



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. Below the header is a dark grey 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 on a desk.

CPA Business Intelligence

**OFFICE OF THE COMPTROLLER
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.

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.

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 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.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

3

Edit a Query

CPA Business Intelligence Welcome: ABC3774 | Applications | Help menu | Log off

Let's edit this query to include the **State** dimension, inserting an additional column in the report.

Click the **Data Access** tab.

Report 1

Store name	Year	Quarter	Sales revenue
e-Fashion Au	2004	Q1	\$197,891
e-Fashion Au	2004	Q2	\$154,039
e-Fashion Au	2004	Q3	\$81,982
e-Fashion Au	2004	Q4	\$127,212
e-Fashion Au	2005	Q1	\$263,162
e-Fashion Au	2005	Q2	\$240,204
e-Fashion Au	2005	Q3	\$204,691
e-Fashion Au	2005	Q4	\$295,014

Page 3 – Add a New Dimension

Let's edit this query to include the **State** dimension, inserting an additional column in the report.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

4

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 Data Objects

Edit Purge Refresh New Variable Merge

Available Objects

Type here to filter tree

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

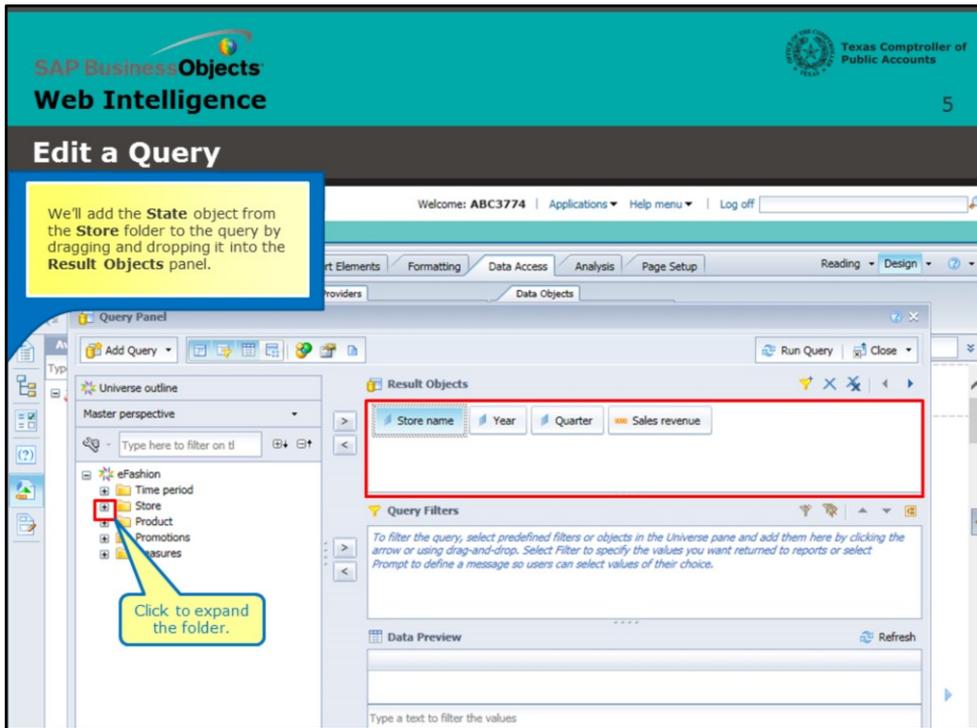
Click Edit.

Report 1

Store name	Year	Quarter	Sales revenue
e-Fashion Au	2004	Q1	\$197,891
e-Fashion Au	2004	Q2	\$154,039
e-Fashion Au	2004	Q3	\$81,982
e-Fashion Au	2004	Q4	\$127,212
e-Fashion Au	2005	Q1	\$263,162
e-Fashion Au	2005	Q2	\$240,204
e-Fashion Au	2005	Q3	\$204,691
e-Fashion Au	2005	Q4	\$295,014

Page 4 – Add a New Dimension (continued)

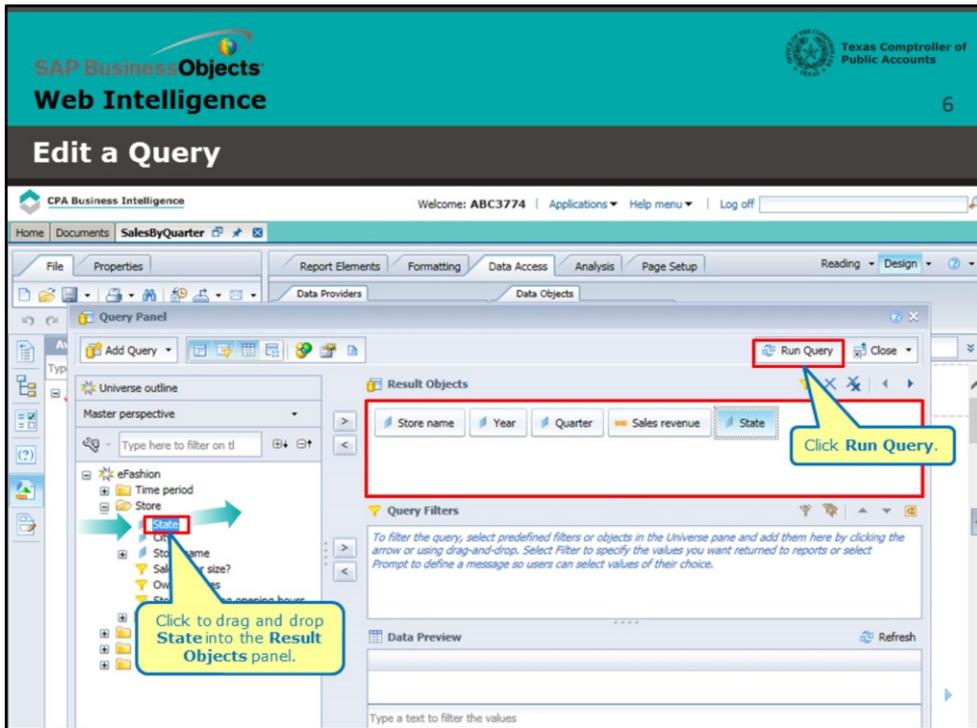
Click **Edit**.



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

7

Edit a Query

Welcome: ABC3774 | Applications | Help menu | Log off

Notice that the **State** object is now available.

Next, we will add a column for **State** to the left side of the table by dragging and dropping.

Type here to filter tree

Click to drag the **State** object to the left edge of the column header.

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 7 – State Object Now Available

Notice that the **State** object is now available.

Next, we will add a column for **State** to the left side of the table by dragging and dropping.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

8

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 Data Objects 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](#)