

## Web Intelligence (WebI) Objects and Business Objects InfoView

- For users needing to create queries with Worcester State University data, Web-Intelligence and Business Objects InfoView, the portal used to gain access to Web Intelligence documents and reports, is replacing “Query Builder”, the familiar tool used with Datatel’s Colleague and UIWeb 4.0 database software.
- As stated in presentations provided to us by Kate Connolly, a Datatel Training Consultant, “*Business Intelligence* refers to the applications and technologies used for gathering, storing, analyzing, and providing access to data to help users make business decisions”.
- In this instructional document I am going to include examples discussed in Kate’s training sessions, as well as some of my own, in order to provide a basic introductory guide for Web Intelligence users on our campus. The URL address where SAP’s complete Web Intelligence Rich Client User’s Guide is located is in the bibliography at the end of the document.
- *Web Intelligence* is a web reporting tool that has been installed on the server (computer) that stores our WSU business data. It provides an easy, interactive interface for analyzing and reporting.
- Business Objects InfoView preferences only need to be setup the first time InfoView is used.
- Users will be timed out after 20 minutes of inactivity and a message similar to the following will display: “The document <Name of document> has been auto saved in the Favorites ~WebIntelligence folder. Click restore to retrieve it”. Go to the folder to locate the document.”
- Worcester State University data is refreshed nightly.

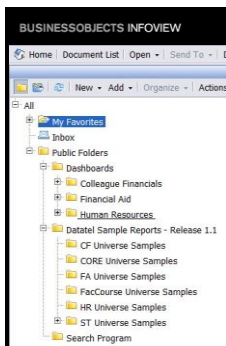
**Note:** Use the Internet Explorer, Firefox, or Safari browsers and Do Not Use the Back or Forward buttons to navigate in Infoview or a Web Intelligence business objects workspace.

- InfoView acts as a portal for accessing Web Intelligence reports or other Business Objects.
- Objects display in a familiar folder structure similar to a Windows environment.

### Explore Public Folders, Universes, and other InfoView Objects

1. **Log On to Infoview** (which also will be referred to as WebI—short for Web Intelligence), and expand the **Public Folders** by clicking the **+ sign** to the left of the folder name.

The only “folders” that you should see are ones to which you have been provided access permissions.



## Web Intelligence Objects (WebI) and Business Objects InfoView

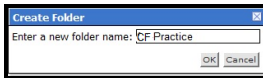
- An InfoView *Universe* is a set of metadata (data about data) regarding the business data being stored (e.g. color, structure, location) in our system (e.g. Colleague/UIWeb). A Universe doesn't contain data. It "points" to data and makes it available through web reporting tools such as Web Intelligence.
- Users only will be able to view folders, universes, Web Intelligence documents, or other objects to which they have been provided access permissions.
- In order to have a place to store new or modified reports, a subfolder can be created in My Favorites.
- Rather than starting a new report from scratch, an existing Web Intelligence report can be copied and modified. It is good to keep the original reports intact and modify /customize copies, as needed.
- Public folder contents cannot be modified or deleted while residing in the Public folder.

### Explore Public Folders, Universes, and other InfoView Objects

2. Under **Public Folders**, click the **+ sign** to expand **Datatel Sample Reports Release 1.2**.

Several Universe folders (e.g. CF, FA, and ST) display.

3. In order to create a separate folder in which to store reports that you plan to use on a routine basis, **right-click** the **My Favorites** folder and select **New** followed by **Folder** from the displayed shortcut menu.



4. In the "Enter a new folder name" box, type the **name** you want to assign to the **new "My Favorites" folder** and click **OK**.
5. In order to modify an existing report rather than starting one from scratch click the **CF Universe Samples** subfolder, followed by the **Organize** menu button, and choose **Copy**.

It also is possible to right-click the CF Universe Samples, choose Organize, followed by Copy.

(Once you learn how to copy existing sample reports, the same procedure can be followed to copy ST or FA Sample Reports to your "My Favorites" folder).

In order to store copies of the CF Sample Universe reports in a folder you created, under **My Favorites**, select the **CF-Practice** folder (or other folder name that indicates these are "your" WebI Reports) and choose **Organize** followed by **Paste**.

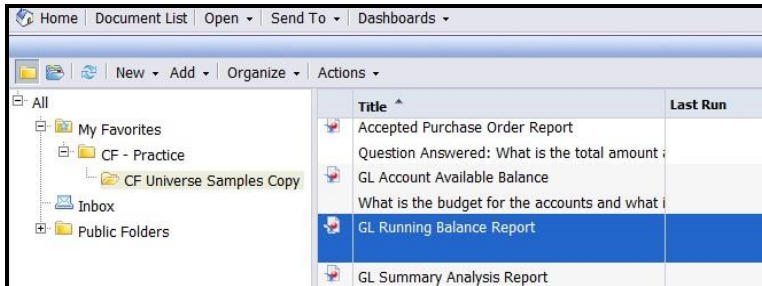
Of course, right-clicking and selecting from the shortcut menu also works.

Copies of the CF Universe Reports should be available in the subfolder you created.

## Web Intelligence Objects (WebI) and Business Objects InfoView

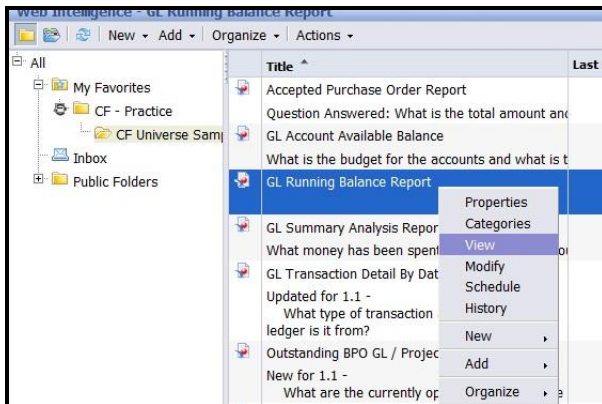
### View an Existing Report

1. Under **My Favorites**, expand the **CF Practice** (or other) folder in which you pasted copies of the CF Universe Sample Reports.
2. Select the **GL Running Balance Report**.



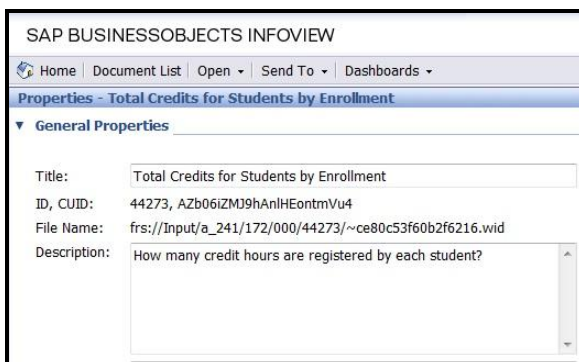
3. **Right-click the Running Balance Report** that was **copied** into you're my Favorites (or other chosen) folder and select **View** from the shortcut menu.

**Be certain you are not opening the original report from the CF Universe Samples folder. Those should be kept intact, in order to modify additional copies for new reports in the future.**



The Sample Report opens.

*If Properties is selected, a description of a report can be seen or the Name of the report can be modified.*



## Web Intelligence Objects (WebI) and Business Objects InfoView

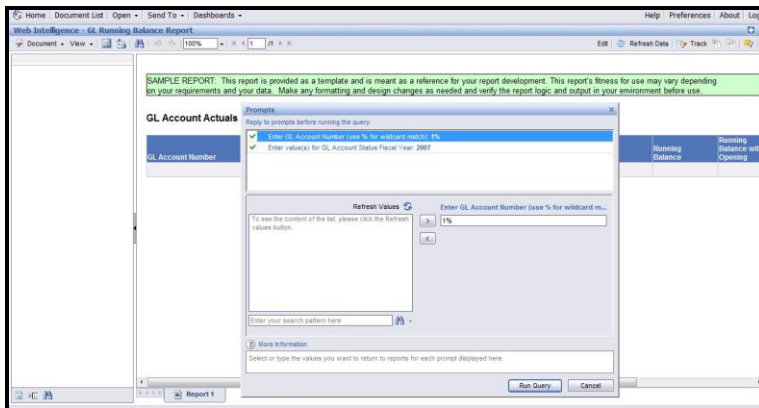
- As it says at the top of the report screen: **“This report is provided as a template and meant as a reference for your report development. This report’s fitness for use may vary depending on your requirements and your data. Make any formatting and design changes as needed and verify the report logic and output in your environment before use.”**

Keep in mind that reports vary. The example below will demonstrate how some basic modifications to an existing sample report can be accomplished. This makes it easier than designing a report from scratch. Additional modifications will be discussed in a later section of this document.

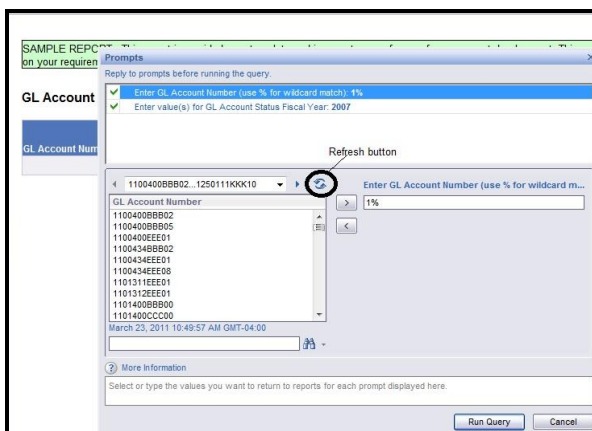
- A **“Prompts”** screen displays with an **“Enter GL Account Number (Use % for wildcard match) 1% prompt”** highlighted. On our WSU campus, in an account that is numbered 1400232EEE00, the 400 represents the source or grant code. The 232 represents the department code. Codes such as EEE00 etc. are object codes. A % or “wildcard” represents “any” value. Therefore, 1400232% would show any value that matches 1400232 and any object codes.

### View an Existing Report

- The existing **Sample Running Balance Report** opens. Make certain a copy of the original report was opened and read the information provided in green at the top of the report before making any modifications.



- In order to view the most recent GL Account values, click the **“Refresh”** button. Data is updated every 24 hours.



## Web Intelligence Objects (WebI) and Business Objects InfoView

### View an Existing Report

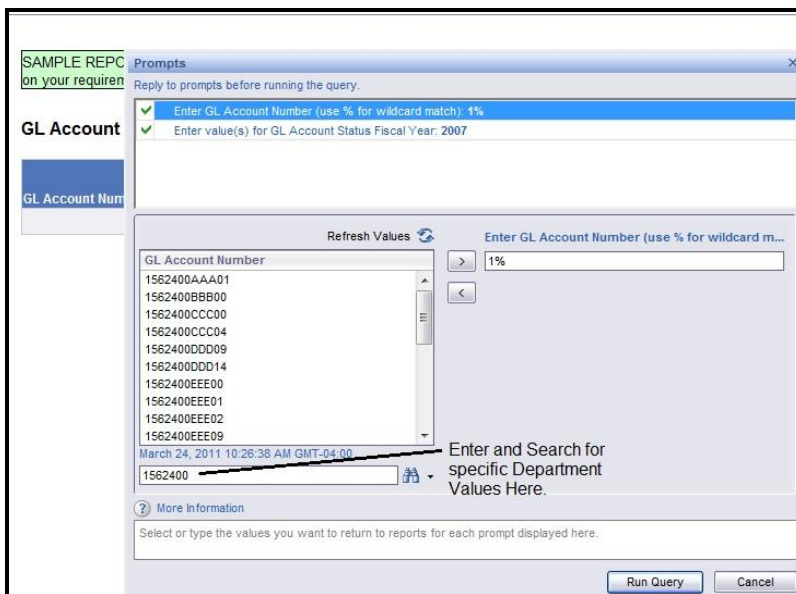
6. On the left side of the Prompts dialog box under GL Account Number, **select your department or other desired GL account number**. Then, **click the > symbol** (Add from list of values) to move the selected GL Account Number over to the **Enter GL Account Number** box (Use % for wildcard).

**If the desired GL account number isn't visible, search for specific GL numbers by entering the numeric criteria in the Search box and clicking the small binoculars.**

Use the "wildcard" symbol (%) to represent "any" value at the location of the wildcard.

**For Example:** Leave the **1** (or other first GL account value) and enter the **"source" and "dept."** values followed by the "wildcard" **1200400%**.

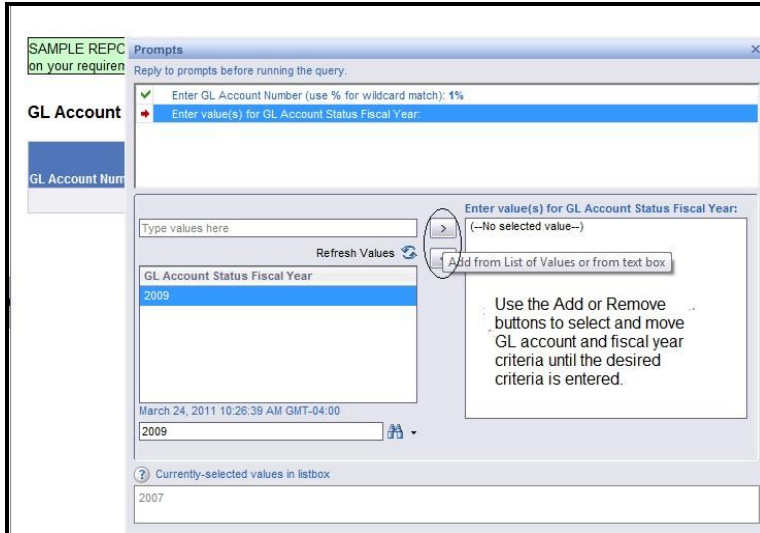
GL numbers matching the criteria display in the GL Account Number area on the left and can be selected and moved to the right-hand "Enter GL Account Number" box for the query.



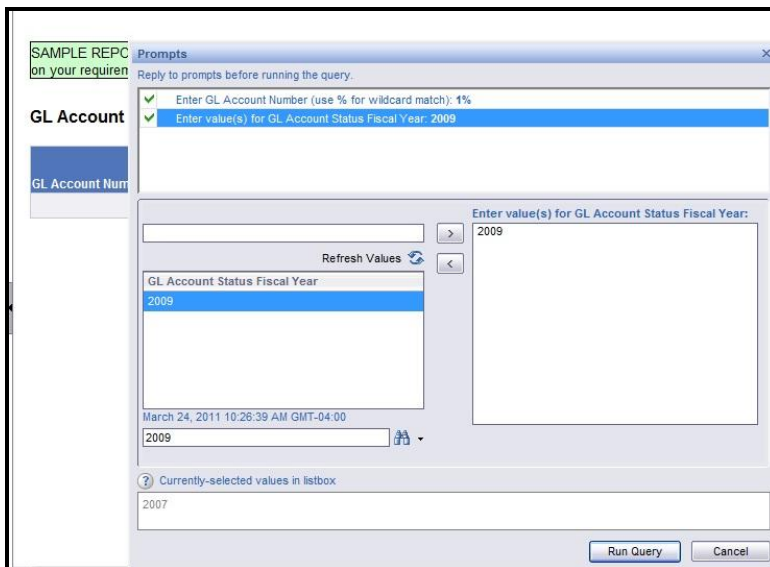
## Web Intelligence Objects (WebI) and Business Objects InfoView

### View an Existing Report

7. Select the “Enter values for GL Account Fiscal Year” prompt (refer to the graphic below), refresh the values, and choose a fiscal year on which to query.



8. Highlight any **additional** listed prompts and modify them, if necessary.
9. Once all prompts have been adjusted, click the **Run Query** button.



The report runs (Continue to next page).

## Web Intelligence Objects (WebI) and Business Objects InfoView

### View an Existing Report

A Document Auto save and Recovery prompt displays to inform the user that Web Intelligence saves documents automatically when the Web Intelligence server times out (20 minutes). It gets saved in the .pdf format, by default. If you get timed out, just Log Out and back in again.

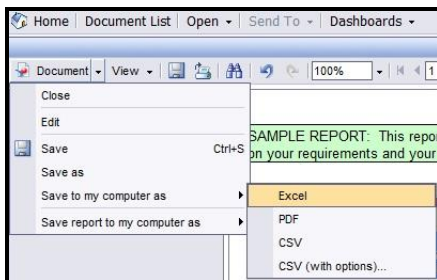


The completed report displays.

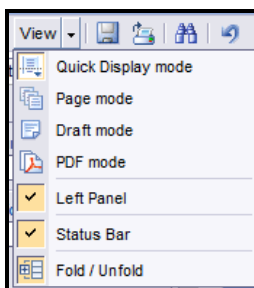
|           |      |    |                |             |        |             |        |
|-----------|------|----|----------------|-------------|--------|-------------|--------|
| 2400AAA01 | 2009 | 12 | June, 2009     | \$9,846.94  | \$0.00 | \$9,846.94  | \$9.8  |
| 2400EEE01 | 2009 | 4  | October, 2008  | \$12,491.00 | \$0.00 | \$12,191.00 | \$12.1 |
| 2400EEE09 | 2009 | 1  | July, 2008     | \$17,755.54 | \$0.00 | \$17,755.54 | \$17.7 |
|           |      | 6  | December, 2008 | \$900.00    | \$0.00 | \$8,655.54  | \$8.6  |
|           |      | 7  | January, 2009  | \$560.00    | \$0.00 | \$9,215.54  | \$9.2  |
|           |      | 8  | February, 2009 | \$10,932.41 | \$0.00 | \$10,147.95 | \$10.1 |

This report is in Quick Display mode.

**Once a Query Report is run, the document object can be saved to your computer in an Excel, CSV, or PDF format by clicking the Document button on the tool bar.**



The View menu provides several options for viewing the report. Quick Display mode is the default selection. Page mode displays the report the way it will print.

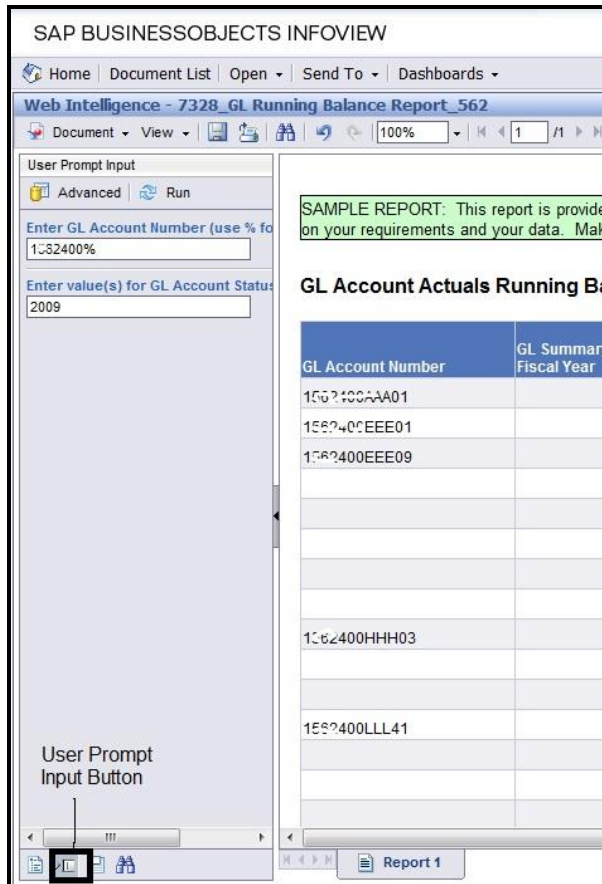


## Web Intelligence Objects (WebI) and Business Objects InfoView

### View an Existing Report

10. If **User Prompt Input changes are needed**, click the **Advanced** button to display the User Prompt Input dialog and make the necessary changes.

**Note:** The Advanced button only will be visible if the User Prompt Input button is selected on the lower left-hand side of the report window.



The screenshot displays the SAP BusinessObjects InfoView interface. The main window title is "SAP BUSINESSOBJECTS INFOVIEW". The report title is "Web Intelligence - 7328\_GL Running Balance Report\_562". The report content shows a table titled "GL Account Actuals Running Balance". The table has two columns: "GL Account Number" and "GL Summary Fiscal Year". The table contains several rows of data, including GL Account Numbers like 100?400AAA01, 100?400EEE01, 100?400EEE09, 100?400HHH03, and 100?400LLL41. The "GL Summary Fiscal Year" column is currently empty. On the left side, there is a "User Prompt Input" dialog box with fields for "Enter GL Account Number (use % for)" and "Enter value(s) for GL Account Status". The "Advanced" button is highlighted in the dialog box. At the bottom of the report window, there is a "Report 1" button.

| GL Account Number | GL Summary Fiscal Year |
|-------------------|------------------------|
| 100?400AAA01      |                        |
| 100?400EEE01      |                        |
| 100?400EEE09      |                        |
|                   |                        |
|                   |                        |
|                   |                        |
| 100?400HHH03      |                        |
|                   |                        |
|                   |                        |
| 100?400LLL41      |                        |
|                   |                        |
|                   |                        |

Be certain to "Run the query" again and make certain the report is reflecting the information you require. If not, "tweak" the query until it works the way you want.

## Web Intelligence Objects (WebI) and Business Objects InfoView

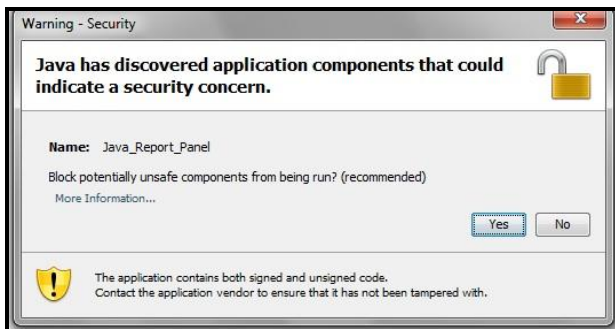
- It also is possible to select **Modify** and **Run a Query**. This choice brings the user into development mode and provides many additional options including the ability to save to one's computer or InfoView folders.

### Modify an Existing Report

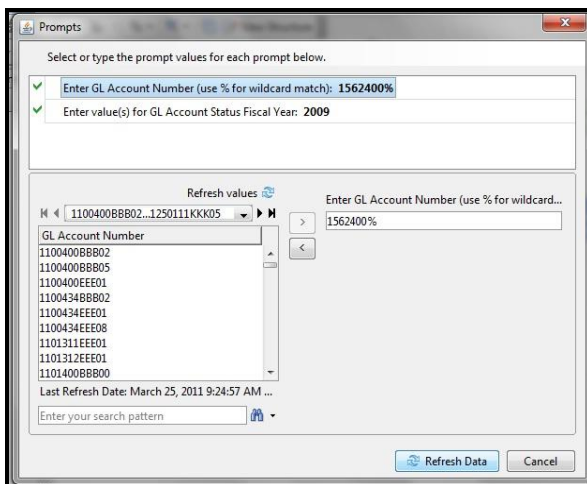
1. Click the InfoView **Home** tab.
2. **Right-click** the copied **Running Balance Report** in your **"My Favorites" Folder** and select **Modify** from the shortcut menu.

If the following Java Security Alert displays, click **No**.

**Be Careful!** Since we know we are accessing InfoView and Web Intelligence from a server on our campus that is protected and monitored, you can select "No". If you see this prompt under different circumstances, click "Yes" unless you determine the site is known and safe. Otherwise, you could expose the computer to security threats.



3. This Prompt dialog box looks pretty similar to the one displayed when "View" is chosen from the shortcut menu:



4. **Refresh the Data**. Then, **review all prompt information** and **make changes**, as necessary to perform your desired query. Be certain to "test" the query to make certain the report actually is getting the information you require. If not, "tweak" the report until it works the way you want.

## Web Intelligence Objects (WebI) and Business Objects InfoView

### Modify an Existing Report

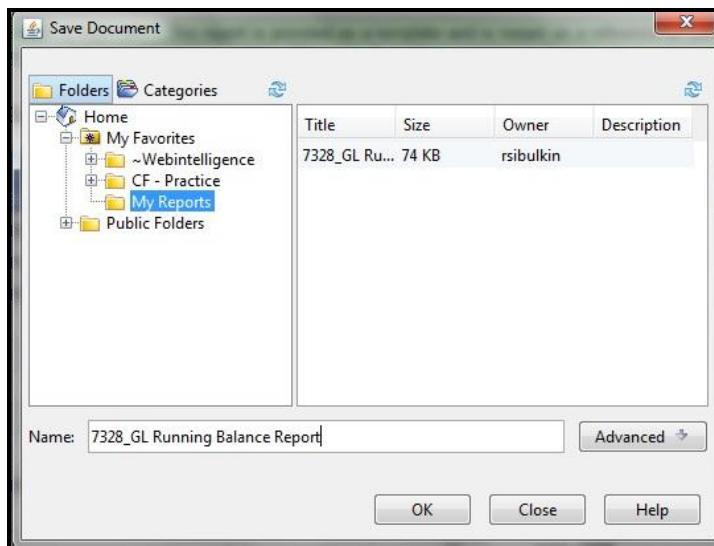
5. Click **OK** to the Document Auto save and Recovery Alert.

The Report Opens displaying the results on which the data was queried.

| GL Account Number | GL Summary Fiscal Year | GL Summary Fiscal Year Month Number | GL Summary Calendar Month | GL Account Debit Amount | GL Account Credit Amount | Opening Balance |
|-------------------|------------------------|-------------------------------------|---------------------------|-------------------------|--------------------------|-----------------|
| 1512400AAA01      | 2009                   | 12                                  | June, 2009                | \$9,846.94              | \$0.00                   |                 |
| 1512400EEE01      | 2009                   | 4                                   | October, 2008             | \$12,191.00             | \$0.00                   |                 |
| 1512400EEE09      | 2009                   | 1                                   | July, 2008                | \$147,755.54            | \$0.00                   |                 |
|                   |                        | 6                                   | December, 2008            | \$900.00                | \$0.00                   |                 |
|                   |                        | 7                                   | January, 2009             | \$560.00                | \$0.00                   |                 |
|                   |                        | 8                                   | February, 2009            | \$10,932.41             | \$0.00                   |                 |
|                   |                        | 9                                   | March, 2009               | \$3,500.00              | \$0.00                   |                 |

6. Click the **Save** button (looks like a floppy disk) and choose **Save As**.

When Save As is selected, a copy of the report can be saved to one of the folders under My Favorites in the Infoview Home space (e.g. My Reports).



## Web Intelligence Objects (WebI) and Business Objects InfoView

Now that you have been provided with some basic information about using Web Intelligence (WebI) objects and a sample report, let's take a closer look at some additional features and modifications that can be done using an existing Sample Student Report.

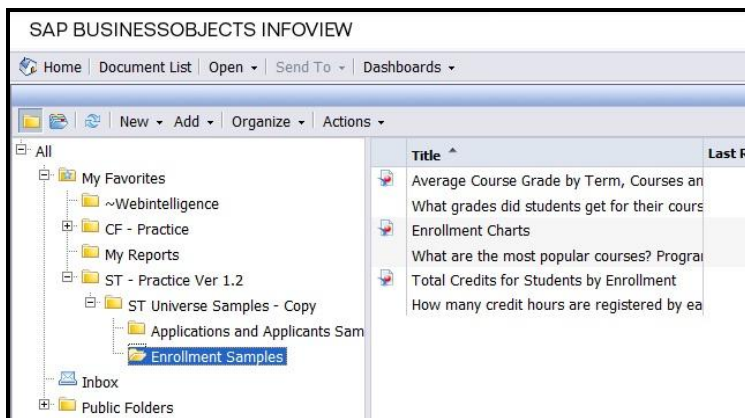
### Copy Sample Student Reports into Your InfoView My Favorites Folder

1. If you do not already have WebI InfoView open, **Log On to Infoview** (which also will be referred to as WebI—short for Web Intelligence, since InfoView is a Web Intelligence object), and expand the **Public Folders** by clicking the **+ sign** to the left of the folder name.

Keep in mind that the only “folders” you see are ones to which you have been provided access.

2. In order to create a separate folder in which to store the modified sample Student reports you plan to use, **right-click on** your **My Favorites** folder and select **New** followed by **Folder** from the displayed shortcut menu.
3. In the “Enter a new folder name” box, **type the name** you want to assign to the new “**My Favorites**” **subfolder** (e.g. ST Practice or ST Universe Samples – Copy. Make sure to differentiate the name from the original folder that is going to be copied, so you can tell them apart) and click **OK**.
4. Under **Public Folders**, click the **+ sign** to expand **Datatel Sample Reports Release 1.2**.
5. In order to modify an existing report instead of starting from scratch, under **Public Folders**, **Datatel Sample Reports -1.2**, right-click the **ST Universe Samples** subfolder, select **Organize**, and left-click **Copy**.
6. In order to place copies of the **ST Universe Samples reports** in the subfolder you created, under **My Favorites**, select the **ST-Practice** folder (or other folder created to store “your”copied WebI Reports) and choose **Organize** followed by **Paste**.

The copied folder/reports should display beneath your My Favorites folder.



7. Expand the **ST** folder in which you pasted the copied Sample Reports and click on the **Enrollment Samples** folder.

**The “Total Credits for Students by Enrollment” Sample report is going to be used for the remaining examples.**

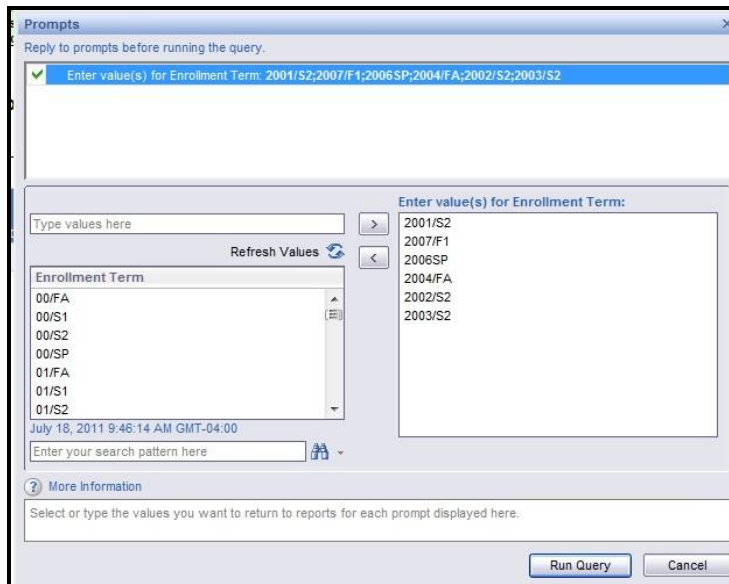
## Web Intelligence Objects (WebI) and Business Objects InfoView

### Modify the “Total Credits for Student Enrollment” Sample Student Report

1. **Right-click** the “**Total Credit for Student Enrollment**” Sample Student Report and select **View** from the shortcut menu that displays.

The Student Enrollment subfolder should be located in the copied ST Universe Samples folder.

The report displays with its default settings.



The displayed prompt says “**Enter value(s) for Enrollment Term ...**” and lists the terms specified under “**Enter value(s) for Enrollment Term:**” on the right-hand side of the Prompts screen.

2. To **modify the existing Enrollment terms to terms you want to query, highlight the unwanted terms** and click the “**<**” key to move the selected terms off the right-hand column.

The <Shift + Click> or <Ctrl + Click> methods work well for selecting the listed items.

<Shift+Click> works to select items next to one another.

The <Ctrl +Click> works to select items that are not next to one another.

- a. Click the first listed term you wish to remove to highlight it (e.g. 2001/S2).
- b. Press the <Shift> key.
- c. While holding the <Shift> key, click the last listed enrollment term you wish to remove.

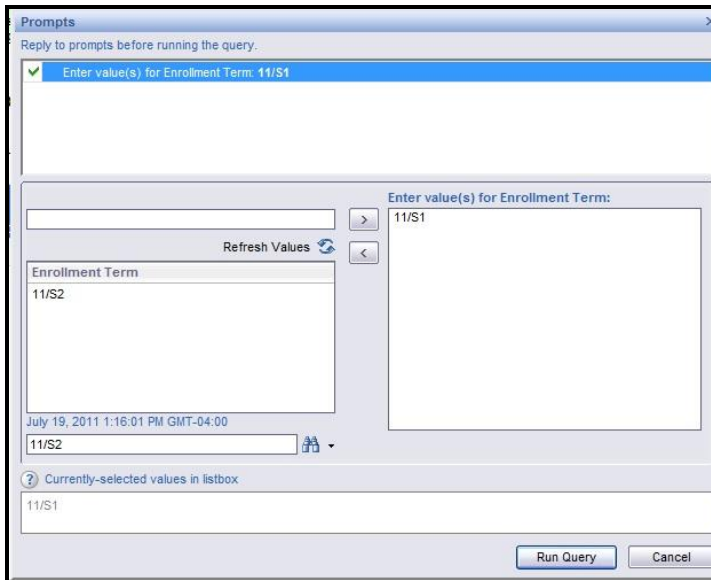
All listed terms from the first to the last selected should be highlighted.

Use <Ctrl + Click> to select listed items that are not next to one another.

## Web Intelligence Objects (WebI) and Business Objects InfoView

### Modify the “Total Credits for Student Enrollment” Sample Student Report

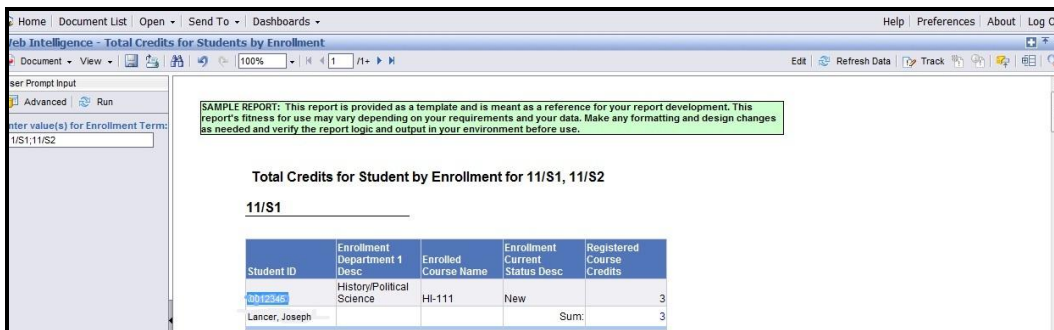
3. Click the **Refresh Values** button to refresh the data.



4. **Enter the desired terms in the Search box** (to the left of the binoculars). In the example above, **11/S1** (2011/Summer 1) already was entered. Search for and Enter **11/S1** and **11/S2** or other desired terms.
5. Click the **Run Query** button.

Click **OK** if the Document Auto save and Recovery prompt displays.

The completed report displays.



SAMPLE REPORT: This report is provided as a template and is meant as a reference for your report development. This report's fitness for use may vary depending on your requirements and your data. Make any formatting and design changes as needed and verify the report logic and output in your environment before use.

**Total Credits for Student by Enrollment for 11/S1, 11/S2**

**11/S1**

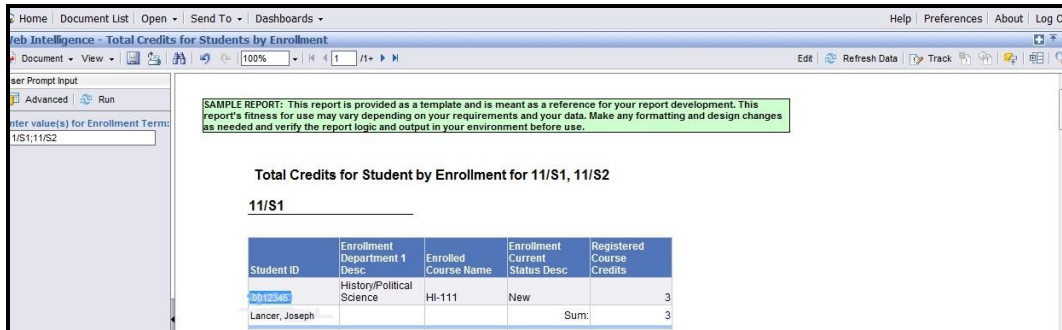
| Student ID     | Enrollment Department 1 Desc | Enrolled Course Name | Enrollment Current Status Desc | Registered Course Credits |
|----------------|------------------------------|----------------------|--------------------------------|---------------------------|
| 0012345        | History/Political Science    | HI-111               | New                            | 3                         |
| Lancer, Joseph |                              |                      | Sum:                           | 3                         |

## Web Intelligence Objects (WebI) and Business Objects InfoView

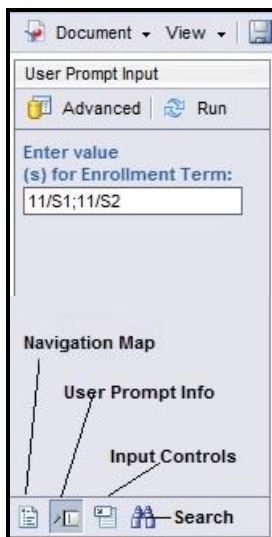
### Familiarize Yourself with the InfoView Report Window.

The WebI InfoView Student Report is displayed in “Viewing” mode in the graphic below. It’s easy to tell because the “Edit” button (on the right) is not depressed (highlighted/blue).

- From Left to Right there are several buttons and drop-down menus.



- The **Document drop-down menu**, allows the document object to be saved to your computer in an Excel, CSV, or PDF format once the query report is run. **Save to my computer only saves a “snapshot” of the data** from when the query was run. Database data gets refreshed each night.
- The **View menu** provides several options for viewing the report. Quick Display mode is the default selection, but **Page mode displays the report the way it will print**.
- The **Zoom** menu can be used to increase or decrease the size of the text you are viewing on your computer monitor without changing the size of the text in the report.
- The **Page Navigation** area on the toolbar allows the user to move through the report pages one-by-one or by going to the first or last page of the report. If the report is going to be printed, it helps to switch to Page mode to view the report the way it will print.
- The **Edit** button allows the user to switch from “View” to “Edit” mode in order to modify the report document using the Web Intelligence InfoView report panel.



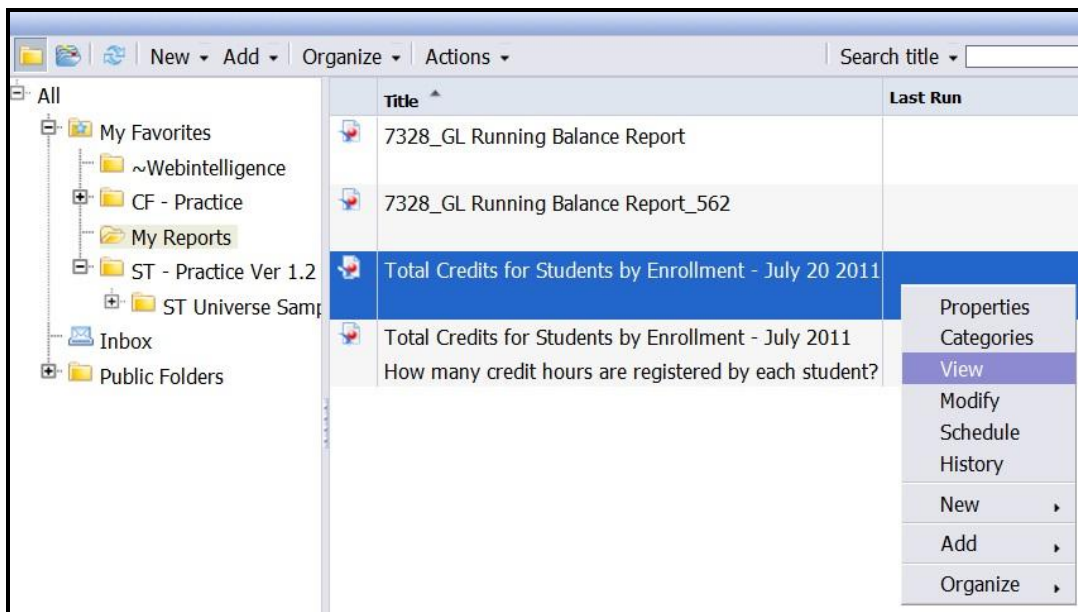
- The buttons on the lower left-hand side of the report viewing window provide information about the active report.
- The **Navigation Map** button displays sections/items in the report. Click the + sign(s) to expand and display section/item names. Then, click the section/items you want to view to move to selected areas of the report.
- The **User Prompt** button displays the Prompt screen. Click its **Advanced** button to view the Prompt screen or to Run the Report query.
- Find** lets the user search the report for specified “text”.
- The Refresh Data button queries the database and obtains its most current data. The report displays results based on the information contained in the database at the time the query was run.

## Web Intelligence Objects (WebI) and Business Objects InfoView

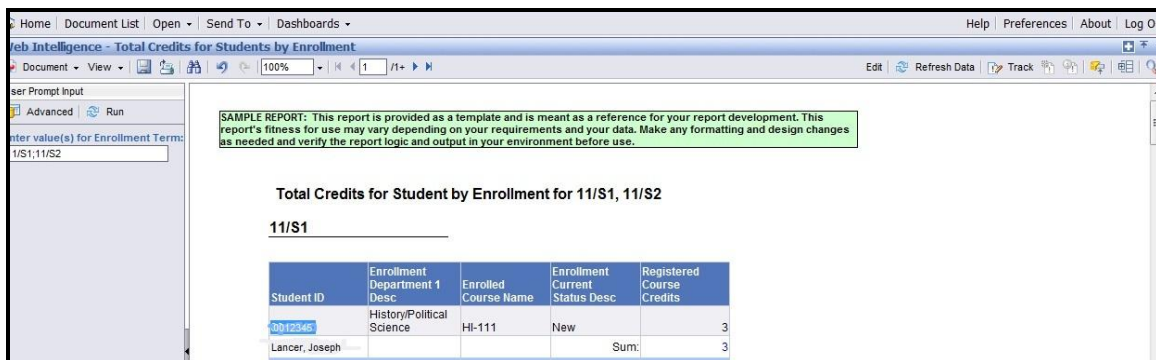
- Viewing the report in Page mode displays the report the way it will be printed. Once the report is viewed, it is possible to see if modifications to the report are necessary to obtain proper page placement.

### View the Sample Student Report in Page mode.

- If the “**Total Credits for Student Enrollment Sample Report**” is not Open, **Log On to WebI Reporting InfoView** to locate the **Sample Report** you saved in your **My Favorites** subfolder (e.g. My Reports or ST Universe Samples – Copy).
- Right-click** the “**Total Credit for Student Enrollment**” Sample Student Report and select **View** from the shortcut menu that displays. **Refresh the Values** and **Run the Query**.



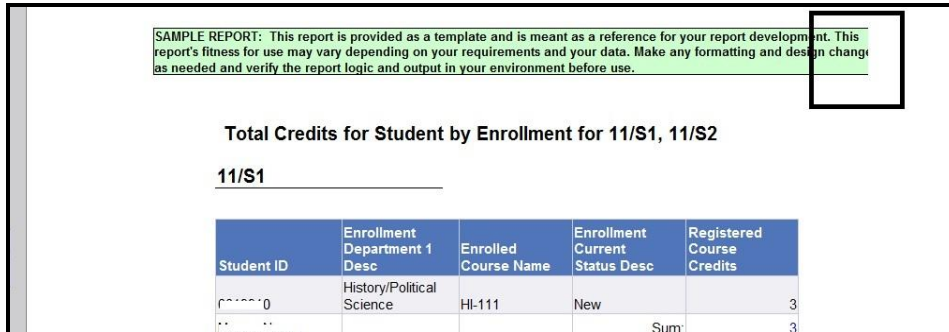
The report should display.



## Web Intelligence Objects (WebI) and Business Objects InfoView

View the **Sample Student Report** in **Page mode**.

- From the **View** drop-down menu, select **Page mode**.



SAMPLE REPORT: This report is provided as a template and is meant as a reference for your report development. This report's fitness for use may vary depending on your requirements and your data. Make any formatting and design changes as needed and verify the report logic and output in your environment before use.

Total Credits for Student by Enrollment for 11/S1, 11/S2

11/S1

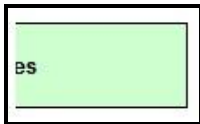
| Student ID | Enrollment Department 1 Desc | Enrolled Course Name | Enrollment Current Status Desc | Registered Course Credits |
|------------|------------------------------|----------------------|--------------------------------|---------------------------|
| 0          | History/Political Science    | HI-111               | New                            | 3                         |
|            |                              |                      | Sum                            | 3                         |

Notice that the green Sample Report description text box gets cut off at the end. We'll use this as an example of how to modify a text box or other similar object.

- Click the **Go to Next Index** arrow to move to Page 2 of the report.



Only the remaining small piece of the green Sample Report text box displays. Therefore, it will be necessary to modify the size of the text box in order to fit it on one page.



- Click the left **Go to previous** blue arrow to move back to page 1 of the report.

**Use the Edit button and Modify the "Total Credits for Student Enrollment" Sample Student Report**

- With the Total Credits for Student Enrollment report open, click the **Edit** button.



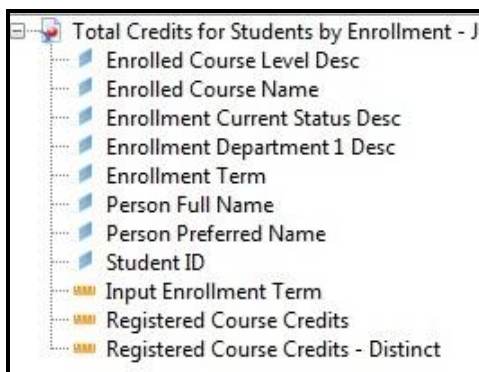
- Since this report is being accessed from a secure WSU site, when the Java warning displays, click **No**.

## Web Intelligence Objects (WebI) and Business Objects InfoView

- In Edit mode, four tabs appear on the left-hand side of the report panel.
- “The Data tab displays Web Intelligence *dimension* and detail objects that can be used in the report in blue. A dimension object represents data that provides the basis for analysis in a report. Dimension objects typically retrieve character-type data (e.g. student names, enrolled course names)

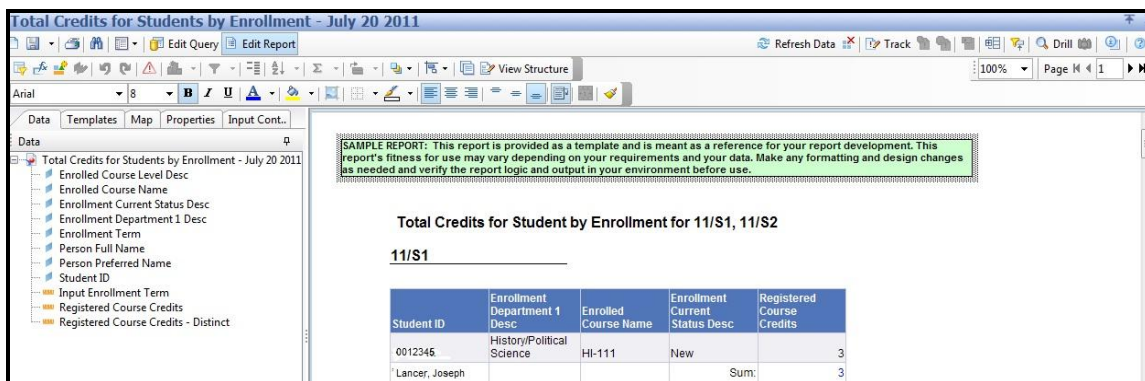
A *detail object* provides descriptive data about a dimension. A detail is always attached to the dimension for which it provides additional information (e.g. [Student ID] is a detail object that is associated with [Person Full Name])

A *measure object* retrieves numeric data that is the result of calculations on data in the database. For example, [Revenue] is the calculation of the number of items sold multiplied by item price. Measure objects are often located in a Measures class. Measure objects appear in gold in the Web Intelligence query panel”.



### Use the Edit button and Modify the “Total Credits for Student Enrollment” Sample Student Report

The sample student report switches to “Edit” mode.



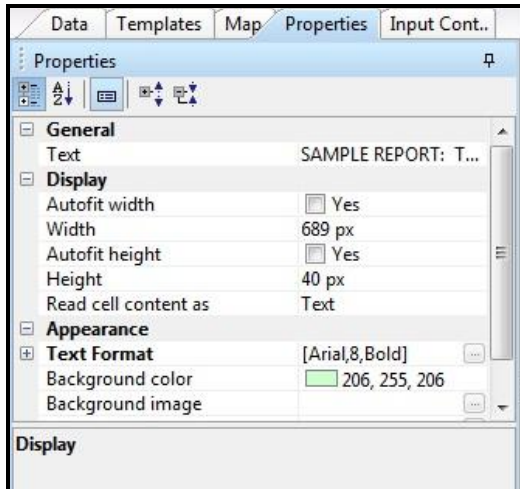
3. Click the **green SAMPLE REPORT** text box. A border surrounds the text box to show the box is **selected** Other objects can be selected this way, also.

## Web Intelligence Objects (WebI) and Business Objects InfoView

### Use the Edit button and Modify the “Total Credits for Student Enrollment” Sample Student Report

4. On the **left** side of the screen, click the **Properties** tab.

Properties for the selected item display. Click the + sign to the left of bolded categories to view settings and areas that can be modified.



5. Click **inside the Autofit width box** to activate “Yes”

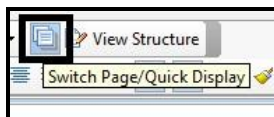
As you will see, the box becomes much too narrow.

6. Click **Undo** or **Point** your mouse pointer to the **right-hand border of the text box** until the pointer turns into a **line with two small black arrows**—one pointing left and the other pointing right. **Drag the right border to the text box width you think will be right.**

7. **Make certain the header remains on Page 1.** If not, click **Undo** or readjust the text box border.

Click the **Switch Page/Quick Display** button to view the result of the change.

Click the Switch/Page/Quick Display button to toggle the Page view On and Off.



## Web Intelligence Objects (WebI) and Business Objects InfoView

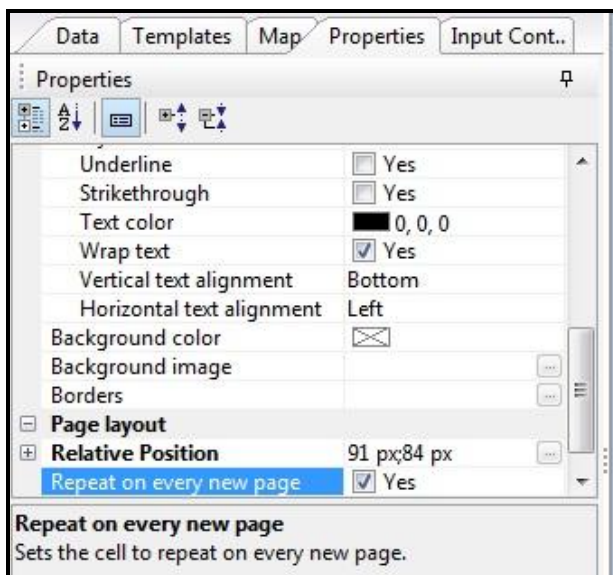
### Use the Edit button and Modify the “Total Credits for Student Enrollment” Sample Student Report

8. If the selected text box is too wide or doesn't display properly, **click the Switch Page/Quick Display button again to turn off the Page View display**. Then, drag the border until you get the desired result.

Of course, this particular text box could be deleted, as well, if you don't want it on the report. .

9. Make certain you are on **Page 1 in Edit mode** and **click to select the Total Credits for Student Enrollment 11/S! 11/S2 text header box**.

10. With the header box selected, **click the Properties tab** and **activate the “Repeat on every new page” Yes**. Then, **scroll through the pages** of the report to **see the result**.



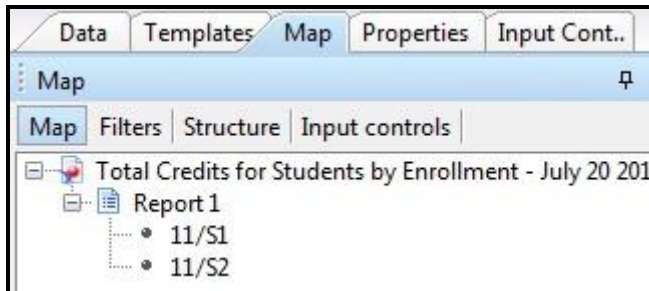
11. **Return to page 1** of the report.
12. Click the **Data** tab to bring it in front of other tabs and return it to the default tab position.
13. **Remain in Edit Mode**.

## Web Intelligence Objects (WebI) and Business Objects InfoView

- As defined by SAP, “A ‘section’ breaks up the data into multiple free-standing cells called section headers. Each section header contains one value for a dimension (object), with a block of data that corresponds to the dimension value.” (SAP) p189

### Use the Data Map to View Sections of a Report.

- While in **Edit** mode, click the **Map** tab to view existing sections of the report.



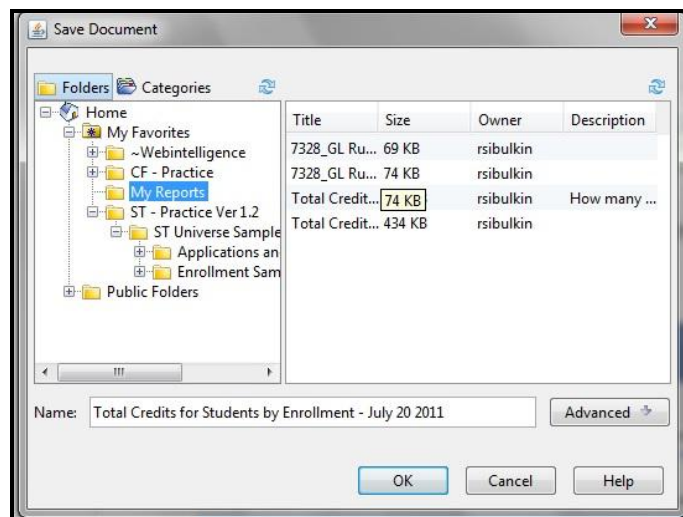
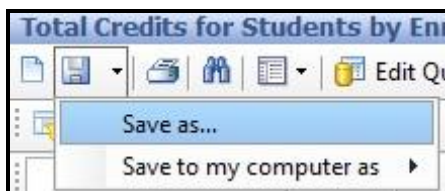
This report has two sections.

- Since only Section 1 is showing on the first page of the report, on the **Map tab** click **11/S2**.

This should move the cursor to the 11/S2 section of the report.

- If you like the changes you made to the report and want to keep them, click the drop-down arrow on the **Save** button, choose **Save As**, and Save the modified report to the **My Reports** folder or other desired WebI InfoView folder. Click **OK**.

Remember to change the name, slightly, from the original sample report in order to keep the original sample report intact.



- Remain in **Edit** View to continue modifying the report or Close the report and Log Out if you are finished.

## Web Intelligence Objects (WebI) and Business Objects InfoView

- It is necessary to select report data prior to adding formatting in order for the formatting to be applied.
- A break divides the data up within one block. One column contains the values for a dimension, detail, or measure, which are repeated for each other row of values in the block.
- Additional objects can be added to a report by dragging them from the Data tab. They can be removed from a report by dragging their column header off to the Data tab area.

### Modify Formatting to Columns of Report Data

1. If the “**Total Credits for Student Enrollment Sample Report**” is not open, **Log On to WebI Reporting InfoView** to locate the **Sample Report** you saved in your **My Favorites subfolder** (e.g. My Reports or ST Universe Samples – Copy).
2. Right-click the **Total Credits for Student Enrollment Sample Report** name and select **Modify** from the shortcut menu. This will display the report in “Edit” mode.
3. **Click on a column header** in the open Sample Report.

Notice that only the header is selected, not its corresponding data.

4. Click on a **Student ID number**.  
All student ID numbers should be selected.
5. Click the **Bold** button on the formatting toolbar.  
All student ID numbers should be **bolded**.

### Duplicate the Report 1 Tab.

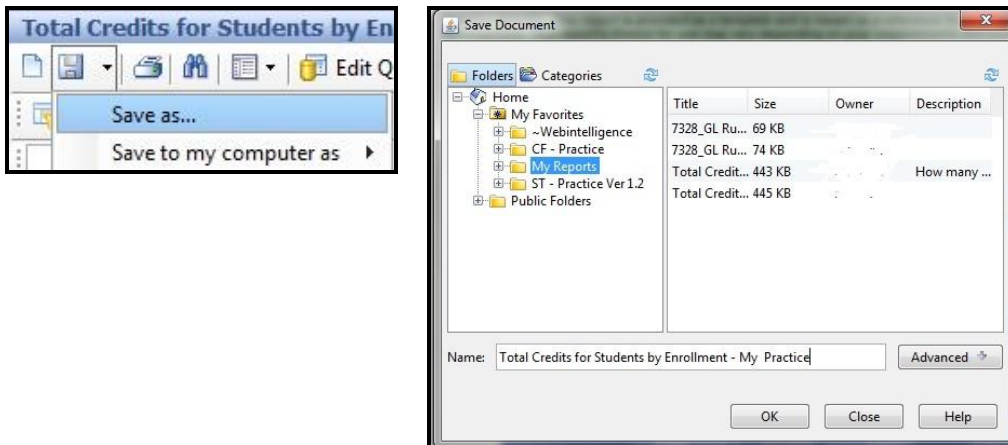
1. **Right-click** the **Report 1 tab** and select **Duplicate Report** from the shortcut menu.  
A duplicate report displays with the name “Report 1 (1) on its tab.
2. Double-click the **duplicated Report 1 (1) tab** and Rename it to **My Copy** (or other desired name).

## Web Intelligence Objects (WebI) and Business Objects InfoView

### Duplicate the Report 1 Tab.

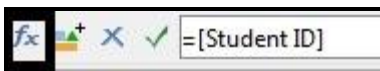
3. With the duplicate report active, select **Save As** and save a copy of the report to **My Reports** (or another desired My Favorites subfolder) with the name **Total Credits for Students by Enrollment – My Practice..**

The saved duplicate report will provide a backup to use for practice and keep the initial report intact.



4. Keep the saved “Practice” report open.
5. On the Reporting toolbar, click the **Show/Hide Formula Toolbar** button.

Notice the formula that was entered into this sample report in order to display the Student’s ID in the cell.



6. Click the **Student’s Name** and view the entered formula.

### Modify the Student ID Break Properties

7. With the duplicate **My Copy tab** (or **Report 1 (1)**) active, click the **bolded Student ID number**.

The “break” button on the Reporting toolbar is highlighted, which means a “break” was added to divide the Student ID data up within the block.

8. Under the Student ID column header, click the student number of the first student listed.

All student ID numbers should be selected. In addition, notice that the data is divided within one cell.

9. On the **Report toolbar**, click the **break**  button.

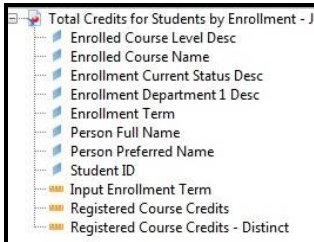
The break is removed and only student ID numbers display.

10. Click the **Undo** button to return the cell break.

## Web Intelligence Objects (WebI) and Business Objects InfoView

- The dimension, detail, and measure objects that appear on the report's Data tab are available to be placed on a report because a query was run to add the desired objects to the report document.

### Add the Enrollment Term Object onto the Total Credits for Students by Enrollment Report



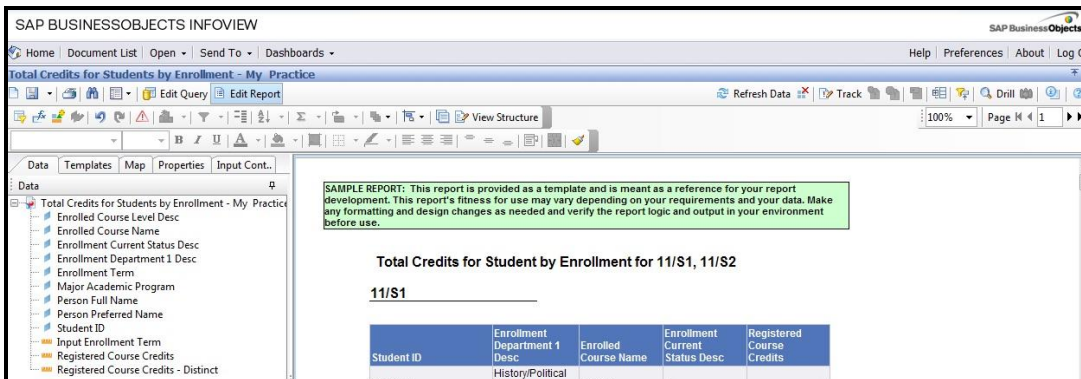
- Locate the **Enrollment Term** object on the **Data** tab and drag it in-between the **Enrollment Current Status Desc** and the **Registered Course Credits** columns. **Refresh the data** and **View the report**, and **Save** the changes.

Make sure to line up the object so the blue bar lines up like the one in the graphic below. Although the object was part of the report's query filter, it also is visible on the report, now.

| Enrollment Department 1 Desc | Enrolled Course Name | Enrollment Current Status Desc | Enrollment Term           | Registered Course Credits |
|------------------------------|----------------------|--------------------------------|---------------------------|---------------------------|
| Education                    | ED-925               | New                            |                           |                           |
|                              |                      |                                |                           | Sum: 3                    |
| Enrollment Department 1 Desc | Enrolled Course Name | Enrollment Current Status Desc | Registered Course Credits |                           |
| History/Political Science    | HI-918               | New                            |                           | 3                         |
|                              |                      |                                |                           | Sum: 3                    |

- To remove the **Enrollment Term** object column from appearing on the report, **drag the column header off to the left-hand Data tab area**. **Save** the changes to the report.

Since the **Enrollment Term** object still displays on the **Data** tab it can be added to the report in the future.



## Web Intelligence Objects (WebI) and Business Objects InfoView

“Two types of filters exist in a Web Intelligence document.

**Query filters:** These filters are defined on the query. The data returned is retrieved from the data source (Colleague UIWeb) and returned to the Web Intelligence document.

**Report filter:** These filters limit the values displayed on reports, tables, charts, and sections within the report document and don't modify the data retrieved from the data source. They hide values at the report level”. (SAP) p.104

Many types of queries can be created using Web Intelligence. I'll explain how to make some basic changes to the query below.

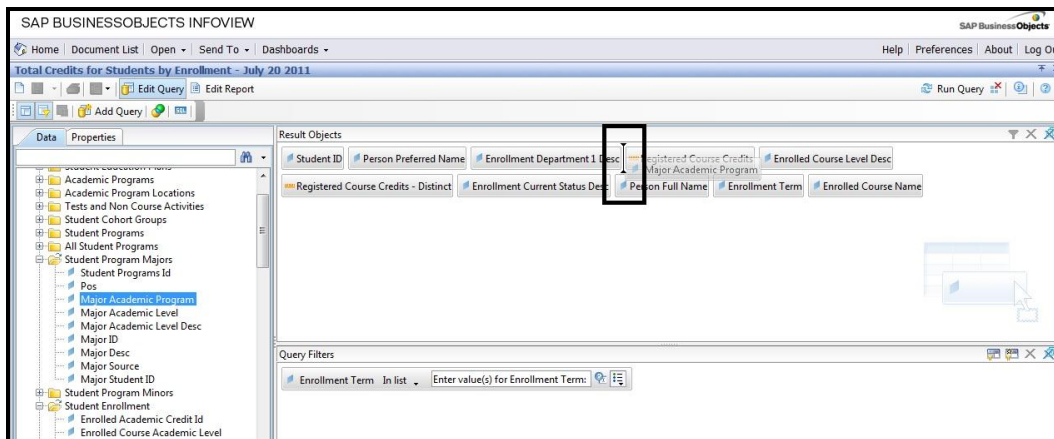
### Edit the Report Query

1. With your **Total Credits for Students by Enrollment – My Practice**. Sample report open in **Modify (Edit)** view, click the **Data** tab and notice that the **Enrollment Term** object still is available for use on the report, if desired. That is because Enrollment Term is part of the report filter.
2. Click the **Edit Query** button.

The Data tab displays many additional dimension, detail, and measure objects that can be included in the report. Expand folders to view additional objects.

**Existing report dimension, detail, and measure objects included in the query appear at the top of the Result Objects area. Query filters appear at the bottom.**

3. Under the **Student Program Majors** folder on the **Data** tab, drag the **major academic program** object to the **right** of the **Enrollment Department Description** object in the **Result Objects** panel.



The Major Academic Program object should display in place of the cursor at the selected location.

4. **Run the query.**

The **Major Academic Program** object now appears on the Report Data tab with other existing objects and can be added and viewed on the report, if desired.

5. If you are happy with the result, **Save** the report. If not, click **Undo**.

## Web Intelligence Objects (WebI) and Business Objects InfoView

### Close the Report Document and Log Out

1. If you are finished with the open report document, click the **Close document** box (See below) to close the Sample Report.



2. If you are finished using **WebI InfoView**, click **Log Out** in the upper right-hand corner of the **SAP Business Objects** window.
3. If the SAP Business Objects Log On to InfoView screen displays, select **File** followed by **Exit** to close the browser window.

## Bibliography

"Web Intelligence Rich Client User's Guide". \*SAP Help Portal. SAP\*. n. d. Web.  
July 22<sup>nd</sup>, 2011. <http://help.sap.com/> <<http://help.sap.com/>>\*

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\*<[http://help.sap.com/businessobject/product\\_guides/boexir31/en/xi3-1\\_web\\_intelligence\\_rich\\_client\\_en.pdf](http://help.sap.com/businessobject/product_guides/boexir31/en/xi3-1_web_intelligence_rich_client_en.pdf)>