### How to Work with Multiple Documents / Reports Open

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| Open the first document that you need to work on from either My Favorites or Public Folders. | • The document opens in a tab within the BI main panel. (Figure 1)  
• Note that you can also set in your Preferences that each document opens in a new browser window. |

- [Image](image1.png)  
  Set document viewing location:  
  - In the BI launch pad portal as tabs  
  - In multiple full screen browser windows, one window for each document

| Click back to Documents tab. (Figure 2) | Open documents can be from My Favorites as well as any of the Public Folders that you have permission to access. |

| Select and open the next document that you need to work on. | • Additional documents can be opened, and left open, in new tabs or windows, depending on your Preferences. (Figure 3)  
• You can repeat this for however many documents that you need to work on simultaneously.  
• Your 60-minute BI4 session is timed from LOGIN or your last activity in the application, not separately for each document. |

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**Figure 1:** Document opens in its own tab (or a new window if you have chosen that preference).
Figure 2: Click on ‘Documents’ tab to navigate to additional documents to open and work with.

Figure 3: Both tabs remain open and you can toggle back and forth to work with the reports.