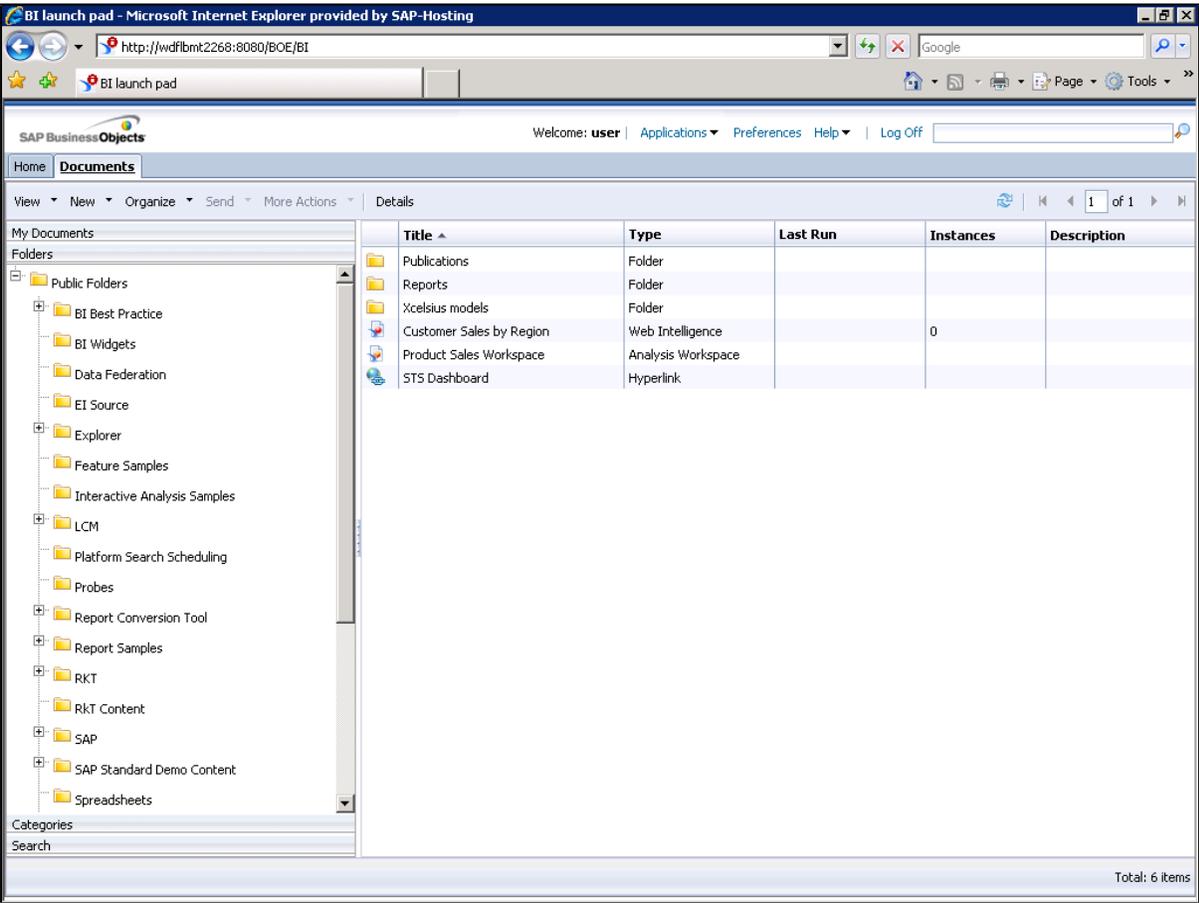


# Schedule an Object

## Procedure

### BI launc pad



1. Press any key or click anywhere to continue



Scheduling an object allows you to run it automatically at specified times.  
Schedule a Web Intelligence document to run automatically at specified times.  
Press any key or click anywhere to continue.

# Schedule an Object

## View a Document in BI Launch Pad

The screenshot shows the SAP Business Objects BI Launch Pad interface. The browser address bar shows the URL <http://wdflbmt2268:8080/BOE/BI>. The page title is "SAP Business Objects" and the user is logged in as "user". The "Documents" tab is active, displaying a list of documents in a table format. The table has columns for Title, Type, Last Run, Instances, and Description. The "Customer Sales by Region" document is highlighted in blue. A red arrow points to the right side of this row, with the number "2" next to it.

Title	Type	Last Run	Instances	Description
Publications	Folder			
Reports	Folder			
Xcelsius models	Folder			
Customer Sales by Region	Web Intelligence		0	
Product Sales Workspace	Analysis Workspace			
STS Dashboard	Hyperlink			

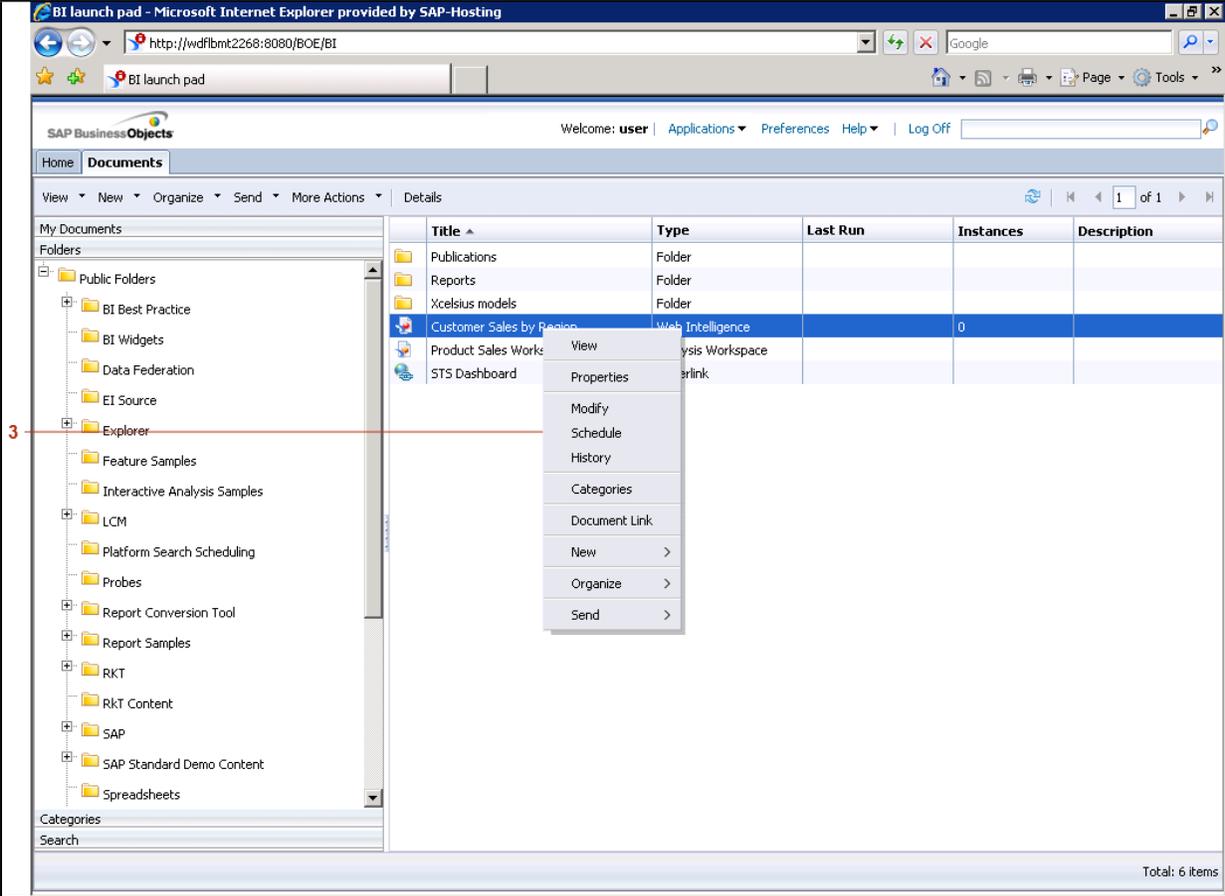
2. Right-click the **Customer Sales by Region** document.



Display the shortcut menu and select the Schedule option.

# Schedule an Object

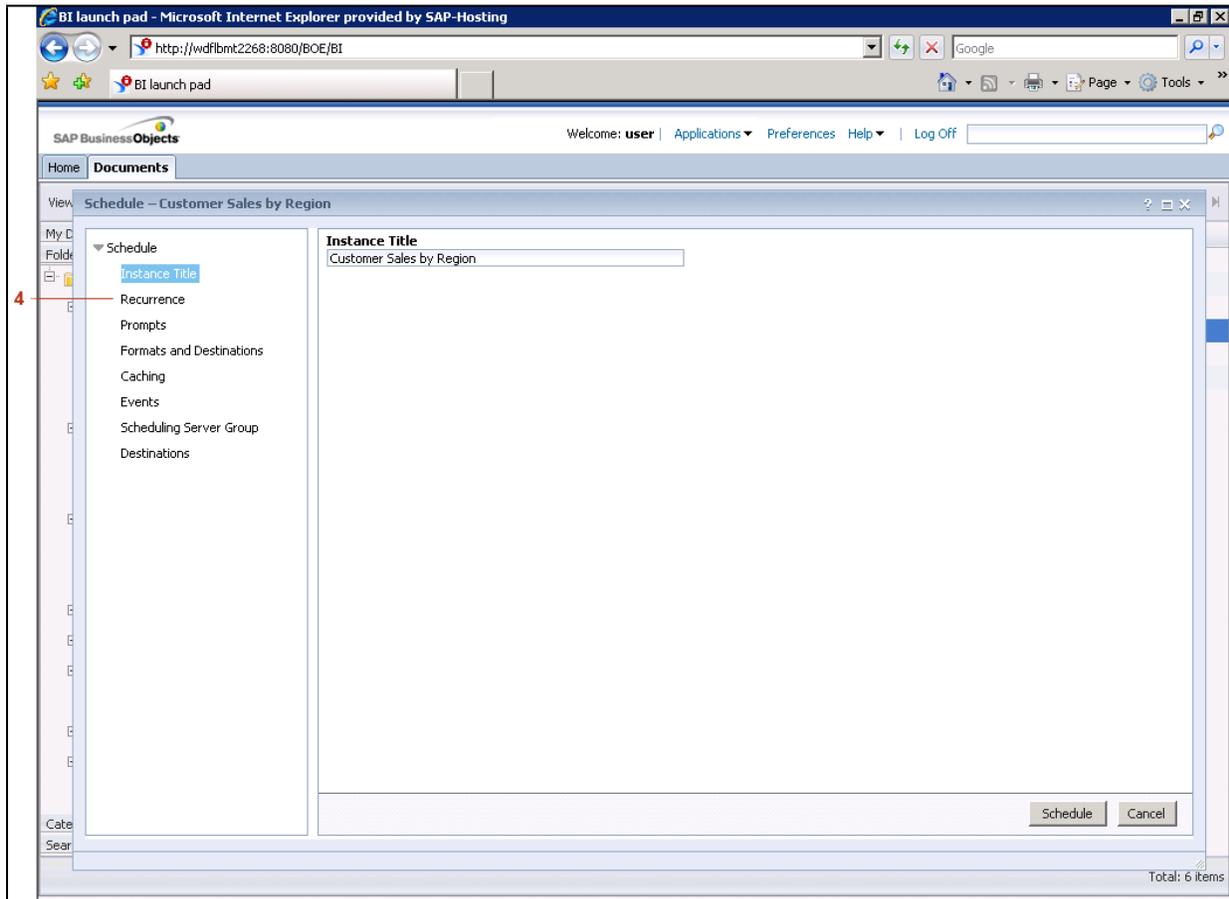
## View a Document in BI Launch Pad



3. Click **Schedule**.

# Schedule an Object

## View a Document in BI Launch Pad



### 4. Click **Recurrence**.

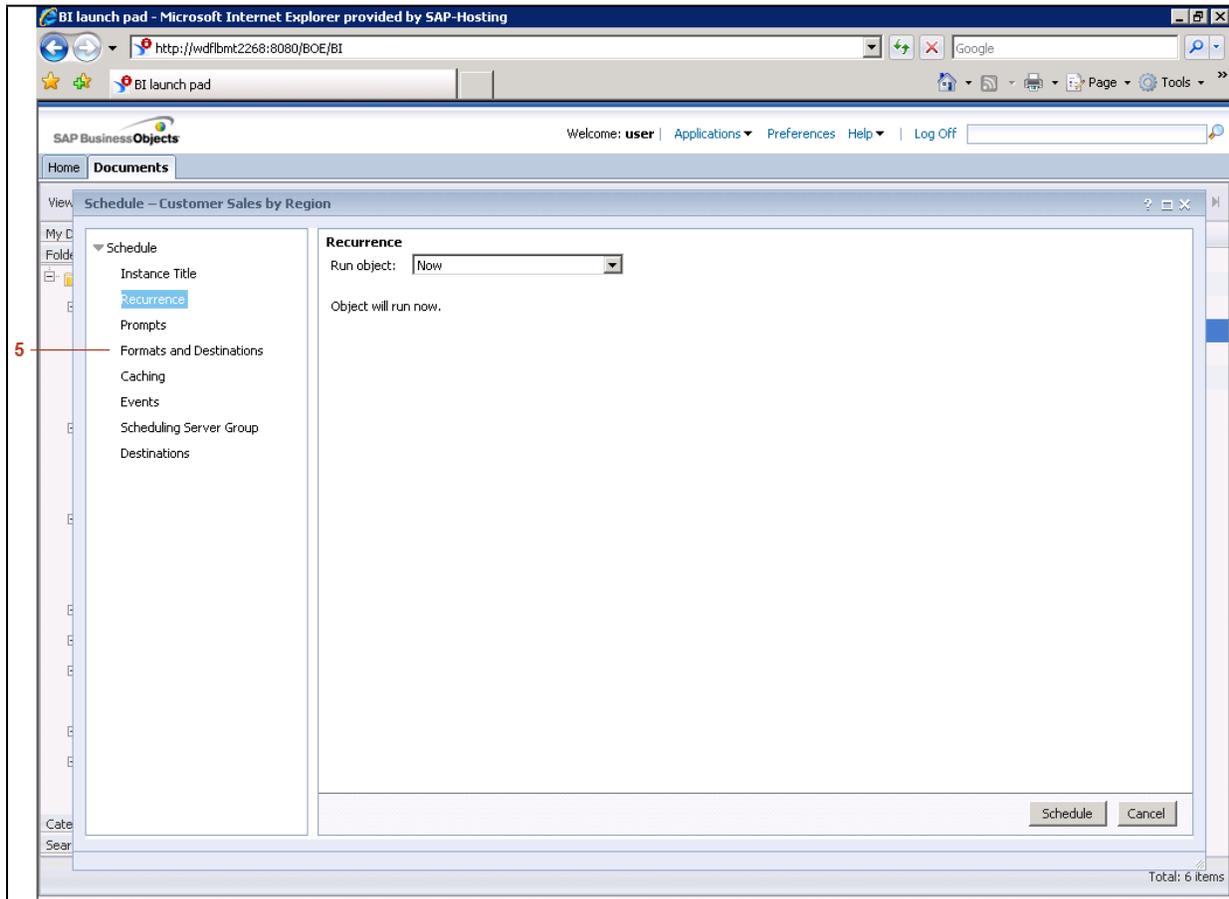


The Schedule dialog box displays. The links on the left of the screen allow you to view and modify different schedule settings.

Open the Recurrence page.

# Schedule an Object

## View a Document in BI Launch Pad



### 5. Click **Formats and Destinations**.

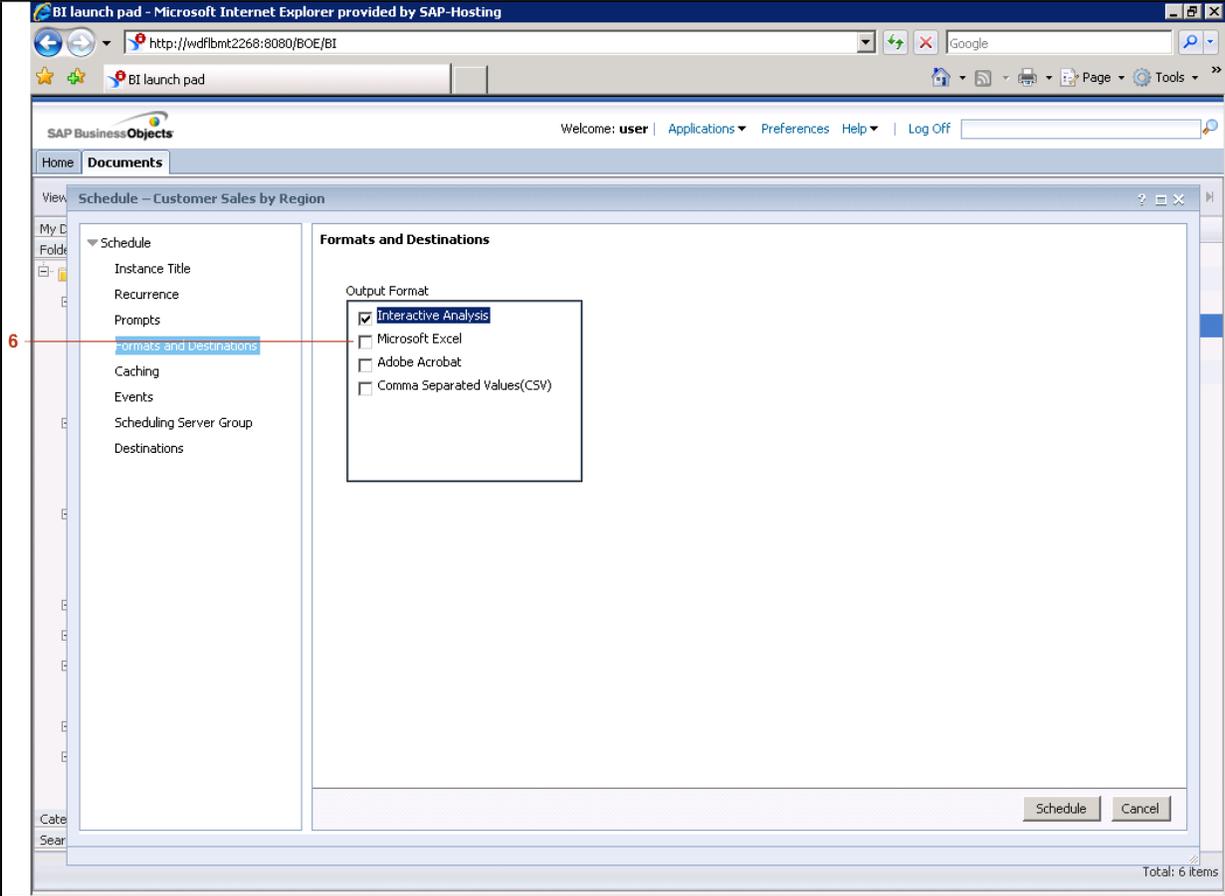


The Recurrence schedule is already selected as Now in the Run object field.

Open the Format and Destinations page.

# Schedule an Object

## View a Document in BI Launch Pad

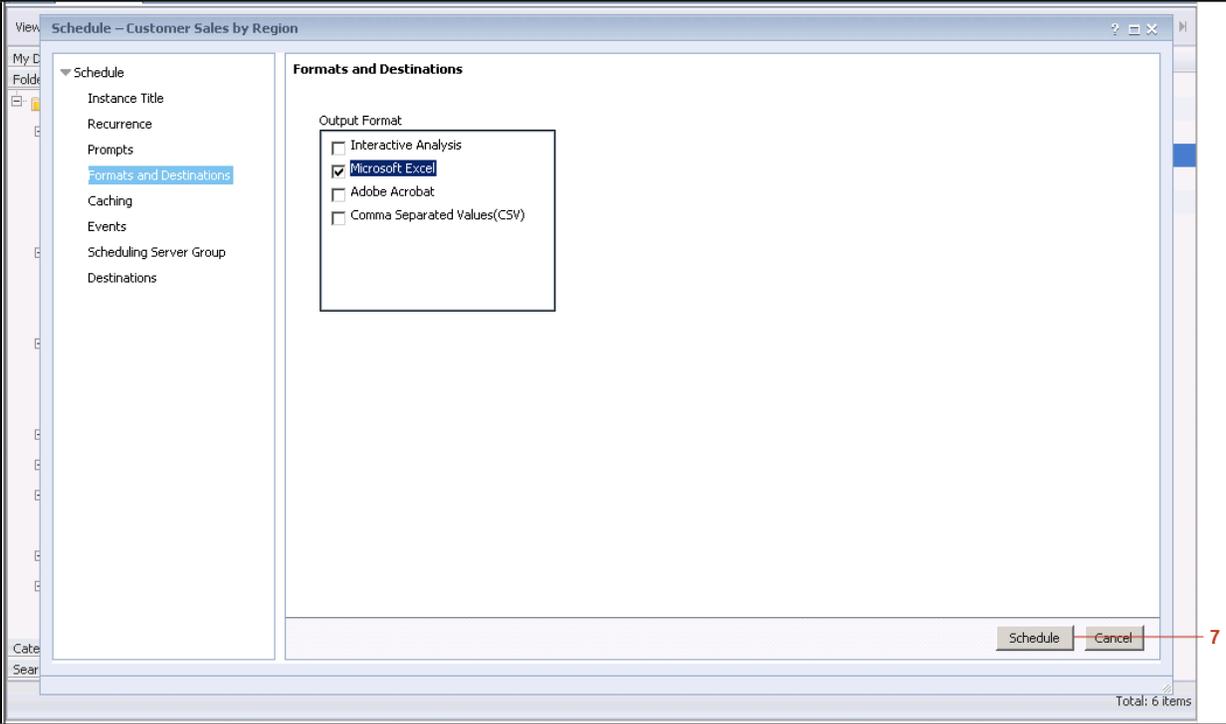


6. Select the **Microsoft Excel** check box.

 Select the output format for the scheduled document.

# Schedule an Object

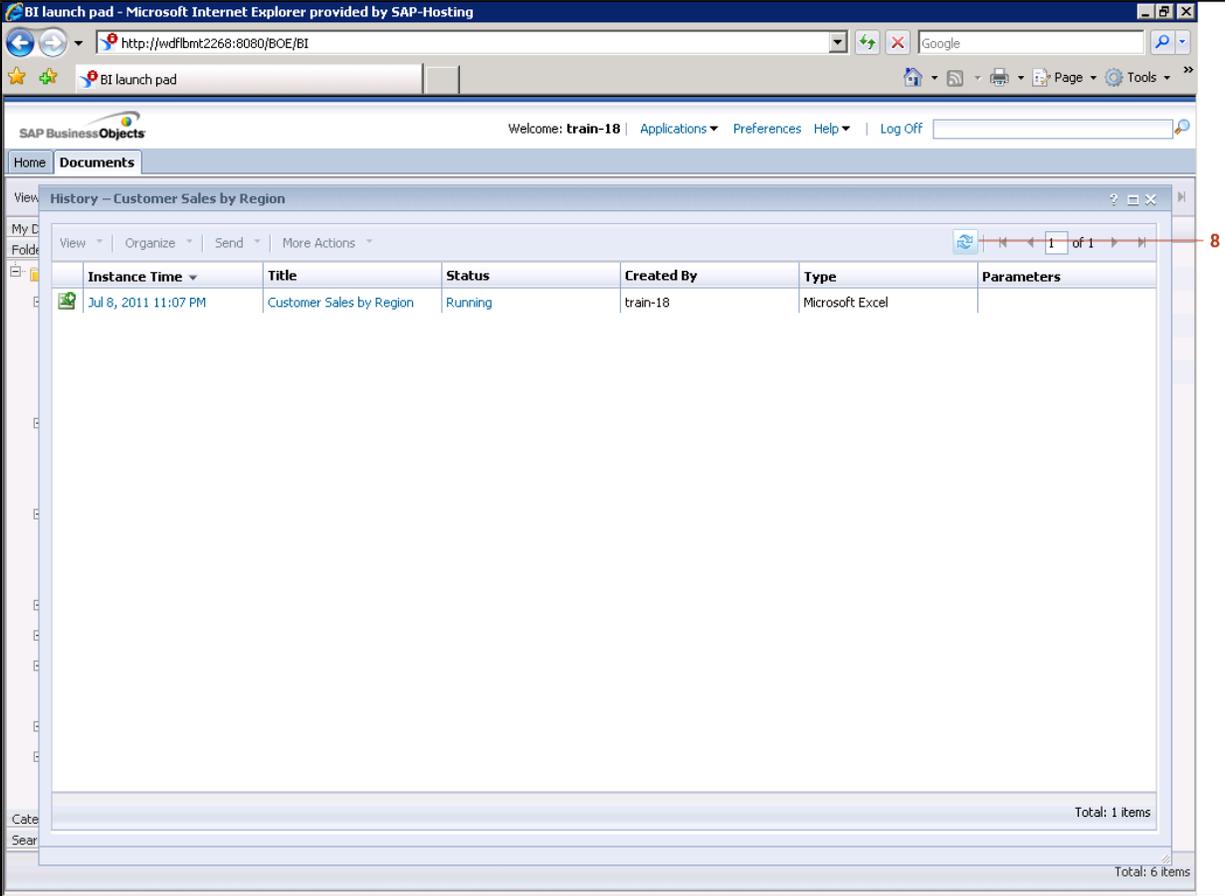
## View a Document in BI Launch Pad



7. Click **Schedule**.

# Schedule an Object

## View a Document in BI Launch Pad



8. Click **Refresh** .

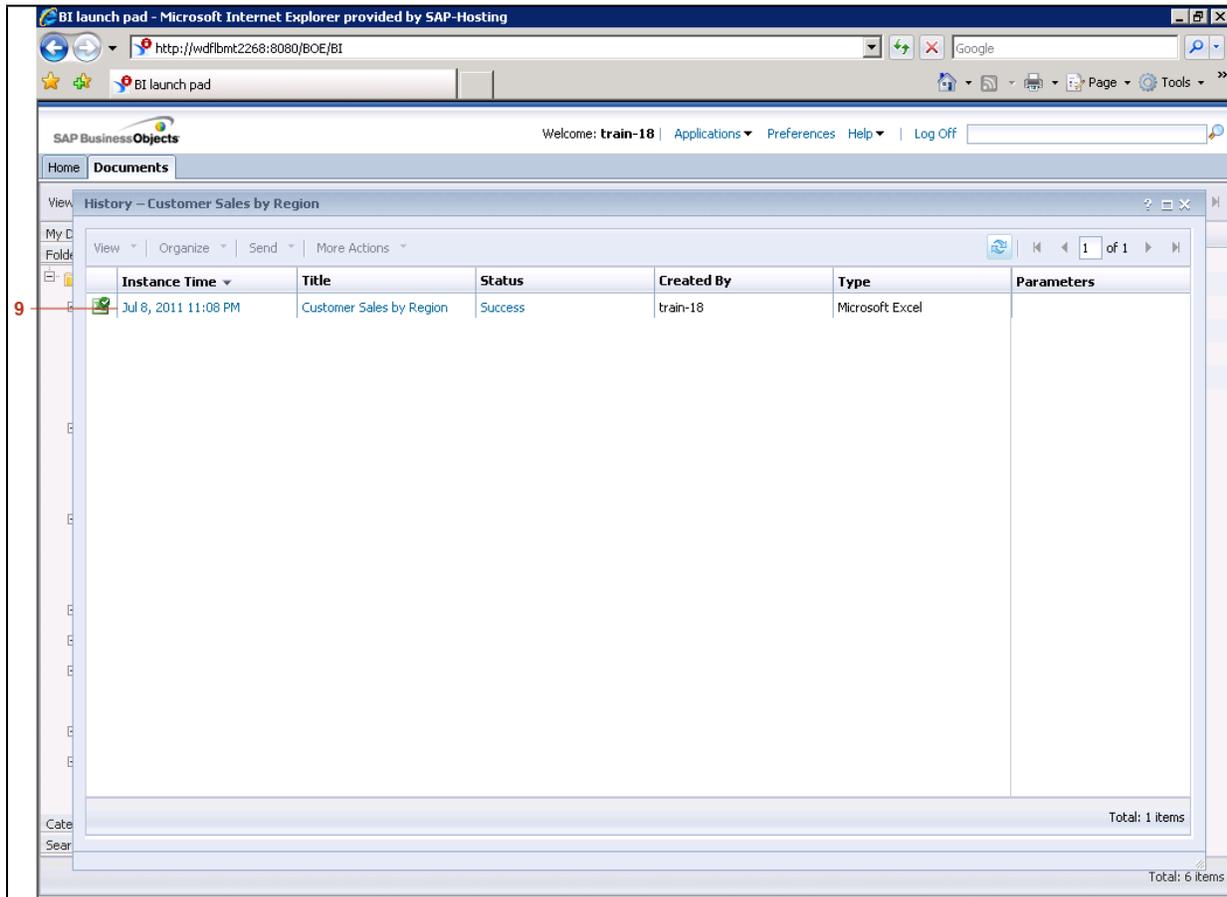


The History page for the document displays all scheduled report instances and their status. You can open and view document instances from this page.

Refresh the History view.

# Schedule an Object

## View a Document in BI Launch Pad



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". The user is logged in as "train-18". The main content area shows a "History - Customer Sales by Region" view. A table lists document instances with the following columns: Instance Time, Title, Status, Created By, Type, and Parameters. A red circle highlights the first row, which has the Instance Time "Jul 8, 2011 11:08 PM" and Status "Success".

Instance Time	Title	Status	Created By	Type	Parameters
Jul 8, 2011 11:08 PM	Customer Sales by Region	Success	train-18	Microsoft Excel	

### 9. Click the **July 8, 2011 11:08 PM**.

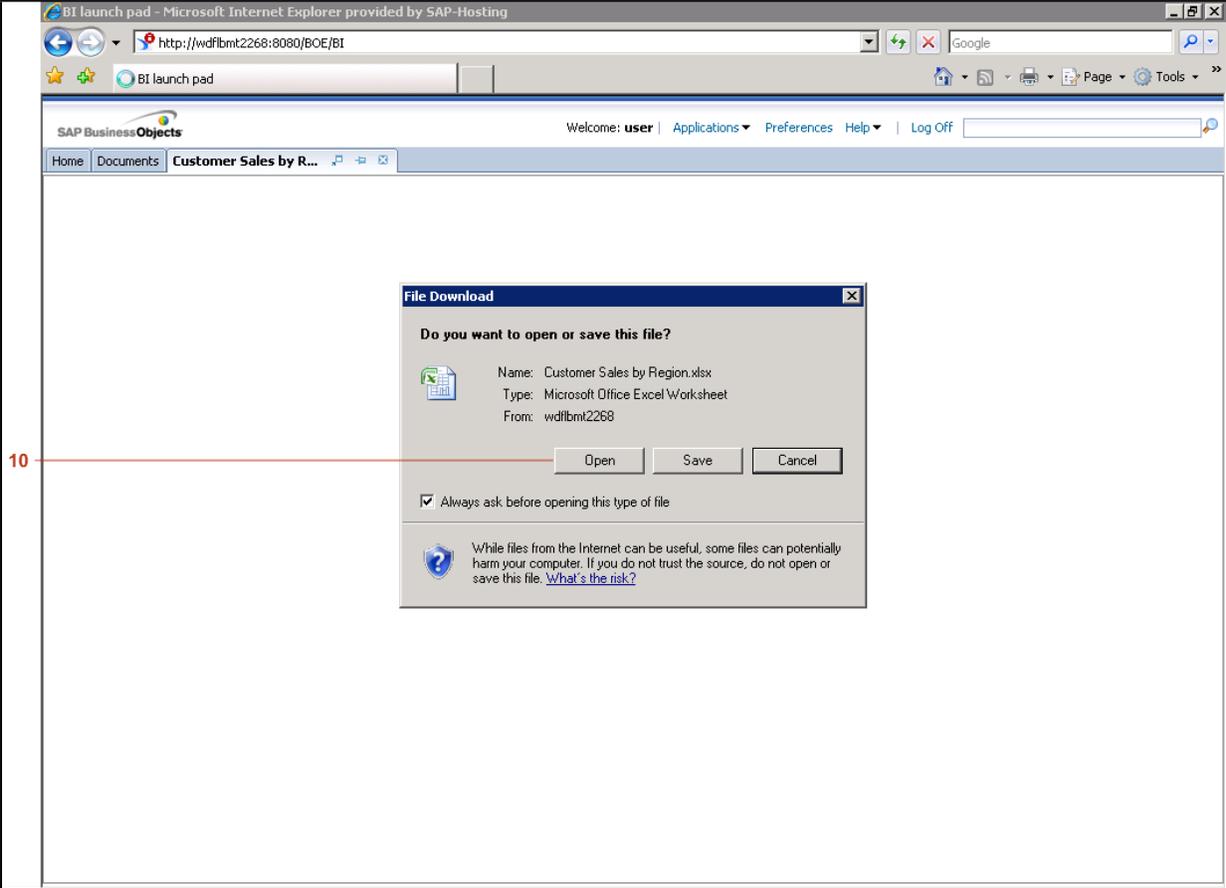


The document's status changes to Success indicating that it has been scheduled successfully.

Open a scheduled document instance by clicking its time link.

# Schedule an Object

## View a Document in BI Launch Pad



10. Click **Open**.

# Schedule an Object

## View a Document in BI Launch Pad

Customer ID	Fiscal year Date	Quantity Sold	Net Sales	Gross Sales
<b>Brasil: Customer Count: 148</b>				
<b>Electronics</b>				
<b>Allmugear</b>				
FY2010 - Q1				
39100	09/30/2010	64,000,000	64,000,000	0,27476100,000000
39100	09/30/2010	06,000,000	94,000,000	0,29991900,000000
39124	09/30/2010	56,000,000	14,000,000	0,21795400,000000
39148	09/30/2010	68,000,000	20,000,000	0,20736600,000000
FY2010 - Q2				
FY2010 - Q3				
FY2010 - Q4				
<b>Allmugear</b>				
FY2010 - Q1				
39092	09/30/2010	21,000,000	42,000,000	0,07056900,000000
39117	09/30/2010	93,000,000	60,000,000	0,17678100,000000
39140	09/30/2010	48,000,000	63,600,000	0,31541420,000000
39160	09/30/2010	89,000,000	34,000,000	0,20569700,000000
39447	09/30/2010	17,000,000	04,000,000	0,03594000,000000
FY2010 - Q2				
FY2010 - Q3				
FY2010 - Q4				
<b>Allmutek</b>				
FY2010 - Q1				
39163	09/30/2010	45,000,000	60,000,000	0,32562300,000000

11. Press any key or click anywhere to exit the simulation.



You have successfully scheduled a Web Intelligence document to run automatically at a specified time.

Press any key or click anywhere to exit the simulation.