



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.

Run and Save a Query

When you run a query for the first time, Web Intelligence automatically creates a report based on the objects you included in the query. The order in which the objects are arranged in the result objects box in the query panel determines the order of the columns in the report.

In this tutorial, you will run a query and save a Web Intelligence document.

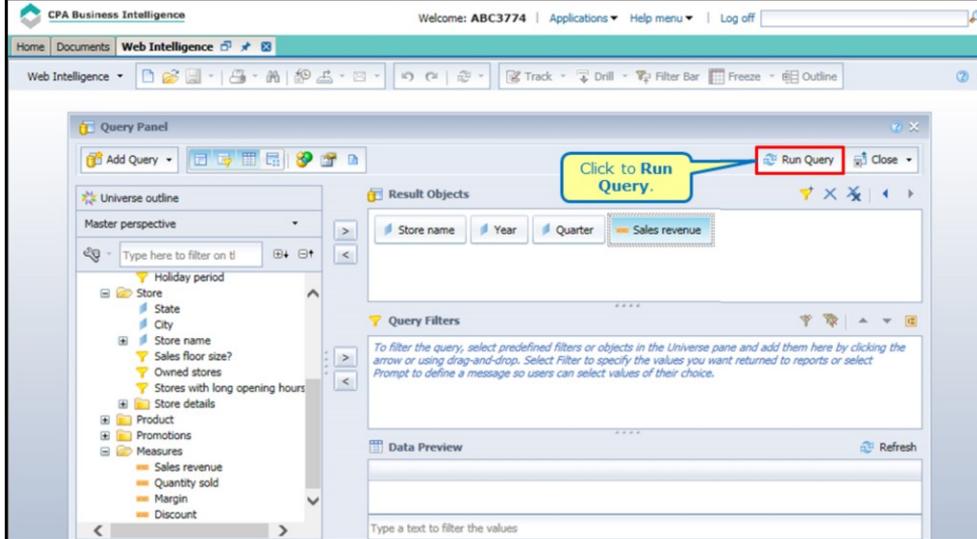


Run and Save a Query

When you run a query for the first time, Web Intelligence automatically creates a report based on the objects you included in the query. The order in which the objects are arranged in the result objects box in the query panel determines the order of the columns in the report.

In this tutorial, you will run a query and save a Web Intelligence document.

Run and Save a Query



Run the Query

The query is now complete and ready to be run.

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The objects included in the query appear as columns in the report.
 Now we'll save the document.

Click the **Save list.**

Welcome: ABC3774 | Applications | Help menu | Log off

Report Elements | Formatting | Data Access | Analysis | Page Setup | Reading | Design

Tables | Cell | Section | Chart | Other | Tools | Position | Linking

Available | Type | Quarter | Store name | Year | Sales revenue | Variables

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

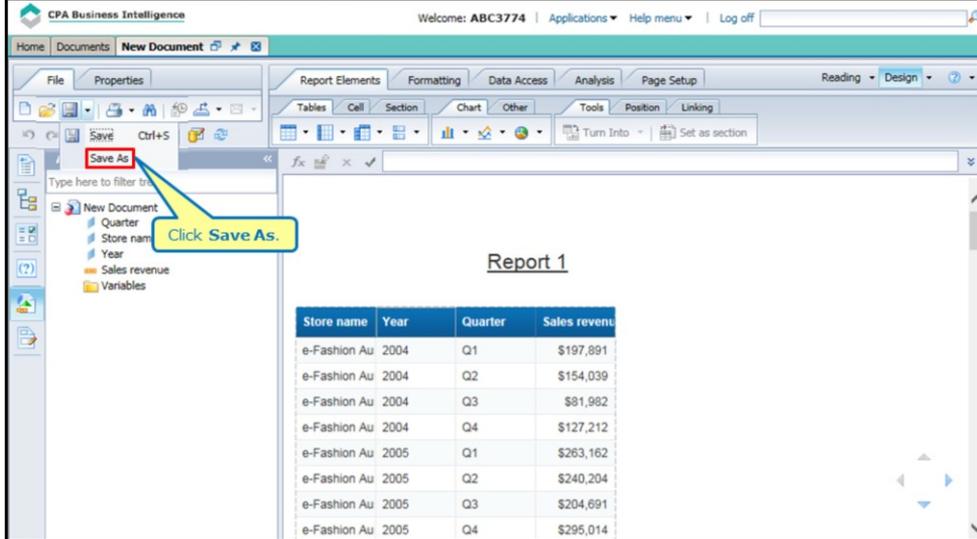
Save the Document

The objects included in the query appear as columns in the report.

Now we'll save the document.

Click the **Save** list.

Run and Save a Query



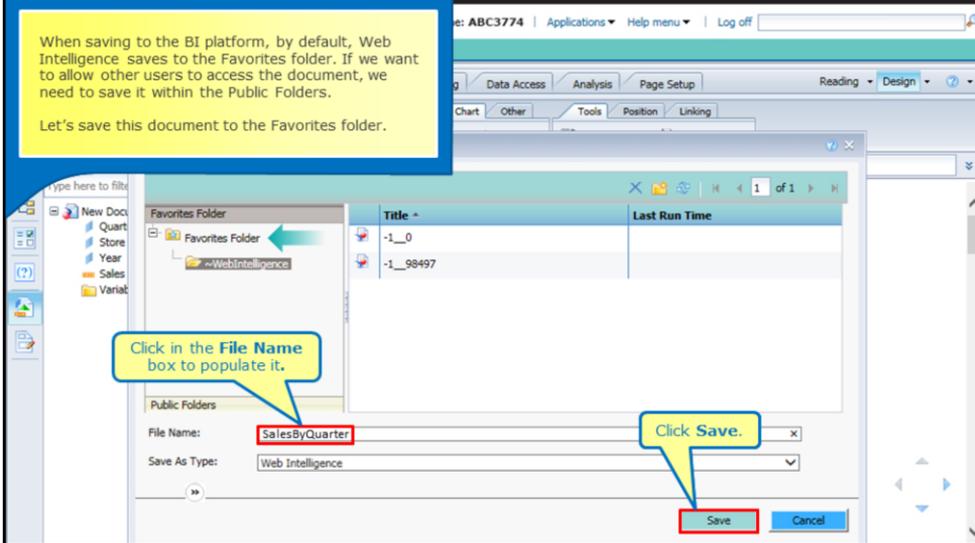
Save the Document (continued)

Select **Save As**.

Run and Save a Query

When saving to the BI platform, by default, Web Intelligence saves to the Favorites folder. If we want to allow other users to access the document, we need to save it within the Public Folders.

Let's save this document to the Favorites folder.



Save in Public Folders

When saving to the BI platform, by default, Web Intelligence saves to the Favorites folder. If we want to allow other users to access the document, we need to save it within the Public Folders.

Let's save this document to the Favorites folder.

Click in the **File Name** box to populate it.

Click **Save**.

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Run and Save a Query

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Home Documents **SalesByQuarter**

The document has been saved. Notice the new name is displayed in the document tab.

Report 1

Store name	Year	Quarter	Sales revenue
e-Fashion Au	2004	Q1	\$197,891
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New Name is Displayed in Tab

The document has been saved. Notice the new name is displayed in the document tab.

Run and Save a Query
This concludes this lesson.

[Additional Tutorials](#)

Page 8 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)