



Page 1 – Web Intelligence – Applying Formatting

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.

Add Text to a Document

In addition to the tables that are automatically generated to display the results of your query, you can also add individual cells to your Web Intelligence document to hold plain text and pre-defined document information.

In this tutorial, you will add a blank cell for a label and a predefined cell for the date the document was last refreshed.



CPA Business Intelligence

Page 2 – Add Text to a Document

In addition to the tables that are automatically generated to display the results of your query, you can also add individual cells to your Web Intelligence document to hold plain text and pre-defined document information.

In this tutorial, you will add a blank cell for a label and a predefined cell for the date the document was last refreshed.

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Add Text to a Document

Welcome: ABC3774 | Applications | Help menu | Log off

First, let's add a blank cell to the document header to act as a label for the refresh date.

Elements

Formatting | Data Access | Analysis | Page Setup

Reading | Design

Purge | Refresh | New Variable | Merge

Available Objects

Type here to filter tree

- Sales-By-Quarter
 - City
 - Holiday (y/n)
 - Month
 - Quarter
 - State
 - Store name
 - Week
 - Year
- Sales revenue
- Variables
 - Sales Tax

Arranged by Alphabetic order

Click the Report Elements tab.

Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014

Report 1

Page 3 – Add a Blank Cell to the Document Header

First, let's add a blank cell to the document header to act as a label for the refresh date.

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Add Text to a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | Sales-By-Quarter

File | Properties

Report Elements | Formatting | Data Access | Analysis | Page Setup

Reading | Design

Tables | **Cell** | Section | Chart | Other

Tools | Position | Linking | Table Layout | Behaviors

Type here to filter tree

- Sales-By-Quarter
 - City
 - Holiday (y/n)
 - Month
 - Quarter
 - State**
 - Store name
 - Week
 - Year
 - Sales revenue
 - Variables
 - Sales Tax

fx

=NameOf([Store name])

Click the Cell tab.


Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014


Report 1

Page 4 – Add a Blank Cell to the Document Header (continued)

Click the **Cell** tab.



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Add Text to a Document

CPA Business Intelligence Welcome: ABC3774 Applications Help menu Log off

Home Documents **Sales-By-Quarter**

File Properties

Report Elements Formatting Data Access Analysis Page Setup

Tables Cell Section Chart Other Tools Position Linking

Blank Pre-Defined

Available Objects

Type here to filter tree

- Sales-By-Qu
- City
- Holiday (y/n)
- Month
- Variables
- Sales Tax

Click Blank.

Position the crosshair where you want to place the cell, then click to insert it.

Click to insert the cell here (Press ESC Key to cancel this action)

Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014


Report 1

Page 5 – Add a Blank Cell to the Document Header (continued)

Click **Blank**.

Position the crosshair where you want to place the cell, then click to insert it.

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Add Text to a Document

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Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | **Sales-By-Quarter**


Report Elements
Formatting
Data Access
Analysis
Page Setup

Tables
Cell
Section
Chart
Other

Type here to filter tree

- Sales-By-Quarter
 - City
 - Holiday (y/n)
 - Month
 - Quarter
 - State
 - Store name
 - Week
 - Year
 - Sales revenue
 - Variables
 - Sales Tax

Blank Pre-Defined



Hover over the handle on the edge of the text cell, then click and drag to lengthen the cell.


Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014


Arranged by Alphabetic order

Page 6 – Add a Blank Cell to the Document Header (continued)

Hover over the handle on the edge of the text cell, then click and drag to lengthen the cell.



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Add Text to a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications ▾ | Help menu ▾

Home Documents **Sales-By-Quarter**

File Properties

Type here to filter tree

- Sales-By-Quarter
 - City
 - Holiday (y/n)
 - Month
 - Quarter
 - State
 - Store name
 - Week
 - Year
 - Sales revenue
 - Variables
 - Sales Tax

Report Elements Formatting Data Access Analysis Page Setup

Tables Cell Section Chart Other Tools Position Links

Blank Pre-Defined Turn Into Set as section Hide Page Break

Available Objects

Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014

Arranged by Alphabetic order ▾

Report 1


For a blank cell, we need to manually define the content.

Double-click the blank cell to edit, then type **Last Executed**.

Page 7 – Manually Define the Content

Double-click the blank cell to edit, then type **Last Executed**.

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Add Text to a Document

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Home Documents **Sales-By-Quarter**

Report Elements Formatting Data Access Analysis Page Setup Reading ▾ Design ▾

Tables Cell Section Chart Other Tools Position Linking Cell Behaviors

Blank Pre-Defined

Available Objects ▾

Type here to filter tree

 Sales-By-Quarter

- City
- Holiday (y/n)
- Month
- Quarter
- State
- Store name
- Week
- Year
- Sales revenue
- Variables
- Sales Tax

Last Executed:

Click **Validate**.

Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
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Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014

Arranged by Alphabetic order ▾
Report 1

Page 8 – Manually Define the Content (continued)

Click **Validate**.

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Add Text to a Document

Now we'll add the refresh date.

Welcome: ABC3774 | Applications | Help menu | Log off

Report Elements

Formatting

Data Access

Analysis

Page Setup

Reading

Design

Blank

Pre-Defined

Chart

Other

Tools

Position

Linking

Cell Behaviors

Available Objects

Type here to filter tree

Sales-By-Quarter

City

Holiday (y/n)

Month

Quarter

State

Store name

Week

Year

Sales revenue

Variables

Sales Tax

Last Executed

Click the Pre-Defined list.

Sales Revenue by Quarter


State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
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Texas	e-Fashion Austin	2005	Q1	\$263,162
Texas	e-Fashion Austin	2005	Q2	\$240,204
Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014

Page 9 – Add Refresh Date

Now we'll add the refresh date.

Click the **Pre-Defined** list.

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Add Text to a Document

CPA Business Intelligence

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

Home

Documents

Sales-By-Quarter

File

Properties

Report Elements

Formatting

Data Access

Analysis

Page Setup

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Cell Behaviors

Available Objects

Type here to filter tree

- Sales-By-Quarter
 - City
 - Holiday (y/n)
 - Month
 - Quarter
 - State
 - Store name
 - Week
 - Year
 - Sales revenue
 - Variables
 - Sales Tax

Report Elements

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages

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Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

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Query Summary

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Report Filter

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Document Name

Last Refresh Date

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Query Summary

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Last Refresh Date

Drill Filter

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Total Number of Pages

Blank

Pre-Defined

Document Name

Last Refresh Date

Drill Filter

Query Summary

Prompt

Report Filter

Page number

Page Number/Total Pages

Total Number of Pages


Blank

Pre-Defined


Document Name

Last Refresh Date

Drill Filter



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Add Text to a Document

CPA Business Intelligence
Welcome: ABC3774 | Applications | Help menu | Log off

Home
Documents
Sales-By-Quarter

Available Objects

Type here to filter tree

- [-] Sales-By-Quarter
 - [-] City
 - [-] Holiday (y/n)
 - [-] Month
 - [-] Quarter
 - [-] State
 - [-] Store name
 - [-] Week
 - [-] Year
 - [-] Sales revenue
 - [-] Variables
 - [-] Sales Tax

Report Elements
Formatting
Data Access
Analysis
Page Setup

Tables
Cell
Section
Chart
Other

Blank
Pre-Defined

Turn Into
Set as section

Last Executed

Sales Revenue by Quarter


Store name	Year	Quarter	Sales revenue
e-Fashion Austin	2004	Q1	\$197,891
e-Fashion Austin	2004	Q2	\$154,039
e-Fashion Austin	2004	Q3	\$81,982
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e-Fashion Austin	2005	Q1	\$263,162
e-Fashion Austin	2005	Q2	\$240,204
e-Fashion Austin	2005	Q3	\$204,691
e-Fashion Austin	2005	Q4	\$295,014

Arranged by Alphabetic order
Report 1

Page 11 – Add Refresh Date (continued)

Position the crosshair where you want to place the cell, then click to insert it.

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Add Text to a Document

Note the date is calculated as part of the document information.

Available Objects

Type here to filter tree

- [-] Sales-By-Quarter
 - [-] City
 - [-] Holiday (y/n)
 - [-] Month
 - [-] Quarter
 - [-] State
 - [-] Store name
 - [-] Week
 - [-] Year
 - [-] Sales revenue
 - [-] Variables
 - [-] Sales Tax

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

Report Elements | Formatting | Data Access | Analysis | Page Setup | Reading ▾ | Design ▾

Cell | Section | Chart | Other | Tools | Position | Linking

Blank | Pre-Defined ▾ | Turn Into ▾ | Set as section

Last Executed: 9/28/16 ←

Sales Revenue by Quarter

State	Store name	Year	Quarter	Sales revenue
Texas	e-Fashion Austin	2004	Q1	\$197,891
Texas	e-Fashion Austin	2004	Q2	\$154,039
Texas	e-Fashion Austin	2004	Q3	\$81,982
Texas	e-Fashion Austin	2004	Q4	\$127,212
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Texas	e-Fashion Austin	2005	Q3	\$204,691
Texas	e-Fashion Austin	2005	Q4	\$295,014

Report 1

Page 12 – Add Refresh Date (continued)

Note the date is calculated as part of the document information.

Add Text to a Document
This concludes this lesson.

[Additional Tutorials](#)

Page 13 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)