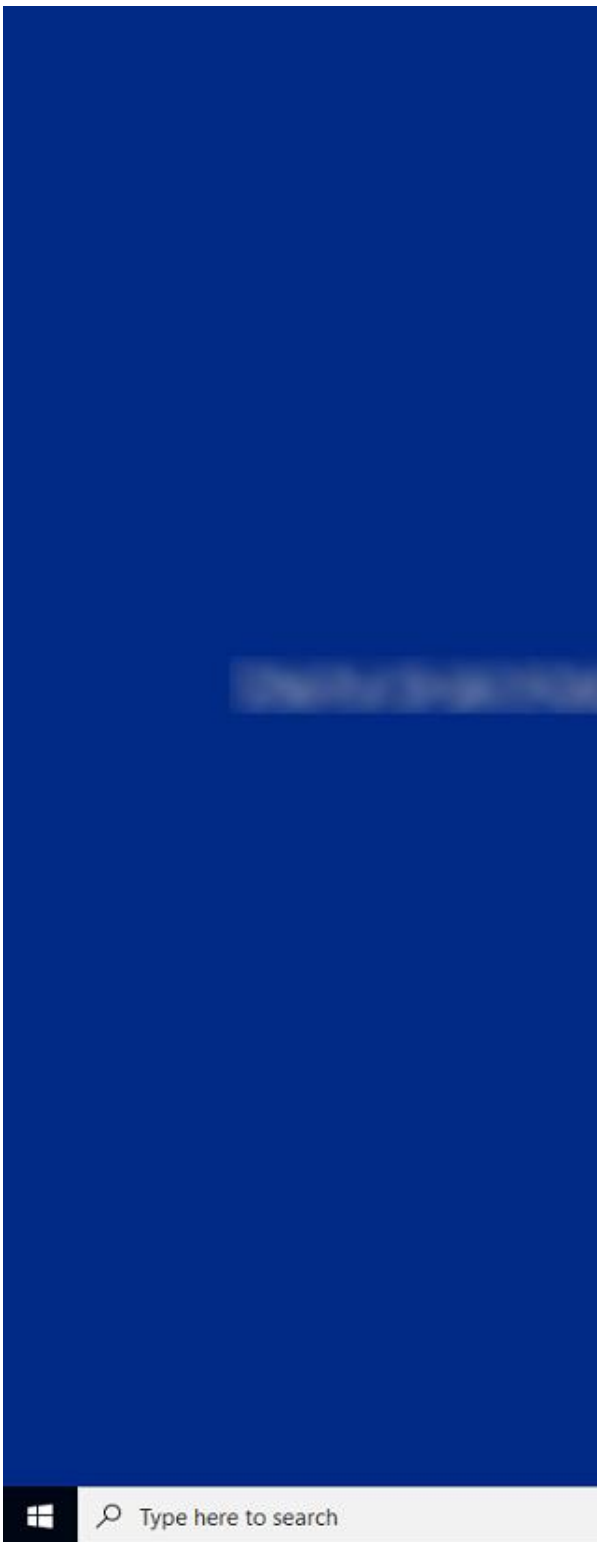




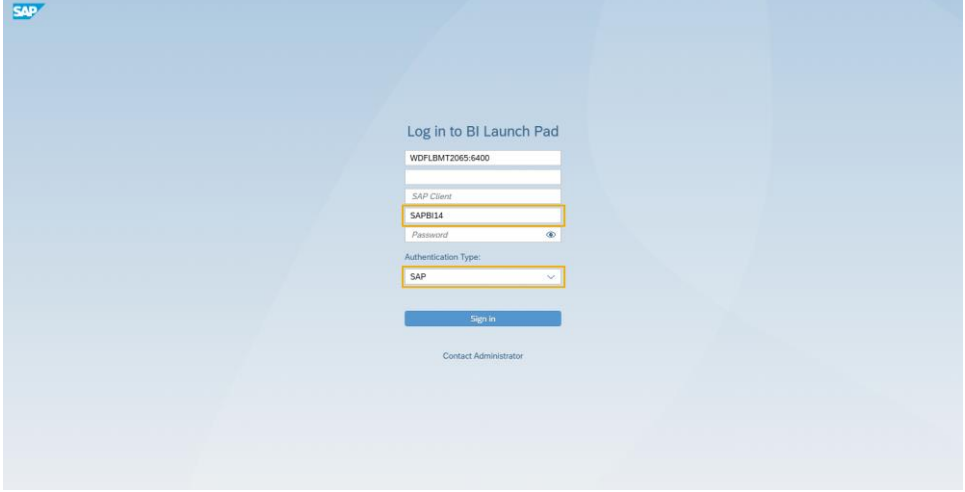
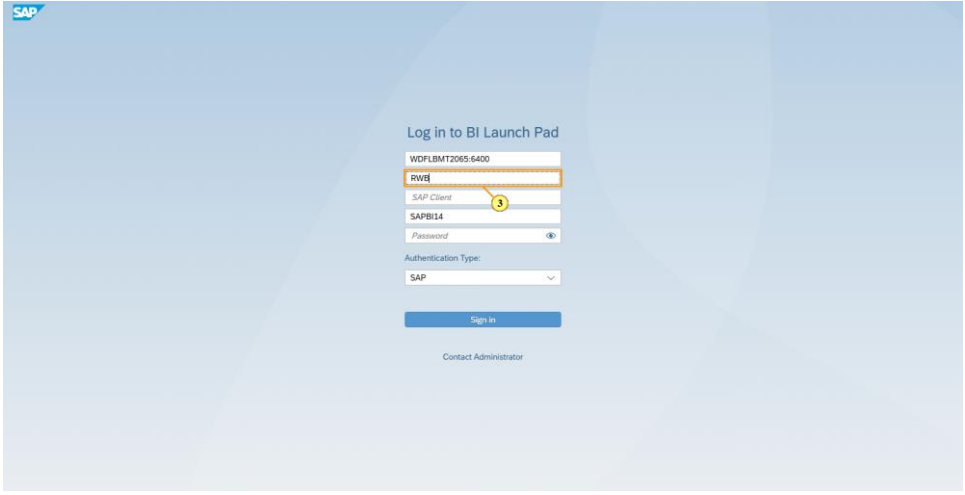
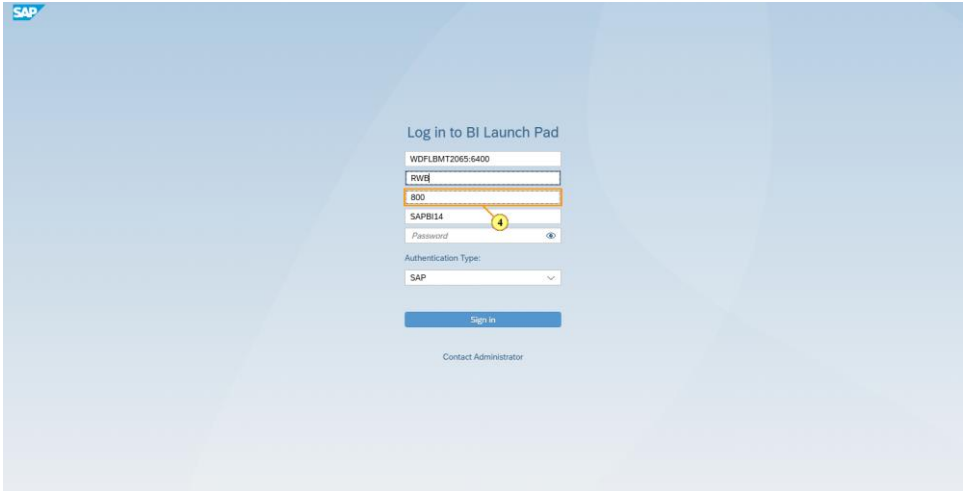


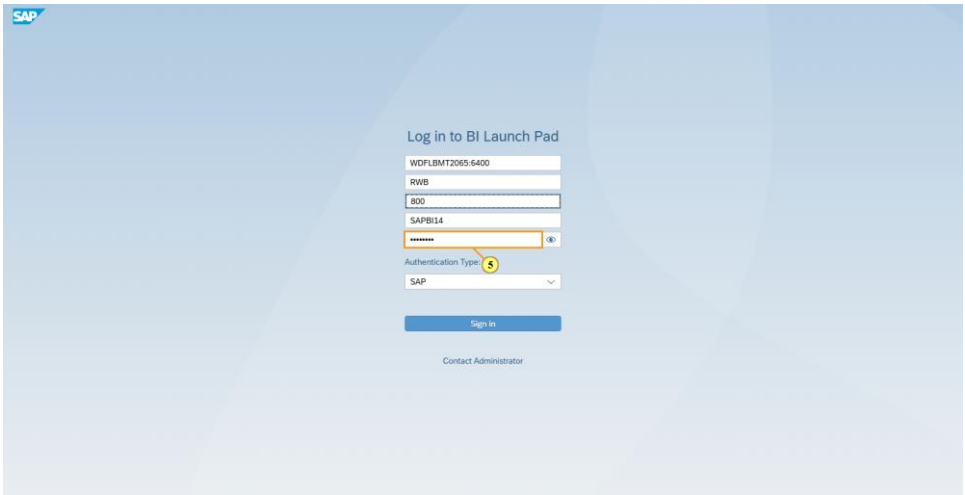

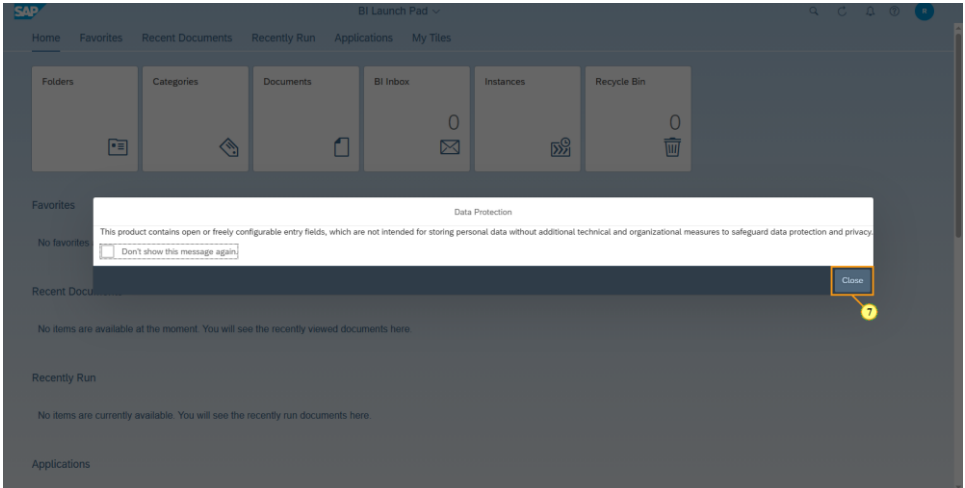
Log On to and Navigate in the BI Launch Pad


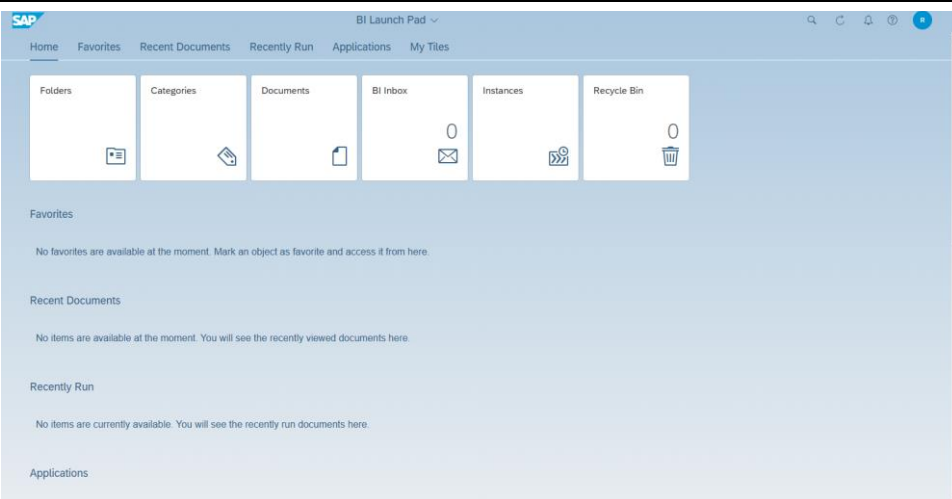
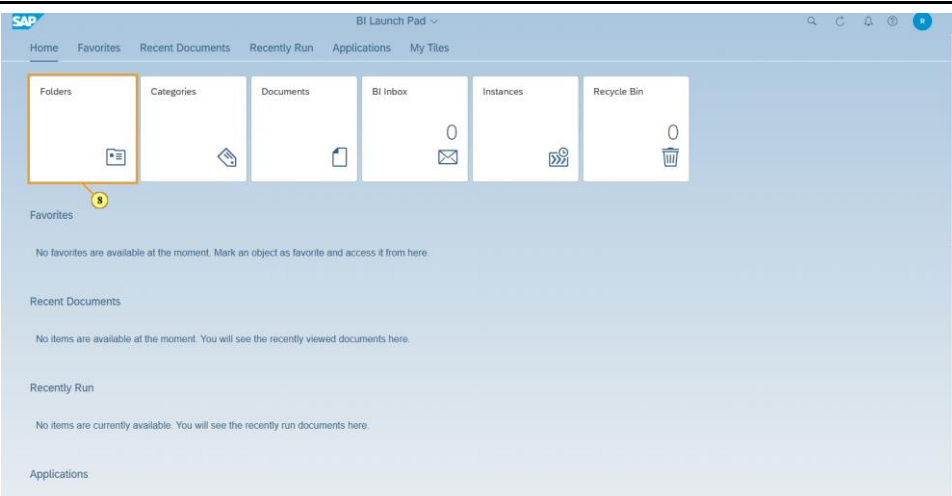
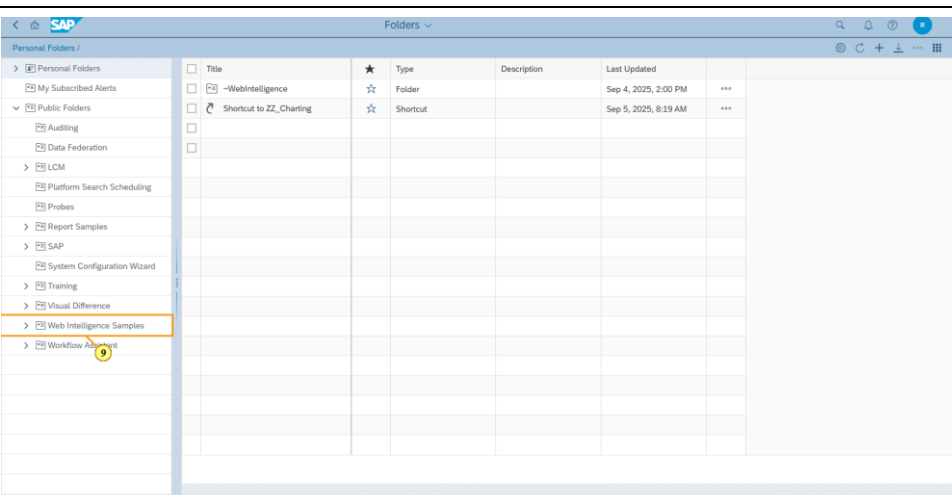
Explanation	Screenshot
<p data-bbox="159 981 199 1025">i</p> <p data-bbox="145 1030 469 1249">To learn more about how to log on to and navigate in the BI Launch Pad, follow this interactive tutorial.</p>	

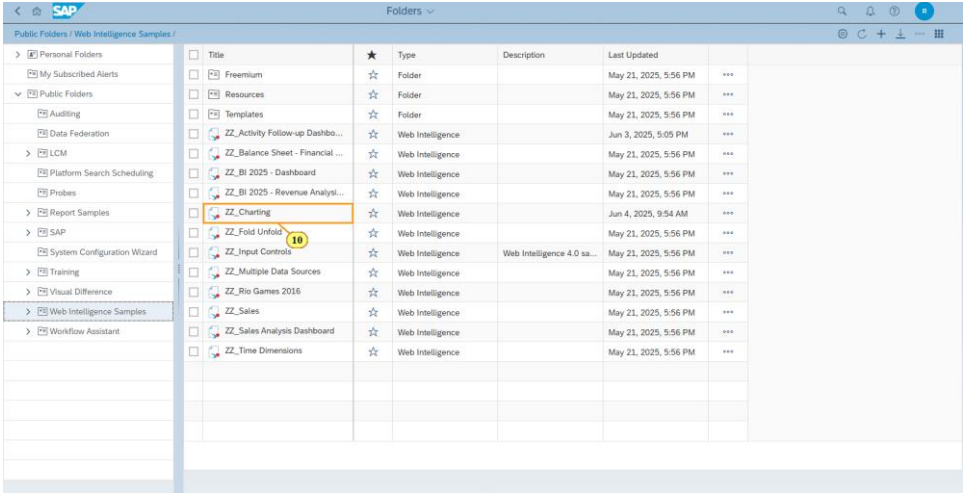
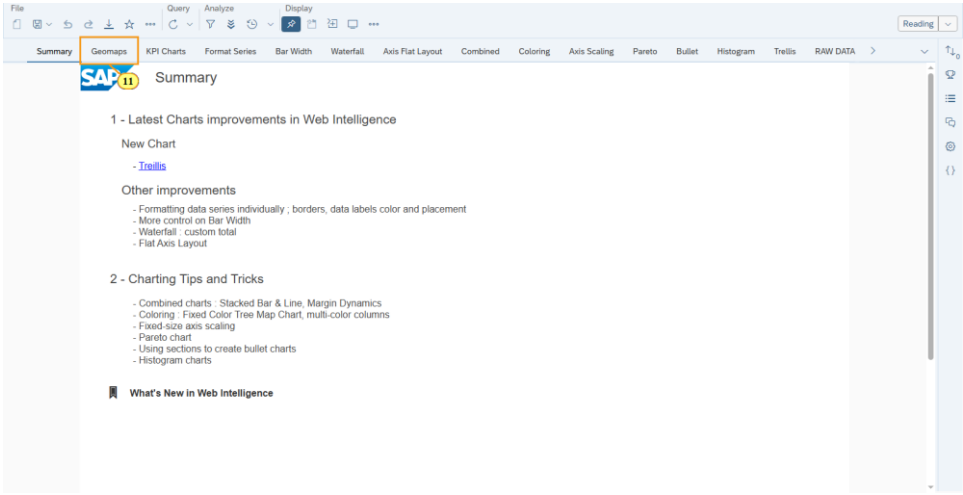
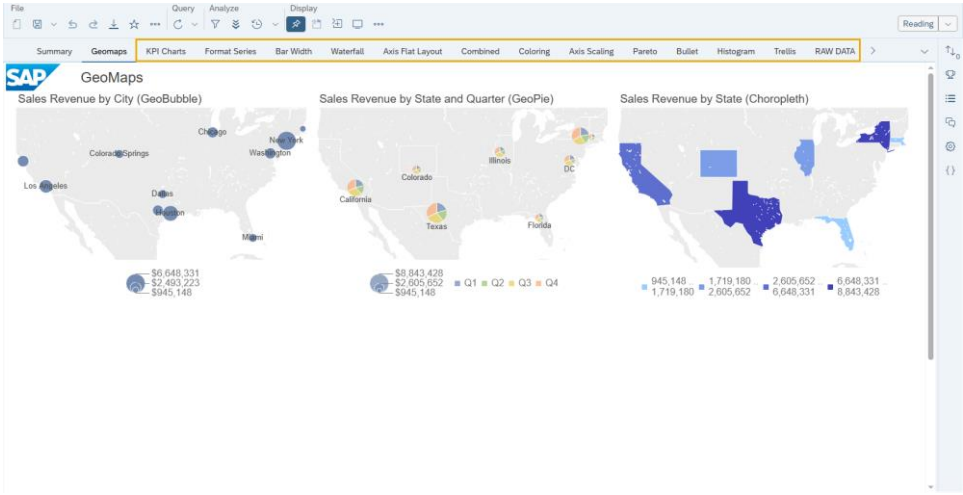
Explanation	Screenshot
<p data-bbox="156 958 201 1003">i</p> <p data-bbox="150 1010 456 1120">In the following steps, you will log on to the BI Launch Pad.</p>	


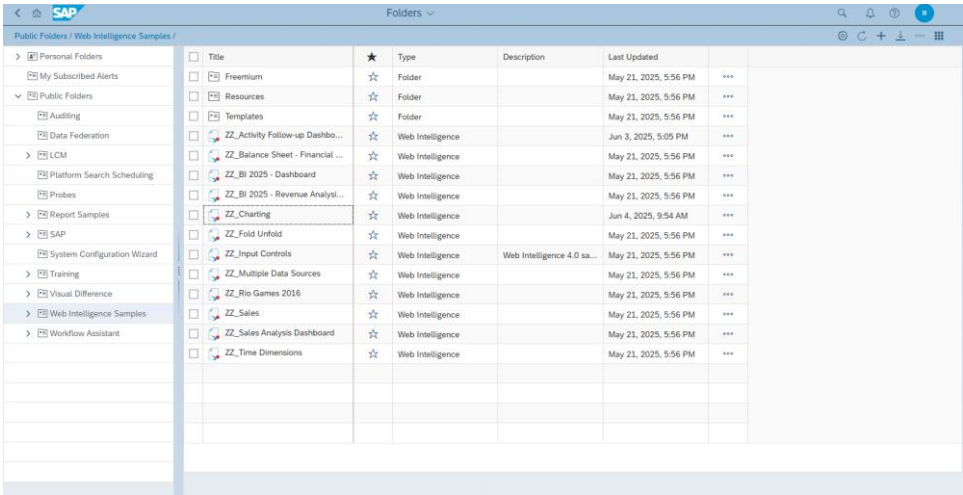
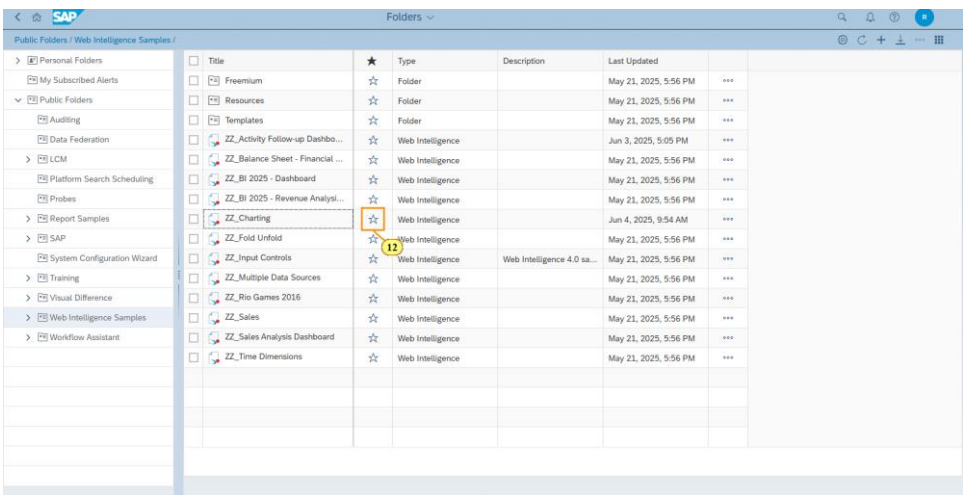

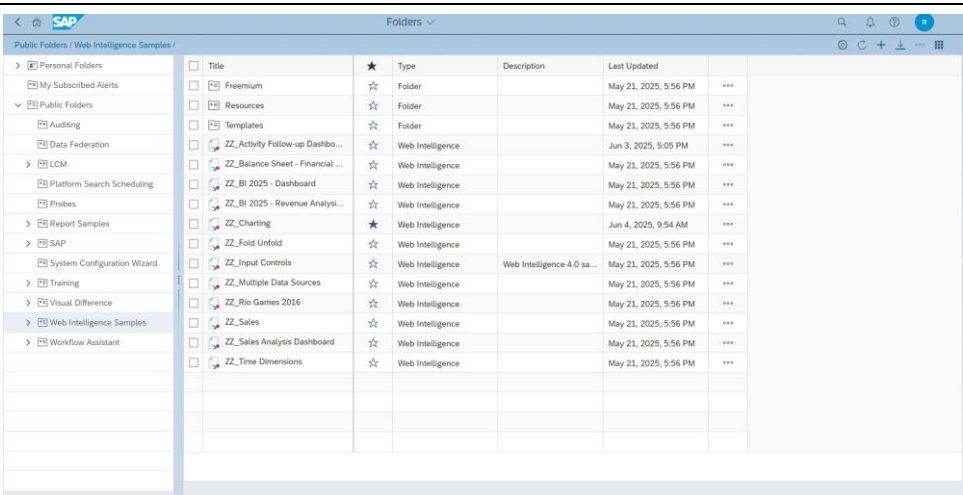
Explanation	Screenshot
<p>1. Choose <i>Windows</i>.</p>	

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

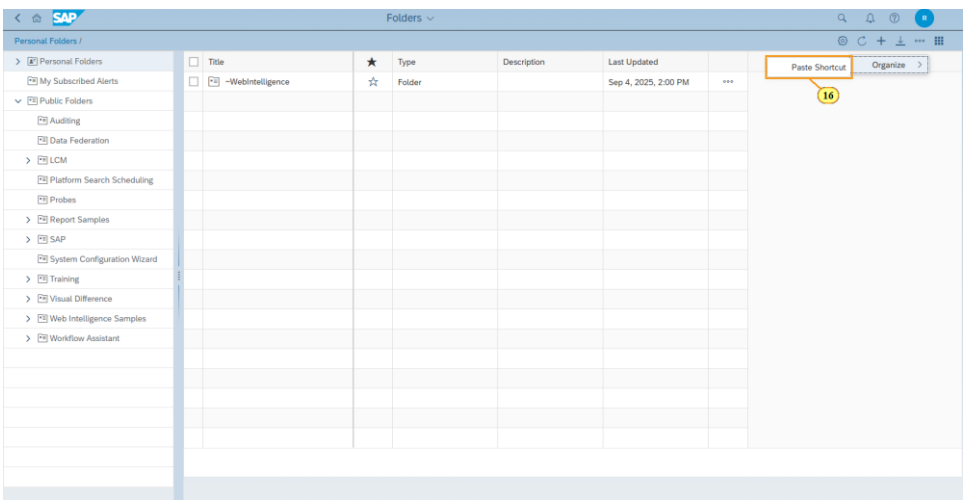

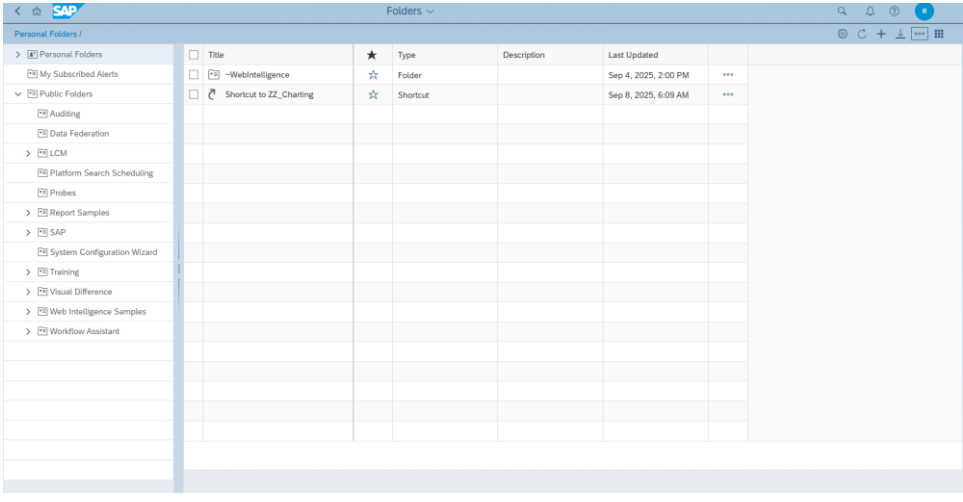
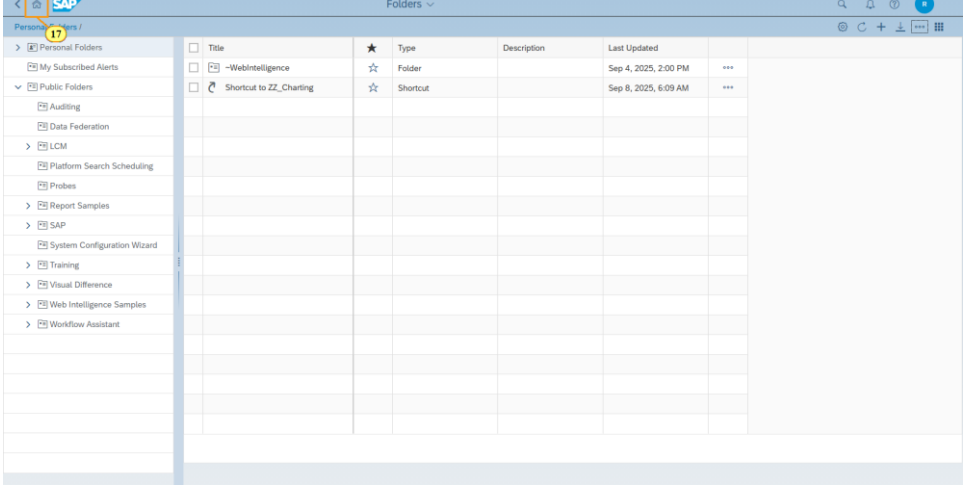
Explanation	Screenshot
<p>5. Enter the <i>Password</i> provided.</p> <p>For this tutorial, enter XXXX.</p>	 <p>The screenshot shows the 'Log in to BI Launch Pad' interface. The password field, which contains 'XXXX', is highlighted with a yellow box. A yellow circle with the number 5 points to the password field.</p>
<p>6. Choose <i>Sign in</i>.</p>	 <p>The screenshot shows the 'Log in to BI Launch Pad' interface. The 'Sign in' button is highlighted with a yellow box. A yellow circle with the number 6 points to the 'Sign in' button.</p>
<p>7. Choose <i>Close</i>.</p>	 <p>The screenshot shows the SAP BI Launch Pad home screen. A 'Data Protection' message box is open, displaying a warning about data protection. The 'Close' button in the bottom right corner of the message box is highlighted with a yellow box. A yellow circle with the number 7 points to the 'Close' button.</p>

Explanation	Screenshot												
<div><div></div><div>In the following steps, you will open a document and mark it as favorite.</div></div>													
<div>8. To open the app, select the <i>Folders</i> tile.</div>													
<div>9. Choose <i>Public Folders > Web Intelligence Samples</i>.</div>	 <table><tr><th>Title</th><th>Type</th><th>Description</th><th>Last Updated</th></tr><tr><td>WebIntelligence</td><td>Folder</td><td></td><td>Sep 4, 2025, 2:00 PM</td></tr><tr><td>Shortcut to ZZ_Charting</td><td>Shortcut</td><td></td><td>Sep 5, 2025, 8:19 AM</td></tr></table>	Title	Type	Description	Last Updated	WebIntelligence	Folder		Sep 4, 2025, 2:00 PM	Shortcut to ZZ_Charting	Shortcut		Sep 5, 2025, 8:19 AM
Title	Type	Description	Last Updated										
WebIntelligence	Folder		Sep 4, 2025, 2:00 PM										
Shortcut to ZZ_Charting	Shortcut		Sep 5, 2025, 8:19 AM										

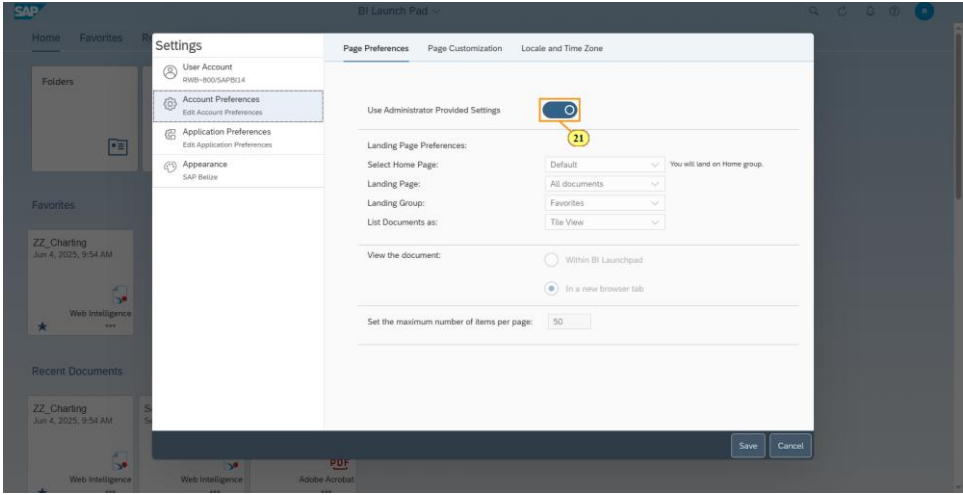
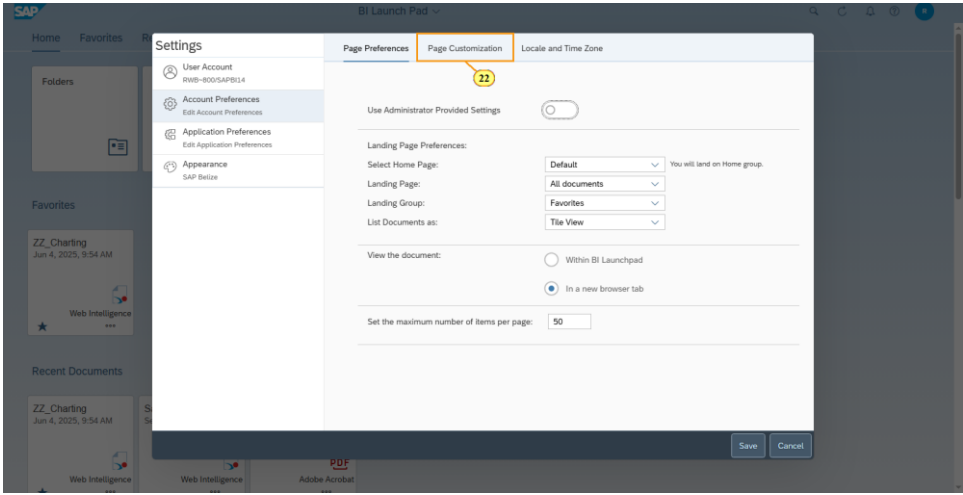
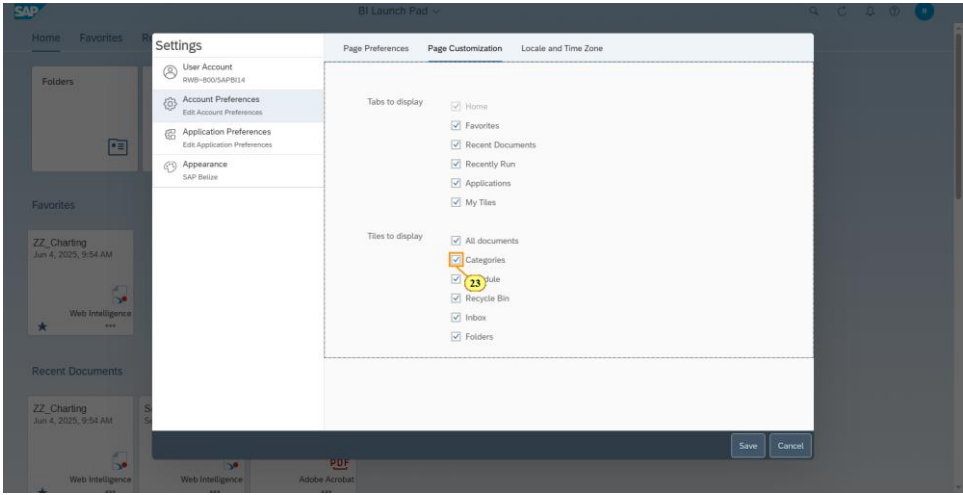
Explanation	Screenshot
10. Choose <i>ZZ_Charting</i> .	
11. Choose <i>Geomaps</i> .	
<div><div></div><p>Similarly, you can now navigate through each of the tabs and explore them.</p></div>	

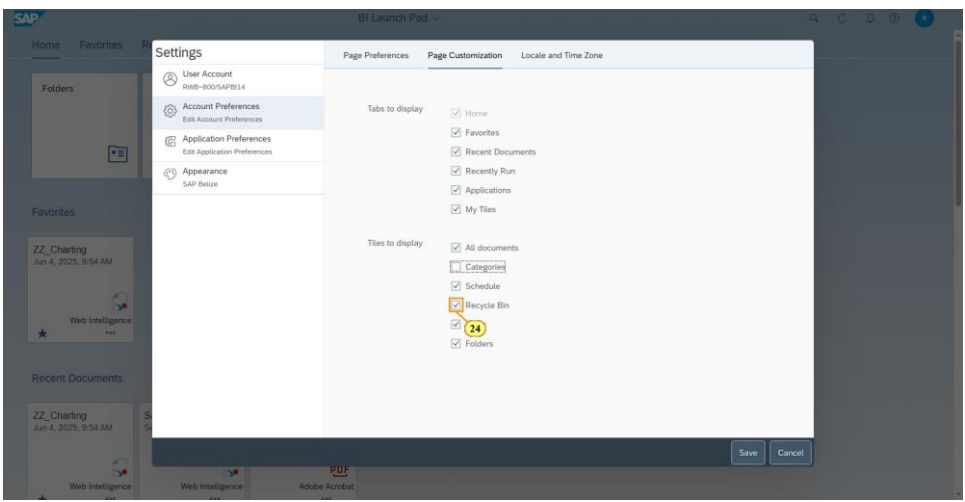
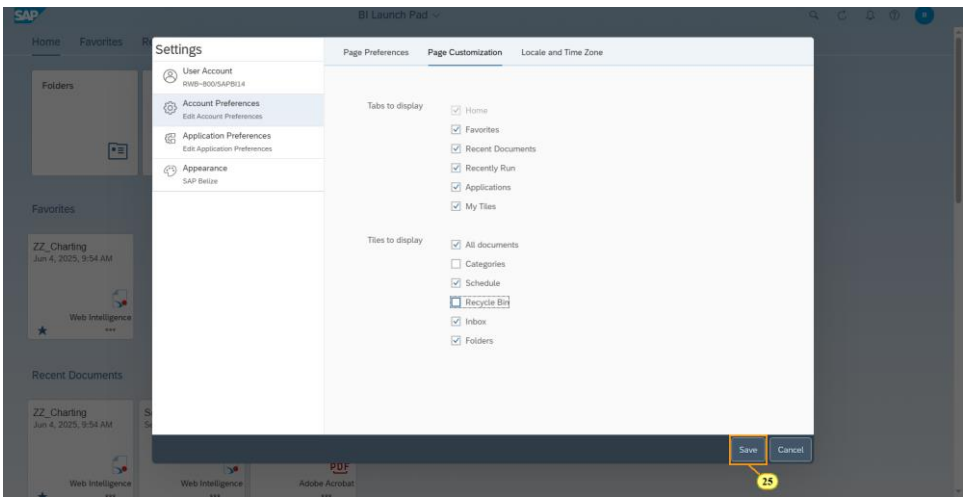

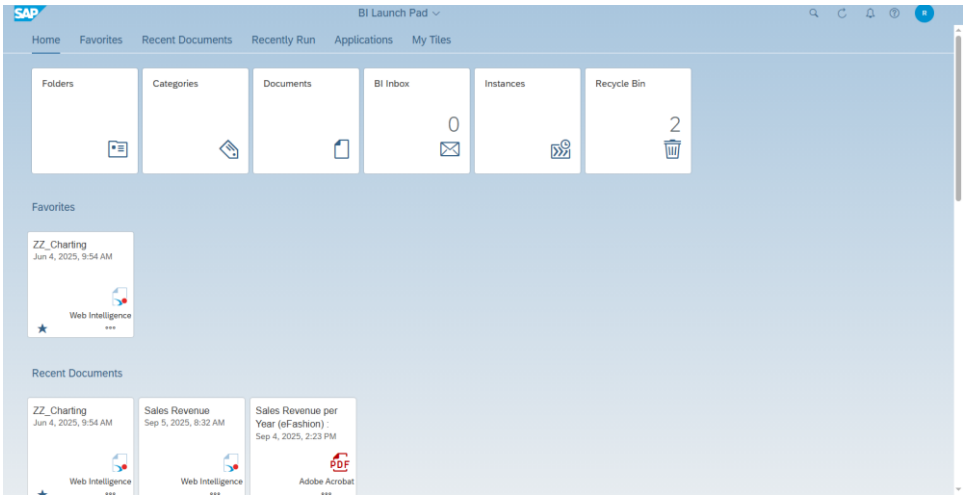
Explanation	Screenshot
<p> Close the <i>ZZ_Charting</i> Web Intelligence document.</p> <p>For this tutorial, this step has been performed for you.</p>	
<p>12. Choose <i>Mark As Favorite</i> for <i>ZZ_Charting</i>.</p>	
<p> In the following steps, you will create a shortcut to the document.</p>	


Explanation	Screenshot
13. Select <i>ZZ_Charting</i> .	<p>The screenshot shows the SAP BI Launch Pad interface. On the left, the 'Public Folders / Web Intelligence Samples' tree is expanded, and 'ZZ_Charting' is selected. A yellow circle with the number 13 highlights the folder. The main table lists various folders and Web Intelligence objects, including 'ZZ_Charting' which is highlighted in blue.</p>
14. Choose <i>More > Organize > Copy Shortcut</i> .	<p>The screenshot shows the same SAP BI Launch Pad interface. A right-click context menu is open over the 'ZZ_Charting' folder. The menu options are: 'Remove From Favorite', 'Organize', 'Send To', 'Delete', 'Copy', 'Copy Shortcut', and 'Duplicate'. A yellow circle with the number 14 highlights the 'Copy Shortcut' option.</p>
15. Choose <i>Personal Folders</i> .	<p>The screenshot shows the same SAP BI Launch Pad interface. The 'Personal Folders' option in the left-hand tree is highlighted with a yellow circle and the number 15.</p>

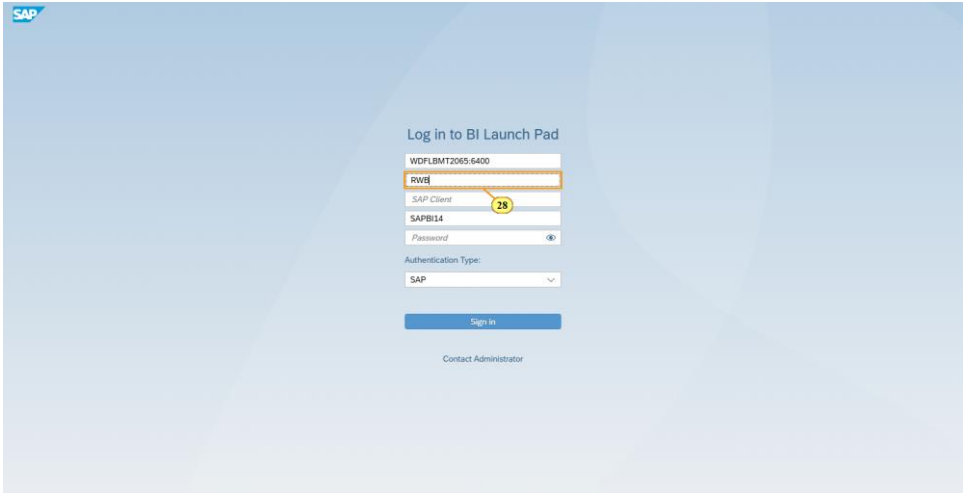
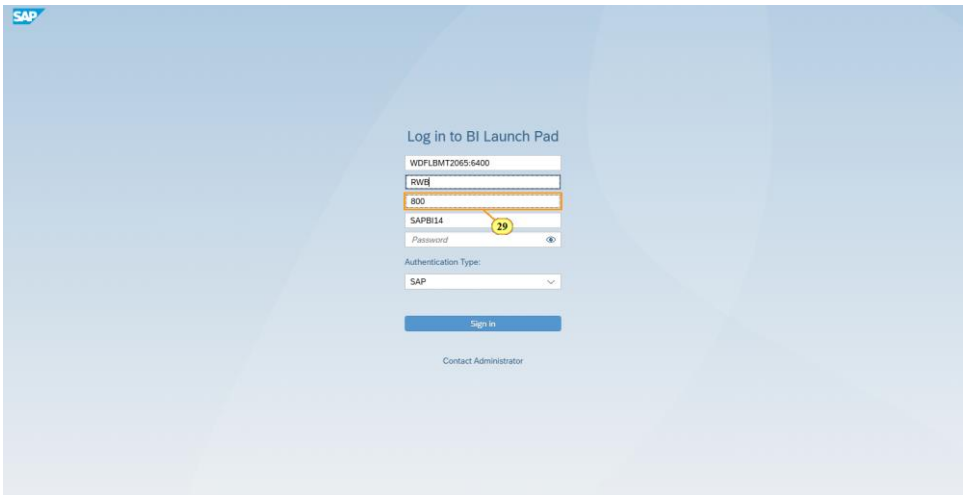
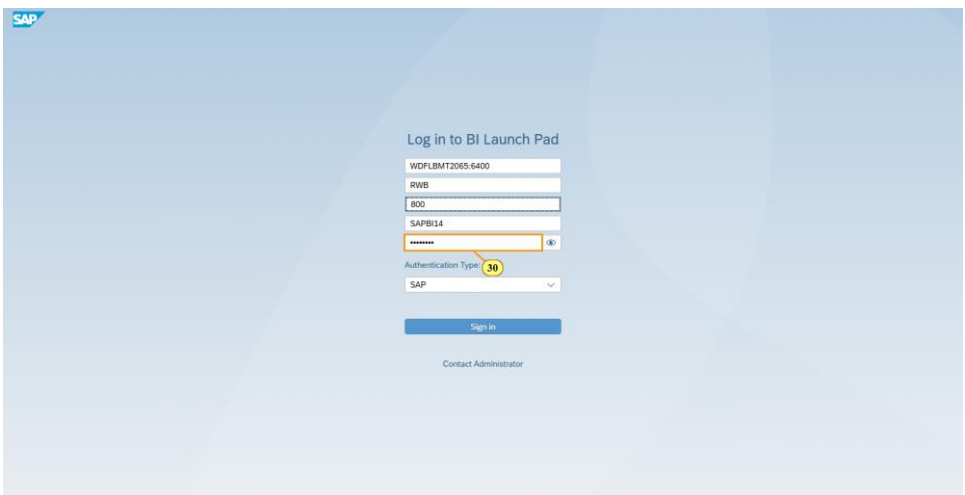
Explanation	Screenshot
16. Choose <i>More > Organize > Paste Shortcut</i> .	
 In the following steps, you will change the settings to show the required tiles on the Home page.	
17. Choose <i>Home</i> .	



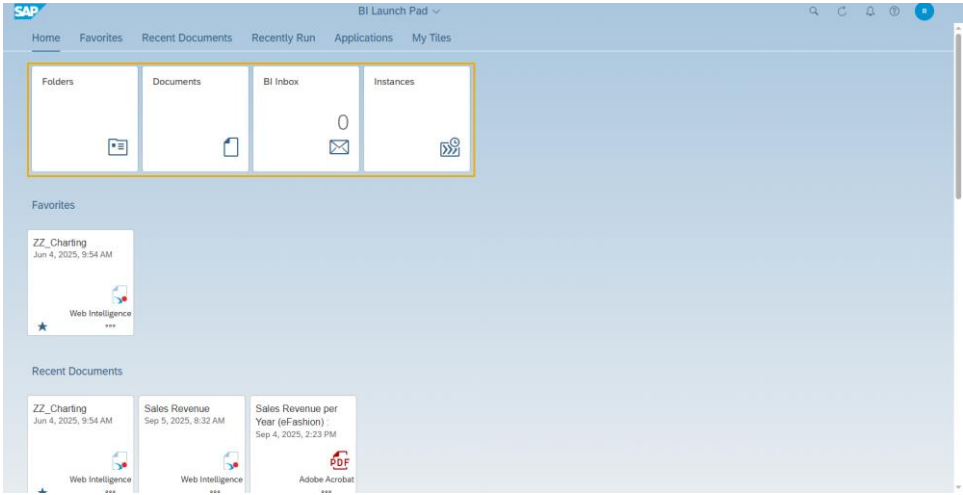

Explanation	Screenshot
18. Choose <i>User</i> .	
19. Choose <i>Settings</i> .	
20. Choose <i>Account Preferences</i> .	

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

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

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

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

Explanation	Screenshot
31. Choose <i>Sign in</i> .	
 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.	