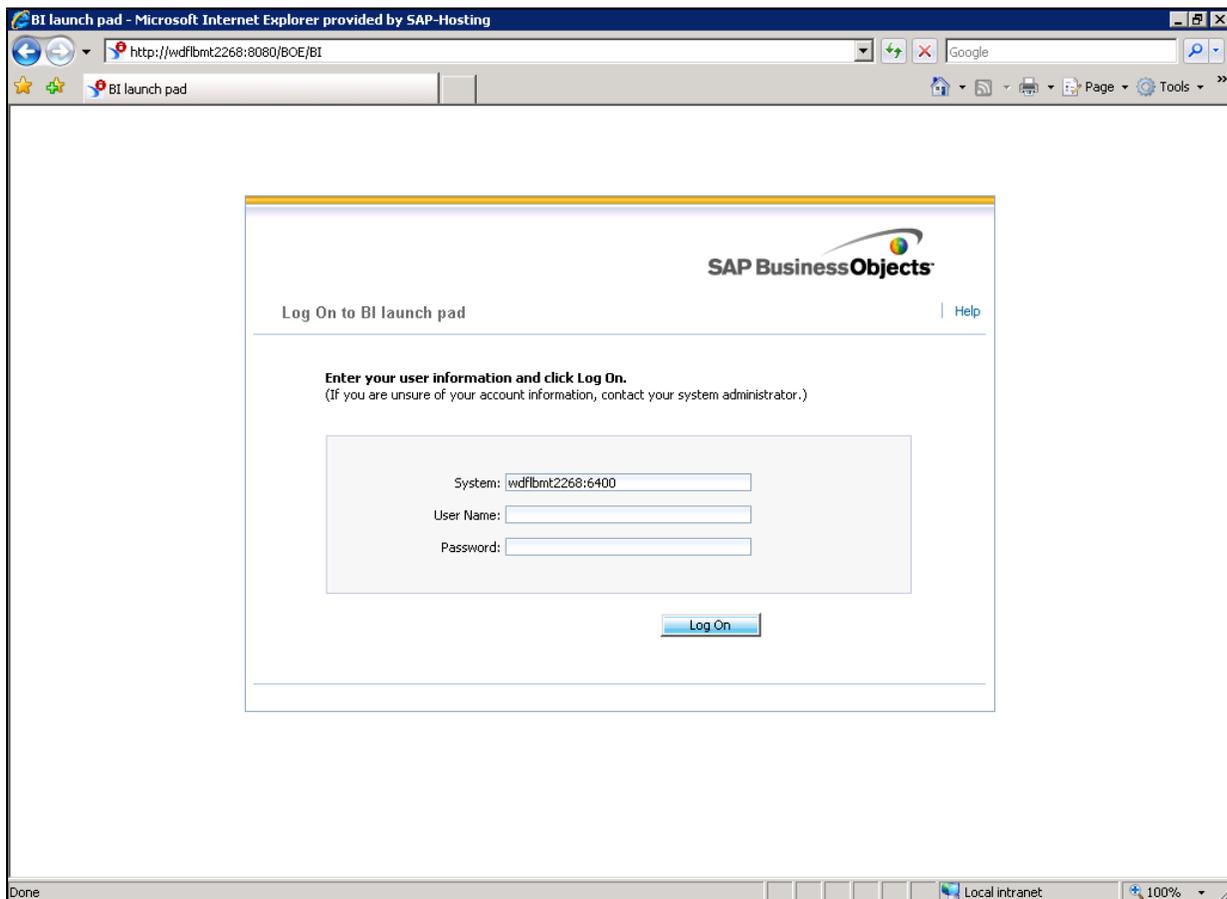


Procedure

BI launch pad



1. Press any key or click anywhere to continue



To access the BI launch pad, all you need is a standard web browser and the web address.

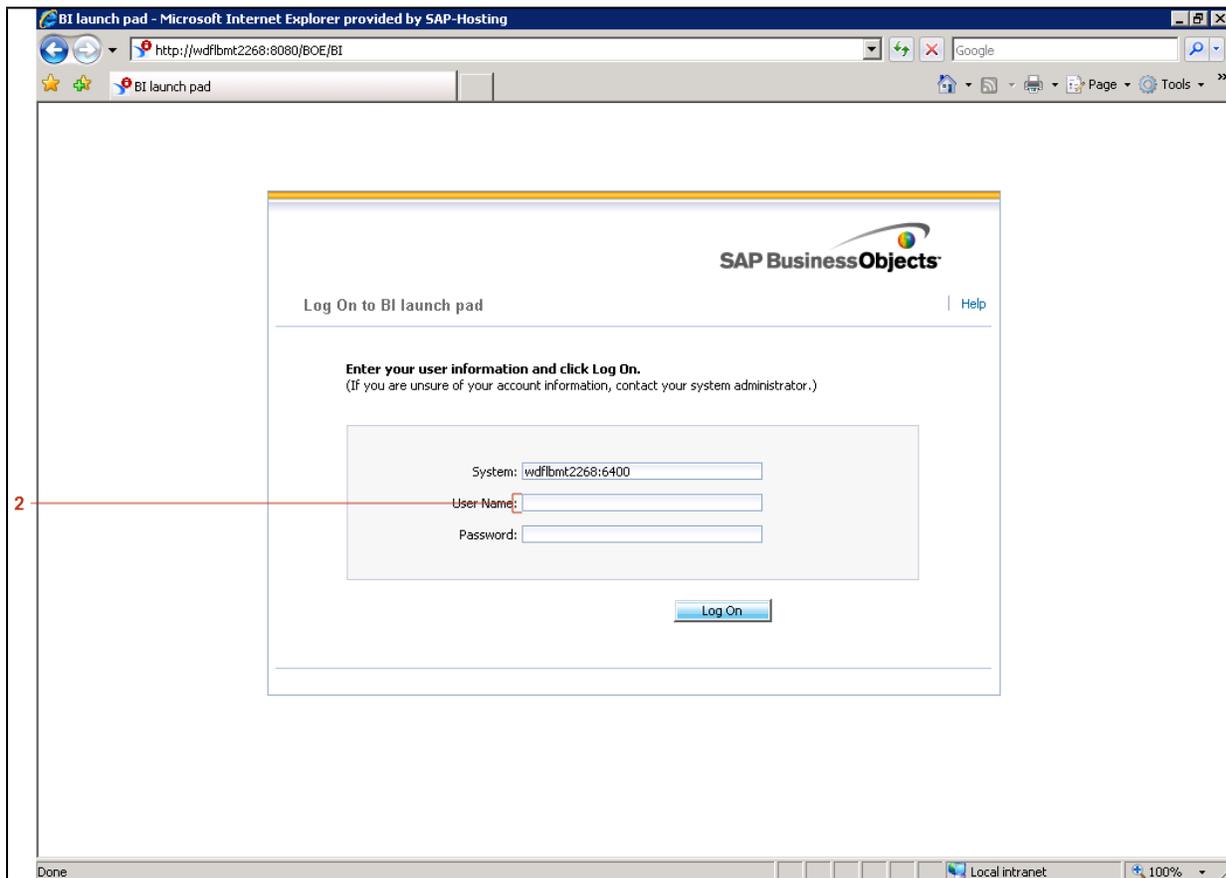
If you do not have this information contact your System Administrator.

Note: If you have any SAP BusinessObjects Business Intelligence (BI) platform client tools installed on Windows, you can also click Start > Programs > SAP BusinessObjects BI platform 4.0 > SAP BusinessObjects BI platform 4.0 > SAP BusinessObjects BI platform Java BI launch pad.

Press any key or click anywhere to continue.

Log onto BI Launch Pad

BI launch pad



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

Field	Description
User Name:	Example: user



To log on, you enter your username and password. If you don't have this information, see your System Administrator.

Log on with the following credentials:

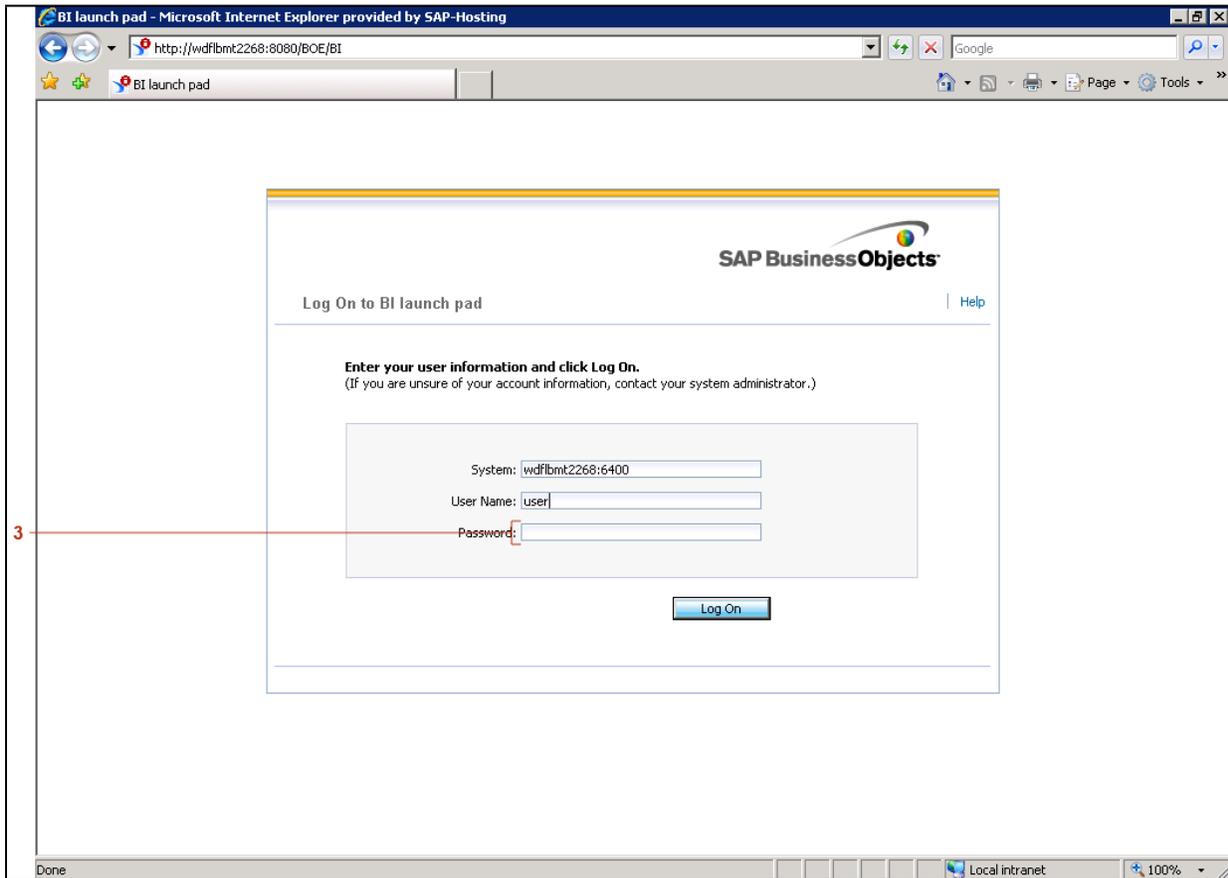
User name: user
Password: password

Note: Passwords are case-sensitive.

Enter the desired information into the User Name field.

Log onto BI Launch Pad

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



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

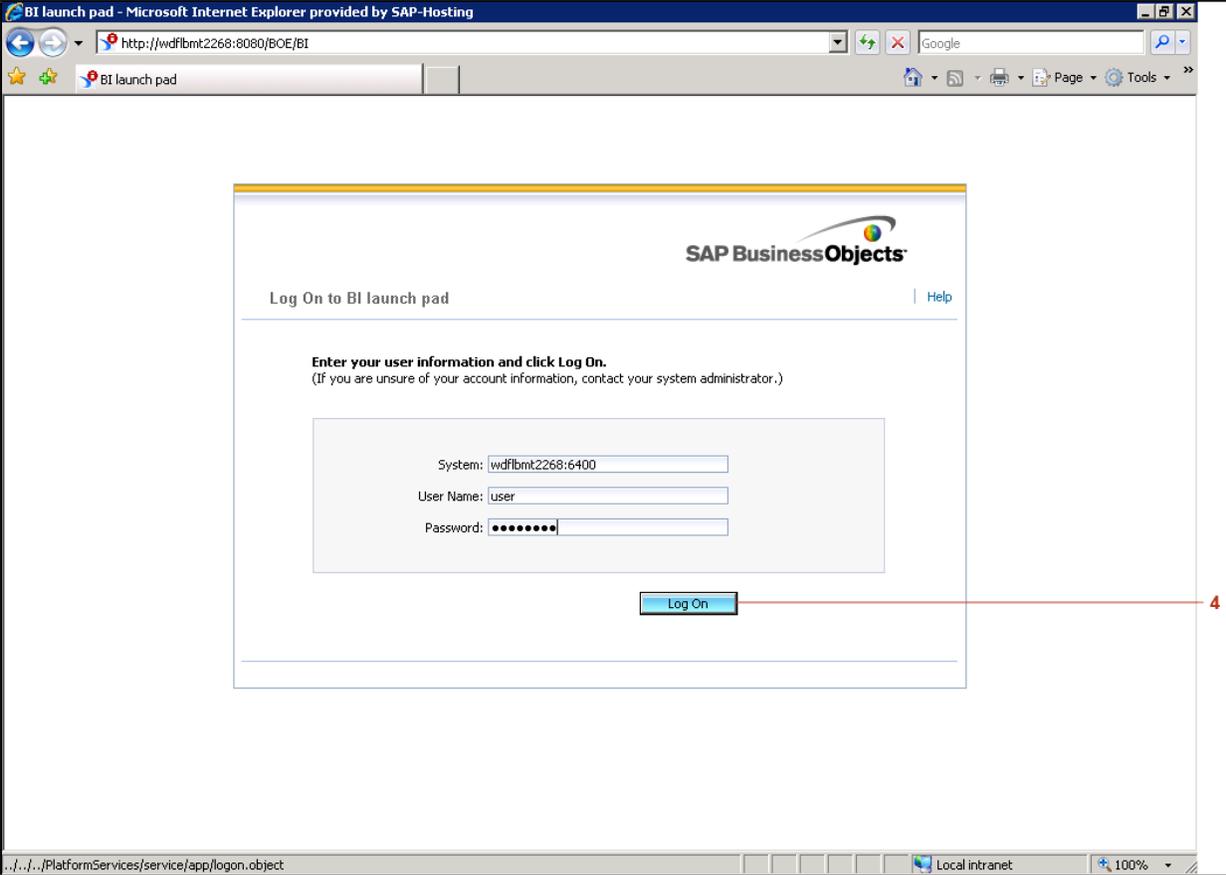
Field	Description
Password:	Example: password



Enter the desired information into the Password field.

Log onto BI Launch Pad

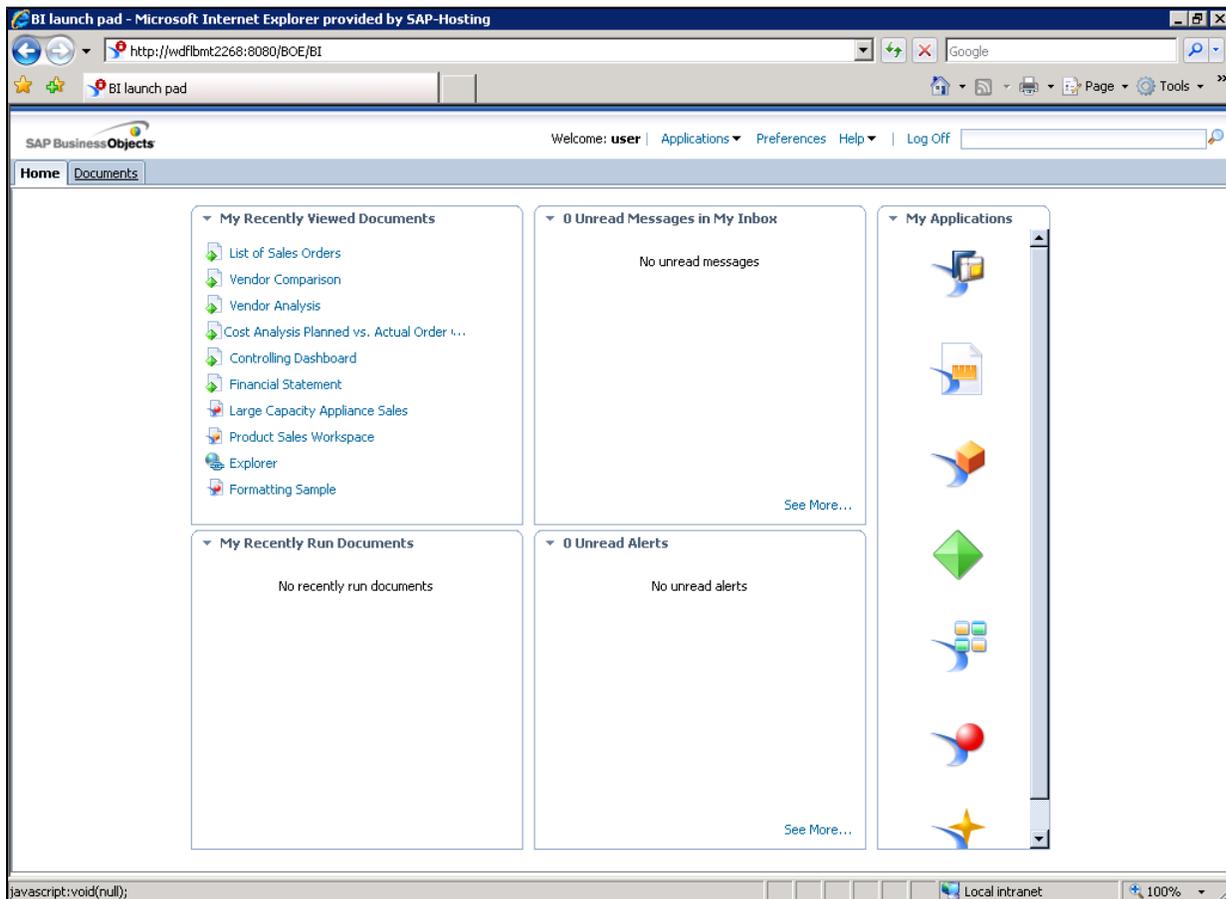
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



4. Click **Log On**.

Log onto BI Launch Pad

BI launch pad



5. Press any key or click anywhere to continue



The BI launch pad is your personal gateway to the documents that you and other users create, such as BusinessObjects™ Web Intelligence, or Crystal Reports® documents.

From the BI launch pad, you can manage, save, and distribute documents throughout the organization, as well as create new documents.

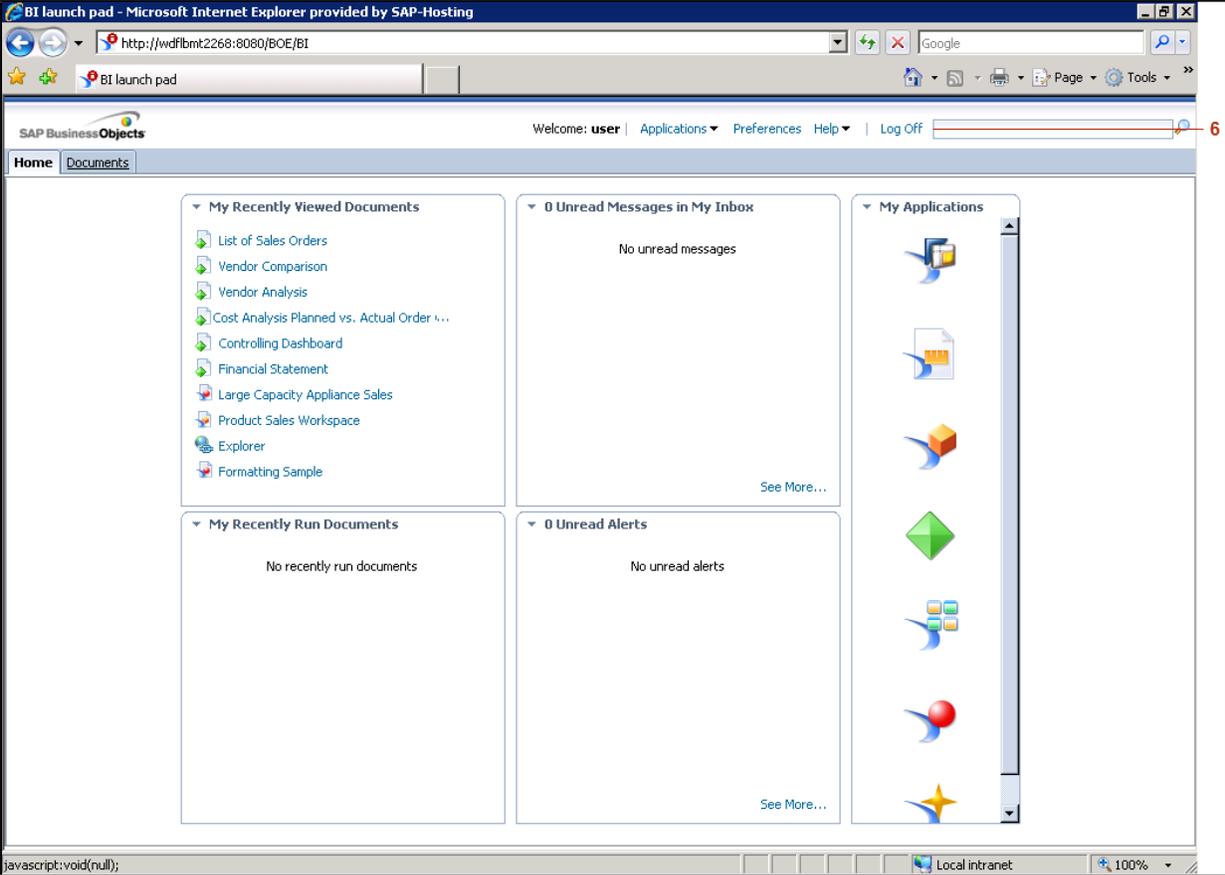
The BI launch pad home page can be customized by your System Administrator to look like your own corporate web site, with your organization's logo and colors.

This is the Home page as it appears by default, before customization.

Press any key or click anywhere to continue.

Log onto BI Launch Pad

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



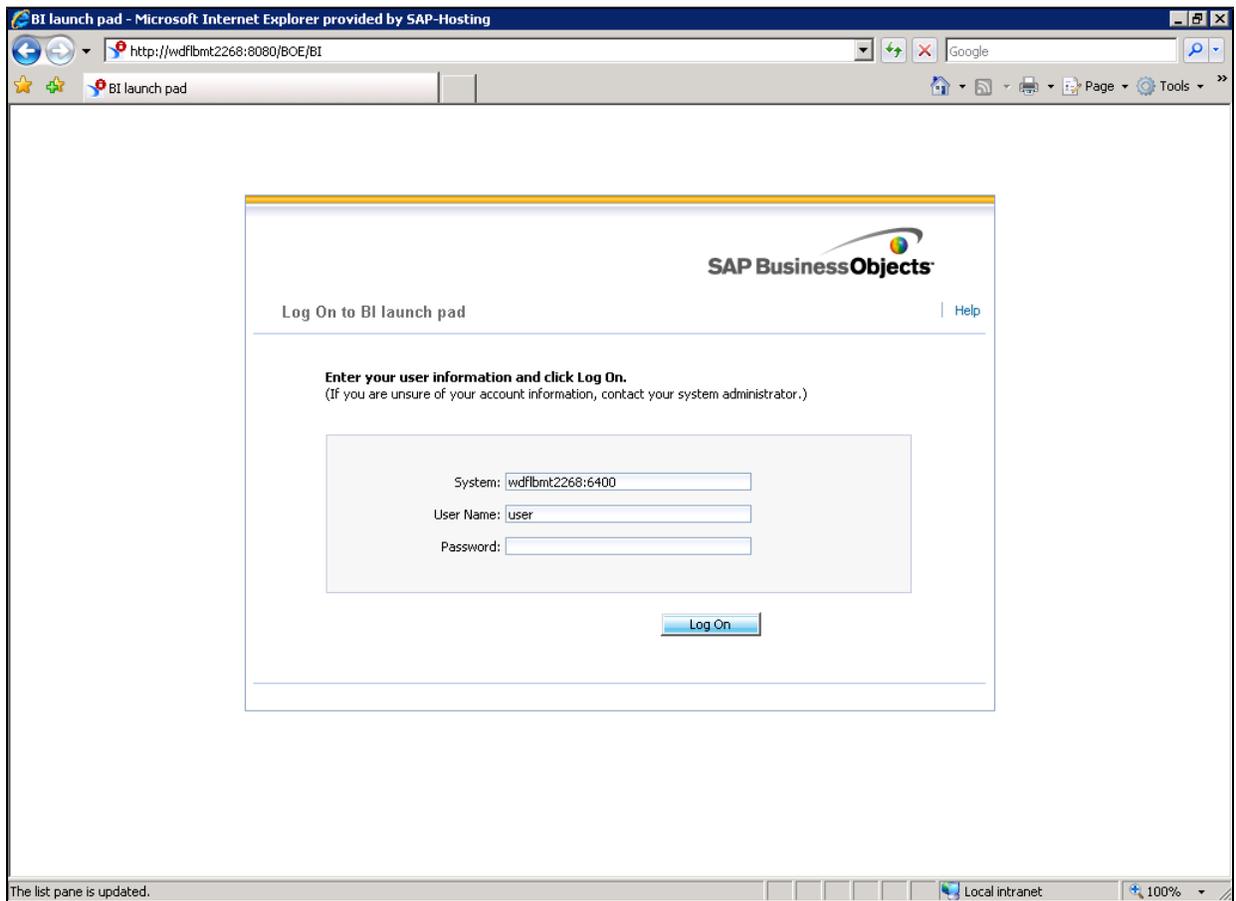
6. Click **Log Off**.



The Log Off button on the right of the page will log you out of the BI launch pad.

Log onto BI Launch Pad

BI launch pad



7. Press any key or click anywhere to continue.

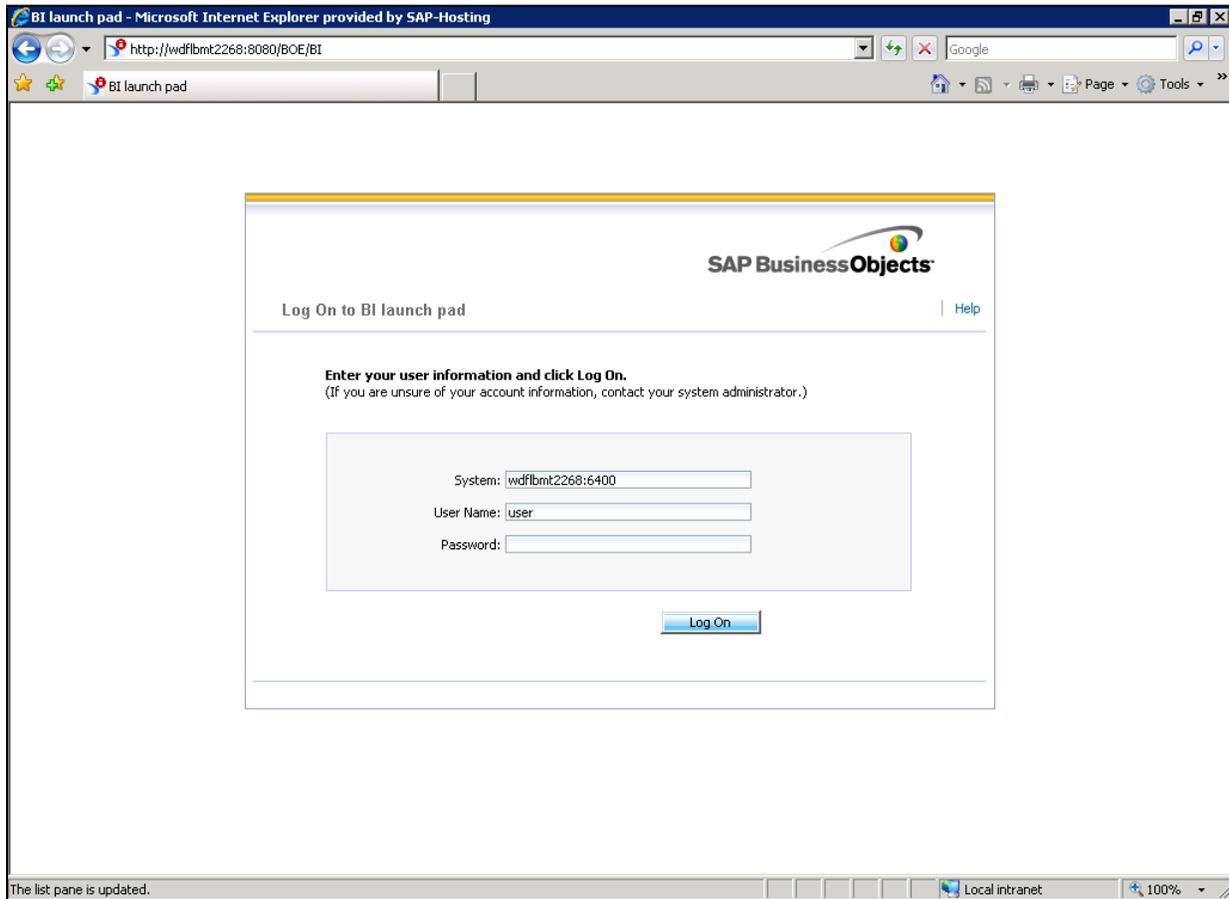


When you log off you return to the log on page.

Press any key or click anywhere to continue.

Log onto BI Launch Pad

BI launch pad



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



You have successfully logged on to the Business Intelligence Portal with the following credentials:

User name: user

Password: Password

Press any key or click anywhere to exit the activity.