Share a Report
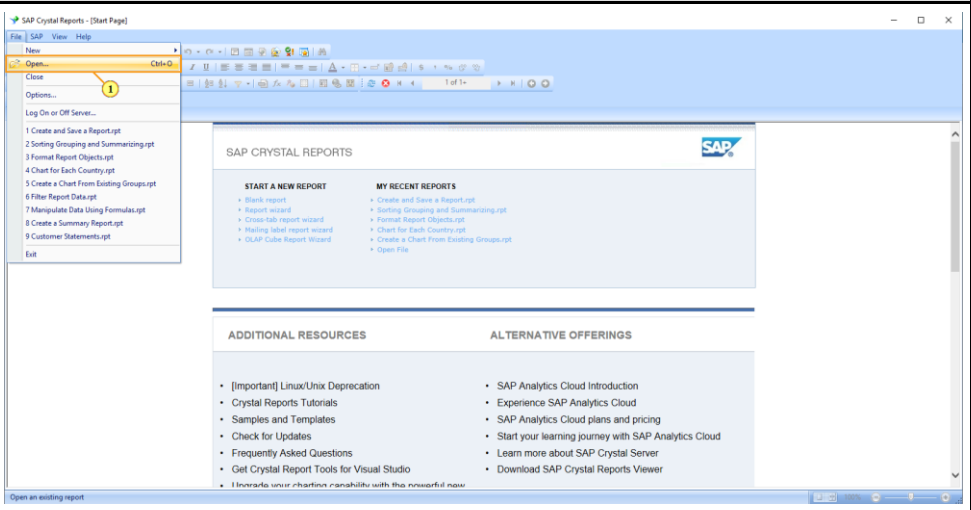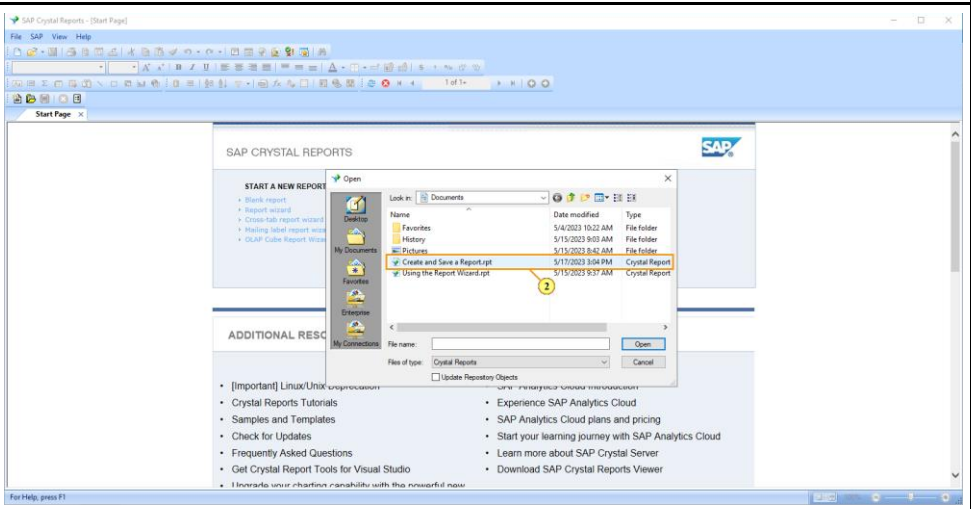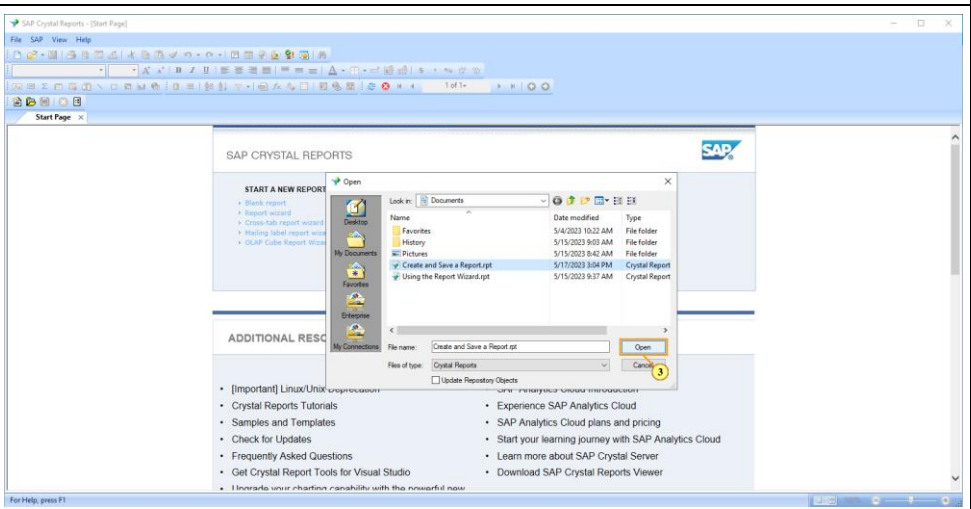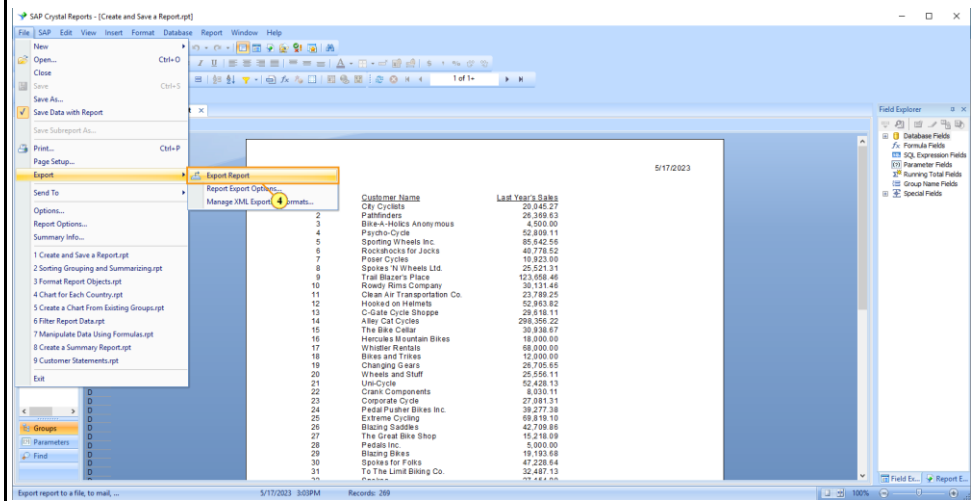
Explanation	Screenshot
ⓘ You want a report to be available for scheduling and viewing via the BI Launch Pad; and also as a PDF (e.g. for sharing with colleagues who don't use Crystal Reports directly). To learn more about how to share a report, follow this interactive tutorial.	
ⓘ In the following steps, you will export a Crystal Report.	

Explanation	Screenshot
1. Choose *File* > *Open*.	
2. Choose *Create and Save a Report.rpt*.	
3. Choose *Open*.	

Explanation	Screenshot
4. Choose *File > Export > Export Report*.	
5. Open the *Format* list.	
6. Select *PDF*.	
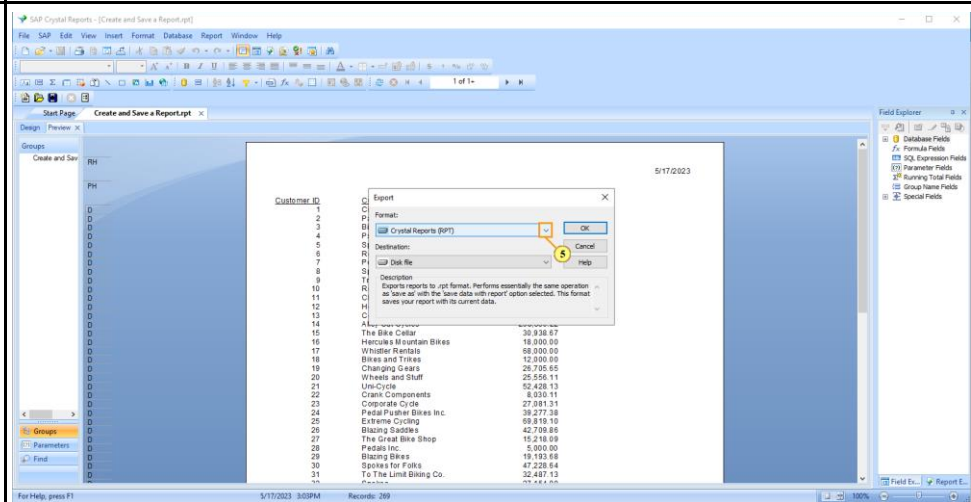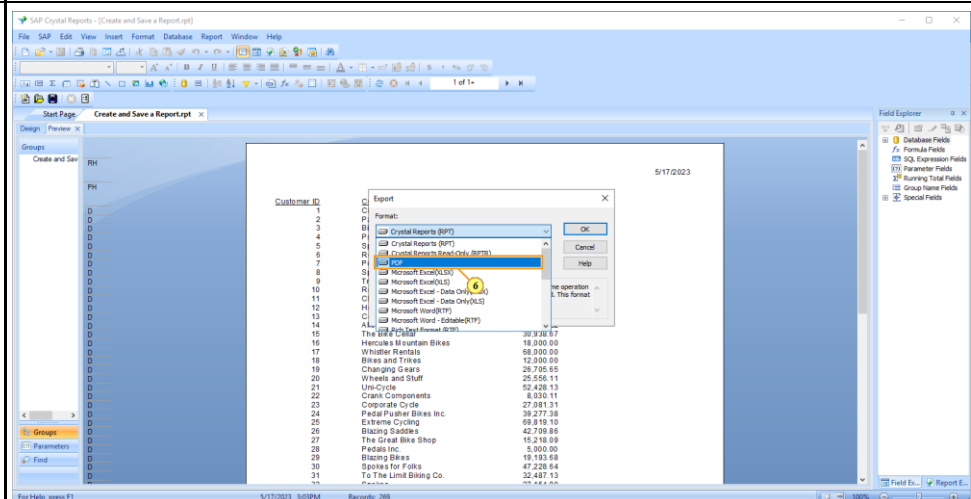
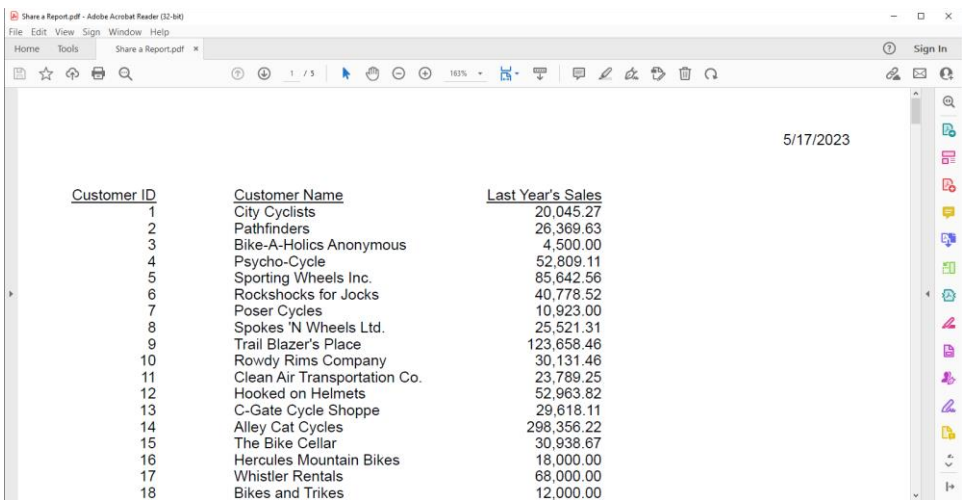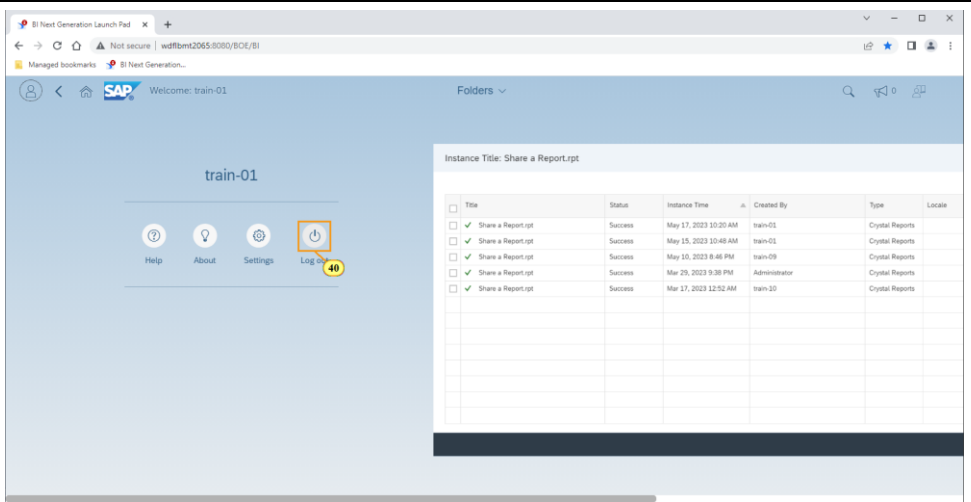| Explanation	Screenshot
7. Choose *OK*.	
8. Choose *OK*.	
ⓘ The *Documents* folder is already selected.	
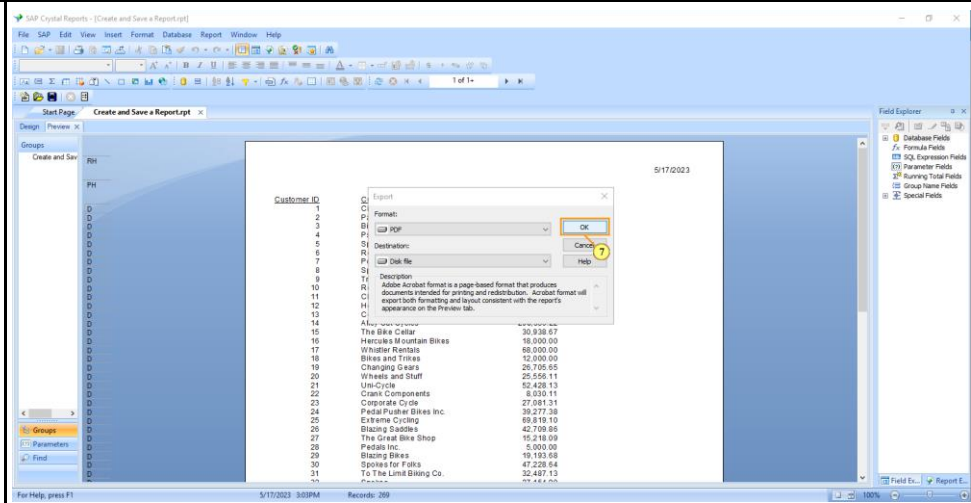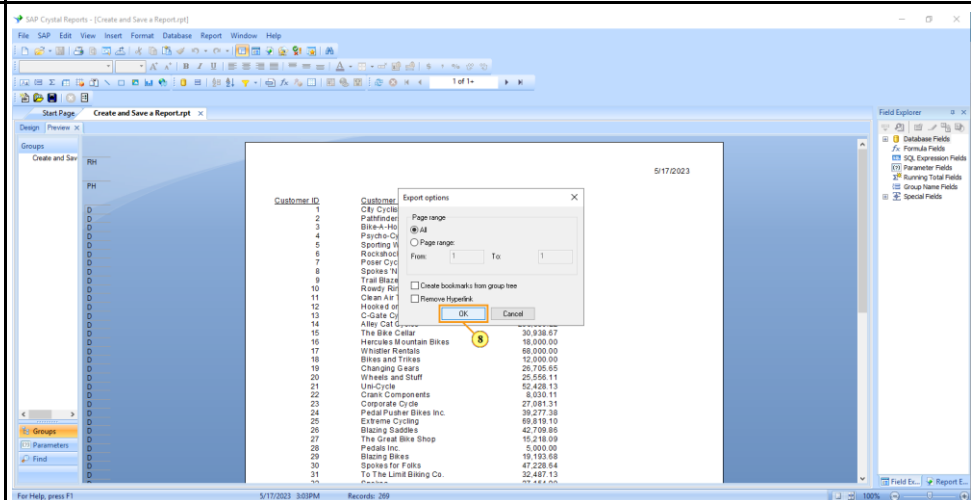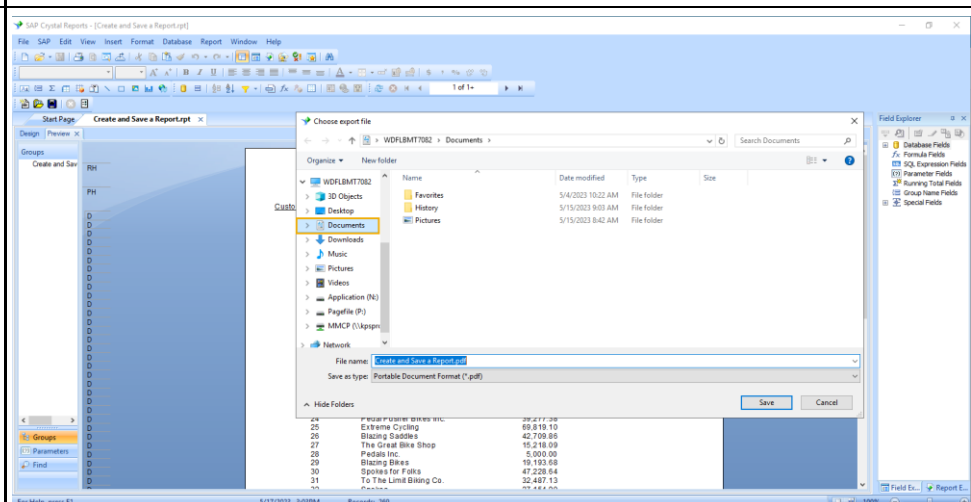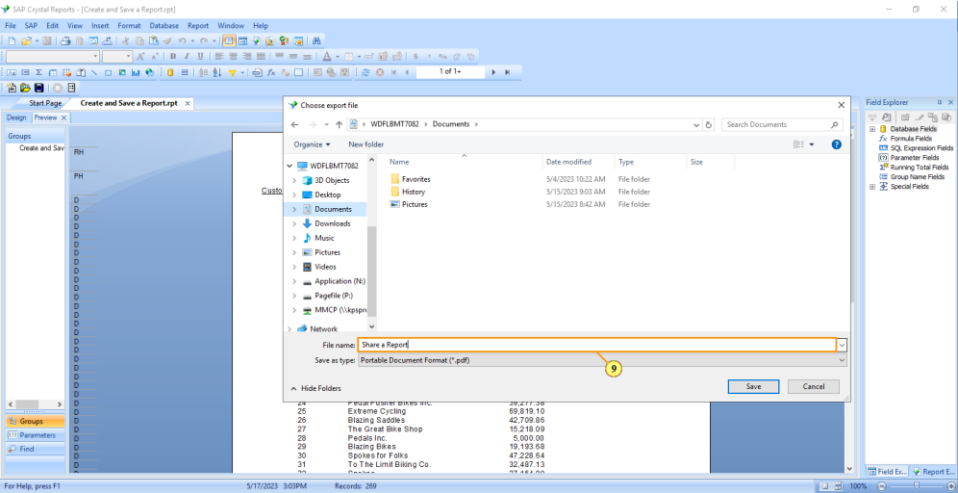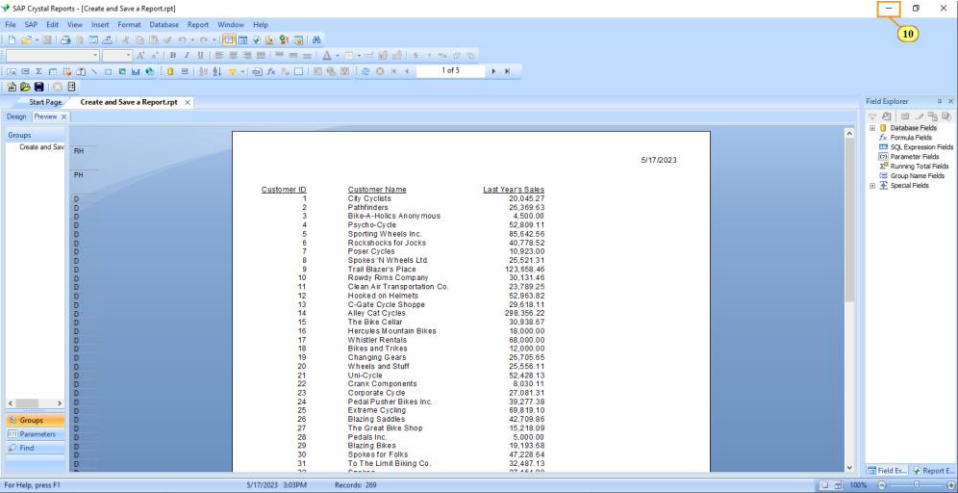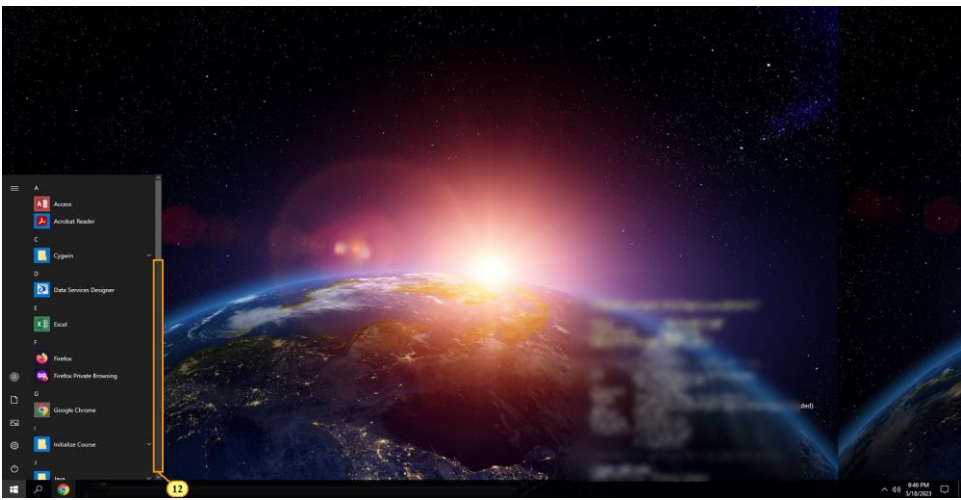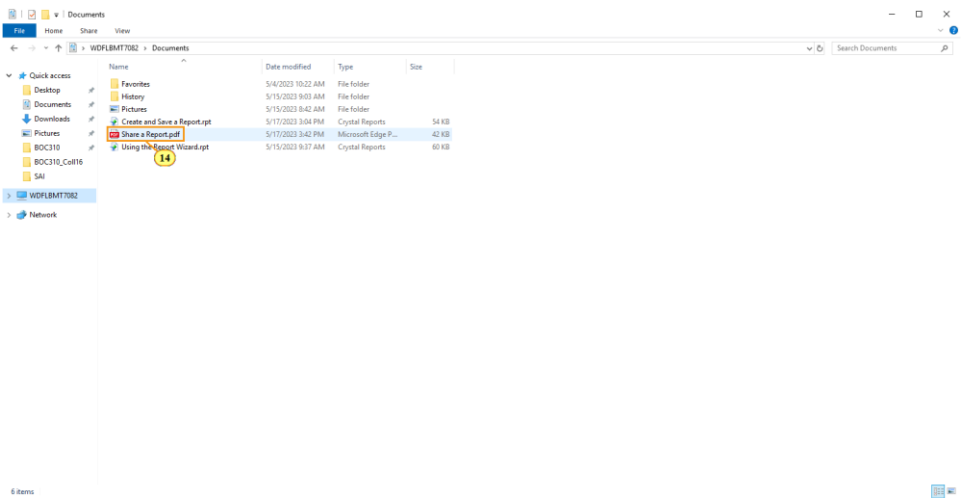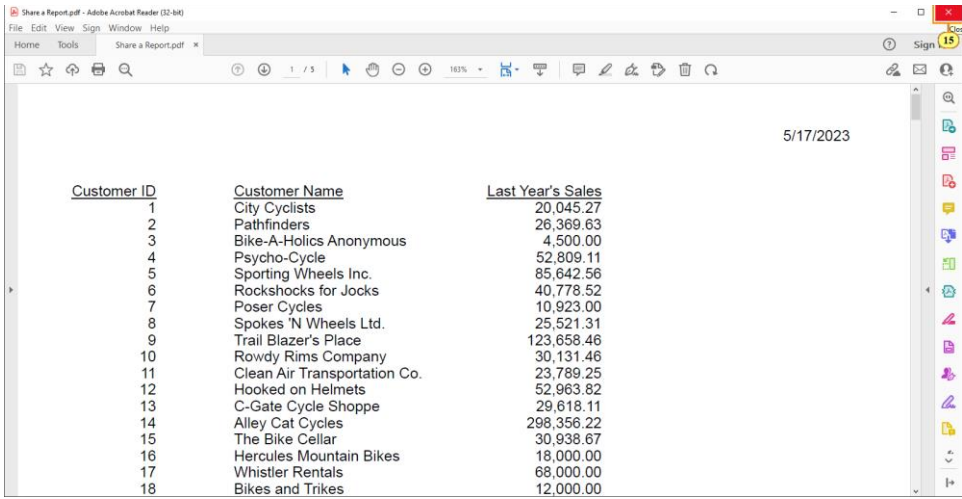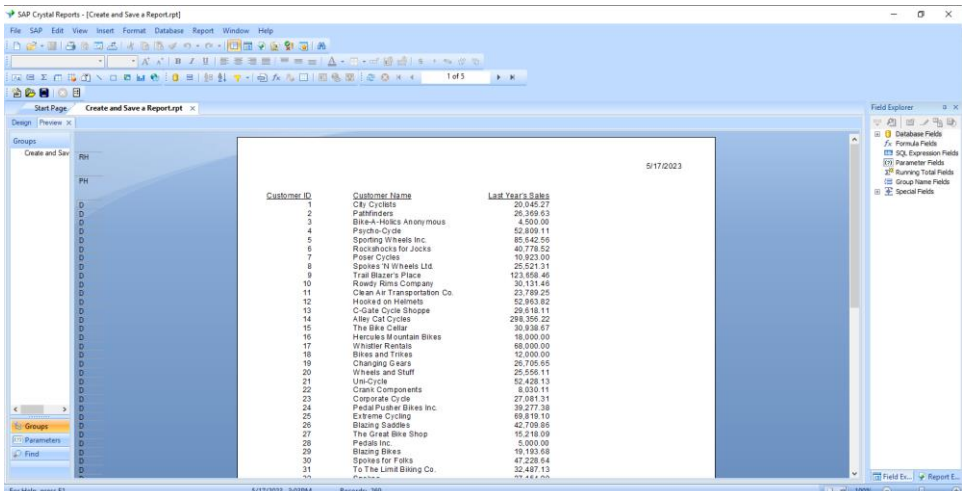
Explanation	Screenshot
9. In the *File name* field, enter **Share a Report** and choose *Save*.	
10. Choose *Minimize*.	
11. Choose *Start*.	

Explanation	Screenshot
12. To view more applications, select the scroll bar to scroll down.	
13. Choose *Windows System > File Explorer*.	
14. Choose *Share a Report.pdf* with the double-click.	

Explanation	Screenshot
ⓘ You can now see the report.	
15. Choose *Close*.	
ⓘ In the following steps, you will save a report to the BI platform.	

Explanation	Screenshot
16. Choose *File > Save As.*	
17. Choose *Enterprise*.	
ⓘ The data has been entered for you.	
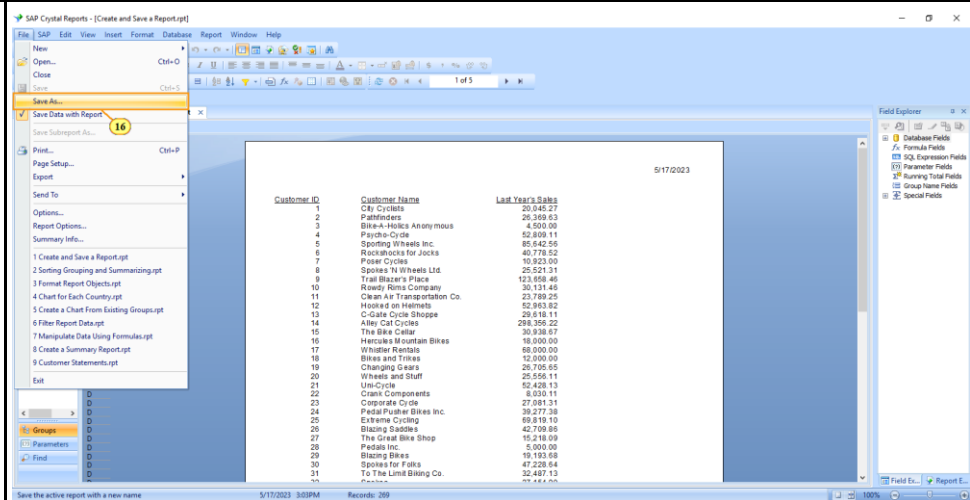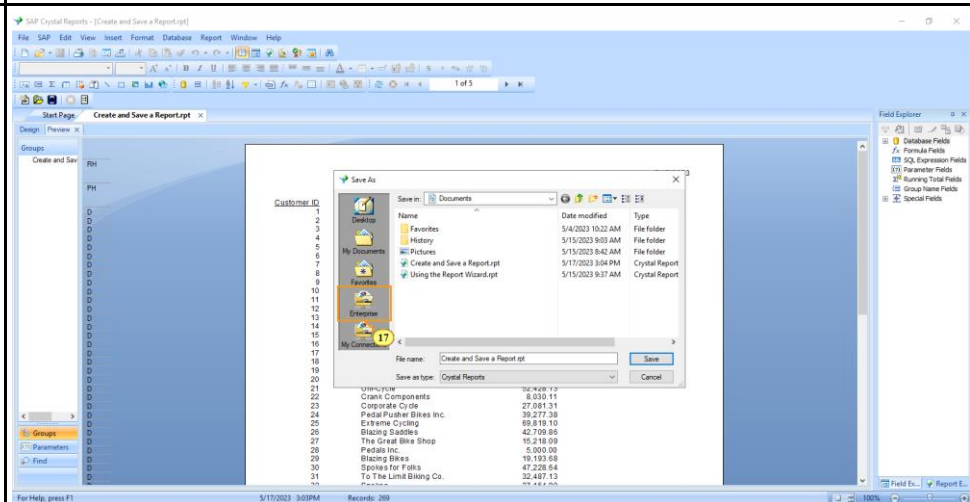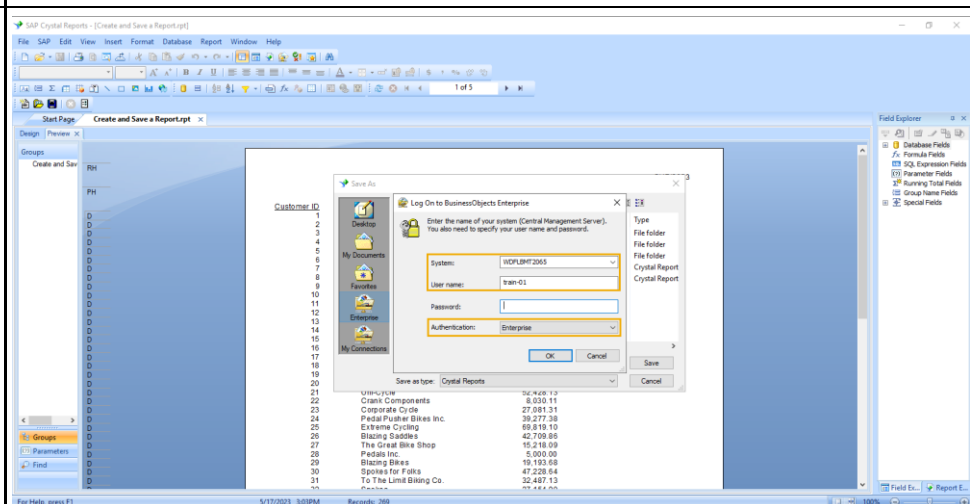
Explanation	Screenshot
18. Enter your password in the *Password* field. For this tutorial, enter **XXXX**.	
19. Choose *OK*.	
20. To view more folders, select the scroll bar to scroll down.	
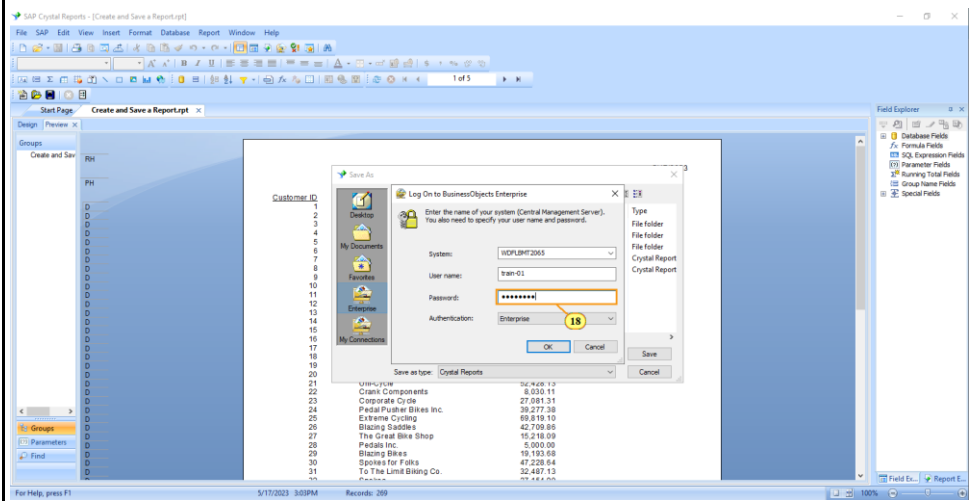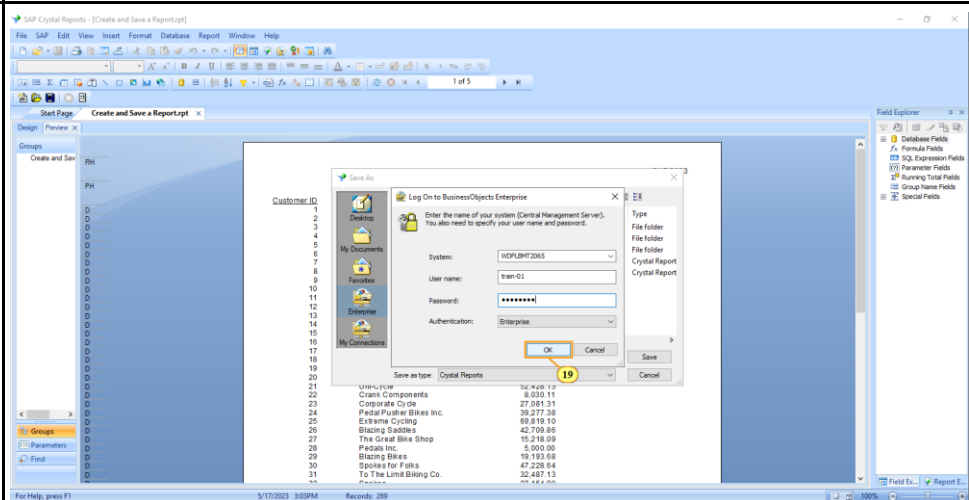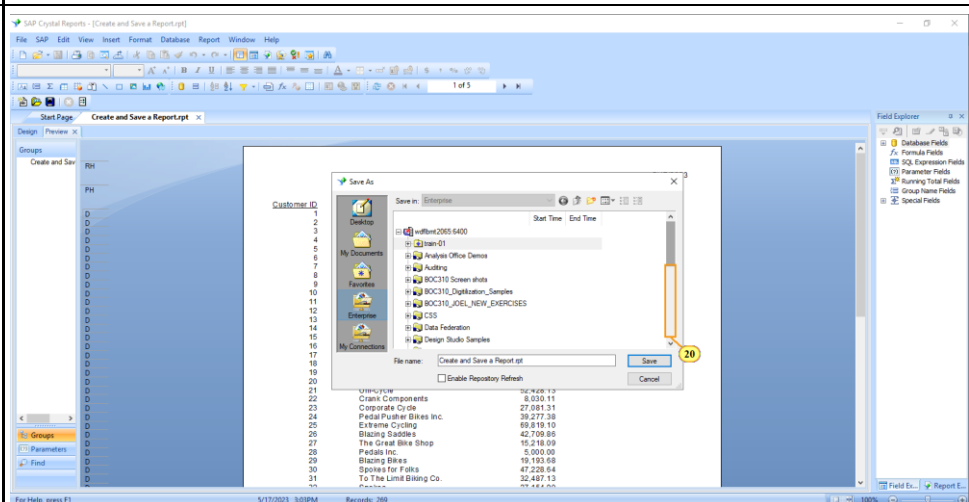
Explanation	Screenshot
21. Choose *Report Samples*.	
22. In the *File name* field, enter **Share a Report** and choose *Save*.	
23. Choose *Minimize*.	
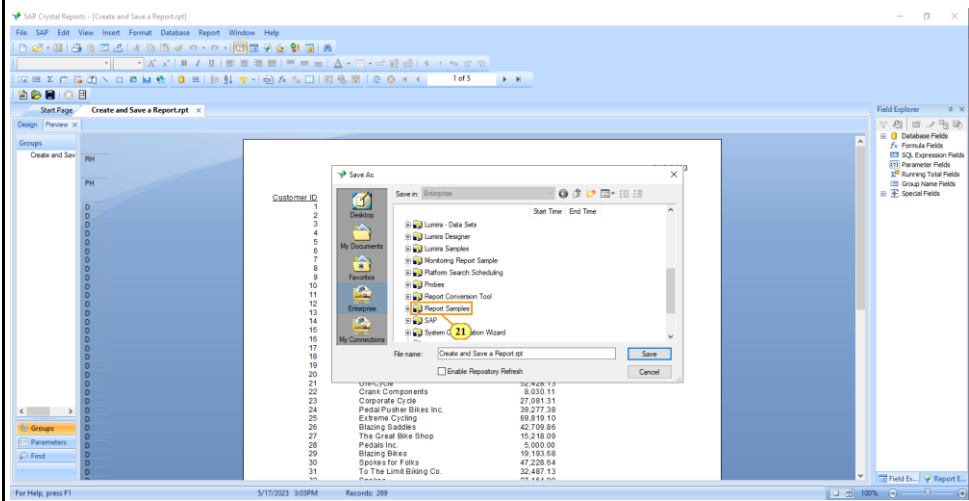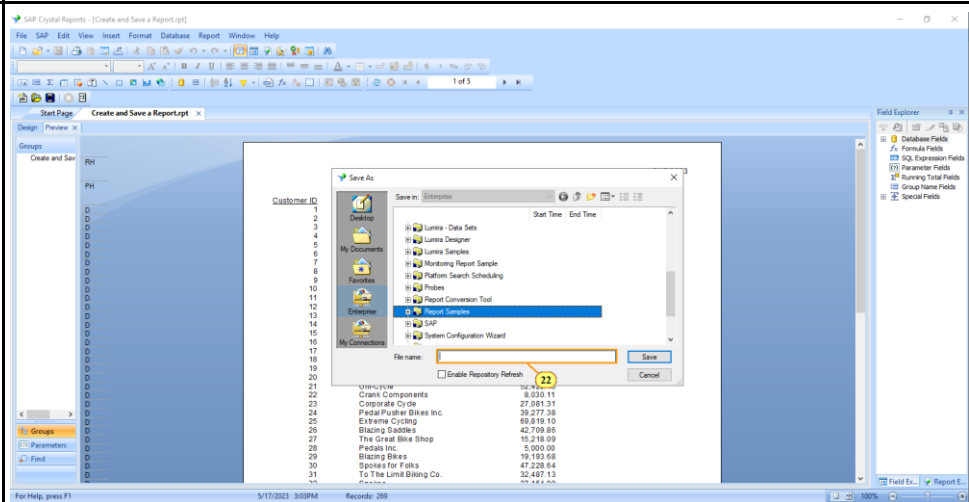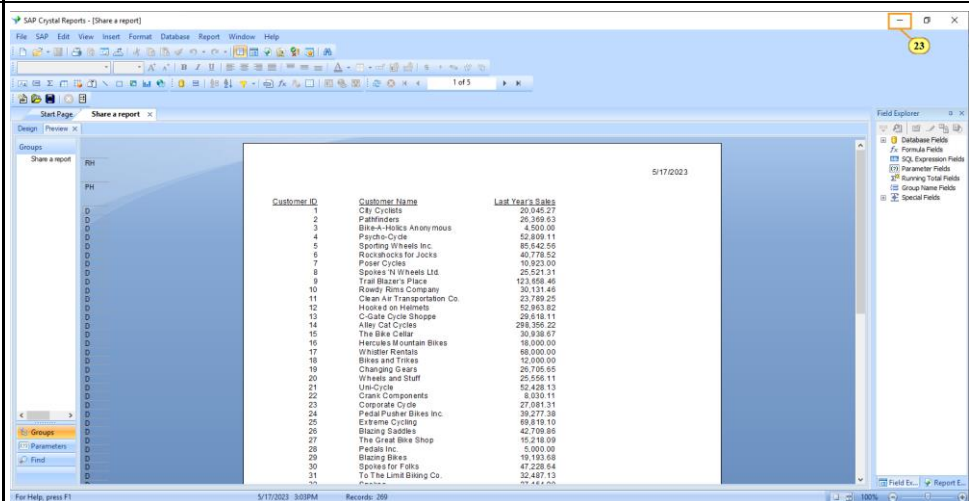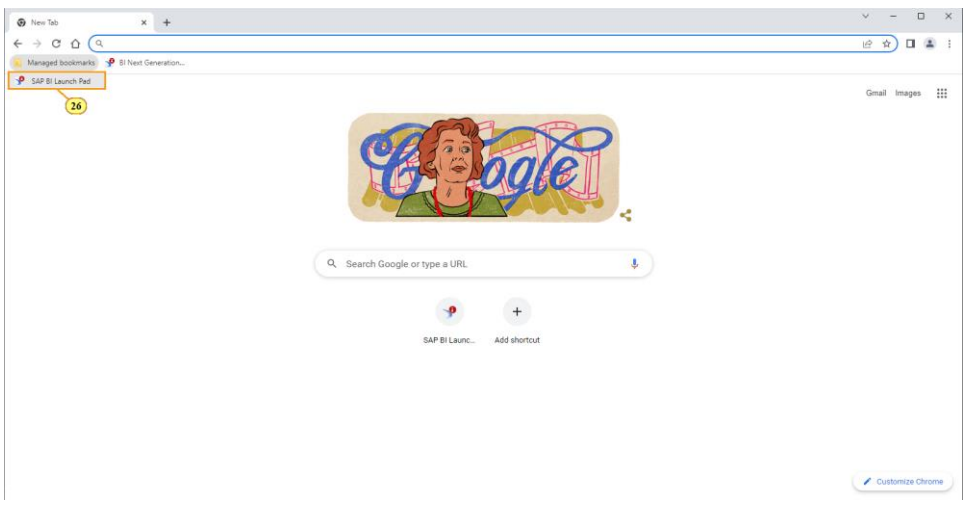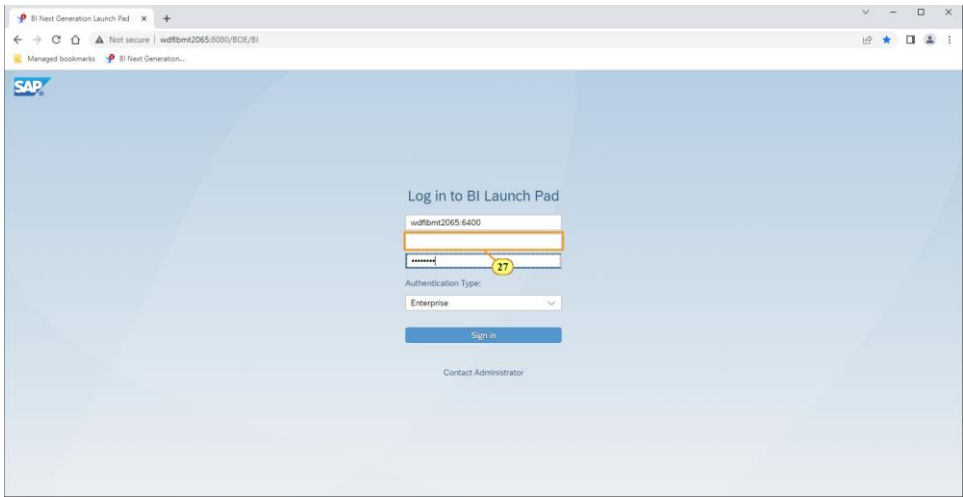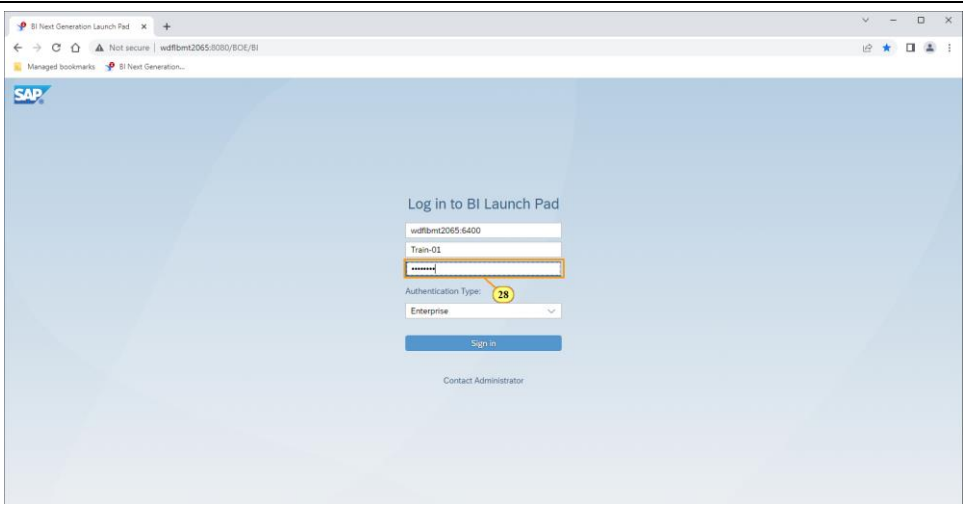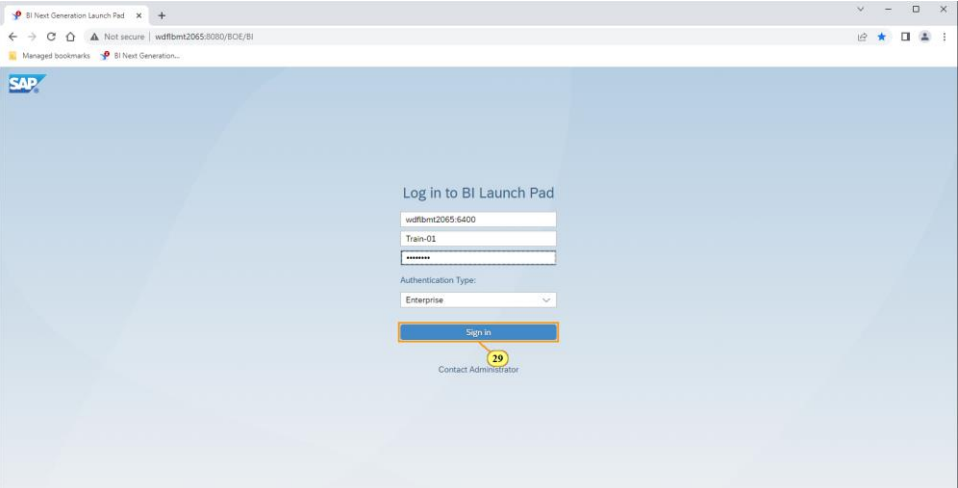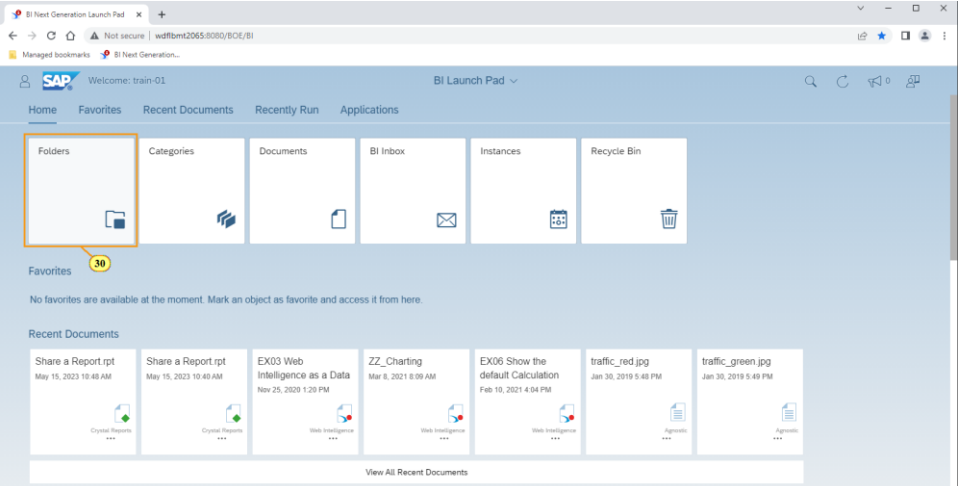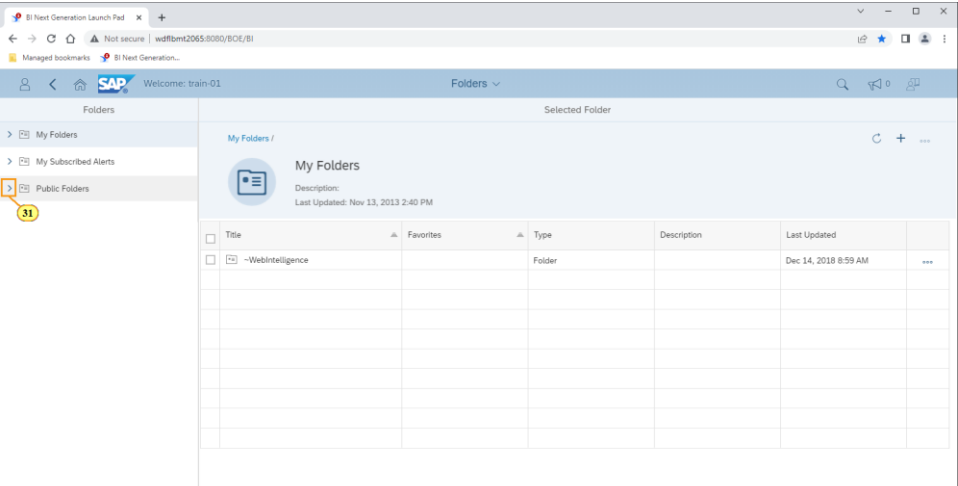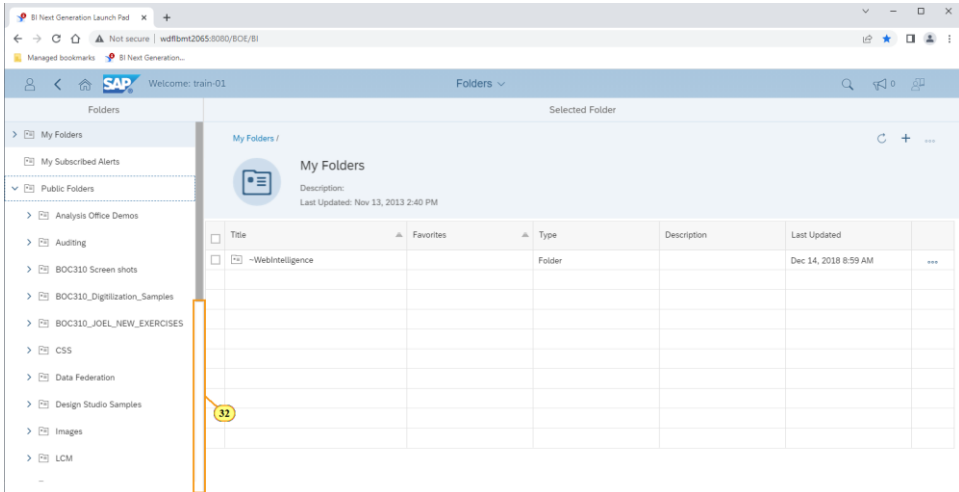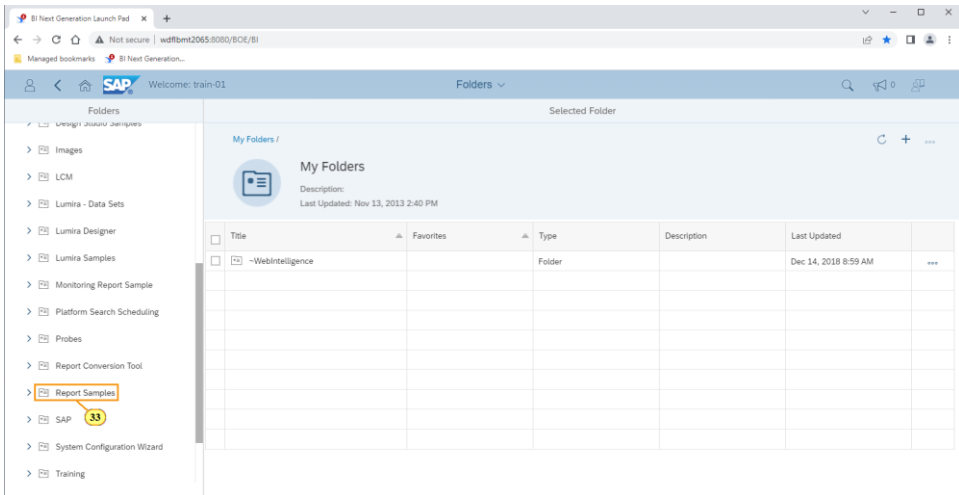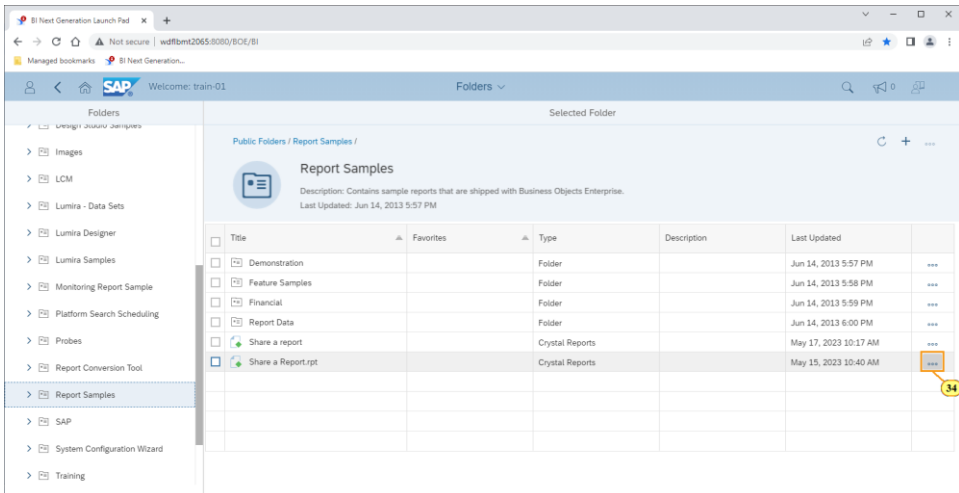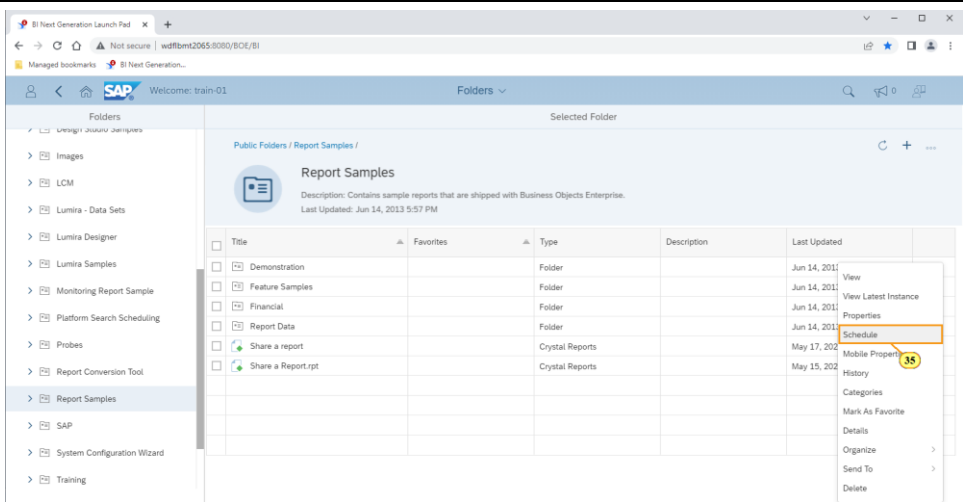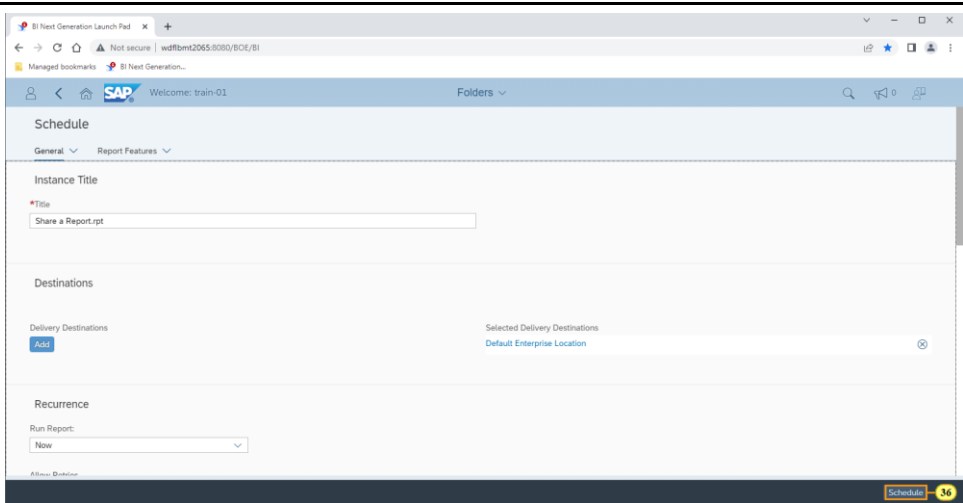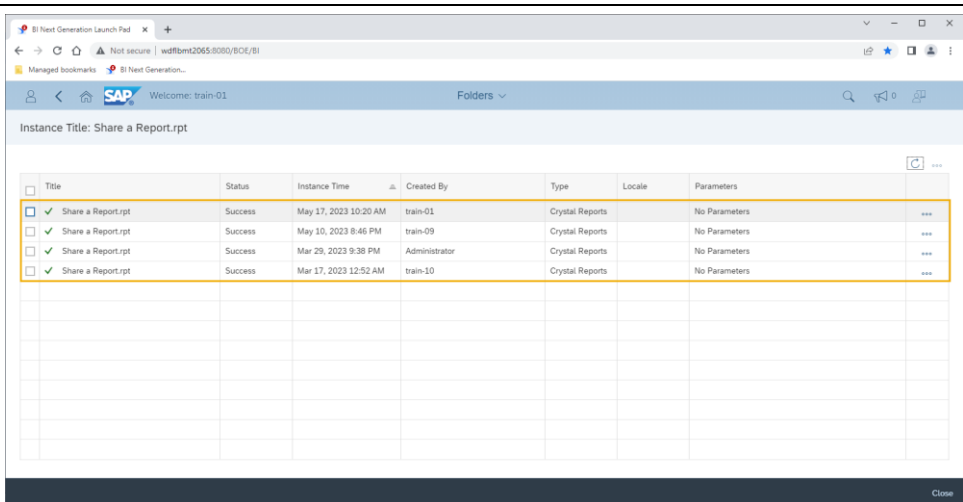
Explanation	Screenshot
(i) In the following steps, you will schedule a report and view a report instance using the BI Launch Pad.	
24. Choose *Start*.	
25. Choose *Google Chrome*.	
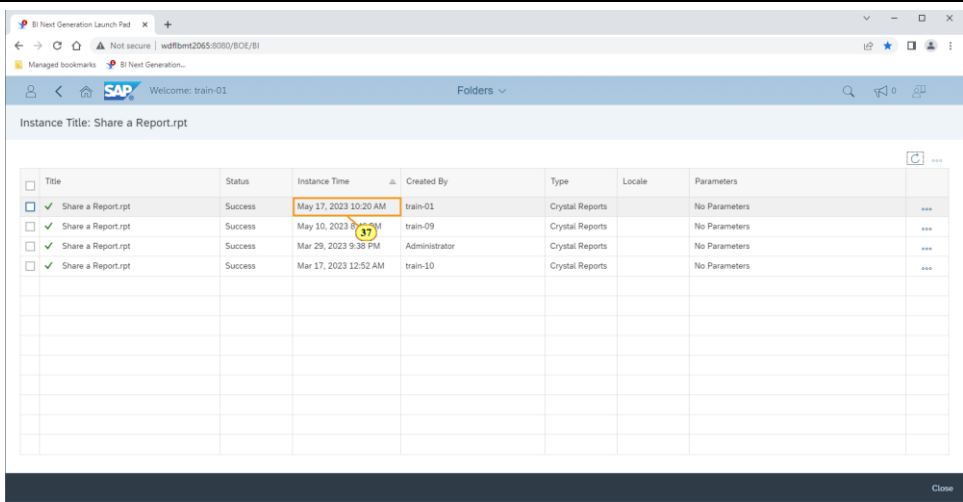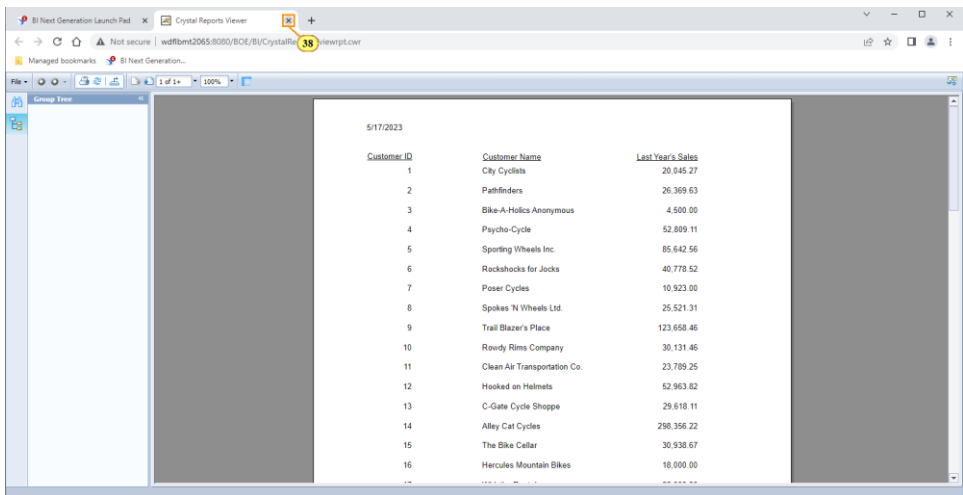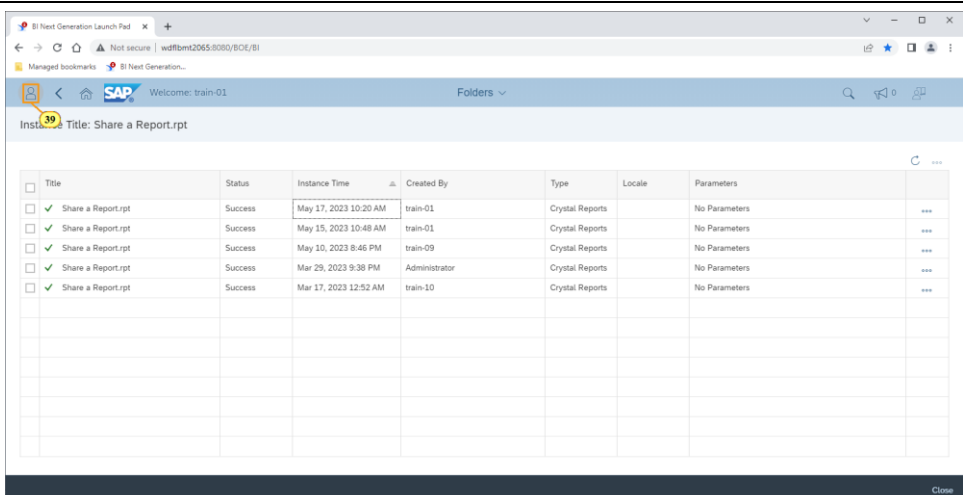
Explanation	Screenshot
26. Choose *Managed bookmarks > SAP BI Launch Pad*.	
27. Enter your user id in the *Username* field. For this tutorial, enter **Train-01**.	
28. Enter your password in the *Password* field. For this tutorial, enter **XXXX**.	
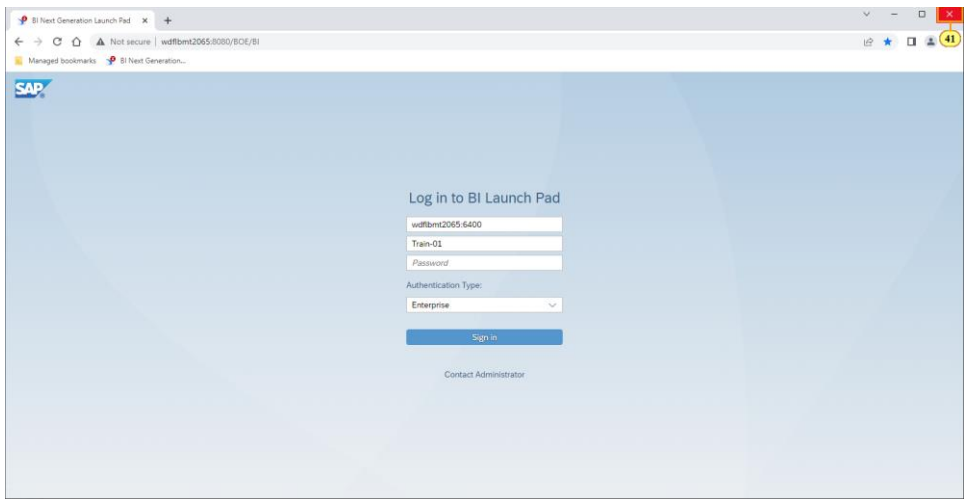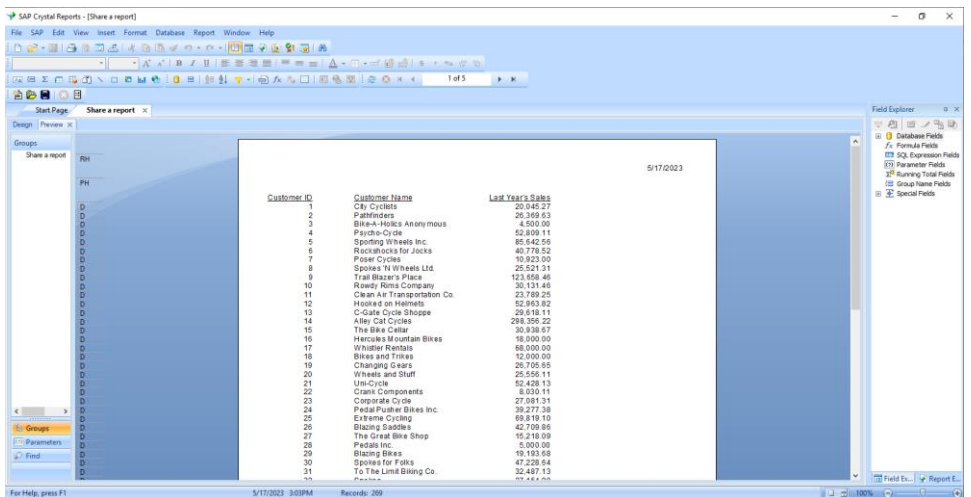
Explanation	Screenshot
29. Choose *Sign in*.	
30. Select the *Folders* tile.	
31. To expand the *Public Folders* items pane, choose the arrow.	

Explanation	Screenshot
32. To view more folders, select the scroll bar to scroll down.	
33. Choose *Report Samples*.	
34. Choose *More*.	

Explanation	Screenshot
35. Choose *Schedule*.	
36. Choose *Schedule*.	
ⓘ Only successful instances are viewable.	

Explanation	Screenshot
37. Choose *Instance Time*.	
38. Choose *Close*.	
39. Choose your user profile icon in the upper left corner.	

Explanation	Screenshot
40. Choose *Log out*.	
41. Choose *Close*.	
ⓘ You have successfully shared a report. This concludes the interactive tutorial.	