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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.
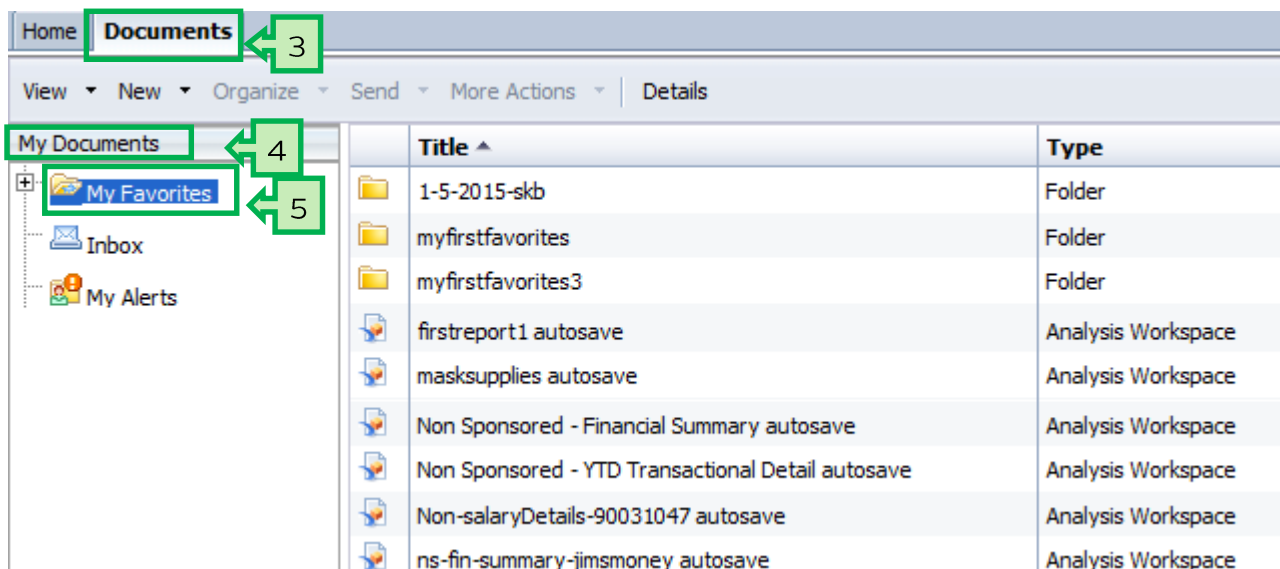
Navigate to your My Favorites folder

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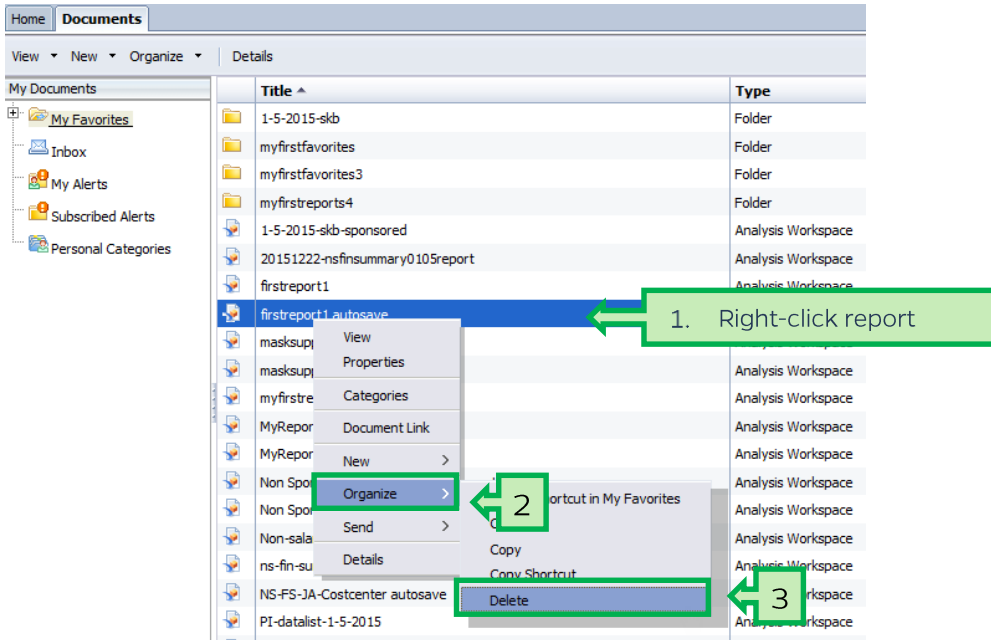2. Click the **Open Analysis** link.

The link will launch the Business Objects Launchpad.

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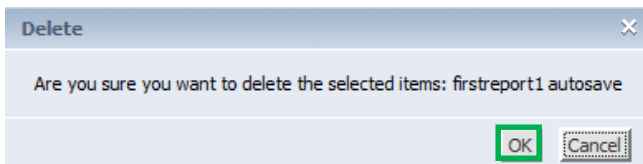5. Click the **My Favorites** folder.

Deleting autosaved reports one by one

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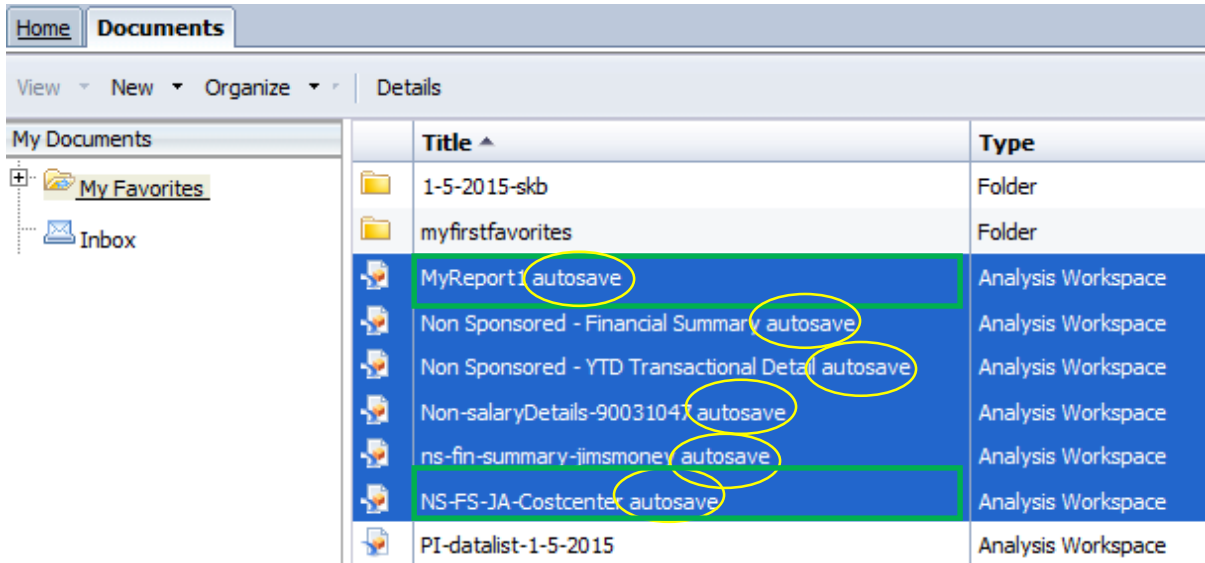3. Then hover over and click **Delete**.

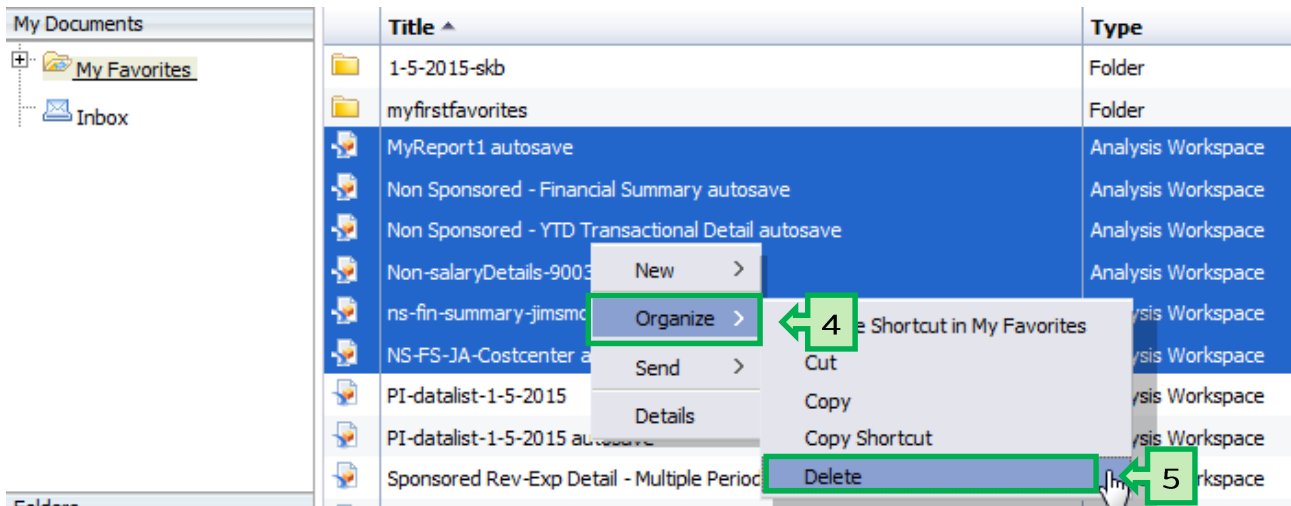4. Within the Delete pop-up window, click **OK**.

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.

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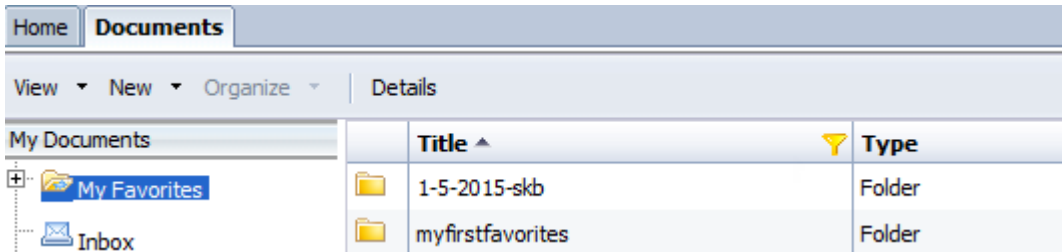5. Then hover over and click **Delete**.

6. Within the Delete pop-up window, click **OK**.
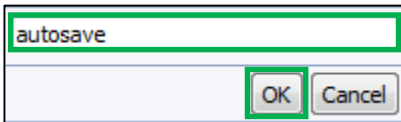
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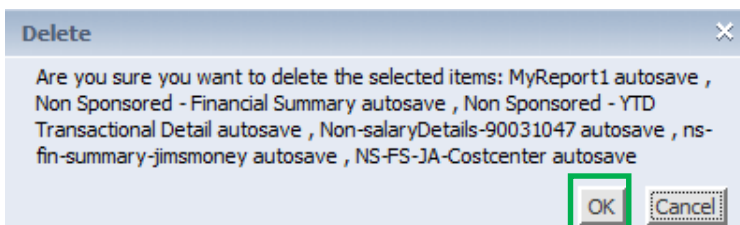
## Using the filter icon to find autosaved reports

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.

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

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.
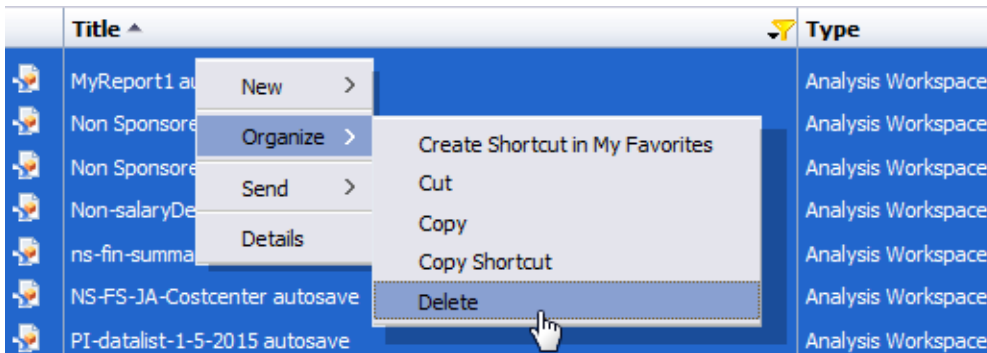
Reset the filter in the title bar of **My Favorites** folder

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