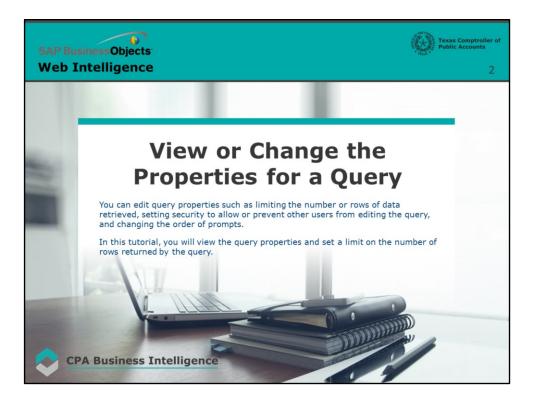


#### Page 1 – Web Intelligence - The Basics

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.



#### Page 2 – 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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		California	e-Fashion Lo:	2004	Q2	\$252,558	
		California	e-Fashion Lo:	2004	Q3	\$232,327	
		California	e-Fashion Lo:	2004	Q4	\$188,824	
		California	e-Fashion Lo:	2005	Q1	\$398,860	
		California	e-Fashion Lo:	2005	Q2	\$303,980	
		California	e-Fashion Los	2005	Q3	\$443,591	
		California	e-Fashion Los	2005	Q4	\$435,185	-

#### Page 3 – Set Limit on Rows Returned

In this example we'll set a limit on the number of rows returned by a query.

We'll start by opening the query panel.

Click the **Data Access** tab.

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	California	e-Fashion Los	2004	Q2	\$252,558	
	California	e-Fashion Los	2004	Q3	\$232,327	
	California	e-Fashion Los	2004	Q4	\$188,824	
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	California	e-Fashion Los	2005	Q2	\$303,980	
	California	e-Fashion Los	2005	Q3	\$443,591	
	California	e-Fashion Los	2005	Q4	\$435,185	-

# Page 4 – Set Limit on Rows Returned (continued)

Click Edit.

SAP BusinessObjects Web Intelligence		Texas Comptroller of Public Accounts
View or Change th	e Properties for a Query	
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⊕ 💼 Measures	arrow or using drag-and-drag. Select Filter to specify the values you want re     Prompt to define a message so users can select values of their choice.      Data Preview      Type a text to filter the values	@ Refresh

# Page 5 – Set Limit on Rows Returned (continued)

Click Query Properties.

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	Retrieve empty rows  Security  Allow other users to edit all queries  Clear Contexts	@ Refresh

# Page 6 – Set Limit on Rows Returned (continued)

Type **500** in the box.

	BusinessObjects b Intelligence		as Comptroller of lic Accounts 7
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Now	we'll run the query to refresh the	data. Formatting Data Access Analysis Page Setup Reading Data Objects	• Design • 🕜 •
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	🚰 Add Query 🔹 🔚 🤯 🥸	🖀 Du 🧟 Run Query 🕱	Close • ¥
E .	💥 Universe outline	🗊 Result Objects 🛛 🕹 🗙	1 + + / A
(2)	Master perspective     ▼       Image: Second	Store name     Year     Quarter     Sales revenue     Sales revenue     Store name     Store name     Sales revenue	uery.
<u> </u>		▼ Query Filters * * *	
	<ul> <li>(a) ≤ Product</li> <li>(b) ≤ Promotions</li> <li>(c) ≤ Measures</li> </ul>	To filter the query, select predefined filters or objects in the Universe pane and add them here by cli arrow or using drag-and-drag. Select Filter to specify the values you want returned to reports or sele Prompt to define a message so users can select values of their choice.	cking the ct
		Data Preview	C Refresh
		Type a text to filter the values	•

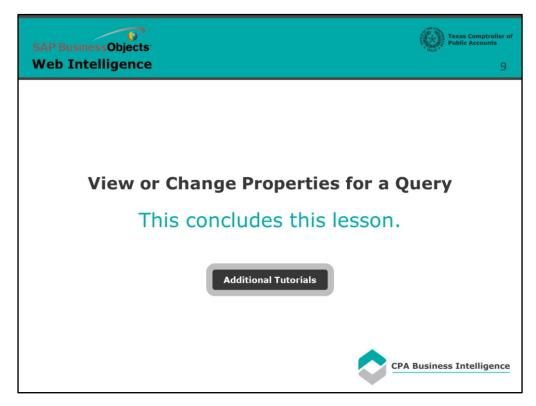
# Page 7 – Run the Query

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

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Home Documents SalesByQuarter 🗗 🖈 🛽						
The number of rows of data retrieved from the data source is now limited to 500.	Report Element       Data Providers	ge 🔹   🔊 Refre	sh •	Access Analy Data Objects New Variable • Port 1		Reading • Design • (2) •
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	California	e-Fashion Los	2004	Q2	\$252,558	
	California	e-Fashion Los	2004	Q3	\$232,327	
	California	e-Fashion Los	2004	Q4	\$188,824	
	California	e-Fashion Los	2005	Q1	\$398,860	
	California	e-Fashion Los	2005	Q2	\$303,980	
	California	e-Fashion Los	2005	Q3	\$443,591	• • •
	California	e-Fashion Los	2005	Q4	\$435,185	-

### Page 8 – New Report with Limited Rows

The number of rows of data retrieved from the data source is now limited to 500.



#### Page 9 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

