

 SAP BusinessObjects

Web Intelligence - Selecting, Sorting, Grouping and Summarizing Data

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 - Selecting, Sorting, Grouping and Summarizing Data

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Sort the Data in a Document

Web Intelligence enables you to sort your data based on ascending or descending values for a specific column. If a default sort does not meet your needs, you can also create and apply a custom sort order.

In this tutorial, you will sort the sales revenue in your document to show lowest to highest and then highest to lowest values. You will also create a custom sort order to arrange the stores in your document from West to East.



Page 2 - Sort the Data In a Document

Web Intelligence enables you to sort your data based on ascending or descending values for a specific column. If a default sort does not meet your needs, you can also create and apply a custom sort order.

In this tutorial, you will sort the sales revenue in your document to show lowest to highest and then highest to lowest values. You will also create a custom sort order to arrange the stores in your document from West to East.

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Sort the Data in a Document

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

Home | Documents | SalesByQuarter

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

In this example, we'll sort the sales revenue in the document to show lowest to highest, then highest to lowest values.

Select the Sales revenue column.

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion Austin	2004	Q1	\$197,891
e-Fashion Austin	2004	Q2	\$154,039
e-Fashion Austin	2004	Q3	\$81,982
e-Fashion Austin	2004	Q4	\$127,212
e-Fashion Austin	2005	Q1	\$263,162
e-Fashion Austin	2005	Q2	\$240,204
e-Fashion Austin	2005	Q3	\$204,691
e-Fashion Los Angeles			\$526,028

Page 3 - Sort the Sales Revenue

In this example, we'll sort the sales revenue in the document to show lowest to highest, then highest to lowest values.

Select the **Sales revenue** column.

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Sort the Data in a Document

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Home Documents SalesByQuarter

File Properties | Report Elements | Formatting | Data Access | **Analysis** | Page Setup | Reading | De

Tables | Cell | Section | Chart | Other | Top | Position | Linking | Table Layout | Behaviors

Document Summary

Print Edit

SalesByQuarter

General

Type: Web Intelligence document
 Author: rmoo150
 Creation date: August 8, 2016 2:14:05 PM G
 Locale: English (United States)
 Description:
 Keywords:

Statistics

Last refresh date: August 9, 2016 10:45:06 05:00
 Last refresh date: August 10, 2016 05:57:12
 Last modified: rmoo150

=[Sales revenue]

Sales Revenue by Quarter

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

Select the Analysis tab.

Page 4 - Sort the Sales Revenue (continued)

Select the **Analysis** tab.

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Home Documents SalesByQuarter

File Properties Report Elements Formatting Data Access Analysis Page Setup Reading Design

Filters Data Tracking Display Conditional Interact Functions

Filter Ranking Input Controls Group Break Sort Drill Filter Bar Outline

Navigation Map SalesByQuarter Report

=[Sales revenue]

Sales Revenue by Quarter

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

Select the Sort tab arrow.

Page 5 - Sort the Sales Revenue (continued)

Select the **Sort** tab arrow.

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Sort the Data in a Document

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Home Documents SalesByQuarter

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

Filters Data Tracking | Display Conditional | Interact Functions

Filter Ranking Input Controls | Group Break | Sort Drill Filter Bar Outline

Navigation Map: SalesByQuarter Report 1

Sort list: Ascending (highlighted), Descending, Remove all Sorts, Advanced...

Select Ascending from the Sort list.

Sales Revenue by Quarter

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

Page 6 - Sort the Sales Revenue - Ascending

Select **Ascending** from the Sort list.

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Tracking Formatting Data Access Analysis Page Setup Reading Design

Ranking Input Controls Group Break Sort Drill Filter Bar Outline

=[Sales revenue]

Note the **Sales revenue** values are now arranged from lowest to highest in the column.

Now we'll change the **Sort** order from highest to lowest value.

Select the **Sort** tab arrow.

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion Boston Newbury	2004	Q3	\$12,066
e-Fashion Miami Sundance	2004	Q3	\$50,926
e-Fashion Boston Newbury	2004	Q4	\$63,255
e-Fashion Boston Newbury	2004	Q2	\$70,903
e-Fashion Dallas	2004	Q3	\$73,164
e-Fashion Houston	2004	Q3	\$74,144
e-Fashion Austin	2004	Q3	\$81,982
e-Fashion Austin	2005	Q4	\$295,014

Page 7 - Sort the Sales Revenue – Ascending (continued)

Note the **Sales revenue** values are now arranged from lowest to highest in the column.

Now we'll change the **Sort** order from highest to lowest value.

Select the **Sort** tab arrow.

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Sort the Data in a Document

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Home Documents SalesByQuarter

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

Filters | Data Tracking | Display | Conditional | Interact | Functions

Filter | Ranking | Input Controls | Group | Break | Sort | Drill | Filter Bar | Outline

Navigation Map | SalesByQuarter | Report 1

Sort menu: Ascending, **Descending**, Remove all Sorts, Advanced...

Select Descending from the Sort list.

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion Boston Newbury	2004	Q3	\$12,066
e-Fashion Miami Sundance	2004	Q3	\$50,926
e-Fashion Boston Newbury	2004	Q4	\$63,255
e-Fashion Boston Newbury	2004	Q2	\$70,903
e-Fashion Dallas	2004	Q3	\$73,164
e-Fashion Houston	2004	Q3	\$74,144
e-Fashion Austin	2004	Q3	\$81,982
e-Fashion Colorado Springs	2004	Q3	\$85,621

Page 8 - Sort the Sales Revenue – Descending

Select **Descending** from the Sort list.

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Sort the Data in a Document

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Home Documents Counts by Location

Tracking Formatting Data Access Analysis Page Setup Reading Design

Display Conditional Interact Functions

Ranking Input Controls Group Break Sort Drill Filter Bar Outline

=[Sales revenue]

The **Sales revenue** values are now arranged from highest to lowest in the column.

We can use the same menu to remove existing sorts.

Select the **Sort** tab arrow.

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion New York Magnoli	2005	Q4	\$556,928
e-Fashion New York Magnoli	2006	Q3	\$550,359
e-Fashion New York Magnoli	2006	Q2	\$533,872
e-Fashion New York Magnoli	2006	Q1	\$451,878
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q3	\$432,215
e-Fashion Los Angeles	2006	Q2	\$423,867

Page 9 - Sort the Sales Revenue – Descending (continued)

The **Sales revenue** values are now arranged from highest to lowest in the column.

We can use the same menu to remove existing sorts.

Select the **Sort** tab arrow.

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Sort the Data in a Document

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Home Documents Counts by Location

File Properties Report Elements Formatting Data Access Analysis Page Setup Reading Design

Filters Data Tracking Display Conditional Interact Functions

Filter Ranking Input Controls Group Break Sort Drill Filter Bar Outline

Navigation Map SalesByQuarter Report

Select Advanced from the Sort list.

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion New York Magnoli	2005	Q4	\$556,928
e-Fashion New York Magnoli	2006	Q3	\$550,359
e-Fashion New York Magnoli	2006	Q2	\$533,872
e-Fashion New York Magnoli	2006	Q1	\$451,878
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q3	\$432,215
e-Fashion Los Angeles	2006	Q2	\$423,867

Page 10 - Sort the Sales Revenue – Advanced

Select **Advanced** from the Sort list.

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Sort the Data in a Document

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Home Documents Counts by Location

Report Elements Formatting Data Access Analysis Page Setup Reading Design

Filters Data Tracking Display Conditional Interact Functions

Filter Ranking Input Controls Group Break Sort Drill Filter Bar Outline

Manage Sorts

Block 1
 Rows
 NameOf(Sales reve

Priority:
 Order:
 Ascending

Sort:
 Add...
 Remove

Custom Order:
 Values...
 Reset

OK Cancel Apply

We need to add a new sort for the Store name dimension.

Select Add.

Store	Revenue
e-Fast	197,891
e-Fast	27,212
e-Fast	163,162
e-Fast	140,204
e-Fast	104,691
e-Fashion Austin	2005 Q4 \$295,014
e-Fashion Austin	2005 Q4 \$214,430

Page 11 – Add a New Sort

We need to add a new sort for the **Store name** dimension.

Select **Add**.

Sort the Data in a Document

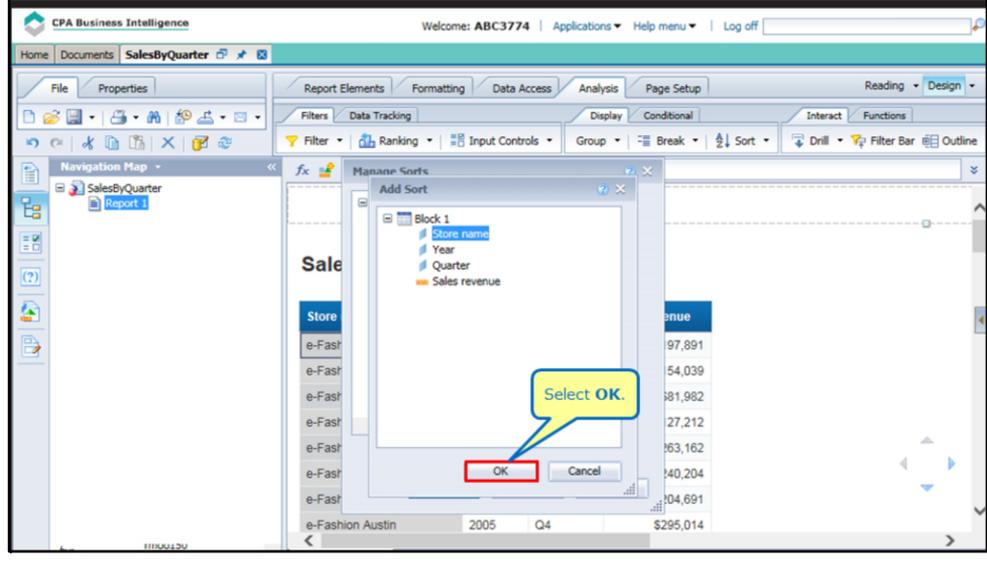
The screenshot shows the SAP Business Objects interface. A 'Manage Sorts' dialog box is open, titled 'Add Sort'. It contains a list of objects: 'Store name', 'Year', 'Quarter', and 'Sales revenue'. The 'Store name' object is selected and highlighted with a red box. A yellow callout bubble points to this selection with the text 'Select the Store name object.' The background shows a report table with columns for 'Store' and 'Revenue'.

Store	Revenue
e-Fast	97,891
e-Fast	54,039
e-Fast	81,982
e-Fast	27,212
e-Fast	63,162
e-Fast	40,204
e-Fast	104,691
e-Fashion Austin	2005 Q4 \$295,014

Page 12 - Add a New Sort (continued)

Select the **Store name** object.

Sort the Data in a Document



Page 13 - Add a New Sort (continued)

Select **OK**.

Sort the Data in a Document

Now let's review the current order of the values for the dimension.

Select Values.

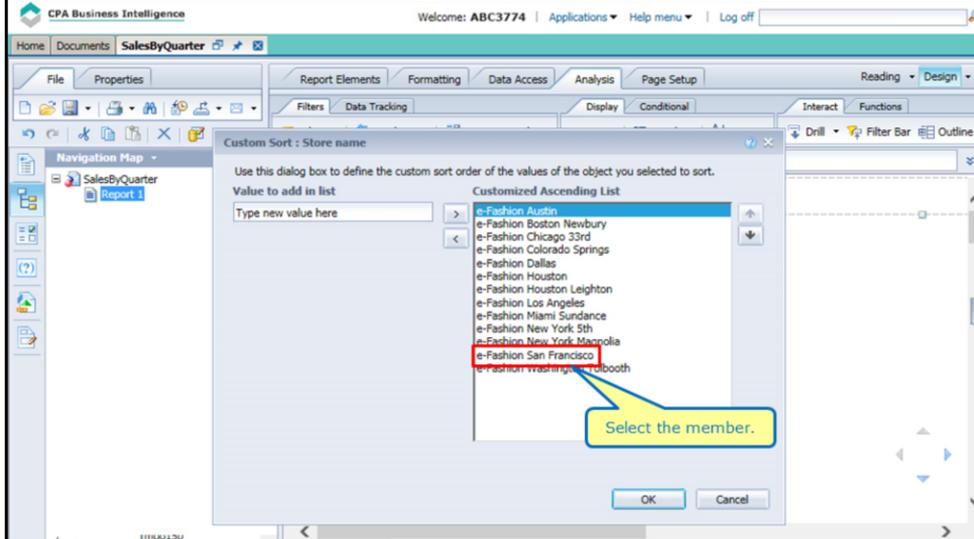
Store	Revenue
e-Fast	97,891
e-Fast	54,039
e-Fast	81,982
e-Fast	27,212
e-Fast	53,162
e-Fast	
e-Fast	
e-Fashion Austin	2005 Q4 \$295,014

Page 14 – Review the Values

Now let's review the current order of the values for the dimension.

Select **Values**.

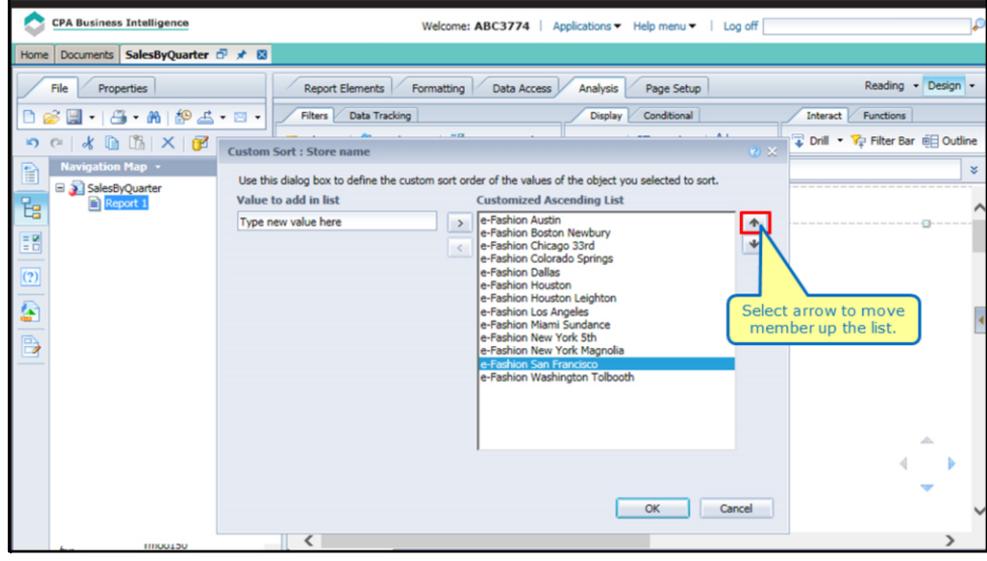
Sort the Data in a Document



Page 15 – Re-Sort the Values

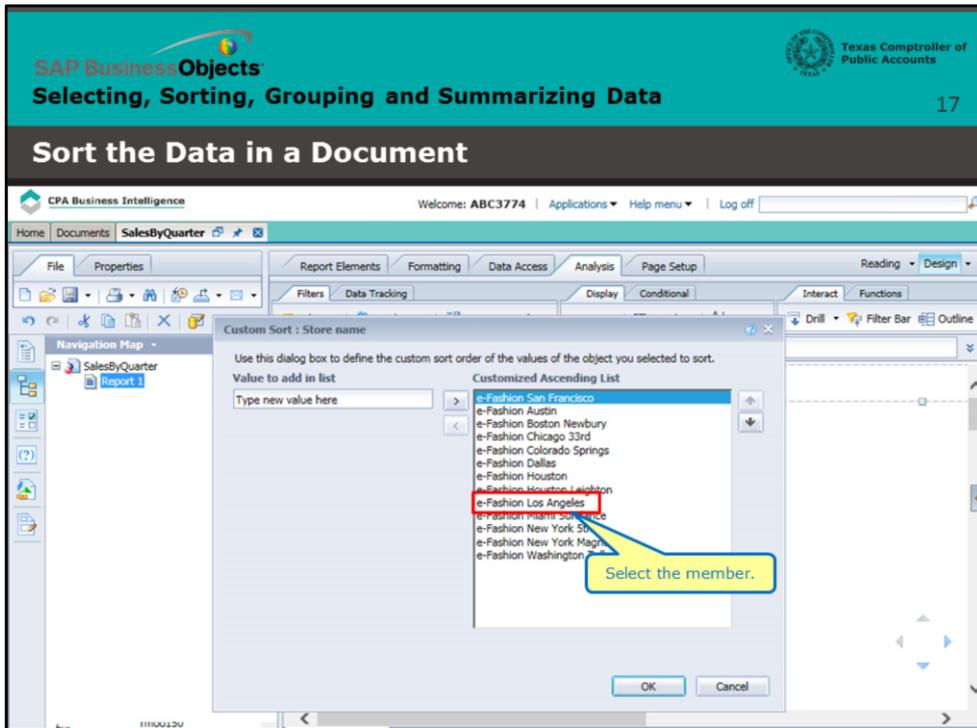
Select the member.

Sort the Data in a Document



Page 16 – Re-Sort the Values (continued)

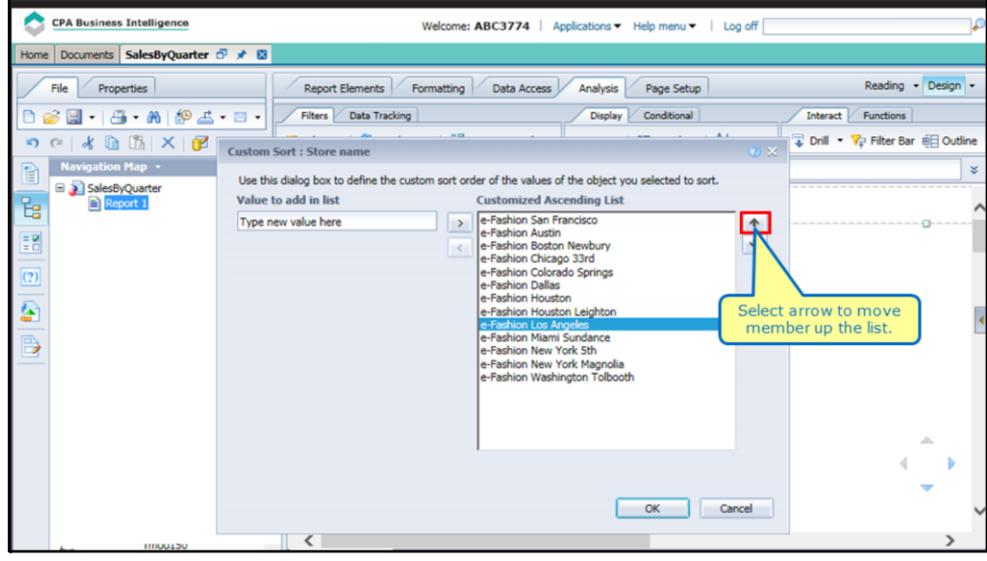
Select arrow to move member up the list.



Page 17 – Re-Sort the Values (continued)

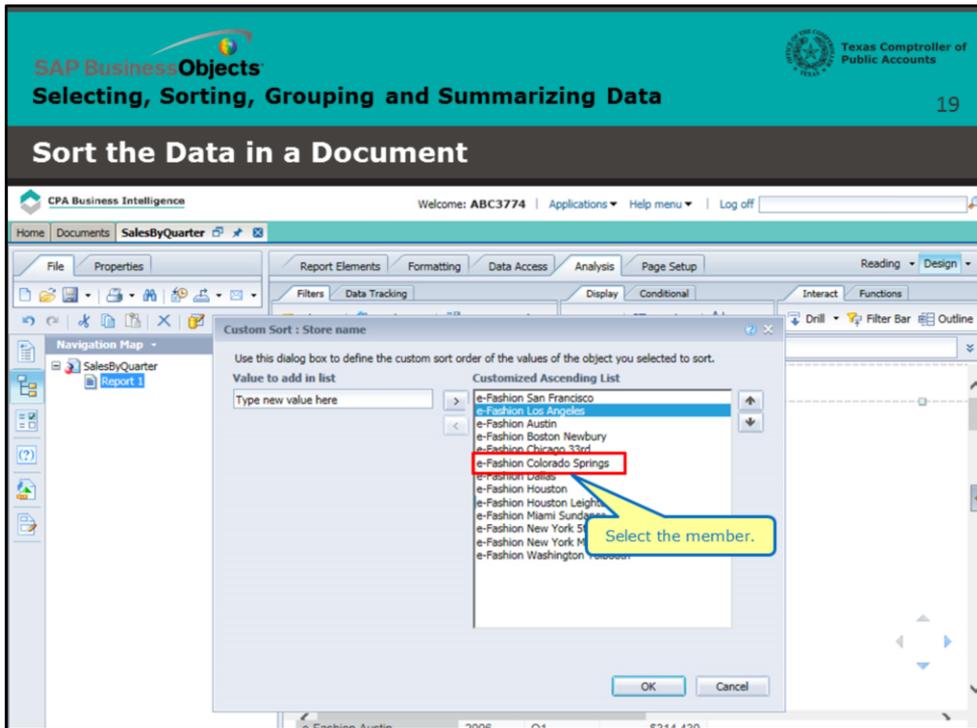
Select the member.

Sort the Data in a Document



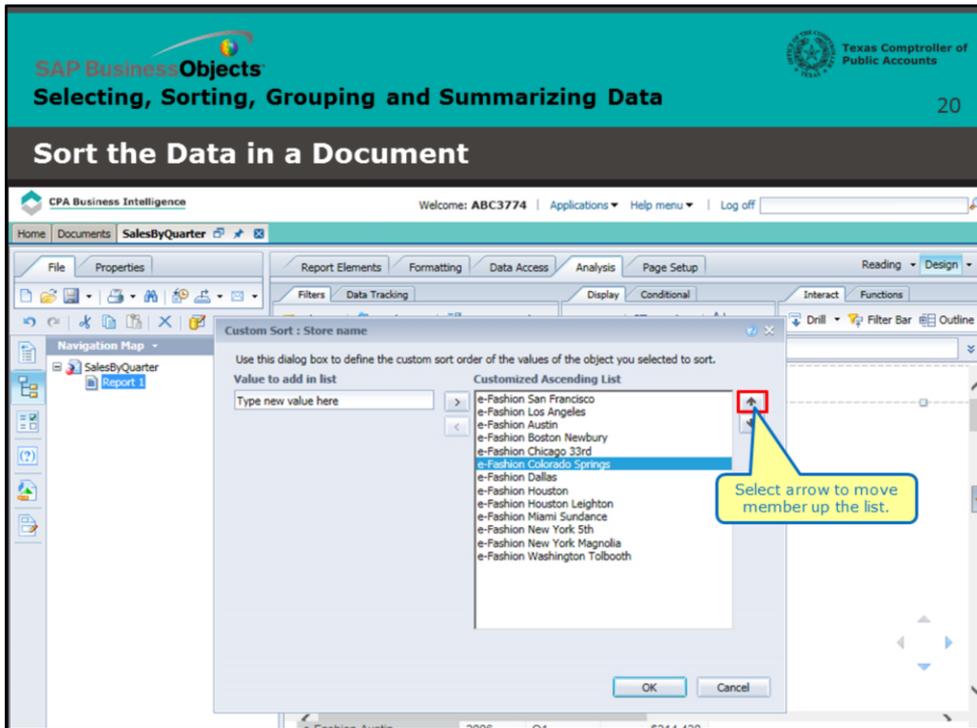
Page 18 – Re-Sort the Values (continued)

Select arrow to move member up the list.



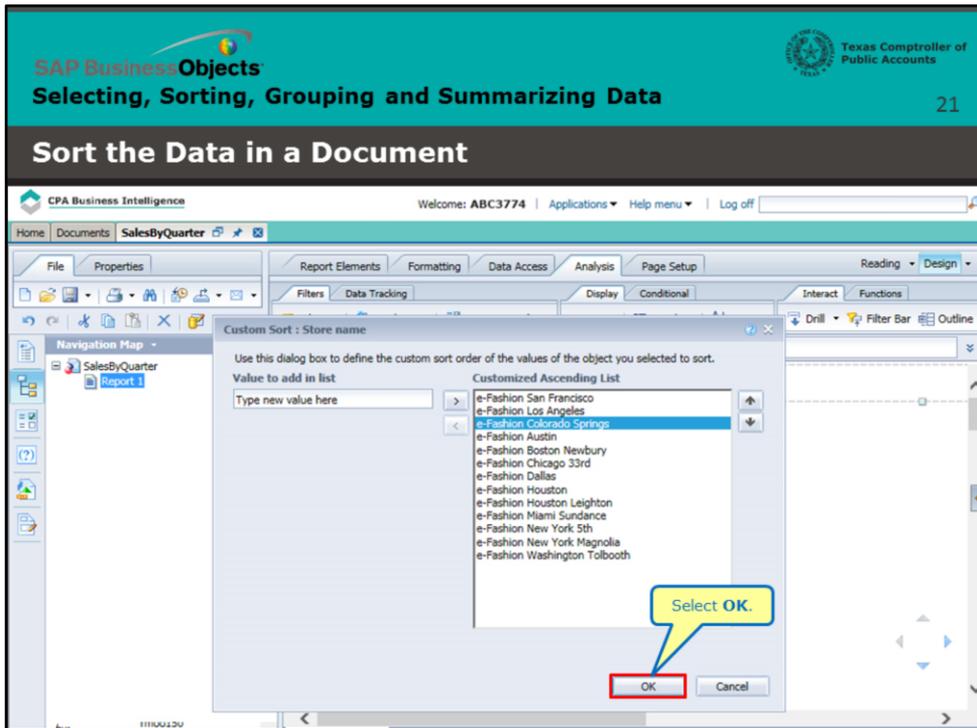
Page 19 – Re-Sort the Values (continued)

Select the member.



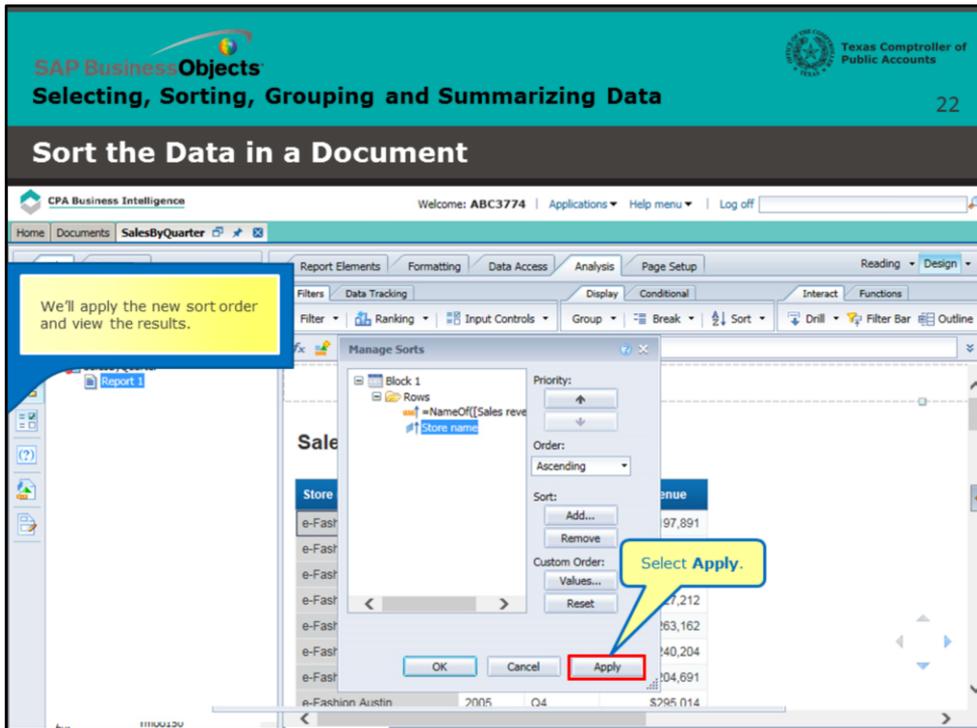
Page 20 – Re-Sort the Values (continued)

Select arrow to move member up the list.



Page 21 – Re-Sort the Values (continued)

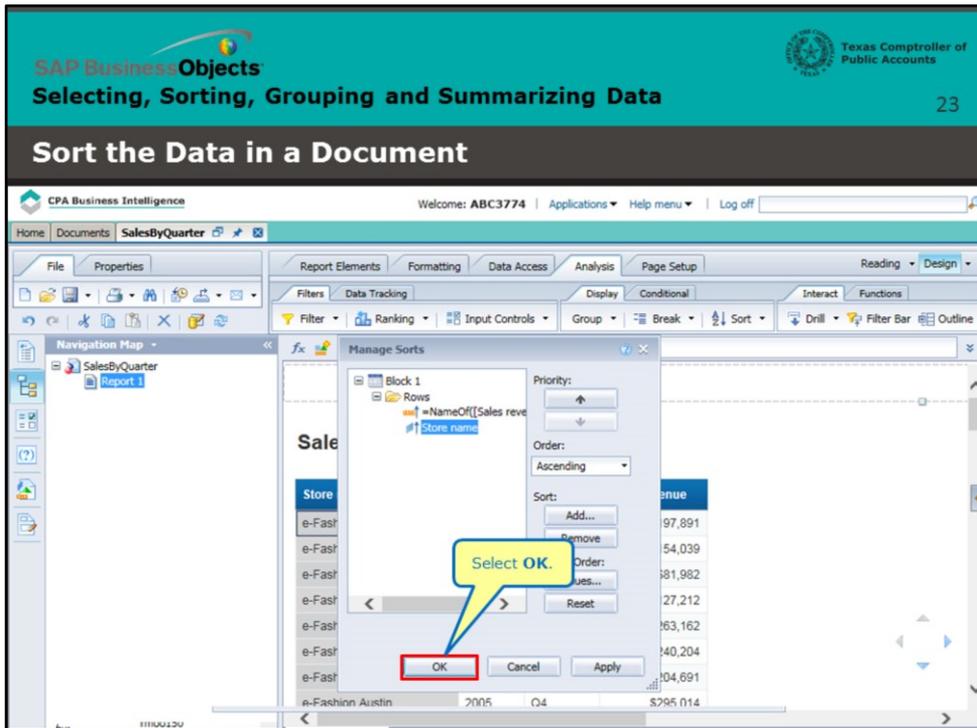
Select **OK**.



Page 22 – Apply the New Sort Order

We'll apply the new sort order and view the results.

Select **Apply**.



Page 23 – Apply the New Sort Order (continued)

Select **OK**.

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Sort the Data in a Document

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Home Documents SalesByQuarter

File Properties Report Elements Formatting Data Access Analysis Page Setup Reading Design

Filters Data Tracking Display Conditional Interact Functions

Filter Ranking Input Controls Group Break Sort Drill Filter Bar Outline

Navigation Map SalesByQuarter Report

fx x ✓ [Store name]

Sales Revenue by Quarter

Store name	Year	Quarter	Sales revenue
e-Fashion San Francisco	2004	Q1	\$210,292
e-Fashion San Francisco	2004	Q2	\$188,936
e-Fashion San Francisco	2004	Q3	\$161,982
e-Fashion San Francisco	2004	Q4	\$160,364
e-Fashion San Francisco	2005	Q1	\$251,855
e-Fashion San Francisco	2005	Q2	\$225,276
e-Fashion San Francisco	2005	Q3	\$316,850
e-Fashion San Francisco	2005	Q4	\$407,083

Scroll down.

Page 24 – Apply the New Sort Order (continued)

Scroll down.

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Sort the Data in a Document

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File Properties Report Elements Formatting Data Access Analysis Page Setup Reading Design

Filters Data Tracking Display Conditional Interact Functions

Filter Ranking Input Controls Group Break Sort Drill Filter Bar Outline

Navigation Map

SalesByQuarter Report 1

Note the custom order has been applied.

e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980
e-Fashion Los Angeles	2005	Q3	\$443,591
e-Fashion Los Angeles	2005	Q4	\$435,185
e-Fashion Los Angeles	2006	Q1	\$421,390
e-Fashion Los Angeles	2006	Q2	\$423,867
e-Fashion Los Angeles	2006	Q3	\$432,215
e-Fashion Los Angeles	2006	Q4	\$379,205
e-Fashion Colorado Springs	2004	Q1	\$131,797
e-Fashion Colorado Springs	2004	Q2	\$129,076
e-Fashion Colorado Springs	2004	Q3	\$85,621
e-Fashion Colorado Springs	2004	Q4	\$101,807
e-Fashion Colorado Springs	2005	Q1	\$189,131

Page 25 – Apply the New Sort Order (continued)

Note the custom order has been applied.

Sort the Data in a Document

This concludes this lesson.

[Additional Tutorials](#)

Page 26 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)