

The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Texas logo on the right. The SAP BusinessObjects logo is centered in the upper half. Below this is a dark grey banner with 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 on a desk.

CPA Business Intelligence

**OFFICE OF THE COMPTROLLER
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

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.

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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.

Page 2 – Add a Hyperlink to a Document

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

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SAP Business Objects
 Setting Up Interactive Elements

Texas Comptroller of Public Accounts

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Add a Hyperlink to a Document

Welcome: ABC3774 | Applications | Help menu | Log off

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

Report Elements

Click the Report Elements tab.

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 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.

SAP Business Objects
Setting Up Interactive Elements

Texas Comptroller of Public Accounts

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

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

Available Objects

Type here to filter tree

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

efashion.com

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 | Q2 | \$303,980 |

Click the Linking tab.

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

Click the **Linking** tab.

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

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 |
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Page 5 – Select the Report Object

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

Click the object.

Add a Hyperlink to a Document

The screenshot shows the SAP Business Objects interface. The 'Tools' menu is open, and the 'Hyperlink' icon is highlighted. A yellow callout box points to the 'Hyperlink' icon with the text 'Click the Hyperlink list.' The main window displays a report titled 'Sales Revenue by Quarter' for California, showing a table of sales data.

| Store name | Year | Quarter | Sales Tax |
|-----------------------|------|---------|-----------|
| e-Fashion Los Angeles | 2004 | Q1 | \$308,928 |
| e-Fashion Los Angeles | 2004 | Q2 | \$252,558 |
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Page 6 – Select the Report Object (continued)

Click the **Hyperlink** list.

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 Setting Up Interactive Elements

Texas Comptroller of Public Accounts

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

Tables | Cell | Section | Chart | Other | Tools | Position | Linking | Cell Behaviors

efashion.com

efashion.com

Sales Revenue by Quarter

California

| Store name | Year | Quarter | Sales Tax |
|-----------------------|------|---------|-----------|
| e-Fashion Los Angeles | 2004 | Q1 | \$308,928 |
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Available Objects

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

efashion.com

Add Hyperlink... Ctrl+K

Read Content as Hyperlink

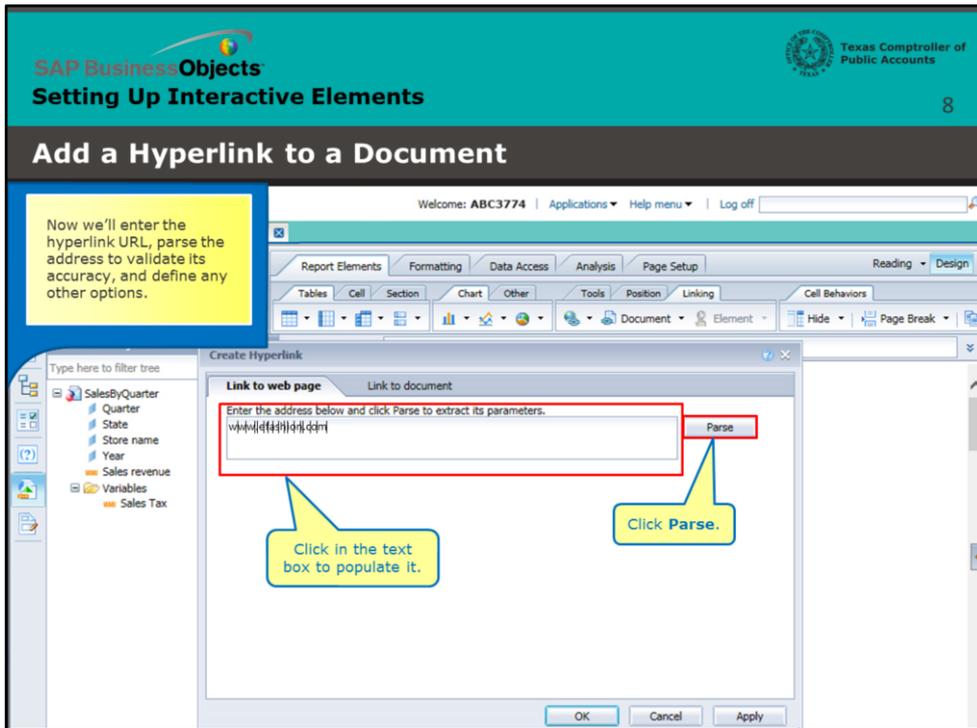
Edit Hyperlink...

Remove

Select Add Hyperlink.

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**.

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Add a Hyperlink to a Document

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 | Cell Behaviors

Hyperlink

Link to document

Address: www.efashion.com

Path: www.efashion.com

Customize the look and behavior of the hyperlink:

Target window: New window

Tooltip:

Click the Target Window list.

OK Cancel Apply

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

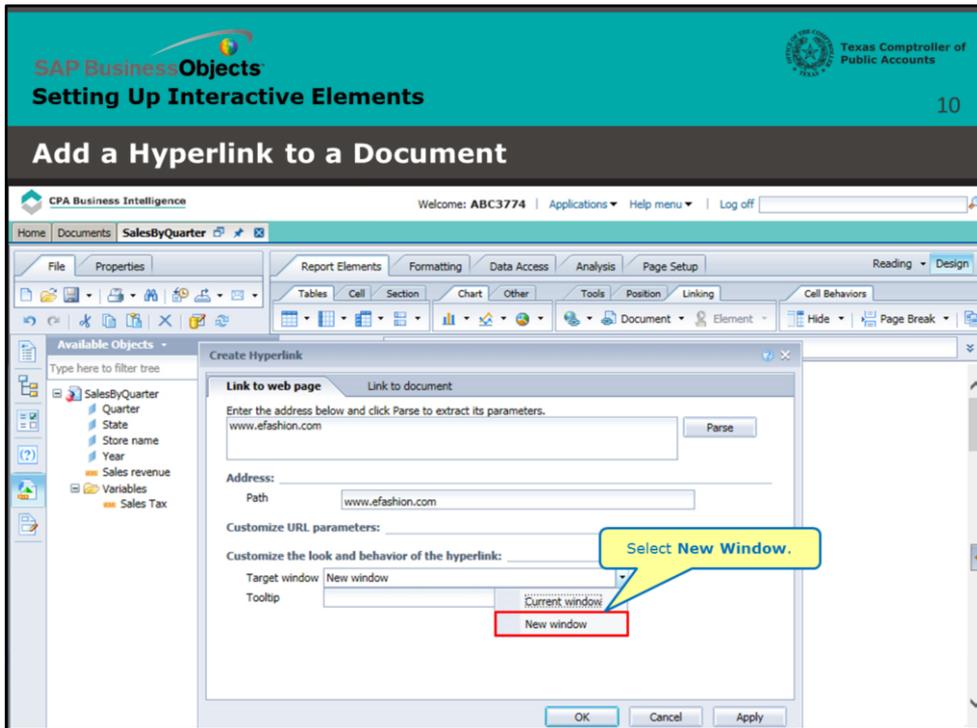
In this example, we'll set up the link to open in a new window.

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.

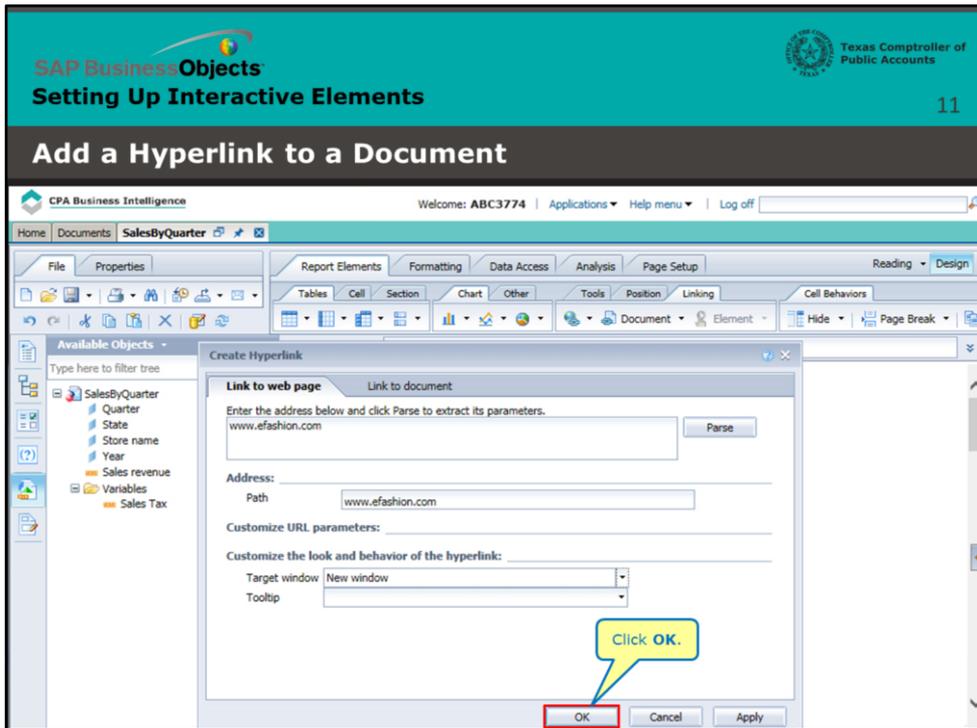
In this example, we'll set up the link to open in a new window.

Click the **Target Window** list.



Page 10 – Customize the Hyperlink (continued)

Select **New Window**.



Page 11 – Customize the Hyperlink (continued)

Click **OK**.

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
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- Variables
 - Sales Tax

[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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Page 12 – Test the Hyperlink

Finally, let's test the hyperlink.

Click the hyperlink.

Add a Hyperlink to a Document

The URL opens in
a new window.



efashion.com

Bringing together the world of fashion and design on the web.

- Designers
- Contact Us
- Featured Photographer



Featured model: Gabriela Rangel

Page 13 – A New Window Opens

The URL opens in a new window.

Add a Hyperlink to a Document

This concludes this lesson.

[Additional Tutorials](#)

Page 14 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)