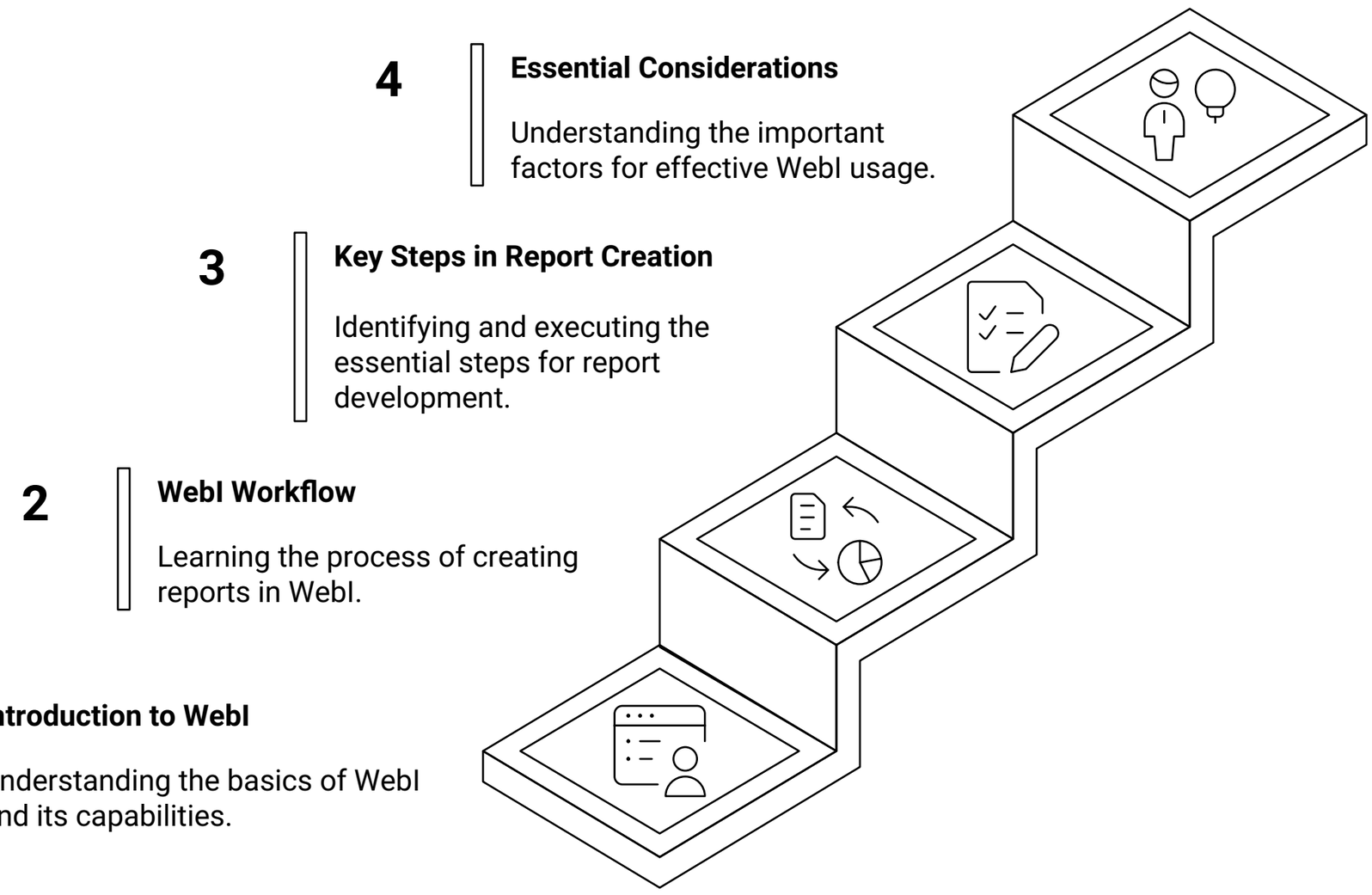
SAP BusinessObjects Web Intelligence (WebI):

This document provides a concise overview of SAP BusinessObjects Web Intelligence (WebI), a powerful reporting and analysis tool. It covers the introduction, workflow, key steps, and essential considerations for effectively utilizing WebI to extract valuable insights from your data. This guide aims to equip users with the fundamental knowledge required to navigate and leverage WebI for their reporting needs.



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Introduction to Web Intelligence (WebI)

SAP BusinessObjects Web Intelligence (WebI) is a robust ad-hoc reporting and analysis tool within the SAP BusinessObjects Business Intelligence (BI) suite. It empowers business users to access, analyze, and present data in a user-friendly and interactive manner. WebI allows users to create reports from various data sources without requiring extensive technical expertise. Its drag-and-drop interface and intuitive features enable users to quickly build reports, perform data analysis, and share insights with stakeholders. WebI is designed to be a self-service BI tool, enabling users to answer their own business questions and make data-driven decisions.

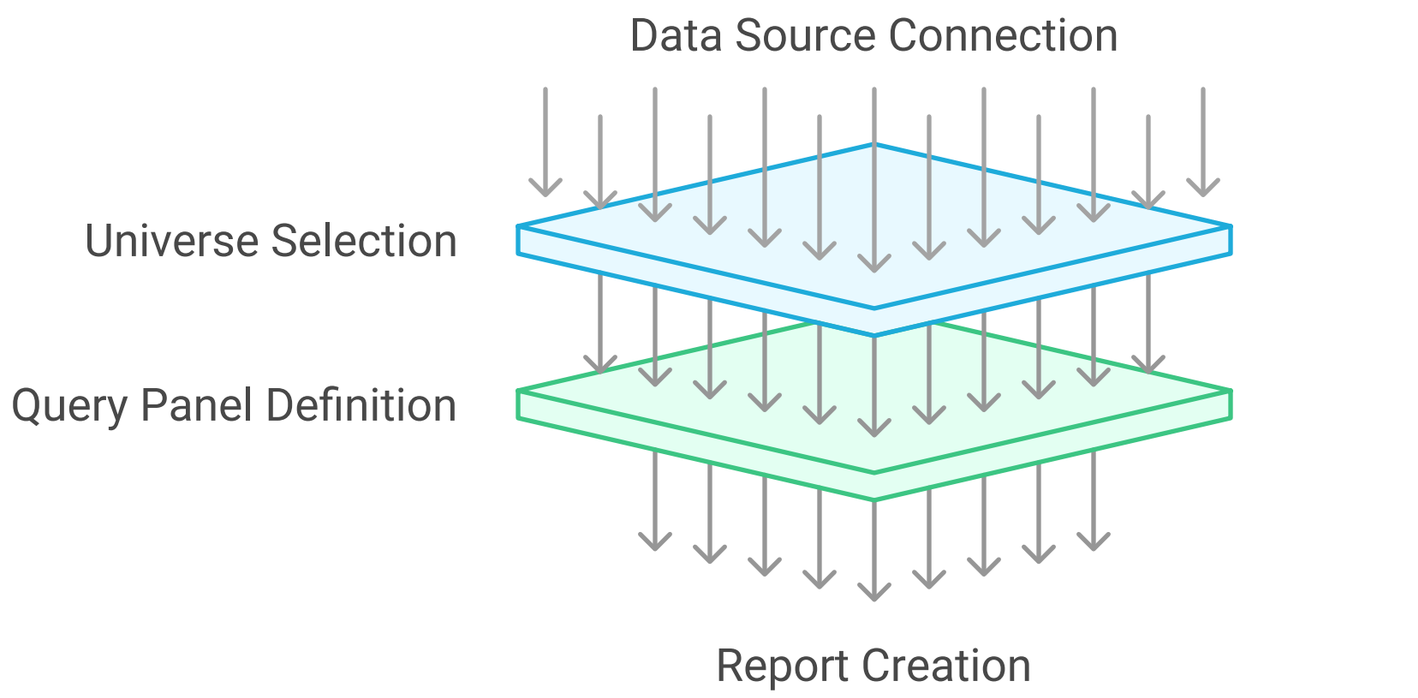
WebI Workflow

The typical workflow for creating reports in WebI involves the following key steps:

1. **Data Source Connection:** The first step is to connect to the desired data source. WebI supports a wide range of data sources, including relational databases (e.g., SAP HANA, Oracle, SQL Server), OLAP cubes (e.g., SAP BW), and flat files (e.g., Excel, CSV). The connection is established through a Universe, which acts as a semantic layer that translates business terms into technical database queries.

2. **Universe Selection:** A Universe is a semantic layer that sits between the data source and the user. It provides a business-friendly view of the data, hiding the complexity of the underlying database structure. Users select the appropriate Universe that contains

Universe Selection Process



3. **Query Panel:** The Query Panel is where users define the data they want to retrieve from the data source. Users drag and drop objects (dimensions, measures, and filters) from the Universe into the Query Panel. Dimensions are descriptive attributes (e.g., product name, customer location), while measures are quantitative values (e.g., sales revenue, quantity sold). Filters are used to restrict the data based on specific criteria (e.g., sales revenue greater than $1000).

4. **Report Design:** Once the query is defined, WebI retrieves the data and displays it in the Report Panel. Users can then design the report layout by dragging and dropping data objects onto the report canvas. WebI offers a variety of report elements, including tables, charts, and crosstabs, to visualize the data in different ways.

5. **Formatting and Enhancements:** WebI provides extensive formatting options to customize the appearance of the report. Users can change fonts, colors, borders, and number formats to enhance readability and visual appeal. They can also add calculations, formulas, and variables to derive new insights from the data.

6. **Report Sharing and Distribution:** Once the report is complete, users can share it with others in various formats, such as PDF, Excel, or HTML. WebI also allows users to schedule reports to be automatically generated and distributed on a regular basis.

Key Steps in WebI Report Creation

Here's a more detailed breakdown of the key steps involved in creating a WebI report:

1. **Launch Web Intelligence:** Open the Web Intelligence application through the SAP BusinessObjects BI platform.

2. **Create a New Document:** Select the option to create a new Web Intelligence document.

3. **Choose a Data Source:** Select the appropriate Universe that contains the data you need for your report.

4. **Design the Query:** Use the Query Panel to select the dimensions, measures, and filters that define the data you want to retrieve.

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*   **Dimensions:** Drag and drop dimensions to group and categorize the data.
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*   **Measures:** Drag and drop measures to calculate and aggregate the data.
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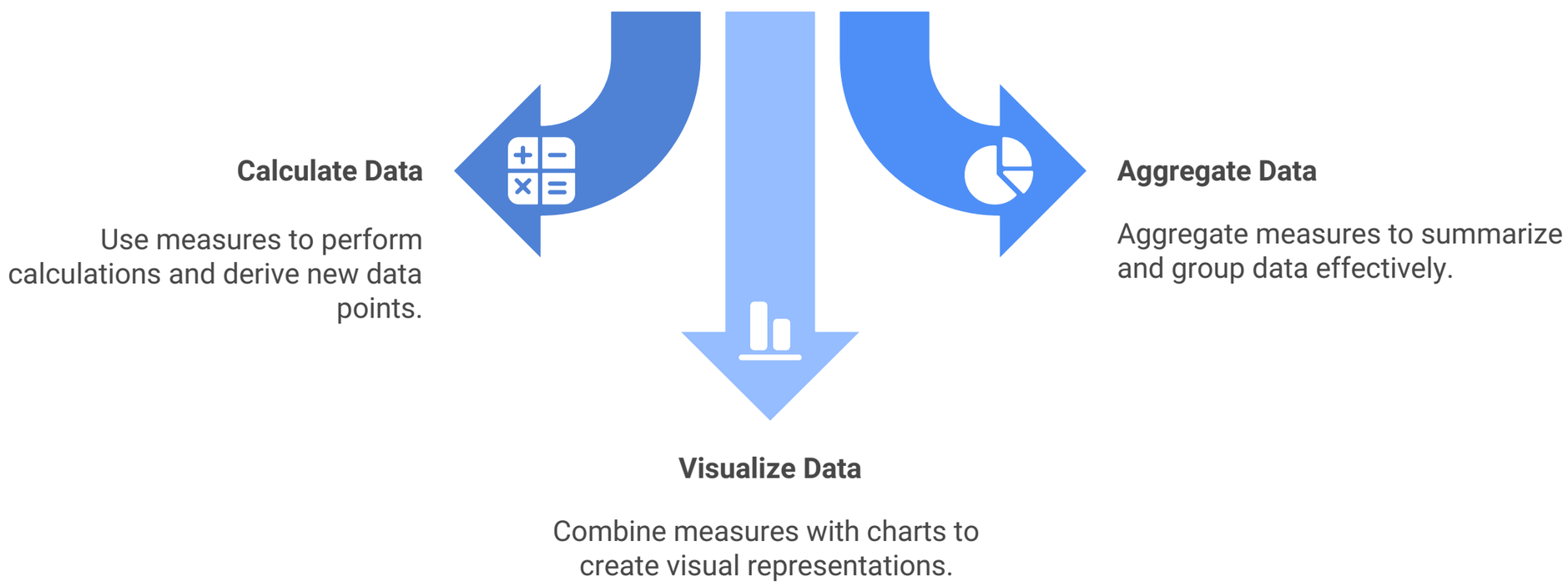


```
*   **Filters:** Apply filters to restrict the data based on specific criteria.
```

5. **Run the Query:** Execute the query to retrieve the data from the data source.

6. **Design the Report Layout:** Use the Report Panel to design the layout of the report.

```
*   **Tables:** Display data in a tabular format.
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```
*   **Charts:** Visualize data using various chart types (e.g., bar charts, pie charts, line charts).
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*   **Crosstabs:** Display data in a matrix format, with rows and columns representing different dimensions.
```

7. **Format the Report:** Customize the appearance of the report using the formatting options.

```
*   **Fonts:** Change the font type, size, and color.
```

```
*   **Colors:** Apply colors to the report elements.
```

```
*   **Borders:** Add borders to the report elements.
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```
*   **Number Formats:** Format the numbers to display in the desired format
(e.g., currency, percentage).
```

8. **Add Calculations and Formulas:** Create calculations and formulas to derive new insights from the data.

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*   **Variables:** Define variables to store values that can be used in
calculations and formulas.
```

```
*   **Functions:** Use built-in functions to perform calculations (e.g., sum,
average, count).
```

9. **Save the Report:** Save the report to the SAP BusinessObjects BI platform.

10. **Share and Distribute the Report:** Share the report with others in various formats or schedule it for automatic generation and distribution.

Important Things to Know in Webl

- **Understanding Universes:** A solid understanding of Universes is crucial for effective report creation. Know how to navigate the Universe, identify the relevant objects, and understand the relationships between them.

- **Query Panel Mastery:** The Query Panel is the heart of Webl. Learn how to effectively use the Query Panel to define complex queries and retrieve the desired data.

- **Report Design Principles:** Follow good report design principles to create clear, concise, and visually appealing reports.

- **Filtering Techniques:** Master different filtering techniques to restrict the data and focus on the relevant information.

- **Formula and Variable Usage:** Learn how to use formulas and variables to perform calculations and derive new insights from the data.

- **Chart Selection:** Choose the appropriate chart type to effectively visualize the data and communicate the key insights.

- **Performance Optimization:** Optimize your reports for performance by minimizing the amount of data retrieved and using efficient query techniques.

- **WebI Functions:** Familiarize yourself with the available WebI functions for data manipulation and calculations.

- **Report Scheduling:** Learn how to schedule reports for automatic generation and distribution.

- **Security Considerations:** Understand the security implications of sharing reports and ensure that sensitive data is protected.

By understanding these key concepts and following the steps outlined in this guide, you can effectively utilize SAP BusinessObjects Web Intelligence to create powerful reports and gain valuable insights from your data. Remember to practice and explore the various features of WebI to become proficient in its use.