# Tutorials - SAP Web Intelligence

The following tutorials have been developed to help you get started using the Business Intelligence Suite products. New content is added as soon as it becomes available, so check back on a regular basis.

The video versions of these tutorials on YouTube include optional text captions that can be translated into a number of languages. Watch here to learn how.

## SAP BusinessObjects Web Intelligence 4.x

### Key Concepts

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### Getting Started

| Scenario: Creating reports with tables, charts and images (9:35) |
| Create a query (1:24) |
| Run and save a query (1:30) |
| Edit a query (0:59) |
| View or change the properties for a query (1:06) |
| View the SQL or MDX script for a query (1:00) |
| Set up preferences for the Web Intelligence Rich Client interface (1:01) |
View the properties of a document (1:20)
Drag and drop objects to create a report (1:33)
Duplicate a report object (1:19)
Add a report to a document (0:40)
Add a row or column in a table (0:56)
View the metadata for objects (0:32)
Publish a document to the repository (1:22)
Save a document as other formats (1:51)
Copy and paste content in Web Intelligence and other documents (2:01)

Connecting to Data Sources

Using SAP BEx Levels as Individual Objects (2:28)
Freehand SQL Scripts for Relational Connections (2:05)
Add another query to a document (1:22)
Change the data source on which a query is based (1:27)
Create a query based on an Excel file (0:58)
Combine multiple queries (2:20)
Create a query within a query (1:48)
Merge dimensions from different universes (1:47)
Connect to a web service (2:15)
Create a query based on an OLAP universe (1:45)
Connect to a BEx query with hierarchical data (1:32)
Connect to an Analysis view (1:11)
Work with scaled values in BEx queries (1:59)
Perform level or prompt member selection on hierarchical data (2:30)
Work with hierarchy and hierarchy node variables in BEx queries (3:11)
Set up query stripping for an SAP HANA data source (2:40)
Using the Variable Manager with SAP HANA views (2:31)

Working with Tables and Crosstabs

Create a table (2:07)
Change the layout of a table (1:24)
Delete columns and rows from a table (1:05)
Using Shared Elements (2:10)

Working with Charts

Using Gauge Charts: SAP BusinessObjects Web Intelligence (2:52)
Geo-qualifying objects using coordinates (1:36)
Create a chart (1:51)
Turn a table into a chart (1:12)
Create a chart for hierarchical data (1:22)
Create charts with hierarchical dimensions (1:31)
Set default chart series colors (1:34)
Format a data series in a chart (1:03)

Setting up Interactive Elements

Add a hyperlink to a document (1:03)
Create a link between documents (DHTML client) (1:33)
Drill down into a table (2:48)
Drill down into a chart (2:11)
Fold and unfold sections in a document (1:09)
Create an input control for a document (1:46)
Create an input control on a hierarchy (1:58)

Selecting, Sorting, Grouping, and Summarizing Data

NEW for 4.2 SP5 Using value-based breaks (1:41)
NEW for 4.2 SP5 Using same-level breaks (1:48)
NEW for 4.2 SP5 Displaying children first in a hierarchy (1:17)
Select a subset of data based on a predefined filter (1:00)
Select a subset of data based on a custom filter (1:16)
Remove a filter from a document (0:45)
Create a prompt to select a subset of data (1:31)
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Define the order in which multiple filters are applied (2:07)
Create breaks between groups of data (0:55)
Calculate totals and subtotals for data (1:10)
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Change the order and format of breaks between groups of data (1:53)
Select a subset of data in a report (0:59)
Add a ranking to data (1:01)
Divide a report into sections (1:22)
Calculate totals and subtotals for sections in a report (1:08)
Navigate a document using the Report Map pane (0:51)
Set a filter on a section or a block in a document (1:53)
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Create a prompt for hierarchical data (1:24)
Divide a report with hierarchical data into sections (1:01)
Apply simple and complex sorting (1:44)
Group the values of a dimension (1:43)
Creating groups of Input Controls (2:30)
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Working with Formulas
Create a formula to display a filter selection (1:48)
Create a formula to calculate a value (1:22)
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Applying Formatting

NEW for 4.2 SP5 Formatting multiple report elements simultaneously (1:35)
Add text to a document (0:59)
Change the format of text or numbers in a document (0:54)
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Conditionally format data based on defined thresholds (1:37)
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Change the formatting for a cell (2:21)
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Change the formatting for a chart (5:04)
Modify the default style sheet (2:30)
Format charts (2:11)
Freeze header rows or columns (0:56)
Create a custom color palette (1:27)
Change the locale settings for right-to-left document or interface layout (2:25)

Querying and Reporting
Set a schedule for a Web Intelligence document process flow
Run a schedule for a Web Intelligence document process flow
View a Web Intelligence document on demand process flow
Export a document process flow
Refresh a document based on a multi-source universe process flow
Refresh a document based on a dimensional universe process flow
Refresh a document in Web Intelligence Desktop in one-tier mode process flow
Developer information: customizing Web Intelligence using UI extension points

Deploying an extension as a non-OSGi web application video 1
Declaring an extension in a JSON file video 2

Creating Documents for SAP BusinessObjects Mobile

Save documents for access in SAP BusinessObjects Mobile (2:09)
Format sparkline charts to display in SAP BusinessObjects Mobile (2:05)
Format trend or status icons to display in SAP BusinessObjects Mobile (3:48)
Format blank cells and images for SAP BusinessObjects Mobile (3:50)
Select charts for display in SAP BusinessObjects Mobile (3:09)
Link report elements using input controls (1:58)
Format microcharts to display in SAP BusinessObjects Mobile (2:23)
Format bullet charts to display in SAP BusinessObjects Mobile (3:05)
Format geomaps to display in SAP BusinessObjects Mobile (3:15)
Format geomap documents to display measure colors or conditional formatting in SAP BusinessObjects Mobile (2:43)
Set a default view for a geomap document in SAP BusinessObjects Mobile (1:41)

Click here to view the full SAP Web Intelligence 4.0 playlist on YouTube.

Other Links

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- To view eLearning for the rest of the Business Intelligence Suite, go to sap.com/LearnBI.