Web Intelligence Reporting FastTrack R3

This challenging one day course introduces you to the power of Business Objects reporting using Web Intelligence R3. In a series of practical sessions you will create queries, format reports and execute complex data manipulation. It embraces much of the material covered on the 2 day course – Web Intelligence Reporting R3.

On completion, delegates will be able to:

- Use Web Intelligence to create documents
- Filter data
- Display information in different ways
- Enhance report presentation
- Create formulae and variables
- Analyse data at different levels of detail
- Share documents

Who should attend?

Business Users who need to manipulate corporate data and format reports to answer key business questions using BusinessObjects Web Intelligence R3. It is particularly suitable for people who already have some experience of using BusinessObjects XI and who are now migrating to Web Intelligence R3 as well as an introduction for IT professionals who will be implementing Web Intelligence R3.

Prerequisites

A working knowledge of Microsoft Windows and the ability to assimilate new skills quickly. An understanding of the concepts of BusinessObjects (any version) would be an advantage.

Practical work

Practical sessions will reinforce many of the topics covered and are used extensively throughout this course. These allow delegates to have direct hands-on practice using BusinessObjects Web Intelligence® to build queries and reports, and perform analysis on retrieved data, in the training environment.

Course Duration

1 day

Related and follow-on courses

Advanced Web Intelligence Reporting R3

Course Contents

Introduction
- Web Intelligence R3
- Getting help
- Universes, Classes and Objects
- Measure, Dimension and Detail Objects
- Presentation Blocks
- Logging into Web Intelligence R3

Using InfoView
- Accessing InfoView
- The Home Page
- Accessing Public & Personal Documents
- Accessing Documents from the Inbox
- Refreshing Documents from InfoView
- Saving Documents from InfoView
- What is My InfoView
- Configuring InfoView
- Display, list & View Options
- Create & Edit Options
- Password Options
- Configuring My InfoView
- Basic Document Editing
- Logging out of InfoView

Creating New Documents with Queries
- Result Objects
- Editing Queries & Blocks
- The Query Panel
- Predefined & Ad-hoc Query Filters
- Using Wildcards in Conditions
- Prompted Queries
- Multiple Conditions and Logical Operators

Changing Presentation Styles
- Presentation Styles
- Vertical and Horizontal Tables
- Multiple blocks
- Crosstabs, Forms & Charts
- Changing Presentation Styles
- Converting Data to a Crosstab
- Converting Data to a Horizontal Block
- Converting Data to Forms & Charts
- Duplicating Blocks

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Course Contents (cont.)

Applying Functions and Sections
- Functions
- Breaks
- Simple Calculations
- Sorts
- Removing Breaks, Sorts and Calculations
- Filters
- Applying Filters to Charts & Multiple blocks
- Sectioned Reports
- Aggregate Totals in a Sectioned Report
- Multiple blocks in a Sectioned Report
- Sizing Sections

Document Formatting
- Document Properties
- Report formats
- Table formats
- Cell formats
- Inserting and Formatting Page Numbers
- Formatting Sections & Charts

Variables and Formulas
- Report Variables
- Creating Formulas
- Converting Formulas to Variables
- Editing & Deleting Variables
- Using Formula Functions

Drill Reports
- Simple Drilling
- Saving a Snapshot of Analysis
- Drilling on Multiple Hierarchies in a Crosstab
- Drilling on Charts
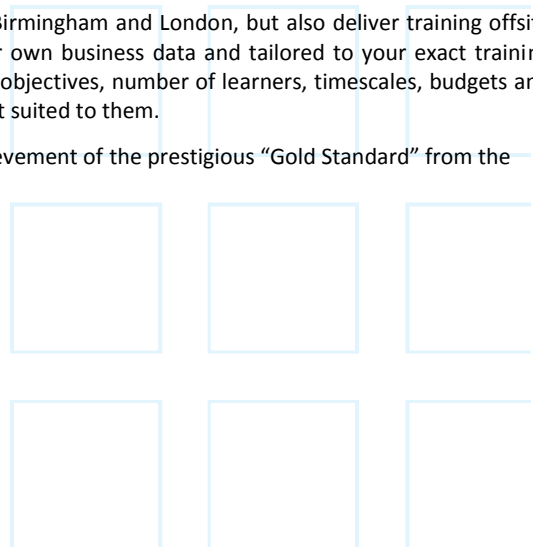- Drilling in HTML viewing mode

Merging Dimensions
- Creating Multiple Queries
- Arranging Dimensions
- Merging Dimensions
- Workshop – Merging Dimensions

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.

Acuma Education's seal of quality is demonstrated through consistent achievement of the prestigious "Gold Standard" from the Learning and Performance Institute.

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