

Hands-on course , 2
day(s)
Ref : BOR

Participants

End users, people responsible
for writing reports, people
involved in managing
the company with SAP
BusinessObjects®

Pre-requisites

No particular knowledge.

2018 Price : 1060€ excl.
VAT

Next sessions

GENEVE

oct 04 2018, dec. 13 2018

LUXEMBOURG

oct 04 2018, dec. 13 2018

SAP BusinessObjects 4 Web Intelligence, Level 1

This course is for users of SAP BusinessObjects® Web Intelligence 4. It will enable you to understand all concepts and master all skills in this tool, particularly the query and analysis functions.

OBJECTIVES

Understand the principle of data providers and universes
Create a simple query from the universe's data
Create data tables and set their layouts
Filter and group data to be reported
Create and format charts of data
Use calculations, alerts, and formulas to analyze and highlight data
Organize the release of reports

1) Overview of SAP BusinessObjects® Web Intelligence

2) Queries and filters

3) Using reports and tables

4) Charts

5) Sections, breaks, and sorting

6) Filtering the values displayed in a report.

7) Calculations, alerts, variables

8) Add-ons

1) Overview of SAP BusinessObjects® Web Intelligence

- The environment. Principles and major functions.
- Logging into and out of InfoView.
- Selecting the Web Intelligence document publisher.

Workshop

Getting started in the SAP BusinessObjects® environment.

2) Queries and filters

- Data providers and universes.
- Creating a simple request.
- Operation and use of predefined filters.
- Invite filters, custom filters.

Workshop

Creating queries and filters.

3) Using reports and tables

- Web Intelligence table templates.
- Adding tables to reports.
- Setting the layout of a table.
- Crosstabs.

Workshop

Creating reports. Adding tables.

4) Charts

- Charts and chart templates.
- Creation, usage, and layout of charts.
- Formatting shortcuts.

Workshop

Creating and configuring charts. Working on layouts.

5) Sections, breaks, and sorting

- Grouping data by section.
- Grouping data into tables.
- Organizing sections and data.

Workshop

Working with data and various presentation elements.

6) Filtering the values displayed in a report.

- Operation of report filters.
- Applying multiple filters in a report.
- Editing and deleting report filters.

Workshop

Working with filters in reports.

7) Calculations, alerts, variables

- Inserting calculations into simple tables and crosstabs
- Creating advanced alerts
- Creating formulas. Variables.

Workshop

Creating calculations, formulas. Using variables.

8) Add-ons

- SAP BusinessObjects® Web Intelligence Rich Client: Inserting data from outside providers.
- Creating multiquery documents and merging data.
- Planning the production and release of reports.
- Saving and managing WebI documents in InfoView, saving in various formats.

Workshop

Merging data. Working with various document formats. Planning production.