



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 in the header. Below the header, a dark banner contains the title "Web Intelligence – Setting Up Interactive Elements" 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.

CPA Business Intelligence

OFFICE OF THE COMPTROLLER  
PUBLIC ACCOUNTS  
TEXAS

**SAP BusinessObjects™**

## Web Intelligence – Setting Up Interactive Elements

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 – Setting Up Interactive Elements**

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## Add a Hyperlink to a Document

You can create links to external web sites from within your Web Intelligence documents.

In this tutorial, you will create a hyperlink to open a web site in a new window.




CPA Business Intelligence

### Page 2 – Add a Hyperlink to a Document

You can create links to external web sites from within your Web Intelligence documents.

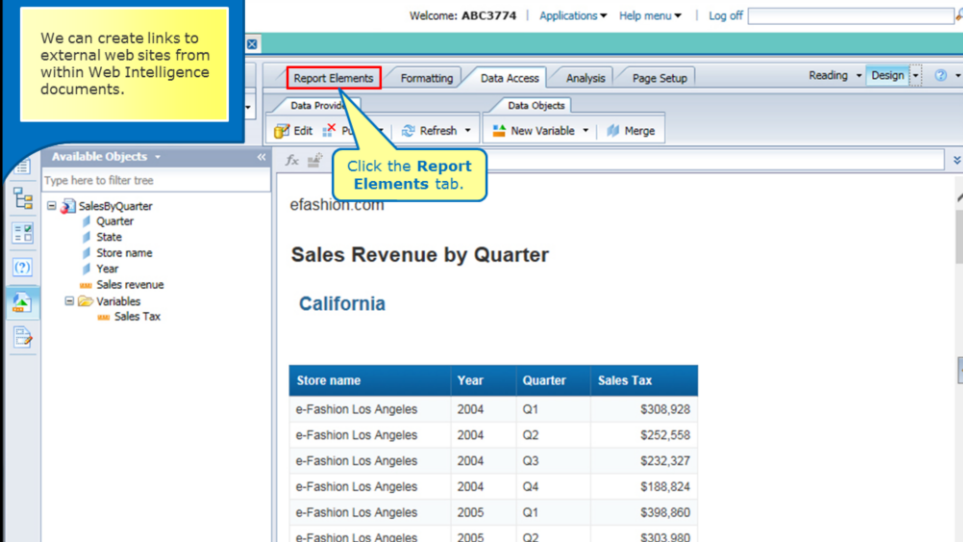
In this tutorial, you will create a hyperlink to open a web site in a new window.

**SAP BusinessObjects**  
**Setting Up Interactive Elements**


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Add a Hyperlink to a Document

We can create links to external web sites from within Web Intelligence documents.




The screenshot shows the SAP BusinessObjects Web Intelligence interface. The 'Report Elements' tab is highlighted in the top navigation bar. A yellow callout bubble points to this tab with the text 'Click the Report Elements tab.' The main content area displays a report titled 'Sales Revenue by Quarter' for 'California'. The report includes a table with columns: Store name, Year, Quarter, and Sales Tax. The table contains data for 'e-Fashion Los Angeles' across quarters Q1 and Q2 for the years 2004 and 2005.

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980


## Page 3 – Add a Hyperlink to a Document (continued)

We can create links to external web sites from within Web Intelligence documents.

Click the **Report Elements** tab.



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## Add a Hyperlink to a Document

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

Home Documents **SalesByQuarter**

**File** Properties

Available Objects

Type here to filter tree

- SalesByQuarter
  - Quarter
  - State
  - Store name
  - Year
  - Sales revenue
- Variables
  - Sales Tax

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


Tables   Cell   Section   Chart   Other   Tools   Position   **Linking**   Turn Into ▾   Set a section

efashion.com

**Sales Revenue by Quarter**


**California**

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980




## Page 4 – Add a Hyperlink to a Document (continued)

Click the **Linking** tab.



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Add a Hyperlink to a Document

First, we need to select the appropriate report object and add a new hyperlink.

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

Document ▾   Element ▾

Available Objects ▾

Type here to filter tree

- ▢ SalesByQuarter
  - ▢ Quarter
  - ▢ State
  - ▢ Store name
  - ▢ Year
  - ▢ Sales revenue
- ▢ Variables
  - ▢ Sales Tax

efashion.com

Click the object.

### Sales Revenue by Quarter


#### California

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
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e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980


## Page 5 – Select the Report Object

First, we need to select the appropriate report object and add a new hyperlink.

Click the object.



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Add a Hyperlink to a Document

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Welcome: ABC3774 | Applications ▾ | Help menu ▾ | Log off ▾

Home

Documents

SalesByQuarter

File

Properties

Type here to filter tree

- SalesByQuarter
  - Quarter
  - State
  - Store name
  - Year
  - Sales revenue
- Variables
  - Sales Tax

Report Elements

Formatting

Data Access

Analysis

Page Setup

Reading ▾

Design ▾

Tables

Cell

Section

Chart

Other

Tools

Position

Linking

Cell Behaviors

Document

Element

Hide ▾

Page Break ▾


efashion.com

efashion.com

Sales Revenue by Quarter

California

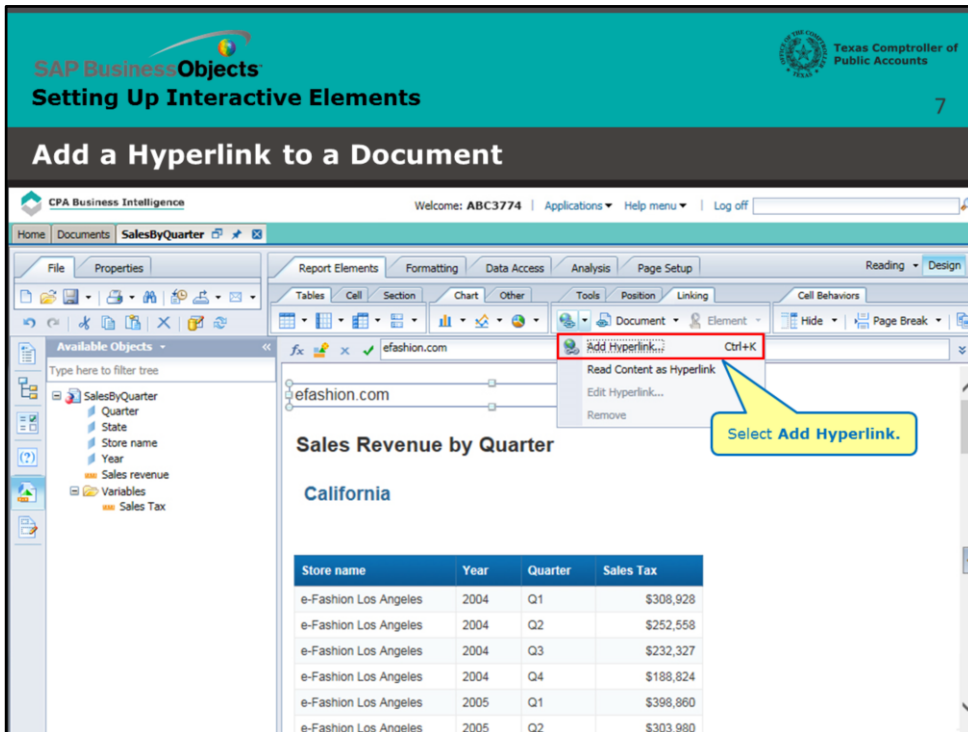
Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
e-Fashion Los Angeles	2004	Q2	\$252,558
e-Fashion Los Angeles	2004	Q3	\$232,327
e-Fashion Los Angeles	2004	Q4	\$188,824
e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980



Click the  
Hyperlink list.

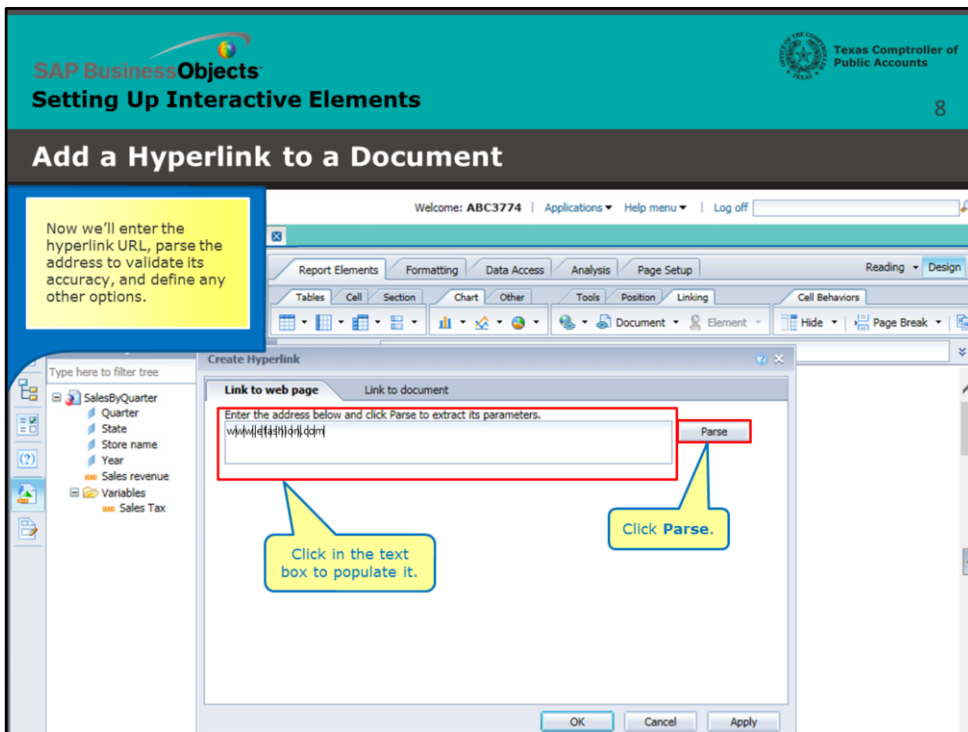
## Page 6 – Select the Report Object (continued)

Click the **Hyperlink** list.



## Page 7 – Select the Report Object (continued)

Select **Add Hyperlink**.



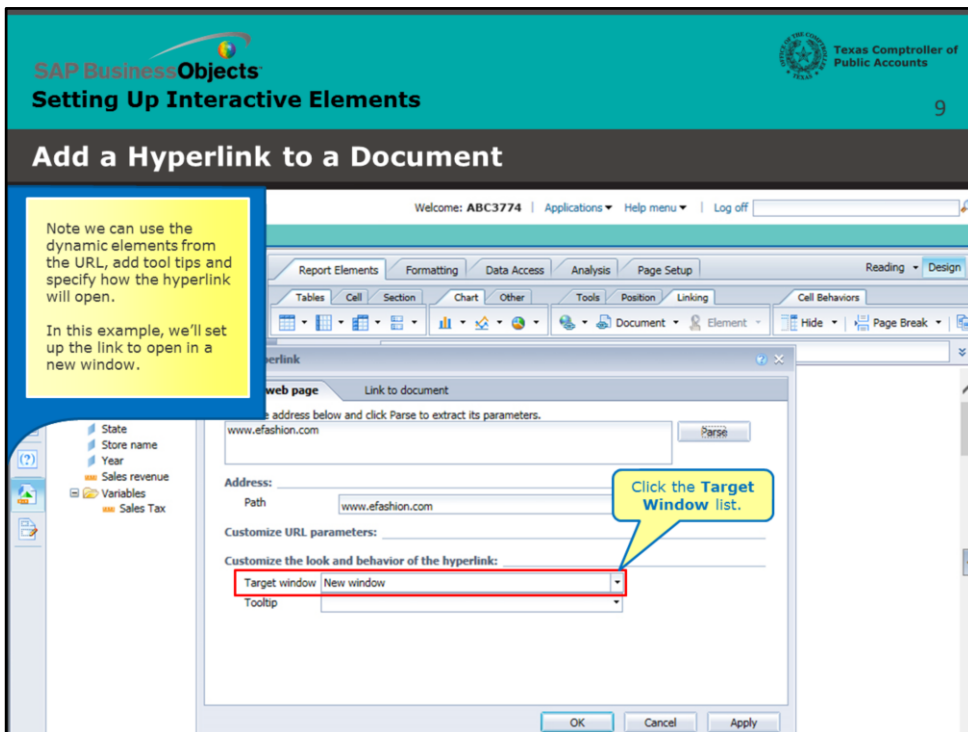
## Page 8 – Enter the URL

Now we'll enter the hyperlink URL, parse the address to validate its accuracy, and define any other options.

Click in the text box to populate it.

Click **Parse**.



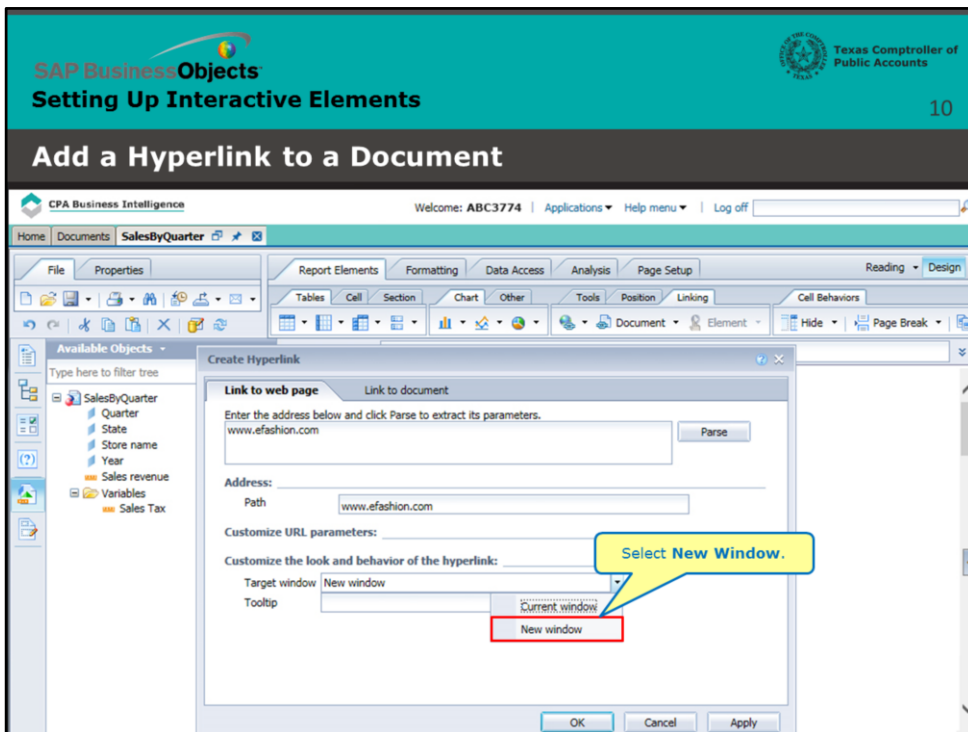


## Page 9 – Customize the Hyperlink

Note we can use the dynamic elements from the URL, add tool tips and specify how the hyperlink will open.

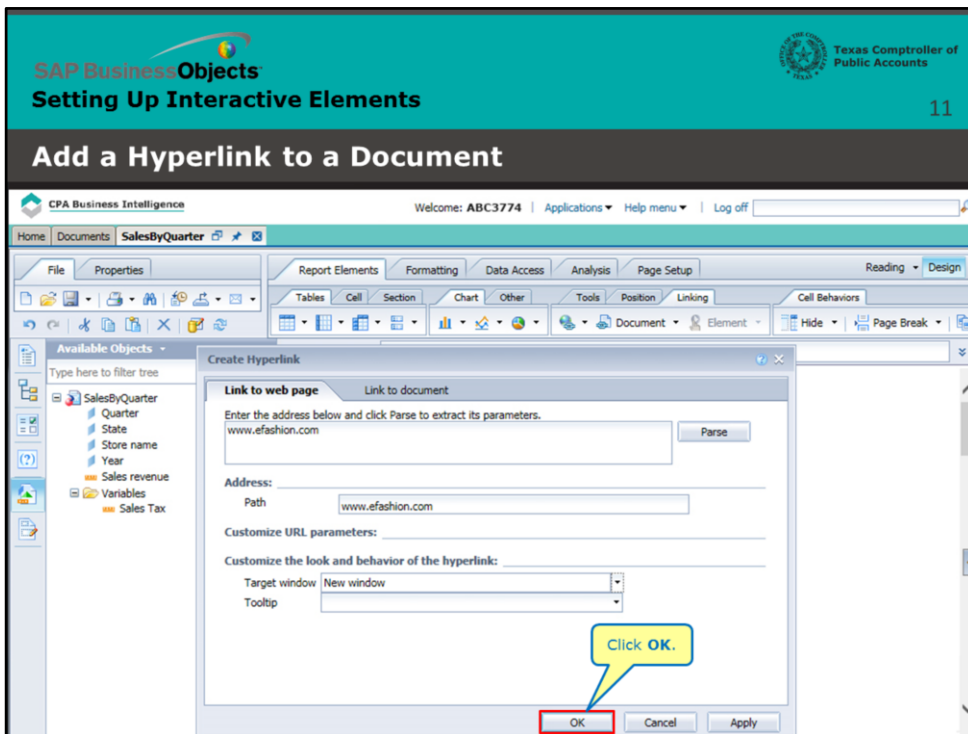
In this example, we'll set up the link to open in a new window.

Click the **Target Window** list.




## Page 10 – Customize the Hyperlink (continued)

Select **New Window**.




## Page 11 – Customize the Hyperlink (continued)

Click **OK**.



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Add a Hyperlink to a Document

Finally, let's test the hyperlink.

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 Objects ▾

Type here to filter tree

- ▢ SalesByQuarter
  - ▢ Quarter
  - ▢ State
  - ▢ Store name
  - ▢ Year
  - ▢ Sales revenue
- ▢ Variables
  - ▢ Sales Tax

[efashion.com](http://efashion.com)

Click the hyperlink.

**Sales Revenue by Quarter**

**California**

Store name	Year	Quarter	Sales Tax
e-Fashion Los Angeles	2004	Q1	\$308,928
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e-Fashion Los Angeles	2005	Q1	\$398,860
e-Fashion Los Angeles	2005	Q2	\$303,980

## Page 12 – Test the Hyperlink



Finally, let's test the hyperlink.

Click the hyperlink.



## Page 13 – A New Window Opens

The URL opens in a new window.


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Setting Up Interactive Elements14

## Add a Hyperlink to a Document

This concludes this lesson.

Additional Tutorials

CPA Business Intelligence

### Page 14 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

Additional Tutorials