Page 1 – Web Intelligence - The Basics

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.

Page 2 – Add a Report to a Document

A Web Intelligence document can contain multiple reports on separate tabs.

In this tutorial, you will add another report to a document.

Page 3 – Add a Second Report Tab

Let's add a second report tab to the document.

Click the **Design** tab.

Page 4 – View Available Objects

Click the **Available Objects** icon.

Page 5 – Open Page Setup

Click the **Page Setup** tab.

Page 6 – Add a Report

Click the **Add Report** option.
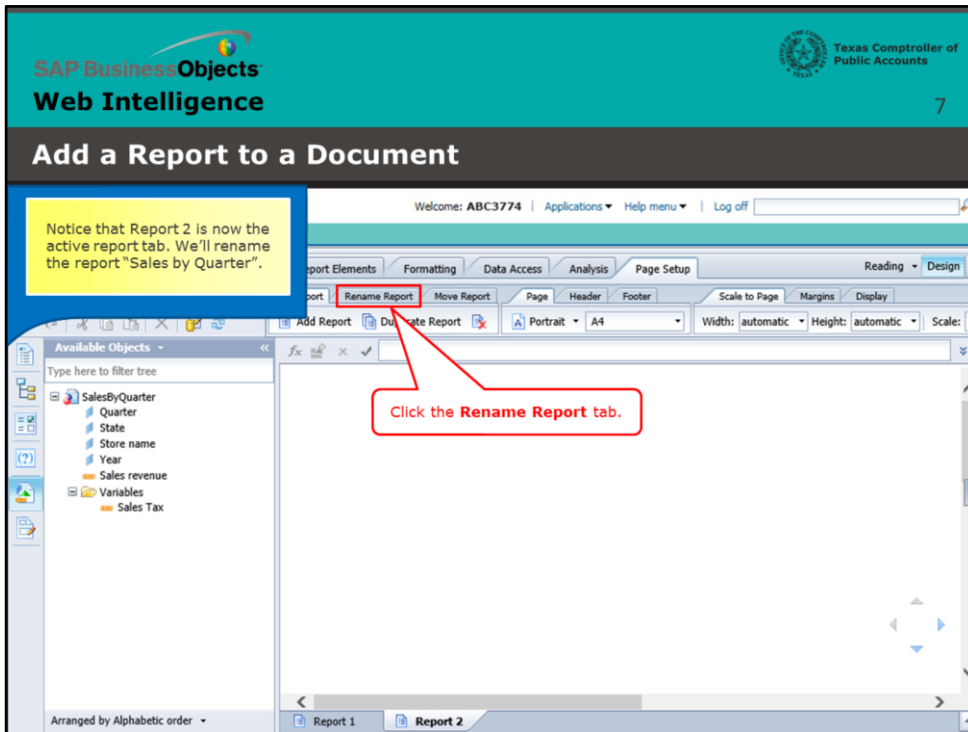
Page 7 – Rename the Report

Notice that Report 2 is now the active report tab. We'll rename the report as Sales by Product.
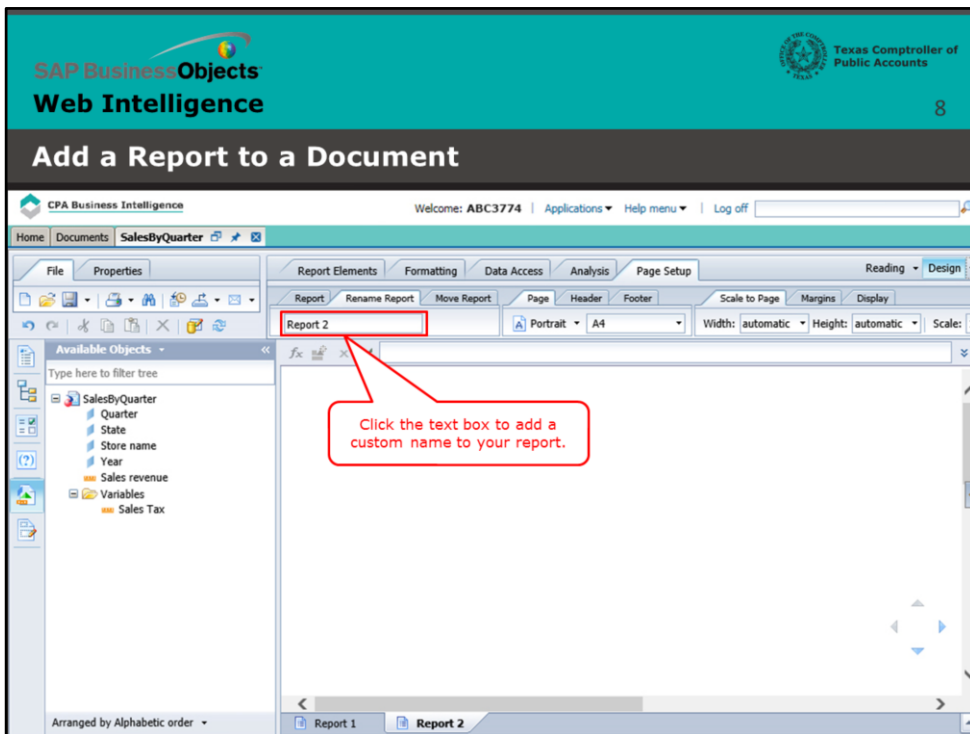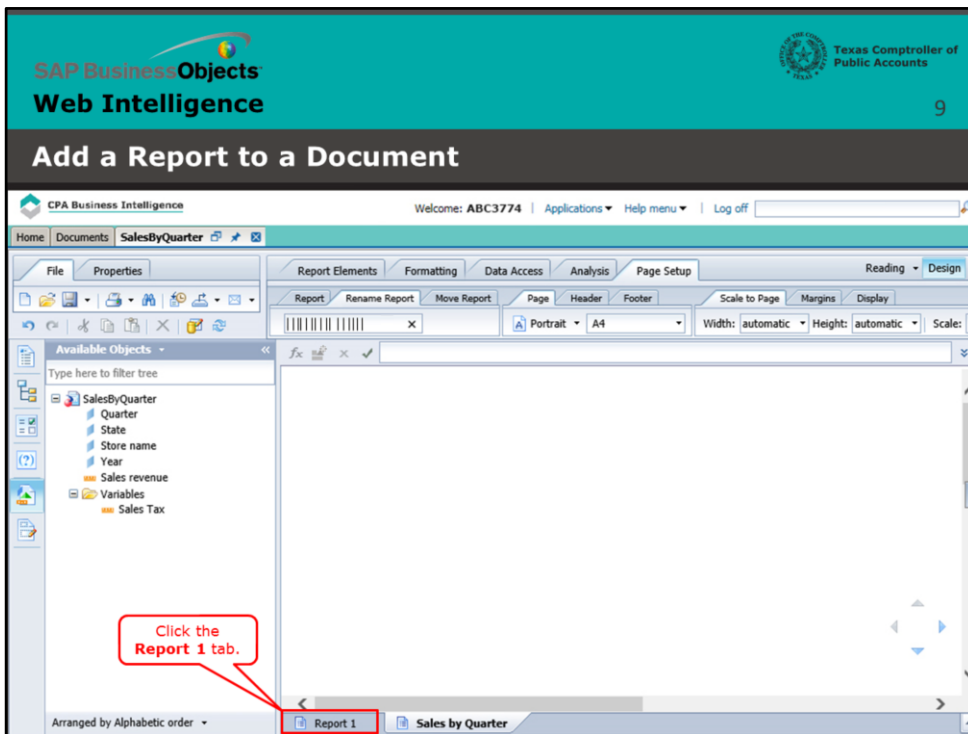
Click the **Rename Report** tab.

Page 8 – Rename the Report (continued)

Click the text box to add a custom name to your report.

Page 9 – Rename the Report (continued)

Click the **Report 1** tab.

Page 10 – New Report Tab

A second report tab is now included in the document.

Page 11 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials