

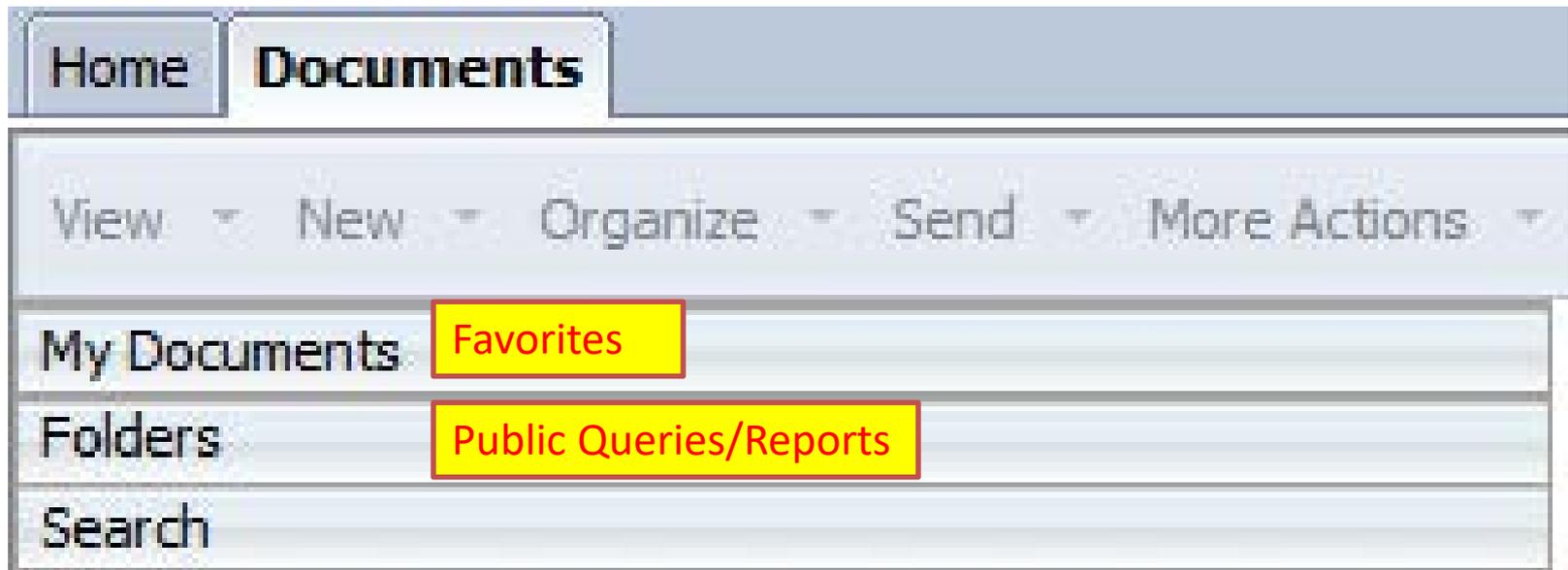
Business Objects-Basic How To:

1. Navigation
2. Change Preferences
3. Create Shortcuts
4. Copy Reports

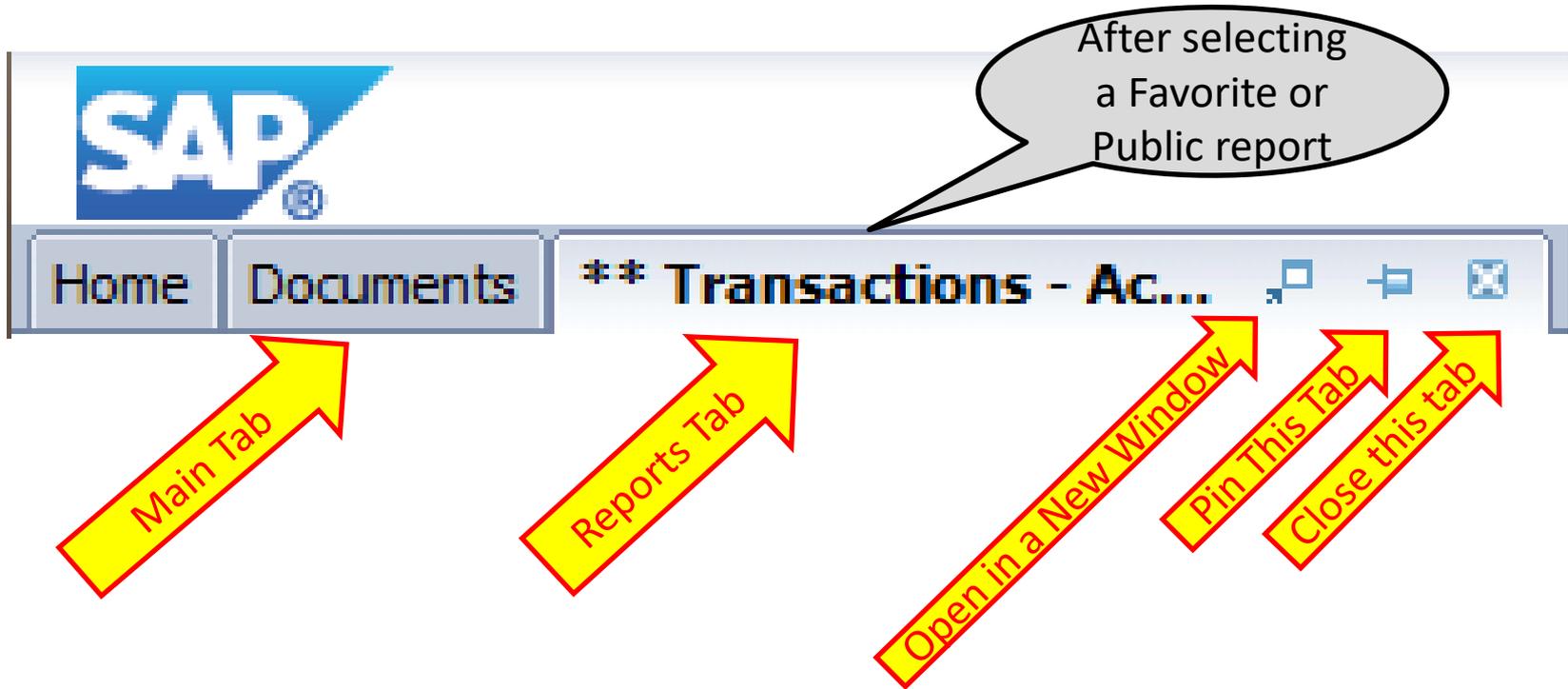
1. Navigation

Documents Tab - Three Bars

Left Ribbon



Navigation Tabs



Navigation of Report Toolbar

Icons Top of Page



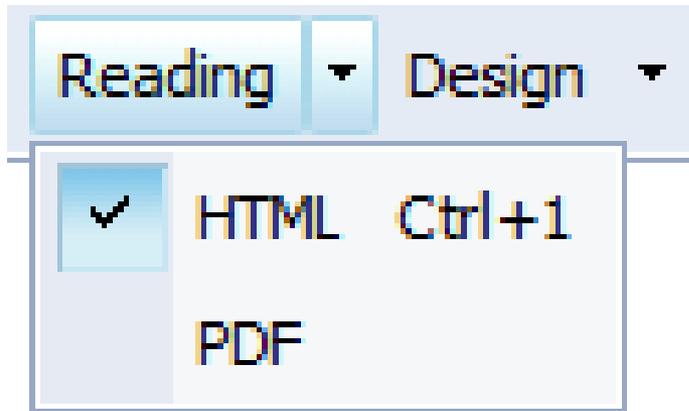
Task	Icon	Description
Create documents		Depending on rights given by the BI administrator, a user can create a document based on a universe or that does not require access to a data source.
Open documents		A user can open documents in the personal folder or from corporate folders to which access has been granted by the BI administrator.
Save documents		A user can save a document to the personal folder or to a corporate folder to which access has been granted by the BI administrator.
Print documents		A user can print a document.
Search for a document		A user can search for a document in the personal folder or in corporate folders to which access has been granted by the BI administrator.
View the document history		A user can view the history of the document.
Export documents or one of its reports		A user can export a document or one of its reports in a variety of formats.
Send a document		A user can send a document or one of its reports in a variety of formats.
Undo or redo an action		A user has control over an action performed on a report in a document.
Refresh a document		A user can refresh a document so that the latest data appears.
Access help		A user can access the documentation help for Web Intelligence.
Track changes in a document		A user can activate the change tracking for a document.
Drill on data		A user can activate drilling in the document on any objects with more than one level.
Filter document data		A user can use a simple filter to limit the data shown based on types of data shown in the report.
Freeze table headers , rows and columns		A user can freeze headers, rows and columns in tables to keep them displayed while scrolling data.
Show document outline		A user can show the outline of a document and its reports, if one exists.

Icons Bottom of Page



Toggle between pages		A user can move forward or backwards one page, enter a specific page number, or toggle to the beginning or end of a report in a document.
Toggle between page displays		A user can toggle easily and quickly between Quick Display and Page mode.
Zoom in a report		A user can zoom in and out on a displayed report.

Navigation: Reading and Design Buttons (top right)



Reading - Report output viewed in HTML (default) or PDF
Design – Allows users to modify a report

2. Change Preferences

The screenshot shows the SAP user interface. At the top, the SAP logo is on the left, and the user name 'Welcome: Craig Larson' is in the center. To the right of the user name is a dropdown menu with 'Applications' selected, and 'Preferences' is highlighted with a red box. Further right are 'Help menu' and 'Log off' options. Below the top bar is a navigation bar with 'Home' and 'Documents' tabs. The main area is divided into a left sidebar and a main content area. The sidebar shows a tree view of folders under 'My Documents', with 'Transactions' selected. The main content area displays a table of documents.

Title ^	Type	Last Run	Instances	Created By	Created On
Link Support Queries	Folder			kdh	Apr 24, 2008 11:52 AM
** Transactions - Actual Journal Entries - Optional Prompts **	Web Intelligence		0	cel3	Nov 16, 2012 4:52 PM
Transactions - Actual JEs Budget Expense Accounts Only - Optional Prompts	Web Intelligence		0	harrisor	Aug 11, 2014 5:22 PM
Transactions - Budget and Actual JEs - Optional Prompts	Web Intelligence		0	Administrator	Jan 31, 2014 12:43 PM
Transactions - Budget Journal Entries - Optional Prompts	Web Intelligence		0	kdh	Feb 2, 2011 4:12 PM
Transactions - JE Summary	Web Intelligence		0	Administrator	Nov 19, 2012 5:42 PM
Transactions - Journal ID	Web Intelligence		0	cel3	Nov 19, 2012 5:02 PM

- ▼ Preferences
 - General
 - Change Enterprise Password
 - Locales and Time Zone
 - Analysis edition for OLAP
 - Web Intelligence
 - BI workspaces
 - Crystal Reports

General

Use Default Settings (Administrator defined)

Set BI launch pad start page:

Home tab

Default Home tab

Select Home tab:

Documents tab

My Documents

My Favorites

Personal Categories

My Inbox

OR

Folders

Public Folders

Select Public Folder:

1. Click box to uncheck Default Settings

2. Choose Your Start Page

3. Save changes you make!

3. Create Shortcuts

- The Advantage of Shortcuts is updates to public reports will be updated in report shortcuts
- Users can save shortcuts to public reports in their Favorites Folder in two ways:
 - Right click on the report
 - Select Organize > Create Shortcut in My Favorites or
 - Select Organize > Copy Shortcut
 - Then Right click on your “My Favorites” folder
 - Select Organize > Paste

4. Copy Reports

- The Advantage of Copied Reports is users can modify the copied report in their Favorites folder
- Users can copy reports to their Favorites Folder in two ways:
 1. Open the report and select “Save As” from the report menu bar
 - Or-
 2. Right click on the report
 - Select Organize > Copy
 - Then right click on your “My Favorites” folder
 - Select Organize > Paste

If you have questions contact
your university accountant.