Accessing Analysis and Navigating to Reports

Select the Enterprise Reporting Tab



In the right navigation click the Open Analysis link



Analysis Home Page Opens

Click the first tile, named folders

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Click the Personal Folders to see reports that you have saved. If you have saved favorites in the previous version of Analysis this is where you will find them.

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Personal Folders /			
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To view default reports in Analysis, click the Public folders link

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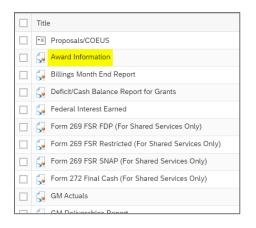
Then click Enterprise SAP BW

Public Folders /	
> 📧 Personal Folders	Title
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	IHU Finance
	■ PI Partners

Select the type of report you would like to run

K 🛱 SAP	
Public Folders / Enterprise SAP BW /	
> 🖭 Personal Folders	Title
✓ 🖅 Public Folders	Design Studio to Lumira
> 📧 Enterprise SAP BW	Finance
> 📧 JHU Finance	Human Resources
> 🖭 PI Partners	Sponsored Projects
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	Technical Files

Select a report



Report opens at the Prompts screen

