COURSE OUTLINE

Course Version: 16
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Example text</th>
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<tr>
<td>This information is displayed in the instructor’s presentation</td>
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<td>Demonstration</td>
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<td>Procedure</td>
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<td>Hint</td>
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<td>Related or Additional Information</td>
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<td>Facilitated Discussion</td>
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<td>User interface control</td>
<td>Example text</td>
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<td>Window title</td>
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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

- System Administrator
Lesson 1: Identifying the Components of the SAP BusinessObjects Business Intelligence BI Platform

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

- Define business intelligence
- Describe how SAP BusinessObjects platform fits into the Business Intelligence solutions
Lesson 1: Viewing Objects in the BI Platform

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

- View objects in BI launch pad
- Identify various ways to search content
- Navigate CMC

Lesson 2: Organizing Objects in the BI Platform

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

- Manage objects
- Create folders
- Create and assign categories
Lesson 1: Setting Up Users and Groups

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

• Set up users
• Set up groups

Lesson 2: Administering Rights

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

• Administer rights in SAP BusinessObjects BI platform
Lesson 1: Modifying Access to Applications

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

- Customize the BI launch pad
- Manage access to applications

Lesson 2: Securing Applications and System Rights

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

- Configure application security
Lesson 1: Scheduling Objects

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

- Configure recurrence patterns
- Configure destinations for scheduled objects
- Output formats
- Schedule an object for a user or group

Lesson 2: Managing Calendars

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

- Manage calendars

Lesson 3: Managing Events

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

- Create events
- Schedule an object to run based on an event

Lesson 4: Configuring Notification and Alerting

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

- Configure notifications
- Configure alerting

Lesson 5: Managing Report Usage

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

- View a summary of system activity with BI Cockpit
- Manage instances
- Set limits on instances
Lesson 1: Designing Publications

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

- Design a publication
- Personalize publications