

Web Intelligence (WebI) documents can only be saved to one folder at a time. You can save more than one copy of the document to the same folder or different folders. Modifying one document will not result in changes to the other copies.

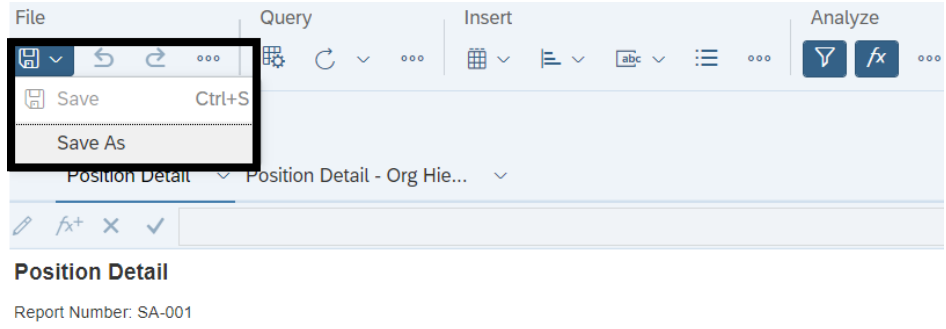
- ✓ Regular users can save documents to their personal folders (my folders) and power users can save documents to their personal folders (my folders) or designated public folders (agency folders).

1. Select: Save.

-- or --

Select: **Save as.**

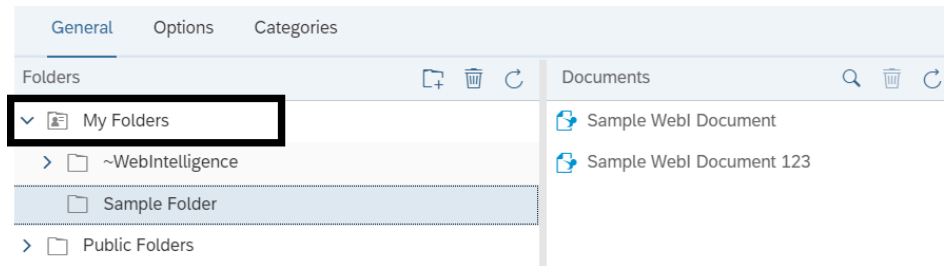
→ WWA standard reports will only have the 'save as' option to create a copy of the report. The copied report will not be impacted or updated if the original standard report is revised by OFM.



2. Select: Folder.

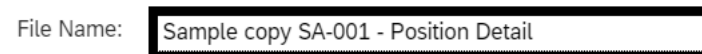
→ This will be the folder where this copy of the document will be saved.

→ Power users can save documents to their personal folder (my folders) or designated public folder (agency folder).



3. Input: File name.

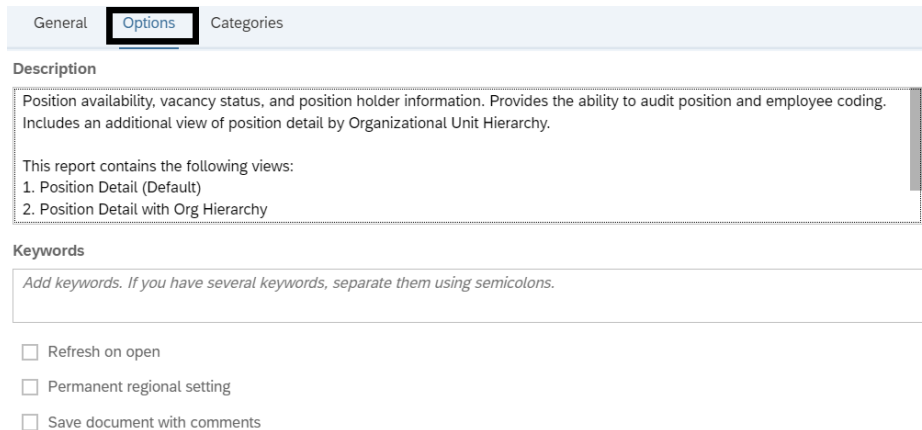
→ You can change the name for this copy of the document.



4. Select: Options.

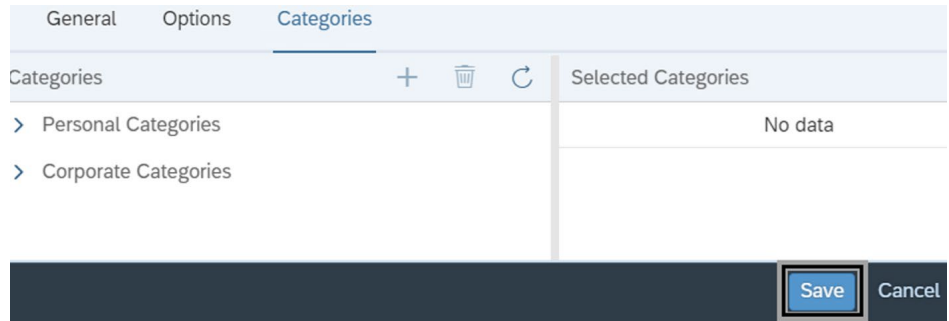
→ You can use the default options or update the options if needed. For example, you might want to update the description for this copy of the document.

→ Keywords are searchable in the WebI launch pad. Use semicolons (;) to separate multiple keywords.



5. Select: **Save.**

→ You do not need to make changes for categories unless you want to change the default settings. Categories are logical associations to documents and a document can have more than one category.



Save Changes Without Running Report

When you create an ad hoc query or modify a report, you can save the changes within the WebI query panel without running the report.

✓ This is helpful when you anticipate a large data set and need to schedule the report.

1. Select: **Apply changes and close.**

→ WebI will save the changes without running the report.

