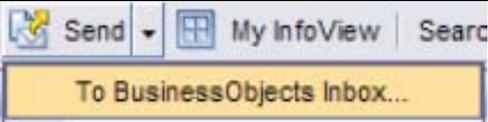
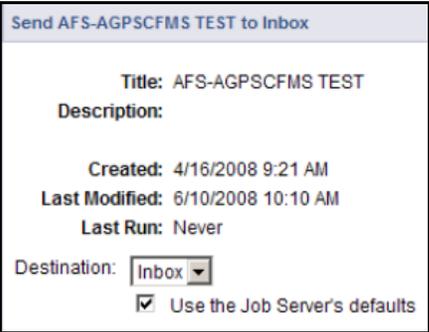
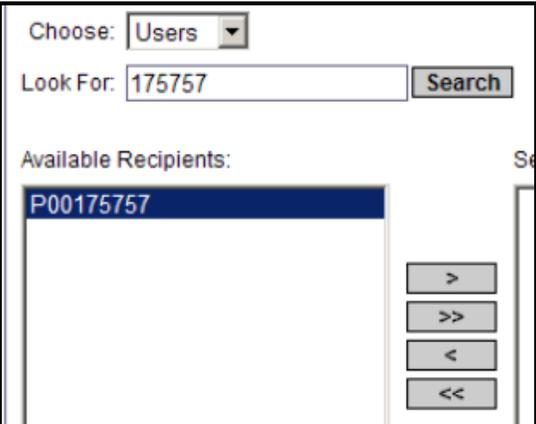


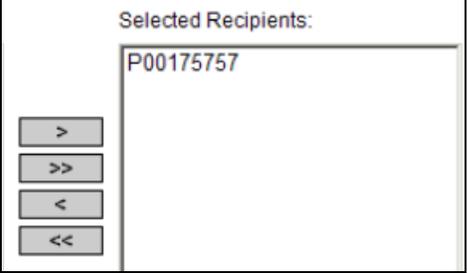
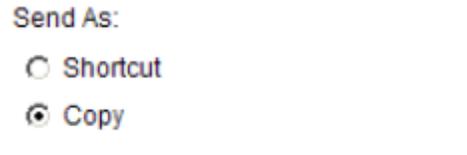
## SEND a Report to Other BO Users

### To send a report to other BO users:

<p>1. <b>Click in the box</b> next to the title of the report you want to SEND.</p>	
<p>2. Click on the <b>down arrow</b> to the right of the Send button.</p>	
<p>3. Select the <b>To BusinessObjects Inbox</b>.</p>	
<p>4. Uncheck the box next to: <b>Use the Job Server's defaults</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Destination: <input type="text" value="Inbox"/> <input type="checkbox"/> Use the Job Server's defaults</p> </div>	
<p>5. <b>You must type in the PID number</b> of the Business Objects user to whom you wish to send the report... and click on the <b>Search</b> button.</p> <p>No need to type the P and leading zeros. <i>p.s. this is not a bug; it is a 'feature.'</i></p>	
<p>6. <b>Select the PID</b> that appears in the Available Recipients ... and</p> <p><b>click on the right pointing single or double arrow(s)</b> (depending on how many users you have entered and selected) to move them to the Selected Recipients.</p>	

## SEND a Report to Other BO Users

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7. The PID is moved over to <b>Selected Recipients</b>	
8. Scroll down and select to send the report as a <b>Copy</b> .	
9. Then click on the <b>Submit</b> button to execute the send.	