

# Introduction to the BI Launch Pad

**This course covers navigation with the Launch Pad, setting preferences, organising content, working with Web Intelligence documents and distributing the content.**

## On completion, delegates will be able to:

- Navigate within BI Launch Pad
- Organise their documents
- View and Refresh Web Intelligence documents
- Drill on a document
- Share documents with other users and in different formats

## Who should attend?

Consumers of content via the SAP BI Launch Pad.

## Prerequisites

None

## Course Duration

0.5 day

## Related and follow-on courses

- Web Intelligence Reporting V4
- Advanced Web Intelligence Reporting V4

## Course Contents

- Introduction to BI Launch Pad
- Navigating BI Launch Pad
  - Starting BI Launch Pad
  - Setting Preferences
- Managing Documents
  - The Documents Area
  - Managing Folders and Categories
  - Organising Documents
- Viewing Documents
  - Opening Documents
  - Refreshing Documents
  - Prompts and Input Controls
  - Saving Documents
- Drilling
  - What is Drilling
  - Performing Drilling
- Document Distribution
  - Sending Documents
  - Scheduling Documents
  - Printing Documents
  - Saving Documents to Other Formats

## Acuma Education

All Acuma courses are delivered by trainers who are highly experienced consultant practitioners. This rich project experience coupled with professional training skills helps delegates to focus on how the course contents can be put into practice in their workplace.

Acuma delivers courses from dedicated training facilities in Manchester, Birmingham and London, but also deliver training offsite using suites of laptops, with the option to customise courses to use your own business data and tailored to your exact training needs. The most appropriate training format depends upon your training objectives, number of learners, timescales, budgets and delivery logistics. Whatever your needs, Acuma will find the approach most suited to them.

Acuma Education's seal of quality is demonstrated through consistent achievement of the prestigious "Gold Standard" from the Learning and Performance Institute.

