



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.

View the Properties of a Document

In Web Intelligence you can display and modify properties that are assigned by default to the Web Intelligence document.

In this tutorial, you will view and modify the document properties.



Page 2 – View the Properties of a Document

In Web Intelligence you can display and modify properties that are assigned by default to the Web Intelligence document.

In this tutorial, you will view and modify the document properties.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

3

View the Properties of a Document

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

Click the **Properties** tab.

Let's view and modify the default properties of this document.

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 3 – Modify the Document Properties

Let's view and modify the default properties of this document.

Click the **Properties** tab.

SAP Business Objects
Web Intelligence

Texas Comptroller of Public Accounts

4

View the Properties of a Document

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

View Document Application

Available

Type here

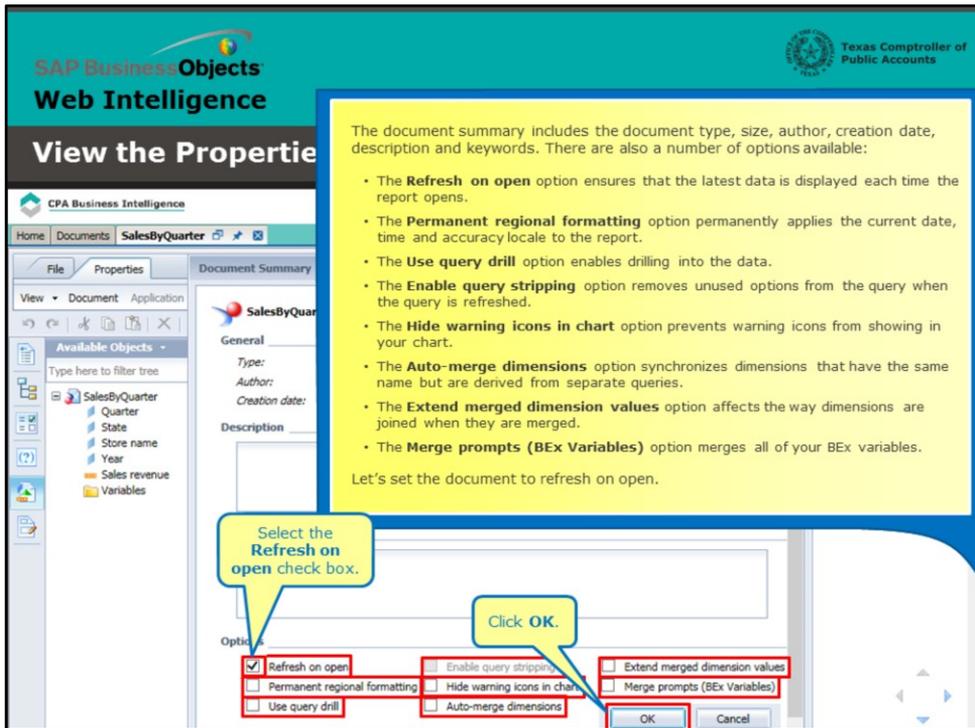
Click Document.

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 – Modify the Document Properties (continued)

Click **Document**.



Page 5 – View Document Summary

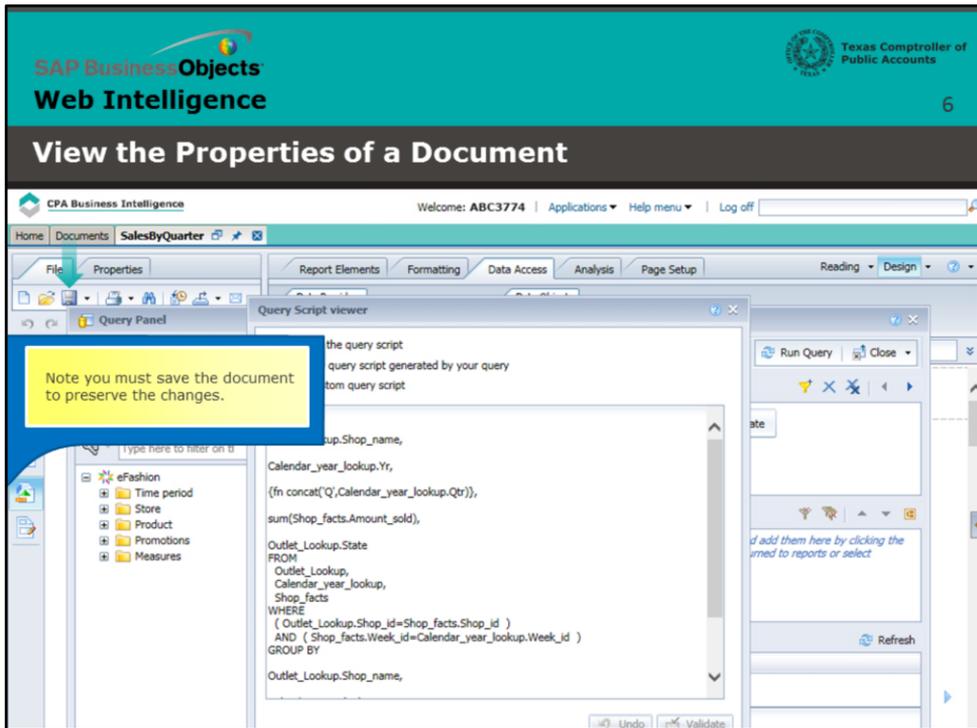
The document summary includes the document type, size, author, creation date, description and keywords. There are also a number of options available:

- The **Refresh on open** option ensures that the latest data is displayed each time the report opens.
- The **Permanent regional formatting** option permanently applies the current date, time and accuracy locale to the report.
- The **Use query drill** option enables drilling into the data.
- The **Enable query stripping** option removes unused options from the query when the query is refreshed.
- The **Hide warning icons in chart** option prevents warning icons from showing in your chart.
- The **Auto-merge dimensions** option synchronizes dimensions that have the same name but are derived from separate queries.
- The **Extend merged dimension values** option affects the way dimensions are joined when they are merged.
- The **Merge prompts (BEx Variables)** option merges all of your BEx variables.

Let's set the document to refresh on open.

Select the **Refresh on open** check box.

Click **OK**.



Page 6 – Save the Changes

Note that you must save the document to preserve the changes.

View the Properties of a Document

This concludes this lesson.

[Additional Tutorials](#)

Page 7 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)