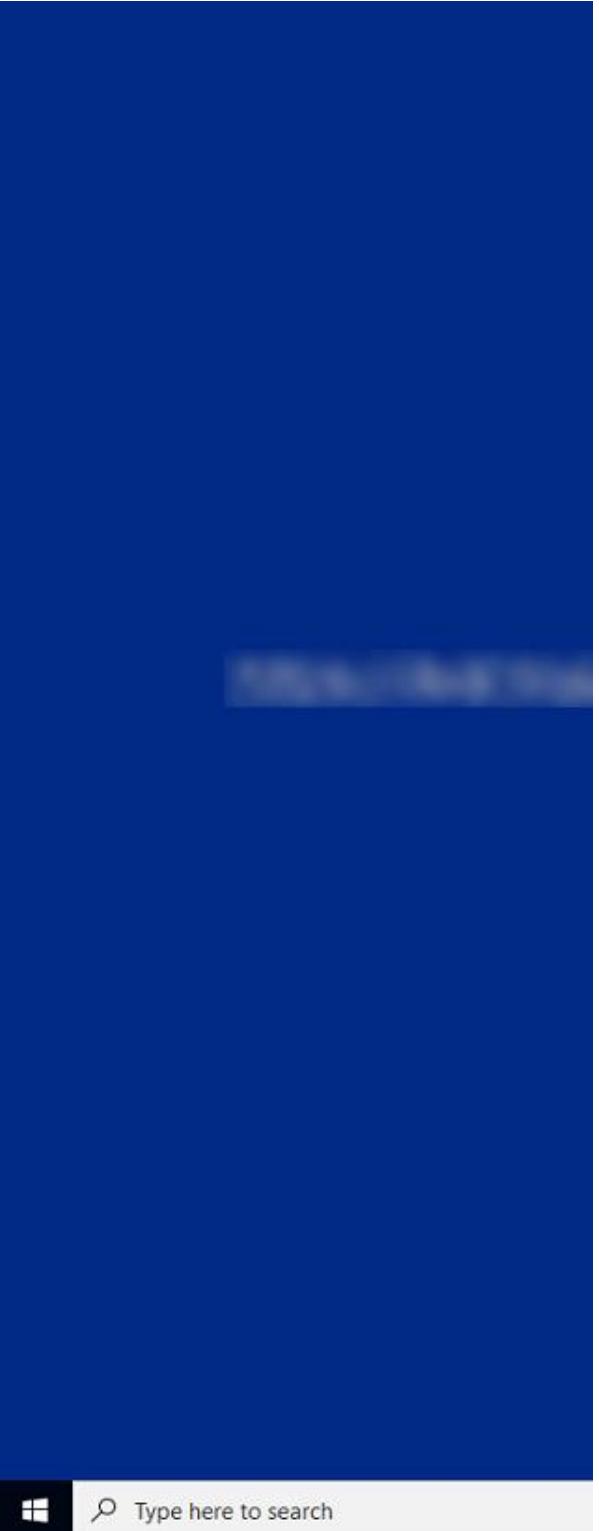
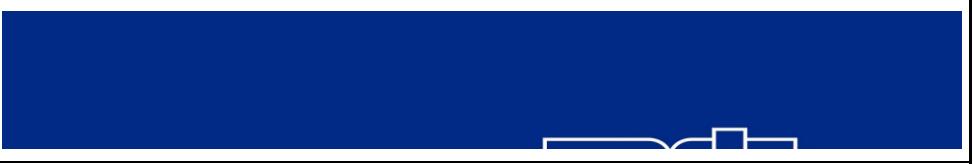
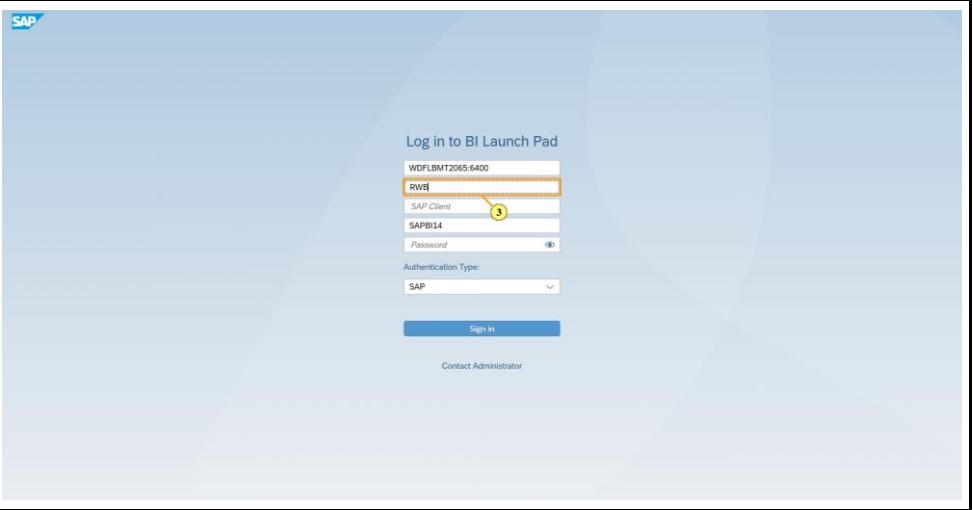
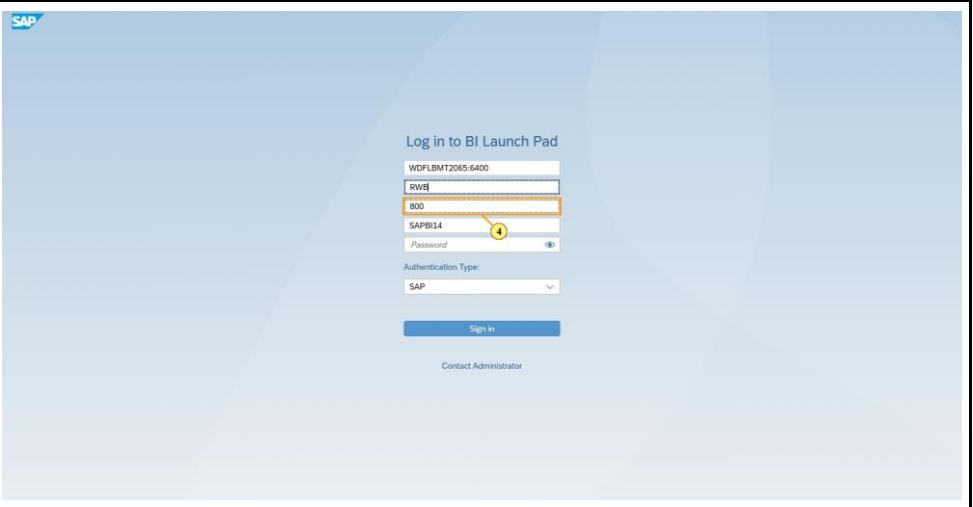


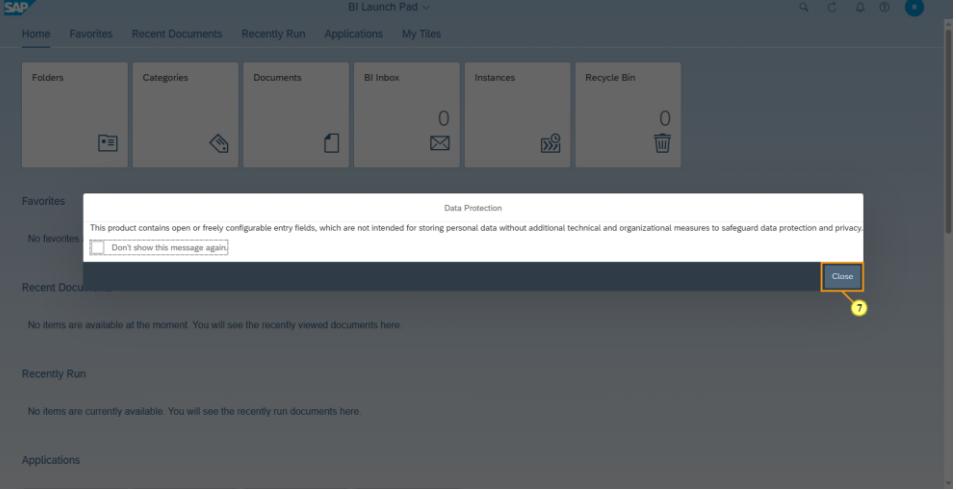
Log On to and Navigate in the BI Launch Pad

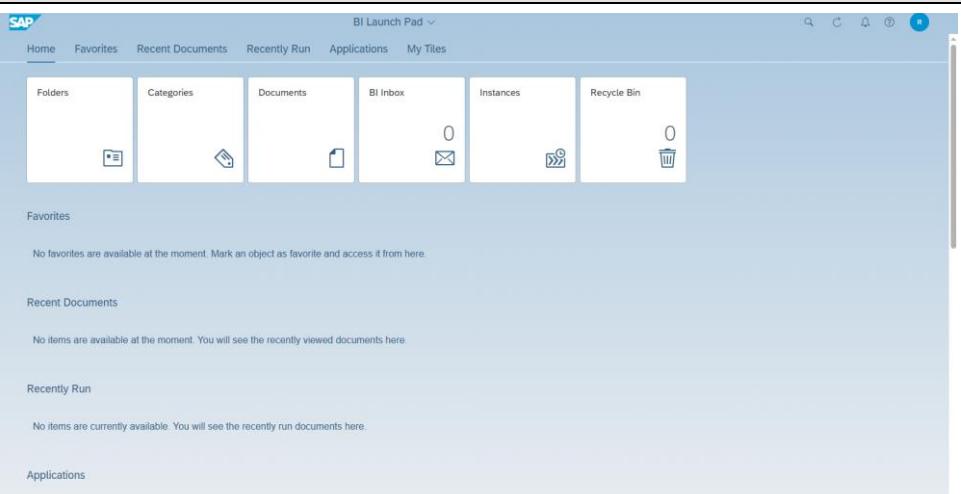
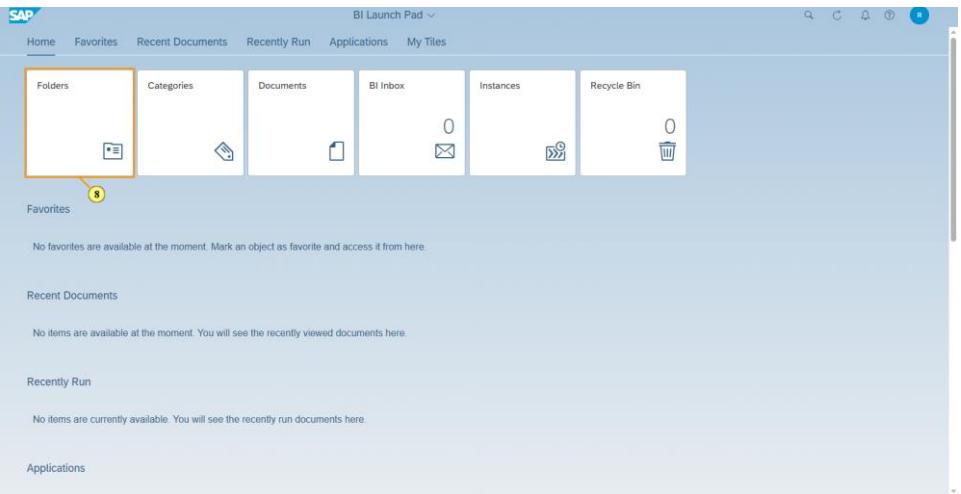
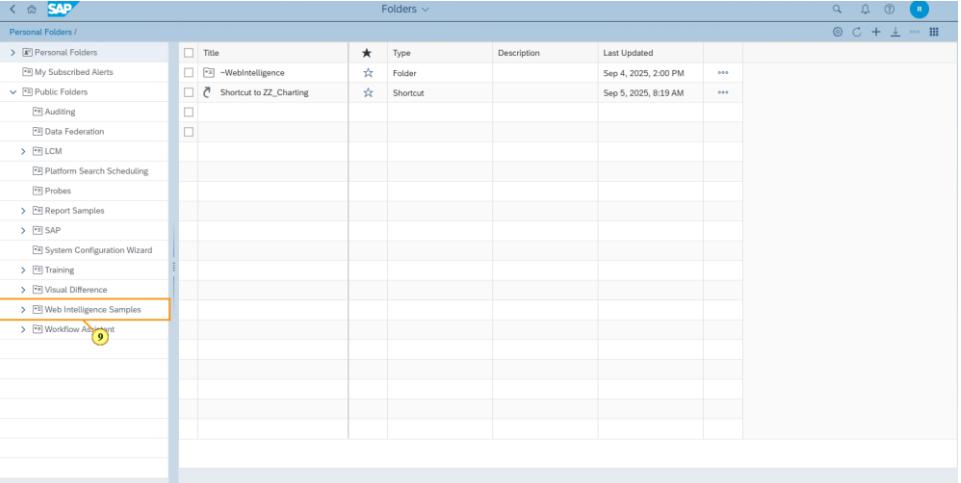
Explanation	Screenshot
<p>To learn more about how to log on to and navigate in the BI Launch Pad, follow this interactive tutorial.</p>	 A dark blue screenshot of a Windows desktop. At the bottom, there is a taskbar with the Start button on the left and a search bar on the right containing the placeholder text "Type here to search".

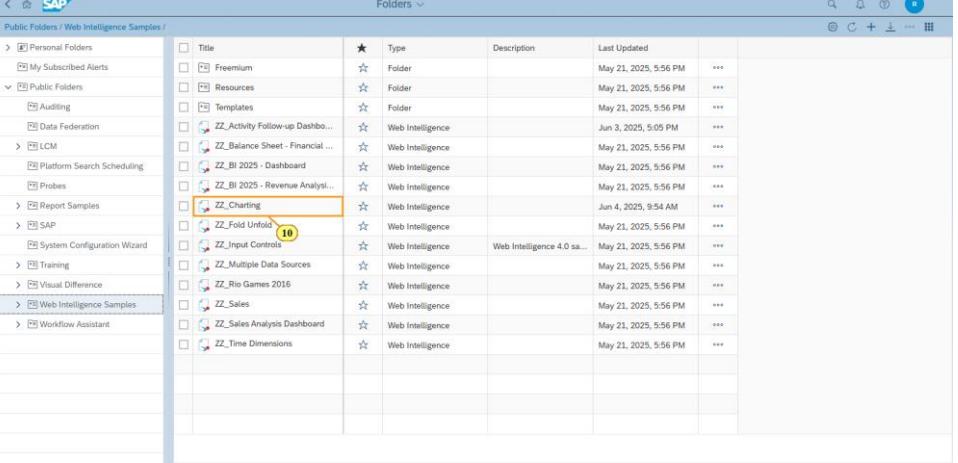
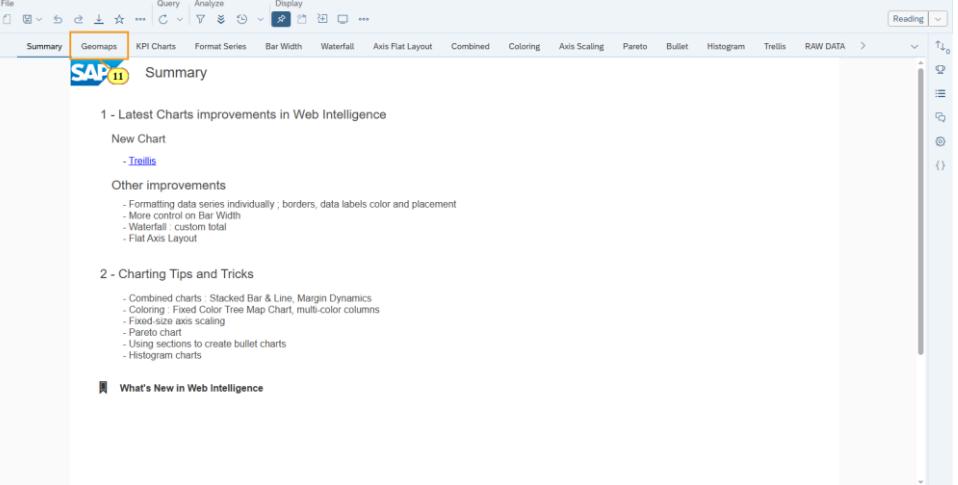
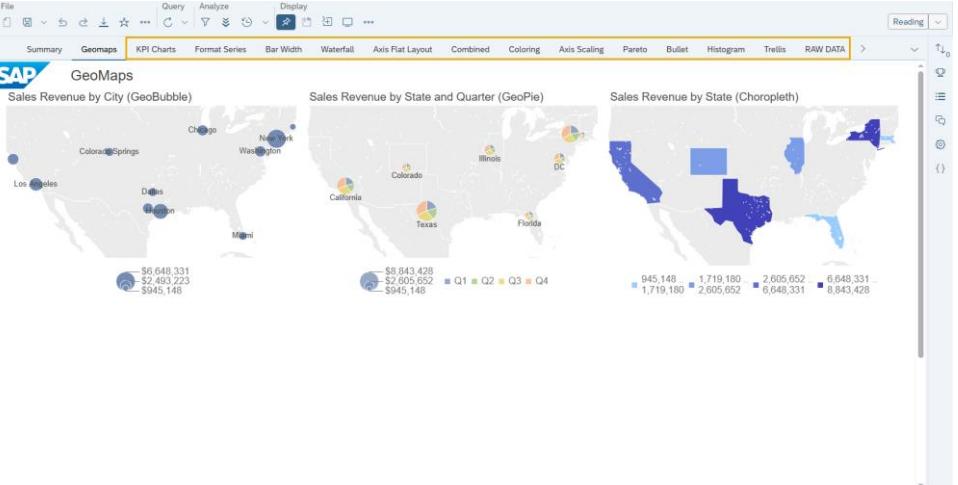
Explanation	Screenshot
<p>(i) In the following steps, you will log on to the BI Launch Pad.</p>	

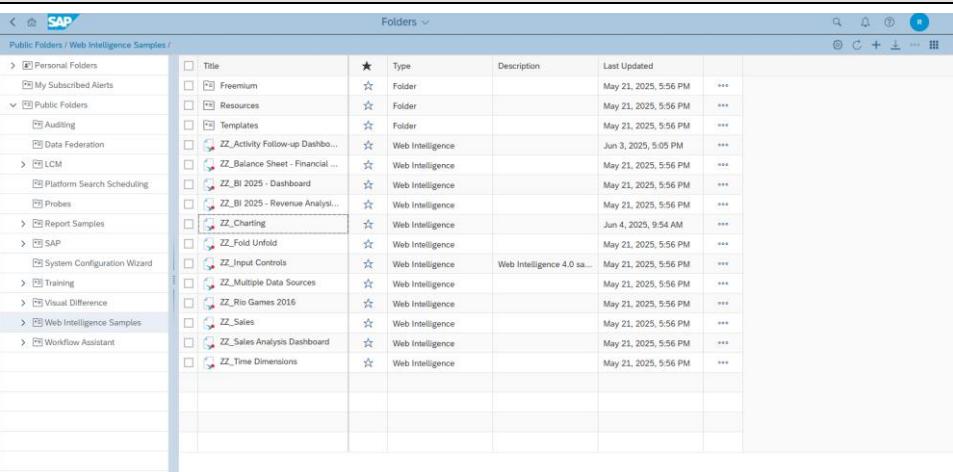
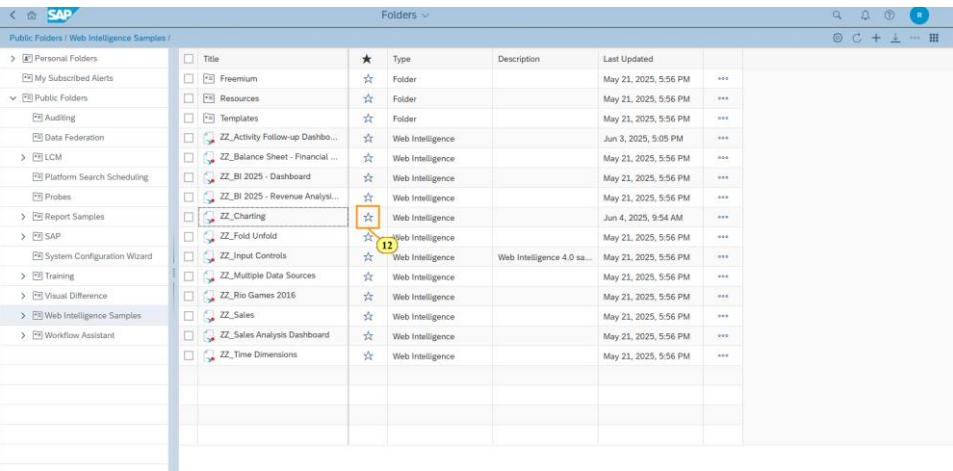
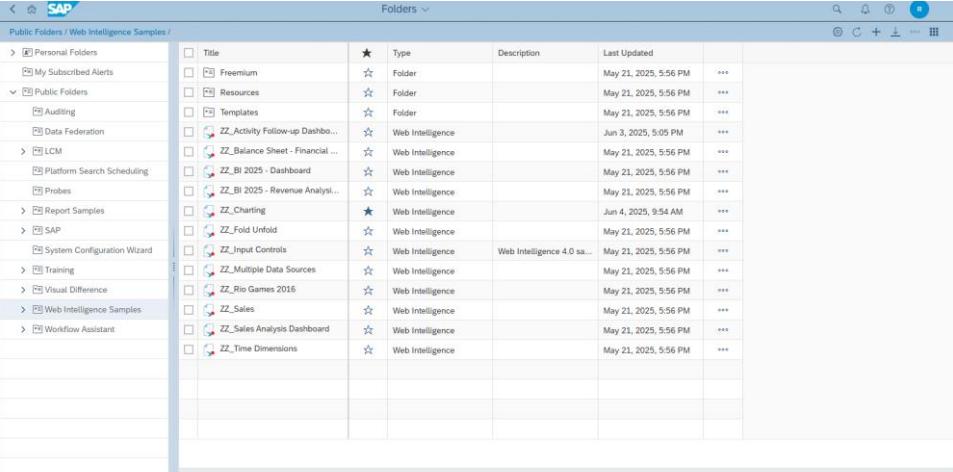
Explanation	Screenshot
<p>1. Choose <i>Windows</i>.</p>	 A screenshot of a Windows desktop. The background is a dark blue color. At the bottom, there is a taskbar. On the far left of the taskbar is the Windows Start button icon. To its right is a yellow circular icon containing the number '1'. To the right of that is a search bar with the placeholder text 'Type here to search'. The rest of the screen is a solid dark blue color.

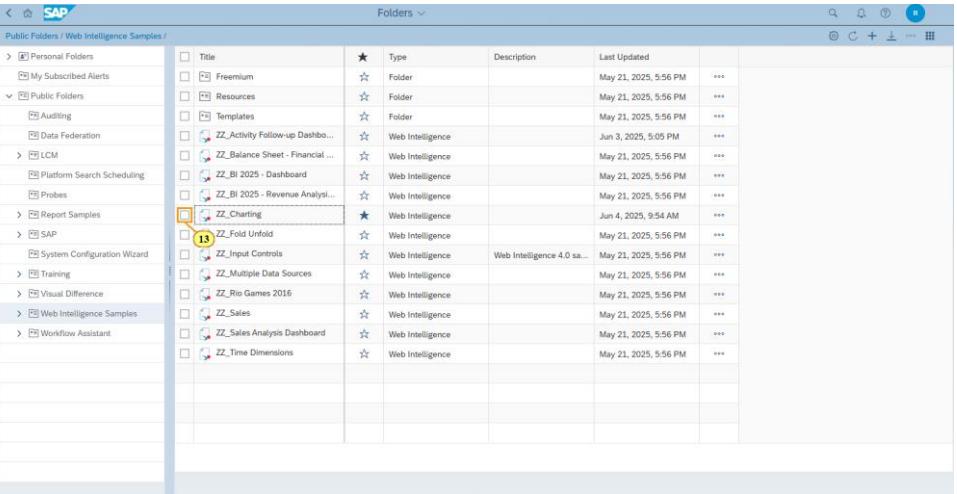
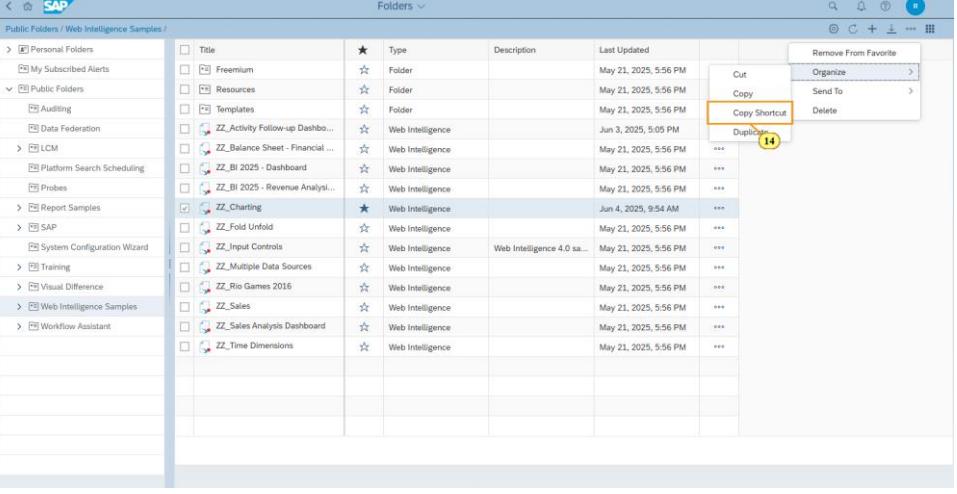
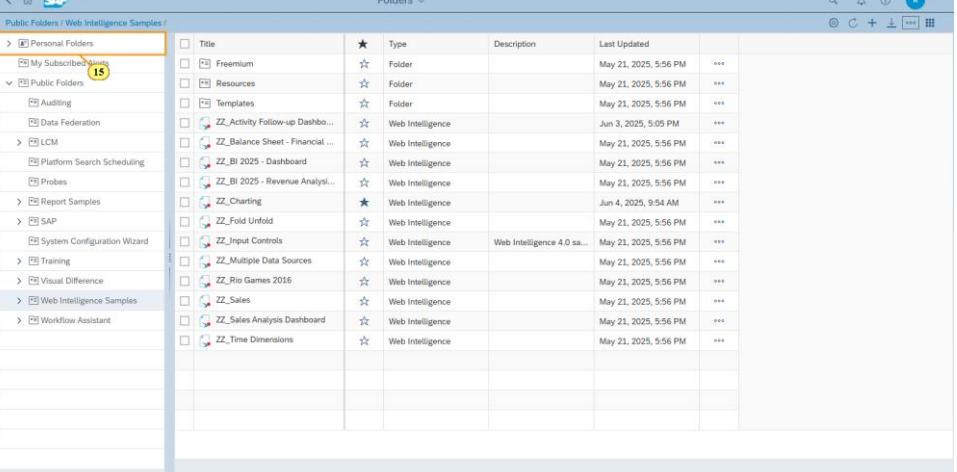
Explanation	Screenshot
2. Choose <i>BI Launch pad</i> – WDFLBMT2065 .	
<p>i</p> <p>The <i>Username</i> has been entered and <i>Authentication Type</i> has been selected for you.</p>	
3. In the <i>SAP System Name</i> field, enter RWB .	
4. In the <i>SAP Client</i> field, enter 800 .	

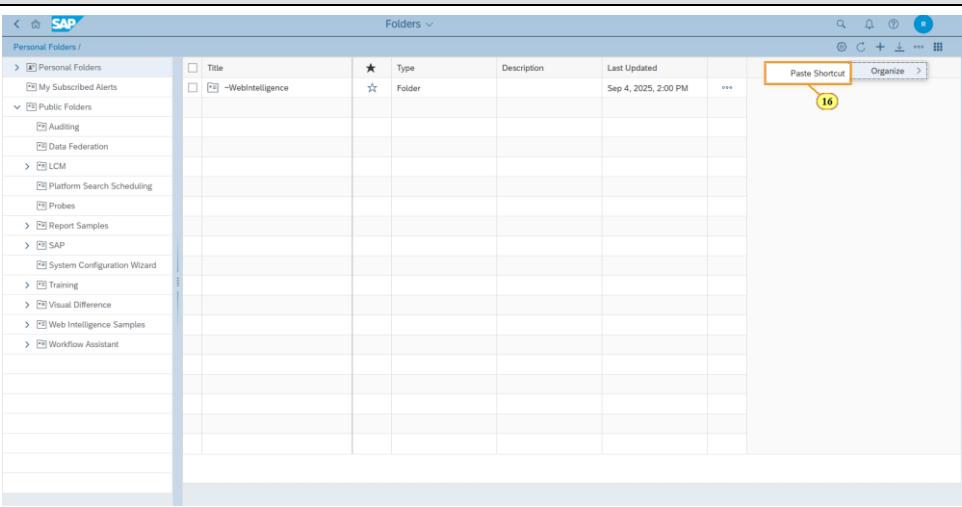
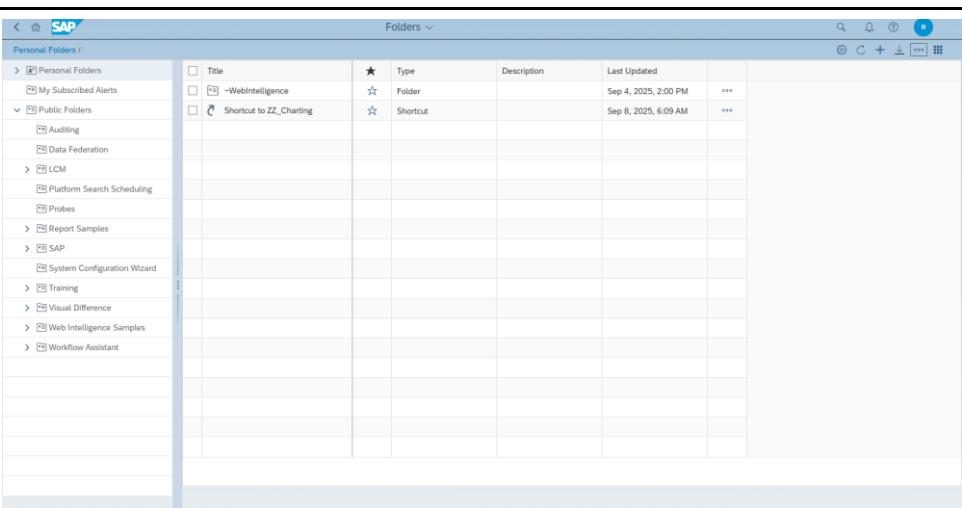
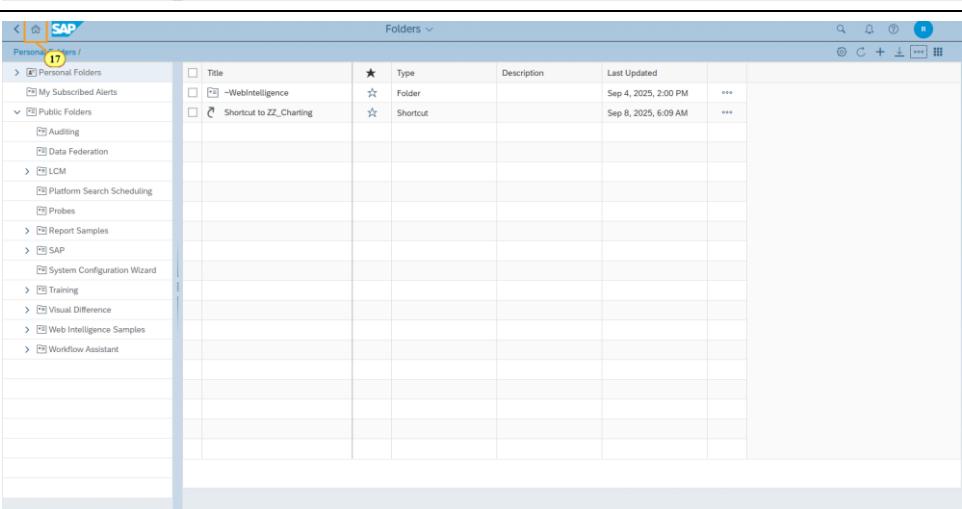
Explanation	Screenshot
<p>5. Enter the <i>Password</i> provided.</p> <p>For this tutorial, enter XXXX.</p>	 <p>The screenshot shows the SAP BI Launch Pad login interface. It includes fields for entering a host name (WFLBMT2065:6400), port (RWB, 800, SAPBI14), and a password (XXXX). The 'Authentication Type' dropdown is set to 'SAP'. A yellow box highlights the password field, and a number '5' is placed next to it. Below the form is a 'Sign in' button and a link to 'Contact Administrator'.</p>
<p>6. Choose <i>Sign in</i>.</p>	 <p>The screenshot shows the SAP BI Launch Pad login interface again. This time, the 'Sign in' button is highlighted with a yellow box and a number '6'.</p>
<p>7. Choose <i>Close</i>.</p>	 <p>The screenshot shows the SAP BI Launch Pad home screen. A message box at the top right discusses data protection. In the bottom right corner, there is a 'Close' button, which is highlighted with a yellow box and a number '7'.</p>

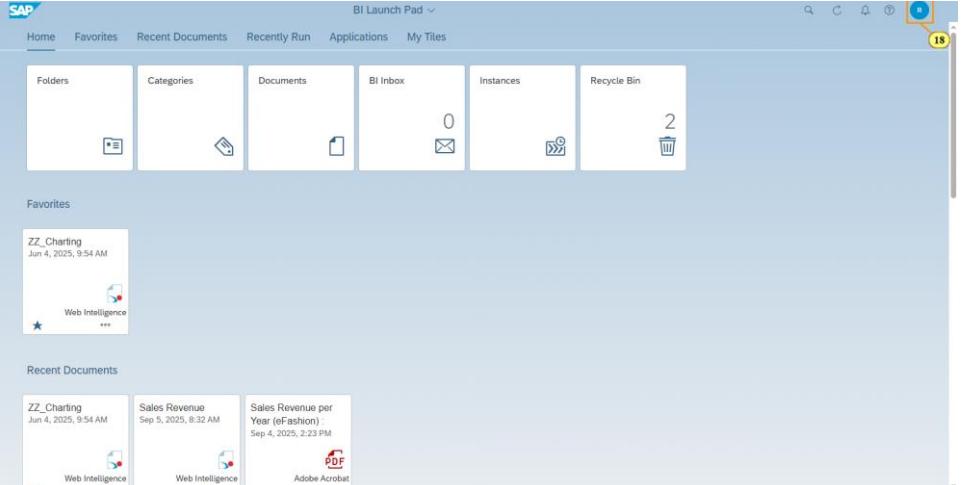
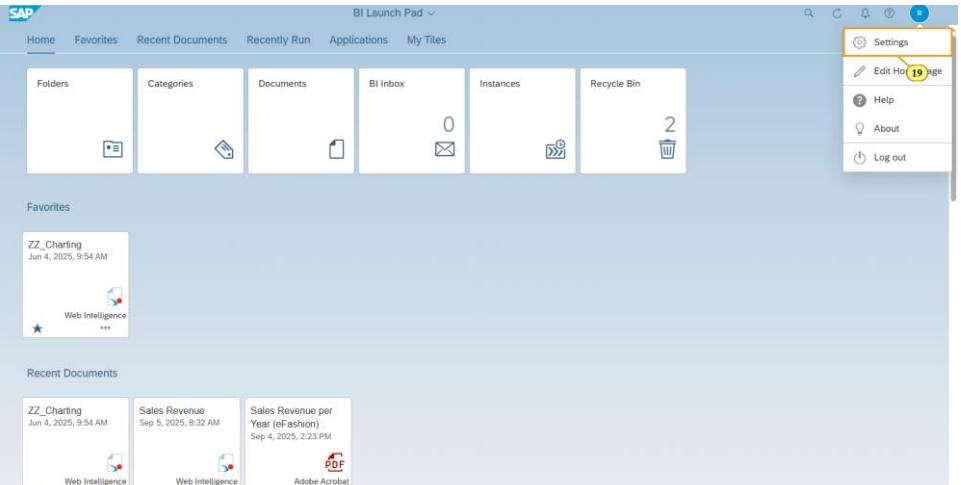
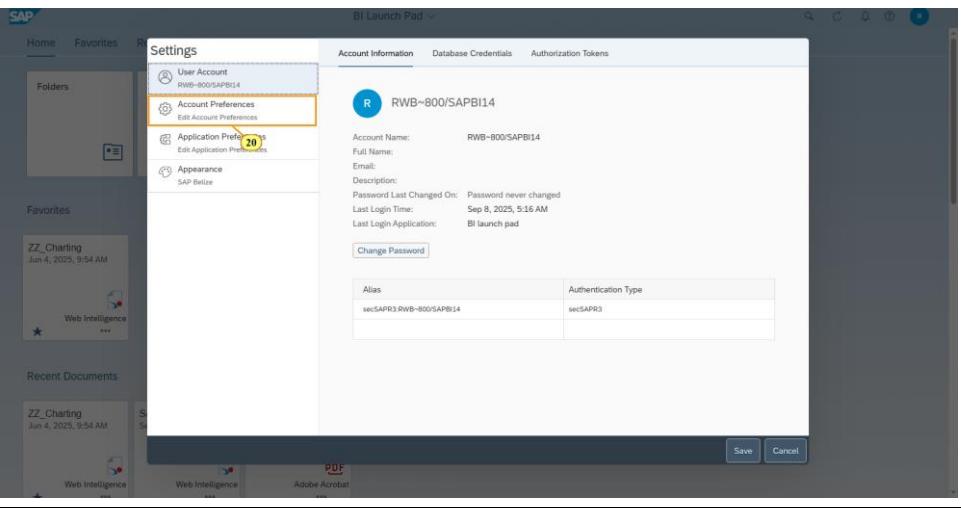
Explanation	Screenshot												
<p> In the following steps, you will open a document and mark it as favorite.</p>													
<p>8. To open the app, select the <i>Folders</i> tile.</p>													
<p>9. Choose <i>Public Folders > Web Intelligence Samples</i>.</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Description</th> <th>Last Updated</th> </tr> </thead> <tbody> <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> </tbody> </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										

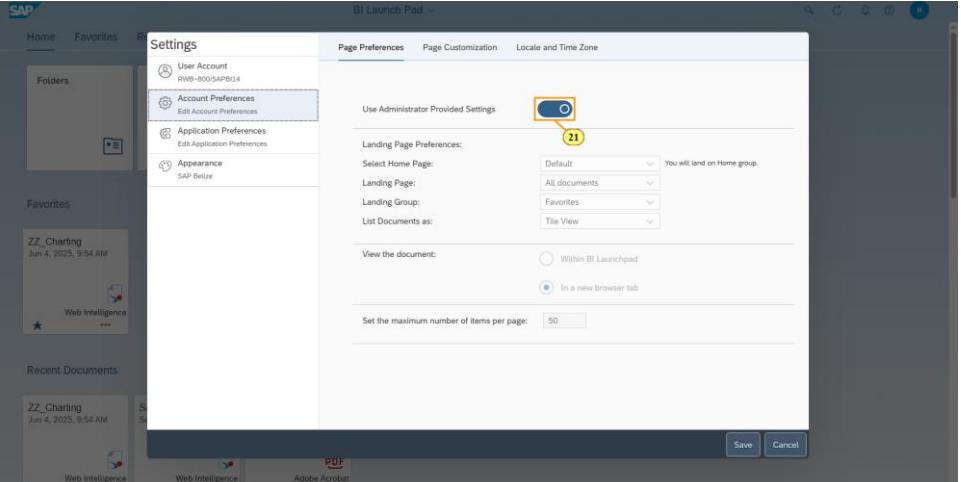
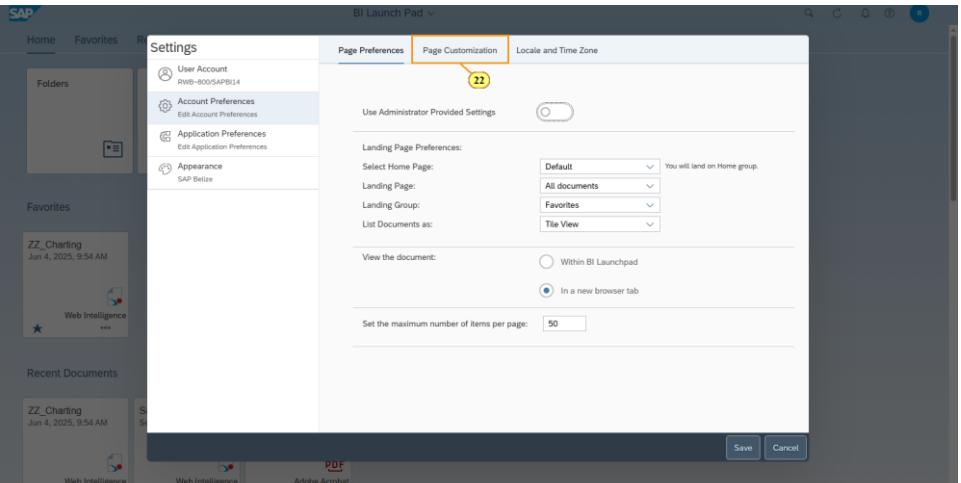
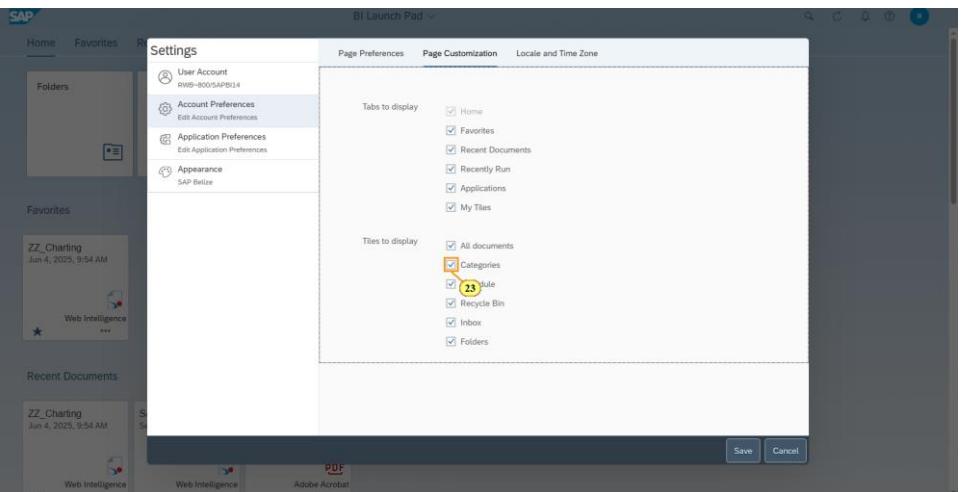
Explanation	Screenshot
<p>10. Choose ZZ_Charting.</p>	
<p>11. Choose Geomaps.</p>	
<p> Similarly, you can now navigate through each of the tabs and explore them.</p>	

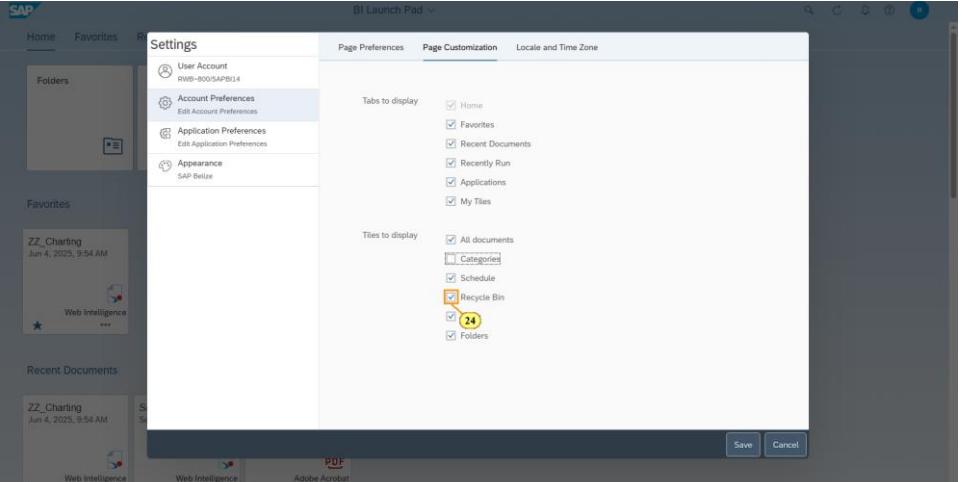
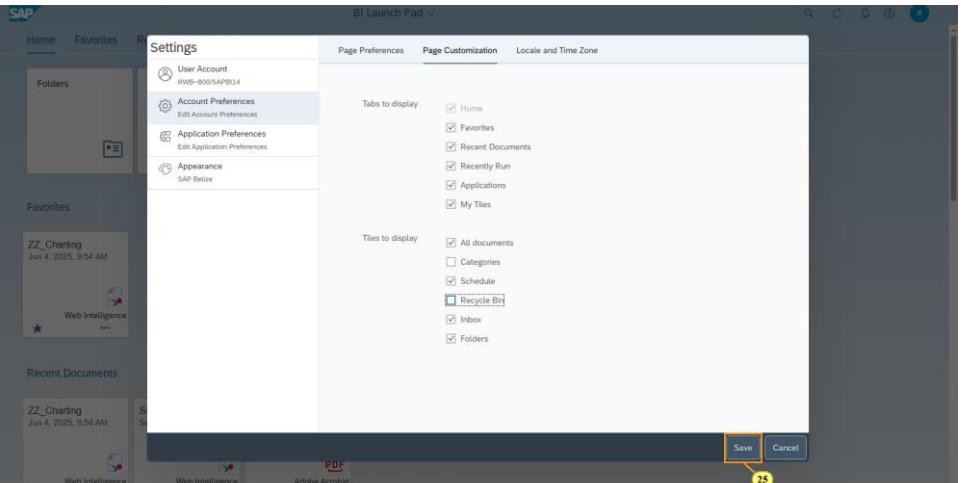
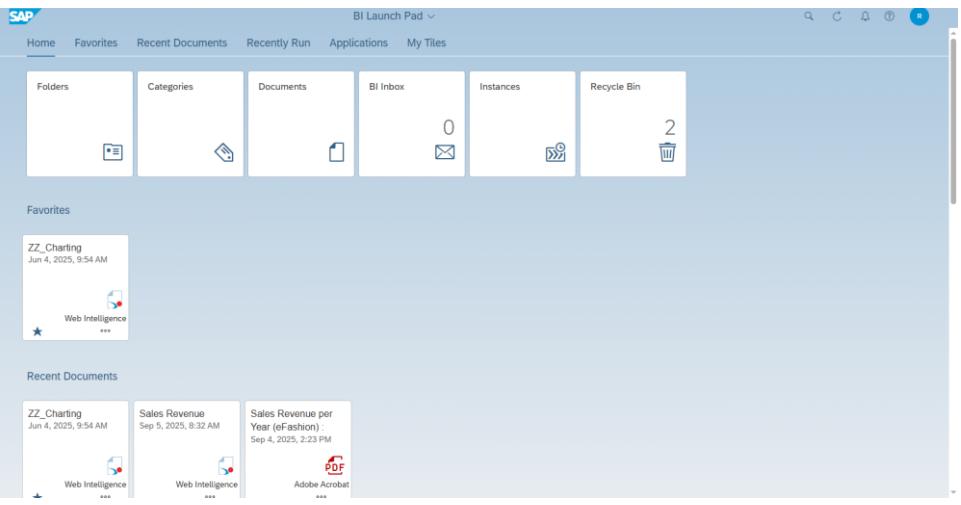
Explanation	Screenshot
<p> Close the ZZ_Charting Web Intelligence document.</p> <p>For this tutorial, this step has been performed for you.</p>	 <p>The screenshot shows the SAP BI Launch Pad interface with the title 'Public Folders / Web Intelligence Samples'. The left sidebar lists various categories like Personal Folders, Public Folders, and Report Samples. The main area displays a table of documents. One document, 'ZZ_Charting', is highlighted with a yellow selection bar. The table columns include Title, Type, Description, and Last Updated. Most documents are of type 'Web Intelligence' and were last updated on May 21, 2025, at 5:56 PM.</p>
<p>12. Choose Mark As Favorite for ZZ_Charting.</p>	 <p>The screenshot shows the same SAP BI Launch Pad interface as the previous one, but now the 'ZZ_Charting' document has a yellow star icon next to it, indicating it is marked as a favorite. The star icon is highlighted with a yellow box.</p>
<p> In the following steps, you will create a shortcut to the document.</p>	 <p>The screenshot shows the SAP BI Launch Pad interface again, with the 'ZZ_Charting' document still marked with a yellow star. The star icon is highlighted with a yellow box, indicating it has been selected or is the focus of the step.</p>

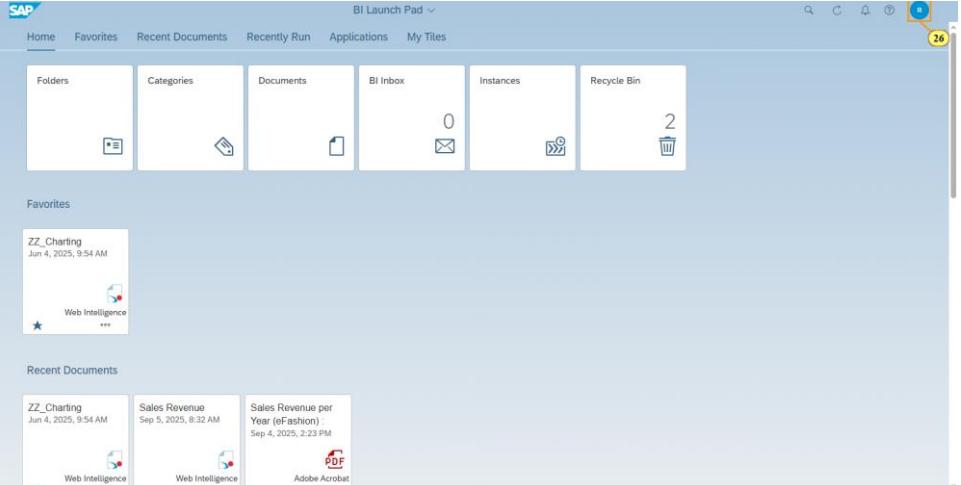
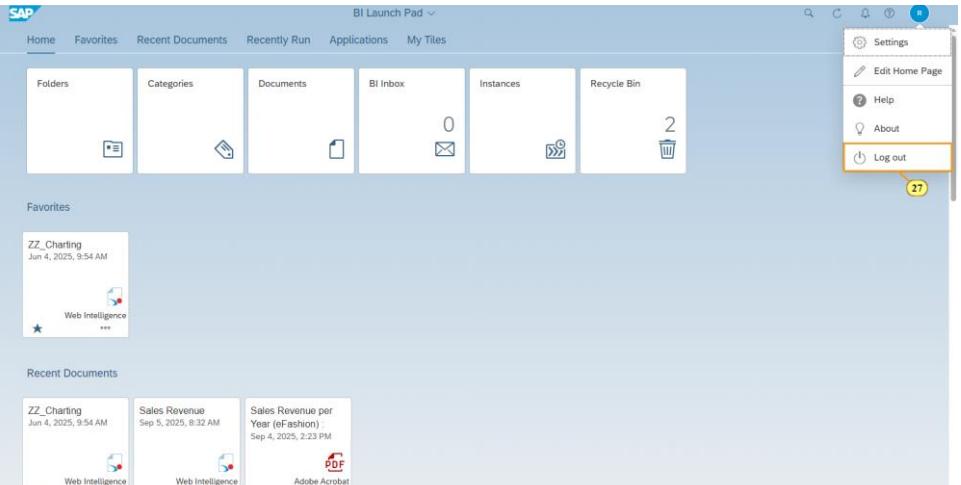
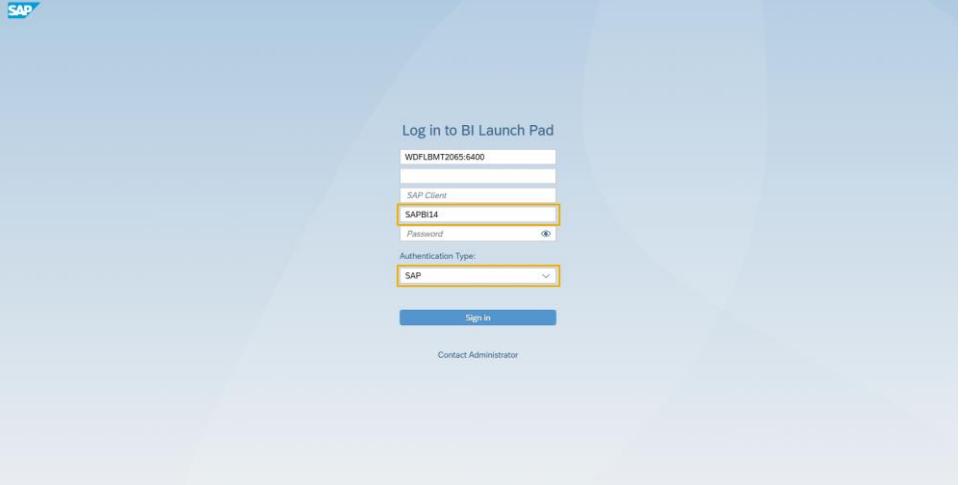
Explanation	Screenshot
<p>13. Select ZZ_Charting.</p>	
<p>14. Choose More > Organize > Copy Shortcut.</p>	
<p>15. Choose Personal Folders.</p>	

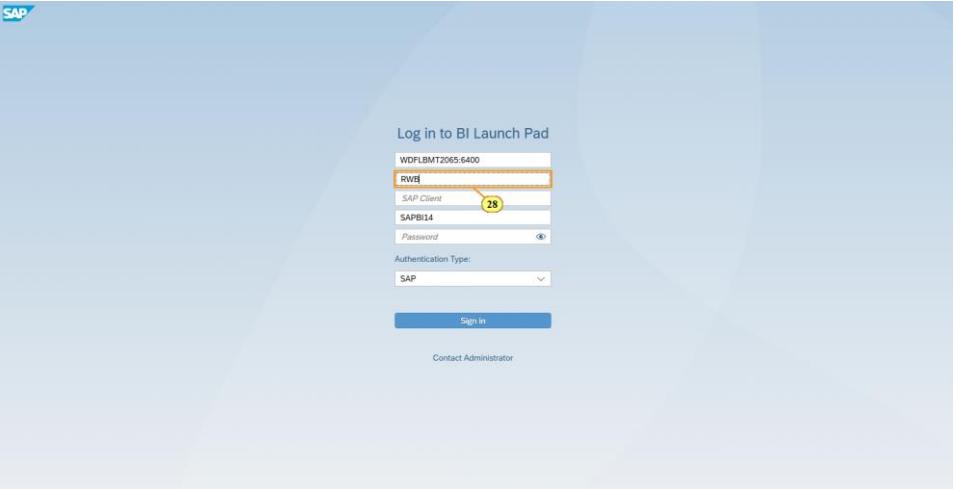
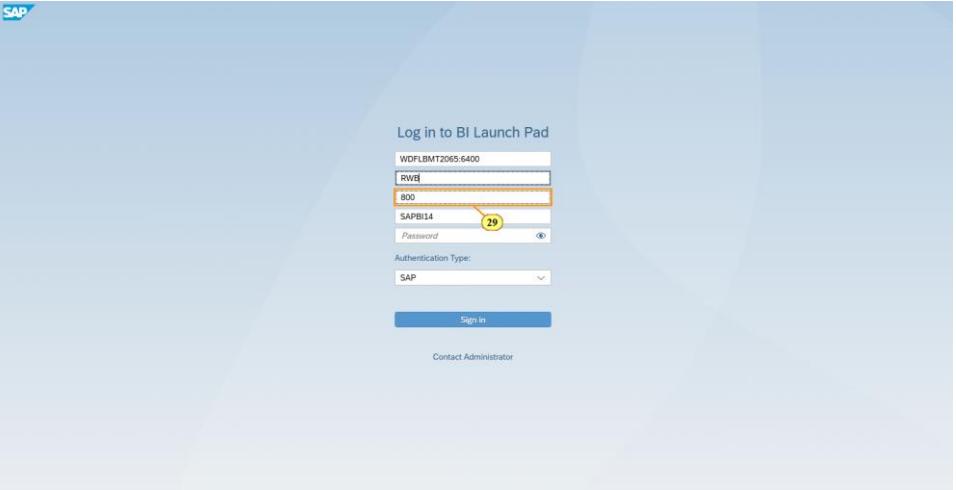
Explanation	Screenshot
<p>16. Choose <i>More > Organize > Paste Shortcut</i>.</p>	 <p>The screenshot shows the SAP BI Launch Pad interface. On the left, there is a navigation tree with categories like Personal Folders, Public Folders, and various reports. On the right, there is a table view showing items such as 'My Subscribed Alerts' and 'WebIntelligence'. At the top right, there is a toolbar with several icons. The 'Organize' icon (represented by three dots) is highlighted with a yellow box and labeled '16'.</p>
<p>i In the following steps, you will change the settings to show the required tiles on the Home page.</p>	 <p>The screenshot shows the SAP BI Launch Pad interface. On the left, there is a navigation tree with categories like Personal Folders, Public Folders, and various reports. On the right, there is a table view showing items such as 'My Subscribed Alerts' and 'WebIntelligence'. A new row has been added to the table: 'Shortcut to ZZ_Charting' (Type: Shortcut, Last Updated: Sep 8, 2025, 6:09 AM). The 'Organize' icon is highlighted with a yellow box.</p>
<p>17. Choose <i>Home</i>.</p>	 <p>The screenshot shows the SAP BI Launch Pad interface. On the left, there is a navigation tree with categories like Personal Folders, Public Folders, and various reports. On the right, there is a table view showing items such as 'My Subscribed Alerts' and 'WebIntelligence'. A new row has been added to the table: 'Shortcut to ZZ_Charting' (Type: Shortcut, Last Updated: Sep 8, 2025, 6:09 AM). The 'Home' icon (represented by a house) is highlighted with a yellow box and labeled '17'.</p>

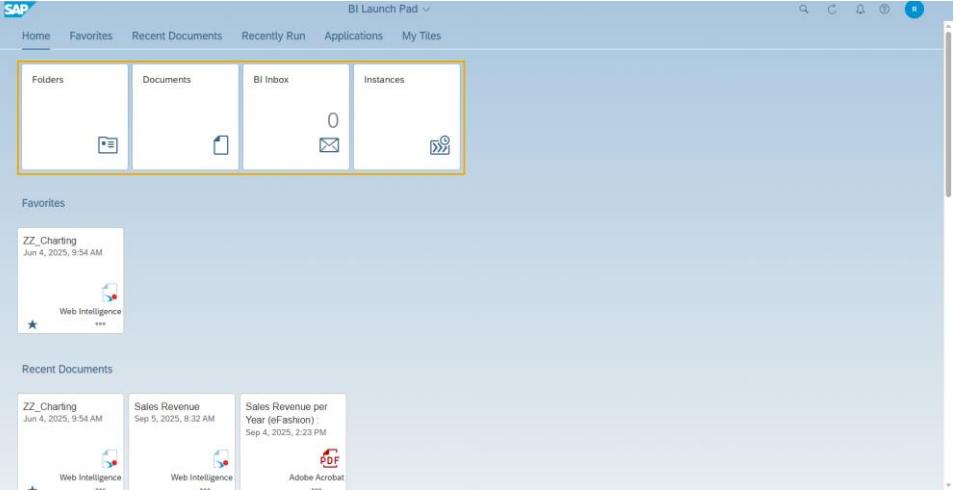
Explanation	Screenshot
18. Choose <i>User</i> .	 <p>The screenshot shows the SAP BI Launch Pad interface. The top navigation bar includes links for Home, Favorites, Recent Documents, Recently Run, Applications, and My Tiles. Below the navigation bar are six tiles: Folders, Categories, Documents, BI Inbox (0), Instances, and Recycle Bin (2). The main area is divided into two sections: Favorites and Recent Documents. The Favorites section contains a single item, ZZ_Charting, which is a Web Intelligence document. The Recent Documents section lists three items: ZZ_Charting, Sales Revenue, and Sales Revenue per Year (eFashion).</p>
19. Choose <i>Settings</i> .	 <p>This screenshot is identical to the one above, showing the BI Launch Pad Home screen. The difference is in the top right corner, where the 'Settings' option in the user menu is highlighted with a yellow box and the number 19.</p>
20. Choose <i>Account Preferences</i> .	 <p>The screenshot shows the SAP BI Launch Pad Settings screen. The left sidebar has a 'Settings' menu with options: User Account (selected), Account Preferences (highlighted with a yellow box and the number 20), Application Preferences, and Appearance. The main content area is the 'Account Information' tab, which displays account details for RWB~800/SAPBI14. The account name is RWB~800/SAPBI14, and the alias is secSAPR3 RWB~800/SAPBI14. The authentication type is secSAPR3. Buttons for 'Save' and 'Cancel' are at the bottom right.</p>

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

Explanation	Screenshot
<p>24. Clear Recycle Bin.</p>	 <p>The screenshot shows the SAP BI Launch Pad Settings dialog. In the 'Tiles to display' section, the 'Recycle Bin' checkbox is checked and highlighted with a yellow box. Other options like 'All documents', 'Categories', 'Schedule', 'Inbox', and 'Folders' are also listed. At the bottom right of the dialog, there is a 'Save' button.</p>
<p>25. Choose Save.</p>	 <p>The screenshot shows the SAP BI Launch Pad Settings dialog after saving changes. The 'Save' button at the bottom right is highlighted with a yellow box. A small number '25' is visible near the bottom right corner of the dialog.</p>
<p> In the following steps, you will log off from the BI Launch Pad and then log back on to see the changes.</p>	 <p>The screenshot shows the SAP BI Launch Pad home screen. The 'Recycle Bin' tile is visible with a count of '2'. Other tiles include 'Folders', 'Categories', 'Documents', 'BI Inbox', 'Instances', and 'Favorites'. Below the tiles, sections for 'Recent Documents' and 'Recent Run' show document thumbnails and details.</p>

Explanation	Screenshot
26. Choose <i>User</i> .	 <p>The screenshot shows the SAP BI Launch Pad interface. The top navigation bar includes links for Home, Favorites, Recent Documents, Recently Run, Applications, and My Tiles. Below the navigation bar are six tiles: Folders, Categories, Documents, BI Inbox (with 0 items), Instances, and Recycle Bin (with 2 items). Under the 'Favorites' section, there is a card for 'ZZ_Charting' from June 4, 2025, at 9:54 AM, created with Web Intelligence. The 'Recent Documents' section lists three documents: 'ZZ_Charting' (Web Intelligence, Jun 4, 2025, 9:54 AM), 'Sales Revenue' (Web Intelligence, Sep 5, 2025, 8:32 AM), and 'Sales Revenue per Year (eFashion)' (Adobe Acrobat, Sep 4, 2025, 2:23 PM).</p>
27. Choose <i>Log out</i> .	 <p>The screenshot shows the same BI Launch Pad interface as the previous step. A yellow box highlights the 'Log out' option in the top right corner of the navigation bar. The rest of the interface remains the same, displaying the Home screen with its various sections and recent documents.</p>
<p> The <i>Username</i> has been entered and <i>Authentication Type</i> has been selected for you.</p>	 <p>The screenshot shows a 'Log in to BI Launch Pad' dialog box. It contains fields for 'Username' (WDFLBM72065:6400), 'SAP Client' (SAPB14), 'Password' (obscured), and 'Authentication Type' (SAP). A blue 'Sign in' button is at the bottom. Below the dialog, a link 'Contact Administrator' is visible.</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. For this tutorial, enter XXXX.</p>	

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