

BOW320

SAP BusinessObjects Web Intelligence: Report Design II

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>

VLC About This Handbook

About This Handbook

This handbook provides you with basic information for attending your virtual live classroom session.

Adobe Connect Support Information

Web and audio support is available by:

- Pressing *0 from within the audio-conferencing
- Calling the support hotline numbers listed below
- Emailing the PGI support hotline below

Global PGI Support Hotline for SAP Education (24/7)

Tel: +1 800-368-1945

Tel: +1 719-234-7915

Note: After dialing in, press option 2 for technical support. You will then be presented with two options – press 1 for Audio support, or press 2 for Web support.

Email: sapedsupport@premierglobal.com

Setting up your Learning Environment

Ideally you want to be in a private room when participating in a synchronous (live) event. In reality, you may not be able to arrange that. Here are some tips for maximizing your learning environment:

- Create an inspirational office/studio to work in
- Use a comfortable chair
- Use well designed and functional computer peripherals
- Keep a log or journal of notes and ideas you can use for future sessions

Before your online class:

- Tell co-workers you will be in class (send e-mail)
- Post a sign indicating when you will be free again (when class is over)
- Use a headset instead of your computer speakers to minimize disruption of others
- Ignore people who try to get your attention
- Turn off the ringers / alerts on telephone, pager, and cell phone
- Turn off e-mail and instant message alerts
- Remove other distractions lying on your desktop
- Keep a glass of water at your desk

Teleconferencing ground rules:

- Use the mute button or press *6
- Do not place call on hold

- Use the "Raise hand" icon in the Attendee List: My Status to indicate you want to ask a question
- Identify yourself before speaking, when not called on
- Charge the batteries for your cordless handset
- If possible use a land line instead of your cell phone

Minimum Hardware Requirements

- PC with 1.4 GHz processor or higher (Windows) or 1.83 GHz process or higher (Mac OS). Minimum processor required for screen sharing. You may be asked to share your screen during hands-on exercise portions of the class.
- 17 inch or larger monitor is recommended, set at 1024 X 768. Larger monitor and 1024 X 768 setting will make presentation and system screens easier to read.
- Phone with Headset/Microphone or Speakerphone feature – to maximize student listening and comfort during presentation and demonstration portions of the course.

Software Requirement

A complete list of supported Operating Systems, browsers and additional requirements for Adobe® Acrobat® Connect™ can be found at: www.adobe.com/products/acrobatconnectpro/systemreqs

Sample Email to Notify Others You Are in a Virtual Class

This is a sample of an email you can send to your colleagues and manager when you are taking an online course.

Dear colleagues,

Today I will be participating in an online class from my desk. I will be online from approximately 9:30 a.m. to 5:30 a.m. EST. I would appreciate it if you would not disturb me during this time. If you have an immediate question, please contact Joe Smith at extension 123. If it can wait until after 11:00 a.m., please send me an email and I will follow up with you before the end of the business day. I appreciate your consideration.

Best regards,

Getting the Most Out of Your Session

Session Guidelines

- Turn off email, phones, instant messaging tools, and clear other distractions away from your training area.
- Participate and prepare to be called on by name.
- Use the "Raise Hand" icon if you have an immediate question or comment.
- Be patient waiting for a response to your chat messages.
- If you leave the program, please use the "Step Away" status icon in the Attendee List pod to let your instructor know when you leave and remember to clear it when you return.

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

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

UNIT 1

Web Intelligence Core Report Design

Lesson 1: Reviewing Core Report Design Concepts

Lesson Objectives

After completing this lesson, you will be able to:

- Create a core report

Lesson 1: Synchronizing Data from Multiple Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

- Examine the concept of data synchronization

Lesson 2: Creating Multiple Queries in a Document

Lesson Objectives

After completing this lesson, you will be able to:

- Display data from a single query in different report blocks
- Display data from multiple queries with a single universe
- Set options to automatically merge dimensions with the same name
- Display data from queries with multiple universes and personal data sources

Lesson 3: Synchronizing Data with Merged Dimensions

Lesson Objectives

After completing this lesson, you will be able to:

- Synchronize data with merged dimensions
- Synchronize data by manually merging dimensions
- Recognize the rules relevant to merging dimensions

Lesson 4: Interacting with Other Data Providers

Lesson Objectives

After completing this lesson, you will be able to:

- Upload personal data to a document
- Link personal data to universe data

Lesson 1: Implementing Combined Queries

Lesson Objectives

After completing this lesson, you will be able to:

- Describe combined queries
- Implement combined queries

Lesson 2: Implementing Subqueries

Lesson Objectives

After completing this lesson, you will be able to:

- Describe subqueries
- Create a subquery

Lesson 3: Creating a Query Based on Another Query

Lesson Objectives

After completing this lesson, you will be able to:

- Create a query in a document using duplication

Lesson 4: Changing Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

- Map objects to a new data source

Lesson 1: Describing Calculation Contexts

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Web Intelligence calculates data dynamically

Lesson 2: Redefining Calculation Contexts

Lesson Objectives

After completing this lesson, you will be able to:

- Force input and output calculation contexts

Lesson 3: Implementing Extended Syntax Operators

Lesson Objectives

After completing this lesson, you will be able to:

- Implement extended syntax operators

Lesson 4: Implementing Extended Syntax Keywords

Lesson Objectives

After completing this lesson, you will be able to:

- Implement extended syntax keywords
- Define the calculation context

Lesson 1: Creating Formulas with Character and Date String Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe formulas with character and date string functions

Lesson 2: Implementing the Right() Function

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the Right() function to display selected characters from a string

Lesson 3: Implementing the Replace() Function

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the Replace() function to replace a letter with a specified word

Lesson 4: Implementing the SubStr() Function

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the SubStr() function to extract a character string from within a string

Lesson 5: Implementing the Pos() Function

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the Pos() function to return the position of a specific character in a string

Lesson 6: Concatenating Character Strings

Lesson Objectives

After completing this lesson, you will be able to:

- Concatenate character strings
- Format a date that is concatenated with a string

Lesson 7: Implementing Date Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Convert a character string to a date value
- Use date string functions to create a variable

Lesson 1: Grouping Data

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the If() function to group values

Lesson 2: Executing the If() Function to Modify Calculation Behavior

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the If() function to modify calculation behavior

Lesson 1: Implementing Data Tracking

Lesson Objectives

After completing this lesson, you will be able to:

- Examine aspects of data tracking
- Use formulas to display and perform calculations on the reference data set.

Lesson 2: Implementing Additional Report Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Implement the NoFilter() function to override a report filter or ranking
- Implement the RunningSum() function to return the running sum of a set of numbers
- Display a filter selection using a formula
- Conditionally hide data blocks

Lesson 1: Managing Links in Web Intelligence Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the different options for linking in Web Intelligence

Lesson 2: Shared Components and Element Linking

Lesson Objectives

After completing this lesson, you will be able to:

- Describe shared components
- Filter dynamically using element linking

Lesson 3: Managing Hyperlinks in the Web Intelligence

Lesson Objectives

After completing this lesson, you will be able to:

- Create a hyperlink to a URL using the Hyperlinks dialog box
- Create a link to another document from a Web Intelligence document