Use this job aid to: help you clean autosaved reports from your Favorites folder in Analysis.

Deleting Autosaved Reports

Every fifteen minutes, Analysis is programmed to autosave all open workspaces to your top-level **My Favorites** folder. This job aid will show you two ways to clear the autosaved reports from your top-level **My Favorites** folder.

Navigate to your My Favorites folder

- 1. Click the Enterprise Reporting tab.
- 2. Click the **Open Analysis** link.

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·	Enterprise Reporting	1	wledge Network	ECC	ECC - Web	BW Report Center	Go Shopping	Internal Service Provider Ordering	ECC Inbox	Approver	Central Receiving	Travel Reimbu	
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			tober 6, 20							V REPO			

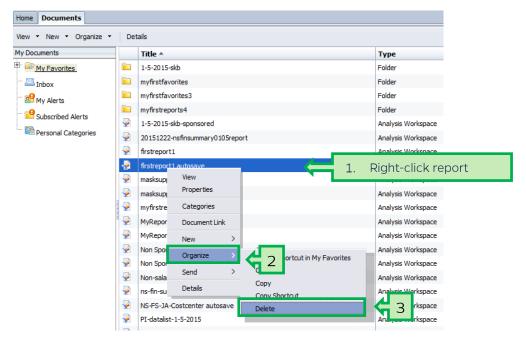
The link will launch the Business Objects Launchpad.

- 3. Click the **Documents** tab.
- 4. Click the My Documents accordion file.
- 5. Click the **My Favorites** folder.

Home Documents			
View • New • Organize •	Send	• More Actions • Details	
My Documents 4		Title 🔺	Туре
My Favorites		1-5-2015-skb	Folder
Inbox		myfirstfavorites	Folder
		myfirstfavorites3	Folder
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		masksupplies autosave	Analysis Workspace
		Non Sponsored - Financial Summary autosave	Analysis Workspace
	-	Non Sponsored - YTD Transactional Detail autosave	Analysis Workspace
	-	Non-salaryDetails-90031047 autosave	Analysis Workspace
	P	ns-fin-summary-jimsmoney autosave	Analysis Workspace

Deleting autosaved reports one by one

- 1. Right-click a report (workspace) you want to delete.
- 2. From the context menu, hover over Organize.
- 3. Then hover over and click Delete.



4. Within the Delete pop-up window, click OK.



Deleting a range of autosaved reports

- 1. Click the first report at the top of the group that you want to delete.
- 2. Hold down the Shift key and then click the last report of the group that you want to delete.

Home Documents										
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My Documents Title A Type										
• 🖾 My Favorites		1-5-2015-skb	Folder							
🔤 Inbox		myfirstfavorites	Folder							
	-10	MyReport 1 autosave	Analysis Workspace							
	-💀	Non Sponsored - Financial Summary autosave	Analysis Workspace							
	-👰	Non Sponsored - YTD Transactional Detat autosave	Analysis Workspace							
	-20	Non-salaryDetails-9003104 autosave	Analysis Workspace							
	-💀	ns-fin-summary-jimsmoney autosave	Analysis Workspace							
	-20	NS-FS-JA-Costcenter autosave	Analysis Workspace							
	÷	PI-datalist-1-5-2015	Analysis Workspace							

- 3. Right-click anywhere in the blue area.
- 4. From the context menu, hover over Organize.
- 5. Then hover over and click **Delete**.

My Documents		Title 🔺	Туре	
🛨 📨 My Favorites		1-5-2015-skb	Folder	
		myfirstfavorites	Folder	
	-	MyReport1 autosave	Analysis Workspace	
	- 💀	Non Sponsored - Financial Summary autosave	Analysis Workspace	
	-20	Non Sponsored - YTD Transactional Detail autosave	Analysis Workspace	
	- P	Non-salaryDetails-9003 New >	Analysis Workspace	
	-20	ns-fin-summary-jimsmc Organize > 4 e Shortcut in My Favorite	vsis Workspace	
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	-	PI-datalist-1-5-2015 Copy	/sis Workspace	
	\	PI-datalist-1-5-2015 au	/sis Workspace	
	÷	Sponsored Rev-Exp Detail - Multiple Period Delete	Jing 5 rkspace	
Foldora	-			

6. Within the Delete pop-up window, click **OK**.

Delete	×
Are you sure you want to delete the selected items: MyReport1 autosave Non Sponsored - Financial Summary autosave , Non Sponsored - YTD Transactional Detail autosave , Non-salaryDetails-90031047 autosave , n: fin-summary-jimsmoney autosave , NS-FS-JA-Costcenter autosave	·
OK	el

Using the filter icon to find autosaved reports

- 1. Hover over the right side of the title bar in your My Favorites folder. A filter icon will appear.
- 2. Click the filter icon.

Home Documents								
View • New • Organize • Details								
My Documents		Title 🔺 🦷	Туре					
• 🔤 My Favorites		1-5-2015-skb	Folder					
🖾 Inbox		myfirstfavorites	Folder					

- 3. In the filter pop-up, type **autosave**.
- 4. Click **OK** to get a list of reports with "autosave" in the title line.

autosave	
	OK Cancel

5. Follow the instructions in the section above to delete a range of reports from the filtered results. (Click to select the first report and shift+click to select the last report. Then right-click in the blue area, and select **Organize** and then **Delete**.) Confirm delete from pop-up screen.

	Title 🔺			<u>,</u>	7	Туре
-	MyReport1 au	New	>			Analysis Workspace
2	Non Sponsore	Organize	>	Create Shortcut in My Favorites		Analysis Workspace
2	Non Sponsore	Send	>	Cut		Analysis Workspace
2	Non-salaryDe	Details		Сору		Analysis Workspace
-	ns-fin-summa		-	Copy Shortcut		Analysis Workspace
-20	NS-FS-JA-Costcenter autosave			Delete		Analysis Workspace
- P	PI-datalist-1-5	i-2015 autosav	e			Analysis Workspace

Reset the filter in the title bar of My Favorites folder

- 1. Click the filter icon in the title bar.
- 2. Check Clear Filter.
- 3. Click OK.

View 🕆 New 🔻 Organize 👻 Details									
	Title *				.	2 1			
-	firstreport1 autosave	2	L,	Clear Filter					
-2	masksupplies autosave	2	T.	autosave					
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