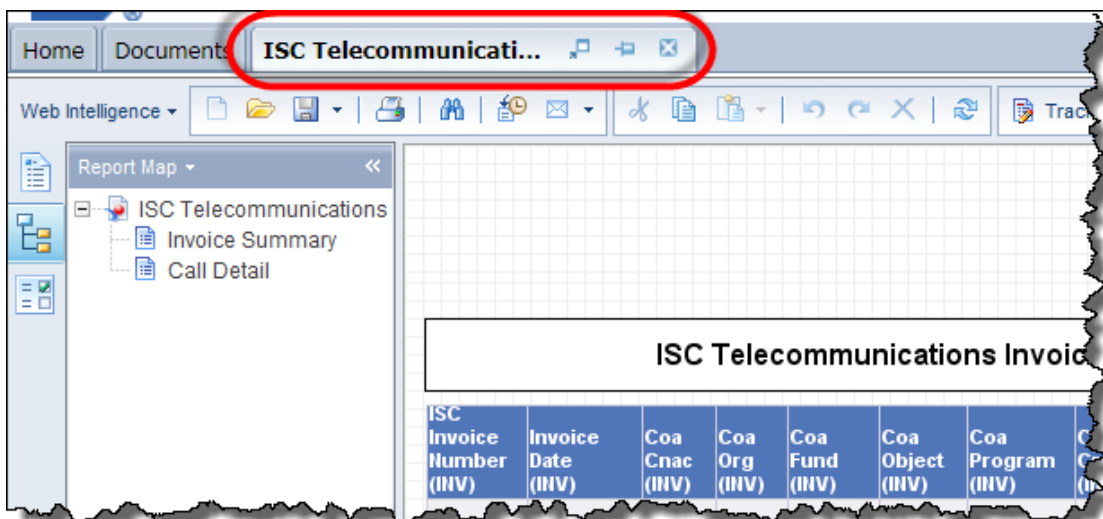


How to Work with Multiple Documents / Reports Open

Step-by-Step Instructions	HINTS
<p>Open the first document that you need to work on from either My Favorites or Public Folders.</p>	<ul style="list-style-type: none"> The document opens in a tab within the BI main panel. (Figure 1) Note that you can also set in your Preferences that each document opens in a new browser window. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Set document viewing location:</p> <p><input checked="" type="radio"/> In the BI launch pad portal as tabs</p> <p><input type="radio"/> In multiple full screen browser windows, one window for each document</p> </div>
<p>Click back to Documents tab. (Figure 2)</p>	<p>Open documents can be from My Favorites as well as any of the Public Folders that you have permission to access.</p>
<p>Select and open the next document that you need to work on.</p>	<ul style="list-style-type: none"> Additional documents can be opened, and left open, in new tabs or windows, depending on your Preferences. (Figure 3) You can repeat this for however many documents that you need to work on simultaneously. Your 60-minute BI4 session is timed from LOGIN or your last activity in the application, not separately for each document.

Figure 1: Document opens in its own tab (or a new window if you have chosen that preference).



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Figure 2: Click on 'Documents' tab to navigate to additional documents to open and work with.

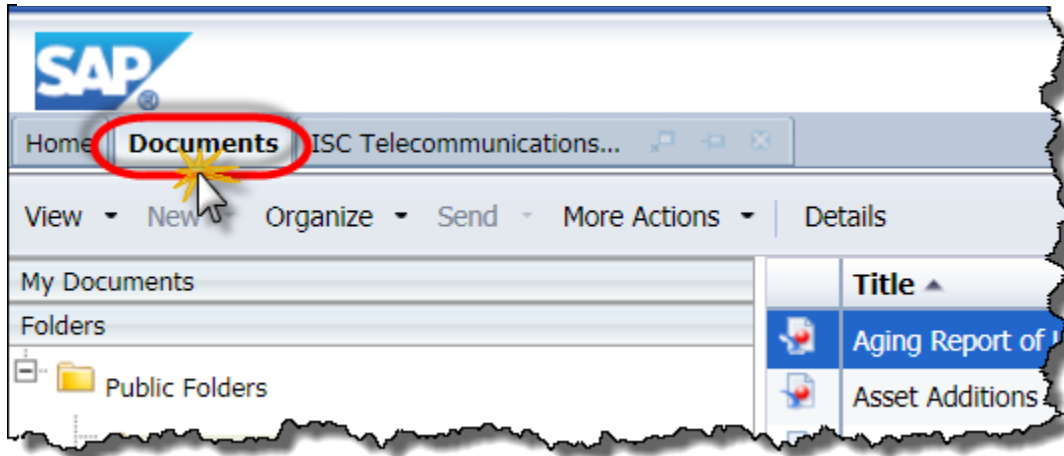


Figure 3: Both tabs remain open and you can toggle back and forth to work with the reports.

