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.

SAP BW NEWS

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.

Nina Greenland, Financial Analyst II Link

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

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

![Home and Documents Tabs](image)

**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.

- **Title**: pi_Lastname_oc_101214
- **Description**: basic open commitment - no salaries included
- **Type**: Analysis Workspace
- **Owner**:
- **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.

- **Title**: Concurr-skbz1st-try-8152014-1139 : 764433

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.
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.

![Folders drawer screenshot](image)

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.

![Search drawer screenshot](image)