

BusinessObjects Reporting with WebIntelligence – 2 days



Course Objectives

WebIntelligence® provides powerful integrated query, reporting, and analysis functionality for relational and OLAP data sources. Learn how to create reports by performing ad hoc queries, analysing data, and applying boardroom-quality report formatting. This two-day instructor-led course will give you hands-on practice creating, modifying, formatting, filtering, and distributing WebIntelligence reports.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Course Content

Introduction to WebIntelligence

- Overview of the BusinessObjects and WebIntelligence environment.

Viewing a Document in InfoView

- Log in to WebIntelligence
- View existing documents
- Log out
- Search for documents
- Configure the start page

Creating New Documents with Queries

- Using the WebIntelligence report panels
- Create, edit, and run queries
- Save and print documents
- Create and assign categories to personal documents
- Configure list options
- Change your password

Restricting Data Returned by a Query

- Learn how to apply and group filters to restrict the amount of data returned from the database.

Displaying Information in Different Ways

- Learn how to use tables and charts in WebIntelligence to display information in different ways.

Enhancing the Presentation of a Report

- Learn how to present data in a report using different presentation styles and formatting options.

Creating Formulas and Variables

- Learn how to apply functions to your report.

Analysing Data at a Different Level

- Learn how to analyze data in your reports from different levels of detail
- Zoom in on important trends in your business.

Sharing Documents

- Learn how to distribute WebIntelligence documents to colleagues.