BOW310

SAP BusinessObjects Web Intelligence: Report Design I

COURSE OUTLINE

Course Version: 15
Course Duration: 2 Day(s)

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Contents

ix	Course Overview	
1	Unit 1:	Web Intelligence
1		Lesson: Describing Web Intelligence Concepts
1		Lesson: Explaining Web Intelligence Core Functions
1		Lesson: Describing Web Intelligence and the SAP BusinessObjects Business Intelligence Platform
3	Unit 2:	Web Intelligence Documents with Queries
3		Lesson: Creating Queries
3		Lesson: Creating a Document
3		Lesson: Modifying a Document's Query
3		Lesson: Modifying Queries
5	Unit 3:	Data Return Restrictions from Queries
5		Lesson: Restricting Data with Query Filters
5		Lesson: Modifying a Query with a Predefined Query Filter
5		Lesson: Applying a Single-Value Query Filter
5		Lesson: Using Wildcards in Query Filters
5		Lesson: Using Prompts to Restrict Data
6		Lesson: Using Complex Filters
7	Unit 4:	Web Intelligence Document Design
7		Lesson: Modifying Web Intelligence Documents
7		Lesson: Displaying Data in Tables
7		Lesson: Using Tables
7		Lesson: Presenting Data in Free-standing Cells
8		Lesson: Presenting Data in Charts
9	Unit 5:	Presentation of Data in Documents
9		Lesson: Using Breaks and Calculations
9		Lesson: Using Sorts and Hiding Data
9		Lesson: Formatting Breaks and Cross Tables
9		Lesson: Filtering Report Data
10		Lesson: Ranking Data
10		Lesson: Highlighting Information with Formatting Rules
10		Lesson: Organizing a Report into Sections
11	Unit 6:	Web Intelligence Document Formatting
11		Lesson: Formatting Documents
11		Lesson: Formatting Charts

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13	**Unit 7:**	**Data Calculation**
13		Lesson: Applying Formulas and Variables
13		Lesson: Using Formulas and Variables
15	**Unit 8:**	**Drilling Functionality**
15		Lesson: Analyzing the Data Cube
15		Lesson: Drilling in a Web Intelligence Document
17	**Unit 9:**	**Web Intelligence Documentation Management**
17		Lesson: Publishing Documents to the Corporate Repository
17		Lesson: Logging In to the BI Launch Pad
17		Lesson: Managing Documents in BI Launch Pad
17		Lesson: Viewing a Web Intelligence Document in the BI Launch Pad
17		Lesson: Sharing Web Intelligence Documents
18		Lesson: Setting BI Launch Pad Preferences
18		Lesson: Logging Off From the BI Launch Pad

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User

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UNIT 1 Web Intelligence

Lesson 1: Describing Web Intelligence Concepts

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Web Intelligence allows access to information

Lesson 2: Explaining Web Intelligence Core Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Web Intelligence queries retrieve data from corporate databases
- Choose a presentation style to display data in Web Intelligence documents
- Explain how Web Intelligence allows you to analyze data at different levels of detail

Lesson 3: Describing Web Intelligence and the SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the SAP BusinessObjects Business Intelligence platform
- Explain the relationship between the SAP BusinessObjects Business Intelligence platform, Web Intelligence, and the BI launch pad

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UNIT 2 Web Intelligence Documents with Queries

Lesson 1: Creating Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the query process
- Describe universes, their roles, and components
- Describe Smart measures

Lesson 2: Creating a Document

Lesson Objectives

After completing this lesson, you will be able to:

- Log on to the Web Intelligence Rich Client application
- Create a Web Intelligence document
- Select the data source you want to use to retrieve data
- Build a query to retrieve relevant data
- Save the document

Lesson 3: Modifying a Document's Query

Lesson Objectives

After completing this lesson, you will be able to:

- Edit the query
- Project the data retrieved by an added object into the report block

Lesson 4: Modifying Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Modify Queries
- View the SQL statements that generate the query

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UNIT 3 Data Return Restrictions from Queries

Lesson 1: Restricting Data with Query Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Restrict data

Lesson 2: Modifying a Query with a Predefined Query Filter

Lesson Objectives

After completing this lesson, you will be able to:

- Modify a query by applying a predefined query filter

Lesson 3: Applying a Single-Value Query Filter

Lesson Objectives

After completing this lesson, you will be able to:

- Create a single-value query filter
- Edit a single-value query filter
- Delete a query filter

Lesson 4: Using Wildcards in Query Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Create a query filter using a wildcard

Lesson 5: Using Prompts to Restrict Data

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how prompted filters allow each user to view different data every time the document is refreshed

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- Create a prompted query filter
- Edit a prompted query filter

Lesson 6: Using Complex Filters

Lesson Objectives

After completing this lesson, you will be able to:

- Describe logical operators and how to use them in a query filter
- Apply more than one filter using the AND operator
- Apply more than one filter using the OR operator
- Prioritize filters to retrieve the correct data

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UNIT 4 Web Intelligence Document Design

Lesson 1: Modifying Web Intelligence Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the components of a Web Intelligence document
- Describe the different toolboxes, tab pages, and toolbars available in the Web Intelligence Rich Client main window
- Customize your user settings
- Describe Web Intelligence document properties
- Attach reports to a Web Intelligence document

Lesson 2: Displaying Data in Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the table types available in Web Intelligence
- Create vertical tables
- Create a table by selecting a template

Lesson 3: Using Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Change table types
- Add data to an existing table
- Duplicate an existing table
- Delete tables, rows, or columns

Lesson 4: Presenting Data in Free-standing Cells

Lesson Objectives

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After completing this lesson, you will be able to:

- Insert a blank cell in a report
- Display the date that the document was last refreshed
- Display text to view key data
- Format and align new cells in a report

Lesson 5: Presenting Data in Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the chart types available in Web Intelligence
- Create a chart
- Create a chart from a table
- Convert a chart into a table

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UNIT 5 Presentation of Data in Documents

Lesson 1: Using Breaks and Calculations

Lesson Objectives

After completing this lesson, you will be able to:

- Apply breaks to structure long tables of data into smaller groups
- Apply calculations, such as sums and counts

Lesson 2: Using Sorts and Hiding Data

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the sort orders available in Web Intelligence
- Apply sorts to display data in the order of importance of the information
- Create custom sorts
- Hide data and show hidden data

Lesson 3: Formatting Breaks and Cross Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Manipulate break headers and footers to change the display of the data
- Prioritize multiple breaks in a table
- Format cross tab headers

Lesson 4: Filtering Report Data

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the differences between using query filters and report filters
- Explain the operators available for report filters
- Create report filters

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- Explain the difference between report filters and input controls

Lesson 5: Ranking Data

Lesson Objectives

After completing this lesson, you will be able to:

- Apply a ranking to show top values

Lesson 6: Highlighting Information with Formatting Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to use conditional formatting to highlight important information
- Build a formatting rule to define the format displayed.
- Build complex formatting rules

Lesson 7: Organizing a Report into Sections

Lesson Objectives

After completing this lesson, you will be able to:

- Break a report into sections
- Insert a sum and position it using drag and drop
- Display report data

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UNIT 6

Web Intelligence Document Formatting

Lesson 1: Formatting Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Format a report
- Format a table
- Format a cell
- Format a section
- Prepare documents for PDF and printing

Lesson 2: Formatting Charts

Lesson Objectives

After completing this lesson, you will be able to:

- Define the format options for a bar chart
- Define the format options for a pie chart

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UNIT 7 Data Calculation

Lesson 1: Applying Formulas and Variables

Lesson Objectives

After completing this lesson, you will be able to:

- Define formulas and variables

Lesson 2: Using Formulas and Variables

Lesson Objectives

After completing this lesson, you will be able to:

- Create a variable that captures the user's response to a prompt
- Modify a variable

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UNIT 8 Drilling Functionality

Lesson 1: Analyzing the Data Cube

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how data retrieved by a query is stored in the document data cube
- Explain the scope of analysis

Lesson 2: Drilling in a Web Intelligence Document

Lesson Objectives

After completing this lesson, you will be able to:

- Build a drillable document
- Drill down in a data hierarchy while viewing a document
- Drill in charts

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UNIT 9 Web Intelligence Documentation Management

Lesson 1: Publishing Documents to the Corporate Repository

Lesson Objectives
After completing this lesson, you will be able to:

- Publish a Web Intelligence document to the corporate repository

Lesson 2: Logging In to the BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- Access the BI launch pad
- Describe the home page

Lesson 3: Managing Documents in BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- Navigate documents

Lesson 4: Viewing a Web Intelligence Document in the BI Launch Pad

Lesson Objectives
After completing this lesson, you will be able to:

- View a Web Intelligence document
- Save a document in the BI launch pad
- Print a Web Intelligence document

Lesson 5: Sharing Web Intelligence Documents

Lesson Objectives
After completing this lesson, you will be able to:

- Send documents to other BI launch pad users

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Lesson 6: Setting BI Launch Pad Preferences

Lesson Objectives

After completing this lesson, you will be able to:

- Set BI launch pad general preferences

Lesson 7: Logging Off From the BI Launch Pad

Lesson Objectives

After completing this lesson, you will be able to:

- Log off from the BI launch pad

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