

Use this job aid to: locate system reports and saved or recent work.

Home and Documents Tabs

This job aid will show you how to use the Home and Documents tabs to find your recent work and navigate to your favorites.

Open Analysis

Click the Enterprise Reporting tab. Then click the Open Analysis link.

The screenshot shows the SAP BW News interface. At the top, there is a navigation bar with several tabs, including 'Enterprise Reporting' which is highlighted with a green box. Below the navigation bar, the main content area is titled 'SAP BW NEWS' and 'DAILY LOADS'. A large heading 'Daily Loads' is followed by the date 'Monday, October 6, 2014'. A red warning message states: 'There are issues with the following queries in Production. If you run them you MUST enter a Funds Center or the query will time out. We are actively working with SAP and will keep users posted.' Below this, there is a link for 'Non Sponsored - Financial Detail (link)'. On the right side, there are three blue buttons: 'BW REPORTS', 'Open Analysis' (highlighted with a green box), and 'NOTIFICATIONS'. Below the 'NOTIFICATIONS' button, there is a link for 'Analysis - the new BW tool' dated 'September 22'.

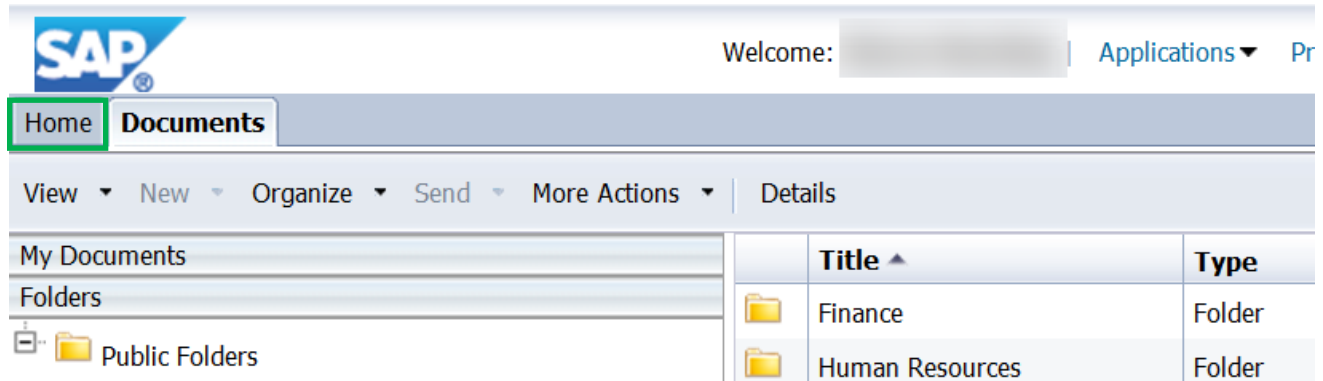
The link will launch the BusinessObjects Launchpad.

The screenshot shows the SAP BusinessObjects Launchpad interface. The top navigation bar includes 'Home' and 'Documents' tabs. The 'Documents' tab is active. On the left, there is a 'My Documents' section with a 'Folders' list. The 'Enterprise SAP BW' folder is selected, showing a sub-list of folders: Finance, Human Resources, Sponsored Projects, and Supply Chain. The main content area displays a table with the following data:

Title	Type	Last Run
Finance	Folder	
Human Resources	Folder	
Sponsored Projects	Folder	
Supply Chain	Folder	

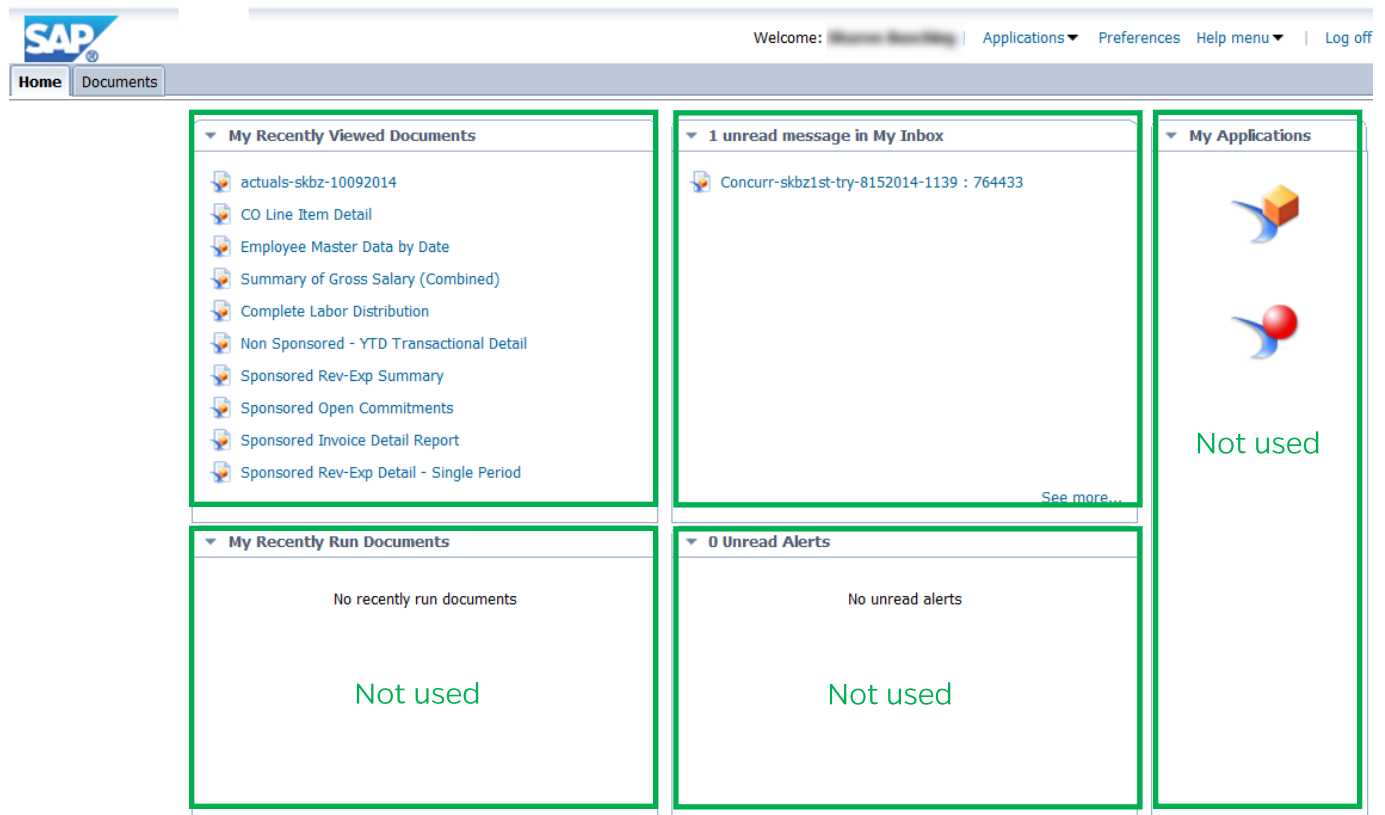
Click the Home tab

Click the Home tab. It's located to the left of the Documents tab.



Overview of the Home tab.

1. **My Recently Viewed Documents** lists the last 10 documents you viewed.
2. **My Inbox** displays any Analysis reports that have been sent to you and have not been read.
3. **My Recently Run Documents** (not used).
4. **Alerts** (not used).
5. **My Applications** (not used).



Open a report using My Recently Viewed Documents

Use **My Recently Viewed Documents** to open a report (workspace). Click the filename to open the file.

My Recently Viewed Documents

- piLastname_oc_101414
- piLastname oc 101214
- Emp...
- actu...
- CO...
- Summary of Gross Salary (Combined)
- Complete Labor Distribution

Click file name to open the file.

Title: piLastname_oc_101214
Description: basic open commitment - no salaries included
Type: Analysis Workspace
Owner: [Redacted]
Last viewed time: Oct 14, 2014 12:38 PM

NOTE: Hovering your cursor over a file name shows when that file was viewed (i.e., opened). If you included a description when you saved it to your favorites, it will show that too.

Overview of My Inbox

Reports sent from other users will remain in your Analysis Inbox until they have been opened. You can open the report by clicking the name of the file.

1 unread message in My Inbox

Concurr-skbz1st-try-8152014-1139 : 764433

Title: Concurr...

See more...

Click file name to open file.

Clicking See more... takes you to the list of "Read" messages.

Once a message is read (or the report is opened), it moves to a list that can be accessed via the **See more...** link.

After clicking **See More...**, you will see a list of reports sent from other users. Right-clicking the title provides options to organize reports from your Inbox.

Title	Received On	From
Concurr-skbz1st-try-8152014-1139 : 764433	Aug 15, 2014 12:00 PM	

Right-click file name and then make a selection from the drop-down options.

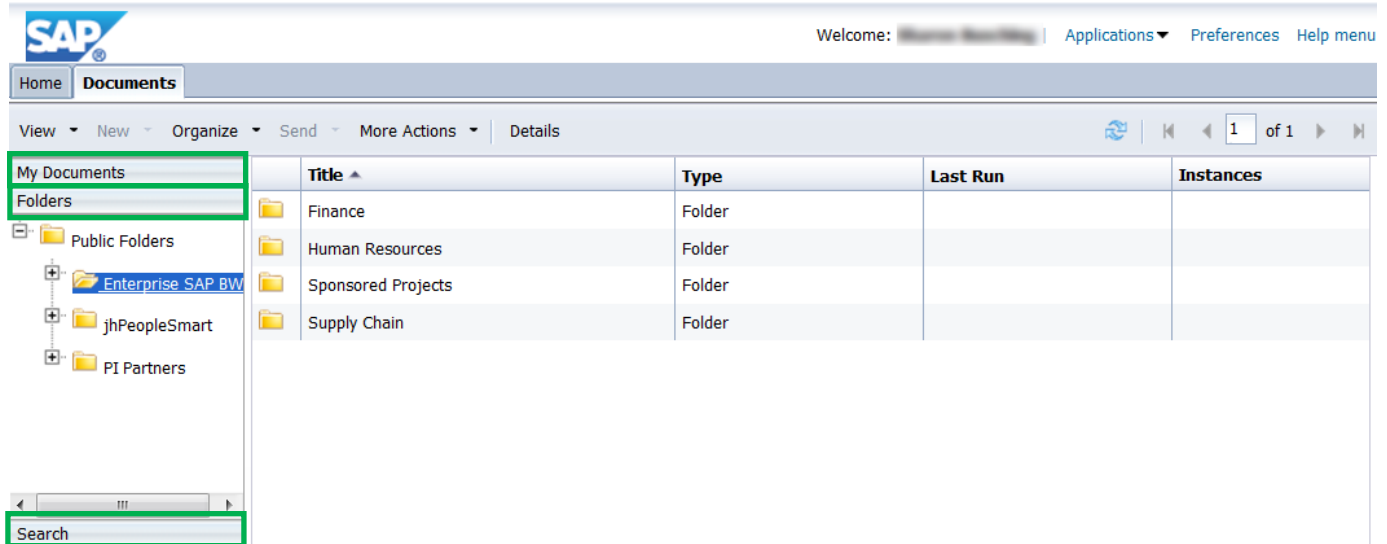
- Create Shortcut in My Favorites
- Cut
- Copy
- Copy Shortcut
- Delete All Messages
- Delete
- View
- Mark As Unread
- Organize >
- Send >
- Details

Overview of accordion drawers

Workspaces can be found in the Documents tab. This area houses what are called the “accordion” drawers. The names of the accordion drawers are as follows:

1. My Documents
2. Folders
3. Search

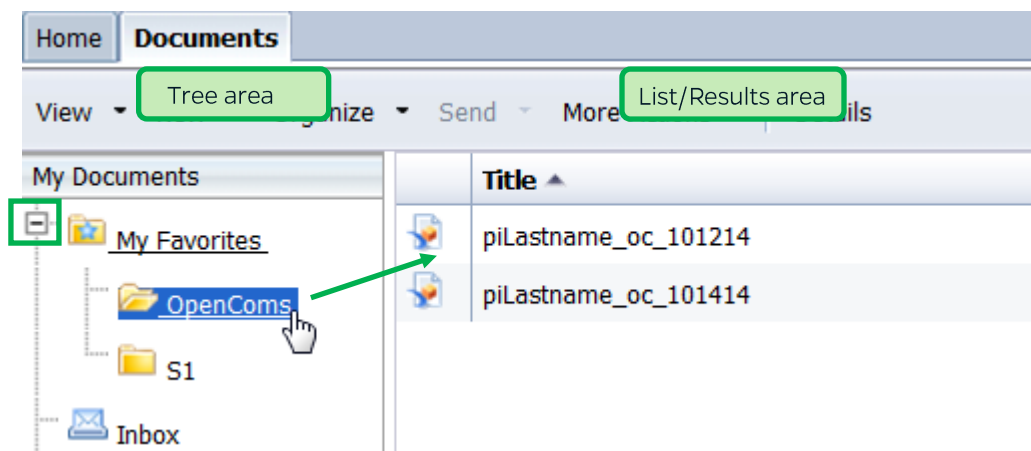
Clicking the name of each accordion drawer will open or expand that area and close the other two areas.



Overview of My Documents drawer

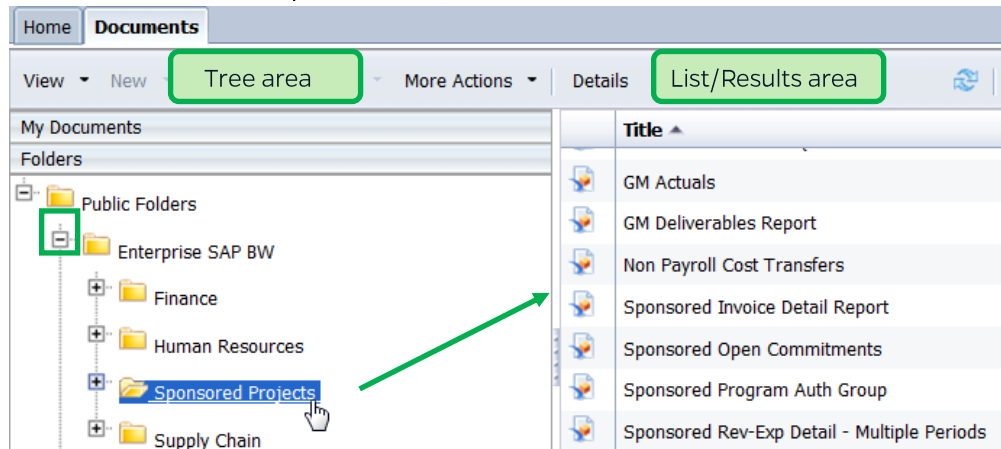
The **My Documents** drawer contains your **My Favorites** folder and **Inbox**. This will likely be the drawer you use most often.

You can expand or minimize the folders in the tree area by clicking the plus (+) or minus (-) signs. Clicking a folder name in the left-hand area will cause the list/results area to populate with the contents of that folder, sorted alphabetically.



Overview of the Folders drawer

The **Folders** drawer is the default view when you first enter Analysis. The Folders drawer contains JHEN enterprise folders filled with pre-formatted system reports. You can navigate to the various workspaces by expanding or minimizing the folders using the plus (+) or minus (-) signs. Clicking a folder name in the left-hand tree area will cause the list/results area to populate with the contents of that folder, sorted alphabetically.



Overview of the Search drawer

The **Search** drawer allows a user to search for workspaces. To reach this drawer, click the **Search** tab. Type a search term(s) into the field and click the **Search** icon. The results of the search will populate the results area.

The path for the workspace will be provided below the report name.

