



CPA Business Intelligence



## 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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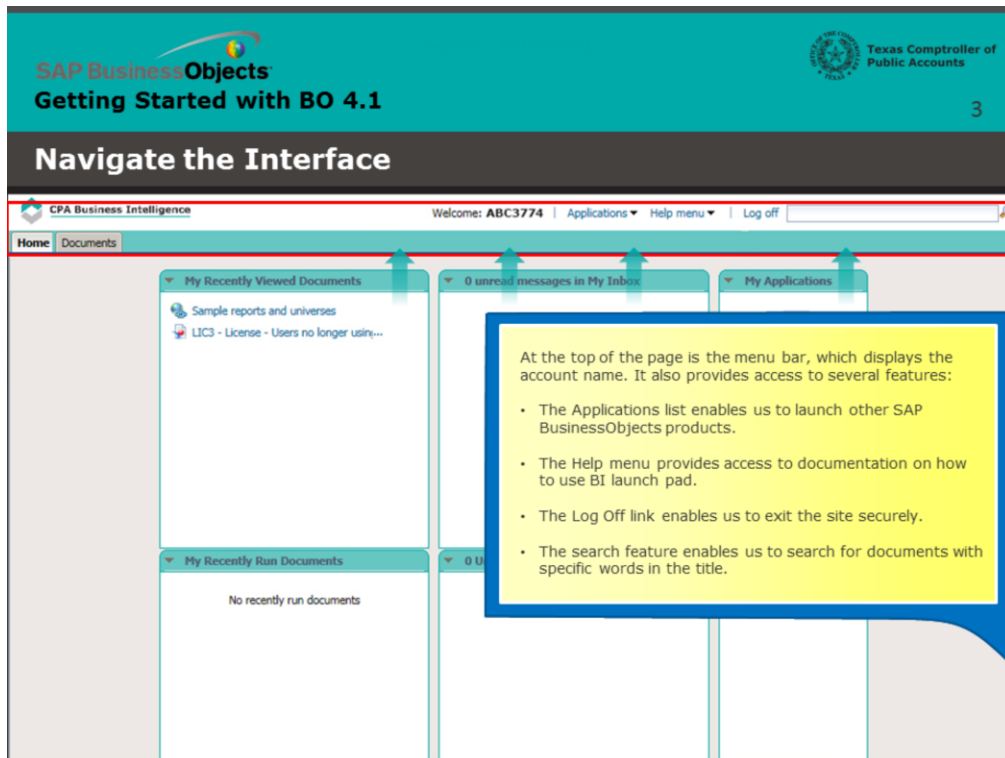
## Navigate the Interface

BI launch pad provides the interface to the SAP BusinessObjects Business Intelligence platform repository that enables us to navigate to, view, and manage business intelligence documents. In this lesson, we'll review the elements that make up the interface for BI launch pad.



### Page 2 - Navigate the Interface

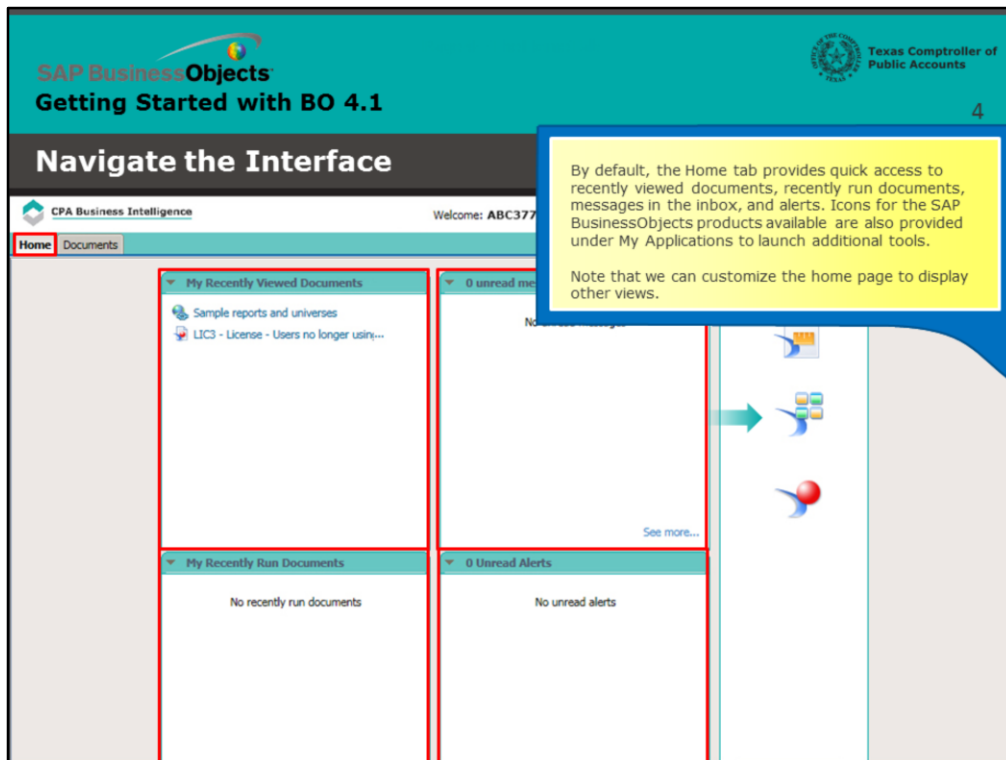
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## Page 3 – The Menu Bar

At the top of the page is the menu bar, which displays the account name. It also provides access to several features:

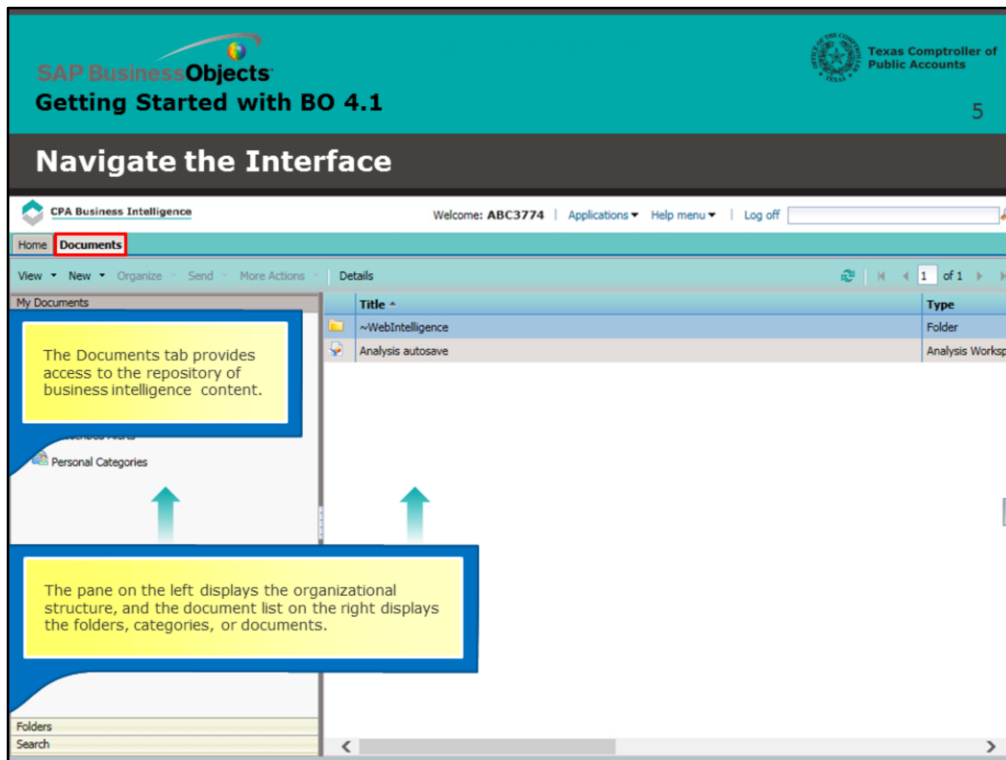
- The Applications list enables us to launch other SAP BusinessObjects products.
- The Help menu provides access to documentation on how to use BI launch pad.
- The Log Off link enables us to exit the site securely.
- The search feature enables us to search for documents with specific words in the title.



## Page 4 – The Home Tab

By default, the Home tab provides quick access to recently viewed documents, recently run documents, messages in the inbox, and alerts. Icons for the SAP BusinessObjects products available are also provided under My Applications to launch additional tools.

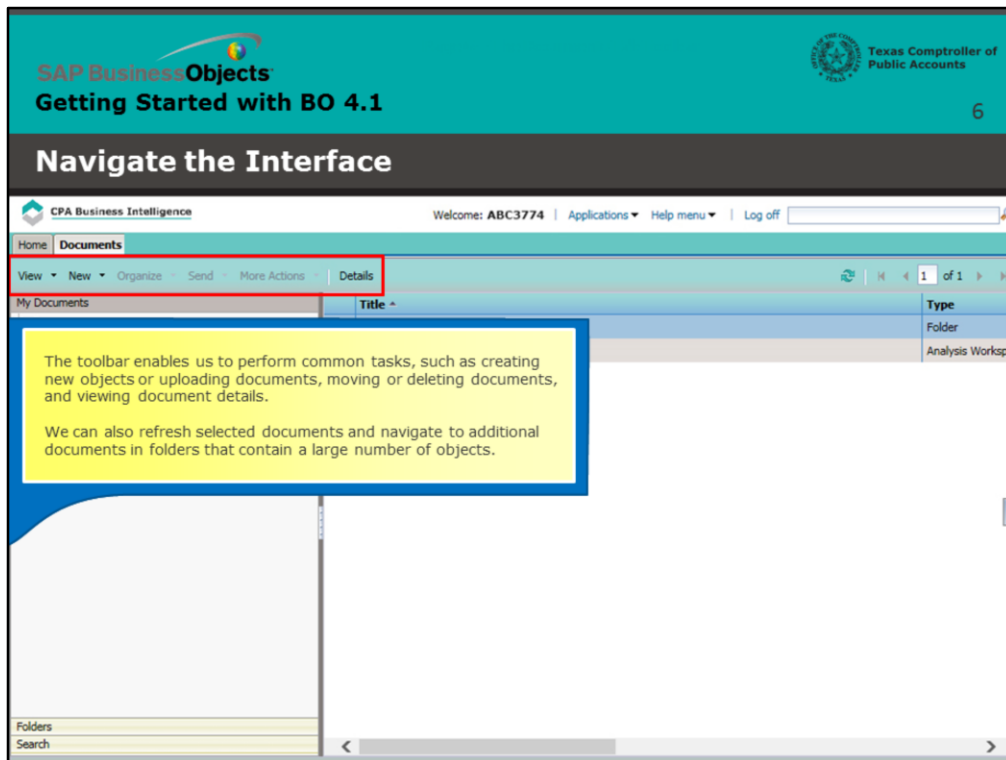
Note that we can customize the home page to display other views.



## Page 5 – The Documents Tab

The Documents tab provides access to the repository of business intelligence content.

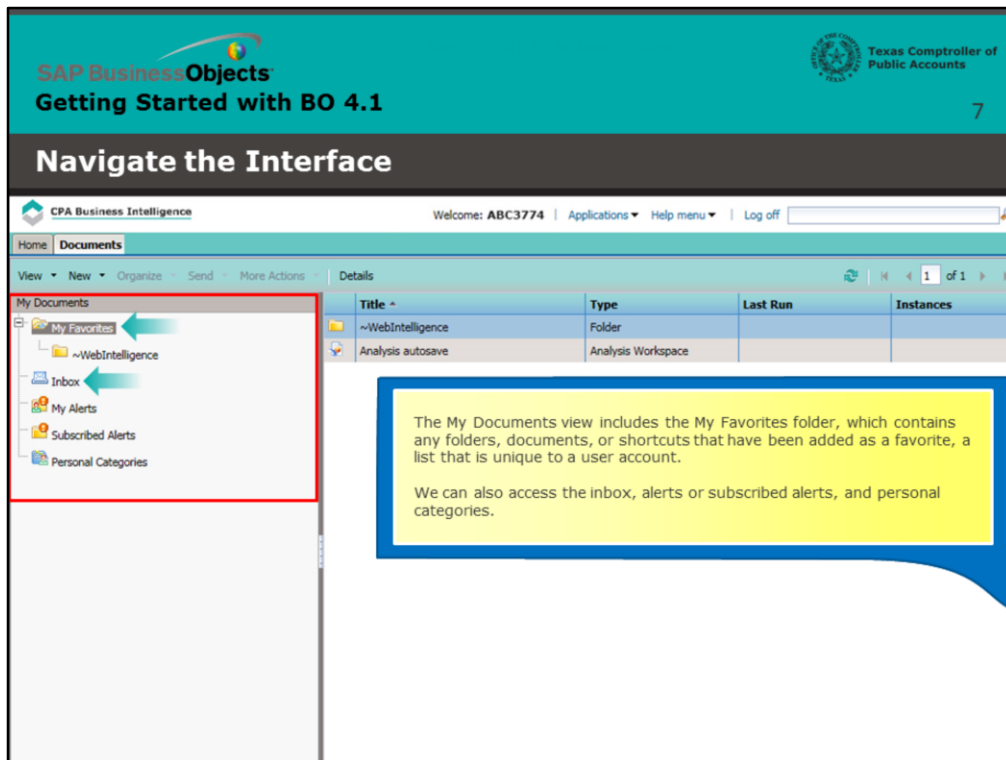
The pane on the left displays the organizational structure, and the document list on the right displays the folders, categories, or documents.



## Page 6 – The Documents Tab Toolbar

The toolbar enables us to perform common tasks, such as creating new objects or uploading documents, moving or deleting documents, and viewing document details.

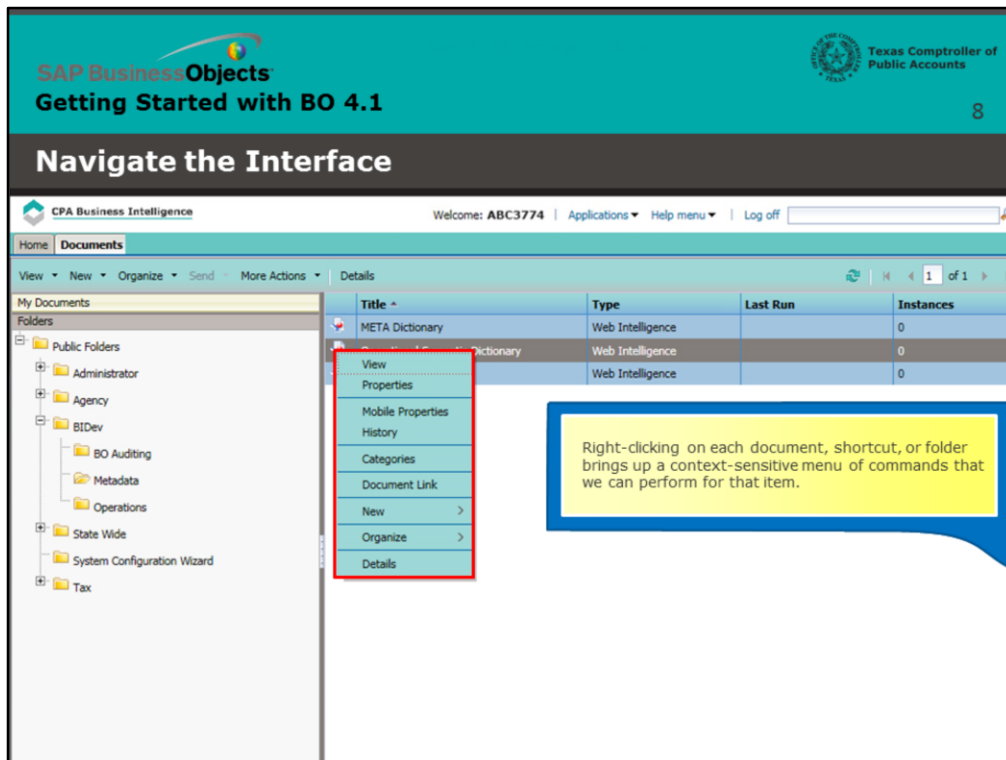
We can also refresh selected documents and navigate to additional documents in folders that contain a large number of objects.



## Page 7 – The My Documents View

The My Documents view includes the My Favorites folder, which contains any folders, documents, or shortcuts that have been added as a favorite, a list that is unique to a user account.

We can also access the inbox, alerts or subscribed alerts, and personal categories.



## Page 8 – My Documents Menu

Right-clicking on each document, shortcut, or folder brings up a context-sensitive menu of commands that we can perform for that item.





## Page 9 – Search My Documents

The Search view enables us to search for documents based on a term in the title. Documents that meet the search criteria are displayed in the list for further action.

**Navigate the Interface**  
This concludes this lesson.

[Additional Tutorials](#)

## Page 10 - Conclusion

This concludes this lesson. For additional tutorials, select the following link.

[Additional Tutorials](#)