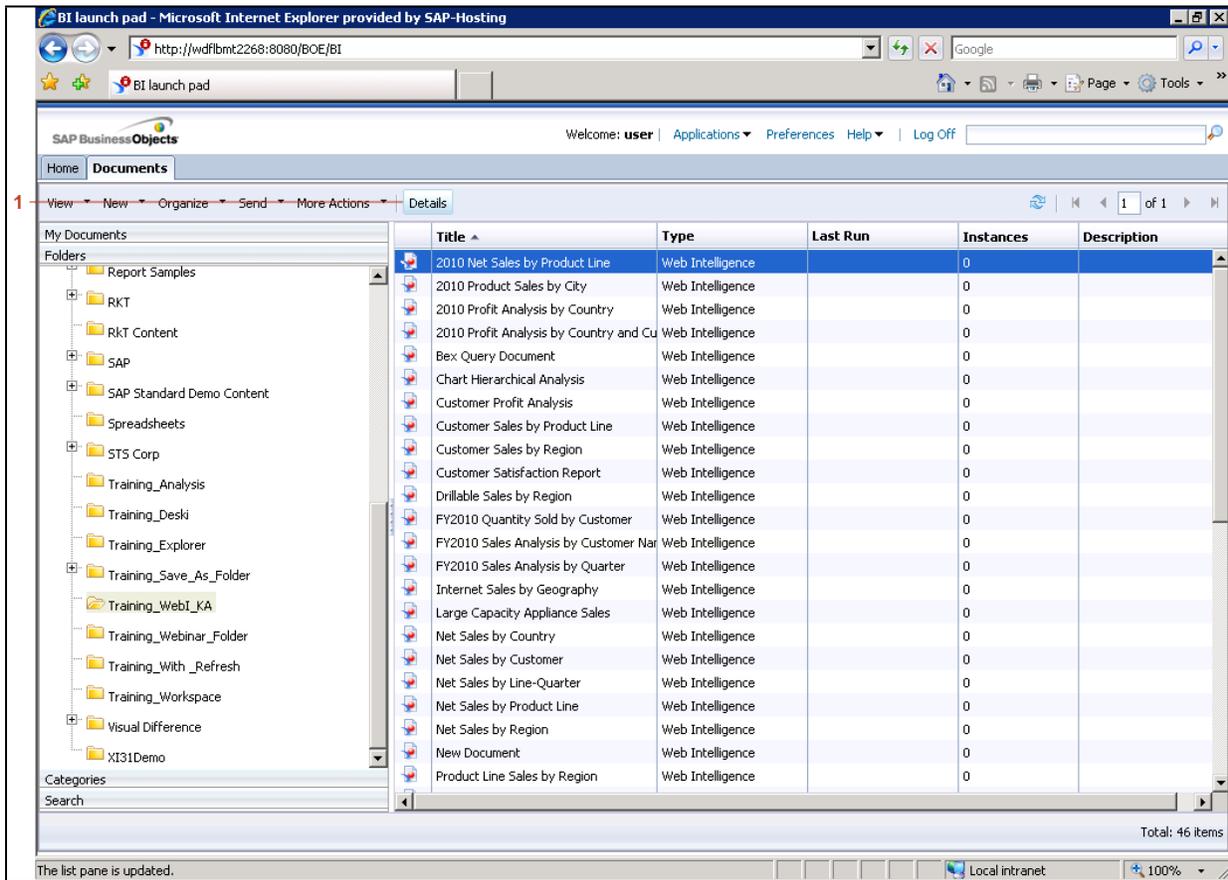


Procedure

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



1. Click **Details**.



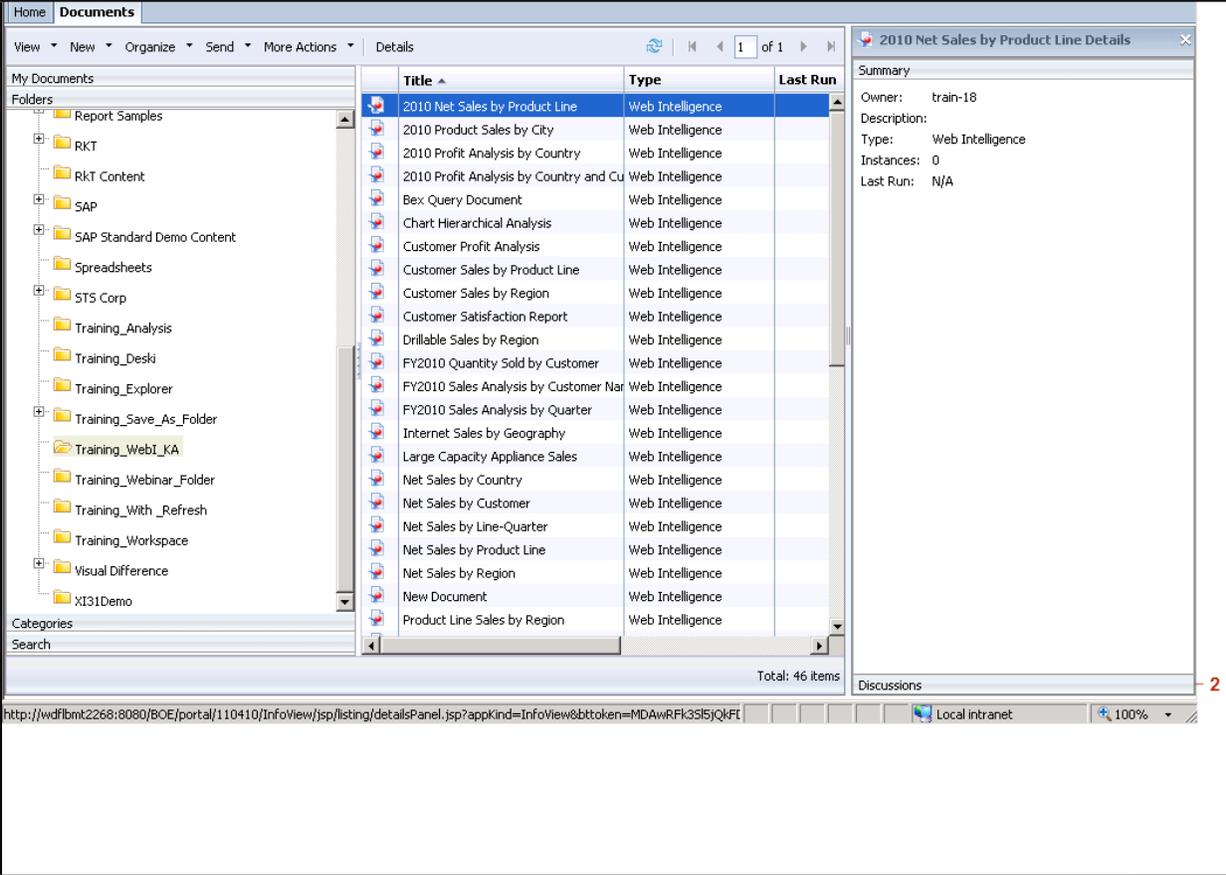
Edit a note sent as a discussion.

Perform the following steps:

- Select the Discussions drawer.
- Expand the 2010 Net Sales by Product Line note.
- Select the note: re: Note by train-01 on 2011-08-16 (last note).
- Delete the message.
- Select the note: re: Note by train-01 on 2011-08-16 (last note)
- Type: "Thank you Mary!".
- Select High Importance.
- Post the note.

Evaluation: Share Information

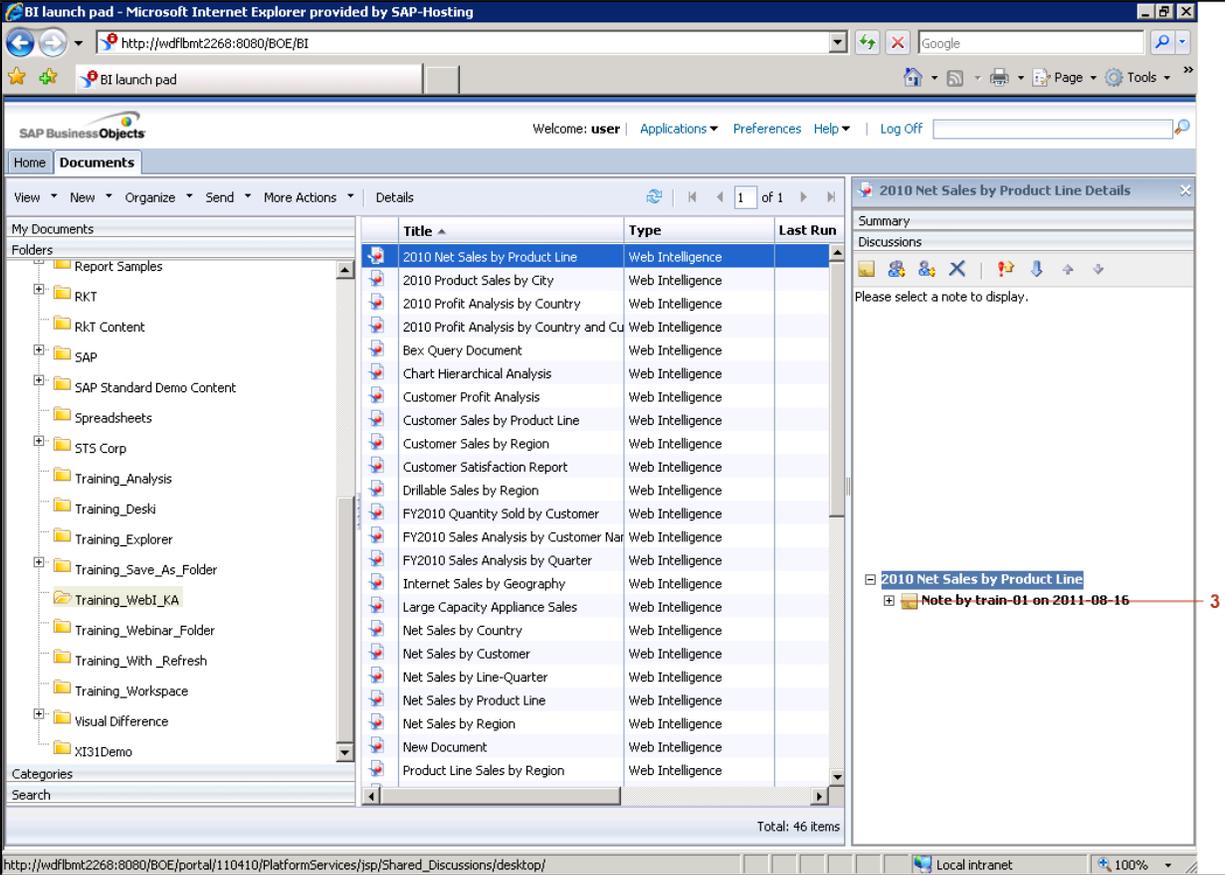
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2. Click **Discussions**.

Evaluation: Share Information

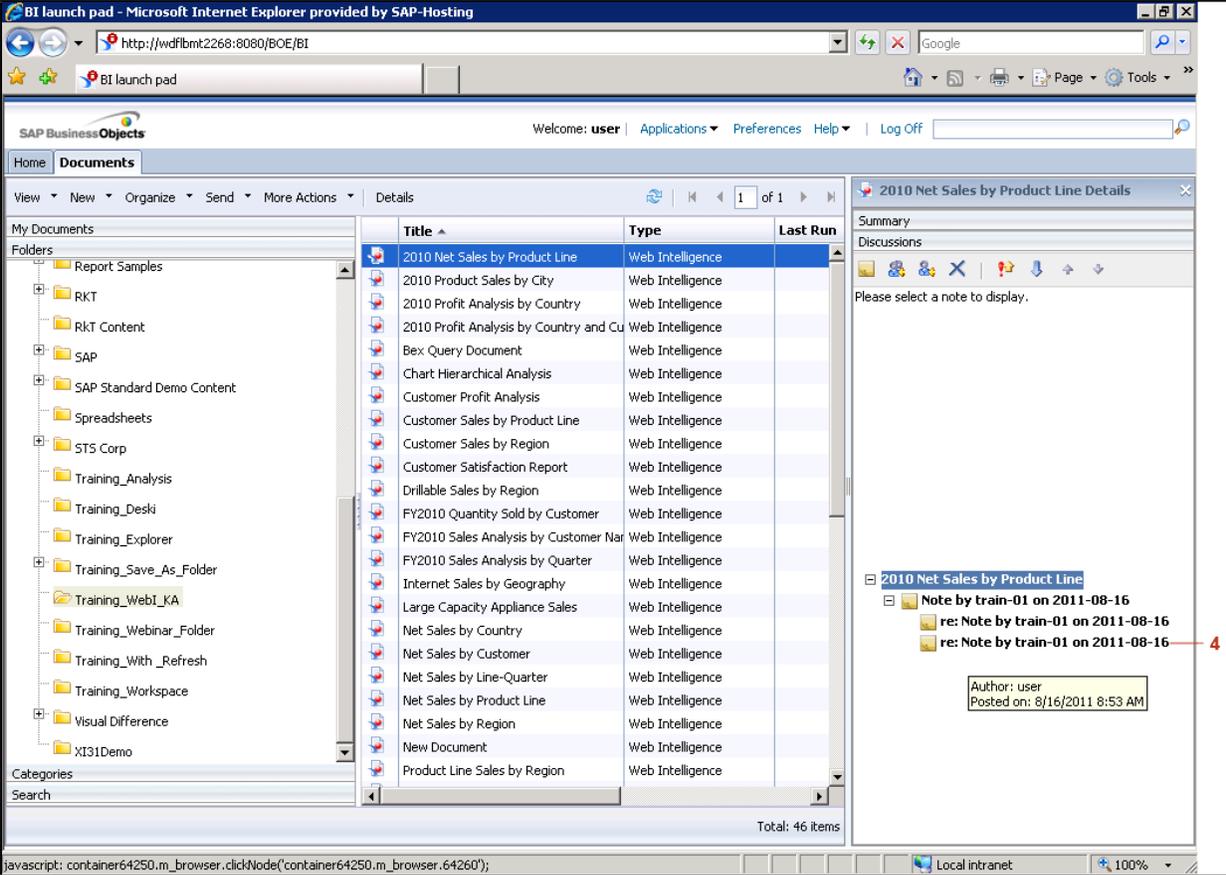
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3. Click + to expand **2010 Net Sales by Product Line**.

Evaluation: Share Information

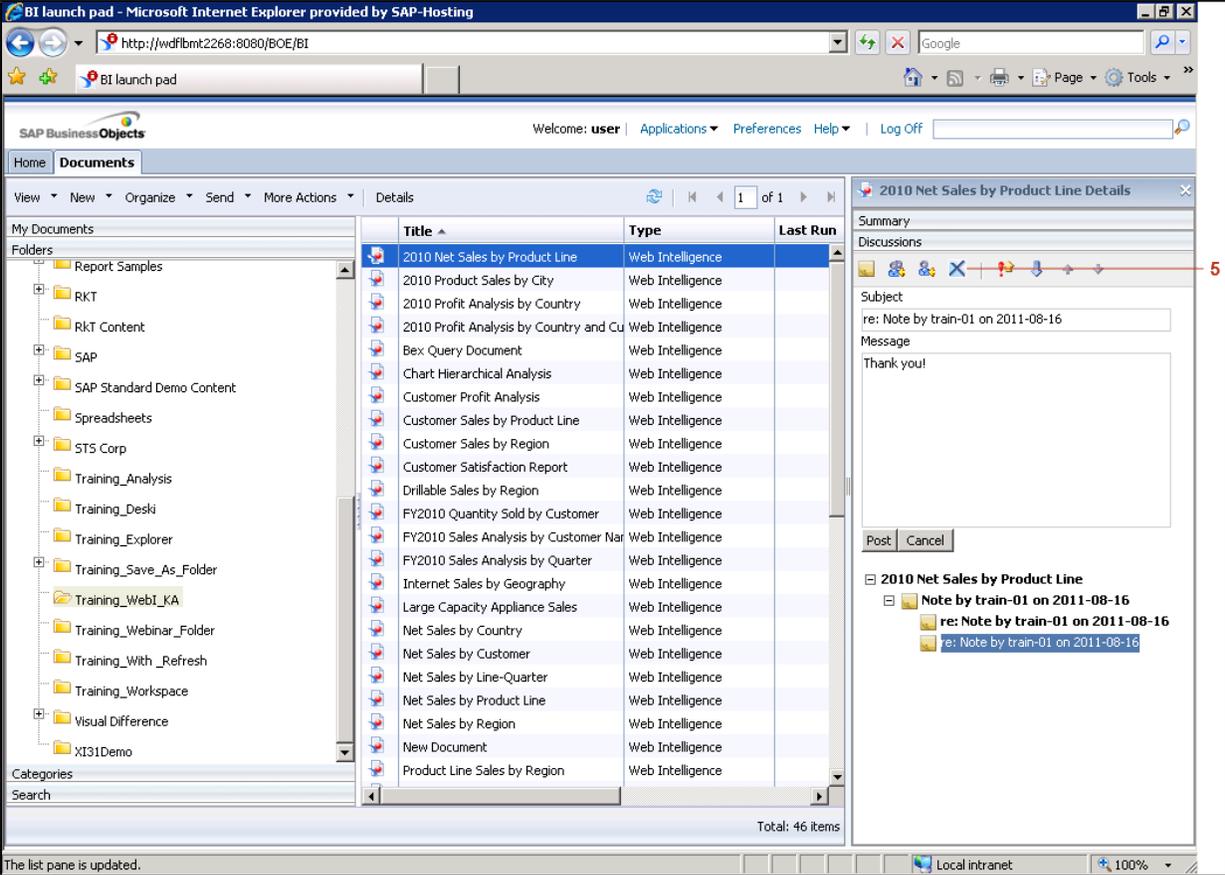
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4. Click [re: Note by train-01 on 2011-08-16](#).

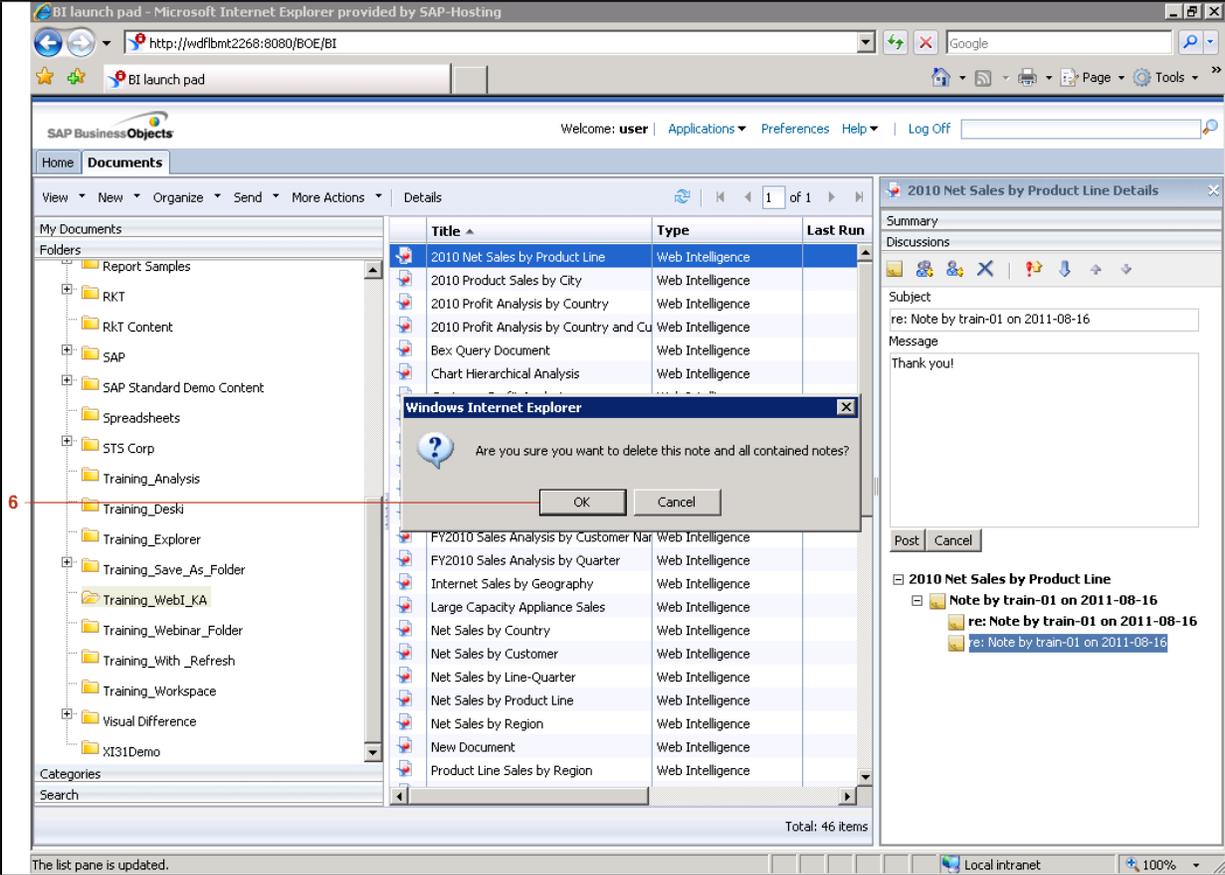
Evaluation: Share Information

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5. Click **Delete Message**.

Windows Internet Explorer



6. Click **OK**.

Evaluation: Share Information

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Title	Type	Last Run
2010 Net Sales by Product Line	Web Intelligence	
2010 Product Sales by City	Web Intelligence	
2010 Profit Analysis by Country	Web Intelligence	
2010 Profit Analysis by Country and Cu	Web Intelligence	
Bex Query Document	Web Intelligence	
Chart Hierarchical Analysis	Web Intelligence	
Customer Profit Analysis	Web Intelligence	
Customer Sales by Product Line	Web Intelligence	
Customer Sales by Region	Web Intelligence	
Customer Satisfaction Report	Web Intelligence	
Drillable Sales by Region	Web Intelligence	
FY2010 Quantity Sold by Customer	Web Intelligence	
FY2010 Sales Analysis by Customer Nar	Web Intelligence	
FY2010 Sales Analysis by Quarter	Web Intelligence	
Internet Sales by Geography	Web Intelligence	
Large Capacity Appliance Sales	Web Intelligence	
Net Sales by Country	Web Intelligence	
Net Sales by Customer	Web Intelligence	
Net Sales by Line-Quarter	Web Intelligence	
Net Sales by Product Line	Web Intelligence	
Net Sales by Region	Web Intelligence	
New Document	Web Intelligence	
Product Line Sales by Region	Web Intelligence	

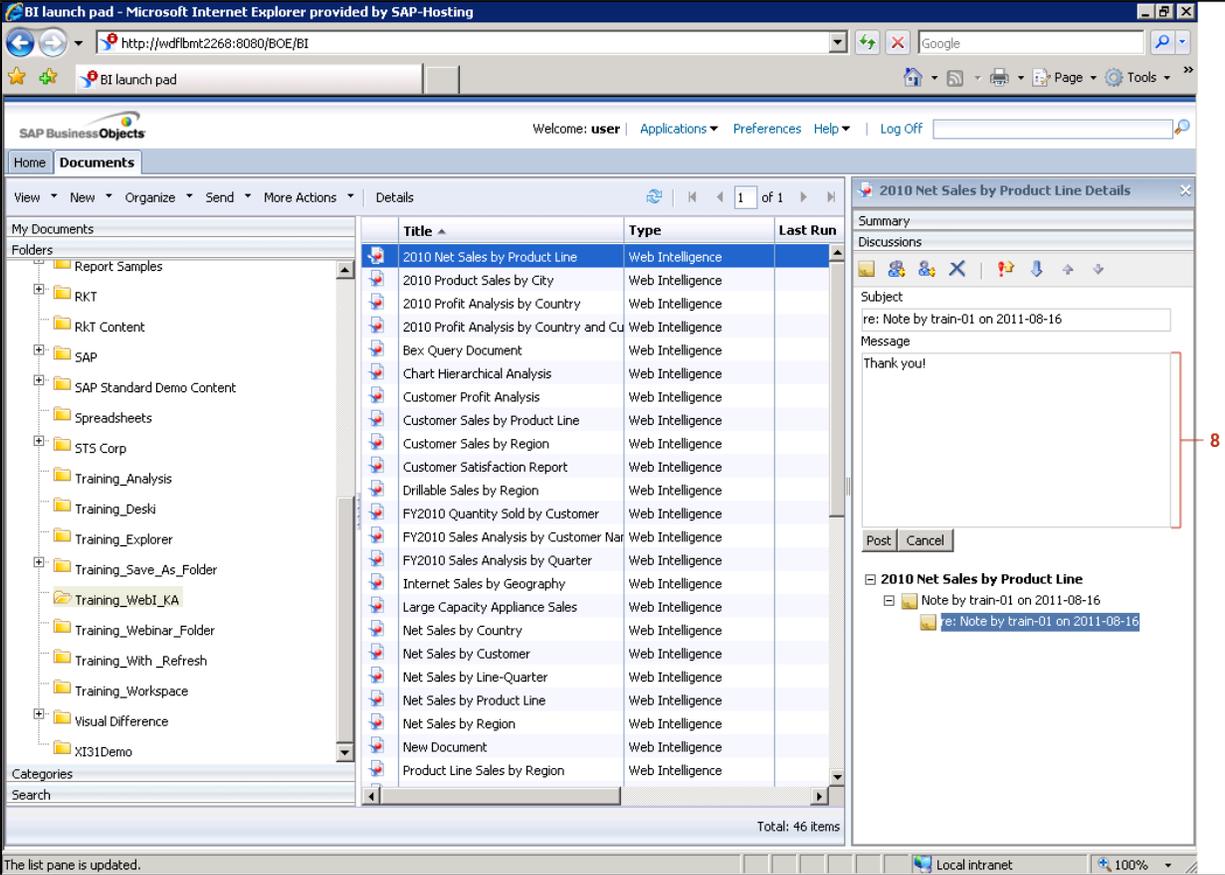
7. Click **re: Note by train-01 on 2011-08-16**.



- Select the note: re: Note by train-01 on 2011-08-16 (last note)
- Type: "thank you Mary".
- Select High Importance.
- Post the note.

Evaluation: Share Information

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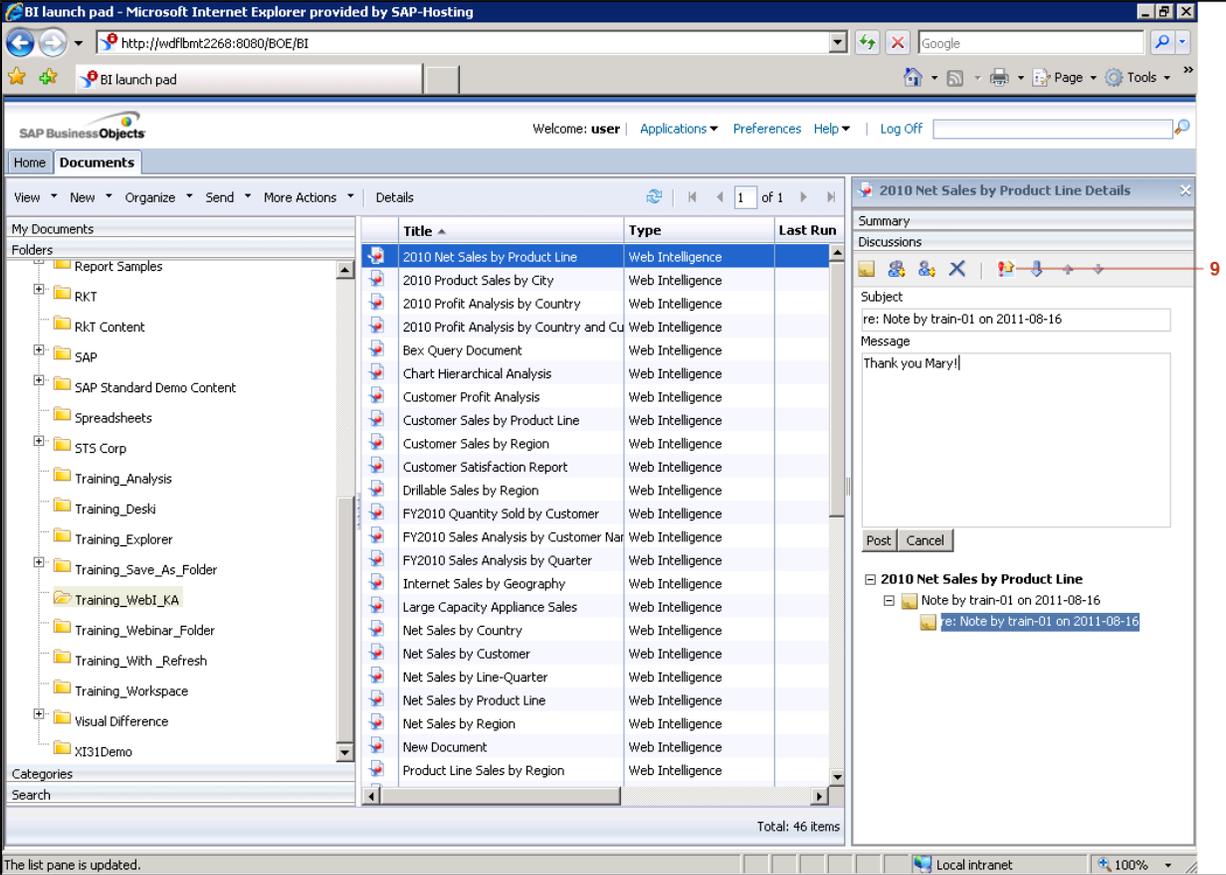


8. As required, complete/review the following fields:

Field	Description
Message	Example: Thank you Mary!

Evaluation: Share Information

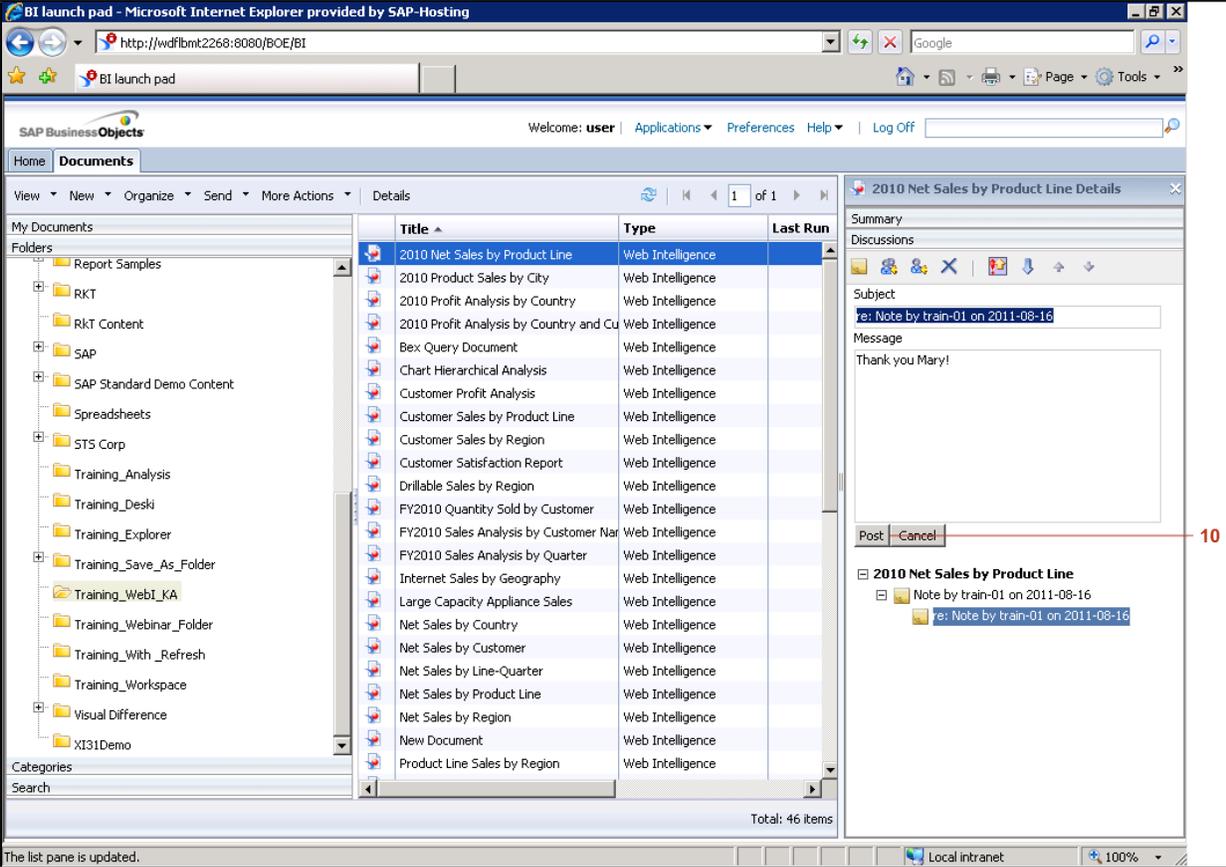
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9. Click **High Importance**!

Evaluation: Share Information

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



10. Click **Post**.