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.

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### SAP BusinessObjects Web Intelligence 4.x

#### Key Concepts

- **NEW for 4.2 SP7** What's new in Web Intelligence 4.2 SP7 (2:43)
- What's new in Web Intelligence 4.2 SP6 (3:26)
- What's New in Web Intelligence Interactive Viewer 4.2 SP6 (1:38)
- What's new in Web Intelligence 4.2 SP5 (5:00)
- What's new in Web Intelligence Interactive Viewer 4.2 SP5 (2:56)
- What's new in Web Intelligence 4.2 SP4 (3:24)
- What’s new in Web Intelligence 4.2 SP3 (3:36)
- What's new in Web Intelligence 4.1 SP6 (5:49)
- What's new in Web Intelligence 4.1 SP5 (1:40)
- What’s new in Web Intelligence 4.1 SP4 (1:10)
- What's new in Web Intelligence 4.1 SP3 (1:37)
- What’s new in Web Intelligence 4.1 SP2 (3:02)
- What's new in Web Intelligence 4.1 (5:27)
- What’s new in Web Intelligence 4.0 SP5 (2:04)
- What's new in Web Intelligence 4.0 Feature Pack 3 (4:20)
- What's new in Web Intelligence 4.0 (6:25)
- Navigate the interface (6:24)
- Concept: Describe how the semantic layer works (1:35)

#### 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)
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)
Select a subset of data based on multiple filters (2:17)
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)
Sort the data in a document (2:05)
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)
Sort the sections in a document (0:56)
Create a prompt for hierarchical data (1:24)
<table>
<thead>
<tr>
<th>Feature</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divide a report with hierarchical data into sections</td>
<td>1:01</td>
</tr>
<tr>
<td>Apply simple and complex sorting</td>
<td>1:44</td>
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<tr>
<td>Group the values of a dimension</td>
<td>1:43</td>
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<tr>
<td>Creating groups of Input Controls</td>
<td>2:30</td>
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<tr>
<td>Commenting on tables, charts, and cells</td>
<td>4:22</td>
</tr>
<tr>
<td><strong>Working with Formulas</strong></td>
<td></td>
</tr>
<tr>
<td>Create a formula to display a filter selection</td>
<td>1:48</td>
</tr>
<tr>
<td>Create a formula to calculate a value</td>
<td>1:22</td>
</tr>
<tr>
<td>Create a variable based on a formula</td>
<td>0:59</td>
</tr>
<tr>
<td><strong>Applying Formatting</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NEW for 4.2 SP5</strong> Formatting multiple report elements simultaneously</td>
<td>1:35</td>
</tr>
<tr>
<td>Add text to a document</td>
<td>0:59</td>
</tr>
<tr>
<td>Change the format of text or numbers in a document</td>
<td>0:54</td>
</tr>
<tr>
<td>Track changes to data</td>
<td>1:28</td>
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<tr>
<td>Conditionally format data based on defined thresholds</td>
<td>1:37</td>
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<tr>
<td>Add a background to a document</td>
<td>1:22</td>
</tr>
<tr>
<td>Add page numbers to a document</td>
<td>0:50</td>
</tr>
<tr>
<td>Change the formatting for a table</td>
<td>1:50</td>
</tr>
<tr>
<td>Change the formatting for a cell</td>
<td>2:21</td>
</tr>
<tr>
<td>Change the formatting for sections</td>
<td>1:59</td>
</tr>
<tr>
<td>Change the formatting for a chart</td>
<td>5:04</td>
</tr>
<tr>
<td>Modify the default style sheet</td>
<td>2:30</td>
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<tr>
<td>Format charts</td>
<td>2:11</td>
</tr>
<tr>
<td>Freeze header rows or columns</td>
<td>0:56</td>
</tr>
<tr>
<td>Create a custom color palette</td>
<td>1:27</td>
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<tr>
<td>Change the locale settings for right-to-left document or interface layout</td>
<td>2:25</td>
</tr>
<tr>
<td><strong>Querying and Reporting</strong></td>
<td></td>
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<tr>
<td>Set a schedule for a Web Intelligence document</td>
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<tr>
<td>Run a schedule for a Web Intelligence document</td>
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<tr>
<td>View a Web Intelligence document on demand</td>
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<tr>
<td>Export a document</td>
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<tr>
<td>Refresh a document based on a multi-source universe</td>
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<tr>
<td>Refresh a document based on a dimensional universe</td>
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<tr>
<td>Refresh a document in Web Intelligence Desktop in one-tier mode</td>
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<tr>
<td>Refresh a document in Web Intelligence Desktop in two-tier mode</td>
<td>process flow</td>
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<tr>
<td>Refresh a document in Web Intelligence Desktop in three-tier mode</td>
<td>process flow</td>
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<tr>
<td>Refresh a document based on an SAP NetWeaver BW BEx Query using BICS connectivity</td>
<td>process flow</td>
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<tr>
<td>Refresh a document based on an SAP Netweaver BW data using a relational UNX universe</td>
<td>process flow</td>
</tr>
<tr>
<td>Refresh a document based on a multi-source datasource using a relational UNX universe</td>
<td>process flow</td>
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<tr>
<td>Refresh a document based on OLAP data using a multidimensional UNV universe</td>
<td>process flow</td>
</tr>
<tr>
<td>Refresh a document based on OLAP data using a multidimensional UNX universe</td>
<td>process flow</td>
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</tbody>
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**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**

- To submit and vote on ideas for enhancements to this product, [click here](#).
- To view eLearning for the rest of the Business Intelligence Suite, go to [sap.com/LearnBI](#).