

SAP BusinessObjects Web Intelligence Report Design 4.2.



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iNFOTRUST



SAP BusinessObjects Web Intelligence
Report Design training (based on version 4.2)

16

HOURS

2-day course

700 €

Price per
participant



Please contact us
to request the
price per group
(up to 10 participants)
riga@theinfotrust.com

Audience

The target audience for this course is report designers who need to access and analyze information using SAP BO Portal and create/modify Web Intelligence reports.



Goals



This two-day instructor-led course is designed to give you the comprehensive skills and in-depth knowledge needed to access, analyze and share data using SAP BusinessObjects Web Intelligence™.



During this course, you will learn how to create Web Intelligence documents for your reporting needs, how to retrieve data by building queries using BusinessObjects universes, and how to use Web Intelligence to enhance documents for easier analysis.



You will also learn how to organize, manage and distribute documents using SAP BO Portal.



After taking this course, you will be able to efficiently and effectively manage personal and corporate documents to access the desired information at the desired time.



You will be able to design your own reports using Web Intelligence and share your analysis with other users.

Content

Introducing Web Intelligence

- Describe Web Intelligence concepts
- Explain Web Intelligence core functionality
- Describe Web Intelligence and BusinessObjects Enterprise

Creating Web Intelligence Documents with Queries

- Query with Web Intelligence
- Create a new document
- Modify a document's query
- Work with query properties

Restricting Data Returned by a Query

- Restrict data with query filters
- Modify a query with a predefined query filter
- Apply a single-value query filter
- Use wildcards in query filters
- Use prompts to restrict data
- Use complex filters

Designing Web Intelligence Reports

- Work with Web Intelligence documents
- Display data in tables and charts
- Create tables
- Work with tables
- Present data in free-standing cells
- Present data in charts

Enhancing the Presentation of Data in Reports

- Use breaks, calculations
- Use sorts
- Format breaks and cross tabs
- Use report filters
- Rank data to see top or bottom values
- Track data changes
- Use alerters to highlight information
- Organize a report into sections
- Copy data to other applications

Formatting Reports

- Format documents
- Format charts

Content

Calculating Data with Formulas and Variables

- Explain formulas and variables
- Use formulas and variables

Using Multiple Data Sources

- Synchronize data from multiple data sources
- Create multiple queries in a document
- Synchronize data with merged dimensions
- Use a personal data provider

Analyzing Data

- Analyze the data cube
- Drill in Web Intelligence documents
- Set Web Intelligence drill options

Managing and Sharing Web Intelligence Documents

- Export documents to the CMS
- Log into InfoView
- Manage documents in Portal
- View a Web Intelligence document in Portal
- Share Web Intelligence documents
- Describe Web Intelligence report panels
- Log off from SAP BO Portal