

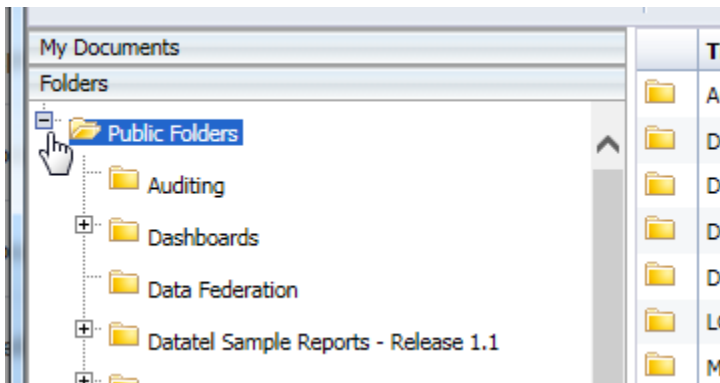
Web Intelligence-Building Reports

Web Intelligence is a web reporting tool that is used for data analysis and reporting. The purpose of this document is to get users acquainted with the tool to build reports.

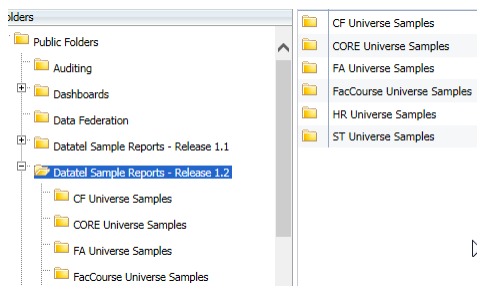
Log into Web Intelligence by following the link <https://wscbo.worcester.local/BOE/BI>.



Once logged in, click on the folders icon to view the folders that you have access to. It may be different to what's described depending on your permissions. If you feel like you require access to more resources, please discuss it with your supervisor and have them contact IT.



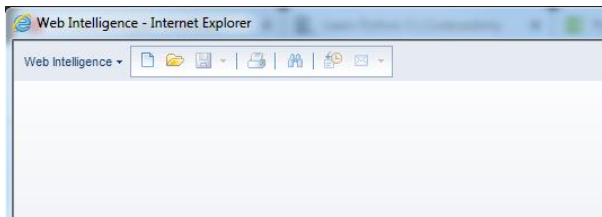
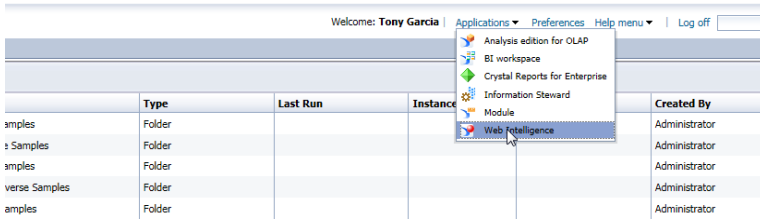
Expand 'Public Folders' to view all of your folders. Click on the folder relevant to your department. When you build a report you will save it in this folder. The pic below is only an example of where your reports would go. Do not place your files in the folder shown.



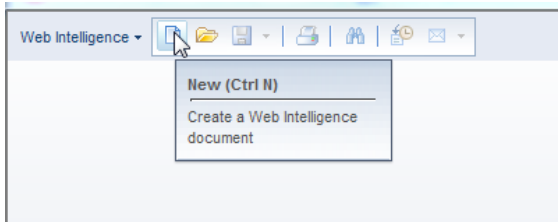
Building a report

To get started with the building process we must select a 'Universe' to work from. A Universe in Business Objects contains data from OLAP (On-Line Analytical Processing) and Relational data sources.

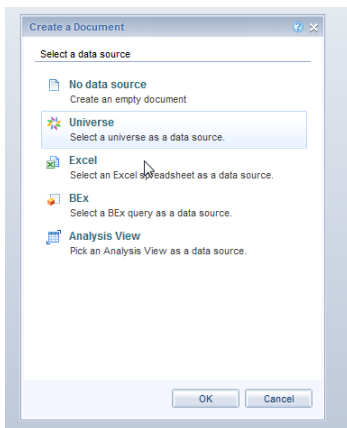
Click on Applications>Web Intelligence



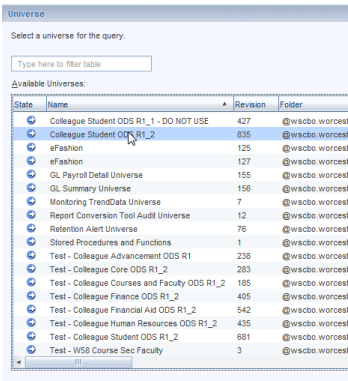
Click on the New Document.



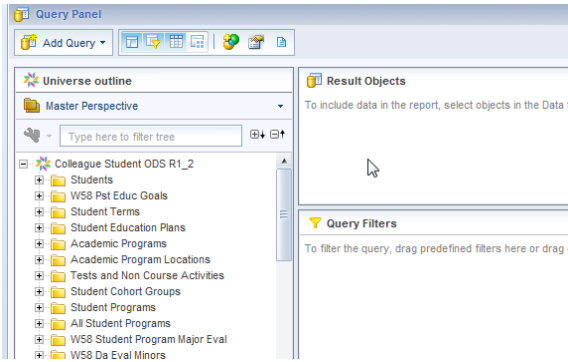
The 'create document' window comes up. Select the 'Universe' you want to work in.



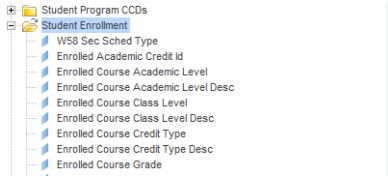
In this example, we will be working in the Student Universe, 'Colleague Student ODS R1_2'.



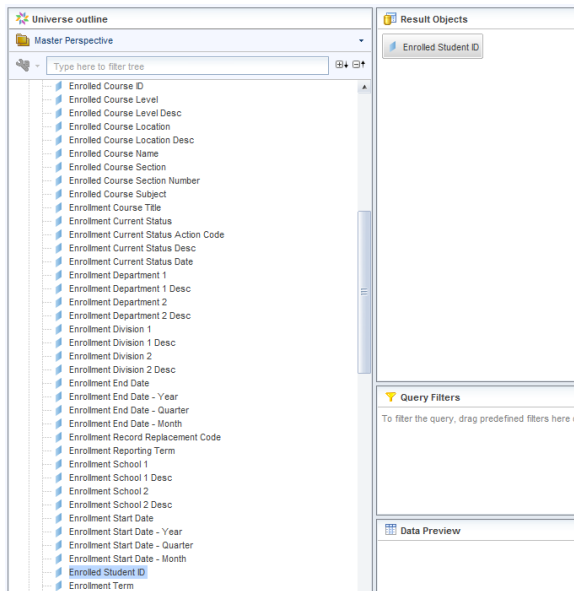
Once you select the Universe, the Query Panel will come up. Take a few minutes to view the files available at your disposal. If you don't see relevant files, you may not have adequate permissions. Please get in touch with IT to sort out the issue.



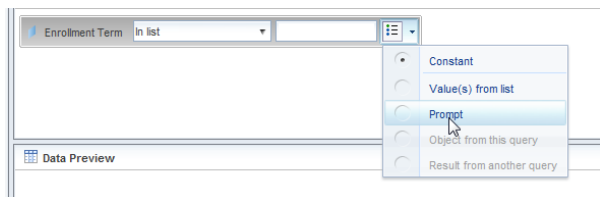
For instructional purposes only, we will work from the 'Student Enrollment' file as well as 'Student Program' file.



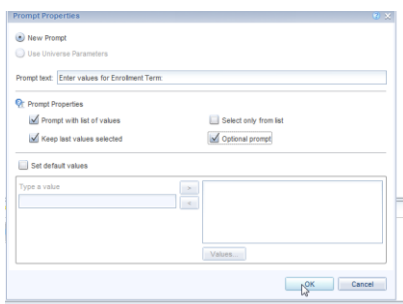
To start, bringing in 'Enrolled Student ID' to the 'Query Results' Panel by double clicking on the object or clicking and dragging to the 'Results Objects' panel. This area of the query panel is where we chose to select the objects that we want to view. Essentially they are the columns that you would see in an Excel spreadsheet.



Next, we will introduce a filter with a prompt. Click and drag 'Enrollment Term' to the 'Query Filters' Panel. Click on the drop down menu on the object to either select values or make as prompt. For the sake of this discussion, we will chose a prompt.

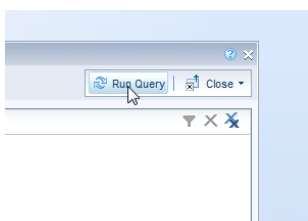


Once this is done, select the question mark icon to open the prompt properties window. It is here that we make the prompt optional or mandatory. We can also chose a predefined value but we will go with optional.

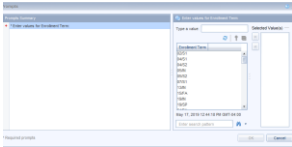


Click 'OK' to acknowledge the change.

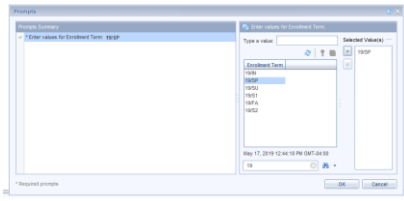
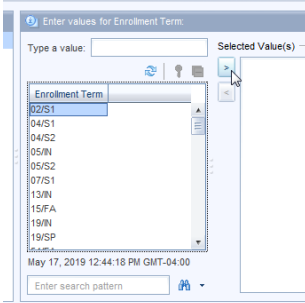
Next click on 'Run Query'.



You will get a pop up window asking you to select a value to filter by.

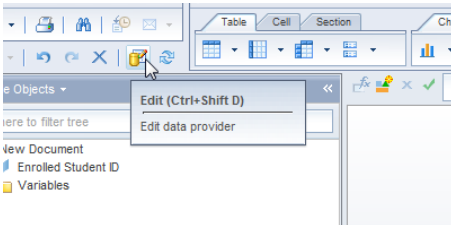


Select the term and click on the '>' icon to select the value. The term can be searched. Just enter the 'pattern' where the binocular icon is. If you do not see anything to choose from, click on the refresh button.

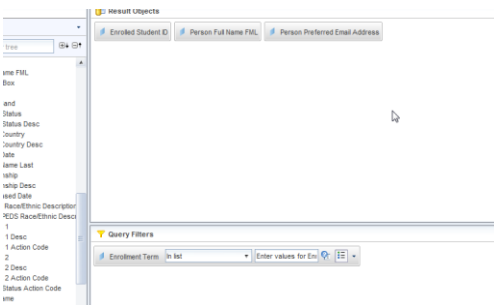


Click okay. You will see a list report with student IDs listed. This can be expanded and filtered further.

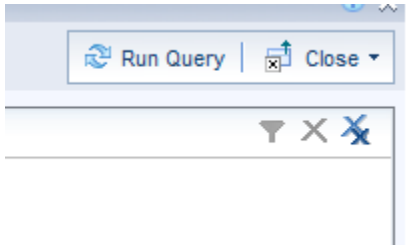
We can add more descriptive objects in the report by clicking on edit icon on the ribbon.



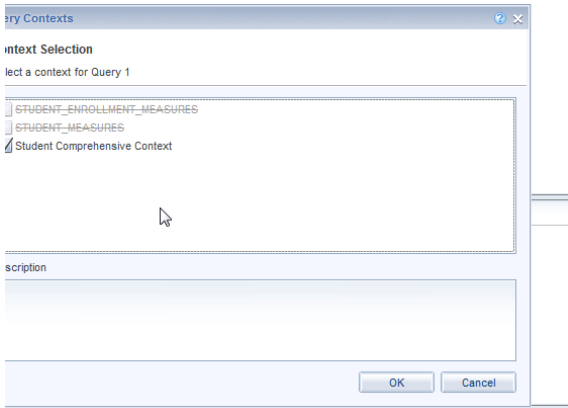
The query panel will come up again. Look through the files on the left and look for the 'Person' Folder. We are going to bring in names and e-mails. Click and drag both person Full Name and Person Preferred Email Address into the Result Objects panel.



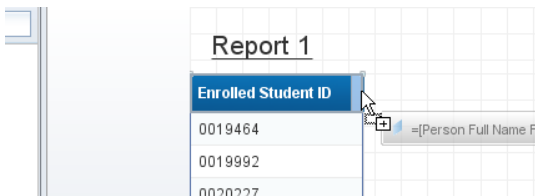
Run the report by clicking on 'Run Query'.



Click on 'Student Comprehensive Context' to select a context and then click 'okay'.



Select the term you want in the 'Prompts' popup window and click okay. You will not see the Names or Emails on the results-list. They have to be dragged into the report. This is better demonstrated than explained, but what needs to be done is that the fields under 'Available Objects' can be included into your report if they are not already on it. Click and drag 'Person Full Name FML' and place it just to the right of 'Enrolled Student ID' until you see a square icon to the right.



Drop the object by releasing it. Do the same for the e-mails.

Report 1		
Enrolled Student ID	Person Full Name FML	Person Preferred Email Address
0019464	George E. LeBlanc	gleblanc2@worchester.edu
0019992	Melissa A. Damelio	mdamelio@worchester.edu
0020227	Kathleen M. Morin	kmorin3@worchester.edu
0021417	Dina L. LePage	dlepage@worchester.edu
0022547	Jill K. Lindgren	jlindgren1@worchester.edu

When you are finished with the report, save your report to the desired destination and log off. Please refer to the 'WebI How to Logout' documentation on www.worcester.edu/colleague for further information. There is also documentation on exporting data to Excel; 'WebI Saving Reports to Excel'.

There are many other things that can be done with a WebI document. I've included several links that can be helpful. This one in particular is especially useful: sap.com/LearnBI

Getting Started

- **NEW for 4.1 SP5** Scenario: Creating reports with tables, charts and images* (9:35) [video](#)
- Create a query (1:24) [interactive](#) / [video](#)
- Run and save a query (1:30) [interactive](#) / [video](#)
- Edit a query (0:59) [interactive](#) / [video](#)
- View or change the properties for a query (1:06) [interactive](#) / [video](#)
- View the SQL or MDX script for a query (1:00) [interactive](#) / [video](#)
- Set up preferences for the Web Intelligence Rich Client interface (1:01) [interactive](#) / [video](#)
- View the properties of a document (1:20) [interactive](#) / [video](#)
- Drag and drop objects to create a report (1:33) [interactive](#) / [video](#)
- Duplicate a report object (1:19) [interactive](#) / [video](#)
- Add a report to a document (0:40) [interactive](#) / [video](#)
- Add a row or column in a table (0:56) [interactive](#) / [video](#)
- View the metadata for objects (0:32) [interactive](#) / [video](#)
- Publish a document to the repository (1:22) [interactive](#) / [video](#)
- Save a document as other formats (1:51) [interactive](#) / [video](#)
- Copy and paste content in Web Intelligence and other documents (2:01) [interactive](#) / [video](#)

Working with Tables and Crosstabs

- Create a table (2:07) [interactive](#) / [video](#)
- Change the layout of a table (1:24) [interactive](#) / [video](#)
- Delete columns and rows from a table (1:05) [interactive](#) / [video](#)

Selecting, Sorting, Grouping, and Summarizing Data

- Select a subset of data based on a predefined filter (1:00) [interactive](#) / [video](#)
- Select a subset of data based on a custom filter (1:16) [interactive](#) / [video](#)
- Remove a filter from a document (0:45) [interactive](#) / [video](#)
- Create a prompt to select a subset of data (1:31) [interactive](#) / [video](#)
- Select a subset of data based on multiple filters (2:17) [interactive](#) / [video](#)
- Define the order in which multiple filters are applied (2:07) [interactive](#) / [video](#)
- Create breaks between groups of data (0:55) [interactive](#) / [video](#)
- Calculate totals and subtotals for data (1:10) [interactive](#) / [video](#)
- Sort the data in a document (2:05) [interactive](#) / [video](#)
- Change the order and format of breaks between groups of data (1:53) [interactive](#) / [video](#)
- Select a subset of data in a report (0:59) [interactive](#) / [video](#)
- Add a ranking to data (1:01) [interactive](#) / [video](#)
- Divide a report into sections (1:22) [interactive](#) / [video](#)
- Calculate totals and subtotals for sections in a report (1:08) [interactive](#) / [video](#)
- Navigate a document using the Report Map pane (0:51) [interactive](#) / [video](#)
- Set a filter on a section or a block in a document (1:53) [interactive](#) / [video](#)
- Sort the sections in a document (0:56) [interactive](#) / [video](#)
- Create a prompt for hierarchical data (1:24) [interactive](#) / [video](#)
- Divide a report with hierarchical data into sections (1:01) [interactive](#) / [video](#)
- **4.0 FP3** Apply simple and complex sorting (1:44) [interactive](#) / [video](#)

- **4.1 SP2** Group the values of a dimension (1:43) [interactive](#) / [video](#)

Working with Formulas

- Create a formula to display a filter selection (1:48) [interactive](#) / [video](#)
- Create a formula to calculate a value (1:22) [interactive](#) / [video](#)
- Create a variable based on a formula (0:59) [interactive](#) / [video](#)

Applying Formatting

- Add text to a document (0:59) [interactive](#) / [video](#)
- Change the format of text or numbers in a document (0:54) [interactive](#) / [video](#)
- Track changes to data (1:28) [interactive](#) / [video](#)
- Conditionally format data based on defined thresholds (1:37) [interactive](#) / [video](#)
- Add a background to a document (1:22) [interactive](#) / [video](#)
- Add page numbers to a document (0:50) [interactive](#) / [video](#)
- Change the formatting for a table (1:50) [interactive](#) / [video](#)
- Change the formatting for a cell (2:21) [interactive](#) / [video](#)
- Change the formatting for sections (1:59) [interactive](#) / [video](#)
- Change the formatting for a chart (5:04) [interactive](#) / [video](#)
- **4.0 FP3** Modify the default style sheet (2:30) [interactive](#) / [video](#)
- **4.0 FP3** Format charts (2:11) [interactive](#) / [video](#)
- **4.1** Freeze header rows or columns (0:56) [interactive](#) / [video](#)
- **4.1** Create a custom color palette (1:27) [interactive](#) / [video](#)

