



Over 30,000 users trained by experienced SAP® BusinessObjects™ consultants.

"I appreciate the fact that we were able to easily deviate from the book when possible to cover more interesting & advanced topics. [Instructor] is very knowledgeable and honest about BO XI capabilities. Thanks."
- **John F, FedEx**

"[Instructor] is very knowledgeable in this subject and is able to communicate information in an easy, understandable manner. I look forward to doing the advanced class..."
- **Kimberley G, Rogers Wireless**

"This instructor gets a 10 out of 10. He is brilliant and has the expertise and teaching methodology that makes this type of course fun and educational. Highly recommend for future courses!!! OUTSTANDING!!!!!!!!!!!!"
- **Attendee, Burger King Corporation**

Course Description

This course is designed to give report developers the skills needed to create reports and analyze data using Web Intelligence as well as to manage, share, organize and schedule documents using the BI Launchpad.

The course provides a comprehensive coverage of reporting techniques using Web Intelligence, allowing users to create meaningful reports. Users will also learn how to analyze their data using drill down analysis. In addition, users learn how to manage documents in BI Launchpad in order to organize and share their own personal as well as corporate documents.

Audience

This course is targeted for users that need to create reports, analyze data and organize documents using Web Intelligence and BI Launchpad.

Objectives

After completing this course, students will be able to create Web Intelligence reports using beginner to intermediate level techniques. Students will learn techniques such as creating queries, filters, charts, tables, variables, functions, custom sorts, ranking, sectioned reports and much more. The course provides extensive hands on workshops in order to reinforce topics taught.

Duration - 2 Days

Version - 4.x

Prerequisites

No previous knowledge of Web Intelligence is required. Knowledge of using a Web Browser is required. Prior experience with Microsoft Excel is helpful but not mandatory.



Trainers who are experienced consultants...Bring real-world expertise to your users.

Topics Covered

Overview

- What is WEBI
- Universe, Classes & Objects
- WEBI Document
- The Query Process
- Reports
- Data Provider

Getting Started

- Starting and Logging On
- BI Launchpad Overview
- Home Page
- Setting Preferences
- Managing Documents
- Managing Folders
- Opening and Refreshing Documents

Query Filters

- Pre-Defined Query Filters
- Simple User Defined Query Filters
- Complex User Defined Query Filters
- Quick Filters

Table Blocks & Formatting

- Report Editing Environment
- Managing Table Blocks
- Managing Rows, Columns and Cells
- Report Structure
- Adding/Deleting/Moving Columns, Rows and Cells
- Formatting Report
- Page Headers and Footers
- Rename, Duplicate, Delete Reports
- Alerters

Pre-Defined Functions & Calculations

- Breaks
- Sorts - Ascending, Descending and Custom
- Document Filters, Input Controls
- Ranking
- Pre-Defined Calculations
- Calculation Order and Breaks

Report Presentation Styles

- Crosstabs
- Horizontal Tables
- Forms
- Charts
- Chart Properties
- Sectioned Reports

Formulas, Variables & Functions

- Formula - Syntax, Toolbar Editor
- Functions (Character, Concatenation, Format) Variables
- Object vs. Variables vs. Formulas
- Grouping Data

Sharing Documents

- Document Destinations
- Sending by Email
- Sending to Business Objects Inbox
- Sending to Another Computer's hard drive
- Scheduling Documents
- Scheduling Options
- Monitoring Scheduled Documents
- Document Instances



Topics Covered

Tracking Data Changes

- How Data Tracking Works
- Using Data Tracking

Analyzing Data

- Drill Down Analysis Overview
- Hierarchies
- Drill Down - Single Hierarchy
- Drill Down - Multiple Hierarchies

For More Information



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