## Saving Documents to EDDIE

Saving a copy of your Web Intelligence documents to EDDIE allows them to be refreshed from any computer that has internet. It also gives you access to EDDIE features, such as the EDDIE inbox, and scheduling reports.

The Save to Enterprise feature allows you to save a copy of your document to EDDIE.

1. From the **File** tab, select the save drop-down menu.

2. Click **Save to Enterprise**
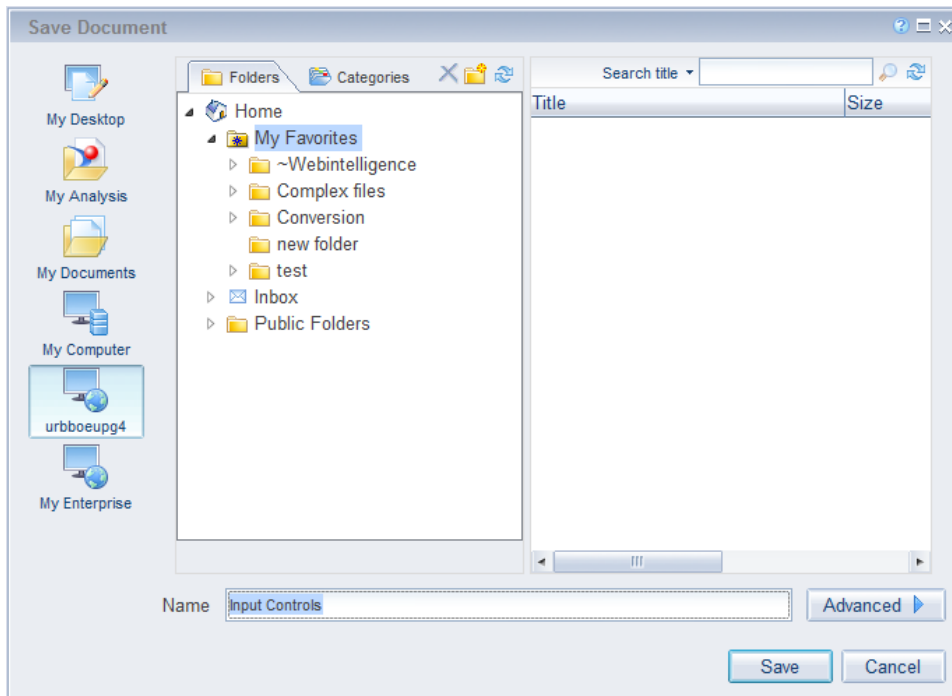
3. Select the destination folder or Category. Note: You cannot save to public folders or corporate categories.

4. Click **Save**.