

Use this job aid to: retrieve a report that was saved as a favorite.

Retrieving a Report from Your Saved Favorites Folder

This job aid will show you two ways to find a saved favorite:

1. Using the My Documents drawer
2. Using the Search drawer.

Open Analysis

Click the Enterprise Reporting and 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 displays '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. Non Sponsored - Financial Detail (link)'. On the right side, there are three buttons: 'BW REPORTS', 'Open Analysis' (highlighted with a green box), and 'NOTIFICATIONS'. Below the 'NOTIFICATIONS' button, there is a small text link: 'Analysis - the new BW tool September 22'.

The link will launch the BusinessObjects Launchpad.

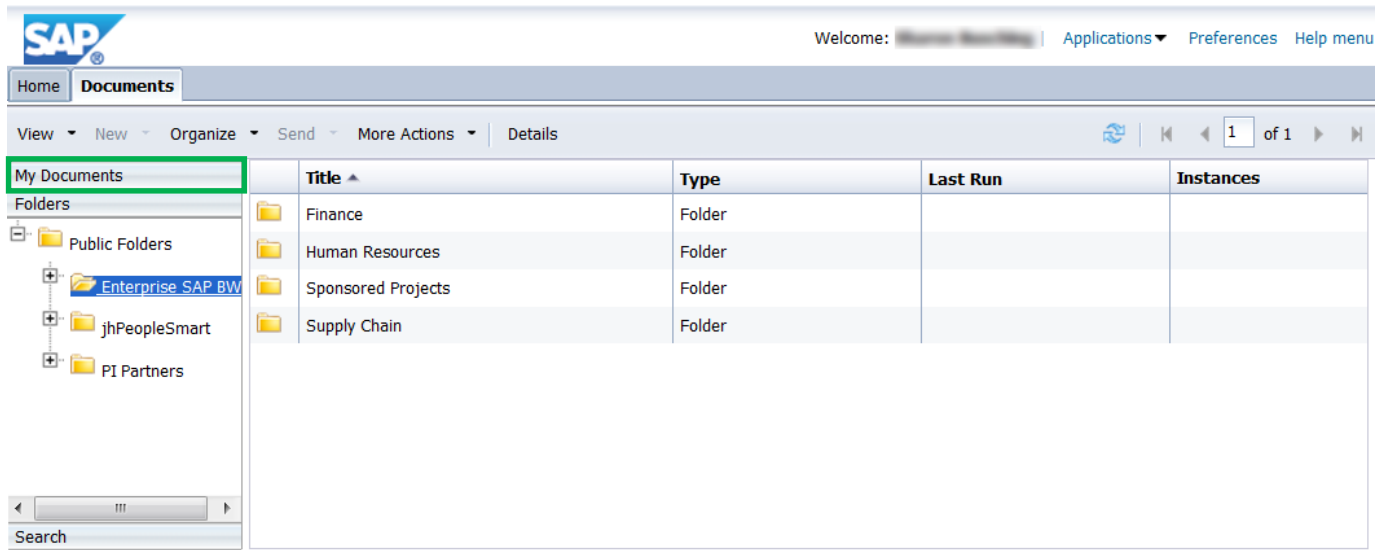
Click the Documents tab if it is not already opened.

The screenshot shows the SAP BusinessObjects Launchpad interface. The top navigation bar includes 'Home' and 'Documents' (highlighted with a green box). Below the navigation bar, there is a 'My Documents' section with a 'Folders' list on the left and a 'Details' table on the right. The 'Folders' list includes 'Public Folders', 'Enterprise SAP BW', 'Finance', 'Human Resources', 'Sponsored Projects', and 'Supply Chain'. The 'Details' table has columns for 'Title', 'Type', and 'Last Run'.

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

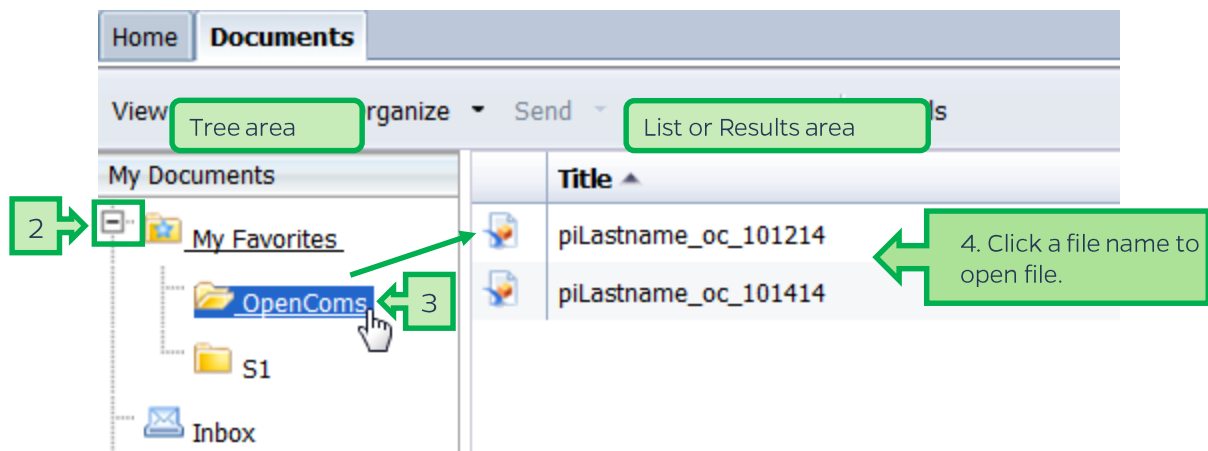
Navigate to My Favorites Folder

1. Click the **My Documents** drawer.



Navigate to the folder or subfolder that contains your report.

2. Click the plus (+) or minus (-) signs to expand or compact the folders in the “tree” area.
3. Click a folder name in the left-hand tree area to list its contents *alphabetically* in the results area.
4. Click the file name in the results area to open the file.

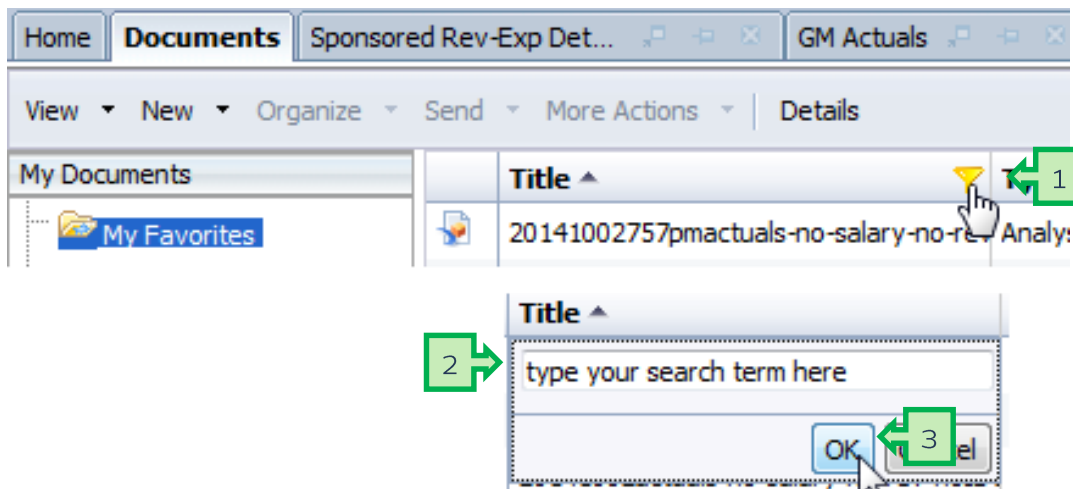


Using the filter function in My Favorites

To quickly search a long list of favorites, follow the steps below.

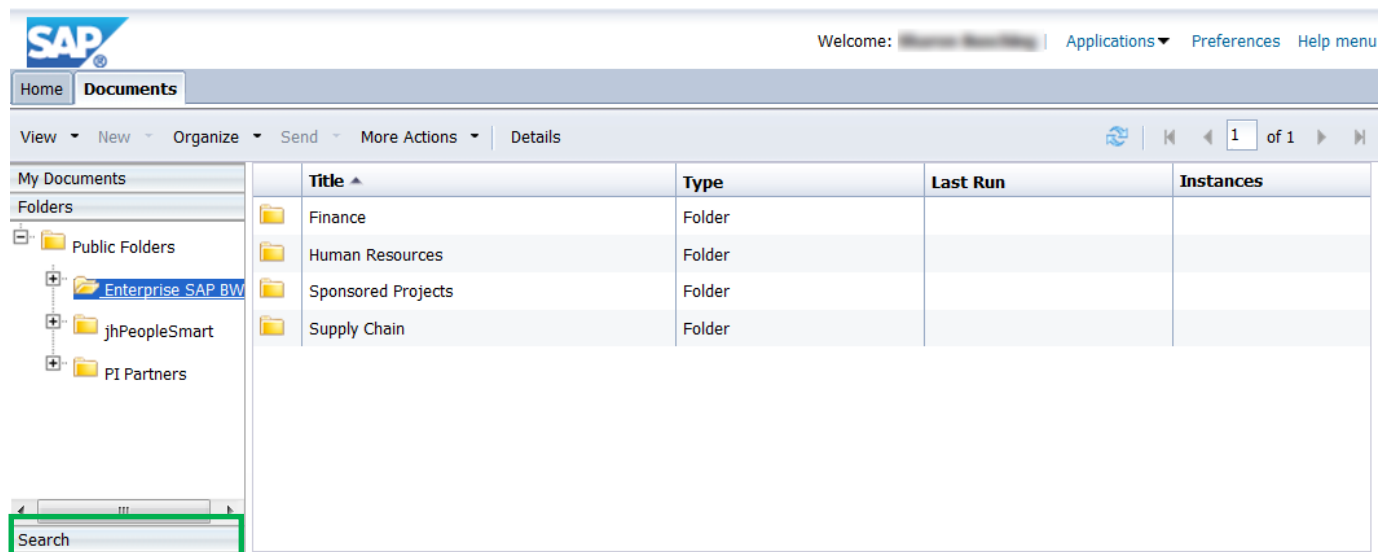
In your **My Favorites** folder:

1. Hover over the right-hand side of the Title header. Click the filter icon when it appears.
2. Type a search term in the pop-up. This field is not case sensitive and does not recognize the wildcard asterisk (*).
3. Click OK.



The Search Drawer

1. Click the Search Drawer.



2. Type a search term or key words into the field press Enter on your keyboard or click the Search icon.
 - o The results of the search will populate the Search Results area.
 - o The path for the workspace will be provided below the report name.
3. Click the workspace name to open the report.

The screenshot shows a software interface with a search bar containing the text "gross salary". To the right, a "Search Results" list is displayed. The first result is "Summary of Gross Salary (Combined)" with a workspace path below it. A green box labeled "2" points to the search input field. A green box labeled "3" points to the first search result. A green box labeled "4" points to the workspace path below the first result. A "NOTES" box is also present.

NOTES:

- a. The Search field is not case sensitive.
- b. You may use partial keyword searches.
- c. The wildcard (asterisk *) will not work in the Search field.