

Use this job aid to: retrieve a report that has been viewed recently.

## Retrieving a Report You Have Recently Viewed

### Open Analysis

Click the Enterprise Reporting tab and then click the Open Analysis link.

Welcome

JOHNS HOPKINS UNIVERSITY & MEDICINE

Welcome Enterprise Reporting PI Partners Knowledge Network ECC ECC - Web BW Report Center Go Shopping Internal Service Provider Ordering ECC Inbox Approver Central Receiving Travel Reimb

BW Reports

BW Reports

SAP BW NEWS DAILY LOADS

Daily Loads

Monday, October 6, 2014

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.

Non Sponsored - Financial Detail (Link)

BW REPORTS

Open Analysis

NOTIFICATIONS

Analysis - the new BW tool September 22

The link will launch the BusinessObjects Launchpad.  
Click the Home tab.

SAP

Welcome: Applications Preferences Help menu

Home Documents

View New Organize Send More Actions Details

My Documents

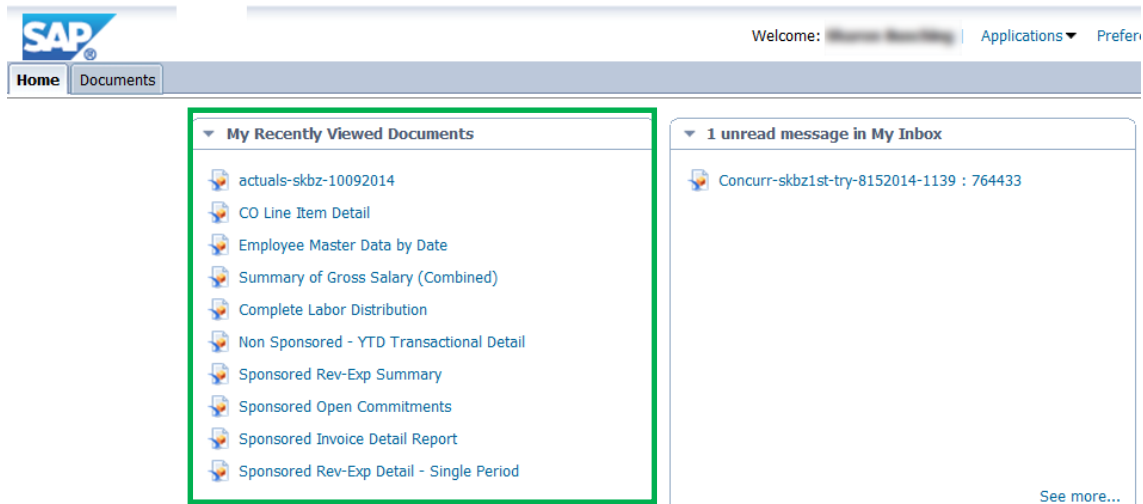
Folders

- Public Folders
  - Enterprise SAP BW
    - Finance
    - Human Resources
    - Sponsored Projects
    - Supply Chain

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

## My Recently Viewed Documents

**My Recently Viewed Documents** lists the last 10 documents you viewed or opened. This can include saved favorites as well as standard university reports.



You may use the **My Recently Viewed Documents** to open a report (workspace). Click the file name to open a file.

