Use this job aid to: retrieve a report that has been emailed to you.

Retrieving an Emailed Report

This job aid will show you how to access a report that has been emailed to you and save it to your **My Favorites** folder.

Open Analysis

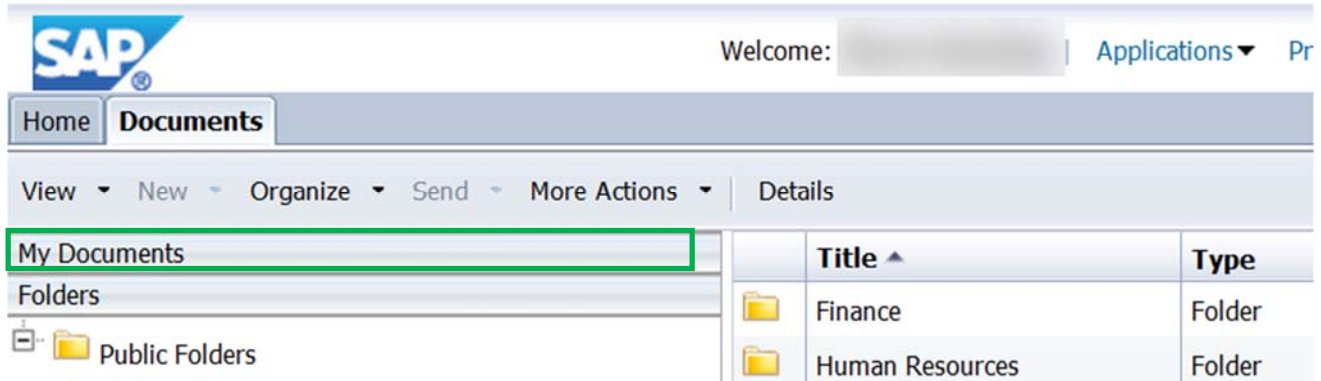Click the **Enterprise Reporting** tab and then click the **Open Analysis** link.

The link will launch the BusinessObjects Launchpad.

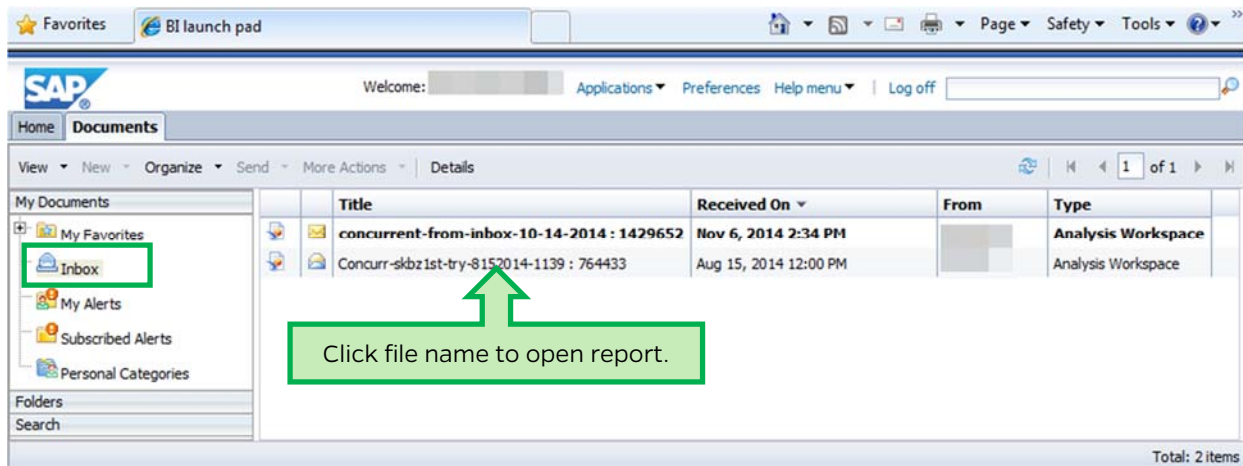Click the **Documents** tab if it is not already active.

Opening your Inbox from My Documents

Click the **My Documents** drawer.

The Analysis **Inbox** is located below **My Favorites**.
Click **Inbox** to display a list of reports that have been emailed to you. The unread (unopened) reports will be in bold.

Click file name to open report.

## Using the filter and sort features of the Inbox

1. Hover the cursor over the right-hand side of the **Title** header; click the filter ⧩ icon when it appears.
2. Type search term(s) in the pop-up text box.
3. Click **OK**.

Similar filter features are available in the **Received On** and **Type** columns, but not in the **From** column.
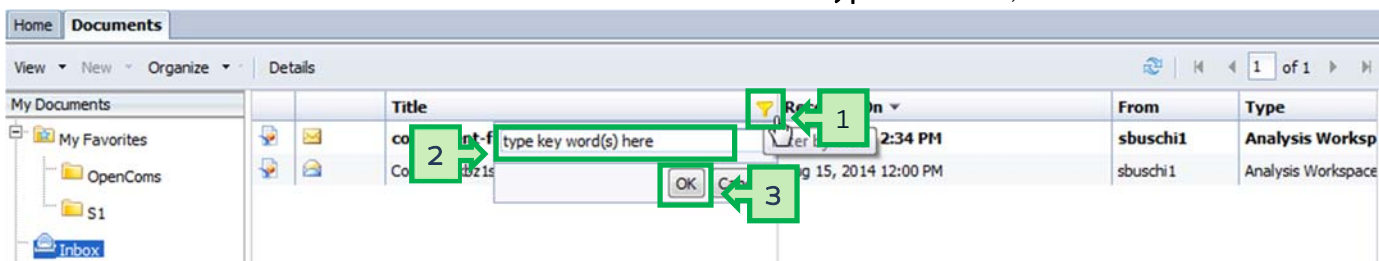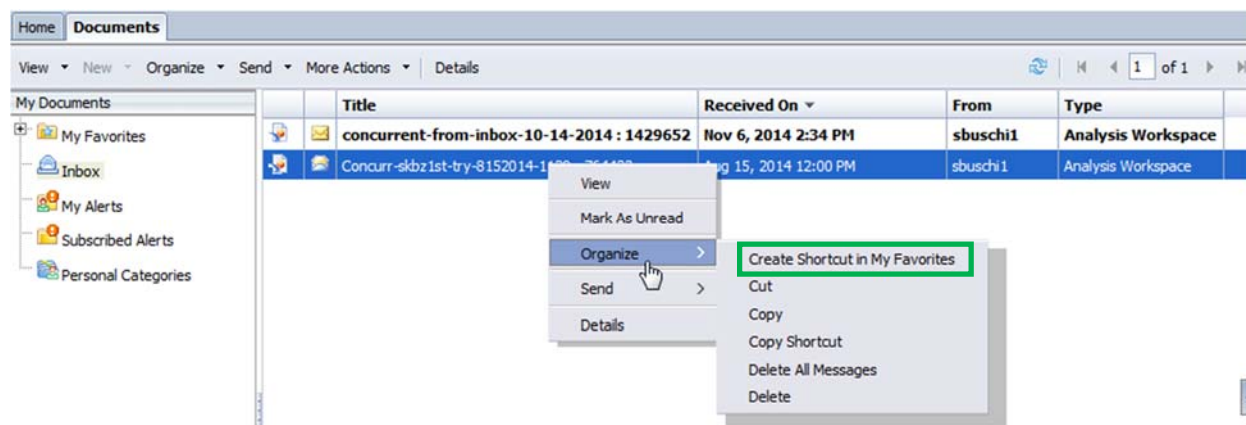
Toggle the ⬆ arrow in the **Received On** header to sort the receipt date.
Left-click column headers **Title**, **Received On**, or **Type** to see the option to sort the list's contents.
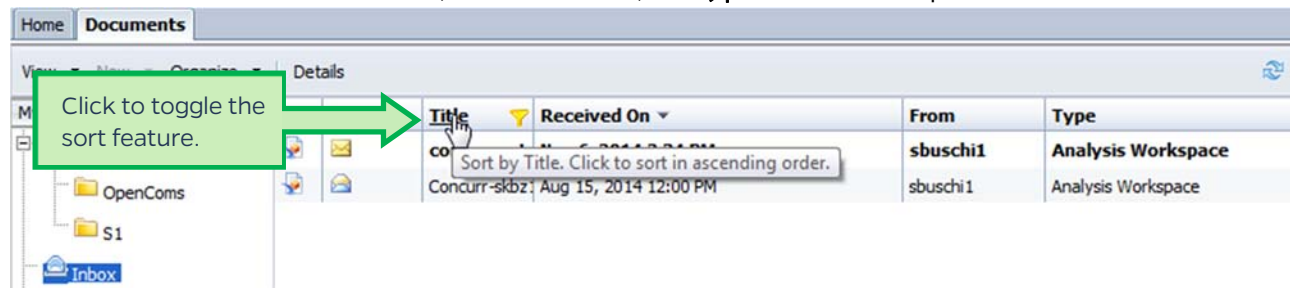
Saving the emailed report from the Inbox

1. Right-click the file name.
2. From the drop-down, select **Organize**.
3. Select **Create Shortcut in My Favorites**.

NOTE: Creating a shortcut does not delete the report from your Inbox. You will need to repeat steps 1 and 2 above and then select **Delete** to remove that report from your Inbox.