



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.

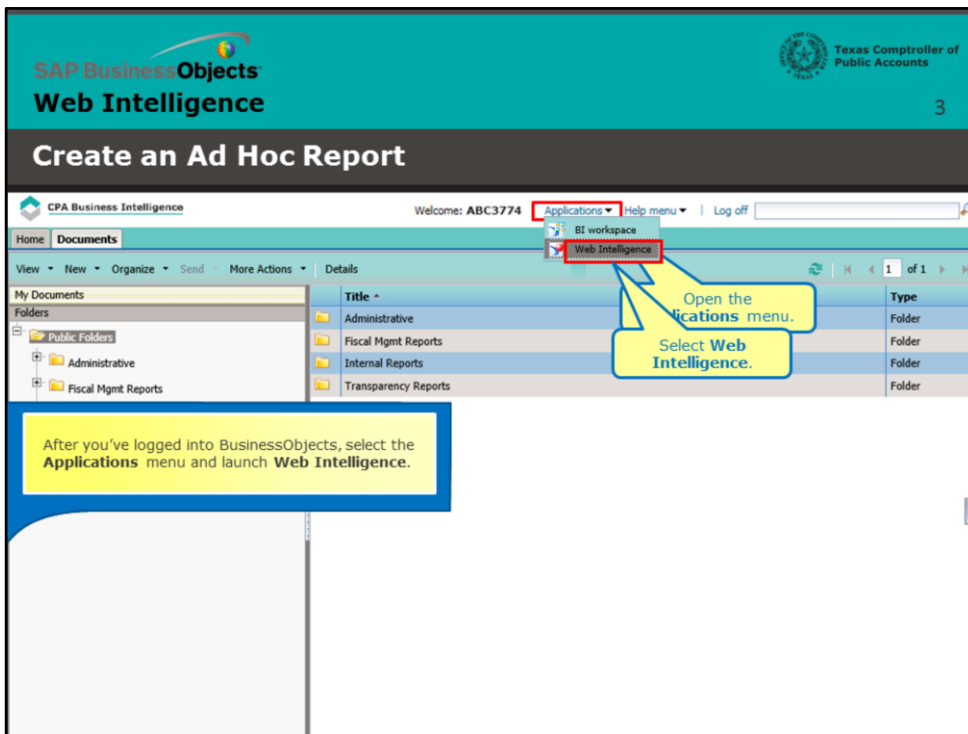
When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.



Page 2 – Create an Ad Hoc Report

To create an ad hoc report in Web Intelligence, you must first select a data source and make a query.

In this tutorial, you will create an ad hoc report using a universe data source.

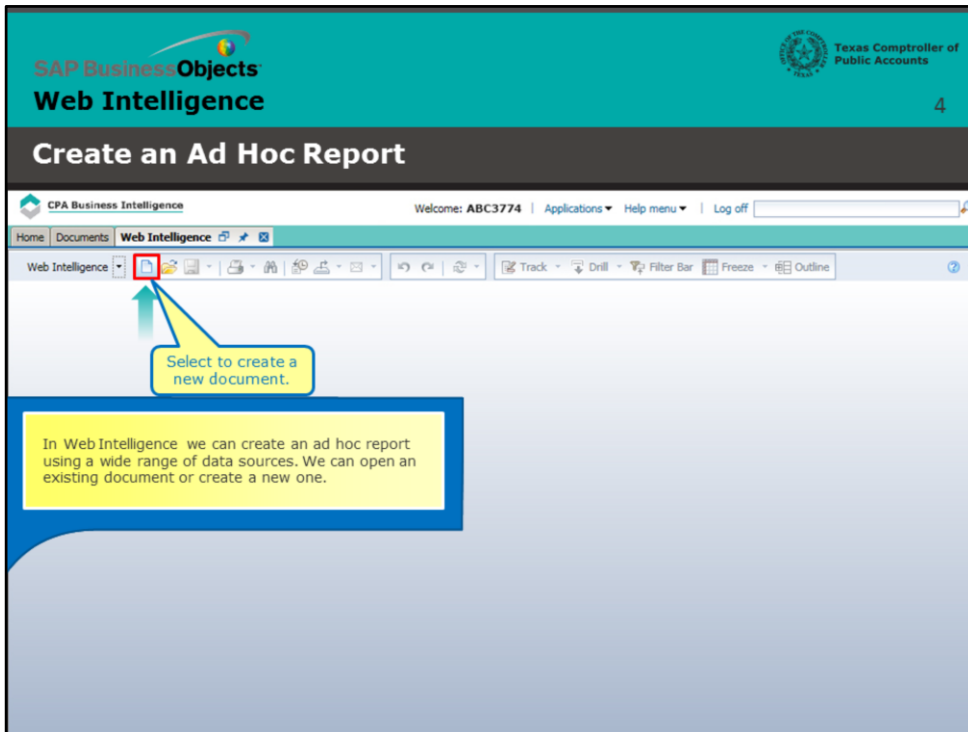


Page 3 – Launch Web Intelligence

After you've logged into BusinessObjects, select the **Applications** menu and launch **Web Intelligence**.

Open the **Applications** menu.

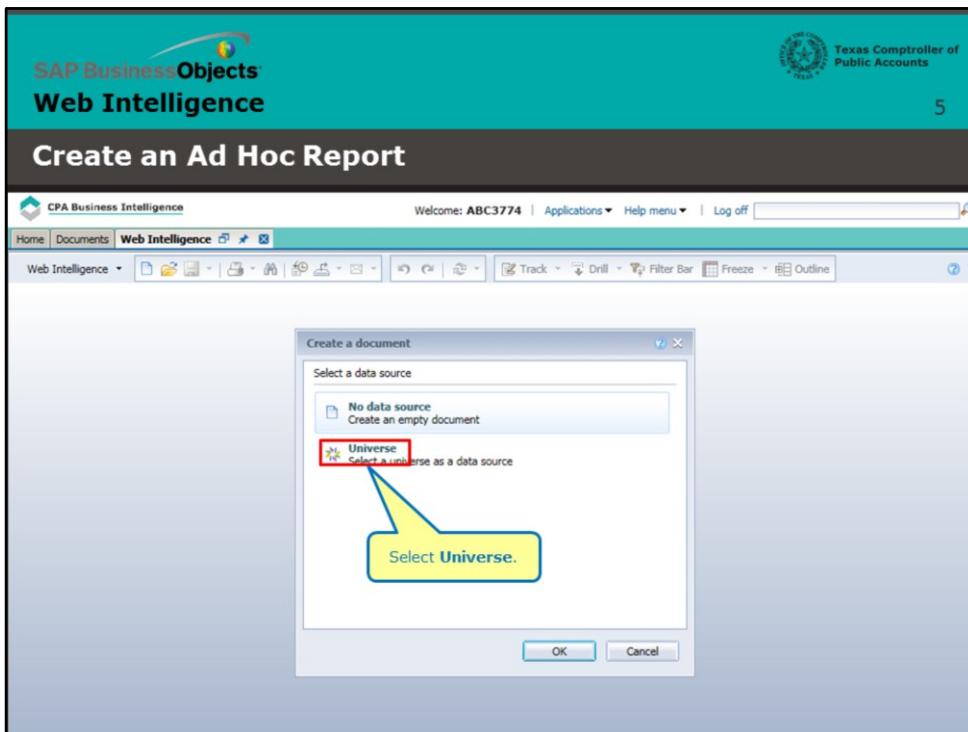
Select **Web Intelligence**.



Page 4 – Create a New Document

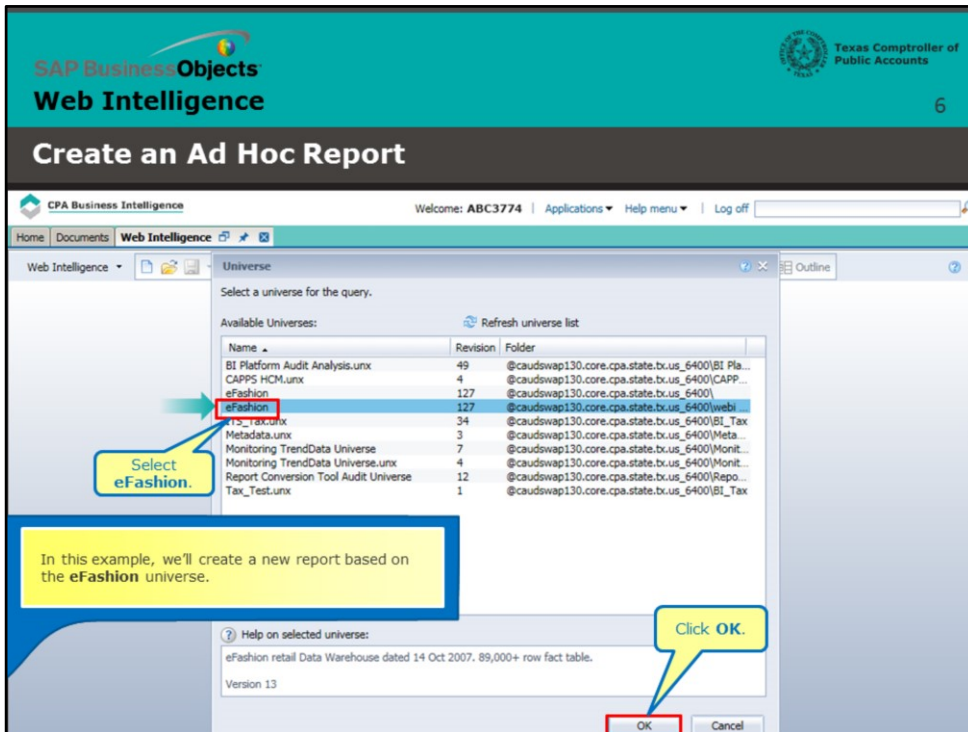
In Web Intelligence we can create an ad hoc report using a wide range of data sources. We can open an existing document or create a new one.

Select to create a new document.



Page 5 – Select a Universe

Select **Universe**.



Page 6 – Select a Universe (continued)

In this example, we'll create a new report based on the **eFashion** universe.

Select **eFashion**.

Click **OK**.

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After we have selected a data source, the query panel opens. The Universe outline panel, on the left side of the query panel, displays a list of all the objects available in the data source. We can select the objects from here and move them into the Result Objects text box to build a query.

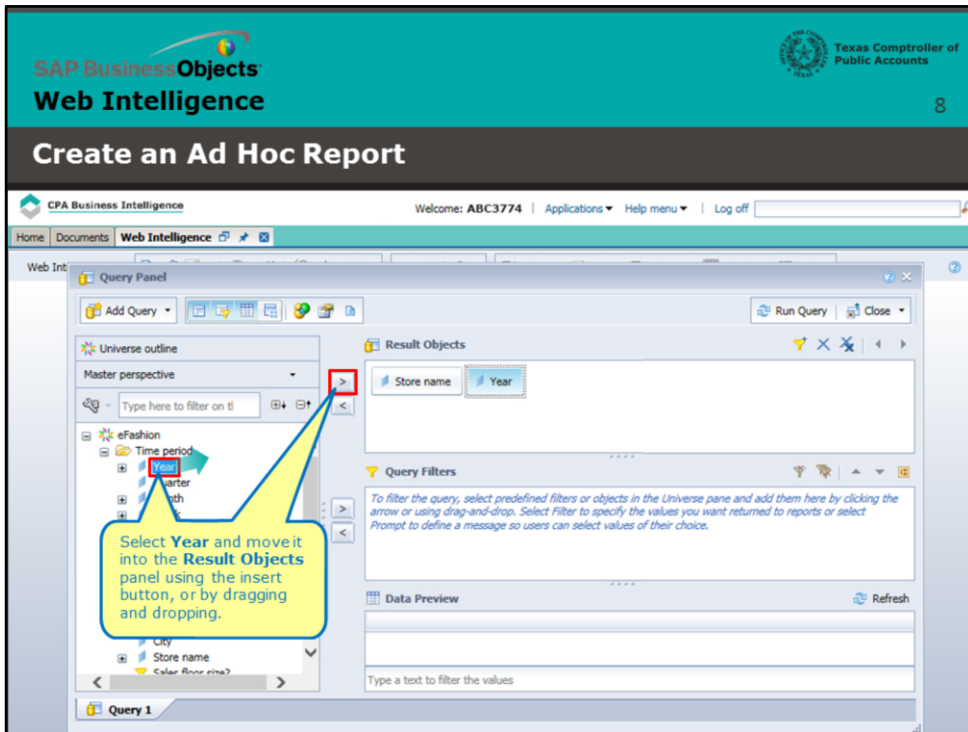
In this example, we'll build the query for a report that displays store name, year, quarter and sales revenue.

Page 7 – The Query Panel

After we have selected a data source, the query panel opens. The Universe outline panel, on the left side of the query panel, displays a list of all the objects available in the data source. We can select the objects from here and move them into the Result Objects text box to build a query.

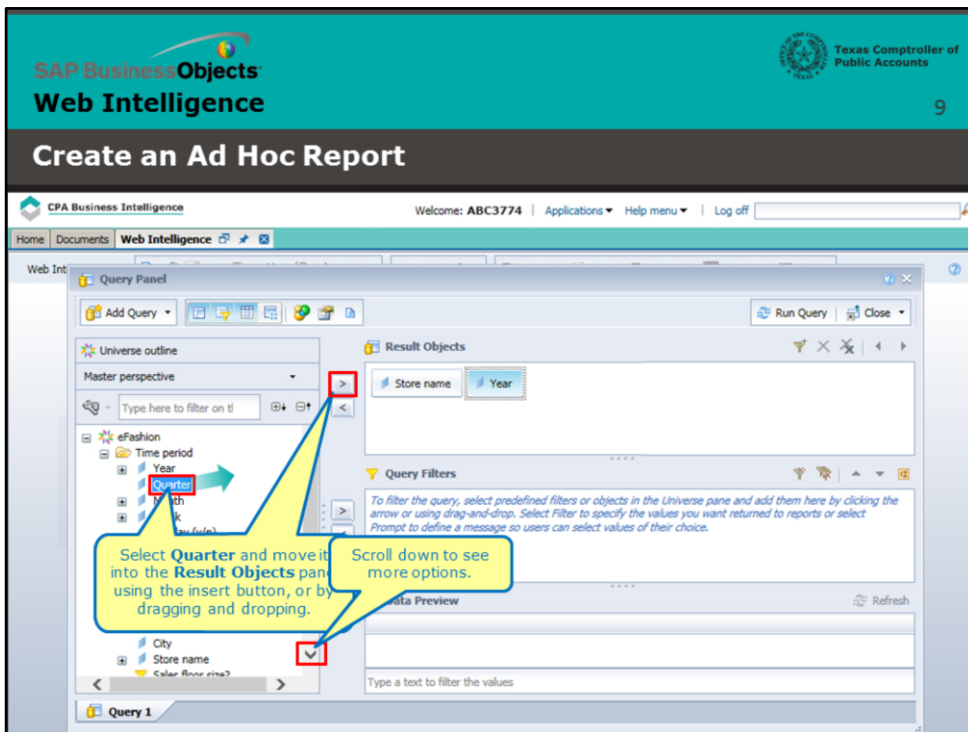
In this example, we'll build the query for a report that displays store name, year, quarter and sales revenue.

Select **Store name** and move it into the **Result Objects** panel using the insert button, or by dragging and dropping.



Page 8 – Define Query Result Objects

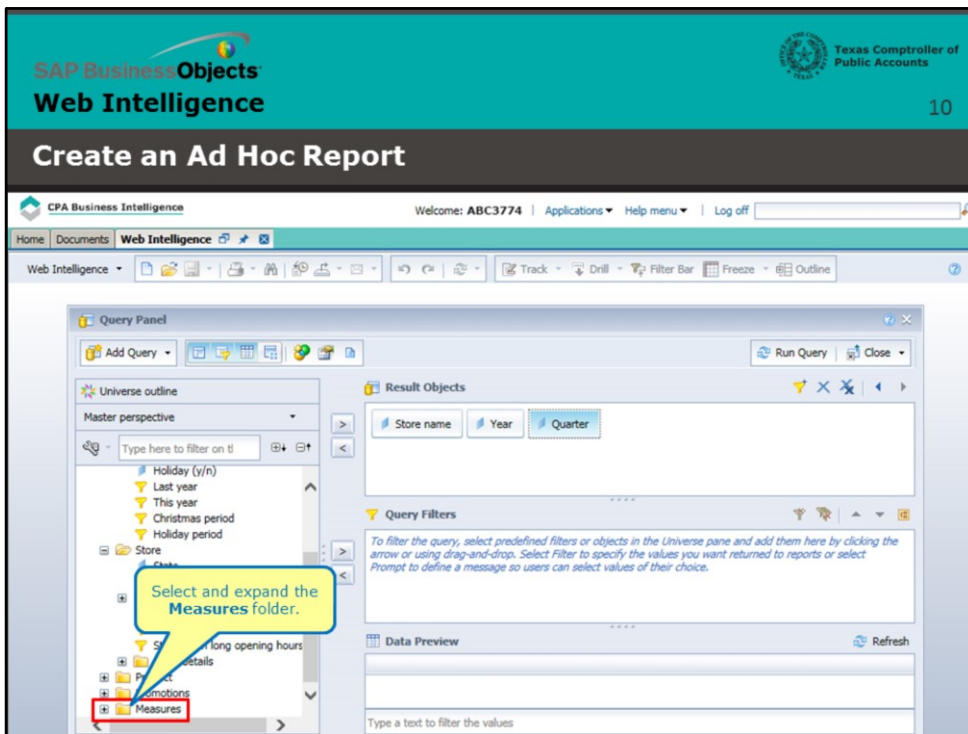
Select **Year** and move it into the **Result Objects** panel using the insert button, or by dragging and dropping.



Page 9 – Define Query Result Objects (continued)

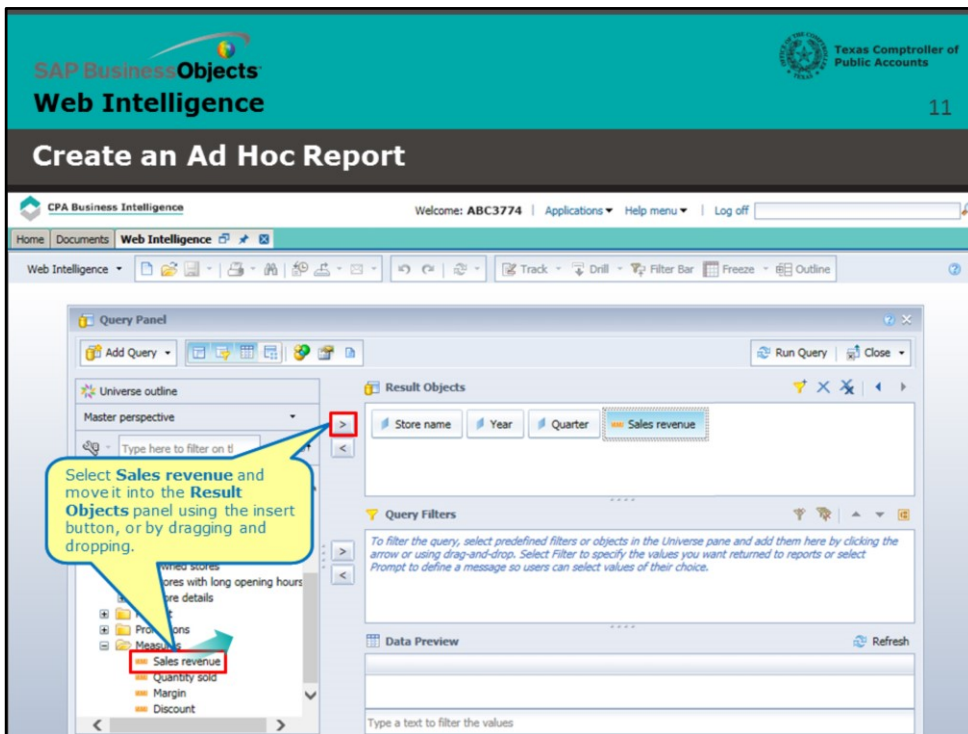
Select **Quarter** and move it into the **Result Objects** panel using the insert button, or by dragging and dropping.

Scroll down to see more options.



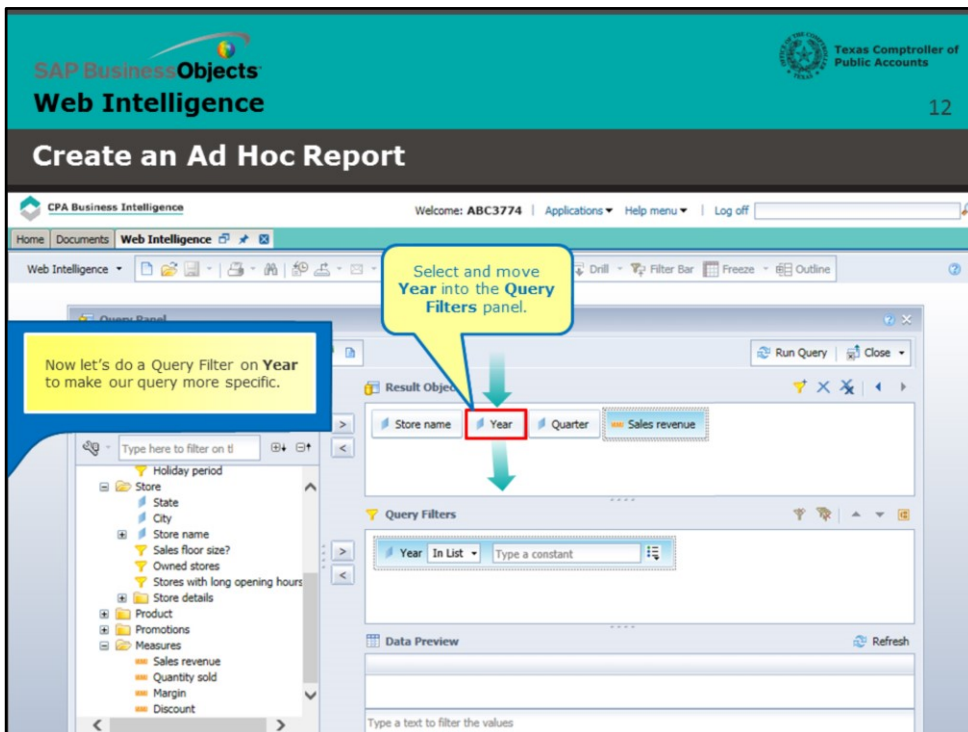
Page 10 – Define Query Result Objects (continued)

Select and expand the **Measures** folder.



Page 11 – Define Query Result Objects (continued)

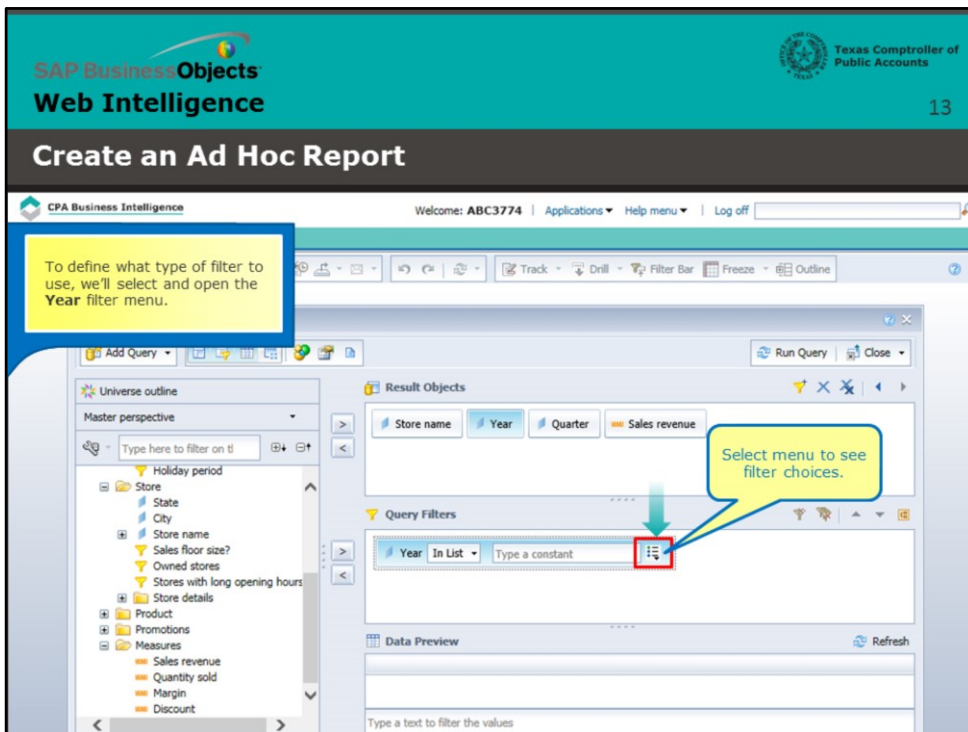
Select **Sales revenue** and move it into the **Result Objects** panel using the insert button, or by dragging and dropping.



Page 12 – Filter the Query

Now let's do a Query Filter on **Year** to make our query more specific.

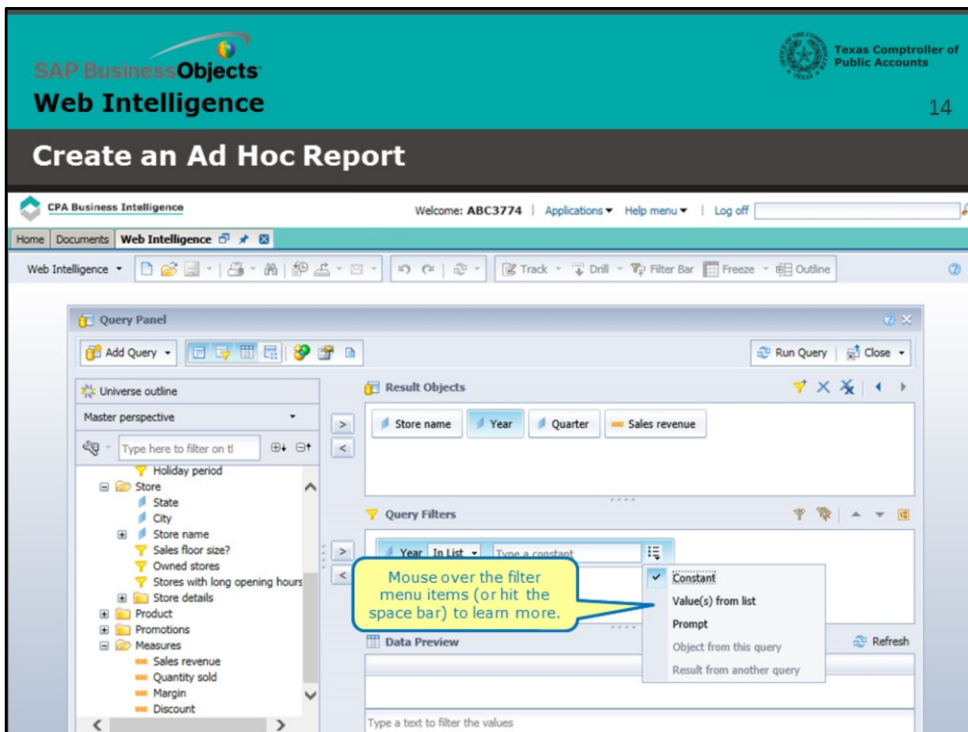
Select and move **Year** into the **Query Filters** panel.



Page 13 – Define the Filter

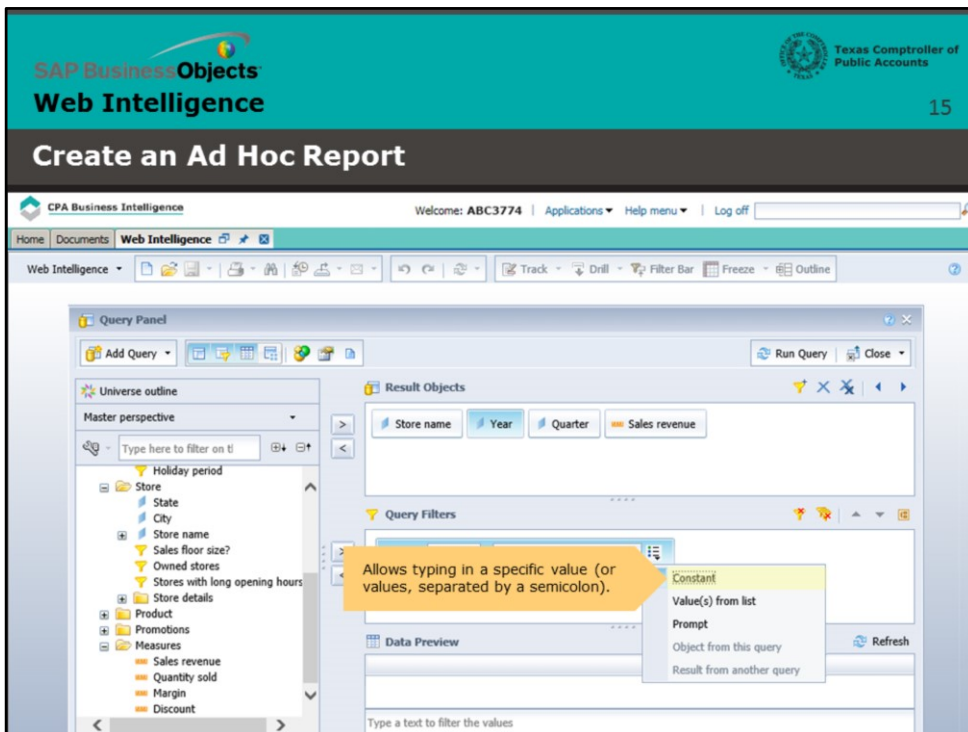
To define what type of filter to use, we'll select and open the **Year** filter menu.

Select menu to see filter choices.



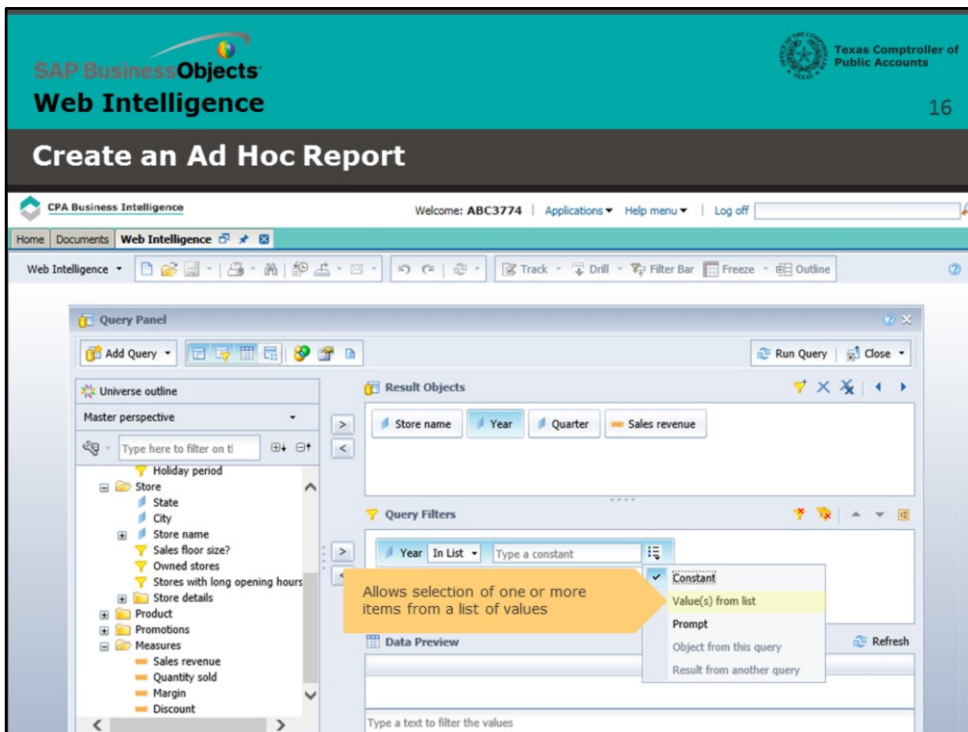
Page 14 – Define the Filter (continued)

Mouse over the filter menu items (or hit the space bar) to learn more.



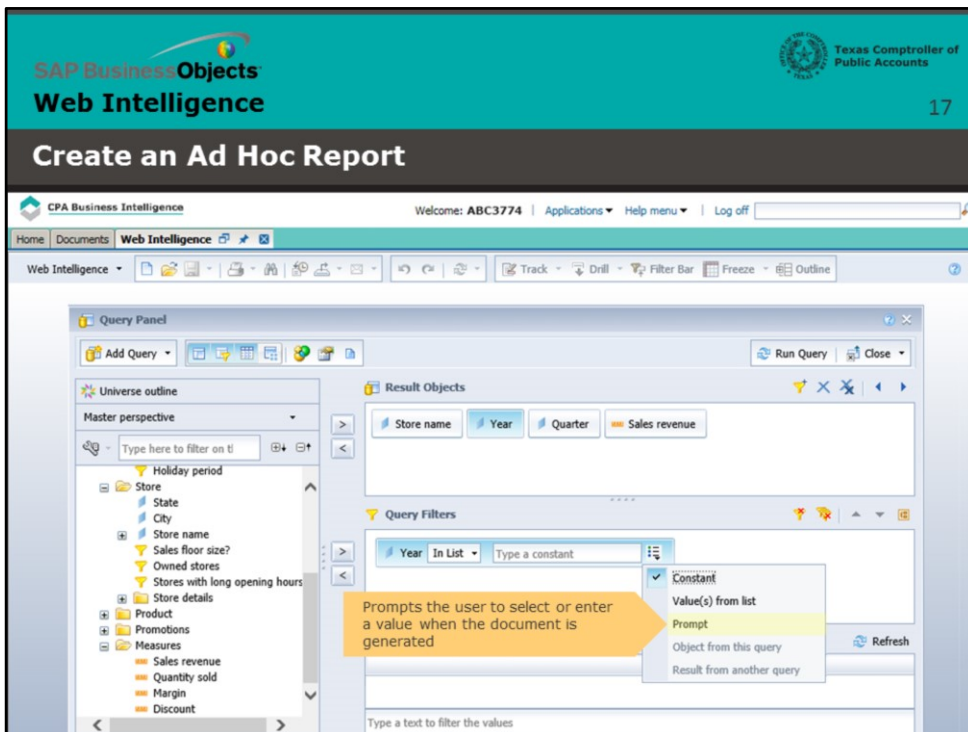
Page 15 – Filter Definitions

Constant: Allows typing in a specific value (or values, separated by a semicolon)



Page 16 – Filter Definitions (continued)

Value(s) from list: Allows selection of one or more items from a list of values



Page 17 – Filter Definitions (continued)

Prompt: Prompts the user to select or enter a value when the document is generated

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CPA Business Intelligence

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

Home Documents **Web Intelligence**

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

Query Panel

Add Query ▾
Run Query | Close ▾

Universe outline
 Master perspective
 Type here to filter on:

- ⊖ Holiday period
 - Store
 - State
 - City
 - Store name
 - Sales floor size?
 - Owned stores
 - Stores with long opening hours
- ⊖ Store details
- ⊖ Product
- ⊖ Promotions
- ⊖ Measures
 - Sales revenue
 - Quantity sold
 - Margin
 - Discount

Result Objects

>
<

Store name
Year
Quarter
Sales revenue

Query Filters

>
<

Year
In List ▾
Type a constant

☒ Constant
☐ Value(s) from list
☐ Prompt
☐ Object from this query
☐ Result from another query

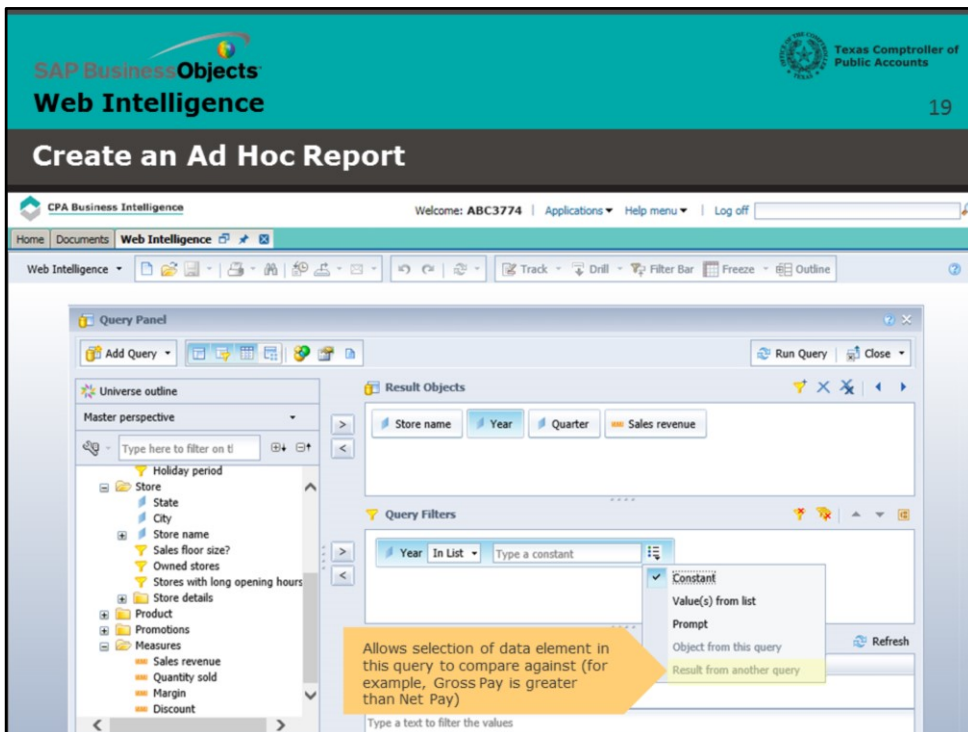
Allows selection of data element in another query to compare against (for example, Gross Pay is greater than Net Pay)

Refresh

Type a text to filter the values

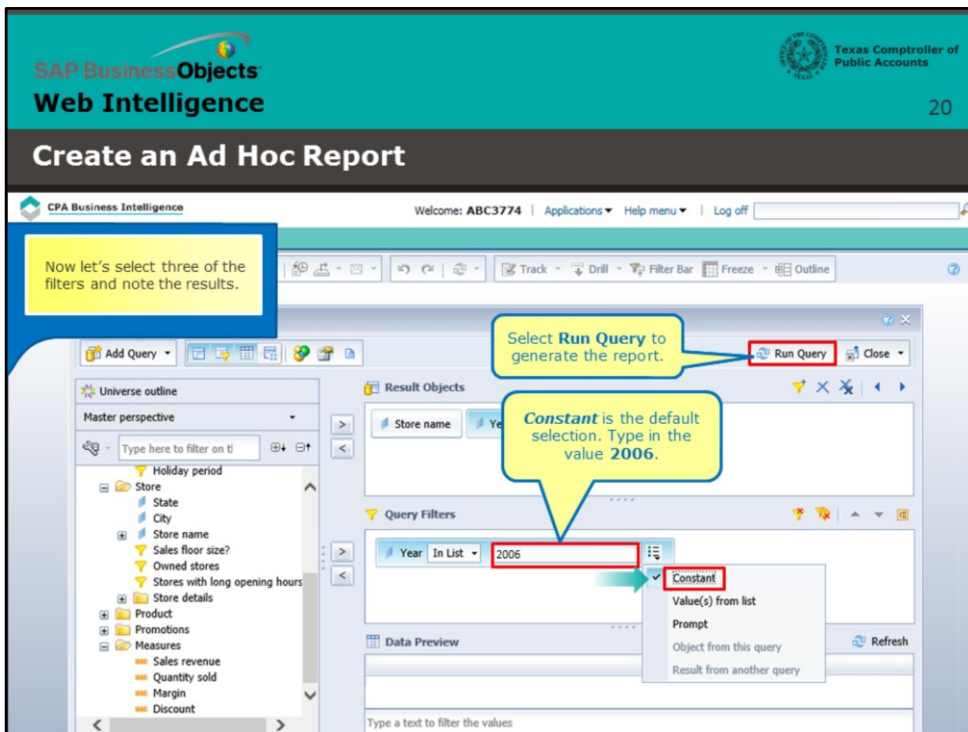
Page 18 – Filter Definitions (continued)

Object from this query: Allows selection of data element in another query to compare against (for example, Gross Pay is greater than Net Pay)



Page 19 – Filter Definitions (continued)

Result from another query: Allows selection of data element in this query to compare against (for example, Gross Pay is greater than Net Pay)



Page 20 – The *Constant* Filter

Now let's select three of the filters and note the results. Select

Run Query to generate a report.

Constant is the default selection. Type in the value **2006**.

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Home Documents New Document

File Properties

Report Elements Formatting Data Access Analysis Page Setup

Reading Design

Tables Cell Section Chart Other

Tools Position Linking

Available Objects

Type here to filter tree

New Document

Quarter

Store name

Year

Sales revenue

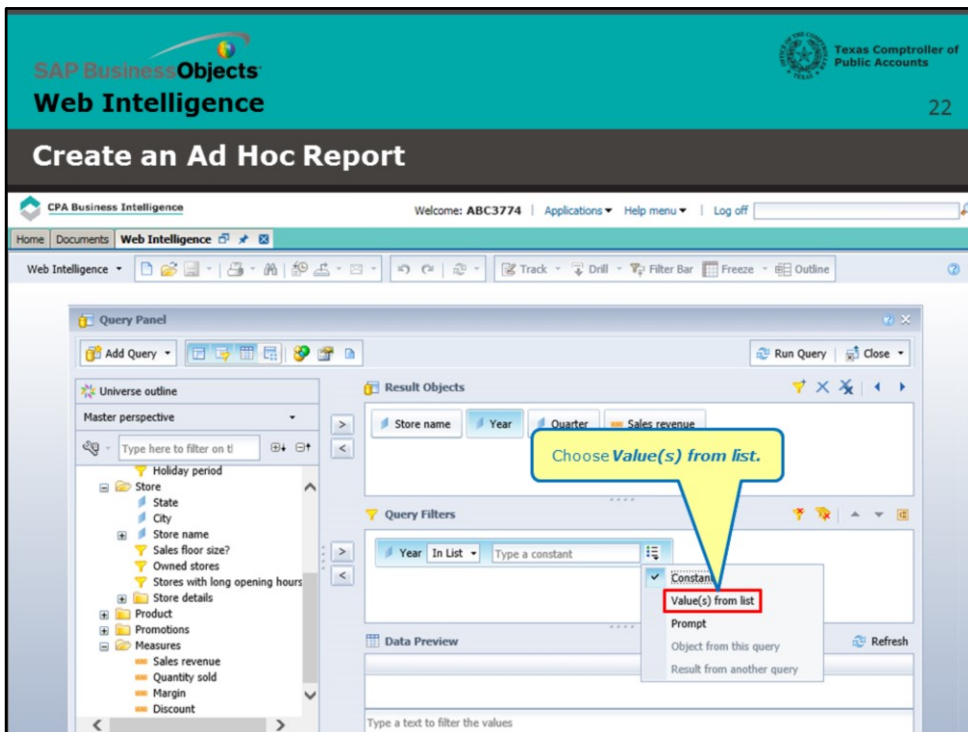
Variables

Report 1

Store name	Year	Quarter	Sales revenue
e-Fashion Au	2006	Q1	\$314,430
e-Fashion Au	2006	Q2	\$273,608
e-Fashion Au	2006	Q3	\$294,798
e-Fashion Au	2006	Q4	\$252,644
e-Fashion Bo	2006	Q1	\$220,301
e-Fashion Bo	2006	Q2	\$220,528
e-Fashion Bo	2006	Q3	\$237,464
e-Fashion Bo	2006	Q4	\$208,877
e-Fashion Ch	2006	Q1	\$255,658

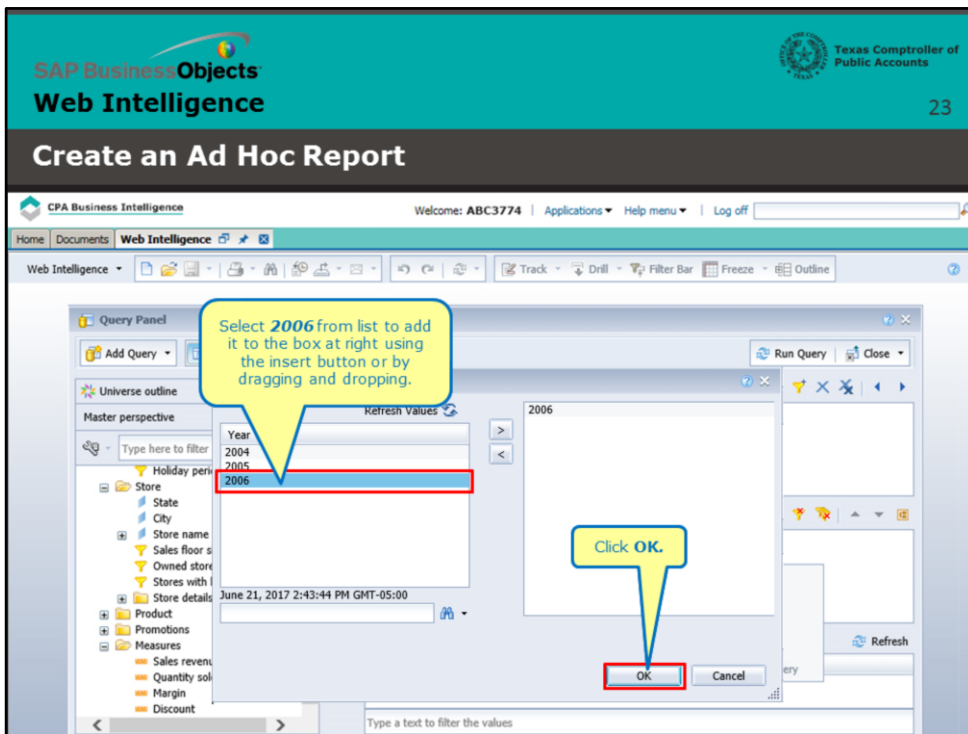
Report 1

Page 21 – The *Constant* Filter: Report Results



Page 22 – The *Value(s) from List* Filter

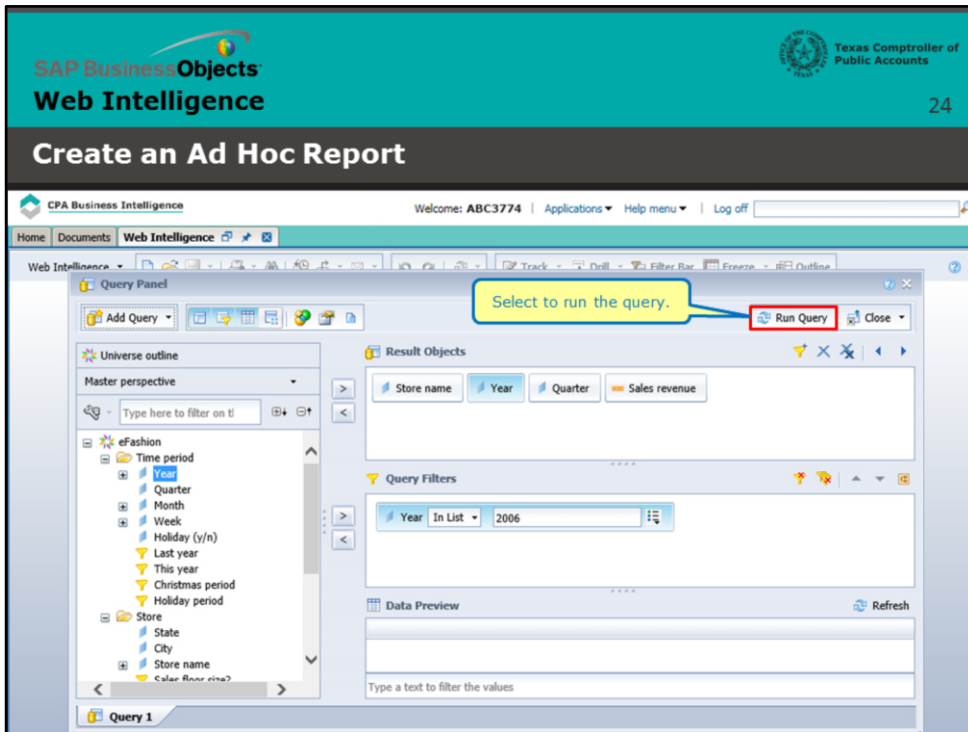
Choose ***Value(s) from list.***



Page 23 – Choose from the Year List

Select **2006** from list to add it to the box at right using the insert button or by dragging and dropping.


Click **OK**.



Page 24 – Run the Query

Select to run the query.

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Home Documents **New Document**

File Properties

Report Elements

Formatting

Data Access

Analysis

Page Setup

Reading ▾

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Table Layout

Behaviors

Turn Into ▾

Set as section

Break ▾

Insert ▾

Header ▾

Available Objects

Type here to filter tree

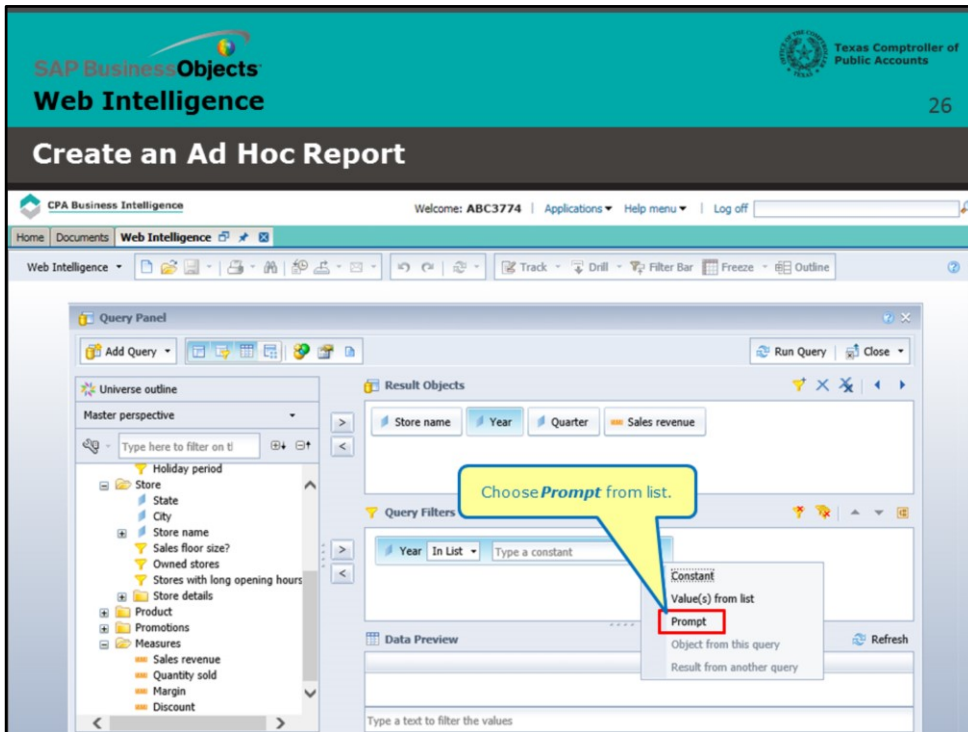
 New Document
 Quarter
 Store name
 Year
 Sales revenue
 Variables

Arranged by Alphabetic order ▾

Report 1

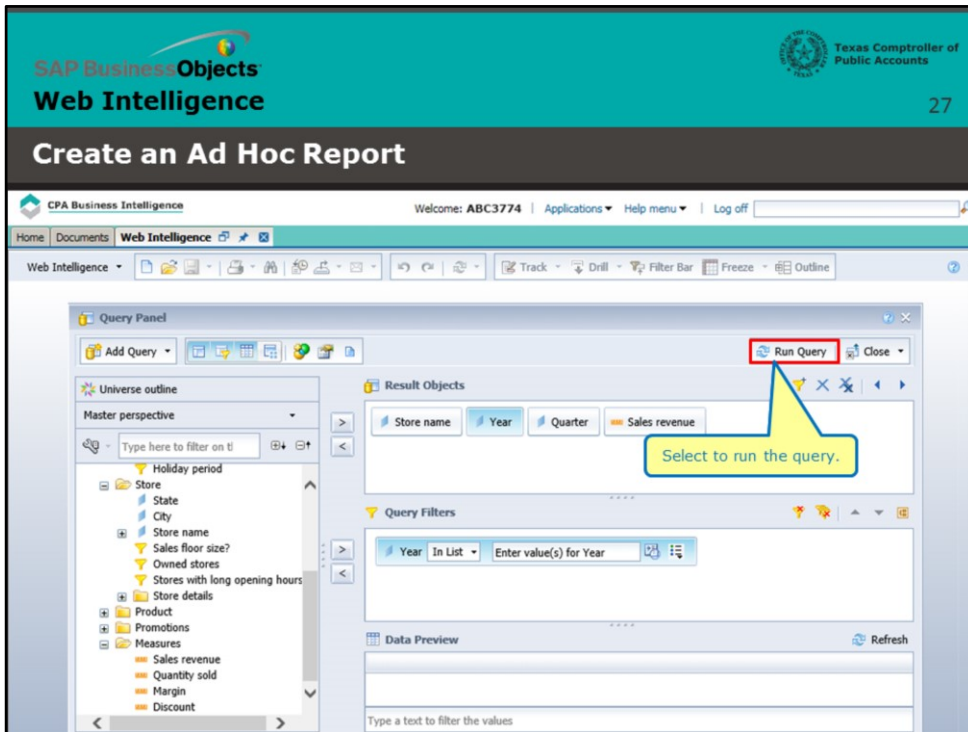
Store name	Year	Quarter	Sales revenue
e-Fashion Austin	2006	Q1	\$314,430
e-Fashion Austin	2006	Q2	\$273,608
e-Fashion Austin	2006	Q3	\$294,798
e-Fashion Austin	2006	Q4	\$252,644
e-Fashion Boston Newbury	2006	Q1	\$220,301
e-Fashion Boston Newbury	2006	Q2	\$220,528
e-Fashion Boston Newbury	2006	Q3	\$237,464
e-Fashion Boston Newbury	2006	Q4	\$208,877
e-Fashion Chicago 33rd	2006	Q1	\$255,658

Page 25 – The *Value(s) from List Filter*: Report Results



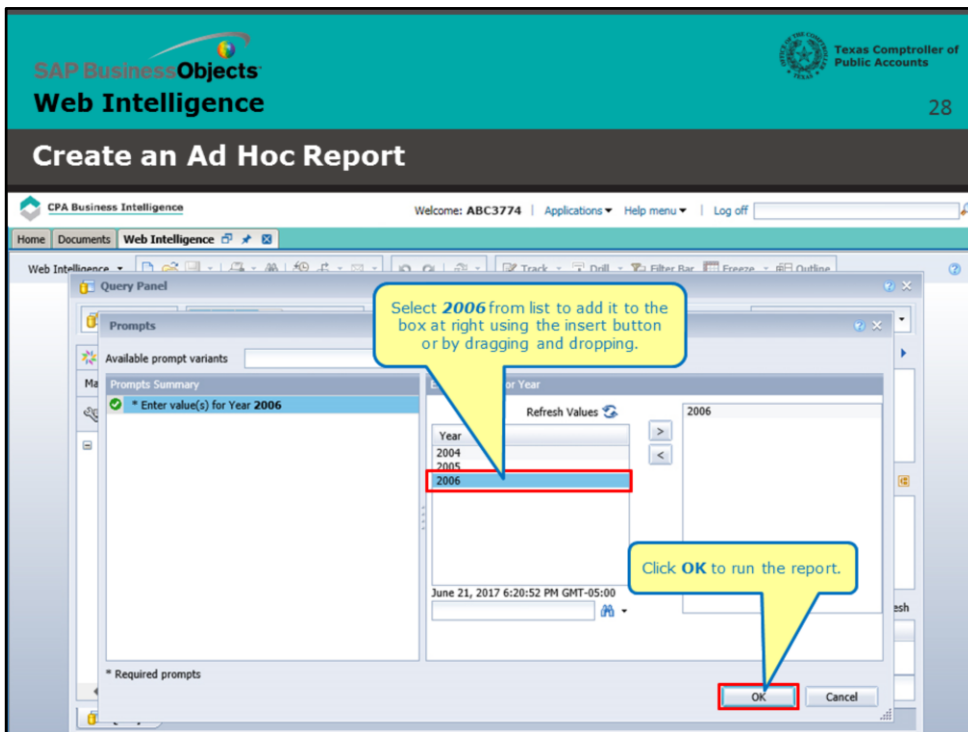
Page 26 – The *Prompt* Filter

Choose *Prompt* from list.



Page 27 – Run the Query

Select to run the query.



Page 28 – Choose from the Year List

Select **2006** from list to add it to the box at right using the insert button or by dragging and dropping.

Click **OK** to run the report.

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Create an Ad Hoc Report

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Home Documents **New Document**

File Properties

Report Elements

Formatting

Data Access

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Page Setup

Reading

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Table Layout

Behaviors

Available Objects
 Type here to filter tree
 New Document
 Quarter
 Store name
 Year
 Sales revenue
 Variables



=NameOf([Store name])

Report 1

Store name	Year	Quarter	Sales revenue
e-Fashion Austin	2006	Q1	\$314,430
e-Fashion Austin	2006	Q2	\$273,608
e-Fashion Austin	2006	Q3	\$294,798
e-Fashion Austin	2006	Q4	\$252,644
e-Fashion Boston Newbury	2006	Q1	\$220,301
e-Fashion Boston Newbury	2006	Q2	\$220,528
e-Fashion Boston Newbury	2006	Q3	\$237,464
e-Fashion Boston Newbury	2006	Q4	\$208,877
e-Fashion Chicano 33rd	2006	Q1	\$255,658

Arranged by Alphabetic order

Page 29 – The *Prompt* Filter: Report Results


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Create a Query

This concludes this lesson.

Additional Tutorials

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Page 30 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials