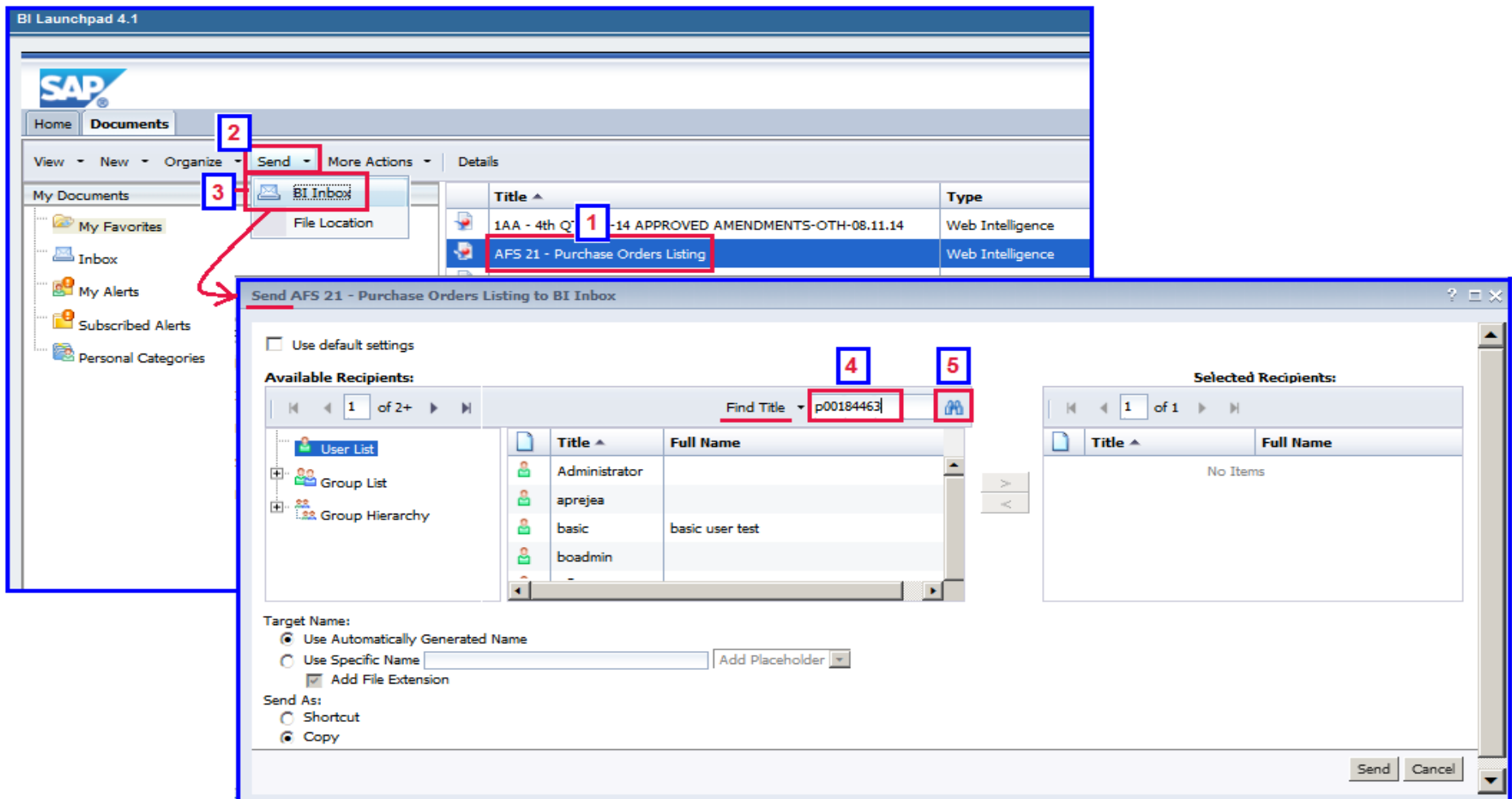


Basic Steps to Send a Webi Report to Another User

(Last Revised 2015-02-04)

NOTE: You must know a user's Personnel Number (PID) in order to send them a report.


1 Click the report you want to send. 2 Click the **Send** button. A dropdown menu of options will display. 3 Click **BI Inbox** and the **Send** window opens. 4 Type the user's **P-number** into the **Find Title** field and 5 click the **Search** icon. You can type a partial string of numbers and still get results.




Basic Steps to Send a Webi Report to Another User

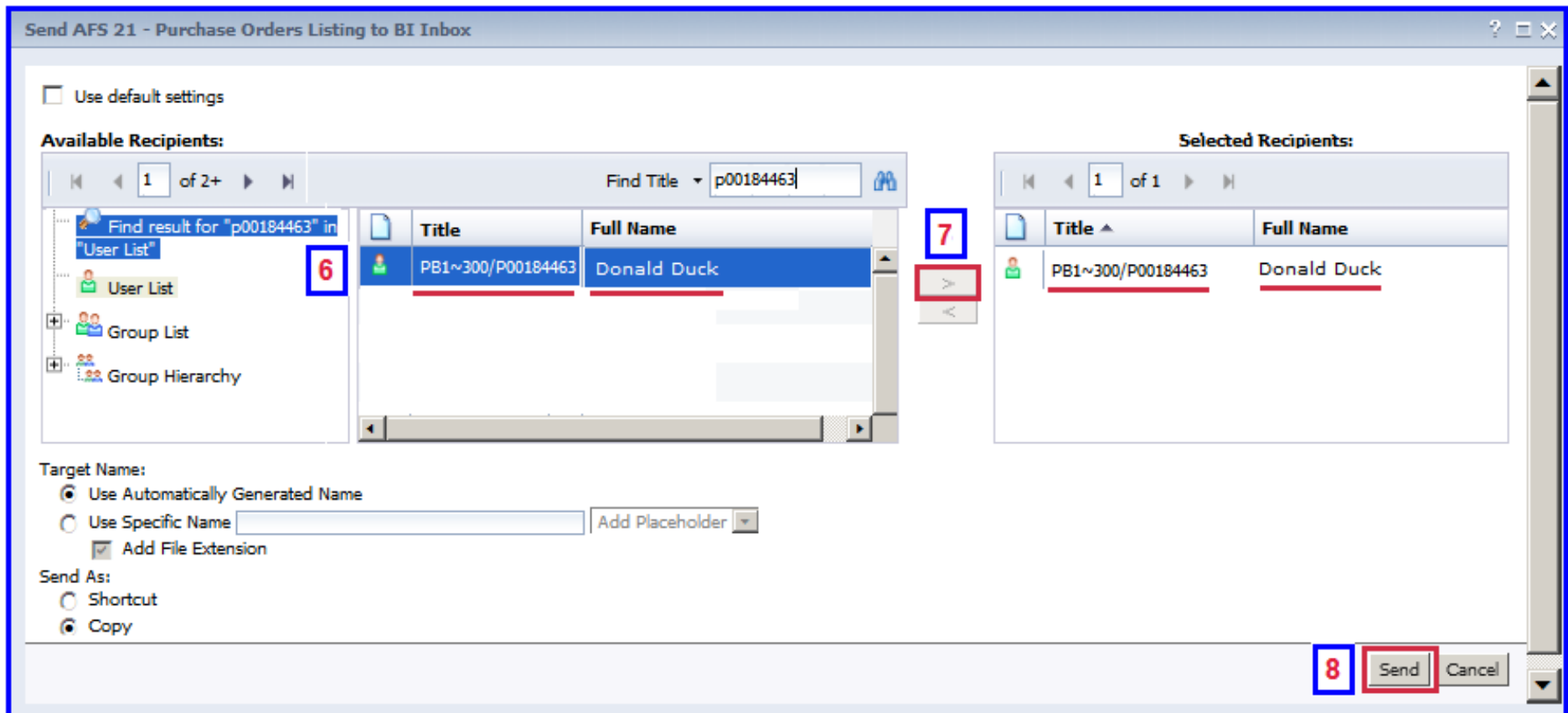
(Last Revised 2015-02-04)

LaGov User IDs begin with: **PB1~300/P***n n n n n n n n* (production id).


6 Click on the User's **PB1 id**. It will be highlighted in **BLUE** when selected. **7** Click the  button to move the **PB1 id** to the p

Selected Recipients: panel on the right. **8** Click the  button at the bottom right of the window.

The user/recipient can access the sent report by opening the **InBox** on the **InfoView Home Page**.



You can send to other/multiple users by searching for, selecting and moving their PB1 ids to the **Selected Recipients:** panel.

Select **"User List"** before you **Search** .