

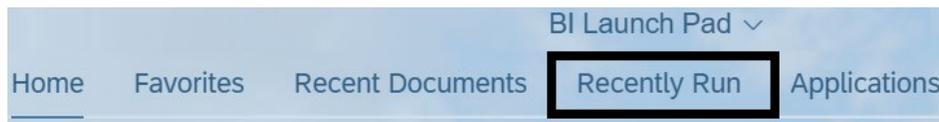
You can use the BI launch pad to access (open) a report once it has been scheduled or ran.

- ✓ Web Intelligence (WebI) reports can be accessed and scheduled from the BI launch pad. Scheduling reports with large data sets is the recommended best practice because it helps to avoid time out issues and improves system performance. For information about scheduling reports, please refer to the job aid WWA Schedule Reports.

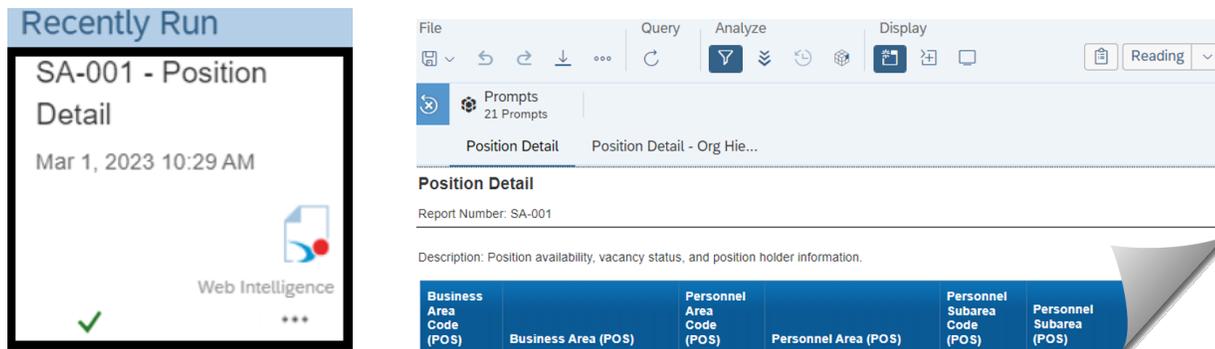
Recently Run

The BI launch pad includes a quick link to display a list of reports that were recently run.

In this example, we select the quick link from the BI launch pad to display a list of reports that were recently run.



In this example, we select the recently run report to open it.



In this example, we select the ellipses (three dots) on the recently run report to display additional options.

