



# SAP - SAP BusinessObjects Web Intelligence: Report Design I

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**Code:** BOW310-v017  
**Length:** 2 days  
**URL:** [View Online](#)

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## Skills Gained

- Manage personal and corporate documents to access the information you need, when you need it.
- Design your own reports using Web Intelligence and share your analysis with other users.

## Who Can Benefit

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User

## Prerequisites

- Essential:
  - None
- Recommended:
  - None

## Course Details

### Course Content

- Web Intelligence
  - Describing Web Intelligence Concepts
  - Explaining Web Intelligence Core Functions
- Web Intelligence Documentation Management
  - Describing Web Intelligence and the SAP BusinessObjects Business Intelligence Platform
  - Logging In to the BI Launch Pad
  - Viewing a Web Intelligence Document in the BI Launch Pad
  - Sharing Web Intelligence Documents
  - Setting BI Launch Pad Preferences
  - Logging Off From the BI Launch Pad

- Publishing Documents to the Corporate Repository
- Managing Documents in BI Launch Pad
- Web Intelligence Documents with Queries
  - Creating Queries
  - Creating a Document
  - Modifying a Document's Query
  - Modifying Queries
- Data Return Restrictions from Queries
  - Restricting Data with Query Filters
  - Modifying a Query with a Predefined Query Filter
  - Applying a Single-Value Query Filter
  - Using Wildcards in Query Filters
  - Using Prompts to Restrict Data
  - Using Complex Filters
- Web Intelligence Document Design
  - Modifying Web Intelligence Documents
  - Displaying Data in Tables
  - Using Tables
  - Presenting Data in Free-standing Cells
  - Presenting Data in Charts
- Presentation of Data in Documents
  - Using Breaks and Calculations
  - Using Sorts and Hiding Data
  - Formatting Breaks and Cross Tables
  - Filtering Report Data
  - Ranking Data
  - Highlighting Information with Formatting Rules
  - Organizing a Report into Sections
- Web Intelligence Document Formatting
  - Formatting Documents
  - Formatting Charts
- Data Calculation
  - Applying Formulas and Variables
  - Using Formulas and Variables
- Drilling Functionality
  - Analyzing the Data Cube
  - Drilling in a Web Intelligence Document
- Comparing the Web Intelligence Clients
  - Comparing the Web Intelligence Clients

**Course based on software release**

- SBOP BI Platform 4.2
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