

BOW310

SAP BusinessObjects Web Intelligence: Report Design I

COURSE OUTLINE

Course Version: 17

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	<i>Example text</i>
Window title	<i>Example text</i>

Contents

vii **Course Overview**

1 Unit 1: Web Intelligence

- 1 Lesson: Describing Web Intelligence Concepts
- 1 Lesson: Explaining Web Intelligence Core Functions

3 Unit 2: Web Intelligence and the BI Launchpad

- 3 Lesson: Describing Web Intelligence and the SAP BusinessObjects Business Intelligence Platform
- 3 Lesson: Configuring and Navigating the Fiori Style Launch Pad
- 3 Lesson: Logging In to the BI Launch Pad
- 3 Lesson: Viewing a Web Intelligence Document in the BI Launch Pad
- 3 Lesson: Sharing Web Intelligence Documents
- 4 Lesson: Setting BI Launch Pad Preferences
- 4 Lesson: Logging Off From the BI Launch Pad

5 Unit 3: Web Intelligence Documents with Queries

- 5 Lesson: Creating Queries
- 5 Lesson: Creating a Document
- 5 Lesson: Modifying a Document's Query
- 5 Lesson: Exploring Query Properties

7 Unit 4: Data Return Restrictions from Queries

- 7 Lesson: Restricting Data with Query Filters
- 7 Lesson: Modifying a Query with a Predefined Query Filter
- 7 Lesson: Applying a Single-Value Query Filter
- 7 Lesson: Using Wildcards in Query Filters
- 7 Lesson: Using Prompts to Restrict Data
- 8 Lesson: Using Complex Filters

9 Unit 5: Web Intelligence Document Design

- 9 Lesson: Modifying Web Intelligence Documents
- 9 Lesson: Displaying Data in Tables
- 9 Lesson: Using Tables
- 9 Lesson: Presenting Data in Free-Standing Cells
- 10 Lesson: Presenting Data in Charts

11 Unit 6: Analyzing Data in Documents

- 11 Lesson: Using Breaks and Calculations
- 11 Lesson: Using Sorts and Hiding Data
- 11 Lesson: Formatting Breaks and Cross Tables
- 11 Lesson: Filtering Report Data
- 12 Lesson: Ranking Data
- 12 Lesson: Highlighting Information with Formatting Rules
- 12 Lesson: Organizing a Report into Sections

13 Unit 7: Web Intelligence Document Formatting

- 13 Lesson: Formatting Documents
- 13 Lesson: Formatting Charts

15 Unit 8: Data Calculation

- 15 Lesson: Defining Formulas and Variables
- 15 Lesson: Using Formulas and Variables

17 Unit 9: Drilling Functionality

- 17 Lesson: Drilling in a Web Intelligence Document

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

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

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 1: 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

Lesson 2: Configuring and Navigating the Fiori Style Launch Pad

Lesson Objectives

After completing this lesson, you will be able to:

- Configure and navigate the Fiori-style launch pad

Lesson 3: 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
- Describe the Documents Page
- Search for 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
- 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

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

Lesson 1: Creating Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Describe universes, their roles, and components

Lesson 2: Creating a Document

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the Web Intelligence Rich Client application
- Create a Web Intelligence document
- Choose a data source 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: Exploring Query Properties

Lesson Objectives

After completing this lesson, you will be able to:

- Work with query properties
- View the script that generates the query

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
- Remove 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

- 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

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
- Describe Web Intelligence document properties
- Add 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

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

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

- 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:

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

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

Lesson 1: Defining 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

Lesson 1: 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