

BusinessObjects WebIntelligence (Webi) 4.3 Interface Training

For current BusinessObjects Users

March 1, 2023



Course Background



GOAL OF COURSE



COURSE FORMAT

Goal of Course

To familiarize **current** BusinessObjects users with the new 4.3 Webi Interactive interface for viewing and designing reports.

Format and Schedule



90-minute live demonstration of the new Webi interactive portal, view, and design interfaces



This presentation will serve as a reference guide to the techniques used in the demonstration



Ask questions as they arise, the presenter will pause frequently, as well as save Q/A time at the end

Course Overview



PART I:
Logging into and navigating the Interactive Portal

Portal Options
Link Navigation
Settings and Help



PART II:
Access and navigate a report in View Mode

Interactive Toolbar
User Interaction Tools



PART III:
Access and navigate a report in Design Mode

Toolbars and panes
Query panel



PART IV:
Build a new report and explore basic functionality

Filters
Formatting
User-defined Variables

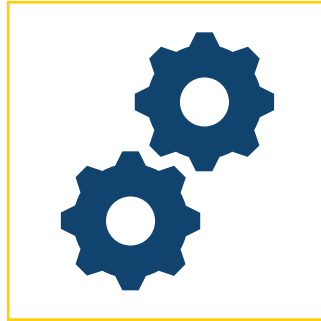


PART V:
Review Scheduling Documents

General
Report Features
History



Interactive Portal



PART I:

Logging into and navigating the Interactive Portal

Portal Options

Link Navigation

Settings and Help

Logging into the BI Launch Pad Interactive Portal

- Accessed from Browser (Edge, Chrome, or Firefox)
- URL for SAP BusinessObjects:
 - <http://newcroa.sjeccd.org/BOE/BI>
- Log in using Windows credentials

The image displays three overlapping screenshots of the BI Launch Pad login process. The top-left screenshot shows the 'SJECCD SECURE LOGIN' page with fields for Username and Password, a Login button, and links for password management. The top-right screenshot shows the 'TWO-FACTOR ENROLLMENT OPTIONS' page, requiring users to enroll in one of three methods: SMS, Email, or Mobile Authenticator. The bottom-center screenshot shows a 'Log in to BI Launch Pad' window with fields for NEWCROA:6400, a masked field, and Password, along with a Sign in button and a Contact Administrator link.

SJECCD SECURE LOGIN

Username
Enter your username

Password
Enter your password

Login

[Unlock/Reset Password](#) | [Change Password](#)

First time sign-in for students, please visit our ITSS Help Desk Portal [Knowledge Base](#)

If you are experiencing login issues where browser is landing back on this page, **PLEASE CLEAR BROWSER CACHE**, close browser and try again.

TWO-FACTOR ENROLLMENT OPTIONS

You must enroll **1 of the 3** methods shown below. These will be used to prove your identity in a more secure fashion. Please choose an option to enroll then click Continue.

Username
Phone
Email
☐ Mobile Authenticator

Continue
Cancel

Log in to BI Launch Pad

NEWCROA:6400
[Masked Field]
Password

Sign in

Contact Administrator

Navigating the BI Launch Pad Interactive Portal Home Screen

The screenshot displays the SAP BI Launch Pad Interactive Portal Home Screen. The interface includes a top navigation bar with the SAP logo, a dropdown menu for "BI Launch Pad", and a search bar. Below the navigation bar is a horizontal menu with tabs: Home, Favorites, Recent Documents, Recently Run, and Applications. A red box labeled "2" highlights the Applications tab. Below the tabs is a row of six tiles: Folders, Categories, Documents, BI Inbox, Instances, and Recycle Bin. A red box labeled "3" highlights this row. Below the tiles are sections for Favorites, Recent Documents, and Recently Run, each with a message indicating no items are available. A red box labeled "5" highlights the Applications section. At the bottom, there is a row of six application tiles: SAP Analytics Cloud, Web Intelligence, Crystal Reports for Enterprise, Analysis edition for OLAP, BI Workspace, and Information Steward. A red box labeled "4" highlights the top right corner of the screen, containing the search bar, refresh button, notification bell, help icon, and user profile icon. A red box labeled "1" highlights the user profile icon.

SAP BI Launch Pad

Home Favorites Recent Documents Recently Run Applications

Folders Categories Documents BI Inbox Instances Recycle Bin

Favorites

No favorites are available at the moment. Mark an object as favorite and access it from here.

Recent Documents

No items are available at the moment. You will see the recently viewed documents here.

Recently Run

No items are currently available. You will see the recently run documents here.

Applications

SAP Analytics Cloud Web Intelligence Crystal Reports for Enterprise Analysis edition for OLAP BI Workspace Information Steward

Settings Edit Home Page Help About Log out

Navigating the BI Launch Pad Interactive Portal Home Screen

1. Settings – Provide access to personal settings, editing the home page, help, about the application, and logging out
2. Navigation Links - Provide quick access to Favorites, Recent Documents, Recently Run, and Applications
3. Tiles – Navigation to Personal and Public Folders, BI Inbox, Instances, and Recycle Bin
4. Search – search for documents within BI Launch Pad Interactive portal, Refresh the portal page, and access Web Assistance
5. Applications – Access Web Intelligence and other SAP BusinessObjects apps

Designate Favorite Reports

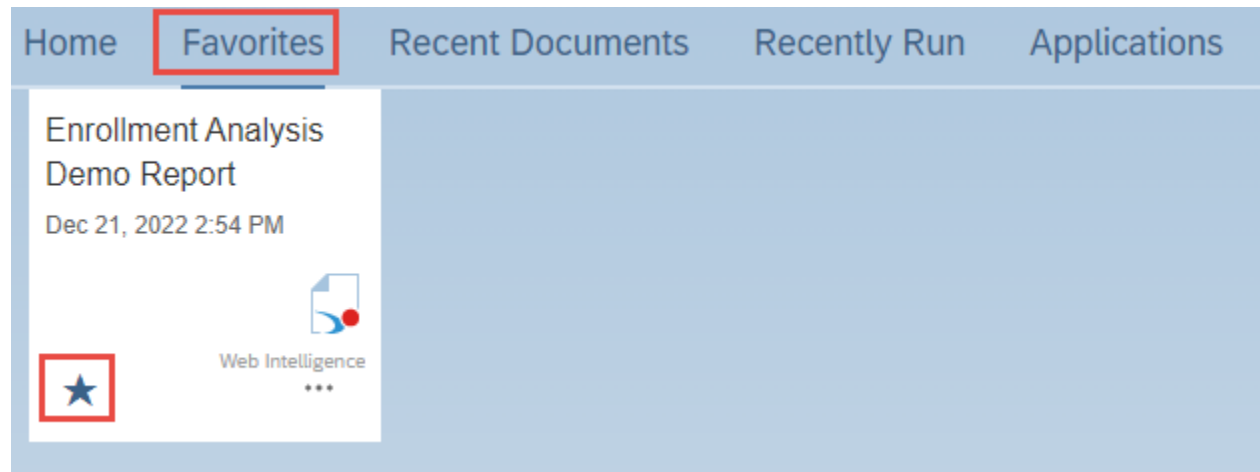
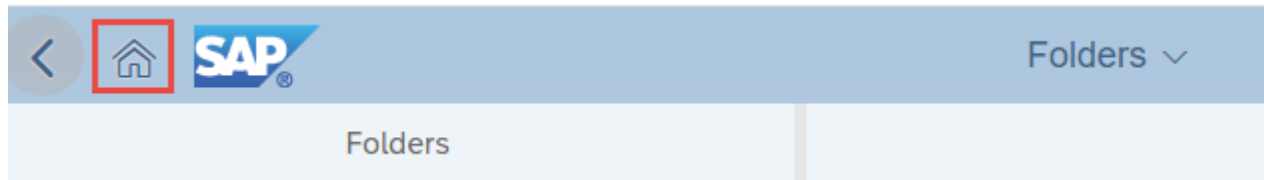
- Select the 'Folders' tile, navigate to a desired folder, select the 'More' button (three dots) for the desired report, and select 'Mark As Favorite'.

The screenshot displays the SAP Folders interface. On the left, the 'Folders' tile is highlighted with a red box and a red circle labeled '1'. The main area shows the 'Selected Folder' as 'Personal Folders / KTC Dev /', which is also highlighted with a red box and a red circle labeled '2'. Below this, a table lists reports. The first report, 'Enrollment Analysis Demo Report', is highlighted with a red box and a red circle labeled '3'. To the right of this report, a context menu is open, showing various actions. The 'Mark As Favorite' option is highlighted with a red box and a red circle labeled '4'.

Title	Favorites	Type	Description	Last Updated
Enrollment Analysis Demo Report		Web Intelligence		Dec 15, 2022 3:39 PM

View Favorite Reports

- Click the 'Home' icon and view your report now available under the 'Favorites' section



Interactive View Mode



PART II:

Access and navigate a report in View Mode

Interactive Toolbar

User Interaction Tools

View Access to Reports

- Two ways to view access:
 - Click on any report in **Personal Folders** or available **Public Folders** to open in the interactive viewer
 - For any report, click on the 'More...' menu to access additional options
 - Click 'View' to access a report

The screenshot shows the SAP Folders interface. On the left, a sidebar lists folders: Personal Folders, ~WebIntelligence, KTC dev (selected), My Subscribed Alerts, and Public Folders. The main area displays the 'Selected Folder' 'Personal Folders / KTC dev /'. It contains a table with the following data:

Title	Favorites	Type	Description	Last Updated	
Demo test v1		Web Intelligence		Dec 22, 2022 9:20 AM	...
Enrollment Analysis Demo Report		Web Intelligence		Dec 22, 2022 9:06 AM	...

The 'More...' menu for the 'Enrollment Analysis Demo Report' is open, showing the following options: View (highlighted), Properties, Copy Opendoc Link, Modify, Schedule, Mobile Properties, History, Categories, Mark As Favorite, Details, Organize, Send To, and Delete.

Exploring the Interactive Viewer

The screenshot displays the SAP Enrollment Analysis Demo Report in the Interactive Viewer. The interface includes a top navigation bar with 'File', 'Query', 'Analyze', and 'Display' tabs. Below this is a toolbar with icons for file operations, analysis, and display. The main content area shows a table of enrollment data. On the right, a sidebar provides document properties and options.

Callouts and Features:

- Interactive toolbar:** Located at the top, containing icons for file operations, analysis, and display.
- Navigate between reporting:** A button in the top left corner.
- Controls viewing available query prompts, drill filters, and input controls:** A section on the left side of the main panel.
- Access Main Panel for document properties and options:** A button in the top right corner.
- Access Interactive Design Mode:** A button in the top right corner, adjacent to the 'Reading' mode dropdown.
- Page navigation and layout options in a flyout:** A flyout menu at the bottom right of the table.

Student ID	Enrolled Course Academic Level	Enrollment Department 1 Desc	Enrollment Course Title	Enrolled Course Name	Enrollment Current Status Desc	Enrollment Term	Registered Course Credits
	CU	Business Administration	Compensation and Benefits	BUS-258	New	2022FA	3
		Business Administration	Employment Law and Regs	BUS-217	New	2022FA	3
							6
	CU	Accounting and Finance	Individual Income Taxes	ACC-129	New	2022FA	3
		Accounting and Finance	Prin of Financial Accounting	ACC-120	New	2022FA	4
							7
	CU	A/C, Heating, and Refrigeratio	Heating Technology	AHR-112	New	2022FA	4
		A/C, Heating, and Refrigeratio	HVACR Customer Relations	AHR-180	New	2022FA	1
		A/C, Heating, and Refrigeratio	Indoor Air Quality	AHR-255	New	2022FA	2
		A/C, Heating, and Refrigeratio	Intro to Electricity	ELC-111	New	2022FA	3
		A/C, Heating, and Refrigeratio				2022FA	5

Interactive Design Mode



PART III:

Access and navigate a report in Design Mode

Toolbars and panes

Query panel

Design Access to Reports from the BI Portal

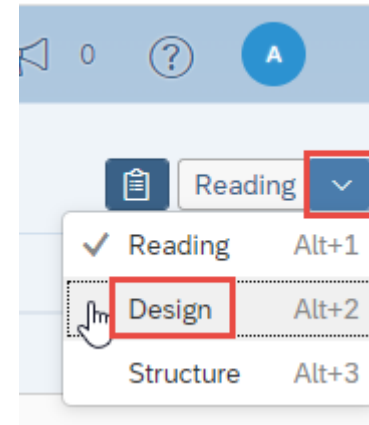
- From **My Folders** or available **Public Folders** click on the 'More...' menu to access additional options and select 'Modify'

The screenshot displays the SAP BI Portal 'Folders' view. On the left, a sidebar shows 'Personal Folders' expanded, with 'KTC dev' selected. The main area shows the 'Selected Folder' 'Personal Folders / KTC dev /'. A table lists reports with columns: Title, Favorites, Type, Description, and Last Updated. Two reports are visible: 'Demo test v1' and 'Enrollment Analysis Demo Report'. A context menu is open for the 'Enrollment Analysis Demo Report', with 'Modify' highlighted in red. The menu options include View, Properties, Copy Opendoc Link, Modify, Schedule, Mobile Properties, History, Categories, Mark As Favorite, Details, Organize, Send To, and Delete.

Title	Favorites	Type	Description	Last Updated
Demo test v1		Web Intelligence		Dec 22, 2022 9:20 AM
Enrollment Analysis Demo Report		Web Intelligence		Dec 22, 2022 9:06 AM

Design Access to Reports from the Interactive Viewer

- From within the Interactive Viewer of any Webi document, click on the dropdown arrow next to 'Reading' and select 'Design'



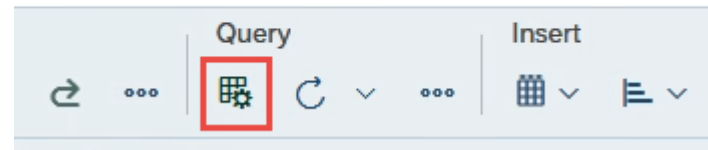
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Interactive Design Mode

1. **Main Panel:** Allows you to select different buttons for access to several tools including **Available Objects**, **Navigation Map**, and **Document Summary** etc.
2. **Properties Panel:** Shows available properties for current selection
3. **Report Tabs and Tool Bars:** Click on a report name to select another tab. Select the 'More...' buttons to reveal addition functionality by category (File\Query\Insert\Analyze\Display\Navigate)
4. **Formula Bar:** Shows the content of the current, selected cell and allows you to create and view formulas
5. **Design Pane:** Workspace for building and formatting report elements
6. **Design Mode:** Shows the current mode you are using in Webi – in this case the 'Edit' button is dark blue

Accessing the Query Panel

- From within the Interactive Designer of any Webi document, click on 'Edit' from the **Query** category



The Query Panel

Query Panel

5

Add Query

Query 1

Master perspective

Type here to filter the tree

1

S11 Colleague Student ODS R2_6

- > Students
- > Student Restrictions
- > Student Terms
- > Student Enrollment
- > Student Education Plans
- > Academic Programs
- > Academic Program Locations
- > Tests and Non Course Activities
- > Student Cohort Groups
- > Student Programs
- > All Student Programs
- > Student Program Majors
- > Student Program Minors
- > Student Program Specializations
- > Student Program CCDs
- > Student Room Assignments
- > Applicants
- > Applications
- > Application Influences
- > Application Status History

2

Result Objects

- Student ID
- Enrollment Term
- Enrolled Course Acad...
- Enrollment Current St...
- Enrollment Departme...
- Enrollment Departme...
- Student Current Type
- Student Type Desc
- Enrollment Current St...
- Enrolled Course Acad...
- Enrollment Course Title
- Enrolled Course Name
- Enrolled Course Section
- Enrolled Course Subject
- Enrolled Course Locat...
- Enrolled Course Locat...
- Registered Course Cr...

3

Query Filters

AND

- Enrollment Term In List Enter value(s) for Enrollment Term
- Enrolled Course Academic Level In List UG
- Enrollment Current Status Desc In List Add;New;Alternate pre-transfer;Appi
- Registered Course Credits Greater than 0

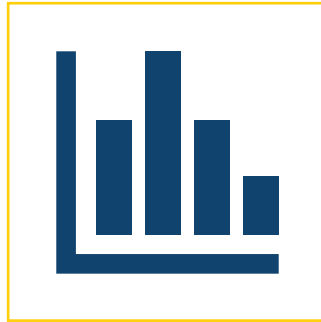
4

Run Apply Changes and Close Cancel

The Query Panel

1. **Universe Outline Panel:** displays the available classes and objects from the selected universe
2. **Result Objects Pane:** displays the selected objects for the query
3. **Query Filters Pane:** displays the filter criteria for limiting the query to a desired set of records
4. **Run, Apply Changes, or Cancel** buttons: controls for running the query or returning to the design panel without running the query
5. **Toolbar** and **Query** tabs: tools for adding queries, selecting or deselecting available panes, adding combined queries, viewing properties and the query sql script

Building a new report



PART IV:

Build a new report and explore basic functionality

Filters

Formatting

User-defined Variables

Creating a New Report

BI Launch Pad ▾

Home Favorites Recent Documents Recently Run **Applications**

1

2

3

4

5

6

Select a Data Source

Universe
Select a universe as a data source

Web Intelligence Document
Use a Web Intelligence document as a data source

Excel
Use an Excel file as a data source

Select a Universe

Folders List

Refresh

Universes (78)

- Archived Universes
- ASR BOBJ Univ Doc (1)
- ASR Install (6)
- BI on BI (2)
- Colleague Ad Hoc Connectors 2.0 (16)**
- Colleague Dashboards 2.0 (8)
- Colleague Reporting Applications 2.0
- CROA 2.0 Back Up Universes (13)
- CROA 2.4 (3)
- CROA 2.7 (2)
- Graduates 2.6 (2)
- S11 Production (5)
- S11 Test (11)
- Samples (3)
- Student Planning 2.2 (2)

Name (16)	Revision
Universes/Colleague Ad Hoc Connectors 2.0	
Colleague Human Resources ODS R2 Universes/Colleague Ad Hoc Connectors 2.0	523
Colleague Student ODS R2 Universes/Colleague Ad Hoc Connectors 2.0	589
Colleague Student Reference ODS S11 Universes/Colleague Ad Hoc Connectors 2.0	3
MIS Universes/Colleague Ad Hoc Connectors 2.0	2
ODS Structure Universe Universes/Colleague Ad Hoc Connectors 2.0	28
S11 Colleague Core ODS R2 Universes/Colleague Ad Hoc Connectors 2.0	289
S11 Colleague Core ODS R2_7 Universes/Colleague Ad Hoc Connectors 2.0	313
S11 Colleague Finance ODS R2_4 Universes/Colleague Ad Hoc Connectors 2.0	409
S11 Colleague Human Resources ODS R2_4 Universes/Colleague Ad Hoc Connectors 2.0	524
S11 Colleague Human Resources ODS R2_7 Universes/Colleague Ad Hoc Connectors 2.0	674
S11 Colleague Student ODS R2_6 Universes/Colleague Ad Hoc Connectors 2.0	595

OK Cancel

Creating a New Report

1. Click on the 'Applications' link
2. Select the 'Web Intelligence' tile
3. Select 'Universe' from the 'Select a Data Source' window
4. Click 'OK' to bring up the 'Universe' window
5. Select the desired folder location and universe from the list of available universes and
6. Click 'OK' to bring up the 'Query Panel' window

NOTE: Based on your security settings you may not see all available universes in the list

Setting Prompt Variants

- You can save a group of often-used variable value sets as a prompt variant.
- Once you've selected the values for each prompt, you can give a name and save the variable value set as a **prompt variant**.
- Then, its available for subsequent runs in the **Prompts** dialog box dropdown list.

Click Save to get started

Search

Enter variant name

Name your variant to continue.

Prompts: Fall Terms

Select which prompts are saved i

Enter value(s) for Enrollment Term (3)

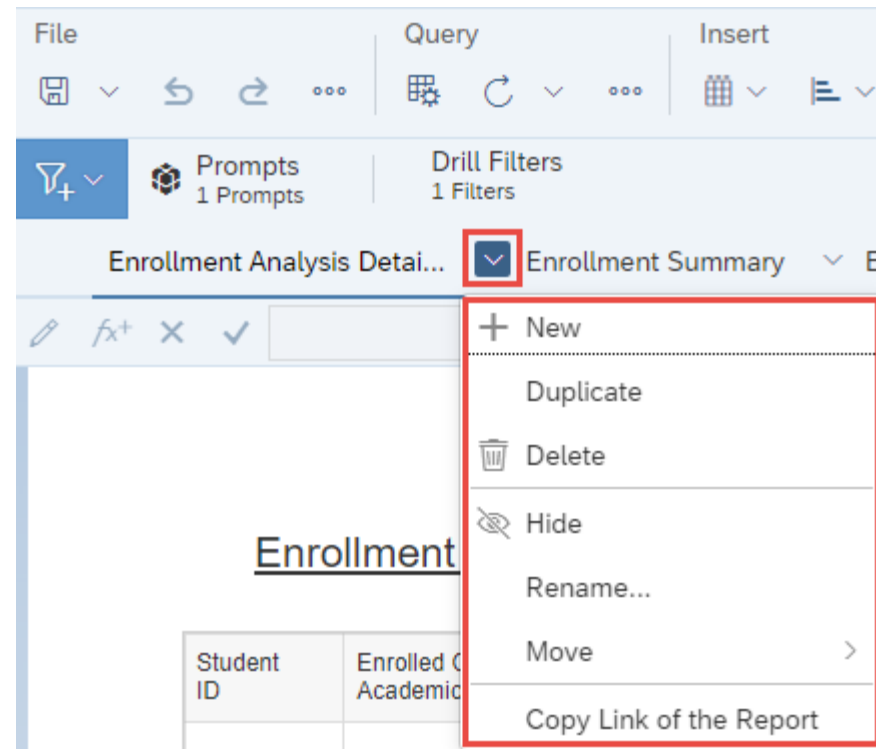
20/FA; 21/FA; 22/FA

Search or enter value(s) manual

To see the content of the

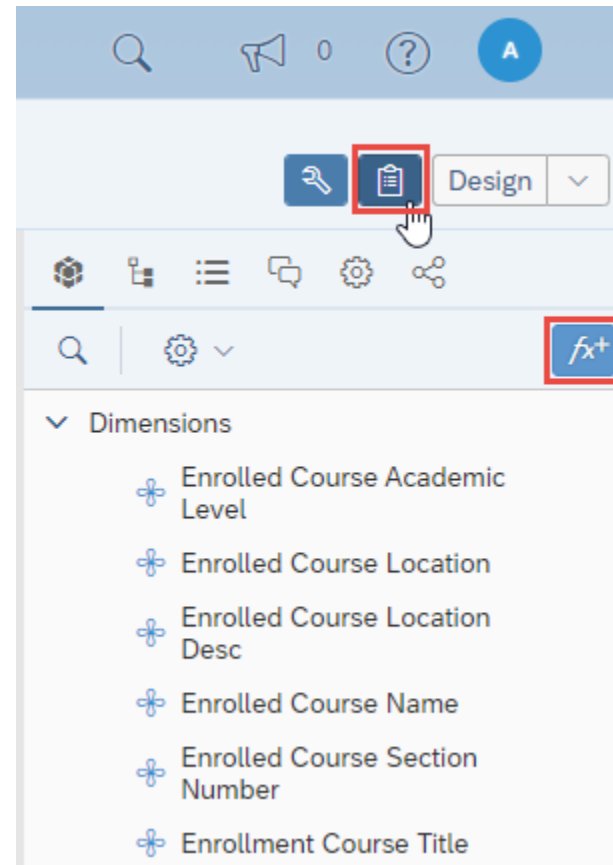
Adding Report Pages

- To add new report pages to a Webi document:
 - Click on the down arrow next to the 'Report 1' tab and click '+ New' for a new blank report
 - Choose 'Duplicate' if you want to start with a copy



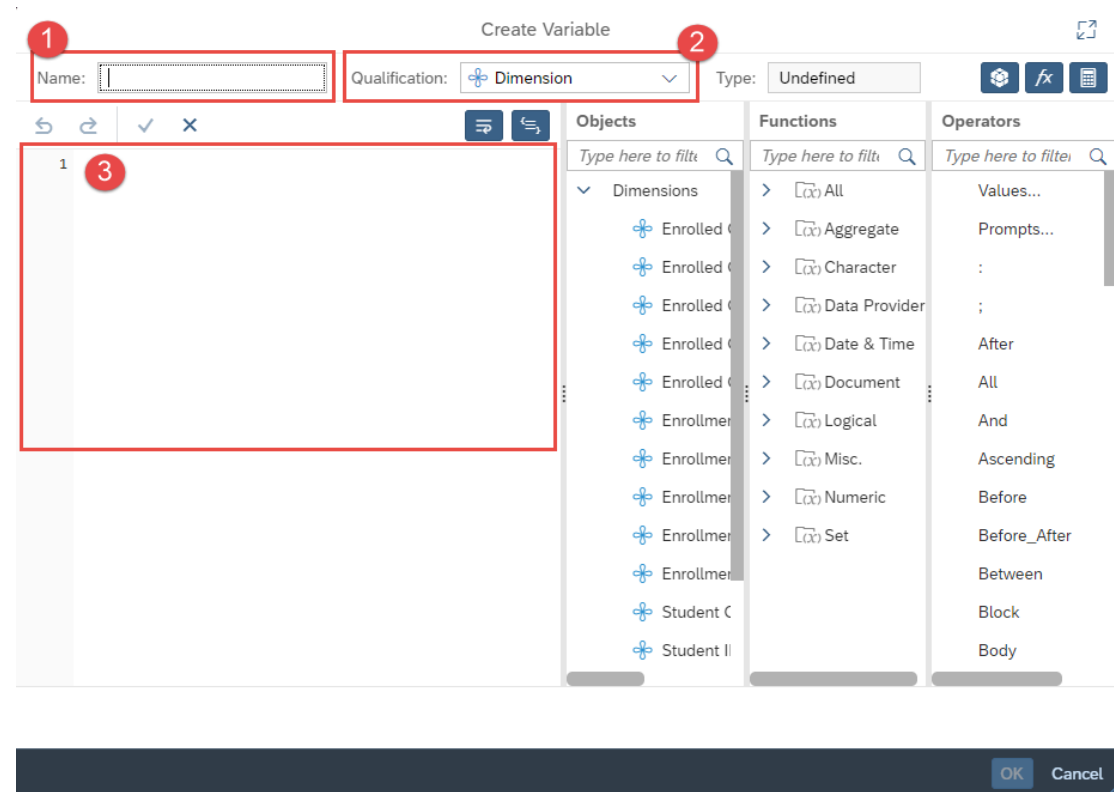
Creating User-Defined Variables

- To create a User-Defined Variable:
 - Navigate to the **Main Panel** and click 'Add a new variable' button



Creating User-Defined Variables (cont.)

- The 'Create Variable' dialog box opens:
- 1. Enter a name for the variable (the column name you want for this variable)
- 2. Select the correct qualification for the variable (dimension or measure)
- 3. Build the expression for the variable. To do this, double click the necessary items from the 'Objects', 'Functions', and 'Operators' panes into the 'Formula' box as needed (or type the formula directly)



Creating User-Defined Variables (cont.)

Edit Variable

Name: Qualification: Type:



1 =Count([Student ID])

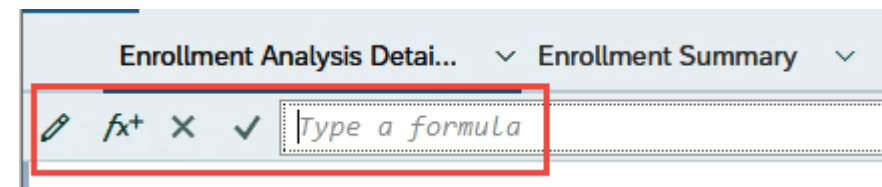
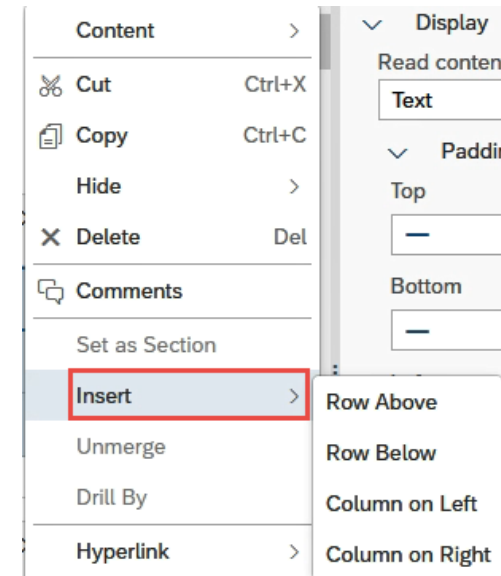
Objects	Functions	Operators
Type here to filter	Type here to filter	Type here to filter
Dimensions	> [x] All	Values...
Enrolled	> [x] Aggregate	Prompts...
Enrolled	> [x] Character	:
Enrolled	> [x] Data Provider	;
Enrolled	> [x] Date & Time	After
Enrolled	> [x] Document	All
Enrollment	> [x] Logical	And
Enrollment	> [x] Misc.	Ascending
Enrollment	> [x] Numeric	Before
Enrollment	> [x] Set	Before_After
Enrollment		Between
Student C		Block
Student II		Body


OK Cancel

Using the Formula Bar

You can also create in-place expressions using the **Formula Bar**:

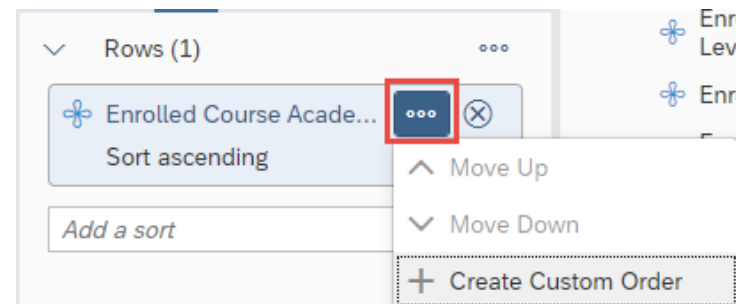
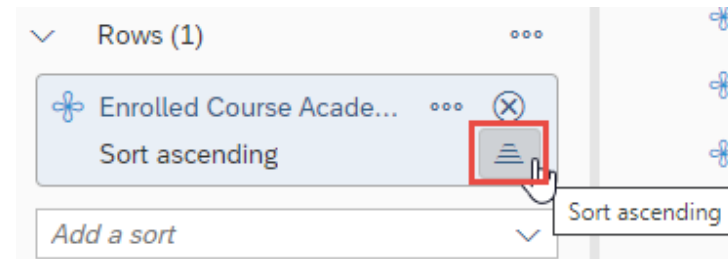
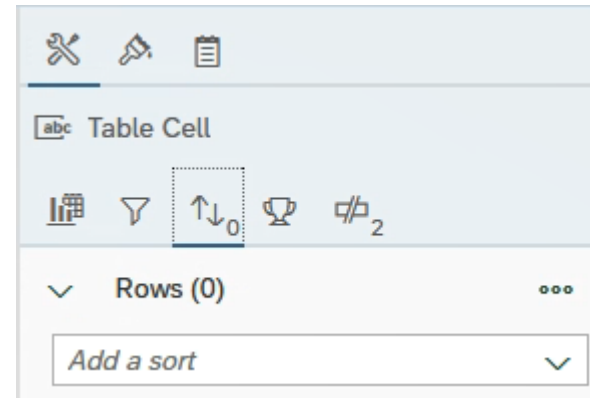
1. Right click a column, select 'Insert' -> 'Columns on Left/Right'
2. Select the newly inserted column
3. Click into the **Formula Bar** to build the expression for the column. To do this, you can type the expression directly or click the () button and use the 'Formula Editor'
4. (Optional) Click the () button to turn your expression into a reusable **Variable**



NOTE: Click the () button or hit **Enter** to validate the expression

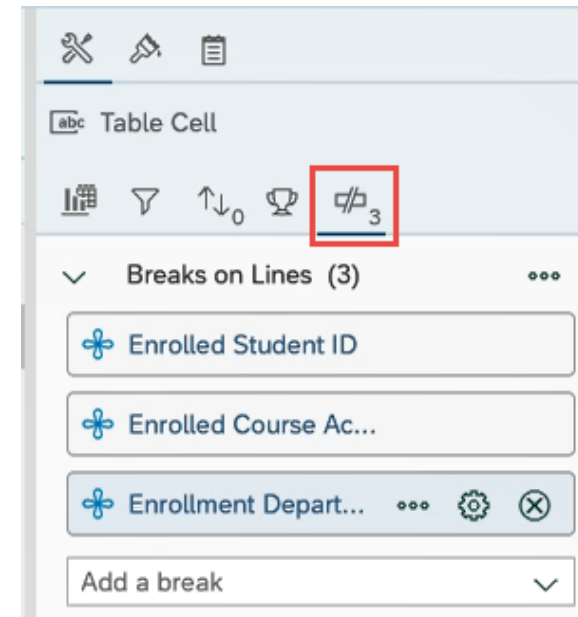
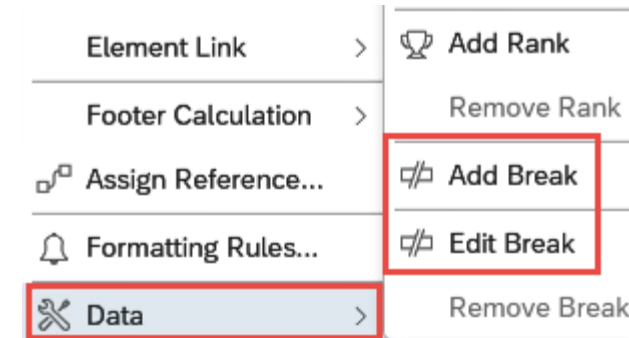
Sorting Columns

- You can sort on any object(s) by using the **Sort Panel** found on the **Properties Pane**
- Select sort type
- Use the 'More...' menu to manage sorts



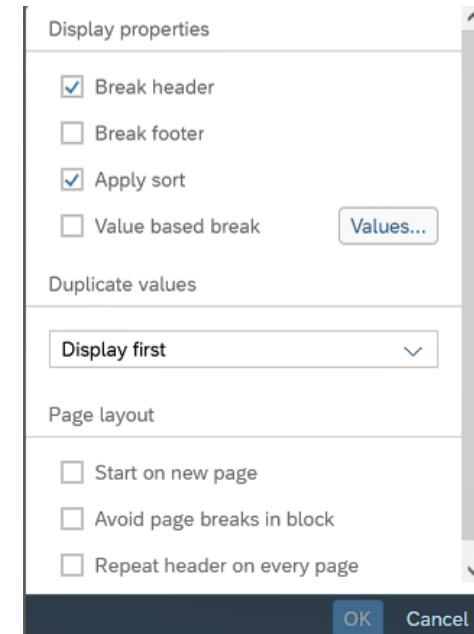
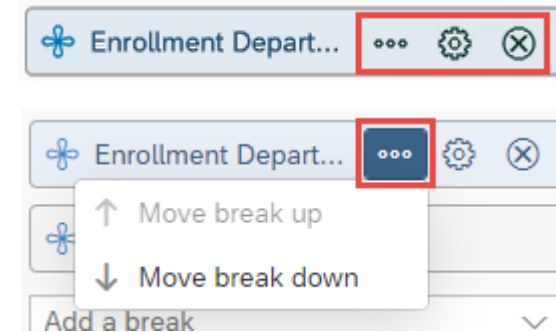
Managing Breaks

- Breaks provide space for subtotals (break footer) within a report and group results based on specified objects.
- To create and manage **Breaks**, there are 2 options:
 - Right click on the column of choice and select 'Data' > 'Add Break'
 - Go to the **Properties Panel** and click on the 'Display the break panel' icon



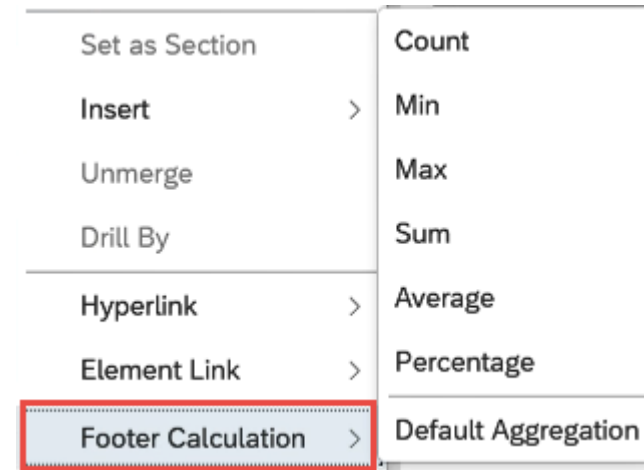
Managing Breaks (cont.)

- Click on the icons to further manage each **Break**.
 - 'More...' for changing the priority order
 - 'Setting' for managing display properties
 - 'Delte' to remove the break



Report Summary Line

- To Define aggregations for columns in a report, select a measure column, right click, and select 'Footer Calculation' -> 'Sum' (or other appropriate choice).



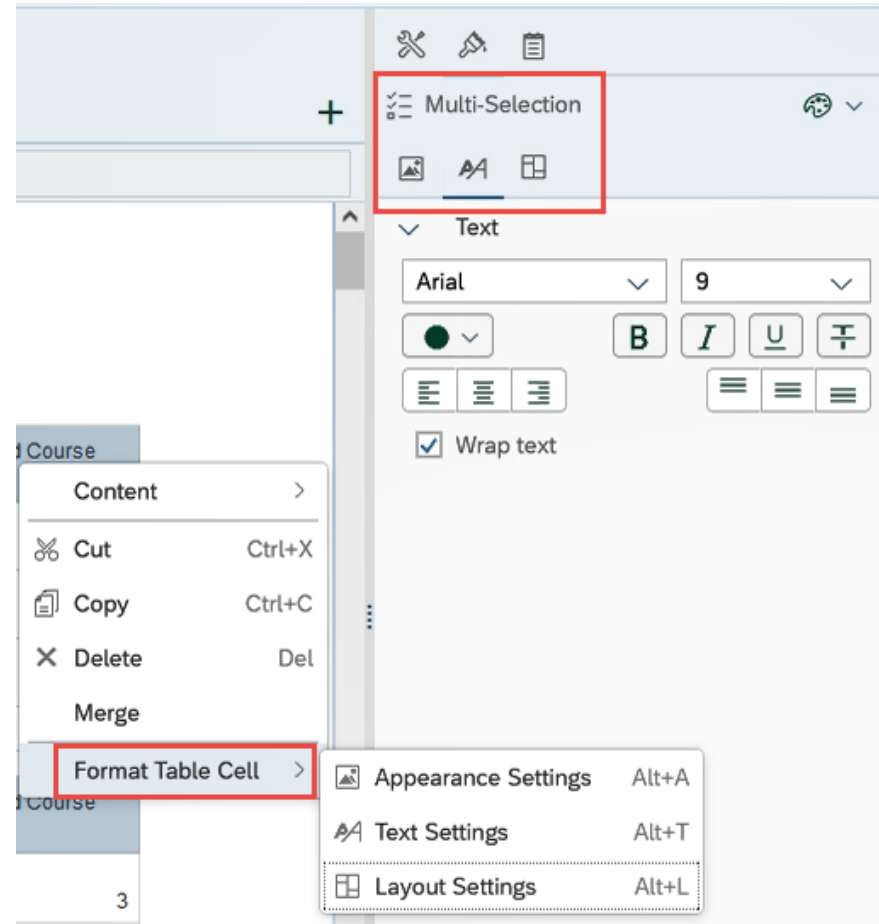
Sum:	3,762	1,009
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Formatting Tables, Headers and Cells

- Select column headers or table columns, right click, and select 'Format Table Cell' > and choose one of the available options.

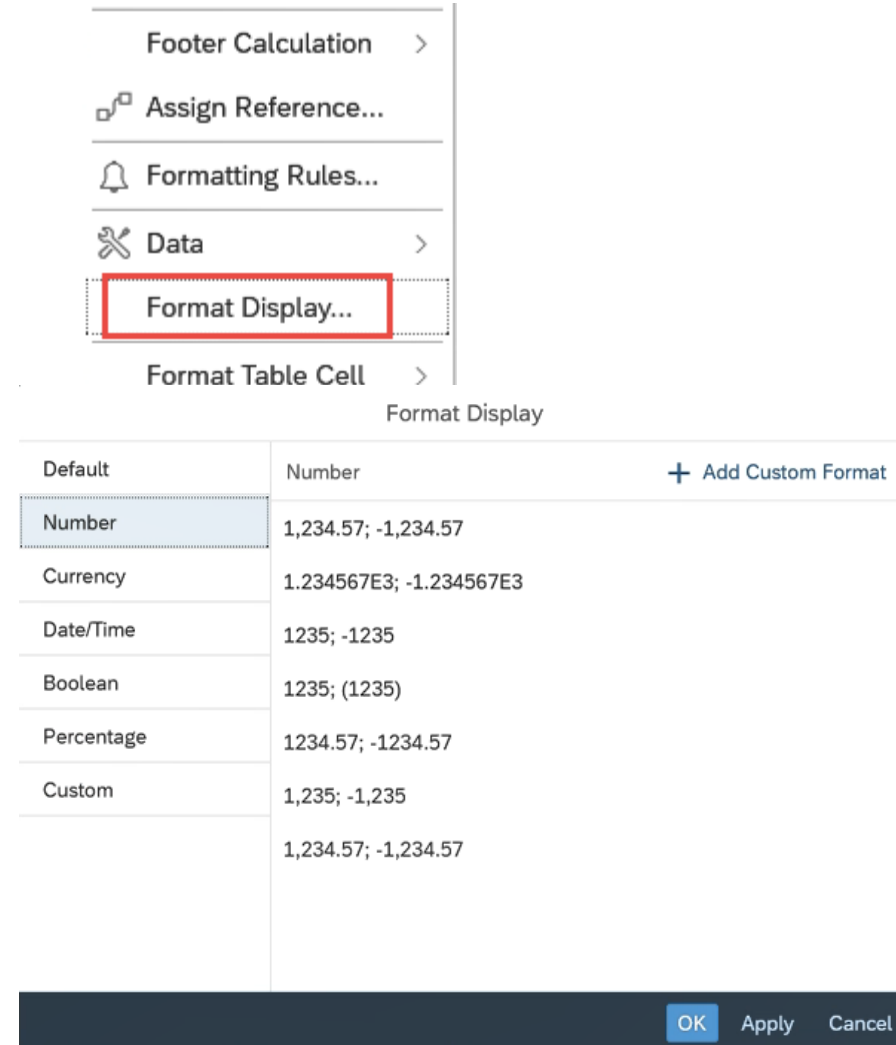
OR

- The **Properties Pane** displays the options and ability to navigate to the other settings available.



Number Formatting

- Select the data column you want to format, right click, and select 'Format Display'
- This will open the 'Format Display' dialog box exposing all available formats and the option to build a custom format .



On Report Filter Options

Report Filters

- Controls what data is available and shown on an entire report (tab) and all its blocks. This is a useful way to make multiple reports in the same document but show different versions of the same data or display

Block Filters

- Very similar to a report filter, except it controls only the data shown on a selected block. A block can be any visualization type (table list, crosstab, chart)

Drill filters

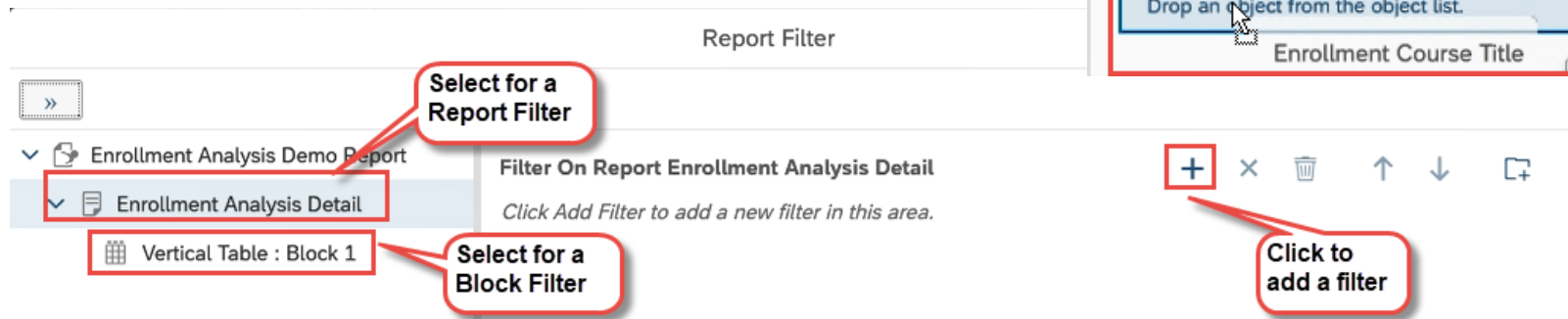
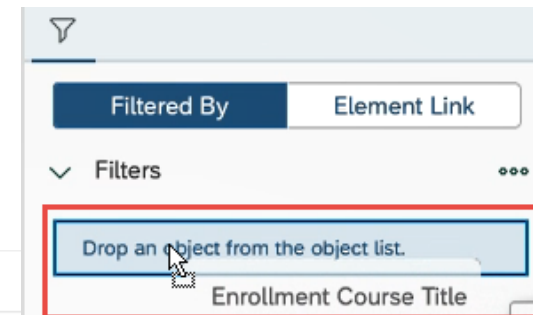
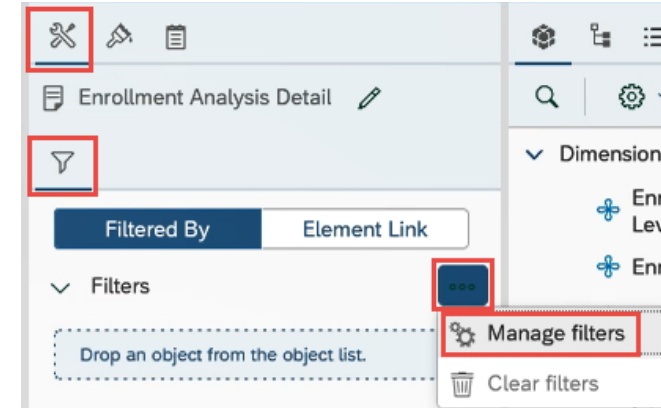
- Simple filters allowing for single value selection only (formally quick filters on the filter bar)

Input Controls

- Provide more advanced report controls allowing for multi-value selection - giving report users a convenient way to filter and analyze report data

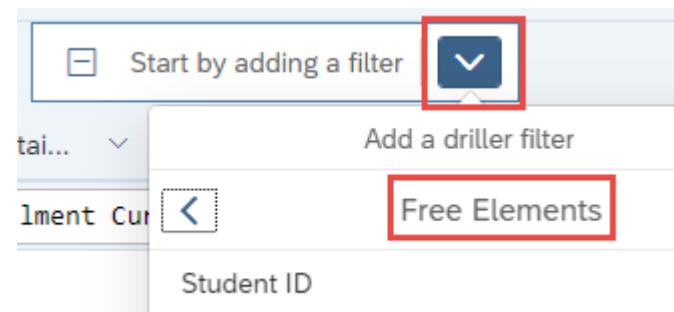
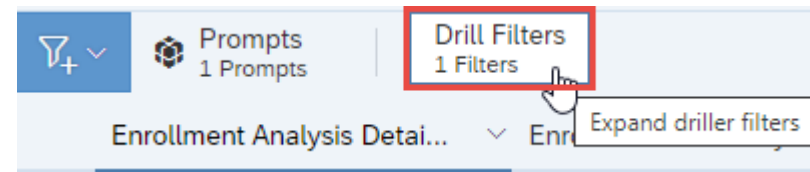
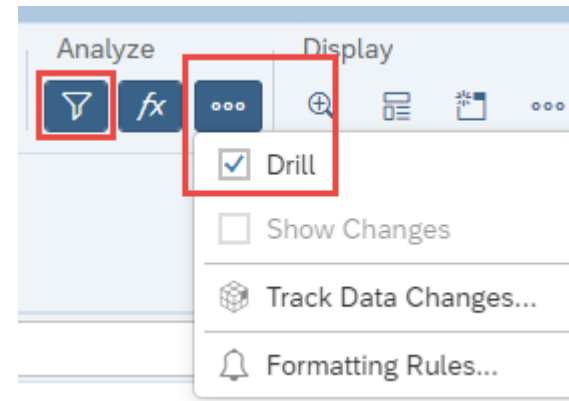
Defining Report and Block Filters

- Navigate to the **Properties Pane** and select the 'Show report element data' button. Then, click on the 'Filter' button and choose between the following options:
 - Click the 'More...' button and select 'Manage filters' to open the 'Report Filter' dialog box.
 - Drag a data element from the **Main Panel** into the filter area



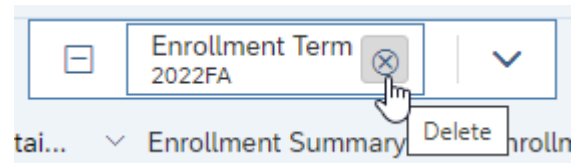
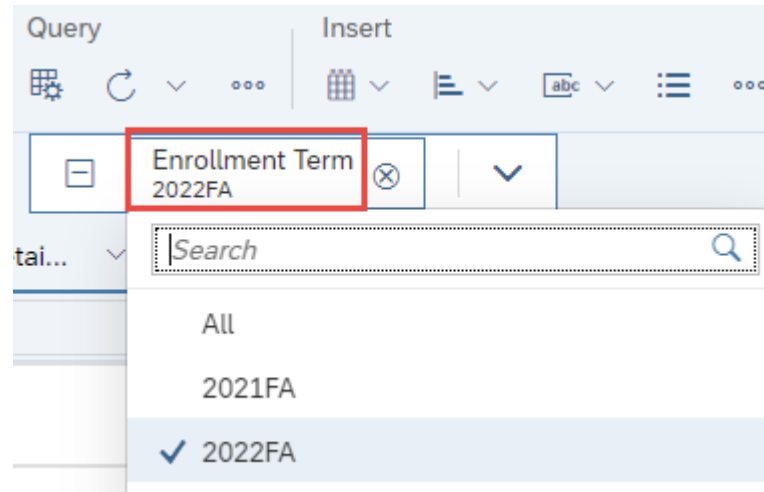
Defining Drill Filters

- Navigate to the 'Analysis' category, click on the 'Show/hide filter bar' button to show the filter bar.
- Click the 'More...' button and ensure that 'Drill' is enabled
- Click 'Drill filters' to expand
- Click the 'Add a drill filter' button, then select 'Free Elements' to choose an unused object



Defining Drill Filters (cont.)

- Click on the filter to select a value and narrow report results:
 - Click on **(All)** to remove filtered results
 - Click on **(x)** to delete the filter from the **Filter Bar**



Setting up Input Controls

- Click on the 'Manage filters' button from the **Filter Bar** and select '+ New Input Control'
- The 'New Control' dialog box opens

The screenshot shows the 'New Control' dialog box in the GCOM software. The dialog is divided into several sections:

- Top Section:** Contains fields for 'Object' (set to 'Enrollment Department 1 Desc'), 'Name' (set to 'Enrollment Department 1 Desc'), and 'Description' (placeholder text 'Enter control description').
- Current target:** A section with radio buttons for 'Document' and 'Current report' (selected).
- Tree View:** A hierarchical tree on the left showing the structure of the report. It includes 'Enrollment Analysis Data', 'Header', 'Body', 'Block 1', and 'Footer'. The 'Body' section is expanded.
- Configuration Section:** Contains several settings:
 - Type:** A dropdown menu set to 'Multi-List'.
 - Operator:** A dropdown menu set to 'In List'.
 - User restricted list of values:** A toggle switch set to 'OFF' with a '+ Select values' button.
 - Sort list of values:** A dropdown menu set to 'None'.
 - Allow selection of all values:** A toggle switch set to 'ON'.
 - Allow selection of null values:** A toggle switch set to 'OFF'.
 - Reset on refresh:** A toggle switch set to 'OFF'.
 - Default value(s):** A text input field.
- Bottom Section:** Contains 'OK' and 'Cancel' buttons.

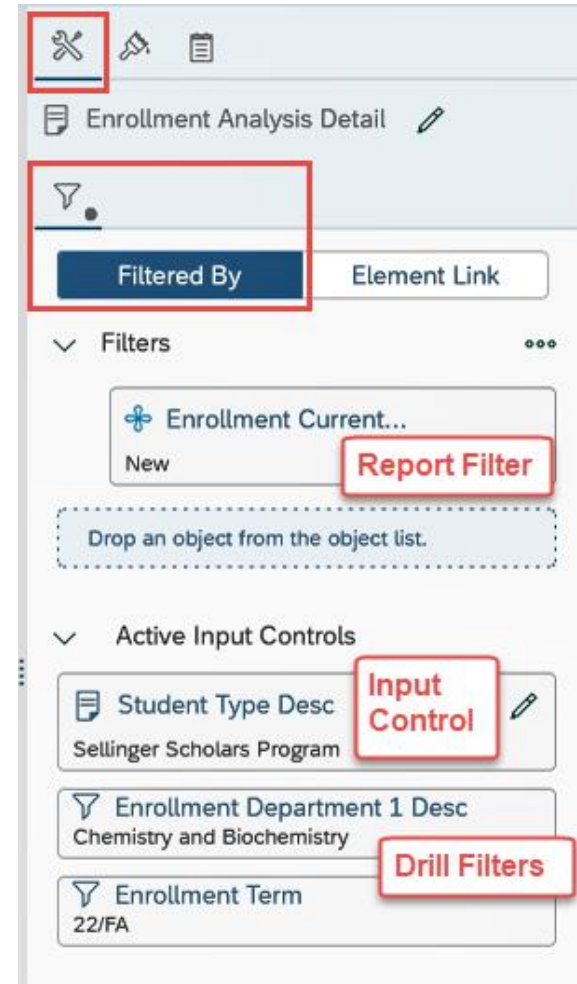
Using Input Controls

- With a multiple selection **Input Control** you can select one or more values and see the result in your report.
- Click the (⚙️) to see **Settings**
- Click 'Advanced settings' to edit the **Input Control**

The screenshot displays the GCOM software interface. At the top, there are tabs for 'Query' and 'Insert'. Below these, a search bar is visible with the text 'Enrollment Department 1 Desc' and 'All Values'. A red box highlights the search bar and the list of selected items: 'Accounting' and 'Accounting and Finance'. Below the search bar, a 'Settings' dialog box is open, showing the name 'Enrollment Department 1 Desc', the type 'Multi-List', and the operator 'In List'. A red box highlights the 'Advanced settings' button at the bottom of the settings dialog. The 'OK' button is also visible.

On Report Filter Management

- All filters can be managed from the **Properties Panel**.



Scheduling Documents



PART V:

Review Scheduling Documents

General

Report Features

History

Scheduling Documents



You can **schedule documents** to automatically run at specified times. Each time a scheduled document runs successfully, an **instance** of that document is created.



An **instance** is a version of the document containing data from the time the document is run.



You can access a list of **instances** in the document's **history**. You can check the status of an instance to see if it was sent and, if not, why it wasn't sent.

Scheduling Documents (cont.)

- To schedule a document, navigate to it in BI Launch Pad
 - Click the 'More...' button
 - Select 'Schedule'

The screenshot shows the SAP BI Launch Pad interface. On the left, the 'Folders' pane shows 'Personal Folders' expanded, with 'KTC dev' selected. The main area, titled 'Selected Folder', shows a list of documents under the 'Personal Folders / KTC dev /' path. The list has columns for Title, Favorites, Type, Description, and Last Updated. Two documents are listed: 'Demo test v1' and 'Enrollment Analysis Demo Report'. A context menu is open for the 'Enrollment Analysis Demo Report' document, showing options like View, Properties, Copy Opendoc Link, Modify, **Schedule**, Mobile Properties, History, Categories, Mark As Favorite, Details, Organize, Send To, and Delete. The 'Schedule' option is highlighted with a red box.

Title	Favorites	Type	Description	Last Updated
Demo test v1		Web Intelligence		Dec 22, 2022 9:20 AM
Enrollment Analysis Demo Report		Web Intelligence		Dec 22, 2022 9:06 AM

Schedule: General

Schedule

General Report Features

Instance Title

Title *

Enrollment Analysis Demo Report

Destinations

Delivery Destination

Add

Recurrence

Run Report:

Now

Allow Retries

☐ OFF

Events

Select a destination

Default Enterprise

Select Destinations

Default Enterprise Location X

- ☒ Default Enterprise Location
- ☐ BI Inbox
- ☐ Email
- ☐ FTP Server
- ☐ File System
- ☐ SFTP Server
- ☐ Google Drive

Destinations

Location

Click 'Add' for additional delivery destination

Click the down arrow to set recurrence

- Now
- Once
- Recurring
- Calendar

Schedule: Report Features

Schedule

General

Report Features

Formats

Web Intelligence

Prompts

Enrollment Analysis Demo Report

Edit Prompt Values

Enter value(s) for Enrollment Term20/FA; 21/FA; 22/FAConstant value

Delivery Rules

☐ The scheduled content has been successfully refreshed and is not partial.If this condition is not met, return the following status:

☒ Warning☐ Failed

☐ The scheduled content contains data.If this condition is not met, return the following status:

☒ Warning☐ Failed

Web Intelligence

- Microsoft Excel - Data
- Microsoft Excel - Reports
- Adobe Acrobat
- Comma Separated Values (CSV) - Data
- Comma Separated Values (CSV) Archive - Reports
- Plain Text
- HTML Archive

Scheduling: Instance History

- To view a scheduled document's instances, navigate to it in BI Launch Pad
 - Click the 'More...' button
 - Select 'History'

The screenshot shows the SAP BI Launch Pad interface. On the left, the 'Folders' pane shows a tree structure with 'Personal Folders' expanded, containing '~WebIntelligence', '2018', 'Archive', 'KTC Dev' (selected), 'My Subscribed Alerts', and 'Public Folders'. The main area displays the 'Selected Folder' 'Personal Folders / KTC Dev /'. Below this is a table with columns: Title, Favorites, Type, Description, Last Updated, and an action column. The table contains one row: 'Enrollment Analysis Demo Report' (Type: Web Intelligence, Last Updated: Dec 15, 2022 3:39 PM). The action column for this row has a red box around the 'More...' button. A dropdown menu is open, showing options: View, Properties, Copy Opendoc Link, Modify, Schedule, Mobile Properties, History (highlighted with a red box), Categories, Mark As Favorite, Details, Organize, Send To, and Delete.

Title	Favorites	Type	Description	Last Updated	
Enrollment Analysis Demo Report		Web Intelligence		Dec 15, 2022 3:39 PM	More...

Scheduling: Instance History (cont.)

- Click on an instance to see its data
 - Click the 'More...' button
 - Select additional options

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History ▼

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Instance Title: Enrollment Analysis Demo Report

<input type="checkbox"/>	Title	Status	Instance Time	Created By	Type	Parameters	
<input type="checkbox"/>	✓ Enrollment Analysis Demo Report	Success	Jun 23, 2022 12:20 PM	Administrator	Web Intelligence	20/FA;21/FA;22/FA	
<input type="checkbox"/>	✓ Enrollment Analysis Demo Report	Success	Jun 23, 2022 12:19 PM	Administrator	Adobe Acrobat	20/FA;21/FA;22/FA	
<input type="checkbox"/>	✗ Enrollment Analysis Demo Report	Failed	Jun 23, 2022 12:18 PM	Administrator	Adobe Acrobat	20/FA;21/FA;22/FA	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

View

Copy Opendoc Link

Run Now

Reschedule

Details

Send To >

Delete



Thank You