



SAP BusinessObjects Web Intelligence XI 3.0/3.1: Report Design – BOW310

IN BRIEF

Delivery: Instructor-led course

Duration: Two days

Cost: \$1,600 per person + GST

Inclusions: SAP BusinessObjects expert instructor, comprehensive course manual, individual computer access, and fully catered lunch, morning and afternoon tea breaks.

Prerequisites:

To be successful, learners who attend this course should have a working knowledge of Windows conventions and Basic database concepts.

Products Covered:

SAP BusinessObjects InfoView and Web Intelligence

Previous Training: None

Further Training: SAP

BusinessObjects Web Intelligence XI 3.0/3.1: Advanced Report Design



Course Description

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 InfoView and SAP BusinessObjects Web Intelligence.

During this course, you'll learn how to organize, manage and distribute documents using InfoView. You'll also learn how to create Web Intelligence documents for your reporting needs, to retrieve data by building queries using SAP BusinessObjects universes and to use Web Intelligence to enhance documents for easier analysis.

After taking this course, you will be able to efficiently and effectively manage personal and corporate documents to access the information you need, when you need it. You will be able to design your own reports using Web Intelligence and share your analysis with other users.

Audience

The target audience for this course is report designers who need to access and analyze information using InfoView and Web Intelligence.

Topics Covered

Introducing Web Intelligence

- Accessing information with Web Intelligence
- Understanding how universes allow you to query databases using everyday business terms
- Understanding Web Intelligence core functionalities
- Creating a document in the Web Intelligence Rich Client
- Viewing a Web Intelligence document in InfoView

Creating Web Intelligence Documents with Queries

- Building a simple query
- Modifying a document query
- Working with query properties

Restricting Data Returned by a Query

- Restricting data with query filters
- Modifying a query with a predefined query filter
- Applying a single-value query filter
- Using prompts to restrict data
- Using complex filters

Report Design

- Working in the Report Panel
- Displaying data in tables and charts
- Creating tables
- Working with tables
- Presenting data in free-standing cells
- Presenting data in charts

Enhancing the Presentation of Data in Reports

- Using breaks, calculations, & report filters
- Formatting breaks and crosstabs
- Using default and custom sorts
- Ranking data to see top or bottom values
- Tracking data changes
- Using alerters to highlight information
- Organizing a report into sections
- Copying data to other applications

Formatting Reports

- Preparing documents for PDF and print
- Document formatting
- Formatting charts

Calculating Data with Formulas and Variables

- Understanding formulas and variables
- Understanding how Web Intelligence calculates data
- Creating formulas and variables

Using Multiple Data Sources

- Adding a new query
- Creating multiple queries in a document
- Synchronizing data with merged dimensions

Analyzing Data

- Analyzing the data cube
- Drilling into the data
- Setting Web Intelligence drill options

Managing and Sharing Web Intelligence Documents

- Exporting documents from the Rich Client
- Accessing InfoView
- Managing documents in InfoView
- Sharing documents in InfoView
- Scheduling a Web Intelligence document
- Setting InfoView preferences