

Getting Started with BO 4.1

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.

Note: If you prefer a PDF version of this tutorial please follow the link below.

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Page 1 - Getting Started with BO 4.1

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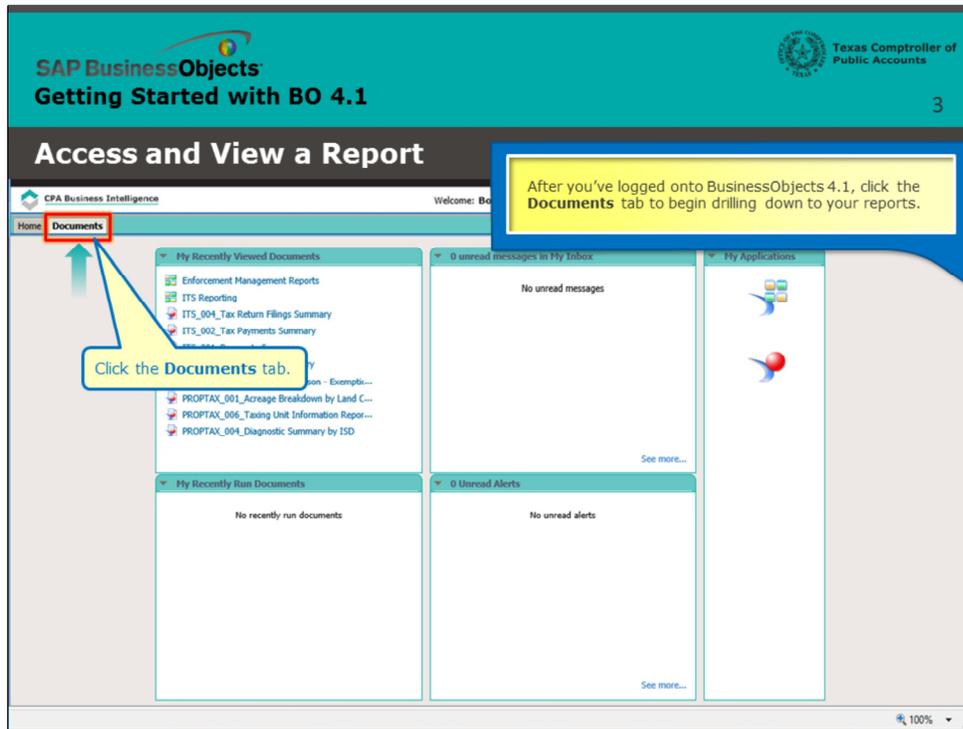
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Access and View a Report in BO 4.1

The reports we create in BusinessObjects 4.1 are stored internally in folders. This lesson will show us how to access and view those reports.

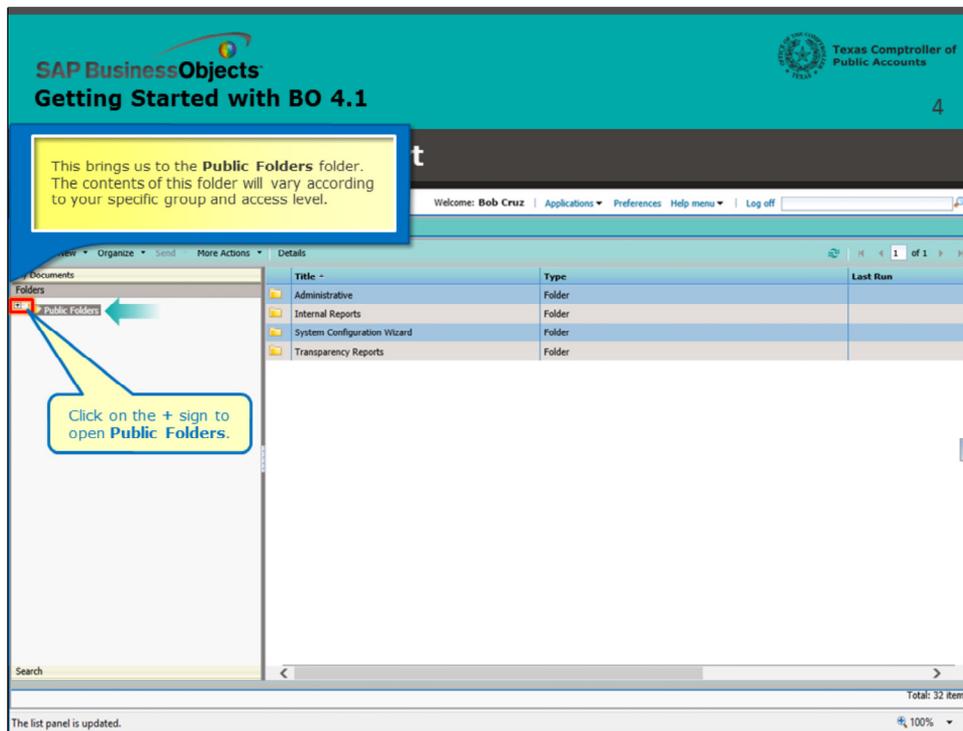
Page 2 – Access and View a Report in BO 4.1

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Page 3 – The Documents Tab

After you've logged onto BusinessObjects 4.1, click the **Documents** tab to begin drilling down to your reports.



Page 4 – Public Folders

This brings us to **Public Folders** folder. The contents of this folder will vary according to your specific group and access level.

Click on the **plus** sign to open **Public Folders**.

Access and View a Report

Let's open the **Transparency Reports** folder to view the reports inside.

The screenshot shows the SAP BusinessObjects interface. On the left, a tree view under 'Public Folders' lists 'Administrative', 'Fiscal Mgmt Reports', 'Internal Reports', and 'Transparency Reports'. The 'Transparency Reports' folder is highlighted with a red box, and a blue callout bubble points to its plus sign with the text 'Click on the + sign to open the Transparency Reports folder.' The main area displays a table with the following data:

	Type	Last Run	Instances
Administrative	Folder		
Fiscal Mgmt Reports	Folder		
Internal Reports	Folder		
Transparency Reports	Folder		

At the bottom of the interface, there is a search bar, a status bar indicating 'Total: 4 items', and a message 'The list panel is updated.' along with a zoom level of '100%'.

Page 5 – Open the Reports Folder

Let's open the **Transparency Reports** folder to view the reports inside.

Click on the **plus** sign to open the **Transparency Reports** folder.

Access and View a Report

Then we'll select one of the available folders. The reports in this folder will be listed on the right. Now we can select and open a report.

Navigate to a folder and open it.

Select and open a report.

The screenshot shows the SAP BusinessObjects interface. On the left, a folder tree is visible with 'Where the Money Goes' selected and highlighted in red. A callout points to this folder with the text 'Navigate to a folder and open it.' On the right, a list of reports is displayed with columns for 'Type', 'Last Run', and 'Instances'. The report 'WTMG_010_Search Agency Expenditure by Fiscal Years' is selected and highlighted in red. A callout points to this report with the text 'Select and open a report.' The top of the interface shows the user 'Bob Cruz' and various menu options like 'Applications', 'Preferences', 'Help menu', and 'Log off'. The bottom status bar indicates 'Total: 16 Items' and '100%' zoom.

	Type	Last Run	Instances
Agency Expenditures for Travel	Web Intelligence		0
Search by Agency to Display Expenditures	Web Intelligence		0
WTMG_003_Search by Category and Object Code to Display	Web Intelligence		0
WTMG_004_Search by Category and Object Code to Display	Web Intelligence		0
WTMG_005_Search by Class and Item to Display Expenditures	Web Intelligence		0
WTMG_006_Search by Payee to Display Expenditures	Web Intelligence		0
WTMG_007_Search by Payee to Display Expenditures	Web Intelligence		0
WTMG_008_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_009_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_010_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_011_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_012_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_013_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_014_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_015_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_016_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_017_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_018_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_019_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
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WTMG_024_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_025_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_026_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_027_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_028_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_029_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_030_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_031_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_032_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
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WTMG_042_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_043_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_044_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_045_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_046_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_047_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_048_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
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WTMG_073_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_074_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_075_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_076_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
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WTMG_078_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_079_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_080_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_081_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_082_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_083_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_084_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_085_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
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WTMG_098_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_099_Search Agency Expenditure by Fiscal Years	Web Intelligence		0
WTMG_100_Search Agency Expenditure by Fiscal Years	Web Intelligence		0

Page 6 – Find and Open a Report

Then we'll select one of the available folders. The reports in this folder will be listed on the right. Now we can select and open a report.

Navigate to the folder and open it.

Then select and open a report.

Access and View a Report

Access and View a Report
This concludes this lesson.

[Additional Tutorials](#)



Page 7 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

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