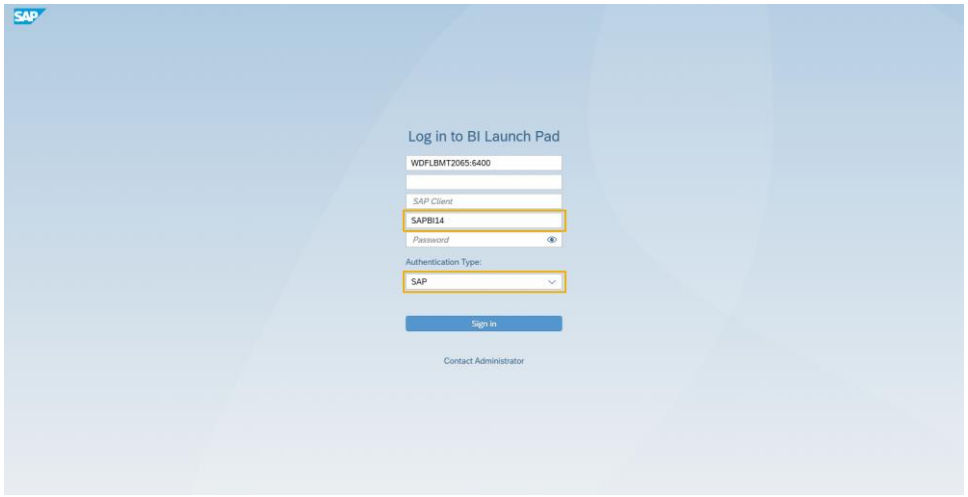
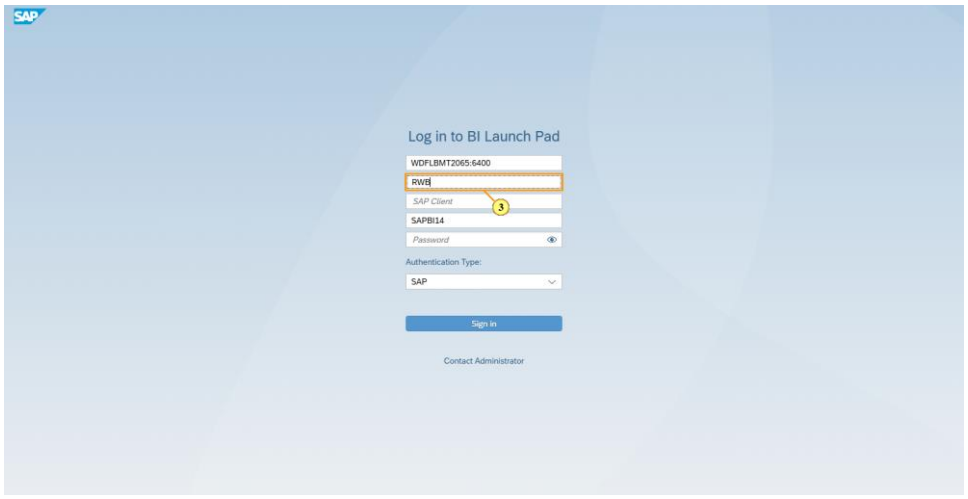
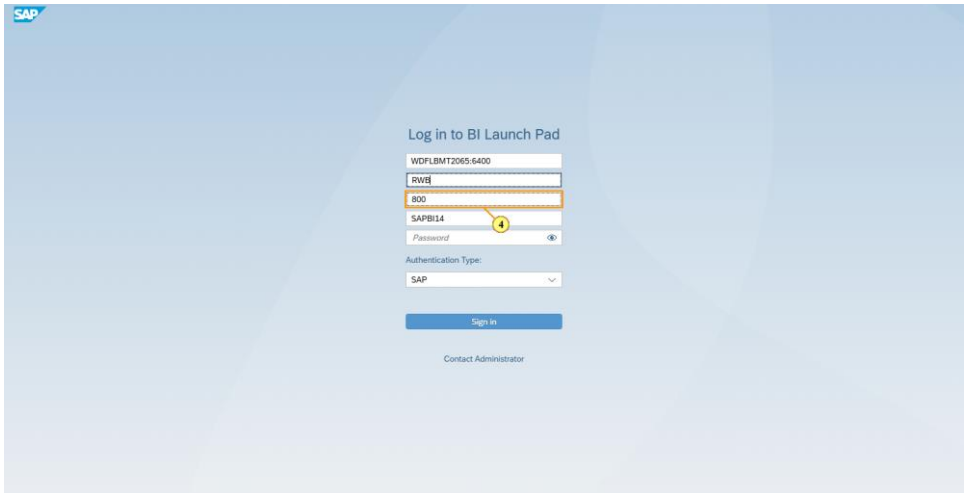
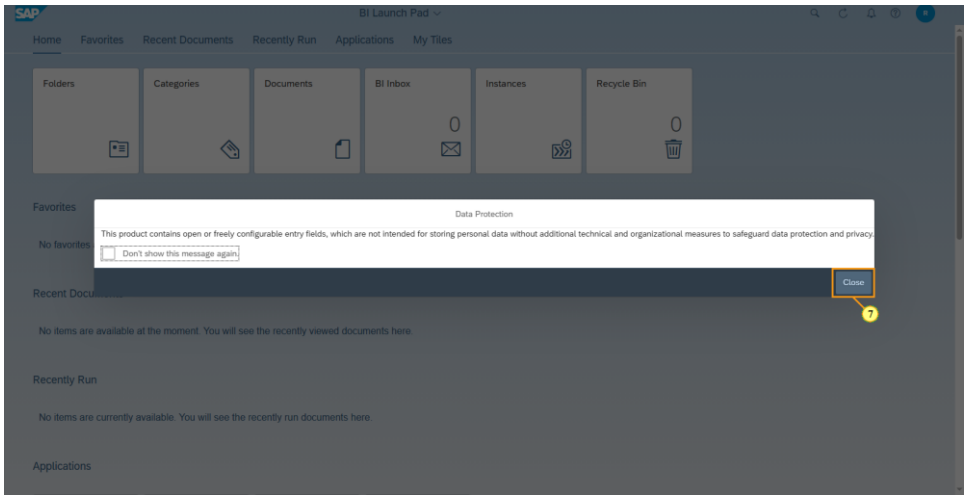
Log On to and Navigate in the BI Launch Pad

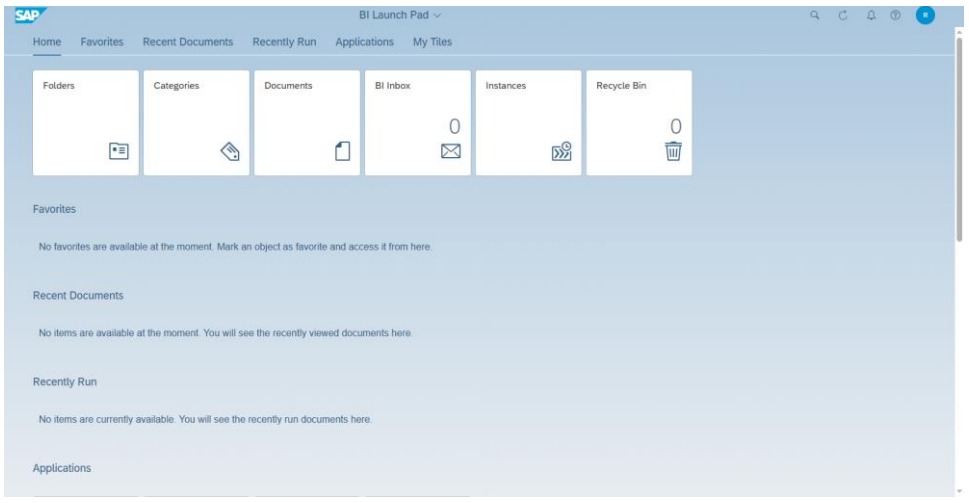
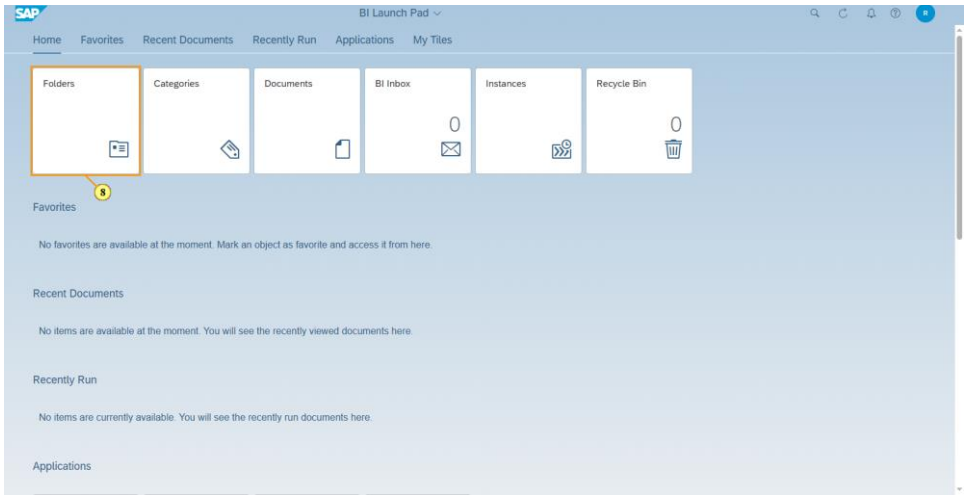
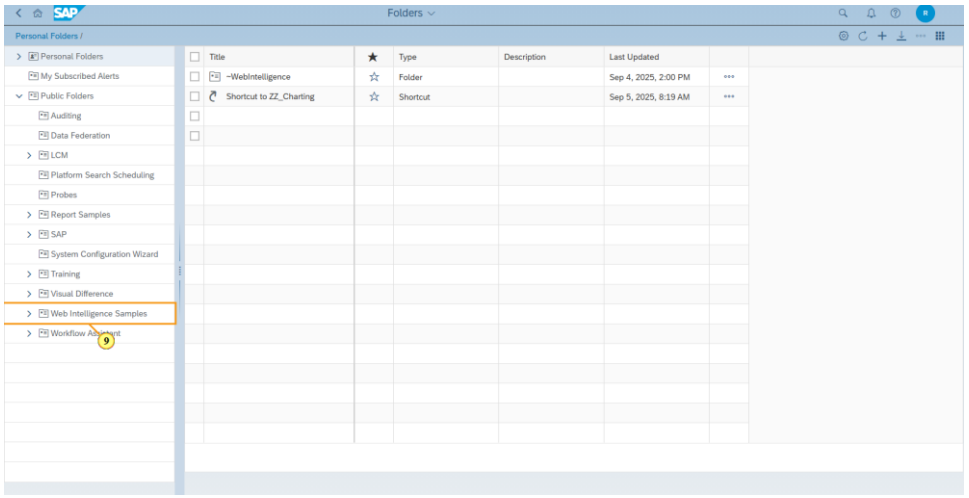
Explanation	Screenshot
ⓘ To learn more about how to log on to and navigate in the BI Launch Pad, follow this interactive tutorial.	

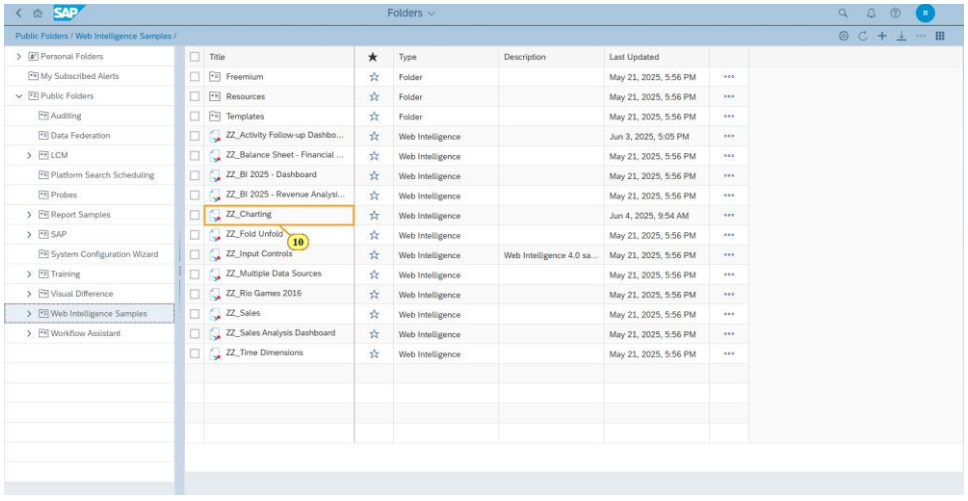
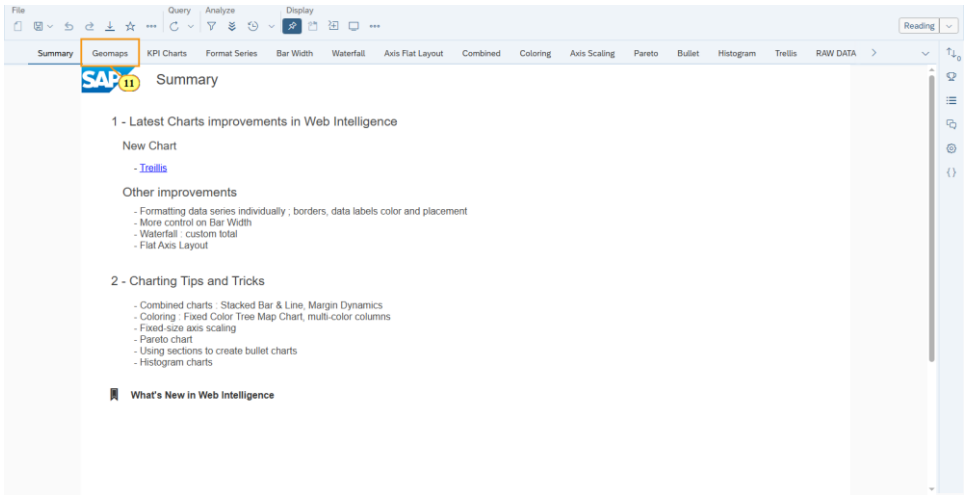
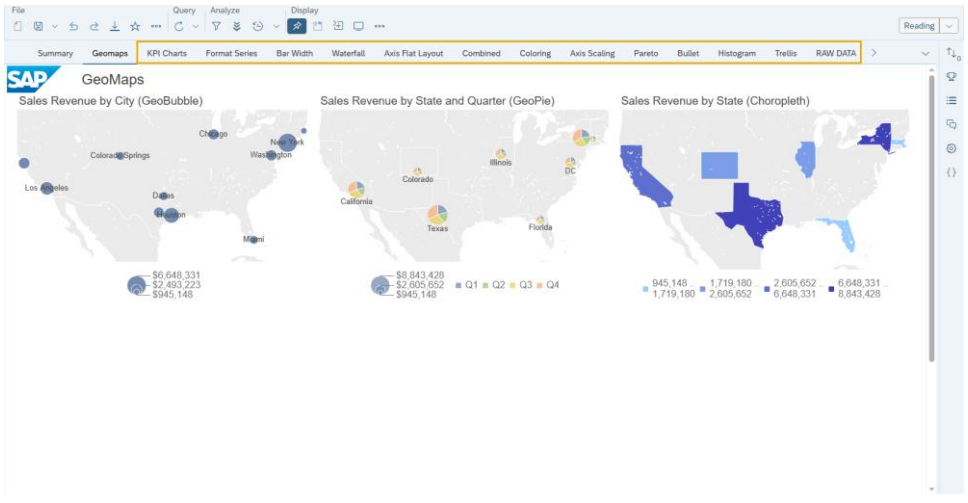
Explanation	Screenshot
ⓘ In the following steps, you will log on to the BI Launch Pad.	

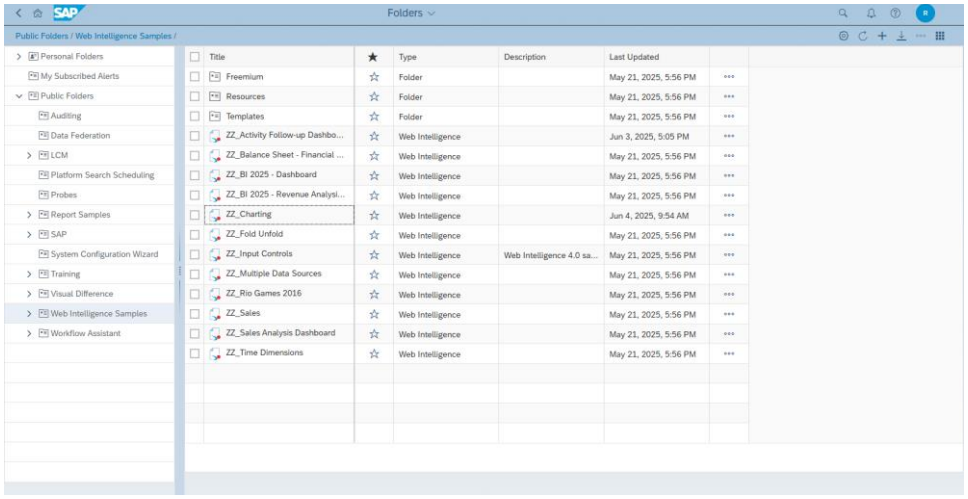
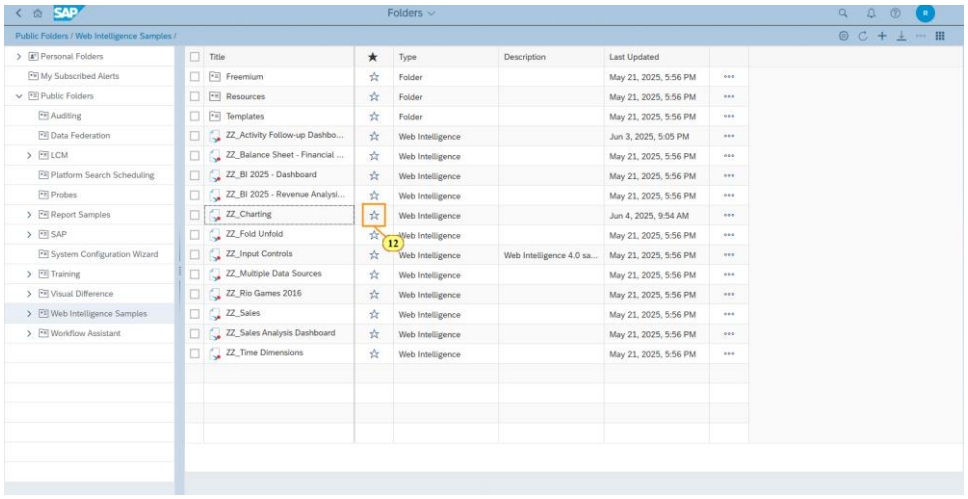
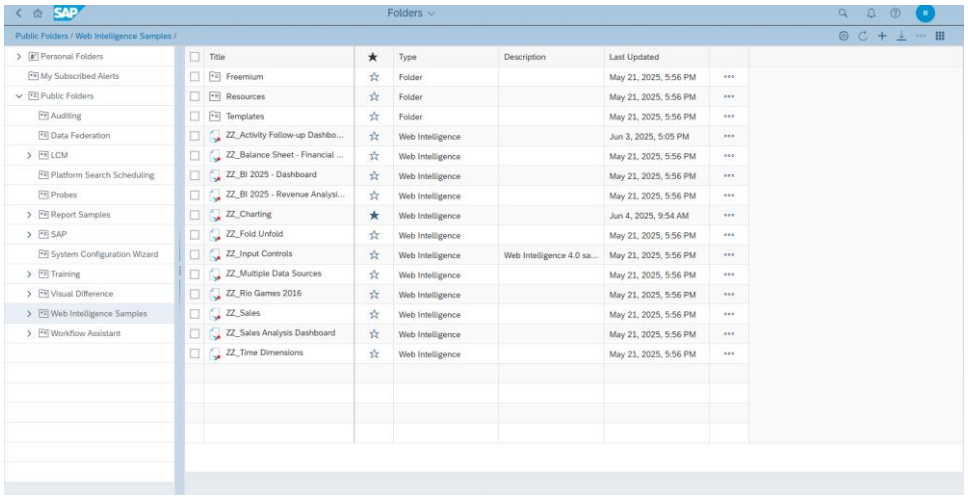
Explanation	Screenshot
1. Choose *Windows*.	

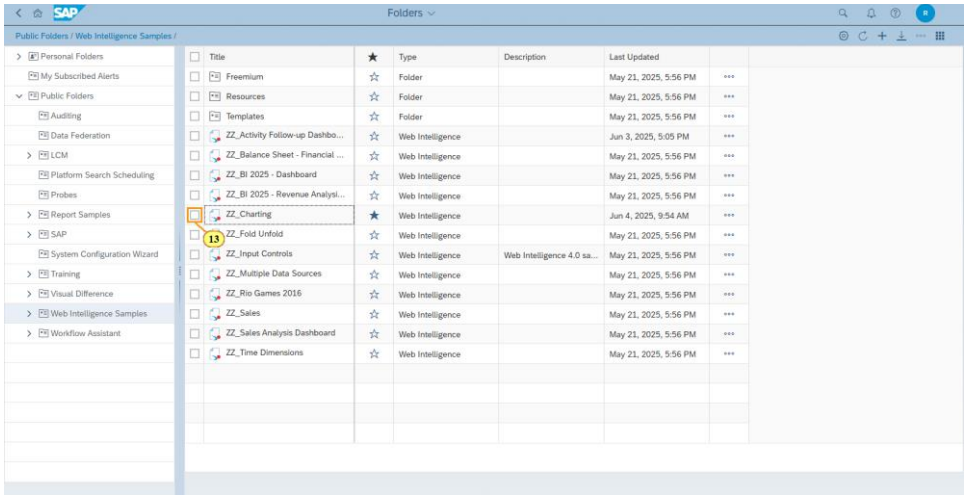
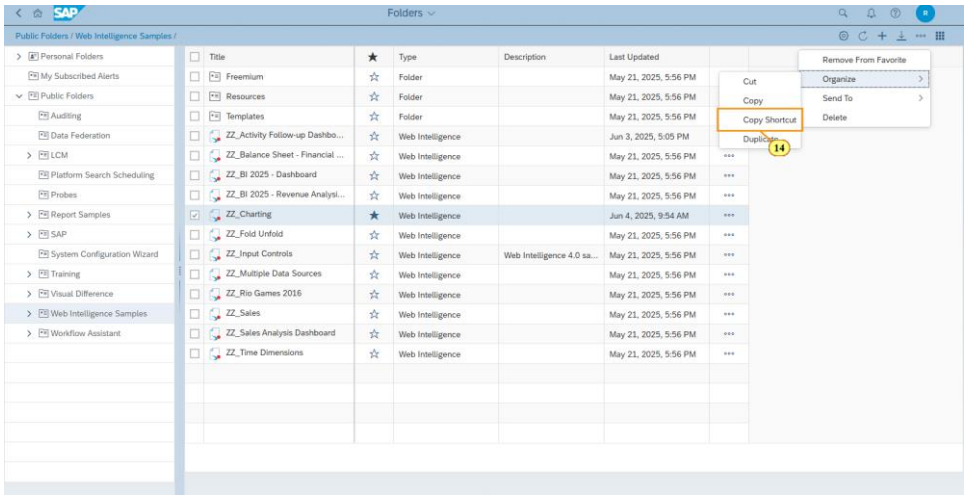
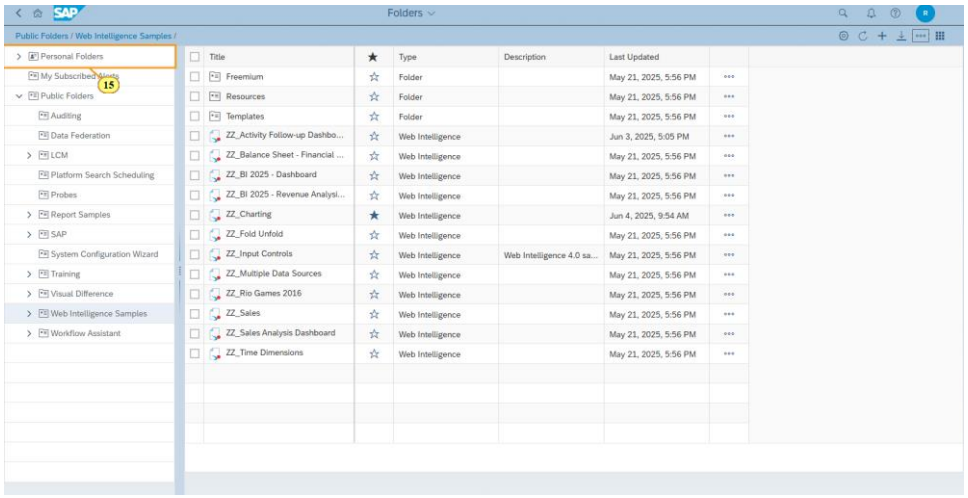
Explanation	Screenshot
2. Choose *BI Launch pad – WDFLBMT2065*.	
ⓘ The *Username* has been entered and *Authentication Type* has been selected for you.	
3. In the *SAP System Name* field, enter **RWB**.	
4. In the *SAP Client* field, enter **800**.	

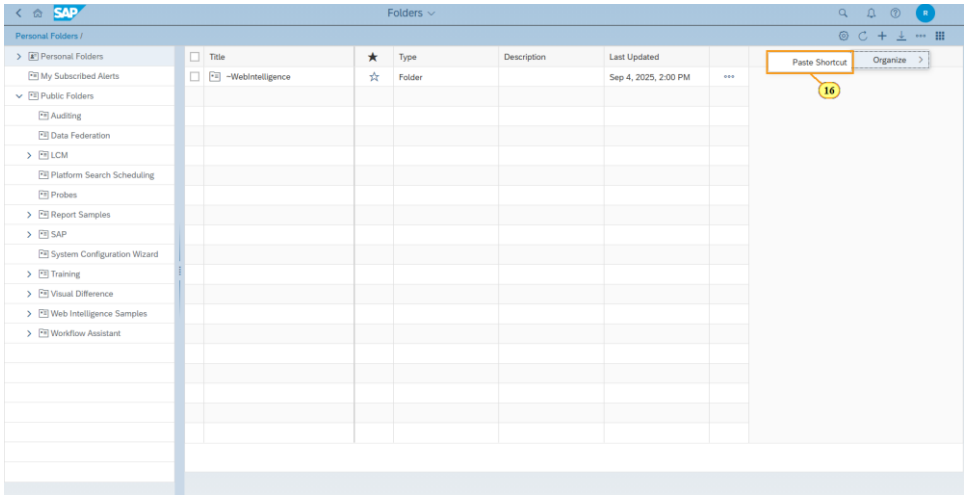
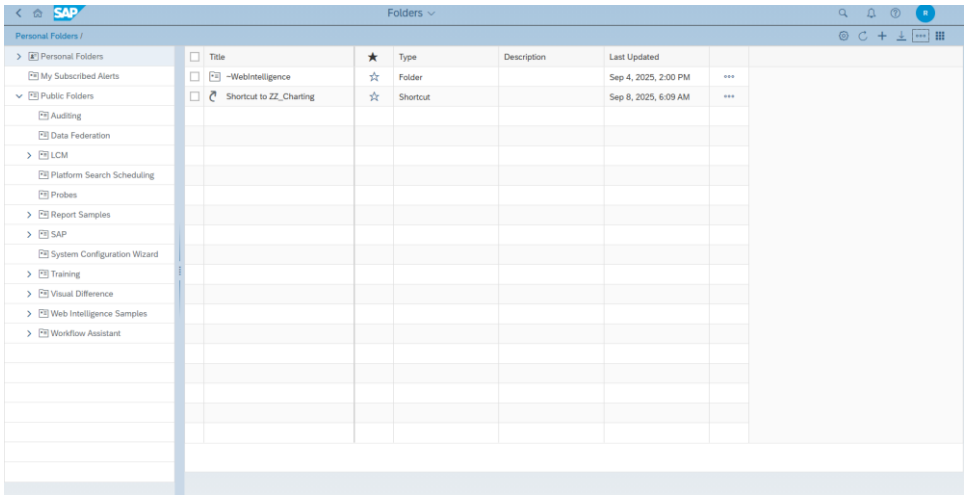
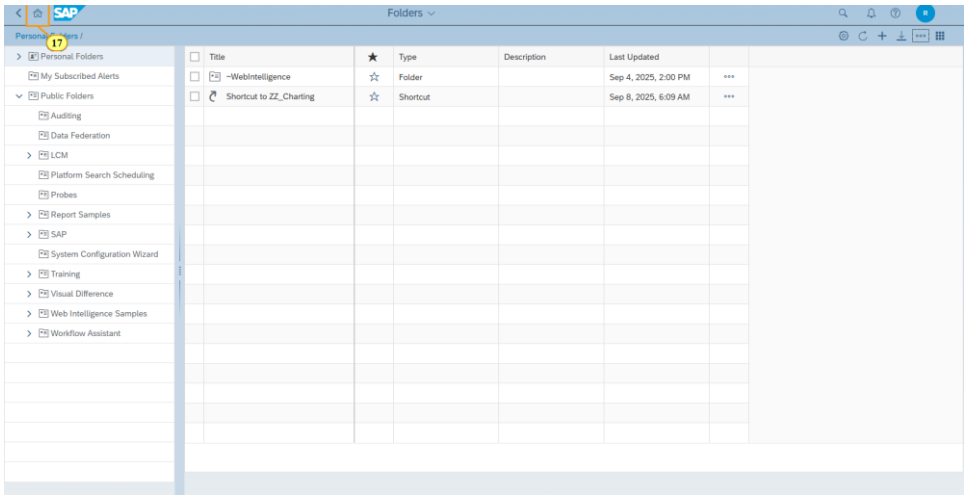
Explanation	Screenshot
5. Enter the *Password* provided. For this tutorial, enter **XXXX**.	
6. Choose *Sign in*.	
7. Choose *Close*.	

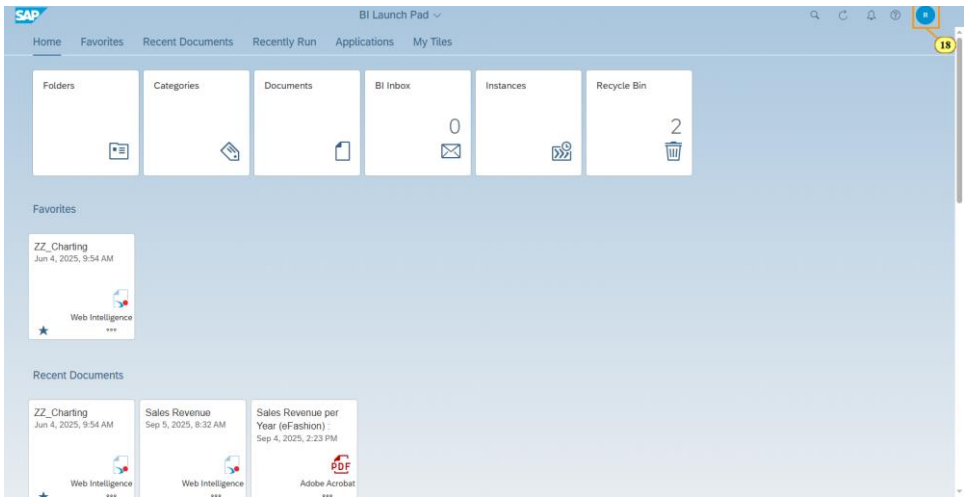
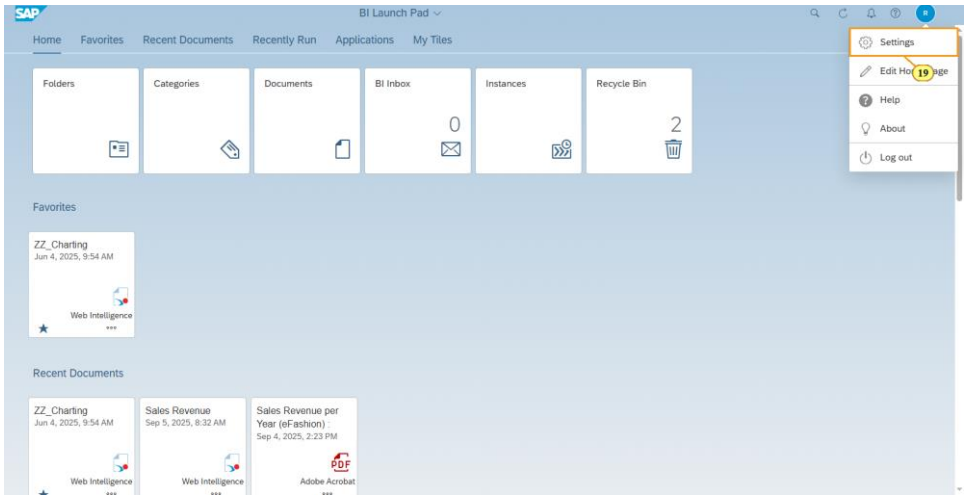
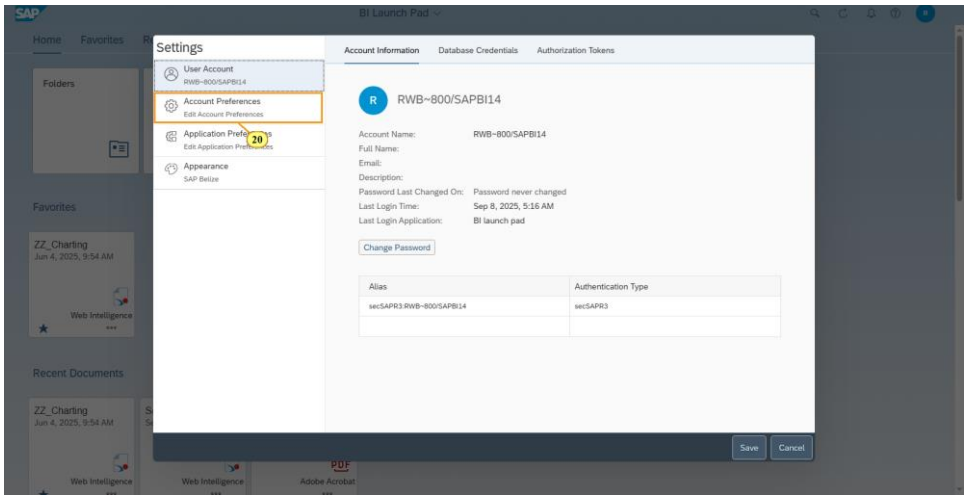
Explanation	Screenshot
ⓘ In the following steps, you will open a document and mark it as favorite.	
8. To open the app, select the *Folders* tile.	
9. Choose *Public Folders > Web Intelligence Samples*.	

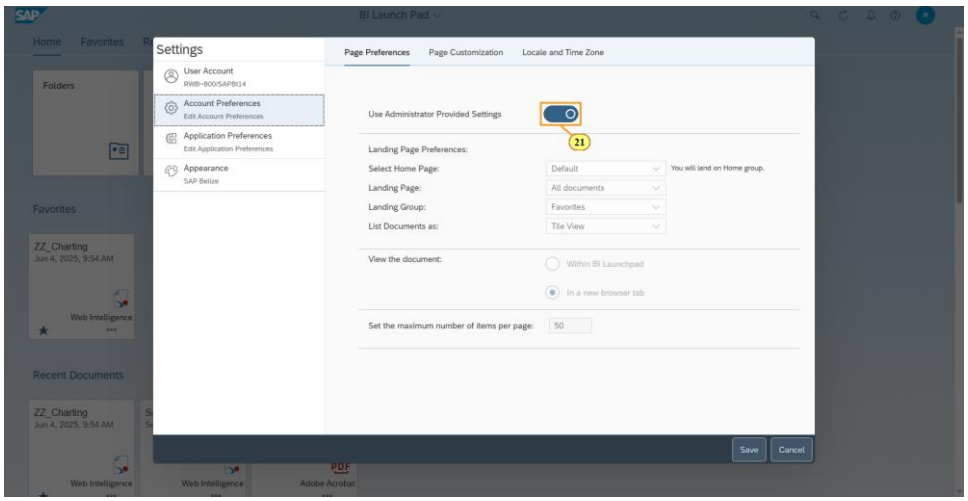
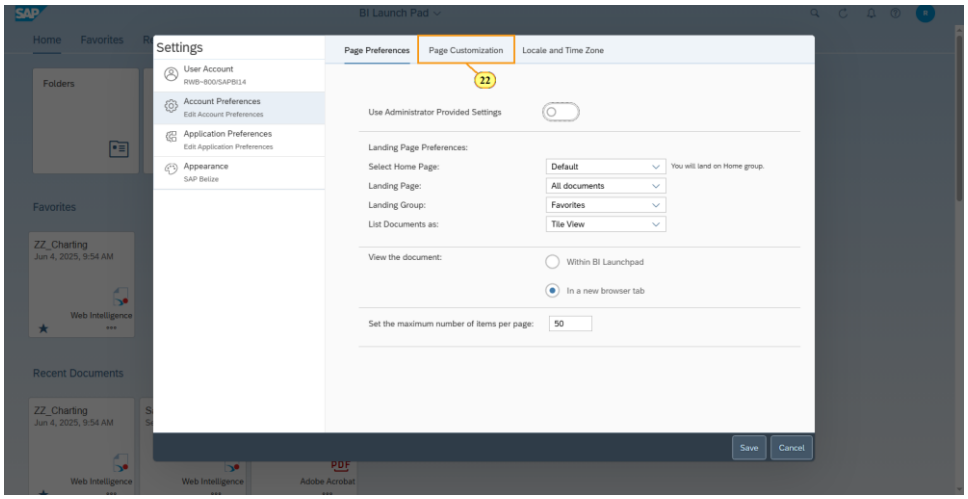
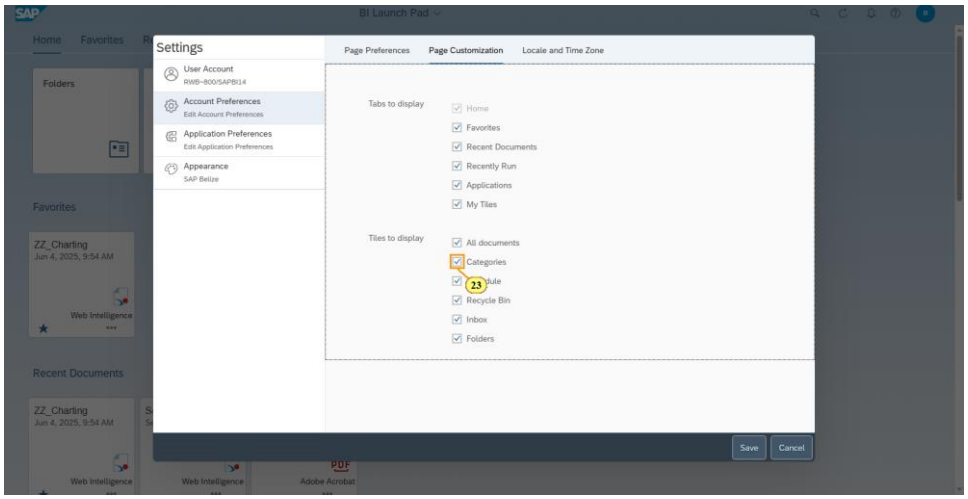
Explanation	Screenshot
10. Choose *ZZ_Charting*.	
11. Choose *Geomaps*.	
ⓘ Similarly, you can now navigate through each of the tabs and explore them.	

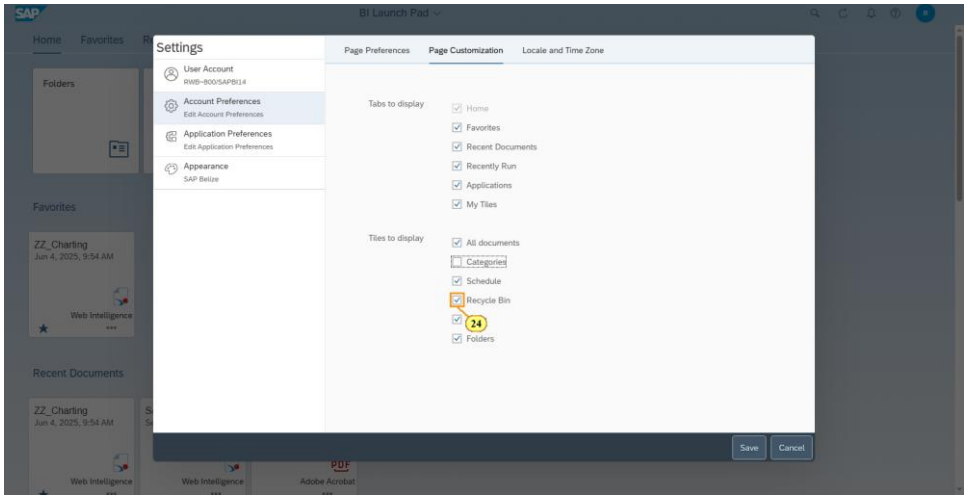
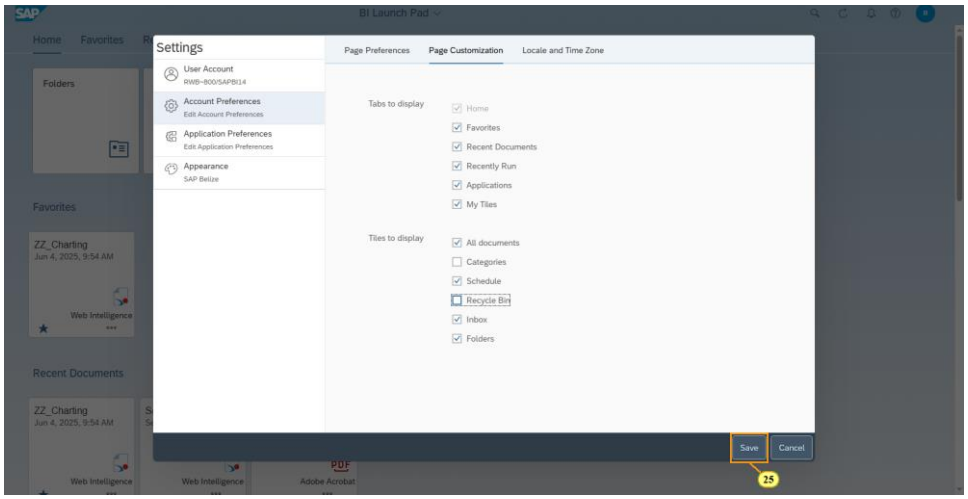
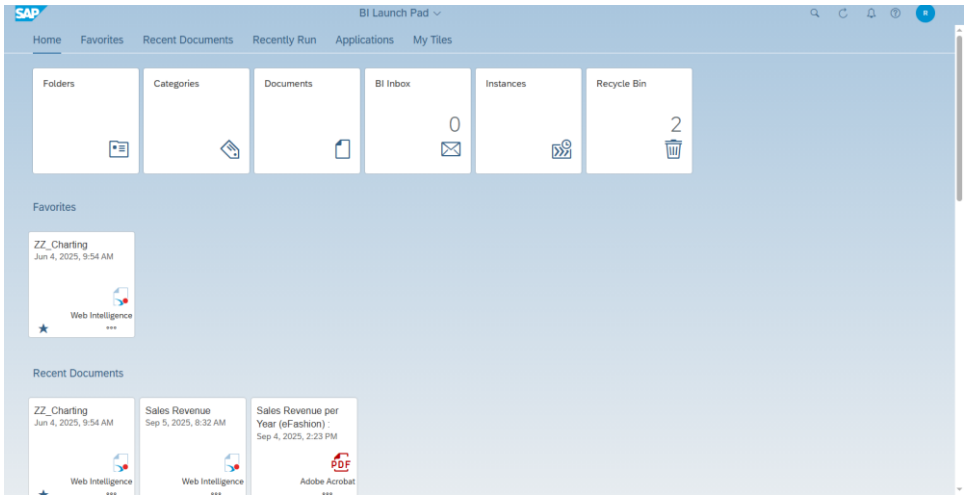
Explanation	Screenshot
ⓘ Close the *ZZ_Charting* Web Intelligence document. For this tutorial, this step has been performed for you.	
12. Choose *Mark As Favorite* for ZZ_Charting.	
ⓘ In the following steps, you will create a shortcut to the document.	

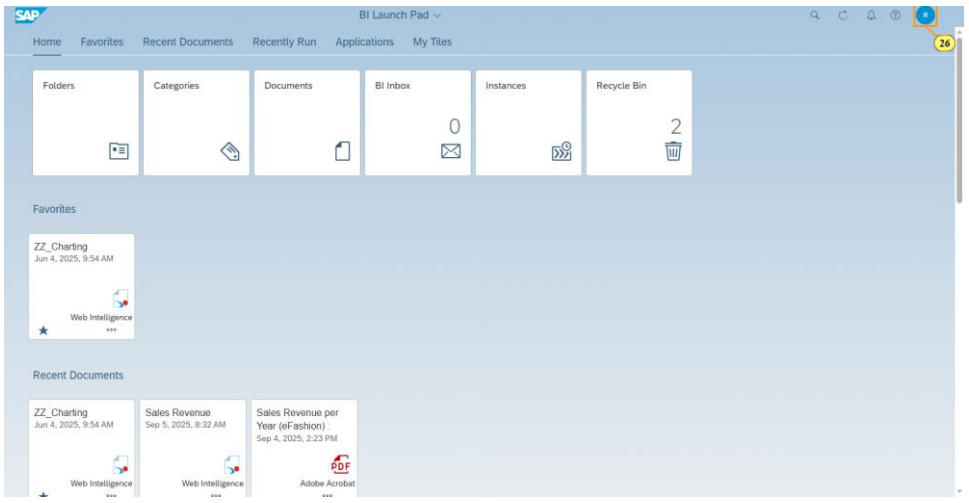
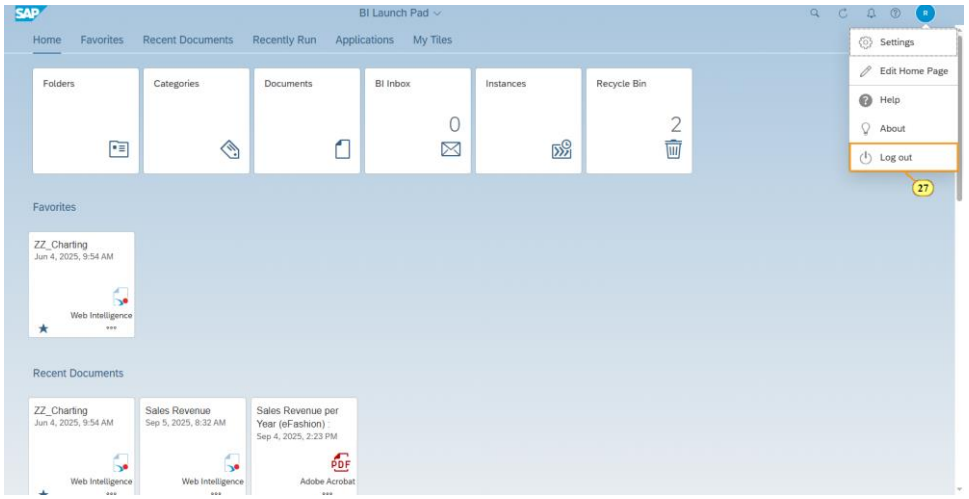
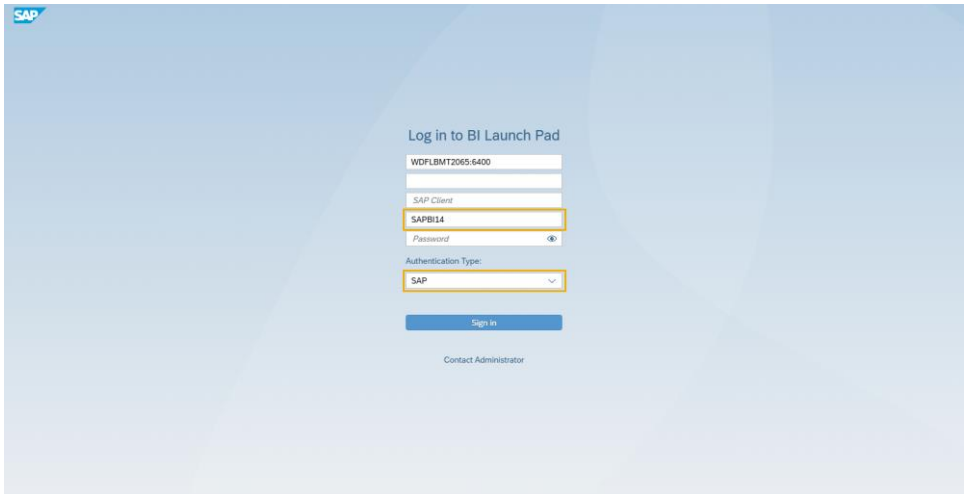
Explanation	Screenshot
13. Select *ZZ_Charting*.	
14. Choose *More* > *Organize* > *Copy Shortcut*.	
15. Choose *Personal Folders*.	

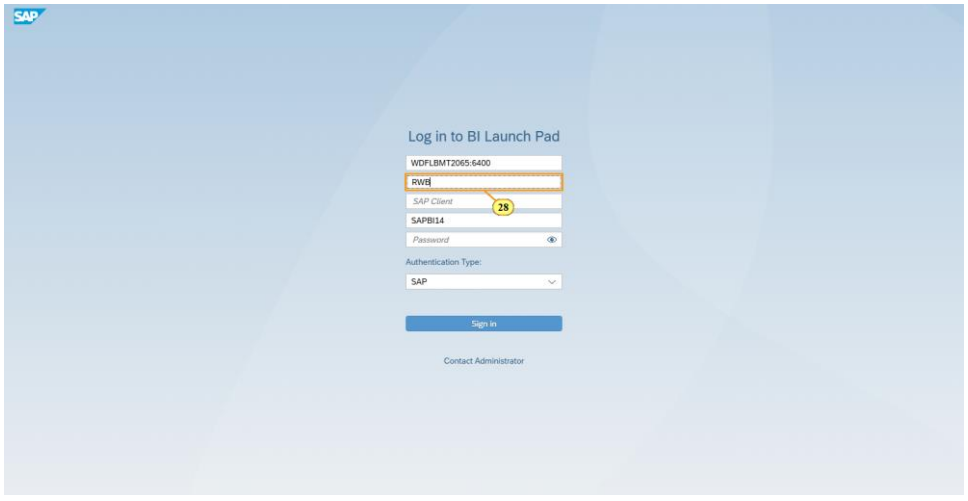
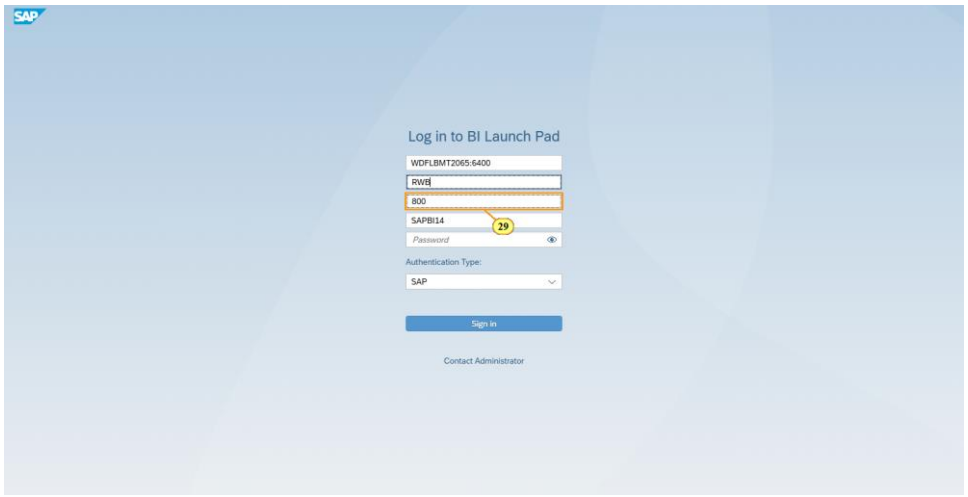
Explanation	Screenshot
16. Choose *More* > *Organize* > *Paste Shortcut*.	
ⓘ In the following steps, you will change the settings to show the required tiles on the Home page.	
17. Choose *Home*.	

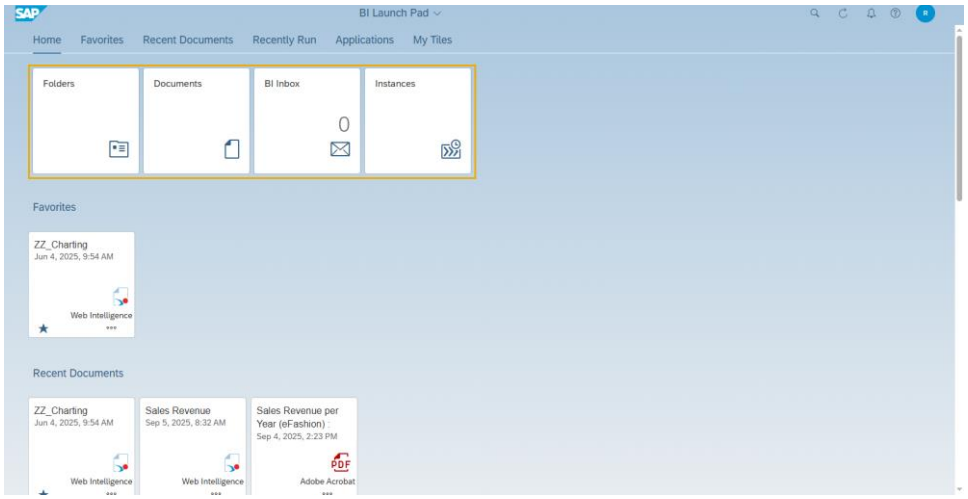
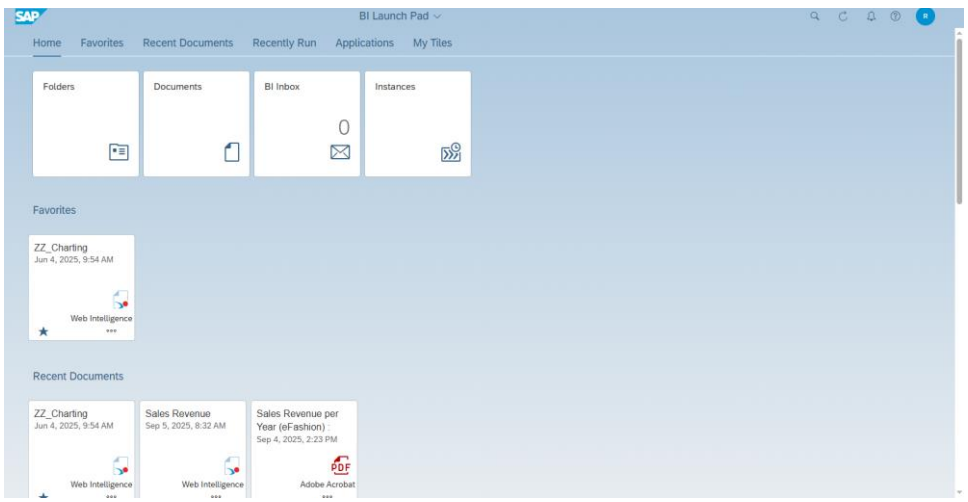
Explanation	Screenshot
18. Choose *User*.	
19. Choose *Settings*.	
20. Choose *Account Preferences*.	

Explanation	Screenshot
21. To disable the *Use Administrator Provided Settings*, choose the switch button.	
22. Choose *Page Customization*.	
23. Clear *Categories*.	

Explanation	Screenshot
24. Clear *Recycle Bin*.	
25. Choose *Save*.	
ⓘ In the following steps, you will log off from the BI Launch Pad and then log back on to see the changes.	

Explanation	Screenshot
26. Choose *User*.	
27. Choose *Log out*.	
ⓘ The *Username* has been entered and *Authentication Type* has been selected for you.	

Explanation	Screenshot
28. In the *SAP System Name* field, enter **RWB**.	
29. In the *SAP Client* field, enter **800**.	
30. Enter the *Password* provided. For this tutorial, enter **XXXX**.	

Explanation	Screenshot
31. Choose *Sign in*.	
ⓘ You can now see the selected tiles.	
ⓘ You have successfully logged on to and navigated in the BI Launch Pad. This concludes the interactive tutorial.