



Page 1 – Working with Documents and 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.

Search for a Document

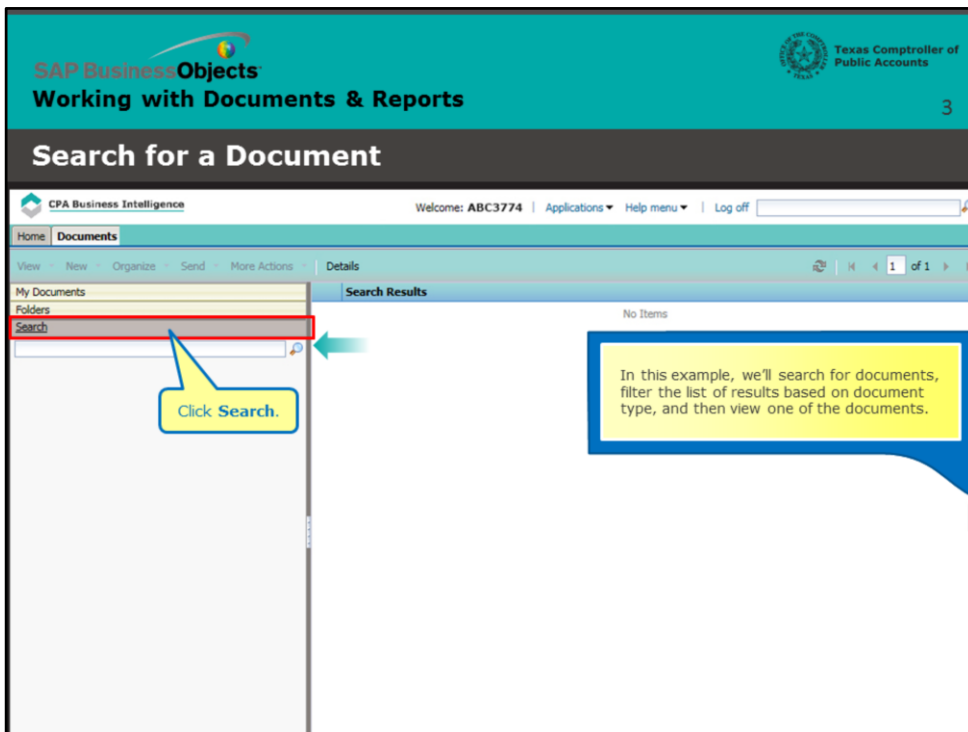
Within BI launch pad, we can search for documents that contain specific words in their titles. Once we've executed the search, we can filter the search results on other dimensions. We can also view, schedule or perform other tasks for the documents directly from the list.



CPA Business Intelligence

Page 2 – Search for a Document

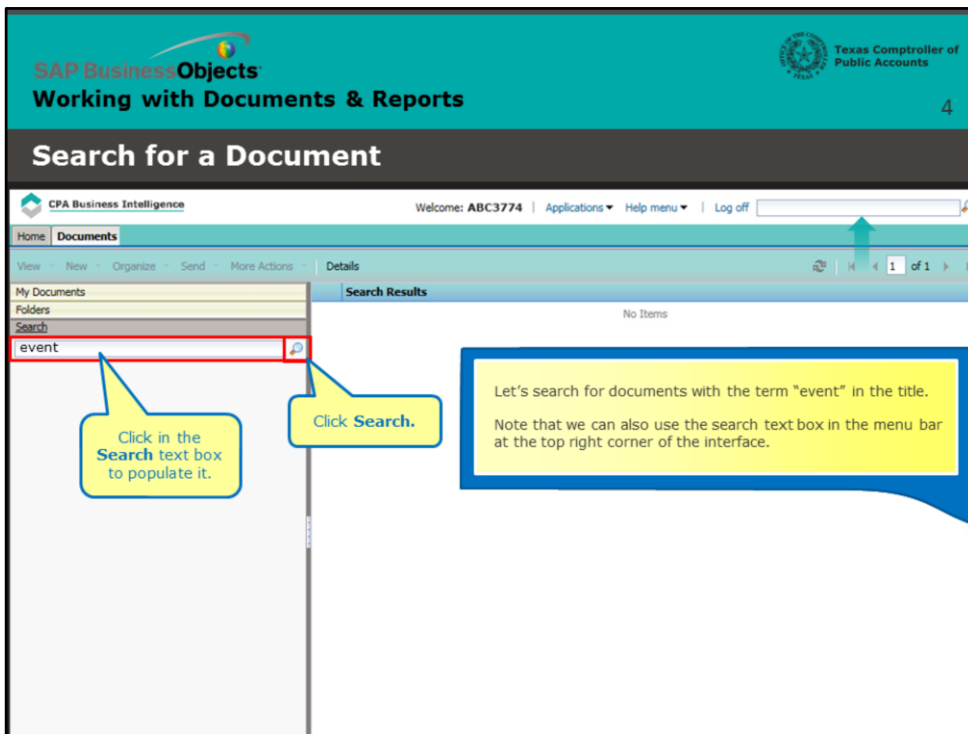
Within BI launch pad, we can search for documents that contain specific words in their titles. Once we've executed the search, we can filter the search results on other dimensions. We can also view, schedule or perform other tasks for the documents directly from the list.



Page 3 – Search with a Filter

In this example, we'll search for documents, filter the list of results based on document type, and then view one of the documents.

Click **Search**.



Page 4 – Search Options

Let's search for documents with the term "event" in the title.

Click in the **Search** text box to populate it.

Click **Search**.

Note that we can also use the search text box in the menu bar at the top right corner of the interface.

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Search for a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications ▾ | Help menu ▾ | Log off | event

Home Documents

View ▾ | New | Organize | Send | More Actions

Details

My Documents

Folders

Search

event

Refine Search Results By:

Type

Monitoring Event (117)

web intelligence (13)

Metadata Info (7)

Location

caudswap130.core.cpa.e

administrator (13)

Refresh Time

All (131)

Last Year (131)

Last Quarter (85)

Last Month (69)

Search Results

CAUDSWAP130 Watch Danger Eve

Monitoring Event

CAUDSWAP130 Watch Caution Eve

Monitoring Event

CAUDSWAP131 Watch Danger Eve

Monitoring Event

CAUDSWAP131 Watch Caution Eve

Monitoring Event

CAUDSWAP130.CentralManagementServer Watch Danger Event

Monitoring Event

CAUDSWAP130.CentralManagementServer Watch Caution Event

Monitoring Event

CAUDSWAP130.AdaptiveProcessingServer Watch Danger Event

Monitoring Event

CAUDSWAP130.AdaptiveProcessingServer Watch Caution Event

Monitoring Event

CAUDSWAP130.CrystalReportsCacheServer Watch Danger Event

Monitoring Event

The search term is highlighted in the list.

We can refine the search results by type, location, and refresh time. Here, we'll restrict the list of results to web intelligence.

Select the document type.

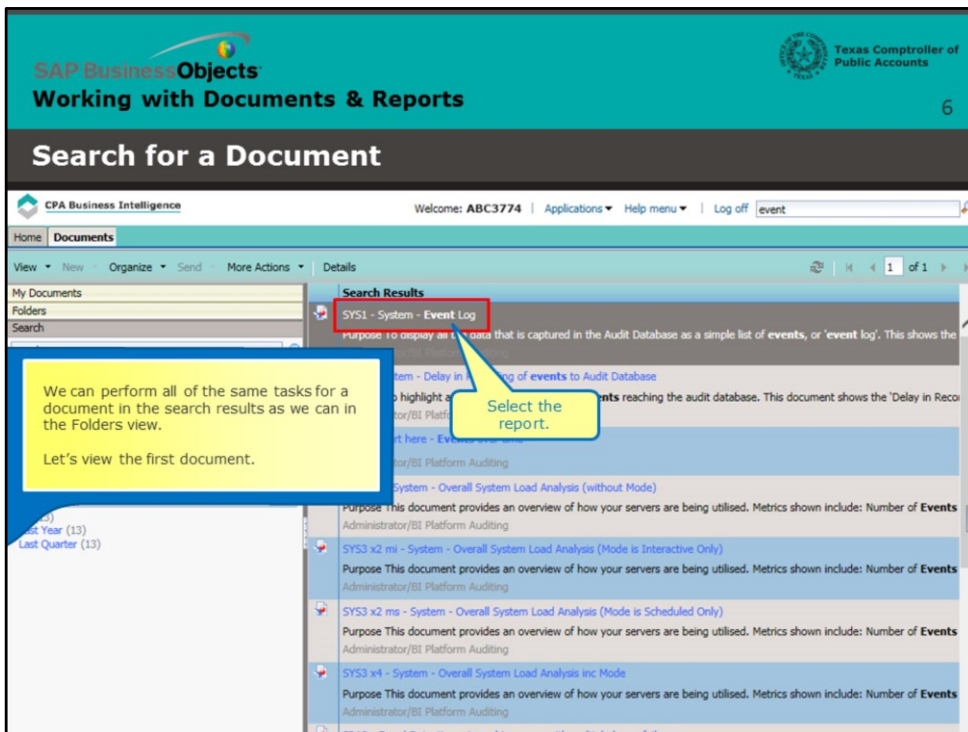
Page 5 – Refine the Search

The search term is highlighted in the list.

We can refine the search results by type, location, and refresh time.

Here, we'll restrict the list of results to web intelligence.

Select the document type.

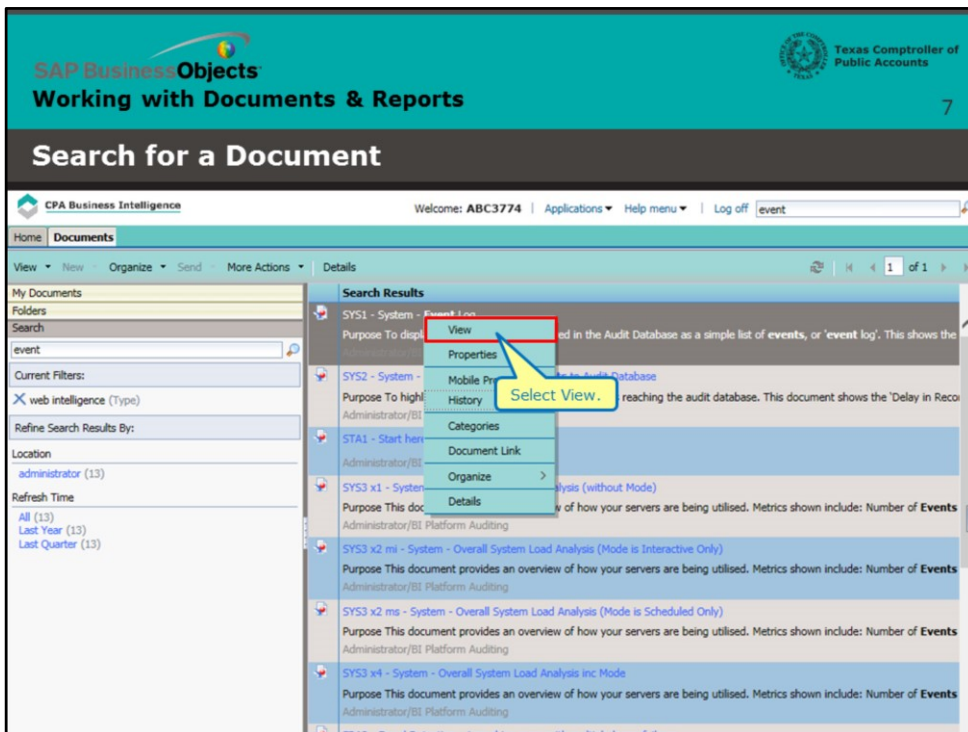


Page 6 – View a Document

We can perform all of the same tasks for a document in the search results as we can in the Folders view.

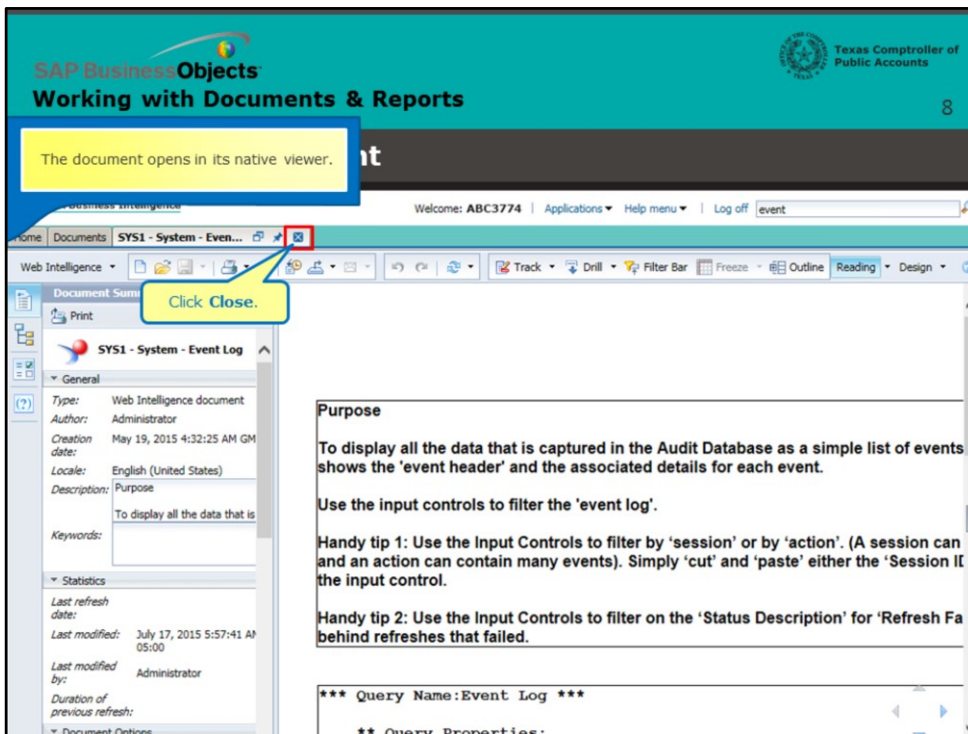
Let's view the first document.

Select the report.



Page 7 – View a Document (continued)

Select **View**.



Page 8 – The Native Viewer

The document opens in its native viewer.

Click **Close**.

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Search for a Document

Welcome: ABC3774 | Applications ▾ | Help menu ▾ | Log off event

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Documents

Search

event

Current Filters:

×

Web Intelligence (Type)

Search Results By:

All (13)

Last Year (13)

Last Quarter (13)

Click to remove the filter.

Search Results

SYS1 - System - Event Log

Purpose To display all the data that is captured in the Audit Database as a simple list of **events**, or 'event log'. This shows the Administrator/BI Platform Auditing

SYS2 - System - Delay in Recording of **events** to Audit Database

Purpose To highlight any issues with the delay of **events** reaching the audit database. This document shows the 'Delay in Recording of Events' Administrator/BI Platform Auditing

STA1 - Start here - **Events** over time

Administrator/BI Platform Auditing

SYS3 x1 - System - Overall System Load Analysis (without Mode)

Purpose This document provides an overview of how your servers are being utilised. Metrics shown include: Number of **Events** Administrator/BI Platform Auditing

SYS3 x2 mi - System - Overall System Load Analysis (Mode is Interactive Only)

Purpose This document provides an overview of how your servers are being utilised. Metrics shown include: Number of **Events** Administrator/BI Platform Auditing

SYS3 x2 ms - System - Overall System Load Analysis (Mode is Scheduled Only)

Purpose This document provides an overview of how your servers are being utilised. Metrics shown include: Number of **Events** Administrator/BI Platform Auditing

SYS3 x4 - System - Overall System Load Analysis inc Mode

Purpose This document provides an overview of how your servers are being utilised. Metrics shown include: Number of **Events** Administrator/BI Platform Auditing

Page 9 – Remove Search Filters

We can also remove filters from the list to revert to the original search results. Click to remove the filter.

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Search for a Document

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Welcome: ABC3774 | Applications ▾ | Help menu ▾ | Log off event

Home Documents

View ▾ | New | Organize | Send | More Actions | Details

My Documents

Folders

Search

event

Refine Search Results By:

Type

monitoring event (117)

web intelligence (13)

Note that the list has been reset.

(131)

Last Year (131)

Last Quarter (85)

Last Month (69)

Search Results

CAUDSWAP130 Watch Danger Event

Monitoring Event

CAUDSWAP130 Watch Caution Event

Monitoring Event

CAUDSWAP131 Watch Danger Event

Monitoring Event

CAUDSWAP131 Watch Caution Event

Monitoring Event

CAUDSWAP130.CentralManagementServer Watch Danger Event

Monitoring Event

CAUDSWAP130.CentralManagementServer Watch Caution Event

Monitoring Event

CAUDSWAP130.AdaptiveProcessingServer Watch Danger Event

Monitoring Event

CAUDSWAP130.AdaptiveProcessingServer Watch Caution Event

Monitoring Event

CAUDSWAP130.CrystalReportsCacheServer Watch Danger Event

Monitoring Event

Page 10 – New Search Results

Note that the list has been reset.



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Search for a Document

This concludes this lesson.

Additional Tutorials

 CPA Business Intelligence

Page 11- Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials