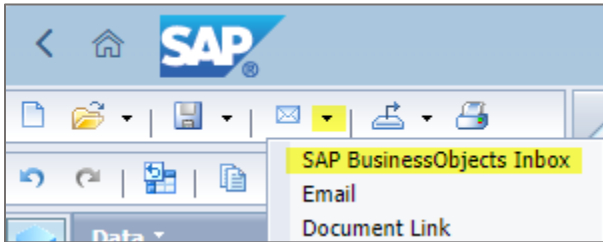


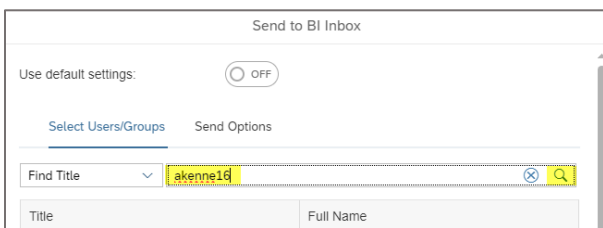
## Sending/Receiving a Report to another person

A report can only be sent to another person within Analysis and can only be opened within Analysis.

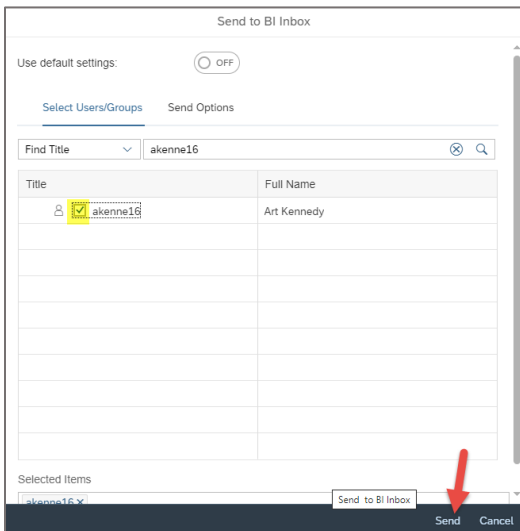
Click the arrow by the email icon, then select SAP BusinessObjects Inbox



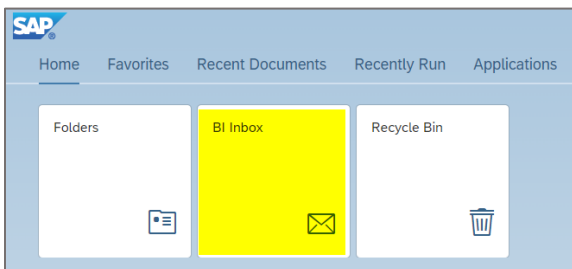
In the new window, enter the persons JHED then click the search button



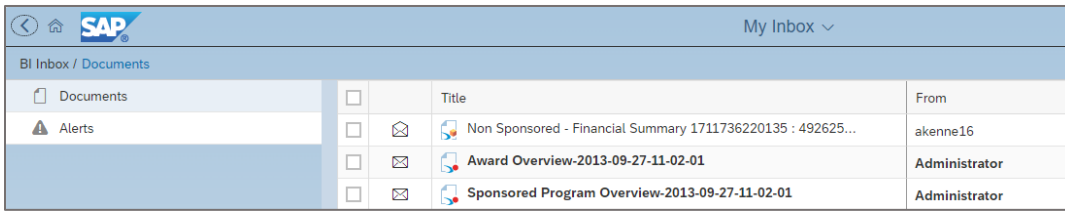
Check the checkbox, then click send



To receive a report click the BI Inbox tile on your Analysis Home screen



Double click on the report



The screenshot shows the SAP 'My Inbox' interface. At the top, there is a navigation bar with the SAP logo and 'My Inbox' with a dropdown arrow. Below this is a sub-header 'BI Inbox / Documents'. On the left, there are two tabs: 'Documents' and 'Alerts'. The main area contains a table with three rows of document entries. Each row has a checkbox, an envelope icon, a document icon, a title, and a 'From' field. The first row is highlighted in light blue. The second and third rows have titles in bold font.

<input type="checkbox"/>		Title	From
<input type="checkbox"/>	✉	Non Sponsored - Financial Summary 1711736220135 : 492625...	akenne16
<input type="checkbox"/>	✉	<b>Award Overview-2013-09-27-11-02-01</b>	<b>Administrator</b>
<input type="checkbox"/>	✉	<b>Sponsored Program Overview-2013-09-27-11-02-01</b>	<b>Administrator</b>

A report in a bold font has not been opened.