



**INFORMATION MANAGEMENT**  
and  
**ANALYTICS**



**SAP BusinessObjects™ 4.1**

**How to Share a  
BusinessObjects Report**

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## How to Email a BusinessObjects Report to BO Inbox

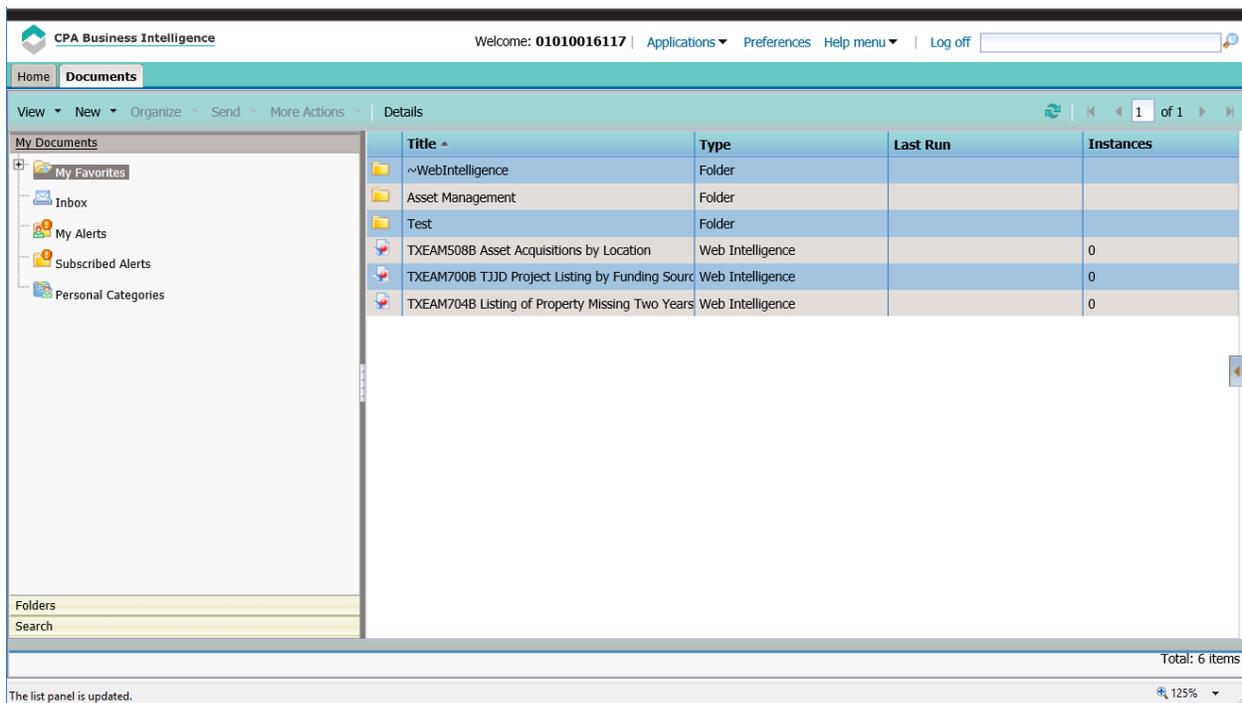
### Login to BusinessObjects using your assigned ID.

Click on *Documents* on the top left bar.

### Click on My Documents

Select ***My Favorites*** folder.

You should have a view of all your personal folders and reports.



The screenshot shows the CPA Business Intelligence interface. The top navigation bar includes 'Home' and 'Documents'. Below the navigation bar, there are menu options: 'View', 'New', 'Organize', 'Send', and 'More Actions'. The main content area is divided into two sections. On the left, under 'My Documents', there is a tree view with 'My Favorites' selected, showing sub-items like 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. On the right, a table displays a list of documents:

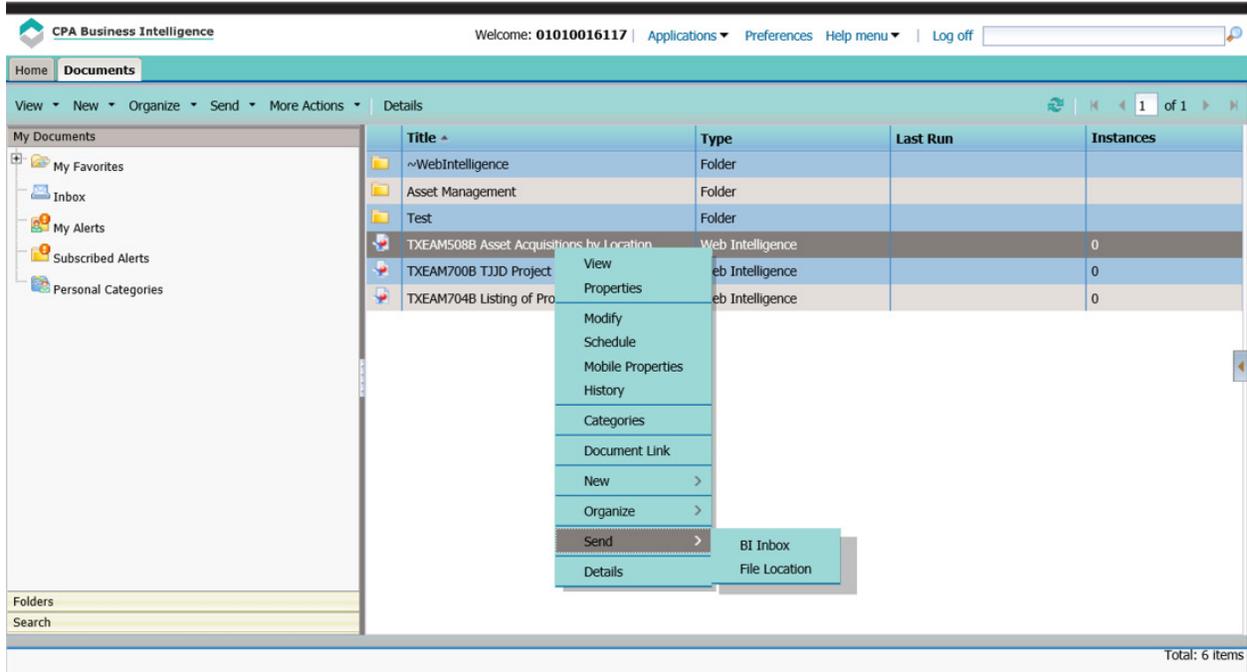
Title	Type	Last Run	Instances
~WebIntelligence	Folder		
Asset Management	Folder		
Test	Folder		
TXEAM508B Asset Acquisitions by Location	Web Intelligence		0
TXEAM700B TJJJ Project Listing by Funding Sourc	Web Intelligence		0
TXEAM704B Listing of Property Missing Two Years	Web Intelligence		0

At the bottom right of the table area, it says 'Total: 6 items'. The status bar at the very bottom indicates 'The list panel is updated.' and a zoom level of '125%'.

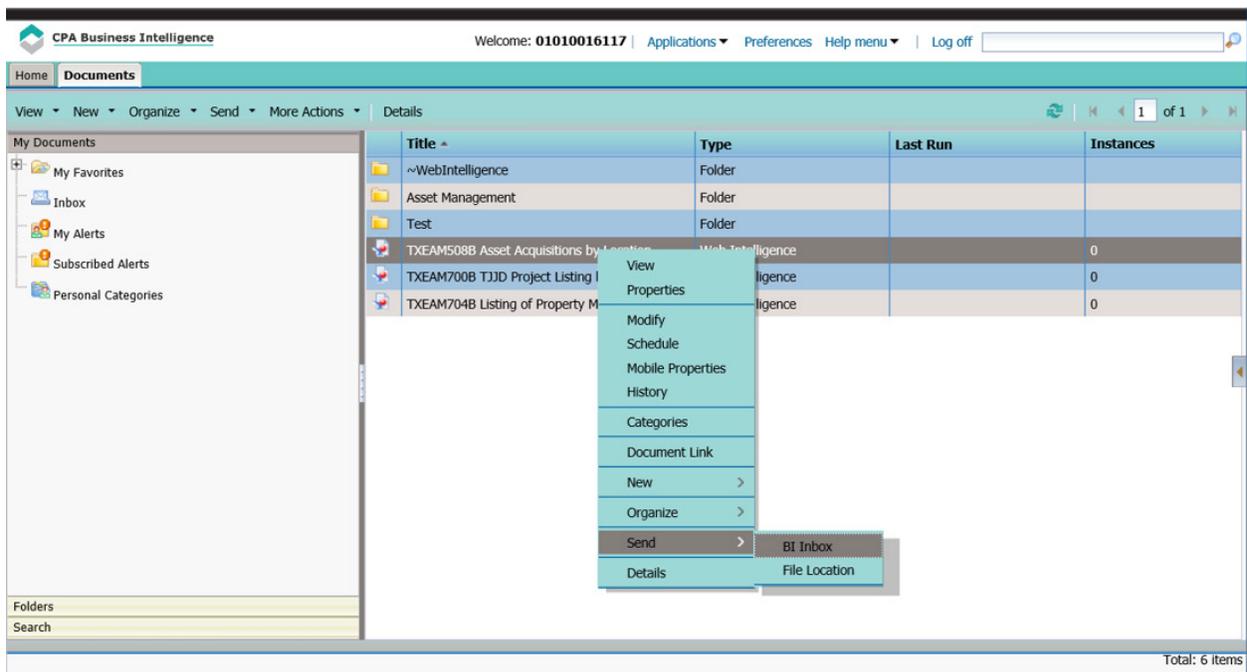
Select a report to share.

Right click your selected report.

Click **Send**.



Click **BI Inbox**.



## Enter Recipient Information

On **Find Title** Enter the recipient CAPPS or User ID.

CPA Business Intelligence | Welcome: 01010016117 | Applications | Preferences | Help menu | Log off

Home Documents

View Send TXEAM508B Asset Acquisitions by Location to BI Inbox

My 1

Use default settings

**Available Recipients:**

Find Title

Title	Full Name
01010000010	Josh T Nguyen
01010000010	Regina B Durbin
01010000010	William Roger Logan
01010000010	Nancy M Clark
01010000010	Anthony J Infante
01010000010	Jeanette Davis

**Selected Recipients:**

Title	Full Name
No Items	

Target Name:

Use Automatically Generated Name

Use Specific Name  Add Placeholder

Add File Extension

Send As:

Shortcut

Copy

Send Cancel

Enter your assigned ID.

Click on  to Search.

CPA Business Intelligence | Welcome: 01010016117 | Applications | Preferences | Help menu | Log off

Home Documents

View Send TXEAM508B Asset Acquisitions by Location to BI Inbox

My 1

Use default settings

**Available Recipients:**

Find Title

Title	Full Name
01010000010	Josh T Nguyen
01010000010	Regina B Durbin
01010000010	William Roger Logan
01010000010	Nancy M Clark
01010000010	Anthony J Infante
01010000010	Jeanette Davis

**Selected Recipients:**

Title	Full Name
No Items	

Target Name:

Use Automatically Generated Name

Use Specific Name  Add Placeholder

Add File Extension

Send As:

Shortcut

Copy

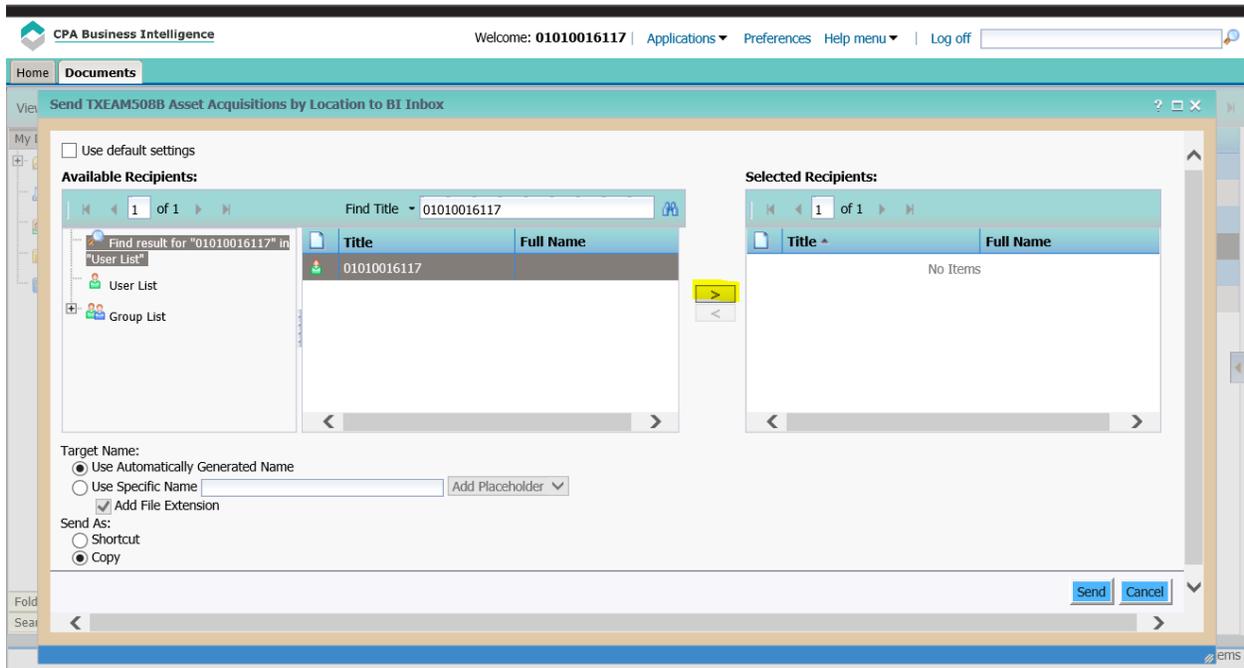
Send Cancel

Select the Recipient.

Click on the recipient ID.

Click on 

The Recipient will be moved to **Selected Recipients** box.



CPA Business Intelligence Welcome: 01010016117 | Applications | Preferences Help menu | Log off

Home Documents

View Send TXEAM508B Asset Acquisitions by Location to BI Inbox

My I

Use default settings

**Available Recipients:**

Find Title: 01010016117

Find result for "01010016117" in "User List"

Title	Full Name
01010016117	

User List  
Group List

**Selected Recipients:**

Title	Full Name
No Items	

Target Name:

Use Automatically Generated Name

Use Specific Name  Add Placeholder

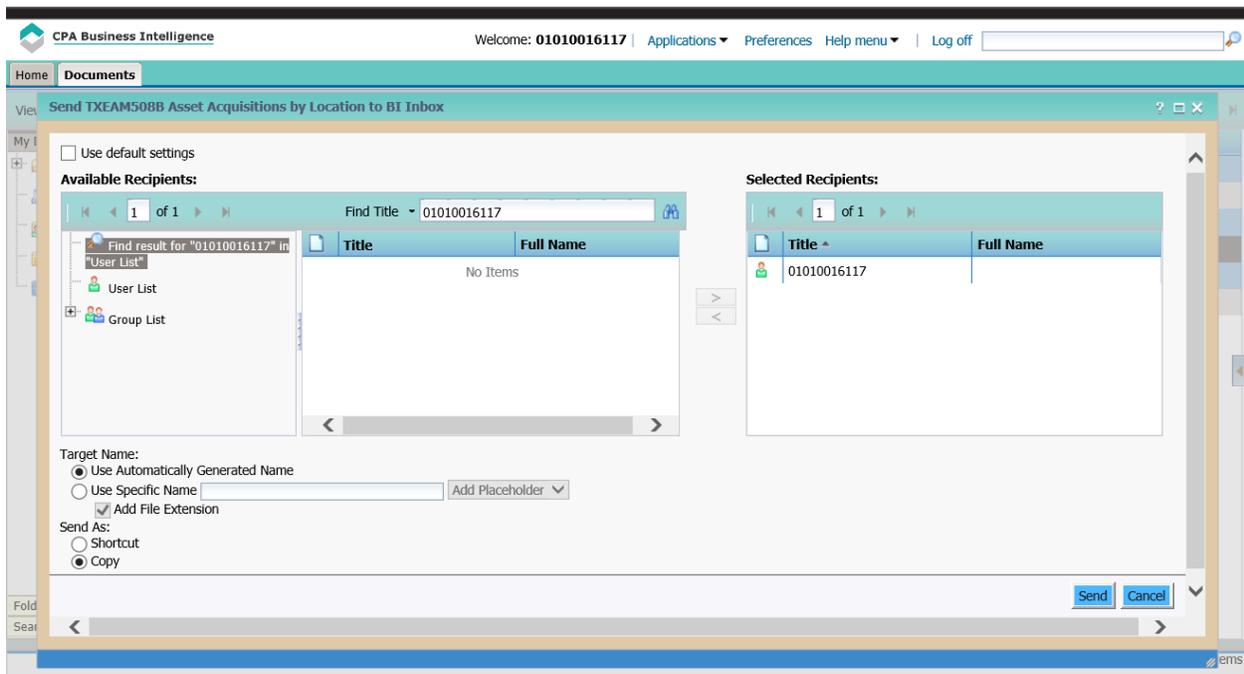
Add File Extension

Send As:

Shortcut

Copy

Send Cancel



CPA Business Intelligence Welcome: 01010016117 | Applications | Preferences Help menu | Log off

Home Documents

View Send TXEAM508B Asset Acquisitions by Location to BI Inbox

My I

Use default settings

**Available Recipients:**

Find Title: 01010016117

Find result for "01010016117" in "User List"

Title	Full Name
No Items	

User List  
Group List

**Selected Recipients:**

Title	Full Name
01010016117	

Target Name:

Use Automatically Generated Name

Use Specific Name  Add Placeholder

Add File Extension

Send As:

Shortcut

Copy

Send Cancel

## Select a Report Name and Send

- Select **Use Automatically Generated Name** to keep current report name.
- Select **Use Specific Name** to re-name your report.
- Select **Copy**.
- Click **Send**.

CPA Business Intelligence | Welcome: 01010016117 | Applications | Preferences | Help menu | Log off

Home Documents

View Send TXEAM508B Asset Acquisitions by Location to BI Inbox

Use default settings

**Available Recipients:**

Find Title: 01010016117

Title	Full Name
No Items	

**Selected Recipients:**

Title	Full Name
01010016117	

Target Name:

Use Automatically Generated Name

Use Specific Name:

Add File Extension

Send As:

Shortcut

Copy

## Recipient BO Inbox

Click a report to view.

Title	Received On	From	Type
Texas Leg Reports.wid	Jul 2, 2018 3:47 PM	01010016117	Web Intelligence
TXEAM508B Asset Acquisitions b	Jul 2, 2018 3:37 PM	01010016117	Web Intelligence

For more information, visit our [BusinessObjects training page](#).