

# **SAP Business Objects XIR3.0/3.1, BI 4.0 & 4.1 Course Content**

## **SAP Business Objects Web Intelligence and BI Launch Pad 4.0**

- Introducing Web Intelligence
- BI launch pad: What's new in 4.0
- Customizing BI launch pad
- Creating Web Intelligence Documents with Queries
- Restricting Data Returned by a Query
- Report Design in the Java Report Panel
- Enhancing the Presentation of Reports
- Formatting Reports
- Creating Formulas and Variables
- Synchronizing Data
- Analyzing Data
- Drilling
- Filtering data
- Alerts
- Input Control
- Scheduling (email)
- Data Refresh introduction
- Sharing Web Intelligence Documents

## **SAP Business Objects BI Information Design Tool 4.0**

- Create a project
- Create a connection to a relational database
- Create a data foundation based on a single source relational database
- Create a business layer based on a single relational data source
- Publish a new universe file based on a single data source
- Retrieve a universe from a repository location
- Publish a universe to a local folder
- Retrieve a universe from a local folder
- Open a local project
- Delete a local project
- Convert a repository universe from a UNV to a UNX
- Convert a local universe from a UNV to a UNX

## **Connecting to Data Sources**

- Create a connection shortcut
- View and filter data source values in the connection editor
- Create a connection to an OLAP data source
- Create a BICS connection to SAP BW for client tools
- Create a relational connection to SQL Server using OLEDB providers

## Building the Structure of a Universe

- Arrange tables in a data foundation
- View table values in a data foundation
- View values from multiple tables in a data foundation
- Filter table values in a data foundation
- Filter values from multiple tables in a data foundation
- Apply a wildcard to filter table values in a data foundation
- Apply a wildcard to filter values from multiple tables in a data foundation
- Sort and re-order table columns in a data foundation
- Edit table values in a data foundation
- Create an equi-join, theta join, outer join, shortcut join
- Create a self-restricting join using a column filter
- Modify and remove a column filter
- Detect join cardinalities in a data foundation
- Manually set join cardinalities in a data foundation
- Refresh the structure of a universe

## Creating the Business Layer of a Universe

- Create business layer folders and subfolders
- Create a business layer folder and objects automatically from a table
- Create a business layer subfolder and objects automatically from a table
- Create dimension objects automatically from a table
- Create a dimension, attribute , measure
- Hide folders and objects in a business layer
- Organize folders and subfolders in a business layer
- View table and object dependencies
- Create a custom navigation path
- Create a dimensional business layer from an OLAP data source
- Copy and paste folders and objects in a business layer

## Filtering Data in Objects

- Create a pre-defined native filter
- Create a pre-defined business filter
- Create a pre-defined native filter using multiple objects
- Create a pre-defined business filter using multiple objects
- Working with Derived Tables
- Visualizing Data in a Universe
- Building a Multi-Source Universe
- Working with Parameters and Lists of Values
- Resolving Loops in a Universe
- Managing and Deploying Universes

## SAP Crystal Reports

- Planning a Report
    - Define database concepts
    - Plan and develop a report prototype
  - Creating a Report
    - Create a report
    - Add tables
    - Describe the design environment
    - Insert objects on a report
    - Preview a report
    - Save a report
    - Position and size objects
    - Format objects
  - Selecting Records
    - Define the Select Expert
    - Determine the criteria for record selection
    - Understanding saved and refreshed data
    - Apply record selection
    - Apply additional record selection criteria
    - Modify record selection
    - Apply time-based record selection
  - Organizing Data on a Report
    - Sort records
    - Group records
    - Summarize data
  - Formatting a Report
    - Add graphical elements
    - Combine text objects with database fields
    - Apply specialized formatting
    - Insert fields with pre-built functions
  - Applying Section Formatting
    - Format sections
    - Create a summary report
  - Creating Basic Formulas
    - Define a formula and its purpose
    - Create formulas
    - Apply Boolean formulas
    - Apply If-Then-Else formulas
    - Apply date calculations
    - Apply number calculations
    - Apply string manipulation
  - Applying Conditional Reporting
    - Determine trends in data
    - Format data conditionally
  - Representing Data Visually
    - Create a chart
  - Distributing a Report
    - Export a report
    - Save a report to BusinessObjects™ Enterprise
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## **b): Crystal Reports - Business Reporting Solutions**

### **Using the Repository**

- Use the repository
  - Create a report from a repository data source
- Creating Formulas
  - Use functions and operators
- Managing Reports
  - Use the Workbench
  - Publish reports to Business Objects Enterprise
- Using Variables and Arrays
  - Use variables
  - Use arrays
- Using Report Templates
  - Apply report templates
  - Build a template without a data source
  - Remove a template
- Building Parameterized Reports
  - Define and create parameters
  - Build a report with multiple parameters
  - Use edit masks and descriptions
  - Create a date range parameter
  - Group using parameters
- Summarizing Data with Crosstabs
  - Build a basic crosstab
  - Format a crosstab
- Using Report Sections
  - Use sections
  - Use group related functions to format sections
  - Use section underlay
  - Use multiple-column reporting
- Building Specialized Reports
  - Use the Running Total Expert
  - Create a form letter
  - Add a hyperlink to a report
  - Use Dynamic Graphic Locations
  - Build a report with alerts
  - Build a top N report
  - **c) Crystal Reports: Report processing strategies:**
- Report Processing
  - Use multi-pass reporting
  - Use evaluation time functions
  - Use a dynamic array
- Using Subreports
  - Define subreports
  - Create an unlinked subreport
  - Create a linked subreport
  - Create an on-demand subreport
  - Use shared variables with subreports
  - Link "unlinkable" data with subreports
  - Describe alternate solutions to using subreports

## **SAP Business Objects Dashboards 4.0**

- What's new in SAP Business Objects Dashboards 4.0
- Creating a Visualization
- Producing interactive visualizations
- Getting around in Xcelsius
- Working with your Excel workbook
- Visualizing data with charts
- Using Xcelsius Components
- Formatting a Visualization
- Applying formatting options
- Using themes and templates to apply formatting
- Adding Interactivity to a Visualization
- Using selectors
- Adding dynamic visibility
- Troubleshooting interactivity
- Creating a Connected Visualization
- Using live data sources
- Connecting to XML Data
- Connecting to BO Universes using Query as a Web Service
- Using Live Office data
- Working with Business Requirements

## **SAP Business Objects BI 4.0 CMC (Central Management Console)**

- Setting up groups and users
- Organizing and changing Folders & Categories
- Time Out sessions
- Authentication
- Managing Servers
- Connections
- Controlling Universes
- Scheduling through CMC
- Publication
- User Security
- Database Configuration
- Modify Settings for Applications
- Access Levels
- Security