Web Intelligence Reporting V4

Web Intelligence provides powerful integrated query, reporting and analysis functionality for relational and other data sources, enabling you to access your business data, analyse it, deploy the relevant information and exploit it, thus creating knowledge for competitive advantage. This practical course enables you to learn how to create Web Intelligence reports using ad-hoc queries, analyse the data, apply boardroom-quality report formatting, and distribute the information.

On completion, delegates will be able to:

- Use Web Intelligence to create documents
- Filter data returned from the source
- Display information in different ways
- Enhance report presentation
- Create formulae and variables
- Analyse data at different levels of detail
- Combine data from multiple universes
- Share documents
- Track Data changes
- Read spreadsheet data into a report

Who should attend?

This course is aimed at an audience of end users who wish to build, present or distribute Web Intelligence reports.

Prerequisites

A working knowledge of Microsoft Windows.

Course Duration

2 days

Course Contents

- **Introduction to Web Intelligence**
  An overview of the environment: logging into and out of BI Launchpad, viewing existing documents, how to get help, search for documents and configure the Launchpad environment, and change your password.
- **Creating Documents**
  Creating new documents with queries, how to edit and run queries, how to save and export documents, create and assign categories to personal documents.

- **Restricting Data**
  How to apply and group filters to restrict the data returned from the database by a query.
- **Displaying Information**
  How to use tables and charts in Web Intelligence to display the information in different ways, and how to use formatting to present data to best effect.
- **Enhancing Reports**
  How to use built-in functions to add value to your displayed data, including sorts, filters, calculations, ranking and alerters; how to sub-group data using breaks and sections.
- **Formulae and Variables**
  How to create formulae and variables and apply them to your report to extract more meaning.
- **Multiple Data Sources**
  How to synchronise data from multiple universes to produce tables of combined data; learn the rules for synchronization.
- **Analysing Data**
  How to analyse data in your reports from different levels of detail and zoom in on important trends in your business (Drilling).
- **Tracking Data Changes**
  How to highlight changes in data from one refresh to the next; how to set the reference data for comparison.
- **Personal Data Files**
  How to use Web Intelligence to extract and analyse data from personal data sources like Excel and txt files.
- **Sharing Documents**
  How to distribute your Web Intelligence documents to colleagues, including scheduling.
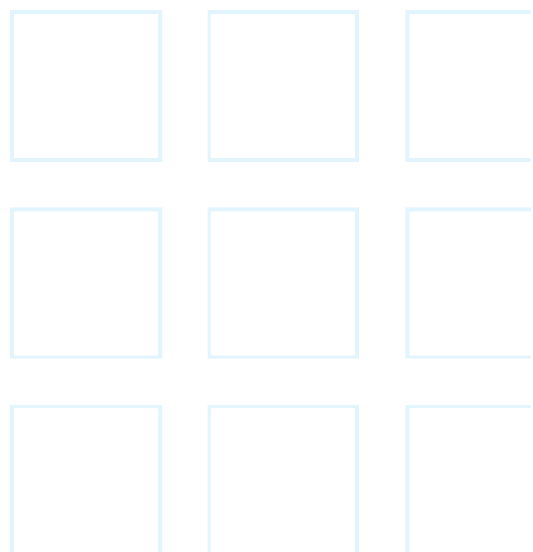
Related and follow-on courses

Advanced Web Intelligence Reporting V4

Acuma Education

All Acuma courses are delivered by trainers who are highly experienced consultant practitioners. This rich project experience coupled with professional training skills helps delegates to focus on how the course contents can be put into practice in their workplace.

Acuma delivers courses from dedicated training facilities in Manchester, Birmingham and London, but also deliver training offsite using suites of laptops, with the option to customise courses to use your own business data and tailored to your exact training needs. The most appropriate training format depends upon your training objectives, number of learners, timescales, budgets and delivery logistics. Whatever your needs, Acuma will find the approach most suited to them.

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