

The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Public Accounts, Texas, seal on the right. The SAP BusinessObjects logo is centered. Below the header is a dark banner with the title 'Working with Documents & Reports' in white. The main content area contains instructional text and a 'View PDF Version' button. The background of the slide shows a stack of papers and a pen.

CPA Business Intelligence

OFFICE OF THE COMPTROLLER  
TEXAS

**SAP BusinessObjects™**

## Working with Documents & Reports

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.

[View PDF Version](#)

### **Page 1 – Working with Documents & Reports**

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Public Accounts

Working with Documents & Reports2

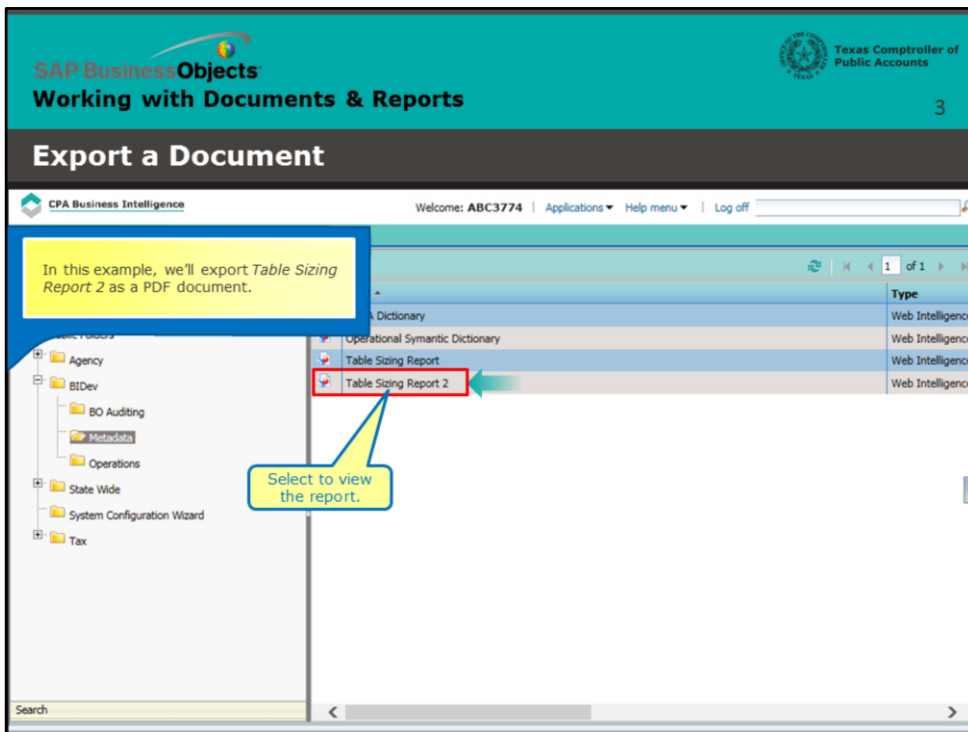
## Export a Document

We can export a document from the repository using the document's native viewer or application.

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## Page 2 – Export a Document

We can export a document from the repository using the document's native viewer or application.



### Page 3 – Find and Open the Report

In this example, we'll export *Table Sizing Report 2* as a PDF document.

Select to view the report.

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Once the report opens, navigate to the top tool bar and select the Export button to export the report.

ABC3774 | Applications | Help menu | Log off

Documents | Table Sizing Report 2

Web Intelligence | [Icons] | Track | Drill | Filter Bar | Freeze | Outline | Reading | Design

Document Summary

Table Sizing Report 2

General

Type: Web Intelligence document

Author: rcha987

Creation date: July 11, 2016 4:40:13 PM GMT

Locale: English (United States)

Description:

Keywords:

Statistics

Last refresh date: May 17, 2016 10:48:26 / 05:00

Last modified: July 11, 2016 4:40:13 PM 05:00

Last modified by: rmoo150

Duration of previous refresh: 2

Application Name (All values) | Application Version (All values) | Data Source Name (All values)

Object Owner (All values)

Click to Export this report.

Table Sizing Estimations

Number of Rows

200,000,000

150,000,000

100,000,000

50,000,000

0

APPLICATI...  
ENT TYPE...  
PS BI LIN...  
RTFELOD...  
T ADDBE...  
AND...  
C BI CHP...  
SOURCE...  
OTH EA...  
IP LIN FC...  
BALANCE...  
SHIF...  
DR LOC...  
FEDERA...

All Measures

Number of Rows

## Page 4 – Export the Report

The report opens. Now navigate to the top tool bar and select the Export button to export the report.

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Note the options available in the Export dialog box depend on the type of document we're exporting.

Table Sizing Report 2

Type: Web Intelligence document

Author: rcha987

Creation date: July 11, 2016 4:40:13 PM GMT

Locale: English (United States)

Description:

Keywords:

Statistics

Last refresh date: May 17, 2016 10:48:26 / 05:00

Last modified: July 11, 2016 4:40:13 PM 05:00

Last modified by: rmoo150

Duration of refresh: 2

Export Document As

Export Current Report As

Export Data to CSV ...

PDF

Excel (.xlsx)

Excel (.xls)

CSV Archive

Text

Select PDF.

Estimations

Number of Rows

200,000,000

150,000,000

100,000,000

50,000,000

0

APPLICATI...  
ENT TYPE...  
PS BI LIN...  
RTFELOD...  
T ADDBE...  
AND...  
C BI CHP...  
SOURCE...  
OTH EA...  
IP LIN FC...  
BALANCE...  
SHIPP...  
MAINT...  
DR LOC...  
FEDERA...

All Measures

Number of Rows

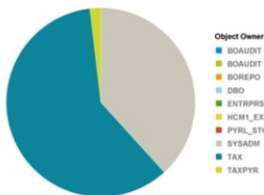
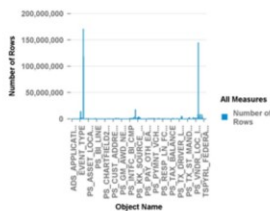
## Page 5 – Choose PDF Format

Note that the options available in the Export dialog box depend on the type of document we're exporting.

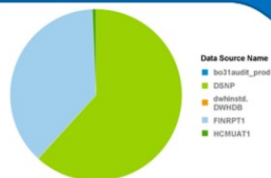


## Export a Document

### Table Sizing Estimations



The report opens in PDF format.



Application Name	Application Version	Data Source Name	Data Source Type	Object Owner	Object Name	Nr Rows	Avg Row Size	Table Size	Table Size GB
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	APPLICATION_TYPE				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	AUDIT_DETAIL				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	AUDIT_EVENT				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	DETAIL_TYPE				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	EVENT_TYPE				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	INCOMPLETE_EVENT				
Business Objects	3.1	bo3taudit_prod	MSSQL	DBO	SERVER_PROCESS				
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	MOT_MES_DETAILS	0	0	0	0
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	MOT_MES_METRICS	0	0	0	0
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	MOT_TREND_DATA	0	0	0	0
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	MOT_TREND_DETAILS	0	0	0	0
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	ADS_APPLICATION_TYPE_STR	1,253	77	96,481	0
Business Objects	4.1	dwhinstd DWHDB	DB2	BOAUDIT	ADS_AUDITEE	84	164	13,776	0

## Page 7 – View the Exported Report

The report opens in PDF format.

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## Export a Document

This concludes this lesson.

Additional Tutorials

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## Page 8 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials