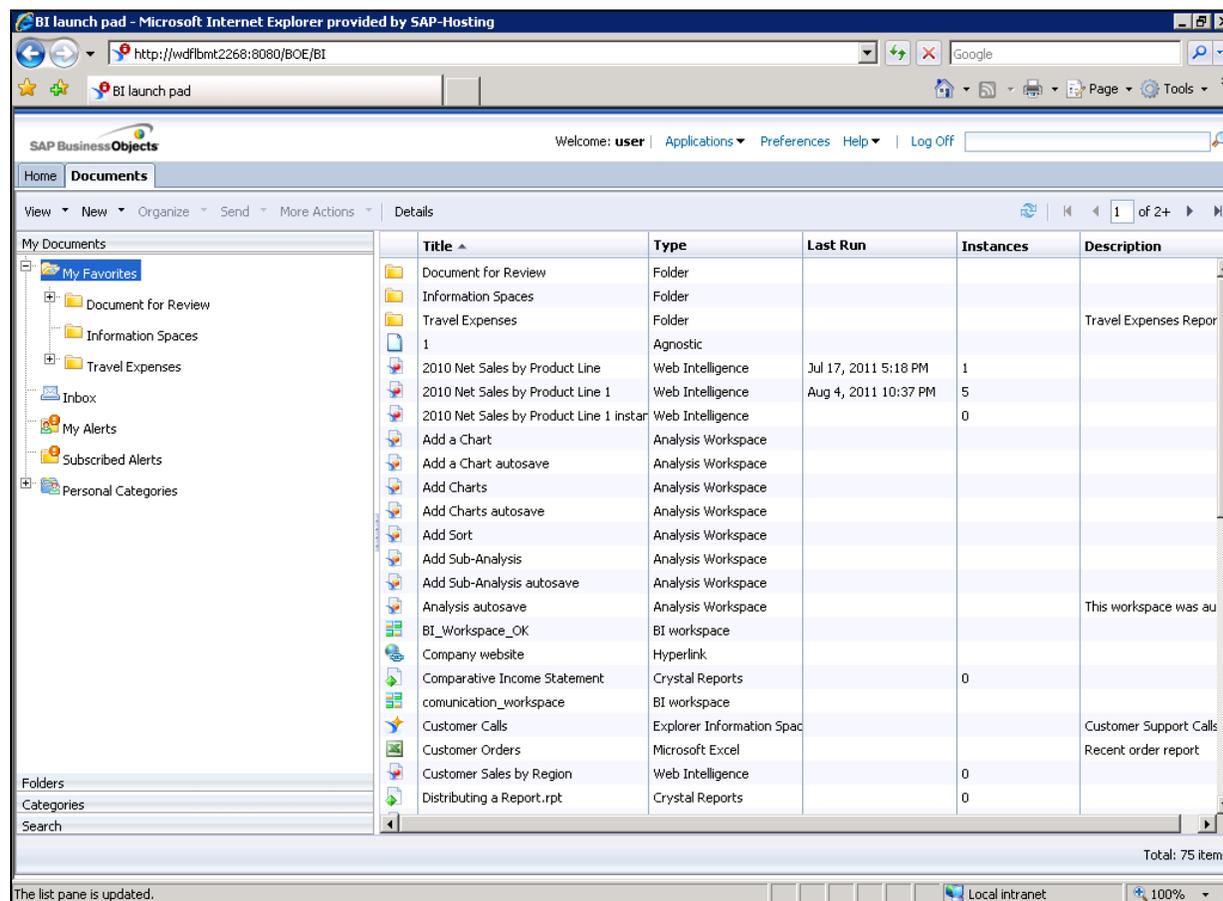


Procedure

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 interface includes a navigation menu on the left with options like 'Home', 'Documents', 'My Documents', 'My Favorites', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. The main area displays a table of documents and their instances.

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 4, 2011 10:37 PM	5	
2010 Net Sales by Product Line 1 instance	Web Intelligence		0	
Add a Chart	Analysis Workspace			
Add a Chart autosave	Analysis Workspace			
Add Charts	Analysis Workspace			
Add Charts autosave	Analysis Workspace			
Add Sort	Analysis Workspace			
Add Sub-Analysis	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		0	
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	

Total: 75 items

1. Press any key or click anywhere to continue



BI launch pad saves a history of object instances for scheduled objects that have been run. The information that is available depends on the type of object that you are viewing.

Navigate to a Web Intelligence document, and view one of the document's instance.

Press any key or click anywhere to continue.

View Historical Instances

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

The screenshot shows the SAP Business Objects BI launch pad interface. The browser address bar displays the URL: <http://wdflbmt2268:8080/BOE/BI>. The interface includes a navigation menu with options like Home, Documents, and a search bar. The main content area displays a list of documents with the following columns: Title, Type, Last Run, Instances, and Description. A red arrow points to the document titled "2010 Net Sales by Product Line 1".

Title	Type	Last Run	Instances	Description
Document for Review	Folder			
Information Spaces	Folder			
Travel Expenses	Folder			Travel Expenses Repor
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 4, 2011 10:37 PM	5	
2010 Net Sales by Product Line 1 instan	Web Intelligence		0	
Add a Chart	Analysis Workspace			
Add a Chart autosave	Analysis Workspace			
Add Charts	Analysis Workspace			
Add Charts autosave	Analysis Workspace			
Add Sort	Analysis Workspace			
Add Sub-Analysis	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		0	
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	

2. Click **2010 Net Sales by Product Line 1**.



Start by selecting the 2010 Net Sales by Product Line 1 document to open the History dialog box.

View Historical Instances

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

The screenshot displays the SAP BusinessObjects BI launch pad interface. 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 main content area is titled "Documents" and contains a table with the following columns: Title, Type, Last Run, Instances, and Description. A red number "3" is positioned to the left of the "More Actions" dropdown menu in the top navigation bar.

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 4, 2011 10:37 PM	5	
2010 Net Sales by Product Line 1 instance	Web Intelligence		0	
Add a Chart	Analysis Workspace			
Add a Chart autosave	Analysis Workspace			
Add Charts	Analysis Workspace			
Add Charts autosave	Analysis Workspace			
Add Sort	Analysis Workspace			
Add Sub-Analysis	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		0	
communication_workspace	BI workspace			
Customer Calls	Explorer Information Space			Customer Support Calls
Customer Orders	Microsoft Excel			Recent order report
Customer Sales by Region	Web Intelligence		0	
Distributing a Report.rpt	Crystal Reports		0	

3. Click the arrow beside the **More Actions** box.

View Historical Instances

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 - Microsoft Internet Explorer provided by SAP-Hosting". The user is logged in as "user".

The main content area displays a list of documents under the "Documents" tab. A context menu is open over the document "2010 Net Sales by Product Line 1". The menu options are: Modify, Schedule, History (highlighted with a red '4'), Categories, and Document Link.

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 4, 2011 10:37 PM	5	
2010 Net Sales by Product Line 1 instance	Web Intelligence		0	
Add a Chart	Analysis Workspace			
Add a Chart autosave	Analysis Workspace			
Add Charts	Analysis Workspace			
Add Charts autosave	Analysis Workspace			
Add Sort	Analysis Workspace			
Add Sub-Analysis	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		0	
communication_workspace	BI workspace			
Customer Calls	Explorer Information Space			Customer Support Calls
Customer Orders	Microsoft Excel			Recent order report
Customer Sales by Region	Web Intelligence		0	
Distributing a Report.rpt	Crystal Reports		0	

Total: 75 items

4. Click **History**.

View Historical Instances

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

The screenshot shows the SAP BusinessObjects BI launch pad interface. The main content area displays a table titled "History - 2010 Net Sales by Product Line 1". The table has the following columns: Instance Time, Title, Status, Created By, Type, and Parameters. There are five rows of data, all with a status of "Success". A red line with the number "5" points to the third row, which has an instance time of "Jul 17, 2011 5:31 PM".

Instance Time	Title	Status	Created By	Type	Parameters
Aug 4, 2011 10:37 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 18, 2011 1:44 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:31 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:25 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:23 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	

5. Click **Jul 17, 2011 5:31 PM**.



Select the Instance Time to view the document instance.

View Historical Instances

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 shows the URL <http://wdfilbmt2268:8080/BOE/BI>. The page title is "BI launch pad". The main content area displays a document titled "2010 Net Sales by Product Line" with a sub-header "FY2007". A table shows the following data:

Line	Region	Net Sales	Profit	Customers Count
Electronics	Asia PAC	\$54,940	\$4,690	1
Electronics	Europe	\$230,328	\$20,028	5
Electronics	Latin America	\$115,620	\$9,870	2
Electronics	North America	\$190,076	\$16,226	1
Sports	Asia PAC	\$4,395	\$375	1
Sports	Europe	\$307,916	\$24,641	5
Sports	Latin America	\$7,069	\$544	2
Sports	North America	\$337,512	\$28,812	1
Telecom	Asia PAC	\$120,556	\$10,291	1
Telecom	Europe	\$559,093	\$47,728	4
Telecom	Latin America	\$775,000	\$66,167	2

The interface also shows a "Document Summary" panel on the left with details for "2010 Net Sales by Product Line 1 instance 4", including author, creation date, and refresh information.

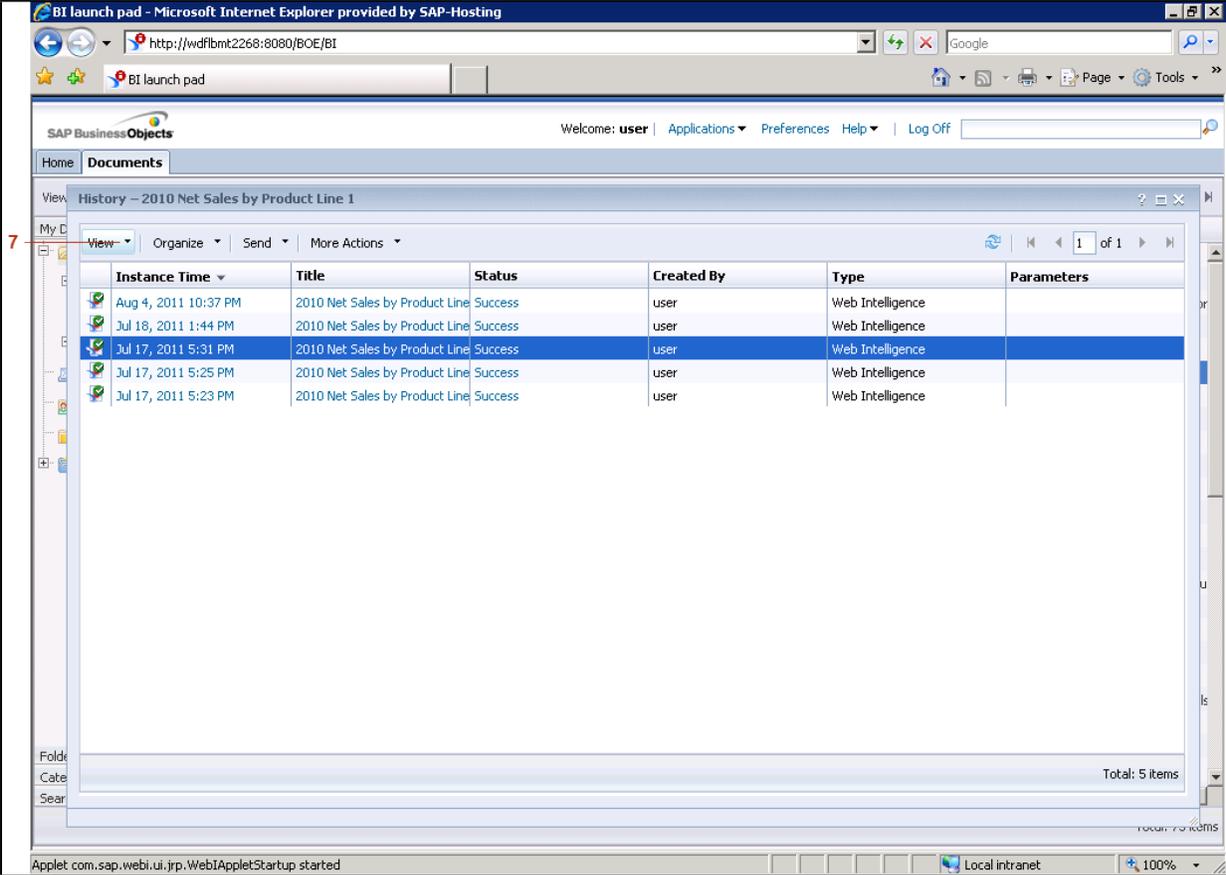
6. Click **Close this tab** .



Close the document. Now, Open the Instance Details.

View Historical Instances

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



7. Click the arrow beside the **View** box.

View Historical Instances

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

The screenshot shows the SAP Business Objects BI launch pad interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://wdfibmt2268:8080/BOE/BI>. The page title is "BI launch pad". The SAP Business Objects logo is visible at the top left, and the user is logged in as "user". The main content area displays a table titled "History - 2010 Net Sales by Product Line 1". The table has columns for "Instance Details", "Title", "Status", "Created By", "Type", and "Parameters". There are five rows of data, all with a status of "Success" and type of "Web Intelligence". A red circle with the number "8" highlights the "Instance Details" column header. The table footer indicates "Total: 5 items".

Instance Details	Title	Status	Created By	Type	Parameters
Aug 4, 2011 10:37 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 18, 2011 1:44 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:31 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:25 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	
Jul 17, 2011 5:23 PM	2010 Net Sales by Product Line	Success	user	Web Intelligence	

8. Click **Instance Details**.

View Historical Instances

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 main content area displays the status of a historical instance for the document "2010 Net Sales by Product Line 1".

Status	
Title:	2010 Net Sales by Product Line 1 instance 4
Document Type:	Web Intelligence
Status:	Success
Destination:	Default
Owner:	user
Creation Time:	7/17/2011 5:30 PM
Start Time:	7/17/2011 5:30 PM
End Time:	7/17/2011 5:31 PM
Duration:	2 sec
Server Used:	SIANode4x.AdaptiveJobServer
PID:	13804
Parent Object Path:	User Folders/user/
Remote Instance in Federated:	No
Cluster:	
Expiry:	7/17/2011 5:30 PM
Formats:	Interactive Analysis
Parameters:	

A "Back" button is visible in the bottom right corner of the status window. The browser status bar at the bottom shows "Applet com.sap.webi.ui.jsp.WebIAppletStartup started" and "Local intranet".

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



You have successfully navigated to a Web Intelligence document, and viewed one of the document's instance.

Press any key or click anywhere to exit the activity.