

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.

Business Analytics	Design Reports 🚬	Common Tasks
A Data Protection and Privacy	Data Sources	Create Key Figure
business Configuration	Design Data Sources	Upload/Download
🚔 Managing My Area	Relative Selections	Hide or Show Relative Selections
📢 Marketing	Design Key Figures	
\aleph^{\pm} Account Management	Design KPI	
	Broadcasts	

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			
\checkmark				
Z83061B45D88C2FA1	Z83061B45D88C2FA1			
\checkmark				
Inventory Balance	D Z59160A3A948C93FC48A4DF			







 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.

Business Analytics	Design Reports 🚬	Common Tasks
AB Data Protection and Privacy	Data Sources	Create Key Figure
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√ Marketing	Design Key Figures	
- A [≡] Account Management	Design KPI	
	Broadcasts	

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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