



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 banner with the title "Web Intelligence – The Basics". 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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View or Change the Properties for a Query

You can edit query properties such as limiting the number or rows of data retrieved, setting security to allow or prevent other users from editing the query, and changing the order of prompts.

In this tutorial, you will view the query properties and set a limit on the number of rows returned by the query.



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Page 2 – View or Change the Properties for a Query

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View or Change the Properties for 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

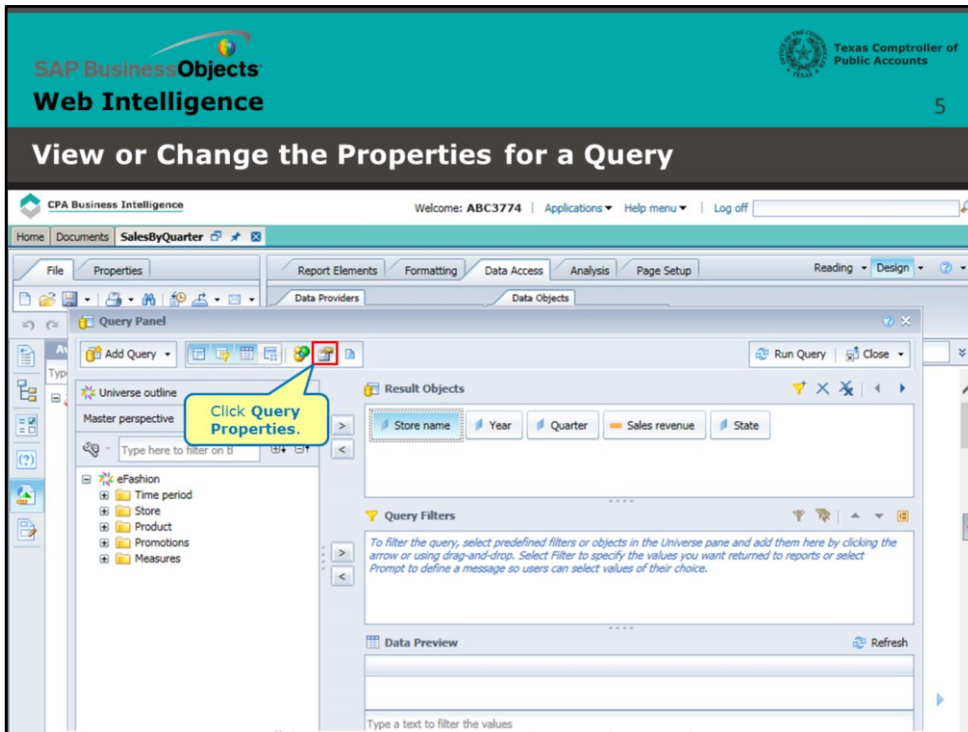
Variables

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 |

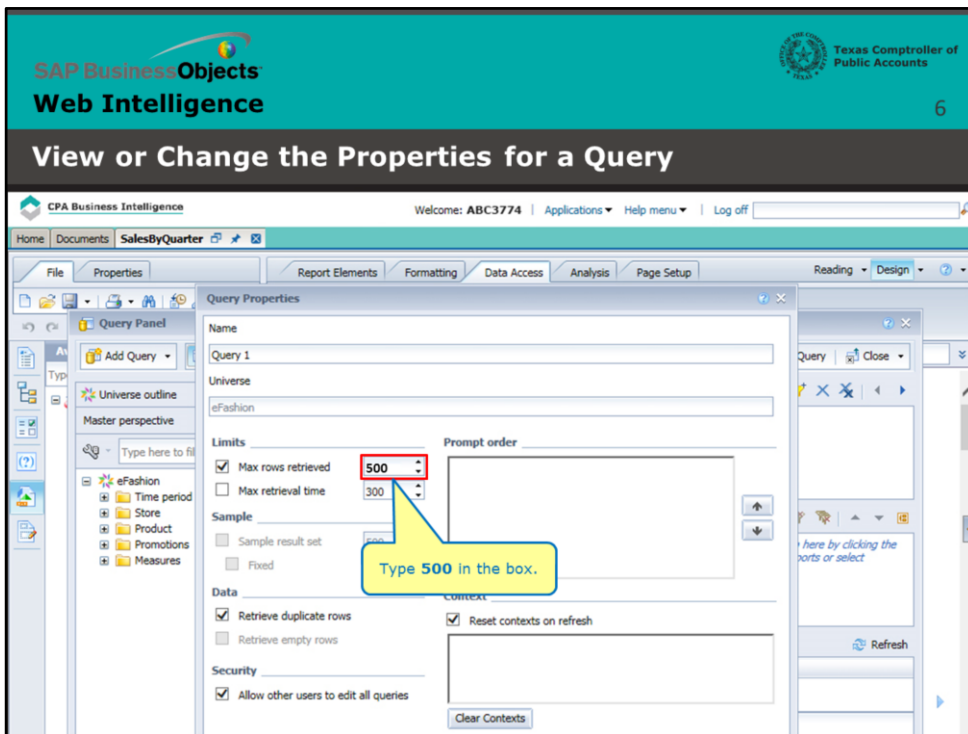
Page 4 – Set Limit on Rows Returned (continued)

Click **Edit**.



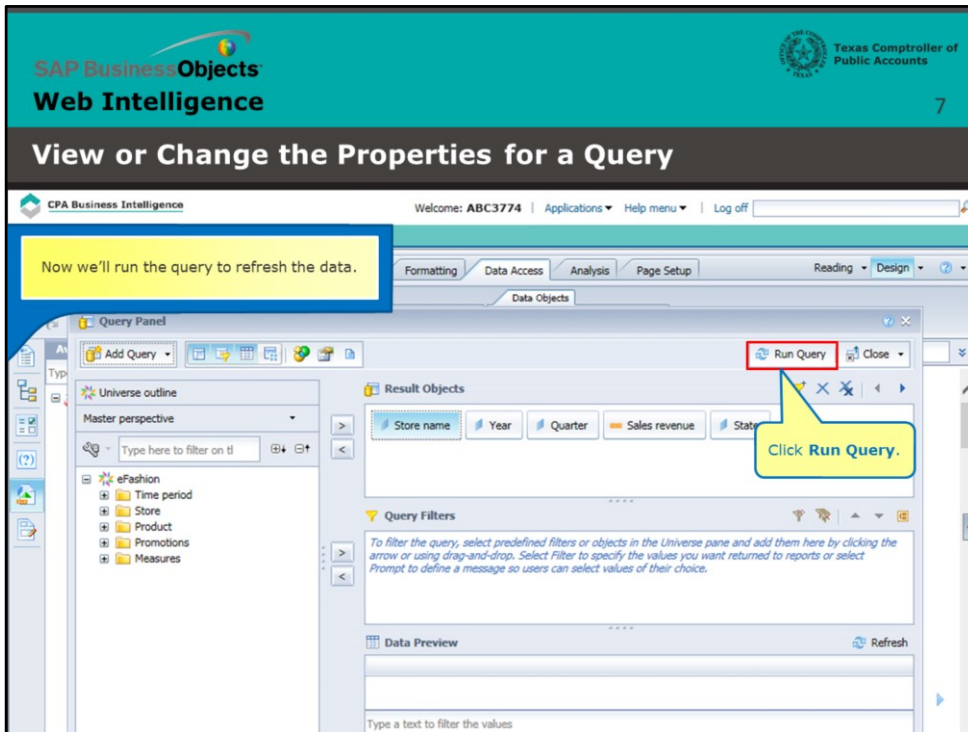
Page 5 – Set Limit on Rows Returned (continued)

Click **Query Properties**.



Page 6 – Set Limit on Rows Returned (continued)

Type **500** in the box.



Page 7 – Run the Query

Now we'll run the query to refresh the data. Click **Run Query**.

View or Change Properties for 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](#)