Sending an Analysis Report When the Report Is Not Open

Use this technique to send a co-worker a saved report, without opening the report itself.

1. Navigate through your favorites to the report you want to send.

2. Right-click the report you want to send.

3. From the context menu, select Send >> BI Inbox.

4. In the Find Title field, type the JHED or a portion of the JHED for the person you want to mail your report to.

5. Click the binoculars (Find).
6. From the Search Results list, click the name you want (for example, Sharon Busching).

7. Click the arrow to add the selected name to the Selected Recipients list (in the right-hand box).

8. The name will appear on the Selected Recipients list.

9. Click User List to refresh the Available Recipients list and follow steps 5-8 above to send your report to more people.

10. Once your Selected Recipients list is complete, click Send.