

# SAP BusinessObjects 4 Web Intelligence, Level 1

Hands-on course of 2 days - 14h

Ref.: BOR - Price 2025: 1 660 (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: 03/2024

### 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.*

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

#### 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

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### REMOTE CLASS

2025 : 25 sept., 20 nov.