# SAP BusinessObjects 4 Web Intelligence, Level 1

*Hands-on course of 2 days - 14h*
*Ref.: BOR - Price 2024: €1 620 (excl. taxes)*

## EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Create a simple query from the universe's data

Create data tables and set their layouts

Filter and group data to be reported

Create and format charts of data

Use calculations, alerts, and formulas to analyze and highlight data

Organize the release of reports

Organize the release of reports

# THE PROGRAMME

last updated: 01/2018

### 1) Overview of SAP BusinessObjects Web Intelligence
- The WEBI environment and architecture.
- Principles and major functions.
- Logging into and out of InfoView/BI LaunchPad.
*Hands-on work : Hands-on work*

### 2) Getting started in the SAP BusinessObjects environment.
- Data providers and universes.
- Creating a simple request.
- Operation and use of predefined filters.
- Invite filters, custom filters.
*Hands-on work : Data providers and universes.*

### 3) Creating a simple request.
- Operation and use of predefined filters.
- Invite filters, custom filters.
- Setting the layout of a table.
- Crosstabs.
*Hands-on work : Creating queries and filters.*

### 4) Using reports and tables
- Web Intelligence table templates.
- Adding tables to reports.
- Setting the layout of a table.
*Hands-on work : Hands-on work*

### 5) Creating reports. Adding tables.
- Grouping data by section.
- Grouping data into tables.
- Organizing sections and data.
*Hands-on work : Charts and chart templates.*

6) Creation, usage, and layout of charts.
- Formatting shortcuts.
- Applying multiple filters in a report.
- Editing and deleting report filters.
*Hands-on work : Creating and configuring charts. Working on layouts.*

7) Sections, breaks, and sorting
- Grouping data by section.
- Grouping data into tables.
- Organizing sections and data.
*Hands-on work : Working with data and various presentation elements.*

8) Filtering the values displayed in a report.
- Operation of report filters.
- Applying multiple filters in a report.
- Editing and deleting report filters.
- Saving and managing WebI documents in InfoView, saving in various formats.
*Hands-on work : Working with filters in reports.*

# DATES

REMOTE CLASS
2025 : 13 Feb, 02 Jun, 25 Sep, 20 Nov