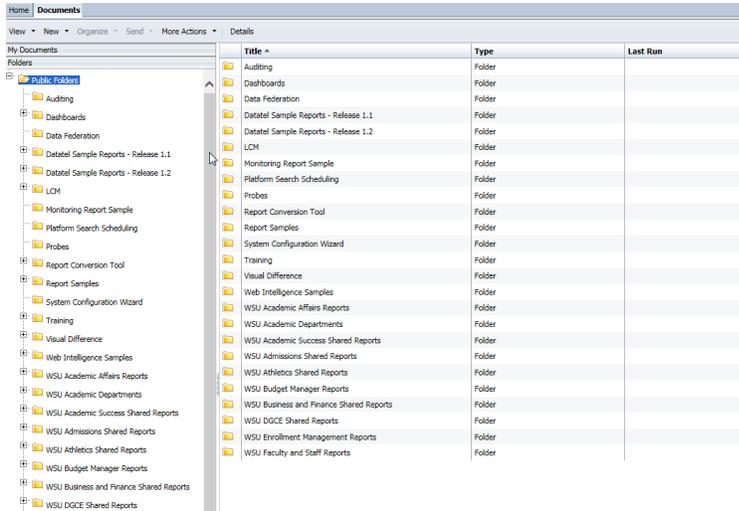


Web Intelligence - Viewing and Running Reports

Welcome to Web Intelligence a front end tool specifically designed for data analysis and reporting. This guide will serve only as an overview on how to run reports and change filters. It is in your best interest to follow along as best as you can.

Follow the instructions in the 'Getting Started in WebI' guide (submitted via e-mail) to log into Web Intelligence. Expand 'Public Folders' to gain access to the files we will be using.

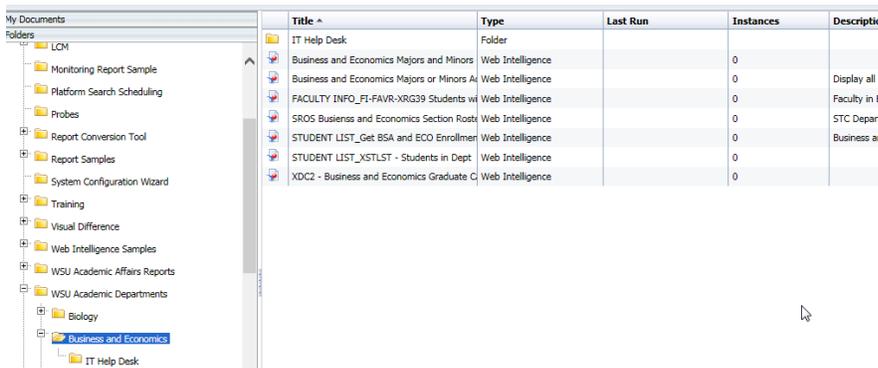


What you see under 'Public Folders' may be different than what's pictured depending on the permissions you have been granted. If you feel that you require access to more resources speak to your immediate supervisor and have them contact IT.

Viewing Reports

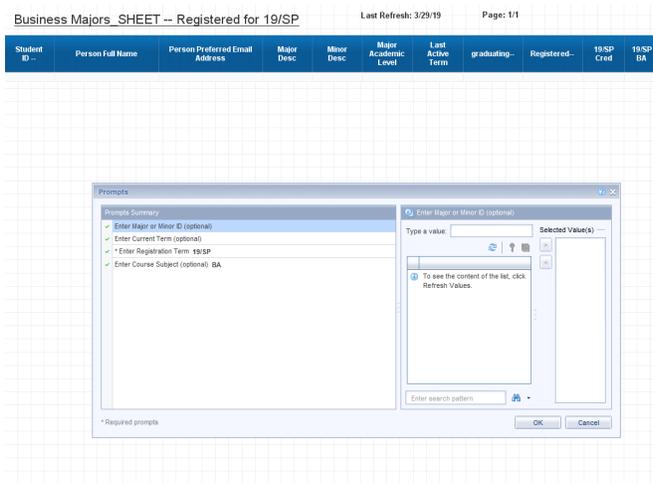
To run and view a report find the relevant folder for your department. Depending on your permissions it may be the only one you see. For the case of this walkthrough, we'll be going over a report in Business and Economics.

The first step is to follow a similar path to WSU Academic Departments>Business and Economics.

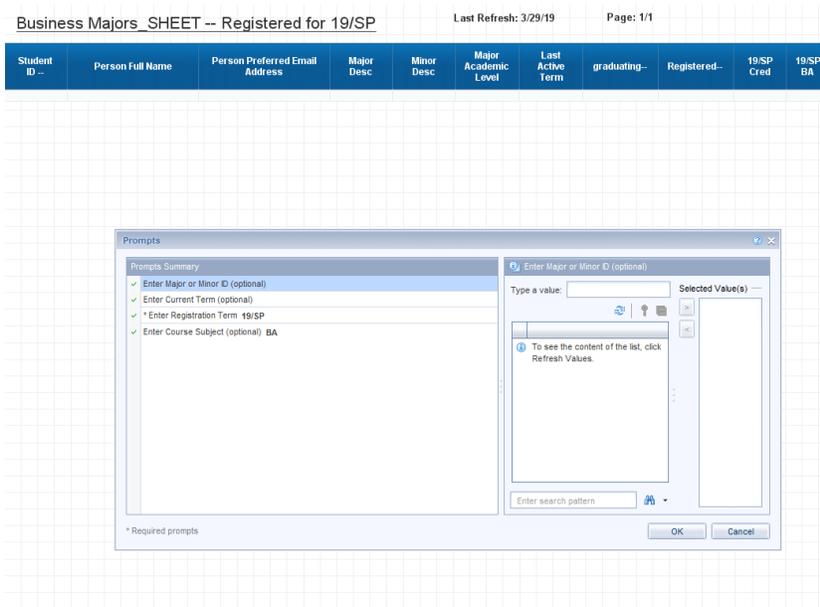


Click on the folder to highlight it and view the reports available to run on the right panel.

Double click on the file you're interested in. In this case, Business and Economics Majors and Minors.

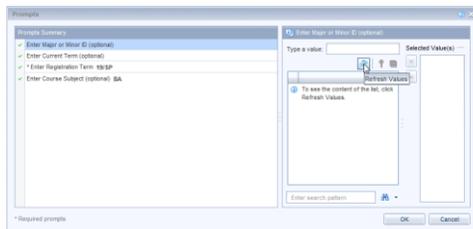


Upon opening the report, there will be a prompt asking you to input specific criteria.

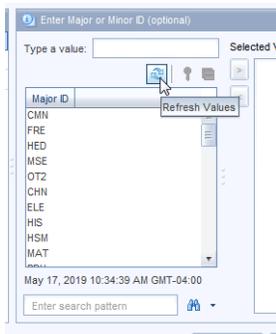


It's important to mention that not all reports will prompt for specific criteria. Changes must be done in 'Design Mode' which will be explained later in this document.

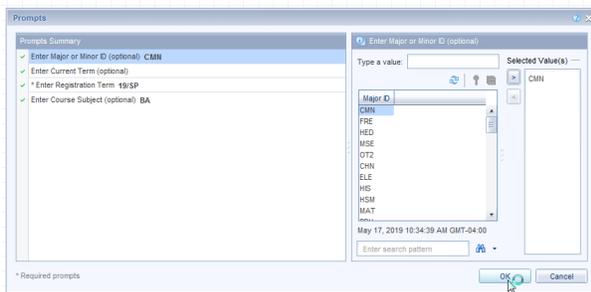
To select criteria, highlight the field you want to change, in this case 'Enter Major or Minor ID'.



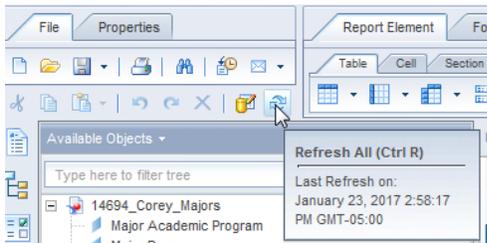
Click on the refresh button to view all viable options.



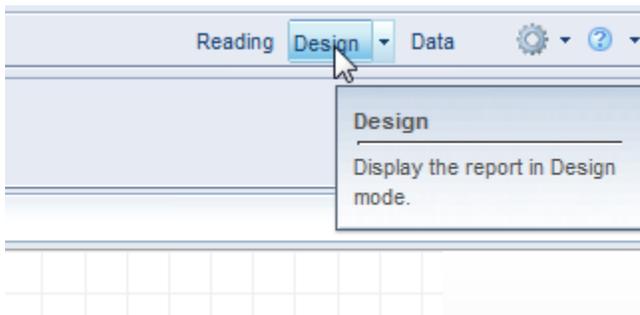
Select the value you want to filter for and click the '>' button to add it under the 'Selected Values' window. You do this for all the 'Prompt Summaries' BEFORE clicking 'Okay'.



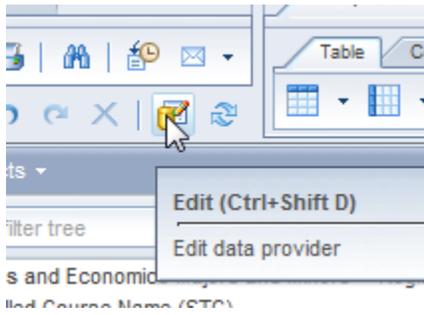
Once you click 'okay' the report will run and display data. Inspect the information to see if it meets your expectations. If you want to change some parameters, simply rerun the report by clicking on the 'Refresh' button in the top ribbon.



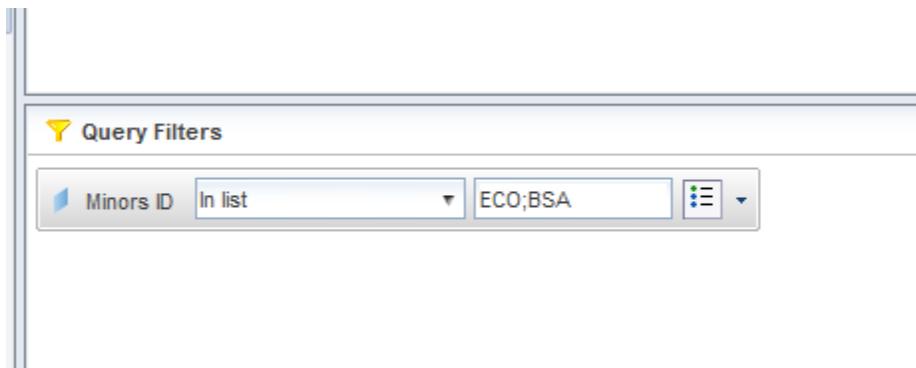
If the report that you want to run does not prompt you for data, click on the 'Design' in the ribbon to access 'Design Mode'



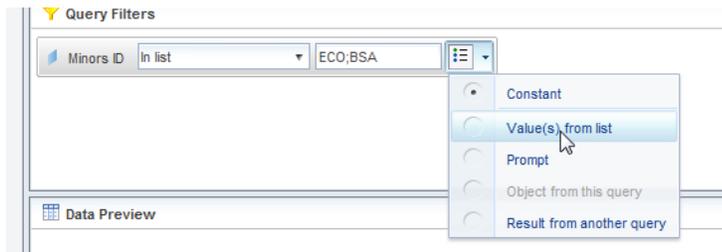
Once in the 'Design Mode', click on the edit button to edit the queries.



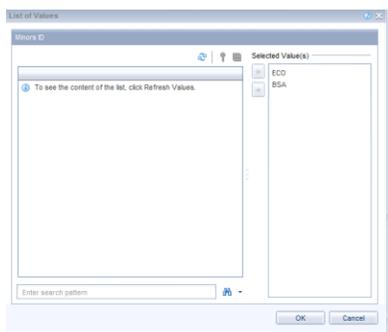
Depending on the query, the objects may look like the following under 'Query Filters':



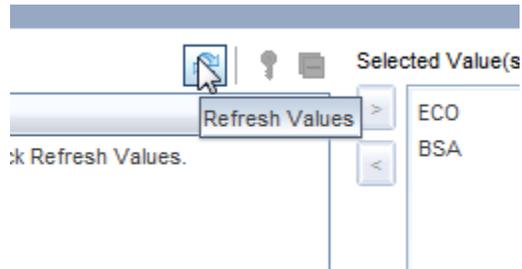
Click on the drop down icon on the side of the object to access 'values from list'.



When you do, a window will come up that looks like:



Refresh the window to view values.



When you do, a list of selectable value will populate.



Select on the value that you want and add it to 'selected values' by clicking on the '>' icon. Conversely, you can remove values by selected the value under 'Selected Values' and clicking on the '<' icon. Click okay to run the report and view the results. It's important to mention that not all prompts need values. Some are optional.

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

Additional Instruction

Run and save a query (1:30) [interactive](#) / [video](#)