



SAP® BusinessObjects™
KNOWLEDGE ACCELERATOR
FOR SAP BusinessObjects WEB
INTELLIGENCE INTERACTIVE® VIEWING

SPARK YOUR SUCCESS WITH SAP® BusinessObjects™ KNOWLEDGE ACCELERATOR

LEARN TO EXPLORE, MODIFY, AND REFORMAT REPORTS
OVER THE WEB

Product Description

This SAP® BusinessObjects™ Knowledge Accelerator software is designed to give learners the comprehensive skills and in-depth knowledge to understand, explore, and interact with information. The SAP BusinessObjects Web Intelligence Interactive® Viewing software consists of a set of features that enrich the report consumer's experience by enabling end users to readily explore, modify, reformat, and otherwise edit reports over the Web.

Benefits

In this course, you will learn how to efficiently and effectively manage personal and corporate documents, to access the information you need when you need it. You will also be able to interactively view and dynamically modify reports created in the SAP BusinessObjects Web Intelligence® software, which will enhance your productivity as well as your understanding of the data.

Product Audience

The target audience is users who need to access, view, share, and analyze documents using SAP BusinessObjects Web Intelligence Interactive Viewing.

Product Topics

Getting Started with the Business Intelligence Portal (Formerly Known as InfoView)

- Business intelligence portal features
- SAP BusinessObjects Enterprise software
- Logging on
- Navigating through the portal

Organizing Documents

- Accessing documents
- Creating and modifying folders
- Copying and moving folders
- Copying and moving documents
- Creating and modifying categories
- Assigning documents to categories
- Creating shortcuts to documents
- Searching for documents
- Filtering documents in a list
- Deleting documents, folders, and categories

Working with Documents

- Viewing documents
- Viewing document history
- Subscribing to publications
- Using discussions
- Sharing documents with others
- Exporting and saving documents
- Refreshing a document

Creating and Adding Additional Components

- Creating a personal dashboard
- Creating hyperlinks
- Adding documents from a local drive

Using the Encyclopedia

- Accessing the encyclopedia
- Maintaining overview information
- Maintaining business questions
- Maintaining glossary terms
- Maintaining guided analysis

Setting Preferences on the Business Intelligence Portal

- Changing your password
- Setting general preferences
- Setting document preferences
- Scheduling a document

Introducing SAP BusinessObjects Web Intelligence Interactive Viewing

- Introducing the software
- Selecting a view format for SAP BusinessObjects Web Intelligence documents
- Displaying SAP BusinessObjects Web Intelligence Interactive Viewing menus and toolbars

Calculating Data with SAP BusinessObjects Web Intelligence Interactive Viewing

- Understanding how data is calculated
- Creating formulas using the formula editor
- Creating a formula for calculations
- Calculating data based on values in a cell
- Comparing total values by overriding a filter
- Creating a formula from a prompt response

Course Challenge: Business Intelligence Portal

Modifying SAP BusinessObjects Web Intelligence Documents in SAP BusinessObjects Web Intelligence Interactive Viewing

- Adding data in a table
- Presenting data in tables and charts
- Organizing data with breaks and sorts
- Organizing a report into sections
- Restricting data with report filters
- Highlighting results with alerters
- Adding footers to a document
- Formatting report elements

Drilling on Data in SAP BusinessObjects Web Intelligence Interactive Viewing

- Analyzing in the data cube in SAP BusinessObjects Web Intelligence Interactive Viewing
- Setting drill options
- Using the query drill mode
- Drilling in the business intelligence portal
- Drilling on dimensions
- Taking a snapshot as you drill
- Drilling on charts

Course Challenge: SAP BusinessObjects Web Intelligence Interactive Viewing



For More Information

To learn more, visit us on the Web at www.sap.com/services/education/softwareproducts/knowledge-accelerator.epx or contact your SAP representative.

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