Emailing Your Report in Analysis

Email a report if you want another user to open that report in Analysis. To access the report, the recipient will need the proper security. Certain reports can be shared with the understanding that the recipient will change variables in the Prompt area and then run it for his or her own area(s).

Emailing reports is a good way to share reports with others and show them examples of reports they can run in the future.

Navigate to the saved or “bookmarked” workspace (report) that you want to email

The tab for your workspace will be highlighted.

Click the drop-down next to the Send To icon

From the toolbar, click the drop-down next to the Send To icon.

Select SAP BusinessObjects Inbox

From the drop-down, select SAP BusinessObjects Inbox.

Note: Email and Document Link options are not available.
Enter JHED ID or partial JHED ID in the Find Title field and click Find

Enter the recipient’s JHED ID or the first part of the JHED ID in the Find Title field and then click the Find binoculars icon.

**Note:** You can also search by name, but the JHED search works much faster. Avoid the Group List. We are not able to create custom groups.

Select the individual and move his/her name to the Selected Recipients list

Click to highlight the recipient’s name and then click the arrow button to move the name to the Selected Recipients list.
Add more recipients if needed and then click Send

You may add more recipients. Simply click User List again and follow steps 4-5 for each individual. When you are ready to send, click the Send button in the bottom-right corner.

![Image of User List interface]

Click User List to start a new search for another individual to add to your recipient list.

Troubleshooting

The recipient will not get an email notification that the report has been sent. The report will wait in the individual’s Analysis Inbox, which is different from his or her SAP Business Inbox!

The best practice is to email or message the individual, notifying him or her that you sent a report to his or her Analysis Inbox.