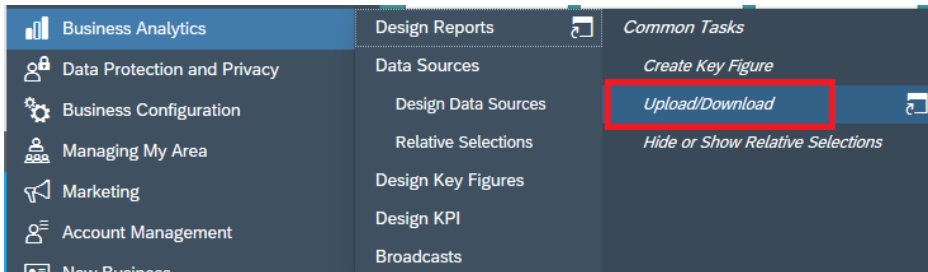


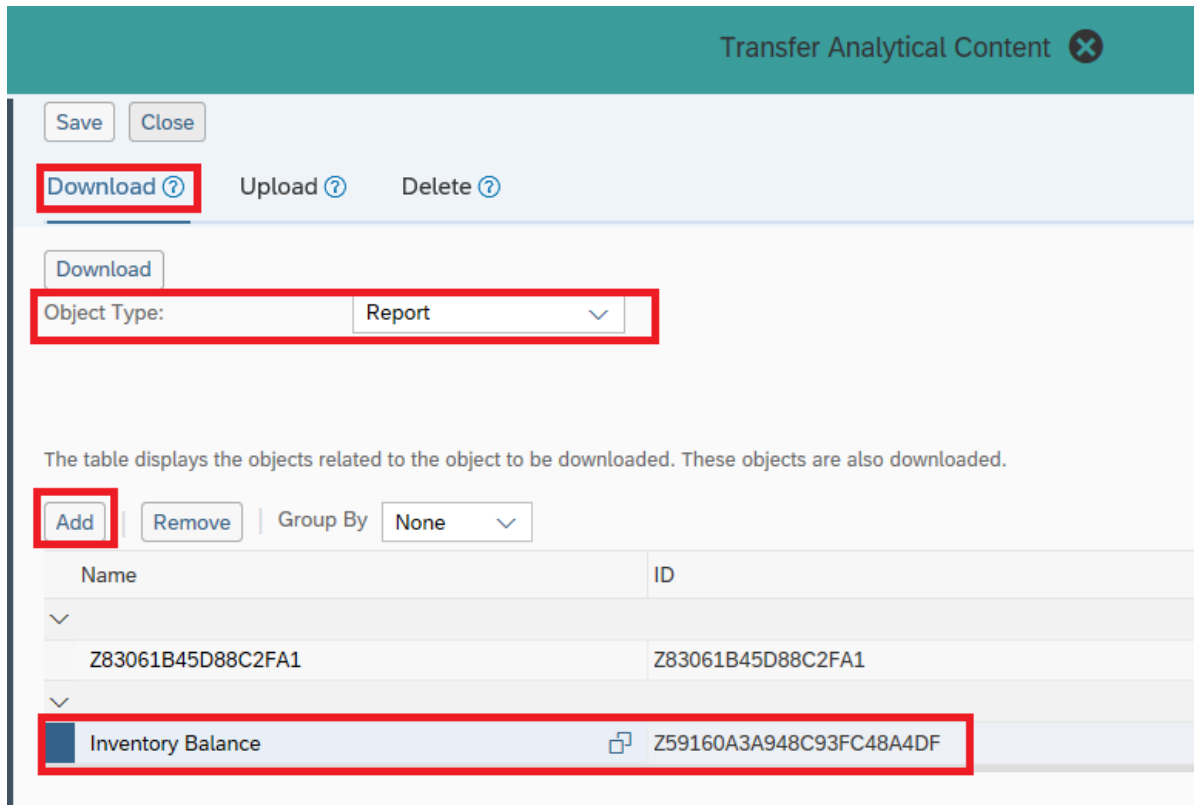
How to Copy a Report in Test into Production

Follow this 4-step guide to copy a report, in test into production.

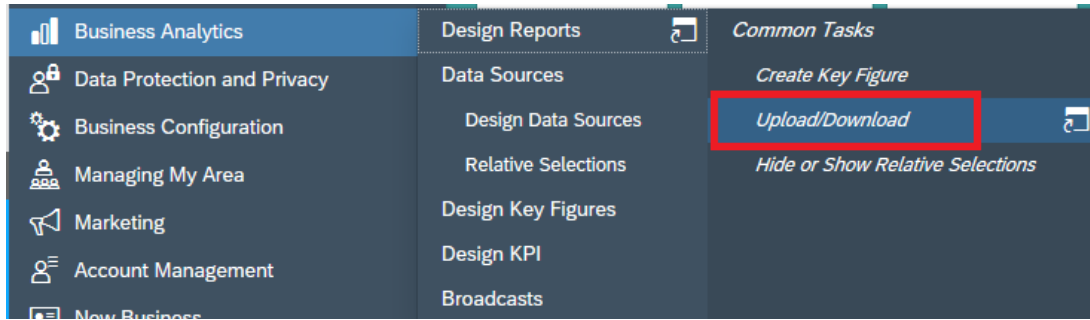
- 1) In the Test System - create your Report under the Business Analytics Work Center. Select "Upload/Download" option under Business Analytics > Common Tasks.



- 2) Select the "Download" Tab. Select the Object Type "Report". You have "Data Source", "Key Figure" and "KPI" available for download as well. Click the Add Button. Select the Report you want to download.



- 3) Click the Download button. Select Save/Save As once the download is completed. In your production system - Select "Upload/Download" option under Business Analytics>Common Tasks.



- 4) Click the "Upload" Tab. Click the "Upload Object" button. Find and Select the file you downloaded that contains the report. Click "Save". Navigate to the report and confirm that you are able to run the report.

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