

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 – Duplicate a Report Object

Once you have created a table or chart in your report with the appropriate dimensions and measures, you can copy that report object and then make changes to the duplicate. The data that displays in the duplicate depends on how the report is organized and at what level the object is copied.

In this tutorial, you will copy the table in a report and then convert the duplicate table into a chart.

	nce			Public Accounts
Duplicate a	Report	Object		
CPA Business Intelligence		Welcome: Al	BC3774 Appl	lications ▼ Help menu ▼ Log off
Type here to filter tree Gasta SalesByQuarter 2 State State State Store name Year Sales revenue	• ⊠ •	Report 🕞 Duplicate Report 🛛	Report	Let's duplicate a table in a report and then convert the duplicate into a chart. Note that the report is set up to display state, store name and sales revenue, broken into sections by year.
B > Variables Sales Tax	State	Store name S	Sales revenue	Ľ
	California	e-Fashion Los Angeles	\$982,637	
	California	e-Fashion San Francisco	\$721,574	
	Colorado	e-Fashion Colorado Spring	\$448,302	
	DC	e-Fashion Washington Tol	\$693,211	
	Florida	e-Fashion Miami Sundanc	\$405,985	· · ·
	Illinois	e-Fashion Chicago 33rd	\$737,914	
	Massachusetts	e-Fashion Boston Newbur	\$238.819	, , , , , , , , , , , , , , , , , , ,

Page 3 – Duplicate a Table

Let's duplicate a table in a report and then convert the duplicate into a chart. Note that the report is set up to display state, store name and sales revenue, broken into sections by year.

Click the top border of the table.

SAP BusinessOf Web Intellig	-				Texas Comptroller of Public Accounts
Duplicate a	Report	Object			
CPA Business Intelligence		Welcome: A	ABC3774 Applications	▼ Help menu ▼ Log o	ff 🔤
Home Documents SalesByQuarter	2 🗗 🖈 🖾				
File Properties	Re	port Elements Formatting	Data Access Analysis	s Page Setup	Reading - Design -
		Report Move R	leport Page Header	Footer Scal	e to Page Margins Display
Control de		venue by Quarte	then click duplicate	CTRL key, and drag a to the right.	
🗆 🖂 🗁 Variables	State	Store name	Sales revenue		•
Sales Tax	State	Store manne	Sales revenue		
Sales Tax	California	e-Fashion Los Angeles	\$982,637		
Sales Tax					
Sales Tax	California	e-Fashion Los Angeles	\$982,637		
Sales Tax	California California	e-Fashion Los Angeles e-Fashion San Francisco	\$982,637 \$721,574		
Sales Tax	California California Colorado	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç	\$982,637 \$721,574 \$448,302		
Sales Tax	California California Colorado DC	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç e-Fashion Washington Tol	\$982,637 \$721,574 \$448,302 \$693,211		

Page 4 – Duplicate a Table (continued)

We can copy and paste the object, or we can hold down the CTRL key and drag and drop the object to duplicate it.

Hold the CTRL key, then click and drag a duplicate to the right.

SAP BusinessOb	jects					exas Comptroll ublic Accounts	er of
Web Intellige							5
Duplicate a	Report	Object					
CPA Business Intelligence		Welcome: A	ABC3774 Applic	ations - Help menu	▼ Log off		
Home Documents SalesByQuarter	2 🗗 🖈 🖾						
File Properties	Rec	oort Elements Formatting	Data Access A	nalysis Page Set	tup	Reading - [Design
		Move R		leader Footer	Scale to Page Margins	Display	
The duplicate object is			R Portrait		Width: automatic Height		_
Let's turn the duplicate object is original version, so we Let's turn the duplicate Store name Year Safes revenue Wariables	e can change it a e table into a co	as desired.			Click the b the duplica		
original version, so we Let's turn the duplicate Store name Vear Sales revenue Sales revenue Sales rax	e can change it a e table into a co Salles Rev	as desired.		State	Click the b the duplica		•
original version, so we Let's turn the duplicate Store name ¥ Store name ¥ Vear ■ Sales revenue ■ Sales revenue ■ Sales rax	can change it a a table into a co Sales Rev 2004	Jumn chart.	r	State California	Click the b the duplica	ate table.	
original version, so we Let's turn the duplicate Store name Vear Sales revenue ≅ Sales revenue Sales rax	can change it a a table into a co Salles Rev 2004 State	Jumn chart.	Sales revenue		Click the the duplica	ate table. Sales revenue	2
original version, so we Let's turn the duplicate Store name Vear Sales revenue ≅ Sales revenue Sales rax	can change it a a table into a co Sales Rev 2004 <u>State</u> California	venue by Quarte	Sales revenue \$982,637	California	Click the the duplication of the state of th	sales revenue \$982,637	
original version, so we Let's turn the duplicate Store name Vear Sales revenue ≅ Sales revenue Sales rax	can change it a a table into a co Sales Rev 2004 State California California	Vernue by Quarte	Sales revenue \$992,637 \$721,574	California California	Click the t the duplica Store name S e-Fashion Los Angeles e-Fashion San Francisco	ste table. Sales revenue \$982,637 \$721,574	
original version, so we Let's turn the duplicate Store name ¥ Store name ¥ Vear ■ Sales revenue ■ Sales revenue ■ Sales rax	can change it a a table into a co Sales Kev 2004 State California California Colorado	Store name e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Spring	Sales revenue \$982,637 \$721,574 \$48,302	California California Colorado	Click the t the duplica e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç	Sales revenue \$982,637 \$721,574 \$448,302	•
original version, so we Let's turn the duplicate Store name Year Sales revenue Big Cyntables	can change it a e table into a co Salles Rev 2004 State California California Colorado DC	Store name e-Fashion Los Angeles e-Fashion Colorado Sprinç e-Fashion Colorado Sprinç e-Fashion Colorado Sprinç	Sales revenue \$982,637 \$721,574 \$448,302 \$693,211	California California Colorado DC	Cilck the the duplication of the	sales revenue \$982,637 \$721,574 \$448,302 \$693,211	P

Page 5 – Turn Table Into a Chart

The duplicate object is not connected to the original version, so we can change it as desired.

Let's turn the duplicate table into a column chart.

Click the border of the duplicate table.

SAP BusinessObjects Web Intelligence 6								
Web Intellige	ence						Ь	
Duplicate a	Report	Object						
CPA Business Intelligence		Welcome: A	ABC3774 Applic	ations 👻 Help menu	✓ Log off			
Home Documents SalesByQuarter	2 🗗 🖈 🛽							
File Properties	Rep	oort Elements Formatting	Data Access A	nalysis Page Set	tup	Reading 👻 🕻	Design	
D 🧀 🗐 • 🍊 • M 🌮 📇	t • 🖂 • Repo	ort Rename Report Move R	eport Page H	leader Footer	Scale to Page Margins	s Display		
ッペーメ D D X P		I R	R Portrait	- A4 -	• Width: automatic • Heig	ht: automatic •	Scale:	
Available Objects • « Type here to filter tree SalesByQuarter 2	fx ≝ × ✓ efashion.co	Click the Report					_	
Quarter State Store name Year Sales revenue	Sales Rev 2004	Elements tab.	r					
Quarter State Store name Year Sales revenue Wariables wisables Tax			Sales revenue	State	Store name	Sales revenue		
Quarter State Store name Year Sales revenue Wariables wisables Tax	2004	venue by Quarte		State California	Store name e-Fashion Los Angeles	Sales revenue \$982,637		
Quarter State Store name Year Sales revenue Wariables wasales Tax	2004 State	venue by Quarte	Sales revenue					
Quarter State Store name Year Sales revenue Wariables wasales Tax	2004 State California	Venue by Quarte	Sales revenue \$982,637	California	e-Fashion Los Angeles	\$982,637		
Quarter State Store name Year Sales revenue Wariables wasales Tax	2004 State California California	e-Fashion Los Angeles e-Fashion San Francisco	Sales revenue \$982,637 \$721,574	California California	e-Fashion Los Angeles e-Fashion San Francisco	\$982,637 \$721,574		
Quarter State Store name Year Sales revenue Wariables wisables Tax	2004 State California California Colorado	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Spring	Sales revenue \$982,637 \$721,574 \$448,302	California California Colorado	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç	\$982,637 \$721,574 \$448,302	•	
Quarter Quarter State State Store name Ver Sales revenue Comparison Variables	2004 State California California Colorado DC	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç e-Fashion Vashington Tol	Sales revenue \$982,637 \$721,574 \$448,302 \$693,211	California California Colorado DC	e-Fashion Los Angeles e-Fashion San Francisco e-Fashion Colorado Sprinç e-Fashion Washington Tol	\$982,637 \$721,574 \$448,302 \$693,211	•	

Page 6 – Turn Table Into a Chart (continued)

Click the **Report Elements** tab.

SAP Business Ot	ojects [.]					Texas Comptroll Public Accounts	
Web Intellig	ence						7
Duplicate a	Report	Object					
CPA Business Intelligence		Welcome:	ABC3774 Applic	ations 🕶 Help menu	✓ Log off		_
Home Documents SalesByQuarter	2 🗗 🖈 🖾						
File Properties Image: Second state of the secon	fx ≝ × ✓ efashion.com	ш • 💼 • 🖺 • 🛄 •	st Other	Turn Into • 🛗 S	up Table Layou et as section Table Layou - Break • he Turn Into list.	t Behaviors	eader
Sales Tax	State	Store name	Sales revenue	State	Store name	Sales revenue	
	California	e-Fashion Los Angeles	\$982,637	California	e-Fashion Los Angeles	\$982,637	
	California	e-Fashion San Francisco	\$721,574	California	e-Fashion San Francisco	\$721,574	
	Colorado	e-Fashion Colorado Spring	\$448,302	Colorado	e-Fashion Colorado Spring	\$448,302	
	DC	e-Fashion Washington Tol	\$693,211	DC	e-Fashion Washington Tol	\$693,211	
	Florida	e-Fashion Miami Sundanc	\$405,985	Florida	e-Fashion Miami Sundanc	\$405,985	ľ
		- Franklan Ablance Abla	\$737,914	Illinois	e-Fashion Chicago 33rd	\$737,914	I
	Illinois	e-Fashion Chicago 33rd	\$151,814		e i asilion chicago cola	0101,014	

Page 7 – Turn Table Into a Chart (continued)

Click the **Turn Into** list.

SAP BusinessOb Web Intellige					0	Texas Comptroll Public Accounts	
Duplicate a	Report	Object					
CPA Business Intelligence Home Documents SalesByQuarter	2-2-4-20	Welcome:	ABC3774 Applicat	ions▼ Help menu	▼ Log off		
Image: Constraint of the second se	Image: Second secon	enue by Quarte	x · @ · [1] 	um Into Um Into Um In	ons Ctrl+Shift+T	Insert • III H	ieader
Sales Tax	State	Store name e-Fashion Los Angeles	Sales revenue \$982,637	State	e-Fashion Los Angeles	Sales revenue \$982.637	
	California	e-Fashion San Francisco	\$721,574	California	e-Fashion San Francisco	\$982,037	
	Colorado	e-Fashion Colorado Spring	\$448.302	Colorado	e-Fashion Colorado Spring	\$448,302	
	DC	e-Fashion Washington Tol	\$693.211	DC	e-Fashion Washington Tol	\$693.211	
	Florida	e-Fashion Miami Sundanc	\$405,985	Florida	e-Fashion Miami Sundanc	\$405,985	•
	Illinois	e-Fashion Chicago 33rd	\$737,914	Illinois	e-Fashion Chicago 33rd	\$737,914	
	Massachusetts	e-Fashion Boston Newbur	\$238.819	Massachusetts	e-Fashion Boston Newbur	\$238,819	>

Page 8 – Turn Table Into a Chart (continued)

Select Column Chart.

SAP BusinessOb Web Intellige	-			Texas Comptroller o Public Accounts
Duplicate a	Report	Object		
CPA Business Intelligence		Welcome: A	ABC3774 Applic	bplications ▼ Help menu ▼ Log off
Home Documents SalesByQuarter	2 🗗 🖈 😫			
File Properties	Reg	ort Elements Formatting	Data Access	Analysis Page Setup Reading - Design -
	abl		art Other	Tools Position Linking Behaviors
Quarter State Store name Year Sales revenue	Sales Rev 2004	venue by Quarte	r	Scroll down.
Sales Tax	State	Store name	Sales revenue	\$1,500,000 -
B	California	e-Fashion Los Angeles	\$982,637	7
	California	e-Fashion San Francisco	\$721,574	4
	Colorado	e-Fashion Colorado Spring	\$448,302	
	Colorado DC	e-Fashion Colorado Sprinç e-Fashion Washington Tol	\$448,302 \$693,211	
				All Measures
	DC	e-Fashion Washington Tol	\$693,211	All Measures

Page 9 – Turn Table Into a Chart (continued)

Now we'll scroll down to review the results of our changes.

Scroll down.

SAP BusinessO	ojects			Texas Comptroli Public Accounts	er of
Web Intellig	ence				10
Duplicate a	Report	Object			
CPA Business Intelligence		Welcome:	ABC3774 Applica	cations ▼ Help menu ▼ Log off	-
Home Documents SalesByQuarte	r2 🗗 🖈 🖾				
File Properties	Reg	oort Elements Formatting	Data Access A	Analysis Page Setup Reading - Desi	gn -
	Tab	es Cell Section Ch	art Other	Tools Position Linking Behaviors	
		ш·ш·н·	🗟 • 🕲 • 📑	Turn Into 🔹 👘 Set as section 📑 🖬 Hide 🔹 🕌 Page Break 🔹	R
Note that a unique ch has been added for each		I		J	*
section.		e-Fashion Chicago 33rd	\$737,914	Sak	
	husetts	e-Fashion Boston Newbur	\$238,819	\$500,000 -	1
State	New York	e-Fashion New York 5th	\$644,635		
(?) Store name Year	New York	e-Fashion New York Magn	\$1,023,061		
Sales revenue	Texas	e-Fashion Austin	\$561,123	\$0 - State / Store name	
Sales Tax	Texas	e-Fashion Dallas	\$427,245		-
	Texas	e-Fashion Houston	\$529,079		
	Texas	e-Fashion Houston Leighte	\$682,231		
	2005		i		
	State	Store name	Sales revenue	\$2,000,000 -	•
	California	e-Fashion Los Angeles	\$1,581,616		
	California	e-Fashion San Francisco	\$1,201,064	\$4.500.000	
Arranged by Alphabetic order	<				>

Page 10 – Turn Table Into a Chart (continued)

Note that a unique chart has been added for each section.



Page 11 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

