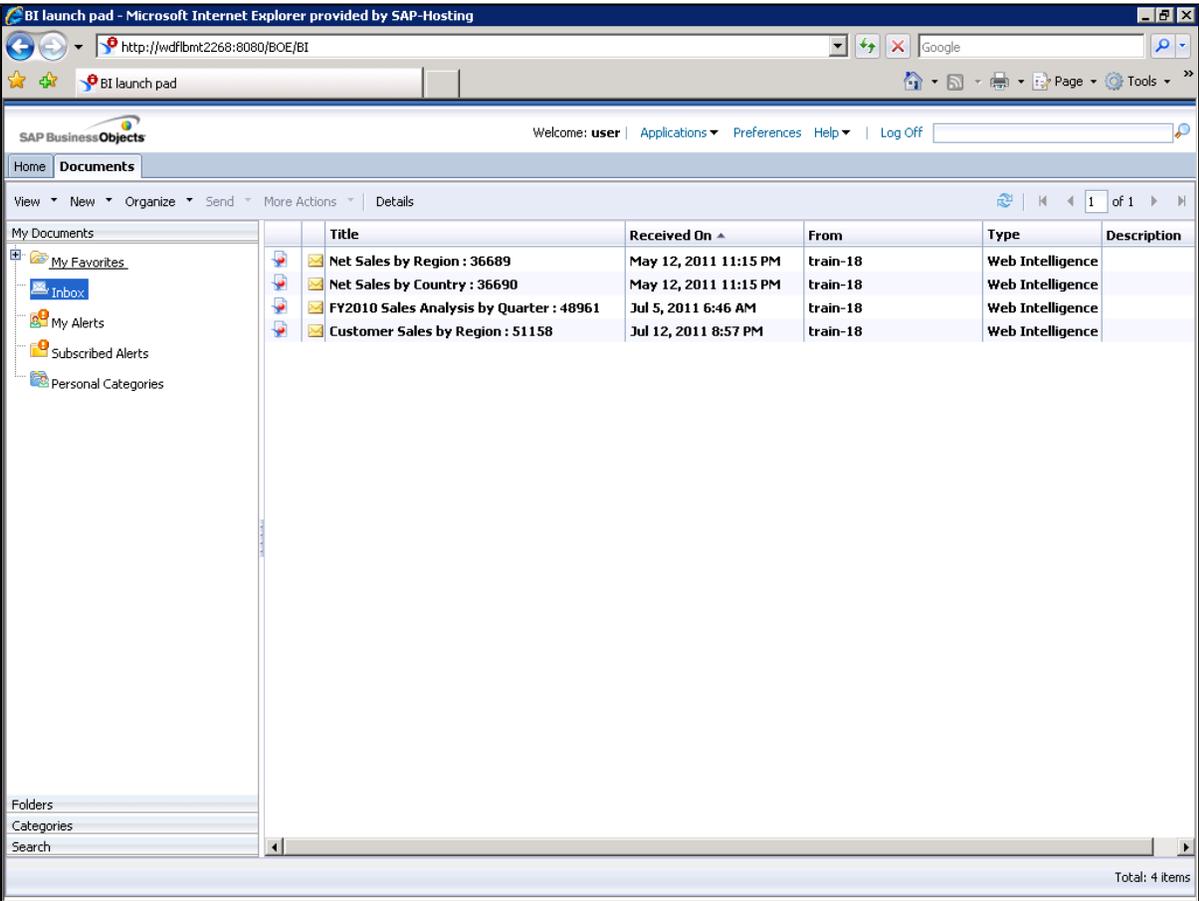


Procedure

Share Web Intelligence Documents



1. Press any key or click anywhere to continue.



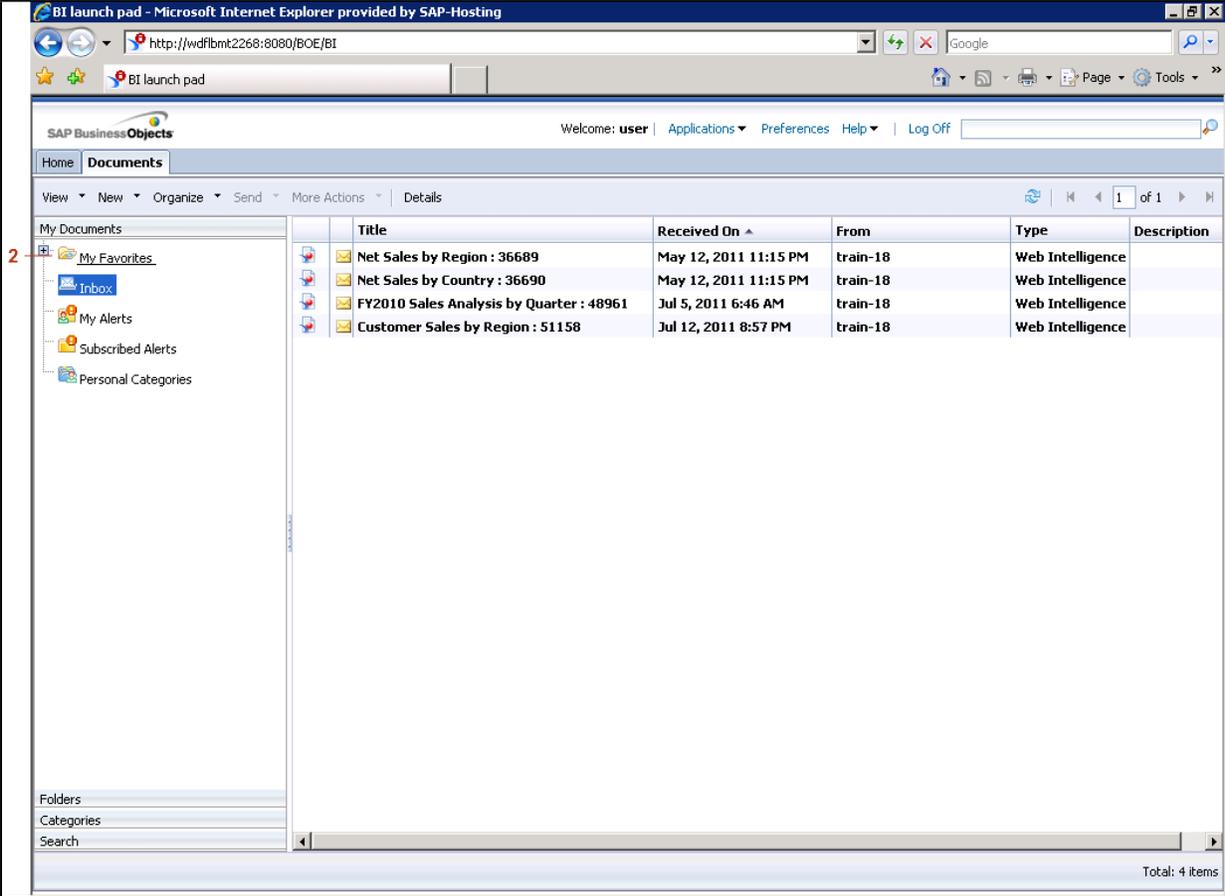
You can share a Web Intelligence document with both users and non-users of BI launch pad. Explore the various options to send a document.

First, send a document to a user's BI launch pad inbox. Next, send a document to a user via email and to a file location. Finally, export the document to Microsoft Excel to share it with a colleague who is not a user of BI launch pad.

Press any key or click anywhere to continue.

Share a Web Intelligence Document

Share Web Intelligence Documents



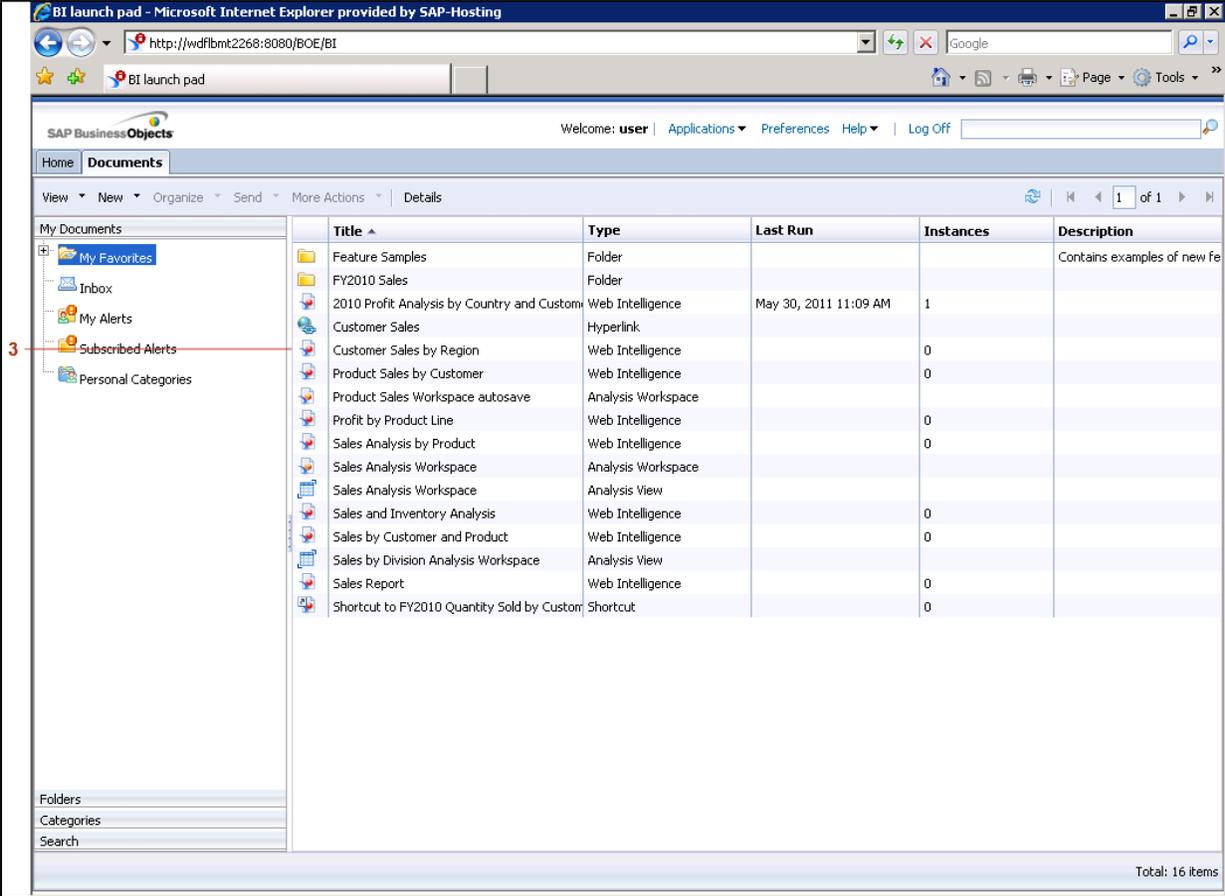
2. Click **My Favorites**.



Navigate in My Documents to locate the document that you would like to share.

Share a Web Intelligence Document

Share Web Intelligence Documents



3. Click **Customer Sales by Region**.

 Select the document that you want to send.

Share a Web Intelligence Document

Share Web Intelligence Documents

The screenshot shows the SAP BusinessObjects Web Intelligence interface. The top navigation bar includes 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. A red '4' is positioned to the left of the 'Send' menu. The main area displays a table of documents:

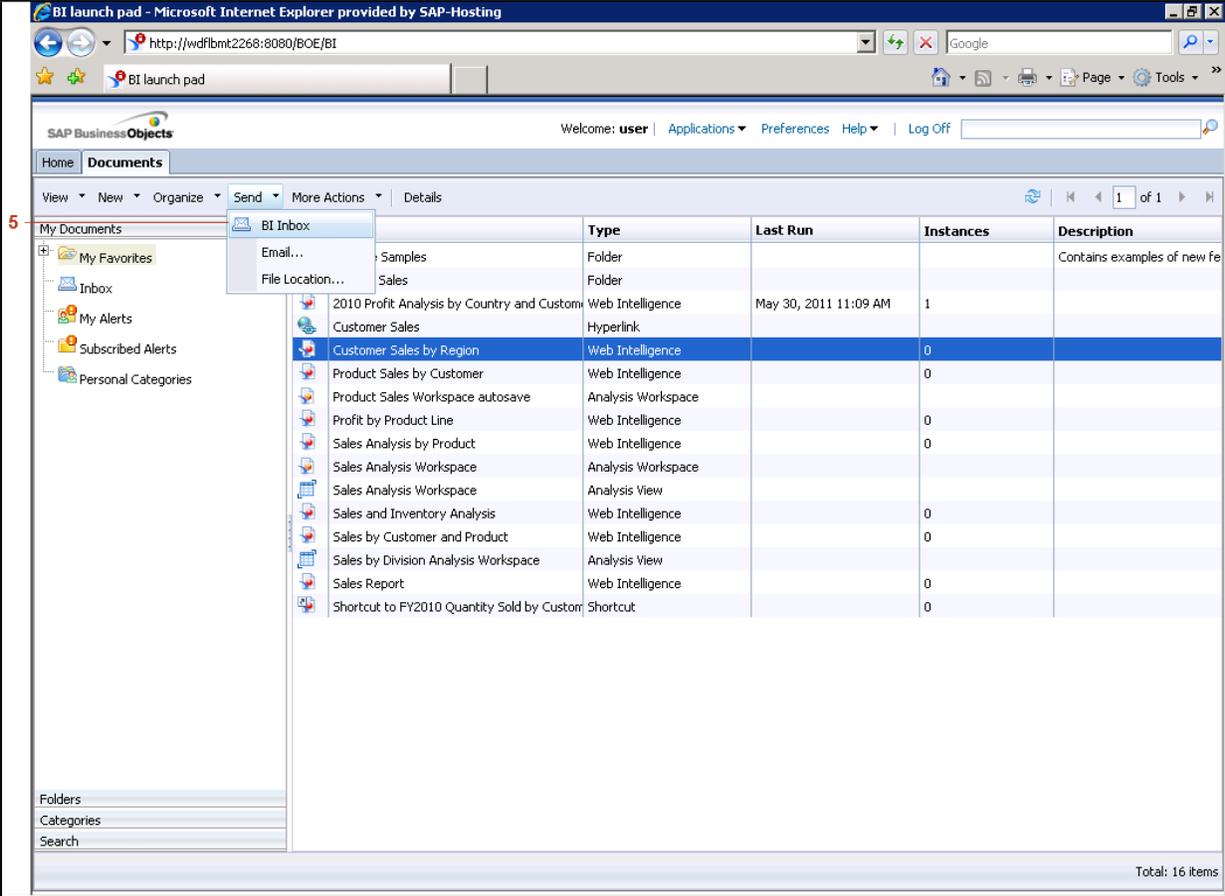
Title	Type	Last Run	Instances	Description
Feature Samples	Folder			
FY2010 Sales	Folder			
2010 Profit Analysis by Country and Custom	Web Intelligence	May 30, 2011 11:09 AM	1	
Customer Sales	Hyperlink			
Customer Sales by Region	Web Intelligence		0	
Product Sales by Customer	Web Intelligence		0	
Product Sales Workspace autosave	Analysis Workspace			
Profit by Product Line	Web Intelligence		0	
Sales Analysis by Product	Web Intelligence		0	
Sales Analysis Workspace	Analysis Workspace			
Sales Analysis Workspace	Analysis View			
Sales and Inventory Analysis	Web Intelligence		0	
Sales by Customer and Product	Web Intelligence		0	
Sales by Division Analysis Workspace	Analysis View			
Sales Report	Web Intelligence		0	
Shortcut to FY2010 Quantity Sold by Custom	Shortcut		0	

4. Click **Send**.

 Display the available sharing options in the Send drop-down menu.

Share a Web Intelligence Document

Share Web Intelligence Documents



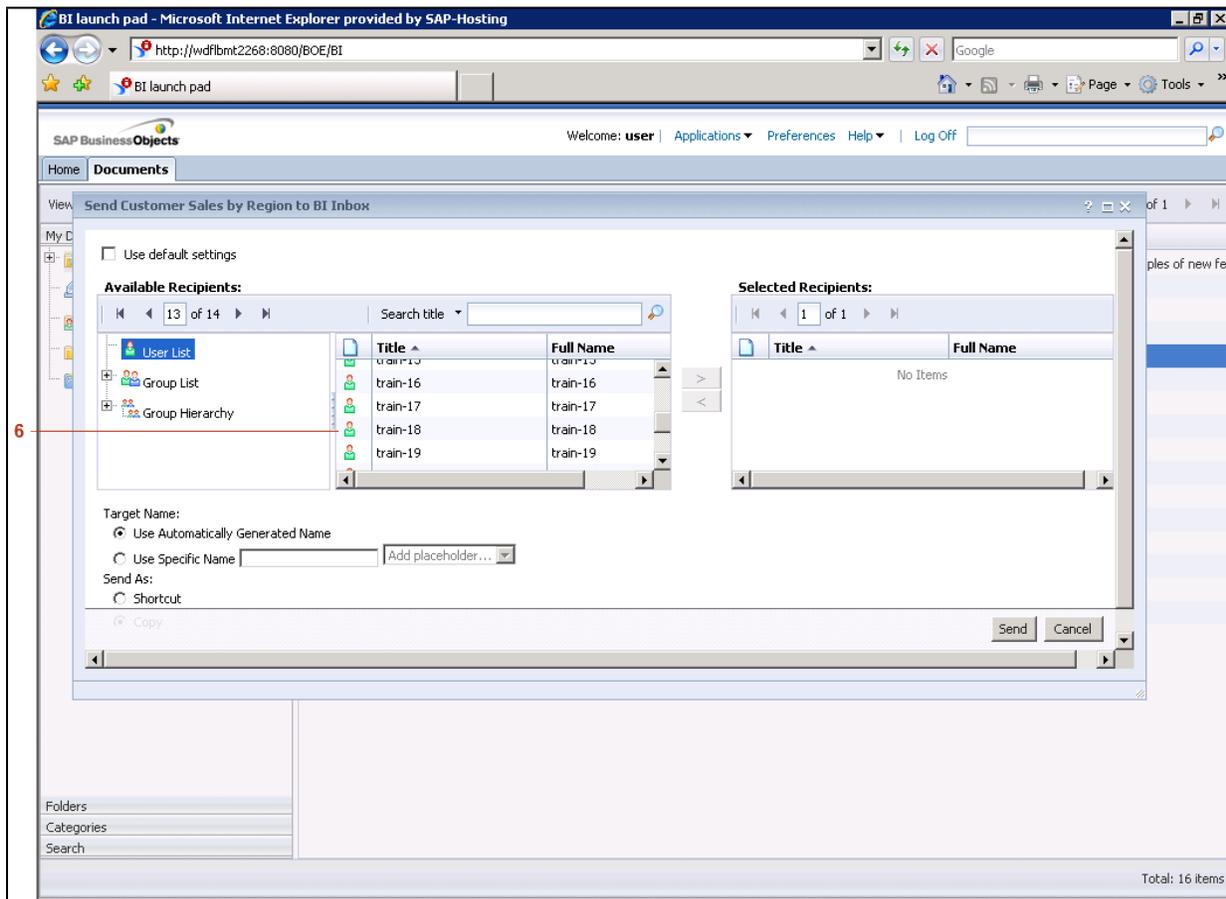
5. Click **BI Inbox**.



You will send the document to another BI launch pad user's inbox.

Share a Web Intelligence Document

Share Web Intelligence Documents



6. Click **train-18**.

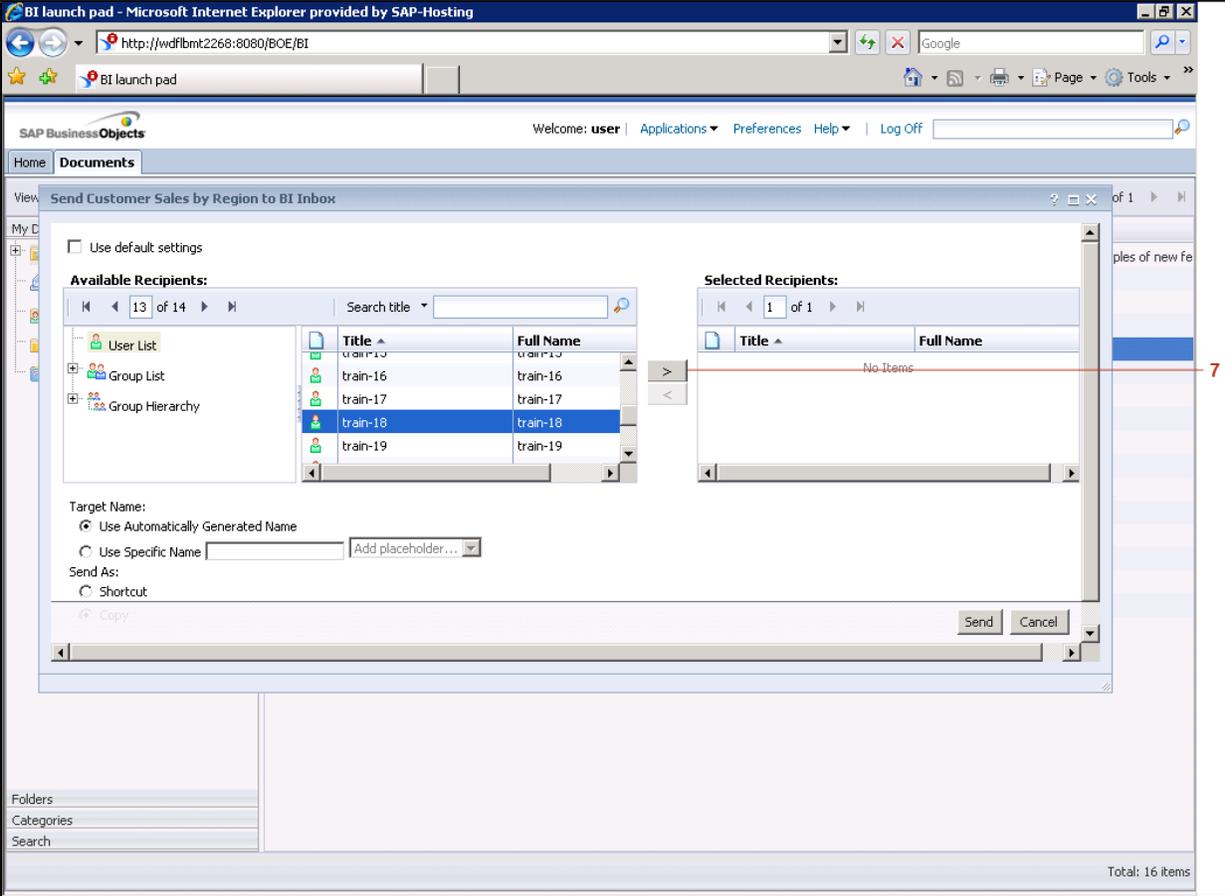


The Available Recipients list displays from which you can select users or groups of users. Select the User ID of the person you want to send the document to and move it to the Selected Recipients area. You can select multiple users as recipients.

Here, you will send the document to train-18.

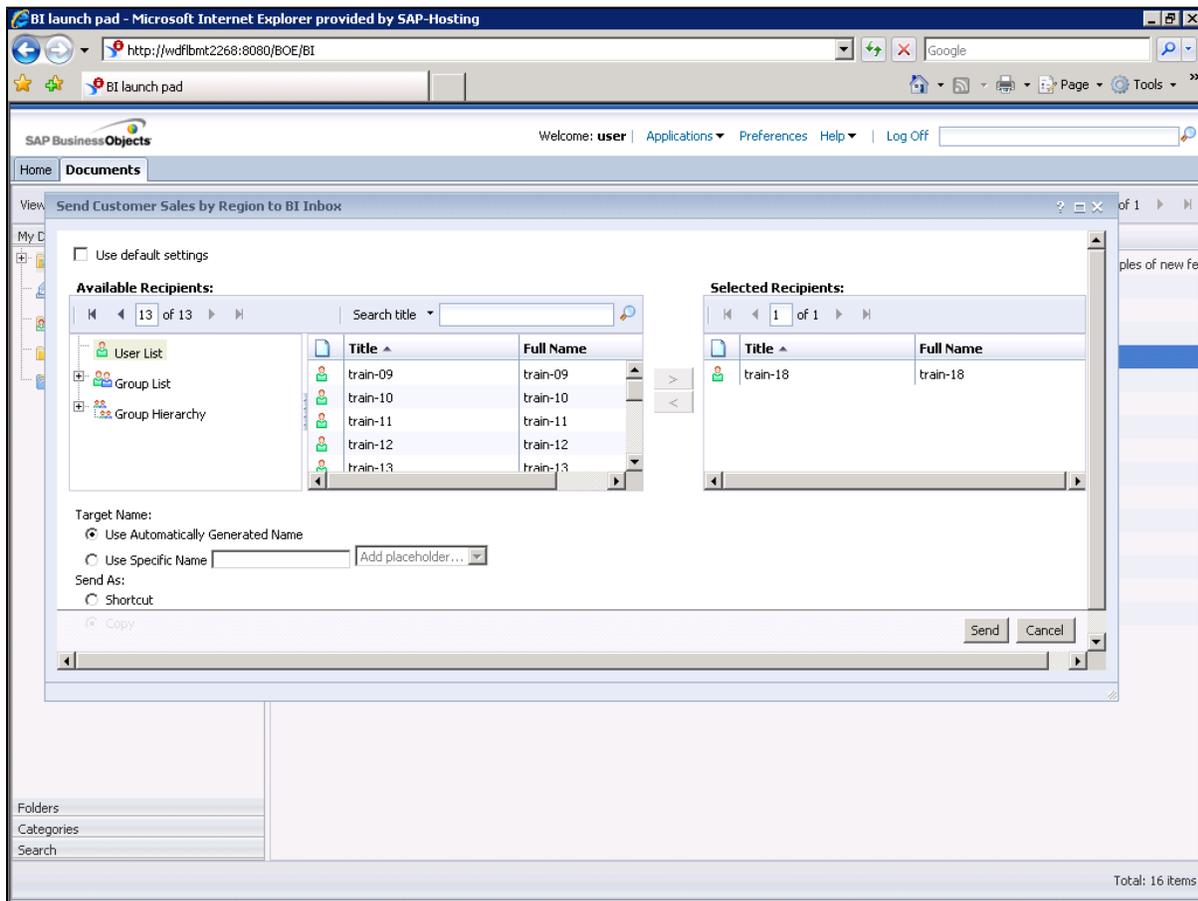
Share a Web Intelligence Document

Share Web Intelligence Documents



7. Click **Add to Selection** .

Share Web Intelligence Documents



8. Press any key or click anywhere to continue.



Under Target Name, leave the Use Automatically Generated Name option selected to send the document without changing its file name.

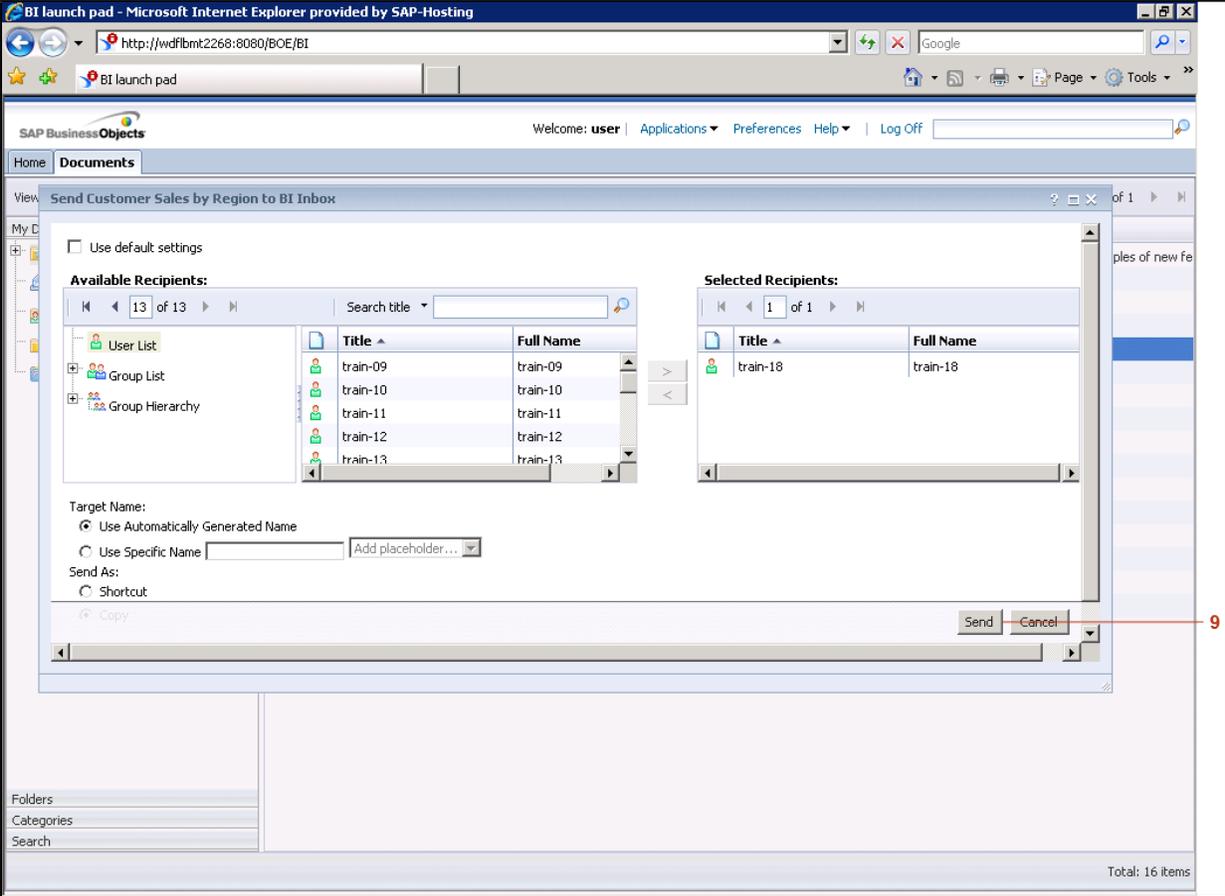
If you want to specify a new filename, select the Use Specific Name option and type a new name in the Specific name field. Note that if you create a new target name for the document, you must also add the File Extension placeholder at the end, otherwise the file name will have no extension and will not be sent properly.

The document by default will be sent as a copy, however you can also send the document as a shortcut.

Press any key or click anywhere to continue.

Share a Web Intelligence Document

Share Web Intelligence Documents



9. Click **Send**.

 Send the document to the selected user's BI launch pad inbox.

Share a Web Intelligence Document

Share Web Intelligence Documents

The screenshot shows the SAP BusinessObjects Web Intelligence interface. The browser title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows "http://wdfibnt2268:8080/BOE/BI". The page title is "SAP BusinessObjects" and the user is logged in as "user". The "Documents" view is active, showing a list of documents with columns: Title, Type, Last Run, Instances, and Description. The "Inbox" folder is highlighted in the left sidebar with a red "10" next to it.

Title	Type	Last Run	Instances	Description
Feature Samples	Folder			Contains examples of new fe
FY2010 Sales	Folder			
2010 Profit Analysis by Country and Custom	Web Intelligence	May 30, 2011 11:09 AM	1	
Customer Sales	Hyperlink			
Customer Sales by Region	Web Intelligence		0	
Product Sales by Customer	Web Intelligence		0	
Product Sales Workspace autosave	Analysis Workspace			
Profit by Product Line	Web Intelligence		0	
Sales Analysis by Product	Web Intelligence		0	
Sales Analysis Workspace	Analysis Workspace			
Sales Analysis Workspace	Analysis View			
Sales and Inventory Analysis	Web Intelligence		0	
Sales by Customer and Product	Web Intelligence		0	
Sales by Division Analysis Workspace	Analysis View			
Sales Report	Web Intelligence		0	
Shortcut to FY2010 Quantity Sold by Custom	Shortcut		0	

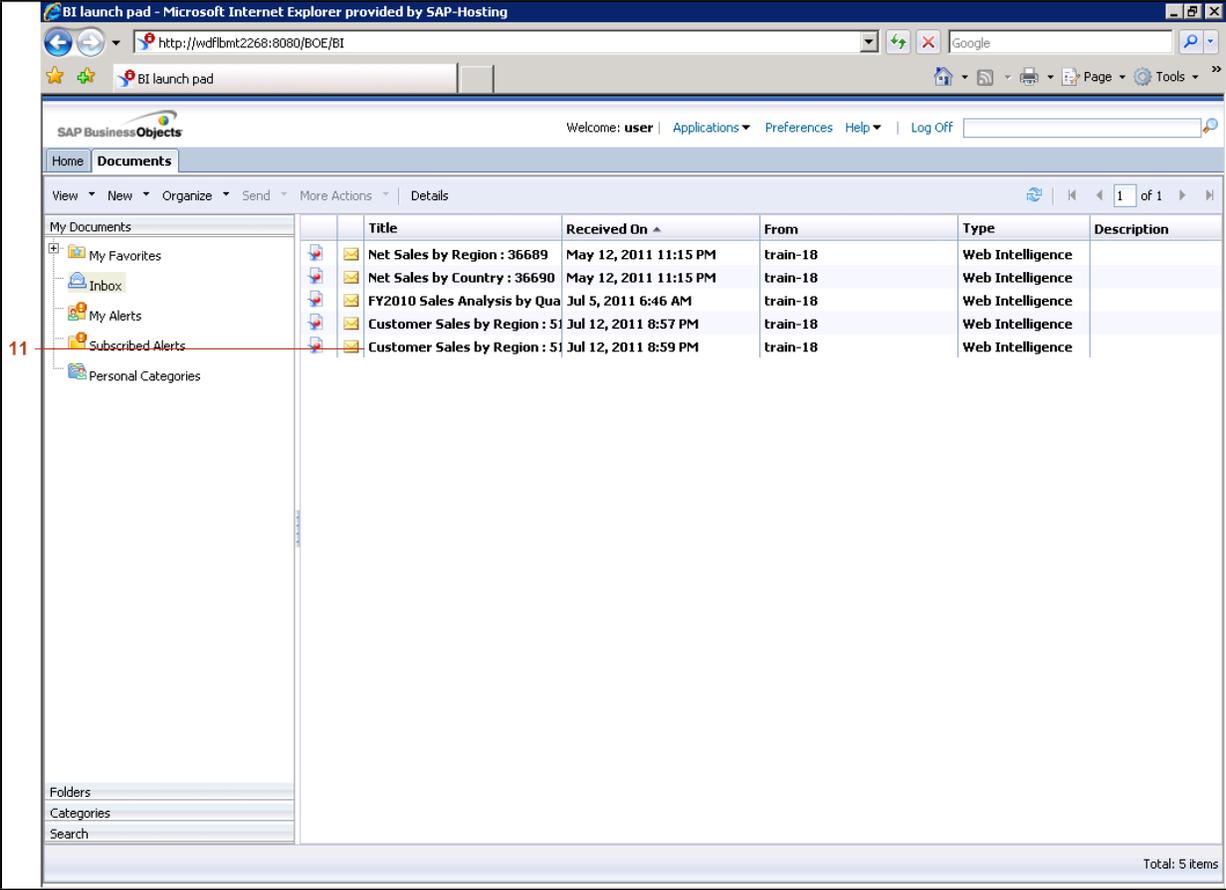
10. Click **Inbox**.



Open the Inbox folder to check whether the document has been sent successfully.

Share a Web Intelligence Document

Share Web Intelligence Documents



11. Click **Customer Sales by Region**.



The document appears in the Inbox list.

Now, send the document to a colleague via email.

Share a Web Intelligence Document

Share Web Intelligence Documents

The screenshot shows the SAP BusinessObjects Web Intelligence interface. The browser address bar shows the URL: http://wdfibmt2268:8080/BOE/BI. The interface includes a navigation pane on the left with 'My Documents' expanded, showing folders like 'My Favorites', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. The main area displays a table of documents:

Title	Received On	From	Type	Description
Net Sales by Region : 36689	May 12, 2011 11:15 PM	train-18	Web Intelligence	
Net Sales by Country : 36690	May 12, 2011 11:15 PM	train-18	Web Intelligence	
FY2010 Sales Analysis by Qua	Jul 5, 2011 6:46 AM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:57 PM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:59 PM	train-18	Web Intelligence	

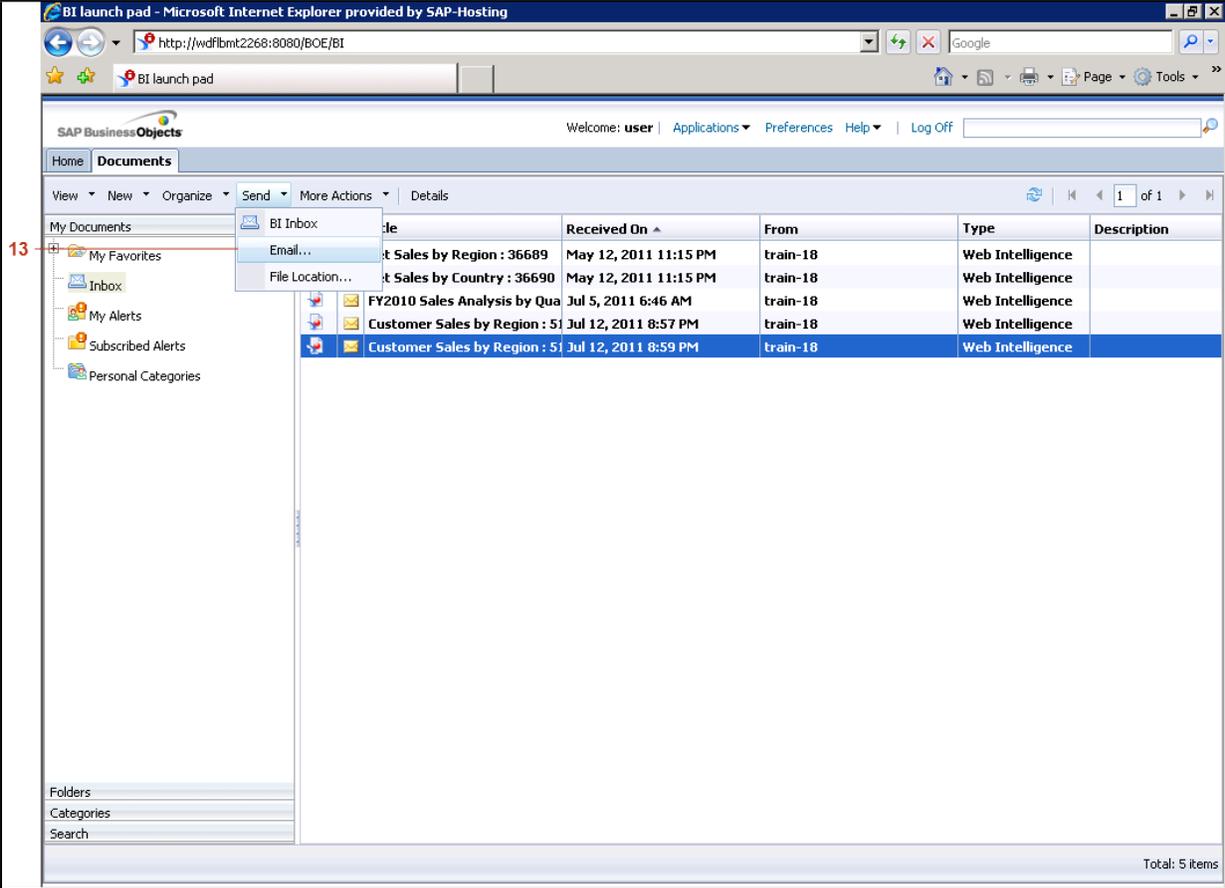
The 'Send' menu item in the top navigation bar is highlighted with a red '12'. The bottom right corner of the interface shows 'Total: 5 items'.

12. Click **Send**.

 Open the Send drop-down menu to select the Email option.

Share a Web Intelligence Document

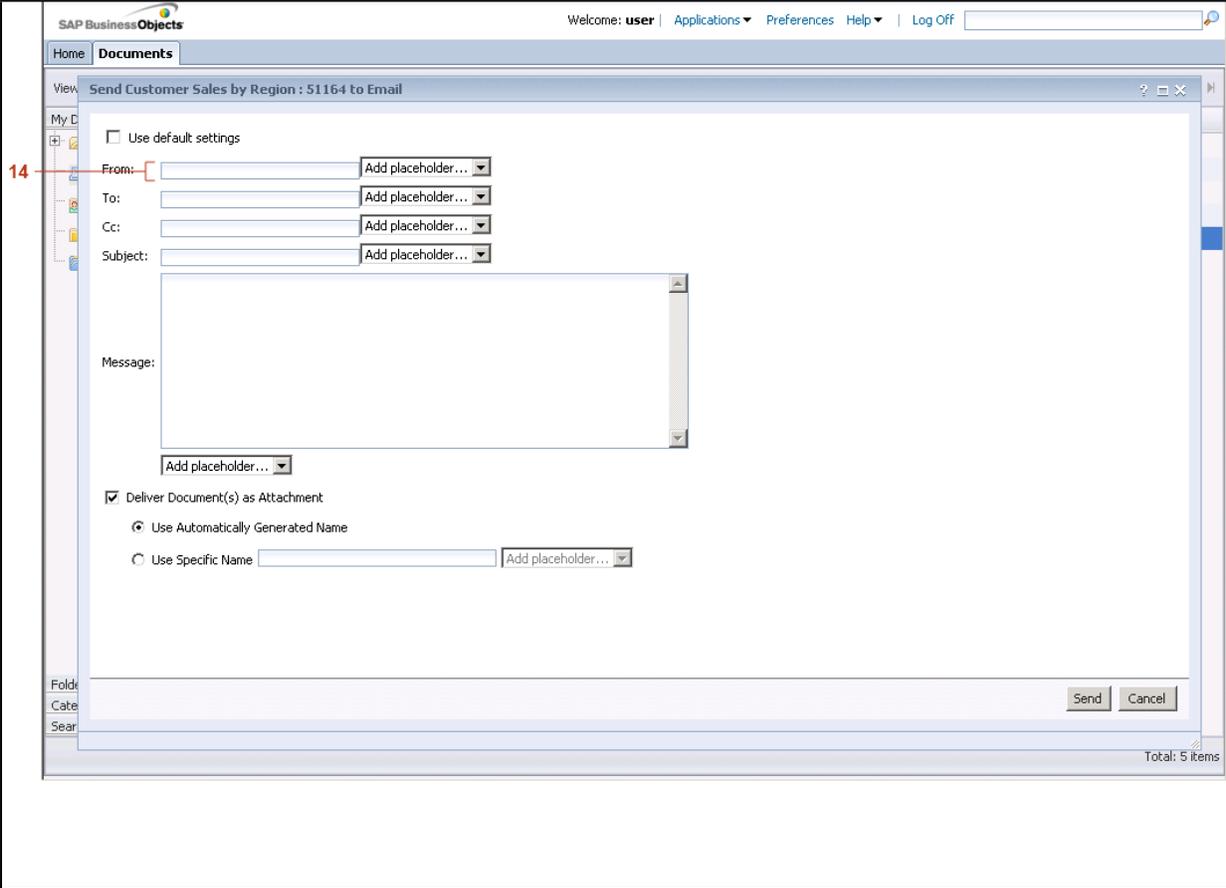
Share Web Intelligence Documents



13. Click **Email**.

Share a Web Intelligence Document

Share Web Intelligence Documents



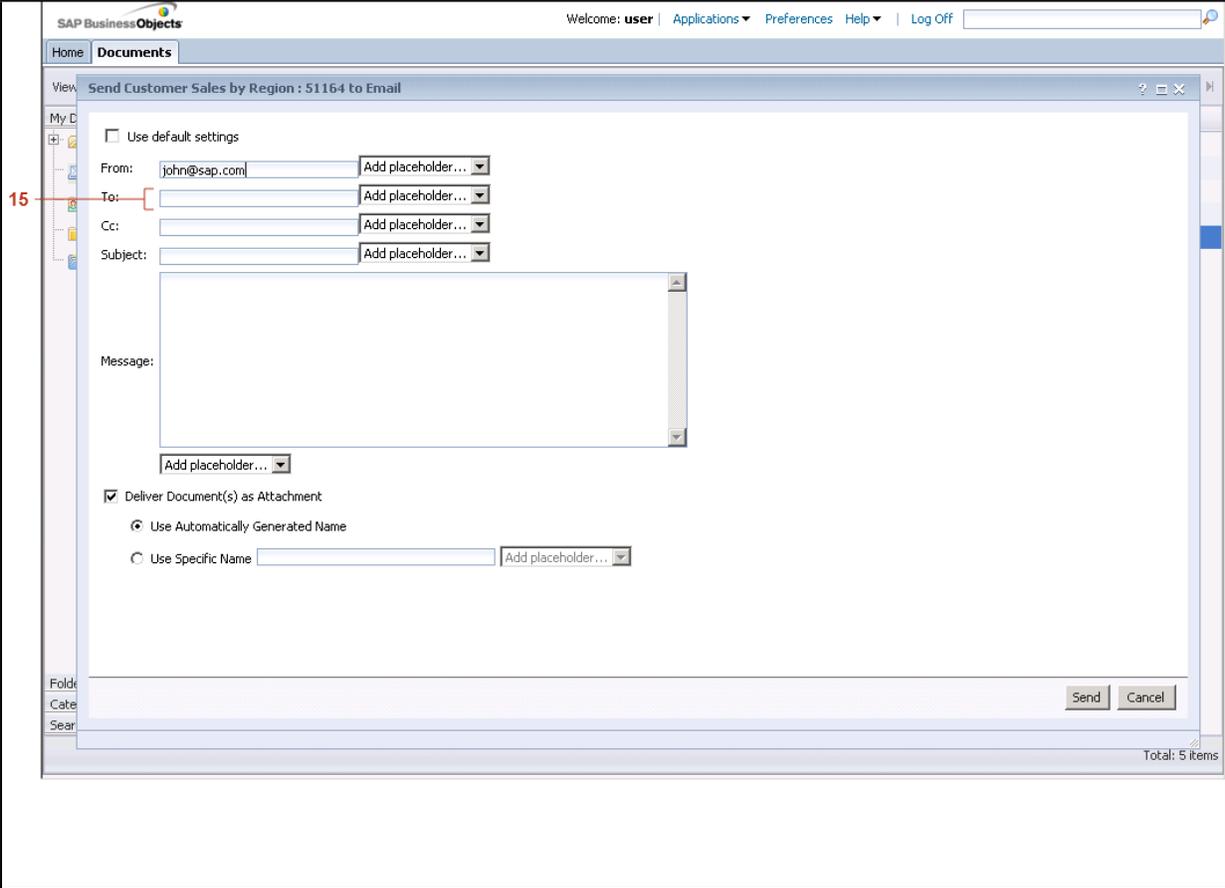
14. As required, complete/review the following fields:

Field	Description
From:	Example: john@sap.com

 Enter your email address in the From field.

Share a Web Intelligence Document

Share Web Intelligence Documents



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

Field	Description
To:	Example: Mary@sap.com

 Enter the recipient's email address in the To field.

Share a Web Intelligence Document

Share Web Intelligence Documents

SAP BusinessObjects

Welcome: user | Applications | Preferences Help | Log Off

Home Documents

View Send Customer Sales by Region : 51164 to Email

Use default settings

From: john@sap.com Add placeholder...

To: Mary@sap.com Add placeholder...

Cc: Add placeholder...

Subject: Add placeholder...

Message:

Add placeholder...

Deliver Document(s) as Attachment

Use Automatically Generated Name

16 Use Specific Name Add placeholder...

Send Cancel

Total: 5 items

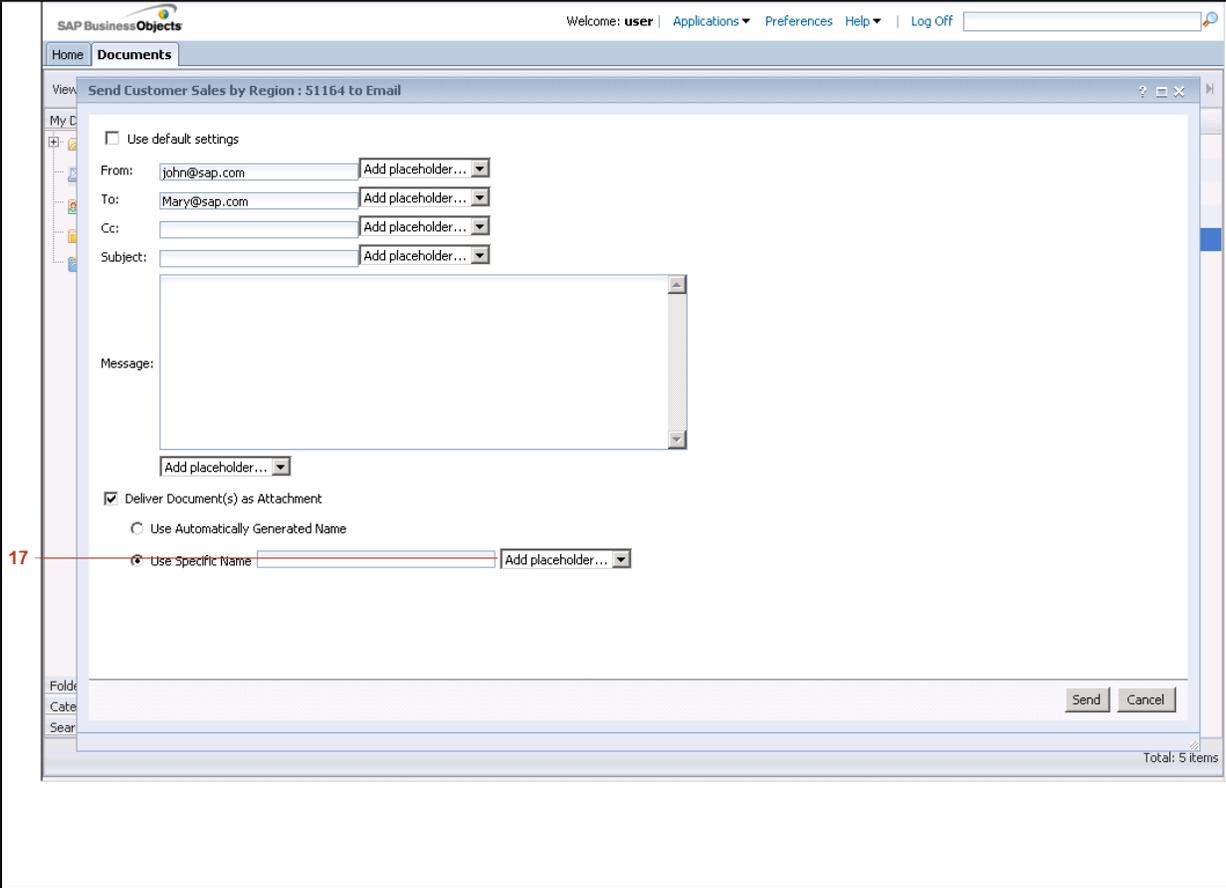
16. Click **Use Specific Name**.



Select the Use Specific Name option and add the file extension placeholder.

Share a Web Intelligence Document

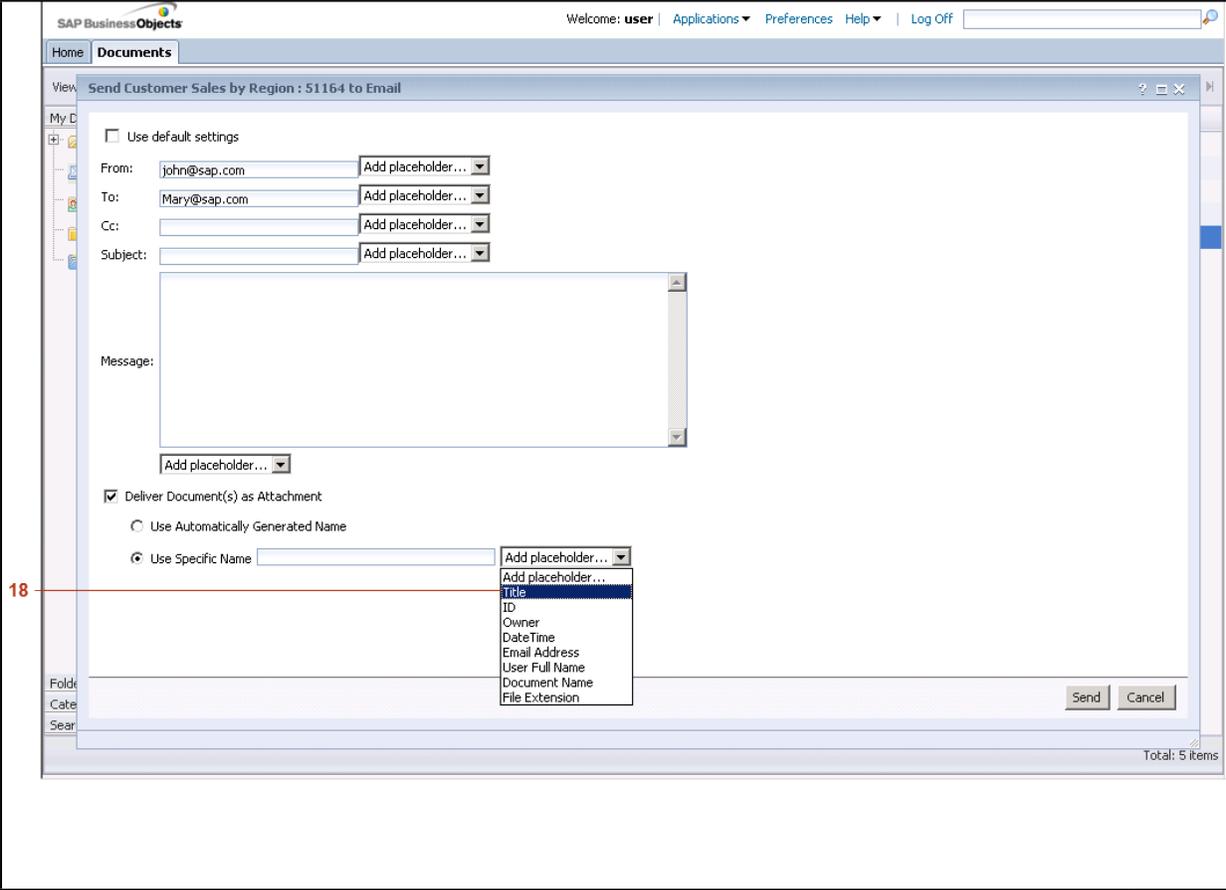
Share Web Intelligence Documents



17. Click the **Use Specific Name** list.

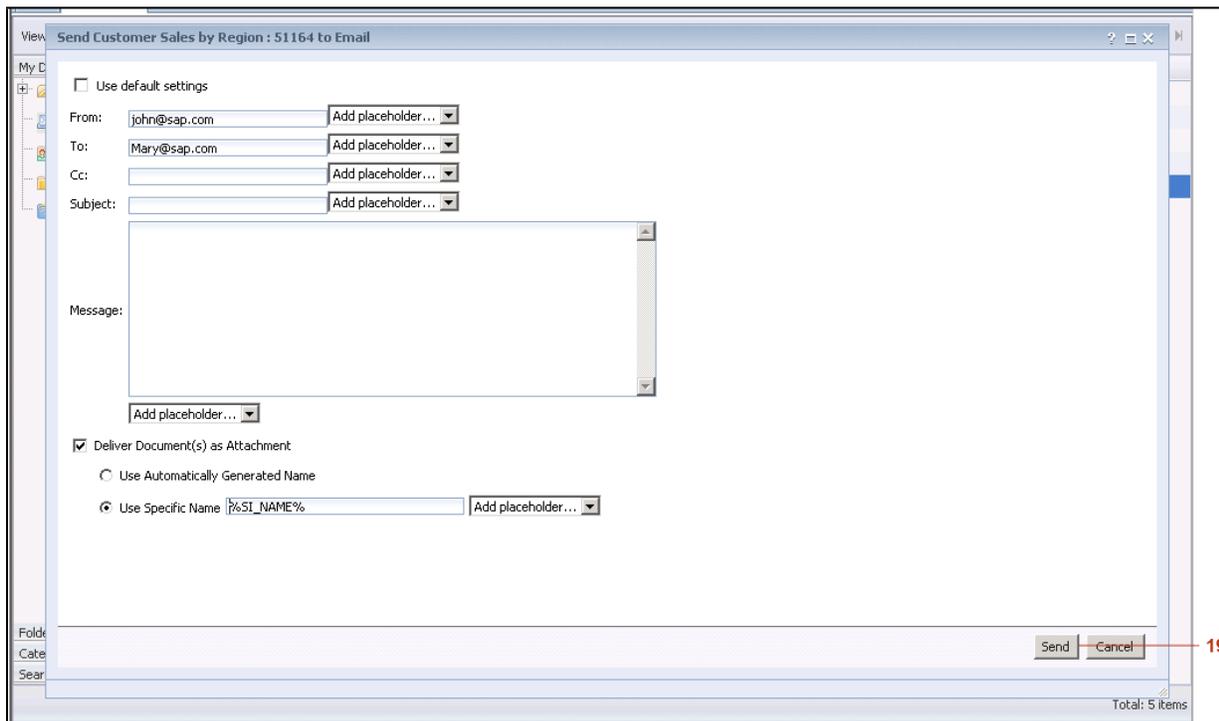
Share a Web Intelligence Document

Share Web Intelligence Documents



18. Click **Title**.

Share Web Intelligence Documents



19. Click **Send**.



The Deliver Document Attachment option is selected by default. Clear the option if you don't want to send an attachment. If you send a Web Intelligence document as an attachment, then the user will need the Web Intelligence Desktop Client installed to open the document, and the document must be saved with the appropriate options to allow the user to open it outside of the BI Platform environment.

You can also add a message in the Message field before sending the document.

Share a Web Intelligence Document

Share Web Intelligence Documents

The screenshot shows the SAP BusinessObjects Web Intelligence interface in a browser window. The browser title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows "http://wdfibmt2268:8080/BOE/BI". The page header includes "SAP BusinessObjects" and "Welcome: user | Applications | Preferences | Help | Log Off". The main content area displays a list of documents under the "Documents" tab. The list has columns for Title, Received On, From, Type, and Description. The "Send" menu is open, and the "File Location" option is highlighted. The document list includes:

Title	Received On	From	Type	Description
Net Sales by Region : 36689	May 12, 2011 11:15 PM	train-18	Web Intelligence	
Net Sales by Country : 36690	May 12, 2011 11:15 PM	train-18	Web Intelligence	
FY2010 Sales Analysis by Qua	Jul 5, 2011 6:46 AM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:57 PM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:59 PM	train-18	Web Intelligence	

Total: 5 items

20. Click **Send**.

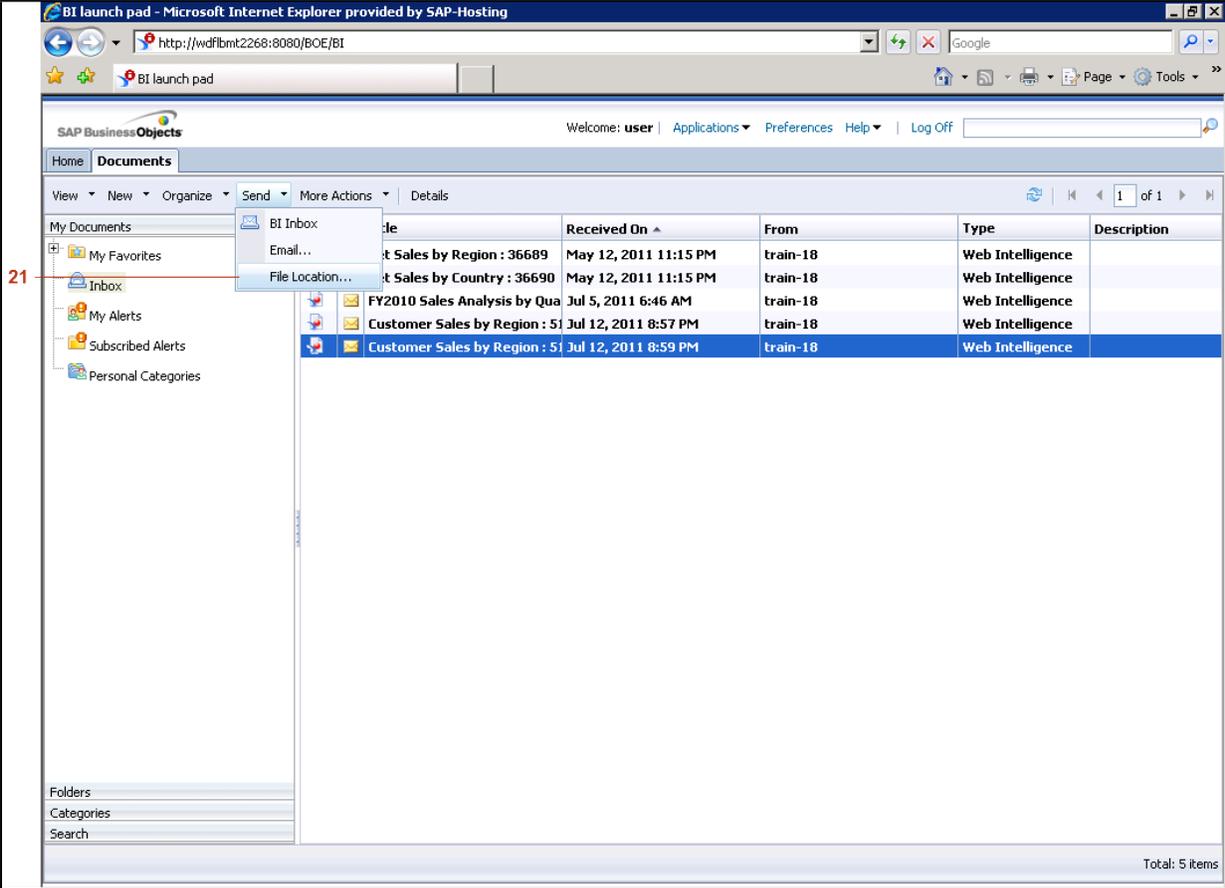


Now send the document to a file location.

Open the Send drop-down menu to select the File Location option.

Share a Web Intelligence Document

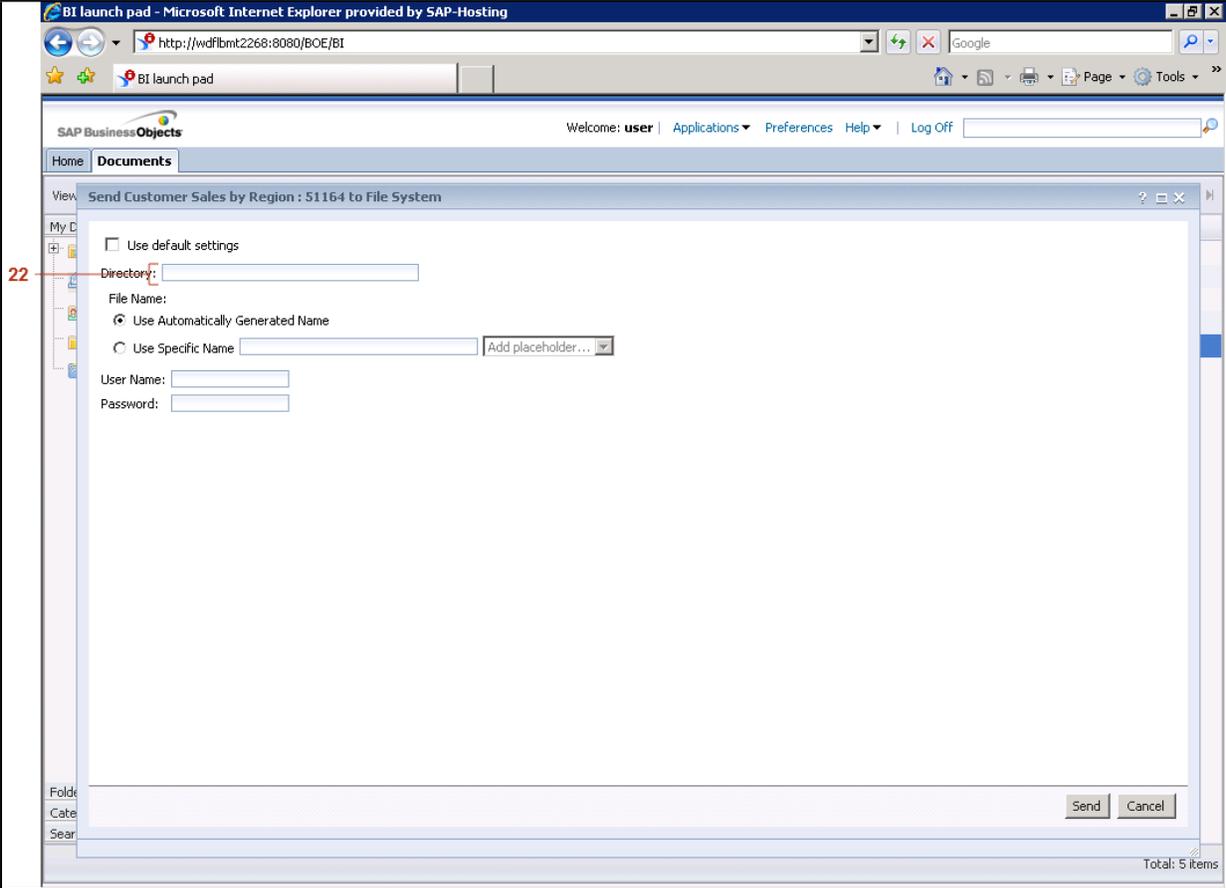
Share Web Intelligence Documents



21. Click **File Location**.

Share a Web Intelligence Document

Share Web Intelligence Documents



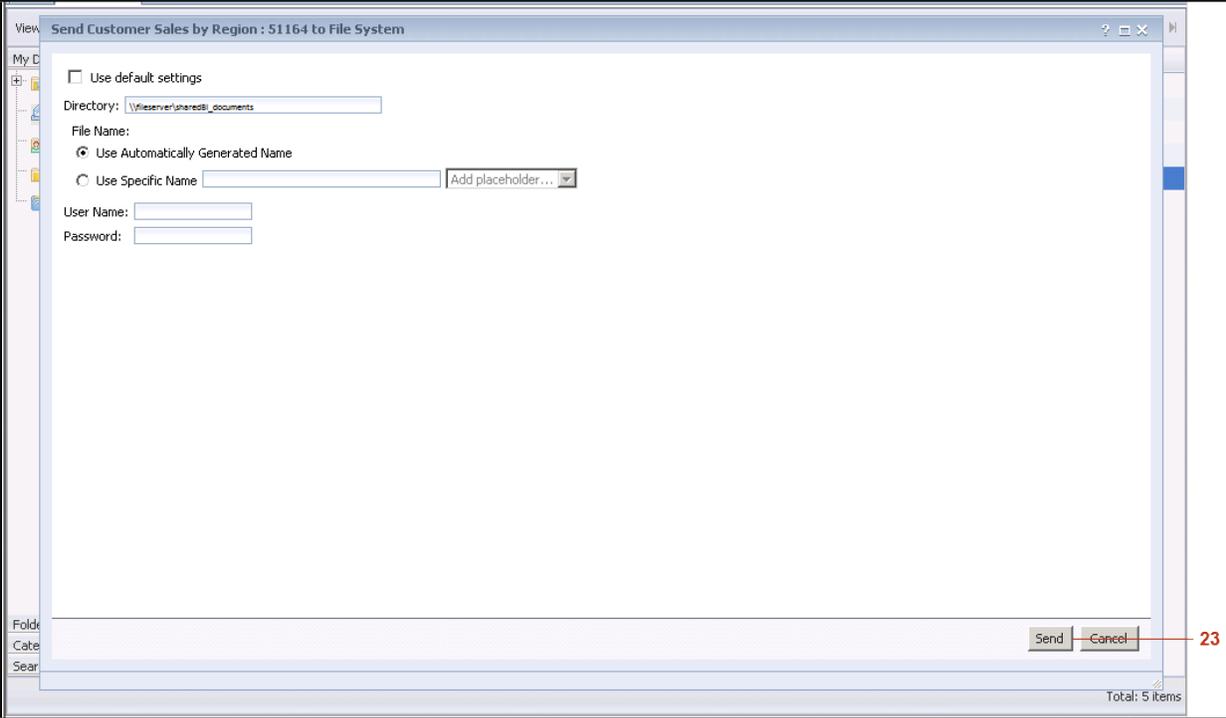
22. As required, complete/review the following fields:

Field	Description
Directory:	Example: \\fileserver\sharedBI_documents

 Enter the file path or directory where you would like to send the document.

Share a Web Intelligence Document

Share Web Intelligence Documents



23. Click **Send**.



If the file location is secured, you can enter a user name and password from this page.

Share a Web Intelligence Document

Share Web Intelligence Documents

The screenshot shows the SAP BusinessObjects Web Intelligence interface. The browser address bar shows the URL: http://wdfibmt2268:8080/BOE/BI. The interface includes a navigation pane on the left with folders like 'My Favorites', 'Inbox', 'My Alerts', and 'Subscribed Alerts'. A table of documents is displayed in the main area, with columns for Title, Received On, From, Type, and Description. The document 'Customer Sales by Region : 5' is highlighted in blue, and a red line with the number '24' points to it.

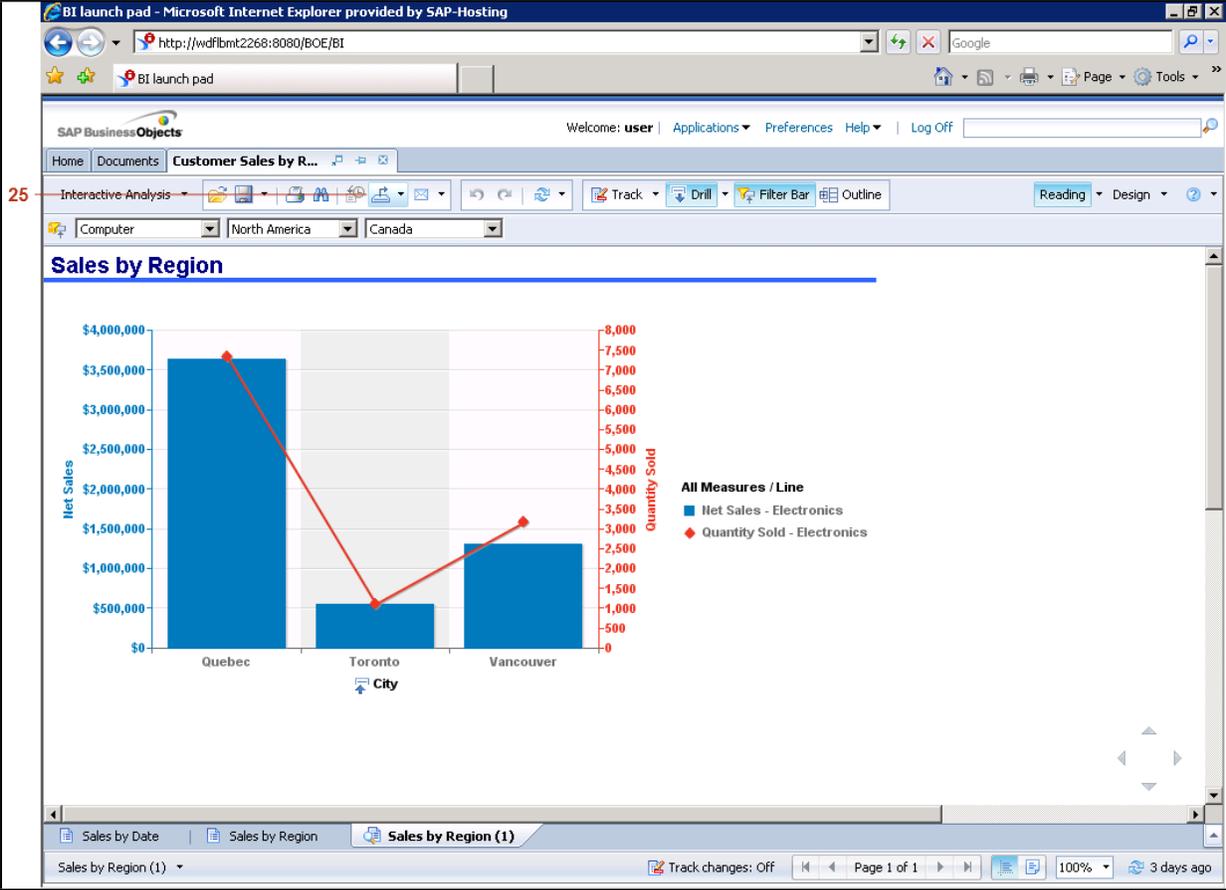
Title	Received On	From	Type	Description
Net Sales by Region : 36689	May 12, 2011 11:15 PM	train-18	Web Intelligence	
Net Sales by Country : 36690	May 12, 2011 11:15 PM	train-18	Web Intelligence	
FY2010 Sales Analysis by Qua	Jul 5, 2011 6:46 AM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:57 PM	train-18	Web Intelligence	
Customer Sales by Region : 5	Jul 12, 2011 8:59 PM	train-18	Web Intelligence	

24. Double-click **Customer Sales by Region**.

 Open the Customer Sales by Region document to export it to Microsoft Excel.

Share a Web Intelligence Document

Share Web Intelligence Documents



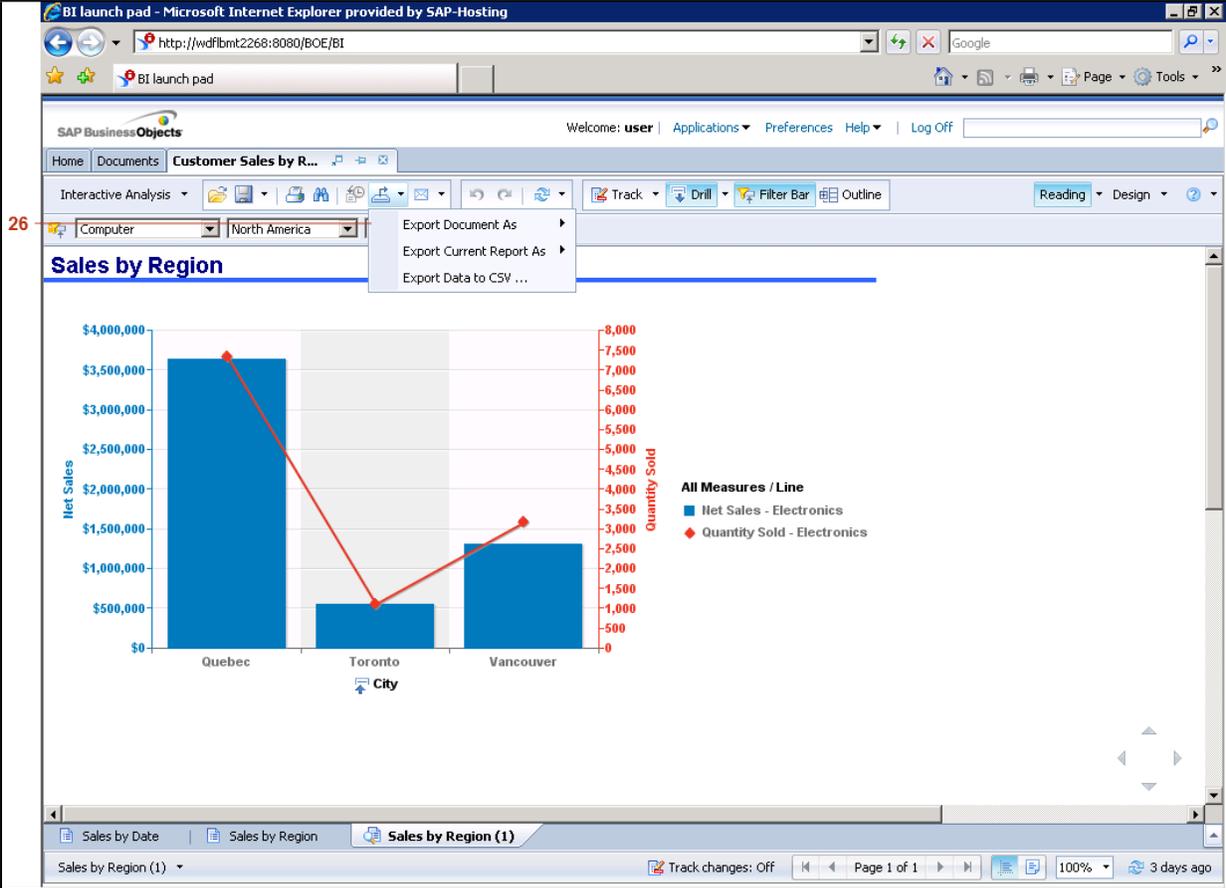
25. Click **Export** .



Open the Export drop-down list to select the option to export the document to Excel 2007.

Share a Web Intelligence Document

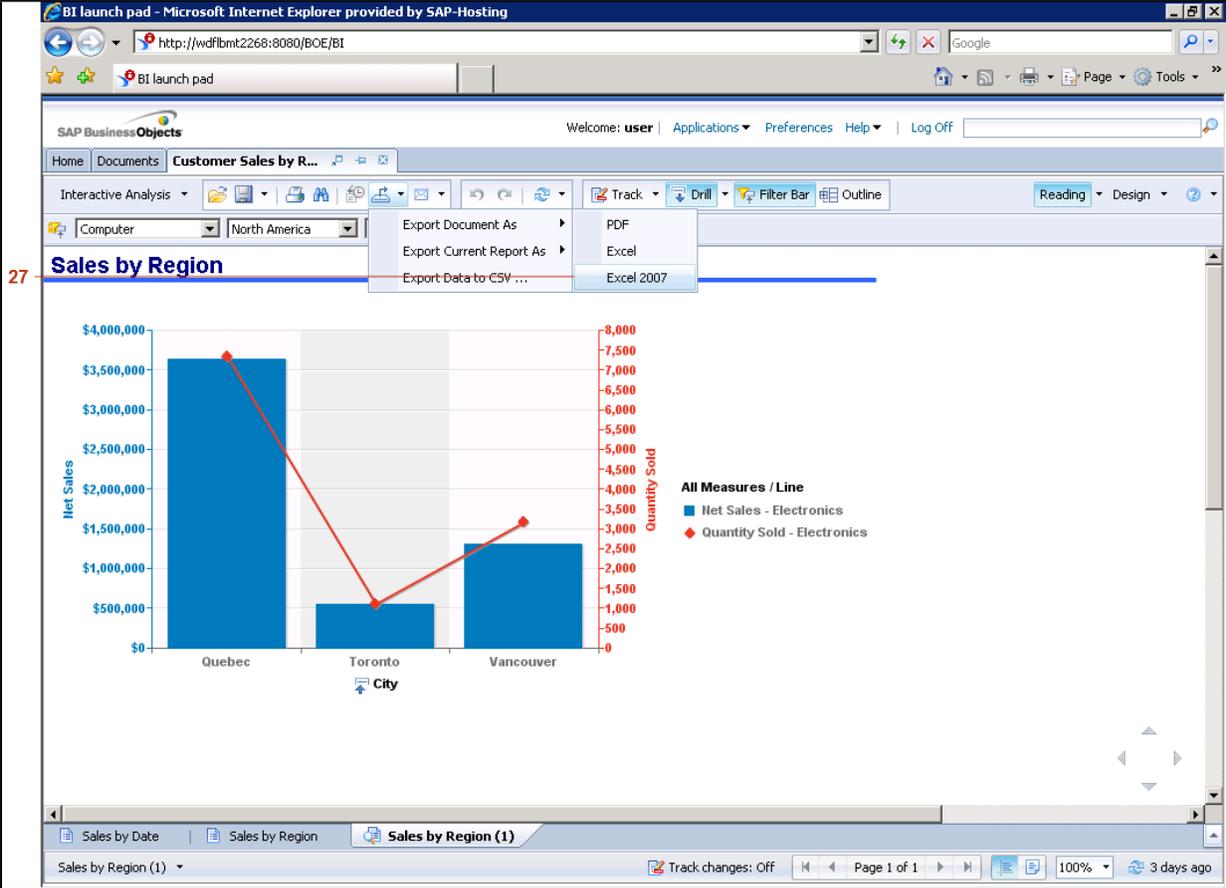
Share Web Intelligence Documents



26. Click **Export Document As**.

Share a Web Intelligence Document

Share Web Intelligence Documents



27. Click **Excel 2007**.

 Export the document to Excel 2007. You can also export the document to PDF or CSV files.

Share a Web Intelligence Document

File Download

The screenshot shows a web browser window displaying the SAP BusinessObjects interface. A bar chart titled "Sales by Region" is visible, showing net sales for Quebec, Toronto, and Vancouver. A red line connects the top of the Quebec bar to the "File Download" dialog box. The dialog box contains the following information:

Property	Value
Name	Customer_Sales_by_Region_...51164.xlsx
Type	Microsoft Office Excel Worksheet, 32.6KB
From	wdlibmt2268

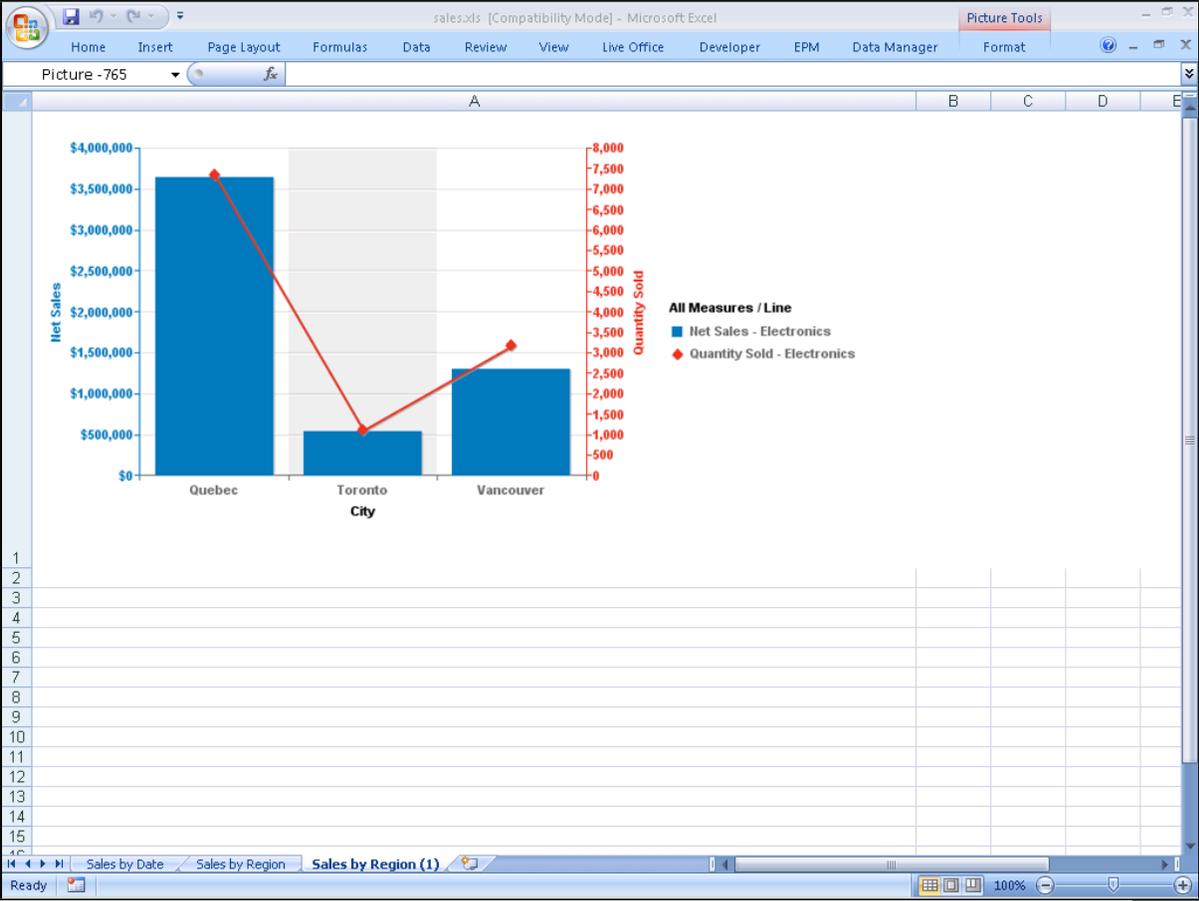
The dialog box also includes "Open", "Save", and "Cancel" buttons, and a warning message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

28. Click **Open**.

 Click open to view the document in Excel.

Share a Web Intelligence Document

Microsoft Excel - sales.xls [Compatibility Mode]



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



The document is exported to Microsoft Excel 2007.

You have successfully sent a document to a user's BI launch pad inbox, to a file location, and to an email account. You have also exported the document to Microsoft Excel to share it with a colleague who is not a user of BI launch pad.

Press any key or click anywhere to exit the simulation.