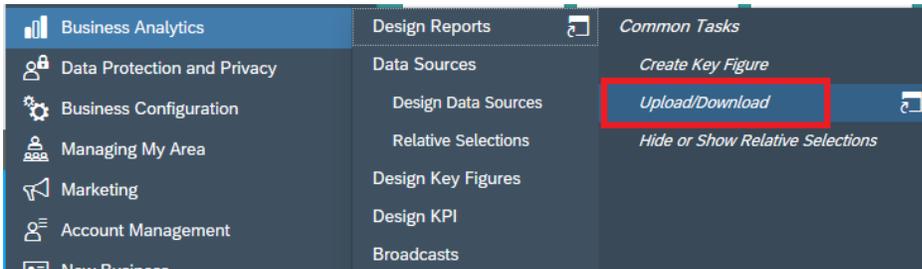


How to Copy a Report in Test into Production

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.

Transfer Analytical Content ✕

Save
Close

Download ?
Upload ?
Delete ?

Download

Object Type:

Report

The table displays the objects related to the object to be downloaded. These objects are also downloaded.

Add
Remove
Group By

None

Name	ID
▼	
Z83061B45D88C2FA1	Z83061B45D88C2FA1
▼	
Inventory Balance	Z59160A3A948C93FC48A4DF 📄

- 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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