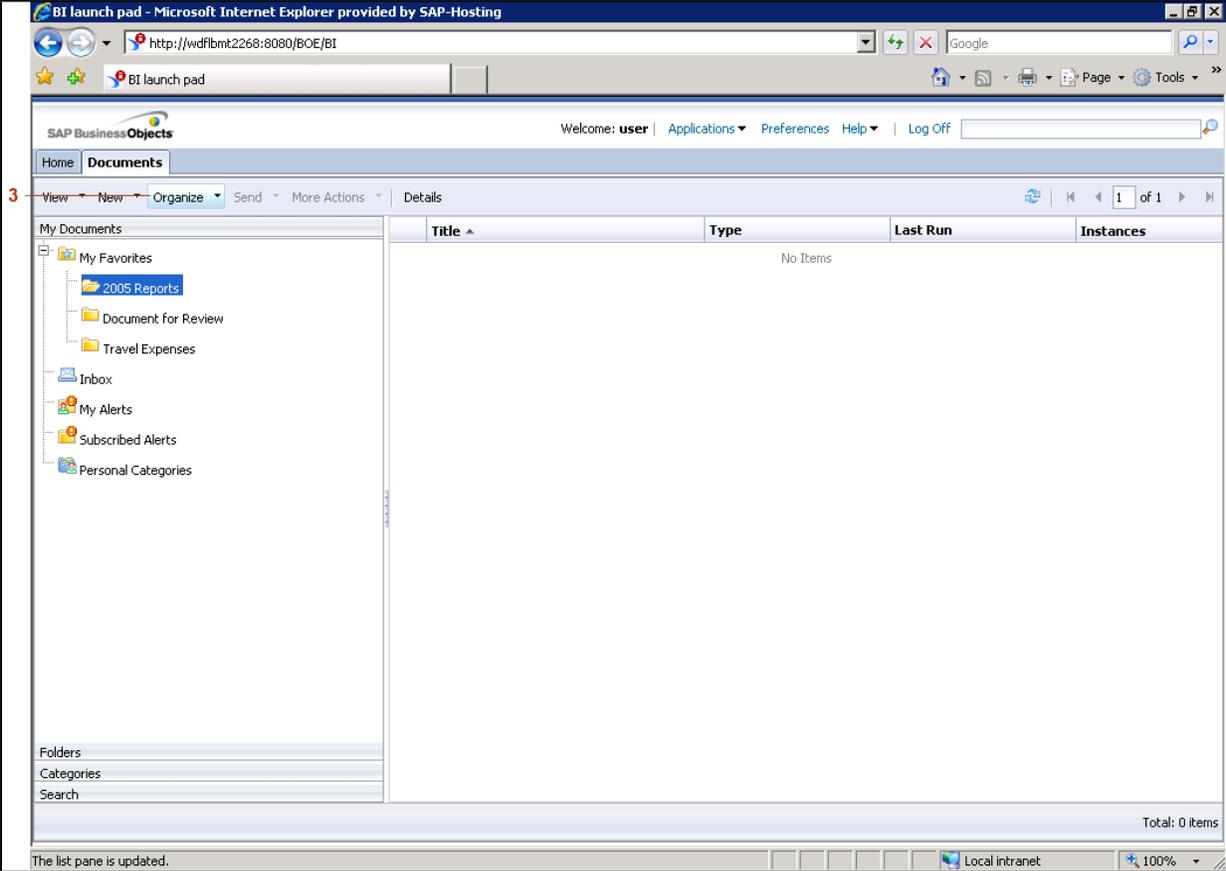
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



- 2. Click **2005 Reports**.

# Evaluation: Organize Objects

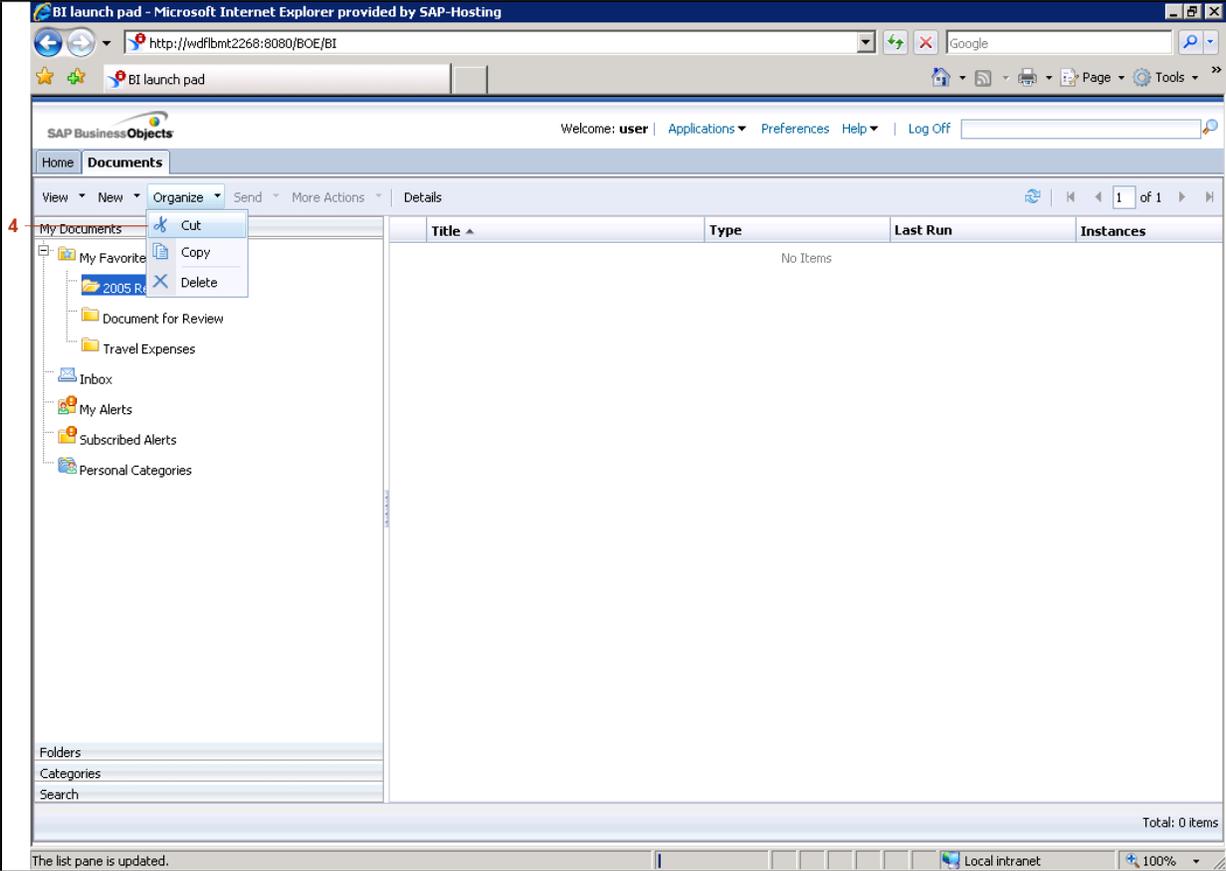
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click **Organize**.

# Evaluation: Organize Objects

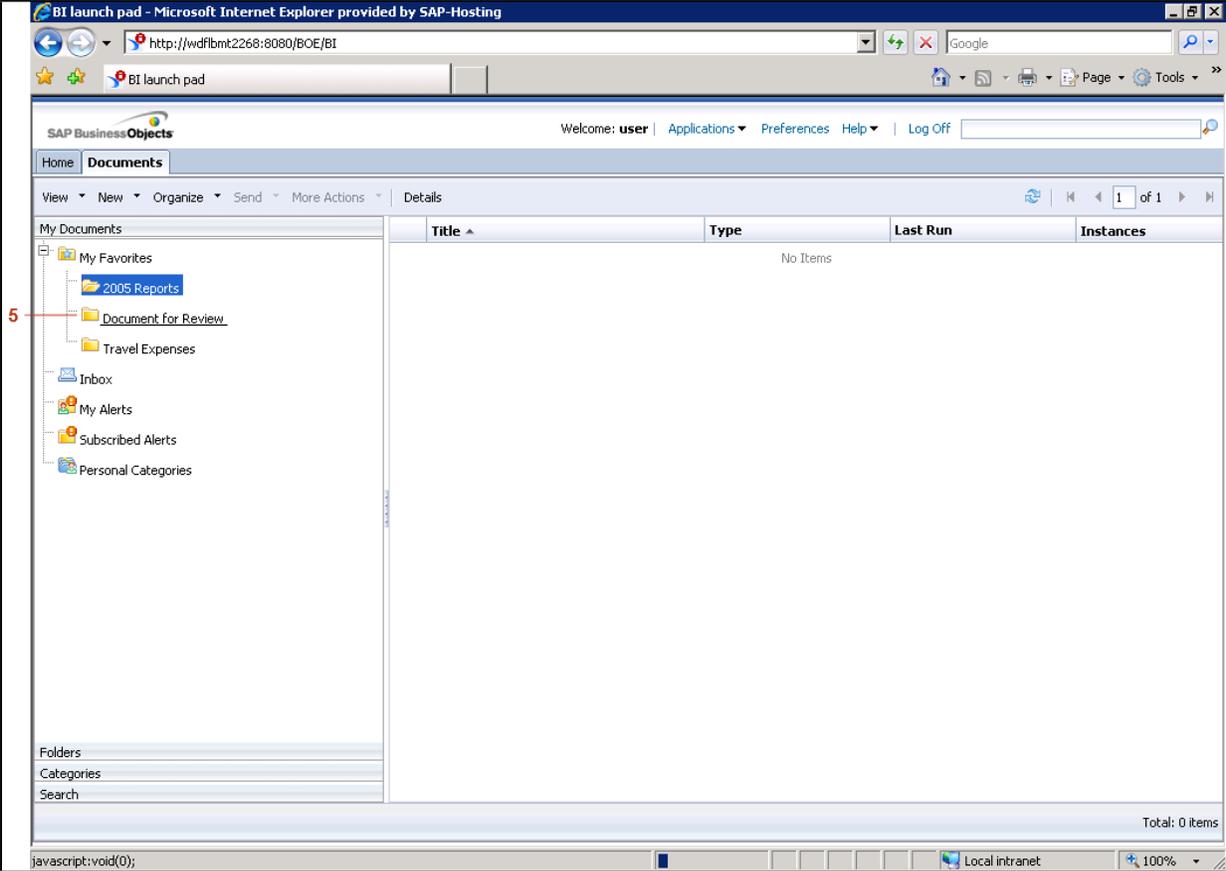
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Cut**.

# Evaluation: Organize Objects

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



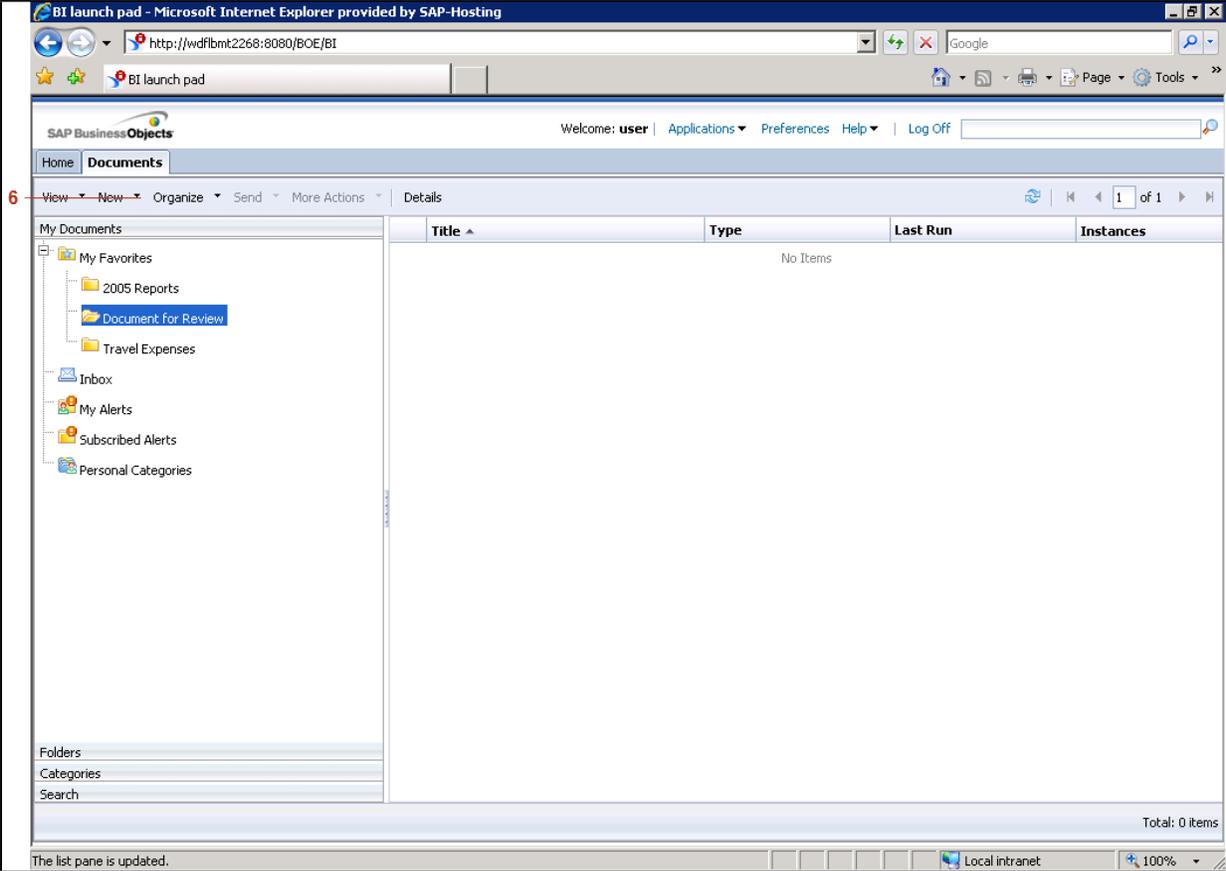
5. Click **Document for Review**.



Select the new location for the folder.

# Evaluation: Organize Objects

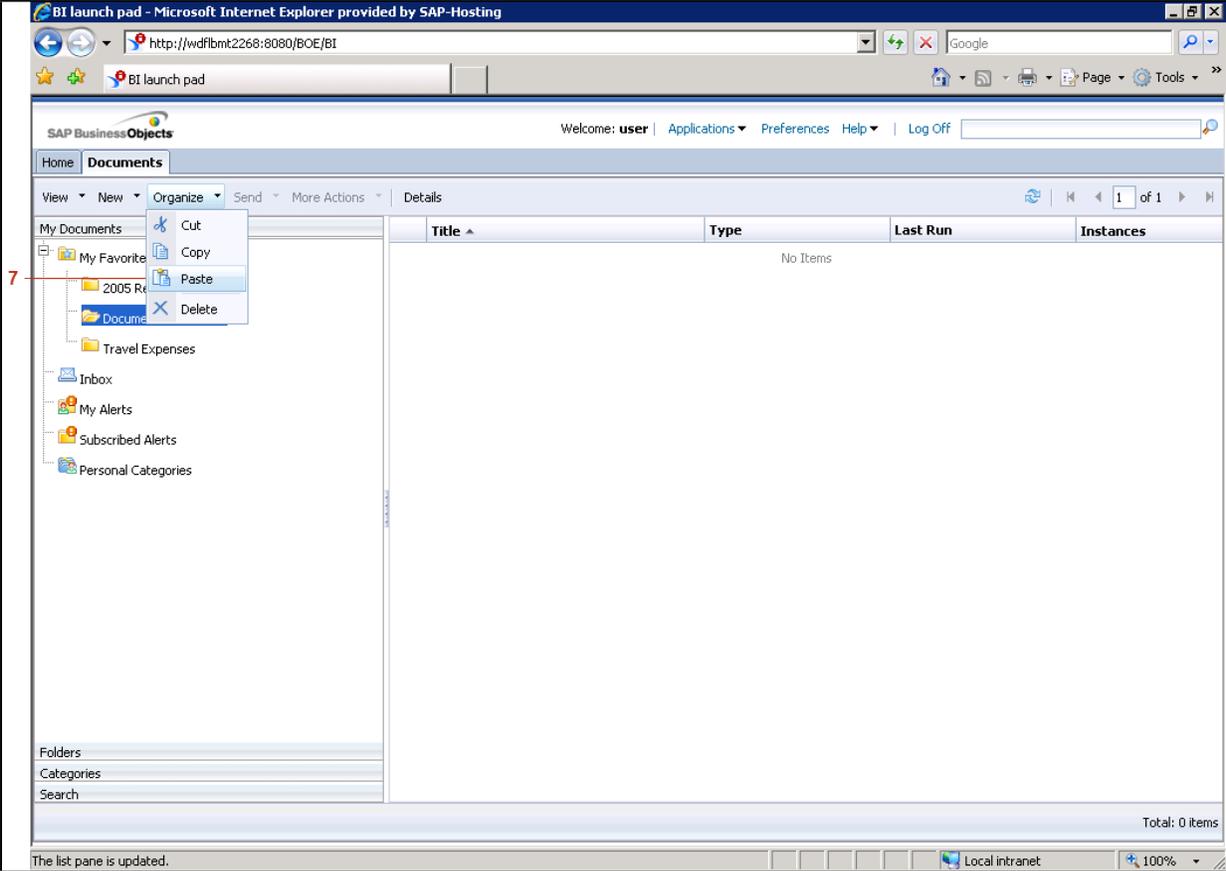
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click **Organize**.

# Evaluation: Organize Objects

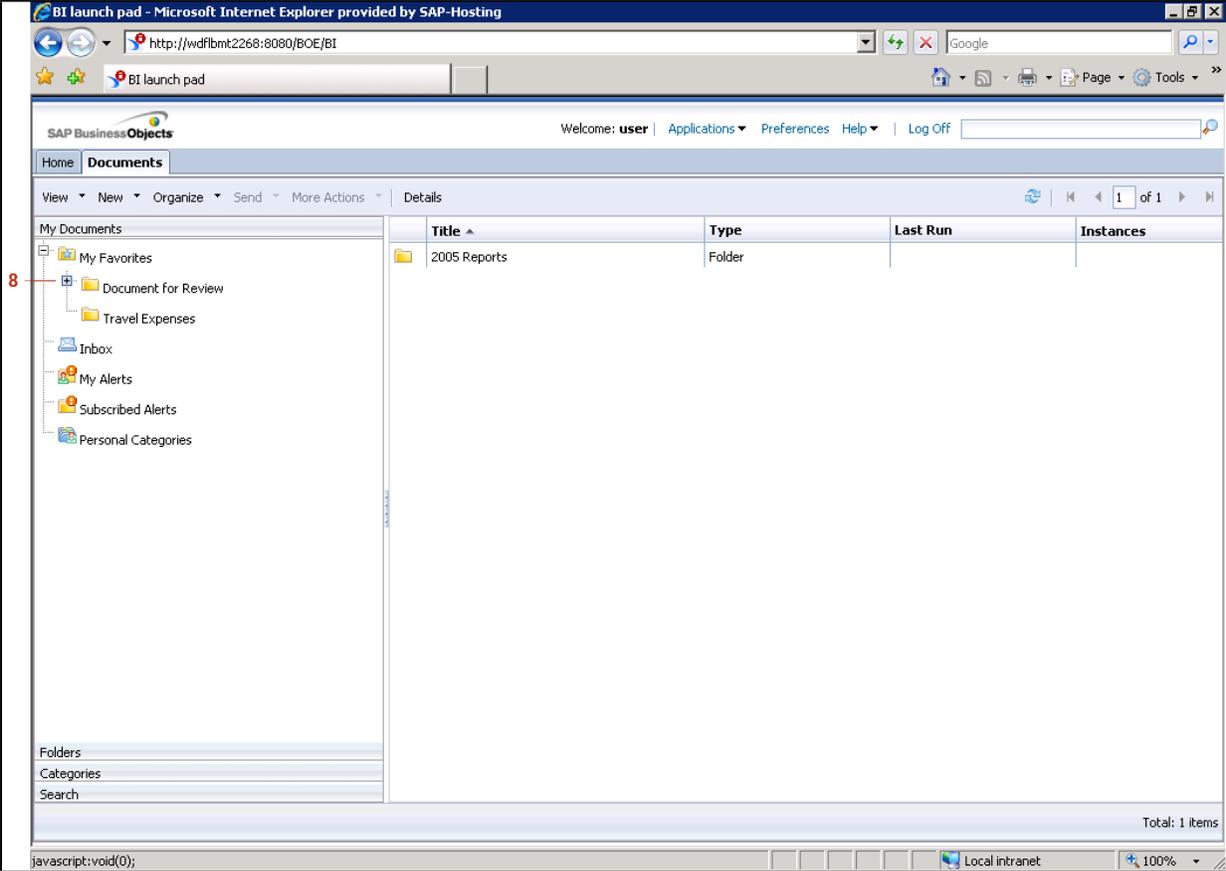
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



7. Click **Paste**.

# Evaluation: Organize Objects

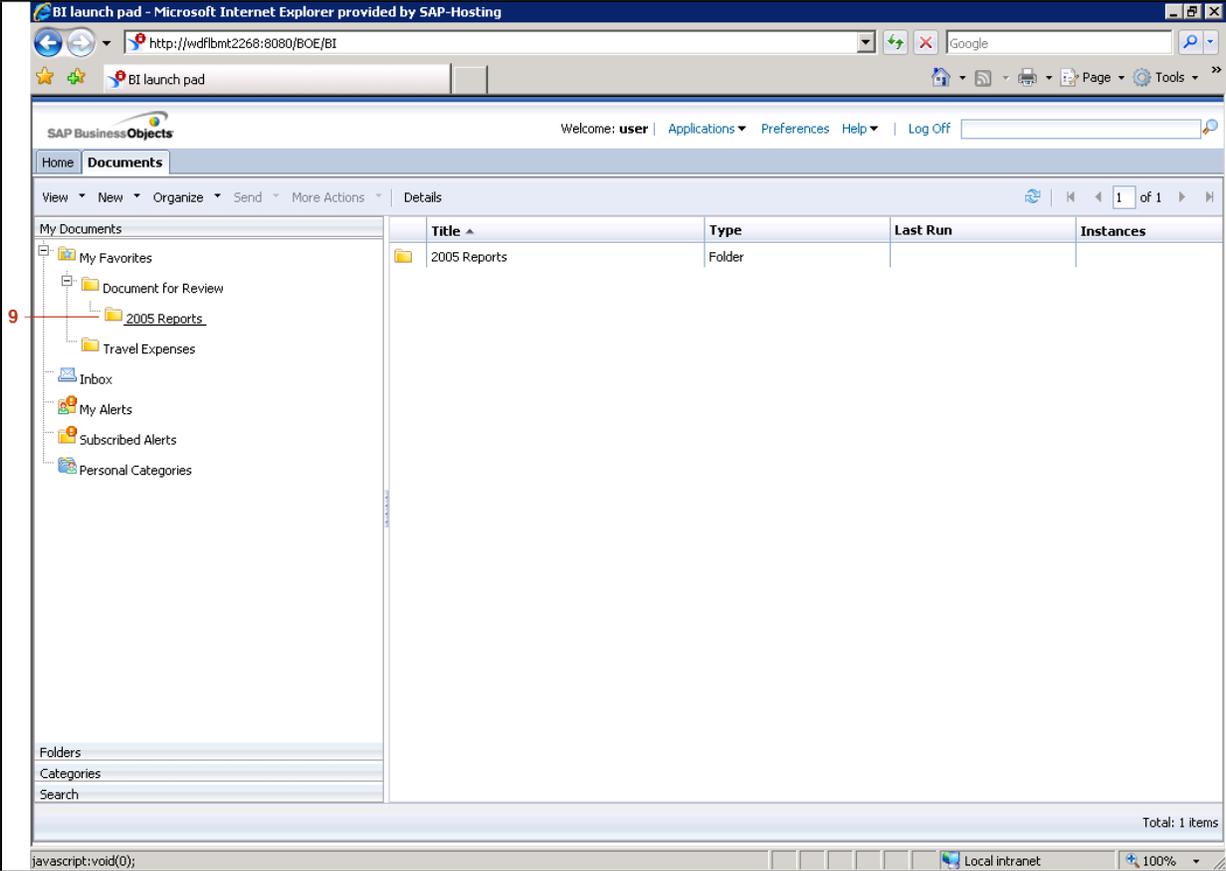
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



8. Click the + button before **Documents for Review**.

# Evaluation: Organize Objects

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



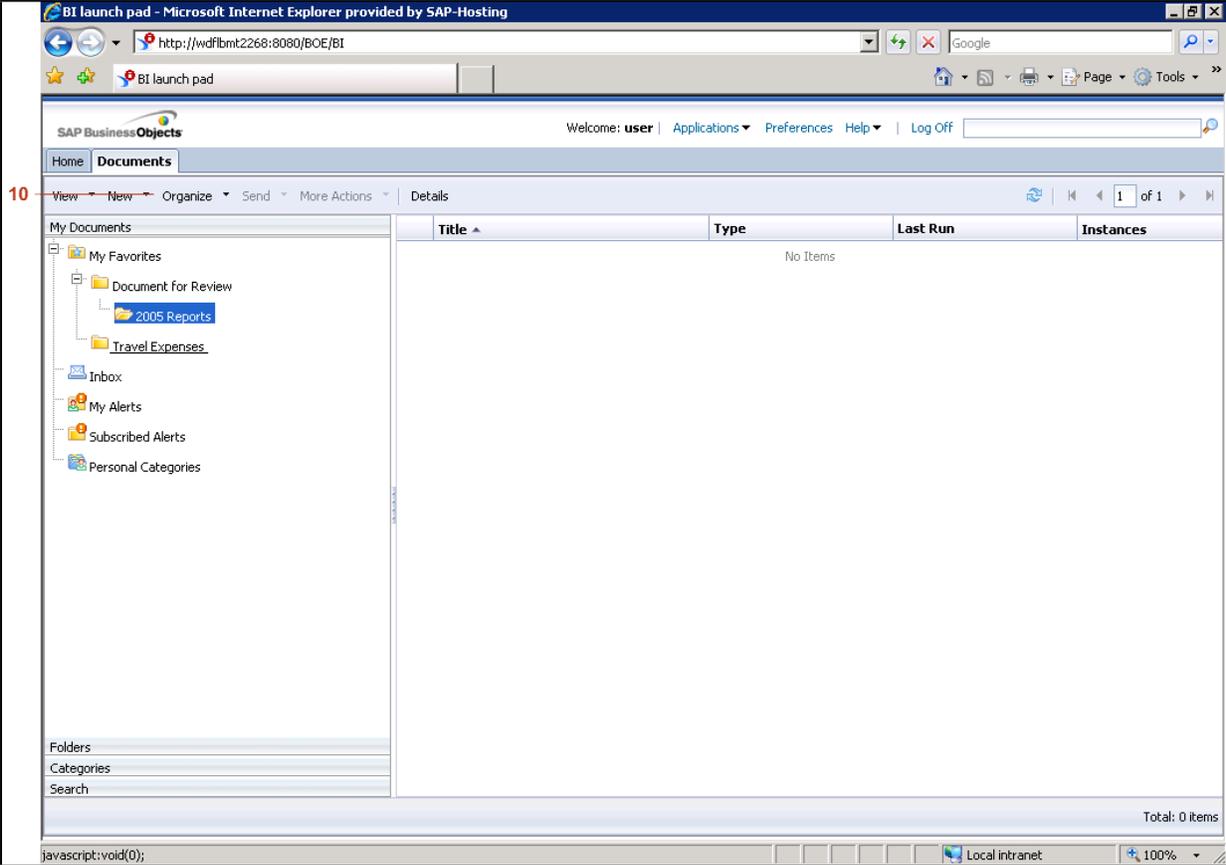
9. Click **2005 Reports**.



Copy the 2005 Reports folder so that it also appears under the Travel Expenses folder.

# Evaluation: Organize Objects

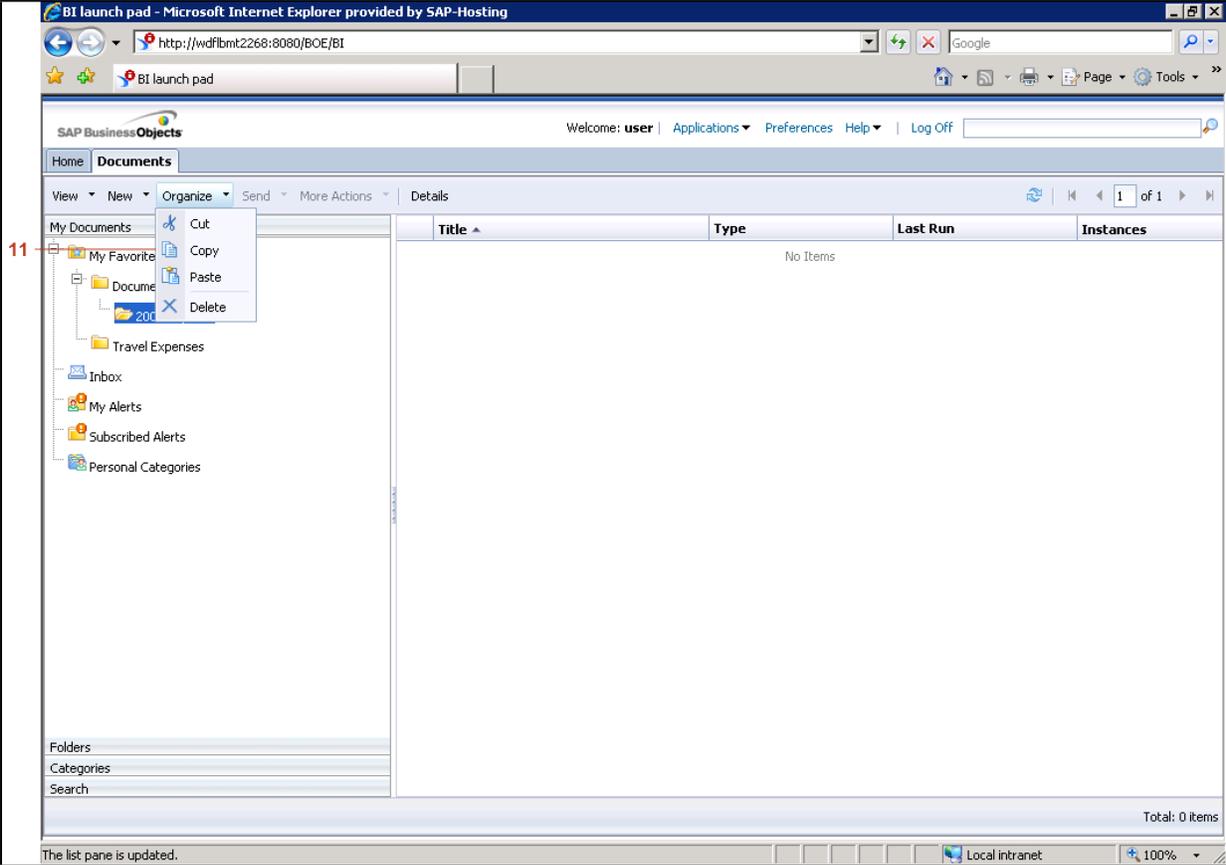
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



10. Click **Organize**.

# Evaluation: Organize Objects

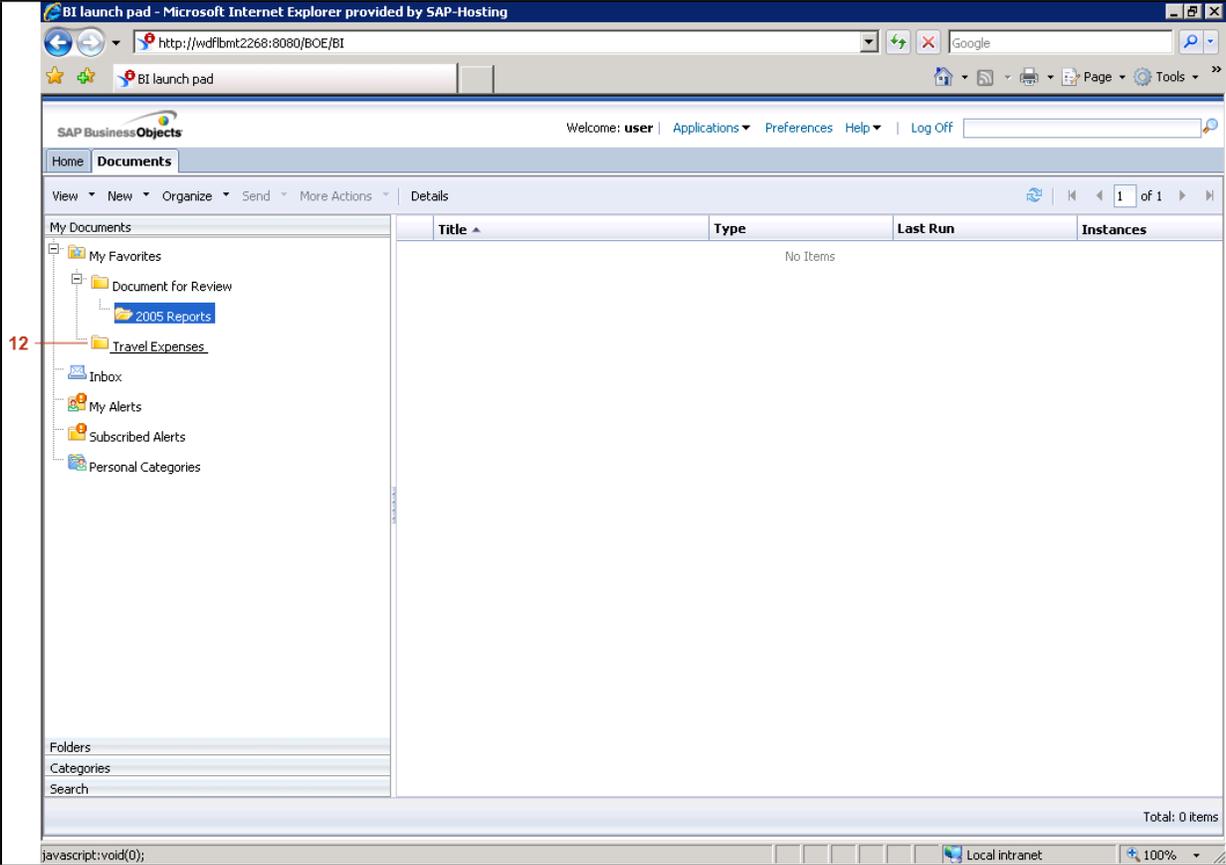
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **Copy**.

# Evaluation: Organize Objects

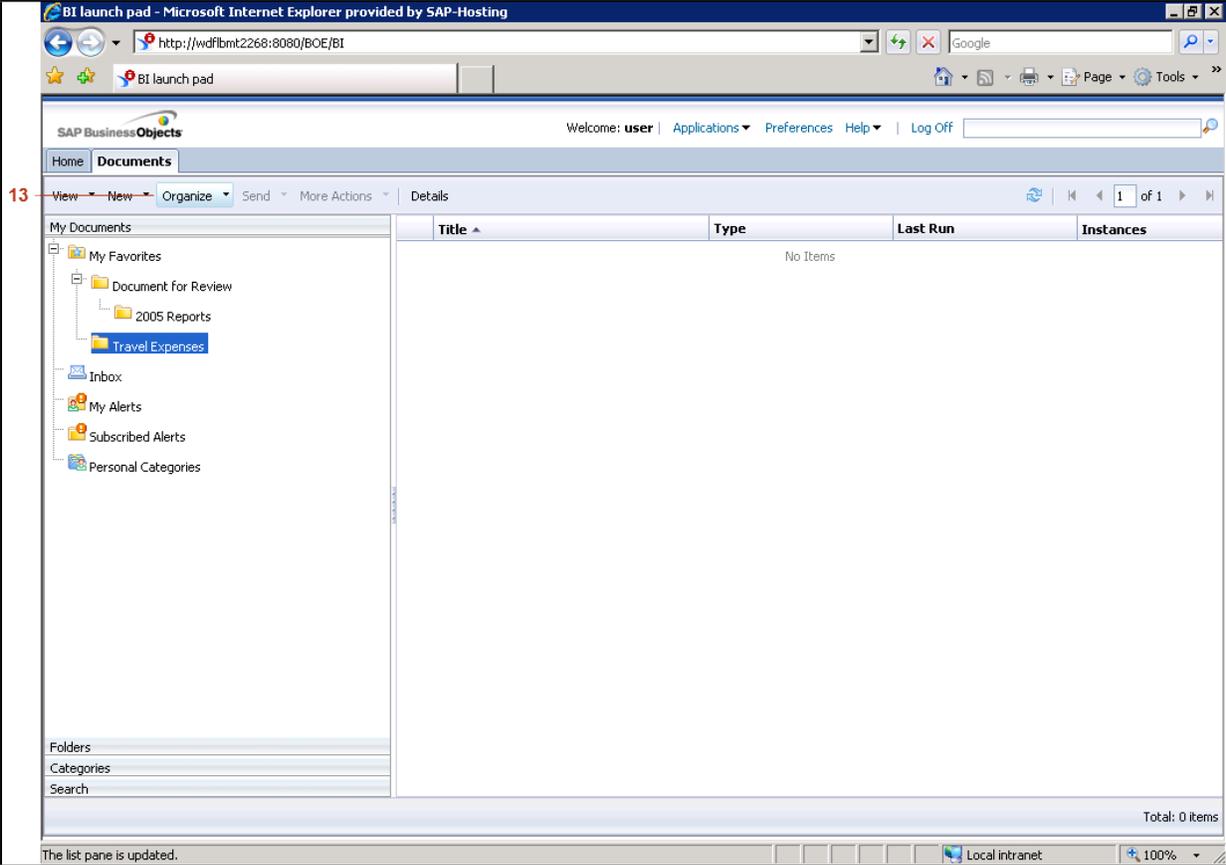
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click [Travel Expenses](#).

# Evaluation: Organize Objects

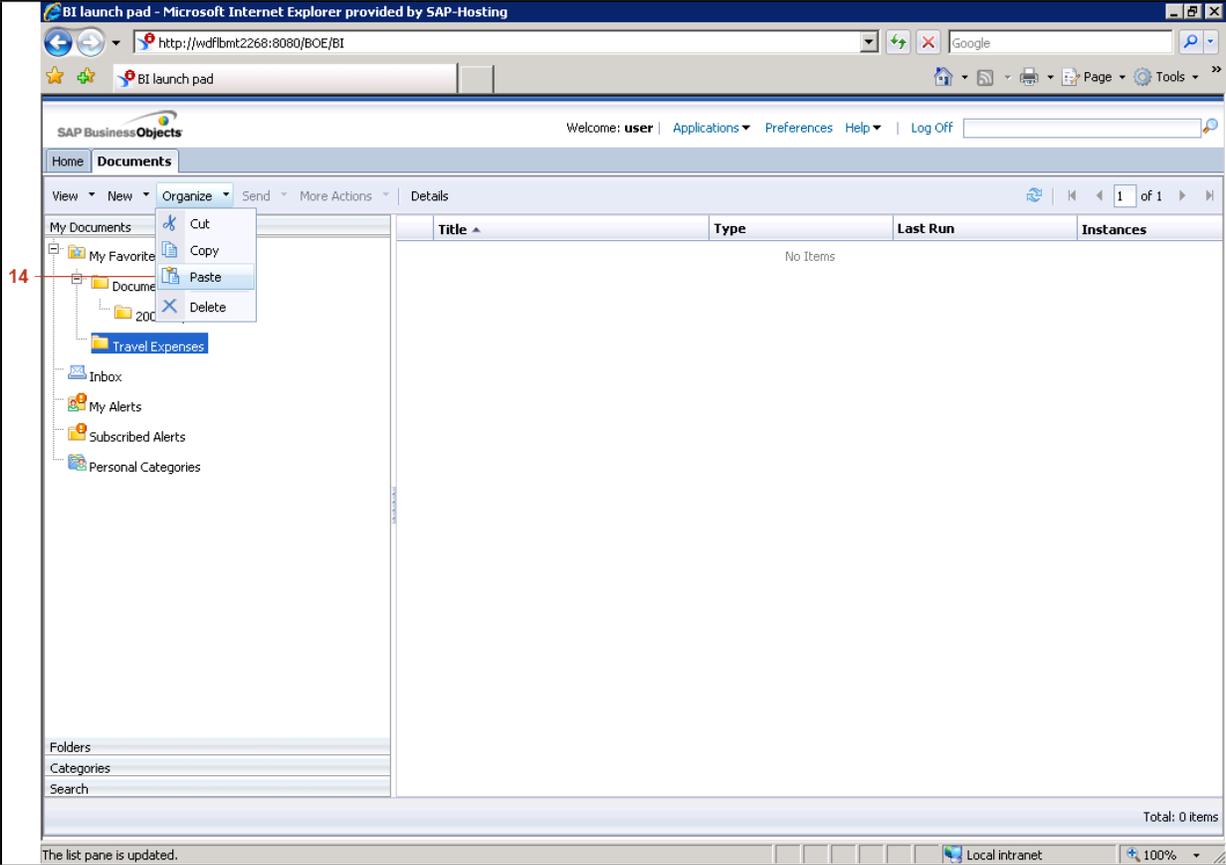
## BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click **Organize**.

# Evaluation: Organize Objects

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



14. Click **Paste**.