

iNFOTRUST

# SAP training courses

IMPROVE YOUR SKILLS



# Contents



→	1.1 SAP BusinessObjects Web intelligence Report Design 4.2.....	3
→	1.2 SAP BusinessObjects Web Intelligence Report 4.3.....	9
→	1.3 SAP BusinessObjects Web Intelligence Advanced Report Design.....	15
→	1.4 SAP Crystal Reports.....	20
→	1.5 SAP Information Design Tool.....	25
→	1.6 SAP Data Services .....	30
→	1.7 SAP BusinessObjects Administration.....	35
→	1.8 SAP IQ Administration.....	40
→	1.9 SAP Analytics Cloud Dashboards.....	45

# 1.1 SAP BusinessObjects Web intelligence Report Design 4.2.



# SAP BusinessObjects Web Intelligence Report Design 4.2.

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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](mailto:riga@theinfotrust.com)



# Audience

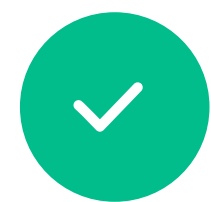
The target audience for this course is report designers who need to access and analyze information using SAP BO Portal and create/modify Web Intelligence reports.



# 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



# 1.2 SAP BusinessObjects Web Intelligence Report 4.3.



# SAP BusinessObjects Web Intelligence Report Design

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SAP BusinessObjects Web Intelligence  
Report Design training (based on version 4.3)

**16**  
HOURS

2-day course

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Price per  
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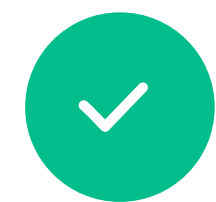




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- Format documents
- Format charts



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- View a Web Intelligence document in Portal
- Share Web Intelligence documents
- Describe Web Intelligence report panels
- Log off from SAP BO Portal.

# 1.3 SAP BusinessObjects Web Intelligence Advanced Report Design



# SAP BusinessObjects Web Intelligence Advanced Report Design

SAP BusinessObjects Web Intelligence  
Advanced Report Design training

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8

HOURS

1-day course

400 €

Price per  
participant



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[riga@theinfotrust.com](mailto:riga@theinfotrust.com)

# Goals



After completing this course, you will be able to create complex Web Intelligence documents using advanced query and reporting techniques





# Audience

**Business Analysts with  
knowledge of SAP  
BusinessObjects  
(previous 2-day course  
is required)**





# Content

## Web Intelligence Core Report Design

- Review Core Report Design Concepts
- Compare the Differences between Java Report Panel (JRP) and Web Rich Client (WRC)

## Multiple Data Sources

- Synchronize Data from Multiple Data Sources
- Create Multiple Queries in a Document
- Synchronize Data with Merged Dimensions
- Interact with Other Data Providers

## Advanced Query Techniques

- Implement Combined Queries
- Implement Subqueries
- Create a Query Based on Another Query
- Change Data Sources

## Calculation Contexts

- Describe Calculation Contexts
- Redefine Calculation Contexts
- Implement Extended Syntax Operators
- Implement Extended Syntax Keywords
- Define Calculation Context

## Formulas with Character and Date String Functions

- Create Formulas with Character and Date String Functions
- Implement the Right() Function
- Implement the Replace() Function
- Implement the SubStr() Function
- Implement the Pos() Function
- Concatenate Character Strings
- Implement Date Functions

## If Logic

- Execute If() to Group Data
- Execute the If() Function to Modify Calculation Behavior

## Hyperlinks in Web Intelligence Documents

- Manage Hyperlinks in Web Intelligence Documents

## Additional Reporting Techniques

- Implement Data Tracking
- Implement Additional Report Functions

# 1.4 SAP Crystal Reports



# SAP Crystal Reports

## SAP Crystal Reports training

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**16**  
HOURS

2-day course

**700 €**

Price per  
participant



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# Audience

The target audience for this course is report designers, those new to Crystal Reports who are responsible for creating and distributing reports.

# Prerequisites



- Windows conventions
- Basic database concepts

# Goals



This two-day instructor-led course is designed to give you comprehensive skills and in-depth knowledge on how to plan and create reports that will help you analyze and interpret information.



As a business benefit, you will find that this course is an in-depth approach to the entire report creation cycle from planning a report prototype to distributing it.





# Content

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## Planning a Report

- Define database concepts
- Plan and develop a report prototype

## Creating a Report

- Create a report
- Add tables
- Describe the design environment
- Insert objects on a report
- Preview a report
- Save a report
- Position and size objects
- Format objects

## Selecting Records

- Define the Select Expert
- Determine the criteria for record selection
- Understanding saved and refreshed data
- Apply record selection
- Apply additional record selection criteria
- Modify record selection
- Apply time-based record selection

## Organizing Data on a Report

- Sort records
- Group records
- Summarize data

## Formatting a Report

- Add graphical elements
- Combine text objects with database fields
- Apply specialized formatting
- Insert fields with pre-built functions

## Applying Section Formatting

- Format sections
- Create a summary report

## Creating Basic Formulas

- Define a formula and its purpose
- Create formulas
- Apply Boolean formulas
- Apply If-Then-Else formulas
- Apply date calculations
- Apply number calculations
- Apply string manipulation

## Applying Conditional Reporting

- Determine trends in data
- Format data conditionally
- Representing Data Visually
- Create a chart

## Distributing a Report

- Export a report
- Save a report to BusinessObjects BI Platform

# 1.5 SAP Information Design Tool



# SAP Information Design Tool

SAP BusinessObjects Information Design Tool (universe designer/developer) training

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**24**  
HOURS

3-day course

**1050 €**

Price per  
participant



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# Audience

- Application Consultant
- Data Consultant/Manager
- Developer
- Program/Project Manager
- System Administrator





# Goals



This course is designed to give you comprehensive skills needed to work with the Information Design Tool. The Information Design Tool enables designers to extract, define, and manipulate metadata from relational sources to create and deploy SAP BusinessObjects universes.



In this course, you learn how to use data from different source systems (SAP and non-SAP) with the SAP BusinessObjects BI client tools.





# Content

- Basic SAP BusinessObjects Universe Design
- Data Connections
- Data Foundations
- Business Layers
- Loops in a Data Foundation
- Data Restrictions
- Lists of Values (LOV)
- Parameters
- Object @functions
- Navigation Paths
- Derived Tables

- Key Awareness
- Universe Management with Data Foundation and Business Layer Views
- Universe Optimization
- Universe Deployment and Security
- SQL Clause Processing Problems
- Outer Join Problem Resolution
- Universe Creation from Different Data Sources
- Shared Projects
- Universe Conversion
- Translation

# 1.6 SAP Data Services



# SAP Data Services

## SAP Data Services training

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16

HOURS

2-day course

700 €

Price per  
participant



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## Audience

- Project team members with basic knowledge of Data Warehousing and data integration concepts
- Data Warehousing consultants and project managers who work with data integration

## Prerequisites

- Basic knowledge of data warehousing and ETL (Extraction, Transfer, and Loading) concepts
- Basic knowledge of SQL language
- Basic knowledge of elementary procedural programming
- Data warehouse fundamentals
- Data staging and data quality issues



# Goals



In this course, delegates will learn about creating, executing, and transforming batch jobs using functions, scripts, and basic transforms to change the structure and formatting of data. This course would ideally suit delegates who are new to SAP Data Services.



Participants will gain the knowledge to participate in implementing, administering, and managing data integration projects.





# Content

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## Describing Data Services

- Describe the purpose of Data Services
- Describe Data Services Architecture
- Define Data Services Objects
- Use the Data Services Designer Interface

## Defining Source and Target Metadata

- Use Datastores
- Use Datastore and System Configuration
- Define File Formats for Flat Files
- Define File Formats for Excel Files
- Define File Formats for XML Files

## Creating Batch Jobs

- Work with Objects
- Create a Data Flow
- Use the Query Transform
- Use Target Tables
- Execute the Job

## Troubleshooting Batch Jobs

- Use Descriptions and Annotations
- Validate and Tracing Jobs
- Use View Data and the Interactive Debugger
- Use Auditing in Data Flows

## Using Functions, Scripts and Variables

- Define Built-In Functions
- Use Functions in Expressions
- Use the Lookup Function
- Use the Decode Function
- Use Variables and Parameters
- Use Data Services Scripting Language
- Script a Custom Function

## Using Platform Transforms

- Describe Platform Transforms
- Use the Map Operation Transform
- Use the Validation Transform
- Use the Merge Transform
- Use the Case Transform
- Use the SQL Transform

## Setting Up Error Handling

- Set up recoverable Workflows

# 1.7 SAP BusinessObjects Administration



# SAP BusinessObjects Administration

SAP BusinessObjects  
Administration training

iNFOTRUST



16

HOURS

2-day course

700 €

Price per  
participant



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## Audience

The target audience for this course is system architects/administrators who are new to BusinessObjects Enterprise and will be responsible for maintaining BusinessObjects Enterprise users, groups, and objects in their organization.

## Prerequisites

Prerequisite knowledge/experience (while not required for this course, experience with these products or technologies will be helpful):

- Windows conventions
- Familiarity with Windows Server administration

Windows Server security concepts (global/local groups, and directory structure)

# Goals



Participants will gain the knowledge on how to participate in implementing, administering, and managing data integration projects.



# Content

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## Reviewing SAP BusinessObjects Architecture, Administration, and Security

### Performance, Scalability, and Sizing

#### Central Management Console to view content

- Configure the Central Management Console

### Managing SAP BusinessObjects Enterprise Content

#### Securing BusinessObjects Enterprise Content

- Create users, groups, folders, and categories
- Understand the SAP BusinessObjects Enterprise security model
- Describe guidelines for planning security

## Application Security

- Secure SAP BusinessObjects Enterprise applications

### Scheduling Content

- Schedule objects
- Schedule with business calendars
- Manage instances

### Publishing and Publications

- Publish personalized reports and documents to multiple recipients
- Describe the process of publishing personalized reports to dynamic recipients
- Manage profiles

### Update on latest SAP BO 4.2 SP7 version features



# 1.8 SAP IQ Administration





# SAP IQ Administration

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SAP IQ administration training

**16**  
HOURS

2-day course

**700 €**

Price per  
participant



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# Audience



**Database Administrator**

# Prerequisites

## Essential

- Understanding of database concepts and database fundamentals
- Knowledge of SQL

## Recommended

- 2-4 years of DBA experience

# Goals

## Participants will learn how to:

- ✓ Describe the SAP IQ architecture
- ✓ Install SAP IQ
- ✓ Connect to SAP IQ
- ✓ Plan for and create an SAP IQ database
- ✓ Configure the server and database
- ✓ Configure memory
- ✓ Define SAP IQ datatypes and index types
- ✓ Load data and manage data loading issues
- ✓ Manage SAP IQ security
- ✓ Create and manage multiplexes
- ✓ Manage transactions and locking in SAP IQ
- ✓ Monitor SAP IQ
- ✓ Troubleshoot SAP IQ
- ✓ Back up and restore SAP IQ databases

# Content

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## Table and Index Creation

- Describing SQL in SAP IQ
- Creating Tables
- Creating Views
- Creating Indexes

## Data Loading

- Loading Data

## Additional Data Loading Topics

- Inserting data
- Resolving Data Loading Issues

## Security Management

- Designing a Security Model
- Implementing a Security Model
- Migrating Authorization

## Multiplex

- Creating a Multiplex
- Managing a Multiplex
- Managing Resources Through Logical Servers

## Transaction Management and Locking

- Describing Transactions and Locking in SAP IQ

## SAP IQ Monitoring

- Monitoring SAP IQ

## SAP IQ Troubleshooting

- Troubleshooting SAP IQ

## Backup and Restore

- Backing Up SAP IQ databases
- Restoring SAP IQ databases

## Generating SAP IQ Licenses



# 1.9 SAP Analytics Cloud Dashboards



# SAP Analytics Cloud Dashboards

SAP Analytics Cloud training

iNFOTRUST



6-8

HOURS

1-day course

350 €

Price per  
participant



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# Audience



**SAP Analytics Cloud beginners**

# Prerequisites



## Essential

- Understanding of data structures and BI concepts

# Goals

## Participants will:

### **Gain insight into SAP Analytics Cloud:**

- ✓ Data analysis capabilities
- ✓ Preparation and use of data
- ✓ User and rights administration

### **Be able to independently create after training:**

- ✓ Data models and data sets
- ✓ Data Analysis Stories
- ✓ Forecast models
- ✓ Future scenarios
- ✓ Simple planning model

# Content

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## SAP Analytics Cloud (SAC) Product Summary

- Introduction to SAC
- Connection to a data source
- Live Data Connection
- User Restrictions
- SAC comparison with other SAP tools

## SAP Analytics Cloud functionality

- Stories
- Analytic Applications
- Analytics designer
- Digital Boardroom
- Planning
- Forecasting

## Data analysis with SAC

- Creating a data set
- Development of data models
- Smart Wrangling
- Creating a story

## SAC intelligent data display functionality

- Smart Discovery
- Search to Insight
- Smart Insights

## Planning

- Planning model
- Private planning versions
- Training of forecasting models and determination of their accuracy



# iNFOTRUST

[riga@theinfotrust.com](mailto:riga@theinfotrust.com)

+371 6780 5585

[theinfotrust.com](http://theinfotrust.com)

Mūkusalas iela 41 Rīga, LV-1004 Latvija

