



The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Public Accounts, State of Texas logo on the right. The SAP BusinessObjects logo is centered in the header. Below the header is a dark banner with the title "Web Intelligence – The Basics" in white. The main content area contains three paragraphs of text and a "View PDF Version" button. The background of the slide shows a stack of books and a pen.

CPA Business Intelligence

**OFFICE OF THE COMPTROLLER
OF PUBLIC ACCOUNTS
STATE OF TEXAS**

SAP BusinessObjects™

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.

Note: If you prefer a PDF version of this tutorial please follow the link below.

[View PDF Version](#)

Page 1 – Web Intelligence - The Basics

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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.



CPA Business Intelligence

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.

SAP BusinessObjects
Web Intelligence

Texas Comptroller of Public Accounts

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Add a Report to a Document

Welcome: ABC3774 | Applications | Help menu | Log off

efashion.com

Sales Revenue by Quarter

California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q1	\$421,390
e-Fashion Los Angeles	2006	Q2	\$423,867

Report 1

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

Click the **Design** tab.

Print

SalesByQuarter

General

Type: Web Intelligence document

Author: rmoo150

Creation date: August 8, 2016 2:14:05 PM G

Locale: English (United States)

Description:

Keywords:

Statistics

Last refresh date: August 24, 2016 7:55:08 05:00

Last modified: October 4, 2016 5:09:41 05:00

Last modified by: rmoo150

Duration of previous refresh: 3

Page 3 – Add a Second Report Tab

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

Click the **Design** tab.

SAP BusinessObjects
Web Intelligence

Texas Comptroller of
Public Accounts

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Add a Report to a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications | Help menu | Log off

Home Documents SalesByQuarter

File Properties

Report Elements Formatting Data Access Analysis Page Setup

Tables Cell Section Chart Other

Tools Position Linking

Document Summary

Print Edit

Click the Available Objects icon.

SalesByQuarter

General

Type:

Auth:

Creation date:

Locale:

Description:

Keywords:

Statistics

Last refresh date:

Last modified:

efashion.com

Sales Revenue by Quarter

California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
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e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591

Report 1

Page 4 – View Available Objects

Click the **Available Objects** icon.

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Add a Report to a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | SalesByQuarter

File | Properties

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

Tables | Cell | Section | Chart | Other

Tools | Position | Linking

Available Objects

Type here to filter tree

SalesByQuarter

Quarter

State

Store name

Year

Sales revenue

Variables

Sales Tax

efashion.com

Click the Page Setup tab.

Sales Revenue by Quarter

California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591

Report 1

Page 5 – Open Page Setup

Click the **Page Setup** tab.

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Add a Report to a Document

CPA Business Intelligence

Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | SalesByQuarter

File | Properties

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

Reading | Design

Report | Rename Report | Move Report

Page | Header | Footer

Scale to Page | Margins | Display

Add Report | Duplicate Report

Portrait | A4

Width: automatic | Height: automatic | Scale: 1

Available Objects

Type here to filter tree

SalesByQuarter

Quarter

State

Store name

Year

Sales revenue

Variables

Sales Tax

Click Add Report.

Sales Revenue by Quarter

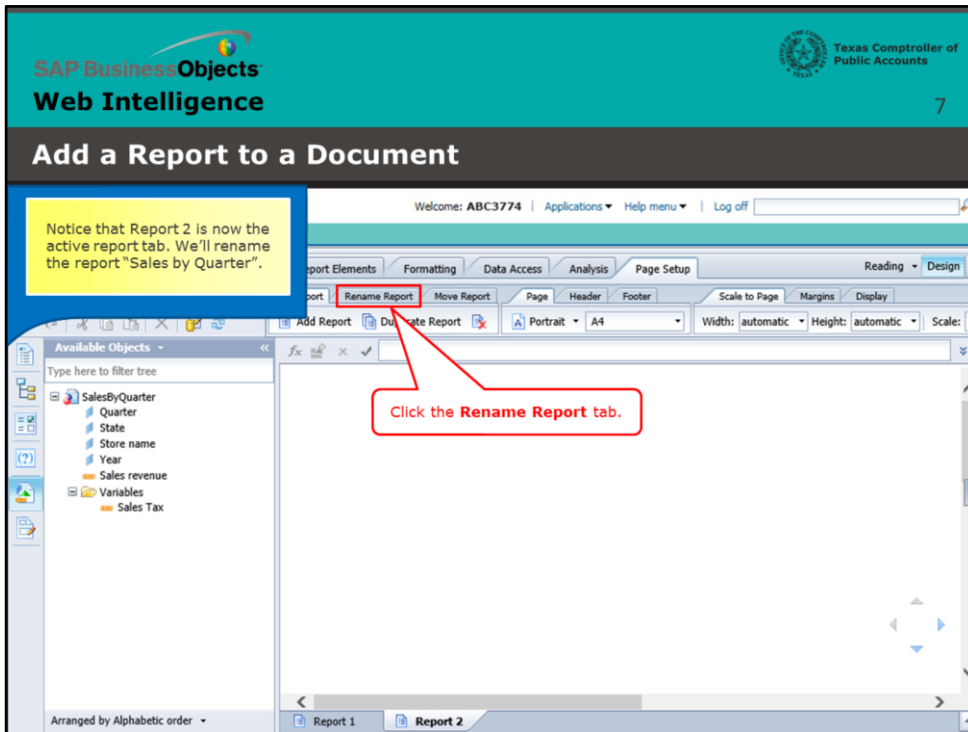
California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591

Report 1

Page 6 – Add a Report

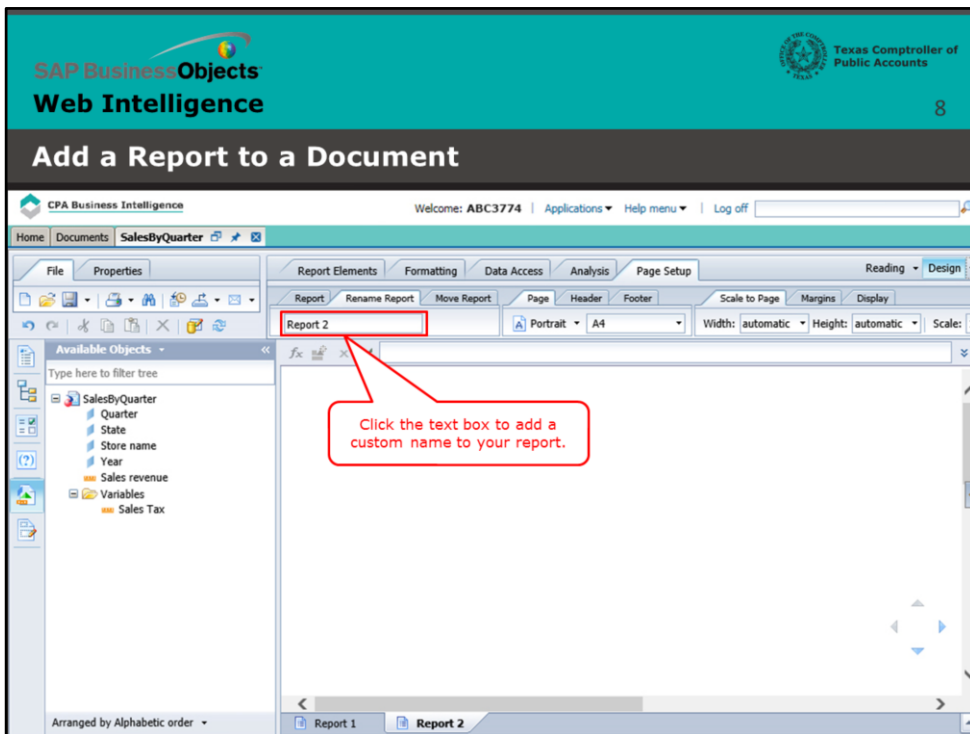
Click the **Add Report** option.



Page 7 – Rename the Report

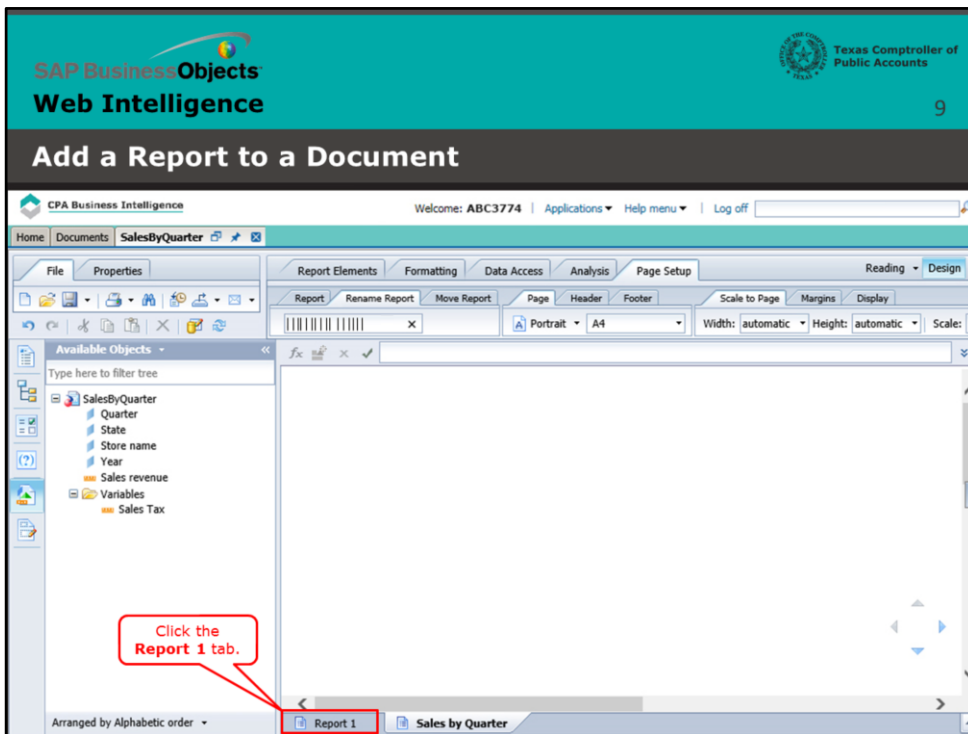
Notice that Report 2 is now the active report tab. We'll rename the report as Sales by Product.

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.

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Add a Report to a Document

Welcome: ABC3774 | Applications | Help menu | Log off

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

Reading | Design

Report | Rename Report | Move Report

Page | Header | Footer

Scale to Page | Margins | Display

Report 1 | Portrait | A4 | Width: automatic | Height: automatic | Scale: 1

Available Objects

Type here to filter tree

SalesByQuarter

Quarter

State

Store name

Year

Sales revenue

Variables

Sales Tax

efashion.com

Sales Revenue by Quarter

California

Store name	Year	Quarter	Sales Tax
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e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591

Report 1

Sales by Quarter

Page 10 – New Report Tab

A second report tab is now included in the document.

Add a Report to a Document

This concludes this lesson.

[Additional Tutorials](#)

Page 11 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)