



The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Public Accounts, Texas, seal 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
PUBLIC ACCOUNTS
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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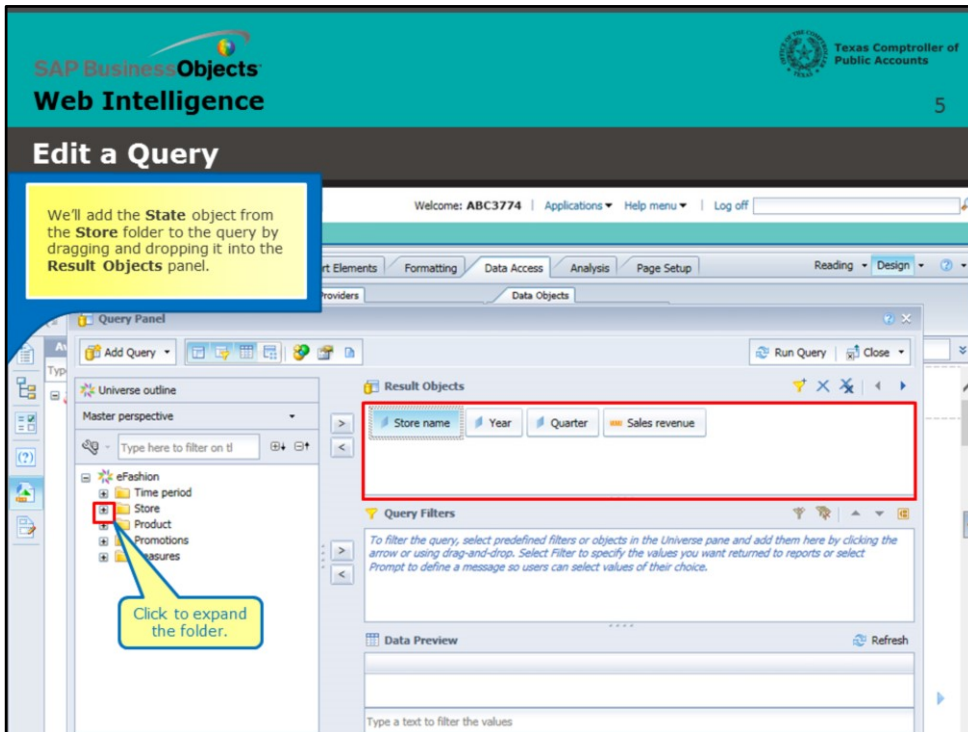
When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.



Page 2 – Edit a Query

If you want a report to include objects that are available in the data source but are not listed in the Available Objects panel, you need to modify the query.

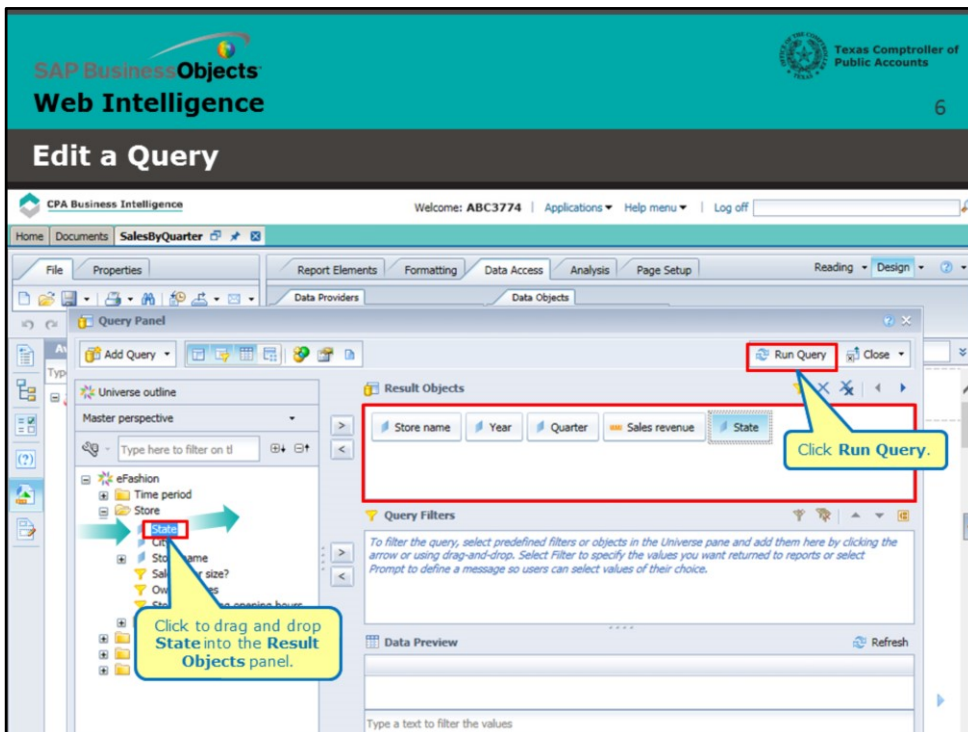
In this tutorial, you will edit a query to include an additional object and insert an additional column in the report.



Page 5 – Add a New Dimension (continued)

We'll add the **State** object from the **Store** folder to the query by dragging and dropping it into the **Result Objects** pane.

Click to expand the folder.



Page 6 – Add the State Dimension (continued)

Click to drag and drop **State** into the **Result Objects** panel. Select **Run Query**.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

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Edit a Query

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 ▾

Data Providers

Edit | Purge | Refresh | New Variable | Merge

Available Objects

Type here to filter tree

SalesByQuarter

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

The **State** column now appears to the left of the **Store name** column.

Report 1

State	Store name	Year	Quarter	Sales revenue
California	e-Fashion Lor	2004	Q1	\$308,928
California	e-Fashion Lor	2004	Q2	\$252,558
California	e-Fashion Lor	2004	Q3	\$232,327
California	e-Fashion Lor	2004	Q4	\$188,824
California	e-Fashion Lor	2005	Q1	\$398,860
California	e-Fashion Lor	2005	Q2	\$303,980
California	e-Fashion Lor	2005	Q3	\$443,591
California	e-Fashion Lor	2005	Q4	\$435,185

Page 8 – State Column Added

The **State** column now appears to the left of the **Store name** column.

Edit a Query

This concludes this lesson.

[Additional Tutorials](#)

Page 9 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)