



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

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.

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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.



SAP BusinessObjects
Web Intelligence



Texas Comptroller of
Public Accounts

Duplicate a Report Object

CPA Business Intelligence

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

Home Documents SalesByQuarter 2

File Properties

Type here to filter tree

- SalesByQuarter 2
 - Quarter
 - State
 - Store name
 - Year
 - Sales revenue
 - Variables
 - Sales Tax

Arranged by Alphabetic order

Report Elements Formatting Data Access

Report Rename Report Move Report Page

Add Report Duplicate Report

efashion.com

Sales Revenue by Quarter

2004

State	Store name	Sales revenue
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

Report 1

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.

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.

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Web Intelligence

Texas Comptroller of Public Accounts

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Duplicate a Report Object

CPA Business Intelligence

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Home Documents SalesByQuarter 2

File Properties

Report Elements Formatting Data Access Analysis Page Setup

Reading ▾ Design ▾

Quarter
State
Store name
Year
Sales revenue
Variables
Sales Tax

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.

Sales Revenue by Quarter

2004

State	Store name	Sales revenue
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	\$738,819

Arranged by Alphabetic order
Report 1

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.

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Web Intelligence

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Duplicate a Report Object

CPA Business Intelligence

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Home Documents **SalesByQuarter 2**

Report Elements

Formatting

Data Access

Analysis

Page Setup

Reading ▾

Design ▾

Report Rename Report Move Report

Add R Duplicate Report

Page Header Footer

Scale to Page Margins Display

Available Objects

Type here to filter tree

SalesByQuarter 2
 Quarter
 State
 Store name
 Year
 Sales revenue
 Variables
 Sales Tax

efashion.co

Sales Revenue by Quarter
2004

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
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

Arranged by Alphabetic order

Report 1

Page 6 – Turn Table Into a Chart (continued)

Click the **Report Elements** tab.

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Duplicate a Report Object

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Home
Documents
SalesByQuarter 2

File

Properties

Report Elements

Formatting

Data Access

Analysis

Page Setup

Reading ▾

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Table Layout

Behaviors

Available Objects ▾

Type here to filter tree

SalesByQuarter 2

- Quarter
- State
- Store name
- Year
- Sales revenue
- Variables
- Sales Tax

efashion.com
Sales Revenue by Quarter
2004

State	Store name	Sales revenue
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

Click the **Turn Into** list.

Arranged by Alphabetic order
Report 1

Page 7 – Turn Table Into a Chart (continued)

Click the **Turn Into** list.

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Duplicate a Report Object

CPA Business Intelligence

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Home Documents **SalesByQuarter 2**

Reporting ▾ | Table Layout ▾ | Behaviors ▾

Available Objects

Type here to filter tree

 SalesByQuarter 2
 Quarter
 State
 Store name
 Year
 Sales revenue
 Variables
 Sales Tax

Report Elements

Tables Cell Section Chart Other

Turn Into ▾

Vertical Table
 Horizontal Table
 Cross Table

Column Chart

 Line Chart
 Pie Chart
 More Transformations... Ctrl+Shift+T

efashion.com

Select Column Chart.

Sales Revenue by Quarter
2004

State	Store name	Sales revenue
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

State	Store name	Sales revenue
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 8 – Turn Table Into a Chart (continued)

Select **Column Chart**.

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Duplicate a Report Object

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Home Documents SalesByQuarter 2

File Properties

Report Elements Formatting Data Access Analysis Page Setup

Reading ▾ Design ▾

Tables Cell Section Chart Other

Tools Position Linking Behaviors

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

Quarter
State
Store name
Year
Sales revenue
Variables
Sales Tax

Sales Revenue by Quarter

2004

State	Store name	Sales revenue
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 9 – Turn Table Into a Chart (continued)

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

Scroll down.

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Duplicate a Report Object

CPA Business Intelligence

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Home

Documents

SalesByQuarter 2

File

Properties

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

- State
- Store name
- Year
- Sales revenue
- Variables
- Sales Tax

Report Elements

Formatting

Data Access

Analysis

Page Setup

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Behaviors

e-Fashion Chicago 33rd		\$737,914
e-Fashion Boston Newbur		\$238,819
New York e-Fashion New York 5th		\$644,635
New York e-Fashion New York Magr		\$1,023,061
Texas e-Fashion Austin		\$561,123
Texas e-Fashion Dallas		\$427,245
Texas e-Fashion Houston		\$529,079
Texas e-Fashion Houston Leight		\$682,231

2005

State	Store name	Sales revenue
California	e-Fashion Los Angeles	\$1,581,616
California	e-Fashion San Francisco	\$1,201,064

Arranged by Alphabetic order | Report 1

Page 10 – Turn Table Into a Chart (continued)

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

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Duplicate a Report Object
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](#)