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.

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.
Non Sponsored - Financial Report (F Link)

The link will launch the BusinessObjects Launchpad.

Click the Documents tab if it is not already opened.
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.
   - The results of the search will populate the Search Results area.
   - The path for the workspace will be provided below the report name.
3. Click the workspace name to open the report.

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.