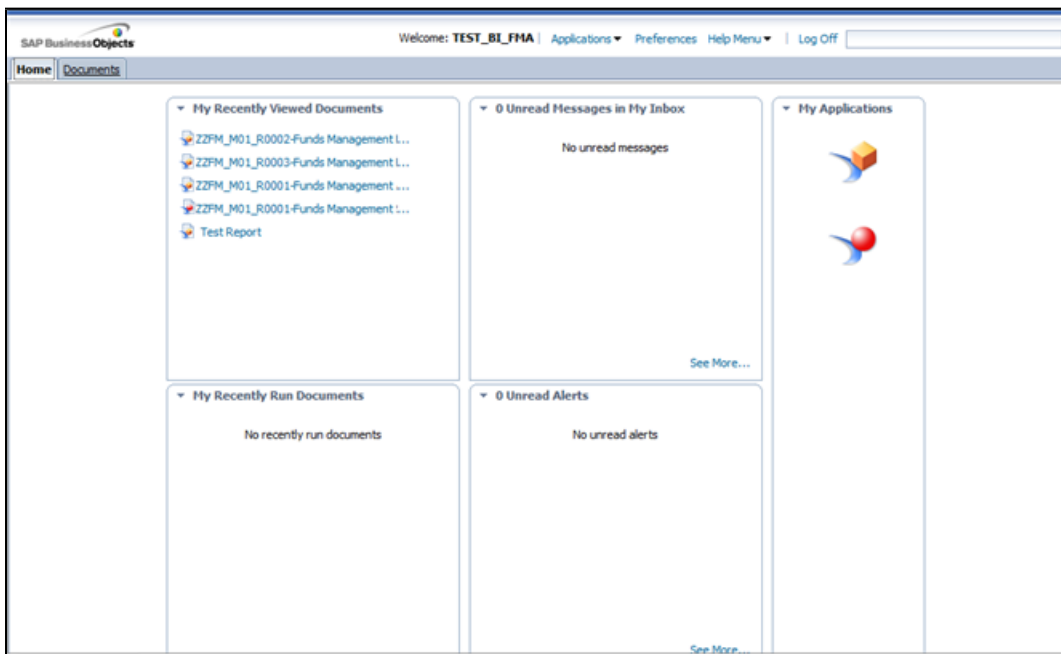


Navigate_Around_the_BI_Portal

Procedure

1. Start the transaction using the menu path or transaction code.

BI launch pad



2. Click the **Documents** tab.

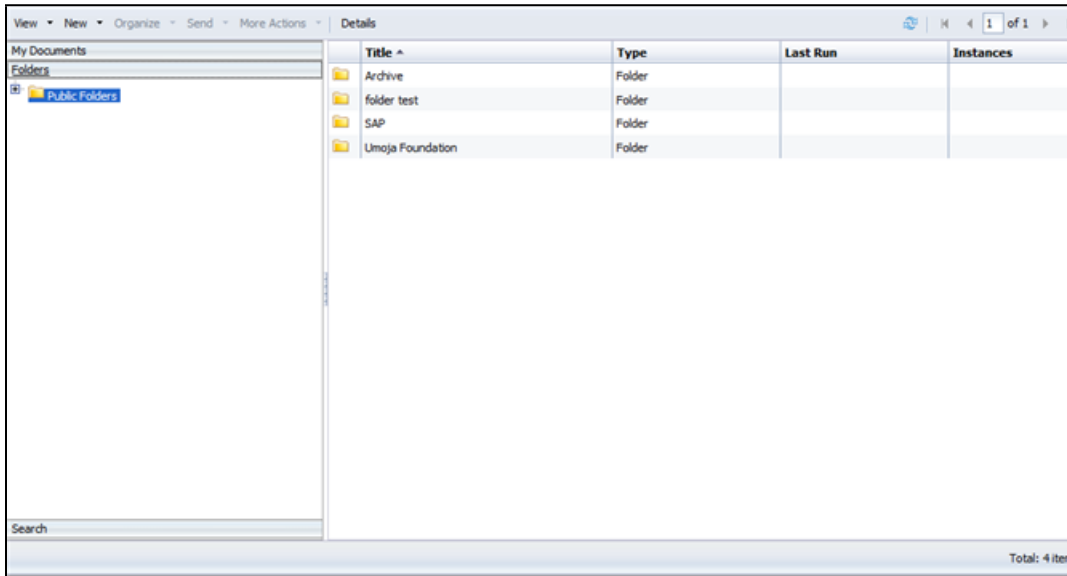


In this simulation, you will learn how to navigate around the BI portal.



The data used in this simulation is for illustrative purposes only.


Navigate_Around_the_BI_Portal

Listing



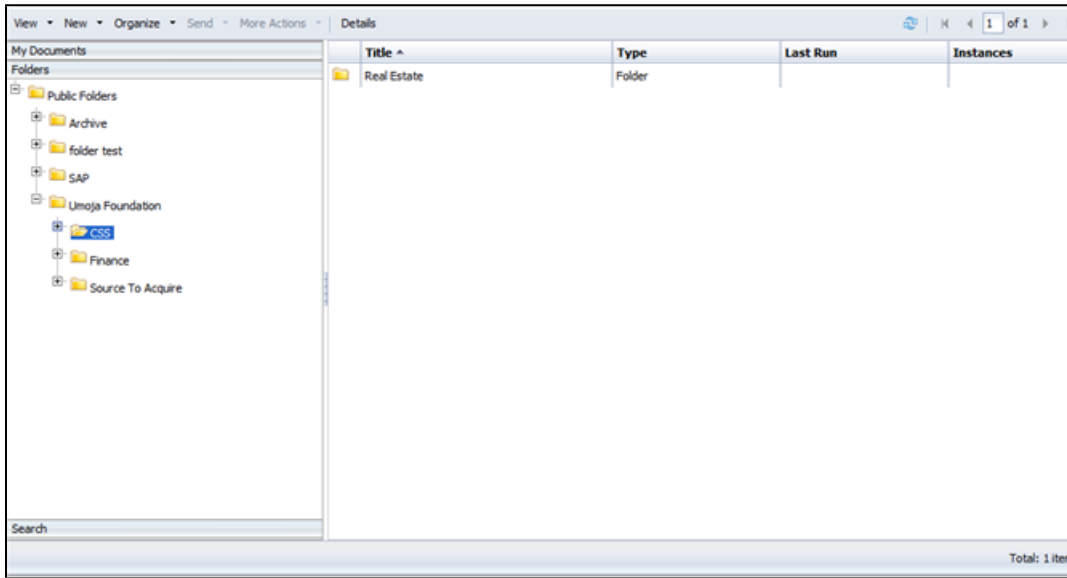
Title ^	Type	Last Run	Instances
Archive	Folder		
folder test	Folder		
SAP	Folder		
Umoja Foundation	Folder		


3. Click  to expand the **Public Folders** tree item.
4. Click the **Umoja Foundation** Folder.
5. Click  to expand the **Umoja Foundation** tree item. The **CSS**, **Finance** and **Source To Acquire** folders as shown.

 The **Umoja Foundation** folder contains all the BI reports. Your Umoja Enterprise Role will dictate which folders and reports you can view.
6. Click the **CSS** folder.

Navigate_Around_the_BI_Portal

Listing

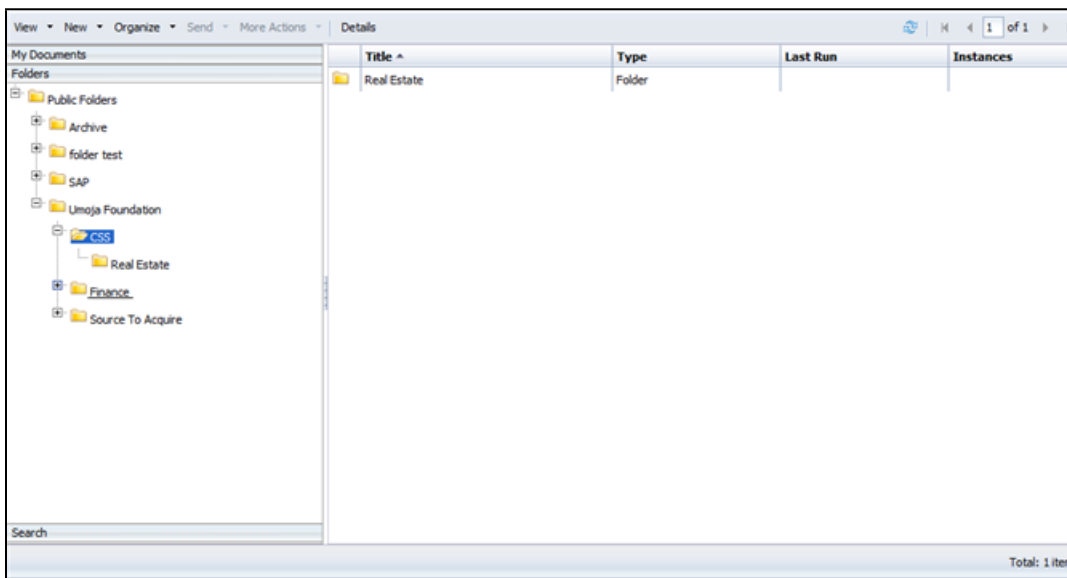


7. Click  to expand the **CSS** tree item.



The **CSS** folder contains a sub-folder for Real Estate BI Reports.

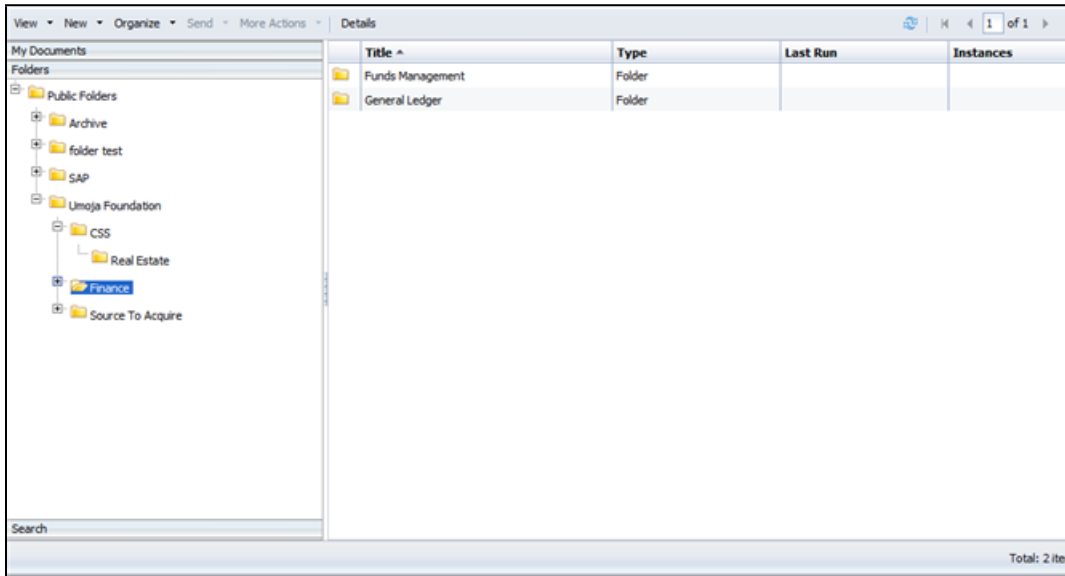
Listing




8. Click the **Finance** folder.

Navigate_Around_the_BI_Portal

Listing



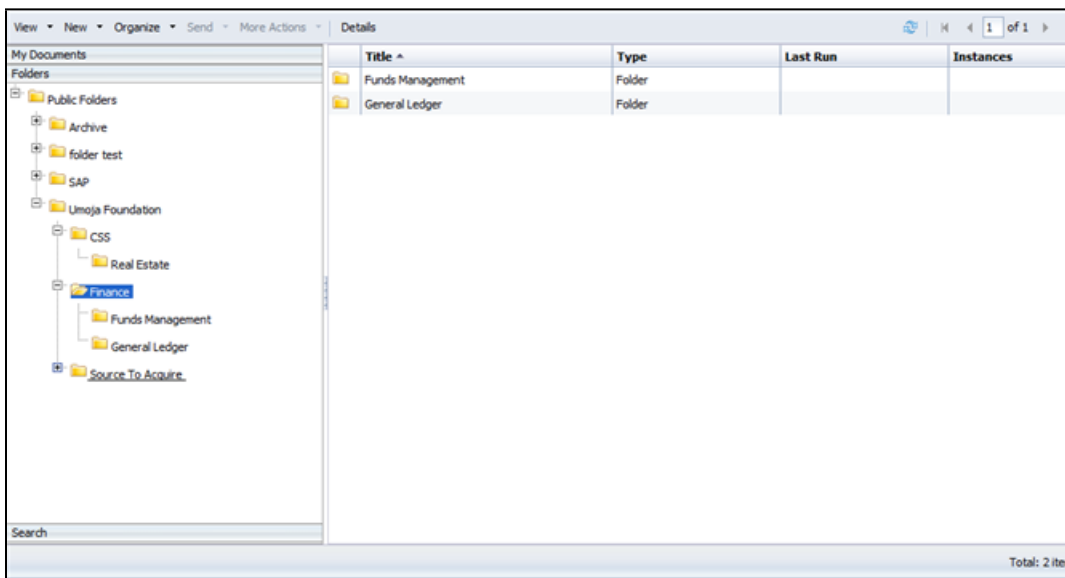
Title	Type	Last Run	Instances
Funds Management	Folder		
General Ledger	Folder		

9. Click  to expand the **Finance** tree item.




The **Finance** folder contains sub-folders for **Funds Management** and **General Ledger** BI reports.

Listing



Title	Type	Last Run	Instances
Funds Management	Folder		
General Ledger	Folder		

10. Click the **Source To Acquire** folder.

11. Click  to expand the **Source To Acquire** tree item.

Navigate_Around_the_BI_Portal



The **Source To Acquire** folder contains sub-folders for **Materials Management** and **SRM** BI reports.

12. Click the **Real Estate** sub-folder.



Now, you will view all the available BI reports within the Real Estate sub-folder.

13. To view an OLAP BI report, click **ZZRE_M01_R0001 Flexible Real Estate Conditions**.



The list of reports associated to Real Estate displays.

14. Click the **Funds Management** sub-folder.



Now, you will view all the available BI reports within the Funds Management sub-folder.

15. To view a Web Intelligence report, click **ZZFM_M01_R0001-Funds Management Status of Expenditures FMT2 – Default View**.



The list of BI reports associated to Funds Management displays.

16. To view an OLAP BI report, click **ZZFM_M01_R0003-Funds Management Budget Consumption Summary**.

17. Click the **General Ledger** sub-folder.



Now, you will view all the available BI reports within the General Ledger sub-folder.

18. To view an OLAP report, click **ZZFI_M01_R001 Trial Balance**.



The list of BI reports associated to General Ledger displays.

19. Click the **Materials Management** sub-folder.



Now, you will view all the available BI reports within the Materials Management sub-folder.

20. To view an OLAP BI report, click **ZZSC_M03_R0001 Purchase Order Analysis Area**.



The list of BI reports associated to General Ledger displays.

21. Click the **SRM** sub-folder.



Now, you will view all the available BI reports within the SRM sub-folder.

22. To view an OLAP BI report, click **ZZSC_M01_R0001 Solicitations Analysis Area**.



The list of BI reports associated to SRM displays.

Navigate_Around_the_BI_Portal

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The screenshot shows the SAP Business Objects BI Portal interface. At the top, it says 'Welcome: Jason Vercamer' and includes navigation links for 'Applications', 'Preferences', 'Help Menu', and 'Log Off'. Below this is a 'Documents' view with a menu bar containing 'View', 'New', 'Organize', 'Send', and 'More Actions'. On the left is a 'My Documents' section with a 'Folders' tree. The tree includes 'Public Folders' (Archive, folder test, SAP) and 'Umoja Foundation' (CSS, Real Estate, Finance, Source To Acquire, Materials Management, SRM). The main area displays a table of documents:

Title	Type	Last Run	Instances
ZZSC_M01_R0001 Solicitations Analysis Area	Analysis Workspace		
ZZSC_M01_R0002 Vendor Analysis Area	Analysis Workspace		
ZZSC_M02_R0001 Requisitions Analysis Area	Analysis Workspace		
ZZSC_M04_R0001 Contracts Analysis Area	Analysis Workspace		

At the bottom right of the interface, it says 'Total: 4 items'.

23. Click the **Log Off** button.



Umoja Enterprise Role assigned to an Umoja user dictates the level of access provided to the BI Portal. Therefore, you may not be able to view all Umoja Foundation folders and reports, based on your specified level of access.